



# RPA 10 Public Participation Plan

Final

June 2023

## Introduction and Overview

### Background

The State of Iowa has developed a system of Regional Planning Affiliations (RPAs) to carry out transportation planning on a regional level. Iowa has 18 RPAs that cover the area outside of Iowa's nine Metropolitan Planning Organizations (MPOs). The Iowa Department of Transportation (DOT) provides funding through Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) sources to the RPAs to finance planning and to program for projects. In return, the RPAs conduct regional planning activities that mirror those required of MPOs. This includes completing several planning documents and conducting a cooperative, continuous, and comprehensive transportation planning process.

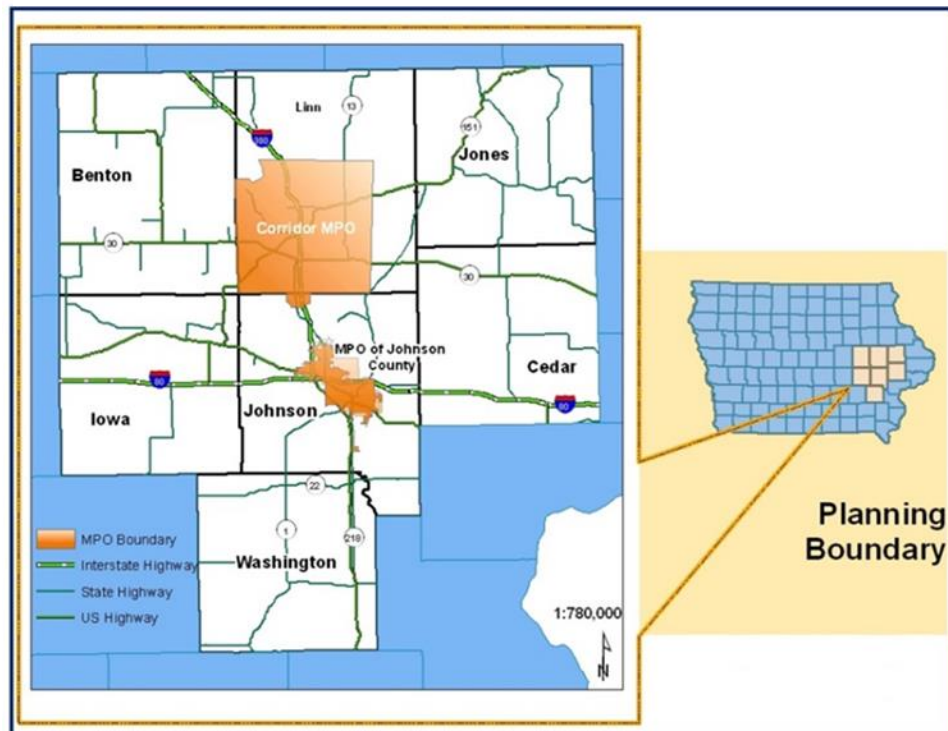
The Region 10 Regional Planning Affiliation (RPA 10) was established in 1993 to conduct transportation planning and programming for Benton, Cedar, Iowa, Johnson, Jones, Linn, and Washington. The map to the right provides an overview of the RPA 10 region. RPA 10 is staffed by the East Central Iowa Council of Governments (ECICOG) which has provided planning, grant administration and regional

collaboration services to those same counties, with the exception of Cedar County, since 1973.

ECICOG is also serves as the administrative agency for CorridorRides, which provides passenger transportation services to persons in the six-county region

outside of the Cedar Rapids and Iowa City metropolitan areas where public transit is provided by Cedar Rapids Transit, Iowa City Transit, University of Iowa Cambus, and Coralville Transit. RPA 10 is responsible for all related transportation and transit planning and programming

Map of RPA 10 Region



activities. The ECICOG Board of Directors, however, is responsible for the day-to-day operation of CorridorRides including the submittal and administration of related grant applications, purchase of service contracts, capital acquisition and disposal, and major fare and service changes.



This document is the Public Participation Plan for RPA 10 and CorridorRides. This plan outlines the ways public involvement is incorporated into RPA 10 and CorridorRides activities. Public input is a vital component of any government endeavor. The goal of this plan is to identify ways to provide all citizens of the region an opportunity to voice



their opinions and express their concerns regarding multimodal and intermodal transportation planning, programming, and initiatives. RPA 10 and CorridorRides seek to actively involve the public in decision-making and increase public awareness of and interest in the services provided.

### Organizational Structure of RPA 10

RPA 10 is governed by a Policy Committee consisting of 14 officials from member jurisdictions. The Policy Committee is responsible for establishing overall policy, making transportation planning-related decisions, prioritizing programming, and monitoring regional transportation conditions. Policy Committee representatives are appointed by the affiliated county boards of supervisors. The Policy Committee has established three advisory committees to assist in the planning process – the Transportation Technical Advisory Committee (TTAC), the Regional Trails Advisory Committee (RTAC), and the Passenger Transportation Advisory Committee (PTAC). Advisory Committee members are appointed by the Board of Supervisors from each affiliated county.



**Policy Committee** – governing body, comprised of two representatives from each county, meet the last Thursday of the month



Transportation Technical Advisory Committee (TTAC) – comprised of three reps from each county, meet quarterly



Regional Trails Advisory Committee (RTAC) – comprised of two reps from each county, meet quarterly



Passenger Transportation Advisory Committee (PTAC) – comprised of two reps from each county, meet as necessary

## 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, transportation legislation pursuant to applicable sections of the 23 Code of Federal Regulations, and all other US DOT statutes and regulations. It is also the purpose of this plan to follow the legislation passed in Iowa that allows public involvement in the process by following the Open Meetings Law and Public Records Law.

### IIJA

In December 2021, President Biden signed into law the Infrastructure Investment and Jobs Act (IIJA), which included a long-term surface transportation authorization. IIJA (also known as BIL, the Bipartisan Infrastructure Law) continues all public participation requirements that applied to the Metropolitan Planning Program under the FAST Act. A new element of IIJA allows MPS and non-metropolitan areas the use of social media and other web-based tools to encourage public participation in the transportation planning process.

