

TMACOG Public Involvement Policy

April 2020

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2020 TMACOG Officers

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1. Introduction

1.1. Background of this Document

The Toledo Metropolitan Area Council of Governments (TMACOG) is a regional council of governments (COG) in the Toledo metropolitan area, which includes a portion of southeast Michigan. TMACOG is the Metropolitan Planning Organization (MPO) pursuant to 23 U.S.C. § 134 and 49 U.S.C. § 1600, et seq. The MPO planning area covers Lucas and Wood counties and the southern portion of Monroe County: Bedford, Erie and Whiteford townships.

TMACOG has also been designated as the Areawide Water Quality Planning Agency for the U.S. Environmental Protection Agency pursuant to 33 U.S.C. § 1251, and other applicable provisions of the United States Code. The water quality planning area covers Lucas, Ottawa, Sandusky, and Wood counties in Ohio and Bedford, Erie, and Whiteford townships of Monroe County, Michigan.

TMACOG fully supports and has a strong tradition of public involvement planning with the community to seek solutions to regional problems.

- The basic steps of a planning process are to:
 - Identify needs and opportunities.
 - Identify possible alternatives.
 - Evaluate alternatives based on stakeholder needs and objectives.
 - Select solutions.
- Public participation is crucial to each step of this process to ensure that the process produces relevant solutions to real needs.

1.2. Purpose of this Document

The purpose of this *Public Involvement Policy* is:

- To serve as the guide for meaningful public participation in planning.
- To make the public involvement process transparent to the public.
- To outline a public involvement policy. TMACOG developed this policy in consultation with interested stakeholders as required by federal regulation.

1.3. Public Participation Statement

TMACOG plans with the community. As part of that commitment, TMACOG has developed a public participation statement:

The Toledo Metropolitan Area Council of Governments is committed to engaging active and representative public involvement from the community. A range of community members participate in the regional planning process by attending or serving on committees and contributing input to regional plans and studies.

The Public Participation Statement also complements TMACOG's Vision and Mission Statements.

Our Vision:



Mission Statement:

To improve quality of life in the region, TMACOG will:

- Promote a positive identity for the region.
- Enhance awareness of the region's assets and opportunities.
- Be an impartial broker of regional disputes and challenges.
- Support opportunities for regional stakeholder networking.

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1.4. Goals and Objectives for Public Participation

As part of this *Public Involvement Policy*, TMACOG has developed goals for outreach activities:

Goal 1: Educate and inform the public.

Goal 2: Engage those traditionally underserved by existing systems.

Goal 3: Use innovative techniques and procedures to engage the public and specify the extent and scope of public influence.

Goal 4: Evaluate the *Public Involvement Policy*.



TMACOG offices at 300 Martin Luther King, Jr. Drive, Toledo Ohio.



The CSX Northwest Ohio Terminal Intermodal Facility in Wood County, Ohio.



Port of Monroe in Monroe, Michigan.

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Goal 1: Educate and inform the public

Provide the public with balanced and objective information to assist them with understanding the needs, alternatives, opportunities and/or solutions.

Provide adequate and timely notice of public participation activities, use visualization techniques, make information available in electronically accessible formats and hold public meetings at convenient and accessible locations and times.

Coordinate with state and agencies on their public involvement efforts.

The public involvement process is **continuous, cooperative, and comprehensive.**

Goal 2: Engage those traditionally underserved by existing systems

Use the U.S. Census and the American Community Survey to identify locations of low-income, minority, and limited English proficiency populations.

Use organizations serving the disabled to identify people with cognitive, visual, hearing and mobility impairments.

Make announcements and outreach efforts that seek to engage these traditionally underserved populations.

Use community organizations to assist with marketing TMACOG events and seeking input on TMACOG policies.

Goal 3: Use innovative techniques and procedures to engage the public and specify the scope of public influence

Employ traditional and innovative public outreach techniques as appropriate to engage the public.

Demonstrate consideration of and response to public input received during the development of agency-wide documents and policies.

Additional opportunity for public comment is offered if documents are changed significantly from the original version.

Goal 4: Evaluate public involvement policy

Review the effectiveness of the procedures and strategies contained in the policy to ensure a full and open participation process.

Public involvement policies and practices are evaluated before, during, and after major public outreach efforts.

2. Interested Parties

This *Public Involvement Policy* often refers to “the public.” To help define what this policy means by “the public,” the list below includes both specific stakeholders and general categories of people that are a part of “the public.” Various stakeholders listed below may be engaged in projects and plans depending on the topic. However, this list is not all-inclusive. Several of the organizations identified below are members of TMACOG. Membership changes frequently and the current membership list is available on the TMACOG website. See **APPENDIX D** for the member list, current at the time of publication.

- Advocacy groups for minorities
- Advocacy groups for passenger rail
- Advocacy groups for seniors
- Advocacy groups and representatives of persons with disabilities
- Advocacy groups and representatives of low income populations and those living in Environmental Justice areas
- Affected public agencies
- Agencies on aging
- Agricultural organizations
- Automobile associations
- Banking industry
- Bicycle & trail associations
- Bicyclists
- Chambers of commerce
- Cities, counties, villages, and townships
- Citizens groups
- Community action organizations
- Departments of transportation
- Developers and homebuilders
- Disaster preparedness organizations
- Economic development agencies and advocacy groups
- Educational services
- Emergency management
- Environmental advocacy groups
- Environmental agencies
- Farm bureaus
- Freight shippers and providers of freight transportation services
- Hospitals
- Human service agencies
- Individuals
- Local officials
- Local planning commissions
- Major employers
- Municipal engineers
- Municipalities and jurisdictions
- Neighborhood associations
- Other interested parties and other stakeholders
- Park districts
- Passenger rail companies
- Police and fire departments
- Port authorities
- Private providers of transportation
- Public transportation agencies and operators
- Public transportation employees and their representatives
- Public transportation users and their representatives
- Users of pedestrian walkways, bicycle transportation facilities, and their representatives
- School districts
- Small business owners
- Students
- Tourist agencies
- Trucking agencies
- Universities and community colleges
- Water and sewer districts

3. TMACOG Public Involvement Process

3.1. Federal Rules & Regulations

TMACOG is the MPO, designated under federal regulations to be responsible for performing the metropolitan transportation planning process in the region's Transportation Management Area (urbanized area with a population of 200,000 or more). TMACOG plans cooperatively with the state and with area transit operators. The current rules are based on the federal law, Fixing America's Surface Transportation (FAST) Act, effective December 2015. Public participation elements have been continued from earlier acts: "The Moving Ahead for Progress in the 21st Century Act" (MAP-21), and "Safe, Accountable, Flexible, Efficient, Transportation Equity Act – A Legacy for Users" (SAFETEA-LU). The FAST Act places new emphasis on the need for states and MPOs to provide public ports, intercity bus operators and employer-based commuting programs with a reasonable opportunity to comment on transportation plans.

- There are several federal regulations that TMACOG must consider as part of the public involvement process. These requirements are described in **Appendix A**.
- The federal rules for transportation planning also require that TMACOG develop and use a documented participation plan that defines how citizens and various affected stakeholder groups can effectively participate in the area's transportation planning process.

TMACOG has also been designated to carry out its responsibilities as the Areawide Water Quality Planning Agency for the U.S. Environmental Protection Agency pursuant to 33 U.S.C. § 1251, and other applicable provisions of the United States Code.

- The Federal Water Pollution Control Act Amendments of 1972 called upon Areawide agencies such as TMACOG to develop Areawide Water Quality Management Plans, the "208 Plan." The areawide plan described under §208 of the act is certified by the governor of the state as part of the state's Water Quality Management Plan. For information regarding public participation, requirements for the Clean Water Act see [Appendix A](#).

3.2. Relevant Federal Laws

Federal statutes, regulations, and executive orders are relevant to this *Public Involvement Policy* including:

- [Title VI of the Civil Rights Act](#) of 1964.
- [Clean Air Act of 1970](#) (and amendments).
- [Section 208 of the Federal Water Pollution Control Act](#) Amendments (P.L. 92-500) as amended by the Clean Water Acts of 1977, 1982, and 1987.
- [National Environmental Policy Act](#) (NEPA) of 1969.

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- [Section 504 of the Rehabilitation Act](#) of 1973.
- [Federal Aid Highway Act](#) of 1973
- [Age Discrimination Act](#) of 1975.
- [Americans with Disabilities Act \(ADA\)](#) of 1990.
- [Executive Order 12898](#) *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations* of 1994.
- [Executive Order 13166](#): *Improving Access to Services for Persons with Limited English Proficiency* of 2000.
- The U.S. Department of Transportation (DOT) [Departmental Order 5610.2\(a\)](#) *Actions to Address Environmental Justice in Minority Populations and Low-Income Populations* issued May 2, 2012.

TMACOG's public involvement process complies with these and other applicable federal regulations. Even if the public involvement requirements (Error! Reference source not found.) are not explicitly stated elsewhere in this document, these federal rules are part of TMACOG's *Public Involvement Policy*, and are followed in TMACOG's planning processes.

3.3. State Law

Agency-wide, TMACOG satisfies the requirements of [Ohio's Open Meetings Act](#).

- This law, [section 121.22](#) of the Ohio Revised Code, requires all public bodies to take official actions and to conduct all deliberations upon official business only in open meetings, unless specifically excepted by law.
- In the state of Ohio, laws exist to ensure that government is open, and that the public has a right to access public records and information possessed by state government. However, both state and federal laws provide exceptions.

3.4. TMACOG Bylaws

The TMACOG Bylaws provide for public participation through the agency purpose and membership structure.

- TMACOG's General Assembly, Board of Trustees, and Executive Committee approve official actions of TMACOG.
- For the complete bylaws text, see the TMACOG website, www.tmacog.org/or contact TMACOG.
- All committee meetings are open to the public. For a diagram of the TMACOG committee structure, please see **Appendix B**.

3.5. Review and Update of Public Involvement Policy

According to federal rules, TMACOG periodically reviews the effectiveness of the procedures and strategies contained in this *Public Involvement Policy* to ensure a full and open participation process.

The first step to evaluating the policy is to place the updated draft of the *Public Involvement Policy* on the TMACOG website for public review and comment for a minimum of 45 days. TMACOG will notify the public of the review process via the website, newsletters, e-mail and announcements at committee meetings. Concurrent with the public comment period, TMACOG will distribute this policy for informational purposes to the standing TMACOG committees. All committee members and the public will have the opportunity to provide input, suggestions, and comments on this policy. This policy will then move forward for adoption. The process is described below:



TMACOG will continue to track how effective public outreach efforts are on an ongoing basis. TMACOG will review this *Public Involvement Policy* at least every four years, concurrent with the development of the long range transportation plan.

