

# PUBLIC PARTICIPATION PLAN



## *Cowlitz-Wahkiakum Council of Governments*

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CWCOG ensures full compliance with Title VI of the Civil Rights Act of 1964 and the American Disabilities Act of 1990 by prohibiting discrimination against any person on the basis of race, color, national origin, sex or disabilities in the provision of benefits and services resulting from its federally assisted programs and activities. For more information, or to obtain a Title VI Complaint Form, call program coordinator at (360) 577-3041.

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## Acronyms

<b>ADA</b>	American’s with Disabilities Act
<b>CEDS</b>	Comprehensive Economic Development Strategy
<b>CFR</b>	Code of Federal Regulations
<b>CWCOG</b>	Cowlitz-Wahkiakum Council of Governments
<b>EDA</b>	Economic Development Administration
<b>EDD</b>	Economic Development District
<b>FHWA</b>	Federal Highway Administration
<b>FTA</b>	Federal Transit Administration
<b>GHCOG</b>	Grays Harbor Council of Governments
<b>HSP</b>	Highway Systems Plan
<b>LCTSC</b>	Lewis County Transportation Strategy Council
<b>RTP</b>	Metropolitan & Regional Transportation Plan Combined
<b>MPO</b>	Metropolitan Planning Organization
<b>PCOG</b>	Pacific Council of Governments
<b>ODOT</b>	Oregon Department of Transportation
<b>PPP</b>	Public Participation Plan
<b>RTIP</b>	Regional Transportation Improvement Program
<b>STIP</b>	State Transportation Improvement Program
<b>SWEDD</b>	Southwest Washington Economic Development District
<b>SWRTPO</b>	Southwest Washington Regional Transportation Planning Organization
<b>TAC</b>	Technical Advisory Committee
<b>UPWP</b>	Unified Planning Work Program
<b>WSDOT</b>	Washington State Department of Transportation
<b>WTP</b>	Washington Transportation Plan

## The Public Participation Plan

The Public Participation Plan (PPP) is the Cowlitz-Wahkiakum Council of Governments' (CWCOG) official policy for involving the public in any federal, state, and local planning processes they may undertake.

The purpose of a PPP is to provide a documented public involvement method that addresses opportunities for the public to review and comment at key decision points within the planning process. The CWCOG's PPP is formulated to meet the federal and state law requirements of public participation within the agency's major programs, but to also set general standards for special projects undertaken by the CWCOG.

The PPP outlines the adoption and amendment processes for plans, projects, and tasks; comment periods; opportunities for public participation; noticing practices; and strategies for public participation for programs and projects funded with public monies.

The major federal programs of the CWCOG requiring a published Public Participation Plan are the Washington State Department of Transportation's Metropolitan and Regional Planning Organization Programs and the US Department of Commerce, Economic Development Administration Planning Partnership Program for Economically Distressed Areas.

## Objectives for Public Involvement

It is the policy of the CWCOG to follow the strictest laws applicable for any given policy. In the case of Public Participation this is the Federal Code of Regulations (CFR 450.210) for US Department of Transportation. The CFR establishes the following objectives for the public involvement process. The PPP is the local document that establishes a set of consistent and minimum procedures to meet these requirements.

- ❖ Maintain a **proactive public involvement** process. CFR450.210(a)
- ❖ Establish **early and continuing** public involvement opportunities in developing plans.
- ❖ Provide **timely information** about issues and processes to those affected by developing plans, programs, and projects. CFR450.210(a)(1)i
- ❖ Provide **reasonable public access to technical and policy information** used in the development of plans. CFR450.210(a)(1)ii
- ❖ Provide **adequate public notice** of public involvement activities **to all interested parties**, and time for public review **with reasonable opportunities for comment** at key decision points. CFR450.210(a)(1)iii, CFR450.210(a)(2)
- ❖ To the extent practical, ensure **reasonable public access to open public meetings**. CFR450.210(a)(1)iv

- ❖ To the extent practical, **use visualization techniques**, including maps, graphics, and computer modeling technologies to describe the proposed plan. CFR450.210(a)(1)v
- ❖ To the extent practical, make project **information available electronically** through various formats and means such as the internet and agency web-page. CFR450.210(a)(1)vi
- ❖ **Consider and respond** to public input received during the planning process. CFR450.210(a)(1)vii
- ❖ **Seek out and consider** the needs of those traditionally underserved by existing systems, including but not limited to low-income and minority households. CFR450.210(a)(1)viii
- ❖ Provide periodic reviews to **evaluate and improve** public participation strategies. CFR450.210(a)(1)ix

In addition to addressing federal mandates, the CWCOG will seek to:

- ❖ Educate and inform the public about planning, projects, and issues within their communities and the region.
- ❖ Encourage participation by the Spanish-speaking community by offering Spanish notifications of upcoming projects and plans.
- ❖ Facilitate electronic distribution of project information such as meeting information, minutes and agendas.
- ❖ Continue to update its policies in order to conform to new regulations, utilize changing technology and trends, and maintain effective public participation practices.

