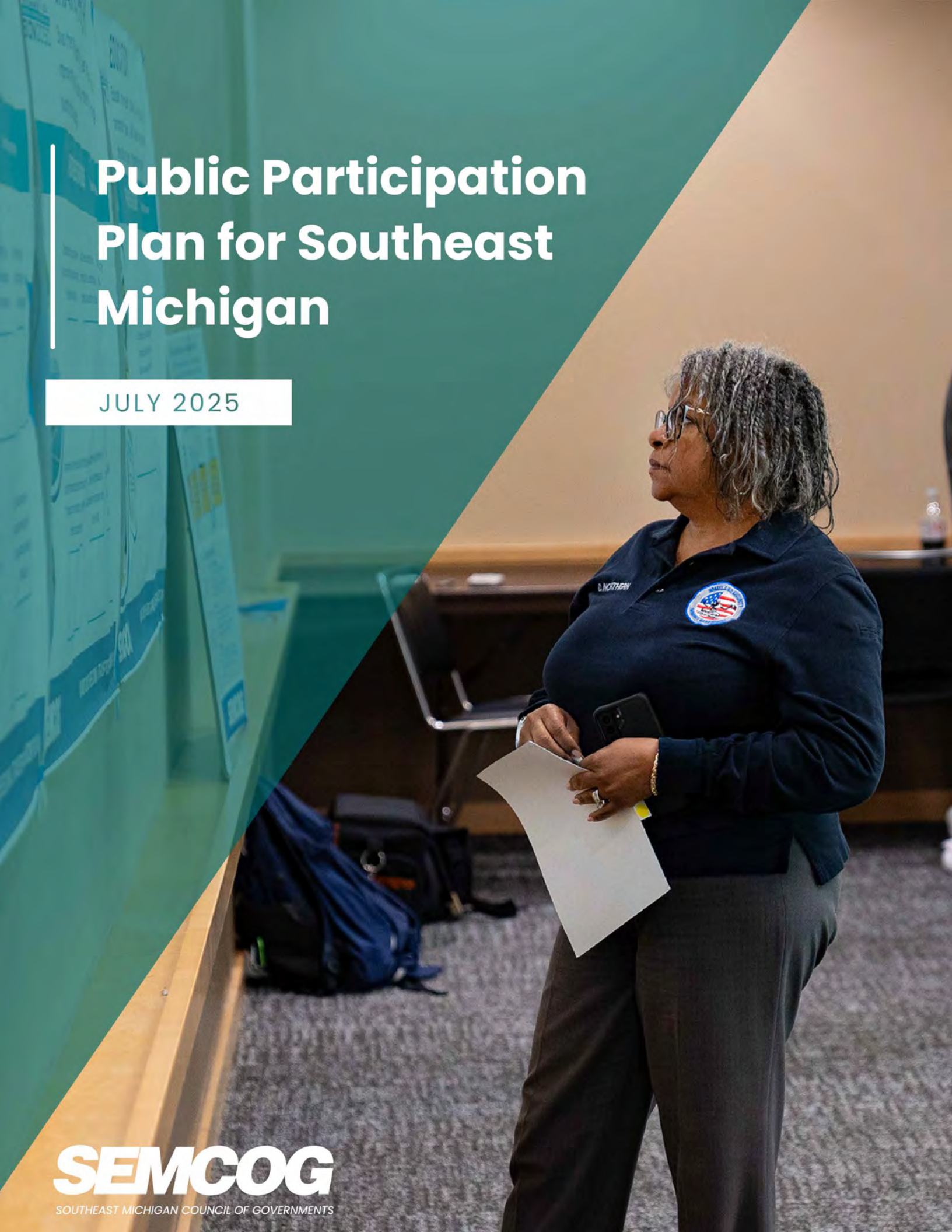


Public Participation Plan for Southeast Michigan

JULY 2025

SEMCOG

SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS



MISSION

SEMCOG, the Southeast Michigan Council of Governments, is the only organization in Southeast Michigan that brings together all governments to develop regional solutions for both now and in the future. SEMCOG:

- Promotes informed decision making to improve Southeast Michigan and its local governments by providing insightful data analysis and direct assistance to member governments
- Promotes the efficient use of tax dollars for infrastructure investment and governmental effectiveness
- Develops regional solutions that go beyond the boundaries of individual local governments; and
- Advocates on behalf of Southeast Michigan in Lansing and Washington

[DRAFT] Public Participation Plan for Southeast Michigan

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ABSTRACT

This Public Participation Plan describes the objectives, strategies, and tools to engage Southeast Michigan residents in SEMCOG's regional planning work. This is a revision of SEMCOG's July 2023 Public Participation Plan. Translation of this document is available upon request free-of-charge. For assistance, contact the SEMCOG Information Center at infocenter@semcog.org or (313) 961-4266.

Este Plan de Participación Pública describe los objetivos, estrategias y herramientas para involucrar a quienes residen en el sudeste de Michigan en el trabajo de planificación regional de SEMCOG. Esta es una revisión del Plan de Participación Pública de 2023 de SEMCOG. Se encuentra disponible una traducción de este documento de forma gratuita si se la solicita. Para obtener asistencia, póngase en contacto con el Centro de Información de SEMCOG a través de infocenter@semcog.org o al (313) 961-4266.

تفكر اشرام ابا ناغيشيم قرش بونج ناكسل حمست يتل تاودال او تايجيتارتسال او فادهال ا قماعل رومج تفكر اشرام قطح فصرت قطحل قعجارم يه ققيثولا هذه (SEMCOG) ناغيشيم قرش بونج تاموكح سلجمل عباتل ا يميلقوالا طيظختل لمع يف ققيثولا هذه قمعرت رفوتت 2023 رهشل (SEMCOG) ناغيشيم قرش بونج تاموكح سلجمل قصاب قماخل ا قماعل رومج تفكر اشرام قلع (SEMCOG) ناغيشيم قرش بونج تاموكح سلجمل تامول عم زكرمب لصتا ، قعاسملا قلع لوصحلل . بلطل دن عاناجم قمرلا قلع و ا infocenter@semcog.org ينورتكلال ا ديربلا 4266-961 (313) .

Preparation of this document is financed in part through grants from and in cooperation with the Michigan Department of Transportation with the assistance of the U.S. Department of Transportation's Federal Highway Administration, Federal Transit Administration; and other federal and state funding agencies as well as local membership contributions and designated management agency fees.

Permission is granted to cite portions of this publication, with proper attribution. The first source attribution must be "SEMCOG, the Southeast Michigan Council of Governments." Subsequently, "SEMCOG" is sufficient. Reprinting in any form must include the publication's full title page. SEMCOG documents and information are available in a variety of formats. Contact SEMCOG's Information Center to discuss your format needs.



Southeast Michigan Council of Governments
Information Center
1001 Woodward Avenue, Suite 1400
Detroit, MI 48226-1904
313-961-4266 • fax 313-961-4869
semcog.org • infocenter@semcog.org

ACKNOWLEDGMENTS

Prior to each update of SEMCOG's Public Participation Plan, an advisory group is convened to review and provide input on SEMCOG's public participation policies. On April 8, 2025, SEMCOG launched a joint Public Participation / ADA advisory group to gather feedback on public engagement and accessibility in SEMCOG's planning processes. The group also met on May 13, 2025.

Unless otherwise noted, SEMCOG is currently – or working to – follow the summarized recommendations listed below:

- Form ongoing advisory committee on public engagement – is currently being implemented by SEMCOG in coordination with the Regional Transit Authority, Transportation Coordinating Council members, and other regional stakeholders. See the “Civic Advisory Committee” section of the “Public Participation with SEMCOG” chapter of this document for more information.
- Simplify text and terms as much as possible in all public communications.
 - ◊ Provide glossary of more complicated terms and acronyms, if it necessary to use them.
- Increase use of visual communications (infographics, charts, videos) while ensuring maximum accessibility.
- Virtual Public Involvement: Hybrid meetings should incorporate interactive elements to provide a parallel experience as much as possible. (NOTE: Michigan's Open Meetings Act forbids voting via virtual/remote connection)
 - ◊ Consider telephone dial-in option
 - ◊ Live captioning
 - ◊ Screen reader compatibility (especially event registration)
 - ◊ Archived meeting recordings available after the fact (currently available for SEMCOG's educational webinars)
 - ◊ Polls, small group breakout sessions to enhance engagement
- Provide a variety of accessible materials
 - ◊ FAQs
 - ◊ Pre-meeting information sessions/materials
 - ◊ Alternative formats for visual information
- Enhanced American Sign Language (ASL) access: This service will remain available upon request due to cost considerations.

