

Springfield Mass Transit District
06/01/2022 Title VI Program Approval

Resolution No: FFY2022-06

Resolution authorizing the filing of the 2022 update of the Title VI Program with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for Federal transportation assistance authorized by 49 U.S.C. chapter 53, title 23 United States Code, and other Federal statutes administered by the Federal Transit Administration.

WHEREAS, the Federal Transit Administrator has been delegated authority to enforce Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq; 49 CFR § 1.51; 49 CFR part 21; and

WHEREAS, the Applicant has or will provide all certifications and assurance to the Federal Transit Administration required for the Title VI Program;

NOW, THEREFORE, BE IT RESOLVED BY the Board of Trustees of the Springfield Mass Transit District:

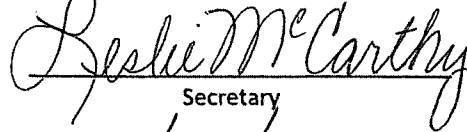
That the Board of Trustees for the Springfield Mass Transit District has reviewed and approved the Springfield Mass Transit 06/01/2022 Title VI Program.

CERTIFICATION

The undersigned duly qualified Secretary, acting on behalf of the Springfield Mass Transit District, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Trustees of the Springfield Mass Transit District held on July 25, 2022.

SEAL

ATTEST


Secretary

7/25/22

Date

Springfield Mass Transit District
Notice to the Public of Compliance with Title VI

The Springfield Mass Transit District (SMTD) operates its fixed route and paratransit programs and services and transports passengers without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964, as amended. Any individual who believes that he or she has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint in writing to:

Sangamon Mass Transit District
Attention: Managing Director
928 S 9th Street
Springfield IL 62703.

SMTD Title VI complaint forms may be obtained at www.smtd.org or in person at the above address.

SMTD investigates complaints no more than 180 days following the alleged incident. Call (217) 522-6087 for more information on this policy or to receive this information in another language.

A notice of compliance with Title VI is posted at the Administration Office of Sangamon Mass Transit, in all service vehicles, and posted on the SMTD website.

Springfield Mass Transit District Title VI Complaint Procedures

Any person who believes he or she has been discriminated against on the basis of race, color, or national origin by Springfield Mass Transit District (SMTD) may file a complaint by completing and submitting SMTD's Title VI Complaint form. SMTD investigates complaints received no more than 180 days after the alleged incident. A complaint form may be obtained on SMTD's website, www.smttd.org, or in person at 928 S. 9th Street, Springfield, IL 62703 Monday through Friday between 8:30A.M. and 4:30P.M.

Upon receipt of a written Title VI complaint, it will be stamped with the date received. This date will be used to calculate the 15 weekdays to respond to the Complainant. The Complaint will then be directed to the Managing Director, who will have the complaint logged and refer it to the proper Department Superintendent.

The Superintendent will investigate the allegations of the complaint. When the investigation is complete, the Superintendent will report back to the Managing Director as to what was discovered and what was done to resolve the complaint.

Once the Managing Director is notified of any findings and any action taken, a response will be mailed with a copy of the appeals procedure, to the complainant by Certified Mail – Return Receipt Requested within 15 workdays of the date complaint was received.

The Complainant then has 15 weekdays, from the date the response from the Managing Director was delivered, to appeal the decision, if desired. The Appeal Procedure is outlined below.

- Requests for appeals must be directed, in writing, to: Chairperson, SMTD Board of Trustees, c/o Sangamon Mass Transit District, 928 S. 9th Street, Springfield, IL 62703.
- The Chairperson will act on the appeal at the next regularly scheduled Board meeting. The Complainant will be notified of the date and time.
- The Complainant will receive written confirmation of the Board's response by Certified Mail – Return Receipt Requested within 5 days of the Board's decision.

An individual may also file a complaint directly with the Federal Transit Administration at the FTA Office of Civil Rights, 1200 New Jersey Ave. SE, Washington D.C. 20590.

For more information or to receive this information in another language, please contact SMTD at 217/522-6087.



Title VI Complaint Form

Section I				
Name:				
Address:				
Telephone: () -				
Accessible Format requirements? (Circle)	Large Print	TDD	Audio Tape	Other:
Section II				
Are you filing this complaint on your own behalf? Yes * <input type="checkbox"/> No <input type="checkbox"/> * if yes go to Section III				
Name & Relationship of the person for whom you are filing the complaint:				
Please explain why you have filed for a third party:				
You do <input type="checkbox"/> or do not <input type="checkbox"/> have permission from the aggrieved third party to file complaint.				
Section III				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				

Please continue on back

Section IV	
Have you previously filed a Title VI complaint with SMTD? _____ Yes _____ No	
Section V	
Have you filed this complaint with any other Federal, State or local agency, or with any Federal or State court? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check all that apply: <input type="checkbox"/> Federal Agency: _____ <input type="checkbox"/> Federal Court: _____ <input type="checkbox"/> State Agency: _____ <input type="checkbox"/> State Court: _____ <input type="checkbox"/> Local Agency: _____	
Please provide information about a contact person at the agency/court where complaint was filed:	
Name: _____	
Title: _____	
Agency/Court: _____	
Telephone: _____	
Section VI	
Printed name: _____	
Signature: _____	Date: _____

Form must be signed and dated

Include additional information here (or attach additional sheet, as needed, indicate below)	
_____ Check here if an additional sheet is attached	
*** FOR OFFICE USE ONLY***	
Received by: _____	Date: _____

Please submit this form in person or mail to:

Springfield Mass Transit District
 928 S 9th Street
 Springfield, IL 62703-2496

Springfield Mass Transit District Title VI Language Assistance Plan

The Springfield Mass Transit District (SMTD) has conducted the Four Factor Analysis to determine the specific language services that are appropriate to provide to meet this requirement of Title VI.

1. According to the U.S. Census Bureau American Fact Finder, the 2020 American Community Survey 5-Year Estimates Data Profiles for Springfield, II Urban Area reports 1.1% of population 5 years and over speak English “not well” or “not at all”. This represents 2,184 people of the total population are Limited English Proficient (LEP). The small number of LEP persons makes interaction with the group extremely limited. Of the population of LEP persons, approximately 31% speak Spanish; 30% speak Indo-European languages; 33% speak Asian and Pacific Island languages and 6% speak other languages. 92.6% of the population have attained an educational level of high school graduate (or equivalency) or higher so providing translation language services should meet most needs. There appears to be no indication that LEP persons are underserved by SMTD due to language barriers.
2. SMTD monitors interactions with Limited English Proficiency using its *Report of Accident or Unusual Occurrence* form and has had no situations with passengers, potential passengers phone calls involving persons with LEP since 2017. SMTD has conducted ridership surveys, requested public participation and has had public contact in public meetings with no need for Language Assistant Services. Any time contact is made with any LEP person, SMTD will access Language Line services, as needed. Under this plan, all SMTD employees, including Dispatch and Bus Operators, are prepared to use Language Line’s (www.language.com) Over-the-Phone Interpretation services.
3. SMTD is aware that it provides an important service to the community. In addition to offering translation of any communication, it is prepared to offer any written translation of any notice or application necessary. Due to the small population of LEP persons, it is difficult to find any concentration of LEP persons or organizations serving LEP persons to target in order to facilitate communication. All staff is ready and able to assist LEP persons at any time.
4. SMTD uses a contract between Language Line and Illinois state government. Resources are available in the event they are needed.

