



FTA Title VI Program

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Chariton Valley Planning & Development Council
RPA 17 - Planning Agency

Iowa Department of Transportation
800 Lincoln Way
Ames, IA 50010

Revised 1.12.15

*This program to be submitted every three years to the Iowa Department of Transportation,
Office of Employee Services, Civil Rights Team.*

Date: August 16, 2016

Recipient Profile

Recipient: Chariton Valley Planning & Development Council of Governments

Administrative Head: Nichole L. Moore Executive Director
Name Title

Recipient Title VI Coordinator: Same
Name Title

Address: 308 North 12th Street

City/State: Centerville, IA Zip Code/County: 52544 - Appanoose

Phone: 641-437-4359 Fax: 641-437-1161

Email:
nmoore@charitonvalleyplanning.com

Website:
www.charitonvalleyplanning.com

Has the recipient signed and submitted its Title VI Assurances? Yes X No

Has the recipient submitted its Title VI Program Plan? Yes X No

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

Chariton Valley Planning & Development Council has adopted the Title VI Assurances and a Title VI Plan that will be used to initiate, monitor and to ensure the agency compliance with the Title VI Program requirements. CVPD's goal is to prevent discrimination on minority and low-income populations through the impacts of its programs, policies and activities. CVPD takes reasonable steps to provide access to services for persons with limited-English proficiency.

CVPD has appointed a Title VI coordinator who facilitates the Title VI plan compliance. A discrimination complaint procedure and information will be made available to the public.

RPA17/CVTPA's Public Participation Plan provides a variety of strategies for the planning process and public involvement process to the planning activities. They allow for public comments from engaging stakeholders during the planning process. CVPD staff, RPA Technical

Committee and RPA Policy Board members have received information regarding the Title VI responsibilities and procedures.

General Requirements

1.

☒ Attach a copy of recipient's Title VI notice to the Public.

Required elements:

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

X A description of the procedures that members of the public should follow in order to request additional information on the recipient's Title VI obligations

X A description of the procedures that members of the public shall follow in order to file a Title VI discrimination complaint against the recipient

List locations where the notice is posted:

CVPD office front window area.

CVPD website: Currently under construction – All documents will be posted once completed.

2.

☒ Please attach a copy of the recipient's instructions to the public regarding how to file a Title VI discrimination complaint, including a copy of the complaint form.

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

www.charitonvalleyplanning.com

Title VI information has not been uploaded to website because of change in web service maintenance person. Looking for new person currently.

3.

☒ Please list and describe any transit-related Title VI investigations, complaints, or lawsuits filed with, concerning, or naming the recipient in the last three years.

	Date Filed (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.	N/A			
2.				
Lawsuits				
1.	N/A			
2.				
Complaints				
1.	N/A			
2.				

4.

- ☒ Please attach a public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made in the last three years.

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

CVPD uses publications in the local newspapers throughout the region, emails, mailing information contact lists, CVPD newsletter, general postings in each TAC & Policy Board member's office location, posted on the front window on the CVPD office, and Facebook when needed.

List minority and/or community media utilized to ensure notification of public meetings or public review of recipient documents for residents in minority and low-income areas:

There are no minority media sources in our region. Notices to meetings are emailed to participants, posted at local meeting office space and posted at the CVPD office site. Agendas are requested to be posted at locations.

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

Both TAC & Policy Boards reviewed the previous PIP for RPA 17. On October 22, 2015 – the plan was updated to reflect new title to PPP with some changes, boards reviewed the new and updated PPP and was approved and adopted. No public comments were received during the 45 day comment period.

To view the plan at this time please request a copy at: nmoore@charitonvalleyplanning.com. It is also attached to this program.

5.

- ☐ Please attach a copy of the recipient's plan for providing language assistance to persons with limited English proficiency, based on the DOT LEP Guidance, *Federal Register*, Volume 70, Number 239, <http://www.gpo.gov/fdsys/pkg/FR-2005-12-14/html/05-23972.htm>.

What steps has the recipient taken to ensure meaningful access to the benefits, services, information, and other important components of its programs and services to persons with limited English proficiency?

CVPD-RPA17 takes responsible steps to ensure access to their programs and activities that any person with Limited English Proficiency (LEP) may require. Currently CVPD-RPA17 has not had to provide this service. Planning area not identified as a LEP area.

Actions would include identifying persons who may need language assistance, determine ways in which we can assist or provide service. Guidelines suggest that vital written materials routinely provided in English are also available in another language. Vital documents need only translated when a significant number or percentage of the population eligible to be served, or likely to be directly affected by the program/activity, needs services or information in a language other than English to communicate effectively.

Meaningful access to a program requires an awareness of the program's existence, particularly when considering outreach or other documents designed to raise awareness of rights or services. CVPD-RPA17 recognizes that it would be impossible to translate everyone document, materials for outreach due to costs. Title VI does not require this of recipients of federal financial assistance, and EO13166 does not require it of federal agencies. The continually survey/assessing the needs of those services will be looked at. Since there are very few non-English speaking residents in the region, it is the agency's policy to provide any translating services to those with LEP should that be requested.

6.

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

At this time we are working on developing a TAG committee to review documents.

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

None

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

RPA17 Technical Committee	Number
Male	12
Female	1
White	13
Black or African American	0
American Indian or Alaskan Native	0
Asian	0
Native Hawaiian or other Pacific Islander	0
Other	0

RPA17 Policy Board	Number
Male	11
Female	1
White	12
Black or African American	0
American Indian or Alaskan Native	0
Asian	0
Native Hawaiian or other Pacific Islander	0
Other	0

CVPD does not select any or appoint any of the TAC & Policy Board members. TAC members are made of economic development, county engineers and transit directors. Policy is developed

by general election results and appointment at the local level to each board that official sits. City officials are identified from communities of 5,000 or more located with the RPA region.

7.

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

N/A

Include a schedule of subrecipient Title VI program submissions:

(insert table or list) – N/A

8.

Has the recipient constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc., with Federal Transit Administration funds? ____ Yes ____ X No

☐ If yes, please attach the Title VI equity analysis conducted during the planning stage with regard to the location of the facility.

9.

☒ Please attach a copy(ies) of board meeting minutes, resolution(s), or other appropriate documentation showing the board(s) of directors or appropriate governing entity(ies) or official(s) responsible for policy decisions reviewed and approved the Title VI Program.

Requirements of Planning Agencies

1.

☒ Has the planning agency developed a demographic profile of the planning area that includes identification of the locations of socioeconomic groups, including low-income and minority populations? Provide a summary of the planning area demographics.

There are no significant specific locations in the region of socioeconomic groups. Low-income population is throughout the region with no specific county showing dramatic numbers for

minority. The tables below show the Minority Population numbers and Persons who Speak English “very well” and Less than “very well”

Geography	Total Population	White	Black/Afr. Am.	Am. Ind/AL Nat	Asian	Native Hawaiian	Other
Appanoose	12,887	12,654	113	89	63	44	23
Centerville	5,528	5,404	82	15	35	33	16
Davis	8,765	8,707	16	31	77	3	0
Monroe	8,286	8,010	178	89	82	15	13
Wayne	6,385	6,309	85	48	29	0	0
Lucas	8,785	8,708	22	116	30	0	0
Decatur	8,286	8,010	178	89	82	15	13
Clarke	9,284	9,100	158	55	23	0	55

Source: US Census – American Survey 2014

Persons Who Speak English “Very Well & Less than “Very Well”

County	Total Estimate	Est. # of persons 5 yrs & over who Speak English “Very Well:	Percentage of Population	Est. # of persons 5 yrs & over who speak less than “Very Well”	Percentage of Population
Appanoose	11,970	11,826	98.8%	144	1.2%
Centerville	5,145	5,083	98.8%	62	1.25%
Davis	8,017	7,576	94.5%	441	5.5%
Monroe	7,532	7,404	98.3%	128	1.7%
Wayne	5,967	5,872	98.4%	95	1.6%
Lucas	8,293	7,945	95.8%	348	4.2%
Decatur	7,815	7,620	97.5%	195	2.5%
Clarke	8,584	8,155	95.0%	429	5.0%

Source: US Census – American Fact Finder – Language Spoken in Home

2.

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

CVPD-RPA17 serves as the primary forum for transit providers, local agencies and the public develop regional transportation plans and programs that addresses the regions needs and concerns. CVPD-RPA17 looks at what the regions needs include and how to implement the procedures and principals to improve all levels of transportation decision making.

