

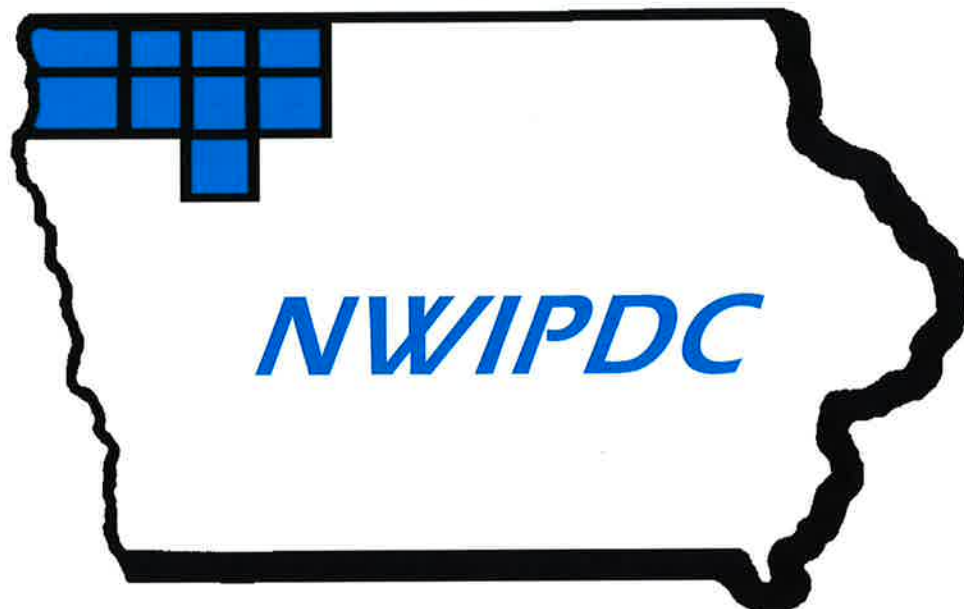


DRAFT FTA Title VI Program – 2021

11/1/2021



RPA 3



Iowa Department of Transportation
800 Lincoln Way
Ames, IA 50010

RPA 3
Northwest Iowa Planning & Dev. Comm.
P.O. Box 1493, 217 West 5th St
Spencer, Iowa 51301
(712) 262-7225

*This program to be submitted every three years to the Iowa Department of Transportation, Office of Employee Services, Civil Rights Team. *

Date: November 1, 2021

Recipient Profile

Recipient: Northwest Iowa Planning & Development Commission/Region 3 Planning Affiliation

Administrative Head: Ted Kourousis Executive Director
Name Title

Recipient Title VI Coordinator: Ted Kourousis Executive Director, NWIPDC
Name Title

Address: 217 West 5th Street, PO Box 1493

City/State: Spencer, IA 51301 Zip Code/County: 51301/Clay

Phone: 712-262-7225 Fax: 712-262-7665

Email: Ted.Kourousis@nwipdc.org

Website: www.nwipdc.org

Has the recipient signed and submitted its Title VI Assurances? Yes X No _____

Has the recipient submitted its Title VI Program Plan? Yes X No _____

What strategies has your planning process developed for ensuring, demonstrating, and sustaining compliance with Title VI?

The Northwest Iowa Planning & Development Commission (NWIPDC) has adopted Title VI Assurances and a Title VI Plan that will be used to initiate, monitor and ensure agency compliance with Title VI requirements. It is the goal of this agency to prevent discrimination on minority and low-income populations through the impacts of its programs, policies and activities. In addition, this agency is committed to take reasonable steps to provide meaningful access to services for persons with Limited-English proficiency. The agency has appointed a Title VI coordinator who will facilitate the Title VI Plan operation. A discrimination complaint procedure has been established and information about it is made available to the public.

RPA 3's Public Participation Plan provides a variety of strategies for the planning process and public involvement activities of the agency. These strategies include seeking input

and comments from and engaging a variety of stakeholders during the planning process. Staff, RPA Technical Committee and Transportation Alternative Committee members and RPA Policy Council members have received training regarding Title VI responsibilities and complaint procedures.

General Requirements

1.

- Attach a copy of recipient's Title VI notice to the Public.

Required elements:

A statement that the agency operates programs without regard to race, color, or national origin

- A description of the procedures that members of the public should follow in order to request additional information on the recipient's Title VI obligations
- A description of the procedures that members of the public shall follow in order to file a Title VI discrimination complaint against the recipient

List locations where the notice is posted:

- NWIPDC Board Room
- NWIPDC Bulletin Board
- NWIPDC/RPA 3 website: <http://www.nwipdc.org/resourcecenter.php>

See Appendix A - Title VI Public Notice

2.

- Please attach a copy of the recipient's instructions to the public regarding how to file a Title VI discrimination complaint, including a copy of the complaint form.
- Are complaint procedures and the complaint form posted on the recipient's website? Please provide the URL: www.nwipdc.org

See Appendix B - Title VI Complaint Procedure and Complaint Form

Form is also posted on the agency webpage at <http://www.nwipdc.org/resourcecenter.php>

3.

- Please list and describe any transit-related Title VI investigations, complaints, or lawsuits filed with, concerning, or naming the recipient in the last three years.

	Date Filed (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

NONE

4.

- Please attach 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 in the last three years.

Please describe the methods used to inform low-income and minority populations of planning efforts for transportation-related services and/or improvements:

The RPA has utilized a variety of methods of outreach to low-income and minority populations in its planning processes. Notices of meetings are announced over local radio stations, publication is made in local papers, notices are posted on the agency website, and meeting notices are available for public viewing at the doorway of the office 24-hours a day when applicable. Representatives of human service agencies and transit providers that serve low-income and minority populations have been engaged in the Passenger Transportation Planning process and are kept abreast of plans and proposed changes in transportation-related services and/or improvements. Current general population demographics show that the highly rural region is very predominately white racially with a low number of minorities total.

List minority and/or community media utilized to ensure notification of public meetings or public review of recipient documents for residents in minority and low-income areas:

There are no specific minority media outlets located in the region. Notices of meetings are announced over local radio stations, publication is made in local newspapers, agendas are posted on the website, and agendas are available for public viewing 24-hours a day at the NWIPDC office. Meeting Agendas and planning documents are available on the website or at the NWIPDC office. Notices of opportunities to review planning documents are also provided in publications mailed to the RPA 3 cities and counties at the time of review of such documents.

These notices are also sent to local economic development groups and regional housing trust fund members as well as they are partners of the NWIPDC organization. Where applicable, RPA 3 will work with local leaders to identify areas of high minority concentration where notices of public meetings can be posted.

When was the public participation plan last reviewed? Please describe how.

The Public Participation Plan (PPP) was completely updated in 2016 with annual reviews every year thereafter.

See Appendix C – NWIPDC Public Participation Plan

5.

- Please attach a copy of the recipient's plan for providing language assistance to persons with limited English proficiency, based on the DOT LEP Guidance, *Federal Register, Volume 70, Number 239*, <http://www.gpo.gov/fdsys/pkg/FR-2005-12-14/html/05-23972.htm>.

What steps has the recipient taken to ensure meaningful access to the benefits, services, information, and other important components of its programs and services to persons with limited English proficiency?

NWIPDC/ RPA 3, like other regions, takes reasonable steps to ensure meaningful access to their programs and activities by persons with Limited English Proficiency (LEP). While designed to be a flexible and fact-dependent standard, the starting point is an individualized assessment that balances the following four factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee;

13,898 persons who are LEP in RPA 3 total; and an estimated 5% are estimated to eligible to be served or likely encountered by program or grantee equates to approximately 700 people.

2. The frequency with which LEP individuals come in contact with the program;

Very little. In the time since RPA has implemented the Title VI process, there have be no LEP individuals who have come in contact with the RPA program.

3. The nature and importance of the program, activity, or service provided by the program to people's lives;

The Title VI process is important to implement, so as an RPA we are trying to reach more of the LEPC population, but in general the process is not overly important to people's lives.

4. The resources available to the grantee/recipient or agency, and costs. The goal of English proficiency accommodations by the Region is to find a balance that

ensures meaningful access for LEP persons to critical services while not imposing excessive financial burdens on the organization.

Documents can be provided in multiple languages upon request as well as any accommodations can be made for those needing language services who attend public meetings related to any of the DOT programs the RPA carries out. Documents and accommodations will be arranged through the RPA and will utilize any DOT resources to help make the process less cumbersome for the LEP population.

Key actions include identifying persons who may need language assistance, determining ways in which assistance may be provided and deciding how to notify LEP persons that assistance is available. Planning already undertaken has been important in ensuring meaningful access to LEP individuals seeking RPA 3 services and information. Guidelines suggest that vital written materials routinely provided in English are also provided in regularly encountered languages other than English. Vital documents need only be translated when a significant number or percentage of the population eligible to be served, or likely to be directly affected by the program/activity, needs services or information in a language other than English to communicate effectively.

Meaningful access to a program requires an awareness of the program's existence, particularly when considering outreach or other documents designed to raise awareness of rights or services. RPA 3 recognizes that it would be impossible, from a practical and cost-based perspective, to translate every piece of outreach material into every language. Title VI does not require this of recipients of federal financial assistance, and EO13166 does not require it of federal agencies. Nevertheless, because in some circumstances lack of awareness of the existence of a particular program may effectively deny LEP individuals meaningful access, it is important for RPA 3 to continually survey/assess the needs of eligible service populations in order to determine whether certain critical outreach materials should be translated into other languages. Since there are so few non-English speaking residents in the region, it is the agency's policy for engaging individuals with LEP to provide translation services to individuals who request them, if reasonable accommodations can be made. It is also our policy to identify activities that may require implementation of our LEP Plan and use of the Community Outreach Checklist.

See Appendix D - RPA 3 Limited English Proficiency Plan

6.

List all non-elected committees and councils, the membership of which is selected by the recipient:

- None

Describe the process the recipient uses to encourage the participation of minorities on such committees.

- Encourage counties and cities who have local elected officials who are a minority population to serve on any of the RPA's committee. It is important that planning and transportation services have representation from all ages, sexes and race so that all voices are heard.