## Opportunities for Public Involvement

Public involvement is an important part of the planning process. When the CWCOG has input from a wide range of stakeholders and other residents, decisions are made that best serve the needs of the community.

A variety of strategies have been identified to encourage and facilitate public involvement in the planning process. Below is a list of outreach techniques that the CWCOG employs to actively solicit public input in the planning process.

- ❖ **Public Notices & Schedules** are posted to the CWCOG website at the beginning of each year ([www.cwco.org](http://www.cwco.org)). Meeting details such as date, time, and location are emailed to stakeholders and public meetings are advertised through media outlets (Appendix C) approximately seven days prior to the meeting. All notifications are made using a standard format.
- ❖ **CWCOG Website** contains information about the CWCOG and its programs, activities, planning studies, final reports, and upcoming meetings or events. As projects and reports are completed, they are made available online along with other resource information that may add value to the public. Drafts of all major plans are available for review and public comment via the CWCOG website in alignment with the timelines set by this policy.
- ❖ **Newsletters** are available in print and electronic formats, providing the public and local government partners updates on studies, projects, programs, and plans. They

can be found on the website or members of the public may request to be part of the distribution list.

- ❖ **Distribution lists** are used to continually update interested parties and media contacts via email. Interested parties can join these lists and receive meeting and project information by contacting the CWCOG office at [cwcoq@cwcoq.org](mailto:cwcoq@cwcoq.org).
- ❖ **Workshops, forums, and open houses** may be held on topics associated with a specific plan or project. Such workshops will be designed to educate and/or engage participants on specific topics. These are advertised no less than a month in advance through the website, distribution lists, and media outlets listed in Appendix C.
- ❖ **Focus groups** may be conducted when community or stakeholder feedback is needed. Members of project-specific stakeholder groups or targeted community groups are contacted either through mail or electronic means such as email or website posting with an invitation to participate. The results and documents are incorporated into the respective planning document(s).
- ❖ **Surveys** may be used to update plans, for issue(s) identification, and other data gathering activities. They are disseminated to target populations identified through the project or planning process. Data can be collected either through an on-line service such as SurveyMonkey.com or by flyers sent out through stakeholder mailings, public gathering places or door-to-door questionnaires. The survey process and results are then incorporated into their respective planning document(s).

## CWCOG

The Cowlitz-Wahkiakum Council of Governments (CWCOG) is a voluntary association of local governments in Washington State's Cowlitz and Wahkiakum counties and Oregon State's City of Rainier. The Council was formed in 1961 as a regional planning commission under RCW 36.70.060-130, and re-organized in 1974 under RCW 36.64.080-110 for the purpose of studying regional and governmental issues of mutual interest and concern. Within this arena, CWCOG administers several projects and programs that aid the region in addressing these issues.

### Major Plans & Policies of the CWCOG

The CWCOG maintains several general plans and policies that apply to the agency as a whole and have application to the agency's major programs and federal funding.

#### ❖ **Public Participation Plan**

The PPP is considered both a policy and plan of the CWCOG. As such it is reviewed and approved by the CWCOG Executive Committee to be submitted for adoption by the CWCOG Board. The public review period will be advertised prior to submission to the CWCOG Board in alignment with the objectives and guidelines set by this policy.

To ensure effectiveness and compliance with federal and state regulations, the PPP is evaluated biennially. Amendments to the plan are made as necessary to ensure the strategies for public involvement remain effective and to capture legislative requirements.

Additionally, all public participation activities conducted will be reported as required by law and included in plans, documents or reports as appropriate. Information shall include the status of strategies recommended in the PPP, and any project-specific PPPs that have been developed. The evaluation and any subsequent reporting process will help to assess progress toward meeting the objectives of the plan and engaging the public in the decision-making process.

#### ❖ **Title VI Plan**

The Title VI Plan is considered both a policy and plan of the CWCOG. As such it is reviewed and approved by the CWCOG Executive Committee to be submitted for adoption by the CWCOG Board. The Title VI Plan is not required to have a public review process, but impacts the PPP by setting the guidelines by which the CWCOG complies with the laws and regulations governing the fair and equal treatment of any person regardless of race, color, national origin, handicap/disability, sex, age, income or minority status.

