

AMES AREA METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION POLICY COMMITTEE

SUBJECT: FINAL PUBLIC PARTICIPATION PLAN (PPP)

BACKGROUND:

The Public Participation Plan (PPP) details how the Ames Area MPO involves the public and stakeholders in its transportation planning efforts. It includes goals and strategies that the MPO will 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 to access transportation planning information and documentation.

All MPO's are federally required to have a PPP. The Iowa DOT requires that MPO's update their PPP every five years. The Ames Area MPO's last update to the PPP was in 2016, thus, an update is due in 2021. The Iowa DOT provided new guidelines for the development of PPP's and this draft was developed utilizing these new guidelines.

The Draft PPP is broken into six primary sections, which are shown below. Additionally, Appendix B shows a list of stakeholders and public groups, and Appendix C breaks down demographic data for underserved populations.

Section	Pages	Section Title	Key Topics
1	4-6	Introduction	Document Purpose, Overview of the MPO, MPO Contact Information
2	7-9	Regulations	Iowa DOT, FHWA, FTA, EJ, LEP, Title VI, and State Regulations
3	10-11	Public Outreach Strategies	Website, Notifications, Publications, Media, Social Media, Newsletter
4	12-13	Public Input Methods	Public Hearings, Public Input Sessions, Workshops, Open Houses, Surveys, Comment Periods, Visuals
5	14-19	Planning Documents	Information on & Processes for the PPP, MTP, TIP, TPWP, PTP, Amendments
6	20-21	Underserved Populations	Overview/Goals, Accommodations, Complaint Procedures

The following table details the minimum public comment periods and procedures for review of final drafts or amendments for each of the five core planning documents:

Planning Document	Final Draft		Amendments
	Public Comment Period Minimum Length (Days)	Public Input Sessions (# Sessions)	Public Comment Period Minimum Length (Days)
Public Participation Plan	45	1 or more	45
Metropolitan Transportation Plan	30	1 or more	15
Transportation Improvement Program	30	1 or more	15
Transportation Planning Work Program	30	1 or more	15
Passenger Transportation Plan	30	1 or more	15

The Draft PPP was approved by the Transportation Policy Committee on September 8, 2021, and a 45-day public comment period was opened. The Iowa DOT was also provided the draft document and submitted its comments. The Final PPP addresses all comments received by the Iowa DOT. No public comments were received by staff.

ALTERNATIVES:

1. Adopt the Final Public Participation Plan.
2. Adopt the Final Public Participation Plan with Transportation Policy Committee modifications.

ADMINISTRATOR’S RECOMMENDATION:

The Public Participation Plan was developed based on applicable federal and state regulations and the latest Iowa DOT guidance. The final document addresses all comments received by staff.

Therefore, it is the recommendation of the Administrator that the Transportation Policy Committee adopt Alternative No. 1, as described above.

Public Participation Plan

2021 Update



AAWMPO

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.

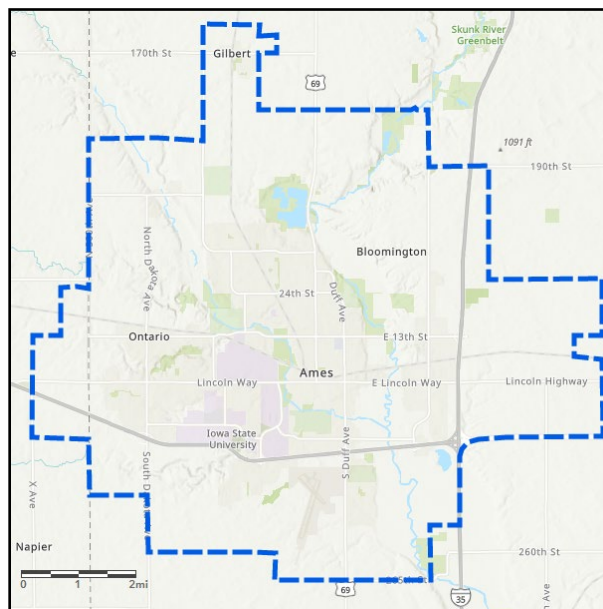


Figure 1: AAMPO Boundary (Adopted Nov 13, 2012)

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.

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

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

Primary Phone: (515) 239-5169

Email: [Staff Contact List](#)

Mail/Office: Ames Area MPO

515 Clark Ave

Ames, IA, 50010

2 - Regulations

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

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, 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

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>.