Racial/Ethnic Breakdown of the Non-Elected Committees and Councils:

RPA 3 Transportation Technical Committee	Number
Male	19
Female	1
White	20
Black or African American	0
American Indian or Alaskan Native	0
Asian	0
Native Hawaiian or other Pacific Islander	0
Other	0

RPA 3 Policy Council	Number
Male	21
Female	5
White	26

Black or African American	0
American Indian or Alaskan Native	0
Asian	0
Native Hawaiian or other Pacific Islander	0
Other	0

RPA 3 Transportation Alternatives Committee	Number
Male	12
Female	3
White	15
Black or African American	0
American Indian or Alaskan Native	0
Asian	0
Native Hawaiian or other Pacific Islander	0
Other	0

NWIPDC/RPA 3 staff do not select or appoint any members of the RPA Policy Council, Transportation Technical Committee or the Transportation Alternatives Committee. Members serve based on the bylaws of each respective council or committee and their elected position or their employment by a city, county, state DOT or Regional Transit Agency. NWIPDC/Region 3 staff do not select members of the Transit Advisory Group (TAG) either. (See explanation below)

NWIPDC/RPA 3 is governed by the NWIPDC/Transportation Policy Council that is comprised of three (3) members from each respective county. One of those three members represents the county, one represents the conglomerate of cities within said county and one is an appointed economic development representative appointed by the respective County Board of Supervisors. The service area includes Buena Vista, Clay, Dickinson, Emmet, Lyon, O'Brien, Osceola, Palo Alto and Sioux Counties. There are 85

incorporated cities within the nine county region. Policy Council members are county supervisors, mayors, city council members or city managers elected from the jurisdiction they represent. Policy Council members are appointed by their respective Board of Supervisors or City Councils and are the final RPA decision-making authority. The Policy Council guides and sets policy of the local transportation planning affiliation on matters necessary to comply with state and federal regulations which include all planning processes and documents and all financial allocations of resources towards their respective requirements.

RPA 3 Transportation Technical Committee (TTC) is composed of lead technical staff from the member entities and provides recommendations to the Policy Council. The Transportation Technical Committee consists of the nine (9) County Engineers from the service area, a representative from the cities of each county (in the event the county contains a small urban community, then the representative shall be from the small urban. In the event that the county contains more than one small urban, then the communities shall caucus to select the representative), the manager of the Regional Transit Authority, and the Iowa DOT District Planner as ex-officio and non-voting.

RPA 3 Transportation Alternatives Committee (TAC) is composed of elected officials, non-elected city and county employees and private citizenry and provides recommendations to the Policy Council on matters pertaining to the use of regional transportation alternatives funding. The TAC consists of nine (9) members appointed by their respective County Boards of Supervisors which can include representation from the County Board of Supervisors or County Conservation Board. The other nine (9) members are appointed representatives representing trail groups, conservation groups or other similar organizations or interests. These members consist mostly of private citizens or appointed city parks or public works personnel.

RPA 3 Passenger Transportation Advisory Group is comprised of human service organizations, public and private transit representatives, and RPA representatives coordinate and collaborate regarding passenger transportation planning activities, human service inter-agency coordination, and workforce development purposes. Attendance at these meetings is open to anyone and participation is encouraged by those representing minority groups, low-income residents, persons with disabilities, and various other populations. Those who attend are selected by the agency where they are employed. RPA 3 will work with local elected officials.

7.

If applicable, describe the efforts the recipient uses to ensure subrecipients are complying with Title VI:

Not applicable.

Include a schedule of subrecipient Title VI program submissions:

(insert table or list)

N/A

8.

Has the recipient constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc., with Federal Transit Administration funds? ____ Yes

X No

If yes, please attach the Title VI equity analysis conducted during the planning stage with regard to the location of the facility.

9.

Please attach a copy(ies) of board meeting minutes, resolution(s), or other appropriate documentation showing the board(s) of directors or appropriate governing entity(ies) or official(s) responsible for policy decisions reviewed and approved the Title VI Program.

See Appendix E - RPA 3 Resolution Approving Title VI Program

Requirements of Planning Agencies

1.



Has the planning agency developed a demographic profile of the planning area that includes identification of the locations of socioeconomic groups, including low-income and minority populations? Provide a summary of the planning area demographics.

There are no significant specific locations of socioeconomic groups - either low-income or minority. The low-income population is spread throughout the region and there is a small minority population as shown by the tables below.

County	Total Population	White	Black	American Indian and Alaska Native	Asian	Native Hawaiian and Other Pacific Islander	Hispanic or Latino	Two or More Races
Buena Vista	20,823	12,597	591	124	1,907	620	5,925	2,198
Clay	16,384	15,230	100	56	105	6	704	622
Dickinson	17,703	16,819	79	21	82	1	406	559
Emmet	9,388	8356	92	54	32	3	887	484
Lyon	11,934	11,270	41	32	24	46	407	335
O'Brien	14,182	12,825	161	80	80	11	985	649
Osceola	6,192	5,485	30	32	21	36	603	313
Palo Alto	8,996	8,465	52	23	39	6	274	307
Sioux	35,872	30,745	195	218	224	5	4,914	2,244
Region 3	141,474	121,792	1,341	640	2,514	734	15,105	7,711

Source: 2020 US Census

Percentage of Languages Spoken at Home

	English Only	Spanish	Other Indo-European Languages	Asian and Pacific Islander Languages	Other Languages
Buena Vista	67.5%	22.3%	0.3%	9.6%	0.2%
Clay	96.3%	2.5%	0.4%	0.7%	0.1%
Dickinson	97%	1.3%	0.7%	0.9%	0.1%
Emmet	91.9%	7.4%	0.2%	0.3%	0.2%
Lyon	96.8%	2.2%	0.8%	0.2%	0.0%
Palo Alto	96.2%	2.1%	1.3%	0.2%	0.2%
O'Brien	94.7%	4.0%	0.4%	0.7%	0.2%

Osceola	92%	7.3%	0.6%	0.1%	0%
Sioux	90.9%	8%	0.4%	0.5%	0.1%

Source: 2020 US Census

In addition to the region’s sparse and declining population, the residents in this region are

Region 3 and Regional Counties	White, only percent	Hispanic or Latino percent	Persons per Square Mile	Mean Travel time to work (minutes)	Median Household Income	Persons below poverty level, percentage
Region 3	87.85%	9.02%	28.4	16.5	\$57,818	9.7
Buena Vista	60.5%	28.5%	35.2	14.2	\$57,125	12.8
Clay	93%	4.3%	29.4	16.9	\$50,521	8.9
Dickinson	95%	2.3%	43.8	16.2	\$59,969	7.8
Emmet	89%	9.4%	26.0	18.8	\$51,563	12.5
Lyon	94.4%	3.4%	19.7	18.6	\$64,982	8.0
O’Brien	90.4%	6.9%	25.1	16.1	\$53,703	11.3
Osceola	88.6%	9.7%	16.2	19.6	\$59,725	8.6
Palo Alto	94.1%	3.0%	16.7	15.3	\$52,932	9.2
Sioux	85.7%	13.7%	43.9	12.9	\$69,844	8.2

Source: 2020 US Census

generally less wealthy and whiter than that of the rest of the state. There is little diversity within the population of the region when compared to the rest of the state. 87.5% of residents residing in the region are classified as “white alone” according to the 2020 Census, but this amount has changed since the 2010 Census as it was 94.2%. Although the number of minority residents in the region is small, the needs of these citizens are to be taken into consideration when planning transit services or other transportation related projects that might affect this particular population. Buena Vista County (home to an egg processing facility in the City of Rembrandt and two meat packing companies in the City of Storm Lake) has by far the most Hispanic residents in the region with 28.5percent of its total population. This is followed up by Sioux County with 13.7 percent (the region’s largest populated county) and a close third is Osceola County with 9.7 percent and its small urban city Estherville. While this population is still regionally less than 10 percent total, all indicators point towards a increase that was shown when the 2020 Census was taken.

The region continues to remain below the state in median household income but has less persons below the poverty level according to the Bureau of Economic Analysis, U.S. Department of Commerce and the U.S. Census from recent years.

During recent years the region has maintained extremely low unemployment than the rest of the state with the average for 2020 being less than 3 percent according to Iowa Workforce Development figures. This is likely because the economy of the region is more diversified than the rest of the state.

2.

Please describe the procedures by which the mobility needs of minority populations are identified and considered within the planning process.

RPA 3 serves as the center point of the region where transit providers, local transit/transportation agencies and professionals, and the public develop regional transportation plans and programs that address the area's transportation needs. RPA 3's approach to meeting the mobility needs of the region has and continues to include implementation of procedures and principals designed to improve all levels of transportation decision making:

- Make better transportation decisions that meet the needs of all people.
- Enhance the public-involvement process, strengthen community-based partnerships, and provide minority and low-income populations with opportunities to learn about and improve the quality and usefulness of transportation in their lives.
- Partner with other public and private programs to leverage transportation-agency resources to achieve a common vision for communities.
- Avoid disproportionately high and adverse impacts on minority and low-income populations.

- Minimize and/ or mitigate unavoidable impacts by identifying concerns early in the planning phase and providing offsetting initiatives and enhancement
- measures to benefit affected communities.
- Identify residential, employment and transportation patterns so that the needs of minority populations can also be identified and addressed and the benefits and burdens of transportation investments can be fairly distributed.
- Evaluate and where necessary, improve public involvement processes to eliminate participation barriers and engage minority and low-income populations in transportation decision making.

All citizens have mobility needs, whether they own a vehicle or not. Public transit continues to provide an essential service for many low-income and minority populations who have no other way to get to work, shopping, childcare, medical appointments, recreation or other destinations. Investments and changes in transit facilities, services, maintenance and vehicle replacement have always been done to deliver equitable levels of service and benefits to minority and low-income populations. They have also worked to avoid, minimize or mitigate disproportionately high and adverse effects on minority and low-income populations. Public involvement activities have always tried to specifically include minority and low income population input. Active participation by well-informed and empowered individuals, community groups and other nongovernmental organizations improve the ability to more fully meet community transportation needs and all continued efforts to improve public input will work to create new ways to reach out to minority and low-income populations within the region.

With the exception of Buena Vista County, minority populations are spread across the region which has made them difficult to engage in the planning and public input processes. However, the specific concentration in Buena Vista county has afforded the opportunity to offer specific services, particularly to Hispanics residents. The regional transit authority has provided translation services or has contracted with a computerized

link service when no interpreter was available, and has printed all materials in multiple languages. While there are no specific minority media outlets, City leadership has worked very hard to promote public input forums to all minority residents to engage them into the works of community plans which include transportation services. The City is also currently working to create a new economic/entrepreneurial development process focusing on better engagement of minority groups into the commerce of the community. The RPA has and will continue to work, when applicable, with Storm Lake and other known areas of minority concentration to place public notices and announcements in these areas as they are further identified.

The RPA encourages participation in the planning area through the Transportation Advisory Group. Through working with the TAG and human service agencies in the area, we are striving to meet the needs of the minority and LEP populations through gaining an understating of what their needs are through annual TAG meetings. Their needs are considered in the planning process while developing the Passenger Transportation Plan as minority and LEP populations are a large group of users of the public transit system in RPA 3. The RPA continues to work closely with a variety of human service organizations that provide services to low-income and minority populations in the Transit Advisory Group (TAG). This group works with other groups that include organizations that offer English as a Second Language and GED assistance. These groups provide information that is helpful in our outreach and help to share information and obtain feedback from this community.

