JOPLIN AREA

Transportation Study Organization

Title VI Program

Approved:

For more information, please contact:
Title VI Coordinator
City of Joplin
602 S Main, Joplin, MO 64801
417-624-0820, ext. 1210

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INTRODUCTION

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and its implementing regulations provide that: "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity that receives Federal financial assistance." The broader application of nondiscrimination law is found in other statutes, executive orders, and regulations, which provide additional protections based on age, sex, religion, and disability, including the 1987 Civil Rights Restoration Act, which extended nondiscrimination coverage to all programs and activities of federal-aid recipients, subrecipients, and contractors, including those that are not federally-funded.

The Joplin Area Transportation Study Organization (JATSO) is a recipient of Federal financial assistance from the Missouri Department of Transportation (MoDOT) and the United States Department of Transportation (USDOT), receiving Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) funds through MoDOT. As the primary recipient of USDOT funds in Missouri, MoDOT's comprehensive Title VI Nondiscrimination Program includes compliance oversight and technical assistance responsibilities towards its subrecipients and those subrecipients must use federal and state funds in a nondiscriminatory manner.

In 1994, Executive Order 12898, was signed into law requiring federal agencies to make environmental justice part of their mission by identifying and addressing, disproportionately high and adverse effects of its programs, policies, and activities on minority populations and low-income populations. FTA Circular 4703.1 provides guidance for recipients of FTA financial assistance to incorporate Environmental Justice into plans and projects that receive FTA funding. Currently, JATSO includes Environmental Justice as part of the Metropolitan Transportation Plan (MTP).

On August 11, 2000, Executive Order 13166 was signed into law by President William Jefferson Clinton. This executive order required improved access to service for LEP persons and gave Title VI discrimination protection to LEP persons. In 2012, the Federal Transit Authority (FTA) released their guidelines and requirements for recipients of FTA financial assistance (FTA C 4702.1). This required MPO's to have an LEP plan, which identifies the LEP populations which might need improved access to the planning process, the methods to identify LEP individuals at public meetings, and identifies available language services.

The Americans with Disabilities Act of 1991 and Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based on a disability by public and private sector parties. As a federally funded entity, JATSO must abide by Title II of the Americans with Disabilities Act. Title II of the Americans with Disabilities Act requires that publicly funded entities give people with disabilities equal access to benefits of the programs, services and activities that may be offered. JATSO' small size exempts it from the requirements to have a current self-assessment and transition plan, but efforts are being made to complete a Program Access Plan to ensure JATSO meetings and its website are accessible and comply with the Americans with Disabilities Act and Section 504. JATSO's Policy Board is open to the public and conducted in locations that offer ease of access to those with disabilities. Efforts are also underway to improve the accessibility of the JATSO website by including descriptions of images, use of hierarchical coding, and text-based versions of plans and policies.

Agency Information

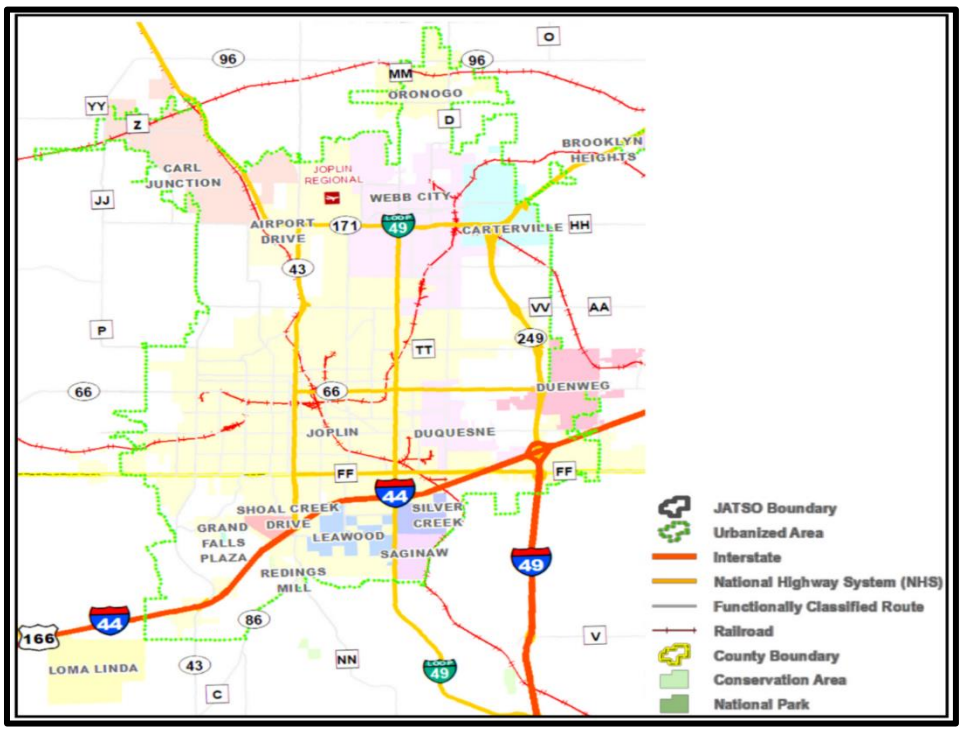
JATSO is the federally designated metropolitan planning organization (MPO) that serves as a forum for cooperative transportation decision making by state and local governments, as well as regional transportation and planning agencies for the Joplin urbanized area. MPO's are charged with maintaining and conducting a "continuing, cooperative, and comprehensive" regional transportation planning and project programming process for the MPO's study area. The study area is defined as the area projected to become urbanized within the next 20 years.

The MPO includes local elected and appointed, by job title, officials from Jasper and Newton Counties, as well as the Cities of Joplin, Carl Junction, and Webb City, the Joplin Regional Airport, Metro Area Publictransit System (MAPS) and Harry S. Truman Coordinating Council (HSTCC).

HSTCC is the Regional Planning Commission that provides community planning services for a four-county area in Southwest Missouri; two of those counties are Jasper and Newton. HSTCC is the representative for the smaller municipalities within the Metropolitan planning area including Airport Drive, Brooklyn Heights, Carterville, Cliff Village, Dennis Acres, Duenweg, Duquesne, Grand Falls Plaza, Leawood, Loma Linda, Oronogo, Saginaw, Shoal Creek Drive, Shoal Creek Estates, Silver Creek, and Redings Mill.

The MPO also includes technical staff from the Missouri Department of Transportation (MoDOT), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA). Staff members from local governments and area transportation agencies serve on JATSO's Policy Board which provides technical reviews, comments, and recommendations on draft plans, programs, studies.

The Metropolitan planning area including jurisdictional boundaries is shown below.



Title VI Assurances

JATSO agrees to comply with all provisions prohibiting discrimination on the basis of race, color, or national origin of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 200d *et seq*., and with U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act," 49 CFR part 21.

JATSO assures that no person shall, as provided by Federal and State civil rights laws, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity.

JATSO further ensures every effort will be made to ensure non-discrimination in all programs and activities, whether those programs and activities are federally funded or not.

JATSO meets the objectives of the FTA Master Agreement which governs all entities applying for FTA funding, including JATSO and its third-party contractors by promoting actions that:

A. Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin.

B. Identify and address, as appropriate, disproportionally high and adverse effects of programs and activities on minority populations and low-income populations.

C. Promote the full and fair participation of all affected Title VI populations in transportation decision making.

D. Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations.

E. Ensure meaningful access to programs and activities by persons with Limited English Proficiency (LEP).

_____ _____

JATSO Chairman Date

NOTICE TO THE PUBLIC

The Joplin Area Transportation Study Organization is committed to the policy that no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity on the basis of race, color, sex, age, disability or national origin, in accordance with Title VI of the Civil Rights Act of 1964, as amended, the Americans with Disabilities Act (ADA) of 1990, and the Civil Rights Restoration Act of 1987 (P.L. 100.259).

JATSO does not discriminate in the level and quality of transportation services and transit-related benefits based on race, color, national origin, sex, familial status, sexual orientation, religion, age, or disability and maintains information on and processes for complaints related to discrimination.

Persons who feel that they have been subjected to discrimination should contact JATSO for information on local and federal procedures and forms for discrimination complaints.

Any person who believes that they, individually, or as a member of any specific class of persons, has been subjected to discrimination may file a written complaint with the

Title VI Program Officer
Joplin City Hall
602 South Main Street
Joplin, Missouri 64801

They may also visit the JATSO website to learn about how to file a complaint directly to JATSO: www.joplinmo.org/1179/Title-VI-Limited-English-Proficiency .

Complainants have the right to complain directly to the appropriate federal agency. Every effort will be made to obtain early resolution of complaints. The option of informal meeting(s) between the affected parties and the Title VI Program Officer may be utilized for resolutions. The Title VI Program Officer will notify JATSO of all Title VI related complaints as well as resolutions.

Those person or persons alleging discrimination as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration, and/or the U.S. Department of Transportation,

Federal Transit Administration
Office of Civil Rights
901 Locust Street, Room 404
Kansas City, MO 64106
Telephone 816-329-3920

Federal Highway Administration
3220 West Edgewood, Suite H,
Jefferson City, MO 65109
Telephone: 573-638-2617

NOTIFYING THE PUBLIC OF RIGHTS UNDER TITLE VI

JATSO posts Title VI notices on our agency's website and in public areas of our agency.

