



Smarter Transportation, Better Community

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POLICY BOARD MEETING NOTICE AND AGENDA

Corridor Metropolitan Planning Organization

January 16, 2020 at 1:30 pm

Cedar Rapids City Hall – Training Room, Lower Level
101 1st Street SE, Cedar Rapids, IA



Roll Call

Public Comment Period

Action/Discussion Items

1. Approve Minutes – October 17, 2019. [ATTACHED](#)
2. Annual Organizational Meeting – Bill Micheel
 - *Recommended Action: Vote on Policy Board Chairperson and Vice-Chairperson for 2020*
3. Rephasing of Tower Terrace Road Interchange Projects – Brandon Whyte [ATTACHED](#)
 - *Recommended Action: Approve updated Notice of Award for Tower Terrace Road Interchange Projects*
4. TIP Administrative Modifications – Brandon Whyte [ATTACHED](#)
 - *Discussion Item on Edgewood Trail Phase 2 and 3 funding adjustments & Cherokee Trail Phase 2 sub-phase*
5. Adoption of FHWA Title VI Plan – Hilary Hershner [ATTACHED](#)
 - *Recommended Action: Approve the CMPO's FHWA Title VI Plan*
6. Amendment to Title VI Complaint Procedure in FTA Title VI Plan -- Hilary Hershner [ATTACHED](#)
 - *Recommended Action: Approve amendment to CMPO's FTA Title VI Plan*
7. Amendment to PPP for MPO Staff to open Public Comment Periods – Hilary Hershner [ATTACHED](#)
 - *Recommended Action: Approve amendment to allow MPO staff to open public comment periods*

Reports/Member Updates

Next Policy Board Meeting

- 3rd Thursday of the month @ 1:30 pm – March 19, 2020 – Robins City Hall – Council Chambers, 265 S 2nd Street, Robins, IA

Upcoming Corridor MPO Subcommittee/Advisory/Task Force Meetings

- **TTAC:** 1st Thursday of the month @ 2 pm – February 6, 2020 – Cedar Rapids City Hall – Training Room, Lower Level, 101 1st Street SE, Cedar Rapids, IA
- **Executive Committee:** 2nd Wednesday of the month @ 8:30 am – February 12th, 2020 – Linn County Jean Oxley Building – Conference Rooms 3A/3B, 935 2nd Street SW, Cedar Rapids, IA

Anyone who requires an auxiliary aid or translation service for effective communication, or a modification of policies or procedures to participate in a MPO program, service, or activity, should contact Hilary Hershner at (319) 286-5161 or email h.hershner@corridormpo.com as soon as possible, but no later than 48 hours before the event. This public announcement satisfies Section 5307 program of projects requirements for transit project public review and comment.



COMMENT FORM

Please use the space provided below, and if necessary, attach additional pages. Please either leave this form at the meeting or submit comments by emailing h.hershner@CorridorMPO.com or b.whyte@CorridorMPO.com with public comment in the subject line or body of the email. We appreciate your interest and value your input!

NAME: Kurt Rogahn Email: Kurtr2828@aol.com

Where do you live?
(Circle one)

Cedar Rapids

Ely

Fairfax

Hiawatha

Linn County

Marion

Palo

Robins

Please provide any comments you have about public transportation services in the metropolitan area:

TRAIL NAMES:

Drate box trail

Martin Cone Trail

Cedar - Covington Trail

Morgan Creek - Covington Trail

Would you like to receive updates about the Corridor MPO?
(Circle one)

YES

NO



CORRIDOR MPO POLICY BOARD MEETING MINUTES

Marion City Hall, Rooms 134/135

1225 6th Avenue, Marion

Thursday, October 17, 2019 at 1:30 p.m.

| Member | Present | Not Present | Alternate | Notes |
|--------------------|---------|-------------|---------------|-------------------------------------|
| Chuck Hinz | | X | | |
| Scott Olson | X | | | |
| Nick AbouAssaly | X | | Mike Barkalow | Mr. AbouAssaly arrived at 1:38 p.m. |
| Bill Bennett | X | | | |
| Ken DeKeyser | X | | | Arrived 1:46 p.m. |
| Bernie Frieden | X | | | |
| Sandi Fowler | X | | | Arrived 1:42 p.m. |
| Brad Hart | X | | | |
| Roy Heseman | X | | Tariq Baloch | |
| Jeff Horne | X | | | |
| Brent Oleson | X | | | |
| Scott Overland | X | | Brad DeBower | |
| Jeff Pomeranz | | X | | |
| Lon Pluckhahn | X | | | |
| Randy Strnad | X | | | |
| Eric Van Kerckhove | | X | | |
| Susie Weinacht | | X | | |
| Jen Winter | X | | | Arrived 1:48 p.m. |

MPO Staff Present: Bill Micheel, Hilary Hershner, Brandon Whyte, & Amy Cannon

Vice Chairperson Olson called the meeting to order at 1:36 p.m.

Roll call answered with fourteen (14) members present and four (4) members absent.

AGENDA

Public Comment

There were no public comments.

Action Items

1. Policy Board Minutes from July 18, 2019 meeting.

Brent Oleson moved to approve the minutes from July 18, 2019. Seconded by Mike Barkalow. The motion carried.

2. Iowa DOT Performance Measures: 2016-2020 Safety Targets (Performance Measure 1)

Bill Micheel shared a presentation on the Iowa DOT Performance Measures: 2016-2020 Safety Targets (Performance Measure 1). There was discussion among Mr. Micheel and the Board regarding the Iowa DOT's Safety Targets standards.

Brent Oleson moved to approve the adoption of Iowa DOT's safety targets and performance measures. Seconded by Bill Bennett. The motion carried.



3. Request to Defund Edgewood Rd Trail Bridge over Hwy 100

Brandon Whyte shared the request to defund Edgewood Rd Trail Bridge over Hwy 100. Mr. Whyte presented one public comment that had been received. There was discussion among Mr. Whyte and the Board regarding trails and their funding status.

Brad Hart moved to defund Edgewood Rd Trail Bridge over Hwy 100, contingent on public comment. Seconded by Sandi Fowler. The motion carried.

Discussion Items

4. FFY 2021 – 2024 Transportation Improvement Program (TIP) Update

Brandon Whyte shared an update on the FFY 2021 – 2024 Transportation Improvement Program (TIP). There were no questions from the Board.

5. TIP Administrative Modifications – CeMar Trail in Marion

Brandon Whyte shared a presentation on the TIP Administrative modifications for the CeMar Trail in Marion. There was discussion among Mr. Whyte and the Board regarding Cedar Rapids involvement, land acquisitions, and construction timeline.

6. 2045 Long Range Transportation Plan Update

Hilary Hershner shared an update on the 2045 Long Range Transportation Plan. There was discussion among Ms. Hershner and the Board regarding the data availability, model scoring, and past models vs. the new model.

Reports/Member Updates

Bernie Frieden shared that DOT's project from Dean Road through Fairfax will begin Spring 2020 and last approximately 2 years.

Iowa DOT District 6 Planner Cathy Cutler shared that on Sunday, October 20, 2019 at 11:00 a.m. there will be a Bike Ride held for the Mount Vernon bypass, the unopened part of HWY 30. Drive to Adams Avenue, east of Lisbon and park under the new bridge. Participants can ride 4 miles to the HWY 1 and 4 miles back.

Adjournment

Bill Bennett moved to adjourn the meeting at 2:12pm. Seconded by Sandi Fowler. The motion carried.

Respectfully Submitted,
Amy Cannon, Administrative Assistant II



Item 3: Rephasing of Tower Terrace Road Interchange Projects

Background

Several years ago as part of the initial planning steps for the interchange of I-380 and Tower Terrace Road (TTRD) the Corridor MPO pledged to the Iowa DOT up \$4,000,000 in MPO funds and \$1,000,000 in local funds to the interchange project. Approximately a year later the Iowa DOT granted the MPO flexibility in this funding. During the environmental review process, it was decided to break off the western and eastern edges of the interchange project from the main work on the interchange.

Notice of Award Approval:

The following notice of award documents that these three projects are sub-phases of the overall interchange project. In this way, funding is allowed to be moved from one phase of the project to any other. Award language has been approved by the Iowa DOT and is as follows:

Funding is being awarded in three phases of this overall project as listed below. These STBG awards can be moved between projects 1, 2, and 3 due to cost underruns should they occur.

