

# Northeastern Indiana Regional Coordinating Council



## Title VI Documentation

Updated November 4, 2020

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## Northeastern Indiana Regional Coordinating Council's Title VI Non-Discrimination Notice and Policy

The Northeastern Indiana Regional Coordinating Council values each individual's civil rights and wishes to provide equal opportunity and equitable service for the citizens of this state. As a recipient of federal funds, the Northeastern Indiana Regional Coordinating Council conforms to Title VI of the Civil Rights Act of 1964 (Title VI) and all related statutes, regulations, and directives, which provide that no person shall be excluded from participation in, denied benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance from NIRCC on the grounds of race, color, age, sex, sexual orientation, gender identity, disability, national origin, religion, income status or limited English proficiency. NIRCC further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, regardless of whether those programs and activities are federally funded.

It is the policy of NIRCC to comply with Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e; Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107; Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. §§ 4601-4655; Federal Highway Act, 23 U.S.C. § 324; Title IX of the Education Amendments of 1972, Pub. L. No.92-318, 86 Stat.235; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §§ 701 *et seq.*; Civil Rights Restoration Act of 1987, Pub. L. No. 100-259,102 Stat. 28; Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*; Title VIII of the Civil Rights Act 1968, 42 U.S.C. §§ 3601-3631; Executive Order No. 12898, 59 Federal Register 7629 (1994) (Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations); and Executive Order No. 13166, 65 Federal Register 50121 (2000) (Improving Access to Services for Persons with Limited English Proficiency).

The Civil Rights Restoration Act of 1987, Pub. L. No. 100-259,102 Stat. 28, broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of federal-aid recipients, subrecipients and contractors/consultants, regardless of whether such program and activities are federally assisted.

Pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112, 87 Stat. 355, NIRCC hereby gives assurance that no qualified disabled person shall, solely by reason of disability, be excluded from participation in, be denied the benefits of or otherwise be subjected to discrimination, including discrimination in employment, under any program or activity that receives or benefits from this federal financial assistance.

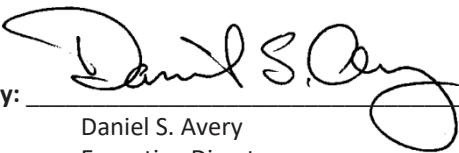
NIRCC also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies and activities on minority and low-income populations. In addition, NIRCC will take reasonable steps to provide meaningful access to services for persons with limited English proficiency (LEP). NIRCC will, where necessary and appropriate, revise, update and incorporate nondiscrimination requirements into appropriate manuals and directives.

Whenever NIRCC utilizes federal-aid funds for any subrecipient, contractor or consultant, NIRCC will include Title VI language in all written agreements.

The following individual has been identified by the Northeastern Indiana Regional Coordinating Council's Title VI and ADA Coordinator and is responsible for initiating and monitoring Title VI activities, preparing reports and performing other responsibilities, as required by 23 C.F.R. § 200 and 49 C.F.R. § 21.

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**Northeastern Indiana Regional Coordinating Council**  
**Recipient**

By:   
Daniel S. Avery  
Executive Director

**Dated:** July 8, 2015

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## **Northeastern Indiana Regional Coordinating Council Title VI Assurances**

The Northeastern Indiana Regional Coordinating Council (hereinafter referred to as the "Recipient"), HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the Department of Transportation it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations (CFR), Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, Title 23, Code of Federal Regulations, Part 200, Title VI Program and Related Statutes-Implementation and Review Procedures (hereinafter referred to as the Regulations) and other pertinent nondiscrimination authorities and directives, to the end that in accordance with the Act, Regulations, and other pertinent nondiscrimination authorities and directives, no person in the United States shall, on the grounds of religion, race color, national origin, sex (23 USC 324), sexual orientation, gender identity (Executive Order 13672), age (42 USC 6101), disability/handicap (29 USC 790) and low income (Executive Order 12898) be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity for which the Recipient received Federal financial assistance from the Department of Transportation, including the Indiana Department of Transportation and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by Title 49 Code of Federal Regulations, subsection 21.7(a)(1) and Title 23 Code of Federal Regulations, section 200.9(a) (1) of the Regulations, copies of which are attached.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurance with respect to its Federal Aid Transportation Program:

1. That the Recipient agrees that each "program" and each "facility as defined in subsections 21.23(e) and (b) and 23 CFR 200.5(k) and (g) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal Aid Transportation Program and, in adapted form in all proposals for negotiated agreements:

The Northeastern Indiana Regional Coordinating Council in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes, issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of religion, race color, national origin, sex, sexual

orientation, gender identity, age, disability/handicap and low income in consideration for an award.

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under Federal Aid Transportation Program and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under Federal Aid Transportation Program.
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient under the Federal-Aid Transportation Program and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal Aid Transportation Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

**Northeastern Indiana Regional Coordinating Council**  
Recipient

By:   
Daniel S. Avery  
Executive Director

Dated: July 8, 2015



## **Appendix A**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor"), agrees as follows:

### **1. Compliance with Regulations**

The Contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the U.S. Department of Transportation (hereinafter referred to as DOT), Title 49, Code of Federal Regulations, part 21, and the Federal Highway Administration (hereinafter "FHWA"), Title 23, Code of Federal Regulations, Part 200 as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

### **2. Nondiscrimination**

The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of religion, race, color, or national origin, sex, sexual orientation, gender identity, age and disability/handicap and low income in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in discrimination prohibited by 49 CFR, section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

### **3. Solicitations for Subcontracts, Including Procurement of Materials and Equipment**

In all solicitations either by competitive bidding or negotiations made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the ground of religion, race, color, or national origin, sex, sexual orientation, gender identity, age and disability/handicap and low income.

### **4. Information and Reports**

The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Northeastern Indiana Regional Coordinating Council, the Indiana Department of Transportation, or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the Northeastern Indiana Regional Coordinating Council, the Indiana Department of Transportation, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

### **5. Sanctions for Noncompliance**

In the event of the Contractor's noncompliance with the nondiscrimination provisions of the contract, the Northeastern Indiana Regional Coordinating Council, with Indiana Department of Transportation and/or the Federal Highway Administration concurrence, shall impose such contract sanctions determined to be appropriate, including, but not limited to:

- (a.) Withholding of payments to the contractor under the contract until the contractor complies, and/or
- (b.) Cancellation, termination or suspension of the contract, in whole or in part.

### **6. Incorporation of Provisions:**

The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The Contractor shall take such action with respect to any subcontractor or procurement as the Northeastern Indiana Regional Coordinating Council, Indiana Department of Transportation or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Northeastern Indiana Regional Coordinating Council to enter into such litigation to protect the interests of the Northeastern Indiana Regional Coordinating Council and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

**Appendix B**

A. The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

**(GRANTING CLAUSE)**

NOW, THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the Northeastern Indiana Regional Coordinating Council will accept Title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code of Federal Regulations the Regulations for the Administration of Federal-Aid Transportation Program and the policies and procedures prescribed by INDOT or FHWA and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in federally-assisted programs of the Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the Northeastern Indiana Regional Coordinating Council all the right, Title and interest of the Department of Transportation in and to said lands described in Exhibit "A" attached hereto and made a part hereof.

**(HABENDUM CLAUSE)**

TO HAVE AND TO HOLD said lands and interests therein unto Northeastern Indiana Regional Coordinating Council and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the Northeastern Indiana Regional Coordinating Council, its successors, and assigns.

The Northeastern Indiana Regional Coordinating Council, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of religion, race, color, national origin, sex, sexual orientation, gender identity, age, and disability/handicap and low income be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on over or under such lands hereby conveyed [,][and)\*(2) that the Northeastern Indiana Regional Coordinating Council shall use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in federally assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes-Implementation and Review Procedures, and as said Regulations may be amended [,] and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assign as such interest existed prior to this instruction.\*

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\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

**Appendix C**

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the Northeastern Indiana Regional Coordinating Council pursuant to the provisions of Assurance 7(a).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add “as a covenant running with land”] that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes-Implementation and Review Procedures, and as said Regulations may be amended.

[Include in licenses, leases, permits, etc.]\*

That in the event of breach of any of the above nondiscrimination covenants, Northeastern Indiana Regional Coordinating Council shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [licenses, lease, permit, etc.] had never been made or issued.

[Include in deed.]\*

That in the event of breach of any of the above nondiscrimination covenants, Northeastern Indiana Regional Coordinating Council shall have the right to reenter said lands and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of Northeastern Indiana Regional Coordinating Council and its assigns.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by Northeastern Indiana Regional Coordinating Council pursuant to the provisions of Assurance 7(b).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds, and leases add “as a covenant running with the land”) that (1) no person on the ground of religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability/handicap and low income shall be excluded from participation in, denied the benefits of, or he otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and the furnishing of services thereon, no person on the ground of religion, race, color, national origin, sex, sexual orientation, gender identity, age, disability/handicap and low income shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes-Implementation and Review Procedures, and as said Regulations may be amended.

[Include in licenses, leases, permits, etc.]\*

That in the event of breach of any of the above nondiscrimination covenants, the Northeastern Indiana Regional Coordinating Council shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess

said land and the facilities thereon, and hold the same as if said [license, lease, permit, etc.] had never been made or issued.

[Include in deeds]\*

That in the event of breach of any of the above nondiscrimination covenants, Northeastern Indiana Regional Coordinating Council shall have the right to re-enter said land and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the Northeastern Indiana Regional Coordinating Council and its assigns.

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\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

## Introduction

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) have had a longstanding policy of actively ensuring nondiscrimination in federally funded activities under Title VI of the 1964 Civil Rights Act. In recent years, a renewed emphasis on Title VI issues and environmental justice has become a more integral focus of the transportation planning and programming process. This document establishes a framework for the Northeastern Indiana Regional Coordinating Council's (NIRCC) efforts to ensure compliance with Title VI and related statutes regarding nondiscrimination and environmental justice. NIRCC serves the Counties of Adams, Allen, DeKalb and Wells in Northeast Indiana as a Regional Planning Organization and Regional Transportation Planning Organization. NIRCC is the federally designated Metropolitan Planning Organization (MPO) for the Fort Wayne-New Haven-Allen County Metropolitan Planning Area. NIRCC has served in these capacities for more than 35 years. Established in 1974, NIRCC provides comprehensive, coordinated planning for the orderly growth and development of the region. The Council works to foster regional cooperation within its four-county area, and partners with other regional agencies to extend cooperative planning and coordination efforts to six additional counties that include Huntington, LaGrange, Noble, Steuben, Wabash and Whitley in Northeast Indiana. As a Regional Planning Agency, NIRCC advises state and local governments on issues of regional policy and capital funding concerning transportation, economic development, the environment, and community development.

NIRCC fulfills these obligations by providing technical assistance and services; conducting high priority studies that respond to the requests and demands of state and local governments; fostering cooperation among various constituencies to forge a consensus on diverse regional issues; determining and meeting the needs of the private sector; and continuing public outreach efforts that promote two-way communication and enhance public awareness of regional issues.

## Governance and the Boards

NIRCC's Board and Urban Transportation Advisory Board (UTAB) govern the Council and Council Activities. The NIRCC Board is a 15-member body having the authority and responsibility to make decisions affecting the entire organization as well as the four-county region; creates and defines the duties of the Office of the Executive Director and the various NIRCC committees; and approves and adopts the Unified Planning Work Program. In its capacity as the MPO for the region, the Board and UTAB establish regional transportation policies, determine the allocation of available transportation funds, prioritize transportation projects and develop a long-range plan for the region. The Urban Transportation Advisory Board is a 12-member board having authority over transportation activities in the Metropolitan Planning Area. In addition to transportation planning for highways, transit, bicycle, pedestrians and freight, the Council develops plans and programs for other regional planning elements such as economic development, community development, air quality and rural transportation.

The Urban Transportation Advisory Board has two specific committees and several subcommittees to support the transportation planning activities. NIRCC partners with Region III-A Economic Development District and Regional Planning Commission on the development of a Comprehensive Economic Development Strategy (CEDS) through the oversight of the CEDS Committee.

## Committees

NIRCC committees advise on specific regional issues while ensuring that all interested parties, including member governments and concerned citizens, have an opportunity to participate in the planning process. Meeting dates are published on the NIRCC website at [www.nircc.com](http://www.nircc.com). Committee membership is achieved by appointment from an elected person, board or commission; commensurate with a specific

elected position: or delegated to a specific position/job title. All committee meetings are open to the general public for attendance.

#### **Transportation Technical Committee (TTC) and Transit Planning Committee (TPC)**

Associated with the UTAB are the Transportation Technical Committee and Transit Planning Committee that serve as working advisory committees. These committees are the agents through whom transportation planning information and analyses are channeled between state and local governments and NIRCC staff. The informational flow is bi-directional. The Transportation Technical Committee oversees the day-to-day coordination activities of state and local governments with primary regard to highways and roads. The Transit Planning Committee oversees the day-to-day coordination activities of state and local governments with primary regard to public transportation. Both committees work with other modes of transportation in relation to their respective areas. Similarly, there are occasions when these two committees work jointly on projects of mutual interest and concern.

The membership of these committees is composed of local government staff members authorized to provide planning information, offer comment, and report on transportation related activities within their agency's jurisdiction. State and federal officials participate on these committees and may hold voting or non-voting memberships. Duties and responsibilities of the Transportation Technical Committee and Transit Planning Committee include the following:

1. The Committees are responsible for obtaining specific planning information and data from local governments and for working with staff to integrate this information into the planning process as specified in the transportation elements of the Unified Planning Work Program. This activity may include information related to land use, terminal facilities, traffic control features, zoning ordinances, subdivision regulations, building codes, financial resources and others as necessary.
2. The Committees through their subcommittees deal with and provide recommendations regarding the Site-Plan and Driveway applications, feasibility studies, Section 5310, 5316 and 5317 grant applications, transit studies, etc.
3. The Committees through their subcommittees and meetings conduct coordination work activities regarding program implementation within the Metropolitan Planning Area.
4. With regard to the continuing phase of transportation planning, the Committees assist staff in developing the work elements of the various program components.

NIRCC collaborates with Region III-A Economic Development District and Regional Planning Commission (Region III-A) on the development of a Comprehensive Economic Development Strategy (CEDS). The CEDS is developed through the oversight and participation of the CEDS Committee.

#### **Comprehensive Economic Development Strategy Committee**

The CEDS Committee is comprised of local elected and appointed officials, and representatives of education, private business, utilities and economic development groups. The CEDS Committee is responsible for the development and approval of the Comprehensive Economic Development Strategy (CEDS). The CEDS and CEDS Committee adhere to the guidelines and regulations of the US Department of Commerce, Economic Development Administration.

# Policy Statement and Authorities

## **Title VI Policy Statement**

The Northeastern Indiana Regional Coordinating Council 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 agency-sponsored program or activity. Nor shall sex, age or disability stand in the way of fair treatment of all individuals. NIRCC further assures that 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 NIRCC distributes Federal aid funds to another entity, NIRCC will include Title VI language in all written agreements and will monitor for compliance. Title VI compliance is a condition of the receipt of Federal funds. NIRCC's Executive Director serves as the Title VI Compliance Manager, and is authorized to ensure compliance with provisions of this policy and with the law, including the requirements of Title 23 Code of Federal Regulation (CFR) 200 and Title 49 CFR 21. NIRCC acknowledges its responsibility for initiating and monitoring Title VI activities, preparing required reports and other responsibilities as required by Title 23 CFR 200 and by Title 49 CFR 21.

## **Authorities**

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, national origin, sex, age or disability, 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. The Civil Rights Restoration Act of 1987 broadened the scope of the Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients and contractors, whether such programs and activities are federally assisted or not.

## **Additional Citations**

Other Title VI-related statutes include, but are not limited to: 42 USC 4601 to 4655; 23 USC 324; DOT Order 1050.2; EO 12250; EO 12898; EO 13166; 23 CFR 200; 23 CFR 1235; 28 CFR 35; 28 CFR 36; 28 CFR 41; 28 CFR 42, Subpart C; 28 CFR 50.3.

# Organization and General Responsibilities

**NIRCC's Executive Director is authorized to ensure compliance with provisions of NIRCC's policy of nondiscrimination and with the law, including the requirements of Title 23 CFR 200 and Title 49 CFR 21. DVRPC's grants compliance function and Title VI coordination shall be performed under the authority of the Executive Director.**

## Title VI Program Areas

These program areas from NIRCC's Unified Planning Work Program have been identified as applicable to Title VI regulations:

- Communications & Public Involvement
- Planning & Technical Services
- Consultant Contracts
- Human Resources, Education & Training

The Council's Title VI-related responsibilities fall into two main categories: "General Responsibilities," applicable to all Title VI Program Areas; and "Program Area Responsibilities" that are specific to each Title VI Program Area. It is important to note that communications, public involvement, planning, and technical services are interrelated - they have been treated separately for purposes of clarity and correspond to the Council's organization. For example, the Communications & Public Involvement Program Area applies to and affects the Council's Unified Planning Work Program as a whole, particularly NIRCC efforts and responsibilities related to planning, programming, and environmental affairs.

## Title VI General Responsibilities

The following is a list of general Title VI Council responsibilities that are applicable to all four Title VI Program Areas. The Executive Director is responsible for ensuring that these elements of the plan are appropriately implemented and maintained; Title VI Liaisons are responsible for implementing and maintaining these elements in their assigned Program Areas, as appropriate.

### Data Collection

NIRCC will monitor data sources for updated statistical data on race, color, national origin, language spoken at home, income, age and other socioeconomic indicators within the metropolitan planning area and four-county region. Census data and American Survey data are the primary sources of this socioeconomic data. NIRCC will also conduct a voluntary survey (see appendix) during public information meetings and public hearings to monitor participation in such sessions. Information on gender, ethnicity, race, age and income is requested. The data gathering process will be reviewed regularly to ensure sufficiency of the data in meeting the requirements of the Title VI program.

### Review of Title VI Program and Program data

At a minimum, NIRCC will review the Title VI Program to assure compliance with the law and any associated regulatory requirements. This review will precede the Federal Certification Review conducted by the U.S. Department of Transportation. In addition, NIRCC will review its operational guidelines, documents and publications as appropriate, including those for contractors, to ensure that Title VI language and provisions are incorporated.

### Dissemination of Information Related to the Title VI Program

Information on the Council's Title VI program is to be disseminated to staff, contractors, as well as to the public. The Title VI program documentation will be available for review at the NIRCC Office and is posted on the NIRCC website at NIRCC.com.



## Complaints

Any individual may exercise his or her right to file a complaint with NIRCC, or have a legal representative file a claim on their behalf, if that person believes that she or he or any other program beneficiaries have been subjected to unequal treatment or discrimination on the grounds of race, color, national origin, income, sex, or disability in any program administered by NIRCC and /or its sub-recipients, consultants or contractors. NIRCC's Complaint Procedure is outlined in Appendix A including any current, pending or resolved Title VI complaints.

## Responsibilities of Title VI Compliance Manager

The Title VI compliance responsibilities for the Council reside with the Executive Director. The Executive Director will manage the overall administration of the Title VI Program including complaint resolution and periodic review. Select staff will assist in the procurement of statistical data, survey data and review of the Title VI documentation. The Executive Director will provide information on the Title VI Program to Council staff and insure their compliance, discuss any compliance issues, periodically review Title VI program to assess if administrative procedures are effective, staffing is appropriate, and adequate resources are available to ensure compliance, review important Title VI-related issues, log and forward all Title VI complaints received to the appropriate federal agency and assess communications and public involvement strategies to ensure adequate participation of impacted Title VI protected groups and address additional language needs, as necessary.

## Program Areas

### Communications and Public Involvement

The goal of NIRCC communications process and Public Involvement Program is to ensure early and continuous public notification about, and participation in, major actions and decisions by the Council. In seeking public comment and review, NIRCC makes a concerted effort to reach all segments of the population, including people from minority and low-income communities, and organizations representing these and other protected classes. NIRCC utilizes a broad range of public information and participation opportunities, including dissemination of proposals and alternatives, a process for written comments, public meetings after effective notice, settings for open discussion, communication programs, information services, and consideration of and response to public comments.

NIRCC's Public Participation Plan was originally adopted in 1994 and updated in 1996, 2001 and 2007. NIRCC is currently in the process of a review and update of the Participation Plan. The Participation Plan engages a philosophy that effective public involvement is a dynamic and ongoing process that is essential to meeting the future needs of all citizens in Northeast Indiana. We assert that good government cannot be achieved without the consideration, cooperation and consent of citizens throughout the region. We respect and promote the rich diversity that exists throughout this area. And further, we encourage opportunities to involve many and various audiences. Therefore, the Council commits to promote and sustain a responsive public participation program that supports citizen input and timely response at all levels of planning.

