

AMES AREA METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION TECHNICAL COMMITTEE

SUBJECT: ROADWAY SAFETY PERFORMANCE TARGETS

BACKGROUND:

As required by the FAST Act, the Iowa Department of Transportation was required to establish safety measures for five metrics. The Iowa Department of Transportation has submitted the State Highway Safety Improvement Program (HSIP) annual report to the Federal Highway Administration which is deemed submitted as of August 31, 2021. The report included the State's 2018-2022 safety targets for the performance measures established in 23 § 490.207 as follows:

Performance Measure	Five Year Rolling Averages	
	2016-2020 Baseline	2018-2022 Target
Number of Fatalities	345.2	337.8
Fatality Rate*	1.053	1.037
Number of Serious Injuries	1,391.6	1,327.2
Serious Injury Rate*	4.241	4.073
Non-Motorized Fatalities and Serious Injuries	128.6	129.8

**Rates are per 100 million vehicle miles traveled (VMT)*

Like the process last year, the Ames Area MPO is required within 180 days of the State's submission of the safety performance measures (by **February 27, 2022**), to adopt safety performance targets which either support the Iowa DOT's targets or set our own quantifiable targets in a process approved by the Iowa DOT.

The performance measures apply to all public roadways within the Ames Area MPO, regardless of classification or ownership. Upon approving safety measures, the Ames Area MPO will be required to reflect the performance measures and targets in all Metropolitan Transportation Plans and Transportation Improvement Programs. Each update to the Metropolitan Transportation Plan will report system performance measure progress towards achieving these targets. The Transportation Improvement Programs will be required to describe how implementation of the TIP anticipates making progress towards achieving the targets.

ALTERNATIVES:

1. Recommend supporting the safety performance targets established by the Iowa Department of Transportation in coordination with Iowa MPOs.
2. Recommend the Ames Area MPO to set quantifiable targets for the safety targets in coordination with the Iowa Department of Transportation.

ADMINISTRATOR'S RECOMMENDATION:

The Iowa DOT has developed these roadway safety targets in coordination with all the Iowa MPOs.

Therefore, it is recommended by the Administrator that the Transportation Technical Committee adopt Alternative No. 1, thereby recommending the Ames Area MPO support the roadway safety performance targets, established by the Iowa Department of Transportation, to the Transportation Policy Committee for formal approval.

AMES AREA METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION TECHNICAL COMMITTEE

SUBJECT: TRANSIT SAFETY PERFORMANCE TARGETS

BACKGROUND:

The Federal Transit Administration’s Public Transportation Agency Safety Plan (PTASP) regulation, 49 CFR Part 673, requires that state or transit agencies that created a safety plan make its safety performance targets available to states and MPOs to aid in the planning process and to coordinate with states and MPOs in the selection of state and MPO safety performance measures. Transit agencies that receive 5307 funding, which includes CyRide, are required to update their PTASPs annually. The PTASP must contain transit safety performance measures and targets.

CyRide approved their PTASP on August 11, 2021 and provided it to the Ames Area MPO on August 20, 2021. MPOs are required to adopt their initial transit safety targets no more than 180 days after receiving the PTASPs from their public transportation provider(s). Since the AAMPO received CyRide’s PTASP on August 20, 2021, the **AAMPO must adopt transit safety targets by February 16, 2022.**

The CyRide Transit Board approved the following transit safety targets. These targets are based on a review of the previous 5 years of Ames Transit Agency (CyRide) performance data and are derived from the safety performance measures established under the National Public Transportation Safety Plan. It is suggested that AAMPO adopt these performance measures:

Mode of Transit Service	Fatalities (Total)	Fatalities (per 100 thousand VRM)	Injuries (Total)	Injuries (per 100 thousand VRM)	Safety Events (Total)	Safety Events (per 100 thousand VRM)	System Reliability (VRM/Failures)
Fixed Route Bus	0	0	0	0.00	0	0.00	42,273.16
Paratransit	0	0	0	0.00	0	0.00	38,450

Upon approving the Transit Safety targets, the Ames Area MPO will be required to reflect the performance measures and targets in all future planning document updates such as Metropolitan Transportation Plans and Transportation Improvement Programs. Each update to the Metropolitan Transportation Plan reports baseline conditions and system performance progress towards achieving these targets. Transportation Improvement Programs are required to describe how implementation of the TIP anticipates making progress towards achieving the targets.

ALTERNATIVES:

1. Recommend the presented transit safety performance measures to the Transportation Policy Committee for formal approval.
2. Recommend the presented transit safety performance measures with Transportation Technical Committee modifications to the Transportation Policy Committee for formal approval.

ADMINISTRATOR'S RECOMMENDATION:

CyRide developed these transit safety targets using the previous 5 years of performance data from the Ames region and they are derived from the safety performance measures established under the National Public Transportation Plan.

Therefore, it is recommended by the Administrator that the Transportation Technical Committee adopt Alternative No. 1, thereby recommending the presented transit safety performance measures to the Transportation Policy Committee for formal approval.

AMES AREA METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION TECHNICAL COMMITTEE

SUBJECT: TRANSIT ASSET MANAGEMENT (TAM) PERFORMANCE TARGETS

BACKGROUND:

The Federal Transit Administration has developed rules for transit asset management for recipients of Chapter 53 funds that own, operate, or management public transportation capital assets. These rules apply to the Ames Transit Agency - CyRide. Prior to adopting the initial plan, transit agencies were responsible for developing an initial set of performance targets of asset percentage by category past their useful life benchmark (ULB). On May 23, 2017, using the initial targets adopted by CyRide, the Ames Area MPO established the first performance targets for the MPO using the same targets.

Every year, typically in the fall, CyRide approves a new Transit Asset Management (TAM) Plan, which includes new performance targets for the next five-year period starting the following year. On October 8, 2021, CyRide provided their updated TAM Targets and TAM Plan to the MPO as federally mandated. While the MPO is not required to update or modify their performance targets to match CyRide's, it would be appropriate for the MPO to adopt CyRide's updated performance targets within 180 days of receiving a TAM Plan update, which would be by April 6, 2022.

The CyRide Transit Board approved the following TAM targets:

TAM Performance Measure Class	2021 Target	2021 Year-End Results	2022 Performance Target	2023	2024	2025	2026
Revenue Vehicles 40'-60' Buses	42%	40%	30% of fleet exceeds CyRide's ULB of 15 yrs.	26%	20%	34%	22%
Revenue Vehicles Cutaways	22%	89%	22% of fleet exceeds FTA ULB of 8 yrs.	0%	0%	0%	0%
Revenue Vehicles Minivans	0%	0%	0% of fleet exceeds FTA ULB of 8 yrs.	0%	0%	0%	0%
Equipment Shop Trucks	50%	0%	0% of fleet exceeds CyRide's ULB of 10 yrs.	0%	0%	0%	0%
Facilities Admin./Maint.Facility	0%	0%	0% of facilities rated under 3.0 on TERM scale	0%	0%	0%	0%
Facilities Ames Intermodal Facility	0%	0%	0% of facilities rated under 3.0 on TERM scale	0%	0%	0%	0%

CyRide noted that they did not meet the 2021 cutaway targets as it took longer to get 6 cutaway buses delivered due to the pandemic. Everything is taking longer to deliver, including small buses. It is now estimated that it will take 12-18 months for a cutaway delivery.

Upon approving TAM targets, the Ames Area MPO will be required to reflect the performance measures and targets in all future planning document updates such as Metropolitan Transportation Plans and Transportation Improvement Programs. Each update to the Metropolitan Transportation Plan reports baseline conditions and system performance progress towards achieving these targets. Transportation Improvement Programs are required to describe how implementation of the TIP anticipates making progress towards achieving the targets.

ALTERNATIVES:

1. Recommend the presented transit asset management (TAM) performance measures to the Transportation Policy Committee for formal approval.
2. Recommend the presented transit asset management (TAM) performance measures with Transportation Technical Committee modifications to the Transportation Policy Committee for formal approval.

ADMINISTRATOR'S RECOMMENDATION:

The proposed transit asset management (TAM) targets were developed by CyRide as a part of their Transit Asset Management Plan.

Therefore, it is recommended by the Administrator that the Transportation Technical Committee adopt Alternative No. 1, thereby recommending the presented transit asset management (TAM) performance measures to the Transportation Policy Committee for formal approval.

AMES AREA METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION TECHNICAL COMMITTEE

SUBJECT: LIMITED ENGLISH PROFICIENCY (LEP) PLAN

BACKGROUND:

The U.S. DOT requires that any entity which receives federal funds create a limited English proficiency Plan in accordance with Executive Order 13166 and the Title VI of the Civil Rights Act of 1964. Since MPOs receive both FHWA and FTA funding, the Ames Area MPO is required to create its own LEP Plan. An LEP Plan is required as an attachment in the MPO's FTA Title VI Program, which is due to the Iowa DOT on November 1, 2021. Therefore, this LEP Plan should be approved in coordination with the MPO's updated FTA Title VI Program.

The primary objective of the LEP Plan is to ensure that individuals with limited English proficiency are provided meaningful access to the Ames Area MPO's various transportation planning processes. The LEP Plan was prepared in accordance with the U.S. DOT's requirements and the recent guidelines published by the Iowa DOT. Per U.S. DOT recommendation, the LEP Plan follows the four-factor analysis methodology. The four analysis factors are:

1. The number and proportion of persons with limited English proficiency who are eligible to be served or likely to be encountered by MPO services and programs.
2. The frequency with which persons with limited English proficiency encounter MPO services and programs.
3. The nature and importance of the MPO's services and programs in people's lives.
4. The resources available to the MPO for outreach to persons with limited English proficiency, as well as the costs associated with the outreach.

The LEP Plan uses the four-factor analysis as a framework for the structure of plan, with each of the four factors having its own section within the document. As shown in Table 1, the outline of the LEP Plan contains an introduction, a section for each of the four analysis factors, and a conclusion discussing the findings of the four-factor analysis.

Pages	Section Title	Key Topics
3	Introduction	Background, Four-Factor Analysis
4-6	Factor 1 – LEP Population	ACS Data, Overview of Language Data, Safe Harbor Provision
7	Factor 2 – Frequency of Contact	Previous Requests, Iowa State University Students, Public Participation Plan
8	Factor 3 – Importance of Services and Programs	MPO Services and Programs, Vital Services and Documents, Planning Documents
9-10	Factor 4 – Resources Available for Outreach	MPO Public Outreach Strategies, City of Ames, CyRide & Iowa State University
11-12	Conclusion	Summary, Language Assistance Services, Outreach Strategies, Updating the LEP Plan, Contact Information

The LEP Plan lists the following language assistance services and resources that it will utilize (discussed on pages 11-12):

1. Oral Interpretation Services – TheBigWord, City Staff, Google Translate
2. Bureau of Refugee Services
3. MPO Website – Automatic translation to over 90 different languages
4. Regional Partners – Coordinate with regional agencies and groups such as CyRide and Iowa State University

ALTERNATIVES:

1. Recommend the Limited English Proficiency (LEP) Plan to the Transportation Policy Committee for final approval.
2. Recommend the Limited English Proficiency (LEP) Plan, with Transportation Technical Committee modifications, to the Transportation Policy Committee for final approval.