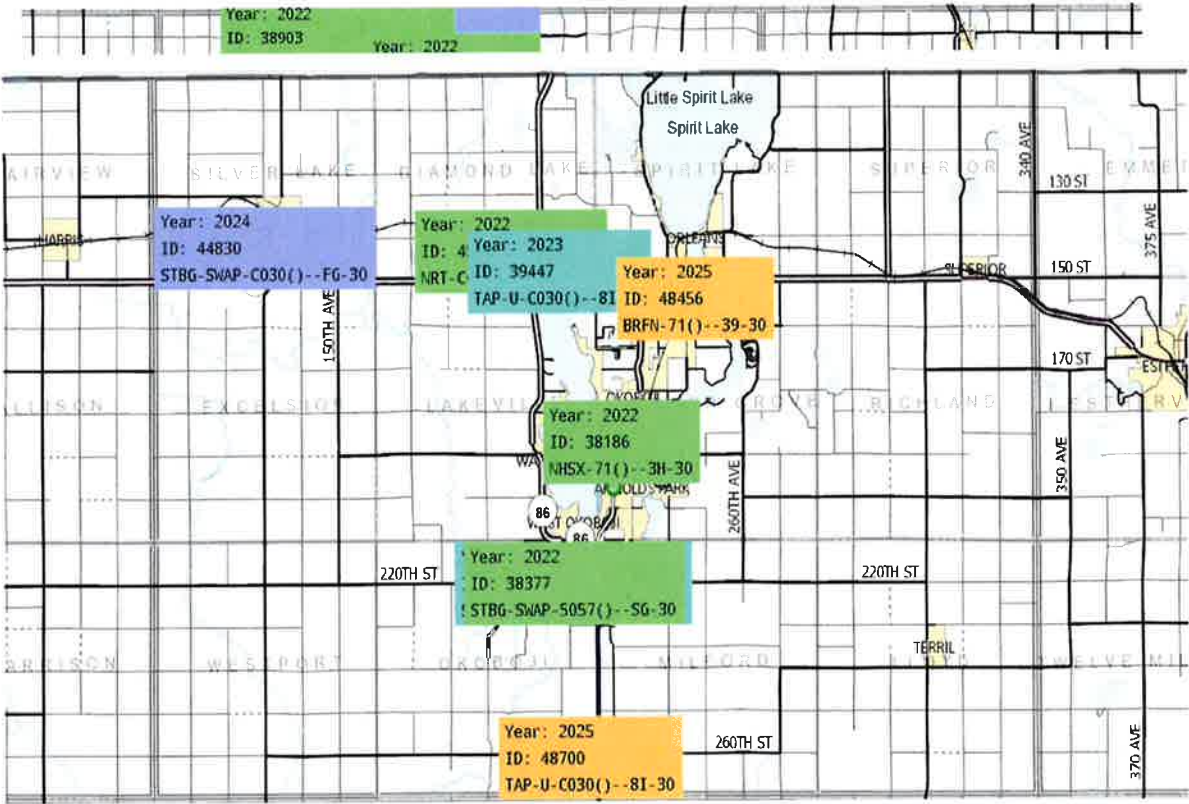
3.



Please attach demographic maps that show the impacts of the distribution of State and Federal funds in the aggregate for public transportation projects.

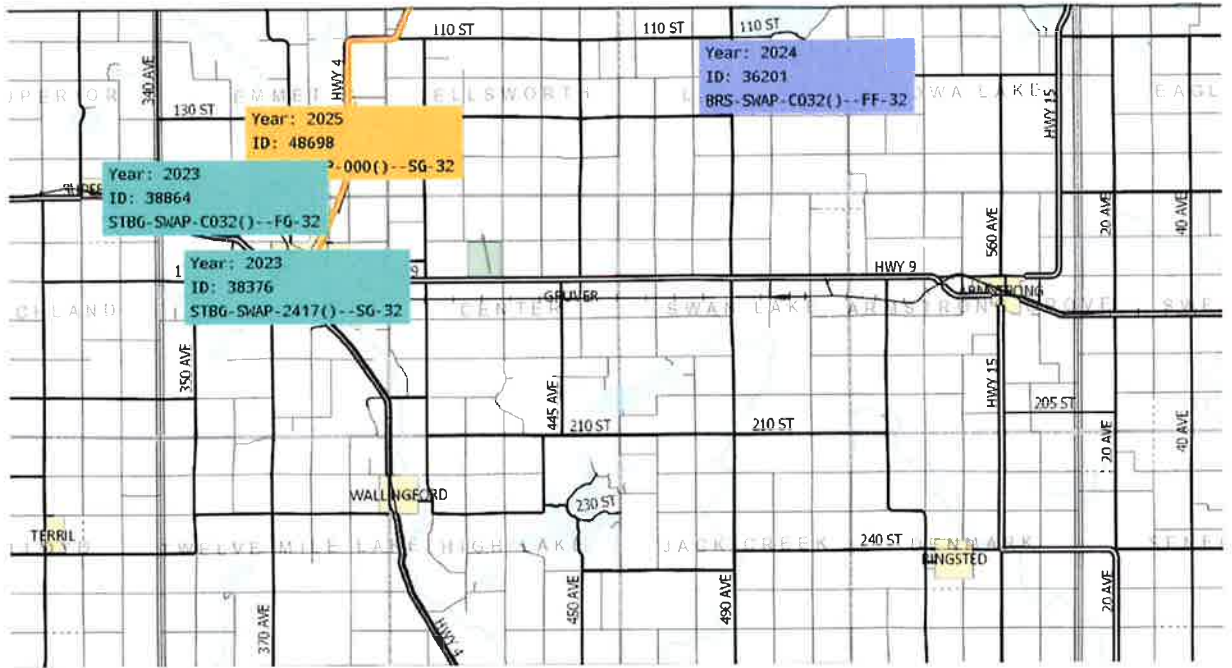
As previously mentioned, there is no specific pocket or concentration of minority based or low to moderate income population within the region. Buena Vista County has the largest percentage of minority population and to a certain extent can be focused around the communities of Storm Lake and Rembrandt.