1. **Tower Terrace Road Interchange at I-380** in the amount of \$1,000,000 FFY2021, \$1,000,000 FFY2022, and \$2,000,000 FFY23 in **STBG** funds, which will become available on October 1st of **2022**. The total available for this project is now \$4,000,000 in STBG funds.
2. **Tower Terrace Road Interchange Western Phase** from I380 to 1000' west of Miller Road in the amount of \$ **388,000 FFY2023** in **STBG** funds, which will become available on October 1st of **2022**. The total available for this project is now \$388,000 in STBG FFY2023 funds.
3. **Tower Terrace Road Interchange Eastern Phase** from I-380 to 300' east of N. Center Point Road in the amount of **\$388,000 FFY2023** in **STBG** funds, which will become available on October 1st of **2022**. The total available for this project is now \$388,000 in STBG FFY2023 funds.

Previous Actions:

The Executive Committee has recommended of approval the above language and the notice of award on the following pages.

Action:

MPO staff is requesting approval of the above language and the notice of award on the following pages.

CORRIDOR MPO

Smarter Transportation, Better Community



Notice of Award for Receipt of Surface Transportation Block Grant (STBG) and/or Transportation Alternatives Program (TAP) Funding to the Cities of Hiawatha and Cedar Rapids.

January 16, 2020

Form Adopted - January 2016

CREATING SUSTAINABLE COMMUNITIES
THROUGH REGIONAL PLANNING & CIVIC ENGAGEMENT





Congratulations, you have received funding from the Corridor Metropolitan Planning Organization (MPO) for Tower Terrace Road at Interstate 380 Interchange. Funding is being awarded in three phases of this overall project as listed below. These STBG awards can be moved between projects 1, 2, and 3 due to cost underruns should they occur.

1. **Tower Terrace Road Interchange at I-380** in the amount of \$1,000,000 FFY2021, \$1,000,000 FFY2022, and \$2,000,000 FFY23 in **STBG** funds, which will become available on October 1st of **2022**. The total available for this project is now \$4,000,000 in STBG funds.
2. **Tower Terrace Road Interchange Western Phase** from I380 to 1000' west of Miller Road in the amount of \$ **388,000 FFY2023** in **STBG** funds, which will become available on October 1st of **2022**. The total available for this project is now \$388,000 in STBG FFY2023 funds.
3. **Tower Terrace Road Interchange Eastern Phase** from I-380 to 300' east of N. Center Point Road in the amount of \$**388,000 FFY2023** in **STBG** funds, which will become available on October 1st of **2022**. The total available for this project is now \$388,000 in STBG FFY2023 funds.

As a funding recipient, you will agree to the following:

- Provide the Corridor MPO a status report on the progress of the project.
- Show progress on the project within three years of funding program year or risk revoking of funds.
- Include the Corridor MPO on all correspondence with the Iowa DOT
- Notify the Corridor MPO of any changes to the scope of the project, which will require approval by the Corridor MPO Policy Board.

Status Report

The purpose of the status report is to provide updates on the progress of a project to Policy Board members, MPO Staff, and the public. This becomes especially important when the funding for the project becomes eligible. The Corridor MPO is required to report on the progress of past year's Accomplishment Year (first year of the TIP) projects. For example, the status of FY13 projects will be reported on in the FY14 – FY17 Transportation Improvement Program (TIP). The Status Report consists of the following information (Attachment A and provided electronically):

- Projected total cost when funded
- Estimated final total cost (or cost as submitted to Iowa DOT)
- Design Phase Start Date
- ROW Acquisition Phase Start Date
- Environmental Phase Start Date



- Project Letting Date
- Project Start Date (groundbreaking)
- Project Completion Date
- Progress of project – Is it on track?
 - If not, why and what is solution to get it back on track?
- Identification of foreseeable delays
 - If yes, what are they and what are the solutions?
- Identification of planned public engagement activities

The Status Report will be required annually (August 31st) or when significant changes occur.

Project Progress

The Corridor MPO believes in the timely use of its federal funds and the implementation of public improvement projects. This sends a strong message that the Policy Board is a wise steward of the public's money. Projects must show progress towards implementation within three years of the year the project is programmed. If a project is receiving funds over multiple years, then the last year it receives funds will be the starting point for showing progress. For example, a project that is programmed to receive funds in FY17, has until August 31st of 2020 to show progress. A project that receives funding in FY17, FY18, and FY19 would have until August 31st of 2022 to show progress. Progress is defined as having a signed agreement with the Iowa DOT. Letters will be sent to funding recipients in February of the third year to provide a reminder that signed agreements with Iowa DOT must be in place or requests for extensions must be received by August 31st. If neither is received by August 31st, then the funding recipient is considered in default and the following will occur:

1. The funding recipient will be notified of the default
2. The Policy Board will be notified of the default or request for extension
 - a. Request for extension will identify why the extension is needed and when a signed agreement with the Iowa DOT is expected
3. The Policy Board will consider approving the extension or revoking the funds at its October meeting
 - a. Revoked funds will become available for programming during the next TIP funding cycle beginning in November

Iowa DOT Correspondence

The recipient will electronically notify the Corridor MPO of its progress through the Iowa DOT's Project Development Process (Concept Statement, Preliminary Plans, Check Plans, Final Plans & Project Development Certification, Contracts Turn-In, Letting Date, and "Notice to Proceed" to expend federal funds).

Changes in Scope

If the recipient changes the scope of the project after it has been awarded funds, it must notify the Corridor MPO. The Transportation Technical Advisory Committee (TTAC) will review to determine if the changes would have



impacted the original scoring of the project. TTAC will then provide a recommendation to the Policy Board on whether the changes warrant revoking the funds. The Policy Board will then either approve the changes or revoke the funding, which then will become available for programming during the next TIP cycle.

Item 4: TIP Administrative Modifications

Background

Transportation Improvement Program (TIP) Administrative Modifications are allowed by the Iowa DOT to be completed by MPO staff without review from the Policy Board. However, the Policy Board has instructed staff to make them aware of these minor changes to the TIP at the next Policy Board meeting. TIP Administrative Modifications are typically minor design changes (does not expand project termini or change the design of a project significantly), funding reprioritizations (changes the timing of one or more projects), or sub/rephasing of projects together for development purposes.

Edgewood Trail

Edgewood Trail Phase 2A (Fig. 1) from Ellis Rd to the bridge over the Cedar River has been let and it was significantly under budget. The original budget was \$1,362,500 and the final budget was approximately \$600,000. This created a surplus of \$610,000 in Surface Transportation Block Grants (STBG) funds. Surplus funds in one phase of the same project are allowed to be moved into other phases of the same project. This funding adjustment is considered an administrative modification. These funds have been moved to Edgewood Trail segments 2B and 3A.



Figure 1. Edgewood Trail Phase 2A

Edgewood Trail Phase 2B is the widening of the Edgewood Bridge pedestrian accommodations over the Cedar River (Fig. 2, next page) from approximately 4' to 8' to better serve trail users. This project was

under funded (not funded up to 80 percent of the current estimated total cost) by an estimated \$100,000 in Federal Aid (FA). As such, \$100,000 of the surplus \$610,000 has been moved to this phase of the Edgewood Road Trail Project.

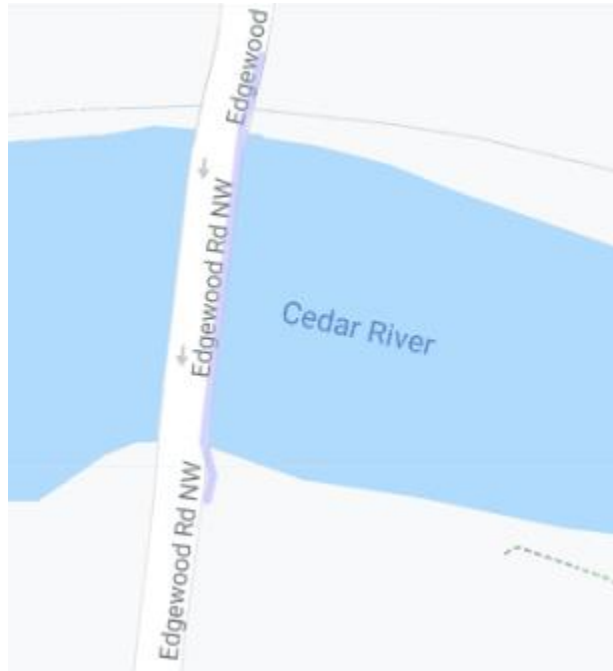


Figure 2. Edgewood Trail Phase 2B

Edgewood Trail Phase 3A (Fig. 3) is the construction of trail from Glass Road to approximately 350' south of Blairs Ferry Road. This project is under funded by an estimated \$616,000 in FA. As such the remaining \$510,000 in surplus has been moved to this phase of the Edgewood Trail Project.

