

# Dubuque Metropolitan Area Transportation Study (DMATS)

## Title VI Non-Discrimination Program Plan

### DISCLAIMER #1

The preparation of this document was financed in part through a federal grant by the Federal Highway Administration under the provision of the 1962 Federal-Aid Highway Act, as amended

### CAVEAT

The content of this document reflects information given to ECIA by the various implementing agencies named within. This document does not constitute a standard, specification, or regulation.

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# Purpose

The U.S Department of Transportation's (USDOT) Title VI regulations<sup>1</sup> require that all programs which receive funding from the Federal Highway Administration (FHWA) and/or Federal Transit Administration (FTA) must be compliant with Section 601 of Title VI of the Civil Rights Act of 1964, which states:

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.

Recipients of USDOT financial assistance are required to prepare a Title VI Program in accordance with the guidance contained in FTA Circular 4702.1B, with the objectives to:

- Ensure that the level and quality of transportation facilities and services are planned for and provided in a nondiscriminatory manner;
- Promote full and fair participation in transportation decision-making without regard to race, color, or nation origin;
- Ensure meaningful access to transportation planning-related programs and activities by person with limited English proficiency.

As a subrecipient of USDOT funding, the Dubuque Metropolitan Area Transportation Study (DMATS) is required to prepare a Title VI Program containing:

- DMATS's Title VI notice to the public;
- Procedures for filing a discrimination complaint;
- Listing of any public transportation-related Title VI investigations, complaints, or lawsuits filed against DMATS;
- Public participation plan;
- Limited English proficiency (LEP) plan; and
- Overview of minority representation on DMATS's planning and advisory bodies.

Additionally, as a Metropolitan Planning Organization (MPO) DMATS is required to include a demographic profile of the metropolitan area that includes identification of the locations of minority populations in the aggregate, a description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process, demographic maps that overlay the percent minority and non-minority populations and charts that analyze the impacts of the distribution of State and Federal funds in the aggregate for public transportation purposes, and an analysis of any actions that could result in a disparate impact on the basis of race, color, or national origin.

The Title VI program must be approved by the MPO Board and submitted to the Iowa Department of Transportation (IADOT) every three years.

DMATS is committed to preventing discrimination and to fostering a just and equitable society, and recognizes the key role that transportation facilities and services provide to the community.

## Definitions

The following are a selection of definitions applicable to the Title VI Program, which can be found in Chapter 1 of FTA Circular 4702.1B:

**Discrimination:** Refers to any action, or inaction, whether intentional or unintentional, in any program or activity of a Federal aid recipient, sub-recipient, or contractor that results in disparate treatment, disparate impact, or perpetuating the effects of prior discrimination based on race, color, or national origin.

**Limited English Proficiency (LEP) Person:** Refers to person for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. It includes people who reported to the U.S. Census that they speak English less than very well, not well, or not at all.

**Low-Income Person:** Means a person whose median household income is at or below the U.S. Department of Health and Human Service poverty guidelines.

**Metropolitan Planning Organization (MPO):** The organization created and designated to carry out the federal required metropolitan transportation planning process.

**Minority Person:** Includes the following:

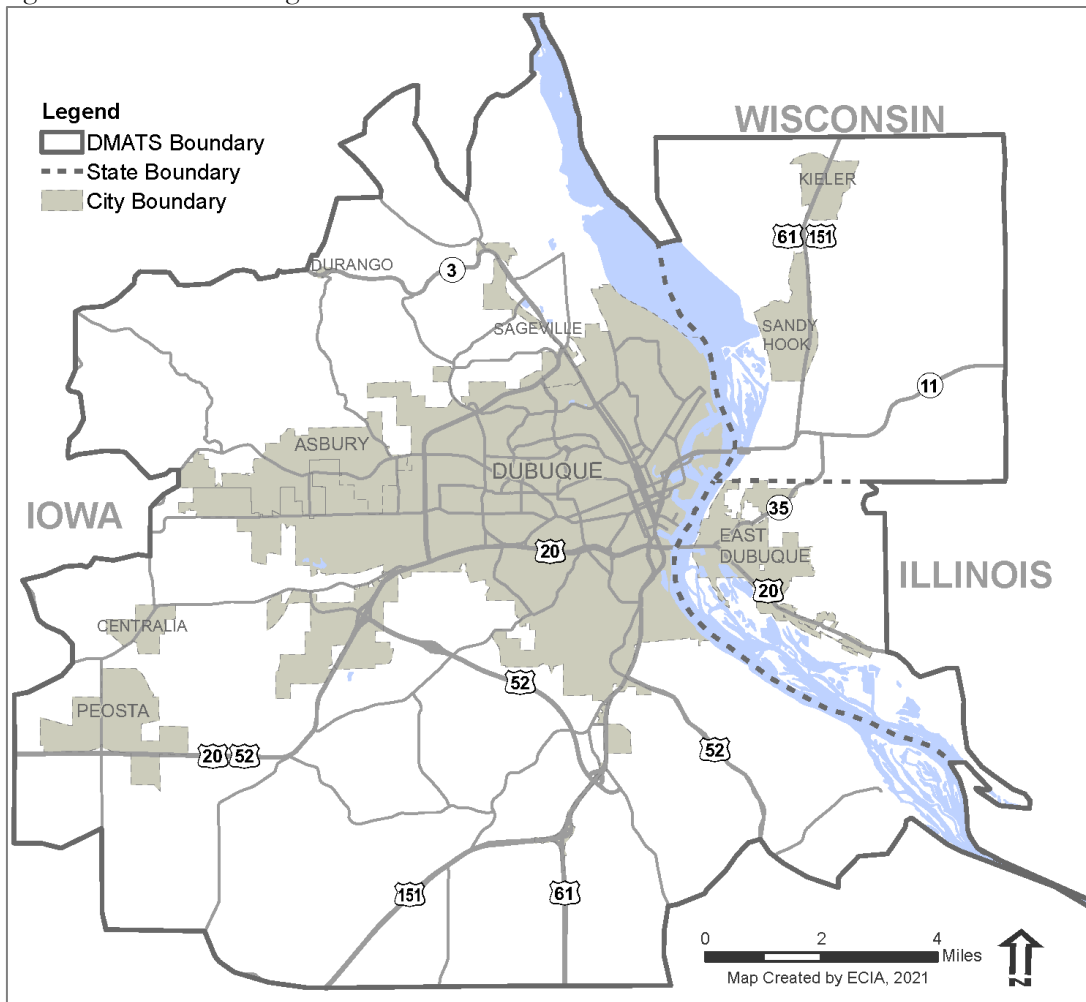
1. American Indian and Alaska Native, which refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
2. Asian, which refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
3. Black, or African American, which refers to peoples having origins in any of the Black racial groups of Africa.
4. Hispanic, or Latino, which includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
5. Native Hawaiian or Other Pacific Islander, which refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

# The Dubuque Metropolitan Area

The Dubuque Metropolitan Area Transportation Study (DMATS) is a tri-state Metropolitan Planning Organization (MPO) located at the boundary intersections of the states of Iowa, Illinois, and Wisconsin. The 2020 population for the DMATS planning area was 82,623 with approximately 93.2% of the total population living in the Iowa portion of the region, 4.3% residing in Illinois, and 2.5% living in Wisconsin. The major transportation routes in, around, and through this area include US Highways 20, 52, 61, and 151. These major highways all come to a junction at the base of the Julien Dubuque Bridge over the Mississippi River.

