



# MPO Public Participation Plan

2021 Update

April 2021

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## INTRODUCTION

The Des Moines Area Metropolitan Planning Organization (MPO) provides a continuous, cooperative, and comprehensive (3-C) transportation planning process for greater Des Moines metropolitan area. As part of a successful 3-C transportation planning process, the MPO solicits public review and comment on the work, projects, and products proposed and created by the MPO.

The MPO's *Public Participation Plan* (PPP) intends to promote this effort by defining a process that provides citizens, stakeholder groups, and other interested parties with reasonable opportunities to be involved in the transportation planning process.

The MPO developed this PPP in consultation with the public and other interested parties. Draft documents were published online with requests for public feedback, and these were publicized via newsletter, social media, and MPO committee meetings. Feedback was reviewed and incorporated in this document following a 45-day comment period. Included in this PPP are the MPO's policies and procedures for conducting public outreach, scheduling public meetings, and incorporating public input into the transportation planning process.

## ABOUT THE MPO

The MPO acts as the formal transportation planning body for the greater Des Moines metropolitan area, carrying out the intent of 23 CFR 450. In 1983, the Governor of Iowa designated the MPO as the official MPO for the Des Moines Urbanized Area, as defined by the U.S. Census Bureau. The MPO functions as the Transportation Management Area, as well, because its population exceeds threshold of 200,000 persons, as established in 23 CFR 450.104. The MPO is committed to implementing a comprehensive, coordinated, and continuing multimodal transportation planning process for the greater Des Moines metropolitan area.

The MPO provides a regional forum to ensure coordination between the public and local, state, and federal agencies in regard to planning issues and to prepare transportation plans and programs. The MPO develops both long- and short-range multimodal transportation plans, selects and approves projects for federal funding based upon regional priorities, and develops methods to reduce traffic congestion.

In 2021, the MPO is comprised of 16 cities; the Des Moines Area Regional Transit Authority (DART); four associate, non-voting cities; unincorporated portions of three counties in central Iowa; and one associate, non-voting county. The MPO's planning area encompasses more than 500 square miles. Collaborating with the Iowa Department of Transportation (DOT), DART, the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and many other cooperating agencies, the members of the MPO seek to provide an efficient and equitable surface transportation system for the greater Des Moines metropolitan area.

The MPO consists of three main committees:

- Representatives to the **MPO Transportation Technical Committee (TTC)** include city engineers, county engineers, public works directors, community planning directors, Des Moines International Airport staff, DART staff, and advisors from the Iowa DOT, FHWA, and FTA. This committee makes technical recommendations to the MPO Executive Committee.
- The MPO Executive Committee is comprised of 11 members with geographical representation, including two members from Des Moines, two from a northwest subarea, two from a southwest subarea, two from an east subarea, as well as one member from Polk County, one from Ankeny, and one from West Des Moines. From these, there are three officer positions, including the chair, vice chair, and secretary/treasurer, as well as an ex-officio member. This body reviews transportation policy-related topics and recommends action to the MPO.
- The **MPO Policy Committee** – referred to as the MPO – acts on the recommendations of the MPO Executive Committee. Representatives to the MPO are primarily local elected officials, city administrators, city managers, and advisors from the Des Moines International Airport, DART, the Iowa DOT, FHWA, and FTA.

A full-time professional planning staff makes recommendations to the TTC and supports these three committees in addition to a number of roundtables and working groups. Staff also coordinates and prepares committee meetings, informs the committees of projects and programs, and develops the final MPO work products and reports.

## REGULATIONS and REQUIREMENTS

### *Title VI of the Civil Rights Act of 1964*

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, and natural origin in programs and activities that receive federal financial assistance. As President John F. Kennedy said in 1963, “Simple justice requires that public funds, to which all taxpayers of all races [colors, and national origins] contribute, not be spent in any fashion which encourages, entrenches, subsidizes, or results in racial [color or national origin] discrimination.” Per the US Department of Justice:

*If a recipient of federal assistance is found to have discriminated and voluntary compliance cannot be achieved, the federal agency providing the assistance should either initiate fund termination proceedings or refer the matter to the Department of Justice for appropriate legal action. Aggrieved individuals may file administrative complaints with the federal agency that provides funds to a recipient, or the individuals may file suit for appropriate relief in federal court. Title VI itself prohibits intentional discrimination. However, most funding agencies have regulations implementing Title VI that prohibit recipient practices that have the effect of discrimination on the basis of race, color, or national origin.*

