

# SAGINAW METROPOLITON PLANNING ORGANIZATION

## *PUBLIC PARTICIPATION PLAN*

### *FOR TRANSPORTATION PLANNING DECISION MAKING*

*DRAFT*



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## **NON-DISCRIMINATION POLICY STATEMENT**

The Saginaw Area Transportation Agency (SATA) assures that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (P.L. 100.259). Specifically, 42 US 2000d state that “No person in the United States shall, on the ground of Race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under a program or activity receiving Federal Financial Assistance. SATA further assures that every effort will be made to ensure nondiscrimination in all its programs and activities, whether those programs and activities are federally funded or not, in addition to Title VI, there are other non-discrimination statues that afford legal protection. These statues include the following Section 162 (a) of the Federal-Aid Highway Act of 1973 (23 USC 324) (sex), Age Discrimination Act of 1975 (age) and Section 504 of the Rehabilitation Act of 1973/American With Disabilities Act of 1990 (disability).

More specifically, the Saginaw Area Transportation Agency assures that efforts will be made to prevent discrimination through the impacts of its programs, policies and activities on minority and low-income population. Additionally, the Saginaw Area Transportation Agency will take reasonable steps to provide meaningful access to service for persons with Limited English Proficiency.

**Disclaimer:** “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 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.”

Accommodations are available upon request to persons with disabilities who require alternately formatted materials to ensure effective communication and access to programs. For questions about accessibility or to request accommodations, please contact Demetra M. Manley at 989-395-8544 or [dmanley@satampo.org](mailto:dmanley@satampo.org).

# Saginaw Area Transportation Agency (SATA)

## Public Participation Plan

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# Public Participation Plan for Transportation Planning Saginaw Area Transportation Agency

## Restructuring of Saginaw MPO

In October 2020, the Metropolitan Planning Organization (MPO) for Saginaw County was re-designated and a new name was established for the MPO which is now called the Saginaw Area Transportation Agency (SATA) formally known as the Saginaw Metropolitan Area Transportation Study (SMATS). The units of government forming the intermunicipal committee all adopted resolutions to form the entity and a final stamp of approval from the Governor of State of Michigan effective the first day of October 2020.

SATA is now formally recognized as an intermunicipal committee under the Michigan Public Act 200 of 1957 and is the newly re-structured designated (MPO) responsible for transportation policy, planning, and investment decision-making in the Saginaw urbanized area. Our name and committee structure (see appendix 1) has changed however, our dedication to promote regional transportation planning discussion and decision-making that improves the prosperity and quality of life where we all benefit continues.

## Introduction & Overview

Within this document, the SATA has established procedures to cover the Long-Range Transportation Plan, (LRTP) Transportation Improvement Program (TIP) and Unified Planning Work Program (UPWP), and the consultation process. The work that the SATA conducts in pursuing its mission through project development and delivery moves in a continuous life cycle rather than a linear path. To deliver a safe, efficient, environmentally sound, and fiscally responsible transportation system that facilitates safe and efficient movement of people and goods.

*“As we have learned doing COVID-19 outbreak in 2020, our efforts need to be flexible and adaptable. It is the desire of SATA to provide public meaningful opportunities to participate in the metropolitan planning process if circumstances beyond our control impact the ability of SATA to follow the processes prescribed by this plan, we will strive to meet the intention of this plan to the extent possible”.*

A knowledge-driven process based upon valid, broad-based input is essential to the effective decision-making required to address the maintenance and improvement of Saginaw’s transportation system. This input comes from government, public and technical sources.

Federal regulations require that the metropolitan area has a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and supports community development and social goals. The Saginaw Area Transportation Agency (SATA) is the MPO for the Saginaw Urbanized area. The SATA Metropolitan Planning Area includes Saginaw County in its entirety.

SATA serves all people, including minority populations, low-income populations, the elderly, persons with disabilities, and those who travel within the Metropolitan Area. SATA recognizes its responsibility to provide fairness and equity in all its programs, services, and activities. In keeping with this responsibility, SATA actively seeks to involve its stakeholders in its planning efforts. SATA has developed this **Public Participation Plan (PPP)** to accomplish the following major objectives:

- **“Identify”** the affected populations, particularly in the traditionally underserved communities, with consideration for their strengths and challenges.

- **“Invite”** those citizens to participate in the planning process.
- **“Inform”** the public of the planning and the project development processes for identifying and prioritizing transportation needs.
- **“Involve”** the affected community during the planning and project development and delivery process to express their concerns and needs.
- **“Improve”** the participation process by measuring the success of public participation and incorporate those “lessons learned” into future efforts.
- **“Create”** a process that will improve and increase participation in the transportation planning process by all stakeholders.
- **“Provide”** for early involvement in the planning process by stakeholders to ensure there are ample opportunities to participate in key decisions.
- **“Facilitate”** access to the transportation planning process by populations that typically lack formal access, such as low income, elderly, minorities, and persons with disabilities.
- **“Encourage”** involvement in the planning process by non-traditional participants.
- **“Foster”** a process that will result in transportation plans and projects that reflect the values of the communities that SATA serves.

### Compliance with Federal Requirements

The Saginaw Area Transportation Agency (SATA) is the principal public agency, as per Section 134 (a) of title 23, United States Code, conducting regional transportation planning for the Saginaw City urbanized Area. SATA provides management and policy functions for the transportation planning program. SATA provides transportation planning services on behalf of the metropolitan planning organization (MPO) and has established procedures for the development of the Long-Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP) as mandated by Fixing America’s Surface Transportation (FAST) Act of 2015 and continued re-authorizations, the Congressional Acts that authorized ongoing federal aid to transportation programs. Federal regulation complied within Title 23 of the Code of Federal Regulations under Chapter 1, Subchapter E, Part 450, Subpart B, 450.210 (23 CFR 450.210) “Interested Parties, Public Involvement, and Consultation” processes by providing opportunities for public review and comment at key decision points.

Since the enactment of the Intermodal Surface Transportation Efficiency Act (ISTEA) in 1991, and continued by its successor, the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21), in 1998. MPO’s such as SATA are required to develop, advertise, and adopt Public Participation Plans from the Safe, Affordable, Flexible, Efficient Transportation Equity Act. A legacy for Users (SAFETEA-LU), which was enacted in 2005.

