



## **PUBLIC PARTICIPATION PLAN**

**Adopted  
May 21, 2014**

**Southeast Metropolitan Planning Organization  
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This document was prepared in cooperation with the USDOT, including FHWA and FTA, as well as the Missouri Department of Transportation and the Illinois Department of Transportation.

## INTRODUCTION

A metropolitan planning organization (MPO) is a federally mandated and funded policy-making organization that oversees transportation planning for an urbanized area. As the MPO for the Cape Girardeau – Jackson urbanized area, the Southeast Metropolitan Planning Organization (SEMPO) is responsible for meeting the federal metropolitan planning regulations for the specified geographic area that includes the City of Cape Girardeau, the City of Jackson, and portions of Cape Girardeau County and Scott County, Missouri, as well as portions of the Village of East Cape Girardeau and Alexander County, Illinois. A map showing the SEMPO metropolitan planning area boundary is shown in **Figure 1**. This area is faced with the challenge of expanding and maintaining a number of transportation systems to meet the needs of a growing region, including highways, railways, ports, airports, transit, bicyclists, and pedestrians. Addressing this challenge is SEMPO’s top priority.

SEMPO was designated by the Governor of Missouri as the metropolitan planning organization for the urbanized area on March 12, 2013, and by the Governor of Illinois on February 7, 2013. It is comprised of a Board of Directors and a Technical Planning Committee. The Board of Directors consists of elected and appointed officials from the above jurisdictions, as well as various federal, state, and regional transportation agencies and local transit authorities. The Technical Planning Committee primarily consists of staff from these jurisdictions and agencies; it serves in an advisory capacity to the Board of Directors on technical matters. The City of Cape Girardeau provides administrative services and staff support for SEMPO, as authorized in the Memorandum of Understanding and the Bylaws.

The “Moving Ahead for Progress in the 21st Century Act” (MAP-21), signed into law on July 6, 2012, and effective on October 1, 2012, contains specific language outlining federal requirements regarding public involvement processes and procedures. In general, the MAP-21 legislation built upon previous transportation legislation (ISTEA, TEA-21 and SAFETEA-LU) to provide states and metropolitan planning organizations specific direction in conducting and promoting broad-based public involvement activities. MAP-21 Legislation (Public Law 112-141) requires metropolitan planning organizations to provide 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 a reasonable opportunity to comment on the transportation plan.

In addition, the Public Participation Plan:

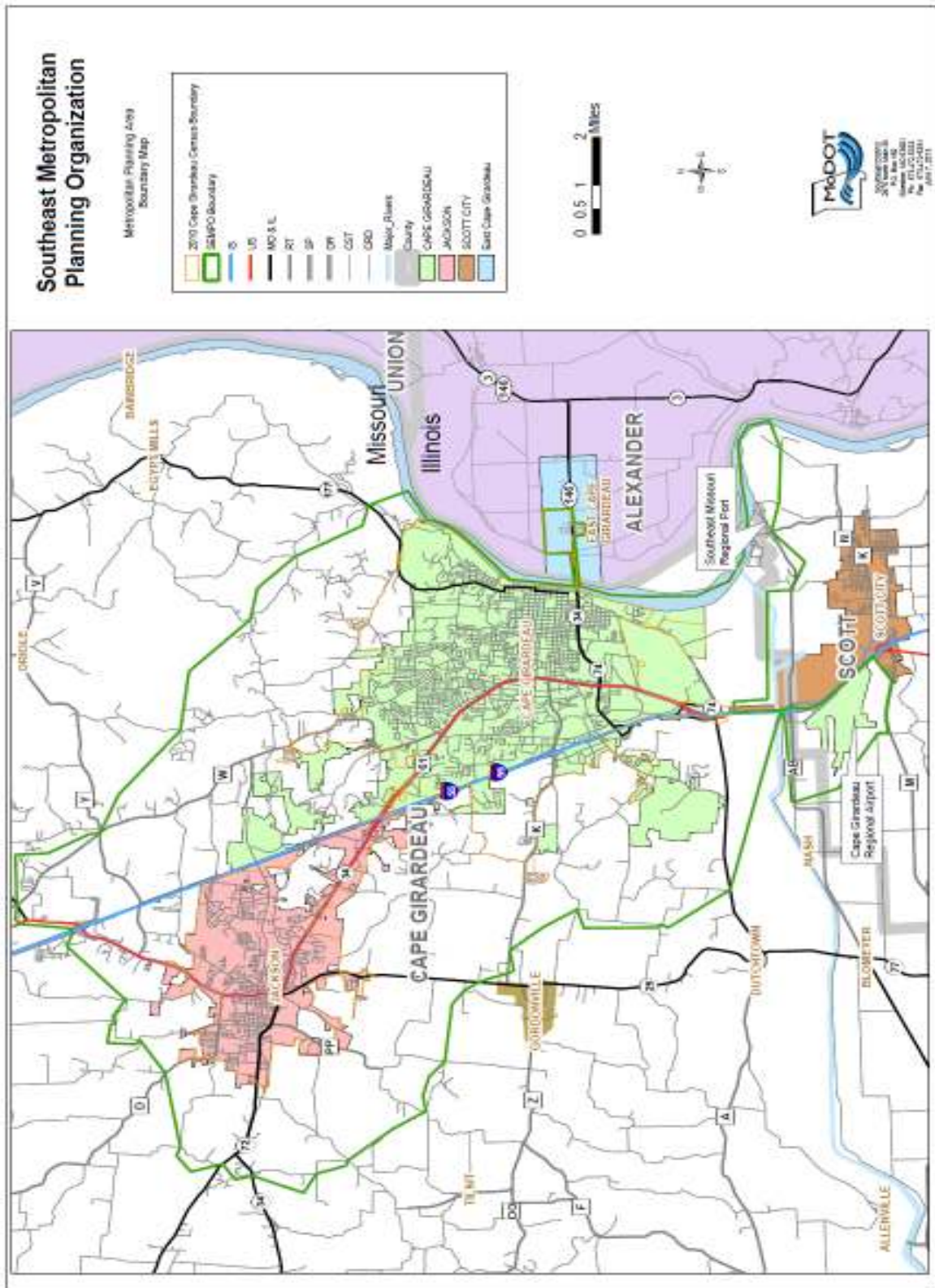
- shall be developed in consultation with all interested parties; and
- shall provide all interested parties reasonable opportunities to comment on the contents of the transportation plan. Beyond the federal requirements, participation by citizens, affected public agencies, community groups, and other interested parties is an important part of a successful public planning program. The Southeast Metropolitan

Planning Organization actively encourages the participation of all interested parties in its planning efforts.

The targeted SEMPO stakeholders should include the following:

- SEMPO Board of Directors members
- SEMPO Technical Planning Committee members
- SEMPO interested parties
  - Aviation groups
  - Bicycling groups
  - Disabled groups
  - Environmental agencies
  - Freight providers
  - Hiking/pedestrian groups
  - Human Services agencies
  - Limited English Proficiency (LEP) persons
  - Local and state government officials
  - Minority groups
  - Motorcycling groups
  - Neighborhood organizations
  - Public and private transit providers
  - School districts
  - Senior centers
  - Senior housing facilities

FIGURE 1: SEMPO BOUNDARY MAP



## GENERAL GUIDELINES

This Public Participation Plan is intended to provide direction for public involvement activities to be conducted by SEMPO and contains the policies, objectives, and techniques used by SEMPO for public involvement. In its public participation process, SEMPO will:

1. Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties and segments of the community affected by SEMPO's plans, programs and projects (including but not limited to local jurisdiction concerns).
2. Provide reasonable public access to technical and policy information used in the development of the Metropolitan Transportation Plan, the Transportation Improvement Program, and other SEMPO plans, programs and projects, and conduct open public meetings where matters related to transportation programs are being considered.
3. Give adequate notice of public participation activities and allow time for public review and comment at key decision points (per **Figure 2** on page 5), including, but not limited to, approval of the Metropolitan Transportation Plan, the Transportation Improvement Program, and other SEMPO plans, programs and projects, as well as review of environmental impact. The established public comment periods are shown in **Figure 2**. If the final draft of any SEMPO plan, program or project differs significantly from the one available for public comment by SEMPO and raises new material issues, which interested parties could not reasonably have foreseen, an additional opportunity for public comment on the revised plan, program or project shall be made available.
4. Solicit the needs of those under-served by existing transportation systems, including but not limited to the transportation disadvantaged, minorities, elderly, persons with disabilities, limited English proficiency (LEP), and low-income households. SEMPO shall provide reasonable opportunities for 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 a reasonable opportunity to comment on SEMPO's plans, programs and projects.
5. Coordinate the public participation process with statewide public participation processes wherever possible to enhance public consideration of the issues, plans and programs, and reduce redundancies and costs.
6. Ensure that the requirements of Title VI of the Civil Rights Act of 1964 are met and that appropriate actions are taken during all phases of public involvement to comply with the Americans with Disabilities Act. SEMPO shall not exclude any person from participating in any program receiving federal assistance on the basis of race, color or



national origin and shall undertake reasonable effort to accommodate citizens with disabilities who wish to attend public meetings.

7. Continuously evaluate the public participation process to verify it is adequately addressing the needs of SEMPO stakeholders.
8. Upon receiving public comments, SEMPO will respond in a timely manner (within 48 hours if staffing permits) and provide summaries of comments to appropriate boards and committees, and related agencies.
9. All comments will be documented by SEMPO staff to measure effectiveness of outreach activities, per the annual evaluation report.
10. A summary, analysis, and report on the disposition of comments shall be made as part of the final Metropolitan Transportation Plan and the final Transportation Improvement Program.

**FIGURE 2: PUBLIC COMMENT PERIODS**

Plan/Program/Project	Public Comment Period*	Notice/Action
1. Public Participation Plan (including amendments)	45 calendar days prior to adoption	Website Posting Newspaper Notice
2. Metropolitan Transportation Plan 3. Transportation Improvement Program	30 calendar days prior to adoption	Website Posting Newspaper Notice
4. Amendments to Metropolitan Transportation Plan and Transportation Improvement Program 5. Unified Planning Work Program (including amendments) 6. Other plans, programs, projects	15 calendar days prior to adoption	Website Posting Newspaper Notice

\*Comment periods shown reflect the minimum time that will occur.

## **PARTICIPATION POLICIES**

Goal: To provide the public with thorough information on transportation planning services and project development in a convenient and timely manner.

### **STRATEGY 1**

SEMPO will actively engage the public in the transportation planning process according to the policies contained in this document as well as state and federal laws.

**Policy 1.1:** SEMPO will maintain a database of contacts including, at a minimum, the following to ensure that all interested parties have reasonable opportunities to comment on the transportation planning process and products.

- A. Elected officials
- B. Local government staff
- C. Transportation agencies (airports, transit, etc.)
- D. Local media (TV, radio, print, etc.)
- E. Civic groups
- F. Special interest groups (other interested parties)  
Libraries (for public display)
- G. Federal, state and local agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation, and other environmental issues.
- H. Parties that would have an interest in the planning and development of the transportation network including affected public agencies in the metropolitan planning area
- I. Private freight shippers
- J. Representatives of public transportation employees
- K. Providers of freight transportation services
- L. Private providers of transportation
- M. Representatives of users of public transportation
- N. Representatives of users of pedestrian walkways
- O. Representatives of users of bicycle transportation facilities
- P. Representatives of the disabled
- Q. Minority groups
- R. Limited English Proficiency (LEP) groups
- S. Area school districts

A form will also be made available on the website to enable additional interested persons to request information or offer feedback.

**Policy 1.2:** SEMPO will, when feasible, electronically mail meeting announcements to contacts regarding upcoming activities. Pertinent information will be contained in the subject line to ensure maximum exposure of the information.