3.5.1. Evaluation of Practices

In the regional long range transportation plan and the Transportation Improvement Program (TIP), public involvement processes and outcomes will be documented, such as:

- Number and location of public meetings for preparation of the long range transportation plan, the TIP, and special studies depending on the project.
- Number and type (such as citizens, public agency representatives, transportation provider, etc.) of people who participated in public meetings or provided comments by other means will be documented through sign in sheets and other provided information.

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- Number and type of efforts aimed at involving people with disabilities, and minority and low-income neighborhoods for major projects. See **Section 6** and **Appendix C** regarding environmental justice.

TMACOG will analyze the outcomes of public involvement processes. Efforts to increase public participation will be evaluated for their effectiveness. For example, if expensive television ads do not significantly increase attendance at public information meetings or increase the number of people filling out surveys, that strategy would not be used again, and other more cost-effective methods of public outreach would be implemented. Before new studies or projects begin, the staff will review this policy to decide what types of tools may be available to them. To develop strategies for including people of Low English Proficiency, staff will employ a four-factor analysis. See **Section 7**.

4. Public Participation Tools

In engaging the public in the regional planning process, TMACOG's objective is to use a variety of effective means of involvement. Agency staff explains *what* the regional issues are when soliciting participation as well as *how* our policies will affect the public and other various stakeholders. TMACOG tries new techniques and incorporates them as they emerge and prove to be useful with available resources. Depending on the topic, scope, and available resources of a project TMACOG uses the tools listed below which are available agency wide.

4.1. TMACOG Committees

All committee meetings are open to the public and comply with the Ohio Open Meetings Act. Participation from stakeholders and the public is welcomed and encouraged. Jurisdictions or TMACOG members, the chair of Water Quality Council, or the chairs of TMACOG make appointments to committees. Separate committees handle appointments differently per the individual committee's operating structure.

4.1.1. Transportation Council and Standing Committees

The TMACOG [Transportation Council](#) oversees and manages the transportation planning and implementation functions of TMACOG.

- TMACOG structures the Transportation Council membership to represent a wide range of transportation-related interests, levels of government, and geographic diversity.
- The council has several standing subcommittees that take an active role in guiding and participating in the planning process: Freight; Pedestrian & Bikeways; Planning; Public Transit Planning, Passenger Rail Planning; System Performance and Monitoring; and Transportation Improvement Program (TIP) subcommittees.
- TMACOG structures the TIP committee membership to ensure representation of key stakeholders, with some seats appointed and some elected (including at-large seats).
- All Transportation Council and subcommittee meetings are open to the public. Dates and times of meetings are posted on a publicly accessible bulletin board and electronically on the TMACOG website calendar.

4.1.2. Water Quality Council and Standing Committees

The [Water Quality Council](#) oversees and manages the water quality planning functions of TMACOG.

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- TMACOG structures Water Quality Council membership to represent a wide range of water-related interests, levels of government, and geographic diversity.
- The council has several standing subcommittees that take an active role in guiding and participating in the environmental planning process: Watersheds, Wastewater, Regional Water Planning Committee, Public Water Supply, Portage River Basin Council, and the Stormwater Coalition.
- Water Quality Council and subcommittee meetings are open to the public.

4.2. Task Forces / Ad Hoc Committees

TMACOG convenes stakeholder task forces, special-purpose committees, and ad hoc committees for special projects and initiatives.

- Meetings of these groups are open to the public except as otherwise allowed under Ohio's Open Meetings Act.

4.3. TMACOG Newsletter

TMACOG creates and sends its newsletter (the [*Big Picture*](#)) electronically on a monthly basis throughout the year to a mailing list of nearly 6,000 including all local government jurisdictions in the area, all committee members, and others on request.

- The newsletter includes articles on current initiatives and a calendar of meetings and events.
- Information is included on how to register for major public events and public input opportunities for the transportation plan, TIP, "208 Plan," etc.
- The newsletter references where additional information is available on the TMACOG website.
- TMACOG also posts the newsletter and archives it on the TMACOG website.

4.4. TMACOG Website

The TMACOG website, www.tmacog.org, provides information to the public on opportunities for participation.

- Regular features include the calendar of meetings and events, standing committee meeting agendas, and a "contact us" e-mail address.
- In addition, the website includes details on current initiatives, and informational pieces such as plans, maps, and data.

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- TMACOG posts visual information on the website including Geographic Information System (GIS) maps, charts, pictures, and slide shows.
- Graphics on the website include equivalent alternative text (alt text) in the markup/code to improve accessibility for blind people or those using a screen reader.
- As indicated elsewhere in this policy, TMACOG uses the website to post draft documents for public comment.
- TMACOG currently utilizes Google Translate for the website to provide access to persons using a language other than English.
- A summary of fundamental planning documents is available for translation upon request and Spanish language translations are posted. Spanish is the most common non-English language used in the region.
- The website includes a contact link (with e-mail and phone information) for person requesting accommodations for disabilities or language challenges.
- The goal for the TMACOG website is continual improvement to make it increasingly user-friendly, informational, and interactive so that it continues to be a major component of TMACOG's public participation process. TMACOG will also use other forms of involvement and notice to continue to ensure the full engagement of non-computer users.

4.5. Mail, E-mail, and Voicemail

All public information pieces, including newsletters and draft documents for public review, include information on how to contact TMACOG including the agency address for mailing, telephone number, fax number, and e-mail. As appropriate, a specific staff name and phone extension is included to increase accessibility.

- In addition, TMACOG may provide public information pieces and comment sections on the TMACOG website.
- For special studies or initiatives, TMACOG may establish a special voice mailbox to collect public comments.

4.6. Social Media: Facebook, Twitter, and YouTube

TMACOG participates in social media, such as Facebook, Twitter, and YouTube. A primary goal of these methods of outreach is to notify the public of events. It also provides the public with an opportunity to participate in the discussion of regional issues. Social media reaches a wide audience and is consistent with the goals of this policy. TMACOG's social media approach helps promote TMACOG which builds awareness about what TMACOG is and what the agency does.

4.7. Public Meetings and Public Hearings

Public meetings offer the community an opportunity to interact with TMACOG staff, members, and other members of the public and to provide direct input to the planning process. A public hearing is a more formal event than a public meeting and is typically required by law.

4.7.1. Accessibility of Public Meetings

- TMACOG holds public meetings in facilities accessible to those with cognitive, visual, hearing, and mobility disabilities.
- If a series of three or more meetings is held throughout the region to capture general public input region-wide:
 - One or more of the meetings will be at a location served by public transportation.
 - The series will include both daytime (regular business hours) and evening or weekend (shift work friendly) meetings.
- If special accommodations are requested, TMACOG will provide an opportunity for all interested people to participate, either by providing special accommodations at the meeting site, or providing an alternative opportunity to participate. TMACOG has staff assigned to assist the public with accommodations and publishes a phone number and e-mail inviting inquiries on all public meeting notices, ads, and press releases.

4.7.2. Notification of Public Meetings

- Notice of public meetings includes at a minimum:
 - Posting at the TMACOG offices (on the bulletin board in the Grand Lobby just outside the TMACOG entrance).
 - Posted to the website calendar.
- Notifications of public meetings will emphasize *how* the issues that are the topic of meetings will affect the public and *why* public comment is being sought.
- Additional notices of meetings are made as appropriate via the TMACOG website calendar, newsletter, direct mailings, posting to other local electronic events calendars, and/or legal notice to newspapers of record, and/or through e-mail notice to members, social service agencies, advocacy groups, and others on the TMACOG mailing list with request that information be shared with colleagues.
- TMACOG issues press releases to a wide range of media outlets to encourage additional media announcements.

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- Any person upon request can obtain a hard copy mailing of advance notification of any specific committee meetings, although mailing or copying costs may be applicable. People with disabilities may request notification in an alternate mode of communication including text message or audio.
- Any person who inquires in person, by telephone, by e-mail or U.S. mail concerning the date, time and place of such meetings will also be informed.

4.7.3. Components of Public Meetings

Public meetings include:

- A sign-in sheet to document attendance.
- Information on the meeting topic to enable participation, such as an agenda, displays, and/or informational handouts.
- Clearly explained opportunity for public participation in the meeting.
- Documentation of input, such as notes taken.

4.7.4. Types of Public Meetings

- **Public hearings** are usually required hearings, and announced via legal notice, with formal rules of participation.
- **Public forums** are usually single-topic meetings, with or without speakers, and affording full opportunity for attendee discussion.
- **Public open houses** can contain informational displays and staff is available to take written or spoken comments and questions.
- **Modified open house** meetings including an unstructured open house portion and a traditional meeting portion.
- **Live forums on radio or TV** can include public comment by telephone, e-mail or fax.
- Board and task force **committee** meetings are primarily for member participation, but the public is welcome, and a public comment period provided.

4.7.5. Public Hearings

Public hearings usually include the components of a public meeting but are a formal event that is usually required by law such as a part of the National Environmental Policy Act (NEPA) process. A public hearing usually consists of:

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- Specific timeframes associated with advertising, notice, and when written comments must be received.
- Held in the afternoon or evening to facilitate the maximum amount of participation possible.
- Require an official hearing officer and transcription of comments.
- Comments are a formal part of the public record.
- Generally, must be held prior to a final decision point.

4.8. Other Involvement Techniques

4.8.1. Stakeholder Interviews and Focus Groups

In addition to public meetings and public forums, TMACOG may conduct interviews or discussions with individuals or small groups of stakeholders to solicit and listen to their concerns on particular transportation or environmental topics.

4.8.2. Public Outreach Events, Presentations, and Displays

TMACOG will use a variety of other means of providing public information and seeking public comment. Examples are:

- Presentations to area organizations.
- Booths and displays at public events and sites such as the Transportation Summit.
- Participation in broadcast media events.

4.9. Surveys

- TMACOG uses scientifically valid and statistically representative surveys as needed.
- When open (non-scientific) surveys are used, TMACOG distributes surveys by a variety of appropriate means. Ways to distribute a survey can include the TMACOG newsletter and website, newspapers, public sites, and local government jurisdictions.
- Surveys are translated into other languages as appropriate to provide input opportunities for more persons.

4.10. Public Media

For public notice and information, TMACOG maintains and uses a comprehensive distribution list of area commercial news media, including minority and non-English

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outlets. This list of commercial news media includes but is not limited to media such as the Toledo Blade, the Toledo Journal, Sojourner's Truth, and La Prensa.

