

Public Participation Plan



BMPO Bend Metropolitan
Planning Organization

Adopted August 17, 2021

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Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact Jovi Anderson at janderson@bendoregon.gov, (541) 693-2122; Relay users dial 7-1-1.

Resolution 2021-04

For the purpose of adopting the Public Participation Plan for the Bend Metropolitan Planning Organization

Whereas, the Bend Metropolitan Planning Organization was formed in 2002 to coordinate transportation planning in the greater Bend urbanized area; and

Whereas, the Bend Metropolitan Planning Organization Policy Board is the governing body for the Bend Metropolitan Planning Organization; and

Whereas, the BMPO Policy Board developed a Public Participation Plan which provides for a proactive public participation process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing participation of the public in developing plans; and

Whereas, the BMPO provided a 45-day public comment period and notice of the adoption of the Public Participation Plan; and

Whereas, the Policy Board oversees Transportation Planning Activities for the Bend Metropolitan Planning Organization, and

Whereas, the Bend Metropolitan Planning Organization Policy Board did review and comment on the Public Participation Plan.

NOW THEREFORE, BE IT RESOLVED BY THE BEND METROPOLITAN PLANNING ORGANIZATION POLICY BOARD:

That the attached BMPO Public Participation Plan is hereby adopted.

ADOPTED by the Policy Board of the Bend Metropolitan Planning Organization on the 17th day of August 2021.

Yes: 3 No: 0 Abstain: 0

Authenticated by the Vice Chair on this 17th day of August, 2021.

X *Megan Perkins*

Megan Perkins
BMPO Vice Chair

Attest:

X *Tyler Deke*

Tyler Deke
BMPO Manager

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Introduction

Establishment and Role of the Bend MPO

The Bend Metropolitan Planning Organization (BMPO) is the federally designated, regional transportation planning organization for the Bend urbanized area. The primary function of the BMPO is to conduct a continuing, cooperative and comprehensive (“3-C”) transportation planning process that will result in plans and programs that consider all transportation modes and will support metropolitan community development and social goals.

The BMPO is governed by a five-member policy board consisting of representatives of the city of Bend, Deschutes County, and the Oregon Department of Transportation (ODOT). In addition, the Oregon Department of Land Conservation and Development, Federal Highway Administration, and Federal Transit Administration are participants in the MPO process. Federal regulations require the formation of MPOs for all urbanized areas with populations greater than 50,000. The BMPO was designated on December 18, 2002, by the Governor of Oregon after having reached the 50,000 population threshold in the 2000 decennial census. A map of the BMPO area is shown in Figure 1.

One of the central requirements for MPOs is an all-inclusive decision-making process including development and implementation of a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing public involvement in developing metropolitan transportation plans (MTPs) and transportation improvement programs (TIPs). To ensure an all-inclusive decision-making process occurs, MPOs are required to utilize public participation plans (PPPs) that are developed in consultation with an expanded list of interested parties. Once adopted, the PPP will direct the MPO’s public outreach activities during future planning and programming activities.

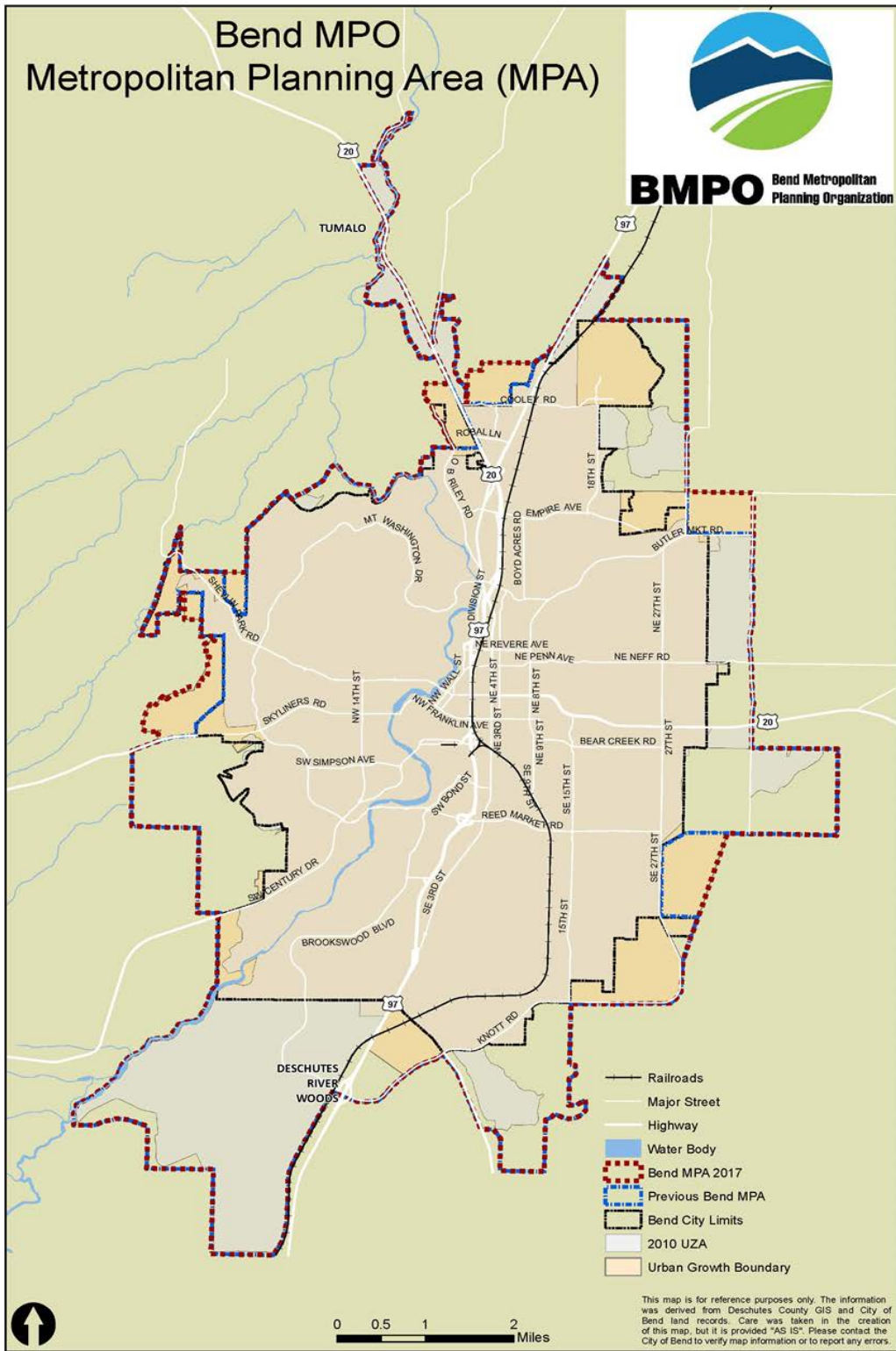
Purpose of the Public Participation Plan

