



CITY OF JANESVILLE

Wisconsin's Park Place

Title VI Submission

Janesville Transit System (JTS) and Janesville Metropolitan Planning Organization (MPO)

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 Copy of notice in both English and Spanish. This notice is used by both JTS and Janesville MPO. The notice is included in all JTS route guides and brochures, is posted at the Janesville Transit Transfer Center, JTS office, and on the City of Janesville website:..... 4

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JANESVILLE TRANSIT SYSTEM

101 BLACK BRIDGE ROAD • JANESVILLE, WI 53545 • (608) 755-3150 • FAX: (608)755-3161



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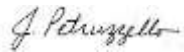
Demographic profile of the metropolitan area and demographic maps that show the impacts of the distribution of State and Federal funds in the aggregate for public transportation projects. Additionally, analysis of the MPO's transportation system investments that identifies and addresses any disparate impacts. *Note:* The environmental justice analysis was performed as part of the 2020-2050 Long Range Transportation Plan Environmental Justice Section. The section is attached. Analysis of disparate impacts is undertaken each year as part of the Transportation Improvement Program (TIP). The 2022-2027 TIP is attached. Both documents can be viewed at www.ci.janesville.wi.us/mpo..... 70

FEDERAL TRANSIT ADMINISTRATION CIVIL RIGHTS ASSURANCE

The City of Janesville/Janesville Transit System HEREBY CERTIFIES THAT, as a condition of receiving Federal financial assistance from the Federal Transit Administration it will ensure that:

1. No person on the basis of race, color, or national origin will be subjected to discrimination in the level and quality of transportation services and transit-related benefits.
2. The City of Janesville/Janesville Transit System will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 4702.1B.
3. The City of Janesville/Janesville Transit System will make it known to the public that a person or persons alleging discrimination on the basis of race, color, or national origin, 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.

The person whose signature appears below is authorized to sign this assurance on behalf of the grant applicant or recipient.



Jennifer Petruzzello, Neighborhood & Community Services Director
City of Janesville

4-25-2022
Date

Title VI Notice to the Public

Copy of notice in both English and Spanish. This notice is used by both JTS and Janesville MPO. The notice is included in all JTS route guides and brochures, is posted at the Janesville Transit Transfer Center, JTS office, and on the City of Janesville website:

Notifying the Public of Rights Under Title VI - City of Janesville

- The City of Janesville operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Janesville.
- For more information on the City of Janesville's civil rights program, and the procedures to file a complaint, contact 608-755-3150, (for hearing impaired, please use Wisconsin Relay 711 service); email smithr@janesvillewi.gov; or visit our administrative office at 101 Black Bridge Road Janesville, WI 53545. For more information, visit <https://www.janesvillewi.gov/>
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.
- If information is needed in another language, contact 608-755-3150.
- Si se necesita informacion en otro idioma de contacto, 608-755-3150.

Title VI Complaint Procedures & Appeal Process

Procedures are posted on the City's website at www.ci.janesville.wi.us/jts

**CITY OF JANESVILLE
JANESVILLE TRANSIT SYSTEM
Transit Services Center
101 Black Bridge Road, PO Box 5005
Janesville, Wisconsin 53547-5005
608-755-3150**

**CIUDAD DE JANESVILLE
SISTEMA DE TRÁNSITO DE JANESVILLE
101 Black Bridge Road, PO Box 5005
Janesville, Wisconsin 53547-5005
608-755-3150**

Title VI Complaint Procedure Procedimiento de quejas del Título VI

I. INTRODUCTION

I. INTRODUCCIÓN

The following complaint procedures have been prepared by the Janesville Metropolitan Planning Organization (MPO) and the Janesville Transit System (JTS) to address any potential Title VI complaints against JTS. These procedures have been prepared according to information outlined in Federal Transit Administration Circular 4702.1B *Title VI Requirements and Guidelines for Federal Transit Administration Recipients* dated August 28, 2012, as may be amended or reissued from time to time. The purpose of this document is to outline the procedures for local processing of Title VI complaints.

Los siguientes procedimientos de quejas han sido preparados por la Organización de Planificación Metropolitana de Janesville (MPO) y el Sistema de Tránsito de Janesville (JTS) para abordar cualquier posible queja del Título VI contra la JTS. Estos procedimientos se han preparado de acuerdo con la información descrita en la Circular 4702.1B del Título VI de la Circular de la Administración Federal de Tránsito, *Requisitos y Pautas para los Destinatarios de la Administración Federal de Tránsito*, con fecha del 28 de agosto de 2012, según se pueda enmendar o volver a publicar de vez en cuando. El propósito de este documento es describir los procedimientos para el procesamiento local de las quejas del Título VI.

JTS operates their programs without regard to race, color and national origin.

JTS opera sus programas sin importar la raza, el color y el origen nacional.