### Title VI, ADA, LEP and Environmental Justice

RPA 10 and CorridorRides 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. RPA 10 and CorridorRides plans also comply with the Americans with Disabilities Act of 1990. This civil rights law protects individuals from discrimination based on disabilities.

RPA 10 and CorridorRides plans must observe Executive Order 13166 which requires agencies to consider the needs of individuals who do not speak English as their primary language and who have a limited English proficiency (LEP). They must also observe Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations. This requires that programs, policies, and activities that affect human health or 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. A copy of the LEP documentation is provided in Appendix E.

### Iowa Open Meetings Law

The Iowa Open Meetings Law is designed to facilitate easy public access to government decisions. It applies to government bodies, including boards, councils, commissions, and task forces created by the state or its political subdivisions. The law defines what constitutes a

meeting and lists requirements for public notices, agendas, meeting procedures, and minutes, as well as regulations concerning closed meetings. RPA 10 and CorridorRides operate in accordance with the Iowa Open Meetings Law. The public is welcome and encouraged to attend RPA 10 and CorridorRides meetings. Meeting notices and agendas are mailed to all media serving the region that request notification. Information about RPA 10 and CorridorRides meetings, including minutes and agendas, is also available at the ECICOG office and at [www.ecicog.org](http://www.ecicog.org).

### Iowa Public Records Law

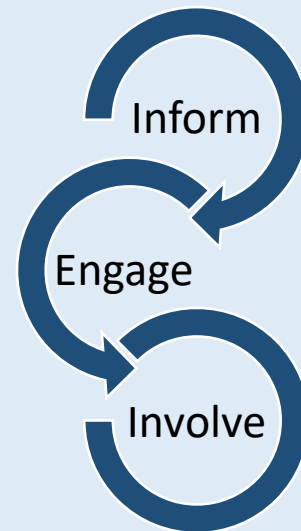
The Iowa Public Records Law provides for openness from government agencies regarding public records. Except for certain confidential records, every person has the right to examine and copy public records. RPA 10 and CorridorRides comply with the Iowa Public Records Law, and public documents are available for review at the ECICOG office. Documents may be viewed during normal office hours or at another arranged time.

### Public Participation Tools and Techniques

RPA 10's public participation program will have three basic objectives: a) to inform as many interested parties as possible of the general public about the transportation planning process; b) to actively engage the general public and seek responses regarding transportation problems, priorities, and potential solutions; and c) to involve the general public and consider their input in the transportation decision-making process.

Needing a safe solution that would allow RPA 10 to conduct public meetings under social distancing restrictions due to the COVID-19 pandemic, the RPA went virtual with its public involvement process in April 2020. This new virtual approach is redefining how we interact with the public, the quality of feedback we receive and the quantity of those we reach. It is now our preferred method of public engagement.

When the need exists, the RPA will make special efforts to offer translation for people who use languages other than English. Meeting facilities will always be accessible, and interpretation for the hearing impaired will be provided when feasible. In addition, the RPA will make every reasonable effort to incorporate visualization techniques into its public outreach activities. These visualization techniques may include large maps, graphs representing various types of data and/or flow charts to depict the planning process. The following are techniques RPA 10 will use to allow and encourage public participation.





## Policy Committee and ECICOG Board Meetings

RPA 10 and ECICOG are public bodies as defined in the Iowa State Open Meetings Law and are therefore subject to the requirements of that law. The public is invited and encouraged to attend the regularly scheduled RPA and ECICOG meetings. Meeting notices are generally sent out approximately one week prior to the meeting. The notices are publicly available, and include the date, time, and location of the meeting and the agenda to be covered. The meeting agenda always includes an opportunity for public input. Written comments provided to the staff a minimum of two days prior to the meeting will be distributed to the members. Meeting information will be distributed electronically.

Virtual meetings and public hearings are permissible where public health orders or guidance recommend against in-person meetings due to a pandemic or other health emergency, or due to a natural disaster. Virtual meetings may also be permissible in occurrences for a short, generally one item agenda meeting to address an urgent, non-confrontational matter. In all circumstances where virtual meetings are authorized and held, the meeting information will be posted on the ECICOG website with details on how the public can access the meeting.

## Advisory Committees

RPA 10 has established three advisory committees to provide input to the Policy Committee, including the Transportation Technical Advisory Committee (TTAC), Passenger Transportation Advisory Committee (PTAC), and Regional Trails Advisory Committee (RTAC). In addition to serving as technical experts, advisory committee members also have regular interactions with the general public in their respective local area and can help keep RPA 10 and ECICOG informed about the transportation concerns of various local stakeholders.

## Public Hearings

Prior to the adoption of the LRTP, PTP, PPP or TIP, RPA 10 will hold a public hearing. The hearing will be publicly advertised and will offer the opportunity for the public to express their ideas, opinions, and input for consideration by the Policy Committee.

## Public Meetings and Focus Groups

RPA 10 will hold public meetings to present information to and receive comments or feedback from the public. Focus group meetings or interviews may be held to explore attitudes or opinions in depth.

Online public meetings or focus groups are a flexible alternative to in-person meetings and are especially important when in-person meetings are not advised due to public health concerns or other reasons. Online engagement allows for a broader engagement with people that may have not attended in person. Meetings may or may not include a formal presentation, breakout-rooms (functions available in video conferencing tools like Zoom), polling, and other interactive media.

## Surveys

Surveys may be used to develop a valid representation of public opinion. Surveys will primarily be delivered online on the Talk to ECICOG site, although paper surveys may be handed out at in-person events.

### Presentations to Organizations

Individual presentations to various organizations will occur when requested and may be done at the request of the Policy Committee.

### City/County Meetings

ECICOG staff will be available to speak to any City Council or Board of Supervisors should these officials deem it necessary or useful.

### Newsletters

ECICOG publishes a semi-monthly newsletter, ECICOG Express that includes articles dedicated to issues of transportation, and meeting schedules. The newsletter is primarily distributed electronically, but hardcopies are also available. Copies are available to an established mailing list and interested members of the public can request to be added to the list.



### Webinars

Each year, ECICOG hosts a webinar series to highlight agency activities and educate local stakeholders about plans or programs that can result in the development of vibrant regional communities. At least one webinar each year will focus on RPA 10's Transportation Improvement Program and the application process for regional transportation funds.

