



TITLE VI PROGRAM

Approved 5.12.15
In compliance with the Federal Transit
Administration Circular 4702.1B



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The

Introduction

Wichita Area Metropolitan Planning Organization (WAMPO) is the regional planning organization for the 22 cities and all or portions of three counties in the greater Wichita, Kansas metropolitan area. WAMPO, along with planning partners at the local, state, and national level, provide a forum for discussion on how best to improve the regional transportation system and how federal transportation funds are allocated to pay for regional improvements to the regional multimodal transportation system.

The Wichita Area Metropolitan Planning Organization (WAMPO) hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, Executive Order 13166 on Limited English Proficiency, and related statutes and regulations in all programs and activities.

Title VI requires that no person in the United States of America shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which WAMPO receives federal financial assistance. In addition to this, the restoration Act of 1987 expanded this requirement to include all programs and activities offered by any agency receiving federal funding.



Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with WAMPO. Any such complaint must be in writing and filed with WAMPO's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence.

On request, this publication will be made available in alternative formats. To a copy of this publication in alternative formats, for more information, or to obtain a Title VI Discrimination Complaint Form, please visit contact the WAMPO Title VI Coordinator at:

2000 North Mead Avenue,
Wichita, KS 67202
Phone: 316-261-2200
Fax: 316-261-1111
E-Mail: wampo@wamponet.org

Documents (including translations) are also available for download at www.wampo.org. Si necesita información en otro idioma, contacte 316-261-2200.



Wichita Area Metropolitan Planning Organization

The Wichita Area Metropolitan Planning Organization (WAMPO) is the Metropolitan Planning Organizations (MPO) for the Wichita metropolitan region. As the MPO, WAMPO works to recognize the critical links between transportation and other societal goals such as economic health, air quality, social equity, environmental resource consumption, and overall quality of life.

The local 24-member Transportation Policy Body (TPB) guides and coordinates the transportation investment of the WAMPO area. In addition to the TPB, elected officials, transportation professionals, advocates, and citizens have an opportunity to share their expertise with the TPB by serving on the following advisory committees:

- Executive Committee (EC)
- Technical Advisory Committee (TAC)
- Metropolitan Transportation Plan-Project Advisory Committee (PAC)

Title VI Program & Purpose

The purpose of this Title VI Program is to ensure that no person, 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 under the control of WAMPO.

It is the commitment of this organization to ensure that individuals within the metropolitan planning area are aware of Title VI provisions and the responsibilities associated with Title VI of the Civil Rights Act of 1964.

WAMPO's Title VI Coordinator acts as the region's primary point of contact for Title VI compliance and programs. The Title VI Coordinator plays a participatory lead role in the development and implementation of Title VI Compliance Programs region wide. This role is currently being fulfilled by Tricia Thomas.

The following Title VI Program is divided into parts. Part one, "General Requirements" will illustrate WAMPO's compliance as an FTA recipient. Part two, "MPO Requirements" highlights the specific compliance components for metropolitan planning organizations.

Title VI Responsibilities and Compliance



Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs receiving federal financial assistance. Title VI states that “no person in the United States shall, on the ground 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.”

In 1994, President Clinton issued Executive Order 12898, which states that each federal agency “shall make achieving environmental justice part of its mission by identifying and addressing disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.”

To that end, the Federal Transit Administration (FTA) issued Circular 4702.1B in 2012, which replaced Circular 4702.1A issued in 2007. This document outlines Title VI and Environmental Justice compliance procedures for recipients of FTA-administered transit program funds.

Specifically, the FTA requires recipients to “document their compliance with the Department of Transportation’s Title VI regulations by submitting a Title VI Program to their FTA regional civil rights officer once every three years or as otherwise directed by FTA. For all recipients (including sub-recipients), the Title VI Program must be approved by the recipient’s board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to FTA.”



Definitions

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

Disparate impact refers to a facially neutral policy or practice that disproportionately affects members of a group identified by race, color, or national origin, where the recipient's policy or practice lacks a substantial legitimate justification and where there exists one or more alternatives that would serve the same legitimate objectives but with less disproportionate effect on the basis of race, color, or national origin.

Disproportionate burden refers to a neutral policy or practice that disproportionately effects on low-income populations more than non-low-income populations. A finding of disproportionate burden requires the recipient to evaluate alternatives and mitigate burdens where practicable.

Disparate treatment refers to actions that result in circumstances where similarly situated persons are intentionally treated differently (i.e., less favorably) than others because of their race, color, or national origin.

Fixed route refers to public transportation service provided in vehicles operated along pre-determined routes according to a fixed schedule.

Federal financial assistance refers to:

- a. grants and loans of federal funds
- b. the grant or donation of federal property and interests in property
- c. the detail of federal personnel
- d. the sale and lease of, and the permission to use (on other than a casual or transient basis), federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient
- e. any federal agreement, arrangement, or other contract that has as one of its purposes the provision of assistance

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

Low-income person means a person whose median household income is at or below the US Department of Health and Human Services (HHS) poverty guidelines.

Metropolitan Planning Organization (MPO) means the policy board of an organization created and designated to carry out the metropolitan transportation planning process.

Metropolitan Transportation Plan (MTP) means the official multimodal transportation plan addressing no less than a 20-year planning horizon that is developed, adopted, and updated by the MPO through the metropolitan transportation planning process. For the WAMPO region, the MTP is called MTP 2035.

Minority persons include the following:

- a. American Indian and Alaska Native, which refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment

- b. Asian, which refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- c. Black or African American, which refers to people having origins in any of the Black racial groups of Africa
- d. Hispanic or Latino, which includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race
- e. Native Hawaiian or Other Pacific Islander, which refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

Minority transit route means a route that has at least 1/3 of its total revenue mileage in a census block or block group, or traffic analysis zone(s) with a percentage of minority population that exceeds the percentage of minority population in the transit service area. A recipient may supplement this service area data with route-specific ridership data in cases where ridership does not reflect the characteristics of the census block, block group, or traffic analysis zone.

National origin means the particular nation in which a person was born, or where the person's parents or ancestors were born.

Noncompliance refers to an FTA determination that the recipient is not in compliance with the DOT Title VI regulations, and has engaged in activities that have had the purpose or effect of denying persons the benefits of, excluding from participation in, or subjecting persons to discrimination in the recipient's program or activity on the basis of race, color, or national origin.

Predominantly low-income area means a geographic area, such as a neighborhood, census tract, block or block group, or traffic analysis zone, where the proportion of low-income persons residing in that area exceeds the average proportion of low-income persons in the recipient's service area.

Predominantly minority area means a geographic area, such as a neighborhood, census tract, block or block group, or traffic analysis zone, where the proportion of minority persons residing in that area exceeds the average proportion of minority persons in the recipient's service area.

Primary recipient means any FTA recipient that extends federal financial assistance to a sub-recipient.

Public transportation means regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income; and does not include Amtrak, intercity bus service, charter bus service, school bus service, sightseeing service, courtesy shuttle service for patrons of one or more specific establishments, or intra-terminal or intra-facility shuttle services. Public transportation includes buses, subways, light rail, commuter rail, monorail, passenger ferry boats, trolleys, inclined railways, people movers, and vans. Public transportation can be either fixed route or demand response service.

Recipient means any public or private entity that receives Federal financial assistance from FTA, whether directly from FTA or indirectly through a primary recipient. This term includes sub-recipients, direct recipients, designated recipients, and primary recipients. The term does not include any ultimate beneficiary under any such assistance program.

Service area refers either to the geographic area in which a transit agency is authorized by its charter to provide service to the public, or to the planning area of a State Department of Transportation or Metropolitan Planning Organization.

Service standard/policy means an established service performance measure or policy used by a transit provider or other recipient as a means to plan or distribute services and benefits within its service area.

Statewide Transportation Improvement Program (STIP) means a statewide prioritized listing/program of transportation projects covering a period of four years that is consistent with the long-range statewide transportation plan, MTPs, and TIPs, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.

Sub-recipient means an entity that receives federal financial assistance from FTA through a primary recipient.

Title VI Program refers to a document developed by an FTA recipient to demonstrate how the recipient is complying with Title VI requirements. Direct and primary recipients must submit their Title VI Programs to FTA every three years. The Title VI Program must be approved by the recipient's board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to FTA.

Transportation Improvement Program (TIP) means a prioritized listing/program of transportation projects covering a period of four years that is developed and formally adopted by an MPO as part of the metropolitan transportation planning process, consistent with the metropolitan transportation plan, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.

Transportation Management Area (TMA) means an urbanized area with a population over 200,000, as defined by the Bureau of the Census and designated by the Secretary of Transportation, or any additional area where TMA designation is requested by the Governor and the MPO and designated by the Secretary of Transportation.

Wichita Area Metropolitan Planning Organization (WAMPO) refers to the MPO serving the greater Wichita, KS metropolitan area.

Part One: General Requirements

The FTA Title VI Circular requires all recipients of FTA funding to meet a number of basic requirements. The following is a listing of those general requirements:

- Prepare/submit a Title VI Program
- Notify beneficiaries of the protections under Title VI
- Develop Title VI complaint procedures and a complaint form
- Record and report transit-related Title VI investigations, complaints, and lawsuits
- Monitor and provide assistance to sub-recipients
- Provide meaningful access to persons with Limited English Proficiency (LEP)
- Report decision-making bodies minority representations
- Promote inclusive public participation

Title VI Notice and Complaint Procedures

Title 49 CFR Section 21.9(d) requires recipients to provide information to the public regarding the recipient’s obligations under the Department of Transportation’s (DOT) Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI.

At a minimum, recipients must disseminate this information to the public by posting a Title VI notice on the agency’s website and in any public areas or offices, including the reception desk, meeting rooms, etc. The below table references WAMPOs Title VI information by location and access type:

Title VI Compliance Information

| Location | Type | Information |
|--|---|---|
| Facebook (General Information) | Electronic | Public Notice |
| Public Meeting Materials (Agenda/Packet) | Print/Electronic | Public Notice/Statement of Non-Discrimination |
| Public Meeting Rooms | In Person | Public Notice |
| Reception Areas | In Person | Public Notice and Citizens’ Guide |
| Process/Planning Documents | Print Materials | Public Notice/Statement of Non-Discrimination |
| Quarterly Newsletter | Print Materials | Public Notice/Statement of Non-Discrimination |
| Title VI Coordinator | In Person, Phone, Mail, E-Mail by request | Public Notice/Statement of Non-Discrimination, Citizens' Guide, Policy/Program, Complaint Forms, Translated Documents |
| Website Title VI page | Electronic | Public Notice/Statement of Non-Discrimination, Citizens' Guide, Policy/Program, Complaint Forms, Translated Documents |

A copy of WAMPO’s Title VI notice to the public can be found in [Appendix A](#) along with copies of the print material resources (used in public areas and online) and standard language incorporated into publications distributed to the public. Both English and Spanish versions of the WAMPO Title VI notices and resources can be accessed online or by request.

Complaint Procedures

In order to comply with the reporting requirements established in 49 CFR Section 21.9(b), all recipients must develop procedures for investigating and tracking Title VI complaints filed against

them and make their procedures for filing a complaint available to members of the public. Recipients must also develop a Title VI complaint form, and the form and procedure for filing a complaint shall be available on the recipient's website.

All WAMPO Title VI complaint procedures and forms are posted online at www.wampo.org/legal. A copy of the WAMPO complaint form and associated procedures may be found in **Appendix B**.

Title VI Investigations, Complaints, and Lawsuits

In order to comply with the reporting requirements of 49 CFR Section 21.9(b), the FTA requires all recipients to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin:

- Active investigations conducted by entities other than FTA
- Lawsuits
- Complaints naming the recipient

Below is a listing of the WAMPO region’s Title VI-related complaints by recipient. To date there have been no complaints/lawsuits brought forward on the basis of race, color or national origin.

Recipient Complaint Tracking

| Entity | Date (Monthly, Day, Year) | Summary (include basis of complaint: race, color, or national origin) | Status | Action(s) Taken | Findings |
|---------------------------|---------------------------------|---|--------------|--------------------|----------|
| WAMPO | | | None to date | | |
| Breakthrough Club | | | None to date | | |
| Episcopal Social Services | | | None to date | | |
| KETCH | | | None to date | | |
| Mental Health Association | | | None to date | | |
| Starkey, Inc. | | | None to date | | |
| Wichita Transit | | | None to date | | |

Sub-Recipient Monitoring & Assistance

WAMPO functions as both the MPO and the designated recipient of FTA funds that are passed through to other units (sub-recipients) who provide transit services. All WAMPO sub-recipients must submit Title VI Programs in order to assist our organization in its compliance efforts. Existing and potential sub-recipients may choose to adopt WAMPO’s Title VI template program or develop their own where appropriate.

WAMPO’s Title VI template program includes sample notices to the public informing beneficiaries of their rights under the Department of Transportation’s Title VI regulations, procedures on how to file a Title VI complaint, and a Title VI complaint form. The template program also includes suggested procedures for tracking and investigating Title VI complaints filed with a sub-recipient

and direction regarding when WAMPO expects the sub-recipient to submit notification of complaints that are received by the sub-recipient.

In addition to the template program, WAMPO offers all existing and potential sub-recipients access to demographic information on the race and English proficiency of residents served within the WAMPO region. This information is designed to assist the sub-recipient in assessing the level and quality of service it provides to communities within its service area and in assessing the need for language assistance. Translations services including written translation of sub-recipient Title VI programs are also available to all WAMPO sub-recipients upon request.

The following section highlights a summary and award breakdown by project for WAMPO's existing sub-recipients.

Job Access and Reverse Commute (JARC) Program:

The JARC program's primary focus is for assisting in the provision of public transportation for individuals that are low-income or disabled, to and from the workplace. In September 2013, WAMPO awarded \$211,491 in federal funding to three multi-year projects.

2012 JARC Program

| Project Description | Agency | Award Amount |
|---|---------------------------|---------------------|
| Transportation for employment. | Episcopal Social Services | \$31,258 |
| Demand response services (for low-income and disabled transportation to and from work). | Wichita Transit | \$249,158 |
| Enhanced services (on E. Harry and S. Main routes). | Wichita Transit | \$138,826 |
| | Total | \$419,242 |

2013 JARC Program

| Project Description | Agency | Award Amount |
|--|---------------------------|---------------------|
| Enhancement Services | Wichita Transit | \$168,876 |
| Transportation for Employment | Episcopal Social Services | \$11,829 |
| Supportive Employment Transportation Expansion | Mental Health Association | \$30,786 |
| | Total | \$211,491 |

New Freedom Program Awards:

The federal New Freedom program is intended to assist in providing transit services that are above and beyond the minimum requirements of the Americans with Disabilities Act of 1990 (ADA). In September 2013, WAMPO awarded \$132,290 in federal funding to two multi-year projects.

2012 New Freedom Program

| Project Description | Agency | Award Amount |
|--|-------------------|------------------|
| Transportation Enhancing Social and Prevocational Services | Breakthrough Club | \$27,460 |
| Expanded Service Hours | KETCH | \$116,703 |
| Mobility Assistance for Community Integration | Starkey | \$116,703 |
| | Total | \$260,866 |

2013 New Freedom Program

| Project Description | Agency | Award Amount |
|--|-------------------|------------------|
| Mobility Manager | Wichita Transit | \$115,828 |
| Transportation Enhancing Social and Prevocational Services | Breakthrough Club | \$16,462 |
| | Total | \$132,290 |

Each WAMPO sub-recipient is required to submit an updated Title VI Program every three years demonstrating their compliance with the Title VI requirements. Title VI Program due dates are determined with each sub-recipient individually. To date, all WAMPO sub-recipient Title VI Programs have been received and found to be in compliance with the Title VI Circular. All Title VI Program compliance reviews for sub-recipients are conducted by the Title VI Coordinator and the WAMPO Planning Manager, Kristen Zimmerman.

Limited English Proficiency: Four Factor Analysis

In compliance with Title VI and the Department of Transportation's implementing regulations and Executive Order 13166 WAMPO has taken reasonable steps to ensure meaningful access to individuals who have Limited English Proficiency (LEP). WAMPO has developed a LEP plan for the region that incorporates a Four Factor Analysis describing the area's language access planning effectiveness with regard to communication to individuals with LEP.

Based on a recent review of Census data, there are two languages, outside of English, that are predominantly spoken by people who speak English less than very well (5% of population or 1,000 people) in the WAMPO region; Spanish and Vietnamese. Currently, all WAMPO vital documentation is translated in Spanish, as a result of the recent findings these same documents will be made available in Vietnamese in the coming months. WAMPO has committed to produce other written language translations based on request. In addition to written translation, WAMPO also regularly offers translators for American Sign and other languages as needed during public events.

As noted above, we provide translation of materials and in-person interpretation services for public interactions and discussions. For broad, region-wide outreach (such as for MOVE 2040), we promote events and include translated text encouraging attendees to contact us if they plan to attend and need an interpreter. A copy of WAMPO's full LEP plan can be found in [Appendix C](#) of this document.

Minority Representation on Non-elected Decision-making Bodies



Title 49 CFR Section 21.5(b)(1)(vii) states that a recipient may not, on the grounds of race, color or national origin, “deny a person the opportunity to participate as a member of a planning, or similar body which is an integral part of the program.” WAMPO’s transit-related, non-elected bodies include:

Transportation Policy Body (TPB):

The TPB is made up of local elected officials and State representatives. The TPB develops and implements WAMPO’s transportation plans and makes the final approval of these documents and any amendments to them. The TPB meetings act as the regional forum for transportation planning for establishing the vision for the future transportation system.

The TPB consists of voting representatives from the WAMPO member jurisdictions who are participating in the financial support of the MPO. The membership distribution is as follows:

- Four (4) City of Wichita elected officials or their designated alternate(s), as appointed by the Wichita City Council;
- Four (4) Sedgwick County elected officials or their designated alternate(s), as appointed by the Sedgwick County Board of County Commissioners;
- Two (2) KDOT representatives appointed by the Secretary of Transportation;

- One (1) Sedgwick County Association of Cities (SCAC) elected official or designated alternate representing jurisdictions in “Good Standing” under 2,000 population; and
- One (1) elected official or designated alternate each for all other jurisdictions in “Good Standing” over 2,000 population.

Technical Advisory Committee (TAC):

Appointed by the TPB, members of this committee serve as an advisory board and technical support to the TPB. TAC members actively review technical information about transportation studies/issues, as well as provides the TPB with professional recommendations on documents, plans, and activities. Other TAC activities include, but are not limited to:

- Providing technical support to other agencies, on transportation related studies and issues.
- Providing technical support in the preparation of the Metropolitan Transportation Plan (MTP) and recommend its adoption to the WAMPO TPB.
- Reviewing the Transportation Improvement Program (TIP) including reviewing projects and recommending adoption to the WAMPO TPB.
- Assisting the WAMPO TPB and staff in preparation and recommendations for adoption of the Unified Planning Work Program (UPWP).
- Coordinating in the development of regional transportation planning activities.
- Reviewing and providing technical critique on the products and processes associated with the regional transportation planning.



Other Committees:

The TPB may designate other committees or subcommittees as necessary to investigate and report on specific subject areas of interest. Such committee members may, or may not, be members of the TPB.

The most recent committee to fall under this category is the Metropolitan Transportation Plan – Project Advisory Committee (MTP-PAC) otherwise known as PAC.

The following table depicts the racial breakdown of the membership of the above listed standing committees and the WAMPO region:

WAMPO Region & Membership by Race/Ethnicity
As of March 2015

| Body | White/ Caucasian | Hispanic | Black/ African American | American Indian/ Alaska native | Asian | Native Hawaiian / Pacific Islander | Some Other Race | Two or more races |
|---------------------------------|---------------------|----------|-------------------------------|---|-------|--|-----------------------|-------------------------|
| WAMPO Region* | 71.6% | 12.4% | 8.3% | 0.6% | 3.8% | 0.1% | 0.1% | 3.2% |
| Transportation Policy Body | 96.2% | 0.0% | 0.0% | 3.8% | 0.0% | 0.0% | 0.0% | 0.0% |
| Technical Advisory Committee | 94.1% | 0.0% | 5.9% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| Project Advisory Committee | 90.0% | 0.0% | 10.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |

**U.S. Census Bureau, 2013 (5-year Sample of the American Community Survey)*

The policy body and committee breakdown illustrated in the above table shows a similar breakdown of “White/Caucasian” member representation, opportunities for improvement exist with regard to encouraging diversification of race within both groups. WAMPO staff will continue to provide information and ongoing support to these groups to explore opportunities for diversity and involvement of a more comprehensive and representative membership. Specific strategies to do this include an update to the current WAMPO Public Participation Plan that incorporates outreach and education to under-represented minority and traditionally underserved populations.

WAMPO Public Participation Plan

In 2011, WAMPO adopted a Public Participation Plan (PPP), representing the methods by which our organization communicates and promotes public participation opportunities. This plan addresses the use of resources such as the WAMPO web-page, public notice in the *Wichita Eagle*, social media channels, E-Mail, print materials and other direct community-based outreach to stakeholders and the general public.

WAMPO is committed to using a tailored approach that fully utilizes these resources to compliment traditional communication/marketing techniques. The purpose of the PPP is to identify opportunities for the public to get involved. The following is a listing of the three goals or priority areas that drive the PPP:

1. **Inform & Engage:** WAMPO will inform the public and engage citizens in the transportation process.
2. **Two-Way Communication:** WAMPO will facilitate effective two-way communication between the general public and key decision-makers.
3. **Evaluate Effectiveness:** WAMPO will evaluate the effectiveness of the public participation strategies outlined within the plan on a recurring basis.



Through this plan this organization intends on enhancing the reach and effectiveness of our public outreach and inclusion efforts based on the expressed community goals and identified opportunities.

WAMPO holds ongoing opportunities for formal public meeting, review & comment periods for all of the major activities and decision making points. Additionally, all TPB and TAC meetings have the opportunity for citizens to provide public comment on proposed transportation improvements throughout the planning process.

This approach, as outlined in the PPP, is designed to ensure a regional public involvement process that is proactive in providing complete information, timely public notice, diverse techniques, full public access to key decisions/decision makers, and to allow continual involvement in the development of regional plans and community building programs. In addition to this the PPP explicitly addresses plans for targeting low income and minority populations. A full copy of the WAMPO PPP can be found in **Appendix D**.

The following is an overview of public meeting presentation advertisement access points for posting and redistribution of WAMPO information and announcements:

- All 25 member jurisdictions (22 cities and 3 counties)
- America Bikes
- The Arc of Sedgwick County
- www.bicyclinginfo.org
- Bike Walk Wichita
- Bikes Belong Coalition
- Catholic Charities
- Catholic Charities Adult Day Services
- Child Advocacy Center of SC
- Coordinated Transit District #12
- Independent Living Resource Center
- Kansas Department of Corrections
- KETCH
- League of Women Voters
- Northern Flyer Alliance
- Oz Bike Club
- Salvation Army Homeless Services
- Sedgwick County Department on Aging
- Sedgwick County Division of Human Services
- WAMPO quarterly newsletter
- Wichita Hispanic Chamber of Commerce, Inc.
- Wichita Metro Chamber of Commerce
- Wichita Public Library (all branches)
- Wichita YMCA system

In addition to outlining the goals and objectives for the WAMPO region's public outreach, the PPP provides a framework for public outreach activities based on the specific transportation project(s). A description of these projects are described below along with some of corresponding public outreach efforts, promoting inclusion, that have occurred since the last Title VI program submission in 2012.

Metropolitan Transportation Plan (MTP): WAMPO's long range transportation plan covering a planning horizon of at least twenty years. These plans undergo periodic updates and the intent of the plan is to foster, mobility and access for people/goods, efficient system performance, preservation and quality of life.

2012 Summary:

In 2012 WAMPO staff administered a MTP survey to start the process of gathering current community-based feedback and insight from key stakeholders and the general public about the organization's planning activities.

2013 Summary:

In 2013 WAMPO staff began to gear up for the next long range plan. During this timeframe, WAMPO staff conducted 32 different community-based presentations focused on soliciting ideas and feedback on issues and initiatives from stakeholders that included elected officials, advocacy organizations and the citizens of the WAMPO region. These activities represented the "Phase 1: Asking for Directions" portion of the MOVE 2040 MTP. During this timeframe WAMPO staff also began compiling an inventory of transportation facilities, operations, programs and services to begin preparation for the next phase of activities, which included: vision development, goal setting and the establishment of measurements of success.

2014 Summary:

In 2014 WAMPO staff continued working with citizens and transportation stakeholders in 2014 for MOVE 2040 plan development. In 2014, one of the primary focus areas was on assessing the overall impacts of the final MOVE 2040 projects on the Environmental Justice communities in the region. A reporting of the technical analysis associated with these impacts are slated for release in the summer of 2015. Enhanced public engagement efforts for MOVE 2040 during this timeframe continued with presentations focused on sharing information about the MOVE 2040 planning process, getting attendees' input on the perceived current needs and identifying preferences/priorities on how the available funding should be spent.



WAMPO staff conducted 22 community-based presentations rounding out Phase 1 of the MOVE 2040 plan. During "Phase 2: Mapping the Route" staff conducted 28 community-based presentations and eight workshops. Of the Phase 1 and 2 community engagement events, three were held in Environmental Justice neighborhoods as defined by the 2010 Census analysis.

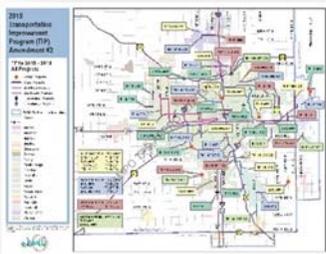
One of the larger regional workshop locations was chosen to align with our Title VI policy/program. This workshop was held at the Immanuel Baptist Church in the City of Wichita. Located in a low income neighborhood, served by public transit, with ample free parking the church based workshop was staffed by WAMPO representatives, members of our TPB, TAC, PAC and a representative from Wichita Transit. The focus of the meeting was to all allow attendees to have access to the transportation system representatives to answer questions, to add to the discussion, and to gain technical assistance and expertise while discussing potential investment strategies.

Additional engagement involved the distribution of surveys at local events such as the Central Plains Area Agency on Aging's Senior Expo, The Wichita Art Museum's Art and Book Fair, and Wichita RibFest 2014. Global consultants, Parsons Brinckerhoff were also brought onboard in 2014 to complete a portion of the MOVE 2040 process involving the Title VI and Environmental Justice analysis/reporting and the development of project selection criteria that would be used to screen the proposed projects in the fall of 2014.

This activity culminated in two public half-day workshops designed to provide an opportunity for the WAMPO region stakeholders to hear the results of the public engagement efforts to date, discuss with their peers the needs of the region and to deliberate on their plans to move the MOVE 2040 plan forward.

2015 Summary to Date:

During 2015 the MOVE 2040 entered into Phase 3 "The Final Approach." Public engagement activities associated with this phase include: 17 community presentations, four "pop up" community engagement (booth/information center sessions) and five advocacy group presentations all scheduled to occur by the end of April 2015. Opportunities for public feedback were communicated to local jurisdiction media outlets, via the WAMPO website, YouTube Channel, Facebook and through in person public meeting announcements. The MOVE 2040 plan adoption is slated to occur in July of 2015.



Transportation Improvement Program (TIP): The Transportation Improvement Program (TIP) is a short-range program that identifies transportation projects to be implemented in the WAMPO region during upcoming four years. These projects are programmed by Federal Fiscal Year (FFY, October 1 through September 30). The TIP is one of the tools used to implement the goals of the MTP.

2012 to Current Summary:

During these timeframes recurring Environmental Justice analysis were conducted for TIPs. This information identified the Environmental Justice (EJ) areas within the WAMPO region in relation to

the TIP project areas each year. Data was collected and reported in aggregate for projects affecting people or travel habits in the EJ areas.

Based on this analysis none of the projects were found to have adversely disproportionate impacts on the people living and working in the EJ areas of the WAMPO region. Communication of these processes and results were posted on the WAMPO website, shared for public comment/hearing, highlighted in the WAMPO quarterly newsletter/social media and presented at both the TAC and TPB meetings before finalized.

Strategies for eliciting public comment during this timeframe included an open house event and web/email/phone/regular mail survey opportunities. Staff also developed a TIP public service announcement that was broadcast on cable access channel 7. For details on the specific public outreach and inclusion commitments specific to the TIP please review the PPP in **Appendix D** of this report.

Unified Planning Work Program (UPWP):



The Unified Planning Work Program (UPWP) lists and describes the planning activities that WAMPO and its planning partners will perform during a calendar year. The UPWP identifies specific planning tasks to address transportation issues in the region and it serves as the official budget and work plan. The UPWP is updated at least twice per year to accommodate changes in programming, scope, and available funds. Below is a summary of the public outreach activities used to solicit input on the UPWP:

2012 to Current Summary:

Routine public hearings and public review/comment periods were held in relation to the UPWP and the associated amendments. Announcement of these activities were made following the PPP guidelines using the tools of print material announcements including the WAMPO quarterly newsletters, email correspondence with stakeholders and website/social media. For further detail on the specific public outreach and inclusion commitments specific to the UPWP please review the PPP in **Appendix D** of this report.

