



Public participation plan

June 2019

Public Participation Plan

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Introduction

The Chicago Metropolitan Agency for Planning (CMAP) is our region’s comprehensive planning organization. The agency and its partners developed ON TO 2050, a new comprehensive regional plan to help the seven counties and 284 communities of northeastern Illinois implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues.

Meaningful public participation is a key component of CMAP’s planning processes, to produce regional plans – such as ON TO 2050 – the transportation improvement program (TIP), and local plans through our Community Planning program, that reflect the values and priorities of the people who live and work in the region. Federal regulations require CMAP to carry out a continuing, cooperative, and comprehensive performance-based multimodal transportation planning process, including the development of a metropolitan transportation plan and a TIP, that encourages and promotes the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight, fosters economic growth and development, and takes into consideration resiliency needs, while minimizing transportation-related fuel consumption and air pollution ([Appendix A](#)). CMAP strives to inclusively identify, engage, and sustain relationships with residents in communities affected by regional planning and to provide all stakeholders reasonable opportunities to be involved in the planning process. Public input is critical because achieving the vision established in the planning processes will depend on the support and coordinated action of the region’s committed stakeholders.

Our Region

CMAP’S region includes over 8.5 million people, 284 municipalities, and over 5,600 square miles – it is the third largest metropolitan region in the United States. The region encompasses the seven counties in northeastern Illinois (Cook, DuPage, Kane, Kendall, Lake, McHenry and Will), plus Aux Sable Township in Grundy County, and Sandwich and Somonauk Townships in DeKalb County. The region benefits from broad racial and ethnic diversity: almost half of the region’s residents are non-white and thirty-one percent of residents speak a language other than English at home. If current trends continue, the region’s population will be comprised of a majority of persons of color with the next decade. While the region is projected to add 2.3 million residents by 2050, its population growth has stagnated and lags behind peer regions.

The northeastern Illinois region is a busy place. In 2018, the region generated over \$570 billion of goods and services a year, with more than 65 percent participation in the labor force. The region’s transportation infrastructure includes over 7,200 miles of public transit, 29,989 road



miles, and 1,200 miles of bike lanes and trails. Residents in the region travel over 165 million miles daily¹ and account for over 610 million transit boardings² a year.

Public Participation Plan

This Public Participation Plan (the Plan) will guide CMAP's proactive public engagement of the residents and constituencies of northeastern Illinois to plan a multi-modal transportation system that meets the region's economic, development, and sustainability goals. The Plan will establish core values for public engagement, explain how CMAP integrates meaningful public participation into its activities, and outline strategies for broadening and deepening the agency's public engagement in its planning processes, including engagement of residents in the region's economically disconnected areas. This Plan is intended to be responsive to the region's varied constituencies, as CMAP seeks their involvement in ways that are convenient and meaningful to them. CMAP's public outreach processes are also leveraged by the transit agencies in the region to satisfy the region's public participation requirements of 49 U.S.C. 5307(b) ([Appendix B](#)). CMAP welcomes input on this Plan and suggestions for improving its public engagement.

CMAP provides regional planning leadership and resources for northeastern Illinois as authorized by the Regional Planning Act ([Appendix C](#)). CMAP seeks to develop policies and support implementation of plans to create a unified region with enviable quality of life and economic vitality for all. CMAP's responsibilities include:

- Developing a **regional comprehensive plan** that integrates land use and transportation, preserves the environment, and promotes equitable economic prosperity;
- Planning for **efficient public and private investment** in the northeastern Illinois region;
- Providing high-quality **data and analysis**;
- Supporting **local communities' planning projects** that implement the ON TO 2050 plan; and
- Developing and maintaining an **inclusive framework for public participation** in the regional planning process.

¹ Chicago Metropolitan Agency for Planning, "Mobility: Ridership," <http://www.cmap.illinois.gov/mobility/explore#/topic/transit/ridership>.

² Illinois Department of Transportation, "Statewide Vehicle Miles of Travel," 2017, <http://www.idot.illinois.gov/Assets/uploads/files/Transportation-System/Reports/OP&P/Travel-Stats/2017ITS%20Statewide%20Vehicle%20Miles.pdf>



Representational government

The region's citizens, diverse interests, and deep expertise are represented in CMAP's governing bodies and in its extensive committee structure ([Appendix D](#)).

CMAP's [Board](#) membership is balanced with voting members appointed from the seven counties and the City of Chicago. CMAP's separate [MPO Policy Committee](#) is the federally designated metropolitan planning organization (MPO) for the Chicago region and includes State and county leaders and transportation providers. The MPO Policy Committee is responsible for federally regulated transportation planning for the metropolitan planning area (MPA), defined by the U.S. Census as the geographic region likely to become urbanized in the next 20 years. The MPO Policy Committee and CMAP Board jointly adopted a [memorandum of understanding](#) that outlines the working relationship between the two governing boards and affirmed the memorandum again in October 2017.