*To assist federal agencies that provide financial assistance, the wide variety of recipients that receive such assistance, and the actual and potential beneficiaries of programs receiving federal assistance, the US Department of Justice has published a Title VI Legal Manual. The Title VI Legal Manual sets out Title VI legal principles and standards. Additionally, the Department has published an Investigation Procedures Manual to give practical advice on how to investigate Title VI complaints. Also available on the Federal Coordination and Compliance Website are a host of other materials that may be helpful to those interested in ensuring effective enforcement of Title VI.*

### *Executive Order #12898*

The U.S. Environmental Protection Agency (EPA) defines environmental justice as “the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. EPA has this goal for all communities and persons across this Nation. It will be achieved when everyone enjoys the same degree of protection from environmental and health hazards and equal access to the decision-making process to have a healthy environment in which to live, learn, and work.”

In February 1994, President Bill Clinton signed Executive Order #12898 – Executive Order on Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations. The order is intended to focus federal attention on the “environmental and human health conditions in minority communities and low-income communities with the goal of achieving environmental justice. That order is intended to promote nondiscrimination in federal programs substantially affecting human health and the environment, and to provide minority

communities and low-income communities with access to public information on, and an opportunity for public participation in, matters relating to human health or the environment.”

### *Open Meetings Law*

The State of Iowa established the Open Meetings Law in 1999. It states that meetings should be open to the public; however, the Open Meetings Law does permit some closed meetings. The Open Meetings Law applies to the MPO Policy Committee, the MPO Executive Committee, and such other subgroups as may be directed by the MPO Policy Committee.

Where Open Meetings Law applies, the MPO keeps minutes as public records that show the date, time, members present, and the actions taken during the meeting. Staff may keep additional records from the meetings that also are public records.

### *Public Records Law*

The State of Iowa also established the Public Records Law in 1999. This legislation, with certain statutory exceptions, ensures that every person has a right to examine public records and to copy them.

### *Nondiscrimination Obligations*

The MPO is obligated to manage its programs and provide planning services to Greater Des Moines without regard to race, color, and national origin. The MPO is further obligated to avoid discrimination based on handicap or disability.

### *Accommodations*

The MPO schedules public-input meetings at convenient and accessible locations, and at times and facilities compliant with the Americans with Disabilities Act. The MPO sends news releases to foreign language media outlets in the region as well as to stakeholder groups representing low-income, minority, and disabled populations.

As part of its environmental justice analysis, the MPO has identified seven degrees of disadvantage, or groups of traditionally disadvantaged populations, as the analytic basis for ensuring compliance with Title VI. The seven degrees of disadvantage include:

- Limited English Proficiency (LEP)
- Non-white population
- Households in poverty
- Carless households
- Persons with a disability
- Single heads of households with children
- Households with persons over 65

By mapping the U.S. Census Bureau data for each degree of disadvantage and overlaying them to find concentrations, the MPO is better able to understand and illustrate the location and density of these population groups throughout the greater Des Moines metropolitan area. This allows the MPO, its members, and its partner organizations to improve planning process components like public outreach to ensure engagement and create more impactful mobility solutions for the most vulnerable populations. The MPO also incorporates this data into its funding scoring criteria for transportation project. The MPO calls for the identification of both positive and negative effects of transportation projects on the community when projects are in early stages.

With these concerns in mind, the MPO is committed to providing its materials to all citizens within the MPO planning area. The MPO developed a Language Assistance Plan to ensure individuals with limited English proficiency have meaningful access to the transportation planning process. For example, the MPO encourages LEP persons to contact the MPO for translation services of MPO documents. Upon request, the MPO works with local organizations to obtain translations of the desired documents within a reasonable period. The MPO also ensures that a notice of the availability of translation services is included in relevant MPO documents and written in the language of large LEP populations. More details on LEP accommodations can be found in the MPO's Language Assistance Plan, available online at [www.dmampo.org/public-participation/](http://www.dmampo.org/public-participation/).

