

**CHICAGO METROPOLITAN AGENCY FOR
PLANNING**

**TITLE VI OF THE 1964 CIVIL RIGHTS ACT
SECTION 601
SPECIFIC TO FEDERAL TRANSIT ADMINISTRATION PROGRAMS**

June 2011

CHICAGO METROPOLITAN AGENCY FOR PLANNING

BOARD OF DIRECTORS

Executive Committee

Gerald Bennett, chair
Joe Deal, vice chair
Elliott Hartstein, vice chair
Al Larson, at-large member
Rae Rupp Srch, at-large member
Nigel Telman, at-large member

City of Chicago Appointments

Frank Beal, executive director, Metropolis Strategies (formerly Chicago Metropolis 2020)
Susan Campbell, Associate Vice President, University of Chicago
Joe Deal, Director of External Affairs, Office of the Mayor, City of Chicago
Raul Raymundo, Chief Executive Officer, Resurrection Project
Nigel Telman, Partner, Proskauer

Cook County Appointments

Alan Bennett, Village Trustee, Elmwood Park (Suburban Cook)
Gerald Bennett, Mayor, Palos Hills (Southwest Cook)
Richard Reinbold, President, Richton Park (South Cook)
Michael Gorman, President, Riverside (West Cook)
Al Larson, President, Schaumburg (Northwest Cook)

Collar County Appointments

Roger Claar, Mayor, Bolingbrook (Will)
Elliott Hartstein, former President, Buffalo Grove (Lake)
Marilyn Michelini, President, Montgomery (Kane/Kendall)
Rae Rupp Srch, former President, Villa Park (DuPage)
Dan Shea, Trustee, Algonquin Township (McHenry)

Non-voting Members

Leanne Redden, Senior Deputy Executive Director, Regional Transportation Authority (MPO Policy Committee)

MPO POLICY COMMITTEE

Gary Hannig, Illinois Department of Transportation, Chair

Municipal Agencies

Luann Hamilton, deputy commissioner, Chicago Department of Transportation
Jeffery Schielke, mayor, City of Batavia (Council of Mayors)

County Agencies

Rupert Graham, superintendent of highways, Cook County
Tom Cuculich, chief of staff, DuPage County
Karen McConaughay, chairman, Kane County
John Purcell, county board chair, Kendall County
Martin Buehler, county engineer, Lake County
Kenneth D. Koehler, chairman, McHenry County
Larry Walsh, county executive, Will County

Federal Agencies

Norman Stoner, division administrator, Federal Highway Administration
Marisol Simon, regional administrator, Federal Transit Administration

Regional Agencies

Joe Deal, director of external affairs city of Chicago, Mayor's Office (CMAP)
Elliott Hartstein, mayor, Buffalo Grove (CMAP)
Leanne Redden, senior deputy executive director, Planning and Regional Programs (RTA)

State Agencies

Gary Hannig, secretary, Illinois Department of Transportation

Operating Agencies

Don Gismondi, General Manager, Capital Grants and FTA Interpretation, Chicago Transit Authority
Michael W. Payette, vice president of government affairs, Union Pacific Railroad (Class I Railroads)
Kristi Lafleur, executive director, Illinois Tollway
Alexander D. Clifford, executive director/CEO, Metra
Richard Kwasneski, chairman, Pace
John McCarthy, president, Continental Airport Express (private providers)



June, 2011

The Chicago Metropolitan Agency for Planning (CMAP) has established its Title IV Program pursuant to the Federal Transit Administration (FTA) Circular 4702.1A.

The objectives of the CMAP Title VI Program are to (1) ensure that the level and quality of transportation service is provided without regard to race, color, or national origin; (2) identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations; (3) promote the full and fair participation of all affected populations in transportation decision making; (4) prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations; and (5) ensure meaningful access to programs and activities by persons with limited English proficiency.

A handwritten signature in blue ink, reading "Randall S. Blankenhorn".

Randall S. Blankenhorn
Executive Director

COMPLIANCE HISTORY

On August 9, 2005, the Regional Planning Act (RPA) was signed into law, calling for the merger of Chicago Area Transportation Study (CATS) and Northeastern Illinois Planning Commission (NIPC) into a combined transportation and land use planning body for Northeastern Illinois. Prior to the completion of the merger, CATS was the officially designated MPO for the Chicago area. Title VI compliance review was conducted for CATS activities.