#### ❖ **Open Public Meetings Policy**

The CWCOG adheres to the Open Public Meetings Act (RCW 42.30) for those meetings or events identified as public forums. This includes but not limited to reasonable access to the meeting facility, and if requested, interpretive services.

#### ❖ **Special Plans & Reports**

Special project plans and general reports requiring review by the public, shall be publicized prior to adoption or submission to the appropriate governing board(s) in alignment with the objectives and guidelines set by this policy. Due to the special

nature of these types of plans and reports, the public review process and information publicized for such vary. In such cases the CWCOG shall include the hierarchy of authority, approval process and other such details in order to meet the general objectives and guidelines set by this policy.

### Public Comment & Review Timelines

The CWCOG will provide official windows of time during which the public can review and comment on plans and projects which are under consideration for adoption by the CWCOG Board. Drafts of all major programs, studies, and tasks will be made available for public review and comment.

The length of these public comment periods and the specific procedures followed will vary based on the type of document or subject under consideration. For the major programs administered by the CWCOG, those periods and procedures are specifically addressed within the program sections of this policy.

All comments can be sent by mail to:

**Cowlitz-Wahkiakum Council of Governments**  
**Administration Annex / 207 4<sup>th</sup> Ave North**  
**Kelso, WA 98626**

OR electronically to [cwcog@cwcog.org](mailto:cwcog@cwcog.org).

All comments received will be documented and handled according to the appropriate program or project's policy.

- ❖ 15 days for general reports not listed
- ❖ 45 days for the PPP

## Transportation

The CWCOG is designated by Washington State as the Metropolitan Planning Organization (MPO), and as such is federally mandated and authorized to fulfill the state planning requirements for the Washington/Oregon bi-state Longview-Kelso-Rainier urbanized area. The governing MPO Board is advised by the Cowlitz Area Technical Advisory Committee (CATAC).

In its role as the MPO, the CWCOG also fulfills the role of lead agency for the five-county Southwest Washington Regional Transportation Planning Organization (SWRTPO). The SWRTPO, through voluntary and contractual partnerships, fulfills state planning requirements for the county regions of Cowlitz, Grays Harbor, Lewis, Pacific, and Wahkiakum. The governing RTPO Board is advised by these regional partners and their associated Technical Advisory Committees (TAC).

- ❖ Cowlitz County: MPO Board & Cowlitz Area TAC
- ❖ Wahkiakum County: MPO Board & Wahkiakum TAC
- ❖ Grays Harbor County:  
Grays Harbor Council of Governments (GHCOG) &  
GHCOG TAC
- ❖ Lewis County:  
Lewis County Transportation Strategy Council (LCTSC) &  
Lewis County TAC
- ❖ Pacific County: Pacific Council of Governments (PCOG) &  
PCOG TAC

## Major Plans of the Transportation Program

The SWRTPO and MPO are responsible for the following transportation planning programs and studies.

### ❖ **Regional Transportation Plan (RTP)**

The RTP is a 20-year look into the future that covers the Metropolitan Planning Area (MPA) and the five-county SWRTPO Area. It envisions long-term transportation needs for the region, serving as the basis for decisions and guiding the expenditures of available federal transportation funds.

### ❖ **Regional Transportation Improvement Program (RTIP)**

The RTIP provides a four-year work program that lists all regionally significant and federally funded transportation projects and programs to be carried out within the MPA and the SWRTPO region. Regionally significant and federally funded transportation projects and programs are compiled from the local city and county Transportation Improvement Programs (TIPs) to create the RTIP. Significant amendments to the RTIP for federally funded and regionally significant projects are required to go before the MPO/CWCOG Board for approval. “Significant amendments” thresholds are defined within the RTIP document. Once approved, the amendment is then forwarded as a request to WSDOT to be included in the State Transportation Improvement Program (STIP) according to their published amendment schedule.



❖ **Unified Planning Work Program (UPWP)**

The UPWP is an annual listing of the MPO and SWRTPO's planning work tasks to be completed in the upcoming fiscal year. The final draft is presented to the MPO/CWCOG Board for final approval after the 15-day comment period and review by the SWRTPO. Any subsequent amendments are reviewed by the SWRTPO and approved by the MPO/COG Board, and are required when there is a change, an addition, or a budget revision resulting from changes to the work program. Amendments involving federal funds may need to be reviewed and approved by Federal Highway Administration (FHWA) and/or Federal Transit Authority (FTA).

