

**ACTION SHEET
ITEM FROM THE
PUBLIC WORKS/CIP AND LAND USE COMMITTEE MEETING
OF
MONDAY, APRIL 28, 2014**

ITEM 11

SANTA FE TRAILS

- REQUEST FOR APPROVAL OF SANTA FE TRAILS TITLE VI PROGRAM, FEDERAL FISCAL YEARS 2015-17 (KEN SMITHSON)

PUBLIC WORKS COMMITTEE ACTION: Approved

SPECIAL CONDITIONS OR AMENDMENTS:

STAFF FOLLOW UP:

VOTE	FOR	AGAINST	ABSTAIN
CHAIRPERSON TRUJILLO			
COUNCILOR BUSHEE	X		
COUNCILOR DIMAS	X		
COUNCILOR DOMINGUEZ	X		
COUNCILOR RIVERA	X		

City of Santa Fe, New Mexico

memo

DATE: April 18, 2014

TO: Public Works Committee

THRU: Jon Bulthuis, Transit Division Director *[Signature]*

FROM: Ken Smithson, Director of Operations and Maintenance *[Signature]*

SUBJECT: Request for Approval of Santa Fe Trails Title VI Program, Federal Fiscal Years 2015-17

ITEM

Santa Fe Trails is required to submit a Title VI Program to the Federal Transit Administration (FTA) once every three years, and the next document is due on June 1, 2014. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin in any program receiving federal funds.

FTA Circular 4702.1B, issued on October 1, 2012, contains new guidance and requirements for Title VI programs, one of which is to have the program approved by the local governing body. The Transit Advisory Board reviewed and approved this Title VI Program at its regularly scheduled meeting on April 22, 2014, and is recommending approval by the City Council at this time.

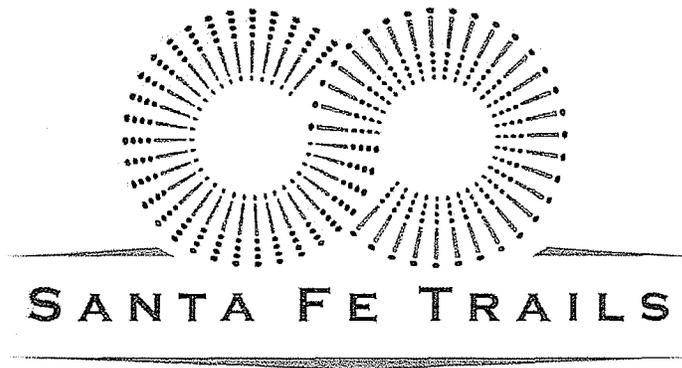
ACTION REQUESTED

Recommend to the City Council to approve the Santa Fe Trails Title VI Program, Federal Fiscal Years 2015-17, and direct staff to submit the program to FTA by the June 1, 2014 deadline.

There is no fiscal impact to the City of Santa Fe or Santa Fe Trails in the implementation of this program.

ATTACHMENT

Santa Fe Trails Title VI Program, Federal Fiscal Years 2015-17



Title VI Program

Federal Fiscal Years 2015-17

June 2014

OBJECTIVES

Santa Fe Trails (SFT) intends to:

- a. Ensure that the level and quality of transportation service is provided without regard to race, color or national origin;
- b. Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- c. Promote the full and fair participation of all affected populations in transportation decision making;
- d. Prevent the denial, reduction or delay in benefits related to programs and activities that benefit minority populations or low-income populations; and
- e. Ensure meaningful access to programs and activities by persons with limited English proficiency.

1. Requirement to Provide Title VI Assurances

SFT shall submit its annual Title VI assurance as part of its annual Certifications and Assurances submission to the Federal Transit Administration (FTA) in TEAM or its successor.

2. Requirement to Prepare and Submit a Title VI Program

SFT shall submit a Title VI Program to the FTA Region VI civil rights officer once every three (3) years. SFT shall ensure that the Title VI Program is approved by the City Council – the governing agency responsible for policy decisions – prior to submission to FTA.

3. Requirement to Notify Beneficiaries of Protection Under Title VI

SFT has included a notice of beneficiary rights under Title VI (see Exhibit A) on the City of Santa Fe website, route brochures, buses, and administration facility. The route brochure is distributed at several locations convenient to the public throughout Santa Fe, as well as on every fixed route bus.

4. Requirement to Develop Title VI Complaint Procedures and Complaint Form

Title VI complaints received by SFT shall be documented by the representative receiving the complaint on a form provided for this purpose (see Exhibit B). Documentation shall include the name of the person filing the complaint, the time, date and place the alleged incident occurred, as well as any other information necessary to fully explain the situation. The complaint shall be dated and assigned a control number for tracking purposes. All Title VI complaints shall be investigated and addressed per the complaint procedures included in Exhibit B.

5. Requirement to Record and Report Transit-Related Title VI Investigations, Complaints and Lawsuits

SFT does not have any active investigations, complaints or lawsuits that allege discrimination on the basis of race, color or national origin at this time.

SFT shall prepare and maintain a list of any active investigations conducted by entities other than FTA, lawsuits, or complaints naming SFT that allege discrimination on the basis of race, color or national origin. This list shall include the date the investigation, lawsuit or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit or complaint; and actions taken by SFT in response to the investigation, lawsuit or complaint.

6. Promoting Inclusive Public Participation

SFT has coordinated with the Santa Fe Metropolitan Planning Organization for implementation of a Public Participation Plan (see Exhibit C) in accordance with the guidelines under the Final Rule of 23 CFR §450.316 Metropolitan Transportation Planning and in compliance with all federal laws and regulations throughout the public participation process, including adherence to Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990.

7. Requirement to Provide Meaningful Access to LEP Persons

SFT has developed a Language Access Plan (LAP) specific to the public transportation system operating in Santa Fe, New Mexico (see Exhibit D). The LAP applies the Four Factor Framework specified by the U.S. DOT, and includes an implementation plan that is consistent with the DOT LEP Guidance.

8. Minority Representation on Planning and Advisory Bodies

SFT has a mayor-appointed Transit Advisory Board as an integral part of its program. SFT shall maintain a table depicting the racial breakdown of the membership of this committee, as well as a description of efforts made to encourage the participation of minorities on this committee (see Exhibit E).

9. Providing Assistance to Subrecipients

SFT neither has subrecipients at this time, nor anticipates having subrecipients during this Title VI program period. If utilization of subrecipients is subsequently proposed to be undertaken during the program period, SFT shall modify this Title VI program to include the application of the guidance on providing assistance to subrecipients.

10. Monitoring Subrecipients

SFT neither has subrecipients at this time, nor anticipates having subrecipients during the plan period. If utilization of subrecipients is subsequently proposed to be undertaken during the plan

period, SFT shall modify this Title VI program to include the application of the guidance on the monitoring of subrecipients.

11. Determination of Site or Location of Facilities

SFT neither has – nor anticipates having – any storage facility, maintenance facility, operations center, etc., construction projects during the program period. If a construction project of this nature is subsequently proposed to be undertaken during the program period, SFT shall modify this Title VI program to include the application of the guidance on conducting an equity analysis of the project prior to the selection of the preferred site.

12. Requirement to Provide Additional Information Upon Request

SFT shall respond to all written requests from FTA for information to investigate complaints of discrimination or to resolve concerns about possible noncompliance with Title VI.

13. Requirement to Set System-Wide Service Standards and Policies

SFT has developed quantitative service standards (see Exhibit F) and qualitative service policies (see Exhibit G) for its fixed route services. These service standards and policies shall be evaluated and updated, as needed, every three (3) years as part of the Title VI program submission.

Title VI

Title VI

Notifying the Public of Rights Under Title VI

SANTA FE TRAILS

- Santa Fe Trails operates its programs and services without regard to race, color and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes he or she has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Santa Fe Trails.
- For more information on Santa Fe Trails' civil rights program, and the procedures to file a complaint, contact (505) 955-2001; e-mail kesmithson@santafenm.gov; or visit our administrative office at 2931 Rufina Street, Santa Fe, NM 87507.
For more information, visit <http://www.santafenm.gov/transit>.
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590
 - If information is needed in another language, call (505) 955-2001.
 - Si se necesita información en otro idioma, llame al (505) 955-2001.

[Title VI Complaint Form](#)

[Title VI Complaint Procedures](#)

[en Español](#)

Calendar

[Feb 1 Adult Hockey Registration](#)

[Mar 28 Santa Fe Adult Softball League Coaches Meetings](#)

[Mar 29 Spring Flag Football Tournament](#)

[View All Events »](#)

Quick Links

[NM Rail Runner Express](#)

[NMDOT Park and Ride](#)

[North Central Regional Transit District \(The Blue Bus\)](#)

[Santa Fe Pick-Up Downtown Shuttle](#)

[View All Quick Links »](#)



TITLE VI COMPLAINT FORM

Date Complaint Taken _____ Tracking No. _____

Name of Complainant _____

Address _____ Phone No. _____

Person Discriminated Against (if other than Complainant) _____

Address _____ Phone No. _____

Date, Time & Place Incident Occurred _____

Nature of Complaint Race Color National Origin

Details of Complaint _____

Complaint Taken By _____

INVESTIGATION _____

ACTION RECOMMENDED _____

By _____

RECORD OF FINAL ACTION _____

By _____



TITLE VI COMPLAINT PROCEDURES

Any person who believes she or he has been discriminated against on the basis of race, color or national origin by Santa Fe Trails (SFT) may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. SFT investigates complaints received no more than 180 days after the alleged incident. SFT will process complaints that are complete.

Once the complaint is received, SFT will review it to determine if our agency has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our agency.

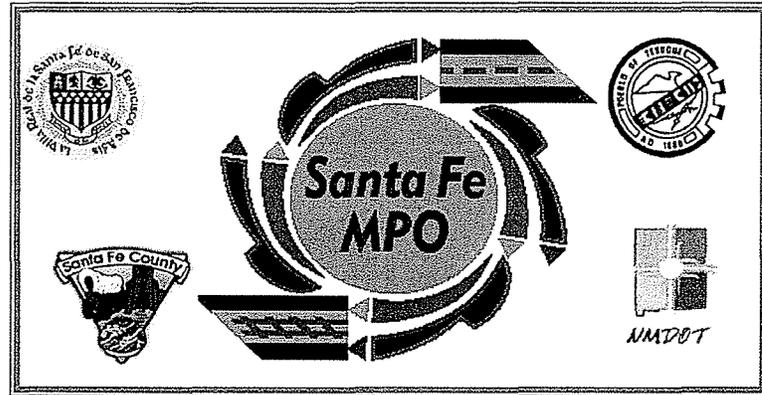
SFT has 15 business days to investigate the complaint. If more information is needed to resolve the case, SFT may contact the complainant. The complainant has 10 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, SFT can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue the case.