Coordinated Public Transit-Human Services Plan (CPT-HSP, or Coordinated Plan): addresses transportation services for the senior citizens, individuals with disabilities, and individuals with a low household income. The purpose of the CPT-HSP is to identify the service gaps and needs of these target populations living in the Coordinated Transit District #12 (CTD #12), which includes Butler, Harvey, and Sedgwick Counties.

2012 to Current Summary:

As part of that planning process, WAMPO carried out an extensive public involvement campaign targeting the three above mentioned populations. Below is the list of public outreach activities WAMPO did to solicit input on the plan:

- Developed a voluntary questionnaire for paratransit service providers – received six back
- Developed a rider survey for paratransit riders – received 153 completed surveys
- Developed a rider survey for transit riders and administered it at the Wichita Transit transfer station – received 104 completed surveys
- Held seven county-level public meetings
- Held a two-week public comment period

For further detail on the specific public outreach and inclusion commitments specific to this plan please review the PPP in [Appendix D](#) of this report.

Other public participation and inclusion activities: During this reporting period, the following Title VI-related activities were conducted:

- The WAMPO Title VI brochure was distributed to regional planning partners
- Standing public comment session scheduled during each board/committee meeting
- Quarterly Newsletters including the Title VI notice were distributed
- The US Department of Commerce I-Speak: Language Identification Flashcard template was incorporated into the process of interaction for public meetings to assist with in-person translation requests ([Appendix E](#)).
- WAMPO staff met with Interfaith Ministries for their input on key bicycling and pedestrian corridors as part of the data collection process for the Bicycle/Pedestrian Count project.
- The External Station project provided surveys in Spanish to Spanish-speaking motorists that participated in the Survey.
- A public meeting survey was created in Spanish and made available at all public meetings.

Part II: MPO Requirements

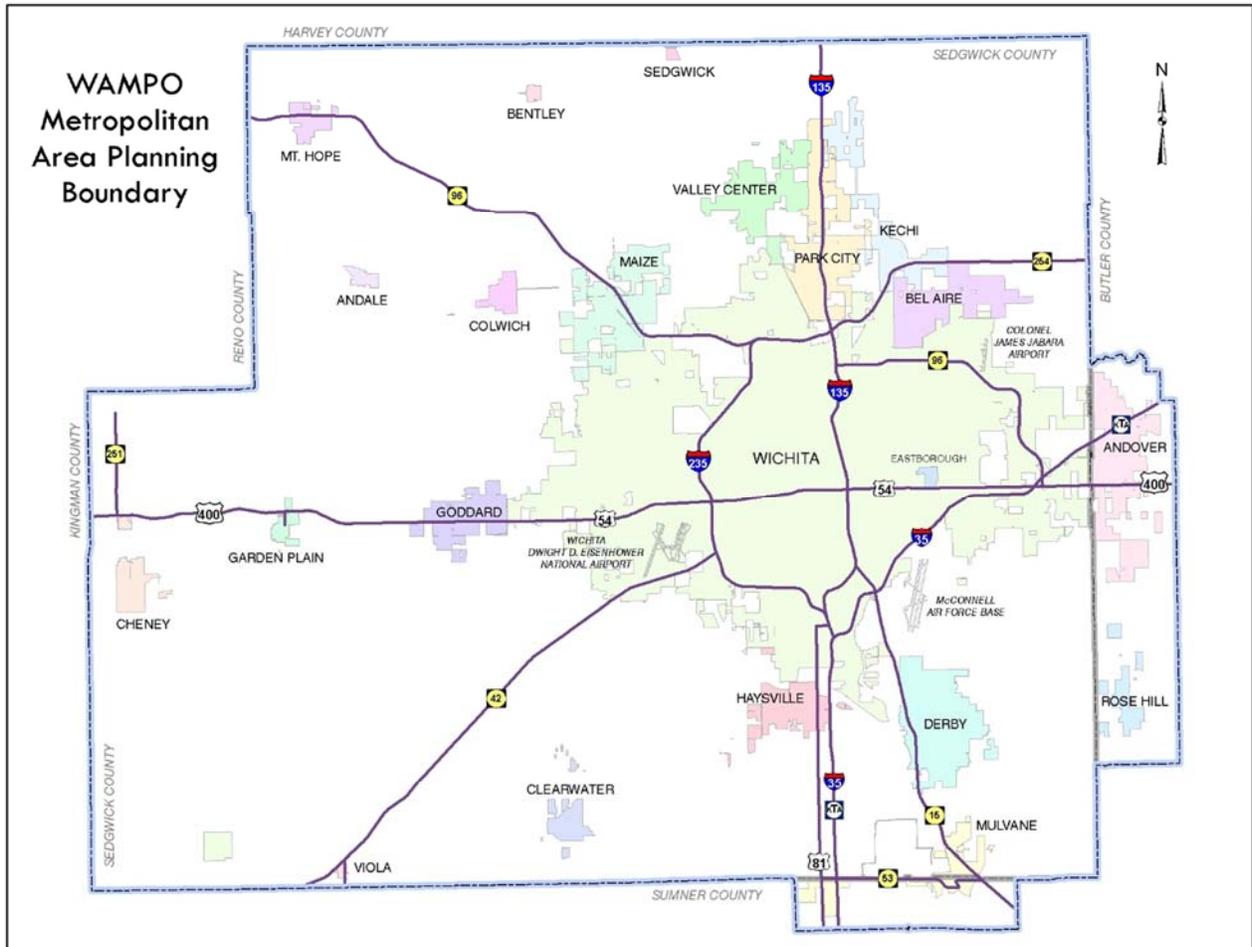
The following section describes the procedures that metropolitan planning organizations (MPOs) follow (above and beyond the general requirements) in order to comply with the Department of Transportation's Title VI regulations.

FTA Title VI Circular requires all MPOs to provide the following information:

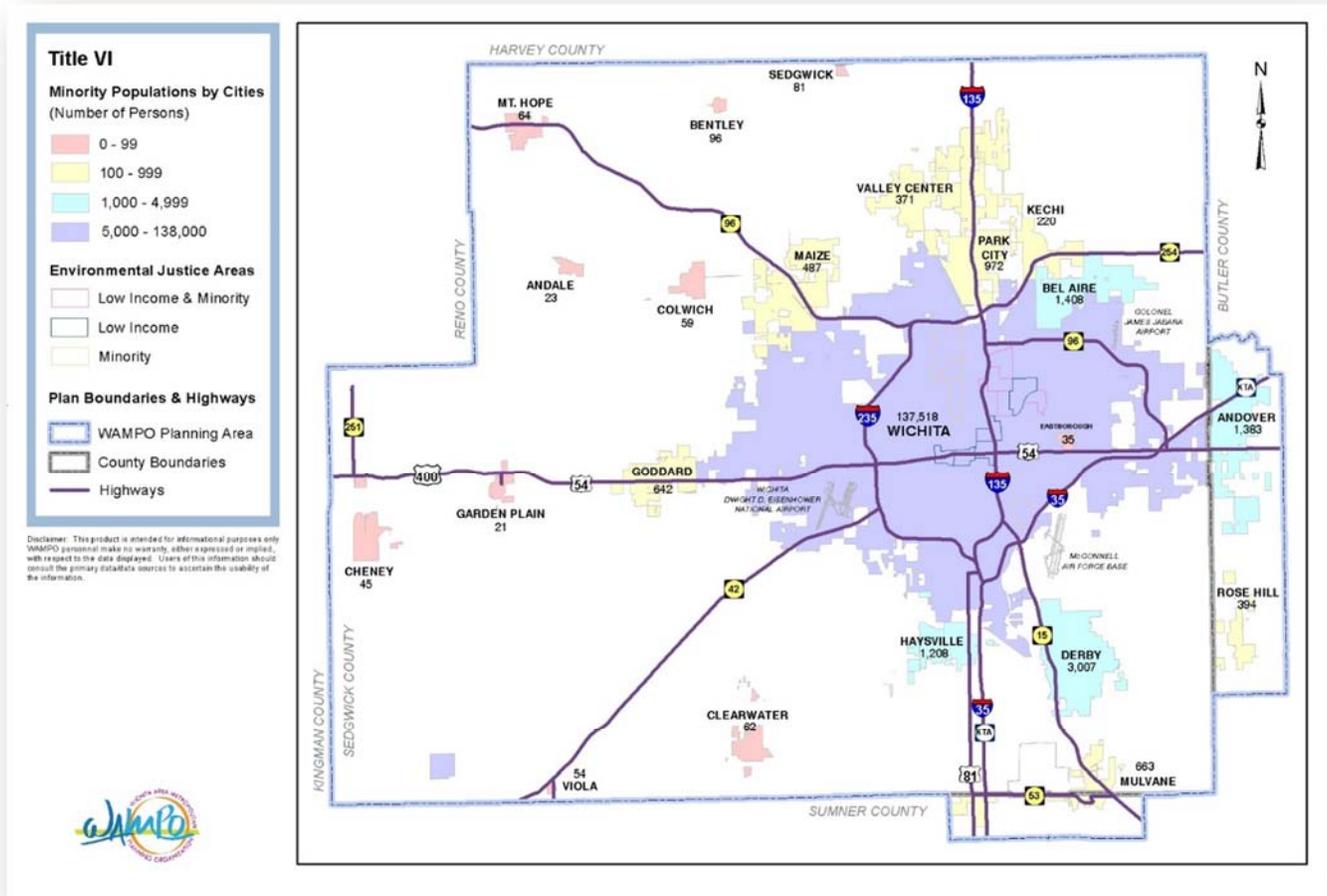
- Regional demographic profile
- Title VI Principles and Regional Planning
- Distribution of State and Federal Funding
- Distribution of FTA Funds to Sub-recipients
- Assistance Procedure to Potential Sub-recipients

WAMPO Region Demographics

WAMPO's service area includes the following 22 cities and all or part of three counties in south central Kansas. Based on data from the U.S. Census Bureau, 2013 (American Community Survey 5-year estimates) the WAMPO planning area has a total population of 544,592. The region includes the jurisdictions highlighted in the below WAMPO area planning boundary map:



Of the people living in the WAMPO area 28.4% of the population identify with a race other than “White” or identified themselves as “Hispanic.” The geographic dispersions of these populations can be identified on the following maps by racial/ethnicity grouping:

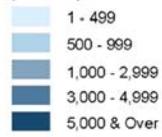


The maps on the follow pages show the geographic dispersions of these populations by individual racial/ethnicity groups that include:

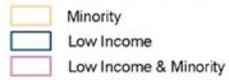
- African American (pg. 26)
- Asian (pg. 27)
- Hawaiian/Pacific Islander (pg. 28)
- Latino (pg. 29)
- Native American (pg. 30)

African American

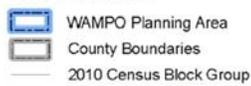
(Persons per Block Group)



Environmental Justice Areas



Plan Boundaries



Asian

(Persons per Block Group)

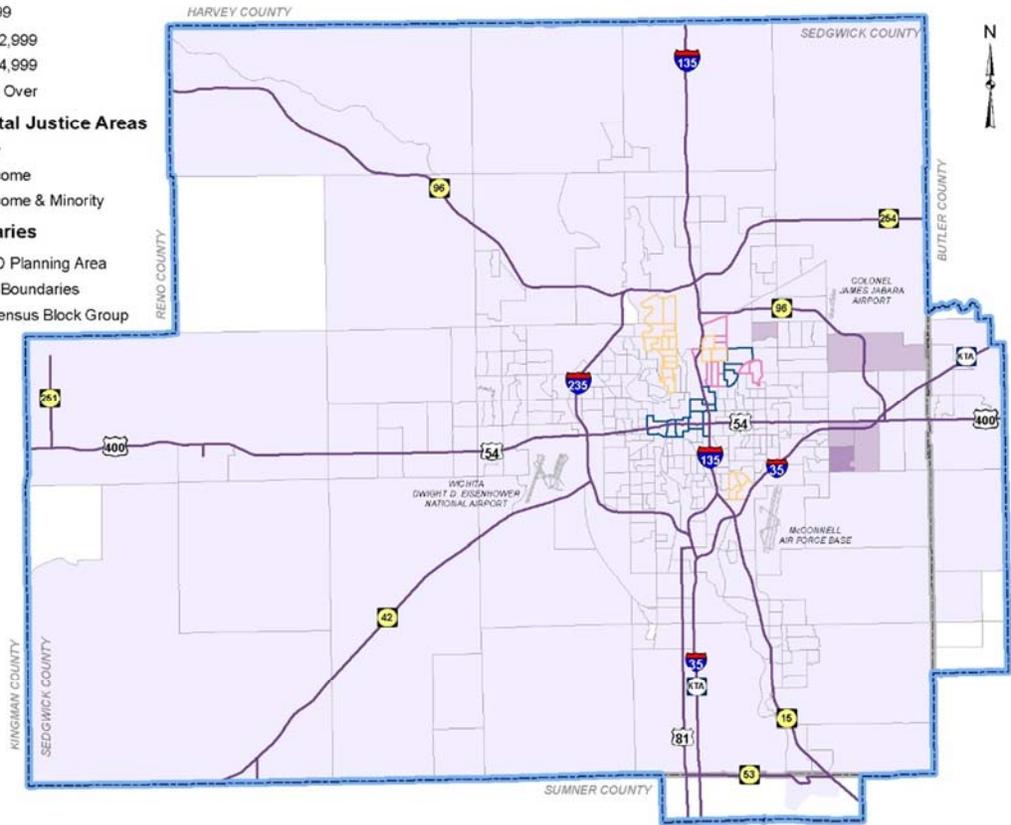
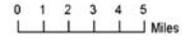
- 1 - 499
- 500 - 999
- 1,000 - 2,999
- 3,000 - 4,999
- 5,000 & Over

Environmental Justice Areas

- Minority
- Low Income
- Low Income & Minority

Plan Boundaries

- WAMPO Planning Area
- County Boundaries
- 2010 Census Block Group



Hawaiian/Pacific Islander

(Persons per Block Group)

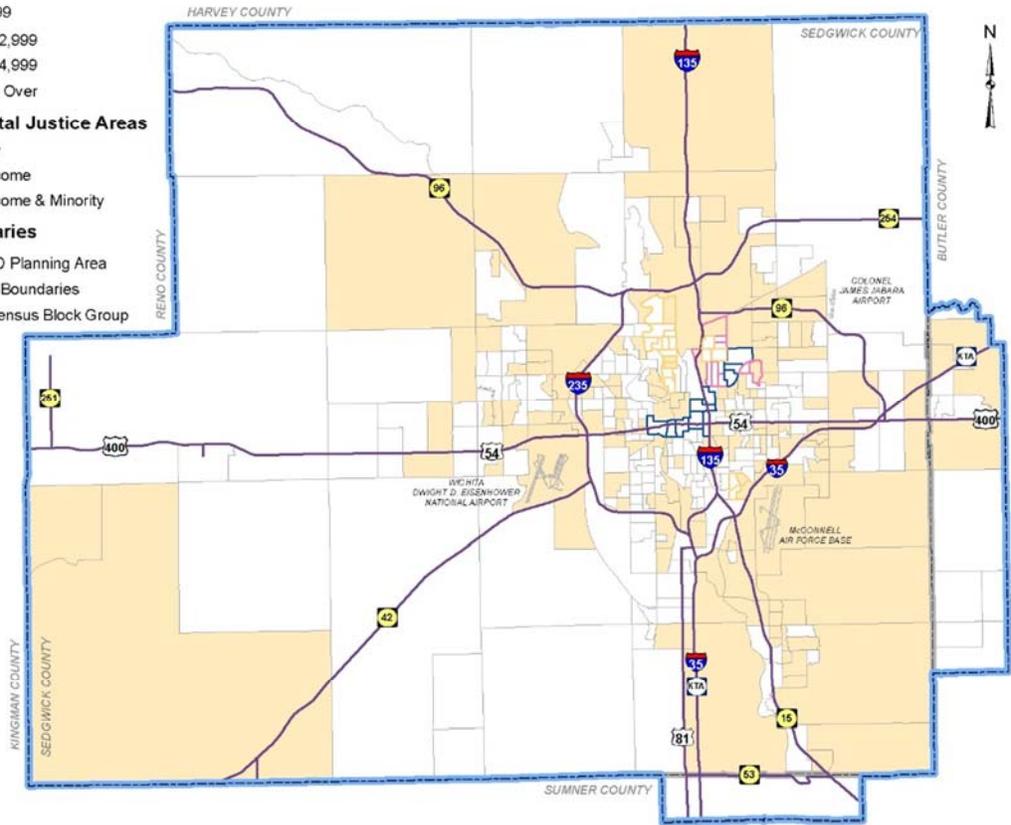
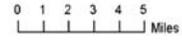
- 1 - 499
- 500 - 999
- 1,000 - 2,999
- 3,000 - 4,999
- 5,000 & Over

Environmental Justice Areas

- Minority
- Low Income
- Low Income & Minority

Plan Boundaries

- WAMPO Planning Area
- County Boundaries
- 2010 Census Block Group



Latino

(Persons per Block Group)

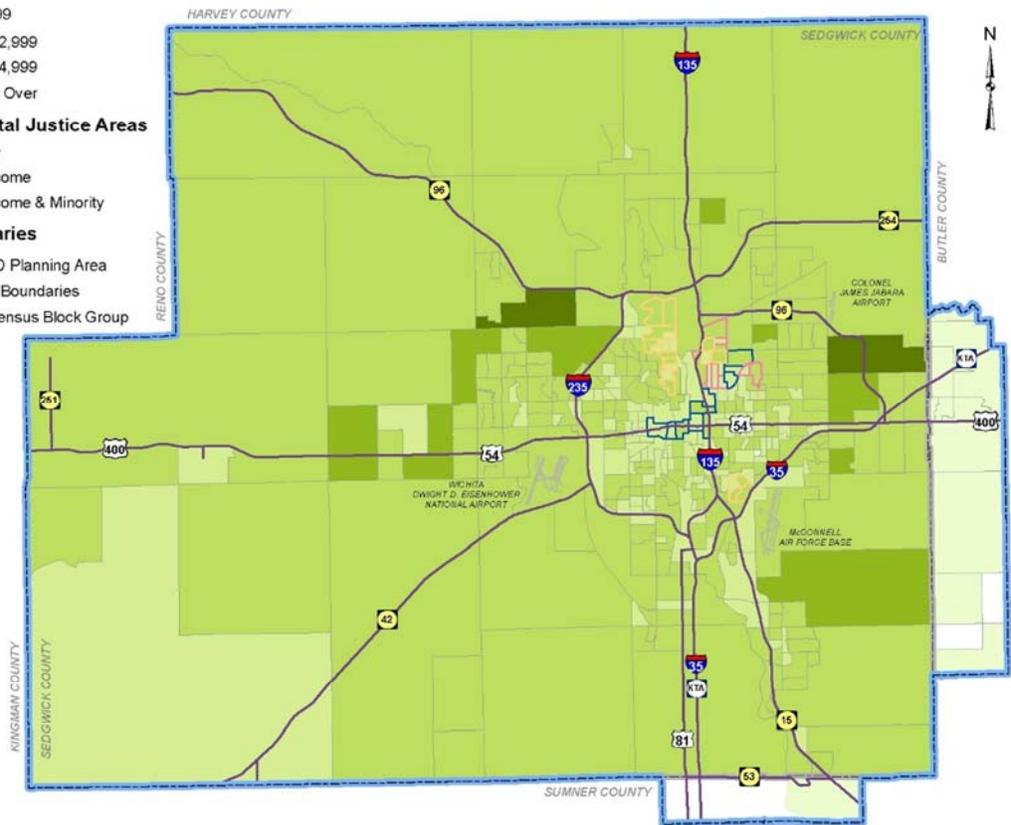
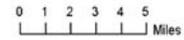
- 1 - 499
- 500 - 999
- 1,000 - 2,999
- 3,000 - 4,999
- 5,000 & Over

Environmental Justice Areas

- Minority
- Low Income
- Low Income & Minority

Plan Boundaries

- WAMPO Planning Area
- County Boundaries
- 2010 Census Block Group



Native American

(Persons per Block Group)

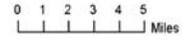
- 1 - 499
- 500 - 999
- 1,000 - 2,999
- 3,000 - 4,999
- 5,000 & Over

Environmental Justice Areas

- Minority
- Low Income
- Low Income & Minority

Plan Boundaries

- WAMPO Planning Area
- County Boundaries
- 2010 Census Block Group



Title VI Principles and Regional Planning

The WAMPO region's ongoing and increasing development and travel demand requires a continuous program of managing and improving the area's surface transportation system. Incorporating the mobility needs of citizens, including minority populations is an essential part of the WAMPO area planning process.

WAMPO uses two main mechanisms for identifying and considering the mobility needs of minority and low income populations within the planning process. These mechanisms are the public outreach strategies outlined in the PPP as well as quantitative GIS analysis. These two processes are used to incorporate Title VI responsibilities into both the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP) planning processes.

Public Outreach

The public plays an important role in the regional transportation planning process by providing project sponsors, elected officials, and WAMPO with input on projects in the WAMPO region. There are a variety of opportunities for the public to provide input on the MTP and TIP projects, including: public meetings, open house events, public comment/review periods and public hearings.

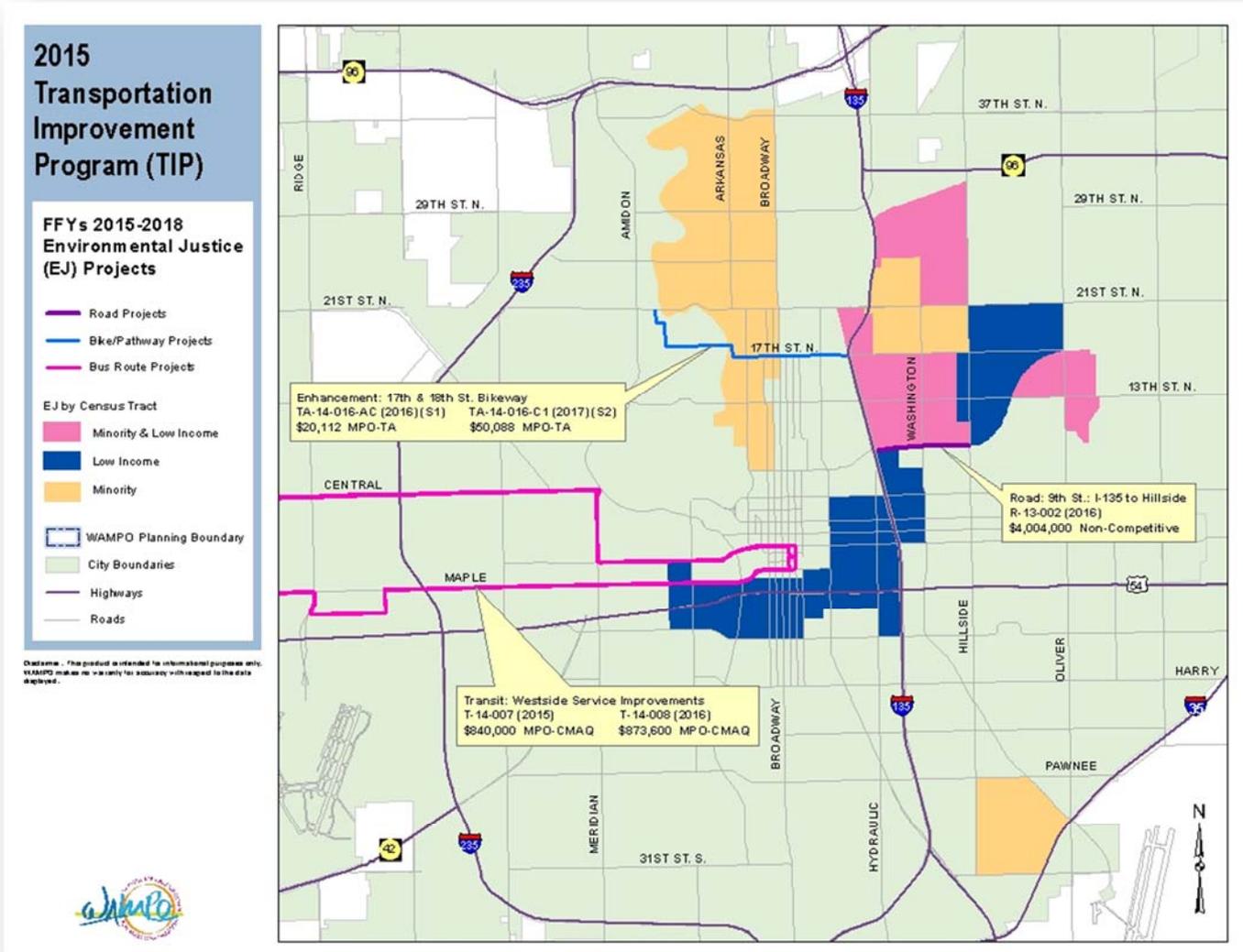
The WAMPO Public Participation Plan (PPP) includes a detailed discussion of the public participation process, including the methods employed to involve traditionally under-served populations including minority/low-income populations and populations with limited English proficiency. This process ensures that members of these communities are provided with opportunities to participate in the transportation planning process, including the development of the MTP and TIP. A copy of the PPP can be found in [Appendix D](#).

GIS Analysis

The MTP and the TIP are two WAMPO region outcomes that come from this planning process. The MTP outlines the long range transportation goals of the region and priority projects for the regional transportation system. The TIP is developed by WAMPO in cooperation with Federal, State, and local stakeholders. The TIP is a short-term plan listing all of regional transportation projects covering a period of four years with consistent links to the MTP.

An example of the many strategies that WAMPO uses to ensure the incorporation of Title VI principles in regional planning are documented in the TIP. The TIP addresses both Title VI and Environmental Justice (EJ) in part by providing a location analysis of low-income and minority populations in relation to the planned investments in the metropolitan transportation system. This analysis includes a discussion of whether disproportionate impacts were identified, the extent and magnitude of those impacts, and how the impacts will be avoided or mitigated, if practical.

An example of the location analysis is shown in the below map which highlights the TIP by minority and low income areas of the region:



Distribution of State/Federal Funding

State and Federal transportation funding is spent in the Wichita metro area to support public transportation in the metropolitan area. The Title VI Circular requires recipients to “analyze the impacts of the distribution of State and federal funds in the aggregate for public transportation purposes.”

To assess this funding distribution, all State and federal funds spent on public transportation were analyzed for the years 2012 through 2014. The distribution of minority populations was calculated by census tract/block within the WAMPO region. The below table shows the distribution of minority and non-minority populations within the incorporated areas (22 cities) of the WAMPO region.

WAMPO Region Jurisdiction (Incorporated Area) by Minority Population

| Jurisdiction | Minority Population | Share of Minority Population | Non-Minority Population | Share of Non-Minority Population |
|---------------|---------------------|------------------------------|-------------------------|----------------------------------|
| Andale | 23 | 2.3% | 989 | 97.7% |
| Andover | 1,383 | 11.7% | 10,488 | 88.3% |
| Bel Aire | 1,408 | 20.7% | 5,395 | 79.3% |
| Bentley | 96 | 19.1% | 407 | 80.9% |
| Cheney | 45 | 2.2% | 1,983 | 97.8% |
| Clearwater | 62 | 2.4% | 2,516 | 97.6% |
| Colwich | 59 | 4.3% | 1,321 | 95.7% |
| Derby | 3,007 | 13.1% | 20,014 | 86.9% |
| Eastborough | 35 | 4.7% | 709 | 95.3% |
| Garden Plain | 21 | 2.7% | 747 | 97.3% |
| Goddard | 642 | 14.5% | 3,797 | 85.5% |
| Haysville | 1,208 | 11.0% | 9,765 | 89.0% |
| Kechi | 220 | 9.4% | 2,114 | 90.6% |
| Maize | 487 | 12.8% | 3,319 | 87.2% |
| Mount Hope | 64 | 7.2% | 819 | 92.8% |
| Mulvane | 663 | 10.9% | 5,395 | 89.1% |
| Park City | 972 | 13.9% | 6,013 | 86.1% |
| Rose Hill | 394 | 9.9% | 3,593 | 90.1% |
| Sedgwick | 81 | 4.3% | 1,804 | 95.7% |
| Valley Center | 371 | 5.6% | 6,275 | 94.4% |
| Viola | 54 | 28.4% | 136 | 71.6% |
| Wichita | 137,518 | 35.8% | 246,185 | 64.2% |

U.S. Census Bureau, 2013 (American Community Survey 5-year estimates)

The distribution of minority population in unincorporated areas of the WAMPO region in Butler and Sumner Counties has not been included because these areas represent small portions of much larger census tracts. Most of the WAMPO region on Butler and Sumner counties is incorporated in the towns of Rose Hill, Andover, and Mulvane.

