



TITLE VI PLAN

Submitted to FTA – June 2014

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A. Plan Statement

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

SHORELINE METRO is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A.

This plan was developed to guide Shoreline Metro in its administration and management of Title VI-related activities.

Title VI Coordinator Contact information

Derek Muench
 Director of Transit & Parking
 Shoreline Metro – City of Sheboygan
 Sheboygan, WI 53081
 Ph: (920) 459-3140

B. Title VI Information Dissemination

Title VI information posters shall be prominently and publicly displayed in all Shoreline Metro facilities and on revenue vehicles. The name of the Title VI coordinator is available on the Shoreline Metro website, at www.shorelinemetro.com. Additional information relating to nondiscrimination obligation can be obtained from the Shoreline Metro Title VI Coordinator. During New Employee Orientation, new employees shall be informed of the provisions of Title VI, and the Shoreline Metro expectations to perform their duties accordingly. All employees shall be provided a copy of the Title VI Plan and are required to sign the Acknowledgement of Receipt (see Appendix G).

C. Subcontracts and Vendors

All subcontractors and vendors who receive payments from Shoreline Metro where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended. Written contracts shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

D. Record Keeping

The Title VI Coordinator will maintain permanent records, which include, but are not limited to, signed acknowledgements of receipt from the employees indicating the receipt of the of Shoreline Metro Title VI Plan, copies of Title VI complaints or lawsuits and related documentation, and records of correspondence to and from complainants, and Title VI investigations.

E. Title VI Complaint Procedures

How to file a Title VI Complaint?

The complainant may file a signed, written complaint up to one hundred and eighty (180) days from the date of the alleged discrimination. The complaint should include the following information:

1. Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
2. How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
3. Other information that you deem significant.

The Title VI Complaint Form (see Appendix C) may be used to submit the complaint information. The complaint may be filed in writing with SHORELINE METRO at the following address:

Shoreline Metro
608 S Commerce Street
Sheboygan, WI 53081

NOTE: SHORELINE METRO encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Coordinator as soon as possible, but no later than 180 days from the alleged date of discrimination.

What happens to the complaint after it is submitted?

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by SHORELINE METRO will be directly addressed by the SHORELINE METRO. SHORELINE METRO shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, SHORELINE METRO shall make every effort to address all complaints in an expeditious and thorough manner.

A letter of acknowledging receipt of complaint will be mailed within seven days (Appendix D). Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

How will the complainant be notified of the outcome of the complaint?

SHORELINE METRO will send a final written response letter (see Appendix E or F) to the complainant. In the letter notifying complainant that the complaint is not substantiated (Appendix F), the complainant is also advised of his or her right to 1) appeal within seven calendar days of receipt of the final written decision from SHORELINE METRO, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the FTA. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

Once sufficient information for investigating the complaint is received by SHORELINE METRO, a written response will be drafted subject to review by the transit's attorney. If appropriate, a SHORELINE METRO attorney may administratively close the complaint. In this case, SHORELINE METRO will notify the complainant of the action as soon as possible.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, DC 20590

F. Limited English Proficiency (LEP) Plan

Introduction and Purpose

This LEP Four Factor Analysis and Language Assistance Plan has been prepared to meet Federal Transit Administration (FTA) requirements to comply with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color or national origin. As a subrecipient of FTA funds, Shoreline Metro has pledged to take reasonable steps to provide meaningful access to its transit services for persons who either (1) do not speak English as their primary language, and/or (2) have a limited ability to read, speak, write or understand English. The FTA refers to these individuals as Limited English Proficient (LEP) persons.

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, indicates that differing treatment based upon a person's inability to speak, read, write or understands English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including Shoreline Metro which receives federal assistance through the U.S. Department of Transportation (USDOT).

The USDOT's FTA Office of Civil Rights publication "Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to LEP Persons – A Handbook for Public Transportation Providers" was utilized in the preparation of this plan.

Plan Summary and Contents

Shoreline Metro has developed this *LEP Four Factor Analysis and Language Assistance Plan* to help identify reasonable steps for providing language assistance to LEP persons who wish to access services provided by the transit operation. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and/or have limited ability to read, speak, write or understand English.

Contents of the plan include the following:

- A needs assessment based on the four factor analysis;
- How to identify LEP persons who may need language assistance;
- Identification of ways in which language assistance may be provided;
- Identification of staff training that may be required;
- Procedures to notify LEP persons that assistance is available; and
- Procedures to monitor and update the plan.

LEP Needs Assessment – The Four Factor Analysis

In order to prepare this plan, Shoreline Metro completed the USDOT four factor LEP analysis, which assesses the following factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity or service of Shoreline Metro.
2. The frequency with which LEP persons come into contact with Shoreline Metro programs, activities or services.
3. The nature and importance of programs, activities or services provided by Shoreline Metro in the lives of LEP persons.
4. The resources available to Shoreline Metro for LEP outreach, as well as the costs associated with that outreach.

A summary of the results of the Shoreline Metro four factor analysis is as follows:

Factor #1: The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity or service of Shoreline Metro.

Sheboygan MPO staff reviewed data from the *2007 – 2011 American Community Survey (ACS)*, and determined that 7,648 persons age 5 and older in the Shoreline Metro transit service area (Cities of Sheboygan and Sheboygan Falls and the Village of Kohler) spoke a language other than English; this amounted to about 13.9 percent of the entire service area population age 5 and older (a population of 54,939). Within the transit service area, some 1,335 persons (2.4

percent) had limited English proficiency; that is, they speak English “not well” or “not at all.” Of those persons with limited English proficiency, 687 (1.3 percent) spoke Spanish, 78 (0.1 percent) spoke other Indo-European languages, 570 (1.0 percent) spoke Asian and Pacific Islander languages (primarily Hmong), and none spoke other languages. Some 455 of 24,572 households in the transit service area (1.9 percent) were considered linguistically isolated households. The Shoreline Metro transit service area is below the “Safe Harbor” threshold of 5 percent or 1,000 persons within any LEP group speaking a given language.

Table 1 shows a breakdown of LEP persons and linguistically isolated households for each census tract in the transit service area from the 2007 – 2011 ACS. Table 1 indicates that Census Tract 2.01 had the largest number of LEP persons (273), while several Census Tracts (3, 4, 5, 8, 10 and 11) each had between 100 and 200 LEP persons. Census Tract 2.01 had by far the largest percentage of LEP persons (9.4 percent), followed by Census Tracts 5 (4.0 percent), 11 (3.6 percent) and 8 (3.5 percent).

Table 1 also shows that Census Tract 10 had the largest number of linguistically isolated households (123), while a few Census Tracts (2.01, 3 and 11) each had between 50 and 100 linguistically isolated households. Census Tract 2.01 had the largest percentage of linguistically isolated households (5.3 percent), followed by Census Tracts 10 (4.1 percent), 11 (3.3 percent) and 3 (3.1 percent).

Table 1 indicates that in regard to LEP persons, Spanish was a wholly or partially dominant language in nine Census Tracts, while Hmong was a wholly or partially dominant language in seven Census Tracts, and other Indo European languages were dominant in one Census Tract. Table 1 also indicates that in regard to linguistically isolated households, Spanish was the dominant language in seven Census Tracts, while Hmong was the dominant language in three Census Tracts, and other Indo European languages were dominant in four Census Tracts.

Census Tract	LEP Persons		Predominant Language	Linguistically Isolated Households		Predominant Language
	Number	Percentage		Number	Percentage	
1	53	1.4%	Spanish/Hmong	21	1.5%	Hmong
2.01	273	9.4%	Spanish	56	5.3%	Spanish
2.02	9	0.2%	Hmong	0	0.0%	NA
3	170	2.4%	Hmong	95	3.1%	Hmong
4	122	2.8%	Spanish	18	0.9%	Spanish
5	156	4.0%	Spanish	47	2.7%	Spanish
8	188	3.5%	Spanish	7	0.3%	Spanish
9	38	0.7%	Indo European	30	1.4%	Spanish
10	165	2.2%	Hmong	123	4.1%	Indo European
11	129	3.6%	Spanish/Hmong	51	3.3%	Indo European
106.01	0	0.0%	NA	18	0.7%	Indo European
106.02	28	0.7%	Hmong	6	0.4%	Spanish
107	35	0.4%	Spanish	12	0.4%	Indo European
108	32	0.9%	Hmong	39	2.8%	Hmong
109	6	0.2%	Spanish	0	0.0%	NA
114	29	1.2%	Spanish	16	1.4%	Spanish

Source: U.S. Bureau of the Census, 2007 - 2011 American Community Survey (Tables B16002 and B16004), 2012; and Bay-Lake Regional Planning Commission, 2013.

Map 1 shows the degree of LEP persons in the various Census Tracts of the Shoreline Metro transit service area (according to the 2007 – 2011 ACS), along with the Shoreline Metro route structure.

Map 2 shows the degree of linguistically isolated households in the various Census Tracts of the Shoreline Metro transit service area (according to the 2007 – 2011 ACS), along with the Shoreline Metro route structure.

Factor #2: The frequency with which LEP persons come into contact with Shoreline Metro programs, activities or services.

The LEP populations that Shoreline Metro primarily works with mostly speak Spanish and Hmong. Both Spanish and Hmong speaking passengers are primarily located in Census Tracts that surround Sheboygan’s central business district, as well as in four other Census Tracts within the City of Sheboygan. These passengers mainly use transit service for school, shopping, work and personal business, with medical and social/recreational trip purposes also being common. Shoreline Metro bus drivers have weekly contact with passengers who speak both languages. Shoreline Metro transit services provide an important link to these groups.

Factor #3: The nature and importance of programs, activities or services provided by Shoreline Metro in the lives of LEP persons.

Shoreline Metro considers transit to be an important and essential service for many people living in the transit service area. Shoreline Metro’s overall passenger numbers from January 1, 2013, through October 31, 2013, indicate that the transit operation had higher ridership than it did for the same period in 2012. From January 1, 2012, through October 31, 2012, Shoreline Metro had 393,290 unlinked trips, and from January 1, 2013, through October 31, 2013, Shoreline Metro had 435,171 unlinked trips, an increase of 10.6 percent. Shoreline Metro does not track LEP passengers separately.

