



*“Serving the Transportation Needs of the Southeast Missouri Region”*



## **PUBLIC PARTICIPATION PLAN**

**Adopted  
May 21, 2014**

**Amended  
September 21, 2016  
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*SEMPO operates its programs and services without regard to race, color, or national origin, in accordance with Title VI of the Civil Rights Act of 1964. To request information on SEMPO's nondiscrimination obligations or if information is needed in another language, contact:*

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## 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 is attached at the end of this document. 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 "Fixing America's Surface Transportation Act" ("FAST Act") was signed into law on December 4, 2015. FAST Act is the first federal law in over ten years to provide long-term funding certainty for surface transportation. The law authorizes \$305 billion over fiscal years 2016 through 2020 for the Department's highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology and statistics programs. As with previous transportation legislation (MAP-21, ISTEA, TEA 21 and SAFETEA LU), FAST Act provides states and MPO's with specific direction in conducting and promoting broad-based public involvement activities.

Federal regulations require each MPO to adopt a Public Participation Plan (PPP) that establishes formal policies and strategies for ensuring the public is provided with, and properly notified of, opportunities to participate in the development of its plans, programs, and other activities.

In the development of its PPP, SEMPO strives to involve stakeholders having an important role in the transportation planning process, including:

- 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 providers

## GENERAL GUIDELINES

As stated previously, the Public Participation Plan (PPP) contains formal policies and strategies to ensure opportunities for public participation. In its public participation process, SEMPO will adhere to the following general guidelines:

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 Unified Planning Work Program (UPWP), Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), 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 including, but not limited to, approval of the UPWP, the MTP, the TIP, and other SEMPO plans, programs and projects, as well as review of environmental impact. The established public comment periods are shown in Figure 1. 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. A public comment period may be initiated by SEMPO staff, the Technical Planning Committee, or the Board of Directors, and will begin the day following the posting of the notice.
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 bicycle and pedestrian 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, 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. Document comments received to measure effectiveness of outreach activities.
10. Incorporate comments received into the MTP and the TIP as appropriate.

**FIGURE 1: PUBLIC COMMENT PERIODS**

<b>Plan/Program</b>	<b>Minimum Public Comment Period (Calendar Days)</b>	<b>Website Posting Required</b>	<b>Press Release Required</b>	<b>Public Hearing and Newspaper Ad Required</b>
MTP	25	✓	✓	✓
MTP Amendment	7	✓	✓	
PPP	45	✓	✓	✓
PPP Amendment	45	✓	✓	✓
TIP	25	✓	✓	✓
TIP Amendment	7	✓	✓	
Title VI Program	25	✓	✓	✓
Title VI Program Amendment	7	✓	✓	
UPWP	7	✓	✓	✓
UPWP Amendment	7	✓	✓	
Other (including amendments)	7	✓	✓	

## **PUBLIC PARTICIPATION GOAL, STRATEGIES AND POLICIES**

SEMPO's goal is to provide the public with thorough information on transportation planning services and project development in a convenient and timely manner, which will be achieved using any or all of the following strategies and policies.

### **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 bicycle and pedestrian facilities
- O. Representatives of the disabled
- P. Minority groups
- Q. Limited English Proficiency (LEP) groups
- R. Area school districts

An electronic comment 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 (Unified Planning Work Program, Metropolitan Transportation Plan, Transportation Improvement Program, etc., including amendments)
- E. An electronic comment 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 transit and ADA accessible.

**Policy 3.3:** SEMPO will provide comment cards at meetings and an electronic comment form on the website, in order to accept written comments.

#### **STRATEGY 4**

SEMPO will ensure 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 on 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 (LEP), 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 printed material about 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. Amendments to the Public Participation Plan will only be made when deemed necessary to improve the effectiveness of public involvement.

## **PUBLIC 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 Unified Planning Work Program (UPWP), the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP). This section contains descriptions of public participation tools that may be used by SEMPO.

### **WEBSITE**

The SEMPO website ([www.southeastmpo.org](http://www.southeastmpo.org)) provides basic information about SEMPO including its activities, members, meeting schedules, and contact information. It also includes information about specific projects undertaken by SEMPO. Work products, such as the Public Participation Plan (PPP), the UPWP, the MTP, and the TIP are available on the website as well as links to websites of other transportation agencies. SEMPO staff maintains the website and updates it on a regular basis.

### **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 identifies the activities to be conducted, lead agencies, 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.