NIRCC annually programs specific community participation activities in the Unified Planning Work Program to support communication, visualization, public meeting and information dissemination to citizens, businesses and other stakeholders in the planning process. Work activities to monitor socioeconomic data and environmental justice mandates are ingrained in the planning activities, and administered at the project or study level. NIRCC has also developed a plan and policy for engaging individuals with Limited English Proficiency (LEP). This document is provided in Appendix B.

The NIRCC Participation Plan has several key components to ensure open and transparent decision-making procedures are incorporated in the planning process. These include: Board and Committee meetings open to the public; Public Information Meetings, Neighborhood Outreach Meetings and Public Hearings; Planning Briefs, Annual Summary Report and other published documents; Information Sharing and Assistance; Visualization Techniques and Activities; Website Management and document archiving; and News Media Involvement and Press Releases on major programs and projects. The specific activities for each of these components are documented in the Participation Plan provided in Appendix C. In addition, public comments are welcomed and encouraged at Board, Committee and Public information Meetings, and all Public Hearings.

### **Meetings Open to the Public**

All NIRCC Board and Committee meetings are open to the public to attend. Meeting dates and times are posted well in advance on the NIRCC website. Meeting notices and agendas are emailed to all interested parties.

### **Public Information Meetings, Neighborhood Outreach Meetings and Public Hearings**

NIRCC schedules public information meetings for specific programs and projects. A distribution list with all known neighborhood representatives and other interested parties is maintained and utilized to notify area residents and stakeholders of scheduled meetings. In an effort to hear a representative voice of the public, NIRCC will take the approach of “going to the public,” in addition to receiving public comment from and educating those already interested and involved. As part of this effort, NIRCC will take the following steps:

- Plan meeting locations carefully – Public meetings should be held in locations that are accessible by public transit. Also, facilities should be compliant with the Americans with Disabilities Act (ADA). If a targeted population is located in a certain geographic area, then the meeting location should be in that area for their convenience.
- Seek help from community leaders and organizations – To facilitate involvement of traditionally underserved populations, community leaders and organizations that represent these groups should be consulted about how to most effectively reach their membership. Relationships with these groups should be maintained for future partnerships in the planning process.
- Use alternative news organizations – In addition to mainstream media organizations, advertisements and news releases announcing public participation opportunities should be targeted to media that reaches minority and ethnic populations.
- Provide services for disabled and LEP persons – Upon advance notice NIRCC will provide deaf interpreters, translators and modified documents for public meetings. Notifications of opportunities for public involvement will include contact information for people needing these or other special accommodations.
- Sensitive to diverse populations – At public meetings, staff should attempt to communicate as effectively as possible. Technical jargon should be avoided. For some meetings, it may be best to use trained facilitators or language translators to better communicate with the audience.

Projects sponsors also hold public information meetings and public hearings for specific programs and projects. Press releases, public notices and email notices are used to notify interested parties. NIRCC staff periodically meets with Neighborhood groups to discuss planning activities and specific projects of interest.

### **Planning Briefs and Annual Reports**

In an attempt to reach the greatest number of people and groups, planning briefs provide an economical alternative to meetings. The briefs are sent to interested individuals and groups as well as to the local news media, governmental agencies, and elected officials. The annual report highlights the planning activities and provides information on the various studies conducted to support the planning process. The planning briefs and annual report are posted on the NIRCC web site.

### **Information Assistance**

The NIRCC staff responds to requests for information pertaining to Council activities and programs from interested citizens and groups. Assistance is proved to interested individuals and groups upon request. Requests frequently involve information concerning transportation programs and improvement projects, Local residents and businesses request traffic data and transportation planning information through correspondence, visits to the office, and telephone conversations. The staff responds to these requests with the most accurate and timely information available.

### **Visualization Activities**

The Council prepares visual aid presentations for civic and community groups as an educational tool to heighten public interest in the Council's transportation planning activities. Visualization techniques are developed and/or revised in-house as needed, or located from other sources to be shown to interested local groups, civic organizations, and schools regarding different facets of the Council's work activities. These materials aid in the understanding and awareness of the Council's transportation activities.

### **Web Site-Access to World Wide Web**

NIRCC maintains an extensive website at [www.nircc.com](http://www.nircc.com) that provides information on the transportation planning process and activities. The Plans, Improvement Programs and other planning documents are posted on the site and available for viewing. The site includes information on the Council's responsibilities, programs, publications; contact information; a calendar of events and meetings; NIRCC newsletters; Transportation Plans and other publications.

### **News Media and Media Releases**

Media releases are routinely sent to all local media outlets, which include daily and weekly newspapers, TV stations, and radio stations. They are also directly e-mailed or faxed to individual reporters and other contacts throughout the metropolitan area. The media is contacted when new programs, projects and policies are ready for public input. Staff distributes background information or press releases and is available for media interviews. Public Information Officers for the area governmental agencies are also notified of any media release. News media are notified of scheduled NIRCC Board and Committee meetings.

### **Opportunities for Public Comment**

NIRCC offers several different ways for people to comment on activities, programs and decisions made at the Council and related Boards and Committees. Comments are accepted at any time via phone, fax, e-mail, US mail, and in person at the NIRCC Offices, or at any Board, Committee or general Public Information Meeting. Public comments are requested at each Council and UTAB Meeting. All NIRCC Board and Committee meetings are open to the public to attend.

Formal public comment and review periods are used to solicit comments on major planning and programming activities such as the Transportation Improvement Program (TIP), Metropolitan Transportation Plan, major transportation improvement projects and changes to important NIRCC policies (such as the Public Participation Plan). Legal notices are published in the major newspapers announcing comment periods and direct mailings are sent to all interested parties. Comments can be made in person at the corresponding NIRCC meeting, by e-mail, by US mail, fax, or telephone. NIRCC responds to all comments received, and forwards comments to other agencies for a response when appropriate.

## Planning and Technical Services

NIRCC is responsible for developing long- and short- range plans to provide efficient transportation services that support local growth and sustainable practices in the four-county region. A comprehensive planning process is used, which entails the monitoring and collection of varied data pertaining to transportation, land use and environmental issues. NIRCC coordinates with the appropriate federal agencies, the state of Indiana, the counties and municipal governments, and seeks citizen input through public participation.

### **Annual Planning Work Program**

A complete listing of all NIRCC projects and programs can be found in the Unified Planning Work Program (UPWP) which incorporates the planning programs and support activities of NIRCC and its member governments within the metropolitan area. The UPWP also contains the Small Urban and Rural Planning (SURP) program activities that are conducted in the non-metropolitan areas of the four-county region. The UPWP covers a two-year time period, with minor modification made on an annual basis. The SURP is updated annually. NIRCC in conjunction with its planning partners identify Planning Emphasis Areas to reflect federal, state and local policies that require specialized planning activities. Federal laws and regulations require the formation of a Metropolitan Planning Organization (MPO) for each urbanized area with a population of more than 50,000 to facilitate a comprehensive, coordinated and continuing transportation planning program.

### **Transportation Improvement Program (TIP)**

The Transportation Improvement Program (TIP), the agreed-upon list of transportation projects for the region, manages funding for the reconstruction, improvement, and expansion of the region's transportation system. The TIP lists all capital projects that are federally and state funded. It includes traditional highway and public transit projects, as well as bicycle, pedestrian, and freight-related projects. Required by federal law, the TIP is the culmination of a transportation planning process that represents a consensus among state and regional officials as to what improvements to pursue. The TIP shows estimated costs and schedules by project phase, including preliminary engineering, right-of-way acquisition, and construction. The TIP may be changed by the Urban Transportation Advisory Board after it is adopted. The TIP covers a four-year period and is updated every other year.

### **Metropolitan Transportation Plan**

One of the most important documents prepared by NIRCC is the Metropolitan Transportation Plan (MTP) for the region. The MTP provides a vision of the region's future growth and development; determines regional plan consistency in order to locate and implement future transportation facilities and services; provides guidance and direction for municipal, county and state agencies to make infrastructure and conservation protection investments; and serves as the foundation for developing the region's TIP. The MTP must maintain at least a twenty-year planning horizon. As the region's MPO, NIRCC has a mandated responsibility to determine how federal transportation funds will be spent. The 2035 Transportation Plan, the most recent MTP, sets the framework and priorities for distribution of federal funds and ensures that recommended projects are consistent with defined long-term goals for the transportation system. The 2035 Transportation Plan was adopted in June 2013, and was developed through an extensive public outreach effort and coordination among numerous federal, state and local agencies.

The Plan addresses land use, environmental, economic competitiveness and transportation policies, and includes a set of fiscally constrained transportation projects. The 2035 Transportation Plan sets regional policy and agenda. It reviews long-term and recent development trends and considers future land uses in accordance with the local Comprehensive Plans. The Comprehensive Plans, along with extensive public input, served as the basis for creating a regional vision to guide future development in the Metropolitan Area. The Plan includes a needs assessment for maintaining existing transportation infrastructure with limited new capacity expansion. Reasonably expected available revenue is used to constrain the identified need in the financial plan, including a list of major regional projects. To fully achieve the vision beyond the

constrained Plan, the region needs to consider alternatives, such as local funding options or public-private partnerships. The Council identifies residential, employment and transportation patterns of low-income and minority populations so that their needs can be identified and addressed, and the benefits and burdens of transportation can be fairly distributed; and where necessary, improves the public involvement process to eliminate barriers and engage minority and low-income populations in regional decision-making. For this reason, NIRCC has utilized its geographic information systems (GIS) capabilities to identify and map low-income and minority populations. With this information available, our public outreach has been inclusive of specific communities as well as to the region as a whole.

### **Air Quality**

The Council recognizes its responsibility to preserve the quality of the air in the region. The Clean Air Act Amendments of 1990 require that federally supported highway and transit project activities must “conform to” state air quality goals. Allen County, Indiana, the principal county containing the metropolitan area, has been classified as a Maintenance Area for the pollutant ozone based on the 1997 National Ambient Air Quality Standards (NAAQS). With the revocation of the 1997 8-hour Ozone NAAQS for purposes of demonstrating conformity effective July 20, 2013, the Fort Wayne Metropolitan Area does not need to conduct conformity determinations on the Metropolitan Transportation Plan or Transportation Improvement Program. While the Fort Wayne Metropolitan Area and Allen County have been found to conform to the 2008 National Ambient Air Quality Standards, NIRCC remains cognizant of its responsibility to improve air quality and promote efficient transportation system operations.

### **Coordinated Public Transit-Human Services Transportation Plan**

The Coordinated Public Transit-Human Service Transportation Plan, as required by the Federal Transit Administration, includes existing regional non-traditional services, goals, and strategies for providing additional services to elderly, and disabled residents in the Fort Wayne Metropolitan Area. The Moving Ahead for Progress in the 21<sup>st</sup> Century eliminated the Section 5316 Job Access Reverse Commute (JARC) Program, and combined the Section 5317 New Freedom program and old Section 5310 Transportation for Elderly Persons and Persons with Disabilities Program into a new Section 5310 program titled “Enhanced Mobility of Seniors and Individuals with Disabilities.” The principles of each program will remain the same and all Section 5310 projects selected for funding must be “derived from a locally developed, coordinated public transit-human services transportation plan”, and that the plan be “developed through a process that includes representatives of public, private and nonprofit transportation and human services providers and participation by the public.” The JARC program has been terminated; however, transit agencies with JARC programs they wish to continue have the ability to utilize their formula urban Section 5307 funds to do so. These “JARC related projects” are not required to be derived from a coordinated plan.

### **Technical Assessment of Environmental Justice**

The concept of environmental justice refers to a process of identifying and avoiding disproportionate adverse impacts on minority and low-income individuals and communities. The provisions of Title VI of the Civil Rights Act of 1964, Executive Order 12898 on Environmental Justice, and other statutes, orders, policies, and guidelines affect planning and project decisions undertaken by NIRCC, public transportation agencies, State Departments of Transportation (DOT), and other transportation providers. Executive Order 12898 on Environmental Justice amplifies the provisions of Title VI of the 1964 Civil Rights Act that 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.” There are three fundamental principals at the core of environmental justice: 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; to ensure the full and fair participation by all potentially affected communities in the transportation; decision-making process to prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

In reality, the circumstances of policy and project implementation, and the degree of negative impacts that form the basis for EJ challenges can be quite subtle. A more complete understanding requires the investigation and evaluation of "disparate impact" circumstances: "to prevent the denial of, reduction in or significant delay in the receipt of benefits by minority and low-income populations." This kind of impact can include failure to take action, as well as the relative degree or effects of a neutral action, regardless of the initial intentions or motivations. To implement environmental justice concerns, agencies must enhance their public involvement programs to "ensure the full and fair participation by all potentially affected communities in the transportation decision making process." Environmental justice also applies at the project level and has been institutionalized as part of the environmental assessment and impact statement process governed by the National Environmental Policy Act (NEPA) of 1969. Demographic analysis of the geographic area affected by a proposed project needs to be undertaken to determine the socioeconomic and racial composition of the neighborhood or area, and whether there will be direct or disparate impacts on the defined groups. Mitigation or avoidance actions can then be proposed to ameliorate any potential negative impacts.

***These demographic groups are:***

- **Black** - a person having origins in any of the black racial groups of Africa
- **Hispanic** - a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race
- **Asian** - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent
- **American Indian and Alaskan Native** - a person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition
- **Native Hawaiian or Other Pacific Islander** - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- **Low-Income** - a person whose household income (or in the case of a community or group, whose median household income) is at or below the U.S. Department of Health and Human Services poverty guidelines

The minority and low-income population are mapped by census tract based on whether they meet or exceed the regional average (the national guidelines from the Department of Health and Human Services are used for those in poverty). The majority of the maps created, thus far, for the analyses are based on the minority populations and low-income households for each tract (e.g., a census tract that meets or exceeds the regional average percentage of Hispanics or low-income households is considered to contain an EJ population).

**Congestion Management Process (CMP)**

The Congestion Management Process (CMP) and its related projects should not result in direct or disparate negative impacts on any racial, ethnic or socioeconomic group; this is also a requirement as the task is funded with federal dollars. In assessing the operational criteria for monitoring and evaluating the CMP network, criteria are based on area types as defined by land use characteristics with no regard to population or household characteristics. The distribution of the CMP corridors that comprise the network, are based on functionality as they relate to travel within and through the metropolitan area. As individual corridors are studied and potential strategies developed to mitigate congestion, evaluations will be needed to understand the impact of existing and future conditions on any minority and low-income populations, and provide appropriate recommendations to address any inequities.

**Technical & Data Services**

Translating the meaning of demographic, economic and transportation system performance data into useable formats that can be interpreted for many purposes is a major function at NIRCC. The Council

utilizes assorted collections and analyses of demographic and economic data from various sources, including the U.S. Census Bureau, STATS Indiana, American Community Survey and other sources. NIRCC maintains a considerable amount of data and operating characteristics on the regional transportation system. NIRCC also relies on a number of planning, economic development and research organizations for data and plans that include Land Use, Environmental Management, Employment Economic Indicators and other regional data and policy guidance.

## Consultant Contracts

NIRCC is responsible for selection, negotiation, and administration of its consultant contracts. The Council operates under Allen County contract procedures and all relevant federal and state laws. NIRCC verifies Title VI compliance by consultants (sub-recipients of Federal funds) in the contracting process. Signature of the terms of the contract is used to verify compliance on the part of the consultant. In addition, Title VI text is included in all NIRCC Requests for Proposals (RFPs). The current Contract Assurances are provided in Appendix E.

### **Disadvantaged Business Enterprise (DBE) Program**

It is NIRCC's policy to encourage all qualified businesses to actively participate in the procurement of all NIRCC sponsored contracts. NIRCC does not discriminate based on race, color, sex, national origin, age, military status or disability.

#### DBE Program Description

It is NIRCC's policy to ensure that disadvantaged (DBE) and small (SBE) businesses, as defined in Part 26, have an equal opportunity to receive and participate in USDOT-assisted contracts. It is also the NIRCC's policy to:

- Ensure nondiscrimination in the award and administration of USDOT-assisted contracts;
- Create a level playing field on which DBE/SBEs can compete fairly for USDOT assisted contracts;
- Ensure that the DBE Program is narrowly tailored in accordance with applicable law;
- Ensure that only firms that fully meet 49 CFR, Part 26 eligibility standards are permitted to participate as DBEs;
- Help remove barriers to the participation of DBE/SBEs in USDOT-assisted contracts; and
- Assist the development of firms that can compete successfully in the market place outside the DBE Program.

## Human Resources, Education and Training

### **Human Resources**

NIRCC utilizes the Allen County Human Resources Department for recruitment, testing and Employee Policies. NIRCC, in conjunction with Allen County, is an Equal Opportunity Employer (EOE). Accordingly, we promote equal opportunity in areas of recruitment, employment, training, development, transfer, and promotion. Our employment practices are without regard to race, color, religion, creed, gender, age, disability or medical condition, national origin, and veteran status, and all other categories protected by federal, state, and local anti-discrimination laws. The County of Allen maintains the position of Equal Employment Opportunity Officer to facilitate Equal Employment Opportunity.

### **Education and Training**

Minorities, women, veterans, individuals with a disability, and other individuals are protected by Title VI and federal and state anti-discrimination laws are provided with equal opportunity and fair treatment in all employment-related decisions, including opportunities for education and training.

#### **Operational Guidelines**

- In an effort to continuously improve the NIRCC's overall compliance posture, nondiscrimination training will be coordinated with INDOT, FTA and FHWA and made available to MPO staff on an ongoing basis to ensure up-to-date knowledge of Title VI and other nondiscrimination statutes.
- All MPO employees are encouraged to participate in professional development and training.
- All materials received by the agency on training and education opportunities are made available to all employees, which includes all information on federally funded training, such as courses provided by the National Highway Institute (NHI) and National Transit Institute (NTI). Under the category of education and training, Title VI responsibilities include:
  - Assisting in the distribution of information to NIRCC staff on training programs regarding Title VI and related statutes;
  - Ensure equal access to, and participation in, applicable courses for qualified NIRCC staff; and;
  - Track staff participation in Title VI and Environmental Justice courses.



### Complaint Process

The Northeastern Indiana Regional Coordinating Council has established the following complaint procedure and process that meets Title VI requirements.

#### Discrimination Policy

Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance. Presidential Executive Order 12898 addresses Environmental Justice in minority and low-income populations. Presidential Executive Order 13166 addresses providing equal access to services and benefits to those individuals with Limited English Proficiency (LEP). The rights of women, the elderly and the disabled are protected under related statutes. These Presidential Executive Orders and the related statutes fall under the umbrella of Title VI.

Title VI prohibits the following actions for recipients of federal assistance. Recipients (hereinafter sometimes referred to as Recipient, Recipients, Subrecipients or Subrecipient) of federal assistance (either directly or through contractual means), on the grounds of race, color, or national origin shall not:

1. Deny a person the chance to participate as a member of a planning or advisory body that is an integral part of the program.
2. Provide a service or benefit to an individual that is inferior (either in quantity or quality) to that provided to others in the program.
3. Provide an individual with a service or benefit in a manner different from others under the program.
4. Address an individual in a manner that denotes inferiority because of race, color, or national origin.
5. Subject an individual to segregation in any manner related to the receipt of services or benefits under the program.
6. Subject an individual to separate treatment in any manner related to receiving services or benefits under the program.
7. Restrict an individual in any way in the receipt of any advantage or privilege enjoyed by others under the program.
8. Require different standards or conditions as prerequisites for accepting an individual into a program.
9. Deny an individual any service or benefit provided under the program.
10. Use criteria or methods of administration which have the effect of subjecting individuals to discrimination or operate to defeat or substantially impair the accomplishment of the objectives of the program.
11. Permit discriminatory activity in a facility built in whole or in part with federal funds.
12. Fail to provide service or information in a language other than English when significant numbers of potential or actual beneficiaries are of limited English speaking ability.
13. Fail to advise the population eligible to be served or benefited by the program of the existence of the program.
14. Subject an individual to discriminatory employment practices under any federally funded program whose object is to provide employment.
15. Locate a facility in any way that would limit or impede access to a federally funded service or benefit.

#### Complaint Procedure

As a recipient of federal financial assistance, the Northeastern Indiana Regional Coordinating Council has in place the following Title VI complaint procedure.

**Submit complaint:** Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation, from the Northeastern Indiana Regional Coordinating Council's administration of federally funded programs, as prohibited by Title VI of the Civil Rights Act of 1964, as amended, and related statutes, may file a written complaint. Such complaint must be filed within 30 calendar days after the date the person believes the discrimination occurred.