The following table minority population distribution table shows both a comparison of the incorporated and unincorporated areas of Butler and Sumner County as well as the remaining unincorporated areas of Sedgwick County:

Butler & Sumner County Population Comparison for the WAMPO Region

| Jurisdiction | Total Population | Minority Population | Share of Minority Population | Non-Minority Population | Share of Non-Minority Population |
|--------------------------------|------------------|---------------------|------------------------------|-------------------------|----------------------------------|
| Rose Hill (Butler County) | 3,987 | 394 | 9.9% | 3,593 | 90.1% |
| Andover (Butler County) | 11,871 | 1,383 | 11.7% | 10,488 | 88.3% |
| Mulvane (Sumner County) | 6,058 | 663 | 10.9% | 5,395 | 89.1% |
| Unincorporated Butler County | 2,526 | | | ---- | |
| Unincorporated Sumner County | 1,232 | | | ---- | |
| Unincorporated Sedgwick County | 34,029 | 4,412 | 13.0% | 29,617 | 87.0% |

U.S. Census Bureau, 2013 (American Community Survey 5-year estimates)

Funding distribution was calculated by looking at service provision within both urbanized and non-urbanized (rural) areas of the WAMPO region. Below is a map reflecting these areas. The Wichita Urbanized Area within the WAMPO region is indicated by the orange outline.

**Census Urbanized Area
Within the WAMPO Region**

 Census UAB

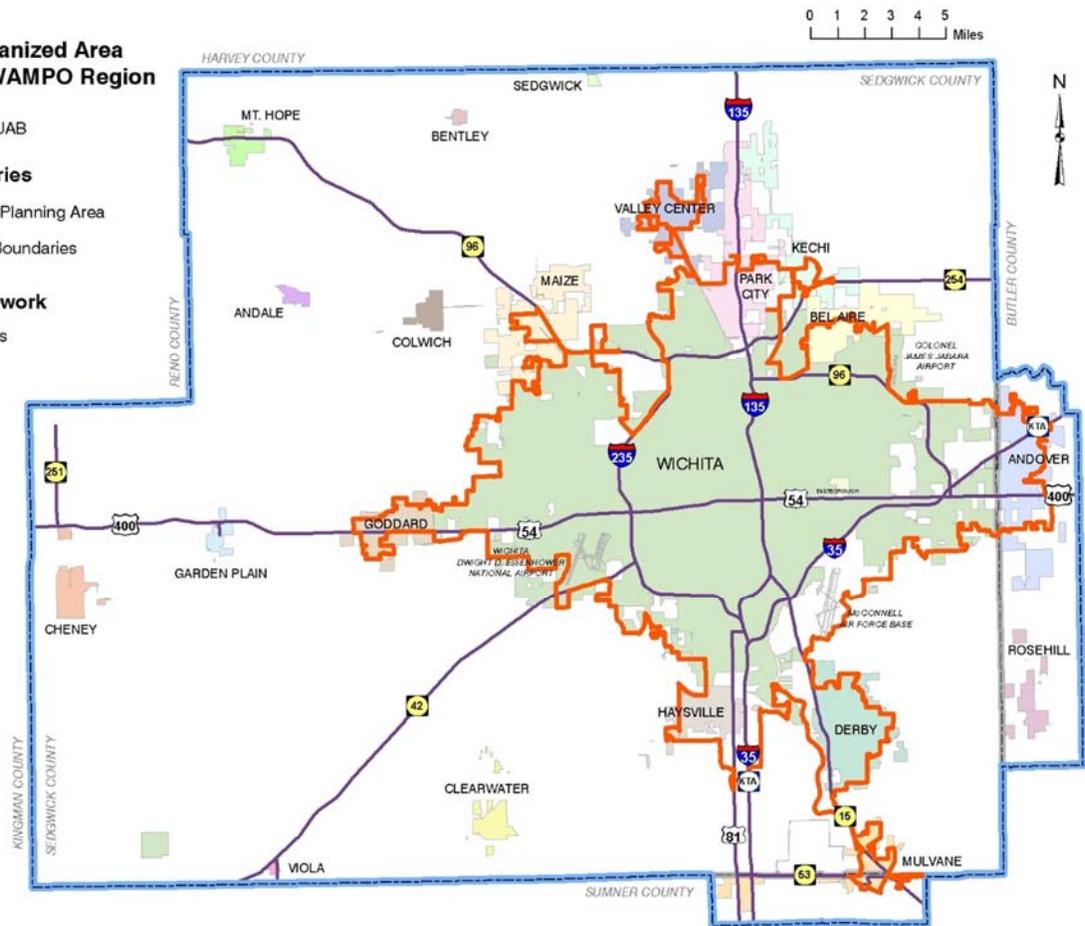
Plan Boundaries

 WAMPO Planning Area

 County Boundaries

Roadway Network

 Highways



The three identified public transportation service areas in the WAMPO region include:

1. **Communities in the Non-Urbanized Area:** defined as non-urbanized areas of service. Service in this area is administered by Sedgwick County and includes the following communities:

- Andale
- Bentley
- Cheney
- Clearwater
- Colwich
- Garden Plain
- Mt. Hope
- Sedgwick
- Viola

2. **Communities in the Urbanized Service Area:** defined by portions of urbanized area that are served by the City of Wichita and administered by Wichita Transit.

- Wichita

3. **Other Communities in the Urbanized Area:** defined by portions of urbanized areas administered by Wichita Transit, but served by providers other than the City of Wichita.

Wichita Transit is the designated recipient for a variety of funding programs including 5307 funding, which is currently used to provide service to communities located outside of the City of Wichita. These pass through funds to other service providers allow the provision of service in areas such as the City of Derby and certain urbanized areas of Butler and Sedgwick Counties.

- Andover
- Bel Aire
- Derby
- Eastborough
- Goddard
- Haysville
- Kechi
- Maize
- Mulvane
- Park City
- Valley Center



The distribution of funding by WAMPO public transportation service area is as follows:

WAMPO Region Entity by Funding Amount

| Entity | Total Funds | Share of Funding | Share of Minority Population |
|---|-----------------|------------------|------------------------------|
| Communities in the Non-Urbanized Area | \$233,785 | 0.7% | 0.3% |
| Other Communities in the Urbanized Area | \$1,515,779 | 4.6% | 7.0% |
| Communities in the Urbanized Area | \$31,148,112 | 94.7% | 92.7% |
| Total | \$32,897,676.00 | 100.0% | 100.0% |

Conclusions

The share of funding by entity was compared with the percentage of minority persons within the census tract/block of the covered area. Based on this comparison it is clear that 99.3% of the total funding was distributed within the City of Wichita and the Wichita Urbanized Areas where 99.7% of minority populations live. The remaining .7% of federal funding for public transportation was allocated in rural areas where only .3% of the minority populations live. Based on this information it is clear that the share of funding is proportional with the minority populations in both urban and rural areas.

Distribution of FTA Funds to Sub-recipients

As the MPO of the Wichita metropolitan area, one of our functions is to allocate formula funding to sub-recipients and/or pass through awarded funds. Many of these funds are distributed through FTA through the earlier defined programs such as Job Access and Reverse Commute (JARC) and New Freedom.

WAMPO receives applications for these funds and manages the process to determine how the funds will be distributed. WAMPO also reserves the right to give preference to applications targeting minority groups.

The primary goal of our organization is to ensure that these funds are distributed equitably with regard to minority and income status. To support this goal, WAMPO applicants were supplied maps showing the distribution of minority and low-income populations. Each applicant was expected to consider the distribution of these various populations throughout the metropolitan area when preparing project applications.

All applications for JARC and New Freedom funding were scored based on a 100 point scoring criteria. Out of these 100 points, 25% of the score was based on the populations and destinations

served with a particular focus on low-income population in the case of JARC, and disabled population in the case of New Freedom. A complete copy of the JARC/New Freedom project application may be found in [Appendix G](#).

Assistance to Potential Sub-Recipients

WAMPO functions as both the MPO and the designated recipient of FTA funds that are passed through to other units (sub-recipients) who provide transit services. All WAMPO sub-recipients must submit Title VI Programs in order to assist our organization in its compliance efforts. Existing and potential sub-recipients may choose to adopt WAMPO's Title VI template program or develop their own where appropriate as described in Part I of this report.

Additional efforts made by WAMPO to assist potential sub-recipients included electronic and website announcements of funding opportunities for JARC and New Freedom projects. Staff also actively engaged the Paratransit Council and the Coordinated Transit District #12 groups to communicate the opportunities for funding.



Appendices

Appendix A: Title VI Notices (pg. A-40)

Appendix B: Title VI Complaint Form (pg. A-45)

Appendix C: Limited English Proficiency Plan (pg. A-54)

Appendix D: Public Participation Plan (pg. A-64)

Appendix E: I Speak: Language Identification Flashcard (pg. A-131)

Appendix F: Transportation Policy Body Title VI approval (pg. A-134)

Appendix G: Non-discriminatory Pass-through Procedures (pg. A-142)

Appendix A: Title VI Notices

Website Includes below notice and access to all related documentation (Title VI rights, complaint procedures, complaint form, policy/program). All downloads are available in both English and Spanish. Web Address is as follows: <http://www.wampo.org>

WAMPO WICHITA AREA METROPOLITAN PLANNING ORGANIZATION

Search this site... GO

Boards & Committees Multimedia Legal/Title VI

OUR PEOPLE OUR WORK GET INVOLVED RESOURCE LIBRARY CALENDAR

LEGAL/TITLE VI

You are here: [WAMPO](#) > [Legal/Title VI](#)

The Wichita Area Metropolitan Planning Organization (WAMPO) hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, Executive Order 13166 on Limited English Proficiency, and related statutes and regulations in all programs and activities.

Title VI requires that no person in the United States of America shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which WAMPO receives federal financial assistance.

Any persons who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with WAMPO. Any such complaint must be in writing and filed with WAMPO's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence.

You can file a complaint directly with the Federal Transit Administration's Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

If you need information in another language, contact 316.352.4860.

Si necesita información en otro idioma, contacte 316.352.4860.

In addition to the website, WAMPO has developed the following long and abbreviated content that is used into publications that are distributed to the public.

Long version:

The Wichita Area Metropolitan Planning Organization (WAMPO) hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, Executive Order 13166 on Limited English Proficiency, and related statutes and regulations in all programs and activities.

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Any persons who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with WAMPO. Any such complaint must be in writing and filed with WAMPO's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence.

For more information, or to obtain a Title VI Discrimination Complaint Form, please see our web site at www.wampoks.org or call (316) .

Spanish Translation:

La Organización de Planificación Metropolitana de Wichita Area (WAMPO) opera sus programas y servicios, sin distinción de raza, color y origen nacional, de conformidad con el Título VI del Acta de Derechos Civiles. Cualquiera persona que cree que ha sido agraviada por cualquier práctica discriminatoria ilegal bajo el Título VI, puede presentar una queja ante WAMPO.

Para obtener más información sobre el programa de derechos civiles del WAMPO, y los procedimientos para presentar una queja, contacte f316E'++-!% % ; email kUa dc4 kUa dc'cf[; ; o visite nuestras oficinas administrativas en &+%K "' fX'GfYz'G]Y' &\$, , Wichita, KS 67202. Para obtener más información, visite www.wampo.org.

Usted puede presentar una queja directamente con la Oficina de la Administración de Tránsito Federal de Derechos Civiles, Atención: Coordinador de Programa del Título VI, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

Si necesita información en otro idioma, contacte f316E'++-!% % .

Abbreviated version:

WAMPO fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Discrimination Complaint Form, see www.wampo.org or - U

Specific print materials used to communicate Title VI compliance and protections include the below “Your Rights under Title VI” palm card and brochure, which is made available in the general lobby area (brochures) and posted (palm card) outside of the WAMPO meeting space.

(Brochure shown below)



Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) of 1990 provides civil rights protection to persons with disabilities in the areas of employment, public accommodations, services made available by state and local governments, transportation, and telecommunications. The ADA calls for the removal of communication and architectural barriers. Individuals covered by the ADA are those with a physical or mental impairment that substantially limits life activities or someone perceived as having a disability.

Environmental Justice (EJ)

Environmental Justice refers to the Federal government policy that all agencies will identify and address disproportionately high and adverse human health or environmental effects of their policies, programs, and activities on minority populations and low-income populations.

The Wichita Area Metropolitan Planning Organization (WAMPO) provides regional transportation planning and coordination for communities in Sedgwick County, as well as Mulvane in Sumner County and Andover & Rose Hill in Butler County.

How to file a complaint or obtain additional information

If you have a complaint, you may file a signed, written complaint form up to 180 days from the date of the alleged discrimination. The Complaint should include:

- Your name, address, and phone number.
- The name and address of the agency, institution, or department you believe discriminated against you.
- How, why, and when you believe you were discriminated against. Include as much specific, detailed information as possible about the alleged acts of discrimination, and any other relevant information.
- The names of any persons, if known, whom WAMPO could contact for clarification of your allegations.

A complaint form and process information can be found at www.wampo.org. Please submit your complaint to the following address:

WAMPO
Tricia Thomas, Title VI Coordinator
455 N. Main St., 10th Floor, Wichita, KS 67202
T: 316.352.4860 F: 316.268.4390
E: wampo@wichita.gov W: www.wampo.org

The preparation of this report has been financed in part through funds from Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under Title 23 USC, Sections 104(f) and 134, and Title 49 USC, Section 5303. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

Your rights under Title VI

of the Civil Rights Act of 1964



455 N. Main • 10th Floor • Wichita, KS 67202-1688
T 316.268.4862 • F 316.268.4390



WAMPO's Title VI program commitment

The Primary goal of WAMPO's Title VI program is to ensure awareness of and compliance with the provisions of Title VI and the responsibilities associated with Title VI of the Civil Rights Act of 1964 and other laws.

We are readily available to provide you with technical assistance, resources, guidance, and any other information in regards to Title VI. Please do not hesitate to call our office for further assistance.

What is Title VI of the Civil Rights Act of 1964 and the Title VI program?

Title VI of the Civil Rights Act of 1964 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 a program or activity receiving federal financial assistance." (42 U.S.C. 2000d)

The Title VI program is made up of the Title VI Civil Rights Act of 1964 and other related laws as included in the brochure.

Covered programs or services provided by WAMPO include, but are not limited to:

- Transportation planning
- Public involvement
- Safety & security planning
- Programming of projects
- Administration of Federal funding programs

Title VI Federal aid contract provisions

All Federal aid contracts must include contract assurance language in compliance with Title VI of the Civil Rights Act of 1964. Consultants and subconsultants may not discriminate in selection and retention of subconsultants and cannot discriminate in their employment practices in connection with projects under contract with WAMPO.

Discrimination prohibited by Title VI

Discriminatory action or effects are those that are made based upon a person's (a) race, (b) color, or (c) national origin, and may include, but are not limited to:

- Denying a person access or equal access to a service or program;

- Denying a person the opportunity or equal opportunity to participate in a program through the provision of services or otherwise;
- Providing a service to a person that is different, or is provided in a different manner, than the same service is provided to others under the program;
- Treating a person differently from others in determining whether he/she meets the criteria necessary to receive services or participate in a program;
- Subjecting a person to segregation or separate treatment in any matter related to his/her receipt of services.

Who must comply with Title VI?

All entities that receive financial assistance from the Federal government.

Limited English Proficiency (LEP)

Limited English Proficiency (LEP) status includes persons who do not speak English as their primary language and who have a limited ability to read, speak, and write or understand English. These individuals are entitled to language assistance at no cost to them.

The Federal government and those receiving assistance from the Federal government must take reasonable steps to ensure that LEP persons have meaningful access to the programs, services, and information those entities provide.



(Palm card shown below)



**Your rights under Title VI
Sus derechos en virtud del Título VI**

• The Wichita Area Metropolitan Planning Organization (WAMPO) operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with WAMPO.

• For more information on WAMPO's civil rights program, and the procedures to file a complaint, contact 316.352.4860; email mspadafore@wichita.gov; or visit our administrative offices at 455 N. Main - 10th Floor, Wichita, KS 67202. For more information, visit www.wampo.org.

• You can file a complaint directly with the Federal Transit Administration's Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

• If you need information in another language, contact 316.352.4860.

• La Organización de Planificación Metropolitana de Wichita Area (WAMPO) opera sus programas y servicios, sin distinción de raza, color y origen nacional, de conformidad con el Título VI del Acta de Derechos Civiles. Cualquiera persona que cree que ha sido agredida por cualquier práctica discriminatoria ilegal bajo el Título VI, puede presentar una queja ante WAMPO.

• Para obtener más información sobre el programa de derechos civiles del WAMPO, y los procedimientos para presentar una queja, contacte 316.352.4860; email mspadafore@wichita.gov; o visite nuestras oficinas administrativas en 455 N. Main - 10th Floor, Wichita, KS 67202. Para obtener más información, visite www.wampo.org.

• Usted puede presentar una queja directamente con la Oficina de la Administración de Tránsito Federal de Derechos Civiles, Atención: Coordinador de Programa del Título VI, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

• Si necesita información en otro idioma, contacte 316.352.4860.

WAMPO
455 N. Main - 10th Floor
Wichita, KS 67202

Appendix B: Title VI Complaint Form/Procedures

WAMPO Title VI Discrimination Complaint Form

This form may be used to file a complaint with the Wichita Area Metropolitan Planning Organization (WAMPO) pursuant to discrimination laws, rules and regulations, including, but not limited to, Title VI of the Civil Rights Act of 1964, Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," or Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency.

If you need assistance completing this form or need it to be provided in an alternate language or alternate format due to a disability, please contact us by phone at (316) 779-1318 or by fax (316) 268-4390 and ask for the Title VI Coordinator.

Complaints of discrimination must be filed within 180 days of the alleged discrimination.

This form **MUST** be completed by the complainant or the complainant's designated representative. Feel free to add additional pages if necessary.

Complainant's Personal Information:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Name of person completing this form, if different from above:

Your relationship to the complainant indicated above:

WAMPO
Title VI Discrimination Complaint Form

This form may be used to file a complaint with the Wichita Area Metropolitan Planning Organization (WAMPO) pursuant to discrimination laws, rules and regulations, including, but not limited to, Title VI of the Civil Rights Act of 1964, Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," or Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency.

If you need assistance completing this form or need it to be provided in an alternate language or alternate format due to a disability, please contact us by phone at (316) 779-1318 or by fax (316) 779-1311 and ask for the Title VI Coordinator.

Complaints of discrimination must be filed within 180 days of the alleged discrimination.

This form **MUST** be completed by the complainant or the complainant's designated representative. Feel free to add additional pages if necessary.

Complainant's Personal Information:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Name of person completing this form, if different from above:

Your relationship to the complainant indicated above:

Alleged Discrimination – Details of Complaint:

I. Identify the agency, department or program that discriminated:

Agency and/or department name: _____

Name of any individual, if known: _____

City: _____

State: _____

Zip: _____

Phone Number: _____

Email: _____

Date(s) of alleged act: _____

Date alleged discrimination began: _____

Last or most recent date of alleged discrimination: _____

II. What is the basis for this complaint?

If your complaint is in regard to discrimination in the delivery of services or discrimination that involved the treatment of you or others by the agency or department indicated above, please indicate below the basis on which you believe these discriminatory actions were taken. For example, if you believe that you were discriminated against because you are African American, you would mark the box labeled "Race/Color" and write "African American" in the space provided.

Check all that apply:

Race _____

Color _____

National Origin _____

III. Explain what happened:

Please explain as clearly as possible what happened. Provide the name(s) of witnesses, fellow employees, supervisors, and others involved in the alleged discrimination. Please include all information that you feel is relevant to the investigation. (Attach additional sheets if necessary and provide a copy of any written materials pertaining to your complaint.)

IV. How can this/these issue(s) be resolved to your satisfaction?

V. What is the most convenient time and place for us to contact you about this complaint?

VI. If we will not be able to reach you directly, please give us the name and phone number of a person who can reach you and/or provide information about your complaint:

Name: _____

Phone Number: _____

VII. If you have an attorney representing you concerning the matter raised in this complaint, please provide the following:

Name of Attorney: _____

Address: _____

Telephone number: _____

Signature

Date

Note: The laws enforced by this agency prohibit retaliation or intimidation against anyone because the individual has either taken action or participated in action to secure rights protected by these laws. If you experience retaliation or intimidation separate from the discrimination alleged in this complaint or if you have questions regarding the completion of this form, please contact:

Wichita Area Metropolitan Area Planning Organization

Attn: Title VI Coordinator

271 W. 3rd Street, Suite 208

Wichita, Kansas 67202

Phone: (316) 779-1318 or Fax: (316) 779-1311

E-Mail: wampo@wampo.org

WAMPO

Title VI Discrimination Complaint Procedures

This complaint procedure and form is for any person who believes that he or she, on the basis of race, color, or national origin has been excluded from or denied the benefits of, or subjected to discrimination by the Wichita Area Metropolitan Area Planning Organization (WAMPO) in relation to any program or activity administered by WAMPO, its sub-recipients, or its consultants/contractors pursuant to discrimination laws, rules and regulations, including, but not limited to, Title VI of the Civil Rights Act of 1964, Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,” or Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency.” This complaint procedure applies to matters related to Title VI, EJ, or LEP.

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 do not extend the time for seeking such a remedy, nor are they a necessary step to seek a remedy otherwise. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant. Every effort will be made to obtain early resolution of complaints. The option of informal mediation meeting(s) between the affected parties and the Title VI Coordinator may be used for resolution, at any stage of the process. The Title VI Coordinator will make every effort to pursue a timely resolution to the complaint. Initial interviews with the complainant and the respondent, if applicable, will request information regarding specifically requested relief and settlement opportunities.

1. Submission of Complaint: Any individual or group may file a written complaint with WAMPO’s Title VI Coordinator. The mailing address and contact information are below:

Wichita Area Metropolitan Area Planning Organization
Attn: Title VI Coordinator
271 W. 3rd Street, Suite 208, Wichita, KS 67202
Phone: 316.779.1321 | Fax 316.779.1311 | E-Mail: wampo@wampo.org

The complaint must be filed within one hundred eighty (180) calendar days after the date the alleged discrimination occurred. A complaint form may be downloaded at www.wampo.org or is available in hard copy from the Title VI Coordinator. Upon request, assistance will be provided to any person(s) unable to read or write English or who requires a form in an alternative format due to a disability.

The complaint form must be as complete as possible and must meet the following requirements:

- a. Complaint shall be in writing and signed by the complainant(s).
- b. Include the date of the alleged act of discrimination.
- c. Present a detailed description of the issues.
- d. Allegations received by fax or e-mail will be acknowledged and processed, once the identity(ies) of the complainant(s) and the intent to proceed with the complaint have been established.
- e. Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign, and returned for processing.

Complainants have the right to complain directly to the appropriate federal agency as well. Complainants have 180 days to file a complaint with the appropriate federal agency.

2. Receipt of Complaint

Within fifteen (15) days after receiving a complaint, the Title VI Coordinator will a) forward a copy of the complaint to the Kansas Department of Transportation, or the appropriate, designated federal agency related to the complaint, if required and b) send a written acknowledgement to the complainant advising that the complaint will be investigated.

In order to be accepted, a complaint must involve a covered basis such as race, color, or national origin and the allegation(s) must involve a program or activity of a Federal-aid recipient, sub-recipient, or consultant/contractor.

A complaint may be rejected for the following reasons:

- a. The complainant requests the withdrawal of the complaint.
- b. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
- c. The complainant cannot be located after reasonable attempts.

Once the complaint is accepted, the Title VI Coordinator will log it in a database identifying the following: complainant's name, basis, alleged harm, race, color, and national origin of the complainant.

3. Referral to Review Officer

The Title VI Coordinator in consultation with the WAMPO Director will appoint one or more staff review officers to investigate the complaint. The staff review officer(s) will complete the review within 45 days after the agency received the complaint and will make a recommendation about the merits of the complaint and, if necessary, what steps will be taken to address the complaint.

4. Complaint Decision

The staff review officer(s) will forward the recommendation to the WAMPO Director for review and concurrence. If the Director concurs he or she will issue the agency's response to the complainant(s) and any respondent(s), if applicable. (A respondent may be any sub-recipient or consultant/contractor named in the complaint.)

5. Requests for Reconsideration

If the complainant disagrees with the response, he or she may request reconsideration by submitting a request within fifteen (15) days after receipt of the response. Any affected party may submit information and/or documentation in writing to the Title VI Coordinator in support of their request for reconsideration of the recommendation. Upon review of the additional information and documentation, the Title VI Coordinator and the WAMPO Director will have ten (10) days to either reaffirm or reverse the original recommendation and provide written notice to the complainant and respondent. If neither party requests reconsideration, the recommendation becomes final.

6. Settlement

If the final recommendation or reconsideration supports the allegation(s), the Title VI Coordinator will attempt to negotiate an amicable settlement of the issues in dispute. Formal, written settlement agreements will require the review of the agency's counsel prior to execution and will require the signatures of the parties, the Title VI Coordinator, and the WAMPO Director.

7. Submission of Complaint to the State of Kansas Department of Transportation or the Federal Transit Administration

The complainant may also submit a written complaint to the state or appropriate federal agency in accordance with the requirements of the state or federal agency.

NOTE: Complaints must be filed with federal agencies no later than 180 days after the alleged discrimination occurred. Prompt action is necessary to ensure review by state or federal agencies, irrespective of WAMPO's response.

KDOT Office of Contract Compliance
700 Southwest Harrison
3rd Floor West
Topeka, KS 66603

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
1200 New Jersey Ave., S.E.,
East Building, 5th Floor - TCR
Washington, DC 20590

Federal Highway Administration
Office of Civil Rights
1200 New Jersey Ave., S.E.
8th Floor E81-314
Washington, DC 20590

8. Confidentiality

To the extent feasible and as allowed by law, confidentiality shall be maintained during the formal and informal investigation process.

9. Investigation records

Records will be maintained in accordance to applicable Federal guidelines, or in their absence, applicable state guidelines.



Limited English Proficiency Plan (LEP)

“The preparation of this study has been financed in part through funds from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the Metropolitan Planning Program, Section 104(f) of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.”

Wichita Area Metropolitan Planning Organization Limited English Proficiency Plan

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INTRODUCTION

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be considered Limited English Proficient, or “LEP.” These individuals are entitled to language assistance under Title VI of the Civil Rights Act of 1964.

The Executive Order 13166 “Improving Access to Services for Persons with Limited English Proficiency” was issued to clarify Title VI of the Civil Rights Act and to ensure accessibility to programs and services to eligible persons who are not proficient in the English language. Executive Order 13166 requires all federal agencies that provide financial assistance, such as the US Department of Transportation (USDOT), to non-Federal entities such as WAMPO, to publish guidance on WAMPO provides meaningful access to LEP persons.

The guidance created by USDOT requires DOT recipients to take “reasonable steps to ensure meaningful access to their programs and activities by LEP persons.” The guidance applies to all DOT funding recipients, which include state departments of transportation, state motor vehicle administrations, airport operators, metropolitan planning organizations, and regional, state, and local transit operators, among many others.

WAMPO is the metropolitan planning organization for the greater Wichita area. Following the guidance issued by the USDOT and the Kansas Department of Transportation (KDOT) WAMPO maintains this plan to document WAMPO’s provisions to comply with Title VI as an MPO and as a designated recipient of FTA funding programs

This document includes an analysis of the number of LEP individuals in the region, the extent to which LEP individuals participate in WAMPO’s processes, the resources available to WAMPO to provide language assistance services, and identification of the appropriate mix of LEP services that WAMPO can make available in order to provide meaningful access to the transportation planning process for people with a limited ability to speak English.

WAMPO’S LIMITED ENGLISH PROFICIENCY (LEP) POLICY

WAMPO strives to provide meaningful access to the agency’s programs and activities through its public participation process. The intent of WAMPO’s public participation process is to engage the public and local stakeholders, including those with limited English proficiency.

LIMITED ENGLISH PROFICIENCY (LEP) FOUR-FACTOR ANALYSIS

The USDOT recommends four factors that should be analyzed to determine the level and extent of language assistance required to sufficiently ensure meaningful access to programs, activities, and services within the MPO’s area of responsibility. These factors include:

1. the number and proportion of LEP persons served;
2. the frequency of contact with LEP persons;
3. the importance of programs and services to LEP persons; and
4. the resources available and overall costs of providing language services.

