

Black Hawk County

Metropolitan Area Transportation Policy Board

Public Participation Plan

Adopted November 10, 2022



INRCOG
Iowa Northland Regional
Council of Governments

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**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 2022 Public Participation Plan that complies with federal requirements and regulations; and

WHEREAS, the draft 2022 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.

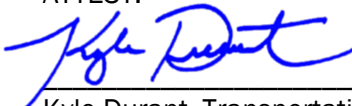
NOW, THEREFORE BE IT RESOLVED that the Black Hawk County Metropolitan Area Transportation Policy Board hereby approves the 2022 Public Participation Plan.

Passed and adopted this 10th day of November, 2022.



Rob Green, Chair

ATTEST:



Kyle Durant, Transportation Planner II, INRCOG

CONTENTS

How Can You Participate in Transportation Planning?	1
Purpose of the Public Participation Plan	2
Overview	2
Goals.....	2
Plan Review and Approval	2
How to Submit Comments	3
How Your Comments Will Be Used	3
MPO Contact Information	3
Agency Overview	4
What is The MPO?	4
Structure of the MPO.....	5
Stakeholders.....	6
Regulations and Requirements	7
Background on Public Involvement Requirements.....	7
Legislation	7
Federal Regulations.....	8
Executive Orders	8
State Law	9
Routine Activities and Procedures	10
Policy Board and Technical Committee.....	10
Advisory Committees	10
Limited English Proficiency (LEP) Analysis	11
Advertising Public Meetings	11
Notices for Policy Board and Advisory Committee Meetings	11
Website.....	12
Newsletter	12
Surveys	12
Visualization Techniques.....	13
Specific Public Involvement Efforts	14
National Household Travel Survey Add-on	14
Airline Highway Transportation Survey	16
Special Outreach Survey	16
Pedestrian Master Plan Survey.....	18
Pedestrian Master Plan Public Input Meetings.....	19
Passenger Transportation Survey.....	20
2050 Long-Range Transportation Plan Survey.....	21
Long-Range Transportation Plan Public Input Meetings	21
Water Trails Master Plan Public Input Meetings.....	21
Routine Planning Documents	22
Long-Range Transportation Plan (LRTP).....	22
Transportation Improvement Program (TIP).....	23
Transportation Planning Work Program (TPWP)	25
Passenger Transportation Plan (PTP)	26
Public Participation Plan (PPP)	27
Summary of Document Development	28
Involving Everyone	29
Challenges and Opportunities.....	29
Underserved Populations	30
Appendix – Public Comments	34

HOW CAN YOU PARTICIPATE IN TRANSPORTATION PLANNING?



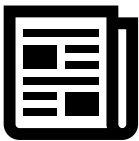
Come learn about transportation. All Black Hawk County MPO Policy Board, Technical Committee, and Advisory Committee meetings are open to the public. We also occasionally hold public input meetings to discuss certain plans or projects.



Let us know if you need help to participate. The Black Hawk County MPO will make accommodations at no cost for persons with disabilities, persons requiring alternative language services, or any other special communication or accommodation needs who desire to participate in an MPO event. People wanting to arrange for accommodations should call (319) 235-0311 at least 48 hours prior to the event.



Voice your opinion. Every meeting has time set aside for public comments, and staff members can assist with the procedure for speaking during those times. When we have significant plan changes or are introducing new plans or projects, we have extended public comment periods. You can also call, email, or write to MPO staff at any time to provide comments and opinions.



Subscribe to our electronic newsletter. The Iowa Northland Regional Council of Governments distributes a monthly electronic newsletter on all activities – including Black Hawk County MPO transportation planning projects. This newsletter is available to anyone. To sign up, call (319) 235-0311.



Follow us on social media. The Black Hawk County MPO provides social media posts on Facebook (@INRCOG).

PURPOSE OF THE PUBLIC PARTICIPATION PLAN

OVERVIEW

Public participation is a vital component of good transportation policies, programs, and projects. Without meaningful public involvement, there is a risk of making poor transportation decisions or decisions that have unintended negative consequences. The 2022 Public Participation Plan (PPP) outlines ways meaningful public involvement is incorporated into activities for the Black Hawk County Metropolitan Planning Organization (MPO). This document describes the MPO’s proactive strategies, techniques, and desired outcomes to inform and engage all community members in the transportation planning and decision-making process. Exemplary public participation begins early in the planning process and continues throughout each of the planning stages, helping to avoid, minimize, and mitigate project impacts while providing the best solutions.

GOALS

The goals of the MPO’s Public Participation are to:

- **Inform** the public of transportation meetings, issues, and other relevant events. The public needs to be aware of their role in the transportation planning and decision-making process.
- **Involve** the public by providing opportunities throughout the transportation planning and decision-making process.
- **Include** all community members in the planning area to inform and involve, with special emphasis on those persons who have been underrepresented and/or underserved.
- **Improve** the public participation process by identifying and incorporating new strategies, techniques, and tools.



PLAN REVIEW AND APPROVAL

To ensure that its public participation strategies are in line with the current demographic characteristics and community vision, the Black Hawk County MPO reviews and updates the Public Participation Plan every five years. The review and adoption process has adhered to the following key milestones:

- **September 8, 2022:** Draft provided to the MPO Policy Board and Technical Committee, Iowa Department of Transportation (DOT), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) for review and comment.
- **September 26, 2022:** Draft provided to the public for a 45-calendar-day review and comment period.
- **November 10, 2022:** Final revised plan approved by the MPO Policy Board. Final plan forwarded to the Iowa DOT, FHWA, and FTA for their records.

All public comments and MPO responses can be found in the Appendix.

HOW TO SUBMIT COMMENTS

The Black Hawk County MPO prefers comments in writing to accurately document and respond to public concerns, comments, and input. Comments can be submitted using the following methods:



Mail:
INRCOG,
229 East Park Ave,
Waterloo, IA 50703



Email MPO Staff (see contact information below)



Participate In person at Policy Board, Technical Committee, or Advisory Committee meetings (all meetings are open to the public)



Call Us: If assistance is needed to submit a comment, contact MPO Staff at (319) 235-0311

HOW YOUR COMMENTS WILL BE USED

The MPO values public input from all individuals, and all comments received will be considered as part of the transportation planning and decision-making process. MPO staff will document all comments and forward them to the MPO Policy Board and Technical Committee. All individuals or organizations who submit a comment in writing and include their contact information will receive a response to their comment. Every effort will be made to respond to comments before a final vote on any actionable item. Comments received are documented as part of the public record.



MPO CONTACT INFORMATION

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229 East Park Ave
Waterloo, IA 50703
(319) 235-0311
Monday–Friday, 8:00 a.m. – 4:00 p.m.
www.inrcog.org
www.facebook.com/INRCOG



AGENCY OVERVIEW

WHAT IS THE MPO?

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 area are the cities of Cedar Falls, Elk Run Heights, Evansdale, Hudson, Raymond, and Waterloo. The MPO has a defined urban area boundary and study area boundary. The **urban area boundary** is a smoothed boundary that captures all census-defined urbanized area. This boundary also defines whether roadways are considered “urban” or “rural” for federal functional classification. The **MPO study area** boundary defines what area is expected to be urbanized over a horizon of 20 years. The MPO study area includes the city of Gilbertville and parts of unincorporated Black Hawk County.

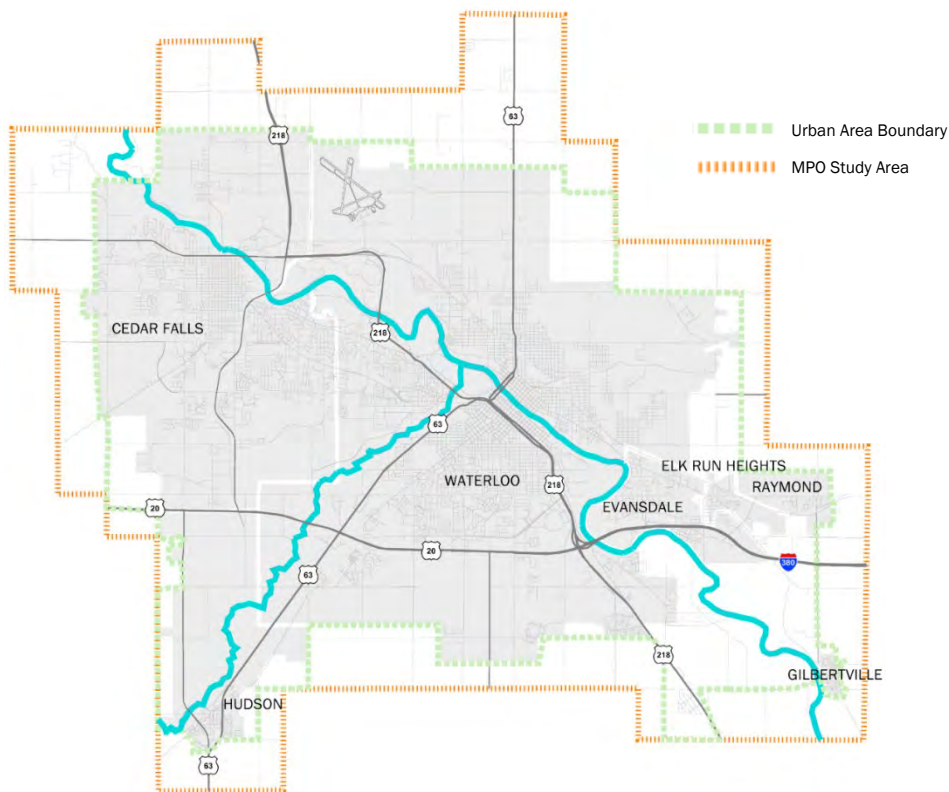
BLACK HAWK COUNTY MPO

1 COUNTY
Black Hawk County

7 CITIES
Cedar Falls
Elk Run Heights
Evansdale
Gilbertville
Hudson
Raymond
Waterloo

2 TRANSPORTATION SERVICES
Metropolitan Transit Authority
Waterloo Regional Airport

Figure 1: Black Hawk County MPO Planning Area



STRUCTURE OF THE MPO

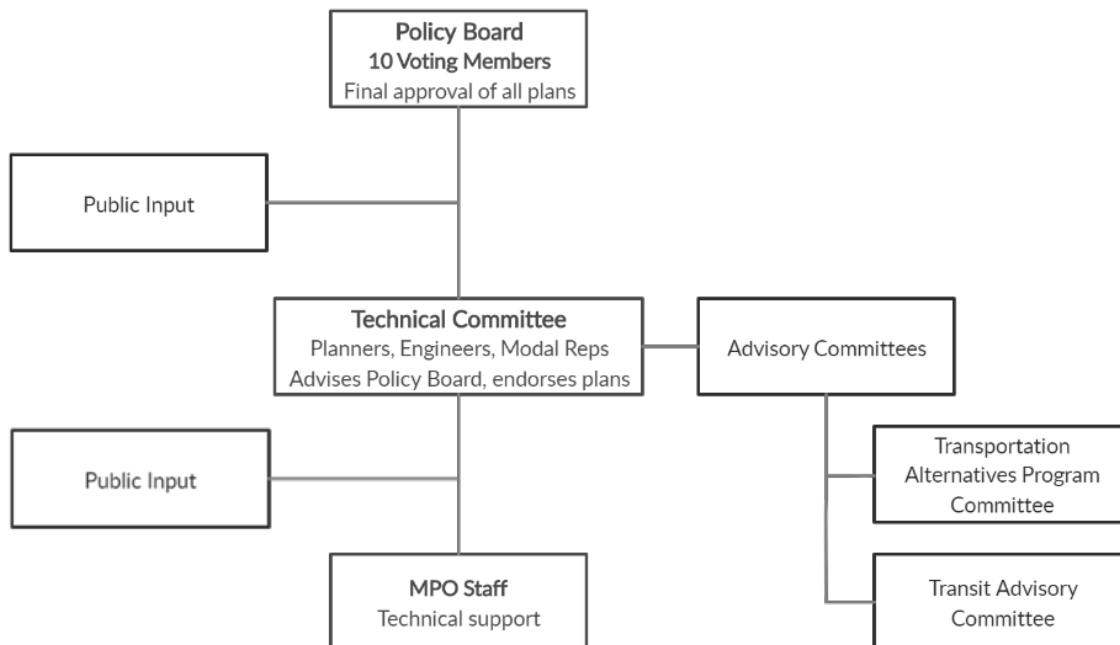
The Iowa Northland Regional Council of Governments (INRCOG) is designated by the State of Iowa as the MPO for the Black Hawk County Metropolitan Area and provides staff and technical support. Two designated committees form the structure of the MPO: The **Policy Board**, and the **Technical Committee**. The Policy Board and Technical Committee meet jointly monthly.