### *Complaint Procedures*

Persons wishing to file a formal discrimination complaint may do so by completing the Title VI Complaint Form available by contacting the MPO. Complaint forms are also available on the MPO website at [www.dmampo.org/title-vi-complaint-form/](http://www.dmampo.org/title-vi-complaint-form/) in printable PDF and online form formats. Persons should send the form to the MPO's designated Title VI Coordinator. Within 10 calendar days, the MPO will forward this form and any additional information to the Iowa DOT Title VI Coordinator. The Iowa DOT will conduct an investigation into the complaint and make a recommendation to the FHWA, who will make the final determination. The Iowa DOT and the MPO will inform the person filing the complaint of the final determination. For more information, please visit <http://www.iowadot.gov/civilrights/subrecipient.html>.

### *Record Keeping*

The MPO's civil rights specialist maintains a log of all complaints and the disposition of those complaints. The MPO maintains files of each complaint for a period of no less than seven years. Annually, the MPO staff provides a summary of discrimination complaints to the MPO Policy Committee. At the time of this publication, the MPO has yet to receive any discrimination complaints.



## STAKEHOLDERS AND PUBLIC GROUPS

The MPO considers all who live, work, learn, and play in the greater Des Moines metropolitan area to be stakeholders. With its long-range focus, the MPO even has responsibilities to generations not yet born. Staff works to balance this spectrum of needs and desires throughout the development of the many plans and programs the MPO undertakes.

To fully capture the pulse of the public, the MPO has identified a number of groups and individuals as having potential interest in public input and involvement opportunities. These groups are included in email distribution groups for staff to use in communications with stakeholders.

- Neighborhood organizations;
- Homeowner associations;
- The Greater Des Moines Partnership, chambers of commerce, and other business groups;
- Private transportation providers;
- Groups working within the transportation industry, including those working in trucking, rail, and transit, and on bicycle and pedestrian issues;
- Advocacy groups for disadvantaged, disabled, and/or minority groups;
- Transportation providers for groups that lack access to private vehicles;
- The media, including television, radio, print, and electronic means;
- Young professionals;
- Governmental agencies;
- Schools;
- Environmental organizations + other social action groups;
- Hospitals; and
- Organizations or individuals interested in public hearings for major projects, or organizations and individuals that provide comments relating to public hearings for major projects.

### *Roundtables + Working Groups*

The MPO establishes and supports subcommittees focused on issues relevant to the MPO's activities and responsibilities from time to time. Stakeholder organizations and citizens serve on these committees as appropriate. Currently, the MPO supports the following committees:

- **Central Iowa Bicycle and Pedestrian Roundtable**, which facilitates the development, maintenance, and promotion of a world-class commuter and recreational bicycle and pedestrian system in central Iowa;
- **Freight Roundtable**, which works with local, regional, national, and international partners to assist with the efficient movement of freight in the region;
- **Transportation Advisory Group (TAG)**, which discusses human service and transportation coordination needs in the region;
- **Traffic Management Advisory Committee**, which provides a forum to discuss incident management, traffic management, and intelligent transportation systems issues;
- **Environmental Roundtable**, which is comprised of local experts who advise the MPO on the environmental aspects of planning activities;
- **Smart City Roundtable**, which explores how technology could be used to enhance urban systems, service delivery, and citizen engagement. This roundtable is a joint effort between the MPO and Capital Crossroads, a regional planning initiative.

## OUTREACH STRATEGIES

The MPO implements a variety of techniques to reach the populations outlined at the beginning of this section. As work on documents such as the long-range transportation plan (LRTP) or the Transportation Improvement Program (TIP) commences, staff has a general outline of public engagement strategies to be implemented. It is important to note, however, that these strategies are designed to be responsive to public feedback and may be modified to enhance the engagement.

### *Public Meetings and Events*

The TTC, Executive Committee, and MPO Policy Committee all meet on a monthly basis. All of these meetings are open to the public, per the State of Iowa's Open Meetings Law.

The MPO also hosts a number of roundtables and subcommittees that hold regular meetings. These roundtables and subcommittees are outlined on the previous page. All the roundtable and subcommittee meetings are open to the public, as well.

The MPO schedules single-purpose public input meetings several planning activities, including the LRTP, the PPP, TIP annual updates, and Surface Transportation Block Grant (STBG) Program application reviews. Additionally, the MPO includes a public-comment period at the beginning of every MPO Policy Committee meeting, which covers any TIP amendments throughout the year. When practical and feasible, the MPO supplements public input meetings with other outreach techniques, such as publicly circulated surveys regarding current issues and concerns. The MPO provides the results of any such surveys to the public.