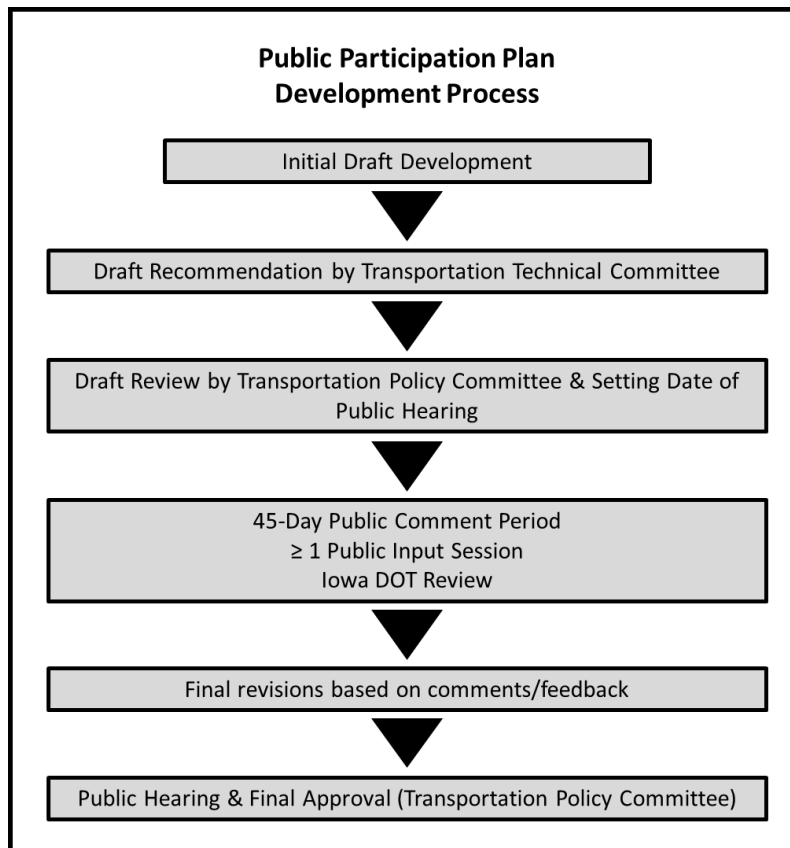


Figure 2: Public Participation Plan Development Process

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>.

