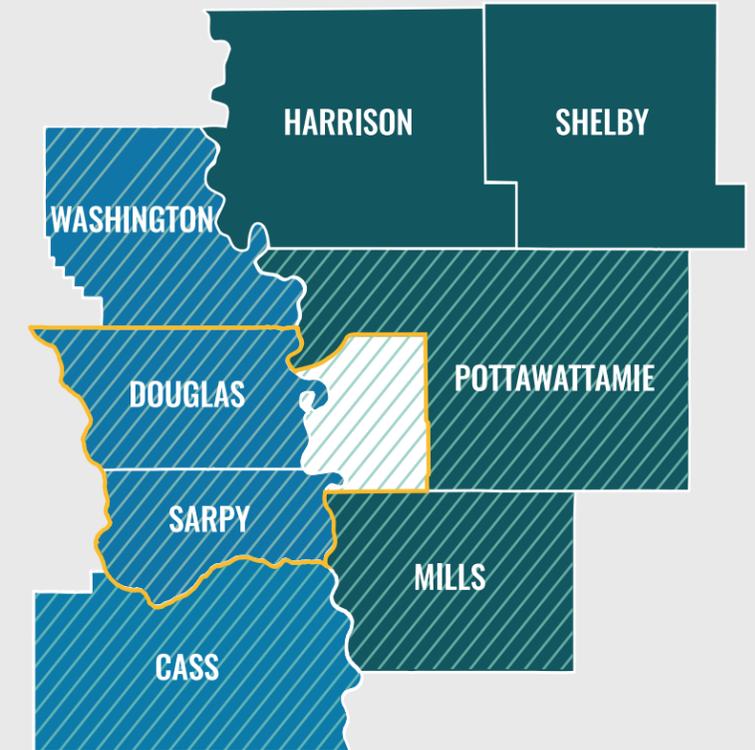


# PUBLIC PARTICIPATION PLAN EXECUTIVE SUMMARY: MEETINGS

www.mapacog.org/projects/public-participation-plan

| COMMITTEE  | MEETING TIMES  | STANDARD ENGAGEMENT   | GEOGRAPHIC BOUNDARIES |
|--|--|---|-----------------------|
| <b>Council of Officials</b><br>MAPA's governing body, representing each of the governmental units in the MAPA six-county region. Approves the agency's long range plan and sets overall policy.  | Four times a year (Mar, Jun, Oct, Dec) at various times and locations  | <ul style="list-style-type: none"> <li>Public Meetings subject to the Nebraska/Iowa Open Meetings Act</li> <li>Meeting date published on MAPA website, calendar, newsletter and social media</li> <li>Public notice published 4-20 days before meeting date</li> <li>Agenda and materials sent to members at least 5 days before meeting</li> <li>Agenda posted on the MAPA website and at MAPA offices</li> <li>Final agenda posted at least 24 hours before start of meeting on the MAPA website and at MAPA offices</li> <li>Emergency agenda posted less than 24 hours before start of meeting on the MAPA website and at MAPA offices (only items deemed as emergency by the MAPA Executive Director will be allowed)</li> <li>In the case of an emergency agenda, the committee will approve the updated agenda at the start of the meeting</li> <li>Minutes posted on the MAPA website</li> <li>Some meetings will be livestreamed and/or recorded for viewing on our YouTube channel</li> </ul> | COG                   |
| <b>Board of Directors</b><br>Comprised of representatives from a specific set of Council of Official member jurisdictions. Meets monthly to carry out policies set by the Council of Officials and oversee agency activities.  | The fourth Thursday of every month (except November) at 1:30 pm at MAPA  |   | Foundation            |
| <b>Finance Committee</b><br>A committee of the Board of Directors, made up of representatives from member counties. Monitors the financial status and operation of the agency, including reviewing expenditures and recommending the annual budget.  | The third Wednesday of every month (except November) at 8:30 am at MAPA  |   | TMA                   |
| <b>MAPA Foundation Board</b><br>A 501(C)(3) corporation serving as the regional Non-Profit Development Organization (NDO) for Cass, Douglas, Sarpy, and Washington Counties. The MAPA Board serves as the MAPA Foundation Board.   | Meets as needed immediately before the monthly Board of Directors meetings at 1:30 pm at MAPA.   |   | COG                   |
| <b>Transportation Technical Advisory Committee (TTAC)</b><br>Advises and provides technical guidance to the Board of Directors about transportation matters. Comprised of city and county engineers, planners, public works and economic development representatives, as well as engineers from the State of Nebraska and the State of Iowa.   | Monthly (except November), on the Friday before each MAPA Board meeting at 10 am at MAPA   |   | TMA                   |
| <b>Regional Planning Advisory Committee (RPAC)</b><br>Advises and provides technical guidance to the Board of Directors about regional planning. Guides the work of the Heartland 2050 Implementation Committees. Includes city and county representatives, implementation committee chairs, representatives from public utilities and the Chamber of Commerce and at-large members. | The first Friday of every other month (Feb, Apr, June, Aug, Oct, Dec) at 10 am at MAPA   |   | COG                   |
| <b>Coordinated Transit Committee (CTC)</b><br>A sub-committee of TTAC. Provides oversight and guidance for the Coordinated Transit Plan and project selection for Section 5310 funding. Composed of various health and human service agencies, private and not-for-profit providers, city officials, Metro Transit, and concerned citizens.  | Minimum of four times a year (Jan, Apr, Jul, Oct) on the Wednesday before TTAC at 10:30 am at MAPA; additional meetings called as needed |   | TMA                   |
| <b>Transportation Alternatives Program Committee (TAP-C)</b><br>A sub-committee of TTAC that meets to review the process and project applications for regional Transportation Alternative Program (TAP) and Carbon Reduction Program (CRP) funding.  | Meetings called as needed (2-4 times/year)   | None  | TMA                   |
| <b>Project Selection Committee (ProSeCom)</b><br>A sub-committee of TTAC that meets to develop project selection criteria and review project applications for regional Surface Transportation Block Grant (STBG) funding.  |  |   |                       |
| <b>Heartland 2050 Mini-Grant Selection Committees</b><br>Meets to review and recommend project applications for the Heartland 2050 Mini-Grant program. Includes members from TTAC and RPAC.  |  |   |                       |
| <b>Heartland 2050 Implementation Committees</b><br>Stakeholder committees working in four areas: Equity & Engagement, Housing & Development, Infrastructure and Natural Resources. Committees are open to the public and work to move the Heartland 2050 vision forward. Overseen by RPAC.   | Each committee meets on its own schedule   | Meeting dates published on Heartland 2050 website.  | COG                   |
| <b>Rural Planning Affiliation 18 (RPA-18) Policy Board</b><br>Guides and sets policy of the RPA-18 local transportation planning affiliation on matters necessary to comply with state and federal legislation. Allocates federal funds to eligible projects within its service area.  | Second Wednesday of every month at 11 am at MAPA (Policy Board and Technical Committee meetings are held concurrently)                   | <ul style="list-style-type: none"> <li>Public Meetings subject to the Nebraska/Iowa Open Meetings Act</li> <li>Meeting date published on MAPA website, calendar, newsletter and social media</li> <li>Public notice published 4-20 days before meeting date</li> <li>Agenda sent to members at least 5 days before meeting</li> <li>Agenda posted on the MAPA website and at MAPA offices</li> <li>Final agenda posted at least 24 hours before start of meeting on the MAPA website and at MAPA offices</li> <li>Emergency agenda posted less than 24 hours before start of meeting on the MAPA website and at MAPA offices (only items deemed as emergency by the MAPA Executive Director will be allowed)</li> <li>In case of an emergency agenda, the committee will approve updated agenda at the start of the meeting</li> <li>Minutes posted on the MAPA website</li> </ul>  | RPA-18                |
| <b>Rural Planning Affiliation 18 (RPA-18) Technical Committee</b><br>Responsible to the RPA-18 Policy Board for the initiation, review and recommendations of transportation related activities.   |  |   | RPA-18                |
| <b>RPA-13/RPA-18 Transportation Advisory Group (TAG)</b><br>Led by SWITA to coordinate health and human service transportation services.   | Quarterly in Atlantic, Harlan or Shenandoah (or as needed)   | Communicated to members as needed   | RPA-18                |



## Metropolitan Area Planning Agency

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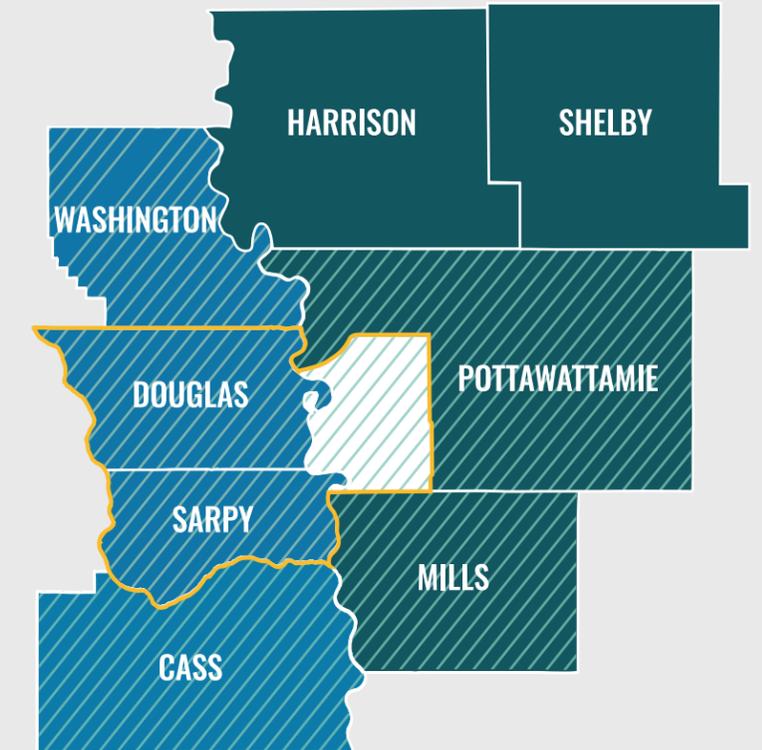
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# PUBLIC PARTICIPATION PLAN EXECUTIVE SUMMARY: WORK PRODUCTS [www.mapacog.org/projects/public-participation-plan](http://www.mapacog.org/projects/public-participation-plan)



| WORK PRODUCT  | STANDARD ENGAGEMENT   | FREQUENCY  | PUBLIC COMMENT PERIOD   | GEOGRAPHIC BOUNDARIES   | LAST COMPLETED | NEXT COMPLETED |
|---|---|--|---|---|----------------|----------------|
| <b>Long Range Transportation Plan (LRTP)</b><br>An at least 20-year plan which provides a list of transportation projects to meet the future transportation needs in the Omaha-Council Bluffs metro area. In order to be eligible for federal funding, projects must be listed in the LRTP.   | <ul style="list-style-type: none"> <li>Presented at MAPA Board of Directors meeting for Board approval</li> <li>Public comment periods observed</li> <li>At least one public meeting is held; MAPA Board of Directors, TTAC and RPAC meetings can serve as the public meeting</li> <li>Public notice(s) published to advertise comment periods and public meetings for draft documents and major amendments</li> <li>Draft documents and amendments are posted on the MAPA website and a printed copy is available for review at the MAPA offices</li> <li>Public participation information published on MAPA website, social media and in MAPA newsletter (as applicable)</li> </ul> | 5 years  | Draft Document: Minimum of 25 days<br>Major Amendment: Minimum of 25 days<br>Minor Amendment: Minimum of 7 days                           | TMA   | October 2020   | October 2025   |
| <b>Transportation Improvement Program (TIP)</b><br>List of transportation projects that are planned to be constructed in the upcoming six years. Includes transportation projects that are funded federally through the United States Department of Transportation (USDOT).   |   | Annual   | Draft Document with prioritized project list: Minimum of 25 days<br>Amendment: Minimum of 7 days  | TMA   | June 2023      | June 2024      |
| <b>Unified Planning Work Program (UPWP)</b><br>Provides a strategic view and direction for MAPA's transportation planning activities. Documents MAPA's proposed transportation-related activities and projects for the upcoming fiscal year.  |   | Annual   | Draft Document: Minimum of 25 days<br>Amendment: Minimum of 7 days  | TMA   | May 2023       | May 2024       |
| <b>Community Development Work Program (CDWP)</b><br>Provides a strategic view and direction for MAPA's community and economic development activities. Documents MAPA's proposed community and economic development activities and projects for the upcoming fiscal year.  |   | Annual   | Draft Document: Minimum of 25 days<br>Amendment: Minimum of 7 days  | COG   | May 2023       | May 2024       |
| <b>Coordinated Transit Plan (CTP)</b><br>Provides strategies to meet transportation needs of individuals with disabilities, older adults and people with low incomes. In order to be eligible for federal Enhanced Mobility for Individuals and Individuals with Disabilities (Section 5310) Program funding, projects must be included in the CTP. |   | 5 years  | Draft Document: Minimum of 25 days<br>Amendment: Minimum of 7 days  | TMA   | October 2022   | December 2027  |
| <b>Public Participation Plan (PPP)</b><br>Outlines how MAPA will work to achieve public participation for regional planning and programming efforts.  |   | 5 years  | Draft Document: Minimum of 45 days  | COG   | August 2023    | August 2028    |
| <b>Civil Rights Policy (Title VI)</b><br>Outlines how laws and federal regulations, specifically those prohibiting discrimination, are implemented in MAPA's processes. Includes MAPA's Title VI Policy as well as the complaint process for both Title VI and ADA.   |   | 3 years  | Draft Document: Minimum of 25 days<br>Amendment: Minimum of 25 days   | COG   | January 2022   | January 2025   |
| <b>Comprehensive Economic Development Strategy (CEDS)</b><br>An economic roadmap to diversify and strengthen the regional economy through the collaboration of public and private sectors. Includes local goals and strategies and identifies priority programs and projects for implementation.  |   | 5 years  | Draft Document: Minimum of 25 days<br>Amendment: Minimum of 7 days  | COG   | December 2020  | December 2025  |
| <b>Equity Assessment</b><br>Annual assessment that scores MAPA's work in each of the eight areas included in MAPA's 2020 Equity Resolution.   |   | Annual   | None  | COG   | July 2022      | July 2023      |
| <b>RPA-18 Long Range Transportation Plan (RPA LRTP)</b><br>Outlines the existing status and future needs of the RPA-18 area's transportation system. Helps set the direction of planning efforts and programming investments and guide the priorities and projects that will be submitted for federal funding.                                      |   | <ul style="list-style-type: none"> <li>Presented at RPA Policy &amp; Technical Committee meetings</li> <li>Public comment periods observed</li> <li>Public notice published to advertise comment periods and public meetings for draft documents and major amendments</li> <li>RPA Policy &amp; Technical Committee meetings can serve as public meetings</li> <li>Draft documents and amendments posted on the MAPA website and a printed copy available at MAPA office</li> <li>Public participation information published on social media and in MAPA newsletter (as applicable)</li> </ul> | 5 years   | Draft Document: Minimum of 25 days<br>Major Amendment: Minimum of 25 days<br>Minor Amendment: Minimum of 7 days | RPA-18         | November 2020  |
| <b>RPA-13/RPA-18 Passenger Transportation Plan (RPA PTP)</b><br>Five year planning document to coordinate health and human services, transportation, and public transit agencies to promote and further the development of the region's public transportation systems. This document covers both the RPA-18 and RPA-13 areas in Southwest Iowa.     | 5 years   |  | Draft Document: Minimum of 25 days<br>Amendment: Minimum of 7 days  | RPA-18  | May 2023       | May 2028       |
| <b>RPA-18 Transportation Improvement Program (RPA TIP)</b><br>Describes improvements programmed for RPA-18 over the next four years as a result of the transportation planning process.   | Annual  |  | Draft Document with prioritized project list: Minimum of 20 days is best practice but not always possible<br>Amendment: Minimum of 7 days | RPA-18  | July 2023      | July 2024      |
| <b>RPA-18 Transportation Planning Work Program (RPA TPWP)</b><br>Policy document guiding transportation investments for the region. Identifies transportation planning tasks and serves as the basis for funding for the upcoming fiscal year.  | Annual  |  | Draft Document: Minimum of 25 days<br>Amendment: Minimum of 7 days  | RPA-18  | June 2023      | June 2024      |