### Website and social media

ECICOG has a website and Facebook page. The Facebook will be used for RPA announcements. The website will provide:

- contact information for the ECICOG staff,
- membership list for RPA 10 committees and ECICOG Board,
- copies of meeting agendas and minutes,
- copies of draft transportation documents available for review,
- copies of approved transportation plans and programs,
- copies of relevant RPA 10 application materials and policies, and
- copies of Title VI documentation.

### Virtual Public Engagement

Talkto.ECICOG.org was launched by ECICOG in December of 2020 to allow stakeholders to provide input without attending a meeting in person. The web based software assists with ECICOG's planning efforts by offering a virtual platform for gathering feedback. Features include idea boards, survey tools, and map-based information gathering.



## Major Documents and Associated Public Participation

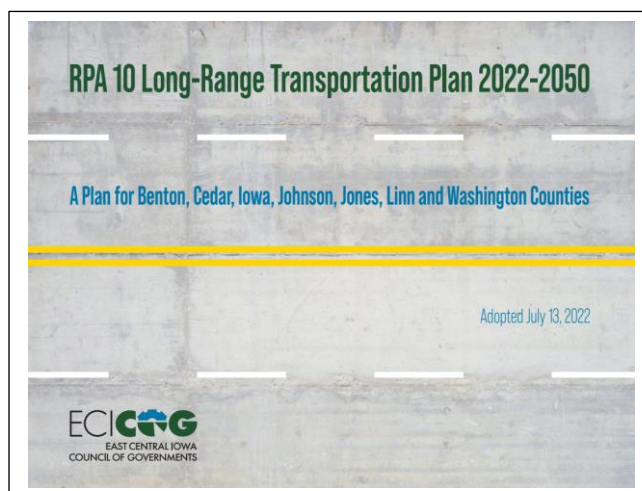
RPA 10 and CorridorRides are responsible for completing the transportation planning documents outlined in this section and will actively seek input during development and implementation. Further, RPA 10 and CorridorRides will seek input for all documents and processes concerning the FAST Act and its implementation within and beyond the region and service area. Several methods of seeking public opinion are outlined in this document. This list is not all-inclusive. Methods to inform the public and receive their opinions and concerns will be evaluated and added when necessary and warranted.

### Long Range Transportation Plan (LRTP)

The LRTP guides transportation decisions for the next 20-30 years. The document is updated every five years and serves as a conduit for public input on a broad range of transportation issues. The LRTP examines the region's current transportation networks including highway, transit, air, rail, and non-motorized modes, and assesses their adequacy for the existing population and economy, and the future. The document considers freight, safety, and environmental issues, financial feasibility, and system operations and maintenance. The LRTP also contains a description of public involvement efforts completed in the development of the document.

The following actions will be undertaken to ensure that all sectors of the public are involved in LRTP development:

Cover of RPA 10 Long-Range Transportation Plan 2022-2050



#### Draft LRTP

- 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.
- Focus groups may 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 charged with identifying issues and potential solutions and reviewing draft chapters.
- The draft LRTP will be developed by ECICOG staff, with further input from jurisdiction representatives and the Iowa DOT and oversight by the Policy Committee and regional advisory committees.



### *Notices and Public Meetings*

- A minimum of three public input sessions will be held regarding the draft LRTP.
- 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 ECICOG office, and on the ECICOG website.
- LRTP draft copies will be available at the ECICOG office, on the Talk to ECICOG site, on the ECICOG website, and upon request. Any person with sight, reading, or language barriers should contact the RPA at least 48 hours prior to a session and arrangements will be made for accommodation.

### *Public Comment Period*

- Written and oral comments will be solicited during the public input sessions. The public will also have at least a 15-day comment period following the final public input session to submit comments via letter, email, phone, or in person.
- A public hearing will be held at a regularly scheduled Policy Committee 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 days and no less than four days before the date of the hearing.

### *Final LRTP*

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

### *Revisions*

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

## Transportation Improvement Program (TIP)

The TIP identifies all transportation projects in the region that are anticipated to receive federal transportation funding within the next four 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 Committee in July of each year and 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

- The draft TIP will be developed in consultation with the RPA 10 advisory committees, including the TTAC, RTAC, and PTAC. Advisory committee meetings are open to the public.
- The draft document will be available for public review on Talk to ECICOG – the agency’s public engagement site, at the ECICOG office, and upon request.

### Notices and Public Meetings

- Following development of the draft TIP, information may be presented by ECICOG staff to the Iowa DOT, and member cities and counties.
- The TIP notices may be posted at governmental offices, public libraries, post offices, on transit buses, at the ECICOG office, and on the ECICOG website. Notices may also be sent to organizations serving traditionally underserved populations such as minority, lowincome, and the elderly.

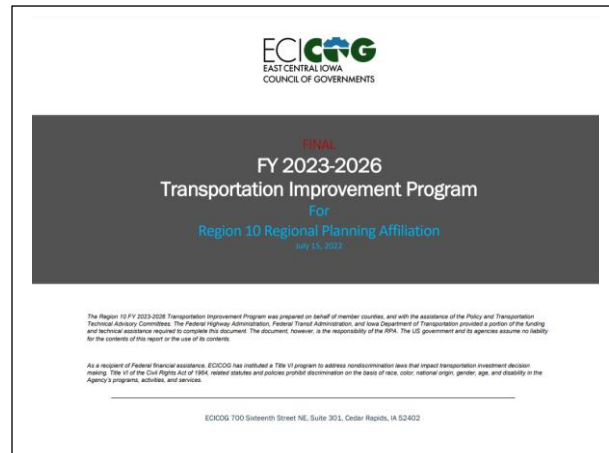
### Public Comment Period

- Written and oral comments will be solicited during the public comment period. The draft document will be available for at least a 15-day comment period at the ECICOG office, on the Talk to ECICOG site, or the ECICOG website. During this time, comments will be accepted via letter, email, phone, or in person.
- A public hearing will be held at a regularly scheduled Policy Committee meeting following the public hearing. A notice of the public hearing will be published no more than twenty days and no less than four days before the date of the hearing.