The following are examples of Title VI nondiscrimination provisions applied to projects receiving Federal financial assistance:

Los siguientes son ejemplos de disposiciones de no discriminación del Título VI aplicadas a proyectos que reciben asistencia financiera federal:

1. Any person who is, or seeks to be, a patron of any public vehicle which is operated as part of, or in conjunction with, a project shall be given the same access, seating, and other treatment with regard to the use of such vehicle as other persons without regard to their race, color and national origin.
Cualquier persona que sea, o busque ser, un patrón de cualquier vehículo público que se opere como parte de, o en conjunto con, un proyecto deberá recibir el mismo acceso, asientos y otro tratamiento con respecto al uso de dicho vehículo. como otras personas sin importar su raza, color y origen nacional.
2. No person who is, or seeks to be, an employee of the project sponsor or lessees, concessionaires, contractors, licensees, or any organization furnishing planning or public transportation services shall be treated less favorably than any other employee or applicant with regard to hiring, dismissal, advancement, wages, or any other conditions

and benefits of employment, on the basis of race, color and national origin

Ninguna persona que sea, o pretenda ser, un empleado del patrocinador del proyecto o arrendatarios, concesionarios, contratistas, licenciarios o cualquier organización que brinde servicios de planificación o transporte público será tratada de manera menos favorable que cualquier otro empleado o solicitante con respecto a la contratación, despido, ascenso, salario o cualquier otra condición y beneficio del empleo, por motivos de raza, color y origen nacionalidad

3. No person or group of persons shall be discriminated against with regard to the routing, scheduling, or quality of transportation service furnished as a part of the project on the basis of race, color or national origin. Frequency of service, age, and quality of vehicles assigned to routes, quality of stations serving different routes, and location of routes may not be determined on the basis of race, color and national origin. Ninguna persona o grupo de personas será discriminado con respecto a la ruta, la programación o la calidad del servicio de transporte proporcionado como parte del proyecto por motivos de raza, color u origen nacional. Es posible que la frecuencia del servicio, la edad y la calidad de los vehículos asignados a las rutas, la calidad de las estaciones que prestan servicio a diferentes rutas y la ubicación de las rutas no se determinen en función de la raza, el color y el origen nacional.
4. The location of projects requiring land acquisition and the displacement of persons from their residences and businesses may not be determined on the basis of race, color and national origin. La ubicación de los proyectos que requieren la adquisición de tierras y el desplazamiento de personas de sus residencias y negocios no puede determinarse sobre la base de raza, color, y origen nacionalidad.

II. ALTERNATE FORMATS AVAILABLE

II. FORMATOS ALTERNOS DISPONIBLES

JTS desires to effectively communicate with you! Alternate formats for complaint procedures are available including Spanish translation, and audio files. Please contact David R. Kipp, at 608/755-3150 to make a request for an alternate format.

¡JTS desea comunicarse con usted de manera eficaz! Hay disponibles formatos alternativos para los procedimientos de quejas, incluida la traducción al español y archivos de audio. Comuníquese con David R. Kipp, al 608 / 755-3150 para solicitar un formato alternativo.

III. CITY OF JANESVILLE, JANESVILLE TRANSIT SYSTEM COMPLAINT PROCESS

III. PROCESO DE QUEJAS DEL SISTEMA DE TRÁNSITO DE LA CIUDAD DE JANESVILLE, JANESVILLE

Any person who believes that he or she, individually, or as a member of any specific class of persons, has been subjected to discrimination on the basis of race, color, or national origin in regards to the provision of Janesville Transit System regular transit service or other transit service provided by or funded through the Janesville Transit System may file a complaint. The complaint process may also be used in cases of discrimination regarding location of and land acquisition for transit facilities or employment discrimination by the transit provider, transit project contractors, concessionaires, lessees, and licensees.

Cualquier persona que crea que él o ella, individualmente o como miembro de una clase específica de personas, ha sido objeto de discriminación por motivos de raza, color, nacionalidad en lo que respecta a la prestación del servicio de tránsito regular del Sistema de tránsito de Janesville u otro servicio de tránsito proporcionado o financiado a través del Sistema de tránsito de Janesville puede presentar una queja. El proceso de quejas también se puede utilizar en casos de discriminación con respecto a la ubicación y adquisición de tierras para instalaciones de tránsito o discriminación laboral por parte del proveedor de tránsito, contratistas del proyecto de tránsito, concesionarios, arrendatarios y titulares de licencias.

The process for filing a complaint with the City of Janesville is outlined in this section. The complainant may file an appeal if not satisfied with the decision. FTA recommends that Title VI complaints be filed with the City of Janesville; however, complainants reserve the right to file a complaint directly with the United States Department of Transportation Federal Transit Administration if dissatisfied with the decision of the City of Janesville.

El proceso para presentar una queja ante la ciudad de Janesville se describe en esta sección. El denunciante puede presentar una apelación si no está satisfecho con la decisión. FTA recomienda que las quejas del Título VI se presenten a la Ciudad de Janesville; sin embargo, los demandantes se reservan el derecho de presentar una queja

directamente ante la Administración Federal de Tránsito del Departamento de Transporte de los Estados Unidos si no están satisfechos con la decisión de la ciudad de Janesville.

The complainant should be aware that complaints to FTA must be filed within 180 days after the date of the alleged discrimination, unless the time limit is extended by the Secretary of Transportation. The 180-day limit applies regardless of whether the complainant initially files a complaint with the City of Janesville.