1. Purpose for the Review: FHWA and FTA completed the Certification Review of the Metropolitan Transportation Planning Process for the Northeastern Illinois/Chicago Transportation Management Area in March, 2010. The certification review was pursuant to 23 U.S.C. 134 (i)(5) and 49 U.S.C. 1607, which requires FHWA and FTA jointly certify the metropolitan transportation planning process in Transportation Management Areas (TMA) at least every four years.
2. Agencies Performing the Review: Federal Highway Administration and Federal Transit Administration.
3. Summary of Findings and Recommendations of the Review and Status:

The priority recommendations of the most recent certification review of the metropolitan transportation planning process for the Chicago, IL Transportation Management Area are listed below. The priority recommendations are addressed through the Chicago Metropolitan Agency for Planning's comprehensive activity document (budget) each year and reflected in the Agency's annual reports. The activity documents and annual reports are available at the CMAP website, www.cmap.illinois.gov.

- (a) Adoption of the GO TO 2040 plan should be recognized as only the beginning of the road towards the Regional Vision. CMAP and leaders throughout Northeastern Illinois will ultimately determine the success of the GO TO 2040 planning process through countless policy and investment decisions over the course of the next several years.*
- (b) Policy directions and investments should be prioritized and selected using performance driven criteria that lead to transparent, outcome-based decisions. A systematic approach to implementing the GO TO 2040 preferred scenario will rely heavily on analysis of Regional Indicators data. As such, the Indicators will need to remain highlighted throughout ongoing planning efforts such as the TIP, CMP and UWP. Additionally, CMAP must ensure that necessary resources are dedicated to collect, analyze, and communicate Indicators data.*
- (c) CMAP should place emphasis on identifying sustainable revenue sources to match Federal planning funds that reflects the shared benefits of the planning process for local, regional, and state partners. Additionally, as the region pursues transportation policy that is further integrated with land use, economic, environmental, and social concerns: additional commitments of non-transportation funding will need to be secured.*

- (d) CMAP should assemble and cultivate a diverse collection of stakeholders to coordinate and champion GHG reduction strategies. The MPO is a forum that should be used to develop support from key partners on climate action plans and their GHG reduction goals. While these actions directly respond to the threats of climate change, they should also support multiple sustainability goals that have been identified throughout the GO TO 2040 planning process.*
- (e) The application of CMAP Active Program Management policies should be complete and consistent. While these strategies are necessary to curb a high unobligated balance of CMAQ funds, effective and efficient program delivery should be a consideration for any prioritization of discretionary funding available to CMAP. As SAFETEA-LU reauthorization proposals consider increased programming responsibilities for metropolitan areas, CMAP should build on the Recovery Act implementation successes and Active Program Management and demonstrate an increased capacity to deliver essential transportation programs.*

PUBLIC ENGAGEMENT ACTIVITIES

One of the key elements of the CMAP Public Participation Plan is the continuous flow of information to citizens. CMAP maintains an extensive contact list as one component of this effort. This list is an important tool for notification about public meetings and CMAP activities. CMAP works with its various committee members, the media and the public to establish new contacts to add to the list, which currently includes over 10,000 individuals and organizations. The list includes hundreds of community groups and non-profit organizations in addition to municipal and county elected officials, business groups, broadcast and print media, other groups and individual citizens. These groups, organizations and officials are able to notify many thousands of their members, friends and constituents about our activities. Any individual citizen or group will be added on request to the CMAP contact list to receive notifications, publications and announcements. CMAP maintains an extensive sub-list of several hundred broadcast and print media organizations in the region. Minority, foreign language and special interest media are included. Similar lists are maintained by each operating agency and the city of Chicago.

CMAP provides ample public notice of meetings and events through calendar postings at the agency office, on the CMAP Web site (www.cmap.illinois.gov), and, for those who request, notification by mail. For major plans, programs and policy meetings, CMAP sends notices to its entire contact list, which totals nearly 10,000 subscribers. Notices of meetings held through CMAP's extensive committee structure (www.cmap.illinois.gov/about) are sent to targeted sub-lists of contacts.