❖ **Special Studies and Projects**

As needed, the CWCOG will conduct or sponsor planning studies to address a variety of transportation issues or concerns. The need and scope for public involvement will be determined for each project, study, and UPWP tasks prior to initiation. For studies, projects, and certain tasks conducted under the metropolitan transportation planning program, public participation opportunities may include:

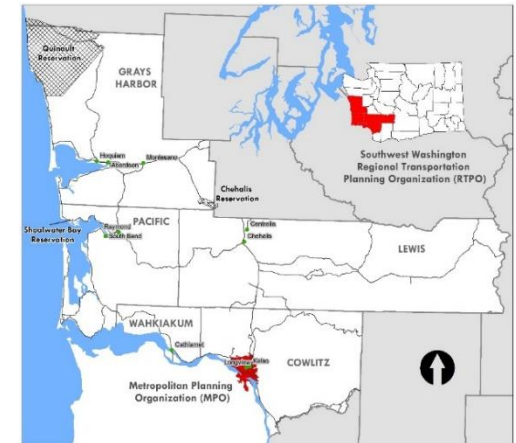
- ◆ **Media releases** will be issued on the project as needed to keep the public informed of study activities and opportunities for involvement and comment.
- ◆ A transportation-related **interested parties list** will be established to identify persons and organizations interested in being informed of project activities.

- ◆ Study and project **progress reports and presentations** will be given at appropriate meetings.
- ◆ Methods for **public comment** on final draft documents will be provided and will be tailored to meet the needs and objectives for specific studies. These can take the form of on-line surveys or access through [www.cwco.org](http://www.cwco.org).
- ◆ **Visual presentations** will be prepared for key study deliverables and presentations will be posted on the CWCOG's web site.

**Public Comment & Review Timelines**

At a minimum, the CWCOG makes plans available for review by the public through its website. Public notice is sent to media outlets noted in Appendix G within Cowlitz, Wahkiakum, Lewis, Grays Harbor and Pacific Counties in advance of the review period

- ❖ 15 days for the RTIP
- ❖ 15 days for the RTP
- ❖ 15 days for the UPWP



**Jurisdictions Represented in the SWRTPO - FY 2017**

**Regional Planning Agencies**

Cowlitz-Wahkiakum Council of Governments (CWCOG)  
 Grays Harbor Council of Governments (GHCOG)  
 Lewis County Transportation Strategy Council (LCSTC)  
 Pacific Council of Governments (PCOG)

**Tribal Governments**

Confederated Tribes of Chehalis  
 Cowlitz Tribe  
 Quinault Indian Nation  
 Shoalwater Bay Tribe

**Counties**

Cowlitz County	Pacific County
Grays Harbor County	Wahkiakum County
Lewis County	

**Transit Authorities**

Columbia County Transit  
 Cowlitz Transit Authority  
 Grays Harbor Transit Authority  
 Pacific Transit System  
 Twin Transit Authority

**Cities / Towns**

Aberdeen	Kelso	Pe Ell
Castle Rock	Long Beach	Rainier OR
Cathlamet	Longview	Raymond
Centralia	McCleary	South Bend
Chehalis	Montesano	Toledo
Cosmopolis	Morton	Vader
Elma	Mossyrock	Westport
Hoquiam	Napavine	Winlock
Ilwaco	Oakville	Woodland
Kalama	Ocean Shores	

**Non-Profit/Non-Traditional Transit Providers**

Coastal Counties Community Action Council  
 LEWIS Mountain Transit  
 Lower Columbia Community Action Program  
 Wahkiakum County

**Federal Department of Transportation**

Federal Highway Administration (FHWA)  
 Federal Transit Administration (FTA)

**Port Districts**

Port of Centralia	Port of Kalama
Port of Chehalis	Port of Longview
Port of Chinook	Port of Peninsula
Port of Grays Harbor	Port of Willapa Harbor
Port of Ilwaco	Port of Woodland
Wahkiakum Port District No. 1	
Wahkiakum Port District No. 2	

**State Departments of Transportation**

*Washington State Department of Transportation*  
 SW Region, Vancouver  
 Olympic Region, Tumwater  
*Oregon Department of Transportation*  
 Region 1, Portland

## Economic Development

As the administrative agency for the Southwest Washington Economic Development District (SWEDD) and its Board, the CWCOG facilitates and administers the Economic Development Administration's (EDA) Planning Grants program that supports the efforts of the SWEDD, the development of the Comprehensive Economic Development Strategy (CEDS), as well as annual and semi-annual updates.