JATSO operates its programs and services without regard to race, color, or national origin, in accordance with Title VI of the Civil Rights Act of 1964. If you believe you have been discriminated against on the basis of race, color, sex, disability, age, income status, limited English proficiency, or national origin by JATSO, you may file a Title VI complaint by completing, signing, and submitting the agency's Title VI Complaint Form.

PROCEDURE FOR FILING A TITLE VI PROGRAM COMPLAINT

JATSO has a standard process for investigating all complaints. Members of the public may file a signed, written complaint up to one hundred and eighty (180) days from the date of alleged discrimination. Full procedures for filing a complaint and JATSO procedures for investigating complaints can be found as Attachment A. At a minimum, the complaint should include the following information:

- Name, mailing address, and how to contact complainant (phone number, email address, etc.)
- How, when, where, and why complainant alleges he/she were discriminated against. Include the location, names and contact information of any witnesses.
- Other significant information related to the complaint.

The complaint may be filed by writing to JATSO at the following address:

Title VI Complaint Officer
602 S. Main
Joplin, MO 64801
(417) 624-0820 ext.1210

Complaint Review Process

1. The complaint must meet the following requirements:

    A. Complaint shall be in writing and signed by the complainant(s). In cases where Complainant is unable or incapable of providing a written statement, a verbal complaint may be made. The Title VI Complaint Officer will interview the Complainant and assist the person in converting verbal complaints to writing. All complaints must, however, be signed by the Complainant or his/her representative.

B. Include the date of the alleged act of discrimination, date when the Complainants became aware of the alleged act of discrimination; or the date on which that conduct was discontinued or the latest instance of conduct.

C. Present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the complaint.

D. Federal law requires complaints be filed within 180 calendar days of the alleged incident.

2. Upon receipt of the complaint, the Title VI Complaint Officer will determine jurisdiction, the acceptability of the complaint, the need for additional information, and will investigate the complaint accordingly.

3. The Complainant will be provided with a written acknowledgement that the City of Joplin has either accepted or rejected the complaint.

4. A complaint must meet the following criteria for acceptance:

A. The complaint must be filed within 180 days of the alleged occurrence.

B. The allegation must involve a covered basis such as race, color, or national origin.

C. The allegation must involve a JATSO service of a federal-aid recipient, sub-recipient or contractor.

5. A complaint may be dismissed 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 can't be located after reasonable attempts have been made to locate Complainant.

6. Once the Title VI Complaint Officer decides to accept the complaint for investigation, the Complainant will be notified in writing of such determination. The complaint will receive a case number and will then be logged into a database identifying: Complainant's name, basis, alleged harm, race, color, and national origin of the Complainant.

7. In cases where the Title VI Complaint Officer assumes the investigation of the complaint, within 90 calendar days of the acceptance of the complaint, the Title VI Complaint Officer will prepare an investigative report for review by the City of Joplin Planning, Development & Neighborhood Services Director. The report shall include a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition.

8. The investigative report and its findings will be reviewed by the Planning, Development & Neighborhood Services Director and in some cases the investigative report and findings will be reviewed by the City of Joplin's Legal Counsel. The report will be modified as needed.

9. The Planning, Development & Neighborhood Services Director/Legal Counsel will make a determination on the disposition of the complaint. If it is found that the City of Joplin is in noncompliance with Title VI regulations remedial actions will be taken.

10. Notice of Planning, Development & Neighborhood Services Director's determination will be mailed to the Complainant. Notice shall include information regarding appeal rights of Complainant and instructions for initiating such an appeal. Notice of appeals are as follows:

A. JATSO will reconsider this determination, if new facts are revealed.

B. If Complainant is dissatisfied with the determination and/or resolution set forth by JATSO, the same complaint may be submitted to the FTA for investigation. Complainant will be advised to contact the Federal Transit Administration, Office of Civil Rights, Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

11. A copy of the complaint and JATSO's investigation report/letter of finding and Final Remedial Action Plan, if appropriate will be issued to FTA within 120 days of the receipt of the compliant.

12. A summary of the complaint and its resolution will be included as part of the Title VI updates to the FTA.

RECORDKEEPING REQUIREMENT

Title VI investigative reports will be retained for up to three years and records will be made available for compliance review audits.

MONITORING TITLE VI COMPLAINTS, INVESTIGATIONS, LAWSUITS

Over the reporting period, JATSO had no Title VI complaints, investigations, or lawsuits filed against it pertaining to services provided by JATSO. There have been no civil rights compliance reviews conducted by other local, state, or federal agencies during the last 3 years.

DOCUMENTED EVIDENCE OF AGENCY STAFF TITLE VI TRAINING

JATSO staff receive Title VI training, and the agency can answer yes to the following questions:

1. Are new employees made aware of Title VI responsibilities pertaining to their specific duties?
2. Do new employees receive this information via employee orientation?
3. Is Title VI information provided to all employees?
4. Is Title VI information prominently displayed in the agency and on any program materials distributed, as necessary?

JATSO staff receive the following Title VI training:

1. Information on Title VI such as the requirements of Title VI, the protections afforded, and JATSO's obligations under Title VI.
2. Information regarding displayed Title VI information and program materials such as the Title VI Nondiscrimination Notice to the Public.
3. Information on JATSO's Title VI Complaint Procedures, Title VI Complaint Form, and the complaint investigation process.
4. Information on JATSO's public engagement efforts for the Public Participation Plan and the agency's efforts to engage traditionally underserved populations.

JATSO has identified staff that are likely to routinely encounter or have frequent contact with members of the public and/or customers, as well as their supervisors and all management staff. JATSO will include the Title VI training as part of the orientation for new employees. Existing employees, especially those who frequently encounter the public and/or customers, will take part in re-training or new training sessions to keep up to date on their Title VI responsibilities on a regular basis.

The Title VI training will be administered in conjunction with training on JATSO's Language Assistance Plan and a summary of the agency's LEP responsibilities as discussed in attachment B "Language Assistance Plan."

PUBLIC PARTICIPATION PLAN

See Attachment C.

LANGUAGE ASSISTANCE PLAN

See Attachment B.

Advisory Bodies

JATSO has a Policy Board that meets quarterly and as needed to facilitate discussion and make decisions regarding transportation policies and programming in the Joplin metropolitan planning area. The Harry S. Truman Coordinating Council, the local regional planning commission, represents the smaller villages and unincorporated areas on the JATSO Policy Board. The JATSO Policy Board consists of six members from the City of Joplin, and one member from each of the following: Harry S. Truman Coordinating Council, City of Webb City, City of Carl Junction, MoDOT Southwest District, Newton County, and Jasper County.

Subrecipient Assistance

JATSO does not pass through federal funding to any sub-recipients.

Subrecipient Monitoring

JATSO does not pass through federal funding to any sub-recipients.

Equity Analysis of Facilities

JATSO will complete a Title VI equity analysis when it constructs facilities, such as storage facilities, maintenance facilities, or operations centers. The term "facilities" does not include bus shelters, transit stations, or power substations. The equity analysis will be conducted during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin.

The equity analysis is conducted to determine whether the location of the project will result in a disparate impact on minority communities on the basis of race, color, or national origin. The Title VI equity analysis will compare the equity impacts of various siting alternatives, and the analysis will occur before the selection of the preferred site.

JATSO has not constructed any storage facilities, maintenance facilities, or operations centers in the last three years.

Equity Analysis of Facilities-Transit providers

JATSO isn't a transit provider that operates fixed route service, or transit provider that operates fifty (50) or more fixed route vehicles in peak service and are in an urbanized size area with a population of 200,000 or more.

Thus, the requirements to set system-wide service standards and policies, collect and report demographic data, monitor transit service, and evaluate service and fare changes, are not applicable to JATSO.

Attachment A

JOPLIN AREA
Transportation Study Organization

Title VI/ADA Complaint Form

"Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and its implementing regulations provide that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity that receives Federal financial assistance."

The Joplin Area Transportation Study Organization (JATSO) operates its programs and services without regard to race, color, or national origin in accordance with Title VI ACT of the Civil Rights Act of 1964 and Americans with Disabilities Act of 1990 (ADA). JATSO does not discriminate on the bases of disability during hiring or employment practices and complies with Equal Employment Opportunity under Title I of the ADA Act. Any person or group who feels that he or she, individually, or as a member of any class of persons, on the basis of race, color, national origin, age, sex, disability, religion, or low-income status has been unfairly deprived of benefit, or unduly burdened by the transportation planning process, or denied the benefits of, or subjected to discrimination caused by the MPO may file a written complaint with the Title VI Coordinator. The complaint form and procedures can be found below.