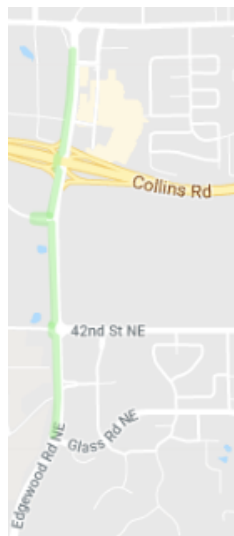


Figure 3. Edgewood Trail Phase 3A

Cherokee Trail Phase 2

The Cherokee Trail Phase 2 has been sub-phased into two separate phases in order to not delay portions for the project (Fig. 4 and 6). Easements around West Post Road are taking longer than expected. As such, the portions for the trail west of Cherry Hill Park have been sub-phased from the portions of the trail east of Cherry Hill Park. The portion of trail inside of Cherry Hill Park as already been built as phase 1 (Fig. 5).

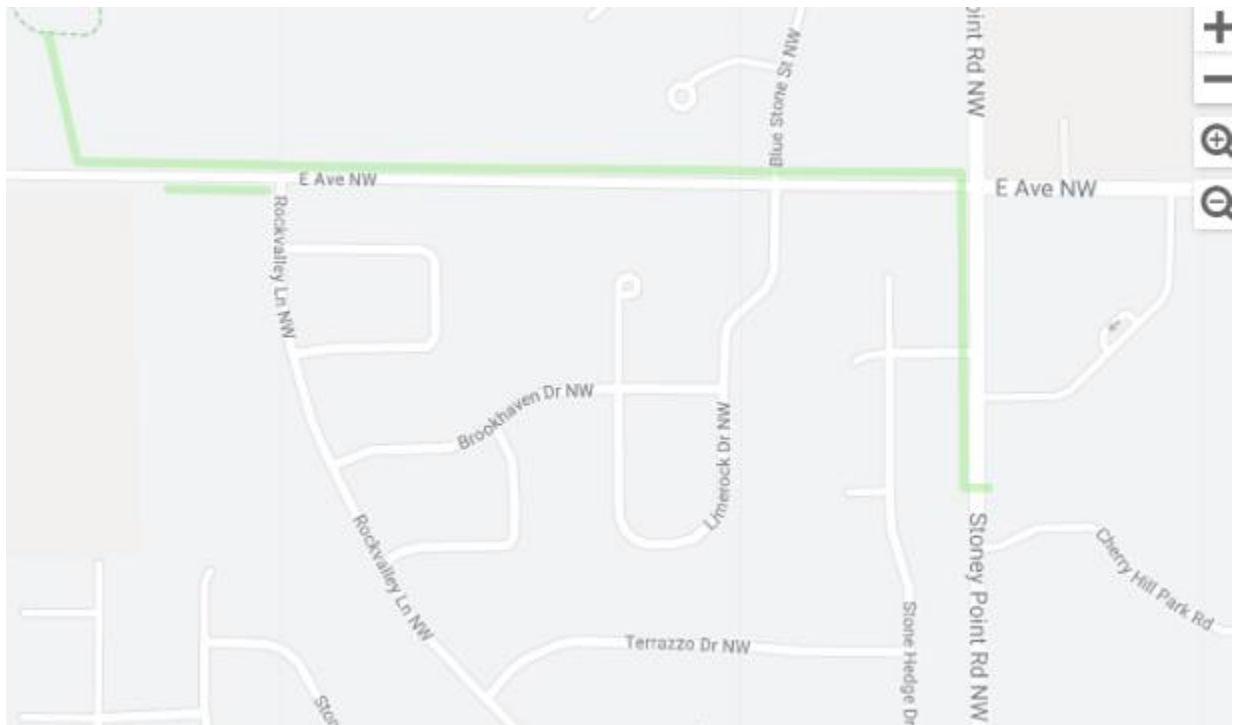


Figure 4. Cherokee Trail Phase 2A

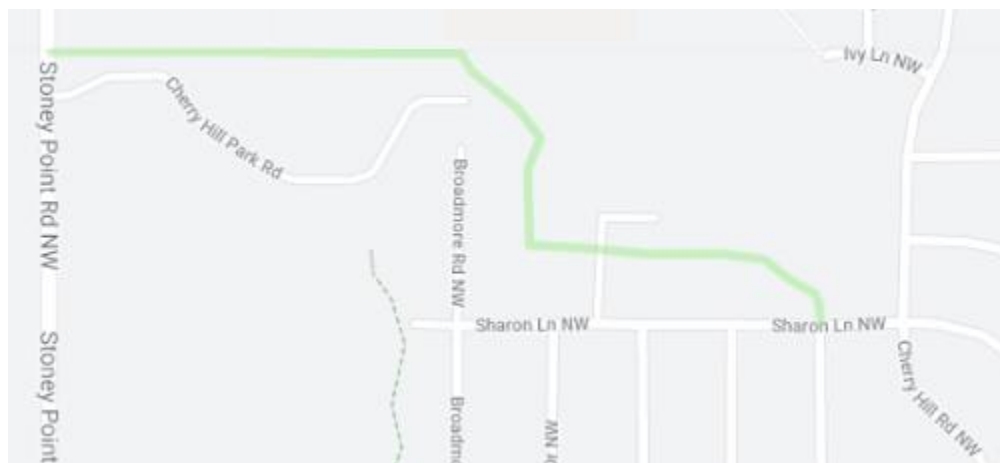


Figure 5. Cherokee Trail Phase 1



Figure 6. Cherokee Trail Phase 2B

Additionally, a small portion of sidewalk and crossing treatments (Fig. 7) have been added to the western portion of the trail to facilitate safe crossing for trail users residing in the neighborhood directly south of the trail. MPO staff determined these design changes as minor and inline with the project scope. MPO staff also had DOT staff review this decision and they concurred that the design changes were minor and that an administrative modification was the appropriate action rather than a TIP amendment.

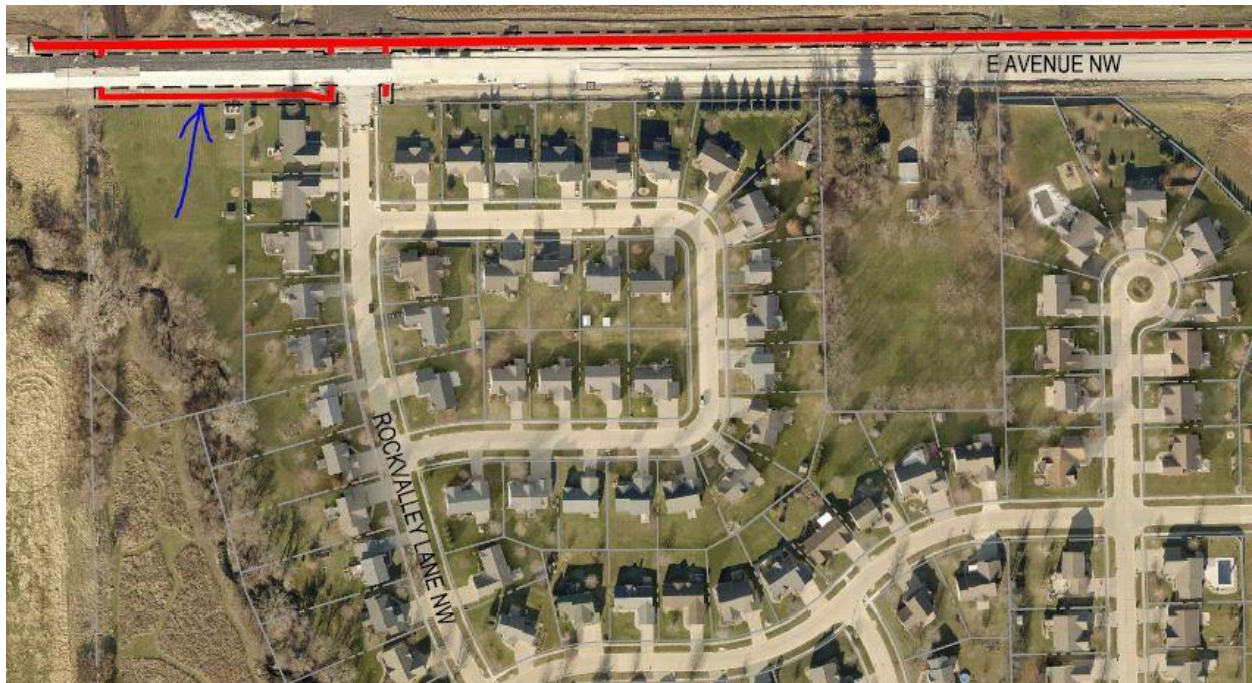


Figure 7. Cherokee Trail Phase 2A minor design changes

Action

No action required.