After the investigator reviews the complaint, he/she will issue one of two letters to the complainant: a closure letter or a letter of finding. A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A letter of finding summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, he/she has 10 business days after the date of the closure letter or the letter of finding to do so. Appeals shall be filed, in writing, with SFT by mailing or hand-delivering the appeal to:

RE: Title VI Appeal
Transit Division Director
2931 Rufina St.
Santa Fe, NM 87507

A person may also file a complaint or appeal directly with the Federal Transit Administration at:

FTA Office of Civil Rights
1200 New Jersey Avenue SE
Washington, DC 20590



Santa Fe Metropolitan Planning Organization

Public Participation Plan

Approved by the Santa Fe MPO Transportation Policy Board (TPB)
May 30, 2013



Transportation Policy Board

City of Santa Fe

Mayor David Coss
 Councilor Patti Bushee, Chair
 Councilor Ronald Trujillo

Santa Fe County

Commissioner Robert Anaya
 Commissioner Miguel Chavez, Vice-Chair
 Commissioner Liz Stefanics

Tesuque Pueblo

Governor Mark Mitchell

NM Department of Transportation

Deputy Secretary Kathryn Bender

Technical Coordinating Committee

John Romero, Traffic Engineer Supervisor, City of Santa Fe, *Chair*
 Eric Martinez, P.E., Roadways & Trail Engineering Division Director, City of Santa Fe
 Reed Liming, Long Range Planning Division Director, City of Santa Fe
 Tamara Baer, for Land Use/Current Planning Division Director, City of Santa Fe
 Jon Bulthuis, Transit Division Director, City of Santa Fe
 Penny Ellis-Green Planning & Development Division Director, Santa Fe County
 Adam Leigland, Public Works Department Director, Santa Fe County
 Erick Aune, Growth Management Dept, Senior Transportation Planner, Santa Fe County
 Colleen Baker, Manager, Open Space and Trails Program, Santa Fe County
 Anthony J. Mortillaro, Executive Director, North Central RTD
 Sandra Maes, Transportation Director, Tesuque Pueblo
 Miguel Gabaldon, District Engineer, District 5, NMDOT

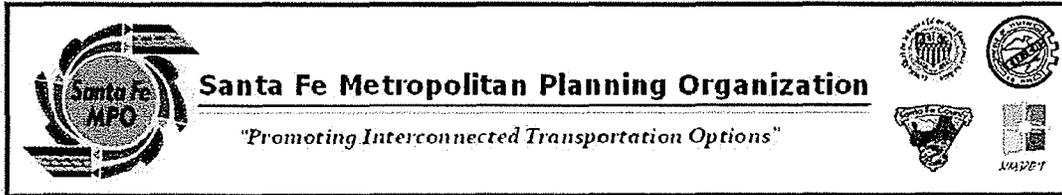
SFMPO Advisory Members

Rodolfo Monge-Oviedo, Federal Highway Administration
 Rosa Kozub, SFMPO Liaison, Planning, NMDOT
 Greg White, SFMPO Liaison, Transit/Rail, NMDOT
 Eric Ghahate, Northern Pueblos RPO

SFMPO Staff

Mark Tibbetts, MPO Officer/Director
 Keith Wilson, MPO Senior Planner

The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation. Santa Fe Metropolitan Planning Organization fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, please contact the SFMPO Office at 505-955-6625. The Santa Fe MPO does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services. This document can be made available in alternative formats by calling the Santa Fe MPO Office at 955-6614 or 955-6706.



Contacts

All questions, comments, or requests for SFMPO documents and services may be directed via letter, phone, fax, email, or in person to:

*Mark Tibbetts
MPO Officer/Director
Phone: (505) 955-6614
Email: mstibbetts@santafenm.gov*

Or:

*Keith Wilson
MPO Senior Planner
Phone: (505) 955-6706
Email: kpwilson@santafenm.gov*

At:

*Santa Fe Metropolitan Planning Organization
Office: 120 S. Federal Place Room 321
P.O. 909 Santa Fe, NM 87504-0909
Fax: (505) 955-6332*

SFMPO Website: www.santafemppo.org

SFMPO Facebook Page 

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Introduction

This **Public Participation Plan (PPP)** is the foundation for a continuing, cooperative and comprehensive transportation planning process in the Santa Fe Metropolitan Planning Area (SFMPA) and guides public participation activities conducted by the Santa Fe Metropolitan Planning Organization (SFMPO). It encourages active public participation in identifying and commenting on transportation issues, plans, programs and projects at every stage of the SFMPO's planning processes. The procedures for public involvement are designed to result in development and amendment of plans and programs that consider all transportation modes and that support metropolitan community development and social goals. Those plans and programs will lead to the development and operation of an integrated, multimodal transportation system that facilitates the efficient, economic movement of people and goods.

Federal transportation planning regulations and the requirements contained in Public Law 112-141, Moving Ahead for Progress in the 21st Century (MAP-21), have established the standards for the MPO's early and continuous public involvement when developing long range plans and transportation improvement programs. This PPP is consistent with all applicable requirements of MAP-21. *"In MAP-21, the metropolitan and statewide transportation planning processes are continued and enhanced to incorporate performance goals, measures, and targets into the process of identifying needed transportation improvements and project selection. Public involvement remains a hallmark of the planning process"*. [Federal Highway Administration MAP 21 Summary of Highway Provisions (July 17, 2012)]

Federal transportation authority under MAP 21 is intended to create *"a streamlined, performance-based, and multimodal program to address the many challenges facing the U.S. transportation system."*(FHWA) The law focuses on achieving seven national performance goals:

1. **Safety**—to achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
2. **Infrastructure condition**—to maintain the highway infrastructure asset system in a state of good repair.
3. **Congestion reduction**—to achieve a significant reduction in congestion on the National Highway System.
4. **System reliability**—to improve the efficiency of the surface transportation system.
5. **Freight movement and economic vitality**—to improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
6. **Environmental sustainability**—to enhance the performance of the transportation system while protecting and enhancing the natural environment.
7. **Reduced project delivery delays**—to reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

The intent of this PPP is to provide a public participatory framework for implementing MAP-21 in furtherance of these goals. To accomplish those goals, this PPP includes specific public participation procedures for the SFMPO's planning processes, which are summarized in the following table. Additional information about the SFMPO and more detail on procedures and public outreach tools are found in later chapters.

Summary of Public Participation Procedures for Key SFMPO Documents and Public Meetings

Public Involvement Component/Product	Public Meetings	Comment Period	Public Involvement Techniques/Postings	Additional Comments
Metropolitan Transportation Plan (MTP)	-Public Input/Open House "kick-off" - Draft Plan Review -Technical Coordinating Committee (monthly updates then Draft recommendation) -Transportation Policy Board (Public Hearing)	30 days [30 days for amendments]	-Newspaper display ads Website/Facebook /e-mail -Comment forms	<ul style="list-style-type: none"> • Updated every 5 years • Next due in 2015; • Amended anytime as needed • Copies at SFMPO offices, libraries
Transportation Improvement Program (TIP)	-Technical Coordinating Committee (Draft recommendation) -Transportation Policy Board (Public Hearing)	30 days [15 days for amendments]	-Newspaper display ads Website/Facebook /e-mail	<ul style="list-style-type: none"> • Updated every 2 years • Amended quarterly if needed • Copies at SFMPO offices, libraries
Public Participation Plan (PPP)/ Title VI plan	Technical Coordinating Committee (monthly) Transportation Policy Board (Public Hearing)	45 days [45 days for Amendments]	-Newspaper display ads Website/Facebook /e-mail	<ul style="list-style-type: none"> • Updated as necessary; • Copies at SFMPO offices, libraries
Technical Coordinating Committee (public meeting)	Monthly meetings; (Additional or fewer meetings depend on agenda content); Public comment period at beginning of agenda		-Agendas posted at SFMPO Website, City & County offices -Public forum for comments	Contact SFMPO office for additional information
Transportation Policy Board (public meeting)	Quarterly meetings Public comment period at beginning; Public Hearings; (may have additional meetings)		-Newspaper display ads -Agendas posted at SFMPO Website, City & County offices - Public forum for comments	Contact SFMPO office for additional information

Background and Structure of the Santa Fe Metropolitan Planning Organization (SFMPO)

The SFMPO has existed since 1982. By federal law, a metropolitan planning organization is designated for each urbanized area with a population of 50,000 or more. The Santa Fe Metropolitan Planning Area (SFMPA) includes the City of Santa Fe and those portions of Santa Fe County that are expected to urbanize over the next twenty years (Figure 1). The Santa Fe 2010 Census Urbanized Area Population was 89,284. The SFMPA covers approximately 25% of Santa Fe County's land area and includes 80% of its population (Planning Area Population = 116,386, Santa Fe County Population = 144,170) and 90% of its employment. SFMPO members include the City of Santa Fe, Santa Fe County, Tesuque Pueblo, and the New Mexico Department of Transportation (NMDOT). The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) are advisory participants. The SFMPO consults with affected state and federal agencies in developing planning documents and for notice of public meetings. A memorandum of agreement signed in 2010 between the SFMPO and the New Mexico Department of Transportation clearly identifies both parties' responsibilities for carrying out transportation planning and programming in a comprehensive, continuous, and cooperative manner. SFMPO meetings serve as a public forum for the transportation planning process.

Transportation Policy Board

The SFMPO Transportation Policy Board (TPB) is recognized by federal and state transportation planning agencies as the Santa Fe MPO. The TPB membership includes the Mayor and two City Councilors from the City of Santa Fe; three Santa Fe County Commissioners; the Governor of Tesuque Pueblo (or designee); and the Cabinet Secretary for NMDOT (or designee). The TPB sets policy, approves plans and documents (e.g. Metropolitan Transportation Plan (MTP)) and programs federal transportation funds (e.g., Transportation Improvement Program (TIP) and Unified Planning Work Program (UPWP)) within the SFMPO Metropolitan Planning Area. Members' roles and responsibilities are stated in a joint powers agreement signed in 2009; TPB Operating Procedures are included in the SFMPO Bylaws.

<http://santafempo.org/documents/joint-powers-agreement-bylaws/>

The TPB generally meets quarterly with additional meetings held as necessary.