Council of Governments (COG) & Economic Development District (EDD)
 Regional Planning Affiliation 18 (RPA-18)
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 Transportation Management Area (TMA)

## Metropolitan Area Planning Agency

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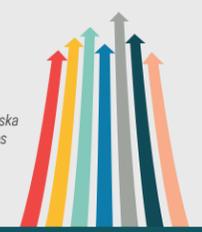
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Dates of Approval  
MAPA Board of Directors:  
RPA-18 Policy & Technical Committee:

Public Meetings of the Metropolitan Area Planning Agency and Regional Planning Affiliation 18 are conducted in compliance with the Nebraska and/or Iowa Statutes of the Open Meetings Act.

Auxiliary aids, language assistance, and other services are available when requested at least three (3) working days prior to the meeting so appropriate arrangements can be made.

For inquiries about public facility access, language, hearing and or sight accommodations, please contact the MAPA office using the information below.

Si necesita ayuda con la traducción, comuníquese con la oficina de MAPA utilizando la información de contacto a continuación.

Phone/Teléfono: 402-444-6866  
Email/Correo electrónico: [mapa@mapacog.org](mailto:mapa@mapacog.org).

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To view or file a Title VI or ADA complaint, please contact the MAPA office at 402-444-6866 and ask for the Title VI Coordinator or email [titlevi@mapacog.org](mailto:titlevi@mapacog.org).

The preparation of this document was financed in part with funding from the United States Department of Transportation (USDOT), administered by the Nebraska Department of Transportation (NDOT) and Iowa Department of Transportation (Iowa DOT). The opinions, findings and conclusions expressed in this publication are those of the authors and do not necessarily represent USDOT, NDOT or Iowa DOT.

# MAPA ROLES & JURISDICTIONS

The Metropolitan Area Planning Agency (MAPA) was created by local governments in 1967 to serve as the regional planning agency for the greater Omaha-Council Bluffs region. MAPA performs planning and development work, especially to address problems that are regional in scope and cross jurisdictional boundaries.

MAPA serves in a variety of roles throughout the region; **Figure 1** illustrates the different geographies served by each role.

## Council of Governments

Determined by MAPA’s Interlocal Agreement, the current Council of Governments service area includes Douglas, Sarpy, Cass and Washington Counties in Nebraska and Pottawattamie and Mills Counties in Iowa.

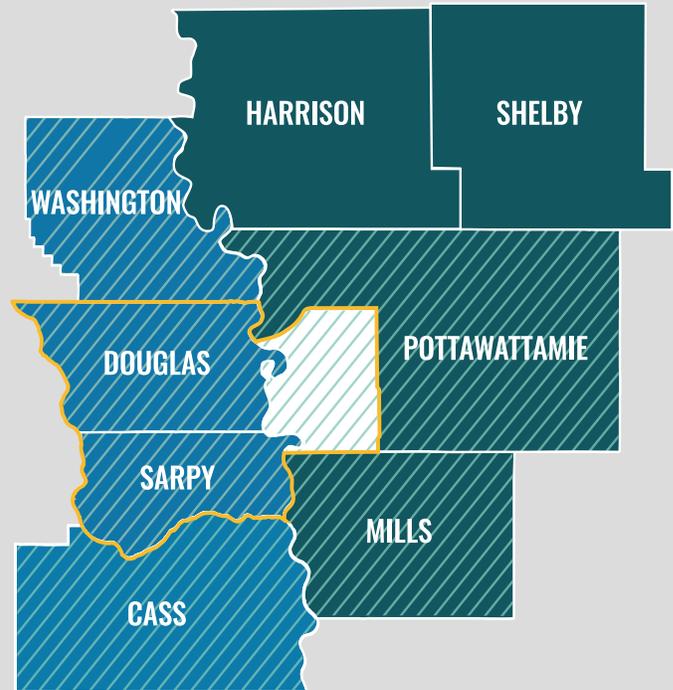
MAPA is governed by a **Council of Officials (COO)**, made up of representatives from each of the governmental units (cities, counties, school districts, resource agencies, and other governmental bodies) within the six-county area. The Council’s roles include approving the agency’s long range plan and setting overall policy.

The **MAPA Board of Directors (Board)** serves as the Council of Officials’ executive committee and is made up of elected officials representing specific jurisdictions of the Council of Officials. The Board carries out policies set by the Council of Officials and oversees agency activities.

The **Transportation Technical Advisory Committee (TTAC)** reviews and makes recommendations related to transportation to the MAPA Board.

The **Regional Planning Advisory Committee (RPAC)** advises and provides technical guidance to the MAPA Board about regional planning.

Figure 1



- Council of Governments (COG) & Economic Development District (EDD)
- MAPA Foundation
- Regional Planning Affiliation 18 (RPA-18)
- Transportation Management Area (TMA)

The relationship, responsibility, and composition of the Board of Directors, Council of Officials, TTAC and RPAC are described in the MAPA Interlocal Agreement and/or relevant Committee Bylaws.

## Transportation Planning Affiliations

In its role as a Metropolitan Planning Organization (MPO), MAPA is the pass-through agency for millions of dollars in federal transportation funding for the MAPA **Transportation Management Area (TMA)**. The MAPA TMA consists of Douglas and Sarpy Counties in Nebraska and urbanized portions of western Pottawattamie County in Iowa.

In addition, MAPA serves as the administrator for the **Iowa Regional Planning Affiliation 18 (RPA-18)**, which includes the counties of Harrison, Mills and Shelby, and the non-urbanized portion of Pottawattamie County.

## Economic Development District

The six-county MAPA region is recognized by the U.S. Economic Development Administration as an **Economic Development District (EDD)**. As such, MAPA works to bring together partners from the public, private and nonprofit sectors to implement plans and strategies that aim to diversify the regional economy and strengthen areas where disinvestment has occurred. One function of the MAPA EDD is to establish a regional resiliency blueprint known as a Comprehensive Economic Development Strategy (CEDS).

## MAPA Foundation

The **MAPA Foundation** is a 501(C)(3) corporation organized for charitable and educational purposes allowing MAPA to receive tax deductible donations. The Foundation covers Washington, Douglas, Sarpy and Cass Counties in Nebraska.

## Public Participation Plan Overview

Planning for a large and diverse region requires substantial input and public participation. The voices of the people who live, work and play here have varying, and sometimes conflicting, needs and priorities; however, their voices must be heard if we are to develop planning policies that truly meet the needs of

the region. MAPA is committed to conducting robust public outreach and engagement and has outlined that commitment in this **Public Participation Plan (PPP)**.

The purpose of the Public Participation Plan is to provide baseline policy and standards to guide outreach and engagement activities for MAPA and RPA-18 public committee meetings and projects to ensure that the general public, relevant stakeholders, and state and federal agencies are included in MAPA's planning activities.

The Public Participation Plan is updated every five years and must be approved by the MAPA Board at least one year prior to the development of a new Long Range Transportation Plan (LRTP).

It is important that planning efforts are inclusive of all members of the community, especially those that are traditionally underserved by past and current transportation programs, facilities, or services. Public participation efforts may go above and beyond these baseline standards to meet unique project needs and to allow projects and programs to be flexible and adaptive, but must meet the minimum requirements found in the PPP.

### MAPA's Commitment to Public Participation

- Ensure early and continuous public notification about regional planning
- Provide meaningful information concerning regional planning
- Obtain participation and input to inform regional planning efforts
- Commit to listen to those affected and marginalized to learn how MAPA can help
- Include robust representation from communities of color

## Common Terms

- **Member of the Public:** any person who lives, works or plays in the region.
- **Stakeholder:** Someone who can provide valuable input and feedback on MAPA's projects and programs. This can include representatives from nonprofits, advocacy organizations or neighborhood groups.
- **Public Meeting:** Most of MAPA's meetings are open to the public to attend. However, meetings of committees with decision-making powers (COO, Board, TTAC, RPAC and RPA-18 Policy & Technical Committee meetings) are considered Public Meetings and must comply with the Nebraska and/or Iowa Open Meetings Acts.

## 2024 Public Participation Plan Update

This update to the public participation plan includes a greater focus on creating a more equitable and just region and reflects lessons learned from the global COVID-19 pandemic.

### Regional Equity Resolution

In June 2020 the MAPA Board of Directors passed an Equity Resolution to reaffirm MAPA's commitment to a more equitable and just region and outlined eight action items to guide MAPA's work in this area. The PPP presents a valuable opportunity to advance principles of participation that are inclusive of affected and marginalized groups and that address the needs of African-American and other historically disadvantaged populations in MAPA's regional planning and funding decisions.

### Virtual Public Involvement (VPI)

The global COVID-19 pandemic provided an opportunity to integrate new and more inclusive forms of public participation. The widespread adoption of virtual meeting options created an opportunity to engage a larger sector of the public with increased access to meetings, forums and virtual workshops being broadcast online. These engagement efforts reached a wider audience and provided the public an opportunity to engage outside of traditional set times and meeting locations. The integration of virtual engagement is something that will carry forward within MAPA's engagement strategies.

### Translation of Materials

MAPA has decided to adopt a threshold for the translation of materials; if over 5% of the population in the project or program area speaks a language other than English, text-based materials will be provided in that language, and efforts will be made to provide translation services at meetings. This threshold was adopted to mirror the policies of local jurisdictions, as well as provide a quantitative measurement for determining translation needs.

## Requirements for MAPA's Public Participation Process

MAPA's work is subject to Federal and State requirements and implements the three C's of transportation planning—Continuing, Cooperative, and Comprehensive—meaning the public is involved in the planning process in an inclusive as possible manner and that MAPA emphasizes providing continuous and equitable opportunities for public involvement.

MAPA's many roles as COG, MPO, EDD, and RPA administrator result in the agency serving as a conduit for several sources of federal funding from the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Environmental Protection Agency (EPA), the U.S. Department of Housing and Urban Development (HUD) and other state and federal agencies. Due to the nature of the federal funding that MAPA receives,

many different laws and federal regulations apply to MAPA's activities; MAPA strictly adheres to all Federal and State requirements relevant to our activities.

### **Civil Rights and Title VI**

MAPA assures that no person shall, on the grounds of race, color, national origin, age, disability/handicap or sex, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance.

MAPA further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. In the event that MAPA distributes federal aid funds to another entity, MAPA will include Title VI language in all written agreements and will monitor for compliance. MAPA's Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 Code of Federal Regulation 21.

MAPA has developed a **Civil Rights Policy** to outline these policies; the plan is available online on the MAPA website by searching for 'Civil Rights.

### **Environmental Justice**

Executive Order (E.O.) 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, was issued in 1994. Its purpose is to focus federal attention on the environmental and human health effects of federal actions on minority and low-income populations with the goal of achieving environmental protection for all communities.

MAPA strives to ensure that environmental justice is a consideration in all engagement efforts. This means ensuring full and fair participation of

minority and low-income populations, including special considerations that must be made to ensure adequate representation and outreach to accommodate sensitive and historically disadvantaged populations. Planning efforts will consider the populations that may be affected as well as the potential benefits and impacts of a plan or program.

### **Selected Federal and State Requirements**

Below is a listing of some of the Federal and State Requirements that MAPA adheres to. For more details see **Appendix F**.

- **Infrastructure Investment and Jobs Act (IIJA) / Bipartisan Infrastructure Law (BIL) of 2021** The current transportation authorizing legislation, which prioritizes early and continuous public engagement in the transportation planning process with a particular emphasis on outreach to underserved and underrepresented communities and digital equity.
- **Title VI of the Civil Rights Act of 1964 (Title VI)** Ensures that no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in transportation programs.
- **The Americans with Disabilities Act of 1990 (ADA)** The disabled communities shall be involved in the development and improvement of transportation services. People with disabilities shall be able to access meeting sites and have access to the information.
- **Age Discrimination Act of 1975** Prohibits discrimination on the basis of age in programs or activities receiving federal-aid funds.
- **Clean Air Act of 1970 (CAA)** The public are given the opportunity to participate in plans and activities, which impact their daily lives, including area quality issues.