**Policy 1.3:** SEMPO will employ visualization techniques to depict transportation plans. Examples of visualization techniques include: charts, graphs, photo interpretation, maps, use of GIS systems, artist renderings, physical models, and/or computer simulation.

## **STRATEGY 2**

SEMPO will keep the public informed of ongoing transportation related activities on a continual basis.

**Policy 2.1:** SEMPO will make all publications and work products available electronically to the public via the SEMPO website and employ visualization techniques to describe transportation actions as part of the Metropolitan Transportation Plan.

**Policy 2.2:** SEMPO representatives will be available to provide general and project-specific information at a central location during normal business hours and after hours at the request of community interest groups with reasonable notice.

**Policy 2.3:** SEMPO will maintain an internet website.

**Policy 2.3.1:** The website will be updated and maintained to provide the most current and accurate transportation planning information available.

**Policy 2.3.2:** The website will, at a minimum, contain the following information:

- A. Contact information (mailing address, phone, fax, and email)
- B. Current SEMPO committee membership
- C. Meeting calendars and agendas
- D. Work products and publications (Metropolitan Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, etc.)
- E. Comment/question/feedback form
- F. Links to related agencies
- G. Current by-laws and operating procedures (including the Public Participation Plan and updates)
- H. Guidance on public participation

## **STRATEGY 3**

SEMPO will encourage the involvement of all area citizens in the transportation planning process.

**Policy 3.1:** Target audiences will be identified for each planning study conducted by SEMPO, including residents, business and property owners and those traditionally underserved and underrepresented populations, including but not limited to, low income, limited English proficiency (LEP), and minority households, within the study area. This can be accomplished by working with community organizations and popular community websites to help distribute the information.

**Policy 3.2:** SEMPO will, whenever feasible, hold public meetings or forums at a site convenient to potentially affected citizens that are accessible by transit and ADA accessible.

**Policy 3.3:** SEMPO will provide comment cards at meetings and general/plan-related comment forms on the website, minimizing any concerns someone may have when making a public comment.

#### **STRATEGY 4**

SEMPO will follow a public policy goal of ensuring that adverse human or environmental effects of governmental activities do not fall disproportionately upon minority or low-income populations. These effects include, but are not limited to:

- A. Bodily impairment, infirmity, illness, or death;
- B. Air, noise, water pollution, and soil contamination;
- C. Destruction or disruption of manmade or natural resources;
- D. Destruction or diminution of aesthetic values;
- E. Destruction or disruption of community cohesion or a community's economic vitality;
- F. Destruction or disruption of the availability of public and private facilities and services;
- G. Vibration;
- H. Adverse employment effects;
- I. Displacement of persons, businesses, farms, or nonprofit organizations;
- J. Increased traffic congestion, isolation, exclusion, or separation of minority or low-income individuals within a given community or from the broader community; and,
- K. Denial of, reductions in, or significant delay in the receipt of benefits of U.S. DOT programs, policies, or activities.

**Policy 4.1:** SEMPO will not carry out any activity using federal funds that is shown to cause a disproportionately adverse impact on these populations unless:

- Alternative approaches or further mitigation measures that would avoid or reduce the disproportionate effect are not practicable; and,
- A substantial need exists for the program, policy, or activity, based on the overall public interest and alternative approaches that would have less adverse effects on protected populations either would:
  1. Have other adverse social, economic, environmental, or human health impacts that would be more severe, or
  2. Involve increased costs of extraordinary magnitude.

**Policy 4.2:** In order to assure compliance with the environmental justice standards and to assure that the public has access to full information concerning human health and environmental impacts, SEMPO and its member agencies will conduct the following four actions early in the project development process:

1. Identify and evaluate environmental, public health, and interrelated social and economic effects;

2. Propose measures to avoid, minimize, and/or mitigate disproportionately high and adverse environmental and public health effects and interrelated social and economic effects, offsetting benefits or opportunities should be provided to enhance communities, neighborhoods, and individuals whenever permitted by federal law and policy;
3. Consider alternatives when they would enable disproportionately high and adverse impacts to be avoided and/or minimized; and,
4. Provide sufficient public involvement opportunities, including soliciting input from affected minority, limited English proficiency, and low-income populations, in considering alternatives.