In following with federal requirements, the intent of this Plan is to provide a documented process for providing interested parties¹ with reasonable opportunities to be involved in the MPO planning process. Engaging the public, and specifically certain population groups, can often be challenging for MPOs due to a number of factors. A Public Participation Plan serves to help overcome this challenge by serving as a guide to ensure that there are opportunities for the public, and other interested parties, to be involved in major planning, programming, and project decisions made by the Bend MPO. Beyond efforts of pushing information out to the public, the Plan encompasses

¹ 24 U.S.C. 134 defines interested parties as follows: citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers or 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.

strategies and activities that seek to provide opportunities to enable involvement of *all* populations in the Bend MPO's planning and decision-making processes.

FIGURE 1 – BMPO Area Map



Federal and State Requirements for Public Participation

Past federal transportation legislation packages have greatly enhanced the role of public participation in the transportation planning process:

- In 1991, ***the Intermodal Surface Transportation Efficiency Act (ISTEA)*** mandated that “MPOs develop and utilize a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing MTPs and TIPs.”
- In 2005, ***the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)*** expanded these provisions to require “extensive stakeholder participation above and beyond public involvement” that included the requirement for MPOs to develop a formal Public Participation Plan. Also included in the legislation was that public meetings be conducted at convenient and accessible locations at convenient times; visualization techniques be employed to describe plans; and to make public information available in an electronically accessible format.
- In 2012 and 2015, the passage of ***Moving Ahead for Progress in the 21st Century (MAP-21)*** and the current ***Fixing America’s Surface Transportation (FAST) Act*** reaffirmed the previous federal directives for public participation.

In addition to federal legislation, the following are requirements under ***Oregon’s Public Meetings Law*** that pertain to the BMPO Policy Board and Technical Advisory Committee meetings:

- Meetings be open to the public.
- The public be given notice of the time and place of the meetings.
- Meetings be accessible to everyone, including people with disabilities.
- Minutes be made available to the public within a reasonable time that indicate the substance of the deliberations, decisions, and reference any information upon which such decisions are made.
- The public be provided reasonable time during all public meetings to provide input, feedback and/or recommendations.

Public Participation, Title VI and Environmental Justice

Title VI of the 1964 Civil Rights Act states that "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Moreover, federal Executive Orders pertaining to Environmental Justice (EJ) further amplify Title VI by providing that "each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or

environmental effects of its programs, policies, and activities on minority populations and low-income populations."

As a recipient of federal funds, the Bend MPO is subject to the provisions of Title VI and Environmental Justice. The Bend MPO has recently updated and adopted a [Title VI Plan](#)², which establishes the MPOs commitment to preventing discrimination and fostering equity. In relation to public participation, the following objectives and actions apply to MPOs:

- Proactively include traditionally under-represented populations in public involvement and informational processes; and
- Enhance the public involvement process to reach all segments of the population and ensure that all groups have a voice in the transportation planning process, regardless of race, color, national origin, gender, age, disability, and income status.

Desired Outcomes for Public Outreach and Engagement

Primary outcomes that the Bend MPO seeks from its public involvement efforts include the following:

- Providing access to and information about key decisions in the regional planning process in an easy to understand format.
- Disseminating clear, concise and timely information to the public and interested parties.
- Providing welcoming opportunities for meaningful public input to inform the decision-making process.
- Building relationships and trust to engage with the MPO and partner jurisdictions.
- Ensuring that planning decisions consider the concerns and needs of all users of the transportation system.

How This Plan Was Developed

BMPO staff began the process of developing this plan by reviewing the existing Bend MPO Public Participation Plan (PPP) and those of other MPOs, and identifying elements to retain or include. Much of the work done to develop this plan grew out of the update of the Bend MPO Title VI Plan which took place during the spring and summer of 2019. During the PPP development, staff reviewed best practices literature on public involvement, Public Participation Plans adopted by other MPOs in Oregon, and state and federal requirements related to public participation.

² The BMPO Title VI Plan can be found at: www.BendMPO.org.

Because the PPP will ultimately drive all future public involvement activities for the Bend MPO, it was important to conduct concerted outreach in its development. A specific focus was targeted to Bend area organizations that serve or represent historically underserved populations. Staff reached out to a number of organizations and met individually with fourteen (14) local contacts. The purpose of the meetings was to learn how their organizational efforts and the needs of those they represent intersect with transportation; to hear how they and those they serve would like to be involved; and simply to begin to build more and better community relationships.

Additionally, staff requested review of the draft plan by the MPO's State and Federal partners; made the draft plan available for a 45-day public comment period where email notifications were sent, postings to the KTVZ News Channel 21 Facebook page, the MPO website, and City of Bend online newsfeed were made; and detailed review at the BMPO TAC and Policy Board public meetings. The final step in this plan update was adoption by the BMPO Policy Board in August 2021.

Bend MPO Structure and Process

Summary of Responsibilities

Federal and state transportation planning responsibilities for the BMPO can generally be summarized as follows:

- Develop and maintain a Metropolitan Transportation Plan (MTP) and Metropolitan Transportation Improvement Program (MTIP) consistent with state and federal planning requirements.
- Review specific transportation and development proposals for consistency with the MTP.
- Coordinate transportation decisions among local jurisdictions, state agencies, and the area transit operator.
- Develop a Public Participation Plan, a Title VI Plan, and an annual work program known as the Unified Planning Work Program (UPWP).
- Maintain the regional travel-demand model³ for the purposes of assessing, planning, and coordinating regional travel demand impacts.

Boards and Committees

Bend MPO Policy Board

A Policy Board oversees the process of the BMPO and is comprised of three (3) members of the Bend City Council, one (1) member of the Deschutes County

³ The BMPO and ODOT's Transportation Planning Analysis Unit (TPAU) jointly manage development and maintenance of the model.