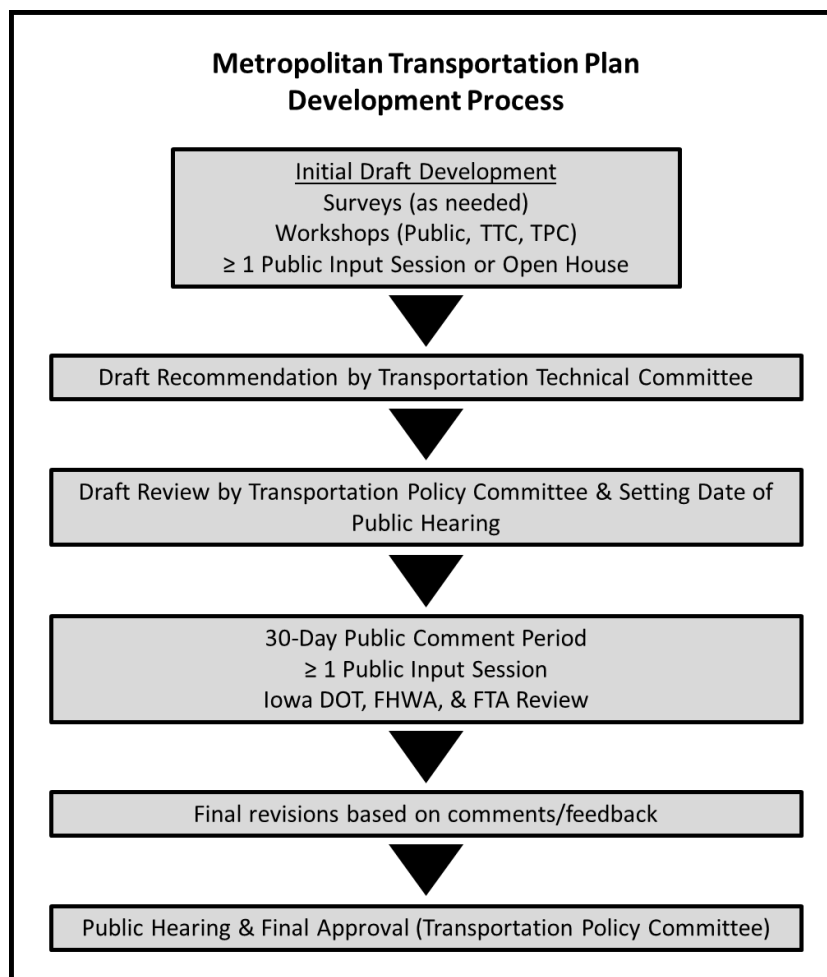


Figure 3: Metropolitan Transportation Plan Development Process

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>.

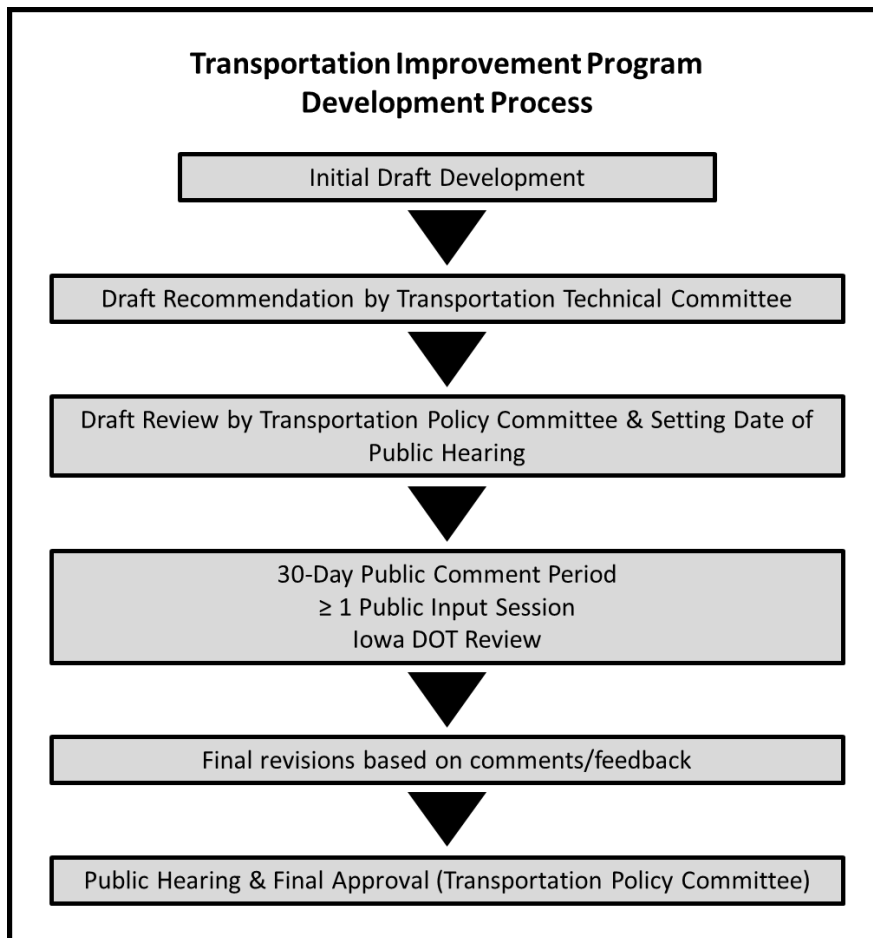


Figure 4: Transportation Improvement Program Development Process

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>.