A public comment period of no less than ~~14~~ 7 calendar days shall be required for adopting the UPWP. A notice of the proposed UPWP and the public comment period shall be posted to the SEMPO website and issued via a press release. In addition, the Board of Directors shall hold a public hearing on the proposed UPWP, which shall be advertised in a local newspaper of general circulation at least 7 calendar days prior to the public hearing. Amending the UPWP shall require a public comment period of no less than ~~14~~ 7 calendar days following the same procedure for adopting the UPWP, except that a public hearing shall not be required.

### **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.

A public comment period of no less than ~~28~~ 25 calendar days shall be required for adopting the MTP. A notice of the proposed MTP and the public comment period shall be posted to the SEMPO website and issued via a press release. In addition, the Board of Directors shall hold a public hearing on the proposed MTP, which shall be advertised in a local newspaper of general circulation at least 7 calendar days prior to the public hearing. Amending the MTP shall require a public comment period of no less than ~~14~~ 7 calendar days following the same procedure for adopting the MTP, except that a public hearing shall not be required.

### **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 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.

A public comment period of no less than ~~28~~ 25 calendar days shall be required for adopting the TIP. A notice of the proposed TIP and the public comment period shall be posted to the SEMPO website and issued via a press release. In addition, the Board of Directors shall hold a public

hearing on the proposed TIP, which shall be advertised in a local newspaper of general circulation at least 7 calendar days prior to the public hearing.

## **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), and subsequent approval by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). Amending the TIP shall require a public comment period of no less than ~~14~~ 7 calendar days following the same procedure for adopting the TIP, except that a public hearing shall not be required.
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 TIP 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 or a public hearing.

### **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 resulting in an increase of more than 15% or more 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 total programmed amount resulting in a decrease by any amount;
2. Changes in a project's total programmed amount resulting in an increase of less than or equal to 15% and less than or equal to \$2,000,000;
3. Minor changes to the scope of a project;
4. 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);

5. 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;
6. Moving a project's funds to another Fiscal Year provided they are not being moved into or out of the first four Fiscal Years of a TIP;
7. Minor changes to funding sources between federal funding categories or between state and local sources,
8. 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 Board of Directors and are subject to TIP Amendments as appropriate); and
9. Changing a project's lead agency when agreed upon by the two agencies affected.
10. 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;
11. 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;
12. 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
13. 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.
14. Moving a project from a prior adopted TIP to the current TIP.

## **TRANSIT PROGRAM OF PROJECTS**

Recipients of Federal Transit Administration (FTA) Section 5307 grant funds are required to prepare a Program of Projects (POP). A POP is a list of projects proposed to be funded from the Section 5307 apportionment for the urbanized area in which the recipient operates. The POP includes, for each project, a brief description (including any sub-allocation among public transportation providers), total cost, and the federal share of the cost.

Section 5307 recipients must comply with certain requirements concerning public participation in the development of a POP, which includes the option to follow the public participation process established by the MPO for the development of the TIP. The Cape Girardeau County Transit Authority (CTA), a recipient of Section 5307 grant funds, and Southeast Missouri State University, a sub-recipient, have elected to follow SEMPO's TIP public participation process in order to satisfy the public participation requirements for developing a POP. The TIP public participation process is discussed in the preceding section. CTA and Southeast Missouri State University certify that public notice of public involvement activities and the time established for public review and comment on the TIP satisfy the POP requirements of the Section 5307 Program.

## **PUBLIC PARTICIPATION PLAN EVALUATION AND AMENDMENTS**

The Public Participation Plan (PPP), unlike the UPWP, the MTP, the TIP, 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 establishes minimum public comment and notification requirements. For this reason, the PPP will not be updated at regular intervals. Instead, it will be evaluated on an ongoing basis for effectiveness in achieving its purpose and goal, and will be amended as necessary. Amending the PPP shall require a public comment period of no less than 45 calendar days following the same procedure for adopting the PPP.

