



FTA Title VI Program



Des Moines Area Metropolitan Planning Organization

Iowa Department of Transportation
800 Lincoln Way
Ames, IA 50010

Revised 1.12.15

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

Date: October 18, 2018

Recipient Profile

Recipient: [Des Moines Area Metropolitan Planning Organization](#)

Administrative Head: [R. Todd Ashby, Executive Director](#)

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

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

City/State: [Des Moines, IA](#)

Zip Code/County: [50309/Polk County](#)

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

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Email: info@dmampo.org

Website: www.dmampo.org

Has the recipient signed and submitted its Title VI Assurances? Yes [X](#) No _____

Has the recipient submitted its Title VI Program Plan? Yes [X](#) No _____

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

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

General Requirements

1.

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

Required elements:

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

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

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

List locations where the notice is posted:

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

2.

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

- ☒ Are complaint procedures and the complaint form posted on the recipient's website?
Please provide the URL: <http://dmampo.org/title-vi/>

3.

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

No complaints or lawsuits have been filed.

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

4.

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

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

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

Additionally, in 2013 the Des Moines Area Regional Transit Authority (DART) conducted a survey to identify the best ways to engage with minority and limited English proficiency populations. The survey was completed by 405 people who identified as being either low income, minority, or individuals with Limited English Proficiency. The survey indicated that meetings held in the evening (6-8 PM) or late afternoon (4-6 PM) were the preferred times, best serve these populations. The survey also found that meetings held in downtown Des Moines or at suburban or Des Moines branch libraries were the preferred locations. The MPO has revised its Public Participation Plan to offer public meetings consistent with these findings.

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

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

Notifications are sent to all television and radio media in the Des Moines metro area, as well as The Des Moines Register, and the Des Moines Business Record. Additional media specifically targeted

to minority and low-income areas include the Bystandard (African American publication) and Spanish radio stations La Reina and La Ley.

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

MPO staff reviews the Public Participation Plan is reviewed annually during the MPO's self-certification process to ensure that it adequately reflects the MPO's engagement process as well as federal requirements. If necessary, the MPO asks the board to formally update the plan. The last plan review took place in October 2015, which resulted in minor clarifications, formatting adjustments, and staff updates. We reviewed the Public Participation Plan as part of this review, and we concluded that it remained up-to-date.

5.

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

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

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

- The MPO's website, www.dmampo.org, includes a link at the bottom written in the LEP languages for more information on translation. This takes the user to a page with information in the LEP language informing the user on how to request additional information from the MPO.
- The MPO's website notifies the user that it offers translation services to those who wish to participate. Upon request, the MPO has translation services available to translate documents, provide real-time translation via phone, or provide real-time translation at public meetings.
- The MPO has a staff person capable of speaking Spanish should a Spanish-speaking person call or visit the office who can help get the person the translation services they need.

- The MPO has flashcards available in multiple languages that allow a non-English speaker to point to the language they speak, thereby enabling MPO staff to obtain the translation services they require.

6.

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

The MPO's formal decision making bodies (a Technical Committee, an Executive Committee, and a Policy Committee) are appointed by the city councils and county supervisors of the MPO's member governments and are not selected by the MPO. These decision making bodies have subcommittees which are made up of members from the larger committees and are appointed by the board chair. The MPO also facilitates a number of roundtables and working groups that are open to any interested parties.

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

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

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

Group	Number
Male	276
Female	130
White	243
Hispanic or Latino	6
Black or African American	16
American Indian or Alaskan Native	0
Asian	10
Native Hawaiian or other Pacific Islander	3
Other	5

7.

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

Not applicable to the MPO.

Include a schedule of subrecipient Title VI program submissions:

(insert table or list)

8.

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

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

9.

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

Requirements of Planning Agencies

1.

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

Yes; the information is attached.

2.

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

The MPO's long-range transportation plan, *Mobilizing Tomorrow*, includes a goal to "further the health, safety, and well-being of all residents in the region." This goal includes the evaluation of potential impacts to environmental justice (EJ) areas, with an objective of ensuring conditions within EJ areas are not worse than in non-EJ areas.

The MPO's EJ analysis includes the identification of seven disadvantaged population groups. These seven groups include: minority, persons in poverty, over 65, single head of household, carless household, persons with disabilities, and limited English proficiency. Census tracts that have at least five of the seven groups are classified as EJ areas.

Since the plan's adoption, the MPO analyzes a different performance measure in the plan each month. Included in this analysis is a breakdown of performance in EJ and non-EJ areas. Additionally, the MPO has revised its Surface Transportation Program (STP) scoring to award more points to projects that are both within EJ areas and are working to improve conditions in those areas. The MPO also compiles a list and maps of all transportation projects, both federally and non-federally funded, from throughout the region and evaluates the projects based on whether they are within EJ areas.

3.

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

The MPO awards funds to the Des Moines Area Regional Transit Authority (DART) for bus purchases, which are used system-wide. Therefore, the impacts of these funds cannot be shown on any specific geographic location.

4.

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

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

With the development and implementation of Mobilizing Tomorrow, the MPO's long-range transportation plan, the MPO has integrated the analysis of Environmental Justice (EJ) impacts into many of its reports and plans. This analysis is attached, and includes the following:

- Excerpts from Mobilizing Tomorrow establishing baseline conditions for transportation performance metrics in EJ areas and targets for the year 2050.
 - o Note that all projects and their proximity to EJ areas can be viewed in the "Measures on the Map" interactive online tool available at <http://dmampo.org/maps/>.
- Data reports for various performance metrics that include an analysis of conditions in EJ and non-EJ areas, including:
 - o Crash Report
 - o Bridge Condition Report
 - o Pavement Condition Report (excerpt)
 - o Environmental Justice Report
- Excerpts from the Fiscal Years 2016-2019 Transportation Capital Improvement Program (TCIP), which identifies and summarizes all transportation investments scheduled to be made during the timeframe regardless of funding source.
- The Demographic Profile for the MPO area summarizes the EJ areas and the TCIP investments.

As noted in the various analysis, there EJ areas tend to have worse performing conditions than in non-EJ areas. The MPO is continuing to track performance in these areas and has altered the Surface Transportation Program scoring to award more points to projects that address these disparities in EJ areas.

Declaration of the Respondent

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

Respondent

Date

Declaration of the Administrative Head

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

Respondent

Date