Complaints of discrimination MUST be filed within 180 calendar days of the date that the alleged discrimination occurred. You are not required to use this form; a letter with the same information is sufficient to file a complaint. If you need assistance completing this form, please contact Joplin's Human Resource Director. Please mail your completed form to:

City of Joplin
Attn: Human Resource Director/HR Dept.
602 S. Main Street
Joplin, MO 64801
417-624-0820 ext.1210

TITLE VI/ADA COMPLAINT FORM

Section I

Name:_____

Address:_____

City:_____ State:_____ Zip Code:_____

Home Telephone Number: (_____) _____

Work Telephone Number: (_____) _____

Email address: _____

I believe that I have been (or someone else has been) discriminated against on the basis of:(Please check all that apply) [__] Race [__] National Origin [__] Color [__] Disability [__] DBE [__] EEO

[__] Other _____

Section 2

Date of Alleged Incident:_____

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Be sure to include the names and contact information of the person(s) who you believe discriminated against you (if known) as well as the names and contact information of any witnesses. If more space is needed, please use a separate page, and attach it to this form.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court?

[__] Yes [__] No

If yes, please check all that apply:

[__] Federal agency [__] Federal court [__] State agency [__] State court [__] Local agency

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:_____

Address:_____

City, State, and Zip Code:_____

Telephone Number:_____

You may attach any written materials or other information that you think are relevant to your complaint. By signing below, you acknowledge that the information in this complaint is true and accurate to the best of your knowledge and belief. Signature and date required below.

_____ _____

Signature Date

Attachment B

JOPLIN AREA
Transportation Study Organization

2026 Limited English Proficiency Plan

Approved:

For more information, please contact:
Transportation Planner
City of Joplin
602 S Main, Joplin, MO 64801
417-624-0820, ext. 1514

INTRODUCTION

On August 11, 2000, President William J. Clinton signed an executive order, Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency, to clarify Title VI of the Civil Rights Act of 1964. It had as its purpose, to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language.

This executive order stated that individuals who do not speak English well and who have a limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter. These individuals are referred to as being Limited English Proficient, or "LEP."

> *Each Federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities.*

Not only do all federal agencies have to develop LEP Plans, as a condition of receiving federal financial assistance, recipients have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided.

Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance. Recipients of federal funds range from state and local agencies to nonprofits and other organizations. Title VI covers a recipient's entire program or activity. This means all parts of a recipient's operations are covered. This is true even if only one part of the recipient receives federal assistance. Simply put, any organization that receives federal financial assistance is required to follow this Executive Order.

The US Department of Transportation published *Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Person* in the December 14th, 2005, Federal Register. The guidance explicitly identifies JATSO's as organizations that must follow this guidance:

> *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. Coverage extends to a recipient's entire program or activity, i.e., to all parts of a recipient's operations. This is true even if only one part of the recipient receives the Federal assistance. For example, if DOT provides assistance to a state department of transportation to rehabilitate a particular highway on the National Highway System, all of the operations of the entire state department of transportation—not just the particular highway program or project—are covered by the DOT guidance.*

To assist the Joplin Area Transportation Study Organization (JATSO) and the City of Joplin in meeting Title VI and Limited English Proficiency requirements of the Federal Highway Administration and the Federal Transit Administration, JATSO is conducting an evaluation on what activities would be appropriate for compliance with Limited English Proficiency requirements.

Elements of an Effective LEP Policy

The US Department of Justice, Civil Rights Division, has developed a set of elements that may be helpful in designing an LEP policy or plan. These elements include:

1. Identifying LEP persons who need language assistance.
2. Identifying ways in which language assistance will be provided.
3. Training staff.
4. Providing notice to LEP persons.
5. The recommended method of evaluating accessibility to available transportation services is the Four-Factor Analysis identified by the USDOT.

These recommended plan elements have been incorporated into this plan.

Methodology for Assessing Needs and Reasonable Steps for an Effective LEP Policy

The DOT guidance outlines four factors recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to the LEP Community.
4. The resources available to JATSO and overall cost.

The greater the number or proportion of eligible LEP persons; the greater the frequency with which they have contact with a program, activity, or service; and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed. The intent of DOT's guidance is to suggest a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small organizations and local governments.

Smaller recipients with more limited budgets are typically not expected to provide the same level of language service as larger recipients with larger budgets.

The DOT guidance is modeled after the Department of Justice's guidance and requires recipients and subrecipients to take steps to ensure meaningful access to their programs and activities to LEP persons. More information for recipients and subrecipients can be found at http://www.lep.gov.

The Four-Factor Analysis

This plan uses the recommended four-factor analysis of an individualized assessment considering the four factors outlined above. Each of the following factors is examined to determine the level and extent of language assistance measures required to sufficiently ensure meaningful access to public transit services within the JATSO area. Recommendations are then based on the results of the analysis.

Factor 1: The Proportion, Numbers and Distribution of LEP Persons

The Census Bureau has a range of 4 classifications of how well people speak English. The classifications are 'very well,' 'well,' 'not well,' and 'not at all.'

For our planning purposes, we are considering people that speak English 'not well' or 'not at all' as Limited English Proficient persons.

Table 1 shows the number and percent of persons in regards to their English language skills for the JATSO Metropolitan Planning Area.

Table 1. Limited English Proficient Persons in the JATSO Planning Area

	Total Population 5 years old and older	Number of Limited English Proficient Persons	Percent of Limited English Proficient Persons
Joplin Metro Area	115,490	1861	1.61%
Source: 2020 Census & American Community Survey 2024			

Of the LEP persons within the JATSO metropolitan planning area 77.9 percent speak Spanish, 8.6 percent of LEP persons speak an Indo-European language (such as Urdu, Hindi, Portuguese, Bengali, Russian, Persian and German.), 11.3 percent of persons speak Asian-and Pacific Languages (E.g., Chinese, Korean, Japanese, and others and 2.2 percent speak other languages.

For our planning purposes, we are considering people that speak English 'not well' or 'not at all' as Limited English Proficient "LEP" persons.

Table 2 shows the actual numbers of language groups spoken by LEP persons, within the JATSO planning area.

Table 2. Language Spoken by LEP Persons in Joplin Metropolitan Planning Area					
	Spanish Language Spoken	**Indo-European Language Spoken**	**Asian and Pacific Islander Language Spoken**	**Other Language Spoken**	**Total LEP**
5-17 years-old	405	7	79	0	491
18 years and over:	1044	154	131	41	1370
Total	***1449***	***161***	***210***	***41***	***1861***
Source: American Community Survey 2024					

Factor 2: Frequency of Contact with LEP Individuals

Traditionally, JATSO open houses and workshops have been located within facilities offered by the City of Joplin. JATSO staff has found there have been no formal records, indicating direct contact with the LEP population at public involvement meetings, other public meetings or in day-to-day activity.

Factor 3: The Nature and Importance of the Program, Activity, or Service to LEP Community

As the agency responsible for coordinating the regional transportation planning process, JATSO must make sure that all segments of the population, including LEP persons, have been involved or have had the opportunity to be involved with the planning process. The impact of proposed transportation investments on underserved and underrepresented population groups is part of the evaluation process. JATSO provides oversight and helps ensure that LEP and other protected classes of persons are not overlooked in the transportation planning process.

JATSO's main function is to support cooperative, comprehensive, and continuing transportation planning as outlined in federal transportation acts. In doing so, JATSO develops three main documents: the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP) and Unified Planning Work Program (UPWP), and as needed, other studies. The MTP provides direction for transportation investments out to 20 years in the future. The TIP is a program or schedule of short-range transportation improvements and activities intended to be implemented through a combination of State, Federal and local funding. The UPWP outlines tasks to be performed in the upcoming year.

Denial or delay of access to services or information provided by JATSO would not have life threatening implications on a LEP individual, due to the structure of the JATSO board as an advisory and planning organization. It is also believed that denial or delay of access to services or information provided by JATSO would not have serious implications on a LEP individual, especially compared to the services, such as health, emergency transportation, water, sewer, fire protection, police protection and other emergency services, provided by JATSO member organizations. JATSO does not operate under any emergency capacity.

FACTOR 4: THE RESOURCES AVAILABLE TO JATSO AND OVERALL COST

US Department of Transportation Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons published in the Federal Register: December 14, 2005 (Volume 70, Number 239) states:

> *Certain DOT recipients, such as those serving very few LEP persons or those with very limited resources, may choose not to develop a written LEP plan.*

While JATSO serves few LEP persons and has very limited resources, JATSO decided to include a LEP section in the Public Involvement Plan with the acknowledgement that current demographic trends indicate the number of LEP persons may increase within the JATSO planning area. Currently JATSO uses oral translation, due to the limited contact with the LEP population. Funding available for LEP services would be derived entirely from existing JATSO operating funds and competes with other operational requirements of JATSO.

Since all members of JATSO are required to adhere to Presidential Executive Order 13166, it is reasonable that utilization of member organizations' LEP resources is a preferred option for JATSO.

SAFE HARBOR STIPULATION

Federal law provides a "Safe Harbor" stipulation so that recipients can ensure with greater certainty that they comply with their obligations to provide written translations in languages other than English. A "Safe Harbor'' means that if a recipient provides written translations under certain circumstances, such action will be considered strong evidence of compliance with the recipient's written-translation obligations under Title VI.