## **STRATEGY 5**

SEMPO will strive to continuously improve public participation.

**Policy 5.1:** SEMPO will create and distribute a brochure or other format, describing SEMPO and its work products.

**Policy 5.2:** SEMPO, when appropriate, will send out press releases informing the region of SEMPO project or plan activities of interest.

**Policy 5.3:** SEMPO will continuously evaluate public involvement techniques. Revisions to this Public Participation Plan will only be made when deemed necessary to improve the effectiveness of public involvement.

## **PARTICIPATION TECHNIQUES**

Public participation is an ongoing activity of SEMPO. It is also an integral part of one-time activities such as corridor studies and regularly repeated activities such as the Transportation Improvement Program and Metropolitan Transportation Plan. This section contains descriptions of public participation tools that may be used by SEMPO.

### **WEBSITE**

The SEMPO website provides basic information about the MPO process, members, meeting times, and contact information. The site also includes information about specific projects undertaken by SEMPO. Work products, such as the Public Participation Plan, Unified Planning Work Program, Transportation Improvement Program, and Metropolitan Transportation Plan are available on the site. The site provides many links to other transportation related sites at the local, state and national levels. The website address is [www.southeastmpo.org](http://www.southeastmpo.org). The site is maintained and updated regularly.

### **DATABASE**

SEMPO staff maintains a database of business, federal, state and local agencies and interested public. The database includes committee membership, mailing information, phone numbers, fax numbers, email addresses and websites. The database is used for maintaining up-to-date committee membership lists and special interest groups, including minority and low-income groups. The database is used to establish and maintain a list of email contacts for electronic meeting notification and announcements.

### **PUBLIC NOTICES**

Missouri Sunshine Law requires posting a notice of any public meeting where a decision could be made by the SEMPO Board of Directors or when a quorum of the SEMPO Board of Directors may be in attendance at another function or meeting. SEMPO regularly posts notice of SEMPO meetings.

### **PRESS RELEASES**

Formal press releases may be sent to local media (newspaper, TV and radio) to announce upcoming meetings and activities and to provide information on specific issues being considered by SEMPO.

### **PROJECT WORKSHOPS/OPEN HOUSES**

Targeted public meetings are generally open and informal, with project team members interacting with the public on a one-on-one basis. Short presentations may be given at these meetings. The purpose of project-specific meetings is to provide information to the public and to solicit public comment and a sense of public priorities.

### **EMAIL ANNOUNCEMENTS**

Meeting announcements and SEMPO information are emailed to interested persons that have submitted their email addresses to SEMPO staff.

## **LOGO**

The following logo is used to identify products and publications of SEMPO. A logo helps the public become familiar with the different activities of SEMPO by providing a means of recognizing SEMPO products.



## **COMMENT FORMS**

Comment forms are often used to solicit public comment on specific issues being presented at a workshop or other public meeting. Comment forms can be very general in nature, or can ask for very specific feedback. For example, a comment form may ask for comments on specific alignment alternatives being considered during a corridor study, or may ask for a person's general feelings about any aspect of transportation. Comment forms can also be included in publications and on the website to solicit input regarding the subject of the publication and/or the format of the publication or website.

## **SURVEYS**

Surveys are used when very specific input from the public is desired. A survey can be used in place of comment cards to ask very specific questions such as whether a person supports a specific alignment in a corridor study. Surveys are also used to gather technical data during corridor and planning studies. For example, participants may be asked about their daily travel patterns. Surveys may be offered via SEMPO's website, at public meetings, or via mail depending on the situation.

## **POSTERS AND FLYERS**

Posters and flyers are used to announce meetings and events and are distributed to public places such as government buildings, libraries, community centers, transit stops, etc. for display. The announcement may contain a brief description of the purpose of a meeting, the time(s) and location(s), and contact information. Posters and flyers may be used to reach a large audience that cannot be reached using other notification methods.