**Submit written complaints to:**

Daniel S. Avery, Executive Director  
Northeastern Indiana Regional Coordinating Council  
200 East Berry Street, Suite 230  
Fort Wayne, IN 46802

- 1) Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination and shall include the following information:
  - Name, address, and phone number of the Complainant.
  - A written statement of the complaint, including the following details:
    - (a) Basis of complaint (i.e., race, color, national origin or language, disability, religion, familial status, or retaliation).
    - (b) The nature of the incident that led the complainant to feel discrimination was a factor.
    - (c) A detailed explanation of the alleged discriminatory act(s).
    - (d) The date or dates on which the alleged discriminatory event or events occurred.
    - (e) If applicable, name(s) of alleged discriminating official(s).
  - Other agencies (state, local or Federal) where the complaint is also being filed (optional).
  - Complainant's signature and date.
  
- 2) **Review and Response:** Upon receipt of the Complaint, the NIRCC Executive Director shall appoint one or more staff as review officers to evaluate and investigate the complaint. Upon completion of the review, the staff review officer(s) shall make a recommendation regarding the merit of the Complaint and whether remedial actions are available to provide redress. Additionally, the staff review officer(s) may recommend improvements to NIRCC's processes relative to Title VI and environmental justice, as appropriate.

The staff review officer(s) shall forward their recommendations to the NIRCC Board for concurrence. If the Board concurs, the Executive Director shall issue the NIRCC's written response to the Complainant. This response shall be issued no later than 30 calendar days after the date the Executive Director received the Complaint. If more time is required, the Executive Director shall notify the complainant of the estimated time-frame for completing the review.
  
- 3) **Appeal:** The Complainant may appeal the Executive Director's response to the Complaint by submitting a written appeal to the NIRCC Chair no later than 15 calendar days after receipt of the Executive Director's written response. A response to any appeals will be issued by the NIRCC Chair within 15 days of receipt.
  
- 4) **Submission of Complaint to the Indiana Department of Transportation:** If the Complainant is dissatisfied with the NIRCC's resolution of the Complaint, he or she may also submit a complaint to the Indiana Department of Transportation for investigation. In accordance with Chapter VII,

Title VI Discrimination Complaints, of Federal Transit Administration Circular 4702.1A, such a complaint must be submitted within 180 calendar days after the date of the alleged discrimination. Chapter IX of the FTA Circular 4702.1A, which outlines the complaint process to the Department of Transportation, may be obtained online at <http://www.fta.dot.gov/>.

These procedures do not deny the right of the complainant to file formal complaints with other state or Federal agencies or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

For more information, please contact Daniel Avery at 260-449-7309.

## **Current and Pending Complaints**

The Northeastern Indiana Regional Coordinating Council has not received any Title VI complaints.

## **Past Resolved Complaints**

The Northeastern Indiana Regional Coordinating Council has not received any Title VI complaints.

## Appendix B

### Public Meeting/Public Hearing Survey

As a recipient of federal funds, the Indiana Department of Transportation (INDOT) is requiring local and regional agencies to develop a procedure for gathering statistical data regarding participants and beneficiaries of its federal-aid highway programs and activities (23 CRF §200.9(b)(4)). The Northeastern Indiana Regional Coordinating Council is distributing this voluntary survey to fulfill that requirement to gather information about the populations affected by proposed projects.

You are not required to complete this survey. Submittal of this information is voluntary. This form is a public document that the Northeastern Indiana Regional Coordinating Council will use to monitor its programs and activities for compliance with Title VI and the Civil Rights Act of 1964, as amended and its related statutes and regulations.

If you have any questions regarding the Northeastern Indiana Regional Coordinating Council’s responsibilities under Title VI of the Civil Rights Act of 1964 or the Americans with Disabilities Act, please contact:

Daniel S. Avery, Executive Director  
 Northeastern Indiana Regional Coordinating Council  
 200 East Berry Street, Suite 230  
 Fort Wayne, IN 46802

You may return the survey by folding it and placing it on the registration table or by mailing or e-mailing it to the address above.

<b>Date (month, day, year)</b>		
<b>Project name</b>		
<b>Proposed project location</b>		
<b>Gender:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male	<b>Ethnicity:</b> <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	
<b>Race: (Check one or more)</b>		
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White	
<input type="checkbox"/> Black or African-American	<input type="checkbox"/> Multiracial	
<b>Age:</b> <input type="checkbox"/> 1-21 <input type="checkbox"/> 22-40	<b>Disability:</b> <input type="checkbox"/> yes	
<input type="checkbox"/> 41-65 <input type="checkbox"/> 65+	<input type="checkbox"/> no	
<b>Household Income:</b>		
<input type="checkbox"/> 0-\$12,000	<input type="checkbox"/> \$12,001-\$24,000	<input type="checkbox"/> \$24,001-\$36,000
<input type="checkbox"/> \$36,001-\$48,000	<input type="checkbox"/> \$48,001-\$60,000	<input type="checkbox"/> \$60,001+

**Northeastern Indiana Regional Coordinating  
Council**



**Participation Plan**

**July 2015**



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## **Introduction**

The Northeastern Indiana Regional Coordinating Council (NIRCC) is the agency designated by the Governor of the State of Indiana to perform general purpose planning on a regional basis for Adams, Allen, DeKalb, and Wells Counties. NIRCC functions not only as the regional development agency, but also as the Intergovernmental Review Agency for this multi-county area. In addition, NIRCC serves as the Metropolitan Planning Organization (MPO) for the Fort Wayne-New Haven-Allen County Urbanized Area.

The Northeastern Indiana Regional Coordinating Council as the Metropolitan Planning Organization is charged with performing comprehensive transportation planning in the Urbanized Area. Under the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) regulations, the metropolitan transportation planning process must occur in an atmosphere of public involvement and participation. The regulations state that each “MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, 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 objective of the Participation Plan is to provide a process that assures these reasonable opportunities are afforded to all interested parties. The metropolitan planning process administered by the Northeastern Indiana Regional Coordinating Council provides these opportunities for participation through a variety of activities and information sharing techniques. The participation process includes collaboration with numerous local, state and federal agencies. In addition, NIRCC will make specific efforts to coordinate with the participation processes of the Indiana Department of Transportation, Citilink, Airport Authority, Allen County, Fort Wayne, New Haven and other local public agencies. This document will discuss the participation opportunities.

## **Environmental Justice**

Environmental justice is a political and social concept that ensures all citizens receive fair and just treatment under the implementation of government policies. Environmental justice is in place to ensure that all citizens (regardless of ethnic background or socioeconomic standing), the environment, and the communities that we live in, are all treated with equal respect.

There are three functional principles to Environmental Justice with regards to transportation planning:

1. 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.
2. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.



3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

The transportation planning process administered by NIRCC adheres to the environmental justice principals. NIRCC does not practice the selection of project sites as to the affluence of the area or neighborhood of which they are located. The social and environmental impacts are also weighed against the project benefits at several phases in the transportation planning process, to ensure policies, benefits and project impacts are equitably applied. All projects are given equal consideration throughout the entire planning process.

Public input and participation is especially encouraged in the decision making process particularly by those persons traditionally underserved by existing transportation systems such as low-income, minority households and the elderly. The continuous interaction between these groups and transportation planning professionals is critical to the development of a transportation system that serves all needs within the community. The diversity of participants from various income, ethnic backgrounds, and age groups serves to strengthen the public participation process, the overall transportation planning process, and the neighborhoods and communities of the area.

The Northeastern Indiana Regional Coordinating Council is committed to developing the participation plan in consultation with all interested parties in the transportation planning process. This involves special outreach to minority groups and low-income citizens of the community. Through several minority and low-income community leaders and neighborhood representatives, NIRCC maintains a strong affiliation with these residents of the community. NIRCC will continue to make it a priority to maintain a strong affiliation with minority and low-income groups to ensure that their opinions are heard and are engaged in the transportation planning process.

The primary components of the participation plan include: open board and committee meetings; public and agency participation meetings; meetings with neighborhood representatives; transportation planning briefs; information assistance; visualization activities and techniques; posting of information and documents on the World Wide Web (internet); and media relations. Notices and agendas of the board and committee meetings are distributed to individuals, interested parties, and civic organizations representing minority and low income populations. Notices announcing public and agency meetings are mailed to neighborhood association representatives, interested parties, and civic groups representing minority and low income populations.

Transportation Planners meet with neighborhood groups and civic organizations on a regular basis. Planners will attend and present information at neighborhood, special interest or any other group as requested. The transportation planning briefs are distributed to elected and appointed officials, civic groups, and interested individuals of which some represent minority and low income populations. Information assistance and visualization activities are available to all citizens and groups. A NIRCC website (NIRCC.com) contains agency information and various documents

including the Transportation Plan and Transportation Improvement Program (TIP). Information on transportation planning activities and press releases are provided to all local media including minority oriented publications.

This report documents the participation process, which has formally become a component of the metropolitan transportation planning process. This process is based on NIRCC's lengthy history of citizen participation in their transportation planning efforts that extends to all interested parties and agencies.

### **Participation Plan Design and Review**

The remainder of this report details specific activities that encourage participation in, and provide information on, the transportation planning process. The Participation Plan update and review will include consultation with any and all interested parties. Five major activity areas performed specifically by NIRCC staff, where participation is afforded and encouraged, include Board and Committee meetings, Unified Planning Work Program activities, Citizen and Agency Meetings, Transportation Improvement Program Process, and the Long-Range Transportation Planning Process (Transportation Plan).

These activities intertwine and overlap forming a seamless participation process. Jointly, these activities involve all facets of the metropolitan transportation planning process. In addition, NIRCC and the Indiana Department of Transportation are committed to coordinate local and statewide public participation processes. This cooperation maximizes participation including local elected officials and enhances public consideration of transportation issues, plans, and programs without redundancy and duplicate efforts. NIRCC also partners with local governments, Citilink, Fort Wayne Airport Authority, Indiana Department of Transportation and other agencies on public participation activities. In addition to the specific participation activities performed by NIRCC, opportunities for participation on decisions that directly and indirectly affect the transportation system are afforded through related governmental entities and their respective boards, councils and commissions. The holistic cumulative participation activities performed by Counties, Cities, Towns, Citilink, INDOT, Airport Authority and NIRCC comprise the components of the participation process.

NIRCC has consistently engaged in public participation activities as part of the transportation planning process. In 1994 the process was formally documented and made available to the public and public officials for review and comment. A comment period preceded the adoption of the public participation process. The Public Participation Process was reviewed, evaluation and updated in 1996, 2001 and 2007. In addition, modifications have been made based on new opportunities to enhance participation. The participation process has been developed and refined in consultation with interested parties.

NIRCC staff in conjunction with the Urban Transportation Advisory Board have evaluated and discussed strategies to improve the process. These strategies have been incorporated into the Participation Plan including SAFETEA-LU regulations. As MAP-21 planning regulations and guidance regarding participation in the transportation planning process are issued, appropriate modifications will be reflected.

The SAFETEA-LU Regulations specifically require that the Participation Plan provide for the following:

1. Provide adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
2. Provide timely notice and reasonable access to information about transportation issues and processes;
3. Employ visualization techniques to describe metropolitan transportation plans;
4. Make public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;
5. Hold public meetings at convenient and accessible locations and times;
6. Demonstrate explicit consideration and response to public input received during the development of the metropolitan plan and the TIP;
7. Seek 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;
8. Provide 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 which interested parties could not reasonably have foreseen from the public involvement efforts;
9. Coordinate with the statewide transportation planning public involvement and consultation processes; and
10. Periodically review the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open process.

In developing the metropolitan transportation plan and TIP, NIRCC consults with other planning agencies that are affected by transportation (including state and local planned growth, economic development, environmental protection, airport operations, or freight movements) and coordinates its planning process (to the maximum extent practicable) with such planning activities. In addition,

the plans and TIPS are developed with due consideration of other related planning activities within the metropolitan area.

The Participation Plan was open for public comment period from February 13, 2015 to April 3, 2015. A public notice was published in local newspapers and the document was posted on the NIRCC website. Notices of the comment period on the draft document were provided to agencies and agency representatives identified in Appendix B. No significant comments were received as part of the public comment period. The Urban Transportation Advisory Board formally adopted the Participation Plan on April 7, 2015.

The Urban Transportation Advisory Board and staff periodically review and evaluate the Participation Plan. The review and evaluation determines whether the intended objectives of the public involvement process are being fulfilled. Necessary modifications will be implemented. Significant revision to the public participation process will not be adopted until a comment period has been completed.

## **Section I**

### **Background**

Section I covers two main areas including Organizational Structure and the History of Public Participation. The topic of Organizational Structure describes how NIRCC administers and implements the metropolitan transportation planning process. The History of Public Participation demonstrates the existing level of public and elected official involvement in the planning process, on which the participation process is built.

### **Organizational Structure**

The organizational structure is important for two primary reasons. SAFETEA-LU stipulates that the participation process must include citizens, public officials, affected public agencies, and representatives of transportation agency employees, private providers of transportation and other interested parties. Understanding the organizational structure and composition of the respective boards and committees makes it evident that public officials, affected agencies, private transportation providers and the representatives of transportation agency employees all participate in the transportation planning process. The second reason is that in order to understand the entire participation process, it is helpful to first understand the organizational structure, which supports the process.

The Metropolitan Planning Area (MPA) is commonly referred to as the Fort Wayne-New Haven-Allen County Metropolitan Planning Area (Figure 1). This area includes approximately 380 square miles within Allen County, and small areas of Huntington and Whitley Counties, representing a portion of the total NIRCC regional planning jurisdiction. The MPA encompasses the Cities of Fort Wayne and New Haven, the Towns of Grabill, Huntertown, and Leo-Cedarville and a sizeable portion of unincorporated areas of Allen County.

NIRCC was formed in 1974 and has been involved in transportation planning since its inception. NIRCC created several functional groups to assist and advise on transportation planning issues. These boards and committees are the Urban Transportation Advisory Board (UTAB), the Transportation Technical Committee (TTC), and the Transportation Planning Committee (TPC). The Urban Transportation Advisory Board (UTAB) is the transportation policy board developed under NIRCC's authority to administer the metropolitan transportation planning process. Figure 2 displays a flow chart of the organizational structure of NIRCC.

Metropolitan Planning Area Boundary

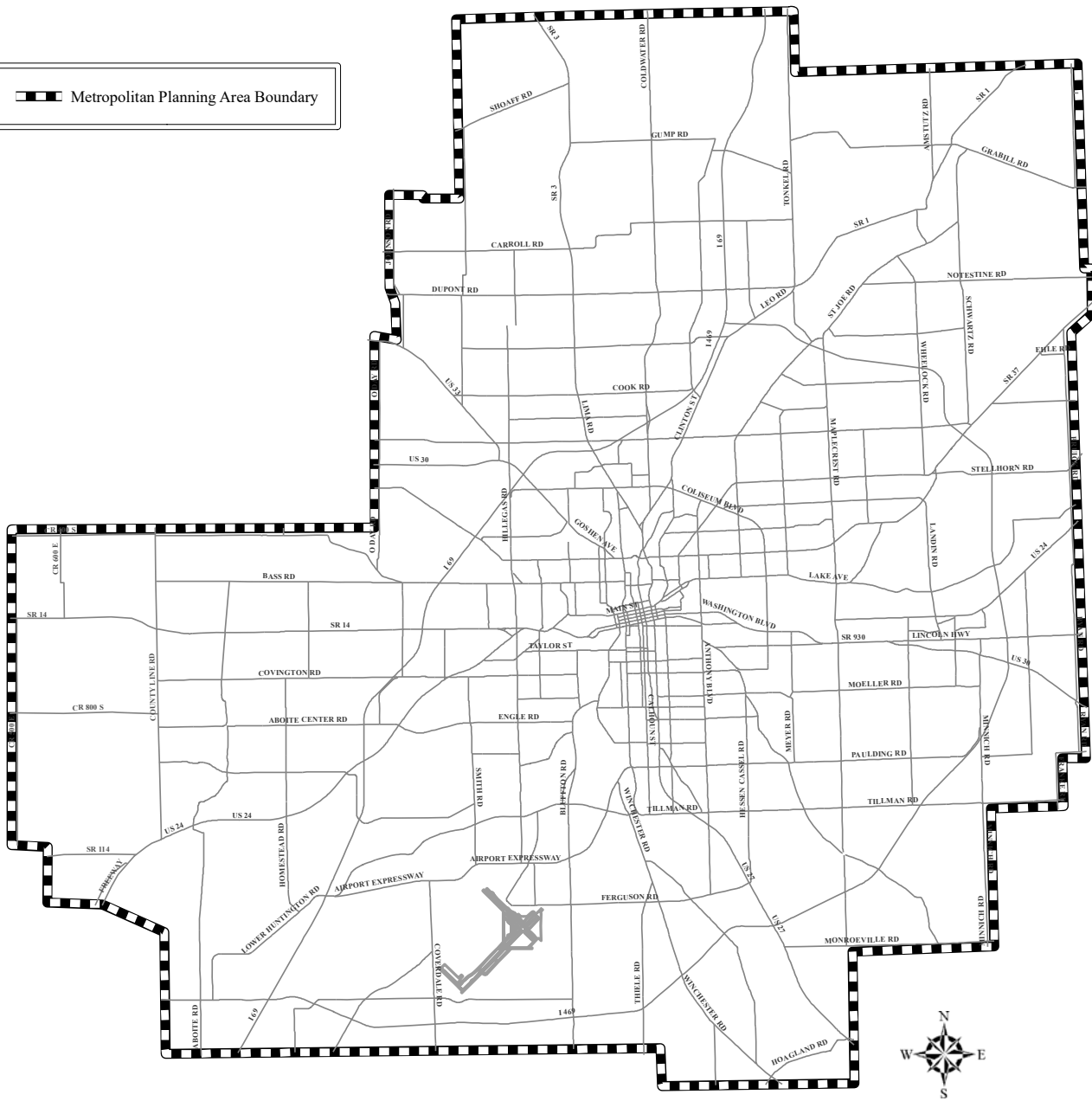
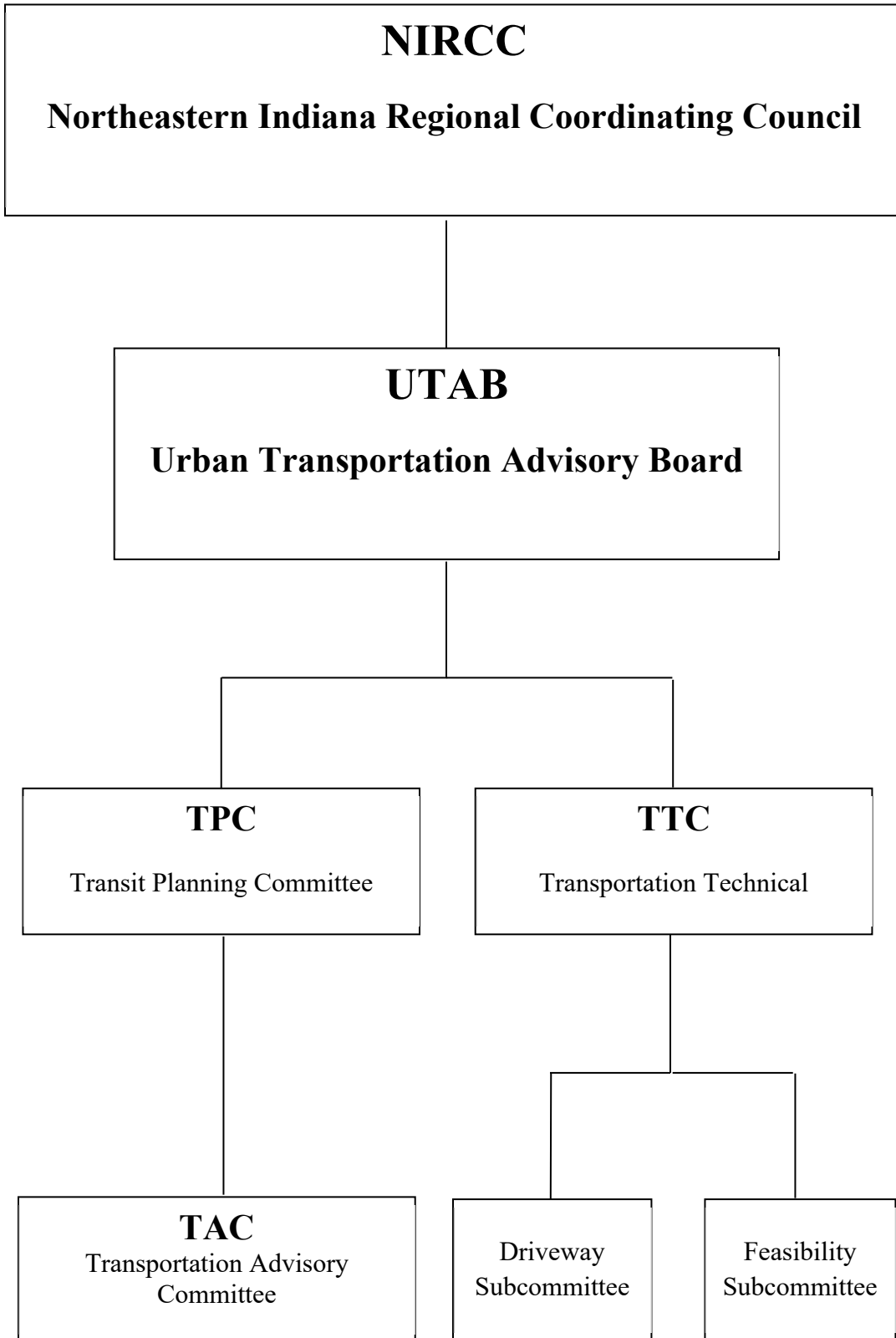


Figure 1. Metropolitan Planning Area

Figure 2. NIRCC Organizational Chart



Membership of these groups includes elected officials and representatives from Adams, Allen, DeKalb and Wells Counties; the Cities of Fort Wayne, New Haven, and other smaller communities; Fort Wayne-Allen County Airport Authority, Indiana Department of Transportation, and the Fort Wayne Public Transportation Corporation (CITILINK); and several additional agencies. Each board and committee is described below. Appendix A provides a membership listing of the Northeastern Indiana Regional Coordinating Council, Urban Transportation Advisory Board, Transportation Technical Committee and Transit Planning Committee.