Services provided by Shoreline Metro that are most likely to encounter LEP persons are the fixed-route transit system which serves the general public, and the demand response paratransit system (including ADA paratransit), which serves primarily elderly and disabled persons.

Factor #4: The resources available to Shoreline Metro for LEP outreach, as well as the costs associated with that outreach.

Shoreline Metro has a budget for marketing, a portion of which involves marketing to or communicating with LEP persons in their language about transit services that are available to them. This may include funding for translation services, brochures, flyers, posters, newspaper advertising, radio advertising, website improvements, etc.

Shoreline Metro has access to some Spanish and Hmong speaking staff within its driver pool. Shoreline Metro will also have access to copies of the language identification guide “I Speak” pamphlets from the U.S. Department of Justice website for use in determining an unknown language.

Based on the above LEP needs assessment and four factor analysis, Shoreline Metro developed its LEP language assistance plan as outlined in the following sections.

How Shoreline Metro Staff May Identify an LEP Person Who Needs Language Assistance

As stated above, data from the 2007 – 2011 American Community Survey (ACS) show that Spanish and Hmong speaking LEP persons are the primary groups requiring language assistance. This information can also be used to identify concentrations of LEP persons within the service area.

Higher percentages of LEP persons can also be identified more accurately by Census Tracts, as was shown in Map 1. In general, there are higher populations of LEP persons in the City of Sheboygan, particularly on the northwest, west and south sides of the city, as well as in three Census Tracts adjacent to the central business district. Identifying concentrations of LEP persons helps to ensure that they receive the necessary language assistance measures.

There are several other measures that can be taken to identify persons who may need language assistance, including the following:

- Examination of records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events.
- When Shoreline Metro sponsors open houses, public meetings or other events, set up a sign-in table and have a staff member greet and briefly speak with each attendee, in order to informally gauge each attendee's ability to speak and understand English.
- Have language identification flashcards from the U.S. Bureau of the Census available at Shoreline Metro events near the registration table. Persons who identify themselves as persons not proficient in English may not be able to be accommodated with translation assistance at the event, but this will assist Shoreline Metro in identifying language assistance needs for future events.
- Have language identification flashcards on all transit vehicles to assist vehicle operators in identifying the specific language assistance needs of passengers. If such persons are encountered, vehicle operators will be instructed to try to obtain contact information to give to the transit director for follow-up. Dispatchers and schedulers will also be instructed to obtain contact information from LEP persons that they encounter, either in person or over the phone.
- Language identification flashcards will be available at the downtown transfer point and at the Shoreline Metro main office reception desk. It will be especially important for personnel assigned to the downtown transfer point to have these flashcards available, since the station serves both Shoreline Metro as well as intercity bus carriers.
- Vehicle operators and other front-line staff (such as dispatchers and ride schedulers) will be surveyed annually on their experience concerning any contacts with LEP persons during the previous year. The survey will be conducted in the third quarter of each year.

Language Assistance Measures

There are several language assistance measures available to LEP persons, including both oral and written language services. There are also various ways in which Shoreline Metro staff will respond to LEP persons, whether in person, by telephone or in writing, including the following:

- Language identification flashcards will be available at all times in Shoreline Metro vehicles, at the downtown transfer point, and at transit system administrative offices.
- As the Shoreline Metro website is updated, a feature will be added that will allow an LEP person to contact staff via e-mail indicating that person's native language and the type of assistance needed.
- The Shoreline Metro Title VI Policy and LEP Language Assistance Plan will be posted on the Shoreline Metro website, www.shorelinemetro.com(.)
- Shoreline Metro has added an online translation service to its website, and will include updates to this service on its website if and when they become available.
- When there is a rapid need for an interpreter, in person or on the telephone, Shoreline Metro staff will work to determine the language of the LEP person and then access local interpreters as needed.

In addition, "vital documents" will be translated into Spanish and Hmong (where determined to be necessary). Vital documents are defined as those documents without which a person would be unable to access services. The following written communications are considered "vital documents:"

- Guide to Routes and Schedules (including individual route guides);
- Interior bus posters containing information about route changes, detours and rider alerts;
- Interior bus/van posters displaying safety or system information;
- Fare information on fare boxes;
- Brochures related to paratransit services and bike racks on buses; and
- Onboard opinion surveys (Note: These are already translated into Spanish by Bay-Lake Regional Planning Commission staff).

Shoreline Metro has limited staff among the ranks of its drivers who speak Spanish or Hmong. As Shoreline Metro has openings in its driver pool and in its supervisory staff, attempts will be made to recruit staff with a working knowledge of Spanish or Hmong. Other techniques that may be employed as short-term measures may include asking for assistance from bilingual passengers, and hiring outside professionals to translate many of the items identified above.

Staff Training

It is important that staff members, especially those having contact with the public, know their obligation to provide meaningful access to information and services for LEP persons. Even staff members who do not interact regularly with LEP persons should be aware of and understand the LEP Language Assistance Plan. Proper training of staff is a key element in the effective implementation of the LEP Language Assistance Plan.

In order to ensure effective implementation of this plan, Shoreline Metro will schedule training at orientations (for new staff) and at periodic staff/driver meetings (for continuing staff) to review the following items:

- Information regarding Shoreline Metro's Title VI Policy and LEP Language Assistance Plan (including LEP responsibilities);
- Demographic data regarding the LEP population of the transit service area;
- Availability of translated literature regarding Shoreline Metro that can be accessed by LEP persons;
- Description of language assistance services offered to the public;
- Proper use of the language identification flashcards, and specific procedures to be followed when encountering an LEP person;
- Proper documentation of language assistance requests;
- Use of language translation services (office staff only); and
- The responsibility to notify the Transit Director about any LEP person's unmet needs.

At a minimum, these issues will be addressed at meetings on an annual basis. Some of the above issues may be addressed with drivers or with office staff, as needs are determined.

Procedures to Notify LEP Persons that Assistance is Available

There are several ways that Shoreline Metro plans to notify LEP persons in their own language that language assistance measures (through both oral and written communications) are available, including the following:

- At a minimum, public meeting notices and open house announcements will include a statement affirming that Shoreline Metro will make reasonable accommodations to translate pertinent materials into customer languages, or to provide an interpreter upon request.
- When Shoreline Metro schedules a meeting in which the target audience is expected to include LEP persons, then meeting notices, flyers, agendas, and other literature related to the meeting topic(s) will be printed in the alternative language(s) based on the known LEP population.
- Information will be sent to local organizations that work with LEP persons.

- Notices will be placed in alternative language publications and local access cable TV/radio programs (where they exist) advertising Shoreline Metro transit and paratransit services.
- “Vital documents” will be translated into Spanish and Hmong (where determined to be necessary).

Updating and Monitoring of the LEP Language Assistance Plan

This plan is designed to be flexible, and should be viewed as a work in progress. Therefore, it is important to: (1) consider whether new documents and services need to be made accessible for LEP persons; (2) monitor changes in demographics and types of services; and (3) update the LEP Language Assistance Plan when appropriate. At a minimum, Shoreline Metro will follow the Title VI Program update schedule in updating the LEP Language Assistance Plan. Each update should examine the following:

- How many LEP persons were encountered on an annual basis since the last plan?
- Are existing LEP language assistance activities meeting the needs of LEP persons? Have these activities been effective and sufficient to meet such needs?
- What is the current LEP population of the transit service area?
- Has there been a change in the types of languages where services are needed?
- Have available resources (such as technology, staff and finances) changed? Are Shoreline Metro’s financial resources sufficient to fund needed language assistance programs?
- Were any complaints received concerning Shoreline Metro’s failure to meet the needs of LEP persons?
- Do staff members understand the policies and procedures within the LEP Language Assistance Plan?
- Has Shoreline Metro fully complied with the goals of this LEP Language Assistance Plan?

There are several methods that can be used to assist in answering these questions. One method is to review customer comments and complaints to determine if services are accessible to speakers of other languages. Feedback from the LEP community will be sought through outreach events and presentations to determine the effectiveness of the plan in serving the needs of LEP persons. Census data (involving future releases from the American Community Survey) will also be reviewed as they become available to determine changes in the LEP population.

Dissemination of the LEP Language Assistance Plan

Shoreline Metro will post this LEP Language Assistance Plan on its website, www.shorelinemetro.com(.)

This plan is also available at no cost in English upon request by telephone, fax, mail or in person. LEP persons may obtain copies or translations of the plan upon request.

Any questions or comments regarding this plan should be directed to:

Derek Muench, Director
 Shoreline Metro
 608 South Commerce Street
 Sheboygan, WI 53081
 Phone: (920) 459-3140
 FAX: (920) 459-0231
 E-Mail Address: dmuench@shorelinemetro.com

G. Community Outreach

Shoreline Metro has developed a comprehensive public participation plan to notify the public regarding service changes, service area changes, and changes in the fare structure. Shoreline Metro appreciates and encourages public participation efforts from citizens living within the current service area and beyond.

NOTIFICATIONS

Shoreline Metro publishes public notices in a variety of ways. Written communications are posted in the local newspapers (when applicable), on the Shoreline Metro website, the Shoreline Metro Facebook page, and internally on all Shoreline Metro revenue vehicles. Capital projects are published in the classified section of the Sheboygan Press whenever Shoreline Metro purchases capital projects using state or federal funds.

Press releases are issued for public input sessions for significant route revisions, changes in service, or fare increases. Public input sessions and hearings are hosted by Shoreline Metro on a per-need basis, usually in conjunction with activities provided through route planning by the City of Sheboygan's MPO, Bay-Lake Regional Planning Commission.

Postings are made at least thirty (30) days prior to the date of the public input session. Shoreline Metro also allows for at least a thirty (30) comment period on capital purchases or announced service changes before implementation.