Dubuque is Iowa’s oldest city and is among the oldest settlements west of the Mississippi River. Dubuque’s early economy developed around lead mining, trading, and river transportation. Over time, the area added a rail transportation center where major railroad companies converged on the banks of the Mississippi River for easier distribution of product. Highway transportation followed and developed into the major mode of transportation in the area. Today the area continues to improve quality of life by expanding the region’s bicycle and pedestrian network, improving access to public transit, and creating a modern and efficient freight transportation system. Figure 1 maps the DMATS planning area.

Figure1: DMATS Planning Area



# The Dubuque Metropolitan Area Transportation Study (DMATS)

The Dubuque Metropolitan Area Transportation Study (DMATS,) composed of both a Technical Committee and Policy Committee, guides the Metropolitan Planning Organization (MPO) for the Dubuque Metropolitan Area. As the guiding entity of the MPO for the three-state (Illinois, Iowa & Wisconsin) Dubuque Metropolitan Area, DMATS is responsible for maintaining a continuous, comprehensive and coordinated (“3-C”) transportation planning process.

DMATS is composed of a broad mixture of local, regional, state and federal officials from all three states; each representing their individual agencies within the region. Local governments represented on the DMATS committees are the cities of Asbury, Centralia, Durango, Dubuque, Peosta, Sageville and Dubuque County in Iowa; East Dubuque and Jo Daviess County in Illinois; and Jamestown Township, the unincorporated town of Kieler and Grant County in Wisconsin. In addition, DMATS has representation from each of the three state Departments of Transportation (Iowa, Illinois and Wisconsin,) the regional councils of government in Iowa (East Central Intergovernmental Association - ECIA,) and Wisconsin (Southwest Wisconsin Regional Planning Commission - SWRPC,) Jule Transit, the Regional Planning Affiliation 8 (RPA 8) Regional Transit Authority and the Federal Highway Administration (FHWA).

The primary responsibilities of DMATS include:

- Preparing and maintaining a long-range multi-modal transportation plan.
- Preparing a transportation improvement program to provide for transportation investments to meet metropolitan transportation needs.
- Other duties as required to comply with state and federal regulations.

## Organization and Management

The Dubuque Metropolitan Area Transportation Study was established on March 25, 1976 through the adoption of Articles of Agreement by the participating organizations in the area. This cooperative, comprehensive, and continuing transportation planning process was established by agreement between the state and local governments in compliance with Section 134 of the United States Code. The planning process is implemented through a committee structure. All committees forward their recommendations to the Policy Committee for consideration. Each committee's responsibilities are summarized below:

### *Policy Committee*

The DMATS policy committee is responsible for establishing overall policy making decisions related to transportation funding priorities, programming of STBG and Transportation Alternative funds, and monitoring the direction of studies of transportation conditions in the metropolitan area. The 22 members of the Policy Board are appointed by local units of government within the Metropolitan Planning Boundary. Federal law requires that the Policy Board shall consist of:

- Elected officials;

- Officials of public agencies that administer or operate major modes of transportation in the metropolitan area; and
- Appropriate State officials

The DMATS Policy Committee consist of the following representatives:

- A Director or Secretary of each State Department of Transportation or their formally designated representatives,
- The designated representative of each County Board of Supervisors who shall be an elected official residing in or having authority within the Dubuque Metropolitan Area Transportation Study area, and who shall also represent those portions of the transportation study area contained within incorporated areas not otherwise represented on the Policy Committee,
- The Mayor and six City Council Members of the City of Dubuque, Iowa,
- The chief elected official or formally designated representatives of the governing body of any township, municipality, or village within the transportation study area having a population of more than 2,000 persons but less than 50,000 persons, and having legislated responsibility for transportation policy and development,
- The Chair or designated representative of each of the regional planning organizations,
- A formally designated representative of each public transit authority providing transportation services within the Dubuque Metropolitan Area Transportation Study area,
- Representatives of federal agencies having transportation related responsibilities, who shall serve without a vote,
- One designated representative or chief elected official representing small cities in the DMATS area with population under 2,000.

### *Technical Advisory Committee*

The Policy Board is advised by a 19-member Technical Advisory Committee (TAC). It reviews, coordinates, studies, and counsels the MPO Policy Committee on transportation planning matters and makes recommendations to the board on all plans and TIPs. The TAC makes recommendations related to technical issues affecting study priorities and the transportation planning and programming process.

The Technical Advisory Committee consist of the following representatives:

- The Director or Secretary of each State Department of Transportation or their formally designated representatives,
- The Executive Director of each of the regional planning organizations or the Director's formally designated representative(s),
- The City and County Engineers or Commissioners responsible for construction or maintenance of transportation facilities within the transportation study area,

- The Chief Administrator Officer of any duly constituted municipal or county zoning commission having jurisdiction for land use regulations and plan administration within the transportation study area,
- Representatives of federal agencies having transportation related responsibilities, who shall serve without vote,
- The Chief Administrative Officer of each public transit authority or any other public board or commission having responsibility for transportation operations within the transportation study area.

The East Central Intergovernmental Association (ECIA) serves as DMATS’ fiscal and administrative agent. MPO staff is provided by ECIA with the staff located in Transportation Department.

The management of the existing transportation system is vested with the governing bodies of each local unit of government within the metropolitan area, IADOT, ILDOT and WisDOT. Coordination efforts are achieved through the DMATS organizational structure, through the annually prepared Transportation Improvement Program and other means.

## Committee Composition

DMATS understands that diverse representation on the MPO Policy Committee and Technical Advisory committee helps result in sound policy reflective of the needs of the entire population. FTA Title VI Circular 4702.1B requires that for any recipients which have transportation-related, non-elected planning boards, advisory council or committees, or similar bodies, membership of these committees must be broken down by race and accompanied by a description of efforts made to encourage the participation of minorities on these committees.

DMATS encourages participation of all citizens in the regional transportation planning and programming process. The MPO will continue to make efforts to encourage and promote diversity. In addition, the MPO strives to find ways to make participating on its committees convenient. This includes scheduling meetings after work hours and in locations with good transit service (e.g., City halls) and in or near neighborhoods with a high concentration of minority and low-income populations (e.g., Neighborhood Association meetings). Further goals and strategies to actively engage minority populations are included in the Public Participation Plan.