Commission, and the ODOT Region 4 Area Manager. The intergovernmental agreement specifies that no decisions shall be made by the BMPO Policy Board without representation from all parties. As future major transportation providers form, such as a Transit District, a representative would then be added to the Policy Board.

[Bend MPO Technical Advisory Committee \(TAC\)](#)

The TAC conducts the technical components of the Bend MPO transportation system planning and makes recommendations to the Policy Board. This committee includes staff-level participation from the following local governments and transportation-related entities: City of Bend, Cascades East Transit, Bend Park and Recreation District, Bend-La Pine Schools, Deschutes County, Deschutes County Bike and Pedestrian Advisory Committee, and ODOT. Additionally, staff representatives of OSU Cascades and Central Oregon Community College serve on the TAC, as well as two public representatives. Other state and federal representatives also serve as non-voting members. Each jurisdiction with membership on the TAC appoints its representatives, and the TAC may appoint subcommittees as needed.

[Ad Hoc Committees](#)

The Bend MPO may form advisory committees and steering committees for specific projects and purposes, including non-MPO projects. Public advisory committees formed for certain projects also serve as a public sounding board. Recent examples include two ad hoc committees that were formed for the joint update of the Bend Transportation System Plan (TSP) and the 2019-2040 BMPO Metropolitan Transportation Plan (MTP). A large public advisory committee (the Citywide Transportation Advisory Committee or “CTAC”) was formed to engage the community in the development of both plans, and to provide recommendations to the TSP/MTP Steering Committee. The Steering Committee included all members of the Bend City Council, the BMPO Policy Board and a member of the City Planning Commission. The MPO Board has also recently served as the steering committee for select ODOT projects.

Public Outreach and Engagement Methods

This section describes various actions the Bend MPO currently uses, is pursuing, or can use in the future to encourage public participation.

Audience

The intent of the actions listed in this section is to provide participation opportunities to, and seek the attention and engagement of, potentially affected and/or interested individuals and neighbors (including historically underserved populations⁴), businesses,

⁴ Examples of historically underserved populations in transportation include low-income, minority, senior, children, and those with disabilities.

organizations, and agencies. Please refer to Appendix B for a list of federally defined “interested parties” applicable to the Bend MPO area.

Approaches and Strategies

The following describes the over-arching, public outreach and involvement approaches the Bend MPO expects to follow, or currently follows.

Relationship Building

Relationship building, most notably with historically underserved populations, is vital in establishing trust and familiarity between government and the public. In an effort to build relationships with harder to reach segments of the Bend community, and as part of this plan update, informal meetings were held with a number of organizations that serve such populations. The purpose is to allow MPO staff to learn about the work that each group does, where transportation ties may exist, and to seek input on how to best reach out and provide opportunities for involvement in MPO matters to their organization and those they serve or represent. Additional efforts would also include staff continuing to attend in-person and online events targeted to specific populations, seeking to bridge relationship gaps that exist between governments and the communities they serve. It is expected that relationship building actions will be ongoing and may be made more successful with Partnering (see below).

Partnering

The Bend MPO is one of only a handful of single-city MPOs in the nation and has recently experienced success with a joint city/MPO public outreach partnership effort for the City’s Transportation System Plan (TSP) update and the MPO’s Metropolitan Transportation Plan (MTP) update. As a smaller MPO, BMPO has few staff and resources available to have conducted such robust outreach efforts on its own. The BMPO intends to continue to seek public participation partnership opportunities with the City for future transportation plan update efforts, in addition to exploring the possibility of public outreach partnership opportunities with other agencies within the MPO area. The MPO will also continue to recognize public participation work obtained through local transportation planning processes of other agencies.

Expanding Access: In-Person *and* Online Events

Beginning in April 2020, all BMPO public events that normally occurred in-person, such as monthly committee and board meetings, were quickly changed to an online platform as a result of the COVID-19 pandemic. By mid-to-late 2021, it is expected that in-person events may again resume. However, as “in-person, only” events can be a barrier to participation for many people, BMPO plans to provide both online *and* in-person options for future public meetings and other events when determined safe to do so. All online meetings would continue to be conducted on platforms that offer the latest in accessibility options, including providing accommodations and alternative formats with advance notice to MPO staff.

Going to Where the People Are

The BMPO recognizes that there is a need for public agencies to include efforts of going out into the community to seek input, rather than continuing the standard expectation that they come to us. Allowing for this shift in public outreach approach helps to provide participation opportunities to individuals that may not normally attend public meetings or online events. The BMPO will continue to explore opportunities to use this type of approach.

Tools and Means

This section includes actions that are currently taken, or may be taken, to implement the approaches and strategies described above.

Committee and Board Meetings

Oregon Public Meetings Law requires that all meetings of governing bodies be noticed in advance, be open to the public, held in an accessible location, and the minutes be published. Efforts are made to schedule meetings of the two standing committees (Technical Advisory Committee and Policy Board) and any ad hoc committees at convenient times and locations (currently online) as determined in consultation with members. Meeting agendas are emailed to interested-parties lists, and to Title VI/Environmental Justice-related contacts depending on their expressed interests. Meeting materials and online meeting instructions (or physical location) are posted on the website. YouTube links to video recordings of prior meetings are contained in the meeting agenda packets available in the Meeting Materials section of the BMPO website.

Website

The BMPO website, www.bendmpo.org, is the organization's principal means of communicating its work to the public.

- All meeting schedules, materials, locations/online meeting instructions are posted.
- Reports, studies, visualized data, and publications, including the MTP, MTIP, annual work plan, Public Participation Plan, and Title VI Plan are made available.
- Each major work task and major MPO-area project has a dedicated webpage that includes descriptions, staff contacts, and the option to sign up for email notifications.
- Links to YouTube video recordings of past committee and board meetings are contained in the meeting agenda packets available in the Meeting Materials section of the BMPO website.
- The MPOs project selection process uses the website to conduct the review of applications by the BMPO TAC, Policy Board, and the public.

- Interested parties are able to subscribe to updates to BMPO events on the website calendar.

Staff continues to expand the utility of the website, including recent changes to make the BMPO webpages more accessible and visible within the City of Bend website.

