



Metropolitan Planning Organization of Johnson County  
410 E. Washington St. ■ Iowa City, Ia 52240

**FTA TITLE VI PROGRAM**  
**THE CIVIL RIGHTS ACT OF 1964**  
**Compliance Plan**  
**January 2022**

**Metropolitan Planning Organization of Johnson County**  
**410 East Washington Street**  
**Iowa City, Iowa 52240**

**Recipient Profile**

Recipient: Metropolitan Planning Organization of Johnson County

Administrative Head: Kent Ralston Executive Director

Name Title

Recipient Title VI Coordinator: Frank Waisath Associate Transportation Planner

Name Title

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Website: MPOJC.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     

**Purpose of Title VI Program**

The purpose of this document is to ensure that the Metropolitan Planning Organization of Johnson County (MPOJC) is in compliance with the FTA Circular 4702.1B and Title VI of the Civil Rights Act of 1964, which states:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives Federal financial assistance.”

With specific regard to planning services, this document ensures that:

1. FTA assisted benefits and related services are made available and are equitably distributed without regard to race, color, or national origin;
2. That the level and quality of FTA assisted transit services are sufficient to provide equal access and mobility for any person without regard to race, color, or national origin;
3. That opportunities to participate in the transit planning and decision-making processes are provided to persons without regard to race, color, or national origin;
4. That decisions on the location of transit services and facilities are made without regard to race, color, or national origin; and

That corrective and remedial action will be taken if necessary, to prevent discriminatory treatment based on race, color, or national origin.

## **Strategies**

MPOJC's planning process ensures compliance with Title VI through the many transportation related plans it develops and posts on the MPOJC website. The planning process includes the scoring of projects, use of demographics in project location, Limited English Proficiency Plan, and requires adherence to a complete streets policy for all funded projects.

**METROPOLITAN PLANNING ORGANIZATION  
OF JOHNSON COUNTY  
TITLE VI POLICY STATEMENT**

The Metropolitan Planning Organization of Johnson County (MPOJC), through the City of Iowa City, assures that no person shall, on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (P.L. 100.259), and the Federal-Aid Highway Act of 1973 be excluded from or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The MPOJC further assures every effort will be made to ensure nondiscrimination in all of its committees, programs and activities, regardless of the funding source.

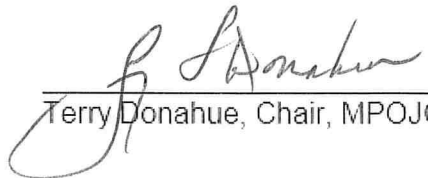
The public may contact the MPOJC office directly or go to the MPOJC website for more information regarding the MPO's Title VI obligations. The MPOJC's Title VI notice to the public is posted in the MPOJC office located at 410 East Washington Street, Iowa City, Iowa.

The MPOJC will include Title VI language in all written agreements and bid notices and will monitor compliance.

The MPOJC Executive Director will be responsible for monitoring Title VI activities and all other responsibilities as outlined in this plan.

  
\_\_\_\_\_  
Kent Ralston, MPOJC Executive Director 11.2.21  
Date

  
\_\_\_\_\_  
Stefanie Bowers, City of Iowa City Civil Rights Coordinator 11.2.21  
Date

  
\_\_\_\_\_  
Terry Donahue, Chair, MPOJC Urbanized Area Policy Board 11.17.21  
Date

This policy and assurances were adopted at a MPOJC Urbanized Area Policy Board meeting held on November 17, 2021.

**METROPOLITAN PLANNING ORGANIZATION OF JOHNSON COUNTY  
TITLE VI ASSURANCES**

The Metropolitan Planning Organization of Johnson County (hereinafter referred to as the recipient), HEREBY AGREES THAT as a condition to receiving any federal financial assistance from the United States Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of transportation Subtitle A, Office of the Secretary Part 21, Nondiscrimination in Federally Assisted Programs of the Department of transportation – Effectuation of the Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations"), and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient received federal financial assistance, and;

HERBY GIVES ASSURANCES THAT, it will promptly take any measures necessary to effectuate this agreement. This assurance is required by Subsection 2 1. 7(a)(1) of the Regulations.

THIS ASSURANCE, is given in consideration of and for the purpose of obtaining, any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Recipient by the Department of transportation under Federal Highway or Federal Transit program, and is binding on it, other recipients, sub-grantees, contractors, contractors, transferees, successors, in interest, and other participants in the Federal Aid Highway or Federal Transit program. The person or persons whose signatures appear below are authorized to sign on behalf of the Recipient.

	<u>11.2.21</u>
Kent Ralston, MPOJC Executive Director	Date
	<u>11-2-21</u>
Stefanie Bowers, City of Iowa City Civil Rights Coordinator	Date

## **COORDINATOR RESPONSIBILITIES**

The MPOJC Executive Director and the Civil Rights Coordinator are responsible for ensuring the implementation and the day to day administration of the MPOJC Title VI Plan. The Executive Director is also responsible for implementing, monitoring, and ensuring the MPO's compliance with the Title VI regulations.

### **GENERAL RESPONSIBILITIES**

#### **A. Public Dissemination**

The MPOJC will disseminate Title VI Program information to MPO employees, sub-recipients, and contractors, as well as the general public. Public dissemination may include posting of public statements, inclusion of Title VI language in contracts, and announcements of hearings, and meetings in minority newspapers when determined necessary and funding is available.

#### **B. Prevention of Discrimination**

Procedures will be implemented to detect and eliminate discrimination when found to exist, including, but not limited to, issues of accessibility of training to all MPOJC employees, utilization of Minority/Women/Disadvantaged Business Enterprises (DBE) contractors, public involvement and material acquisition.

#### **C. Remedial Action**

The MPOJC will actively pursue the prevention of any Title VI deficiencies or violations and will take the necessary steps to ensure compliance through a program review with the program administrative requirements. If irregularities occur in the administration of the programs operation, procedures will be promptly implemented to resolve Title VI issues and reduce to writing remedial action agreed to be necessary, all within a period not to exceed 90 days.

Iowa DOT will be notified of any complaint filed at the City of Iowa City, regarding MPOJC involving Title VI issues, and any resolution.

## **FILING A COMPLAINT**

### Applicability

The complaint procedures apply to the beneficiaries of the MPOJC programs, activities, including but not limited to: the public, contractors, sub-contractors, consultants, employees and other sub-recipients of federal and state funds.

### Eligibility

If any individual, group or individuals, or entity believes that they or any other program beneficiaries have been subjected to discrimination prohibited by Title VI nondiscrimination provision as a recipient of benefits and/or services, or on the grounds of race, color, national origin, or sex, they may exercise the right to file a complaint with MPOJC (as part of the City of Iowa City). Every effort will be made to resolve complaints informally at the agency, recipient and/or contractor level.

### Time Limitation on Filing Complaints

Title VI complaints may be filed with:

- City of Iowa City/MPOJC
- Iowa Department of Transportation
- Federal Highway Administration
- U.S. Department of Transportation

In all situations, MPOJC employees must contact the Executive Director and/or the City of Iowa City Civil Rights Coordinator immediately upon receipt of Title VI or related statutes complaints.

Complaints must be filed not later than 180 days after:

- The date of the alleged act of discrimination; or
- The date the person became aware of the alleged discrimination; or
- Where there has been a continuing course of discriminatory conduct, the date on which the conduct was discontinued.

Complaints must be in writing and must be signed by the complainant and/or the complainant's representative. The complaint must set forth as fully as possible the facts and circumstances surrounding the claimed discrimination.

A Title VI complaint form (Attachment B) is available at the MPOJC office and the Iowa City Civil Rights Coordinator's office during normal business hours.

### **INTERNAL COMPLAINT PROCESSING**

1. The Iowa City Civil Rights Coordinator, acting as the Title VI Coordinator, along with the MPOJC Executive Director, will review the complaint upon receipt to ensure that all information is provided, the complaint meets the 180-day filing deadline and falls within the jurisdiction of the City and follow the procedures as outlined in Title Two of the Iowa City Code.
2. The Civil Rights Coordinator will then investigate the complaint. If the complaint is against the Civil Rights Coordinator or the MPOJC Executive Director, then the Chair of the MPOJC Urbanized Area Board and/or the MPOJC Urbanized Area Policy Board or its designee will investigate the complaint. Additionally, a copy of the complaint will be forwarded to the Iowa City City Attorney.
3. If the complaint warrants a full investigation, the complainant will be notified in writing by certified mail. This notice will name the investigator and/or investigating agency. The MPOJC will also notify the Iowa Department of Transportation Office of Employee Services/Civil Rights.
4. The party alleged to have acted in a discriminatory manner will also be notified by certified mail as to the complaint. This letter will also include the investigator's name and will request that this party be available for an interview.
5. Any comments or recommendations from legal counsel will be reviewed by the Title VI Coordinator.

6. Once the Iowa Department of Transportation Office of Employee Services/Civil Rights is notified of MPOJC/City of Iowa City finding concerning the complaint, the MPOJC will adopt a final resolution.
7. All parties will be properly notified of the outcome of the Iowa Department of Transportation Office of Employee Services/Civil Rights Opportunity report.
8. If the complainant is not satisfied with the results of the investigation of the alleged discriminatory practices, she/he shall be advised of their right to appeal the MPOJC/City of Iowa City's decision. Appeals must be filed within 180 days after the MPOJC final resolution. Unless new facts not previously considered come to light, reconsideration of the MPOJC's determination will not be available.

The foregoing complaint resolution procedure will be implemented in accordance with the Department of Justice guidance manual entitled "Investigation Procedures Manual for the Investigation and Resolution of Complaints Alleging Violations of Title VI and Other Nondiscrimination Statutes," available online at:

<http://www.usdoj.gov/crt/cor/Pubs/manuals/complain.html>.

#### **TRANSIT RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS**

There are no active lawsuits or complaints alleging discrimination on the basis of race, color, or national origin with respect to services provided by MPOJC. MPOJC has not been asked to take part in any local, state, or federal civil rights compliance reviews in the past three years. MPOJC has not undertaken any federally funded construction projects in the past three years.

#### **Identification of Stakeholders**

Stakeholders are those who are either directly or indirectly affected by a plan, or the recommendations of that plan. Those who may be adversely affected, or may be denied benefits of a plan's recommendations, are of particular interest in the identification of specific stakeholders. While stakeholders may vary based on the plan or program being considered, MPOJC will assemble a listing of stakeholders with whom we may regularly communicate by email or direct mail.

