Draft CCRPC Public Participation Plan & Toolkit

The Public Participation Plan (PPP) guides how CCRPC shares information, listens to community members, and engages people in planning and decision-making.

WHY IT MATTERS

Public participation helps CCRPC make better decisions by bringing community knowledge and lived experience into the planning process. The PPP sets expectations for how CCRPC will:

- Provide clear, accessible information and meaningful opportunities to participate.
- Reach people affected by a project, including those who may face barriers to participation.
- Be clear about what the public can influence, as well as project timelines, impacts, limitations, and tradeoffs.
- Consider and respond to community input.
- Report back on what we heard and what happened next.

PLAN STRUCTURE

PART ONE | Public Participation Plan – Policies & Approach

Explains CCRPC's overall approach and commitments to public participation, including:

- What CCRPC does and how community members can get involved.
- Federal, state, and organizational public participation requirements.
- CCRPC's guiding principles and approach to engagement.
- The Spectrum of Public Participation and different levels of public involvement.

PART TWO | Community Engagement Toolkit – Implementation Guide

Turns these commitments into a four-step process that CCRPC staff can use throughout a project.

1. DESIGN | Identify Engagement Needs

Consider potential community impacts and engagement needs as the project is being developed.

- **When:** During UPWP application process.
- **How:** Engagement questions included in UPWP application.

2. PLAN | Develop the Engagement Approach

Identify who may be affected, who should participate, what the public can influence, potential barriers, and appropriate engagement strategies.

- **When:** Before the project scope, schedule, and budget are finalized.
- **How:** Project Impact & Engagement (PIE) Worksheet.
- **Resources:** Community Asset Map • Community Engagement Database • Community Engagement Plan Template

3. IMPLEMENT | Carry Out Engagement

Use engagement and communication methods that fit the project and community, reduce barriers, and support meaningful participation.

- **When:** Throughout project outreach and engagement.
- **Resources:** Language Access Plan • Community Liaison Policy • Stipend Policy • Accessible Meetings Guidance • Engagement Methods & Resources

4. EVALUATE | Report Back & Learn

Document participation and feedback, consider and respond to what we heard, explain how input affected the project, and identify lessons for future work.

- **When:** Throughout the project and at project closeout.
- **Resources:** Engagement documentation guidance • Project closeout, evaluation and reporting tools

WHAT THIS PLAN MEANS IN PRACTICE

Engagement will look different depending on the project, but the PPP sets expectations for how CCRPC will work with community members. When you participate in a CCRPC project, you should expect:

- **Clear information** about the project, timeline, decisions being made, and opportunities to participate.
- **Clarity about your role** and what community input can influence.
- **Different ways to participate** that are appropriate for the project and community.
- **Efforts to reduce barriers** related to language, disability, transportation, scheduling, technology, and other needs.
- **Opportunities to participate early enough to matter,** before important decisions have already been made.
- **Follow-up about what we heard** and how community input was considered or used.

QUESTIONS FOR CONSIDERATION

1. Does this approach make sense?
2. What is missing or unclear?
3. What would help CCRPC engage communities better?