ADMINISTRATOR’S RECOMMENDATION:

MPO staff have developed this LEP Plan based on applicable federal and state regulations, the U.S. DOT guidance, and the newly updated Iowa DOT guidance.

Therefore, it is recommended by the Administrator that the Transportation Technical Committee adopt Alternative No. 1, thereby recommending the LEP Plan to the Transportation Policy Committee for final approval.

Limited English Proficiency (LEP) Plan

2021 Update



AAAMPO

AMES AREA METROPOLITAN PLANNING ORGANIZATION

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The Ames Area Metropolitan Planning Organization prepared this report with funding from the U.S. Department of Transportation's Federal Highway Administration and Federal Transit Administration, and in part through local matching funds of the Ames Area MPO member governments. These contents are the responsibility of the Ames Area MPO. The U.S. government and its agencies assume no liability for the contents of this report or for the use of its contents. The Ames Area MPO approved this document on October 26, 2021. Please call (515) 239-5160 to obtain permission to use.

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Introduction

Background

The primary objective of the Limited English Proficiency (LEP) Plan is to ensure that individuals with limited English proficiency are provided meaningful access to the Ames Area Metropolitan Transportation Planning Organization's (AAMPO's) various transportation planning processes.

[Executive Order 13166](#), signed August 11, 2000, "requires Federal agencies to examine the services they provide, services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them." Additionally, in accordance with this Executive Order, the U.S. DOT issued its own [LEP Guidance](#), which applies to all recipients of U.S. DOT funding, including MPOs. The Iowa DOT also provides additional guidance to Iowa MPOs regarding outreach to limited English proficiency persons as a part of their Public Participation Plan guidance.

The [Title VI of the Civil Rights Act of 1964](#) "prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives Federal funds or other Federal financial assistance." MPOs receive federal funding from both the FHWA and FTA and are therefore required to adhere to Title VI requirements. Regarding Title VI, any conduct that has a disproportionate effect on persons with limited English proficiency is prohibited, since this conduct would constitute national origin discrimination.

Four-Factor Analysis

The U.S. DOT LEP guidance recommends the use of a Four-Factor Analysis during the creation of LEP Plans. The following are the four factors:

1. The number and proportion of persons with limited English proficiency who are eligible to be served or likely to be encountered by MPO services and programs.
2. The frequency with which persons with limited English proficiency encounter MPO services and programs.
3. The nature and importance of the MPO's services and programs in people's lives.
4. The resources available to the MPO for outreach to persons with limited English proficiency, as well as the costs associated with the outreach.

The Four-Factor Analysis will act as the framework for the AAMPO's LEP Plan. Each of the four factors will be included as a separate section in this document.

Factor 1 – LEP Population

The first analysis factor is the number and proportion of persons with limited English proficiency who are eligible to be served or likely to be encountered by MPO services and programs.

American Community Survey (ACS) Data

The U.S. Census Bureau’s American Community Survey (ACS) is an excellent data source for summarizing socioeconomic data, including data on English proficiency. For this analysis, data was downloaded from <https://data.census.gov> for the census tract level. 5-year ACS data was gathered for years 2015 through 2019. Only census tracts with greater than 10% of their land area located within the MPO boundary were included in the analysis.

Overview of Language Data

Table 1 shows an abbreviated overview of the language data for Ames Area MPO region. Around 86% of the population within the AAMPO region speak only English. Nearly 14% of the population speak a language other than English. Just under 6% of the population are classified with limited English proficiency (speaks English less than “very well”).

Table 1: Abbreviated Overview of Language Populations

Category	Population	Percentage
Speak only English	58,640	86.3%
Speak English "very well"	5,392	7.9%
Speak English less than "very well"	3,949	5.8%
TOTAL	67,981	100.0%

Source: 2015-2019 ACS Data

Safe Harbor Provision

The U.S. DOT’s LEP guidance references the Department of Justice’s Safe Harbor Provision, which outlines circumstances that can provide a “safe harbor” for recipients regarding the translation of written materials for LEP populations. In short, the Safe Harbor Provision recommends a written translation of vital documents for each eligible LEP language group that constitutes 5% or 1,000 persons, whichever is less. It also adds that the translation of non-vital documents, if needed, can be provided orally.

Table 2 provides a detailed breakdown of all the language group populations, as defined in the American Community Survey. The only language group within the AAMPO boundary which met the above Safe Harbor Provision criteria was Chinese (including Mandarin & Cantonese). Although this group constituted less than 5% of the total population (3.3%), greater than 1,000 people fell within this group (2,263). See **Figure 1** for a map summarizing limited English proficiency populations by census tract within the AAMPO region.

Table 2: Breakdown of Language Group Populations

Category	Population	Percentage
Total:	67,981	100.0%
Speak only English	58,640	86.3%
Spanish:	1,294	1.9%
Speak English "very well"	961	1.4%
Speak English less than "very well"	333	0.5%
French, Haitian, or Cajun:	118	0.2%
Speak English "very well"	87	0.1%
Speak English less than "very well"	31	0.0%
German or other West Germanic languages:	377	0.6%
Speak English "very well"	368	0.5%
Speak English less than "very well"	9	0.0%
Russian, Polish, or other Slavic languages:	180	0.3%
Speak English "very well"	150	0.2%
Speak English less than "very well"	30	0.0%
Other Indo-European languages:	1,188	1.7%
Speak English "very well"	870	1.3%
Speak English less than "very well"	318	0.5%
Korean:	660	1.0%
Speak English "very well"	196	0.3%
Speak English less than "very well"	464	0.7%
Chinese (incl. Mandarin, Cantonese):	4,036	5.9%
Speak English "very well"	1,773	2.6%
Speak English less than "very well"	2,263	3.3%
Vietnamese:	169	0.2%
Speak English "very well"	30	0.0%
Speak English less than "very well"	139	0.2%
Tagalog (incl. Filipino):	142	0.2%
Speak English "very well"	118	0.2%
Speak English less than "very well"	24	0.0%
Other Asian and Pacific Island languages:	763	1.1%
Speak English "very well"	496	0.7%
Speak English less than "very well"	267	0.4%
Arabic:	244	0.4%
Speak English "very well"	189	0.3%
Speak English less than "very well"	55	0.1%
Other and unspecified languages:	170	0.3%
Speak English "very well"	154	0.2%
Speak English less than "very well"	16	0.0%

Source: 2015-2019 ACS Data; **Purple** = Met Safe Harbor Criteria

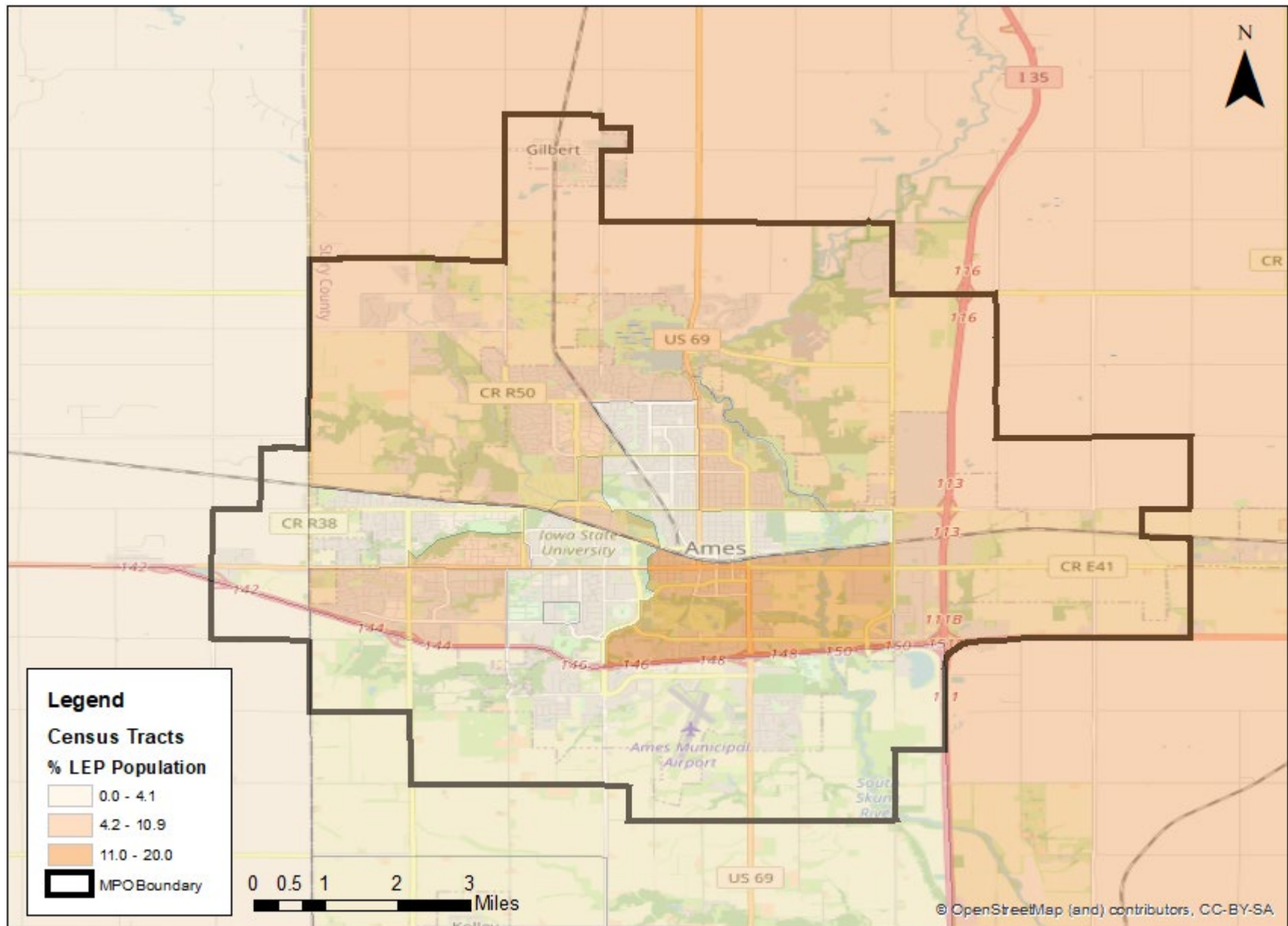


Figure 1: Limited English Proficiency Map (Source: 2015-2019 ACS Data)

Factor 2 – Frequency of Contact

The second analysis factor is the frequency with which persons with limited English proficiency encounter MPO services and programs.