The Economic Development District (EDD) covers the three-county region of Cowlitz, Lewis, and Wahkiakum. It is composed of public and private stakeholders within those regions with an interest in economic development issues, and provides guidance to the CWCOG in administering the program.

The CEDS Committee is appointed by the SWEDD and is responsible for assisting in the development, revision and/or update of the CEDS Plan. The Committee represents the main economic interests of the region and must include private sector representatives as a majority of its membership. In addition, the SWEDD strives to also include: public officials, community leaders, representatives of workforce development boards, representatives of institutions of higher education, minority and labor groups, and private individuals.

## Major Plans of the Economic Development Program

The SWEDD and CWCOG are responsible for the following economic development planning programs and studies.

### **Comprehensive Economic Development Strategy (CEDS)**

The CEDS unites the public and private sectors in the creation of an economic roadmap that analyzes the regional economy and serves as a guide for the establishment of regional goals and objectives. It develops and implements a regional action plan and identifies investment priorities and sources thus providing benchmarks by which a regional economy can evaluate its opportunities with other regions in the national economy.

As the public and private sector partnerships are critical to the implementation of the CEDS, EDA requires that the plan outline the strategy for maintaining the relationship between the community in general and the private sector in the development and implementation of the CEDS.

### **Public Comment & Review Process**

At a minimum, the CWCOG makes the CEDS available for review by the public through its website. Public notice is sent to media outlets noted in Appendix G within Cowlitz, Lewis, and Wahkiakum Counties in advance of the review period.

- ❖ 30 days for the CEDS

## Jurisdictions Represented in the SWEDD - FY 2017

### Regional Planning Agencies

Cowlitz-Wahkiakum Council of Governments (CWCOG)

### Counties

Cowlitz County  
 Wahkiakum County  
 Lewis County

### Cities / Towns

Castle Rock	Kelso	Vader
Cathlamet	Longview	Winlock
Centralia	Napavine	Woodland
Chehalis	Pe Ell	
Kalama	Toledo	

### Port Districts

Port of Centralia	Port of Longview
Port of Chehalis	Port of Woodland
Port of Kalama	Wahkiakum County Port Dist. #1

### Chambers of Commerce

Castle Rock	Morton
Centralia-Chehalis	Wahkiakum
Kalama	Woodland
Kelso-Longview	

### Tribal Governments

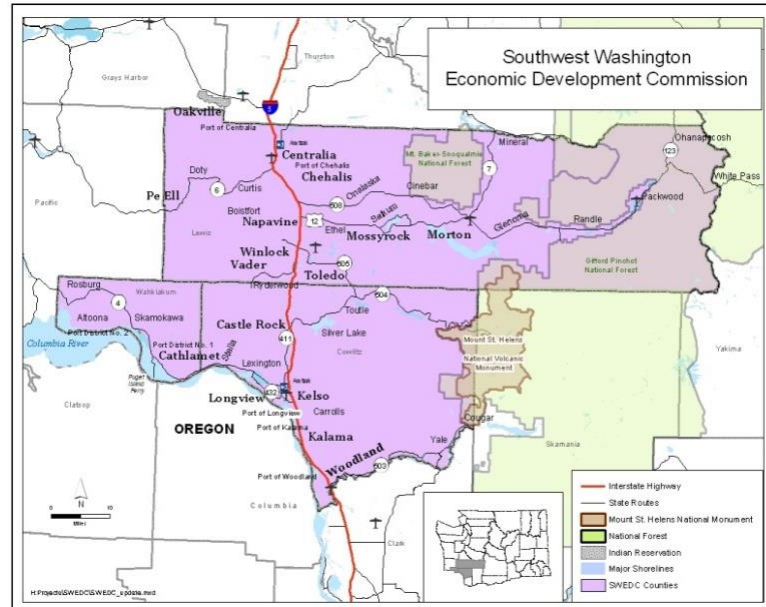
Cowlitz Tribe

### Colleges

Centralia College  
 Lower Columbia College  
 Washington State University - Cowlitz  
 Washington State University - Lewis  
 Washington State University - Wahkiakum

### Business Affiliations

Cowlitz Economic Development Council  
 Industrial Park At Trans-Alta  
 Lower Columbia Community Action Council  
 Pacific Mountain Workforce Development Council  
 Small Business Development – Cowlitz  
 Southwest WA Workforce Development Council



## Appendix A

### U.S. Code of Federal Regulations (CFR) 450.210

For full text, see the Electronic Code of Federal Regulations here:

<https://www.fhwa.dot.gov/legsregs/directives/fapg/cfr0450b.htm>

#### **Subpart B—Statewide Transportation Planning and Programming § 450.210 interested parties, public involvement, and consultation.**

(a) In carrying out the statewide transportation planning process, including development of the long-range statewide transportation plan and the STIP, the State shall develop and use a documented public involvement process that provides opportunities for public review and comment at key decision points.