El denunciante debe saber que las quejas ante FTA deben presentarse dentro de los 180 días posteriores a la fecha de la supuesta discriminación, a menos que el Secretario de Transporte extienda el límite de tiempo. El límite de 180 días se aplica independientemente de si el demandante presenta inicialmente una queja ante la ciudad de Janesville.

a. Filing Title VI Complaints with the City of Janesville

Presentar quejas de la Título VI ante la ciudad de Janesville

- (1) The Janesville Transit Director is the Title VI Coordinator for all complaints related to transit. All Janesville Transit System complaints shall be filed with the Transit Director or an official designated by the City of Janesville. A complaint must be filed within 180 days of an alleged discrimination act. Complainants may submit written or verbal complaints. Written complaints shall use the Title VI Complaint Form.
- (1) El Director de Tránsito de Janesville es el Coordinador del Título VI para todas las quejas relacionadas con el tránsito. Todas las quejas del Sistema de Tránsito de Janesville deberán presentarse ante el Director de Tránsito o un funcionario designado por la Ciudad de Janesville. Se debe presentar una queja dentro de los 180 días posteriores a un presunto acto de discriminación. Los reclamantes pueden presentar quejas escritas o verbales. Las quejas escritas deben utilizar el formulario de quejas del Título VI.
- (2) The Janesville Transit Director will provide the complainant or his/her representative with a written acknowledgement that the City has received the complaint within 10 working days. Concurrently, the Transit Director will transmit the complaint to the City of Janesville Attorney's Office. For those complaints involving employment with the City, a copy shall also be forwarded to the Human Resources Director.
- (2) El Director de Tránsito de Janesville proporcionará al demandante o su representante un reconocimiento por escrito de que la Ciudad ha recibido la queja dentro de los 10 días hábiles. Al mismo tiempo, el Director de Tránsito transmitirá la queja a la Oficina del Fiscal de la Ciudad de Janesville. Para aquellas quejas relacionadas con el empleo con la Ciudad, también se enviará una copia al Director de Recursos Humanos.

b. Determination of Jurisdiction and Investigative Merit

Determinación de jurisdicción y mérito investigativo

The Janesville Transit Director, in consultation with the City Attorney's Office; the Neighborhood & Community Services Director; the Human Resources Director, as appropriate; and MPO Coordinator as appropriate, shall conduct an investigation and render a decision based on information in the complaint. A determination will be made within 15 working days after the receipt of the complaint. A complaint shall be regarded as meriting investigation unless:

El Director de Tránsito de Janesville, en consulta con la Oficina del Fiscal de la Ciudad; el Director de Servicios Comunitarios y Vecindarios; el Director de Recursos Humanos, según corresponda; y el Coordinador de MPO, según corresponda, llevará a cabo una investigación y tomará una decisión basada en la información contenida en la queja. Se tomará una determinación dentro de los 15 días hábiles posteriores a la recepción de la queja. Se considerará que una denuncia merece una investigación a menos que:

- Within the time allotted for making the determination of investigative merit, the Janesville Transit System voluntarily concedes noncompliance and agrees to take appropriate remedial action. Dentro del tiempo asignado para tomar la determinación del mérito de la investigación, el Sistema de Tránsito de Janesville voluntariamente concede el incumplimiento y acuerda tomar las medidas correctivas apropiadas.

- Within the time allotted for making the determination of investigative merit, the complainant withdraws the complaint.
Dentro del tiempo asignado para tomar la determinación del mérito de la investigación, el denunciante retira la denuncia.

c. Notification of Decision

c. Notificación de decisión

The Janesville Transit Director shall notify the complainant; the Neighborhood & Community Services Director; the MPO Coordinator if applicable; and the City Attorney's Office of the decision by letter. In the event of a decision not to investigate the complaint, the notification shall specifically state the reason for the decision.

El Director de Tránsito de Janesville notificará al denunciante; el Director de Servicios Comunitarios y Vecindarios; el Coordinador de MPO si corresponde; y la Oficina del Fiscal de la Ciudad de la decisión por carta. En el caso de una decisión de no investigar la queja, la notificación deberá indicar específicamente el motivo de la decisión.

The notification of decision shall include a brief written memorandum prepared by the Transit Director. The memorandum shall include the following:

La notificación de la decisión incluirá un breve memorando escrito preparado por el Director de Tránsito. El memorando incluirá lo siguiente:

- (1) Summary of the complaint, including a statement of the issues raised by the complainant and the Janesville Transit System's reply to each of the allegations; **Resumen de la denuncia, incluida una declaración de las cuestiones planteadas por el denunciante y la respuesta del Sistema de Tránsito de Janesville a cada una de las alegaciones;**
- (2) Citations of relevant Federal, State, and local laws, rules, regulations and guidelines, etc.; **Citas de leyes, reglas, regulaciones y pautas, etc., federales, estatales y locales relevantes;**
- (3) Description of the investigation, including a list of the persons contacted by the Transit Director and a summary of the interviews conducted; and **Descripción de la investigación, incluyendo una lista de las personas contactadas por el Director de Tránsito y un resumen de las entrevistas realizadas; y**
- (4) A statement of the Transit Director's findings and recommendations.
Una declaración de las conclusiones y recomendaciones del Director de Tránsito.

