THE 2017 PUBLIC PARTICIPATION PLAN IN TRANSPORTATION DECISION MAKING

The Kalamazoo Area Transportation Study
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Adopted:
NON-DISCRIMINATION POLICY STATEMENT

The Kalamazoo Area Transportation Study (KATS) 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), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. KATS further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. Furthermore, KATS will not exclude persons based on age, religion, or disability.

More specifically, the Kalamazoo Area Transportation Study assures that efforts will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations. Additionally, the Kalamazoo Area Transportation Study will take reasonable steps to provide meaningful access to services 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 Jonathan R. Start at 269-343-0766 or jrstart@katmspo.org.
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Introduction

What is an MPO?
A Metropolitan Planning Organization (MPO) is the policy board of an organization created and designated to carry out the metropolitan transportation planning process. MPOs are required to represent localities in all urbanized areas (UZAs) with populations over 50,000, as determined by the U.S. Census. MPOs are designated by agreement between the governor and local governments that together represent at least 75 percent of the affected population (including the largest incorporated city, based on population) or in accordance with procedures established by applicable state or local law.

What is KATS?
The Kalamazoo Area Transportation Study (KATS) is the MPO for the greater Kalamazoo Urbanized Area. The Metropolitan Planning Area (MPA) for KATS is Kalamazoo County and a portion of Van Buren County including the townships of Almena, Antwerp, Paw Paw, and Waverly. KATS is a federally mandated policy body made up of representatives from local, state, and federal governments, transit agencies, and other stakeholders and is responsible for regional transportation planning and programming for the planning area. Any highway, transit, local road, or non-motorized project or program to be constructed or conducted in the region receiving Federal funding, must have approval by KATS before any funds can be expended. In addition, any highway or transit project deemed to be regionally significant by KATS staff, must receive KATS approval to proceed.
KATS Committees

KATS has three standing committees and numerous ad-hoc committees. Two of the committees, Policy and Technical, meet monthly to discuss issues facing the region and process necessary changes requested by local agencies. The Citizens Advisory Committee (CAC) meets quarterly to provide local citizen insight to KATS. The purpose of the CAC is to enhance public awareness of KATS and promote public input from stakeholders concerning area planning. Notice of meetings and agendas are posted on the KATS website. [https://katsmpo.org/committees/](https://katsmpo.org/committees/)

<table>
<thead>
<tr>
<th>Policy Committee</th>
<th>Technical Committee</th>
<th>Citizens Advisory Committee</th>
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<tr>
<td>The KATS Policy Committee is made of local elected or appointed officials from member communities throughout the KATS metropolitan area. The Policy Committee members work together to shape the future of the transportation modes in the region and develop area-wide multi-modal transportation plans and programs. The Committee develops plans and programs for the KATS Area. Meetings are typically held on the last Wednesday of every month at 9:00 a.m. at the City of Kalamazoo’s Metro Transit office, located at 530 N. Rose Street Kalamazoo, Michigan 49007</td>
<td>The KATS Technical Committee is made up of technical staff from member communities throughout the metropolitan area. The Technical Committee discusses and focuses on projects and develops recommendations for the Policy Committee. Meetings are typically held on the second Thursday of every month at 9:00 a.m. at the City of Kalamazoo’s Metro Transit office, located at 530 N. Rose Street Kalamazoo, Michigan 49007</td>
<td>The Citizens Advisory Committee consists of people who represent citizen-based organizations, special interest groups, at large citizens, and other stakeholders associated with transportation in the planning area. Members solicit and provide input on transportation plans, programs, and other issues being considered by the Technical and Policy Committees. They also identify transportation challenges from the perspective of the general public. Meetings are held quarterly at the City of Kalamazoo’s Metro Transit office, located at 530 N. Rose Street Kalamazoo, Michigan 49007</td>
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Meetings

All regularly scheduled meetings of the KATS Policy, Technical, and Citizen Advisory Committees are open to the public and held at sites which comply with the Americans with Disabilities Act (ADA) regulations. Time is allotted at all meetings for any person wishing to address committee members.

The annual schedule of regular committee meetings showing dates, times, and locations are included on the KATS website. The scheduled meetings are also distributed to each member unit of government for posting.