<http://santafempo.org/committees/tpb/>

Technical Coordinating Committee

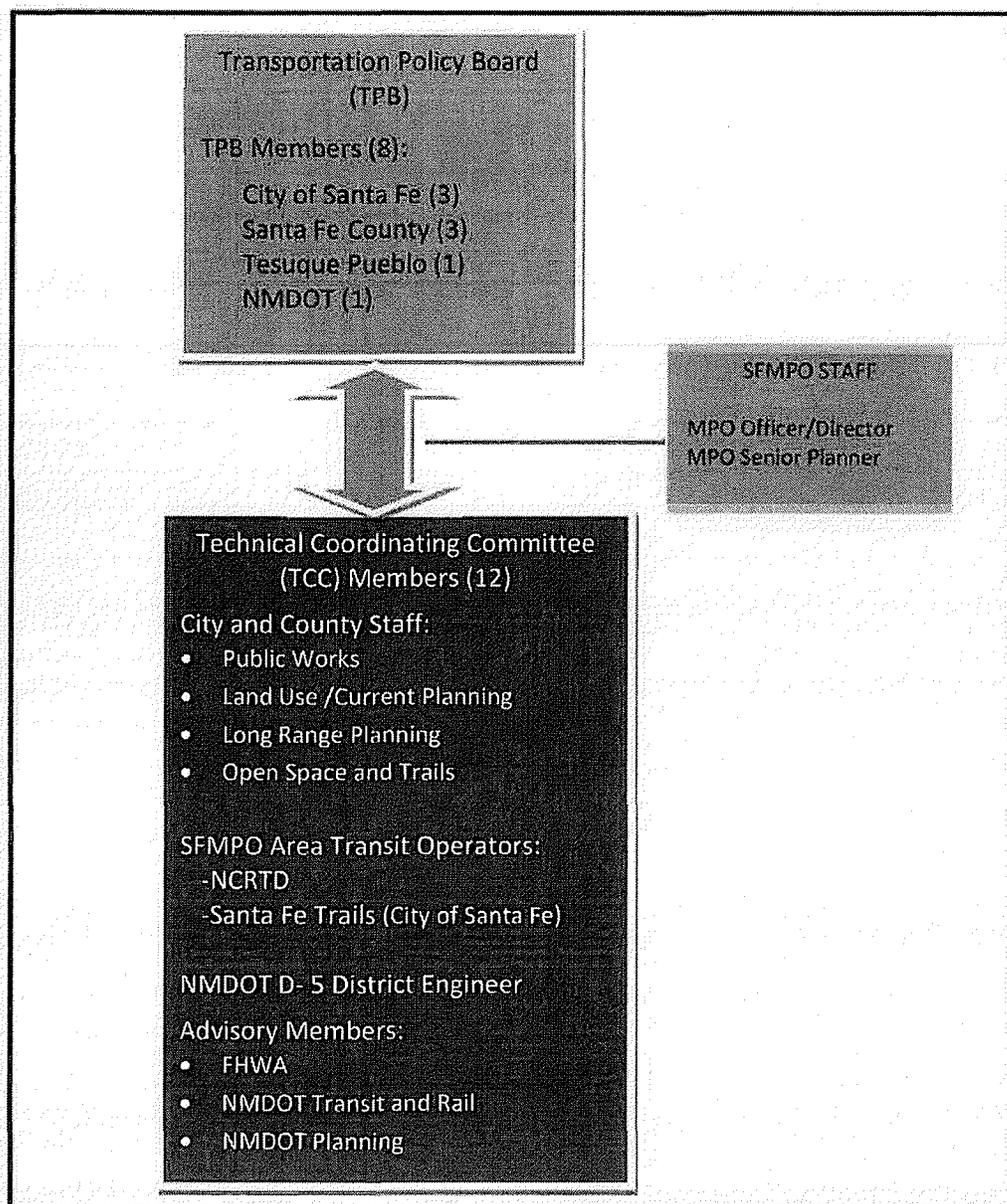
The Technical Coordinating Committee (TCC) provides technical review of SFMPO work products, discusses current transportation issues, and makes recommendations for action to the Transportation Policy Board. The TCC has voting members that are staff from the membership of the SFMPO, as well as staff from major public transit service providers operating within the SFMPO Metropolitan Planning Area. The TCC generally meets monthly, with additional meetings held as necessary. <http://santafempo.org/committees/tcc/>

SFMPO Staff

SFMPO staff facilitates the MPO Planning Process, and is responsible for the development and preparation of all plans and associated documents. Staff organizes all SFMPO meetings,

develops agendas and ensures timely notice through public media. Staff also performs data analysis and carries out studies at the direction of the Transportation Policy Board. The City of Santa Fe is the fiscal and administrative agent for the SFMPO and is responsible for hiring and retaining MPO staff, this includes providing office space, technical support, and administrative services to the MPO. <http://santafemopo.org/mpo-staff/>

SFMPO Organizational Structure:



Public Participation at SFMPO Meetings and Public Hearings

The Santa Fe MPO strives to provide complete information, timely public notice, and full public access to key decisions by supporting early and continuing participation by the public in developing plans and programming transportation improvement funds. Citizens are encouraged to attend TCC and TPB meetings or meet with SFMPO staff to get information or to voice their concerns.

All meetings of the SFMPO Transportation Policy Board and Technical Coordinating Committee are subject to the provisions of the New Mexico Open Meetings Act (NMSA 1978, Sections 10-15-1 to 10-15-4), also known as the “sunshine law”. The Act requires reasonable notice for public meetings where public policy is formulated, public business is discussed, or authorized actions are taken. Meeting notice must include an agenda containing a list of specific items of business to be discussed or transacted at the meeting or information on how the public may obtain a copy of the agenda. Except in the case of an emergency, the agenda shall be available to the public at least seventy-two (72) hours prior to the meeting. Also, except for emergency matters, a public body shall take action only on items appearing on the agenda. (An “emergency” refers to unforeseen circumstances that, if not addressed immediately by the public body, will likely result in injury or damage to persons or property or substantial financial loss to the public body.)¹

- TPB and TCC meetings are held to gather and disseminate information and provide for discussion at the appropriate intervals in the transportation planning process.
- All meetings shall have time allotted for public comment.
- Meeting information as well as SFMPO documents can be accessed from the SFMPO website: www.santafemmo.org
- The SFMPO Facebook page provides news updates and current events relating to transportation and transit in and around the Santa Fe metropolitan area.
- Information is also available by phone by calling the SFMPO Office at: (505) 955-6614 or 955-6706. Email: mstibbetts@santafenm.gov (or) kpwilson@santafenm.gov

Transportation Policy Board (TPB) Meeting Notice Procedures

- The TPB meets at least quarterly.
- Additional meetings may be scheduled as required to approve major documents such as the Metropolitan Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, or special meetings for issues that may require timely action.
- Public notice of meetings shall be provided at least seven (7) calendar days in advance of scheduled meeting date. Special meetings may be held with a minimum of three (3) calendar days’ notice.
- Public notice shall include, at minimum: date, time, location, and a detailed agenda.

¹ *New Mexico Open Meetings Act Compliance Guide*. New Mexico Office of the Attorney General

- Public notice of agendas will be posted at least seven (7) days prior to the meeting:
 - On the SFMPO website and Facebook Page
 - In local print media having a wide distribution, such as the *Santa Fe New Mexican*
 - At the City of Santa Fe and Santa Fe County offices
- Time for public comment shall be included as a regular item on all TPB meeting agendas.
- Upon request, SFMPO staff shall provide contact information for TPB members.
- Meeting packets will be available upon request at the SFMPO Office
- Agendas and minutes for all meetings shall be archived and posted to the SFMPO website as soon as possible after they have been formally approved by the TPB.

Technical Coordinating Committee (TCC) Meeting Notice Procedures

- The TCC generally meets monthly
- Additional meetings may be scheduled as required to review and provide recommendations for approving major documents such as the Metropolitan Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, or special meetings for issues that may require timely action.
- Public notice of meetings shall be provided at least seven (7) calendar days in advance of scheduled meeting date. Special meetings may be held with a minimum of three (3) calendar days' notice.
- Public notice of agendas will be posted at least seven (7) days prior to the meeting:
 - On the SFMPO website and Facebook Page
 - At the City of Santa Fe and Santa Fe County offices.
- Time for public comment shall be included as a regular item on all TCC meeting agendas.
- Upon request, SFMPO staff shall provide contact information for TCC members.
- Meeting packets will be available upon request at the SFMPO Office.
- Agendas and minutes for all meetings shall be archived and posted to the SFMPO website as soon as possible after they have been formally approved by the TCC.

Public Participation in the Development of SFMPO Planning Documents

Metropolitan Transportation Plan (MTP)

The MTP is the official multimodal long-range transportation plan that is developed and adopted through the metropolitan transportation planning process for an MPO. The MTP addresses a planning horizon of 20 or more years and includes both short and long-range transportation strategies/actions. The plan must be fiscally constrained to demonstrate consistency between proposed transportation investments and reasonably available sources of revenue (either existing or future). The MTP must be updated at least every five years.

MTP Development Process:

- Development of the MTP Update shall begin at least 18 months prior to the TPB's scheduled adoption of the final document.
- Prior to the start of the MTP development process, MPO staff shall develop a Public Participation Framework for the plan. The Framework shall:
 - Be developed in consultation with all interested parties.²
 - Ensure that the planning process and planning work products employ innovative visualization and other public engagement techniques to the maximum extent practicable.
 - Provide interested parties with ample opportunities to offer ideas, suggestions, and other input on both the planning process and the content of any planning products.
 - Establish a schedule for workshops and other meetings to give interested parties opportunities to provide input to the plan.
 - Provide for consultation with Federal, State, and tribal wildlife, land management, and regulatory agencies regarding potential environmental mitigation activities and potential areas to carry out these activities, including activities that may have the greatest potential to restore and maintain the environmental functions affected by the plan.
 - Provide for systematic documentation and archiving of any input received.
 - Ensure that all public information is available in electronic, accessible formats and means, as appropriate, to afford reasonable opportunity for public consideration.
 - Provide for holding all public meetings at convenient, accessible locations and times.
- At the beginning of the MTP development process:
 - MPO staff shall provide notice to interested parties and the general public that the plan's update is underway.

² Consistent with 23 USC 134 (i.e., the federal "MAP-21" surface transportation authorizing legislation), "interested parties" shall be defined to include 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 others.

- Notice shall be provided through means, such as email messages, postal mailings, press releases, newspaper advertisements, etc.
- Throughout the development of the MTP:
 - Discussion of the planning process shall be a standing item on TCC and TPB meeting agendas. MPO Staff shall provide updates and the public shall have opportunities to provide feedback and suggestions.
 - MPO staff shall develop a contact list of interested parties and keep it up to date.
- Toward the end of the MTP development process:
 - MPO staff shall prepare a Draft MTP Document for review by the TCC.
 - TCC shall authorize release of the Draft for Public Review.
 - MPO Staff shall give notice that the Draft has been released for Public Review via means, such as email, press releases, newspaper advertisements, etc..
 - The Public Review Period shall last a minimum of 30 calendar days.
 - During the Public Review Period, MPO Staff shall hold at least two Public Input Meetings to solicit Public Comment on the Draft MTP. MPO staff shall also solicit Public Comment through written means, such as email.
 - MPO staff shall make copies of the Draft available for review in the reference section of the three City of Santa Fe libraries (Main, LaFarge, and Southside), at the MPO Offices, and electronically on the MPO Website.
 - At the end of the Public Review Period, staff shall present any public comments received and any proposed changes to the Draft MTP to the TCC for review and recommendation to the TPB.
- Adoption of the Plan:
 - Prior to adoption, the TPB shall hold a Public Hearing during which MPO staff shall summarize the public comments received and any proposed changes to the Draft MTP recommended by the TCC. Prior to closing the Public Hearing, the TPB shall solicit final public comment.
- Publication of the Plan:
 - MPO staff shall make the adopted Final MTP readily available for review in the reference section of the three City of Santa Fe libraries (Main, LaFarge, and Southside), at the MPO Offices, and electronically on the MPO Website.

MTP Amendment Process:

- Amendments to the MTP shall only be initiated by SFMPO member agencies.
- Member agencies shall submit requests for Amendments in writing to the MPO Officer.
- Following receipt of a request for an Amendment request, MPO staff shall:
 - Present the request to the TCC at their next meeting. The TCC shall review the request and approve it for Public Review.
 - MPO Staff shall provide notice of the proposed amendment via means, such as email, postal mail (to interested parties), press releases, newspaper advertisements, etc.
 - The Public Review Period shall last a minimum of 30-days.