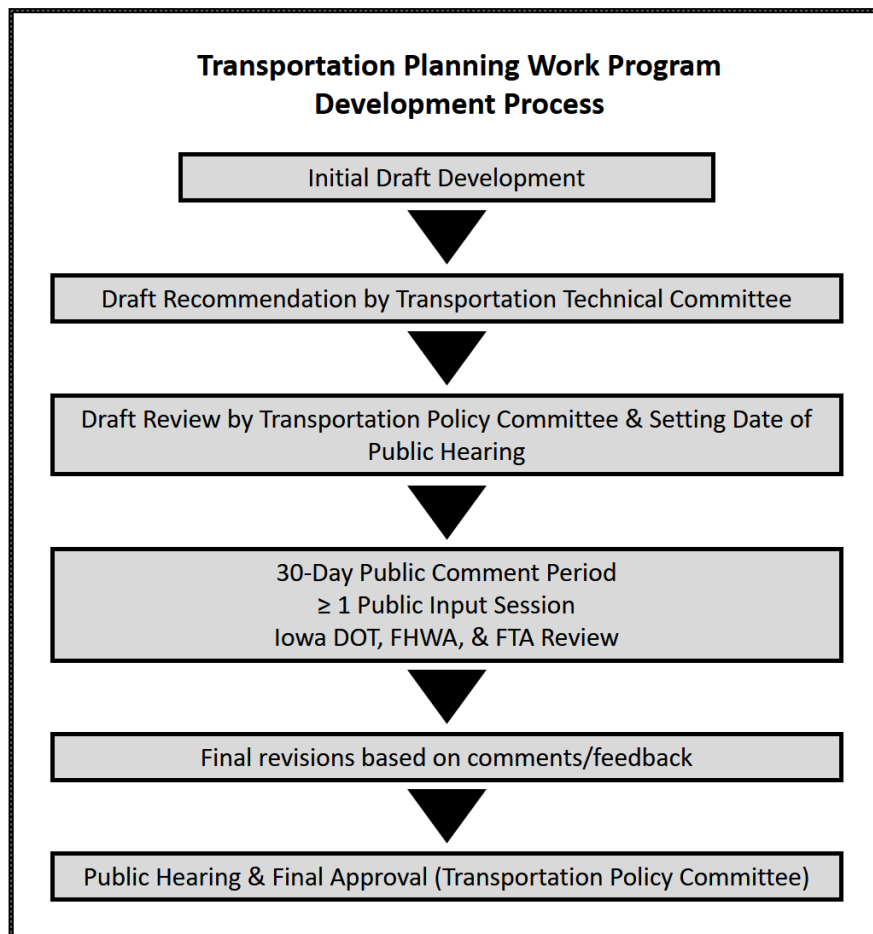


Figure 5: Transportation Planning Work Program Development Process

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 31st.

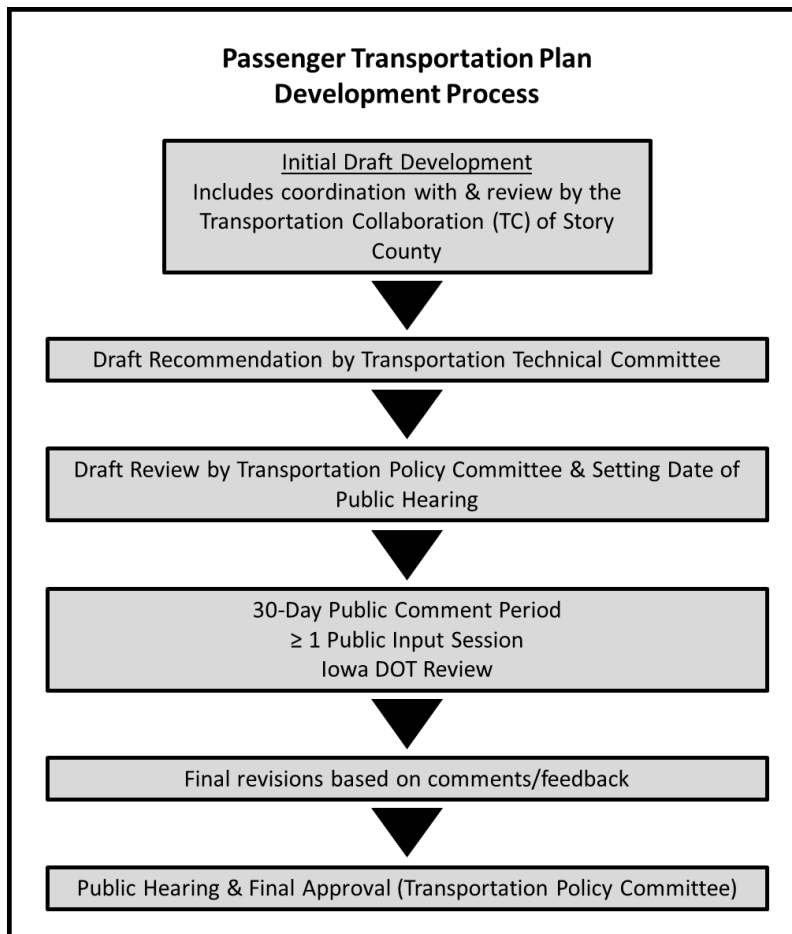


Figure 6: Passenger Transportation Plan Development Process

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

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

Acronym	Definition
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

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

Disability	Population	Percentage
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%
DISABILITY REPORTED	4,657	6.6%
NO DISABILITY REPORTED	65,850	93.4%