The **Policy Board** is the governing body of the MPO. 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 representation from the Metropolitan Transit Authority (MET) Board and the Waterloo Regional Airport Board or their designee.

The **Technical Committee** is comprised of local planners, engineers, modal representatives, and interested parties that have extensive knowledge of the area's transportation system. The Technical Committee advises the Policy Board but does not vote on policy issues.

The MPO establishes and supports subcommittees and working groups as needed. A subcommittee of the Technical Committee is the Transportation Alternatives Program Committee which meets annually to discuss, rank, and program transportation alternatives projects. Another standing committee is the Transit Advisory Committee (TAC). This group meets at least twice annually to discuss passenger transportation and human service agency coordination, and to develop the Passenger Transportation Plan (PTP). The MPO utilizes focus groups as part of the development of the Long-Range Transportation Plan.

The **Black Hawk County MPO Policy Board & Technical Committee** meet jointly on the second Thursday of each month at 10:00 a.m. in the Third Floor Board Room, located in the INRCOG Center at 229 East Park Avenue, Waterloo, IA 50703. All meetings are open to the public and **your participation is encouraged**. For more information about the MPO's meetings, please visit our website at www.inrcog.org.



STAKEHOLDERS

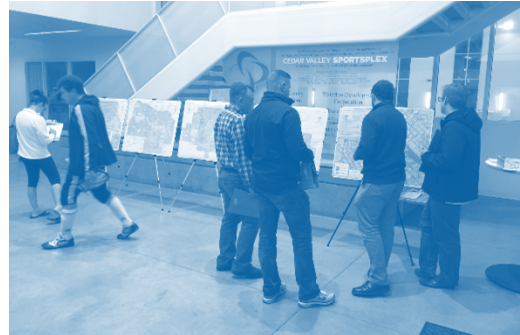
To fulfill federal requirements and ensure that its planning products reflect the needs of the region, the MPO employs a variety of outreach strategies designed to involve the public and various stakeholders. The MPO will continue to engage and consult with public agencies, public transportation agencies, private transportation providers, public transportation users, pedestrian walkway users, bicycle facility users, disability community, freight shippers and transportation service providers, and individuals and other parties.



REGULATIONS AND REQUIREMENTS

BACKGROUND ON PUBLIC INVOLVEMENT REQUIREMENTS

Many movements and events for civil rights, social, environmental, and economic justice have occurred over the past half century that still have an impact on how transportation agencies handle decision making and involving the public. These movements and events have ultimately led to early and continuous public involvement requirements through legislation, regulations, executive orders, and guidance. The following sections describe legislation, federal regulations, executive orders, and state laws that relate to public involvement for the MPO.



LEGISLATION

Civil Rights Act of 1964, Title VI

Congress enacted the Civil Rights Act of 1964. Title VI specifically prohibits discrimination based on race, color, or national origin in programs and activities receiving federal financial assistance. State Departments of Transportation, MPOs, and other recipients of federal-aid funds must ensure compliance with Title VI in their transportation public involvement process.

National Environmental Policy Act (NEPA) of 1969

NEPA requires Federal agencies to assess the environmental effects of their proposed actions prior to making decisions. This process includes specific requirements for public involvement.

Section 504 of the Rehabilitation Act of 1973

Section 504 prohibits discrimination based on disability by recipients of federal-aid funds. This Act requires recipients to ensure that public involvement meetings are accessible to individuals with disabilities. The Americans with Disabilities Act of 1990 (ADA) later extended protections for individuals with disabilities to the activities of public agencies regardless of whether the agency receives federal-aid funds.

Age Discrimination Act of 1975

This Act prohibits discrimination based on age in programs or activities received federal-aid funds. Public involvement should be open to people of all ages for full compliance with this Act.

Americans with Disabilities Act of 1990

The Americans with Disabilities Act of 1990 prohibits public entities from discriminating against individuals with disabilities in their programs and activities, such as public involvement activities. For example, public entities must ensure that public meeting facilities are accessible and must provide auxiliary aids and services to individuals with vision or hearing disabilities.

United States Code Title 23 Section 109(h)

U.S.C. Title 23 Section 109(h) requires U.S. DOT to ensure transportation investment decisions are made in the best interest of the public good. Engaging community stakeholders is critical to effective compliance with these requirements.

FEDERAL REGULATIONS

The most recent transportation bill, the Infrastructure Investment and Jobs Act (IIJA), supersedes the Fixing America's Surface Transportation (FAST) Act and reauthorizes federal funding for surface transportation programs through Fiscal Year 2026. As a recipient of funding from surface transportation programs, MPOs are subject to the legislation and regulations set forth under IIJA and preceding federal transportation bills, and are specifically subject to the regulations outlined under 23 U.S.C Section 134, 23 Code of Federal Regulations (CFR) Part 450, 49 U.S.C. Section 5303, and 49 CFR Part 613.

To meet the requirements of these federal regulations, MPOs must develop a participation plan that defines a process for providing various individuals, agencies, organizations, and interested parties, as defined under 23 CFR 450.316, with reasonable opportunities to be involved in the metropolitan transportation planning process.

EXECUTIVE ORDERS

The topics of public involvement and nondiscrimination are closely related, for allowing the full and fair participation of the public means ensuring that no individuals or groups are discriminated against. The nondiscrimination executive orders with specific public involvement implications include Executive Order 12898 on Environmental Justice and Executive Order 131666 on Limited English Proficiency. These directives help implement federal regulations noted previously.



Environmental Justice (EJ) is a separate but overlapping nondiscrimination policy similar to Title VI. Executive Order 12898 directs each federal agency to develop an EJ strategy to identify and address disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority and low-income populations. Public involvement requirements related to EJ include engaging low income and minority persons equitably in all aspects of the decision-making process.

Executive Order 13166 on **Limited English Proficiency** (LEP) is a separate policy that provides guidance on how to implement nondiscrimination based on national origin under Title VI. It compels transportation agencies to examine the services they provide, identify any need for services to those with limited English proficiency, and develop and implement a system to provide those services so LEP persons can have meaningful access to them. Public involvement requirements for LEP include conducting a Four Factor Analysis of LEP populations, providing materials in a variety of formats including alternative languages and visualizations.

There are other nondiscrimination statutes that afford legal protections, such as federal and state laws that prohibit employment and/or public accommodation discrimination based on age, color, creed, disability, gender identify, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran's status.

Transportation agencies are tasked with ensuring that decisions are made in consideration of, and to benefit, public needs and preferences. This important task in transportation planning is supported by gathering diverse viewpoints and values through public participation and nondiscrimination practices.

STATE LAW

There are two state laws that relate to an agency's responsibilities for public access – the Official Meetings Open to Public (Open Meetings) Law ([Iowa Code Chapter 21](#)) and the Examination of Public Records (Open Records) Law ([Iowa Code Chapter 22](#)).

The **Iowa 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. Key points related to the Public Participation Plan include:

- Requiring public notice of the time, date, and place of the meeting, and the tentative agenda.
- Holding each meeting at a place reasonably accessible to the public and at a time reasonably convenient to the public.
- Holding each meeting in open session, unless closed sessions are expressly permitted by law.
- Keeping minutes of all meetings showing the date, time, place, members present, and action take at each meeting.
- Electronic meetings may be conducted in circumstances where such a meeting in person is impossible or impractical. The agency still needs to make the meeting accessible to the public and keep minutes of the meeting.

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. Key points related to the Public Participation Plan include:

- Every person has the right to examine and copy public record, and to publish or otherwise disseminate a public record or the information contained in a public record of the agency.
- The agency, as the lawful custodian, may adopt and enforce reasonable rules regarding the examination and copying of the records.
- A person's right to examine a public record shall include the right to examine a public record without charge while the public record is in the physical possession of the agency.
- The agency may charge a reasonable fee for time and expense required for supervising examination and copying the records, not to exceed the actual cost of providing the service.
- There are several records that an agency can keep confidential and are not subject to public release in the absence of a court order.

ROUTINE ACTIVITIES AND PROCEDURES

Legislation, federal regulations, executive orders, and state laws require the metropolitan transportation planning process to include proactive public participation that provides complete information, timely public notice, and full public access to key decisions. The Black Hawk County MPO maintains public participation opportunities for transportation plans and projects through a wide range of activities and procedures including but not limited to public meetings, advisory committees, continuous public comment opportunities at MPO and committee meetings, press releases, monthly electronic newsletter, social media, and public input surveys. The following sections describe various MPO activities to provide a better understanding of how the public can be involved in the transportation planning and decision-making process.

POLICY BOARD AND TECHNICAL COMMITTEE

The Policy Board is the governing body of the MPO. 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 representation from the Metropolitan Transit Authority (MET) Board and the Waterloo Regional Airport Board or their designee

The Technical Committee is comprised of technically qualified representatives of agencies responsible for developing and improving the transportation system in the Black Hawk County metropolitan area. The Technical Committee serves as the advisory body to the Policy Board on technical matters pertaining to the development of transportation planning documents and comprehensive long- and short-range transportation planning. The goal of this planning process is to lead to the development, maintenance, and operation of an integrated system that considers all modes of transportation for the safe and efficient movement of people and goods.

The **Black Hawk County MPO Policy Board & Technical Committee** meet jointly on the second Thursday of each month at 10:00 a.m. in the Third Floor Board Room, located in the INRCOG Center at 229 East Park Avenue, Waterloo, IA 50703. All meetings are open to the public and **your participation is encouraged**. For more information about the MPO's meetings, please visit our website at www.inrcog.org.

The Policy Board and Technical Committee meet jointly on the second Thursday of each month at 10:00 a.m. in the Third Floor Board Room at the INRCOG Center, 229 East Park Avenue, Waterloo, IA 50703. All MPO meetings are open to the public. The INRCOG Center is an accessible facility and located on a MET Transit fixed route. Meeting notices are distributed to the public through local media sources and the INRCOG website seven days prior to the meeting. The meeting agenda is posted to the outside of the INRCOG Center at least 24 hours prior to the meeting. Any person with special communication or accommodation needs (i.e., sight, reading, or language barriers, request for online or phone participation, etc.) can contact the MPO (minimum 48 hours prior to the meeting) and arrangements will be made. Upon request, the MPO will provide courtesy transportation to and from public hearings.