### **The Urban Transportation Advisory Board (UTAB)**

UTAB was established by NIRCC to assist with policy matters related to transportation planning within the Metropolitan Planning Area. A major function of UTAB is to manage the metropolitan transportation planning process and provide guidance to NIRCC on matters concerning the Fort Wayne-New Haven-Allen County Metropolitan Planning Area and the impacts on the regional transportation system.

The membership of UTAB is composed of individuals from various local governments who are in positions of responsibility and able to make policy decisions. Duties and responsibilities of the Board include the following:

1. The Board acts in the advisory capacity to NIRCC for the planning of highways, roads and public transportation within the Metropolitan Planning Area.
2. The Board acts as the policy board for policy decision required under Title 23, Section 134, of the U.S. Code.
3. The Board, with technical support from the NIRCC staff, performs functions listed under Title 23, Section 134 of the U.S. Code as specified in the Unified Planning Work Program.
4. The Board is responsible for administering the continuous transportation planning process and utilizes the Transportation Technical Committee, Transit Planning Committee, and the NIRCC staff for technical support and analyses. The responsibility includes the coordination of programs of the separate units of local government, and also includes the supplying of necessary information regarding land use, population and economic development, needed to successfully complete the transportation work elements of the Unified Planning Work Program.
5. Working with the NIRCC staff, the Board is responsible for developing the transportation work elements of the Unified Planning Work Program.
6. The Board reviews and appoints members to the Transportation Technical Committee and the Transit Planning Committee.



7. The Board has the authority and responsibility to approve the use of Surface Transportation Program (STP) Funds and determine the implementation priority for the transportation improvement projects with the Metropolitan Planning Area.

### **The Transportation Technical Committee (TTC) and Transit Planning Committee (TPC)**

The Transportation Technical Committee and Transit Planning Committee serve as working advisory committees to the Urban Transportation Advisory Board. The Committees and staff of member organizations are the agents through which transportation planning information from local governments is channeled to the planning staff. The Transportation Technical Committee oversees the day-to-day coordination activities between local governments with primary regard to highways, roads and trails. The Transit Planning Committee oversees the day-to-day coordination activities between local governments with primary regard to public transportation and para-transit operations. Both communities work with other modes of transportation in relation to their respective areas. Similarly, there are occasions where these two committees work jointly on projects of mutual interest.

The membership of these committees (see Appendix A) is composed of local government staff members authorized to provide planning information, offer comment, and report on transportation related activities within their agency's jurisdiction. State and federal officials participate on these committees and may hold voting or non-voting memberships. Public and private transit groups also sit as members on these committees. Duties and responsibilities of the Transportation Technical Committee and Transit Planning Committee include the following:

1. The Committees are responsible for obtaining specific planning information and data from local governments and for working with staff to integrate this information into the planning process as specified in the transportation elements of the Unified Planning Work Program. This activity may include information as related to land use, terminal facilities, traffic control features, zoning ordinances, subdivision regulations, building codes, etc., and financial resources and others as necessary.
2. The Committees and their respective subcommittees address issues and provide recommendations regarding the Site-Plan and Driveway reviews, feasibility studies, project development, evaluation/prioritization processes, transit studies and other related duties.
3. The Committees and their respective subcommittees conduct coordination work activities regarding program implementation and project development within the Metropolitan Planning Area.

4. The Committees assist in the review of data and analyses performed in accordance with transportation planning activities and promote a continuous, cooperative and comprehensive process.

## **History of Public Participation**

The Northeastern Indiana Regional Coordinating Council through the Urban Transportation Advisory Board has established a long history of public official and citizen involvement in the transportation planning process. Since the early 1970s, the Unified Planning Work Program has included a section dealing solely with participation activities. Public meetings, meetings with civic groups, newsletters, news media outreach and website management are components of NIRCC's participation efforts. These activities will be discussed at greater length in the following section.

Boards and committees of the Northeastern Indiana Regional Coordinating Council and related groups hold regularly scheduled meetings. Notifications of these meetings are provided to all interested parties including news media. These meetings are open to the public and often receive media attention.

Participation meetings are held for specific milestones in the planning process, but all comments and questions are welcomed at any public meeting. Meeting notices are mailed out to news media, neighborhood representatives/groups, community leaders, interested agencies and other concerned citizens. A survey questionnaire and/or comment form is often included. This survey questionnaire may discuss topics that will be addressed at the upcoming meeting or designed to stimulate comments. The survey/comment forms are to help citizens get more involved in the transportation planning process. Interested parties can submit questions and comments at the meetings or by mail/email if they are unable to attend. Any concerned citizen, agency or interested party is also encouraged to contact the NIRCC office directly to voice suggestions, opinions or comments to staff. The questions and comments are documented and responses are prepared.

Prior to the ISTEA legislation passed in 1991, public meetings dealing with issues related to the Transportation System Management Program were held annually since the early 1980's. These meetings were held at various locations throughout the MPA and covered a wide range of transportation planning issues. These meetings provide direct participation and interaction in local and state transportation systems focusing primarily on highways and transit. Comments were recorded and staff, working with the Transportation Technical Committee and Transit Planning Committee, prepared responses. Simple problems were remedied quickly by the highway, traffic, or transit departments of the appropriate jurisdiction. Complex problems or issues were thoroughly analyzed to develop viable solutions and policies. The responses were prepared and provided those who attended the meetings.

The long-range transportation planning process administered by NIRCC also has a solid history of community participation. Public meetings have historically been held at strategic stages of plan development to provide opportunity for participation and discussion. In addition, staff attended numerous neighborhood and civic organization meetings making presentations and soliciting comments on policies and programs to improve the transportation system. This level of community participation over the years has contributed to solid, long-range transportation plans, accepted and supported by the community.

In addition to public meetings, NIRCC has always provided planning documents such as Transportation Plans, Transportation Improvement Programs and Transportation Systems Management Reports for public review. NIRCC has responded to significant written and oral comments on draft planning documents as part of the participation and interagency consultation processes. The documentation of the Transportation Plan is contained in two separate reports, a technical report and a brochure. The brochure provides a listing of transportation policies and improvement projects included in the Transportation Plan. Maps displaying project locations are also in the brochure. The brochures have been widely distributed within the region to all interested parties.

Open board and committee meetings, newsletters, brochures, agency sponsored public transportation meetings and presentation to civic and neighborhood groups have established a well-rounded public participation program. The future public participation process sponsored by NIRCC will not significantly change from the historical program. This Participation Plan documents the process and formally commits the council to extend these activities as part of the transportation planning process.

## **Section II**

### **Board and Committee Meetings**

The major NIRCC boards and committees involved in the transportation planning process include the Northeastern Indiana Regional Coordinating Council (NIRCC), Urban Transportation Advisory Board (UTAB), Transportation Technical Committee (TTC), and Transit Planning Committee (TPC). Elected officials, appointed public officials, consumers and transit labor representatives serve in different capacities on these boards and committees. The composition of these groups is provided in Appendix A. The official tasks charged to these groups are discussed in Section I.

The boards and committees hold regularly scheduled meetings. These generally occur on a monthly basis. Notices of the meeting time, date and place are provided to all interested parties including the news media and representatives of low-income and minority populations. The meeting schedule is posted on the NIRCC web site. All meetings are open to the public; minutes of these meetings as well as any presented reports are available for review through our offices. Requests for inclusion on the board and committee notification list can be made through the NIRCC office.

Board and Committee meetings conducted in this manner meet several primary objectives of a pro-active public involvement program with the transportation planning process. First, the membership of the Boards and Committees provides for direct participation in transportation planning by elected and appointed public officials. Secondly, open meetings provide all public officials and interested citizens the opportunity to observe and scrutinize the decision-making process. And thirdly, public involvement with these meetings and their respective contents (through minutes and reports) provides access to technical and policy information used in the development of plans and Transportation Improvement Programs.

In addition to the NIRCC Board and Committee meetings, there are numerous other board, commission, council and committee meetings associated with the local units of government within the Metropolitan Planning Area. These meetings are open to the public, often governed by elected officials, discuss transportation project development and implementation, and make decisions that directly and indirectly impact the transportation system. These meetings are also critical to the participation process as they afford additional opportunities to provide input and influence the decision-making process.

## **Section III**

### **Unified Planning Work Program**

The Unified Planning Work Program (UPWP) is prepared annually to provide a guide to the work which must be accomplished to achieve a Comprehensive Transportation Plan for the region. The UPWP also provides insight to other planning activities of the Council. This program outlines all work to be performed by the Council and includes the regional, state and federally funded transportation planning activities.

The UPWP provides an administrative and management tool that allows the Council to monitor its total work effort and assure that all necessary elements of the transportation planning process are being addressed. The program is not only designed to achieve the goals and objectives of the Council, but also to coordinate with the goals and objectives of federal, state and local agencies, and make maximum use of available resources.

All phases of planning from problem identification to actual program implementation require citizen input to ensure that the planning process accurately addresses the transportation needs of the area. Citizen involvement is sought from throughout the metropolitan planning area, and includes the diverse social and economic classes within it. In order to have a diversified and complete citizen involvement; participation from elderly, disabled and minority groups is actively solicited.

The UPWP includes specific work elements with the objective to maintaining a high level of citizen involvement in the transportation planning process. These elements require a considerable measure of cooperation, coordination, and work by the Council and the staff, elected officials of local, state, and federal governments, as well as the citizens and other interested parties within the community.

The UPWP identifies six major areas of responsibility where staff will perform specific duties aimed at promoting and encouraging citizen involvement. These areas under the citizen participation category include meetings, transportation planning briefs and annual report, information assistance, visualization activities, web site maintenance and news media. These activities, as described below, will continue to serve as one component of the public involvement process.

#### **Public Meetings\Hearings**

The staff meets with various civic and service related citizen groups as well as the public at-large to gain further knowledge of specific transportation problems. By utilizing existing citizen and neighborhood organizations, high levels of continued public participation can be sustained among the community residents, local officials, governmental agencies, and the Council. Interaction with citizens is vital in keeping government responsive to the needs and desires of the community. It

further enhances the ability of citizens to make suggestions regarding projects and aid in the initiation of projects.

Citizen participation meetings are held with neighborhood groups, community based organizations and civic groups as requested. Transportation information presented and discussed at these meetings may be either specific or general in nature, depending on the audience's preference. Staff will continue to meet with citizen groups and present information on transportation planning activities.

The NIRCC staff will also attend meetings of neighborhood representatives sponsored by the Cities of Fort Wayne and New Haven, and Allen County. The City of Fort Wayne sponsors Area Partnerships meetings. The City of New Haven sponsors meetings of their neighborhood association presidents and Allen County sponsors the Allen County Home Owners Association meetings. NIRCC will request the opportunity to present transportation planning information and to solicit input to the transportation plans and projects at these meetings.

In addition, the Council conducts general public participation meetings and open houses throughout the year. The number of meetings conducted each year may vary depending on specific projects and issues under consideration. Notices of these meetings are provided to neighborhood representatives and all other interested parties. One meeting will always be held each spring to coincide with the development of the Transportation Improvement Program. Public meetings will also be conducted prior to determining conformity on Transportation Improvement Programs and Transportation Plans. Special public participation meetings will be held during the development of long range transportation plans. These meetings will be discussed more thoroughly in Section IV and VI respectively.

Staff routinely attends meetings and public hearings to listen to public comment and provide information on planning support for highway and transit projects. Informative meetings and public hearings are often held at various stages of project implementation. The Public Hearings are usually specific to a highway project or transit program modification. The hearings are important components of the planning and participation process, providing information on the project scope and a forum for comment. Staff support and attend these meetings as part of the project team, which will also include representatives of the implementing agency, state officials, and consultants. Likewise, feedback through public comment is valuable information for the staff and planning committees. Staff will continue to support and attend informative meetings and public hearings.

### **Transportation Planning Briefs and Annual Report**

In an attempt to reach the greatest number of people and groups, transportation planning briefs provide an economical alternative to meetings. The briefs are sent to interested individuals and groups as well as to the local news media, governmental agencies, and elected officials. The annual report highlights the planning activities and provides information on the various studies conducted

to support the transportation planning process. The planning briefs and annual report are posted on the NIRCC web site.

The staff generally prepares informational briefs twice a year. The briefs are distributed to Council members, local elected officials, state and federal legislators, local news media, governmental agencies, civic groups and interested citizens. In addition, the Council publishes an annual report summarizing the progress that has been made in transportation planning and project implementation. Copies of the annual report are distributed to board members, state and federal agencies and made available to the general public.

### **Information Assistance**

The staff will continue to respond to requests for information pertaining to Council activities and programs from interested citizens and groups. Assistance will be provided to interested individuals and groups upon request. From previous experience, requests include information concerning transportation improvement projects, Fort Wayne and Allen County air quality problems and transportation planning activities conducted by the Council. Local residents and businesses request traffic data and transportation planning information through correspondence, visits to the office, and telephone conversations. The staff responds to these requests with the most accurate and timely information available.

### **Visualization Activities**

The Council prepares visual aid presentations for civic and community groups as an educational tool to heighten public interest in the Council's transportation planning activities. Visualization techniques are developed and/or revised in-house as needed, or located from other sources to be shown to interested local groups, civic organizations, and schools regarding different facets of the Council's work activities. These materials aid in the understanding and awareness of the Council's transportation activities.

### **Web Site-Access to World Wide Web**

The NIRCC web site provides information on the transportation planning process and activities. The Transportation Plan, Transportation Improvement Program and other planning documents are posted on the site and available for viewing. NIRCC will continue to provide current information on the transportation planning activities. Staff will evaluate available data and information for inclusion on the web site. Options will continue to be explored to provide maps and GIS related information for public consumption. Staff will post and maintain transportation planning information on the web site. The information available on the site will improve public access to the transportation planning process and related documents.

### **News Media Involvement**

The news media is continually informed of Council activities through the distribution of background information or press releases, and through media interviews on television, radio, and in newspapers. Background information and press releases are prepared and distributed to the media regarding planning work activities. In addition, the staff will remain open to the news media

through interviews and other forms of active participation. This process will continue as a means to inform the public through the assistance of the news media.

### **Summary of UPWP**

The goal of the UPWP activities is to promote citizen participation, to ensure that the needs and desires of the community and affected agencies are recognized and utilized as input into the planning process. The objective is to increase citizen interaction and participation within the region. Interaction among the community-at-large, local officials, governmental agencies, representatives of low-income and minority populations, and NIRCC happens through meetings with civic and neighborhood groups, visual presentations, information on the World Wide Web, transportation planning briefs, annual reports, information supplied to the news media, and through information provided to interested citizens or groups.

Through these efforts, the staff provides technical and other supportive assistance necessary for community meetings. The purpose of this process is: to inform citizens, elected officials and interested parties about the planning activities of the Council and staff; to distribute and collect information; and to obtain public input regarding the Council's transportation related programs. These meetings are held at various locations throughout the area with local organizations and minority groups. Staff also prepares transportation planning briefs and provides information assistance to citizens; organizations and minority groups; informs the media of work activities; and prepares visual presentations in a continuing effort to provide accurate information to the entire area. The result of the citizen participation effort is to increase citizen involvement in, and interaction with public officials and others who affect local and area wide decision-making in the transportation planning process.



## **Section IV**

### **Public Meetings**

Meetings with area residents and interested parties follow several different formats. General public participation meetings are held each year in conjunction with the development of the Transportation Improvement Program. These meetings cover all issues, including local and state activities involved with the transportation planning process, and generally follow an “open house” type format. When the Transportation Plan is updated, the annual meetings include information on the Draft Plan and Air Quality Conformity if applicable. Public information meetings and public hearings are a third type of participation meeting that provide information on a specific transportation project or program. These include informal public information meetings and more formal public hearings. An opportunity for a public hearing is afforded to the public on every major federal-aid project.

Public participation meetings are held at various times throughout the year as needed. One meeting is held in the spring to obtain public input and comment on the development of the Transportation Improvement Program and corresponding Air Quality Conformity Determination issues when applicable. The meetings are designed to meet the public notice, public review and comment on the the program-of-projects notice requirements of the Federal Transportation Administration Urbanized Area Formula Program for the Fort Wayne Public Transportation Corporation/Citilink.

These meetings allow staff and citizens to share ideas and exchange information concerning transportation issues. Topics covered at these meetings may include: long range transportation plans; management system programs; Transportation Improvement Program (TIP); transit services; pedestrian and bicycle facilities; transportation funding and financial resource management; MPO activities and studies; air quality issues; specific improvement projects and other related topics. Citizen concerns are documented and presented to the applicable agencies, committees and the Urban Transportation Advisory Board. 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 or the interagency consultation process, a summary, analysis, and report on the disposition of the comments shall be made as part of the final Transportation Plan and TIP.

Notice of the annual meeting is done through a direct mailing to all neighborhood associations in the MPA, representatives of civic organizations, and other interested persons. Neighborhood and civic organizations representing minority and low income populations are included in these mailings. Other interested parties including affected public agencies, representatives of public transportation employees, freight shippers and providers of freight transportation services, private transportation providers, representatives of public transportation, bicycle and pedestrian groups, and representatives of disabled persons are also notified of the public meetings. Press releases are distributed to the media, and media coverage of these meetings has traditionally provided

additional notification of meeting times and locations. Citizens unable to attend the meetings are encouraged to telephone, mail, e-mail, or fax their comments and concerns to our office.

At other times throughout the year, meetings are held to discuss specific projects or transportation planning issues and provide information to the public. At all public meetings, participants have the opportunity to ask questions, exchange ideas, and share information with staff members. If a response to a question or concern cannot be provided at the meeting, staff will research the issue and through TTC or TPC assistance, a response will be provided. All comments will be documented as a part of the citizen involvement process.

NIRCC sponsors additional public participation meetings during the development of the Transportation Plan. These meetings focus on selected areas of plan development. The Transportation Plan meetings are scheduled at strategic times coinciding with the appropriate phase as the transportation plan develops. These meetings cover local and state issues important to the Metropolitan Planning Area. All interested parties and affected agencies are welcome to attend. Notices are sent to interested parties. Further discussion of these meetings is provided in Section VI.

NIRCC also conducts special outreach efforts during the development of the transportation plan. This effort includes presentations at the Neighborhood Presidents Meeting and Area Partnership Meetings. These meetings are with local community leaders from all areas within the metropolitan area, including areas with minority and low-income populations. Additional meetings are offered to individual neighborhoods, business groups, civic organizations, chambers of commerce, and agencies and advocates for disabled, minority and low-income populations.

Citizen participation meetings have worked extremely well as a forum for exchanging ideas and information amongst stakeholders, area residents and staff. Citizens and stakeholders are also encouraged to attend meetings of the Northeastern Indiana Regional Coordinating Council, Urban Transportation Advisory Board, and related subcommittees. As previously mentioned, these meetings are held regularly at pre-designated times and places and are announced through the local media and posted in our office. The public participation process provides citizens access to the planning process, affording them the opportunity to participate in transportation planning and decision-making activities.