Monthly meeting notifications, including agendas and location, are sent to the cities, townships, villages, road commissions, and transit agencies within the KATS Metropolitan Planning Area for public posting.
The KATS website contains meeting notifications, locations, and agendas. Meeting notifications are also posted on Facebook and Twitter. Interested citizens may have their name added to the contact list for meeting materials by contacting KATS. Policy, Technical and Citizens Advisory meetings comply with the Michigan Open Meetings Act, Public Act No. 267 of 1976. Special meetings, such as public information meetings and public hearings, will be held at convenient and accessible locations and at times where the most people could attend.

A Vision for Public Participation
Since the 1970’s, public participation in the transportation planning process has been an important part of the activities of KATS. Over time, these public participation efforts have evolved with the transportation planning process. Further history on the public participation efforts of KATS is available at www.KATSmpo.org.

Realizing an efficient transportation system can only come from a true understanding of citizens’ diverse and far-ranging needs, KATS is committed to involving and collaborating with the region’s citizens in a public involvement process that is grounded in mutual problem solving and understanding. Citizens should walk away satisfied in knowing their voice has been genuinely heard and has the potential to impact future KATS decisions.

The Public
The Moving Ahead for Progress in the 21st Century Act (MAP-21), was signed into law by President Obama on July 6, 2012. MAP-21 requires that “The MPO shall develop and use a documented participation plan that defines a process for providing 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 reasonable opportunities to be involved in the metropolitan transportation planning process. (23 CFR 450.316)” KATS is open to and encourages input from any individual, group, organization, agency, business, municipality, or service provider. Activities encouraging the open dialogue between these groups and KATS include maintaining and updating a contact list of interested parties as well as KATS receiving contact by mail, telephone, or e-mail and during committee meetings.

KATS has compiled contact information for distribution sources, neighborhood organizations, including organizations located within environmental justice areas, and stakeholder organizations representing the elderly, disabled, non-motorized transportation users, minority populations, low income populations, immigrant populations and the homeless. KATS will make an effort to include these organizations in the planning process.

Types of organizations located in the KATS area:

- Conventional and unconventional transit providers
- Affected public agencies
- Private providers of transportation
- Law enforcement agencies and fire departments
- Freight shippers and providers of freight transportation services
- Railroad companies
- Airport operators
- Environmental organizations
- Major employers
- Economic development
- Human service agencies
- Local Tribes

KATS understands “the public” to mean all of those who have the potential to affect or be affected by the Kalamazoo Area Transportation Study planning process. Importantly, KATS recognized that not all communities and its members have enjoyed the same level of access or representation in transportation and other decisions made by public agencies. Therefore, as part of its public participation strategy, KATS will take special measures to understand and consider the wants, needs, and aspirations of minority, low-income, and other underserved populations.

Goals for Public Involvement
- Build credibility and trust between KATS and those whom it serves
- Facilitate an involvement process that begins early and is convenient and meaningful
- Develop partnerships with local community leaders, groups, and organizations to provide an integrated, environmentally aware, and multi-modal approach to transportation needs and desires
- Provide timely and easily understood information to citizens, other interested parties, and areas of the community affected by transportation plans, programs, and projects
- Integrate citizen concerns and needs into the developmental process
- Ensure adequate public input is obtained for developing solutions during the project planning process
- Better identify how the residents within the Kalamazoo Area Transportation Study boundaries would like to be involved in the planning process with specific emphasis placed on those living in environmental justice communities
- Maintain and regularly update contact information for stakeholders representing populations who are typically underserved

Requirements
Several authorizing legislations establish requirements for public participation. These legislations include Fixing America’s Surface Transportation (FAST) Act, Moving Ahead for Progress in the 21st Century Act (MAP-21), Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), The Transportation Equity Act for the 21st Century (TEA-21), and the Intermodal Surface Transportation Efficiency Act (ISTEA). Highlights of the requirements for public participation include:

- Providing adequate public notice of public participation activities and time for public review and comment at key decision points;
- Employing visualization techniques;
- Making information accessible in various formats and means;
- Holding public meetings at convenient and accessible locations and times;
- Seeking out and considering the needs of traditionally underserved populations;
To meet Title VI requirements, the Kalamazoo Area Transportation Study must:

- Enhance its analytical capabilities to ensure that the Long-Range Plan and the TIP comply with Title VI;
- Identify residential, employment and transportation patterns of low-income and minority populations so that their needs may be identified and addressed, and the benefits and burdens of transportation can be fairly distributed; and
- Evaluate and, where necessary, improve the public involvement process to eliminate barriers and engage minority, disabled, elderly, and low-income populations in regional decision-making.