Training outlining the need to contact Language Line in the event language assistance is needed for a Limited English Proficiency Incident is provided at hire during the orientation process and when employees learn how to complete a *Report of Accident or Unusual Occurrence*. Employees receive the Language Line material and are given

instructions on how to use the service. The Language Line's contact information is posted in the Dispatch offices and is available to all bus operators.

This plan will be reviewed annually by the Human Resource Manager for any change in circumstances requiring an update to the plan, or sooner if SMTD has more than five incidents involving facilitated communication with any LEP person in less than one year. This plan will also be evaluated for continued compliance with Title VI requirements at that time. Any required updates to the plan will be submitted to the SMTD Board of Trustees for approval and then submitted to the FTA to remain compliant. This plan requires Board of Trustee review and approval at least every three years, in the event no changes are made after annual reviews. The updated Title VI Plan will be submitted to the FTA by June 1st at least every three years, with the most recent update submitted in 2022.

Springfield Mass Transit District
Title VI Equity Analysis

Springfield Mass Transit is not required to complete Equity Analysis due to operation of less than 50 fixed route vehicles during peak service, and an UZA of less than 200,000.

Springfield Mass Transit has no new construction projects that required a facility siting analysis.

Springfield Mass Transit District **Subrecipient Monitoring**

Currently, SMTD has no subrecipients. If, at any time, SMTD enters into a subrecipient relationship, a description of how SMTD will monitor the subrecipient for compliance with Title VI, along with a schedule of subrecipient Title VI Program submissions will be developed and added to the SMTD's Title VI Program.

Springfield Mass Transit District
Membership of Non-Elected Committees & Councils

Springfield Mass Transit District (SMTD) has no non-elected committees or councils. None of the advisory boards are selected by SMTD. If, at any time, SMTD selects any non-elected advisory boards, councils or committees, a table depicting the membership of the non-elected advisory board(s), council(s) and/or committee(s), broken down by race, along with a description of the process SMTD uses to encourage the participation of minorities on such committees, will be added to SMTD's Title VI Program.

Springfield Mass Transit District Title VI Service Standards

Vehicle Load

Springfield Mass Transit District (SMTD) is the public transportation provider for Springfield, Illinois and operates regular service Monday- Saturday. SMTD utilizes 30' and 35' foot buses for regular fixed route service. The average daily passenger capacity Monday through Friday is 15,624. The average daily passenger capacity on Saturday is 8,316. On average, the ratio of passengers to available seats is 1:2.90.

Vehicle Headway

Service operates on regular routes every 30 minutes Monday through Friday and every 60 minutes on Saturdays. On weekdays, regular 30-minute interval service begins at 6:00am and operates until 6:00P.M. On weekdays, regular 60-minute interval service operates between 6:00P.M. and 11:00P.M. for nighttime service. On Saturdays, regular 60-minute interval service begins at 6:00A.M. and operates until 6:00P.M. On Saturdays, regular 30 minute interval service is provided between 9:00A.M. and 3:00P.M. on select routes. During peak service Monday through Saturday additional vehicles are provided as the factors for consideration are evaluated on a route and seasonal basis.

On-Time Performance

The SMTD is vigilant in adhering to published schedule timetables and as a result, we monitor closely any route that exceeds a two-minute delay over the established departure times from predetermined time-point checks. The performance goal has been set at 95% or greater.

Service Availability

The district boundaries, as established in 1968, encompass an area of 79.48 square miles. The 2017 US Census American Community Survey indicated that 118,685 people were living within the SMTD boundary and an additional 43,524 people in the urbanized area outside the District boundary, for a total of 162,209 in the SMTD service area. The District provides service to most major residential and employment areas within its boundaries. Route coverage reaches within a quarter mile of 101,760 people. SMTD has incorporated system-wide upgrades to Bus Stops, which provide route and other information helpful to passengers that was not provided on previous SMTD bus stop signs. Passengers are able to obtain route information via text message from information provided on all bus stop signs, text alerts via Bus-time subscriptions on route detours and delays, trip planning and bus location applications available through Clever Devices, MoveIt, Google Maps, and others.

Springfield Mass Transit District Title VI Service Policies

Transit Amenities

Transit amenities such as shelters, and benches are installed along routes based upon the number of passengers boarding and de-boarding buses along each route. There are many additional considerations such as space, grade, location, and zoning. From 2013 to 2016, SMTD has added 50 accessible bus stop pads and five solar shelters. The accessible bus stop pads were installed near shopping centers, medical facilities, living communities and schools. The SMTD ADA advisory committee, SMTD employees and the City of Springfield Engineer worked together for the placement of the accessible bus stop pads. One of the solar shelters replaced an existing shelter at the local community college. The other four were each placed on each of the existing night routes.

SMTD moved to an off-street transfer location on 11th street between Washington St and Adams St in preparation for the Multi-Modal High Speed Rail Upgrade in 2019 which provided a safer environment for boarding and deboarding of passengers from the original location. An additional transfer location was added at the Junction Circle Intersection in 2019 to provide an ability to extend SMTD Routes reaching into the newest developmental growth in Springfield, Il to facilitate passengers' ability to reach new work and residential locations.

Vehicle Assignments

The FTA defines the useful life of a transit bus as twelve (12) years old. The SMTD has a need for 48 vehicles during the peak service Monday through Friday and 32 vehicles during Saturday peak hours. These vehicles are a combination of 30' and 35' low floor vehicles. The fleet is half diesel powered and the other half CNG by design. SMTD is very pleased to report all vehicles are ADA compliant. Additionally, ITS upgrades to vehicles give every passenger within the service area access to vehicle location with next bus technology, automatic passenger counters, automated ADA stop annunciators, and automated fareboxes providing a variety of fare media available to make SMTD vehicles more convenient for travel.

