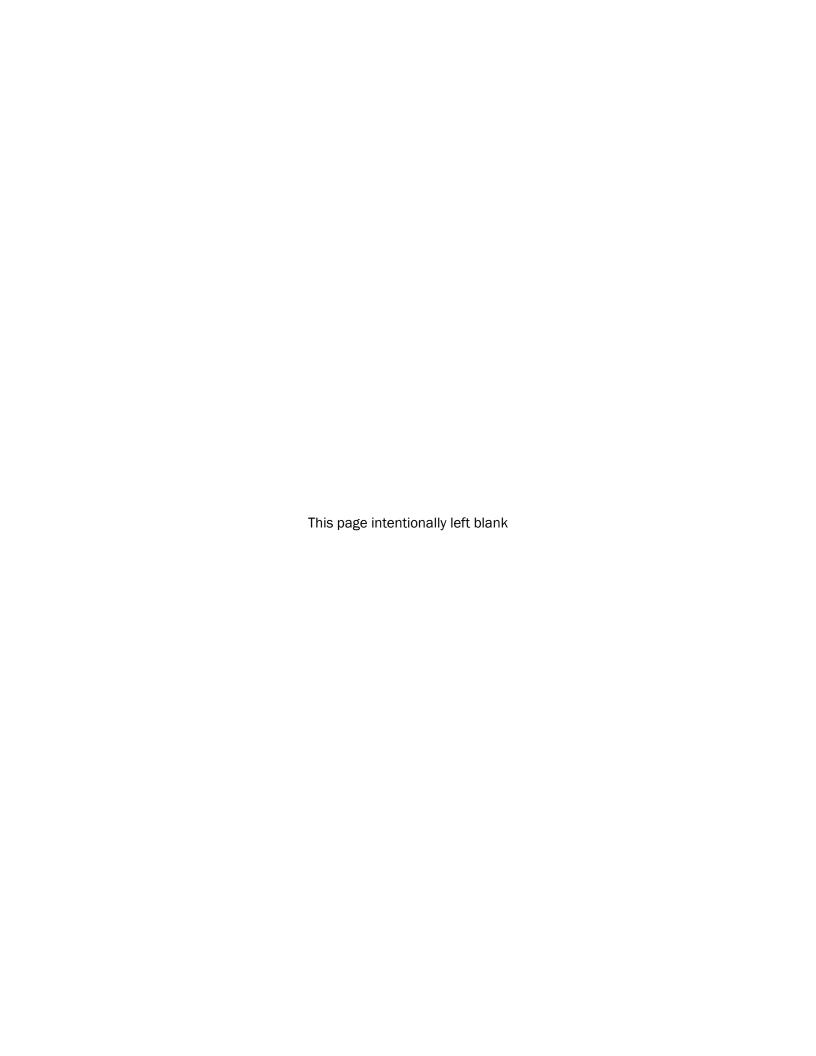
Black Hawk County

Metropolitan Area Transportation Policy Board

Public Participation Plan

Adopted February 14, 2019 Updated June 11, 2020





RESOLUTION OF THE BLACK HAWK COUNTY METROPOLITAN AREA TRANSPORTATION POLICY BOARD

WHEREAS, the Black Hawk County Metropolitan Area Transportation Policy Board has been designated as the Metropolitan Planning Organization (MPO) for the Black Hawk County urbanized area; and

WHEREAS, the Policy Board, in cooperation with the state, is conducting a continuing, cooperative, and comprehensive (3-C) transportation planning process pursuant to 23 CFR 450 (c); and

WHEREAS, the MPO desires to incorporate a public participation process that fosters public involvement through the transportation planning and decision-making process; and

WHEREAS, the MPO has prepared a draft version of the 2019 Public Participation Plan that complies with Fixing America's Surface Transportation (FAST) Act regulations; and

WHEREAS, the draft 2019 Public Participation Plan has been made available for public comment for 45 calendar days, and the comment period on the draft document has now expired.

NOW, THEREFORE BE IT RESOLVED that the Black Hawk County Metropolitan Area Transportation Policy Board hereby approves the 2019 Public Participation Plan.

Passed and adopted this 14th day of February, 2019.

Doug Faas, Vice-Chair

ATTEST:

Kevin Blanshan, INRCOG Executive Director

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INTRODUCTION

OVERVIEW

The 2019 Public Participation Plan outlines the ways public involvement is incorporated into activities for the Black Hawk County Metropolitan Planning Organization (MPO). Public input is a vital component of any government endeavor. The goal of this document is to identify ways to provide all citizens of the metropolitan area an opportunity to voice their opinions and express their concerns regarding multimodal and intermodal transportation planning, programming, and initiatives. The MPO seeks to actively involve the public in decisionmaking and increase public awareness of and interest in the services provided.

Federal law requires the formation of metropolitan planning organizations for urbanized areas with a population greater than 50,000. The role of an MPO is to oversee transportation planning and programming to ensure that existing and future federal expenditures on transportation projects are based on a continuing, cooperative, and comprehensive (3-C) planning process. The Black Hawk County MPO consists of the contiguous urbanized area at the center of Black Hawk County, Iowa. The corporate boundaries included in this urbanized area are the cities of Cedar Falls, Elk Run Heights, Evansdale, Hudson, Raymond, and Waterloo. For the purposes of transportation planning, an urban area boundary and study area boundary have been designated (Figure 1). The Black Hawk County MPO study area includes the city of Gilbertville, and parts of unincorporated Black Hawk County.

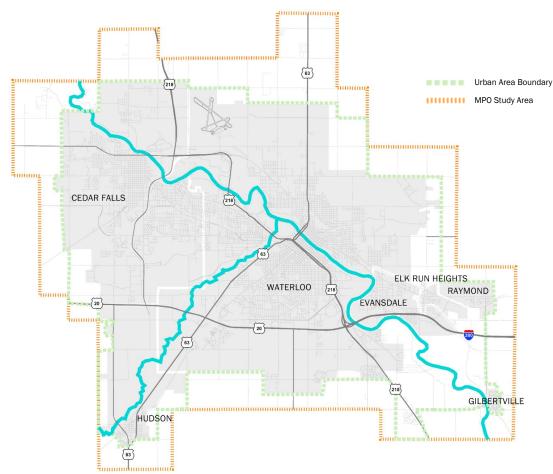


Figure 1: Black Hawk County MPO Planning Area

BLACK HAWK COUNTY MPO ORGANIZATION

The lowa Northland Regional Council of Governments (INRCOG) has been designated by the State of Iowa as the MPO for the Black Hawk County Metropolitan Area. While INRCOG provides staff and technical support, the decision-making and programming authority of the MPO rests with its Policy Board. The Policy Board has the authority to make policy decisions and conduct comprehensive transportation studies and plans. Voting Policy Board members include the mayor or their designee from Cedar Falls, Elk Run Heights, Gilbertville, Hudson, Raymond, and Waterloo, a member of the Black Hawk County Board of Supervisors or their designee, and a representative from the Metropolitan Transit Authority (MET) and the Waterloo Airport Commission. Non-voting members of the Policy Board include representatives from INRCOG, the lowa Department of Transportation (DOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). The Technical Committee consists of local planners, engineers, modal representatives, and interested parties. The Technical Committee has extensive knowledge of the area's transportation system and advises the Policy Board but does not vote on policy issues. The Policy Board and Technical Committee meet jointly on a monthly basis. A subcommittee of the Technical Committee is the Transportation Alternatives Program Committee which generally meets annually to discuss and rank transportation alternatives projects.