Item 5: Federal Highway Administration (FHWA) Title VI Plan Adoption

Background: What is Title VI?

Title VI of the Civil Rights Act of 1964 is the federal law that protects individuals and groups from discrimination on the basis of their race, color and national origin in programs and activities that receive federal financial assistance. Federal Highway Administration's (FHWA) Title VI program includes other civil rights provisions of federal statutes and related authorities to the extent that they prohibit discrimination in programs and activities receiving federal financial assistance. The Federal-Aid Highway Act of 1973 added the requirement that there be no discrimination on the grounds of sex. Additionally, the Civil Rights Restoration Act of 1987 defined the word "program" to make clear that discrimination is prohibited in all areas, not just in the particular program or activity that received federal funding.

Both the FHWA and the Federal Transit Administration (FTA) have their own requirements for Metropolitan Planning Organizations (MPOs) regarding Title VI. While the Plans may remain unchanged for years at a time, the MPO regularly affirms that it will adhere to the Title VI requirements by signing "Assurances".

What is Included in the FHWA Title VI Plan?

The FHWA's Title VI Plan, included in the agenda packet after this cover sheet, is a plan that outlines the Title VI policy, standard assurances, and complaint procedure. The Assurances are included in the agenda packet, after the FHWA's Title VI Plan.

Previous Action

The Executive Committee, at their meeting on January 8th, recommended the Policy Board approve the FHWA Title VI Plan

Staff Recommendation

The Corridor MPO provided the Iowa DOT and federal regulators with their plan. The last part of the process to finalize the plan is adoption by the Policy Board.

- The Corridor MPO recommends the Policy Board approves of the FHWA Title VI Plan

Corridor Metropolitan Planning Organization

Title VI Plan

Agency information

Name and title of administrative officer

Name: Bill Micheel
Title: Corridor MPO Manager
Address: 101 First Street SE
City: Cedar Rapids
State: Iowa
Zip Code: 52401
County: Linn
Phone: (319) 286-5045
Email: w.micheel@cedar-rapids.org

Name and title of designated Title VI coordinator

Name: Hilary Hershner
Title: Regional Transportation Planner
Address: 101 First Street SE
City: Cedar Rapids
State: Iowa
Zip Code: 52401
County: Linn
Phone: (319) 286-5161
Email: h.hershner@corridormpo.com

*If the Title VI coordinator changes, please contact the Iowa DOT Title VI specialist.

Title VI Program

I. Policy statement, authorities and citations

A. Policy of nondiscrimination

The **Corridor Metropolitan Planning Organization**, hereinafter referred to as the AGENCY, hereby assures that no person shall on the grounds of race, color, national origin, gender, age or disability, as provided by Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, and the Civil Rights Restoration Act of 1987, Pub. L. No. 100-259, 102 Stat. 28, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance. The AGENCY further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, regardless of whether those programs and activities are federally funded.

It is the policy of the AGENCY to comply with Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e; Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107; Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. §§ 4601-4655; 1973 Federal Aid Highway Act, 23 U.S.C. § 324; Title IX of the Education Amendments of 1972, Pub. L. No. 92-318, 86 Stat. 235; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §§ 701 *et seq*; Civil Rights Restoration Act of 1987, Pub. L. No. 100-259, 102 Stat. 28; Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq*; Title VIII of the Civil Rights Act 1968, 42 U.S.C. §§ 3601-3631; Exec. Order No. 12898, 59 Fed. Reg. 7629 (1994) (Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations); and Exec. Order No. 13166, 65 Fed. Reg. 50121 (2000) (Improving Access to Services for Persons with Limited English Proficiency).

The Civil Rights Restoration Act of 1987, Pub. L. No. 100-259, 102 Stat. 28, broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of federal-aid recipients, subrecipients and contractors/consultants, regardless of whether such programs and activities are federally assisted.

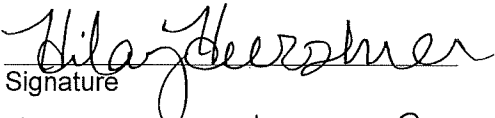
Pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112, 87 Stat. 355, the AGENCY hereby gives assurance that no qualified disabled person shall, solely by reason of

disability, be excluded from participation in, be denied the benefits of or otherwise be subjected to discrimination, including discrimination in employment, under any program or activity that receives or benefits from this federal financial assistance.

The AGENCY also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies and activities on minority and low-income populations. In addition, the AGENCY will take reasonable steps to provide meaningful access to services for persons with limited-English proficiency. The AGENCY will, where necessary and appropriate, revise, update and incorporate nondiscrimination requirements into appropriate manuals, directives and regulations.

In the event the AGENCY distributes federal-aid funds to a second-tier subrecipient, the AGENCY will include Title VI language in all written agreements.

The AGENCY's **staff**, is responsible for initiating and monitoring Title VI activities, preparing reports and performing other responsibilities, as required by 23 C.F.R. § 200 and 49 C.F.R. § 21.


Signature

Hilary Hershner, Regional Transportation Planner
Printed name and title

12/6/19
Date

B. Authorities

Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d, provides that no person in the United States shall on the grounds of race, color, national origin, or gender be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

The Civil Rights Restoration Act of 1987, Pub. L. No. 100-259 102 Stat. 28, broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of federal-aid recipients, subrecipients and contractors, whether such programs and activities are federally assisted or not.

Environmental justice (EJ): Executive Order 12898 addresses disproportionate adverse environmental, social and economic impacts that may exist in communities, specifically minority and low-income populations.

Limited English Proficiency (LEP): Executive Order 13166 addresses access to services for persons whose primary language is not English and who have a limited ability to read, write, speak or understand English.

Americans with Disabilities Act of 1990 (ADA): The Act prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities and transportation.

Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112, 87 Stat. 355, prohibits discrimination based on disability.

C. Additional citations

Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d to 2000d-4; 42 U.S.C. §§ 4601 to 4655; 23 U.S.C. §109(h); 23 U.S.C. §324; DOT Order 1050.2; Executive Order 12250; Executive Order 12898; 28 C.F.R. § 50.3.

II. Standard assurances

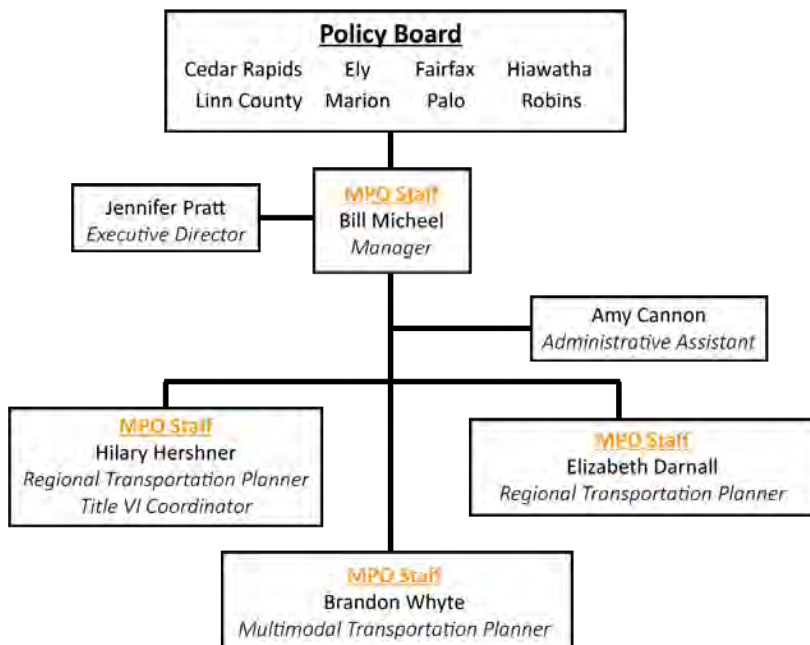
49 C.F.R. § 21.7

Pursuant to 49 C.F.R. § 21.7, every application for federal financial assistance or continuing federal financial assistance must provide a statement of assurance and give reasonable guarantee that the program is (or, in the case of a new program, will be) conducted in compliance with all requirements imposed by or pursuant to Part 21 (Nondiscrimination in Federally Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964). Fully executed standard DOT assurances (including Appendices A, B, C, D and E) are attached to this plan.