Under SAFETEA-LU coordination with the public was expanded to include consultation, with local and state resource agencies specifically. The participation plan must contain the procedure by which the Metropolitan Planning Organization will obtain information regarding low-income and minority population and perform analysis versus future projects outlined in the Long Range Transportation Plan and the Transportation Improvement Plan so that potential environmental justice impacts may be identified, develop and utilize a proactive public participation process that provides complete information, timely public notice, full public access to key decisions, and that supports continuing public involvement in the development of Metropolitan Transportation Plans(MTP) and Transportation Improvement Programs (TIP).

By federal law under (SAFETEA-LU) further expanded public participation provisions by requiring

MPO's to develop enhanced Public Participation Plans. These enhanced requirements included the following additional areas of emphasis:

- ✓ Conduct public meetings at convenient times and accessible locations.
- ✓ Make long range transportation plans and improvement plans available in electronic formats and means (such as on the Internet) as appropriate.
- ✓ Implement visualization techniques to describe metropolitan transportation plans and improvement programs.

### **Title VI of the Civil Rights Act of 1964**

SATA shall adhere to the federal regulation found in Title VI of the Civil Rights Act of 1964 that states no person in the United States, shall on the grounds of race or 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. Therefore, SATA will take special measure to understand and consider the wants, needs of minority low-income, and other underserved populations to ensure that the Long-Range Plan and the TIP comply with Title VI.

### **Federal Transit Administration Program of Projects**

The public participation program described in this document is used to satisfy the public participation process for the Program of Projects (POP), as prescribed in accordance with Chapter 53 of Title 49, United States Code (FTA requirements), and the metropolitan and statewide planning regulations under MAP-21, for the Saginaw Transit Authority Regional Services (STARS).

### **Public Participation Process**

The components of this Public Participation Plan are included in the development, adoption, and amendment of SATA Transportation plans and programs. The participation process pertains specifically to the SATA Transportation Improvement Program (TIP) and the SATA Metropolitan Transportation Plan (MTP). The Public Participation Plan will be monitored and reviewed on a bi-annual basis to evaluate its effectiveness. The strategies identified in this plan are intended to result in well attended public meetings, local news coverage of programs, and more public interest in transportation issues within the region. A public comment period of 45 days is provided prior to the adoption or amendment of the Public Participation Plan in accordance with federal guidelines. A graphic that illustrates the review and approval process for the Public Participation Plan is shown in Appendix 2 at the end of this document.

### **Open Meetings**

Before approving any Public Participation Plan, Transportation or TIP, SATA shall conduct a public hearing to solicit comments. Such hearing shall take place during the regularly schedule SATA unless deemed otherwise by the SATA Policy Committee. All SATA meetings are open for the public to attend. This includes the meetings of the following bodies:

- SATA Policy Committee
- SATA Technical Committee
- Other working committees as needed (e.g. focus and advisory groups)

In the event a SATA committee meeting cannot be held in person (e.g. severe weather, loss of power, public health COVID -19, etc.) the meeting will be cancelled, and notification will be made via social media, direct email, and media release as soon as practicable after a decision is made. A rescheduled meeting will be announced via the same methods as a regular-scheduled meeting. If a public health or other emergency is persistent and known in advance, SATA will meet remotely with provision, for

the public to observe and participate in the meeting per provision in the “Open Meeting Act 267 of 1976” state or local executive orders.

Notifications of these accommodations and all committee meetings will be made public published on SATA’s web page at [www.saginawmpo.org](http://www.saginawmpo.org), newspaper and social media platforms such as (Facebook, bulletin, Twitter, Instagram, and LinkedIn) accounts. In addition, any interested citizen or organization may be added to the SATA mailing list upon request to receive meeting notifications. Meeting notices and other meeting materials are sent electronically (by e-mail) to the maximum extent possible. Paper copies of all meeting materials are always available at the SATA office or may be mailed upon request.

### **Special Meetings, Workshops, and Other Public Meetings**

The majority of the MPO’s business is conducted at regularly scheduled meetings which can be found on the agency’s webpage. However, SATA may conduct special meetings, workshops, or public open houses as appropriate, especially during the development of major planning documents such as the TIP and the MTP. These meetings may be hosted at publicly ADA compliant convenient and accessible locations outside the SATA office such as public libraries, city, or township meetings facilities, or at the meeting facilities of area transportation agencies. Notices of these public meetings will be administered in the same manner as regularly scheduled meetings.

### **Public Comment Periods at SATA Committee Meetings**

Public may submit comments in person, at the SATA office, by letter, phone, or email. All comments shall be relayed to the SATA Technical and Policy Committees. SATA will to its fullest extent provide for public involvement such as utilizing the SATA website, email, and telephone calls, and social media platforms such as the SATA’s Facebook, Twitter, and Instagram accounts. Opportunities for public comment are included on each meeting agenda. Since issues pass from the Technical Committee to the Policy Committee, there are usually at least two opportunities to comment on any issue at a meeting. The regular meetings of the transportation committees will be announced on a regular basis through public notices.

When there is a question or concern regarding a particular project, SATA encourages citizens to directly contact the agency that is responsible for implementing the project in question. This is usually the Saginaw County Road Commission, City of Saginaw, MDOT Bay Region Office, or STARS public transit. Projects are developed and approved at the local agency level before they are placed on the SATA approved project list for federal funding.

### **Availability of Information**

SATA staff will make written materials provided to our committees available to the public upon request. All such materials are available for viewing at SATA office at no cost. In addition, written materials will be posted on the SATA web page for viewing.

### **Public Hearings**

Prior to the approval of a Public Participation Plan, Metropolitan Transportation Plan, Transportation Improvement Program or an amendment of these documents, SATA will conduct a public hearing to solicit comments. Public hearings will be held during regularly scheduled SATA Policy Committee meetings unless other arrangements are specified by the Policy Committee. Notices of public hearings will be published in a local news publication of general circulation within the Saginaw urbanized area and available social media platforms. Electronic notices will be distributed in the same manner as for regular meetings and will be posted on the SATA web page.