Table 1. DMATS Committee Composition

Committee	Caucasian		Hispanic		African American		Asian American	
	Male	Female	Male	Female	Male	Female	Male	Female
Policy Committee	74%	26%	0%	0%	0%	0%	0%	0%
Technical Committee	85%	15%	0%	0%	0%	0%	0%	0%
DMATS Area	94%		3%		2%		1%	



# DMATS Nondiscrimination Policy

DMATS is committed to preventing discrimination and to fostering a just and equitable society, and recognizes the key role that transportation facilities and services provide to the community. DMATS assures that no person shall on the grounds of race, color, or national origin, 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. DMATS further assures that every effort will be made to ensure nondiscrimination in all of its federally funded program activities. The following are some basic principles that serve as overall objectives in implementing this Title VI program:

- Make transportation planning and investment decisions that strive to meet the needs of all people.
- Enhance the public involvement process to reach all segments of the population and ensure that all groups have an opportunity to have a voice in the metropolitan transportation planning process regardless of race, color, and national origin, as well as income status, gender, age, and disability.
- Provide the community with opportunities to learn about and improve the quality and usefulness of transportation in their lives.
- Improve data collection, monitoring, and analysis tools that assess the needs of, and analyze the potential impacts of transportation plans and programs on Title VI protected populations.
- Avoid disproportionately high and adverse impacts on Title VI protected populations.
- Comply with the requirements of Title VI and accompanying rules and orders.

DMATS adopted its Title VI Non-Discrimination Program in 2016; prior to that the MPO relied upon the East Central Intergovernmental Association (ECIA) Title VI program. MPOs are required to update their Title VI program every three years.

## Title VI Notice to the Public

Information must be provided to the public regarding the recipient's obligations under U.S. DOT Title VI regulations and members of the public must be apprised of the protections against discrimination afforded to them by Title VI.

DMATS's Title VI notice to the public is posted on the agency's website at the link below. The notice is also posted on the bulletin board in the agency kitchen area. A sentence is included at the end that if information is needed in another language to contact the ECIA Civil Rights Department at 563-556-4166. [https://eciatrans.org/dmats/organizational\\_information/title\\_vi.php](https://eciatrans.org/dmats/organizational_information/title_vi.php)

Appendix A has a copy of DMATS's Title VI notice to the public.

## How to File a Title VI Complaint

A complainant may file a signed, written complaint up to one hundred and eighty (180) days from the date of the alleged discrimination. The complaint should include the following information:

- Contact information including: name, mailing address, telephone number, cell phone number

and email address.

- Description of the incident including how, when, where, and why you believe you were discriminated against. Names and contact information for all witnesses.
- Other relevant information

A complainant may use the Complaint Form in Attachment B for this purpose.

It is the responsibility of the complainant to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Coordinator as soon as possible, but no later than 180 days from the alleged date of discrimination.

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by the ECIA will be directly addressed by the ECIA Title VI Coordinator. The ECIA shall provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. -Additionally, The ECIA shall make every effort to address all complaints in an expeditious and thorough manner.

The ECIA will, within seven (~~10~~7) working days of receipt of a complaint, mail a letter to the address provided by a complainant, which letter will acknowledge receipt of the complaint. In the event that the ECIA requests additional information from a complainant and the complainant fails to provide the requested information, the ECIA shall reserve the right to administratively close the complaint.

ECIA will advise Iowa DOT, Illinois DOT, or Wisconsin DOT within 10 days of receipt of the allegations. The State DOT will forward the complaint to FHWA. The FHWA Office of Civil Rights will determine the appropriate individual and/or organization to conduct the investigation.

Within 60 days, the FHWA Office of Civil Rights (or its designee) will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the Executive Director of ECIA. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.

The FHWA Office of Civil Rights (or its designee) will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with State DOT and/or USDOT, if they are dissatisfied with the final decision. The Title VI Coordinator will also provide the State DOT with a copy of this decision and summary of findings upon completion of the investigation.

Any complaints received against DMATS should be forwarded immediately to Iowa DOT, Illinois DOT, or Wisconsin DOT for investigation. DMATS will not investigate any complaint in which it has been named in the complaint.

~~All complaints will be thoroughly investigated. The investigation will be conducted in a full, fair, and impartial manner by the Title VI Coordinator. Results of the investigation will be presented to the ECIA Council for a determination. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints. Complaints will be determined to be substantiated, not substantiated or inconclusive. Following the investigation, the ECIA will send a final written response letter to the complainant identifying the final determination. In the letter notifying complainant of the ECIA's determination, the complainant will be advised of his or her right to:~~

- ~~1. Appeal within seven (7) calendar days of receipt of the final written decision, and/or~~
- ~~2. File a complaint externally with the Iowa Civil Rights Commission.~~

## **Title VI Coordinator**

Title VI complaints are to be submitted in writing to the Title VI Coordinator at the following address:

Holly McPherson  
Director of Human Resources and Program Development  
ECIA, 7600 Commerce Park  
Dubuque, IA 52002

## **Other locations for filing Title VI compliant**

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

Iowa Civil Rights Commission, Title VI Program Coordinator  
6200 Park Ave Ste 100  
Des Moines, IA 50321-1270  
515-281-4121

Iowa Department of Transportation  
~~Civil Rights Bureau~~~~Office of Employee Services, Civil Rights Section~~  
800 Lincoln Way  
Ames, Iowa 50010  
515-239-1304422

Illinois Department of Transportation  
Bureau of Civil Rights  
2300 Dirksen Parkway, Room 317  
Springfield, Illinois 62764  
(217) 782-2762  
TTY (866)-273-3681

Wisconsin Department of Transportation  
Office of Business Opportunity and Equity Compliance  
4822 Madison Yards Way, 5th Floor South  
Madison, Wisconsin 53705  
Phone: (608) 266-8129  
TTY: (800) 947-3529; WI Relay 7-1-1  
Fax: (608) 267-3641

Civil Rights Officer, Region VII  
Federal Transit Administration  
901 Locust Street, Room 404  
Kansas City, MO 64106

816-329-3920

For appropriate agency for ADA complaints, go to <https://www.ada.gov/file-a-complaint/> or call the ADA information line at 800-514-0301 (voice) or 800-514-0383 (TTY)

# Title VI and Environmental Justice Considerations in the Planning and Programming Process

DMATS seeks to identify the mobility needs of minority populations during the transportation planning and programming process through early and continuing public outreach to minority populations to obtain their input, and through data and GIS analysis of the location of minority population concentrations relative to existing and planned jobs and services and their travel patterns. The following sections outline in more detail how Title VI and environmental justice considerations are incorporated into DMATS's planning and programming process.

## Public Participation Plan (PPP)

DMATS has always provided citizens with the opportunity to voice their opinions on transportation issues during the DMATS Policy Board meetings. When transportation issues are being decided upon by the DMATS Policy Board, the DMATS Policy Board Chair calls for any public input or comments.