Previous Requests

To date, the Ames Area MPO has never received a request for language assistance services, written or oral, from any individuals or groups with limited English proficiency. However, it is anticipated that the proportion of limited English proficiency individuals within the region could increase. Therefore, the probability of contact with a limited English proficiency group or individual may increase as well.

Iowa State University Students

It is worth noting that approximately 31,000 of 68,000 of the Ames region's population is comprised of the student body of Iowa State University. Iowa State University has a sizable enrollment of minority populations, including Chinese students, which may have limited English proficiency. The MPO does not typically see many direct contacts from Iowa State University students. However, the MPO does frequently communicate and coordinate with Iowa State University and CyRide, both of which do frequently interact with students. Iowa State and CyRide both have representatives on the MPO's technical and policy boards.

CyRide, whose staff conducts many of the MPO's transit planning activities as a part of a joint planning agreement, has its own [LEP Plan](#). CyRide's LEP Plan follows a similar four factor analysis to this LEP Plan and includes detailed breakdowns of the Iowa State student body as well as CyRide's interactions with limited English proficiency students who utilize their bus transit system.

Public Participation Plan

The Ames Area MPO's [Public Participation Plan](#) (PPP) summarizes how the MPO involves the public and stakeholders in its transportation planning efforts, including engagement goals and strategies. The PPP also highlights the MPO's commitment to providing its planning services to all members of the public, including underserved populations such as those with limited English proficiency.

Factor 3 – Importance of Services and Programs

The third analysis factor is the nature and importance of the MPO's services and programs in people's lives.

MPO Services and Programs

The Ames Area MPO provides and coordinates various transportation planning and improvement efforts throughout the Ames region. This includes a data-driven and community-based planning approach which identifies necessary transportation improvements and programs in the region. The MPO also directs the programming and use of federal funds on future transportation projects (including roadway, transit, and multi-modal improvements). Since every individual directly utilizes or relies upon the region's transportation system in some capacity, the MPO's transportation planning activities impact everyone within the region.

Vital Services and Documents

The MPO does not provide any vital, immediate, or emergency-based services such as medical treatments or basic needs services (food, water, shelter, etc.). Therefore, the MPO does not maintain any vital documents. Furthermore, participation in MPO activities and meetings is completely voluntary. Although, the MPO certainly encourages members of the public to participate in its meetings and planning efforts.

Planning Documents

The Ames Area MPO maintains five core planning documents including:

1. [Public Participation Plan](#) (PPP)
2. [Metropolitan Transportation Plan](#) (MTP)
3. [Transportation Improvement Program](#) (TIP)
4. [Transportation Planning Work Program](#) (TPWP)
5. [Passenger Transportation Plan](#) (PTP)

More information about these planning documents can be found on the MPO website. They are also summarized within the Public Participation Plan. The MPO also maintains other documents and materials such as Title VI documentation, an Intelligent Transportation Systems Architecture document, and this LEP Plan. These are also all located on the MPO website.

The MPO always prioritizes inclusivity when developing transportation plans, studies, documents, and programs. The impact a transportation project or initiative will have on underserved populations, including limited English proficiency individuals, is always considered when evaluating that project or initiative. The MPO, through the strategies and procedures developed in the Public Participation Plan and LEP Plan, will always attempt to encourage outreach to and allow participation by limited English proficiency groups.

Factor 4 – Resources Available for Outreach

The fourth analysis factor is identifying the resources available to the MPO for outreach to persons with limited English proficiency, as well as the costs associated with the outreach.

MPO Public Outreach Strategies

The MPO's Public Participation Plan (PPP) outlines goals and strategies for public outreach and participation. Some of public outreach methods listed in the PPP and utilized by the MPO include:

- AAMPO Website (www.aampo.org) – Automated translations available for over 90 languages.
- E-Mail Notifications – Signup available on the MPO website.
- Publications – Including Ames Tribune, ISU Daily, and radio stations.
- TV & Streaming – Meetings are broadcast on the local governmental access cable channel (Channel 12), the City of Ames YouTube Channel, and as a live stream on the city's website.
- Social Media – The MPO utilizes the City of Ames' social media accounts on Facebook and Twitter.
- City Side – The City of Ames Newsletter, City Side, is distributed monthly by mail to all City of Ames residents.

City of Ames

The following are a list of resources that the City of Ames has for ensuring access for LEP persons:

- Oral Interpretation Service
 - The City of Ames offers the Language Line Interpretation Service. If there is a non-English speaking individual that comes into a city department, staff can show them the brochure for the Language Line Interpretation Service and have them select the language that they understand (the languages are written in both the native language and in English). Staff members can call the Language Interpretation Service and asks for the appropriate interpreter as pointed out by the customer. Staff members can utilize a speaker phone so both the staff member and the customer can be on the line at the same time. Flyers offering the Language Line Interpretation Service will be posted in the Administrative Offices. Additionally, where best appropriate, staff employees will also utilize Google Translator Interpretation Service from their computers and/or as application on their cell phones.
- The City of Ames, as needed, will work with the Bureau of Refugee Services.
- The City of Ames has developed a list of all City employees that speak, write, or read a language other than English fluently. The City of Ames may contact employees on this list for interpretation services as their schedule permits. A current list will be maintained in the in the Human Resources internal website.

- The City of Ames will also allow LEP persons to use an interpreter of their own choosing (whether a professional interpreter, family member, or friend) in place of or as a supplement to the Language Line interpretation services offered by the City of Ames.
- The City’s web page can allow its information to be translated into different languages by selecting the language of choice.

CyRide and Iowa State University

CyRide’s [LEP Plan](#) provides an excellent summary of the resources they have available to them for reaching out to Limited English Proficiency persons. Some of these resources include:

- Google Translate for documents, notices, agendas, flyers, and other printed materials.
- Coordination with the Iowa State University’s International Student & Scholars
- Coordination with Iowa State University’s Intensive English & Orientation Program/Office of the Registrar
- Coordination with local human service organizations through Story County’s Human Services Council and United Way’s Transportation Collaboration Committee
- Coordination with Community Partners (such as the City of Ames, Iowa State University, and the Iowa State University Student Government)
- CyRide has a contract with “CTS Language Link” who is a 24/7/365 Telephone Interpreting service that supports over 240 languages and has 24-hour support. According to CyRide’s LEP Plan, this service costs about \$0.82/min.

Conclusion

Summary

A four-factor analysis was conducted, per the U.S. DOT LEP guidance, to determine which language assistance services are appropriate for the MPO to implement for effective communication with limited English proficiency persons. The four analysis factors included:

1. The number and proportion of persons with limited English proficiency who are eligible to be served or likely to be encountered by MPO services and programs.
2. The frequency with which persons with limited English proficiency encounter MPO services and programs.
3. The nature and importance of the MPO's services and programs in people's lives.
4. The resources available to the MPO for outreach to persons with limited English proficiency, as well as the costs associated with the outreach.

Language Assistance Services

The Ames Area MPO is currently staffed and fiscally supported by the City of Ames. Therefore, the MPO will plan to leverage the resources that the City of Ames has available for engaging limited English proficiency persons. The following is a list of the language assistance services the MPO will provide:

1. **Oral Interpretation Services** – The MPO will leverage the Language Line Interpretation Service through TheBigWord. If there is a non-English speaking individual that comes into a city department, staff can show them the brochure for the Language Line Interpretation Service and have them select the language that they understand (the languages are written in both the native language and in English). Staff members can call the Language Interpretation Service and asks for an appropriate interpreter, as pointed out by the customer. The City of Ames has also developed a list of all City employees that speak, write, or read a language other than English fluently. The City of Ames may contact employees on this list for interpretation services as their schedule permits. A current list is maintained in the Human Resources internal website. Note that the Ames Area MPO will also allow LEP persons to use an interpreter of their own choosing (whether a professional interpreter, family member, or friend) in place of or as a supplement to the Language Line interpretation services offered by the Ames Area MPO. Additionally, where best appropriate, staff employees will also utilize Google Translator Interpretation Service from their computers and/or as application on their cell phones.
2. **Bureau of Refugee Services** – The MPO will, as needed, work with the Bureau of Refugee Services.
3. **MPO Website** – The MPO's website can allow its information to be automatically translated into over 90 different languages.

4. **Regional Partners** – The MPO will work with its regional agencies and contact groups such as Iowa State University and CyRide to establish and provide additional language assistance services to the MPO, as needed.

Since the MPO does not maintain any vital documents, full written language translations of core transportation planning documents and materials is not considered cost-feasible at this time. However, the MPO will continue to monitor for any translation requests made from LEP persons and will evaluate whether full written language translations may be required for any transportation planning documents or materials in the future. The MPO will, however, leverage oral interpretation services for the translation of any planning document or written material, upon request.

Outreach Strategies

The MPO will continue to coordinate with its regional contacts, as outlined in the Public Participation Plan, regarding outreach strategies for limited English proficiency persons. Additionally, the MPO will continue to utilize its various public outreach resources such as: the MPO website (with automated translations into over 90 different languages), e-mail notifications, publications, radio stations, Channel 12, streaming, social media, and the City of Ames newsletter, City Side.

Updating the LEP Plan

The MPO will continue to monitor and update the LEP Plan per Iowa DOT and U.S. DOT requirements. Some reasons an update may be warranted include:

- Changes in the region’s LEP population (number, proportion, location) as indicated by new Census data.
- New analysis strategies for evaluating LEP populations and resources.
- Interactions with or translation requests from LEP persons.
- Updates to LEP policies or procedures at the local, state, or federal level.

The MPO evaluates if an update to the LEP Plan is warranted during its annual self-certification process.

Contact Information

The Ames Area MPO wants to ensure that its Limited English Proficiency Plan is effective in providing outreach and translation services for limited English proficiency persons. Anyone who requires language assistance services should contact the Ames Area MPO using the information below:

Ames Area MPO

515 Clark Ave

Ames, IA, 50010

Phone: (515) 239-5169

[Email](#)

AMES AREA METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION TECHNICAL COMMITTEE

SUBJECT: FTA TITLE VI PROGRAM

BACKGROUND:

As a recipient of Federal Transit Administration funding, the Ames Area MPO is required to submit a Title VI Program meeting FTA guidelines as described in FTA Circular 4702.1B. These programs are required to be updated at least every three years, or as warranted. This year, the Iowa DOT is requiring that MPOs submit their updated Title VI Programs by November 1, 2021.

