

# Engage NWI

## Northwestern Indiana Regional Planning Commission's Public Participation Plan

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## About Engage NWI

*Engage NWI* is the federally required “Public Participation Plan” that enables Northwestern Indiana Regional Planning Commission (NIRPC) staff to ensure that it is meeting all federal requirements for public participation, but more importantly, a guide that enables the public to engage with regional planning. *Engage NWI* promotes a meaningful exchange of ideas, identification of regional issues and solutions, as well as advancing initiatives to achieve the vision for Northwestern Indiana (NWI).

The Northwestern Indiana Regional Planning Commission (NIRPC), as the Metropolitan Planning Organization (MPO) and Council of Governments (COG) for NWI, has the responsibility to conduct economic development, environmental, and transportation planning for Lake, LaPorte and Porter Counties. *Engage NWI* is required of a Metropolitan Planning Organization (MPO) by the United States Department of Transportation (USDOT) to fulfill the regulations governing public participation (**23 CFR 450.316**).

*Engage NWI* is laid out in a question and answer format to assist NWI’s general public and stakeholders, and NIRPC’s regional planners to understand:

- ▶ How the general public and stakeholders can most effectively connect with regional planning – **Page 3** (page numbers do not align in this format)
- ▶ What is regional planning? **Page 4-5**
- ▶ When/where is the public engaged in regional planning? **Page 6-7**
- ▶ Why is public participation important to regional planning? **Page 8-9**
- ▶ Who is and should be involved in public participation? **Page 10-13**
- ▶ How is public participation conducted? **Page 14-16**
- ▶ The technical requirements of public participation **Page 17-20**

### How to follow regional planning activities and find participation opportunities:

- ▶ **Website:** nirpc.org
  - ▶ Sign-up for emails and newsletters here
  - ▶ Follow our calendar for events and meetings
  - ▶ Find NIRPC’s latest plans and updates
- ▶ **YouTube:** youtube.com/user/NIRPCPlanning
  - ▶ For livestreamed Commission and Committee meetings if you cannot or do not want to attend in-person
- ▶ **Facebook:** facebook.com/nirpcmpo
  - ▶ Like NIRPC’s Facebook page to follow planning activities and learn about engagement opportunities.

- ▶ **Twitter:** [twitter.com/NIRPC](https://twitter.com/NIRPC)
  - ▶ Follow NIRPC's Twitter feed to hear the latest news and learn about engagement opportunities.
- ▶ **Instagram:** [instagram.com/regionMPO](https://www.instagram.com/regionMPO)
  - ▶ Follow NIRPC's Instagram page to see what is going on in the region and learn about NIRPC's work.
- ▶ **LinkedIn:** [linkedin.com/company/nirpc](https://www.linkedin.com/company/nirpc)
  - ▶ Connect with NIRPC's LinkedIn page to learn about NIRPC's work and other planning partners.
- ▶ **RTIP:** <https://rtip.nirpc.org/>
  - ▶ The Regional Transportation Improvement Program is NIRPC's online database of funded transportation investments throughout the region. Amendments are posted on RTIP when available for public comment.
- ▶ **Direct mail:**

To be added to our direct mail list, please send a request for newsletters :

Public Participation Planer  
6100 Southport Road  
Portage, IN 46368

## *What is regional planning?*

Regional planning in NWI is conducted by NIRPC regional planners. NIRPC is charged in state law to focus on economic development, the environment, and transportation planning. NIRPC provides a regional forum to discuss issues, opportunities, problems, challenges, and concerns of member communities, the general public, and stakeholders. Regional planners work on planning initiatives each year that will hopefully advance NWI towards achieving the visions laid out in the adopted long-range plan of the Commission, the *NWI 2050 Plan*.

It is important to note that while regional planners may provide guidance on best practices, policy, zoning, transportation investments, economic development, or the environment, they do not make or enforce local ordinances or policies, as NIRPC is not charged with this mandate, nor given authority to do so, in state or federal law. In order to affect change locally, participation efforts must be geared by the general public and stakeholders towards local, state or federal government. Regional planners may not lobby under federal law, rather may only educate or guide elected officials.