Another standing committee utilized in the transportation planning process is the Transit Advisory Committee (TAC). This group meets at least twice annually to discuss passenger transportation and human service agency coordination, and to help develop the Passenger Transportation Plan (PTP). The MPO also utilizes focus groups as needed.

The following lists represent, at a minimum, those committees and organizations involved in the transportation planning process. Others interested in participating in the transportation decision-making process are added as requested. The committee membership shown is as of the date of this document.

Policy Board

Representing	Name	Title
Black Hawk County	Daniel Trelka	Supervisor
City of Cedar Falls	Rob Green	Mayor
City of Elk Run Heights	Kristi Lundy	Mayor
City of Evansdale	Troy Beatty	Mayor
City of Gilbertville	Mark Thome	Mayor
City of Hudson	George Wessel	Mayor (Vice-Chair)
City of Raymond	Gary Vick	Mayor
City of Waterloo	Quentin Hart	Mayor (Chair)
MET Transit Authority	Rose Middleton	Chair
Waterloo Airport Commission	Keith Kaspari	Airport Director
INRCOG (non-voting)	Kevin Blanshan	Executive Director
Iowa DOT (non-voting)	Zac Bitting	Statewide Planning Coordinator
FHWA lowa Division (non-voting)	Darla Hugaboom	Transportation Planner
FTA Region 7 (non-voting)	Eva Steinman	Community Planner

Technical Committee

epresenting Name		Title	
Black Hawk County	Ryan Brennan	Assistant County Engineer	
Black Hawk County	Cathy Nicholas	County Engineer	
City of Cedar Falls	Stephanie Houk Sheetz	Director of Community Development	
City of Cedar Falls	David Wicke	City Engineer	
City of Cedar Falls	Vacant	City Planner	
City of Elk Run Heights	Mike Dryden	Engineer, Ament Engineering	
City of Gilbertville	Rob Werner	Public Works Director	
City of Hudson	Chrissi Wiersma	City Clerk, Zoning Administrator	
City of Raymond	Jake Huck	Engineer, MSA Professional Services	
City of Waterloo	Noel Anderson	Community Planning & Development Director	
City of Waterloo	Wayne Castle	Associate Engineer	
City of Waterloo	Mohammad Elahi	Traffic Engineer	
City of Waterloo	Jamie Knutson	City Engineer	
City of Waterloo	Aric Schroeder	City Planner	
Cedar Trails Partnership	Larry Buchholz	Vice President	
Grow Cedar Valley	Will Frost	Director of Talent Development	
MET Transit Authority	David Sturch	General Manager	
Iowa DOT, District 2	Krista Billhorn	Transportation Planner	
University of Northern Iowa	Jose Luis San Miguel	University Architect	
INRCOG	Kevin Blanshan	Executive Director	
INRCOG	Kyle Durant	Transportation Planner	
INRCOG	Codie Leseman	Transportation Planner	

Transportation Alternatives Program Application Ranking Committee

Representing	Name	Title	
Silos & Smokestacks	Candy Streed	Director of Partnership	
INRCOG	Kevin Blanshan	Executive Director	
Cedar Trails Partnership	Larry Buchholz	Vice President	
MET Transit Authority	David Sturch	General Manager	
Grow Cedar Valley	Will Frost	Director of Talent Development	

Transportation Alternatives Program Committee

Representing	Name	Title	
Black Hawk County	Ryan Brennan	Assistant County Engineer	
Black Hawk County	Cathy Nicholas	County Engineer	
Black Hawk County Conservation	Mike Hendrickson	Executive Director	
Black Hawk County Conservation	Cherrie Northrup	Planning Administrator	
City of Cedar Falls	Stephanie Houk Sheetz	Director of Community Development	
City of Cedar Falls	David Wicke	City Engineer	
City of Cedar Falls	Brian Heath	Operations & Maintenance Division Manager	
City of Cedar Falls	Vacant	City Planner	
City of Elk Run Heights	Mike Dryden	Engineer, Ament Engineering	
City of Evansdale	Troy Beatty	Mayor	
City of Gilbertville	Rob Werner	Public Works Director	
City of Hudson	Chrissi Wiersma	City Clerk	
City of Raymond	Jake Huck	Engineer, MSA Professional Services	
City of Waterloo	Noel Anderson	Community Planning & Development Director	
City of Waterloo	Wayne Castle	Associate Engineer	
City of Waterloo	Paul Huting	Leisure Services Director	
City of Waterloo	Aric Schroeder	City Planner	
Cedar Falls Tourism & Visitors Bureau	Kim Manning	Manager	
George Wyth Memorial State Park	Lori Eberhard	Park Manager	
Grout Museum of History & Science	Billie Bailey	Director	
Waterloo Convention & Visitors Bureau	Tavis Hall	Executive Director	
Iowa DOT, District 2	Krista Billhorn	Transportation Planner	
INRCOG	Kevin Blanshan Executive Director		
INRCOG	Kyle Durant	Transportation Planner	
INRCOG	Codie Leseman	Transportation Planner	
INRCOG	Jacki Schares	Safe Routes to School Coordinator	

Transit Advisory Committee

Representing	Name	
American Cancer Society	Kelly Angell	
Black Hawk County & Butler County CPC	Bob Lincoln	
Black Hawk County Health Department	Nafissa Cisse	
Black Hawk County Health Department	Shannon Ingamells	
Butler County Public Health	Jennifer Becker	
Cedar Valley United Way	Sheila Baird	
City of Reinbeck	Julie Wilkerson	
Comprehensive Systems Inc.	Kerri White	
Country View	Mike Regan	
Exceptional Persons, Inc.	Chris Sparks	
Friendship Village Retirement Community Velda Phillips		
Goodwill Industries of Northeast Iowa David Boyd		
Greater Cedar Valley Alliance & Chamber Cary Darrah		
Grundy County	Liz Williams	
Grundy County CPC	Todd Rickert	
House of Hope	Dusky Steele	
Iowa DOT, District 2	Krista Billhorn	
Iowa DOT	Jeremy Johnson-Miller	
Iowa Workforce Development	Debra Hodges-Harmon	
Iowa Works Cedar Valley	Megan Jensen	
MET Transit Authority	David Sturch	
My Riders Club	Martin Wissenberg	
Northeast Iowa Area Agency on Aging	Janna Diehl	
North Star Community Services	Valeri Schwager	
Pillars	Susan Backus	
The Arc of the Cedar Valley	Becky Schmitz	
The Larabee Center	John Lord	
UnityPoint Health	Rick Newlon	
University of Northern Iowa	Jose Luis San Miguel	
University of Northern Iowa	Dean Shoars	
West Village Center	Amber Hunt	