The primary purpose of submitting a Title VI Program is to ensure that the MPO currently complies with Title VI, which prohibits discrimination based on race, color, or national origin in any program or activity that receives Federal funds or other Federal financial assistance.

MPO staff prepared this FTA Title VI Program update in accordance with FTA Circular 4702.1B and using the template provided by the Iowa DOT. Attached with the Title VI Program are the MPO's Title VI Notice to the Public, instructions for filing a Title VI discrimination complaint, the Public Participation Plan (PPP), the Limited English Proficiency (LEP) Plan, the meeting minutes for approval of the program, demographic maps with transit (CyRide) routes, and demographic maps with MTP and TIP projects.

ALTERNATIVES:

1. Recommend the FTA Title VI Program to the Transportation Policy Committee for final approval.
2. Recommend the FTA Title VI Program, with Transportation Technical Committee modifications, to the Transportation Policy Committee for final approval.

ADMINISTRATOR'S RECOMMENDATION:

MPO staff have developed this FTA Title VI Program, in accordance with FTA Circular 4702.1B, using the template provided by the Iowa DOT.

Therefore, it is recommended by the Administrator that the Transportation Technical Committee adopt Alternative No. 1, thereby recommending the Title VI Program to the Transportation Policy Committee for final approval.

FTA Title VI Program

Ames Area Metropolitan Planning Organization



AMES AREA METROPOLITAN PLANNING ORGANIZATION

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Ames Area Metropolitan Planning Organization
515 Clark Avenue
Ames, IA 50010

Prepared in accordance with FTA C 4702.1B. Adopted on October 26, 2021.

Date: 10-26-2021

Recipient Profile

Recipient: Ames Area Metropolitan Planning Organization

Administrative Head: <u>John Joiner</u>	<u>MPO Administrator</u>
Name	Title

Recipient Title VI Coordinator: <u>Brian Phillips</u>	<u>City of Ames Title VI Coordinator</u>
Name	Title

Address: Ames Area MPO, 515 Clark Avenue

City/State: Ames, Iowa **Zip Code/County:** 50010, Story County

Phone: (515) 239-5160 **Fax:** (515) 239-5404

Email: John.Joiner@cityofames.org

Website: www.aampo.org

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

The Ames Area MPO annually undergoes a self-certification process. This self-certification includes a review of the MPO’s compliance with Title VI requirements. MPO staff also periodically review Title VI and public participation requirements to ensure all staff are up to date on the latest Title VI and public outreach procedures and strategies. The MPO posts its Title VI notice, complaint procedure, and complaint form on the MPO website as well as at Ames City Hall.

As outlined in the MPO’s Public Participation Plan and Limited English-Proficiency Plan, the MPO always ensures all underserved populations are made aware of and can actively participate in all MPO meetings, transportation planning activities, and transportation planning document updates. In the MPO’s Metropolitan Transportation Plan, one of the project evaluation criteria is the improvement of access to transit for transit dependent, disabled, and disadvantaged populations. The MTP also includes an environmental justice assessment.

General Requirements

1.

- Attach a copy of recipient's Title VI Notice to the Public. (See **Appendix A**)

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:

Ames Area MPO Office, Room 212 (515 Clark Ave, Ames, IA) _____

Ames City Hall Entrance (515 Clark Ave, Ames, IA) _____

www.aampo.org _____

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. (See **Appendix B**)

- Are complaint procedures and the complaint form posted on the recipient's website? Please provide the URL: www.aampo.org _____

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.

	Date Filed (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations	NONE	-	-	-
1.	-	-	-	-
2.	-	-	-	-
Lawsuits	NONE	-	-	-
1.	-	-	-	-
2.	-	-	-	-
Complaints	NONE	-	-	-
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. (See **Appendix C**)

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

The Ames Area MPO utilizes a variety of methods for outreach to minority and low-income populations. These outreach strategies, described in more detail in the Chapter 3 of the Public Participation Plan, include the MPO's website, e-mail notifications, the use of local publications and media sources, social media, and the City of Ames Newsletter, City Side. These outreach methods described above inform of various public input opportunities, described in Chapter 4 of the Public Participation Plan. These input opportunities include public hearings, public input sessions, public workshops & open houses, public surveys, and public comments.

The MPO ensures that all meetings are held at a convenient, accessible, and ADA compliant locations. MPO meetings are primarily held at Ames City Hall, which is easily accessible via CyRide's transit routes by using the bus stop at the south side of the building. The Ames Area MPO participates in and coordinates with the Story County Transportation Collaboration, which includes representatives from groups and organizations that share in interest in reducing transportation barriers. The MPO also engages various regional advocacy groups for disadvantaged, minority groups, and limited English-speaking individuals. These groups are listed in Appendix B of the Public Participation Plan.

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:

The Ames Area MPO utilizes the following publications & medias: Ames Tribune, Iowa State Daily, Des Moines Register, Story County Sun, KASI/KCCQ radio, KURE student radio at Iowa State, KHOI community radio, Channel 12 (Ames Governmental Channel), Channel 16 (Ames Public Access), and YouTube (City of Ames YouTube channel). The MPO also makes use of the City of Ames Newsletter, City Side, which is distributed with all Ames utility bills.

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

The Public Participation Plan was last reviewed and updated in 2021. The current PPP was adopted by the Transportation Policy Committee on October 26, 2021. MPO staff review the current PPP during the annual self-certification process to ensure it accurately reflects the MPO's current engagement strategies and the latest state and federal requirements.

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>. (See **Appendix D**)

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?

The Ames Area MPO's Limited English Proficiency (LEP) Plan follows the four-factor analysis process, as recommended by the U.S. DOT. As a part of this process, the LEP Plan identifies LEP populations located within the Ames region, the frequency with which those persons encounter the MPO's services and programs, the importance of the MPO's services and programs to people's lives, and the resources available for the MPO to outreach to persons with limited English proficiency.

Some of the ways the MPO ensures meaningful access for limited English persons include:

1. **Oral Interpretation Services** – The MPO will leverage the Language Line Interpretation Service through TheBigWord. If there is a non-English speaking individual that comes into a city department, staff can show them the brochure for the Language Line Interpretation Service and have them select the language that they understand (the languages are written in both the native language and in English). Staff members can call the Language Interpretation Service and asks for an appropriate interpreter, as pointed out by the customer. The City of Ames has also developed a list of all City employees that speak, write, or read a language other than English fluently. The City of Ames may contact employees on this list for interpretation services as their schedule permits. A current list is maintained in the Human Resources internal website. Note that the Ames Area MPO will also allow LEP persons to use an interpreter of their own choosing (whether a professional interpreter, family member, or friend) in place of or as a supplement to the Language Line interpretation services offered by the Ames Area MPO. Additionally, where best appropriate, staff employees will also utilize Google Translator Interpretation Service from their computers and/or as application on their cell phones.
2. **Bureau of Refugee Services** – The MPO will, as needed, work with the Bureau of Refugee Services.
3. **MPO Website** – The MPO's website can allow its information to be automatically translated into over 90 different languages.
4. **Regional Partners** – The MPO will work with its regional agencies and contact groups such as Iowa State University and CyRide to establish and provide additional language assistance services to the MPO, as needed.

6.

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

No committees or councils comprised of non-elected members selected by the Ames Area MPO were in place during the reporting period. Representatives on Ames Area MPO committees are selected by each member jurisdiction.

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

Each member jurisdiction follows its own procedures regarding the appointment of representatives the Ames Area MPO's committees. However, the Ames Area MPO encourages member jurisdictions to consider members of minority groups when appointing individuals.

Racial/Ethnic Breakdown of Voting Members on Ames Area MPO committees:

Group	Number
Male	14
Female	8
White	22
Black or African American	0
American Indian or Alaskan Native	0
Asian	0
Native Hawaiian or other Pacific Islander	0
Other	0

*Note the data in the above table is summarizing all voting members of the Ames Area MPO's Transportation Policy and Technical Committees.

7.

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

Not applicable for the Ames Area MPO.

Include a schedule of subrecipient Title VI program submissions:

(Insert table or list)

N/A

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. (See **Appendix E**)

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, please refer to Appendix C of the attached Public Participation Plan. Demographic categories analyzed include disability, income, limited English proficiency, poverty status, race, and age.

2.

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

The Ames Area MPO's Public Participation Plan defines public engagement goals and strategies, including outreach strategies and accommodations for minority populations. The MPO ensures that its various meetings are held at convenient and accessible locations that are compliant with the Americans with Disabilities Act. Most MPO meetings are held at Ames City Hall, which is easily accessible via CyRide's transit network via the bus stop located on the south side of the building. The MPO website is automatically translated into over 90 different languages. The MPO also participates in and coordinates with the Story County Transportation Collaboration which includes representatives from groups and organizations that share an interest in reducing transportation barriers.

During the AAMPO's MTP updates, Environmental Justice (EJ) populations, including minority populations and low-income populations are identified in the MPO's region. Projects which are identified in the MTP are evaluated to see if they disproportionately adversely affect minority and low-income populations. The MPO also considers the project's beneficial and/or adverse impacts on minority and low-income populations when developing, evaluating, and prioritizing projects in the MTP.

3.

- Please attach demographic maps that show the impacts of the distribution of State and Federal funds in the aggregate for public transportation projects. (See Appendix F)**

4.

- Please attach analysis of the planning agency’s transportation system investments that identifies and addresses any disparate impacts. (See Appendix G)**

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

The Ames Area MPO has reviewed both MTP and TIP projects and their socioeconomic impacts and has determined that there are no adverse impacts.

As previously stated, the Ames Area MPO’s Metropolitan Transportation Plan, Forward 2045, incorporates an analysis of project impacts on Environmental Justice populations. A map showing proposed MTP project and Environmental Justice Populations is shown in the Appendix G attachment. Also attached are maps showing the FFY22-25 TIP projects in relation to minority and poverty populations.

During future project planning and evaluations, the MPO will continue to consider the project’s beneficial and/or adverse impacts on minority and low-income populations when developing, evaluating, and prioritizing projects in the MTP.

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

Provide signatures on this page prior to the Policy Committee meeting.

Appendix A – Title VI Notice to Public



AMES AREA METROPOLITAN PLANNING ORGANIZATION

AMES | GILBERT | STORY | BOONE

Title VI Notice to the Public

The **Ames Area Metropolitan Planning Organization** hereby gives public notice that it is the policy of the Department to assure full compliance with Title VI of the Civil Rights Act of 1964, related statutes and regulation provide that no person shall on the ground of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Civil Rights Restoration Act of 1987 amended Title VI to specify that entire institutions receiving Federal funds, whether schools, colleges, government entities, or private employers must comply with Federal civil rights laws, rather than just the particular programs or activities that receive federal funds.