- **Executive Order 12898, Federal Actions to Address Environmental Justice (EJ) in Minority and Low-Income Populations** Address the benefits and burdens of federally funded community investment of low income and minority populations.
- **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (LEP)** Requires public agencies to ensure public materials are available in the native language of areas with a disproportionately high concentration of limited English proficiency population.
- **Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government** Requires public agencies to perform equity assessments.
- **Executive Order 14008, Executive Order on Tackling the Climate Crisis at Home and Abroad** created the government-wide Justice40 initiative, establishing the goal that at least 40% of the benefits of certain federal investments flow to disadvantaged communities.

## Development of the Public Participation Plan

The 2024 Public Participation Plan (PPP) is an update to the 2019 Public Participation Plan. This Plan was developed through collaboration of MAPA transportation, communications and outreach, and community development staff. **Figure 2** illustrates the overall process utilized to update this plan, leveraging input from the Transportation Technical Advisory Committee (TTAC), the Regional Planning Advisory Committee (RPAC), the Equity and Engagement Committee (EEC) and the MAPA Board of Directors.

During the 45-day public comment period for this Draft, MAPA also solicited and provided additional opportunities for public and stakeholder input through postings on social media, the MAPA website, the MAPA newsletter, and in local newspapers.

### Resource Agency Survey

As a part of the plan development process, a survey was sent to the resource agencies and interested parties asking how they would like to be involved in the planning process. The survey asked respondents to select which types of outreach they felt were the most effective and what areas MAPA should improve on. See a summary of responses in **Appendix D** and the list of resource agencies in **Appendix C**.

**Figure 2:** Public Participation Plan Approach



# Methods of Engagement

MAPA is committed to providing equitable access to efficiently and effectively reach out and engage the public in MAPA’s decision making process. Programs and plans that have public outreach components can use the methods in the public participation plan as a guide in developing project-specific outreach opportunities that can be further refined and tailored to align with the specific scope and audience of the project.

## MAPA Outreach Channels

### Websites

MAPA has an established website at [www.mapacog.org](http://www.mapacog.org). The website includes announcements about projects and happenings at MAPA, general organization information, draft and final MAPA work products, meeting agendas and minutes, event information, staff contact information, links to several resources and a contact form.

MAPA also maintains a website devoted to the Heartland2050 initiative, which can be found at [www.heartland2050.org](http://www.heartland2050.org). The website features information on the Heartland 2050 Vision and Implementation Committees, as well as several work products and resources relevant to the committees.

### Social Media

MAPA maintains a presence on several social media sites, and utilizes these accounts and methods to communicate public participation opportunities. Comments and input received on MAPA social media platforms will not be incorporated into MAPA plans or projects. We encourage anyone with comments or input to use the official feedback methods provided by MAPA for that particular work product.

Current platforms include the following, but are subject to change to fit current agency needs:

-  [linkedin.com/company/metropolitan-area-planning-agency](https://www.linkedin.com/company/metropolitan-area-planning-agency)
-  [facebook.com/MAPA2222](https://www.facebook.com/MAPA2222) · [facebook.com/Heartland2050](https://www.facebook.com/Heartland2050)
-  [twitter.com/mapacog](https://twitter.com/mapacog)
-  [instagram.com/mapa\\_cog](https://www.instagram.com/mapa_cog)
-  [youtube.com/@MAPA2222](https://www.youtube.com/@MAPA2222)

### Newsletter

The MAPA newsletter is sent via email approximately every other month and provides information about planning activities and issues which have an impact within the MAPA region.

The newsletter includes articles on planning activities being conducted at MAPA, grant application deadlines for grants that jurisdictions, businesses and social service agencies can apply for, and meeting notices and schedules for public hearings, forums and comment sessions which are being held for MAPA plans and projects and other projects of interest in the region. The newsletter is available on the MAPA website and is shared on social media. MAPA continually looks for groups that can be added either to the email list or the mailing list.

### Annual Report

MAPA staff publish an annual report to share information about MAPA activities in the previous fiscal year. The annual report is printed and shared with members and partners, and an electronic copy is shared on the MAPA website and via social media posts.

## Meetings and Events

MAPA considers many factors when scheduling meetings and events.

Most of MAPA's meetings are open to the public to attend. Meetings of committees with decision-making powers (COO, Board, TTAC, RPAC and RPA-18 Policy & Technical Committee meetings) are considered Public Meetings subject to the Nebraska and/or Iowa Open Meetings Acts.

For the purposes of establishing minimum criteria for hosting a meeting the following are the base principles that MAPA staff will strive to achieve:

### Site Selection

The following outline requirements and best practices for the selection of a site for a MAPA event.

#### *Site Selection Requirements*

- All locations will comply with the **American with Disabilities Act of 1990**. MAPA will use the ADA compliance checklist (**Appendix E**) to evaluate potential meeting sites. If a member of the public wants to inquire about the accessibility of a public meeting, please call the MAPA office at 402-444-6866 or email [mapa@mapacog.org](mailto:mapa@mapacog.org).
- All locations will have proper **emergency protocols**. This includes clearly marked emergency exits, fire extinguishers, AED, and tornado shelters.

#### *Site Selection Best Practices*

- The meeting location allows the maximum number of the public to have an **equal opportunity to attend**.
- The location is **accessible by transit**.
- The location **accommodates bicycle parking**.
- Prefer the **use of public facilities** such as community centers, city and county offices, libraries, and schools.
- Meetings open to the public should be held **within the communities that will be most affected** by a given project, plan, or policy.
- When projects span a wide area, **multiple meetings should be held at varying locations**.
- Strive to **co-locate with existing and or already scheduled meetings** to provide the public the greatest opportunity to participate.

### Notification

Any meeting held by MAPA that is open to the public will strive to meet or adhere to these core principles:

- Public notices will be published in local newspaper(s) between 4 and 20 days prior to the meeting, as determined is necessary for the meeting or project.
  - The notices will include, date, time, location, and pertinent information about projects/ programs/policies.
  - The notice will include the phone number and primary contact email for the project, as well as contact information to request accommodations for those with language, physical or other needs.
- Events will be posted on the MAPA and/or Heartland 2050 website at least one week prior to the event date.

### Language Accommodations

An assessment of the population primarily impacted by a given project or effort will be done to determine the proportion of Limited English Proficiency (LEP) residents within the project area(s). If over 5% of the population in the area speaks a language other than English, text-based materials will be provided in that language, and efforts will be made to provide translation services at meetings.

### Hybrid Meetings

MAPA staff strive to make meetings accessible to as many people as possible. When appropriate, staff will offer hybrid meetings, to allow both in-person and online attendance. Comments and discussion can be made by online participants, but, due to guidance from MAPA legal review related to the Open Meetings Act, committee members attending meetings virtually are not allowed to vote on committee business.

## Public Engagement Tools

MAPA uses a variety of tools to engage the public. The following is a list of outreach tools that MAPA may put to use. This list is not exclusive, and engagement tools that are not currently included in this list may be explored to enhance public engagement efforts on any given project.

### Formats



Text



Charts and graphs



Images



Video

### Audiences of varying



Abilities



Races and ethnicities



Languages



Social and economic status

### Platforms



Print



Online



Mobile friendly

### Channels



Social media



Website



Email



Partner organizations



Paid advertising

### Methods



Surveys



Public appearances



Experiential involvement



Mapping tools



Scenario planning

### Additional Accommodation Tools

All meeting announcements include the policy statement in the sidebar, communicating that assistance can be provided to the Limited English Proficiency (LEP) population, people with disabilities, and others who may need assistance. This statement will be made available in any additional languages as determined to be relevant by the Language Assessment.

The Title VI and ADA Coordinators and the process for filing a Title VI or ADA complaint are identified in the **Civil Rights Policy** (Civil Rights Plan). The document is available on the MAPA website by searching for 'Civil Rights.'

## Incorporating Public Comments into MAPA Plans and Projects

Public input is a dynamic process that involves not only obtaining input, but ensuring its incorporation into the work product. All input and comments received during comment periods by phone, email, or other project feedback options (like comment cards or surveys) will be evaluated and analyzed for incorporation into the work product with any necessary or appropriate revisions to the product. Some work products additionally require that those who submitted input receive a response dictating how the input was analyzed, and information on its incorporation, or not, into the work product.

Comments and input received on MAPA social media platforms will **not** be incorporated into MAPA plans or projects. We encourage anyone with comments or input to use the official feedback methods provided by MAPA for that particular work product.

## PUBLIC NOTICE ACCOMMODATION POLICY STATEMENT

Public Meetings of the Metropolitan Area Planning Agency and Regional Planning Affiliation 18 are conducted in compliance with the Nebraska and/or Iowa Statutes of the Open Meetings Act.

Auxiliary aids, language assistance, and other services are available when requested at least three (3) working days prior to the meeting so appropriate arrangements can be made.

For inquiries about public facility access, language, hearing and or sight accommodations, please contact the MAPA office using the information below.

Si necesita ayuda con la traducción, comuníquese con la oficina de MAPA utilizando la información de contacto a continuación.

Phone/Teléfono: 402-444-6866

Email/Correo electrónico:

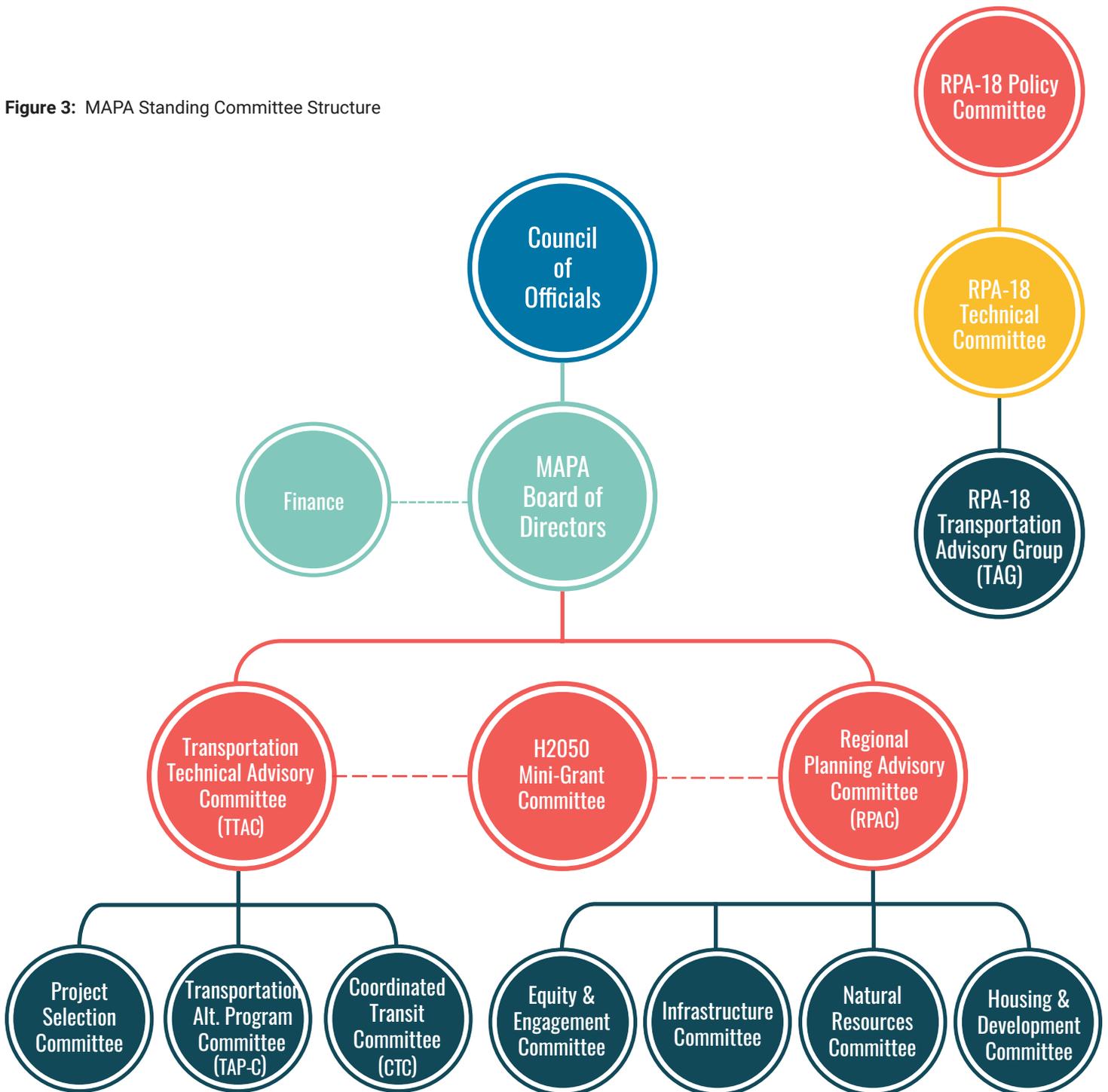
[mapa@mapacog.org](mailto:mapa@mapacog.org)

# Public Participation for MAPA Committees

MAPA's established committee and subcommittee structure provides a regular venue where the public can provide input to the agency's activities. MAPA's standing committee meetings are open to the public to attend, and meeting information can be found in a variety of ways (MAPA website, newsletter, social media, etc.).

**Figure 3** is a diagram of MAPA's committee structure.

**Figure 3:** MAPA Standing Committee Structure



## MAPA Committees

In general, meetings organized by MAPA are open to the public to attend. Meetings of committees with decision-making powers (COO, Board, TTAC, RPAC and RPA-18 Policy & Technical Committee meetings) are considered Public Meetings and are held in compliance with the Open Meetings Acts of Iowa and Nebraska which requires that the general public have the opportunity to be notified and attend the meetings to provide input on matters under consideration by the committees.