Media Contacts

Cumulus Communications	KUNI-KHKE
Hudson Herald	KWLO-KFMW-KXEL-KOKZ
KBBG	KWWL
KCVM	The Progress Review
KNWS	Waterloo/Cedar Falls Courier

MPO GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

The 2019 Public Participation Plan addresses the four goals for the 2045 Long-Range Transportation Plan which are to:

- Increase the safety of the transportation system.
- Strategically preserve the existing infrastructure.
- Support an efficient transportation system.
- Provide a high degree of multimodal accessibility and mobility.

The MPO has adopted several objectives to help achieve these goals and performance measurements to track the progress toward meeting the objectives. The goals, objectives, and performance measurements can be found in Table 1.2 of the MPO 2045 Long-Range Transportation Plan.

www.inrcog.org/pdf/MPO 2045 LRTP.pdf

The PPP also contains activities to assist in implementing provisions contained in surface transportation legislation. Planning factors identified in federal transportation legislation, Fixing America's Surface Transportation (FAST) Act, to be considered in the transportation planning process for the MPO include the following:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
- Increase the safety of the transportation system for motorized and non-motorized users
- Increase the security of the transportation system for motorized and non-motorized users
- Increase the accessibility and mobility of people and for freight
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
- Promote efficient system management and operation
- Emphasize the preservation of the existing transportation system
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts on surface transportation
- Enhance travel and tourism

TRANSPORTATION PLANNING PROCESS

The MPO is responsible for completing the following transportation planning documents:

- Transportation Planning Work Program (TPWP) Outlines the transportation planning activities MPO staff plan to conduct in the next fiscal year and sources of funding; updated annually.
- Transportation Improvement Program (TIP) Includes all projects programmed for federal transportation funding in the MPO in the next four fiscal years; updated annually.
- Long-Range Transportation Plan (LRTP) Reviews the current condition and future needs of the transportation system and provides guidance for transportation investment decisions; updated every five years.
- Passenger Transportation Plan (PTP) Provides coordination between passenger transportation providers and human service agencies and recommends projects to improve passenger transportation; full document update every five years; joint document with the lowa Northland Regional Transportation Authority.
- Public Participation Plan (PPP) Details the process the MPO will follow to involve the public in the transportation planning and programming process; updated as needed.

REGULATIONS AND REQUIREMENTS

The purpose of this Public Participation Plan is to adhere to the principles of environmental justice as defined by Title VI of the Civil Rights Act of 1964, Executive Order 12898, the FAST Act pursuant to 23 CFR 450 (c), and all other U.S. DOT statutes and regulations. The purpose of this plan is also to follow the legislation passed in lowa that allows public involvement in the process by following the Open Meetings Law and Public Records Law.

FAST ACT

On December 4, 2015, the President signed into legislation the Fixing America's Surface Transportation (FAST) Act. The FAST Act is the first long-term surface transportation authorization enacted in a decade that provides long-term funding certainty. The FAST Act builds off the streamlined, performance-based process for transportation programs outlined under prior federal legislation, Moving Ahead for Progress in the 21st Century (MAP-21) Act. This legislation also places an emphasis on reaching out to citizens and interested parties, making planning documents widely accessible to the public, and employing visualization techniques to enhance and describe plans.

TITLE VI, ADA, & ENVIRONMENTAL JUSTICE

MPO 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 the benefit of, or subjected to discrimination under any program or activity receiving Federal financial assistance based on race, color, national origin, age, sex, disability, or religion. MPO plans also must comply with the Americans with Disabilities Act of 1990. This civil rights law protects individuals from discrimination based on disabilities.

MPO 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 effect human health or the 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. The order is also intended to provide minority and low-income communities access to public information and public participation.

IOWA OPEN MEETINGS LAW

The lowa Open Meetings Law is designed to facilitate easy public access to government decisions. The law 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.

The MPO operates in accordance with the lowa Open Meetings Law. The public is welcome and encouraged to attend MPO meetings. Meeting notices and agendas are mailed to all media serving the metropolitan area which request notification. Information about MPO meetings, including minutes and agendas, are also made available at the INRCOG Center and website www.inrcog.org.

IOWA PUBLIC RECORDS LAW

The Iowa Public Records Law provides for openness from government agencies regarding public records. Except for certain confidential records, every person has the right to examine and copy public records. The MPO complies with the lowa Public Records Law, and public documents are made available for review and copy at the INRCOG Center. Documents may be viewed during normal office hours or at another arranged time. Documents are also made available on the INRCOG website www.inrcog.org.

PUBLIC PARTICIPATION TECHNIQUES

The MPO is responsible for completing the transportation planning documents outlined in this section and will actively seek input during development and implementation. Further, the MPO will seek input for all documents and processes concerning the FAST Act and its implementation within and beyond the region and service area. Several methods of seeking public input are outlined in this Plan. This list is not all-inclusive. Methods to inform the public and receive input will be evaluated and added when necessary.

LONG-RANGE TRANSPORTATION PLAN (LRTP)

The LRTP serves as a mechanism for the MPO to examine its current transportation networks including highway, transit, air, rail, bicycle, and pedestrian modes, and to assess their adequacy for the existing population and economy. Moreover, it provides area officials an opportunity to explore the future transportation needs of the community based on existing conditions and projected revenues. The document considers freight, safety, and environmental issues, financial feasibility, and system operations and maintenance. The LRTP also contains a chapter that discusses public involvement efforts and public comments received on the document.

The following actions will be undertaken to ensure full public participation:

1. Draft LRTP

- a. The draft LRTP will be developed by INRCOG staff with further input from jurisdiction representatives and the Iowa DOT, and oversight by the Policy Board and Technical Committee.
- b. Input will be sought from individuals, affected public agencies, representatives of public transportation employees, freight shippers, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, providers of freight transportation services, and other interested parties.
- c. Focus groups will be utilized to represent all pertinent modes of transportation and issues. Focus groups may include transit, highway and land use, bicycle and pedestrian, safety and security, and environmental resources. Focus groups will be tasked with identifying issues and potential solutions, and reviewing draft chapters pertinent to their area of expertise.
- d. The draft document will be made available at the INRCOG Center, on the INRCOG website, and upon request.