ADVISORY COMMITTEES

The MPO has two established subcommittee or advisory committees. A subcommittee of the Technical Committee is the Transportation Alternatives Program (TAP) Committee which meets annually to discuss, rank, and program transportation alternatives projects. Another standing committee is the Transit Advisory

Committee (TAC). This group meets at least twice annually to discuss passenger transportation and human service agency coordination, and to develop the Passenger Transportation Plan (PTP).

Unless noted otherwise, TAP Committee and TAC meetings are held in the Third Floor Board Room at the INRCOG Center, 229 East Park Avenue, Waterloo, IA 50703. All MPO meetings are open to the public, and the INRCOG Center is an accessible facility. Meeting notices are distributed to the public through local media sources and the INRCOG website seven days prior to the meeting. The meeting agenda is posted to the outside of the INRCOG Center at least 24 hours prior to the meeting. Any person with special communication or accommodation needs (i.e., sight, reading, or language barriers, request for online or phone participation, etc.) can contact the MPO (minimum 48 hours prior to the meeting) and arrangements will be made.

LIMITED ENGLISH PROFICIENCY (LEP) ANALYSIS

The purpose of the LEP Analysis is to outline how the MPO identifies persons who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write, or understand English. The analysis provides a more detailed analysis of the LEP population in the INRCOG six-county region – including the Black Hawk County metropolitan area – and ways to assist that population. The LEP analysis is included in the appendices of the [Iowa Northland Region FY 2021-2025 Passenger Transportation Plan](#).

The LEP analysis utilizes the U.S. DOT’s four-factor LEP analysis which considers the following elements:

1. The number or proportion of LEP persons in the region who may be served by public transportation or are likely to encounter a public transportation program, activity, or service.
2. The frequency with which LEP persons encounter public transportation programs, activities, or services.
3. The nature and importance of programs, activities, or services provided by public transportation providers to the LEP population.
4. The resources available to public transportation providers and overall costs to provide LEP assistance.

ADVERTISING PUBLIC MEETINGS

MPO meeting agendas are sent to local media sources seven days prior to the meeting. Public hearing notices are sent to local media to be published no more than 20 calendar days and no less than four calendar days before the date of the hearing. The primary media outlet for the MPO is the Waterloo/Cedar Falls Courier. The meeting agenda is posted to the outside of the INRCOG Center at least 24 hours prior to the meeting. Relevant information is also made available at the INRCOG Center during business hours.

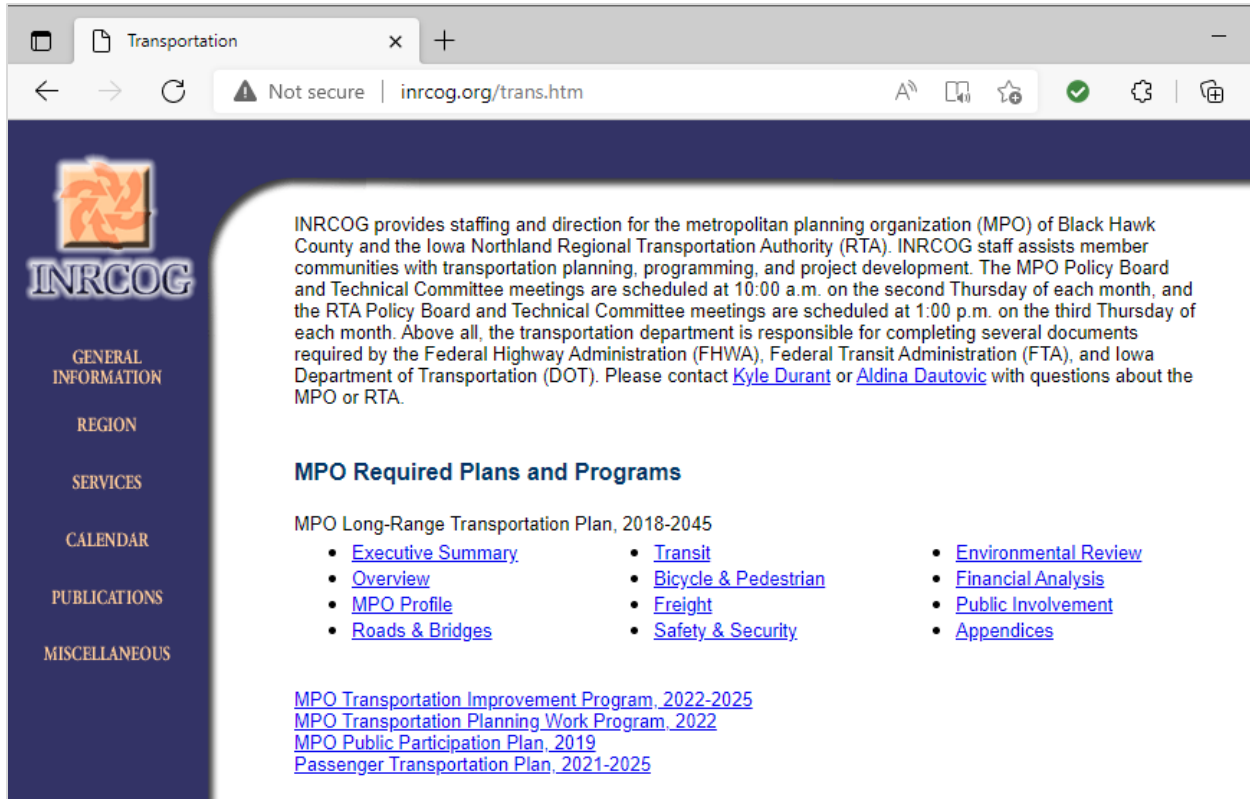
NOTICES FOR POLICY BOARD AND ADVISORY COMMITTEE MEETINGS

The MPO provides public notice for meetings through the following:

- Publication on the INRCOG website at www.inrcog.org/meeting.htm.
- Electronic mail to board members, technical committee members, advisory committee members, and other interested parties who have requested to receive agenda item notifications
- Sending meeting agendas to local media sources.
- Posting the agenda outside the INRCOG office.
- Listing upcoming schedule of meetings in the monthly electronic newsletter *COG Connection*.
- All MPO meetings are open to the public and held in accessible facilities.

WEBSITE

The INRCOG website www.inrcog.org is used throughout the development of major transportation planning documents. 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.



NEWSLETTER

The *COG Connection* is a monthly electronic newsletter published by INRCOG. Information provided may include project updates, local highlights, local/regional/national news, funding opportunities, or invitations for public involvement. The newsletter is mailed to over 300 local officials, citizens, local media sources, and other interested parties.

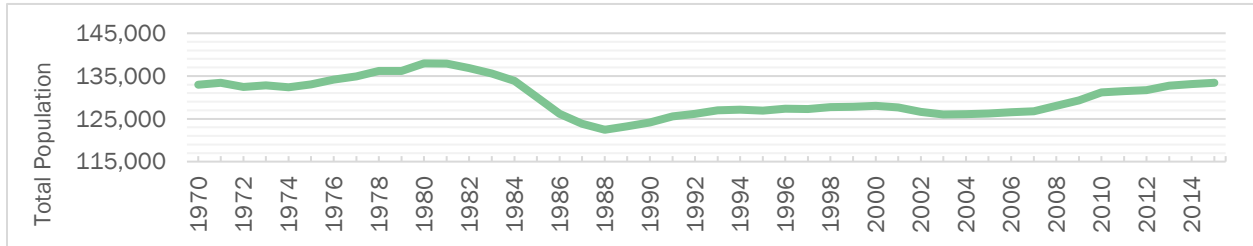
SURVEYS

The MPO uses online and paper surveys to gather public input and information for various projects and documents. Surveys are made available using the INRCOG website, electronic newsletter, and direct mailings. The MPO typically conducts a Public Input Survey during the development of the Long-Range Transportation Plan and Passenger Transportation Plan, both of which are updated every five years.

VISUALIZATION TECHNIQUES

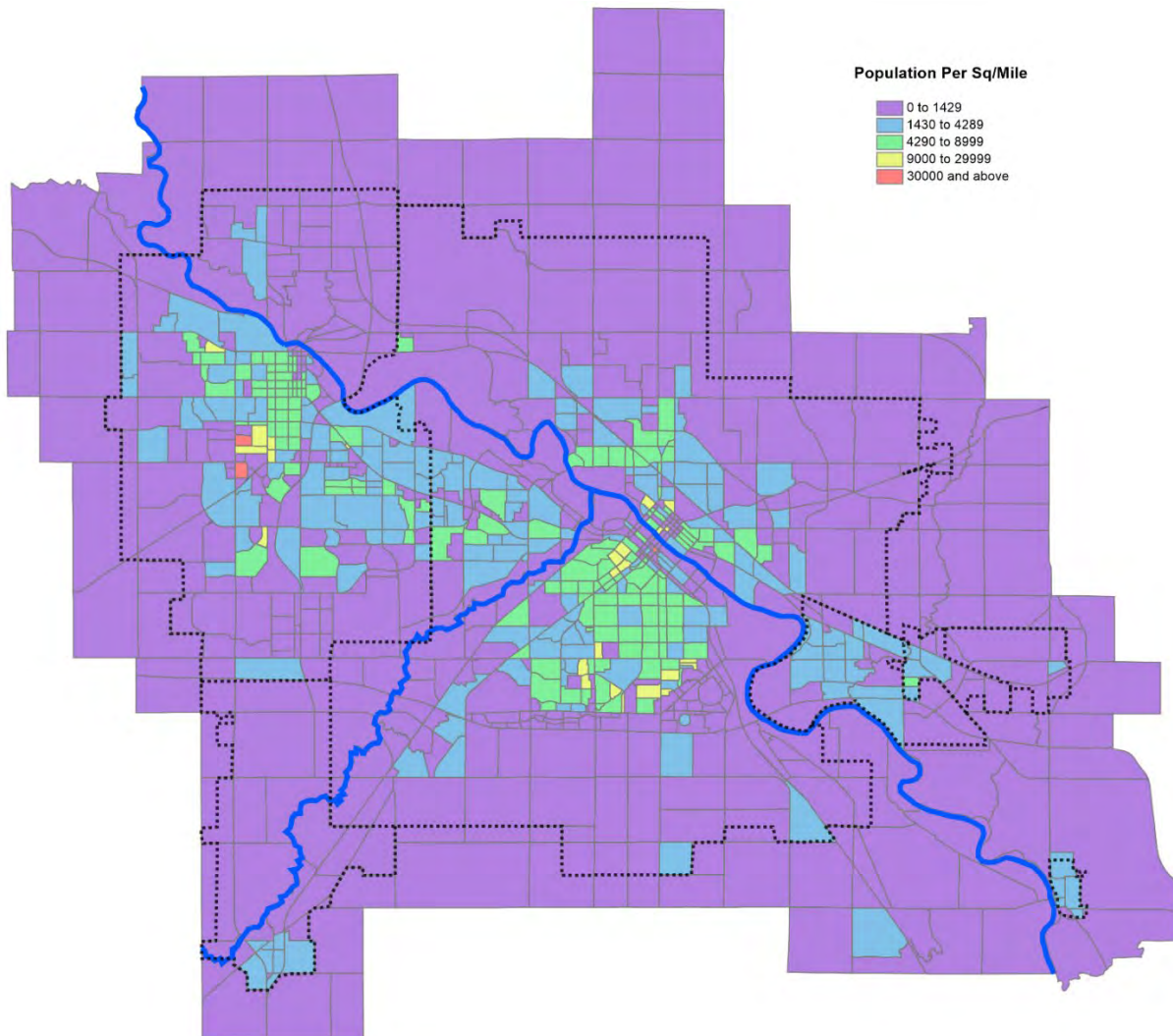
The MPO utilizes various visualization techniques to describe metropolitan transportation plans and documents. This includes Geographic Information System (GIS) data visualizations and maps, interactive maps, simple drawings, charts, tables, and photographs. Example visualizations from the 2045 Long-Range Transportation Plan are provided below.