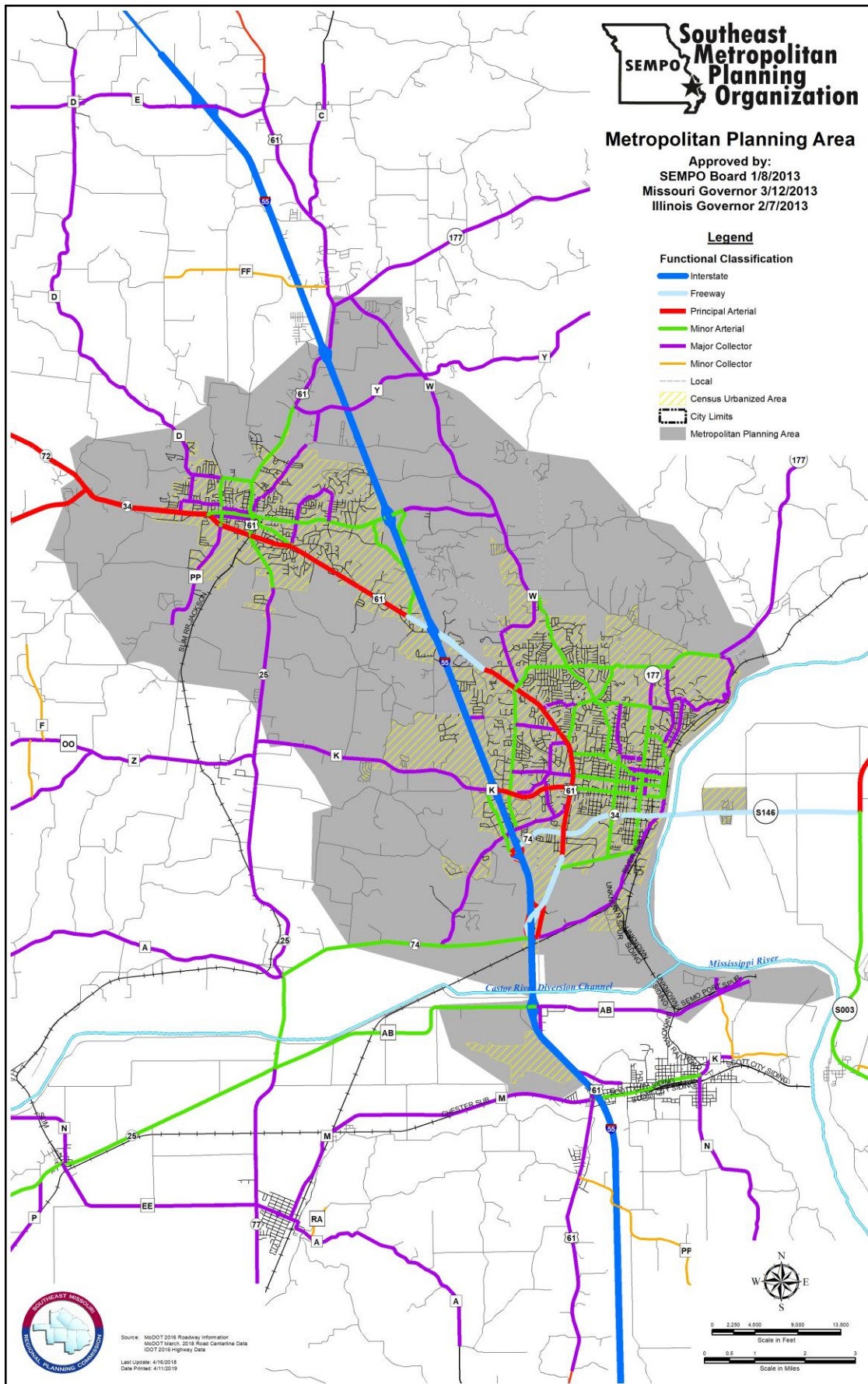
In addition to amending the PPP, the tools used to implement the plan – such as the website, databases, notices and forms – will be evaluated by staff and updated as necessary.

## **SPECIAL ACCOMMODATIONS**

Persons requiring special accommodations for attendance at meetings, activities, and functions because of a disability or physical impairment should contact:

SEMPO Executive Director  
401 Independence Street  
Cape Girardeau, MO 63703  
(573) 339-6327  
[cityplanning@cityofcape.org](mailto:cityplanning@cityofcape.org)

Requests for accommodations should be made at least one week prior to the meeting, activity, or function.





