

# Airport Sponsor Community Participation Plan (CPP)<sup>1</sup>

## 1. Administration

The purpose of this CPP is to ensure that stakeholders or communities affected<sup>2</sup> by Gerald R. Ford International Airport Authority (GFIAA) projects or operations can be informed and participate and have their input thoughtfully considered in the key stages during airport planning efforts, regardless of their race, color, national origin, sex, sexual orientation, gender identity, creed, age, or disability (hereafter, the “protected bases”). This plan is provided in accordance with Title VI of the Civil Rights Act of 1964 (Title VI) and related authorities.<sup>3</sup> This plan and associated reports regarding our CPP efforts will be communicated to the public in formats accessible to persons with disabilities and to limited English proficient (LEP) individuals.

The individuals primarily responsible for implementing the GFIAA CPP are:

<b>Responsible Official</b>	<b>Title, Office, and Responsibilities</b>
<b>1 Heather Day</b>	Human Resources Director, 5500 44 <sup>th</sup> St, Title VI Coordinator
<b>2 Casey Ries</b>	Engineering & Planning Director, DBE Coordinator

[Add or delete lines, as needed]

Responsible officials’ contact information is shared with the public through the following methods:

### **Website<sup>4</sup>, In-person, and Other Communication Methods**

- 1 Title VI Posters posted throughout the airport.**
- 2 Website - <https://www.grr.org/contact-us>.**
- 3 Airport Authority administrative offices in public terminal.**

[Add or delete lines, as needed]

In addition, GFIAA will ensure that members of the public are advised of our nondiscrimination obligations. This includes how to file discrimination complaints with GFIAA and the FAA. We will also conspicuously display the FAA-provided Unlawful Discrimination Posters at airport

<sup>1</sup> See DOT Order 1000.12C, “The U.S. Department of Transportation (DOT) Title VI Program,” Ch. 2, Sec. 4. (Jun. 11, 2021). <https://www.transportation.gov/sites/dot.gov/files/2021-08/Final-for-OST-C-210312-002-signed.pdf>

<sup>2</sup> Within this CPP, the term “affected” also means *served*, in addition to *positively or negatively impacted*.

<sup>3</sup> Related authorities include the Age Discrimination Act of 1975; Sec. 520 of the Airport and Airway Improvement Act of 1982; and the Civil Rights Restoration Act of 1987.

<sup>4</sup> [If adding a website, include the relevant webpage location address]

facilities. See Notice section of GFIAA’s Title VI Plan. *[If no current Plan exists, or changes have been made since the Title VI Plan was completed, complete and attach the poster template available at*

*https://www.faa.gov/about/office\_org/headquarters\_offices/acr/com\_civ\_support/non\_disc\_pr/]*

GFIAA also makes this CPP available through the following methods when engaging members of the public concerning planning efforts:

**Website<sup>5</sup>, In-person, and Other Distribution Methods**

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| <b>1 Available in-person at Authority offices</b>  |
| <b>2 Website upon approval – <a href="https://www.grr.org/documents-forms">https://www.grr.org/documents-forms</a></b> |
- [Add or delete lines, as needed]

**2. Goals and Objectives**

This CPP applies to all airport planning and decision-making efforts, whether or not directly supported by Federal assistance. This includes surveys, public meetings (e.g., airport commission meetings), and hearings, not only meetings for a project requiring an environmental impact statement (EIS) or environmental assessment (EA).