2. Notices and Public Meetings

- a. A minimum of two (2) public input sessions will be held regarding the draft LRTP.
- b. At least one (1) public input session will be held in an area identified as being a low-income or minority neighborhood.
- c. All meetings will be held in accessible facilities.
- d. Notices for public input sessions will be advertised through local media sources. Notices may be posted at governmental offices, public libraries, post offices, on transit buses, at the INRCOG Center, and on the INRCOG website and Facebook page. Notices may also be sent to organizations serving traditionally underserved populations.
- e. Any person with sight, reading, or language barriers can contact the MPO (minimum 48 hours prior to a session) and arrangements will be made for accommodation.

3. Public Comment Period

- a. Written and oral comments will be solicited during the public input sessions. The public will also have at least a 15-calendar-day comment period following the final public input session to submit comments via letter, email, phone, or in person.
- b. A public hearing will be held at a regularly scheduled Policy Board meeting following the public input sessions to summarize public comments and responses. A notice of the public hearing will be published no more than twenty (20) calendar days and no less than four (4) calendar days before the date of the hearing.

4. Final LRTP

- a. Following the public hearing, the Policy Board will adopt a final LRTP, including a summary of public comments and responses.
- b. The final LRTP will be submitted to the Iowa DOT, FHWA, and FTA.
- c. The final LRTP will be made available on the INRCOG website, at the INRCOG Center, and upon request.
- d. The public participation process associated with the LRTP will be evaluated and updated as needed.

5. Revisions

- a. The LRTP may be revised between full document updates to reflect current project
- b. Other amendments to the LRTP will be made as needed.
- c. Amendments will require a public hearing to be held at a regularly scheduled Policy Board meeting. A notice of the public hearing will be published no more than twenty (20) calendar days and no less than four (4) calendar days before the date of the hearing.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The TIP identifies all transportation projects in the region, including transit projects for the Metropolitan Transit Authority, that are anticipated to receive federal transportation funding within the next four federal fiscal years. The TIP is a short-range component that is complementary to the Long-Range Transportation Plan. The TIP is updated annually with adoption by the Policy Board in July of each year. The document is incorporated into the Statewide Transportation Improvement Program (STIP) by the Iowa DOT.

The following actions will be undertaken annually to ensure full public participation:

Draft TIP

- a. The draft TIP will be developed by the Technical Committee with input from the Transportation Alternatives Program (TAP) Committee. MPO meetings are open to the public.
- b. The draft document will be made available for public review at the INRCOG Center, on the INRCOG website, and upon request.

2. Notices and Public Meetings

- a. Following development of the draft TIP, at least two (2) public input sessions will be held.
- b. When a circumstance presents itself where such a meeting in person is impossible or impractical, the MPO may conduct a public input meeting by electronic means.
 - i. The MPO will provide public access to the discussion of the input meeting to the extent reasonably possible.
 - ii. The public announcement of the meeting, at least one week before the public input meeting, shall include the time, the virtual/electronic place, subject matter of the meeting, and the name and phone number of the person available to respond to requests for information about the meeting.

- iii. The place of the input meeting is the place from which the communication originates or where public access is provided to the discussion.
- iv. The MPO shall make promptly available to the public, in a place easily accessible to the public, the transcript, electronic recording, or minutes of the discussion and will include a statement explaining why a public input meeting in person was impossible or impractical.
- c. Should in person meetings be held, at least one (1) public input session will be located in an area identified as being a low-income or minority neighborhood.
- d. All in person meetings will be held in accessible facilities.
- e. Information may be presented by INRCOG staff, the lowa DOT, member cities, Black Hawk County, and MET Transit.
- f. The TIP content and notices for public input sessions will be advertised through local media sources. Notices may be posted at governmental offices, public libraries, post offices, on transit buses, at the INRCOG Center, and on the INRCOG website and Facebook page. Notices may also be sent to organizations serving traditionally underserved populations.
- g. Any person with sight, reading, or language barriers may contact the MPO (minimum 48 hours prior to a session) and arrangements will be made for accommodation.

3. Public Comment Period

- a. Written and oral comments will be solicited during public input sessions. The public will also have at least a 15-calendar-day comment period following the final public input session to submit comments via letter, email, phone, or in person.
- b. A public hearing will be held at a regularly scheduled Policy Board meeting following the public input sessions to summarize public comments and responses. A notice of the public hearing will be published no more than twenty (20) calendar days and no less than four (4) calendar days before the date of the hearing.

4. Final TIP

- a. Following the public hearing, the Policy Board will adopt the final TIP, including a summary of comments and responses.
- b. The TIP will be submitted to the Iowa DOT, FHWA, and FTA.
- c. The TIP will be available on the INRCOG website, at the INRCOG Center, and upon request.
- d. The public participation process associated with the TIP will be evaluated and updated as needed.

5. Revisions

- a. The TIP is a dynamic document and may need to be revised in between annual updates. There are two types of revisions - administrative modifications and amendments.
 - i. Minor revisions may be made to the TIP as necessary. These are considered administrative modifications and may be made by INRCOG staff without public review and comment or re-demonstration of fiscal constraint. INRCOG staff may discuss administrative modifications with the Policy Board and Technical Committee, but formal action will not be required.
 - ii. Major revisions may also be made to the TIP as necessary. These are considered amendments and require public review and comment, and Policy Board approval. A public hearing will be held at a regularly scheduled Policy Board meeting to consider and approve TIP amendments. A notice of the public hearing will be published no more than twenty (20) calendar days and no less than four (4) calendar days before the date of the hearing.
- b. Any revision to the TIP that adds a new federal aid project or increases the federal aid limit of a project will require that a corresponding change be made to another programming entry to ensure the Statewide Transportation Improvement Program (STIP) remains fiscally

constrained. This requirement pertains to both administrative modifications and amendments.

The following table outlines the differences between administrative modifications and amendments:

	Administrative Modification	Amendment	
Project Cost	Federal aid changed by less than 30 percent and total federal aid increases less than \$2,000,000	Federal aid changed by more than 30 percent or total federal aid increases by more than \$2,000,000	
Schedule Changes	Changes in schedule for projects in the first four years of the TIP	Adding or deleting a project from the first four years of the TIP	
Funding Sources	Changing amounts of existing funding sources	Adding other federal funding sources to a project	
Scope Changes	Moving funding between existing states of project scope (i.e. design to construction)	Changing project termini, number of lanes, or significant changes in project type	

TRANSPORTATION PLANNING WORK PROGRAM (TPWP)

This document outlines the transportation-related activities and projects that are anticipated to occur in the coming state fiscal year (July 1 to June 30). The document serves to address current and projected transportation needs for the metropolitan area from a planning perspective. Within each work element, specific tasks are identified by the objective, previous work performed, a description of the task, and the desired outcome. The TPWP is updated annually with adoption by the Policy Board in May.