The following individuals participated either online or in-person:

NAME	ORGANIZATION
Tracy Byrd	City of Ann Arbor
Artina Carter	Huron-Clinton Metroparks
Larry Ciofu	Hartland Township
Michele Fedorowicz	SEMCOG
Gage Flanery	Canton Township
Donna Folland	Oakland County Parks
Michele Ford	Washtenaw CRC
Nick Friedrich	SEMCOG
Matthew Galbraith	MDOT
Pheobe Glazko	Wade Trim
Alex Gossage	Disability Network Washtenaw Monroe Livingston
Jennifer Hanson	Village of Wolverine Lake
Erika Hidalgo	Canton Township
Buffy Kahl	LETS
Steve Lavrenz	Wayne State University
Trevor Layton	SEMCOG
Phyllis Magbanua	Blue Water League for the Blind
Amy McKaig	Bloomfield Township
Amy Neary	West Bloomfield
Laura Orta	City of Ann Arbor
Robert Pawlowski	Advocate / RTA Citizens Advisory Committee
Erin Schlutow	Canton Township
Todd Scott	Detroit Greenways Coalition
Don VanSyckel	Macomb County
Jordan VonZynda	SMART
Scott Wanagat	Macomb County
John Waterman	PEAC
Jess Whatley	Oakland County Parks
Justin Willcock	Oakland County
Chris Williams	SEMCOG
Kirsten Wiltfang	Oakland County Planning

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ABOUT THE PUBLIC PARTICIPATION PLAN

This document, the Public Participation Plan for Southeast Michigan, describes how SEMCOG incorporates meaningful public participation processes into regional planning.

This plan provides:

- a reference for SEMCOG staff on SEMCOG’s engagement methods
- a guide for members of the public on how to participate in regional planning with SEMCOG

This Public Participation Plan:

- Describes the Southeast Michigan region and SEMCOG as an organization (2)
- Summarizes SEMCOG’s roles in regional planning (3)
- Describes how final SEMCOG plan and policy decisions are by its General Assembly and Executive Committee (4)
- Provides a representative listing of key organizations involved in planning for Southeast Michigan, including federal, state, and local organizations (5)
- Briefly describes how the SEMCOG plan and policy development process is supported by various committees and task forces (6)
- Describes how to stay up-to-date with SEMCOG communications (7)
- Describes public participation opportunities with SEMCOG, including: (8)
 - ◇ Promising practices for effective public engagement (9)
 - ◇ Civic Advisory Council for Southeast Michigan (10)
 - ◇ Public comment processes for SEMCOG plans and policies (10)
 - ◇ SEMCOG tools and methods for public participation (13)
- Describes SEMCOG’s commitment to Title VI and language access (23)
- Describes SEMCOG’s commitment to providing access in accordance with the Americans with Disabilities Act (25)
- Provides a glossary of relevant terms and acronyms (28)

ABOUT SEMCOG

OUR VISION

All people of Southeast Michigan benefit from a connected, thriving region of small towns, dynamic urban centers, active waterfronts, diverse neighborhoods, premier educational institutions, and abundant agricultural, recreational, and natural areas.

THE SEMCOG REGION

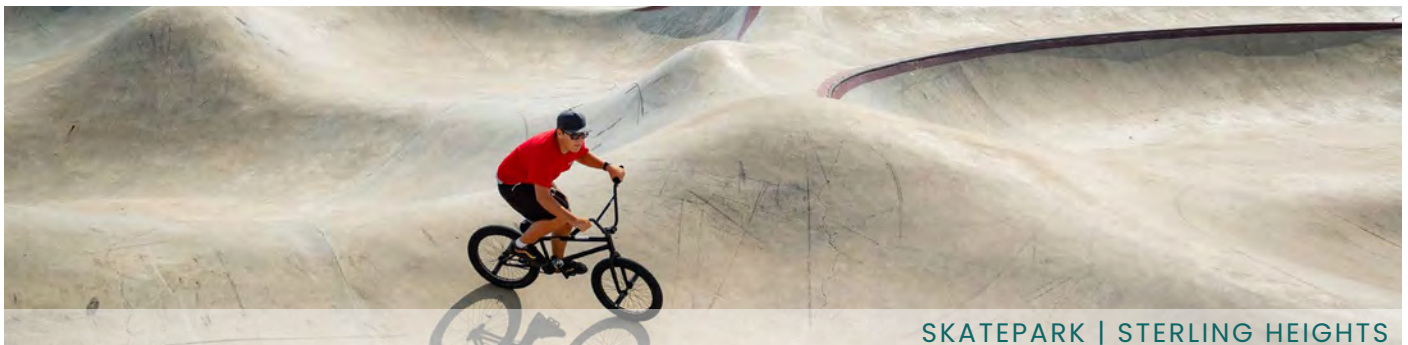
SEMCOG, the Southeast Michigan Council of Governments, is a voluntary association of local governments bringing together all levels of local government in Southeast Michigan. Southeast Michigan is comprised of Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw, and Wayne counties.

Southeast Michigan has an area of 4,600 square miles. Each day, millions of trips are made throughout the region by car, bus, bicycle, carpool, train, airplane, walking, etc. For some, most activities take place close to home. For many others, daily life requires significant travel. Each day, millions of trips are made throughout the region by car, bus, bicycle, carpool, and/or walking.

As a collaborative organization representing local governments and educational institutions across Southeast Michigan, SEMCOG strives to enable access to all the necessities and amenities the region offers. SEMCOG plans and policies reflect the evolving and interconnected interests of each of its urban, suburban, rural, and small-town communities.

There is not a one-size-fits-all answer to regional planning. Data provides the foundation for all SEMCOG's planning work, and the Regional Development Forecast for Southeast Michigan integrates a comprehensive array of sources to describe the future needs of the region. Solutions must be innovative, as limited financial and environmental resources demand actions that work in the present without mortgaging the future.

Lifestyle preferences and priorities evolve, and strategies must be responsive. A holistic approach is vital to sound decision-making. The impact of a project in one community will be felt by neighboring communities. It is equally important to understand that initiatives falling into one category (e.g., transportation, community and economic development, water quality) will impact other aspects of life.



SKATEPARK | STERLING HEIGHTS

SEMCOG AND REGIONAL PLANNING IN SOUTHEAST MICHIGAN

SEMCOG incorporates data, expertise, intergovernmental participation and decision-making, and public involvement to develop, adopt, and implement regional plans.

Mission

SEMCOG, the Southeast Michigan Council of Governments, is the only organization in Southeast Michigan that brings together all governments to develop regional solutions for both now and in the future. SEMCOG:

- Promotes informed decision-making by improving Southeast Michigan and its local governments through insightful data analysis and direct assistance to members;
- Promotes the efficient use of tax dollars for infrastructure investment and governmental effectiveness;
- Develops regional solutions that go beyond the boundaries of individual local governments; and
- Advocates on behalf of Southeast Michigan in Lansing and Washington.

SEMCOG's Core Values

SEMCOG is a voluntary association of local governments fostering cooperative efforts in order to move Southeast Michigan forward. The core values below are the basis on which we perform our work.

- **Visionary** – We work holistically, inspiring innovative regional and local solutions.
- **Collaborative and Inclusive** – We are respectful, approachable, and embrace different perspectives to meet the diverse needs of our region.
- **Strategic** – We are intentional, yet flexible in order to leverage opportunities.
- **Integrity** – We are committed to the ethical and honest stewardship of our fiscal, natural, and built resources.
- **Knowledgeable** – We strive for excellence through sound data and research and continuous learning, ensuring we are a credible and influential voice for Southeast Michigan.



SEMCOG LEADERSHIP & LEGISLATORS | LANSING



SEMCOG REGIONAL REVIEW COMMITTEE

SEMCOG's Roles in Regional Planning

SEMCOG is engaged in several ongoing activities in the support of its mission. It is also designated by State and federal agencies to perform various planning and intergovernmental functions, including but not limited to:

- **Transportation** – As the region's designated Metropolitan Planning Organization, pursuant to Title 23 of United States Code (USC) Section 134, Metropolitan Transportation Planning, SEMCOG is responsible for regional transportation planning.
- **Environment** – Under the federal Water Pollution Control Act and the Clean Air Act, SEMCOG is the designated planning agency for both water and air quality. As the designated air quality planning agency under the Clean Air Act amendments of 1977, SEMCOG is responsible for development and revisions to the State Implementation Plan to meet air quality standards.
- **Economic Development** – SEMCOG has been designated as an Economic Development District (EDD) by the U.S. Economic Development Administration (EDA), focused on economic development planning and project implementation that aligns with their region's Comprehensive Economic Development Strategy (CEDs).
- **Other** – Under the State of Michigan designation of Planning and Development Regions pursuant to Michigan Act 281 of 1945 as amended, SEMCOG carries out multipurpose regional planning.