1. Enhance the public involvement process, to strengthen local partnerships and provide any minority and low-income populations opportunities to learn about the region and the usefulness of transportation planning.
2. To better educate the region and make better transportation decisions that meet the people's needs.
3. Partner with other public and private programs to leverage additional transportation resources and achieve a common goal.
4. Avoid disproportionately high and adverse impacts on the minority and low-income populations.
5. Identify residential, commercial and transportation patterns for needs with the minority population and low-income populations.
6. Evaluate the public involvement process and eliminate barriers and provide a better decision making process.

3.



Please attach demographic maps that show the impacts of the distribution of State and Federal funds in the aggregate for public transportation projects.

4.



Please attach analysis of the planning agency's transportation system investments that identifies and addresses any disparate impacts.

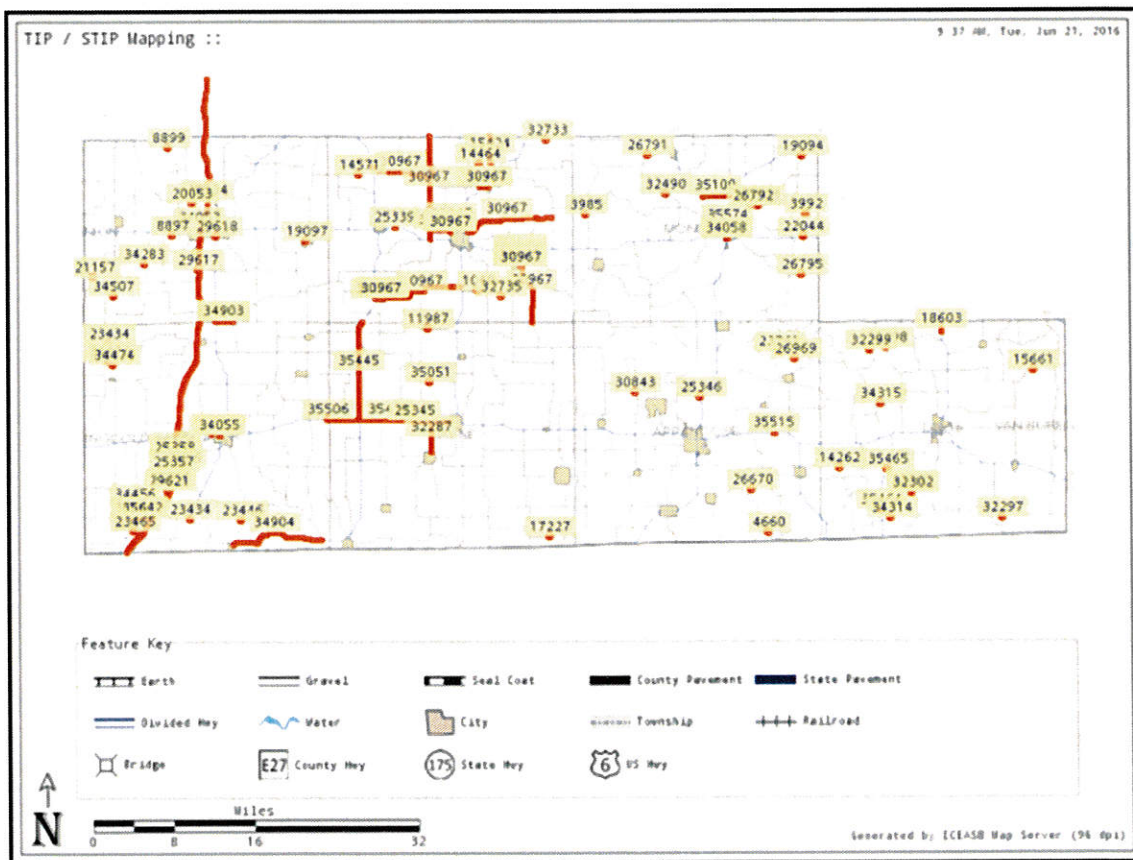
List adverse social, environmental, economic or demographic impact identified in the planning process:

No adverse social, environmental, economic or demographic impact has been caused by the transportation system investments funded by RPA17. All projects that are funded involve maintaining the current transportation system or show small improvements. The distribution of these projects include both urban and rural areas.

CVPD-RPA17 uses 3 process to identify the impacts. Those are the Passenger Transit Plan (PTP) that shows the focus on transit investments and needs in the region. The Long Range Transportation Plan (LRTP) that includes the information from the region's demographics, transportation system and how impacts effect each other. The LRTP also describes future concerns on the transportation system, trails located in the region, and other modes of transportation. The last process is the Surface Transportation Program (STP-TIP). The TIP identifies and programs each counties projects that are needing replacement, removal, or new addition to the transportation system. The primary concern in our region is the structural concerns with bridges. Many are being replaced with other modes or closed all together which puts a burden on certain populations.

The local county 5 year plans are reviewed by each county and approved for implantation of those projects in the TIP for programming of funding. Once those are set, the TAC board requests that Policy review and approve final submission to DOT. Those projects then begin the process to be completed. Funding is not only local, but federal as well. CVPD-RPA17 must ensure that all projects are fiscally constraint with the funding allowed.

The map below shows that the region is pretty even in distribution of funding to projects.



Declaration of the Respondent

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

Respondent

Date

RPA17 Chairman, Dennis Smith

Declaration of the Administrative Head

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

Respondent

Date

Nichole L. Moore, Executive Director

Chariton Valley Planning & Development Council

Appendices:

Title VI Notice to the Public

Public Participation Plan

Standard DOT Title VI Assurances

Board Members

Title VI Complaint Procedure

Chariton Valley Planning & Development Council

Title VI Notice to the Public

The **Chariton Valley Planning & Development Council** hereby gives public notice that it is the policy of the **Chariton Valley Planning & Development Council** to assure full compliance with Title VI of the Civil Rights Act of 1964, related statutes and regulation provide that no person shall on the ground of race, color, national origin, gender, age or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The Civil Rights Restoration Act of 1987 amended Title VI to specify that entire institutions receiving federal funds, whether schools, colleges, government entities, or private employers, must comply with Federal civil rights laws, rather than just the particular programs or activities that receive federal funds.

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

Nichole L. Moore or
Chariton Valley Planning &
Development Council
641-437-4359

Civil Rights Coordinator – Iowa DOT
Office of Employee Services – Civil Rights
800-262-0003 or 515-262-1921

YOU SHOULD CONTACT THE ABOVE INDIVIDUAL OR IOWA DOT OFFICE AS SOON AS POSSIBLE BUT NO LATER THAN 180 DAYS AFTER THE ALLEGED DISCRIMINATION OCCURRED, OR IF THERE HAS BEEN A CONTINUING COURSE OF CONDUCT, NO LATER THAN 180 DAYS AFTER THE ALLEGED DISCRIMINATION WAS DISCONTINUED. CONTACT THE CIVIL RIGHTS COORDINATOR TO GET MORE INFORMATION ON THE IOWA DOT’S TITLE VI PROGRAM.

Chariton Valley Transportation Planning Affiliation

Public Participation Plan

FY 2016

Region 17 - Guidelines for Involving the Public in
Decision-Making Processes Related to Intermodal
Transportation Elements serving Appanoose, Clarke,
Davis, Decatur, Lucas, Monroe & Wayne counties.

Update: October 2015

Prepared By: Chariton Valley Planning & Development Council

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Section 1: Purpose

The purpose of this document is to identify the Chariton Valley Transportation Planning Affiliation's (CVTPA) options, ideas, guidance, resources, and support in the development of its public involvement processes.

Under the 1998 Transportation Equity Act for the 21st Century (TEA 21), governments are directed to continue to solicit public involvement as initiated under the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991. The Chariton Valley TPA recognizes that transportation choices are important to the shaping of economic development and quality of life. With this in mind, the following process includes all interested parties, greatly considers their input, and attempts to boost the public understanding and support for activities that improve transportation networks.

ISTEA

The ISTEA legislation (Iowa creation not federal) implemented in 1991 was passed as a means to develop a National Intermodal Transportation System. The Regional Planning Affiliation (RPA), in Region 17 of the State of Iowa, known as the Chariton Valley TPA consists of a body of officials representing transportation interests in the counties of Appanoose, Clarke, Davis, Decatur, Lucas, Monroe, and Wayne and the City of Centerville. Each RPA was directed under ISTEA to develop a long range (20 year) plan and a short-range (three year) transportation improvement program (TIP) for their respective areas. ISTEA shifted some responsibility for transportation planning from the state to the regional and local levels and required transportation planners to consider alternatives to constructing roads including: transit, transportation management, high occupancy vehicle facilities, park-and-ride lots, biking, walking, and intermodal connectors.