Public input attendance and suggestions are documented in conjunction with the input session. Suggestions, ideas and comments are considered based:

- 1) Feasibility of project;
- 2) Financial capacity of Shoreline Metro;
- 3) Practicality of implementation (greatest good for majority);

Comments are evaluated based on these factors and incorporated based on evaluation of the criteria.

As an agency receiving federal financial assistance, we have made the following community outreach efforts:

- *SHORELINE METRO has engaged the public in its planning and decision-making processes, as well as its marketing and outreach activities.*
- *Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan).*
- *Transit Commission meetings are open to the public and public participation is encouraged.*
- *Transit Improvement Plan (TIP) is a planning document that addresses transportation projects and programs including public transportation. The TIP is conducted by and published by Bay-Lake Regional Planning Commission. Public participation and comment is also encouraged. (Please see Appendix B for the Bay-Lake Regional Planning Commission's Policy on Public Participation.)*
- *Shoreline Metro has a complaint procedure process that encourages customer comments on issues, concerns or questions about Shoreline Metro's services.*

Federal transit law, as amended by Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users of 2005 (SAFETEA-LU), requires that projects selected for under the Elderly and Individuals with Disabilities Program (Section 5310), Job Access and Reverse Commute Program (Section 5316), and New Freedom Program (Section 5317) be derived from a coordinated plan. Describe your plan development process which involved the public participation.

Appendix A – Title VI Policy

The Shoreline Metro Title VI Policy is displayed in all revenue vehicles, at both public facilities for passengers and customers to view and on the Shoreline Metro website, www.shorelinemetro.com. The policy is posted in both English and Spanish. The policy states:

“Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs & activities receiving Federal financial assistance. (42 U.S.C. Section 2000d).

Shoreline Metro is committed to practicing non-discrimination. If you believe you have been subjected to discrimination you may file a complaint with the Shoreline Metro Title VI Coordinator.

For more information you may visit us at shorelinemetro.com & view the “Riders Rights” page by clicking on the Riders Services tab or you may call the Shoreline Metro Title VI Officer at 920.459.3285.”

Further, no person 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. All employees of the SHORELINE METRO are expected to consider, respect, and observe this policy in their daily work and duties. Citizens wishing to file a Title VI complaint shall do so to the attention of the Director of Transit & Parking. In all dealings with citizens use courtesy titles (i.e. Mr., Mrs., Ms., or Miss) to address them without regard to race, color or national origin.

Appendix B – Bay-Lake Regional Planning Commission Public Participation Plan

**2012 PUBLIC PARTICIPATION PLAN UPDATE
SHEBOYGAN METROPOLITAN PLANNING ORGANIZATION (MPO)
PREPARED BY:
BAY-LAKE REGIONAL PLANNING COMMISSION
JULY 2012**

**2012 PUBLIC PARTICIPATION PLAN UPDATE
SHEBOYGAN METROPOLITAN PLANNING ORGANIZATION (MPO)
PREPARED BY:
BAY-LAKE REGIONAL PLANNING COMMISSION
JULY 2012**

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PLAN INTENT

The purpose of this Public Participation Plan is to inform residents of the Sheboygan metropolitan planning area, members of the metropolitan planning organization (MPO) Technical and Policy Advisory Committees, and public and private transportation providers about the public participation process used during the review and approval of the MPO transportation planning documents. This plan specifically outlines the procedures to be used during the development of the *Sheboygan Area Transportation Plan (SATP)*, the long-range transportation plan for the Sheboygan metropolitan planning area), the Transportation Improvement Program (TIP), and other plans and studies as appropriate.

METROPOLITAN PLANNING ORGANIZATION

In its role as Sheboygan MPO, the Bay-Lake Regional Planning Commission is responsible for developing transportation plans and programs for the Sheboygan metropolitan planning area. As part of its responsibilities, the MPO is charged with providing a forum for cooperative transportation planning and decision making and establishing a public involvement process that ensures opportunities for early and continuing general public involvement in the review and evaluation of transportation plans and programs in the Sheboygan metropolitan planning area.

The following local units of government are wholly or partially contained within the Sheboygan metropolitan planning area:

- Sheboygan County;

- City of Sheboygan;
- City of Sheboygan Falls;
- Village of Howards Grove;
- Village of Kohler;
- Town of Herman;
- Town of Lima;
- Town of Mosel;
- Town of Sheboygan;
- Town of Sheboygan Falls; and
- Town of Wilson.

The staff of the Bay-Lake Regional Planning Commission serves as MPO staff. MPO functions are advised by a 20 member Technical Advisory Committee (TAC) and by a 13 member Policy Advisory Committee (PAC). The PAC consists of one representative from each of the above local jurisdictions, plus representatives of the Sheboygan Parking and Transit Utility and the Wisconsin Department of Transportation Northeast Region. A listing of the Sheboygan MPO TAC and PAC members can be found in Appendix A.

INTRODUCTION

Public involvement in the formulation and approval of MPO plans and programs, including the *Sheboygan Area Transportation Plan (SATP)* and the TIP, is an important part of the transportation planning process in the Sheboygan metropolitan planning area. With the passage of the Intermodal Surface Transportation Efficiency Act (ISTEA) in 1991, all levels of government were mandated to enhance their public involvement processes. ISTEA increased the significance of long-range transportation planning at the local level, which prompted various local interest groups to want to play a greater role in the decision making process. The Transportation Equity Act for the 21st Century (TEA-21), which was enacted in 1998, continued the intent of ISTEA by requiring public participation policies and procedures that enabled the public to examine transportation issues early in the development stages of plans and programs.

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), which was enacted in 2005, follows the lead of ISTEA and TEA-21 by mandating that opportunities for public involvement occur early and often. However, public involvement requirements in SAFETEA-LU diverge from previous legislation in recommending “visualization techniques” as part of the public participation process, and also recommend that MPOs make draft and final documents available to the public electronically. SAFETEA-LU also requires that the Public Participation Plan be developed in consultation with interested parties, and that the long-range transportation plan be developed in consultation with federal, state and local governments and agencies. The Public Participation Plan has been amended to include these new emphases in public participation now required of MPOs.

This document provides a set of guidelines and standards that the Sheboygan MPO intends to follow when soliciting general public comments on local transportation plans and programs. Flexibility in the proposed procedures will be maintained throughout the public participation process in order to encourage maximum public involvement. **The public participation plan will be reviewed and evaluated at least every four years, and amended as necessary to reflect changes in federal legislation. Any amendments to this plan will be reviewed and recommended for approval by the MPO Technical and Policy Advisory Committees, and will be endorsed by the Bay-Lake Regional Planning Commission.**

GOALS AND OBJECTIVES OF THE PUBLIC PARTICIPATION PROCESS

Goal

Educate all residents of the Sheboygan Metropolitan Planning Area about the importance of developing and maintaining an intermodal transportation system, and encourage residents of the Sheboygan Metropolitan Planning Area to participate in the creation of this system.

Objectives

- Provide public input opportunities to linguistically isolated persons or Limited English Proficient (LEP) persons as part of the MPO planning process.
- Distribute notices and other materials to residents of the metropolitan planning area to inform them of opportunities to participate in the development of transportation plans, programs and studies.
- Make MPO publications and major work products available at local libraries, at repositories maintained by local units of government (or their departments), and on the Sheboygan MPO webpage portion of the Bay-Lake Regional Planning Commission website.
- Encourage local governments in the metropolitan planning area to have their websites link to the Sheboygan MPO webpage on the Bay-Lake Regional Planning Commission website, in order to more easily facilitate access to MPO processes and draft and final documents.
- Enable all residents of the metropolitan planning area to participate in the development of transportation plans, programs and studies by holding as many meetings as possible at sites that can be reached on foot, by bicycle and by public transit.
- Engage metropolitan planning area residents in the transportation planning process by informally meeting with them in their neighborhoods, at their businesses, at their schools, at their community centers, and in other locations throughout the area.
- Maintain a database of Public Participation Plan contacts and ensure that the information in the database is up to date.
- Experiment with several public participation techniques to identify effective methods of engaging all metropolitan planning area residents in the transportation planning process. Methods of achieving the MPO Public Participation Plan goal and objectives are discussed throughout the remainder of this document.

PUBLIC PARTICIPATION CONTACTS

The Sheboygan MPO maintains and updates an extensive list of organizations and individuals from whom public involvement is sought. The public contacts include: area news media; schools and post-secondary educational institutions; major employers; freight shippers; providers of freight transportation services (including planning/logistics, transfer and storage companies); public transit users and employees and their representatives; social service agencies; health care centers and providers; Community Based Residential Facilities (CBRFs), nursing homes and senior housing developments; civic and environmental organizations; non-profit organizations serving disadvantaged populations; special interest groups; government agencies; and private citizens. The MPO will solicit input from various agencies and individuals on the mailing list during appropriate stages in the completion of the *Sheboygan Area Transportation Plan*, the TIP, and other special studies such as Transit Development Program (TDP) updates. Transit users will be initially contacted about public meetings through notices at the downtown transfer point and/or through notices on the buses.

A copy of the MPO public participation mailing list will be available for review at the Bay-Lake Regional Planning Commission office (441 South Jackson Street, Green Bay) or at the Sheboygan County Planning and Conservation Department (508 New York Avenue, 3rd Floor, Sheboygan). Any agency or individual may request to be added to the mailing list for future meeting notification and document distribution.

SHEBOYGAN MPO TECHNICAL AND POLICY ADVISORY COMMITTEE AND BAY-LAKE REGIONAL PLANNING COMMISSION MEETINGS

Notice of Sheboygan MPO Technical and Policy Advisory Committee meetings and of Bay-Lake Regional Planning Commission meetings involving approval of MPO planning products will be sent to Sheboygan area news media, and will be posted on the Sheboygan MPO webpage portion of the Commission website. The notice will state the purpose, time and location of the meeting as well as staff contact information. The public notice will be sent and posted at least one week prior to the meeting.