Attendees at MAPA meetings may speak on subjects under discussion or otherwise relevant to the activities of MAPA. The Board and Council of Officials may request the name and address of the speaker as a condition of being allowed to speak. Only one speaker at a time will be allowed to address the Council or Board. Members of the public will be expected to conduct themselves in an appropriate manner so that a fair exchange of ideas between them and the Board and/or Council may take place. Committee meetings can serve to satisfy public meeting requirements.

MAPA takes meeting minutes which include the members present and absent, all actions taken, and a summary of all matters occurring during the meetings. The minutes are available after formal approval on the MAPA website or at the MAPA office.

MAPA posts meeting information including agendas at a minimum of four days prior to the meeting on the MAPA website, and posts physical information and agendas at the MAPA lobby available for public review during normal business hours. See the PPP Executive Summary graphic for specific notification and other details regarding these meetings.

## MAPA Sub-Committees & Working Groups

TTAC sub-committees such as the **Project Selection Committee** (composed of TTAC members), the **Coordinated Transit Committee** (includes human service and paratransit agencies), and the **Transportation Alternatives Program Committee**

(involves engineers, bike/pedestrian advocates, and planners) make recommendations to TTAC. Anyone is welcome to join and participate in these conversations but MAPA does not make public notices or post agendas publicly for these meetings.

Implementation of the Heartland 2050 Regional Vision has created several committees and working groups that bring together various stakeholders from the public, non-profit and private sectors. These committees are overseen by RPAC and include the **Equity & Engagement, Housing & Development, Infrastructure, and Natural Resources committees**. Several working groups related to these committees focus on more specific areas of interest and are overseen by the related committee. Anyone is welcome to join and participate in these conversations, but MAPA does not make public notices or post agendas publicly for these more informal conversations.

## Regional Planning Affiliation 18 (RPA-18)

The Iowa Department of Transportation has designated 18 Regional Planning Affiliations (RPAs) that provide for regional transportation planning outside of urbanized areas. RPA-18 functions adjacent to the MAPA Board of Directors and committee structure. RPA-18 provides policy, program, professional and planning services for communities within the region.

RPA-18 is governed by the **RPA-18 Policy Committee**, composed of elected or appointed city, county and transit officials. Membership includes a county supervisor from Harrison, Mills, Pottawattamie and Shelby Counties, a mayor or city manager from Glenwood and Harlan, and the director of Southwest Iowa Transit Agency.

The **RPA-18 Technical Committee** provides technical support and analysis for the RPA-18 Policy Committee. This committee is composed of city public works, county engineering departments, county conservation representatives, and non-profit entities providing services within the region.

The RPA-13/RPA-18 **Transportation Advisory Group** works to create the combined RPA-13/RPA-18 Passenger Transportation Plan (PTP) that covers both RPA areas. This effort is led by the Southwest Iowa Transit Agency (SWITA).

## Public Involvement in Major Planning Activities

MAPA utilizes the public involvement strategies discussed earlier in the plan to encourage public involvement in all of its processes, plans, and projects. This section provides a summary of the public participation guidelines for the most common MAPA transportation planning products for the MPO and RPA.

The following definitions help explain the different phases of document creation or revision that are referenced in the tables of this section. MAPA staff follows federal guidelines found in CFR 450 for exact definitions.

*Administrative modification* means a minor revision that includes minor changes to project/project phase costs, minor changes to funding sources of previously included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment, a redemonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).

*Amendment* means a revision that involves a major change to a project, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope. An amendment requires public review and comment and a redemonstration of fiscal constraint. If an amendment involves “non-exempt” projects in nonattainment and maintenance areas, a conformity determination is required.

*Draft Document* means a new version of a document, rather than a change to an existing document.

## Long Range Transportation Plan (LRTP)

|                               |   |
|-------------------------------|---|
| <b>Description:</b>           | The Long Range Transportation Plan (LRTP) develops a long-term fiscally constrained vision for transportation improvements based upon a minimum 20 year planning horizon. |
| <b>Amended:</b>               | As needed   |
| <b>Public Comment Period:</b> | Draft Document: Minimum of 25 days<br>Major Amendment: Minimum of 25 days<br>Minor Amendment: Minimum of 7 days   |

|   |  |
|---|--|
| <p><b>Update and Amendment Process:</b></p>       | <p>Draft document or amendment discussed with appropriate TTAC subcommittees.</p> <p>TTAC makes a recommendation to the Board, and Board votes to release the document or amendment for public review and comment.</p> <p>Outreach is done to inform the public of the availability of documents for review as well as the comment period and public meetings.</p> <p>At least three public meetings are held during the public comment period for a major amendment or a new draft document. At least one public meeting is held for a minor amendment. TTAC, RPAC and Board of Directors meetings can serve as the public meetings. Members of the public will be allowed time to provide comments at those meetings.</p> <p>If additional public meetings are held outside of the comment period, an additional comment period will need to be open at least two weeks prior and two weeks after the meeting(s).</p> <p>Public comments are addressed to the maximum extent reasonable. A summary of comments received on the draft document is included in an appendix of the final approved LRTP.</p> <p>TTAC makes a recommendation to the Board to approve the draft document or amendment; Board votes whether to approve the draft document or amendment.</p> <p>Final version of the document or amendment is added to the MAPA website and publicized as appropriate.</p> |
| <p><b>Outreach Methods:</b></p>                   | <p>Public notice is published in local newspaper(s) for draft documents and major amendments.</p> <p>Press release sent to area newspapers, television and radio stations (as appropriate) for draft documents and major amendments.</p> <p>Information is provided and public comments are solicited through the MAPA website, newsletter (if possible) and social media platforms.</p> <p>Email notification of the public comment period is sent to identified outreach contacts including federal and state partners.</p> <p>An electronic version of the draft document and a summary of major amendments is posted online and a printed copy is made available at the MAPA office for public review.</p>   |
| <p><b>Public Participation Opportunities:</b></p> | <p>Comment on the draft document, major amendments and final planning documents via email or mail.</p> <p>Participate in public meetings</p>   |
| <p><b>Amendment Thresholds:</b></p>               | <p>The below is for general reference only; MAPA staff will refer to current federal guidance when determining amendment type. Any change not included under the categories below will be considered an administrative modification.</p> <p><b>Minor Amendment</b></p> <ul style="list-style-type: none"> <li>• Changes to anticipated funding or project categories</li> <li>• Changes to project route or termini that are greater than ¼ of a mile</li> <li>• Amendments to reflect changes to federal policy</li> <li>• Amendments to reflect changes to state policy</li> </ul> <p><b>Major Amendment</b></p> <ul style="list-style-type: none"> <li>• Changes to specific project funding levels that significantly impact fiscal constraint</li> <li>• Changes to project route or termini that are greater than ¼ of a mile</li> <li>• Adding a regionally significant project to the LRTP</li> <li>• Adding or changing a federal funding source.</li> </ul>  |

## Transportation Improvement Program (TIP)

|  |  |
|--|--|
| <b>Description:</b>                        | The Transportation Improvement Program (TIP) is a short term, four (4) year implementation plan for programming Federal-aid transportation projects. This document lists all federally funded or regionally significant transportation projects by year, phase of work, and funding source.  |
| <b>Amended:</b>                            | As needed  |
| <b>Public Comment Period:</b>              | Draft Document with prioritized project list: Minimum of 25 days<br>Amendment: Minimum of 7 days   |
| <b>Update and Amendment Process:</b>       | <p>Draft document or amendment discussed with appropriate TTAC subcommittees.</p> <p>For the draft TIP, not amendments, TTAC makes a recommendation to the Board and Board votes to release the document for public review and comment.</p> <p>Outreach is done to inform the public of the availability of documents for review as well as the comment period and public meetings.</p> <p>At least three public meetings are held during the public comment period for a draft document. At least one public meeting is held for an amendment. TTAC, RPAC and Board of Directors meetings can serve as the public meetings. Members of the public will be allowed time to provide comments at those meetings.</p> <p>Public comments are addressed to the maximum extent reasonable. A summary of comments received on the draft document is included in an appendix of the final approved TIP.</p> <p>TTAC and RPAC makes a recommendation to the Board to approve the draft document; only TTAC makes this recommendation for an amendment. Board votes whether to approve the draft document or amendment.</p> <p>Final version of the document or amendment is added to the MAPA website and publicized as appropriate.</p> |
| <b>Outreach Methods:</b>                   | <p>Public notice is published in local newspaper(s) for draft documents.</p> <p>Press release sent to area newspapers, television and radio stations (as appropriate) for draft documents.</p> <p>Information is provided and public comments are solicited through the MAPA website, newsletter (if possible) and social media platforms.</p> <p>Email notification of the public comment period is sent to identified outreach contacts including federal and state partners.</p> <p>An electronic version of the draft document or a summary of the amendment is posted online and a printed copy is made available at the MAPA office for public review.</p>   |
| <b>Public Participation Opportunities:</b> | <p>Comment on the draft document, amendments and final planning documents via email or mail.</p> <p>Participate in public meetings.</p>  |
| <b>Emergency Amendment:</b>                | <p>Occasionally, situations may arise when an emergency amendment to the TIP is necessary. An emergency amendment is an amendment that is processed on an expedited basis due to circumstances which cannot wait for the next TTAC, RPAC, or MAPA Board of Directors meeting. Such amendments are only allowed by MAPA in cooperation with the States of Nebraska and Iowa, Federal Highway Administration and Federal Transit Administration (FHWA/FTA), and the local jurisdictions involved with the project(s).</p> <p>Emergency amendments are not used as a means of circumventing review by MAPA committees or the public, but are only utilized in response to truly extraordinary circumstances in which expedited processing of an amendment of a non-controversial matter is necessary. If all parties involved with a project agree that an emergency amendment is necessary, then the amendment and documentation will be prepared by MAPA staff.</p>   |

## Unified Planning Work Program (UPWP)

|  |  |
|--|--|
| <b>Description:</b>                        | The Unified Planning Work Program governs the annual expenditures and serves as the guiding document for an MPO's annual activities. This document tells the public what the MPO plans to do in the next fiscal year. It contains general information about agency strategies and projects that utilize Federal planning dollars.  |
| <b>Amended:</b>                            | As needed  |
| <b>Public Comment Period:</b>              | Draft Document: Minimum of 25 days<br>Amendment: Minimum of 7 days   |
| <b>Update and Amendment Process:</b>       | Draft document or amendment discussed with appropriate committees and subcommittees.<br>Draft document or amendment is released for public review and comment.<br>Outreach is done to inform the public of the availability of documents for review as well as the comment period and public meetings.<br>At least one public meeting is held during the public comment period for a draft document or amendment. TTAC, RPAC and Board of Directors meetings can serve as the public meeting. Members of the public will be allowed time to provide comments at those meetings.<br>Public comments are addressed to the maximum extent reasonable. |
| <b>Outreach Methods:</b>                   | Public notice is published in local newspaper(s) for draft documents.<br>Press release sent to area newspapers, television and radio stations (as appropriate) for draft documents.<br>Information is provided and public comments are solicited through the MAPA website, newsletter (if possible) and social media platforms.<br>Email notification of the public comment period is sent to identified outreach contacts.<br>An electronic version of the draft document or a summary of the amendment is posted online and a printed copy is made available at the MAPA office for public review.   |
| <b>Public Participation Opportunities:</b> | Comment on the draft document, amendments and final planning documents via email or mail.<br>Participate in public meetings.   |
| <b>Amendment Thresholds:</b>               | <b>Amendment</b> <ul style="list-style-type: none"> <li>Transfer of funds between categories, projects, functions, or activities which do not exceed 10 percent of total work program budget or when federal award share of total work program budget exceeds \$150,000.</li> </ul> <b>Administrative Modification</b> <ul style="list-style-type: none"> <li>Revisions to work that do not use federal funds or minor edits to text for clarity.</li> </ul>   |

## Community Development Work Program (CDWP)

|  |  |
|--|--|
| <b>Description:</b>                        | The Community Development Work Program (CDWP) governs the annual expenditures and serves as the guiding document for an MPO's annual activities. This document tells the public what the MPO plans to do in the next fiscal year. It contains general information about agency strategies and projects that utilize Federal planning dollars.  |
| <b>Amended:</b>                            | As needed  |
| <b>Public Comment Period:</b>              | Draft Document: Minimum of 25 days<br>Amendment: Minimum of 7 days   |
| <b>Update and Amendment Process:</b>       | <p>Draft document or amendment discussed with appropriate committees and subcommittees.</p> <p>Draft document or amendment is released for public review and comment.</p> <p>Outreach is done to inform the public of the availability of documents for review as well as the comment period and public meetings.</p> <p>At least one public meeting is held during the public comment period for a draft document or amendment. TTAC, RPAC and Board of Directors meetings can serve as the public meeting. Members of the public will be allowed time to provide comments at those meetings.</p> <p>Public comments are addressed to the maximum extent reasonable.</p> <p>Board votes whether to approve the draft document or amendment.</p> <p>Final version of the document or amendment is added to the MAPA website and publicized as appropriate.</p> |
| <b>Outreach Methods:</b>                   | <p>Public notice is published in local newspaper(s) for draft documents.</p> <p>Press release sent to area newspapers, television and radio stations (as appropriate) for draft documents.</p> <p>Information is provided and public comments are solicited through the MAPA website, newsletter (if possible) and social media platforms.</p> <p>Email notification of the public comment period is sent to identified outreach contacts.</p> <p>An electronic version of the draft document and a summary of amendments is posted online and a printed copy is made available at the MAPA office for public review.</p>  |
| <b>Public Participation Opportunities:</b> | <p>Comment on the draft document, amendments and final planning documents via email or mail.</p> <p>Participate in public meetings.</p>  |