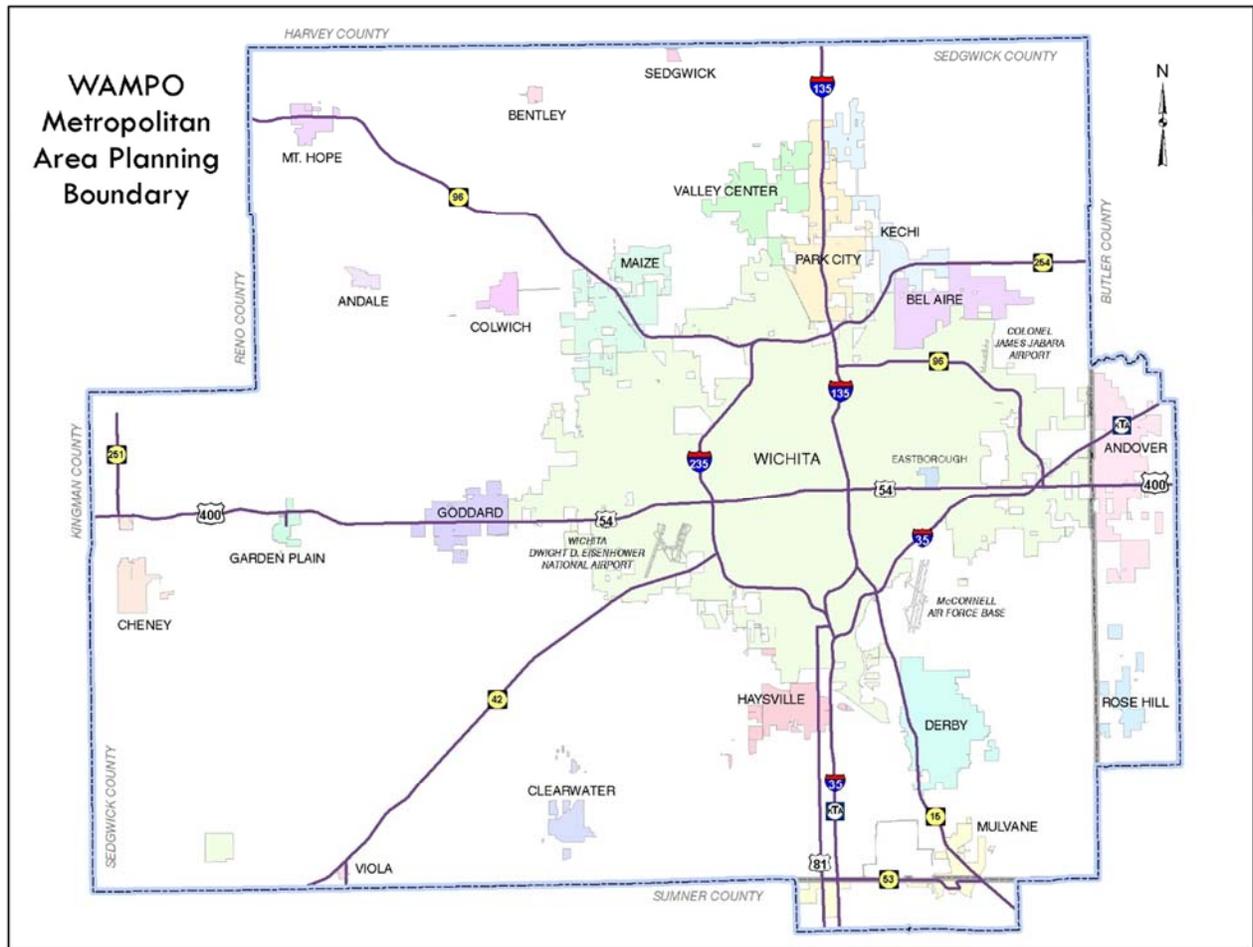
After conducting the four-factor analysis, the MPO is considered to be in a better position to implement a cost effective mix of proactive language assistance measures, target resources appropriately, and to respond to request for LEP assistance.

The four factors were analyzed for the WAMPO region and used to help identify what specific steps WAMPO could take to ensure meaningful access to its programs.

Factor One: Number or Proportion of LEP persons Served/Encountered

The WAMPO planning area includes 22 cities and all or part of three counties located in south central Kansas as shown on the map below:

The U.S. Census Bureau, 2013 (American Community Survey 5-year estimates) data was analyzed to determine the number of LEP persons that live in the WAMPO region. Identifying the LEP population will assist our organization in determining the likelihood of encountering a person with limited capabilities to speak or read English during the metropolitan transportation planning process.



Data associated with the language spoken at home by ability to speak English was reviewed for the entire region to determine the proportion of the population ages 5 and older that are

considered to have LEP. The census categories ask how well an individual speaks English, with the possible answers of: “Very Well”, “Well”, “Not well” and “Not at all.” The additional category of “less than very well” captures all individuals except those who speak English “very well.” For the purposes of this analysis the “less than very well” category will be used to define the LEP populations in the WAMPO region.

Findings:

The U. S. Census Bureau data showed the top five language groups in the WAMPO region included English, Spanish, Vietnamese, Chinese and Laotian. Table 1 below highlights the language distribution of the LEP profile in comparison to English and all other languages spoken by people who report speaking English less than very well.

Table 1: WAMPO Region Limited English Proficiency (LEP) Profile

| Language Category | Population ages 5 and older | Percent of Total |
|-------------------|-----------------------------|------------------|
| English Only | 439,071 | 87.29% |
| *LEP | 25,826 | 5.13% |
| All Languages | 503,018 | 100.00% |

U.S. Census Bureau, 2013 (American Community Survey 5-year estimates)

**Limited English Proficiency (LEP) is identified as the census category, “speaks English less than very well.”*

The following table highlights the top four non-English languages spoken in the WAMPO region:

Table 2: WAMPO Region LEP Categories

| Language Category | Population ages 5 and older | Percent of Total |
|-------------------|-----------------------------|------------------|
| Spanish | 15,845 | 3.15% |
| Vietnamese | 5,388 | 1.07% |
| Chinese | 964 | 0.19% |
| Laotian | 482 | 0.10% |

U.S. Census Bureau, 2013 (American Community Survey 5-year estimates)

Factor Two: Frequency of LEP Contact

The frequency with which LEP individuals come into contact during the WAMPO transportation planning process is low and reflects the relatively small percentage of LEP individuals in the region. The proportion of people with limited ability to speak English in the WAMPO region represents only 5.13% of the region’s population (Table 1).

WAMPO uses the Census Bureau’s Language Identification Flashcards or “I SPEAK” cards at all WAMPO hosted meetings, public hearings, and open houses. Our organization relies on the info supplied to indicate the frequency with which LEP individuals come in contact with WAMPO. To date, these cards have not been completed at any WAMPO sponsored event. As a result, we have interpreted this as another indicator of the low frequency with which LEP individuals come into contact with WAMPO. Despite this, our organization is committed to exploring additional methods to be proactive and responsive to the accessibility needs of the local LEP population.

Factor Three: Nature/Importance of Program Provisions

WAMPO does not provide any direct services that require vital, immediate or emergency assistance, such as medical treatment or services for basic needs (like food or shelter). Rather, WAMPO sets up a process by which individuals have the opportunity to be involved in the transportation planning process. This involvement by any citizen is voluntary and does not require applications, interviews, or other activities prior to participation in WAMPO’s public and stakeholder activities. WAMPO encourages input from all stakeholders and every effort is taken to make the planning process as inclusive as possible.

The transportation planning process is designed to identify regional needs and plan for future multimodal transportation projects to address those needs. Transportation improvements resulting from these planning activities have an impact on all residents. The impact of proposed transportation investments on underserved population groups is evaluated in the Metropolitan Transportation Plan (the long range plan); and the Transportation Improvement Program (the short-range plan), as indicated in the Title VI. Once projects are selected for federal funding, the projects final planning, design, and construction fall under the responsibility of local jurisdictions or state transportation agencies.

Factor Four: Resources & Overall Cost

WAMPO contacted several translation services within the region to obtain an estimate on the cost of translating core documents. It is anticipated that the costs would higher than indicated below due to the technicality of the majority of these core documents. The estimated cost for full translation of the core documents (Spanish and Vietnamese) is approximately \$57,206.52. Table 3 below highlights the estimated costs associated with translating the core documents into both Spanish and Vietnamese.

Table 3: Estimated Document Translation Cost

| Core Documents | | | TIP | MTP | Public Participation Plan | UPWP | Total |
|-------------------------------|------------|------|------------|-------------|---------------------------|------------|-------------|
| Approximate # of words | | | 8,101 | 96,600 | 6,016 | 10,999 | 121,716 |
| Cost per word | Spanish | 0.15 | \$1,215.15 | \$14,490.00 | \$902.40 | \$1,649.85 | \$18,257.40 |
| | Vietnamese | 0.32 | \$2,592.32 | \$30,912.00 | \$1,925.12 | \$3,519.68 | \$38,949.12 |

Given the size of the LEP population in the WAMPO area and the potential financial constraints, full multi-language translations of large transportation plan documents is not considered warranted, or an effective way of communication at this time. However, as shown in the LEP Implementation Plan below, WAMPO is committed to engaging all residents in the transportation planning process.

SAFE HARBOR STIPULATION

Federal law provides a “safe harbor” stipulation so recipients of federal funding can ensure compliance with their obligation to provide written translations in languages other than English with greater certainty. A “safe harbor” means that as long as a recipient (the MPO) has created a plan for the provision of written translations under a specific set of circumstances, such action will be considered strong evidence of compliance with written translation obligations under Title VI.

However, failure to provide written translations under the circumstances does not mean there is noncompliance, but rather provides for recipients a guide for greater certainty of compliance in accordance with the four factor analysis.

Evidence of compliance with the recipient’s written translation obligations under “safe harbor” includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000 persons, whichever is less of eligible persons served or likely to be affected.

The “safe harbor” provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and reasonable to provide.

LEP IMPLEMENTATION PLAN

The overall percentage of limited English persons in the WAMPO region is 5.13%. Of that 5.13%, two language categories, Spanish (15,845 people or 3.15%) and Vietnamese (5,388 people or 1.07%), meet the Safe Harbor stipulation threshold for an eligible LEP language group (1,000 people or 5%, whichever is less).

The importance of accessible engagement of a diverse population within the region is a priority for our organization. Currently all WAMPO vital Title VI documentation are translated into Spanish. As a result of the findings in our most recent analysis all vital Title VI documents will be made available in Vietnamese as well. WAMPO vital Title VI documents include the following:

- Title VI Notice to the public
- Title VI Complaint Form
- Your Rights Under Title VI (brochure)
- WAMPO Citizens’ Guide

In addition to vital documents, WAMPO has committed to produce other written language translations based on the requested needs of the public as outlined in the WAMPO Public

Participation Plan and Title VI Program. Upon request WAMPO also makes translators available during public events and meetings.

The WAMPO implementation strategies for tracking and providing language assistance services to the LEP population in the region include identifying LEP individuals, providing language assistance upon request, and providing notice of available language services to LEP individuals. The specific strategies are elaborated below:

Identifying LEP Individuals

WAMPO staff use the language identification cards when first encountering an LEP individual at public meetings or events. These cards, developed by the U.S. Census Bureau, have the phrase “Mark this box if you read or speak [name of language],” which is translated into 38 different languages. These flashcards were developed by the Census Bureau and is used by governmental and non-governmental agencies to identify the primary language of LEP individuals during face to face contacts.

The Census Bureau’s Language Identification Flashcard can be downloaded for free at the following web address: <http://www.lep.gov/ISpeakCards2004.pdf>.

The Language Identification flashcards are made available in the office and at all WAMPO public meetings. Once a language is identified, the Title VI coordinator or relevant point of contact will be notified to assess feasible translation or oral interpretation assistance.

Language Assistance

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

The City of Wichita currently provides WAMPO with administrative support services, thus WAMPO has access to some services that the city provides, which includes in house translation and interpretation. The City of Wichita maintains an internal list of employees that can provide limited assistance in the form of translation of documents and oral interpretation in the following languages: Spanish, Vietnamese, Cantonese, Mandarin Chinese, and German. However, the core activities within the City of Wichita have a higher priority over any translation services that WAMPO may need.

Translation of Written Materials

WAMPO will work to translate the following documents into Vietnamese:

- Title VI Notice to the public
- Title VI Complaint Procedures
- Title VI Complaint Form
- Your Rights Under Title VI (brochure)
- WAMPO Citizens’ Guide

Oral Language Services

WAMPO will work to provide, upon request, oral interpretation services for LEP individuals when possible based on the availability of City of Wichita staff interpreters.

In the event that WAMPO receives a request for translated materials or oral interpretation that cannot be met by the City of Wichita resources, WAMPO will exploring alternatives to supplement these services.

Providing Notice of Available Language Service to LEP Persons

WAMPO is committed to implementing and/or maintaining the following strategies to notify the public of language assistance services:

- The Spanish translated vital documents listed above are all currently available via that www.wampo.org website. These documents are also available in the reception area of the WAMPO office and routinely distributed to WAMPO region libraries and neighborhood city halls located in targeted areas.
- WAMPO will post the Vietnamese translated vital documents as listed above and post/distribute under that same terms as the Spanish translations.
- WAMPO will collaborate with community based organizations and other stakeholders to inform LEP individuals of these available documents and language assistance services.

WAMPO Staff Training

In order to establish meaningful access to information and services for LEP individuals, staff that regularly interact with the public will be briefed on the WAMPO LEP plan and how to assist LEP persons; specifically how to use the language identification cards and how to access the services that are provided by the City of Wichita. Training will ensure that staff members are effectively able to work in person and/or by telephone with LEP individuals as well as how to handle a Title VI complaint. WAMPO management staff will be included in this training, even if they do not interact regularly with LEP persons, to ensure that they fully understand the plan, so they can reinforce its importance and ensure its implementation by staff.

Monitoring and Updating the LEP Plan

It is likely this LEP Plan, along with other public involvement documents, will be reviewed and updated as needed on a schedule similar to the updates of the Metropolitan Transportation Plan (every four to five years). Each update should consider the following components:

- Annual data analysis suggesting that LEP populations have significantly changed, either in terms of total numbers, proportion, or geographic location.
- The number of encounters between WAMPO and LEP persons
- How effective the plan has been to LEP persons
- Review and inclusion of complaints submitted to WAMPO about LEP procedures
- Federal or state guidance requiring an update to the LEP plan

Any future update to this LEP plan shall include, to the extent practical:

- Reassessment of the four-factor analysis.
- Documentation of the number of LEP persons encountered annually
- Documentation of complaints received from LEP populations, and documentation of actions taken, if necessary, to address such complaints
- General assessment of how the needs of LEP persons have been addressed

Complaint Process

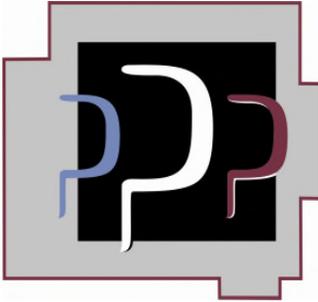
To file a complaint regarding LEP activities, please fill out the Title VI complaint form that is available electronically at [www.ku.edu/cfi/divisions/cr](#) located in both English and Spanish in Appendix A of this plan.

Hard copies of the Title VI complaint procedures and form are available in the WAMPO office located at 1000 E. 17th St., Wichita, KS 67203 or can be mailed upon request by contacting 316-252-1000.

Should an LEP complaint be filed, the Title VI review process will be followed. More information on filing an LEP complaint with the Department of Justice can be found at <http://www.justice.gov/crt/about/cor/complaint.php>.

W A M P O

Wichita Area Metropolitan Planning Organization



Involving the Community in Transportation Planning



The preparation of this study has been financed in part through funds from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the Metropolitan Planning Program, Section 104(f) of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

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Public Participation Plan

Introduction

The U.S. Congress in 1966 enacted legislation creating Metropolitan Planning Organizations (MPO) to serve the public and to ensure that existing and future expenditures of governmental funds for transportation projects and programs are based on a continuing, cooperative, and comprehensive (“3-C”) planning process. The Wichita Area Metropolitan Planning Organization (WAMPO) is the designated MPO for the region.

Transportation planning for a region requires collaboration between many different interested and affected parties and individuals, as well as a comprehensive view of the region. The responsibility of the MPO is to create a forum where transportation planning decisions are made jointly with input from federal, state and local agencies, private organizations, non-profits, and interested citizens; in short—any person, business, or agency that is affected by transportation decisions.

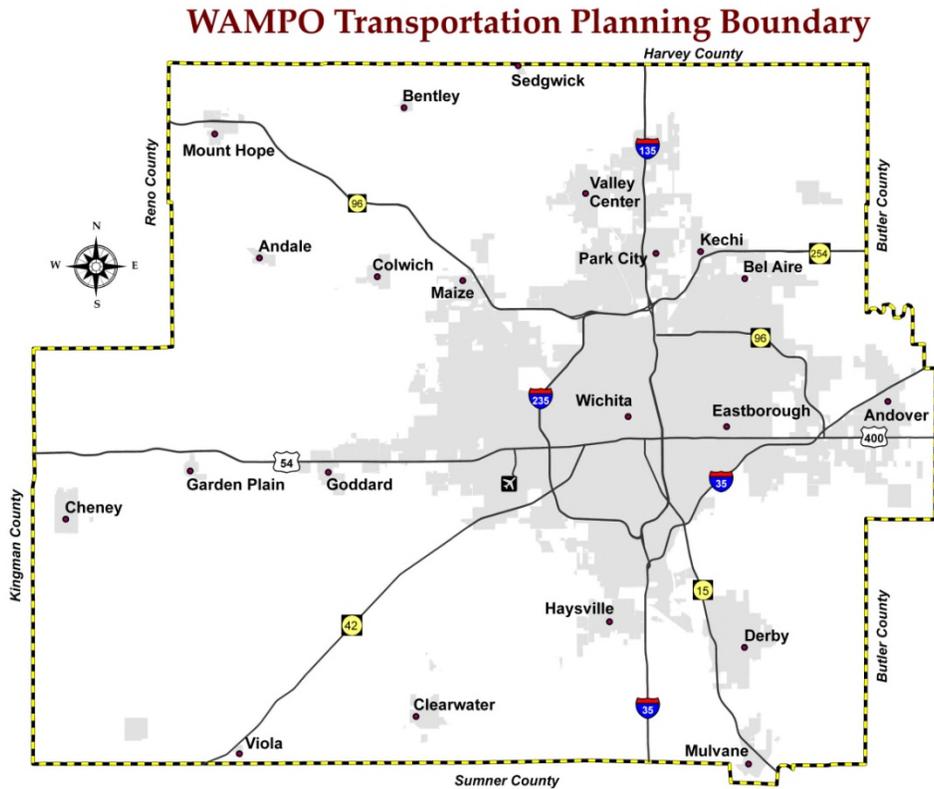
Transportation affects all of us each and every day. Local citizens and businesses, as well as visitors in the region, use various forms of transportation each day to travel to work, school, meetings, events, and gatherings and to ship or receive goods. Population, economic, and land use trends must be accounted for while recognizing the values and visions of the region’s citizens. Public participation is vital to determine the values, visions, and needs of a diverse group of citizens.

WAMPO strives to provide an efficient and equitable transportation system for the region. The WAMPO planning area is very diverse. It stretches over 1,036 square miles and includes urban, suburban, and rural areas; as well as small towns. The metropolitan planning area (*Figure 1* on the following page) includes all of Sedgwick County as well as the City of Andover in Butler County and the City of Mulvane in Sumner County.

Examples of WAMPO’s Public: *the region*

- Any interested citizen in the region*
- Business community interest group*
- Disabled persons interest group individuals*
- Elderly and Handicapped individuals*
- Economic development organizations*
- Elected officials associations*
- Homeowner associations universities*
- Local colleges and universities*
- Local school districts organizations*
- Neighborhood organizations, or are impacted by transportation investments*
- People who pay for, use, or are impacted by transportation investments riders*
- Public/Private transit providers*
- Residents and property owners*
- Social service organizations*
- Special interest groups*
- Users of public/private transit*

Figure 1. - WAMPO Transportation Planning Area



Purpose

WAMPO believes citizens should be a part of the planning process, not simply learn about plans after the fact. WAMPO strives for a planning process that is transparent, understandable, and allows for two-way communication. The purpose of WAMPO's Public Participation Plan (PPP) is to identify opportunities for the public to get involved. The plan includes methods to increase public awareness and understanding, as well as policies to provide complete and timely information to the public and transportation stakeholders.

Public participation in the transportation planning process is important for a variety of reasons:

- ❖ Public involvement is an important element of a high quality transportation planning process, not a simple "add on" to meet federal requirements;
- ❖ Effective transportation planning must include the participation of those whose everyday lives are critically affected by how they are able to get to work, home, school, shopping, and local services;

- ❖ Citizens have the right to participate in transportation decisions that affect their community and way of life;
- ❖ Citizens have knowledge and insight into local problems that WAMPO staff planners and the Transportation Policy Body (TPB) need to make informed decisions; and
- ❖ Robust citizen participation strengthens the democratic process and improves the likelihood that plans will be implemented.

WAMPO is charged with many transportation planning requirements. One of the most important of these is to proactively seek public participation and involvement in the regional transportation planning process. Informing and educating the public about transportation planning issues and the transportation planning process is the key to obtaining good quality public input.

Public participation can help develop a sense of community and ownership, promote accountability, and encourage cooperation and compromise. It is essential to ask for public participation, not just wait for it. It is essential to respect and seriously consider public input that is received, not just collect it. It is also important to periodically review and evaluate, revise, and adjust the effectiveness of the tools WAMPO uses to gain public input. The remainder of this document builds the foundation for WAMPO's public participation efforts. It is broken up into five parts; Goals, Objectives, and Strategies; Toolbox for Public Participation; Social Responsibilities; Policies for WAMPO Plans and Programs; and Continuous Process Improvement. The Public Participation Plan (PPP) has been designed in accordance with federal and state regulations.

The participation process will introduce the public to the planning process in its early stages. Through public participation, the public is given a chance to help define plan alternatives and address or prevent transportation related problems. The process allows for:

- ❖ Identifying several options;
- ❖ Agreement among community partners;
- ❖ Early access in influencing factors used in making decisions; and
- ❖ Recognizing disputes early on and resolving them.

The improved public participation process will enact several measures designed to give the general public a bigger and better conduit to activities conducted at WAMPO. Several actions, such as visualization, are requirements of federal legislation and included as part of this plan. Other actions identified in this Plan go above and beyond federal requirements and are included as objectives of WAMPO.

Goals, Objectives, and Strategies

WAMPO has set three basic goals to maximize its public participation efforts. Objectives and strategies for each goal have also been identified to focus public participation efforts. The strategies are reflected in a variety of products and activities identified in the WAMPO Public Participation Toolbox, which is aimed at making the public aware of transportation issues and provides a proactive approach to receiving public input on those issues. The toolbox currently identifies public participation strategies that are currently being employed. New tools may be employed to reflect changes in public participation strategies or expanded to reflect their effectiveness.

Goal 1 - Inform the public and engage citizens in the transportation planning process.

❖ **Objective 1: Inform the public about the role and structure of the Wichita Area Metropolitan Planning Organization (WAMPO).**

- Strategy 1: Create and distribute MPO Citizen's Guide.
- Strategy 2: Give presentations to interested parties.

❖ **Objective 2: Provide accurate, understandable, and timely information to the public.**

- Strategy 1: Distribute quarterly newsletter.
- Strategy 2: Maintain public notification list.
- Strategy 3: WAMPO website.
- Strategy 4: Use a variety of visualization techniques.

❖ **Objective 3: Actively reach out to all segments of the population – including minority populations, low-income populations, elderly, and people with disabilities.**

- Strategy 1: Provide public notices and survey forms at neighborhood community centers.
- Strategy 2: Hold public hearings at venues accessible by public transit.
- Strategy 3: Advertise in newspapers that serve minority populations.



❖ **Objective 4: Increase the network base of interested citizens.**

- Strategy 1: Option to be added to email distribution, public notification list on the WAMPO website.

- Strategy 2: Develop meeting notice fliers to be distributed to local libraries, community centers, commercial business, etc. in advance of a public meeting or open house.
- ❖ **Objective 5: Improve regional intergovernmental and interagency coordination.**
 - Strategy 1: Collaborate with and attend necessary meetings of local governments, transportation providers, and other agencies.

Goal 2 – Facilitate two-way communication between the public and key decision-makers.

- ❖ **Objective 1: Provide opportunities for public input.**
 - Strategy 1: Public Meetings on WAMPO products and processes.
 - Strategy 2: Public Hearings on key issues during Transportation Policy Body (TPB) meetings.
 - Strategy 3: Surveys and Questionnaires.
- ❖ **Objective 2: Provide the Technical Advisory Committee (TAC) and the Transportation Policy Body (TPB) with public input.**
 - Strategy 1: Provide copies of all public comments to the TPB and TAC for review and disposition.
 - Strategy 2: Provide a complete listing of all public feedback and post on the website.
- ❖ **Objective 3: Provide the public with information on recommendations and decisions made by the TAC and TPB.**
 - Strategy 1: Post TPB and TAC minutes from meetings on the website.
 - Strategy 2: Make hard copies of TPB and TAC minutes available on request of the public.

Goal 3 – Evaluate effectiveness of public participation strategies.

- ❖ **Objective 1: Identify the effectiveness of the Toolbox strategies.**
 - Strategy 1: Link performance measures to the level of participation using quantitative and qualitative performance measures identified in Appendix F.
- ❖ **Objective 2: Continuous process improvement.**
 - Strategy 1: Coordinate with the Kansas Department of Transportation’s statewide public involvement process, when possible.
 - Strategy 2: Evaluate various aspects of the PPP process in relation to the best practices in the field.
 - Strategy 3: Evaluate annually and report on the effectiveness of public participation efforts and revise activities accordingly.

Specific actions to achieve these goals are contained in the WAMPO toolbox for public participation.

Toolbox for Public Participation

A toolbox is important for any line of work. It helps a person or agency complete the required tasks in the most efficient way. As with any toolbox, this toolbox is meant to be the building block for public participation. As with the entire document, this toolbox will be reevaluated when needed to identify if the tools are working, if they need to be improved upon, or if new tools need to be added.



WAMPO will review annually the efforts used to garner public input and adjust those efforts accordingly.

Public Meetings and Hearings

Public meetings are held to present and distribute information to the public, provide a setting for public discussion, and get feedback from the community on transportation issues. Comments made during these meetings are documented and reviewed and hard copies of all comments are provided to the Transportation Policy Body (TPB). Additionally, a summary of all significant comments and responses is incorporated into final plan documents. Also included will be an assessment of the disposition of these comments.

Public meetings held throughout the planning process are tailored to specific issues or community groups. For example, six public meetings in the WAMPO region were held during the creation of the Railroad Crossing Plan to identify regional needs in regards to railroad crossings. The update to the Metropolitan Transportation Plan included an aggressive public outreach effort with 17 open houses, 73 public meetings, 18 stakeholder meetings, and a public hearing prior to its approval in 2011. While the technique of holding public meetings itself is not innovative, some creative applications are being made. An example is a “charette”, where one large group is broken up into smaller groups. Each small group has a topic that they brainstorm on, which is then present to the large group through verbal presentations and various graphic displays (e.g. flip charts, tally sheets, slide presentation, etc.).

WAMPO follows general guidelines when holding public meetings in order to facilitate greater participation and to encourage the exchange of ideas and information. WAMPO staff continually looks for creative best practices in this area and implements practices that are consistent with the guidelines listed

below. Title VI and Environmental Justice aspects are always considered when selecting meeting sites.

WAMPO General Public Meeting Guidelines:

- ❖ Timely notice will be given to the public on meeting time, location, and topic.
 - Notices will be posted on the website and emailed to the stakeholders on the public notification list.
 - For larger studies, public notice will be more widely advertised through methods such as flyers, posters, and media coverage.
- ❖ Meetings will be held in buildings that are in compliance with the Americans with Disabilities Act of 1990.
- ❖ Public meetings and open houses will generally be conducted between the hours of 4:00pm and 6:00pm, and during the week (Monday through Friday). Additional blocks of time will be provided, when warranted and in relation to the document or process being reviewed (e.g. public input for the Metropolitan Transportation Plan), to better accommodate the general public.
- ❖ Supporting documentation will be available at all meetings when needed.
- ❖ An informal meeting environment will be created that allows attendees to ask questions and submit comments.
- ❖ For meetings focusing on a specific project, efforts will be taken hold the meeting(s) near the transportation corridor(s) or project that would be directly affected by the project.
- ❖ WAMPO will make every effort to accommodate attendees with special needs if they provide sufficient notice. ¹
- ❖ If possible, the meeting will be audio taped. All Transportation Policy Body (TPB) meetings are videotaped. The option to record other meetings, either audio or video, may not be feasible depending on the meeting format and venue.
- ❖ Meetings and comment periods will be held prior to major decision points, e.g. prior to Transportation Policy Body (TPB) action on the long range plan (MTP) or Transportation Improvement Program (TIP).



¹ Reasonable accommodations will be available upon request for persons with disabilities, including sign and foreign language interpreters and handouts in large print or Braille. Sufficient advance notice is required for these arrangements to be provided.

- ❖ WAMPO will provide other informational items at public meetings upon citizen's request.

WAMPO Transportation Policy Body Meetings

The Transportation Policy Body (TPB) is the governing board that provides policy guidance and oversees the operations of the agency. The TPB is comprised of nine (9) voting members that meet the 2nd Tuesday of each month. The public is invited to attend for the purposes of gathering information, speaking on issues that are pending before the TPB, or just to learn more of what is happening with transportation planning in the region. There is an official agenda for every TPB meeting that determines the order of business. Public notice of regular WAMPO TPB meetings will be made at least five (5) calendar days in advance of the meeting, posted on the WAMPO website, and sent by email (or letter if applicable) to those on the public notification list.

The public has the opportunity to make public comments and provide input to the TPB in several ways:

- ❖ Public Comment Opportunity Agenda Item – a standing agenda item in which the public may address the TPB on transportation-related concerns in the region. Time made available is limited to five (5) minutes, but may be extended at the discretion of the TPB chairperson.
- ❖ Specific Agenda Items – the WAMPO TPB holds a Public Hearing on most items requiring their approval prior to action being taken. The public is encouraged to comment on these items. Time made available is limited to five (5) minutes, but may be extended at the discretion of the TPB chairperson.
- ❖ Written comments to the TPB – the public may email, write, or fax comments to the TPB. All written comments will be presented to the TPB for review and consideration.