In addition to the responsibilities for designated planning functions, various local, regional, State, and federal agencies seek SEMCOG involvement in other activities.

How SEMCOG Decisions are Made

SEMCOG is governed by individuals on its General Assembly, a group of elected and appointed officials from all member communities who serve as voting delegates and alternates to SEMCOG. The General Assembly meets three times a year to adopt the annual work program, annual budget, and approve regional plans.

SEMCOG's main policy-making body is the Executive Committee, a representative subset of General Assembly delegates and alternates. This committee reviews regional studies and takes action on plans, policies, and recommendations. It typically meets six times per year. All Executive Committee and General Assembly meetings are open to the public. Meeting dates are available on SEMCOG's website.

SEMCOG meetings where voting occurs are held in person / in accordance with Michigan Open Meetings Act (OMA) policy:

- The OMA provides that all persons must be permitted to attend a public meeting, including the rights to record the meeting and to address the meeting, and that persons cannot be required to fulfill a condition precedent to attendance.
- The OMA requires public bodies to give advance notice of public meetings, to make all decisions at meetings open to the public, and to keep minutes of each meeting, which are public records open to public inspection.

Key Partners

Some of the key partners and stakeholders that SEMCOG engages:

Federal agencies – Army Corps of Engineers, Federal Highway Administration (FHWA), Federal Transit Administration (FTA), U.S. Economic Development Administration (EDA), U.S. Environmental Protection Agency (EPA), U.S. Department of Transportation (DOT), U.S. National Parks Service.

State agencies – Michigan Department of Environment, Great Lakes, and Energy (EGLE), Michigan Department of Natural Resources (MDNR), Michigan Department of Transportation (MDOT), Michigan Economic Development Corporation (MEDC), Michigan State Police (MSP).

Regional agencies – Area Agency on Aging, Automation Alley, Detroit Metro Convention and Visitors Bureau, Detroit/Wayne County Port Authority, Great Lakes Water Authority, Huron-Clinton Metroparks Authority.

Sub-regional transportation agencies – Ann Arbor Area Transportation Authority (The Ride), Blue Water Area Transit (Ride the Wave), County road agencies, Detroit Department of Transportation (DDOT), Detroit Transportation Corporation (Detroit People Mover), Lake Erie Transit (LET), Livingston Essential Transportation Service (LETS), MoGo, Regional Transit Authority of Southeast Michigan (RTA), St. Clair County Transportation Study (SCCOTS), Suburban Mobility Authority for Regional Transportation (SMART), Washtenaw Area Transportation Study (WATS), Wayne County Airport Authority.

Federal Aid Committees (FACs)- Eight committees that are subcommittees of the Transportation Coordination Council that represent the seven counties and the City of Detroit.

Watershed planning organizations – Alliance of Downriver Watersheds, Alliance of Rouge Communities (ARC), Anchor Bay Watershed, Clinton River Watershed Council, Friends of the Detroit River, Friends of the Rouge, Friends of the St. Clair River Watershed, River Raisin Watershed Council, Friends of the Shiawassee River, Huron River Watershed Council.

Others – Citizens United for Better Services, Consulate General of Canada, consultation agencies (listed in appendix to 2050 Regional Transportation Plan and SEMCOG's [Consultation Agency Process](#)), educational institutions, general public, local governments, Michigan Fitness Foundation, Programs to Educate All Cyclists (PEAC), Southeast Michigan Community Alliance, Toledo Metropolitan Area Council of Governments (TMACOG), tribal interests.



SEMCOG EXECUTIVE COMMITTEE MEETING

Working Together

All SEMCOG policy decisions are made by local elected leaders, ensuring that regional policies reflect the interests of member communities. Members serve on one or both of SEMCOG's policy-making bodies – the General Assembly and the Executive Committee. These bodies act on recommendations developed through SEMCOG's various engagement methods, including standing committees and task forces. We also engage regional stakeholders from local governments, the business community, and other special-interest and citizen groups.

Standing committees help to oversee the operations and governance of the organization, directing development and implementation of plans and policy. Members may include regional stakeholders from local governments, the business community, and other special-interest and citizen groups. Standing SEMCOG committees:

- Bylaws and Legal Committee
- Economic Development Council
- Finance and Budget Committee
- Nominating Committee
- Regional Review Committee
- Transportation Coordinating Council



SEMCOG also engages members and regional stakeholders on short-term task forces to help direct plans and policies and recommend positions on state and federal legislative and regulatory proposals. Examples of active and recent SEMCOG task forces include:

- Freight Task Force
- Growing our Resilience, Equity, and Economy with Nature (GREEN) Task Force
- Healthy Climate Task Force
- Legislative Policy Platform Task Force
- Water Resources Task Force



Engaging with Regional Planning and SEMCOG

There are several ways to stay engaged and participate in SEMCOG's ongoing work:

- Visit our website at semcog.org; check out the latest mapping and information tools in the Data and Maps section.
- Attend a public meeting. All SEMCOG meetings – including committees, task forces, “office hours” to discuss regional planning topics, and working groups – are open to the public and posted on [SEMCOG's calendar](#).
- Access [agendas and meeting minutes](#) online.
- To receive public notices, join our mailing list by sending a request to communications@semcog.org.
- Read and subscribe to newsletters, including [Regional Update](#), [Environmental Exchange](#), and [Legislative Updates](#).
- [Subscribe to SEMCOG public notices](#).
- Follow us on [Facebook](#), [Instagram](#), [LinkedIn](#), and [X](#).
- Subscribe to read [blog articles by SEMCOG staff experts](#) on various topics.
- Watch our [videos](#).



July 15, 2025

Over \$490,000 in Funding Awards for 2025 Planning Assistance Program



SEMCOG has awarded \$496,500 in funding to 13 local projects for FY2026 under the Planning Assistance Program. These projects focus on improving regional transportation, sidewalks, trails,

PUBLIC PARTICIPATION WITH SEMCOG

SEMCOG is committed to providing opportunities to engage with its plans and programs and other quality-of-life issues that impact Southeast Michigan residents. To have a voice in individual projects, the greatest opportunity for participation is during the early stages of project planning, which occur at local units of government such as road agencies.

In addition to participation at the community level, SEMCOG welcomes participation in its regional planning activities. Key components of public involvement with SEMCOG include:

COMMUNICATIONS AND ENGAGEMENT PLANNING

For each plan or set of policies to be considered for regional adoption, the SEMCOG project team develops an engagement strategy. While each initiative has unique characteristics and circumstances, an engagement plan generally includes:

Goals: Communication and engagement plans should be developed to support the overarching plan/project goal(s).

Stakeholders and audiences: Prior to any communication or engagement, key audiences and stakeholders must be identified. SEMCOG is committed to engaging all stakeholders impacted by regional planning efforts in Southeast Michigan. These include:

- **General public**, including all residents of seven-county Southeast Michigan regardless of factors such as income, ability, national origin, age, or ability to speak or read English.
- **Government**, including elected officials and appointed staff from counties, cities, villages, townships, educational authorities, other regional and sub-regional agencies, state government, and federal agencies
- **Community organizations**, which include neighborhood groups, ethnic and cultural organizations, faith-based organizations, and groups advocating for special interests such as environmental quality.
- **Business community**, including private-sector organizations whose work is impacted by regional planning decisions.

Participation levels/expectations for stakeholders should align with the best outcome for the project goal(s). Barriers to engagement for stakeholder groups should be considered and addressed in plan development. The project team should clearly communicate information, including expectations of participants and how input will be used, in communications.

