

Public Participation Plan

for the
Rockford Metropolitan Agency for Planning



Public Participation Plan

For the Rockford Metropolitan Agency for Planning
January 2nd, 2018 Draft Version

RMAP Policy Committee

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Introduction

Purpose of the Plan / MPO Overview & Structure / Federal Requirements

Purpose of the Plan

The purpose of this document is to set forth the policies, procedures, methods and details for involving the general public and area transportation stakeholders in the transportation planning and programming activities of the Rockford Metropolitan Agency for Planning (RMAP), the Metropolitan Planning Organization (MPO) for the Rockford Metropolitan Area.

MPO Overview & Planning Process

The Planning Area

The Rockford Region is located in north-central Illinois in the scenic Rock River Valley. The region is at the confluence of four major river systems in northern Illinois, including the Kishwaukee River, Pecatonica River, Sugar River, and Rock River, the largest and most central. Urbanized portions of western Boone County, northeastern Ogle County, and eastern Winnebago County are included in the Rockford Metropolitan Planning Area (MPA), covering approximately 440 square miles.

The MPA is located near the Illinois-Wisconsin Stateline and is approximately 70 miles northwest of downtown Chicago, 60 miles southeast of Madison, and 80 miles southwest of Milwaukee. The City of Rockford forms the primary urban core of the region.

The Region was originally founded as an agricultural area, but quickly became a major transportation hub due to its location between Chicago and the Mississippi River. The region still remains a hub for highways, rails, and air travel. The region is served by Interstates 90 and 39, U.S. Route 20, and Illinois Routes 2, 70, 72, 76, 173, and 251. The Chicago Rockford International Airport (RFD) is located in the City of Rockford.

The full jurisdictional area of the Rockford MPO is the Metropolitan Planning Area (MPA). Map 1 shows the RMAP MPA, including the communities within the study area. The RMAP MPA has three parts:

- The urbanized area, as defined by the U.S. Bureau of the Census.
- The adjusted urbanized area includes

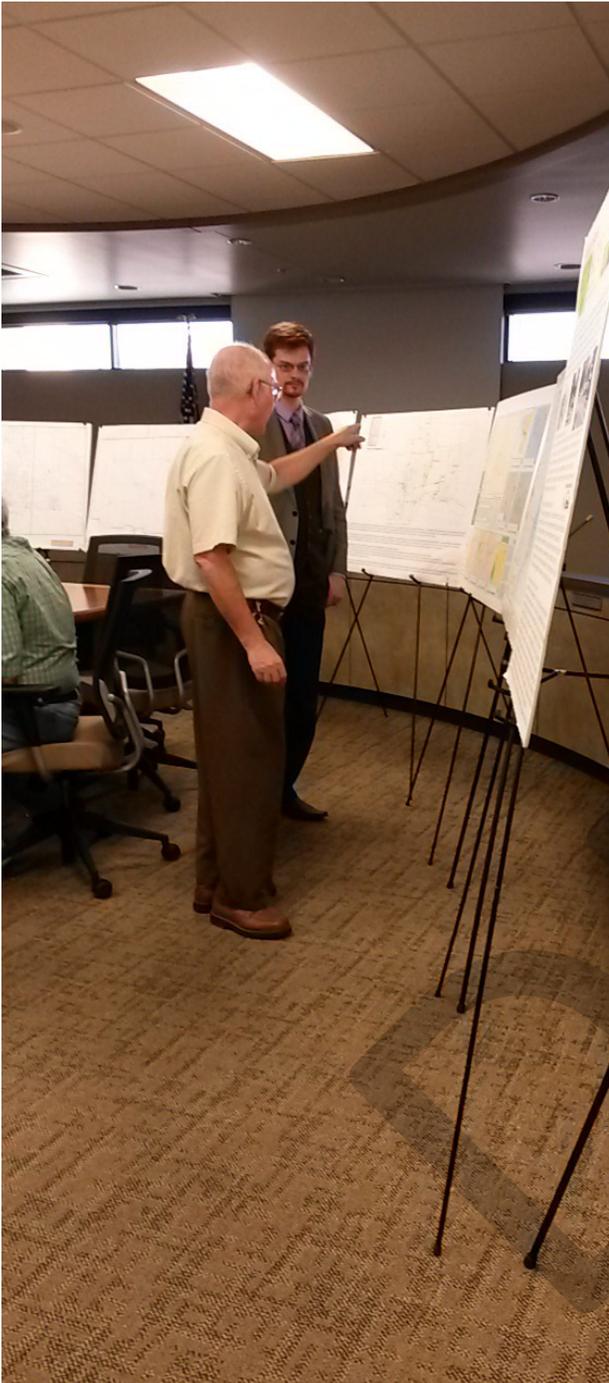
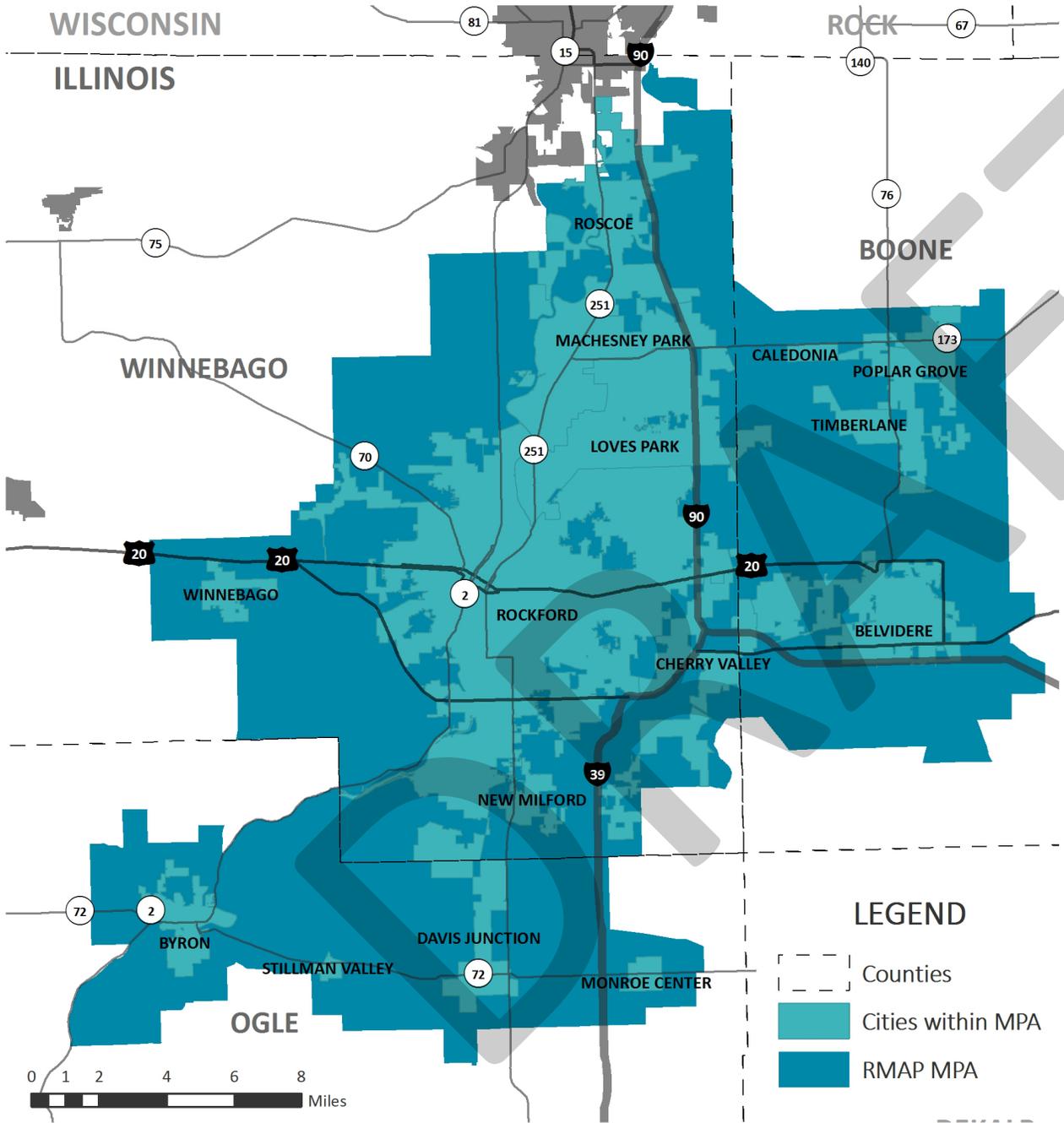


Figure 1. RMAP Metropolitan Planning Area



other small areas that round off the irregular boundaries of the urbanized area. It also includes additional lands that are likely to be developed within the next five years and other abutting or nearby already developed lands.