Notice to Interested Parties, Email Lists

Bend MPO staff keep updated email lists for contact with various “interested parties”. These include persons and organizations that have expressed interest in keeping apprised of MPO activities and those that fall under the federal “interested parties” definition. Also included is a Title VI / Environmental Justice (EJ) email list, which is comprised of those representing historically underserved populations, either through organizations they serve or as public. The EJ list is made up of individuals that MPO staff have met with to ensure a better understanding of how they would like to be involved or kept apprised of. Updates to email lists are ongoing, and MPO notifications are provided to the various email lists depending on the interests specified.

Social Media Platforms

Facebook: The Bend MPO regularly maintains a Facebook (FB) page where a variety of transportation-related items of interest are posted and available to the public. This includes Bend-area transportation news items, project and plan updates, links to MPO live meetings and recordings, in addition to data graphics and safety information. BMPO staff continue to expand the use of the Facebook page and may pursue future staff training in social media skills such as micro-targeted outreach.

YouTube: Bend MPO staff record and post Policy Board and TAC meetings to YouTube. Links to meeting recordings are contained in meeting agenda packets available on the MPO website.

City of Bend Website: News Feed and Calendar

Used in a more formal manner than the MPO’s Facebook page, Bend MPO staff utilize the City of Bend website news feed for posting MPO-related news items, public notices, and solicitation for participation. The city’s website news feed receives more activity than the MPO’s website, and is therefore an appreciated resource available to the Bend MPO. Additionally, Bend MPO public meetings are posted to the city’s website calendar.

External Advisory Committees

Existing, local advisory groups are used as an outreach resource by MPO staff to provide updates to, and solicit input from, for BMPO objectives and news.

Fact Sheets

Fact sheets are typically single topic communication pieces that address a subject in depth for deeper public understanding. They can be used at an open house/public meeting or online to provide participants with background for discussion and comment, or for more general information. BMPO recently created an English/Spanish fact sheet

(see Appendix A) that has been used at Latino community events to describe what the BMPO is, and to invoke discussion on if or how they may want to be involved.

Surveys / Questionnaires / Comment Forms

Short, simple questionnaires can elicit a better understanding of public attitudes on a variety of subjects. They should be designed to include specific questions with answer selections and open-end questions that encourage respondents to describe their concerns. Bend MPO most recently used surveys during the joint city/MPO public outreach effort for the 2040 Metropolitan Transportation Plan (MTP) and Transportation System Plan (TSP) updates.

Newsletters

Newsletters can be used, most notably by seeking to time publications to important events and opportunities for the public to participate in or comment on a pending action. Copies may be distributed to public locations, sent to email lists, distributed at meetings, and made available on the website. Due to staff capacity, the BMPO does not currently produce a newsletter.

Tabling and Pop-Up Events

Tools related to ‘going to where the people are’ approach, tabling and pop-up events for public outreach and involvement both involve going into the community to provide information and solicit feedback on a specific topic. Tabling simply refers to setting up a table at an event, while a pop-up is independent of an event – such as setting up in front of a grocery store or laundromat on any given evening. The BMPO has participated in both tabling and pop-up events, and will continue to do so for specific efforts when possible.

Open House Events (Online and In-Person)

These informal sessions use visualization techniques to foster discussion and elicit comment from all segments of the community including agency staff, public and elected officials. An open house event, both online and in-person versions, are most applicable in conjunction with larger planning efforts, as well as major planning studies, and are most successful when widely advertised. The BMPO expects to continue to utilize open house formats for major planning efforts, such as updates to the MTP.

Press Releases

Project milestones and key opportunities for public input may be described in press releases sent to all news media in the region (print, radio and television). Press contacts are included in the BMPOs “interested parties” email lists, and formal press releases are used for major planning items.

Display and Direct Mail Advertising

Solicitation for participation at key events can be promoted in print ads in various publications targeting general and specific populations. This includes newspaper legal notices. USPS Direct Mail may also be used for the same purpose.

Visualization Techniques

As much as possible, the Bend MPO uses maps, charts, photographs and interactive tools to engage its committees/board and the public. Visual cues may tell the story more quickly than paragraphs of information, and can be used with written material to give the public a more thorough picture of an issue or topic. Visualization techniques should be incorporated into other tools listed in this section whenever possible.

Public Comment Periods

Formal public comment periods are initiated for specific draft MPO documents and major changes to plans or programs. Comment periods related to plan and program adoption, as well as major amendments to adopted plans and programs are to be a minimum of 21-days, with a 45-day review period for the Public Participation Plan. All comments received are retained in the project record and provided to the relevant MPO committee and/or board. Announcement and advertisement of public comment periods, including public hearings, are done via email lists, website posts, MPO and City online news feed, legal ads (*re: public hearings*), and at MPO and external committee meetings.

Public Hearings

The Policy Board utilizes a public hearing process for the adoption of the MPOs annual work program (Unified Planning Work Program, or UPWP) which includes approval of the upcoming fiscal year budget. Public hearings are advertised at least 21-days in advance (*see Public Comment Periods, above*).

Spanish Language Information

The Spanish-speaking population is the region's largest minority. According to 2019 American Community Survey data approximately 1.8% of the Bend MPO's population has been identified as having limited English proficiency (LEP). In order to assure that LEP populations are provided access to MPO activities, staff will continue to provide Spanish language translation for specific print and digital documents, for printed information used at events that Spanish-speakers are likely to attend, and upon request for additional items and other events.

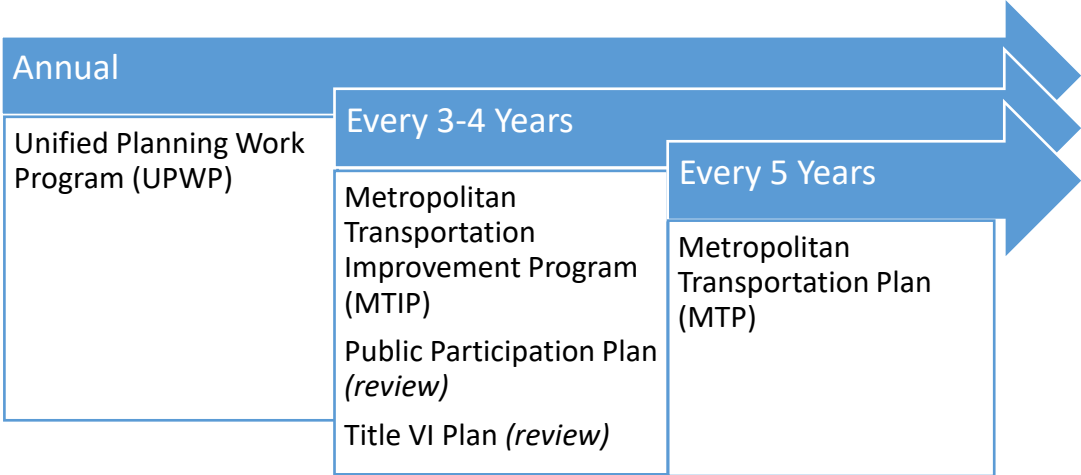
Accessible Materials

All notices, publications, agendas, etc. from BMPO will contain an accessibility notice. The accessibility requirements are required by Title II of the Americans' with Disabilities Act of 1990 (as amended). The purpose of the requirements is to inform individuals with disabilities how/when they may request the use of an auxiliary aid or service needed to ensure effective communication.