In addition to the public meetings sponsored by NIRCC, there are numerous opportunities for public involvement in planning and project development activities throughout the region. Counties, Cities, Towns, Citilink, INDOT and NIRCC perform public involvement activities in accordance with their individual policies and governing laws, rules and regulations. Each Local Public Agency, Citilink, INDOT and NIRCC have slightly different public involvement processes and procedures, however, there are common practices and inter-agency collaboration on program and project specific public participation activities. The Indiana Department of Transportation has developed a guidance document for state and local projects receiving federal funds. This guidance is provided in Appendix C. NIRCC sponsored public involvement activities regarding the

transportation planning process are inclusive of all regionally significant transportation programs and projects, regardless of their sponsorship.

The holistic combination of all planning related public involvement activities performed by Counties, Cities, Towns, Citilink, INDOT and NIRCC are valid components of the participation process. These activities include many opportunities for public engagement that have both direct and indirect policy implications on planning issues, and more specifically transportation planning activities. Examples of these activities are listed below.

Public Information Meetings	Public Notices
City Council Meetings	Information Dissemination
Town Council Meetings	County Council Meetings
Plan Commission Meetings	Board of Zoning Appeals Meetings
Commissioner Meetings	Neighborhood Meetings
Open Houses	Board Meetings
Group Presentations	Public Hearings
Annual Reports	Websites
Social Media	Project Specific Websites/Pages
Newsletters	Press Releases
Committee Meetings	Listening Sessions
Published Reports	Community Workshops

As metropolitan transportation planning is a process, so is public involvement and participation. As such, the process should afford multiple opportunities for input, and interested citizens and agencies must participate at various levels for effective interaction that lends to appropriate transportation decisions, in the best interests of the community. Participation at all levels of the planning process are important, since many decisions made outside the metropolitan transportation planning process have substantial impacts on the transportation system, influence transportation policy, and limit transportation options.

These meetings of local public agencies, Citilink and INDOT can include discussions on funding, service levels, new developments and re-development activities. Virtually all of these meetings are open to the public and encourage public participation. Plan Commission Meetings, Rezoning Hearings, Redevelopment Commission Meetings, City Council Meetings and Public Board of Works Meetings are just a few examples of meetings where decisions are made that impact the transportation system.

## **Section V**

### **Transportation Improvement Program**

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) have required a Transportation Improvement Program (TIP) since 1977 from urbanized areas that have a population exceeding 50,000 people. The preparation and submission of a TIP is necessary in order to obtain federal assistance for transportation projects within the metropolitan planning area. The regulations define the TIP as a staged multi-year program of federally assisted transportation projects. The Northeast Indiana Regional coordinating council (NIRCC) has determined a four-year program, updated in coordination with the Indiana Department of Transportation Statewide Transportation Improvement Program (STIP), will serve the transportation needs of the Fort Wayne-New Haven-Allen County Metropolitan Planning Area. NIRCC and INDOT will coordinate and collaborate on the development of the TIP and STIP, including public participation activities.

The TIP includes roadway, transit and bicycle/pedestrian projects selected from the Management Systems and Transportation Plan. The TIP includes projects from Local Public Agencies, Indiana Department of Transportation and Fort Wayne Public Transportation Corporation (CITILINK). The TIP has historically been updated annually, however beginning in Fiscal Year 2015 the TIP will sync with the STIP. The TIP will be developed under the direction of the Urban Transportation Advisory Board. The implementing agencies with jurisdiction in the metropolitan planning area have participated on UTAB and NIRCC for many years. This includes the Indiana Department of Transportation; Citilink as the only public transit operator in the urban area; and the Fort Wayne-Allen County Airport Authority. The TIP has served the local officials of the Fort Wayne urbanized area as a transportation capital improvement program for federally assisted projects.

The primary concern for this process is to ensure that interested parties can participate in the process with a reasonable opportunity to comment before the TIP is adopted. The process is initiated through a high level of direct public involvement in the Management Systems and the Transportation Plan. The Management Systems and Transportation Plan are key areas where projects are selected for inclusion in the TIP. Therefore, projects and policies selected for inclusion in the TIP should be familiar to local residents and interested parties. In addition, specific steps to inform the public and interested parties of the development and content of the TIP are described below.

The public involvement process with the TIP includes several mechanisms to fulfill this objective. These include: open board and committee meetings; citizen and agency meetings; newsletters and annual reports; release of information to the news media; posting of the TIP on the NIRCC web site; and publication of the adopted TIP document.

The Northeastern Indiana Regional Coordinating Council and the Urban Transportation Advisory Board hold regularly scheduled monthly meetings. The preparation of the TIP including project

selection is primarily conducted at UTAB meetings. The UTAB meetings are scheduled for the entire calendar year and are generally on the first Tuesday of each month. The NIRCC meetings are scheduled “as needed” at least two weeks in advance. The meetings of both NIRCC and UTAB are all open to the public. Meeting notices, agendas, and minutes are sent to all interested parties including: citizens; affected public agencies; representatives of transportation agency employees; organizations representing minority and low income populations; and private providers of transportation services.

Citizen meetings are sponsored by the Council to gain public input to the transportation planning process. These meetings are informal, allowing citizens to ask questions, provide ideas, and discuss all aspects of local plans, programs, and funding for both transit and highway projects. In addition, presentations to organizations and neighborhood associations are used to supplement the citizen participation program through the exchange of information. These sessions include discussion of transit and highway improvements, and afford these groups the opportunity to comment on transportation plans and programs of the Council.

The general citizen involvement meeting held in the spring of each year will have a special emphasis on presenting and discussing the TIP. During years involving TIP updates, the meeting will be held prior to TIP adoption to allow opportunity for public comment. In addition, when Air Quality Conformity and analyses are required, information on the conformity process and analyses will be available for public review and comment in commensurate with the citizen involvement meetings and comment period. A Draft TIP will also be posted on the NIRCC website for review during the comment period. Comments regarding the TIP are presented to the Urban Transportation Advisory Board. When significant oral or written comments are received, a summary, analysis, and report on the disposition of comments will be documented in the Final Transportation Improvement Program. As part of the TIP process, an annual list of federally obligated transportation projects is published and posted on the NIRCC web site.

The Council prepares and distributes to the public annual reports and newsletters. These publications contain information on a wide range of transportation planning issues. Special sections in these publications describe the Transportation Improvement Program, display maps of project locations, and list highway and transit projects.

The meeting schedules and agendas are routinely sent to the news media one week to ten days prior to each meeting. Discussion of agenda items are often conducted with the media to help them understand specifically what UTAB intends to review and approve. Special requests are made to the news media to print highway and transit projects as proposed for inclusion in the TIP. This process has been well received and the news media has provided a valuable service to the transportation planning process through its coverage of transportation planning issues. In addition, the results of board action are also covered by the news media.

NIRCC consults with agencies and officials responsible for other planning within the Metropolitan Planning Area as part of the transportation planning program. The TIP is developed with

consideration of other planning activities within, and outside the Metropolitan Planning Area. This consideration includes review and comparisons with planning documents developed by other agencies. The Public Transportation operator is directly involved in the development of the TIP. NIRCC will notify affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, pedestrian walkways, bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan planning process when development of the TIP is initiated.

Finally, upon completion and adoption, the TIP is published as a document and made available for review in the NIRCC office and in an electronic format on the NIRCC website. The TIP contains highway, transit, bicycle and pedestrian projects for both local and state governments within the Metropolitan Planning Area. The TIP includes responses to comments and concerns received through the participation process.

It is also important to remember that participation and public input does not terminate at the Transportation Improvement Program phase of project development. Project development affords additional opportunities for input on final project scope, design, scheduling, traffic maintenance and many other aspects of project construction and/or implementation. Local Public Entities, Citilink and INDOT sponsor board meetings, public information meetings, public hearings and other opportunities to discuss project and program development. Many communities also have capital improvement plans that contain information of projects, and typically before funds can be committed to major projects, several boards and councils must approve the expenditures. Local agencies often hold public information meetings with affected residents and businesses prior to, and during project construction. Environmental assessments and studies also may include formal public hearings during the design and project development phase. These meetings and associated discussions provide additional forums for public participation.

## **Section VI**

### **Long-Range Transportation Plan**

The Northeastern Indiana Regional Coordinating Council is responsible for developing a Transportation Plan that meets existing and future travel needs of the Fort Wayne-New Haven-Allen County Metropolitan Planning Area. The development of the plan involves a variety of governmental agencies plus considerable public participation. The factors and events that lead to the selection of a plan include public participation as a critical component in the decision-making process. Public officials and local citizens have historically provided valuable and the comprehensive input throughout the development of the transportation plans and updates.

Presentations are made to the Urban Transportation Advisory Board and related committees to inform, stimulate participation, and obtain policy guidance at all stages of plan development. These meetings are open to the public and information presented at these meetings is also available to any interested party. Citizen and agency participation meetings are also conducted to inform area residents of the planning process and status of the plan development.

For over thirty years the Council has actively encouraged participation in the development of the Transportation Plan. When preparing a plan, the Council routinely holds public meetings at several stages of plan development. The purpose of these meetings is to encourage interested parties to participate and provide input throughout the plan development. Since the first Transportation Plan developed in the early 1980's, all Plans have encouraged citizen and public official participation.

NIRCC sponsors special public participation meetings and conducts outreach efforts during the development of the Transportation Plan. The Region wide meetings focus on selected areas of plan development and are scheduled at strategic times coinciding with these phases. These meetings cover local and state issues important to the Metropolitan Planning Area. All interested parties and affected agencies are welcome to attend. Meeting notices are sent to interested parties.

NIRCC engages special outreach efforts through the Neighborhood Presidents and Area Partnership Meetings. These meetings include participation of local community leaders from all areas within the metropolitan area, including areas with minority and low-income populations. Additional meetings are offered to individual neighborhoods, business groups, civic organizations, chambers of commerce, and agencies and advocates for disabled, minority and low-income populations.

Citizen and agency meetings provide the opportunity for discussing and exchanging ideas concerning the future transportation system. Questions and comments are abundant at these meetings. Valuable information is shared and the quality of the plans has been significantly enhanced through the community involvement activities. The citizen input meetings are generally held at various locations throughout the Metropolitan Planning Area during different phases of plan development.

When a Transportation Plan is under development, the general citizen involvement meeting held in the spring of each year will have a special emphasis on the Transportation Plan, in conjunction with the TIP. The meeting will be held prior to Plan adoption to allow opportunity for public comment. In addition, when Air Quality Conformity and analyses are required, information on the conformity process and analyses will be available for public review and comment. A Draft Transportation Plan will also be posted on the NIRCC website for review during the comment period. Comments regarding the Plan are presented to the Urban Transportation Advisory Board. When significant oral or written comments are received, a summary, analysis, and report on the disposition of comments will be documented in the Final Transportation Plan.

In addition to the meetings, citizens and agencies can submit comments at any time during the development of the Transportation Plan. When significant written and oral comments are received as a result of the meetings, participation process or interagency consultation process, a summary, analysis, and report on the disposition of the comments is made as part of the final metropolitan plan.

Numerous other efforts are made to inform and involve the public in developing the transportation plans and updates. When requested, staff makes numerous special presentations to neighborhood and civic groups. Citizens are also encouraged to visit our offices, mail in comments, or contact us by telephone to discuss plan development and provide suggestions. In addition, the development of the Transportation Plan has traditionally received extensive coverage by the local news media.

The finalization of a transportation plan or update has always resulted in the publication of various reports and brochures. The reports document the technical aspects of the plan including the planning process and resulting adopted policies and projects. The brochure highlights the transportation plan's policies and projects, including maps that identify project locations. These documents are always made available to all interested parties and are widely distributed.

As part of the public involvement process, NIRCC will continue to follow this format. The board and committee meetings where discussions of transportation policies take place are open to the public and all materials presented are available for public review. This provides public access to the sessions where key decisions occur and the information provided to support such decisions. In addition, through the composition of the boards and committees, public officials and interested public and private agency involvement is inherently built into the structure. Interested parties can request consultation sessions at any time throughout the plan development.

Citizen and public official involvement meetings are conducted at strategic points throughout the development of transportation plans. The meetings are held at various accessible locations (i.e. schools, libraries, public buildings, etc.) within the Metropolitan Planning Area. Notification of the meeting dates and times are provided through mailings to neighborhood association representatives, public officials, and press releases to the news media. Neighborhood and civic organizations representing minority and low income populations also receive invitations to these



meetings. Staff makes special presentations to any community, neighborhood, or civic group as requested.

NIRCC consults with agencies and officials responsible for other planning activities within the Metropolitan Planning Area, as appropriate in the development of Transportation Plans. The consultation process includes agency meetings and comparisons with planning documents developed by such agencies including plans, maps and inventories. The public transportation operator is directly involved in the development of the Transportation Plan.

The development of the Transportation Plan must include a discussion of types of potential environmental mitigation activities for the policy and/or strategic levels that are developed in consultation with state and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation concerning the development of the transportation plan. The consultation shall involve, as appropriate, comparison of transportation plans with State conservation plans or maps, if available, or comparison of transportation plans to inventories of natural or historic resources, if available. NIRCC will consult with Federal and State land management, wildlife and regulatory agencies for the purpose of defining potential environmental mitigation strategies. A list of contacts is provided in Appendix B of this plan.

As a Transportation Plan develops, information is available through the NIRCC office to all interested parties and special efforts are taken to inform the news media. Upon completion, the transportation plan including the planning process is documented in two separate report formats. A technical report is available to board members and selected parties detailing the development process and technical aspects of the plan. In addition, a brochure is prepared highlighting the Transportation Plan, its projects and policies. This brochure is widely distributed to all interested parties. All reports and materials resulting from the Transportation Plan development process are made available to the public and are posted on the NIRCC web site.

## **Section VII**

### **Summary**

The content of this document represents the participation process implemented by Northeastern Indiana Regional Coordinating Council for the metropolitan transportation planning process. This process addresses the entire scope of the metropolitan planning process including the development of the Transportation Plan and the Transportation Improvement Program (TIP). This process is developed in good faith and designed to meet or exceed all Federal rules and regulations. This process is in no way exclusionary, the intent is to maintain an atmosphere of public and agency participation through an open and inclusive process, where all interested parties are encouraged and allowed to participate. The Northeastern Indiana Regional Coordinating Council is committed to administering a transportation planning process where public involvement is encouraged at all levels. The citizen participation process sponsored by the Council for over twenty-five years will continue as a vital component of transportation planning. NIRCC will continue to investigate and implement new strategies which encourage public involvement to ensure our transportation planning activities are community oriented.

The periodic review and evaluation of the public involvement process will determine whether the intended objectives of the public involvement process are being fulfilled. Necessary modifications will be implemented. Significant revisions to the public involvement process will not be adopted until a public comment period has been completed.

**Appendix A – *Participation Plan***

## Northeastern Indiana Regional Coordinating Council Membership

### Adams County Representative

Mayor, City of Decatur  
Adams County Commissioner  
Adams County Council Member

### Allen County Representatives

Mayor, City of Fort Wayne  
Allen County Commissioner <sup>1</sup>  
Allen County Commissioner <sup>1</sup>  
Allen County Commissioner <sup>1</sup>  
Allen County Council Member

### DeKalb County Representative

Mayor, City of Auburn  
DeKalb County Commissioner  
DeKalb County Council Member

### Wells County Representatives

Mayor, City of Bluffton  
Wells County Commissioner  
Wells County Council Member

### Additional Representatives

Appointment by Governor of Indiana

<sup>1</sup>Allen County Commissioners have three appointed representatives

## **Urban Transportation Advisory Board Membership**

Allen County Fort Wayne Airport Authority Representative

Allen County Commissioner

Allen County Council Member

Allen County Highway Director

Allen County Plan Commission Member

Federal Highway Administration Representatives<sup>1</sup>

Fort Wayne Board of Public Works Director

Fort Wayne City Engineer

Fort Wayne, Mayoral Representative

Fort Wayne Plan Commission Member

Fort Wayne Public Transportation Corporation General Manager

Indiana Department of Transportation – Fort Wayne District Manager

Indiana Department of Transportation Urban and MPO Section Representative<sup>1</sup>

New Haven, Mayor

<sup>1</sup> non-voting member

## **Transportation Technical Committee Membership**

Allen County Highway Representative – Traffic Engineering

Allen County Highway – Right of Way Engineering

Allen County Planning Representative

Federal Highway Administration<sup>1</sup>

Fort Wayne Community Development and Planning Representative

Fort Wayne Street Engineering Representative

Fort Wayne Traffic Engineering Representative

Indiana Department of Transportation – Traffic Engineering District Office

Indiana Department of Transportation Urban and MPO Section Representative<sup>1</sup>

New Haven City Engineer

<sup>1</sup>non-voting member

## **Transit Planning Committee Membership**

Allen County Plan Commission Staff Representative

Community Transportation Network Representative

Consumer-Citilink Access

Consumer-Human Service Paratransit

Fort Wayne Community Development and Planning Staff Representative

Fort Wayne Public Transportation Corporation (Citilink)

Human Service Paratransit Provider Representatives (2)

Local 682 – Amalgamated Transit Union Representative

New Haven Plan Commission Representative

Private Paratransit Provider Representative

Private Taxi Provider Representative

Indiana Department of Transportation Transit Section Representative<sup>1</sup>

<sup>1</sup>non-voting member

**Appendix B – *Participation Plan***



Agencies contacted as part of the Participation Plan review.

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**Appendix C – Participation Plan**

**INDIANA DEPARTMENT OF  
TRANSPORTATION OFFICE OF PUBLIC  
INVOLVEMENT**

**DRAFT PUBLIC INVOLVEMENT PLAN  
TEMPLATE  
JANUARY 2011**

**GUIDANCE DOCUMENT FOR STATE  
AND LPA PROJECTS RECEIVING  
FEDERAL AID AS PART OF THE  
FUNDING MECHANISM 2**

# SAMPLE PUBLIC INVOLVEMENT PLAN

See INDOT Public Involvement Procedures at: <http://www.in.gov/indot/2354.htm>

This Public Involvement Plan has been developed for the \_\_\_\_\_. (Name of the Road or segment) is a (insert a description and project location). It provides connectivity between the \_\_\_\_\_ terminus at \_\_\_\_\_ and the \_\_\_\_\_ terminus at \_\_\_\_\_. The project corridor is \_\_\_\_\_.

The project corridor contains \_\_\_\_\_. It is anticipated that the entire length of the project along \_\_\_\_\_ would involve a rehabilitation of the pavement, curbs and gutters and sidewalks or a multi-use trail OR (insert specific project description and features). A new storm sewer system will likely be included. The existing \_\_\_\_\_ degree curves will likely require some realignment. The project development began in the \_\_\_\_\_ of (year) and construction is currently scheduled for (year).

City/County/Municipality/Transportation Agency of \_\_\_\_\_ residents play an important role in shaping the transportation decisions that will affect their community. They rely on the transportation system to move around the community and through the state for work and leisure activities. Residents rely on this facility to reach their destinations and return safely home. Businesses rely on this facility to move products and materials. In addition to their reliance on the facility to meet transportation needs, all of these users have a stake in transportation decisions because they are taxpayers, stakeholders, and are users of the facility proposed to be improved.

As the City/County/Municipality/ Transportation Agency makes decisions on transportation improvement projects, it must integrate:

- Input from the public,
- Input from other local governmental agencies,
- Input from resource agencies (federal and state agencies which have responsibility for environmental resources, such as water resources, historic resources, air quality, and endangered species), and,
- The City's/ County's or Municipality's own assessment of transportation needs, cost, funding availability and engineering constraints.

The City/County/Municipality of \_\_\_\_\_ recognizes that a key component in the success of any transportation project depends on many factors, none of which are more essential than the involvement of its community members. It also understands the importance of involving the public in information exchange when providing transportation facilities and services to best meet the City's/County's/ Municipality's transportation challenges. Therefore, the \_\_\_\_\_ supports the policy of the Indiana Department of Transportation (INDOT) in their Local Public Agency's Project Development Process (PDP) to promote public involvement opportunities and information exchange activities in planning, developing, designing, construction, operations, and maintenance of transportation projects. The public involvement procedures, as outlined in this plan, provide opportunities for early and continuing involvement of the public in developing transportation plans, programs, and projects and provide complete public information, timely public notice, and public access to key decisions.

Public involvement is a two-way communication aimed at providing information to the public and incorporating the views, concerns, and issues of the public in the transportation decision-making process. The public provides input on transportation needs, community concerns, and environmental considerations.

An open line of communication between local officials, the public and the Project Management Team is a key component in developing a transportation plan that will best address the concerns of the community. The Project Management Team involved with this project consists of representatives of the City of \_\_\_\_\_; the INDOT District Office; INDOT Central Office; the local Metropolitan Planning Organization (MPO), and the consulting firm of \_\_\_\_\_. This Team will manage the overall project relative to interpretations of scope and products, achieving the project schedule milestones, resolving project issues, implementing agency and public involvement activities, and coordinating the City/County/Municipality of \_\_\_\_\_ and other members of the project team.