Policy Review

This plan will be reviewed annually by the Human Resource Manager for any change in circumstances requiring an update to the plan, or sooner if SMTD has more than five incidents involving facilitated communication with any LEP person in less than one year. This plan will also be evaluated for continued compliance with Title VI requirements at that time. Any required updates to the plan will be submitted to the SMTD Board of Trustees for approval and then submitted to the FTA to remain compliant. This plan requires Board of Trustee review and approval at least every three years, in the event no changes are made after annual reviews. The updated Title VI Plan will be submitted to the FTA by June 1st at least every three years, with the most recent update submitted 2022.

Springfield Mass Transit District **Public Participation Plan**

The Springfield Planning Commission is the Metropolitan Planning Organization (MPO) for Springfield Mass Transit District. As such, they are part of SMTD's planning process and SMTD relies upon their public participation plan and their on-going assistance. A copy of their Public Participation Plan is also included in the document as Exhibit A. The Springfield Area Transportation Study (SATS) is a vital tool for SMTD's public participation requirement under Title VI of the Civil Rights Act of 1964, as amended.

The Planning Commission has developed a Citizen Advisory Committee and a Community Advisory Committee. The Citizen Advisory Committee makes every effort to involve people traditionally underserved or not previously engaged in transportation planning. The committee learns about the transportation planning process, participates in planning activities and makes recommendations to Springfield Area Transportation Study (SATS) on the Long-Range Transportation Plan (LRTP). The Community Advisory Committee consists of representatives from the communities in the SATS planning area that are not represented on the SATS planning body. SMTD is not involved in selecting the members of these committees.

In addition to the public participation outlined in the SATS Long Range Transportation Plan, SMTD engages the public in its planning and decision-making processes, as well as its marketing and outreach activities on an on-going basis. Between 2018 and 2022, the public was, and will be, invited to participate in these activities:

Transportation Improvement Program (TIP): The TIP is a fiscally constrained four-year planning document that addresses transportation projects and programs including federal, state and local highways, transit, ridesharing, bike paths and pedestrian facilities. If an item required by SMTD is not included in the TIP, it cannot be funded. The TIP process includes public hearings and public comment periods.

Board Meetings: The SMTD Board of Trustees holds monthly meetings the fourth Monday of each month. These meetings are open to the public and public comments are encouraged. The schedule is sent to interested parties and news outlets, posted on the SMTD website, and posted on its bulletin boards.

Public Meetings: When new service or a change in service or a change in service affecting more than 25% of any route is proposed, information is disseminated to the neighborhoods affected and public meetings are held.

ADA Advisory Board: This committee meets with SMTD management quarterly to provide input on behalf of the disabled community. Members are recruited through the Springfield Center for Independent Living (SCIL). SCIL nominates members to the committee and the SMTD Board of Trustees ratifies new members at their monthly Board meeting.

Customer Complaint Process: Interested parties may call our Customer Service Department at 217/522-6087 to lodge a complaint or comment or submit via Customer Service Link at www.smttd.org. All complaints/comments are entered into a database and then distributed to the relevant superintendent who researches the complaint/comment and responds. Any complaints or comments submitted which indicate a potential Title VI violation after investigation will be forwarded to the Human Resource Manager for review. Anyone who would like to make a complaint under Title VI is given the form and an outline of the procedure. This information is also available on our website.

Bilingual Outreach: The SMTD customer service department provides Spanish-speaking persons with information on public transit services in Spanish. Customer Service Bilingual assistance is utilized in outreach programs and offered for programs and public meetings.

Funding: Annually, SMTD submits an application for funding to the Illinois Department of Transportation. The application requests funding for both capital and operating assistance. Part of the annual application is a public notice, which includes a 30-day public comment period.



Public Participation Plan

May 11, 2017

Prepared by:



Springfield-Sangamon County Regional Planning Commission
200 South 9th Street, Room 212
Springfield, Illinois 62701-1629
217.535.3110 217.535.3111 (fax)
ShannanK@co.sangamon.il.us

Plan is also available online at www.sscrpc.com

The preparation of this report was financed in part by the U.S. Department of Transportation, Federal Highway Administration, Federal Transit Administration, and the Illinois Department of Transportation. The contents of this report reflect the views of the author who is responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the official views of those agencies listed above. This report does not constitute a standard, specification or regulation.

Draft: February 25, 2017
Adopted: May 11, 2017

The Draft 2017 Public Participation Plan was available for public review and comment at the Springfield Urban League, Lincoln Library, Chatham Area Public Library, Sangamon Mass Transit District, and Springfield Sangamon County Regional Planning Commission, and on the SATS website sscrpc.com from March 6 – April 25, 2017.

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Molly Berns, *Assistant Director*
Mary Jane Niemann, *Account Technician*
Gail Weiskopf, *Administrative Secretary*
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Jordan Leaf, *Associate Planner, Strategic Planning*

SATS Policy Committee

Bonnie Drew, *Deputy Mayor, City of Springfield*
Brian McFadden, *County Administrator, Sangamon County*
Tom Gray, *Village President, Village of Chatham*
Eric Hansen, *SSCRPC Board Chair, SSCRPC*
Jeff South, *Region 4 Engineer, Illinois Department of Transportation (IDOT), Region 4/District 6*
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SATS Technical Committee

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Holly Ostdick, *Section Chief, IDOT, Metropolitan Planning Section*
Mike Stead, *Rail Safety Program Administrator, Illinois Commerce Commission*
JD Stevenson, *Planning, Environment and Right-of-Way Team Leader, Federal Highway Administration, Illinois Division*