Figure 2.1: Black Hawk County Historical Population



Source: U.S. Census Bureau

Map 2.2: Population Density, 2014

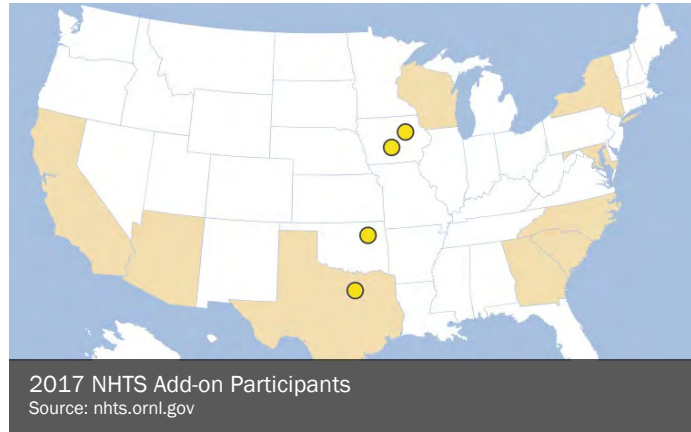


Source: Black Hawk County MPO 2045 Travel Demand Model

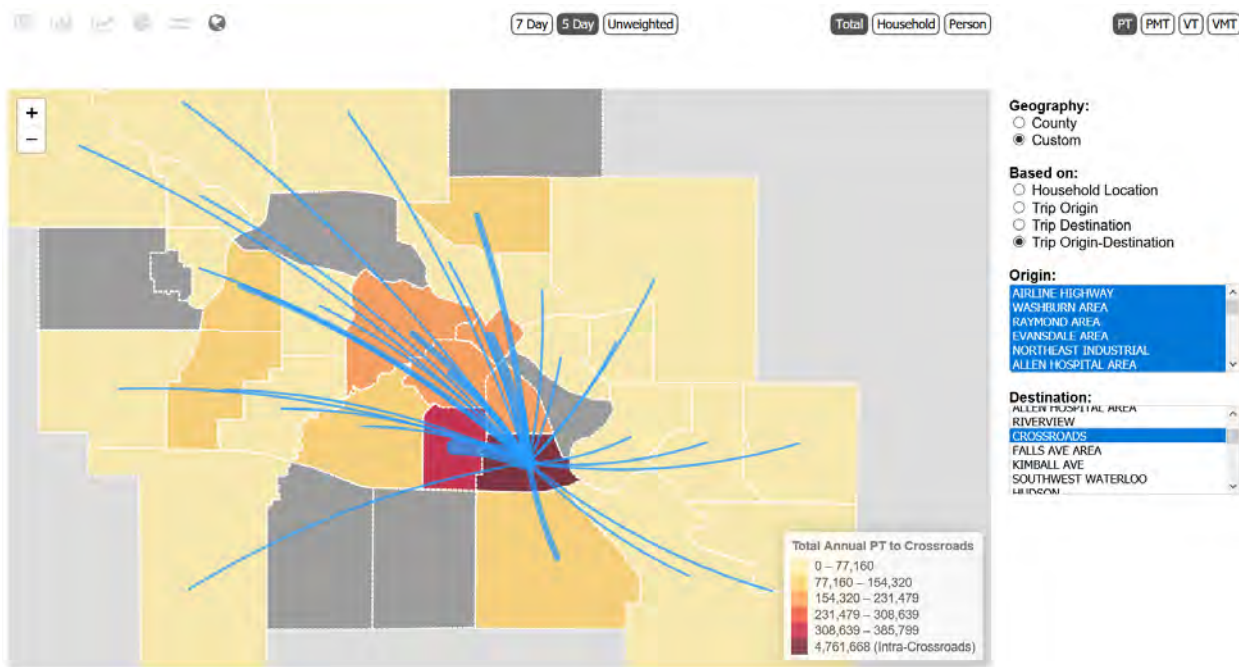
SPECIFIC PUBLIC INVOLVEMENT EFFORTS

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 questions 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.



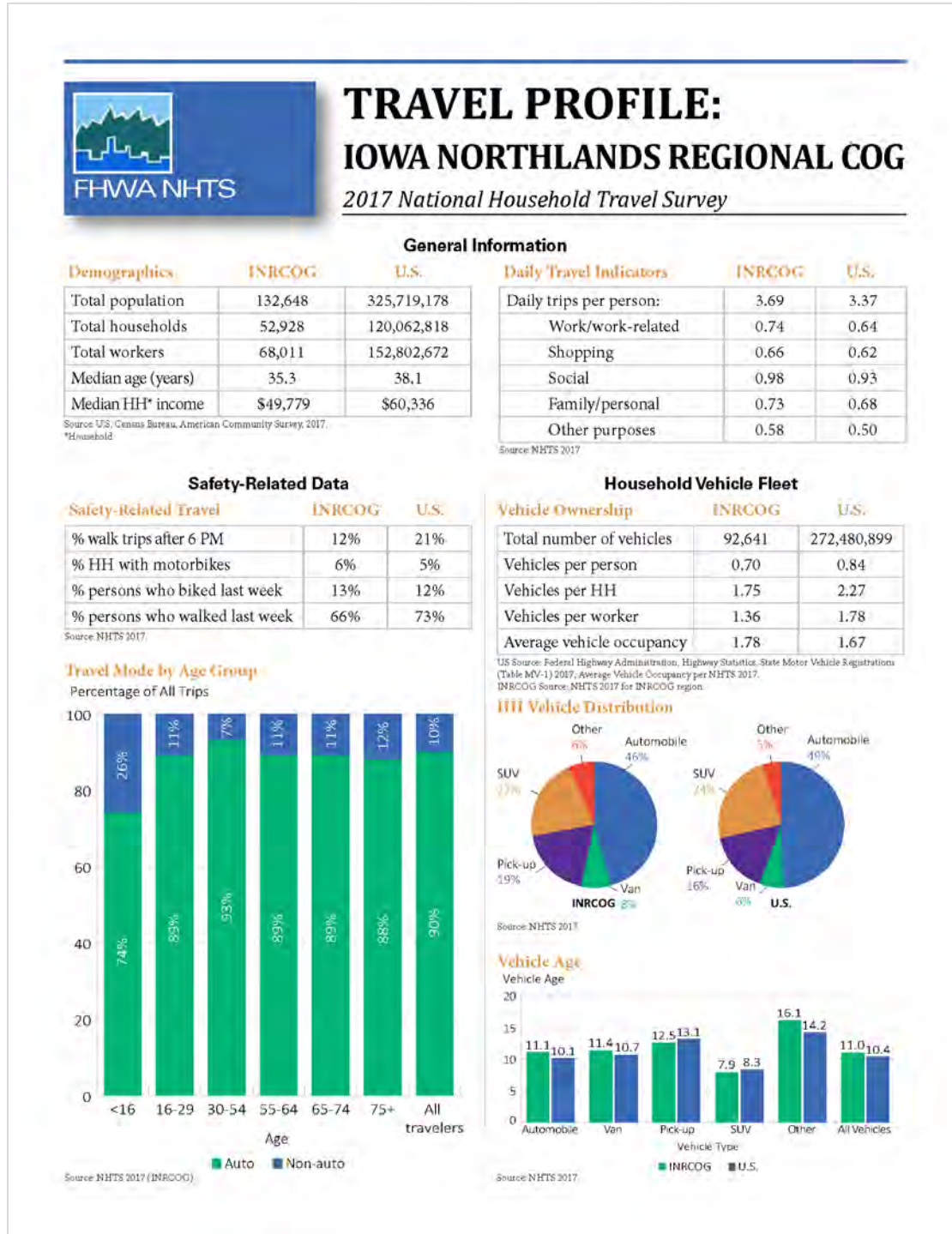
The FHWA, along with Oak Ridge National Laboratories and MacroSys, developed an online Advanced Analytics tool so users can generate maps based on the survey data as well as the origin-destination travel data. These advanced tools allow the MPO to display a variety of trends within the MPO area quickly and easily. Survey data can 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 helps MPO planners identify travel trends and potential service and infrastructure improvements.



NHTS Add-on participants are provided a Travel Profile Summary which briefly compares the MPO and U.S. travel characteristics, demographics, safety-related data, and household vehicle fleets. MPO staff created an NHTS memo to summarize bicycle and walking open-ended questions included in the survey for the MPO area.

http://www.inrcog.org/pdf/2017_National_Household_Travel_Survey_Travel_Profile_INRCOG_Region.pdf

http://www.inrcog.org/pdf/NHTS_Pedestrian_Bicycle_Memo_2017.pdf



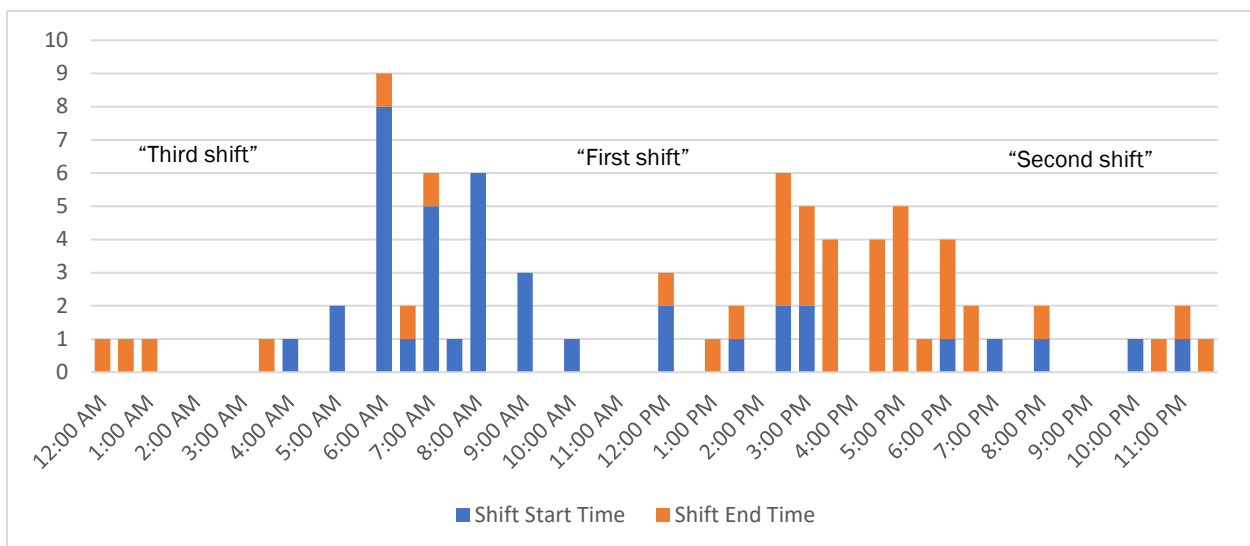
AIRLINE HIGHWAY TRANSPORTATION SURVEY

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. Most employees start their shift 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 most 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.