Clay County

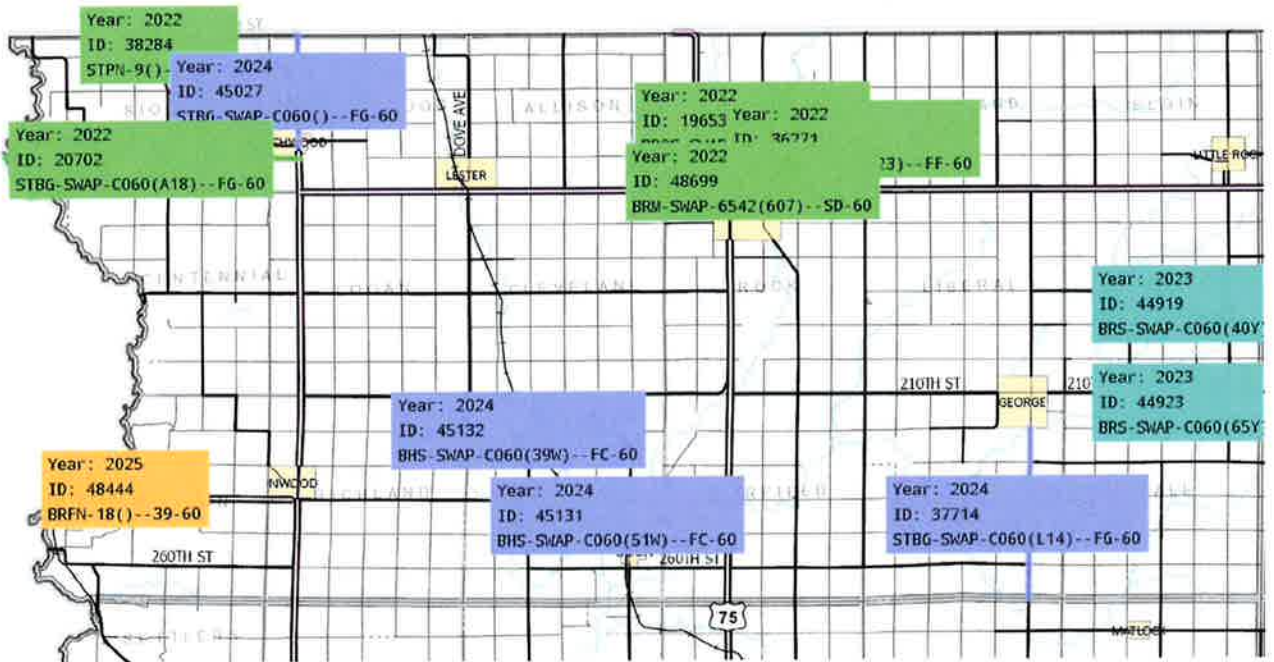


Dickinson County

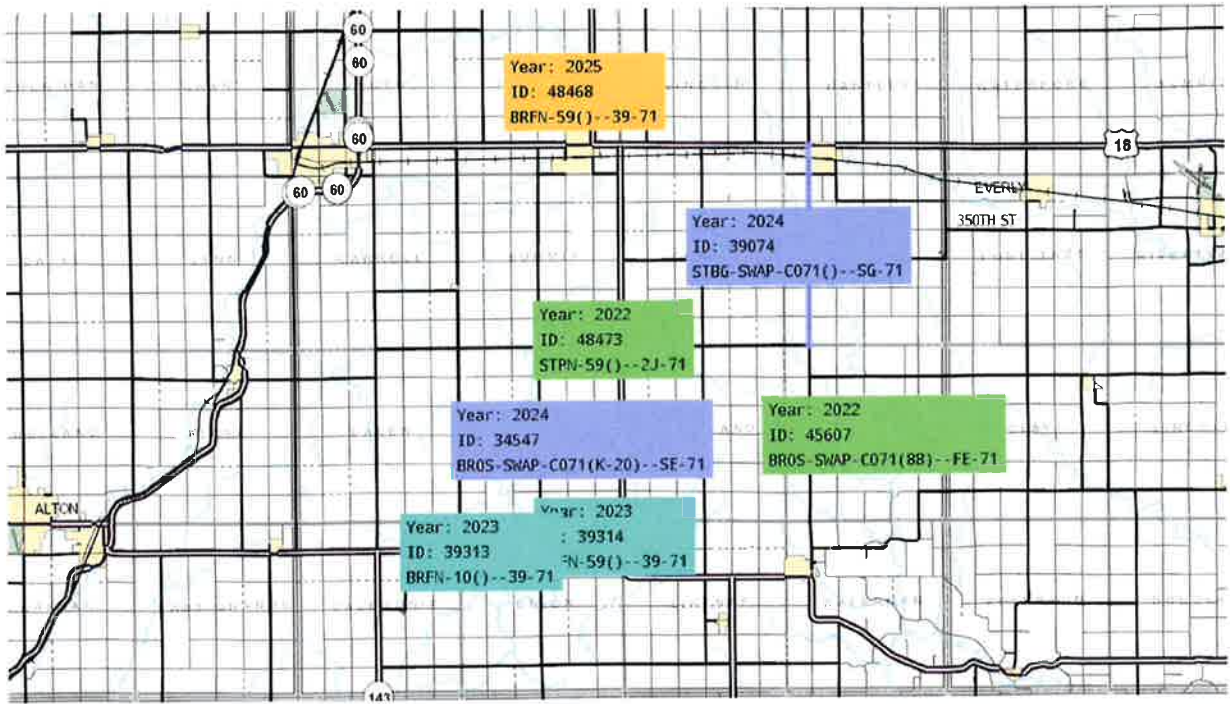
Emmet County



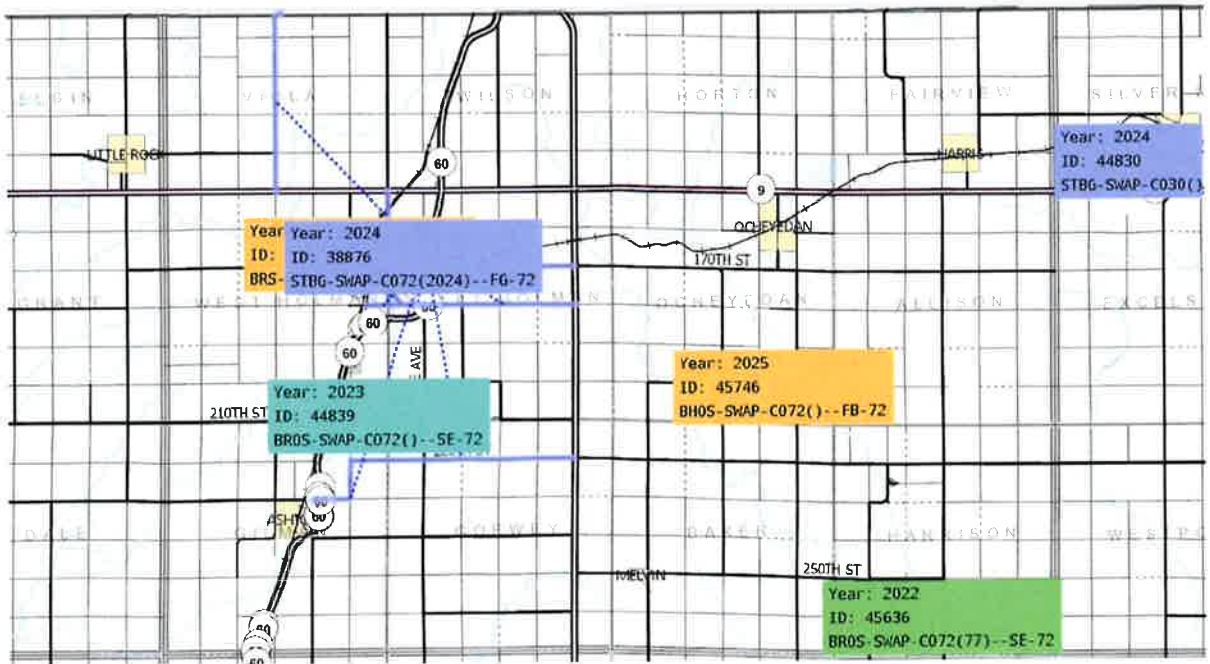
Lyon County



O'Brien County



Osceola County



4.

- Please attach analysis of the planning agency's transportation system investments that identifies and addresses any disparate impacts.

List adverse social, environmental, economic or demographic impact identified in the planning

No disparate impacts have been caused by transportation system investments funded by RPA 3. All of the projects funded involve maintaining the current transportation system or adding new features such as trails. The distribution of these projects includes all areas of the region and would cover areas with higher and lower incomes and also areas of higher and lower minority populations as well.

The RPA uses two processes to identify the impacts of its investments, the Long-Range Transportation Plan (LRTP) guides the overall development of projects and the programming of funding for the Surface Transportation Block Grant Program (STBG) and Transportation Alternatives Program (TAP). The LRTP includes information on the region's demographics and transportation system and discusses their impacts on each other. This assists the RPA in identifying the impacts of past investments and determining how to focus future investments. The RPA funds projects all throughout the region and does not choose a project to fund based on anything other than the merit of the application. Funds in the region are distributed equitably as those on the technical committee and transportation enhancement committees assure money is spread evenly throughout the area when scoring and discussing project applications. Minority population areas receive the same amount of funding as any other area in the region.

RPA 3, like most of the other regions across Iowa, requires that an application be submitted for all STP and TAP projects before programming of funds is made. The application forms require a description of the project, and a map showing the project's location, information about the need for and impact of the project, a detailed cost estimate, and timeline. The TTC reviews all of the applications for STP funding and

develops the initial project listing within the financial constraints of the regional allocation of funding. TAP projects are applied for in the same way as the STP but are reviewed by the TAC along the same lines as the STP. Once the initial list of potentially funded projects is completed, both lists are forwarded to the TPC for final approval and placed in the draft regional Transportation Improvement Program. This process allows the impacts of projects to be identified and discussed, assures that funds are distributed fairly, and works to see that investments are equitably making life better for residents of the region.

Declaration of the Respondent

I declare that I have provided information as a part of the Title VI Program to the best of my knowledge and believe it to be true, correct, and complete.

Respondent

Date

Kelly Snyder, Chairman of NWIPDC/RPA 3 Policy Council

Declaration of the Administrative Head

I declare that I have reviewed and approved the information provided in the Title VI Program and to the best of my knowledge believe it to be true, correct, and complete.

Respondent

Date

Ted Kourousis, Executive Director

Northwest Iowa Planning & Development Commission

APPENDICES

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Northwest Iowa Planning & Development Commission

RPA 3

Title VI Public Notice

Northwest Iowa Planning and Development Commission/RPA 3 hereby give public notice of their policy to uphold and assure full compliance with Title VI of the Civil Rights Act of 1964 and all related acts and statutes. Title VI and related statutes prohibiting discrimination in Federally assisted programs require that no person in the United States of America shall, on the grounds of race, color, national origin, sex, age, or disability be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice regarding Northwest Iowa Planning and Development Commission/RPA 3 programs has a right to file a formal complaint. Any such complaint must be in writing and submitted to the Northwest Iowa Planning and Development Commission/RPA 3 Title VI Compliance Officer within one hundred eighty (180) days following the date of the alleged occurrence.

For more information regarding civil rights complaints, please contact:

Ted Kourousis, Title VI Compliance Officer

Northwest Iowa Planning and Development Commission

217 W 5th Street, PO Box 1493

Spencer, Iowa 51301

712-262-7225

Ted.Kourousis@nwipdc.org

FEDERAL TRANSIT ADMINISTRATION (FTA)

TITLE VI COMPLAINT PROCEDURE

Who May File a Complaint?

If you believe you have been denied the benefits of, excluded from participation in, or subject to discrimination on the grounds of race, color, or national origin by a recipient of FTA funding you may file an administrative complaint with the Northwest Iowa Planning & Development Commission or the FTA Office of Civil Rights.

FTA investigates complaints on the basis of intentional discrimination or on the basis of disparate impact discrimination, where a neutral policy or practice has the effect of disproportionately excluding or adversely affecting minority or other protected individuals and the recipient's practice lacks a substantial legitimate justification.

Complaints should be filed within 180 days of the alleged act of discrimination.

How Do You File?

You may file a complaint by completing the attached Complaint Form.

The complaint form must be signed and may be mailed to:

Federal Transit Administration	or	Ted Kourousis, Executive Director
Attention: Complaint Team		Northwest Iowa Planning & Development Commission/RPA 3
East Building, 5th Floor – TCR		PO Box 1493, 217 W 5 th Street
1200 New Jersey Ave., SE		Spencer, Iowa 51301
Washington, DC 20590		(712) 262-7225

With your form, please attach on separate sheet(s):

- A summary of your allegations and any supporting documentation.
- Sufficient details for an investigator to understand why you believe a planning agency has violated Title VI with specifics such as dates and times of incidents.
- Any related correspondence from the planning agency.

Federal Transit Administration

Civil Rights Complaint Form

The Federal Transit Administration Office of Civil Rights is responsible for ensuring that recipients of federal transit funding properly implement several civil rights laws and programs, including Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990 (ADA), the Disadvantaged Business Enterprise (DBE) program, and the External Equal Employment Opportunity (EEO) program.

In the FTA complaint investigation process, they analyze the complainant's allegations for possible deficiencies by the federal transit funding recipient. If deficiencies are identified, they are presented to the transit provider and assistance is offered to correct the inadequacies within a predetermined timeframe.

Please mail your completed form to:

Ted Kourousis, Executive Director
Northwest Iowa Planning and Development Commission/RPA 3
PO Box 1493, 217 West 5th Street
Spencer, Iowa 51301

If you have questions about how to prepare a complaint, you may contact their toll-free FTA Assistance Line at 1-888-446-4511. More information about transit related civil rights requirements may be found on the FTA's website at www.fta.dot.gov

Note: Apart from the form, on separate pages, please describe your complaint. You should include specific details such as names, dates, times, witnesses, and any other information that would assist in their investigation of your allegations. Please also provide any other documentation that is relevant to this complaint, including any related correspondence from the planning agency.

Important: The RPA or FTA cannot accept your complaint without a signature, so please sign on the last page of the form after printing it out.

Section I

I believe that I have been (or someone else has been) discriminated against on the basis of:

- Race / Color / National Origin
- Disability
- Not Applicable
- Other (specify)

I believe that a transportation planning agency has failed to comply with the following program requirements:

- Disadvantaged Business Enterprise
- External Equal Employment Opportunity
- Not Applicable
- Other (specify)

Section II

Name _____

Street Address _____

City _____ State _____

Zip Code _____

Telephone Number _____

E-Mail Address _____

Accessible format requirements:

- Large Print
- Not Applicable
- Other

Section III

Are you filing this complaint on your own behalf?

- Yes
- No

(If answered "yes" to this question, go to Section IV.)

If not, please supply the name and relationship of the person for whom you are complaining:

Please explain why you have filed for a third party:

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party:

Yes No

Section IV

Have you previously filed a civil rights complaint with the RPA or FTA?

Yes No

If yes, what was your RPA or FTA Complaint Number?

Have you filed this complaint with any of the following agencies?

- Transportation Planning Agency
- Transit Provider
- Department of Justice

- Department of Transportation
- Equal Employment Opportunity Commission
- Other

If yes, please attach a copy of any response you received to your previous complaint.

Have you filed a lawsuit regarding this complaint?