- At the end of the Public Review Period, staff shall present any comments received and any proposed changes to the TCC for review and recommendation to the TPB.
- Prior to adoption, the TPB shall hold a Public Hearing, during which the MPO staff shall present any comments received and any changes to the MTP Amendment recommended by the TCC. Prior to closing the Public Hearing, the TPB shall solicit final public comment.
- Once approved by TPB, MPO staff shall make the Amended MTP document available for review in the reference section of the three City of Santa Fe libraries (Main, LaFarge, and Southside), at the MPO Offices and electronically on the MPO Website.

Transportation Improvement Program (TIP)

The Transportation Improvement Program (TIP) is a prioritized, multimodal list of federally supported transportation projects and strategies to be carried out over a four-year period after initial adoption. It is developed by SFMPO staff in cooperation with the NMDOT, lead agencies, and public transit operators. Under federal law, the TIP may only contain projects that are consistent with and reflect the investment priorities of the current Metropolitan Transportation Plan (MTP). The TIP must be designed explicitly to make progress toward achieving the performance targets established in the MTP. Thus, it must describe, to the maximum extent practicable, how its investment priorities will contribute to the achievement of the performance targets.

The TIP is a “fiscally constrained” document. This means that it may only include projects (or identified phases of projects) for which full funding can reasonably be anticipated to be available. Consequently, the TIP must include a financial plan that: (i) demonstrates how all of the listed projects can be implemented; (ii) indicates resources from public and private sources that are reasonably expected to be available to carry out the program; and (iii) identifies innovative financing techniques to finance projects, programs, and strategies. The TIP may also include, for illustrative purposes, any additional projects that would be programmed into the approved TIP if reasonable additional resources beyond those identified in the financial plan were available.

After the TIP is approved by the SFMPO Transportation Policy Board, it is included without modification, either directly or by reference, in the Statewide Transportation Improvement Program (STIP). The frequency and cycle for updating the TIP must be compatible with the STIP development and approval process. Currently, the TIP covers a period of four (4) years, with updates occurring at least every two (2) years. Since the TIP becomes part of the STIP, the TIP lapses when the FHWA and FTA approval for the STIP lapses.

Federal law requires that there must be reasonable opportunity for public awareness of and comment on the TIP [which includes the Program of Projects (POP)] before its approval. The SFMPO must cooperate with NMDOT and any affected public transportation operators to provide an opportunity for participation by interested parties in the development of the

program, in accordance with federal law. The SFMPO public participation process satisfies the FTA public participation requirements for the Program of Projects (POP).

FTA Public Participation Requirements for the Program of Projects (POP) [FTA Circular 9030.1D IV-6]

As a recipient of federal transit planning funds and the developer of the Transportation Improvement Program (TIP), the SFMPO must meet the following public participation requirements for the Program of Projects (POP):

- *Make available to the public information on amounts available to the recipient under this section and the program of projects the recipient proposes to undertake.*
 - FTA 5303 planning funds will be made available in the annual Unified Planning Work Program (UPWP); any funding dedicated to capital purchases or operations of the transit system will be included in the TIP.
- *Develop a proposed program of projects for activities to be financed, in consultation with interested parties.*
 - The SFMPO will consult with Santa Fe Trails, NCRD and the NMDOT Transit and Rail Division and the NM Rail Runner to develop the Program of Projects (POP) as part of the SFMPO biennial TIP development process. Interested parties, including the following, will have an opportunity to review the TIP during its development.
 - SFMPO member planning and engineering staffs
 - Northern Pueblos Regional Planning Organization
 - North Central New Mexico Economic Development District (NCNMEDD)
 - Bicycle and pedestrian organizations
 - Groups representing persons with disabilities
 - Santa Fe School District
 - Federal lands and environmental protection agencies
 - Santa Fe Airport
- *Publish a proposed program of projects in a way that affected citizens, private transportation providers, and local elected officials have the opportunity to examine the proposed program and submit comments on the proposed program and the performance of the recipient.*
 - Prior to adoption of the TIP, the SFMPO will hold a minimum 30 day public comment period to solicit input on near term transportation projects, including transit projects.
- *Provide an opportunity for a public hearing in which to obtain the views of citizens on the proposed program of projects.*
 - The public will have the opportunity to provide comments on the TIP (POP) at a public hearing during Transportation Policy Board meetings or at SFMPO Technical Committee meetings..
- *Ensure that the proposed program of projects provides for the coordination of public transportation services assisted under section 5336 of this title with transportation services assisted from other United States Government sources.*
 - The POP will include capital and operating funding for Santa Fe Trails that will be used to carry out public transportation services.
- *Consider comments and views received, especially those of private transportation providers in preparing the final program of projects.*
 - Any comments received whether from transit providers or the public, will be reviewed by SFMPO staff and presented during a public hearing at the SFMPO Transportation Policy Board and at Technical Coordinating Committee meetings.
- *Make the final program of projects available to the public.*
 - Transit planning activities and projects that will be undertaken by the SFMPO will be included in the UPWP. The UPWP and the adopted TIP will be made available to the public online at the SFMPO website www.santafemppo.org and at the SFMPO office.

Federal law also requires that the TIP be published or otherwise made readily available by the metropolitan planning organization for public review. Finally, every year, SFMPO must publish and make available for public review a list of projects (including investments in pedestrian walkways and bicycle transportation facilities) for which federal funds have been obligated in the preceding year. The listing must be consistent with the TIP.

TIP Development Process:

- SFMPO staff shall schedule a date for TPB adoption of each new TIP based on deadlines set by the NMDOT Transportation Planning & Safety Division and NMDOT STIP Unit.
- At least 120 calendar days prior to the scheduled adoption date, SFMPO staff shall issue a Call for Projects. The Call shall include a deadline for local agencies to submit project proposals. The deadline shall ensure that local agencies have at least 15 calendar days to prepare project proposals (federal and state holidays not included).
- Local agencies shall prepare and submit a Project Identification Form (PIF) for each project they propose for inclusion in the TIP. The information contained in the PIF shall include, at a minimum, the project's title, location, description, lead agency, estimated cost, and existing or proposed funding source(s).
- SFMPO staff shall compile a tabular summary of the proposals received that includes a preliminary rating and ranking for each project. The rating and ranking shall be based on the project evaluation framework established in the Metropolitan Transportation Plan (MTP).
- At least calendar 60 days prior to the scheduled TIP adoption date, SFMPO staff shall submit the tabular summary and copies of all PIFs received to the members of the Technical Coordinating Committee (TCC) for review.
- The TCC shall discuss the project proposals, review the project ratings and rankings, and give feedback to SFMPO staff.
- Based on feedback received from TCC members, SFMPO staff shall prepare a Draft TIP for public review and forward the draft to the TCC.
- The TCC shall review the Draft TIP and, if no changes are needed, approve its release for public review.
- SFMPO staff shall place a newspaper ad in the Santa Fe New Mexican announcing the release of the draft TIP for public review. The ad shall include instruction on how to access the document for review. SFMPO staff shall also announce the release on the SFMPO Website and Facebook page and via email to its interested parties contact list.
- The public comment period on the draft TIP shall last for a minimum of thirty (30) days.

- During the public comment period SFMPO staff shall host at least one formal public input meeting to solicit comments the Draft TIP document.
- Following the close of the public comment period, the TCC shall meet to review submitted public comments and make a recommendation to the TPB on the final draft.
- SFMPO staff shall present the submitted public comments and proposed final draft to the TPB at a public hearing for their review and adoption.
- SFMPO staff shall make the final document available on the SFMPO Website and at the SFMPO Office.

TIP Amendment Process:

- The TIP Amendment Process occurs quarterly as necessary and in coordination with the STIP Amendment Process.
- Eligible or regionally significant projects with identified funding and a completed PIF may be submitted to SFMPO staff at any time to be added to the TIP.
- SFMPO will develop a draft TIP amendment and present to the TCC for review and release for public review.
- SFMPO staff shall place a newspaper ad in the Santa Fe New Mexican announcing the release of the draft TIP amendment for public review. The ad shall include instruction on how to access the document for review. SFMPO staff shall also announce the release on the SFMPO Website and Facebook page and via email to its interested parties contact list.
- The public comment period on the draft TIP amendment shall last a minimum of 15 calendar days.
- The TCC shall meet to review submitted public comments and make a recommendation to the TPB on the final draft TIP Amendment.
- SFMPO staff shall present the submitted public comments and proposed final draft TIP amendment to the TPB at a public hearing for their review and adoption.
- SFMPO staff shall make the final document available on the SFMPO Website and at the SFMPO Office.

TIP Administrative Modifications:

SFMPO staff may make certain changes to the TIP -- as specified in the MPO-TIP and NMDOT-STIP Policies and Procedures -- via Administrative Modification. These modifications do not require public input or approval by the TPB, but are documented in the TIP Document. See http://dot.state.nm.us/en/Infrastructure/Program_Management.html#e

Public Participation Plan (PPP)

The **Public Participation Plan** is the guide for public access to and involvement with the MPO transportation planning process in the Santa Fe Metropolitan Planning Area. All SFMPO planning work products, and major amendments to adopted plans and programs, must follow the notice and procedural requirements outlined in this plan. Public participation procedures will be periodically reviewed by the SFMPO in terms of their effectiveness in assuring that the process provides full and open access to all

PPP Procedures:

- Development of an update to the PPP shall begin at least 60 days prior to the TPB's scheduled adoption of the final document.
- An updated draft Public Participation Plan shall first be presented to the NMDOT to verify compliance with federal transportation planning regulations and requirements.
- The TCC shall review the draft PPP update and approve its release for public review.
- SFMPO staff shall place a newspaper ad in the Santa Fe New Mexican announcing the release of the draft PPP for public review. The ad shall include instruction on how to access the document for review. SFMPO staff shall also announce the release on the SFMPO Website and Facebook page and via email to its interested parties contact list.
- In accordance with Federal law, the public comment period shall last for a minimum of forty-five (45) days.
- During the public comment period SFMPO staff shall hold at least one formal public input meeting to solicit comments on the Draft PPP document.
- Following the close of the public comment period, the TCC shall meet to review submitted public comments and make a recommendation to the TPB on the final draft.
- SFMPO staff shall present the submitted public comments and proposed final draft to the TPB at a public hearing for their review and adoption

PPP Administrative Modification Procedures:

SFMPO Staff can make administrative modifications to the content of the PPP, such as updates to contact information and hyperlinks without the need for a formal approval. Changes to the procedures identified in the PPP would constitute an update and would require following the PPP Procedures outlined above.

Unified Planning Work Program (UPWP)

The Unified Planning Work Program (UPWP) describes and lists planning activities that SFMPO staff commits to undertake over a one or two-year period using a combination of local and federal transportation planning funds. Many of the activities and tasks in the UPWP are required under a Memorandum of Agreement between the SFMPO and the NMDOT that was signed in 2010. UPWP activities are grouped into categories that are intended to help SFMPO staff to implement the stated goals and objectives of the Metropolitan Transportation Plan. SFMPO staff, in cooperation with the NMDOT and transit operators and following federal guidelines, prepares a UPWP that is reviewed by the TCC and approved by the TPB, the NMDOT, the Federal Highway Administration, and the Federal Transit Administration.