CMAP issues a series of updates likewise targeted to users based on interest (www.cmap.illinois.gov/updates). These include:

- [Weekly Updates](#) from executive director Randy Blankenhorn are available online and emailed every Friday to inform readers of progress at CMAP and events, announcements, and other news from throughout the region.
- [Policy Updates](#) are a forum for research and analysis of data and federal, state, and local policy issues of the day. These entries will largely reflect ongoing CMAP work on topics such as the regional economy, transportation, and environmental and local planning issues.
- The [Soles and Spokes](#) blog covers all matters related to biking and walking. Topics include technical resources, safety, health, training, funding opportunities, and education and encouragement programs, among others.
- The [Green Signals](#) blog covers all matters related to transportation operations. Topics covered include arterial operations, data archiving, the environment, freeway operations, and safety, among others.
- [Water 2050](#) is a bi-monthly newsletter distributed as a means to communicate newsworthy items, share valuable resources, and promote ongoing and diverse efforts

around water resources planning and management, both at CMAP and throughout the region.

- CMAP's various [Social Media](#) help the public to stay connected via Facebook, Twitter, and YouTube.

CMAP also informs the public via outreach to the mainstream news media and Internet-based media. These materials are posted at www.cmap.illinois.gov/for-the-media and include press releases, fact sheets, tip sheets, and more. Agency staff interacts with reporters on a daily basis. Agency staff also responds to academic, other agency, and individual requests for information. Special data requests are filled and speakers provided. In addition, all recipient agencies have at least one individual designated to assist the public. The CTA staff is able to provide such assistance in several languages.

Minority and foreign language media and organizations are routinely notified of meetings, plans, reports and other matters in the same way that other groups are notified. If, because of location or some other factor, a particular activity is deemed of special interest to one or more of these groups, additional steps are taken, i.e., special notices, phone calls, etc.

The following bodies advertise meetings in accordance with the Illinois Open Meetings Act: Regional Transportation Authority Board; Suburban Bus Board; Commuter Rail Board; Chicago Transit Authority Board; Chicago Metropolitan Agency for Planning and its committees; Councils of Mayors; and the city of Chicago and its departments, boards and commissions. In addition, the agencies compile special mailing lists for specific areas or subjects.

Any Pace bus route that is to be substantially reduced or eliminated is first discussed at public hearings which are announced in advance through public notices in appropriate newspapers and newsletters. A record is kept of any opposition to a service reduction and all testimony is considered before any reduction takes place. Routes affecting large minority populations go through the same public hearing process as any other route.

Metra informs minority communities of planning efforts through hearings, public notices and board meetings concerning individual plans, programs and projects. It places legal notices concerning the annual operating and capital program in several newspapers, including minority-oriented ones. Citizens may present oral testimony at public hearings or provide written testimony. Metra also established special mailing lists for its three major investment studies.

The CTA has established a formal policy on public hearings. A public hearing will be held prior to any fare increase, major service reduction, transit vehicle purchases and rapid transit station construction. Public notices will be published in general circulation newspapers and neighborhood newspapers catering to any specific groups that will be affected by the change; notices will also be placed on transit vehicles and rapid transit stations affected by the change. CTA does advertise in minority newspapers such as the Defender and La Raza.

LANGUAGE ASSISTANCE PLAN

CMAP has adopted its *Public Participation Plan* in 2007. The purpose of the *Public Participation Plan* is to increase public awareness and participation while widening the range of voices and views in the planning process. The Citizens' Advisory Committee (CAC) meets regularly, giving residents of the region a voice in CMAP's committee process.

In the *Public Participation Plan* the following goal and objective was adopted to provide access to meaningful activities and programs for persons with limited English proficiency.

Goal: Design and develop materials to increase the underserved public's understanding of regional and local planning, including translating those materials into languages other than English whenever possible.

Objective: To accommodate the needs of traditionally underserved populations, such as low-income, minority, disabled, non-English-speaking and other groups who have not participated in the planning process.

As CMAP focuses on the implementation of GO TO 2040, the CAC will play an important role in providing feedback on how GO TO 2040 programs and policies are playing out on the local level. CAC members are valuable local advocates for CMAP programs and activities as well as providing feedback from the residents and stakeholders in their respective communities.

