

**Memorandum of Understanding  
Between the Chicago Metropolitan Agency for Planning  
and the MPO Policy Committee  
Encompassing Transportation Planning and Programming in  
Northeastern Illinois**

This agreement is entered into by the Chicago Metropolitan Agency for Planning (CMAP) as the state-designated comprehensive regional planning agency and the Policy Committee serving as the federally designated metropolitan planning organization (MPO Policy Committee) for northeastern Illinois.

The Chicago Metropolitan Agency for Planning and the region's MPO Policy Committee recognize the desirability and absolute necessity of the region's planning for land use and transportation to remain integrated in an open and collaborative process in which socioeconomic and environmental objectives are appropriately considered. Furthermore, the entities affirm their intent to continue and strengthen the cooperative and productive relationship, which currently exists between them.

The two bodies wish to provide a framework that will help our region connect its land use to the transportation system, preserve its environment and sustain its economic prosperity. Both the CMAP Board and the MPO Policy Committee must be responsive to the region's residents, working cooperatively with municipalities and counties that maintain authority for local land-use decisions.

**INTENT**

The CMAP Board and the MPO Policy Committee, by adopting this agreement, recognize the necessity to coordinate and integrate the region's planning for land use and transportation in an open and collaborative process.

The agreement covers the metropolitan planning area as defined by the U.S. Department of Transportation planning regulations and the region defined by the Regional Planning Act. The region includes the counties of Cook, DuPage, Kane, Kendall, Lake, McHenry and Will. The metropolitan planning area includes the region and Aux Sable township in Grundy County and Sandwich and Somonauk townships in DeKalb County. The agreement covers the working relationship between the two boards, whose responsibilities are defined in the Regional Planning Act and federal legislation.

**OVERALL RESPONSIBILITIES**

CMAP – as stated in the Regional Planning Act, the Board shall be responsible for developing and adopting a funding and implementation strategy for an integrated land use and transportation planning process for the northeastern Illinois region. CMAP is also responsible for the development of an integrated comprehensive regional plan.

MPO Policy Committee – as stated in federal legislation, the metropolitan planning organization, in cooperation with the state and public transportation operators, shall develop

long-range transportation plans and transportation improvement programs for the metropolitan area.

### **COMMITTEE REPORTING**

CMAP has established a four-level committee structure: governing, advisory, coordinating, and working. At the governing level, the CMAP Board and the MPO Policy Committee will review staff and committee work to ensure that consistency and consensus are achieved.

The Citizens' Advisory Committee (CAC), the Council of Mayors, and a committee made up of county officials will together comprise the advisory level. The Council of Mayors will continue to consider and assist in making recommendations on transportation funding allocations that fall within the MPO Policy Committee's responsibilities, and also serve as a municipal advisory body to the CMAP board.

The coordinating level will provide an opportunity for CMAP Board members and working committee members to provide input on CMAP staff work products, recommendations, and policy proposals. The CMAP Board may change the number and structure of committees at the coordinating level depending on the agency's needs.

Working committees will provide input on CMAP staff work products, recommendations, and policy proposals.

The Transportation Committee for CMAP will serve as a working committee for both the CMAP Board and the MPO Policy Committee. Per the MPO Policy Committee by-laws, unless otherwise directed, the Transportation Committee will consider recommendations and policy decisions prior to MPO Policy Committee action. The MPO Policy Committee and the CMAP Board will jointly determine the structure and member organizations of the Transportation Committee. The MPO Policy Committee will appoint the chair and vice-chair of the Transportation Committee.

The MPO Policy Committee will establish such committees and task forces as it may deem necessary to effectively carry out the region's transportation planning and programming activities.

### **STAFF SUPPORT**

It is the intent of both the CMAP Board and the MPO Policy Committee that the staff of CMAP be responsible for the region's work program that addresses planning for both transportation and land use in northeastern Illinois. The Executive Director of CMAP will ensure that adequate staff support is provided to carry out the transportation planning and programming activities as described in the annual Unified Work Program (UWP) and approved by the CMAP Board and the MPO Policy Committee. CMAP staff will support the MPO Policy Committee to ensure that the MPO Policy Committee is fully and meaningfully involved in the development of at least those matters designated by federal law as within the MPO's purview.

### **FINANCIAL SUPPORT**

The CMAP Board and the MPO Policy Committee recognize the need for CMAP to have a diversified, sustainable match for its federal transportation funds, and they acknowledge the

necessity for CMAP to charge dues to transportation agencies and local governments in the region. The CMAP Board will adopt a dues schedule each year as part of its budget, and also indicate other potential sources of revenue to help match transportation funds and support non-UWP eligible work that aligns with CMAP's statutory responsibilities and its mission.

### **CROSS COMMITTEE MEMBERSHIP**

Recognizing the need for effective communication, the Regional Planning Act established a non-voting position for the MPO Policy Committee on the CMAP board. To ensure communication between the CMAP Board and the MPO Policy Committee, the MPO Policy Committee will add two designated members from the CMAP Board to its Committee.

### **APPROVAL PROCESS**

Federal regulations require the MPO to approve various plans, programs and related documents. CMAP staff will develop such plans, programs and related documents utilizing the committee structure established by the CMAP Board and the MPO Policy Committee. Recommendations made by the Transportation Committee will be forwarded to the MPO Policy Committee and a coordinating committee as appropriate. Recommendations from these committees will be forwarded to the CMAP Board, which will also receive input from the Citizens' Advisory Committee, a county officials committee, and the Council of Mayors, as relevant and appropriate. The CMAP Board will then forward its recommendation with comments to the MPO Policy Committee, which will act upon that recommendation. The MPO Policy Committee will take final action as required by federal law.

The CMAP Board and the MPO Policy Committee recognize the need to meet certain federal requirements within established timeframes. Both boards commit to taking action in a timely fashion such that deadlines will not be jeopardized.

### **TERM**

This Memorandum of Understanding will be reviewed periodically but no less than every four years. The current version of the MOU remains in effect until a new version is approved by both the CMAP Board and the MPO Policy Committee.

Adopted March 14, 2007  
Reaffirmed March 12, 2009 and March 11, 2010  
Revised and affirmed March 10, 2011  
Reaffirmed March 8, 2012, March 14, 2013, and March 13, 2014  
Revised and affirmed March 11, 2015  
Revised and affirmed October 11, 2017  
Revised and affirmed June 13, and June 19, 2019  
Reaffirmed October 9, 2024