### Final TIP

- Following the public hearing, the Policy Committee will adopt the final TIP, including a summary of comments and responses.
- The final TIP will be submitted to the Iowa DOT, the FHWA, and the FTA.
- The final TIP will be available on the ECICOG website, at the ECICOG office, and upon request.

Cover of FY 2023-2026 TIP



- The public participation process associated with the TIP will be evaluated and updated as needed.

### Revisions

- 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.
  - Minor revisions may be made to the TIP as necessary throughout the year. These are considered administrative modifications and may be made by ECICOG staff without public review and comment. ECICOG staff may discuss administrative modifications with the Policy Committee and technical committees, but formal action will not be required.
  - Major revisions may also be made to the TIP as necessary throughout the year. These are considered amendments and require public review and comment and Policy Committee approval. A public notice will be published no more than twenty days and no less than four days before the date of the meeting.
- Any revision to the TIP that adds a new federal aid project or increases a project’s federal aid limit 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 Change	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 stages of project scope, such as from design to construction.	Changing project termini, number of lanes, or significant changes in project type, such as changing an overlay to reconstruction.

### Transportation Planning Work Program (TPWP)

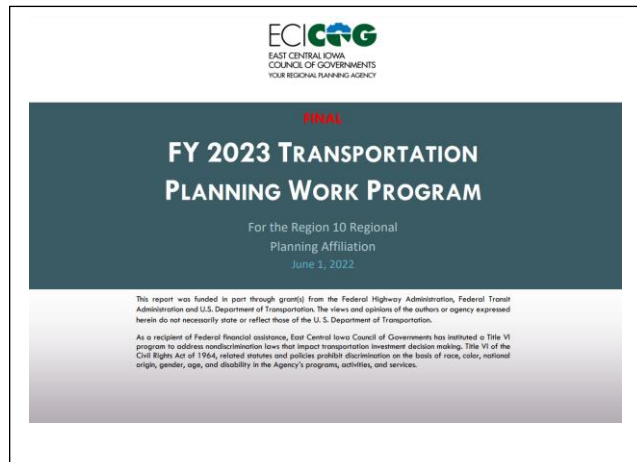
The TPWP outlines work elements for the transportation planning program for the coming year. The document serves to guide addressing current and projected transportation needs for the region from a planning perspective. The TPWP is updated annually with adoption by the Policy Committee in June.

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

Cover of FY 2023 TPWP

### Draft TPWP

- The draft TPWP will be prepared by ECICOG staff with input from jurisdiction representatives and the Iowa DOT, and oversight by the Policy Committee and technical committees.
- The draft document will be available for public review on the Talk to ECICOG site, at the ECICOG office, and upon request.



### Public Comment Period

- The public may comment on the draft TPWP during at least a 15-day comment period following completion of the TPWP draft and at a regularly scheduled Policy Committee meeting where adoption of the TPWP will be considered. Comments will be accepted via letter, email, phone, or in person.
- Notices and agendas of RPA 10 meetings will be available at the ECICOG office, and on the ECICOG website.

### Final TPWP

- The Policy Committee will consider a summary of comments and appropriate responses and adopt the final TPWP.
- The final TPWP will be submitted to the Iowa DOT, the FHWA, and the FTA and made available on the ECICOG website, at the ECICOG office, and upon request.

### Revisions

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

## Passenger Transportation Plan (PTP)

The purpose of the Passenger Transportation plan is to provide a formalized setting for transportation coordination among transportation providers. The aim is to bring Providers and major human service agencies in the region together to better understand available transportation services and result in more effectiveness and coordination among providers. The goal is to ensure that the region's citizens, and particularly those dependent on transit, have access to effective and affordable transportation options. The PTP is updated every five years. The PTP provides a background of the Iowa Northland Region and existing passenger transportation services, an evaluation of coordination issues in the area, prior transit-related efforts and public input received concerning needs and coordination issues, a five-year strategy of projects, and financial resources and available funding. Public transit system projects are included in both the TIP and PTP.

The following actions will be undertaken to ensure that all sectors of the public are involved in PTP development:

Cover of 2021-2026 PTP



### Draft PTP

- The draft document will be prepared by ECICOG staff with input from the Passenger Transportation Advisory Committee (PTAC), which consists of human service agencies, passenger transportation providers, and users and advocates of transit services.
- The draft will be available for public review on the Talk to ECICOG site, at the ECICOG office, and upon request.

### Public Comment Period

- The PTAC and public may comment on the draft PTP during at least a 15-day comment period following completion of the draft PTP and at a regularly scheduled Policy Committee meeting where adoption of the PTP will be considered. Comments will be accepted via letter, email, phone, or in person.
- Notices and agendas of Policy Committee and PTAC meetings will be available through local media, at the ECICOG office, and on the ECICOG website.

### Final PTP

- The Policy Committee and PTAC will consider a summary of comments and appropriate responses and adopt a final PTP.
- The final PTP will be submitted to the Iowa DOT and the FTA and made available on the ECICOG website, at the ECICOG office, and upon request.

### Revisions

- Revisions to the PTP will be made, as necessary.

- Amendments will require a public hearing to be held at a regularly scheduled Policy Committee meeting. A notice of the public hearing will be published no more than twenty days and no less than four days before the date of the hearing.

### Public Participation Plan (PPP)

The PPP outlines processes for involving the public in document development and decision-making. It covers regulations concerning public involvement, major documents produced by RPA 10 and CorridorRides, and ways the agencies will solicit public participation in transportation planning. The PPP is updated as needed. The following actions will be undertaken to ensure that all sectors of the public are involved in PPP development:

#### *Draft PPP*

- Input for the draft PPP will be sought from all interested parties. Input may be sought through regular RPA 10 and CorridorRides meetings, public meetings, surveys, focus groups, and any other effective means of communicating with the public. The draft document will be prepared by ECICOG staff with input from jurisdiction representatives and the Iowa DOT, and oversight by the Policy Committee, and advisory committees.

#### *Public Comment Period*

- The public may comment on the draft PPP during at least a 45-day comment period following completion of the draft PPP and at a regularly scheduled Policy Committee meeting where adoption of the PPP will be considered. Comments will also be accepted via letter, email, phone, or in person.
- Notices and agendas of RPA 10 and CorridorRides meetings will be available through local media, at the ECICOG office, and on the ECICOG website.