### **Media Communications**

To the extent feasible, SATA will utilize the opportunities available through local media (Facebook, Instagram, Twitter, newspapers, radio, TV) to inform the public on the development of transportation planning products, especially the Metropolitan Transportation Plan and the Transportation Improvement Program. This includes news releases, bulletin board formats, public service announcements, and interview opportunities. Citizens with Internet access can go to the SATA web page at [www.saginawmpo.org](http://www.saginawmpo.org).

Electronic notices are being used to the greatest extent possible to notify the widest possible range of participants. The SATA contact list for outreach and consultation is updated on an ongoing basis as new contacts and organizations are identified.

### **Visualization Techniques**

People often have trouble visualizing what a project might look like when completed. SATA will strive to maximize its use of various visualization techniques when possible (e.g. streetmix) to help inform the public and convey pertinent information concerning transportation plans, projects, and programs. Appropriate methods include, but are not limited to, static maps, interactive GIS demonstrations, computer model simulations, photographs, and artist renderings. For each plan, project, or program, SATA will use the best techniques available to inform the public.

### **Response to Public Comments**

Public comments on the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), on significant amendments to these documents, and on all other plans and key decisions will be summarized and responses will be written by the group receiving the comments. Comments and responses will be kept on file, available for public review and will be made part of the plan, program, or other document as adopted. Responses to comments will be made before decisions are made or plans or programs are adopted. Responses will be made in a timely manner so that they can be considered during the next phase of the plan or program development.

### **Improving Access for Persons with Limited English Proficiency: Executive Order 13166**

Executive Order 13166, Improving Access for Persons with Limited English Proficiency (LEP), was issued in 2000 to improve access to federally conducted and federally assisted programs and activities for persons who, as a result of national origin, are limited in their English proficiency. It requires federal agencies to ensure that recipients of federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

### **Americans with Disabilities Act**

The Americans with Disabilities Act (ADA) of 1990 provides “no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district or other instrumentality of the state or local government.”

### **Outreach Activities**

SATA staff will attempt to identify and contact special interest groups in the community to assure their opportunity to have input and to encourage the involvement of persons who have been traditionally under-served. This includes organizations such as citizen district organizations, minority populations, low-income populations, private transportation providers, and others as they are



identified. These groups will receive a direct mailing which describes the transportation planning process and their opportunity for input. This includes, but is not limited to, the following:

- Conventional and unconventional transit providers
- Affected public agencies
- Private providers of transportation
- Law enforcement and public safety agencies
- Freight shippers and providers freight transportation service providers
- Railroads companies
- Airport operators
- Environmental organizations
- Major employers
- Chambers of Commerce
- Tourism organizations
- Human service agencies
- Schools
- Interested citizens

**Stakeholder groups and organizations include those who represent the interest of:**

- Elderly
- Disabled
- Non-motorized transportation user (pedestrian and bicycle)
- Minority populations
- Low-income populations

There are many situations where public participation has influenced transportation decisions made in our community. SATA understands “the public” to mean all those who have the potential to affect or be affected by the SATA planning process. Importantly, it is understood that not all communities and its members have enjoyed the same level of access or representation in transportation and other decision made by public agencies. Therefore, this list will continue to grow as additional groups are identified. This list will be updated continuously and may be added to at any time by the SATA Policy Committee. The current SATA contact list for outreach and consultation on major transportation planning documents are shown in **Appendix 1**. For detailed list of techniques for getting and receiving information from the public are shown in **Appendix 3**.

### **Environmental Justice (EJ)**

In April 1997, the U.S. Department of Transportation (DOT) issued the DOT order on environmental justice to address environmental justice in minority populations and low-income populations (DOT Order 5610.2). The order generally describes the process for incorporating environmental justice principles into all DOT programs, policies, and activities. Environmental justice is an important part of the planning process and must be considered in all phases of planning. This includes all participation activities, the development of the Metropolitan Transportation Plan, and preparation of Transportation Improvement Programs that are adopted by SATA.

**Environmental justice includes the following fundamental concepts:**

1. To avoid, minimize, or mitigate disproportionately high and adverse human health or environmental effects, including social and economic effects, on minority populations and low-income populations.

2. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority populations and low-income populations.

SATA will ensure that environmental justice (EJ) concerns are adequately considered within the project planning process and as part of its established Public Participation Plan and other transportation planning documents by doing the following:

1. Examining the allocation of benefits and burdens of projects and programs currently and in the planned future.
2. Ensuring that minority and low-income communities are treated equitable in the provision of transportation services and projects.
3. Aggressively participate in meetings and activities that will inform and encouraged active participation in the transportation planning process in these very select communities to help in accomplishing the above.
4. Incorporate the latest demographic information and data to assist in addressing current Environmental Justice topics with the 21<sup>st</sup> century SATA Public Participation Plan document.
5. Continue to work with all stakeholders to identify the residential, employment, and transportation patterns of low-income and minority populations so that their needs can be identified and addressed, and the benefits and burdens of transportation investments can be distributed.
6. Continue to evaluate and where necessary, improve the Public Participation Plan to eliminate barriers and engage minority and low-income populations in transportation decision making.
7. Continue to encourage the active participation of well-informed individuals, community groups, and other non-governmental organizations. The involvement of these individuals and groups advances the spirit and intent of environmental justice in transportation planning when they become involved in participation activities.

### **Definition of “Minority” for Purposes of Environmental Justice**

According to the U.S. DOT Order 5610.2 the following groups are defined as “minority”:

1. Black (a person having origins in any of the black racial groups of Africa).
2. Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race).
3. Asian American (a person having origins in any of the original people of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands).
4. American Indian and Alaskan Native (a person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition).
5. Native Hawaiian or other Pacific Islander (people having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Island).
6. Other minorities (a person having origins from the regions not including “African American,” “American Indian, Alaskan Native,” Asian American,” “Hispanic,” or “Native Hawaiian and other Pacific Islander”).