- The forecasted area (MPA), which is expected to become included in the urbanized area in the next 20-30 years. This area is determined through a consensus of the RMAP Technical and Policy Committee members and is based on growth trends, local land use plans and general planning judgment.

Although, the MPA is smaller than the boundaries of Boone, Ogle and Winnebago Counties, RMAP regularly coordinates planning and transportation improvement activities throughout those counties. This occurs voluntarily via the communication and cooperation of the Boone, Ogle and Winnebago County officials serving on the RMAP Policy Committee, RMAP Technical Committee and RMAP Mobility Subcommittee.

Rockford's Metropolitan Planning Organization (MPO) Structure

RMAP is the Metropolitan Planning Organization (MPO) for the Rockford region. By Federal law, all large census defined urbanized areas (over 50,000 persons) are required to have an organization that plans and coordinates the decisions regarding the area's transportation systems.

The MPO (RMAP) transportation planning function is housed within Region 1 Planning Council (R1PC). R1PC is comprised of RMAP, Winnebago County Geographical Information System (WinGIS), and the Economic Development District of Northern Illinois (EDDNI).

RMAP is empowered and governed by an interagency agreement known as the MPO Cooperative Agreement that was developed and mutually adopted by the Cities of Rockford, Loves Park, and Belvidere; the Counties of Winnebago and Boone; the Village of Machesney Park; the State of Illinois acting through the Illinois Department of Transportation (IDOT) and the Rockford Mass Transit District. The activities of RMAP are directed by a Policy Committee that consists of the top elected officials from the above entities plus the Deputy Director from IDOT Region 2 and the Chairman of the Rockford Mass Transit District Board. Transportation planning is carried out through a continuing, comprehensive and cooperative (3-C) planning process.

The RMAP Policy Committee receives technical advice and assistance from a 22-member Technical Committee comprised of planners and/or engineers from the above entities plus the Villages of Cherry Valley, Roscoe, Poplar Grove and Winnebago; along with representatives from the Rockford Mass Transit District, the Chicago / Rockford International Airport and various other local partners. Twelve additional organizations and agencies are represented on the Technical Committee as nonvoting members.

Additionally, the Technical Committee has the authority to establish and appoint members to other temporary or special purpose committees as needed to carry out the duties of the Technical Committee. Membership on these committees may consist of individuals or organizations not otherwise represented on the Technical or Policy Committees.

More information on all of RMAP's committees and the agencies represented can be found in Appendix 1.

Transportation planning initiatives are assigned to the MPO by the Policy Committee. Related planning tasks are given under the direction of the Regional Planning Council's Executive Committee. Much of the technical work, of the RPC transportation planning function, accomplished by the MPO is done by a professional staff under the management of the Director of Metropolitan Planning Organization. Some of the technical work RMAP needs to perform is occasionally out-sourced to professional consulting firms.

Figure 2. MPO Organizational Structure

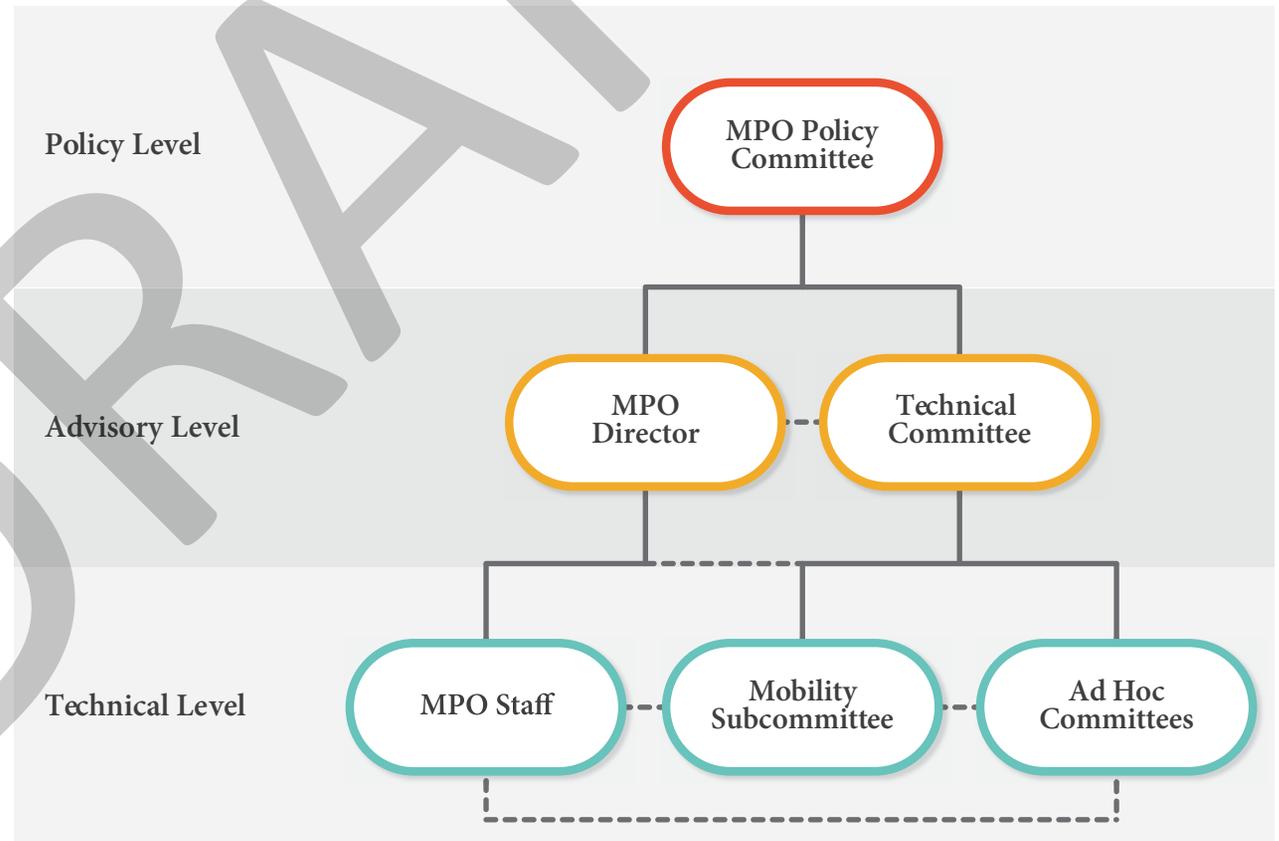


Figure 2 details the organizational structure of the MPO.

Federal Requirements for Metropolitan Planning

As previously mentioned, all large urbanized areas (over 50,000 persons) are required to have an organization that plans and coordinates the decisions regarding the area's transportation systems. It also requires that a Public Participation Plan be created that affords the public a reasonable opportunity to participate in and comment on transportation plans. This document is intended to fulfill those requirements. Specifically, the requirements outlined in Title 23 Part 450.316, which can be found in Appendix 2.

Building off of the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU) and the Moving Ahead for Progress in the 21st Century (MAP-21), the Fixing America's Surface Transportation Act (FAST Act) continues to support previous federal public participation guidelines.

FAST Act, signed into law on May 27th, 2016, requires each MPO to develop a participation plan in consultation with interested parties that provides reasonable opportunities for all parties to comment on the contents of metropolitan transportation plans and the Transportation Improvement Program (TIP). The law further requires that the MPO:

- Conduct public meetings at convenient and accessible locations at convenient times, employ visualization techniques to describe plans, and make public information available in an electronically accessible format and means; and
- Engage representatives of users of pedestrian walkways, bicycle transportation facilities, the disabled are specifically added as parties to be provided with the opportunity to participate in the planning process.

Interested parties that must be included by the MPO, according to FAST Act, in the creation of planning documents includes: individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, 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, providers of freight transportation services, and other interested parties.

Coordination with Statewide Transportation Planning

In addition to fostering participation with the public and a broad range of stakeholders, the MPO planning regulations also call for the MPO's coordination with the statewide transportation planning public participation and consultation processes.

RMAP coordinates with the Illinois Department of Transportation (IDOT) by including IDOT representatives to participate in the monthly RMAP Policy Committee and Technical Committee meetings, as well as working with IDOT to publicize public comment periods for statewide transportation plans and the dates and times of state transportation planning meetings within the region.



State Representative John Cabello, along with the City of Loves Park and Region 1 Planning Council, hosted Secretary Randy Blankenhorn, IDOT, and Director Greg Bedalov, Illinois Tollway, to discuss transportation needs in the region.