All documentation pertaining to Title VI complaints, including written and recorded verbal statements, shall be kept on file at the Janesville Transit System, Transit Services Center.

Toda la documentación relacionada con las quejas del Título VI, incluidas las declaraciones verbales escritas y grabadas, se mantendrá en los archivos del Sistema de Tránsito de Janesville, Centro de Servicios de Tránsito.

d. Referral to Other Agencies

d. Remisión a otras agencias

After investigation and consultation with appropriate staff and the City Attorney's Office, the Janesville Transit Director may refer the complaint to State or Federal agencies and will inform the complainant; and the City Attorney's Office of such action. For example, discrimination complaints regarding employment could be referred to the Equal Employment Opportunity Commission or to a State agency with comparable responsibility.

Después de la investigación y consulta con el personal apropiado y la Oficina del Fiscal de la Ciudad, el Director de Tránsito de Janesville puede remitir la queja a agencias estatales o federales e informará al demandante; y la Oficina del Fiscal de la Ciudad de dicha acción. Por ejemplo, las quejas de discriminación con respecto al empleo podrían remitirse a la Comisión de Igualdad de Oportunidades en el Empleo o a una agencia estatal con responsabilidad comparable.

IV. CITY OF JANESVILLE, JANESVILLE TRANSIT SYSTEM APPEAL PROCESS**IV. PROCESO DE APELACIÓN DEL SISTEMA DE TRÁNSITO DE LA CIUDAD DE JANESVILLE, JANESVILLE**

Upon notification of the decision, the complainant may file a local appeal with the City of Janesville if not satisfied with the findings of the initial investigation. Appeals shall be forwarded to the Deputy City Manager within 15 days after the initial decision. The appeal process follows the same guidelines as an initial complaint.

Tras la notificación de la decisión, el demandante puede presentar una apelación local ante la ciudad de Janesville si no está satisfecho con los resultados de la investigación inicial. Las apelaciones se enviarán al administrador adjunto de la ciudad dentro de los 15 días posteriores a la decisión inicial. El proceso de apelación sigue las mismas pautas que una queja inicial.

V. FEDERAL TRANSIT ADMINISTRATION COMPLAINT PROCESS**V. PROCESO DE QUEJAS DE LA ADMINISTRACIÓN DE TRÁNSITO FEDERAL**

As stated previously, complainants have the right to file a Title VI discrimination complaint directly with the United States Department of Transportation, Federal Transit Administration.

Como se indicó anteriormente, los demandantes tienen derecho a presentar una queja por discriminación del Título VI directamente con el Departamento de Transporte de los Estados Unidos, Administración Federal de Tránsito.

Title VI Discrimination Complaints filed directly with the Federal Transit Administration shall be subject to the procedures documented in Chapter VII of FTA Circular 4702.1B *Title VI Requirements and Guidelines for Federal Transit Administration Recipients*.

Las quejas por discriminación del Título VI presentadas directamente ante la Administración Federal de Tránsito estarán sujetas a los procedimientos documentados en el Capítulo VII de la Circular 4702.1B de la FTA, *Requisitos y Pautas del Título VI para los Destinatarios de la Administración Federal de Tránsito*.

AGENCY DIRECTORY - DIRECTORIO DE AGENCIA*City of Janesville*

Deputy City Manager's Office
18 North Jackson Street
PO Box 5005
Janesville, WI 53545
Telephone: (608) 755-3036

Federal Transit Administration Office of Civil Rights

Attention: Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Ave., SE
Washington, DC, 20590.

Title VI Complaint Form

Available in English and Spanish. Complaint form is posted on the City's website at www.ci.janesville.wi.us/jts

**CITY OF JANESVILLE
JANESVILLE TRANSIT SYSTEM
Title VI Complaint Form**

The City of Janesville, Janesville Transit System (JTS) is committed to ensuring that no person is excluded from participation in or denied the benefits of its services on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act. Title VI complaints must be filed within 180 days of an alleged discrimination act.

If making a written Title VI complaint, please use this Title VI Complaint Form. The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please contact the Title VI Coordinator by calling (608)755-3150. The completed form must be returned to Janesville Transit System, Title VI Coordinator, 101 Black Bridge Road, P.O. Box 5005, Janesville, WI 53547-5005.

ALTERNATE FORMATS AVAILABLE

JTS desires to effectively communicate with you! Alternate formats for complaint procedures are available including Spanish translation, and audio files. Please contact David R. Kipp, at 608/755-3150 to make a request for an alternate format.

Your Name:	Phone:
Street Address:	City, State, Zip Code:
Email:	
Person(s) discriminated against (if someone other than complainant)	
Street Address, City, State, Zip Code, Phone, Email:	

Which of the following best describes the type of discrimination that took place? (Circle one)

Race

Color

National Origin

When was the date of the incident? _____

Agency:	Contact Name:
Street Address, City, State, Zip Code:	Phone

I, _____, being first duly sworn on oath, deposes and says that I have read the above complaint and that it is true to the best of my knowledge, information and belief.