III. Organization, staffing and structure

A. Organizational chart – reporting relationships

Corridor MPO Staff Organization Chart



B. Staffing

Metropolitan planning organization or regional planning affiliation administrator

The AGENCY administrator is authorized to ensure compliance with provisions of the department's policy of nondiscrimination and with the law, including the requirements of 23 C.F.R. § 200 and 49 C.F.R. § 21. The AGENCY grants compliance function and Title VI coordination shall be performed under the authority of the AGENCY.

Title VI coordinator

The AGENCY has appointed **Hilary Hershner, Regional Transportation Planner** to perform the duties of the Title VI coordinator (Coordinator) and ensure implementation of the AGENCY's Title VI Federally Funded Transportation Program pertaining to this agreement.

The AGENCY will notify Iowa DOT in writing of any changes to the Coordinator or Coordinator contact information.

Title VI specialists (if applicable)

Additionally, the AGENCY has designated Title VI specialists (Specialists) in departmental special emphasis program areas. The Specialists, designated below, shall work in concert with the Coordinator. These key programs or department areas are subject to receiving federal assistance through grants or other types of

transportation related funding, or are responsible for implementing AGENCY directives and policies to ensure civil rights compliance and equal opportunity. The Specialists will work with the Coordinator to ensure their respective departments and programs comply with Title VI regulations and assurances, meet the objectives of the Title VI plan, meet federal and state reporting requirements, and provide adequate training opportunities for applicable staff.

Specialists will work with the Coordinator to ascertain Title VI compliance by contractors, subcontractors, consultants and suppliers under federally funded projects or programs. Specialists will ensure applicable Title VI provisions and requirements are included in contractual agreements to prime contractors. Specialists will work with the Coordinator to obtain statistical data (race, color, national origin, age, gender, gender, LEP and income of populations in service area) of participants in, and beneficiaries of federally funded Iowa Department of Transportation programs. Each of the Specialists will maintain data relative to their respective special emphasis program area, designated below. The Coordinator shall use the data to complete annual Title VI reports and for other administrative needs.

List Title VI specialists and their official job title (if applicable)

III. Implementation procedures

Title VI coordinator's responsibilities and program administration

As authorized by the AGENCY Administrator, the Coordinator is responsible for initiating, monitoring, and ensuring AGENCY compliance with Title VI requirements as follows.

1. **Program administration.** Administer the Title VI program and coordinate implementation of the plan. Ensure compliance with the assurances, policy, and program objectives. Perform Title VI program reviews to assess administrative procedures, staffing, and resources; provide recommendations as required to the AGENCY administrator (see Section V: Self-Assessment and Remedial Action Procedures).
2. **Complaints.** Review written Title VI complaints that may be received by AGENCY following the adopted procedural guidelines (see Section IV: Complaint Procedures). Ensure every effort is made to resolve complaints informally at the local or regional level.
3. **Data collection.** Statistical data on race, color, national origin, age, disability, income level, language spoken, and gender of participants in, and beneficiaries of, programs is to be gathered and maintained by program area, as described in the Special Emphasis Program Areas Responsibilities Section VI of this document. The AGENCY will review the statistical data gathering process periodically to ensure sufficiency of data for meeting the requirements of Title VI program administration.
4. **Environmental documents.** To the maximum extent practical, ensure that appropriate data are included as a part of all environmental impact statements (EIS) or environmental assessments (EA) for projects receiving Federal Highway Administration or other federal assistance. Efforts are undertaken to ensure that transportation system improvements that are implemented do not have disproportionately negative effects on minority and low-income populations. In addition, system investments must provide for an equitable distribution of benefits to the areas that are traditionally underrepresented in the planning process.
5. **Training programs.** Conduct or facilitate training programs on Title VI issues and regulations for AGENCY employees; and facilitate Title VI training for appropriate staff, contractors and subrecipients. A summary of training conducted will be documented.

6. **Title VI plan update.** Review and update the AGENCY's Title VI plan as needed or required. Present updated plan to the AGENCY administrator for approval; submit amended plan to the Iowa DOT's Office of Employee Services' civil rights section (OES-CR).
7. **Public dissemination.** Work with AGENCY staff to develop and disseminate Title VI program information to AGENCY employees and subrecipients, including contractors, subcontractors, consultants, and subconsultants and beneficiaries, as well as the general public. Public dissemination may include postings of official statements, inclusion of Title VI language in contracts or other agreements, website postings, and annual publication of the AGENCY's Title VI Policy Statement in newspaper(s) having a general circulation, and informational brochures. Ensure public service announcements or notices are posted of proposed projects, hearings, meetings, or formation of public advisory boards, in newspapers or other media reaching the affected community. Ensure the full utilization of available minority publications or media; and, where appropriate, provide written or verbal information in languages other than English.
8. **LEP.** The AGENCY follows Executive Order 13166 in identifying and engaging LEP populations to ensure their involvement and knowledge of transportation planning and projects in and around their communities. A LEP person is defined as one who does not speak English as his or her primary language and has a limited ability to read, write or understand English. The AGENCY's policy for engaging individuals with LEP is to provide translation services to individuals who request them, if reasonable accommodations can be made. In addition, the AGENCY proactively identifies communities with high concentrations of LEP persons and employs tactics and strategies to effectively engage them in the planning process. The AGENCY trains staff to recognize individuals in community meetings and forums who may show difficulty or inability to read or write English, and to assist them accordingly.
9. **Elimination of discrimination.** Work with other AGENCY offices to establish procedures for promptly resolving deficiencies, as needed. Recommend procedures to identify and eliminate discrimination that may be discovered in any AGENCY processes. Take affirmative action to correct any deficiencies found within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this agreement.
10. **Maintain legislative and procedural information.** Federal laws, rules and regulations, Iowa DOT guidelines, the current AGENCY Title VI plan, annual accomplishment and goals reports, and other resource information pertaining to the implementation and administration of the AGENCY's Title VI program will be maintained and updated by the Coordinator. Information will be made available to other AGENCY departments/offices or the public as requested or required.

IV. Discrimination complaint procedures – allegations of discrimination in federally assisted programs or activities

(If the Agency has existing complaint procedures, insert those here.)

Corridor Metropolitan Planning Organization adopts the following discrimination complaint procedures for complaints relating to federally assisted transportation-related programs or activities.

1. **Filing a discrimination complaint:** Any person who believes that he or she, or any class of individuals, or in connection with any disadvantaged business enterprise, has been or is being subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973, and/or the Civil Rights Restoration Act of 1987, as amended, has the right to file a complaint.

Any individual wishing to file a discrimination complaint must be given the option to file the complaint with the AGENCY, or directly with the Iowa DOT, FHWA, USDOT and U.S. Department of Justice. Complaints may be filed with all agencies simultaneously.

No individual or agency shall refuse service, discharge or retaliate in any manner against any persons because that individual has filed a discrimination complaint, instituted any proceeding related to a discrimination complaint, testified, or is about to testify, in any proceeding or investigation related to a discrimination complaint, or has provided information or assisted in an investigation.

2. **Complaint filing timeframe:** A discrimination complaint must be filed within 180 calendar days of either:
 - (a) The alleged act of discrimination.
 - (b) Date when the person(s) became aware of the alleged discrimination.
 - (c) Date on which the conduct was discontinued, if there has been a continuing course of conduct.

The AGENCY or their designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

3. **Contents of a complaint:** A discrimination complaint must be written. The document must contain the following information.
 - a) The complainant's name and address, or other means by which the complainant may be contacted.
 - b) Identification of individual(s) or organization(s) responsible for the alleged discrimination.
 - c) A description of the complainant's allegations, which must include enough detail to determine if the AGENCY has jurisdiction over the complaint and if the complaint was filed timely.
 - d) Specific prohibited bases of alleged discrimination (i.e., race, color, gender, etc.).
 - e) Apparent merit of the complaint.
 - f) The complainant's signature or signature of his/her authorized representative.

In the event that a person makes a verbal complaint of discrimination to an officer or employee of the AGENCY, the complainant shall be interviewed by the AGENCY's Coordinator. If necessary, the Coordinator will assist the complainant in reducing the complaint to writing and then submit the written version of the complaint to the person for signature.