Finally, the MPO hosts special events on an as-needed basis. The MPO co-hosts The Tomorrow Plan Speaker series with community partners.

The MPO seeks to engage all ages. The materials at the events present information both textually and visually, making it easier to understand for all. The MPO seeks to incorporate engaging elements that residents will remember into its events. In the past, this has included an interactive art piece at the 80/35 music festival that invited participants to imagine what amenities they would like along waterways in Greater Des Moines.

The MPO also seeks to engage all socioeconomic groups. One strategy has been to partner or consult with organizations such as the Polk County Continuum of Care Board (representing homeless populations), the African American Leadership Forum (AALF), and young professional groups.

The MPO also participates in other organizations' efforts with relevancy to the MPO's role in the region. For example, staff serve on a Transportation Advisory Group, comprised of leaders from various sectors working collaboratively on transportation issues. Similarly, the MPO participates in the United Way of Central Iowa's Mobility Coalition, which likewise seeks to understand and breakdown residents' barriers to transportation.

### *Publications*

Press releases are issued throughout the year on the many planning efforts, studies and other activities of the MPO. Topics include reports on progress the region is making in meeting the performance measures of the long-range transportation plan, events related to planning activities, and public input opportunities. Media releases go to media outlets throughout the region, including those with LEP and minority audiences.

On occasion, the MPO publishes other documents and informational brochures that provide summary information regarding important planning issues and activities.

To subscribe to the MPO distribution list, contact MPO staff at 515-334-0075 or [info@dmampo.org](mailto:info@dmampo.org).

### *Online Presence*

Over the past few years, the MPO has significantly bolstered its online presence. The MPO website – accessible at [www.dmampo.org](http://www.dmampo.org) – provides an overview of upcoming meetings along with agendas, committee representatives, staff information, news, maps, plans, and publications produced by the MPO. Relevant links are included on the website, too.

Beyond the website, the MPO maintains an online presence through social media sites Facebook, Twitter, LinkedIn, YouTube, and Google Business Page. The MPO regularly updates these sites to engage residents and to build a better understanding of the MPO and the projects the organization takes on.

The MPO has employed several additional online engagement tools over the past several years. For example, the MPO recently utilized Adobe Spark to hold a virtual public meeting.

The MPO makes every effort to provide adequate notice for public review and comment, particularly as these activities relate to proposed drafts of the LRTP, the TIP, and the PPP. The MPO makes notifications and announcements of upcoming public-input meetings for the LRTP, the TIP, and the PPP approximately four weeks in advance of the scheduled meeting through publications and online. Approximately one week in advance, the MPO publishes legal notice of public meetings and public review and comment periods in the Des Moines Register. The MPO also posts meeting agendas and minutes in accordance with the State of Iowa's Open Meetings Law. The MPO issues press releases of upcoming public input meetings to local media outlets and encourages them to advertise the dates, times, and locations of public meetings and public review and comment periods. These release go to a broad range of media outlets, including several with LEP and minority audiences.

From time to time, member governments request amendments to the LRTP and to the TIP. In conducting revisions to the approved TIP, the MPO notifies the public of the MPO's intent to discuss and potentially vote on revisions at least one week prior to the meeting, when possible.

### *Availability of Information*

In order to provide reasonable access to information about transportation issues and processes, the MPO posts all of its publications, meeting notices, and other related information online at [www.dmampo.org](http://www.dmampo.org). The MPO posts most publications in PDF format, which uses the free, downloadable Adobe Reader software. The MPO will provide hard copies of any document upon request. Additionally, the MPO staff is available to make presentations on relevant topics to local citizens, organizations, and other interested parties. The MPO also employs the use of videos to relay information related to regionally significant planning initiatives. The MPO also posts copies of all presentations to its MPO Policy Committee on the website, as well as copies of presentations from guest speakers. To request a hard copy of a document or to schedule a presentation call 515.334.0075, fax 515.334.0098, or email [info@dmampo.org](mailto:info@dmampo.org).

### *Public Review and Comment*

The MPO provides a public review and comment period of 30 calendar days prior to the adoption of the LRTP, the TIP, and the PPP. The MPO hosts public meetings across the greater Des Moines metropolitan area to discuss these documents with the public. In an effort to provide information to the public and to solicit public input, public-input meetings take place during the development of the LRTP, and during the review periods of the draft LRTP, draft TIP, and draft PPP. Additional public-input meetings take place as needed.