#### *Final PPP*

- The Policy Committee will consider a summary of comments and appropriate responses and adopt the final PPP.
- The final PPP will be submitted to the Iowa DOT, the FHWA, and the FTA and made available on the ECICOG website, at the ECICOG office, and upon request.

#### *Revisions*

- The PPP will be updated as needed.
- Minor revisions will be made in consultation with the Policy Committee and advisory committees.



## CorridorRides-Specific Requirements

A transit agency receiving federal funding is required to outline public participation processes for additional, transit specific activities.

## Funding Applications and Agreements

A Consolidated Transit Funding Application is submitted annually to apply for state and federal transit funding. All of Iowa's public transit agencies use the application to apply for State Transit Assistance (STA). Any system applying for statewide FTA Section 5339 capital funds, or 5310/5311 operating funds must include its request in the consolidated application.

### *Draft Consolidated Transit Application*

- Projects included in the draft Consolidated Transit Application will be provided by the CorridorRides transit providers, in consultation with ECICOG staff and Iowa DOT. The draft document will be prepared by ECICOG staff with oversight by the ECICOG Board, and advisory committees.

### *Public Comment Period*

- A public hearing will be held to explain the state and federal funding requests at a regularly scheduled ECICOG Board meeting. The public hearing will take place in an accessible building. Comments from the public regarding the need for the project will be recorded.
- A notice of the public hearing will be published in a newspaper of general circulation in the vicinity of the proposed project(s) approximately 30 days in advance of the hearing. The notice will describe the project(s) in sufficient detail to allow the public to be aware of the projects and funding sources. Vehicles will be broken out by category and listed with other major capital items with separate estimates of costs.

### *Approval of Consolidated Transit Application*

- The final Consolidated Transit Application will include the following documentation of the public hearing:
  - Copy of the hearing notice;
  - Affidavit from the newspaper that the hearing notice was published; and
  - Copy of the hearing transcript or minutes.
- The ECICOG Board of Directors will approve the Consolidated Transit Application by authorizing resolution, signed by the chief executive officer. The resolution will include:
  - Dollar amount of funding;
  - Type of project in each funding program;
  - Transit system's percentage of state transit assistance formula funds;
  - Request for advanced payment of state funds as required by the Iowa Code;
  - Certification that the transit agency has the required non-federal match; and
  - Designation of the transit system's authorized signatory who will be able to execute any agreements on the behalf of the transit system.
- All projects submitted in the Consolidated Transit Funding Application will be included in the annual transit element of the local Transportation Improvement Program (TIP).

### *Revisions*

- Minor revisions will be made in consultation with the ECICOG Board and advisory committees. Revisions must also be noted in the TIP and follow the TIP revision process.

### *Fare and Service Changes*

The Federal Transit Administration (FTA) requires that each large urban transit operator have a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transit service (FTA Circular 9030.1E). Iowa DOT Public Transit Bureau has the same requirement for small urban and regional transit systems like CorridorRides. The public comment opportunity requirement is in effect even if the fare is increasing only \$0.01. However, the definition of ‘major reduction of transit service’ is one to be made locally. The transit system is expected to have a written policy that describes the public comment process on increases in the basic fare structure and on major service reductions. The policy should provide an opportunity for a public hearing or public meeting for any fare increase or major service reduction. A public meeting is not mandatory; however, an opportunity for a public meeting in order to solicit comments must be given.

### *Draft Fare and Service Changes*

- Input for the draft Fare and Service changes will be provided by the CorridorRides transit providers. The draft document will be prepared by ECICOG staff with input from CorridorRides transit providers and the Iowa DOT, and oversight by the ECICOG Board, and advisory committees.

### *Public Comment Period*

- The public may comment on the draft Fare and Service Changes during at least a 30-day comment period following completion of the draft changes. A public meeting is not mandatory; however, an opportunity for a public meeting in order to solicit comments must be given. If necessary, the public meeting will be held at a regularly scheduled ECICOG Board meeting where adoption of the changes will be considered. Comments will also be accepted via letter, email, phone, or in person.
- Notices and agendas of RPA 10 and CorridorRides meetings will be available through local media, at the ECICOG office, and on the CorridorRides website.

### *Final Fare and Service Changes*

- The ECICOG Board will consider a summary of comments and appropriate responses and adopt the final Fare and Service Changes.
- The final Fare and Service Changes will be submitted to the Iowa DOT, the FHWA, and the FTA and made available on the CorridorRides website, at the ECICOG office, and upon request.

### *Revisions*

- The Fare and Service Changes will be updated as needed.
- Minor revisions will be made in consultation with the ECICOG Board and advisory committees.

## Summary of RTA & RTC Document Development

	Updated	Draft Development	Public Meetings/Draft Availability	Public Comment Period	Adoption	Availability
<b>Long Range Transportation Plan</b>	Every five years	Developed by ECICOG staff with input from interested parties.	Minimum of three public input sessions; draft available on Talk to ECICOG – the agency’s public engagement site, at ECICOG office, and upon request.	At least 15 days for review following draft completion.	Public hearing and adoption will take place at regularly scheduled Policy Committee meeting.	ECICOG office and agency website, upon request.
<b>Transportation Improvement Program</b>	Annually	Developed by TTAC and RTAC with input from interested parties.	Minimum of two public input sessions; draft on ECICOG website, at ECICOG office, and upon request.	At least 15 days for review following draft completion.	Public hearing and adoption will take place at regularly scheduled Policy Committee meeting.	ECICOG office and agency website, upon request.
<b>Transportation Planning Work Program</b>	Annually	Developed by ECICOG staff with input from interested parties.	Draft on ECICOG website, at ECICOG office, and upon request.	At least 15 days for review following draft completion.	Adopted at regularly scheduled Policy Committee meeting.	ECICOG office and agency website, upon request.
<b>Passenger Transportation Plan</b>	Every five years	Developed by ECICOG staff with input from PTAC and interested parties.	Draft on ECICOG website, at ECICOG office, and upon request.	At least 15 days for review following draft completion.	Adopted at regularly scheduled Policy Committee meeting.	ECICOG office and agency website, upon request.
<b>Public Participation Plan</b>	As needed – usually one year prior to LRTP update	Developed by ECICOG staff with input from interested parties.	Minimum of two public input sessions; draft available on Talk to ECICOG – the agency’s public engagement site, at ECICOG office, and upon request.	At least 45 days for review following draft completion.	Adopted at regularly scheduled Policy Committee meeting.	ECICOG office and agency website, upon request.