CMAP relies extensively on its other advisory and working [committees](#) to develop policy, provide expertise, offer feedback, and represent the region's varied constituencies in the planning process. The region's municipalities are represented on CMAP's [Council of Mayors](#), which plays an advisory role in prioritizing projects for federal transportation funds and ensures that the long-range ON TO 2050 plan and multi-year TIP reflect the needs and concerns of citizens throughout the region. The Counties Committee convenes county land use and transportation officials to coordinate programs and share information. CMAP's appointed [Citizens' Advisory Committee](#) also plays an advisory role to CMAP's governing boards.

The volunteer members of CMAP's many other working committees, *ad hoc* committees, and task forces bring valuable expertise and perspective into the agency's planning processes, focusing on issues of regional impact ([Appendix D](#)). The committee structure provides CMAP with timely and meaningful input on the agency's policies and programs before they advance to the governing bodies for approval. CMAP strives to shape the membership of its committees to reflect the region's diversity.

Meetings of CMAP's Board, the MPO Policy Committee, and its working and advisory committees are open to the public. Meeting agendas with supporting materials are posted to CMAP's website and in its public offices and emailed to interested persons in compliance with the Illinois Open Meetings Act requirements. CMAP began recording and broadcasting the meetings of its Board through a video livestream in January 2018, and makes those records publicly available. All public meetings are posted to the events [calendar](#) on CMAP's website ([Appendix E](#)).

CMAP's offices are ADA-accessible and CMAP provides services or accommodation upon request to persons with disability or who need a sign language interpreter. CMAP can also provide language translation or assistance, as requested.



ON TO 2050

In October 2018, CMAP's Board and MPO Policy Committee adopted [ON TO 2050](#), a comprehensive plan for the northeastern Illinois region, building on its predecessor plan, GO TO 2040. ON TO 2050 includes the region's long-range transportation plan and frames regional priorities on development, the environment, the economy, and other issues affecting quality of life. ON TO 2050's recommendations are guided by three overarching principles: Resilience, Prioritized Investment, and Inclusive Growth.

CMAP conducted extensive [public engagement](#) over three phases for development of the ON TO 2050 plan, employing multiple strategies and methods to involve residents in the planning process and reaching over 100,000 residents to generate thousands of comments and insights to guide CMAP's planners ([Appendix F](#)). A [summary](#) of the public engagement for ON TO 2050 describes how public input was explicitly considered and incorporated into the final plan.

ON TO 2050 is [available](#) on the web with enhanced interactivity, in addition to an executive summary of the plan in [English](#) and en [español](#).



Public Participation Plan

Principles

CMAP is committed to an innovative and responsive community engagement process, meeting residents where they are to connect them to the agency's planning initiatives and incorporate their input in the planning process. The best plans are those created in collaboration with the public whom the plans are intended to serve. CMAP's public participation process will involve residents and other stakeholders in every step of the planning process — from visioning to implementation. CMAP's public participation process will strive to:

- Reflect the demographics of the region;
- Be accessible and inclusive;
- Ensure early and continuing involvement of stakeholders with timely and compliant public notice;
- Provide complete information for meaningful participation;
- Support transparency in the decision-making process;
- Affirmatively include communities that have been underrepresented, such as communities with low-income, minority, and limited English-proficient residents; and
- Communicate to participants how their input influenced the decision.

CMAP's principles and public engagement strategies are informed by the agency's experience and its commitment to inclusive regional growth, best practices in public engagement, and examples set by peer agencies.

Effective public engagement

Outreach

CMAP will bring to the table perspectives from across the region's demographic sectors and geographic areas, building relationships with stakeholders to increase the diversity and number of people involved in the planning process. Outreach begins with identifying not only the usual suspects and stakeholders, but in evaluating the full range of interests affected by a planning initiative. Successful outreach requires early inclusion in those initiatives – both regional and local – and identifying appropriate resources and strategies to maximize engagement. Indeed, rather than bring communities to CMAP's table, CMAP will continue to bring its table into communities.

Effective outreach requires timely notice of CMAP's activities to allow the public adequate opportunity to review and comment at key decision points, from development of the regional transportation plan to meetings of CMAP's governing bodies. CMAP will provide required public comment periods for amendments to and updates for ON TO 2050 and the TIP.



CMAP will invest in outreach through established avenues and identify new opportunities and partners. CMAP's public outreach will include local officials, partners in nonprofits and business, and communities from across the region whose perspective and insights are critical to a successful planning process.

CMAP Board, MPO Policy Committee, and committees

CMAP's governing [boards and advisory committees](#) will play a large role in representing the region's geographic and demographic diversity, as well as offering community perspective and expertise on the range of issues regional planning addresses ([Appendix D](#)).