The UPWP contains the following elements:

1. A list and summary of planning tasks that will be conducted over a one or a two-year period.
2. A tabular summary of available funding sources.
3. An allocation of staff hours and cost for each task.
4. A timeline for major activities and milestones.
5. Defined work products for each task.

UPWP Procedures:

- SFMPO staff shall schedule an adoption date for each new UPWP based on deadlines set by the NMDOT Transportation Planning & Safety Division.
- At least 120 calendar days prior to the scheduled adoption date, SFMPO staff shall begin the development of the Draft UPWP in cooperation with NMDOT and through an agenda item at TCC meetings.
- The TCC shall review the Draft UPWP and make a recommendation to the TPB.
- SFMPO staff shall present the final draft to the TPB at a public hearing for their review and adoption.
- SFMPO staff shall make the final document available on the MPO Website and at the SFMPO Office

Other SFMPO Documents, Studies, and Plans

SFMPO staff shall create and announce procedures to encourage public participation in other SFMPO documents, studies and plans during the initial stages of their development.

Public Access to SFMPO Plans and Documents

Citizens have the right to reasonable public access to technical and policy information. SFMPO plans and documents, including current and archived meeting agendas and minutes, shall be available online for viewing or downloading from the SFMPO website (www.santafemppo.org). SFMPO documents shall also be available at the SFMPO Office for review during normal business hours (8am-5pm Monday to Friday). Interested parties may call (505)955-6625, (505)955-6614, or (505)955-6706 to schedule a visit. Upon request, and as needed, documents or portions of documents shall be transcribed into alternative formats and languages.

SFMPO shall comply with all requirements of the City of Santa Fe's Request for Public Records Policy, 1900-9-1, and the Inspection of Public Records Act, 14-2-1 NMSA 1978 (available at the City Clerk's Office).

Tools and Activities to Educate and Inform the Public and Encourage Public Participation

The Santa Fe MPO shall use a variety of tools and activities to educate and inform the general public about MPO activities, MPO work products, and transportation issues in general. SFMPO Staff shall periodically evaluate these to achieve continuous improvements in their quality and efficacy.

Outreach to Interested Parties: Parties with interest in the transportation planning process include individual citizens, elected and appointed officials, 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, neighborhood associations and other community groups, business and professional groups, environmental groups, and others. The list of interested parties includes, but is not limited to:

- Planning and engineering staff of SFMPO member agencies
- Planning, engineering, safety, and environmental staff of the New Mexico Department of Transportation
- Staff of transit service providers (i.e., Santa Fe Trails, North Central Regional Transit District, and New Mexico Rail Runner Express)
- Northern Pueblos Regional Planning Organization
- North Central New Mexico Economic Development District (NCNMEDD)
- Bicycle and pedestrian organizations
- Groups representing persons with disabilities
- Santa Fe School District
- Federal lands and environmental protection agencies
- Santa Fe Airport
- Freight companies
- Native American tribal governments
- Emergency service providers/emergency dispatch

SFMPO staff shall make every reasonable effort to reach out to people and groups affected by any transportation plan, program, or project, including those who may not be aware they are affected. Staff shall pay particular attention to reaching out to traditionally underserved populations such as people with disabilities; low-income people; and racial and ethnic minorities. Staff shall also seek to engage affected public agencies and tribal governments whether or not they are members of the SFMPO. Finally, for the sake of consistency and in order to avoid potential conflicts, SFMPO staff shall consult and compare SFMPO transportation plans and other documents with any available Federal, State, County, Municipal or other resource management agencies' transportation plans, land use plans, conservation plans, conservation maps, inventories of historic or natural resources, etc.

Media Contacts and Advertising: Members of the media are critical in getting information to the public regarding significant transportation activities and issues. The SFMPO shall maintain ongoing communication with the media through various means, including press releases, interviews, online postings and submission of articles to the local news outlets. The Santa Fe New Mexican shall be used as the primary print medium for advertising transportation issues of interest to the general population. Public service announcements and interviews may also be broadcast on local radio stations.

Branding: SFMPO Logo/Letterhead: The SFMPO logo/letterhead shall appear on all SFMPO documents and correspondence. The logo shall be used on promotional items and various events that the SFMPO supports. Examples include the Santa Fe Bikeways and Trails Map, informational brochures and cards, and on t-shirts distributed during Santa Fe's annual Bike to Work Week.



Visualization: SFMPO staff shall use maps, diagrams, charts, display boards, and slide presentations to clearly illustrate projects, plans and programs developed for committee meetings and /or public events.

Archiving of Records: Copies of plans and documents produced by the SFMPO shall be made available for review at the following locations: Santa Fe MPO Office, Santa Fe Main Library, Oliver La Farge Branch Library, and Southside Library. Draft and short-term documents shall be kept in the reference section of the libraries on a temporary basis. Permanent records shall be kept at the Santa Fe MPO Office and shall also be submitted to the NMDOT Transportation Planning and Safety Division for archiving purposes.

Public Comment and Response to Comments: The Santa Fe MPO shall welcome public comments from citizens in a variety of forms, including postal letter, fax, handwritten note, email message, and online posting. SFMPO staff shall also be available to meet and listen to citizen concerns, with all comments documented. Postal submittals may be addressed to: MPO Officer, Santa Fe Metropolitan Planning Organization, P.O. Box 909, Santa Fe, NM 87504-0909. Comments by phone or by email can be made to:

- Mark Tibbetts (505) 955-6614 mstibbetts@santafenm.gov
- Keith Wilson (505) 966-6706 kwilson@santafenm.gov

Workshops: Information workshops shall be held on an as-needed basis on topics associated with the metropolitan transportation planning process. The workshops shall be designed to educate participants on specific MPO topics.

Email List of Interested Parties: SFMPO staff shall maintain an email list of persons interested in receiving notice of availability of draft and final work products, notice of public meetings/hearings, and general news and updates about activities of the SFMPO. The list shall include interested citizens, elected and appointed officials, 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, neighborhood associations and other community groups, business and professional groups, environmental groups, and others. The list shall be continuously updated.

SFMPO Web Site: The Santa Fe MPO has a website (www.santafemppo.org) on the Internet. The website shall be updated and maintained to provide the most current information available. Contents shall include, at a minimum:

- Meeting calendars and agendas for the Transportation Coordinating Committee and Transportation Policy Board
- Public review drafts of all work products and publications
- Final drafts of all work products and publications
- Contact information for SFMPO staff
- Links to related agencies

SFMPO on Facebook: The SFMPO maintains a Facebook page that includes information and links to articles related to transportation issues: <http://www.facebook.com/pages/Santa-Fe-Metropolitan-Planning-Organization/131832310169475>

Electronic Newsletter: The SFMPO shall create and update an e-newsletter for distribution via the Email List of Interested Parties and for posting on the SFMPO website. Copies shall also be sent electronically to anyone by request.

Appendix

Federal and state laws set certain requirements and guidelines for public notice, public access to information, the provision of timely information, and the inclusion of traditionally underserved segments of the population. The Santa Fe MPO will take specific actions to comply with statutory requirements and to promote active public participation in the transportation planning process (re: sections from Federal Regulations §CFR450.212, §CFR 450.316, §CFR 450.322, §CFR450.324, §CFR450.334, and Executive Order 12898). The MPO's public participation process satisfies the public participation requirements for the Program of Projects in compliance with the Federal Transit Administration.

MAP 21 reinforces the following provisions stated in the federal transportation funding act SAFETEA-LU, Public Law 109-59:

- *Representatives of users of pedestrian walkways, bicycle transportation facilities, the disabled are specifically added as parties to be provided with the opportunity to participate in the statewide and metropolitan planning processes*
- *To enhance the public participation process, the State DOT and MPO should conduct public meetings at convenient and accessible locations at convenient times; employ visualization techniques to describe plans; and make public information available in an electronically accessible format such as on the Web*
- *The MPO is to develop a participation plan in consultation with interested parties that provides reasonable opportunities for all parties to comment*

The SFMPO PPP is guided by the regulations in United State Code (USC) Title 23 Sec 134 (i):

- *“(6) PARTICIPATION BY INTERESTED PARTIES-*
- *“(A) IN GENERAL- Each metropolitan planning organization 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.*
- *“(B) CONTENTS OF PARTICIPATION PLAN- A participation plan--*
- *“(i) shall be developed in consultation with all interested parties; and*
- *“(ii) shall provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan.*
- *“(C) METHODS- In carrying out subparagraph (A), the metropolitan planning organization shall, to the maximum extent practicable--*
- *“(i) hold any public meetings at convenient and accessible locations and times;*
- *“(ii) employ visualization techniques to describe plans; and*
- *“(iii) 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 under subparagraph (A).*

Environmental Justice and Title VI

The Environmental Justice Guidebook of the Federal Highway Administration (FHWA) states that “effective community engagement addresses the needs of and incorporates input from a broad spectrum of interested parties including residents, businesses, and transportation system users. Within the context of a broad public involvement process, transportation agencies need to focus extra effort on outreach to and engagement of traditionally underrepresented populations”. [FHWA-HEP-11-024 2.Public Involvement]

Every effort has been made in this PPP to provide a framework for reaching traditionally underserved populations, including low income and minority households, persons with disabilities.

The needs of those traditionally underserved by the existing system will be sought and considered by the MPO.

Environmental Justice (EJ) is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. The MPO will work to ensure that the transportation system considers the needs of all people and that minorities, low income, elderly, and the disabled do not bear a disproportionate share of the negative impacts resulting from the transportation system.

EJ concerns and goals should be considered throughout all public engagement efforts, from project planning through construction and operation. This includes public outreach conducted during transportation planning and during the environmental reviews required by the National Environmental Policy Act (NEPA).

Through its public involvement efforts, the MPO will strive to achieve the following environmental justice goals:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision making process.
- To prevent the denial of, reduction in or significant delay in the receipt of benefits by minority and low income populations.

Title VI states that no person shall, on the ground of race, color, or national origin, be excluded from participation in, denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The MPO will ensure that the input and feedback from all people will be considered in the development of MPO planning documents and activities.

The following actions are meant to reduce the barriers for participation in the decision-making process by low income, minority or disabled individuals.

1. When possible, public meetings will be held in locations that are convenient to low and moderate income neighborhoods. Such locations include community centers, senior centers and schools. Where possible, MPO staff will meet at the locations of businesses, neighborhood groups, stakeholders, and other agencies.
2. Upon request, all MPO work products and documents will be made available in alternative formats, including Braille, large type and languages other than English.
3. The following statement will be included in all MPO documents:
The Santa Fe MPO does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services. This document can be made available in alternative formats by calling the Santa Fe MPO Office at 955-6614 or 955-6706.
4. The following statement will be included in all meeting announcements:
Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to the meeting date.
5. Agencies and organizations that represent low income, minority and disabled populations will be identified and included in MPO mailings.
6. The SFMPO will periodically evaluate Environmental Justice actions and Title VI requirements to ensure effectiveness of public involvement.