- Coordinating with statewide transportation planning public participation and consultation processes; and
- Periodically reviewing the effectiveness of the procedures and strategies in the Participation Plan.

Full text relating to the public participation process within the authorizing legislations can be found under Appendix B.

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

Title VI of the Civil Rights Act of 1964 states that no person in the United States, shall, on the grounds 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.

**Environmental Justice**

Environmental Justice (EJ) at the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) means identifying and addressing disproportionately high and adverse effects of the agency’s programs, policies, and activities on minority populations and low-income populations to achieve an equitable distribution of benefits and burdens.

**Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations: Executive Order 12898**

Environmental justice (EJ) is the fair treatment and meaningful involvement of all people regardless of religion, race, ethnicity, income or education level in the planning and decision making process. EJ policy was formalized with the signing of Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which mandates that federal agencies make achieving environmental justice a part of their mission.

The E.O. directs federal agencies to identify and address the disproportionately high and adverse human health or environmental effects of their actions on minority and low-income populations, to the greatest extent practicable and permitted by law. The order also directs each agency to develop a strategy for implementing environmental justice. The order is also intended to promote nondiscrimination in federal programs that affect human health and the environment, as well as provide minority and low-income communities access to public information and public participation.
Environmental Justice outreach is important as it helps to ensure full and fair participation by potentially affected communities in every phase of the transportation decision making process. When this is accomplished, the development, construction, operation and maintenance of transportation projects should reflect an equitable distribution of benefits and burdens. In 1994, President Clinton issued Executive Order 12898, directing federal agencies, to the greatest extent practicable, to identify and address disproportionately high and adverse human health or environmental effects of their programs, policies, and activities on minority populations and low-income populations. In 1997, the Department of Transportation (U.S. DOT) issued an Order to address EJ in minority populations and low-income populations to summarize and expand upon the requirements of Executive Order 12898 on EJ. The FHWA issued its own EJ Order in 1998 (Order 6640.23). U.S. DOT, FHWA, and other modal administrations have since updated the respective orders and continually seek to enhance their efforts to address EJ effects of their programs, policies, and activities.

KATS will work to encourage the participation of persons who have been traditionally underserved to meet the requirements of Executive Order 12898 related to Environmental Justice and the Americans with Disabilities Act of 1990. KATS, through written communication, email, newsletters, or phone, will endeavor to notify the appropriate groups listed below when a particular agenda item directly impacts an organization or the clientele they represent.

Stakeholder organizations representing:
- Elderly
- Disabled
- Non-Motorized transportation users
- Minority populations
- Low income populations
- Transit users
- Immigrant populations
- Homeless

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

- Examinate the allocation of benefits and burdens of projects and programs currently and in the planned future;
- Ensure that minority and low-income communities are treated equitable in the provision of transportation services and projects; and
- Provide an ample opportunity for full participation for minority and low-income communities to advise the MPO during its planning and decision-making process.
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.”

**Federal Transit Administration (FTA) Program of Projects**
The public participation process described herein is used to satisfy the public participation process for the Program of Projects (POP) for the following grantees: Kalamazoo Metro Transit, the Kalamazoo County Transportation Authority, the Central County Transportation Authority and Van Buren Public Transit.

**Outreach Strategies**
KATS continually looks at ways to involve the public in the transportation planning process and will continue to utilize more engaging participation techniques throughout the transportation planning process. The goal is to better identify how the residents within the Kalamazoo Area Transportation Study boundaries would like to be involved in the planning process with specific emphasis placed on those living in environmental justice communities.

There are two primary audiences of KATS information: the public (as described previously) and the media. The residents of Kalamazoo County and portions of Van Buren County, as well as others who use the transportation system within the area represent one audience. The various media outlets are the other target audience for outreach. As new media formats and technologies demonstrate their ability to engage different segments of the audience, it is important that KATS consider their use as a public involvement tool. The following outreach goals were established to better inform the public and local media:

- **Establish a dialogue with members of the local media**
  - Create and regularly update a list of local media contacts for print and electronic news.
  - Proactively share information instead of reacting to incorrect or incomplete information.