There are a variety of ways the public can participate in the transportation planning process. Figure 2 will provide different methods the public can use participate in transportation planning process.

Figure 2: Ways to Participate



**Public Meetings**  
Attend and contribute at open public meetings (committees and community outreach events)

**Call us**  
Call us at 563-556-4166  
8:00 am - 5:00 pm Monday - Friday

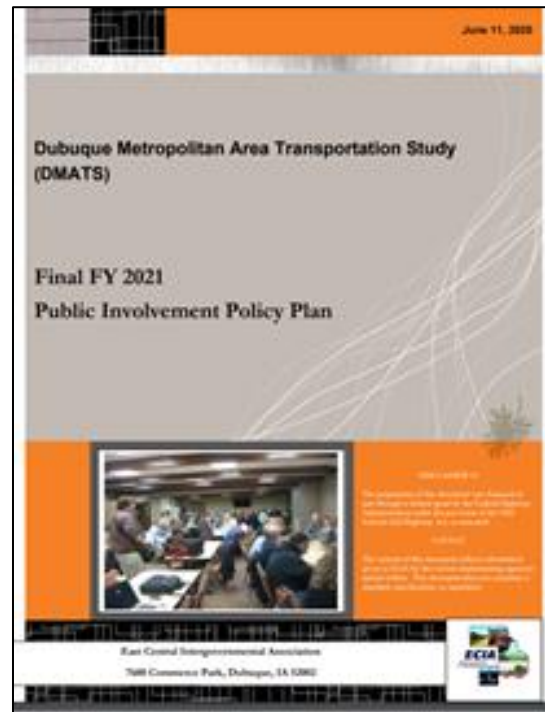
**Write to us**  
Dubuque Metropolitan Area Transportation Study  
7600 Commerce Park, Dubuque, IA 52002

**Review documents**  
Carnegie Stout Library, Dubuque County library and East Central Intergovernmental Association

**Email us**  
cravada@ecia.org  
dfox@ecia.org

**Visit our website**  
www.eciatrans.org

**Visit us on socialmedia**  
Twitter.com/ECIATransport  
Facebook.com/ECIATransportation



The DMATS Public Participation Plan can be found at:

[https://eciatrans.org/dmats/organizational\\_information/planning\\_documents.php](https://eciatrans.org/dmats/organizational_information/planning_documents.php)

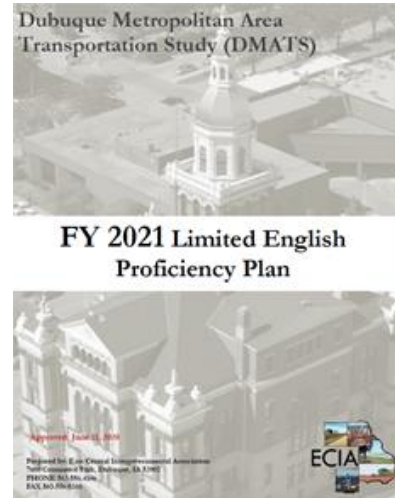
## Limited English Proficiency Plan

Under Title VI of the Civil Rights Act of 1964, individuals who do not speak English as their primary language and have a limited ability to read, write, or speak English are entitled to language assistance where language barriers may otherwise prohibit people who are Limited English Proficient (LEP) from obtaining service or information relating to service and programs, and may limit participation in the transportation planning process. DMATS LEP Plan includes a Four-Factor Analysis as required by Federal guidelines to identify LEP populations within the Dubuque Metropolitan Planning Area and the ways in which translation services and assistance may be provided to those that may otherwise have a difficult time participating in the transportation planning and programming process.

Typical measures to assist those needing language assistance include but are not limited to providing translated documents, providing opportunities to have interpreters present at MPO meetings and public hearings, and supporting continuing education and training for DMATS employees.

DMATS Limited English Proficiency Plan can be found at:

[https://eciatrans.org/dmats/organizational\\_information/planning\\_documents.php](https://eciatrans.org/dmats/organizational_information/planning_documents.php)



## Procedure for Conducting an Environmental Justice Analysis

DMATS is committed to continuing efforts to enhance the analytical capability for assessing impact distributions of transportation programs, policies, and projects in its transportation plans and the TIP. The object of Executive Order 12898 on Environmental Justice is to ensure that Federal agencies and programs that receive Federal funding promote and enforce nondiscrimination as one way of achieving the overarching objective of environmental justice. FTA issued FTA Circular 4703.1 in 2012 to provide guidance on how recipients of Federal funding can integrate environmental justice principles into the transportation planning and programming process. This section provides a brief overview of the process that DMATS follows to identify and address, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority and low-income populations.

An equity or environmental justice analysis is conducted for the DMATS Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP). This includes a qualitative analysis in which planned or programmed roadway, transit, and bicycle projects are overlaid or superimposed on a map highlighting the areas with concentrations of minority populations, low-income persons, and auto less households to determine the extent to which these areas are negatively or positively impacted by the projects. The Environmental Justice analyses of the LRTP and TIP are conducted at the draft stage well before they are finalized in order to inform the plan and TIP development process and address any disproportionate impacts if discovered.

These analyses for the DMATS 2045 LRTP, and annual TIP updates have concluded that the planned and programmed projects do not impose disproportionately high and adverse impacts on minority and other EJ population groups and that the benefits of the recommended and programmed transportation projects and services are reasonably distributed to meet the needs of all populations in the MPO planning area.



# Title VI and Environmental Justice in DMATS Planning Documents

Federal regulations require the formation of an MPO for each urbanized area with a population over 50,000 people to facilitate a 3-C (comprehensive, coordinated, and continuing) transportation planning process. Listed in this section are some of the major DMATS planning efforts that reflect Title VI and EJ issues most closely.

## Long Range Transportation Plan

The DMATS Long Range Transportation Plan (LRTP) is the chief legal document reflecting the resources, the fundamental planning process, and the selection of projects for the region. The DMATS LRTP describes the transportation needs and goals of the region for the next 30 years. It includes both long range and short-range multi-modal strategies focusing on the systems level, including roadways, transit, non-motorized transportation, and intermodal connections. The DMATS LRTP documents the planning process employed by DMATS and is intended to provide an improved mechanism for public understanding and therefore enhance the public's ability to participate in the planning process.



The DMATS LRTP incorporates the best practices that have developed in subsequent years and reflects a trend towards a more holistic approach to transportation that acknowledges the need for more balanced planning that is well integrated with other important issues. Transportation systems should be safe and effective, but should also contribute to economic development, community livability, and environmental sustainability. Moreover, the decision-making process should include both objective measures of success and stakeholder input, with a constant emphasis on optimizing the efficient use of the existing system.