Continued...

Updated	Draft Development	Public Meetings/Draft Availability	Public Comment Period	Adoption	Availability	Updated
Consolidated Transit Application	Every year	Developed by ECICOG staff with input from CorridorRides transit providers.	Draft at ECICOG office, and upon request.	At least 30 days prior to public hearing.	Adopted at regularly scheduled ECICOG Board meeting.	ECICOG office and upon request.
Fare and Service Changes	As needed	Developed by ECICOG staff with CorridorRides transit providers.	As necessary.	At least 30 days for review of proposed changes.	Adopted at regularly scheduled ECICOG Board meeting.	ECICOG office and upon request.

# Appendices

**Appendix A: Location of Planning Agencies in Iowa**

**Appendix B: RPA 10 Committee Membership**

**Appendix C: Adopting Resolution**

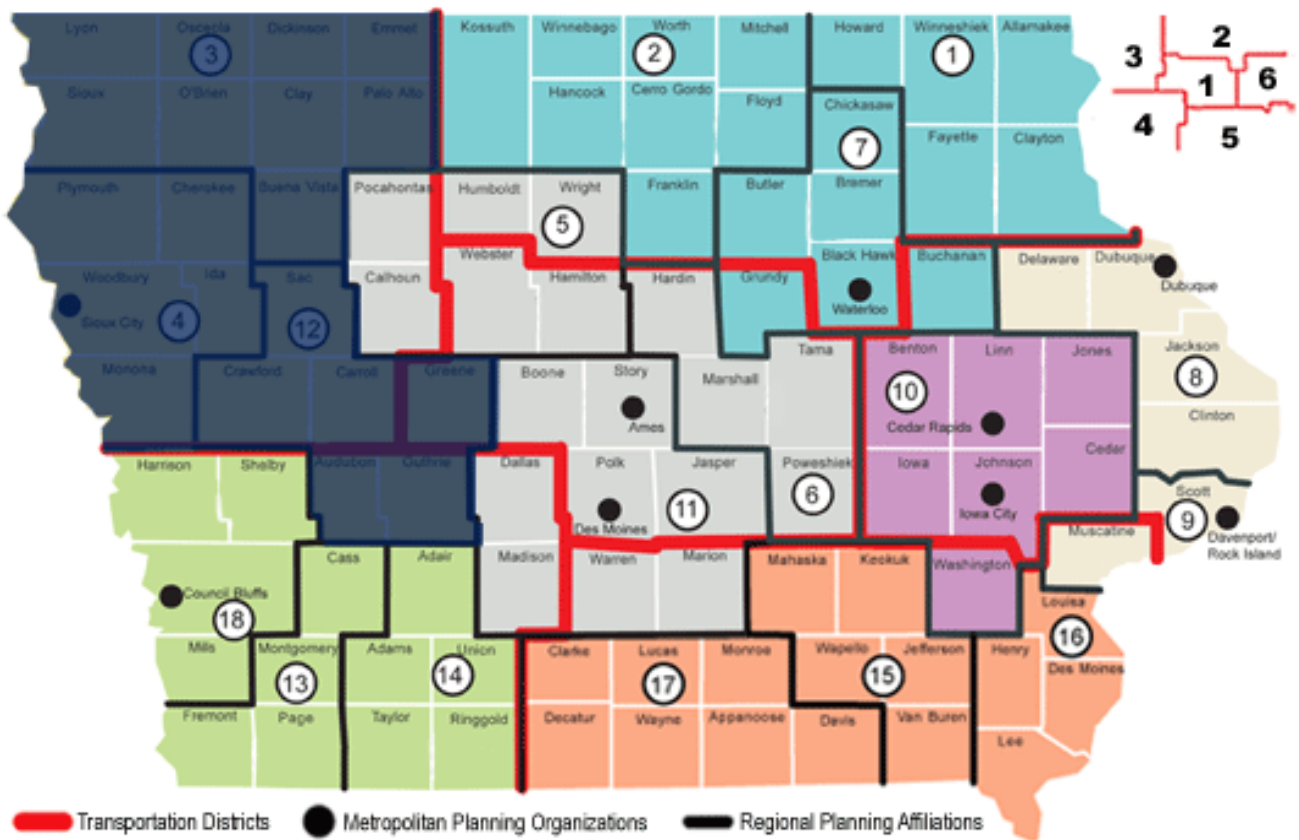
**Appendix D: RPA 10 Contact Information**

**Appendix E: Limited English Proficiency Excerpt from Passenger  
Transportation Plan 2021-2026**

## Appendix A: Location of Planning Agencies in Iowa

RPA 10 is one of eighteen Regional Planning Affiliations (RPAs) established by the Iowa Department of Transportation to allow for local elected official participation in the planning and programming of federal transportation funds. Figure D notes the location of all planning organizations in Iowa.

*Map of Planning Organizations in Iowa*





## Appendix B: RPA 10 Committee Membership

The following is a list of appointed committee members in RPA 10.