Residents in economically disconnected areas (EDAs), and with limited English proficiency

Residents and organizations in economically disconnected areas with a concentration of low-income residents, minority residents, and residents with limited proficiency in English, communities traditionally underrepresented and underserved by existing transportation systems.

Organizations

Neighborhood associations, accessibility organizations serving persons with disabilities, advocacy groups, special interests, ethnic and cultural organizations, immigrant groups, the faith community, representatives of public transportation employees, and representatives of users of public transportation, pedestrian, and bike facilities.

Public agency partners

Federal agencies, state agencies, public transportation agencies, intercity bus providers, county and township governments, municipal governments, and councils of government.

Planning professionals

Public and private sector planning professionals across all disciplines (housing, transportation, economic development, environment and natural resources, equity).

Civic organizations

Chambers of commerce, economic development corporations, community foundations, jobs councils, and municipal associations.

Private sector

Regional anchor institutions, major employers, small businesses, manufacturers, industrial commissions, employer-based transportation providers, providers of freight transportation services, and corporations representing the breadth and depth of the regional economy.

Educational institutions

Universities, community colleges, educational organizations, schools and school districts.

Youth

Youth-serving organizations, youth leadership programs, and CMAP's Future Leaders in Planning (FLIP) program.



Engagement

To grow public capacity to address community needs with regional solutions, CMAP is committed to meaningful and inclusive public engagement that meets stakeholders where they are, overcomes barriers to participation, and values their input. CMAP's public engagement will accomplish several purposes:

- Educate and inform
- Listen and understand
- Gather input and empower participation

Effective public engagement depends upon a common understanding of regional planning and its relevance to the communities it serves. The collaborative process for achieving regional goals makes it imperative for CMAP to place local issues within the broader context of regional planning and support understanding of cross-jurisdictional issues, such as air and water quality, traffic congestion, workforce challenges, the impact of technology, and changing demographics.

CMAP confirmed through development of the ON TO 2050 plan, that the best plans are made with the input of people those plans serve. CMAP's public engagement will seek to understand community context and priorities, respect the input of all participants, and consider contributions from the region's citizens as an essential component of planning. CMAP also has a unique opportunity to serve as a connector and facilitator to advance collaboration on regional issues and to make regional impact locally relevant. CMAP will deploy its considerable network to amplify and support community connections.

Communications

A key element of CMAP's public outreach and engagement is the continuous flow of information through multiple channels. Digital communications constitute the engine of CMAP's communications machine, with interactive websites for the [agency](#) and the [ON TO 2050 plan](#) (with enhanced accessibility), weekly newsletters, targeted emails, and web comment portals. CMAP's website and newsletter include calendar events, meetings notifications, and updated information for public involvement.

CMAP maintains a database of over 11,000 individuals and organizations, which subscribe to CMAP's newsletter. CMAP's database of broadcast and print media organizations includes minority, foreign language, and special interest media. CMAP uses analytic tools to continually track and analyze its web engagement, using the information to learn how users interact with CMAP's website and improve its accessibility.

CMAP actively deploys social media as a communications tool, maintaining a lively presence on [Twitter](#), [Facebook](#), and [Instagram](#). CMAP uses software to more precisely target, track, and assess its social media interactions.



Residents with Limited English Proficiency (LEP)

As a large metropolitan region, northeastern Illinois has a significant population with limited proficiency in English and CMAP will support their meaningful access to the planning processes. CMAP will provide multilingual printed materials and documents when appropriate and as funding permits. Other resources can include multilingual webpages and videos, as well as staff for on-site language interpretation as requested.

Economically Disconnected Areas (EDAs)

For the ON TO 2050 plan, CMAP identified areas in the region with a high concentration of low-income residents, minority residents, and residents with limited proficiency in English. The EDAs will be the focus of not only policy and planning initiatives, but also of CMAP's public engagement, to surmount geographic, cultural, racial, and economic impediments to participation.

Public engagement tools

CMAP will provide a variety of mechanisms for stakeholders to engage with the agency and participate in planning initiatives, meeting people where they are – whether in person, online, or in social media.

The bread-and-butter of CMAP's public engagement is an in-person meeting, at convenient and accessible locations and times, and most often in communities. The availability of public transit is a primary consideration for local meetings. For development of the ON TO 2050 plan, for example, CMAP partnered with regional community organizations to participate in their scheduled meetings, adding a flexible discussion about the plan's development to their existing meeting agendas.

CMAP employs a suite of flexible tools to communicate with and involve stakeholders in the planning process, tools that are responsive, inclusive, and tailored to meet the particular needs and expectations of CMAP's audiences.