### *DMATS LRTP Planning Process*

The DMATS staff carries out the following steps in creating a LRTP for DMATS area:

- Develops vision, goals and objectives.
- Develops performance measures and performance targets.
- Monitors existing transportation system conditions.
- Forecasts future population and employment growth.
- Assesses projected land uses in the region and identifying major growth corridors.
- Identifies transportation needs and deficiencies and analyzes, through detailed technical studies various transportation alternatives and investment strategies to address those needs.
- Proactively engages the public and other interested stakeholders in the planning and decision-making process, including, as appropriate, local, state, and/or federal agencies.
- Identifies projects to encourage transit usage and a seamless transit network within the region and

establish transit linkages between affordable housing locations and major regional employment centers.

- Identifies projects and policies that enhance pedestrian and bicycle safety and walkability.
- Identifies and evaluates potential projects for social and environmental justice concerns and mitigation needs.
- Develops a financial plan for securing sufficient revenues to cover the costs of implementation strategies, including operating costs, system maintenance, system preservation, and new capital investments.
- Develops long-range and short-range capital improvements and operational strategies to improve safety, reduce congestion, and facilitate the movement of people and goods.

The DMATS LRTP can be found at:

[https://eciatrans.org/dmats/organizational\\_information/planning\\_documents.php](https://eciatrans.org/dmats/organizational_information/planning_documents.php)

## Transportation Improvement Program (TIP)

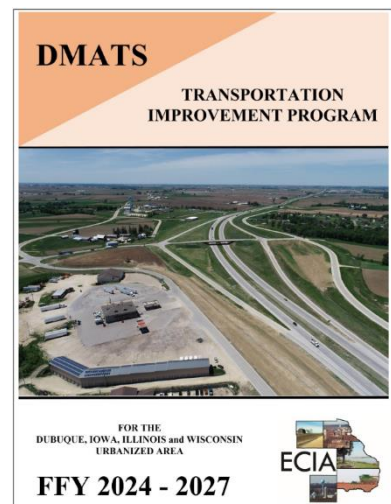
The highway and transit projects in the Transportation Improvement Program (TIP) derive directly from DMATS Long Range Transportation Plan (LRTP). These projects are ready for investment and implementation in the LRTP, and the TIP is utilized as a management tool and an aid for financial planning and implementation of the DMATS LRTP, as well as a schedule by which to coordinate project implementation among federal, state, and local jurisdictions and agencies. The TIP also provides a public document for review.

The TIP is adopted annually by the DMATS policy board. This document is prepared by the DMATS in cooperation with the Iowa, Illinois and Wisconsin Departments of transportation, local entities such as cities, counties, and transit operators. Selected revisions and amendments are permitted, following formal amendment procedures. Projects contained in the TIP make up for four federal fiscal years. As such, the projects in the TIP must meet the fiscal constraint. The amount of federal funds that are obligated in fiscal year does not exceed the amount of federal funds that DMATS has.

Projects contained in the TIP evolved through the transportation planning process and are incorporated into the state transportation improvement program (STIP) administered by Iowa, Illinois and Wisconsin DOTs. Amendments to the TIP are also submitted to the Iowa, Illinois, and Wisconsin DOTs for inclusion in the TIP.

The DMATS TIP can be found at:

[https://eciatrans.org/dmats/organizational\\_information/planning\\_documents.php](https://eciatrans.org/dmats/organizational_information/planning_documents.php)

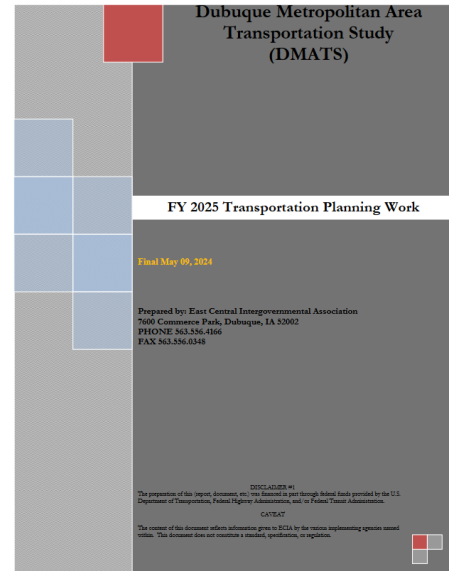




## Transportation Planning Work Program (TPWP)

The DMATS undertakes its role in the planning process through a contractual relationship with IADOT, ILDOT and WISDOT and several funding administrations within the U.S. Department of Transportation. The tasks to be undertaken in this relationship are defined in a Transportation Planning Work Program (TPWP) prepared each year by the DMATS staff.

The TPWP provides a summary of identified planning priorities and of all federally-funded transportation planning activities within the metropolitan area for the fiscal year. The TPWP also includes a summary of products, program timelines, associated costs, and sources of funding. Tasks listed within any study design are carried out by participating agencies and/or their consultants identified in the TPWP. The DMATS prepares the TPWP annually, and bases the budget on funds provided under Title 23 U.S.C. 104 (b) and/or Title 49 U.S.C. 5305 9d).



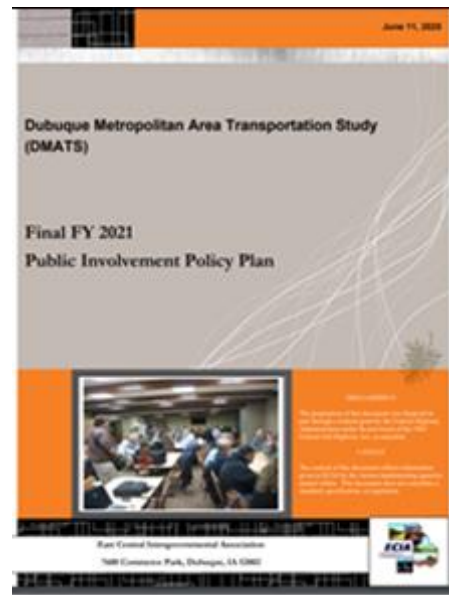
The DMATS TPWP can be found at:

[https://eciatrans.org/dmats/organizational\\_information/planning\\_documents.php](https://eciatrans.org/dmats/organizational_information/planning_documents.php)

## Public Involvement Plan (PPP)

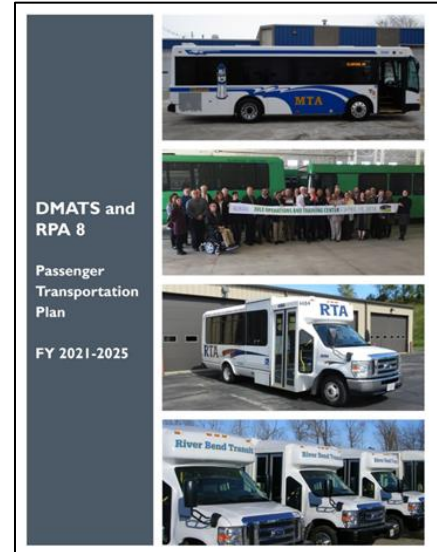
The DMATS PPP sets forth the organization's goals, objectives, strategies and various techniques for communication with the public. Federal law mandates that MPOs develop and utilize public participation plans. It is required for public participation plans to be developed in consultation with all interested parties and provide reasonable opportunities for comment on TPWP, TIP and LRTP. The following outlines the elements that the public participation plan must address accompanied by an explanation of how the DMATS carries out these duties.