The public involvement process begins with the gathering of information from the local officials and community members that will be involved with the project. The process continues by providing information to these same stakeholders and keeping them informed of the project's progress and direction. This exchange of information is a dynamic process that continues throughout the life of the project. Goals of the Public Involvement Plan include the following:

- Identify potential project stakeholders such as local officials and community members impacted by the project
- Develop partnering activities that assist with gathering information from stakeholders
- Foster a positive relationship with stakeholders and keep them informed of the project progress
- Adequately evaluate potential levels of controversy to address specific concerns and develop context sensitive plans
- Work together to develop a transportation solution that has broad public support
- Provide productive forums for members of the public to provide comments

The \_\_\_\_\_ Project includes an extensive Public Involvement Plan. It contains communication details such as how, when and where to expect to hear project status reports and to be involved. It is made up of a variety of activities and forums to allow many opportunities for involvement. **A PROJECT KICK-OFF COORDINATION MEETING (INDOT/LPA, MUNICIPALITY, MPO, CONSULTANT, PROJECT MANAGEMENT TEAM) IS TYPICALLY THE FIRST STEP IN DEVELOPING AND IMPLEMENTING A SOUND PUBLIC INVOLVEMENT PLAN.** Elements of the plan may consist of:

- Project information and updates on the City/County/Municipality of \_\_\_\_\_ website
- News Releases
- Project Kick-off Meeting , possibly a Public Information Meeting, possible CAC group formation
- Project (NEPA) Public Hearing and/or Hearings opportunity
- Stakeholder meetings (small group meetings or presentations)
- Resource Agency Coordination
- Section 106 Consulting Party Coordination

Following the initiation of the project and at various key points (milestones) throughout the project development process, the Project Management Team will make the most current information related to the study available for review and comment. The Project Management Team members will review all comments received and will incorporate comments into the development of the project as appropriate.

## **I. Updates on the INDOT/City's/County's/Municipality's Website**

To provide the public with access to the most current project information available, the Project Management Team will provide project-related information to the City's/County's/Municipality's website. Information that will be available on this website includes but is not limited to:

- Project News and Updates
- Specific Project Information Such As:
  - Project Schedules
  - Listings of Project Meetings
  - Copies of Various Project-Related Documents
- Contact information for providing comments
- Project Maps
- Links to Other Websites Including the MPO, INDOT and FHWA

## **II. News Releases**

The Project Management Team will provide news releases during the study process. The releases will be distributed to regional media and will be posted on the City's/County's/Municipalities web site at key project milestones and will be the primary method for informing and involving a wide public audience.

## **III. Project Kick-off Public Meeting**

The first Public Information Meeting could be an open house-style Project Kick-off Meeting that will be advertised and held prior to beginning the project design. The Project Kick-off Meeting could be advertised in the local newspaper(s). Agency website and media coordination could be used to encourage attendance as well. An announcement/notice could also be mailed to individual property owners within the project area and project stakeholders on INDOT's statewide and project mailing lists. This notice will specify the date, time, place and purpose of the meeting and will contain a brief description of the project. In addition, the notice provides contact information for requesting assistance for persons with disabilities.

The Project Kick-off Meeting will be held at a place and time generally convenient for persons impacted by or interested in the proposed undertaking. The meeting location will be accessible in order to accommodate people with disabilities. The kick-off meeting has two primary objectives. The first is to introduce the public to the project and to provide information related to the Public Involvement Plan. Maps of the project area as well as graphics of potential improvements to the roadway will be available for viewing. The second objective is to collect valuable information from residents related to unique features – wells, tiles, drains, etc. – that may be present in the project area and to receive comments and project-related concerns. Members of the Project Management Team (which includes the City/municipality) will be available to answer questions and to obtain public views regarding the problems that need to be addressed and the conceptual solutions that need to be considered. Receiving this information early in the

development of the project provides the Project Management Team with a better understanding of the project area, issues and constraints prior to beginning design of the facility. This will lead to the development of a transportation improvement project that will best meet the needs of the community and its residents.

#### **IV. Public Information Meeting(s)**

A second public meeting could be held to present possible alternatives to solve transportation improvement issue, discuss alternatives screening process, or provide a general status update of the project.

##### **A. Public Information Meeting**

Should the requirements for a formal Public Hearing not be met, a second Public Information Meeting will be held. It will provide an opportunity for the public to provide comments on the project immediately before project decision-making. The Public Information Meeting will be advertised via a media release, website announcement, direct mail, etc. An announcement could also be mailed to individual property owners within the project area and project stakeholders on INDOT's statewide and project mailing lists. The announcement (notice) will specify the date, time, place and purpose of the meeting, contain a brief description of the project and will specify where the pertinent project documentation is available for inspection. In addition, the notice provides contact information for requesting assistance for persons with disabilities.

The Public Information Meeting will be held at a place and time generally convenient for persons affected by or interested in the proposed undertaking. The meeting location will be accessible in order to accommodate people with disabilities. Representatives of the Project Management Team will explain the following information:

- The project's purpose, need and consistency with the goals and objectives of the local transportation plan
- The project's alternatives and major design features
- The social, economic, environmental and other impacts of the project
- The availability of any appropriate project materials
- Procedures for receiving public comments for consideration as project develops

At this meeting, the Project Management Team will provide a description of the scope and location of the project, preliminary locations of new right-of-way acquisition, maintenance of traffic schemes, and a preliminary opinion of probable construction costs. A set of preliminary design plans and the environmental document will be on-hand for public review and comment. The Project Management Team will make a PowerPoint presentation to help describe the project.

In cooperation with INDOT, the City/Town/LPA/MPO of \_\_\_\_\_ is committed to providing a Public Information Meeting format that allows public participation. Therefore, the Project Management Team will provide the opportunity for an attendee to provide written comments which will be accepted in person at the public meeting, by mail or via the internet during an announced period after the meeting (typically about 2 to 4 weeks). Members of the Project Management Team will be available to address individual questions and concerns; however, verbal comments will not be accepted. A summary of public meeting proceedings will be included in the final environmental document.



## **B. Public Hearing or Hearings Opportunity at NEPA stage of Development**

The Public Hearing is an opportunity for the public to make formal statements of their views on the project immediately before project decision-making. It is viewed as a specific, observable administrative benchmark for public involvement. The Public Hearing will be held once preliminary plans have been developed and a draft environmental document has been approved. The Public Hearing will be advertised via a public notice that will be run twice in the legal notice section of the local newspaper(s). The first notice will be at least 15 days prior to the hearing. The second notice will be approximately 5 to 7 days prior to the hearing. Notice will also be made on the INDOT/City/Municipality website as well as a press release distributed to local media. The notice will also be mailed to individual property owners within the project area and project stakeholders on INDOT's statewide and project mailing lists. The notice will specify the date, time, place and purpose of the hearing, contain a brief description of the project and will specify where the pertinent project documentation is available for inspection. In addition, the notice provides contact information for requesting assistance for persons with disabilities.

The Public Hearing will be held at a place and time generally convenient for persons affected by or interested in the proposed undertaking. The hearing location will be accessible in order to accommodate people with disabilities. Representatives of the Project Management Team will explain the following information:

- The project's purpose, need and consistency with the goals and objectives of the local transportation plan
- The project's alternatives and major design features
- The social, economic, environmental and other impacts of the project
- The relocation assistance program and the right-of-way acquisition process
- The availability of the appropriate environmental document
- Procedures for receiving both oral and written statements from the public

At this hearing, the Project Management Team will provide a description of the scope and location of the project, preliminary locations of new right-of-way acquisition, maintenance of traffic schemes, and a preliminary opinion of probable construction costs. A set of preliminary design plans and the environmental document will be on-hand for public review and comment. The Project Management Team will make a PowerPoint presentation to help describe the project.

In cooperation with INDOT, the City/Town of \_\_\_\_\_ is committed to providing a Public Hearing format that allows full public participation. Therefore, the Project Management Team will provide the opportunity for an attendee to choose from at least three methods to provide comment which will include:

- Public statements before an audience of concerned citizens, with a transcript made of these statements.
- Verbal comments made privately during the meeting to a tape recorder, which the Project Management Team will include in the hearing transcript
- Written comments which will be accepted in person at the public hearing, by mail or via the internet/e-mail.

A transcript will be made of verbal statement and comments made at the public hearing. The transcript is accompanied by copies of all written statements from the public, both submitted at the public hearing and during an announced period after the hearing (typically between 2 to 4 weeks). A summary of public hearing proceedings in addition to addressing all substantive comment will be included in the final environmental document.

## **V. Stakeholder Meetings**

Throughout the project, stakeholders – neighborhood associations, school corporations, civic organizations, local officials, community and business groups, parks and refuges and any other interested individuals – are welcome to meet with members of the Project Management Team to share information and ideas. While such meetings are intended to focus on concerns related to a specific group of individuals, they are open to the public but will not be advertised. The Project Management Team will prepare the agenda and necessary handouts for all such meetings. Project Management Team members will also have numerous contacts with stakeholders throughout the project and will answer numerous questions and address comments throughout the project via e-mail and by telephone.

## **VI. Resource Agency Coordination**

The National Environmental Policy Act of 1969 (NEPA) calls for an examination and consideration of impacts of a proposed action on sensitive resources for a project such as this McDonald Lane Rehabilitation. These resources include, but are not limited to, floodplains, wetlands, endangered species, historic and archaeological sites, parks, air quality, wildlife habitat, etc. There also are the transportation needs that must be fulfilled and socio-economic impacts that require consideration. Because of impacts to resources, socio-economic impacts and needed transportation improvements, there is a balanced decision-making process that considers a range of factors of both impacts to the resources and the transportation needs. To produce better environmental decisions, agencies with special expertise or jurisdiction by law are included in the study process. This resource agency involvement begins early in the study to identify important issues related to the proposed action and continues throughout the study to avoid conflict later, ensuring full input from the various agencies.

## **VII. Section 106 Consulting Party Coordination**

Congress set forth the importance of historic and archaeological resources upon the fabric of American life as a part of the National Historic Preservation Act (1966) (NHPA), which states that “the historical and cultural foundations of the Nation should be preserved as part of our community life and development in order to give a sense of orientation to the American people.” As a result of the NHPA, federal agencies are required to take into account the impact of federal undertakings upon historic properties in the area of the undertaking. Historic properties include buildings, structures, sites, objects, and/or districts within the Area of Potential Effects (APE). This consulting party involvement begins early in the study to identify important issues related to the proposed action and continues throughout the study to avoid conflict later, ensuring full input from the various agencies.

# Northeastern Indiana Regional Coordinating Council



## Limited English Proficiency Plan

July 2015

## **About the Northeastern Indiana Regional Coordinating Council**

The Northeastern Indiana Regional Coordinating Council (NIRCC) is the Metropolitan Planning Organization for the Fort Wayne–New Haven–Allen County Urbanized Area and the Regional Planning Organization for Adams, Allen, DeKalb and Wells Counties. The NIRCC Board, in conjunction with the Urban Transportation Advisory Board (UTAB), are directly responsible for making sure that any money spent on existing and future transportation projects and programs is based on a continuing, cooperative and comprehensive (3-C) planning process. All transportation projects and programs that receive federal funding in our region go through this planning process.

Specifically, NIRCC provides overall program management of an annual work program – the Unified Planning Work Program. In addition, NIRCC provides policy direction and oversight in the development of a federally mandated Long Range Transportation Plan, the Transportation Improvement Program and the transportation components of the State Air Quality Implementation Plan. The work program and long range transportation plan are approved by NIRCC and UTAB. The transportation improvement program and amendments requires approval by UTAB.

The NIRCC Board is a 15 member board representing the Cities, Towns and Communities in Adams, Allen, DeKalb and Wells Counties. The UTAB Board is a 12 member board representing Fort Wayne, New Haven, Allen County, Indiana Department of Transportation, Fort Wayne–Allen County Airport Authority and Fort Wayne Public Transportation Corporation.

The UTAB generally meets the 1st Tuesday of the month at 1:30pm in Room 220 at Citizen Square, 200 East Berry Street, Fort Wayne, Indiana. There is an opportunity for public comment at each meeting. Check the calendar on the NIRCC web site for upcoming dates, times and agendas. The NIRCC Board meets as needed to discuss regional issues. The meetings are usually held in Room 220 at Citizen Square, 200 East Berry Street, Fort Wayne, Indiana, but may also be held at other public venues within the region.

### ***Who is a LEP Individual?***

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write or understand English.

## **Background**

Limited English Proficiency is a term used to describe individuals who are not proficient in the English language. Federal law: Title VI of the Civil Rights Act of 1964 – National Origin Discrimination Against Persons with Limited English Proficiency, and (Presidential) Executive Order 13166 – requires Federal departments and agencies to develop and make available guidance on how recipients of Federal funds should assess and address the needs of LEP individuals seeking assistance.

The US Department of Transportation (DOT) developed guidance titled A Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient Persons. This guidance was issued to ensure that persons in the United States are not excluded from participation in DOT–assisted programs and activities simply because they face challenges communicating in English.

The intent of this plan is to ensure that where substantial numbers of residents of the Northeast Indiana region exist, who do not speak or read English proficiently, these LEP individuals have access to the planning process and published information, and that public notification is provided in other languages. The production of multilingual publications and documents and/or interpretation at meetings/events will be provided to the degree that funding permits based on current laws and regulations.

## **Determining the Need**

As a recipient of federal funding, the Northeastern Indiana Regional Coordinating Council must take reasonable steps to ensure meaningful access to the information and services it provides. NIRCC used the “Four Factor Analysis” provided below to assess an appropriate policy. The analysis is based on the U.S. Department of Justice Limited English Proficiency Guidance for Recipients (DOJ LEP Guidance) that sets forth a four–factor analysis for agencies to review when determining steps to take to communicate effectively with LEP individuals.

### **Four Factor Analyses**

In determining “reasonable steps” there are four factors to be considered:

1. The number and proportion of LEP persons in the eligible service area;
2. The frequency with which LEP persons come in contact with the program;
3. The importance of the service provided by the program; and
4. The resources available to the recipient.

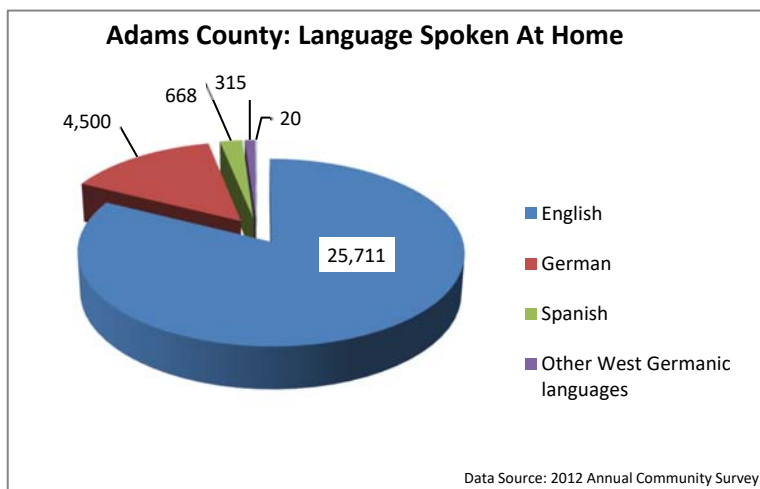
The US DOT Policy Guidance gives recipients substantial flexibility in determining what language assistance is appropriate based on a local assessment of the four factors listed above.

The following is an assessment of need in the NIRCC region in relation to the transportation planning process.

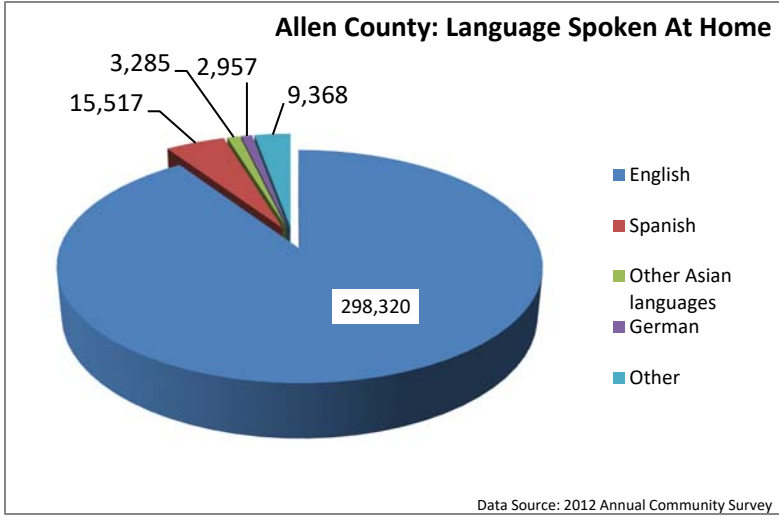
### 1. The number and proportion of LEP persons in the eligible service area

The first step towards understanding the profile of individuals that could participate in the regional transportation planning process is a review of Census data and American Community Survey data. A baseline report was also generated to determine the extent of persons with limited English proficiency in the Fort Wayne urban area. Executive Order 13166 "Improving Access to Services for Persons with Limited English Proficiency" requires all recipients of federal funds to provide meaningful access to persons who are limited in their English proficiency (LEP). The United States (U.S.) Department of Justice defines LEP individuals as those "who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English" (67 FR 41459). Data about LEP populations was gathered in the U.S. Census 2000. The table below shows the percentages of adults who speak English less than "Very Well" by language category for the City of Fort Wayne. The City of Fort Wayne represents a substantial majority of the urban area population. Additionally, zero households within Fort Wayne reported to the Census that their household was linguistically isolated, meaning that all household members over the age of fourteen had at least some difficulty with English.

The tables and chart below display the primary language spoken at home for individuals 5 and over. The top four language groups for each jurisdiction are displayed. Any remaining languages spoken in that jurisdiction are grouped into the "Other" category. The remaining tables display the number of individuals 5 and over that speak English "not well" or "not very well" at home. The data is provided for each county within NIRCC's jurisdiction (Adams, Allen, DeKalb and Wells) and for the Cities of Fort Wayne and New Haven. The Cities of Fort Wayne and New Haven were included since the data indicated that within the Fort Wayne Urban Area, these two cities contained the highest proportion of LEP households.

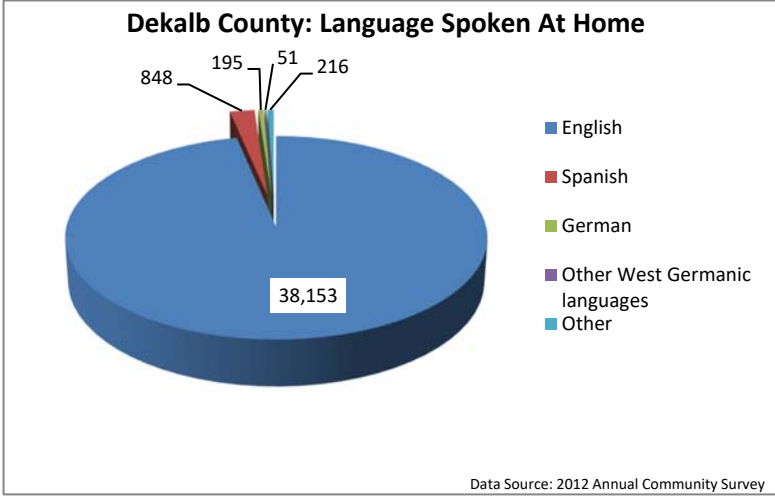


Adams County shows a high proportion (82.4%) of English speaking residents with German representing the second most common language (14.4%). Spanish and Other West Germanic languages are the other two notable languages spoken.