### **Definition of “Low-income” for Purposes of Environmental Justice**

Low-income is defined as a person whose household income is at or below the Department of Health and Human Services (HHS) poverty guidelines. HHS poverty guidelines are used as eligibility criteria for the Community Services Block Grant Program and a number of other federal programs. However, a state or

locality may adopt a higher threshold for low-income, as long as the higher threshold is not selectively implemented and is inclusive of all persons at or below the HHS poverty guidelines.

### Analysis for Environmental Justice

SATA has developed and maintains a demographic profile of the transportation planning area that includes identification of the locations of minority populations and low-income populations as covered by

the Executive Order on environmental justice. Maps of these populations are prepared and analyzed as part of the processes for developing the TIP and MTP. The proposed TIP and MTP projects are shown in relation to the minority and low-income populations to provide a visual analysis of potential impacts to these populations.

Environmental justice efforts are ongoing as part of SATA’s outreach and community involvement efforts. Specific strategies will be developed with each group after initial contact and discussions have occurred. This will ensure that the strategies will be developed jointly and cooperatively between the MPO and community organizations representing low-income populations and minority populations. SATA will continue to evaluate and improve the Public Participation Plan to eliminate barriers to low-income and minority involvement.

### Participation Processes for MTP and TIP Documents

Public comment periods of 30 days minimum will be provided prior to the adoption of major SATA transportation planning documents, specifically the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP). All comments received will be printed as an appendix to the final version of the appropriate document.

At least one public hearing will be conducted prior to the adoption of the Metropolitan Transportation Plan, and the Transportation Improvement Program attempts will be made to employ appropriate visualization techniques to describe the plans. This could include any combination of maps, photographs, project descriptions, charts or diagrams that are presented at public meetings, provided on web sites, or that are used as part of displays and any other efforts directed at informing stakeholders and the public about SATA plans and projects.

An outline of the specific processes that will be used to develop the MTP and the TIP is provided in the following charts.

#### Metropolitan Transportation Plan Process (MTP)

Task	Approximate Timeframes	Method
Review & update stakeholder contact list	Month 1	Review & update stakeholder list as needed. Contact stakeholders to inform them of the planning process & invite them to participate.
Review environmental justice (EJ) data & maps	Month 3 – 4	Confirm accuracy of EJ data & maps; update as necessary. Work with stakeholder contacts to gain input from EJ area constituencies.
Public Open House # 1	Month 6 – 7	Open house meeting with SATA staff on road system & potential projects.
Consultation with agencies & organizations	Month 6 – 7	Consult with agencies & organizations on initial plan findings, system deficiencies & potential projects.
Public Open House # 2	Month 12 – 13	Open house meeting with SATA staff & other agency representatives during comment period on draft MTP

Public Hearing	Month 13	Public hearing on draft MTP by SATA Policy Body during formal comment period.
Postings on SATA website	During entire process	Information on the planning process, meetings, and opportunities for comment will be posted online.
Input at SATA TECH and Policy meetings	During entire process	All SATA committee meeting are open to the public and include a public comment period on the agenda. Meeting information will be posted online.

**Table A.**

### **Transportation Improvement Program Plan Development Process (TIP)**

<b>Task</b>	<b>Approximate Timeframes</b>	<b>Method</b>
Review & update stakeholder contact list	Month 1	Review & update stakeholder list as needed. Contact stakeholders to inform them of the planning process & invite them to participate.
Review environmental justice (EJ) data & maps	Month 2 – 3	Confirm accuracy of EJ data & maps, update as necessary. Work with stakeholder contacts to gain input from EJ area constituencies.
Public review of preliminary project list	Month 5 – 6	Preliminary project list released for review and comment.
Consultation with agencies & organizations	Month 5 – 6	Consult with agencies & organizations on initial plan findings, system deficiencies & potential projects.
Public Meeting	Month 6	Open house meeting with SATA staff & other agency representatives during comment period on draft TIP.
Public Hearing	Month 7	Public hearing on draft TIP by SATA Policy Body during formal comment period.
Postings on SATA website	During entire process	Information on the planning process, meetings, and opportunities for comment will be posted online.
Input at SATA Tech and Policy meetings	During entire process	All SATA committee meeting are open to the public and include a public comment period on the agenda. Meeting information will be posted online.

**Table B.**

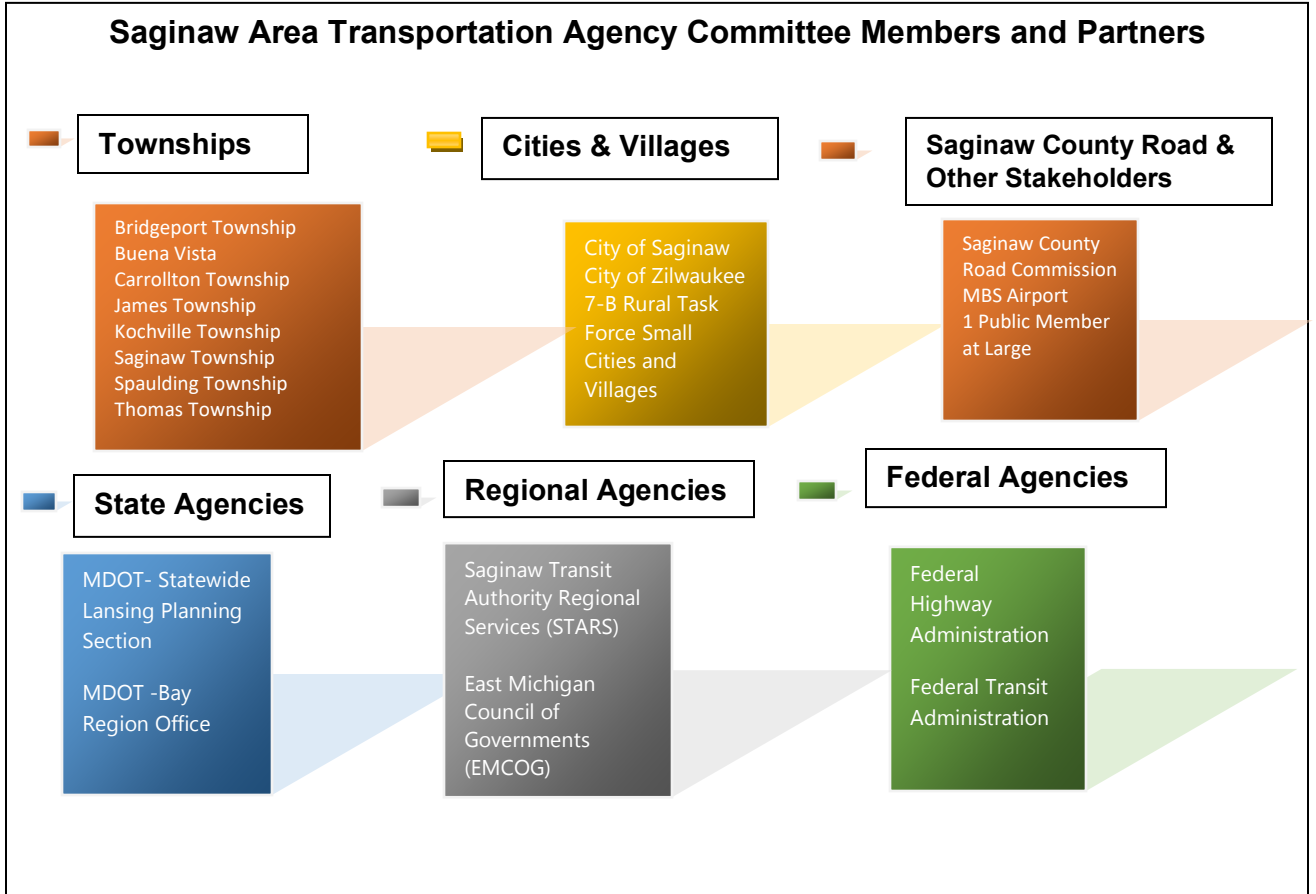
### **Participation Process for Amendments to the Metropolitan Transportation Plan and Transportation Improvement Program**