Complainant's signature

Date

CIUDAD DE JANESVILLE
SISTEMA DE TRÁNSITO DE JANESVILLE
Formulario de quejas del Título VI

La Ciudad de Janesville, Sistema de Tránsito de Janesville (JTS) se compromete a garantizar que ninguna persona sea excluida de la participación o se le nieguen los beneficios de sus servicios por motivos de raza, color u origen nacional, de acuerdo con el Título VI de los Derechos Civiles. Actuar. Dominio del inglés, según lo dispuesto por el Título VI de la Ley de Derechos Civiles. Las quejas del Título VI deben presentarse dentro de los 180 días posteriores a un supuesto acto de discriminación.

Si presenta una queja de Título VI por escrito, utilice este Formulario de queja de Título VI. La siguiente información es necesaria para ayudarnos a procesar su queja. Si necesita ayuda para completar este formulario, comuníquese con el Coordinador del Título VI llamando al (608) 755-3150. El formulario completo debe devolverse a Janesville Transit System, Coordinador del Título VI, 101 Black Bridge Road, P.O. Box 5005, Janesville, WI 53547-5005. Para poder procesar su reclamo, complete la siguiente información, firme el formulario y envíalo al siguiente dirección: Janesville Area Metropolitan Planning Organization, Title VI Coordinator, P.O. Box 5005, Janesville, WI 53547-5005.

FORMATOS ALTERNOS DISPONIBLES

JTS desea comunicarse con usted de manera eficaz! Hay disponibles formatos alternativos para los procedimientos de quejas, incluida la traducción al español y archivos de audio. Comuníquese con David R. Kipp, al 608 / 755-3150 para solicitar un formato alternativo.

Información del Demandante:	
Nombres y Apellidos:	Teléfono:
Correo electrónico:	
Dirección:	Ciudad, Estado, Código Postal:
Si hace la presentación en nombre de otra persona, proporcione su información de contacto a continuación:	
Nombre _____	
Dirección _____	
Ciudad _____ Estado _____ Código postal _____	
Teléfono _____	
Correo electrónico: _____	

Fundamento(s) del reclamo. Marque todo lo que corresponda:

Raza Color Origen Nacionalidad

Que es la fecha del incidente de la discriminación? _____

En sus propias palabras, describa cómo, por qué, cuándo y por quién considera que fue discriminado. Incluya toda la información pertinente posible sobre el o los supuestos actos de discriminación. Incluya los nombres y títulos de los trabajadores de JTS, si los conoce, a quienes acusa de los actos de discriminación contra usted. Adjunte páginas adicionales si fuera necesario.

Ciudad, Estado, Código Postal:	Teléfono:
--------------------------------	-----------

Organismo:	Nombre de contacto:
Ciudad, Estado, Código Postal:	Teléfono:

Yo, _____, habiendo sido debidamente juramentado, declaro y digo, que he leído el reclamo escrito y que es cierto según mi leal saber y entender.

Firma del demandante

Fecha

List of transit-related Title VI investigations, complaints, and lawsuits

No complaints have been received over the last three years.

1. REQUIREMENT TO RECORD AND REPORT TRANSIT-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS. In order to comply with the reporting requirements of 49 CFR Section 21.9(b), FTA requires all recipients to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin: active investigations conducted by entities other than FTA; lawsuits; and complaints naming the recipient. This list shall include the date that the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to, the investigation, lawsuit, or complaint. This list shall be included in the Title VI Program submitted to FTA every three years. See Appendix E for an example of how to report this information.

LIST OF TRANSIT-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS (GENERAL REQUIREMENT)

Background

All recipients shall prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin:

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

This list shall include the date that the transit-related Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation, lawsuit, or complaint. This list shall be included in the Title VI Program submitted to FTA every three years.

List of Investigations, Lawsuits and Complaints

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations - none				
1.				
2.				
Lawsuits - none				
1.				
2.				
Complaints - none				
1.				
2.				



CITY OF JANESVILLE

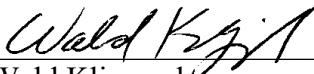
Wisconsin's Park Place

MEMO TO: Rebecca Smith, Transit Director
FROM: Wald Klimczyk, Janesville City Attorney
DATE: April 7, 2022
SUBJECT: Inquiry on Title VI Active Lawsuits/Complaints

In a recent email to the Janesville City Attorney's Office you said: "JTS is in the process of updating our Civil Rights compliance submittal to the Federal Transit Administration under Title VI of the Civil Rights Act of 1964. As part of that process the City must report on any active lawsuits or complaints alleging discrimination on the basis of race, color, or national origin regarding service or other transit benefits."

There are no active lawsuits or complaints.

cc: David Salmon, MPO Coordinator



Wald Klimczyk
Janesville City Attorney

JANESVILLE TRANSIT SYSTEM

101 BLACK BRIDGE ROAD • JANESVILLE, WI 53545 • (608) 755-3150 • FAX: (608)755-3161



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Public Participation Plan

JTS adheres to the MPO's Public Participation Plan, which includes information about outreach methods to engage minority and limited English proficient populations (LEP), as well as a summary of outreach efforts made since the last Title VI Program submission. The Public Participation Plan also includes a description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process. The Public Participation Plan is attached and is also located on the City's website at: www.ci.janesville.wi.us/mpo

Public Participation Plan



Janesville Area Metropolitan Planning Organization

Technical Advisory Committee: October 3, 2017

Policy Board: November 29, 2017

INTENT

The purpose of this document is to inform Janesville area citizens, metropolitan planning organization (MPO) committee members, and public and private transportation providers about the public participation process used during the review and approval of MPO transportation planning documents. This guide specifically outlines the procedures to be used during the development of the Transportation Improvement Program (TIP), Long Range Transportation Plan (LRTP), Public Participation Plan, and other plans and studies as appropriate.

