



## FTA Title VI Program

### RPA 14/ATURA



## RPA 14/ATURA Transportation Planning Affiliation

Iowa Department of Transportation  
800 Lincoln Way  
Ames, IA 50010

Revised 3.30.21

RPA 14/ATURA  
Southern Iowa Council of Governments  
101 E Montgomery Street  
Creston, IA 50801  
(641) 782-8491

\*This program to be submitted every three years to the Iowa Department of  
Transportation. \*

Date: 11/9/2021

### **Recipient Profile**

Recipient: Southern Iowa Council of Governments - RPA 14/ATURA

Administrative Head: <u>Timothy J. Ostroski</u>	<u>Executive Director</u>
Name	Title

Recipient Title VI Coordinator: <u>Timothy J. Ostroski</u>	<u>Executive Director</u>
Name	Title

Address: 101 East Montgomery Street

City/State: Creston, IA Zip Code/County: 50801 Union County

Phone: 641-782-8491 Fax: 641-782-8492

Email: [ostroski@sicog.com](mailto:ostroski@sicog.com)

Website: [www.sicog.com](http://www.sicog.com)

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

Southern Iowa Council of Governments (SICOG) 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 the 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 14 / ATURA'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 members, and RPA Policy Board 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:

- SICOG office bulletin board
- RPA 14 / ATURA website: A link is found at the bottom of SICOG - RPA 14 / ATURA web page: <http://www.sicog.com/affiliates/atura/>
- <https://www.sicog.com/wp-content/uploads/2021/09/Title-VI-Public-Notice-2021.pdf>

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.

See Appendix B - Title VI Complaint Procedure and Complaint Form

Are complaint procedures and the complaint form posted on the recipient's website? Please provide the URL:

<https://www.sicog.com/wp-content/uploads/2021/09/Title-VI-Complaint-Procedure-and-Complaint-Form.pdf>

**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
<b>Investigations</b>				
1.				
2.				
<b>Lawsuits</b>				
1.				
2.				
<b>Complaints</b>				
1.				
2.				

#### **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, in the SICOG newsletter, publication is made in local papers, notices are posted on the SICOG/RPA 14/ATURA website, and meeting notices are available for public viewing 24-hours a day at the SICOG office. 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. (Demographics for this sparsely populated region reflect an extremely low number of minority residents.)

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 minority media outlets located in the region. Notices of meetings are announced over local radio stations, publication is made in local papers, agendas are posted on the SICOG/RPA 14/ATURA website, and agendas are available for public viewing 24-hours a day at the SICOG office upon request. Meeting Agendas and planning documents are available on the SICOG/RPA 14-ATURA website or at the SICOG office. Notices of opportunities to review planning documents are also made in the SICOG newsletter which is sent to cities and counties and to planning partners such as economic development groups, Chambers of Commerce, Banks, elected officials, businesses, and other stakeholders in the region.

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

The FY 2021-2026 Public Participation Plan was initially developed and was approved by the RPA 14 / ATURA Policy Board on May 12, 2020. Input was initially sought from the RPA 14 / ATURA Technical Committee and Policy Board. Their comments were incorporated into the document. The document was then submitted to the Iowa DOT Office of Systems Planning for their review and comments as part of the RPA's process to develop a new Long-Range Transportation Plan. Prior to approval, copies of the document were distributed to Policy Board and Technical Committee members and to the local transit agency. Notice of the public hearing on the Long-Range Transportation Plan (of which this Public Participation Plan was a part) were published in the local

newspaper, announced on local radio, and posted in a publicly available location at the office of SICOG. Copies of the plan were made available to the public on the RPA 14 / ATURA website and from the SICOG office. Notice of the hearing was published in the SICOG newsletter which is mailed to cities, counties, and other entities in the region. Following a 45-day comment period, with the document available on the RPA 14 / SICOG website and at the office of SICOG. A public hearing was conducted to gather comments and the document was approved by the Policy Board on May 12, 2020 at a public meeting following the 45-day comment period.

See Appendix C - RPA 14/ATURA Public Participation Plan

The RPA 14 / ATURA 2020 Public Participation Plan is also found on the SICOG – RPA 14/ATURA Website: <https://www.sicog.com/wp-content/uploads/2020/06/Final-2021-PPP.pdf>

## **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>.

See Appendix D - RPA 14/ATURA Limited English Proficiency Plan

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?

Southern Iowa Council of Governments (SICOG) / RPA 14 ATURA 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;
2. The frequency with which LEP individuals come in contact with the program;
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 or agency, and costs. The goal of English proficiency accommodations by RPA 14 / ATURA is to find a balance that ensures meaningful access for LEP persons to critical services while not imposing undue burdens on the organization.

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 14 ATURA 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 14 ATURA 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 14 / ATURA 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.

**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.

N/a

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

<b>RPA 14/ATURA Transportation Technical Committee</b>	<b>Number</b>
Male	6
Female	1
White	7
Black or African American	
American Indian or Alaskan Native	
Asian	
Native Hawaiian or other Pacific Islander	

Other	
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<b>RPA 14/ATURA Policy Board</b>	<b>Number</b>
Male	6
Female	0
White	6
Black or African American	
American Indian or Alaskan Native	
Asian	
Native Hawaiian or other Pacific Islander	
Other	

SICOG staff and RPA 14 / ATURA do not select or appoint any members of the **RPA 14 / ATURA Policy Board** or the **RPA 14 / ATURA Transportation Technical Committee**. Members serve based on their elected position or their employment by a city, county, state DOT or Regional Transit Agency. SICOG staff and RPA 14 / ATURA do not select members of the Passenger Transportation Advisory groups either. (See explanation below)

RPA 14/ATURA is governed by the **RPA 14 / ATURA Policy Board** that is comprised of one person from each county and each city with a population of 5,000 or more people located within the service area. The service area includes Adams, Adair, Union, Taylor and Ringgold Counties. The only City with a population currently over 5,000 is the City of Creston. **Policy Board members are county supervisors, mayors, or city council members elected from the jurisdiction they represent.** Policy Board members are appointed by their respective Board of Supervisors or City Councils and are the final RPA decision-making authority. The Policy Board guides and sets policy of the local transportation planning affiliation on matters necessary to comply with state and federal legislation. The Policy Board also has the power to conduct comprehensive transportation studies and master plans for the uniform and efficient development of surface transportation facilities within its service area. It allocates federal-aid funds to eligible projects within its service area.

**RPA 14 / ATURA Transportation Technical Committee** is composed of lead technical staff from the member entities and provides recommendations to the Policy Board. The

Transportation Technical Committee consists of the five County Engineers from the service area, the Creston Public Works Director, the manager of the Regional Transit Agency, and the Iowa DOT District Planner. They are appointed by the jurisdiction or agency that they represent. The Iowa DOT District Planner is a non-voting member.

**RPA 14 / ATURA Passenger Transportation Advisory Group (Family Ties and Ringgold County Interagency).** These voluntary groups of human service organizations, transit representatives, workforce development professionals, educators, 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 or by the municipality where they were elected. Meetings are open to the public.

## 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 14/ATURA Resolution Approving 2021 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 an extremely small minority population as shown by the tables below.