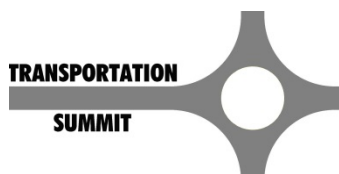
4.11. Printed Materials

TMACOG provides clear and understandable printed informational materials appropriate to the particular planning process or event.

- Where appropriate and feasible, TMACOG makes these materials available on the website. Large text versions of materials may be available upon request. TMACOG publishes a phone number and e-mail for persons with disabilities who can request a modified, accessible version of these materials.
- TMACOG may charge for maps, major reports, and other materials to cover printing or photocopying cost, based on current TMACOG policy.
- TMACOG will create a summary document for vital documents or major reports. This summary can be translated or printed in large text on request.
- TMACOG may charge for shipping and handling costs if materials are requested to be mailed.

4.12. Special Events

TMACOG typically hosts or supports several special events to promote awareness and encourage public involvement in the transportation and water quality planning process. As described in the manual [*Public Involvement Techniques for Transportation Decision-Making*](#) written by the U.S. Department of Transportation, "nearly any public involvement program benefits by incorporating special, one-time events. They complement many techniques by providing exhilarating breaks during a larger and longer process. A special event does not require a commitment to hold another such occasion, unless evaluation determines it is likely to be useful and appropriate." TMACOG presents several annual events of this nature. These events, which are usually focused topics may include but are not limited to the following:



4.12.1. Transportation Summit

The Transportation Summit provides a forum for discussing the transportation of both people and goods in northwest Ohio and southeast Michigan. The summit is of value to elected officials, planners, engineers, service providers, education professionals, local business and industry representatives, and other transportation stakeholders. In addition, informal presentations are given, and, as appropriate, opportunities are available for input on current planning efforts.

4.12.2. TMACOG Tech Series

The TMACOG Tech program of informational seminars is part of TMACOG's commitment to providing professional development for elected officials and information to help members meet challenges and take advantage of opportunities.

4.12.3. Ohio Conference on Freight

The Ohio Conference on Freight, an annual conference presented by TMACOG 2007-2016 and now managed by the Ohio Association of Regional Councils, convenes freight transport carriers and service providers; manufacturers and retail and wholesale distributors; elected officials and public sector staff; consulting firms and representatives engaged in planning, design and construction; and industry stakeholders involved in policy decisions. The purpose of this event is to support an effective and efficient multi-modal freight network.

4.12.4. Bike Month

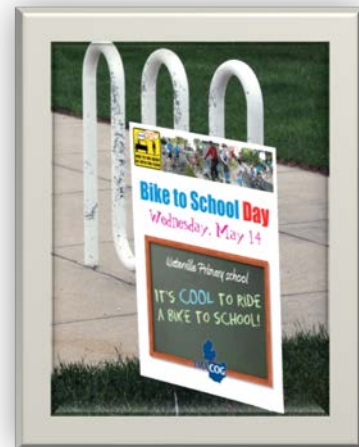
May is National Bike Month and TMACOG joins with multiple stakeholders to develop and promote bicycling for recreation and commuting purposes, biking safety and awareness, and to engage the public on regional bikeway planning.

4.12.5. Student Watershed Watch

Each year the Student Watershed Watch (SWW) brings hundreds of students from urban and rural school districts out of the classroom and into local waterways. Students test water quality at stream sites for temperature, turbidity, nutrients including phosphorus, dissolved oxygen, pH, and many other parameters using standardized test kits to determine the health of the water. The program culminates at a student summit where student representatives from participating schools release and compare their results.

4.13. Public Involvement Techniques for Transportation Decision Making

To continue to pursue meaningful public involvement, other techniques described in the manual [Public Involvement Techniques for Transportation Decision-Making](#) written by the U.S. Department of Transportation may be utilized in addition to those techniques described in this document. TMACOG may incorporate other available public involvement techniques into plans and studies.



5. Agency Documents

TMACOG studies regional issues and problems common to its member governments, as it deems appropriate and as members request. The agency also performs studies, collects data, and develops regional plans and programs. Facilitating public involvement is critical to helping make better decisions that reflect the interests and concerns of the community.

5.1. Agency Documents

Federal rules governing MPOs require TMACOG to produce and maintain an [Annual Work Program](#) (AWP), also called a “unified planning work program.” This annual work program details which transportation and water quality planning activities TMACOG will conduct in the upcoming year. In addition, TMACOG conducts special studies as part of TMACOG’s planning responsibilities. Public involvement is a central component of special studies. Public involvement strategies employed are relevant to the potential impact of the study.

5.1.1. Annual Work Program (AWP)

The AWP gives details on specific products and plans, associated timelines, and funding sources by department. The AWP describes how money and staff time will be spent in the upcoming fiscal year. To promote transparency, TMACOG involves the public as follows:

- A diverse group of stakeholders from the TMACOG standing committees represent the concerns of the community and lead the development of the AWP.
- The development and discussion of the AWP takes place in committee meetings, which are open to the public.
- TMACOG places the draft AWP on the TMACOG website for comments.

5.1.2. Special Studies

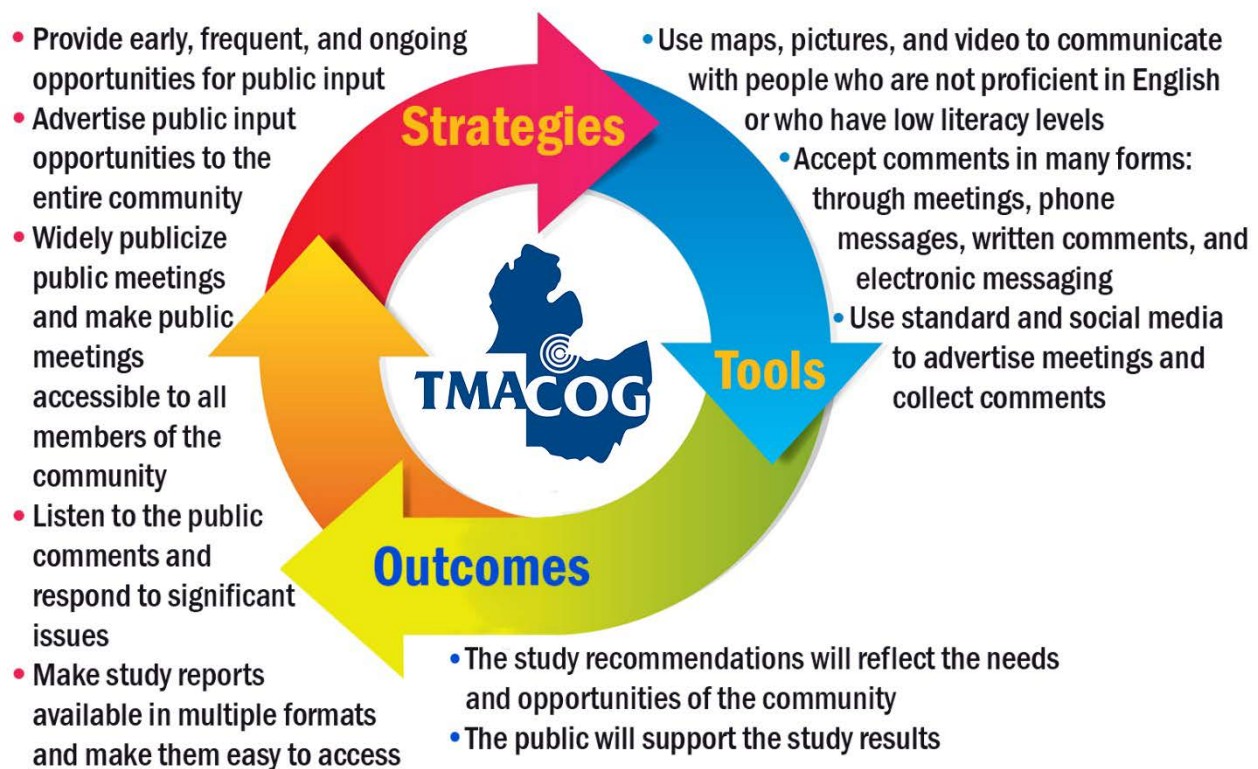
TMACOG conducts special studies on significant issues. Special studies can include but are not limited to water quality or transportation topics such as a watershed plan or a regional freight plan. The AWP describes the special studies, which are subject to funding availability.

- The AWP describes these special studies and intended dates of completion in detail. The AWP also solicits public involvement described above.
- Special studies engage a diverse group of stakeholders representing the concerns of the community.

- Special studies solicit broad, meaningful input from the public using such techniques as stakeholder interviews.

The graphic below describes the public involvement process as strategies, tools, and outcomes:

Special Studies



5.2. Major Transportation Work Products

Federal rules governing MPOs require TMACOG to produce and maintain a [long range transportation plan](#) and a Transportation Improvement Program. The long range plan and TIP are required to include public involvement.

5.2.1. Regional Transportation Plan

- Federal regulations require a transportation plan with a 20-year planning horizon. TMACOG updates and approves the regional transportation plan every four years and coordinates the plan with state and federal agencies.