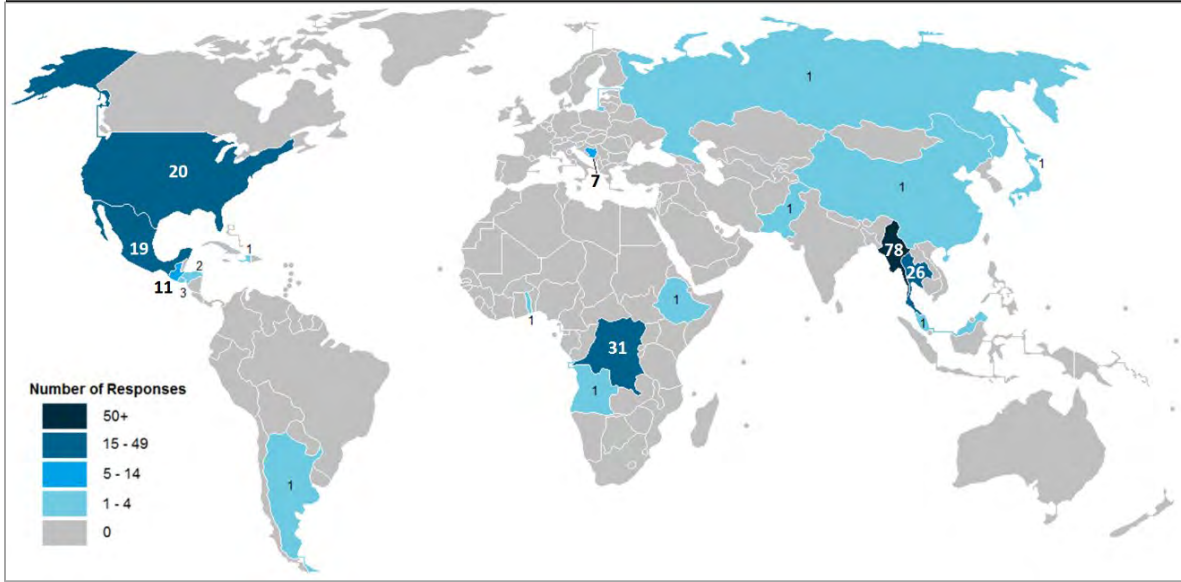
Figure 2: Shift Start and End Times for Airline Highway Industrial Area Employees



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.

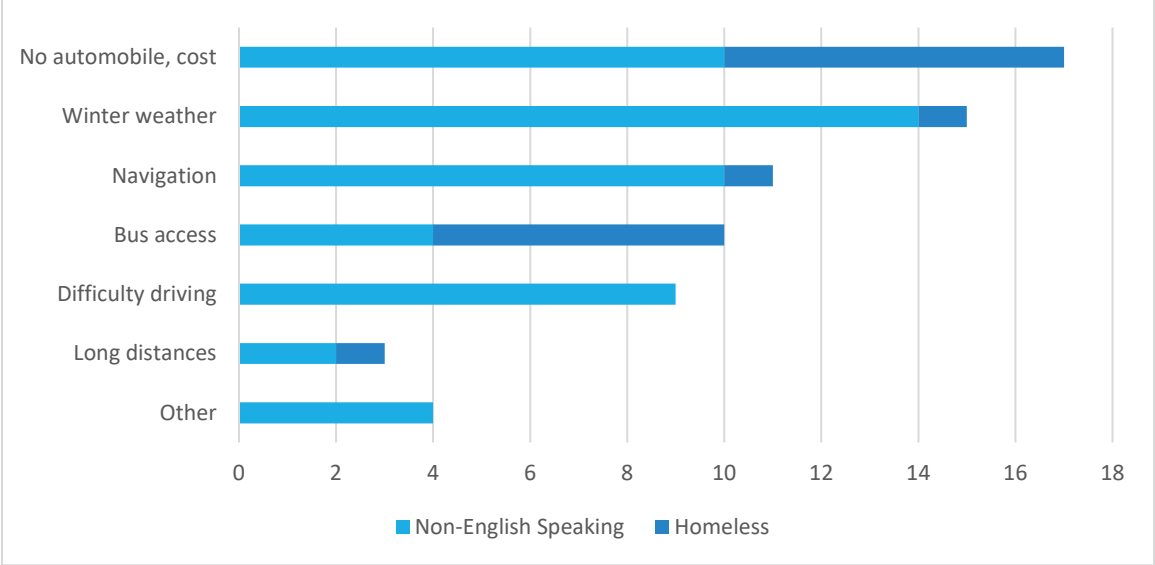
Map of countries special outreach survey participants are from



Approximately 25% of survey respondents indicated they have missed work, school, or important appointments because of transportation. 27% indicated they must get a ride with family or friends to get to medical appointments, and 26% 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% – of non-English speaking respondents indicated they have not ridden the bus in the past month, and 89% indicated they do not understand how to ride the bus. However, 51% 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.

Figure 4-31: Transportation challenges faced, by group



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 was adopted February 10, 2022.

Figure 4-22: Within the area you selected, describe the following (5=excellent, 4=good, 3=fair, 2=poor, 1=none)

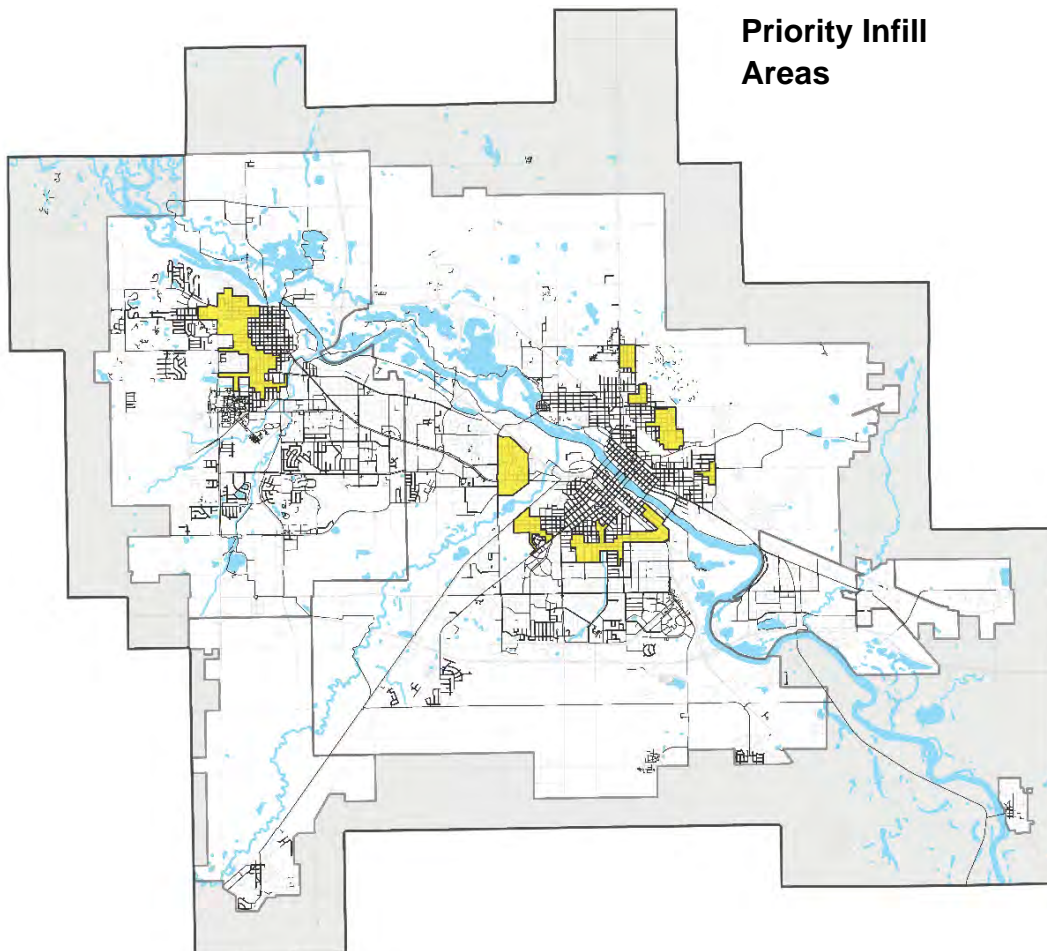
	Sidewalk condition	Crosswalk safety	Lighting at night	Directness of walkways	Continuity of walkways	Safety for the elderly, disabled, and children	Safety from street crime	Quality of design for pedestrians
1.) Thunder Ridge, Holmes Jr High...	3.2	3.2	3.0	3.4	2.8	2.8	3.5	3.1
2.) North Cedar, Black Hawk Park...	1.5	3.5	3.5	3.0	3.0	3.0	4.0	3.0
3.) Airport, Airline Highway	1.4	1.8	2.8	1.4	1.7	1.7	2.6	2.0
4.) Downtown Cedar Falls, CF High School	3.3	3.0	3.0	3.3	2.7	2.7	3.7	3.0
5.) George Wyth State Park, Hartman...	2.5	3.5	3.5	2.3	3.0	2.3	3.0	3.5
6.) Broadway St. Riverfront Stadium...	3.3	3.4	3.3	4.0	3.3	2.7	2.0	3.1
7.) Allen Hospital, Logan Plaza, Carver...	2.5	2.9	2.8	2.1	2.1	2.4	2.6	2.5
8.) East High, Cunningham Elementary	2.8	3.0	3.0	2.7	3.0	2.6	2.0	2.8
9.) Tyson, John Deere Tractor Cab...	3.0	4.0	3.0	4.0	1.0	3.0	3.0	-
10.) UNI, College Hill	2.9	3.2	2.9	3.2	2.9	2.5	4.2	2.6
11.) College Square Mall, Peet Jr. High	2.4	2.3	3.3	2.6	2.4	2.3	3.8	2.4
12.) Cedar Heights, Central Middle School	2.7	2.8	2.9	2.9	2.8	2.7	3.5	2.8
13.) Falls Ave, Fred Becker Elementary...	3.1	3.0	3.3	3.1	2.7	2.3	3.2	2.9
14.) Church Row, Six Corners, Irving...	3.2	3.1	3.1	3.8	3.2	2.8	2.5	2.9
15.) Downtown Waterloo, Grout...	3.1	3.0	3.1	3.4	3.7	2.7	2.7	3.1
16.) Southeast Riverfront, Crystal Dist...	3.0	2.7	2.7	3.0	2.5	2.5	3.0	3.3
17.) Evansdale, Bunger Middle School...	3.0	3.0	3.0	3.3	3.0	2.8	3.0	2.8
18.) East Evansdale, Elk Run Heights...	1.3	1.8	2.3	1.8	1.8	1.8	3.2	2.0
19.) Viking Plaza, CF Industrial Park	2.9	2.0	2.5	2.5	2.3	2.0	3.2	2.2
20.) Audubon Park, UnityPoint Clinic...	2.1	2.9	2.9	1.7	1.5	2.4	3.8	1.8
21.) Kimball Ave. West High, Hoover...	2.4	2.9	3.2	2.3	2.1	2.3	3.6	2.5
22.) Crossroads Shopping, La Porte Rd	2.1	2.5	3.3	2.2	2.2	2.0	2.8	2.2
23.) Hudson, Orange Elementary	3.1	3.1	3.4	3.0	2.8	3.1	4.4	3.3
24.) Gilbertville, Cedar Knoll, Isle Casino...	2.0	2.6	2.5	2.3	2.1	2.2	3.3	2.1
Average	2.6	2.9	3.0	2.8	2.5	2.5	3.2	2.7
Response rate	84.3 %	82.3 %	80.5 %	79.7 %	81.4 %	86.2 %	78.2 %	82.8 %
NR	54	61	67	70	64	51	75	59
Margin of error	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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 locations included Hoover Middle School, George Washington Carver Academy, Southdale Elementary, Cedar Heights Elementary, and the non-traditional locations of Crossroads Shopping Center and the Cedar Valley SportsPlex in Waterloo. These two locations were selected to achieve a wider range of public contact by going to where people are already congregating. Flyers advertising the public input meetings were distributed to over 50 businesses and civic centers, and a press release was sent to local media.