Participation Strategies & Techniques

Key Strategies / Serving Different Stakeholders / Participation Techniques
/ Use of Public Input



Key Strategies to Promote Public Participation

The Rockford Metropolitan Agency for Planning will continue to ensure that there are sufficient opportunities for public participation regarding the transportation planning process through the following strategies:

- Strategy 1: Engage the public in the transportation planning process.
- Strategy 2: Inform the public of transportation related activities.
- Strategy 3: Promote participation in the transportation planning process.
- Strategy 4: Improve public participation methods and techniques.

A complete list of strategies and tactics can be found in Figure 3, on the following page.

Serving Different Stakeholders General Outreach Methods

The MPO considers all who live, work, and visit the RMAP Metropolitan Planning Area (MPA) to be stakeholders. A variety of outreach techniques are used to proactively engage both the general population and traditional stakeholders in the RMAP planning area. Selecting the most appropriate participation strategies and techniques is given great consideration.

Some of the techniques that the RMAP will utilize in its general outreach method may include, but are not limited to, the following:

- Websites and social media posts;
- Meetings and public forums, such as open houses;
- Policy and Technical Committee meetings;
- Legal advertisement and legal notices;

Figure 3. Public Participation Strategies & Tactics



- Materials distributed through the MPO email list.
- Newsletters; and
- Paper and electronic surveys.

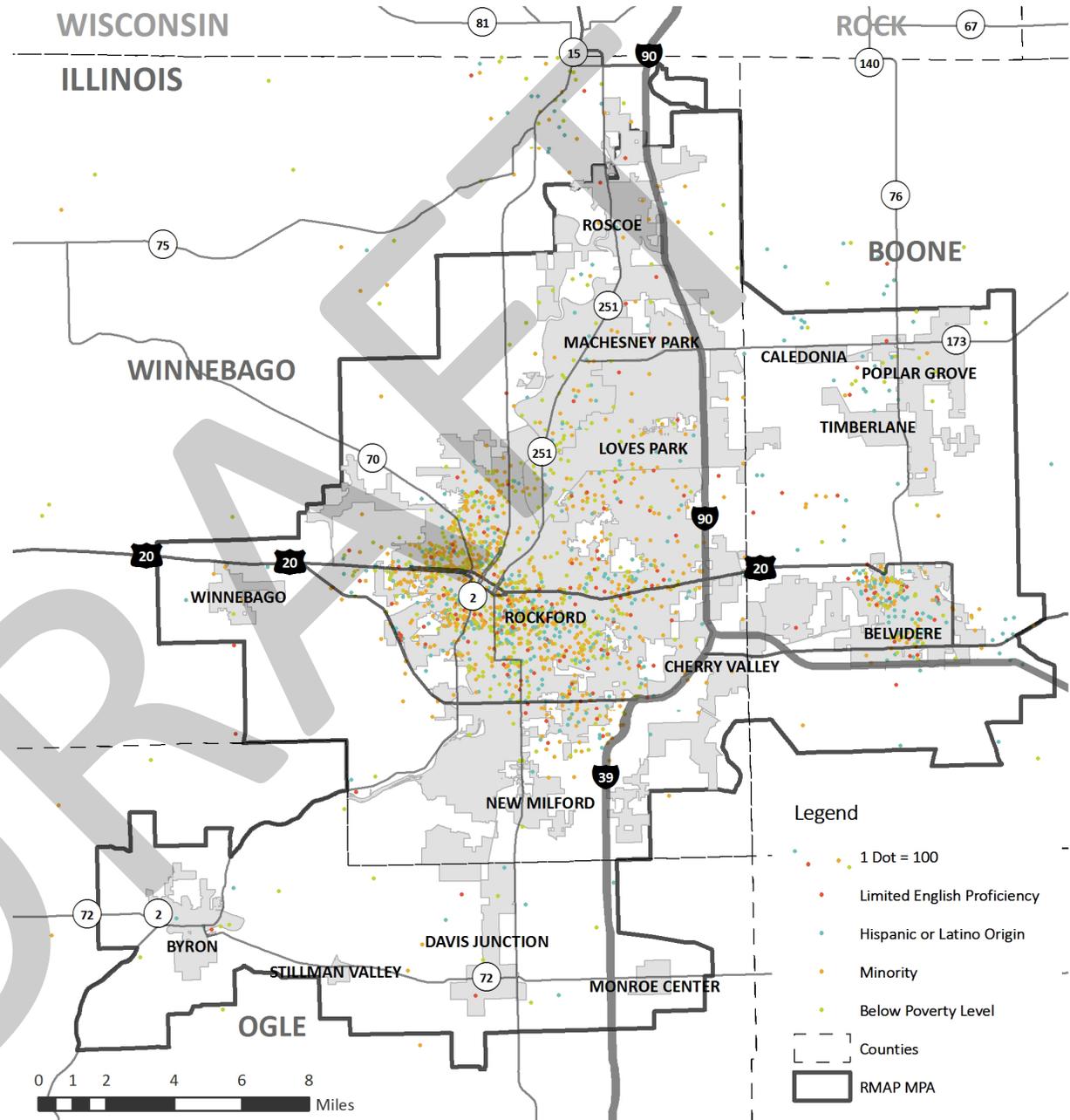
Descriptions of the participation techniques employed by RMAP are detailed later in this section.

Targeted Stakeholder Outreach Methods

Traditionally Underserved

While much of the population within RMAP's Metropolitan Planning Area (MPA) can be informed of the MPO's planning activities through general participation techniques, there are some traditional underserved segments of the population, in which additional outreach methods may be needed. Traditionally underserved population refers to a broad category that includes minority and low-income populations, as well as other groups of populations who may have historically faced challenges engaging in transportation planning, such as persons with disabilities and persons with limited English proficiency. RMAP recognizes that effective public participation, with an emphasis on traditionally underserved populations, is critical to ensuring that a comprehensive viewpoint and considerations are appropriately incorporated into the transportation planning process.

Figure 4. Traditionally Underserved Populations within the MPA



Source: US Census Bureau, American Community Survey 2011-2015 5-Year Estimates

The RMAP Mobility Subcommittee has played, and continues to play, a key role in seeking out and considering needs of the traditionally underserved. The RMAP Mobility Subcommittee assists in the development of the RMAP Coordinated Public Transit-Human Services Transportation Plan (HSTP), which assesses the needs of transit dependent individuals in the planning area. The Mobility Subcommittee has scheduled monthly meetings to discuss transportation and mobility issues in the region. These meetings provide a forum for area human service, workforce development, public and private transit providers, local municipalities and citizens to meet, discuss and coordinate efforts to better serve and involve individuals in the metropolitan planning area.

In addition to the general outreach techniques and resources previously described, the MPO will utilize the following additional resources in its targeted outreach activities:

- Communication with neighborhood organization representatives;
- Provides timely notices by email and informational posts on the RMAP website;
- Flyers in high-volume locations;
- Outreach to specific organizations that represent and provide services for:
 - » Individuals with disabilities
 - » Low Income

- » Elderly
- » Minorities
- » Limited English Proficiency

Additionally, RMAP has developed a Limited English Proficiency (LEP) Plan to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to MPO programs as required by Executive Order 13166. RMAP defines persons with limited English proficiency to be those individuals who meet the following criteria: English as second language, having a limited ability to internalize the English language, and having a disability prohibiting full usage and understanding of the English language. RMAP's Title VI and Environmental Justice Considerations, available online, details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training staff, how to notify LEP persons that assistance is available, and information for future plan updates.

Selected Agencies & Organizations

RMAP notifies selected organizations and agencies that are, or may be, affected by transportation decisions in and around the RMAP MPA. Since the 1980s, RMAP has actively pursued attracting participants from both the public and private sectors, as well as nonprofits. RMAP has identified a number of groups and organizations as having potential interest in providing input into the transportation planning process. Stakeholders identified include:

- Federal & State Agencies
 - » Federal Highway Administration
 - » Federal Transit Administration
 - » Illinois Department of Transportation
 - » Illinois Department of Natural Resources
- Regional & Local Governments
 - » Illinois State Tollway Authority
 - » County Administration; Highway and Community Development Departments
 - » Township Highway Commissioners
 - » City/Village Administration, Highway and Community Development Departments
- Transportation Providers
 - » Passenger/Public Transportation Providers
 - » Freight Transportation
- Special Interest Groups/Organizations
 - » Bicycle & Pedestrian Interests
 - » Economic Development Organizations
 - » Environmental Agencies/Groups
 - » Other Community-Based Groups
- Organizations Representing Traditionally Underserved Populations

Participation Techniques

The MPO implements a variety of techniques to reach the populations outlined at the beginning of this section. The various methods and techniques that RMAP will use, as staff and resources permit, to accomplish the key strategies to promote public participation within the RMAP Metropolitan Planning Area (MPA) are detailed below. As work on documents such as the Long-Range Transportation Plan (LRTP) or the Transportation Improvement Program (TIP) commences, staff has a general outline of public engagement strategies to be implemented, which can be found in the third part of this Plan, Specific Plan Processes.