At least one public hearing will be held prior to the adoption of an amendment to the MTP, the TIP, and any other major SATA transportation planning document. Notice of a proposed amendment and the public hearing shall be given by at least one published notice. No specific comment period length is required for an amendment of the MTP or TIP, but a specific comment period for an amendment may be established by the SATA Policy Body with the recommendation of the SATA Technical Committee.

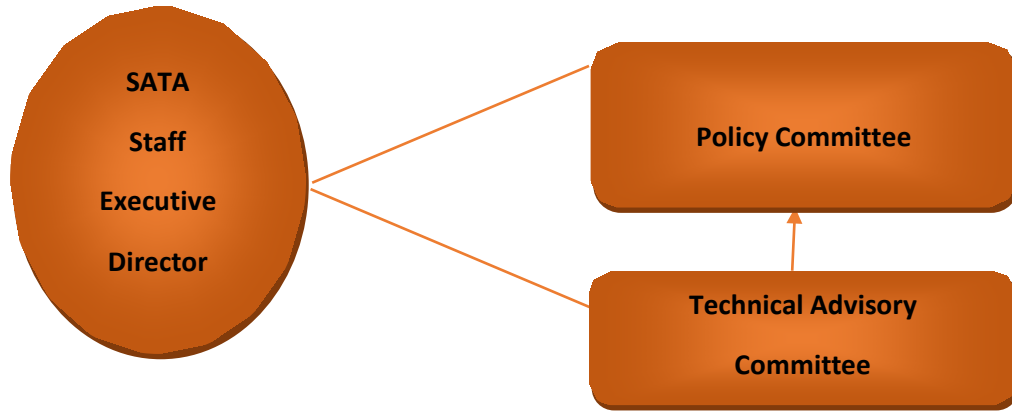
### **Performance Measures and Evaluation**

SATA committees will evaluate the effectiveness of the Public Participation Plan by analyzing the number and diversity of citizens involved in the MPO planning process. This data will be compiled from the information provided voluntarily by participants. SATA will also investigate the use of other tools such as including a website counter to tabulate viewings.

**Appendix 1**



**ORGANIZATIONAL STRUCTURE  
FOR THE  
SAGINAW AREA TRANSPORTATION AGENCY (SATA)**



- The SATA *Policy Committee* is the governing body made of elected or appointed officials from member communities throughout the SATA metropolitan area.
- The *Technical Committee* serves as advisory group that consists of public officials and/or staff having responsibility for transportation services and facilities. These members are individuals with expertise in transportation planning and makes recommendation to the Policy Board on all technical aspects of transportation planning process.

This committee structure will ensure that decisions made by the MPO representing the Saginaw Urbanized Area are done in a regional context with broad representation and allows Saginaw to be in alignment with common practices of other MPO's throughout the state.

## Appendix 1

### **Contacts List**

- AARP, Michigan Chapter
- Child Abuse & Neglect Council
- City of Saginaw Department of Development
- Community Action Committee
- Delta College
- Dow Chemical
- Dow Corning
- First Ward Community Center
- Go21 (Rail industry advocacy group)
- Great Lakes Bay Region
- Harry Browne Airport
- Historical Society of Saginaw County
- Home Builders Association
- Mayor and City Manager, City of Saginaw
- MBS International Airport
- Michigan Dept. of Environmental Quality (Saginaw Bay District)
- Michigan Dept. of Natural Resources (Saginaw Bay District)
- Michigan Trails & Greenways Alliance
- Michigan Works!
- MSU Extension
- Public Libraries of Saginaw
- Railroads (Huron & Eastern, Saginaw Bay Southern, and Lake State)
- Region 7 Area Agency on Aging
- Saginaw African American Minority Business Association
- Saginaw Chippewa Indian Tribe
- Saginaw Community Foundation
- Saginaw County Chamber of Commerce
- Saginaw County Commission on Aging
- Saginaw County Convention Bureau
- Saginaw County Department of Public Health
- Saginaw County Emergency Management & Homeland Security
- Saginaw County Parks and Recreation Commission
- Saginaw County Public Works Commission
- Saginaw County Sheriff Department
- Saginaw Future Inc.
- Saginaw Intermediate School District
- Saginaw River shippers/businesses
- Saginaw Shiawassee Habitat for Humanity
- Saginaw Valley State University