Advisory committees	Meetings
Blogs	Network
Career days	Newsletters, Weekly Update
Charrettes	Online public meetings
DataHub	Open houses
Email (onto2050@cmap.illinois.gov)	Paid advertising
Fact sheets	Podcasts
Focus groups	Press briefings
Forums	Press releases
Future Leaders in Planning Program	Printed materials
Grant programs	Publications
Keypad polling	Radio and television programming
Kiosks	Resource guides
Maps, interactive	Seminars
Multi-language publications	Site visits



Social media: Twitter, Facebook, Instagram,
Snapchat
Summits
Surveys
Task forces
Toolkits
Townhalls
Training
U.S. Mail

Video streaming
Videos
Visualizations
Webinars
Website, webpages
Website comment forms
White papers
Workshops

Sustain

CMAP commits to monitoring the strategies and practices in this Public Participation Plan to ensure a far-reaching and open public engagement process and to shape its ongoing improvement. Just as planning is a process, so is public engagement.

Evaluation of CMAP's public engagement will include hard data such as event attendance, attendee demographics if possible, surveys and survey participation rates, keypad polling results, feedback levels, website interactions, email open rates and click-throughs, social media analytics, and website comments. CMAP will continue to invite and review public comment through its web portals and dedicated email addresses (info@cmmap.illinois.gov and onto2050@cmmap.illinois.gov). And less tangibly, CMAP will look hard at how public input is considered and how it makes a difference in the agency's planning activities.

At regular intervals, CMAP will specifically assess its outreach to underrepresented populations, defined by Title VI and Executive Order 12898 on Environmental Justice ([Appendix A](#)). The Federal Highway Administration and Federal Transit Administration review CMAP's public engagement processes during certification reviews every four years.

Successful planning and its implementation require building and sustaining relationships with CMAP's public engagement partners and understanding the effectiveness of those engagement efforts. CMAP will seek public input with sincerity and transparency to nurture durable relationships with the people and organizations who will ultimately implement and benefit from regional planning.



Appendix A: Federal Law and Regulations

Metropolitan Planning Organizations

Federal law requires each metropolitan region with a population of more than 50,000 residents to designate a metropolitan planning organization (MPO) to develop transportation plans for the region. MPOs must develop long-range transportation plans and transportation improvement programs through a performance-driven, outcome-based approach to planning. The law also requires each MPO to create a public participation plan for providing the public a reasonable opportunity to be involved in the transportation planning process.

United States Code, 23 U.S.C. 134, 23 U.S.C. 150, 49 U.S.C. 5303; Code of Federal Regulations, 23 CFR §§450.310, 450.316

Transportation legislation and regulations

Section 134 of title 23, United States Code, amended by the federal transportation reauthorization act, Fixing America's Surface Transportation (FAST) Act, includes provision for public participation in the development of a transportation plan. The FAST Act requires participation by interested parties, specifically:

Each metropolitan planning organization shall provide citizens, 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 a reasonable opportunity to comment on the transportation plan.

23 U.S.C. 134(i)(6)(A).

Federal regulations elaborate on the FAST Act's public participation requirements and define the requirements for a public participation plan:

(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, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), 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 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 MPA that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk reduction, 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, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

(1) Recipients of assistance under title 49 U.S.C. Chapter 53;

(2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and

(3) Recipients of assistance under 23 U.S.C. 201-204.

(c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.

(d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.

(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under §450.314.

Code of Federal Regulations, [23 CFR §450.316](#).



Title VI: Nondiscrimination in federally funded programs

Title VI of the Civil Rights Act of 1964 and its amendments (Title VI) prohibit excluding people from participating in or being discriminated in any federally funded program or activity on the basis of race, color, or national origin. Other federal laws further expand legal protection from discrimination, including the Federal-Aid Highway Act of 1973, the Age Discrimination Act of 1975, the Rehabilitation Act of 1973, and the Americans with Disability Act of 1990.

Civil Rights Act of 1964, 42 U.S.C. 200

As a recipient of federal funds, CMAP's MPO Policy Committee adopted the [Title VI program](#) and submitted it to the Illinois Department of Transportation in June 2017.

Environmental justice

Executive Order 12898 in 1994 reinforced the provisions of Title VI and expanded its provisions to environmental justice for the environmental and health conditions in minority and low-income communities. Executive Order 12898 provides:

Each federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies and activities on minority populations and low-income populations.

[Executive Order 12898](#), Federal Actions To Address Environmental Justice in Minority Populations and Low-Income Populations (1994).

Persons with limited English proficiency

Executive Order 13166 requires improved access to federal programs for people who are limited in their English proficiency. The order requires federal agencies to provide assistance to federal fund recipients to provide reasonable access to those users of federal programs with limited English proficiency.

[Executive Order 13166](#), Improving Access to Services for Person with Limited English Proficiency (2000).