Source: 2015-2019 ACS Data

Table 2: Overview of Poverty Status

Poverty Status	Population	Percentage
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

Race Category	Population	Percentage
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%
WHITE	58,104	79.0%
NON-WHITE	15,459	21.0%

Source: 2015-2019 ACS Data

Table 4: 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%
TOTAL	67,981	100.0%

Source: 2015-2019 ACS Data

Table 5: Breakdown of Language Group Populations

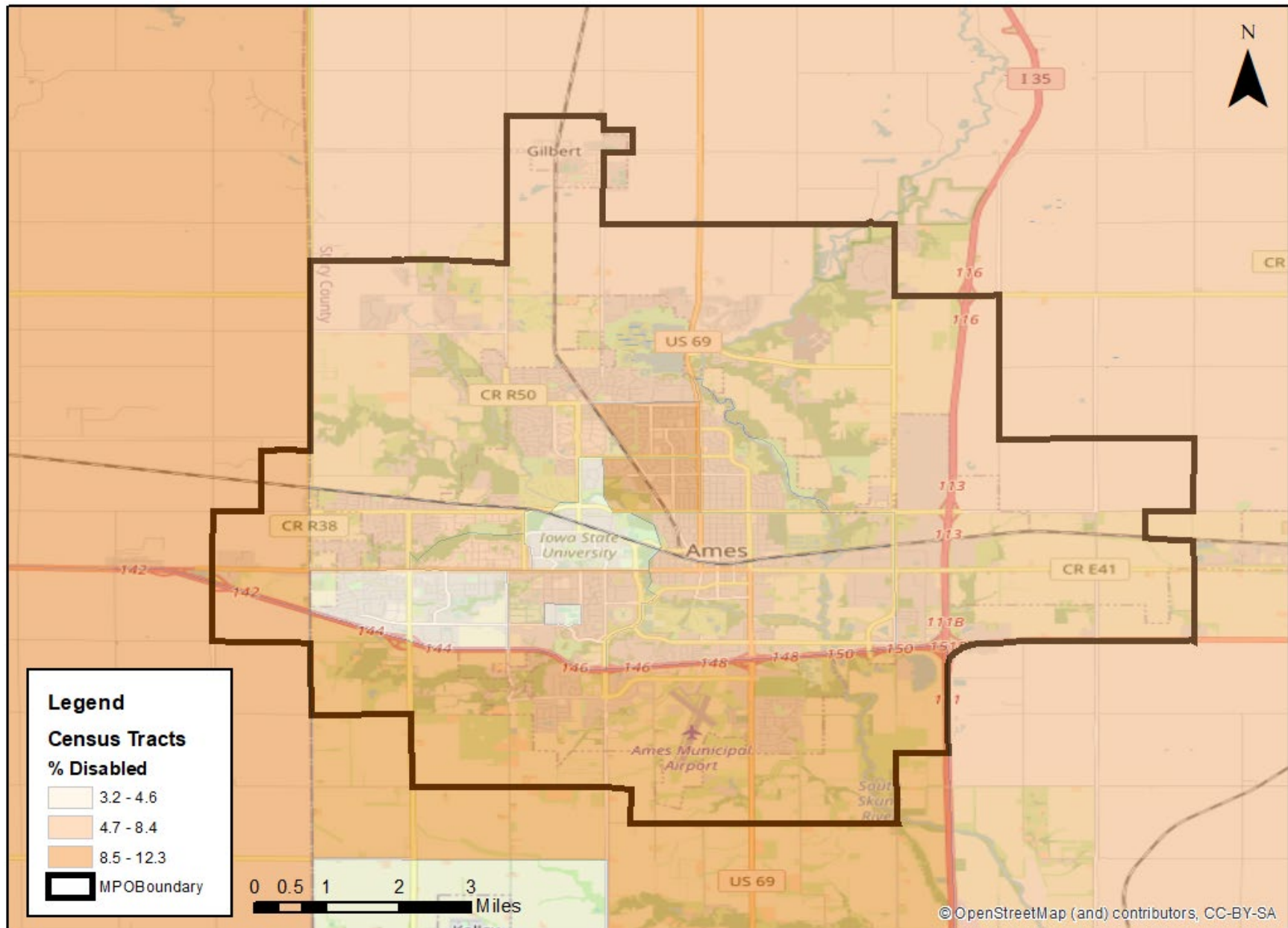
Category	Population	Percentage
Total:	67,981	100.0%
Speak only English	58,640	86.3%
Spanish:	1,294	1.9%
Speak English "very well"	961	1.4%
Speak English less than "very well"	333	0.5%
French, Haitian, or Cajun:	118	0.2%
Speak English "very well"	87	0.1%
Speak English less than "very well"	31	0.0%
German 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%
Speak English less than "very well"	2,263	3.3%
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%