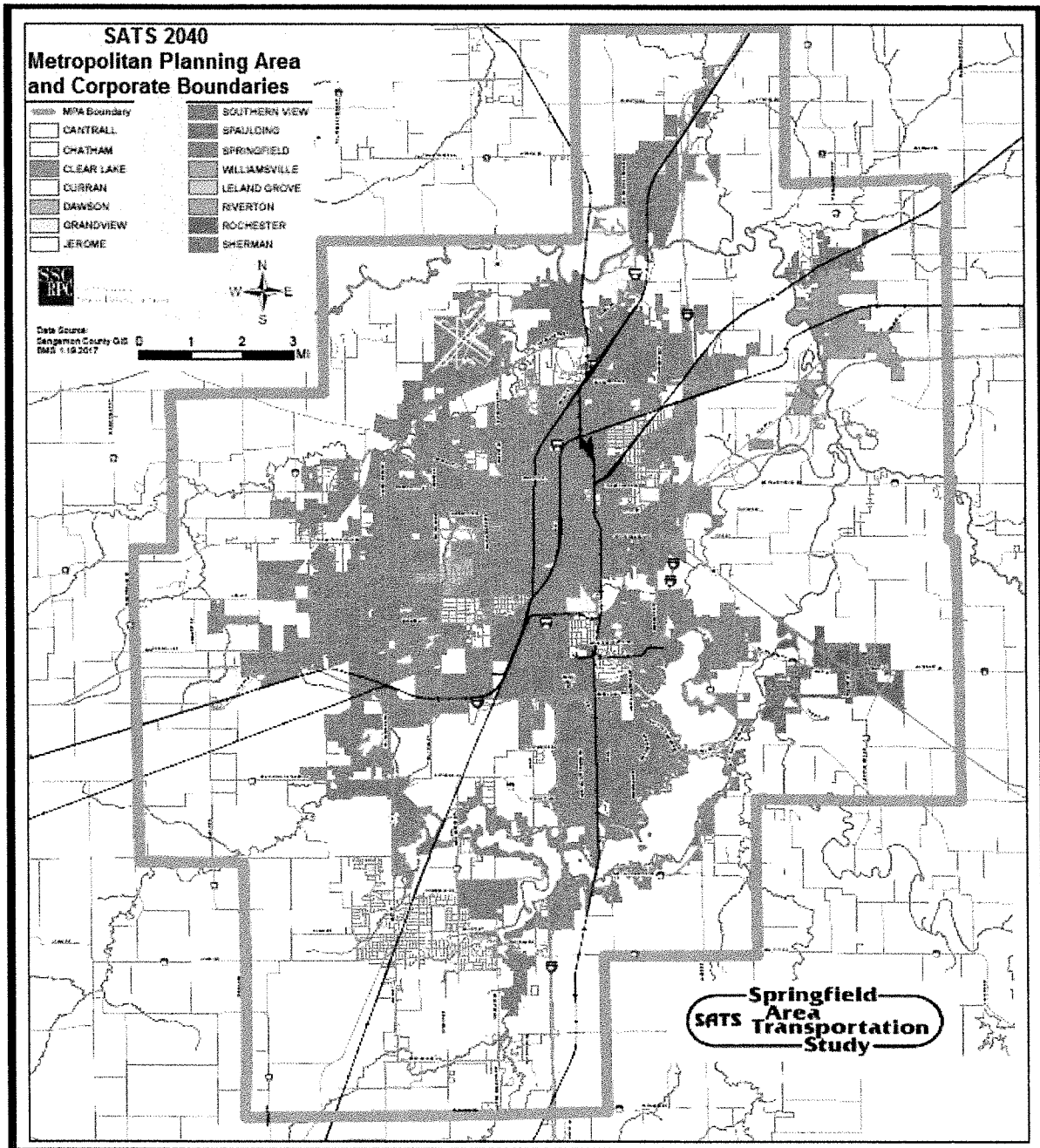
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1. Springfield Area Transportation Study (SATS)

The Springfield Area Transportation Study (SATS) is the transportation planning body for the greater Springfield metropolitan planning area (MPA). SATS was initiated in 1964 under the 1962 Federal-Aid Highway Act as the designated metropolitan planning organization (MPO) for the area. Although originally covering the immediate Springfield area only, the planning area was expanded in 2003 to include the enlarged urbanized area defined by the 2000 Census and now extends north to Sherman, south to Chatham, west to Curran, and east to Riverton/Rochester.

The Springfield Area Transportation Study (SATS) strives to make the Metropolitan Planning Area (MPA) *“a place where all modes of travel, including motor vehicle, bicycle, pedestrian, mass transit, freight transport, air, rail, and inter-city bus are efficient; effective; safe; accessible and interconnected, both as individual networks and as an entire transportation system.”*



SATS is composed of a Policy Committee and a Technical Committee. The Springfield-Sangamon County Regional Planning Commission serves as staff to SATS under the direction of the policy committee.

The Policy Committee includes the chief elected, appointed or administrative official (or appointed alternate) from each participating governmental body or agency. The Policy Committee directs, oversees and coordinates the transportation planning process to ensure that transportation planning and programming decisions reflect the needs and desires of its members and the general public.

The Technical Committee is composed of technical staff from the jurisdictions represented by the Policy Committee. The Technical Committee provides technical advice and recommendations to the Policy Committee on all matters pertaining to the planning functions of SATS and on other related matters referred to them by the SATS Policy Committee.

Technical advisors from transportation related agencies also serve as non-voting members on both committees as established in the SATS bylaws.

A list of membership for the SATS Policy and Technical Committees and advising members are listed below.

SATS Voting Members		
Jurisdiction	SATS Policy Committee	SATS Technical Committee
City of Springfield	Mayor Alternate: Executive Assistant to the Mayor	City Engineer
Sangamon Mass Transit District	Board Chairman Alternate: Managing Director	Grants/Procurement Manager Alternate: Grants and Procurement Specialist
SSCRPC	Board Chairman Alternate: Executive Director	Executive Director
Sangamon County	County Board Chairman Alternate: County Administrator	County Engineer
Village of Chatham	Village President Alternate: Village Trustee	Planning Coordinator
IDOT Region 4/District 6	Regional Engineer Alternate: Program Development Engineer	Program Development Engineer Alternate: Programming Engineer

SATS Technical Advisors		
Agency	SATS Policy Committee	SATS Technical Committee
Federal Highway Administration, Illinois Division	Division Administrator Alternate: Planning, Environment & Right-of-Way Team Leader	Planning, Environment & Right-of-Way Team Leader
IDOT Office of Planning & Programming	Director Alternate: Metropolitan Planning Manager	Metropolitan Planning Manager
Federal Transit Administration, Region 5	Regional Administrator	Regional Administrator Appointee
Illinois Commerce Commission		Rail Safety Program Administrator
IDOT District 6 Local Roads		Project Implementation Engineer
Springfield Airport Authority		Executive Director Abraham Lincoln Capital Airport
IDOT Division of Public & Intermodal Transportation		High Speed Rail Manager

2. Primary Activities of SATS

SATS provides a fair and impartial setting for informed transportation planning decision making by adhering to requirements set forth in The Code of Federal Regulations Title 23 Highways Part 450 Planning Assistance and Standards Chapter 316 Interested parties, participation and consultation (a):

“The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, 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.”

In providing an active opportunity for all segments of the MPA in the development of common regional transportation goals and plans, SATS will continue to review and update its policies to comply with new federal and state regulations, utilize changing technology and trends and maintain effective public participation strategies. A primary goal of SATS is to increase public awareness of transportation services and programs. As a result, SATS develops and maintains several key documents outlining transportation projects and planning efforts occurring within the MPA.

2.1 Long Range Transportation Plan (LRTP)

The LRTP is a fiscally constrained document resulting from regional collaboration and consensus on the transportation system in the MPA and serves as the defining vision for the region's transportation networks and services. The plan indicates all of the transportation improvements scheduled over a 25 year period and looks at the road system, local transit services, pedestrian and bicycle facilities, railroad services, air travel, and inter-city bus service. The LRTP was most recently updated in March 2015 and included active public engagement.