At the meetings, residents were able to review recommendations for sidewalk and crosswalk improvements in areas across the MPO. Attendees were asked to indicate which projects they would support and which ones they would not. The goal was to receive input from all residents, not just proponents of sidewalks. Residents could also provide feedback using an online survey form. 120 responses were received from the input meetings and the online survey.

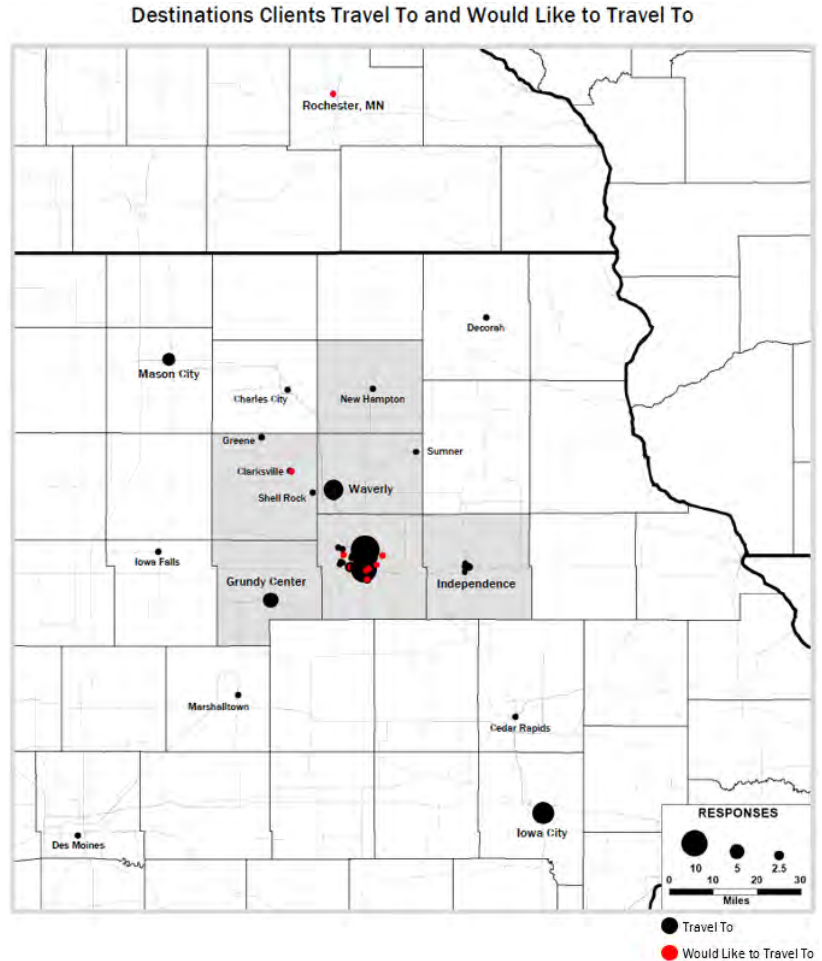
The surveys included a matrix of every draft project recommendation, and respondents were asked to indicate whether they “strongly support”, “somewhat support”, “somewhat oppose”, or “strongly oppose” each project. A numeric value was assigned to each answer which allowed for calculating the mean for each project. The highest ranked areas were reviewed by MPO staff to determine the “priority infill 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.



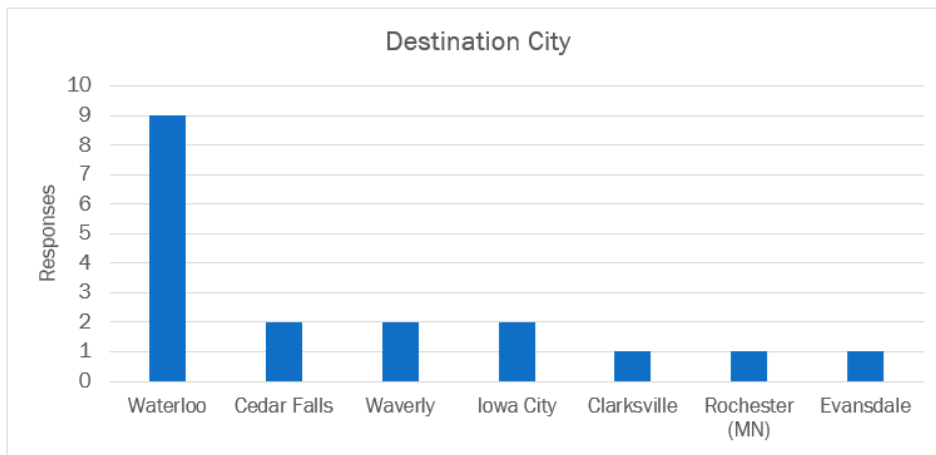
PASSENGER TRANSPORTATION SURVEY

Public input was received through a Passenger Transportation Survey that was conducted as part of the FY 2021-2025 Passenger Transportation Plan (PTP). The purpose of the survey was to help identify existing transportation services, transportation needs, and opportunities for coordinated services in the six-county Iowa Northland Region, including the Black Hawk County metropolitan area. Survey responses were also utilized to help identify passenger transportation investment priorities and strategies for the next five years.

The online survey was distributed to passenger transportation providers and human service agencies in December 2019. The survey consisted of 12 questions as well as several opportunities for written comments. Agencies were also provided the opportunity to complete the survey manually. Agencies were notified of the survey through mailings and email. A total of 50 responses were received.



9. List up to three additional destinations your clients would like to travel to, but currently cannot (destination & city):



2050 LONG-RANGE TRANSPORTATION PLAN SURVEY

In August 2022, MPO staff conducted a public input survey to gain input prior to the development of the 2050 Long-Range Transportation Plan (LRTP). A mailing list of 1,000 randomly generated households in Cedar Falls, Elk Run Heights, Evansdale, Hudson, Gilbertville, Raymond, and Waterloo was purchased through the mailing list consultant LeadsPlease.

ArcGIS Survey123 was used to create, administer, and analyze the survey. Postcards were created and mailed using VistaPrint. The postcard included a QR code and URL to provide access to the online survey. To increase response rates, participants could contact the INRCOG office and request a paper survey be mailed to their address.

The survey included approximately 30 questions to capture input regarding safety, transit, roads, bridges, and pedestrian and bicycle infrastructure in the metropolitan area. There were multiple opportunities for written comments and two demographic questions.



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 INRCOG, Cedar Falls City Hall, and the Cedar Valley SportsPlex in Waterloo. The SportsPlex was chosen 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.

WATER TRAILS MASTER PLAN PUBLIC INPUT MEETINGS

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.

ROUTINE PLANNING DOCUMENTS

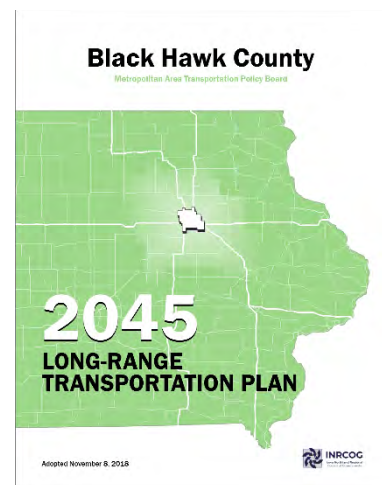
The MPO is responsible for completing the transportation planning documents outlined in this section and will actively seek input during development and implementation. Further, the MPO will seek input for all documents and processes concerning the Infrastructure Investment and Jobs Act and its implementation 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 INRCOG, 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 INRCOG, and on the INRCOG website and Facebook page. Notices may also be sent to organizations serving traditionally underserved populations.
 - e. Any person with special communication or accommodation needs (i.e., sight, reading, or language barriers, request for online or phone participation, etc.) can contact the MPO (minimum 48 hours prior to the meeting) and arrangements will be made.



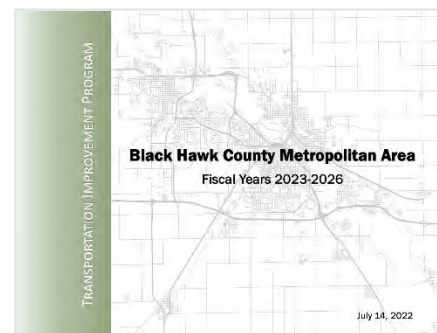
3. Public Comment Period
 - a. Written and oral comments will be solicited during the public input sessions. The public will also have at least a 15-calendar-day comment period following the final public input session to submit comments via letter, email, phone, or in person.
 - b. A public hearing will 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 INRCOG, 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 information.
 - 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:

1. 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 INRCOG, 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 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 Iowa 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 INRCOG, and on the INRCOG website and Facebook page. Notices may also be sent to organizations serving traditionally underserved populations.
 - g. Any person with special communication or accommodation needs (i.e., sight, reading, or language barriers, request for online or phone participation, etc.) can contact the MPO (minimum 48 hours prior to the meeting) and arrangements will be made.

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 final TIP will be submitted to the Iowa DOT, FHWA, and FTA.
- c. The final TIP will be made available on the INRCOG website, at INRCOG, 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. 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.

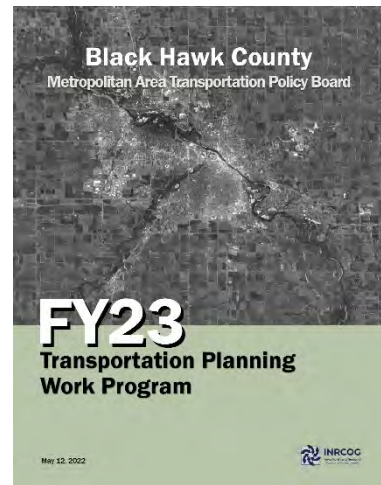
- b. Any revision to the TIP that adds a new federal aid project or increases the federal aid limit of a project will require that a corresponding change be made to another programming entry to ensure the Statewide Transportation Improvement Program (STIP) remains fiscally constrained. This requirement 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% and total federal aid increases less than \$2,000,000	Federal aid changed by 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 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.



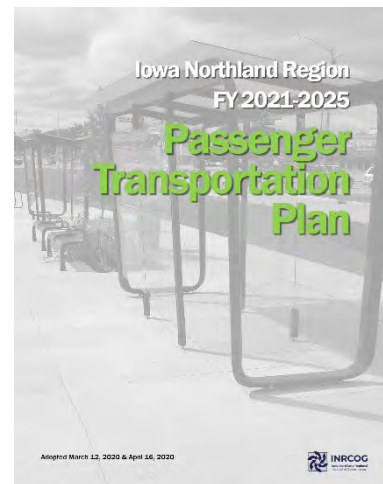
The following actions will be undertaken annually to ensure full public participation:

1. 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 INRCOG, 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 INRCOG, 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 special communication or accommodation needs (i.e., sight, reading, or language barriers, request for online or phone participation, etc.) can contact the MPO (minimum 48 hours prior to the meeting) and arrangements will be made.
3. Final TPWP
 - a. The Policy Board will consider a summary of comments and responses and adopt the final TPWP.
 - 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 INRCOG, 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 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-the-public, 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 INRCOG, 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.