<i>County</i>	<i>Total Population</i>	<i>White (%)</i>	<i>Black (%)</i>	<i>American Indian or Alaskan Native (%)</i>	<i>Asian (%)</i>	<i>Hawaiian or Pacific Islander (%)</i>	<i>Other (%)</i>	<i>Two or More (%)</i>
<i>Adair</i>	7,085	97.5%	0.6%	0.0%	0.7%	0.0%	0.2%	1.0%
<i>Adams</i>	3,670	98.6%	0.1%	0.1%	0.2%	0.0%	0.7%	0.2%
<i>Ringgold</i>	4,964	95.9%	0.1%	0.4%	1.0%	0.0%	2.0%	0.7%
<i>Taylor</i>	6,167	94.6%	0.0%	0.2%	1.0%	0.0%	2.5%	1.6%
<i>Union</i>	12,358	96.7%	0.5%	0.0%	1.5%	0.2%	0.2%	1.0%
<i>Total</i>	34,244	96.6%	0.3%	0.1%	1.0%	0.1%	0.9%	1.0%

*Source: 2019 American Community Survey, US Census*

<i>County</i>	<i>Total Population</i>	<i>Hispanic or Latino</i>	<i>Hispanic or Latino (%)</i>
<i>Adair</i>	7,085	146	2%
<i>Adams</i>	3,670	49	1%
<i>Ringgold</i>	4,964	125	3%
<i>Taylor</i>	6,167	475	8%
<i>Union</i>	12,358	369	3%
<i>Total</i>	34,244	1164	3%

*Source: 2019 American Community Survey, US Census*

	<i>Adair</i>	<i>Adams</i>	<i>Ringgold</i>	<i>Taylor</i>	<i>Union</i>
<i>Total population</i>	7,085	3,670	4,964	6,167	12,358
<i>65 or Older %</i>	22%	23%	24%	22%	20%
<i>Hispanic or Latino origin (of any race)</i>	2%	1%	3%	8%	3%
<i>White alone, not Hispanic or Latino</i>	96%	98%	95%	90%	94%
<i>5 Years or Older Speak English less than "very well"</i>	1%	0%	1%	4%	2%
<i>Median income (dollars)</i>	31,886	\$30,028	\$29,532	\$29,178	\$27,896
<i>Below 100 percent of the poverty level</i>	11%	14%	9%	10%	14%

Source: 2019 American Community Survey, US Census

	<i>Adair</i>	<i>Adams</i>	<i>Ringgold</i>	<i>Taylor</i>	<i>Union</i>	<i>ATURA</i>
<i>Total population</i>	7,085	3,670	4,964	6,167	12,358	34,244
<i>65 or Older (%)</i>	22%	23%	24%	22%	20%	22%
<i>Hispanic or Latino (%)</i>	2%	1%	3%	8%	3%	3%
<i>White alone (%)</i>	96%	98%	95%	90%	94%	94%
<i>Speak English less than "very well"</i>	1%	0%	1%	4%	2%	2%
<i>Median income (\$)</i>	\$31,886	\$30,028	\$29,532	\$29,178	\$27,896	\$ -
<i>Persons Living in Poverty (%)</i>	11%	14%	9%	10%	14%	12%

Source: 2019 American Community Survey, US Census

In addition to the region's sparse and declining population, the residents in this region are generally older and whiter than that of the rest of the state and country. The 2019 figures of the American Community Survey (ACS) indicate 22% of the residents of the RPA 14 / ATURA region are sixty-five years of age or older. Because of the aging population within the region, transit services continue to be very important. The number of elderly residents continues to increase within the region, just as they do across the nation.

There is little diversity within the population of the region when compared to the rest of the state or to the US. 94% of residents residing in the region are classified as "white alone" according to 2019 ACS estimates. Although the number of minority residents in the region is extremely 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. Taylor County (home to an egg processing facility in the small City of Lenox) has the highest percentage and numbers of Hispanic residents in the region. This is followed up by Union County (home of the largest population center in the region (City of Creston).

The region continues to remain far below the state and nation in median household income and in per capita income 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 lower unemployment than the rest of the state. This is likely because the economy in the region is less dependent on manufacturing than the state as a whole and employment is somewhat more diversified.

## 2.

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

RPA 14 / ATURA serves as the primary forum where transit providers, local agencies and the public develop regional transportation plans and programs that address the area's transportation needs. RPA 14 / ATURA's approach to meeting the mobility needs of the region includes 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 provides 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 need to deliver equitable levels of service and benefits to minority and low-income populations. They also need to avoid, minimize or mitigate disproportionately high and adverse effects on minority and low-income populations. Public involvement activities need to be enhanced to identify and address the needs of minority and low-income populations in making transportation decisions. Active participation by well-informed and empowered individuals, community groups and other nongovernmental organizations improve the ability to more fully meet community transportation needs.

Because there are few minority residents living in the RPA 14 / ATURA region, there are limited formal opportunities in which to engage with that population as a group. Minority residents are scattered throughout the very small communities, with no heavy concentration of residents in individual neighborhoods. The largest concentration of Hispanic residents is found in Taylor County in Lenox where an egg processing facility employs a number of Hispanics. There are no known minority media outlets. In the past churches have assisted with outreach to the Hispanic community by offering translation services for transit service flyers. RPA 14 / ATURA will request the same assistance from local churches to translate all major planning efforts in the future in addition to the transit flyers. This will include invitations for public input sessions on the major planning efforts in the region. These flyers have been placed at the egg processing facility. Going forward the flyers and major planning efforts information will be placed at locations of high concentrations of Hispanic populations. If translators are needed during the RPA 14 / ATURA planning process, such services can be supplied through CTS Language Link or Language Assistance Services if a local interpreter cannot be secured.

The RPA works closely with a variety of human service organizations that provide services to low-income and minority populations in the Passenger Transportation Advisory Groups. These groups 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.

(Map on next page)



**ATURA Minority Population**

**Legend**

- Percent Non-White
  - 19 - 24
  - 25 - 52
  - 53 - 65
  - 66 - 265
  - 266 - 522
- Urban Boundaries
- ATURA Region
- Type, Year
  - Light Duty Bus, 2019
  - Minivan, 2018
  - Minivan, 2019

**Creston**

**Adair**

**Adams**

**Union**

**Taylor**

**Ringgold**

Scale: 0, 5, 10, 20 Miles

Data sources: Esri, NASA, USGS, FEMA, Iowa DNR, Esri HERE, Garmin, Satefy, METI, NASA, USGS, EPA, NPS, USDA

CGIAR, USGS

# ATURA - Persons Living In Poverty

## Legend

### Persons Living in Poverty

100.0 - 162.0

162.1 - 251.0

251.1 - 316.0

316.1 - 448.0

448.1 - 682.0

ATURA Region

Urban Boundaries

### Type, Year

★ Light Duty Bus, 2019

★ Minivan, 2018

★ Minivan, 2019

Creston

NASA NGA USGS Iowa DNR  
Esri HERE, Garmin, SafeGraph, METI/  
NASA USGS EPA, NPS, USDA

Adair

Adams

Union

Taylor

Ringgold



0 4.75 9.5 19 Miles

Esri HERE, Garmin, SafeGraph, METI/NASA USGS EPA, NPS, USDA  
CGIAR, USGS

#### **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 process:**

**No disparate impacts have been caused by transportation system investments funded by RPA 14. All of the projects funded involve maintaining the current transportation system. The distribution of these projects includes both urban and rural areas, areas with higher minority populations, and areas with lower income levels.**

**The RPA uses two processes to identify the impacts of its investments, the Long-Range Transportation Plan (LRTP) and the Surface Transportation Block Grant (STBG) Program and Transportation Alternative Program application processes. 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 target future investments.**

**RPA 14 requires that an application be submitted for all STBG and TAP projects before an investment of funds will be 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. RPA staff track the amount of funds available for investment and that have been awarded to each entity within the region. The RPA's Transportation Technical Committee (TTC) reviews the applications and considers the funding available and the impact of a project. During the TTC review process the committee has the opportunity to ask questions or seek additional information. The TTC then makes a recommendation on each project to the Policy Board. The Policy Board considers projects and makes a funding decision. This process allows the impacts of projects to be identified and discussed, assures that funds are distributed fairly, and strives to see that investments are equitably making life better for residents of the region.**

**As shown on the following map, funded projects have been distributed evenly throughout the geographic area in the region. The map also shows that there are no clusters of projects showing the projects are dispersed throughout the region. No disparate impacts have been identified.**