For regional transportation planning, NIRPC must follow the federally required "3C" transportation planning process. The "3C" transportation planning process requires cooperation among all levels of government, comprehensive consideration of many planning factors, and be a continuously evaluated planning

process. Planning is carried out following contemporary federal transportation planning requirements of the Fixing American's Surface Transportation Act (FAST Act), the Americans with Disabilities (ADA) Act, Section 504 of the Rehabilitation Act, Environmental Justice Executive Order 12898, Persons with Limited English Proficiency Executive Order 13166, the Clean Air Act, Title VI of the Civil Rights Act, and their predecessor acts. *Engage NWI* reflects all such requirements, especially those of [CFR 450.316](#), the regulation that governs public participation.

## Regional planners at NIRPC are responsible for the following:

-  *Economic development, environmental, and transportation planning*
-  *Technical assistance on planning best practices, and governance*
-  *Providing a forum for regional issues identification and problem solving*
-  *Facilitation of the prioritization of transportation investments for NWI*

## Public participation and transit

Transit is an important travel option for many residents in the region, and many instances the only travel option for some residents. Transit in NWI consistently is rated by the public as a primary concern for our regional transportation system. The *NWI 2050 Plan* and the *2018 Coordinated Transit Plan* demonstrate those issues and concerns.

The Federal Transit Administration allows a transit operator to rely on the MPO's Public Participation Plan for the Transportation Improvement Program. Therefore, public participation conducted by regional planners must consider all of the requirements for a transit operators "Program of Projects" to be considered compliant. Projects need to be published in sufficient detail, as well as those affected by the "Program of Projects" must be provided an opportunity to examine the proposed program and submit comments. Transit Operators therefore must assist NIRPC with public participation efforts, including advertising and inviting the public to engagement opportunities.

## *When/where is the public engaged in regional planning?*

There are three core MPO planning documents that all other regional planning activities are derived:

- ▶ **Long-Range Plan (LRP)** – NWI’s LRP is the *NWI 2050 Plan* which was adopted in May 2019. The MTP sets the vision for NWI and focuses on economic development, the environment, and transportation. The LRP is updated every four years and is amended from time to time. The development of the MTP takes approximately one to two years and engagement opportunities are provided throughout its development to shape the vision, goals, and priorities of the Plan.
- ▶ **Transportation Improvement Program (TIP)** – NWI’s TIP was adopted in May 2019. The TIP is updated every two years and amended four times per year. The TIP includes transportation investments for the next five years made by communities, transit operators, and the Indiana Department of Transportation. The development of the TIP involves all the towns, cities, counties, and transit operators of NWI and must be consistent with the *NWI 2050 Plan*. Direct engagement with municipalities and transit operators is the most effective way for the public to influence the projects each applicant submits to NIRPC for funding.
- ▶ **Unified Planning Work Program (UPWP)** – NWI’s UPWP was adopted in April 2018. The UPWP is updated every two years and amended in between generally once. The UPWP contains all the planning activities required by the Federal Highway and Transit Administrations in addition to planning activities identified by the *NWI 2050 Plan*. The planning tasks are conducted by the regional planners at NIRPC. Each UPWP task includes a public participation goal appropriate for the task: Inform, Consult, Involve, or Collaborate. **See page 15 for details on goals.**