**Contact List continued:**

- Saginaw YMCA
- Salvation Army
- Shiawassee National Wildlife Refuge
- Spence Brothers Construction
- Spicer Group
- St. Mary's of Michigan
- SVRC (Saginaw Valley Rehabilitation Center)
- The Ezekiel Project
- Tri-City Cyclists
- U. S. Environmental Protection Agency
- U. S. Fish and Wildlife Service
- UAW Regional office
- Underground Railroad
- United Way of Saginaw County

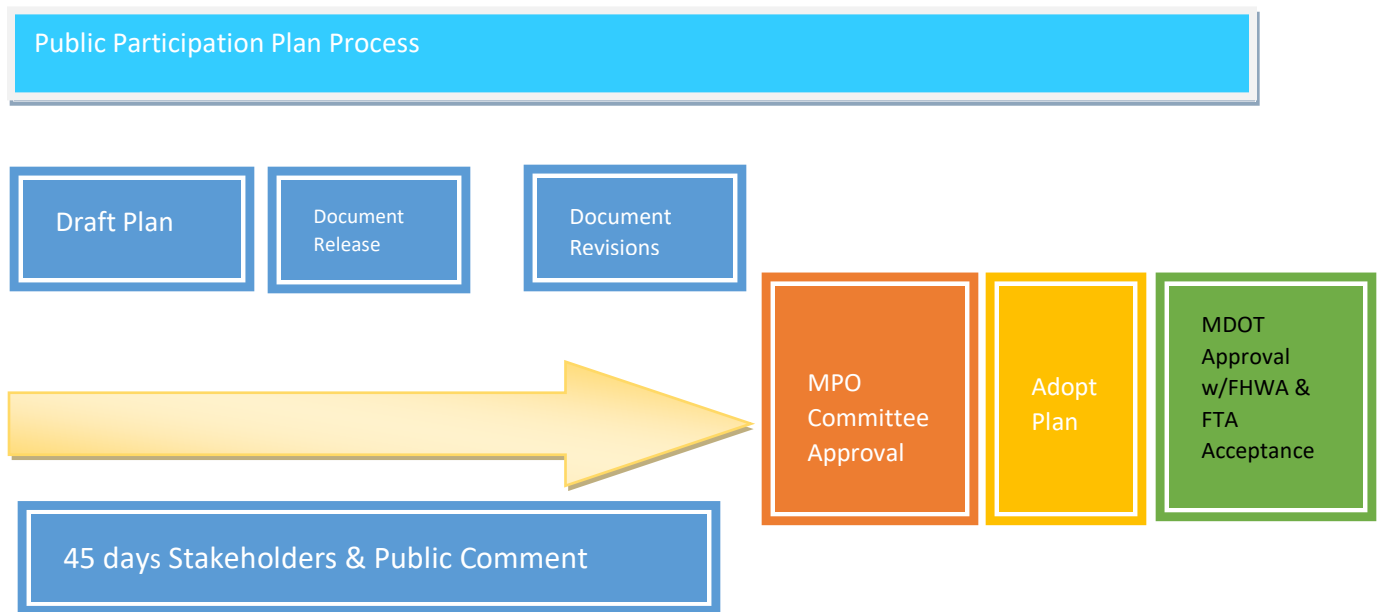


## Appendix 2

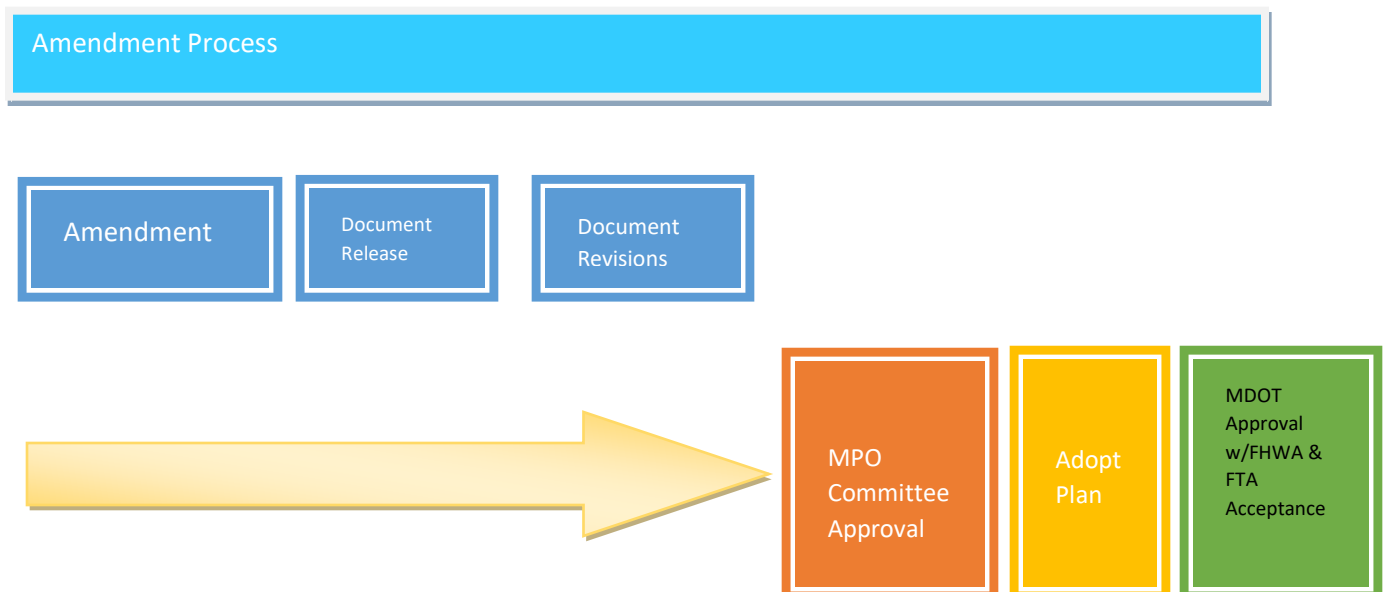
### The Public Participation Plan (PPP)

#### Definition & Purpose:

MPO's are required to develop a collaborative and comprehensive Public Participation Plan (PPP) for the public and stakeholder communities to use in the development of the LRP and TIP as well as to frame the strategies for public and stakeholder communication and collaboration in all phases of the planning process. This plan details the public engagement policies ensuring the public and transportation system stakeholders have a reasonable opportunity to participate and make informed comments through the metropolitan planning process. SATA's PPP describes how the public can learn of opportunities to engage and participate in key decision points in multiple, accessible in-person and virtual formats with adequate notice.