#### **Meeting locations**

When determining locations and schedules for public meetings, MPOJC will:

- Schedule meetings at times and locations that are convenient and accessible for minority and LEP communities
- Coordinate with community organizations to implement public engagement strategies that reach out to members of affected minority and/or LEP communities
- Consider media outlets that serve LEP populations
- Provide opportunities for public participation through written communications, group discussions, and one-on-one interviews

#### **PROVIDE MEANINGFUL ACCESS TO LEP PERSONS**

MPOJC uses Iowa City Transit's Four Factor LEP analysis to meet requirements under Title VI of the Civil Rights Act of 1964. This Act seeks to improve access to services for persons with Limited English Proficiency (LEP). The following analysis uses the Four Factor Analysis identified in the LEP Guidance.



**A. Four Factor Analysis**

**Factor 1:** Assessing the number and proportion of LEP persons served or encountered in the eligible service population

Task 1, Step 1; Examine prior experiences with LEP individuals

MPOJC serves a diverse community. The University of Iowa brings people from all over the world to the Iowa City urbanized area which includes the communities of Iowa City, University Heights, Coralville, North Liberty, and Tiffin. Most foreign-speaking residents residing in Iowa City are affiliated with the University of Iowa, either as an international student or visiting scholar. The University has, on average, an international student population of 4,000 persons on an annual basis as well as approximately 450 visiting scholars.

Task 1, Step 2; Become familiar with data from the U.S. Census

The Iowa City Urbanized Area includes the municipalities of Coralville, Iowa City, North Liberty, Tiffin, and University Heights. According to the U.S. Census Bureau, the population for the urbanized area was 74,513 in 1990, 84,672 in 2000, 91,881 in 2005, 103,152 in 2010, 125,538 in 2014, and 118,506 in 2019.

Iowa City Urbanized Area's current demographics:

<b>Iowa City Urbanized Area Statistics and Demographics</b>	<b>Number</b>	<b>Percent</b>
<b>Iowa City Urbanized Area Population</b>	121,232	100.0
<b>SEX AND AGE</b>		
Male	59,874	49.4
Female	61,358	50.6
Under 5 years	7,267	6.0
5 to 9 years	6,548	5.4
10 to 14 years	6,099	5.0
15 to 19 years	10,892	9.0
20 to 24 years	21,483	17.7
25 to 34 years	20,435	16.9
35 to 44 years	14,349	11.8
45 to 54 years	11,233	9.3
55 to 59 years	5,501	4.5
60 to 64 years	4,967	4.1
65 to 74 years	7,518	6.2
75 to 84 years	3,072	2.5
85 years and over	1,868	1.5
Median age (years)	28.8	( X )
16 years and over	100,343	82.8
18 years and over	98,198	81.0
Male	48,504	49.4
Female	49,694	50.6
21 years and over	85,268	70.3

62 years and over	15,672	12.9
65 years and over	12,458	10.3
Male	5,590	44.9
Female	6,868	55.1
<b>RACE</b>		
One Race	118,233	97.5
White	95,527	78.8
Black or African American	10,518	8.7
American Indian and Alaska Native	225	0.2
Asian	8,934	7.4
Asian Indian	1,932	1.6
Chinese	3,450	2.8
Filipino	422	0.3
Japanese	88	0.1
Korean	1,126	0.9
Vietnamese	736	0.6
Other Asian	1,180	1.0
Native Hawaiian and Other Pacific Islander	102	0.1
Some Other Race	2,927	2.4
Two or More Races	2,999	2.5
<b>HISPANIC OR LATINO</b>		
Hispanic or Latino (of any race)	7,437	6.1
Mexican	4,046	3.3
Puerto Rican	509	0.4
Cuban	179	0.1
Other Hispanic or Latino	2,703	2.2
Not Hispanic or Latino	113,795	93.9
White alone	91,154	75.2
<b>RELATIONSHIP</b>		
Total population	121,232	100.0
In households	113,559	
In family households	75,874	66.8
Householder	48,837	100.0
Male	24,555	53.0
Female	24,282	47.0
Spouse	19,078	X
Child	25,822	X
In group quarters	7,673	X
<b>HOUSEHOLDS BY TYPE</b>		
Total households	48,837	
Total families	24,391	100
With own children under 18 years	11,597	47.5
Husband-wife family	19,035	78.0
With own children under 18 years	8,415	44.2
Male householder, no wife present	1,613	6.6
With own children under 18 years	880	54.6

Female householder, no husband present	3,743	15.3
With own children under 18 years	2,302	61.5
Nonfamily households	24,446	49.6
65 years and over	3,697	14.5
Households with individuals under 18 years	12,112	24.8
Households with individuals 65 years and over	3,712	7.6
Average household size	2.33	
Average family size	2.97	
<b>HOUSING OCCUPANCY</b>		
Total housing units	52,660	
Occupied housing units	48,837	92.7
Vacant housing units	3,823	7.3
Homeowner vacancy rate (percent)	1.3	
Rental vacancy rate (percent)	4.9	
<b>HOUSING TENURE</b>		
Occupied housing units	48,837	100
Owner-occupied housing units	25,888	53.0
Average household size of owner-occupied units	2.47	
Renter-occupied housing units	22,949	47.0
Average household size of renter-occupied units	2.17	
<i>Source: U.S. Census Bureau, ACS 2019 5-year Estimates</i>		

There were 2,509 international students according to the University of Iowa's fall 2020 enrollment statistics, which represents 7.9% of the University of Iowa student enrollment. The largest national representations of international students and scholars at the University of Iowa are from Asia, as shown below:

#### UI International Students and Scholars by World Region

	Undergraduate Student Population	Scholar Population
China	560	275
India	50	132
South Korea	39	103
United Kingdom	18	5
Malaysia	17	7

*Source: The University of Iowa, Fall 2020 Profile of International Students and Scholars*

#### Task 1, Step 2A: Identify the geographic boundaries of the area that your agency serves

The Iowa City urbanized area includes the communities of Iowa City, University Heights, Coralville, North Liberty, and Tiffin.

Task 1, Step 2B; Obtain Census data on LEP population in your service area

In determining the number or proportion of LEP persons in Johnson County, including the City of Iowa City, 2019 U.S. Census American Community Survey (ACS) data was evaluated. According to ACS data, 21,501 persons in Johnson County (15.4% of the population) spoke a language other than English at home. Of the 21,501 persons residing in Johnson County who spoke a language other than English at home, 9,146 (6.5% of the population) reported speaking English less than “very well”, or in other words, would be considered to have limited English proficiency. The table below shows the language subgroups as follows:

**Persons in Johnson County Who Reported Speaking English Less Than “Very Well”**

<b>Language Spoken</b>	<b>Number of Persons</b>	<b>Percent of Total Population</b>
Spanish	2,248	1.6%
Other Indo-European language	2,039	1.5%
Asian & Pacific Island language	2,816	2.0%
Other languages	2,043	1.5%

*Source: American Community Survey, 2019 ACS 5 Year Estimates*

Task 1, Step 2C; Analyze the data collected

According to the University of Iowa’s fall 2018 *Profile of International Students and Scholars*, China, India, South Korea, Iran, and Malaysia remain the top represented countries in the international student population. Iran (63 students) switched places from fifth to fourth with Malaysia (57 students) from the fall 2017 largest international student enrollment representations, but both remain in the top five represented countries. While the same data is not available for the international scholar population, it can be assumed that past national representation trends found among the student population can be applied to the international scholar population, as three of the top five represented countries are the same for both international students and scholars in 2018.

The University of Iowa’s Intensive English Program (IIEP) reports 107 international students enrolled in the intensive English language classes in 2018, while other visiting students speak and understand, at minimum, some English. The International Students and Scholars Services (OISS) director stated that the student population from India generally speaks advanced-to-fluent English. Visiting scholars have no English-speaking requirements and often speak little-to-no English. The scholars attend the University to conduct research with an affiliated University member who speaks the scholar’s native language. There is an additional international population of approximately 500 dependents and spouses that accompany international students and scholars.

Task 1, Step 2D; Identify any concentrations of persons within service area

No large concentrations of LEP persons exist in the Iowa City urbanized area.

Task 1, Step 3; Consult state and local sources of data

The Iowa City Community School District (ICCS) and the Iowa Department of Education compile information regarding the number of students receiving English Language Learning (ELL) services. The ICCS ELL services predominantly serve Spanish, Arabic, French, and Swahili speakers, similar to many of Iowa’s schools. For the 2019-2020 school year, there are 14,572 students (IA Dept. of Education Certified Enrollment) in the ICCS. Of those, 12.6% (1,836

students) receive English Language Learning services. This is up from the 10.1% (1,344 students) receiving ELL services in the 2015-2016 school year.

Task 1, Step 4; Community organizations that serve LEP persons

MPOJC have current associations with local business, the Iowa City Community School District, and the University of Iowa and their OISS center. All of these organizations provide service for persons speaking limited English.

Task 1, Step 4A; Identify community organizations

LEP persons are served mainly by the University of Iowa's OISS center.

Task 1, Step 4B; Contact relevant community organizations

MPOJC, in collaboration with Iowa City Transit, has developed a working relationship with the University of Iowa's OISS center for language assistance services.

Task 1, Step 4C; Obtain information

MPOJC will continue to reach out to LEP persons and organizations in order to gather relevant information and provide information.

**Factor 2:** Frequency with which LEP individuals come into contact with MPOJC programs, activities, and services.

Task 2, Step 1; Review the relevant programs, activities, and services you provide

MPOJC provides primarily planning services to member agencies. MPOJC does not operate any transit services and has limited contact with the LEP population. MPOJC's language assistance program includes:

- Printed outreach materials
- Web-based outreach materials
- Public meetings
- Local news media
- Planning activities such as the Long-Range Transportation Plan, Passenger Transportation Plan, Transportation Improvement Plan, and Work Program

MPOJC has identified City of Iowa City employees that have language skills to assist with the LEP population where language is a barrier. Most employees indicated that encounters with customers who were unable to communicate in English were rare.

The MPOJC website has the ability to translate up to 80 different languages and also has access to Iowa City's Language Line program.

Task 2, Step 2; Review information obtained from community organizations

Through interviews and planning sessions, Iowa City Transit/MPOJC has discovered that most community organizations want more service related to jobs, education, day care, and health care and have identified very few LEP issues. Community organizations include:

- The Arc of Southeast Iowa
- Neighborhood Centers of Johnson County
- Systems Unlimited
- Chatham Oaks Care Facility
- Home Ties Childcare
- Reach for Your Potential

- United Action for Youth
- Big Brothers/Big Sisters
- Four Oaks
- Youth Homes
- Goodwill Industries
- Shelter House
- Iowa City Community School District
- Access 2 Independence
- Elder Services

Task 2, Step 3; Consult directly with LEP persons

LEP persons were consulted through the Title VI planning process through interviews with agencies (and clients) listed above.