Federal rules and regulations specified under ISTEA that the RPAs facilitate public involvement. By providing the opportunity for public input into the decision-making process, it is expected that regional transportation planning and programming operations can be enhanced.

TEA 21

The TEA 21 legislation calls for continued public involvement as initiated under ISTEA. Key priorities for the TEA 21 legislation as outlined by President Clinton include: improving safety, protecting public health and the environment, and creating opportunity for all Americans. It provides record levels of investment to continue rebuilding America's highways and transit systems, doing so within a balanced budget.

The Chariton Valley TPA firmly believes that the people who use a transportation system, or are affected by it, should have an early and continuous voice in the decision-making process. As such, Chariton Valley TPA will play an active role in the solicitation of public comment by:

- Promoting an atmosphere within government, which encourages citizen participation in local planning by providing information sharing and technical assistance as feasible;

- Supporting outreach efforts by the State of Iowa in which RPAs can participate and which may serve as a part of the RPA public participation process, as appropriate;

- Monitoring the progress of required public participation within the region.

MAP-21

MAP-21, the Moving Ahead for Progress in the 21st Century Act (P.L. 112-141), was signed into law by President Obama on July 6, 2012. Funding surface transportation programs at over \$105 billion for fiscal years (FY) 2013 and 2014, MAP-21 is the first long-term highway authorization enacted since 2005.

MAP-21 is a milestone for the U.S. economy and the Nation's surface transportation program. By transforming the policy and programmatic framework for investments to guide the system's growth and development, MAP-21 creates a streamlined and performance-based surface transportation program and builds on many of the highway, transit, bike, and pedestrian programs and policies established in 1991.

Extensions of MAP-21

To allow more time for development and consideration of a long-term reauthorization of surface transportation programs, Congress enacts short term extensions of the expiring law, in this case, MAP-21.

Public Participation Objectives

Public participation has three primary objectives:

1. To gather information from the public;

Information gathering enables planners to more clearly define the demands and needs of the public so that the transportation system can better accommodate those who utilize and/or are impacted by the system. In this context, the term public may include economic developers, environmental organizations, private transportation providers, academic institutions, businesses, associations involved in transportation management, users and providers of transit, advocacy groups, the disabled, elderly, minorities, bicyclists, and many other concerned parties.

2. To inform the public;

Informing the public enables the Chariton Valley TPA to provide information on the technical, financial, and legislative aspects of the region's transportation system. The availability of clear, accurate, and complete information presented for public review early and often can help alleviate the tension between public and transportation officials.

3. To develop a better transportation product;

Developing a better transportation product will be the result of continuous participation, making government more accountable and helping in avoiding delays in the final stages of transportation planning and implementation.

Methods of Public Involvement

Public meetings and/or hearings will occur at milestones in the planning process. Specific comment will be solicited for:

- Transportation Improvement Program and updates (annually)
- Long-Range Transportation Plan and updates (every 5 years or as needed)
- Reviewing planning assumptions and the Plan development process (annually)
- Plan amendments
- Other major events or changes for transportation planning (i.e. change in federal legislation, major amendments to the public participation process, major investment corridor studies, etc.)

Advertisement for public meetings will take place as appropriate through notices to local newspapers, brochures, press releases, press conferences, direct mailings, etc. Notices will also be forwarded to communities and/or community leaders requesting such special notice. Meetings will be conducted in locations accessible to people with disabilities and in centralized locations when possible.

The Chariton Valley Transportation Planning Affiliation (CVTPA) will review and respond to written comments. Comments of a specific nature may be forwarded to appropriate agencies for action. Written comments will be incorporated into final documents and summarized into the appendices when possible.

A citizen's advisory committee, known as the Technical Committee, shall consist of community and business representatives as well as user groups involved in transportation will meet regularly. The

membership of the Technical Committee will represent a broad geographic range within the region and provide for ongoing public education and input in understanding the technical and legislative issues in transportation planning.

All planning documents will be maintained by the Chariton Valley Transportation Planning Affiliation and Chariton Valley Planning & Development Council (CVPD) and are available for review at the office of the Chariton Valley Planning & Development Council, 308 North 12th Street, Centerville, Iowa 52544.

Conclusion

The Chariton Valley Transportation Planning Affiliation (CVTPA) acknowledges the need for and value of soliciting input from the public throughout the regional transportation planning process. The RPA believes such involvement makes the region more able to produce short and long-range transportation plans that serve the needs of all interested parties. As a result, the CVTPA has adopted the aforementioned procedures and guidelines for assuring continued public involvement.

Section 2: Regulations & Requirements

Regulations & Requirements

Federal transportation legislation of recent years has included ISTEA, TEA-21, and SAFETELU and the current MAP-21. All place a significant emphasis on public participation in the transportation planning process. The current federal legislation, MAP-21, was signed into law on July 6, 2012. President Obama signed into law P.L. 112-141, the Moving Ahead for Progress in the 21st Century Act (MAP-21). Funding surface transportation programs at over \$105 billion for fiscal years (FY) 2013 and 2014, MAP-21 is the first long-term highway authorization enacted since 2005. MAP-21 represents a milestone for the U.S. economy – it provides needed funds and, more importantly, it transforms the policy and programmatic framework for investments to guide the growth and development of the country's vital transportation infrastructure.

MAP-21 creates a streamlined, performance-based, and multimodal program to address the many challenges facing the U.S. transportation system. These challenges include improving safety, maintaining infrastructure condition, reducing traffic congestion, improving efficiency of the system and freight movement, protecting the environment, and reducing delays in project delivery.

MAP-21 builds on and refines many of the highway, transit, bike, and pedestrian programs and policies established in 1991. This summary reviews the policies and programs administered by the Federal Highway Administration. The Department will continue to make progress on transportation options, which it has focused on in the past three years, working closely with stakeholders to ensure that local communities are able to build multimodal, sustainable projects ranging from passenger rail and transit to bicycle and pedestrian paths.

The RTA adheres to the guidelines (23 CFR, Part 450.316(a)) for public participation. These include that the public involvement process is to be proactive and provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement. The process must meet the following requirements:

- Develop the participation plan in consultation with all interested parties.
- Provide adequate public notice of public participation activities and time for public review and comment at key decision points, including opportunities to comment on the LRTP and TIP.
- Provide timely notice and reasonable access to information about transportation issues and processes.
- Employ visualization techniques in the LRTP and TIP.
- Make public information such as technical information and meeting notices available through electronically accessible means and formats, such as the internet.
- Hold public meetings at convenient and accessible locations and times.
- Demonstrate consideration and response to public input received during the development of the LRTP and TIP.
- Seek out and consider the needs of those traditionally underserved by existing transportation systems.
- Provide additional opportunity for public comment for any changes that would affect versions of the original documents for LRTP and TIP.
- Coordinate with statewide transportation planning public involvement and consultation processes.
- Periodically review effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.
- Include a summary of significant comments received on the draft LRTP and TIP as part of the final LRTP and TIP.
- Have a public comment period before the initial or revised participation plan is adopted by CVTPA.

Title VI, ADA, and Environmental Justice

CVTPA plans are required to be consistent with Title VI of the Civil Rights Act of 1964, which ensures that no person is excluded from participation in, denied benefit of, or subjected to discrimination under any program or activity receiving Federal finance assistance on the basis of race, color, national origin, age, sex, disability, or religion. CVTPA plans also comply with the Americans with Disabilities Act of 1990. This is a civil rights law that protects individuals from discrimination based on disabilities.

CVTPA plans must also observe Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations. This requires that programs, policies, and activities that affect human health or environment should identify and avoid disproportionately high and adverse effects on minority and low-income populations. Environmental Justice aims to ensure that no racial, ethnic, or socioeconomic group bears a disproportionate share of negative environmental consequences resulting from governmental programs and policies.

Open Meeting Law

The Iowa Open Meeting Law (Iowa Code, Chapter 21) is designed to facilitate public access to government decisions. It applies to government bodies, including boards, councils, commissions, and task forces created by the state or its political subdivisions. The law defines what constitutes a meeting and lists requirements for public notices, agendas, meeting procedures, and minutes, as well as regulations concerning closed meetings.

CVTPA operates in accordance with the Open Meeting Law. The public is welcome and encouraged to attend CVTPA meetings. Regular meetings of the CVTPA Technical Committee and Policy Board occur on the third (3) Tuesday of the month starting at 12:30 p.m. (Meeting times and locations are subject to change.) CVTPA meeting notices and agenda are mailed or emailed out to region which requests the notifications. Information about CVTPA meetings, including minutes and agendas are available at the office of Chariton Valley Planning & Development Council located 308 North 12th Street, Centerville, Iowa 52544 or online at www.charitonvalleyplanning.com.