Electronic Media

Website

The RMAP website is part of the Region 1 Planning Council (R1PC) website, <http://r1planning.org/>. The website contains a large amount of information about the MPO, including major planning activities currently underway. In order to provide reasonable access to information about transportation issues and processes, the MPO posts all of its publications, meeting notices, and other related information online. Major work products, both current and historical, are available to view and download, including the Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), Coordinated Public Transit- Human Services Transportation Plan (HSTP), the Bicycle & Pedestrian Plan, and many more. Upcoming

meeting schedules are posted and both the agendas and minutes of all of the committee meetings are posted to the website promptly after meetings are held. Additional information and resources that can be found on the website includes staff contacts, surveys and other participation opportunities, and numerous links to related local, state, and federal websites.

Social Media

Beyond the website, the MPO has recently expanded its online presence through social media sites. The MPO shares joint Facebook, LinkedIn, and Twitter accounts with Region 1 Planning Council. MPO staff regularly updates these sites to engage residents and build a better understanding of the MPO and its planning activities. Information is shared about upcoming meetings and events at RMAP and at our partner agencies in the region. Comments and feedback on RMAP's programs and planning activities are also sought and received via Facebook.

Email

Emails are frequently used by RMAP for meeting notices and for meeting-related communications with committee members and other interested parties. Distribution by email is preferred by the MPO in order to conserve resources and provide for immediate receipt.

Publications

Legal Advertisements & Press Releases

Annually, RMAP publishes a public notice in the Rock River Times, announcing the transportation planning work to be conducted over the coming year. Specific mention is made of the UWP, the TIP, and the LRTP and the public is invited to solicit additional information, attend RMAP meetings, and comment on transportation issues. Formal press releases are also emailed to local media outlets including newspapers, radio stations, and television stations. RMAP typically uses press releases to inform the public of comment periods for draft plans and informational public open houses, as well as federal transportation planning certification reviews.

Newsletters

In 2017, the Region 1 Planning Council began creating and distributing a newsletter to inform and educate the public about major planning project milestones and public participation opportunities in the region. The newsletter is prepared bi-monthly and is circulated electronically, via the R1PC website, posted on social media accounts, and electronic mailing lists.

Surveys

Paper and electronic surveys are often used by RMAP when very specific input from the public or stakeholders is needed. Public surveys are conducted via web-based tools, such as Survey Gizmo. Links to the web-based survey

are posted on the R1PC website and Facebook page. Additionally, paper copies are distributed at meetings, special activities, and through the mail, upon request. RMAP maintains records of both electronic and paper surveys. Additionally, a summary report is typically produced summarizing the results and provides how many people participated. Additionally, RMAP has distributed surveys to stakeholders, such as municipal public works departments and local park districts, in order to obtain information related to specific projects or topics.

Flyers

Flyers and announcements are used to promote meetings and activities that are not regularly scheduled, such as open houses or formal presentations. Flyers should be posted at meeting sites, such as libraries and municipal offices, and community gathering places.

Direct Mailings

Generally, email is the preferred method of mass distribution in order to conserve resources, however direct mail will be used for those stakeholders and members of the public lacking an email address or have limited access to the internet.

Meetings & Public Forums

Open Houses & Workshops

Open houses and/or workshops are held by the MPO to solicit input from the public during plan development and draft plan public comment

periods. RMAP is committed to selecting locations for open houses and workshops with recognition of the need to accommodate persons with disabilities. Locations for RMAP meetings are also selected with regard for individuals who rely on public transportation and are therefore held at venues that are along or near public transit routes. Additionally, open houses are conducted in various municipalities throughout the RMAP Metropolitan Planning Area (MPA). RMAP holds open houses and workshops at convenient and accessible times with meetings, generally in the afternoon as well as extending open house hours in the evening after 5:00pm.

RMAP seeks to employ visualization tools that will assist staff in providing clear explanation of technical concepts and transportation issues at these meetings. Visualization tools may include aerial photographs, maps, diagrams, and drawings.

Committee Meetings

All RMAP committee meetings are open to the public, per the Open Meetings Act, and public comment is welcome on all matters. Notifications of meeting times and agendas are announced well ahead of meeting dates through mailings of meeting agendas to the email distribution list. In addition, a tentative meeting schedule for the next calendar year is prepared and distributed to those on the mailing

list toward the end of each year. RMAP meeting calendars are also placed on the R1PC webpage. If cancellations, special meetings, or time/location changes occur, the updated information is posted to the RMAP website.

Open discussion is permitted on any transportation-related matter at all RMAP committee meetings. Verbal comments made at these meetings are generally responded to immediately or the topic is continued for later response. Detailed minutes are compiled for all RMAP Technical and Policy Committee, as well as Mobility Subcommittee meetings and public comments and responses are recorded therein. Approved minutes are posted on the RMAP website so that further discourse may occur, as needed.



Visualizations tools, such as the posters pictured below, are created for the majority of RMAP's open houses and workshops.

Community Events

Occasionally, RMAP will participate in community events to educate the public on MPO planning functions, plans, programs, and studies. The MPO seeks to partner with existing community events and with local organizations in order to attract a more diverse crowd. Types of special events the MPO hosts or participates in include formal presentations, speaker series events, and Q & A forums. In recent years, RMAP has found great success in reaching the public at these events. In hosting and participating in the events, the MPO seeks to engage citizens of all ages and backgrounds. The materials at the events present information, both visually and textually, through handouts, posters, and slideshow presentations.



During the public comment period of the *Transportation for Tomorrow: A Long Range Plan*, RMAP hosted an information booth at the Rockford City Market, a regular summer event that draws hundreds of visitors.

Information Booths & Kiosks

RMAP will often set up and maintain information booths and kiosks at locations and special events during the public comment period of specific plans and programs, such as the Long Range Transportation Plan update.

Preferred Methods of Participation

During the development of this document, RMAP sought the public's involvement through an online survey. The survey helped RMAP in determining the most effective ways to communicate and gather comments regarding regional transportation issues, as well as the preferred locations and times for public open house and workshops. The survey was open from October 26th, 2017 to November 30th, 2017, with

18 responses. A copy of the survey can be found in Appendix C.

The results of the 2017 Public Involvement Survey showed that the top three most effective ways that RMAP could communicate and involve with the public on regional transportation issues was through email, social media, and websites.

Respondents reported that the best methods for RMAP to gather comments and questions related to regional transportation needs included email, surveys, and websites.

Use of Public Input

RMAP responds to all public input and comments received during the planning and program development process. Specific sections are reserved in the TIP and LRTP, as well as other MPO documents, for public comments and RMAP's responses to those observations received during the comment period. These documents are not considered complete and are not adopted until comments are addressed. Depending on the type and volume of feedback on a particular topic or concern, planning document revisions may be made prior to final adoption of the plan.

3 Specific Plan Processes

Transportation Improvement Plan / Unified Work Program / Long-Range Transportation Plan / Public Participation Plan / Other Plans & Studies / Strategies by Document

Transportation Improvement Program

The Transportation Improvement Program (TIP) is the short-range capital improvement program for transportation projects located within the Rockford metropolitan area. The TIP is a fiscally constrained four-year program outlining the most immediate implementation priorities and is updated annually. The TIP must outline all regionally significant surface transportation projects, including those for public transit, local and state highways, and bicycle/pedestrian projects. This includes projects that are both federally and state funded. Additionally, projects funded without federal or state dollars (i.e. locally funded) may also be included. Projects detailed in the TIP must be consistent with the current Long-Range Transportation Plan and include information on the project such as whether it addresses congestion management, safety, etc. In order to receive federal and state highway, transit or other transportation related funds, a project must be listed in the TIP.

Annual TIP Update

The TIP is generally prepared to coincide with the Illinois Department of Transportation's fiscal year, which is the same as the MPO's, July 1st through June 30th. RMAP staff begins work on the TIP approximately six months prior to the start of the fiscal year, in January and February of each year. The schedule is deliberately extended over several months to provide ample opportunities for public involvement.