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TMACOG makes diligent efforts to include the public by performing the following:

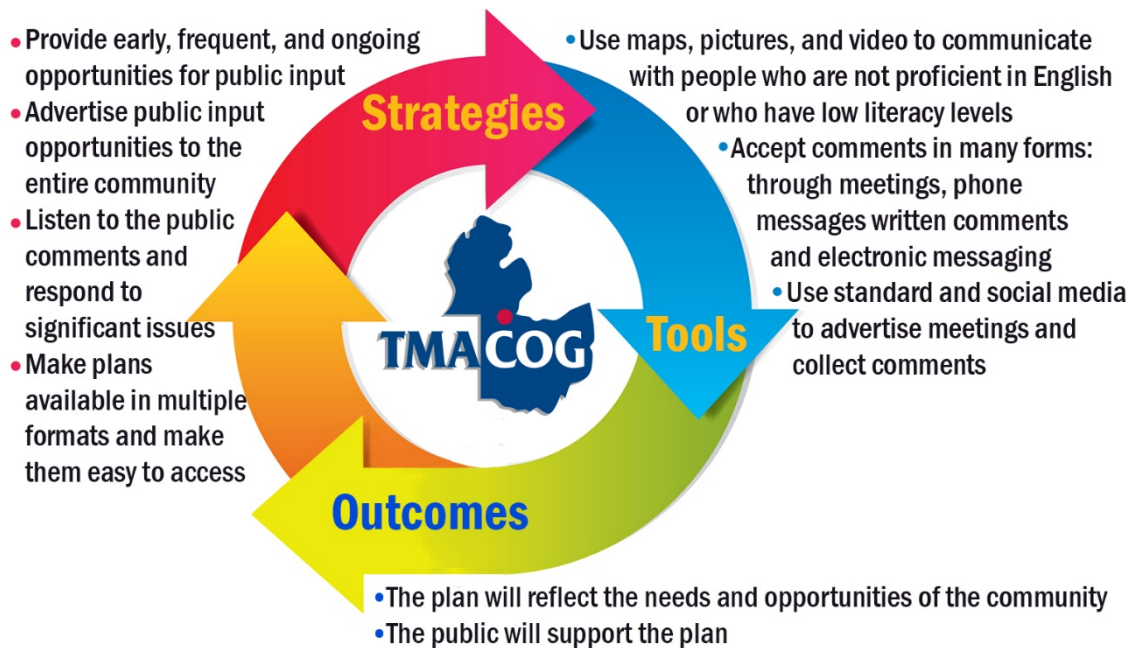
- TMACOG uses the *Public Involvement Policy* to describe how interested parties (see chapter 2) can comment on the regional transportation plan.
- TMACOG publishes the regional transportation plan to make it readily available for public review in electronically accessible formats on the TMACOG website.
- TMACOG uses visualization techniques to describe the regional transportation plan.
- TMACOG consults with state and local agencies for the development of the transportation plan.
- TMACOG provides an additional opportunity for the public to comment if the final regional transportation plan differs significantly from the original version.
- Public meetings are held at convenient and accessible locations and times.
- The public receives timely notice and reasonable access to information about transportation issues and processes.
- TMACOG specifically considers the needs of those traditionally underserved by existing transportation systems, including people with disabilities, and low-income, minority, or limited English proficiency households.
- TMACOG provides adequate notice of public participation activities and ensures time for public review and comment at key decision points.
- Public input is given explicit consideration during the development of the regional transportation plan.
- TMACOG's long range plan is coordinated with statewide transportation public involvement planning processes.

To accomplish this coordination effort, TMACOG conducts several processes:

- A diverse group of stakeholders representing the concerns of the community leads the development of the regional transportation plan.
- During the development of the regional transportation plan, TMACOG solicits broad, meaningful input from the public.
- Wide public input takes place at the earliest local planning stages.

The following graphic describes the process of public involvement including strategies, tools and outcomes:

Regional Transportation Plan



5.2.2. Transportation Improvement Program (TIP)

It is a federal requirement that TMA COG develop a [Transportation Improvement Program](#) (TIP) in cooperation with the state and public transit operators. Under federal requirements TMA COG updates the TIP at least every four years (typically every two years), the Ohio Governor approves it, and it becomes part of the state TIP.

TMA COG makes diligent efforts to include the public by performing the following:

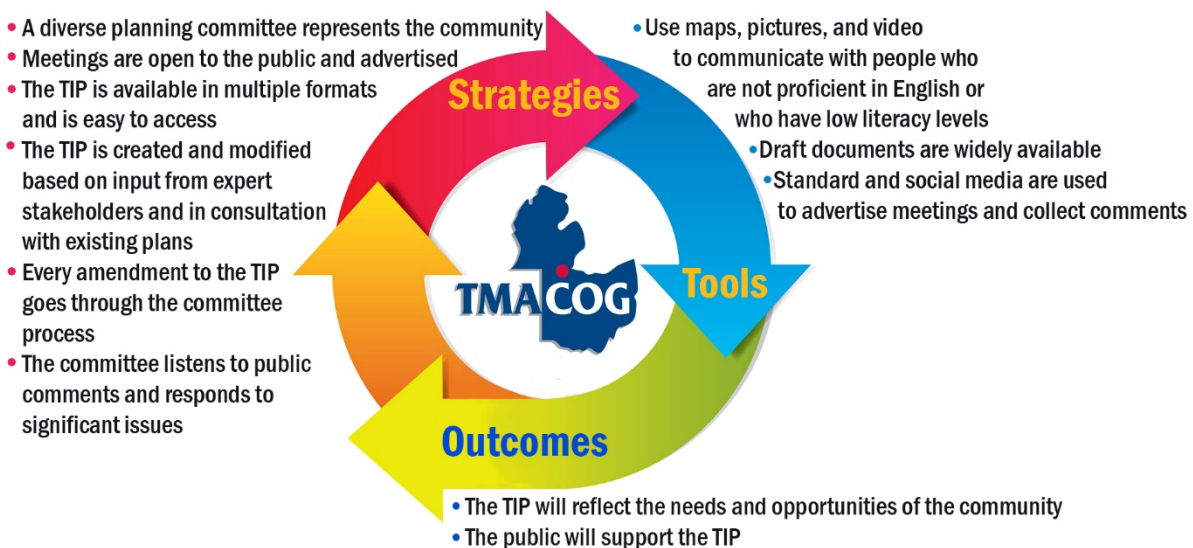
- TMA COG consults interested parties (see chapter 2) so they have a reasonable opportunity to comment on the proposed TIP.
- Jurisdictions submitting projects to the proposed TIP select projects based on the needs and priorities of their populations.
- TMA COG publishes the TIP to make it readily available for public review in electronically accessible formats on the TMA COG website.

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- TMACOG uses the committee processes (described in section 4.1) to amend the TIP.
- TMACOG uses visualization techniques to describe the TIP.
- TMACOG provides an additional opportunity for public comment if the final TIP differs significantly from the original version.
- Committee meetings are open to the public and held at convenient and accessible locations and times.
- The public receives timely notice and reasonable access to information about transportation issues and processes.
- TMACOG specifically considers the needs of those traditionally underserved by existing transportation systems, including people with disabilities, and low-income, minority, or limited English proficiency households.
- TMACOG provides adequate notice of public participation activities and time for public review and comment at key decision points.
- TMACOG and ODOT hold public meetings for review and comment

The following graphic describes the process of public involvement including strategies, tools, and outcomes:

Transportation Improvement Program



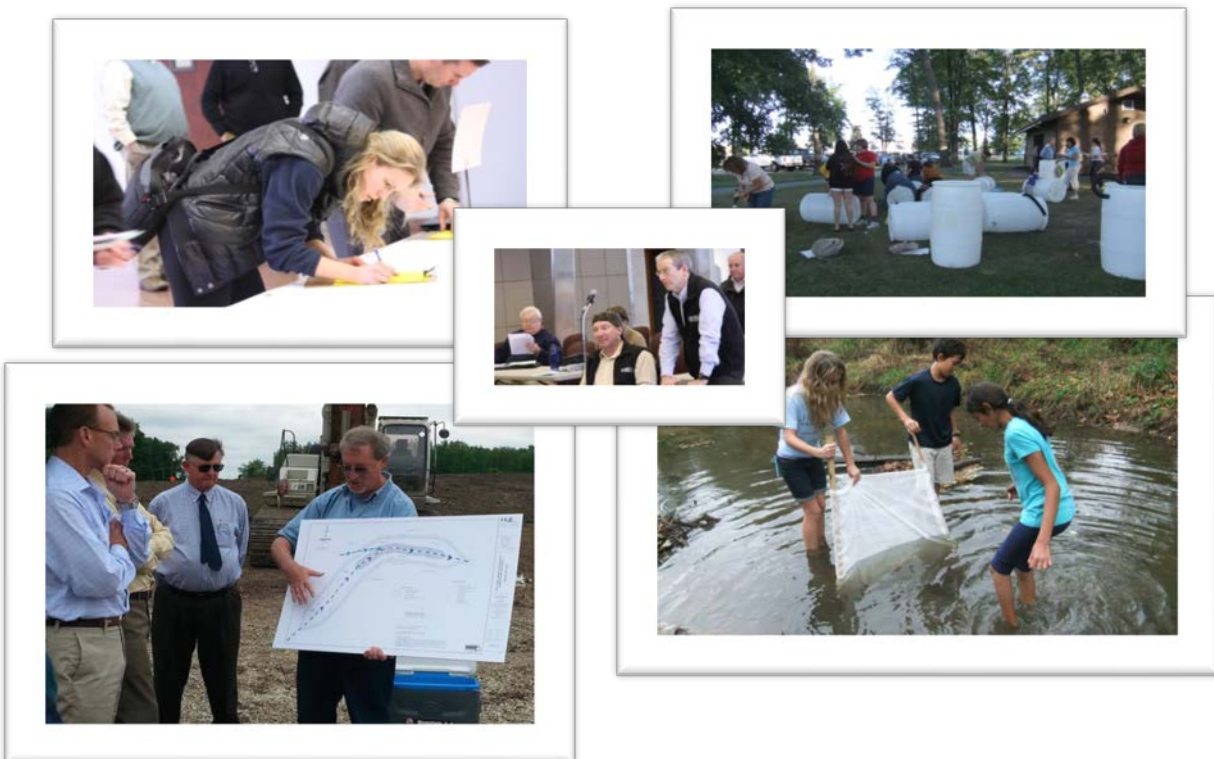
5.3. Major Environmental Work Products

TMACOG is the Areawide Water Quality Planning Agency. As part of that designation, the Water Quality Planning Department and the Water Quality Council maintain the “208 Plan.”

5.3.1. Areawide Water Quality Management Plan and Water Studies

TMACOG maintains the “[208 Plan](#),” through consultation with local jurisdictions, area stakeholders, and the public. The “208 Plan” is an environmental planning document under Section 208 of Clean Water Act of 1972, which is why it is often referred to as the “208 Plan.” TMACOG maintains the plan so it is comprehensive, current, and relevant regarding community needs. In Ohio by law, the director of the Ohio EPA must deny permits that conflict with the plan.

TMACOG uses public outreach tools (described in section 4) to solicit public input for this plan, including the TMACOG website and regional meetings. TMACOG also engages in several area watershed plans and conducts public involvement as a part of those plans depending on the scope of the study and available resources.



6. Environmental Justice Considerations for the Public Involvement Process

6.1. Environmental Justice Principles and Related Laws

Environmental Justice (EJ) is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

The principles of EJ include:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic 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 the receipt of benefits by minority and low-income populations.

These principles are closely related to Title VI of the Civil Rights Act of 1964. Title VI states 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.”

In addition to Title VI, there are additional non-discrimination statutes. These statutes include the following:

- Section 162 (a) of the Federal-Aid Highway Act of 1973 (sex)
- Age Discrimination Act of 1975 (age)
- Section 504 of the Rehabilitation Act of 1973 (disability)
- Americans with Disabilities Act of 1990 (disability)

Taken together these requirements define an over-arching program of non-discrimination. To promote environmental justice President Clinton signed Executive Order 12898, *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*, on February 11, 1994.