The MPO provides the public an opportunity to comment on proposed revisions to the approved TIP. The MPO considers two types of revisions in the TIP development process. An amendment to the TIP involves major changes to an approved project or the addition of a new project. Amendments to the approved TIP require formal MPO approval. Amendments are required under the following conditions:

- **Project cost:** Projects in which the recalculated project costs increase federal-aid by more than 30 percent or increase total federal-aid by more than \$2 million from the original amount.
- **Schedule changes:** Projects added or deleted from the TIP.
- **Funding sources:** Projects receiving additional federal funding sources to a project.
- **Fiscal constraint:** Changes that result in the TIP no longer being fiscally constrained (makes any of the four federal fiscal years not fiscally constrained).
- **Scope changes:** Changing the project termini, the amount of through traffic lanes, type of work from an overlay to reconstruction, or a change to include widening of the roadway.

Administrative modifications involve minor changes to existing projects in the approved TIP. Administrative modifications do not require formal MPO approval and often are conducted administratively by the MPO staff. Administrative modifications that involve moving Surface

Transportation Program (STP) or Transportation Alternative Program (TAP) funds forward require MPO approval to ensure that the MPO's TIP remains fiscally constrained. Administrative modifications involve:

- **Project cost:** Projects in which the recalculated project costs do not increase federal-aid by more than 30 percent and do not increase total federal-aid by more than \$2 million from the original amount.
- **Schedule changes:** Changes in schedules to projects included in the first four years of the TIP.
- **Funding sources:** Changes to funding from one source to another.
- **Scope changes:** All changes to a project's scope require an amendment.

The public is invited to MPO Policy Committee meetings to provide comments on these revisions prior to the MPO vote. While the MPO strives to be as open to public comment as possible, the MPO may elect to place limits or requirements on the public comment period if reasonably necessary for an effective meeting.

### *Visualization Techniques*

The MPO makes every reasonable effort to incorporate visualization techniques into its public outreach activities. The MPO creates large, legible maps for public meetings regarding the development of the LRTP and the TIP to help demonstrate the location and impact of possible transportation improvements and various network alternatives. Other useful visual aids used by the MPO may include graphs representing various types of data and flow charts to depict the transportation planning process. The MPO also works to provide an online interactive map demonstrating the location of various planning activities and transportation projects in the greater Des Moines metropolitan area.

### *Accommodations for Special Populations*

The MPO works to reach out to special populations traditionally underserved by existing transportation systems that may face challenges accessing employment and other services. These populations may include low-income and minority households, persons with disabilities, and persons with limited English proficiency. The MPO schedules public-input meetings at Americans with Disabilities Act compliant facilities, and at convenient and accessible locations and times. 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 serving 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 sends its news releases to foreign language media outlets in the greater Des Moines metropolitan area as well as to stakeholder groups representing low-income, minority, and disabled populations. The MPO also works with the Iowa DOT to provide translation services, which are publicized on the MPO's website at [www.dmampo.org/translation-services/](http://www.dmampo.org/translation-services/). To request translation services, people can call or email MPO staff at 515-334-0075 or [info@dmampo.org](mailto:info@dmampo.org). The public is asked to provide the MPO staff with as much notice as possible, so they can best provide for any special accommodations that may be necessary in order for them to participate in any public events. Additional information on the MPO's nondiscrimination obligations and procedures for investigating and tracking Title VI complaints can be found elsewhere in this document, or is available upon request by calling 515.334.0075 or by visiting [www.dmampo.org/title-vi](http://www.dmampo.org/title-vi).

### *Adaptations for Pandemic Period*

Like most organizations, the MPO has had to adapt its work processes during the COVID-19 pandemic. These steps have been taken to ensure the safety of its staff and committee members, as well as to remain in compliance with public-meeting limitations ordered by local and state jurisdictions.

Generally, the MPO's approach to public participation has remained the same as outlined in this document. However, the implementation of the approach has had to change to accommodate social distancing. These include:

- **Virtual committee work:** All the MPO's committee meetings have moved to the virtual platform Zoom, which was selected for its widespread adoption and ease of use. Log-in details are included in agendas, including both the web-based and phone-based information.
- **Virtual public meetings:** The MPO has also offered public meetings in a virtual setting. Some of these have been held using Zoom. Others have utilized platforms that allow for "self-led" public meetings, wherein the visitor can navigate through a presentation, then answer a series of questions to provide feedback. For example, the MPO utilized Adobe Spark to conduct an online public meeting to review project designs relating to a water trails project funded through a BUILD Grant from the U.S. Department of Transportation.