The failure to provide written translations under the circumstances does not mean there is noncompliance but rather provides a guide for recipients that would like greater certainty of compliance than can be provided by a fact-intensive, four-factor analysis. For example, even if a Safe Harbor is not used, if written translation of a certain document(s) would be so burdensome as to defeat the legitimate objectives of its program, it is not necessary. Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, might be acceptable under such circumstances.

Strong 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, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. JATSO's Translation of other documents, if needed, can be provided orally.

This 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 are reasonable.

No LEP language groups in the JATSO planning area constitutes the 5% of persons of population threshold for which written translations of vital documents can be provided meet the safe harbor standard.

However, the estimated population of Spanish speaking LEP persons is 1,044. Given the small number of LEP language group members, the JATSO budget and the number of staff, it is deemed that written translations of core documents would impose a cost that would substantially exceed the benefits and defeat the legitimate objectives of our programs. It is more appropriate for JATSO to proceed with oral interpretation options for compliance with LEP regulations.

PROVIDING NOTICE TO LEP PERSONS

USDOT LEP guidance says:

> *Once an agency has decided, based on the four factors, that it will provide language service, it is important that the recipient notify LEP persons of services available free of charge. Recipients should provide this notice in languages LEP persons would understand.*

The guidance provides several examples of notification including:

1. Signage when free language assistance is available with advance notice.
2. Stating in outreach documents that language services are available from the agency.
3. Working with community-based organizations and other stakeholders to inform LEP individual of the recipient's services, including the availability of language assistance services.
4. Using automated telephone voice mail attendant or menu which can provide information about available language assistance services and how to get them.
5. Including notices in local newspapers in languages other than English.
6. Providing notices on non-English-language radio and television states about the available language assistance services and how to get them.
7. Providing presentations and/or notices at schools and religious organizations.

JATSO will provide statements, in the languages spoken by LEP populations greater than 1,000, in public information and public notices, as outlined in our Public Involvement Plan, that persons requiring language assistance or special accommodations will be provided, with 7-days advance notice of the meeting.

OPTIONS & PROPOSED ACTIONS

Federal fund recipients have two main ways to provide language services: oral interpretation either in person or via telephone interpretation service and written translation. The correct mix should be based on what is both necessary and reasonable in light of the four-factor analysis.

JATSO defines an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language and a translator as person who transfers the meaning of written text from one language into another. The person who translates orally is not a translator, but an interpreter.

Considering the relatively small scale of JATSO, the small number of LEP individuals in the service area, and limited financial resources, it is necessary to limit language aid to the most basic and cost-effective services. Many options were discussed and considered by JATSO staff.

- Identifying existing staff of JATSO member organization to be used as translators and interpreters. JATSO members employ over 500 people. It is assumed that some staff would be proficient in a second language, particularly Spanish, and would be available, with advanced notice to provide interpretation services. A survey of staff and their language skills could be conducted and the development of a formal procedure/policy may be put in place. Minimal direct expenses would be incurred.

- Entering into a bulk telephonic interpretation service contract to achieve economies of scale.

- Several national and international companies offer this type of service for a pay-as-you-go fee.

- Using community volunteers. This option could be used where advanced notice is provided that translator services would be required. A list of volunteers would need to be developed.

- Development of written translation and oral interpreter service providers' database. Several interpretation services are under State of Missouri contracts that provide for cooperative purchasing.

- Utilize JATSO member organization's LEP services outlined in their LEP plans, as they are developed.

- Ensure JATSO members are aware of the USDOT LEP guidance and support their LEP planning activities, as appropriate.

- Revisit the plan when events (2020 decennial census or other indication of increase of LEP persons) warrant.

WHAT JATSO WILL DO: WHAT ACTIONS WILL JATSO TAKE?

With advance notice of seven calendar days, JATSO will provide interpreter services at Public Meetings, through the City of Joplin, as administrator for JATSO. Interpreter to include foreign language and hearing impaired. All LEP services will be available free of charge.

JATSO will utilize a database of interpreters, primarily but not exclusively based on the Missouri Office of Administration cooperative purchasing agreement for translation services and verbal interpretation.

Placement of statements in notices and publications that interpreter services are available for these meetings, with seven days' advance notice.

Publication of JATSO and federal complaint forms on the website, available at public meetings, and reference to these forms on what they are for and where to get them, in the LEP and Public Involvement Plans.

Notices of JATSO non-discrimination policies and information on the local and federal complaint process will be placed on the website and available in public meetings.

JATSO STAFF TRAINING

JATSO staff are trained on the requirements for providing meaningful access to services for LEP persons.

INCLUSION IN THE PUBLIC INVOLVEMENT PLAN

JATSO will include a Limited English Proficiency policy in the updates of the JATSO Public Involvement Plan through 1) statements and notices that interpreters will be provided, upon prior request for language assistance as well as for sign language, and 2) maintenance of a contact database for interpretation providers**.**

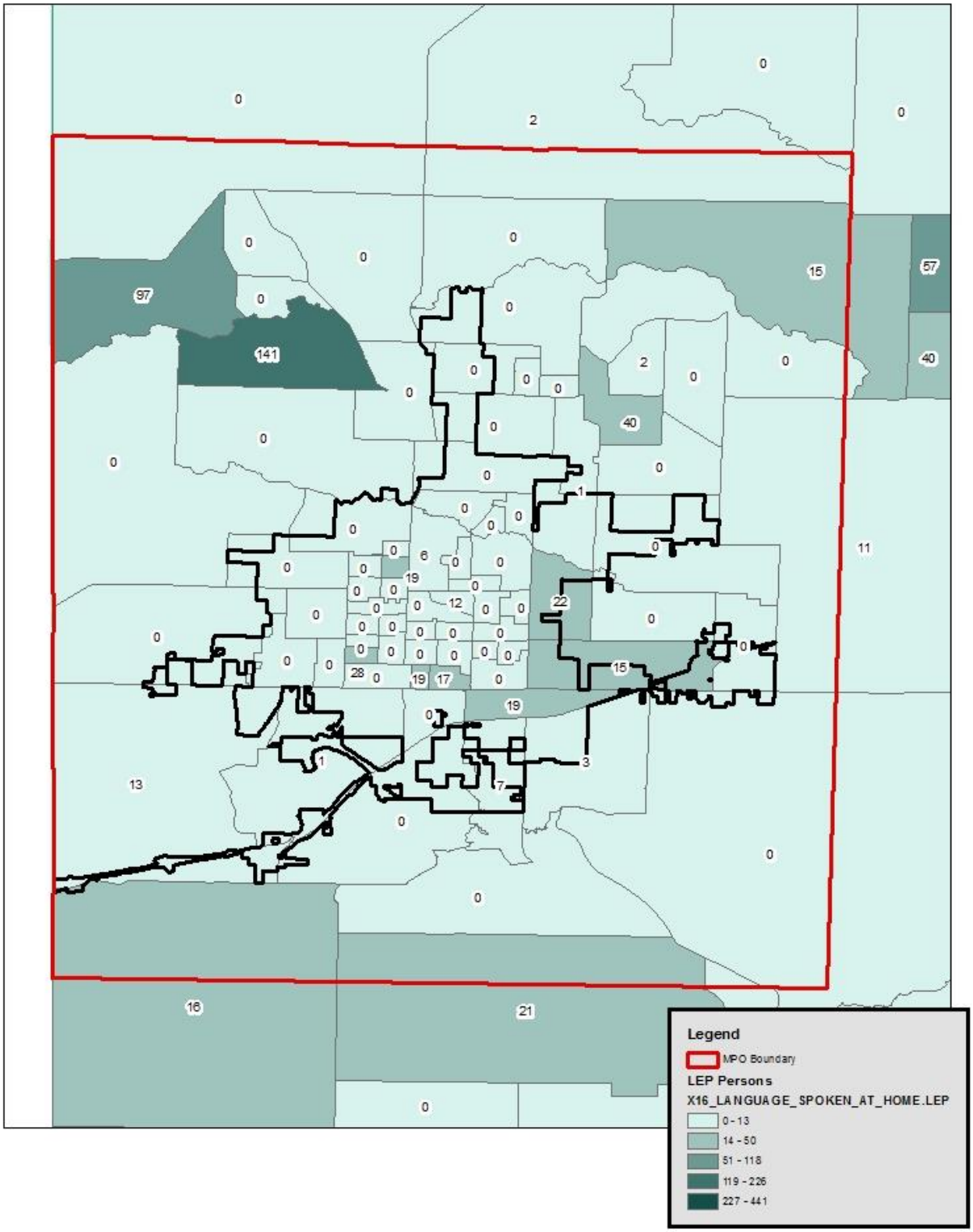
LEP PLAN ACCESS

JATSO will post the LEP Plan on its website at: https://www.joplinmo.org/1179/Title-VI-Limited-English-Proficiency

Any person, including social service, non-profit, and law enforcement agencies and other community partners with internet access will be able to access the plan. For those without personal Internet service, several area libraries offer free Internet access. Please contact your local library to determine if this service is available. Copies of the LEP Plan will be provided to the each JATSO member organization, the Missouri Department of Transportation, Federal Highway Administration, the Federal Transit Administration, and any person or agency requesting a copy.