- **Raise awareness about transportation planning efforts and the agency**
  - Raise awareness of KATS responsibilities and functions
  - Highlight successful projects of KATS and its members
  - Regularly update the online tools to increase traffic
  - Encourage attendance at public involvement meetings

- **Create an appropriate suite of media and public communication tactics to allow for faster dissemination of information.**
  - Create agency accounts using various appropriate social media outlets (Facebook, Twitter, etc.).
  - Establish policies and procedures for social media updates.
**Inform**
The first step in outreach is to inform; to facilitate increased knowledge of the issues and the decisions concerning them. This strategy is a starting point for bringing the public to meetings and announcing comment periods. The KATS newsletter, emails, website, Facebook page, and twitter account provide updates regarding comment periods and upcoming projects. Moving forward, KATS will be improving distribution lists for newsletters and announcements as well as evaluating better tools for targeting those not already engaged in the KATS’ planning process. KATS is considering instituting a Public Engagement Committee that will meet on a project/plan basis to determine the best methods to inform the public.

**Consult**
The second step in outreach is to consult; to seek advice and/or information from people with specific expertise, such as obtaining feedback on analysis and alternatives. This strategy will provide the public with clear and coherent information regarding the issue(s), welcome the public’s thoughts on the topic, and indicate how that input affected the outcome. KATS efforts to consult are focused on obtaining comments and information back from the public on a particular set of issues. KATS has used consulting to solicit comments for specific projects or programs using the newsletter, KATS website, emails, and social media.
Deliberate
The third step in outreach is to deliberate; stakeholders will be involved in more in-depth issue and solution development. KATS will engage the public in two-way conversations to make certain that the public’s thoughts, voices and concerns are factored into proposed solutions. Moving forward, KATS will consider enlisting stakeholders in the development of ideas for projects and programs. This means improving the conversation with citizens in the early development phases of projects and programs that could assist in the decisions and solutions proposed. Two types of tools that could be used are project briefing and community fairs as well as KATS staff attending events within the planning area.

Co-Create
The final step in outreach is to co-create; shared ownership between the organization and the stakeholders as the community is involved in each aspect of the decision. KATS will rely on relevant stakeholders input in combination with organizational expertise to incorporate recommendations into decision to the maximum extent possible. The Citizens Advisory Committee (CAC) is one way KATS is already utilizing the co-create strategy. Citizens on CAC are able to convey advice and concerns on planning issues to KATS staff and to the Technical and Policy Committee members. Charrettes are another way to utilize the co-create strategy by providing citizens the opportunity to work with staff and local officials to develop a collaborative vision. It provides a forum for ideas and offers the unique advantage of immediate feedback to project designers. More importantly, it allows everyone who participates to be a co-author of the plan or program.

Environmental Justice Strategies
Specific strategies have been identified to more effectively and proactively engage EJ populations.

These strategies include:

- Forming partnerships with other organizations that support minority, low income, LEP, disabled, elderly, zero car, and public assistance populations
- Meeting people where they are by holding meetings in the affected neighborhoods themselves using community activity centers as locations and venues as well as attending local festivals, markets, events, etc.
- Using a variation of meeting times, sizes and locations such as weekend and evening meeting hours
- Working with community based organizations to build relationships and trust across diverse populations
- Communicate with EJ communities about how they would best be able to participate and instill in the public a belief that they will have a genuine voice in determining the outcome of transportation projects and that their voice is heard and welcomed
- And distributing information that is clear, concise, in plain English, and tailored to the intended audience.
Obtaining Public Comments

The public is encouraged to use the following methods for reviewing and commenting on significant documents being developed and published by the Kalamazoo Area Transportation Study:

Where to find transportation planning documents to review:

Kalamazoo Area Transportation Study Website  
www.KATSmpo.org

Visit the Kalamazoo Area Transportation Study offices

Public libraries in Kalamazoo and Van Buren counties

Attend public meeting, open house, or other scheduled activity (notices to be published on KATS website as well as local government jurisdictions)

Attend committee meeting or hearing (Technical Committee and Policy Committee meeting schedules are available at www.KATSmpo.org)

Comments May Be Submitted By:

Email to KATS at info@KATSmpo.org

Online at KATS website at www.KATSmpo.org

Phone at (269) 343-0766

Mail letters to KATS  
Kalamazoo Area Transportation Study  
5220 Lovers Lane, Suite 110  
Portage, MI 49002

At public meetings and hearings

At Policy Committee meetings and hearings
Significant Planning Procedures

Significant planning initiatives include, but are not limited to, updating the Unified Planning Work Program, Transportation Improvement Program, Metropolitan Transportation Plan, Public Participation Plan, corridor studies, subarea plans, transportation demand management studies, and transit plan implementation studies. When describing a significant planning initiative to the public, KATS shall incorporate appropriate visualization techniques. Significant planning initiatives are listed below. The graphics detail the milestones for each initiative and shows a timetable for the best opportunities for the public to provide input during the process.