The site for all Sheboygan MPO Technical and Policy Advisory Committee meetings and meetings of the Bay-Lake Regional Planning Commission involving approval of MPO planning products will be adequate in size for the audience, accessible to persons with disabilities, located on or within reasonable walking distance from public transportation

routes, and provide adequate parking. The special needs of the population being served will be considered when choosing meeting locations. Public requests for alternate meeting locations will be considered, and every attempt at accommodation will be made. Any applicable handouts will be available to the public at the meeting. Individuals may make oral comments, submit written comments, or send comments to the MPO staff at the appropriate postal or e-mail address.

A sign language interpreter for hearing impaired persons will be made available, if requested. Staff members will provide assistance in describing exhibits or provide information in alternative formats for visually impaired persons or those with other disabilities, if requested. Upon request, MPO staff will work with persons of limited English proficiency (LEP) to include them in the planning process.

When possible, the MPO staff will use visualization techniques (such as maps, transportation models, drawings, photographs, or illustrative renderings of proposals) to present the projects, plans or topics being discussed at each meeting.

AVAILABILITY OF DOCUMENTS

All draft documents (including maps) can be viewed at the Bay-Lake Regional Planning Commission office, on the MPO webpage portion of the Commission website, and at the following locations:

- Sheboygan Parking and Transit Utility, 608 South Commerce Street, Sheboygan;
- Sheboygan Department of Planning and Development, 828 Center Avenue (Suite 104), Sheboygan;
- Kohler Village Hall, 319 Highland Drive, Kohler;
- Sheboygan Falls Municipal Building, 375 Buffalo Street, Sheboygan Falls;
- Mead Public Library, 710 North 8th Street, Sheboygan.

Individuals can obtain paper copies of the documents or CDs containing the documents by contacting the Bay-Lake Regional Planning Commission office. Visualization aids used in presentations to the Sheboygan MPO Technical and Policy Advisory Committees or to the Bay-Lake Regional Planning Commission can be viewed at the Bay-Lake Regional Planning Commission office; reasonably sized versions of these items will also be made available at the Sheboygan County Planning and Conservation Department for public inspection. The aids specific to the meeting will be kept for at least two weeks after the meeting.

Following adoption, documents may be obtained at the Bay-Lake Regional Planning Commission office, and will be placed at the Mead Public Library for permanent public review.

PUBLIC PARTICIPATION PROCEDURES

Consultation Regarding Environmental Mitigation (for the Long-Range Transportation Plan and Transportation Improvement Program)

During the development of the long-range transportation plan and TIP, the MPO staff will consult with federal, state and local agencies that are responsible for the following activities:

- Land use management;
- Natural resources;
- Environmental protection;
- Conservation; and
- Historic preservation.

The purpose of these consultation efforts is to identify potential conflicts between planned transportation projects and homes, businesses, neighborhoods, communities, parks, wetlands and other human and natural resources and to identify effective methods of mitigating these impacts on an area-wide level.

Consultation Process Participants

The environmental consultation process will involve the following agencies (as appropriate):

- Federal Agencies:
 - o Federal Highway Administration – Wisconsin Division;
 - o Federal Transit Administration – Region 5 Office;
 - o U.S. Army Corps of Engineers – Regulatory Branch;
 - o U.S. Coast Guard – Sheboygan Station;
 - o U.S. Department of Agriculture – Natural Resource Conservation Service;
 - o U.S. Environmental Protection Agency – Region 5 Office;
 - o U.S. Fish and Wildlife Service; and
 - o National Park Service.
- State Agencies:
 - o Wisconsin Department of Natural Resources (DNR) – Bureau of Air Management;
 - o Wisconsin DNR – Bureau of Integrated Science Services;
 - o Wisconsin DNR – Plymouth Service Center;
 - o Wisconsin DNR – Southeast Region Office;
 - o Wisconsin Department of Transportation (DOT) – Bureau of Planning and Economic Development;
 - o Wisconsin DOT – Bureau of Technical Services;
 - o Wisconsin DOT – Northeast Region Office;
 - o Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) – Agricultural Impact Program; and
 - o Wisconsin State Historical Society – State Historic Preservation Officer.
- Local Agencies (within the Metropolitan Planning Area):
 - o Sheboygan County Planning and Conservation Department;
 - o City of Sheboygan;
 - o City of Sheboygan Falls;
 - o Village of Howards Grove;
 - o Village of Kohler;
 - o Town of Herman;
 - o Town of Lima;
 - o Town of Mosel;
 - o Town of Sheboygan;
 - o Town of Sheboygan Falls; and
 - o Town of Wilson.
- Other Entities:
 - o Native American nations with a history of settlement in the area; and
 - o Bay-Lake Regional Planning Commission.

Consultation with Agencies and Officials Within the Metropolitan Planning Area

As the long-range transportation plan and TIP are developed, MPO staff will consult with agencies and officials who are responsible for other planning activities within the metropolitan planning area that are affected by transportation. These activities include: state and local growth planning, economic development, environmental protection, airport operations and freight movement. The MPO will coordinate its planning process with these and other agencies to the maximum possible extent. In addition, the long-range transportation plan and TIP will be developed with the consideration of other related planning activities within the metropolitan planning area, and this process will provide for the design and delivery of transportation services that are provided by:

- Recipients of assistance under Title 49 of the U.S. Code, Chapter 53; and
- Governmental agencies and non-profit organizations that receive federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services.

Consultation Process

To involve the resource agencies in an active exchange of information during the development of the long-range transportation plan and the TIP, MPO staff will seek the agencies' input as follows:

Long-Range Transportation Plan

MPO staff will invite representatives of the resource agencies to a meeting to evaluate the long-range transportation plan's preliminary draft recommendations and to discuss the development of mitigation strategies and policies. WisDOT and FHWA staff will assist the MPO in arranging this meeting, and such a meeting is likely to be held on the same day as similar meetings for other MPOs in northeastern Wisconsin in order to conserve valuable resource agency staff time.

A typical agenda for these meetings might be as follows:

- Introductions, Purpose, Expectations;
- Overview of the MPO Transportation Plan and Planning Process;
- New/Updated Environmental Resource Inventories and Plans;
- Major Planned Transportation Improvements and Potential Impacts; and
- Environmental Mitigation Policies.

This consultation will include a comparison of plans, maps and inventories (as available) that the agencies and interested parties have agreed are essential for review. For purposes of the MPO transportation planning process, "consultation" is defined as "open discussions on what actions or issues affect the agencies or interested parties;" in such consultation, the views of the affected agencies or interested parties are carefully considered in the development of the affected planning document. Resource agency representatives will receive a draft electronic copy of the long-range transportation plan, and will be invited to submit comments during the plan's 30 day public review period. Resource agency representatives will also be invited to participate in the public hearing and in any other meetings held in order to provide input before the plan is adopted.

Transportation Improvement Program (TIP)

Resource agency representatives will receive a draft electronic copy of the TIP, and will be invited to submit comments during the TIP's 30 day public review period. Resource agency representatives will also be invited to participate in the public hearing and in any other meetings held in order to provide input before the TIP is adopted. In the event that a new or amended TIP adds capacity modifying projects that trigger a significant amendment to the long-range transportation plan, resource agency representatives will be invited to a special meeting to consider the impacts of the added project(s) on environmental, historical and other resources. The format will be similar to a regular long-range transportation plan consultation meeting, but with a focus on the new project(s).

Long-Range Transportation Plan and TIP Amendments

MPO staff will invite the resource agency representatives to participate in long-range transportation plan and TIP amendment processes that are identified in this *Public Participation Plan*.

Public Participation Plan

MPO staff will consult with interested parties during the development of the *MPO Public Participation Plan*. Such consultation will involve contacting such interested parties and offering them the opportunity to meet with MPO staff to provide suggestions for how to approach groups or agencies during any public participation periods. Interested parties will be contacted through the mail (from the public participation mailing list) with a cover memo and a preliminary draft of the *Public Participation Plan*; the interested parties will have 30 days to either meet with MPO staff regarding their suggestions or to submit suggestions in writing to MPO staff. If there is sufficient interest, MPO staff may hold a public information meeting regarding the *Public Participation Plan* within this 30 day window. MPO staff will either (1) incorporate suggestions into a revised draft of the *Public Participation Plan*; or (2) reject suggestions that are not feasible to implement with a letter to the party proposing the suggestion explaining the reason why the suggestion is not feasible to implement. All suggestions received and their disposition will be documented in an appendix to the *Public Participation Plan*. The draft *Public Participation Plan* will be reviewed by the MPO Technical and Policy Advisory Committees. A 45 day public comment period will be available prior to recommendation of approval of the *Public Participation Plan* by the MPO Technical and Policy Advisory Committees and endorsement by the Bay-Lake Regional

Planning Commission. During the 45 day public comment period, a public notice will be printed in one or more local newspapers and posted on the Sheboygan MPO webpage on the Bay-Lake Regional Planning Commission website. Public notice will also be provided through social media, including the Bay-Lake Regional Planning Commission Facebook page and (more briefly) through Twitter. The public notice will state where the document can be reviewed and staff contact information. Contact information for MPO staff will include an address, telephone number, fax number and e-mail address. The document will be available for review on the Bay-Lake Regional Planning Commission website, as well as at the five locations noted under "Availability of Documents." Comments received on the draft *Public Participation Plan* and the MPO's response to those comments will be attached to the draft document and made available to members of the MPO Technical and Policy Committees and to the Bay-Lake Regional Planning Commission. Amendments to the *Public Participation Plan* will follow the same procedures as the draft plan, with consultation with interested parties, review by the MPO Technical and Policy Advisory Committees followed by a 45 day public comment period, recommendation of approval by the MPO Technical and Policy Advisory Committees and endorsement of the amendment(s) by the Bay-Lake Regional Planning Commission. The *Public Participation Plan* will also be used to fulfill the public participation procedures required by the Federal Transit Administration (FTA) for review and approval of the Program of Projects for transit purposes.