We are also concerned about the impacts of our programs, projects and activities on low income and minority populations (“Environmental Justice”) under Title VI. Any person who believes that they are being denied participation in a project, being denied benefits of a program, or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability may contact:

Brian Phillips, City of Ames Title VI Civil Rights Coordinator – 515-239-5101
Iowa Department of Transportation – 800-262-0003

YOU SHOULD CONTACT THE ABOVE INDIVIDUAL OR IOWA DOT OFFICE AS SOON AS POSSIBLE BUT NO LATER THAN 180 DAYS AFTER THE ALLEGED DISCRIMINATION OCCURRED, OR IF THERE HAS BEEN A CONTINUING COURSE OF CONDUCT, NO LATER THAN 180 DAYS AFTER THE ALLEGED DISCRIMINATION WAS DISCONTINUED.

For more information on the Ames Area MPO civil rights program, and the procedures to file a complaint, contact 515-239-5101; e-mail brian.phillips@cityofames.org; or visit our administrative office at 515 Clark Ave. Ames, IA 50010. For more information, visit <http://www.aampo.org>.

If information is needed in another language, contact 515-239-5101

Appendix B – Instruction to File Title VI Discrimination Complaint

Complaint Procedures under Title VI of the Civil Rights Act of 1964



This Complaint Procedure is established to meet the requirements of the Civil Rights Act of 1964 and its amendments. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of race, color, or national origin in the provision of services, activities, programs, or benefits by the City of Ames. There are certain exceptions to this process. The Clerk of Court and City Assessor maintain offices within City Hall, but are not under the exclusive purview of the City of Ames. In the event that there is a complaint about unfair treatment within the Clerk of Court or City Assessor offices, complainants should contact that office directly for assistance navigating their complaint procedures. Complaints arising out of transit-related concerns are governed by special requirements from the Federal Transit Administration. These complaints should be made directly to CyRide in order to comply with those requirements. Please contact CyRide at (515) 292-1100 for information on how to file a complaint.

Additionally, transit-related complaints can be filed with the Federal Transit Administration's Office of Civil Rights. Finally, complaints of discrimination regarding employment in the City of Ames are governed by the City's Personnel Policies. Please contact the City of Ames Human Resources Office to file a complaint related to employment. If you are unsure about the appropriate office to address a complaint to or if you need assistance navigating procedures, complaints of any type can be filed with the Iowa Civil Rights Commission.

Should a citizen have a complaint about access to public services, he/she should complete the attached complaint form and submit it to the City Manager's Office. The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. The attached form provides spaces for all necessary information.

The complaint should be submitted by the complainant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Title VI Civil Rights Coordinator
City Manager's Office
515 Clark Avenue
Box 811
Ames, IA 50010

Within 30 calendar days after receipt of the complaint, the Title VI Coordinator or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days of the meeting, the Title VI Coordinator or his/her designee, in consultation with the City's Legal Office, will respond in writing. The response will explain the position of the Coordinator and other options for substantive resolution of the complaint.

Appendix C – Public Participation Plan

The following pages contain the Ames Area MPO’s Public Participation Plan, adopted on October 26, 2021.

Insert the Final PPP document here when it is completed.

Appendix D – Limited-English Proficiency (LEP) Plan

The following pages contain the Ames Area MPO’s LEP Plan, adopted on October 26, 2021.

Limited English Proficiency (LEP) Plan

2021 Update



AAAMPO

AMES AREA METROPOLITAN PLANNING ORGANIZATION

AMES | GILBERT | STORY | BOONE

The Ames Area Metropolitan Planning Organization prepared this report with funding from the U.S. Department of Transportation's Federal Highway Administration and Federal Transit Administration, and in part through local matching funds of the Ames Area MPO member governments. These contents are the responsibility of the Ames Area MPO. The U.S. government and its agencies assume no liability for the contents of this report or for the use of its contents. The Ames Area MPO approved this document on October 26, 2021. Please call (515) 239-5160 to obtain permission to use.

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Introduction

Background

The primary objective of the Limited English Proficiency (LEP) Plan is to ensure that individuals with limited English proficiency are provided meaningful access to the Ames Area Metropolitan Transportation Planning Organization's (AAMPO's) various transportation planning processes.

[Executive Order 13166](#), signed August 11, 2000, "requires Federal agencies to examine the services they provide, services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them." Additionally, in accordance with this Executive Order, the U.S. DOT issued its own [LEP Guidance](#), which applies to all recipients of U.S. DOT funding, including MPOs. The Iowa DOT also provides additional guidance to Iowa MPOs regarding outreach to limited English proficiency persons as a part of their Public Participation Plan guidance.

The [Title VI of the Civil Rights Act of 1964](#) "prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives Federal funds or other Federal financial assistance." MPOs receive federal funding from both the FHWA and FTA and are therefore required to adhere to Title VI requirements. Regarding Title VI, any conduct that has a disproportionate effect on persons with limited English proficiency is prohibited, since this conduct would constitute national origin discrimination.

Four-Factor Analysis

The U.S. DOT LEP guidance recommends the use of a Four-Factor Analysis during the creation of LEP Plans. The following are the four factors:

1. The number and proportion of persons with limited English proficiency who are eligible to be served or likely to be encountered by MPO services and programs.
2. The frequency with which persons with limited English proficiency encounter MPO services and programs.
3. The nature and importance of the MPO's services and programs in people's lives.
4. The resources available to the MPO for outreach to persons with limited English proficiency, as well as the costs associated with the outreach.

The Four-Factor Analysis will act as the framework for the AAMPO's LEP Plan. Each of the four factors will be included as a separate section in this document.

Factor 1 – LEP Population

The first analysis factor is the number and proportion of persons with limited English proficiency who are eligible to be served or likely to be encountered by MPO services and programs.

American Community Survey (ACS) Data

The U.S. Census Bureau’s American Community Survey (ACS) is an excellent data source for summarizing socioeconomic data, including data on English proficiency. For this analysis, data was downloaded from <https://data.census.gov> for the census tract level. 5-year ACS data was gathered for years 2015 through 2019. Only census tracts with greater than 10% of their land area located within the MPO boundary were included in the analysis.

Overview of Language Data

Table 1 shows an abbreviated overview of the language data for Ames Area MPO region. Around 86% of the population within the AAMPO region speak only English. Nearly 14% of the population speak a language other than English. Just under 6% of the population are classified with limited English proficiency (speaks English less than “very well”).

Table 1: Abbreviated Overview of Language Populations

Category	Population	Percentage
Speak only English	58,640	86.3%
Speak English "very well"	5,392	7.9%
Speak English less than "very well"	3,949	5.8%
TOTAL	67,981	100.0%

Source: 2015-2019 ACS Data

Safe Harbor Provision

The U.S. DOT’s LEP guidance references the Department of Justice’s Safe Harbor Provision, which outlines circumstances that can provide a “safe harbor” for recipients regarding the translation of written materials for LEP populations. In short, the Safe Harbor Provision recommends a written translation of vital documents for each eligible LEP language group that constitutes 5% or 1,000 persons, whichever is less. It also adds that the translation of non-vital documents, if needed, can be provided orally.

Table 2 provides a detailed breakdown of all the language group populations, as defined in the American Community Survey. The only language group within the AAMPO boundary which met the above Safe Harbor Provision criteria was Chinese (including Mandarin & Cantonese). Although this group constituted less than 5% of the total population (3.3%), greater than 1,000 people fell within this group (2,263). See **Figure 1** for a map summarizing limited English proficiency populations by census tract within the AAMPO region.

Table 2: Breakdown of Language Group Populations

Category	Population	Percentage
Total:	67,981	100.0%
Speak only English	58,640	86.3%
Spanish:	1,294	1.9%
Speak English "very well"	961	1.4%
Speak English less than "very well"	333	0.5%
French, Haitian, or Cajun:	118	0.2%
Speak English "very well"	87	0.1%
Speak English less than "very well"	31	0.0%
German or other West Germanic languages:	377	0.6%
Speak English "very well"	368	0.5%
Speak English less than "very well"	9	0.0%
Russian, Polish, or other Slavic languages:	180	0.3%
Speak English "very well"	150	0.2%
Speak English less than "very well"	30	0.0%
Other Indo-European languages:	1,188	1.7%
Speak English "very well"	870	1.3%
Speak English less than "very well"	318	0.5%
Korean:	660	1.0%
Speak English "very well"	196	0.3%
Speak English less than "very well"	464	0.7%
Chinese (incl. Mandarin, Cantonese):	4,036	5.9%
Speak English "very well"	1,773	2.6%
Speak English less than "very well"	2,263	3.3%
Vietnamese:	169	0.2%
Speak English "very well"	30	0.0%
Speak English less than "very well"	139	0.2%
Tagalog (incl. Filipino):	142	0.2%
Speak English "very well"	118	0.2%
Speak English less than "very well"	24	0.0%
Other Asian and Pacific Island languages:	763	1.1%
Speak English "very well"	496	0.7%
Speak English less than "very well"	267	0.4%
Arabic:	244	0.4%
Speak English "very well"	189	0.3%
Speak English less than "very well"	55	0.1%
Other and unspecified languages:	170	0.3%
Speak English "very well"	154	0.2%
Speak English less than "very well"	16	0.0%