GFIAA’s planning processes that lead to decisions for projects or operations or those of any sub-recipients are:

*[List, by name or short description, all ongoing / permanent, ad-hoc, and special planning processes for specific projects, including processes and projects that are in place or are anticipated at the time of this CPP. For example, “alternatives analysis for ground transportation project” and “adoption of mitigation plan for runway relocation project.”]*

**Planning Processes**

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| <b>1. Annual Budget Process (Airport Authority Board, August – October)</b>   |
| <b>2. Master Planning Process (Every 10-15 years, last completed in 2019)</b> |
| <b>3. EA or EIS as required by NEPA (As needed)</b>                           |
| <b>4. Airport Authority Committee and Board meetings (monthly)</b>            |
| <b>5. Public Bond Issuance (As needed)</b>                                    |

[Add or delete lines, as needed]

GFIAA seeks public input for the above processes through the following methods:

*[In the left column, list the Public Input Methods by name or short description. In the right column, list the corresponding Planning Processes that use each Public Input Method. Use the*

<sup>5</sup> *[If adding a website, include the relevant webpage location address]*

numbers from the above Planning Processes list, rather than writing out the full description from the list. For example, “Public meetings to review alternatives and provide comments - #1, 3”]

<b>Public Input Methods</b>	<b>Planning Process(es) that use each Method</b>
<b>A. Public comment period at Board and Committee meetings</b>	#1, 2, 4, 5
<b>B. Scheduled Community Open House</b>	#2
<b>C. Public Hearing</b>	#1, 5
<b>D. Public Surveys</b>	#2
<b>E. Public Notice/Written Request for Comments</b>	#2, 3

*[Add or delete lines, as needed]*

### **3. Identification of and Focused Outreach to Affected Communities**

See Community Statistics section of GFIAA’s Title VI Plan, for detailed discussion of Affected Communities. [If no current Plan exists, or changes have been made since the Title VI Plan was completed, complete the Community Statistics form in Appendix 1]

The specific steps GFIAA will take to communicate with, inform, educate, consult or solicit input from, and expand opportunities for engagement with each Affected Community,<sup>6</sup> are provided below.

*[In the left column, copy and paste or list each of the Affected Communities previously identified. In the right column, list the specific steps (e.g., advertisements in community-focused media, events organized with community leaders, etc.)]*

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<sup>6</sup> “Affected communities” means any readily identifiable group impacted or potentially impacted by an airport project or operation, such as the community immediately surrounding a project or a community in the flight path.

Affected Community	Key Community Reps. (CBOs, unions, leaders, etc.) <sup>7</sup>	Focused Outreach Steps
<b>i. 49302 (includes Alaska, Alto, Whitneyville)</b>	a. Caledonia Township – Township Manager, Township Planner b. Cascade Township – Township Manager, Community Planning and Development Director	a. Send email. b. Attend community-based business meetings (ex. Rotary, business associations). c. Meet with Township staff.
<b>ii. 49316 (includes Caledonia, Dutton, Gaines)</b>	a. Caledonia Township – Township Manager, Township Planner b. Gaines Township – Township Manager, Community Development Director	a. Send email. b. Attend community-based business meetings (ex. Rotary, business associations). c. Meet with Township staff.
<b>iii. 49512 (includes Kentwood, East Paris)</b>	a. Cascade Township – Township Manager, Community Planning and Development Director b. City of Kentwood – Deputy City Administrator, Community Development Director	a. Send email. b. Attend community-based business meetings (ex. Rotary, business associations). c. Meet with Township/City staff.
<b>iv. 49546 (includes Cascade, Eastmont, Forest Hills)</b>	a. Cascade Township – Township Manager, Community Planning and Development Director b. City of Kentwood – Deputy City Administrator, Community Development Director	a. Send email. b. Attend community-based business meetings (ex. Rotary, business associations). c. Meet with Township/City staff.

*[Add or delete lines, as needed]*

<sup>7</sup> Potential representatives include chamber of commerce, environmental advocacy groups, business leaders, and labor groups. These representatives should have a close association with the community, with particular emphasis on connection to racial and ethnic minority groups within the communities, including limited English proficient

## **4. Effective Communication**

GFIAA will ensure that public engagement is effective, meaningful, and free of linguistic, economic, historical, and cultural barriers to participation. Every effort will be taken to ensure clear, plain, and effective communication with Affected Communities, including ensuring materials are in accessible formats for persons with disabilities and in languages other than English. See Limited English Proficiency (LEP) section of GFIAA’s Title VI Plan. [If no current Plan exists, or changes have been made since the Title VI Plan was completed, complete the LEP form in Appendix 2]

## **5. Communication Platforms**

Diverse communication platforms will be utilized to effectively reach the broadest audience. We will use the following platforms to communicate project details, our nondiscrimination obligations, and points of contact for the public to share project or operational feedback with our office and the FAA.