## **SOCIAL MEDIA**

Social media, such as Facebook and Twitter, are used to announce meeting and events, and include links to pertinent information and survey sites. Social media also invite public comments and participation on the sites themselves.

## **SPECIFIC PLAN PROCEDURES**

The following are SEMPO's core plans and programs, each with a description of the document and its process for public participation.

### **UNIFIED PLANNING WORK PROGRAM**

The Unified Planning Work Program (UPWP) is SEMPO's management plan. It specifies the activities to be conducted, identifies the lead agencies, identifies funding sources and amounts, and establishes the budget for the organization. The UPWP is prepared annually and serves as a basis for requesting federal and state planning funds.

As an accountability measure, SEMPO will allow a minimum of 15 calendar days to obtain input from the public and key stakeholders. The UPWP will be posted on SEMPO's website and made available in printed form upon request. Additionally, SEMPO may forward copies of the UPWP to key stakeholders for review. A public hearing will be held to formally present the UPWP for discussion. Notice of the UPWP and opportunities for public comment will be posted on the website and advertised in the *Southeast Missourian* newspaper, at a minimum.

### **METROPOLITAN TRANSPORTATION PLAN**

The Metropolitan Transportation Plan (MTP) is essential in developing a comprehensive, effective and sustainable regional transportation system. The MTP is a reference for understanding the region's demographic and economic characteristics, from which transportation needs are derived. It also provides guidance for future transportation decisions affecting the region. The MTP covers all modes of transportation and includes policies and strategies for transportation improvements over the next 20 to 30 years.

In order to ensure the MTP is inclusive of all user groups and accurately reflects the transportation needs of the region, SEMPO will allow a minimum of 30 calendar days to obtain input from the public and key stakeholders. The MTP will be posted on SEMPO's website and made available in printed form upon request. Additionally, SEMPO may forward copies of the MTP to key stakeholders for review. Public meetings will be held to formally present the MTP for discussion. Notice of the MTP and opportunities for public comment will be posted on the website and advertised in the *Southeast Missourian* newspaper, at a minimum.

### **TRANSPORTATION IMPROVEMENT PROGRAM**

The Transportation Improvement Program (TIP) is the short-range capital improvement program for various transportation systems located in SEMPO's planning area. The TIP is a financially constrained four-year program outlining the most immediate implementation priorities for transportation projects and is updated on a yearly basis. It serves to allocate limited financial resources among the various transportation needs of the community. The TIP serves to program the expenditure of federal, state, and local transportation funds. In order to receive federal highway or transit funds, a project must be included in the TIP.



The TIP is intended to serve as a project implementation guide for those agencies participating in SEMPO. The projects outlined in the TIP are a reflection of the policies and plans adopted by SEMPO. The TIP, as approved by the Board of Directors and the Missouri Department of Transportation, constitutes the selection document for project implementation. The first year of projects in the TIP represent the agreed list of projects eligible for implementation.

SEMPO shall consult with (1) agencies and officials responsible for other planning activities within the SEMPO planning area, (2) recipients of assistance under title 49 U.S.C. Chapter 53, (3) government agencies and non-profit 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 (4) recipients of assistance under 23 U.S.C. 204, and this process shall be documented in the intra-agency memorandum of understanding.

## **AGENCY PUBLIC INVOLVEMENT**

The projects submitted by the various agencies for inclusion in the TIP have been subjected to citizen input through each individual agency's public involvement process. The projects submitted by the cities and counties are part of their respective Capital Improvement Programs (CIP's) where required.

### **SEMPO Member Jurisdictions**

The cities and counties hold public hearings and meetings on projects that are listed within the time frame for the TIP.

### **Missouri Department of Transportation**

Local input is important in statewide transportation planning. The Missouri Department of Transportation (MoDOT), the regional planning commissions (RPC's), the metropolitan planning organizations (MPO's), city officials, and county officials form partnerships to gather and evaluate local input on transportation needs. These are regional partnerships. This allows the group members with common interests and goals to tailor their level of participation as they desire. Their roles can then evolve as participants gain more experience in transportation planning.

