

**AMES AREA METROPOLITAN PLANNING ORGANIZATION**  
**TRANSPORTATION POLICY COMMITTEE**

**SUBJECT:**                   **FTA TITLE VI PROGRAM**

**BACKGROUND:**

As a recipient of Federal Transit Administration funding, the Ames Area MPO is required to submit a Title VI Program meeting FTA guidelines as described in FTA Circular 4702.1B. These programs are required to be updated at least every three years, or as warranted. **This year, the Iowa DOT is requiring that MPOs submit their updated Title VI Programs by November 1, 2021.** The Title VI Program prohibits discrimination based on race, color, or national origin in any program or activity that receives Federal funds or other Federal financial assistance.

**MPO staff prepared this FTA Title VI Program update in accordance with FTA Circular 4702.1B and using the template provided by the Iowa DOT.** Attached with the Title VI Program are the MPO's Title VI Notice to the Public, instructions for filing a Title VI discrimination complaint, the Public Participation Plan (PPP), the Limited English Proficiency (LEP) Plan, the meeting minutes for approval of the program, demographic maps with transit (CyRide) routes, and demographic maps with MTP and TIP projects.

**ALTERNATIVES:**

1. Approve the FTA Title VI Program for submission to the Iowa Department of Transportation.
2. Approve the FTA Title VI Program, with Transportation Policy Committee modifications, for submission to the Iowa Department of Transportation.

**ADMINISTRATOR'S RECOMMENDATION:**

The FTA Title VI Program was developed in accordance with FTA Circular 4702.1B, using the template provided by the Iowa DOT. The Transportation Technical Committee unanimously recommended approval.

Therefore, it is recommended by the Administrator that the Transportation Policy Committee adopt Alternative No. 1, thereby approving the Title VI Program for submission to the Iowa Department of Transportation.

# FTA Title VI Program

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Ames Area Metropolitan Planning Organization



**AMES AREA METROPOLITAN PLANNING ORGANIZATION**

AMES | GILBERT | STORY | BOONE

Ames Area Metropolitan Planning Organization  
515 Clark Avenue  
Ames, IA 50010

Prepared in accordance with FTA C 4702.1B. Adopted on October 26, 2021.

Date: 10-26-2021

## **Recipient Profile**

Recipient: Ames Area Metropolitan Planning Organization

<b>Administrative Head:</b> <u>John Joiner</u>	<u>MPO Administrator</u>
<b>Name</b>	<b>Title</b>

<b>Recipient Title VI Coordinator:</b> <u>Brian Phillips</u>	<u>City of Ames Title VI Coordinator</u>
<b>Name</b>	<b>Title</b>

**Address:** Ames Area MPO, 515 Clark Avenue

**City/State:** Ames, Iowa      **Zip Code/County:** 50010, Story County

**Phone:** (515) 239-5160      **Fax:** (515) 239-5404

**Email:** John.Joiner@cityofames.org

**Website:** www.aampo.org

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

The Ames Area MPO annually undergoes a self-certification process. This self-certification includes a review of the MPO’s compliance with Title VI requirements. MPO staff also periodically review Title VI and public participation requirements to ensure all staff are up to date on the latest Title VI and public outreach procedures and strategies. The MPO posts its Title VI notice, complaint procedure, and complaint form on the MPO website as well as at Ames City Hall.

As outlined in the MPO’s Public Participation Plan and Limited English-Proficiency Plan, the MPO always ensures all underserved populations are made aware of and can actively participate in all MPO meetings, transportation planning activities, and transportation planning document updates. In the MPO’s Metropolitan Transportation Plan, one of the project evaluation criteria is the improvement of access to transit for transit dependent, disabled, and disadvantaged populations. The MTP also includes an environmental justice assessment.

## **General Requirements**

### **1.**

- Attach a copy of recipient's Title VI Notice to the Public. (See **Appendix A**)

Required elements:

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

X 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

X 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:

Ames Area MPO Office, Room 212 (515 Clark Ave, Ames, IA) \_\_\_\_\_

Ames City Hall Entrance (515 Clark Ave, Ames, IA) \_\_\_\_\_

www.aampo.org \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **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**)

- Are complaint procedures and the complaint form posted on the recipient's website? Please provide the URL: www.aampo.org \_\_\_\_\_

**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>	NONE	-	-	-
1.	-	-	-	-
2.	-	-	-	-
<b>Lawsuits</b>	NONE	-	-	-
1.	-	-	-	-
2.	-	-	-	-
<b>Complaints</b>	NONE	-	-	-
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. (See **Appendix C**)

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

The Ames Area MPO utilizes a variety of methods for outreach to minority and low-income populations. These outreach strategies, described in more detail in the Chapter 3 of the Public Participation Plan, include the MPO's website, e-mail notifications, the use of local publications and media sources, social media, and the City of Ames Newsletter, City Side. These outreach methods described above inform of various public input opportunities, described in Chapter 4 of the Public Participation Plan. These input opportunities include public hearings, public input sessions, public workshops & open houses, public surveys, and public comments.

The MPO ensures that all meetings are held at a convenient, accessible, and ADA compliant locations. MPO meetings are primarily held at Ames City Hall, which is easily accessible via CyRide's transit routes by using the bus stop at the south side of the building. The Ames Area MPO participates in and coordinates with the Story County Transportation Collaboration, which includes representatives from groups and organizations that share in interest in reducing transportation barriers. The MPO also engages various regional advocacy groups for disadvantaged, minority groups, and limited English-speaking individuals. These groups are listed in Appendix B of the Public Participation Plan.

**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:**

The Ames Area MPO utilizes the following publications & medias: Ames Tribune, Iowa State Daily, Des Moines Register, Story County Sun, KASI/KCCQ radio, KURE student radio at Iowa State, KHOI community radio, Channel 12 (Ames Governmental Channel), Channel 16 (Ames Public Access), and YouTube (City of Ames YouTube channel). The MPO also makes use of the City of Ames Newsletter, City Side, which is distributed with all Ames utility bills.

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

The Public Participation Plan was last reviewed and updated in 2021. The current PPP was adopted by the Transportation Policy Committee on October 26, 2021. MPO staff review the current PPP during the annual self-certification process to ensure it accurately reflects the MPO's current engagement strategies and the latest state and federal requirements.

**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**)

**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?**

The Ames Area MPO’s Limited English Proficiency (LEP) Plan follows the four-factor analysis process, as recommended by the U.S. DOT. As a part of this process, the LEP Plan identifies LEP populations located within the Ames region, the frequency with which those persons encounter the MPO’s services and programs, the importance of the MPO’s services and programs to people’s lives, and the resources available for the MPO to outreach to persons with limited English proficiency.

Some of the ways the MPO ensures meaningful access for limited English persons include:

1. **Oral Interpretation Services** – The MPO will leverage the Language Line Interpretation Service through TheBigWord. If there is a non-English speaking individual that comes into a city department, staff can show them the brochure for the Language Line Interpretation Service and have them select the language that they understand (the languages are written in both the native language and in English). Staff members can call the Language Interpretation Service and asks for an appropriate interpreter, as pointed out by the customer. The City of Ames has also developed a list of all City employees that speak, write, or read a language other than English fluently. The City of Ames may contact employees on this list for interpretation services as their schedule permits. A current list is maintained in the Human Resources internal website. Note that the Ames Area MPO will also allow LEP persons to use an interpreter of their own choosing (whether a professional interpreter, family member, or friend) in place of or as a supplement to the Language Line interpretation services offered by the Ames Area MPO. Additionally, where best appropriate, staff employees will also utilize Google Translator Interpretation Service from their computers and/or as application on their cell phones.
2. **Written Translations (Vital Documents)** - The MPO will provide a written translation of all vital documents (Title VI Notice to the Public, Title VI Policy & Procedures, and a Title VI Complain Form) to Mandarin Chinese, per the Safe Harbor Provision requirements.
3. **Bureau of Refugee Services** – The MPO will, as needed, work with the Bureau of Refugee Services.

4. **MPO Website** – The MPO’s website can allow its information to be automatically translated into over 90 different languages.
5. **Regional Partners** – The MPO will work with its regional agencies and contact groups such as Iowa State University and CyRide to establish and provide additional language assistance services to the MPO, as needed.

## **6.**

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

No committees or councils comprised of non-elected members selected by the Ames Area MPO were in place during the reporting period. Representatives on Ames Area MPO committees are selected by each member jurisdiction.

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

Each member jurisdiction follows its own procedures regarding the appointment of representatives the Ames Area MPO’s committees. However, the Ames Area MPO encourages member jurisdictions to consider members of minority groups when appointing individuals.

**Racial/Ethnic Breakdown of Voting Members on Ames Area MPO committees:**

<b>Group</b>	<b>Number</b>
Male	14
Female	8
White	22
Black or African American	0
American Indian or Alaskan Native	0
Asian	0
Native Hawaiian or other Pacific Islander	0
Other	0

\*Note the data in the above table is summarizing all voting members of the Ames Area MPO’s Transportation Policy and Technical Committees.



**7.**

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

Not applicable for the Ames Area MPO.

**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**)

## **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.**

Yes, please refer to Appendix C of the attached Public Participation Plan. Demographic categories analyzed include disability, limited English proficiency, poverty status, race, and age.

### **2.**

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

The Ames Area MPO's Public Participation Plan defines public engagement goals and strategies, including outreach strategies and accommodations for minority populations. The MPO ensures that its various meetings are held at convenient and accessible locations that are compliant with the Americans with Disabilities Act. Most MPO meetings are held at Ames City Hall, which is easily accessible via CyRide's transit network via the bus stop located on the south side of the building. The MPO website is automatically translated into over 90 different languages. The MPO also participates in and coordinates with the Story County Transportation Collaboration which includes representatives from groups and organizations that share an interest in reducing transportation barriers.

During the AAMPO's MTP updates, Environmental Justice (EJ) populations, including minority populations and low-income populations are identified in the MPO's region. Projects which are identified in the MTP are evaluated to see if they disproportionately adversely affect minority and low-income populations. The MPO also considers the project's beneficial and/or adverse impacts on minority and low-income populations when developing, evaluating, and prioritizing projects in the MTP.

### **3.**

- Please attach demographic maps that show the impacts of the distribution of State and Federal funds in the aggregate for public transportation projects. (See Appendix F)**

**4.**

- Please attach analysis of the planning agency’s transportation system investments that identifies and addresses any disparate impacts. (See Appendix G)**

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

The Ames Area MPO has reviewed both MTP and TIP projects and their socioeconomic impacts and has determined that there are no adverse impacts.

As previously stated, the Ames Area MPO’s Metropolitan Transportation Plan, Forward 2045, incorporates an analysis of project impacts on Environmental Justice populations. A map showing proposed MTP project and Environmental Justice Populations is shown in the Appendix G attachment. Also attached are maps showing the FFY22-25 TIP projects in relation to minority and poverty populations.

During future project planning and evaluations, the MPO will continue to consider the project’s beneficial and/or adverse impacts on minority and low-income populations when developing, evaluating, and prioritizing projects in the MTP.

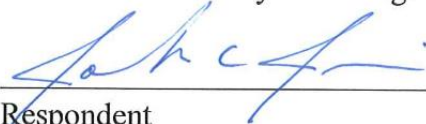
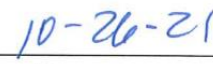
**Declaration of the Respondent**

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

 \_\_\_\_\_   
Respondent Date

**Declaration of the Administrative Head**

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

 \_\_\_\_\_   
Respondent Date

## Appendix A – Title VI Notice to Public



AMES AREA METROPOLITAN PLANNING ORGANIZATION

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### **Title VI Notice to the Public**

The **Ames Area Metropolitan Planning Organization** hereby gives public notice that it is the policy of the Department 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, national origin, gender, age, or disability 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.

We are also concerned about the impacts of our programs, projects and activities on low income and minority populations (“Environmental Justice”) under Title VI. Any person who believes that they are being denied participation in a project, being denied benefits of a program, or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability may contact:

**Brian Phillips, City of Ames Title VI Civil Rights Coordinator – 515-239-5101**  
**Iowa Department of Transportation – 800-262-0003**

YOU SHOULD CONTACT THE ABOVE INDIVIDUAL OR IOWA DOT OFFICE 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 on the Ames Area MPO civil rights program, and the procedures to file a complaint, contact 515-239-5101; e-mail [brian.phillips@cityofames.org](mailto:brian.phillips@cityofames.org); or visit our administrative office at 515 Clark Ave. Ames, IA 50010. For more information, visit <http://www.aampo.org>.

If information is needed in another language, contact 515-239-5101

## **Appendix B – Instruction to File Title VI Discrimination Complaint**

### **Complaint Procedures under Title VI of the Civil Rights Act of 1964**



This Complaint Procedure is established to meet the requirements of the Civil Rights Act of 1964 and its amendments. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of race, color, or national origin in the provision of services, activities, programs, or benefits by the City of Ames. There are certain exceptions to this process. The Clerk of Court and City Assessor maintain offices within City Hall, but are not under the exclusive purview of the City of Ames. In the event that there is a complaint about unfair treatment within the Clerk of Court or City Assessor offices, complainants should contact that office directly for assistance navigating their complaint procedures. Complaints arising out of transit-related concerns are governed by special requirements from the Federal Transit Administration. These complaints should be made directly to CyRide in order to comply with those requirements. Please contact CyRide at (515) 292-1100 for information on how to file a complaint.

Additionally, transit-related complaints can be filed with the Federal Transit Administration's Office of Civil Rights. Finally, complaints of discrimination regarding employment in the City of Ames are governed by the City's Personnel Policies. Please contact the City of Ames Human Resources Office to file a complaint related to employment. If you are unsure about the appropriate office to address a complaint to or if you need assistance navigating procedures, complaints of any type can be filed with the Iowa Civil Rights Commission.

Should a citizen have a complaint about access to public services, he/she should complete the attached complaint form and submit it to the City Manager's Office. The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. The attached form provides spaces for all necessary information.

The complaint should be submitted by the complainant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Title VI Civil Rights Coordinator  
City Manager's Office  
515 Clark Avenue  
Box 811  
Ames, IA 50010

Within 30 calendar days after receipt of the complaint, the Title VI Coordinator or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days of the meeting, the Title VI Coordinator or his/her designee, in consultation with the City's Legal Office, will respond in writing. The response will explain the position of the Coordinator and other options for substantive resolution of the complaint.

## **Appendix C – Public Participation Plan**

The following pages contain the Ames Area MPO’s Public Participation Plan, adopted on October 26, 2021.

# Public Participation Plan

2021 Update



# AAAMPO

AMES AREA METROPOLITAN PLANNING ORGANIZATION

AMES | GILBERT | STORY | BOONE

The Ames Area Metropolitan Planning Organization prepared this report with funding from the U.S. Department of Transportation's Federal Highway Administration and Federal Transit Administration, and in part through local matching funds of the Ames Area MPO member governments. These contents are the responsibility of the Ames Area MPO. The U.S. government and its agencies assume no liability for the contents of this report or for the use of its contents. The Ames Area MPO approved this document on October 26, 2021. Please call (515) 239-5160 to obtain permission to use.