WAMPO Transportation Policy Body Meetings

When: 2nd Tuesday of each month

Time: 3:00pm

Location: Main Conference Room
455 N. Main, 10th Floor
Wichita, Kansas 67202

Special TPB Meetings

The TPB chairperson or a majority of the voting members can call special meetings. The TPB Secretary shall give public notice of special meetings no less than 24 hours prior to the meeting. Notice of special meetings will be posted on the WAMPO website and will be forwarded to those on the WAMPO email notification list.

Transportation Technical Advisory Committee Meetings

The Technical Advisory Committee (TAC) provides technical assistance to the TPB. The TAC typically holds meetings two weeks in advance of the TPB meeting whenever possible. The TPB approves the schedule of meeting dates each year. As with the TPB meetings, a Public Comment Opportunity is provided as a standard agenda item in which the public may address the Committee. Written comments provided to the TAC will also become part of the public record and forwarded to the TPB for review and consideration.

Subcommittee Meetings

The WAMPO TPB has the authority to organize subcommittees to guide the development of projects and to provide expertise on technical transportation issues. The subcommittees are called together on a project-by-project basis. The composition of these groups is at the discretion of the TPB and may include members of the general public. Notice of these meetings is posted on the WAMPO website and the public is encouraged to attend.

Community Outreach

WAMPO emphasizes involvement of the public in its transportation planning process and inclusive and collaborative citizen participation procedures will be employed to better assure that the public is afforded the opportunity to both participate in plan development and comment on plan alternatives and recommendations. It is WAMPO's goal to make decisions about plans or projects after the public is aware of proposals and has been able to comment on them. WAMPO believes that identifying audiences which might be affected by particular decisions or plans is very important. All views and opinions should be heard, including not only minority ethnic views, but also those of other groups whose perspectives and ideas might not be the same as those of the larger segments of the public. WAMPO's policy in soliciting participation will include several steps. They are:

WAMPO will continuously look for ways to involve organizations and individuals that may have potential interests in transportation planning efforts.

WAMPO's goal is to bring information to the public and special groups on its transportation planning products and process. WAMPO will educate and present information about the regional planning process and its role in that process in nontechnical terms so that it can be understood by all parts of the population. Information about transportation issues and processes will be timely.

WAMPO will consider traditionally underserved areas of the region and individuals. Participation efforts will be stressed with potential environmental justice communities. The three fundamental environmental justice principals will be used:

- ❖ Ensure full and fair participation by all potentially affected communities in the transportation decision-making process.
- ❖ Avoid, minimize or mitigate disproportionately high and adverse human health or environmental effects, including social and economic effects, of programs, policies and activities on minority populations and low-income populations.
- ❖ Prevent the denial of, reduction of, or significant delay in the receipt of transportation benefits by minority and low-income populations.

Public Notification Process

It is impossible to receive public input if the public is not aware that the opportunity to participate exists. WAMPO maintains a minimum of seven days notice of all public meetings and open houses. Generally, WAMPO provides as much notice as possible, usually ten to fourteen days, to provide the public notice for comments and review. WAMPO uses a variety of means to notify the public of our outreach efforts. Such means include:

- ❖ WAMPO Website posting
- ❖ WAMPO Newsletter
- ❖ Public Notification List
- ❖ Public Notice in the newspaper of record
- ❖ Cable TV public access channels
- ❖ General media release (television and radio stations, newspapers)
- ❖ Public meetings and open houses
- ❖ Public postings
- ❖ Public presentations (as requested)
 - City councils
 - County commissions
 - Transit Advisory Board
 - Wichita District Advisory Boards

- Civic organizations (Rotary Clubs, Chambers of Commerce, ethnicity-based groups, neighborhood groups, etc.)

The notification options, and the minimum time frame used for public comment and review of WAMPO projects and processes are identified in Appendix B. Those used to notify the public of amendments to WAMPO products are identified in Appendix C.

These efforts are solely incumbent on WAMPO. WAMPO works closely with our planning partners (KDOT, FHWA, FTA, Wichita Transit, and local jurisdictions) to coordinate with their public outreach efforts. **WAMPO** will coordinate its public involvement processes with local and statewide public involvement processes wherever possible to enhance public consideration of the issues, plans and programs and reduce costs and redundancies. WAMPO assures that each partner is aware of its outreach efforts. Conversely, WAMPO requests to be apprised of public outreach efforts of our planning partners.

KOMA and KORA

All meetings of the WAMPO TPB, TAC, subcommittees, and public meetings hosted by WAMPO are governed by the Kansas Open Meeting Act (KOMA) and the Kansas Open Records Act (KORA). Some portions of TPB meetings dealing with budget, personnel, finance, and other sensitive issues may be closed to the public. At such times the TPB will convene in Executive Session to discuss these issues. Additional information on KOMA and KORA may be found in Appendix H.

Public Comment Periods

Public Comment Periods are a specified period of time in which the public can make comments on a plan prior to a key decision point. Public comment periods are set up and arranged by WAMPO staff. Public notices and draft copies of plans are published on the WAMPO website. Reminders of public comment periods are sent via email to stakeholders on the WAMPO public notification distribution list. When necessary, public notice and draft copies may be distributed to area community centers and city halls. Once the comment period has expired, WAMPO staff reviews all comments and provides a list of these comments to the Transportation Policy Body (TPB). A summary of all significant public comments is incorporated into final plan documents. If a plan is significantly revised after the comment period has been concluded, additional opportunities for public comment may be provided.

Public Hearings

Public Hearings are more formal than public meetings. After public comments have been incorporated in a plan, public hearings are held. These hearings are held during the TPB meeting when action is to be taken. The hearing gives the public an opportunity to provide input and voice concerns prior to TPB action. Official public notices are indicated on the TPB agenda which are posted to the WAMPO website a minimum of five (5) calendar days prior to the meeting. When appropriate, a press release may be sent to local media outlets (see Appendix A). Public notices may also be posted at community centers or other venues in areas that may be affected. A summary of all comments and responses will be incorporated into the meeting minutes. (See Appendices B and C for specific public meeting, public hearing, and public comment period requirements).

Public Appearances

WAMPO will advertise its availability to explain transportation information and project details to local civic, professional, and other types of groups that have an interest in transportation. WAMPO has a list of local organizations with which it maintains contact and adds to that list as more groups notify WAMPO about presentations or WAMPO becomes aware of them through other efforts. These presentations are a good way to gather information from the public in a relaxed setting as most are given at the monthly or quarterly meetings of the various groups.

Consideration and Response to Public Input

WAMPO recognizes and values public input and will review each comment submitted. WAMPO Staff will forward all public comments received to the TPB for consideration. The TPB has final authority on the disposition of all public comments. All official public comments will be documented as part of the public record. Acknowledgement of written comments received, if contact information is provided, will be provided. Additionally, disposition of written comments, if required, will be forwarded to the author following the outcome of the TPB action related to those comments.

Visualization Techniques

WAMPO uses a variety of visualization techniques to communicate proposed plans to the public, strengthen citizen participation, and to promote public understanding of the information being provided. A visualization technique could be as simple as a dry erase board for small group discussions focused on specific issues. Other techniques include: PowerPoint slide presentations,

detailed maps with aerial photography, and kiosk with important information (e.g. flow charts; color tables, graphs, and charts; definitions, descriptions, and additional information; etc.). More complicated projects might involve 3-D computer modeling, or interactive maps that allow for proposal comparison. These techniques allow the public to better understand how a project might look and/or affect a certain area. These approaches are consistent with federal requirements to incorporate “visualization” of transportation material into public involvement. WAMPO continually seeks to improve visualization techniques and use appropriate techniques at public outreach opportunities, committee meetings, and the products that we produce.

WAMPO currently employs several visualization techniques at our public meetings and open houses. These include:

PowerPoint Presentations on WAMPO Products and Programs

WAMPO can, on demand, develop standard PowerPoint presentations that will be suitable for various public groups and advertise various products as part of WAMPO’s Public Outreach efforts.

Displays/Posters

WAMPO provides display boards or posters that publicize the transportation process, program and/or projects. These media are available to other organizations for display and can be supplemented with other distributable data.

Portable Kiosk

WAMPO uses a portable kiosk at events held in public places to publicize WAMPO and its work.

At a minimum, WAMPO provides maps of the affected areas; tables, graphs, and charts of information being presented; and copies of any document being presented.

WAMPO also records the number of the public in attendance and offers to them the opportunity to provide written comments. Those attending are also afforded the opportunity to be added to the WAMPO email and/or hard copy Public Notification List to receive meeting announcements and notices.

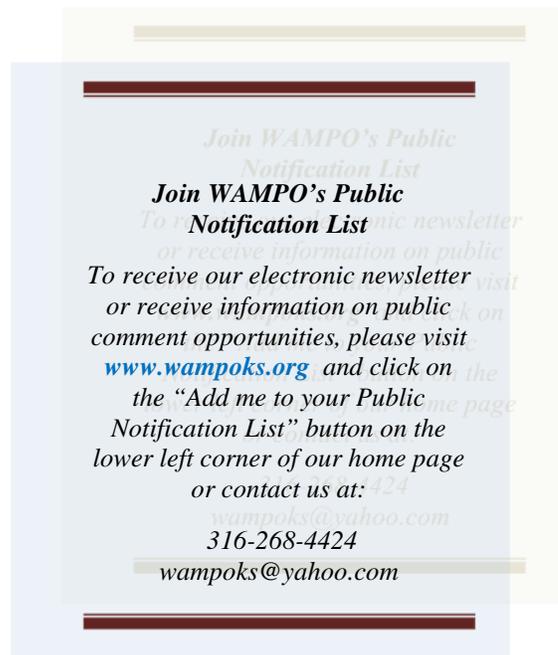
WAMPO Logo

The WAMPO logo is used to create community awareness and familiarize the public with WAMPO roles and activities. The logo is used on all WAMPO publications; including those developed by consultants working on WAMPO sponsored projects.



Public Notification List

WAMPO understands that public participation is a proactive rather than reactive process. As part of this proactive strategy, WAMPO engages groups in the community to expand a public notification list of parties interested in the transportation planning process. While it is very difficult to reach everyone that may be interested in the planning process, it is WAMPO's hope that through public and private participation; information will be passed on to all interested parties. Broadly defined, the notification list includes groups or individuals who are affected by, or involved with, transportation in the region. The primary list is of email addresses, but WAMPO also includes a hard copy mailing list for individuals who want to be involved in the planning process, but do not have access to email (See Appendix D).



WAMPO strives to maintain a complete distribution list of individuals, state, county, and local government officials, Chambers of Commerce, community groups, special interest groups, transportation providers, freight companies, etc. Interested parties receive timely notices of public meetings, review periods, and comment periods. The list on the following page identifies some of the target groups; however, it is not an exhaustive list. All interested parties on the list receive the quarterly e-newsletter, "on the Go with WAMPO", containing WAMPO project and planning updates.

Sampling of Public Notification List Target Groups (not an inclusive list)

| | |
|--|---|
| Elected Officials | State, federal and local planning organizations |
| Transportation agencies (public and private) | Public libraries in region |
| Local governments (city and counties) | Users of public transportation |
| Major employers | Local school districts |
| Local media (print, TV and radio) | Local colleges and universities |
| Major private freight shippers | Business and civic groups |
| Bicycle interest groups | Social service organizations |
| Pedestrian interest groups | Public transportation employees |
| Neighborhood organizations | Historic preservation groups |
| Homeowner associations | Transit interest groups |
| Economic development organizations | Disabled person interest groups |

Newsletter

WAMPO distributes a quarterly e-newsletter, *“on the Go with WAMPO”* to the entire public notification list. The e-newsletter provides information on current plans and programs, upcoming public hearings, public meetings, or comment periods, as well as WAMPO’s website address. The newsletter is also posted on the WAMPO website.

News Releases

Recognizing the news media as a major conduit to the general public, WAMPO enjoys a working relationship with the local newspapers, radio and television stations. News releases are utilized to ensure that the news media is kept informed of activities being conducted at WAMPO. Accordingly, the media is invited to attend WAMPO meetings as well as to work with staff on informing the general public of planning activities and issues.

Newspaper Notices

WAMPO will publish in the Wichita Eagle notices for public comment on the development of our Metropolitan Transportation Plan and Transportation Improvement Program as a means to draw attention to the current and future transportation issues in the region. WAMPO will also annually publish a list of Transportation Policy Body and Technical Advisory Committee meetings for the year.

Additionally, as part of our responsibilities of distributing Federal Transit Administration Section 5316 and 5317 funds, WAMPO will publish in the Wichita Eagle notice for a call for grant applications. WAMPO will also publish in the Wichita Eagle the awarding of these funds.

Brochures, Handouts, and Fliers

WAMPO has developed several brochures that inform the public about the various functions of WAMPO. These brochures are routinely available at all WAMPO open houses and public meetings, as well as at the WAMPO offices. WAMPO also produces handouts to be available at public meetings and open houses to provide information to the public on the nature of the public opportunity. WAMPO will, as warranted, distribute fliers to local business, libraries, social service organizations, etc. advertising the notice and location of public comment meetings and open houses. A list of locations in which these notices were sent will be included in the annual Documentation of Public Input Opportunities reports.

Website

The WAMPO website, www.wampoks.org, is constantly updated to provide the public with up-to-date information on committee representation, staff contact information, news, maps, plans, transportation projects, the quarterly newsletter, and other information and publications produced by WAMPO. The website is the core tool used by WAMPO to disseminate information on the transportation planning process, but is supplemented by non-electronic means stated previously. Public comment periods are posted with links to the plans requiring comment and email addresses to contact the appropriate staff. The agenda and minutes from both the Technical Advisory Committee (TAC) and the Transportation Policy Body (TPB) meetings can also be accessed through the website. Additionally, links to member government and partner agency websites are available on the WAMPO website. Conversely, links to the WAMPO website are provided on websites of many of our transportation planning partners.



Online Translation Tool

WAMPO has added a link to Yahoo!'s Babel Fish translation program to our webpage to allow website visitors the ability to translate the WAMPO web pages into 11 additional languages:



- Chinese
- Dutch
- French
- German
- Greek
- Italian
- Japanese
- Korean
- Portuguese
- Russian
- Spanish

The translation service is available by clicking the link at the bottom left of the home page on the WAMPO website.

Social Networking

WAMPO maintains Twitter and Facebook accounts to provide forums for the public to provide input into the regional transportation planning process. Links to both social networking sources are found on the WAMPO home page at www.wampoks.org.



Surveys and Questionnaires

Surveys and questionnaires are useful tools for gathering public input on general or specific transportation issues. A series of questions relating to a particular topic may be distributed to a wide array of people or a targeted audience in the WAMPO region. Surveys can be used during public meetings to address specific issues as well as posting on the website. Not only do surveys provide useful input from the public that can be statistically compiled; but it also provides WAMPO the ability to obtain general information about participants to ensure targeted populations are being reached. WAMPO provided a general transportation questionnaire at area City Halls, community centers, and on the WAMPO website to gather data on transportation concerns and priorities in the region (see Appendix E for example survey). WAMPO was very pleased to receive a large number of responses to this survey. WAMPO also commissioned a Household Travel Survey in 2010 to gather information on the daily travel habits of area residents. A Transportation Policy Survey was included in the scope of this project and WAMPO received over 5,000 responses from people answering basic questions on the transportation systems in the region. WAMPO continually looks for more ideas for surveys which will provide meaningful community input.

Media Outreach

Various media outreach strategies are used by WAMPO to generate public interest in transportation planning and distribute information as widely as possible. Strategies include media releases to local newspapers, radio and television stations, public service announcements, and, when warranted, producing taped copies of public meetings and hearings to be aired on local city cable channels.

Exploring Future Tools

WAMPO makes every effort to assure that the tools used in public outreach efforts are effective and efficient. There are several tools that may be used in the future to add to WAMPO's outreach efforts and used to supplement the range of our public participation plan strategies. Some examples of these tools are:

- ❖ Educational outreach program: While there is no official educational outreach program at the present time, WAMPO staff has conducted some educational outreach by talking to schools, city boards, special interest groups and other entities. Increasing WAMPO's educational outreach would be helpful in the goal to inform the public. Additionally, interest in the planning process might be generated and thus increase the number of people that want to participate.
 - Interactive games, such as Jeopardy, could be used to improve educational outreach.
- ❖ Seek more technologically advanced ways to reach the public. While WAMPO does maintain a website and provide an array of visualization techniques, it might be useful to use different technology/tools to share information, such as including a video and sound bite on the website that briefly explains the transportation planning process.
- ❖ Seek out additional venues to get public input and distribute information. One option is to set up a booth at high traffic venues (e.g. shopping malls, county fairs, civic meetings, etc.) in the WAMPO region.
- ❖ Providing meeting notices to Wichita Transit to post at their transit center and on buses.
- ❖ Provide meeting notices to local jurisdictions to include in their newsletters and websites, and official mailings (e.g. utility bills).

Social Responsibility

As stated previously, the WAMPO website and electronic media is the core of our public involvement efforts. This does not mean that WAMPO does not attempt to solicit public input through more traditional, non-computer based means. WAMPO will make attempts to reach out to those in the region that do not have access to computers. In addition to those means identified in the WAMPO Toolbox, WAMPO will, when prudent:

- ❖ Providing local social service organizations written announcement of public meetings for distribution to their clients.
- ❖ Provide hard copies of WAMPO core documents and other select documents to local public libraries.

- ❖ Distribute various flyers, information sheets, and other materials at public meetings.

These efforts assist WAMPO in reaching out to traditionally-underserved populations in the region that do not have access to computers or other electronic devices.

When conducting outreach activities for transportation planning efforts, methods will be employed to reach individual populations that include, but are not limited to, minority, low-income, elderly, immigrant, and disabled populations. These populations will be identified through Census data and consultation with agencies that serve them. They will then be added to mailing lists so they may be notified of the transportation planning process and ways they may become involved. These efforts will be in accordance with Executive Order 12898, “Federal Actions to Address Minority Populations and Low Income Populations” issued in 1994, and Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency” issued in 2000.

In addition to MPO requirements for public participation, WAMPO is subject to other federal legislation such as the Americans With Disabilities Act, Title VI of the Civil Rights Act of 1964, and Executive Order 12898 (1994) for Environmental Justice.

Title VI and Environmental Justice

Title VI assurance and Environmental Justice (EJ) is a critical goal for WAMPO. Minority populations are protected groups under Title VI of the 1964 Civil Rights Act, and the President’s Executive Order 12898, issued in 1994, entitled “Federal Actions to Address Environmental Justice (EJ) in Minority Populations and Low-Income Populations”. Title VI prohibits discrimination on the basis of race or national origin under any program or activity receiving federal financial assistance. The EJ Order further amplified Title VI and added low-income populations to the protected list.

WAMPO also includes the elderly, persons with a disability, and people without private automobiles as additional target population groups for inclusion in public involvement efforts and for transportation needs assessments. WAMPO uses several techniques to ensure that underserved populations are involved in the transportation planning process. Techniques include staff presentations to community groups, providing public notices and survey forms at neighborhood community centers, holding public hearings at venues accessible by public transit, and advertising in newspapers that serve minority populations. Further information on WAMPO’s efforts to include the previously mentioned

populations is laid out in WAMPO's Title VI Environmental Justice Policy. This Policy also outlines WAMPO's process for analyzing the effects of transportation projects on the identified populations and how to file a discrimination complaint.

Limited English Proficiency

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be considered Limited English Proficient, or "LEP." These individuals are entitled to language assistance under Title VI of the Civil Rights Act of 1964. WAMPO has an established LEP policy that includes:

- ❖ An analysis of the number of LEP individuals in the region.
- ❖ The extent to which LEP individuals participate in WAMPO's processes.
- ❖ The resources available to WAMPO to provide language assistance services.
- ❖ Identification of the appropriate mix of LEP services that WAMPO can make available in order to provide meaningful access to the transportation planning process for people with a limited ability to speak English.

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

Access by Persons with Disabilities

It is the policy of WAMPO to make accommodations for those in the region with disabilities. A reasonable effort will be made to provide, in alternative formats, options for presenting data and products. Additionally:

- ❖ All public meetings and formal events will be held in facilities that are accessible to persons with disabilities. Additional accommodations will be provided on an as-needed basis.
- ❖ All public notices of WAMPO events will state that accommodations for qualified individuals with disabilities will be provided upon request. One-week notice is required for provisions of appropriate aids and services.
- ❖ All documents available to the public will be provided, upon request, in alternative formats for qualified individual with disabilities.
- ❖ A list of resources for auxiliary aids and services will be developed and maintained.

WAMPO Plans and Programs

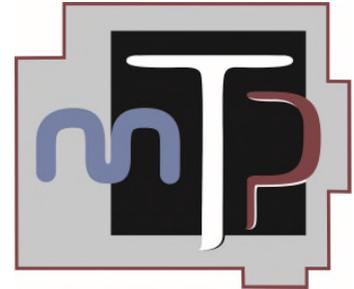
As the designated MPO for the region, WAMPO is responsible for the development and maintenance of various documents and plans. There are five (5) core documents that WAMPO is responsible for:

- ❖ Metropolitan Transportation Plan
- ❖ Transportation Improvement Program
- ❖ Unified Planning Work Program
- ❖ Public Participation Plan
- ❖ Coordinated Transportation Human Services Plan

Each plan is subject to public review and comment during its development and revision. The minimum public review period on documents, except the Public Participation Plan (PPP), is seven (7) days. Federal regulations mandate a minimum of a forty-five (45) day public review period for the PPP. Standard time requirements for public meetings/hearings and public comment opportunities for plans are identified in Appendix B. Similar requirements for amendments to these documents are identified in Appendix C.

Metropolitan Transportation Plan

The Metropolitan Transportation Plan (MTP) (also known as the Long Range Transportation Plan) addresses long range (minimum 20 year horizon) multi-modal transportation planning. The MTP addresses what the transportation needs of the growing region are and how to meet those needs. The multimodal plan includes roadway improvements, public transportation, bicycle and pedestrian facilities, aviation, freight, and environmental concerns. Federal regulations state that the MTP must be updated every five years. WAMPO hosts public meetings to involve citizens in the early stages of the MTP development. A minimum of three public meetings will be held throughout the region for each MTP update: an initial kick off meeting, a midpoint meeting, and a final public meeting at least 14 days prior to Transportation Policy Body (TPB) action. A final draft MTP is presented to the TPB along with public comments. A public hearing is held during the TPB meeting when the MTP is presented and before TPB takes action. A unique public involvement process/schedule detailing public participation will be created for each update of the MTP.



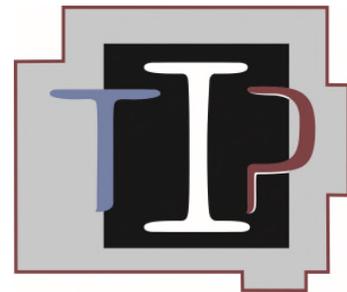
When updating the MTP, WAMPO will consult with agencies and officials responsible for other planning activities within the WAMPO Region that are

affected by transportation and will coordinate, as practical its planning process with such planning activities.

When significant written and or oral comments are received on the draft MTP as a result of the public outreach efforts identified in this plan, a summary, analysis, and report on the disposition of the comments will be included in the final MTP.

Transportation Improvement Program

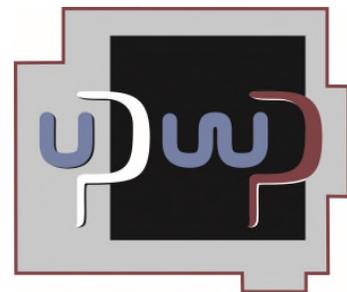
The Transportation Improvement Program (TIP) identifies federally funded and regionally significant projects for short-term implementation. There is a limited amount of federal funds available for the TIP. Thus, the Technical Advisory Committee (TAC) reviews and makes a recommendation to the Transportation Policy Body (TPB) on which projects to include. Following TAC's recommendation, the projects are presented to the TPB during a public hearing, where the public will have the opportunity to provide input before the TPB takes action on the TIP.



When significant written and or oral comments are received on the draft TIP as a result of the public outreach efforts identified in this plan, a summary, analysis, and report on the disposition of the comments will be included in the final MTP.

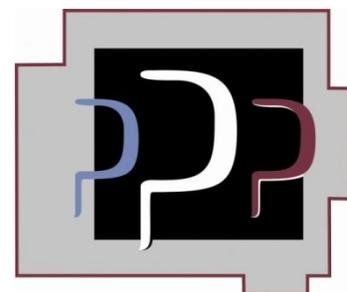
Unified Planning Work Program

WAMPO develops an annual Unified Planning Work Program (UPWP) to describe the planning activities that WAMPO staff will perform during the calendar year. Public involvement is critical for the UPWP because it gives citizens a chance to comment on WAMPO planning activities for the following year. If needed, a public meeting will be held at least seven days prior to Transportation Policy Body (TPB) action on the UPWP. A minimum seven day public comment period will also be conducted prior to TPB action.



Public Participation Plan

The Public Participation Plan contains the guidelines and expectations for public involvement during transportation planning activities and processes used



by WAMPO. It contains a toolbox of strategies used to engage the public in the transportation planning efforts in the region. As the guiding document for public input, there is a 45-day public review and comment period prior to TPB action on revisions and amendments.

Coordinated Public Transit - Human Services Plan

WAMPO is the designated recipient of FTA Section 5316 – Job Access and Reverse Commute (JARC) and FTA Section 5317 – New Freedoms grant funds. Staff maintains and updates the Coordinated Public Transit Human Services Plan (CPTHSP) which is a document that:

- ❖ Identifies service gaps and needs for the elderly, disabled, and low income populations;
- ❖ Identifies current transit and paratransit providers in the WAMPO region and the Coordinated Transit District (CTD) #12 region;
- ❖ Provides strategies to increase coordination efforts by providers for existing and future services and equipment; and
- ❖ Identifies future transit and paratransit projects, both capital and operating.

As designated recipient of these funds, it is WAMPO’s responsibility to assure these funds are awarded to sub-recipients as the result of a competitive selection process. WAMPO will post in the area newspaper of record a notice of a call for projects application period for qualified sponsors. Once eligible projects are selected, a list of those projects will be posted in the area newspaper of record.

Other Plans and Studies

WAMPO routinely conducts several plans and studies as part of the transportation planning process. These are significant plans that are either federally required for the region to receive specific types of transportation funds, or are plans initiated by WAMPO or another agency to address transportation gaps. These plans can be referenced in the MTP, used as project selection criteria, and/or the identified projects from the plans can be included in the MTP and TIP. Each of these plans is subject to public comment and review. As with all



plans, the Transportation Policy Body (TPB) makes the final decision. Some examples are:

- ❖ Regional Pathway System Plan (RPSP)
- ❖ Congestion Management Process (CMP)
- ❖ WAMPO Safety Plan
- ❖ WAMPO Freight Plan
- ❖ Title VI and EJ Report
- ❖ South Area Transportation Study (SATS)
- ❖ WAMPO Railroad Crossing Plan
- ❖ WAMPO Household Travel Survey (HTS)
- ❖ WAMPO Travel Time Study (TTS)

For more extensive studies, a public involvement plan may be created. The public involvement plans may include; identification of stakeholders, the desired level of public involvement (such as how many meetings will be held), an assessment of community awareness and knowledge about the project, listing of which public participation tools will be used, and description of how the public feedback will guide the decision making process. All plans, regardless of the lead agency, will have at a minimum a seven day public review and comment period, and a public hearing prior to action by the TPB. For more extensive studies, WAMPO or the lead agency will host a minimum of three public meetings.

Continuous Process Improvement

The WAMPO Public Participation Plan (PPP) is a process, and like any government or business process, it must be continuously evaluated and improved upon as necessary. Overall evaluation of participation efforts on a regular basis will communicate to staff whether or not the key goals set out in this participation plan are being realized. The evaluation of the WAMPO participation process focuses on an assessment of each program's overall success and effectiveness in achieving its participation goals. Strong participation numbers and inclusion of a broad range of interests is of particular concern to WAMPO. As additional participation techniques are developed, each new strategy is evaluated for effectiveness. Existing participation techniques are reviewed annually to gauge their effectiveness. Public participation efforts are reviewed and documented, and revised accordingly. Activities related to the WAMPO public participation efforts will be documented annually and the results presented to the Transportation Policy Body (TPB) for review. Once approved by the TPB, the annual report will be available to the public.

Benchmarking is a tool that WAMPO uses to improve public involvement. Benchmarking is a process improvement tool used in organizations to evaluate various aspects of their processes in relation to best practices in the field. WAMPO staff will continually look for best practices in the fields of transportation planning and public involvement. The Kansas Association of Metropolitan Planning Organizations (KAMPO) and the Association of Metropolitan Planning Organizations (AMPO) provide two key forums for WAMPO staff to share best practices with MPOs within the state and around the nation.

Public Participation Plan Evaluation

A key requirement of continuous improvement is to periodically review the effectiveness of strategies used in the public participation process. Specific performance measures can be calculated and linked to the level of participation. These measures will then be used to determine which participation techniques are effective and which techniques are not (see Appendix F).

This plan is intended to be a living document, which incorporates revisions and edits from the public and/or interested public agencies. It is also designed to be flexible and offer a number of varied techniques for effective participation.