These adaptations are not intended to be permanent, though there is no clear end date as of this writing. At the same time, some adaptations have proven useful and will likely continue in some degree in perpetuity.

PLANNING DOCUMENT OR ACTIVITY	PUBLIC PARTICIPATION PROCEDURES
<p>Long-Range Transportation Plan (LRTP)</p>	<ul style="list-style-type: none"> <li>● The official multimodal transportation plan addressing no less than a 20-year planning horizon that the MPO develops, adopts, and updates through the metropolitan transportation planning process, including a fiscally constrained list of projects.</li> <li>● The development process includes an analysis of local trends, review of local transportation needs, and available funding, and is overseen by a Steering Committee of stakeholders.</li> <li>● The document is reviewed by the Steering Committee, MPO roundtables and committees, the general public, the Iowa Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration.</li> <li>● Updated every four years.</li> <li>● The MPO Policy Committee adopts the Final LRTP after considering and incorporating state and federal comments.</li> <li>● Public input meetings held during the development of the LRTP</li> <li>● Draft + final LRTP available on MPO website</li> <li>● Legal notice published in <i>The Des Moines Register</i> one week prior to public meeting</li> <li>● Public input opportunities published on MPO calendar and social media.</li> <li>● 30 calendar day public comment and review period.</li> <li>● Adopted by MPO committees.</li> <li>● Revisions also require public notice, public comment period, and adoption by the MPO committees</li> <li>● At least one public input meeting held for completed draft LRTP.</li> <li>● The final product can be found on the MPO’s website at <a href="https://dmampo.org/mobilizing-tomorrow/">https://dmampo.org/mobilizing-tomorrow/</a>.</li> </ul>



Unified Planning Work Program	<ul style="list-style-type: none"><li>• An annual or biennial statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds.</li><li>• Updated annually.</li><li>• The MPO Policy Committee adopts the Final UPWP after considering and incorporating state and federal comments; the FHWA and FTA affirm the Final UPWP.</li><li>• The development process includes staff evaluating its planning funding availability and regional planning tasks and needs with MPO communities and members to advance a draft UPWP.</li><li>• The UPWP is reviewed for compliance with regulations by Iowa DOT, FHWA, and FTA. Public and stakeholder review is not required for the UPWP.</li><li>• Available on MPO website.</li><li>• Developed with input from MPO committees and member governments via regular meetings and direct conversations.</li><li>• Adopted by MPO committees.</li><li>• MPO staff works with members, as well as state and federal governments, to monitor the UPWP implementation and process modifications and amendments as needed. Specific revision and amendment requirements can be found in the UPWP.</li><li>• The final product can be found on the MPO's website at <a href="https://dmampo.org/organization/">https://dmampo.org/organization/</a>.</li></ul>
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<p>Passenger Transportation Plan</p>	<ul style="list-style-type: none"><li>• Long-term plan for the active management of passenger transportation services for the region.</li><li>• Developed with oversight and input from the Transportation Advisory Group.</li><li>• Updated every four years.</li><li>• Public input meetings held during its development.</li><li>• Legal notice published in <i>The Des Moines Register</i> one week prior to public meeting.</li><li>• Public input opportunities published on MPO calendar and social media.</li><li>• Available on MPO website.</li><li>• 45 calendar day public comment and review period.</li><li>• Adopted by MPO committees.</li><li>• Revisions also require public notice, public comment period, and adoption by the MPO committees.</li><li>• The final product is available on the MPO's website at <a href="https://dmampo.org/wp-content/uploads/2018/03/Passenger-Transportation-Plan-FY-2019-2023-Draft-DOT.pdf">https://dmampo.org/wp-content/uploads/2018/03/Passenger-Transportation-Plan-FY-2019-2023-Draft-DOT.pdf</a>.</li></ul>
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<p>Bicycle and Pedestrian Plan</p>	<ul style="list-style-type: none"> <li>● Action plan for the improvement of bicycle and pedestrian access and facilities throughout the region.</li> <li>● Updated as needed.</li> <li>● Public input meetings held during development.</li> <li>● 30 calendar day public comment and review period its development.</li> <li>● Legal notice published in <i>The Des Moines Register</i> one week prior to public meeting.</li> <li>● Public input opportunities published on MPO calendar and social media.</li> <li>● Final product is available on the MPO website at <a href="https://dmampo.org/connect-bike-ped-transportation-plan/">https://dmampo.org/connect-bike-ped-transportation-plan/</a>.</li> <li>● Adopted by MPO Committees.</li> </ul>
<p>Transportation Improvement Program (TIP)</p>	<ul style="list-style-type: none"> <li>● A detailed list of regionally significant, federally funded transportation projects by all jurisdictions and transit agencies in the MPO planning area, covering a period of at least four years and including capital and non-capital surface transportation projects, bicycle and pedestrian facilities and other transportation enhancements, and safety projects included in the State’s Strategic Highway Safety Plan. Updated annually.</li> <li>● The development process includes the solicitation of eligible projects for inclusion from all jurisdictions and transit agencies within the MPO planning area, an analysis of fiscal capacity, and feedback from MPO committees.</li> <li>● The document is reviewed by the MPO committees, the Iowa Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration.</li> <li>● The MPO Policy Committee adopts the Final TIP after considering and incorporating state and federal comments; the FHWA and FTA approve the Final UPWP.</li> <li>● Public input meetings held during development.</li> <li>● Legal notice published in <i>The Des Moines Register</i> one week prior to public meeting.</li> <li>● 30 calendar day public comment and review period.</li> <li>● Adopted by MPO Committees.</li> </ul>