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# 1 - Introduction

## 1.1 Document Purpose

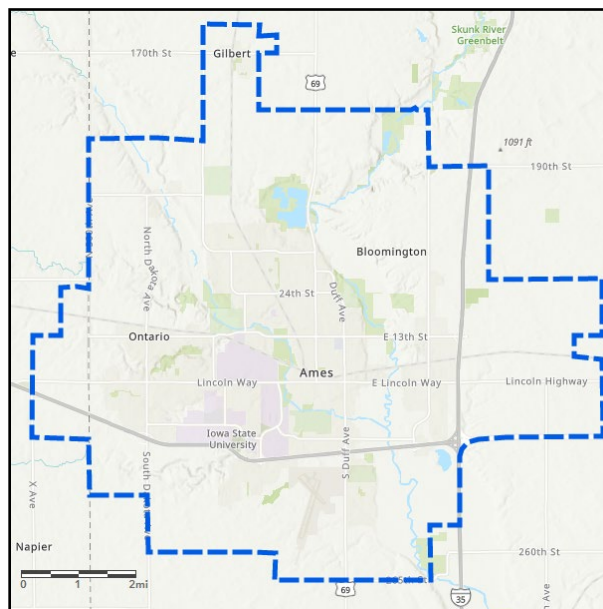
The Public Participation Plan (PPP) details how the Ames Area MPO (AAMPO) involves the public and stakeholders in its transportation planning efforts. This document will provide public and stakeholder engagement goals and strategies that the MPO plans to implement so that all interested parties have ample opportunity to get involved with the MPO's transportation planning efforts and planning document updates. It will also detail how the MPO will provide easy access to relevant transportation planning information and documentation.

MPOs are federally required to develop a PPP. The Iowa Department of Transportation (DOT) requires that MPOs update their PPP at least every five years. Even though five years is the maximum timeframe between PPP updates, AAMPO continually reviews its public and stakeholder engagement strategies and will update its PPP whenever warranted.

## 1.2 AAMPO Overview and Planning Area

The AAMPO was officially designated the MPO of the Ames urbanized area by the Governor of Iowa in March 2003. This designation was the result of the Ames urbanized area having a population greater than 50,000 in the 2000 Census.

As a result of the 2010 Census, the urbanized areas of Ames and Gilbert were combined into one urbanized area, therefore requiring the Metropolitan Planning Area to be expanded to encompass this area in its entirety. The Ames Area MPO approved the current Metropolitan Planning Area boundary on November 13, 2012 (shown in **Figure 1**). The City of Gilbert and Iowa State University were added to the Transportation Policy Committee on March 26, 2013.



**Figure 1:** AAMPO Boundary (Adopted Nov 13, 2012)

The Ames Area MPO provides and coordinates various transportation planning and improvement efforts throughout the Ames urban area. This includes coordination and consultation with the MPO’s various stakeholders, which are described in **Appendix B**.

Ames is located in central Iowa and is served by Interstate 35, US Highway 30, and US Highway 69. Surface transportation needs are met through over 251 centerline miles of streets. The community has a very progressive transit system, CyRide, which typically carries approximately six million passengers each year. While most transit users have Iowa State University ties, CyRide serves the entire Ames community. The Ames Area MPO area includes the Ames Municipal Airport, which serves general aviation needs for business, industry, and recreation users. On average, 104 aircraft operations occur per day at the Ames Municipal Airport. Railroads provide freight service to the area by dual east-west mainline tracks and a northern agricultural spur.

The Ames Area MPO consists primarily of two standing committees: The Transportation Policy Committee and the Transportation Technical Committee.

### 1.3 Transportation Policy Committee

The Transportation Policy Committee (TPC) is the policy setting board of the MPO and the membership consists of local officials. Voting membership on the committee includes city and county governments located, wholly or partially, in the Ames Area MPO planning boundary, as well as the local transit agency. Currently the TPC membership includes the City of Ames, City of Gilbert, CyRide, Boone County, and Story County. The Iowa Department of Transportation, Federal Highway Administration, Federal Transit Administration, and Iowa State University serve as advisory, non-voting, representatives.

<b>Transportation Policy Committee Membership</b>		
<i><b>Representative Agency</b></i>	<i><b>Member</b></i>	<i><b>Representative Agency Role</b></i>
<b>City of Ames (Chair)</b>	John Haila	Mayor
<b>City of Ames</b>	Bronwyn Beatty-Hansen	Council Member
<b>City of Ames</b>	Gloria Betcher	Council Member
<b>City of Ames</b>	Amber Corrieri	Council Member
<b>City of Ames</b>	Tim Gartin	Council Member
<b>City of Ames</b>	David Martin	Council Member
<b>City of Ames</b>	Rachel Junck	Council Member
<b>Boone County</b>	Bill Zinnel	Board of Supervisors
<b>Story County</b>	Linda Murken	Board of Supervisors
<b>Ames Transit Agency (CyRide)</b>	Jacob Ludwig	CyRide Board Member
<b>City of Gilbert</b>	Jonathan Popp	Mayor
<b>Iowa Dept. of Transportation ‡</b>	Andy Loonan	District 1 Transportation Planner
<b>Iowa Dept. of Transportation ‡</b>	Zac Bitting	Metropolitan and Regional Planning Coordinator
<b>Iowa Dept. of Transportation ‡</b>	Cindy Shearer	Statewide Planning Support
<b>Federal Highway Administration ‡</b>	Darla Hugaboom	Iowa Division Community Planner
<b>Federal Highway Administration ‡</b>	Sean Litteral	Planning and Development Team Leader
<b>Federal Transit Administration ‡</b>	Gerri Doyle	Region 7 Community Planner
<b>Iowa State University ‡</b>	Brandi Latterell	Director for Planning Services

‡ Non-voting

## 1.4 Transportation Technical Committee

The Transportation Technical Committee (TTC) consists of technical personnel from various agencies involved in transportation issues within the planning area. The TTC formulates the procedural details of the Transportation Planning Work Program. The committee reviews and monitors the output of various MPO activities identified in the work program and makes recommendations to the policy committee. The committee is also responsible for assisting in developing Transportation Improvement Programs and Metropolitan Transportation Plans. The Iowa Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration serve as advisory, non-voting, representatives.

<b>Transportation Technical Committee Membership</b>		
<b><i>Representative Agency</i></b>	<b><i>Member</i></b>	<b><i>Representative Agency Role</i></b>
<b>City of Ames (Chair)</b>	Damion Pregitzer	Traffic Engineer
<b>City of Ames (Vice-Chair)</b>	Kelly Diekmann	Director of Planning & Housing
<b>City of Ames</b>	Justin Clausen	Operations Manager
<b>City of Ames</b>	Justin Moore	Planner
<b>City of Ames</b>	Tracy Peterson	Municipal Engineer
<b>Ames Transit Agency (CyRide)</b>	Barb Neal	Transit Director
<b>Iowa State University</b>	Sarah Lawrence	Campus Planner
<b>Boone County</b>	Scott Kruse	County Engineer
<b>Story County</b>	Darren Moon	County Engineer
<b>Ames Community School Dist.</b>	Gerry Peters	Facilities Director
<b>Ames Economic Development Commission</b>	Dan Culhane	President & Chief Executive Officer
<b>Iowa Dept. of Transportation ‡</b>	Andy Loonan	District 1 Transportation Planner
<b>Iowa Dept. of Transportation ‡</b>	Zac Bitting	Metropolitan and Regional Planning Coordinator
<b>Iowa Dept. of Transportation ‡</b>	Cindy Shearer	Statewide Planning Support
<b>Federal Highway Administration ‡</b>	Darla Hugaboom	Iowa Division Community Planner
<b>Federal Highway Administration ‡</b>	Sean Litteral	Planning and Development Team Leader
<b>Federal Transit Administration ‡</b>	Gerri Doyle	Region 7 Community Planner

‡ Non-voting

## 1.5 MPO Staff & Contact Information

There are numerous ways to contact and engage with the [MPO staff](#), including:

**Website:** [www.aampo.org](http://www.aampo.org)

**Primary Phone:** (515) 239-5169

**Email:** [Staff Contact List](#)

**Mail/Office:** Ames Area MPO

515 Clark Ave

Ames, IA, 50010

## 2 - Regulations

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There are several federal and state regulations pertaining to participation in the MPOs transportation planning activities for members of the public and agency stakeholders. These regulations are described in the following section.

### 2.1 Transportation Planning Requirements

[23 CFR 450.316](#) details several federal requirements that MPOs need to follow regarding public and stakeholder participation. In short, these regulations cover the development and content requirements for Public Participation Plans, documentation of public comments on planning documents such as Transportation Improvement Programs (TIPs) and Metropolitan Transportation Plans (MTPs), the 45-day public comment period requirement for initial or revised PPPs, and coordination with regional agencies and officials which are responsible for other planning activities or are affected by regional planning activities.

### 2.2 Iowa DOT Requirements

The Iowa DOT provides guidance documentation to Iowa MPOs and RPAs for the development and maintenance of Public Participation Plans. Within this guidance, the Iowa DOT states various requirements that help ensure that PPPs are both effective and comply with the various federal requirements and regulations. Some of the more significant requirements are listed here:

- The PPP is required to be updated at least every five years.
- The PPP must be developed in consultation with all interested parties.
- The minimum required public comment period is 45 calendar days before final adoption.
- The Draft PPP must be submitted to Iowa DOT staff for review before final adoption.
- The Final PPP must be provided to Iowa DOT, FHWA, FTA, and published online.
- The PPP must cover public-related procedures for all five of the MPOs core planning documents which include the MTP, PPP, PTP, TIP, and TPWP.
- All draft planning documents provided to the public for input should be in final draft form.
- Timeframes and notification methods for meeting agendas, public hearing notices, and public comment periods should be explicitly stated in the PPP.
- Meeting agendas, meeting minutes, current planning documents, and Title VI documentation (including notice to public, complaint form, and related documents) should be posted on the MPO's website.

### 2.3 Title VI

[“Title VI of the Civil Rights Act of 1964](#) prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives Federal funds or other Federal financial assistance.” MPOs receive federal funding from both the FHWA and FTA and are therefore required to adhere to Title VI requirements. Additionally, FTA has published [FTA Circular 4702.1B](#), Title VI Requirements and Guidelines for Federal Transit Administration Recipients. All recipients of FTA funds, including MPOs,

are subject to these requirements. In addition to Title VI specific regulations, there also additional non-discrimination protection regulations that agencies receiving federal funds must follow. [Section 162 \(a\) of the Federal-Aid Highway Act of 1973 \(23 USC 324\)](#) covers the prohibition of sex-based discrimination. The [Age Discrimination Act of 1975](#) prohibits discrimination based on age. [Section 504 of the Rehabilitation Act of 1973](#) and the [Americans with Disabilities Act \(ADA\) of 1990](#) prohibits discrimination based on disabilities.

## 2.4 Environmental Justice

The Environmental Protection Agency (EPA) states that “Environmental justice (EJ) is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation and enforcement of environmental laws, regulations and policies.” There are several regulations pertaining to environmental justice in minority populations and low-income populations including [Executive Order 12898](#), [U.S. DOT Order 5610.2\(a\)](#), [FTA Circular 4703.1](#), and [FHWA Order 6640.23A](#).

These regulations ensure that government agencies (such as MPOs), are providing reasonable opportunities for all people (regardless of race, color, origin, or income) to be able to actively participate in decisions and planning efforts that may affect their environment and/or health. Additionally, MPOs need to assess and consider the potential impact their planning efforts and future projects may have on the health and the environment for minority and low-income populations.

## 2.5 Limited English Proficiency

[Executive Order 13166](#), signed August 11, 2000, “requires Federal agencies to examine the services they provide, services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them.” Additionally, in accordance with this Executive Order, the U.S. DOT issued its own [LEP Guidance](#), which applies to all recipients of U.S. DOT funding, including MPOs.

## 2.6 Iowa Open Meetings

[Chapter 21 of the Code of Iowa](#) details the full regulations pertaining to the open meetings law. Some key points that relate to MPO meetings include:

- Public notice must be given for the time, date, place, and agenda for meetings.
- Meetings need to be held at a place and time reasonably accessible to the public.
- Meetings must be conducted in open session, with certain exceptions that may apply for holding a closed session.
- Meeting minutes must be kept which include the date, time, place, members present, and actions taken.
- Electronic meetings may be conducted only in circumstances where meeting in person is impossible or impractical. Electronic meetings still need to be accessible to the public and minutes still need to be kept.

## 2.7 Iowa Public Records

[Chapter 22 of the Code of Iowa](#) details the full regulations pertaining to the public records law. Some key points that relate to MPO meetings include:

- The public has the right to examine and copy public records.
- The agency may adopt and enforce reasonable rules regarding the examination and copying of the records.
- If the agency's physical possession, the right to examine public records should be free of charge.
- The agency may charge a reasonable fee for time and expense required for supervising examination and copying the records, not exceed the actual cost of providing the service.
- Some records are considered confidential and are not subject to public release in the absence of a court order, as outlined in Chapter 22.7.



## 3 - Public Outreach Strategies

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The goal of the Ames Area MPO is to ensure that all interested parties are well-informed and have ample notice and ability to provide meaningful input for all transportation planning activities and initiatives. To do this, AAMPO utilizes various strategies and mediums for which to reach out to members of the public as well as the region's stakeholders (see **Appendix B** for a list of stakeholders).

### 3.1 Ames Area MPO Website

The Ames Area MPO website, [www.aampo.org](http://www.aampo.org), provides information about all MPO activities and efforts and can be automatically translated into over 90 languages. Current versions and information on the five core planning documents (MTP, TPWP, TIP, PPP, & PTP) are detailed on this website. The PTP webpage has information regarding their upcoming meetings, agendas, and meeting notes. Some past planning document versions are also directly available along with an email link to request older versions. Information on upcoming public comment periods, public input sessions, workshops, and public hearing dates can also be found on the website. The Title VI Notice to the Public, Title VI Complaint Form, and all Title VI documentation can be found on the website. Information on all Transportation Policy Committee and Transportation Technical Committee meetings are all referenced including agendas, meeting materials, and meeting minutes. The AAMPO also provides additional information and links about other transportation planning initiatives on the website such as transit planning, Safe Routes to School maps, and the Regional ITS Architecture document. The AAMPO will also now begin to work on providing more access to transportation data (both from internal and external data sources) through interactive web maps (examples will include traffic volumes, intersection turning movement counts, segment & intersection crash data, as well as MTP & TIP projects).

### 3.2 E-Mail Notifications

Anyone may sign up online at <https://www.cityofames.org/living/email-notification-sign-up> to receive MPO-related notifications pertaining to upcoming meetings, events, and news items. Subscribers to this service may opt out at any time after initial sign up.

### 3.3 Publications

Information about all MPO meetings is added to the existing public meeting calendar which is produced weekly and is distributed to local newspapers such as the Ames Tribune and ISU Daily. Formal notices for public hearings are published in the Ames Tribune. Press releases to area newspapers and radio stations will be used utilized to notify citizens of upcoming MPO activities.