TITLE VI COMPLAINT PROCEDURES

CMAP has designated an employee as the Civil Rights Officer for Title VI who has the responsibility for receiving all Title VI complaints. The Civil Rights Officer will provide quarterly reports to the CMAP Executive Director of filed Title VI complaints and status of the complaints.

If a complaint is regarding one of the service providers within the MPO region, the complaint will be forwarded to the service provider for response. The Civil Rights Officer will develop a system to track the status of all complaints which have been forwarded to other organizations.

If appropriate, the Civil Rights Officer will be responsible for conducting or overseeing the investigation of Title VI complaints.

TITLE VI INVESTIGATIONS, COMPLAINTS OR LAWSUITS
Since March 2010

No Title VI investigations have been conducted, complaints filed or active lawsuits since the last Certification Review in March 2010.

PUBLIC NOTICE

The following notice is posted on the CMAP website:

As a recipient of federal funds from the Federal Highway Administration and the Federal Transit Administration, CMAP complies with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations). CMAP is committed to:

1. Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin;
2. Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
3. Promote the full and fair participation of all affected populations in transportation decision making;
4. Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations;
5. Ensure meaningful access to programs and activities by persons with limited English proficiency.

If any person believes that CMAP has not followed this commitment, contact with the CMAP Civil Rights Officer can be made at 312-454-0400 or a complaint may be filed with the FTA.

RIGHT TO FILE A COMPLAINT. Any person who believes himself or any specific class of persons to be subjected to discrimination prohibited by Title VI may by himself or by a representative file a written complaint with the FTA. A complaint must be filed no later than 180 days after the date of the alleged discrimination, unless the time for filing is extended by FTA.

COMPLAINT ACCEPTANCE. Once a complaint has been accepted by FTA for investigation, FTA will notify the recipient or subrecipient that it has been subject to a Title VI complaint and ask the agency to respond in writing to the complainant's allegations. Once the complainant agrees to release the complaint to the recipient or subrecipient, FTA will provide the agency with the complaint. If the complainant does not agree to release the complaint to the recipient or subrecipient, FTA may choose to close the complaint. FTA strives to complete a Title VI complaint investigation within 180 days of the date that FTA accepts the complaint for investigation.

INVESTIGATIONS. FTA will make a prompt investigation whenever a compliance review, report, complaint or any other information indicates a possible failure to comply with this part. The investigation will include, where appropriate, a review of the pertinent practices and policies of the recipient, the circumstances under which the possible noncompliance with this part occurred, and other factors relevant to a determination as to whether the recipient has failed to comply with Title VI.

LETTERS OF FINDING AND RESOLUTION. After the investigation has been completed FTA's Office of Civil Rights will transmit to the complainant and the grantee one of the following three letters based on its findings:

- a. A letter of resolution that explains the steps the recipient or subrecipient has taken or promises to take to come into compliance with Title VI.
- b. A letter of finding that is issued when the recipient or subrecipient is not found to be in noncompliance with Title VI. This letter will include an explanation of why the recipient or subrecipient was not found to be in noncompliance, and provide notification of the complainant's appeal rights. If applicable, the letter can include a list of procedural violations or concerns, which can put the recipient or subrecipient on notice that certain practices are questionable and that without corrective steps, a future violation finding is possible.
- c. A letter of finding that is issued when the recipient or subrecipient is found to be in noncompliance. This letter will include each violation referenced as to the applicable regulations, a brief description of proposed remedies, notice of the time limit on the conciliation process, the consequences of failure to achieve voluntary compliance and an offer of assistance to the recipient or subrecipient in devising a remedial plan for compliance, if appropriate.

APPEALS PROCESS. The letters of finding and resolution will offer the complainant and the recipient or subrecipient the opportunity to provide additional information that would lead FTA to reconsider its conclusions. In general, FTA requests that the parties in the complaint provide this additional information within 60 days of the date the FTA letter of finding was transmitted. After reviewing this information, FTA's Office of Civil Rights will respond either by issuing a revised letter of resolution or finding to the appealing party, or by informing the appealing party that the original letter of resolution or finding remains in force. FTA strives to transmit these letters within 30 to 60 days of receiving the appeal.