### Policy Committee

- Tracy Seeman, Benton County
- Mitch McDonough, Benton County
- Brad Gaul, Cedar County
- Rob Fangmann, Cedar County
- Kevin Heitshusen, Iowa County
- Vicki Pope, Iowa County
- Rod Sullivan, Johnson County
- Tom Brase, Johnson County
- Jon Zirkelbach, Jones County
- Adam Griggs, Linn County
- Darrin Gage, Linn County
- Bob Yoder, Washington County
- Jaron Rosien, Washington County

### Transportation Technical Advisory Committee (TTAC)

- Myron Parizek, Benton County
- Ben Vierling, Benton County
- Rick Erickson, Benton County
- Brian Meinsma, Cedar County
- Rob Fangmann, Cedar County
- Steve Nash, Cedar County
- Kevin Heitshusen, Iowa County
- Nick Amelon, Iowa County
- Matt Amelon, Iowa County
- Greg Parker, Johnson County
- Rob Winstead, Johnson County
- Rod Sullivan, Johnson County
- Brad Ketels, Linn County
- Jon Resler, Linn County
- Randy Burke, Linn County
- Jacob Thorius, Washington County
- Jeremy McLaughlin, Washington County
- Dennis Murray, Washington County

### Regional Trails Advisory Committee (RTAC)

- Randy Scheel, Benton County
- Mark Pingenot, Benton County
- Mike Dauber, Cedar County
- Rob Fangmann, Cedar County
- Nick Amelon, Iowa County
- Matt Amelon, Iowa County
- Brad Freidhof, Johnson County
- Becky Soglin, Johnson County
- Brad Mormann, Jones County
- Lisa McQuillen, Jones County
- Randy Burke, Linn County
- Red Doscher, Linn County
- Zach Rozmus, Washington County
- Richard Young, Washington County

### Passenger Transportation Advisory Committee (PTAC)

- Dean Vrba, Benton County
- Terri Andorf, Benton County
- Jon Bell, Cedar County
- Julie Tschuk, Cedar County
- Becky Fry, Iowa County
- Marilyn Austin, Iowa County
- Tom Brase, Johnson County
- Kelly Schneider, Johnson County
- Tom Hardecopf, Linn County
- Terry Bergen, Linn County
- Cris Gaugin, Washington County
- Bobbi Wulf, Washington County

## Appendix C: Adopting Resolution

### Region 10 Regional Planning Affiliation Resolution 2023 - \_\_\_\_\_

*A resolution adopting the Public Participation Plan as a guide for public input and outreach efforts for transportation planning and programming purposes.*

**WHEREAS**, on the behalf of the Regional Planning Affiliation, the East Central Iowa Council of Governments (ECICOG) has prepared the Public Participation Plan (PPP), and

**WHEREAS**, the Region 10 RPA Policy Committee has reviewed the draft document and placed the draft plan on the ECICOG website for public input, and

**WHEREAS**, the RPA Policy Committee heard public input on the PPP at a scheduled public hearing, and

**WHEREAS**, the RPA Policy Committee has expressed support for the PPP,

**BE IT RESOLVED**, that the Region 10 RPA hereby adopts the Public Participation Plan.

Passed this 28<sup>th</sup> day of June, 2023, and signed this 28<sup>th</sup> day of June, 2023, by the Policy Committee Chairperson.

SIGNED: \_\_\_\_\_

  
Bob Yoder, Chairperson

## Appendix D: RPA 10 Contact Information

The following are ways that people can engage with RPA 10 and CorridorRides:

### RPA 10

Mary Rump, Transportation Director  
700 16<sup>th</sup> Street ME, Suite 301  
Cedar Rapids, Iowa 52402  
Phone: (319) 289-0063  
Email: [mary.rump@ecicog.org](mailto:mary.rump@ecicog.org)

### CorridorRides

Brock Grenis, Transit Administrator/Planner  
East Central Iowa Council of Governments  
700 16<sup>th</sup> Street ME, Suite 301  
Cedar Rapids, Iowa 52402  
Phone: (319) 289-0070  
Email: [brock.grenis@ecicog.org](mailto:brock.grenis@ecicog.org)

### Title VI Coordinator

Joe Bauer, Communications Specialist  
East Central Iowa Council of Governments  
700 16<sup>th</sup> Street ME, Suite 301  
Cedar Rapids, Iowa 52402  
Phone: (319) 289-0076  
Email: [joe.bauer@ecicog.org](mailto:joe.bauer@ecicog.org)

### Social Media

ECICOG Website: [www.ecicog.org](http://www.ecicog.org)

CorridorRides Website: [www.corridorrides.com](http://www.corridorrides.com)

Talk to ECICOG: [www.talkto.ecicog.org](http://www.talkto.ecicog.org)

ECICOG Facebook: <https://www.facebook.com/ecicog/>

## Appendix E: Limited English Proficiency Excerpt from Passenger Transportation Plan 2021-2026

Data on the population of people who speak English “less than very well” was obtained from the U.S. Census American Community Survey to show areas where populations of such people are concentrated. Those who responded to the Census survey answering that they speak English less than very well are considered to have Limited English Proficiency (LEP) for the purpose of this analysis. Figure 10 shows the census tracts with the highest percentages of LEP populations, and Figure 11 shows the population totals of LEP by census tract.