Appendix B: Urbanized Area Formula Grants

According to 49 U.S.C. 5307, the FTA requires recipients of a grant to comply with the public participation requirement of section 5307(b)(1) through (7) to develop, publish and afford an opportunity for public hearing and comment on the federally-funded Program of Projects (POP). Federal requirements also stipulate that a grant under sections 5310 and 5339 shall be subject to the same requirements as a grant under section 5307, to the extent the U.S. Secretary of Transportation determines appropriate.

The Regional Transportation Authority (RTA) and the Transit “Service Boards” – Chicago Transit Authority (CTA), Metra, and Pace – are all direct recipients for federal grants and designated recipients for some federal funds as well. The RTA is responsible for negotiating the sub-allocation of federal funding apportionments for sections 5307/5340, 5337, and 5339 between northeastern Illinois, northwestern Indiana and southeastern Wisconsin, and for further sub-allocating northeastern Illinois funds among the Service Boards. The RTA is the designated recipient for section 5310 funds in the region, along with the Illinois Department of Transportation (IDOT).

The RTA and Service Boards each meet public participation requirements stipulated in federal regulation and the 2008 RTA Act separately, but also rely upon CMAP’s public participation process to fulfill some federal requirements related to the proposed Transportation Improvement Program (TIP) and Program of Projects (POP) referenced in this Public Participation Plan. To this end, the TIP is updated and amended regularly through CMAP’s Transportation Committee (*see* Chapter 6 of the [FFY 2019-2024 TIP](#)). Proposed amendments are posted on the eTIP public website, and made available on CMAP’s website for public comment one week prior to committee consideration. Major project changes with the potential to affect the region’s air quality undergo a conformity analysis that the Transportation Committee reviews and releases for a 30-day public comment period. Other CMAP committees may review the proposed amendments and conformity analysis recommendations prior to the MPO Policy Committee for approval. The public is encouraged to attend all CMAP committee meetings, and materials for those meetings are posted to the CMAP website one week prior to committee meetings. The “Amendments” tab of CMAP’s [eTIP website](#) documents that this process satisfies the POP requirements for the RTA and the region as whole. The CMAP Public Participation Plan and process apply to grants awarded in sections 5307, 5310, and 5339, as required. Additionally, the RTA chooses to apply the same public participation requirement in section 5307 to the section 5337 grants received within the region.

The table below summarizes the public participation requirements under section 5307(b)(1) through (7), and the actions the RTA, CMAP, and the Service Boards take to fulfill such requirements.



PUBLIC PARTICIPATION REQUIREMENTS		
Responsible parties	Actions	Public participation methods/efforts
49 U.S.C. 5307(b)(1): make available to the public information on amounts available to the recipient under this section		
RTA	Federal funding sub-allocations including sections 5307, 5310, 5337 and 5339 are published for the Service Boards and presented to and approved by RTA Board of Directors. The sub-allocation information is also provided to CMAP to undergo an MPO approval process.	Public meeting, websites, press releases
CMAP	Federal funding sub-allocations including sections 5307, 5310, 5337 and 5339 are presented to the CMAP's Transportation Committee and the MPO Policy Committee for approval. This sub-allocation memos are included in the CMAP committee agendas and minutes. It includes the approval of resolutions dividing the applicable funding splits among Illinois, Indiana, and Wisconsin, and all federal funding splits among CTA, Metra, and Pace.	Public meeting, website
49 U.S.C. 5307(b)(2): develop, in consultation with interested parties, including private transportation providers, a proposed program of projects for activities to be financed		
RTA/Service Boards	<p>The RTA and Service Boards make presentations at the CMAP Transportation Committee regarding the capital program development processes each year, which includes projects funded with sections 5307, 5337, and 5339.</p> <p>The RTA makes presentations at the RTA's Transit Access Citizens Advisory Board regarding section 5310 Program of Projects development processes when they are underway.</p> <p>In addition, the RTA publishes information related to the capital program development process and section 5310 Program of Projects development processes on the RTA website.</p>	Public meeting, website, emails