The following actions will be undertaken annually to ensure full public participation:

Draft TPWP

- a. The draft TPWP will be prepared by INRCOG staff with input from jurisdiction representatives and the Iowa DOT, and oversight by the Policy Board and Technical Committee.
- b. The draft document will be made available at the INRCOG Center, on the INRCOG website, and upon request.

2. Public Comment Period

- a. The draft TPWP will be presented to the Policy Board and Technical Committee at a regularly scheduled meeting no later than April.
- b. The public will have at least a 15-calendar-day comment period following completion of the draft TPWP and presentation to the Policy Board and Technical Committee to submit comments via letter, email, phone, or in person.
- c. Notices and agendas of MPO meetings will be made available through local media sources, at the INRCOG Center, and on the INRCOG website and Facebook page. Notices may also be sent to organizations serving traditionally underserved populations.
- d. All meetings will be held in accessible facilities.
- e. Any person with sight, reading, or language barriers can contact the MPO (minimum 48 hours prior to the meeting) and arrangements will be made for accommodation.

3. Final TPWP

- a. The Policy Board will consider a summary of comments and responses and adopt the final
- b. The final TPWP will be submitted to the Iowa DOT, FHWA, and FTA.
- c. The final TPWP will be made available on the INRCOG website, at the INRCOG Center, and upon request.

4. Revisions

- a. Revisions to the TPWP will be made as needed.
- b. Amendments will require a public hearing to be held at a regularly scheduled Policy Board meeting. A notice of the public hearing will be published no more than twenty (20) calendar days and no less than four (4) calendar days before the date of the hearing.

PASSENGER TRANSPORTATION PLAN (PTP)

The purpose of the PTP is to provide a formalized setting for transportation coordination among passenger transportation providers. The goal is to bring providers and major human service agencies in the six-county region together to better understand available transportation services to increase the effectiveness and coordination among providers. The ultimate goal is to ensure that the region's citizens, and particularly those that are dependent on transit, have access to effective and affordable transportation options. The PTP is updated every five years. A Transit Advisory Committee (TAC) serves as the main sounding board for passenger transportation planning issues in the region and has played an integral role in the development of the PTP. The TAC consists of users and advocates of transit services, human service organizations, representatives of local governments, and transportation providers.

The PTP is completed jointly with the Iowa Northland Regional Transportation Authority (RTA). The Plan provides a background of the region and existing passenger transportation services, an evaluation of coordination issues, prior transit-related efforts, public input received regarding needs and coordination issues, a five-year strategy of projects, and financial resources and available funding. Public transit system projects for MET Transit and the Iowa Northland Regional Transit Commission (RTC) are included in the PTP. MET Transit provides fixed-route and paratransit service to Waterloo and Cedar Falls, and RTC provides open-to-thepublic, accessible transit services within INRCOG's six-county region outside of the metropolitan area.

The following actions will be undertaken to ensure full public participation:

1. Draft PTP

- a. The draft PTP will be prepared by INRCOG staff with input from the Transit Advisory Committee.
- b. The draft document will be made available at the INRCOG Center, on the INRCOG website, and upon request.

2. Public Comment Period

- a. The draft PTP will be presented to the Policy Board and Technical Committee at a regularly scheduled meeting.
- b. The public will have at least a 15-calendar-day comment period following completion of the draft PTP and presentation to the Policy Board and Technical Committee to submit comments via letter, email, phone, or in person.
- c. Notices and agendas of MPO meetings will be made available though local media sources, at the INRCOG Center, and on the INRCOG website and Facebook page. Notices may also be sent to organizations serving traditionally underserved populations.
- d. All meetings will be held in accessible facilities.
- e. Any person with sight, reading, or language barriers can contact the MPO (minimum 48 hours prior to the meeting) and arrangements will be made for accommodation.

3. Final PTP

- a. The Policy Board will consider a summary of comments and responses and adopt the final PTP.
- b. The final PTP will be submitted to the lowa DOT and FTA

c. The final PTP will be made available on the INRCOG website, at the INRCOG Center, and upon request.

4. Revisions

- a. Revisions to the PTP will be made as necessary.
- b. Amendments will require a public hearing at a regularly scheduled Policy Board meeting. A notice of the public hearing will be published no more than twenty (20) calendar days and no less than four (4) calendar days before the date of the hearing.

PUBLIC PARTICIPATION PLAN (PPP)

The Public Participation Plan outlines the ways public involvement is incorporated into activities for the MPO. Public input is a vital component of any government endeavor. The goal of the document is to identify ways to provide all citizens of the metropolitan area an opportunity to voice their opinions and express their concerns regarding multimodal and intermodal transportation planning, programming, and initiatives. The Plan is updated as needed.

The following actions will be undertaken to ensure full public participation:

Draft PPP

- a. The draft PPP will be developed by INRCOG staff with further input from jurisdiction representatives and the Iowa DOT, and oversight by the Policy Board and Technical Committee.
- b. Public input for the draft PPP will be sought from all interested parties. Input may be sought through regular MPO meetings, public meetings, surveys, focus groups, and any other effective means of communicating with the public.
- c. The draft document will be made available at the INRCOG Center, on the INRCOG website, and upon request.

2. Public Comment Period

- a. The draft PPP will be presented to the Policy Board and Technical Committee at a regularly scheduled meeting.
- b. The public will have at least a 45-calendar-day comment period following completion of the draft PPP and presentation to the Policy Board and Technical Committee to submit comments via letter, email, phone, or in person.
- c. Notices and agendas of MPO meetings will be made available through local media sources, at the INRCOG Center, on the INRCOG website and Facebook page, and upon request. Notices may also be sent to organizations serving traditionally underserved populations.
- d. All meetings will be held in accessible facilities.
- e. Any person with sight, reading, or language barriers can contact the MPO (minimum 48 hours prior to the meeting) and arrangements will be made for accommodation.

3. Final PPP

- a. The Policy Board will consider a summary of comments and responses and adopt the final PPP.
- b. The final PPP will be submitted to the lowa DOT, FHWA, and FTA.
- c. The final PPP will be made available on the INRCOG website, at the INRCOG Center, and upon request.

4. Revisions

- a. The PPP will be updated as needed.
- b. Minor revisions will be made in consultation with the Policy Board.