## Coordinated Transit Plan (CTP)

|  |   |
|--|---|
| <b>Description:</b>                        | The Coordinated Transit Plan sets the goals and activities of the Coordinated Transit Committee and lays out the funding priorities for the region regarding the 5310 Program.  |
| <b>Amended:</b>                            | As needed   |
| <b>Public Comment Period:</b>              | Draft Document: Minimum of 25 days<br>Amendment: Minimum of 7 days  |
| <b>Update and Amendment Process:</b>       | <p>Draft document or amendment discussed with appropriate committees and subcommittees.</p> <p>Draft document or amendment is released for public review and comment.</p> <p>Outreach is done to inform the public of the availability of documents for review as well as the comment period and public meetings.</p> <p>At least one public meeting is held during the public comment period for a draft document or amendment. CTC, TTAC, RPAC and Board of Directors meetings can serve as the public meeting. Members of the public will be allowed time to provide comments at those meetings. Public comments are addressed to the maximum extent reasonable.</p> <p>TTAC and RPAC may make recommendations to the Board; Board votes whether to approve the draft document or amendment.</p> <p>Final version of the document or amendment is added to the MAPA website and publicized as appropriate.</p> |
| <b>Outreach Methods:</b>                   | <p>Public notice is published in local newspaper(s) for draft documents.</p> <p>Press release sent to area newspapers, television and radio stations (as appropriate) for draft documents.</p> <p>Information is provided and public comments are solicited through the MAPA website, newsletter (if possible) and social media platforms.</p> <p>Email notification of the public comment period is sent to identified outreach contacts.</p> <p>An electronic version of the draft document and a summary of amendments is posted online and a printed copy is made available at the MAPA office for public review.</p>   |
| <b>Public Participation Opportunities:</b> | <p>Comment on the draft document, amendments and final planning documents via email or mail.</p> <p>Participate in public meetings.</p>   |
| <b>Amendment Thresholds:</b>               | <p>The below is for general reference only; MAPA staff will refer to current federal guidance when determining amendment type.</p> <p><b>Administrative Modification</b> (no public comment period necessary)</p> <ul style="list-style-type: none"> <li>• Minor edits to anticipated funding or project categories</li> <li>• Minor changes to project descriptions, routes or project areas</li> <li>• Changes to federal policy</li> <li>• Changes to state policy</li> </ul> <p><b>Amendment</b></p> <ul style="list-style-type: none"> <li>• Changes to specific project funding levels that significantly impact fiscal constraint</li> <li>• Adding or making significant changes in document</li> <li>• Adding or changing a federal funding source</li> </ul>  |

## Public Participation Plan (PPP)

|  |  |
|--|--|
| <b>Description:</b>                        | The Public Participation Plan (PPP) outlines how MAPA will work to achieve essential public participation in all planning activities. It helps ensure consideration of the public's needs and preferences are incorporated into decisions.   |
| <b>Amended:</b>                            | Amendments made as needed, with an annual status report of public participation efforts  |
| <b>Public Comment Period:</b>              | Draft Document: Minimum of 45 days<br>Amendment: Minimum of 45 days  |
| <b>Update and Amendment Process:</b>       | <p>Draft document or amendment discussed with appropriate committees and subcommittees.</p> <p>Draft document or amendment is released for public review and comment.</p> <p>Outreach is done to inform the public of the availability of documents for review as well as the comment period and public meetings.</p> <p>At least one public meeting is held during the public comment period for a draft document or amendment. TTAC, RPAC and Board of Directors meetings can serve as the public meeting. Members of the public will be allowed time to provide comments at those meetings. Public comments are addressed to the maximum extent reasonable.</p> <p>TTAC and RPAC may make recommendations to the Board; Board votes whether to approve the draft document or amendment.</p> <p>Final version of the document or amendment is added to the MAPA website and publicized as appropriate.</p> |
| <b>Outreach Methods:</b>                   | <p>Public notice is published in local newspaper(s) for draft documents.</p> <p>Press release sent to area newspapers, television and radio stations (as appropriate) for draft documents.</p> <p>Information is provided and public comments are solicited through the MAPA website, newsletter (if possible) and social media platforms.</p> <p>Email notification of the public comment period is sent to identified outreach contacts.</p> <p>An electronic version of the draft document and a summary of amendments is posted online and a printed copy is made available at the MAPA office for public review.</p>  |
| <b>Public Participation Opportunities:</b> | <p>Comment on the draft document, amendments and final planning documents via email or mail.</p> <p>Participate in public meetings.</p>  |

## Civil Rights Plan (Title VI)

|  |   |
|--|---|
| <b>Description:</b>                        | The Civil Rights Policy (Civil Rights Plan) outlines how laws and federal regulations, specifically those prohibiting discrimination, are implemented in MAPA's processes. Includes MAPA's Title VI Policy as well as the complaint process for both Title VI and ADA.  |
| <b>Amended:</b>                            | As needed   |
| <b>Public Comment Period:</b>              | Draft Document: Minimum of 25 days<br>Amendment: Minimum of 25 days   |
| <b>Update and Amendment Process:</b>       | <p>Draft document or amendment discussed with appropriate committees and subcommittees.</p> <p>Draft document or amendment is released for public review and comment.</p> <p>Outreach is done to inform the public of the availability of documents for review as well as the comment period and public meetings.</p> <p>At least one public meeting is held during the public comment period for a draft document or amendment. TTAC, RPAC and Board of Directors meetings can serve as the public meeting. Members of the public will be allowed time to provide comments at those meetings.</p> <p>Public comments are addressed to the maximum extent reasonable.</p> <p>TTAC and RPAC may make recommendations to the Board; Board votes whether to approve the draft document or amendment.</p> <p>Final version of the document or amendment is added to the MAPA website and publicized as appropriate.</p> |
| <b>Outreach Methods:</b>                   | <p>Public notice is published in local newspaper(s) for draft documents.</p> <p>Press release sent to area newspapers, television and radio stations (as appropriate) for draft documents.</p> <p>Information is provided and public comments are solicited through the MAPA website, newsletter (if possible) and social media platforms.</p> <p>Email notification of the public comment period is sent to identified outreach contacts.</p> <p>An electronic version of the draft document and a summary of amendments is posted online and a printed copy is made available at the MAPA office for public review.</p>   |
| <b>Public Participation Opportunities:</b> | <p>Comment on the draft document, amendments and final planning documents via email or mail.</p> <p>Participate in public meetings.</p>   |

## RPA-18 Long Range Transportation Plan (RPA LRTP)

|  |  |
|--|--|
| <b>Description:</b>                        | The RPA-18 Long Range Transportation Plan (LRTP) develops a long-term vision for transportation improvements based upon a minimum 20 year planning horizon. Unlike the MPO LRTP, this document is not fiscally constrained.  |
| <b>Amended:</b>                            | As needed  |
| <b>Public Comment Period:</b>              | Draft Document: Minimum of 25 days<br>Major Amendment: Minimum of 25 days<br>Minor Amendment: Minimum of 7 days  |
| <b>Update and Amendment Process:</b>       | <p>Draft document or amendment discussed with RPA-18 Policy and Technical Committees.</p> <p>Outreach is done to inform the public of the availability of documents for review as well as the comment period and public meetings.</p> <p>At least one public meeting is held during the public comment period. RPA-18 Policy and Technical Committee meetings can serve as the public meeting. Members of the public will be allowed time to provide comments at those meetings.</p> <p>If additional public meetings are held outside of the comment period, an additional comment period will need to be open at least two weeks prior and two weeks after the meeting(s).</p> <p>Public comments are addressed to the maximum extent reasonable. A summary of comments received on the draft document is included in an appendix of the final approved LRTP.</p> <p>RPA-18 Technical Committee makes a recommendation to the Policy Board; the Policy Board votes whether to approve the draft document or amendment.</p> <p>Final version of the document or amendment is added to the MAPA website and publicized as appropriate.</p> |
| <b>Outreach Methods:</b>                   | <p>Public notice is published in local newspaper(s) for draft documents and major amendments.</p> <p>Press release sent to area newspapers, television and radio stations (as appropriate) for draft documents and major amendments.</p> <p>Information is provided and public comments are solicited through the MAPA website, newsletter (if possible) and social media platforms.</p> <p>Email notification of the public comment period is sent to identified outreach contacts.</p> <p>An electronic version of the draft document and a summary of major amendments is posted online and a printed copy is made available at the MAPA office for public review.</p>  |
| <b>Public Participation Opportunities:</b> | <p>Comment on the draft document, amendments and final planning documents via email or mail.</p> <p>Participate in public meetings.</p>  |
| <b>Amendment Thresholds:</b>               | <p>The below is for general reference only; MAPA staff will refer to current federal guidance when determining amendment type. Any change not included under the categories below will be considered an administrative modification.</p> <p><b>Minor Amendment</b></p> <ul style="list-style-type: none"> <li>• Changes to anticipated funding or project categories</li> <li>• Changes to project route or termini that are greater than ¼ of a mile</li> <li>• Amendments to reflect changes to federal policy</li> <li>• Amendments to reflect changes to state policy</li> </ul> <p><b>Major Amendment</b></p> <ul style="list-style-type: none"> <li>• Changes to specific project funding levels that significantly impact fiscal constraint</li> <li>• Changes to project route or termini that are greater than ¼ of a mile</li> <li>• Adding a regionally significant project to the LRTP</li> <li>• Adding or changing a federal funding source</li> </ul>   |

## RPA-18 Transportation Improvement Program (RPA TIP)

|  |   |
|--|---|
| <b>Description:</b>                        | The RPA-18 Transportation Improvement Program (TIP) is a short term, four (4) year implementation plan for programming Federal-aid transportation projects. This document lists all federally funded or regionally significant transportation projects by year, phase of work, and funding source.  |
| <b>Amended:</b>                            | As needed   |
| <b>Public Comment Period:</b>              | Draft Document with prioritized project list: Minimum of 20 days is best practice, but not always possible.<br>Amendment: Minimum of 7 days   |
| <b>Update and Amendment Process:</b>       | <p>Draft document or amendment discussed with RPA-18 Policy and Technical Committees. Outreach is done to inform the public of the availability of documents for review as well as the comment period and public meetings.</p> <p>At least one public meeting is held during the public comment period. RPA-18 Policy and Technical Committee meetings can serve as the public meeting. Members of the public will be allowed time to provide comments at those meetings.</p> <p>If additional public meetings are held outside of the comment period, an additional comment period will need to be open at least two weeks prior and two weeks after the meeting(s).</p> <p>Public comments are addressed to the maximum extent reasonable. A summary of comments received on the draft document is included in an appendix of the final approved LRTP.</p> <p>RPA-18 Technical Committee makes a recommendation to the Policy Board; the Policy Board votes whether to approve the draft document or amendment.</p> <p>Final version of the document or amendment is added to the MAPA website and publicized as appropriate.</p> |
| <b>Outreach Methods:</b>                   | <p>Public notice is published in local newspaper(s) for draft documents.</p> <p>Press release sent to area newspapers, television and radio stations (as appropriate) for draft documents.</p> <p>Information is provided and public comments are solicited through the MAPA website, newsletter (if possible) and social media platforms.</p> <p>Email notification of the public comment period is sent to identified outreach contacts including federal and state partners.</p> <p>An electronic version of the draft document or a summary of the amendment is posted online and a printed copy is made available at the MAPA office for public review.</p>  |
| <b>Public Participation Opportunities:</b> | <p>Comment on the draft document, amendments and final planning documents via email or mail.</p> <p>Participate in public meetings.</p>   |
| <b>Emergency Amendment:</b>                | <p>Occasionally, situations may arise when an emergency amendment to the TIP is necessary. An emergency amendment is an amendment that is processed on an expedited basis due to circumstances which cannot wait for the next TTAC, RPAC, or MAPA Board of Directors meeting. Such amendments are only allowed by MAPA in cooperation with the States of Nebraska and Iowa, Federal Highway Administration and Federal Transit Administration (FHWA/FTA), and the local jurisdictions involved with the project(s).</p> <p>Emergency amendments are not used as a means of circumventing review by MAPA committees or the public, but are only utilized in response to truly extraordinary circumstances in which expedited processing of an amendment of a non-controversial matter is necessary. If all parties involved with a project agree that an emergency amendment is necessary, then the amendment and documentation will be prepared by MAPA staff.</p>  |

## RPA-18 Transportation Planning Work Program (RPA TPWP)

|  |   |
|--|---|
| <b>Description:</b>                        | The RPA-18 Transportation Planning Work Program governs the annual expenditures and serves as the guiding document for RPA annual activities. This document tells the public what the MPO plans to do in the next fiscal year. It contains general information about agency strategies and projects that utilize Federal planning dollars.  |
| <b>Amended:</b>                            | As needed   |
| <b>Public Comment Period:</b>              | Draft Document: Minimum of 25 days<br>Amendment: Minimum of 7 days  |
| <b>Update and Amendment Process:</b>       | <p>Draft document or amendment discussed with RPA-18 Policy and Technical Committees.</p> <p>Outreach is done to inform the public of the availability of documents for review as well as the comment period and public meetings.</p> <p>At least one public meeting is held during the public comment period. RPA-18 Policy and Technical Committee meetings can serve as the public meeting. Members of the public will be allowed time to provide comments at those meetings.</p> <p>Public comments are addressed to the maximum extent reasonable.</p> <p>The Policy Board votes whether to approve the draft document or amendment.</p> <p>Final version of the document or amendment is added to the MAPA website and publicized as appropriate.</p> |
| <b>Outreach Methods:</b>                   | <p>Public notice is published in local newspaper(s) for draft documents.</p> <p>Press release sent to area newspapers, television and radio stations (as appropriate) for draft documents.</p> <p>Information is provided and public comments are solicited through the MAPA website, newsletter (if possible) and social media platforms.</p> <p>Email notification of the public comment period is sent to identified outreach contacts.</p> <p>An electronic version of the draft document or a summary of the amendment is posted online and a printed copy is made available at the MAPA office for public review.</p>   |
| <b>Public Participation Opportunities:</b> | <p>Comment on the draft document, amendments and final planning documents via email or mail.</p> <p>Participate in public meetings.</p>   |
| <b>Amendment Thresholds:</b>               | <p><b>Amendment</b></p> <ul style="list-style-type: none"> <li>Transfer of funds between categories, projects, functions, or activities which do not exceed 10 percent of total work program budget or when federal award share of total work program budget exceeds \$150,000.</li> </ul> <p><b>Administrative Modification</b></p> <ul style="list-style-type: none"> <li>Revisions to work that do not use federal funds or minor edits to text for clarity.</li> </ul>  |