Public Records Law

The Iowa Public Records Law (Iowa Code, Chapter 22) provides for openness from government agencies with regard to public records. With the exception of certain confidential records, every person has the right to examine and copy public records. The CVTPA complies with the Public Records Law, and public documents are available for review at Chariton Valley Planning & Development Council office. Documents may be viewed during normal office hours, with nominal fee for copies.

Section 3: Public Participation Development

This section will go over the details of the public involvement with each major document that CVTPA is responsible for.

Long Range Transportation Plan (LRTP)

The LRTP guides transportation decisions for the next 20-30 years. It is updated every five (5) years and serves as a conduit for public input on a broad range of transportation issues. The LRTP considers all modes of transportation, as well as freight issues, safety issues, environmental issues, financial feasibility, and system operations and maintenance. It will contain a chapter that discusses the public involvement efforts and public comments on the document. The following actions will be undertaken to ensure that all sectors of the public are involved with the LRTP development.

Draft LRTP

- Input will be sought from citizens, affected public agencies, representatives of public transportation, freight shippers, providers of freight transportation services, private providers of transportation, users of public transportation, users of pedestrian walkways, representatives of the disabled, and other interested parties.
- Focus groups will be utilized to represent all pertinent modes of transportation and issues. Focus groups used will be transit, highway, land use, safety/security and environmental. They will be used to identify issues and potential solutions and review.
- The draft LRTP will be developed by Chariton Valley Planning & Development Council (CVPD), with further input from the CVTPA committees, boards and jurisdiction representatives as well as the Iowa DOT. Final review and approval will be from the CVTPA Technical Committee and Policy Board.

Notices and Public Meetings

- Public input sessions will be held regarding the draft LRTP.
- Sessions will be held in an area identified as low income or minority. All meetings will be held in accessible facilities.
- Notices for public input sessions will be posted and published through local media sources. Notices will be posted at CVPD offices as well as online to www.charitonvalleyplanning.com. Notices will also be sent to organizations serving those areas. Copies of the LRTP will be available at the office of CVPD and upon request.
- Any person needing special arrangements for reading, sight, or language barriers should contact the CVPD staff at least 24 hours prior to a session. Arrangements will be made to accommodate those needs.

Public Comment Period

- Written and oral comments will be solicited during the input sessions. The public will also have a 45 day comment period following the final public input session to submit comments via fax, email or mail.
- A public hearing will be held at a regularly scheduled CVTPA meeting following the public input sessions to summarize public comments and responses. A notice of the public hearing will be published and/or posted no more than 20 days and not less than four (4) days before the date of the hearing.

Final LRTP

- Following the public hearing, CVTPA will adopt the final version of the LRTP, including a summary of comments and responses.
- The final LRTP will be available on the CVPD website, at the CVPD offices, and upon request.
- The public participation process associated with the LRTP will be evaluated and updated as needed.

Revisions

- The LRTP is a long range transportation planning document, and all projects in the TIP should first be included in the LRTP. The TIP is updated annually, and the projects in it may be moved forward or backward in time or change in cost of scope. Therefore, the LRTP may be revised between full document updates to reflect those changes.
- Other amendments to the LRTP will be made as needed.
- Amendments will require a public hearing to be held at a regularly scheduled CVTPA meeting. A notice of the public hearing will be published.

Transportation Improvement Program (TIP)

The TIP includes a four (4) year street and highway improvement program, the urban transit capital and operating programs, the transportation enhancement program, and information on other Federal funding programs. It provides details on all significant transportation projects in the area that are receiving federal aid, including their costs, aid received, and stage of completion. The following are actions that will be undertaken annually to ensure public involvement.

Draft TIP

- The draft TIP will be developed by the Technical Committee with input from the Policy Board. CVTPA meetings are open to the public.

Notices and Public Meetings

- Following the development of the draft TIP, public input will be sought to identify concerns or comments. Comments will also be gathered from Iowa DOT, members of cities and counties and Chariton Valley Planning & Development Council (CVPD).
- TIP content and public comments may be sought through public hearings that will be advertised through local media, and posts at CVPD and other governmental offices, public offices and on the CVPD website at www.charitonvalleyplanning.com.
- Notices will be sent to those areas of low-income, minority and elderly populations.
- Any person needing special arrangements for reading, sight, or language barriers should contact the CVPD staff at least 24 hours prior to a session. Arrangements will be made to accommodate those needs.

Public Comment Period

- Written and oral comments will be included. At least a 7 day comment period will follow the public hearing, during which comments will be accepted via fax, email or mail.
- A public hearing will be held at a regularly scheduled CVTPA meeting. A notice of the public hearing will be published and/or posted no more than 7 days and not less than two (2) before the date of the hearing.

Final TIP

- Following the public hearing, CVTPA will adopt the final version of the TIP, including a summary of comments and responses.
- The final TIP will be submitted to the Iowa DOT, the FHWA, and the FTA.
- The final TIP will be available on the CVPD website, at the office so of CVPD and upon request.
- The public participation process associated with the TIP will be evaluated and updated as needed.

Revisions

- The TIP is a document that may need to be revised in between annual updates. There are two (2) types of revisions – administrative modifications and amendments.
 - Minor revisions may be made to the TIP as necessary throughout the year. These are considered administrative modifications, and may be made by CVPD staff without public review and comment or re-demonstration of fiscal constraint. CVPD will discuss administrative modifications with the Technical Committee and Policy Board but formal action will not be required.
 - Major revisions may be made to the TIP as necessary throughout the year. These are considered amendments, and require public review and comment and Policy Board approval. A public hearing will be held at a regularly scheduled CVTPA meeting to consider and approve TIP amendments. A notice of the public hearing will be posted and/published.

The following is examples of how to determine whether a revision is an administrative modification or an amendment.

	Administrative Modification	Amendment
Project Cost	Federal aid changed by less than 30% and the total federal aid increases less than \$2,000,000.	Federal aid changed to more than 30% or total federal aid increases by more than \$2,000,000.
Schedule Changes	Changes in schedule for projects in the first four (4) years of the TIP.	Adding or deleting a project from the first four (4) years of the TIP
Funding Sources	Changes to the amounts of existing funding sources.	Adding other federal funding sources to a project.
Scope Changes	Moving funding between existing stages of project scope, such as from design to construction.	Changing project, ex. – number of lanes, location, or significant changes to the project type, such as changing an overlay to reconstruction.
Amendment Charge	None	\$500 after the 1 st request.

Transportation Planning Work Program (TPWP)

The TPWP outlines work elements for the transportation planning program for the coming year. Within each of the work elements specific tasks are identified by the objective, previous work performed and a description of the task, the desired outcome, and the measurement tools. Examples of items included in the TPWP include CVTPA administration and coordination, TIP and LRTP development and updates, and involvement in evaluation, planning, and research aspects of various transportation initiatives.

Draft TPWP

- The draft document will be prepared by CVPD with input from the Iowa DOT. Oversight will be from the Technical Committee and Policy Board.
- Any special projects requested by board.
- The draft will be available for review at the office of CVPD or upon request.

Public Comment Period

- The public may comment on the draft TPWP following the completion of the TPWP. The draft TPWP will be adopted at a regularly scheduled meeting.
- Notices and agendas of the CVTPA meetings will be available through requests from CVPD offices.

Final TPWP

- The CVTPA Policy Board will consider a summary of comments and appropriate responses and adopt the final version of the TPWP.
- The TPWP will be submitted to the Iowa DOT, the FHWA, and the FTA and made available on the CVPD website or upon request.

Revisions

- Revisions to the TPWP will be made as needed.
- Amendments will require a public hearing to be held at a regularly scheduled CVTPA meeting.

Public Participation Plan (PPP)

The PPP (current document) outlines processes for involving the public in CVTPA document development and decision-making. It covers regulations concerning public involvement, the five (5) major documents produced by CVPD (LRTP, TIP, TPWP, PPP, and PTP), and ways that CVPD & CVTPA will attempt to solicit public participation in transportation planning.

Draft PPP

- Input for the draft PPP will be sought from all interested parties. Input may be sought through regular CVTPA meetings, public hearings, surveys, focus groups, and other effective means of communicating with the public. The draft PPP will be prepared by CVPD with input from CVTPA representatives and Iowa DOT. Oversight from Technical Committee and Policy Board will also take place.
- Notice of draft PPP is available at the office of CVPD or upon request.