### PPP Amendment Process



## Draft Plan and Adoption of PPP

Milestone	Procedure	Public Notification	Public Comment
Draft Plan	After the draft PPP has been developed and presented to the Technical and Policy Committees, SATA will bring it to the Public for review and comment.	At least 1 day before the public comment period begins.	45 days the public comment period will begin after the draft document is presented to the Policy Committee and will at least one week before the final document is approved by the Policy Committee. (Changes to PPP made during this period based on comments).
Adopt Plan	The plan will be brought to the Policy Committee for approval. The public will have an <i>additional</i> opportunity for comment at the policy meeting.	At least 5 days before the scheduled Policy Committee meeting	N/A

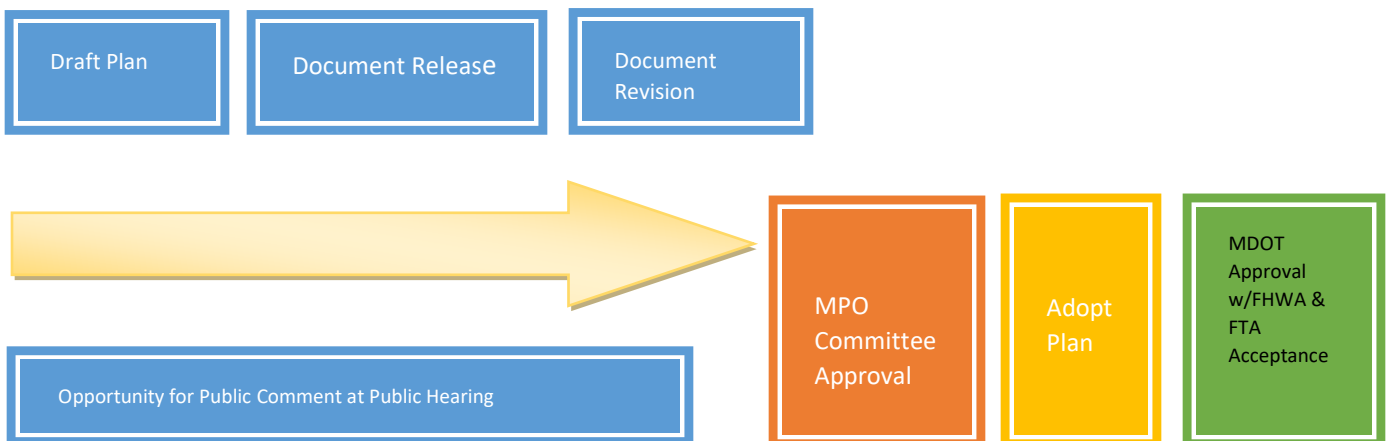
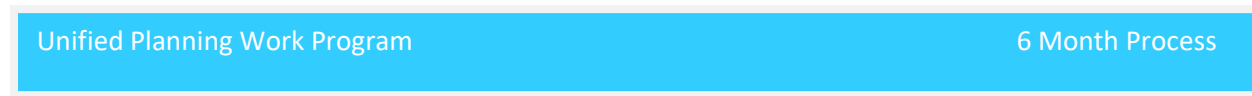
**Table C.**

The Unified Planning Work Program (UPWP)

Definition & Purpose:

MPO's are required to develop UPWPs to govern work programs for the expenditure of Federal and state funds. This plan is SATA's operating plan and budget that lists the federally funding activities that SATA, and its member agencies will utilize during the fiscal year. The UPWP includes a description of the planning work and resulting products, who will perform the work, schedules, costs, and the source (s) of funds.

## The Unified Planning Work Program (UPWP)



## UPWP Amendment Process



## Adoption of the UPWP

Milestone	Procedure	Public Notification	Public Comment
Adopt Draft Plan	Once the draft UPWP document is complete, Staff will bring it to the Technical and Policy Committees for approval public comment opportunities will be available at both meetings.	Prior to Technical and Policy committee meetings.	A minimum of 7 days beginning on the date of the technical committee meeting and ending at the Policy committee meeting. Opportunity for public comment.

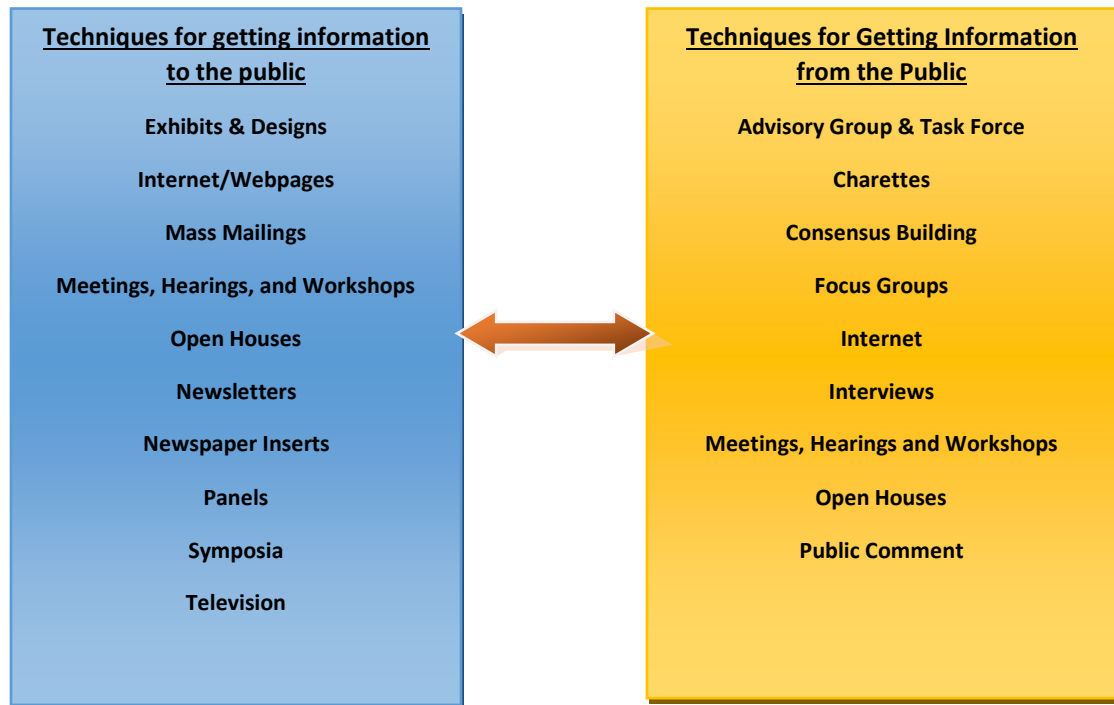
Table D.