**Factor 3:** Assess the nature and importance of the program, activity, or service provided by the program

Task 3, Step 1; Identify your agencies most critical services

MPOJC provides primarily planning services to member agencies. MPOJC does not operate any transit services.

Task 3, Step 2; Review input from community organizations and LEP persons

MPOJC has received very little input from the community regarding problems with language barriers.

**Factor 4:** Assessing the resources available to the recipient and costs

Task 4, Step 1; Inventory language assistance measures currently being provided, along with associated costs

MPOJC provides the following language assistance measures to date:

- Language assistance service on website for over 80 languages
- Language Line available
- Identified employees that speak a language other than English
- Information translated into 3 different languages on website

Task 4, Step 2; Determine what, if any additional services are needed to provide meaningful access

Iowa City Transit/MPOJC will focus on the following service improvements:

- Translation of critical printed information
- Improve website information regarding LEP
- Translation of paratransit information
- Provide additional signage in buses in multiple languages
- Include LEP in driver training

Task 4, Step 3; Analyze your budget

Like most public agencies, MPOJC budgets are constrained by several factors and staff resources are also limited. Devoting more resources to printing, webpage design, signage, and additional administrative costs may be included in future budgets.

Task 4, Step 4; Consider cost effective practices for providing language services

MPOJC will continue to work with the community and the university to provide cost effective practices including researching and pursuing language assistance products and translation services developed and paid by local, regional, and state government agencies.

## **B. Developing a Language Assistance Plan**

### a. Results of Four Factor Analysis:

MPOJC is part of the Iowa City Urbanized Area that includes a large university with over 30,000 students. Because of the University, many foreign students and faculty live in the Iowa City urbanized area creating the potential for language issues. As identified in the four-factor analysis, both the Hispanic/Latino and the Asian/Pacific Island populations were identified as needing language assistance since their populations were each over 5% of the total population in the metro area. Because of the diversity of the Asian/Pacific Island population, Iowa City Transit/MPOJC approached the University of Iowa's Office of International Students and Scholars to assist in identifying the top Asian/Pacific Island languages within the University system that may require language assistance. Chinese and Korean were identified as the top two Asian/Pacific Island languages. **As a result, Iowa City Transit/MPOJC offers information in Chinese, and Spanish.**

### b. Language Assistance Services by Language:

The following measures have or will be implemented to ensure LEP persons have adequate access to transit information:

- Iowa City Transit, in collaboration with Coralville Transit, Johnson County SEATS, University of Iowa Cambus, and MPOJC have developed a working relationship with the University of Iowa's Office of International Students and Scholars (OISS) for language assistance services. OISS has agreed to assist the transit agencies in Johnson County by distributing transit program information to international students and scholars.
- MPOJC will identify any employees who speak a language other than English. For those employees who are able and willing to provide translation services, their services will be called upon as needed during fixed route service hours to interpret and assist LEP individuals.
- The City of Iowa City (MPOJC) has a multilingual 24-hour telephone service, the Language Line. The Language Line is a three-way call translation service that can translate numerous languages. Language Line Services provides a sheet which lists the languages available for translation assistance. The language sheet can be used by transit agency staff to determine the language spoken by an LEP individual.
- MPOJC will develop additional language services on their websites. A link will be added to the websites that will have general information translated in the most common spoken languages in Johnson County.

### c. Notice to LEP Persons:

MPOJC will provide general information to the public in the most common spoken languages in Johnson County on the transit websites.

### d. Monitor, Evaluate and Update Language Access Plan:

All language assistance programs and procedures will be evaluated on an annual basis. The following will be monitored and reviewed annually:

- The number of documented LEP persons encountered
- How the needs of the LEP persons were addressed
- Determine whether local language assistance programs have been effective

Each encounter with an LEP person will be recorded and reported directly to the MPOJC Executive Director.

Dissemination of the Title VI/LEP Plan includes a link to the Title VI/LEP Plan on the MPOJC websites.

Any person or agency with internet access will be able to access and download the plan from the above-referenced website. Alternatively, any person or agency may request a copy of the plan via telephone, fax, mail, or in person, and shall be provided a copy of the plan at no cost. LEP individuals may request copies of the plan in translation which will be provided if feasible.

e. Employee Training:

Current and incoming employees will be trained on the policies and procedures of the language assistance program. Staff would have the necessary information provided to them to assist LEP individuals. The following information will be available to assure staff can adequately assist LEP persons:

- Information on Title VI Policy and LEP responsibilities
- Description of language assistance services offered to the public
- Contact information of chosen bilingual staff who have agreed to assist in translation services
- Documentation of language assistance requests
- Use of the Language Line Services
- How to handle a potential Title VI/LEP complaint

### **Safe Harbor Provision**

As identified in the four-factor analysis, MPOJC identified Spanish speakers (2,248 in population) and Asian (Pacific Island) language speakers (2,816 in population) as requiring language/written materials assistance. The Asian (Pacific Island) language speakers were also identified in the analysis of the University population. Translation of written materials for these populations are included on the MPOJC website and on posted information.

### **MINORITY REPRESENTATION ON PLANNING AND ADVISORY BODIES**

MPOJC Board is made up of elected officials. The Transportation Technical Advisory Committee the Regional Trails and Bicycling Committee consist mainly of municipal or county staff appointed by the elected officials. MPOJC does encourage participation by minorities in Board created ad-hoc committees through their postings.

### **MPOJC Urbanized Area Policy Board**

The MPOJC Urbanized Area Policy Board includes representatives from all governmental units included in the Iowa City Urbanized Area as defined by the U.S. Census. The number of representatives is roughly proportional to population, although Iowa City is limited to six members, so they do not have a majority of the Board. All representatives are elected officials (the University



of Iowa's representative is appointed by the president of the University). Federal transportation regulations mandate the Iowa Department of Transportation be included as a non-voting member.

Current Members:

Steve Berner: Mayor, City of Tiffin  
 Laurie Goodrich: Coralville City Council  
 Meghann Foster: Coralville City Council  
 Laura Bergus: Iowa City City Council  
 Janice Weiner: Iowa City City Council  
 Mazahir Salih: Iowa City City Council  
 Susan Mims: Iowa City City Council  
 Pauline Taylor: Iowa City City Council  
 John Thomas (Vice Chair): Iowa City City Council  
 Royceann Porter: Johnson County Board of Supervisors  
 Rod Sullivan: Johnson County Board of Supervisors  
 Terry Donahue (Chair): Mayor, City of North Liberty  
 Chris Hoffman: North Liberty City Council  
 Louise From: Mayor, City of University Heights  
 Erin Shane: University of Iowa, Parking and Transportation  
 Ruthina Malone: ICCSD (non-voting)

<b>Group</b>	<b>Number</b>
Male	5
Female	11
White	13
Black or African American	3
American Indian or Alaskan Native	0
Asian	0
Native Hawaiian or Other Pacific Islander	0
Other	0

**MPOJC Transportation Technical Advisory Committee**

The Transportation Technical Advisory Committee (TTAC) advises the Urbanized Area Policy Board on policy matters. This committee is composed of transportation staff members from appointed by MPOJC member agencies. Representatives of the Iowa and U.S. Departments of Transportation are also represented on the Transportation TAC. This committee meets on an as-needed basis.

Current Members:

Kelly Hayworth: City Administrator, City of Coralville  
 Vicky Robrock: Manager, Coralville Transit  
 Scott Larson: City Engineer, City of Coralville  
 Darian Nagle-Gamm: Director, Transportation Services, City of Iowa City  
 Mark Rummel: Assoc. Director, Transportation Services, City of Iowa City

Ron Knoche: Director of Public Works, City of Iowa City  
 Jason Havel: City Engineer, City of Iowa City  
 Greg Parker: Johnson County Engineer  
 Tom Brase: Johnson County SEATS  
 Brian McClatchey: Manager, University of Iowa Cambus  
 David Kieft: Business Manager, University of Iowa  
 Sadie Greiner: Assoc. Director Planning, Design and Construction, University of Iowa  
 Bob Oppliger: Regional Trails & Bicycling Committee  
 Ryan Rusnak: Planning Director, City of North Liberty  
 Louise From: Mayor, City of University Heights  
 Doug Boldt: City Administrator, City of Tiffin  
 Brock Grenis: East Central Iowa Council of Governments  
 Catherine Cutler: Transportation Planner, Iowa DOT  
 Darla Hugaboom: Transportation and Community Planner, FHWA

Group	Number
Male	13
Female	6
White	19
Black or African American	0
American Indian or Alaskan Native	0
Asian	0
Native Hawaiian or Other Pacific Islander	0
Other	0

**MPOJC Regional Trails and Bicycling Committee**

The MPOJC Regional Trails and Bicycling Committee (RTBC) is an ad hoc subcommittee of the MPOJC Transportation Technical Advisory Committee. The RTBC includes representatives appointed by each MPOJC entity and several bicycle interest groups. The RTBC is a valuable information sharing and planning group for our cities as we work toward regional trail connections and connections with multi-county trails such as the American Discovery Trail, the Hoover Nature Trail, and the Ioway Trail. As a subcommittee of MPOJC, the RTBC is able to discuss and make recommendations on trails, bicycling and pedestrian issues as requested by MPOJC entities.

Current Members:

Sherri Proud: Director, Parks and Recreation, City of Coralville  
 Juli Seydell Johnson: Director, Parks and Recreation, City of Iowa City  
 Shelly Simpson: Director, Parks and Recreation, City of North Liberty  
 Doug Boldt: City Administrator, City of Tiffin  
 Louise From: Mayor, City of University Heights  
 Michelle Ribble: Parking and Transportation, University of Iowa  
 Bob Oppliger: Bicyclists of Iowa City  
 Becky Soglin: Sustainability Coordinator, Johnson County

<b>Group</b>	<b>Number</b>
Male	2
Female	6
White	8
Black or African American	0
American Indian or Alaskan Native	0
Asian	0
Native Hawaiian or Other Pacific Islander	0
Other	0

**ASSISTANCE TO SUBRECIPIENTS/MONITORING SUBRECIPIENTS**

MPOJC does not currently have any subrecipients. MPOJC does ensure compliance with Title VI requirements by a subrecipient by undertaking the following activities:

- Document its process for ensuring that all subrecipients are complying with the general reporting requirements, as well as other requirements that apply to the subrecipient.
- Collect Title VI Programs from subrecipients and review programs for compliance.
- In response to a complaint of discrimination, or as otherwise deemed necessary by the primary recipient, the primary recipient shall request that subrecipients who provide transportation services verify that their level and quality of service is provided on an equitable basis.