At the beginning of the update process, RMAP staff requests that local jurisdictions review the current TIP project list and identify any changes to the current TIP projects in funding sources, project cost, and project schedule. Local jurisdictions are also requested to provide projects that have received funding but were not in the previous TIP and projects that need to be moved into the current year or out of the current year due to funding constraints.

Citizens can influence project selection and priority setting in two ways. By reviewing the "out year" projects, the public can determine



if the projects they believe to be important are included. Although, by federal law, a project cannot be included in the TIP unless funding is likely to be available, citizens can question why some projects are included and others not. Second, citizens can influence the priority setting (i.e., which projects are advanced to the implementation year). Sometimes a project cannot be hastened because engineering, Right-of-Way (ROW) acquisition, funding and/or various components have not been accomplished. But many times, all of these aspects can be adjusted and the time for implementation can be lessened. Figure 5 shows the annual TIP Development Schedule. It is important to note that projects listed within the regional MPO TIP document are derived from partner agency capital improvement programs (CIP) and that public participation and input opportunities are provided during the program development stages of the MPO partner organizations' CIP documents.

Public comment is taken prior to approval of the Transportation Improvement Program. The draft TIP is made available for comment for 30 days. A notice is published in the Rock River Times or another community paper. The draft TIP is available on the RMAP website and at the RMAP offices. Any public comment received during this review period is taken into account by RMAP staff and is presented to the Technical and Policy Committees as part of the approval process.

Revisions to the TIP

Sometimes revisions to the TIP may occur between its annual updates. If alterations or advancements to any of the projects in these years need to be made after the document has been adopted there are two processes by which the RMAP staff can do so, administrative modifications and amendments.

Administrative Modification

An administrative modification to the TIP is for minor revisions as listed below in this section. After MPO staff have reviewed an agency submittal for an administrative modification, a draft memo, including partner agency submittal, is sent to the RMAP partner agency for final verification. An Administrative Modification does not require the RMAP Technical Committee or RMAP Policy Committee to formally recommend and adopt the modification. However, the RMAP Technical Committee and RMAP Policy Committee will be notified of any Administrative Modifications to the TIP during their regularly scheduled meeting following the processing of an Administrative Modification. Thresholds have been identified below to outline when an administrative modification to RMAP's TIP is appropriate.

1. Minor revision to project name and/or project extent description.
2. Changes to the project total cost or project phase break out costs in a decrease of $\leq 10\%$.

Figure 5. Annual TIP Development Schedule



3. Minor changes, deletions or revisions to typographical errors or data entry error.
4. Movement of an included project among fiscal years of the TIP. This may include project phases (i.e. construction, engineering) or movement of the entire project.
5. Advanced Construction notices for projects currently listed within the TIP as provided to the MPO by the Illinois Department of Transportation (IDOT).

Amendments

Major revisions to the TIP include additions or removal of a federally or state funded regionally significant projects by a RMAP partner agency, an increase in project funds, addition of funding sources not currently listed for project. A major revision of the TIP requires a resolution to be formally recommended by the RMAP Technical Committee and approved by the RMAP Policy Committee. Thresholds have been identified below for when an amendment to the TIP is appropriate.

1. Changes to the project total cost or project phase break out costs in an increase of funds
2. Changes to the project total cost or project phase break out costs in a decrease of > 10%
3. Changes in federal, state or local identified funding sources for project(s)

currently within the approved TIP

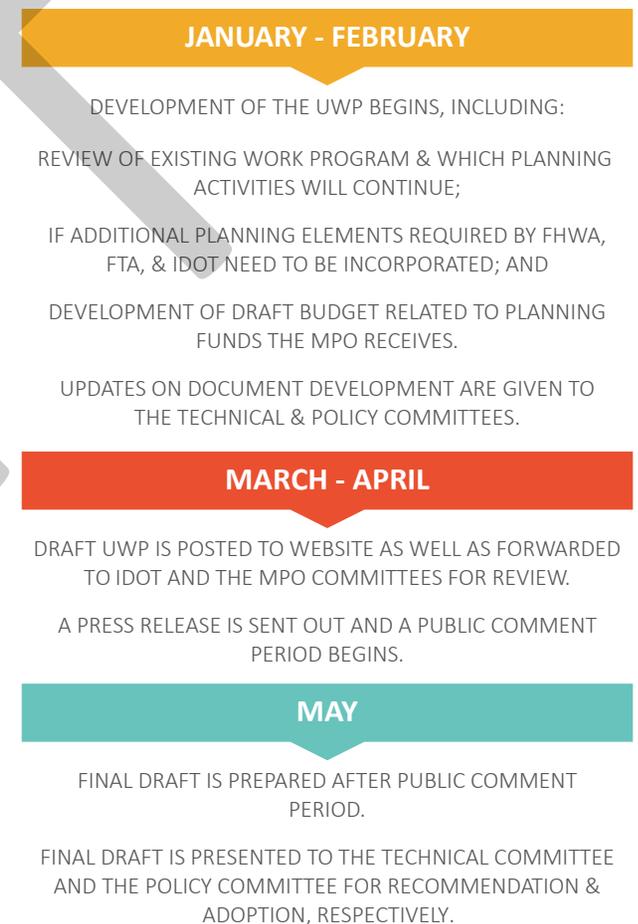
4. Addition of a project into the TIP which is Federally / State funded or regionally significant and is not currently assigned within the approved TIP
5. Deletion of a project from the TIP which is Federally / State funded or regionally significant and is currently assigned within the approved TIP

Unified Work Program

The Unified Work Program (UWP) is also prepared annually as federally required. This program describes, prioritizes, assigns responsibility and allocates Federal, State and local transportation funds for MPO planning tasks and initiatives. Even though formal work on the UWP does not normally begin until the January or February months, staff begins consideration of items to be included in the next year's UWP as early as September or October. For this reason, partner agencies seeking transportation planning work on a special topic should approach the MPO as early as possible. The following schedule of activities related to the development of the UWP is proposed as an annually recurring process (Figure 6). Various parts of this schedule may have to be compressed or expanded to accommodate unforeseen conditions but every effort will be made to allow reasonable amounts of time and opportunities for public input. Updates on the progress of the annual UWP are provided to the MPO Technical Committee and Policy Committee during the plan development

process and opportunities for public feedback are afforded during these meetings.

Figure 6. Annual UWP Development Schedule



Long Range Transportation Plan

The Long Range Transportation Plan (LRTP) is essential in the development of a safe and efficient multi-modal transportation system and ensuring the system will meet the needs of the area’s citizens, businesses, and industries over the next twenty to twenty-five years. By federal law, the LTRP can only include those projects or improvements for which there is sufficient funding based on reasonable forecasts. The LRTP was last comprehensively updated and adopted in July 2015 and addresses policies and strategies, as well as assists in prioritizing transportation improvements through 2040. The RMAP LRTP also includes some projects that appear to be needed some time in the future but do not have a reasonably assured potential funding source and are programmed beyond the 20-year time span.

The primary elements of the LRTP pertain to the transportation infrastructure network of the region which addresses all modes of transportation and stresses the integration and connectivity of these components. Information regarding land use, environmental and economic linkages to the transportation network of the region are also incorporated into this document. The overall goal of the LRTP is to promote a safe and efficient transportation system for people and goods in the RMAP area. The intent is to provide a balanced multi-modal transportation system that minimizes costs to communities and impacts on the environment.

The LRTP can be amended or updated for reasonable cause at any time. The process to amend or refine elements of the Plan can be initiated by contacting the RMAP staff or

any member of the RMAP Technical or Policy Committees. These requests will be examined by the MPO staff and MPO Technical Committee with the direction and approval of the MPO Policy Committee. By federal transportation law, the Plan must be comprehensively updated, adopted and republished every five years, at a minimum. In accordance, the LRTP is scheduled for its next comprehensive update in the Year 2020 and will be a major component of the Fiscal Year (FY) 2019 Unified Planning Work Program (UWP) (from July 1, 2018 to June 30, 2019) and FY 2020 UWP (from July 1, 2019 to June 30, 2020). Assuming roughly 10-12 months to accomplish the process, Figure 7, specifies a probable update/adoption schedule.