The Environmental Protection Agency has issued a *Memorandum on EPA’s Environmental Justice and Community Revitalization Priorities* (signed February 23, 2018). It outlines 12 goals that will help the EPA integrate environmental justice into the EPA’s programs, policies, and activities. The 2018 memorandum builds on *Plan EJ 2014*. The U.S. Department of Transportation (DOT) issued the Departmental Order 5610.2(a) *Actions to Address Environmental Justice in Minority Populations and Low-Income Populations* to consider environmental justice principles in all (DOT) programs, policies,

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and activities. The Ohio Department of Transportation has also published guidance on environmental justice.

TMACOG created several environmental justice maps that are in **Appendix C**. These maps help determine where minority and low-income populations are present. TMACOG has created additional maps depicting the population of elderly, disabled, no-car households and limited English proficiency populations. From the available data identifying locations of these populations, planners may have to adjust and modify plans to avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects.

TMACOG uses this public involvement policy as a method to solicit the full and fair participation by all potentially affected communities in the decision-making process and to prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

EJ applies to all programs and activities of federal-aid recipients, whether those programs and activities are federally funded or not. As recommended by regulatory guidance and in compliance with federal law and rules, TMACOG uses various outreach tools and techniques that are available agency-wide depending on the scope and resources of a project.

6.2. Definitions

Environmental Justice primarily addresses low-income and minority populations. The U.S. Department of Transportation (DOT) [Departmental Order 5610.2\(a\)](#) defines low-income and minority populations as:

- Low-income means a person whose median household income is at or below the Department of Health and Human Services poverty guidelines
- A minority means a person who is:
 - Black: a person having origins in any of the black racial groups of Africa.
 - Hispanic or Latino: a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
 - Asian American: a person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent.
 - American Indian and Alaskan Native: a person having origins in any of the original people of North America, South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.

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- Native Hawaiian and Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

6.3. Identify and Involve Target Populations

TMACOG seeks to facilitate the involvement of those potentially affected by:

- Identifying low-income and minority neighborhoods.
- Identifying organizations and neighborhood leaders who can assist with outreach efforts to their communities.
 - Encouraging these organizations and neighborhood leaders to serve on TMACOG committees to share their unique perspectives, comments, and suggestions.
- Seeking input from and considering the needs of those traditionally underserved by existing systems, such as low-income and minority households, who may face challenges accessing employment and other services.

6.4. Adapt Advertising

TMACOG maintains a list of area media outlets and uses them to adapt advertising for different target audiences.

- Meeting notices and materials communicate clearly by defining acronyms and limiting jargon.
- TMACOG seeks assistance from neighborhood leaders and organizations to help with outreach efforts such as publicizing meetings or distributing questionnaires.
- TMACOG sends press releases and announcements to radio stations and newspapers serving minority audiences.
- Notices or surveys may be translated into Spanish or other languages as it is deemed appropriate.

6.5. Choose Appropriate Meeting Times and Locations

TMACOG uses appropriate meeting times and locations.

- When appropriate to the particular planning process such as the regional transportation plan update, meetings will be held in target neighborhoods:
 - in familiar locations
 - near transit routes
 - in buildings accessible to those with disabilities

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- TMACOG may hold meetings in conjunction with a regularly scheduled community meeting to increase attendance.
- TMACOG may hold meetings during daytime hours to accommodate seniors, second-shift workers, after-dark safety concerns, and transit schedules.

6.6. Structure Meetings to Encourage Participation

Individuals have an opportunity to participate in decisions about activities that may affect their environment and/or health. Depending on the type of project and the input received, the public's contribution can influence TMACOG's decision. Their concerns will be considered in the decision-making process.

- Techniques may include small-group discussions, recording all comments on a tablet easel, or the use of a familiar neighborhood gathering spot, such as a community center or library.
- TMACOG will strive for diversity in the meeting leadership. For example, TMACOG may encourage neighborhood leaders to open the meetings.
- Presentations will use visual images to make information clear and understandable.
- Meetings will be kept reasonably brief.
- Refreshments may be provided to encourage attendance.
- The room arrangement and meeting structure will aim to provide an inviting atmosphere.

6.7. Availability of Public Documents

TMACOG adheres to state law and the availability of public documents, but also encourages review and comment of plan and study documents, such as the long range transportation plan and the Areawide Water Quality Management Plan.

- As part of a major outreach effort, TMACOG may place plan or project-related documents in locations convenient to the low-income and minority target populations such as a public library or community center. These locations should be open evenings and weekends.

7. Limited English Proficiency

[Executive Order 13166](#) challenges federal agencies to “implement a system by which (limited English-proficient or ‘LEP’) persons can meaningfully access... services consistent with, and without unduly burdening, the fundamental mission of the agency.” When read in its entirety, and interpreted consistently with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1972, the Executive Order applies to all programs and activities of a federal agency.

Federal guidance outlines a four-factor analysis to determine appropriate services for persons with limited English proficiency.

7.1. Analysis for Determining Appropriate Services

In creating a public information plan for TMACOG’s transportation or environmental planning programs, TMACOG will perform a four-factor analysis. Specific strategies employed will be dependent on the results of the analysis.

- (1) **The Number or Proportion of LEP Persons Served or Encountered in the Eligible Service Population.** The TMACOG planning areas vary depending on projects. For example, the Metropolitan Planning Organization (MPO) area for the long range transportation plan is Lucas and Wood counties and the three townships of southern Monroe County, Michigan. The planning area for the Areawide Water Quality Management Plan (the 208 Plan) is Lucas, Ottawa, Sandusky, and Wood counties in Ohio and the three southern townships of Monroe County, Michigan. TMACOG will research the number and proportion of people with limited English proficiency served for each project that seeks public involvement.
- (2) **The Frequency With Which LEP Individuals Come in Contact With the Recipient’s Program, Activity or Service.** Unlike a health supplier or recreation center, TMACOG planning activities affect all members of the community. All TMACOG outreach and public involvement activities will invite and make welcome any interested members of the community, particularly seeking inclusion of under-served groups including LEP persons.
- (3) **The Nature and Importance of the Recipient’s Program, Activity, or Service.** TMACOG planning activities are not usually urgent, and public participation is not obligated. However, planning activities do have long-term consequences for the region and the input of the representative population is essential to plans that serve the entire population.
- (4) **The Resources Available to the Recipient and Costs.** Technology makes some translations possible for webpages or electronic documents. As a small agency with limited resources, TMACOG will work closely with agencies serving the LEP

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community to seek strategies for sharing costs and expertise for in-person interpretive or translation services.

7.2. Involve Target Populations

TMACOG seeks to facilitate the involvement of those potentially affected by:

- Identifying LEP neighborhoods using Census data, American Community Survey data, and GIS.
- Identifying organizations and neighborhood leaders who can assist with outreach efforts to their communities.
- Forming ongoing alliances with existing organizations.
- Involving local officials and community insiders.

Listed below are various outreach tools and techniques that are available agency wide. These will be employed as analysis indicates the need, the efficacy, and the resources available.

7.3. Adapt Advertising

TMACOG maintains a list of non-English speaking media outlets.

- Explore websites, national publications, and local newspapers for advertising and meeting opportunities.
- Use word of mouth, radio, television, social media, and newspaper to reach out to communities and let the population know of public input opportunities.

7.4. Choose Appropriate Meeting Times and Locations

TMACOG uses appropriate meeting times and locations for public meetings.

- Attend regularly scheduled meetings and special events as appropriate to encourage participation in TMACOG processes.
- When practical, hold public meetings near LEP neighborhoods and on transit lines.
- Schedule meetings both during the day and in the evening to account for different schedules of potential participants.

7.5. Structure Meetings to Encourage Participation

For meetings with a specific cultural focus, meetings may be designed to account for cultural influences to encourage participation. Meetings are usually brief, where an

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inviting atmosphere is established, and light refreshments may be served. TMACOG will seek input by:

- Using interpreters and translated materials as appropriate.
- Incorporating graphics and symbols.
- Using photographs, maps, or videos.

7.6. Availability of Documents

TMACOG makes documents accessible to those with LEP needs:

- As part of a major outreach effort, TMACOG may place documents such as translated surveys at community centers or public libraries located in LEP areas.
- TMACOG places many documents on the website and will translate most as needed. For major documents containing a large amount of supporting data and analysis, a summary document will be available for translation.
- Google Translate is available to use on our website to encourage accessibility.

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Excerpt from DEPARTMENT OF TRANSPORTATION
Federal Highway Administration 23 CFR Part 450

Statewide and Nonmetropolitan Transportation Planning; Metropolitan Transportation Planning

Excerpts from **Proposed Sec. 450.316 Interested parties, participation, and consultation:**

- (a) The MPO shall develop and use a documented **participation plan** that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.
- (1) The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:
 - (i) Providing **adequate public notice of public participation activities** and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
 - (ii) Providing **timely notice and reasonable access to information** about transportation issues and processes;
 - (iii) Employing **visualization techniques** to describe metropolitan transportation plans and TIPs;
 - (iv) Making public information (technical information and meeting notices) available in **electronically accessible formats** and means, such as the World Wide Web;
 - (v) Holding any **public meetings at convenient and accessible locations and times**;
 - (vi) Demonstrating explicit **consideration and response to public input** received during the development of the metropolitan transportation plan and the TIP;
 - (vii) Seeking out and considering the **needs of those traditionally underserved** by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
 - (viii) Providing an **additional opportunity for public comment**, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and

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raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts;

- (ix) **Coordinating with the statewide transportation planning** public involvement and consultation processes under subpart B of this part; and
 - (x) Periodically **reviewing the effectiveness** of the procedures and strategies contained in the participation plan to ensure a full and open participation process.
- (2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93, subpart A), a summary, analysis, and **report on the disposition of comments** shall be made as part of the final metropolitan transportation plan and TIP.
- (3) A minimum **public comment period** of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.
- (b) In developing metropolitan transportation plans and TIPs, the MPO should **consult with agencies and officials responsible for other planning activities** within the MPO that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO shall develop the metropolitan transportation plans and TIPs with due consideration of other related planning activities within the metropolitan area.

...

(note: **emphasis** added by **TMACOG**)

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Excerpt from 40 CFR §25.3 and §25.4

Authority: Sec. 101(e), Clean Water Act, as amended ([33 U.S.C. 1251\(e\)](#)); sec. 7004(b), Resource Conservation and Recovery Act ([42 U.S.C. 6974\(b\)](#)); sec. 1450(a)(1), Safe Drinking Water Act, as amended ([42 U.S.C. 300j-9](#)).