(1) The State's public involvement process at a minimum shall:

(i) Establish early and continuous public involvement opportunities that provide timely information about transportation issues and decision making processes to citizens, affected public agencies, representatives of public transportation employees, freight shippers, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, providers of freight transportation services, and other interested parties;

(ii) Provide reasonable public access to technical and policy information used in the development of the long-range statewide transportation plan and the STIP;

(iii) Provide adequate public notice of public involvement activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed long-range statewide transportation plan and STIP;

(iv) To the maximum extent practicable, ensure that public meetings are held at convenient and accessible locations and times;

(v) To the maximum extent practicable, use visualization techniques to describe the proposed long-range statewide transportation plan and supporting studies;

(vi) To the maximum extent practicable, make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information;

(vii) Demonstrate explicit consideration and response to public input during the development of the long-range statewide transportation plan and STIP;

(viii) Include a process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services; and

(ix) Provide for the periodic review of the effectiveness of the public involvement process to ensure that the process provides full and open access to all interested parties and revise the process, as appropriate.

(2) The State shall provide for public comment on existing and proposed processes for public involvement in the development of the long-range statewide transportation plan and the STIP. At a minimum, the State shall allow 45 calendar days for public review and written comment before the procedures and any major revisions to existing procedures are adopted. The State shall provide copies of the approved public involvement process document(s) to the FHWA and the FTA for informational purposes.

(b) The State shall provide for non-metropolitan local official participation in the development of the long-range statewide transportation plan and the STIP. The State shall have a documented process (es) for consulting with non-metropolitan local officials representing units of general purpose local government and/or local officials with responsibility for transportation that is separate and discrete from the public involvement process and provides an opportunity for their participation in the development of the long-range statewide transportation plan and the STIP. Although the FHWA and the FTA shall not review or approve this consultation process (es), copies of the process document(s) shall be provided to the FHWA and the FTA for informational purposes.

(1) At least once every five years (as of February 24, 2006), the State shall review and solicit comments from non-metropolitan local officials and other interested parties for a period of not less than 60 calendar days regarding the effectiveness of the consultation process and any proposed changes. A specific request for comments shall be directed to the State association of counties, State municipal league, regional planning agencies, or directly to non-metropolitan local officials.

(2) The State, at its discretion, shall be responsible for determining whether to adopt any proposed changes. If a proposed change is not adopted, the State shall make publicly available its reasons for not accepting the proposed change, including notification to non-metropolitan local officials or their associations.

(c) For each area of the State under the jurisdiction of an Indian Tribal government, the State shall develop the long-range statewide transportation plan and STIP in consultation with the Tribal government and the Secretary of Interior. States shall, to the extent practicable, develop a documented process (es) that outlines roles, responsibilities, and key decision points for consulting with Indian Tribal governments and Federal land management agencies in the development of the long-range statewide transportation plan and the STIP.

#### **Metropolitan Transportation Planning and Programming, Sub-Part C § 450.316 Interested parties, participation, and consultation.**

(a) The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

- (i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
  - (ii) Providing timely notice and reasonable access to information about transportation issues and processes;
  - (iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;
  - (iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
  - (v) Holding any public meetings at convenient and accessible locations and times;
  - (vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
  - (vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
  - (viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;
  - (ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
  - (x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.
- (2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.
- (3) A minimum public 1000 of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

(b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, metropolitan transportation plans and TIPs shall be

developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

- (1) Recipients of assistance under title 49 U.S.C. Chapter 53;
- (2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
- (3) Recipients of assistance under 23 U.S.C. 204.

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.

(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.

(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under §450.314.

#### **§ 450.322 Development and content of the metropolitan transportation plan.(i)**

The MPO shall provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan using the participation plan developed under §450.316(a).

The metropolitan transportation plan shall be published or otherwise made readily available by the MPO for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web.

#### **§ 450.324 Development and content of the transportation improvement program (TIP)**

(b) The MPO shall provide all interested parties with a reasonable opportunity to comment on the proposed TIP as required by §450.316(a). In addition, in nonattainment area TMAs, the MPO shall provide at least one formal public meeting during the TIP development process, which should be addressed through the participation plan described in §450.316(a). In addition, the TIP shall be published or otherwise made readily available by the MPO for public review, including (to the maximum extent practicable) in electronically accessible formats and means, such as the World Wide Web, as described in §450.316(a).