The DMATS PPP can be found at: [https://eciatrans.org/dmats/organizational\\_information/planning\\_documents.php](https://eciatrans.org/dmats/organizational_information/planning_documents.php)



## Passenger Transportation Plan (PTP)

The Passenger Transportation Plan (PTP) is a creation of the State of Iowa to incorporate federal requirements for coordinated planning from the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), along with Executive Order 13330; Human Services Transportation Coordination. The PTP is designed to provide needs-based project justification for all transit programs within the Dubuque Metropolitan Area Transportation Study (DMATS) and Regional Planning Affiliation 8 (RPA 8). Staff continues to develop and update PTP even though it is not a requirement in Moving Ahead for Progress in the 21st Century Act (MAP-21) and Fixing America's Surface Transportation Act (FAST Act) as it played a vital role in the redesigned transit systems and improved coordination among transit providers.

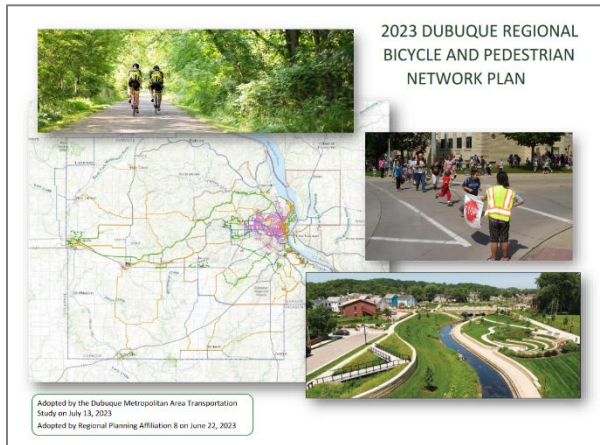


Staff work with the Transit Action Group (TAG) and conduct surveys to list and prioritize needs. In addition to TAG, staff continues to meet with various human service agencies on an individual basis to address their ongoing transportation needs. Staff continues to stay involved and in touch with the needs of the consumers by attending various human service meetings throughout the DMATS and RPA 8 areas.

The DMATS PPP can be found at:

[https://eciatrans.org/dmats/organizational\\_information/planning\\_documents.php](https://eciatrans.org/dmats/organizational_information/planning_documents.php)

## Dubuque Regional Bike and Pedestrian Plan



The Dubuque Regional Bike and Pedestrian Plan helps the Dubuque region and its communities improve their trails, on-road bike routes, sidewalks, and pedestrian crossings. The plan maps out a general strategy for future bike and pedestrian network development and identifies specific projects that can be constructed to expand and enhance the existing network.

The final plan was adopted by the Regional Planning Affiliation 8 (RPA 8) Policy Board on June 22, 2023 and the Dubuque Metropolitan Area Transportation Study (DMATS) Policy Board on

July 13, 2023. The plan includes information about the Dubuque region, related plans and policies, existing conditions, community input, future network concept, bike and pedestrian projects, facility selection, facility design, facility maintenance, funding programs, and resources. The plan also includes a list of future projects that will address safety issues, expand the bike and pedestrian network, and remove barriers to walking and biking. Click below to view the approved plan, appendix, and interactive project map.

The DMATS PPP can be found at: <https://eciatrans.org/bikepedestrianplan.php>

# Title VI and Environmental Justice in DMATS Programs

IADOT, ILDOT and WisDOT select the projects for the federal program funds that they control. This includes programs that fund state highway projects (e.g., National Highway Performance Program) and programs that fund local projects which all three DOTs administers (e.g., Local Bridge, Highway Safety Improvement Program). These projects are submitted to the MPO for inclusion in the TIP. As an MPO (urbanized area population over 50,000), DMATS receives Surface Transportation Block Grants (STBG), Transportation Alternative Program (TAP) funds and Metropolitan Planning Program (PL) from IADOT. DMATS also receive STBG and PL funds from ILDOT.

The MPO scores and selects projects for funding under these two programs using a set of approved screening and scoring criteria, which include an environmental justice and health equity category. Eligible applicants are DOIS and local units of government.

## Surface Transportation Block Grant Program

This program is designed to address specific issues identified by Congress and provides flexible funding for projects to preserve or improve the condition/performance of transportation facilities, including any federal-aid highways or public road bridges. STBG funding may be utilized on:

- Roadway projects on federal-aid routes
- Bridge projects on any public road
- Transit capital improvements
- TAP eligible activities
- Planning activities
- 

### *IADOT STBG*

Iowa targets STBG funding to each of its 27 MPOs and RPAs on an annual basis for programming based on regional priorities. Iowa has implemented a Swap program that allows MPOs and RPAs, at their discretion, to swap targeted federal STBG funding for state Primary Road Fund dollars.

Iowa also targets a portion of its STBG funding directly to counties for use on county bridge projects. Iowa's swap program allows counties, at their discretion, to swap federal STBG funding for state Primary Road Fund dollars. These funds can be used on either on-system or off-system bridges, however off-system bridge investments must be continued to maintain the ability to transfer the federal STBG set-aside for off-system bridges.

The Iowa DOT does not require matching funds be utilized on Swap projects. MPOs and RPAs can require that project applicants provide matching funds by awarding funding in an amount less than the estimated total project cost, however, the Iowa DOT will not monitor or reimburse those MPO/RPA specific matching requirements.

STBG-Swap funding has expanded eligibilities over STBG funding and can be awarded on roads with a federal functional classification of Minor Collector or higher in rural areas, all Farm-to-Market routes, and Collector or higher in urban areas. MPOs and RPAs can be more restrictive in their project selection

process regarding system eligibility.

DMATS uses a competitive application process to allocate STBG funds according to the LRTP. DMATS programs these funds for the four-year period of the TIP based upon funding targets from the Iowa DOT and projected funding levels. The DMATS invites local jurisdictions to submit projects for STBG funds. Staff ranks the projects using a ranking process established by DMATS Board and will submit the project ranking list to the DMATS Board for their final approval

The project ranking process that includes eight categories. Each category has a possible point total. The total number of points a project can be awarded is 1,000. Points are awarded in the Safety, Air Quality, Economic Impact II, Freight, and System Preservation categories are based on numeric values obtained from data analysis. Economic Impact I, Accessibility and Mobility, Local and Regional Impact, and Complete Streets categories are subjective.

The DMATS Technical Advisory Committee (TAC) and DMATS Policy board forms a subcommittee that reviews the projects, scores, ranks and then makes a recommendation to the Policy Board. The subcommittee members recommend rankings in the subjective categories based on the project's merits. DMATS staff will provide subcommittee members with project information and data analysis to determine the merit of the projects. Staff will then provide the recommendations from the subcommittee to the Technical Advisory Committee (TAC). The TAC member's recommendations are then provided to Policy Board for final approval.