49 U.S.C. 5307(b)(3): publish a proposed program of projects in a way that affected individuals, private transportation providers, and local elected officials have the opportunity to examine the proposed program and submit comments on the proposed program and the performance of the recipient		
RTA	<p>The RTA publishes the proposed RTA and Service Boards' budgets, two-year financial plans, and five-year capital programs that include all federal funds during the agency budget development cycle each fall. This information is published and distributed online and made available in print copy at budget hearings throughout the region.</p> <p>The RTA also provides for submission of comments online and at public hearings on the RTA and Service Boards' budgets, two year financial plans, and five-year capital programs.</p> <p>Finally, the RTA participates in the submission of projects to the Transportation Improvement Program (TIP) as required by federal regulation.</p>	Website, press releases, blogs, social media, emails
CMAP	CMAP publishes the region's proposed TIP via the eTIP website which includes all transit capital projects and federal funding for operating assistance, with the appropriate language related to federal requirements.	Website, emails
49 U.S.C. 5307(b)(4): provide an opportunity for a public hearing in which to obtain the views of individuals on the proposed program of projects		
RTA/Service Boards	The RTA holds public hearings on the RTA and Service Boards' budgets, two-year financial plan, and five-year capital budgets throughout the region during the agency budget development cycle each fall.	Public meetings, websites, press releases, blogs, social media, emails
49 U.S.C. 5307(b)(5): ensure the proposed program of projects provides for the coordination of public transportation services assisted under section 5336 of this title with transportation services assisted from other United States Government sources		
RTA	<p>The RTA holds several public opportunities for comment on the RTA and Service Boards' budgets, two-year financial plan, and five-year capital budgets as described above.</p> <p>The RTA convenes the region's Human Services Transportation Plan (HSTP) Project Advisory Committee (PAC), which includes representation from many entities involved in human services</p>	Websites, RTAMS, press releases, blogs, social media, emails



	<p>transportation across the region, to advise on the development of the section 5310 call for projects and to review section 5310 projects selected.</p> <p>In addition, the RTA has made presentations at CMAP's Human and Community Development Committee regarding related the section 5310 Program of Projects development, and presents the final Program of Projects to CMAP's Transportation Committee.</p>	
<p>49 U.S.C. 5307(b)(6): consider comments and views received, especially those of private transportation providers, in preparing the final program of projects</p>		
RTA/Service Boards	<p>The RTA staff and Board requests, receives, and considers comments received via public hearings on the proposed budgets, two-year financial plans, and five-year capital programs that includes federal and all other funding.</p> <p>The RTA also requests, receives, and considers public comment on the section 5310 Program of Projects as it is being developed. The comments are considered by RTA and the HSTP PAC.</p>	Websites, comment cards at various locations
<p>49 U.S.C. 5307(b)(7): make the final program of projects available to the public</p>		
RTA/Service Boards	<p>The RTA posts the RTA and Service Boards' final budgets, two-year capital plans, and five-year capital programs on RTA website and the RTA Mapping and Statistics Website (RTAMS).</p> <p>Additionally, the RTA presents the final section 5310 Program of Projects to RTA Boards for review and approval, and then posts the projects on the RTA website.</p> <p>All federally funded projects are submitted to CMAP for inclusion in the TIP, via formal amendments.</p>	Websites, RTAMS, press releases, blogs, social media, emails
CMAP	<p>CMAP's Transportation and MPO Policy committees approve the TIP, and CMAP publishes the final TIP and annual obligation reports via the eTIP website.</p>	Website, e-mails



Appendix C: Illinois Law and Regulations

Included here is a summary of the state laws and regulations that apply to CMAP's community engagement initiatives.

Regional Planning Act

CMAP operates under authorizing legislation known as the Regional Planning Act, which created CMAP as a consolidated planning agency to integrate regional land use and transportation plans.

[Regional Planning Act](#), 70 ILCS 1707

Illinois Open Meetings Act

CMAP's governing bodies conduct their business in compliance with the Illinois Open Meetings Act to ensure public notice of all meetings and to protect the public's right to know about all actions and deliberations of this public agency. In accordance with the Open Meetings Act, CMAP affords citizens notice, opportunity to address, and review of meeting minutes of the agency's deliberative bodies.

The Open Meetings Act applies to any meeting of a quorum of CMAP's governing boards or committees held for the purpose of discussing public business. CMAP gives public notice of meetings of its governing bodies and committees through its weekly newsletter, website, and posting meeting agendas in its offices. In accordance with the Open Meetings Act, CMAP makes available a schedule of all its regular meetings at the beginning of each calendar year. Exceptions to the open meetings requirements are strictly construed, as the Open Meeting Act allows closed meetings to consider limited matters, such as personnel, the purchase or lease of real estate, security procedures, and litigation.

[Illinois Open Meetings Act](#), 5 ILCS 120

Illinois Freedom of Information Act

Illinois' Freedom of Information Act (FOIA) ensures that citizens have access to records of a public body to ensure transparency in the decision-making process. The Act states:

It is a fundamental obligation of government to operate openly and provide public records as expediently and efficiently as possible in compliance with this Act.

FOIA applies to CMAP, which provides a [link](#) on its webpage to submit FOIA requests, guidance for requesting information and public records, and the contact information for CMAP's FOIA officer. CMAP's FOIA officer responds to requests for information and documents by making them available for inspection or providing them to the requester.

[Illinois Freedom of Information Act](#), 5 ILCS 140



Appendix D: Agency Structure

CMAP's Board meets monthly, and [includes](#) representatives from the City of Chicago and seven counties. The Board develops and approves the funding and implementation strategy for making transportation and integrated land use and transportation planning process for the region. The Board holds its meetings in compliance with the Illinois Open Meetings Act; the meetings are recorded and available via livestream on the web. The Board's agenda includes public comment.