Any questions or comments regarding this plan should be directed to the JATSO staff.

Limited English Proficient Persons by Census Block Group



Attachment C

JOPLIN AREA
Transportation Study Organization

Public Participation Plan

Approved: March 20, 2025

For more information, please contact:
Robert Lolley
Transportation Planner
City of Joplin
602 S Main, Joplin, MO 64801
417-624-0820, ext. 1514
RLolley@joplinmo.org

Executive Summary

Since 2009, JATSO has evaluated the successes and failures of various methods of public participation previously undertaken and has been working on addressing these results. This evaluation has taken place as a series of discussions between JATSO, the Federal Highway Administration, the Federal Transit Administration, and the Missouri Department of Transportation. Federal regulation (23 CFR 450.316) requires JATSO to periodically review "the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open process." The Public Participation Plan is a document that evolves over time.

The JATSO 2025 Public Participation Plan (PPP) is an update of the 2023 PPP. JATSO updates its PPP periodically, as needed. Updating the PPP helps ensure JATSO employes the latest techniques and utilizes the most up-to-date resources to actively engage public participation on our planning activities. Several revisions have been made to the PPP that was approved by the JATSO Policy Board on September 28, 2023. Updates include:

1. Engagement section of the plan was revised to better explain the current engagement methods used and a Virtual Public Engagement method was added.

2. Content throughout the plan was updated per the recommendations of Promising Practices for Meaningful Public Involvement in Transportation Decision-Making, U.S, Department of Transportation, 2022, and the Transportation Research Board's National Cooperative Highway Research Program (NCHRP) Report 710: Practical Approaches for Involving Traditionally Underserved Populations in Transportation Decision-making, 2012.

3. Individual participation processes for each of JATSO's planning documents (UPWP, MTP, TIP, and PPP updates) were added.

4. The Public Meeting and Public Notification section was amended to incorporate virtual meetings, and the emergency meeting section was revised per Missouri Sunshine Law requirements.

5. JATSO's organizational chart and voting member list was updated with current staff and member information.

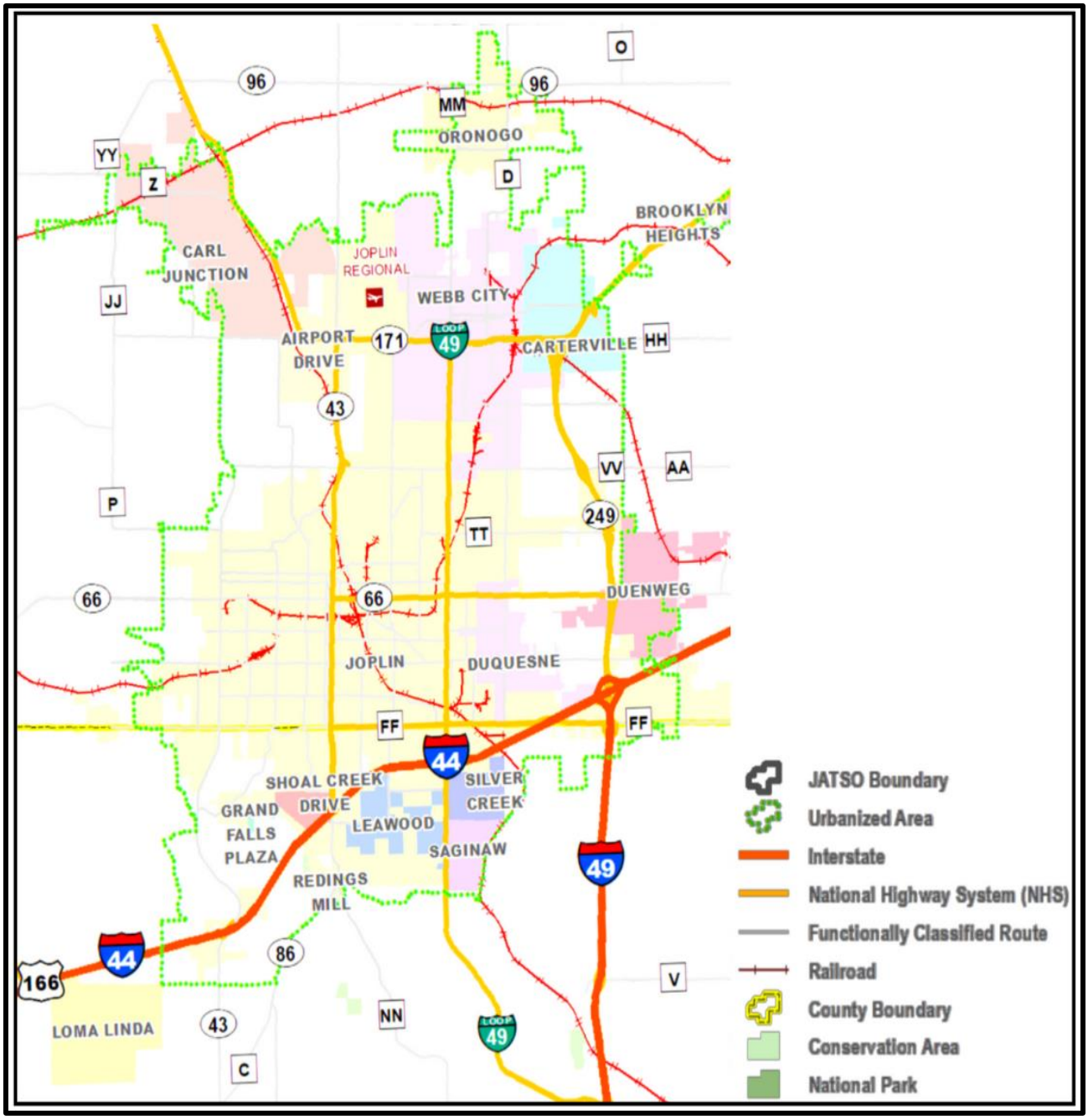

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JATSO Boundary
Urbanized Area
Interstate
National Highway System (NHS)
Functionally Classified Route
Railroad
County Boundary
Conservation Area
National Park

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INTRODUCTION

The Joplin Area Transportation Study Organization (JATSO) is the federally designated Metropolitan Planning Organization (MPO) serving several communities in the Joplin, Missouri metro area including unincorporated parts of Jasper and Newton counties. The study area is defined as the area projected to become urbanized within the next 20 years. The JATSO Policy Board includes elected and appointed representatives from the cities of Joplin, Carl Junction, Webb City, Harry S. Truman Coordinating Council (HSTCC), Metropolitan Area Public Transit System (MAPS), Missouri Department of Transportation (MoDOT), and the Jasper and Newton County Commissions.

As an MPO, JATSO conducts regional transportation planning and project programming within its study area. JATSO's mission is "To provide an environment for meaningful public participation between a diverse community of stakeholders, state and local officials, and members of the public in support of the transportation planning process." The Joplin Area Transportation Study Organization is committed to proactively involving the public in identifying and addressing transportation issues in accordance with a process that is comprehensive, cooperative, and continuous. This process covers federal transportation projects (FHWA, FAA, & FTA), and other regionally significant roadway, bicycle, and pedestrian projects.

This plan is intended to ensure that public participation is an integral and effective part of JATSO activities and that decisions are made with the benefit and consideration of a wide range of public perspectives. Regular public participation enables JATSO to make informed decisions, improve quality through collaborative efforts, and build mutual understanding and trust between JATSO, and the public it serves.

JATSO is responsible for four major transportation plans and programs: Metropolitan Transportation Plan (MTP); Transportation Improvement Program (TIP); Unified Planning Work Program (UPWP); and Public Participation Plan (PPP). In addition, JATSO is responsible for preparing other transportation plans and studies as needed.

JATSO must adopt an MTP covering at least 20 years and update it every five years. The TIP selects projects from the MTP to fund for construction and must also be adopted by the JATSO Policy Board. No federal transportation funds can be spent on a project unless it is in the MTP and the TIP. In addition to the MTP and TIP, JATSO is required to prepare a UPWP which specifies the planning work activities to be developed by JATSO staff each year. The PPP documents policies and processes implemented by JATSO to increase public involvement in the planning process.

Public participation requirements derive from many sources and must comply with Federal Highway Administration (FHWA) requirements that MPO's, "Include a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and TIPs." (23 CFR 450.316)

The Moving Ahead for Progress in the 21st Century (MAP-21), requirements state, "The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process."

The "Fixing America's Surface Transportation Act" (FAST Act), signed into law on December 4, 2016, by President Barack Obama, contains specific language outlining federal requirements regarding public involvement processes and procedures. In general, the Fast ACT legislation built upon previous transportation legislation (MAP-21, ISTEA, TEA-21 and SAFETEA-LU) to provide states and metropolitan planning organizations specific direction in conducting and promoting broad-based public involvement activities. FAST Act Legislation requires metropolitan planning organizations to provide citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan.