### 3.4 TV & Streaming

The City of Ames maintains a local governmental access cable channel (Channel 12), a [YouTube channel](#), and a [live stream](#) on the City's website for broadcasting public meetings. This includes the MPO's Transportation Policy Committee meetings and workshops. Archived versions of these meetings can also be found on the YouTube channel or on the [City's website](#).

### **3.5 Social Media**

The Ames Area MPO does not currently have its own social media account on any platform. However, the public is provided notice about MPO plan updates through the City of Ames’s social media accounts on [Facebook](#) and [Twitter](#). The public can submit comments and feedback on MPO-related posts on those social media platforms.

### **3.6 City Side (City of Ames Newsletter)**

Meeting information for the AAMPO is included as a part of the City of Ames’ newsletter, City Side, which is distributed monthly by mail with utility bills to City of Ames residents. City Side is also posted on the City of Ames social media accounts.

## 4 - Public Input Methods

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The Ames Area MPO wants to ensure that the public has numerous methods to provide input on the MPO's planning documents and planning efforts. This section outlines the various strategies the MPO utilizes to provide ample opportunity for citizens and stakeholders to be involved. The AAMPO will always consider and respond to all public input received during program development and planning processes.

### 4.1 Public Hearings

The AAMPO Transportation Policy Committee (TPC) hosts formal public hearings for final approval of any of the core planning documents during the committee meeting. Additionally, the public is welcome to comment during TPC meetings on any of the agenda items when that item is up for discussion and is also provided an opportunity to provide comments on topics not on the agenda. Public hearing notices are published between 4 to 20 days prior to the public hearing date, per [Iowa Code 362.3](#). Typically, the MPO will publish notices one to two weeks prior to a public hearing date.

### 4.2 Public Input Sessions

MPO staff will hold Public Input Sessions, which are informal opportunities for members of the public to provide comments, input, and ask questions about MPO plans and documents. These sessions are typically one hour in length. They may be held virtually (Microsoft Teams, Zoom, etc.) or in-person in Ames City Hall. These sessions are designed to be flexible, allowing the public to come and go at any point during the specified time period of the input session. Staff will provide copies of any needed materials, such as copies of planning documents, as appropriate. Public Input Sessions are typically held at least once during the public comment period of each of the five core planning documents. They may also be held for other important MPO planning efforts.

### 4.3 Workshops & Open Houses

Workshops and open houses are typically meetings with a series of activities aimed to be visually engaging and gather public input in the form of written, spoken, or other forms. Workshops and open houses can employ several activities such as visual preference surveys, mapping activities, discussions, and other input gathering strategies. Workshops and open houses are commonly utilized during the development of Metropolitan Transportation Plans (MTPs) but may be held during other planning efforts, as appropriate.

### 4.4 Surveys

Surveys may be conducted using the MPO website or by using mailings to gather input and information from a large number of citizens. The AAMPO typically conducts a Regional Transportation Survey during development of MTPs. This survey helps residents present their opinions on the current state of the transportation system and their hopes for the future of the transportation system. It also helps the MPO gather information about the public's travel characteristics and preferences.

#### **4.5 Comments**

The MPO always accepts comments from the public for any topic, whether in-person, by phone, or by email (see Section 1.5 for contact information). The MPO also monitors social media posts for any feedback. The MPO holds public comment periods for all five core planning documents. This is the opportunity when members of the public can submit their comments to MPO staff on the final draft planning document before it is finalized and brought forward for the public hearing and final approval. A public comment period is also required for any amendments to planning documents. Public comments received on the MTP and the TIP are always documented within the final version of the planning document.

#### **4.6 Visualization Techniques**

The MPO ensures that visualization techniques are incorporated into public participation activities. The MPO website and interactive web-based GIS maps may be utilized to provide another method of receiving feedback and comments. One application of this would be the ability of citizens to provide project-specific feedback on projects listed in the MTP or the TIP on an interactive GIS map.

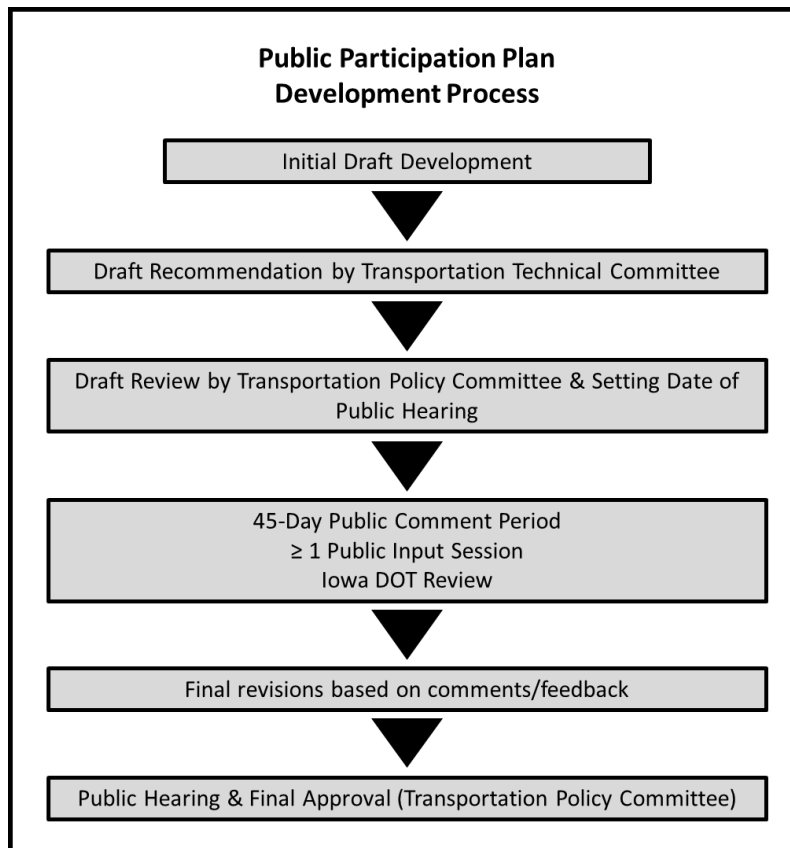
## 5 - Planning Documents

This section will describe each of the five core planning documents that the MPO maintains as well as the development process for each planning document (including public participation processes).

### 5.1 Public Participation Plan (PPP)

The PPP details how the AAMPO involves the public and stakeholders in its transportation planning efforts. It provides public and stakeholder engagement goals and strategies that the MPO plans to implement so that all interested parties have ample opportunity to get involved with the MPO's transportation planning efforts and planning document updates. It also details how the MPO will provide easy access to relevant transportation planning information and documentation.

The PPP is required to be updated at least every five (5) years, or as needed (the MPO will periodically review the effectiveness of the procedures and strategies contained within this plan to ensure full and open participation process). The development process (shown in **Figure 2**) includes a 45-day public comment period, a public input session, and a public hearing. Information on the Public Participation Plan and how to sign up for e-notifications about meeting dates and news is always available on the MPO website at: <https://www.cityofames.org/government/aampo/about-the-mpo/public-participation-plan>.

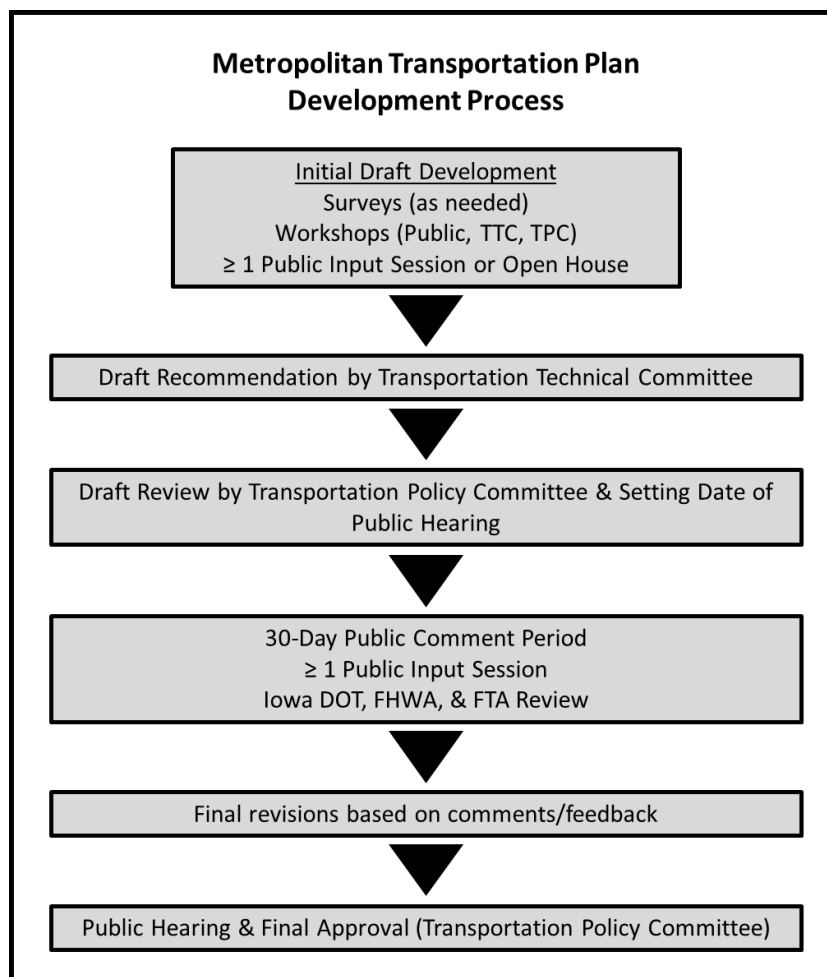


**Figure 2:** Public Participation Plan Development Process

## 5.2 Metropolitan Transportation Plan (MTP)

The Metropolitan Transportation Plan (MTP), formally known as the Long-Range Transportation Plan (LRTP), acts a framework for guiding the AAMPO’s transportation investments and policy decisions over a 25-year period by identifying a regional vision for a multi-modal transportation system through stakeholder and community input. This includes developing short-term, medium-term, and long-term plans for regional project programming based upon a performance-based, community-driven approach.

The MTP is required to be updated every five (5) years. The development process for the MTP is shown in **Figure 3**. Because the MTP utilizes a community-driven planning approach, members of the public and regional stakeholders need to be involved early in the plan’s development. As such, during the initial plan development, multiple input methods may be utilized including surveys, workshops (for the public, TTC, and TPC), and public open houses or input sessions. During review of the final draft plan, there will be a 30-day public comment period, at least one public input session, and a public hearing on the date of final approval. Information on the Metropolitan Transportation Plan is always available on the MPO website at: <https://www.cityofames.org/government/aampo/ames-mobility-2040-lrtp>.



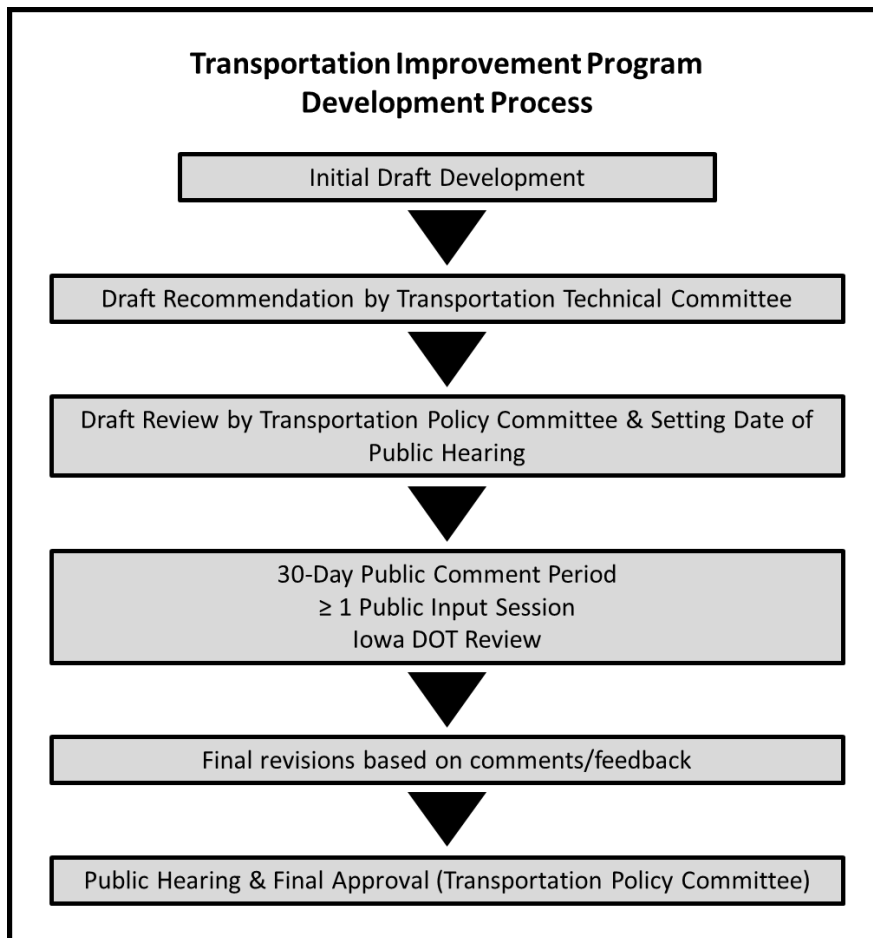
**Figure 3:** Metropolitan Transportation Plan Development Process

### 5.3 Transportation Improvement Program (TIP)

The Transportation Improvement Program is a 4-year implementation program for federally funded and regionally significant transportation projects within the Ames region. It reflects the investment priorities that are established in the MTP. Additionally, any projects funded with Section 5310 (Enhanced Mobility for Seniors and Individuals with Disabilities) funding needs to be identified previously in the Passenger Transportation Plan (PTP) prior to being identified in the TIP. The AAMPO TIP is included in the [Statewide Transportation Improvement Program \(STIP\)](#), which is developed by the Iowa DOT.

The TIP is updated annually. The development process (shown in **Figure 4**) includes a 30-day public comment period, a public input session, and a public hearing. Information on the Transportation Improvement Program is always available on the MPO website at:

<https://www.cityofames.org/government/aampo/tip>.