**DETERMINATION OF SITE OR LOCATION OF FACILITIES**

MPOJC is part of the City of Iowa City and is not responsible for facility development.

**DEMOGRAPHICS/MAPPING**

As part of the MPOJC Long Range Transportation Plan process, demographic profiles have been developed. Attached are three maps that were produced identifying locations of socioeconomic groups, including low-income and minority populations as well as special needs housing. Also, included in each map is the location of current STBG/TAP projects as well as each bus route in the metropolitan area.

Mobility needs of minority populations are considered in the MPOJC Long-Range Transportation Plan planning process and in the scoring criteria for STBG and TAP projects in the Transportation Improvement Program (TIP). Many of the scoring criteria (Attachment F) take into consideration the “Guiding Principles” developed in both documents and the scoring for these criteria are weighted to consider the needs of minority populations. The strategies for criteria that pertain to minority populations include:

### **Strategies to Enhance Economic Opportunity:**

- Focus transportation dollars to areas of greatest need.
- Direct investments towards areas that encounter significant congestion
- Encourage use of intelligent transportation technologies and efficient intersection design to improve corridor efficiency
- Employ strategies that improve multi-modal access to employment centers
- Perform transportation engineering evaluations upon request to aid in maximizing efficiency at spot locations
- Facilitate the annual Traffic Signal Timing program and provide updated signal timing recommendations at least once every five years

### **Strategies to Safeguard the Environment:**

- Avoid impacts to environmentally sensitive features, such as woodlands and wetlands, early in the planning process when planning for and designing and building new infrastructure.
- Expand context sensitive and sustainable solutions in the planning and design of transportation infrastructure.
- Continue to monitor National Ambient Air Quality Standards thresholds for fine particulate matter (PM 2.5) and improve air quality when possible.
- Reduce pollution emissions, including CO<sub>2</sub>
- Integrate land use and economic development goals with transportation planning. Encourage and support land use plans and policies to enhance overall transportation efficiency, including compact and mixed use development.
- Follow adopted MPO "Complete Streets" Policy.

### **Strategies to Enhance Quality of Life:**

- Promote projects that enhance connections between existing neighborhoods, jobs, and local services.
- Provide accessible, safe, and low-stress solutions in all transportation modes.
- Promote more transportation choices to enhance each person's quality of life.
- Reduce combined housing and transportation costs by encouraging coordinated land use and transportation planning.
- Provide more transit training for transit users to increase ridership and access.
- Promote mobility technology.
- Implement supportive services that encourage personal responsibility.
- Continue to incorporate safety issues in transportation planning for all modes.
- Continue to support Complete Streets designs and recommendations.
- Provide pedestrian-friendly streets and recreational trails.
- Built with seniors and children in mind.
- Support efforts in areas with high growth/high density development potential that justify transportation infrastructure investments.

### **Strategies to Ensure Transportation Choice:**

- Ensure compliance with the MPO Complete Streets Policy and Americans with Disabilities Act (ADA) requirements.
- Coordinate land use with planning to optimize multi-modal transportation, focusing investment in areas adjacent to compact and mixed-use development.
- Enhance access to activity centers (e.g. commercial areas, schools, parks and recreation, and employment centers) by ensuring transit service and safe, low-stress pedestrian routes and bike facilities are available.
- Assist communities with achieving Bike Friendly and Walk Friendly status as well as implementation of Safe Routes to School projects.
- Follow FHWA, National Association of City Transportation Officials (NACTO), and AASHTO best practices when planning and developing.

### **Strategies to Foster Health:**

- Promote active transportation through the creation of a safe and convenient transportation network throughout the region.
- Prioritize infrastructure improvements near transit stops and public transportation facilities.
- Encourage active lifestyles through way-finding signs, maps, and other educational materials.
- Improve elements of the transportation network that are seen as unsafe such as the scarcity of sidewalks, crosswalks and bicycle facilities, in order to encourage active transportation and increase safety.
- Reduce injuries associated with motor vehicle crashes through the improvement of roadway facilities and availability of transportation options.
- Encourage active transportation to minimize air pollution from motor vehicles, and the fuels used to operate them.
- Address transportation needs and prioritize critical gaps to ensure equity and comprehensiveness in efforts to enhance active living.
- Ensure all people have access to safe, healthy, convenient, and affordable transportation options regardless of age, income, and other socioeconomic factors.

### **Strategies to Ensure Equity:**

- Ensure a range of affordable transportation options for all people and neighborhoods Policy.
- Maximize the safety, convenience, and reliability of the public transit system.
- Prioritize the expansion and improvement of the sidewalk and multi-use trail network, especially for direct access from multi-family or mixed-use development.
- Support land use and development policies that support safe and convenient access between housing and employment areas, schools, recreation, and commercial areas.
- Provide targeted LOS evaluation for non-motorized travel to evaluate transportation services and infrastructure serving low-income and disadvantaged neighborhoods.
- Prioritize projects that create or enhance multi-modal access to employment, education, or recreational facilities.

Since Iowa City Transit, Coralville Transit, and University of Iowa Cambus receive federal operating formula funding through the MPO, each agency provides Certifications and Assurances annually that all minority locations are considered regarding bus routes and service (see attached maps). Through the development of required planning documents, Board discussions, public

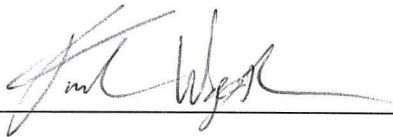
input, input from the MPO's Transportation Technical Advisory Committee, modeling of future projects, evaluation of performance measures, and MPOJC community involvement no disparate impacts have been identified in any transportation investment program.

Attached maps:

- Median Household Income/Transit Routes/STBG and TAP project locations
- Special-Needs Housing/Transit Routes/STBG and TAP project locations
- Non-White Population Density/Transit Routes/STBG and TAP Project locations

**Declaration of the Respondent**

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



---

Frank Waisath, MPOJC Associate Transportation Planner

**Declaration of the Administrative Head**

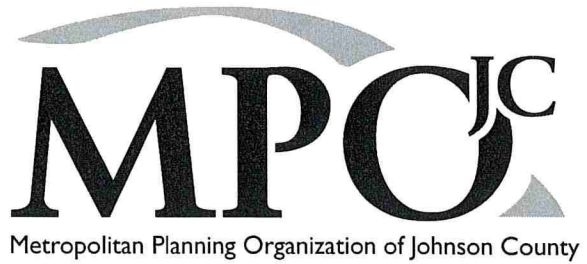
I declare that I have reviewed and approved the information provided in the Title VI Program and to the best of my knowledge believe it to be true, correct, and complete.



11-2-21

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Kent Ralston, MPOJC Executive Director



## MPOJC Title VI Compliance Program Resolution

RESOLUTION NO. 2021-03

### RESOLUTION APPROVING THE METROPOLITAN PLANNING ORGANIZATION OF JOHNSON COUNTY FTA TITLE VI PROGRAM PLAN

WHEREAS, Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin by agencies such as Metropolitan Planning Organization of Johnson County in any programs and activities that receive federal funds; and

WHEREAS, the MPOJC Urbanized Area Policy Board needs to adopt a plan to ensure compliance with Title VI (FTA) and similar federal laws prohibiting discrimination in the use of federal funds.

NOW, THEREFORE, BE IT RESOLVED BY THE METROPOLITAN PLANNING ORGANIZATION OF JOHNSON COUNTY, THAT:

The attached Title VI Program Plan (FTA) for the Metropolitan Planning Organization of Johnson County is approved.

It was moved by WAYSON and seconded by FROM the Resolution be adopted. The motion passed on a vote of 11 affirmative and 0 negative.

Considered on the 17th day of November 2021.

  
\_\_\_\_\_  
Chairperson  
MPOJC Urbanized Area Policy Board



**Attachment B: MPOJC Title VI Complaint Form**

**METROPOLITAN PLANNING ORGANIZATION of JOHNSON COUNTY**

**TITLE VI NOTICE TO THE PUBLIC**

The Metropolitan Planning Organization of Johnson County (MPOJC) hereby gives public notice that it is the policy of MPOJC to assure full compliance with Title VI of the Civil Rights Act of 1964, related statutes and regulation provide that no person 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. The Civil Rights Restoration Act of 1987 amended Title VI to specify that entire institutions receiving federal funds, whether schools, colleges, government entities, or private employers, must comply with Federal civil rights laws, rather than just the particular programs or activities that receive federal funds.

MPOJC is concerned with the impacts of our programs, projects, and activities on low-income and minority populations (“Environmental Justice”) under the Title VI. Any person who believes that they are being denied participation in a project, denied benefits of a program, or otherwise being discriminated against because they identify with one of the listed characteristics or protected classes, please contact:

**Frank Waisath, Associate Transportation Planner & Title VI Coordinator**  
**Metropolitan Planning Organization of Johnson County**  
319-356-5235 or [frank-waisath@iowa-city.org](mailto:frank-waisath@iowa-city.org)

OR, you may also contact:

**Iowa Department of Transportation’s Civil Rights Coordinator**  
**Office of Employee Services - Civil Rights**  
800-262-0003 or 515-262-1921

*PLEASE CONTACT THE TITLE VI COORDINATOR ABOVE AS SOON AS POSSIBLE, BUT NO LATER THAN 180 DAYS AFTER THE ALLEGED DISCRIMINATION OCCURRED, OR IF THERE HAS BEEN A CONTINUING COURSE OF CONDUCT, NO LATER THAN 180 DAYS AFTER THE ALLEGED DISCRIMINATION WAS DISCONTINUED.*

For more information about Title VI, visit the Iowa DOT’s Civil Rights website at: <http://www.iowadot.gov/civilrights/> or contact the MPOJC Title VI Coordinator



**Attachment C: MPOJC Title VI Complaint Form**

**METROPOLITAN PLANNING ORGANIZATION of JOHNSON COUNTY  
TITLE VI COMPLAINT FORM**

This form may be used to file a complaint with the Metropolitan Planning Organization of Johnson County (as part of the City of Iowa City) based on violations of Title VI of the Civil Rights Act of 1964. You are not required to use this form, a letter that provides the same information may be submitted to file your complaint. Complaints must be submitted within 180 calendar days.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ (work) \_\_\_\_\_

Individual(s) discriminated against, if different than above (use additional pages if needed).

