Questions for the 2022 Equity and Meaningful Public Involvement in the Transportation Planning Process Survey

LANDING PAGE 1:

Thank you for participating in this survey!

This collection of information is voluntary and will be used to The proposed survey will establish a baseline for key performance indicators in the U.S. DOT Equity Action Plan and in support of U.S. DOT's implementation of Executive Order 13985: Advancing Racial Equity and Support for Underserved Communities Through the Federal Government. Public reporting burden is estimated to average 1 hour per response, including the time for reviewing instructions searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Please note that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection is 2125-XXXX. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Michael Howell FHWA Information Collection Clearance Officer, Federal Highway Administration, 400 Seventh Street, SW, Washington, DC 20590.

<u>Introduction</u>

The U.S. Department of Transportation (USDOT) will use your responses to inform its implementation of the <u>USDOT Equity Action Plan</u> and to identify future technical assistance and guidance needs. USDOT expects that this survey will take approximately **one hour to complete**, and that **you may need to coordinate with other individuals in your agency** to compile a single response for your agency. Both Metropolitan Planning Organizations (MPOs) and State Departments of Transportation (DOTs) will be taking this survey; please respond only for your agency.

Use the "Next" and "Previous" buttons below to navigate the survey (do NOT use your browser's "forward" and "back" button). If you exit the survey before completing it, your responses will be saved, and you can return at a later time to continue responding to the survey.

If you have any technical difficulties with the survey, please contact Lora Chajka-Cadin, at <u>Lora.Chajka-Cadin@dot.gov</u>.

LANDING PAGE 2:

<u>Terminology</u>

The term "**equity**," as used throughout this survey, encompasses the requirements of past laws and executive orders but also includes the definition of equity from <u>Executive Order 13985: Advancing Racial Equity and Support for Underserved Communities Throughout the Federal Government</u>:

> *"the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as*

Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality."

The term "**underserved communities**" is used throughout this survey as an umbrella term referring to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the preceding definition of "equity." Agencies may use other terms, including but not limited to *disadvantaged communities, historically disadvantaged communities, overburdened communities, environmental justice communities,* and *equity communities* in their policies and programs to define and address different community experiences, impacts, harms, and risks. All are within scope of this survey.

LANDING PAGE 3:

Instructions

In your responses to this survey, please include information about any and all activities related to the advancement of equity in the transportation planning process, no matter if your approach is based on Executive Order 13985, laws and executive orders issued prior to that, or if your agency has its own definition of equity.

All responses will be aggregated, and individual responses will not be reported. Your candid and complete responses will help USDOT understand the state of practice across the United States and inform future guidance and technical assistance.

(Click the "Next" button to begin the survey)

NOTE: *The bracketed text in blue font that accompanies each question provides information on whether the question is being asked of all respondents or a subset of respondents. In the online survey tool, all skips are automated for a seamless user experience.*

START OF SURVEY:

Transportation Planning Process

A number of the survey questions reference the "**transportation planning process;**" for the purposes of this survey that term includes any of the following: the development of strategic transportation plans (e.g., long-range plans, corridor plans, special purpose plans), the development of programs of projects (e.g., project selection, prioritization, and programming in a TIP or STIP), as well as the public involvement process used to inform the development of plans and programs.

Organizational Policies and Goals

1. **[ASK ALL] Does your agency have any <u>documented</u> policies or processes that explicitly address equity in the transportation planning process? The documented policies or processes may be specific to certain categories/groups of individuals, or may be broad-based.** *(Select one.)*

o Yes

o No

a. [IF YES IN Q1] **Please describe the policies or processes and provide a link to where they can be found on a public website, if applicable.** [OPEN END]

b. [IF YES IN Q1] **Are any of the policies or processes a result of <u>State or Local</u> legislation or regulation?** *(Select one.)*

o Yes

o No

c. [IF YES IN Q1b] **Please describe the legislation or regulation and provide a link to where it can be found on a public website, if applicable.** [OPEN END]

2. [ASK ALL] **Does your agency have any <u>undocumented</u> approaches or practices that it uses to consider equity in the transportation planning process?** *(Select one.)*

o Yes

o No

a. [IF YES IN Q2] **Please describe the undocumented approaches or practices.** [OPEN END]

3. [ASK ALL] **For each of the following equity outcomes, select the response that best reflects your agency's current status with respect to implementing policies and processes to address the outcome.**

(Please select one response in each row. If multiple levels apply, please select the highest level of implementation.)