METROPOLITAN PLANNING ORGANIZATION

The Janesville Area MPO is responsible for developing transportation plans and programming projects for the Janesville planning area. As part of its responsibilities, the MPO is charged with providing a forum for cooperative transportation planning and decision-making and establishing a public involvement process that ensures opportunities for early and continuing general public involvement in the review and evaluation of Janesville area transportation plans and programs.

The Janesville Area MPO is represented by the following units of government:

- City of Janesville
- City of Milton
- Rock County
- Janesville Township
- Harmony Township
- La Prairie Township
- Milton Township
- Rock Township

The City of Janesville Community Development Department serves as the staff for the MPO, and MPO functions are directed by a 16 member Policy Board. The MPO Policy Board is advised by a 24-member Technical Advisory Committee (TAC). Figure 1 illustrates the membership of the MPO Policy Board and TAC.

INTRODUCTION

Public involvement in the formulation and approval of MPO plans and programs, including the Long Range Transportation Plan and the TIP, is an important part of the Janesville area transportation planning process. This document provides a set of guidelines and standards that the Janesville Area MPO intends to follow to engage the public in local transportation plans and programs. Flexibility in the proposed procedures will be maintained throughout the public participation process in order to encourage maximum public involvement. The public participation plan will be reviewed and evaluated at least every 5 years, and amended as necessary to reflect changes in federal legislation. This document serves as an update to the Public Participation Plan adopted in 2012. Any amendments will be reviewed and approved by the MPO Policy Board.

GOALS AND OBJECTIVES FOR THE PUBLIC INVOLVEMENT PROCESS

The following public participation objectives of the Janesville Area MPO were originally adopted in 1994 and form the foundation for the guidelines included in this document:

- Early and continuing opportunities for public involvement
- Timely dissemination of information about transportation plans and programs
- Reasonable public access to technical and policy information
- Adequate notice to the public regarding public involvement opportunities and activities
- Adequate time for public review and comment at important decision points
- Documentation of public comments in MPO plans and programs
- Periodic review and revision of the public participation process

PUBLIC PARTICIPATION CONTACTS

The Janesville Area MPO maintains and updates an extensive list of organizations and individuals from whom public involvement is sought. The public contacts include the media, schools, major employers, freight shippers, providers of freight transportation services (e.g. planning/logistics, transfer, and storage companies), public transit users and their representatives, social service agencies, health care centers, senior housing developments, special interest groups, government agencies, and private citizens. The MPO will solicit input from various agencies and individuals on the mailing list during the appropriate stages of the TIP, long range transportation plan, Public Participation Plan, and other special studies such as the Transit Development Plan updates. Transit users will be initially contacted about public meetings through postings or displays at the Downtown Transit Transfer Center.

A copy of the MPO public participation mailing list will be available for review at the City of Janesville Planning Services Division (City Hall). Any agency or individual may request to be added to the mailing list for future meeting notification and document distribution.

The long range transportation plan, TIP and other special studies, as appropriate, will be developed in consultation with state and local agencies such as the EPA, Army Corps of Engineers, DNR, adjoining planning agencies and units of government and local historic preservation interests. Where possible, the MPO will depend on the DOT's coordination process. When this is not possible, the MPO will contact additional state and local agencies related to the afore mentioned topics, inform them of the projects or plans being considered and how to submit their comments.

POLICY BOARD AND TECHNICAL ADVISORY COMMITTEE MEETINGS

A Class One Public Notice will be printed in the *Janesville Gazette* and included in the City of Janesville weekly meeting notice. Each meeting will be published on the City of Janesville Public Meeting Calendar to announce both Policy Board and Technical Advisory Committee meetings. The notice shall state the purpose, time, and location of the meeting as well as staff contact information. The public notices shall be printed in the local newspaper and posted to the city meeting calendar at least one week prior to the meeting.

The site for all Policy Board and Technical Advisory Committee meetings will be adequate in size for the audience, accessible to persons with disabilities, located on or convenient to public transportation routes and provide adequate parking. The special needs of the population being served will be considered when choosing meeting locations. Public requests for alternate meeting locations will be considered and every attempt at accommodation will be made. Any applicable handouts will be available to the public as they enter the meeting room. Individuals may make oral comments, submit written comments, or send comments to the MPO staff at the appropriate postal or email address.

A sign language interpreter for hearing impaired persons will be made available if requested. Staff members will provide assistance in describing exhibits or provide information in alternative formats for visually impaired person or those with other disabilities. MPO staff will work with persons of limited English proficiency (LEP) to include them in the planning process.

When possible the MPO shall use visualization techniques such as maps, transportation models, drawings, photographs, or illustrative renderings of proposals to present the projects, plans or topics being discussed at each meeting.