Americans with Disabilities Act

The Americans with Disabilities Act of 1990 (ADA) is a civil rights statute which prohibits discrimination against people with disabilities in all aspects of life. ADA therefore calls for transportation facilities to be accessible to persons with disabilities. People with disabilities are encouraged to get involved in the development and improvement of transportation and para-transit plans and services. All public meetings conducted by the MPO will take place at locations which are accessible facilities so as to accommodate persons with mobility limitations.

Improving Access for Persons Identified as Limited English Proficient (LEP)

Four Factor Analysis

Santa Fe Trails (SFT) has conducted this analysis to meet requirements under Title VI of the Civil Rights Act of 1964, which seeks to improve access to services for persons identified as Limited English Proficient (LEP). The purpose is to ensure that no person shall, on the basis 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.

Analysis Using Four Factor Framework

SFT has conducted the following analysis for its public transportation system, using the four factors identified in the DOT LEP Guidance:

Factor 1: The number and proportion of LEP persons served or encountered in the eligible service population.

Task 1, Step 1: Examine prior experiences with LEP individuals.

SFT serves a largely English-speaking community, although there is a sizable Spanish-speaking population. SFT transit operators and customer service representatives were surveyed in March 2014 about their interactions with LEP persons, and reported almost daily interaction with persons speaking Spanish as their primary language. At least 71 percent of the transit employees surveyed indicated a belief that language assistance was needed for the services SFT provides.

In most cases, the information needed from SFT relates to use of transit services, including requests for information about routes, schedules, fares, hours of service, regional transportation providers, etc. Most of the transit information distributed to the public is already translated into Spanish, and a majority of transit employees are reasonably fluent in Spanish. For those who are not, often family members or other bus passengers are available to interpret oral communications, if needed, or interpretation is readily available from the dispatch office.

While interactions with LEP persons were reported as occurring throughout the service area, at least 38 percent of transit employees surveyed specifically identified the southwest area of Santa Fe as being where a significant population of Spanish-speaking persons resides. This area is currently served by multiple bi-directional transit routes, and, in fact, represents where most of the transit growth in Santa Fe is taking place.

Task 1, Step 2: Become familiar with data from the U.S. Census.

The *2008-2012 American Community Survey (ACS) 5-Year Estimates* was used to obtain language data for Santa Fe, since the Census 2010 data set is already becoming less current and precise.

Task 1, Step 2A: Identify the geographic boundaries of the area that your agency serves.

SFT's service area is defined as the city limits of Santa Fe; an area encompassing approximately 52.48 square miles. A map of SFT's fixed route system – as it relates to the city limits – is shown in Appendix A. The map reveals that SFT also provides service to a

small portion of Santa Fe County. By policy, SFT provides ADA complementary paratransit service beyond that which is required by ADA (within ¼ mile of any fixed route) by extending this to any origin or destination within the city limits.

Task 1, Step 2B: Obtain Census data on the LEP population in your service area.

ACS data on English proficiency in Santa Fe, including the languages spoken in Santa Fe, the number of persons speaking each language and the number of persons who speak English less than "very well," is as follows:

LANGUAGE SPOKEN AT HOME	
Population 5 years and over	64,465
English only	42,862
Language other than English	21,603
Speak English less than "very well"	7,692
Spanish	19,391
Speak English less than "very well"	7,185
French	324
Speak English less than "very well"	64
Chinese	225
Speak English less than "very well"	71
Other Asian languages	177
Speak English less than "very well"	81

Source: 2008-2012 American Community Survey 5-Year Estimates

Task 1, Step 2C: Analyze the data you have collected.

Limited English Proficient (LEP) persons are described as those who speak English less than "very well."

- A total of 7,692 persons in Santa Fe are identified as LEP.
- Of the total LEP population, 7,185 persons (93.4 percent) are Spanish speaking.
- The Spanish-speaking LEP population represents 11.1 percent of the total population of Santa Fe.
- The next highest concentration of LEP persons is the Other Asian Languages group, with 81 persons, or 0.1 percent of the total population.

Aside from the Spanish-speaking LEP population, there is no other language group in Santa Fe that meets the threshold of the "Safe Harbor Provision" (5.0 percent of the total population or 1,000 persons, whichever is less), which requires written translation of vital transit materials.

Task 1, Step 2D: Identify any concentrations of LEP persons within your service area.

A census tract map showing the distribution of the Hispanic/Latino population in relation to the SFT service area is shown in Appendix B.

While this does not specify the exact location of language groups in Santa Fe, it supports conclusions about where other-than-English language groups – in particular the Spanish-speaking population – reside in relation to the bus routes.

Task 1. Step 3: Consult state and local sources of data.

Department of Education data for School Year 2010-2011 supports the conclusion that Spanish-speaking persons comprise the greatest number of LEP individuals in New Mexico, with 16.0 percent of the total student population designated as LEP, and 59.0 percent of the total student population in the Hispanic/Latino composition – second only to Puerto Rico in the United States and its territories. Only 13.0 percent of the total student population is in all other non-White race/ethnicity compositions combined (see Appendix C).

The Department of Labor special tabulation of census data is provided in Appendix D. Because the data reflects totals for the northern area of New Mexico in general, the information is only anecdotally useful. However, according to the Department of Labor, Spanish-speaking LEP persons in the northern New Mexico area comprise 61.3 percent of the total population that speaks English less than "very well." This is compared to the 93.4 percent in Santa Fe itself, which is revealed by the 2008-2012 ACS.

Task 1. Step 4: Community organizations that serve LEP persons.

SFT has current and ongoing associations with State and local government, educational institutions and community organizations that provide services for LEP persons.

Task 1. Step 4A: Identify community organizations.

The following organizations are the most involved in serving LEP (Spanish-speaking) persons locally:

- Native Hispanic Institute
- Santa Fe County Health & Human Services
- Santa Fe Public Schools
- Santa Fe Community College

Task 1. Step 4B: Contact relevant community organizations.

In March 2014 a survey was transmitted to each of these organizations requesting information to help SFT improve language services provided. A sample survey is provided in Appendix E.

Task 1. Step 4C: Obtain information.

SFT received written responses from two of the four community organizations identified in Step 4A. These agencies were extremely pleased to be contacted by SFT, and eager to be a resource to assist in ensuring that transit services in Santa Fe were language accessible to those who speak limited English.

Factor 2: The frequency with which LEP individuals come into contact with your programs, activities, and services

Task 2, Step 1: Review the relevant programs, activities and services you provide.

As identified in Task 1, LEP individuals inquire about, use and are affected by the services that SFT provides on a daily basis. Operational services include fixed route service and ADA complementary paratransit service. LEP individuals also come into contact with SFT by walking into the Administration office, calling the Call Center, as well as using the SFT website.

Task 2, Step 2: Review information obtained from community organizations.

Santa Fe Community College indicated that Spanish-speaking students at times ask them about public transportation. Specifically, the English as a Second Language (ESL) Program gets questions about the SFT routes and schedules. The program director said that many of the 700 LEP students live on the south side of Santa Fe near Airport Road and South Meadows Road, though many others live in various locations all over town. ESL classes are provided at eight sites across the city, and nearly all sites have students who do not have a car and walk to the site. The main program site is at the college, however, and the program director expressed that if night-time public transportation service were provided after classes ended at 8:30 p.m., more LEP students would be able to study at the community college.

The agency suggested the following strategies for receiving more input from the Latino population:

- Communicate through the ESL Program
 - Use e-mail blasts to the many students who have an e-mail account
 - Use face-to-face assemblies that occur with all students once each quarter
- Conduct surveys during classes at the college
- Provide language appropriate communications through churches, schools and neighborhood stores/businesses, including:
 - El Paisano (both locations)
 - Latin markets on Airport, Siler and Osage

Santa Fe Public Schools reported that the school district is the 5th largest in the state, with Hispanics comprising 77 percent of the school population. At least 50 percent of students in the school district are considered LEP, and 75 percent receive free or reduced-price lunches, which gives insight into the low-income population among LEP families with school-age children in Santa Fe.

The agency believed that public libraries would be a good place to interact with Spanish-speaking individuals; and that the Latino community would most trust social service agencies, churches and Latino businesses (e.g., food markets) to deliver language appropriate messages.

Task 2, Step 3: Consult directly with LEP persons.

SFT conducted a survey of users of the SFT service in March 2014. Of the 187 survey responses, 7 were returned on a form translated into Spanish. Language-specific questions were included on the survey, but there were no requests for language assistance in the areas provided for comments. Instead, like the majority of respondents, those who completed a survey in Spanish were very complimentary of the transit service and indicated a desire for expanded service hours.

In future surveys, SFT will include questions to ask LEP persons if they are aware of the types of language assistance provided, which forms are most helpful, and what, if any, additional language assistance measures would be beneficial.

Factor 3: The importance to LEP persons of your program, activities and servicesTask 3, Step 1: Identify your agency's most critical services.

Using public transportation is important to LEP persons as indicated from interactions with community organizations that represent them and survey results. SFT's most critical services are:

- SFT fixed route service
- SFT ADA complementary paratransit service

If limited English is a barrier to using these services then the consequences for the individual are serious, including limited access to health care, education or employment. Critical information from SFT that can affect access includes the following:

- Route and schedule information
- Fare and payment information
- Fare media distribution system
- System rules
- Information about how to ride
- Safety and security information
- Public service announcements
- Complaint and comment procedures
- Communication related to transit planning

Task 3. Step 2: Review input from community organizations and LEP persons.

Of the total LEP population in Santa Fe, the Spanish-speaking community represents the most significant number and is the group with which SFT comes into contact on a daily basis.

Factor 4: The resources available to the recipient and costs

Task 4. Step 1: Inventory language assistance measures currently being provided, along with associated costs.

- SFT route brochures with Spanish translation
- Critical information on SFT website translated into Spanish
- Safety reminders and "how to ride" tips on bus interior car cards translated into Spanish
- Application forms and other materials for public distribution translated into Spanish
- Large number of employees fluent in Spanish and able to interpret transit information in person, by telephone and e-mail

The cost of these measures has been less than \$500 annually.

Task 4. Step 2: Determine what, if any, additional services are needed to provide meaningful access.

Due to the small size of our agency and limited resources – as well as the demographic reality in our community – SFT should focus its language assistance measures on extending access for persons speaking Spanish.

The following should be translated into Spanish:

- Critical printed information
- Critical website information
- Safety and security related announcements
- ADA complementary paratransit information (e.g., policies, procedures, applications)

In addition to translation of general public information, SFT provides Spanish-language materials on transit shelters and in vehicles whenever information in English is provided.

Information technology systems that may be implemented to provide real-time departure information and next-stop announcements using electronic signage and internet tools should also be reviewed in consideration of any needed translations.

On-demand translation procedures by telephone should be implemented to assist LEP persons when calling the administration or operations office, particularly if the employee answering the telephone is not fluent in Spanish. This could be accomplished by providing instructions for the employee to transfer the call quickly and efficiently to someone who speaks Spanish, without the call being dropped. Interpretive services from a bilingual bus operator should also be scheduled for community events in which SFT participates.

Finally, issues related to LEP persons should be included in the training of bus operators, as well as dispatch and other administration and operations office staff.

Task 4. Step 3: Analyze your budget.