## RPA-13/RPA-18 Passenger Transportation Plan (RPA PTP)

|  |  |
|--|--|
| <b>Description:</b>                        | The RPA-13/RPA-18 Passenger Transportation Plan sets the goals and activities of South-west Iowa Transit Agency (SWITA) and lays out the funding priorities for the RPA-13 & RPA-18 regions regarding passenger transportation coordination.   |
| <b>Amended:</b>                            | As needed  |
| <b>Public Comment Period:</b>              | Draft Document: Minimum of 25 days<br>Amendment: Minimum of 7 days   |
| <b>Update and Amendment Process:</b>       | <p>Draft document or amendment discussed with RPA-18 Policy and Technical Committees.</p> <p>Outreach is done to inform the public of the availability of documents for review as well as the comment period and public meetings.</p> <p>At least one public meeting is held during the public comment period. RPA-18 Policy and Technical Committee meetings can serve as the public meeting. Members of the public will be allowed time to provide comments at those meetings.</p> <p>Public comments are addressed to the maximum extent reasonable.</p> <p>The Policy Board votes whether to approve the draft document or amendment. Final version of the document or amendment is added to the MAPA website and publicized as appropriate.</p> |
| <b>Outreach Methods:</b>                   | <p>Public notice is published in local newspaper(s) for draft documents.</p> <p>Press release sent to area newspapers, television and radio stations (as appropriate) for draft documents.</p> <p>Information is provided and public comments are solicited through the MAPA website, newsletter (if possible) and social media platforms.</p> <p>Email notification of the public comment period is sent to identified outreach contacts.</p> <p>An electronic version of the draft document and a summary of amendments is posted online and a printed copy is made available at the MAPA office for public review.</p>  |
| <b>Public Participation Opportunities:</b> | <p>Comment on the draft document, amendments and final planning documents via email or mail.</p> <p>Participate in public meetings.</p>  |

## Evaluation

The Public Participation Plan will be continuously evaluated for effectiveness and will evolve to incorporate new technology and best practices.

### MAPA measures:

- Number of events
- Event attendance
- Newsletter views (open, bounce and click rates)
- Social media posts and interactions
- Number of comments received for projects
- Number of public notices published
- Media mentions and news stories
- Traffic for MAPA and Heartland 2050 websites

## Evaluation Methods and Performance Goals

| Public Participation Tool              | Evaluation Criteria          | Performance Goal(s)   | Methods to Meet Goal(s)  |
|--|------------------------------|---|--|
| <b>Public Participation Plan (PPP)</b> | Updated as required by law   | Update PPP at least every 5 years<br><br>Complete annual public participation status report | Incorporate improvement strategies from member survey and analysis of annual public participation status report into PPP updates<br><br>Incorporate new technologies and best practices into PPP updates |
| <b>Public Notice</b>                   | Published as required by law | All notices are published within timeframes set by by MAPA policy                           | Require and store proof of publication for each public notice<br><br>Track any notices sent outside of recommended timeframes and report in annual public participation status report                    |
| <b>Website</b>                         | Number of website hits       | Maintain or increase  | Include website address on all organizational products and in social media posts as appropriate  |
| <b>Website</b>                         | Number of website hits       | Increase number of web hits over the course of each year                                    | Include website address on all organizational products. Link to partner organizations  |
| <b>Newsletter</b>                      | Open, bounce and click rates | Maintain or increase opens and clicks, decrease bounces                                     | Increase reach of newsletter<br>Continually update contact database<br>Aim to keep newsletter content interesting, relevant, timely and concise  |

|                                       |  |  |   |
|---------------------------------------|--|--|---|
| <b>Meeting &amp; Event Attendance</b> | Number of events<br>Event attendance   | Maintain or increase   | Evaluate after-event survey responses to improve events   |
| <b>Public Meetings</b>                | Public Meeting and ADA Checklists<br><br>Number and status of accommodation requests | Public Meeting and ADA Checklists are completed for every public meeting<br><br>All accommodation requests are fulfilled | Incorporate this step into internal MAPA processes<br><br>Continually update the list of venues that meet MAPA criteria<br><br>Track accommodation requests and report in annual public participation status report |
| <b>Social Media</b>                   | Number of posts and interactions   | Maintain or increase   | Tag or share the posts of partner organizations<br><br>Aim to keep content interesting, relevant, timely and concise  |
| <b>Public Comments</b>                | Number of public comments  | Maintain or increase   | Offer a number of ways people can find information and provide feedback<br><br>Use short, easy to answer questions in feedback methods  |
| <b>Media Mentions</b>                 | Number of media mentions   | Maintain or increase   | Maintain relationships with local media<br><br>Provide interesting, relevant, timely and concise information to media   |
| <b>Annual Member Survey</b>           | Number of responses to survey  | Maintain or increase   | Keep survey short with easy to answer questions   |
| <b>Translation</b>                    | Percentage of population speaking a language other than English                      | Complete a language analysis to determine translation needs for MAPA documents and public meetings                       | Maintain current demographic information for the MAPA Council of Governments areas<br><br>Incorporate this step into internal MAPA processes  |

# Appendix A: Public Meeting Checklist

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\*\*All public meetings must ensure the public reasonable access to all local meetings, project records and information relating to the proposed and actual use of federal funds. All public meetings will be conducted in facilities that are accessible to person with disabilities. Attach documentation for each item.

\*\*Items on this checklist will be completed as deemed appropriate, as every activity listed below may not be suitable for every public meeting.

1. Schedule meeting (Date completed: \_\_\_\_). Meeting date: \_\_\_\_\_  
Meeting location: \_\_\_\_\_
  2. Accessibility
    1. Is the meeting ADA accessible?
    2. Does it have transit access/located on a transit route?
    3. Create meeting deadline matrix (template attached)
    4. Meeting notices
      1. Newspaper of general circulation (Date completed: \_\_\_\_\_).
      1. Paper(s) used: \_\_\_\_\_
      2. Note where comments can be sent if unable to attend meeting
      2. Post on MAPA website (Date completed: \_\_\_\_\_)
      3. Mail/Email (attach recipient list) (Date completed: \_\_\_\_\_)
      4. Post on social media. (Date completed: \_\_\_\_\_).
      1. Site(s) used: \_\_\_\_\_
      5. Article in *What's Happening*. Edition: \_\_\_\_\_
      6. Include availability of language assistance. Assistance needed: \_\_\_\_\_
      7. Make draft document available to public in conjunction with comment period and public notice
        1. MAPA and/or office (Date completed: \_\_\_\_\_)
        2. MAPA website (Date completed: \_\_\_\_\_)
    1. Collect and review public input.
      1. Where comments received? \_\_\_\_\_
      2. Response(s) sent. (Date completed: \_\_\_\_\_)
  3. Next Steps: \_\_\_\_\_  
Other considerations:
    1. Have areas that are traditionally underserved and low-income and minority populations been reached?  
Who was contacted? \_\_\_\_\_
    1. How were they contacted? \_\_\_\_\_
    2. (Date completed: \_\_\_\_\_)
    2. Create brochure/flier (Date completed: \_\_\_\_\_)
  3. Second Public Meeting – Status of Funded Activities (Date completed: \_\_\_\_\_)
-

## Appendix B: Glossary

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**Environmental Justice** - refers to 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.

**FHWA** - Federal Highway Administration. An agency of the U.S. Department of Transportation responsible for funding highways and trails .

**FTA** - Federal Transit Administration. An agency of the U.S. Department of Transportation responsible for funding providing technical assistance to public transit systems.

**Iowa DOT** - Iowa Department of Transportation.

**ITS** - Intelligent Transportation Systems use computer, electronics, and communications technologies and management strategies – in an integrated manner – to provide traveler information that increases the safety and efficiency of the surface transportation system. ITS also provides useful, real-time information to system operators.

**L RTP** - Long Range Transportation Plan – a long range plan that identifies area transportation needs in light of projected growth patterns and broadly charts major capital investments for transportation system development to meet these projected needs.

**MPO** - Metropolitan Planning Organization – a planning body required by the federal government which is responsible for the transportation planning and project selection in its region. It provides a forum for cooperative decision making for the metropolitan planning area. The governor designates an MPO in every urbanized area with a population of more than 50,000. MAPA has been designated this area’s MPO by the governors of both Nebraska and Iowa.

**MSA** – Metropolitan Statistical Area is an area defined by the Office of Management and Budget as a federal statistical standard. An area qualifies as an MSA in one of two ways: if there is a city of at least 50,000 population, or an urbanized area of at least 50,000 population and a metropolitan population of at least 100,000. An MSA must contain a county with the main city and may include additional counties that meet specific criteria concerning economic and social ties to the central city. The MSA in this region consists of Douglas, Cass, Sarpy, Saunders, and Washington counties in Nebraska and Harrison, Mills, and Pottawattamie counties in Iowa.

**NDOT** – Nebraska Department of Transportation.

**NEPA** -The National Environmental Policy Act of 1969 is the basic national charter for protection of the environment. It established procedures that all federal agencies are required to implement to make environmental consideration a part of an agency’s decision-making process. NEPA requires all federal agencies to take into account environmental consequences when making decisions that could be

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considered “major federal actions.” Federal agencies must assess the environmental consequences of proposed actions and consider that information when making decisions.

**Public Participation Plan (PPP)** - A Public Participation Plan outlines how an organization will work to achieve public participation in all planning activities. Public participation is an integral part of the planning process. It helps ensure consideration of the public’s needs and preferences are incorporated into decisions. According to the Federal Highway Administration of the U.S. Department of Transportation, “Successful public participation is a continuous process, consisting of a series of activities and actions to both inform the public and stakeholders and to obtain input from them which influence decisions that affect their lives... Public participation activities provide more value when they are open, relevant, timely, and appropriate for the intended goal of the public involvement process. Providing a balanced approach with representation of all stakeholders and including measures to seek out and consider the needs of all stakeholders, especially those that are traditionally underserved by past and current transportation programs, facilities, or services.”

**RTIP** - Rural Transportation Improvement Program is the spending plan for funding expected over the next six years from all sources for transportation projects of all types in the Regional Planning Affiliation-18 (RPA-18).

**STBG** - Surface Transportation Block Grants – a federal funding program for roads that may be spent by states and localities for any roads that are not functionally classified as local or rural minor collectors. Funds may be used for a wide variety of purposes, but at least ten percent must be spent on enhancement projects.

**TIP** - Transportation Improvement Program is the spending plan for funding expected from all sources for transportation projects of all types in the MAPA Transportation Study Area over the next six years. MAPA prepares the TIP annually based on information submitted by local and state governments.

**Title VI of the Civil Rights Act of 1964** - “No person in the United States shall, on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance”

**TMA** – Transportation Management Area – MPOs with a population more than 200,000, like the MAPA region, are deemed Transportation Management Areas (TMA) in federal law.

**TTAC** - Transportation Technical Advisory Committee is a MAPA committee, comprised of a broad representation of MAPA member jurisdictions. The TTAC reviews the LRTP and projects submitted for funding through the TIP and makes recommendations to the MAPA Board of Directors.

**U.S. DOT** - United States Department of Transportation is the federal cabinet-level agency with responsibility for highways, mass transit, aviation, and ports. It is headed by the Secretary of Transportation. The DOT includes the FHWA and FTA among others.

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# APPENDIX C: Resource Agencies and Interested Parties

The table below displays the various resource agencies and interested parties which were contacted for the development of this plan.

## Resource Agencies

| Organization  | First Name | Last Name   | Title   |
|---|------------|-------------|---|
| Federal Transit Administration<br>Region 7 Office               | Mokhtee    | Ahmad       | FTA Region 7 Regional Administrator               |
| Federal Highway Administration<br>(FHWA) - Iowa                 | Tim        | Marshall    | Division Administrator                            |
| Federal Highway Administration<br>(FHWA) - Iowa                 | Darla      | Hugaboom    | Transportation Planner                            |
| Federal Highway Administration<br>(FHWA) - Nebraska             | Wayne      | Fedora      | Division Administrator                            |
| Federal Highway Administration<br>(FHWA) - Nebraska             | Justin     | Luther      | Program Delivery Team Leader                      |
| US Army Corps of Engineers -<br>Omaha District                  |            |             | General Contact Email                             |
| US Army Corps of Engineers -<br>Omaha District                  | Terry      | Sherman     |   |
| US Environmental Protection<br>Agency - Region 7                | Meg        | McCollister | Regional Administrator                            |
| US Fish and Wildlife Service -<br>Region 3 (Iowa)               | Chuck      | Traxler     | Acting Regional Director, Midwest<br>Region       |
| US Fish and Wildlife Service -<br>Region 6 (Nebraska)           | Matt       | Hogan       | Regional Director, Mountain-Prairie<br>Region     |
| Iowa Department of<br>Transportation                            | Scott      | Marler      | Director  |
| Iowa Department of<br>Transportation                            | Troy       | Jerman      | Chief Operating Officer                           |
| Iowa Department of<br>Transportation                            | Andrea     | White       | Statewide Planning Coordinator -<br>Planning Team |
| Iowa Department of<br>Transportation - District 4<br>(Atlantic) | Scott      | Schram      | District Engineer                                 |