Source: 2015-2019 ACS Data; **Purple** = Met Safe Harbor Criteria

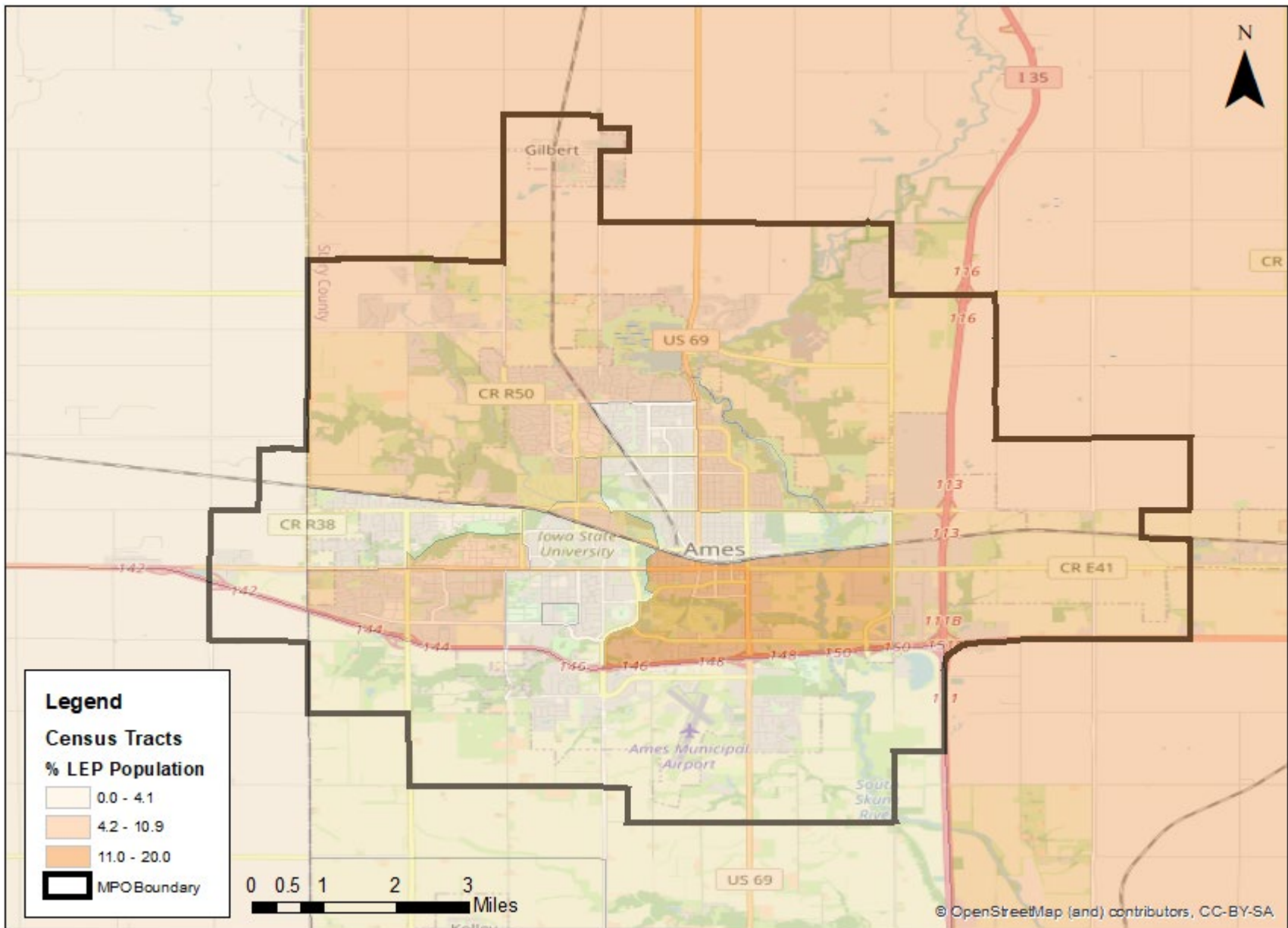


Figure 1: Limited English Proficiency Map (Source: 2015-2019 ACS Data)

Factor 2 – Frequency of Contact

The second analysis factor is the frequency with which persons with limited English proficiency encounter MPO services and programs.

Previous Requests

To date, the Ames Area MPO has never received a request for language assistance services, written or oral, from any individuals or groups with limited English proficiency. However, it is anticipated that the proportion of limited English proficiency individuals within the region could increase. Therefore, the probability of contact with a limited English proficiency group or individual may increase as well.

Iowa State University Students

It is worth noting that approximately 31,000 of 68,000 of the Ames region's population is comprised of the student body of Iowa State University. Iowa State University has a sizable enrollment of minority populations, including Chinese students, which may have limited English proficiency. The MPO does not typically see many direct contacts from Iowa State University students. However, the MPO does frequently communicate and coordinate with Iowa State University and CyRide, both of which do frequently interact with students. Iowa State and CyRide both have representatives on the MPO's technical and policy boards.

CyRide, whose staff conducts many of the MPO's transit planning activities as a part of a joint planning agreement, has its own [LEP Plan](#). CyRide's LEP Plan follows a similar four factor analysis to this LEP Plan and includes detailed breakdowns of the Iowa State student body as well as CyRide's interactions with limited English proficiency students who utilize their bus transit system.

Public Participation Plan

The Ames Area MPO's [Public Participation Plan](#) (PPP) summarizes how the MPO involves the public and stakeholders in its transportation planning efforts, including engagement goals and strategies. The PPP also highlights the MPO's commitment to providing its planning services to all members of the public, including underserved populations such as those with limited English proficiency.

Factor 3 – Importance of Services and Programs

The third analysis factor is the nature and importance of the MPO’s services and programs in people’s lives.

MPO Services and Programs

The Ames Area MPO provides and coordinates various transportation planning and improvement efforts throughout the Ames region. This includes a data-driven and community-based planning approach which identifies necessary transportation improvements and programs in the region. The MPO also directs the programming and use of federal funds on future transportation projects (including roadway, transit, and multi-modal improvements). Since every individual directly utilizes or relies upon the region’s transportation system in some capacity, the MPO’s transportation planning activities impact everyone within the region.

Vital Services and Documents

The MPO does not provide any vital, immediate, or emergency-based services such as medical treatments or basic needs services (food, water, shelter, etc.). Therefore, the MPO does not maintain any vital documents. Furthermore, participation in MPO activities and meetings is completely voluntary. Although, the MPO certainly encourages members of the public to participate in its meetings and planning efforts.

Planning Documents

The Ames Area MPO maintains five core planning documents including:

1. [Public Participation Plan](#) (PPP)
2. [Metropolitan Transportation Plan](#) (MTP)
3. [Transportation Improvement Program](#) (TIP)
4. [Transportation Planning Work Program](#) (TPWP)
5. [Passenger Transportation Plan](#) (PTP)

More information about these planning documents can be found on the MPO website. They are also summarized within the Public Participation Plan. The MPO also maintains other documents and materials such as Title VI documentation, an Intelligent Transportation Systems Architecture document, and this LEP Plan. These are also all located on the MPO website.

The MPO always prioritizes inclusivity when developing transportation plans, studies, documents, and programs. The impact a transportation project or initiative will have on underserved populations, including limited English proficiency individuals, is always considered when evaluating that project or initiative. The MPO, through the strategies and procedures developed in the Public Participation Plan and LEP Plan, will always attempt to encourage outreach to and allow participation by limited English proficiency groups.

Factor 4 – Resources Available for Outreach

The fourth analysis factor is identifying the resources available to the MPO for outreach to persons with limited English proficiency, as well as the costs associated with the outreach.

MPO Public Outreach Strategies

The MPO's Public Participation Plan (PPP) outlines goals and strategies for public outreach and participation. Some of public outreach methods listed in the PPP and utilized by the MPO include:

- AAMPO Website (www.aampo.org) – Automated translations available for over 90 languages.
- E-Mail Notifications – Signup available on the MPO website.
- Publications – Including Ames Tribune, ISU Daily, and radio stations.
- TV & Streaming – Meetings are broadcast on the local governmental access cable channel (Channel 12), the City of Ames YouTube Channel, and as a live stream on the city's website.
- Social Media – The MPO utilizes the City of Ames' social media accounts on Facebook and Twitter.
- City Side – The City of Ames Newsletter, City Side, is distributed monthly by mail to all City of Ames residents.

City of Ames

The following are a list of resources that the City of Ames has for ensuring access for LEP persons:

- Oral Interpretation Service
 - The City of Ames offers the Language Line Interpretation Service. If there is a non-English speaking individual that comes into a city department, staff can show them the brochure for the Language Line Interpretation Service and have them select the language that they understand (the languages are written in both the native language and in English). Staff members can call the Language Interpretation Service and asks for the appropriate interpreter as pointed out by the customer. Staff members can utilize a speaker phone so both the staff member and the customer can be on the line at the same time. Flyers offering the Language Line Interpretation Service will be posted in the Administrative Offices. Additionally, where best appropriate, staff employees will also utilize Google Translator Interpretation Service from their computers and/or as application on their cell phones.
- The City of Ames, as needed, will work with the Bureau of Refugee Services.
- The City of Ames has developed a list of all City employees that speak, write, or read a language other than English fluently. The City of Ames may contact employees on this list for interpretation services as their schedule permits. A current list will be maintained in the in the Human Resources internal website.

- The City of Ames will also allow LEP persons to use an interpreter of their own choosing (whether a professional interpreter, family member, or friend) in place of or as a supplement to the Language Line interpretation services offered by the City of Ames.
- The City’s web page can allow its information to be translated into different languages by selecting the language of choice.

CyRide and Iowa State University

CyRide’s [LEP Plan](#) provides an excellent summary of the resources they have available to them for reaching out to Limited English Proficiency persons. Some of these resources include:

- Google Translate for documents, notices, agendas, flyers, and other printed materials.
- Coordination with the Iowa State University’s International Student & Scholars
- Coordination with Iowa State University’s Intensive English & Orientation Program/Office of the Registrar
- Coordination with local human service organizations through Story County’s Human Services Council and United Way’s Transportation Collaboration Committee
- Coordination with Community Partners (such as the City of Ames, Iowa State University, and the Iowa State University Student Government)
- CyRide has a contract with “CTS Language Link” who is a 24/7/365 Telephone Interpreting service that supports over 240 languages and has 24-hour support. According to CyRide’s LEP Plan, this service costs about \$0.82/min.

Conclusion

Summary

A four-factor analysis was conducted, per the U.S. DOT LEP guidance, to determine which language assistance services are appropriate for the MPO to implement for effective communication with limited English proficiency persons. The four analysis factors included:

1. The number and proportion of persons with limited English proficiency who are eligible to be served or likely to be encountered by MPO services and programs.
2. The frequency with which persons with limited English proficiency encounter MPO services and programs.
3. The nature and importance of the MPO's services and programs in people's lives.
4. The resources available to the MPO for outreach to persons with limited English proficiency, as well as the costs associated with the outreach.

Language Assistance Services

The Ames Area MPO is currently staffed and fiscally supported by the City of Ames. Therefore, the MPO will plan to leverage the resources that the City of Ames has available for engaging limited English proficiency persons. The following is a list of the language assistance services the MPO will provide:

1. **Oral Interpretation Services** – The MPO will leverage the Language Line Interpretation Service through TheBigWord. If there is a non-English speaking individual that comes into a city department, staff can show them the brochure for the Language Line Interpretation Service and have them select the language that they understand (the languages are written in both the native language and in English). Staff members can call the Language Interpretation Service and asks for an appropriate interpreter, as pointed out by the customer. The City of Ames has also developed a list of all City employees that speak, write, or read a language other than English fluently. The City of Ames may contact employees on this list for interpretation services as their schedule permits. A current list is maintained in the Human Resources internal website. Note that the Ames Area MPO will also allow LEP persons to use an interpreter of their own choosing (whether a professional interpreter, family member, or friend) in place of or as a supplement to the Language Line interpretation services offered by the Ames Area MPO. Additionally, where best appropriate, staff employees will also utilize Google Translator Interpretation Service from their computers and/or as application on their cell phones.
2. **Bureau of Refugee Services** – The MPO will, as needed, work with the Bureau of Refugee Services.
3. **MPO Website** – The MPO's website can allow its information to be automatically translated into over 90 different languages.