### *Transportation Alternatives Program*

Iowa's Transportation Alternatives Program (TAP) is a new iteration of the program that was included in, Moving Ahead for Progress in the 21st Century Act (MAP-21), a transportation authorization act which was in effect from 2013 to 2015. The MAP-21 program redefined the former Transportation Enhancements (TE) activities and consolidated these eligibilities with the former Safe Routes to School (SRTS) program, Recreational Trails Program (RTP) and some types of projects that were previously funded through the discretionary National Scenic Byways (NSB) program which were all originally authorized under the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and continued through two successive laws, TEA-21 and SAFETEA-LU. The most recent transportation authorization act, Fixing America's Surface Transportation (FAST) Act, was enacted in 2015. This act placed further restrictions on the selection of projects for funding under the federal TAP program structure which has led Iowa to implement a modified version of the federal program. Iowa Implementation.

On September 13, 2016, the Iowa Transportation Commission endorsed continuing to allow Iowa's Transportation Management Areas (TMAs), which include the Iowa portions of the metropolitan planning areas surrounding Davenport, Des Moines, and Council Bluffs; Metropolitan Planning Organizations (MPOs); and Regional Planning Affiliations (RPAs) to select the vast majority of projects eligible for this program through a regionally administered selection process. Under previous transportation authorization acts and in support of the state's history of encouraging regional planning through these organizations, a majority of funding is distributed to the TMAs, MPOs, and RPAs to directly select projects locally. With the goal of distributing funding as equitably as possible across the state, the Iowa DOT retains \$1 million annually to administer a Statewide TAP program, geared toward statewide or multi-regional projects, while targeting the remaining funding to the TMAs, MPOs, and RPAs through the Local Projects TAP program.

The DMATS invites local jurisdictions to submit projects for TAP funds. Staff ranks the projects using

a ranking process established by DMATS Board and will submit the project ranking list to the DMATS Board for their final approval. The TAP funds can be used to implement Safe Routes to School Program, Transportation Enhancements, and/or the Bicycle & Pedestrian Facilities Program.

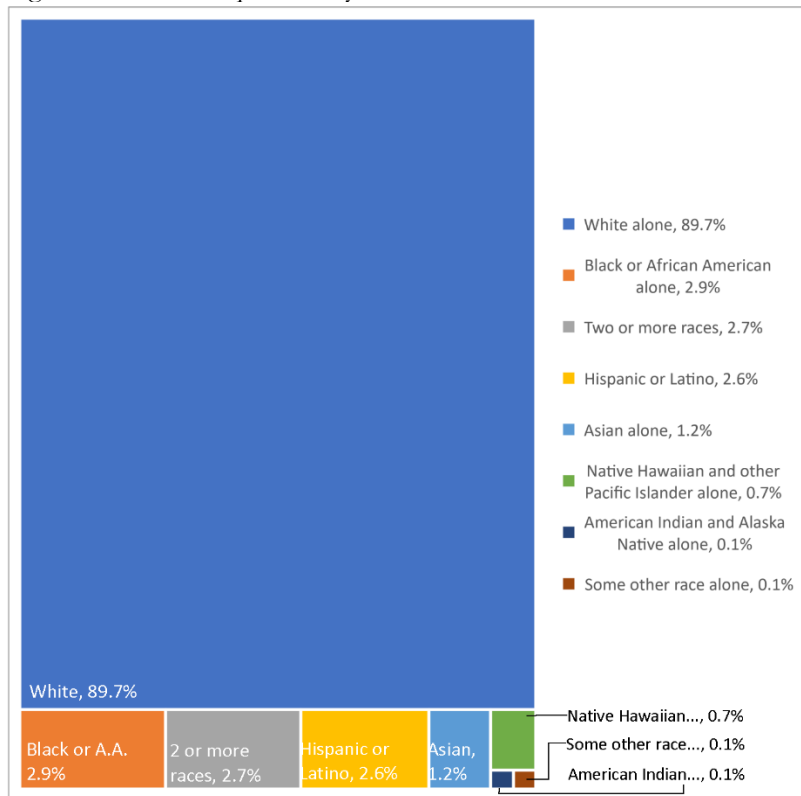
## Demographic Profile

The area’s population has continued to grow over the years from 76,931 in 2000 to 79,002 in 2010. The 2020 population for the DMATS planning area was 82,623 with approximately 93.2% of the total population living in the Iowa portion of the region, 4.3% residing in Illinois, and 2.5% living in Wisconsin.

### Minority Populations

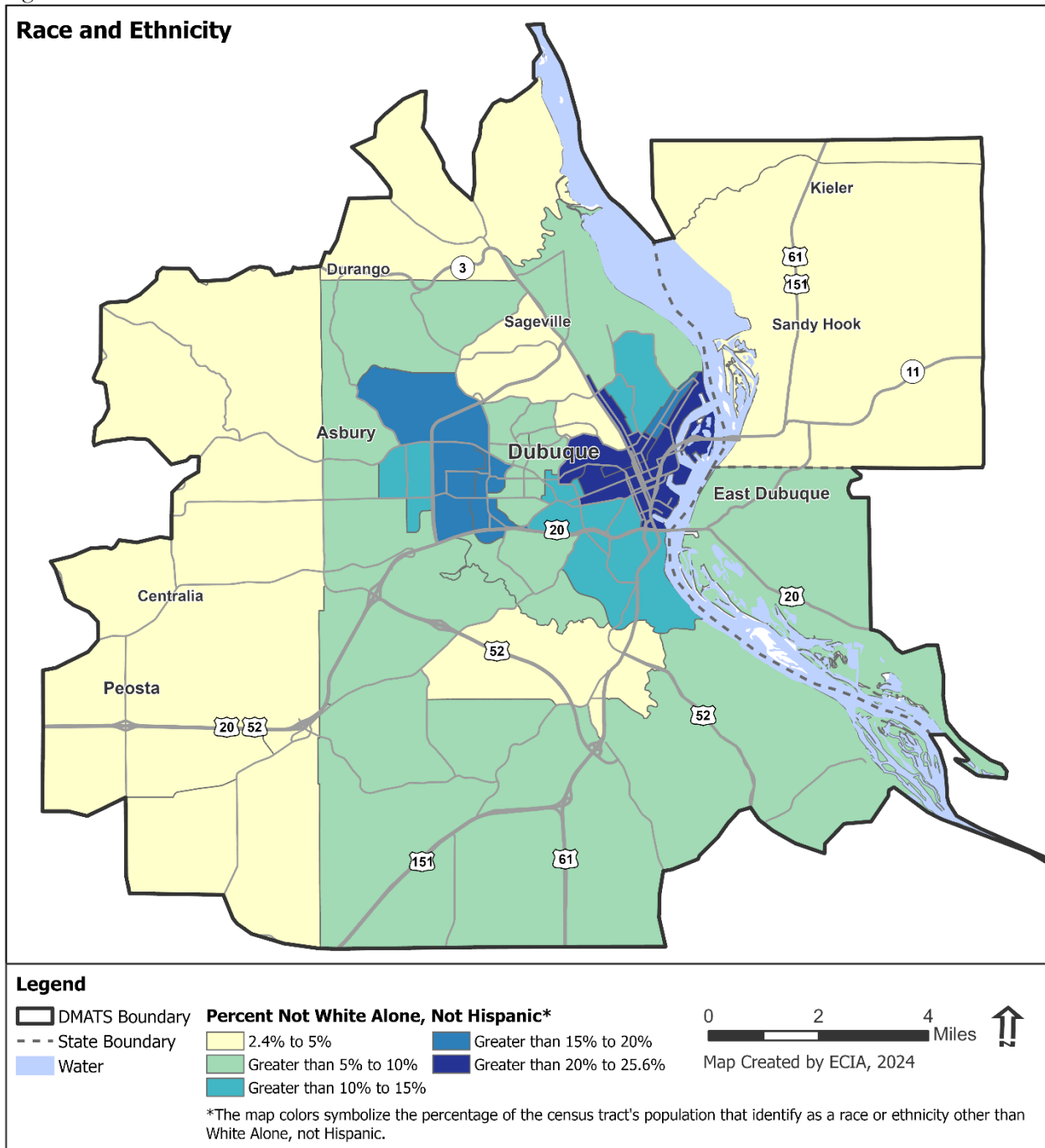
According to 2018-2022 American Community Survey estimates, the region’s population is 89.7% White, with Black or African American the next largest group at 2.9%. Two or more races accounts for 2.9% of the population and 2.6% identifies as Hispanic or Latino. ACS estimates indicate that groups other than White Alone, Not Hispanic or Latino account for 10.3% of the total population. Figure 4 maps proportions of minority populations by census tract within the region. The approximate racial and ethnic composition of the DMATS area’s population is shown in Figure 3. The values used here and in the chart are described as approximate because the DMATS planning area boundary does not align exactly with census geographies. The values were calculated using values from a selection of census tracts that align most closely with the area inside DMATS boundary.