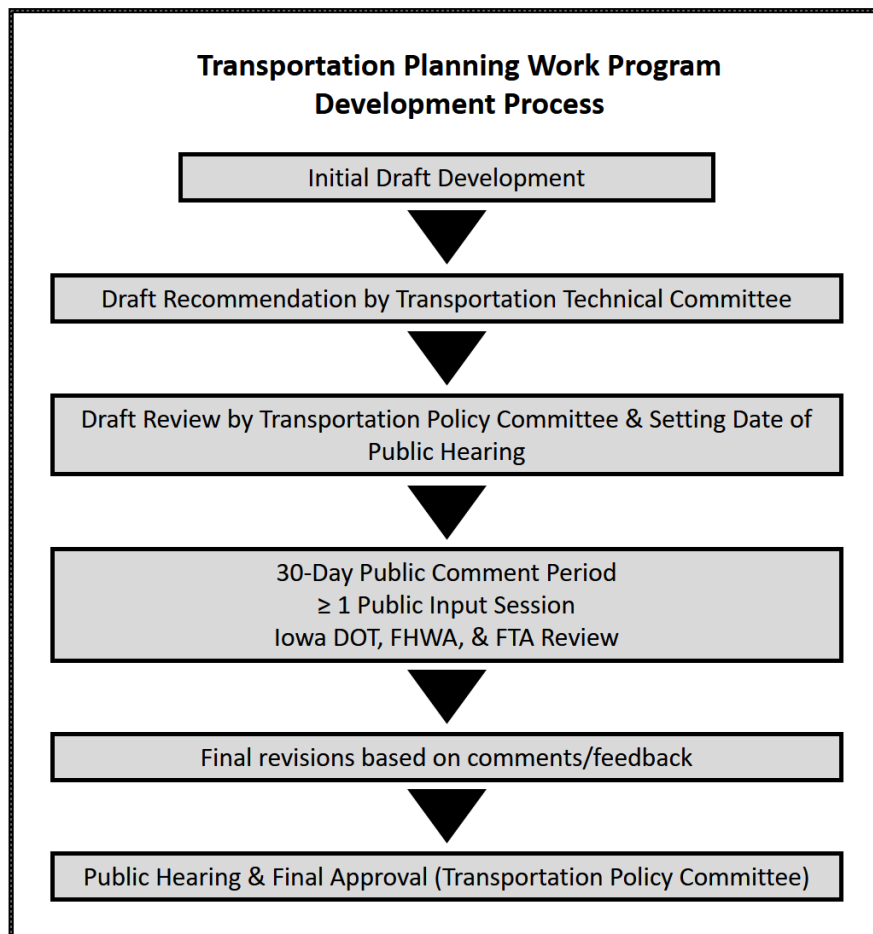


**Figure 4:** Transportation Improvement Program Development Process

### 5.4 Transportation Planning Work Program (TPWP)

The Transportation Planning Work Program (TPWP) functions as the regional work plan for the Ames Area MPO. Each TPWP covers one fiscal year and defines the anticipated work and tasks to be performed. This work is broken down into major planning activities. The document includes details on who will perform the various planning activities, the schedule for completing the activities, the resulting products and expectations of each activity, as well as the total program budget for the year (including funding amounts for each activity).

A new TPWP is developed annually, since each TPWP only covers a single fiscal year. The development process (shown in **Figure 5**) includes a 30-day public comment period, a public input session, and a public hearing. Information on the Transportation Planning Work Program is always available on the MPO website at: <https://www.cityofames.org/government/aampo/tpwp>.



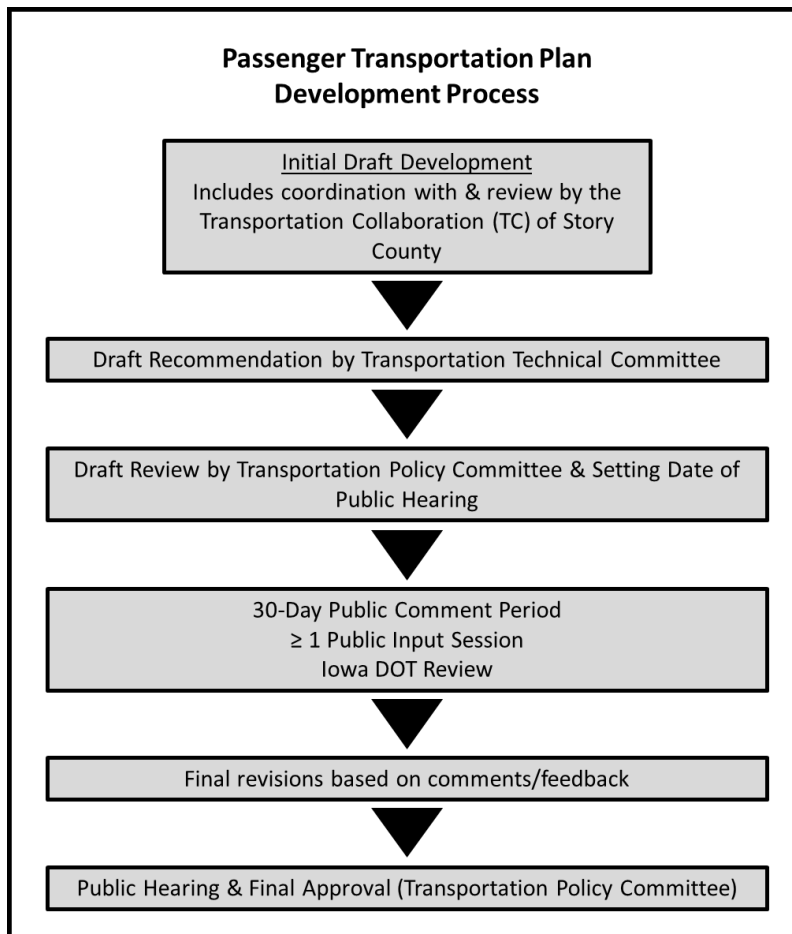
**Figure 5:** Transportation Planning Work Program Development Process



### 5.5 Passenger Transportation Plan (PTP)

The primary purpose of the Passenger Transportation Plan (PTP) is to promote joint, coordinated passenger transportation planning programs that further the development of the local and regional transportation systems. It provides key community decision makers with the knowledge of how individuals are currently being transported throughout Ames, the additional transportation needs and service requests identified, and recommended strategies or projects to overcome these needs.

A new PTP is developed every five (5) years, at a minimum, with updates as needed. Specifically, Enhanced Mobility for Seniors and Individuals with Disabilities projects or strategies need to be identified in the PTP before a project can be included in the AAMPO’s TIP, which is required to obtain grant funding. The development process (shown in **Figure 6**) includes coordination with and review by the [Transportation Collaboration \(TC\) of Story County](#), which functions as the AAMPO’s Transportation Advisory Group (TAG). This process also includes reviews by both the TTC and TPC, a 30-day public comment period, and a public hearing. Information on the Transportation Planning Work Program is always available on the MPO website at: <https://www.cityofames.org/government/aampo/passenger-transportation-plan>. Additionally, the TAG group is required to have at least two meetings every fiscal year with meeting minutes submitted to the Iowa DOT annually by July 31<sup>st</sup>.



**Figure 6:** Passenger Transportation Plan Development Process

## 5.6 Amendments

While each of the core planning documents are updated under the respective time cycles, they can be amended in between updates when the need arises. One example of an amendment being required would be if a project's programmed budget or timeline needs to be modified in the current TIP. Amendments are also subject to public review requirements and procedures.

The AAMPO requires that before any core planning document can be amended, the amendment must be reviewed by the Transportation Technical Committee (TTC) and the Transportation Policy Committee (TPC). Additionally, amendments to the PTP need to be reviewed by the Transportation Collaboration (TC) of Story County. A minimum of a 15-day public comment period (45 days for the PPP) must also occur prior to an amendment to any core planning document. A public hearing and final approval of the amendment must then occur at a TPC meeting.

## 6 - Underserved Populations

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### 6.1 Overview

The Ames Area MPO is committed to providing planning services across the Ames region that benefit all members of the public regardless of race, color, national origin, age, gender, income, or disability. To meet this commitment, the AAMPO follows the obligations outlined for Iowa MPOs in the state and federal regulations stated in Section 2 of this document. **Appendix C** provides an overview of regional demographic data for underserved population groups using American Community Survey (ACS) data.

### 6.2 Accommodations

The MPO ensures that its various meetings are held at convenient and accessible locations that are compliant with the Americans with Disabilities Act. Most MPO meetings are held at Ames City Hall, which is easily accessible via Transit as there is a CyRide bus stop on the south side of the building. There are also bike racks located at Ames City Hall. The [MPO website](#) is also automatically translated into over 90 different languages. The Ames Area MPO participates in and coordinates with the Story County Transportation Collaboration (conducted under the leadership of the United Way of Story County), which includes representatives from groups and organizations that share an interest in reducing transportation barriers.

During the AAMPO's [MTP updates](#), Environmental Justice (EJ) populations, including minority populations and low-income populations are identified in the MPO's region. Projects which are identified in the MTP are evaluated to see if they disproportionately adversely affect minority and low-income populations. The MPO also considers the project's beneficial and/or adverse impacts on minority and low-income populations when developing, evaluating, and prioritizing projects in the MTP.

The AAMPO develops and maintains a separate [Limited-English Proficiency \(LEP\) Plan](#). This plan helps ensure that individuals with limited English proficiency have access to the MPO's various transportation documents and planning processes. Within this plan, areas within the Ames region with limited English proficiency are identified. As recommended by the U.S. DOT, the LEP Plan follows the four-factor analysis process. Those four factors are:

1. The number or proportion of persons with limited English proficiency who are eligible to be served or likely to be encountered by MPO services and programs.
2. The frequency with which persons with limited English proficiency come into contact with MPO services and programs.
3. The nature and importance of the MPO's services and programs in people's lives.
4. The resources available to the MPO for outreach to persons with limited English proficiency, as well as the costs associated with the outreach.

CyRide, which helps staff the Ames Area MPO, also maintains its own respective LEP Plan. CyRide also maintains its own FTA Title VI Program.

### **6.3 Complaint Procedures**

Any person wishing to file a formal discrimination complaint may do so by completing the Title VI Complain form. This form can be accessed [online](#) on the main page of the AAMPO website or by contacting the MPO. More information on the complaint form and process can be found on the website. This complaint form should be returned to the MPO's current Title VI Civil Rights Coordinator, who's contact information is identified on both the form and online.

## Appendix A – List of Acronyms

<b>Acronym</b>	<b>Definition</b>
AAMPO	Ames Area Metropolitan Planning Organization
ACS	American Community Survey
CIRTPA	Central Iowa Regional Transportation Planning Alliance
DMAMPO	Des Moines Area Metropolitan Planning Organization
DOT	Department of Transportation
EJ	Environmental Justice
EMS	Emergency Medical Services
EPA	Environmental Protection Agency
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
ISU	Iowa State University
ITS	Intelligent Transportation System
LEP	Limited English Proficiency
L RTP	Long-Range Transportation Plan
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Plan
PPP	Public Participation Plan
PTP	Passenger Transportation Plan
RPA	Regional Planning Affiliation
STIP	Statewide Transportation Improvement Program
TAG	Transportation Advisory Group
TC	Transportation Collaboration
TIP	Transportation Improvement Program
TPC	Transportation Policy Committee
TPWP	Transportation Planning Work Program
TTC	Transportation Technical Committee

## Appendix B – List of MPO Stakeholders & Public Groups

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The Ames Area MPO communicates with a wide variety of stakeholders so that feedback throughout the MPO's various planning processes is comprehensive and properly reflects community values. The following stakeholders are identified as primary targets for key messages and communications on MPO planning activities and planning document updates.

### 1. Local, State, & Federal Government Agencies

- Ames Transit Agency (CyRide)
- Boone County
- City of Ames
- City of Gilbert
- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)
- Iowa Department of Transportation (DOT)
- Iowa State University (ISU)
- Story County

**Note:** The Ames Area MPO maintains agreements with the Iowa DOT and CyRide. The Iowa DOT and the AAMPO update their joint planning agreement annually as a part of the TPWP development process. CyRide and the AAMPO typically update their cooperative agreement every 3 years.

### 2. Local & Regional Transportation Groups & Agencies

- Ames Area Running Club
- Ames Bicycle Coalition
- Ames Kidical Mass
- Ames Velo
- Central Iowa Bicycle-Pedestrian Roundtable
- Central Iowa Regional Transportation Planning Alliance (CIRTPA)
- Des Moines Area MPO (DMAMPO)
- Iowa Bicycle Coalition

### 3. Local, Community, & Development Groups/Organizations

- Ames Chamber of Commerce
- Ames Convention and Visitors Bureau
- Ames Economic Development Commission
- Ames Historical Society
- Ames Home Builders Association
- Ames School District
- Campustown Action Association

- Downtown Ames
- First Responders (Police, Fire, EMS)
- Gilbert School District
- Hospitals
- Iowa State University Student Government
- Local Developers
- Neighborhood Associations & Groups

**4. Advocacy Groups for disadvantaged, minority groups, and limited English-speaking individuals**

- Story County Transportation Collaboration (United Way of Story County)
- Engaging International Spouses (EIS) – YWCA Ames
- Human Service Organizations (previous Story County Human Service Council, no longer formal group)
- International Students & Scholars (ISS)
- Intensive English & Orientation Program

## Appendix C – Demographic Data

The following pages contain tables and maps summarizing demographic data within the Ames Area MPO’s boundary. Five-year data (2015-2019) was obtained at the census tract level from the 2019 American Community Survey (ACS) dataset, available at <https://data.census.gov>. Data for the following demographic groups is summarized:

- Disability Status (Table 1, Figure 7)
- Poverty Status (Table 2, Figure 8)
- Race (Table 3, Figure 9)
- Limited English Proficiency (Table 4, Table 5, Figure 10)
- Age (Table 6, Figure 11)

**Table 1: Overview of Reported Disability Status**

<b>Disability</b>	<b>Population</b>	<b>Percentage</b>
Hearing Difficulty	1,173	1.7%
Vision Difficulty	740	1.0%
Cognitive Difficulty	2,047	2.9%
Ambulatory Difficulty	1,677	2.4%
Self-Care Difficulty	570	0.8%
Independent Living Difficulty	1,469	2.1%
<b>DISABILITY REPORTED</b>	<b>4,657</b>	<b>6.6%</b>
<b>NO DISABILITY REPORTED</b>	<b>65,850</b>	<b>93.4%</b>

*Source: 2015-2019 ACS Data*

**Table 2: Overview of Poverty Status**

<b>Poverty Status</b>	<b>Population</b>	<b>Percentage</b>
Below Poverty Level	16,040	26.5%
Above Poverty Level	44,442	73.5%

*Source: 2015-2019 ACS Data*



**Table 3: Overview of Population by Race**

<b>Race Category</b>	<b>Population</b>	<b>Percentage</b>
White	58,104	79.0%
Black or African American	2,116	2.9%
Asian	7,664	10.4%
Hispanic or Latino	2,707	3.7%
Some Other Race	822	1.1%
Two or More Races	2,150	2.9%
<b>WHITE</b>	<b>58,104</b>	<b>79.0%</b>
<b>NON-WHITE</b>	<b>15,459</b>	<b>21.0%</b>

*Source: 2015-2019 ACS Data*

**Table 4: Abbreviated Overview of Language Populations**

<b>Category</b>	<b>Population</b>	<b>Percentage</b>
Speak only English	58,640	86.3%
Speak English "very well"	5,392	7.9%
Speak English less than "very well"	3,949	5.8%
<b>TOTAL</b>	<b>67,981</b>	<b>100.0%</b>