The Unified Planning Work Program (UPWP)
This plan outlines the transportation planning program of Kalamazoo Area Transportation Study and identifies how available planning funds from both federal and state funds will be used to address planning requirements while also addressing local transportation policies, programs, issues, and priorities. The Unified Planning Work Program is updated on an annual basis.

**Draft Adoption and Plan Review**

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<th>Public Notification Date:</th>
<th>Length of Public Comment Period (Minimum): 7 Days</th>
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<tr>
<td>6 days prior to Technical Committee meeting</td>
<td>Begins: Technical Committee Meeting</td>
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<td>Ends: Policy Committee meeting</td>
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The Transportation Improvement Plan (TIP)
A list of road, transit and non-motorized projects that communities and agencies plan to implement over a four-year period within KATS MPO. The Transportation Improvement Program is redone every three to four years and modified frequently.

Draft Adoption, Plan Review, and Amendments

Public Notification Date: 6 days prior to Technical Committee meeting
Length Public Comment Period (Minimum): 7 Days
Begins: Technical Committee meeting
Ends: Policy Committee meeting
The Metropolitan Transportation Plan (MTP)
The Metropolitan Transportation Plan is a 25 to 30 year vision for the transportation network. The 2045 Metropolitan Transportation Plan is the current guiding document; it can be amended three times a year.

**Draft Adoption, Plan Review, and Amendments**

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The Public Participation Plan (PPP)
The Public Participation Plan describes the ways in which KATS will engage the public in the transportation planning process. Updated every two years.

Draft Adoption and Plan Review

**Public Notification Date:**
At least 1 day before public
**Comment period begins**

**Length of Public Comment Period (Minimum):** 45 Days

- **Begins:** Once draft document is presented to Policy Committee
- **Ends:** One week before the final document is approved by Policy Committee

Various avenues will be considered when seeking public participation in these initiatives including, but not limited to, information public meetings, surveys, mailings, and notices. In an effort to reach populations traditionally underserved, emphasis will be made to inform such populations. Consideration of non-English language notices and public service announcements will also be made in accordance with the KATS Title VI Plan. It is also understood that the MPO’s public involvement process, stated above, also satisfies the need for public involvement in the programming of federal dollars for public transportation.

**Public Notification**
KATS recognizes that, in order for the public to participate in transportation decision making, it must understand the transportation system’s problems, processes, and potential solutions. Information must be provided in a timely manner, be easily understood, and be reasonably accessible.
Copies of all KATS planning documents, meeting minutes, and maps are available for review during normal business hours and available around the clock on the KATS website. Local public libraries have computers available for public use so access to the internet will not be limited to ownership of a computer. Meeting schedules and minutes, planning studies, the Metropolitan Transportation Plan, Transportation Improvement Program, newsletters, and other applicable documents will be posted on the KATS website (www.KATSmpo.org).

Performance Measures

Regular monitoring and review of the Public Participation Plan is necessary in order to determine its effectiveness. KATS will review this plan as well as input from all media sources periodically for their effectiveness. Several available analytical metrics will be used to evaluate the effectiveness of each strategy and KATS will report progress to the Policy Committee on an annual basis. As new technologies and formats emerge, KATS will consider utilizing those improved media resources.

Performance measures can include, but are not limited to: website traffic, social media interaction, circulation of newsletters, survey results, staff outreach activity, and public meeting attendance.

KATS Website

**Evaluation Criteria**
- Number of Hits

**Suggested Performance Goal(s)**
- Minimum of 40 hits/month with 5% increase in total hits/year

**Methods to Meet Goal(s)**
- Provide all agency documents on the website and publish agency website information on all agency documents
**Social Media**

**Evaluation Criteria**
- Calls, emails, letter correspondence, etc.; number of "friends" and "followers"

**Suggested Performance Goal(s)**
- Monthly increase in activity and traffic

**Method to Meet Goal(s)**
- Provide information, announcements, access to surveys, meeting information, important action items; maintain and monitor daily activity