Public Comment Period

- The public may comment of the draft PPP after a regularly scheduled CVTPA meeting. Comments may also be accepted via fax, mail or email.
- Notices and agendas of CVTPA meetings may be available through local posts at governmental offices, public offices or through local media. They may also be requested from the CVPD office. Notice will also be published in the local newspaper Daily Iowegian.
- 45 day comment period to approve.

Final PPP

- The CVTPA Policy Board will consider a summary of comments and appropriate responses and adopt a final version of the PPP.
- The PPP will be submitted to the Iowa DOT, the FHWA, and the FTA and made available at the office of CVPD or upon request.

Revisions

- The PPP will be updated as needed. Minor revisions will be made in consultation with the Policy Board. Major revisions will be considered an updated following the process outlined.

Passenger Transportation Plan (PTP)

The PTP is the outcome of an effort to bring passenger transportation providers and human services agencies in the region together to better understand the available services. The result will be more effective or coordination efforts among the providers. The PTP includes a description of past and current passenger transportation services, strategies for enhancing those services. Through coordination a five (5) year sketch plan on projects is outlined. Public transit system projects are included in both the TIP and PTP. Transit programs submitted for funding through the Special Needs, New Freedom, or Job Access and Reverse Commute programs are derived from the PTP.

Draft PTP

- The draft PTP will be prepared by CVPD with input from the Transit providers, human service agencies, and users and advocates of transportation services.
- The draft PTP will be available for public review at the CVPD office or upon request.

Public Comment Period

- Comments on the draft PTP upon the completion of the plan at a regularly scheduled CVTPA meeting where adoption of the PTP will be considered. Comments will be accepted by fax, mail or email.
- Notices and agendas of CVTPA meetings may be available through local posts at governmental offices, public offices or through local media. They may also be requested from the CVPD office.

Final PTP

- The CVTPA Policy Board will consider a summary of comments and appropriate responses and adopt the final version of the PTP.
- The PTP will be submitted to the Iowa DOT and the FTA and made available at the CVPD office or upon request.

Revisions

- The PTP will be revised as necessary. A full document will be prepared every five (5) years, with annual updates on progress and projects provided in between full updates, as specified by the Iowa DOT. Revisions to specific projects will follow the same process and guidelines as administrative modifications and amendments for the TIP.

Review of CVTPA Document Development

Plan	Updated	Draft Development	Public Meetings/Draft Availability	Public Comments	Adoption	Availability
Long Range Transportation Plan (LRTP)	Every five (5) years	Prepared by CVPD w/ input from CVTPA/focus groups	Public Hearing, draft available upon request	Following public hearing and after CVTPA regular meeting – 45 day comment period.	After public hearing during regular CVTPA meeting	CVPD office and website
Transportation Improvement Plan (TIP)	Annually	Prepared by CVPD w/input from Technical Committee	Draft available upon request	Following public sessions and after CVTPA regular meeting- 7 days	Public hearing during regular meeting	CVPD office and website
Transportation Planning Work Program (TPWP)	Annually	Prepared by CVPD with input from interested parties	Draft available upon request	After draft completion	Adopted at regular CVTPA meeting	CVPD office and website
Public Participation Plan (PPP)	As needed	Prepared by CVPD w/input from CVTPA.	Draft available upon request	After draft completion – 45 days	Adopted at regular CVTPA meeting	CVPD office and website
Passenger Transportation Plan (PTP)	Full document every five (5) yrs. w/annual updates	Prepared by CVPD w/input from Transit Directors and CVTPA	Draft available upon request	After draft completion	Adopted at regular CVTPA meeting	CVPD office and website

Input from the general public is always welcome during the draft development, at public meetings and during public comment periods and at regular CVTPA meetings. If the public is interested in attending the CVTPA meetings they may contact the office of Chariton Valley Planning & Development Council at 308 North 12th Street, Centerville, Iowa 52544 or by calling 641-437-4359. Meeting agendas and minutes, as well as draft and final CVTPA documents can be requested. They may also be found on the CVPD website: www.charitonvalleyplanning.com.

Section 4: CVTPA Activities

Regular CVTPA Activities

In addition to public participation efforts related to the specific documents, there are several ongoing initiatives that form the CVTPA activities and interaction with the public. They may include the following:

- Monthly meetings, open to the public.
- Work sessions, focus groups, open houses, public input sessions, and public hearings, (as applicable) during the development of major documents.
- Publication of transportation articles and information in the CVPD newsletter, (when re-established).
- Presentations to city councils, planning commissions, county supervisors as needed.
- Presentations to local service clubs and other groups or organizations as needed.
- Information and transportation plans available on the Chariton Valley Planning & Development Council website.

Major Activities

- Report distribution and public access availability may occur through; media distribution; governmental office access at CVPD, city halls, county courthouses, and access at public office locations in the region. Major reports will be available at the office of CVPD.
- Public presentations on major actions and projects will be made as required to City Councils, Planning and Zoning Commissions, Board of Supervisors, and the CVPD Board.
- Additionally, effort will be made to provide presentations to groups or organizations with a civic, modal, or geographical interest in the transportation plan, programs and projects.

SAFETEA-LU/MAP-21 Requirements

SAFETEA-LU/MAP-21 Requirement	How CVTPA addresses the requirement
Develop the participation plan with interested parties.	Input for the draft document is sought from all interested parties. Input may be sought through regular CVTPA meetings, public meetings, public hearings, surveys.
Public Notice of public participation activities and time for public review. Public comments for LRTP and TIP.	Public hearings are held during regular CVTPA meetings for the LRTP and TIP. Will utilize public sessions, open houses with notices of times and locations listed.
Provide timely notice and reasonable access of information about transportation issues and processes.	Notices for public hearings are published or posted before the hearing. Major transportation documents, as well as information on current information will also be available on www.charitonvalleyplanning.com website, or upon request from the office of CVPD.
Employ visualization techniques in the LRTP and TIP.	Provide maps, graphs, charts, and photographs in the LRTP and TIP to enhance the understanding of the information provided. CVPD uses Geographic Information System (GIS).
Make public information such as technical information and meeting notices available electronically accessible means and formats, such as the World Wide Web.	Meeting notices, agendas, minutes, as well as major documents and information on current projects and studies are available on CVPD's website.
Hold public meetings at convenient and accessible locations and times.	Regular CVTPA meetings will be held the third (3 rd) Thursday of the month. Locations are accessible and located centrally in the region. Public houses, and input sessions may be held at different times and locations to attract a wider audience.
Demonstrate explicit consideration and response to public input received during the development of the LRTP and TIP.	Comments received for either document are distributed to and discussed by the Policy Board prior to document adoption.
Seek out and consider the needs of those traditionally underserved by existing systems.	Notices of meetings and documentation are sent to organizations serving those populations. Sight, reading, and language assistance will be provided at public input sessions, open houses, and public hearings for individuals who request it at least 48 hours to time.
Provide an additional opportunity for public comment in the final LRTP or TIP differs significantly from the versions presented.	If the LRTP or TIP differs significantly from the version that was originally made available for public comment, an additional public comment period will be held.
Coordinate with the statewide transportation planning public involvement and consultation processes.	The Iowa DOT, FHWA, and FTA will receive draft documents and are invited to comment on them. CVTPA follow the guidelines set forth and provided by these agencies.
Periodically review the effectiveness of the procedures and strategies contained in the participation plan.	The PPP will be reviewed regularly and updated as needed.
Include a summary of significant comments received on the draft LRTP and TIP as part of the final LRTP and TIP.	Documents will include a listing of relevant comments and responses during the draft review.

Section 5: How to Get Involved

How to Get Involved

The public is encouraged to discuss transportation concerns at any time with local officials and planners. Specific contact with the CVTPA can be made through the Chariton Valley Planning & Development Council office.

CVPD – Transportation Department

- Nichole L. Moore, Executive Director: nmoore@charitonvalleyplanning.com
- Julie Pribyl, Program Support Specialist, jpribyl@charitonvalleyplanning.com

Chariton Valley Planning & Development Council (CVPD)

308 North 12th Street

Centerville, Iowa 52544

Phone: 641-437-4359

Fax: 641-437-1161

Website: www.charitonvalleyplanning.com

Hours: Monday – Friday 9 am to 4 pm

Section 6: Participants in the Transportation Planning Process

Participants in the Transportation Planning Process

The following is a list of those participants involved in the transportation planning process. Others interested in participating in the transportation decision-making process shall be added as requested, under the direction of the Policy Board.