Key dates and decision-making milestones, such as public comment periods, survey windows, meeting dates

Strategies/tools to be used for communication and engagement

Evaluation metrics, including outputs and outcomes of engagement

PROMISING PRACTICES FOR PUBLIC ENGAGEMENT

When working to engage public participants, SEMCOG staff should consider eight best practices for evaluating public participation efforts identified in the U.S. Department of Transportation's *Promising Practices for Meaningful Public Involvement in Transportation Decision-Making (2022)*:

- *Coordinate Expectations as to what purpose the public engagement approach should serve.*
- *Designate Resources not only to implement public engagement activities, but also to evaluate them.*
- *Aim for Fairness to determine if outreach efforts are effective in reaching representative samples of the public.*
- *Stay Flexible by designing evaluation techniques that suit the broadest possible range of circumstances.*
- *Distinguish Outputs from Outcomes, with the former describing the volume of feedback on a particular project (number of participants or comments, for instance), and the latter characterizing how that feedback influenced the project.*
- *Use Quantitative and Qualitative Measures Consistently to ensure that each measure supports clear understanding of changes in participation and action supporting desired policies.*
- *Track Results over Time to evaluate changes in public sentiment and make adjustments to improve public participation.*
- *Keep It Simple – Start Small, and recognize that even the most modest efforts can produce meaningful results if those efforts are consistently applied.*

Promising Practices also cites six key indicators of successful community engagement efforts:

1. *Influence and Impact: Public feedback has an impact on the project decisions and ensures that organizations are not just eliciting feedback from the public as part of a "checklist."*
2. *Transparency and Clarity: Trust of government agencies has increased or improved as a result of the public involvement processes, and agencies were appropriately transparent about the project.*
3. *Timing: Public involvement started early enough and was of sufficient length and frequency to be valuable.*
4. *Inclusion: Public involvement was inclusive and representative of all targeted and affected populations.*
5. *Targeted Engagement: Public involvement included locations relevant to the targeted and affected populations.*
6. *Accessibility: Public involvement activities used multiple methods for participation.*

NEW: CIVIC ADVISORY COMMITTEE

As defined in the U.S. Department of Transportation (USDOT)'s *Promising Practices for Meaningful Public Involvement*, "A civic advisory committee (CAC) is a representative group of residents, business owners, community leaders and other interested parties that meet regularly to discuss issues of common concern."

SEMCOG is exploring the creation of a Civic Advisory Committee to facilitate meaningful public involvement—particularly around transportation and mobility—in Southeast Michigan. Membership, meeting schedule, and procedures are to be determined, but the committee is expected to:

- Report to SEMCOG's Transportation Coordinating Council (TCC)
- Feature representation from interest groups and/or individuals throughout the Southeast Michigan region
- Work in coordination with the Regional Transit Authority's Citizens Advisory Committee and other regional efforts
- Hold regular meetings on a quarterly basis (four per year), including virtual access/involvement whenever possible
- Provide education and engagement on key regional planning initiatives related to transportation and mobility
- Provide record and reporting of perspectives/comments shared at CAC to TCC and appropriate task force, committee, or agency responsible for the work
- Provide opportunities to build consensus, though agreement is not required for recorded comments
- Report to CAC committee members on delivery of comments and response from TCC and relevant agency(ies), if applicable

PUBLIC COMMENT PROCESS FOR SEMCOG PLANS

While most plan development processes use public engagement tools for input before the mandatory comment period, SEMCOG provides at least 30 days for public comment before a major decision. SEMCOG defines a major decision as the official adoption of plans and/or policies by SEMCOG's Executive Committee and/or General Assembly.

SEMCOG's public participation and comment process for all regional plans, except for the Public Participation Plan, is as follows:

- Prior to the formal public comment period, SEMCOG will engage the public as plans are developed, using tools described in the Tools section of the Public Participation Plan.
- SEMCOG will inform the public and interested parties of the formal comment period using the Public Notice procedures and other tools, at least 30 days prior to the date scheduled for final action to approve or adopt.
- Information will be presented for review and comment by the public during the 30-day public comment period on SEMCOG's website, at SEMCOG offices, and on social media. Information on where and how to access documents for review will be included in the public notice.

How to comment:

[Please use this form to submit comments.](#) If it is more convenient, you may also:

- Address written comments to SEMCOG Information Center
1001 Woodward Avenue, Suite 1400, Detroit, MI 48226
- Send faxes to 313-961-4869
- Call 313-961-4266
- Email infocenter@semcog.org
- Attend a meeting in-person, as posted on semcog.org

All comments received and the response to comments are documented and provided to the Executive Committee or General Assembly, whichever body takes final action on the plan.

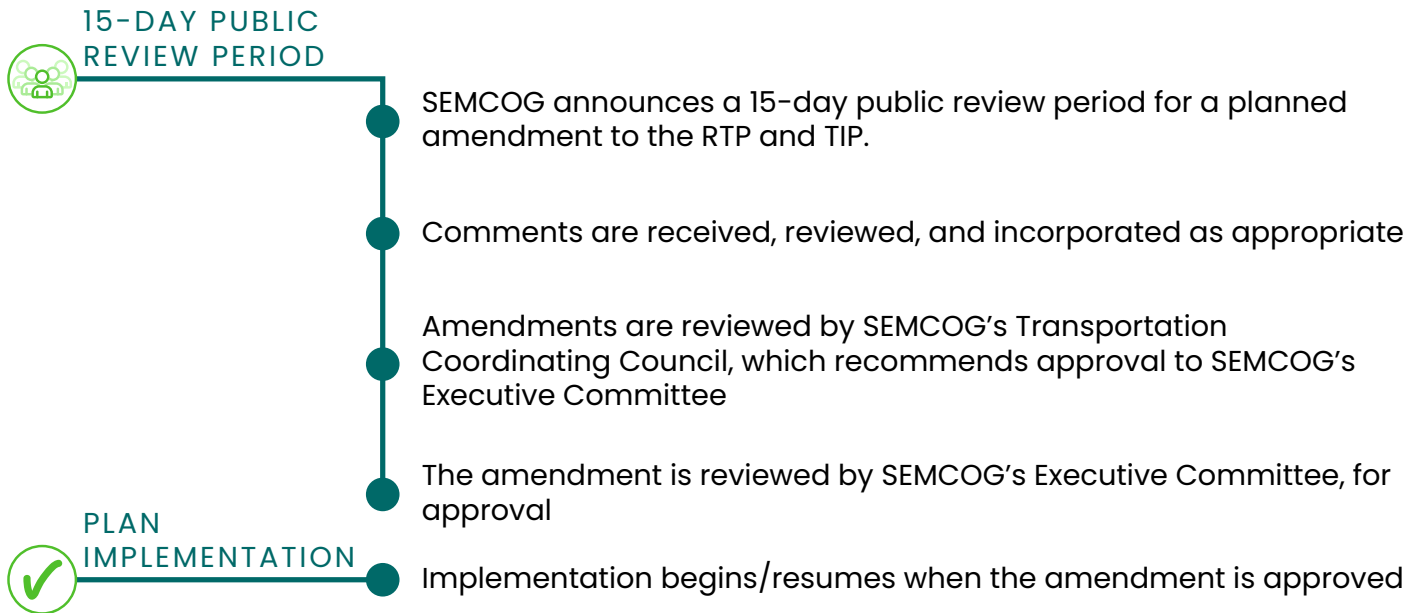
30-Day Public Participation Process for most SEMCOG plans:



Public Participation Process for Regional Transportation Plan and Transportation Improvement Plan amendments

Several times each year (three to five), SEMCOG considers amendments to the Regional Transportation Plan (RTP) and Transportation Improvement Plan (TIP). These amendments typically relate to shifts in costs and/or schedules on previously approved projects. Since project costs and timelines initially approved in the TIP often need to be adjusted, these amendments help to maximize efficient and effective use of transportation funding and complete projects as quickly as possible. To prevent unnecessary project delays for TIP and RTP approvals, SEMCOG conducts a minimum 15-day public comment period for TIP and RTP amendments.

15-Day Public Participation Process for RTP and TIP amendments



GRAND RIVER AVENUE (M-5) CONSTRUCTION

STRATEGIES AND TOOLS

The Public Participation Plan documents how individuals can participate in major plans for which SEMCOG is responsible. This section documents the tools available to SEMCOG for engaging the public. The list of strategies and tools continually evolves.

EDUCATE AND INFORM

SEMCOG works to increase awareness and promote participation by reaching out to regional stakeholders and the general public with a variety of tools:

Blog articles: Staff share information and analysis on issues such as transportation, environment, community and economic development, regional data, and member accomplishments. Articles are easily accessible from the home page of SEMCOG's website or directly at semcog.org/blog; there is also a subscription feature that allows those who subscribe to receive notification when a new article is posted. Blogs are posted on social media and linked from SEMCOG's biweekly newsletter, Regional Update.

Data visualization: Examples include SEMCOG's Crash Locations map, which can be customized by users for crash locations, crash severity; year, month, weekday, and time; road characteristics; and type/key facts; and the Community Explorer map, which enables the user to view and sort key data from SEMCOG's popular Community Profiles in a more robust way. Access this information at semcog.org/data-and-maps.

Federal-Aid Committees: Formed at the county level (the City of Detroit also has its own), these committees recommend all county, city, and village transportation projects for funding. Their scheduled meetings represent a major decision point in the transportation planning process. SEMCOG works with and provides funding to these committees to help publicize and facilitate public involvement. Information on FACs can be found on semcog.org/federal-aid-committees.

Glossary of transportation terms and acronyms: A comprehensive glossary of transportation terms is available at semcog.org/glossary.