Although members' roles and specific processes may differ from group to group, some common themes exist among them. Public comments concerning transportation needs are gathered from many sources including public meetings, calls to MoDOT's customer service center, public surveys, and comments received by local officials from their constituents. The local officials, generally in conjunction with the RPC and MPO, use these comments in their process for identifying and prioritizing transportation needs in this region. Each RPC and MPO develops a prioritized list of needs for MoDOT's consideration in programming.

In addition to public input, MoDOT continuously evaluates the condition of Missouri's roads and bridges. State bridge inspectors evaluate the structural integrity of each bridge

component. Interstate and primary system roads are evaluated every year, along with approximately one-third of the secondary system roads. During the pavement evaluation, physical factors such as rut depth, roughness, cracking, and joint integrity are reviewed. The road and bridge inspection data for the entire system is analyzed to provide indices for pavement and bridges. All of this data is used in programming.

MoDOT uses a combination of factors to determine what would be the best expenditure of funds in a particular year. These factors may include public comment and priority time necessary to produce plans, and estimated cost, as well as safety factors, traffic information, condition ratings, construction scheduling and sequencing, duration of the construction, coordination with other construction projects (both MoDOT's and others), economic development, and the availability of outside funding sources. The combination of these factors, and more, are used to develop project priorities for programming.

## **SEMPO PUBLIC INVOLVEMENT**

In addition to the public involvement processes of the individual agencies, SEMPO conducts its own public involvement process. This includes the notification of transportation agencies and other interested groups concerning the TIP process and how to participate. SEMPO also publishes written notices and press releases to alert the public to those meetings at which the proposed TIP would be discussed. Public comment is solicited and copies of the draft are been made available for public examination on the SEMPO website and at the SEMPO office.

SEMPO will provide annual notice by April 1st of the calendar year to the agencies and groups considered interested parties and to agencies that have previously submitted projects to the MPO. The notice shall include information concerning the transportation issues and processes used in developing a TIP submittal. This notice will provide the information required to propose projects for inclusion in the TIP and the timetable to be followed. SEMPO staff will be available to give these agencies and groups any assistance they might require in developing projects for submittal for the TIP.

Agencies submitting projects for inclusion in the TIP will include written documentation of the public involvement procedures used by that agency in selecting projects to include in the TIP and/or for federal funding, e.g., projects for which FTA Section 5307 funding is sought. If written or oral comments that question the need, scope or scheduling of TIP projects or that propose alternative projects are received during the TIP preparation process, the submitting agency will submit a summary, analysis and report on the disposition of the comments which will be made a part of the approved TIP.

SEMPO will allow a minimum of 30 calendar days to obtain input from the public and key stakeholders. The TIP will be posted on SEMPO's website and made available in printed form upon request. Additionally, SEMPO may forward copies of the TIP to key stakeholders for review. A public hearing will be held to formally present the TIP for discussion. Notice of the TIP and opportunities for public comment will be posted on the website and advertised in the *Southeast Missourian* newspaper, at a minimum.

## **CHANGES TO THE TIP**

Project sponsors may find it necessary to request changes to the adopted TIP. Pursuant to 23 CFR § 450.104, TIP changes are classified into two categories:

1. **TIP Amendments.** TIP Amendments are major changes which require official approval by the SEMPO Board of Directors. This is followed by submission to the Missouri Department of Transportation (MoDOT) for approval by the Governor of Missouri, submission to the Illinois Department of Transportation (IDOT) for approval by the Governor of Illinois, and subsequent approval by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). TIP Amendments will require a public comment period of 15 calendar days prior to consideration by the SEMPO Board of Directors. Notice will be given by press release and on the SEMPO website.
2. **TIP Administrative Modifications.** TIP Administrative Modifications are minor changes which can simply be made by SEMPO staff after verification that the change(s) falls into this category. Notification of administrative modifications will be provided to the Technical Planning Committee, Board of Directors, MoDOT, IDOT, FHWA, and FTA. TIP Administrative Modifications do not require a public comment period.