4. **Complaints against the AGENCY:** Any complaints received against the AGENCY should immediately be forwarded to the Iowa DOT for investigation. The AGENCY shall not investigate any complaint in which it has been named in the complaint. The contact information for the Iowa DOT's Title VI program is:

Iowa Department of Transportation
Office of Employee Services – Civil Rights
800 Lincoln Way
Ames, Iowa 50010
515-239-1422
515-817-6502 (fax)
dot.civilrights@dot.iowa.gov

5. **Notice of Receipt:** All complaints shall be referred to the AGENCY's Coordinator for review and action. Within 10 days of receipt of the discrimination complaint, the Coordinator shall issue an initial written Notice of Receipt that:
 - a) Acknowledges receipt of the discrimination complaint.
 - b) Advises the complainant of his/her right to seek representation by an attorney or other individual of his or her choice in the discrimination complaint process.
 - c) Contains a list of each issue raised in the discrimination complaint.
 - d) Advises the complainant of the timeframes for processing the discrimination complaint and providing a determination.
 - e) Advises the complainant of other avenues of redress of their complaint, including the Iowa DOT, FHWA, USDOT and USDOJ.
 - f) Includes an invitation to mediation as described in paragraph 1 under item eight below.
6. **Notification of the Iowa DOT of a complaint:** The AGENCY shall advise the Iowa DOT within 10 business days of receipt of the complaint. Generally, the following information will be included in every notification to the Iowa DOT.
 - a) Name, address and phone number of the complainant.

- b) Name(s) and address(es) of alleged discriminating official(s).
- c) Basis of complaint (i.e., race, color, national origin or gender).
- d) Date of alleged discriminatory act(s).
- e) Date complaint received by the AGENCY.
- f) A statement of the complaint.
- g) Other agencies (state, local or federal) where the complaint has been filed.
- h) An explanation of the actions the AGENCY has taken or proposed to resolve the issue identified in the complaint.

7. **Processing a complaint and timeframe:** The total time allowed for processing the discrimination complaint is 90 calendar days from the date the complaint was filed. There is no extension available at this level. This timeframe includes 60 calendar days at the AGENCY level and 30 days for review at the state level, if needed.

If the complainant elects to file a complaint with both the AGENCY and Iowa DOT, the complainant shall be informed that the AGENCY has 90 calendar days to process the discrimination complaint and the Iowa DOT shall not investigate the complaint until the 90 calendar-day period has expired.

Immediately after issuance of the notice of receipt to the complainant (step four), the AGENCY's Coordinator shall either begin the fact-finding or investigation of the discrimination complaint, or arrange to have an investigation conducted.

Based on the information obtained during that investigation, the Coordinator shall render a recommendation for action in a Report of Findings to the head of the AGENCY.

8. **Alternative dispute resolution/mediation process:** The complainant must be given an invitation to participate in mediation to resolve the complaint by informal means. The AGENCY's Coordinator shall include an invitation to mediation with the Notice of Receipt, offering the opportunity to use the alternative dispute resolution/mediation process.

If the complaint selects mediation, it allows disputes to be resolved in a less adversarial manner. With mediation, a neutral party assists two opposing parties in a dispute come to an agreement to resolve their issue. The mediator does not function as a judge or arbiter, but simply helps the parties resolve the dispute themselves.

Upon receiving a request to mediate, the AGENCY's Coordinator shall identify or designate a mediator who must be a neutral and impartial third party. The mediator must be a person acceptable to all parties and who will assist the parties in resolving their disputes.

If the complainant chooses to participate in mediation, she or he or the designee must respond in writing within 10 calendar days of the date of the invitation. This written acceptance must be dated and signed by the complainant and must also include the relief sought.

After mediation is arranged, a written confirmation identifying the date, time and location of the mediation conference shall be sent to both parties. If possible, the mediation process should be completed within 30 calendar days of receipt of the discrimination complaint. This will assist in keeping within the 90 calendar-day timeframe of the written Notice of Final Action if the mediation is not successful.

If resolution is reached under mediation, the agreement shall be in writing. A copy of the signed agreement shall be sent to the Iowa DOT's Title IV program coordinator. If an agreement is reached, but a party to it believes his/her agreement has been breached, the nonbreaching party may file another complaint. If the parties do not reach resolution under mediation, the AGENCY's Coordinator shall continue with the investigation.

9. **Notice of Final Action:** A written Notice of Final Action shall be provided to the complainant within 60 days of the date the discrimination complaint was filed. It shall contain:
- a) A statement regarding the disposition of each issue identified in the discrimination complaint and reason for the determination.

- b) A copy of the mediation agreement, if the discrimination complaint was resolved by mediation.
- c) A notice that the complainant has the right to file a complaint with the Iowa DOT, FHWA, USDOT or USDOJ within 30 calendar days after the Notice of Final Action, if she or he is dissatisfied with the final action on the discrimination complaint.

The AGENCY's Coordinator shall provide the Iowa DOT's Title VI program coordinator with a copy of this decision, as well as a summary of findings upon completion of the investigation. Should deficiencies be noted in the implementation of these discrimination complaint procedures by the AGENCY, the Iowa DOT's Title VI program coordinator will work in conjunction with the AGENCY's Coordinator to review the information and/or provide technical assistance in the discrimination complaint process, mediation process, and/or investigation.

10. **Corrective action:** If discrimination is found through the process of a complaint investigation, the respondent shall be requested to voluntarily comply with corrective action(s) or a conciliation agreement to correct the discrimination.
11. **Confidentiality:** AGENCY and Iowa DOT Title VI program coordinators are required to keep the following information confidential to the maximum extent possible, consistent with applicable law and fair determination of the discrimination complaint.
 - a) The fact that the discrimination complaint has been filed.
 - b) The identity of the complainant(s).
 - c) The identity of individual respondents to the allegations.
 - d) The identity of any person(s) who furnished information relative to, or assisting in, a complaint investigation.
12. **Recordkeeping:** The AGENCY's Coordinator shall maintain a log of complaints filed that alleged discrimination. The log must include:
 - a) The name and address of the complainant.
 - b) Basis of discrimination complaint.
 - c) Description of complaint.
 - d) Date filed.
 - e) Disposition and date.
 - f) Any other pertinent information.

All records regarding discrimination complaints and actions taken on discrimination complaints must be maintained for a period of not less than three years from the final date of resolution of the complaint.

V. Self-assessment and remedial action procedures

1. **Title VI self-assessment federal-aid highway funds.** Conduct Title VI self-assessment of the AGENCY's program areas and activities. Where applicable, revise policies, procedures and directives to include Title VI requirements. Ensure that programs, policies and other activities do not have disproportionate adverse effects on minority and low income populations.
2. **Remedial action.** When irregularities occur in the administration of Federal-aid highway programs, corrective action will be taken to resolve identified Title VI issues. Take affirmative action to correct any deficiencies found by the Iowa DOT, FHWA or the USDOT within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this plan. The head of the AGENCY shall be held responsible for implementing Title VI requirements.

VI. Title VI implementation activities in special emphasis program areas

The following activities may or may not apply to your AGENCY. Please adjust as needed.

A. Planning and location activities

1. **Planning process.** The **AGENCY** has responsibility for providing long-range planning, program development, and capital programming necessary to provide efficient transportation services to AGENCY citizens. The AGENCY annually updates and coordinates the AGENCY's four-year plan for transportation improvement programs and projects. The update also informs other AGENCY department of the AGENCY's jurisdiction of the current planning direction for transportation needs. Projects included in the update are the result of evaluation and prioritization of needs in various transportation areas. The evaluation process includes input from the AGENCY, local jurisdictions and organizations, citizen groups and private individuals.
2. **Public involvement in planning activities and Title VI and EJ**
 - a) Invite participation of a cross section of the populace from social, economic and ethnic groups in the planning process by disseminating written program information to minority media and ethnic organizations, and providing public service announcements for all local media, when forming citizen advisory committees or planning board, and requesting involvement.
 - b) To ensure access to public meetings, evening meetings will be conducted in a variety of community buildings throughout the AGENCY, including those along transit routes, ensure translation services are available if anticipated, and ensure public meetings are held in predominantly minority communities when transportation projects will specifically impact those communities.
 - c) The AGENCY regularly conducts an analysis of how the benefits and burdens of the long-range plan are distributed among low-income, minority and disabled populations versus the general population. The analysis utilizes the demographic profile (included). The AGENCY is responsible for informing all staff members and consultants of all federal Title VI policies, including any changes and updates. In addition, the AGENCY is responsible for informing all staff members and consultants of the AGENCY's Title VI plan, including the LEP plan, public involvement plan, environmental justice policy, and ADA policy, as well as any updates and changes.