Figure 7. Next LRTP Development Schedule

PHASE I	PHASE II	PHASE III	PHASE IV
<p>COLLECT DATA, REVIEW EXISTING PLAN AND POLICIES, AND GATHER BEST PRACTICES</p> <p>GATHER PUBLIC AND STAKEHOLDER COMMENTS ON THE CURRENT LRTP</p> <p>UPDATE TECHNICAL AND POLICY COMMITTEES ON THE PROGRESS OF THE PLANNING PROCESS</p>	<p>DEVELOP A VISION, GOALS, & OBJECTIVES</p> <p>DEVELOP A SWOT ANALYSIS OF CURRENT CONDITIONS</p> <p>HOST A SERIES OF PUBLIC WORKSHOPS TO GATHER OPINIONS ON THE EXISTING CONDITIONS AND FUTURE DEVELOPMENT</p> <p>UPDATE TECHNICAL AND POLICY COMMITTEES ON THE PROGRESS OF THE PLANNING PROCESS</p>	<p>DEVELOP & ANALYZE MULTI-MODAL/ LAND USE SCENARIOS</p> <p>PRESENT SCENARIOS TO THE PUBLIC AND STAKEHOLDERS.</p> <p>CHOOSE A PREFERRED SCENARIO</p> <p>IDENTIFY THE TRANSPORTATION NEEDS OF THE REGION</p> <p>DEVELOP FINANCIAL PLAN</p>	<p>DRAFT DOCUMENT</p> <p>RELEASE DOCUMENT FOR PUBLIC COMMENT</p> <p>INCORPORATE PUBLIC COMMENTS</p> <p>PRESENT TO TECHNICAL AND POLICY COMMITTEES FOR RECOMMENDATION AND ADOPTION, RESPECTIVELY</p>

Public Participation Plan

Developing the RMAP Public Participation Plan (PPP) involves several phases. These phases are detailed below and found in Figure 8. The process of developing this document began with a public comment and evaluation period, in which the public could comment on the predecessor of this document, the 2008 Public Participation Plan, as well as the Public Involvement Survey and other transportation planning efforts. The intent of this public comment period was to solicit feedback regarding what citizens within the region felt was important to the process of creating a plan, as well as to determine if current methodologies were successful. This initial comment period began October 26th, 2017 and lasted until November 30th, 2017. Notification for this comment period was given by sending a press release out to local news outlets as well as sending notices to all of the RMAP mailing lists, posting it on RMAP's official social media outlets, and publishing it in the R1PC bi-monthly newsletter. The Public Involvement Survey was made available on October 26th, 2017 through Survey Gizmo. A link to the Public Involvement Survey was provided in the press release and on the RMAP website. The Public Involvement Survey can be found in Appendix C to this document.

Following the initial public comment period, RMAP staff compiled the information collected from public feedback on the last plan and the Public Involvement Survey responses to create a clear guide for public participation efforts during

the MPO's planning processes.

A second public comment period was held once a draft version of the 2018 update to the Public Participation Plan was complete. This commenting period on the draft Public Participation Plan began on January 2nd, 2018 and ended February 16th 2018, allowing the 45-day comment period required by the Federal guidelines. A notice was published in the Rock River Times on January 3rd, 2018. In conjunction with this review period, the RMAP Mobility Subcommittee, as well as the RMAP Technical and Policy Committees were provided the draft for the purposes of review and comment. The document was also made available via the RMAP website.

At the end of the commenting period, responses and comments received from the public, committee members, and other interested parties were examined. Questions and comments received from all of the comment periods have been addressed and are included in Appendix D of this document.

In conjunction with the creation of this document, public outreach materials, such as brochures and an executive summary were developed and made available to members of the public at the various open houses, etc. The purpose of these outreach materials were to explain the goals and objectives of the plan as well as to gain the interest of citizens to participate in the MPO transportation planning process. The

Figure 8. Public Participation Plan Development



outreach materials included RMAP staff contact information as well as methods in which the public could become actively involved in the planning process. Copies of these materials are included in an attached Appendix D of this document.

Subsequent updates will be repeated every four to five years (in alignment with the update of the

LRTP) or whenever a significant change to the process is contemplated (i.e. updates in Federal transportation law requirements, etc.), in accordance with a similar notification procedure and schedule. The PPP Development schedule can be found in Figure 8.

Other Plans & Studies

Bicycle & Pedestrian Plan

The Bicycle and Pedestrian Plan addresses the development of a region-wide system of on-street bicycle and pedestrian facilities to connect with existing shared use path facilities, existing and planned public transportation services. This plan also provides engineering and program recommendations to promote and encourage bicycle and pedestrian friendly growth in the area. Partner agencies and the public are provided updates throughout the planning process, including public open houses, presentations, and online surveys. RMAP's Bicycle and Pedestrian Plan was last comprehensively updated and adopted in September 2017. It addresses policies and strategies, as well as assists in prioritizing bicycle and pedestrian facilities and programs over the next five to ten years. Updates occur in alignment with the update process of the LRTP.

Coordinated Public Transit -Human Services Transportation Plan

The Coordinated Public Transit-Human Services Transportation Plan (HSTP) is a federally required document identifying needs and gaps

in public transportation services, particularly for seniors, individuals with disabilities, individuals with low incomes, and other transit-dependent populations within the MPO planning area. This plan is also used as a guide for the expenditure of regionally allocated Federal Transit Administration (FTA) funds for Job Access and Reverse Commute (JARC), New Freedom eligible projects, as well as funds from the Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities Program. Partner agencies and the public are provided updates throughout the planning process, including public open houses, updates at RMAP's Mobility Subcommittee and surveys. RMAP's HSTP was last comprehensively updated and adopted in July 2017. Updates will be repeated every five years, occurring on the same schedule as the LRTP, as agreed upon by RMAP, Federal Highway Administration (FHWA), and Federal Transit Administration (FTA).

Management and Operations Plan

The Management and Operations Plan (M&O) is a plan listing the transportation systems management actions, or transportation systems operations measures, which are recommended for priority implementation over the next five-ten years. The M&O analyzes mobility and road capacity issues in the RMAP planning area based on input from partner organizations, project prioritization from the LRTP, and projects listed in the TIP that affect the congestion management process. Specific outcomes and strategies required from the M&O Plan include but are not limited to: improving transportation connections

between areas with high job concentration and areas with high concentrations of low-income households, reducing vehicle miles traveled during peak hours, and identifying proposed projects and programs to reduce congestion and increase job access opportunities. During the development process of the M&O, stakeholders and planners work together to define a common vision for transportation system operations in the region, develop operational objectives to guide the selection of M&O strategies, and identify performance measures that will enable them to track progress toward their objectives. The current M&O was adopted in December 2008. As of 2017, RMAP staff was undergoing an update to the 2008 Management and Operations Plan. Updates occur in alignment with the update process of the LRTP.

Strategies by Planning Document

The following table summarizes the techniques and the length of public comment period in which RMAP staff will at a minimum use for the planning documents and processes.

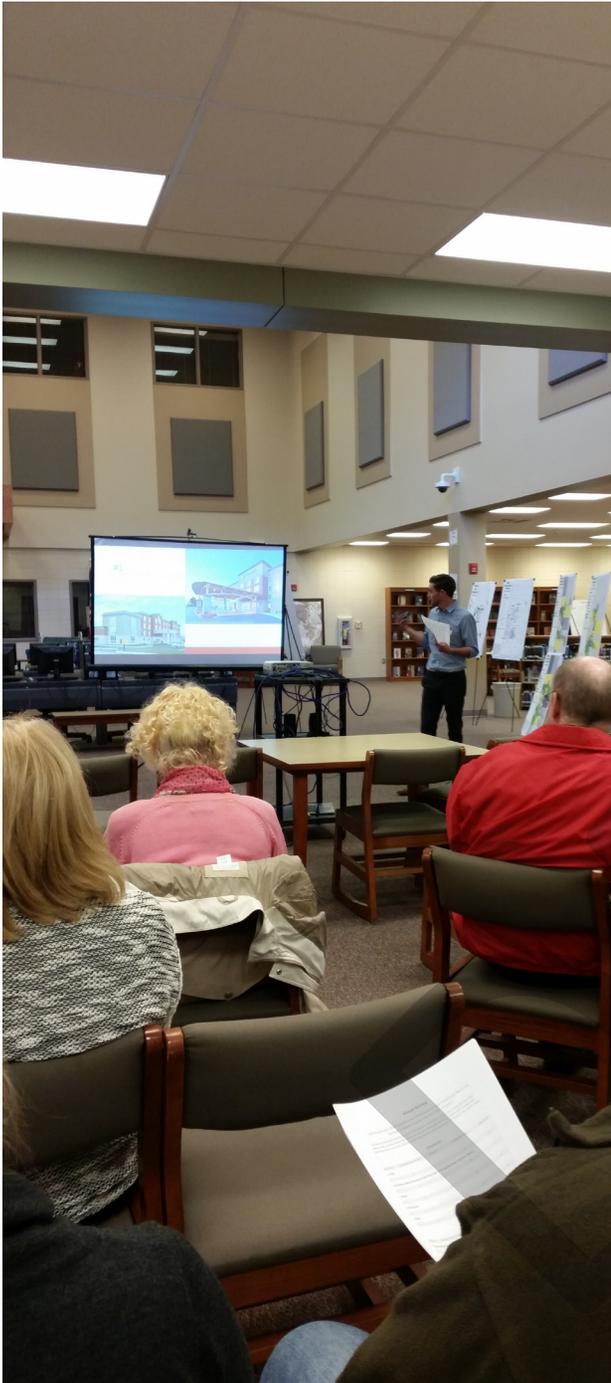
Figure 9. Strategies by Planning Document