In addition, JATSO is required to be proactive in involving traditionally underserved populations in the planning process. Traditionally underserved can be defined as low-income and minority populations including Hispanics/Latinos, African Americans/Blacks, Asian Americans, Native American/Alaskan Natives, Native Hawaiians, and Pacific Islanders. Title VI and other civil rights legislations, executive orders, and transportation legislation recognizes those with limited English proficiency, low-literacy populations, seniors, persons with disabilities, and transit-dependent populations to be considered underserved groups in the transportation decision-making process. Beyond the federal requirements, participation by citizens, affected public agencies, community groups, and other interested parties is an important part of a successful public planning program.

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, and national origin. Title VI applies to all organizations that receive federal funding.

Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1991 prohibit discrimination based on a disability by public and private sector parties.

In 1994, Executive Order 12898, required federal agencies make environmental justice part of their mission by identifying and addressing, disproportionately high and adverse effects of its programs, policies, and activities on minority and low-income populations.

In 2000, Executive Order 13166 gave Title VI discrimination protections to people with Limited English Proficiency (LEP).

The Bipartisan Infrastructure Law (BIL), of 2021, allows MPO's to use social media and other web-based tools to encourage public participation in the transportation planning process. 110201(a)(3); 23 U.S.C. 134(i)(6)(D).

JATSO believes it's important to give people the opportunity to have a meaningful impact on the development of plans and programs that affect them. The PPP provides direction and documents the process for inclusive community engagement for the JATSO transportation planning activities. The PPP is the method JATSO uses to maintain compliance with federal regulations and measure the effectiveness of procedures and strategies aimed at supporting early and continuous involvement of the public.

PARTICIPATION POLICIES

Goal: To provide the public with a process that proactively seeks full representation from the community, considers public comments and feedback, and incorporates that feedback into a project, program, or plan ensuring that individuals and communities have an equitable voice in transportation decision-making processes, especially in historically underserved communities.

PUBLIC PARTICIPATION PLAN OBJECTIVES

This Public Participation Plan is intended to provide direction for public involvement activities to be conducted by JATSO and contains the policies, objectives, and techniques used by JATSO for public involvement. In its public participation process, JATSO will:

1. Provide timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agencies, private providers of transportation, other interested parties and segments of the community affected by JATSO's plans, programs and projects (including but not limited to local jurisdiction concerns). Interested parties can sign-up for JATSO News Flash email or text notifications on the JATSO website: www.joplinmo.org

2. Provide reasonable public access to technical and policy information used in the development of the Metropolitan Transportation Plan, the Transportation Improvement Program, and other JATSO plans, programs and projects, and conduct open public meetings where matters related to transportation programs are being considered. JATSO projects, programs, plans and resources are available on the JATSO website: www.joplinmo.org/1123/JATSO

3. Give adequate notice of public participation activities and allow time for public review and comment at key decision points including, but not limited to, development of the Metropolitan Transportation Plan, the Transportation Improvement Program, and other JATSO plans, programs and projects, as well as review of environmental impact.

4. If the final draft of any JATSO plan, program or project differs significantly from the one available for public comment by JATSO and raises new material issues, which interested parties could not reasonably have foreseen, an additional opportunity for public comment on the revised plan, program or project shall be made available.

5. Solicit the needs of those traditionally under-served by existing transportation systems, including but not limited to the transportation disadvantaged, minorities, elderly, persons with disabilities, limited English proficiency (LEP), and low-income households. JATSO shall provide reasonable opportunities for affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on JATSO's plans, programs and projects.

6. Coordinate the public participation process with statewide public participation processes wherever possible to enhance public consideration of the issues, plans and programs, and reduce redundancies and costs.

7. Ensure that the requirements of Title VI of the Civil Rights Act of 1964 are met and that appropriate actions are taken during all phases of public involvement to comply with the Americans with Disabilities Act. JATSO shall not exclude any person from participating in any program receiving federal assistance based on race, color or national origin and shall undertake reasonable effort to accommodate citizens with disabilities who wish to attend public meetings.

8. Continuously evaluate the public participation process to verify it is adequately addressing the needs of JATSO stakeholders.

9. Upon receiving public comments, JATSO will respond in a timely manner (within 48 hours if staffing permits) and provide summaries of comments to appropriate boards and committees, and related agencies.

10. A summary, analysis, and report on the disposition of comments shall be made as part of the final Metropolitan Transportation Plan and the final Transportation Improvement Program.

PUBLIC ENGAGEMENT METHODS

The resources listed here are the methods JATSO uses to engage and communicate with the individuals and stakeholders we serve.

The JATSO Website: www.joplinmo.org/1123/JATSO

The JATSO website is hosted on the City of Joplin's website. JATSO's upcoming meetings and agendas, projects, programs, plans and resources are viewable on the website. Work products, such as the PPP, UPWP, TIP, and MTP are available on the site. The site contains an "About Us" page that provides information regarding "What is JATSO?" and "What does JATSO Do?" The website has a section which allows users to sign-up for JATSO News Flash Notifications. JATSO uses News Flash Notifications to send press releases, announcements, agendas, and project updates to the press, government agencies, committees, and interested parties.

SOCIAL MEDIA

JATSO participates in social media activities to supplement traditional public outreach activities. JATSO press releases are distributed on JATSO's Facebook page.
https://www.facebook.com/JATSO83/

As social media continues to evolve and expand, the MPO will evaluate new, future modes, as they develop.

VISUALIZATION TECHNIQUES

Visualization techniques will be used in describing the Metropolitan Transportation Plan and the Transportation Improvement Program, including charts, graphs, photographs, maps, and the use of GIS systems or power point presentations.

The JATSO Logo

The JATSO logo is prominently featured on all work products. The logo helps the public recognize documents and activities associated with JATSO and helps them become familiar with its planning role.

Press Releases

Formal press releases are sent to local media contacts to announce upcoming meetings, comment periods for plan documents, and to provide information on specific issues being considered by JATSO.

Virtual Public Involvement

JATSO employs virtual public involvement tools that make public participation more convenient than attending in-person public meetings. In-person meetings may conflict with work and school schedules or are less accessible to individuals that rely on public transit or have disabilities. In 2025, JATSO implemented a virtual/in-person blended approach for holding Policy Board Meetings. In-person Policy Board Meetings are held at the dates/times scheduled on the JATSO website. 7 days prior to the scheduled meeting date, a TEAMS meeting invitation is sent via JATSO News Flash Notification to everyone on JATSO's notification list and posted for public display (see Public Meetings p18). TEAMS participants viewing the meeting have their camera and microphone disabled. Participants can view and listen to the in-person meeting via TEAMS, but participants can only see and hear the Board Members attending the in-person meeting. TEAMS Participants are encouraged to submit their questions or comments in the chat box. A JATSO staff member moderates the TEAMS chat during the meeting and reads the comments to the Policy Board at designated times during the meeting. This allows individuals to make comments, ask questions, and receive feedback in real-time. Each TEAMS meeting is recorded and a link to the recording is posted on the JATSO website.

Surveys

JATSO uses web-based applications to generate electronic surveys. Hyperlinks to the surveys are then disseminated via email, press release, JATSO News Flash Notifications, and the JATSO website. Hard copies are also produced and distributed at public meetings, community events, and the JATSO office.

Public Meetings/Community Events

JATSO's public meetings are generally open and informal, with project team members interacting with the public on a one-on-one basis. Brochures and fact sheets may be provided at these meetings. JATSO may coordinate with other local agencies to attend events where transportation issues are not the focus to solicit comments from individuals who are not usually involved in the transportation planning process.

Posters and Flyers

Posters and flyers are used to announce meetings and events and are distributed to public places such as City Halls, community centers, transit buses, and MAPS main office for display. Posters and flyers can be used to reach a larger audience than other notification methods.

PUBLIC PLANNING ACTIVITIES

State and local agencies, and officials responsible for planning activities within the Metropolitan Planning Area that are affected by transportation, will be consulted in the development of the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), and Public Participation Plan (PPP) to the maximum extent practical. Many of these entities, such as local entities involved with planned growth, economic development, environmental protection, airport operations or freight transportation, are represented on the JATSO Policy Board or ad hoc subcommittees and technical groups. Planning participation processes for each of the JATSO's plans are described later in this document.

To support outreach to stakeholders, interested parties and the public, JATSO maintains a database of contacts so that these parties may be notified when plans, studies or other activities are planned, and that they may have reasonable opportunities to comment on and/or participate in activities, products, Policy Board meetings, subcommittees, panels, and focus groups. Listed below are the applicable interested parties, per 23 CFR 450.316, JATSO interacts with:

- Elected Officials
- Transportation Agencies (airport, transit, etc.)
- Local media (TV, radio, print, etc.)
- Civic Groups
- Emergency Service Providers
- Public Transit Riders
- Freight Service Providers
- Economic Development
- Business Community
- Tourism
- Public School District Representatives
- Government (Local, State, Federal)
- Bicycle & Pedestrian Groups
- Community Organizations
- Protected Class Advocates (aging, mobility, LEP)
- Environmental Issue Focused Groups (land-use planning, natural resources, environmental protection, conservation, and historic preservation)

UNIFIED PLANNING WORK PROGRAM

The UPWP is a description of the proposed activities of JATSO for the upcoming fiscal year. The program is prepared annually and serves as a basis for requesting federal planning funds from the DOT through MoDOT. The UPWP serves as a management tool for scheduling, budgeting, and monitoring the planning activities of the participating agencies. This document is prepared by JATSO staff with assistance from various agencies including MoDOT, FHWA, FTA, and the JATSO Policy Board.