B. Consultant contracts activities

1. **Consultant contracts administration.** The N/A is responsible for recommending consultant firms to the AGENCY for final selection, negotiation and award. The N/A administers awarded consultant contracts.
2. **Consultant selection process.** N/A staff will request qualifications from consulting firms specializing in various areas that may relate to public works projects and the development of construction plans and special provisions for roads and bridges, design work associated with structures, performing environmental studies or preparing National Environmental Policy Act of 1969 documents. Consultant selection from the certified list maintained by the N/A adheres to State of Iowa regulations and is consistent with the AGENCY's vendor policies. Title VI text is included in all request for proposals (RFP) and contracts.
3. **Title VI assurances and provisions**
 - a) Include Title VI assurance and provision language in all federally funded consultant contracts. Periodically review documents and language to ensure compliance with current laws and regulations. Provide a copy of the form of the contract to the Coordinator, and any amendments or updates that may occur over time.

C. Design and engineering/environmental activities

1. Design/Environmental Review Process and Title VI

- a) Depending on the scope, complexity, and impacts of a project, a National Environmental Policy Act document and process will be completed.

- b) Monitor compliance with Title VI requirements in all aspects of conducting an EIS or EA. Provide a comprehensive summary of the demographic and environmental data elements to be considered by the EIS/EA process to the Coordinator; including updated summary lists as applicable. Incorporate into the review process, adequate time for the Coordinator to review and comment, as applicable, on the draft EIS/EA to ensure there are no violations of the Federal Civil Rights Act, as amended, as a result of the AGENCY's Federal-aid highway activities.
- c) In order to ensure dissemination of information and foster participation from affected populations, AGENCY staff will place public notices in applicable general and minority media; select accessible locations and times for public hearings or meetings, and arrange for translation services as needed; particularly in projects impacting predominantly minority communities. The AGENCY will ensure the public has information pertaining to their rights to call or write the AGENCY to view plans and discuss environmental problems.
- d) AGENCY staff shall provide a copy of the Annual Construction Report to the Coordinator in or around April of each year. The Coordinator shall work with the AGENCY geographic information systems coordinator to generate a map of the federally funded transportation projects to include demographic data of the neighborhoods affected by the projects.
- e) Environmental justice

The concept of environmental justice includes the identification and assessment of disproportionately high and adverse effects of programs, policies or activities on the minority and low-income population groups. Within the context of transportation planning, environmental justice considers the relative distribution of cost and benefits from transportation investment strategies and policies among different segments of society.

A systematic process is used to study and evaluate all necessary environmental aspects of the proposed action(s). Depending on the scope, complexity, and impacts of the project, the AGENCY's Coordinator oversees the process, ensures all federal and state requirements are met, and the public has been invited to participate. The AGENCY is responsible for environmental review, and Title VI environmental justice compliance in all aspects of AGENCY's work that triggers environmental review requirements.

D. Right of way activities

1. **Real property services.** N/A manages and coordinates the appraisal and acquisition of real property and relocation assistance services for public works projects. The right of way acquisition process entails appraisal of property, negotiation of terms and conditions for acquisition, and assistance in the relocation of displaced individuals, businesses, farm operations, nonprofit organizations, and property management.
2. **Right of way activities and Title VI**
 - a) Ensure equal opportunity in all aspects of procuring real estate service contracting and appraisal agreements.
 - b) Follow adopted vendor procurement policies in the acquisition of contracted services.
 - c) Utilize current directories identifying fee appraiser organizations and the Iowa DOT's list of certified fee appraisers when seeking services. Maintain data on awards to minority and female appraisers, and provide data to the Coordinator on a quarterly basis.
 - d) Incorporate Title VI language and assurance statements in all surveys of property owners and tenants after the conclusion of all business. Coordinate the preparation of deeds, permits and leases to ensure the inclusion of the appropriate clauses, including Title VI assurances.
 - e) Ensure that appraised values and communications associated with the appraisal and negotiation operations result in equitable treatment.
 - f) Ensure comparable replacement dwellings are available and assistance is given to all displaced persons and entities by the property acquisition process.

- g) Maintain statistical data, including race, color, national origin, age, gender, disability, LEP and income levels on all relocates affected by federally funded projects, and provide detailed demographic data quarterly to the Coordinator.

E. Construction and maintenance activities

- 1. Construction management section.** N/A is responsible for administration of all new construction contracts. N/A is responsible for oversight and the administration of transportation construction projects, as set forth by policy decisions and supervision of the AGENCY engineer.
- 2. Maintenance.** N/A is responsible for the efficient program for maintaining AGENCY roads, bridges and parks/grounds by economically utilizing the resources of contractors, equipment and materials.
- 3. Construction and maintenance activities and Title VI**
 - a) Review all federally funded projects for application of disadvantage business enterprise (DBE) goals. As appropriate, include DBE provisions in those projects with designated goals. Include Title VI language in bid announcements and applicable construction documents, as stipulated in the AGENCY's Title VI Policy Statement and Title VI Assurances, which are attached to this plan.
 - b) Award construction contracts on the basis of lowest responsive bidder, as well as meeting DBE requirements. Include Title VI and DBE language in prime contract award letters to encourage utilization of DBE subcontracts and vendors.
 - c) Ensure that prime contractors with DBE requirements award contracted work to qualified DBEs that perform commercially useful functions.
 - d) Monitor all maintenance and construction operations to ensure nondiscrimination throughout all operations.
 - e) Coordinate the gathering of maintenance and construction information regarding DBE participation and provide to the Coordinator.

The United States Department of Transportation (USDOT)

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

The _____ (herein referred to as the “Recipient”), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the United States Department of Transportation (DOT), through the **Federal Highway Administration (FHWA)**, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

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

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973) by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted **Federal Highway Program**:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all **Federal Highway Programs** and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

“The _____, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal

financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, Corridor MPO also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the FHWA access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the FHWA. You must keep records, reports, and submit the material for review upon request to FHWA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

Corridor MPO gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the **Federal Highway Program**. This ASSURANCE is binding on Iowa, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the **Federal Highway Program**. The person (s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Corridor MPO

(Name of Recipient)

by William Micheel

Digitally signed by William Micheel
Date: 2019.12.03 16:14:09 -06'00'

(Signature of Authorized Official)

DATED

12/03/19

APPENDIX A

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

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, **Federal Highway Administration**, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor’s obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the **Federal Highway Administration** to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the **Federal Highway Administration**, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor’s noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the **Federal Highway Administration** may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the **Federal Highway Administration** may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the Department of Transportation as authorized by law and upon the condition that the _____ will accept title to the lands and maintain the project constructed thereon in accordance with laws of the state of Iowa, the Regulations for the Administration of **Federal Highway Program**, and the policies and procedures prescribed by the **Federal Highway Administration** of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the _____ all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto _____ and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the _____, its successors and assigns.

The _____, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the _____ will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the _____ pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add “as a covenant running with the land”] that:
 - 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, _____ will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the _____ will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the _____ and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/ agreements entered into by _____ pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, “as a covenant running with the land”) that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, _____ will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, _____ will there upon revert to and vest in and become the absolute property of _____ and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).



Item 6: Federal Transit Administration (FTA) Title VI Plan Amendment

Background: What is Title VI?

Title VI of the Civil Rights Act of 1964 is the federal law that protects individuals and groups from discrimination on the basis of their race, color and national origin in programs and activities that receive federal financial assistance. Federal Highway Administration's (FHWA) Title VI program includes other civil rights provisions of federal statutes and related authorities to the extent that they prohibit discrimination in programs and activities receiving federal financial assistance. The Federal-Aid Highway Act of 1973 added the requirement that there be no discrimination on the grounds of sex. Additionally, the Civil Rights Restoration Act of 1987 defined the word "program" to make clear that discrimination is prohibited in all areas, not just in the particular program or activity that received federal funding.

Both the FHWA and the Federal Transit Administration (FTA) have their own requirements for Metropolitan Planning Organizations (MPOs) regarding Title VI. While the Plans may remain unchanged for years at a time, the MPO regularly affirms that it will adhere to the Title VI requirements by signing "Assurances".

What is Included in the FTA Title VI Plan?

The FTA's Title VI Plan, included in the agenda packet after this cover sheet, is a plan that includes these primary items:

- CMPO's Title VI Notice to the Public, Complaint Procedure, and Complaint Form
- Methods used to inform low-income and minority populations for planning efforts for transportation-related services and or improvements
- Steps taken to ensure persons with limited English proficiency have meaningful access to the benefits, services, information, and other important components of its programs and services
- Summary of planning area demographics
- Demographic maps that show the impacts of the distribution of State and Federal funds in the aggregate for public transportation projects.

What Changes Have Been made to the CMPO's FTA Title VI Plan?

