



INRCOG

Iowa Northland Regional
Council of Governments



FTA Title VI Program

Date: October 15, 2026

Template Revised 7/15/2026

Document title

Subrecipient Profile

Subrecipient: Iowa Northland Regional Transit Commission

Administrative Head: Brian Schoon, Executive Director

Subrecipient Title VI Coordinator: Nick Fratzke, Director of Transportation

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Has the subrecipient signed and submitted its Title VI Assurances? **Y** or N

General Requirements

- ✓ Attach a copy of Title VI notice to the public. The Title VI notice should include:
 - A statement that the agency operates programs without regard to race, color, or national origin
 - A description of the procedures that members of the public should follow in order to request additional information on the Title VI obligations.
 - A description of the procedures that members of the public shall follow in order to file a Title VI discrimination complaint against the recipient.

- ✓ Include a list of the locations where the notice is posted:
[Inside the back/public entrance of the INRCOG office where meeting notices are posted; in INRCOG's Board Room where meetings are conducted; at public input and other meetings conducted by INRCOG outside of the office; in RTC transit vehicles; in RTC's Riders Guide.](#)

- ✓ Attach a copy of the instructions to the public regarding how to file a Title VI discrimination complaint, including a copy of the complaint form.

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RTC will consider adding a feature to its website that would allow an LEP person to contact staff via email indicating his/her native language and the type of assistance needed.

A statement will be included on all documents, agendas, and meeting notices that assistance is available for LEP persons. When an interpreter is needed, in person or on the telephone, staff will attempt to determine what language is required and then access language assistance services. Documents will be translated into other languages upon request.

RTC does not have a formal outreach procedure in place. Translation resources are limited in this region. However, when and if the need arises for LEP outreach, RTC may consider the following options:

- When staff members prepare a document or schedule a meeting for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas may be printed in an alternative language based on the known LEP population.
- Transit publications may be made available in an alternative language when and if a specific and concentrated LEP population is identified.

- ✓ List all non-elected committees and councils, the membership of which is selected by the agency:

Iowa Northland Regional Transit Authority (INRTA):

Rich	Kurtenbach	Black Hawk County
Cathy	Nicholas	Black Hawk County
Mike	Henderson	Black Hawk County Conservation
Duane	Hildebrandt	Bremer County
Landon	Moore	Bremer County
Andrew	Hockenson	Bremer County Conservation
Keith	Weiland	Buchanan County
Alex	Davis	Buchanan County
Ben	Bonar	Buchanan County Conservation
Greg	Barnett	Butler County

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James	Bronner	City administrator
Duane	Hildebrandt	Bremer Couty Board of supervisors

- ✓ Describe the process the agency uses to encourage the participation of minorities on such committees:

INRTA by-laws dictate membership of the committee, as described below:

RTA voting members shall serve two calendar years and shall include a **member of the Board of Supervisors** for Black Hawk, Bremer, Buchanan, Butler, Chickasaw, and Grundy Counties; a **representative from Waverly and Independence**, as designated by their respective mayor and/or city council; and a **representative from four cities at-large**. In December (every two years), INRCOG staff shall contact mayors to solicit and accept nominations for cities at-large. The nominations shall be submitted to the mayors for a vote, and the nominations with the most votes shall be designated as the four representatives for cities at-large.

INRTC by-laws also dictate membership of the committee, as described below:

The membership of the RTC shall consist of two (2) county representatives from each of the counties within the region, appointed by the Chair of each respective County Board of Supervisors. The Chair of INRCOG shall appoint two (2) representatives, who need not be members of the INRCOG Board, to serve on the RTC. In addition, the municipalities of Independence, New Hampton and Waverly shall have one (1) representative as an ex-officio, voting member of the RTC selected through local Mayoral appointment.