The draft of the new UPWP for the coming year is usually completed by August and posted for review and comments. A 7-day public comment period is required for the UPWP. The UPWP draft document is posted to the JATSO website, physical copies are available from the JATSO office, for public comment. A press release announcing the comment period is sent to media contacts, posted on the JATSO website, posted to social media, and sent by JATSO News Flash Notification to interested parties.

After the public comment period has closed. JATSO staff reviews the public comments. If the responses to public comments results in the plan or program documents being significantly different from the draft document which was sent out for public review, an additional public comment period shall be held. Determination of the need for an additional comment period will be made by JATSO staff. If significant oral and written comments and responses are received, an appendix containing the comments and recommendations will be made part of the final document.

A final draft of the UPWP is presented at JATSO's August meeting for Policy Board approval. The approved UPWP is posted on the JATSO website and sent to interested parties via JATSO News Flash Notification.

The plan may need to be changed after formal adoption.

Administrative modifications are revisions to the plan that do not meet the criteria of an amendment including minor changes to the cost of individual budget items, task funding breakdown calculation, or funding summary by source. An administrative modification doesn't require additional public review and comment.

An amendment is a revision that requires an additional 7-day public review and comment period. The following items are classified as amendments: addition or deletion of a budget item, and major changes to the cost of individual budget items, task funding breakdown calculation, or funding summary by source.

METROPOLITAN TRANSPORTATION PLAN (MTP)

In metropolitan areas, the MTP identifies how the region intends to invest in the transportation system. JATSO's core purpose is to use the best available data to make short- and long-term decisions about the transportation needs in the JATSO area. The MTP directly supports this organizational purpose by studying existing land use and traffic patterns, emerging modes and technologies, and changing demographics to best anticipate and understand future needs. All transportation modes including passenger air travel, public transit, personal vehicles, and freight are discussed in the document. The plan advocates for transportation policies and strategies developed via public involvement and assists in prioritizing transportation improvements over the next 20 to 25 years.

A specific public participation plan will be developed for the creation of each MTP. This plan will utilize JATSO's various engagement methods during the MTP update process. The MTP is updated every 5 years while in Environmental Protection Agency (EPA) air quality attainment, and every 4 years when in non-attainment.

The draft of the MTP update is posted for review and comments. A 14-day public comment period is required for the MTP. The MTP draft document is posted to the JATSO website, physical copies are available from the JATSO office, for public comment. FHWA, FTA, and MoDOT are provided an opportunity to comment on the draft plan. A press release announcing the comment period is sent to media contacts, posted on the JATSO website, posted to social media, sent by JATSO News Flash Notification to interested parties, and posted on MAPS vehicles and at the MAPS office.

After the public comment period has closed. JATSO staff reviews the public comments. If the responses to public comments results in the plan or program documents being significantly different from the draft document which was sent out for public review, an additional public comment period shall be held. Determination of the need for an additional comment period will be made by JATSO staff. An appendix containing the comments and recommendations will be made part of the final document.

The draft of the MTP update is presented to the Policy Board for approval. The approved MTP is posted on the JATSO website and sent to interested parties via JATSO News Flash Notification. Copies of any new and/or revised plans must be provided to FHWA, FTA, and MoDOT (23 C.F.R. 450.324) prior to JATSO's annual self-certification.

The plan may need to be changed after formal adoption.

Administrative modifications are minor revisions to the plan that do not meet the criteria of an amendment including minor changes to the project/phase costs, funding sources, or project/phase initiation dates. An administrative modification doesn't require additional public review and comment, nor must they demonstrate fiscal constraint (23 C.F.R. 450.104).

An amendment is a major revision to the plan that requires an additional 14-day public review and comment period and must demonstrate fiscal constraint. The following items are classified as amendments: major changes to project costs, initiation dates or design concepts and scopes for existing projects.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The TIP is the short-range capital improvement program for the transportation system within the JATSO area. The TIP is a financially constrained 4-year program outlining the most immediate implementation priorities for transportation projects and is updated every 2 years. The TIP serves to program the expenditure of federal, state, and local transportation funds. The TIP contains all regionally significant projects requiring an action by the FHWA or the FTA, whether the projects are to be funded under title 23 U.S.C. Chapters 1 and 2 or title 49 U.S.C. Chapter 53, and all regionally significant projects to be funded with non-Federal funds. To receive Federal funds, a project must be included in the TIP.

JATSO consults with the city and county governments within the JATSO area, MoDOT, Joplin Regional Airport, Metro Area Public Transit System (MAPS), and Harry S. Truman Coordinating Council during the TIP development process. MAPS relies on the locally adopted public participation process for the TIP as outlined in the PPP in lieu of the process required to develop its Program of Projects (POP).

Metro Area Public Transit System (MAPS) is the public transit provider for the JATSO area. Federal Transit Administration recipients of certain categories of funds, MAPS, must follow a public participation plan. The FTA allows a grantee, e.g., MAPS, to rely on locally adopted public participation plans for the submittal of their projects in lieu of a separate “Program of Projects” (POP) if the grantee has coordinated with JATSO and ensured that the public is aware that the JATSO plan is being used to satisfy the POP public participation requirements. MAPS meets this coordination and public awareness criteria. JATSO’s Public Participation Plan satisfies the Federal Transit Administration’s requirement of public participation for MAPS’ “Program of Projects.”

The JATSO public participation process is used to satisfy MAPS’ public participation process for the Program of Projects. Public notices for the TIP have an explicit statement that the public notice of public involvement activities and time established for public review and comments on the TIP will satisfy the Program of Projects requirements.

Prior to the start of the TIP update process, JATSO provides notice to the local city and county governments, MoDOT, and regional planning agencies to submit projects to JATSO for inclusion in the TIP. This notice provides the information required to propose projects for inclusion in the TIP and the timetable to be followed. JATSO staff is available to assist agencies developing or submitting projects for the TIP.

The draft of the TIP update is posted for review and comments. A 14-day public comment period is required for the TIP. The TIP draft document is published to the JATSO website, physical copies are available from the JATSO office, for public comment. FHWA, FTA, and MoDOT are provided an opportunity to comment on the draft plan. A press release announcing the comment period is sent to media contacts, posted on the JATSO website, posted to social media, sent by JATSO News Flash Notification to interested parties, and posted on MAPS' vehicles and at the MAPS office.

After the public comment period has closed. JATSO staff reviews the public comments If the responses to public comments results in the plan or program documents being significantly different from the draft document which was sent out for public review, an additional public comment period shall be held. Determination of the need for an additional comment period will be made by JATSO. An appendix containing the comments and recommendations will be made part of the final document.

The draft of the TIP update is presented to the Policy Board for approval. The approved TIP is posted on the JATSO website and sent to interested parties via JATSO News Flash Notification. Copies of any new and/or revised plans must be provided to FHWA, FTA, and MoDOT (23 C.F.R. 450.450) prior to JATSO's annual self-certification. Once approved by the Policy Board, the governor of Missouri must also approve the TIP.

The plan may need to be changed after formal adoption.

Administrative modifications are minor revisions to the plan that do not meet the criteria of an amendment including minor changes to the project/phase costs, funding sources, or project/phase initiation dates. An administrative modification doesn't require additional public review and comment, nor must they demonstrate fiscal constraint (23 C.F.R. 450.104).

An amendment is a major revision to the plan that requires a 7-day public review and comment period and must demonstrate fiscal constraint. Once approved by the Policy Board, the amendment must be approved by MoDOT, ONEDOT, and the governor of Missouri. The following items are classified as amendments: major changes to project costs, to initiation dates or design concepts, and to scopes of existing projects.

PUBLIC PARTICIPATION PLAN

The PPP provides a framework to guide the public participation process for JATSO's transportation planning activities (i.e. UPWP, MTP, and TIP). The Public Participation Plan specifies JATSO's procedures to be used when improving the public participation process.

The PPP is reviewed periodically and updated as conditions require. The update process is designed to meet the goals of the currently adopted Public Participation Plan and strives to employ new and/or underused methods for engaging the public. JATSO uses this process to evaluate the effectiveness of the strategies outlined in the current plan and develop new strategies for increasing public participation in JATSO planning activities.

The following steps describe the process for the development and adoption of the Public Participation Plan. These procedures will be followed for major revisions to the PPP.