### **Social Media, Monitors, and Other Communication Platforms**

**1 Press releases**

**2 Social Media – Facebook, Instagram, LinkedIn**

**3 Websites (project specific websites and Authority website)**

**4 Flyers**

**5 Media tours of projects**

**6 Paid Advertisement**

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populations, as well as other constituencies historically underserved by transportation programs, such as low income populations, and others.

## **6. Records**

This section includes the procedures GFIAA will follow to document ~~of our~~ outreach efforts. Records for steps taken to provide outreach to Affected Communities will be maintained in the following locations:

### **Website<sup>8</sup>, In-person, and Other Storage Methods**

#### **1 Airport physical and digital records in accordance with retention policies**

*[Add or delete lines, as needed]*

Records will be kept for community input. The records will document how GFIAA considered, weighed, and incorporated input received. The records will include justifications for any decisions contrary to community feedback. The records will be stored in the following locations:

### **Website<sup>9</sup>, In-person, and Other Storage Methods**

#### **1 Airport physical and digital records in accordance with retention policies**

*[Add or delete lines, as needed]*

Records for demographics of participants will also be kept. Requested demographic information will include race, national origin, sexual orientation, gender identity, creed, age, disability, languages spoken, and community membership.<sup>10</sup> Demographic information will be requested by the following methods: *[For example, voluntary disclosure by attendees in sign-in sheets or through registration process]*

### **Demographic Information Collection Methods**

#### **1 Airport physical and digital records in accordance with retention policies**

*[Add or delete lines, as needed]*

CPP records will be made available to the public using the same methods for other information outlined within this plan.

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<sup>8</sup> *[If adding a website, include the relevant webpage location address]*

<sup>9</sup> *[If adding a website, include the relevant webpage location address]*

<sup>10</sup> This information is solicited to demonstrate compliance with Title VI and related requirements. See 49 CFR § 21.9(b); 49 U.S.C. § 47123; 28 CFR § 42.406; and FAA Order 1400.11.

## **7. Reporting Outcomes**

**Within 30 days of the end of each fiscal year (FY),<sup>11</sup>** GFIAA will create a CPP Report for the completed FY. The report will summarize efforts taken under this CPP in a narrative statement describing:

1. The specific steps taken to produce meaningful engagement with Affected Communities the completed FY,
2. The results of those efforts for the completed FY, and
3. How the Affected Communities' comments and views are or will be incorporated into the decision-making process.

The CPP Reports will be included with GFIAA's Title VI Plan. *[For example, assuming that the Title VI Plan is updated every 3 years, the CPP Reports for the prior 3 years will be added to the Title VI Plan].* If no current Title VI Plan exists, the CPP Reports will be added to its Title VI Assessment for each grant.

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<sup>11</sup> The first report is required after the first complete fiscal year, after this plan is adopted. Information for activities during a partial year immediately following adoption of the plan will be included with the first full year's report.

## **Appendix 1**

**Complete only if required by Section 3<sup>12</sup>**

**N/A – see GFIAA Title VI Plan**

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<sup>12</sup> *[In general, this appendix should only be completed if the airport does not have a current Title VI Plan that has been accepted by the FAA. Information does not need to be copied and pasted from the Title VI Plan].*



## **Appendix 2**

**Complete only if required by Section 4<sup>13</sup>**

**N/A – see GFIAA Title VI Plan**

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<sup>13</sup> *[In general, this appendix should only be completed if the airport does not have a current Title VI Plan that has been accepted by the FAA. Information does not need to be copied and pasted from the Title VI Plan].*