## Appendix B

### U.S. Department of Commerce Economic Development Administration

#### CEDS SUMMARY OF REQUIREMENTS

**Note:** *This document provides a synopsis of the requirements for comprehensive economic development strategies. For further information, interested parties are directed to section 302 of the Public Works and Economic Development Act of 1965 (42 U.S.C. § 3162) and EDA's regulations at 13 C.F.R. part 303. The document is intended to serve as a convenient source for requirements relating to the CEDS. Nothing in this document is intended to supersede or otherwise modify EDA's statute, regulations, policies or procedures.*

**Introduction:** A comprehensive economic development strategy (CEDS) is designed to bring together the public and private sectors in the creation of an economic roadmap to diversify and strengthen regional economies. The CEDS should analyze the regional economy and serve as a guide for establishing regional goals and objectives, developing and implementing a regional plan of action, and identifying investment priorities and funding sources. A CEDS integrates a region's human and physical capital planning in the service of economic development. Integrated economic development planning provides the flexibility to adapt to global economic conditions and fully utilize the region's unique advantages to maximize economic opportunity for its residents by attracting the private investment that creates jobs for the region's residents. A CEDS must be the result of a continuing economic development planning process developed with broad-based and diverse public and private sector participation, and must set forth the goals and objectives necessary to solve the economic development problems of the region and clearly define the metrics of success. Finally, a CEDS provides a useful benchmark by which a regional economy can evaluate opportunities with other regions in the national economy.

**Who should develop a CEDS?** A Planning Organization seeking to formulate and implement a regional economic development program will benefit from developing a CEDS. Successful economic development efforts are based on CEDS that provide an economic roadmap to diversify and strengthen regional economies. The Public Works and Economic Development Act of 1965, as amended (PWEDA), requires a CEDS in order to apply for investment assistance under EDA's Public Works or Economic Adjustment Assistance Programs. At EDA's discretion, EDA may accept CEDS that it has funded or CEDS prepared independently of EDA investment assistance or oversight.

The following sections set out below on "Planning Organizations" and "Strategy Committees" cover the requirements for EDA-funded CEDS, while the remainder of this document pertains to technical requirements for CEDS. *It should be noted that in*

*determining the acceptability of a CEDS prepared independently of EDA investment assistance or oversight for projects under 13 C.F.R. parts 305 or 307, EDA may in its discretion determine that the CEDS is acceptable without it fulfilling every requirement set out in 13 C.F.R. § 303.7. In doing so, EDA shall consider the circumstances surrounding the application for investment assistance, including emergencies or natural disasters, and the fulfillment of the requirements of Section 302 of PWEDA.*

#### A. EDA-funded CEDS

Pursuant to 13 C.F.R. § 303.6, if EDA awards Investment Assistance to a Planning Organization to develop, revise, or replace a CEDS, the Planning Organization must follow the procedures set forth in paragraphs A.1 and A.2.

**1. Planning Organization:** A Planning Organization (as defined in 13 C.F.R. § 303.2), typically an Economic Development District (EDD) or Indian Tribe, may be eligible for EDA planning investment assistance. The purpose of such assistance is to develop a CEDS for a specific EDA-approved region. The Planning Organization is responsible for:

- Appointing a Strategy Committee (CEDS Committee);
- Developing and submitting to EDA a CEDS that complies with 13 C.F.R. § 303.7;
- Making a new or revised CEDS available for review and comment by the public for a period of at least thirty (30) days prior to submission of the CEDS to EDA;
- Obtaining approval of the CEDS from EDA;
- After obtaining approval of the CEDS, submitting to EDA an updated CEDS performance report annually. The **performance report**, in addition to reporting progress on CEDS implementation, should also discuss community and private sector participation in the CEDS effort. Any performance report that results in a change in the technical components of the EDA-approved CEDS must be available for review and comment by the public for a period of at least thirty (30) days prior to submission of the performance report to EDA;
- Submitting a copy of the CEDS to any Regional Commission if any part of the EDA-approved EDD region is covered by that Commission;
- Submitting a new CEDS to EDA at least every five (5) years, unless EDA or the Planning Organization determines that a new CEDS is required earlier due to changed circumstances.