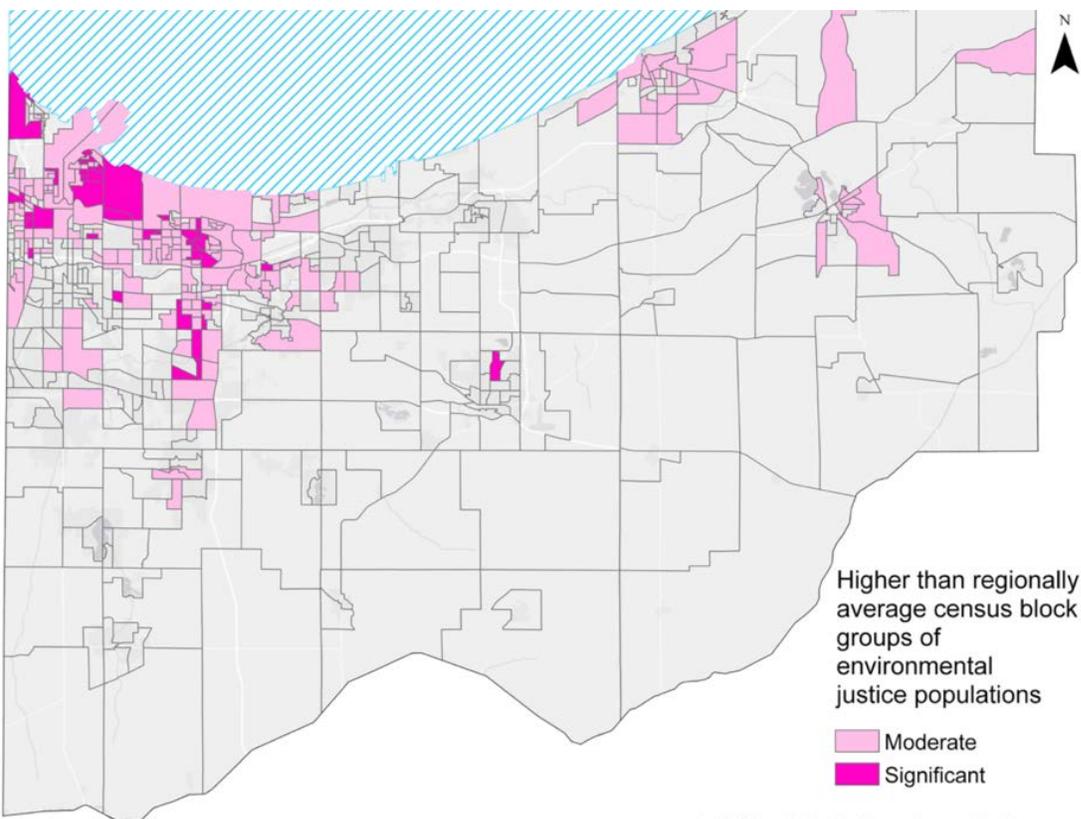
Understanding the core planning activities of NIRPC will help to connect interested individuals on when and where to engage in regional planning.

*Engage NWI* emphasizes that for effective regional planning, engagement must occur where people are, and early in the process. Input will be solicited from the general public and stakeholders when active engagement methods are utilized (described on Page 16), close to where the general public are already gathering and while plans are in development so that input can shape the outcome which is deliberated at the Commission. Every attempt will be made to hold active engagement activities throughout the region, balanced where transit is available and for the rest of the region, through a variety of creative means while plans are in development. The Commission will determine where and when to hold its meetings and those of its advisory and business committees.

## Why is public participation critical to regional planning?

*Engage NWI* stresses the need for the general public and stakeholders to engage in regional planning to identify regional challenges, problems, and opportunities. Regional planners need to listen to voices of the general public and stakeholders to gain a diversity of input – especially from those traditionally underrepresented in planning processes – and hear potential solutions or to shape planning processes and achieve desired outcomes. The map on Page 9 represents the emphasized places in NWI that regional planners must connect with. These places include higher than regionally average areas of minorities, low-income individuals, limited-English proficiency individuals, zero-car households, veterans, individuals over sixty-five years of age, and individuals with disabilities. Regional planners need input early in the process so that final plans can reflect a balance of priorities and interests heard from all over the NWI.

*Engage NWI* stresses the importance that additional effort be made to invite individuals that reside in such areas to participate in regional planning efforts to give voice to communities who have traditionally been under-represented.