Figure 3 Race Dubuque County 2022



Source: 2018-2022 American Community Survey 5-Year Estimates

Figure 4 Race DMATS area



Source: U.S. Census Bureau, American Community Survey (ACS) 2018-2022 5-Year Estimates, Table B03002.

GIS layer created by ESRI. Accessed via the ESRI Living Atlas on 4/18/2024. Data Updated: 12/11/2023

Map Scale: 1:160,000

Data Link: [https://services.arcgis.com/P3ePLMys2RVChkJx/arcgis/rest/services/ACS\\_Population\\_by\\_Race\\_and\\_Hispanic\\_Origin\\_Boundaries/FeatureServer](https://services.arcgis.com/P3ePLMys2RVChkJx/arcgis/rest/services/ACS_Population_by_Race_and_Hispanic_Origin_Boundaries/FeatureServer)

## **APPENDIX A – Title VI Notice to the Public**

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

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

Holly McPherson, Title VI Coordinator  
ECIA  
563-556-4166

or  
The Civil Rights Coordinator  
Office of Employee Services – Civil Rights  
800-262-0003

You should contact one of the above individuals as soon as possible but no later than 180 days after the alleged discrimination occurred, or if there has been a continuing course of conduct, no later than 180 days after the alleged discrimination was discontinued. Contact the civil Rights Coordinator to get more information on the Title VI program.

If information is needed in another language, contact 563-556-4166.

## APPENDIX B – Title VI Compliant Form

**Note:** The following information is needed to assist in processing your complaint. Allegations received by telephone will be reduced to writing and provided to complainant for confirmation or revision before processing.

Complainant Information:

Name:		
Address:		
City:	State:	Zip Code:
Telephone Number (Home):		
Telephone Number (Other):		
Email Address:		

Person Discriminated Against (if someone other than the Complainant):

Name:		
Address:		
City:	State:	Zip Code:
Telephone Number (Home):		
Telephone Number (Other):		
Email Address:		

Which of the following best describes the reason you believe the discrimination took place?

- Race / Color (Specify)
- National Origin (Specify)
- Sex / Gender
- Religion
- Age
- Disability

On what date(s) (d/m/yr) did the alleged discrimination take place?

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Please explain below as briefly and clearly as possible what happened and how you believe you were discriminated against. Indicate who was involved. Describe in what way you believe other persons were treated differently than you and why you believe these events occurred. Please use additional sheets if necessary and attach a copy to written material pertaining to your case.

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List names and contact information of persons who may have knowledge of the alleged discrimination.

Name:		
Address:		
City:	State:	Zip Code:
Telephone Number (Home):		
Telephone Number (Other):		
Email Address:		

Name:		
Address:		
City:	State:	Zip Code:
Telephone Number (Home):		
Telephone Number (Other):		
Email Address:		

Have you filed this complaint with any other federal, state, or local agency, or with any federal or state court? Check all that apply.

- Federal agency
- Federal court
- State agency
- State court
- Local agency
- Other \_\_\_\_\_

If a complaint was filed elsewhere, please provide information about a contact person at the agency/court where the complaint was filed.

Name:		
Address:		
City:	State:	Zip Code:
Telephone Number (Home):		
Telephone Number (Other):		
Email Address:		

Please describe how this/these issue(s) can be resolved to your satisfaction.

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If an advisor will be assisting you in the complaint process, please provide the advisor's name and contact information.

Name:		
Organization		
Address:		
City:	State:	Zip Code:
Telephone Number (Home):		
Telephone Number (Other):		
Email Address:		

Please sign below. You may attach any written materials or other information that you think is relevant to your complaint.

This Discrimination Complaint Form and your written complaint statement must be signed and dated for allegation(s) to be addressed.

Additionally, you will need to sign a Consent/Release Form to disclose your name, if necessary, in the course of the inquiry. A Consent/Release Form is attached for your convenience. If you are filing a complaint of discrimination on behalf of another person, this person must also sign a Consent/Release Form to consent to name disclosure in order to proceed.

*I certify that to the best of my knowledge the information I have provided is accurate and the events and circumstances are as I have described them. As a complainant, I also understand that if I indicated I will be assisted by an advisor on this form, my signature below authorizes the named individual to receive copies of relevant correspondence regarding the complaint and to accompany me during the investigation.*

**Complainant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Attachments: Yes \_\_\_\_\_ No \_\_\_\_\_

**Submit** completed and signed Discrimination Complaint Form, Consent/Release Form(s) and any additional information to:

ECIA, 7600 Commerce Park, Dubuque, IA 52002  
Phone: 563-556-4166 Fax: 563-556-0348 Email: [hmcpherson@ecia.org](mailto:hmcpherson@ecia.org)