4. **Regional Partners** – The MPO will work with its regional agencies and contact groups such as Iowa State University and CyRide to establish and provide additional language assistance services to the MPO, as needed.

Since the MPO does not maintain any vital documents, full written language translations of core transportation planning documents and materials is not considered cost-feasible at this time. However, the MPO will continue to monitor for any translation requests made from LEP persons and will evaluate whether full written language translations may be required for any transportation planning documents or materials in the future. The MPO will, however, leverage oral interpretation services for the translation of any planning document or written material, upon request.

Outreach Strategies

The MPO will continue to coordinate with its regional contacts, as outlined in the Public Participation Plan, regarding outreach strategies for limited English proficiency persons. Additionally, the MPO will continue to utilize its various public outreach resources such as: the MPO website (with automated translations into over 90 different languages), e-mail notifications, publications, radio stations, Channel 12, streaming, social media, and the City of Ames newsletter, City Side.

Updating the LEP Plan

The MPO will continue to monitor and update the LEP Plan per Iowa DOT and U.S. DOT requirements. Some reasons an update may be warranted include:

- Changes in the region’s LEP population (number, proportion, location) as indicated by new Census data.
- New analysis strategies for evaluating LEP populations and resources.
- Interactions with or translation requests from LEP persons.
- Updates to LEP policies or procedures at the local, state, or federal level.

The MPO evaluates if an update to the LEP Plan is warranted during its annual self-certification process.

Contact Information

The Ames Area MPO wants to ensure that its Limited English Proficiency Plan is effective in providing outreach and translation services for limited English proficiency persons. Anyone who requires language assistance services should contact the Ames Area MPO using the information below:

Ames Area MPO

515 Clark Ave

Ames, IA, 50010

Phone: (515) 239-5169

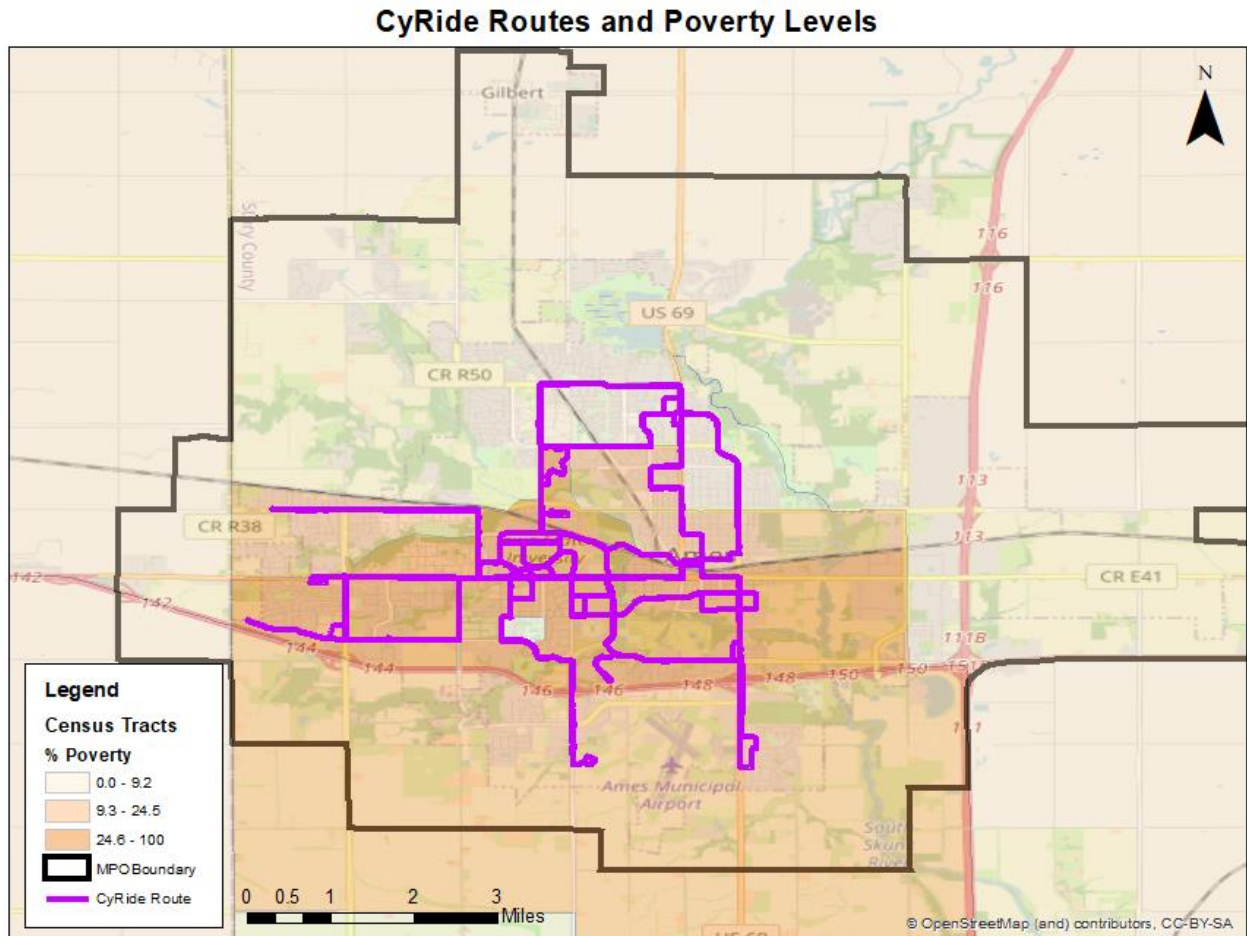
[Email](#)

Appendix E – Meeting Minutes for Approval of Title VI Program

Insert TPC meeting minutes here when ready.

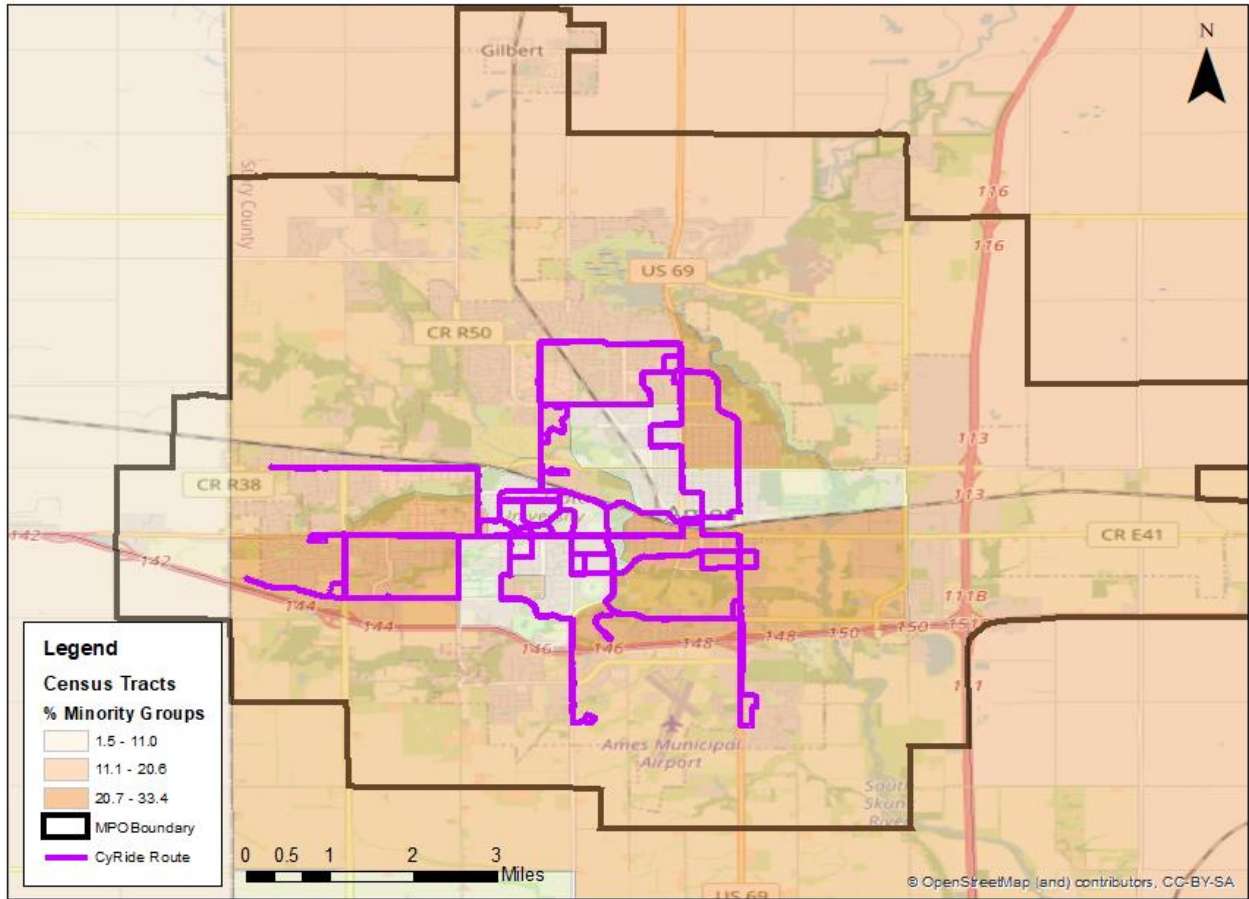
Appendix F – Demographic Maps with Transit Routes

The Ames Area MPO awards funds to the Ames Transit Agency (CyRide) for bus purchases and projects that are utilized systemwide. Therefore, the following maps show the location of different demographic groups in relation to CyRide’s transit route network.