2.2 Transportation Improvement Plan (TIP)

The TIP is a four-year plan for transportation projects in the MPA. Any federally funded projects must be included in the TIP for any jurisdiction within the MPA. Projects not involving federal money may also be included as submitted by the State, Sangamon County, cities, villages, agencies, and the Sangamon Mass Transit District. Types of projects that appear in the TIP are road and bridge improvements/construction, mass transit operating and capital programs, and bicycle and pedestrian way projects. Projects are listed by program year. Illustrative projects are also listed. These do not have a dedicated source of funding but are desired and would be the first to be considered if funding became available. Projects in the TIP must also be in the Long Range Transportation Plan. The TIP is generally finalized in the summer. Any amendments to the TIP throughout the year are made to the original document which is posted on the SATS webpage.

2.3 Unified Planning Work Program (UPWP)

The UPWP outlines all transportation planning related activities that will be performed by the SSCRPC staff and SATS over a program year. It is intended to indicate planning activities to be undertaken, how the work will be coordinated and managed, what the final products and benefits will be, and how the supporting funding will be provided. Three types of tasks are addressed: primary tasks are primary duties to be undertaken during the program year, secondary tasks are additional activities that may be taken up once core tasks are addressed and should resources allow, and tertiary tasks are efforts not anticipated to be addressed in the program year but which should be considered in future work program development. The UPWP is targeted for completion each April.

2.4 Public Participation Plan (PPP)

The Public Participation Plan is reviewed and updated every two years. The first PPP was adopted in June 2007. The PPP is provided to the Federal Highway Administration and the Federal Transit Administration and is posted on the SATS website. The next update is scheduled for May 2019.

Unlike most other SATS documents, the Public Participation Plan does not contain information that requires updates. It is a plan for engaging the public and outlines strategies, minimum public comment periods and notification requirements.

NOTE: The SATS public participation process satisfies the public participation requirement for SMTD planning and for SMTD Program of Projects.

2.5 Annual Listing of Federally Obligated Projects

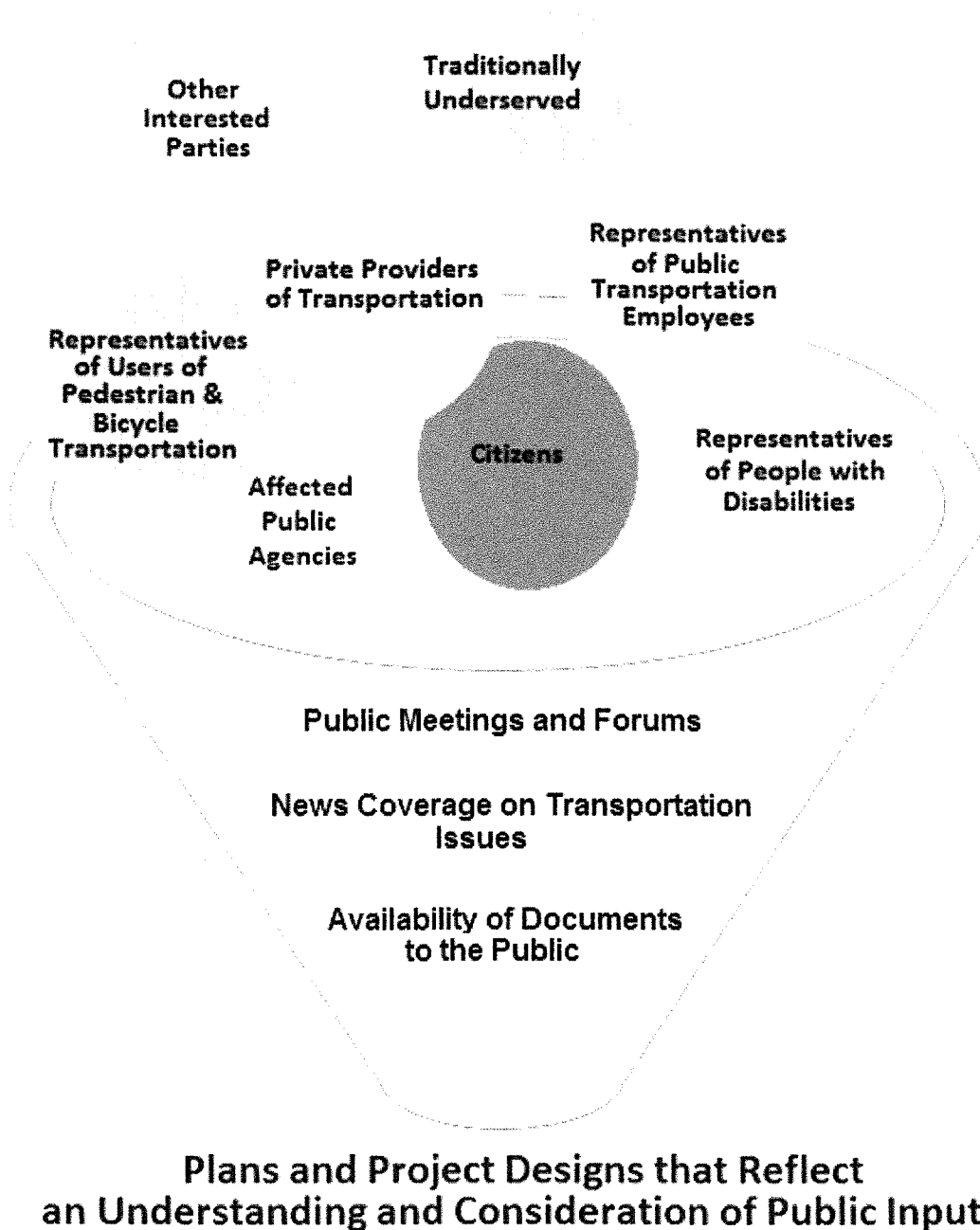
This document includes all of the projects in the Transportation Improvement Program that were funded with Federal Highway Administration and Federal Transit Administration money during the previous planning year. The FHWA sends data regarding these projects to the SSCRPC in August. Staff then confirms the data and creates a report for public information in September.

2.6 Title VI Program

Title VI of the Civil Rights Act of 1964 protects persons from discrimination based on their race, color, or national origin in programs and activities that receive Federal financial assistance. SATS is required to provide documentation to the Illinois Department of Transportation every three years which records compliance with Title VI. The requirements of the Title VI Program include a public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Program submission.