*Source: 2015-2019 ACS Data*

**Table 5: Breakdown of Language Group Populations**

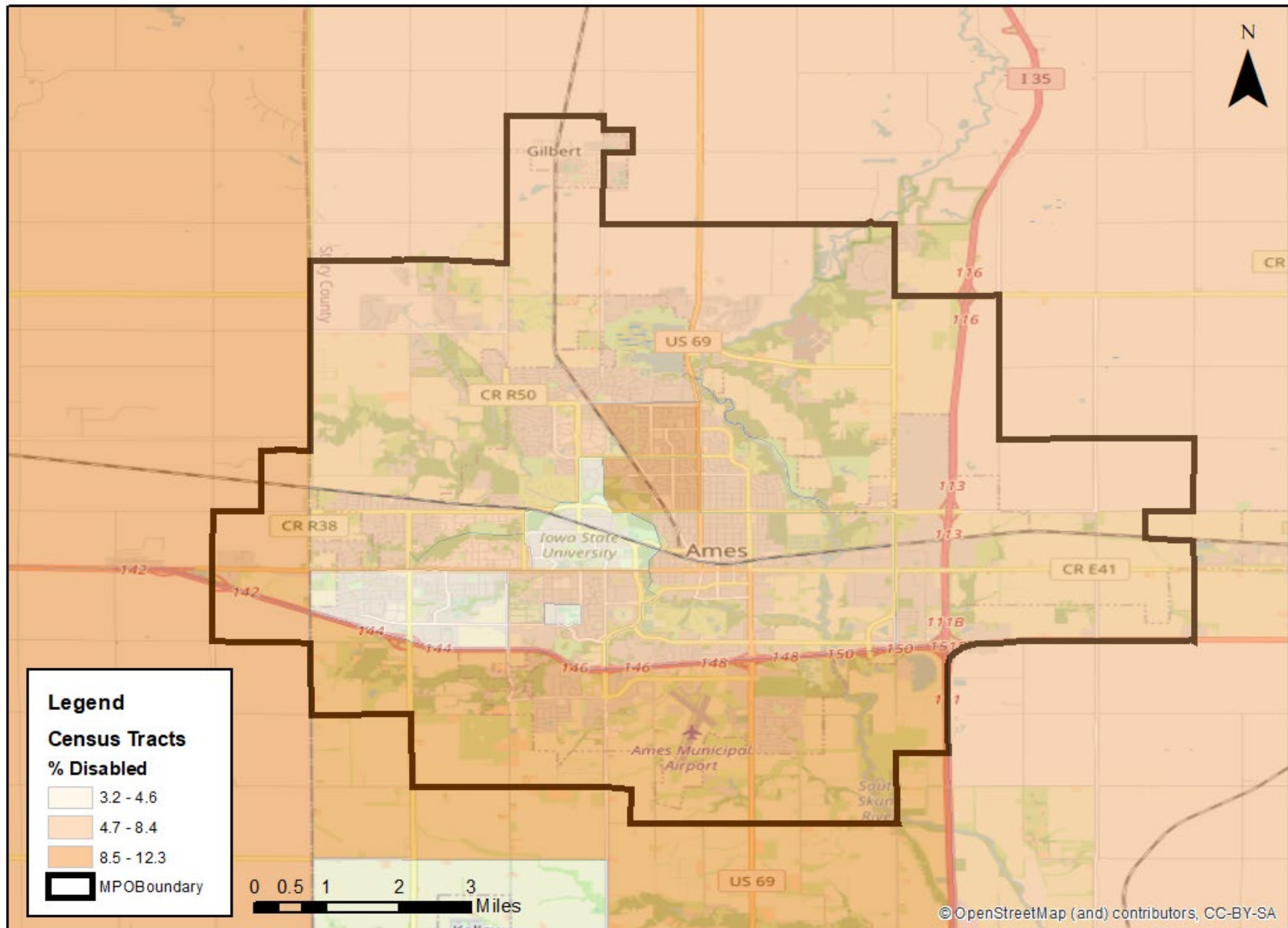
Category	Population	Percentage
Total:	67,981	100.0%
Speak only English	58,640	86.3%
Spanish:	1,294	1.9%
Speak English "very well"	961	1.4%
Speak English less than "very well"	333	0.5%
French, Haitian, or Cajun:	118	0.2%
Speak English "very well"	87	0.1%
Speak English less than "very well"	31	0.0%
German or other West Germanic languages:	377	0.6%
Speak English "very well"	368	0.5%
Speak English less than "very well"	9	0.0%
Russian, Polish, or other Slavic languages:	180	0.3%
Speak English "very well"	150	0.2%
Speak English less than "very well"	30	0.0%
Other Indo-European languages:	1,188	1.7%
Speak English "very well"	870	1.3%
Speak English less than "very well"	318	0.5%
Korean:	660	1.0%
Speak English "very well"	196	0.3%
Speak English less than "very well"	464	0.7%
Chinese (incl. Mandarin, Cantonese):	4,036	5.9%
Speak English "very well"	1,773	2.6%
<b>Speak English less than "very well"</b>	<b>2,263</b>	<b>3.3%</b>
Vietnamese:	169	0.2%
Speak English "very well"	30	0.0%
Speak English less than "very well"	139	0.2%
Tagalog (incl. Filipino):	142	0.2%
Speak English "very well"	118	0.2%
Speak English less than "very well"	24	0.0%
Other Asian and Pacific Island languages:	763	1.1%
Speak English "very well"	496	0.7%
Speak English less than "very well"	267	0.4%
Arabic:	244	0.4%
Speak English "very well"	189	0.3%
Speak English less than "very well"	55	0.1%
Other and unspecified languages:	170	0.3%
Speak English "very well"	154	0.2%
Speak English less than "very well"	16	0.0%

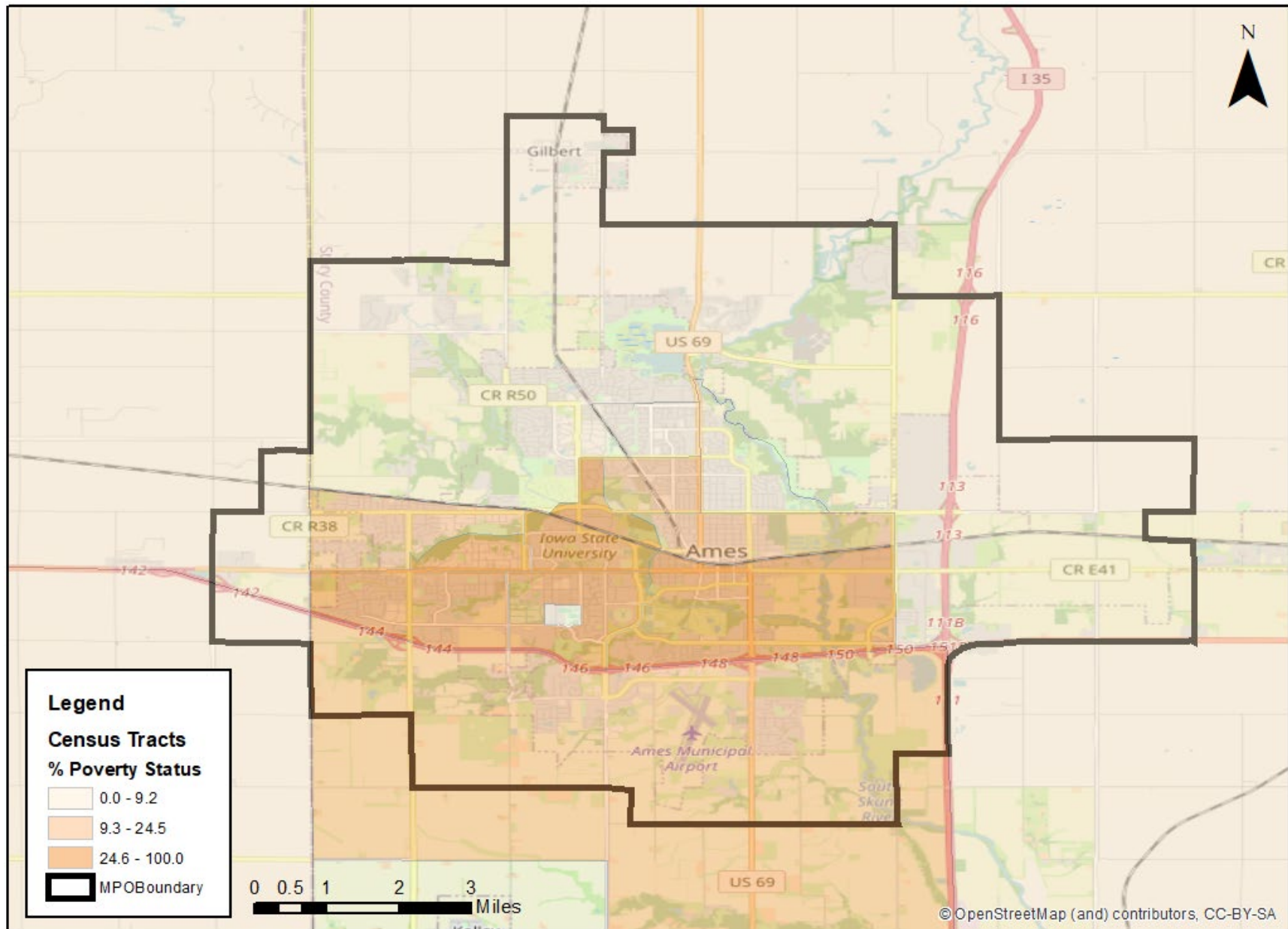
Source: 2015-2019 ACS Data; **Purple** = Meets Safe Harbor Crite

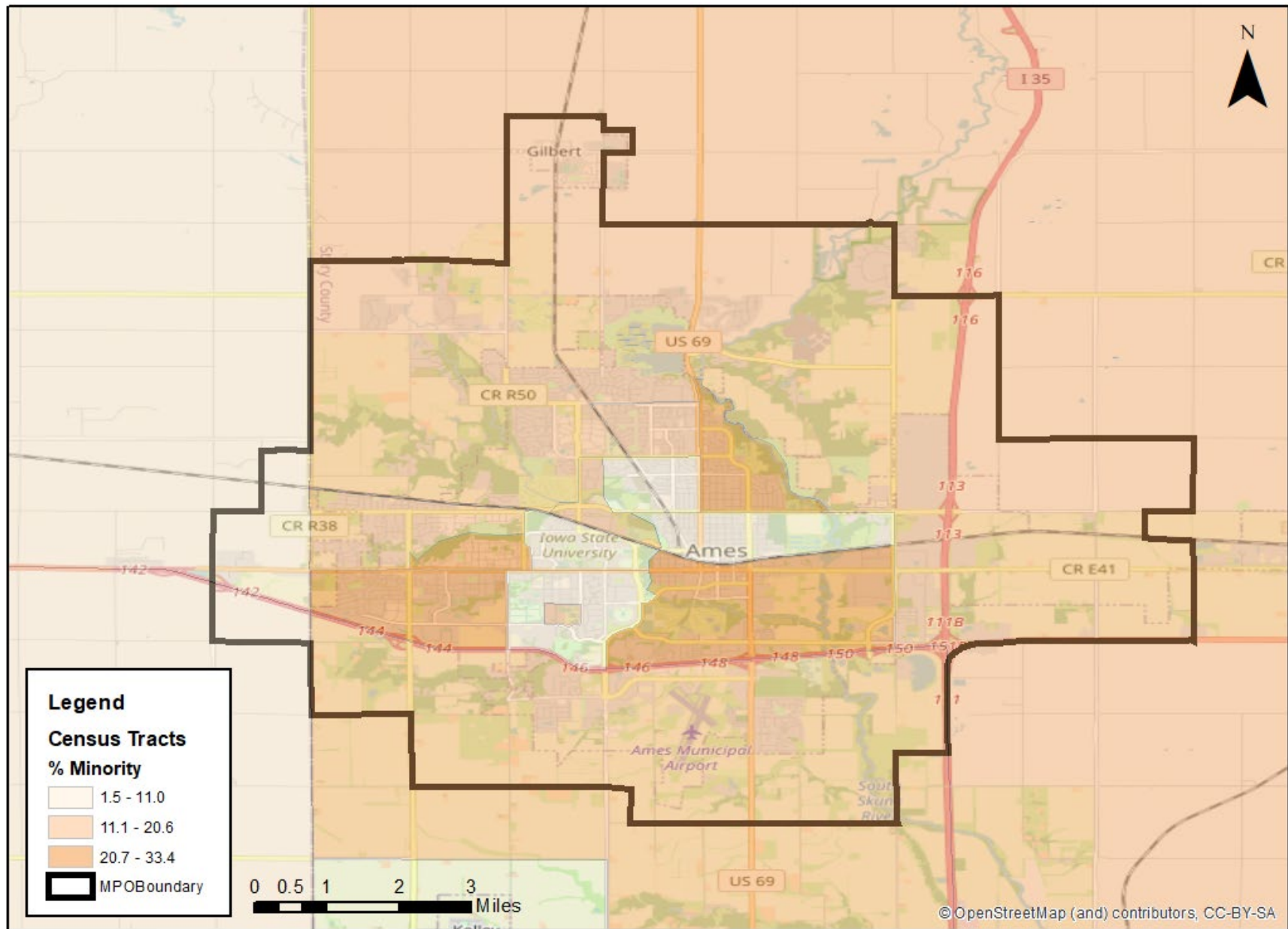
**Table 6: Overview of Population by Age Group**

<b>Age Group</b>	<b>Population</b>	<b>Percentage</b>
≤ 19	17,476	25.5%
20-34	29,831	43.5%
35-54	10,919	15.9%
55-64	3,158	4.6%
≥ 65	7,221	10.5%
<b>LESS THAN 65</b>	<b>61,384</b>	<b>89.5%</b>
<b>GREATER THAN OR EQUAL TO 65</b>	<b>7,221</b>	<b>10.5%</b>