Hover over the <u>underlined term</u> below for more information.

Equity Outcomes:	Has implemented a policy or process	Is currently developing a policy or process	Plans to develop a policy or process	Has no plans to develop a policy or process
Avoid disparate impacts resulting from transportation plans, programs, and projects.	o	o	o	o
Ensure a distribution of benefits resulting from transportation plans, programs, and projects accrue to <u>underserved communities.</u>	o	o	o	o
Identify and mitigate harms to underserved communities resulting from transportation programs and projects.	o	o	o	o

Correct or address the effects of past discriminatory policies or decisions.	o	o	o	o
Individuals or groups from underserved communities have a role in decision making (e.g., proposing, selecting, designing projects).	o	o	o	o
Other (please specify:_____)	o	o	o	o

HOVER BOX: The term "**underserved communities**" is used throughout this survey as an umbrella term referring to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life. Agencies may use other terms, including but not limited to *disadvantaged communities, historically disadvantaged communities, overburdened communities, environmental justice communities,* and *equity communities* in their policies and programs to define and address different community experiences, impacts, harms, and risks. All are within scope of this survey.

4. **[ASK ALL] Does your agency use data or tools to identify the specific communities where equity is a priority or special consideration?** *(Select one.)*
   o Yes
   o No

a. **[IF YES IN Q4] Please indicate which data or tools your agency uses to identify specific communities where equity is a priority or special consideration.** *(Select all that apply.)*

   Please consult with others in your agency (e.g., data analysts), as needed, to complete this question.

   Click the items with <u>underlined text</u> below to link to the data or tool.

   - ❑ U.S. Census Bureau data (e.g., Decennial Census, American Community Survey, Current Population Survey)
   - ❑ U.S. Census Bureau Data Equity Tools (e.g., Census Poverty Status Viewer, My Community Explorer, Income and Poverty Interactive Data Tool, etc.)
   - ❑ EPA EJScreen (Environmental Justice Screening and Mapping Tool)
   - ❑ FHWA HEPGIS maps
   - ❑ FHWA Screening Tool for Equity Analysis of Projects (STEAP)
   - ❑ Housing and Urban Development (HUD) Location Affordability Indicator Tool
   - ❑ USDOT Transportation Disadvantaged Census Tracts Tool
   - ❑ White House Council on Environmental Quality: Climate and Economic Justice Screening Tool (CEJST)
   - ❑ Other data or tools developed by a government entity (please specify, and provide link if available: _____)
   - ❑ Other data or tools developed by non-government sources (please specify: _____)

Equity in the Project Selection and/or Programming Process

5. **[ASK ALL] Does your agency use <u>equity as a prioritization factor</u> in its project selection and/or programming process?** *(Select one.)*
   - o   Yes, for all funding sources/programs
   - o   Yes, for some funding sources/programs (please specify:_____)

   - o   No

   a. **[IF "YES" IN Q5] What methods does your agency use to prioritize projects that address equity in its project selection and/or programming process?** *(Select one.)*
      - o   Quantitative methods only (e.g., weighting, point system, scoring)
      - o   Qualitative methods only (e.g., agency priorities)
      - o   A mix of qualitative and quantitative methods
      - o   Other (please specify:_____)

   b. **[IF QUANTITATIVE OR MIX IN Q5a] Please describe the quantitative methods used to prioritize equity in the project selection and/or programming process. If a link to a tool or scoring method is available, please include it in your comment.** [OPEN END]

   c. **[IF QUALITATIVE OR MIX IN Q5a] Please describe the qualitative methods used to prioritize equity in the project selection and/or programming process.** [OPEN END]

   d. **[IF YES IN Q.5] Does you agency use other methods, in addition to project prioritization, to address equity in the project selection and/or programming process?** *(Select one.)*
      - o   Yes
      - o   No

   e. **[IF YES IN Q5d] Please describe the other methods your agency uses to address equity in the project selection and/or programming process.** OPEN END

   f. **[IF NO IN Q.5] Does you agency use other methods, aside from project prioritization, to address equity in the project selection and/or programming process?** *(Select one.)*
      - o   Yes
      - o   No, my does not address equity in its project selection and/or programming process

   g. **[IF YES IN Q5f] Please describe the methods your agency uses to address equity in its project selection and/or programming process.** [OPEN END]