## **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.



Merlin Dixon, Supervisor, Adams County  
RPA 14/ATURA Chairperson

11-9-21

Date

## **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.



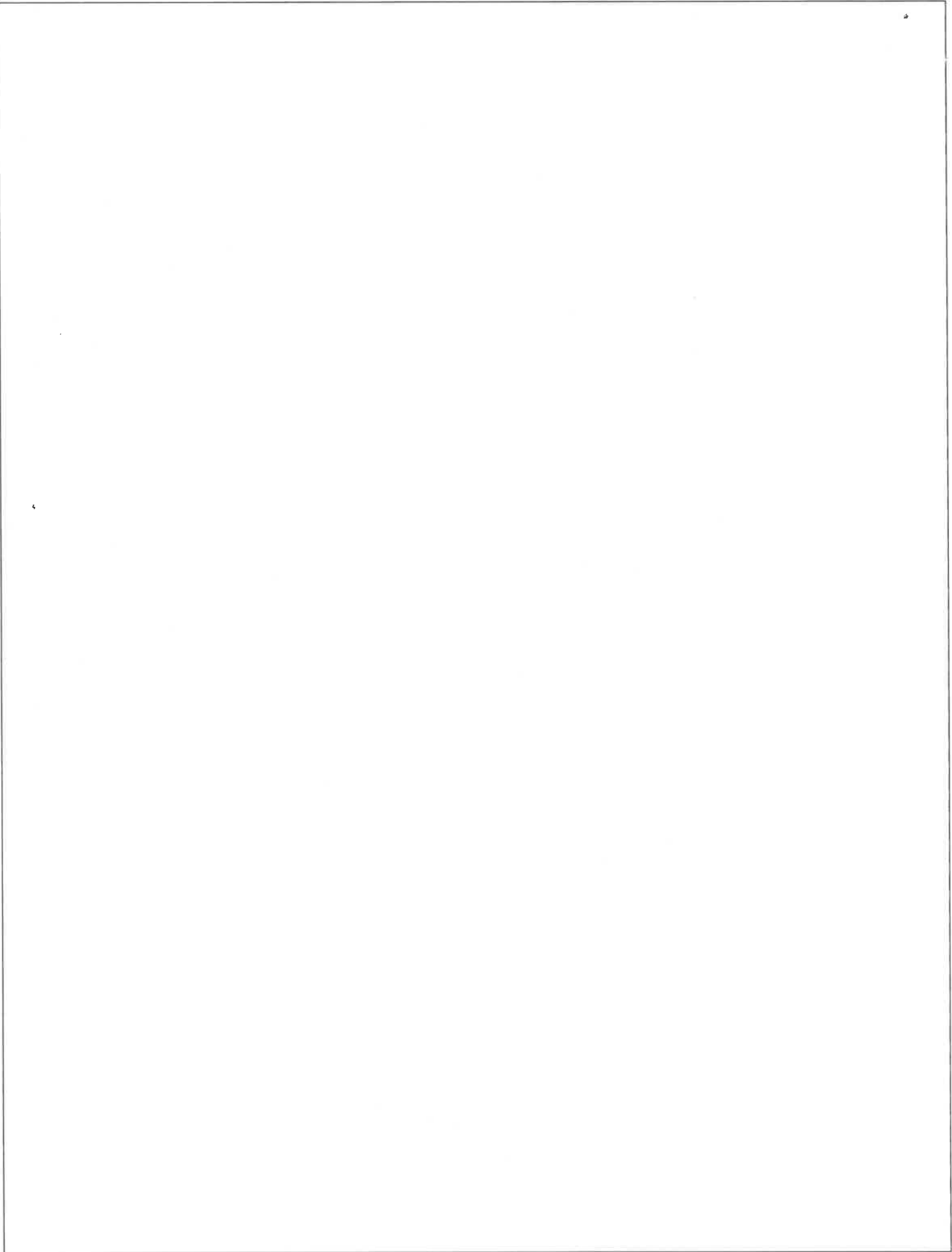
Timothy J. Ostroski, Executive Director  
Southern Iowa Council of Governments

11/9/21

Date

## **APPENDICES**

- A. Title VI Public Notice
- B. Title VI Complaint Procedure and Complaint Form
- C. RPA 14/ATURA Public Participation Plan
- D. RPA 14/ATURA Limited English Proficiency Plan
- E. RPA 14/ATURA Resolution Approving 2021 Title VI Progr



## APPENDIX A - Title VI

### Public Notice



## TITLE VI PUBLIC NOTICE

Southern Iowa Council of Governments and RPA 14 / ATURA 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 Southern Iowa Council of Governments and RPA 14 / ATURA programs has a right to file a formal complaint. Any such complaint must be in writing and submitted to the Southern Iowa Council of Governments 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:

**Timothy J Ostroski, Title VI Compliance Officer**  
Southern Iowa Council of Governments  
101 East Montgomery Street  
Creston, IA 50801

641-782-8491  
[sicog@sicog.com](mailto:sicog@sicog.com)



## **APPENDIX B - Title VI Complaint Procedure and Complaint Form**



# **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 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:

RPA 14/ATURA  
Southern Iowa Council of Governments  
101 East Montgomery Street  
Creston, IA 50801  
(641) 782-8491

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.





## **RPA 14 / ATURA**

# **Southern Iowa Council of Governments**

# **Civil Rights Complaint Form**

As the recipient of federal transit funding, RPA 14 / ATURA and Southern Iowa Council of Governments are responsible to 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 complaint investigation process, they analyze the complainant's allegations for possible deficiencies. If deficiencies are identified, assistance is offered to correct the inadequacies within a predetermined timeframe.

Please mail your completed form to:

RPA 14 / ATURA  
Southern Iowa Council of Governments  
Attn: Timothy J Ostroski  
101 East Montgomery Street  
Creston, IA 50801

If you have questions about how to prepare a complaint, you may contact Mr. Ostroski at 641-782-8491 or [sicog@sicog.com](mailto:sicog@sicog.com).

More information about transit related civil rights requirements may be found on the FTA's website at [www.fta.dot.gov](http://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: RPA 14 / ATURA and Southern Iowa Council of Governments 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 RPA 14/ATURA or Southern Iowa Council of Governments 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 Numbers:

Home: \_\_\_\_\_

Cell: \_\_\_\_\_

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 filed this complaint with any of the following agencies?

Federal Transit Administration

Iowa Department of Transportation o 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.

*Updated 6/10/18*



**Note:** RPA 14 / ATURA and Southern Iowa Council of Governments encourages, but does require, that complaints first be filed at their office to give them an opportunity to resolve the issue.

### Section V

Complainant's Name: \_\_\_\_\_

Address \_\_\_\_\_

City, State & ZIP Code: \_\_\_\_\_

Telephone number \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Section VI

May RPA 14 / ATURA and Southern Iowa Council of Governments release your identity and a copy of your complaint to any other agencies involved?

Yes

No

**Note:** RPA 14 / ATURA and Southern Iowa Council of Governments may be unable to investigate your allegations without permission to release your identity and complaint.

Please sign here: \_\_\_\_\_

Complainant's Printed Name: \_\_\_\_\_

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

**Note:** RPA 14 / ATURA and Southern Iowa Council of Governments cannot accept your complaint without a signature.

**APPENDIX C - RPA  
14/ATURA Public  
Participation Plan**



**RPA 14/ATURA**  
Transportation Planning Affiliation

# **PUBLIC PARTICIPATION PLAN**

**FY 2021 – FY 2026**

**PREPARED BY RPA-14/ATURA STAFF**



**Approved by the Policy Board**

**On May 12<sup>th</sup>, 2020**

## RESOLUTION

### ADOPTION OF THE PUBLIC PARTICIPATION PLAN


WHEREAS, The RPA-14/ATURA Transportation Planning Affiliation is organized to provide transportation planning recommendations for Region 14, and;

WHEREAS, the RPA-14/ATURA Policy Board has reviewed and approved the Public Participation Plan;

THEREFORE, BE IT RESOLVED, that the RPA-14/ATURA Transportation Planning Affiliation adopts FY 2021-2026 Public Participation Plan (PPP).

Adopted by the RPA-14/ATURA Policy Board on May 12, 2020.