Procedures for BMPO Plans and Programs

Bend MPO may use a variety of methods to inform and engage interested parties during planning and programming processes. The type of medium used depends on resources available and the activity that is taking place. The following outlines public outreach procedures and tools to be used for the specific MPO tasks, with the expectation that additional tools or a variation thereof may be used when determined appropriate.

FIGURE 2: Timeline of MPO Plan and Program Updates



As shown in Tables 1-6 of this section, “Action” includes the following:

- *Development:* Tasks associated with developing a plan or program which are initiated by staff.
- *Adoption:* A formal process whereby the MPO Policy Board takes action to approve and adopt a plan or program.
- *Amendment:* A change to an existing plan or program significant enough to warrant Policy Board review and approval (as opposed to a minor “administrative” amendment).

Unified Planning Work Program (UPWP)

Produced annually, the UPWP lists all planning tasks and other work tasks the MPO will undertake during the fiscal year, including a budget.

Table 1: UPWP/Budget Procedures

Action	Formal Public Comment Period	Processes / Tools
UPWP Development	N/A	Review/comment at public meetings; notification via email lists and website; online meeting recording
Annual Budget Development	N/A	Establish Budget Committee (incl. 5 public members); legal notice posted 8-12 days prior to public meeting per ORS 294.915
UPWP Adoption	21-day	Review/comment at public hearing; notification via email lists, website, news feed, FB; online meeting recording
Annual Budget Adoption	N/A	Follow state budget law for hearing on Budget adoption; legal notice posted 8-14 days prior per ORS 294.920
UPWP or Budget Amendment ⁵	N/A	Review/comment at public meetings; notification via email lists and website; online meeting recording

Public comments received outside of public meetings are provided to TAC and/or Policy Board. Those received during the plan adoption public comment period are documented in the appendices of the final document.

Metropolitan Transportation Improvement Program (MTIP)

The MTIP provides a listing of near-term, funded projects programmed over a 4-year period. The MTIP is updated every three years.

Table 3: MTIP Procedures⁶

Action	Formal Public Comment Period	Processes / Tools
MTIP Development	N/A	Review/comment at public meetings; notification via email lists and website; online meeting recording
MTIP Adoption	21-day	Review/comment at public meetings; notification via email lists, website, news feed, FB; online meeting recording
MTIP Full Amendment	21-day	Review/comment at public meetings; notification via news feed, email lists and website; online meeting recording

Public comments received outside of public meetings are provided to TAC and/or Policy Board. Those received during the plan adoption public comment period are recorded in the appendices of the final document or MTIP amendment change log posted online at www.bendoregon.gov/mtip.

⁵ Complete amendment process outlined in the UPWP document.

⁶ The Central Oregon Intergovernmental Council (COIC), which is the FTA Section 5307(c) applicant, has consulted with the MPO and concurs that the public involvement process adopted by the MPO for the development of the MTIP satisfies the public hearing requirements that pertain to the development of the Program of Projects for regular Section 5307, Urbanized Area Formula Program, grant applications, including the provision for public notice and the time established for public review and comment.

Public Participation Plan

To be reviewed every three years for a potential update, the Public Participation Plan describes the MPO’s strategies and techniques to inform and engage the public in transportation planning issues.

Table 4: Public Participation Plan Procedures

Action	Public Comment Period	Processes / Tools
Plan Development	N/A	Review/comment at public meetings; notification via email lists and website; online meeting recording; external advisory committees
Plan Adoption	45-day	Review/comment at public meetings; notification via email lists, website, news feed, FB; online meeting recording
Plan Amendment	N/A	Review/comment at public meetings; notification via email lists and website; online meeting recording

Public comments received outside of public meetings are provided to TAC and/or Policy Board. Those received during the plan adoption public comment period are recorded in the appendices of the final document.

Title VI Plan

To be reviewed every three years for a potential update, the Title VI Plan describes the MPO’s commitment to non-discrimination and ensuring that its policies and programs will not negatively impact minority and low-income populations, in addition to other protected populations.

Table 5: Title VI Plan Procedures

Action	Public Comment Period	Processes / Tools
Plan Development	N/A	Review/comment at public meetings; notification via email lists and website; online meeting recording
Plan Adoption	21-day	Review/comment at public meetings; notification via email lists, website, news feed, FB; online meeting recording
Plan Amendment	N/A	Review/comment at public meetings; notification via email lists and website; online meeting recording

Public comments received outside of public meetings are provided to TAC and/or Policy Board. Those received during the plan adoption public comment period are recorded in the appendices of the final document.

Metropolitan Transportation Plan (MTP)

Bend MPO is required to prepare a long-range (20-year) transportation plan every five years. The plan must address: transportation facilities, environmental mitigation activities, a financial plan, operational and management strategies, capital investment and other strategies, and transportation and transit enhancement activities.

Table 6: MTP Procedures

Action	Public Comment Period	Processes / Tools
MTP Development	N/A	Consultation with interested parties; partnering w/ city transportation plan (TSP) update; review/comment at public meetings; notification via email lists and website; online meeting recording; in-person/online open house, surveys, external committees, tabling
MTP Adoption	21-day	Review/comment at public hearing; notification via email lists, website, news feed, FB; online meeting recording
MTP Amendment	21-day	Review/comment at public meetings; notification via email lists and website; online meeting recording

Public comments received outside of public meetings are provided to TAC and/or Policy Board. Those received during the plan adoption public comment period are recorded in the appendices of the final document.