MPO Sub-committees, advisory groups, and project teams

Per MPO's bylaws, the Chair of the Policy Board and the Chair of the Technical Advisory Committee have the authority to designate any special committees they find necessary. Bylaws do not specify whether such sub-committees may consist only of MPO elected officials and staff.

Sub-committees and advisory groups that are formed to aid in the development of a plan the MPO will approve, such as the Long Range Transportation Plan or Transit Development Plan, shall follow all of the public notice and meeting location procedures as the MPO TAC and Policy Board. Every effort should be made to form sub-committees with a diverse set of stakeholders, paying particular attention to include transportation disadvantaged individuals and organizations that serve disadvantaged populations.

For certain projects, MPO jurisdictions may form a work team to advise the engineering design of a major public works project such as a bridge. Local jurisdictions also routinely hold public meetings to share information about upcoming transportation projects. These projects are primarily implementation related rather than planning related. For public meetings related to specific public works projects, public notice may be conducted according to the standards of the city, town, or county conducting the activity rather than following the notice requirements in this plan.

DOCUMENTS

All documents, including maps can be viewed at the City of Janesville Planning Division (City Hall), the Janesville Hedberg and Milton libraries and on the City of Janesville website on the MPO webpage. Individuals can obtain paper copies of the documents or CDs containing the documents at the City of Janesville Planning Services Division (City Hall). Visualization aids used in presentations to the TAC or Policy Board can be viewed at the City of Janesville Planning Division (City Hall). The aids specific to the meeting will be kept for at least 2 weeks after the meeting.

PUBLIC PARTICIPATION PROCEDURES

The draft of the Public Participation Plan will be reviewed by the Technical Advisory Committee. After the review process, the final adoption of the Public Participation Plan is subject to MPO Policy Board approval. A 45 – day public comment period will be available prior to the adoption of the plan by the Policy Board. At the beginning of the 45 – day public comment period, a public notice will be printed in the local newspaper and posted on the City of Janesville website and a notification letter will be mailed to the public participation contact list. The notification letter and public notice will state where the document can be reviewed and staff contact information. Contact information for MPO staff will include an address, telephone number, fax number, and email address. The document will be available for review at the City of Janesville Planning Services Division (City Hall), the Janesville Hedberg and Milton libraries, and on the City of Janesville website. Comments received on the public participation procedures and the MPO’s response to those comments will be attached to the draft document and made available to technical and policy committee members.

Amendments to the Public Participation Plan will follow the same procedures as the draft plan with review by the Technical Advisory Committee followed by a 45-day public comment period before final approval of the amendment(s) by the MPO Policy Board.

The Public Participation Plan will also be used to fulfill the public participation procedures required by the Federal Transit Administration for review and approval of the Program of Projects for transit purposes.

LONG RANGE TRANSPORTATION PLAN

The Janesville Area Long Range Transportation Plan examines the existing highway, transit, freight, and bicycle/pedestrian systems, identifies existing and projected problems with the system, and proposes long range transportation systems improvements. Legislation requires MPOs to amend and update their long range plan in order to reflect the transportation issues and projects that will affect the planning area over a 20-30 year horizon. Plan goals, objectives, policies, and priorities will be reviewed by the Technical Advisory Committee, special committees, as appropriate, the general public and the Policy Board in the initial stages of the federally-required five year updates to the long range transportation and land use plan.

Goal and Objects for Public Participation

- Goal: Early and continuing opportunities for public involvement
 - Objective: Notify individuals and groups by mailings and email distribution that the plan is being developed and that they can contact the MPO to learn more about the Long Range Transportation Plan and provide any comments on the process.
 - Objective: Post in the newspaper and on City of Janesville website a public notice that announces the development of the plan and meetings of the Technical Advisory Committee. Notices will include MPO contact information.
- Goal: Timely dissemination of information about the Long Range Transportation Planning process
 - Objective: Post public notices in the local newspaper, Janesville Transit Center, and on the website at least one week prior to all public meetings.
 - Objective: Post TAC and Policy Board agenda packets on the City of Janesville website at least one week prior to all public meetings, so they are available to the public.
 - Objective: Provide a draft of the Long Range Transportation Plan at the Janesville Hedberg and Milton libraries and the City of Janesville Planning Services Division (City Hall).

- Goal: Adequate notice to the public regarding public involvement opportunities and activities
 - Objective: Post a public notice in the local newspaper, in the City of Janesville weekly press release, at the Janesville Transit Transfer Center, and on the City of Janesville website announcing public meeting(s) and open house(s). The notice shall include the time and location of the meeting(s).

- Goal: Adequate time for public review and comment at important decision points of the Long Range Transportation Plan.
 - Objective: Hold public engagement forums (CEFs) during the development process to receive guidance and feedback from the public.
 - Objective: Allow a 30-day public comment period before final approval of the Long Range Transportation Plan.
 - Objective: Provide MPO staff contact information including phone number, fax number, address, and email on all public notices, mailings, and web page.

- Goal: Documentation of public comments in the Long Range Transportation Plan
 - Objective: Provide an appendix to the final document that summarizes all public comments and how the MPO integrated comments into the adopted Plan.