SUMMARY OF DOCUMENT DEVELOPMENT

	Updated	Draft Development	Public Input Sessions	Public Comment Period	Adoption	Document Availability
Long-Range Transportation Plan (LRTP)	Every five years	INRCOG staff with input from jurisdictions, focus groups, and interested parties	Minimum of two (2)	At least 15- calendar-days following final public input session	Public hearing during regularly scheduled MPO Policy Board meeting	INRCOG website, at INRCOG Center, and upon request
Transportation Improvement Program (TIP)	Annually	Technical Committee with input from the TAP Committee and interested parties	Minimum of two (2)	At least 15- calendar-days following final public input session	Public hearing during regularly scheduled MPO Policy Board meeting	INRCOG website, at INRCOG Center, and upon request
Transportation Planning Work Program (TPWP)	Annually	INRCOG staff with input from jurisdictions and interested parties	Not required	At least 15- calendar-days following draft completion and presentation to the MPO Policy Board and Technical Committee	Adopted at a regularly scheduled MPO Policy Board meeting	INRCOG website, at INRCOG Center, and upon request
Passenger Transportation Plan (PTP)	Every five years	INRCOG staff with input from the TAC and interested parties	Not required	At least 15- calendar-days following draft completion and presentation to the MPO Policy Board and Technical Committee	Adopted at a regularly scheduled MPO Policy Board meeting	INRCOG website, at INRCOG Center, and upon request
Public Participation Plan (PPP)	As needed	INRCOG staff with input from jurisdictions and interested parties	Not required	At least 45- calendar-days following draft completion and presentation to the MPO Policy Board and Technical Committee	Adopted at a regularly scheduled MPO Policy Board meeting	INRCOG website, at INRCOG Center, and upon request

MPO ACTIVITIES

ROUTINE AND ONGOING ACTIVITIES

In addition to public involvement efforts related to specific transportation planning documents, there are several ongoing initiatives that form the basis for MPO activities with the public. These include the following:

- Monthly MPO meetings, open to the public
- Monthly transit providers coordination meetings between INRCOG, RTC, MET Transit, and Exceptional Persons, Inc.
- Work sessions, focus groups, open houses, public input sessions, and public hearings (as applicable) during the development of major transportation planning documents
- Publication of transportation and transit articles in the quarterly INRCOG newsletter which is distributed to local officials and citizens in INRCOG's six-county area
- Press releases distributed to all newspapers, radio, and television stations that originate, or have significant coverage of circulation, in the metropolitan area
- Provision of information and interviews with area media as requested
- Presentations to city councils, county supervisors, planning and zoning commissions, and the INRCOG Board as needed
- Presentations to local service clubs and organizations when requested
- Regular participation in the Waterloo Complete Streets Committee and Cedar Falls Bicycle and Pedestrian Advisory Committee
- Staff promotion of transportation documents and materials through the INRCOG website and Facebook page
- Email blasts through MailChimp to the INRCOG mailing list notifying of opportunities for public input

MAJOR ACTIONS

MPO documentation and provision of information will be accomplished through the distribution of documents, reports, information, and public presentations. Major actions include the following:

- Report distribution and public access availability may occur through: media distribution; access at the INRCOG Center, city halls, and county courthouse; and access at public library and post office locations.
- Major reports will be made available on the INRCOG website.
- MPO reports, documents, and information can be provided in other languages or formats upon request.
- INRCOG has a contract with Language Link which provides telephone interpreting service 24 hours a day, seven days a week, 365 days a year.
- To the maximum extent practicable, MPO reports and documents will use visualization techniques to describe the information being presented.
- Public presentations on major actions and projects will be made, as requested, to city councils, board of supervisors, planning and zoning commissions, and the INRCOG Board.
- Every reasonable effort will be made to provide presentations to service clubs and organizations with a civic, modal, or geographical interest in the transportation plan, program, or transit service.
- Any person with sight, reading, or language barriers may contact the MPO (minimum 48 hours prior to a meeting) and arrangements will be made for accommodation.
- All MPO meetings will be held at accessible facilities.

PUBLIC INVOLVEMENT EFFORTS

NATIONAL HOUSEHOLD TRAVEL SURVEY ADD-ON

The MPO participated in the 2017 National Household Travel Survey (NHTS) Add-on. The NHTS is a periodic national survey used to assist transportation planners and policy makers who need comprehensive data on travel and transportation patterns in the United States. Data is collected on daily trips taken by households and individuals in those households over a 24-hour period. States and MPOs can participate in the Add-on Program to obtain additional samples of the household travel survey within their respective geographic boundaries. Add-on participants are also



provided the opportunity to add six guestions unique to their needs. The survey produced responses from a total of 1,221 households consisting of 2,450 individuals specifically from the Black Hawk County metropolitan area. Results from the survey can be reviewed one variable at a time, or multiple variables can be cross tabulated to identify unique trends.

Methods of visualizing the NHTS Add-on data are still being developed. The FHWA, along with Oak Ridge National Laboratories and MacroSys, are working with MPOs and DOTs to further develop the online NHTS tool so users can generate maps based on the survey data as well as the origin-destination travel data. These advanced tools will allow the MPO to display a variety of trends within the MPO area quickly and easily. Survey data will be displayed using a customized geography developed by MPO staff specific to the metropolitan area. This custom geography divides the MPO area into 37 areas based largely on land uses and natural breaks in the landscape, e.g. rivers, highways. The data will help MPO planners identify travel trends and potential service and infrastructure improvements.

It is a goal of the MPO to produce a report on the NHTS Add-on data to provide a more guided and comprehensive analysis of the results. Several factors should be considered including margin of error, confidence intervals, weighting, and which dataset is used, before results of the Add-on are presented to the public. Below are a few conclusions drawn from a preliminary analysis of the data:

- It is estimated that over half (53.6 percent) of all bicycle trips were made by people with a Bachelor's degree or higher.
- It is estimated that residents in the MPO area walk a combined 18,000 miles on average every day.
- An estimated 35.8 percent of homeowners walk more than three times per week, compared to 42.6 percent of renters.
- Between 2,963-5,761 persons in the MPO area have no household vehicles available.
- Between 2,240-4,238 persons have a medical condition that results in them giving up driving.
- Between 14.7-22.6 percent of households have used a bus for travel at least a few times a year. This may include charter buses and buses in other metropolitan areas.

AIRLINE HIGHWAY TRANSPORTATION SURVEY

In 2018, MET Transit partnered with INRCOG, RTC, and the Greater Cedar Valley Alliance and Chamber (GCVAC) to conduct a survey of businesses in the Airline Highway industrial area. This was a follow-up to a survey GCVAC had conducted in 2017 which found that public transit was ranked the lowest of all community services in the six-county area surveyed.

A total of 14 businesses responded to the Airline Highway Transportation Survey. Ten businesses said they "strongly agree" or "somewhat agree" that their business would benefit from improved public transit service. Two businesses said they would "possibly" be willing to contribute funds to have dedicated fixed-route bus service to their business. Three businesses said they would "possibly" be interested in sponsoring a rideshare program for their employees.

Businesses were also asked to list the times their employees arrive to and depart from work. The majority of employees start their shit in the morning on the hour (i.e. 6:00, 7:00, 8:00, and 9:00 a.m.). Departure times are more evenly distributed between the hour and half-hour, and the majority of employees depart work between 2:30 and 6:30 p.m. Figure 2 shows the shift start and end times for employees at businesses surveyed in the Airline Highway industrial area. This data can help with scheduling a potential new fixed-route to the Airline Highway area.

