

LINK21

CONNECT NORTHERN CALIFORNIA

LINK21 EQUITY ADVISORY COUNCIL PROJECT CHARTER

DRAFT FINAL

July 2022

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ACRONYMS AND ABBREVIATIONS

ACRONYM/ABBREVIATION	DEFINITION
EAC	Equity Advisory Council
BART	San Francisco Bay Area Rapid Transit
CCJPA	Capitol Corridor Joint Powers Authority

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1. ENTITY NAME

The Equity Advisory Council (EAC) for the Link21 Program, sponsored by the San Francisco Bay Area Rapid Transit District (BART) and the Capitol Corridor Joint Powers Authority (CCJPA).

2. CHARTER BACKGROUND AND PURPOSE

The Link21 Program seeks to integrate equity as a lens through which work is conducted, including outreach, analyses, internal operations, and all service teams. There is recognition that the quality of equity work has significant implications for the long-term opportunities and access across the 21-county Megaregion. Link21 may be the largest improvement program to passenger rail in the Megaregion for generations to come. The Program will have impacts on communities that have historically experienced a lack of benefit and disproportionate harm from transportation investments and decisions. Therefore, Link21 aims to create more equitable outcomes and processes and no longer perpetuate the marginalization of communities of color and low-income communities that have limited access to opportunity, experienced displacement, and other burdens. Link21 is adopting a co-creation approach which centers the partnership and decision-making power of lived experts as much as possible.

One way Link21 is working towards this goal is by forming an Equity Advisory Council (EAC), which is a body made up of community members with lived expertise, to influence the Program.

The EAC aims to do the following:

1. Integrate lived experts (those who have lived experience in inequitable transportation and infrastructure) into Link21-especially for interim non-Board decisions.
2. Supplement other co-creation activities, such as co-creation workshops, to increase opportunities for community partnership and influence at key points in the program development.
3. Introduce a community-driven body which has the benefit of long-term engagement with the program, which will allow for deeper discussions and stronger community alignment with how Link21 progresses.

The EAC will be made up of individuals representing the varying interests of communities that have been marginalized. The EAC will be one mechanism for conveying information on key decisions to community members and bringing community voices into program development.

This Charter lays out the guiding vision for the Council as one mechanism for ensuring equity is embedded into the work of Link21. It provides a foundation for the Council and



represents a high-level overview of the authority, scope, and roles necessary for its success.

3. ROLE OF THE EQUITY ADVISORY COUNCIL

The Equity Advisory Council will:

1. Shape how the Program will work with and collaborate with communities, especially with respect to identifying any gaps or equity concerns to address.
2. To the extent possible, be integrated into the approvals process for key Link21 workflows such as equity metrics and evaluation frameworks, and other decisions that directly affect their communities and lives.
3. Participate in synthesizing findings from community engagement by taking part in facilitated exercises to identify themes using the lens of their lived experience.
4. Advise on, cross check, and lift up equity considerations for the Link21 Team, particularly if there are immediate or time sensitive issues and opportunities.
5. Directly shape or advise on the identification of potential benefits and burdens of program decisions for different geographic regions and communities who have been marginalized, including priority populations. This may include identifying economic, social, and environmental impacts.
6. Serve as a platform for knowledge and information-sharing and a point of connection between community, staff, and leadership.

4. SCOPE

4.1. Included

In fulfilling its purpose and objectives, the EAC shall meet up to 6 times per year. Members will contribute up to 4 hours per month and are authorized to:

1. Conduct analysis and provide input and advice on project deliverables and approaches with a focus on equitable practices, outcomes, and strategy.
2. Submit requests for data, reports, and workplans for review, consultation, and guidance.
3. Bring forward community voice and sentiment.
4. Establish subcommittees.
5. To the extent possible, be integrated into the “Stage Gate” approvals process for key Link21 workflows and other decisions that directly affect their communities and lives. Input will inform Board approval discussions.