<p>TIP Revisions</p>	<ul style="list-style-type: none"> <li>● Updates to the TIP based on changing status of projects during implementation.</li> <li>● Revisions occur as needed.</li> <li>● Adopted through MPO Committees.</li> <li>● Public comment for proposed TIP revisions can be made at the MPO Policy Committee meeting prior to the MPO’s formal action on the request.</li> </ul>
<p>LRTP Amendments</p>	<ul style="list-style-type: none"> <li>● Proposed LRTP amendments made available on MPO website.</li> <li>● Legal notice published in <i>The Des Moines Register</i> one week prior to the public meeting.</li> <li>● Public input opportunities published on MPO calendar and social media.</li> <li>● Amendments occur as needed.</li> <li>● Adopted through MPO committees.</li> <li>● 30 calendar day public comment and review period.</li> <li>● At least one public input meeting held.</li> <li>● Public comment for proposed LRTP revisions can be made at the MPO Policy Committee meeting prior to the MPO’s formal action on the request.</li> </ul>

<p>Public Participation Plan (PPP)</p>	<ul style="list-style-type: none"> <li>● A documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.</li> <li>● Updated every five years or as needed.</li> <li>● The development process includes a review of past and potential new engagement practices to ensure the plan fits the needs of the community.</li> <li>● The document is reviewed by MPO committees, the general public, the Iowa Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration.</li> <li>● The MPO Policy Committee adopts the Final PPP.</li> <li>● Draft and final PPP available on MPO website at <a href="https://dmampo.org/public-participation/">https://dmampo.org/public-participation/</a>.</li> <li>● Legal notice published in <i>The Des Moines Register</i> one week prior to public meeting.</li> <li>● Public input opportunities published on MPO calendar and social media.</li> <li>● 45 calendar day public comment and review period.</li> <li>● At least one public input meeting held.</li> </ul>
<p>Additional Public Comment Period, as necessary</p>	<ul style="list-style-type: none"> <li>● Relevant documents and plans available on MPO website</li> <li>● Legal notice published in <i>The Des Moines Register</i> one week prior to public meeting</li> <li>● Public input opportunities published on MPO calendar and social media.</li> <li>● At least a 15 calendar day public comment and review period</li> </ul>

## MEETING SCHEDULE

Regularly scheduled meetings of the MPO committees are as follows:

- The TTC meets on the first Thursday of every month at 9:30 a.m. in the Burnham Conference Room of the MPO office;
- The Executive Committee meets on the second Wednesday of every month at 11:30 a.m. in the Burnham Conference Room of the MPO office;
- The MPO meets on the third Thursday of every month at 4:00 p.m. in the Burnham Conference Room of the MPO Office; and,
- The various roundtables and subcommittees meet at the MPO office, though meeting times and dates vary.
- NOTE: During the COVID-19 pandemic, these meetings have moved to virtual settings, namely Zoom.