Other Projects, Plans, or Studies

The BMPO undertakes other planning-related efforts outside of the key work products listed previously. The BMPO will apply similar public participation processes and tools to those identified for key work items, in addition to following requirements that may be stipulated by that project’s funding program or source. The table below identifies other plans/projects that the MPO has recently developed, oversees, or produces.

Table 7: Other Plan/Project Procedures (Current List)

Plan/Project	Public Comment Period	Processes / Tools
Discretionary Funds Application Process	N/A	Review/comment at public meetings; notification via email lists, website, news feed, FB, press release; online meeting recording
Bend Transportation Safety Action Plan	N/A	Review/comment at public meetings; notification via email lists, website, news feed, FB
Required Annual Reports	N/A	Review/comment at public meetings; notification via email lists, website, news feed






Public comments received outside of public meetings are provided to TAC and/or Policy Board.






Update Evaluation of the Public Participation Plan


The Bend MPO will review the Public Participation Plan every three years for an assessment of what may or may not be working and if changes are needed, which would necessitate a plan update. This would include level and quality of participation, and questioning the public, organizations, and interested parties on the best ways to provide opportunities to be involved. Updates to this plan will also consider new and better methods of improving the quality of public participation, learning from examples of other public agencies, and attending trainings.

APPENDIX A: Bend MPO Fact Sheet (English/Spanish)

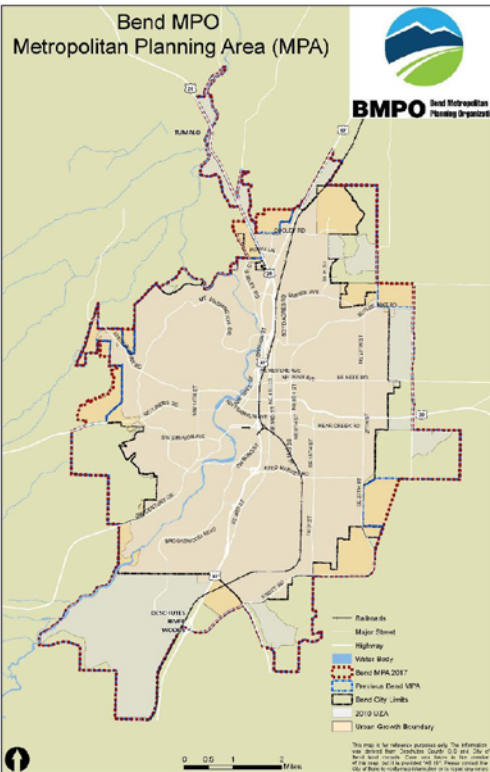
What is the Bend Metropolitan Planning Organization (BMPO)?

-  A federally designated metropolitan transportation planning organization (an urban area with 50,000+ population).
-  Coordinates transportation planning efforts among the city, county, state and transit operators for the entire "urbanized" area.
-  Receives and distributes federal funding for various transportation projects.
-  Develops - and participates in development of - plans and programs that consider transportation needs for cars, bikes, buses, pedestrians, and freight.
-  Knowing the transportation issues and needs for **all people** is important to the BMPO.



Bend MPO Metropolitan Planning Area (MPA)



— Railroads
 — Major Street
 — Highway
 — Water Body
 — Bend MPA 2007
 — Previous Bend MPA
 — Bend City Limits
 — 2010 USA
 — Urban Growth Boundary

This map is for reference purposes only. The information was derived from: "Geographic Data" U.S. and City of Bend, Oregon; "City Limits" City of Bend; "Urban Growth Boundary" City of Bend; "2010 USA" U.S. Census Bureau; "2007 MPA" Oregon Department of Transportation.

¿Qué es la organización de planificación metropolitana de Bend (BMPO)?

-  Somos una organización de planificación de transporte designada a nivel federal (un área urbana con más de 50,000 habitantes).
-  Coordinamos la planificación de transporte entre la ciudad, el condado, el estado y los operadores de tránsito para el área urbana.
-  Recibimos y distribuimos los fondos federales para proyectos de transporte.
-  Desarrollamos y participamos en el desarrollo de las planificaciones y los programas que consideran las necesidades de transporte de vehículos, bicicletas, autobuses, peatones, y ferrocarriles de carga.
-  Saber las necesidades de transporte de **todas** las personas es importante para el BMPO.









Bend MPO Metropolitan Planning Area (MPA)



— Railroads
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APPENDIX B: Federally Defined “Interested Parties” Applicable to BMPO (Indicative List)

According to Federal law, interested parties include:

- Residents
 - Neighborhood Associations – City of Bend
 - General public
- Affected public agencies
 - City of Bend
 - Deschutes County
 - Bureau of Land Management – Prineville Office
 - Deschutes National Forest
 - Bend-LaPine School District
 - Bend Metro Parks and Recreation District
 - Oregon Department of Transportation (ODOT)
 - Department of Land Conservation and Development (DLCD)
 - Department of State Lands (DSL) (Section 11 property is adjacent to BMPO area)
 - Irrigation Districts/Bureau of Reclamation
 - Oregon Dept of Fish and Wildlife (ODFW) (fish/wildlife issues in/around MPO)
 - National Marine Fisheries Service (NMFS) (fish issues on Deschutes or Tumalo Creek)
 - State Historic Preservation Office (SHPO) (historical/archeological sites)
 - Federal Emergency Management Administration (FEMA) (floodplain issues)
 - Federal Highways Administration (FHWA)
 - Federal Transit Administration (FTA)
 - Oregon Dept. of Environmental Quality (ODEQ)
 - Natural Resource Conservation Service (NRCS) (soils issues)
 - Tribes (Confederated Tribes of Warm Springs, Klamath Tribe, Burns Paiute Tribe)
 - Central Oregon Intergovernmental Council
 - Cascades East Transit (CET)
 - Central Oregon Community College (COCC)
 - Oregon State University, Cascades Campus (OSU-Cascades)
- Organizations/representatives of public transportation employees
 - Bend/COIC Amalgamated Transit Union 757
- Freight shippers and providers of freight transportation services
 - Transtech Carriers
 - Cascade Transport
 - Fedex Freight West
 - United Parcel Service
 - Oregon Freight Advisory Committee
 - Freight Lanes International
 - Taurus Freight Inc.
- Private providers of transportation
 - Bend Cab Company and Shuttle Services
 - Coiled Cabs
 - Checker Cab
 - Taxis of Bend
 - EnviroShuttle
 - Destination Transportation