The MPO Policy Committee [represents](#) twenty regional governments and transportation agencies and meets quarterly to develop and approve long-range transportation plans and transportation improvement programs. The Policy Committee also holds its meetings pursuant to the Open Meetings Act and includes public comment.

The MPO Policy Committee and CMAP Board meet jointly once a year and have together adopted a [memorandum of understanding](#) that was most recently affirmed in October 2017. The memorandum of understanding outlines the working relationship between the two governing boards and acknowledges the importance of public input to the planning process. The memorandum provides:

Both the CMAP Board and the Policy Committee must be responsive to the region's residents, working cooperatively with municipalities and counties that maintain authority for local land-use decisions.

The signatory boards, by adopting this agreement, recognize the appropriateness and necessity to coordinate and integrate the region's planning for land use and transportation in an open and collaborative process.

Committees

CMAP relies extensively on its other advisory and working [committees](#) to develop policy, provide expertise, offer feedback, and represent the region's varied constituencies in the planning process.

Council of Mayors Executive Committee: Serves an advisory role in prioritizing projects for federal transportation funds and ensures that the long-range ON TO 2050 plan and multi-year TIP reflect the needs and concerns of citizens throughout the region. The Council of Mayors encompasses 284 municipalities organized into eleven subregional councils. The subregional councils of government appoint two mayors each to serve on CMAP's Council of Mayors Executive Committee. The Council of Mayors Executive Committee meetings are held pursuant to the Open Meetings Act and include public comment.



Citizens' Advisory Committee: Promotes public awareness of and serves as local advocates for CMAP's plans and programs, provides community representation in the development of regional plans and policies.

Counties Committee: Convenes county land use and transportation officials to coordinate programs and share information.

Coordinating Committee: Guides implementation of the ON TO 2050 comprehensive regional plan and oversees near term transportation programming, policy, and local planning programs.

Economic Development Committee: Promotes economic and workforce development policies, best practices, and research that foster sustainable growth and regional coordination and advances the recommendations of ON TO 2050.

Environment and Natural Resources Committee: Provides feedback on CMAP projects relating to environment and natural resources, and serves to coordinate and prioritize policy positions, programs, and advocacy between CMAP and other organizations.

Land Use and Housing Committee: Provides feedback on CMAP projects relating to land use and housing, and serves to coordinate and prioritize policy positions, programs, and advocacy between CMAP and other organizations.

Human and Community Development Committee: Provides input to CMAP to ensure that the implementation of ON TO 2050 facilitates the achievement of the committee's vision and encourages public participation, especially from vulnerable populations, including people with disabilities, low income communities, people of color, and older residents.

Transportation Committee: Considers amendments to the region's TIP on behalf of the MPO Policy Committee, ensures compliance with federal and state transportation planning regulations, and provides feedback on CMAP transportation policies, programs, and projects. The MPO Policy Committee and CMAP Board jointly determine the member organizations of the Transportation Committee. The Transportation Committee holds its meetings pursuant to the Open Meetings Act and includes public comment.



Appendix E: Policies and protocols for public comment

Board by-laws

CMAP welcomes public comment at its Board and committee meetings, and has incorporated federal and state requirements into its Board by-laws guiding public participation. Public comment is a permanent item on the agendas of CMAP's governing bodies and committees with a formal role in federal processes. Public comment generally happens at the end of meeting agendas with the time to speak determined by the Board or committee chair. CMAP's by-laws provide:

Any person may participate in a public hearing, Board meeting, or Citizens' Advisory Committee meeting by oral presentation or by submitting written material within 24 hours of the close of the meeting or hearing. The chairman or presiding officer shall have the power to restrict the presentation of any person desiring to participate in the hearing or meeting to oral presentation or to submission of written materials, and to impose any other reasonable limitations upon the conduct of such public hearing or meeting as necessary to effectuate its purpose. The chairman or presiding officer shall limit any individual speaker's testimony to five minutes; provided that the chairman or presiding officer shall have the sole discretion on whether to grant speaker's request for additional time.

A summary of public comments and submitted written comments are made part of committee meeting minutes.

Public hearings

Prior to the Board's approval of the ON TO 2050 regional plan, CMAP held a widely-publicized public hearing to invite additional public comment on the draft plan. The by-laws address circumstances requiring a public hearing, and notice and the conduct for the hearing:

In connection with its review and development of any regional plans and prior to any plan's approval, the Board must hold a public hearing. Notice of the time, date, and place set for the hearing must be published in a newspaper having a general circulation within the northeastern Illinois region at least 30 days prior to the date of the hearing. The notice must contain a short explanation of the purpose of the hearing. The hearing may be continued, as deemed necessary by the Board.