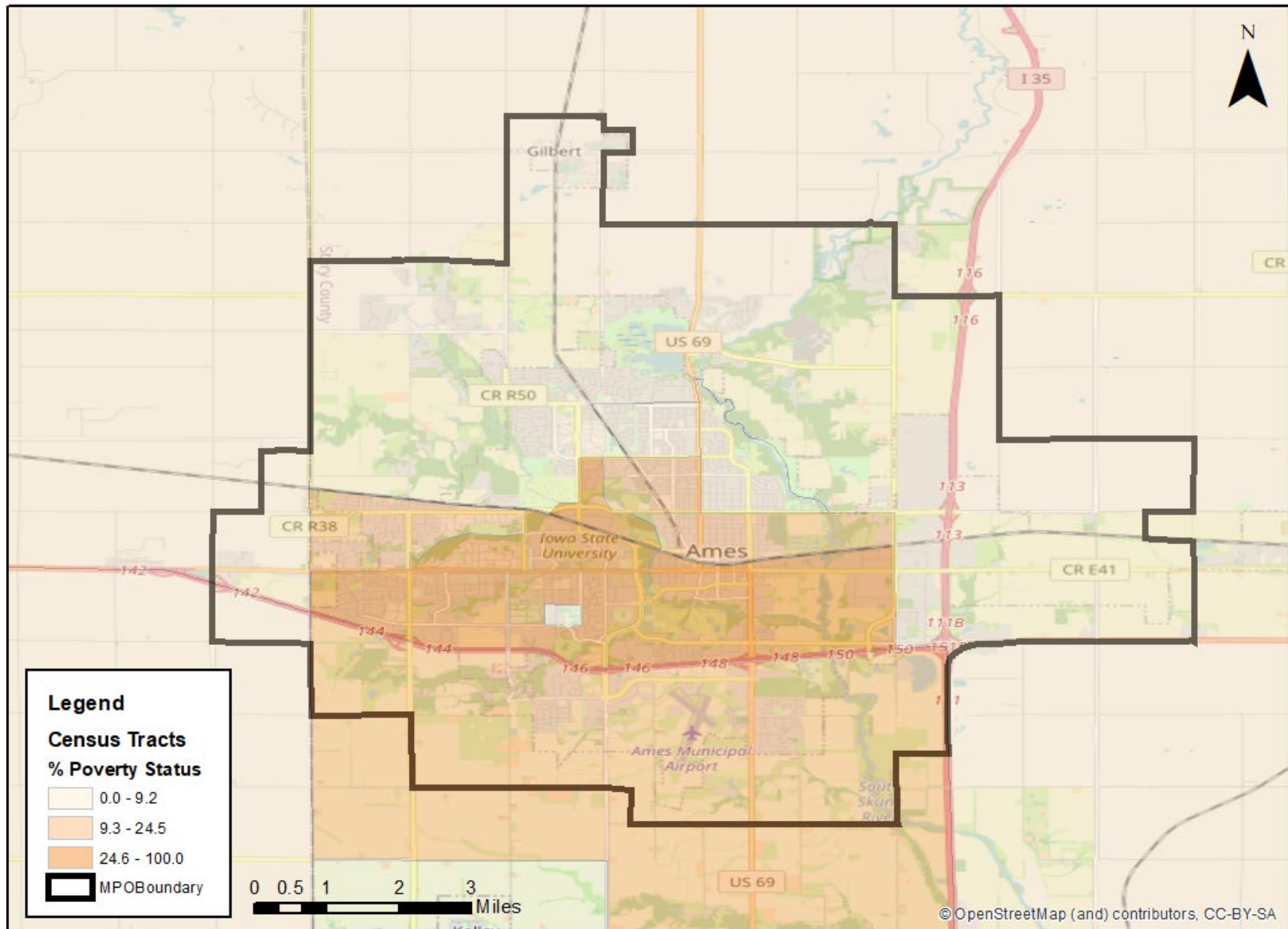
Source: 2015-2019 ACS Data; **Purple** = Meets Safe Harbor Crite