Like most public agencies, SFT's budget is constrained by several factors and staff resources are also limited. SFT shall devote resources in the printing and advertising/promotional budgets to LEP implementation measures. In addition, capital budget increases for signage inside of transit facilities and vehicles should be considered. Finally, additional administrative costs may need to be included in the transit budget for telephone translation services.

Task 4. Step 4: Consider cost effective practices for providing language services.

SFT should collaborate with the community organizations identified in Task 1 to provide cost effective practices. SFT could partner with these organizations to provide:

- Translation of printed and online information
- Distribution channels for printed information and surveys
- Delivery of language appropriate messages from a trusted source
- Translation assistance for LEP persons
- Educational and outreach opportunities to help improve access for LEP persons

In addition, SFT should research and pursue language assistance products and translation services developed and paid for by local, regional or state government agencies.

Plan for Implementation

I. Identifying LEP individuals who need language assistance

Research and field work completed in the four factor analysis indicates that a significant proportion of Spanish-speaking LEP persons reside in Santa Fe. Of the total population, 7,692 (11.9 percent) are persons with limited English proficiency, and the largest non-English language group - Spanish - represents 93.4 percent of this LEP group. Research among bus operators and customer service staff indicates that the frequency of contact with LEP persons speaking Spanish is daily.

II. Language assistance measures

The following measures will be used to provide Spanish language assistance, both written language and telephone services:

When a phone call from a Spanish-speaking LEP customer is received, or when the customer comes into the administration office in person, the first step will be to obtain the assistance of a staff member who is fluent in Spanish and who can provide interpretation services. If no Spanish-speaking staff member is available (or in the case of languages other than Spanish), customer service staff shall attempt to use a translation mobile app – such as “Speak and Translate” – to communicate with the customer.

When written communication from an LEP person is received it shall be forwarded to the Administrative Supervisor, who will in turn respond to the communication (in the case of Spanish) or forward it to another appropriate agency for translation into English and translation of the response into the native language.

It may be difficult for a non-bilingual bus operator to provide assistance to an LEP person who boards the vehicle and requests information. In such circumstances, the bus operator could ask if another passenger on the bus could serve as an interpreter, or the driver could provide the phone number for customer service (505-955-2001) for interpretation assistance. If available, the bus operator could also direct the passenger to translated passenger information such as printed brochures.

It is important for SFT to ensure the competency of interpreters and translation services. SFT will review competency as part of its triennial Title VI Program update by undertaking these steps:

- Ask the interpreter or translator to demonstrate that he/she can communicate or translate information accurately in English and the other language
- Train the interpreter or translator in specialized terms and concepts associated with SFT's policies and procedures
- Instruct the interpreter or translator that he/she shall not deviate into a role as counselor, legal advisor, or any other role aside from interpreting or translation
- Ask the interpreter or translator to attest that he/she does not have a conflict of interest on the issues for which interpretation services are provided

As of April 2014, the competency of translation providers used by SFT is assured, as this capability (in the case of Spanish) is already available among SFT staff. All have demonstrated the ability to provide accurate translation and are familiar with specialized terms and concepts associated with public transportation. Each understands that translation

functions are limited to interpretation and translation only, and that the interpreter/translator shall not deviate into other roles. Each has attested that there is no conflict of interest.

III. Training staff

SFT operations staff is likely to come into contact with LEP persons. These include bus operators, dispatchers, street supervisors, customer service personnel, administrative staff, and, to some extent, management. Training on SFT's responsibility to serve LEP persons is implemented by the following means:

- Orientation and initial training for new bus operators, and ongoing training to be provided at least once per year, will include information on serving LEP persons
- SFT will conduct research on and implement training resources (e.g., videos, handouts, presentations) described in the DOT guidance on LEP implementation (April 13, 2007, pp. 28-29)
- Dispatchers, street supervisors, customer service personnel, and administrative staff who work directly with the public will take part in ongoing training, with at least one training session per year on the topic of serving LEP persons.

IV. Providing notice to LEP persons

SFT incorporates a variety of methods to communicate with transit users and the public. These include printed schedule information, signs inside of vehicles and on passenger shelters, website, customer service phone line, news releases, advertising, community meetings and participation in local events. SFT will use these methods to notify LEP persons of the availability of language assistance, and, when applicable, to notify customers of the availability of translated documents.

V. Monitoring and Updating the LEP Plan

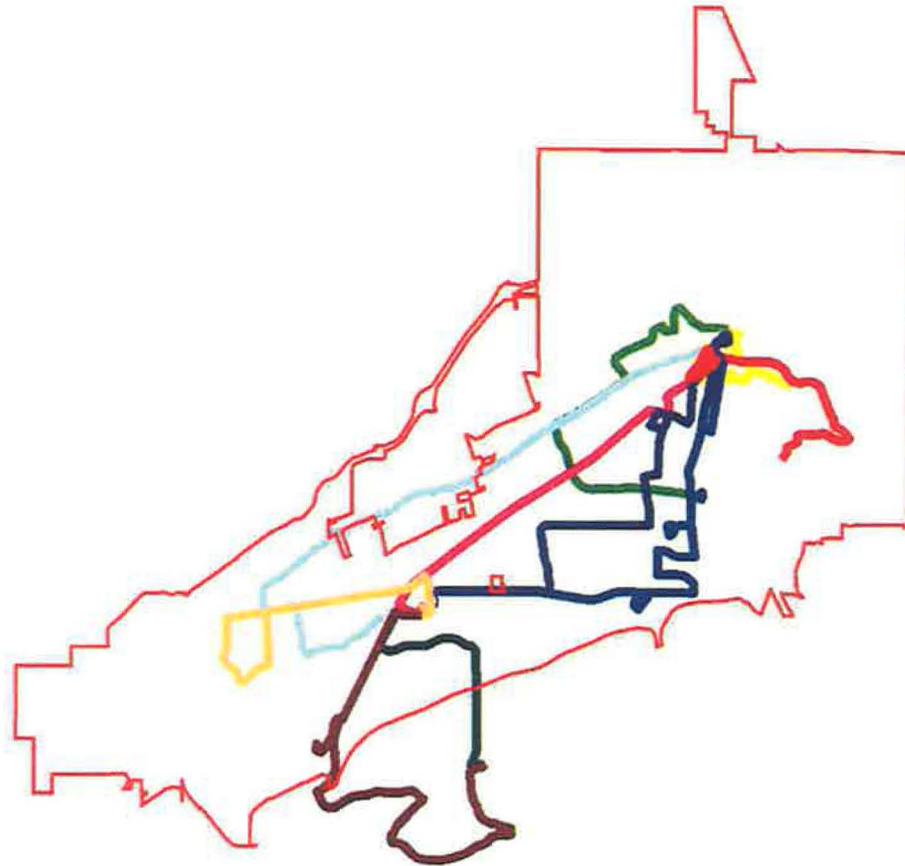
Ongoing outreach efforts will include a process to obtain feedback on SFT's language assistance measures. Monitoring of the program will be assigned to the Director of Operations & Maintenance. Specific tasks will include semi-annual contact with the organizations to measure results and discuss needs of LEP persons. These efforts will reveal any changes to the implementation plan that may be necessary, including any noticeable changes in demographics of the LEP population or the availability of new resources.

The DOT guidance also recommends internal monitoring by performing ride checks, in which LEP persons are engaged to ride and report on the experience. It should be noted that this activity is designed to collect information on LEP implementation, not to monitor the performance of any specific employees resulting in corrective or disciplinary action. Based on the feedback received, SFT may make incremental changes to the type of written and oral language assistance provided. Evaluation may result in expansion of language assistance measures that are effective, or the modification or elimination of measures which are not effective.

If service is expanded into areas with high concentrations of LEP persons, SFT shall consider modifying the implementation plan as needed in order to ensure meaningful access by previously unserved or underserved LEP persons.



Appendix A - Santa Fe Trails Service Area



Legend

- City Limits
- City Bus Routes
 - Route 1
 - Route 2
 - Route 4
 - Route 5
 - Route 6
 - Route 21
 - Route 22
 - Route 24
 - Route 31
 - Santa Fe Pickup

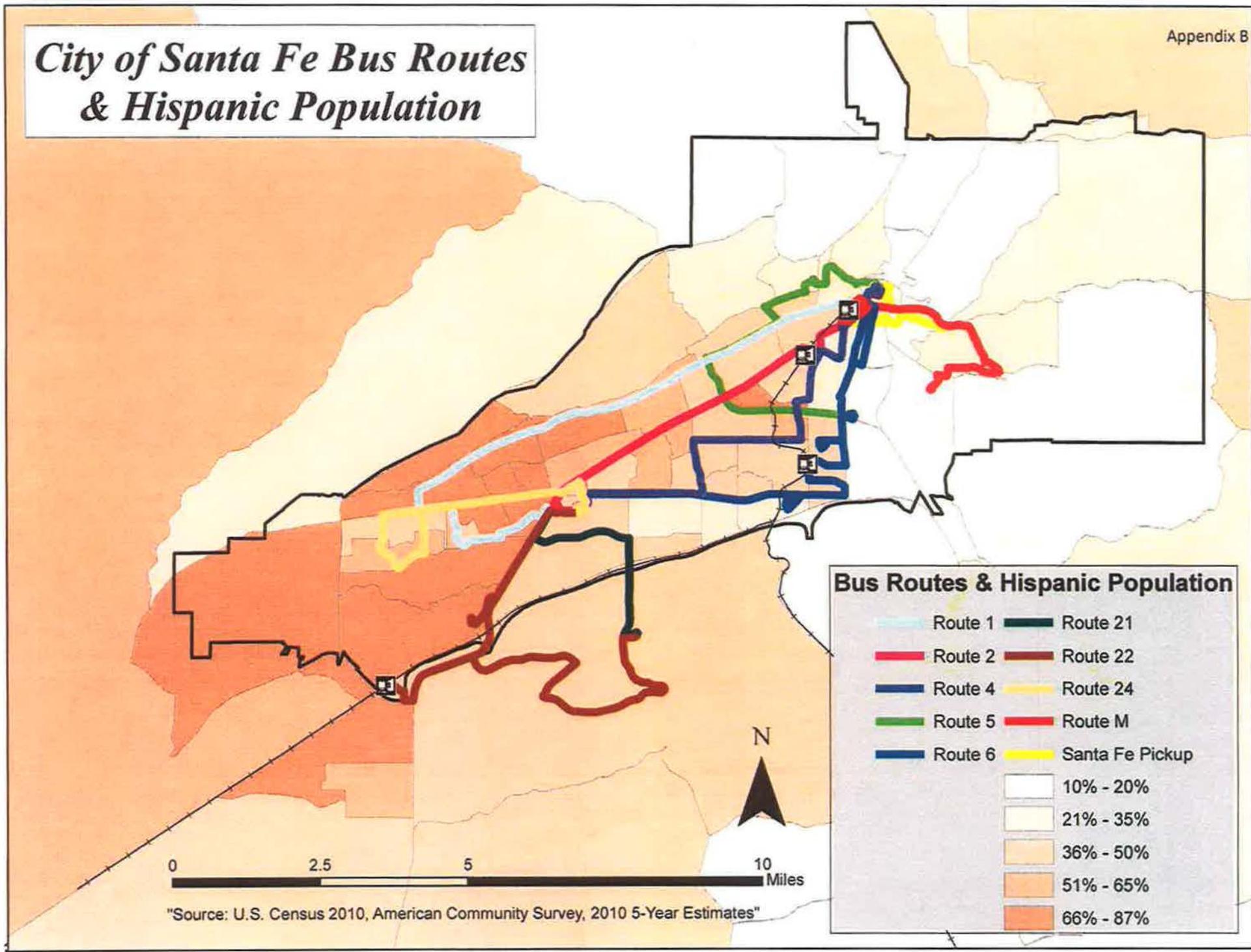
Map center: 1715813, 1695490

Scale: 1:155,480

0 1.75 3.5 ml.