*Source: 2015-2019 ACS Data*







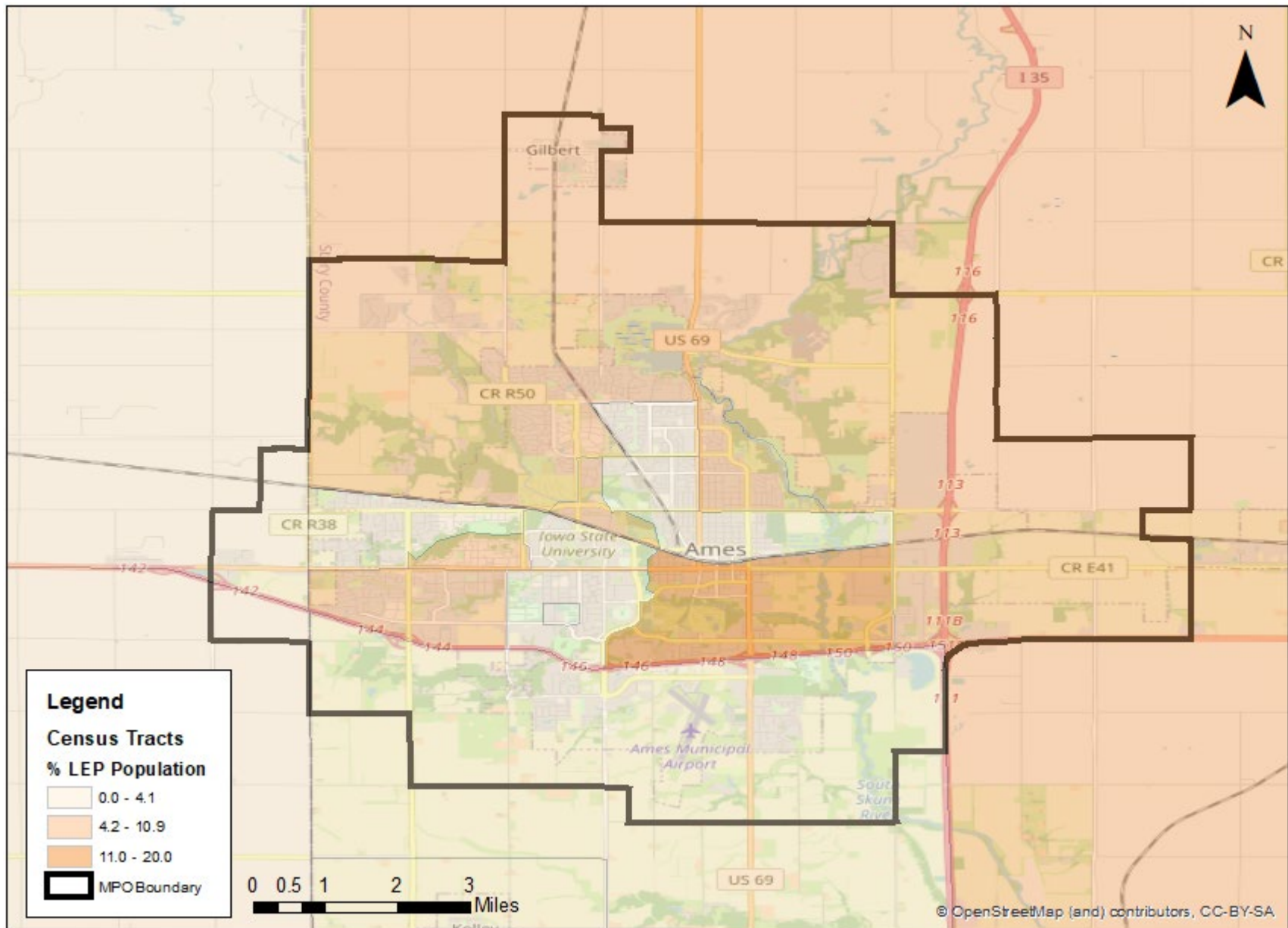
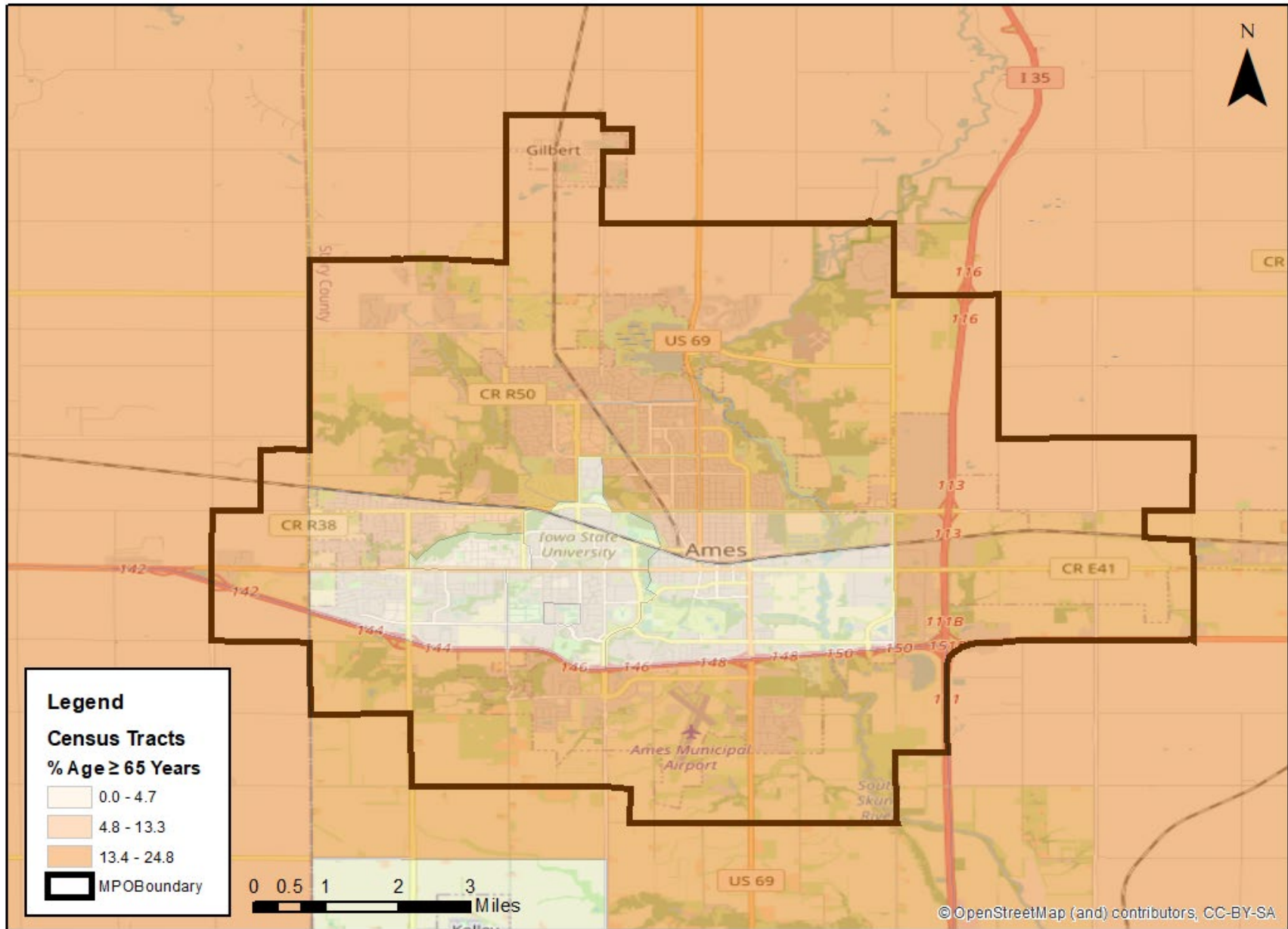


Figure 10: Limited English Proficiency Map (Source: 2015-2019 ACS Data)





## **Appendix D – Limited-English Proficiency (LEP) Plan**

The following pages contain the Ames Area MPO’s LEP Plan, adopted on October 26, 2021.

# Limited English Proficiency (LEP) Plan

2021 Update



# AAAMPO

**AMES AREA METROPOLITAN PLANNING ORGANIZATION**

AMES | GILBERT | STORY | BOONE

The Ames Area Metropolitan Planning Organization prepared this report with funding from the U.S. Department of Transportation's Federal Highway Administration and Federal Transit Administration, and in part through local matching funds of the Ames Area MPO member governments. These contents are the responsibility of the Ames Area MPO. The U.S. government and its agencies assume no liability for the contents of this report or for the use of its contents. The Ames Area MPO approved this document on October 26, 2021. Please call (515) 239-5160 to obtain permission to use.

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## Introduction

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### Background

The primary objective of the Limited English Proficiency (LEP) Plan is to ensure that individuals with limited English proficiency are provided meaningful access to the Ames Area Metropolitan Transportation Planning Organization's (AAMPO's) various transportation planning processes.

[Executive Order 13166](#), signed August 11, 2000, "requires Federal agencies to examine the services they provide, services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them." Additionally, in accordance with this Executive Order, the U.S. DOT issued its own [LEP Guidance](#), which applies to all recipients of U.S. DOT funding, including MPOs. The Iowa DOT also provides additional guidance to Iowa MPOs regarding outreach to limited English proficiency persons as a part of their Public Participation Plan guidance.

The [Title VI of the Civil Rights Act of 1964](#) "prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives Federal funds or other Federal financial assistance." MPOs receive federal funding from both the FHWA and FTA and are therefore required to adhere to Title VI requirements. Regarding Title VI, any conduct that has a disproportionate effect on persons with limited English proficiency is prohibited, since this conduct would constitute national origin discrimination.

### Four-Factor Analysis

The U.S. DOT LEP guidance recommends the use of a Four-Factor Analysis during the creation of LEP Plans. The following are the four factors:

1. The number and proportion of persons with limited English proficiency who are eligible to be served or likely to be encountered by MPO services and programs.
2. The frequency with which persons with limited English proficiency encounter MPO services and programs.
3. The nature and importance of the MPO's services and programs in people's lives.
4. The resources available to the MPO for outreach to persons with limited English proficiency, as well as the costs associated with the outreach.

The Four-Factor Analysis will act as the framework for the AAMPO's LEP Plan. Each of the four factors will be included as a separate section in this document.

## Factor 1 – LEP Population

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The first analysis factor is the number and proportion of persons with limited English proficiency who are eligible to be served or likely to be encountered by MPO services and programs.

### American Community Survey (ACS) Data

The U.S. Census Bureau’s American Community Survey (ACS) is an excellent data source for summarizing socioeconomic data, including data on English proficiency. For this analysis, data was downloaded from <https://data.census.gov> for the census tract level. 5-year ACS data was gathered for years 2015 through 2019. Only census tracts with greater than 10% of their land area located within the MPO boundary were included in the analysis.

### Overview of Language Data

**Table 1** shows an abbreviated overview of the language data for Ames Area MPO region. Around 86% of the population within the AAMPO region speak only English. Nearly 14% of the population speak a language other than English. Just under 6% of the population are classified with limited English proficiency (speaks English less than “very well”).

*Table 1: Abbreviated Overview of Language Populations*

Category	Population	Percentage
Speak only English	58,640	86.3%
Speak English "very well"	5,392	7.9%
Speak English less than "very well"	3,949	5.8%
<b>TOTAL</b>	<b>67,981</b>	<b>100.0%</b>

*Source: 2015-2019 ACS Data*

### Safe Harbor Provision

The U.S. DOT’s LEP guidance references the Department of Justice’s Safe Harbor Provision, which outlines circumstances that can provide a “safe harbor” for recipients regarding the translation of written materials for LEP populations. In short, the Safe Harbor Provision recommends a written translation of vital documents for each eligible LEP language group that constitutes 5% or 1,000 persons, whichever is less. It also adds that the translation of non-vital documents, if needed, can be provided orally.

**Table 2** provides a detailed breakdown of all the language group populations, as defined in the American Community Survey. The only language group within the AAMPO boundary which met the above Safe Harbor Provision criteria was Chinese (including Mandarin & Cantonese). Although this group constituted less than 5% of the total population (3.3%), greater than 1,000 people fell within this group (2,263). See **Figure 1** for a map summarizing limited English proficiency populations by census tract within the AAMPO region.

**Table 2: Breakdown of Language Group Populations**

Category	Population	Percentage
Total:	67,981	100.0%
Speak only English	58,640	86.3%
Spanish:	1,294	1.9%
Speak English "very well"	961	1.4%
Speak English less than "very well"	333	0.5%
French, Haitian, or Cajun:	118	0.2%
Speak English "very well"	87	0.1%
Speak English less than "very well"	31	0.0%
German or other West Germanic languages:	377	0.6%
Speak English "very well"	368	0.5%
Speak English less than "very well"	9	0.0%
Russian, Polish, or other Slavic languages:	180	0.3%
Speak English "very well"	150	0.2%
Speak English less than "very well"	30	0.0%
Other Indo-European languages:	1,188	1.7%
Speak English "very well"	870	1.3%
Speak English less than "very well"	318	0.5%
Korean:	660	1.0%
Speak English "very well"	196	0.3%
Speak English less than "very well"	464	0.7%
Chinese (incl. Mandarin, Cantonese):	4,036	5.9%
Speak English "very well"	1,773	2.6%
<b>Speak English less than "very well"</b>	<b>2,263</b>	<b>3.3%</b>
Vietnamese:	169	0.2%
Speak English "very well"	30	0.0%
Speak English less than "very well"	139	0.2%
Tagalog (incl. Filipino):	142	0.2%
Speak English "very well"	118	0.2%
Speak English less than "very well"	24	0.0%
Other Asian and Pacific Island languages:	763	1.1%
Speak English "very well"	496	0.7%
Speak English less than "very well"	267	0.4%
Arabic:	244	0.4%
Speak English "very well"	189	0.3%
Speak English less than "very well"	55	0.1%
Other and unspecified languages:	170	0.3%
Speak English "very well"	154	0.2%
Speak English less than "very well"	16	0.0%

Source: 2015-2019 ACS Data; **Purple** = Met Safe Harbor Criteria

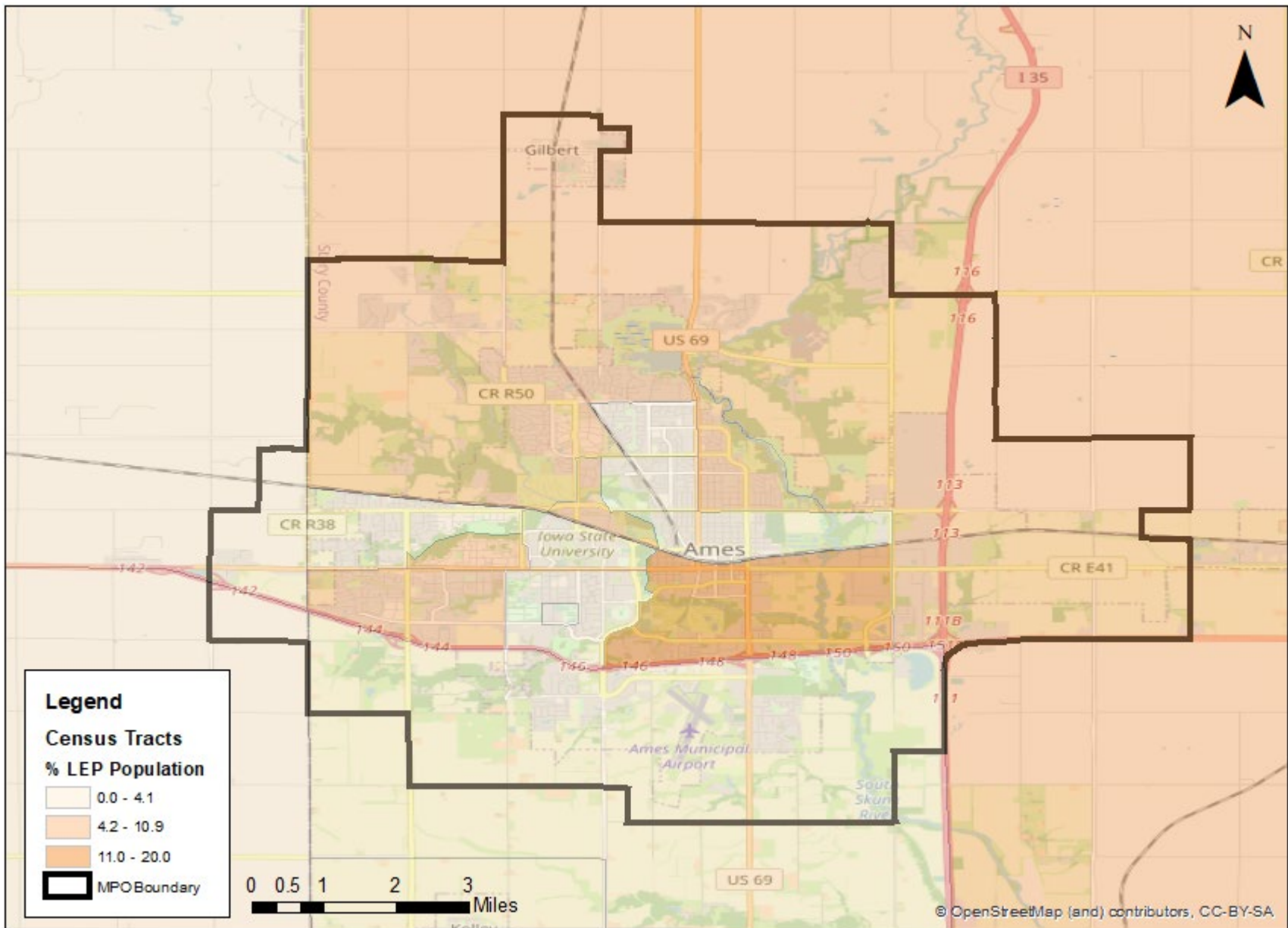


Figure 1: Limited English Proficiency Map (Source: 2015-2019 ACS Data)

## Factor 2 – Frequency of Contact

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The second analysis factor is the frequency with which persons with limited English proficiency encounter MPO services and programs.