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ (work) \_\_\_\_\_

Please explain your relationship with the individual(s) indicated above:

---

Name of agency and department or program that discriminated:  
Agency or department  
name:

Name of Individual (if known): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date(s) of alleged discrimination:

Date Discrimination began \_\_\_\_\_

Last or most recent date \_\_\_\_\_

**ALLEGED DISCRIMINATION:**

If your complaint is in regard to discrimination in the delivery of services or discrimination that involved the treatment of you by others by the agency or department indicated above, please indicate below the basis on which you believe these discriminatory actions were taken.

\_\_\_\_\_ Race \_\_\_\_\_  
\_\_\_\_\_ Color \_\_\_\_\_  
\_\_\_\_\_ National Origin \_\_\_\_\_

**Explain:**  
Please explain as clearly as possible what happened. Provide the name(s) of witness(es) and others involved in the alleged discrimination. (attach additional sheets if necessary and provide a copy of written materials pertaining to your case).

\_\_\_\_\_  
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\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: MPOJC (as part of the City of Iowa City) prohibits retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by policies of the City. Please inform the Iowa City Civil Rights Office if you feel you were intimidated or experienced perceived retaliation in relation to filing this complaint.*

# Metropolitan Planning Organization of Johnson County



## PUBLIC PARTICIPATION PLAN



Adopted by the Urbanized Area Policy Board September 20, 2017



## **IMPO ORGANIZATION**

### **Urbanized Area Policy Board**

Susan Mims, Chairperson	Council Member, City of Iowa City
Terry Dickens	Council Member, City of Iowa City
Kingsley Botchway	Council Member, City of Iowa City
Pauline Taylor	Council Member, City of Iowa City
John Thomas	Council Member, City of Iowa City
Rockne Cole	Council Member, City of Iowa City
Steve Berner, Vice Chairperson	Mayor, City of Tiffin
Jill Dodds	Council Member, City of Coralville
Tom Gill	Council Member, City of Coralville
Mike Carberry	Johnson County Board of Supervisors
Janelle Rettig	Johnson County Board of Supervisors
Terry Donahue	Mayor, City of North Liberty
Vacant	Council Member, City of North Liberty
Louise From	Mayor, City of University Heights
David Ricketts	Director, Parking and Transportation, University of Iowa
Chris Lynch (non-voting)	Board Member, Iowa City Community School District

### **Rural Policy Board**

Tim Kemp, Chairperson	Mayor, City of Hills
Christopher Taylor, Vice Chairperson	Mayor, City of Swisher
Mike Carberry	Johnson County Board of Supervisors
Janelle Rettig	Johnson County Board of Supervisors
Sandra Flake	Mayor, City of Lone Tree
Mickey Coonfare	Mayor, City of Shueyville
Steve Stange	Mayor, City of Solon
Brodie Campbell	Council Member, City of Oxford

### **Transportation Technical Advisory Committee (TTAC)**

Kelly Hayworth	City Administrator, City of Coralville
Dan Holderness	City Engineer, City of Coralville
Vicky Robrock	Director, Parking and Transportation, City of Coralville
Mark Rummel	Acting Director, Transportation Services, City of Iowa City
Vacant Director,	Transportation Services, City of Iowa City
Ron Knoche	Director, Public Works, City of Iowa City
Jason Havel	City Engineer, City of Iowa City
Simon Andrew	Assistant to the City Manager, City of Iowa City
Dean Wheatley	Planning Director, City of North Liberty
Louise From	Mayor, City of University Heights
Doug Boldt	City Administrator, City of Tiffin
Greg Parker	Johnson County Engineer
Tom Brase	Director, Johnson County SEATS
Brian McClatchey	Cambus Manager, University of Iowa

David Kieft	Business Manager, University of Iowa
Sadie Greiner	Director, Design and Construction, University of Iowa
Terry Dahms	MPOJC Regional Trails & Bicycling Committee
Cathy Cutler (ex-officio)	Iowa DOT District 6 Planner, Cedar Rapids
Darla Hugaboom (ex-officio)	Federal Highway Administration, Ames
Brock Grenis (ex-officio)	East Central Iowa Council of Governments
Mark Bechtel (ex-officio)	Federal Transit Administration, Kansas City

(TTAC is charged with making technical recommendations to the Urbanized Area Policy Board)

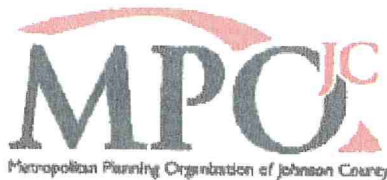
**Regional Trails and Bicycling Committee (RTBC)**

Sherrri Proud	Director, Parks and Recreation, City of Coralville
Juli Seydell-Johnson	Director, Parks and Recreation, City of Iowa City
Shelly Simpson	Director, Parks and Recreation, City of North Liberty
Louise From	Mayor, City of University Heights
Janelle Rettig	Johnson County Board of Supervisors
Michelle Ribble	Parking and Transportation, University of Iowa
Brian Loring	Bicyclists of Iowa City
Anne Duggan	Think Bicycles Coalition of Johnson County
Terry Dahms	Johnson County Trails Foundation
Doug Boldt	City Administrator, City of Tiffin

(RTBC is charged with making recommendations to the TTAC and Urbanized Area Policy Board)

**MPO Transportation Planning Division Staff**

Kent Ralston	Executive Director
Darian Nagle-Gamm	Senior Transportation Engineering Planner
Brad Neumann	Assistant Transportation Planner
Emily Bothell	Assistant Transportation Planner
Sarah Walz	Assistant Transportation Planner



Prepared by: Brad Neumann, Asst. Transp. Planner, 410 E. Washington St., Iowa City, IA 52240 (319) 358-5235

RESOLUTION NO. 2017-05

**RESOLUTION ADOPTING THE METROPOLITAN PLANNING ORGANIZATION OF JOHNSON COUNTY PUBLIC PARTICIPATION PLAN**

WHEREAS, governmental bodies in the Iowa City Urbanized Area have established the Metropolitan Planning Organization of Johnson County; and

WHEREAS, the Code of Federal Regulations (Section 450.316: Interested parties, participation, and consultation) stipulates the requirements for providing citizens and stakeholders with reasonable opportunities to be involved in the planning process; and

WHEREAS, providing opportunities for public input during transportation planning processes ensures that future development is informed by the interests of the community; and

NOW, THEREFORE, BE IT RESOLVED BY THE URBANIZED AREA POLICY BOARD OF THE METROPOLITAN PLANNING ORGANIZATION OF JOHNSON COUNTY:

1. To adopt the Public Participation Plan for the Metropolitan Planning Organization of Johnson County.
2. To authorize the MPOJC chairperson to sign the adopted resolution.

It was moved by Botchway and seconded by Flom the Resolution be adopted. The motion passed on a vote of 13 affirmative and 0 negative.

Considered on this 20<sup>th</sup> day of September 2017.

Aaron Mjerna  
Chairperson  
MPOJC Urbanized Area Policy Board

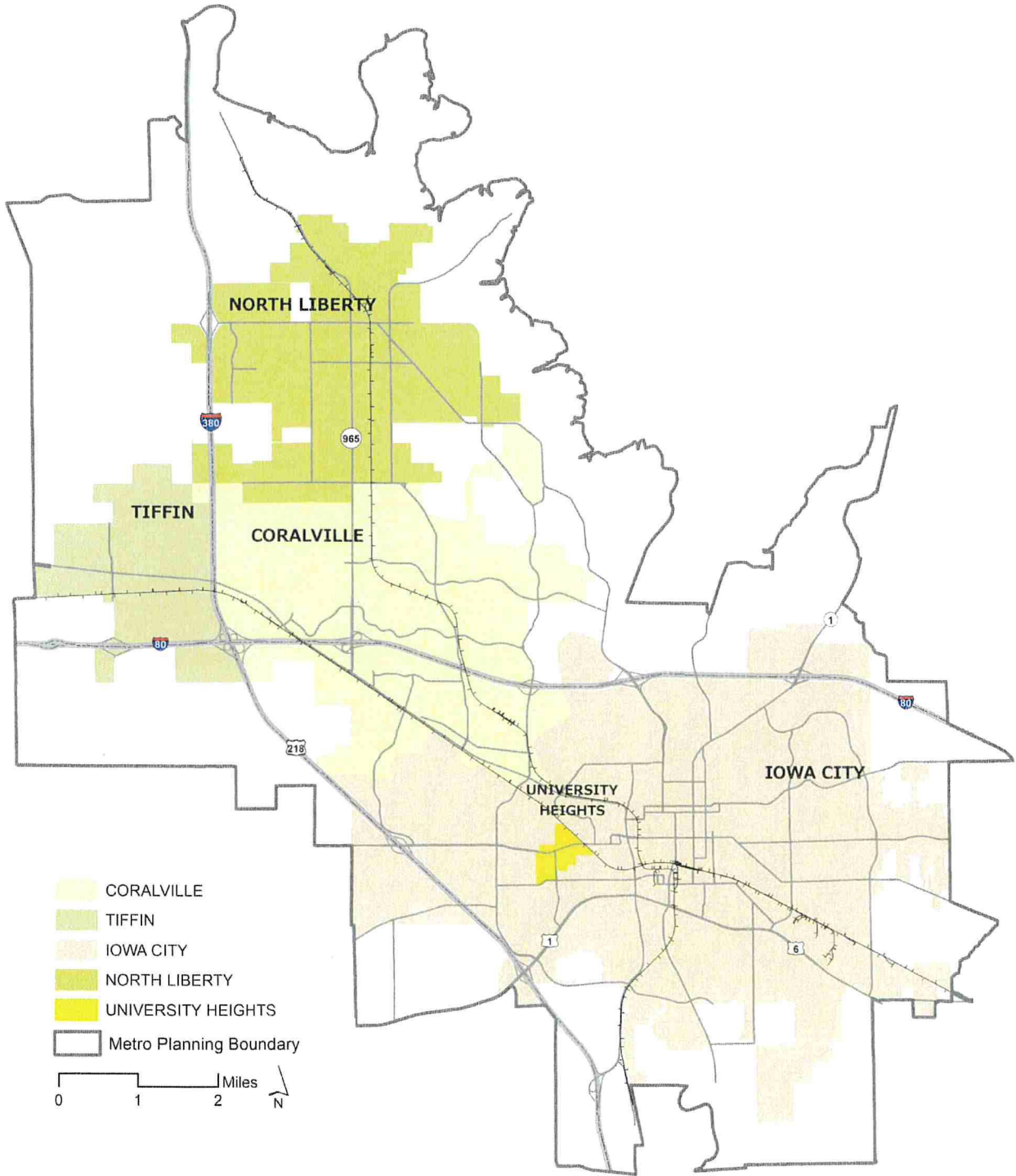
## INTRODUCTION

Providing opportunities for public input during planning processes ensures that future development is informed by the interests of the community. As a result, residents of MPOJC entities are routinely encouraged to participate in local planning efforts. The following MPOJC Public Participation Plan, in accordance with the Code of Federal Regulations section §450.316 *"Interested parties, participation, and consultation"*, documents a process for providing citizens and stakeholders with reasonable opportunities to be involved in the planning process.