Long-Range Transportation Plan

The *Sheboygan Area Transportation Plan (SATP)* examines the existing bicycle, pedestrian, transit, intercity passenger transportation, freight transport, and street and highway networks, identifies existing and projected problems with these networks, and proposes long-range transportation system improvements. SAFETEA-LU legislation requires MPOs to amend and update their long-range plan in order to reflect the transportation issues and projects that will affect the metropolitan planning area over no less than a 20 year planning horizon. Plan goals, objectives, policies and priorities will be reviewed by the MPO Technical and Policy Advisory Committees, by special committees (as appropriate), by the general public, and by the Bay-Lake Regional Planning Commission in the initial stages of the federally required four year updates to the long-range transportation plan. The process that the MPO will follow for the long-range transportation plan is summarized in the following section.

Information Repositories

Brief map-based summary reports at major milestones in the long-range transportation planning process as well as the draft long-range transportation plan will be displayed at five local information repositories. These repositories will include the Mead Public Library, the Sheboygan Department of Planning and Development, the Sheboygan Parking and Transit Utility, Kohler Village Hall, and the City of Sheboygan Falls Municipal Building.

Advertising

Staff will place notices in one or more local newspapers and on the MPO webpage on the Bay-Lake Regional Planning Commission website announcing all public informational/input meetings, public comment period and public hearing concerning the long-range transportation plan.

Media Relations

Staff will attempt to get articles published in local newspapers concerning significant milestones in the long-range transportation planning process. Staff will also use press releases to discuss significant milestones in the long-range transportation planning process and to invite the public to public informational/input meetings. If invited, staff will appear on the City of Sheboygan Mayor's monthly cable television program concerning city affairs to discuss the long-range transportation planning process. In addition, the MPO staff has the option to do free lance type informational programming on the local cable access channel (WCS TV).

Website

A link from the Bay-Lake Regional Planning Commission website will be maintained that is devoted to the Sheboygan MPO program and more specifically to the development of the long-range transportation plan. Items available from this link are proposed to include MPO Technical Advisory Committee/Policy Advisory Committee joint meeting agendas and minutes, brief map-based summary reports concerning plan milestones, draft and final copies of the long-range

transportation plan, the *MPO Public Participation Plan*, *Transportation Improvement Programs (TIPs)*, and other planning products produced by MPO staff. In addition, the MPO will encourage local governments in the metropolitan planning area to have their websites link to the Bay-Lake Regional Planning Commission website's Sheboygan MPO webpage, in order to more easily facilitate access to MPO processes and draft and final documents.

Social Media

News and information regarding the long-range transportation plan will be distributed through Facebook and Twitter. These media tools will also be utilized as a means to collect citizen feedback on the long-range transportation planning process. Facebook will be used to post full announcements, while Twitter may be used for event invitations and brief notifications.

Presentations to Groups

If invited, staff will give occasional presentations concerning the long-range transportation planning process to service organizations and other groups. In addition, if invited, staff will participate in forums established by other agencies to discuss the long-range transportation planning process.

Public Open House Meetings

An open house format will be attempted at public informational/input meetings concerning the long-range transportation plan, and displays will be available at such meetings. These meetings are expected to occur at significant milestones in the planning process. These milestones may include (1) a period early in the planning process; (2) a stage in the process where land use scenarios in the horizon year have been modeled and there can be meaningful discussion concerning current and projected deficiencies in the transportation network but where a plan remains to be drafted; and (3) a stage in the process where a draft plan has been produced. During these meetings, staff will use maps, Power Point presentations and other techniques to help participants to visualize the various elements being examined in the planning process.

Stakeholder Interviews

One-on-one meetings with individual community leaders and staff will be held to review land use and transportation issues and concerns as the long-range transportation plan is developed. In the past, MPO staff attempted to have one interview with community leaders and staff in each local jurisdiction in the metropolitan planning area, including Sheboygan County.

Analysis for Environmental Justice

Staff will determine how recommendations in the long-range transportation plan will affect minority and low income populations through the use of U.S. Census block group data and the Bay-Lake Regional Planning Commission's GIS system. Specifically, environmental justice analysis in the context of the long-range transportation plan will:

- 1) Identify census block groups with significant environmental justice (minority and/or low income) populations in the metropolitan planning area;
- 2) Evaluate access to community services (health care, major schools, major retail centers, government, entertainment and recreation, special needs population centers, major employment centers, transportation hubs, and parks and open space) from and within these target block groups;
- 3) Evaluate automobile and transit travel times from environmental justice target areas to major potential trip generators in the metropolitan planning area;
- 4) Evaluate the impacts of recommended street and highway projects on environmental justice target areas; and
- 5) Evaluate the economic, social, community and neighborhood impacts of the long-range transportation plan (including noise impacts, visual impacts and air quality impacts in general terms).

Maps that will typically be part of the environmental justice analysis section of the long-range transportation plan will include:

- 1) Distribution of Environmental Justice Target Populations;
- 2) Poverty Populations, Transit Routes and Destinations;

- 3) Minority Populations, Transit Routes and Destinations;
- 4) Poverty Population, Proposed Projects and Destinations;
- 5) Minority Population, Proposed Projects and Destinations; and
- 6) Traffic Analysis Zones (TAZs) Selected for Travel Time Analysis and Environmental Justice Target Areas.

All of the maps will focus on the Sheboygan metropolitan planning area. MPO staff reserves the right to produce additional inset maps if they aid in visualizing environmental justice impacts of the long-range transportation plan.

Public Comment Period and Public Hearing

A public comment period (30 days) will be held on the final draft of the long-range transportation plan. A public hearing will be conducted on the draft long-range transportation plan during this public comment period; this public hearing is in addition to the public open house meetings identified above.

Air Quality Conformity Assessments

MPO staff will consult with the following agencies with respect to the air quality conformity assessment conducted on the long-range transportation plan: Wisconsin Department of Transportation; Wisconsin Department of Natural Resources (Bureau of Air Management); Federal Highway Administration – Wisconsin Division; Federal Transit Administration Region 5 office; and the U.S. Environmental Protection Agency Region 5 office. Representatives of these agencies constitute the Conformity Transportation Work Group (CTWG) of the Sheboygan MPO. These agencies will have an opportunity to comment on the draft conformity assessment during a 30 day comment period that will normally run concurrently with the 30 day public comment period on the long-range transportation plan. MPO staff will meet with the CTWG upon request to review the draft conformity analysis; this meeting may occur on-site or via teleconference.

Members of the CTWG of the Sheboygan MPO typically are involved with the conformity analysis well in advance of its release for public review. For example, the Wisconsin Department of Natural Resources Bureau of Air Management staff provides MPO staff with emission factors used in the analysis, and provides considerable documentation as to how the emission factors were developed that is included in the conformity analysis. In addition, Wisconsin Department of Transportation staff has assisted the MPO staff with travel demand forecast modeling used in the conformity analysis.

The public comment period on the conformity analysis runs concurrent with the public comment period on the long-range transportation plan. In order to be more efficient, MPO staff will make every effort to conduct a simultaneous conformity analysis on the long-range transportation plan and its implementing *Transportation Improvement Program (TIP)*.

Nominal Group Process

Staff will use a nominal group process to establish goals, objectives and standards/policies for the long-range transportation plan with members of the Sheboygan MPO Technical and Policy Advisory Committees early in the planning process.

Sheboygan MPO Technical and Policy Advisory Committees

Staff will continue to utilize the Sheboygan MPO Technical and Policy Advisory Committees to develop and review the long-range transportation plan. The local news media will be notified of all MPO advisory committee meetings.

Specialized Advisory Committees/Task Forces

Staff will consider utilizing specialized advisory committees and/or task forces for certain elements of the long-range transportation planning process, including bicycle and pedestrian transportation planning and detailed transit planning.

Documentation of Public Input on the Draft Long-Range Transportation Plan

Both the draft and final versions of the long-range transportation plan contain a chapter or an appendix describing the public involvement stages included in the development of the document. Some of the narrative in this portion of the final long-range transportation plan is devoted to summarizing public comments on long-range transportation plan development along with MPO staff responses to these comments, including discussion on either (1) how the long-range transportation plan was modified in response to these comments, or (2) a rationale as to why the long-range transportation plan was not modified in response to the comments.

The MPO staff will maintain official documentation of materials related to the long-range transportation plan (including legal and other public notices, MPO Technical and Policy Advisory Committee structures, press releases, meeting attendee lists, and meeting summaries) on file and available to the public at the Bay-Lake Regional Planning Commission office for a period of seven (7) years.

Final Approval of Plan

Staff will present the draft long-range transportation plan to the Bay-Lake Regional Planning Commission or its Executive Committee for final approval. This meeting will be open to the public.

Final Display of Plan

The final long-range transportation plan, once adopted, will be made available for permanent public review at the Mead Public Library in Sheboygan as well as on the Sheboygan MPO webpage on the Bay-Lake Regional Planning Commission website.

Plan Amendments

Amendments to the *Sheboygan Area Transportation Plan* will be reviewed by the MPO Technical and Policy Advisory Committees. Final approval of plan amendments will be made by the Bay-Lake Regional Planning Commission after a 30 day public comment period and recommendation of approval by the MPO Technical and Policy Advisory Committees. Notice of proposed plan amendments will be provided through paid notice in one or more local newspapers, press releases to local news media in the Sheboygan area, and through posting of the notice and plan amendment on the Sheboygan MPO webpage on the Bay-Lake Regional Planning Commission website. Public notice will also be provided through social media, including the Bay-Lake Regional Planning Commission Facebook page and (more briefly) through Twitter.

A public hearing on the plan amendment will be held if the amendment involves an addition or deletion of a “regionally significant” project that adds or deletes capacity on the street and highway network, involves a change in the level of transit service in the area, or if the plan is being amended to conform with updated federal legislation and regulations. A public hearing on the plan amendment involving more minor modifications to the plan can be held upon request during the public comment period. All comments, the MPO staff response to subject comments, and revisions to the plan amendment based on subject comments will be attached to the final plan amendment.