- CVTPA Policy Board
- CVTPA Technical Advisory Committee
- Media Contacts
- CVPD staff

EXECUTIVE POLICY BOARD MEMBERS

The Executive Policy Board is a group of elected officials appointed to CVTPA by member counties and cities within the region to determine all policy and make all decisions on behalf of the seven-county entity.

<i>Name</i>	<i>Title</i>	<i>County, City or Agency</i>
Neal Smith	Board of Supervisor	Appanoose County
Jan Spurgeon	Mayor	City of Centerville
Marvin McCann	Board of Supervisor	Clarke County
Ron Bride	Board of Supervisor	Davis County
JR Cornett	Board of Supervisor	Decatur County
Dennis Smith, Chair	Board of Supervisor	Lucas County
Vern Vogel	City Councilperson	City of Chariton
Dennis Amoss	Board of Supervisor	Monroe County
Tom Murphy	Mayor	City of Albia
John Sellers	Board of Supervisor	Wayne County

TECHNICAL ADVISORY COMMITTEE MEMBERS

The Technical Advisory Committee is composed of county engineers, economic development professionals, and transit directors from the seven-county region. The committee is responsible for prior reviewing and recommending policies and programs to the Executive Policy Board.

<i>Name</i>	<i>Title</i>	<i>County, City or Agency</i>
Matt Haden	County Engineer	Appanoose County
Bill Buss	Economic Development	Appanoose Co. Econ. Dev.
Dan Doerfler	County Engineer	Decatur County
David Dotts	Economic Development	Wayne County Econ. Dev.
David Grove	County Engineer	Davis County
Ted Henderson	Public Works Director	City of Bloomfield
Tom Andersen	County Engineer	Clarke County
Todde Folkerts, Chair	County Engineer	Lucas County
Joe Gaa	City Manager	City of Chariton
Jeremiah Selby	County Engineer	Monroe County
Dan Tometich	Economic Development	Monroe Co. Econ. Dev.
Trevor Wolf, Vice-Chair	County Engineer	Wayne County
Jay Allison	Transit Director	10-15 Transit
Leesa Lester	Transit Director	Southern Iowa Trolley

Regional Median Contacts

- Daily Iowegian – Ad- Express
- KCGO-KMGO radio
- Corydon Times
- Chariton newspaper
- Albia newspaper
- Albia – radio
- Chariton radio
- Osceola newspaper
- Davis Co, newspaper
- Davis Co. radio
- Moulton Tribune
- Moravia Union
- Seymour Herald
- Ottumwa Courier – if needed
- Des Moines Register – if needed

CVPD Staff

- * Nichole L. Moore, Executive Director
- * Julie Pribyl, Program Support

Section 7: CVTPA Background

This section will show the current By-laws, and sample public meeting notice for meetings.

BYLAWS

CHARITON VALLEY TRANSPORTATION PLANNING AFFILIATION- POLICY BOARD

ARTICLE I. - NAME

Section 1. The name of this board shall be The Chariton Valley Transportation Planning Affiliation Policy Board and hereinafter be referred to as the Board.

ARTICLE II. - PURPOSE

Section 1. The Board shall serve as the principal policy organization for purposes of compliance to the Intermodal Surface Transportation Efficiency Act of 1991 and subsequent amendments to the Act. The Board shall have the power and duty to make comprehensive transportation studies and plans for the development of the area it serves which will guide the unified development of the area and which will eliminate planning duplication and promote economy and efficiency in the coordinated development of the area and general welfare, convenience, safety, and prosperity of its people.

Section 2. The Board shall also have the power of making policy decisions concerning the development of safe, fast, efficient, and coordinated transportation systems subject to the approval of the respective jurisdiction's governing body.

Section 3. The Board shall annually adopt a three-year Transportation Improvement Program, (TIP) and adopt the Long-Range Plan as amended.

Section 4. The Board shall allocate federal-aid funds to eligible projects within the Selection Year of the TIP.

ARTICLE III. - MEMBERSHIP

Section 1. The membership of this Board will include two persons from each county who are the designated representatives of the cities and counties of the planning district, listed as follows; Appanoose, Clarke, Davis, Decatur, Lucas, Monroe, and Wayne. These persons must be local elected officials of the jurisdiction they represent. The county supervisors will submit the representative names in writing to the Chariton Valley Transportation Planning Affiliation. Additionally, there will be 1 representative from the City of Centerville, and a representative from the 10-15 Transit Agency and Southern Iowa Trolley.

Section 2. Each member to the Board shall have a term of two years beginning the dates of January 1, 1995, for city representatives, and January 1, 1996, for county representatives. Each county will then appoint or re-appoint Board representative(s) accordingly.

Section 3. All vacancies occurring in the Board shall be filled by appointment by that particular county's board of supervisors. The representative so appointed shall serve according to Article III. Section 2.

Section 4. Ex-officio membership will include an Iowa Department of Transportation (IDOT) Representative, two Transit Operators, and one Engineer.

ARTICLE IV. BUDGET AND APPORTIONMENT OF COSTS

Section 1. The RPA budget shall be based on the annual work program for a fiscal year beginning July 1 and ending June 30. Costs for the RPA shall be shared equally by each member jurisdiction in accordance to federal guidelines.

Section 2. The RPA shall by January 31 of each year determine a preliminary work program and budget for the RPA's next fiscal year, together with member assessments, and submit this information to all member jurisdictions. The final work program and budget shall be approved no later than June 1 by the RPA. Member dues assessments determined and requests for funds submitted to member jurisdictions within thirty (30) days following RPA approval of the work program budget. Member dues shall be paid within sixty (60) days of notification unless otherwise determined by the RPA.

ARTICLE V. - OFFICERS

Section 1. The officers of the Board shall be: a Chairperson whose duties shall be to preside at all meetings and call special meetings; a Vice Chairperson who shall perform the duties of the Chairperson in his or her absence or inability to act; a Secretary who shall keep a full record of the proceedings of the Board and of its committees and shall perform such other duties as the Board may from time to time direct.

Section 2. The Chairperson, Vice Chairperson, and Secretary shall be elected from the membership of the Board each year for a term of one year at the first regular meeting in January of each year.

Section 3. In the event of a vacancy, a new officer shall be appointed by a majority vote of the Board.

ARTICLE VI. - MEETINGS

Section 1. The Board shall meet at least bimonthly. Special meetings may be called by the Chairperson or by any six (6) members of the Board. Business may be conducted via telephone, facsimile, electronic mail, or other medium so long as the use of such media serve to assure the timely action of Board business and do not serve to interrupt public participation efforts.

Section 2. The Chairperson of the Board shall mail or direct the delivery of written notice of each regular meeting to each member of the Board in accordance with Chapter 28A "Official Meetings Open to Public" of the Iowa Code. Notice of special meetings shall state the purpose for which such meeting is called and shall be called or delivered at least 24 hours in advance of the meeting time.

Section 3. Board meetings shall be conducted in accordance with Robert's Rules of Order.

Section 4. Board meetings shall be open to the public and conform to the requirements of Chapter 21 of the Code of Iowa.

ARTICLE VII. - QUORUM

Section 1. At any meeting of the Board, a quorum shall consist of forty (40) percent of the total voting membership of the Board or six (6) members.

Section 2. The adoption of plans or amendments thereof shall be by majority of the Board's membership in attendance.

ARTICLE VIII. - VOTING POWER

Section 1. Each board member representing a county and cities within the county shall have the power of one vote for a total of two per county.

Section 2. The Iowa Department of Transportation and the ex-officio members will not have voting power.

ARTICLE IX. - COMMITTEES

Section 1. The Board may use such committees as may be necessary to carry out their duties. Committees may be appointed by direct action of the Chairperson or by action of the Chairperson upon motion of any member duly called.

Section 2. The standing committees of the Board shall be the Chariton Valley Transportation Affiliation Technical Committee and County Sub-committees.

- 1) The Technical Committee shall consist of seven County Engineers, seven at large members (each county's policy board members will choose who this representative will be), and two Transit Operators.
- 2) The Technical Committee shall be directly responsible to the Board for the initiation, review and recommendations of transportation and transportation related activities.
- 3) There shall be one Technical Committee vote for each member.
- 4) All matters requiring action by the Policy Board shall be submitted to the Technical Committee for their review and recommendation. Procedures for special meetings, as outlined for the Board, will be followed. Should the Technical Committee, in their review, make a negative recommendation or no recommendation to the Board, the affected person, committee or jurisdiction may request the Board's consideration of the matter by written request to the Chair of the Board.
- 5) The members of each County Sub-committee shall consist of the County Engineer, the two policy board members from the county, and an Economic Development Representative will be selected by the three Sub-committee members.
- 6) Each County Sub-committee shall: organize public input; develop county needs and priorities for regional plan; hold public meetings; and formally contact representatives of historic, civic, conservation, tourism, and other organizations with transportation interests. An application form shall be submitted for each project.