Guide to Transportation Planning in Southeast Michigan: A Guide to Transportation Planning in Southeast Michigan explains the transportation planning process in simplified terms, identifies the critical public input opportunities, and describes transportation funding sources. This guide is also available on SEMCOG's website (semcog.org/publications).

Infographics: Complex, numerical messages, or information can often best be represented by a combination of words and graphics. Infographics can draw attention to a meaningful piece of information. They can be used in print and online publications as well as social media.

Information requests: Trained staff monitors requests to SEMCOG's Information Center accessible to the public via phone (313-324-3330) and email (infocenter@semcog.org). Response time is most often within one business day of receipt of request for information.

Lobby display screen: In SEMCOG's 14th floor public access lobby, this video display provides timely information about SEMCOG to members/visitors.

Marketing materials – printed: Physical products, such as posters, pamphlets, and tip cards, can be produced to disseminate key messages. Available in multiple languages, these assets are beneficial for sending a message to a broader audience.

Media advisories: These are notifications to the media of impending SEMCOG meetings (Executive Committee, General Assembly) where official action is anticipated. They are invitations to the media to attend the meeting and report on the proceedings. Media advisories are also posted on SEMCOG’s website and on social media.

Media relations: In addition to print media coverage, SEMCOG also appears on television and radio. Appearances on public affairs talk shows, both on local network affiliates and cable, and public service announcements are effective ways to get messages to a large number of people. We also engage our member local governments in placing messages on websites, community TV, and social media.

News conference: This is a scheduled event that gathers the media together to disseminate specific information. News conferences should be carefully considered and only used in very important instances.

News releases: News releases are developed by SEMCOG on a regular basis announcing important regional information. The distribution list includes a wide range of local and regional outlets, including those that cover the region’s diverse populations. News releases are also posted on SEMCOG’s website and social media pages.

Newsletters: SEMCOG’s biweekly Regional Update newsletter is the organization’s primary member communication vehicle. It provides timely information, such as notice of SEMCOG meetings, SEMCOG Universities, reports, grant opportunities, data, news releases, public notices, legislative updates, items of regional interest, membership information (e.g., new members, member accomplishments, members in the news, etc.). Regional Update is sent to SEMCOG members as well as other stakeholders and the media; recent issues and a subscription link are also available on our website. Additional topic newsletters are also produced for environmental topics and legislative updates.

Opinion articles: With initiatives where increased visibility to important opinion leaders such as legislators and the public is the strategy, getting our standpoint directly into media publications with a letter or an op-ed is a strong approach. It is necessary to have a very strong message to present. These opinion articles can also be used on social media.

Portable displays: These large-format displays may be used in- or outside the office to convey special messages and/or pictures that help illustrate concepts, programs, and events.

Presentations: In many instances, the best way to reach a key audience is to stand before them and present the information. This can be done via PowerPoint or other tools.

Public education initiatives (What You Can Do): SEMCOG's What You Can Do programs offer information on efforts to encourage specific individual actions that complement its planning work (semcog.org/what-you-can-do). These include:

- **Commuter Connect:** This program helps reduce traffic congestion and improve air quality by reducing the number of vehicles on the road. SEMCOG provides a free online matching service for people interested in sharing a ride to work or using alternative commutes. Media campaigns, such as the Commuter Challenge, promote this service to the public.
- **Experience Southeast Michigan:** SEMCOG works with member communities to promote investment in the local economy. Videos show a glimpse of a few of the countless shopping, dining, entertainment, and quality-of-life experiences available to Southeast Michigan's residents and visitors.
- **Keep the Air Clean:** Announcements related to air quality and recommended actions are made via the media, SEMCOG's website and social media pages, and via local member governments' websites.
- **One Water:** This program builds on SEMCOG's prior success with "Ours to Protect" stormwater education. It promotes greater public awareness and shared responsibility for drinking water, wastewater, and stormwater. It educates people throughout the region on taking care of and investing in our interrelated water systems to keep our water fresh and flowing.
- **Safe Streets:** This program promotes behaviors for all transportation system users to keep Southeast Michigan's roads safe.
- **Public notices:** A public comment period is announced for regional plans, amendments to those plans, and the annual budget and work program. The timing for a public notice is 30 days before a SEMCOG plan is formally adopted, 45 days for the Public Participation Plan, and 15 days for RTP and TIP amendments. The public notice includes dates/times for all meetings where the plan will be discussed and voted upon, as well as information on other ways to comment. Public notices are mailed to the entire SEMCOG mailing list, included in Regional Update, and posted in SEMCOG's office, website, and on social media.

Reports, Plans, and Quick Facts: All regional plans and reports are electronically housed on www.semcog.org. The Quick Facts report is used mostly for data analysis reports which tend to be shorter.

SEMCOG meetings: SEMCOG facilitates coordination of the region's stakeholders in developing regional plans and policies. As these plans and policies are developed and updated, draft versions presented to SEMCOG's General Assembly, Executive Committee, and task forces are available on SEMCOG's website, social media, and upon request. Agendas convey the content of the meeting and are posted on SEMCOG's website, on social media, and sent to the media. All meetings are open to the public. Efforts should be made to maximize access to meetings for stakeholders with different schedules. Variation in meeting times and locations should be considered. Transit-accessible locations should be prioritized. Meeting content and activities should be contextually relevant for various ages and abilities.

Virtual meeting access should be provided whenever possible, including inclusive/accessible presentation.

NOTE: All voting on SEMCOG policy must be conducted in-person, in keeping with Michigan's Open Meetings Act. Virtual meeting access is often available, but voting must take place in person.

SEMCOG University: SEMCOG University is a series of workshops for local elected leaders and others. SEMCOG members can take advantage of a variety of training opportunities free-of-charge, close to home, and in several formats, including webinars. Many of these training workshops focus on transportation-related topics. All are announced in advance using a variety of tools and are open to the public. SEMCOG’s website features a schedule of upcoming events and recordings, when possible. Learn more at <https://semcog.org/semcog-university>.

Social media: SEMCOG uses Facebook, Instagram, LinkedIn, YouTube, and X to engage and educate regional stakeholders. SEMCOG considers other forms of social media as they are developed.

Speakers’ bureau: SEMCOG’s trained staff makes public presentations regarding the regional planning process to groups upon request. SEMCOG requests time at regularly scheduled local government meetings to make presentations on regional issues. Comments are solicited and recorded.

Special mailings: SEMCOG has a comprehensive mailing list of interested in regional planning. All people who comment or provide input to SEMCOG are added to the mailing list. Special mailings regarding public meetings and events are mailed to those who have asked for information.

Targeted email: SEMCOG uses Informz/Higher Logic, an email marketing tool, to send mailings to a range of audiences. It has a variety of advantages, including targeting of specific groups, tracking of analytics, archiving of messages as webpages, and website-like formatting options. Video: Use of video to send SEMCOG messages has increased in recent years, particularly its public education programs. Video also helps tell the story of regional plans such as the Regional Transportation Plan. Videos are housed on SEMCOG’s YouTube channel and shared widely on social media and community TV stations.

Website: SEMCOG’s website is the repository for most of the tools described here, containing important information about SEMCOG data, policies, and projects. All SEMCOG policy documents and technical reports are available on the website, and most can be downloaded in PDF. Hard copies of all SEMCOG publications are available upon request. The website includes information found in Regional Update and SEMCOG news releases, such as upcoming policy actions. The website calendar includes public meetings and workshops held by SEMCOG. Public notices are posted on the website home page.

LISTEN

In addition to providing information to the public, SEMCOG is also interested in obtaining specific input on regional issues, visioning, and decision-making. Collaborative discussions have the most influence during the earliest phases of planning work.

Community visioning: SEMCOG occasionally holds community visioning sessions designed to receive input on transportation and other issues. These sessions have proven to be effective in creating interest in transportation planning among the public. All such meetings are held at convenient and accessible locations and times and are well publicized by SEMCOG, via mass mailing, on website, and on social media.

Email: SEMCOG’s public involvement opportunities include an email address – infocenter@semcog.org – where comments regarding regional issues can be made. SEMCOG will continue to provide a variety of ways for the public to comment on transportation and other regional issues.

Meetings and office hours: All SEMCOG meetings open to the public are posted at SEMCOG's offices, announced in Regional Update, and posted on the website. SEMCOG staff are available to meet and discuss regional data and planning topics via "office hours" when meeting time is not sufficient. This availability may be promoted via SEMCOG media tools in the midst of participation processes, though requests can be made anytime to infocenter@semcog.org. Hybrid and virtual meetings are held whenever possible to maximize access.