- Modus Transportation
- Shuttle Oregon
- Cascade Towncar
- Central Oregon Breeze
- Redmond Airport Shuttle
- Greyhound Bus Lines – Bend Office
- Uber
- Lyft
- Organizations/representatives of users of public transportation and users of pedestrian walkways/bicycle transportation facilities
 - Commute Options (Advisory Committee and Board)
 - CET Regional Public Transit Advisory Committee
 - Deschutes County Bicycle and Pedestrian Advisory Committee
 - Central Oregon Landwatch
- Organizations/representatives of people with disabilities
 - Abilitree
 - Deschutes County Intellectual/Developmental Disabilities Advisory Committee
 - Central Oregon Disability Support Group
 - Full Access High Desert
 - Opportunity Foundation of Central Oregon
 - Bend Seniors and People with Physical Disabilities Services
 - Central Oregon Council on Aging
 - City of Bend Accessibility Advisory Committee
 - Central Oregon Coalition for Access
- Other interested parties (such as organizations representing minority, senior, and low income populations; organizations addressing environmental concerns, and organizations serving those experiencing homelessness)
 - Guardian Group
 - Latino Community Association
 - Central Oregon Black Leadership Assembly
 - NeighborImpact
 - Salvation Army
 - Central Oregon Council on Aging
 - Opportunity Foundation
 - Bethlehem Inn
 - REACH / Thrive Central Oregon
 - Central Oregon Peacekeepers
 - Helpers / Street Kitchen Collaboration
 - Homeless Leadership Coalition
 - United Way of Central Oregon
 - HousingWorks
 - Goodwill Industries
 - St. Vincent De Paul
 - Central Oregon Environmental Center

Appendix C: Plan Update Comment Log

Name and Entity	Date	Comment	BMPO Staff Response
Jeremy Borrego, Federal Transit Administration (FTA)	5/5/2021	Thanks for reaching out about the PPP and the language for the Section 5307 Program of Projects (POP). The language you cited looks appropriate to certify that the public involvement requirement for the POP is achieved through the MTIP process. FTA supports streamlining public involvement where it makes sense. As long as the transit agency and MPO are coordinating on the process and documenting the coordination, then this language should suffice. I've cc'ed my colleagues in case I'm missing something.	None.
Rick Williams, ODOT Region 4	5/13/2021	I think the draft PPP is solid overall and does a good job of logically layout the process to develop the PPP and what processes/tools will be used in the future to ensure engagement. It reads well as is so I hesitate to tinker with it. That being said I did have one minor comment, when you mention reaching out to numerous groups and speaking with 14 individuals in the development of the plan do you think it would bolster the MPO's position to list them? It might bog is down in detail but just a thought.	Good point. I'll plan on adding this list of organizations (not necessarily contact name) as an appendix. Thanks for giving it a look.
Gregg Erickson, Erickson & Associates, Public	5/17/2021	What the heck does "MPO" stand for? Best communications practices say never use an acronym without identifying what it stands for. Writers who respect their readers don't require them to puzzle over what you're trying to convey. Shame!.	Thank you for your comment. And yes, we need to break our bad habit of our forgetful use of acronyms – and your email is a good reminder of that. The Bend Metropolitan Planning Organization or "Bend MPO" used the City's news feed to announce the public comment period for our update to our Public Participation Plan. And in that we should have put in a short description of what the MPO is, for those that had signed up to receive notices from the city of Bend, but not necessarily the Bend MPO. To answer your question, the Bend Metropolitan Planning Organization (MPO) is a federally designated transportation planning organization for the greater Bend area. When an urbanized area reaches a population of 50,000+, federal legislation requires that an MPO be formed. An MPO is essentially a collaborative of transportation-related organizations and agencies that work together on transportation planning issues and projects for a region (although in our case, just the Bend area). Our Board is made up of city councilors, a county commissioner, and our Oregon Dept. of Transportation (ODOT) Area Manager – and we also have an advisory committee made up of representatives from higher ed, local schools, Bend Parks and Recreation District, Deschutes County Planning, OR Dept. of Transportation (ODOT), City of Bend, Cascades East Transit – and others. The point of our news item on the City's website is to try to reach more folks. Based on yours and others responses, we may have done that, but missed the mark by not giving more info in the initial announcement that went out. Thanks again for your reminder about that, duly noted.
Julie Rugg, Public	5/17/2021	Dear MPO staff, I've been living in Bend for 8 years. Before moving here I lived in a large So. California city which blended in to a huge metropolis. Needless to say, I felt insignificant when it came to local government involvement. I am beyond happy to live here and receive these emails encouraging local government participation. I would love to become involved if I had a better understanding of what these emails are asking. I've noticed that communications from all city departments are consistently filled with jargon and acronyms that are unfamiliar to the average citizen. For example, the term "MPO" is never defined. I opened the Draft PPP and read the introduction on	Thank you for your comments. You make excellent points of our work habits that we need to address. We have edited the news item to make sure any acronyms include a description - and will keep this top of mind in the future.