ARTICLE X. - AMENDMENT

Section 1. A majority vote of all members of the Board shall be required to amend these Bylaws.

Section 2. The proposed amendment shall be submitted in written form to the Board at any regular meeting. The secretary will mail or deliver a copy of the proposed amendment to each Board member not less than seven (7) days prior to the next regular Board meeting. The proposed amendment may be acted upon at the next regular meeting following the date of its submission.

The Bylaws of the Chariton Valley Transportation Planning Affiliation Policy Board are hereby passed and adopted this 21st day of June, 2011 in the County of Appanoose, Iowa.

Dennis J. Ryan, Chairperson
Chariton Valley Transportation Planning Affiliation

ATTEST:

Nichole L. Moore, Notary Public

Sample Public Meeting Notice

NOTICE OF PUBLIC MEETING FOR PUBLIC INVOLVEMENT IN THE DEVELOPMENT OF PROPOSED REGIONAL TRANSPORTATION PLANS

YOU ARE HEREBY NOTIFIED the Chariton Valley Transportation Planning Affiliation Board will hold a regional public participation meeting to gather public input on regional transportation needs and projects. The input will be considered in the development of the Regional Long-Range Transportation Plan (LRTP), the Passenger Transit Plan (PTP) and to be included in the election of projects for the Regional Transportation Improvement Program (TIP).

This meeting will be held on _____

(Please specify date m/d/y)

at _____ in the _____.

(Please specify time)

(Please specify location of meeting)

The purpose of the meeting is to provide an opportunity for the public to propose or comment on projects to be included in the Chariton Valley Regional Transportation Planning Affiliation (CVTPA) plans. CVTPA will include both long-range and short-term strategies and actions that lead to the development of an integrated, intermodal transportation system required by the region.

The Regional Long-Range Transportation Plan (LRTP) will forecast and coordinate the regional facilities and services needed in the next 20 years or more. The identification of needs and issues of concern to the public is an important element of the plan.

The Regional Transportation Improvement Program (TIP) includes a priority list of proposed surface transportation projects, transportation alternative activities, and transit programs to be carried out during the next 3-5 years by participating cities, counties, public transit agencies, the state and others.

All persons who appear at this public meeting will be given a reasonable opportunity to participate in the RTP development process in accordance with the CVTPA's approved Public Participation Plan (PPP).

If you are unable to attend this meeting but have comments or would like to be involved in future public meetings, please call Chariton Valley Planning & Development Council at 641-437-4359.

We encourage comments about the LRTP and/or TIP to be written and mailed to Chariton Valley Planning & Development, Attn: CVTPA, 308 North 12th Street, Centerville, Iowa 52544.

COUNTY OF _____, IOWA

(Your county name)

By: _____

(Specify name)

Runs 1x

Section 8: Resolution

Resolution

WHEREAS, governmental bodies in the seven-county region of Appanoose, Davis, Decatur, Clarke, Wayne, Monroe, and Lucas have established the Chariton Valley Transportation Planning Affiliation; and

WHEREAS, the Chariton Valley Transportation Planning Affiliation was organized by the seven-county region to fulfill the requirements of Moving Ahead for Progress in the 21st Century Act (MAP-21) legislation by granting greater public participation in the planning and programming of Surface Transportation Program (STP) and Transportation Alternative Program (TAP) funding; and

WHEREAS, the Chariton Valley Transportation Planning Affiliation recognizes the continued responsibility to educate and inform the public with continued public participation efforts as directed; and

WHEREAS, the Chariton Valley Transportation Planning Affiliation acknowledges the benefits of enhanced public involvement in the transportation planning process; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CHARITON VALLEY TRANSPORTATION PLANNING AFFILIATION;

To approve the public involvement plan and adopt the Chariton Valley Transportation Planning Affiliation Public Participation Process as reviewed and recommended by the Chariton Valley Transportation Planning Affiliation board.

Adopted on this _____ day of _____, 2015.

Chairperson
Chariton Valley Transportation Planning Affiliation

Nichole L. Moore, Notary Public

Section 9: Glossary of Acronyms

ADA	Americans with Disabilities Act of 1990
BROS	Bridge Replacement Off Systems
CMAQ	Congestion Mitigation and Air Quality
CVRED	Chariton Valley Rural Economic Development, Inc.
CVTPA	Chariton Valley Transportation Planning Affiliation
EPA	Environmental Protection Agency
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIS	Geographic Information System
GPS	Global Positioning System
IDOT	Iowa Department of Transportation
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
MAP-21	Moving Ahead for Progress in the 21 st Century Act
LRTP	Long Range Transportation Plan
MPO	Metropolitan Planning Organization
NHS	National Highway System
PB	Policy Board
PIP	Public Involvement Plan
RPA	Regional Planning Affiliation
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TEA 21	Transportation Equity Act for the 21st Century (1998)
TIP	Transportation Improvement Program
TPWP	Transportation Planning Work Program

JUL 08 2015

Standard DOT Title VI Assurances

The Chariton Valley Planning & Development Council (hereinafter referred to as the "Recipient") HEREBY AGREES THAT AS a condition to receiving any Federal financial assistance from the Department of Transportation it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d 42 U.S.C. 2000d 4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulation, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations), Title VII of the Civil Rights Act 1964, the Federal Aid Highway Act of 1973, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Acts of 1975, Civil Rights Restoration Act of 1987, Americans With Disabilities Act of 1990 (ADA), Executive Order 12898 – Environmental Justice (hereinafter referred to as "EJ"), Executive Order 13166 – Limited English Proficiency (hereinafter referred to as "LEP") and other pertinent directives, to the end that in accordance with the Act, Regulations, Executive Orders and other pertinent directives, no person in the United States shall, on the grounds of race, color, national origin, sex, age, or disability 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 the Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a) (1) of the Regulations, (2) Copy of which is attached.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to its Federal Aid Highway Program;

1. That the Recipient agrees that each "program" and each "facility" as defined in subsections 21.23 (e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations made in connection with the Federal Aid Highway Program and, in adapted form in all proposals for negotiated agreements.

"The Chariton Valley Planning & Development Council in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d 2000d 4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A,

Office of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, or disability in consideration for an award."

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and Regulations.
4. That the clauses of Appendix B of this assurance shall be included as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall 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 and interest in real property, the assurance shall extend to right to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and (b) for the construction or use of or access to space on, over, or under real property acquired, or improved under the Federal Aid Highway 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 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 shall 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-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed by, or pursuant to, the Act, 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 Act, the Regulations, and this assurance.

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

DATED July 8, 2015

By: 
Nichole L. Moore, Executive Director
Printed Name and Title

Attachments
Appendices A, B, and C

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 shall comply with the Regulations relative to non-discrimination in Federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. Nondiscrimination: The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, sex, age, or disability in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. Solicitations for Subcontracts, Including Procurement 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 procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, national origin, sex, age, or disability.
4. Information and Reports: The contractor shall provide all information and reports required by the Regulations or directives issued pursuant there to, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Chariton Valley Planning & Development Council, the Iowa Department of Transportation or Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the Chariton Valley Planning & Development Council, the Iowa Department of Transportation or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Chariton Valley Planning & Development Council shall impose such contract sanctions as it, the Iowa

Department of Transportation or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. withholding of payments to the contractor under the contract until the contractor complies, and/or
- b. cancellation, termination or suspension of the contract, in whole or in part.

6. Incorporation of Provisions: The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Chariton Valley Planning & Development Council, the Iowa Department of Transportation or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Chariton Valley Planning & Development Council or the Iowa Department of Transportation to enter into such litigation to protect the interests of the Chariton Valley Planning & Development Council or the Iowa Department of Transportation; and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States

APPENDIX B

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

GRANTING CLAUSE

"NOW, THEREFORE, the U.S. Department of Transportation, as authorized by law, and upon the condition that the Chariton Valley Planning & Development Council will accept title to the lands and maintain the project constructed thereon, in accordance with title 23, United States Code, the Regulations for the Administration of the Federal-Aid Program and the policies and procedures prescribed by the Federal Highway Administration of the Department of Transportation, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally assisted programs of the Department of Transportation (hereinafter referred to as the Regulations) 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

Chariton Valley Planning & Development Council

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 Name of Recipient 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 shall be binding on the Chariton Valley Planning & Development Council , its successors and assigns."