1. At the direction of the JATSO Policy Board, JATSO staff will initiate a PPP update. A specific public participation plan will be developed for the creation of the new PPP. This plan will utilize JATSO's various engagement methods during the update process to actively involve underserved populations. Based on the feedback received during the public participation process, JATSO staff will develop an updated plan incorporating the proposed revisions to the PPP. The proposed PPP update will be posted for a 45-day public comment period on the JATSO website.
2. PPP update announcements will be sent to media contacts, posted on the JATSO website, posted to social media, and sent by JATSO News Flash Notification to interested parties.
3. After the public comment period has closed. JATSO staff reviews the public comments. If the responses to public comments result in the revised plan or program documents being significantly different from the original draft document which was sent out for public review, the revised PPP is posted for another 45-day public comment period to occur. Determination of the need for an additional comment period will be made by JATSO. If significant oral and written comments and responses are received, an appendix containing the comments and recommendations will be made part of the final document.
4. The Policy Board will hold a public meeting at least two calendar days after the public comment period ends to adopt proposed revisions.
5. Electronic copies of the Public Participation Plan are available on the JATSO website and printed copies of the Public Participation Plan will be available at:

   City of Joplin
   Attention: JATSO
   602 S Main Street
   Joplin, MO 64801

PUBLIC COMMENT PERIODS

Table 1 (below) shows the general information for the update frequency, public meetings comment period and committee action of primary JATSO plans and documents.

TABLE 1 – DOCUMENT UPDATE FREQUENCY AND PUBLIC COMMENT PERIODS

Document	Frequency	Public Comment Period	Committee Action
Metropolitan Transportation Plan	Every 5 years	14 calendar days	JATSO Policy Board: Approve
Metropolitan Transportation Plan Amendments	As needed	7 calendar days	JATSO Policy Board: Approve
Public Participation Plan	Periodically	45 calendar days	JATSO Policy Board: Approve
Transportation Improvement Program	Every 2 years	14 calendar days	JATSO Policy Board: Approve
Transportation Improvement Program Amendments	As needed	7 calendar days	JATSO Policy Board: Approve
Unified Planning Work Program	Every year	7 calendar days	JATSO Policy Board: Approve
Annual Listing of Obligated Projects	Every year	Posted on Website	None
Other Plans and Projects	As needed	As needed	JATSO Policy Board: Approve
Note: the public comment period will end at least two calendar days before the JATSO Policy Board meeting at which the document is to be approved or denied.			

RESPONSES TO PUBLIC COMMENTS

Often general comments regarding transportation policy, needs, or complaints are provided to JATSO. Action on these comments may include addressing the comment directly, by correspondence to a comment or question; referring comments to the correct recipient, either to different city/state departments; or sharing these comments with the governing bodies of municipalities within the JATSO area.

Interested parties may comment and make recommendations on any plan or program in person, by phone, by email, or by letter:

City of Joplin
Attention: JATSO
602 S Main Street
Joplin, MO 64801
(417) 624-0820 Ex. 1514
rlolley@joplinmo.org

PUBLIC MEETINGS

MEETING AND PUBLIC NOTICE PROCEDURES

JATSO Policy Board Meetings are public meetings that are held at locations and times convenient and accessible to citizens. Every effort is made to locate meetings at locations and times where and when public transportation is available. JATSO Policy Board Meetings employ virtual public involvement tools to make public participation convenient for individuals who have difficulty attending in-person meetings.

Meeting announcements are posted on the JATSO website in addition to its principal office per Section 610.020.1, RSMo. The announcement provides a QR code and TEAMS meeting link to access that meeting. The agenda for virtual meetings is provided in the same manner as a standard in-person meeting. Generally, under 610.015, RSMo, a quorum of the public governmental body must be present in-person or via video conferencing for a vote to be held.

Public notices for JATSO Policy Board Meetings and Agendas will be sent to media contacts, posted on the JATSO website, sent by JATSO News Flash Notification to interested parties, and posted in full view of the public at the following locations for public posting and notification of local officials:

Posted notices may be found:

- Joplin- City Hall
- Webb City- City Hall
- Carl Junction- City Hall
- MAPS office and MAPS vehicles

Notified agencies include:

- Harry S. Truman Coordinating Council
- Metro Area Public Transit System (MAPS)
- Missouri Department of Transportation
- Federal Highway Administration
- Federal Transit Administration

Interested parties may request JATSO News Flash Notifications on the City of Joplin website. Public notices are also posted on the JATSO website and promoted through the City of Joplin's social media pages.

As required by Missouri Revised Statutes, Chapter 610, RSMo, when providing notices for a meeting, pending a revision of the JATSO bylaws, JATSO will adhere to the requirements of the Missouri Sunshine Law and provide a minimum of 24 hours' notice before the meeting.

Notices regarding document update comment periods for the MTP, UPWP, TIP, and PPP contain the following:

1) Notice that documents are being developed or amended, and how they may be accessed

2) The duration of the public comment period

3) Instructions for submitting comments

4) The date, time, and location of public meetings.

EMERGENCY MEETINGS

When circumstances prohibit in-person public meetings, such as a public health crisis or other emergencies, JATSO adheres to the Missouri Sunshine Law guidance that provides means for public bodies to conduct public meetings entirely using a virtual format, such as online meetings or video conferencing. During these instances, JATSO may conduct Policy Board Meetings using a TEAMs meeting without an in-person meeting option. Emergency meetings will be recorded and a link to the meetings will be posted to the JATSO website. Announcement procedures for Emergency Meetings are the same as regular scheduled meetings.

SPECIAL ACCOMMODATIONS

JATSO maintains Limited English Proficiency and Title VI policies and updates them every 3 years.

Persons requiring special accommodations for attendance at meetings, activities and functions because of a disability or physical impairment should contact the City of Joplin ADA Coordinator at (417) 624-0820 ext. 1210 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.

As prescribed by the Limited English Proficiency Plan, JATSO will, when issuing statements or notices, note that interpreters or sign language professionals will be available upon advance notice of seven calendar days. JATSO maintains a contact database of interpreters in anticipation of this need.

JATSO TITLE VI NONDISCRIMINATION POLICY

The Joplin Area Transportation Study Organization is committed to the policy that no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity on the basis of race, color, sex, age, disability or national origin, in accordance with Title VI of the Civil Rights Act of 1964, as amended, the Americans with Disabilities Act (ADA) of 1990, and the Civil Rights Restoration Act of 1987 (P.L. 100.259).

JATSO does not discriminate in the level and quality of transportation services and transit-related benefits based on race, color, national origin, sex, familial status, sexual orientation, religion, age, or disability and maintains information on and processes for complaints related to discrimination.

Persons who feel that they have been subjected to discrimination should contact JATSO for information on local and federal procedures and forms for discrimination complaints.

Any person who believes that they, individually, or as a member of any specific class of persons, has been subjected to discrimination may file a written complaint with the

Title VI Program Officer
Joplin City Hall
602 South Main Street
Joplin, Missouri 64801

They may also visit the JATSO website to learn about how to file a complaint directly to JATSO: www.joplinmo.org/1179/Title-VI-Limited-English-Proficiency .

Complainants have the right to complain directly to the appropriate federal agency. Every effort will be made to obtain early resolution of complaints. The option of informal meeting(s) between the affected parties and the Title VI Program Officer may be utilized for resolutions. The Title VI Program Officer will notify JATSO of all Title VI related complaints as well as resolutions.

Those person or persons alleging discrimination as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration, and/or the U.S. Department of Transportation,

Federal Transit Administration
Office of Civil Rights
901 Locust Street, Room 404
Kansas City, MO 64106
Telephone 816-329-3920

Federal Highway Administration
3220 West Edgewood, Suite H,
Jefferson City, MO 65109
Telephone: 573-638-2617

JATSO ORGANIZATIONAL CHART

Staff is located at the City of Joplin offices and are dedicated to JATSO activities.

Full-time Staff

Robert Lolley, Transportation Planner (1.0 FTE)
Gina Thompson, Transportation Coordinator (1.0 FTE)

Part-time Staff

Troy Bolander, Director of Planning, Development & Neighborhood Services (0.50 FTE)
Johan Bullington, Planning, Development & Neighborhood Services Asst. Director (0.25 FTE)
Mallory Wicklund, Finance Budgeting Accountant (0.10 FTE)
John Gilligan, GIS Coordinator (0.50 FTE)
Dakota Rusk, Traffic Engineer (0.15 FTE)
Rob Beachner, Engineering Project Manager (0.15 FTE)
Zoie Hamilton, Clerk (0.25 FTE)
Dan Johnson, Public Works Director (0.10 FTE)
Jeremy Hagerman, Assistant Public Works Director (0.10 FTE)

JATSO Policy Board Voting Members

Chairman Dan Johnson	Director of Public Works	City of Joplin
Vice Chairman Troy Bolander	Director of Planning, Development, and Neighborhood Services	City of Joplin
Jeremy Hagerman	Assistant Director of Public Works	City of Joplin
Dakota Rusk	Transportation Engineer	City of Joplin
Gina Thompson	Transportation Coordinator	City of Joplin
Allison Zahner	Airport Manager	City of Joplin
Carl Francis	City Administrator	City of Webb City
Steve Lawver	City Administrator	City of Carl Junction
Carrie Campbell	Director	Harry S. Truman Coordinating Council
Michael D. Landis	Commissioner	Jasper County
Daniel Swem	Commissioner	Newton County
Marvin Morris	Southwest Area Engineer	Missouri Department of Transportation
Will Cline, Alternate	Transportation Planner	Harry S. Truman Coordinating Council
Frank Miller, Alternate	Southwest District Planning Manager	Missouri Department of Transportation