|   |         |              |  |
|---|---------|--------------|--|
| Iowa Department of Transportation - District 4 (Atlantic) | Scott   | Suhr         | District Field Services Coordinator & District Planner |
| Iowa Department of Transportation                         | Stuart  | Anderson     | Director, Transportation Development Division          |
| Iowa Department of Natural Resources                      | Rachel  | Zander       | Civil Rights and Nondiscrimination Coordinator         |
| Iowa Department of Natural Resources                      | Kayla   | Lyon         | Director   |
| Iowa Department of Veterans' Affairs                      | Todd    | Jacobus      | Executive Director & Commandant                        |
| Iowa Economic Development Authority                       | Debi    | Durham       | Director   |
| Iowa Economic Development Authority                       | Staci   | Hupp Ballard | Chief Strategic Communications Officer                 |
| State Historical Society of Iowa                          | Susan   | Kloewer      | Administrator  |
| Iowa Transportation Commission                            | Kathy   | Fehrman      | Commissioner   |
| Iowa Transportation Commission                            | Charese | Yanney       | Commissioner, Chair                                    |
| Iowa Workforce Development - Iowa Plains LWDA             |         |              | General Contact Email                                  |
| Nebraska Department of Transportation                     | Vicki   | Kramer       | Director   |
| Nebraska Department of Transportation                     | Brandie | Neeman       | Project Development Division Manager                   |
| Nebraska Department of Transportation                     | Shannon | Ankeny       | Communications & Public Policy Division Manager        |
| Nebraska Department of Transportation - District 2        | Tim     | Weander      | District 2 Engineer                                    |
| Nebraska Department of Transportation - District 1        | Thomas  | Goodbarn     | District 1 Engineer                                    |
| Nebraska Department of Economic Development               | Joe     | Fox          | Interim Director                                       |
| Nebraska Department of Economic Development               | Joseph  | Lauber       | Deputy Director - Operations/Chief Legal Officer       |
| Nebraska Department of Environment and Energy             | Jim     | Macy         | Director   |
| Nebraska Department of Environment and Energy             |         |              | General Contact Email                                  |

|   |         |            |   |
|---|---------|------------|---|
| Nebraska Department of Veterans' Affairs                                    | John    | Hilgert    | Director  |
| Nebraska Department of Labor  | John    | Albin      | Commissioner                                    |
| Nebraska Game and Parks Commission  | Tim     | McCoy      | Director  |
| History Nebraska - State Historic Preservation Office                       |         |            | General Contact Email                           |
| History Nebraska  | Jill    | Dolberg    | Director and CEO                                |
| Council Bluffs Chamber of Commerce  | Barry   | Cleaveland | Interim President and CEO                       |
| Greater Omaha Chamber of Commerce   | Mark    | Norman     | VP of Economic Development                      |
| Sarpy Chamber   | Karen   | Gibler     | President                                       |
| Ralston Chamber of Commerce   | Tara    | Lea        | President                                       |
| Ralston Chamber of Commerce   |         |            | General Contact Email                           |
| Omaha Airport Authority   | Dave    | Amdor      | Assistant Controller                            |
| Omaha Airport Authority   | Dave    | Roth       | Director of Planning and Engineering            |
| Omaha Airport Authority   | Dan     | Owens      | Title VI Officer                                |
| BNSF Railway  | Kara    | Brockamp   | Manager of Public Projects                      |
| BNSF Railway  | Jacob   | Rzewnicki  | Manager of Public Projects                      |
| Union Pacific   | Kelli   | O'Brien    | Senior Director of Public Affairs for IA MN NE  |
| Werner Trucking   | Derek   | Leathers   | Chairman, President and Chief Executive Officer |
| Iowa Trucking Association   | Brenda  | Neville    | President & CEO                                 |
| Nebraska Trucking Association   | Kent    | Grisham    | President & Chief Executive Officer             |
| Fort Peck Assiniboine & Sioux Tribes  | Floyd   | Azure      | Tribal Chairman                                 |
| Iowa Tribe of Kansas and Nebraska   | Timothy | Rhodd      | Chairman  |
| Winnebago Agency  | Nilah   | Solomon    | Superintendent                                  |
| Winnebago Tribe   | Esther  | Mercer     | Chief Executive Officer                         |
| Winnebago Tribe   | Joy     | Johnson    | Planning & Development Director                 |
| US Department of the Interior Indian Affairs - Great Plains Regional Office | Timothy | LaPointe   | Regional Director                               |

|  |         |           |                            |
|--|---------|-----------|----------------------------|
| US Department of the Interior<br>Indian Affairs - Midwest<br>Regional Office | Tammie  | Poitra    | Regional Director          |
| Ponca Tribe of Nebraska  | Candace | Schmidt   | Tribal Chairwoman          |
| Sac & Fox Nation of Missouri in<br>Kansas and Nebraska                       |         |           | Tribal Council             |
| Sac & Fox Nation of Missouri in<br>Kansas and Nebraska                       | Tiauna  | Carnes    | Tribal Council Chairperson |
| Sac & Fox Nation of Missouri in<br>Kansas and Nebraska                       | Kevin   | Burnison  | Executive Director         |
| Meskwaki Nation: Sac and Fox<br>Tribe of the Mississippi in Iowa             | Vern    | Jefferson | Chairman                   |

## Interested Parties

Interested parties include representatives of Environmental Justice (EJ) & Limited English Proficiency (LEP) outreach organizations.

| <b>Organization</b>                  | <b>First Name</b> | <b>Last Name</b> | <b>Title</b>                        |
|--------------------------------------|-------------------|------------------|-------------------------------------|
| 100 Black Men-Omaha Inc              | Marcus            | Bell             | Executive Director                  |
| Lakeview Bible Church                | Ken               | Sudduth          | Pastor                              |
| American Legion Post 331             |                   |                  | General Contact Email               |
| Assembly of God South Side           | Charles           | Davis            | Associate Pastor                    |
| La Fuente Business Center            | Juan              | Montoya          | Executive Director                  |
| Associated Builders &<br>Contractors | Anne M. N.        | Klute            | Chapter President & CEO             |
| The Union for Contemporary Art       | Brigitte          | McQueen          | Founder & Executive Director        |
| Bellevue Chamber of<br>Commerce      | John              | McVay            | Board Member                        |
| The Salvation Army Kroc Center       |                   |                  | Senior Kroc Officer                 |
| Bellevue Community Church            | Fred              | Coleman          | Pastor                              |
| Spark CDI                            | Manuel<br>(Manne) | Cook             | Director of Urban Planning & Design |
| Omaha Bridges                        | Kendra            | Cain             | Program Coordinator                 |
| Omaha Community Foundation           | Donna             | Kush             | President & CEO                     |

|   |              |                |  |
|---|--------------|----------------|--|
| Calvary Christian Church                              | Scott        | Beckenhauer    | Lead Pastor  |
| Brookside Church                                      | Mark         | Thengvall      | Executive Pastor                                   |
| Latino Center of the Midlands                         | Silvia       | Velez          | COO  |
| Omaha Together One Community                          | Sarah        | Keeney         | Lead Organizer                                     |
| Connections Area Agency On Aging                      | Kelly        | Butts-Elston   | Executive Director                                 |
| Open Door Mission                                     | Candace      | Gregory        | President/CEO                                      |
| Family, Inc   | Jennifer     | Potterf        | Director of Early Childhood Services               |
| Victory Boxing Club & Community Center                | Servando     | Perales        | Reverend   |
| North 24th Street Business Improvement District       | LaVonya      | Goodwin        | Executive Director                                 |
| The Community Supports Network, Inc.                  | Andrew       | Jordan         | Council Bluffs Area Director                       |
| Heart Ministry Center, Inc.                           | Mark         | Dahir          | CEO  |
| Downtown Improvement District Association             | Holly        | Barrett        | Executive Director                                 |
| Eastern Nebraska Community Action Partnership (ENCAP) | Aaron        | Bowen          | Executive Director                                 |
| Dundee Presbyterian Church                            | J.D.         | Georlett       | Senior Pastor                                      |
| Trinity Feeds Food Pantry                             | Rev. Dr. Jon | Gathje         | Pastor   |
| Economic Development Partnership                      | Lisa         | Scheve         | Director of Economic Development & Partner Liaison |
| Refugee Women Rising                                  | Janet        | Gilcrist       | Board Chair & Legal Assistant                      |
| Empowerment Network                                   | Vicki        | Quaites-Ferris | Director of Operations                             |
| Nebraska Urban Indian Health Coalition                | Dr. Donna L. | Polk           | CEO  |
| Black Men United                                      | Willie       | Hamilton       | President & Founder                                |
| Centro Latino of Iowa                                 | Dulce        | Sherman        | Interim Executive Director                         |
| Creekside Church                                      | Eric T.      | Schall         | Pastor   |
| St Matthew Lutheran Church                            | Glen         | Thomas         | Pastor   |
| Florence Christian Church                             | Jeff         | Hicks          | Pastor   |
| Trinity United Methodist Church                       | Andrew       | Finch          | Pastor   |
| Goodwill  | Natalie      | Garcia         | Outreach and Enrollment Manager                    |
| Family Housing Advisory Services                      | Teresa       | Hunter         | Executive Director/CEO                             |

|  |             |              |                           |
|--|-------------|--------------|---------------------------|
| Greater Omaha Chamber of Commerce                  | Heath       | Mello        | CEO                       |
| Immigrant Legal Center (ILC)                       | Erik        | Omar         | Executive Director        |
| Butler-Gast YMCA                                   | Lindy       | Pfingsten    | Senior Executive Director |
| Keep Omaha Beautiful Inc                           | Christie    | Abdul-Greene | Executive Director        |
| 75 North   | Cydney      | Franklin     | President & CEO           |
| Canopy South                                       | Cesar       | Garcia       | Executive Director        |
| Urban League                                       | Wayne       | Brown        | President & CEO           |
| Lutheran Family Services - Omaha Refugee Taskforce | Christopher | Tonniges     | President & CEO           |
| Intercultural Senior Center                        | Carolina    | Padilla      |                           |
| Douglas County                                     | Marissa     | Hattab       |                           |

# Appendix D: Public Involvement in Plan Development

The MAPA Board of Directors voted to release the draft 2024 Public Participation Plan for public review and comment on June 22, 2023. The public comment period lasted for forty-five days and ended on August 5, 2023.

## Plan Outreach

- A **public notice** was published in various papers advertising the comment period and encouraging public comment.



- A **press release** was sent electronically to multiple news sources in the Omaha-Council Bluffs metropolitan area.
- Notice of open public comment was also **emailed** to various interest groups and citizens in the region including:
  - Environmental Justice (EJ) & Limited English Proficiency (LEP) Outreach Organizations - *Appendix C*
  - Resource Agencies and Interested Parties, including federal, state and local government agencies - *Appendix D*
  - RPAC and TTAC members and selected subcommittees

- A short **survey** was sent to Resources Agencies and Interested parties, including federal, state and local government agencies - *Appendix D*

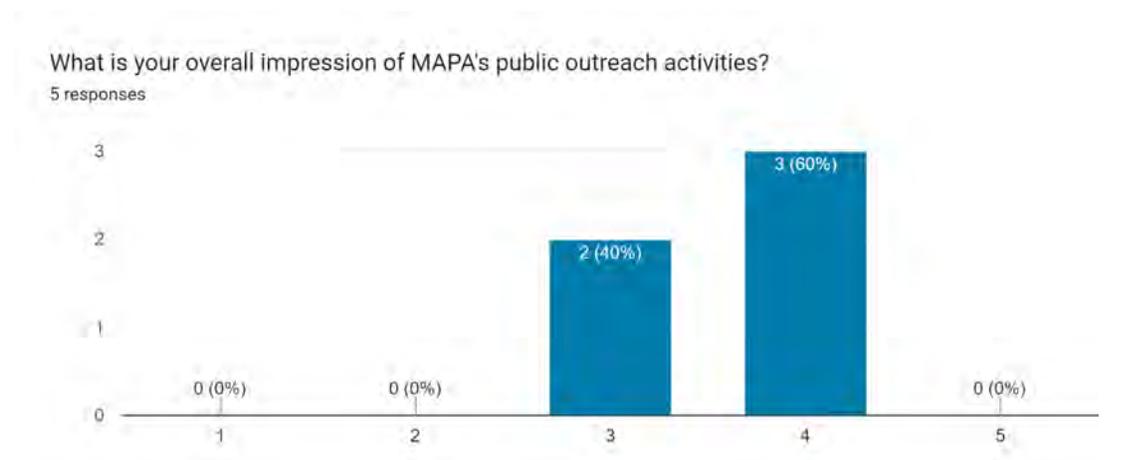
## Public Comments

Public comments were received between June 22 and August 5, 2023; one public comment was received. A summary of comments and the MAPA response is below.

- Additional documentation should be added to the Meeting Checklist process to address why the eventual meeting location(s) were selected and whether the location met the public need.
  - *Response: MAPA staff will look to incorporate this evaluation into the event planning process. We will also work to update and add to the list of locations we have on file that meet our requirements.*
- MAPA Committee meetings should be rotated throughout the region to encourage participation from communities and representatives from areas further from the MAPA Offices in downtown Omaha.
  - *Response: We agree! MAPA staff consider many factors, including geographic location, when planning meetings and events. Many standing committee meetings are held in the MAPA offices for administrative convenience, but other events, such as quarterly Council of Officials meeting and MAPA Annual meeting, are purposely held in various locations throughout the region to encourage additional participation. MAPA staff have also recently developed an events map to track MAPA event locations in order to support geographic diversity.*

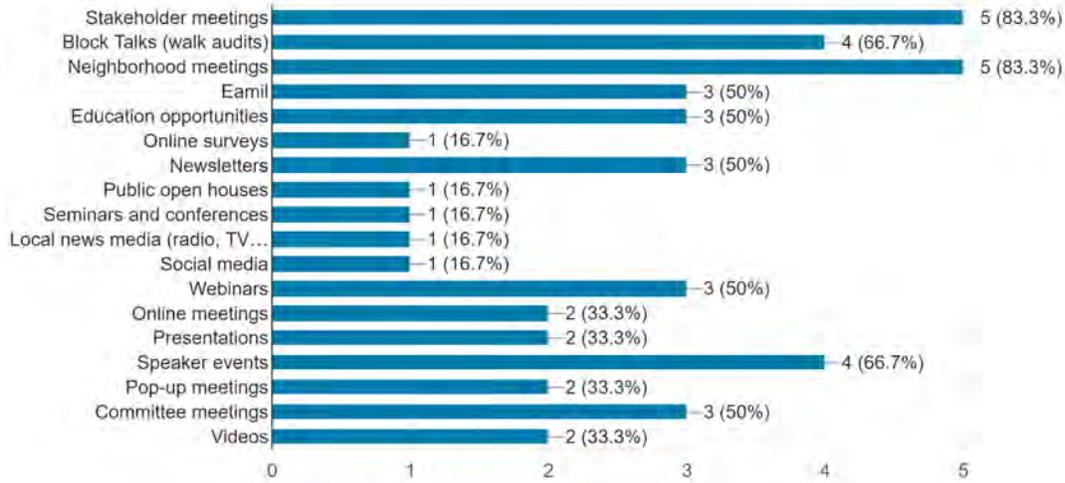
## Resource Agency Survey Responses

The Resource Agency survey was open from July 24 to August 5, 2023; six responses were received. Selected survey responses are below.