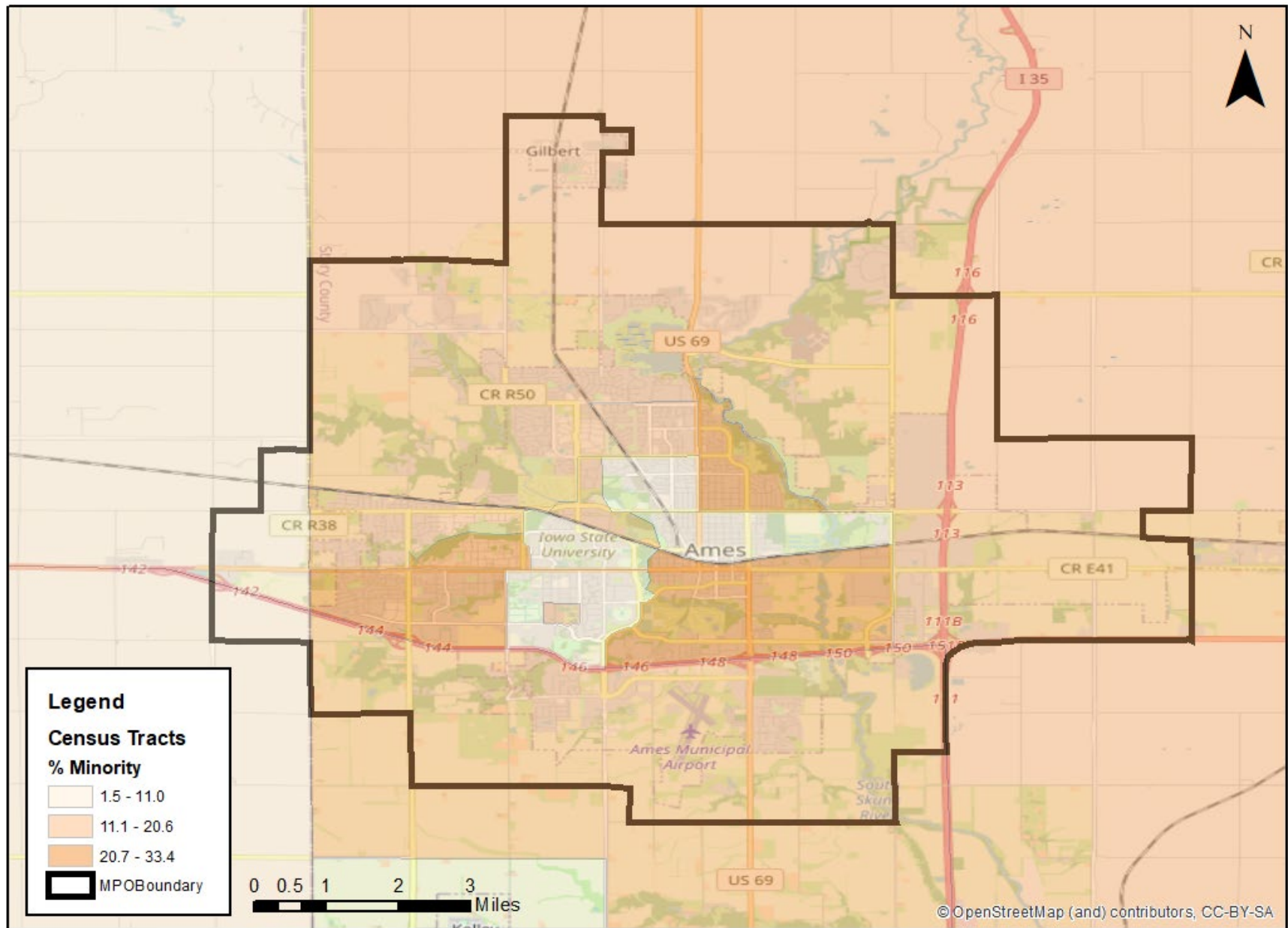
Table 6: Overview of Population by Age Group