The presiding officer for each hearing shall be designated by the Chairman and shall be a Board member or officer or employee of CMAP. Notice of the time, date, and place set for the hearing must be by posting a copy of such notice at the principal office of CMAP, by giving notice to those news media which have filed a request for public notices pursuant to law, and by posting on CMAP's website, published in a newspaper having a



general circulation within the northeastern Illinois region at least 30 days prior to the date of the hearing. The notice must contain a short explanation of the purpose of the hearing. The hearing may be continued, as deemed necessary by the Board.

Procedures of public hearings, Board meetings and Citizens' Advisory Committee meetings set forth in this Article shall apply to all such hearings and meetings under the Act, except as otherwise noted herein. Hearings required under any statute or regulation of the United States or the State of Illinois shall be held under this part to the extent consistent with such statute or regulation.

Minutes for each hearing and copies of all written materials submitted in connection with each hearing shall be maintained by the Executive Director.



Appendix F: ON TO 2050 and TIP Public Engagement

ON TO 2050, long-range transportation plan

CMAP takes very seriously its responsibility to engage the public as broadly as possible during development (and eventual implementation) of its long-range transportation plans, both the GO TO 2040 plan and the recently adopted ON TO 2050 plan. As summarized in the plan's [appendix on Public Engagement](#), early, inclusive, and continuous public involvement provided residents with meaningful information about CMAP's planning initiatives, while providing staff with valuable input. From the launch of ON TO 2050 development in February 2016 and beyond the plan's adoption in October 2018, CMAP outreach staff have consistently traversed the seven-county region, meeting community organizations where they are, with particular emphasis on minority and economically disconnected communities.

CMAP's public engagement for development of ON TO 2050 happened in three primary phases. In 2016, the agency engaged residents in conversations about regional challenges and opportunities in over 100 workshops, five public forums, and other community events. That feedback shaped the [Emerging Priorities Report](#), which included an appendix summarizing CMAP's public engagement.

In 2017, CMAP presented "[Alternative Futures](#)" to residents and asked them to help CMAP stress-test assumptions about five macrorends that will shape the future of the region: Changed Climate, Walkable Communities, Innovative Transportation, Constrained Resources, and Transformed Economy. The 2017 public engagement reached over 2,500 residents in person, included over 127 workshops and five public forums. CMAP further broadened and deepened its community engagement through a grant program, partnering with six community organizations that serve residents in minority and economically disconnected communities. CMAP provided grants and training to the organizations to engage their residents and constituents in similar workshop discussions and to solicit and record their feedback for development of ON TO 2050. In addition, twenty kiosks stationed in public locations throughout the region introduced the Alternative Futures and engaged over 61,000 residents in light survey questions. CMAP's 2017 public engagement for Alternative Futures is described in the [Engagement Summary report](#), part of the ON TO 2050 [Preview Report](#).

In 2018, CMAP released the draft of the ON TO 2050 plan for public comment, opened a two-month public comment period, submitted the draft plan to extensive committee review, and convened eleven regional open houses to solicit public feedback on the plan's draft recommendations. Public engagement for ON TO 2050 concluded with a public hearing.

ON TO 2050's implementation requires the perspectives and experiences of these stakeholders. CMAP involved thousands of residents over three years from across the seven counties of northeastern Illinois in creation of the ON TO 2050 plan to guide its development.



Transportation Improvement Program

CMAP regularly updates and amends the region's [Transportation Improvement Program](#) (TIP) through the agency's Transportation Committee. Amendments to the TIP are posted on the [eTIP public website](#), and linked from the committee's meeting materials page for public comment one week prior to committee meetings. Major project changes with the potential to affect the region's air quality undergo a conformity analysis that is reviewed and released for a 30-day public comment period by the Transportation Committee, which is then presented to CMAP's Coordinating Committee for recommendation to the MPO Policy Committee for its approval. CMAP included the proposed 2019-2024 Transportation Improvement Program in the public engagement events for the draft ON TO 2050 plan: eleven regional open houses, culminating in a public hearing.



Appendix G: Acronyms

ADA	Americans with Disabilities Act
CFR	Code of Federal Regulations
CMAP	Chicago Metropolitan Agency for Planning
CMAQ	Congestion Mitigation Air Quality Improvement
EDA	Economically Disconnected Area
eTIP	Electronic Transportation Improvement Program
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FLIP	Future Leaders in Planning
FOIA	Freedom of Information Act
FTA	Federal Transit Administration
IDOT	Illinois Department of Transportation
ILCS	Illinois Compiled Statutes
LEP	Limited English Proficiency
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
POP	Program of Projects (RTA)
RTA	Regional Transit Authority
TIP	Transportation Improvement Program
U.S.C.	United States Code
USDOT	United States Department of Transportation





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