## Strategies to engage with emphasized places in NWI

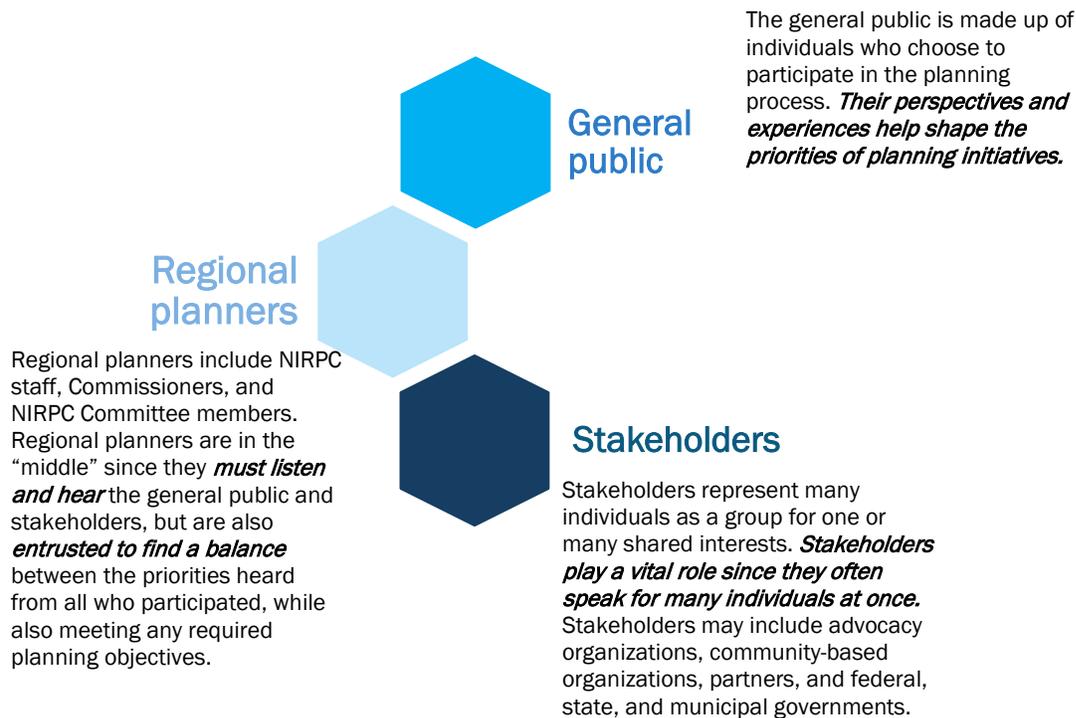
- ▶ **One-on-Ones** – regional planners must make face-to-face contact with community based organizations, neighborhood leaders, faith-based organizations, elected officials, and other important stakeholders that can connect regional planners to residents and businesses that have been underrepresented in regional planning activities. Such interactions are called “*Out and Abouts*” in *Engage NWI* and are described on Page 12.
- ▶ **Targeted formal engagement** – regional planners must ensure that formal meetings or “*Pop-Up Events*” (described on Page 12) are held in these emphasized places to make participation convenient, especially if community residents rely on limited public transit.

## *Who is and should be involved in public participation?*

*Engage NWI* focuses upon “regional planners,” “the general public,” and “stakeholders” as three critical groups involved in public engagement. Each plays a unique and important role in the planning process. Regional planners at NIRPC seek to undertake various planning initiatives that need to be shaped by public input. The general public includes individuals and businesses that represent themselves in the planning process, while stakeholders represent “grouped” interests, needs, or desires in the outcome of a planning process. The perspectives, experience, and expertise from the general public, or stakeholders, is not only welcomed, but necessary in the planning process.

Shaped by their personal experiences, regional planners do not know and cannot see every detail of every issue. Therefore, *Engage NWI* stresses the need for regional planners to listen to the general public and stakeholders as a duty, but also for the general public and stakeholders to robustly share their perspectives, experiences, and expertise as regional citizens.

For *Engage NWI* to be effective: NIRPC, as the regional planners, will inform the general public and stakeholders of every opportunity to participate through the channels described on Page 3; however, the general public and stakeholders have the freedom to take advantage of the opportunity to play their part and actively engage in shaping their region.



## About the regional planners - NIRPC

Regional planning and coordination came to Northwestern Indiana in 1965 when enabling legislation was passed by the Indiana General Assembly and signed into law by the Governor. The first state law called for a transportation planning commission, which was inspired by the 1962 Federal Highway Act. The state law has since been amended to create what is known today as the Northwestern Indiana Regional Planning Commission, a three-county council of governments. In 2007, NIRPC’s Executive Board membership expanded, and weighted voting added.

NIRPC’s governing body is the Commission composed of 53 county, municipal, and some township elected officials and a Gubernatorial appointment. The Commission membership is established in state statute and is required to meet in full at least four times per year and at a minimum statutorily responsible for the hiring of the Executive Director, adopting bylaws, electing officers, and annual budget appropriations. A smaller Executive Board is annually elected by and from the full Commission membership and takes on the routine business of NIRPC. The Commission has established several committees to make advice and assist in

conducting its business along with lower topical committees focused on specific interests.

Please check [NIRPC.org](http://NIRPC.org) for updates on the committee structure and membership.

All Commission and committee business related to transportation planning and investment decision-making must adhere to *Engage NWI*. Planning for economic development and the environment may adhere to *Engage NWI* or the specific requirements of grants funding those activities in question. Noticing for Commission and Committee meetings will follow Indiana Open Door Law.