	BICYCLE & PEDESTRIAN PLAN	GREENWAYS PLAN	HSTP	L RTP	M&O	PPP	TITLE VI & EJ	TIP	UWP
COMMITTEE MEETINGS	●	●	●	●	●	●	●	●	●
COMMUNITY EVENTS	◐			◐					
EMAIL	●	●	●	●	●	●	●	●	●
FLYERS									
BOOTH/KIOSKS				◐					
LEGAL ADS/PRESS RELEASES	●	●	●	●	●	●	●	●	●
NEWSLETTER	●	●	●	●	●	●	●	●	●
OPEN HOUSES	●	●	●	●	●	●			
SOCIAL MEDIA	●	●	●	●	●	●	●	●	●
SURVEYS	◐		◐	◐		◐			
WEBSITE	●	●	●	●	●	●	●	●	●
WORKSHOPS				◐					
UPDATE SCHEDULE	5 YEARS	5 YEARS	5 YEARS	5 YEARS	5 YEARS	5 YEARS	3 YEARS	ANNUALLY	ANNUALLY
PUBLIC COMMENT PERIOD	30 DAYS	30 DAYS	30 DAYS	30 DAYS	30 DAYS	45 DAYS	30 DAYS	30 DAYS	30 DAYS

= PRIMARY STRATEGY (TYPICALLY USED)
 = SECONDARY STRATEGY (BASED ON NEED/REQUEST)

THE STRATEGIES LISTED BY PLAN ARE BASED ON PAST STRATEGIES USED DURING EACH OF THE PLANNING PROCESS FOR SPECIFIC PLANS OR BASED ON PLANNED STRATEGIES FOR UPCOMING PLANNING PROCESS. THE STRATEGIES BY PLAN LISTED IN THE TABLE ABOVE ARE SUBJECT TO CHANGE BASED ON BEST PRACTICES AND THE SUCCESS OF STRATEGIES MOVING FORWARD.

4 Evaluation & Update of the Public Participation Plan



The Rockford Metropolitan Agency for Planning (RMAP) periodically reviews the effectiveness of the procedures and techniques that it utilizes for public participation through internal review. While public participation methods and techniques are discussed by staff frequently, the development of both an internal and external evaluation of the public participation activities will allow RMAP to continuously improve participation outcomes.

Internally, the MPO evaluates the methods and techniques it uses to engage the public through a staff evaluation form created for the Region 1 Planning Council (R1PC). R1PC staff uses this form to evaluate the number of participants in attendance, how the event was publicized, and what types of participation techniques were utilized. The form that Region 1 Planning Council staff members will utilize after an event is included as Appendix E.

As stated in this document, public comment is always welcome regarding the effectiveness of the procedures undertaken to afford opportunities for public participation. As such, participants of RMAP public open houses, committee meetings, and special events are

informed of how to provide additional comments and feedback to RMAP staff.

RMAP will compile the comments collected at public participation events and online, as well as staff evaluations to update, adopt and republish the Public Participation Plan.

Subsequent updates will be repeated every four to five years or whenever a significant change to the process is contemplated, in accordance with a similar notification procedure and schedule. The PPP Development schedule can be found in Figure 8.

Appendices

A	Rockford MPO Structure	A-1
B	Federal Requirements for Metropolitan Planning	A-5
C	Public Participation Survey	A-7
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Appendix A. MPO Structure

By Federal law, all large urbanized areas (over 50,000 persons) are required to have an organization that plans and coordinates the decisions regarding the area's transportation systems. The MPO (RMAP) transportation planning function is housed within Region 1 Planning Council (R1PC). R1PC is comprised of RMAP, WinGIS, and Economic Development District of Northern Illinois. RMAP is empowered and governed by an interagency agreement known as the MPO Cooperative Agreement that was developed and mutually adopted by the Cities of Rockford, Loves Park, and Belvidere; the Counties of Winnebago and Boone; the Village of Machesney Park; Rockford Mass Transit District; and the State of Illinois acting through the Illinois Department of Transportation (IDOT).

Policy Committee

RMAP planning is guided by the Policy Committee which has final authority over all matters within the jurisdiction of RMAP. The Policy Committee membership is representative of the general purpose units of government in the planning area and particularly those in the Urbanized Area. The current membership on this Committee is listed in Figure 1.1.

The Policy Committee meets on the fourth Thursday of even months at 1:00 P.M. The Policy Committee meeting location at the Regional Design Center, 315 North Main Street, Rockford, IL.

Figure 1.1. Policy Committee Members

City of Belvidere
Winnebago County
Boone County
City of Loves Park
City of Rockford
Village of Machesney Park
Rockford Mass Transit District
Illinois Dept. of Transportation, Region 2

Technical Committee

The Policy Committee obtains input and technical advice on transportation matters from a wide variety of public and private sources but primarily through the Technical Committee. The Technical Committee currently consists of one voting representative from 22 local organizations and 12 additional agencies are represented on the Technical Committee as nonvoting members (NV).

Figure 1.2. Technical Committee Members

Illinois Dept. of Transportation, District 2
Winnebago County Highway Dept.
City of Rockford, Public Works Dept.
City of Loves Park, Public Works Dept.
Village of Machesney Park
Chicago/Rockford International Airport
Rockford Mass Transit District
City of Loves Park, Community Development Dept.
Village of Cherry Valley
City of Rockford, Community Development Dept.
Winnebago County, Planning & Economic Development
Boone County Highway Dept.
City of Belvidere, Public Works Dept.
Village of Roscoe
Village of Winnebago
Rock River Water Reclamation District
Forest Preserves of Winnebago County
Boone County Conservation District
Rockford Park District
Winnebago County Soil & Water Conservation District
Village of Poplar Grove
Illinois Environmental Protection Agency (NV)
Illinois State Toll Highway Authority (NV)
IDOT, Division of Public Transportation (NV)
IDOT, Division of Urban Program Planning (NV)
Ogle County Highway Dept. (NV)
Boone County Council on Aging (NV)
State Line Area Transportation Study (NV)
Federal Highway Administration, IL Division (NV)
Economic Development District of Northern Illinois (NV)
Growth Dimensions (NV)
Stateline Mass Transit District (NV)

The Technical Committee meets on the third Thursday of each month at 10:00 A.M. at the City of Loves Park City Hall, 100 Heart Boulevard, Loves Park, IL 61111.

Subcommittees

The Technical Committee has the authority to establish and appoint members to other temporary or special purpose committees as needed to carry out the duties of the Technical Committee. Membership on these committees may consist of individuals or come from organizations not otherwise represented on the Technical or Policy Committees.

In the past, the Technical Committee has appointed special subcommittees including the following:

Mobility Subcommittee

To promote communication and coordination between public transit, human services providers and workforce development agencies, the Rockford MPO has created the Mobility Subcommittee. The Mobility Subcommittee consists of human services and transportation agencies, governmental entities, workforce development organizations, public and private transit providers, assisted living facilities and ambulance providers. The Mobility Subcommittee was primarily responsible for the development of the Human Services Transportation Plan (HSTP). The duties of the Mobility Subcommittee are to facilitate public

involvement to identify transportation needs, identify and work with resource agencies to develop strategies that address the transportation needs of public transit dependent populations. The Mobility Subcommittee also advocates for enhancements, expansion and new services that improve the well-being of public transportation dependent populations.

The Mobility Subcommittee meets the second Tuesday of each month at 10:00 A.M. at the Rockford Mass Transit District (RMTD) East Side Transfer Center, 725 N. Lyford Road, Rockford, IL 61107. Agendas are distributed through the Rockford MPO mailing list (as well as through e-mail) 1-2 weeks prior to a meeting.