Information, notification, and consultation responsibilities.

§25.3 Policy and objectives.

- (a) EPA, State, interstate, and substate agencies carrying out activities ... shall provide for, **encourage, and assist the participation of the public**. The term, “the public” in the broadest sense means the people as a whole, the general populace. There are a number of identifiable “segments of the public” which may have a particular interest in a given program or decision. Interested and affected segments of the public may be affected directly by a decision, either beneficially or adversely; they may be affected indirectly; or they may have some other concern about the decision. In addition to private citizens, the public may include, among others, representatives of consumer, environmental, and minority associations; trade, industrial, agricultural, and labor organizations; public health, scientific, and professional societies; civic associations; public officials; and governmental and educational associations.
- (b) Public participation is that part of the decision-making process through which responsible officials become aware of public attitudes by providing ample opportunity for interested and affected parties to communicate their views. Public participation includes providing **access to the decision-making process, seeking input** from and conducting dialogue with the public, assimilating **public viewpoints and preferences**, and demonstrating that those viewpoints and preferences have been considered by the decision-making official. Disagreement on significant issues is to be expected among government agencies and the diverse groups interested in and affected by public policy decisions. Public agencies should encourage full presentation of issues at an early stage so that they can be resolved and timely decisions can be made. In the course of this process, responsible officials should make special efforts to encourage and assist participation by citizens representing themselves and by others whose resources and access to decision-making may be relatively limited.
- (c) The following are the objectives of EPA, State, interstate, and substate agencies in carrying out activities covered by this part:
 - (1) To assure that the public has the opportunity **to understand official programs and proposed actions**, and that the government fully considers the public's concerns;
 - (2) To assure that the government **does not make any significant decision** on any activity covered by this part without consulting interested and affected segments of the public;
 - (3) To assure that government action is as responsive as possible to public concerns;

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- (4) To encourage public involvement in implementing environmental laws;
- (5) To keep the public informed about significant issues and proposed project or program changes as they arise;
- (6) To foster a spirit of openness and mutual trust among EPA, States, substate agencies and the public; and
- (7) To use all feasible means to create opportunities for public participation, and to stimulate and support participation.

§25.4 Information, notification, and consultation responsibilities.

- (a) General. EPA, State, interstate, and substate agencies shall conduct a continuing program for public information and participation in the development and implementation of activities covered by this part. This program shall meet the following requirements:
- (b) Information and assistance requirements:
 - (1) Providing **information to the public** is a necessary prerequisite to meaningful, active public involvement. Agencies shall design informational activities to encourage and facilitate the public's participation in all significant decisions covered ... particularly where alternative courses of action are proposed.
 - (2) **Each agency shall provide the public with continuing policy, program, and technical information** and assistance beginning at the earliest practicable time. Informational materials shall highlight significant issues that will be the subject of decision-making. Whenever possible, consistent with applicable statutory requirements, the social, economic, and environmental consequences of proposed decisions shall be clearly stated in such material. Each agency shall identify segments of the public likely to be affected by agency decisions and should consider targeting informational materials toward them (in addition to the materials directed toward the general public). Lengthy documents and complex technical materials that relate to significant decisions should be summarized for public and media uses. Fact sheets, news releases, newsletters, and other similar publications may be used to provide notice that materials are available and to facilitate public understanding of more complex documents, but shall not be a substitute for public access to the full documents.
 - (3) Each agency shall provide one or more **central collections of reports, studies, plans, and other documents** relating to controversial issues or significant decisions in a convenient location or locations, for example, in public libraries. Examples of such documents are catalogs of documents available from the agency, grant applications, fact sheets on permits and permit applications, permits, effluent discharge information, and compliance schedule reports. Copying facilities at reasonable cost should be available at the depositories.

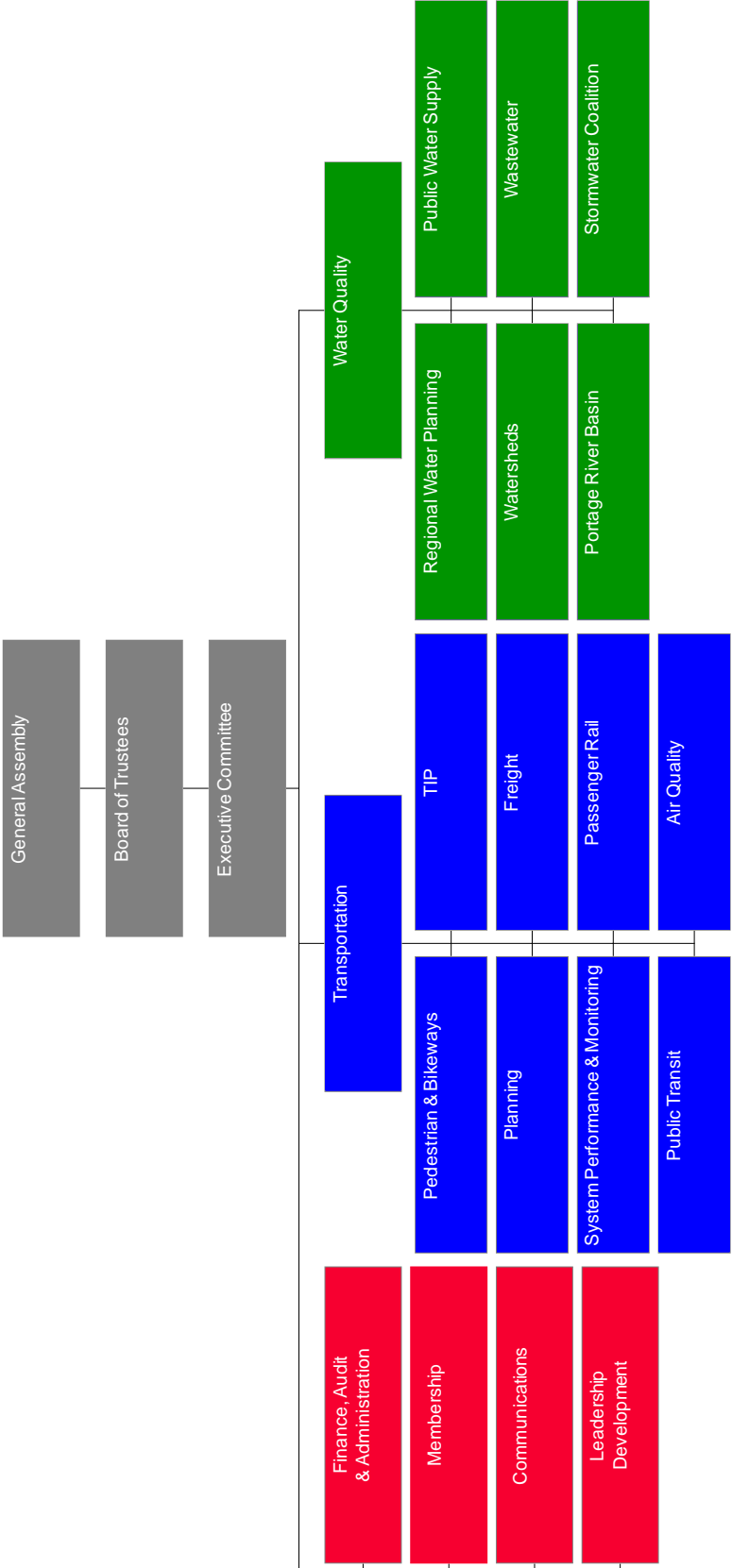
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- (4) Whenever possible, agencies shall provide copies of documents of interest to the public free of charge. Charges for copies should not exceed prevailing commercial copying costs. EPA requirements governing charges for information and documents provided to the public in response to requests made under the Freedom of Information Act are set forth in part 2 of this chapter. Consistent with the objectives of §25.3(b), agencies may reserve their supply of free copies for private citizens and others whose resources are limited.
- (5) Each agency shall develop and maintain a list of persons and organizations who have expressed an interest in or may, by the nature of their purposes, activities or members, be affected by or have an interest in any covered activity. Generally, this list will be most useful where subdivided by area of interest or geographic area. Whenever possible, the list should include representatives of the several categories of interests listed under §25.3(a). Those on the list, or relevant portions if the list is subdivided, shall receive timely and periodic notification of the availability of materials under §25.4(b)(2).
- (c) Public notification. Each **agency shall notify interested and affected parties**, including appropriate portions of the list required by paragraph (b)(5) of this section, and the media in advance of times at which major decisions not covered by notice requirements for public meetings or public hearings are being considered. Generally, notices should include the timetable in which a decision will be reached, the issues under consideration, any alternative courses of action or tentative determinations which the agency has made, a brief listing of the applicable laws or regulations, the location where relevant documents may be reviewed or obtained, identification of any associated public participation opportunities such as workshops or meetings, the name of an individual to contact for additional information, and any other appropriate information. All advance notifications under this paragraph must be provided far enough in advance of agency action to permit time for public response; generally this should not be less than 30 days.
- (d) Public consultation. For the purposes of this part, **“public consultation” means an exchange of views between governmental agencies and interested or affected persons and organizations** in order to meet the objectives set forth in §25.3. ... Other less formal consultation mechanisms may include but are not limited to review groups, ad hoc committees, task forces, workshops, seminars and informal personal communications with individuals and groups. Public consultation must be preceded by timely distribution of information and must occur sufficiently in advance of decision-making to allow the agency to assimilate public views into agency action. EPA, State, interstate, and substate agencies shall provide for early and continuing public consultation in any significant action covered by this part. Merely conferring with the public after an agency decision does not meet this requirement. In addition to holding hearings and meetings as specifically required in this chapter, a hearing or meeting shall be held if EPA, the State, interstate, or substate agency determines that there is significant public interest or that a hearing or meeting would be useful.

(note: **emphasis** added by **TMACOG**)

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TMACOG COMMITTEE STRUCTURE



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The U.S. DOT Order 5610.2(a) addresses only minority populations and low-income populations, and does not provide for separate consideration of elderly, children, disabled, and other populations. However, concentrations of the elderly, disabled, and zero car households are still relevant and displayed in the maps in this appendix. These maps display portions of the population that may be traditionally underserved by the existing system.

In addition, these maps show the entire TMACOG region, including the MPO planning area and the Areawide Water Quality planning area of Lucas, Wood, Sandusky, and Ottawa Counties in Ohio and the southern three townships of Monroe County, Michigan: Bedford, Erie and Whiteford.

The “median household income” areas are mapped by percentages of the poverty level, from 100%-200% of the Health and Human Service guidelines.