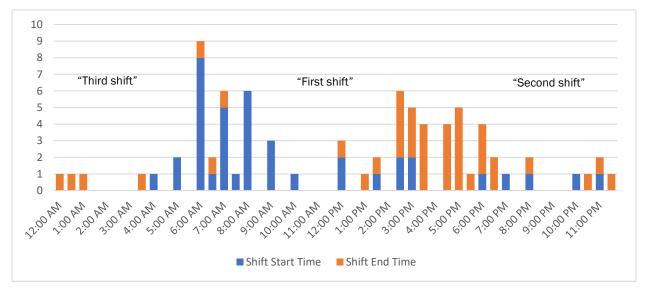


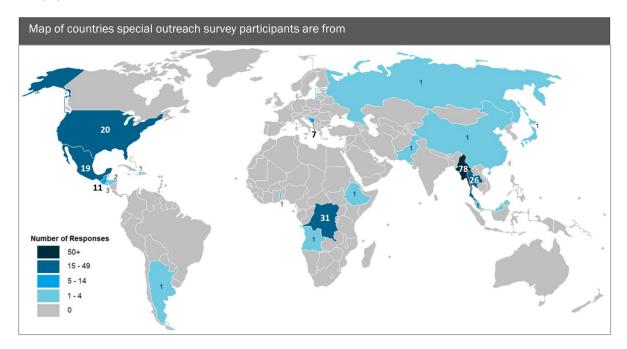
Figure 2: Shift Start and End Times for Airline Highway Industrial Area Employees

SPECIAL OUTREACH SURVEY

A total of 187 non-English speaking and 20 homeless residents took part in the Special Outreach Survey conducted by INRCOG staff in 2015. The survey was intended to identify transportation needs and challenges faced by these unique populations. Half of all residents were from either Myanmar or Thailand. There was also significant representation from the Congo, Mexico, Guatemala, and Bosnia. Surveys were administered by staff members at Hawkeye Community College Metro Center, Operation Threshold, and Black Hawk-Grundy Mental Health. Most non-English speaking respondents have some measurable understanding of English, though there were inherent challenges involved with surveying this population. Accordingly, data from this survey is not statistically significant.

Approximately 25 percent of survey respondents indicated they have missed work, school, or important appointments because of transportation. 27 percent indicated they must get a ride with family or friends to get to medical appointments, and 26 percent must get a ride to get to work or school.

Only one non-English speaking respondent indicated they usually ride the bus to work or school. The vast majority-94 percent-of non-English speaking respondents indicated they have not ridden the bus in the past month, and 89 percent indicated they do not understand how to ride the bus. However, 51 percent of non-English speaking respondents said "Yes" or "Maybe" when asked if they would ride the bus if it was easier. These results demonstrate a significant potential demand for transit in the metropolitan area. Additional marketing and route restructuring may help make MET Transit service more understandable and intuitive for this population.



PEDESTRIAN MASTER PLAN SURVEY

A statistically significant mail-out survey was conducted by INRCOG staff from May to July 2015. A total of 2,000 survey forms were mailed to randomly selected households in the Black Hawk County metropolitan area. The survey was conducted using the Pedestrian and Bicycle Survey (PABS) method. A random sample of household mailing addresses was obtained from LeadsPlease. Advance postcards were sent to each household about one week prior to the survey itself. A cover letter, survey form, and map of the metropolitan area were mailed to each household along with a paid return envelope. Follow-up postcards were sent about two weeks later to households that had not yet responded. Survey recipients were also given the option to complete the survey online. A total of 344 responses were received. The Pedestrian Master Plan is expected to be completed in the spring 2019.

PEDESTRIAN MASTER PLAN PUBLIC INPUT MEETINGS

In November 2016, six public input meetings were held in Waterloo and Cedar Falls to obtain input on draft project recommendations. Meeting sites included the non-traditional locations of Crossroads Shopping Center and the Cedar Valley SportsPlex in Waterloo. These locations were selected to achieve a wider range of public contact by going to where people are already congregating. 92 survey responses were received in total from the input meetings. The surveys included a matrix of every draft project recommendation, and respondents were asked to indicate whether they "strongly support", "somewhat support", "somewhat oppose", or "strongly oppose" each project.

Recommendations for the Pedestrian Master Plan are currently being developed, and they will include pedestrian infrastructure projects, as well as policies and procedures, that benefit pedestrians in other ways. Project recommendations are based in part on the results of the initial mail-out survey. Respondents were asked to select one area, out of 24 areas total, they would improve for pedestrians. The highest ranked areas were reviewed by MPO staff to determine the "focus areas" of the plan. In other words, these are the areas with the greatest demand for pedestrian improvements where new investments may have the greatest public benefit. After the focus areas were identified, individual project concepts were drafted by MPO staff in each area. The concepts were presented in detail at the Pedestrian Master Plan public input meetings.

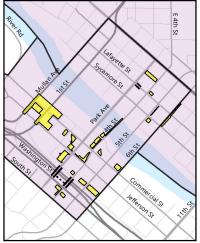
Cedar Falls Waterloo Evansdale 20 20(27) 21 58 Hudson 0 0.25 0.5 1.5

Pedestrian Master Plan Focus Areas

Downtown Cedar Falls



Downtown Waterloo



Legend



Data Source: INRCOG



INRCOC
Disclaimer. This map is for reference only.
No liability is assumed for the accuracy of
the data delineated herein, either expressed
or implied by INRCOG.

WEBSITE AND SOCIAL MEDIA

The INRCOG website www.inrcog.org is used throughout the development of major transportation planning documents. Most recently, draft chapters for the 2045 Long-Range Transportation Plan were posted on the website as they were completed, and staff contact information was provided to any person who wished to comment on draft materials. Other information on the transportation planning process, additional transportation documents, and Policy Board and Technical Committee meeting agendas and minutes are available on the website. The INRCOG Facebook page is also used to notify the public of draft materials, opportunities for input, and upcoming meetings.

LONG-RANGE TRANSPORTATION PLAN PUBLIC INPUT MEETINGS

In October 2018, three public input meetings were held on the draft 2045 LRTP. Meetings were held at the INRCOG Center, Cedar Falls City Hall, and the Cedar Valley SportsPlex in Waterloo. The SportsPlex was chosen as a meeting location to achieve a wider range of public contact by going to where people are already

congregating. The meetings were advertised via a news release, flyers posted at public places, the INRCOG website and Facebook page, and an email blast through MailChimp to the INRCOG mailing list. There were a variety of displays related to the LRTP available for review. Attendees were also provided the opportunity to submit formal written comments.