Signed:



Ron Riley, Supervisor Union County

RPA-14/ATURA Chairperson

Attest:



John Twombly, Supervisor Adair County

RPA-14/ATURA Vice-Chair/Secretary

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## INTRODUCTION AND PURPOSE

This document serves as the updated Public Participation Plan (PPP) for the transportation planning efforts of RPA-14/ATURA. Public involvement in transportation decision-making is central to accomplishing the vision of The FAST Act and RPA-14/ATURA. The FAST Act authorizes the Federal surface transportation programs for highways, highway safety, and transit. This legislation recognizes that transportation investment decisions have far reaching effects and thus require that regional, metropolitan and statewide decisions consider a wide array of factors including land use impacts and the overall social, economic, safety, energy, and environmental effects of transportation decisions.

RPA-14/ATURA is charged with the responsibility of gathering input from the public and involving the public in setting priorities in the planning process. Developing an effective public involvement program is a strategic effort that requires assembling a variety of techniques to meet the needs of the given transportation plan, program, or project. This Public Participation Plan (PPP) is the initial step in the development of a new Long-Range Transportation Plan (LRTP) and a framework for achieving ideal public participation in all transportation plans developed by RPA 14/ATURA. The following is an outline of this plan:

### OVERVIEW

---

This section provides a brief background on the RPA and its structure and a short statistical and geographical overview of the region.

### REGULATIONS AND REQUIREMENTS

---

This section contains state and federal regulations relation to the transportation planning efforts of the RPA.

### ROUTINE ACTIVITIES AND PROCEDURES

---

This section describes the public participation activities that are used routinely for each of the major transportation planning documents that are maintained by the RPA.

### ONGOING PUBLIC PARTICIPATION STRATEGIES

---

This section describes other strategies that will be used by the RPA to solicit comments and engage the public.

### HOW TO GET INVOLVED

---

This section gives contact information and other information that can be used by the public to become involved in the transportation planning process.



## OVERVIEW

### BACKGROUND

#### RPA-14/ATURA REGION AND STRUCTURE

RPA-14/ATURA oversees transportation planning and programming for Adair, Taylor, Union, Ringgold, Adams Counties as well as the City of Creston in Southern Iowa. It is governed by a Policy Board, which includes one person from each county of the service area and each city with a population of 5,000 or more people. The service area includes Adams, Adair, Union, Taylor, and Ringgold Counties and the only city with a population currently over 5,000, the City of Creston.

Policy Board members are county supervisors, the mayor of Creston, or city council members elected from the jurisdiction they represent. Members are appointed by their respective Boards of Supervisors or City Councils and are the final RPA decision-making authority. The Policy Board guides and sets policy of the local transportation planning affiliation on matters necessary to comply with state and federal legislation. The Policy Board also has the power to conduct comprehensive transportation studies and master plans for the uniform and efficient development of surface transportation facilities within its service area. It allocates federal-aid funds to eligible projects within its service area. It annually adopts a four-year Transportation Improvement Program (TIP) and Transportation Planning Work Program (TPWP). The Board also adopts a Long-Range Transportation Plan (LRTP), Public Participation Plan (PPP), and Passenger Transportation Plan (PTP) at least every five years in accordance with Federal and State transportation planning guidelines.

#### ATURA POLICY BOARD MEMBERS

▪ John Twombly	Adair County Board of Supervisors Member
▪ Merlin Dixon	Adams County Board of Supervisors Member
▪ Lyle Minnick	Ringgold County Board of Supervisors Member
▪ Charles Ambrose	Taylor County Board of Supervisors Member
▪ Ron Riley	Union County Board of Supervisors Member
▪ Gabe Carroll	City of Creston Mayor

The TTC is composed primarily of lead technical staff from the member entities and provides recommendations to the Policy Committee. The Transportation Technical Committee consists of the five County Engineers from the service area, the Creston Public Works Director, the Regional Transit Director, and an Iowa DOT representative. There is one Transportation Technical Committee vote for each member, with the exception of Iowa DOT. The Transportation Technical Committee is directly responsible to the Board for the initiation, review, and recommendations of transportation related activities.

#### ATURA TRANSPORTATION TECHNICAL COMMITTEE (TTC) MEMBERS

▪ Nick Kauffman	Adair County Engineer
▪ Travis Malone	Adams County Engineer
▪ Jared Johnson	Ringgold County Engineer
▪ Trevor Wolf	Taylor County Engineer
▪ Zachary Gunsolley	Union County Engineer
▪ Kevin Kruse	City of Creston Public Works Director
▪ Leesa Lester	Southern Iowa Trolley, Transit Director
▪ Scott Suhr	Iowa DOT Representative (non-voting)

#### SOUTHERN IOWA COUNCIL OF GOVERNMENTS

The Southern Iowa Council of Governments (SICOG) provides professional staff for the development and maintenance of ATURA planning and programming responsibilities. SICOG is the coordinating body responsible for the submission of various transportation documents to the Iowa DOT and for public distribution. SICOG works with the ATURA Policy Board and Transportation Technical Committee to fulfill the transportation planning and program requirements of federal legislation, such as The FAST Act. Area citizens are provided the opportunity to comment on all aspects of the transportation planning process through ATURA Policy Board meetings, focus and advisory groups, public hearings, surveys, and individual correspondence. SICOG facilitates the development of the Transportation Planning Work Program (TPWP), Transportation Improvement Program (TIP), Passenger Transportation Plan (PTP) and Long-Range Transportation Plan (LRTP) and the processes involved in those documents, as well as the creation of this Public Participation Plan (PPP).

## STAFF MEMBERS

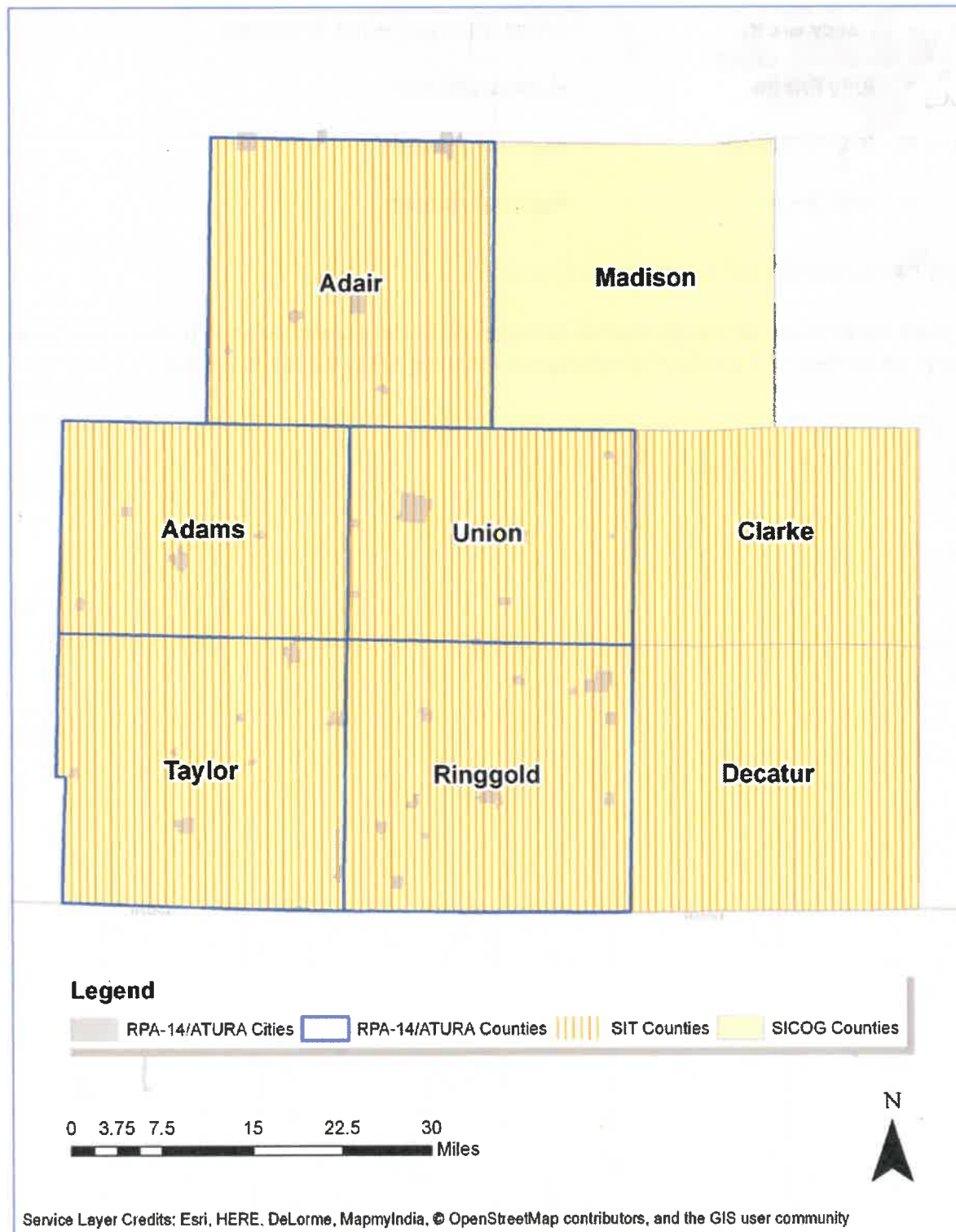
- |                    |                                   |
|--------------------|-----------------------------------|
| ▪ Timothy Ostroski | Executive Director                |
| ▪ Stu Burzette     | Transportation / Regional Planner |
| ▪ Nancy Groth      | Office Manager/H-RLF Specialist   |
| ▪ Judy Brimm       | Finance Director                  |
| ▪ Jeremy Rounds    | Regional Planner                  |
| ▪ Joel Lamb        | Regional Planner                  |