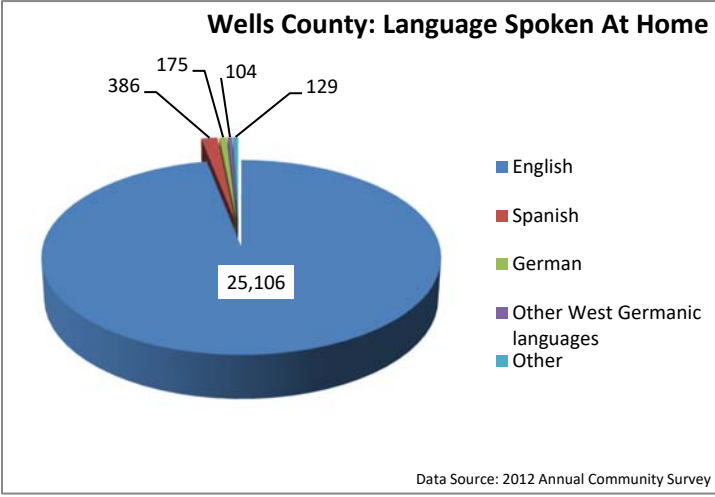


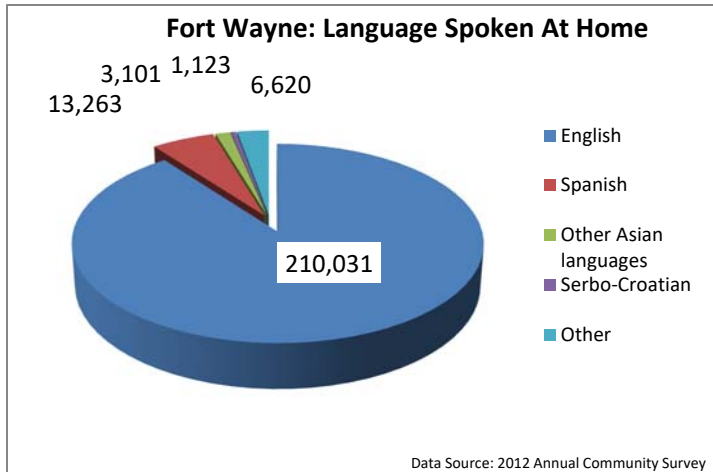
Allen County has a high proportion (90.5%) of English speaking residents with Spanish (4.7%) representing the second most common language. German and French are two additional languages spoken but comprise only small portions of the population.

DeKalb County shows an overwhelming share (96.7%) of residents speaking English and a relatively small proportion (2.2%) of the population speaking Spanish. German and French speaking populations are noted, but comprise very small portions of the population.



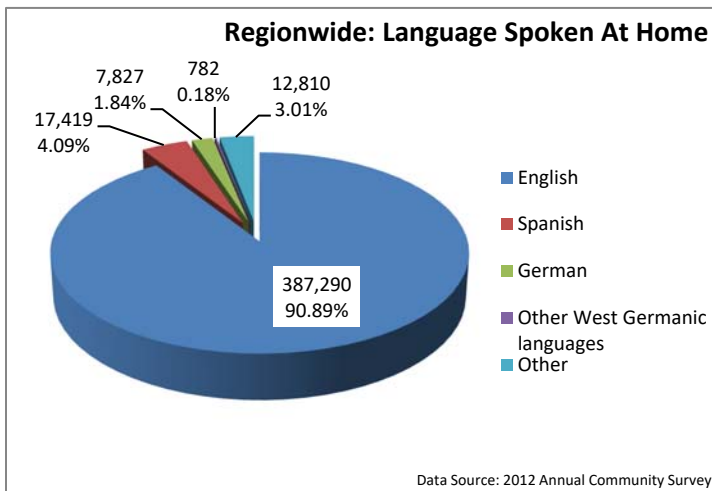
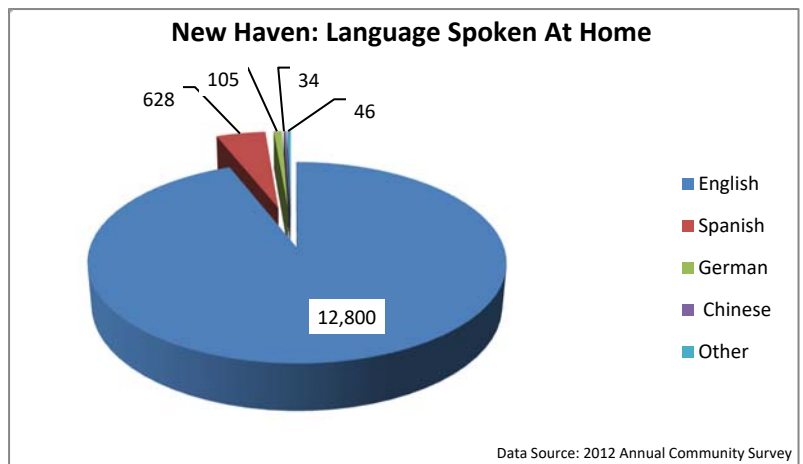
Wells County shows a high propensity of English speaking residents. Spanish, German and Other West Germanic languages comprise other notable spoken languages, but none comprise a significant percentage of residents.





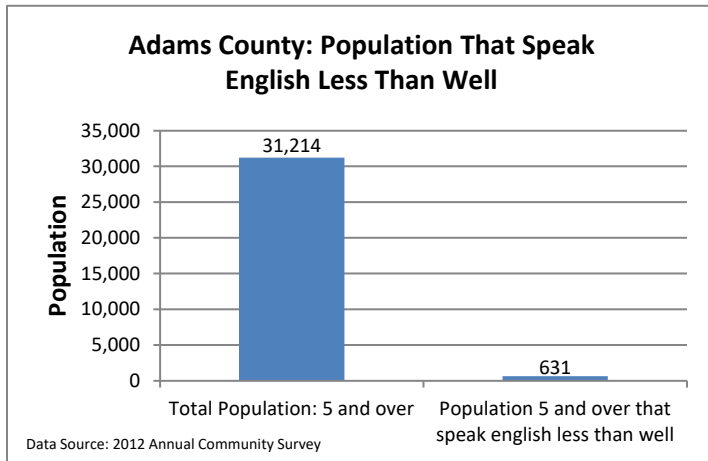
The City of Fort Wayne shows some of the highest diversity in the region in regards to languages spoken at home. While English is significantly high (89.7%), the percentage of persons that speak Spanish (5.6%) is notable. Other Asian languages and Serbo-Croatian combine for approximately 1.8% of the households.

The City of New Haven shows a high proportion of English speaking residents (94%) followed by Spanish (4.6%) as the second most common language. German, Chinese and Other languages comprise the remaining 1.4%.



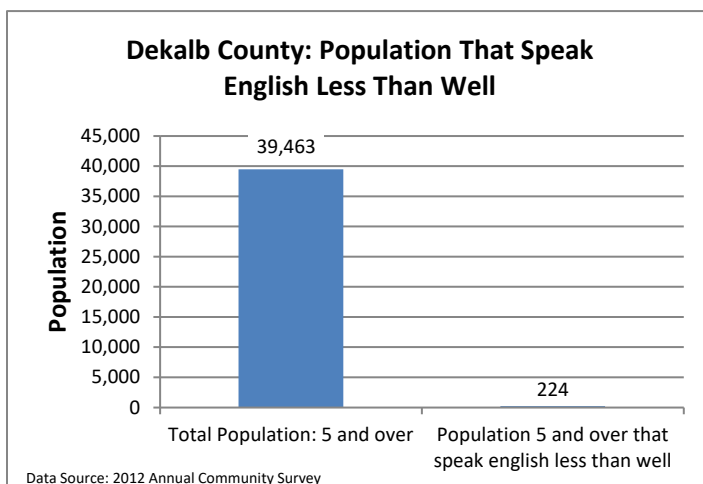
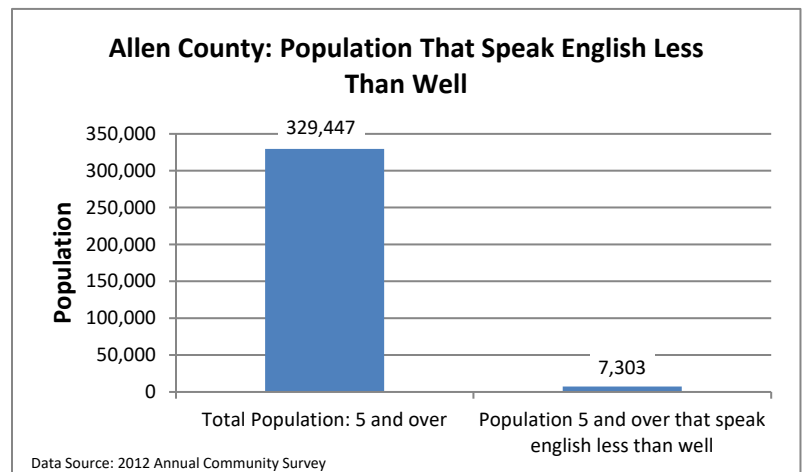
The NIRCC region comprising Adams, Allen, DeKalb and Wells Counties provides the following distribution of language spoken at home. English is the predominant language spoken by approximately 91% of the population. Approximately 4% of the regional population speaks Spanish, 1.8% speaks German, and the remaining 3.2% speak various other languages.



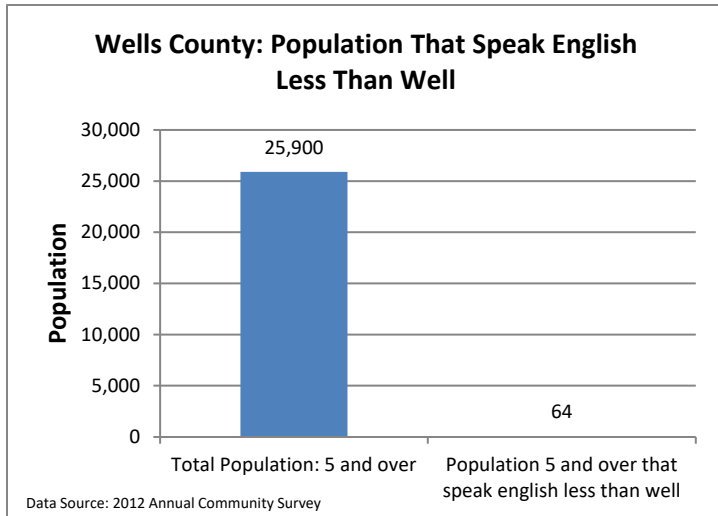


Adams County shows a large proportion (98.0%) of the population 5 and over speaks English well or better. The remaining portion (2.0%) of the population 5 and over speaks English less than well.

Allen County shows a large percentage (97.8%) of the population 5 and over speaks English well or better. The remaining percentage (2.2%) of the population 5 and over speaks English less than well.

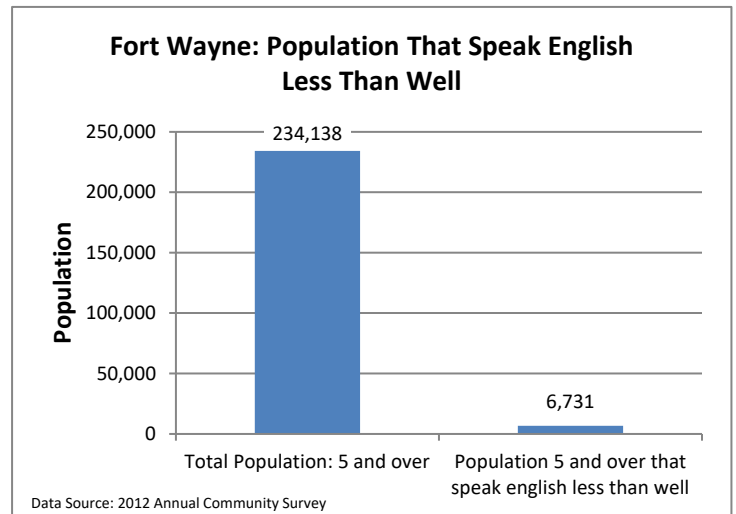


DeKalb County shows a large proportion (99.4%) of the population 5 and over speaks English well or better. Only a small percentage (0.6%) of the population 5 and over speaks English less than well.

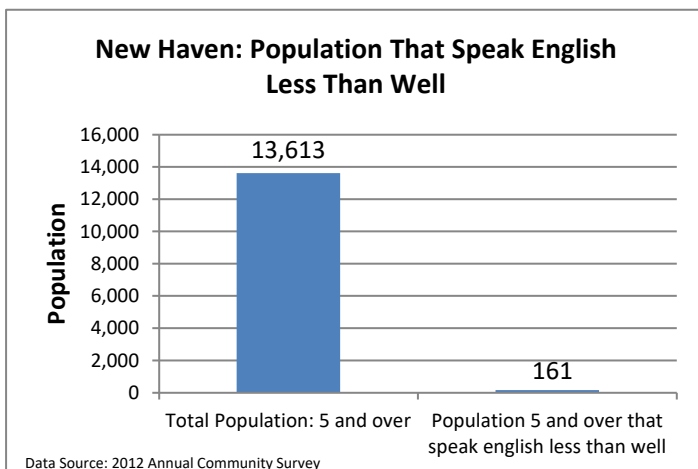


Wells County shows a large percentage (99.8%) of the population 5 and over speaks English well or better. Only a small percentage (0.2%) of the population 5 and over speaks English less than well.

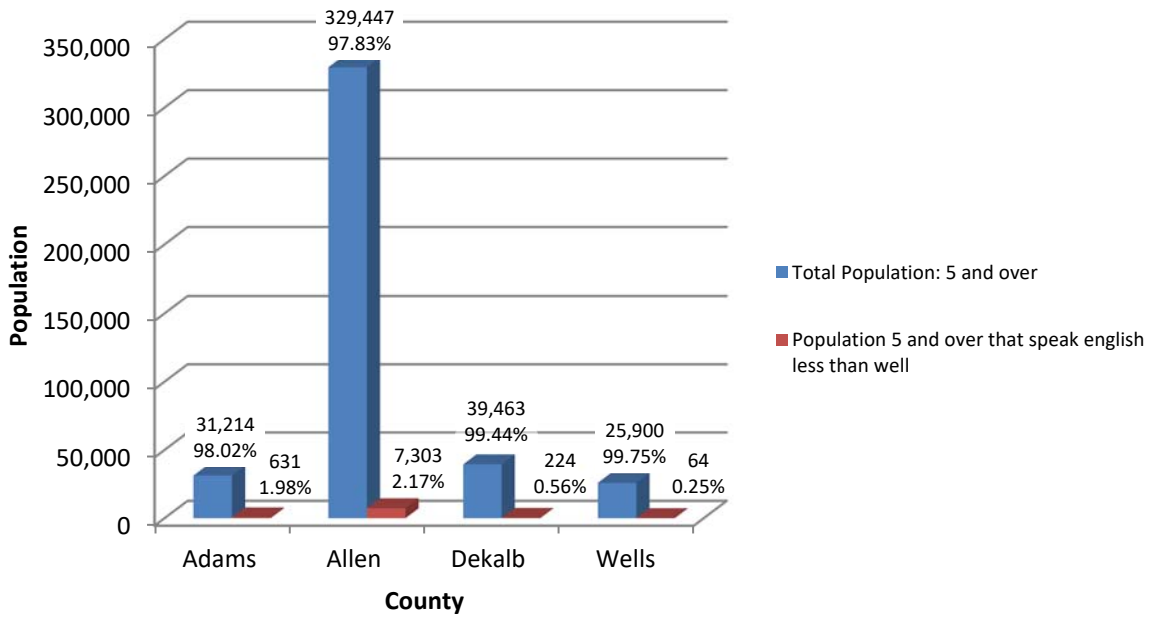
The City of Fort Wayne shows a large proportion (97.1%) of the population 5 and over speaks English well or better. The remaining percentage (2.9%) of the population 5 and over speaks English less than well.



The City of New Haven Shows a large percentage (98.8%) of the population 5 and over speaks English well or better. Only a small percentage (1.2%) of the population 5 and over speaks English less than well.

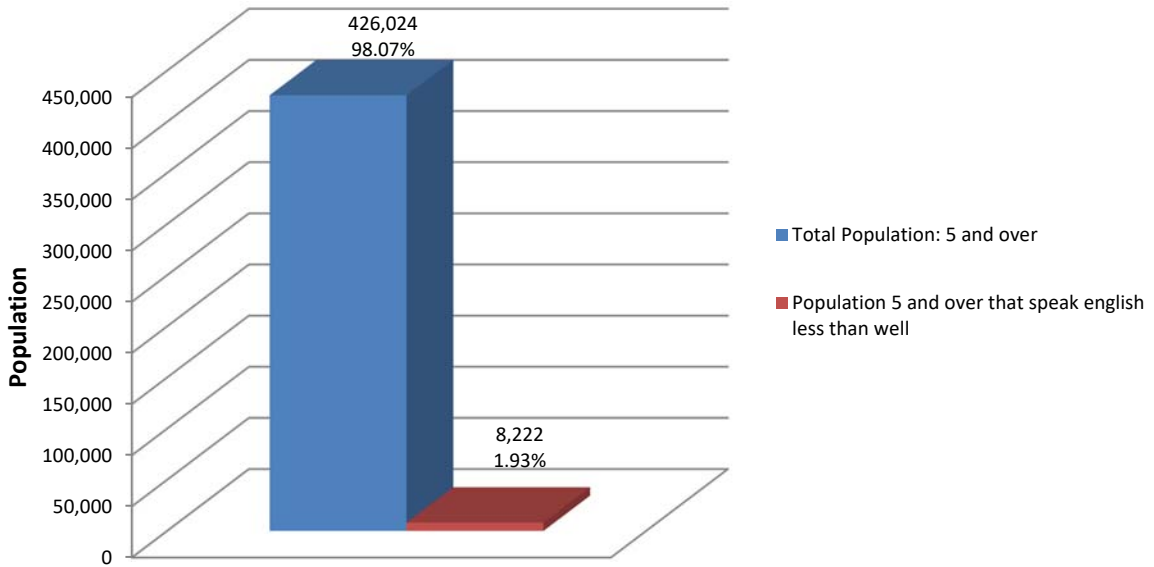


### Regionwide: Population That Speak English Less Than Well



Data Source: 2012 Annual Community

### Regionwide: Population That Speak English Less Than Well



Data Source: 2012 Annual Community Survey

The NIRCC region comprising Adams, Allen, DeKalb and Wells Counties provides the following distribution of population who are 5 and over and what level they can speak English. The region shows a large proportion (98.07%) of the population 5 and over speaks English well or better. The remaining percentage (1.93%) of the population 5 and over speaks English less than well.

### ***2. The frequency with which LEP persons come in contact with the program***

The size of the LEP population in the NIRCC region is relatively small, with a concentration of the LEP population residing in the urbanized portion of Allen County including the Cities of Fort Wayne and New Haven. As these populations increase, the probability of their contact with the NIRCC also increases. However, at this time the, due to the small size of the LEP population and the nature of services provided by the NIRCC, LEP involvement is currently infrequent and unpredictable. No requests have been made for information by either individuals or groups.

### ***3. The importance of the service provided by the program***

The primary programs of the Northeastern Indiana Regional Coordinating Council use Federal funds to plan for future transportation projects, and therefore do not include any service or program that requires vital, immediate, or emergency assistance such as medical treatment or services for basic needs (food, housing, education, etc). In addition, NIRCC does not conduct compulsory activities (applications, interviews, or other activities prior to participation in our programs and/or events). Involvement with the NIRCC or its committees is entirely on a voluntary basis. NIRCC does provide opportunities for the public to comment on, and participate in the development of a five-year Transportation Improvement Program, a 20-plus year Long-Range Transportation Plan including air quality conformity analyses, and a Participation Plan. The impacts of transportation improvements resulting from these actions do have an impact on all residents and efforts are made to encourage an understanding of the process and opportunities to comment. As a result, NIRCC is concerned with input from all stakeholders and every effort is made to make the planning process as inclusive as possible.

As a result of the regional transportation planning process, selected projects receive approval for Federal funding and progress toward project planning and construction under the responsibility of local jurisdictions or state transportation agencies. These state and local organizations have their own policies in place to ensure opportunities for LEP individuals to participate in the process that shapes where, how and when a specific project is implemented.

#### ***4. The resources available to the recipient***

Because the LEP population in the region is not of a significant proportion at this time and the cost of translating large transportation plans is high, NIRCC has determined that full translation of regional transportation plans is not appropriate at this time. However, the region is dynamic and continues to attract diverse ethnic and cultural populations. NIRCC will continue to evaluate LEP Populations as new data is made available and provide interpretive services as needed. Due to the informative nature of the Transportation Resource Guide produced by NIRCC, and the recognized Hispanic and Burmese populations that rely on public and non-profit transit services, NIRCC intends to initiate a program to translate this guide and make it available in Spanish and Burmese. CITILINK, the transit operator in the Fort Wayne urban area, provides routes and other transit oriented information in Spanish and Burmese. NIRCC will also make efforts to partner with state and local agencies to provide language translation and interpretation services within the scope of the funding available.

#### **Meeting the Requirements: The NIRCC Limited English Proficiency Plan**

Based on the current low levels of residents with Limited English Proficiency in the Northeast Indiana region and the limited interaction with NIRCC, a full LEP plan is not necessary at this time. However, engaging the diverse population within the region is important and therefore NIRCC has completed the following assessment and policies for providing limited services to the LEP populations.

#### **Identifying LEP Individuals Who Need Language Assistance**

Key staff at the Northeastern Indiana Regional Coordinating Council will utilize language identification cards when first encountering an LEP individual. These cards, developed by the U.S. Census Bureau, have the phrase “Mark this box if you read or speak (name of language)” translated into 38 different languages. It was developed by the Census Bureau and is used by government and non-government agencies to identify the primary language of Limited English Proficient individuals during face to face contacts. The Language Identification flashcards will be made available at the front desk of the NIRCC offices. Staff will also utilize the American Red Cross of Northeast Indiana Multicultural Information eXchange (MIX) program to assist with translation and interpretation services. The American Red Cross MIX Program can be reached by phone at 484-9336 ext. 242.

