

Scope of Work
Community-Based Outreach/Public Involvement for
Fresno Forward 2011 Regional Transportation Plan and Other Regional initiatives

Task 1. Implement Community-Based Outreach Program:

The chosen organizations will implement a community-based outreach program to solicit public involvement in the preparation of the 2011 Regional Transportation Plan (RTP). These activities include, but are not limited to:

- Convening or attending meetings/forums/workshops that result(s) in participation by 100 to 200 people (cumulative total) to be held between January and February 2010
- Promoting and advertising meetings/forums/workshops or other methods to engage organization's established community to the selected population(s) you intend to reach
- Using materials developed by Fresno COG, or those developed by you and approved by Fresno COG, facilitate discussions at these gatherings that focus on regional initiatives and key areas of the 2011 RTP
- Promote involvement in Fresno COG outreach activities such as participating in subregional workshops and public hearings, providing input on transportation alternatives, Performance Measures for Fresno COG's Environmental Justice/Social Equity Analysis, and other activities
- Developing channels of communication and public access to Fresno COG information for future activities
- Providing information back to those who participated in your public outreach to keep them engaged and empowered until the 2011 RTP is adopted

Products:

- Finalized plan of how your organization will engage 100-200 people and obtain feedback from them regarding the development of the RTP
- Presentation, outreach, and promotional materials for meetings/forums/workshops
- Sign-in sheets or other documentation of meetings/forums/workshops taking place
- Submission of a report summarizing how the funding was used, benefits achieved, and the feedback generated at these events to Fresno COG by March 1, 2010
- Final Report encompassing March 1, 2010 reporting information and summary of continued communications and involvement through the adoption of the RTP

Task 2. Appoint Representative to Fresno Forward Working Group:

Chosen organizations will identify, appoint, and commit a qualified representative from their agency, organization, or community-based network to serve as a member of the Fresno Forward Working Group (FFWG). If desired, the organization may formally designate up to two alternate representatives. The representative or designated alternate must attend all meetings of the FFWG. They will meet at least three times throughout the planning process and sunset upon the approval of the 2011 RTP.

Products:

- Identification of proposed representative and if desired, up to two alternate representatives, and completion of any necessary approval process by chosen organizations to empower proposed representative(s) to serve as member(s) of the FFWG.
- Attendance by confirmed representative or alternate at all FFWG meetings and required activities.

EVALUATION CRITERIA

1. Understanding of the Project
2. Ability to Reach Identified Communities
3. Cost-Effectiveness
4. Ability to Meet Schedule
5. Similar Types of Work
6. Commitment to Have a Representative Serve on the FFWG

Project Schedule

<i>Task</i>	<i>Completion Date</i>
Community-Based Network Mini-Grant Program Proposals Due	January 7, 2010
Notification of Selected Grant Recipients, Negotiation and Execution of Grant Agreements	January 11, 2010
Selected Representative Attends Fresno Forward Working Group (FFWG) Meetings	January 2010 – July 2010
Grant Recipients Attend Mini-Grant Program Orientation Session	January 2010
Implement Community-Based Outreach Program	January - February 2010
Submit Report to Fresno COG	March 1, 2010
Continue communication with established community involved in January-February 2010 Outreach	March 1 – July 1, 2010
Submit Final Report to Fresno COG	July 1, 2010

Roles and Responsibilities

Fresno COG is responsible for:

- Identifying a project manager who will be the contact with your organization
- Providing orientation information to organizations
- Convening meetings as appropriate to secure input on Environmental Justice/Social Equity performance measures and/or for general project updates

Chosen Organizations are responsible for:

Identifying a project manager who will be the contact with Fresno COG and who will, in conjunction with organization staff involved in the project:

- Attend one orientation session to gain an understanding of Fresno COG's regional planning efforts, Regional Transportation Plan, Fresno Forward Working Group (FFWG), and community outreach and involvement program.
- Coordinate all meeting logistics including: acquire meeting location; promote/advertise event; provide refreshments; provide adequate staff at event
- Identify a facilitator/recognized community leader(s) with experience in public speaking and/or meeting facilitation
- Identify and commit a qualified representative who will serve as a member of and attend all meetings of the FFWG.
- Advise Fresno COG on a monthly basis of the progress of work, expenditures incurred, and information regarding whether proposed activities are projected to comply with the project budget submitted by the organization
- Submit deliverables, products, receipts, and/or any relevant documentation that meet Fresno COG requirements in order to be reimbursed for work undertaken for Tasks 1 and 2 of the project.

TASK DESCRIPTIONS	2009												2010											
	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N			
RTP Projects & Assessment																								
SJV Valley-Wide Chapter																								
RTP goals/objectives/performance measure criteria																								
Establish baseline measures/assumptions																								
Final Draft Tier I and Tier II projects																								
Identify potential long-term PM-10 Control Measures that must be evaluated as part of RTP																								
Evaluate Potential long-term PM-10 Control Measures for Inclusion (e.g., paving, street sweepers, etc)																								
Revenue projections (document YOE per SAFETEA-LU)																								
Update programmatic costs (e.g, HPMS, transit, O&M)																								
Fiscally constrain (document YOE per SAFETEA-LU)/document transportation shortfalls																								
Update CMP Compliance documentation (per SAFETEA-LU)																								
Develop RTP Public Outreach Plan																								
Implement Public Outreach Mini-Grants																								
Hold Public Outreach Focus Groups																								
Format, Add and Update RTP Chapters																								
Environmental Impact Report (EIR): must address AB-32 and response to comments/commitments re: Green House Gas in 2007 RTP																								
Prepare/distribute/award RTP/EIR contract to firm																								
Prepare/Issue Notice of Preparation (30 days)																								
Review/document & needed changes to EIR																								
GIS maps, other illustrations																								
Develop EIR Text/EIR Analysis																								
Confirm that LPA, transportation networks, and emissions analysis consistent with conformity analysis																								
Conformity																								
Draft Latest Planning Assumptions																								
Complete Project Listing																								
Draft Regional Estimate Procedures																								
Timely Implementation Documentation																								
Run networks																								
Complete Conformity Analysis																								
Draft Boilerplate Documentation																								
TIP/RTP Public Outreach																								
Outreach meetings																								
Public Outreach Outline/Report																								
Draft/Final Circulation (TIP/RTP/EIR/Conformity)																								
Draft Documents Completed																								
Comment Period (45 days)																								
Public Hearing																								
Finalize Documents / Respond to Comments																								
MPO Board Adoption/NOD filed																								
Submit for Approval																								
Caltrans/Federal Approval																								