### Previous Requests

To date, the Ames Area MPO has never received a request for language assistance services, written or oral, from any individuals or groups with limited English proficiency. However, it is anticipated that the proportion of limited English proficiency individuals within the region could increase. Therefore, the probability of contact with a limited English proficiency group or individual may increase as well.

### Iowa State University Students

It is worth noting that approximately 31,000 of 68,000 of the Ames region's population is comprised of the student body of Iowa State University. Iowa State University has a sizable enrollment of minority populations, including Chinese students, which may have limited English proficiency. The MPO does not typically see many direct contacts from Iowa State University students. However, the MPO does frequently communicate and coordinate with Iowa State University and CyRide, both of which do frequently interact with students. Iowa State and CyRide both have representatives on the MPO's technical and policy boards.

CyRide, whose staff conducts many of the MPO's transit planning activities as a part of a joint planning agreement, has its own [LEP Plan](#). CyRide's LEP Plan follows a similar four factor analysis to this LEP Plan and includes detailed breakdowns of the Iowa State student body as well as CyRide's interactions with limited English proficiency students who utilize their bus transit system.

### Public Participation Plan

The Ames Area MPO's [Public Participation Plan](#) (PPP) summarizes how the MPO involves the public and stakeholders in its transportation planning efforts, including engagement goals and strategies. The PPP also highlights the MPO's commitment to providing its planning services to all members of the public, including underserved populations such as those with limited English proficiency.



## Factor 3 – Importance of Services and Programs

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The third analysis factor is the nature and importance of the MPO's services and programs in people's lives.

### MPO Services and Programs

The Ames Area MPO provides and coordinates various transportation planning and improvement efforts throughout the Ames region. This includes a data-driven and community-based planning approach which identifies necessary transportation improvements and programs in the region. The MPO also directs the programming and use of federal funds on future transportation projects (including roadway, transit, and multi-modal improvements). Since every individual directly utilizes or relies upon the region's transportation system in some capacity, the MPO's transportation planning activities impact everyone within the region.

### Vital Services and Documents

The MPO does not provide any emergency-based services such as medical treatments or basic needs services (food, water, shelter, etc.). The MPO does maintain various planning documents (described below) as well as a Title VI Notice to the Public, Title VI Policy & Procedures, and a Title VI Complain Form. These three Title VI documents are considered vital, per FTA Circular 4702.1B.

### Planning Documents

The Ames Area MPO maintains five core planning documents including:

1. [Public Participation Plan](#) (PPP)
2. [Metropolitan Transportation Plan](#) (MTP)
3. [Transportation Improvement Program](#) (TIP)
4. [Transportation Planning Work Program](#) (TPWP)
5. [Passenger Transportation Plan](#) (PTP)

More information about these planning documents can be found on the MPO website. They are also summarized within the Public Participation Plan. The MPO also maintains other documents and materials such as Title VI documentation, an Intelligent Transportation Systems Architecture document, and this LEP Plan. These are also all located on the MPO website.

The MPO always prioritizes inclusivity when developing transportation plans, studies, documents, and programs. The impact a transportation project or initiative will have on underserved populations, including limited English proficiency individuals, is always considered when evaluating that project or initiative. The MPO, through the strategies and procedures developed in the Public Participation Plan and LEP Plan, will always attempt to encourage outreach to and allow participation by limited English proficiency groups.

## Factor 4 – Resources Available for Outreach

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The fourth analysis factor is identifying the resources available to the MPO for outreach to persons with limited English proficiency, as well as the costs associated with the outreach.

### MPO Public Outreach Strategies

The MPO's Public Participation Plan (PPP) outlines goals and strategies for public outreach and participation. Some of public outreach methods listed in the PPP and utilized by the MPO include:

- AAMPO Website ([www.aampo.org](http://www.aampo.org)) – Automated translations available for over 90 languages.
- E-Mail Notifications – Signup available on the MPO website.
- Publications – Including Ames Tribune, ISU Daily, and radio stations.
- TV & Streaming – Meetings are broadcast on the local governmental access cable channel (Channel 12), the City of Ames YouTube Channel, and as a live stream on the city's website.
- Social Media – The MPO utilizes the City of Ames' social media accounts on Facebook and Twitter.
- City Side – The City of Ames Newsletter, City Side, is distributed monthly by mail to all City of Ames residents.

### City of Ames

The following are a list of resources that the City of Ames has for ensuring access for LEP persons:

- Oral Interpretation Service
  - The City of Ames offers the Language Line Interpretation Service. If there is a non-English speaking individual that comes into a city department, staff can show them the brochure for the Language Line Interpretation Service and have them select the language that they understand (the languages are written in both the native language and in English). Staff members can call the Language Interpretation Service and asks for the appropriate interpreter as pointed out by the customer. Staff members can utilize a speaker phone so both the staff member and the customer can be on the line at the same time. Flyers offering the Language Line Interpretation Service will be posted in the Administrative Offices. Additionally, where best appropriate, staff employees will also utilize Google Translator Interpretation Service from their computers and/or as application on their cell phones.
- The City of Ames, as needed, will work with the Bureau of Refugee Services.
- The City of Ames has developed a list of all City employees that speak, write, or read a language other than English fluently. The City of Ames may contact employees on this list for interpretation services as their schedule permits. A current list will be maintained in the in the Human Resources internal website.

- The City of Ames will also allow LEP persons to use an interpreter of their own choosing (whether a professional interpreter, family member, or friend) in place of or as a supplement to the Language Line interpretation services offered by the City of Ames.
- The City’s web page can allow its information to be translated into different languages by selecting the language of choice.

### **CyRide and Iowa State University**

CyRide’s [LEP Plan](#) provides an excellent summary of the resources they have available to them for reaching out to Limited English Proficiency persons. Some of these resources include:

- Google Translate for documents, notices, agendas, flyers, and other printed materials.
- Coordination with the Iowa State University’s International Student & Scholars
- Coordination with Iowa State University’s Intensive English & Orientation Program/Office of the Registrar
- Coordination with local human service organizations through Story County’s Human Services Council and United Way’s Transportation Collaboration Committee
- Coordination with Community Partners (such as the City of Ames, Iowa State University, and the Iowa State University Student Government)
- CyRide has a contract with “CTS Language Link” who is a 24/7/365 Telephone Interpreting service that supports over 240 languages and has 24-hour support. According to CyRide’s LEP Plan, this service costs about \$0.82/min.

## Conclusion

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### Summary

A four-factor analysis was conducted, per the U.S. DOT LEP guidance, to determine which language assistance services are appropriate for the MPO to implement for effective communication with limited English proficiency persons. The four analysis factors included:

1. The number and proportion of persons with limited English proficiency who are eligible to be served or likely to be encountered by MPO services and programs.
2. The frequency with which persons with limited English proficiency encounter MPO services and programs.
3. The nature and importance of the MPO's services and programs in people's lives.
4. The resources available to the MPO for outreach to persons with limited English proficiency, as well as the costs associated with the outreach.

### Language Assistance Services

The Ames Area MPO is currently staffed and fiscally supported by the City of Ames. Therefore, the MPO will plan to leverage the resources that the City of Ames has available for engaging limited English proficiency persons. The following is a list of the language assistance services the MPO will provide:

1. **Oral Interpretation Services** – The MPO will leverage the Language Line Interpretation Service through TheBigWord. If there is a non-English speaking individual that comes into a city department, staff can show them the brochure for the Language Line Interpretation Service and have them select the language that they understand (the languages are written in both the native language and in English). Staff members can call the Language Interpretation Service and asks for an appropriate interpreter, as pointed out by the customer. The City of Ames has also developed a list of all City employees that speak, write, or read a language other than English fluently. The City of Ames may contact employees on this list for interpretation services as their schedule permits. A current list is maintained in the Human Resources internal website. Note that the Ames Area MPO will also allow LEP persons to use an interpreter of their own choosing (whether a professional interpreter, family member, or friend) in place of or as a supplement to the Language Line interpretation services offered by the Ames Area MPO. Additionally, where best appropriate, staff employees will also utilize Google Translator Interpretation Service from their computers and/or as application on their cell phones.
2. **Written Translations (Vital Documents)** - The MPO will provide a written translation of all vital documents (Title VI Notice to the Public, Title VI Policy & Procedures, and a Title VI Complain Form) to Mandarin Chinese, per the Safe Harbor Provision requirements.
3. **Bureau of Refugee Services** – The MPO will, as needed, work with the Bureau of Refugee Services.

4. **MPO Website** – The MPO’s website can allow its information to be automatically translated into over 90 different languages.
5. **Regional Partners** – The MPO will work with its regional agencies and contact groups such as Iowa State University and CyRide to establish and provide additional language assistance services to the MPO, as needed.

The MPO will continue to monitor for any translation requests made from LEP persons and will evaluate whether full written language translations may be required for any of the core transportation planning documents or other MPO materials in the future. The MPO will leverage its oral interpretation services for the translation of any planning document or written material, upon request.

### **Outreach Strategies**

The MPO will continue to coordinate with its regional contacts, as outlined in the Public Participation Plan, regarding outreach strategies for limited English proficiency persons. Additionally, the MPO will continue to utilize its various public outreach resources such as: the MPO website (with automated translations into over 90 different languages), e-mail notifications, publications, radio stations, Channel 12, streaming, social media, and the City of Ames newsletter, City Side.

### **Updating the LEP Plan**

The MPO will continue to monitor and update the LEP Plan per Iowa DOT and U.S. DOT requirements. Some reasons an update may be warranted include:

- Changes in the region’s LEP population (number, proportion, location) as indicated by new Census and ACS data.
- New analysis strategies for evaluating LEP populations and resources.
- New interactions with or translation requests from LEP persons.
- Updates to LEP policies or procedures at the local, state, or federal level.

The MPO evaluates if an update to the LEP Plan is warranted during its annual self-certification process. The MPO’s Transportation Policy Committee may also direct the creation of an updated LEP Plan at its discretion.

### **Contact Information**

The Ames Area MPO wants to ensure that its Limited English Proficiency Plan is effective in providing outreach and translation services for limited English proficiency persons. Anyone who requires language assistance services should contact the Ames Area MPO using the information below:

Ames Area MPO  
515 Clark Ave  
Ames, IA, 50010  
Phone: (515) 239-5169

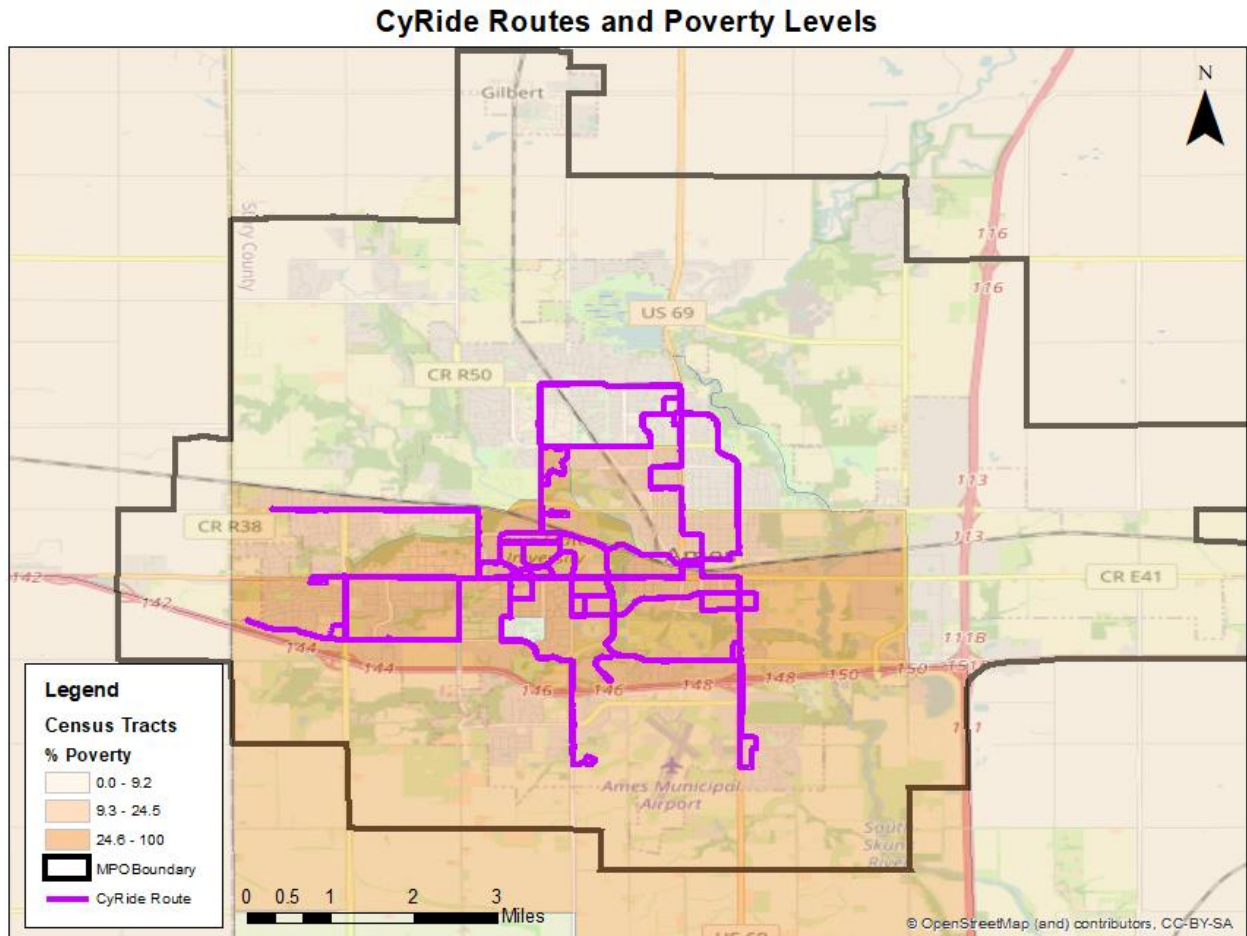
[Email](#)

## **Appendix E – Meeting Minutes for Approval of Title VI Program**

Insert TPC meeting minutes here when ready.