The core public involvement opportunities for MPOJC work products include the development and adoption of the Long-Range Transportation Plan, the Transportation Improvement Program, the Passenger Transportation Plan, the Transportation Planning Work Program, and apportionment of Surface Transportation Block Grant Program and Transportation Alternatives Program funds. Similarly, the entities of Coralville, Iowa City, North Liberty, Tiffin, University Heights, Johnson County, and the University of Iowa each follow their own public involvement processes when developing or updating local plans. However, the University of Iowa uses the MPO's Public Participation Plan process to satisfy the public participation requirements for its annual Program of Projects for transit, and the Transportation Improvement Program (TIP) public notice of public involvement activities and time established for public review and comment on the TIP will satisfy the Transit Program of Projects requirements of the FTA Section 5307 Program.



**MPO PLANNING BOUNDARY**



## **MPO PUBLIC INPUT PROCESS**

### **Outreach Strategies**

MPOJC gathers public comment on each key work product and forwards the comments to the Urbanized Area Policy Board and sub-committees for consideration during the decision making process. The following three methods form the foundation for public involvement during development of key MPOJC products.

#### **Public Comment Period**

MPOJC staff initiates a formal public comment period lasting 30 days prior to the adoption and/or amendment of the Long Range Transportation Plan, the Transportation Improvement Program (15 days minimum prior for TIP amendments), and the Passenger Transportation Plan. During public comment periods, residents are encouraged to submit written comments on the given topic. MPOJC staff then forwards these comments to the MPOJC Urbanized Area Policy Board for consideration during the decision making process. Written public input may be submitted to:

Kent Ralston, Director  
Metropolitan Planning Organization of Johnson County  
410 E. Washington St., Iowa City, IA 52245  
Kent-ralston@iowa-city.org

#### **Urbanized Area Policy Board Public Meetings**

In addition to written input, residents are encouraged to attend and provide comments at regularly scheduled Urbanized Area Policy Board meetings where MPOJC work products are adopted or amended.

Staff typically provides a brief presentation followed by a period for formal public comment. Anyone wishing to provide input is given an opportunity, and all comments become part of the public record. Public meetings of the Urbanized Area Policy Board are open to the public and are subject to the Iowa's Open Meetings Law.

MPO member entities may request a special meeting of the Urbanized Area Policy Board to consider time sensitive amendments to the adopted Transportation Improvement Program. This capability is intended to prevent costly delays in the project letting process.

#### **Public Workshops/Open Houses**

Public workshops are informal and open to all residents. The purpose of the workshop is to provide information to the public and to solicit public comment. An attendance record is kept and attendees are given the opportunity to sign up for the MPOJC mailing list. MPOJC staff typically provide a brief presentation, share information using displays and handouts, and interact with the public to answer questions. Public workshops are frequently used for key MPOJC work products.

*Accommodations for Special Populations: All meeting rooms are accessible by ADA standards. Additionally, any MPO documents can be made available in alternative formats upon request.*

Individuals with disabilities may request special accommodations by contacting MPOJC staff at (319) 356-5230.

### GETTING THE WORD OUT

MPOJC uses five outlets to notify residents about upcoming public comment periods and public workshops:

1. Residents may sign-up to receive email notices of public input opportunities by visiting [www.icgov.org/e-subscriptions](http://www.icgov.org/e-subscriptions) and completing the subscription form.
2. Notices of public input opportunities are published in the Iowa City Press Citizen.
3. The MPOJC website ([www.MPOJC.org](http://www.MPOJC.org)) lists upcoming meeting information.
4. Posters are displayed Iowa City, Coralville, and University of Iowa Campus buses.
5. Notices are sent to the following MPOJC Public Input Organizations:
  - Access 2 Independence
  - Allen Lund Company
  - Bicyclists of Iowa City
  - Chamber of Commerce
  - Citizens for Sensible Development
  - Clear Creek Amana School District
  - Iowa City Area Assoc. of Realtors
  - Iowa City Area Development Group
  - Iowa City Historic Preservation Commission
  - Iowa City/Johnson County Senior Center
  - Iowa City Neighborhood Services Office
  - Iowa City Sierra Club
  - Iowa City School Board
  - Iowa Interstate Railroad
  - MPOJC Regional Trails and Bicycling Committee
  - Johnson County Historic Preservation Commission
  - Johnson Co. Historical Society
  - Coralville Parks & Recreation Commission
  - CRANDIC Railroad
  - Environmental Advocates
  - FAIR!
  - Friends of the Iowa River Scenic Trail
  - Friends of Historic Preservation
  - Goodwill of the Heartland
  - Iowa Bicycle Coalition
  - Johnson Co. Planning and Zoning Commission
  - Johnson Co. SEATS
  - League of Women Voters of Johnson County
  - North Liberty Parks & Recreation Commission
  - North Liberty Community Center
  - Project GREEN
  - Soil & Water Conservation Service
  - Systems Unlimited
  - Tiffin Planning and Zoning Commission

To request being added to the MPOJC Public Input Organization list, please contact MPOJC staff at (319) 356-5230.

## PROCEDURAL NOTICES AND PROCESSES

### **Public Participation Plan**

The Public Participation Plan outlines the process MPOJC will follow to adequately involve the community and gather meaningful input regarding transportation decisions. A minimum public comment period of 45 days will be established prior to any Public Participation Plan adoption or revision. Notice is sent to interested parties, posted on the MPOJC website, and posted in a local newspaper 45 days in advance of any change.

### **Long Range Transportation Plan**

The Long Range Transportation Plan (LRTP) provides direction and guidance for MPOJC to make efficient transportation investment decisions over a 20-year planning horizon and to address major transportation needs in the Iowa City Urbanized Area. The LRTP must be updated every five years.

A minimum of two public workshops shall be held to present new or major updates to the LRTP prior to adoption. At least one of these meetings shall be held a minimum of 30 days prior to adoption of the LRTP to provide for a 30-day comment period. Notice is sent to interested parties and posted on the MPOJC website.

Amendments to the LRTP require a recommendation from the Transportation Technical Advisory Committee (TTAC). A 30-day public input notice will be published in the Iowa City Press-Citizen prior to the Urbanized Area Policy Board meeting. Notice is sent to interested parties and posted on the MPOJC website.

### **Transportation Improvement Plan**

The Transportation Improvement Program (TIP) is a four-year schedule of projects to improve or maintain the quality of the public transportation network. A new TIP is developed and adopted annually.

Revising the Approved TIP: Revisions are defined as any changes to the TIP that occur outside of the annual updating process. 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." The MPO uses the following definitions and thresholds when determining an amendment vs. an administrative modification.

Amendments: An amendment is a revision to the TIP that involves a major change to a project included in the TIP, the creation of a new project, a major change in design concept, or a change in scope or project cost.

The following criteria define the need for an amendment:

- **Project Cost:** Projects in which the recalculated project costs increase federal aid by more than 30% or increase total federal aid by more than \$2 million from the original amount.
- **Schedule Changes:** Projects added or deleted from the TIP.
- **Funding Sources:** Adding an additional federal funding source.
- **Scope Changes:** Changing the project termini, project alignment, the amount of through lanes, type of work from an overlay to reconstruction, or a change to include widening of the roadway.

Procedural Requirements for an Amendment: Amendments are considered major revisions and therefore have additional procedural requirements. When the TIP is amended, MPOJC is required to conduct our adopted amendment process, including public review and comment, re-demonstration of fiscal constraint or a conformity determination (non-exempt projects in nonattainment and maintenance areas), review by the Transportation Technical Advisory Committee (TTAC), and Urbanized Area Policy Board approval. Notices announcing TIP amendments are published in the Iowa City Press-Citizen a minimum of 15 days prior to an Urbanized Area Policy Board meeting.

Iowa DOT sponsored projects located within the MPO planning boundary must also use the MPO's public participation process. Illustrative projects that are found to be regionally significant must also use the MPOJC adopted amendment process, if revised.

Administrative Modifications: A minor revision to a TIP is known as an administrative modification. Administrative modifications include minor changes to project costs, minor changes to funding sources, and minor changes to project phase initiation dates. Administrative modifications are subject to re-demonstration of fiscal constraint of the TIP.

The following criteria define the need for an administrative modification:

- **Project Costs:** Projects in which the recalculated project costs do not increase federal aid by more than 30% or do not increase total federal aid by more than \$2 million from the original amount.
- **Schedule Changes:** Changes in schedules to projects included in the first four years of the TIP.
- **Funding Sources:** Changing funding from one source to another.
- **Scope changes:** All changes to a project's scope will require an amendment.

Procedural Requirements for an Administrative Modification: Administrative modifications have simplified procedures which allow more flexibility when processing changes. Public participation procedures are not required for administrative modifications (both local and DOT projects).

### **Passenger Transportation Plan**

The MPOJC Passenger Transportation Plan (PTP) promotes joint, coordinated passenger transportation planning programs and provides needs-based justification for passenger transportation projects. The PTP involves key community organizations, including human services organizations, public and private transit providers, and local business representatives. The PTP

identifies transportation needs and service requests and recommends strategies or projects to overcome these needs. The PTP is updated every 5 years with annual updates provided to the Iowa DOT.

Amendments to the Passenger Transportation Plan will be required when any changes are proposed to Section 5310 funding. Amendments will be presented to the Transportation Technical Advisory Committee and a recommendation will be presented to the Urbanized Area Policy Board for approval. A 30-day public input notice will be published in the Press-Citizen prior to the Urbanized Area Policy Board meeting. A notice is sent to interested parties and is posted on the MPOJC website.

### **Transportation Planning Work Program**

The Transportation Planning Work Program (TPWP) is developed each year by MPOJC in a coordinated effort involving the Transportation Technical Advisory Committee, the Regional Trails and Bicycling Committee, and the Urbanized Area Policy Board. The TPWP includes special requested projects, ongoing and routinely occurring projects, projects required by the FHWA, FTA, and Iowa DOT, and carry-over projects from the previous year.