**Public Meetings**

**Evaluation Criteria**
- Attendance at meetings, calls, emails, letter, correspondence, etc.

**Suggested Performance Goal(s)**
- Level of attendance

**Method to Meet Goal(s)**
- Schedule meetings at convenient times and locations; use other public participation tools to increase awareness; outreach to environmental justice population
Email Announcements

**Evaluation Criteria**
- Calls, emails, letter correspondence, etc.; number of persons reach

**Suggested Performance Goal(s)**
- Minimum of 5% of meeting attendees indicated that they saw the email announcement

**Method to Meet Goal(s)**
- Increase email list by advertising availability of email announcements using other public participation plan tools

Visualization Techniques

**Evaluation Criteria**
- Usefulness to expiation of document development

**Suggested Performance Goal(s)**
- Comment on visualization during public comment period

**Method to Meet Goal(s)**
- Use of maps, displays, charts, and other statistic and interactive engagements to make the topic relevant to the target audience
Revisions to the Public Participation Plan

The public is invited to comment on this plan prior to final adoption by the Policy Committee. A review of the Public Participation Plan will periodically (at a minimum bi-annually) be undertaken by the Technical, Policy and Citizens Advisory Committees. Major revision will necessitate undertaking various measures as described in “Performance Measures” section.

Comments or questions concerning this plan should be directed to:
Kalamazoo Area Transportation Study
5220 Lovers Lane, Suite 110
Portage, MI 49002
(269) 343-0766
Email: info@KATSmpo.org
www.KATSmpo.org
Appendix A: Ongoing Outreach and Public Participation Opportunities

**Newspaper Inserts**
Provides community-wide distribution of information

**Media Release**
A concise review of the project or story that is released to electronic and print media in the region

**Television**
Cable or network television programming that presents information

**Web Sites**
Links which contain project information, announcements and documents that can reach large audiences

**Newsletter**
A document that can be sent out electronically or physically that provides updates and project details

**Direct Mailing**
Direct mailings sent to local organization for distribution among their members and patrons

**Open Houses**
Facilities set aside to allow the public to tour and interact with the presented material and employees

**Public Meeting**
Informal gatherings with or without presentations that do not tape or record proceedings

**Charrettes**
Intensive session where participants problem solve and brainstorm on issues together

**Focus Group**
Randomly selected members of a target audience to obtain input for planning decision

**Advisory Committee**
A group of representative stakeholders assembled to provide public input

**Task Force**
A group of experts or stakeholders formed to develop a specific product of policy recommendation

**Workshop**
An informal public meeting that may include presentations and exhibits

**Public Comment**
Input given by the public about proposed legislation or regulation(s) during a period
Appendix B: Acronyms and Definitions

**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. The FAST Act authorizes $305 billion over fiscal years 2016 through 2020 for highway, 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 systems.

**GIS: Geographic Information System**
Computerized data management system designed to capture, store, retrieve, analyze, and display geographically referenced information.

**KATS: Kalamazoo Area Transportation Study**
The Metropolitan Planning Organization for the Kalamazoo 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 of the transportation improvements scheduled for funding over the next 20 years.

**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.

**MPA: Metropolitan Planning Area**
The geographic area in which the metropolitan transportation planning process required by 23 U.S.C. 134 and section 8 of the Federal Transit Act (49 U.S.C. app. 1607) must be carried out. (23CFR420)

**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 one- to three-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.
Appendix C: MAP-21 Participation Plan Regulations

23 CFR Part 450.316 Interested parties, participation, and consultation.

(a) The MPO shall develop and use a documented participation plan that defines a process for providing 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, agencies or entities responsible for safety/security operations, providers of non-emergency transportation services receiving financial assistance from a source other than title 49, U.S.C. Chapter 53, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

(i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;

(ii) Providing timely notice and reasonable access to information about transportation issues and processes;

(iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;

(iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;

(v) Holding any public meetings at convenient and accessible locations and times;

(vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;

(vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;

(viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was initially made available for public comment;
(ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and

(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA (Environmental Protection Agency) transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA (Federal Highway Administration) and the FTA (Federal Transit Administration) for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

(b) In developing metropolitan transportation plans and TIPs, the MPO shall consult, as appropriate, with agencies and officials responsible for other planning activities within the MPA that are affected by transportation. To coordinate the planning functions to the maximum extent practicable, such consultation shall compare metropolitan transportation plans and TIPs, as they are developed, with the plans, maps, inventories, and planning documents developed by other agencies. This consultation shall include, as appropriate, contacts with State, local, Indian Tribal, and private agencies responsible for planned growth, economic development, environmental protection, airport operations, freight movements, land use management, natural resources, conservation, and historic preservation. In addition, transportation plans and TIPs shall be developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

(1) Recipients of assistance under title 49, U.S.C., Chapter 53;

(2) Governmental agencies and nonprofit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and

(3) Recipients of assistance under 23 U.S.C. 204.