Public comment: Comment on any aspect of SEMCOG work may be submitted anytime via email to infocenter@semcog.org or the public comment form on SEMCOG's website. SEMCOG conducts formal public comment processes by publicizing public comment periods and meetings related to developing and amending documents. All members of the public are invited to comment at the established "Public Comment" portion of each meeting. All SEMCOG meetings are held at convenient and accessible locations.

Surveys: SEMCOG utilizes surveys in a number of ways.

- "Pulse of the Region" surveys are used to regularly engage the public on topics related to SEMCOG programs and initiatives. Typically, surveys remain open for one-two months. Results are used as input into appropriate plans.
- Membership surveys are conducted by SEMCOG every other year. These surveys help to evaluate SEMCOG member satisfaction with SEMCOG services and which regional issues are of most relevance.
- Evaluation surveys are distributed to gauge interest, experiences, and satisfaction for SEMCOG events.
- Specially targeted and/or statistically significant surveys are conducted by research consultants to reveal more detailed perceptions on regional issues.

Social media: SEMCOG monitors engagement (including comments) on social media to learn more about perspectives and respond to concerned stakeholders. While SEMCOG engages the public on social media, official public comments should be submitted via the options described in the public comment section above.

EVALUATE

SEMCOG evaluates the public involvement process, ensuring that SEMCOG is effective in facilitating full and open access to the regional planning process for all citizens. SEMCOG continues to add tools to its public involvement process as technology evolves and as appropriate to SEMCOG's mission.

Annual documentation: Annual public involvement efforts are documented in SEMCOG's Work Program Completion Report.

Evaluation surveys: Evaluation surveys are distributed to gauge interest, experiences, and satisfaction for SEMCOG events.

Focus group: A focus group is brought together to discuss a particular subject in order to solve a problem or suggest ideas. SEMCOG may use focus groups in developing plans or other initiatives, such as its website.

Media metrics: SEMCOG evaluates the success of its various media tools (social media, video, targeted email, etc.) using various metrics. These may include views, open rates, comments, clicks, likes, etc.

"SEMconnect": SEMCOG's membership database enables recording of all public comments that can be easily extracted in a multitude of ways for individual projects. All public comments and interactions (public meetings, focus groups, etc.) are recorded in this database.

PLAN AVAILABILITY

This plan, like all SEMCOG plans, is available on SEMCOG's website (semcog.org) in the [Publications Database](#), with printed copies and translations available upon request.

APPENDIX A

SEMCOG PLANS WITH PUBLIC PARTICIPATION PROCESS

This section provides a selection of SEMCOG plans which are subject to SEMCOG's Public Participation Process. NOTE: this is not an exhaustive list of SEMCOG plans, and all plans subject to Executive Committee and/or General Assembly approval require a version of the public participation processes described above.

AIR QUALITY CONFORMITY

The Air Quality Conformity analysis is a companion to the Regional Transportation Plan and Transportation Improvement Program. It documents the process used by SEMCOG for making the transportation-related conformity determination for the RTP and TIP for ground-level ozone and fine particulate matter (PM_{2.5}). Air Quality Conformity is developed as part of the adoption of RTP and TIP, in which case public participation and public comment procedures for a plan will be typical 30-day comment period. Air Quality Conformity can also be required for full amendments to the RTP or TIP, in which case public participation and the public comment period is 15 days as described under amendments above. The 15-day public comment period for amendments applies regardless of whether there are projects with non-exempt status. SEMCOG is able to define this parameter per Regional conformity in 93 subpart A. 93.105(e) and 23 CFR 450.316 (a) which states MPO's must follow what is in their PPP.

BICYCLE AND PEDESTRIAN TRAVEL PLAN FOR SOUTHEAST MICHIGAN

This plan supports pedestrian and bicycle travel. It includes both on-road facilities such as bike lanes and wide shoulders, as well as off-road facilities such as sidewalks, shared-use side paths, and independent shared-use paths (trails). Public participation and public comment procedures will be the typical 30-day comment period.

ECONOMIC DEVELOPMENT STRATEGY FOR SOUTHEAST MICHIGAN

SEMCOG, with its partner organization, the Metropolitan Affairs Coalition (MAC), has created Increasing Shared Prosperity for a Resilient Economy: Comprehensive Economic Development Strategy for Southeast Michigan that meets the requirements of the U.S. Economic Development Administration (EDA). Public participation and public comment procedures will be the typical 30-day comment period.

GREEN INFRASTRUCTURE VISION FOR SOUTHEAST MICHIGAN

This framework guides preservation of natural areas and future implementation of green infrastructure in Southeast Michigan. The vision benchmarks the amount of green infrastructure in the region, visions future green infrastructure opportunities, and recommends strategic implementation approaches. The vision details the various benefits of green infrastructure, including economic value, water quality, air quality, and recreation. Public participation and public comment procedures will be the typical 30-day comment period.

PARKS AND RECREATION PLAN FOR SOUTHEAST MICHIGAN

The Parks and Recreation Plan for Southeast Michigan was developed to ensure that the region's recreation system meets the quality of life, health, and accessibility needs of its residents and visitors, as well as local and regional economic development and environmental priorities. Public participation and public comment procedures will be the typical 30-day comment period. and public comment procedures will be the typical 30-day comment period.

REGIONAL HOUSING NEEDS AND NEIGHBORHOOD RESILIENCY STRATEGY FOR SOUTHEAST MICHIGAN

SEMCOG created the Regional Housing Needs and Neighborhood Resiliency Strategy for Southeast Michigan to address housing needs and neighborhood resiliency in a holistic framework. The strategy focuses on policy and local action recommendations that respond to the region's housing issues, as well as challenges to neighborhood stability, condition of housing stock and fair housing opportunities, and availability of affordable housing that provides access to jobs and services. Public participation and public comment procedures will be the typical 30-day comment period.

REGIONAL TRANSPORTATION PLAN FOR SOUTHEAST MICHIGAN

The Regional Transportation Plan (RTP) for Southeast Michigan is a long-term blueprint for investing federal, state, and local transportation dollars in our transportation network. The plan identifies and analyzes transportation needs of Southeast Michigan and creates a framework for project priorities. The RTP is developed in cooperation with cities, county road commissions, the Michigan Department of Transportation, and transit operators. These groups are represented on county Federal-Aid Committees (FACs) and Transportation Study Areas, which are responsible for identifying projects for consideration in the RTP. More information and contacts for the SEMCOG region's FACs and transportation studies can be found at semcog.org.

The RTP contains policies and projects to guide regional investment over the next 20-30 years. It is reviewed and adopted every four years. Projects in the RTP are implemented through their inclusion in the Transportation Improvement Program (TIP). The TIP is the list of projects proposed to be constructed in the first four years of the RTP. Southeast Michigan has many transportation needs and limited dollars. The plan identifies where investments are planned to occur. In addition to improving the transportation infrastructure, these investments support economic investment, improve safety, increase accessibility, improve and enhance the environment, and are consistent with the other regional plans and policies adopted by SEMCOG.

Projects to maintain and improve Southeast Michigan's pavement, bridges, transit, safety, traffic operations (technology), walking and bicycling facilities, freight, border crossings, and air quality are included in the RTP. In selecting and developing these projects, the impacts on accessibility, environmental protection, green infrastructure, and economic development are considered.

CONSULTATION AGENCY OUTREACH

The RTP also requires a consultation agency outreach process. The goal of the Consultation Agency Process is to provide expanded involvement opportunities to participate in the planning process for specific public and private agencies and officials responsible for planning activities related to or with interest in the transportation system. The consultation process includes early involvement, direct outreach, information and data sharing, plan comparison, and evaluations that meet federal regulations.

Although there is overlap between the consultation agency and public engagement processes, the two efforts are separate. The primary difference is the target audience for consultation agencies is a collection of formal groups and organizations, while public outreach is directed towards individuals with or without affiliation. Agencies involved in the consultation outreach are planning partners across the region in various capacities including natural resources, education, conservation, environmental justice, community and economic development, tribal interests, freight, transit, border crossings, aviation, and more. Consultation with these various agencies and planning partners is an opportunity to discuss needs of the larger community, compare and coordinate planning approaches, and communicate about the vision for the overall transportation system that crosses multiple jurisdictions.

SEMCOG interacts with many of these agencies on an ongoing basis to ensure its plans/programs are aligned. This collaboration with consultation agencies continues through plan implementation. SEMCOG.