Commission	<b>Full Commission</b> <i>Meets four times per year or</i>
	<b>Executive Board</b> <i>Meets approximately six times per year</i>
Advisory / Business Committees	Technical Planning
	Local Government Assistance
	Legislative
	Finance and Personnel
Topical Committees	Environmental Management and Policy
	Ped, Pedal, and Paddle
	Land Use
	Surface Transportation
	Transit Operators
	Transportation Resources Oversight

*Last revised February 2018 / Any future changes to committee structure made by the Commission will be reflected in Engage NWI as a technical amendment.*

## How is public participation conducted?

*Engage NWI* lays out on Page 15 the engagement goals, the promise made by Engage NWI associated with that goal, engagement methods associated with each goal, and the when the goal will be chosen for each planning task. Then all the technical requirements of *Engage NWI* are laid out (Page 17-20). Input from the general public and stakeholders early in the process is critical to shaping the final outcomes of each plan. With a diversity of perspectives in a region as large as NWI, it will be up to regional planners to find a balance between competing priorities and interests for the region. Before plan adoption by the Commission, the plan will be put out for a formal comment period, if required.

## Techniques to invite participation

*Engage NWI* outlines methods to ensure regional planning is conducted with participation always at mind from the beginning of planning processes. Each planning task undertaken will identify a participation goal appropriate for that task (Page 15) and then planners will employ the methods that goal requires. It is expected that most tasks will be on the more participatory end of the spectrum.

However, no matter which type of participation goal that is required, participation will be possible in formats that are inclusive. All meeting locations will be compliant with the ADA and requests for reasonable accommodations taken upon request within 72 hours of a formal meeting to ensure participation those who may need alternate formats of materials – including language translation, foreign, American Sign Language, or braille.

Active participation methods

Does the task require?	Inform	Consult	Involve	Collaborate
<b>Engage NWI goal:</b>	Provide public with objective information and assist their understanding of regional challenges, options, opportunities, or solutions.	Obtain feedback on regional planning tasks, analyses, or prior to policy making.	Work directly with public and stakeholders throughout planning process to ensure concerns and ideas are consistently understood and considered.	Partner with the public and stakeholders in every aspect of the planning process from project scoping through adoption of plans or policies.
<b>Engage NWI promise</b>	Keep general public and stakeholders informed.	Keep public informed, listen and acknowledge concerns and ideas, and provide public with report on how input shaped outcomes.	Work with public and stakeholders to ensure goals and ideas are directly reflected in planning work as much as possible and report on how input shaped outcomes.	Work with public and stakeholders to inform planning work from start at project scoping to understand issues, generate solutions, and incorporate feedback to shape outcomes.
<b>Involvement methods / tools may include:</b>	Website, social media, newsletters, multi-language publications, press releases, mailings, live streaming, white papers, or fact sheets.	Activities listed in “Inform” plus surveys, comment forms, webinars, or formal meetings	Activities listed in “Consult” plus focus groups, targeted outreach to meet people where they are such as “Out and Abouts,” or “Pop-up Events”	Activities listed in “Involve” plus task forces, charrettes, keypad polling, and working groups
<b>When goal will be selected:</b>	The “Inform” level of participation will be used for technical documents, but the methods will be used frequently to communicate regularly with the public	The “Consult” level of participation will be used less frequently, but the methods will be used when needed	The “Involve” method will be used frequently and the methods as well	The “Collaborate” method will be used frequently with major planning processes

## Examples of active engagement

Some types of active and in-person engagement will be conducted by employing the following:

- ▶ **“Out and Abouts”** – regional planners meeting face-to-face to invite interest in planning activities, events or to solicit direct feedback
- ▶ **“Pop-up Events”** – regional planners sharing information / asking for feedback at other organization’s events
- ▶ **Formal meetings** – advertised open houses or public hearings – timely notice per *Engage NWI* for all public meetings listed in the table to the right will be two weeks prior to the meeting.
- ▶ **Task force / working groups** – invited and targeted participation of subject matter experts at the discretion of the NIRPC Executive Director

## Effectiveness of methods and evaluation

From time to time the strategies and methods contained within *Engage NWI* will be reviewed for their effectiveness. The principal measure for effectiveness of *Engage NWI* will be:

- ▶ The frequency in which planning activities are conducted with the “Involve” or “Collaborate” goal of active participation methods described on Page 15 – should be at least 50% of activities; and
- ▶ How aggressively regional planners have made attempts to invite robust participation from the general public and stakeholders throughout the planning process. May include advertising, “Out and Abouts,” “Pop-Up Events,” social media or newsletter content, etc.