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.
(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.

(e) The MPOs are encouraged to develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under § 450.314.

**FAST Act**

The FAST Act continues the MAP-21 approach to formula program funding, authorizing a lump sum total instead of individual authorizations for each program. Once each State’s combined total apportionment is calculated, funding is set aside for the State’s Metropolitan Planning program from: the State’s base apportionment [23 U.S.C. 104(b) (6)]; and the State’s apportionment for the National Highway Freight Program [23 U.S.C. 104(b) (5) (D)]. Except as specified above or below, the FAST Act continues all of the metropolitan planning requirements that were in effect under MAP-21.

The FAST Act continues to encourage MPOs to consult with officials responsible for other types of planning activities. It adds to the list of such activities tourism and the reduction of risk of natural disasters. [23 U.S.C. 134(g) (3) (A)]

The FAST Act expands the scope of consideration of the metropolitan planning process to include—improving transportation system resiliency and reliability; reducing (or mitigating) the storm water impacts of surface transportation; and enhancing travel and tourism. [23 U.S.C. 134(h) (1)(I) & (J)]

The FAST Act continues to require a metropolitan transportation plan to include strategies to meet current and projected transportation infrastructure needs. [23 U.S.C. 134(i) (2) (G)]

The FAST Act expands the focus on the resiliency of the transportation system as well as activities to reduce storm water runoff from transportation infrastructure. In addition, it newly requires strategies to reduce the vulnerability of existing transportation infrastructure to natural disasters. [23 U.S.C. 134(d) (3) & (i) (2)(G)]

The FAST Act continues to require a metropolitan transportation plan to include transportation and transit enhancement activities. When proposing these activities, the plan must now include—

- consideration of the role that intercity buses may play in reducing congestion, pollution, and energy consumption in a cost-effective manner; and
- strategies and investments that preserve and enhance intercity bus systems (including those that are privately owned and operated. [23 U.S.C. 134(i)(2)(H)]

The FAST Act explicitly adds public ports and certain private providers of transportation, including intercity bus operators and employer-based commuting programs to the list of interested parties that an MPO must provide with reasonable opportunity to comment on the transportation plan. [23 U.S.C. 134(i)(6)(A)]

While retaining the requirement for a congestion management process for MPOs that serve a TMA, the law also allows an MPO that serves a TMA to develop a congestion management plan (distinct from the congestion management process) that will be considered in the MPO’s transportation improvement
program. Any such plan must include regional goals for reducing peak hour vehicle miles traveled and improving transportation connections must identify existing services and programs that support access to jobs in the region, and must identify proposed projects and programs to reduce congestion and increase job access opportunities. The FAST Act specifies certain consultation requirements MPOs must use in developing the plan. [23 U.S.C. 134(k)(3)]
Appendix D: Comments received on Participation Plan

Add new comments based on the 2017 PPP.
Appendix E: Michigan Freight Associations and Stakeholders

**Michigan Freight Associations that KATS will contact regarding relevant projects and/or plans**

Detroit Intermodal Association and Ocean Freight Association  
Michigan Center for Truck Safety  
Michigan Railroads Association (MRA)  
Michigan Trucking Association (MTA)

**Freight Companies and railroads in the KATS planning area that KATS will contact regarding relevant projects and/or plans**

All Seasons Express  
A2 Global Shipping  
B&B Trucking Inc.  
Chrome Carriers Trucking, LLC  
FedEx Freight  
The Grand Elk Railroad  
HRJ Inc.  
Hot-Line Freight System Inc.  
Hogan Truck Leasing and Rental  
J & L Motor Express Inc.  
LDS Inc.  
Lewis C Howard Inc.  
Lindsey Dedicated Services  
National Storage Company  
Old Dominion Freight Line  
Pak Mail  
PITT OHIO  
Pro-Med Delivery Services Inc.  
Ryder  
Two Men and a Truck  
UPS Distribution Center  
Watco Companies