Requirements for Fixed Route Transit Providers

- ✓ System-wide service standards for each mode of service provided, whether existing or new. These standards and policies must address how service is distributed across the transit system, and must ensure that the manner of the distribution affords users access to these assets.
 - Vehicle load -Can be expressed as the ratio of passengers to the total number of seats on a vehicle. A vehicle load standard is generally expressed in terms of peak and off-peak times. The standard may be different for each mode.
 - Vehicle headway - The amount of time between two vehicles traveling in the same direction on a given line or combination of lines. A shorter headway corresponds to more frequent service. Vehicle headways are measured in minutes. Vehicle headway is one component of the amount of travel time expended by a passenger to reach his/her destination. A vehicle headway standard is generally expressed for peak and off-peak service as an increment of time. Transit providers may set different vehicle headway standards for different modes of transit service.
 - On-time performance -A measure of runs completed as scheduled. Define what is considered on-time. On-time performance can be measured against route origins and destinations only, or against origins and destinations as well as specified time points along the route.
 - Service availability - A general measure of the distribution of routes within a transit provider's service area.
- ✓ System-wide service policies ensure service design and operations practices do not result in discrimination on the basis of race, color, or national origin.
 - Distribution of transit amenities for each mode - Transit amenities refer to items of comfort, convenience, and safety that are available to the general riding public. Fixed route transit providers must set a policy to ensure equitable distribution of transit amenities across the system.
 - Seating
 - Bus shelters
 - Information

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RTC assesses the frequency with which staff and drivers have, or could have, contact with LEP persons including documenting phone inquiries and surveying vehicle operators. To date, RTC has not had requests for interpreters or for translated documents in the service area. Staff and vehicle operators have had very little to no contact with LEP persons.

LEP persons may call the INRCOG office to request transit services. INRCOG/RTC has a contract with Language Link which provides telephone interpreting service 24 hours a day, seven days a week, 365 days a year.

INRCOG (RTC and RTA) has developed and implemented guidelines for identifying and assisting LEP persons in all transportation planning activities which include the following:

1. Identifying LEP Persons

- a. Examine records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events.
- b. When RTC or RTA sponsor an event, have a staff person greet participants as they arrive. By informally engaging participants in conversation, it is possible to gauge each attendee's ability to speak and understand English.
- c. Have Census Bureau Language Identification Flashcards available at RTC/RTA events near the registration table.
- d. Have Language Identification Flashcards on transit vehicles to assist vehicle operators in identifying specific language assistance needs of passengers. If such individuals are encountered, vehicle operators will be instructed to try to obtain contact information to give to the transit system manager for follow-up. INRCOG staff are also instructed to obtain contact information from LEP individuals they encounter, either in person or over the phone.

2. Language Assistance Measures

- a. Have Language Identification Flashcards available
- b. Provide translation services to individuals who request them if reasonable accommodations can be made.
- c. Include a statement on all documents, agendas, and meeting notices that assistance is available for LEP persons. When an interpreter is needed, in person or on the telephone, staff will attempt to determine what language is required

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4 outreach Techniques

- a. When staff prepare a document or schedule a meeting for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas may be printed in an alternative language based on the known LEP population.
- b. Maps and other publications may be made available in an alternative language if and when a specific and concentrated LEP population is identified.