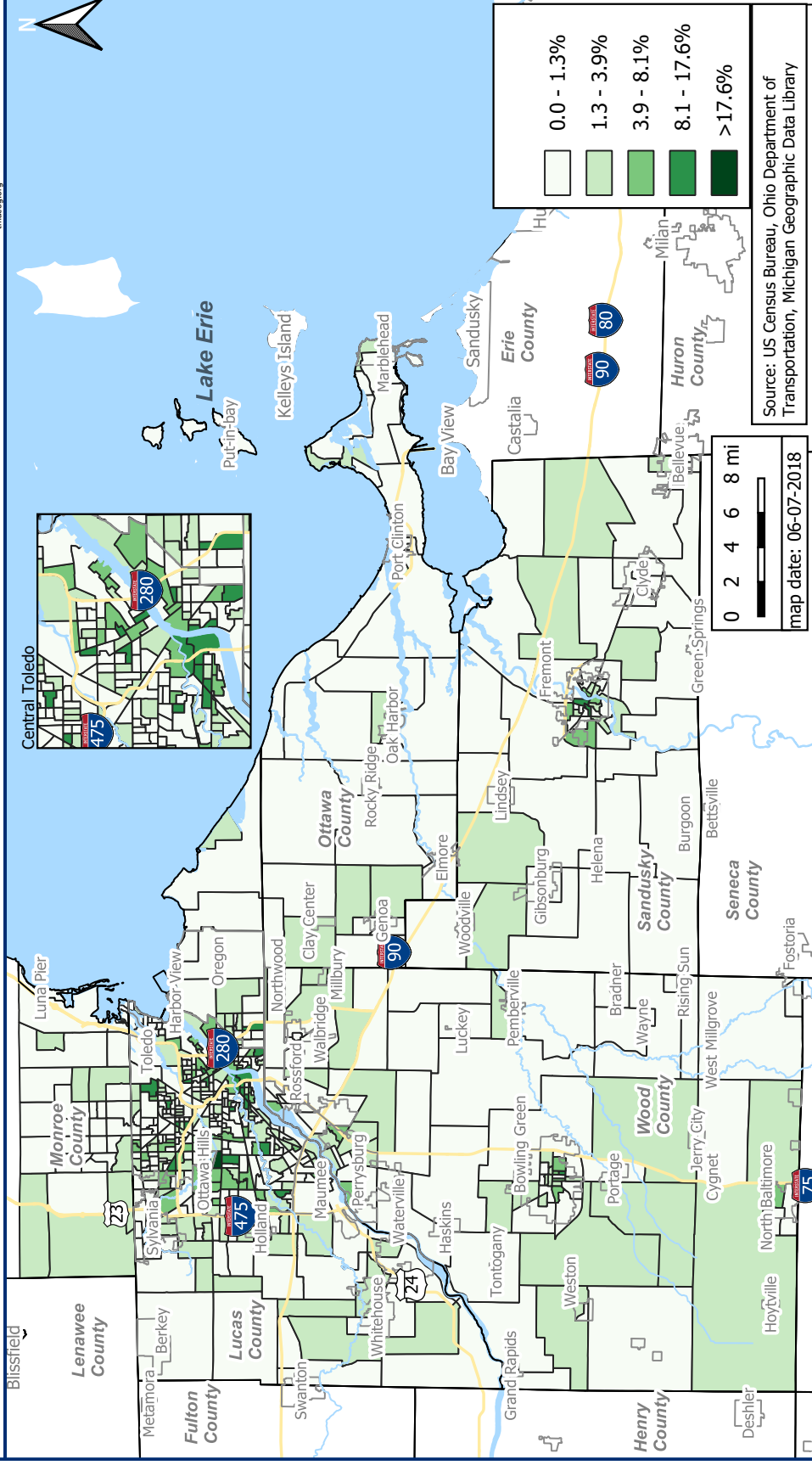
In addition, the *Environmental Justice Areas of Concern* map defines “minority concentration” areas as those areas with a minority population greater than the 2016 regional average for minority concentration, which is 22.7%. “Low income areas” are defined as areas with a percentage of population at or below 100% of the Federal Poverty Level which originates from the [Health and Human Service Guidelines](#). The areas shown on the map are greater than the regional average of 17.4% of people living within 100% of the poverty guidelines.

Census Block Group or Tract information in the following table and subsequent maps was compiled with data from the [2010 Decennial Census](#) and [2012-2016 American Community Survey](#). The regional average is also noted.

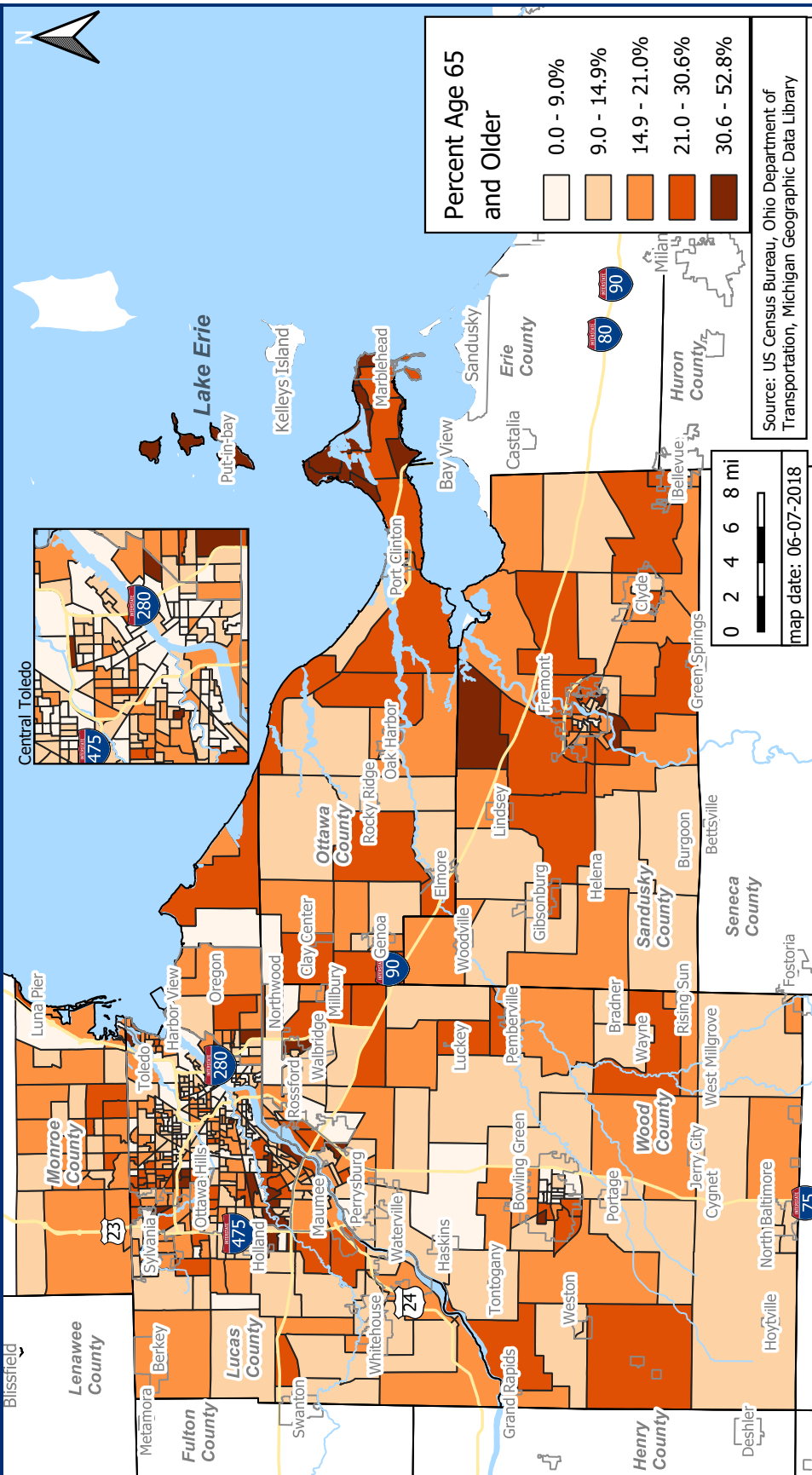
The following tables describe the data shown in the maps.

Environmental Justice Demographics		
Environmental Justice Group	Total Regional Number	Regional Total Percent
Minority	160,511	22.7%
Low Income	119,563	17.4%
Above 65	107,929	15.3%
Disabled	98,801	14%
Zero Car	24,752	8.7%
Limited English Proficiency	11,498	1.6%
Median Income	\$47,603	N/A
Regional Population Totals:		
Total Population Estimate	706,366	100%
Total Households	286,115	100%
Population of non-institutionalized civilians	687,196	100%
Population for Whom Poverty Status is Determined	687,196	100%