3. Public Participation

In all transportation planning processes, input from residents and other interested parties is crucial. It provides information and perspectives directly from users of the transportation system whose everyday lives are affected by how they will get to work, schools, stores, services and home. It is the responsibility of planners to meet the mobility needs of those within the Metropolitan Planning Area (MPA) by recognizing the social, physical and economic differences that exist. The information gained from this process allows decision-makers to provide a more comprehensive and meaningful transportation system.



3.1 Federal and State Regulations

Federal regulations require each MPO to adopt a Public Participation Plan (PPP) that establishes formal policies and strategies for ensuring the public is provided with, and properly notified of, opportunities to participate in the development of its plans, programs, and other activities. SATS must fulfill these requirements in order to maintain eligibility for federal highway and transit funds. Basic public participation was mandated in the Inter-modal Surface Transportation Efficiency Act (ISTEA) of 1991 and reinforced by the Transportation Equity Act for the 21st Century (TEA-21) of 1998, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) of 2005, Moving Ahead for Progress in the 21st Century (MAP-21) of 2012 and “Fixing America’s Surface Transportation Act” (“FAST Act”) which was signed into law on December 4, 2015.

SAFETEA-LU requires each MPO to develop a public participation plan that provides reasonable opportunities for all interested parties to comment. To carry out the plan, public meetings are to be: conducted at convenient and accessible locations at convenient times; employ visualization techniques to describe plans; and make public information available in an electronically accessible format, such as on the Web. The plan is to be published and made available electronically. Representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, users of public transportation, 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.

FAST Act is the first federal law in over ten years to provide long-term funding certainty for surface transportation. The law authorizes \$305 billion over fiscal years 2016 through 2020 for the Department’s highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology and statistics programs. As with previous transportation legislation (MAP-21, ISTEA, TEA 21 and SAFETEA LU), FAST Act provides states and MPO’s with specific direction in conducting and promoting broad-based public involvement activities.

On a state level, the Open Meetings Act strives to promote an accessible, honest and accountable government by ensuring the actions of public entities be conducted openly in order to keep its people informed. This is accomplished by providing advance notification of meeting dates, holding meetings that are open to the public and provide a period of public comment. Agendas and minutes must also be posted electronically and be made available for review in the agency’s offices.

Further information on federal and state regulations is contained in Appendix A.

3.2 Open and Accessible Public Meetings

Public meetings are an important component of the planning process and offer opportunities for direct public participation and oversight. SATS Policy and Technical Committee meetings are held at the SSCRPC office located in the Sangamon County Building and are open to the public. There is a specific time at each meeting designated for public comments.

A schedule of meeting times is posted on the SATS website and in the first floor hallway of the Sangamon County building and distributed to the SATS Contact List prior to the beginning of each calendar year.

At least 48 hours, but usually one week, prior to each meeting an agenda, draft copy of the previous meeting's minutes, and relevant documents are sent to all parties on the SATS Contact List, which includes local media. An agenda is also posted outside the Planning Commission office and in the first floor hallway of the Sangamon County Building. Other special meetings will always be held at a time and place deemed accessible and convenient.

Agendas and meeting minutes will be available online for at least one year. An archive of planning documents will be established online. Additionally, a library of hard copies will be maintained with copies available to the public upon request.

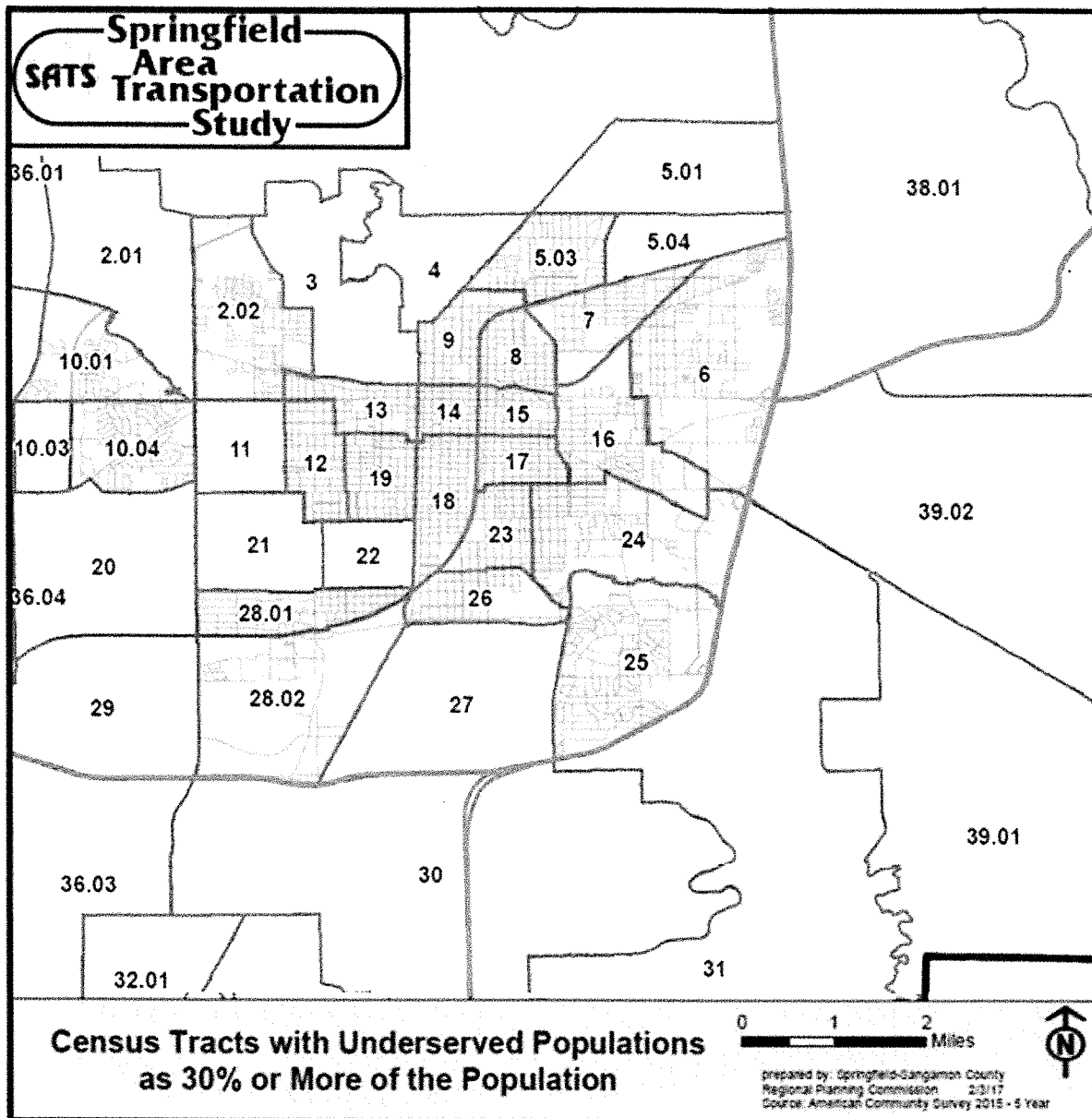
In order to be open and accessible to all residents and stakeholders within the MPA, it is important to include provisions in the transportation planning process to:

Coordinate with Other Jurisdictions, Agencies, Planning Activities, Federal Land Management Agencies, and Tribal Governments - SATS will continue efforts to coordinate with other governmental bodies and agencies having an interest in the transportation network and with relevant planning activities undertaken by these parties. Specific activities will include (but not be limited to) working with other MPA jurisdictions during the Long Range Transportation Plan update process, communication through the SATS Contact List, involvement with the development of community comprehensive plans, coordination with the Sangamon County Regional Comprehensive Plan Team, coordination with Sangamon/Menard Area Regional Transit to serve the rural areas of Sangamon and Menard counties, coordination with statewide planning efforts undertaken by the Illinois Department of Transportation, and coordination with the Abraham Lincoln Home National Historic Site. (At this time no Native American Tribes have been identified in the SATS planning area.)

Consider the Needs of the Traditionally Underserved - Federal regulations define the traditionally underserved as low-income and minority households. Because they may face challenges accessing employment and other services and their needs may have been overlooked in the past, it is important to seek out and consider the needs of the traditionally underserved. The map on the following page highlights census tracts with traditionally underserved people comprising 35% or more of total population. In total, these represent 45% of the minority population and 42% of people living in poverty within the MPA according to the 2010 Census.

To involve the traditionally underserved in the transportation planning process SATS has contacted organizations representing or providing services to the traditionally underserved and worked with them to engage this population during the Long Range Transportation Plan development process.

Additionally, SATS will work to locate places such as libraries, churches, schools, and community service organizations in the identified census tracts to have transportation planning documents available for review. The Springfield Urban League is helping with this effort.



Include People with Limited English Proficiency – According to the U.S. Census Bureau 2008-2012 American Community Survey there are 122 people living in the Metropolitan Planning Area who speak English “not at all”. This represents 0.08% of the total population. Of these 122 people the language spoken at home is 43% Spanish, 36% Other Indo-European Languages, 11% Asian and Pacific Island Languages, and 10% Other Languages. With the small number of people having limited English proficiency and the wide array of languages spoken, when an interpreter is needed SATS will utilize online services such as Google Translate (<http://translate.google.com/>) or a telephone interpreter service such as Language Line <http://www.language.com/>.

3.3 Public Review Period

Public review periods and procedures have been established to allow for input from interested parties regarding the LRTP, TIP and PPP. Public comments are accepted by SATS and reviewed during these periods. Prior to adoption, SATS will address and respond to comments received.

Planning Document	Public Review Period	Notification Process
Draft Long Range Transportation Plan (LRTP)	30 days	Website, agenda, contact list, news release
Significant Change* to Draft LRTP	30 days	
Amendments to LRTP	14 days	Website, agenda, contact list
Draft Transportation Improvement Program (TIP)	30 days	Website, agenda, contact list, news release, 3 day legal notice in the State-Journal Register
Significant Change* to Draft TIP	30 days	
Amendments to TIP	14 days	Website, agenda, contact list
Draft Public Participation Plan	45 days	Website, agenda, contact list, news release, newspaper ad

* The determination of whether a “significant change” has occurred will be made by the SATS Policy Committee in consultation with the Federal Highway Administration (FHWA) technical advisor and the Illinois Department of Transportation’s (IDOT) Central Bureau technical advisor; and is typically defined as a change that is “significantly different from the one made available for public comment and raises new material issues which interested parties could not reasonably have foreseen from the public involvement effort.”

3.4 SATS Public Participation Elements

A successful Public Participation Program is a strategic effort that requires utilizing a variety of techniques to meet the needs of a specific transportation plan, program or project. SATS currently employs the following elements:

Citizen Advisory Committee – A committee of citizens/agencies is created to provide input to plan development. Every effort is made to involve people traditionally underserved or not previously engaged in transportation planning. The committee learns about the transportation planning process, participates in planning exercises, and makes recommendations to SATS on the 2040 LRTP.

Community Advisory Committee – A committee of communities and other jurisdictions within the MPA is also created to provide input on plan development. The committee learns about the transportation planning process, participates in planning exercises, and makes recommendations to SATS on the 2040 LRTP. In the future SATS looks forward to working through the Regional Leadership Council to engage MPA communities in development of the LRTP.

Contact List – Planning Commission staff maintain a list of interested parties who are sent notifications of SATS meetings, activities, documents, public engagement opportunities, meeting schedules, and SATS member agencies’ outreach events. Further information on the contact list may be found in the appendix.

Document Availability – All final plans, meeting agendas, meeting minutes, reports, and other planning documents are available on the SATS website and at the Planning Commission office.

Draft Documents – At this time draft plans are made available for public review on the SATS website, at the Planning Commission office, the Sangamon Mass Transit District office, Lincoln Library, Chatham Public Library, and the Springfield Urban League. Efforts will be made to expand the availability for public review.

Interactive Activities – SATS endeavors to foster two-way communication through activities such as workshops, forums, and technology-based opportunities. Additionally, visualization techniques will be employed to convey plan concepts and solicit input. A special effort will be made to involve people traditionally underserved or not previously engaged in transportation planning by working with organizations representing or serving these populations.

News Releases – Print, television and radio news releases are distributed to media in the SATS MPA.

Notifications – News releases with information regarding public activities for transportation planning are sent to local media and to interested parties through the SATS email contact list maintained by the SSCRPC.

Project Visualization- An effort to identify projects on Google maps available within the document and on the SATS website will be made. Using satellite imagery, an aerial view of the project identifies its location. This is particularly helpful in visualizing new construction. Related project information is also included.

Public Information Session - A public information session will be an item on the Technical Committee meeting agenda in order for the public to provide input.

SATS Website – All activities related to development of the Long Range Transportation Plan, related documents, and meeting minutes are posted on the SATS webpage accessed through the Planning Commission website www.sscrpc.com. The final document is available on the website.

Social Media – SATS will utilize the SSCRPC Facebook page to keep interested parties informed of meetings, events, public participation opportunities, document preparation processes, public review periods, and other transportation activities in a timely manner. Additionally, this forum will be used interactively as a public participation tool.

Surveys – A survey of citizens is conducted at the outset of plan development. The survey is accessible through the SATS website and in paper format at various locations. Special efforts to reach out to people traditionally underserved or not previously engaged in transportation planning are made.