Meaningful Public Involvement for Improving Equity

The term "**underserved communities**" is used in this section as an umbrella term referring to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as

exemplified by the list in the definition of "equity" in [Executive Order 13985](#). Agencies may use other terms, including but not limited to *disadvantaged communities*, *historically disadvantaged communities*, *overburdened communities*, *environmental justice communities*, and *equity communities* in their policies and programs to define and address different community experiences, impacts, harms, and risks. All are within scope of this survey.

6. **[ASK ALL] Please indicate which strategies your agency uses to provide public involvement opportunities to community members as part of an approach to improving equity in the <u>transportation planning process.</u>** *(Select all that apply.)*

Hover over the <u>underlined term</u> above for more information.

My agency:
- ❑ Identifies the composition of the community impacted by a plan or project (e.g., specific populations that will be affected, socio-demographic characteristics of the populations, barriers to participation for populations)
- ❑ Ensures that a broad representation of the community relevant to a plan or project has provided input
- ❑ Proactively engages with underserved communities
- ❑ Adopts public engagement strategies suggested or recommended by underserved communities
- ❑ Documents and shares how the input received impacts final plans and project lists
- ❑ Involves underserved communities in decision making related to the transportation planning process
- ❑ Other (please specify:_____)
- ❑ My agency does not use specific strategies to provide public involvement opportunities to community members as part of an approach to improving equity in the transportation planning process

HOVER BOX. For the purposes of this survey, the transportation planning process includes any of the following: the development of strategic transportation plans (e.g., long-range plans, corridor plans, special purpose plans), the development of programs of projects (e.g., project selection, prioritization, and programming in a TIP or STIP), as well as the public involvement process used to inform the development of plans and programs.

a. **[IF Q6=4] Can you please provide one (or more) examples of the public involvement strategies that your agency implemented at the suggestion of underserved communities? [OPEN END]**

b. **[IF Q6=6] During which stage(s) of the transportation planning process does your agency involve underserved communities in decision making?** *(Select all that apply.)*
   - ❑ Involved in **proposing** plans or projects in their community
   - ❑ Involved in **selecting** projects in their community
   - ❑ Involved in **designing** projects in their community (e.g., making changes to a project)
   - ❑ Other (please specify:_____)

c. **[IF Q6=6] Can you please provide one (or more) specific examples of how underserved communities have been involved in decision making? [OPEN END]**

7. **[IF Q6=3, 4, or 6] What method(s) has your agency used to <u>proactively involve</u> underserved communities in transportation plans or projects in their communities?** *(Select all that apply.)*

Please consult with other staff (e.g., communications), as needed, to complete this question.

Media/Communications
- ❑ Media outlets (newspapers, radio, TV) or other printed communications (e.g., pamphlets)
- ❑ Social media
- ❑ Translation of documents into different language(s)
- ❑ Development of materials that are accessible to persons with disabilities

Events/Meetings
- ❑ Agency-hosted in-person meetings in the community(ies) affected by the project
- ❑ Agency-hosted online (i.e., virtual) meetings
- ❑ Collaborative meetings (e.g., agency partners with organizations or individuals from underserved communities, agency participates in a community-led meetings)
- ❑ Pop-up outreach at community events
- ❑ Telephone town halls
- ❑ Open office hours

Community Training and Resources
- ❑ Providing resources (e.g., funding, training, toolkits, etc.) to community members or organizations to host their own meetings
- ❑ Hiring of community members to engage with their communities on behalf of the agency
- ❑ Citizen advisory committees or boards (or equivalent)
- ❑ Provide training to the general public on the transportation planning process, including how decisions are made and how the public can provide input