4.2. Excluded

To be impactful to Link21 work, the EAC will focus its contributions on parts of the Program that can be influenced by the body's participation. Topics that cannot be shaped in partnership with the EAC will not be considered part of the EAC's scope. Therefore, the EAC will refrain from acting on, providing input to, or making requests regarding:

1. Staffing decisions, including hiring, termination, or related human resource issues.
2. Budget decisions beyond advisory input solicited by the Link21 Program Director or their designee(s).
3. Policy decisions that are within the purview and authority of elected Boards, Commissions of the Sponsor, or associated local jurisdiction or municipality.
4. Changes to mandated activities, statutory or legislative timelines, or other business-related requirements outside of Link21 Program control.
5. Specific program elements:
 - a. Labor Agreements and negotiations
 - b. Retroactive revisions of decisions that have been approved
 - c. Other transportation investments and infrastructure not related to Link21 or outside of the scope or ability of BART or CCJPA to act on
 - d. Formally conducting outreach and engagement on behalf of the EAC and Link21 that requires a significant level of effort (outside part of normal business or organizational operations)
6. Convening or representing EAC formally on parallel table discussions.

5. PROJECT ROLES

5.1. Sponsor: Link21 Program Director

The Link21 Program Director is responsible for ensuring budget and staffing resources and identifying program objectives. The Sponsor has the authority to initiate and sunset (dissolve) the EAC and responsibility to establish technical, fiscal, executive, or other committees to support the work of the EAC and the overall program.

5.2. BART/CCJPA Staff or Designees Responsibilities

- Overall policy direction and ensuring time/capacity as needed from agency subject matter and technical experts to provide the EAC with necessary data and context for appropriate and informed decision making.



- Setting strategy, ensuring alignment across equity program elements, and collaborating with the Equity and Engagement & Outreach Teams to ensure EAC agendas, timelines, and deliverables are met. BART/CCJPA staff or designees will also be responsible for accountability of consultant teams' implementation of EAC recommendations.
- Ensuring all logistical, administrative, and facilitative infrastructure is provided for the functioning of the EAC. This includes infrastructure that allows for scheduling meetings, developing agendas, coordinating information requests, producing meeting summaries, and implementing accessibility requirements and best practices. BART/CCJPA staff or designees will also be responsible for engaging strategic advisors to ensure that meeting approaches and tools developed are informed by Subject Matter Experts.

5.3. Designated Staffing Leads Responsibilities:

1. Conduct outreach to recruit EAC members and will plan, facilitate, and support EAC meetings and member participation.
2. Design a transparent and equitable EAC member selection process in collaboration with the BART and CCJPA boards and other key stakeholders.
3. Ensure onboarding and program orientation and provide background briefings and/or tutorials throughout the process.
4. Provide subject matter expertise, prepare presentations, and solicit and communicate input from the EAC on key program decisions.
5. Proactively determine opportunities to integrate collaboration and accountability, by outlining EAC involvement via strategy and implementation plans.
6. Gather input from the EAC on the most important areas for collaboration.
7. Develop phase specific workplans to identify key decision points and project milestones in advance, integrating them into an EAC calendar of topics to ensure sufficient opportunities for co-creation, review, and engagement.

6. PUBLIC OUTREACH AND SELECTION PROCESS

EAC members will reflect the communities that have been marginalized including priority populations, diverse geographies, and demographics of the 21-county Megaregion. Recruitment will focus on ensuring a diversity of skills and backgrounds centered on lived experience related to Link21.

The selection of EAC members will be based on a variety of factors. These may include:



- Membership in communities that have been marginalized, priority populations, and other vulnerable social or cultural groups
- Geographic representation within the Megaregion
- Members in communities that may stand to benefit or be harmed by Link21 including communities that currently experience inadequate access to transportation, communities experiencing environmental injustices, and those living in proximity to potential new rail stations, alignments, or service
- Connection to larger communities (e.g., their own local leadership, participation in networks or coalitions, etc.)
- Related or relevant formal or informal work experience: organizing, advocacy, jobs related to planning, transportation
- Related or relevant subject-matter and/or technical expertise
- Availability to attend meetings and fulfill objectives of the EAC
- Committed to sharing space and ensuring all voices and perspectives are able to be heard and respected
- BART and CCJPA Board nomination and/or consult

7. GOVERNANCE AND BYLAWS

The EAC will provide input on by-laws with final approval by the Link21 Program Director. These by-laws will address terms of participation and process functions. EAC-designated staffing leads and others from the Link21 Team will provide recommendations for the Council's input, and the Council will modify to the extent possible. Non-negotiable constraints, such as changes to mandated activities, statutory or legislative timelines, or other business-related requirements outside of Link21 Program Control (e.g., ballot measures, grant application submission deadlines) shall be determined by the Sponsor and presented transparently at the start of this process and included in the "excluded scope" section of the Charter.



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