Data Source: 2015-2019 ACS

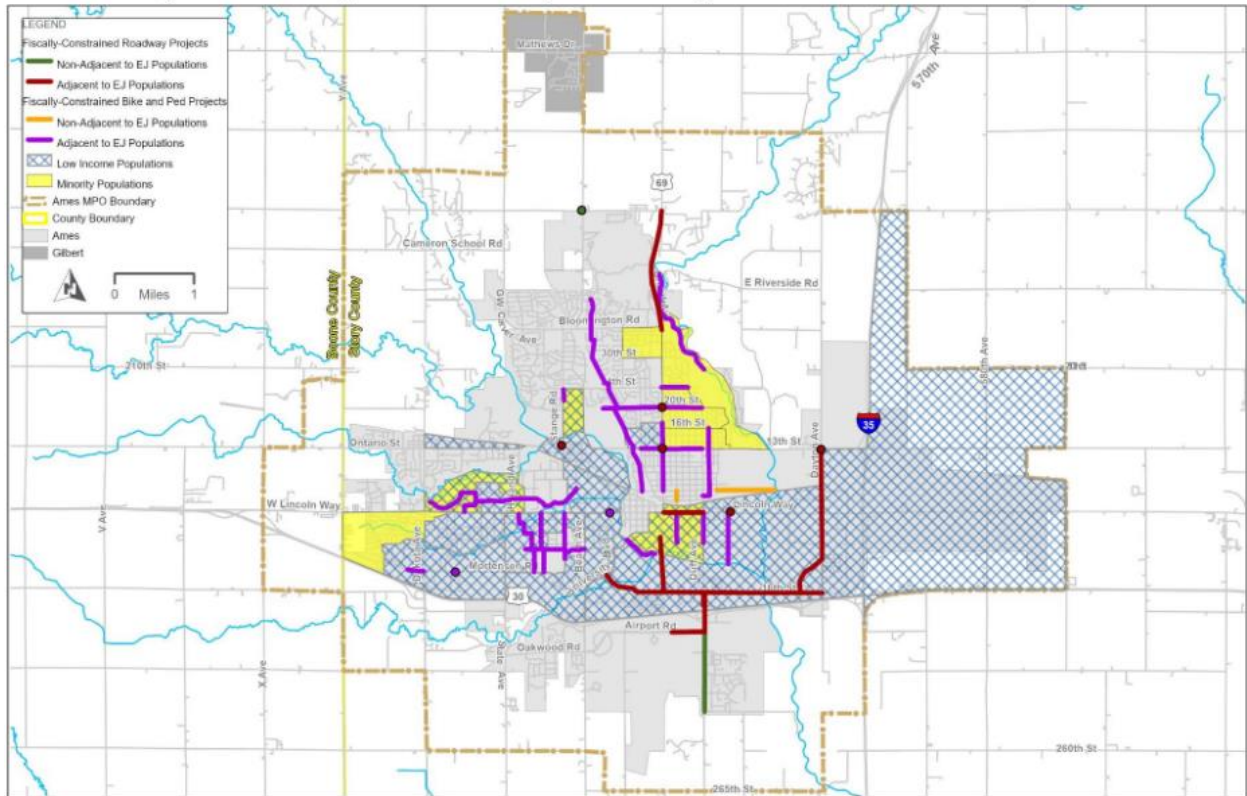
CyRide Routes and Minority Groups



Data Source: 2015-2019 ACS

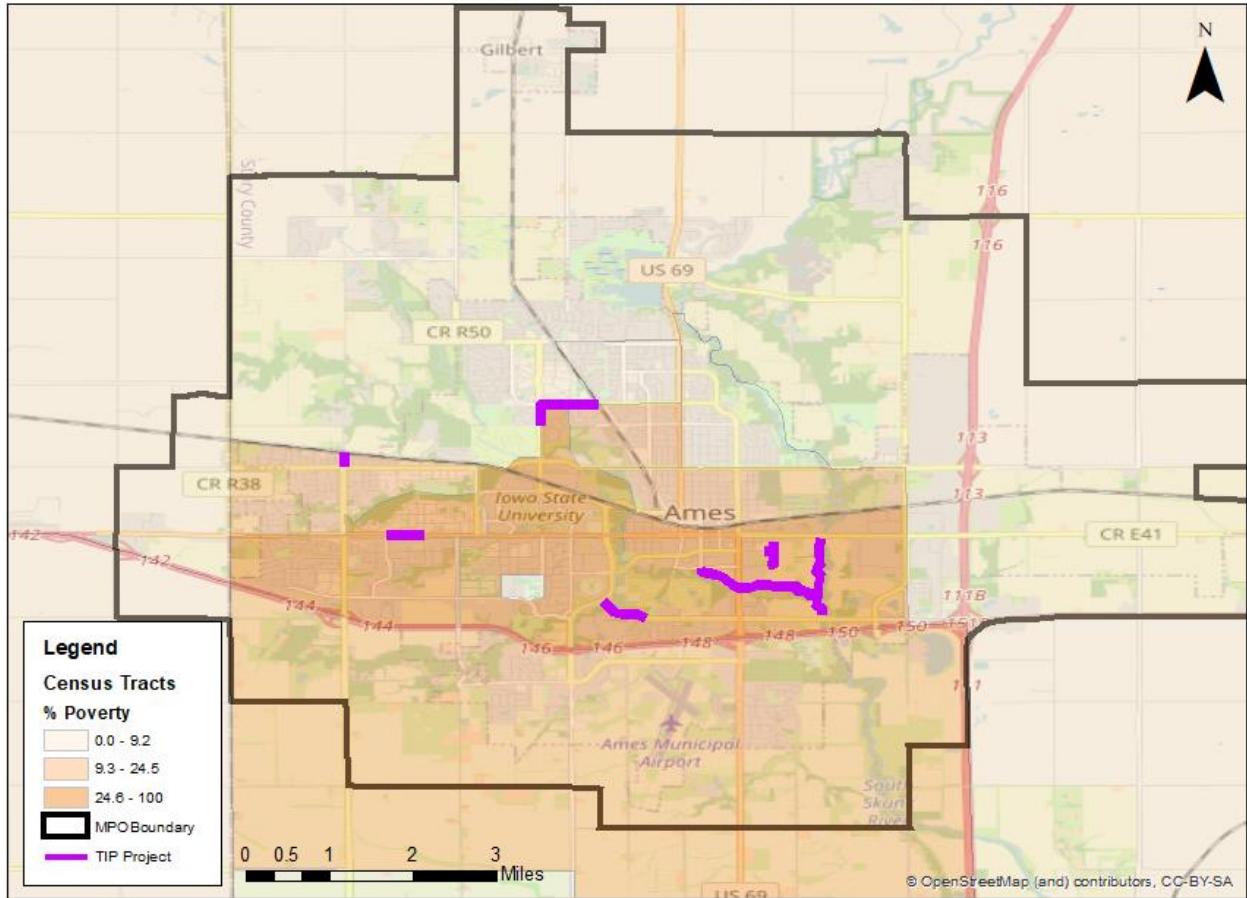
Appendix G – Demographic Maps with MTP & TIP Projects

Figure 8-4: Fiscally-Constrained Projects Proximity to Environmental Justice Populations



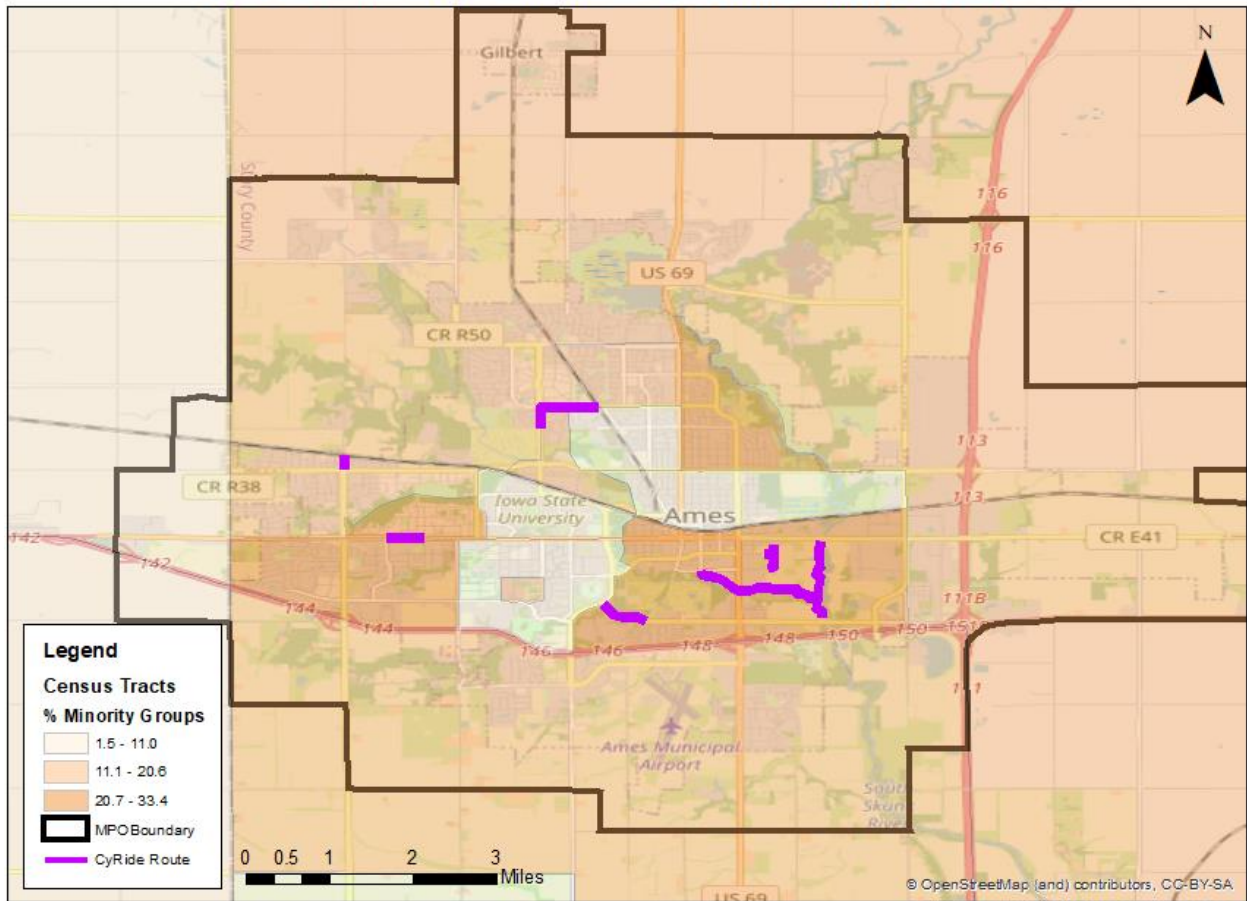
Source: Ames Area MPO MTP (Forward 45), Page 175

FFY22-25 TIP Projects (STBG & TAP) and Poverty Levels



Data Source: 2015-2019 ACS

FFY22-25 TIP Projects (STBG & TAP) and Minority Groups



Data Source: 2015-2019 ACS