Surveys/Forms
- ❑ Comment form on agency website or mobile application
- ❑ Intercept surveys on public transit or on the street
- ❑ Online surveys, mapping tools, or crowdsourcing data

Other
- ❑ Other (please specify:_____)

8. **[ASK ALL]** **Which of the following categories/groups of individuals does your agency** <u>explicitly address</u> **in its approach to equity in the project selection/prioritization process and in conducting public involvement activities?**

Please respond separately for the <u>project selection/prioritization process</u> **and for** <u>public involvement.</u> (*Select all that apply in each column.*)

	Project Selection/ Prioritization	Public Involvement
Low-income individuals	❑	❑
Racial and ethnic minorities (Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color)	❑	❑
Persons with limited-English language proficiency	❑	❑
Members of religious minorities	❑	❑
Individuals who identify as lesbian, gay, bisexual, transgender, or queer (LGBTQ+)	❑	❑
Persons with disabilities	❑	❑
Residents of rural areas	❑	❑
Members of communities that lack affordable Transportation	❑	❑
Residents of areas with persistent poverty	❑	❑
Residents of historically disadvantaged communities	❑	❑
Other (please specify: _____)	❑	❑
None of the above	❑	❑

9. **[ASK ALL]** **What challenges or barriers does your agency face when trying to address equity in the transportation planning process?** (*Select all that apply.*)
   - ❑ Federal laws, regulations, or rules
   - ❑ State laws, regulations, or rules
   - ❑ Agency policies or leadership direction
   - ❑ Differing equity goals or definitions among planning partners
   - ❑ Insufficient tools or data
   - ❑ Insufficient technical skills
   - ❑ Insufficient funding or staff
   - ❑ Insufficient Federal guidance or training
   - ❑ Insufficient State guidance or training
   - ❑ Insufficient agency guidance or training
   - ❑ Competing agency priorities
   - ❑ Limited agency authority/scope
   - ❑ Other [please specify:_____]

❑   My agency has not identified challenges or barriers

a.   **[IF ANY CHALLENGES OR BARRIERS CHECKED IN Q. 9] Please use the space below to provide any additional details on the challenges or barriers that your agency faces when trying to address equity in the transportation planning process.   [OPEN END]**

10. **[ASK ALL] Is there any additional information you would like to share about how your organization addresses equity in the transportation planning process? For example, what has worked well and what has not worked so well? [OPEN-END]**

Technical Assistance and Training Needs

11. **[ASK ALL] Is your agency interested in receiving technical assistance or training from USDOT on either or both of the topics listed below?** *(Select one.)*

   o   Enhancing the consideration of equity in the transportation planning process
   o   How to make engagement with underserved communities more meaningful
   o   Both
   o   Neither

a.   **[IF RESPONSES 1-3 IN Q. 11]** What are your agency's preferred methods for receiving the training or technical assistance? *(Select up to two responses.)*

   ❑   Peer Exchange/Workshop
   ❑   Webinar – National or Regional
   ❑   National Highway Institute (NHI) or National Transit Institute (NTI) Course
   ❑   Training specific to my organization
   ❑   Case studies of notable practices
   ❑   Website that compiles resources and training opportunities on transportation planning equity and meaningful public involvement
   ❑   Other (Please specify:_____)
   ❑   Don't know

Future Collection of Information on This Topic

12. **[ASK ALL] How can USDOT best collect updates to this information in future years?**
   (Select one.)

   o   Repeat this (or a similar) survey annually
   o   Create an online database where agencies can input the requested data
   o   Other (Please specify:_____)

We have the following contact information on file for your organization for this survey:

Is this information correct?

- o   Yes (CONTINUE)
- o   No (SEND TO UPDATE SCREEN) →: Please correct the agency contact information or add new contact information, if appropriate.

Please confirm if you are ready to submit your responses. Please select one.

- o   Yes, I have completed the survey and I would like to submit my final responses (Note: if you click this button, you will not be able to return to the survey).
- o   No, I am still working on the survey and will complete it later.

Thank you for your time and effort in completing this survey; your participation is greatly appreciated!