The MPO posts meeting times, agendas and minutes on its website at [www.dmampo.org](http://www.dmampo.org).

All meetings of the TTC, Executive Committee, MPO Policy Committee, roundtables, and subcommittees are open to the public. Members of the public may request time on the agenda at the TTC or the MPO Policy Committee to comment on specific subjects of interest to the representatives. Additionally, the MPO Chair may appoint new subcommittees and working groups to address specific transportation-related topics or areas of interest.

The MPO hosts an annual public meeting for comment on the proposed TIP. The TIP is an annual document identifying transportation projects that MPO member governments and agencies intend to implement using federal funds over the next four years. The MPO holds public comment periods at the beginning of Policy Committee meetings to allow comment on proposed revisions to the approved TIP.

Several public input meetings occur in conjunction with the update of the LRTP. The LRTP addresses transportation planning issues over at least a 20-year period and undergoes updates every five years. Amendments to the approved LRTP also require a public input meeting. Because these meetings are infrequent, the MPO schedules them on an as-needed basis.

## PUBLIC INPUT

The MPO accepts input and comments from the public through a variety of means. Members of the public may make comments by calling the MPO at 515-334-0075. Written comments may be:

Presented at public meetings

Faxed to the MPO at 515-334-0098

Submitted online at [www.dmampo.org/public-comment-form/](http://www.dmampo.org/public-comment-form/)

Mailed to the MPO, 420 Watson Powell Jr., Way, Suite 200, Des Moines, Iowa 50309

The public may submit comments to their respective TTC or MPO representatives for transmittal to the respective full committees. Citizens can make comments on MPO plans, reports, and programs at public-input meetings. Additionally, members of the public or a representative of a group with expressed comments on a particular topic may request of the MPO Chair an appointment to serve as a citizen representative on the appropriate subcommittee of the TTC or the MPO. Citizens or representatives of special interest groups may request time on an MPO TTC or MPO agenda to offer input to the full committees as well. The MPO staff shares all public comments and input with the TTC, the Executive Committee, and the MPO in verbal and/or written form.

The MPO accepts and considers public input and comments received during the public participation process. When the MPO receives significant written or oral comments regarding the draft LRTP, the draft TIP, or the draft PPP through the public participation process, the MPO includes a summary, analysis, and report on those comments in the final document. In those instances where a final LRTP, TIP, or PPP differs significantly from the version that was made available for public comment, the MPO provides an additional opportunity for further public comment on the final version. Additional public comment periods are at least 15 calendar days.

## COORDINATION AND CONSULTATION

The MPO coordinates its public participation efforts with the statewide transportation planning public involvement and consultation process, as necessary. The LRTP, the TIP, and PPP are developed with due consideration of other related planning activities in the greater Des Moines metropolitan area, and the MPO consults and/or coordinates with other agencies and officials responsible for other planning activities that may be impacted or affected by transportation. Additionally, the MPO involves the appropriate federal land management agencies in the development of the LRTP and TIP, as necessary.

## EVALUATION

The MPO periodically reviews the PPP in order to monitor the effectiveness of the procedures outlined in this document. Following evaluation of the outputs and outcomes of the PPP, the MPO may revise these procedures to incorporate new and innovative ways to involve the public and ensure a full and open participation process. In particular, the MPO documents information regarding public attendance at public input meetings, records the number of requests or complaints associated with special populations, and solicits feedback on the use of visual aids at public meetings. The MPO reviews this information every year and evaluates the need to revise these procedures.

## CONTACT INFORMATION

The MPO understands that, without the public, the planning process is not nearly as strong as it could be. As such, the MPO encourages residents to submit comments to the MPO. This can be accomplished by contacting the MPO by:

Mail: MPO  
420 Watson Powell, Jr., Way, Suite 200  
Des Moines, Iowa 50309

Phone: 515-334-0075

Fax: 515-334-0098

Email: [info@dmampo.org](mailto:info@dmampo.org)

Web: [www.dmampo.org](http://www.dmampo.org)

Facebook: [www.facebook.com/dmampo](http://www.facebook.com/dmampo)

Twitter: [www.twitter.com/dmampo](http://www.twitter.com/dmampo)

YouTube: [www.youtube.com/dmampo](http://www.youtube.com/dmampo)