In 2017 and 2018, INRCOG developed a Water Trails Master Plan for Black Hawk County. This project was funded through the Iowa Department of Natural Resources (DNR) and identified site-specific improvements to river accesses throughout the County, including about 20 sites in the metropolitan area. Two public input meetings were held in July and August 2018. A total of 75 individuals attended the two meetings. Each meeting included informational handouts, a push-pin activity, interactive map and discussion, input surveys, and a variety of large displays. Discussions took place between meeting attendees and staff throughout the meeting space. This provided attendees the opportunity to learn more about the water trails process before filling out their survey form.



Opportunity for Public Input

The Black Hawk County Metropolitan Area Transportation Policy Board (MPO) will be holding public input open houses on the draft 2045 Long-Range Transportation Plan. The Plan serves as a mechanism for the MPO to examine its current transportation networks across all modes, and to chart a course for the maintenance and improvement of each mode based on anticipated needs and revenues. Please view the draft chapters by visiting www.inrcog.org.

INRCOG will be holding Public Input Meetings on Tuesday, October 2 from 12:00-1:30 p.m. at INRCOG and 4:30-6:00 p.m. at Cedar Falls City Hall, and Wednesday, October 3 from 4:30-6:00 p.m. at the Cedar Valley SportsPlex. The meetings will be open house format with no presentation

Comments will be accepted on the draft Plan until the MPO holds a public hearing and considers adoption of a final version of the document on Thursday, November 8, 2018 at 10:00 a.m. at INRCOG.

Please submit all comments on the draft MPO 2045 Long-Range Transportation Plan to Kyle Durant, Transportation Planner II: kdurant@inrcog.org or (319) 235-0311.

INRCOG public input meetings are open to all individuals. Any persons with a special need requiring a reasonable accommodation to participate should contact INRCOG at (319) 235-0311 at least two (2) business days prior to the meeting.





EXTERNAL STAKEHOLDER CONSULTATION

35 Federal, State, Tribal, and local government agencies were notified when the draft 2045 Long-Range Transportation Plan was available for review. Feedback on topics relevant to their field of expertise was requested. Agencies notified include the following:

- Black Hawk County Conservation Board
- Black Hawk County Emergency Management
- Federal Highway Administration, Iowa Division
- Federal Transit Administration, Region 7
- Greater Cedar Valley Alliance & Chamber
- Hawkeye Community College
- Iowa Department of Agriculture and Land Stewardship
- Iowa Department on Aging
- lowa Department for the Blind
- Iowa Department of Cultural Affairs
- Iowa Department of Education
- Iowa Department of Human Rights
- Iowa Department of Human Services
- Iowa Department of Natural Resources
- Iowa Department of Public Health
- Iowa Department of Public Safety
- Iowa Department of Transportation, Office of Systems Planning
- Iowa Department of Transportation, District 2
- Iowa Department of Veterans' Affairs

- Iowa Economic Development Authority
- Iowa Homeland Security and Emergency Management
- Iowa Tourism Office
- Iowa Utilities Board
- Iowa Workforce Development
- MET Transit Authority
- Office of the State Archaeologist
- Sac & Fox Tribe of the Mississippi
- State Historical Society of Iowa
- University of Northern Iowa
- U.S. Army Corps of Engineers, Rock Island District
- U.S. Environmental Protection Agency, Region 7
- U.S. Department of Agriculture Natural Resources Conservation Service
- U.S. Department of the Interior Bureau of Indian Affairs, Midwest Regional Office
- U.S. Fish and Wildlife Service, Illinois-lowa Field Office
- Waterloo Regional Airport

ADDRESSING THE FAST ACT

The MPO adheres to federal planning guidelines outlined in the federal transportation bill, Fixing America's Surface Transportation (FAST) Act. The following table outlines methods the agency addresses FAST Act regulations during daily activities, public input sessions, and the development of transportation planning documents:

FAST Act Requirement	Methods of Addressing the Requirement
Establish early and continuous public involvement opportunities that provide timely information about transportation issues and decision-making processes to all interested parties	Input is sought from all interested parties. Input may be sought through regular MPO meetings, public input sessions, surveys, focus groups, and any other effective means of communicating with the public.
Provide reasonable public access to technical and policy information used in the development of the LRTP and TIP	Notices for public hearings are published no more than twenty (20) calendar days and no less than four (4) calendar days before the hearing. Major transportation documents, information on the transportation planning process and current events and studies, and Policy Board and Technical Committee meeting agendas and minutes are available at www.inrcog.org . Information is also available for review and copying at the INRCOG Center.
Provide adequate public notice of public involvement activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed LRTP and TIP	Public hearings are held for the LRTP and TIP. At a minimum, a notice of the public hearing is published no more than twenty (20) calendar days and no less than four (4) calendar days before the hearing. The LRTP and TIP also utilize public input sessions, with notices of times and locations published and posted. LRTP development utilizes several focus groups which include interested members of the public.
To the maximum extent practicable, ensure that public meetings are held at convenient and accessible locations and times	Regular MPO meetings are held at the INRCOG Center in Waterloo which is accessible and located centrally in the metropolitan area. The facility is located two blocks from MET Transit's Central Transfer Station. Public open houses and input sessions are held at accessible locations and at different times of day to attract a broader audience.
To the maximum extent practicable, use visualization techniques to describe the proposed LRTP and supporting studies	Numerous graphs, charts, maps, and photographs are used in the LRTP and TIP to enhance understanding of the information being presented. INRCOG uses a Geographic Information System (GIS) for analysis and presentation of information.
To the maximum extent practicable, make public information available in electronically accessible format and means as appropriate to afford reasonable opportunity for consideration of public information	Meeting notices, agendas, and minutes, as well as major transportation planning documents and information on current projects and studies, are available at www.inrcog.org .
Demonstrate explicit consideration and response to public input during the development of the LRTP and TIP	Comments received on either document are distributed to and discussed by the MPO Policy Board prior to document adoption. On all comment sheets, the public is provided the option to request contact from planning staff regarding comments provided.
Include a process for seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment	Notices of meetings and public input sessions are sent to organizations serving these populations. Sight, reading, and language assistance will be provided at public input sessions and public hearings for individuals who request such at least 48 hours in advance.
Provide for the periodic review of the effectiveness of the public involvement process to ensure that the process provides full and open access to all interested parties and revise the process, as appropriate	The PPP is reviewed regularly and updated as needed.

HOW TO GET INVOLVED

The public is encouraged to discuss transportation concerns at any time with local officials and the lowa Northland Regional Council of Governments transportation planning staff.

Meeting times and dates can be found on the website calendar. A downloadable version of drafts and final documents can be found on the website as well. Information can also be obtained by contacting or visiting INRCOG staff during normal business hours from 8:00 a.m. to 4:00 p.m. Monday through Friday.

Iowa Northland Regional Council of Governments 229 East Park Ave Waterloo, IA 50703 (319) 235-0311

www.inrcog.org