Transportation Improvement Program (TIP) and TIP Amendments

The *Transportation Improvement Program (TIP)* is a staged four-year listing of actual transit operating and capital, elderly and disabled transportation operating and capital, bicycle and pedestrian transportation, and street and highway improvement projects within the Sheboygan metropolitan planning area. The *TIP* is prepared as a cooperative effort by the MPO, the Wisconsin Department of Transportation, the transit operator, and other local agencies. The *TIP* identifies the scheduled construction year of the proposed project, type of project, funding source, funding level, and project status in relation to air quality conformity. In the Sheboygan metropolitan planning area, the *TIP* is normally updated or amended on an annual basis, and any transportation project using federal funds must be included in the document. The *TIP* must be endorsed by the Bay-Lake Regional Planning Commission and approved by WisDOT prior to being submitted to the Federal Highway Administration and the Federal Transit Administration for reference in authorizing projects. The MPO is responsible for providing citizens and other interested parties with appropriate opportunities for comment on the *TIP* before the Bay-Lake Regional Planning Commission grants final approval. Regionally significant projects,

regardless of funding source, must be included in the *TIP*. The process that the MPO will follow for the *TIP* and for *TIP* Amendments is summarized in the following section.

Surface Transportation Urban Program (STP Urban) Project Ranking

STP Urban project proposals are solicited from local units of government in the metropolitan planning area in odd-numbered years. This solicitation is conducted in cooperation with the WisDOT Northeast Region office. MPO staff will utilize the *Surface Transportation Program (STP) Urban System Project Prioritization Policy* to rank applicant STP Urban projects in the Sheboygan Urbanized Area. The Sheboygan MPO Technical and Policy Advisory Committees will hear a recommendation by staff concerning the ranking, and will decide how to allocate the available limited STP Urban funding to applicant projects.

Analysis for Environmental Justice

Staff will determine how any proposed projects in the *TIP* will affect minority and low income populations through the use of U.S. Census block group data and the Bay-Lake Regional Planning Commission's GIS system. Specifically, environmental justice analysis in the context of the *TIP* will:

- 1) Identify street and highway projects and their impacts on environmental justice target areas;
- 2) Identify bicycle and pedestrian transportation projects and their impacts on environmental justice target areas;
- 3) Identify transit projects and their impacts on environmental justice target areas;
- 4) Identify *TIP* projects and their direct and indirect impacts on minority and/or low income populations; and
- 5) Discuss public involvement of minority and low income populations in the development of the *TIP*.

Maps that will typically be part of the environmental justice analysis section of the *TIP* include:

- 1) *TIP* Project Locations and Environmental Justice Target Areas; and
- 2) Shoreline Metro Fixed Routes and Environmental Justice Target Areas.

Both of the maps will focus on the Sheboygan metropolitan planning area. The environmental justice analysis for the *TIP* is simpler than the environmental justice analysis for the long-range transportation plan because it relies on the detailed analysis completed for the long-range transportation plan.

Air Quality Conformity Assessments

MPO staff will consult with the following agencies with respect to the air quality conformity assessment conducted on the *TIP*: Wisconsin Department of Transportation; Wisconsin Department of Natural Resources (Bureau of Air Management); Federal Highway Administration – Wisconsin Division; Federal Transit Administration Region 5 office; and the U.S. Environmental Protection Agency Region 5 office. Representatives of these agencies constitute the Conformity Transportation Work Group (CTWG) of the Sheboygan MPO. These agencies will have an opportunity to comment on the draft conformity assessment during a 30 day comment period that will normally run concurrently with the 30 day public comment period on the *TIP*. MPO staff will meet with the CTWG upon request to review the draft conformity analysis; this meeting may occur on-site or via teleconference.

Members of the CTWG of the Sheboygan MPO typically are involved with the conformity analysis well in advance of its release for public review. For example, the Wisconsin Department of Natural Resources Bureau of Air Management staff provides MPO staff with emission factors used in the analysis, and provides considerable documentation as to how the emission factors were developed that is included in the conformity analysis. In addition, Wisconsin Department of Transportation staff has assisted the MPO staff with travel demand forecast modeling used in the conformity analysis. The public comment period on the conformity analysis runs concurrent with the public comment period on the *TIP*. In order to be more efficient, MPO staff will make every effort to conduct a simultaneous conformity analysis on the long-range transportation plan and its implementing *TIP*.

Draft TIP

The draft *TIP* is developed by the MPO staff after receiving project proposals from local government agencies and from WisDOT.

- The draft *TIP* is sent to all members of the MPO Technical and Policy Advisory Committees plus all other transportation providers (both public and private) in the metropolitan planning area.
- Per SAFETEA-LU requirements, representatives of transit users, freight shippers, and providers of freight transportation services on the public participation plan mailing list will be notified of the availability of the draft *TIP*. Transit patrons will be notified that copies of the draft *TIP* are also available for review at the five local information repositories noted below.
- The draft *TIP* will be displayed at five local information repositories. These repositories will include the Mead Public Library, the Sheboygan Department of Planning and Development, the Sheboygan Parking and Transit Utility, Kohler Village Hall, and the City of Sheboygan Falls Municipal Building. The draft *TIP* will also be placed on the Bay-Lake Regional Planning Commission website's Sheboygan MPO webpage.
- A public comment period (30 days) will be held on the draft *TIP*. A public hearing will be conducted on the draft *TIP* during this public comment period. During this public hearing, staff will use maps, Power Point presentations and other techniques to help participants to visualize the various projects being included in the *TIP*. Staff will inform the public of the availability of the draft *TIP* by sending notices to organizations on the *MPO Public Participation Plan* mailing list, by publishing notices in one or more local newspapers, and by sending press releases to other local news media. Public notice will also be provided through social media, including the Bay-Lake Regional Planning Commission Facebook page and (more briefly) through Twitter. Staff will also attempt to get articles published in local newspapers concerning the *TIP* process. The public hearing will be held at an accessible location that is served by Shoreline Metro. The public hearing will be publicized in the same manner as the public comment period on the *TIP*. At times, the public comment period and public hearing on the *TIP* will run concurrently with the public comment period and public hearing on the long-range transportation plan.
- The MPO Technical and Policy Advisory Committees will meet to discuss the projects that have been included in the draft *TIP*. Additions and/or deletions to the list of projects are suggested at this time. These joint meetings are open meetings, complete with a public comment agenda item. Notice of these meetings is sent to area news media and posted to the Sheboygan MPO webpage on the Bay-Lake Regional Planning Commission website.

Documentation of Public Input on the Draft TIP

Both the draft and final versions of the *TIP* contain a section describing the public involvement stages included in the development of the document. Some of the narrative in this section of the final *TIP* is devoted to summarizing public comments on *TIP* development along with MPO staff responses to these comments, including discussion on either (1) how the *TIP* was modified in response to these comments, or (2) a rationale as to why the *TIP* was not modified in response to the comments.

The MPO staff will maintain official documentation of *TIP*-related materials (including legal and other public notices, MPO Technical and Policy Advisory Committee structures, press releases, meeting attendee lists, and meeting summaries) on file and available to the public at the Bay-Lake Regional Planning Commission office for a period of seven (7) years.

Final Approval of TIP

Staff will present the draft *TIP* to the Bay-Lake Regional Planning Commission or its Executive Committee for final approval. This meeting will be open to the public. The Bay-Lake Regional Planning Commission approves the final *TIP* after no further significant changes are made to the draft *TIP*. The final *TIP* is then published and submitted to the Federal Highway Administration, Federal Transit Administration, Wisconsin Department of Transportation, and other applicable federal, state and local governmental agencies with jurisdiction in the Sheboygan metropolitan planning area. Transportation providers and other individuals requesting a copy are also forwarded a copy of the final *TIP*.

Final Display of TIP

The final *TIP*, once adopted, will be made available for permanent public review at the Mead Public Library in Sheboygan, at the Bay-Lake Regional Planning Commission office, and on the Sheboygan MPO webpage of the Bay-Lake Regional Planning Commission website.

Major Amendments

A major *TIP* amendment will be necessary when:

- Adding a non-exempt/expansion project to the first four years of the *TIP*, including advancing a project for implementation from an illustrative list or from the out year(s) of the *TIP**;
- Moving a non-exempt/expansion project out of the first four years of the *TIP**;
- Significantly changing the scope (character of work or project limits) of a nonexempt/expansion project within the first four years of the *TIP* such that the current description is no longer reasonably accurate*; or
- Adding or deleting any project that exceeds the lesser of 10 percent of the total original Federal funding programmed for the calendar year, or \$1,000,000 (within the first four years of the *TIP*).

*For purposes of air quality conformity analysis, “non-exempt” projects are projects that change or modify capacity on the transportation network. Examples of “non-exempt” projects in the Sheboygan area might include adding or deleting lanes on an existing arterial or collector facility, building a new arterial or collector facility, or adding a new interchange to a freeway. Generally, most other projects are considered “exempt” projects for purposes of air quality conformity analysis. Additional information concerning these definitions can be found in the USEPA conformity regulation (40 CFR 93), specifically in Tables 2 and 3 of the regulation. This detailed information is available from MPO staff at the Bay-Lake Regional Planning Commission office.

A major amendment will require the following steps:

- Staff will commence the major amendment process by releasing the proposed amendment for a 30-day public review period. Staff will inform the public of the proposed major amendment by placing the proposed major amendment and public review period announcement on the Sheboygan MPO webpage of the Bay-Lake Regional Planning Commission website, by sending notices to the organizations on the *MPO Public Participation Plan* mailing list and by publishing a notice in one or more local newspapers. The notices will be distributed just before the 30-day review period begins. Public notice will also be provided through social media, including the Bay-Lake Regional Planning Commission Facebook page and (more briefly) through Twitter.
- Near the end of the 30-day public review process, staff will conduct a public hearing on the major *TIP* amendment at an accessible location that can be reached by Shoreline Metro. The public hearing notice will also be sent to the organizations on the *MPO Public Participation Plan* mailing list and to local news media. MPO staff will consider holding the public hearing immediately before meetings of the Sheboygan MPO Technical and Policy Advisory Committees in order to conserve staff time and resources.
- Following the public hearing, the Sheboygan MPO Technical and Policy Advisory Committees will have the opportunity to comment on the proposed major *TIP* amendment and make a recommendation to the Bay-Lake Regional Planning Commission.
- Staff will present the proposed major amendment to the Bay-Lake Regional Planning Commission (or its Executive Committee) for final approval.