SOUTHEAST MICHIGAN TRANSPORTATION SAFETY PLAN

Southeast Michigan's success in maximizing the mobility of people and goods depends upon making the transportation system as safe and efficient as possible. The Southeast Michigan Transportation Safety Plan identifies the region's key safety needs and guides investment decisions to achieve significant reductions in fatalities and serious injuries. Public participation and public comment procedures will be the typical 30-day comment period.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Policies in the Regional Transportation Plan for Southeast Michigan (RTP) are implemented through projects in the Transportation Improvement Program. Opportunities to amend the TIP occur three to five times a year to ensure it remains consistent with changing priorities and conditions. Upon approval, SEMCOG submits them to the Michigan Department of Transportation. Approved TIP projects can be found on SEMCOG's [website](#). Public participation and public comment procedures for a new TIP will be the typical 30-day comment period. Proposed project additions and deletions are available for review on SEMCOG's website during minimum 15-day public comment periods. More specific information about the transportation planning process in Southeast Michigan and how to participate is provided in SEMCOG's Guide to Transportation Planning. SEMCOG's public participation process for Southeast Michigan's Transportation Improvement Program satisfies the Federal Transit Administration's public participation process for public transit agencies receiving federal funding in the SEMCOG region. Learn more at <https://www.semco.org/plans-for-the-region/transportation/transportation-improvement-program-tip>.

UNIFIED WORK PROGRAM AND SEMCOG BUDGET

The Work Program and Budget describes the work to be accomplished by SEMCOG and its partner agencies in a given fiscal year, and includes the budgets and funding sources. This document is designed to respond to needs of the region as identified by SEMCOG membership. Public participation and public comment procedures will be the typical 30-day comment period.

WATER RESOURCES PLAN FOR SOUTHEAST MICHIGAN

As the designated water quality management agency for Southeast Michigan, SEMCOG has been actively involved with water resource planning since the 1970s. The most recent Water Resources Plan for Southeast Michigan builds upon prior plans and ongoing regional initiatives; its focus is on integrated water resources management, including advancing the blue economy, natural resource protection and enhancement, and water infrastructure systems. Public participation and public comment procedures will be the typical 30-day comment period.

APPENDIX B

SEMCOG'S COMMITMENT TO TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

SEMCOG'S NON-DISCRIMINATION POLICY STATEMENT

As stated in SEMCOG's Title VI Non-Discrimination Plan, SEMCOG reaffirms its policy to allow all individuals the opportunity to participate in federal financially assisted services and adopts the following provision:

"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."

In applying this policy, SEMCOG and its sub-recipients shall not:

1. Deny any individual with any service, opportunity, or other benefit for which such individual is otherwise qualified.
2. Provide any individual with any service, or other benefit, which is inferior (in quantity or quality) to, or which is provided in a different manner from that which is provided to others.
3. Subject any individual to segregated or disparate treatment in any manner related to such individual's receipt of services or benefits.
4. Restrict an individual in any way from the enjoyment of services, facilities or any other advantage, privilege or other benefit provided to others.
5. Adopt or use methods of administration, which would limit participation by any group of recipient or subject any individual to discrimination.
6. Address any individual in a manner that denotes inferiority because of race, color, or national origin.
7. Permit discriminatory activity in a facility built in whole or in part with federal funds.
8. Deny any segment of the population the opportunity to participate in the operations of a planning or advisory body that is an integral part of a federally funded program.
9. Fail to provide information in a language other than English to potential or actual beneficiaries who are of limited English speaking ability, when requested and as appropriate.
10. Subject an individual to discriminatory employment practices under any federally funded program whose objective is to provide employment.
11. Locate a facility in any way which would limit or impede access to a federally-funded service or benefit.

SEMCOG will actively pursue the prevention of any Title VI deficiencies or violations and will take the necessary steps to ensure compliance. If irregularities occur in the administration of the program's operation, procedures will be promptly implemented to resolve Title VI issues within a period not to exceed 90 days.

SEMCOG's Title VI webpage (semcog.org/Title-VI) has more information, including:

- SEMCOG's policies regarding translation and interpretation services;
- SEMCOG's complete Title VI Plan;
- SEMCOG's Title VI Complaint Form; and SEMCOG's Limited English Proficiency Plan for providing access to individuals with limited proficiency to speak or read English.

APPENDIX C

COMMITMENT TO AMERICANS WITH DISABILITIES ACT (ADA)

Addressing accessibility is crucial to developing comprehensive regional solutions that improve Southeast Michigan. SEMCOG is dedicated to creating a region that welcomes and supports all individuals, regardless of age, income, physical or cognitive ability. By proactively identifying and removing barriers, SEMCOG aims to foster a comprehensive approach that reflects the needs of the communities it services.

Title II of the Americans with Disabilities Act (ADA) prohibits state and local governments from discriminating against qualified individuals with disabilities in transportation services; and programs or activities offered to the public, regardless of race, color, national origin, sex, age, religion, disability/impairment, or income status.

SEMCOG will ensure that qualified individuals shall not, solely on the basis of their disability, be excluded from participation in, denied the benefits of, or subjected to discrimination under any of its programs, services, or activities as provided by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

AS DESCRIBED IN SEMCOG'S ADA TRANSITION PLAN, POLICIES AND PROCEDURES TO ENSURE ACCESSIBILITY INCLUDE:

- SEMCOG meetings are held at convenient and accessible locations, including SEMCOG's office and other sites around the region.
- All meeting agendas and notices contain information on how individuals with disabilities requiring assistance can request reasonable accommodations at meetings, including sign-language interpreters.
- When given advance notice SEMCOG will make every effort to provide documents and handouts in large print, via audio recording, or in Braille.
- SEMCOG's website and other online communications platforms are compliant with Section 508 of the Americans with Disabilities Act. Considerations include:
 - ◇ Information in text formats, rather than images (such as a scanned-in table or chart).
 - ◇ Use of templates for all pages, so the navigation and order of items read with accessibility technologies are consistent throughout the site.
 - ◇ Graphic elements include Alt tags, which give information about the object to coincide with what one would understand by seeing the object.
 - ◇ Use of software that scans our site and reports where the format does not meet standards.

Learn more in SEMCOG's ADA Transition Plan, available on our website.

ADDITIONAL GUIDANCE FOR ENGAGING INDIVIDUALS WITH COGNITIVE IMPAIRMENTS

In the winter of 2023, SEMCOG staff visited Programs to Educate All Cyclists (PEAC) to learn more about the transportation and communication needs of people with cognitive disabilities.

PEAC staff and program participants walked SEMCOG staff through some of their greatest challenges, as well as how several of these can be mitigated. Takeaways from this discussion include:

- Inclusive planning and engagement
 - ◇ Individuals with cognitive impairments comprise roughly 4-5% of the population. For context, SEMCOG prepares public education materials in Spanish to accommodate the region's Spanish-speaking population, and 4% of Wayne County residents speak Spanish at home (the highest rate in the SEMCOG region).
 - ◇ When engaging with stakeholders – particularly those with cognitive impairments – it is essential to be deliberate and strategic when asking questions and following up.
 - ◇ Since reading and math difficulties are relatively common, an audio component to plans and products may help.
 - ◇ When a question or concept doesn't land, it is crucial to re-phrase and simplify rather than repeat. If the information still doesn't land, offer to discuss after the meeting.
 - ◇ Pros of hybrid meetings: convenience, accessibility, facilitator with cognitively impaired can mute as needed to answer questions and ensure engagement without disrupting the meeting.
 - ◇ Cons of hybrid: we don't see stakeholders with disabilities (making them less represented)
 - ◇ When developing policy, consider translating to separate, simpler "language" before trying to engage on topic with stakeholders.
 - ◇ PEAC is working to emphasize Disability Pride, differentiating between the facts of cognitive impairment (has trouble with reading, writing, and math) v. the stigma (a person with cognitive impairment can't contribute).
 - ◇ It is important to have multiple representatives from underrepresented groups to increase comfort and engagement.
- Challenges to workforce participation for people with cognitive disabilities include transportation, exceeding hours limit to receive needed benefits.

- Transportation challenges include “mean” roads and places, which are characterized by:
 - ◇ Honking and yelling
 - ◇ Fast cars
 - ◇ Lack of sidewalks
 - ◇ Poorly planned bus stop placement
 - ◇ Curb cuts for landscaping but not pedestrians
 - ◇ Turning vehicles do not look for pedestrians
 - ◇ Crosswalk timing that is too fast
- “Nice” roads and places (particularly transit stops) include:
 - ◇ Complete streets cleared of snow and ice
 - ◇ Quieter, slower, side streets
 - ◇ Shelter from extreme weather
 - ◇ Seating
 - ◇ Trash bins
 - ◇ Bike racks

APPENDIX D

GLOSSARY OF TERMS

ANN ARBOR AREA TRANSPORTATION AUTHORITY (AAATA)

Responsible for providing transportation services for the Ann Arbor/Ypsilanti area, including the cities of Ann Arbor and Ypsilanti, the townships of Ann Arbor, Lima, Pittsfield, Scio, Superior, and Ypsilanti, as well as the villages of Chelsea and Dexter.