Figure 10: Percentage of LEP Population by census tract

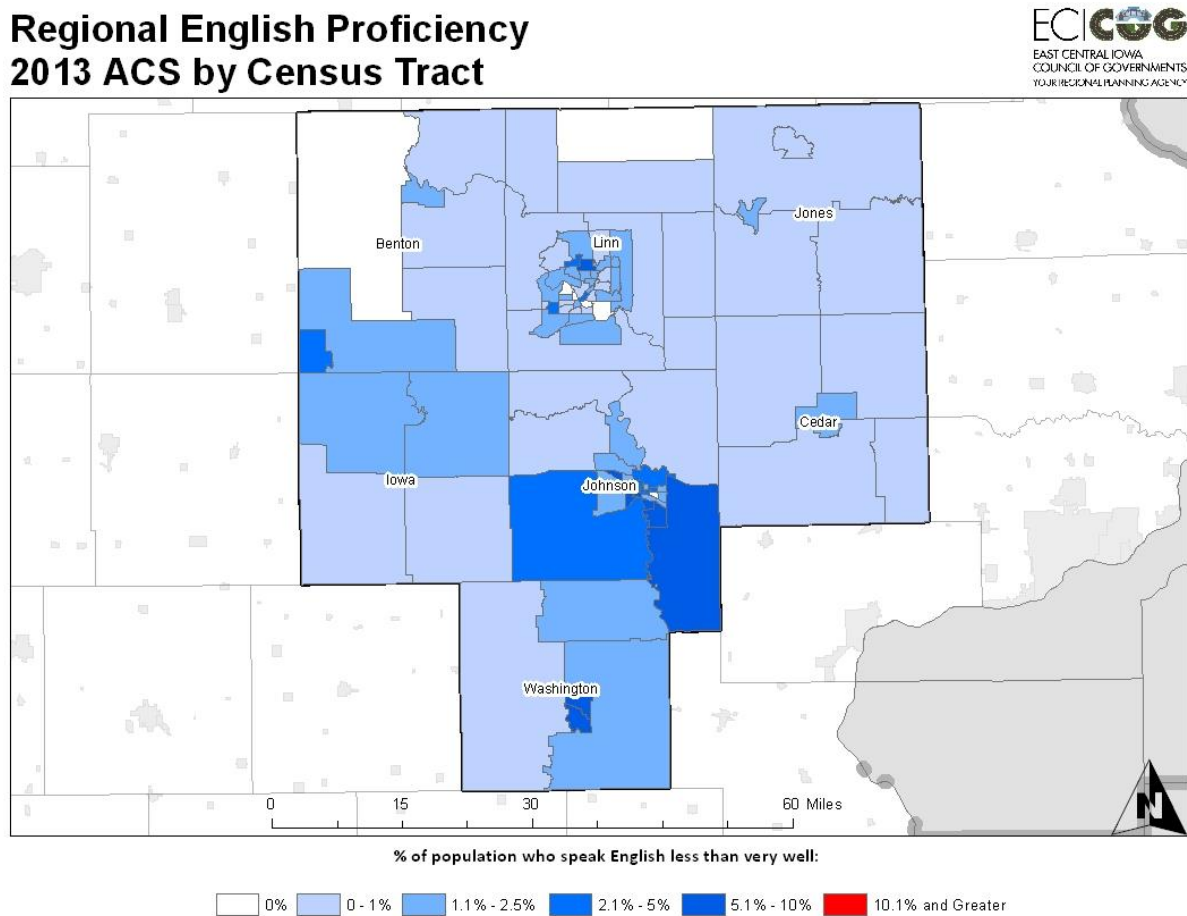
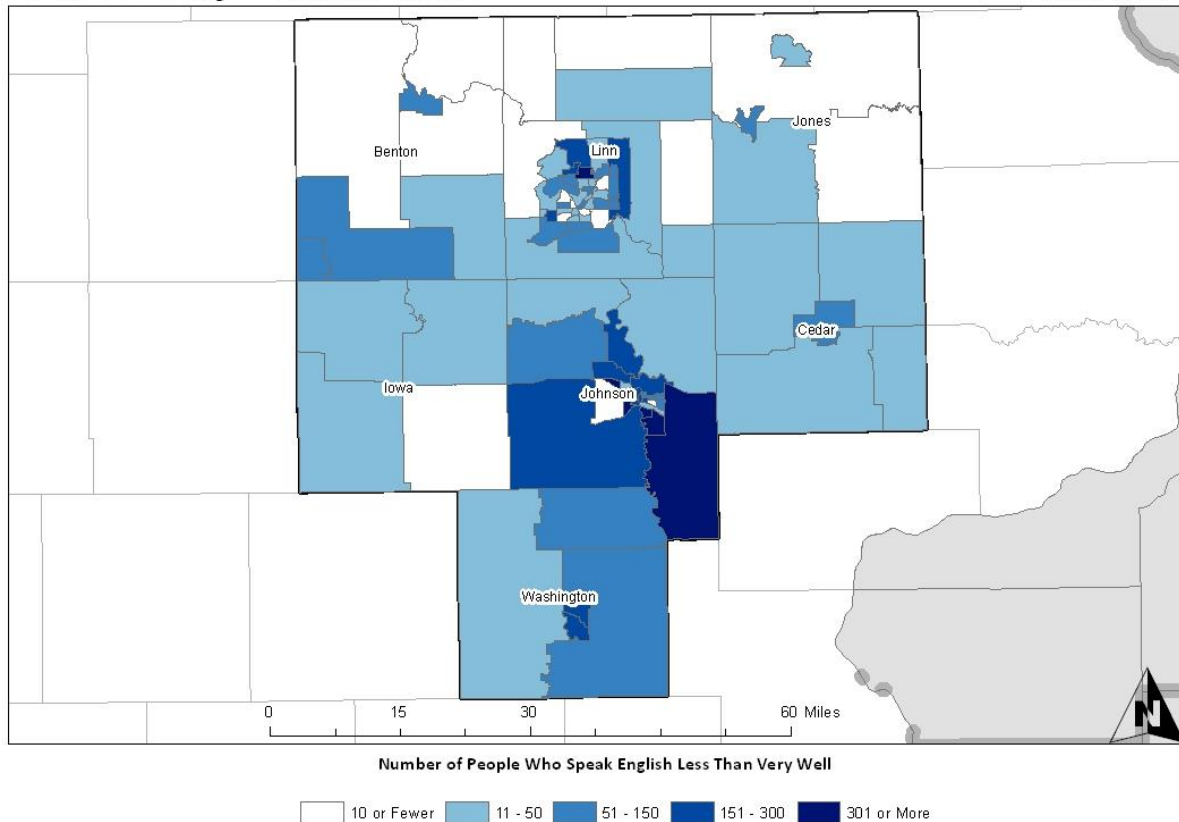


Figure 11: Total population of LEP by census tract

## Regional English Proficiency 2013 ACS by Census Tract



As Figures 10 and 11 demonstrate, few areas of the region have high LEP concentrations. High concentrated LEP areas are generally found in and around the metropolitan areas of Cedar Rapids and Iowa City, with locally higher amounts in Washington County. No census tract in the region has an LEP percentage higher than 10%. The public transit providers associated with CorridorRides offer language translation services to all persons, including hearing and visually impaired persons. Additionally, Johnson County SEATS specifically provides informational materials in Spanish, Chinese, and Korean for users of the rural and para-transit system for all of Johnson County based on specific research into language needs; the presence of the University of Iowa was found to necessitate the need for these three languages.

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As a recipient of Federal financial assistance, East Central Iowa Council of Governments has instituted a Title VI program to address nondiscrimination laws that impact transportation investment decision making. Title VI of the Civil Rights Act of 1964, related statutes and policies prohibit discrimination on the basis of race, color, national origin, gender, age, and disability in the Agency's programs, activities, and services.



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