The WAMPO PPP is formally reviewed every five years and updated as necessary to ensure the plan is promoting an effective process, which provides full and open access to the public and interested public agencies. After changes are implemented, the revised plan will have a 45 day public comment period. During this period the draft plan is available on the WAMPO website, and in hardcopy on request. All comments received are reviewed, considered, and incorporated as appropriate into the plan. A report documenting the participation and review process, including a summary of significant comments received, is made part of the final document.

The WAMPO TPB will periodically review the public involvement processes for their effectiveness in assuring that they provide full and open access to all. (23 CFR 450.316(b) (1) (ix). It will verify that all efforts are being made to assure that everyone has full access to all WAMPO's transportation planning documents and plans, and that public opinions are being actively sought and considered.

In addition, FHWA/FTA conducts a review and certification process of WAMPO every four years to ensure that WAMPO is meeting its federal requirements as a

Metropolitan Planning organization (MPO). Public participation is an important part of the certification process, thus WAMPO reviews its Public Participation Plan every year to see that it is meeting federal requirements and then can adjust it, if necessary, and add new information that will help to make the WAMPO public participation process even better.

Appendix G provides a history of changes and amendments made to the original PPP approved in 2007. Appendix I identifies the schedule for public involvement used to develop the PPP.

Appendix A – WAMPO Press Release

DATE: April 9, 2015 **FOR IMMEDIATE RELEASE**
CONTACT: Nancy Harvieux, WAMPO Transportation Planning Manager, 352-4854

***** Media Advisory *****

WHAT: WAMPO South Area Transportation Study (SATS) Public Open House

WHEN: Thursday, May 10 from 5 – 7:30 PM
WHERE: Wichita WATER Center, 101 E. Pawnee
(near southwest corner of Pawnee & Broadway)

WAMPO Hosts Public Open House on Transportation Issues
for South Metro Region

WICHITA – A public open house held on May 10 will review the preliminary findings of the South Area Transportation Study and provide an opportunity for public discussion. The study asks and answers tough questions such as: “How do we best provide for mobility and access within the study area?”

The WAMPO South Area Transportation Study is addressing the future mobility and access needs of the southern portion of the metropolitan planning area, generally located south of US Highway 54/400. Issues being examined include: increased travel demand as a result of population growth, providing strong connections between residential areas and employment centers, and how to provide adequate east/west linkages across the Arkansas River. The study is a cooperative effort that includes extensive participation by various stakeholders including the Wichita Area Metropolitan Planning Organization (WAMPO), federal and state agency representatives, and local jurisdictions throughout the region. Detailed plan information can be viewed at the project website at <http://www.wamposats.com>.

About WAMPO. Metropolitan Planning Organizations are federally required regional policy bodies in urbanized areas with populations over 50,000. Locally, the Wichita Area Metropolitan Planning Organization (WAMPO) is responsible, in cooperation with the State of Kansas, for carrying out the metropolitan transportation planning process.

Appendix B – Public Meetings/Hearings and Comment Period Requirements for Plans*

| | Public Meetings/Hearings** | Minimum Comment Period*** | Public Notification |
|---|--|---|----------------------------|
| Public Participation Plan (PPP) | A public meeting shall be held at least 14 days prior to Transportation Policy Body (TPB) action. | 45 day public comment period prior to TPB action. | 1,2,3,4,5,8,9 |
| Unified Planning Work Program (UPWP) | If needed, a public meeting shall be held at least 7 days prior to TPB action. | 7 day public comment period prior to TPB action. | 1,2,3,4,5,9 |
| Transportation Improvement Program (TIP) | A public meeting shall be held at least 7 days prior to TPB action. | 7 day public comment period prior to TPB action. | 1,2,3,4,5,6,7,8,9 |
| Metropolitan Transportation Plan (MTP) 2035 (long range transportation plan) | Three public meetings will be held; an initial, midpoint, and a final public meeting at least 14 days prior to TPB action. | 7 day public comment period prior to TPB action. | 1,2,3,4,5,6,7,8,9 |
| Corridor and Other Plans/Studies | If needed, a public meeting shall be held at least 7 days prior to TPB action. | 7 day public comment period prior to TPB action. | 1,2,3,4,7,8,9 |

Public notification key:

- | | | |
|------------------------------------|--|------------------------------------|
| 1 - WAMPO Website | 4 - Public Meeting/Open House | 7 – Cable TV Public Access Channel |
| 2 – WAMPO Newsletter | 5 – Public Postings | 8 – General Media Release |
| 3 – WAMPO Public Notification List | 6 - Public Notice in Newspaper of Record | 9 – Public Presentations |

*The required days listed in the table are minimum requirements. When possible and feasible, staff will extend the public comment periods beyond the minimum to ensure the public has adequate time to respond.

**A public hearing will be held before the Transportation Policy Body action on all plans.

***Additional public comment opportunities may be made available if the version that was made available for public comments changes significantly.

| Appendix C – Public Meetings/Hearings and Comment Period Requirements for Amendments* | | | |
|--|---|--|----------------------------|
| | Public Meetings/Hearings | Minimum Comment Period** | Public Notification |
| PPP Amendment | A public hearing shall be held prior to TPB action. | 45 day public comment period prior to TPB action. | 1,2,3,4,5 |
| UPWP Amendment | A public hearing shall be held prior to TPB action. | 7 day public comment period minimum prior to TPB action. | 1,2,3,4 |
| TIP Amendment** | A public hearing shall be held prior to TPB action. | 7 day public comment period minimum prior to TPB action. | 1,2,3,4 |
| MTP (long range plan) Amendment)*** | A public hearing shall be held prior to TPB action. | 7 day public comment period minimum prior to TPB action. | 1,2,3,4 |
| Amendment to Corridor and/or Other Plans/Studies | A public hearing shall be held prior to TPB action. | 7 day public comment period prior to TPB action. | 1,2,3,4 |

Public notification key:

- | | | |
|------------------------------------|--|------------------------------------|
| 1 - WAMPO Website | 4 - Public Meeting/Open House | 7 – Cable TV Public Access Channel |
| 2 – WAMPO Newsletter | 5 – Public Postings | 8 – General Media Release |
| 3 – WAMPO Public Notification List | 6 - Public Notice in Newspaper of Record | 9 – Public Presentations |

*The required days listed in the table are minimum requirements. When possible and feasible, staff will extend the public comment periods beyond the minimum to ensure the public has adequate time to respond.

**Additional public comment opportunities may be made available if the version that was made available for public comments changes significantly.

***The TIP and MTP amendment comment period may be waived or shortened by the Transportation Policy Body (TPB) if there is a risk of losing funds for the region.

Appendix D – Public Notification Request

W A M P O

Wichita Area Metropolitan Planning Organization

Please add my name to the Public Notification list:

Name: _____

Title: _____

Agency: _____

Address: _____

Phone: _____

E-mail: _____

- Please e-mail me *on the Go with WAMPO* quarterly e-newsletter and other WAMPO news and updates.

Please mail, e-mail, or fax to:

Wichita Area Metropolitan Planning Organization

271 W. 3rd Street, Suite 208

Wichita, KS 67202

T 316.779.1321 · F 316.779.1311

E-Mail: wampo@wampo.org

Website: www.wampo.org

Appendix E – WAMPO General Transportation Questionnaire

W A M P O

Wichita Area Metropolitan Planning Organization

The Wichita Area Metropolitan Planning Organization, WAMPO, needs your input to improve our **regional transportation system**.

Please rank, **from 1 to 10**, the following transportation-related improvements you consider most important for the Wichita area, **with 1 being most important**.

- _____ Widen existing roads.
- _____ Build new roads.
- _____ Improve traffic signal timing.
- _____ Improve transit service (express bus routes, additional bus routes, longer hours of operation, more frequent buses, etc.).
- _____ Improve driver education.
- _____ Develop a pedestrian friendly transportation system to make areas more walkable (improve sidewalks, crosswalks, signals, etc.).
- _____ Expand and improve the bike route system (bike paths, bike lanes) to increase the number of people who bike as a form of transportation.
- _____ Improve connections between travel modes by adding infrastructure (bike lockers at bus stops, bike racks on buses, park and ride lots, etc.).
- _____ Passenger rail service between Wichita and other cities.
- _____ Maintenance and improvements to existing facilities (intersection or interchange improvements, pavement of gravel roads, bridge repairs, etc.).

Additional comments related to transportation in the Wichita area _____

Please mail, email, or fax to:

Wichita Area Metropolitan Planning Organization

271 W. 3rd Street, Suite 208 · Wichita, KS 67202

T 316.779.1321 · F 316.779.1311

E-Mail: wampo@wampo.org

Website: www.wampo.org

You may also fill out this survey and learn of upcoming transportation planning meetings at www.wampo.org.

Appendix F – Public Participation Performance Measures

| Participation Tool | Evaluation Criteria | |
|-------------------------------------|---|---|
| | Quantitative | Qualitative |
| Public Meetings and Hearings | <ul style="list-style-type: none"> • Number of meetings. • Number of participants. • Diversity of attendees. • Number of comments received. | <ul style="list-style-type: none"> • Public understanding of the planning process. • Meeting convenience: time, place and accessibility. • Effectiveness of meeting format. • Was input used in the planning process? |
| Visualization Techniques | <ul style="list-style-type: none"> • Number of visual aids used. | <ul style="list-style-type: none"> • Were the aids visible? • Were the aids clear and understandable? |
| Public Notification List | <ul style="list-style-type: none"> • Number of additions to the mailing list. • Diversity of representation. | <ul style="list-style-type: none"> • Did the notification format work? • Was information concise and clear? |
| Newsletter | <ul style="list-style-type: none"> • Number of interested citizens that receive the letter. | <ul style="list-style-type: none"> • Accessibility of the newsletter. • Readability of the newsletter. |
| Surveys and Questionnaires | <ul style="list-style-type: none"> • Number of surveys given out. • Number of surveys received. | <ul style="list-style-type: none"> • Was the intent and purpose of the survey understood? • Was a spot for additional comments included? |
| Media Outreach | <ul style="list-style-type: none"> • Extent and quantity of media coverage. | <ul style="list-style-type: none"> • Understanding of planning process. |

| | | |
|---|--|---|
| WAMPO website | <ul style="list-style-type: none"> • Number of "hits." | <ul style="list-style-type: none"> • Ease of finding information. |
| Collaboration with other Organizations | <ul style="list-style-type: none"> • Number of organizations. | <ul style="list-style-type: none"> • Understanding of WAMPO's role and the planning process. • Effectiveness of coordination. |

Appendix G: Revisions and Modifications to Plan

2009

- ❖ Goals, Objectives and Strategies were more clearly defined. The goals and strategies did not change from the PPP adopted in 2007; rather they were more clearly defined with objectives and strategies to achieve each goal. Clearly defined goals make the PPP more understandable, and also make it easier to evaluate the feasibility of the goals and objectives, and the effectiveness of the strategies.
- ❖ Building upon the work already done in the PPP 2007 in response to public comment, the wording throughout the document was revised to make the document more readable and less complex.
- ❖ Reference to the Title VI and Environmental Justice Policy was included.
- ❖ Under general public meeting guidelines, information on the policy for notifying the public was included.
- ❖ Exploring future tools was added in the public participation toolbox as a way to give WAMPO staff more opportunities and ideas for improving public participation.
- ❖ Seventy-two (72) hour notification for public meetings, review and comment periods was changed to timely notification. Due to the varying nature and amount public interest created by different plans and studies, more or less time may be needed for notification. WAMPO staff will determine the appropriate time frame.
- ❖ In Appendix B, the public meeting requirement prior to TPB action on corridor and other plans/studies was changed to a public meeting being held when feasible and necessary. While a public meeting is necessary for some plans, specifically corridor studies, it is not feasible or necessary for all plans.
- ❖ In Appendix B, minimum public comment period was changed from fourteen days to seven days on the majority of plans. This allows WAMPO more flexibility. These are minimum requirements. When possible WAMPO staff will extend the public comment period to ensure the public has adequate time to respond.
- ❖ Wording in Appendix B was also changed. Anywhere that read “prior to TPB adoption” was changed to “prior to TPB action”. While the hope is the TPB will adopt the plan; that is not always the case. Action indicates that the TPB will decide and vote on it.
- ❖ Appendix C was added to clearly identify the minimum requirements for public meetings, hearings and comment periods for amendments to any plans.

- ❖ Appendix E was modified to coincide with the strategies used to achieve the goals.

2011

- ❖ Added Social Networking (Facebook and Twitter) as current tools used to solicit public input and comment.
- ❖ Added WAMPO Transportation Policy Body (TPB), Technical Advisory Committee (TAC), and Subcommittee meetings as public participation opportunities.
- ❖ Added notice of YAHOO! Babel Fish as a means to translate the WAMPO website into multiple languages.
- ❖ Added a Social Responsibility section that includes Limited English Proficiency (LEP), Americans with Disabilities Act (ADA), and Environmental Justice (moved from previous toolbox section).
- ❖ Added Map of the WAMPO transportation planning area.
- ❖ Added reference to the Kansas Open Meeting Act (KOMA) and Kansas Open Records Act (KORA) and added appendix containing “A Citizen’s Guide to KOMA and KORA.”
- ❖ Added section “Consideration and Response to Public Input”.
- ❖ Added PPP and Coordinated Public Transit Human Services Plan (CPTHSP) to WAMPO Plans and Programs.
- ❖ Updated “Other Plans and Studies” section.
- ❖ Revised Appendix B and Appendix C to include public notification options.
- ❖ Miscellaneous narrative revisions.

A Citizen's Guide to KOMA / KORA

*Kansas Open Meetings Act
Kansas Open Records Act*



Provided by

Kansas Attorney General

Derek Schmidt

Appendix
Page 102

Dear Fellow Kansans:

Our state has a long and rich history of ensuring that all of our citizens can participate in our democracy.

That's why our two principal open-government laws – the Kansas Open Records Act and the Kansas Open Meetings Act – are so important. They establish the legal requirement that the decision making of our public bodies remains open and subject to scrutiny and participation by our citizens.

As your attorney general, I share responsibility to enforce these laws and to help Kansans understand what they do, and do not, require.

This brochure is intended to help you and other Kansans understand the basic requirements of the Open Records Act and the Open Meetings Act. It answers common questions about the two and helps you understand what rights you, as a Kansan, have to obtain the records of your government and to view its activities.

In partnership with others who have a keen interest in open government – including the Kansas Sunshine Coalition – our office provides training for local and state officials about their duties and obligations under these laws. We work to resolve open government disputes and bring enforcement actions when necessary.

But I believe strongly that the best outcome is when everyone knows and respects our open government laws and we prevent violations from occurring in the first place. That's the point of this and similar publications.

For more information, you can check our website at www.ksag.org or call my office at (785) 296-2215.

Thank you for your interest in open government!

Best wishes,

A handwritten signature in black ink that reads "Derek". The signature is written in a cursive, slightly stylized font.

Derek Schmidt
Kansas Attorney General



Understanding the Kansas Open Meetings Act (KOMA)

The Purpose and Scope of KOMA

1. What is the KOMA about?

KOMA is a law that guarantees anyone the right to observe governmental policy makers, such as your local school board, city council, county commissioners or most functions of the state legislature, make the decisions that affect your life.

2. What types of groups are subject to KOMA?

KOMA applies to all of the political and taxing subdivisions in Kansas. There are approximately 4,000 groups and organizations that fall into this category. KOMA may also apply to other organizations if they were created or controlled by a public agency or act on behalf of a public agency. This includes committees or sub-groups created by an agency.

3. How do you know if a group is going to be subject to KOMA?

That is determined by looking at all of the facts surrounding the creation and operation of the group. We also look at what services are provided by a group. If a group is providing a governmental service, it is more likely it will be subject to KOMA.

KOMA does not apply to the meetings of private groups such church groups, private clubs, private corporations or businesses or any other associations.

4. Does KOMA apply to any meeting related to the government?

No, KOMA only applies to the policy-making body. It does not include the staff meetings for a public agency. It does not apply to elected officials that are not part of a body, such as the governor.

5. Does KOMA apply to Kansas courts or judges?

No, courts and judges are excluded from KOMA.

Meeting Matters Not Covered by KOMA

1. Does KOMA include a requirement for an agenda?

No, although the creation of an agenda before the meeting will help provide focus for both the agency and the public, there is no requirement in KOMA to create an agenda. This also means that the content of the meeting may be changed at any time.

2. Does KOMA require detailed minutes of all of the items discussed at a meeting?

No, KOMA does not speak to minutes or agendas, except to require that motions to go into executive session be recorded in the minutes. Meeting minutes are the responsibility of the agency and the agency determines what is recorded in the minutes.

3. Is KOMA the same thing as Roberts Rules of Order?

No, KOMA does not address the conduct of meetings or other procedural matters, such as the

order of business, content of reports or length of time that may be spent on a topic of discussion.

KOMA Requirements for Public Agencies

1. What does KOMA require an agency to do?

There are two main requirements. First, any meetings must be open to all members of the public. Second, notice of meetings must be provided to anyone who has requested it.

2. What does “open” mean in KOMA?

It means that the meeting must be conducted in a way that the public may observe or listen to the proceedings.

3. Does that mean a meeting must be moved to another location if members of the public cannot get into the meeting room?

No, KOMA does not require that public meetings be moved to larger or better locations. Meeting locations are left up to the agency. Unless there is evidence that the agency deliberately moved a meeting to a location with limited access to avoid public observation, there is no conflict with the requirements of KOMA.

4. Does an agency have to let members of the audience speak at a meeting?

No, KOMA does not require that the public be allowed to speak. Some other law may require a public hearing with the opportunity to speak on that issue, but KOMA does not.

5. Can I use a camera or other recording device to record a meeting?

Yes, KOMA allows recording, but subject to reasonable rules to prevent disruption of the meeting, safety hazards, or other legitimate concerns. You may want to contact the public agency or body in advance to learn about any rules that may apply to recordings.

6. May one or more members of an agency board participate in a meeting by telephone?

Yes, as long as the meeting is open to the public so they might listen to the discussion.

KOMA Meetings

1. What is a meeting, as defined by KOMA?

Three conditions must be met in order for a meeting to occur. All three must be satisfied. They are:

- Interactive communication in person or by telephone or any other medium
- A gathering of or by a majority of the members of the agency or body
- Discussion of the business or affairs of that body or agency.

2. How is “interactive communication” applied?

The best way to determine if “interactive communication” has taken place is to think of it as two-way communication. For example, an email from one member of a body to the rest of the body members is only one-way, until there is a reply, and then it becomes two-way.

The two-way communication can be by any means, including using individuals as “go-betweens.”

3. What is a majority of the agency or body?

Majority is one more than one-half of the membership. When counting the number of members, vacant positions must be counted as well. For example, if a school board has seven members, but there are two vacancies, a majority remains four.

4. Are there any topics that may be discussed by a majority outside of a meeting?

Only to determine a mutually acceptable meeting time so notice of that meeting may be provided.

Discussion alone triggers the KOMA requirements, regardless whether an agreement is reached or a survey of how members are going to vote takes place. None of those actions are permitted.

5. Can members avoid the KOMA requirements by discussing agency business with less than a majority of the other members?

Not really, as interactive communications in a series are forbidden by KOMA. A violation will occur if all of the following conditions are met:

- Interactive communications collectively involve a majority of the body or agency,
- A common topic is discussed concerning the business or affairs of the body or agency, and

- There is intent to reach agreement upon a topic that requires binding action in an open meeting by the body or agency.

6. Can a majority of the members attend a meeting of another group?

Yes, as long as they refrain from any private discussions about the business of their body or agency. This limitation applies to all formal and informal gatherings, such as conferences, ribbon cuttings or social clubs.

KOMA Notice Requirements

1. When does a body or agency have to provide notice?

Notice is required only when someone requests receiving notice of meetings. There is nothing in KOMA that requires general notice, such as publishing the agenda in the newspaper or posting it on the agency website.

2. How do I request notice?

All you need to do is make a request to the appropriate agency. Although not required, it is a good idea to make your request in writing and keep a copy.

3. What kind of notice should I expect?

KOMA does not specify the method of notice; it could be verbal or written. The notice must provide you the time, place and date of the proposed meeting.

You may receive a single notice for all regular meetings of the agency or body. You should still receive notice for any special meetings or changes in the regular time, place or date.

4. How long is my request effective?

Your request is good for the fiscal year of the agency or body. But, the agency or body must contact you and ask if you wish to continue to receive notice before they discontinue providing it to you.

5. Is there a minimum time required to give notice?

No, KOMA only requires “reasonable” notice. In some situations, that could be very short. If you believe an agency did not provide adequate or reasonable notice, discuss the situation with the agency to learn when others, including the members, received notice of a meeting. If this does not resolve the matter, please see the Enforcement section of this guide.

Executive Sessions: Closing an Open Meeting

1. What is an executive session?

An executive session is when the body is permitted to discuss certain subjects in private.

2. What are the procedures to enter into an executive session?

An executive session may only take place once an open meeting is convened. A motion must be made to enter into executive session. That motion and the resulting vote must be entered into the minutes.

3. What must a motion to enter into an executive session say?

There are three parts:

- The justification: A brief description of the topic to be discussed in executive session without revealing confidential information
- The subject: A reference to one of the permitted topics for executive session contained in KOMA
- And the time and place at which the open meeting will resume.

4. If a body does not include all three portions, is the executive session illegal?

Probably not, the courts have determined a technical violation occurs if there is an error in the motion, but the body maintained the spirit of KOMA.

5. Who may attend an executive session?

Only the members of the body holding the executive session have a right to attend. The body may include others, if they believe their information is important.

6. Can the body make a binding decision in executive session?

No, binding decisions must be made in an open meeting. However, the body may reach a consensus agreement, but not take binding action.

7. What topics may be discussed in executive session?

KOMA permits seven general topics:

- Personnel matters relating to non-elected personnel
- Consultation with an attorney for the body or agency which would be deemed privileged in the attorney-client relationship
- Matters relating to employee-employer negotiations
- Confidential data relating to the financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships
- Matters relating to action affecting a person as a student, patient or resident of a public institution
- Preliminary discussion relating to acquisition of real property
- Matters relating to security measures that protect specific systems, facilities or equipment including persons and private property if related to the agency.

8. What is permitted under the personnel subject?

The body may only discuss its own individual employees and applicants for employment.

They are not permitted to discuss elected officials, independent contractors, candidates for appointment to other boards or commissions or

general concerns affecting all employees, such as a proposed pay plan.

9. What is permitted under the attorney consultation subject?

The body's attorney must attend the executive session, even by speaker phone, to provide legal advice to the body.

Non-agency personnel may only attend if they are considered part of the client organization, such as consulting engineers.

10. What is permitted under the employee and employer negotiation subject?

Only discussion about negotiations with recognized bargaining units, not general employee matters.

11. What is permitted under the confidential and trade secret subject?

Financial information of a private business or any trade secrets they may need to disclose to a public body. General discussion of tax incentives is not permitted.

12. What is permitted under the student, patient or resident of a state institution subject?

The body may discuss any matter that may have an impact on the individual's status as a student, patient or resident of a state institution, either in a positive or negative way. The individual may request that any hearing be conducted in an open meeting, it is their choice.

13. What is permitted under the property acquisition subject?

The body may only discuss purchasing, not selling, real property. Real property is land with or without structures. Purchasing equipment or software is not permitted here.

14. What is permitted under the security subject?

The body may review security measures for all of the facilities and operations under their control.

Enforcement of KOMA

1. What should I do if I think there has been a KOMA violation?

If the body you are concerned about is a local government unit, such as a county, city, school board or township, you should contact the county or district attorney where the governing body is based.

If the body is a state agency, you should contact the Attorney General's office.

In either case, your complaint will be investigated and the results reported back to you.

2. What happens if a violation is found?

That depends upon the situation. If we find that a violation has occurred, depending upon the severity, the typical resolution is to enter into a settlement agreement. We are seeking compliance with KOMA and assuring that future violations do not occur. The members of the body are required to attend training about KOMA at their own expense.

If the circumstances show a pattern of willful disregard of the KOMA rules, we may take the individuals responsible to court.

3. What can a court do to a violator?

A court may fine individual members of the body up to \$500, reverse any actions that were taken illegally and potentially subject the individual to removal from office by recall or ouster.

KOMA is a civil statute, not criminal, so the violator will not be sent to jail under KOMA.

4. What if I disagree with the findings of the county or district attorney?

You may file your own case in district court against the members of the body. The Attorney General will not review the findings of a county or district attorney. That is the role of the courts.

5. If I file a case, will I need my own attorney?

That is up to you. If you prevail and the court finds a violation has occurred, you may receive reimbursement for any court costs, such as filing fees, fees for service of process and the like. Attorneys fees are not a part of court costs.

Understanding the Kansas Open Records Act (KORA)

The Purpose and Scope of KORA

1. What is the purpose of KORA?

KORA is a law that permits the public to review or get copies of public records. There are two parts of the law. One part governs the procedure that public agencies must follow when someone requests a public record. The other part categorizes public records and, under certain circumstances, permits an agency to withhold public records.

2. What are public records?

Public records are records made, maintained, created or possessed by a public agency. They may be in any form, including electronic storage. The content of records varies widely; some track the routine activities of government while others contain personal information about citizens and businesses.

3. Why would a public agency have personal information about citizens and businesses?

Public agencies have regulatory responsibilities that require gathering personal information. Common examples include tax returns, driver's licenses and automobile registration. Many professions are licensed, such as doctors, dentists, cosmetologists, attorneys and accountants to name a few. Personal information is collected as a part of the initial licensing, but also in case of complaints and investigations.

4. What types of groups are subject to KORA?

KORA applies to all of the political and taxing subdivisions in Kansas. There are approximately 4,000 groups and organizations that fall into this category. KORA may also apply to other organizations if they were created or controlled by a public agency or act on behalf of a public agency.

5. How do you know if a group is going to be subject to KORA?

That is determined by looking at all of the facts surrounding the creation and operation of the group. We also look at what services are provided by a group. If a group is providing a governmental service, it is more likely they will be subject to KORA.

KORA does not apply to the records of private citizens or groups such as church groups, private clubs, private corporations or businesses or any other associations.

6. Does KORA apply to court records?

Yes, however KORA permits the judicial branch to make its own rules for reviewing or obtaining records. Those rules are posted on the Kansas Supreme Court website and at the district courts throughout the state.

7. Is KORA the same as the Freedom of Information Act (FOIA)?

No, The FOIA is the federal law that applies to records of the federal government. The FOIA and KORA are different laws that have similar provisions, but are not exactly the same.

Procedures for Obtaining Copies of Public Records

1. How do I request a record?

The best place to begin is with either the agency's designated record custodian. One staff member may fill both roles. In either case, they will assist you with your request.

2. Do I have to put my request in writing?

An agency may require you to do that, but not on any particular form. The reason for this requirement is so both you and the agency are clear on what records you are seeking.

3. Who can request a record?

Anyone. There is no requirement that the person making the request has any special relationship to the record. There is no special status for any person making a record request, even if the record is about them.

4. What may the agency ask of me when I request records?

The agency may ask you for your name and address. It is optional, but the agency may ask you for some form of proof of your identity.

5. Do I have to go in person to the place where the records are kept to make my request?

No, you may make your request in writing from anywhere. Many record transactions are handled through the mail or even online.

6. What do I do if the agency that has the records doesn't have any full-time staff or regular business offices?

KORA permits very small agencies that do not have regular office hours to establish reasonable hours when you can inspect or copy records, but the agency may require 24-hours notice. All of the other requirements for access remain the same.

7. May I take a public record and have it copied elsewhere?

Not without the record custodian's permission. If copies cannot be made where the records are kept, the custodian will make arrangements to have a copy made. Public record custodians are required to keep original documents safe, so they will be available for any person who might request that record.

Responding to Record Requests

1. When can I expect to receive the records?

It depends upon the availability of the records. Some records may be provided at the time they are requested, others may have to be gathered and reviewed before releasing them.

2. What is the "three day" requirement?

An agency must act upon your request as soon as possible, but not more than three business days, beginning the day after the request was received.

3. Does this mean I will get the records in three days?

No, the agency must communicate with you within those three days. The agency may provide the records, or explain that they do not have the records you want, or may inform you that the search or review is underway and will be completed as soon as possible.

4. Is there a deadline when the records must be given to me?

No, each request and record is unique, although if there is a delay, the record custodian should provide a time estimate to you. Some records may need to be gathered from remote locations. Other records that contain closed portions must be reviewed and appropriately redacted or blacked out.

5. Does KORA require that an agency answer my questions?

No, KORA only applies to records as they exist at the time you ask for them. If you are asking for information, analysis or an explanation about a policy, you might get them, but not under the rules of KORA. KORA does not require an agency to do research for you or provide written answers to your questions.

6. May I request records that will be created in the future?

No. Records not yet in existence are not subject to KORA. Even though many records are routinely created, such as meeting minutes and monthly financial reports, your request must be made after they are prepared and available.

KORA and Fees

1. May a public agency charge fees for accessing or copying records?

Yes, KORA permits public agencies to recover their costs for gathering and copying records.

2. What kinds of costs are allowed?

The agency may only charge the direct cost for staff time to gather, review, photocopy and send the records to you. The agency may not charge for overhead or indirect costs.

3. Is there a standard fee schedule that all agencies must use?

No, KORA permits each agency to establish their fees. However, they must represent their best estimate for actual costs.