This map is a user generated static output from an Internet mapping site and is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION.

City of Santa Fe Bus Routes & Hispanic Population



"Source: U.S. Census 2010, American Community Survey, 2010 5-Year Estimates"



ED Data Express:
Data about elementary & secondary schools in the U.S.

New Mexico State Snapshot

[Print State Data](#) [View More State Data](#) [Download State Data](#)

Select Another State

US AK AL AR AZ CA CO CT DC DE FL GA HI IA ID IL IN KS KY LA MA MD ME MI MN MO MS MT NC ND NE NH NJ NM NY OH OK OR PA PR RI SC SD TN TX UT VA VT WA WI WY

[Get the Excel Viewer](#)



STATE SNAPSHOT TUTORIAL [SHARE](#)

High Priority Programs	NM
Total Number of Schools: 2010-11 ¹	862
Total Number of School Districts: 2010-11 ²	128
Total Number of Charter Schools: 2010-11 ³	81
Total Number of Schools with SIG Awards that Started Implementation in SY 2010-11 or 2011-12 ⁴	15
ESEA Flexibility Waivers Status: 2011-12 ⁵	Approved
Race to the Top Status ⁶	No

Section/Data Element/Dataset	NM ^A	US
Students		
Total Number of Students: 2010-11 ⁷	338,122	49,957,916

Percent of Students by Race/Ethnicity

Data Elements	State	Value	0	50%	100%
Percent American Indian and Alaskan Native Students: 2010-11 ⁸	NM	10%			
	US	1%			
Percent Asian and Pacific Islander Students: 2010-11 ⁹	NM	1%			
	US	5%			
Percent Black Students: 2010-11 ¹⁰	NM	2%			
	US	16%			
Percent Hispanic Students: 2010-11 ¹¹	NM	59%			
	US	24%			
Percent White Students: 2010-11 ¹²	NM	26%			
	US	52%			

Percent of Students by Special Populations

Data Elements	State	Value	0	50%	100%
Percent Children with Disabilities: 2010-11 ¹³	NM	14%			
	US	13%			
Percent Limited English Proficient Students: 2010-11 ¹⁴	NM	16%			
	US	9%			
Percent Low Income Students: 2010-11 ¹⁵	NM	67%			
	US	48%			

Funding		
Total Federal Funding for Elementary and Secondary Education Programs: FY 2012 ¹⁶	\$377,421,794	\$35,468,712,399

Funding for Selected Elementary and Secondary Programs

Performance		
Percent Proficient on the State Assessment in Math, Grade 8 - All Students: 2011-12 ²⁶	42%	

Percent of Students by Race/Ethnicity - Math

Percent of Students by Special Populations - Math

Percent Proficient on the State Assessment in Reading, Grade 8 - All Students: 2011-12 ²⁹	54%	
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Percent of Students by Race/Ethnicity - Reading

Table 3. Social & Economic Characteristics by Language Spoken at Home
Universe: Limited English Proficiency (LEP) pop.
Geography:

35035 LWIA#

35035 LWIA#

Subject	New Mexico		New Mexico Northern Area						New Mexico		New Mexico Northern Area										
	Full Comparison		Language Spoken at Home LEP Only, Speaks English "Not Well" or "Not at all"																		
	Speak only English Number	Percent	LEP Population, All Languages		Ancient Languages		Arabic		American		Spanish or Spanish-Creole		Tagalog		Thai		Urdu		Vietnamese		
Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent		
AGE																					
Total population (5 years and over)	251,260	100.0	19,870	100.0	0	0	4	100.0	0	0	0	0	12,180	100.0	13	100.0	0	0	0	20	100.0
18 years and over	179,150	71.4	16,260	81.8	0	0	0	0.0	0	0	0	0	9,760	80.1	10	100.0	0	0	0	20	100.0
65 years and over	24,270	9.7	4,770	24.0	0	0	0	0.0	0	0	0	0	1,740	14.3	4	26.7	0	0	0	0	0.0

Source: <http://www.doleta.gov/reports/CensusData/download.cfm>



**SURVEY OF COMMUNITY ORGANIZATIONS
SERVING INDIVIDUALS WHO ARE LIMITED ENGLISH PROFICIENT**

Please take a moment to complete this brief survey. Your responses will be useful as we review and update our Language Assistance Plan.

1. How often do you receive requests for information about Santa Fe Trails from individuals who speak English less than very well?
 Daily Weekly Monthly Almost Never

2. What information about the services Santa Fe Trails provides do these individuals request from you?
 Information about routes and schedules
 Information about hours of service and holiday service
 Information about fares and discounted passes
 Information about special events
 Other _____

3. Where in Santa Fe, in particular, are you aware that individuals who are Limited English Proficient (LEP) reside?

4. Where have these individuals said they need to go on the bus the most?

5. What strategies would you suggest for us to receive more input from the LEP population?

6. Who do you believe the LEP population trusts the most to deliver language appropriate communications?
 Churches
 Schools
 Neighborhood stores/businesses
 Social service agencies
 Other _____

Please return your completed survey to kesmithson@santafenm.gov. Thank you for your time!



**MINORITY REPRESENTATION ON POLICY/ADVISORY BOARDS
(March 2014)**

City Council

Body	Caucasian	Hispanic/ Latino	African American	Asian American	Native American	Other
Santa Fe Population ¹	46.7%	48.5%	0.8%	1.5%	0.9%	0.4%
City Council ²	44.4%	55.6%	0.0%	0.0%	0.0%	0.0%

Transit Advisory Board

Body	Caucasian	Hispanic/ Latino	African American	Asian American	Native American	Other
Santa Fe Population ¹	46.7%	48.5%	0.8%	1.5%	0.9%	0.4%
Transit Advisory Board ³	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%

¹ Source: 2008-2012 American Community Survey 5-Year Estimates

² There are nine (9) members of the City Council

³ There are nine (9) members of the Transit Advisory Board

The City Council is well representative of the general population of Santa Fe. The Transit Advisory Board (TAB) is a citizens committee appointed by the Mayor that informs and makes recommendations to the City Council on the policies, procedures and development of the City’s public transportation system. It is intended that there be diversity in the TAB membership, representing the various demographics (e.g., age, sex, race) reflected in the population of the transit system’s service area.

Appointments to the TAB are made from applications submitted to the Mayor by interested parties. Santa Fe Trails shall pursue the following strategies to encourage greater participation by minorities:

- At such time as a TAB member’s term is expiring and he/she has indicated that a re-appointment is not being pursued, the TAB member shall be asked to encourage others within his/her sphere of influence and activity – including minorities – to apply for the TAB seat being vacated.
- As the Mayor is considering potential appointees to the TAB, a table showing current minority representation on the TAB shall be furnished to the Mayor so that minority applicants will have equal opportunity to be appointed to the advisory board.
- We will work with City Councilors in Districts 3 and 4 in particular – where significant concentrations of persons speaking a language other than English reside – to help us identify constituents who may be encouraged to participate more fully in transit planning and potentially serve on the TAB.
- During outreach opportunities and at community events in which the transit system participates, we will seek to identify individuals from minority groups who show a keen interest in Santa Fe Trails and public transportation in general, and encourage these individuals to reach out by making themselves available and meeting the requirements to serve on the TAB.



SERVICE STANDARDS

I. VEHICLE LOAD STANDARDS

Vehicle Type	Average Passenger Capacities			
	Seated	Standing	Total	Max. Load Factor
Bluebird	28	22	50	1.7
Eldorado EZ Rider II	27	14	41	1.5
Eldorado Passport	25	12	37	1.4
Gillig 29 foot	25	28	53	2.1
Gillig 35 foot	31	32	63	2.0

II. VEHICLE HEADWAY STANDARDS

POLICY HEADWAYS AND PERIODS OF OPERATION

WEEKDAY	Peak	Base	Evening
1 - Agua Fria	30	30	60
2 - Cerrillos Road	15	15	30
4 - Southside	30	30	60
5 - W. Alameda/St. Michael's	60	60	60
6 - Rodeo Road	60	60	60
M - Museum Hill	60	60	60
21 - Community College	60	60	60
22 - Rancho Viejo/IAIA	60	60	60
24 - Country Club	35	35	70
26 - Walmart South	70	70	70

Peak: 7-9 am and 4-6 pm; Base: 9 am - 4 pm; Evening: 6-10 pm



SATURDAY	Peak	Base	Evening
1 – Agua Fria	60	60	60
2 – Cerrillos Road	30	30	30
4 – Southside	60	60	60
5 – W. Alameda/St. Michael's	60	60	60
6 – Rodeo Road	60	60	60
M – Museum Hill	60	60	60
21 – Community College	--	--	--
22 – Rancho Viejo/IAIA	--	--	--
24 – Country Club	70	70	70
26 – Walmart South	70	70	70

Base: 8 am - 8 pm

-- " means no service is provided

SUNDAY	Peak	Base	Evening
1 – Agua Fria	60	60	60
2 – Cerrillos Road	30	30	30
4 – Southside	60	60	60
5 – W. Alameda/St. Michael's	--	--	--
6 – Rodeo Road	--	--	--
M – Museum Hill	60	60	60
21 – Community College	--	--	--
22 – Rancho Viejo/IAIA	--	--	--
24 – Country Club	70	70	70
26 – Walmart South	70	70	70

Base: 8:30 am – 6:30 pm

-- " means no service is provided



III. ON-TIME PERFORMANCE STANDARDS

A vehicle is considered “on time” if it departs a scheduled time point no earlier than the posted schedule and no more than 5 minutes late. Santa Fe Trails’ on-time performance objective is 90% or greater. Santa Fe Trails continuously monitors on-time performance and system results are published and posted as part of monthly performance reports to the Transit Advisory Board covering all aspects of operations.

IV. SERVICE AVAILABILITY STANDARDS

Local bus stops will be not more than 3 blocks apart on both sides of the street, where bi-directional service is provided.



SERVICE POLICIES

I. VEHICLE ASSIGNMENT POLICY

All vehicles are assigned to the administration/maintenance facility at 2931 Rufina Street.

Low-floor buses (in particular 35-foot buses) are deployed on frequent service and other high-ridership lines, so these buses carry a higher share of ridership than their numerical proportion of the overall bus fleet.

Bus assignments take into account the operating characteristics of buses of various lengths, which are matched to the operating characteristics of the route. For example, routes with lower ridership may be assigned 29-foot buses rather than the 35-foot buses. Some routes requiring tight turns on narrow streets are operated with 29-foot rather than 35-foot buses.

II. TRANSIT AMENITIES POLICY

Installation of transit amenities along bus routes are based on the number of passenger boardings at stops along those routes.