Public participation is required in the preparation of the TPWP. The Transportation Technical Advisory Committee reviews and makes a recommendation to the Urbanized Area Policy Board for approval. A notice is sent to interested parties and is posted on the MPOJC website.

		TYPE OF PUBLIC INPUT NOTICE					PUBLIC INPUT OPPORTUNITIES	
MPO PROGRAM	DESCRIPTION	REQUIREMENTS	Public Notice/Comment	Bus Notice/Poster	Notice to Interested Parties	Web Notice	Public Input/Mtg	Open House
Public Participation Plan	Public input process for transportation planning	Updated as necessary	Public Notice/Comment (45 days)		YES	YES	YES	
Long Range Transportation Plan	20-year long range plan including policies and projects	Adopted every 5 years by MPOC Urbanized Area Policy Board	(30 days)		YES	YES	YES	YES
Amending the LRP	Changes to projects and financial constraints	Adopted as necessary	(30 days)		YES	YES	YES	YES
Transportation Improvement Program	4-year schedule of projects	Adopted annually by MPOC Urbanized Area Policy Board	(30 days)	YES	YES	YES	YES	
Awarding SIEG TAP funding	Local process to award federal funding	Awarded by MPOC Urbanized Area Policy Board			YES	YES	YES	
Amending the TIP	Changes to programmed projects	Adopted as necessary	(15 days min)		YES	YES	YES	
Passenger Transportation Program	Coordinated transit planning	Adopted every 5 years by MPOC Urbanized Area Policy Board	(30 days)		YES	YES	YES	
Transportation Planning Work Program	Annual Work Program	Adopted annually by MPOC Urbanized Area Policy Board			YES	YES		

## **Attachment D: Iowa City Transit Contract Language**

### **TITLE VI CONTRACT LANGUAGE**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest, (hereinafter referred to as the "contractor") agrees as follows:

#### **1. Compliance with Regulation**

The contractor shall comply with the regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter referred to as DOT), Title 49, Code of Federal Regulations, part 21 (hereinafter referred to as the Regulations), as they may be amended from time to time, herein incorporated by reference and made a part of this contract.

#### **2. Nondiscrimination**

The contractor, with regard to the work performed during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection of and retention of subcontractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

#### **3. Solicitation for Subcontracts, including Procurement of Materials and Equipment**

In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a subcontract, including the procurement of material for leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin.

#### **4. Information and Reports**

The contractors shall provide all information and reports required by the Regulation or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the MPOJC, the City of Iowa City, Iowa Department of Transportation or appropriate Federal Agency to be pertinent to ascertain compliance with such Regulation, orders and instructions. Where any information required of a contractor is in exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the Iowa Department of Transportation or the appropriate Federal Agency as needed, and shall set forth what efforts it has made to obtain the information.



## 5. Sanctions for Noncompliance

In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the MPOJC/City of Iowa City shall impose such contract sanctions as the Iowa Department of Transportation may determine to be appropriate, including, but not limited to:

- Withholding of payments to the contractor under contract until the contractor complies, and/or
- Cancellation, termination, or suspension of the contract, in whole or in part.

## 6. Incorporations of Provisions

The contractor shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt by Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontractor or procurement as the MPOJC/City of Iowa City, Iowa Department of Transportation, or appropriate Federal Agency may direct as a means of enforcing such provisions, including sanctions for noncompliance.

**Attachment E:**

- Maps:**
- Median Household Income/Transit Routes/STP and TAP project locations (2019)**
  - Special Needs Housing/Transit Routes/STP and TAP project locations (2019)**
  - Non-White Population Density/Transit Routes/STP and TAP project locations (2019)**

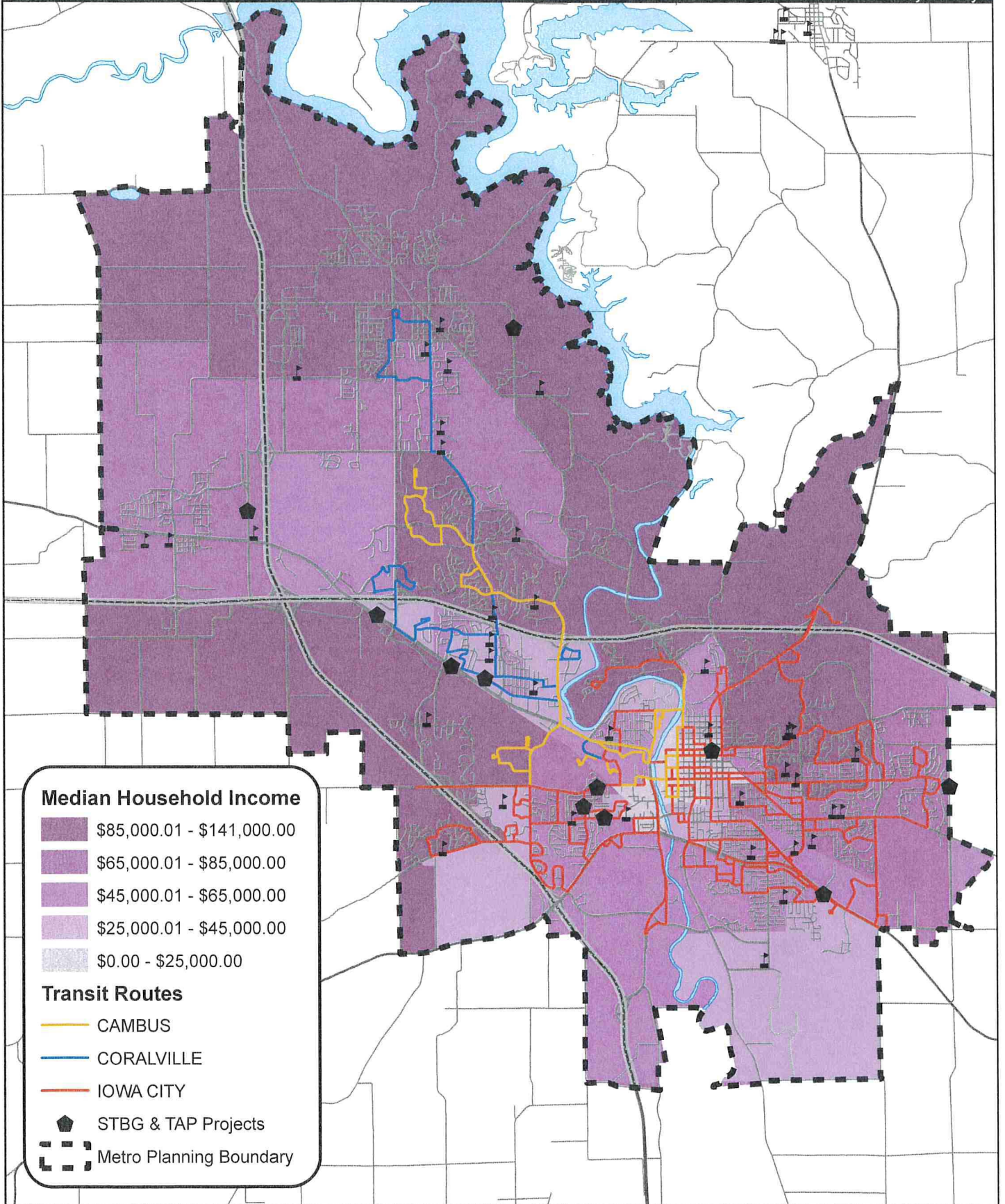
# Median Household Income & Transit Service

by Census Block Groups

With STBG & TAP Projects FY22 - FY25



Revised by: F. Waisath  
Date Revised: 11/19/2021  
Data Source: 2019 5-yr est.,  
American Community Survey



## Median Household Income

- \$85,000.01 - \$141,000.00
- \$65,000.01 - \$85,000.00
- \$45,000.01 - \$65,000.00
- \$25,000.01 - \$45,000.00
- \$0.00 - \$25,000.00