4. May an agency collect fees in advance?

Yes, KORA allows public agencies to collect estimated fees in advance. If the actual cost is less, you will be refunded the difference. If it is more, the agency may bill you for the additional costs.

5. What can I do if I believe the fees are unreasonable?

If the records are from an executive branch state agency, there is an appeal process through the Secretary of Administration. If the records are from another agency, you may complain to the county or district attorney. If the agency can justify the fees and they are based upon actual costs, then they are reasonable.

Prohibited Uses of Public Records

- 1. May I use a public record that contains names and/or addresses on it, so I can contact the people on the list to offer goods or services for sale?**

No, KORA prohibits using lists of names and addresses as a marketing tool except in very limited cases, such as professional organizations that offer educational opportunities for licensed individuals.

- 2. If I request a public record that contains names and addresses on it, do I have to sign a special form?**

Yes, KORA permits the agency to require that you certify that you will not use the names and addresses for any prohibited purposes. If you do not sign the form, the agency does not have to provide you the records.

Record Content and Accessibility

- 1. Is there a general rule about public records being open?**

Yes, unless a record is specifically closed by law, all public records are open for inspection and any person may view them to make their own notes or ask for copies from the agency.

- 2. How will I know if a record is closed by law?**

Ask for a copy of the record you would like to see, if it is closed the record custodian will tell you and provide you the appropriate source of the law that closes the record.

3. Who decides that records are closed?

The legislature reviews and approves all the laws that close records. They have adopted general policies for closing public records. They are:

- The public record is of a sensitive or personal nature concerning individuals.
- The public record is necessary for the effective and efficient administration of a governmental program.
- The public record affects confidential information.

4. How many records are closed?

There are over 300 specific records closed by Kansas law. Many other records are closed by federal law. Many of the records that may be closed contain information that individuals and businesses are required to provide to the government, such as tax returns, reports of infectious diseases or private financial information. Federal laws close individual medical records and driver's license information.

5. Does the record custodian have any authority to release these records?

In some limited cases, yes. The law that closes a record may contain conditions that temporarily close a record or grant the record custodian the discretion to release a record.

For example, sealed bids are closed, but only until the bid contract is awarded, then the records are open. Another example is when the record custodian must use their judgment about whether

a record contains information of a personal nature and disclosing the information would be an unwarranted invasion of personal privacy.

6. What can I do if I disagree with the judgment of the record custodian about whether to release a record?

KOMA provides that you may go to the district court in the county where the record is kept and ask a judge to review the records in question. The judge will look at the records in private and make a decision about what may be released.

Enforcement of KORA

1. Who can enforce KORA?

KORA can be enforced by anyone -- private citizens, the county or district attorney or the Attorney General.

2. Where do I complain if I believe an agency has violated KORA?

If you believe an agency has made an error or has not complied with the requirements of KORA, you should first bring it to the attention of that agency. After reviewing your concerns, they may agree with your views. Most often the attorney that represents the agency will look into your complaint and determine if you are correct.

If you still disagree with the agency, you may make a complaint to the appropriate county or district attorney where the agency is located. The county or district attorney is charged with enforcing KORA and will look into the issue and determine if there has been a violation.

In some cases, specifically with state agencies, the Office of the Attorney General handles the complaint. As with complaints investigated by local county and district attorneys, the Attorney General will conduct an investigation to determine if KORA was violated.

3. If I think the county or district attorney has a conflict or won't do a good job, can I make my complaint to the Attorney General?

Yes, but the Attorney General forwards all complaints made against local units of government to the appropriate county or district attorney for action. The county or district attorney has the primary responsibility for enforcement in their county. If they believe they have a conflict of interest, they may ask another office to conduct the investigation, including the Attorney General.

4. What if I disagree with the county or district attorney's conclusions?

You may always go to court and ask that a judge review the complaint. The Attorney General will not review the decisions of a county or district attorney.

5. What can a court do to an agency if they violated KORA?

The court may order that the documents be produced for you. If the agency did not have a good faith reason to withhold the records, the court may fine the agency up to \$500 if the action is brought by the county or district attorney or Attorney General.

The court shall award attorney fees to private parties if they bring the action and the agency did not act in good faith.

KORA is not a criminal statute, so there is no possibility of anyone going to jail for violating KORA.

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Appendix I. Public Involvement Used to Develop the PPP

Throughout the development of the Public Participation Plan (PPP), staff conducted extensive public involvement to receive public feedback on the plan. A chart that summarizes the major public involvement efforts conducted during the development of the PPP is below.

Table 1: Public Involvement Used to Create PPP

| | |
|--|--------------------------------------|
| E-mailed Draft PPP to Interested Parties | July 9, 2007 |
| Public Meetings | October 10 and 11, 2007 |
| Public Comment Period | August 28, 2007– September 31, 2007 |
| Public Hearing | November 13, 2007 |
| Public Comment Period for Amendment | January 16, 2009 – March 2, 2009 |
| Public Comment Period for Amendment | September 6, 2011 – October 28, 2011 |
| Public Hearing | November 8, 2011 |

Appendix E: I speak: Language Identification Flashcards

| 2004 Census Test | United States Census 2010 LANGUAGE IDENTIFICATION FLASHCARD |
|---|--|
| <input type="checkbox"/> <p>ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.</p> | 1. Arabic |
| <input type="checkbox"/> <p>Խաղաղում ենք նշում կատարելք այս քառակուսում, եթե խոսում կամ կարդում եք հայերեն:</p> | 2. Armenian |
| <input type="checkbox"/> <p>যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।</p> | 3. Bengali |
| <input type="checkbox"/> <p>ឈ្មួញក្រុងក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។</p> | 4. Cambodian |
| <input type="checkbox"/> <p>Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.</p> | 5. Chamorro |
| <input type="checkbox"/> <p>如果你能读中文或讲中文，请选择此框。</p> | 6. Simplified Chinese |
| <input type="checkbox"/> <p>如果你能讀中文或講中文，請選擇此框。</p> | 7. Traditional Chinese |
| <input type="checkbox"/> <p>Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.</p> | 8. Croatian |
| <input type="checkbox"/> <p>Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.</p> | 9. Czech |
| <input type="checkbox"/> <p>Kruis dit vakje aan als u Nederlands kunt lezen of spreken.</p> | 10. Dutch |
| <input type="checkbox"/> <p>Mark this box if you read or speak English.</p> | 11. English |
| <input type="checkbox"/> <p>اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علامت بزنید.</p> | 12. Farsi |

| | | |
|--------------------------|--|--------------------|
| <input type="checkbox"/> | Cocher ici si vous lisez ou parlez le français. | 13. French |
| <input type="checkbox"/> | Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen. | 14. German |
| <input type="checkbox"/> | Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά. | 15. Greek |
| <input type="checkbox"/> | Make kazye sa a si ou li oswa ou pale kreyòl ayisyen. | 16. Haitian Creole |
| <input type="checkbox"/> | अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ। | 17. Hindi |
| <input type="checkbox"/> | Kos lub voj no yog koj paub twm thiab hais lus Hmoob. | 18. Hmong |
| <input type="checkbox"/> | Jelölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet. | 19. Hungarian |
| <input type="checkbox"/> | Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano. | 20. Ilocano |
| <input type="checkbox"/> | Marchi questa casella se legge o parla italiano. | 21. Italian |
| <input type="checkbox"/> | 日本語を読んだり、話せる場合はここに印を付けてください。 | 22. Japanese |
| <input type="checkbox"/> | 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오. | 23. Korean |
| <input type="checkbox"/> | ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ. | 24. Laotian |
| <input type="checkbox"/> | Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim. | 25. Polish |

| | | |
|--------------------------|--|----------------|
| <input type="checkbox"/> | Assinale este quadrado se você lê ou fala português. | 26. Portuguese |
| <input type="checkbox"/> | Însemnați această căsuță dacă citiți sau vorbiți românește. | 27. Romanian |
| <input type="checkbox"/> | Пометьте этот квадратик, если вы читаете или говорите по-русски. | 28. Russian |
| <input type="checkbox"/> | Обележите овај квадратикћ уколико читате или говорите српски језик. | 29. Serbian |
| <input type="checkbox"/> | Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky. | 30. Slovak |
| <input type="checkbox"/> | Marque esta casilla si lee o habla español. | 31. Spanish |
| <input type="checkbox"/> | Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog. | 32. Tagalog |
| <input type="checkbox"/> | ให้กาเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย. | 33. Thai |
| <input type="checkbox"/> | Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga. | 34. Tongan |
| <input type="checkbox"/> | Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою. | 35. Ukrainian |
| <input type="checkbox"/> | اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔ | 36. Urdu |
| <input type="checkbox"/> | Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ. | 37. Vietnamese |
| <input type="checkbox"/> | באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש. | 38. Yiddish |

Appendix F: Transportation Policy Body Title VI approval
(Agenda item & TPB meeting summary and action)



Transportation Policy Body (TPB) meeting notice
Tuesday, May 12, 2015 at 3:00pm
455 N. Main – 10th Floor, Wichita, KS 67202-1688

Please call us at 316.268.4315 at least 48 hours in advance if you require special accommodations to participate in this meeting. We make every effort to meet reasonable requests.

AGENDA

[Please note that the meeting agenda is subject to change during the meeting.]

*All agenda items indicated by a double asterisk (**) are a part of the consent agenda and will be acted on in a single motion. Item(s) on the consent agenda can be removed from it and considered independently upon request. Estimated times for agenda items are listed in parentheses.*

1. Call meeting to order and welcome
Tom Jones, Chair
2. **Action:** May 12, 2015 meeting agenda
Tom Jones, Chair
3. **Action:** [April 14, 2015 Meeting Minutes](#)
Tom Jones, Chair
4. [Public Comment Opportunity](#)
Tom Jones, Chair
5. **Update:** [Committee Reports and Planning Partner Updates](#) (25 min)
Tom Jones, Chair
 - Tom Jones, Chair, Executive Committee
 - Dan Woydziak, Chair, Technical Advisory Committee (TAC)
 - Mike Moriarty, Chief of Transportation Planning, Kansas Department of Transportation (KDOT)
 - Tom Hein, Public Affairs Manager, KDOT Wichita Metro
 - Steve Spade, Director, Wichita Transit

WAMPO's public participation process satisfies Wichita Transit's public participation requirements for their Program of Projects. Additionally, our public notice of public involvement activities and time established for public review of and comments on the Transportation Improvement Program (TIP) satisfy Wichita Transit's requirements for their Program of Projects. It is a policy of WAMPO to carry out all programs and activities in compliance with Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, or national origin. For more information or to obtain a Title VI Complaint Form, please [click here](#).

- Kristen Zimmerman, Planning Manager, WAMPO Staff
6. **** Action: [Consent Agenda](#) (5 min)**
Tom Jones, Chair
 - **6a. Title VI Program Update
Tricia Thomas, Associate Planner
 - **6b. WAMPO Director Recruitment Services Consultant Agreement
John Schlegel, TPB Secretary
 7. **Action : [2016 Transportation Improvement Program \(TIP\) Development Process](#) (15 min)**
Kristen Zimmerman, Planning Manager
 8. **Action : [MOVE 2040 Recommendations](#) (15 min)**
Gloria Jeff, Principal Planner
 9. Other Items
Tom Jones, Chair
 10. Adjournment
Tom Jones, Chair

John L. Schlegel, Secretary
May 5, 2015



Title VI Background

Title VI of the Civil Rights Act of 1964 provides that 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 otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the terms “program or activity” to include all programs or activities of Federal Aid Recipients, sub-recipients, and consultants/contractors, whether such programs and activities are federally assisted or not.

In addition, Executive Order 12898 and Executive Order 13166 further extend Title VI provisions to specifically consider low income, minority, and limited English proficient persons in the planning process.

WAMPO’s Title VI Program Update

WAMPO’s Title VI program includes administrative/oversight activities, regional demographics, board/committee demographic make-up and planning/programming activities per federal requirements. To date no Title VI complaints have been by WAMPO or its sub-recipients.

The Federal Transit Administration (FTA) requires WAMPO to document its compliance with Title VI by submitting a Title VI Program once every three years. The last Title VI Program submitted to FTA was in year 2012. The due date for the upcoming submission June 2015.

The updated Title VI Program (*Attachment 1*) contains both the program and plan updates as well as reporting on the new FTA requirements. The following is a summary of some of the key elements and findings within both documents:

- The update to the Title VI Program included the new requirement of reporting both board and committee demographics, most specifically minority population representation. The distribution of the existing board/committee make-up showed opportunities for diversification among representatives.
- Another new requirement included an analysis of the WAMPO region minority populations overlaid with the existing distribution of State and Federal transportation funds. The purpose of this analysis was to determine if there were any disparate impacts associated with the funding distribution to minority populations in the WAMPO area. The findings of this analysis showed that there were no disparate impacts.

- The Limited English Proficiency Plan (LEP) (appendix C of the attached Title VI Program) analyzes the prevalence of individuals with limited English proficiency in the WAMPO area. The LEP plan was updated based on new census data, which showed both Vietnamese and Spanish speaking individuals as the two primary LEP populations in the WAMPO area.

Staff recommended action

- Approve the 2015 Title VI Program, as proposed.

Attachment

- Draft 2015 Title VI Program



You can request a recording of the entire meeting by calling 316.268.4315. Thank you.

| WICHITA AREA METROPOLITAN PLANNING ORGANIZATION Transportation Policy Body (TPB) Meeting Summary | | |
|---|---|--|
| 05.12.15 | Meeting Time: 3:03p.m. | Meeting Location: 455 N. Main, 10 th Floor Conference Room Wichita, KS 67202 |
| Type of Meeting: | Regular | |
| Members Present: | Pete Meitzner, City of Wichita (Vice Chair) Bruce Armstrong, City of Haysville Kelly Arnold, Sedgwick County James Clendenin, City of Wichita (in at item 4) Robert Conger, City of Kechi (in at item 5) Clair Donnelly, City of Maize Laurie Dove, City of Valley Center Jack Hezlep, City of Derby Jim Howell, Sedgwick County Carl Koster, City of Cheney Guy MacDonald, City of Bel Aire Janet Miller, City of Wichita (in at item 5 and out at item 8) Mike Moriarty, KDOT Kathy Sexton, City of Derby (Alt. sat at the table with new member Mr. Hezlep) Troy Tabor, City of Andover Dave Unruh, Sedgwick County Burt Ussery, City of Clearwater Dan Woydziak, Butler County | |
| Other Attendees: | Toyia Bulla, Non-Profit Solutions Misty Bruckner, Wichita State University Marla Flentji, The Austin Peters Group Vicki Forbes, WAMPO Carol Gilchrist, WAMPO Gloria Jeff, WAMPO Katherine Newby, WAMPO Austin Parker, Parker, Parker & Parker, PA. Davonna Moore, KDOT John Schlegel, (Secretary) Michael Spadafore, KDOT Tricia Thomas, WAMPO Chris Upchurch, WAMPO Jim Weber, Sedgwick County Philip Zevenbergen, Wichita Transit Kristen Zimmerman, WAMPO | |
| 1. Call Meeting to Order and Welcome | | |
| | Pete Meitzner, Vice Chair, TPB | |
| Mr. Meitzner called the meeting to order at 3:03p.m. | | |
| 2. Action: May 12, 2015 Meeting Agenda | | |
| | Pete Meitzner, Vice Chair, TPB | |
| Discussion | None. | |
| Action | Motion | Second |
| Moved to approve the May 12, 2015 meeting agenda. Motion was unanimous (14-0). | Donnelly | Ussery |



You can request a recording of the entire meeting by calling 316.268.4315. Thank you.

| | | | |
|---|---|----------|--|
| 3. Action: April 14, 2015 TPB Meeting Minutes | | | |
| Pete Meitzner, Vice Chair, TPB | | | |
| Discussion | None. | | |
| Action | Motion | Second | |
| Moved to approve the April 14, 2015 TPB meeting minutes. Motion was unanimous (14-0). | Ussery | Donnelly | |
| 4. Public Comment Opportunity | | | |
| Pete Meitzner, Vice Chair, TPB | | | |
| Discussion | Ms. Bruckner, director of the Hugo Wall School of Public Affairs at Wichita State University, presented Ms. Jeff with a certificate of achievement for completing the Mini Masters of Public Administration Program. | | |
| 5. Update: Committee Reports and Planning Partner Updates | | | |
| Pete Meitzner, Vice Chair, TPB | | | |
| Discussion | <p>Mr. Meitzner gave the Executive Committee report. The agenda items for the upcoming TPB retreat will include WAMPO's Organizational Development Plan, MOVE 2040, and the 2016 budget kick-off. A strategic plan for WAMPO will be shared at the retreat including the procurement process for the recruitment firm tasked with hiring the Director position and as well as for the WAMPO's administrative framework support (either to become an independent organization or to stay under the umbrella of the City of Wichita).</p> <p>Mr. Woydziak reported that the Technical Advisory Committee (TAC) took action on the 2016 Transportation Improvement Program (TIP) Development Process, were given an update on MOVE 2040, and heard a presentation from the director of the K-96 Corridor Association.</p> <p>Mike Moriarty, Section Manager, Statewide Transportation Planning, Kansas Department of Transportation (KDOT) reported that the state legislation session, anticipated to end on May 16th, is considering major changes to the current budget that may have impact KDOT funding.</p> <p>There was not an update from Tom Hein, Public Affairs Manager, KDOT Wichita Metro.</p> <p>Mr. Zevenbergen said that Wichita Transit (WT) is moving forward with their Tiger Grant application. WT is also continuing the operations analysis/fare study to assist in determining the best services WT provides in light of budget shortfalls for 2016. Staff will begin to formulate recommendations and will report them to the TPB in June or July. Ozone season is April-October. A CMAQ grant will help to provide free-fares on Ozone alert days. Free-fares week is June 15-20. National "Dump the pump" day is June 18th. System-wide performance shows an increase in ridership</p> <p>Ms. Zimmerman, Planning Manager for WAMPO, said that staff is in the process of transitioning to using Constant Contact for email correspondence. A glossary of acronyms was provided to each member. The 1st Quarter Financial Report was included in the meeting packet and shows that expense for this quarter were \$180,000 which is 15% total budget.</p> | | |
| 6. Action: Consent Agenda | | | |
| Pete Meitzner, Vice Chair, TPB | | | |
| Discussion | None. | | |
| Action | Motion | Second | |
| Moved to approve the consent agenda and take the recommended action(s). Motion carried (16-0). | Miller | Donnelly | |



You can request a recording of the entire meeting by calling 316.268.4315. Thank you.

7. Action: 2016 Transportation Improvement Program (TIP) Development Process

| | | |
|---|---|--------|
| Kristen Zimmerman, Planning Manager | | |
| Discussion | <p>The annual process to develop a new TIP usually starts in the spring and wraps up in the fall. This year, the Federal Certification Review and the MOVE 2040 plan are two factors that complicate starting this process. The upcoming Federal Certification Review will assess the WAMPO TIP and will most assuredly develop some recommendations for the process to develop and manage the TIP. The final report from the Federal Certification Review will be completed in September 2015. In addition to this, the MOVE 2040 implementation process has not yet been drafted, vetted, or approved. This process of the review will likely make recommendations for how to better connect the TIP and implement the MTP. Since these two factors will not be final until well into the usual TIP development cycle, staff are recommending that WAMPO not follow the existing process to develop the 2016 TIP.</p> | |
| | <p>Over the last two months, the Technical Advisory Committee (TAC) discussed options, and weighed the pros and cons to continue to use the current 2015 TIP or develop a new 2016 TIP. The TAC directed staff to discuss the options with current project sponsors to identify any concerns or preferences. In addition, WAMPO staff asked staff from the Kansas Department of Transportation (KDOT) Statewide Transportation Improvement Plan (STIP) and WAMPO's federal regulators for their input.</p> | |
| | <p>Three concerns were raised – how to add projects for 2019, how to account for partially funded projects in 2018, and how to allow project sponsors to request changes. After discussing the concerns and options with project sponsors and KDOT STIP staff, the TAC developed a final proposal for the TPB consideration to continue to use the 2015 TIP and to carry out a TIP Reassessment Project. The staff recommended action is to waive the new TIP Development Process and Procedures described in the TIP Policy for the 2016 TIP Development purposes.</p> | |
| Action | Motion | Second |
| Moved to approve the Approve the 2016 TIP Development Process, as proposed. Motion carried (16-0). | Ussery | Unruh |

8. Action: MOVE 2040 Recommendations

| | | |
|--|--|--|
| Gloria Jeff, Principal Planner | | |
| Discussion | <p>MOVE 2040 is nearing the completion of Phase 3 of the development plan. This phase has included development of a draft plan, Citizens' Report, more than twenty presentations throughout the region, as well as an online survey. The six- week public engagement effort ended on April 30, 2015.</p> | |
| | <p>The recommendations from Phase 3 were developed to reflect comments, lessons learned and needed actions throughout the MOVE 2040 development process. The sources of input included committee meetings, presentations, staff observations and ideas provided by WAMPO planning partners. These items will guide implementation activities after the plans adoption.</p> | |
| | <p>Monitoring and progress reporting recommendations include yearly outreach, a dashboard based or web based instrument and providing information at completion of significant project milestones.</p> | |
| | <p>Ms. Sexton said that she likes the idea of a dashboard to collect data, but wants to urge caution to not spend a lot of time and money to work on a system that may be labor intensive for jurisdictions, particularly small ones. Ms. Jeff feels that Ms. Sexton makes a great point to keep it simple and to not invest too much money and time into a dashboard.</p> | |
| <p>Mr. Meitzner suggested maybe an app that would enable this information to be viewed, but feels that WAMPO should move with caution while embracing technology. Ms. Jeff said that perhaps a simple solution is to provide a link to the website for jurisdictions to view project status updates.</p> | | |



You can request a recording of the entire meeting by calling 316.268.4315. Thank you.

| | | | |
|---|---|----------|--------|
| Discussion | <p>Ms. Miller said that she initially was a proponent of the MOVE 2040 project portal used for jurisdictions to submit projects for inclusion in the long range plan. However, she did not realize the time and effort it would take for jurisdictions to submit projects in the portal. Because of this, she is not sure of the creation of a new dashboard for tracking the status of projects. Mr. Koster agreed.</p> | | |
| | <p>The PAC/TAC categories for recommendation include: alternate modes of travel, data, freight, preserve and maintain, safety, and additional topics (i.e. improve coordination, MTP, TIP coordination, user satisfaction survey, air quality, monitoring and reporting, and workshops).</p> | | |
| | <p>Ms. Sexton asked to explain the meaning of “asset management”. Ms. Jeff stated that asset management refers to having one system of determining the condition of roads, streets, sidewalks, etc. for each jurisdiction that will enable choosing projects on the basis of need.</p> | | |
| | <p>Mr. Tabor asked what kind of decisions can be made once all that data is received. Ms. Jeff gave the example that if most of the area bridges are in bad shape, based on the criteria of the common requirements, money can be put toward the most need. Ms. Sexton said that this approach makes the system fair regarding who gets the money. Mr. Tabor said that this would use data to determine who gets the money based on need, rather than fighting for the money. It allows for determining projects based on an objective scale. Mr. Tabor recommends not having a dashboard, but rather have an update at the TPB meetings.</p> | | |
| <p>Once the TPB approves the proposed recommendations for MOVE 2040, the next steps in the process is to include the recommendations in the final Citizens’ Report and the Technical Version of MOVE 2040, adopt an amendment process, and adopt a monitoring and reporting regime.</p> | | | |
| Action | | Motion | Second |
| Moved to approve the recommendations for MOVE 2040, as proposed by the TAC. Motion carried (14-0). | | Unruh | Ussery |
| 9. Other Items | | | |
| Pete Meitzner, Vice Chair, TPB | | | |
| Discussion | <p>Mr. Ussery said that at the last REAP meeting there was a comment made regarding budget which made him wonder if as a board we were undercutting our budget by being too conservative. He proposed the idea of “pushing the envelope” in regards to asking for higher amounts of funding in the hope to get it and be willing to shift back when it is not received. Ms. Jeff said that the methodology taken regarding the budget is to make the budget within the federal dollars received. Mr. Parker added that there are specific requirements in how we structure line items within the budget.</p> | | |
| | <p>Mr. Schlegel stated that the federal requirement is for plans to be fiscally constrained and to not exceed the revenue that is received. The typically process it to amend the TIP as funds become available. Ms. Jeff said that Congress determines the amount distributed to each MPO based on the size of a community, how much road is in the region, etc. Currently, Congress is deliberating on this amount and will be determining the amount of allocated to each MPO.</p> | | |
| 10. Adjournment | | | |
| Pete Meitzner, Vice Chair, TPB | | | |
| Discussion | The meeting adjourned at 4:17p.m. | | |
| Action | | Motion | Second |
| Moved to adjourn the TPB meeting. Vote was unanimous (14-0). | | Meitzner | Ussery |

Funding Application Form

**Federal Transportation Administration Section 5316 Job Access
and Reverse Commute (JARC)**

**Federal Transportation Administration Section 5317 New
Freedom**

Application Deadline: July 12, 2013

W A M P O

Wichita Area Metropolitan Planning Organization

Part I – Deadline for Application Submission & Checklist

To be considered for JARC and/or New Freedom funding, please submit **two** copies of the necessary application—a **hard copy** of the project application form and an **electronic copy**—prior to the application deadline: **July 12, 2013**. Project applications are only considered for the funding cycle applied for and must be **completed in full**. Please provide any letters of support and any additional information that may be useful to the evaluators with the hard copy application. Hard copy applications and auxiliary information should be bound with a paper clip or black binder clip.

Application for the JARC and New Freedom programs will be screened on the criteria and eligibility requirements stated for each program in the Program Management Plan (PMP). Incomplete applications or those received after the deadline will not be considered for funding. Supplemental information that may assist the completion of applications can be found in Part III—Resources of this document.

Application Checklist

- Cover letter—including name, address, and phone number of applicant as well as contact person. The letter should be signed by the individual(s) **with authority to execute contracts on your organization's behalf.**
- Complete Application (hard copy original & electronic copy to WAMPO)
- Letters of support and additional information
- Copy of organization's 501c(3) certification (if it is not a public entity).

Part II – Application Information

Coordinated Plan Goals

Projects receiving funding under the JARC and New Freedom program must be competitively selected and derived from the Coordinated Public Transit-Human Services Plan. The most recent Coordinated Plan was adopted by WAMPO in June 2010 and is available at <http://www.wampoks.org/>

JARC

The goal of the JARC programs is to expand the mobility options of low-income workers and urban core residents who want to work in suburban areas not serviced by existing public transit. The funds can be used for capital, planning, and operating expenses that support the development and maintenance or transportation services designed to transport low-income individuals to and from jobs and activities related to their employment and to support reverse commute projects. Eligible JARC projects include, but are not limited to:

| JARC Operating Activities | JARC Capital Activities |
|--|--|
| <ul style="list-style-type: none">• Late night and weekend service• Guaranteed ride home service• Shuttle Service• Expanded fixed-route public transit routes• Ridesharing and carpooling activities• Voucher Program | <ul style="list-style-type: none">• Intelligent Transportation Systems (ITS)• Promotion of operating activities• Vehicles• Mobility Management activities |

The federal guidance circular issued by the Federal Transit Administration (FTA) in May 2007 provides JARC program information. The Section 5316 Circular can be found at: [http://www.fta.dot.gov/documents/FTA_C_9050.1_JARC\(1\).pdf](http://www.fta.dot.gov/documents/FTA_C_9050.1_JARC(1).pdf).

New Freedom

The goal of the New Freedom program is to encourage new public transportation services, facility improvements and public transportation alternatives to go above and beyond those required by the Americans with Disabilities Act of 1990 (ADA) for persons with disabilities at all income levels. For the purpose of the New Freedom program, “new” service is any service or activity that was not operational on August 10, 2005, and did not have an identified funding source as of August 10, 2005, as evidenced by inclusion in the Transportation Improvement Plan (TIP) or the STIP. Eligible New Freedom projects include, but are not limited to:

| New Freedom Operating Activities | New Freedom Capital Activities |
|--|--|
| <ul style="list-style-type: none">• Expansion of paratransit service beyond the minimum requirements of ADA• Expansion of hours of paratransit service• Enhancement of services• Voucher Programs• Volunteer driver programs | <ul style="list-style-type: none">• Acquisition of accessibility equipment beyond ADA requirements• Purchasing accessible vehicles to support taxi, vanpooling, and /or ridesharing programs• Mobility Management activities |

The federal guidance circular issued by the FTA in May 2007 provides New Freedom program information. The Section 5317 Circular can be found at the following website:
[http://www.fta.dot.gov/documents/FTA_C_9045.1_New_Freedom\(1\).pdf](http://www.fta.dot.gov/documents/FTA_C_9045.1_New_Freedom(1).pdf).

Amount Available

The federal funding amount available under the JARC program is \$234,990. The federal funding amount available under the New Freedom program is \$146,988. There is no minimum cost for projects submitted.

Eligible Applicants

Eligible applicants include private non-profit organizations, state or local government authorities, and operators of public transportation services, including private operators of public transportation services within the Wichita Urbanized Area. Please include a copy of the organization's Section 501(c)(3) certification (if it is not a public entity).