- Yes
- No

If yes, please provide the case number and attach any related material.

Note: RPA or FTA encourages, but does require, that complaints first be filed with their local transit agency or transportation planning agency to give them an opportunity to resolve the issue.

Section V

Name of transportation planning agency complaint is against.

Contact person _____

Title _____

City _____ State _____

ZIP Code _____

Telephone Number _____

E-mail Address _____

Section VI

May RPA or FTA release your identity and a copy of your complaint to the transportation planning agency?

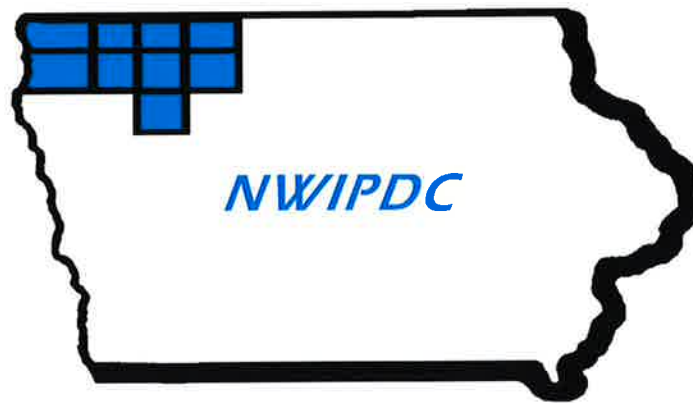
- Yes
- No

Note: RPA or FTA may be unable to investigate your allegations without permission to release your identity and complaint.

Please sign here _____

Date _____

Note: RPA or FTA cannot accept your complaint without a signature.



Public Participation Plan

Northwest Iowa Planning

&

Development Commission

Region 3 RPA

Approved

June 2017

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ACKNOWLEDGEMENTS

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REGION 3 - TRANSPORTATION POLICY COUNCIL MEMBERS

Dale Arends, County Supervisor, Buena Vista County

Jon Kruse, Mayor, City of Storm Lake

Dennis Weber, Buena Vista County Private Sector Representative

Joe Skow, County Supervisor Clay County

George Moriarity, City Councilman, City of Spencer

Kristi Gross, Clay County Private Sector Representative

Tim Schumacher, County Supervisor, Emmet County

Penny Clayton, City Administrator City of Estherville

Jim Jenson, Emmet County Private Sector Representative

W.C. Leopold, County Supervisor, Dickinson County

Gregg Owens, City Administrator, Spirit Lake

Clark Reekers, Dickinson County Private Sector Representative

Merle Koedam, County Supervisor, Lyon County

Jordan Kordahl, Lyon County Cities

Steve Simons, Lyon County Private Sector Representative – **Chairman**

John Steensma, County Supervisor, O'Brien County

Jim Zeutenhorst, City Administrator, City of Sanborn

Marjean Westerman, O'Brien County Private Sector Representative

Mike Schulte, County Supervisor, Osceola County

Glenn Anderson, City Administrator of Sibley – **Vice-Chairman**

Mike Earll, Osceola County Private Sector Representative

Roger Faulstick, County Supervisor, Palo Alto County

John Bird, City Administrator, City of Emmetsburg

Al Bloemendaal, County Supervisor, Sioux County

Duane Feekes, City Administrator City of Orange City

EX-OFFICIO

Mark Bechtel, Federal Transit Administration – Region VII

Darla Hugaboom, Federal Highway Administration – Iowa

Dakin Schultz, Iowa Department of Transportation

TRANSPORTATION TECHNICAL COMMITTEE MEMBERS

Bret Wilkinson, Buena Vista County Engineer

Jason Etnyre, City of Storm Lake

William Rabenberg, Clay County Engineer

Mark White, City of Spencer Public Works Director

Dan Eckert, Dickinson County Engineer

Gregg Owens, City Administrator City of Spirit Lake

Dan Burton, Emmet County Engineer Office

Penny Clayton, City Administrator City of Estherville

Laura Sievers, Lyon County Engineer - **Chairman**

Jordan Kordahl, City Administrator, Rock Rapids

Tom Snyder, O'Brien County Engineer

Sean Hutchison, City Administrator City of Sheldon

Aaron Holmbeck, Osceola County Engineer

Glenn Anderson, City of Sibley City Administrator

Walter Davis-Oeth, Palo Alto County Engineer

Frank Kliegl, Emmetsburg Iowa Representative

Doug Julius, Sioux County Engineer

Murray Hulstein, City Public Works Director City of Sioux Center

Hugh Lively, Regional Transit Authority/RIDES Director

EX-OFFICIO

Mark Bechtel, Federal Transit Administration-Region VII

Dakin Schultz, Iowa Department of Transportation

Darla Hugaboom, FHWA Representative

TRANSPORTATION ALTERNATIVES COMMITTEE MEMBERS

Dale Arends, Buena Vista County Supervisor

Greg Johnson, Buena Vista County Conservation Board

Lee Sorenson, Dickinson County Conservation Board

Eric Anderson, Emmet County Conservation Board

Craig Van Otterloo, Lyon County Conservation Board

Bernie Weier, Lyon County Appointee

Barb Rohwer, O'Brien County Appointee

Terry Boltjes, O'Brien County Conservation Board

Mike Earll, Osceola County Appointee

Nick Schmalen, Osceola County Conservation Board

Mary Barrick, Palo Alto County Conservation Board

Billie Jo Joyce, Palo Alto County Appointee

Robert Klocke, Sioux County Conservation Board

Glenda De Koster, Sioux County Appointee

Randy Swanson, Clay County Board of Supervisors

Dan Heissel, Clay County Conservation Board

REGION 3 STAFF

Ted Kourousis Executive Director

Steve Hallgren Planning Director

Jackie Huckfelt Finance Officer

Darren Bumgarner Planner

Cara Elbert Planner

Angela McCaulley Planner

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INTRODUCTION

The Northwest Iowa Planning & Development Commission (NWIPDC) has developed this Public Participation Plan (PPP) for Regional Planning Area 3. The NWIPDC Regional Planning Area consists of Buena Vista, Clay, Dickinson, Emmet, Lyon O'Brien, Osceola, Palo Alto and Sioux in Iowa, and over 85 communities of which the following Spencer, Storm Lake, Estherville, Sioux Center, Orange City/Alton, Sheldon, and Iowa Great Lakes Communities are considered small urban centers. This PPP was put together under the direction of the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the Iowa Department of Transportation (Iowa DOT).

It is the purpose of the NWIPDC Public Participation Plan to provide all citizens of the Regional Planning Area an opportunity to voice their opinions and express their concerns about the region's multimodal and intermodal transportation planning and programming vision and initiatives. The NWIPDC was responsible for the preparation of this PPP, with guidance given by local and county officials, the Region 3 Transportation Technical Committee, Policy Council, and through citizen input. The information in this plan represents the first step in a continuing participation process that will be reviewed and modified as necessary to meet the demands of its charge.

REGULATIONS AND REQUIREMENTS

It is the purpose of this Public Participation Plan to adhere to the principles of environmental justice as defined by Title VI of the Civil Rights Act of 1964, Executive Order 12898, and all other U.S. DOT statutes and regulations. It is also the purpose of this PPP to follow the legislation passed in Iowa that allows public involvement in the process by following the Open Meetings Law and the Public Records Law. A brief history of the previous transportation programs that began the PPP process and molded into the current system follows.

The Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 greatly expanded public involvement in transportation planning. The legislation and related guidance take a performance approach to public involvement where State and local transportation agencies custom design their own public involvement processes in response to local conditions. In 1998, the Transportation Equity Act for the 21st Century (TEA-21) was signed into law. TEA-21 built on the initiatives established by ISTEA, which was at the time, a major authorizing legislation for surface transportation. TEA-21 combined the continuation and improvement of ISTEA programs with new initiatives to meet the challenges of improving safety. In 2005, the Safe, Accountable, Flexible and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) was signed into law. SAFETEA-LU required that the Public Participation Plan was updated to include certain groups and agencies which needed to be contacted during the development of future plans.

In July 2012, the President signed into legislation the Moving Ahead for Progress in the 21st Century (MAP-21) bill. The MAP-21 legislation creates a streamlined, performance-based process for transportation programs. The public participation process builds upon the process outlined under ISTEA, TEA-21, and SAFETEA-LU with an emphasis on reaching out to citizens and interested parties. MAP-21 also emphasizes making planning documents widely accessible to the public and employing visualization techniques to enhance and describe plans.

The current transportation legislation is the Fixing America's Surface Transportation (FAST) Act. This act continues the performance based planning principles began in MAP-21.

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or natural origin in programs that receive federal financial assistance. To learn more about Title VI, log on to www.usdoj.gov and search for Title VI of the Civil Rights Act of 1964.

Executive Order 12989

Executive Order 12898, enacted in 1994, addresses environmental injustices in minority areas and low-income areas. It gives the right to all people to be treated equally when it comes to environmental issues. To read more about Executive Order 12898, visit <http://www.epa.gov/fedrgstr/eo/eo12898.pdf>

Iowa Open Meetings Law

The Open Meetings Law of Iowa was established in 1999. It states that meetings should be open to the public except if permitted as closed. The Committee must keep minutes; they must show the date, time, members present, and the actions that happened during the meeting. These public records must be placed in an accessible form for public inspection. To read more of the Chapter 21 Open Meetings Law of Iowa at http://www.state.ia.us/government/ag/images/pdfs/Openmeetings_out.pdf

Iowa Public Records Law

The Public Records Law of Iowa was also established in 1999. This legislation makes sure that every person has a right to look at public records and may copy them. Citizens are allowed to look at these records during normal business hours or at another arranged time. To read more of the Chapter 22 Public Records Law of Iowa visit, http://www.state.ia.us/government/ag/images/pdfs/Openrecords_out.pdf

ROUTINE/ONGOING ACTIVITIES

Below is a list of the activities, with short descriptions, that the NWIPDC are committed to doing to keep the public informed.

- ◆ **Newsletters and Email Blasts:** Currently, electronic newsletters are not available or provided by NWIPDC, but key news items or bulletins are sent to an expansive electronic listing that includes the cities, counties, elected officials and

stakeholders periodically as the need arises. Management indicates that an electronic quarterly newsletter is planned to be undertaken by the start of calendar year 2018. Legislative updates will be included in these electronic mailings, which are sent to every local government in the area, economic development officials, transit interests, legislators, interested citizens, bicycle/pedestrian groups, freight stakeholders, environmental resources agencies, and cultural/historic agencies. Letters, as is currently undertaken, will continue to be mailed to those who have not provided an email address.

- ◆ News Releases: News releases will be distributed to all newspapers and radio and television stations that either originate, or have significant coverage of circulation, in the area. These news releases will announce informational meetings, plans, and products (i.e. Public Participation Plan, Transportation Planning Work Program, and Transportation Improvement Program) and will always be made available for public review in at least one location per county.