A summary of public participation efforts by regional planners will be annually published “Performance Report” recommended in the NWI 2050 Plan.

## Technical aspects of public participation:

Public comment periods and public meeting requirements Core planning documents	Minimum comment period by law	Engage NWI comment length policy	Engage NWI formal meeting policy
<b>Long-range plan</b> ( <i>new adoption</i> )	Not specified in federal law	30 days	Required
<b>Long-range plan</b> <i>Policy/Project amendment</i>		21 days	Not required
<b>Long-range plan</b> <i>Modification / Technical amendment</i>		None	Not required
<b>Transportation Improvement Program (TIP)</b> ( <i>new adoption</i> )		30 days	Required
<i>TIP amendment</i>		21 days	Not required
<i>TIP modification / technical amendment</i>		None	Not required
<b>Air Quality Conformity</b>		30 days	Required
<b>Unified Planning Work Program</b> ( <i>new or amendment</i> )		None	Not required
<b>Coordinated Public Transit Human Services Transportation Plan</b> ( <i>new or amendment</i> )		21 days	Not required
<b>Public Participation Plan</b> ( <i>new or amendment</i> )	45 days	45 days	Not required
<b>Other planning and policy documents</b>			
Regional and sub-regional modal, corridor, development, or environment plans/policies	Not specified in federal law	21 days	Not required
Technical documents required to fulfill federal requirements	federal law	None	Not required

## Amendment and modification procedures

### **Amendment:**

- ▶ **1)** any phase of any project is added or construction phase or transit project deleted;
- ▶ **2)** any addition of funds over \$100,000;
- ▶ **3)** change to an air quality non-exempt project;
- ▶ **4)** project scope change that alters original intent of project;
- ▶ **5)** change to policy or programming rules.
- ▶ Interagency Consultation Group review on *all* TIP amendments and a redetermination of fiscal constraint is required. **Twenty-day comment period required.**
- ▶ Must be approved by Commission or Executive Board. **Public comment opportunity is available at the meeting.**

### **Modification:**

- ▶ **1)** project moving year to year (but not out of the TIP, which is an amendment);
- ▶ **2)** project fund source change;
- ▶ **3)** project is split into multiple construction segments;
- ▶ **4)** addition of funds under \$100,000 (TIP and UPWP); *or*
- ▶ **5)** typographical changes.
- ▶ Modifications are made by NIRPC staff at the request of project sponsor subject to regulation and funding availability.
- ▶ A redetermination of fiscal constraint is required.

### **Technical Amendment:**

- ▶ Changes to technical information that does impact policy or programmed projects, ie: performance targets, data updates, asset information.
- ▶ Must be approved by Commission or Executive Board. **Public comment opportunity is available at the meeting.**

### **Emergency Amendment:**

- ▶ NIRPC Executive Director authorizes a TIP amendment without public process or Commission if:
  - ▶ **1)** public well-being or safety is at risk; or
  - ▶ **2)** lapse or loss of federal funds is at risk.
- ▶ A redetermination of fiscal constraint is required.

## Path to address public comments

Comments received during a comment period will be reported to the Commission via a “Public Comment Report.” The Report will be made available on the NIRPC website and included with draft plans before adoption. The Report will constitute the formal response to comments and will contain the following: **1)** the original comment, as received; **2)** a recommendation by staff on how the final plan may address the substance of the comment; and **3)** a notation on whether or not the recommendation is a major or minor revision. Any such recommendation to revise a draft plan that proposes: **1)** Policy revisions; **2)** Adds a project not previously subjected to public review; or **3)** deletes a project subjected to public review, will be considered a major revision and will trigger an additional public comment period. All other recommendations will be regarded as minor revisions representing comments that are more general. Advisory Committee(s) or the Commission will consider recommendations at their discretion.

### Public Comment Period *(per Engage NWI policy)*

Recommended major revisions?

Recommended minor revisions?