Eligible Use of Funds

Funding under the JARC and New Freedom programs are intended to be used to pilot new and innovative solutions to the unmet transportation needs of people with disabilities and/or individuals with limited incomes. Funding may be used for capital, operating, and mobility management projects that meet the JARC and New Freedom program goals, which are identified in the Coordinated Public Transit-Human Services Plan. Examples of eligible JARC and New Freedom projects are listed in Appendix B.

Projects considered "mobility management" are considered a capital expense under JARC and New Freedom. The FTA defines mobility management as "short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers." Mobility management activities include travel training programs, transportation brokerages, etc.

Matching Requirements

Federal funds for capital may not exceed 80 percent of the total project costs (20 percent local match). Operating assistance may not exceed 50 percent of the total operating costs (50 percent local match). Mobility Management projects may be funded at 100%. All of the local share must be provided from sources other than federal DOT funds. See Appendix C for a list of possible non-DOT federal sources for matching funds. Some examples of sources of local match which may be used for any or the entire local share include:

- State or local appropriations
- Other non-DOT federal funds
- Dedicated tax revenues
- Private donations
- Revenue from human service contracts
- Net income generated from advertising and concessions

Non-cash share such as donations, volunteer services, or in-kind contributions is eligible to be counted toward the local match. The value of any non-cash share must be documented and must represent an actual cost under the program that is included in the total project costs in the program budget. Example: If the project proposes an operating service (for example, vanpool service from Maize to the Kellogg corridor) and the project's total cost is \$250,000, the required match is \$125,000 (50% local match). If the project is for capital costs (for example, purchasing five wheelchair accessible taxis) and the project's total cost is \$100,000, the required match is \$20,000 (20% local match).

Confidentiality Notice

All application materials will become public property as soon as they are submitted to the WAMPO for formal review. Applicants should use caution when including confidential information with their application materials.

WAMPO Non-Discrimination—Title VI Compliance Requirements

This section outlines the non-discrimination – Title VI requirements that are a condition of receiving federal funding through WAMPO. The federal regulatory authority for requiring non-discrimination has its basis in Title VI of the Civil rights Act of 1964, Executive Order 12898 (Environmental Justice), and Executive Order 131166 (Limited English Proficiency).

As per WAMPO's Title VI Policy and federal regulations regulating WAMPO, Title VI provisions are a standard part of all agreements between WAMPO and sub-recipients of federal funding programs that WAMPO administers. WAMPO's Title VI compliance review process begins at the time of agreement execution, continues during the duration of the project, and is completed when the project is completed and the agreement has expired. During this time, WAMPO monitors information provided by each sub-recipient, retaining the right to conduct an audit should WAMPO suspect the sub-recipient is not in compliance. If WAMPO determines that a sub-recipient is not in compliance with Title VI, the Title VI Coordinator and assigned staff will work with the sub-recipient to correct the deficiency. This may include providing technical assistance. If the sub-recipient does not correct the deficiency, WAMPO may take corrective action or implement other remedies as provided in the executed agreement.

Title VI checklist for Recipients of Federal Funding JARC and/or New Freedom Programs

- Title VI Assurances (in award contract)
- Title VI Non-discrimination Statement/Notice to the public and list of where published
- Title VI Complaint Form and Procedures
- Title VI Program/Plan that has been approved by the sub-recipient's governing board
- Pre-Contract Title VI Questionnaire and Post-Contract Questionnaire

The WAMPO staff is always willing to assist you with developing the required Title VI documents that are a condition of receiving federal funds. WAMPO is able to assist with data collection and analysis,

translation services, reviewing and commenting on draft materials, and ideas for public participation and providing meaningful access to Limited English Proficiency persons.

WAMPO Statement of Non-Discrimination

The Wichita Area Metropolitan Planning Organization (WAMPO) hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, Executive Order 13166 on Limited English Proficiency, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which WAMPO receives federal financial assistance. Any persons who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with WAMPO. Any such complaint must be in writing and filed with WAMPO's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discrimination Complaint Form, please see our web site at <http://www.wampoks.org/Publications/Title+VI+Program.htm> or call (316) 352-4862.

Project Selection Timeline

- Application period end July 12, 2013
- Submitted applications will be brought to the JARC/New Freedom Advisory Group for review
- JARC/New Freedom Advisory Group will make recommendation for project selection
- Recommended projects will be brought before the Transportation Policy Body for approval
- Transportation Policy Body will take action on each recommended project
- Organizations/Agencies will be notified if their project was selected and approved.

Part III – Resources

Shown below are links to resources for the JARC and New Freedom programs. Applicants are encouraged to view these resources to have familiarity with federal and WAMPO requirements.

JARC Circular

[http://www.fta.dot.gov/documents/FTA_C_9050.1_JARC\(1\).pdf](http://www.fta.dot.gov/documents/FTA_C_9050.1_JARC(1).pdf)

New Freedom Circular

[http://www.fta.dot.gov/documents/FTA_C_9045.1_New_Freedom\(1\).pdf](http://www.fta.dot.gov/documents/FTA_C_9045.1_New_Freedom(1).pdf)

American's Disability Act of 1990 (ADA)

http://www.fta.dot.gov/civilrights/12325_3884.html

The following resource can be found at www.wampoks.org:

- WAMPO Program Management Plan (PMP)
- Coordinated Public Transit-Human Services Plan
- Appendix A: JARC & New Freedom Competitive Selection Process and Scoring Criteria Guide
- Appendix B: JARC & New Freedom Eligible Projects
- Appendix C: Possible Non-DOT Federal Sources for Match Funding

Part IV – Applicant Information

Organization Name: _____

Address: _____

Contact Person/Position: _____

Contact's Phone Number: _____

Contact's Email: _____

If a question is not applicable to the project, please answer "N/A" in the appropriate field.

1) Which program is this project application for?

- _____ JARC
_____ New Freedom

2) Project Title: _____

3) Project Type:

- _____ Capital (80/20)
_____ Operating (50/50)
_____ Mobility Management /Coordinated Planning
_____ Other.

4) Please identify any unions applicable to the proposed project or project applicant.

| | |
|--|--|
| | |
| | |
| | |

Part V – Project Details

If a question is not applicable to the project, please answer “N/A” in the appropriate field.

- 5) Provide a brief summary of the proposed project. Please attach any supporting documents (e.g. survey data, letters from end users, etc.)

- 6) What is the proposed project start and end date?

| | |
|-------------|-------|
| Start date: | _____ |
| End date: | _____ |

- 7) (***New Freedom Projects Only***) If this application is for New Freedom funds, identify how this project goes above and beyond the minimum requirements of the Americans with Disabilities Act of 1990 (ADA).

8) Does this project provide service options that currently do not exist? If so, please briefly explain. Be sure to include marketing/outreach strategies.

9) Does this project extend or enhance services that already exist? If so, please briefly explain.

10) Would this project preserve existing services? If so, please briefly explain.

11) Would this project improve mobility options for low income, elderly, and/or disabled populations?

(Check all that apply)

- Low-income
- Elderly
- Disabled

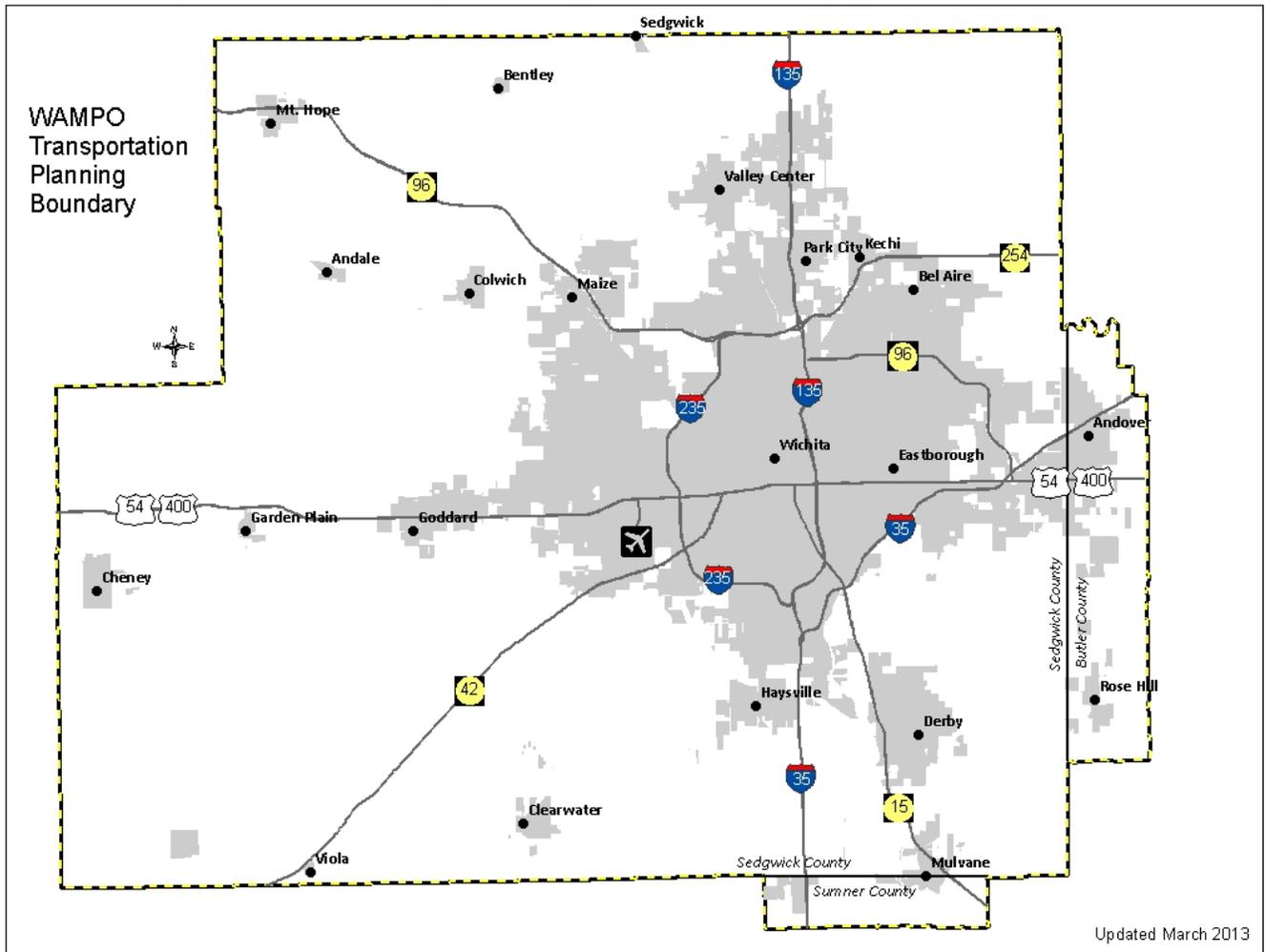
12) If yes to any group identified in question 11 above, identify how the proposed project would impact these groups.

| |
|--|
| |
|--|

13) Identify how this project will support a **goal/objective/strategy** in the Coordinated Public Transit-Human Services Plan. The goals, objectives, and strategies are identified on page 11 of the Coordinated Plan. Multiple items may be listed.

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| | |

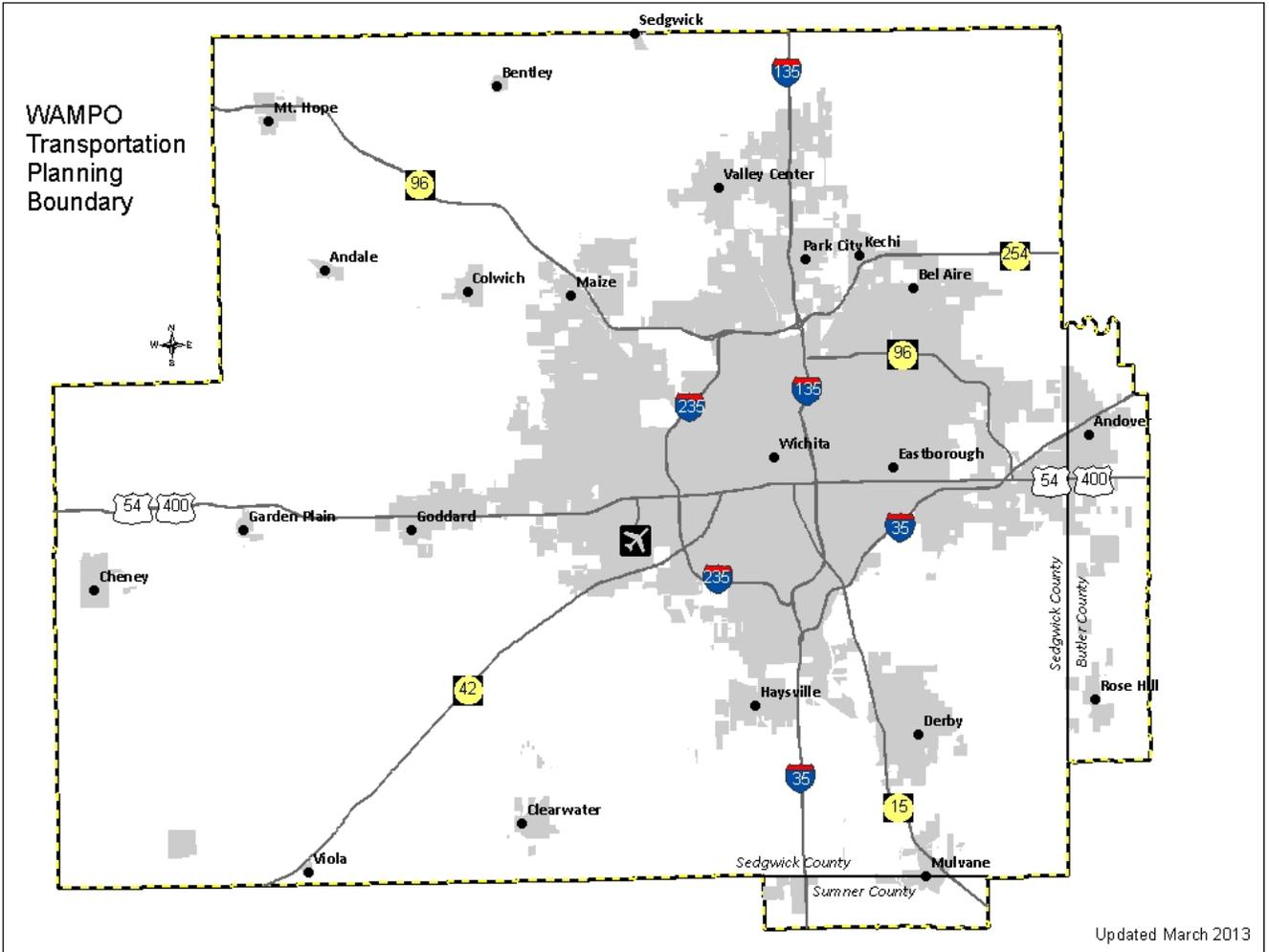
14) In the map shown below, identify the existing service area for this project.



Please provide a verbal description of shaded service area above.

Blank area for providing a verbal description of the shaded service area.

15) In the map shown below, identify **any new service areas** related to this project that **currently do not exist**. If there is no change in the service area, leave blank.



Please provide a verbal description of the shaded **new** service areas above

16) Describe how the project will engage key stakeholders and promote public awareness of the service:

17) What are the current hours of operation?

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------|--------|--------|---------|-----------|----------|--------|----------|
| Start | | | | | | | |
| Close | | | | | | | |

18) What are the **proposed** hours of operation? *(Only for applications requesting federal funds for operations).*

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------|--------|--------|---------|-----------|----------|--------|----------|
| Start | | | | | | | |
| Close | | | | | | | |

19) What is the **estimated cost** of operation per one-way trip? *(please reflect how this value was calculated).*

20) What is the estimated daily ridership of the proposed service? *(please reflect how this value was calculated).*

Part VI – Budget Information

If a question is not applicable to the project, please answer “N/A” in the appropriate field.

21) Identify the total amount of JARC or New Freedom funds requested and any other funding source associated with the proposed application. *

| Federal | State | Local | Total |
|--|--|--|--|
| <i>Enter the amount of federal funding requested in this column.</i> | <i>Enter the amount of state funding applicable to this proposed project in this column.</i> | <i>Enter the amount(s) and source(s) of local match(es) towards this project in this column.</i> | <i>Enter the sum of the total project cost in this column.</i> |
| | | | |

*All capital projects must have a minimum 20% local match. All operating projects must have a minimum of 50% local match.

**Applicants are required to demonstrate a commitment to providing local match funds. This can be in the form of a letter and/or copy of an existing agreement or supporting documentation.

***Federal funds for administrative expenses related to JARC or New Freedom projects will only be allowed depending on availability of funds.

Please indicate the source(s) of the local match:

| | |
|--|--|
| | |
| | |
| | |
| | |

22) Please complete the project budget detail.

| Capital | Expense Item | Total Cost ¹ | Federal Share (80%) ² | Local share (20%) ³ | Source of Local Share |
|---------|--------------|-------------------------|----------------------------------|--------------------------------|-----------------------|
| | | \$ | | | |
| | | \$ | | | |
| | | \$ | | | |
| | | \$ | | | |
| | | \$ | | | |
| | | \$ | | | |
| | | \$ | | | |
| | | \$ | | | |
| | | \$ | | | |
| | | \$ | | | |
| | Total | \$ | | | |

| Operating | Expense Item | Total Cost ¹ | Federal Share (50%) ² | Local share (50%) ³ | Source of Local Share |
|--------------|---------------|-------------------------|----------------------------------|--------------------------------|-----------------------|
| | Driver Salary | \$ | | | |
| | Fuel | \$ | | | |
| | | \$ | | | |
| | | \$ | | | |
| Total | \$ | | | | |

| Mobility Management | Expense Item | Total Cost ¹ | Federal Share | Local share | Source of Local Share |
|---------------------|--------------|-------------------------|---------------|-------------|-----------------------|
| | | \$ | | | |
| | | \$ | | | |
| | | \$ | | | |
| | | \$ | | | |
| | | \$ | | | |
| | | \$ | | | |
| | | \$ | | | |
| | | \$ | | | |
| | Total | \$ | | | |

¹Insert the total cost for each expense item. The federal share and the local share must equal the total cost.

²Enter the amount of federal funds requested for each expense item.

³Enter the amount of local match you are providing for each expense.

23) Can this project be scaled to a more limited scope with less funding?

- Yes No

If yes, how might the scope of the project be limited?

24) Will there be a local commitment of funds beyond the grant period?

- Yes No

If yes, please indicate which local match source(s) are capable of sustaining the project once JARC or New Freedom funds are completely expended.

25) Have any commitments been made by local partners and to what extent? (timeframe and value)

26) Provide a brief summary explaining the sustainability of this project beyond the grant period.

Part VII—Measure of Effectiveness

Describe your plan for monitoring and evaluation of the service:

27) What performance measures will be used to measure the effectiveness of this project during its operation? Also, identify the steps taken if the original goals are not achieved.

28) Explain how the project will demonstrate to have had a positive impact on the target population.

Appendix A: JARC/New Freedom Competitive Selection Process & Scoring Criteria Guide

The following is KDOT's JARC and New Freedom Project Selection Criteria (PSC) as of June 2010.

Applicants seeking JARC funding from KDOT should contact KDOT and visit

<http://www.ksdot.org/burtransplan/pubtrans/index.asp> to see the most current PSC and application form.

KDOT's FTA JARC and New Freedom PSC:

- a. **Project Needs/Goals and Objectives (30 points):** Project applications should clearly state the overall program goals and objectives, and demonstrate how the project is consistent with the objectives of the JARC/New Freedom grant programs. The project application should indicate the number of persons expected to be served, and the number of trips (or other units of service) expected to be provided. The project should clearly address the coordinated transit plan for your coordinated transit district.
- b. **Implementation Plan and Evaluation (20 points):** For all projects, applicants must provide a well-defined service operations plan and/or capital procurement plan, and describe implementation steps and timelines for carrying out the plan. The implementation plan should identify key personnel assigned to this project and their qualifications. Project should demonstrate their institutional capability to carry out the service delivery aspect of the project as described.
- c. **Project Budget (15 points):** Applicants must submit a clearly defined project budget, indicating anticipated project expenditures and revenues, including documentation of matching funds. Proposals should address long-term efforts and identify potential funding sources for sustaining the service beyond the grant period.
- d. **Partnerships and Program Outreach (20 points):** Proposed projects will be evaluated based on their ability to coordinate with other public transportation, community transportation and/or social service resources. Project sponsors should clearly identify project stakeholders, and how they will keep stakeholders involved and informed throughout the project. Project sponsors should also describe how they would promote public awareness of the project. Letters of support from key stakeholders and/or customers should be attached to the grant application.
- e. **Program Effectiveness and Performance Indicators (10 points):** The project will be scored based on the project sponsor's ability to demonstrate that the proposed project is the most appropriate match of service delivery to the needs, and is a cost-effective approach. Project sponsors must also identify clear, measurable outcome-based performance measures to track the effectiveness of the service in meeting the identified goals. A plan should be provided for ongoing monitoring and evaluation of the service, and steps to be taken if original goals are not achieved. Sponsor should describe their steps to measure the effectiveness and magnitude of the impact that the project will have on target markets (i.e., persons with low-income for JARC funds).
- f. **Innovation (5 points):** The project will be examined to see if it contains new or innovative service concepts or facilities that have the potential for improving access and mobility for the target populations and may have future application elsewhere in the region.

The Selection Committee must find that the answer to each of the five following questions is affirmative for a project to be considered eligible for grant funding.

| | |
|---|--|
| Is the proposed project a non-duplicative service or program? | |
| Are eligible matching funds identified and available? | |
| Is the proposed project a new or expanded service or program? | |
| Is the primary focus of the proposed service or program serving target populations? | |
| Does the project provide improved services for the targeted area? | |

Each proposal will receive a score from the Project Selection Committee according to the following criteria.

| Project Evaluation Criteria | Possible Points | Project Score |
|--|------------------------|----------------------|
| Project Need/Goals & Objectives | | |
| How well does this project address high-priority needs identified in the Coordinated Plan? | 20 | |
| How effectively will this project increase the numbers of target market customers served? | 10 | |
| Implementation Plan | | |
| What is the quality of the implementation plan? | 20 | |
| Project Budget | | |
| How efficiently will the projects provide benefits to the customers (e.g., cost per customer served)? | 10 | |
| How financially sustainable is the program/service beyond the grant period? | 5 | |
| Partnerships and Outreach | | |
| How effectively are partnerships used in provision of the program/service? | 5 | |
| How strong is the demonstration of stakeholder support (e.g., survey data, letters from end users)? | 5 | |
| What is the quality of marketing/outreach plan? | 5 | |
| How widely will the benefits of the project be felt? (more points for region-wide benefits) | 5 | |
| Program Effectiveness and Performance Indicators | | |
| What is the quality of the evaluation plan (including customer satisfaction, cost per unit of service, and customers per unit of service)? | 10 | |
| Innovation | | |
| Does the project contain innovative ideas that could be applied elsewhere in the region? | 5 | |

Appendix B: JARC & New Freedom Eligible Projects

Eligible Section 5316 JARC Projects

Eligible projects under JARC may include, but are not limited to:

- Late-night and weekend service;
- Guaranteed ride home service;
- Shuttle service;
- Expanding fixed-route mass transit routes;
- Demand-responsive van service;
- Ridesharing and carpooling activities;
- Transit-related aspects of bicycling (such as adding bicycle racks to vehicles to support individuals that bicycle a portion of their commute or providing bicycle storage at transit stations);
- Local car loan programs that assist individuals in purchasing and maintaining vehicles for shared rides;
- Promotion, through marketing efforts, of the:
 - Use of transit by workers with nontraditional work schedules;
 - Use of transit voucher programs by appropriate agencies for welfare recipients and other low-income individuals;
 - Development of employer-provided transportation such as shuttles, ridesharing, carpooling; or
 - Use of transit pass programs and benefits under Section 132 of the Internal Revenue Code of 1986.
- Supporting the administration and expenses related to voucher programs;
- Acquiring Geographic Information System (GIS) tools;
- Implementing Intelligent Transportation Systems (ITS), including customer trip information technology;
- Integrating automated regional public transit and human service transportation information, scheduling and dispatch functions;
- Deploying vehicle position-monitoring systems;
- Subsidizing the costs associated with adding reverse commute bus, train, carpool van routes or service from urbanized areas and non-urbanized areas to suburban work places;
- Subsidizing the purchase or lease by a non-profit organization or public agency of a van or bus dedicated to shuttling employees from their residences to a suburban workplace;
- Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management activities may include:
 - The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, older adults, and low-income individuals;
 - Support for short-term management activities to plan and implement coordinated services;
 - The support of state and local coordination policy bodies and councils;
 - The operation of transportation brokerages to coordinate providers, funding agencies and customers;

- The provision of coordination services, including employer-oriented Transportation Management Organizations' and Human Service Organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
- The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
- Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track costs and billing in a coordinated system and single smart customer payment systems (acquisition of technology is also eligible as a stand alone capital expense).

Eligible Section 5317 New Freedom Projects

Eligible projects under New Freedom may include, but are not limited to:

1. New Public Transportation Services Beyond the ADA

- Enhancing paratransit beyond minimum requirements of the ADA. ADA complementary paratransit services can be eligible under New Freedom in several ways as long as the services provided meet the definition of “new.” Eligible projects may include:
 - Expansion of paratransit service parameters beyond the ¾-mile required by the ADA;
 - Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;
 - The incremental cost of providing same day service;
 - The incremental cost of making door-to-door service available to all eligible ADA paratransit riders, but not as a reasonable modification for individual riders in an otherwise curb-to-curb system;
 - Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;
 - Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for common wheelchairs under the ADA and labor costs of aides to help drivers assist passengers with oversized wheelchairs; and
 - Installation of additional securement locations in public buses beyond what is required by the ADA.
- Feeder services. New “feeder” service to commuter rail, commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA.
- Making accessibility improvements to transit and intermodal stations not designated as key stations. Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. New Freedom funds are eligible to be used for new accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail and rapid rail. This may include:

- Building an accessible path to a bus stop that is currently inaccessible, including curb cuts, sidewalks, accessible pedestrian signals or other accessible features;
- Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA;
- Improving signage, or wayfinding technology; or
- Implementation of other technology improvements that enhance accessibility for people with disabilities including Intelligent Transportation Systems (ITS).
- Travel training. New training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.

2. New Public Transportation Alternatives Beyond the ADA

- Purchasing vehicles to support new accessible taxi, ride sharing, and/or vanpooling programs. New Freedom funds can be used to purchase and operate accessible vehicles for use in taxi, ridesharing and/or van pool programs. The vehicles must be able to accommodate a passenger who uses a “common wheelchair” as defined under 49 CFR 37.3, at a minimum, while remaining in his/her personal mobility device inside the vehicle, and meeting the same requirements for lifts, ramps and securement systems specified in 49 CFR part 38, subpart B.
- Supporting the administration and expenses related to new voucher programs for transportation services offered by human service providers. This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services. Only new voucher programs or expansion of existing programs are eligible under the New Freedom Program. The New Freedom Program can provide vouchers to individuals with disabilities to purchase rides, including: (a) mileage reimbursement as part of a volunteer driver program; (b) a taxi trip; or (c) trips provided by a human service agency. Transit passes for use on existing fixed-route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (federal/local) match.
- Supporting new volunteer driver and aide programs. New volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, and other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of new enhancements to increase capacity of existing volunteer driver programs are also eligible. FTA notes that any volunteer program supported by New Freedom must meet the requirements of both “new” and “beyond the ADA.”
- Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation. Mobility management is an eligible capital cost. Mobility management techniques may enhance transportation access for populations beyond those served by one agency or organization within a community. Mobility management activities may include:
 - The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, older adults, and low-income individuals;
 - Support for short-term management activities to plan and implement coordinated services;

- The support of state and local coordination policy bodies and councils;
- The operation of transportation brokerages to coordinate providers, funding agencies and customers;
- The provision of coordination services, including employer-oriented Transportation Management Organizations' and Human Service Organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers;
- The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs; and
- Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of Geographic Information Systems (GIS) mapping, Global Positioning System Technology, coordinated vehicle scheduling, dispatching and monitoring technologies as well as technologies to track costs and billing in a coordinated system and single smart customer payment systems (acquisition of technology is also eligible as a stand alone capital expense).

Appendix C: Possible Non-DOT Federal Sources for Match Funding

U.S. Department of Agriculture

- Food and Nutrition Service

U.S. Department of Education

- Office of elementary and Secondary Education
- Office of Innovation and Improvement
- Office of Special Education and Rehabilitative Services

U.S. Department of Health and Human Services

- Health Resources and Services Administration
- Centers for Medicare and Medicaid Services
- Administration on Aging
- Substance Abuse and Mental Health Services
- Administration for children and Families

U.S. Department of Housing and Urban Development

U.S. Department of Labor

- Employment Standards Administration
- Veterans' Employment and Training Service
- Employment and Training Administration

U.S. Department of Veterans Affairs

- Veterans Benefits Administration
- Veterans Health Administration



For more information, contact:

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Kechi - Maize - Mount Hope - Mulvane - Park City - Rose Hill - Sedgwick - Sedgwick County - Sumner County - Valley Center - Viola - Wichita