## IOWA DEPARTMENT OF TRANSPORTATION

The Iowa Department of Transportation provides technical assistance and guidance for the work carried out by RPA 14 / ATURA Transportation Planning Affiliation in its duties.

## AREA CONTEXT

### MAP OF SICOG, RPA-14/ATURA, AND SOUTHERN IOWA TROLLEY REGIONS



## DEMOGRAPHICS

### POPULATION

The region is extremely rural with an average of 13.9 persons per square mile (down from 14.3 in 2010). This is a stark difference from the state average of 55.4 persons per square mile. The region has also consistently seen population decline in every county while Iowa has grown. Only one city, Creston, has a population exceeding 2,500 people according to 2017 American Community Survey 5-year estimates. Bedford (1,492), Corning (1,581), Greenfield (1,821), Lenox (1,438), Mount Ayr (2,029), and Stuart (1,455) have populations over 1,000. The next table details population information compared to the state.

	<i>State of Iowa</i>	<i>Adair County</i>	<i>Adams County</i>	<i>Ringgold County</i>	<i>Taylor County</i>	<i>Union County</i>
<i>Population (2010)</i>	3,046,355	7,682	4,029	5,131	6,317	12,534
<i>Population (2017)</i>	3,118,102	7,192	3,785	4,986	6,214	12,497
<i>Population Change</i>	71,747	-490	-244	-145	-103	-37
<i>Population Density (2010)</i>	54.1 persons/mi <sup>2</sup>	13.5 persons/mi <sup>2</sup>	9.5 persons/mi <sup>2</sup>	9.5 persons/mi <sup>2</sup>	11.8 persons/mi <sup>2</sup>	29.4 persons/mi <sup>2</sup>
<i>Population Density (2017)</i>	55.4 persons/mi <sup>2</sup>	12.6 persons/mi <sup>2</sup>	8.9 persons/mi <sup>2</sup>	9.3 persons/mi <sup>2</sup>	11.6 persons/mi <sup>2</sup>	29.3 persons/mi <sup>2</sup>
<i>Population Density Change</i>	1.3 persons/mi <sup>2</sup>	-0.9 persons/mi <sup>2</sup>	-0.6 persons/mi <sup>2</sup>	-0.3 persons/mi <sup>2</sup>	-0.2 persons/mi <sup>2</sup>	-0.1 persons/mi <sup>2</sup>

### MEDIAN HOUSEHOLD INCOME

The median household income in the region varies slightly from county to county. All counties in the region have median household incomes below the state average with Ringgold County having the highest median household income in 2017. The table below details the median household income in the region compared to the state overall.

	<i>State of Iowa</i>	<i>Adair County</i>	<i>Adams County</i>	<i>Ringgold County</i>	<i>Taylor County</i>	<i>Union County</i>
<i>Median Household Income (2010)</i>	\$48,872	\$45,202	\$40,368	\$42,336	\$40,300	\$40,879
<i>Median Household Income (2017)</i>	\$56,570	\$49,477	\$49,745	\$50,642	\$46,825	\$47,597
<i>Median Household Income Change</i>	\$7,698	\$4,275	\$9,377	\$8,306	\$6,525	\$6,718

## RACE AND ETHNICITY

Race and ethnicity demographics in RPA-14/ATURA counties is shown in the next figure. Every county is at least 97 percent white with the exception of Taylor County, which is a little under 96 percent white. The table below details the racial make-up of the region compared to the state of Iowa overall.

	<i>State of Iowa</i>	<i>Adair County</i>	<i>Adams County</i>	<i>Ringgold County</i>	<i>Taylor County</i>	<i>Union County</i>
<i>White</i>	90.6%	98.0%	97.4%	97.1%	95.6%	97.0%
<i>Black or African American</i>	3.4%	0.3%	0.4%	0.1%	0.3%	1.2%
<i>Asian</i>	2.3%	0.5%	0.6%	0.9%	0.7%	0.7%
<i>Native American or Native Alaskan</i>	0.3%	0.0%	0.2%	0.3%	0.3%	0.3%
<i>Native Hawaiian or Other Pacific Islander</i>	0.1%	0.0%	0.0%	0.0%	0.0%	0.1%
<i>Other Race</i>	1.3%	0.1%	0.4%	1.1%	2.3%	0.2%
<i>Two or More Races</i>	2.0%	1.1%	1.0%	0.4%	0.8%	0.6%

The region is largely non-Hispanic or Latino as well. Only Taylor County has a Hispanic or Latino population greater than the state average. All other counties are under three percent for this category. The past two decades have seen Taylor County's Hispanic or Latino population grow, likely linked to employment opportunities at Michaels, Inc., an egg processing plant, located in Lenox. There have been some very small increases in diversity within the population in Union County, possibly linked to the availability of manufacturing jobs in Creston. The table below details the Hispanic and Latino populations in the region

	<i>State of Iowa</i>	<i>Adair County</i>	<i>Adams County</i>	<i>Ringgold County</i>	<i>Taylor County</i>	<i>Union County</i>
<i>Non-Hispanic or Latino</i>	94.3%	98.3%	98.8%	97.8%	92.5%	97.2%
<i>Hispanic or Latino</i>	5.7%	1.7%	1.2%	2.2%	7.5%	2.8%



## LIMITED ENGLISH PROFICIENCY (LEP)

The growing Hispanic or Latino population in and around Lenox and Creston may present an increased need for transportation to Bedford or Creston, the nearest population centers that offer essential medical and community services. Language barriers may also need to be addressed when assisting this particular population. In 2017, all counties were below the State of Iowa average LEP populations with the exception of Taylor County, which is 0.4 percent higher. Regionally, the percent of LEP individuals is 1.56 percent and totals only 509 individuals over the age of five. The table below provides more detail on this subject.

	<i>State of Iowa</i>	<i>Adair County</i>	<i>Adams County</i>	<i>Ringgold County</i>	<i>Taylor County</i>	<i>Union County</i>
<i>Total Population over 5 years of age</i>	2,921,617	6,808	3,559	4,695	5,878	11,787
<i>Total LEP Population</i>	95,071	31	9	18	218	233
<i>Percent of Total LEP Population over 5 years of age</i>	3.3%	0.5%	0.3%	0.4%	3.7%	2.0%
<i>Total LEP Population - Spanish</i>	49,811	22	9	2	209	120
<i>Total LEP Population - Other Indo-European Languages</i>	13,736	5	0	8	0	89
<i>Total LEP Population - Asian and Pacific Island Languages</i>	24,888	4	0	8	9	24
<i>Total LEP Population - Other Languages</i>	6,636	0	0	0	0	0
<i>Region</i>						
<i>Total Population over 5 years of age</i>	32,727					
<i>Total LEP Population</i>	509					
<i>Percent of Total LEP Population over 5 years of age</i>	1.56%					
<i>Total LEP Population - Spanish</i>	362					
<i>Total LEP Population - Other Indo-European Languages</i>	102					
<i>Total LEP Population - Asian and Pacific Island Languages</i>	45					
<i>Total LEP Population - Other Languages</i>	0					

## RELATED AND NEIGHBORING GROUPS OR AGENCIES

RPA-14/ATURA is the transportation affiliation housed within SICOG. Staff members for RPA-14/ATURA are provided by SICOG.