**2. Strategy Committee:** The Strategy Committee is the entity identified by the Planning Organization as responsible for developing, revising, or replacing the CEDS. The Strategy Committee **must represent the main economic interests** of the region, and **must include Private Sector Representatives** (defined in 13 C.F.R. § 300.3, with respect to any for-profit enterprise, as any senior management official or executive holding a key decision making position, or that person's designee) **as a majority of its membership**. In addition, the Planning Organization should ensure that the Strategy Committee also includes:

- Public officials;
- Community leaders;

- Representatives of workforce development boards;
- Representatives of institutions of higher education;
- Minority and labor groups; and
- Private individuals.

Strategy Committees representing Indian Tribes or States may vary.

## B. Technical Requirements

Pursuant to 13 C.F.R. § 303.7, a Planning Organization must include the following information in a CEDS submitted to EDA.—

**1. Background:** The CEDS must contain a background of the economic development situation of the region that paints a realistic picture of the current condition of the region. This background must include a discussion of the economy, population, geography, workforce development and use, transportation access, resources, environment, and other pertinent information.

**2. Analysis of Economic Development Problems and Opportunities:** The CEDS must include an in-depth analysis of the economic development problems and opportunities that identifies strengths and weaknesses in the regional makeup of human and economic assets, and problems and opportunities posed by external and internal forces affecting the regional economy. This analysis must:

- Incorporate relevant material from other government-sponsored or supported plans and demonstrate consistency with applicable State and local workforce investment strategies.
- Identify past, present, and projected future economic development investments in the region.
- Identify and analyze economic clusters within the region.

**3. CEDS Goals and Objectives – Defining Regional Expectations:** The CEDS must contain a section setting forth goals and objectives necessary to solve the economic problems, or capitalize on the resources, of the region. Any strategic project, program, or activity identified in the CEDS should work to fulfill these goals and objectives.

- Goals are broad, primary regional expectations.
- Objectives are more specific than goals, clearly measurable, and stated in realistic terms considering what can be accomplished over the five (5) year time frame of the CEDS.

**4. Community and Private Sector Participation:** The CEDS must include a section discussing the relationship between the communities in general and the private sector in the development and implementation of the CEDS. Public and private sector partnerships are critical to the implementation of the CEDS.

**5. Strategic Projects, Programs and Activities:** The CEDS must contain a section which identifies regional projects, programs and activities designed to implement the Goals and Objectives of the CEDS. This section should identify and describe:

### Suggested Projects-

- All suggested projects, programs and activities and the projected number of jobs to be created as a result.
- Lead organizations responsibilities for execution of the projects.

**Vital Projects-** A prioritization of vital projects, programs, and activities that address the region's greatest needs or that will best enhance the region's competitiveness, including sources of funding for past and potential future investments. These can be overarching "themes" for regional economic development success and is expected to include components. Funding sources should not be limited to EDA programs.

**6. CEDS Plan of Action:** The plan of action, as described in the CEDS, implements the goals and objectives of the CEDS in a manner that-

- Promotes economic development and opportunity;
- Fosters effective transportation access;
- Enhances and protects the environment;
- Maximizes effective development and use of the workforce consistent with any applicable State or local workforce investment strategy;
- Promotes the use of technology in economic development, including access to high-speed telecommunications;
- Balances resources through sound management of physical development; and
- Obtains and utilizes adequate funds and other resources.

The CEDS must also contain a section that discusses the methodology for cooperating and integrating the CEDS with a State's economic development priorities.

**7. Performance Measures:** The CEDS must contain a section that lists the performance measures used to evaluate the Planning Organization's successful development and implementation of the CEDS, including but not limited to the:

- Number of jobs created after implementation of the CEDS;
- Number and types of investments undertaken in the region;
- Number of jobs retained in the region;
- Amount of private sector investment in the region after implementation of the CEDS; and
- Changes in the economic environment of the region.

These are not meant to be the only performance measures for the CEDS. Most Planning Organizations developing a CEDS will benefit from developing additional quantitative and qualitative measures that will allow them to evaluate progress toward achieving the goals identified as important in their regions.

For more information: [www.eda.gov](http://www.eda.gov)



## Appendix C

### Media Outlets Utilized by the CWCOG

<u>Cowlitz County</u>	
The Daily News	(360) 577-2500

<u>Lewis County</u>	
East County Journal	(360) 496-5993
The Chronicle	(360) 736-3311
Town Crier (formerly Lewis County News)	(360) 785-3151

<u>Grays Harbor</u>	
The Daily World	(360) 532-4000
The Vidette	(360) 249-3311

<u>Pacific County</u>	
Chinook Observer	(360) 642-8181
The Pacific County Press	(360) 875-6805
Willapa Harbor Herald	(360) 942-3466

<u>Wahkiakum County</u>	
Wahkiakum County Eagle	(360) 975-3391