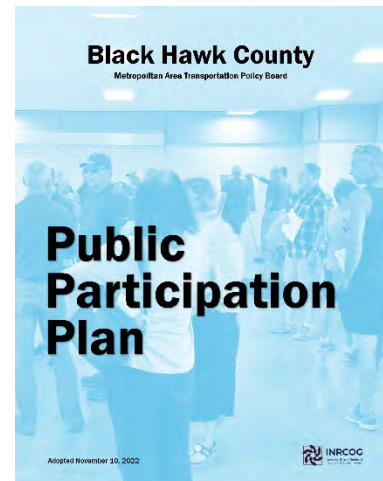
- b. The public will have at least a 15-calendar-day comment period following completion of the draft PTP and presentation to the Policy Board and Technical Committee to submit comments via letter, email, phone, or in person.
 - c. Notices and agendas of MPO meetings will be made available through local media sources, at INRCOG, 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 special communication or accommodation needs (i.e., sight, reading, or language barriers, request for online or phone participation, etc.) can contact the MPO (minimum 48 hours prior to the meeting) and arrangements will be made.
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 Iowa DOT and FTA
 - c. The final PTP will be made available on the INRCOG website, at INRCOG, 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 every five years.

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

1. 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 INRCOG, 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 INRCOG, 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 special communication or accommodation needs (i.e., sight, reading, or language barriers, request for online or phone participation, etc.) can contact the MPO (minimum 48 hours prior to the meeting) and arrangements will be made.
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 Iowa DOT, FHWA, and FTA.
 - c. The final PPP will be made available on the INRCOG website, at INRCOG, 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)	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)	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	15-calendar-days following draft completion and presentation to the 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	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)	Every five years	INRCOG staff with input from jurisdictions and interested parties	Not required	45-calendar-days following draft completion and presentation to the Policy Board and Technical Committee	Adopted at a regularly scheduled MPO Policy Board meeting	INRCOG website, at INRCOG Center, and upon request

INVOLVING EVERYONE

The Black Hawk County MPO will not exclude, deny, or discriminate based on race, color, ethnicity, national origin, immigration status, age, sex, gender, gender identify and expression, sexual orientation, pregnancy, familial or marital status, religion, disability, veteran status, medical or genetic condition, or any other characteristic protected under applicable federal or state law in its admission to, access to, or operations of its programs, services, or activities.

CHALLENGES AND OPPORTUNITIES

The MPO believes all persons should have input and benefit from transportation investments. To ensure everyone can participate in the transportation planning and decision-making process, it is imperative for the MPO to identify potential public input challenges and opportunities. Potential challenges include but are not limited to the following:

- Limited or no access to a vehicle
- Lack of access to internet or digital device
- Finding time to participate
- Reluctance to attend in-person public input meetings
- Navigating public transportation
- Language barriers
- Limited understanding of the MPO and what we do
- Unfamiliarity with transportation planning and public input opportunities/efforts

The MPO strives to address these challenges to help ensure public involvement is as accessible as possible. Public input opportunities include but are not limited to the following:

- Holding public input opportunities where people already are (i.e., grocery store)
- Online and in person public input meeting options
- Paper and online public input surveys made available in English, Spanish, and Bosnian
- Informational posters distributed to libraries, community centers, public buildings, religious centers, and senior centers
- Flyers and posters for public meetings printed in English, Spanish, and Bosnian
- Plans and documents provided online and in accessible formats when requested
- Executive summaries for major documents
- Web translation service provided for the INRCOG website
- Telephone translation service provided by INRCOG
- Inviting representatives of organizations that represent communities of color, people with disabilities, and seniors to meetings and appropriate focus groups or workshops
- Presentations from local, state, and national conferences shared on the INRCOG website
- Online and paper mapping exercises

UNDERSERVED POPULATIONS

Identifying the locations and concentrations of Underserved Populations is essential to establishing effective strategies for engaging everyone in the transportation planning and decision-making process. To identify the location and concentration of persons protected under Title VI and other nondiscriminatory regulations, the following maps were created to display Census Tracts that exceed the regional average of each group.

Racial and Ethnic Minorities

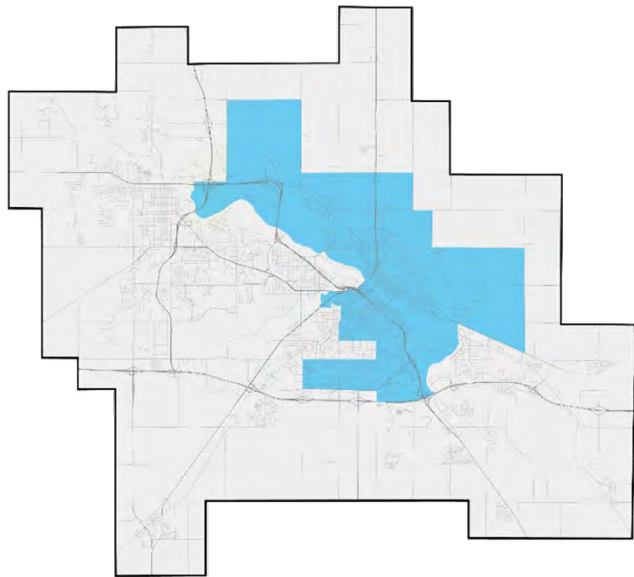
For the purposes of this plan, Racial and Ethnic Minorities are defined as individuals that do not identify as White alone. Under this definition, the estimated Minority population accounts for 21.6% of the total population in Black Hawk County. Areas shaded in the map exceed the county average.

Limited English Proficiency (LEP)

The Department of Justice defines LEP persons as, “Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English...” Approximately 3.8% of the population 5 years of age and older within Black Hawk County are considered LEP individuals. Areas shaded in the map exceed the county average.

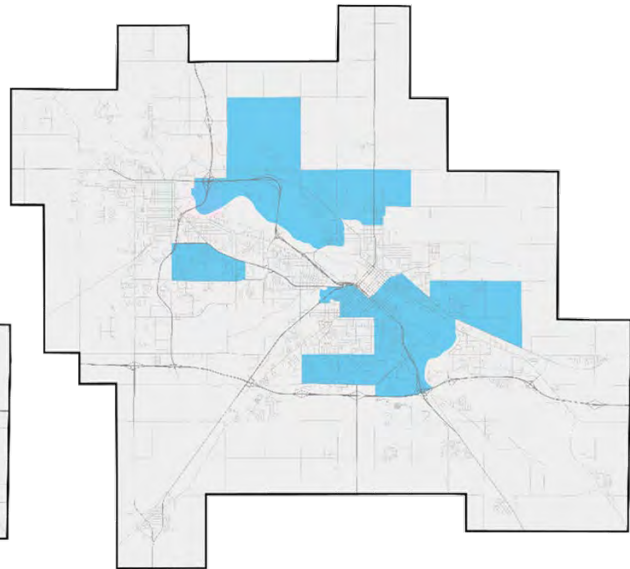
Racial & Ethnic Minorities

U.S. Census Bureau, 2020 Decennial Census



Limited English Proficiency

U.S. Census Bureau, 2016-2020 American Community Survey
5-Year Estimates



Aged 65 and Over (Seniors)

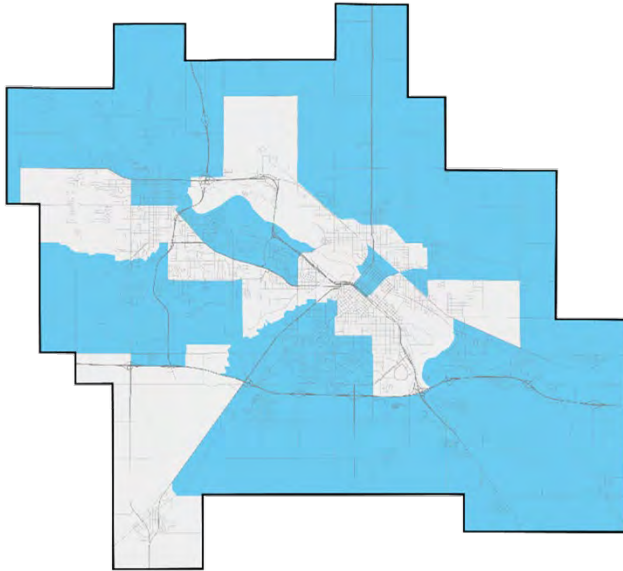
Approximately 16.5% of the population within Black Hawk County is 65 years old or older. Areas shaded in the map exceed the county average.

Poverty/Low-Income

According to the U.S. Census Bureau, people and families are classified as being in poverty if their income is less than their poverty threshold. Approximately 15.5% of the population within Black Hawk County is below the poverty level. Areas shaded in the map exceed the county average.

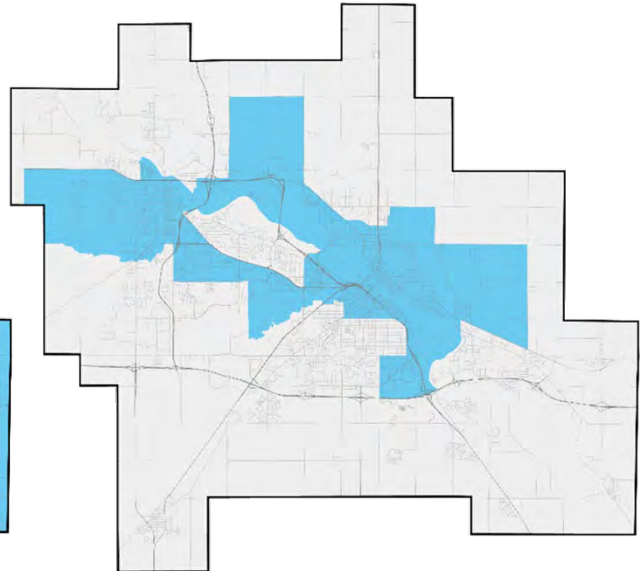
Aged 65 and Over (Seniors)

U.S. Census Bureau, 2016-2020 American Community Survey
5-Year Estimates



Poverty/Low-Income

U.S. Census Bureau, 2016-2020 American Community Survey
5-Year Estimates



Persons with Disabilities

To capture a variety of characteristics that encompass the definition of disability, the American Community Survey identifies serious difficulty with four basic areas of functioning – hearing, vision, cognition, and ambulation (movement); difficulty bathing and dressing; and difficulty performing errands such as shopping. Approximately 13.1% of the total civilian noninstitutionalized population within Black Hawk County have at least one disability. Areas shaded in the map exceed the county average.