RPA-14/ATURA is one of many regional planning affiliations in the State of Iowa. To the east is Chariton Valley Planning and Development, which houses RPA-17. To the northeast is the Central Iowa Regional Transportation Planning Alliance (CIRTPA), which is housed by the Des Moines Area Metropolitan Planning Organization (DMAMPO). To the north is Region XII transportation

and to the west is RPA-13, housed by the Southwest Iowa Planning Council (SWIPCO).

Family TIES is a voluntary group that meets monthly in Creston. The members of the group work for a variety of health and human services areas including housing, substance abuse prevention, education, transit, geriatric care, and childcare. This group is utilized most during the Passenger Transportation Planning process as a Transportation Advisory Group.

Ringgold County Interagency Group is a voluntary group that meets bimonthly in Mount Ayr. The members of the group work for a variety of health and human service areas including housing, substance abuse prevention, education, transit, geriatric care, and childcare. This group is utilized most during the Passenger Transportation Planning process as a Transportation Advisory Group.



## **REGULATIONS & REQUIREMENTS**

### **THE FAST ACT**

On December 4, 2015, the President signed into legislation the Fixing America's Surface Transportation (FAST) Act. The FAST Act is the first long-term surface transportation authorization enacted in a decade that provides long-term funding certainty. The FAST Act builds off the streamlined, performance-based process for transportation programs that was outlined under prior federal legislation, Moving Ahead for Progress in the 21st Century (MAP-21). This legislation also places an emphasis on reaching out to citizens and interested parties, making planning documents widely accessible to the public, and employing visualization techniques to enhance and describe plans.

### **TITLE VI, ADA, AND ENVIRONMENTAL JUSTICE**

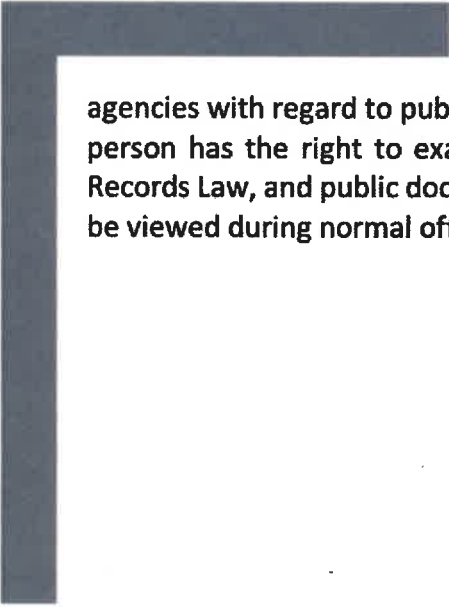
RPA plans are required to be consistent with Title VI of the Civil Rights Act of 1964, which ensures that no person is excluded from participation in, denied the benefit of, or subjected to discrimination under any program or activity receiving Federal financial assistance on the basis of race, color, national origin, age, sex, disability, or religion. RPA plans also comply with the Americans with Disabilities Act of 1990. This is a civil rights law that protects individuals from discrimination based on disabilities. RPA plans must also observe Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations. This requires that programs, policies, and activities that affect human health or the environment should identify and avoid disproportionately high or adverse effects on minority and low-income populations. Environmental Justice aims to ensure that no racial, ethnic, or socioeconomic group bears a disproportionate share of negative environmental consequences as the result of governmental programs and policies.

### **OPEN MEETING LAW**

The Iowa Open Meeting Law (Iowa Code, Ch. 21) is designed to facilitate public access to government decisions. It applies to government bodies, including boards, councils, commissions, and task forces created by the state or its political subdivisions. The law defines what constitutes a meeting and lists requirements for public notices, agendas, meeting procedures, and minutes, as well as regulations concerning closed meetings. The RPA operates in accordance with the Open Meeting Law. The public is welcome and encouraged to attend RPA meetings. RPA meeting notices are published in area newspapers and area radio stations receive meeting notices. Information about RPA meetings, including minutes and agendas, is also available at the SICOG office and online on the RPA 14/ ATURA website.

### **PUBLIC RECORDS LAW**

The Iowa Public Records Law (Iowa Code, Ch. 22) provides for openness from government



agencies with regard to public records. With the exception of certain confidential records, every person has the right to examine and copy public records. The RPA complies with the Public Records Law, and public documents are available for review at the SICOG office. Documents may be viewed during normal office hours, with a nominal fee for copies.

## **ROUTINE ACTIVITIES AND PROCEDURES**

### **MAJOR DOCUMENTS**

RPA-14/ATURA maintains and updates five documents periodically; the Transportation Planning Work Program, the Transportation Improvement Program, the Long-Range Transportation Plan, the Passenger Transportation Plan, and the Public Participation Plan. Each require different levels of public engagement. The plan for public participation contained in this document applies to and will be followed in the development of this Public Participation Plan and major planning documents described in this section.

### **TRANSPORTATION PLANNING WORK PROGRAM (TPWP)**

The purpose of the comprehensive annual TPWP is to coordinate all transportation and transportation-related planning activities that the RPA intends to accomplish during the program year utilizing federal, state, and/or local resources. The TPWP also serves as a management and working guide for staff activities throughout the year.

### **DRAFT TPWP**

- The Draft TPWP is developed early in the year by RPA staff along with input from the RPA-14/ATURA TTC and completed annually by April 1st.

### **PUBLIC COMMENT PERIOD AND PUBLIC HEARINGS**

- The general public shall be given the opportunity to provide comments on the draft TPWP and revisions to the TPWP.
- Following development of the draft TPWP, a public notice will be advertised through appropriate media sources with a minimum of a 15-day comment period to submit comments via letter, phone, email, or in person.
- Copies of the draft TPWP will be available at the RPA offices, on the RPA website, and upon request.
- An online public meeting may be held prior to any RPA-14/ATURA Policy Board meeting in which adoption of a final version or revisions is on the agenda.
- The Policy Board will hold a public hearing during a regularly scheduled RPA-14/ATURA meeting prior to adoption of the final TPWP. All meetings will be held in accessible locations whenever possible. Reasonable accommodations will be made if needed. A notice of the public hearing will be published no more than twenty days and no less than four days before the date of the hearing.

## FINAL TPWP

- Following the public hearing, RPA-14/ATURA Policy Board members will adopt a final version of the TPWP, including a summary of comments and responses if any are made.
- The final TPWP will be submitted to the Iowa DOT, the FHWA, and the FTA by June 1st. The document will also be made available on the RPA website, at the RPA offices, and upon request.
- The public participation process associated with the TPWP will be evaluated and updated as needed.

## REVISIONS

- Revisions to the TPWP will be made as needed and will require a minimum 15-day comment period.
- Major revisions will follow a prescribed process that includes an amendment to the TPWP with an online public meeting, a public hearing, and approval by the RPA-14/ATURA Policy Board, Iowa DOT, and FHWA. All meetings will be held in accessible locations whenever possible. Reasonable accommodations will be made if needed. A notice of the public hearing will be published no more than twenty days and no less than four days before the date of the hearing.
- Minor revisions may be made at the RPA level as administrative modifications.

## TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The purpose of the TIP is to provide members of the RPA, transportation providers, the general public, and other affected groups and individuals with a general description of the capital transportation projects to be accomplished during the time frame of the document. The document is the prioritized program for federally funded transportation improvements within the RPA over a minimum of four years.

## DRAFT TIP

- The draft TIP will be developed with input from the Transportation Committee regarding project selection for regional STBG and TAP funding and completed annually in June.