5 Monitoring and Updating LEP Efforts

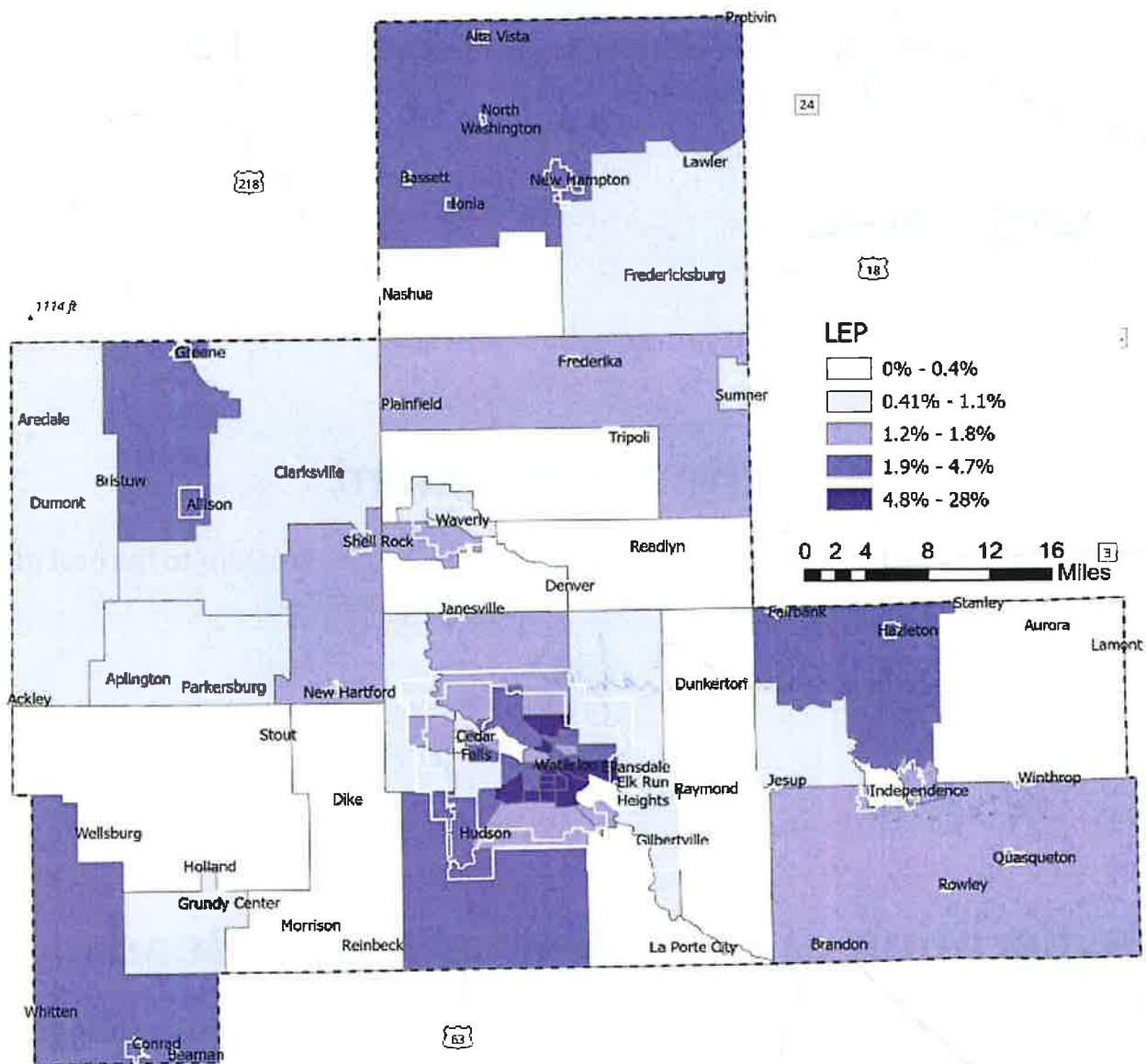
- a. The number of documented LEP person contacts encountered annually
- b. How the needs of LEP persons have been addressed
- c. Determine the current LEP population in the service area
- d. Determine whether the need for translation services has changed
- e. Determine whether local language assistance programs have been effective and sufficient to meet the need
- f. Determine whether the transit system's financial resources are sufficient to fund language assistance resources needed
- g. Determine whether INRCOG has fully complied with their LEP goals
- h. Determine whether complaints have been received concerning the agency's failure to meet the needs of LEP individuals

6 Dissemination of LEP Plan

- a. A link to the INRCOG Title VI Plan will be included on the website www.inrcog.org
- b. Any person may request a copy of the plans via phone, fax, mail, or in person, and shall be provided a copy at no cost.
- c. LEP individuals may request a translated copy of the plans which INRCOG will provide, if feasible.

Public Participation Plan

The RTA and RTC Public Participation Plan outlines the ways public involvement is incorporated into its activities. The goal of the document is to identify ways to provide all citizens of the region an opportunity to voice their opinions and express their concerns regarding multimodal and intermodal transportation planning, programming, and initiatives. A comprehensive public involvement process can help to identify mobility needs for the region, including minority populations. The RTA and RTC seek to actively involve the public in decision-making and increase public awareness of and interest in the services provided.



- ✓ Describe the procedure the agency uses to ensure nondiscriminatory pass-through of FTA financial assistance.

N/A

- ✓ Provide a description of how the planning agency develops its competitive selection process or annual program of projects submitted to Iowa DOT as part of its grant applications. This description shall emphasize the method used to ensure the equitable distribution of funds to subrecipients that sever predominantly minority populations including Native American tribes, where present.