**SOUTHEAST METROPOLITAN PLANNING ORGANIZATION**

**RESOLUTION NO. 2014-02**

**A RESOLUTION ADOPTING THE PUBLIC PARTICIPATION PLAN**

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**WHEREAS**, the Southeast Metropolitan Planning Organization is the metropolitan planning organization for the Cape Girardeau – Jackson urbanized area, and is charged with adoption of a Public Participation Plan in accordance with the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21, Public Law 112-141); and

**WHEREAS**, the Public Participation Plan has been prepared to ensure broad-based, inclusive, effective, and meaningful public engagement in the transportation planning process; and

**WHEREAS**, the Public Participation Plan has been presented to the public for review and comment; and

**WHEREAS**, the Technical Planning Committee has recommended adoption of the Public Participation Plan to the Board of Directors.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Directors of the Southeast Metropolitan Planning Organization hereby adopts the Public Participation Plan.

PASSED AND APPROVED THIS 21<sup>ST</sup> DAY OF MAY, 2014.

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Chauncy Buchheit  
Chairman

ATTEST:

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Molly Hood  
Executive Director

**SOUTHEAST METROPOLITAN PLANNING ORGANIZATION**

**RESOLUTION NO. 2016-12**

**A RESOLUTION AMENDING THE PUBLIC PARTICIPATION PLAN**

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**WHEREAS**, the Board of Directors of the Southeast Metropolitan Planning Organization adopted the Public Participation Plan on May 21, 2014 in accordance with federal law; and

**WHEREAS**, the Public Participation Plan may be amended in accordance with the provisions contained therein; and

**WHEREAS**, it is necessary to amend the Public Participation Plan for the purpose of updating and/or correcting the information contained therein; and

**WHEREAS**, the proposed amendment to the Public Participation Plan has been presented to the public for review and comment; and

**WHEREAS**, the Technical Planning Committee has recommended to the Board of Directors that the Public Participation Plan be amended as proposed.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Directors of the Southeast Metropolitan Planning Organization hereby amends the Public Participation Plan as shown in the attached exhibit, which is incorporated herein by reference.

PASSED AND APPROVED THIS 21<sup>st</sup> DAY OF SEPTEMBER, 2016.

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Chauncy Buchheit, Chairman

ATTEST:

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Molly B. Hood, Executive Director

**SOUTHEAST METROPOLITAN PLANNING ORGANIZATION**

**RESOLUTION NO. 2018-03**

**A RESOLUTION APPROVING AMENDMENT NO. 2 TO THE  
PUBLIC PARTICIPATION PLAN**

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**WHEREAS**, the Board of Directors of the Southeast Metropolitan Planning Organization adopted the Public Participation Plan on May 21, 2014 in accordance with federal law; and

**WHEREAS**, the Public Participation Plan may be amended in accordance with the provisions contained therein; and

**WHEREAS**, Amendment No. 2 to the Public Participation Plan (“Amendment No. 2”) has been prepared for the purposes of updating and/or correcting the information contained therein; and

**WHEREAS**, Amendment No. 2 has been presented to the public for review and comment; and

**WHEREAS**, the Technical Planning Committee has recommended to the Board of Directors that Amendment No. 2 be approved;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Southeast Metropolitan Planning Organization hereby approves Amendment No. 2 to the Public Participation Plan as shown in the attached exhibit, which is incorporated herein by reference.

PASSED AND APPROVED THIS 18<sup>TH</sup> DAY OF APRIL, 2018.

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Dwain Hahs, Chairman

ATTEST:

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Ryan Shrimplin, Executive Director

**SOUTHEAST METROPOLITAN PLANNING ORGANIZATION**

**RESOLUTION NO. 2019-01**

**A RESOLUTION APPROVING AMENDMENT NO. 3 TO THE  
PUBLIC PARTICIPATION PLAN**

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**WHEREAS**, the Board of Directors of the Southeast Metropolitan Planning Organization adopted the Public Participation Plan on May 21, 2014 in accordance with federal law; and

**WHEREAS**, the Public Participation Plan may be amended in accordance with the provisions contained therein; and

**WHEREAS**, Amendment No. 3 to the Public Participation Plan (“Amendment No. 3”) has been prepared for the purposes of updating and/or correcting the information contained therein; and

**WHEREAS**, Amendment No. 3 has been presented to the public for review and comment; and

**WHEREAS**, the Technical Planning Committee has recommended to the Board of Directors that Amendment No. 3 be approved;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Southeast Metropolitan Planning Organization hereby approves Amendment No. 3 to the Public Participation Plan as shown in the attached exhibit, which is incorporated herein by reference.

PASSED AND APPROVED THIS 17<sup>TH</sup> DAY OF APRIL, 2019.

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Scott Meyer, Vice Chairman

ATTEST:

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Ryan Shrimplin, Executive Director