## **PUBLIC COMMENT PERIOD AND PUBLIC HEARINGS**

- The general public shall be given the opportunity to provide comments on the draft TIP and revisions to the TIP.
- Following development of the draft TIP or to revisions of the TIP, a public notice will be advertised through appropriate media sources with a minimum of a 15-day comment period to submit comments via letter, phone, email, or in person.
- Copies of the draft TIP will be available at the RPA-14/ATURA offices, on the RPA website, and upon request.
- An online public meeting may be held prior to any RPA-14/ATURA Policy Board meeting in which adoption of a final version or revisions is on the agenda.
- The Policy Board will hold a public hearing during a regularly scheduled RPA-14/ATURA meeting prior to adoption of the final TIP. All meetings will be held in accessible locations whenever possible. Reasonable accommodations will be made if needed. A notice of the public hearing will be published no more than twenty days and no less than four days before the date of the hearing.
- Application forms for STBG and TAP funding shall be available online on the RPA website, in the RPA office, or upon request at all times.

## **FINAL TIP**

- Following the public hearing, the RPA-14/ATURA Policy Board will adopt a final version of the TIP, including a summary of comments and responses.
- The final TIP will be submitted to the Iowa DOT, the FHWA, and the FTA by July 15<sup>th</sup>.
- The final version of the TIP will be available at the RPA offices, RPA website, and upon request.
- The public participation process associated with the TIP will be evaluated and updated as needed.

## **REVISIONS**

- Revisions to the TIP will be made as needed and will require a minimum 15-day comment period.
- Revisions will be made in one of two ways: and amendment or an

administrative modification.

- An amendment, will be required if 1) an addition or subtraction in federal aid of more than 30 percent or more than \$2.0 million is made, 2) projects are added or deleted from the TIP/STIP, 3) additional funding sources are utilized, or 4) a major change in the scope of work is performed or changed in the project. The TTC must review any proposed amendment and recommend an action to the Policy Board. The Policy Board must pass a resolution authorizing the amendment to the TIP.
- All amendments will require a public hearing to be held at a regularly scheduled RPA-14/ATURA Policy Board meeting. All meetings will be held in accessible locations whenever possible. Reasonable accommodations will be made if needed. A notice of the public hearing will be published no more than 20 days and no less than four days before the date of the hearing.
- An administrative modification at the RPA may be used if the change does not qualify for an amendment including revisions to STBG-SWAP funding, a change in federal aid of less than 30% or by less than \$2.0 million, a project schedule change within the four-year timeframe, or a change in funding from one source to another.
- The Iowa DOT will be consulted during the entire process to ensure cohesion between State plans and Region plans.

## **LONG RANGE TRANSPORTATION PLAN (LRTP)**

The purpose of this document is to provide the overall transportation goals and objectives of the RPA through quantitative analysis, public input, and regional stakeholder input. The LRTP is the guiding document for program operations and planning for the region. The document is based on a 20-year horizon plus a five-year renewal schedule and includes both short and long-range implementation strategies.

## **DRAFT LRTP**

- The draft LRTP will be developed by RPA staff with input from the RPA-14/ATURA TTC.
- Input will be sought from residents, affected public agencies, public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, users of public transportation, users of pedestrian walkways and bicycle transportation facilities, persons with disabilities, and other interested parties, and other interested parties.



## NOTICES AND PUBLIC MEETINGS

- A minimum of one public input session will be held regarding the LRTP with attempts to have at least one public input session in each of the counties in RPA-14/ATURA.
- All meetings will be held in accessible facilities.
- Notices for public input sessions will be advertised through appropriate media to attract the highest number of individuals
- Notices may be posted at governmental offices, public libraries, local businesses the RPA office, the RPA website, and other public or popular places.
- Notices may also be sent directly to organizations serving traditionally underserved populations, such as minority, low-income, and elderly populations.

## PUBLIC COMMENT PERIOD AND PUBLIC HEARINGS

- The general public shall be given the opportunity to provide comments on the draft LRTP and revisions to the LRTP.
- Following development of the draft LRTP, a public notice will be advertised through appropriate media sources with a minimum of a 45-day comment period to submit comments via letter, phone, or in person.
- Copies of the draft LRTP will be made available at the RPA offices, RPA website, and upon request.
- An online public meeting will be held 1) prior to any RPA-14/ATURA Policy Board meeting in which adoption of a final version or revisions is on the agenda and/or 2) throughout the planning process if it is found to be necessary or advantageous.
- The Policy Board will hold a public hearing during a regularly scheduled RPA-14/ATURA meeting prior to adoption of the final LRTP. All meetings will be held in accessible locations whenever possible. Reasonable accommodations will be made if needed. A notice of the public hearing will be published no more than twenty days and no less than four days before the date of the hearing.

## **FINAL LRTP**

- Following the public hearing, the RPA-14/ATURA Policy Board will adopt a final version of the LRTP
- A final version of the LRTP will be submitted to the Iowa DOT
- The final version of the LRTP will be made available at the RPA offices, RPA website, and upon request.
- The public participation process associated with the LRTP will be evaluated and updated as needed.

## **REVISIONS**

- Revisions to the LRTP will be made as needed and will require a minimum 15-day comment period
- All projects in the TIP should also be included in the LRTP. The TIP is updated annually and projects included in the TIP may be moved forward or backward in time or have changes made to their cost or scope. Therefore, the LRTP may be revised between full document updates to reflect current project information as shown in the TIP.
- Amendments will require a public hearing to be held at a regularly scheduled RPA-14/ATURA Policy Board meeting. All meetings will be held in accessible locations whenever possible. Reasonable accommodations will be made if needed. A notice of the public hearing will be published no more than 20 days and no less than four days before the date of the hearing.

## **PASSENGER TRANSPORTATION PLAN (PTP)**

The purpose of this document is to provide members of RPA-14/ATURA, transportation providers, general public, human service organizations and the general public and affected groups with a coordinated passenger transportation development plan that addresses the needs of all residents of the region. The PTP is updated every five years, but coordination efforts and input gathering continue between updates. The next full PTP document is due in draft form on February 1, 2025 and the final Policy Board approved document is due May 1, 2025.

## **DRAFT PTP**

- The draft PTP will be developed by RPA-14/ATURA staff with input from the RPA-14/ATURA TTC, TAGs, the Southern Iowa Trolley, and other relevant agencies or interested parties.



## **PUBLIC COMMENT PERIOD AND PUBLIC HEARINGS**

- The general public shall be given the opportunity to provide comments of the draft PTP and revisions to the PTP.
- Following development of the draft PTP or to revisions of the PTP, a public notice will be advertised through appropriate media sources with a minimum of a 15-day comment period to submit comments via letter, phone, or in person.
- Copies of the draft PTP will be available at the RPA offices, on the RPA website, and upon request.
- An online public meeting will be held 1) prior to any RPA-14/ATURA Policy Board meeting in which adoption of a final version or revisions is on the agenda and/or 2) throughout the planning process if it is found to be necessary or advantageous.
- The Policy Board will hold a public hearing during a regularly scheduled RPA-14/ATURA meeting prior to adoption of the final PTP. All meetings will be held in accessible locations whenever possible. Reasonable accommodations will be made if needed. A notice of the public hearing will be published no more than twenty days and no less than four days before the date of the hearing.

## **FINAL PTP**

- Following the public hearing, the RPA-14/ATURA Policy Board will adopt a final version of the PTP.
- A final version of the PTP will be submitted to the Iowa DOT.
- The final version of the PTP will be made available at the RPA offices, the RPA website, and upon request.
- The public participation process associated with the PTP will be evaluated and updated as needed.

## **REVISIONS**

- Revisions to the PTP will be made as needed.
- Major revisions to the PTP will require a 15-day comment period and a public hearing to be held at a regularly scheduled RPA-14/ATURA Policy Board meeting. All meetings will be held in accessible locations whenever possible. Reasonable accommodations will be made if needed. A notice of the public

hearing will be published no more than twenty days and no less than four days before the date of the hearing.