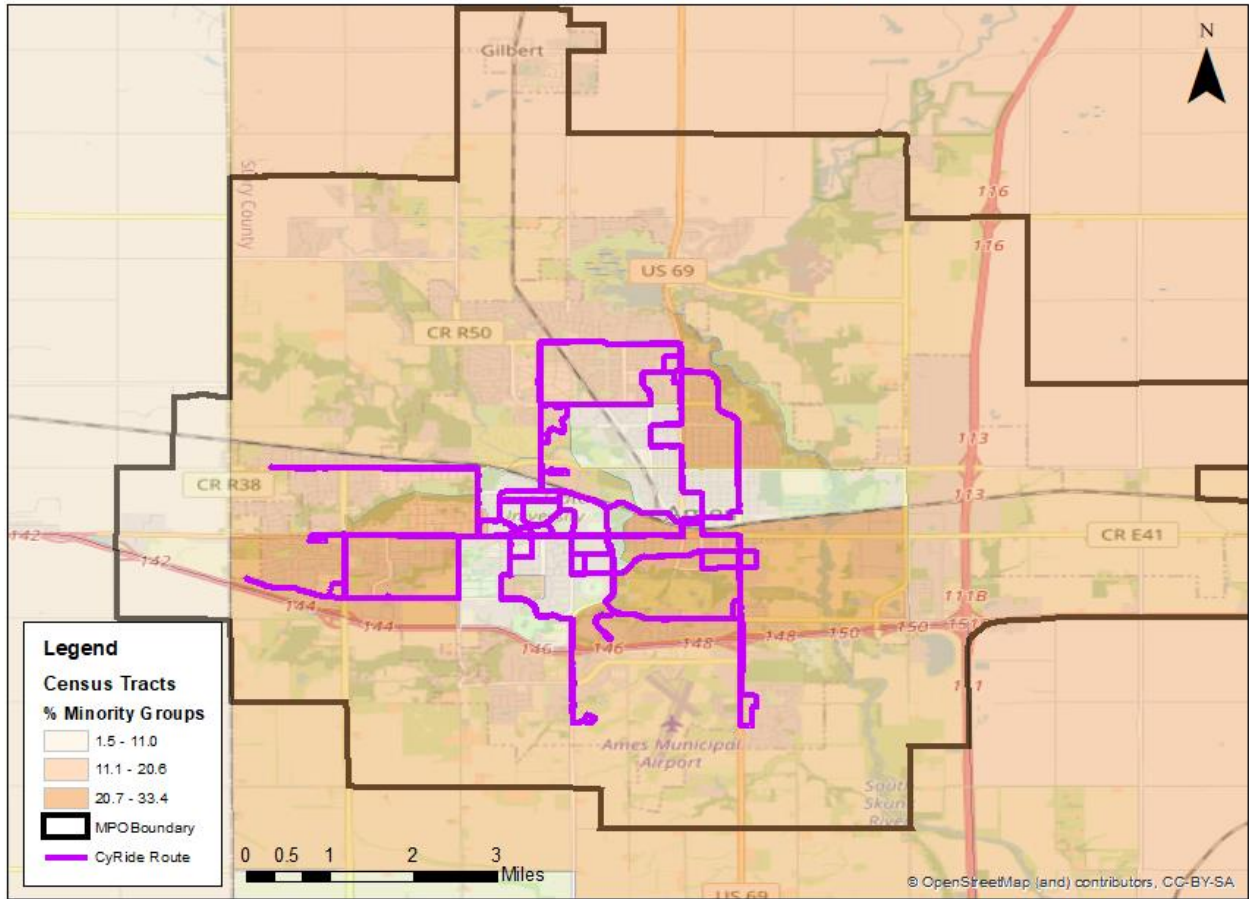
## **Appendix F – Demographic Maps with Transit Routes**

The Ames Area MPO awards funds to the Ames Transit Agency (CyRide) for bus purchases and projects that are utilized systemwide. Therefore, the following maps show the location of different demographic groups in relation to CyRide’s transit route network.



*Data Source: 2015-2019 ACS*

### CyRide Routes and Minority Groups

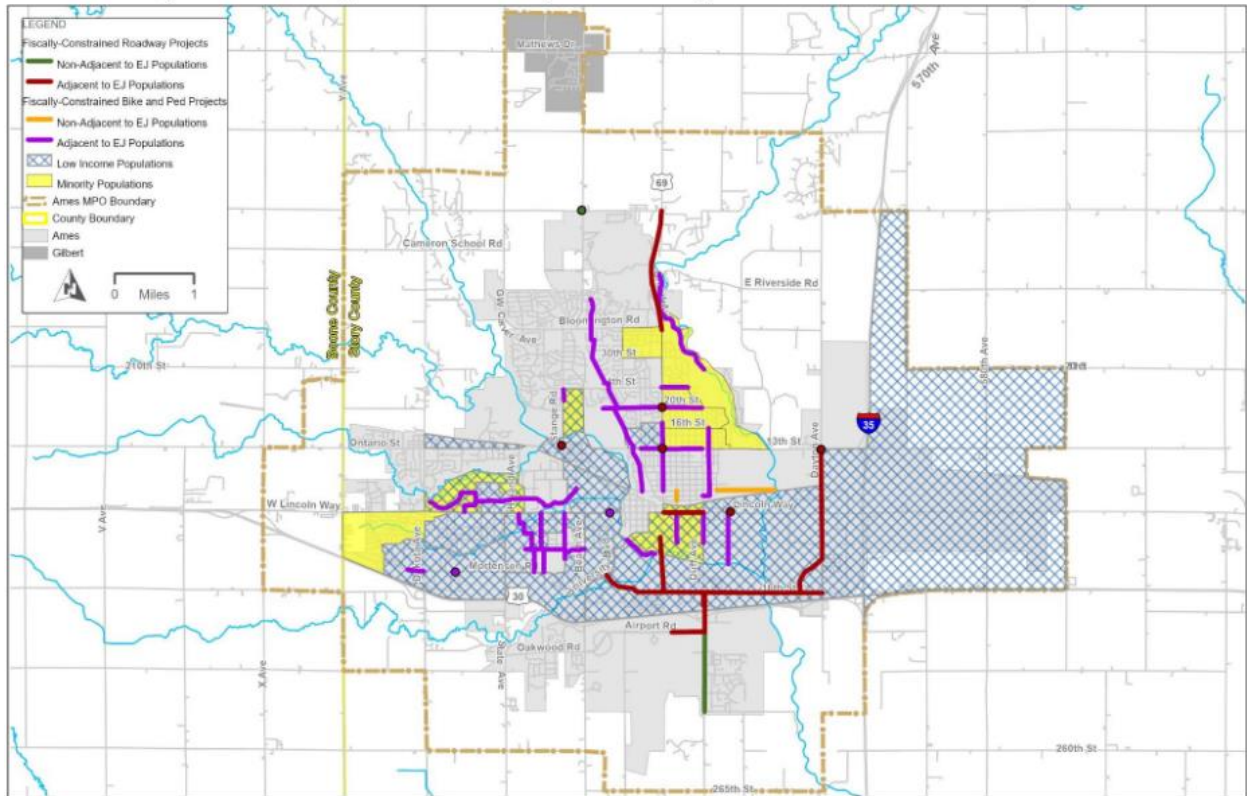


*Data Source: 2015-2019 ACS*



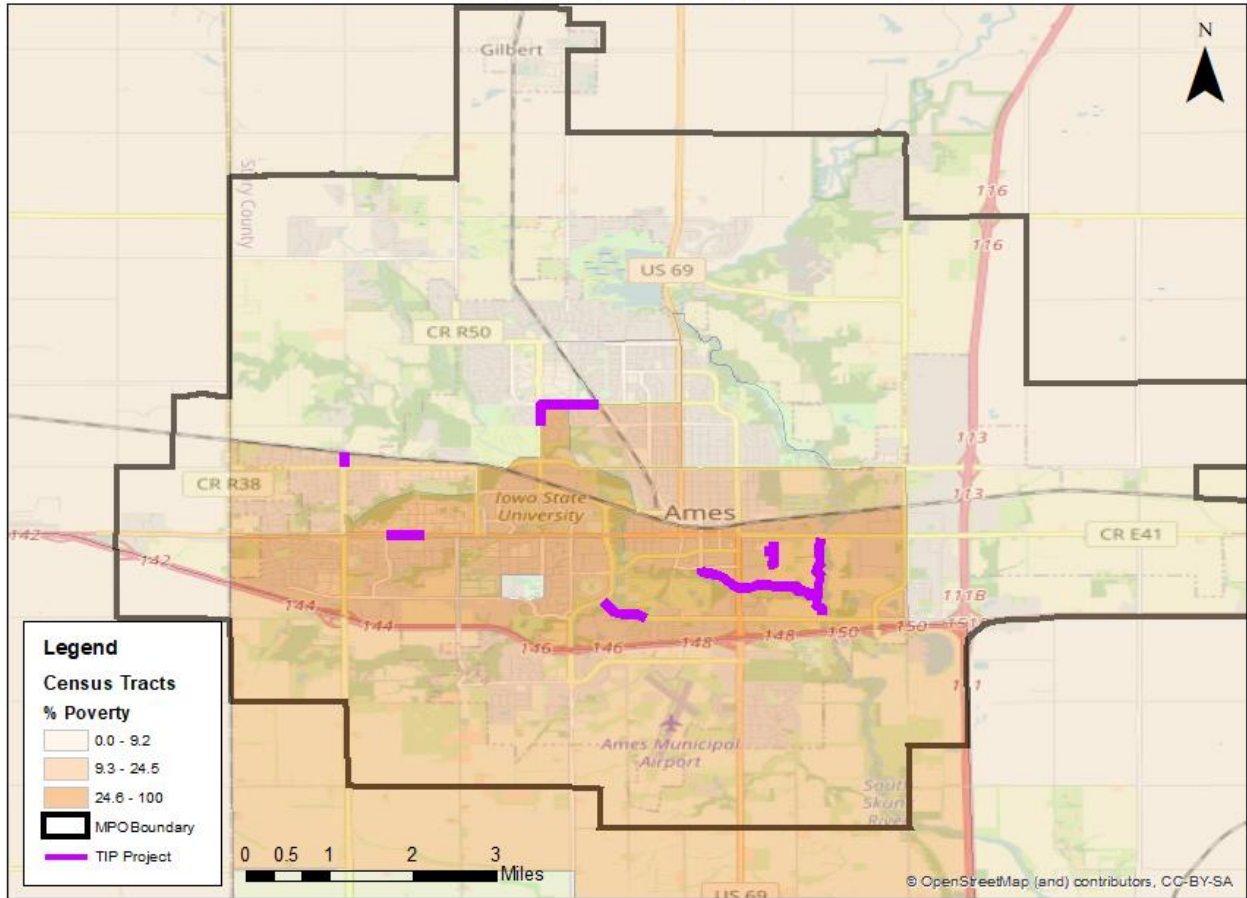
## Appendix G – Demographic Maps with MTP & TIP Projects

Figure 8-4: Fiscally-Constrained Projects Proximity to Environmental Justice Populations



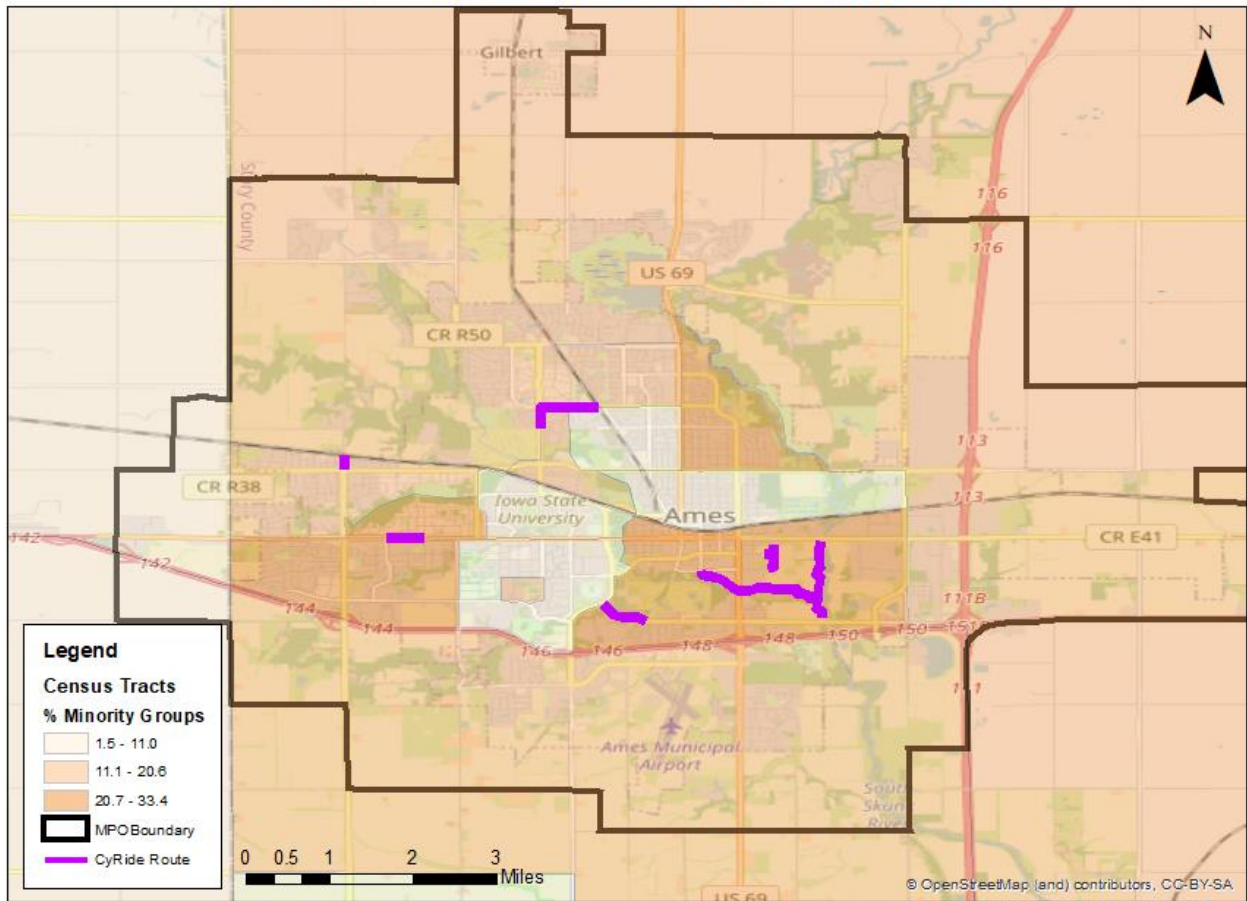
Source: Ames Area MPO MTP (Forward 45), Page 175

### FFY22-25 TIP Projects (STBG & TAP) and Poverty Levels



*Data Source: 2015-2019 ACS*

### FFY22-25 TIP Projects (STBG & TAP) and Minority Groups



*Data Source: 2015-2019 ACS*