Age Group	Population	Percentage
≤ 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%
LESS THAN 65	61,384	89.5%
GREATER THAN OR EQUAL TO 65	7,221	10.5%

Source: 2015-2019 ACS Data







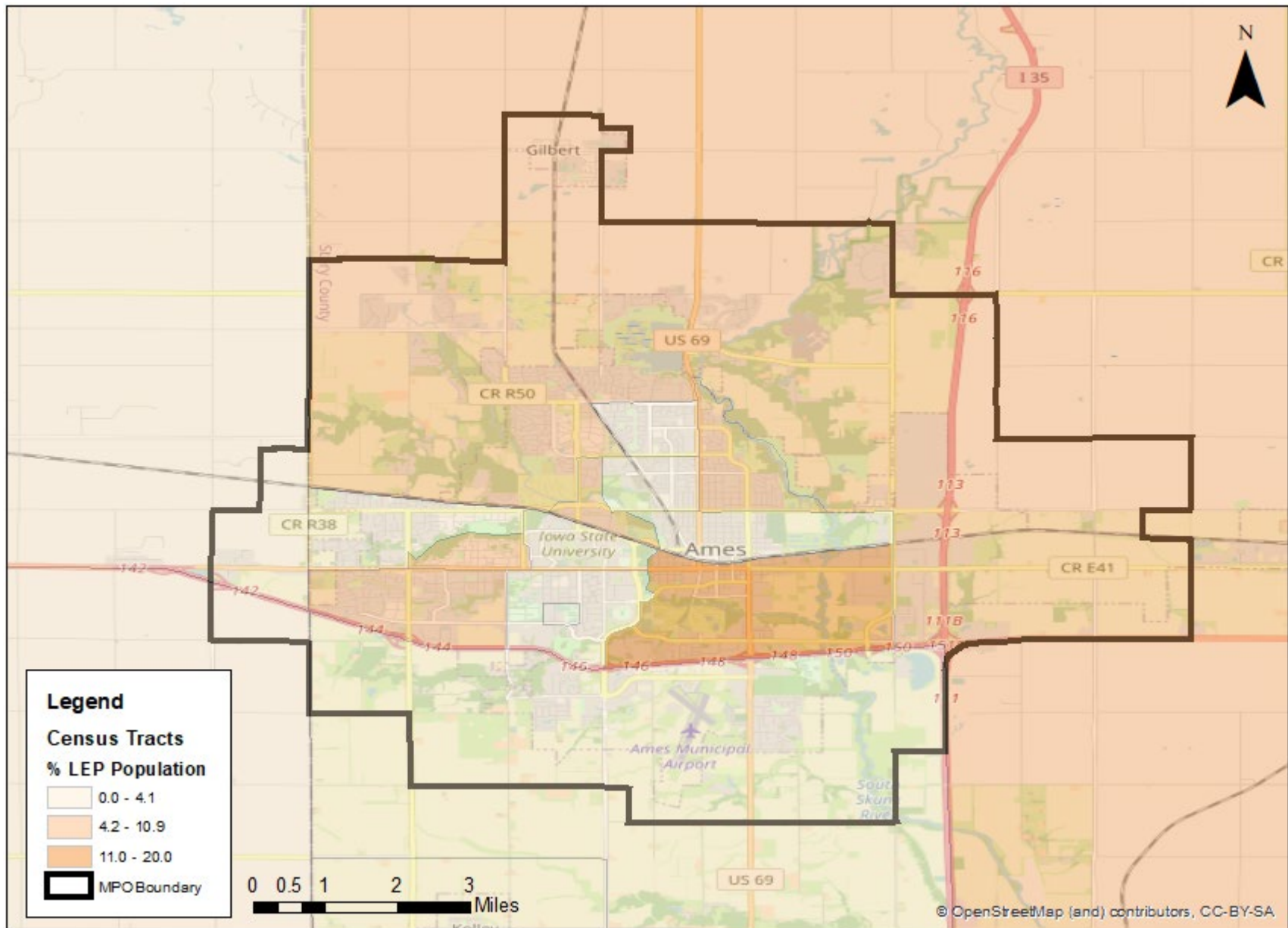


Figure 10: Limited English Proficiency Map (Source: 2015-2019 ACS Data)