Minor Amendments

A minor *TIP* amendment will be necessary when:

- Adding an exempt/system preservation project to the first four years of the *TIP*, including advancement of a project for implementation from an illustrative list or from the out year(s) of the *TIP*;
- Moving an exempt/system preservation project out of the first four years of the *TIP*;
- Changing the scope (character of work or project limits) of an exempt/system preservation project within the first four years of the *TIP* such that the current description is no longer reasonably accurate; or
- A change in project funding that impacts funding for other projects within the first four years of the *TIP*, forcing any exempt/system preservation project out of the first four years of the *TIP*.

A minor amendment will require the following steps:

- The Sheboygan MPO Technical and Policy Advisory Committees will have the opportunity to comment on the proposed minor *TIP* amendment and make a recommendation to the Bay-Lake Regional Planning Commission.
- Staff will present the proposed minor amendment to the Bay-Lake Regional Planning Commission (or its Executive Committee) for final approval.

Administrative Modifications

The *TIP* can be administratively modified by staff without going through the amendment process under the following circumstances:

- Changing the implementation schedule for projects within the first four years of the *TIP*;
- Changes in scope (character of work or project limits) while remaining reasonably consistent with the approved project; or
- Changing the source (federal, state or local funding source); category (Interstate Maintenance, National Highway System, Surface Transportation Program, earmarks); or amount of funding for a project without changing the scope of work or schedule for the project or any other project within the first four years of the *TIP*.

In addition, projects approved for Emergency Relief funding are not generally required to be included in the *TIP*. Therefore, any changes made for emergency relief projects may be considered administrative modifications to the *TIP*.

Generalized Schedule for *TIP* Development (Current Schedule – Subject to Change)

- Compilation of projects and notification of the private sector of transit projects:

June - July.

- Development of *TIP* and documentation of the private sector notification process:

July - August.

- Review for compliance with the 1990 Clean Air Act Amendments (CAAA) and the Americans with Disabilities Act of 1990 (ADA): July – August.

- Public Comment Period and Public Hearing: September – October.

- Technical and Policy Advisory Committees Review and Recommendation of Approval: October.

- MPO (Bay-Lake Regional Planning Commission) Endorsement: October.

- Submittal of *TIP* to State and Federal Agencies and to the Governor: October -November.

Annual Listing of Obligated Projects

MPO staff will make the Annual Listing of Obligated Projects available to the public. WisDOT, FHWA and FTA staff will cooperate in making the Annual Listing of Obligated Projects available to the MPO staff. The Annual Listing of Obligated Projects will be distributed to members of the Sheboygan MPO Technical and Policy Advisory Committees at the meeting immediately following its release. The Annual Listing of Obligated Projects will also be posted on the Sheboygan MPO webpage of the Bay-Lake Regional Planning Commission website, and will be available for public inspection at the Bay-Lake Regional Planning Commission office as well as at the Sheboygan County Planning and Conservation Department. Public notice of the annual listing will also be provided through social media, including the Bay-Lake Regional Planning Commission Facebook page and (more briefly) through Twitter.

Other Planning Studies

Other major planning studies of the Sheboygan MPO (Transit Development Programs, subarea transportation plans, bicycle and pedestrian transportation plans, etc.) will typically involve the following components:

Issue Identification

The issue identification element of Sheboygan MPO studies will be a cooperative effort between staff and some or all of the following:

- The public (through public input meetings, surveys, etc.);

- Professionals in various fields (planners, engineers, transit staff, educators, social service providers, the business community, etc.); and
- Chief elected officials and appointed board members (city mayors, village presidents, town chairpersons, county board chairpersons, or designees of these individuals, etc.).

The issue identification phase of MPO studies will usually involve the creation of a study review committee which will include citizens, professionals, and elected officials and/or appointed board members. These committees will typically meet within or near the area being studied at an accessible location and staff will conduct as many committee meetings as possible at places that are served by Shoreline Metro.

Goals and Objectives

The goals and objectives of planning studies will typically be based on information collected during a nominal group exercise of the study review committee, and they will be presented to the study review committee at one or more meetings, as well as at public informational/input meetings concerning the planning study.

Alternatives and Policies

Alternatives and policies that are developed and recommended during planning studies will be presented to the study review committee, and will also be presented to the public during one or more public informational/input meetings during the course of the planning study.

Draft Documents

After completing draft documents, the documents will be made available for public review after being sent to the study review committee for the planning study. A public informational/input meeting or public hearing will be held on the draft document. During this meeting or hearing, staff will use maps, Power Point presentations and other techniques to help participants to visualize the various projects being included in the planning study. The public will also be invited to attend presentations of the documents to the appointed and/or elected bodies that will adopt them. Public notice will also be provided through social media, including the Bay-Lake Regional Planning Commission Facebook page and (more briefly) through Twitter.

Documentation of Public Input on Other Planning Studies

Both the draft and final versions of other planning studies will contain a section describing the public involvement stages included in the development of the document. Some of the narrative in this section of the final planning study is devoted to summarizing public comments on planning study development along with MPO staff responses to these comments, including discussion on either (1) how the planning study was modified in response to these comments, or (2) a rationale as to why the planning study was not modified in response to the comments.

The MPO staff will maintain official documentation of materials related to other planning studies (including legal and other public notices, MPO Technical and Policy Advisory Committee structures, press releases, meeting attendee lists, and meeting summaries) on file and available to the public at the Bay-Lake Regional Planning Commission office for a period of seven (7) years.

Amendments

The Sheboygan MPO will ensure that the public has an opportunity to comment before its planning studies are amended by informing the public of proposed amendments, establishing a 30-day public review period, and by holding a public informational/input meeting or a public hearing on the amendment(s). The public will also be invited to attend any amendment adoption meetings. Public notice will also be provided through social media, including the Bay-Lake Regional Planning Commission Facebook page and (more briefly) through Twitter.

OUTREACH EFFORTS

In addition to the outreach efforts identified earlier in this policy, Sheboygan MPO staff will use some or all of the following techniques during its planning studies:

- Presentation to professional, citizen, and (where applicable) student organizations and groups.
- Press releases and meetings with local media representatives.
- Informal meetings with individuals and with small groups.
- Interviews with people who are or could be affected by study recommendations.
- Telephone and on-board transit opinion surveys.
- Surveys and questionnaires concerning various transportation planning issues.
- Posting all public notices and planning documents on the Sheboygan MPO webpage of the Bay-Lake Regional Planning Commission website. Staff contact information (including address, telephone number, fax number and e-mail address) will also be provided on the Sheboygan MPO webpage of the Bay-Lake Regional Planning Commission website.
- Documents will be available for the public to view at five local information repositories, including the Mead Public Library, the Sheboygan Department of Planning and Development, the Sheboygan Parking and Transit Utility, Kohler Village Hall, and the City of Sheboygan Falls Municipal Building.
- Meeting announcements may be sent to individuals and groups on the *MPO Public Participation Plan* mailing list. Public meeting announcements concerning special studies will be sent to residents who are directly affected by the proposed planning activity.
- Use of social media to make the public aware of and gain feedback on draft planning documents.

Additional outreach efforts will be used when appropriate. These additional efforts will be noted for possible future use during further public participation opportunities.

ENVIRONMENTAL JUSTICE

Environmental justice activities of the Sheboygan MPO are intended to fulfill the 1994 Presidential Executive Order 12898, *Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations* in applicable MPO documents. This order, accompanied by Title VI of the Civil Rights Act of 1964, attempts to identify, avoid and minimize disproportionately harmful or hazardous health and environmental impacts on minority and low income populations. More specifically, the USDOT and FHWA identify three fundamental environmental justice principles:

- To avoid, minimize or mitigate disproportionately high and adverse human health and environmental effects, including socioeconomic effects, on minority populations and low income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision making process.
- To prevent the denial of, reduction in, or significant delay in receipt of benefits by minority and low income populations.

The Sheboygan MPO will comply with federal Environmental Justice requirements by adhering to the following strategy:

- Announce public meetings and planning efforts through posting on the Sheboygan MPO webpage of the Bay-Lake Regional Planning Commission website, paid public notice in one or more local newspapers and through press releases to other Sheboygan area news media. Public notice will also be provided through social media, including the Bay-Lake Regional Planning Commission Facebook page and (more briefly) through Twitter.
- Identify minority and low income interest groups in the Sheboygan metropolitan planning area and include these groups in all mailings announcing public meetings and planning efforts.
- Identify concentrations of minority and low income populations by mapping demographic data.
- Identify current transportation systems serving minority and low income populations.
- Develop mapping to assess the impact of distributions of transportation programs, policies and activities in the *Sheboygan Area Transportation Plan* and in the *TIP*.
- Continue evaluating the effectiveness of public involvement processes.

EVALUATION CRITERIA AND PROCESS

The Public Participation Plan will be reviewed and evaluated at least every four years (more frequently if warranted), and will be amended as necessary to reflect changes in federal legislation. The evaluation will consist of examination of the following information:

- Number of Public Notices (newspaper, website, etc.).
- List of locations where public notices are posted or published.
- Number and variety of opportunities for public involvement.
- Number of days from public notice announcement to planning activity (meeting, forum, open house, review of document, etc.).
- Number of days for public review and comment.
- Number of local newspaper stories.
- Number of public comments and suggestions.
- Number of citizens at public meetings.
- Number of individuals and groups on mailing list.
- Frequency and quality of feedback gained through social media.
- Number of locations where documents are placed for public review (Determine if they are centrally located places and the hours that they are open for business).
- Quality of comments received (i.e.: whether comments were original comments as opposed to mass produced comments or petitions, and whether they provide a rationale for their position as opposed to merely agreeing or disagreeing with a proposed recommendation).

Based on information received on the noted parameters, the MPO will determine if all possible resources are being used to involve the public and if these resources are being effectively used. Effectiveness is ultimately determined by how many citizens take the opportunity to make comments or suggestions or that come to public meetings.

