



FTA Title VI Program



Planning Agency

Iowa Department of Transportation
800 Lincoln Way
Ames, IA 50010

Revised 3.30.21

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

Date: [November 29, 2022](#)

Recipient Profile

Recipient: [Central Iowa Regional Transportation Planning Alliance](#)

Administrative Head: [Todd Ashby, CEO and Executive Director](#)

Recipient Title VI Coordinator: [Tracey Deckard, Office Manager](#)

Address: [420 Watson Powell Jr. Way, Suite 200](#)

City/State: [Des Moines](#) Zip Code/County: [50309](#)

Phone: [515-334-0075](#)

Email: info@dmampo.org

Website: www.cirtpa.org

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

[The CIRTPA reviews Title VI requirements periodically to ensure staff is kept apprised of new procedures. Staff also undertakes a self-certification process annually, which includes review of compliance with Title VI. Staff works to ensure Title VI notification is included on the CIRTPA's website, agendas, and other pertinent documents.](#)

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:

The home page of the CIRTPA's website includes a statement committing itself to Title VI and provides a link to the full notice. The full notice includes a statement that the CIRTPA operates without regard to race, color, or national origin; the instructions for filing a complaint; and how to contact the CIRTPA for any questions or more information. Additionally, a statement is included on all CIRTPA agendas that includes the non-discrimination statement and provides a phone number and website to find more information or to file a complaint. Similar notices are included on public meeting sign-in sheets and in documents summarizing public input provided on plans. The full notice is also posted on the CIRTPA public notice board located in the public space outside the entrance to the office.

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: <https://cirtpa.org/title-vi/>

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.

No complaints or lawsuits have been filed.

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

4.



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

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

The CIRTPA includes media outlets that serve minority and limited English proficient populations on all press releases and public notices when announcing public meetings on planning projects. In addition, the CIRTPA has established relationships with African American organizations, organizations that serve refugee populations, and Latino organizations and work with these organizations to identify the best opportunities to engage minority and limited English proficient populations on a case-by-case basis. The CIRTPA also invites staff members from its member communities who work on equity issues to serve on steering committees and roundtables when possible.

In 2018, the CIRTPA embarked on a notable new outreach effort called Feedback 4 Equity, in conjunction with a handful of regional partners, including Capital Crossroads, the Great Outdoors Foundation and the Community Foundation of Greater Des Moines. Feedback 4 Equity is a small group of representatives from the African American community, who have started meeting quarterly with a small number of staff from the above-mentioned partners. At the meetings, the group discusses various topics, most recently the topics of parks and water trails, through the lens of equity and inclusion. The goals are not only to improve equity and inclusion in the topic-areas, but also to build bridges of trust among community members in effort to improve overall outreach efforts to minority and limited English proficiency populations.

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:

Notifications are sent to all television and radio media in the Central Iowa region. Additional media specifically targeted to minority and low-income areas include Urban City Magazine, Black Iowa News, Hola America News and the Urban Experience Magazine. The Facebook outlet for EMBARC is another resource.

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

CIRTPA staff reviews the Public Participation Plan is reviewed on an intermittent basis, to coincide with the start of planning activities, to ensure that it adequately reflects the CIRTPA's engagement process as well as federal requirements. If necessary, the CIRTPA asks the board to formally update the plan. The last plan review occurred in 2022 and resulted in minor clarifications and updates.

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?

As outlined in the Language Assistance Plan, the CIRTPA has analyzed LEP populations throughout the planning area using ACS data. The ACS classified persons speaking a language other than English in their homes and if they spoke English "very well" or "less than very well." Those individuals that speak English "less than very well" are classified as Limited English Proficient persons according to FTA C 4702.1B. The CIRTPA has identified languages that meet the Department of Justice's definition of a Safe Harbor threshold, as 1,000 persons OR 5% of the total population in the planning area, whichever is less, as these groups are likely candidates for translation services. The CIRTPA has taken the following steps to provide access to these LEP groups:

- The CIRTPA's website, www.cirtpa.org, includes a link at the bottom written in the LEP languages for more information on translation. This takes the user to a page with information in the LEP language informing the user on how to request additional information.
- The CIRTPA's website notifies the user that it offers translation services to those who wish to participate. Upon request, the CIRTPA has translation services available to translate documents, provide real-time translation via phone, or provide real-time translation at public meetings.
- The CIRTPA has flashcards available in multiple languages that allow a non-English speaker to point to the language they speak, thereby enabling MPO staff to obtain the translation services they require.

6.

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

The CIRTPA's formal decision-making bodies (Transportation Technical Committee, Executive Committee, and Policy Committee) are appointed by the city councils and county boards of supervisors of the CIRTPA member governments and are not selected by the CIRTPA. These

decision-making bodies have subcommittees which are made up of members from the larger committees and are appointed by the board chair.

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

The CIRTPA includes a note on its membership form that encourages our member governments to consider diversity when making representative selections.

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

A survey of CIRTPA's Policy Committee was taken via SurveyMonkey to determine the demographic breakdown. The survey was taken by 19 members. Of them, all were white; 17 were male and 2 were female; and none was of Latino or Hispanic origin.

7.

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

Not applicable to the CIRTPA.

Include a schedule of subrecipient Title VI program submissions:

(insert table or list)

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.

The Title VI Program was approved by the CIRTPA Policy Committee at its November 17, 2022, meeting.

Requirements of Planning Agencies

1.

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

Yes. The information is attached.

2.

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

The CIRTPA's long-range transportation plan includes a goal to "promote livability," and particularly the need for choices in transportation options. The plan points out the need for filling "gaps" in transportation networks, notably public transit, bicycle facilities, and pedestrian facilities.

Likewise, the CIRTPA's long-range transportation plan includes the identification of seven disadvantaged population groups. These seven groups include: non-white populations, households in poverty, households with persons over 65, single head of household with children, carless households, persons with disabilities, and limited English proficiency populations. Areas with higher-than-average concentrations of disadvantaged populations receive consideration when CIRTPA is making planning decisions including funding decisions.

3.

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

Please note that the CIRTPA awards funds to the Heart of Iowa Regional Transit Agency (HIRTA) for bus purchases, which are used systemwide. As such, the impacts of these funds cannot be shown on any specific geographic location.

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:

The CIRTPA's long-range transportation plan identifies disadvantaged populations such that consideration can be given to them in planning decisions. The included Demographic Profile is provided to member jurisdictions to help inform any disparate impacts and guide local funding decisions.

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.



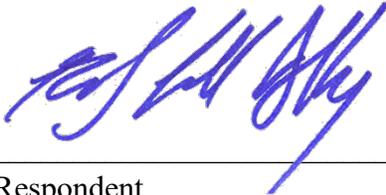
November 29, 2022

Respondent

Date

Declaration of the Administrative Head

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



November 29, 2022

Respondent

Date