During the Quadrennial Review process by the State and Federal transportation regulators, the CMPO was notified that they had not submitted a recent copy of the FHWA's Title VI Plan. With this update, state officials from the Iowa Office of Civil Rights noted the CMPO's complaint procedure needed to be updated. The official stated that the complaint process should be changed to state when a discrimination complaint is received, the complaint should be received by the agency, logged, and forwarded to the Iowa DOT. After that, the FHWA will determine who will investigate the complaint.

The Executive Committee voted to recommend Policy Board approve the changes to the FTA Title VI Plan at their meeting on January 8th.

Staff Recommendation

The Corridor MPO notified the Iowa DOT and federal regulators with their intention to update the FTA Title VI Plan to ensure the complaint procedures match those in the FHWA Title VI Plan and FHWA Standard Assurances. The last part of the process to finalize the plan is adoption by the Policy Board.



- The Corridor MPO recommends the Policy Board approve the amendments to the FTA Title VI Plan.

CORRIDOR METROPOLITAN PLANNING ORGANIZATION TITLE VI COMPLAINT PROCEDURE

The process to file Title VI complaint is as follows:

1. Persons wishing to file a formal discrimination complaint may do so by completing the [Corridor MPO's Title VI Complaint Form](#). It must be submitted within 180 days of the alleged discrimination.
2. Within 10 calendar days of receiving the complaint form, the Corridor MPO will forward this form, and any additional information, to the Iowa Department of Transportation (Iowa DOT) Title VI Coordinator.
3. The Iowa DOT will conduct an investigation into the complaint and make a recommendation to the Federal Highway Administration (FHWA). The FHWA will make the final determination.
4. The Iowa DOT and the Corridor MPO will inform the person filing the complaint of the final determination once it is received by the Corridor MPO Title VI Coordinator.

Figure 1: Initial version of the Corridor MPO's Title VI Complaint Procedure.

CORRIDOR METROPOLITAN PLANNING ORGANIZATION TITLE VI COMPLAINT PROCEDURE

The process to file Title VI complaint is as follows:

1. Persons wishing to file a formal discrimination complaint may do so by completing the [Corridor MPO's Title VI Complaint Form](#). It must be submitted within 180 days of the alleged discrimination, date when the person(s) became aware of the alleged discrimination, or date on which the conduct was discontinued, if there has been a continuing course of conduct.
2. Within 10 calendar days of receiving the complaint form, the Corridor MPO will log the complaint and forward this form, including any additional information, to the Iowa Department of Transportation (Iowa DOT) Title VI Coordinator. The Corridor MPO will also issue an initial notice of receipt to the complainant within 10 days of receiving the complaint form.
3. The Iowa DOT will provide the information to the Federal Highway Administration (FHWA). The FHWA will make the final determination on whether the Iowa DOT or Corridor MPO will investigate the complaint.
4. The Iowa DOT and the Corridor MPO will inform the person filing the complaint of the final determination once it is received by the Corridor MPO Title VI Coordinator.

Figure 2: Updated Corridor MPO Title VI Complaint Procedure, per recommendations from State officials



Item 7: Public Participation Plan (PPP) Amendment

Background: What is the Corridor MPO's Public Participation Plan?

MPOs are required to create a Public Participation Plan (PPP) which defines a process for providing interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process. Interested parties include citizens, affected public agencies, representatives of public transportation employees, providers of freight transportation services, private providers of transportation, users of public transportation, users of pedestrian walkways and bicycle facilities, individuals with disabilities, and other interested parties.

While there is no specific period in which a public participation plan is required to be updated, the Iowa DOT recommends updating the plan prior to starting or updating the long-range transportation plan (LRTP).

The Corridor MPO last adopted their PPP in August of 2018. An amendment to the PPP was approved in October 2018. The amendments in 2018 were related to the Federal Transit Administration's (FTA) Triennial review of Cedar Rapids Transit and with the FTA's Title VI Plan.

What is the proposed change to the PPP?

Currently, the PPP notes that only the Executive Committee or Policy Board may open public comment periods for the MPO; these committees do not need to close a public comment period as they will expire after 30 or 45 days.

The proposed change to the PPP is to allow Corridor MPO staff to open public comment periods instead of Policy Board or Executive Committee. This would allow MPO staff to formally open required public comment periods without having to hold an official meeting, if there were no other items to justify a meeting. Staff will then notify the Executive Committee and Policy Board of the opened public comment period at the next meeting that takes place.

Please see the attachment after this cover sheet. The proposed changes are shown in **red text**.

Previous Action

The Executive Committee voted at their January 8th meeting to recommend Policy Board approve the amendment to the PPP.

Staff Recommendation

- The Corridor MPO recommends the Policy Board approve the PPP amendment allowing CMPO staff to open public comment periods.

The Corridor MPO will consider hosting a third open house during the TIP process if a transportation project seeking MPO funds would have a significant impact on Title VI populations (low-income, minority, limited English proficiency, disabled, or senior 65+). The MPO will consider collaborating with a local organization representing these populations to attend and provide information at one of their public events, or the MPO shall host a third TIP open house at a location close to the significantly impacted populations.

General Public Comment

Public comments will be solicited for all regional plans, TIPs, or amendments to MPO plans. Public comments received will be shared at the beginning of all MPO meetings of the Policy Board, Executive Committee, and TTAC. The public is encouraged to make written comments via personal delivery, U.S. mail, e-mail, or Facebook Messenger; comments will also be accepted by phone call.

Public comments received outside of the solicited public comment periods will be handled the following ways:

- Once a comment is received, it will be reviewed by MPO staff and responded to within seven business days
- Members of the public who attend public meetings or comment on documents can be notified via e-mail about the adopted version of the document, if requested.

All MPO board or committee meetings have an opportunity at the beginning of the meeting for citizens to provide public comment. Additionally, any written public comment periods received from citizens at open houses or events shall be shared with the Executive Committee and Policy Board at their next meeting during the beginning public comment agenda item.

Public Comment Periods

Public comment is always welcomed on any Corridor MPO plan, document, program, activity, or policy. A specific public comment period may be set while soliciting public comment related to a particular action. For plans without a defined public comment period, the public comments will be accepted throughout the planning process. The public will be notified of each opportunity for comment via the notification methods discussed on pages 24 and 25.

Public comment periods shall be opened by **Corridor MPO staff**. They are not required to “close” a public

Methods to Provide Public Comment

Mail:
ATTN: Corridor Metropolitan Planning Organization
101 First Street SE
Cedar Rapids, IA 52401

Phone:
(319) 286-5041

Website:
www.corridormpo.com

Facebook:
<https://www.facebook.com/CorridorMPO/>

Figure 4: The Corridor MPO has required and set public comment periods, however citizens may provide general comment at any time.

comment period if an expiration date is established when the commenting period is opened (see Table 4 below). **Staff will notify the Executive Committee and Policy Board of the opened public comment period via email.**

If any Long Range Transportation Plan or Transportation Improvement Program differs significantly from the version that was made available for public comment by the MPO, and raises new issues that interested parties could not reasonably have foreseen, then a new public comment period will be opened. Table 4 outlines the public comment policies in place by the Corridor MPO.

| Public Comment Periods | | | | |
|------------------------|---|------------------------------------|----------------------------|---|
| MPO Plan | Opportunity for Public Comment Period defined in CFR? | CFR Required Public Comment Period | MPO Public Comment Periods | MPO Public Comment Periods for All Amendments |
| L RTP | Yes | None | 30 days | 30 days |
| TIP | Yes | None | 30 days | 30 days |
| TPWP | No | None | 30 days | 30 days |
| PPP | Yes | 45 days | 45 days | None |
| PTP | No | None | 30 days | None |

Table 4: The only MPO plan with a set duration for a public comment period required in the CFR is the PPP; other MPO plans may require an opportunity for public comment but has no defined duration set in the CFR. The MPO public comment periods above are set by MPO staff.

The public shall be made aware of public comment periods via:

- Announcements on front page of corridormpo.com
- Emails to interested parties and agencies

Revising an Approved Corridor MPO Plan

Occasionally the MPO will need to make amendments to plans. Plan amendments are allowed for all Corridor MPO plans, however the requirements to amend each plan are different. It should be noted that the Passenger Transportation Plan (PTP) is unique to the State of Iowa and therefore no specific amendment requirements for the plan are included in the CFR. Table 5 on page 19 outlines the amendment requirements, set by the CFR and MPO staff, for each plan.

Revising an Approved TIP or L RTP

Under federal law, planning agencies may revise their TIPs and L RTPs. Changes or amendments to the TIP or L RTP are classified as either an administrative modification or amendment.

An amendment means a revision to a long-range metropolitan plan or TIP which involves a major