Gatherings are another important outlet to share transportation issues with the public. Here is a list of the following gatherings that are organized and held when needed or asked, with short descriptions.

- ◆ Advisory Committee: If necessary, an Advisory Committee shall be composed of individuals representing different groups, low-income populations, community organizations, minorities, public bodies, and local stakeholders. The committee will serve as a source of contact for the public and will provide input to the NWIPDC on documents and processes.
- ◆ Presentations to Organizations: Presentations to various organizations will occur when requested and may be done at the suggestion of the NWIPDC should the need warrant.
- ◆ Public Input Meetings: Public input meetings will primarily be held to inspect documents such as this Public Participation Plan (PPP), the Long-Range

Transportation Plan (LRTP), and the Transportation Improvement Program (TIP). The official notice for the public hearing will be placed in newspapers of regional distribution and posted on the Northwest Iowa Planning & Development Commission (NWIPDC) website.

- ◆ Meetings with Cities and Counties: The staff will be made available to speak at any city council or county supervisor meeting or other local public meeting as requested.
- ◆ Open Meetings: The Transportation Technical Committee and Policy Council meetings of the NWIPDC shall be open to the public. Notice of these meetings, in the form of regular agenda and minute's dispersal, will be sent to media outlets through the normal process and will also be posted on the NWIPDC website.
- ◆ Social Media: Staff promotes available documents and materials through the NWIPDC website. Agency management is in discussion with the Policy Council on adding various social media sites for information dissemination. These sites would most likely include Facebook and Twitter. If added, these sites would be used to notify the public of comment periods and Public Input Meetings.

MAJOR DOCUMENTS AND PUBLIC PARTICIPATION TECHNIQUES

The NWIPDC will actively seek input for all documents and processes concerning the FAST Act and its implementation within the Regional Planning Area. Several methods of seeking public opinion have been practiced in the past by the NWIPDC and other agencies. These methods were reviewed for their applicability to the FAST Act. In addition, new methods to seek public input were added to the list. This list, like those found elsewhere in this document, is not all-inclusive. Methods to inform the public and receive their opinions and concerns will be added and tried when necessary and needed. Conversely, methods, which prove to be unreliable or unfeasible, will be discarded. Required meetings/open houses will be maintained regardless of their performance. These

methods will be used to varying degrees depending on the purpose for their use. All methods will be studied for use and the greatest number of methods, which prove practical and useful, will be utilized.

Long Range Transportation Plan (LRTP)

The purpose of a Long Range Transportation Plan (LRTP) is to serve as a guiding document of information on existing transportation related systems and to project future needs based on locally derived goals, and objectives. The Long Range Transportation Plan is not a funding plan, but a framework for the selection of future transportation projects based on identifying areas of need and developing a means of addressing such. The Long Range Transportation Plan is fully updated once every five years with the exception of any annual amendments which may occur during that same time period. The following is a general guideline process for the Long Range Transportation Plan:

- ◆ During the draft development phase, the staff develops a document with the input from interested state and local parties. Some of these organizations include but are not restricted to, concerned citizens, natural resources agencies, cultural/historic agencies, the media, and numerous others.
- ◆ Once a draft is developed, the staff posts it on the NWIPDC website at www.NWIPDC.org. Copies of the draft are also available at the NWIPDC office, in local city halls, county courthouses, and county engineers offices.
- ◆ The NWIPDC informs the local media about informational meetings on the current plan.
- ◆ Once the entire Long Range Transportation Plan is established, the NWIPDC will open up the 30 day comment period and will hold a public input meeting for the public to discuss the document typically at a regularly scheduled Policy Council meeting. The Long Range Transportation Plan will be once again updated on the NWIPDC website and there will be copies available at the NWIPDC office and local city halls, county courthouses, and county engineers offices. There will be a public

input meeting during the 30 day comment period that gives the public time to review the document further and contact the staff with suggestions/concerns via mail, email, telephone, fax, or in person.

- ◆ The adoption of the document will be held after the 30 day comment period has ended. The adoption of the Long Range Transportation Plan takes place at a regularly scheduled NWIPDC Policy Council meeting.
- ◆ After the document's adoption, copies can be found in the NWIPDC office and on the NWIPDC website at www.NWIPDC.org.

In regard to the Amendments and Revisions process, the Long Range Transportation Plan is a working document and will be updated and revised as various local, regional, state, and national characteristics, factors, and requirements change, which ultimately affect the transportation network in and around the NWIPDC planning area. The LRTP will be updated at least once every five years. The review and updating will ensure continued citizen involvement and the LRTP's overall viability as the NWIPDC planning area long-range transportation planning document.

The plan shall be subject to a public comment period of no less than 30 days, announced in the regional newspapers via public notice, and available at NWIPDC and in every courthouse and city hall in NWIPDC planning area. This process shall be approved by both the NWIPDC Technical Advisory Committee and the Policy Board. Amendments to this process shall be made in similar fashion.

Transportation Improvement Program (TIP)

The purpose of a Transportation Improvement Program (TIP) is to serve as an organized structure of information on improvements to be made in the region to the federal funded transportation systems, addressing the future needs, goals, and objectives of the region. The Transportation Improvement Program is updated annually, or as needed with amendments to the document periodically throughout the year. The following is a general guideline process for the Transportation Improvement Program:

- ◆ During the draft development phase, the staff develops a document with the input from interested state and local parties. Some of these organizations include but are not restricted to, county engineers, public works departments, state officials, concerned citizens, natural/conservation resources agencies, cultural/historic agencies, and numerous others.
- ◆ Once a draft is developed, staff posts it on the NWIPDC website at www.NWIPDC.org. Copies of the draft are also available at the NWIPDC office, local city halls, county courthouses, and county engineer offices.
- ◆ The NWIPDC informs the local media about availability of the draft plan and the upcoming Policy Council public hearing.
- ◆ The adoption of the document will be held after a 45-day comment period has expired. The adoption of the Transportation Improvement Program takes place at a regularly scheduled NWIPDC Transportation Policy Council meeting.
- ◆ After the document's adoption, copies can be found on the NWIPDC website at www.NWIPDC.org and hard copies can be found at the NWIPDC office, local city halls, county courthouses, and county engineer offices.

In regard to the amendment and review process of the TIP, the TIP is a programming document and will be updated and revised as various local, regional, and state, and national characteristics, factors, and requirements change, which ultimately affect the transportation network in and around the Regional Planning Area. The TIP will be reviewed at least once annually. The review and updating will insure continual citizen involvement and the TIP's overall viability as the Regional Planning Area's transportation improvement document.

Revisions are defined as changes to a TIP that occur between scheduled periodic updates. There are two types of changes that occur under the umbrella of revision. The first is a

major revision or “Amendment”. The second is a minor revision or “Administrative Modification”.

Amendment

An amendment is a major revision to the TIP that involves a major change to a project. An amendment requires public review and comment, redemonstration of fiscal constraint, or a conformity determination. Changes that affect fiscal constraint must take place by amendment of the TIP.

Administrative Modification

A minor revision to the TIP is an administrative modification and may be made to the TIP throughout the year. An administrative modification is a revision that can be made by NWIPDC staff and does not require Policy Council review, public review and/or comment, redemonstration of fiscal constraint, or a conformity determination. NWIPDC staff will discuss administrative modifications with the Policy Council and Transportation Technical Committee, but formal action will not be required.

Amendment vs. Administrative Modification

	Administrative Modification	Amendment
Project Cost	Federal aid changed by less than 30% and total federal aid increases less than \$2,000,000	Federal aid changed by more than 30% or total federal aid increases by more than \$2,000,000
Schedule Changes	Changes in schedule for projects in the first four years of the TIP	Adding or deleting a project from the first four years of the TIP
Funding Sources	Changing amounts of existing funding sources	Adding other federal funding sources to a project

Scope Changes	Moving funding between existing stages of project scope, such as from design to construction	Changing project termini, number of lanes, or significant changes in project type, such as changing an overlay to reconstruction, or changing a project to include widening of the roadway
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Amendment/Administrative Modification Procedures

When requesting an amendment or administrative modification to the TIP, member entities must contact NWIPDC staff typically a month prior to the next scheduled Policy Board meeting with the details of the proposed changes. This will also allow the revisions to be posted in the agenda before it is sent out to members and to follow public participation procedures of posting changes at least 24 hours in advance of the meeting. The second step is to complete the proposed draft changes and disseminate to the Policy Council members. A favorable vote from the Policy Board will allow the amendment to be added to the TIP. It is important to note that all TIP amendments/administrative modifications that require action by the Policy Board will be listed on the NWIPDC Agenda prior to the meeting. This agenda will be posted 24 hours in advance of the meeting on the NWIPDC website: <http://www.NWIPDC.org>. Notice of the meeting will also be disseminated to all regional cities, counties, and other interested parties electronically or by hard paper copy, notice will also be posted in the NWIPDC offices. All NWIPDC meetings are open to the public and provide the public an opportunity to comment on TIP amendments/administrative modifications.

Major updates will be conducted as follows:

Step 1 Member entities contact NWIPDC staff and inform of details required to complete amendment. Staff completes draft amendment and prepares material for next available

Policy Board meeting. Notice of proposed amendment is sent with next agenda to Policy Board members.

Step 2 Notice of meeting and public hearing, and details of the proposed amendment are sent to all regional cities, counties and other interested groups either electronically or by hard paper copies

Step 3 Conduct public hearing at Policy Board meeting

Step 4 Policy Board final approval of the TIP

Transportation Planning Work Program (TPWP)

The purpose of a Transportation Planning Work Program (TPWP) is to serve as a guiding document of information addressing current and projected transportation needs for the region from a planning perspective. The Transportation Planning Work Program is updated annually with the exception for updating the plan with amendments to the document. The following is a general guideline process for the Transportation Planning Work Program:

- ◆ During the draft development phase, the staff develops a document with potential input from interested state and local parties.
- ◆ Once a draft is developed, staff posts it on the website at <http://www.NWIPDC.org/>. Copies of the draft are also available at the NWIPDC office, local city halls and county courthouses.
- ◆ The NWIPDC informs the local media about the upcoming public meeting on the draft plan, and provides opportunity for public comment on the draft
- ◆ The adoption of the document will be held after the completion of the public hearing and the addressing of any concerns, comments or potential changes from the draft emanating from public input. The adoption of the Transportation Planning Work Program takes place at a regularly scheduled NWIPDC Policy Council meeting following a public hearing.
- ◆ After the document's adoption, copies can be found in the NWIPDC website at <http://www.NWIPDC.org> and hard copies can be found at the NWIPDC office, local city halls and county courthouses.