### **Changes Requiring a TIP Amendment:**

1. Addition or deletion of any project (except as noted in the Administrative Modifications section below);
2. Substantial changes to the scope of a project (e.g. changing the number of through traffic lanes, changing the type of project such as from rehabilitation to system expansion);
3. Changes in the availability (adding or deleting funds by Congressional action) of earmarked (special appropriation) funds;
4. Moving a project into or out of the first four Federal Fiscal Years of a TIP;
5. Changes in a project's total programmed amount greater than 15% (or any amount greater than \$2,000,000);
6. Changes in a project's fund source(s) from non-federal to federal; and.
7. Changes in the termini of a capacity project of any length OR any project in which the total length changes more than 1/4 mile.

### **Changes Allowed as an Administrative Modification:**

1. Changes in a project's programmed amount less than 15% (up to \$2,000,000);
2. Minor changes to the scope of a project;
3. Minor changes to the termini of a non-capacity project (one that increases or decreases the total length of the project by no more than 1/4 mile);
4. Adding or deleting a project development phase of a project (Env. Doc, PE, Design, ROW, Constr. or Other) without major changes to the scope to the project;
5. Moving a project's funds to another Fiscal Year provided they are not being moved into or out of the first four FYs of a TIP;

6. Minor changes to funding sources between federal funding categories or between state and local sources,
7. Changes in a project's fund source(s) from Federal to non-Federal with no changes to the project's scope (however, the disposition of the "freed-up" Federal funds remain under the authority of the SEMPO and are subject to TIP Revisions as appropriate); and
8. Changing a project's lead agency when agreed upon by the two agencies affected.
9. Changes made to an existing project's amount of local or state non-matching funds provided no other funding, scoping or termini changes are being made to the project;
10. Changes made to an existing project's programmed federal funds, in order to reflect the actual amount awarded by the federal agency and the corresponding required amount of matching funds;
11. Adding a project to the TIP which is split from a "parent project" provided the cumulative, total amount of Federal funding in each funding category in the parent and split projects remains intact and the overall scope of work intended to be accomplished does not change; and
12. Combining two or more projects already in the TIP provided the cumulative, total amount of Federal funding in each funding category of the combined projects remains intact and the overall scope of work intended to be accomplished does not change.
13. Moving a project from a prior adopted TIP to the current TIP.

## **PUBLIC PARTICIPATION PLAN REVIEW AND AMENDMENTS**

The Public Participation Plan, unlike the Unified Planning Work Program, the Metropolitan Transportation Plan, the Transportation Improvement Program and other SEMPO documents, does not contain information that requires regular updates, such as project lists or funding. Rather, it is a blueprint for engaging the public, which outlines specific participation strategies and timelines for public comment. For this reason, the Public Participation Plan will not be updated at regular intervals. Instead, the plan will be evaluated on an ongoing basis for effectiveness in achieving its purpose and goal. In the event it is determined the plan needs to be amended, a draft of the amended plan will be prepared by staff and submitted to the Technical Planning Committee for review. After any necessary changes have been made, the Technical Planning Committee will recommend approval of the draft amended plan to the Board of Directors. Upon approval of the draft amended plan, staff will release it for public comment per the table in Figure 2. At the conclusion of the public comment period, the Technical Planning Committee will review all comments and prepare a final amended plan for approval by the Board of Directors.

In addition to amending the Public Participation Plan, the tools used to implement the plan – such as the website, databases, notices and forms – will be evaluated by staff and updated as necessary.

## **SPECIAL ACCOMMODATIONS**

Persons requiring special accommodations for attendance at meetings, activities, and functions because of a disability or physical impairment should contact the SEMPO staff by phone at (573) 339-6327, by email at [cityplanning@cityofcape.org](mailto:cityplanning@cityofcape.org), by writing or in person at the Cape Girardeau City Hall, Development Services Department, 401 Independence Street, Cape Girardeau, MO 63703. Requests for accommodations should be made at least one week prior to the meeting, activity, or function.