STP/STBG Subcommittee

This subcommittee was originally created to focus on the selection and prioritization of candidate projects for the use of Federal Aid Urban (FAU) funds, a special category of funding used primarily for regional highway projects. Under MAP-21, the Federal Aid Urban category had been replaced with the Surface Transportation Program (STP) and the funds could be used for highway and transit purposes. The recently passed federal transportation bill Fixing America's Surface Transportation (FAST) Act, converts the STP into the Surface Transportation Program Block Grant (STBG) Program under Section 133 of Title 23 of the United States Code. The STBG promotes flexibility in State and local transportation decisions and provides funding to best address State and local transportation

needs. Approximately \$2.5- \$2.9 million dollars is allocated annually to the MPO Urbanized Area. The STP/STBG Subcommittee continues to meet on an as-needed basis to provide advice on the use of these funds. Project funds are programmed and adopted at the discretion of the MPO Policy Committee.

Greenways Planning Committee

The most recent greenways planning effort was led by RMAP staff under the direction and supervision of the Greenways Planning Committee, and the RMAP Technical Committee and Policy Committee. The Greenways Planning Committee was comprised of a representative from each of the major environmental planning and advocacy groups in our region, as well as citizens with environmental and greenways planning backgrounds. Over the course of the 2015, the Greenways Planning Committee met officially three times at the RMAP offices located at 313 North Main Street in downtown Rockford.

The Greenways Planning Committee was made up of a representative from the following agencies:

- Illinois Dept. of Natural Resources
- Natural Land Institute
- Forest Preserves of Winnebago County
- Rockford Park District
- Belvidere Park District

- Boone County Soil & Water Conservation District
- Winnebago County Soil & Water Conservation District
- Winnebago County Geographic Information System
- Boone County Conservation District
- Local Residents

technical experts and interested individuals from around the region with representatives from local governments, organizations, and private citizens. There are over 30 people who currently serve on this committee.

The overarching goal of the committee is to further the collaboration, implementation, and effectiveness of environmental planning throughout the Rockford Region. The committee will also provide advice, input, and support on environmental planning topics to the R1PC board and other MPO committees.

Bicycle and Pedestrian Advisory Committee

As part of the process of developing the vision statement, goals, and strategies for the Bicycle and Pedestrian Plan, a Bicycle & Pedestrian Advisory Committee (BPAC) was created. This ad hoc committee was developed to ensure that the Bicycle and Pedestrian Plan would reflect the needs, interests, and concerns of the community. The BPAC met four times between September 2016 to December 2016. Members of the BPAC are representatives of various agencies, organizations, and individuals working to enhance active transportation in the region. The development of long-term a bicycle and pedestrian subcommittee is recommended as part of the 2017 Bicycle and Pedestrian Plan update.

The group currently functions as a RPC committee, but has the opportunity to become a standing committee with continued regional interest. The committee-at-large meets quarterly with smaller project-based working groups meeting on a more frequent basis. Members were able to choose which topic group they were most interested in from seven options: energy conservation/consumption, land use/growth management, water resources, education/culture, infrastructure, biodiversity, and health.

Environmental Committee

The Environmental Committee was formed in 2017 as a committee of Regional 1 Planning Council (R1PC). The committee is made up of

Appendix B. Federal Requirements for Metropolitan Planning

In regard to public involvement and participation, federal regulations mandate that the metropolitan planning process comply with the Code of Federal Regulations 23 CFR 450.316, as cited below:

(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(s) 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(s) 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(s) 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.

[81 FR 34135, May 27, 2016, as amended at 81 FR 93473, Dec. 20, 2016]

Appendix C. Public Participation Survey

Public Involvement Survey

For the Rockford Metropolitan Agency for Planning's Public Participation Plan

The Rockford Metropolitan Agency for Planning (RMAP) is always interested in potential improvements to its public involvement and engagement process and appreciates hearing from you to ensure public participation in transportation planning. As the regional transportation planning agency for Rockford Region, RMAP ensures that requirements for federal and state transportation funding are met to help secure locally needed transportation projects. RMAP actively seeks input from the public and interested stakeholders as outlined by the adopted Public Participation Plan. The survey form below will help us continue to improve with your suggestions. Thank you in advance for your time and assistance.

Please feel free to contact RMAP with questions or comments at 815.319.4180 or by e-mail at info@r1planning.org.

What are the best ways to communicate with you about regional transportation issues and way you can get involved?

	Very Effective	Somewhat Effective	Not Very Effective	Not at All Effective	Not Sure
Direct mailings	<input type="checkbox"/>				
Email	<input type="checkbox"/>				
Information kiosks/booths	<input type="checkbox"/>				
Newsletters	<input type="checkbox"/>				
Newspaper advertisements	<input type="checkbox"/>				
Public Service Announcements	<input type="checkbox"/>				
Speaker presentations	<input type="checkbox"/>				
Social media	<input type="checkbox"/>				
Websites/internet	<input type="checkbox"/>				
Other, Please Specify _____	<input type="checkbox"/>				

What is the best way to gather your comments and questions about local transportation issues?

Choose up to THREE.

- Comment cards
- Email
- Open houses
- One-on-one discussions (i.e. telephone)
- Surveys
- Websites/internet
- Public Workshops
- Other, Please Specify _____

Please list three ideal community locations for public meetings within the region. See Attachment A for a map of RMAP's planning area.

Location 1: _____

Location 2: _____

Location 3: _____

When is the preferred days and times of day to hold public meetings? Choose ALL that apply.

	Morning (9 a.m. – 11 a.m.)	Mid-day (11 a.m. – 1 p.m.)	Afternoon (1 p.m. – 4 p.m.)	Evening (5 p.m. – 8 p.m.)
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you would like to be added to the RMAP mailing list to receive meeting notices, etc. please fill out the questions below:

Name: _____

Organization, if applicable: _____

Email Address: _____

Phone Number: _____

Which of the following mailing lists are you interested in joining? Choose ALL that apply.

- Policy Committee Meeting Notices
- Long Range Transportation Plan Update
- Technical Committee Meeting Notices
- Transportation Improvement Updates
- Mobility Subcommittee Meeting Notices
- Public Transportation Plans & Studies
- Bicycle & Pedestrian Plans & Studies
- Unified Work Program Updates
- Corridor Plans & Studies
- Newsletters
- Freight Plans & Studies

Appendix D. Record of Public Process

Additional information on the public process, including press releases, a certificate of publication, as well as comments, if received, will be added upon completion of the public comment period.

DRAFT

DRAFT

Appendix E. R1PC Internal Public Participation Evaluation



COLLABORATIVE PLANNING FOR NORTHERN ILLINOIS

INTERNAL PUBLIC PARTICIPATION EVALUATION

Plan or Project: _____

Lead Project Coordinator: _____

Date: _____ Time: _____

Location: _____

Type of public participation:

- | | |
|--|---|
| <input type="checkbox"/> Information Kiosk/Booth | <input type="checkbox"/> Speaker Presentation |
| <input type="checkbox"/> Public Q & A Forum | <input type="checkbox"/> Workshops |
| <input type="checkbox"/> Open House | <input type="checkbox"/> Other: _____ |

Who facilitated/hosted the event?

- RPC Staff
 Other: _____

How was the event advertised?

- | | |
|--|---|
| <input type="checkbox"/> Flyers | <input type="checkbox"/> Rockford Register Star |
| <input type="checkbox"/> Local radio station | <input type="checkbox"/> Rock River Times |
| <input type="checkbox"/> Local news station | <input type="checkbox"/> Social media |
| <input type="checkbox"/> RPC newsletter | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> RPC website | |

How many people attended the event?

- | | |
|--|---|
| <input type="checkbox"/> 1 – 10 attendees | <input type="checkbox"/> 51 – 75 attendees |
| <input type="checkbox"/> 11 – 25 attendees | <input type="checkbox"/> 76 – 100 attendees |
| <input type="checkbox"/> 26 – 50 attendees | <input type="checkbox"/> 100 + attendees |

Do you feel there was a group that was under-represented? If yes, please note.

What types of stakeholders were represented at this meeting?

What type(s) of outreach materials/activities were used?

How was public participation incorporated into the decision-making process?

Is there evidence of the degree to which public input influenced the process and changed the p

In what ways could this event be improved for future events?

Please attach copies of the following items for record, if applicable:

- Attendance/Sign-In Sheet
- List of Comments Made at the Event
- Materials/Handouts

313 N. Main Street Rockford, Illinois 61101 R1planning.org p 815.319.4180

Winnebago County / Boone County / City of Rockford / City of Belvidere / City of Loves Park / Village of Machesney Park / Rockford Mass Transit District / IDOT District #2