Other Special Activities – Other public engagement activities will be held as needed.

The table below lists methods utilized by SATS to encourage public participation and measures to determine the effectiveness of the current plan.

Tool	Performance Measure	L RTP	TIP	PPP
Citizen Advisory Committee	Number of participants	●		
	Variety of participant demographics			
Community Advisory Committee	Number of participants	●		
	Variety of participant demographics			
Contact List	Number of contacts added/deleted	●	●	●
	Number of groups/agencies			
Document Availability	Number of public comments received	●	●	●
	Estimated percentage of population reached			
Draft Documents	Number of public comments received	●	●	●
	Estimated percentage of population reached			
Interactive Activities	Number of participants	●		
	Variety of participant demographics			
Meetings	Attendance	●		
	Variety of participant demographics			
News Release	Number of news releases	●	●	●
	Estimated percentage of population reached			
Project Visualization	Number of "hits"	●	●	
	Number of comments/downloads			
Public Information Session	Number of events for public involvement			
	Number of participants	●	●	
	Variety of participant demographics			
SATS Website	Number of "hits"	●	●	●
	Number of comments/downloads			
Social Media	Number of "hits" and "shares"	●	●	●
	Number of comments			
Surveys	Number of completed surveys returned	●		
	Variety of participant demographics			

L RTP- Long Range Transportation Plan

TIP- Transportation Improvement Program

PPP- Public Participation Plan

4. Reviewing the Effectiveness of the Public Participation Plan

Planning efforts cannot be effective unless reviewed periodically to determine the success of the tools employed to reach those it serves. Several factors must be considered including the number of public engagement opportunities; number and demographics of participants; percentage of the population reached through news releases, mail, social media, accessibility to documents and feedback received. In order to properly evaluate the plan, SATS will

- Record data collected from public participation activities conducted during the year.
- Request feedback from participants.
- Review documentation and feedback each year.

SATS also recognizes the public participation process doesn't end once the plan, project or program has been finalized and will provide feedback to the public on how their input has been used. Individuals and/or groups that wish to be kept informed will be notified of opportunities for additional feedback and of decisions made based upon the public involvement process. An explanation of how public involvement made a difference in plans, budgets and performance will also be provided.

Appendix A:

Federal and State Regulations

Code of Federal Regulations (CFR)

The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government.

Title 23 Highways Part 450 Planning Assistance and Standards Chapter 316 Interested parties, participation, and consultation, establishes the criteria for public participation in the metropolitan planning process as follows:

(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(s) 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.

Civil Rights Act of 1964

Title VI Nondiscrimination in Federally Assisted Programs: Civil Rights Act of 1964 protects persons from discrimination based on their race, color, or national origin in programs and activities that receive Federal financial assistance. The MPO is funded at the federal level, so all transportation planning processes must comply with this law.

Environmental Justice stems from Title VI, focusing on including low income and minority populations in federally funded programs. Environmental Justice has three general principles:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Providing the opportunity for everyone to participate in the transportation planning process, ensures that the needs and desires of the whole community can be considered.

Illinois Open Meetings Act

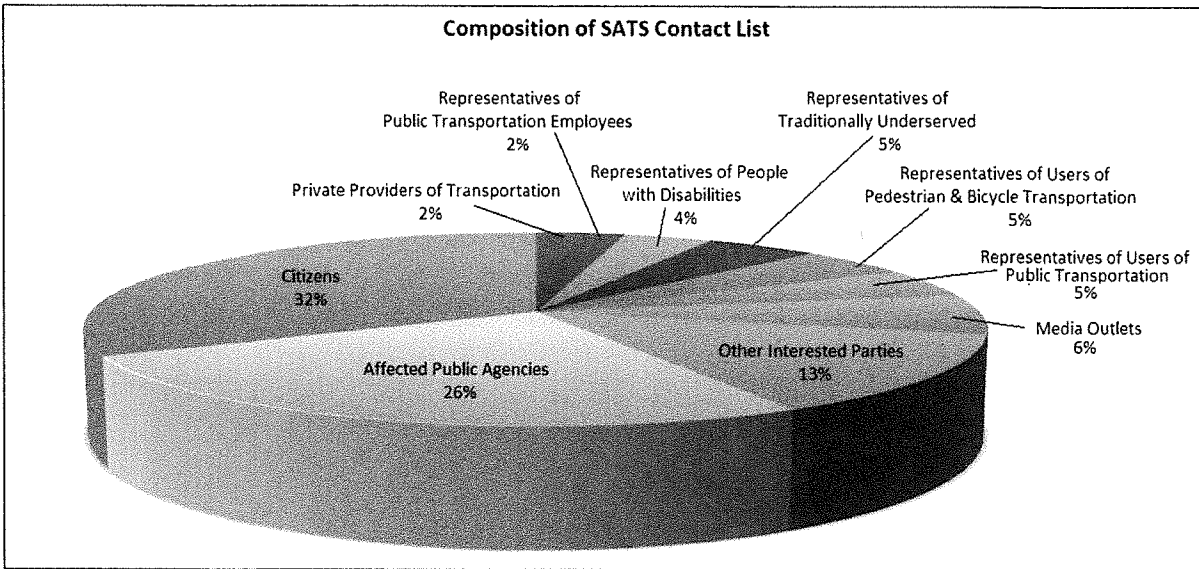
Sec. 1. Policy. It is the public policy of this State that public bodies exist to aid in the conduct of the people's business and that the people have a right to be informed as to the conduct of their business. In order that the people shall be informed, the General Assembly finds and declares that it is the intent of this Act to ensure that the actions of public bodies be taken openly and that their deliberations be conducted openly.

The General Assembly further declares it to be the public policy of this State that its citizens shall be given advance notice of and the right to attend all meetings at which any business of a public body is discussed or acted upon in any way. Exceptions to the public's right to attend exist only in those limited circumstances where the General Assembly has specifically determined that the public interest would be clearly endangered or the personal privacy or guaranteed rights of individuals would be clearly in danger of unwarranted invasion.

To implement this policy, the General Assembly declares:

- (1) it is the intent of this Act to protect the citizen's right to know; and
- (2) the provisions for exceptions to the open meeting requirements shall be strictly construed against closed meetings.

Appendix B: SATS Contact List



Category of Contact	Number of Contacts
Private Providers of Transportation	2
Representatives of Public Transportation Employees	2
Representatives of People with Disabilities	4
Representatives of Traditionally Underserved	5
Representatives of Users of Pedestrian & Bicycle Transportation	5
Representatives of Users of Public Transportation	5
Media Outlets	7
Other Interested Parties	14
Affected Public Agencies	27
Citizens	34
Total	105