The commission may accept or modify major revisions and start new full comment period

The Commission may reject major revisions and adopt the plan

The Commission may accept, reject, or modify minor revisions and adopt the plan

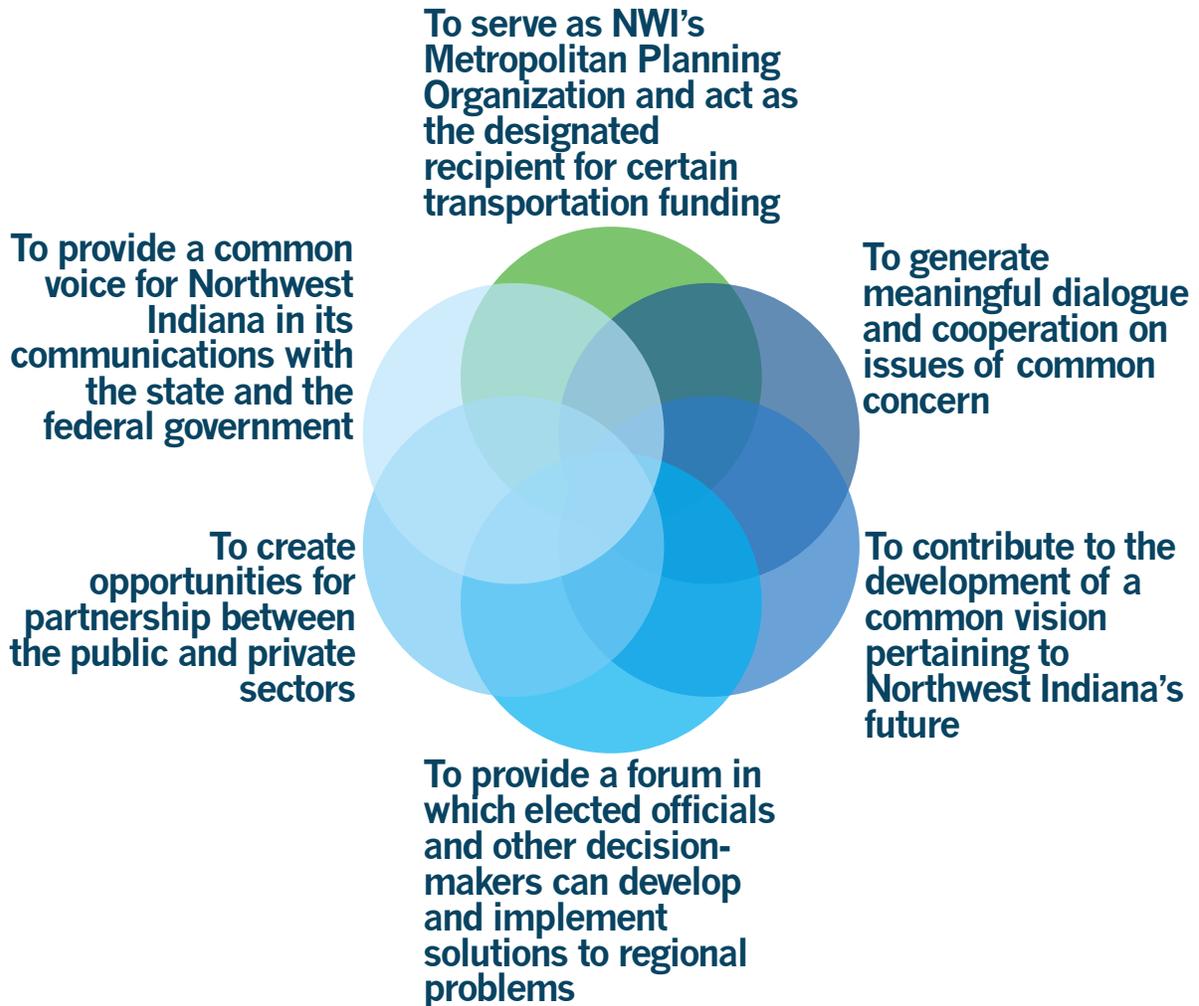
**Second Public Comment Period**  
*(per Engage NWI policy)*

The Commission may accept, reject, or modify major revisions and adopt the plan. *Public engagement ends.*

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## *NIRPC's Role in the Region*

(back cover of the plan)



### *For more information:*

**Visit:**

[www.nirpc.org](http://www.nirpc.org)

**Contact:**

Public Participation Planner at [comments@nirpc.org](mailto:comments@nirpc.org)  
or 219-763-6060

**Request alternative formats of plans or meeting materials:**

[mthorne@nirpc.org](mailto:mthorne@nirpc.org) or 219-763-6060