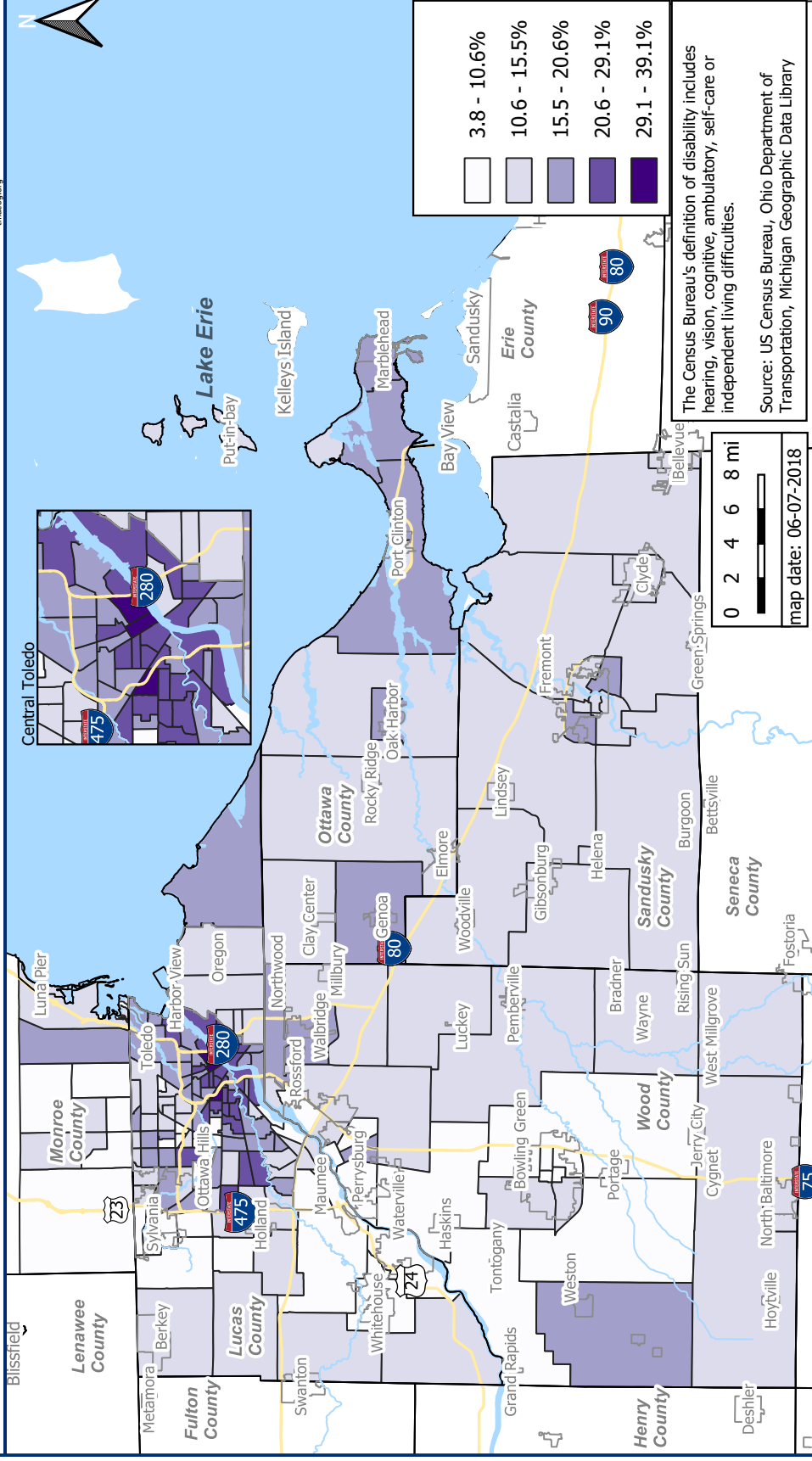
Population Speaking English "Less Than Very Well" - 2016 - Lucas, Monroe, Ottawa, Sandusky, and Wood Counties



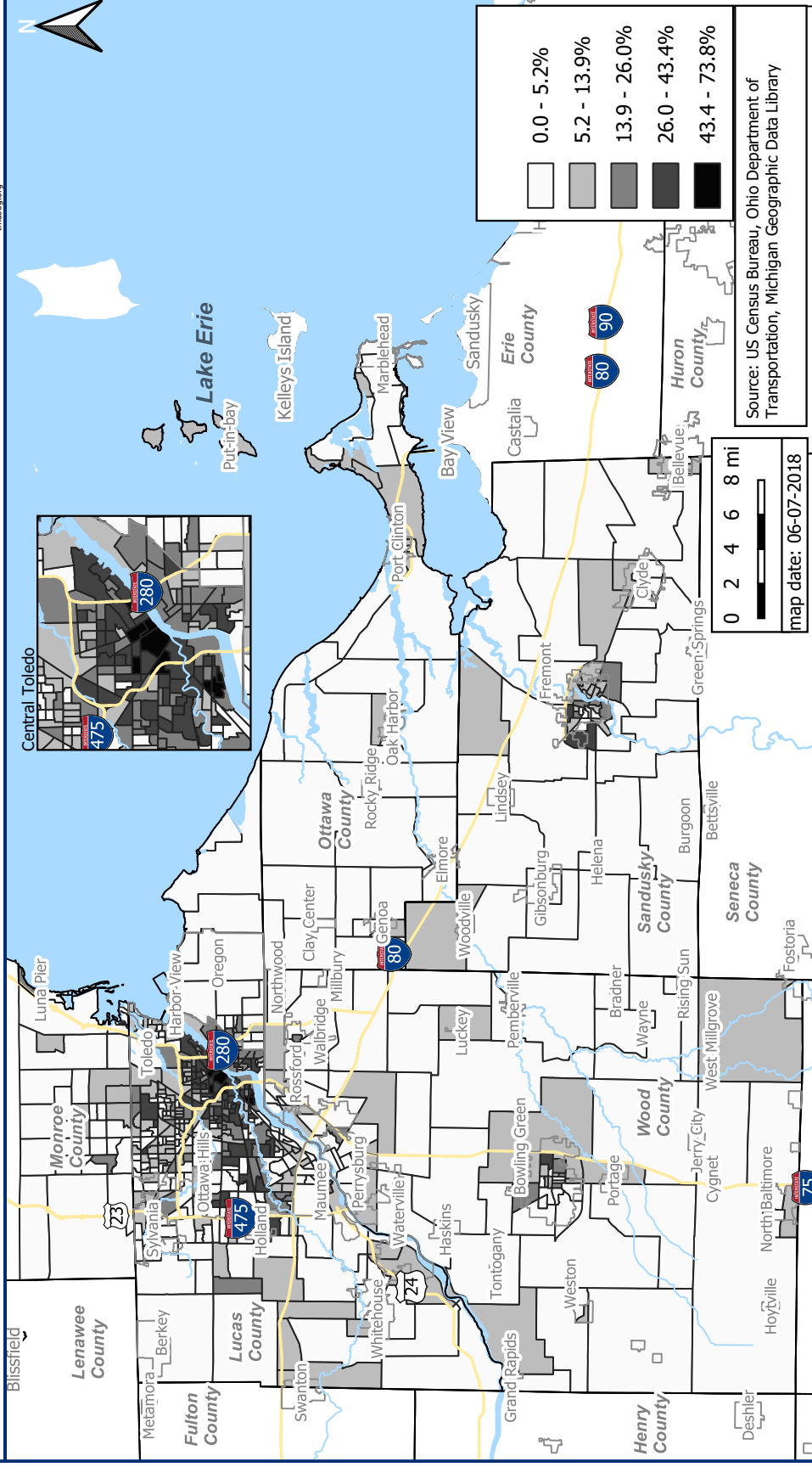
Elderly Population - 2016 - Lucas, Monroe, Ottawa, Sandusky, and Wood Counties



People with Disabilities by Census Tract - 2016 - Lucas, Monroe, Ottawa, Sandusky, and Wood Counties



No Vehicle Households - 2016 - Lucas, Monroe, Ottawa, Sandusky, and Wood Counties



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2020 TMACOG Governmental Members as of February 12, 2020

Counties

Lucas
Monroe
Ottawa
Sandusky
Wood

Cities

City of Bowling Green
City of Fostoria
City of Luna Pier
City of Maumee
City of Monroe
City of Northwood
City of Oregon
City of Perrysburg
City of Port Clinton
City of Rossford
City of Sylvania
City of Toledo
City of Waterville

Villages

Village of Archbold
Village of Berkey
Village of Bradner
Village of Clay Center
Village of Delta
Village of Elmore
Village of Fayette
Village of Gibsonburg
Village of Green Springs
Village of Haskins
Village of Holland
Village of Hoytville
Village of Luckey
Village of Lyons
Village of Metamora
Village of Millbury
Village of North Baltimore
Village of Oak Harbor
Village of Ottawa Hills
Village of Pemberville
Village of Portage
Village of Put-in-Bay
Village of Risingsun
Village of Swanton
Village of Tontogany

Village of Walbridge
Village of Wayne
Village of Weston
Village of Whitehouse

Townships

Township of Erie
Township of Henry
Township of Jackson
Township of Jerusalem
Township of Lake
Township of Middleton
Township of Monclova
Township of Perrysburg
Township of Richfield
Township of Spencer
Township of Springfield
Township of Sylvania
Township of Troy
Township of Washington
Township of Whiteford

Parks & Special Districts

Lucas Metropolitan Housing Authority
Metroparks Toledo
Northwestern Water & Sewer District
Ohio Turnpike & Infrastructure Commission
Port of Monroe
Sylvania Area Joint Recreation District
Toledo Area Regional Transit Authority
Toledo-Lucas County Port Authority
Toledo-Lucas County Public Library
Wood County Park District
Wood County Port Authority

Schools, Colleges & Universities

Bowling Green State University
Lourdes University
Maritime Academy of Toledo
Monroe County Community College
Northwood Local Schools
Ottawa Hills Local Schools
Owens Community College
Penta Career Center
Rossford Exempted Village Schools
Sylvania Schools
Toledo Public Schools
The University of Toledo

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2020 TMACOG Non-Governmental Members as of February 12, 2020

AAA Northwest Ohio Region/AAA Club Alliance	Northwest Ohio Regional Economic Development (NORED)
A.A. Boos & Sons, Inc.	Northwestern Ohio Rails-to-Trails Association (NORTA), Inc.
American Rivers	Ohio Contractors Association
Associated General Contractors of Northwest Ohio	Ohio Farm Bureau—Lucas, Wood & Ottawa Counties
AT&T Ohio	Oregon Economic Development Foundation
Beckett & Raeder, Inc.	Partners for Clean Streams, Inc.
Black Swamp Bird Observatory	Perstorp Polyols, Inc.
Black Swamp Conservancy	Poggemeyer Design Group, Inc.
BP-Husky Refining, LLC	ProMedica
Civil & Environmental Consultants, Inc.	Regional Growth Partnership
Columbia Gas of Ohio	Republic Services, Inc.
Connectoledo Downtown Development Corporation	Rudolph Libbe Group
CT Consultants, Inc.	Safety Council of Northwest Ohio
DGL Consulting Engineers, LLC	Spengler Nathanson P.L.L.
DLZ Corporation	Stantec Consulting Services, Inc.
Eastern Maumee Bay Chamber of Commerce	Toledo Refining Company
Eastman & Smith, Ltd.	Toledo Regional Chamber of Commerce
Envirosafe Services of Ohio, Inc.	Toledo Trucking Association
E.S. Wagner Company	Transportation Advocacy Group of Northwest Ohio (TAGNO)
Feller, Finch & Associates, Inc.	We Are Traffic, LLC
FirstEnergy/Toledo Edison	Woolpert, Inc.
First Federal Bank of the Midwest	
First Merchants Bank (Formerly Monroe Bank & Trust)	
Genoa Bank	
Great Lakes Community Action Partnership (WSOS CAC, Inc.)	
Home Builders Association of Greater Toledo	
Hull & Associates, Inc.	
Huntington Bank	
Jones-Hamilton Company	
Jones & Henry Engineers, Ltd.	
The Mannik & Smith Group, Inc.	
Maumee Valley Adventurers, Inc.	
Maumee Valley Heritage Corridor	
Monroe County Chamber of Commerce	
National Electrical Contractors Association (NECA)	