In regards to the amendment and review process of the TPWP, the TPWP is a planning document that identifies the transportation planning needs of the Regional Planning Area and forecasts the work that will be completed by NWIPDC staff. The TPWP will be updated and revised as various local, regional, state, and national characteristics, factors, and requirements change, which ultimately affect the transportation network in and around the Regional Planning Area. The TPWP will be reviewed at least once annually. The review and updating will insure continual citizen involvement and the TPWP's overall viability as the Regional Planning Area's transportation planning work program document.

This work program shall be subject to public review for no less than 15 days, announced in the regional newspapers via public notice, and available in every courthouse and member cities, city hall in the Regional Planning Area. This process shall be approved by the Policy Board. Amendments to this process shall be made in similar fashion.

The Federal Highway Administration requires a waiver of approvals when necessary regarding any TPWP revisions. All work program changes require prior written Federal approval, unless waived by the awarding agency. The following table denotes the approving agency for various changes to the TPWP.

Revision type	Approving Agency
Request for additional Federal funding [49 CFR 18.30(c)(1)(i) and FTA Circular 5010.0C, I.6.e(1)].	FHWA/FTA
Transfer of funds between categories, projects, functions, or activities which exceed 10 percent of the total work program budget when the Federal award share of the total work program budget exceeds \$100,000 [49	FHWA/FTA

CFR 18.30(c)(1)(ii).	
Revision of the scope or objectives of the activities (i.e. adding or deleting of activities or major change in scope of activity) [49 CFR 18.30(d)(1)].	FHWA/FTA
Transferring substantive programmatic work to a third party (i.e. consultant) [49 CFR 18.30(d)(4)].	FHWA/FTA
Capital expenditures including the purchasing of equipment [OMB Circular A-87]].	FHWA/FTA
Transfer of funds between categories, projects, functions, or activities which do not exceed 10 percent of the total work program budget or when the Federal award share of the total work program budget exceeds \$100,000 [49 CFR 18.30(c)(1)(ii)].	Iowa DOT
Transfer of funds allotted for training allowances [49 CFR 18.30(c)(1)(iii)].	Iowa DOT
Extending the period of performance past the approved work program period [49 CFR 18.30(d)(2)].	RPA
Changes in key persons in cases where specified in an application or grant award (i.e. change in lead consultant for a project) [49 CFR 18.30(d)(3)].	RPA

Revision and Approval Procedures

Revisions where **FHWA/FTA** is the designated approving agency shall require written approval by FHWA/FTA prior to commencement of activity, purchasing of equipment, or request for reimbursement. Requests from the RPA shall be submitted in writing (four hard copies of the updates to the work program) to the Iowa DOT Office of Systems Planning through the District Planner, and then forwarded to FHWA and FTA for approval.

Notification by the approving agency will be in writing in reverse order.

Revisions where the **Iowa DOT** is the designated approving agency shall require written approval by the Iowa DOT prior to commencement of activity, purchasing of equipment, or request for reimbursement. Requests from the RPA shall be submitted in writing (four hard copies of the updates to the work program) to Iowa DOT Office of Systems Planning through the District Planner/ RPA Liaison/ RPA Coordinator. Copies will be forwarded to FHWA/FTA. Notification by the approving agency will be in reverse order.

Revisions where the **RPA** is the approving agency shall be approved by the Policy Board. Hard copy updates to the work program shall be provided to the District Planner, Iowa DOT Office of Systems Planning, FHWA and FTA.

Passenger Transportation Plan (PTP)

The human services transportation provisions of the Safe, Accountable, Flexible, and Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU) required the development of a Coordinated Public Transit Human Services Transportation Plan. The NWIPDC coordinated plan is called the Passenger Transportation Plan (PTP) and focuses on improvement of transportation services for persons with a disability, older adults, and individuals with lower incomes by ensuring communities coordinate transportation resources provided through multiple federal programs. Coordination will enhance transportation access, minimize duplication of services and facilitate the most appropriate cost-effective services possible with available resources. The purpose of the Passenger Transportation Plan (PTP) is to incorporate the federal requirement for coordinated planning. The Passenger Transportation Plan (PTP) is fully updated every five years. The following is a general guideline process for the Passenger Transportation Plan:

- ◆ During the draft development phase, the staff develops a document with the input from the Transportation Advisory Group (TAG) which is made up of representatives from public, private, and non-profit transportation and human services providers as well as the public.

- ◆ Once a draft is developed, staff posts it on the website at <http://www.NWIPDC.org/>. Copies of the draft are also available at the NWIPDC office, local city halls and county courthouses.
- ◆ The NWIPDC informs the local media about informational meetings on the current plan.
- ◆ Once the entire Passenger Transportation Plan is established, the NWIPDC will present the plan at Transportation Advisory Group meetings for the public to discuss the document. The Passenger Transportation Plan will be once again updated on the website and there will be copies in the NWIPDC office, in the local city halls and county courthouses. There will be a 30 day comment period that follows a Transportation Advisory Group approval. This gives the public time to review the document further and contact staff with suggestions/concerns via mail, email, telephone, fax, or in person.
- ◆ The adoption of the document will be held after the 30 day comment period has commenced. The adoption of the Passenger Transportation Plan takes place at a regularly scheduled NWIPDC Policy Council meeting.
- ◆ After the document's adoption, copies can be found on the NWIPDC website at <http://www.NWIPDC.org/> and hard copies can be found at the NWIPDC office, local city halls and county courthouses.

Any change in the proposed 5311-funded projects will require an amendment to the PTP. The amendment should be reviewed with the Transportation Advisory Group and be approved by the NWIPDC Policy Board Council.

Public Participation Plan

It is the purpose of the NWIPDC and Public Participation Plan (PPP) to provide the citizens of the region an opportunity to voice their opinions and express their concerns about the transportation issues of the region's multimodal and intermodal transportation planning vision and initiatives. The purpose of a Public Participation Plan is to serve as a guiding

document to receive public input throughout the region. The Public Participation Plan is updated once every five years with the exception for updating the plan with amendments to the document. The following is a general guideline process for the Public Participation Plan:

- ◆ During the draft development phase, the staff develops a document with the input from interested state and local parties, citizens, environmental resource agencies, cultural/historic agencies, and local stakeholders.
- ◆ Once a draft is developed, staff posts it on the website at <http://www.NWIPDC.org/>. Copies of the draft are available at the NWIPDC office, local city halls and county courthouses.
- ◆ The NWIPDC inform the local media about the draft plan, where it can be obtained and the comment period.
- ◆ Once the entire Public Participation Plan is established, the NWIPDC will open a 30 day comment period and will hold a public input meeting for the public to discuss the document. The Public Participation Plan will be once again updated on the NWIPDC website and there will be copies in the office, in the local city halls and county courthouses. There will be a public input meeting during the 45 day comment period that gives the public time to review the document further and contact staff with suggestions via mail, email, telephone, fax, or in person.
- ◆ The adoption of the document will be held after the 45 day comment period has commenced. The adoption of the Public Participation Plan takes place at a regularly scheduled NWIPDC Policy Council meeting.
- ◆ After the document's adoption, copies can be found on the NWIPDC website and hard copies can be found at the NWIPDC office, local city halls and county courthouses.

To compare the similarities and differences of the Public Participation Process for each plan, refer to the Summary Chart of the Major Documents located on page 21.

HOW TO GET INVOLVED

Any public input is always welcome. NWIPDC transportation staff can be contacted at the following:

NWIPDC

Ted Kourousis — Executive Director

Ted.Kourousis@NWIPDC.org

Cara Elbert — Planner

Cara.Elbert@NWIPDC.org

Our Mailing Address is:

Northwest Iowa Planning & Development Commission

217 West 5th Street.

Spencer, Iowa 51301

Telephone (712) 262-7225

Fax (712) 262-7665

www.NWIPDC.org

-Meeting times and dates can be found on the website calendar

-A downloadable version of the drafts and documents can be found on the website at www.NWIPDC.org

Information can also be obtained by contacting or visiting staff during normal business hours from 8:00 AM to 4:30 PM; Monday to Friday.

INDIVIDUALS AND ORGANIZATIONS

The following are non-exhaustive lists of individuals and organizations within the Regional Planning Area that are to be contacted about the Public Participation Plan Process and its. In addition, this contact list will also be used in the development of the NWIPDC planning documents. The list was initially developed prior to FY 2005. The list has been re-evaluated and updated with current information over time. All organizations, businesses, interested parties, etc. were invited to respond to a survey that was sent out to the non-exhaustive lists. Interested parties that responded were given the opportunity to update that information or continue to not receive information regarding transportation planning documents. The latest survey was sent out in July of 2015 and was due back in August. The interested parties were asked to choose from the following options on being contacted:

- Please contact me by email when documents are available on the NWIPDC website www.NWIPDC.org
- Please contact me by letter when documents are available on the NWIPDC website www.NWIPDC.org
- I do not want to be notified of future transportation issues/projects in the planning area

The following is a master list of organizations to be contacted regarding transportation planning document updates including those interested parties that responded in favor of receiving transportation plan updates.

NWIPDC Policy Board

Voting Members (representatives of)

Buena Vista County, Iowa (3)

Clay County, Iowa (3)

Dickinson County, Iowa (3)

Emmet County, Iowa (3)

Lyon County, Iowa (3)

O'Brien County, Iowa (3)

Osceola County, Iowa (3)

Palo Alto County, Iowa (3)

Sioux County, Iowa (3)

Non-voting Members

Federal Highway Administration (FHWA)

Federal Transit Administration (FTA)

Iowa Department of Transportation (Iowa DOT)

NWIPDC Transportation Technical Committee

Voting Members

Buena Vista County Engineer

City of Storm Lake

Clay County Engineer

City of Spencer

Dickinson County Engineer

City of Spirit Lake

Emmet County Engineer

City of Estherville

Lyon County Engineer

City of Rock Rapids

O'Brien County Engineer

City of Sheldon

Osceola County Engineer

City of Sibley

Palo Alto County Engineer

City of Emmetsburg

Sioux County Engineer

City of Sioux Center

Regional Transit Authority

Woodbury County, Iowa

Non-voting Members

Federal Highway Administration (FHWA)

Federal Transit Administration (FTA)

Iowa Department of Transportation (Iowa DOT)

Natural Resources/Cultural Agencies

Iowa Department of Natural Resources – Air Quality Bureau

Iowa Department of Natural Resources – Water Quality Bureau

Iowa Department of Natural Resources – Water Quality Certification

Iowa Department of Natural Resources – Forestry Bureau

Iowa Department of Natural Resources - Conservation and Recreation Division

Iowa Department of Natural Resources – Environmental Hazardous Conditions

Iowa Department of Transportation - Office of Location and the Environment

Office of State Archaeologist

State Historical Society of Iowa

U.S. Environmental Protection Agency

U.S. Army Corps of Engineers

U.S. Fish and Wildlife Services

Natural Resources Conservation Services

Other Interested Parties

Iowa Lakes Corridor Development Corporation

Lyon County Economic Development Consortium

O'Brien County Economic Development

Osceola County Economic Development

Northwest Iowa Economic Developers
Small Business Development Center of Iowa
Kossuth/Palo Alto County Economic Development
Spencer SRTS
Ducks Unlimited
Pheasants Forever
The Nature Conservancy