- Minor revisions may be made as an administrative modification.

## **PUBLIC PARTICIPATION PLAN (PPP)**

RPA 14 / ATURA solicits public participation and comments on major documents governing its policies and operations while they are being developed, initially approved or undergo major amendment. The Public Participation Plan is updated on an as-needed basis or at least once every five years.

### **DRAFT PPP**

The draft PPP will be developed by RPA-14/ATURA staff with input from the RPA-14/ATURA TTC and other relevant agencies or interested parties.

## **PUBLIC COMMENT PERIOD AND PUBLIC HEARING**

- The general public shall be given the opportunity to provide comments of the draft PPP and revisions to the PPP.
- Following the development of the draft PPP or to revisions of the PPP, a public notice will be advertised through appropriate media sources with a minimum of a 15-day comment period to submit comments via letter, phone, or in person.
- Copies of the draft PPP will be made available at the RPA offices, on the RPA website, and upon request.
- An online public meeting may be held prior to any RPA-14/ATURA Policy Board meeting in which adoption of a final version or revisions is on the agenda.
- The Policy Board will hold a public hearing during a regularly scheduled RPA-14/ATURA meeting prior to adoption of the final PPP. All meetings will be held in accessible locations whenever possible. Reasonable accommodations will be made if needed. A notice of the public hearing will be published no more than twenty days and no less than four days before the date of the hearing.

### **FINAL PPP**

- Following the public hearing, the RPA-14/ATURA Policy Board will adopt a final version of the PPP.

- A final version of the PPP will be submitted to the Iowa DOT.
- The final version of the PPP will be made available at the RPA offices, the RPA website, and upon request.
- The public participation process associated with the PPP will be evaluated and updated as needed.

## REVISIONS

- Revisions to the PPP will be made as needed.
- Major revisions to the PPP will require a 15-day comment period and a public hearing to be held at a regularly scheduled RPA-14/ATURA Policy Board meeting. All meetings will be held in accessible locations whenever possible. Reasonable accommodations will be made if needed. A notice of the public hearing will be published no more than twenty days and no less than four days before the date of the hearing.
- Minor revisions may be made as an administrative modification.

## SUMMARY OF MAJOR DOCUMENTS

	<i>Update Schedule</i>	<i>Draft Development</i>	<i>Draft Comment Period</i>	<i>Adoption</i>	<i>Revision Comment Period</i>
<i>Transportation Planning Work Program (TPWP)</i>	Annually (April-May- June)	RPA Staff with input from TTC and other interested parties	At least <b>15 days</b> and/or an online public meeting	Public hearing and resolution at Policy Board meeting	At least <b>15 days</b> and an online public meeting
<i>Transportation Improvement Program (TIP)</i>	Annually (May-June-July)	RPA Staff with input from TTC and other interested parties	At least <b>15 days</b> and/or an online public meeting	Public hearing and resolution at Policy Board meeting	At least <b>15 days</b> and an online public meeting
<i>Long-Range Transportation Program (LRTP)</i>	Every 5 years (next in 2021)	RPA Staff with input from TTC and other interested parties	At least <b>45 days</b> and at least one online public meeting	Public hearing and resolution at Policy Board meeting	At least <b>15 days</b> and an online public meeting
<i>Passenger Transportation Plan (PTP)</i>	Every 5 years (next in 2025)	RPA Staff with input from TTC, TAGs, and other interested parties	At least <b>15 days</b> and at least one online public meeting	Public hearing and resolution at Policy Board meeting	At least <b>15 days</b> and an online public meeting
<i>Public Participation Plan (PPP)</i>	Every 5 years or as needed (next in 2025)	RPA Staff with input from TTC and other interested parties	At least <b>15 days</b> and/or an online public meeting	Public hearing and resolution at Policy Board meeting	At least <b>15 days</b> and an online public meeting

Copies of all documents will be kept at the RPA office, on the RPA website, or upon request.

## ONGOING PUBLIC PARTICIPATION STRATEGIES

The public is encouraged to participate in the development of all transportation-related documents and submit any concerns or ideas they may have at all times. Forums and events for accomplishing this include:

- All RPA-14/ATURA meetings held January, March (frequently cancelled), May, July, September (frequently cancelled), and November unless otherwise noted
- All work sessions, focus groups, open houses, public input sessions, surveys, interviews, public events, and public hearings during the development of other major transportation projects.
- Newsletter publications
- Newspaper articles with area media as requested
- Presentations to local government officials including, but not limited to, city councils, planning commissions, and county board of supervisors
- Presentations to local resident groups and related organizations
- Information available on the RPA website or the SICOG Facebook page

Additionally, members of the RPA-14/ATURA Policy Board and TTC, in appropriate circumstances, may be contacted regarding questions or comments involving any regional transportation matter.

## HOW TO GET INVOLVED

To get involved in the transportation planning process, the public can directly contact the RPA-14/ATURA staff listed below by mail, email, phone, or in person.

**Timothy Ostroski: Executive Director**

**Phone:** 641-782-8491

**Email:** [ostroski@sicog.com](mailto:ostroski@sicog.com)

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**Stu Burzette: Transportation/Regional Planner**

**Phone:** 641-782-8491

**Email:** [burzette@sicog.com](mailto:burzette@sicog.com)

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### **Other Information:**

**Website:** <http://www.sicog.com/atura-transportation-affiliation/>

**Facebook:** <https://www.facebook.com/SICOG/>

**Online Public Meeting Platform:** TBD. Please refer to the website and/or Facebook page

### **Address:**

101 E. Montgomery Street  
Creston, IA 50801-2406  
(641) 782-8491





**RPA 14/ATURA**  
**Transportation Planning Affiliation**

**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.

## GOAL



## FOUR-FACTOR ANALYSIS

RPA 14 / ATURA 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 RPA 14 / ATURA 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;

County	Total Households	Limited English Households	Limited English Households (%)
Adair	3,200	6	0.19%
Adams	1,598	2	0.13%
Ringgold	1,971	7	0.36%
Taylor	2,616	56	2.14%
Union	5,176	83	1.60%
Total	14,561	154	1.06%

2. The frequency with which LEP individuals may come in contact with the program or planning process;
3. *ATURA has not had any requests at this time for translation services.*
4. The nature and importance of the program, activity, or service provided by the program to people's lives;
5. *ATURA's activities relate to everyone in the region as the focus is on the roadways as well as transportation alternatives. This work is highly important and ATURA encourages public participation.*
6. The resources available to the grantee/recipient and costs
  - a. Identify individuals that would be able and willing to provide translation services in each county for public meetings
  - b. If an individual is not available back up translation can be obtained through:

*Language Link at a rate of \$0.62 a minute with no yearly fee.*

*Language Services Associates through their in-person services. These services are between \$59-\$90 an hour plus expenses (two hours minimum).*

*Language Services Associates also has an on-demand service that has a yearly fee of \$1,200 and a per minute cost between \$0.99-\$1.99.*

## LEP IMPLEMENTATION PLAN

1. Identify LEP persons in the service area who may need language assistance;  
*RPA 14's region consists of 14,561 households.*  
*Of those households, an estimated 154 (1.06%) have a limited English proficiency.*  
*Individuals who may need language assistance may be up to 1.06% of the region's population.*
2. Develop language assistance measures that are feasible for the agency or organization given the resources available;

*Identify individuals that would be available in each county who can and are willing to translate for the RPA at public meetings.*

*If an individual is not available back up translation can be obtained through:*

- *Language Link over the phone*
- *Language Services Associates over the phone.*
- *Language Services Associates also has a tablet service for translation.*

3. Train staff;

*Educate staff on how to identify people who may need help with translations at public meetings*

4. Provide notice to LEP population of any and all measures that might change and/or improve access to services;

*Postings of public meetings at local WIC offices*

*Radio ads*

5. Monitor progress and update plan on a regular basis.

*Track usage of translation service*

*Ask that individuals who use translation services provide us feedback on how the service was.*

*Use provided feedback as necessary to improve implementation of translation services*

## 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 or all 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 LINK

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
- Onsite interpretation services
- Written translation services

## 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