What methods of communication and outreach would you like to see MAPA do more of in the future?

6 responses



# Appendix E: ADA Compliance Facility Checklist

**Event:** \_\_\_\_\_

**Location/Address:** \_\_\_\_\_

**Date and Time:** \_\_\_\_\_

**Person Completing Checklist:** \_\_\_\_\_

**Date:** \_\_\_\_\_

| Element        | Accommodation Area   | Yes                      | No                       | N/A                      |
|----------------|--|--------------------------|--------------------------|--------------------------|
| Transportation | If the event itself includes transportation, are wheelchair accessible vehicles available and advertised as available to the public?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | Is the meeting or event located close to accessible public transportation?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | If located close to accessible public transportation, does public transportation operate before and after meeting times? Ensure transportation is available until at least 8 pm. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | Is there an accessible route provided from the public transportation stop to the building or facility entrance?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | Accessible parking is available (review # of car and van accessible spaces)?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | An accessible route with signage is provided from the parking lot to the facility?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Evacuation     | Do you know the emergency evacuation plans for the meeting/training location?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Parking        | Does the building have accessible (handicap) parking spaces?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | If yes, are they at least 8' wide and have 5' aisles next to them?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sidewalk       | Are there unobstructed curb ramps leading to the sidewalk (walkway)?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Walkway        | Is there a walkway from the parking lot to the building, at least 36" wide?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | Does the walkway have a stable and firm surface?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | If the accessible route is different from the primary route to and through the building, can you post signs with the wheelchair symbol that slow the route?                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | Is the walkway level and free of steps?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | If no, is there a ramp at least 36" wide?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | If there is a ramp, does it have a gentle slope (1" rise to 12" length)?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Element        | Accommodation Area  | Yes                      | No                       | N/A                      |
|----------------|---|--------------------------|--------------------------|--------------------------|
| Fire Alarms    | Are there flash fire alarm signals in the building, in the meeting/training room?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Signage        | Is there Braille text in the signage at the facility?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Entrance/Doors | Is the door at least 36" wide (wide enough for a wheelchair)?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | Can the hardware be operated with one hand level, push plate, etc.) with minimum of twisting or grasping?                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | Are the handles low enough to reach (maximum 48" high)?<br>Can the door be pushed open easily?                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | Is the threshold no more than ½" high and beveled?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | When a vestibule, is there a minimum of 48" between the sets of doors?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Floors         | Are the floors hard and not slippery?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | Is there a floor mat to dry feet and crutch tips to prevent slipping?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Corridors      | Is there a 36" corridor, from the entrance to where the meeting/training is held?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | Is the path free of objects projecting 4" maximum into the corridor?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Elevators      | Is there an elevator in the facility where the meeting/training is located?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | If yes, is it a working one that is large enough for a wheelchair?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | Are the controls within reach (maximum 48")?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | Do the controls have Braille?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | Is there an audible signal ringing at each floor?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | Is there an audible two-way emergency communication system in the elevator?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Meeting Room   | Is there enough clearance around the table for a wheelchair to move?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | Can the wheelchair pull under the edge of the table to sit close?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Restrooms      | Is there a wide, accessible path to the restroom?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | Is there a toilet stall wide enough that a wheelchair can enter and close the door behind? Interior space to turn around? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | Is the water closet (toilet) 17-19 inches high to the rim?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | Can the wheelchair roll under the sink (29" to the bottom)?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | Can the faucets be reached and turned on easily?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | Are the dispensers (soap, towel, etc.) reachable (maximum 48" high)?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                | Is there a mirror at an accessible height (bottom of the mirror 44" above the floor)?                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

# APPENDIX F: Legal Public Participation Requirements

## FEDERAL PLANNING REQUIREMENTS

As the Metropolitan Planning Organization designated for the Omaha-Council Bluffs Metropolitan Planning Area (MPA)<sup>1</sup>, MAPA is responsible under federal transportation planning law, to develop a metropolitan transportation plan (MTP)<sup>2</sup>, a transportation improvement program (TIP), and a Public Participation Plan (PPP).

The federal requirement for MPOs to develop a Public Participation Plan (PPP) was first outlined in the “Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users” (SAFETEA-LU). Specifically, SAFETEA-LU required that the PPP be developed in collaboration with interested parties, and provide reasonable opportunities for all parties to participate and comment on regional transportation plans. The 2012 transportation reauthorization bill “Moving Ahead for Progress in the 21st Century” (MAP-21) continued to emphasize providing early and continuous opportunities for public involvement, and in 2021, the “Infrastructure Investment and Jobs Act” (IIJA) expanded upon the importance of public involvement by providing the first provisions promoting digital equity, with numerous new discretionary grant programs requiring public involvement efforts with particular attention to environmental justice considerations.

In carrying out its planning work, MAPA must comply with;

- Federal metropolitan planning law and regulations ([23 U.S.C. § 134](#) et seq. and [23 CFR Part 450](#) et seq.),
- The [State of Nebraska Open Meetings Act](#),
- Iowa State law regarding Official Meetings Open to Public (Open Meetings) ([Iowa Code Chapter 21](#)), and
- Iowa Examination of Public Records (Open Records) ([Iowa Code Chapter 22](#)).

MAPA is further committed to developing and updating its regional transportation plans in accordance with the following requirements, including but not limited to:

- [American with Disabilities Act of 1990 \(ADA\)](#);
- [Age Discrimination Act of 1975](#);
- [Clean Air Act of 1970 \(CAA\)](#);
- [Executive Order 12898](#) Federal Actions to Address Environmental Justice (EJ) in Minority and Low-Income Populations;
- [Executive Order 13166](#) Improving Access to Services for Persons with Limited English Proficiency;
- [Executive Order 13985](#) Advancing Racial Equity and Support for Underserved Communities Through the Federal Government;
- [Executive order 14008](#), Tackling the Climate Crisis at Home and Abroad
- [Title VI of the Civil Rights Act](#).

MAPA’s Public Participation Plan procedures will follow and must comply with the following

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<sup>1</sup> Referred to as the Transportation Management Area (TMA)

<sup>2</sup> Referred to as the Long Range Transportation Plan (LRTP)

federal planning regulations set forth under 23 C.F.R. § 450.316 (a), outlined below:

- a) The MPO shall develop and use 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. The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:
  - 1) The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:
    - i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
    - ii) Providing timely notice and reasonable access to information about transportation issues and processes;
    - iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;
    - iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
    - v) Holding any public meetings at convenient and accessible locations and times;
    - vi) Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
    - vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
    - viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues that interested parties could not reasonably have foreseen from the public involvement efforts;
    - ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
    - x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.
  - 2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation

process required under the EPA transportation conformity regulations (40 CFR part 93, subpart A), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

- 3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

## **CONSULTATION REQUIREMENTS & ACTIVITIES**

MAPA must consult, as appropriate, with State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation concerning the development of the LRTP. There are no federally recognized Indian Tribal lands within the MAPA region. MAPA's consultation requirements under federal planning regulations are set forth under 23 C.F.R. § 450.316(b)-(e) as follows:

- b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, the MPO shall develop the metropolitan transportation plans and TIPs with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:
  - 1) Recipients of assistance under title 49 U.S.C. Chapter 53;
  - 2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
  - 3) Recipients of assistance under 23 U.S.C. 201-204.
- c) When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.
- d) When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.
- e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under § 450.314.

## **TITLE VI, AND ENVIRONMENTAL JUSTICE**

Consideration of Environmental Justice (EJ) in the transportation planning process stems from Title VI of the Civil Rights Act of 1964 (Title VI). Title VI establishes the need for transportation

agencies to disclose to the public the benefits and burdens of proposed projects on minority populations. Title VI states that;

*"No person in the United States shall, on the ground of race, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."*

Title VI not only bars intentional discrimination, but also unjustified disparate impact discrimination, or, discrimination resulting from policies and practices that are neutral on their face (i.e., there is no evidence of intentional discrimination), but have the effect of discrimination on protected groups. Considerations were expanded to include age with the "Age Discrimination Act of 1975", which prohibits discrimination on the basis of age in programs or activities receiving federal-aid funds, and low income populations with Executive Order 12898 "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations" (1994).

EO 12898 expanded upon Title VI, requiring each covered federal agency to "make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations", and establishing an Interagency Working Group on Environmental Justice to assist agencies in its implementation. In 2011, seventeen federal agencies, including the U.S. Department of Transportation (DOT) signed the "[Memorandum of Understanding on Environmental Justice and Executive Order 12898](#)" (EJ MOU), which advanced agency responsibilities and reporting requirements and reaffirming that agencies ensure meaningful opportunities exist for the public to submit comments and recommendations relating to the agency's planning efforts, programs, policies, and activities. EO 12989 and the 2011 EJ MOU reinforce and expand upon Title VI, ensuring that every federally funded project nationwide considers the human environment when undertaking the planning and decision-making process.

In 2012, in accordance with the EJ MOU, the Department of Transportation (DOT) revised their EJ Strategy (originally drafted in 1995). The updated strategy requires the goals of EJ be adhered to throughout all agency activities, including transportation planning and project development, and to promote those goals through public outreach efforts conducted by the Department and its funding recipients. The DOT's guiding EJ principles are briefly summarized as follows, and must be adhered to by all federally funded agencies including MPOs;

1. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process,
2. To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations, and
3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low income populations.

The Federal Transit Authority (FTA) also issued guidance in response to the EJ MOU in the form of two circulars; [FTA Circular 4702.1B](#), Title VI Requirements and Guidelines for Federal Transit Administration Recipients, and [FTA Circular 4703.1](#), Environmental Justice Policy Guidance for Federal Transit Administration Recipients. The first of which specified new reporting

requirements and added a requirement for mapping and charts to analyze the impacts of the distribution of State and Federal public transportation funds. The second provides recommendations to MPOs on how to engage EJ populations in the transportation decision making process, how to determine if EJ populations would be disproportionately negatively impacted by a plan, project, or activity, and how to mitigate those impacts.

[Executive Order 13985](#) (2021), “Advancing Racial Equity and Support for Underserved Communities Through the Federal Government” requires identification of methods to assess equity, and an equity assessment in all federal agencies, developed in consultation with members of communities that have been historically underrepresented in the Federal Government and underserved by, or subject to discrimination in, Federal policies and programs. It also established an equitable data working group to disaggregate federal datasets by key demographic variables to enhance efforts to measure and advance equity.

MAPA is committed to a more equitable and just region, and in June of 2020, the Board of Directors signed the [MAPA Equity Resolution](#), with commitments to:

1. Ensure that equity is a regional goal and that progress toward this goal is measured in MAPA’s planning work
2. Commit to listen to those affected and marginalized to learn how MAPA can help
3. Include robust representation from communities of color in MAPA boards, committees and stakeholder groups
4. Improve the employment, training, advancement, support and success of people of color by recruiting a diverse staff that reflects the region we serve
5. Review policies and programs to ensure equitable funding toward disinvested communities that will close disparities in our region and put all residents on a path toward reaching their full potential
6. Address the needs of African-American and other historically disadvantaged populations in the transportation planning and project selection process through Environmental Justice analysis, public engagement, and other activities
7. Target priority community development and economic development investments in Racially or Ethnically Concentrated Areas of Poverty (RCAP/ECAP), and
8. Review MAPA’s work and progress in addressing these issues through a conducting an organizational equity assessment to be conducted annually at the end of each fiscal year.

MAPA’s Equity Resolution is well aligned with [Executive Order 14008: Tackling Climate Change at Home and Abroad](#), which was signed by President Biden in January of 2021, and created the government-wide [Justice40 Initiative](#), establishing the goal that at least 40% of the benefits of certain federal investments flow to disadvantaged communities. The [2021 MAPA Equity Assessment](#) can be found on the MAPA website, and in an effort to continue efforts towards an equitable region, MAPA released it’s the [Regional Equity Toolbox](#) in 2023, which serves as a collection of equity resources and a scoring matrix for the Omaha-Council Bluffs Metropolitan Area that identifies populations that could be disproportionately impacted by gaps in transportation.

[MAPA’s Title VI Plan](#) was updated in January of 2021. It includes a Demographic Profile for the region, as well as the environmental justice analysis and ADA self assessment. MAPA’s Title VI Plan outlines MAPA’s responsibilities in Program Administration, Complaints, Data Collection, Environmental Review Requirements, Training Programs, Title VI Plan Updates, Annual

Accomplishment Reports, Public Dissemination, Elimination of Discrimination, Maintaining Legislative and Procedural Information, and information on how MAPA is implementing, initiating, and monitoring the agency's Title VI program and Title VI and ADA activities. MAPA's Title VI Plan also contains information on Limited English Proficiency (LEP) households in the region, and a four factor analysis, conducted in accordance with [EO 13166](#), to determine the level and extent of language assistance measures. MAPA's Title VI Plan also contains provisions for providing appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in MAPA's programs, services, and activities, in accordance with the [American with Disabilities Act of 1990](#).