### **Appendix 3**

#### Techniques

It is the goal in SATA's PPP to engage the public and provide good public information. Before people can participate, they need good information from a reliable source so they can participate in an informed manner. The information needs to be complete, unbiased from a good source that they can trust. SATA will use to the fullest extent the techniques below for getting information to and from the public.

#### **Two Way Communication and Genuine Interaction with the Public**



While getting information to the public is an integral part of public participation, getting information to the public is not by itself public participation. The above list of public participation techniques are often best practices in fostering a two-way communication and genuine interaction with the public that is critical in the decision-making planning process and making sure that individuals impacted by these decision needs and concerns are considered and addressed in the transportation improvement projects.

## **Appendix B. Acronyms and Definitions:**

### **Exhibits and Designs**

Set up exhibits or displays in public places that gets lots of foot traffic with staff available to answer questions.

### **Internet/Web pages**

Provides links which contain project information, announcements and documentation that can reach large audiences.

### **Mass Mailings**

Mailings sent to local organization for distribution among their members and patrons.

### **Newsletters**

Organizational newsletters are an effective way of keeping the people who are most interested in the decision-making process.

### **Newspaper Inserts**

Provides community-wide distribution of information.

### **Panels**

Panels are one way to provide information to the public in the form of a speech and there is no interaction among the panelists.

### **Symposia**

Invite public to meeting designed primarily to inform participants.

### **Television**

Cable or network television programming that presents information.

### **Advisory Group & Task Force**

A group of representative stakeholders assembled to provide public input.

### **Charettes**

Intensive session where participants problemsolve and brainstorm on issues together.

### **City Walk**

City Walk provides an opportunity for planners and other stakeholders to interact with the public regarding important issues and opportunities for transportation improvement.

### **Consensus Building**

Efforts to get agreements to resolve public controversies

### **Focus Groups**

A group of experts or stakeholders formed to develop a specific product of policy recommendation.

### **Internet**

Powerful tool used to provide and receive information from the public.

### **Meetings, Hearings and Workshops**

Formal and informal meetings that may include presentations and exhibits.

### **Open Houses**

Facilities set aside to allow the public to tour and interact with the presented material and employees.

### **Public Comment**

Input given by the public about proposed projects during a period.

### **ADA: Americans with Disabilities Act**

The legislation defining the responsibilities of and requirements for transportation providers to make transportation accessible to individuals with disabilities.

### **EJ: Environmental Justice**

Environmental justice assures that services and benefits allow for meaningful participation and are fairly distributed to avoid discrimination.

### **FAST Act: Fixing America's Surface Transportation Act**

Fixing America's Surface Transportation (FAST) Act (Pub. L. No. 114-94)—the first federal law in over a decade to provide long-term funding certainty for surface transportation infrastructure planning and investment highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology, and statistics programs.

### **FHWA: Federal Highway Administration**

A branch of the US Department of Transportation that administers the federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges.

### **FTA: Federal Transit Administration**

A branch of the US Department of Transportation that is the principal source of federal financial assistance to America's communities for planning, development, and improvement of public or mass transportation system.

## **SATA: Saginaw Area Transportation Agency**

The Metropolitan Planning Organization for the Saginaw Urbanized Area County. MTP: Metropolitan Transportation Plan A document resulting from regional or statewide collaboration and consensus on a region or state's transportation system and serving as the defining vision for the region's or state's transportation systems and services. In metropolitan areas, the plan indicates all the transportation improvements scheduled for funding.

## **Moving Ahead for Progress in the 21st Century Act (MAP-21)**

On July 6, 2012, President Obama signed into law P.L. 112-141, the Moving Ahead for Progress in the 21st Century Act (MAP-21). Funding surface transportation programs at over \$105 billion for fiscal years (FY) 2013 and 2014, MAP-21 is the first long-term highway authorization enacted since 2005. MAP-21 represents a milestone for the U.S. economy – it provides needed funds and, more importantly, it transforms the policy and programmatic framework for investments to guide the growth and development of the country's vital transportation infrastructure. MAP-21 creates a streamlined, performance-based, and multimodal program to address the many challenges facing the U.S. transportation system. MAP-21 builds on and refines many of the highway, transit, bike, and pedestrian programs and policies established in 1991.

## **MPO: Metropolitan Planning Organization**

1) Regional policy body, required in urbanized areas with populations over 50,000, and designated by local officials and the governor of the state. Responsible in cooperation with the state and other transportation providers for carrying out the metropolitan transportation planning requirements of federal highway and transit legislation. 2) Formed in cooperation with the state, develops transportation plans and programs for the metropolitan area. For each urbanized area, a Metropolitan Planning Organization (MPO) must be designated by agreement between the Governor and local units of government representing.

## **Public Participation**

The active and meaningful involvement of the public in the development of transportation plans and programs.

## **TIP: Transportation Improvement Program**

A document prepared by a metropolitan planning organization that lists projects to be funded with FHWA/FTA funds for the next 4-year period. UPWP: Unified Planning Work Program The management plan for the (metropolitan) planning program. Its purpose is to coordinate the planning activities of all participants in the planning process.

## **UPWP: Unified Planning Work Program**

The management plan for the (metropolitan) planning program. Its purpose is to coordinate the planning activities of all participants in the planning process.