## Transit Routes

- CAMBUS
- CORALVILLE
- IOWA CITY

- STBG & TAP Projects
- Metro Planning Boundary

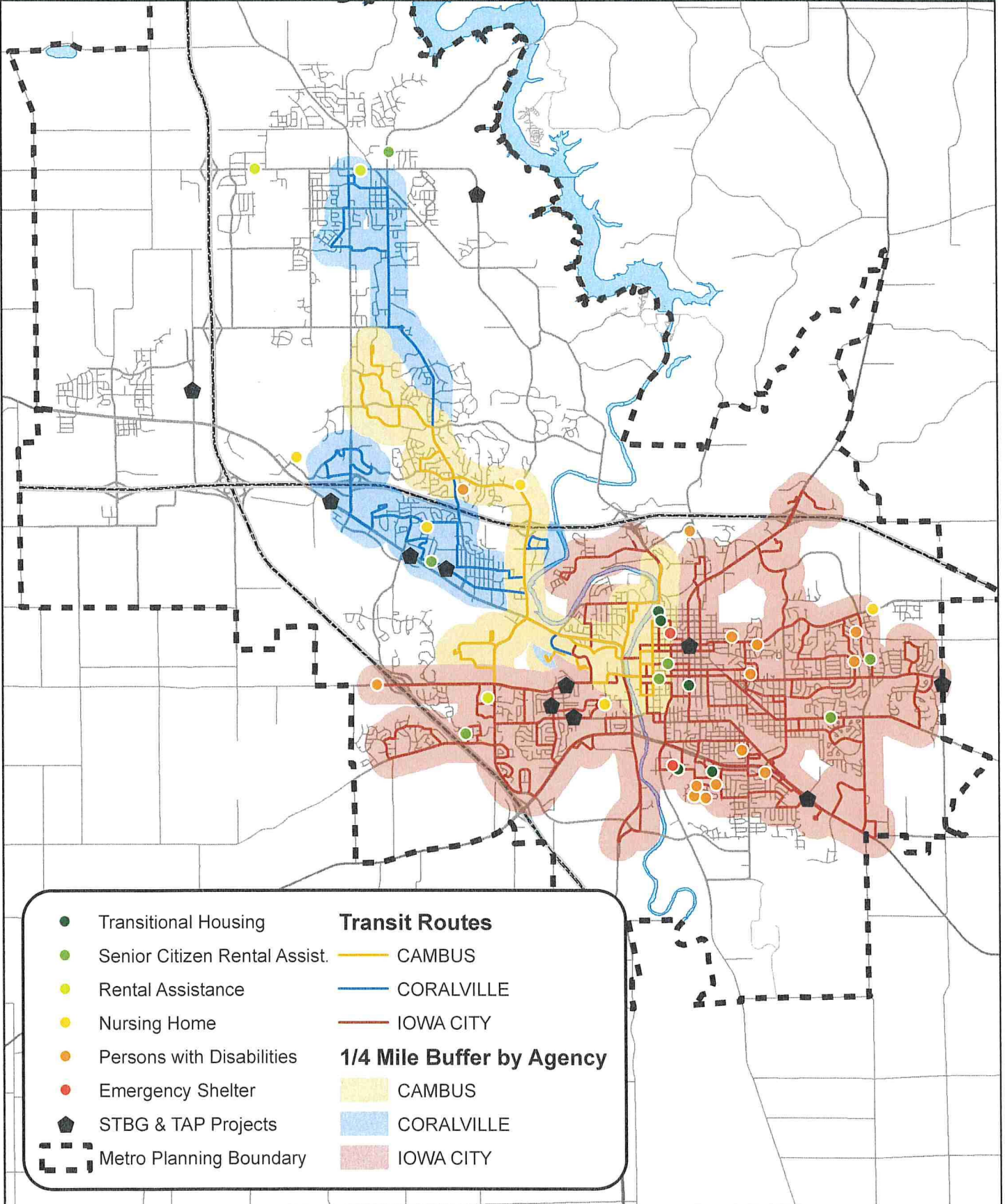


# Special-Needs Housing

Rental Assistance, Shelters;  
Housing for Seniors and  
Persons with Disabilities  
With STBG & TAP Projects FY22 - FY25



Revised by: F. Waisath  
Date Revised: 11/18/2021  
Data Source: MPOJC





# Non-White Population & Transit Service

by Census Block Groups

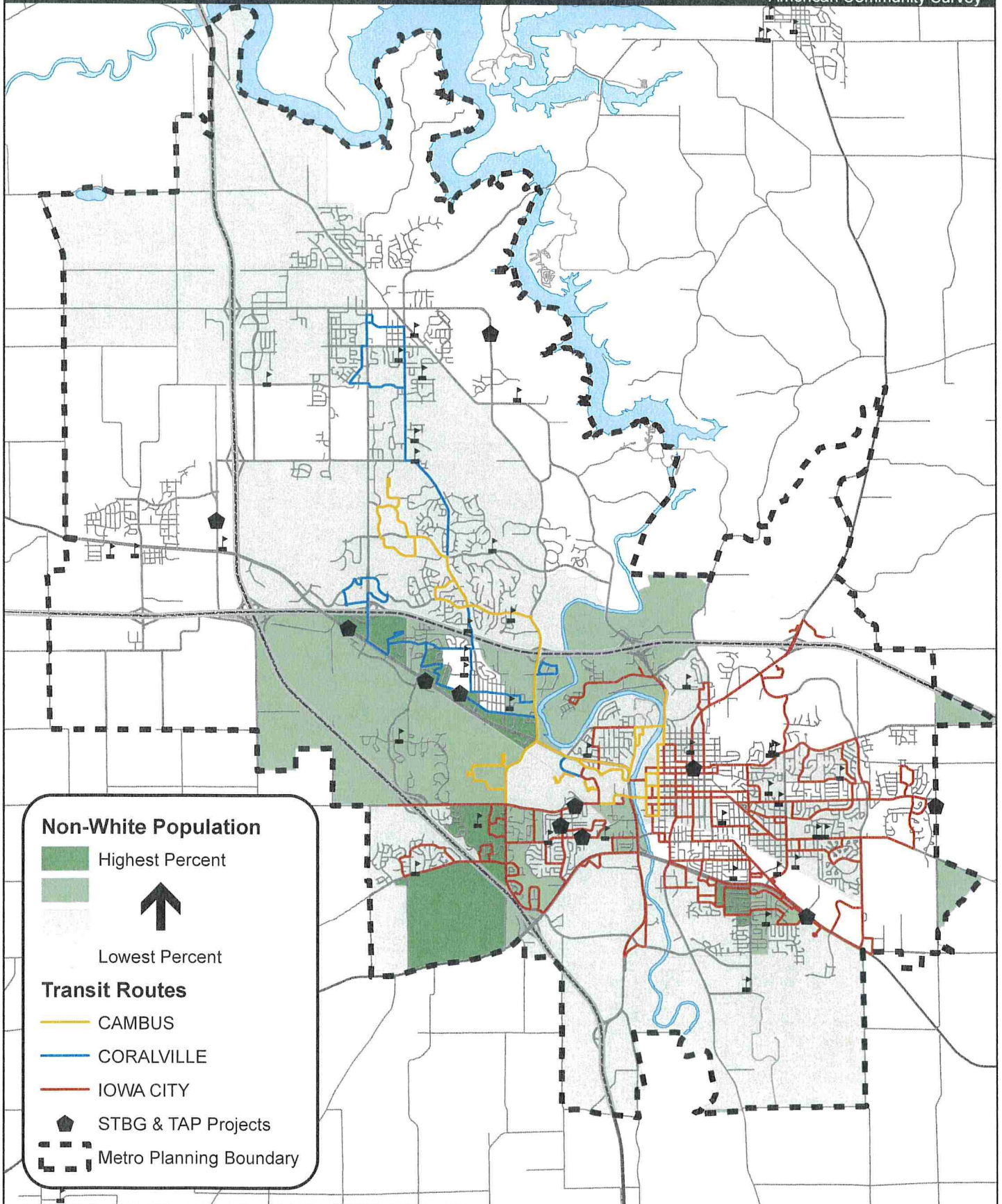
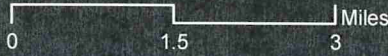
With STBG & TAP Projects FY22 - FY25



Revised by: F. Waisath

Date Revised: 11/19/2021

Data Source: 2019 5-yr est.,  
American Community Survey



## Non-White Population

Highest Percent

Lowest Percent

## Transit Routes

CAMBUS

CORALVILLE

IOWA CITY

STBG & TAP Projects

Metro Planning Boundary

## Attachment F:

### Long Range Transportation Plan – Scoring Criteria

MPOJC Policy Board Approved November 18, 2020

**1: Economic Opportunity** – *Supports metro area growth, innovation, job creation, and productivity*

- A. Project improves/provides direct access to planned growth area, existing jobs, or retail **+5**
- B. Project involves more than one MPO jurisdiction **+1 each (Points Possible: 7)**

**Total Points Possible: 12 (13%)**

**Score: \_\_\_\_\_**

**2: Environment<sup>1</sup>** – *Preserves and protects our natural resources, including land, water and air quality*

- A. Project promotes air quality improvements via congestion reduction through one or more of the following: Geometric improvements (physical improvements that improve motorist operations), ITS/signalization improvements, Reduction of Vehicle Miles Traveled (VMT), Improvement to turning movements **+1 each (Points Possible: 4)**
- B. Project preserves the natural environment through Stormwater Management practices such as: Incorporating permeable pavements, bioretention, soil restoration, etc. **+1 each (Points Possible: 3)**

**Total Points Possible: 7 (8%)**

**Score: \_\_\_\_\_**

**3: Quality of Life** – *Enhances livability and creates vibrant and appealing places that serve residents throughout their lives*

- A. Project directly enhances safe route(s) to school, or improves transportation choices for locations specifically serving multi-family developments or elderly populations **+5**

**Total Points Possible: 5 (5%)**

**Score: \_\_\_\_\_**

**4: System Preservation** – *Maintained in good and reliable condition*

- A. Maintenance or improvement to existing facility/infrastructure **+5**

**Total Points Possible: 5 (5%)**

**Score: \_\_\_\_\_**

**5: Efficiency** – *Builds a well-connected transportation network and coordinating land use patterns to reduce travel demand, miles travelled, and fossil fuel consumption*

- A. Project in a corridor with existing congestion (defined as having LOS E or F during peak hours according to the adopted MPO Travel Demand Model) **+7**
- B. Project in a corridor with forecasted future congestion (defined as having LOS E or F during peak hours according to adopted MPO Travel Demand Model, LOS map is attached) **+7**

**Total Points Possible: 14 (15%)**

**Score: \_\_\_\_\_**



**6: Choice** – *Offers multi-modal transportation options that are affordable and accessible*

- A. Project is on existing bus route (bus route map is attached) **+3**
- B. Separated trail or wide sidewalk (8' or wider) **+3**
- C. Project reduces modal conflict (pedestrian hybrid beacons, grade separation, dedicated bicycle lanes or sharrows, bus pull-off, etc) **+3**

**Total Points Possible: 9 (10%)**  
**Score: \_\_\_\_\_**

**7: Safety** – *Designed and maintained to enhance the safety and security of all users*

- A. History involving two or more documented bicycle or pedestrian collisions in the last five years (collision maps are attached) **+7**
  - B. Top 25 highest MPO accident locations or top 10 highest accident mid-blocks in last three years (accident tables are attached) **+7**
- OR**
- C. Sight distance or related safety issue documented by an expert (planner/engineer) **+7**

**Total Points Possible for A&B: 14 (15%)**  
**OR**  
**Total Points Possible for C: 7**  
**Score: \_\_\_\_\_**

**8: Health** – *Invites and enhances healthy and active lifestyles*

- A. Project extends regional trail network (map is attached) **+3**
- B. Project addresses critical gap in the regional trail network **+5**

**Total Points Possible: 8 (9%)**  
**Score: \_\_\_\_\_**

**9: Equity<sup>2</sup>** – *Provides access and opportunity for all people and neighborhoods*

- A. Project improves transportation network in lower-income neighborhoods **+5**
- B. Focus of the project is to correct ADA non-compliance **+3**

**Total Points Possible: 8 (9%)**  
**Score: \_\_\_\_\_**

**10: Local Commitment** – *Gauges local commitment to the project including local and/or state funds pledged*

- A. Local match 20.1% - 30% **+1**
- B. Local match 30.1% - 40% **+3**
- C. Local match 40.1% - 50% **+5**
- D. Local match 50.1% - 60% **+7**
- E. Local match 60.1% - or more **+9**

**Total Points Possible: 9 (10%)**  
**Score: \_\_\_\_\_**

**Total Score: \_\_\_\_\_**

<sup>1</sup>Not used to score Transportation Alternatives Program projects

<sup>2</sup>Lower-income neighborhoods are defined as being at or below 80% of Area Median Income (AMI) by block group.  
Source: American Community Survey 5-Year Estimates (2012-2016)