DOCUMENTATION

Availability of Draft Planning Documents

Hard and/or electronic copies of draft documents prepared by the Sheboygan MPO will be available at the Bay-Lake Regional Planning Commission office and at the five information repositories previously identified in the Sheboygan metropolitan planning area. Electronic versions of the documents will be available on the Sheboygan MPO webpage of the Bay-Lake Regional Planning Commission website. In addition, background information used to support the *Sheboygan Area Transportation Plan*, the *TIP* and any other planning studies of the MPO will be available for public review at the Bay-Lake Regional Planning Commission office as well as at the Sheboygan County Planning and Conservation Department.

Methods of Addressing Comments

Bay-Lake Regional Planning Commission staff will document comments, will present them to decision making bodies, will modify the contents of documents as necessary, and will include the comments in a public participation process section of the planning product after it is approved and published. Comments received after studies and other planning products are completed and approved will be documented and referenced when amending or updating the specific planning product in question.

Responses to Information Requests and Comments

Information can be requested from Bay-Lake Regional Planning Commission staff in person and by phone, fax, e-mail, and by U.S. mail. A small fee to cover the cost of printing or copying the information may be required.

COMMENTS RECEIVED ON THE 2012 SHEBOYGAN MPO PUBLIC PARTICIPATION PLAN UPDATE

A 30 day “consultation period” regarding a preliminary draft of the *2012 Sheboygan MPO Public Participation Plan Update* was held from mid March through mid April of 2012. Copies of the preliminary draft of this plan were sent to nearly 200 persons and organizations on the Sheboygan MPO public participation mailing list early the week of March 12

– 16, 2012, with a request that any comments be received by April 16, 2012; no comments were received. In addition, MPO staff offered to meet with interested parties regarding the preliminary draft of this plan, but no requests to meet were received. A 45 day public comment period regarding the revised draft of the *2012 Sheboygan MPO Public Participation Plan Update* was held from May 7, 2012, through June 22, 2012. Copies of the revised draft plan were sent to the five public review locations in the Sheboygan area in early May. Notice of the public comment period appeared in the May 7, 2012, edition of the *Sheboygan Press*; other area news media were informed of the public comment period through press releases. In addition, the revised draft plan was posted on the Sheboygan MPO webpage of the Bay-Lake Regional Planning Commission website for review and comment. At the close of the public comment period, no comments were received. Members of the MPO Technical and Policy Advisory Committees discussed their general expectations regarding the *2012 Sheboygan MPO Public Participation Plan Update* at their January 26, 2012, joint meeting. Members of the MPO advisory committees provided feedback on drafts of this plan at their February 23, 2012, and April 26, 2012, joint meetings. Finally, members of the MPO advisory committees received a report on the public comment period for the draft plan at their May 24, 2012, joint meeting.

In the past, WisDOT and FHWA staff provided detailed written comments on previous Public Participation Plans; this was not the case with the *2012 Sheboygan MPO Public Participation Plan Update*.

Commission Members

Brown County

Nomination Pending

Door County

Ken Fisher

Florence County

Edwin Kelley

Bruce Osterberg

Yvonne Van Pembroke

Kewaunee County

Eric Corroy

Bruce Heidmann

Charles R. Wagner, Vice-Chairperson

Manitowoc County

Chuck Hoffman

Donald C. Markwardt

Valerie Mellon

Marinette County

Alice Baumgarten

Cheryl R. Maxwell, Chairperson

Mary G. Meyer

Oconto County

Donald A. Glynn

Thomas D. Kussow

Nomination Pending

Sheboygan County

Mike Hotz

Ed Procek

Derek Muench

Wisconsin Economic Development Corporation

CEO, Paul Jadin

Staff

Richard L. Heath

Executive Director

Jeffrey C. Agee-Aguayo

Transportation Planner III

Richard J. Malone

Office Accounts Coordinator

Angela M. Pierce

Natural Resources Planner III

Brandon G. Robinson

Community Assistance Planner III

Joshua W. Schedler

GIS Coordinator

Bay-Lake Regional Planning Commission

Appendix C – TITLE VI COMPLAINT FORM



**TITLE VI
COMPLAINT FORM**

SECTION I

Name Date

Address City State Zip

Phone (H) (C) (W)

Email: _____

Accessible Format Requirements? Large Print _____ Audio Tape _____ TDD _____

Other _____

SECTION II

Are you filing this complaint on your own behalf? Yes ____ No ____

[If you answered "yes" to this question, go to Section III.]

If not, please supply the name and relationship of the person for whom you are complaining:

Please explain why you have filed for a third party. _____

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.

Yes ____ No ____

SECTION III

Have you previously filed a Title VI complaint with this agency? Yes ____ No ____

SECTION IV

Name of agency complaint is against: _____

Contact person: _____ Title: _____

Telephone number: _____

On separate sheets, please describe your complaint. You should include specific details such as names, dates, times, route numbers, witnesses, and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint. Please include the basis of the complaint - race, color, or national origin.

Please sign here: _____ Date: _____

[Note - We cannot accept your complaint without a signature.]

Please mail your completed form to:

Title VI Coordinator
Shoreline Metro
608 S. Commerce Street
Sheboygan, WI 53081

Generally, complaints must be filed within 30 days of the alleged act of discrimination. Late filings may lead to a finding of an untimely complaint.

Appendix D – RACIAL BREAKDOWN OF TRANSIT COMMISSION



TITLE VI

RACIAL BREAKDOWN OF COMMISSION

Shoreline Metro is governed by an authoritative Transit & Parking Commission consisting of nine (9) members including three (3) elected Common Council members, the Mayor, two (2) City Department Heads and three (3) Mayor Appointees. Aldermen are appointed to one (1) year terms and Mayor Appointees are appointed to three (3) year staggered terms. The three (3) City Department Heads are standing appointments.

The Transit & Parking Commission meets monthly on the third Tuesday of the month. April has been traditionally reserved for Mayor appointments and thus no meeting during the month.

Mayor appointments have been traditionally local business owners or citizens with transit and parking interests. Some appointments have had interest in local government and being involved in some capacity. Most appointments have been on a referral basis.

In the past, the Transit & Parking Commission had members of a minority class. Shoreline Metro does encourage women and minorities to apply. Here is the current racial breakdown of the Transit & Parking Commission:

Commission Member	White/Caucasian	Black/African-American	Hispanic	Native American	Asian/Pacific Islander
Mayor	X				
Alderman – Chair of Finance	X				
Alderman – Chair of Public Protection & Safety	X				
Alderman – Chair of Public Works	X				
Police Chief	X				
Planning Director	X				
Citizen Appointee #1	X				
Citizen Appointee #2	X				
Citizen Appointee #3	X				

APPENDIX E – Letter Acknowledging Receipt of Complaint

Today’s Date
Ms. Jo Doe
1234 Main St.
Clarksville, Tennessee 37040

Dear Ms. Doe:
This letter is to acknowledge receipt of your complaint against the SHORELINE METRO alleging
_____.

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by telephone at (920) 459-3140, or write to me at this address.

Shoreline Metro
Attn: Derek Muench, Director
608 S Commerce Street
Sheboygan, WI 53081

Sincerely,

Derek Muench
Director of Transit & Parking
Title VI Coordinator
Shoreline Metro
(920) 459-3140

APPENDIX F – Letter Notifying Complainant that the Complaint Is Substantiated

Today’s Date
Ms. Jo Doe
1234 Main St.
Clarksville, Tennessee 37040

Dear Ms. Doe:

The matter referenced in your letter of _____ (date) against SHORELINE METRO alleging Title VI violation has been investigated. (An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter (was/were) identified. Efforts are underway to correct these deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of the program. ***(If a hearing is requested, the following sentence may be appropriate.)*** You may be hearing from this office, or from federal authorities, if your services should be needed during the administrative hearing process.

Sincerely,

Derek Muench
Director of Transit & Parking
Title VI Coordinator
Shoreline Metro
(920) 459-3140

APPENDIX G – Letter Notifying Complainant that the Complaint Is Not Substantiated

Today's Date
Ms. Jo Doe
1234 Main St.
Clarksville, Tennessee 37040

Dear Ms. Doe:

The matter referenced in your complaint of _____ (date) against the SHORELINE METRO alleging _____ has been investigated. The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964, had in fact been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving federal financial assistance.

SHORELINE METRO has analyzed the materials and facts pertaining to your case for evidence of the city's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated. I therefore advise you that your complaint has not been substantiated, and that I am closing this matter in our files.

You have the right to 1) appeal within seven calendar days of receipt of this final written decision from SHORELINE METRO, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the Federal Transit Administration at:

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor - TCR
1200 New Jersey Ave., SE
Washington, DC 20590

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to call me.

Sincerely,

Derek Muench
Director of Transit & Parking
Title VI Coordinator
Shoreline Metro
(920) 459-3140



KNOW YOUR RIGHTS CONOZCA SUS DERECHOS

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs & activities receiving Federal financial assistance. (42 U.S.C. Section 2000d).

Shoreline Metro is committed to practicing non-discrimination. If you believe you have been subjected to discrimination you may file a complaint with the Shoreline Metro Title VI Coordinator.

For more information you may visit us at shorelinemetro.com & view the “Riders Rights” page by clicking on the Riders Services tab or you may call the Shoreline Metro Title VI Officer at 920.459.3285

Título VI del Acta de Derechos Civiles de 1964 prohíbe La discriminación por motivos de raza, color u origen nacional En los programas y las actividades que reciban financiera federal ayuda. (42 USC Sección 2000d)

Metro Shoreline está comprometida con la práctica de la no discriminación. Si usted cree que ha sido discriminado Usted puede presentar una queja ante el Shoreline Metro Título VI Coordinador.

Para más información se puede visitar con nosotros en Shorelinemetro.com y ver la página "Riders derechos» por la Al hacer clic en la ficha Servicios al Pasajero, o puede llamar al Coordinador Shoreline Metro Título VI al 920.459.3285.

APPENDIX I – Acknowledgement of Receipt of Title VI Plan

I hereby acknowledge the receipt of the SHORELINE METRO’s Title VI Plan. I have read the plan and am committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.A.

Your signature

Print your name

Date