AIR QUALITY CONFORMITY ANALYSIS

Process of measuring air quality against the national ambient air quality standards (NAAQS) set by the U.S. Environmental Protection Agency (USEPA); involves physical and chemical measures of various pollutants' concentrations in the ambient air for a specific geographic area during a defined time period and determines whether the area meets the NAAQS

BLUE WATER AREA TRANSIT (BWAT)

Provides transportation services for the urbanized portions of St. Clair County, the City of Port Huron, and the townships of Burtchville, Fort Gratiot, and Port Huron.

CAPACITY

Maximum number of vehicles a road can be reasonably expected to move at expected speeds, under normal conditions.

COMMUTE TRIPS

Trips made traveling back and forth from home to work.

CONGESTION

Traffic congestion occurs when vehicular travel drops to an unacceptable speed. Congestion can either be recurring (happening during peak travel periods on a daily basis) or non-recurring (happening at unpredictable times and places).

CONSULTATION AGENCY

The consultation agency outreach process is to provide expanded opportunities to participate in the planning process for specific public and private agencies and officials responsible for planning activities related to or with interest in the transportation system. Find that document at: www.semcog.org/Publications.

DETROIT DEPARTMENT OF TRANSPORTATION (DDOT)

A City of Detroit department providing transit and paratransit services to residents.

CROSS-JURISDICTIONAL

Crossing municipal boundaries (e.g., a road or bus route that goes from one city to another).

EXECUTIVE COMMITTEE

SEMCOG's main policy-making body, the Executive Committee provides the management of the organization.

FEDERAL HIGHWAY ADMINISTRATION (FHWA)

A branch of the U.S. Department of Transportation that administers the federal-aid highway program and provides financial assistance to states to construct and improve highways, urban and rural roads, and bridges.

FEDERAL-AID COMMITTEE (FAC)

Each county has a Federal-Aid Committee, charged with managing federal transportation spending at the county level. Committee members include transit officials; county highway engineers; city engineers; and city, county, township, and village officials. SCCOTS and WATS, the transportation studies in St. Clair County and Washtenaw County, also serve as the FACs for their counties. The City of Detroit also has its own Federal-Aid Committee.

FISCAL CONSTRAINT

The concept that the total cost of a given area's transportation projects cannot exceed the funding that area can reasonably expect to receive. Federal law requires both the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP) to be financially constrained.

FEDERAL TRANSIT ADMINISTRATION (FTA)

A branch of the U.S. Department of Transportation that administers, regulates, and helps fund the country's public transportation systems.

GENERAL ASSEMBLY (GA)

Consists of all delegates and alternates from SEMCOG member communities and institutions; the GA reviews and gives final approval on regional plans.

INTERMODAL

Planning and infrastructure focusing on connectivity between modes (such as trucks, planes, boats, cars, bicycles, buses, and planes) as a means to link trips for people and freight.

NATIONAL AMBIENT AIR QUALITY STANDARDS (NAAQS)

Federal standards that set allowable concentrations and exposure limits for various pollutants. The U.S. Environmental Protection Agency (USEPA) developed the standards in response to a requirement of the Clean Air Act Amendments of 1990 (CAA).

NONMOTORIZED

A transportation mode not using motorized vehicles. For example, walking, bicycling, horseback riding, and roller-blading are all types of nonmotorized transportation.

PUBLIC COMMENT

Feedback from the public as part of the region's public involvement process.

PUBLIC INVOLVEMENT

Techniques targeting the entire community (including ethnic populations and low-income households), ensuring the public can help shape the substance of plans and projects. SEMCOG's Public Participation Plan provides guidelines.

PUBLIC TRANSIT

Passenger transportation service operating on established schedules along designated routes or lines with specific stops and designed to move relatively large numbers of people at one time.

REGION

An entire metropolitan area, including designated urban and rural subregions. The Southeast Michigan region is made up of Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw, and Wayne Counties.

REGIONAL TRANSPORTATION PLAN (RTP)

The 20+ year, long-range, multimodal plan updated every four years, documenting policies, initiatives, and projects designed to meet the surface transportation needs of the region.

LAKE ERIE TRANSIT (LET)

Eight fixed-route and advanced reservation (dial-a-ride) transportation services for Monroe County residents.

LIVINGSTON ESSENTIAL TRANSPORTATION SERVICE (LETS)

Provides curb-to-curb public transit service for any person to any destination in Livingston County with regional medical service to surrounding counties. LETS is a dial-a-ride service with limited demand-response service when schedule allows.

METROPOLITAN PLANNING ORGANIZATION (MPO)

An organization designated by the governor and local elected officials as the agency responsible, along with the state, for transportation planning in urbanized areas. MPOs are required to represent localities in all urbanized areas (UZAs) with populations over 50,000, as determined by the U.S. Census. The organization serves as a forum for cooperative decision making by local elected officials.

MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY (EGLE)

A state department responsible for protecting and enhancing Michigan's environment and public health. (Formerly, the Michigan Department of Environmental Quality.)

MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT)

A state department whose primary functions are construction, improvement, and maintenance of the state highway system and administration of all other state transportation programs. Responsibilities include developing and implementing comprehensive transportation plans for the entire state.

REGIONAL TRANSIT AUTHORITY (RTA)

The agency with oversight and service coordination responsibility for mass transit operations in metropolitan Detroit. Macomb, Oakland, Washtenaw, and Wayne Counties are included in the agency's jurisdiction.

SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS (SEMCOG)

A voluntary regional planning partnership accountable to member local governments in Southeast Michigan. SEMCOG's membership is comprised of counties, cities, villages, townships, intermediate school districts, and community colleges in Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw, and Wayne Counties.

ST. CLAIR COUNTY TRANSPORTATION STUDY (SCCOTS)

One of two transportation studies in the Southeast Michigan region. SCCOTS has certain transportation planning responsibilities for St. Clair County including serving as the county's FAC. (See transportation study.)

STATE IMPLEMENTATION PLAN (SIP)

A plan produced by the state environmental agency (EGLE) containing specific strategies for controlling emissions and reducing ambient levels of pollutants, to satisfy the Clean Air Act Amendments of 1990 (CAAA). The SIP must demonstrate reasonable progress toward clean air attainment is achieved.

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION (SMART)

A public agency providing transit services for communities in Macomb, Monroe, Oakland, and Wayne Counties. These communities support SMART's services with voter-approved financial assistance.

TRANSPORTATION COORDINATING COUNCIL (TCC)

SEMCOG council reporting to its Executive Committee and General Assembly; identifies and responds to regional issues involving existing and future transportation systems, including roads, transit, and rail. Develops and recommends action on the Regional Transportation Plan and its implementation through the Transportation Improvement Program (TIP).

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

A four-year list of regional transportation improvement projects designed to implement the goals and objectives of the RTP.

TRANSPORTATION MANAGEMENT AREA (TMA)

Any urban area with population over 200,000; Southeast Michigan and Washtenaw County are designated TMAs.

TRANSPORTATION INFRASTRUCTURE

The physical underpinnings of society at-large, including, but not limited to, roads, bridges, transit, sidewalks, and bikeways.

TRANSPORTATION SYSTEM

An intermodal system containing all forms of transportation in a unified, interconnected manner, including roads, bridges, transit, airports, border crossings, ports, sidewalks, and bicycle pathways.

URBAN AREA TRANSPORTATION STUDY

An organization, established under state law, to allow counties with smaller populations to carry out comprehensive transportation planning. For purposes of Regional Transportation Plan (RTP) project programming, transportation studies have the same functions as Federal Aid Committees. The SEMCOG region has two transportation studies – the St. Clair County Transportation Study (SCCOTS) and Washtenaw Area Transportation Study (WATS).

U.S. DEPARTMENT OF TRANSPORTATION (USDOT)

A federal agency that serves the country by ensuring a fast, safe, efficient, accessible, and convenient transportation system, while enhancing quality of life.

U.S. ENVIRONMENTAL PROTECTION AGENCY (USEPA)

A federal agency responsible for setting limits on how much of a pollutant can be in the air. Working with each state, the USEPA helps develop a State Implementation Plan (SIP) outlining the strategy the state will follow to improve air quality.

WASHTENAW AREA TRANSPORTATION STUDY (WATS)

One of two transportation studies in the Southeast Michigan region. WATS has certain transportation planning responsibilities for Washtenaw County including serving as the county's FAC. (See Urban Area Transportation Study)

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