#### **Language Assistance Measures**

Language assistance will be provided for some LEP individuals through the translation of some key materials, as well as through oral language interpretation when necessary and possible.

## **Translation of written materials**

Translation of all NIRCC plans and materials is not possible due to cost restrictions and current population levels do not warrant such translations. However, NIRCC will provide the Transportation Resource Guide in Spanish and Burmese. NIRCC will consider translating other documents and program materials if sufficient requests for specific materials are received and resources are available for the translation services. NIRCC will use visual aids and translators to present materials as appropriate.

NIRCC will provide Spanish-language outreach materials from organizations such as federal, state, and local transportation agencies when available. Current NIRCC outreach materials will not be translated at this time, however NIRCC will consider requests to provide key outreach materials in Spanish as new materials are developed.

## **Oral Language Services**

NIRCC will provide limited oral language services to Spanish-speaking LEP individuals through translation and interpreter services. Requests for interpretive services must be made in advance to allow time to secure the appropriate resources. NIRCC will engage the American Red Cross of Northeast Indiana Multicultural Information eXchange (MIX) program to the fullest extent possible for translation and interpretation services to minimize the expenditure of resources.

It is anticipated that the primary points of contact with LEP individuals are at the reception/lobby area on the NIRCC offices and at Public Meetings. Additional points of contact will be documented based on interaction with LEP individuals. If contact becomes consistent, or if a special situation arises that requires translation, additional resources will be engaged as appropriate.

## **Staff training**

In order to establish meaningful access to information and services for LEP individuals, employees in public contact positions are aware of the NIRCC LEP policies and procedures.

## **Monitoring and Updating the LEP Plan**

The Northeastern Indiana Regional Coordinating Council will monitor changing population levels and the language needs of LEP individuals in the region. If requests for translation and/or interpretive services increase and become more common, NIRCC will evaluate additional strategies and available resources. NIRCC will review this LEP plan in concurrence with the review of the Participation Plan. The NIRCC Participation Plan is reviewed and evaluated on a four year cycle. NIRCC staff will keep a record of any LEP services provided and will use this information as part of the review process.

## **LEP complaint processing**

The Northeastern Indiana Regional Coordinating Council has established the following complaint procedure and process that meets Title VI requirements.

### ***Discrimination Policy***

Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance. Presidential Executive Order 12898 addresses Environmental Justice in minority and low-income populations. Presidential Executive Order 13166 addresses providing equal access to services and benefits to those individuals with Limited English Proficiency (LEP). The rights of women, the elderly and the disabled are protected under related statutes. These Presidential Executive Orders and the related statutes fall under the umbrella of Title VI.

Title VI prohibits the following actions for recipients of federal assistance. Recipients (hereinafter sometimes referred to as Recipient(s) or Subrecipient(s) of federal assistance (either directly or through contractual means), on the grounds of race, color, or national origin shall not:

1. Deny a person the chance to participate as a member of a planning or advisory body that is an integral part of the program.
2. Provide a service or benefit to an individual that is inferior (either in quantity or quality) to what was provided to others in the program.
3. Provide an individual with a service or benefit in a manner different from others under the program.

4. Address an individual in a manner that denotes inferiority because of race, color, or national origin.
5. Subject an individual to segregation in any manner related to the receipt of services or benefits under the program.
6. Subject an individual to separate treatment in any manner related to receiving services or benefits under the program.
7. Restrict an individual in any way in the receipt of any advantage or privilege enjoyed by others under the program.
8. Require different standards or conditions as prerequisites for accepting an individual into a program.
9. Deny an individual any service or benefit provided under the program.
10. Use criteria or methods of administration which have the effect of subjecting individuals to discrimination or operate to defeat or substantially impair the accomplishment of the objectives of the program.
11. Permit discriminatory activity in a facility built in whole or in part with federal funds.
12. Fail to provide service or information in a language other than English when significant numbers of potential or actual beneficiaries are of limited English speaking ability.
13. Fail to advise the population eligible to be served or benefited by the program of the existence of the program.
14. Subject an individual to discriminatory employment practices under any federally funded program whose object is to provide employment.
15. Locate a facility in any way that would limit or impede access to a federally funded service or benefit.

### ***Complaint Procedure***

As a recipient of federal financial assistance, the Northeastern Indiana Regional Coordinating Council has in place the following Title VI complaint procedure.

**Submit complaint:** Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation, from the Northeastern Indiana Regional Coordinating Council's administration of federally funded programs, as prohibited by Title VI of the Civil Rights Act of 1964, as amended, and related statutes, may file a written complaint. Such complaint must be filed within 30 calendar days after the date the person believes the discrimination occurred.



Submit written complaints to:

Daniel S. Avery, Executive Director  
Northeastern Indiana Regional Coordinating Council  
200 East Berry Street, Suite 230  
Fort Wayne, IN 46802

1. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination and shall include the following information:

- Name, address, and phone number of the Complainant.
- A written statement of the complaint, including the following details:

(a) Basis of complaint (i.e., race, color, national origin or language, disability, religion, familial status, or retaliation).

(b) The nature of the incident that led the complainant to feel discrimination was a factor.

(c) A detailed explanation of the alleged discriminatory act(s).

(d) The date or dates on which the alleged discriminatory event or events occurred.

(e) If applicable, name(s) of alleged discriminating official(s).

- Other agencies (state, local or Federal) where the complaint is also being filed (optional).
- Complainant's signature and date.

**2. Review and Response:** Upon receipt of the Complaint, the NIRCC Executive Director shall appoint one or more staff as review officers to evaluate and investigate the complaint. Upon completion of the review, the staff review officer(s) shall make a recommendation regarding the merit of the Complaint and whether remedial actions are available to provide redress. Additionally, the staff review officer(s) may recommend improvements to NIRCC's processes relative to Title VI and environmental justice, as appropriate.

The staff review officer(s) shall forward their recommendations to the NIRCC Board for concurrence. If the Board concurs, the Executive Director shall issue the NIRCC's written response to the Complainant. This response shall be issued no later than 30 calendar days after

the date the Executive Director received the Complaint. If more time is required, the Executive Director shall notify the complainant of the estimated time-frame for completing the review.

**3. Appeal:** The Complainant may appeal the Executive Director's response to the Complaint by submitting a written appeal to the NIRCC Chair no later than 15 calendar days after receipt of the Executive Director's written response. A response to any appeals will be issued by the NIRCC Chair within 15 days of receipt.

**4. Submission of Complaint to the Indiana Department of Transportation:** If the Complainant is dissatisfied with the NIRCC's resolution of the Complaint, he or she may also submit a complaint to the Indiana Department of Transportation for investigation. In accordance with Chapter VII, Title VI Discrimination Complaints, of Federal Transit Administration Circular 4702.1A, such a complaint must be submitted within 180 calendar days after the date of the alleged discrimination. Chapter IX of the FTA Circular 4702.1A, which outlines the complaint process to the Department of Transportation, may be obtained online at <http://www.fta.dot.gov/>.

These procedures do not deny the right of the complainant to file formal complaints with other state or Federal agencies or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

For more information, please contact Daniel Avery at 260-449-7309.

### Contract Assurances

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor"), agrees as follows:

#### **1. Compliance with Regulations**

The Contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the U.S. Department of Transportation (hereinafter referred to as DOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

#### **2. Nondiscrimination**

The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin, age or disability in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in discrimination.

#### **3. Solicitations for Subcontracts, Including Procurement of Materials and Equipment**

In all solicitations either by competitive bidding or negotiations made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, sex, or national origin.

#### **4. Information and Reports**

The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Northeastern Indiana Regional Coordinating Council, the Indiana Department of Transportation, or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the Northeastern Indiana Regional Coordinating Council, the Indiana Department of Transportation, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

#### **5. Sanctions for Noncompliance**

In the event of the Contractor's noncompliance with the nondiscrimination provisions of the contract, the Northeastern Indiana Regional Coordinating Council, with state and federal agency concurrence, would initiate sanctions per 49CFR.21.

#### **Incorporation of Provisions**

The Contractor shall include the provisions of items 1, 2, 4 and 5 as listed above in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontractor or procurement as the Northeastern Indiana Regional Coordinating Council or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Northeastern Indiana Regional Coordinating Council enter into such litigation to protect the interests of the state and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the U.S.

That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations made in connection with the Federal Aid Highway Program, and in adapted form in all proposals for negotiated agreements: " Northeastern Indiana Regional Coordinating Council, in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d-42 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21: Nondiscrimination in Federally Assisted Programs of the Department of Transportation Issued Pursuant to Such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered pursuant to this advertisement will afford minority business enterprises full opportunity to submit bids in response to this invitation, and will not discriminate on the grounds of race, color, sex, or national origin in consideration for an award."

## Supporting Documentation

NIRCC has strived to implement and conduct planning activities consistent with the spirit and requirements of Title VI provisions. In this effort NIRCC applies the Title VI protections to all aspects of its operations, programs, services and practices. To ensure NIRCC maintains staff expertise on the provisions of Title VI, staff regularly attend training sessions. NIRCC also works with other Local Public Agencies in the region assisting with their efforts for implementing Title VI.

<b>Meeting/Open House</b>	<b>Date</b>	<b>NIRCC staff</b>	<b>Title VI survey</b>
TIP Open House - virtual	6-24-2020 to 7-8-2020	hosted online	0
TIP Open House	3/19/2019	hosted	0
TIP Open House	4/18/2018	hosted	0
TIP Open House	3/20/2017	hosted	0
TIP Open House	5/11/2016	hosted	1
TIP Open House	4/1/2015	hosted	0
TIP Open House	3/25/2014	hosted	5

<b>Training</b>	<b>Date</b>	<b>NIRCC staff</b>
INDOT Title VI & ADA training	10/11 & 12/2018	Dan Avery
INDOT Title VI & ADA training	10/11 & 12/2018	Stacey Gorsuch
INDOT Title VI & ADA training	5/26/2017	Dan Avery
INDOT Title VI & ADA training	5/26/2017	Stacey Gorsuch
INDOT Title VI & ADA training	5/25/2017	Stacey Gorsuch
ADA Advisory Group Mtg	5/3/2017	Stacey Gorsuch
ADA Advisory Group Mtg	9/22/2016	Stacey Gorsuch
FHWA Title VI training workshop	6/15/2016	Dan Avery
FHWA Title VI training workshop	6/15/2016	Stacey Gorsuch
INDOT Title VI training workshop	3/18/2016	Dan Avery
INDOT Title VI training workshop	3/18/2016	Stacey Gorsuch
INDOT Title VI training	11/18/2015	Dan Avery
INDOT Title VI training	9/16/2015	Dan Avery
INDOT Title VI training	9/16/2015	Stacey Gorsuch
INDOT Title VI training	9/18/2013	Dan Avery
INDOT Title VI training	9/18/2013	Stacey Gorsuch
ADA Advisory Group Mtg	1/9/2013	Dan Avery
ADA Advisory Group Mtg	1/9/2013	Stacey Gorsuch
ADA Training	9/14/2012	Stacey Gorsuch
ADA Training	8/28 & 29/2012	Matt Peters
ADA Training	8/28 & 29/2012	Stacey Gorsuch
ADA Workshop	7/25/2011	Dan Avery
ADA Workshop	7/25/2011	Matt Peters
ADA Workshop	7/25/2011	Stacey Gorsuch

**Dissemination/Training of Title VI & ADA info**

	<b>Date</b>	<b>NIRCC staff</b>
ADA meeting for FW LPA	3/8/2019	Stacey Gorsuch
ADA meeting for FW LPA	10/16/2018	Stacey Gorsuch
NIRCC Staff	11/17/2017	Stacey Gorsuch
NIRCC Staff	11/16/2017	Stacey Gorsuch
NIRCC Staff	11/19/2015	Stacey Gorsuch
ADA meeting for FW LPA	10/21/2015	Stacey Gorsuch
ADA meeting for FW LPA	8/19/2015	Matt Peters
ADA meeting for FW LPA	8/19/2015	Stacey Gorsuch
ADA meeting for FW LPA	4/15/2015	Stacey Gorsuch
ADA meeting for FW LPA	2/18/2015	Stacey Gorsuch
ADA meeting for FW LPA	12/17/2014	Matt Peters
ADA meeting for FW LPA	12/17/2014	Stacey Gorsuch
ADA meeting for FW LPA	8/20/2014	Stacey Gorsuch
Email to NE Indiana LPAs	7/16/2014	Stacey Gorsuch
ADA meeting for FW LPA	4/16/2014	Stacey Gorsuch
ADA meeting for FW LPA	2/19/2014	Stacey Gorsuch
ADA meeting for FW LPA	12/18/2013	Stacey Gorsuch
ADA meeting for FW LPA	11/20/2013	Stacey Gorsuch
Email to NE Indiana LPAs	10/30/2013	Stacey Gorsuch
ADA meeting for FW LPA	10/23/2013	Stacey Gorsuch
ADA meeting for FW LPA	9/25/2013	Dan Avery
ADA meeting for FW LPA	9/25/2013	Stacey Gorsuch
Email to NE Indiana LPAs	9/19/2013	Stacey Gorsuch
ADA meeting for FW LPA	8/23/2013	Stacey Gorsuch
ADA meeting for FW LPA	7/17/2013	Stacey Gorsuch
ADA meeting for FW LPA	6/19/2013	Stacey Gorsuch
ADA meeting for FW LPA	5/15/2013	Stacey Gorsuch
ADA/PROWAG training for FW & AC	4/19/2013	Stacey Gorsuch
ADA meeting for FW LPA	4/17/2013	Stacey Gorsuch
ADA meeting for FW LPA	3/20/2013	Stacey Gorsuch
ADA meeting for FW LPA	2/20/2013	Stacey Gorsuch
DeKalb County Commissioner Mtg	1/28/2013	Dan Avery
DeKalb County Commissioner Mtg	1/28/2013	Stacey Gorsuch
ADA meeting for FW LPA	1/16/2013	Dan Avery
ADA meeting for FW LPA	1/16/2013	Stacey Gorsuch
ADA meeting for FW LPA	12/12/2012	Dan Avery
ADA meeting for FW LPA	12/12/2012	Stacey Gorsuch
Wells County Commissioner Mtg	12/3/2012	Stacey Gorsuch
ADA meeting for FW LPA	11/29/2012	Stacey Gorsuch
Vera Cruz Town Council Mtg	11/19/2012	Dan Avery
Zanesville Town Council Mtg	11/15/2012	Dan Avery
Zanesville Town Council Mtg	11/15/2012	Stacey Gorsuch
Uniondale Town Council Mtg	11/13/2012	Dan Avery
Uniondale Town Council Mtg	11/13/2012	Stacey Gorsuch
ADA/PROWAG training for FW	11/13/2012	Stacey Gorsuch
Wells County Commissioner Mtg	11/6/2012	Stacey Gorsuch
Wells County Commissioner Mtg	11/4/2012	Dan Avery
Wells County Commissioner Mtg	11/4/2012	Stacey Gorsuch

**Dissemination/Training of Title VI & ADA info - continued**

	<b>Date</b>	<b>NIRCC staff</b>
ADA meeting for FW LPA	10/23/2012	Dan Avery
ADA meeting for FW LPA	10/23/2012	Stacey Gorsuch
Allen County Commissioner Mtg	10/22/2012	Dan Avery
Allen County Commissioner Mtg	10/22/2012	Stacey Gorsuch
ADA meeting for AC LPA	10/11/2012	Dan Avery
ADA meeting for AC LPA	10/11/2012	Stacey Gorsuch
Poneto Town Council Mtg	10/8/2012	Dan Avery
Poneto Town Council Mtg	10/8/2012	Stacey Gorsuch
Wells County Commissioner Mtg	10/1/2012	Dan Avery
Wells County Commissioner Mtg	10/1/2012	Stacey Gorsuch
Ossian Town Council Mtg	9/24/2012	Dan Avery
Ossian Town Council Mtg	9/24/2012	Stacey Gorsuch
ADA meeting for FW LPA	9/17/2012	Stacey Gorsuch
DeKalb County	8/27/2012	Dan Avery
DeKalb County	8/27/2012	Stacey Gorsuch
ADA meeting for FW LPA	8/10/2012	Stacey Gorsuch
ADA meeting for FW LPA	7/23/2012	Stacey Gorsuch
DeKalb County	7/11/2012	Dan Avery
DeKalb County	7/11/2012	Stacey Gorsuch
ADA meeting for FW LPA	6/27/2012	Stacey Gorsuch
ADA meeting for FW LPA	6/4/2012	Stacey Gorsuch
ADA/PROWAG meeting for AC, FW & NH LPAs	5/15/2012	Stacey Gorsuch
Wells County	4/16/2012	Dan Avery
Wells County	4/16/2012	Stacey Gorsuch
DeKalb County	4/11/2012	Dan Avery
DeKalb County	4/11/2012	Stacey Gorsuch
ADA meeting for AC, FW & NH LPAs	4/10/2012	Dan Avery
ADA meeting for AC, FW & NH LPAs	4/10/2012	Stacey Gorsuch
PROWAG discussion for AC, FW & NH LPAs	3/29/2012	Dan Avery
PROWAG discussion for AC, FW & NH LPAs	3/29/2012	Stacey Gorsuch
Noble County	10/5/2011	Dan Avery
Noble County	10/5/2011	Stacey Gorsuch

**ADA Data Collection (for Transition Plan)**

	<b>Date</b>	<b>NIRCC staff</b>
Citilink Bus Stop Inventory	2019	Stacey Gorsuch
Altona	7/12/2017	Stacey Gorsuch
St Joe	2013	Intern
Corunna	2013	Intern
Woodburn	2013	Intern
Leo/Cedarville	2013	Intern
Poneto	2012	Intern
Vera Cruz	2012	Intern
Uniondale	2012	Intern
Zanesville	2012	Intern
Wells County	2012	Intern
Bluffton	2012	Intern
Ossian	2012	Intern
Bluffton	10/29/2012	Stacey Gorsuch
Wells County	10/29/2012	Stacey Gorsuch
DeKalb County	10/25/2012	Stacey Gorsuch
DeKalb County	9/11/2012	Stacey Gorsuch
DeKalb County	5/16/2012	Dan Avery
DeKalb County	5/16/2012	Jerry Brown
DeKalb County	5/16/2012	Stacey Gorsuch
DeKalb County	5/16/2012	Hillary Bradtmiller

**ADA Transition Plan**

	<b>Date</b>	<b>NIRCC staff</b>
Woodburn update	2020	Stacey Gorsuch
Leo-Cedarville update	2019	Stacey Gorsuch
Altona	2018	Stacey Gorsuch
update of DeKalb County	2016	Stacey Gorsuch
St Joe	2013	Stacey Gorsuch
Corunna	2013	Stacey Gorsuch
Woodburn	2013	Stacey Gorsuch
Geneva	2013	Stacey Gorsuch
Leo/Cedarville	2013	Stacey Gorsuch
Poneto	2012	Stacey Gorsuch
Vera Cruz	2012	Stacey Gorsuch
Uniondale	2012	Stacey Gorsuch
Zanesville	2012	Stacey Gorsuch
Wells County	2012	Stacey Gorsuch
Bluffton	2012	Stacey Gorsuch
Ossian	2012	Stacey Gorsuch
Bluffton	2012	Stacey Gorsuch
DeKalb County	2012	Stacey Gorsuch

**Title VI Plan**

	<b>Date</b>	<b>NIRCC staff</b>
Woodburn	2020	Stacey Gorsuch
Leo-Cedarville	2019	Stacey Gorsuch
Monroeville	2019	Stacey Gorsuch
Grabill	2018	Stacey Gorsuch
St Joe	2018	Stacey Gorsuch
Altona	2018	Stacey Gorsuch
Garrett	2017	Stacey Gorsuch
Huntertown	2017	Stacey Gorsuch
DeKalb County	2016	Stacey Gorsuch



### Annual Goals and Accomplishments

#### 2021 Title VI Goals

- Update the Title VI Implementation Plan on the NIRCC.com website.
- Have a minimum of one staff member attend INDOT's annual Title VI training.
- Have Title VI Coordinator attend any other in-person or online training available. Encourage other staff members to attend online training opportunities.
- Have Title VI Coordinator complete Title VI and ADA training to NIRCC staff members.
- Strive for 0 Title VI or ADA complaints against NIRCC in 2021.

#### 2021 Title VI Accomplishments

- TBD

#### 2022 Title VI Goals

- TBD