		<p>page 5 to find this out. I also read on page 5 that the intent of the plan is to ensure opportunities for those who are interested to be involved. No where is this made clear in the email.</p> <p>Since this is a public notice encouraging public comment, the goal should be to make it understandable by the public. Even if the recipients of this email don't become directly involved, at least they'll have a better sense of what's going on.</p> <p>All city departments need to focus on clear, easily understandable communication with the public. Better communication can lead to better decisions which leads to increased citizen involvement and satisfaction. Please take what I'm saying seriously.</p>	
Jada Voss, Public	5/18/2021	<p>Hello, we live on the north side, off of Empire and Boyd Acres. The bike and walking access around Empire and 97 is frightening. There is no good bike or walking paths connecting the north side to downtown. This is a much needed resource so people can ride and walk downtown safely. Thank you for your consideration.</p>	<p>Thank you so much for your input, Jada. We will be providing all public comment to the Bend Metropolitan Planning Organization (MPO) Policy Board prior to their consideration to adopt the Public Participation Plan.</p>
Jaime Gomez-Beltran, C&L Communication Consulting Services, Public	5/18/2021	<p>Thank you for the opportunity to participate in the process of drafting the Public Participation Plan (PPP). The Plan is a tool in the right direction to keep the community informed on Federally funded programs. However, I would like to highlight the importance and federally-mandated requirement to ensure all programs and activities provided in English, to include the Plan and Press Release, are made available in other languages to members of the community with Limited English Proficiency (LEP) pursuant to Executive Order 13166, and Section 601 of Title VI of the Civil Rights Act of 1964. Such programs and activities in English are to be automatically produced in other languages as made available to the general public, and not upon request. In addition to the above recommendation, I would like to be a Citizen Representative of the Technical Advisory Committee (TAC) of the Bend Metropolitan Planning Organization Membership (Bend MPO). Secondly, I would like to avail my communication consulting services to assist the Board, the Committee and Bend MPO staff with the translation, interpretation, and transcription of programs and activities from English to the Spanish language. I would like to continue the discussion as staff moves to finalize and implement the Plan. I can be reached at (phone and email provided). Again, thank you for the opportunity for comments, and for the potential opportunity to serve as a TAC member and/or as a communication consultant.</p>	<p>Thank you very much for your email – and also for the work that you do. I'll respond to your comments and requests in this email – but please know that I'm always available for a phone call or online meeting, if you'd like to discuss further. Your reference to Federal legislation and Ex. Orders, and how the MPO complies with them, is covered in our Title VI Plan, which our Board adopted in 2019. We worked closely on developing this plan with ODOT's Office of Civil Rights and our Federal Highway Administration (FHWA) Civil Rights Specialist. In that plan, we address our requirements around access for persons with limited English proficiency (LEP). I have included that page as an attachment to this email. While we are not automatically required to produce our plans or other documents in other languages – we do need to do an assessment to determine to what extent we do translation. I think you'll find this page informative to your work, so please take a look at it and let me know if you have any questions. Our 2019 analysis lead us to determine that our need for translation is limited and that a reasonable approach would be for us to translate written materials and provide Spanish interpreter services upon request. Your request about serving on the MPO's Technical Advisory Committee (TAC) as a public member.... Let me first say that I wish we could have connected last year! Both of those seats terms had ended in 2020, so at that time I was really trying to get more diverse representation on our TAC - and had pushed out notification to fill those seats to a number of local organizations that serve our lesser represented populations. Those two seats have been filled at this point, but they are two and three year terms, so we will be looking to fill them again in 2022 and 2023. Can I put your email on our "interested parties" list so that you would get future notification of this? We'd love you to apply. Finally, thank you for your offer of providing translation services. Since the MPO is housed within the City, we use the City's processes for that. I believe they have a vetted list of consultants that they use and I would encourage you to contact the City's Communications Department to see how you could be added. Thanks again for your email and please let me know if you'd like to have a call/mtg to discuss any of this further.</p>
Kelli Wainscoat, Public	5/18/2021	<p>Public participation might be enhanced by refraining from the use of acronyms in general public announcements. I've watched hours of council meetings, and read committee reports, and your email...but I don't know what MPO stands for.</p>	<p>Thank you for your comments. And yes, I apologize - we need to break our bad habit of our forgetful use of acronyms – and your comments are a good reminder of that. The Bend Metropolitan Planning Organization or "Bend MPO" used the City's news feed to announce the public comment period for our update to our Public Participation Plan. And in that we should have put in a short description of what the MPO is, for those that had signed up to receive notices from the city of Bend, but not necessarily the Bend MPO. To answer your questions, the Bend Metropolitan Planning Organization (MPO) is a federally designated transportation planning organization for the greater Bend area. When an urbanized area reaches a population of 50,000+, federal legislation requires</p>

			<p>that an MPO be formed. An MPO is essentially a collaborative of transportation-related organizations and agencies that work together on transportation planning issues and projects for a region (although in our case, just the Bend area). Our Board is made up of city councilors, a county commissioner, and our Oregon Dept. of Transportation (ODOT) Area Manager. Related to your second question - we also have a "TAC", a technical advisory committee, that is made up of representatives from higher ed, local schools, Bend Parks and Recreation District, Deschutes County Planning, ODOT, City of Bend, Cascades East Transit – and others. The TAC is an advisory committee to our Board. The point of our news item on the City's website is to try to reach more folks. Based on yours and others responses, we may have done that, but missed the mark by not giving more info in the initial announcement that went out. Thanks again for your reminder about that, duly noted.</p>
<p>Chuck Peper, Public</p>	<p>5/22/2021</p>	<p>The city council has never listened to the public. I don't think a lot of new paper will change that. Look where they put osu. Look at that disaster and the resulting destruction of transportation. Reed market backed up for over a mile in either direction and osu expanding. Osu on the planning board, what a joke.</p>	<p>"Thanks for your comment regarding the Bend Metropolitan Planning Organization's (MPO) Public Participation Plan update. Although our organization is housed within the City of Bend's Growth Management Department, we are actually a separate entity. And I realize that when we used the City's news feed, which automatically sent out an email to all those who have signed up to get notifications from the City, we should have made that more apparent. I apologize for that. To clear up any misrepresentation - let me give you a summary of what the Bend Metropolitan Planning Organization (MPO) is and does. The Bend Metropolitan Planning Organization (MPO) is a federally designated transportation planning organization for the greater Bend area. When an urbanized area reaches a population of 50,000+, federal legislation requires that an MPO be formed. An MPO is essentially a collaborative of transportation-related organizations and agencies that work together on transportation planning issues and projects for a region (although in our case, just the Bend area). Our Board is made up of Bend city councilors, a county commissioner, and our Oregon Dept. of Transportation (ODOT) Area Manager. We also have a ""TAC"", a technical advisory committee, that is made up of representatives from higher ed (OSU as you had mentioned in your email), local schools, Bend Parks and Recreation District, Deschutes County Planning, ODOT, City of Bend, Cascades East Transit – and others. The TAC is an advisory committee to our Board. While the MPO has no authority over land use (or placement of homes/businesses/schools, etc.), our Board does direct and make decisions on transportation-related issues and projects that greatly relate to those land uses.</p> <p>I appreciate your point about not feeling heard – and will be relaying all comments back to our Board. In updating our Public Participation Plan, we hope to implement more and better opportunities for folks to be able to participate in transportation-related decisions that our Board makes. As a start, would you like your email address to be included in our ""interested parties"" list, notifying you of upcoming meetings and agenda topics - with a link to participate/listen in on meetings, if you would like? Links to meetings are also available on our website. Thanks again for your comment."</p>