Vehicle Access

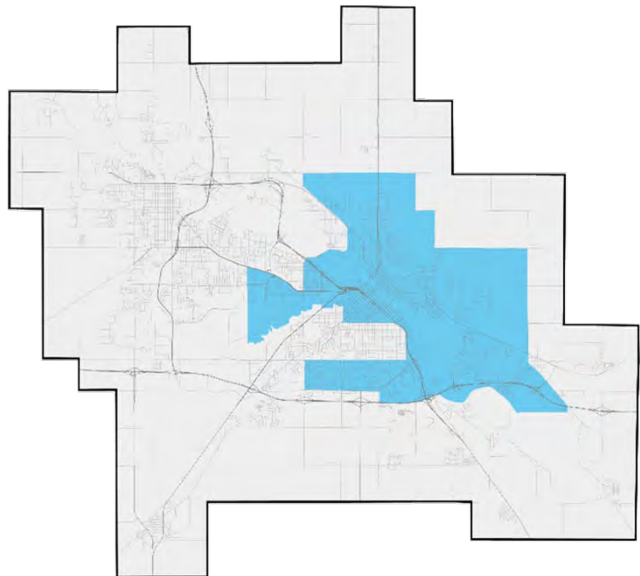
Approximately 7.3% of the households within Black Hawk County do not have access to a personal vehicle. Areas shaded in the map exceed the county average.

Internet Access

Approximately 16.8% of households within Black Hawk County do not have an internet subscription (dial-up or broadband of any type). Areas shaded in the map exceed the county average.

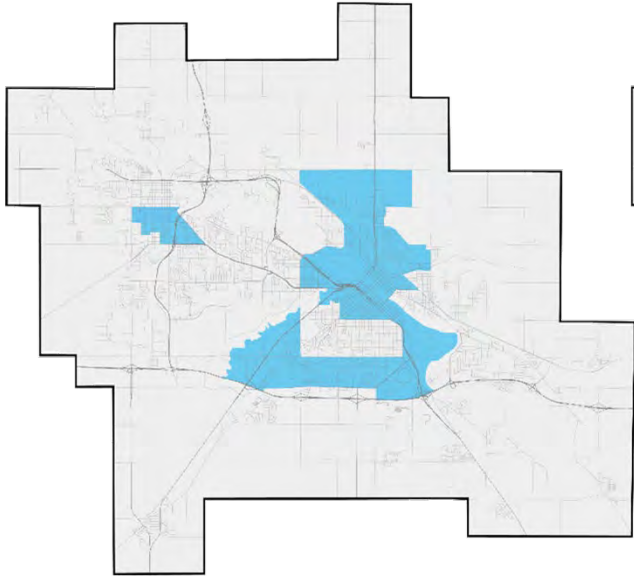
Persons with Disabilities

U.S. Census Bureau, 2016-2020 American Community Survey
5-Year Estimates



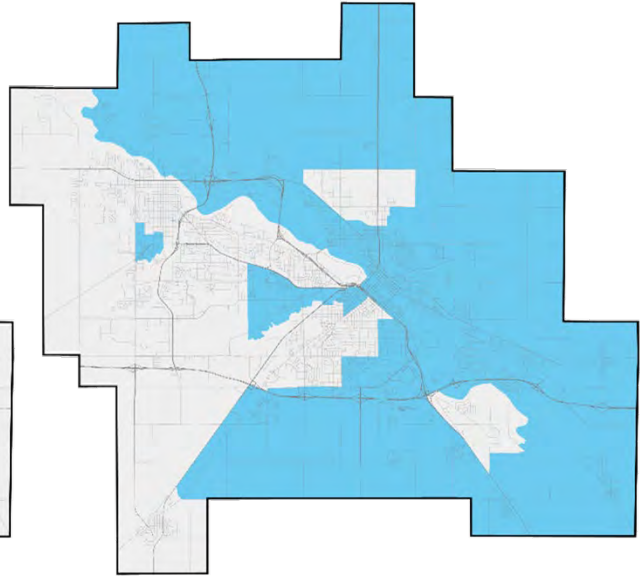
No Vehicle Access

U.S. Census Bureau, 2016-2020 American Community Survey
5-Year Estimates



No Home Internet

U.S. Census Bureau, 2016-2020 American Community Survey
5-Year Estimates



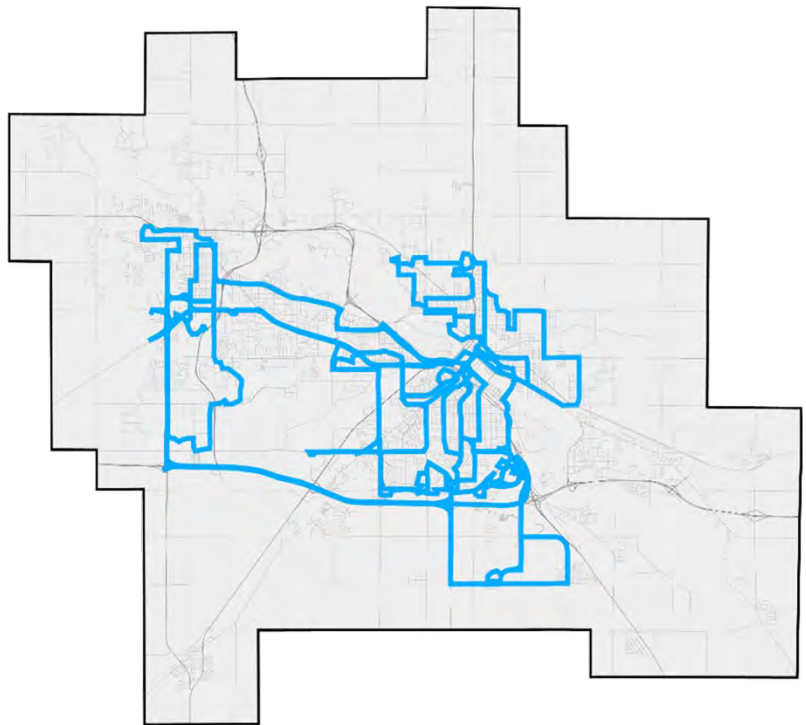
Transit Service

When identifying potential public meeting locations away from the INRCOG Center, the Black Hawk County MPO staff reviews the location's access to the MET Transit fixed routes. This helps maximize meeting attendance and provide access to a wider audience.

MET Transit is the delegated public transit provider for Waterloo and Cedar Falls (28E agreement) and operates 11 fixed routes within the communities. MET Transit also provides paratransit service which offers transportation for people who are unable to use fixed route buses. To qualify for paratransit service, passengers must meet certain conditions established by the Americans with Disabilities Act (ADA). The following map shows existing fixed route service as of November 2022.

MET Transit Routes

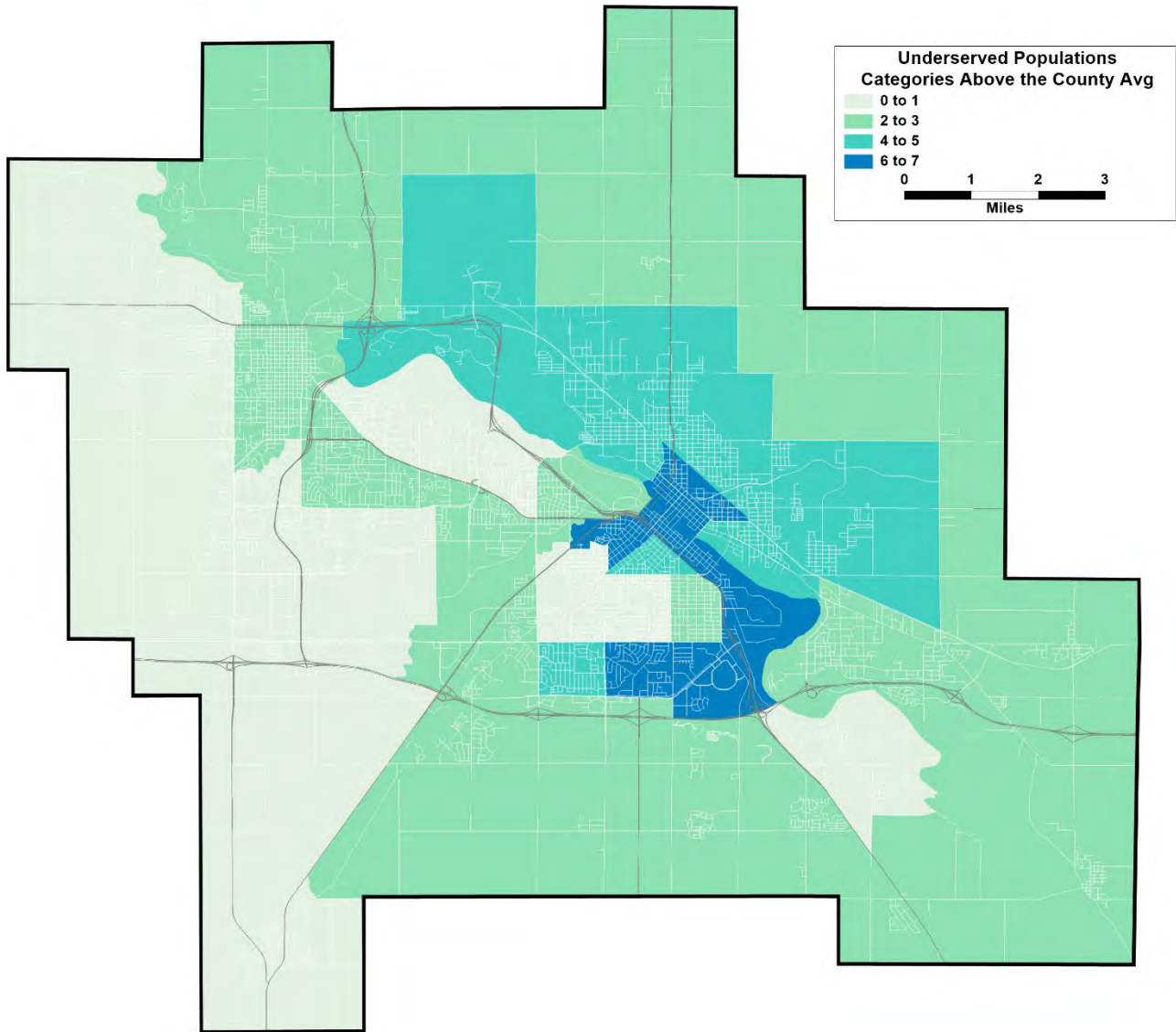
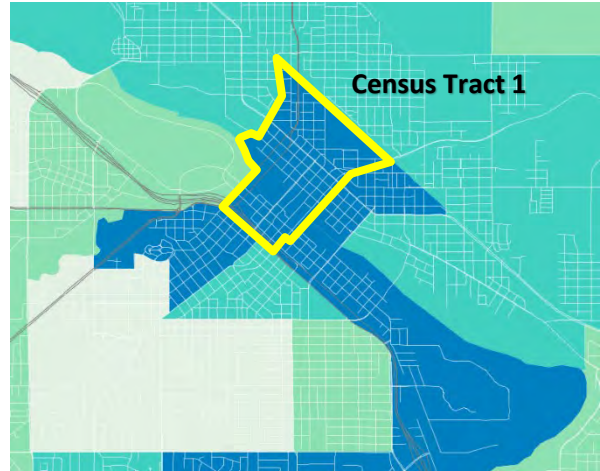
August 2022



For more information about MET Transit and services provided, visit www.mettransit.org.

Underserved Populations Analysis

The following map was produced to display comprehensive information of all seven Underserved Populations categories identified in the previous section. The darker the shade, the more categories of Underserved Populations that are above the county average. The darkest shaded Census Tracts exceed the county average for 6 to 7 of the Underserved Populations categories. For example, Census Tract 1 (highlighted to the right) exceeds the county average for Racial and Ethnic Minorities, Seniors, Poverty, Persons with Disabilities, Lack of Vehicle Access, and Lack of Internet Access.



APPENDIX – PUBLIC COMMENTS

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