Media

Newspapers

Algona Publishing Company
Sioux County Capital Democrat
Osceola County Gazette and Tribune
Dickinson County News
Lakes Area Shopper
Emmetsburg News
Estherville Daily News
Iowa Information Publication
Northwest Iowa Review
Lyon County Reporter
Spencer Daily Reporter

Radio Stations

KDCR
KSOU
Sheldon Broadcasting Company

KIWA

KICD

Hot 100

KUQQ

KUOO

Television Stations

KCAU (regional)

KTIV (regional)

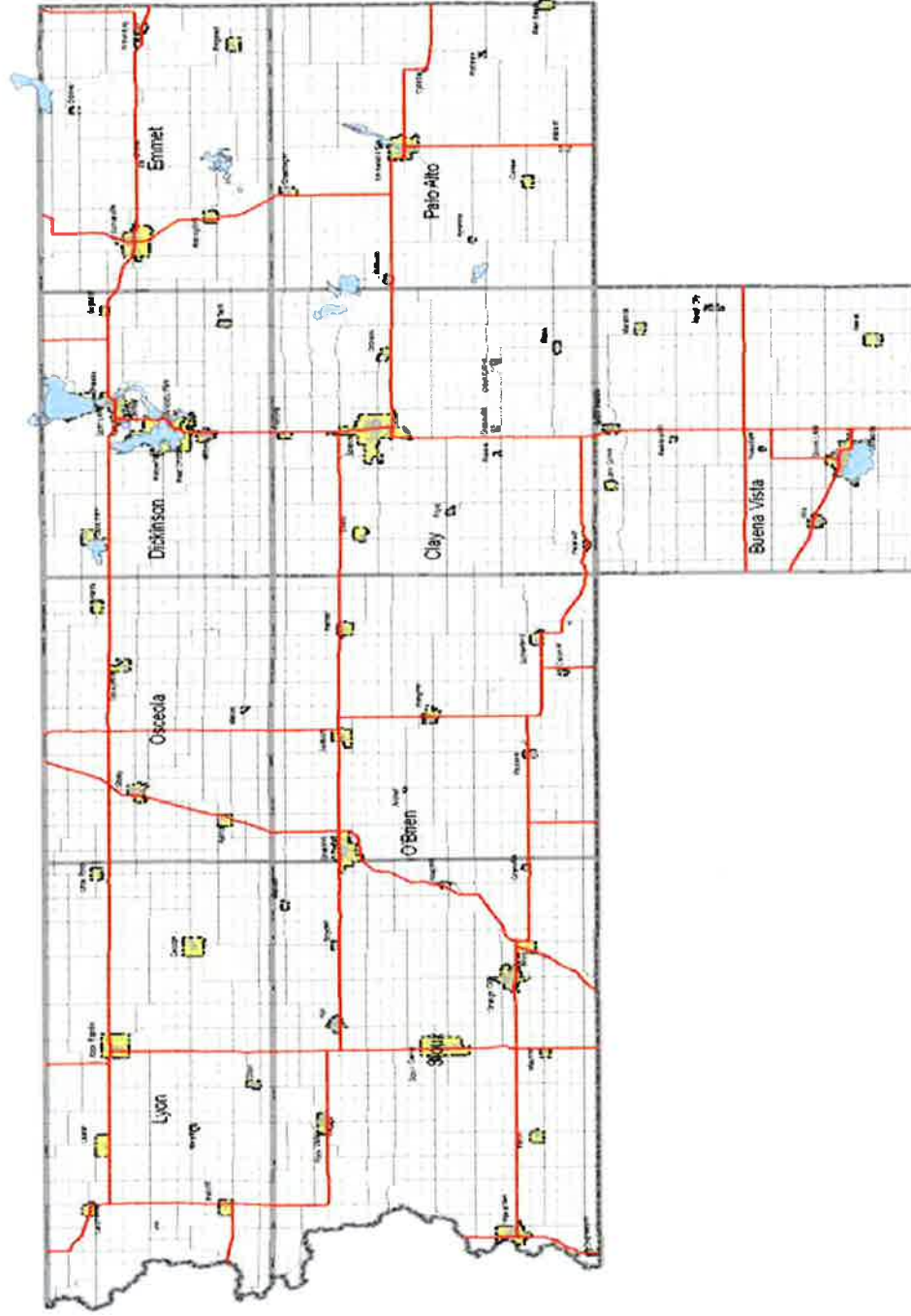
KMEG (regional)

SMU – local cable network channel

Plan	Description	Updated	Draft Development	Public Meetings/Draft Availability	Public Comment Period	Adoption	Availability
Long Range Transportation Plan (LRTP)	A guiding document of information on existing transportation related systems and to project future needs out 25 years	Every five years	Staff; with input from interested state and local parties, environmental and cultural/historic agencies	A draft is posted on NWIPDC's website under the publications tab and can be found at local city halls and county courthouses	30 Day Comment Period with a public input meeting during the comment period	Adopted during a regularly scheduled NWIPDC meeting	NWIPDC office and website under the publications tab and can be found at local city halls and county courthouses
Transportation Improvement Program (TIP)	An organized structure of information on improvements to be made within the Metropolitan Planning Area	Annually	Staff; with input from interested state and local parties, environmental and cultural/historic agencies	A draft is posted on NWIPDC's website under the publications tab and can be found at local city halls and county courthouses	15 Day Comment Period; Public input meeting is generally scheduled in June for approval during the July meeting	Adopted during the regularly scheduled NWIPDC meeting	NWIPDC office and website under the publications tab and can be found at local city halls and county courthouses
Transportation Planning Work Program (TPWP)	A guiding document of information addressing current and projected transportation needs within a 4 year span	Annually	Staff; with input from interested state and local parties	A draft is posted on NWIPDC's website under the publications tab and can be found at local city halls and county courthouses	15 Day Comment Period following a media announcement verifying its location	Adopted during the regularly scheduled NWIPDC meeting	NWIPDC office and website under the publications tab and can be found at local city halls and county courthouses
Passenger Transportation Plan (PTP)	A document that coordinates transportation access to minimize	Every five years	Staff; Transportation Advisory Group (TAG)	A draft is posted on NWIPDC's website under the publications tab and can be found at	30 Day Comment Period following a Transportation Advisory Group (TAG) approval	Adopted during the regularly scheduled	NWIPDC office and website under the publications tab and can be found

	<p>duplication and keep cost effective service</p> <p>A document that outlines the steps taken to involve the public throughout the planning process</p>	<p>Every five years</p>	<p>Staff; with input from interested state and local parties, environmental and cultural/historic agencies</p>	<p>local city halls and county courthouses</p> <p>A draft is posted on NWIPDC's website under the publications tab and can be found at local city halls and county courthouses</p>	<p>30 Day Comment Period with a public input meeting during the comment period</p>	<p>NWIPDC meeting</p> <p>Adopted during the regularly scheduled NWIPDC meeting</p>	<p>at local city halls and county courthouses</p> <p>NWIPDC office and website under the publications tab and can be found at local city halls and county courthouses</p>
<p>Public Participation Plan (PPP)</p>							

Map of the NWIPDC – Region 3 Planning Area



APPENDIX D

NWIPDC/RPA 3 Limited English Proficiency Plan (LEP)

Who is a Limited English Proficient Person?

Persons who do not speak English as their primary language and who have a limited ability to read, speak, write or understand English can be limited English proficient, or “LEP.” These individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter.

Title VI of the 1964 Civil Rights Act

“No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” 42 U.S.C. § 2000d. The United States Supreme Court in *Lau v. Nichols* (1974) stated that one type of national origin discrimination is discrimination based on a person’s inability to speak, read, write, or understand English.

Four-Factor Analysis

NWIPDC/RPA 3 desires to reduce language barriers that can preclude meaningful access to input by LEP persons, participation in programs, or participation in planning activities related to transportation by LEP persons. (The federal government has the same obligations as a result of Executive Order 13166.)

When fulfilling this obligation NWIPDC/RPA 3 will conduct an individualized assessment designed to balance the following four factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee/recipient;
2. The frequency with which LEP individuals may come in contact with the program or planning process;
3. The nature and importance of the program, activity, or service provided by the program to people’s lives; and
4. The resources available to the grantee/recipient and costs

LEP Implementation Plan

1. Identify LEP persons in the service area who may need language assistance;
2. Develop language assistance measures that are feasible for the agency or organization given the resources available;
3. train staff;
4. Provide notice to LEP population of any and all measures that might change and/or improve access to services;
5. Monitor progress and update plan on a regular basis.

Community Outreach Checklist

Are translators needed and present at community meetings?

Are translated versions of any written materials that are handed out at a meeting needed and provided?

Can members of the public provide oral as well as written comments?

Do meeting notices, press releases, and public service announcements need to be translated into languages other than English?

Does the agency website need a link to translated information on its home page?

Language Assistance Services

The following language assistance services may be utilized when it has been determined that there is a need for these services or when such services are requested and deemed feasible.

- Oral interpretation services
- Bilingual staff
- Telephone interpreter lines
- Written language services
- Community volunteers

Goal

The goal of English proficiency accommodations by NWIPDC/RPA 3 is to find a balance that ensures meaningful access for LEP persons to critical information and services while not imposing undue burdens on the organization.

NWIPDC/RPA 3

ADOPTION OF FTA TITLE VI PROGRAM

2021

WHEREAS, the NWIPDC/RPA 3 Transportation Planning Affiliation was organized to provide transportation planning recommendations for Region 3, and;

WHEREAS, it is the desire of NWIPDC/RPA 3 to implement procedures for public involvement, participation and outreach in the transportation planning process, and to follow Title VI guidance provided by FTA, and;

WHEREAS, it is NWIPDC/RPA 3's intent to provide the maximum feasible participation by the public in the regional planning process within the limitations of staff time and financial resources currently available, and;

WHEREAS, the NWIPDC/RPA 3 Policy Board has reviewed the FTA Title VI Program, and;

NOW, THEREFORE, BE IT RESOLVED, that the NWIPDC/RPA 3 Policy Board adopts and approves the NWIPDC/RPA 3 FTA Title VI Program 2021.

Adopted by the NWIPDC/RPA 3 Policy Board on November 18, 2021

Signed: _____

Kelly Snyder, Chairman

NWIPDC/RPA Policy Council

Attest: _____

Jackie Huckfelt, Secretary

NWIDPC/RPA 3 Policy Council