"The Chariton Valley Planning & Development Cou , 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 shall on the grounds of race, color, national origin, sex, age, or disability, 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 Chariton Valley Planning & Development Council shall 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, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Act of 1964, and

as said Regulations may be amended, and (3) that in the event of breach of any of the above mentioned nondiscrimination conditions, the U.S. Department of Transportation shall have a right to re enter said lands and facilities on said land, and the above described land and facilities shall 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 effectuate the purpose of Title VI of the Civil Rights Act of 1964.

APPENDIX C

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the Recipient, pursuant to the provisions of Assurance 7(a).

"The (grantee, license, 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 and "as a covenant running with the land") that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.,) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended."

Include in licenses, leases, permits, etc.*

"That in the event of breach of any of the above nondiscrimination covenants, the
Chariton Valley Planning & Development Council shall have the right to terminate the (license, lease, permit, etc.) and to re enter the repossess said land and the facilities thereon, and hold the same as if said (license, lease, permit, etc.) had never been made or issued."

Include in deeds*

"That in the event of breach of any of the above nondiscrimination covenants, the
Chariton Valley Planning & Development Council shall have the right to re enter said lands and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the State of Iowa and its assigns."

The following shall be included in all deeds, licenses, leases, permits or similar agreements entered into by the Recipient, pursuant to the provisions of Assurance 7(b).

"The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself/herself, his/her 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, national origin, sex, age, or disability shall be excluded from participation in, denied the benefits of, or otherwise be 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,

national origins, sex, age, or disability, shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation _ Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended."

Include in licenses, leases, permits, etc.*

"That in the event of breach of any of the above nondiscrimination covenants, the _____ Chariton Valley Planning & Development Council _____ shall have the right to terminate the (license, lease, permittee, etc.) and to re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, lease, permit, etc.) had never been made or issued."

Include in deeds*

"That in the event of breach of any of the above nondiscrimination covenants, the _____ Chariton Valley Planning & Development Council _____ shall have the right to re-enter said land and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the State of Iowa, and its assigns."

* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

BOARD MEMBERS

EXECUTIVE POLICY BOARD MEMBERS

The Executive Policy Board is a group of elected officials appointed to CVTPA by member counties and cities within the region to determine all policy and make all decisions on behalf of the seven-county entity.

<i>Name</i>	<i>Title</i>	<i>County, City or Agency</i>
Neal Smith	Board of Supervisor	Appanoose County
Jan Spurgeon	Councilperson	City of Centerville
Marvin McCann	Board of Supervisor	Clarke County
Ron Bride	Board of Supervisor	Davis County
JR Cornett	Board of Supervisor	Decatur County
Dennis Smith, Chair	Board of Supervisor	Lucas County
Vern Vogel	City Councilperson	City of Chariton
Denny Amoss	Board of Supervisor	Monroe County
Tom Murphy	Mayor	City of Albia
John Sellers	Board of Supervisor	Wayne County

TECHNICAL ADVISORY COMMITTEE MEMBERS

The Technical Advisory Committee is composed of county engineers, economic development professionals, and transit directors from the seven-county region. The committee is responsible for prior reviewing and recommending policies and programs to the Executive Policy Board.

<i>Name</i>	<i>Title</i>	<i>County, City or Agency</i>
Matt Haden	County Engineer	Appanoose County
Bill Buss	Economic Development	Appanoose Co. Econ. Dev.
Dan Doerfler	County Engineer	Decatur County
David Dotts	Economic Development	Wayne County Econ. Dev.
David Grove	County Engineer	Davis County
Ted Henderson	Public Works Director	City of Bloomfield
Tom Andersen	County Engineer	Clarke County
Todde Folkerts, Chair	County Engineer	Lucas County
Jeremiah Selby	County Engineer	Monroe County
Dan Tometich	Economic Development	Monroe Co. Econ. Dev.
Trevor Wolf, Vice-Chair	County Engineer	Wayne County
Jay Allison	Transit Director	10-15 Transit
Leesa Lester	Transit Director	Southern Iowa Trolley

Federal Transit Administration (FTA)
TITLE VI Complaint Procedure

Who May File A Complaint?

If you believe you have been denied the benefits of, excluded from participation in, or subject to discrimination on the grounds of race, color, or national origin by a recipient of FTA funding. You may file an administrative complaint with the FTA Office of Civil Rights.

FTA investigates complaints on the basis of intentional discrimination or on the basis of disparate impact discrimination, where a neutral policy or practice has the effect of disproportionately excluding or adversely affecting minority or other protected individuals and the recipient's practice lacks a substantial legitimate justification.

Complaints should be filed within 180 days of the alleged act of discrimination.

How Do You File?

You may file a complaint by completing the attached Complaint Form.

The complaint form must be signed and may be filed to:

Federal Transit Administration
Attention: Complaint Team
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, DC 20590

RPA17 – CVTPA
Chariton Valley Planning & Development Council
308 North 12th Street
Centerville, Iowa 52544
641-437-4359

With your form, please attach on separate sheet(s):

- A summary of your allegations and any supporting documentation
- Sufficient details for an investigator to understand why you believe a planning agency has violated Title VI with specifics such as dates and times of incidents.
- Any related correspondence from the planning agency.

**Federal Transit Administration
Civil Rights Complaint Form**

The Federal Transit Administration Office of Civil Rights is responsible for ensuring that recipients of federal transit funding properly implement several civil rights laws and programs; including Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990 (ADA), the Disadvantaged Business Enterprise (DBE) program, and the External Equal Employment Opportunity (EEO) program.

In the FTA complaint investigation process, they analyze the complainant's allegations for possible deficiencies by the federal transit funding recipient. If deficiencies are identified, they are presented to the transit provider and assistance is offered to correct the inadequacies within a predetermined timeframe.

Please mail your completed form to:

Director, FTA Office of Civil Rights
East Building, 5th Floor, TCR
1200 New Jersey Avenue, SE
Washington, DC 20590

If you have questions about how to prepare a complaint, you may contact their toll-free FTA Assistance Line at 1-888-446-4511. More information about transit related civil rights requirements may be found on the FTA's website at www.fta.dot.gov.

Note: Apart from the form, on separate pages, please describe your complaint. You should include specific details such as names, dates, times, witnesses, and any other information that would assist in their investigation of your allegations. Please also provide any other documentation that is relevant to this complaint, including any related correspondence from the planning agency.

Important: FTA cannot accept your complaint without a signature, so please sign on the last page of the form after printing it out.

Section I

I believe that I have been (or someone else has been) discriminated against on the basis of:

- ☐ Race/Color/National Origin
- ☐ Disability
- ☐ Not Applicable
- ☐ Other (specify)

I believe that a transportation planning agency has failed to comply with the following program requirements:

- ☐ Disadvantaged Business Enterprise (DBE)
- ☐ External Equal Employment Opportunity (EEO)
- ☐ Not Applicable
- ☐ Other (specify)

Section II

Name:

Address:

City:

State:

Zip Code:

Telephone Numbers:

Home:

Cell:

Email Address:

Accessible format requirements:

- ☐ Large Print
- ☐ Not Applicable
- ☐ Other

Section III

Are you filing this complaint on your own behalf?

_____ Yes _____ No

(If answered "yes" to this question, go to Section IV.)

If not, please supply the name and relationship of the person for whom you are complaining:

Please explain why you have filed for a third party:

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party:

_____ Yes _____ No

Section IV

Have you previously filed a civil rights complaint with the FTA?

_____ Yes _____ No

If yes, what was your FTA Complaint Number?

Have you filed this complaint with any of the following agencies?

- _____ Transportation Planning Agency
- _____ Transit Provider
- _____ Department of Justice
- _____ Department of Transportation
- _____ Equal Employment Opportunity Commission
- _____ Other

If yes, please attach a copy of any response you received to your previous complaint.

Have you filed a lawsuit regarding this complaint?

_____ Yes

_____ No

If yes, please provide the case number and attach any related material.

NOTE: FTA encourages, but does require, that complaints first be filed with their local transit agency or transportation planning agency to give them an opportunity to resolve the issue.

Section V

Name of transportation planning agency complaint is against:

Contact Person: _____

Title: _____

City: _____ State: _____

Zip Code: _____

Telephone: _____

Email: _____

Section VI

May FTA release your identity and a copy of your complaint to the transportation planning agency?

_____ Yes

_____ No

NOTE: FTA may be unable to investigate your allegations with permission to release your identity and complaint.

Please sign here: _____

Date: _____

NOTE: FTA cannot accept your complaint without a signature.