Long Range Plan Draft

Plan Development

The factors that affect future transportation needs and the anticipated impacts of transportation system improvements are identified and analyzed at the plan development stage. It is at this stage that long range plan goals, objectives and policies will be reviewed, discussed, and developed. Participants in this review will include MPO Staff, Technical Advisory Committee members including representatives from the townships contained within the planning area, City of Janesville, City of Milton, Rock County, WisDOT, FHWA, FTA, and members of the general public. The activities that will take place during the plan development stage are described below.

- An introductory overview report will be developed that identifies the major multimodal (highway, transit, rail, bicycle/pedestrian) factors to be analyzed in the long range plan. The report will outline key transportation issues in the area and the transportation planning goals, objectives, and policies that will be used to determine which projects or studies will be recommended for development or construction over the 20 -30 year planning period. The report will also include a summary of transportation planning

documents that relate to the long range plan or are to be used as a foundation for developing the long range transportation plan. The goals, objectives, policies, and related planning documents included in the report will reflect the transportation planning activities of the entire Janesville MPO planning area; will be developed in consultation with all MPO jurisdictions, the general public, and Technical Advisory Committee members, and other appropriate parties such as the EPA and DNR. After review by the Technical Advisory Committee, the MPO Policy Board will review and approve the overview report and all subsequent sections of the long range plan.

- Technical input on plan development will be coordinated through meetings with county and township representatives, City of Janesville, City of Milton, WisDOT, FHWA, FTA and public and private transportation providers in the MPO area. These Technical Advisory Committee meetings will be open to the public. The Technical Advisory Committee will discuss and recommend for approval a general land use map for the long range transportation plan. The map will identify general land uses for all developed and undeveloped land within the MPO planning area boundary and will reflect a 20 to 30 year growth horizon. Upon approval by the MPO Policy Board, the land use map will be incorporated into the introductory overview report.
- The MPO Director may choose to form advisory groups or sub-committees to assist with development of the LRTP. All such meetings will be open to the public and noticed accordingly.

Input on the initial stage of the plan will be received by the MPO through written comment, by calling or emailing MPO staff directly or by electronic email. These comments will be discussed at the technical meetings or open houses held during the plan development stage and incorporated in the final document.

Draft Plan Review

Interested organizations and the general public are encouraged to review the draft plan to ensure that it reflects the future transportation needs of the Janesville planning area.

- As sections of the Draft Plan are completed, they will be distributed to all Technical Advisory Committee members, and executive summaries of the Draft plan sections will be distributed to Policy Board members. Organizations and individuals on the MPO public participation distribution list will be notified when each section is complete and ready for review by the TAC. Full copies of the Draft plan sections will be available for review at the Janesville Hedberg and Milton libraries, at the City of Janesville Planning Services Division (City Hall), and on the MPO webpage. Hard copies of the Draft plan sections or CDs containing the draft sections will be provided by City of Janesville Planning Services Division (City Hall) for any organization or individual who may like to obtain a copy.
- Continued technical input into the presentation of the draft plan is encouraged through meetings with county and township representatives, City of Janesville, City of Milton,

WisDOT, FHWA, FTA and public and private transportation providers in the MPO area. Meetings with the MPO Technical Advisory Committee & Policy Board will be open to the general public and noticed as such.

- Copies of the Draft Plan will be available for public viewing at the City of Janesville Planning Services Division (City Hall), Janesville Hedberg and Milton libraries, and on the MPO web page. Individuals will also be able to obtain CDs containing copies of the document.
- A public meeting(s) or community engagement forum (CEF) will be held at which time members of the general public may provide comment on draft sections of the plan. Public notice of the meeting (s) will be printed in the local newspaper, posted on the MPO webpage, and MPO public participation list will be notified at least one week prior to the meeting.

Comments will be received by the MPO through written comment, by calling the MPO staff directly or by email. There will be 30- day public comment period between the review of the Draft Plan by the Technical Advisory Committee and the final approval by MPO Policy Board. All public comment and the MPO's response will be summarized in the final document.

Final Plan Distribution

The final plan will be sent to all organizations included on the MPO's Technical Advisory Committee including local, county, state, and federal levels of government. A final copy will also be available for review at the Janesville Hedberg and Milton libraries and on the MPO webpage. Reserved copies of the plan will be kept at the City of Janesville Planning Services Division (City Hall) for any organization or individual who may like to obtain a copy.

During any of the separate public information meeting(s) held on the Long Range Transportation Plan, individuals will have the opportunity to speak one-on-one with MPO staff and make any comments concerning the document. Comments will be documented for public record in meeting minutes and will be incorporated into the appendix of the plan. Individuals may make oral comments, submit written comments, or send comments to the MPO staff at appropriate postal or email address. Any applicable handouts will be available to the public as they enter the meeting room.

The site for such meeting(s) will be adequate size for the audience, accessible to persons with disabilities, located on or convenient to the public transportation routes and have adequate parking. An effort will be made to choose a time that will accommodate the majority of the public, while still allowing the voting members to participate fully. Meetings will be scheduled so that persons who must rely on public or specialized transit can attend and still return home during the hours of operation of those systems and also accommodate those persons who work both during the day and in the evening. A sign language interpreter for hearing impaired persons will be made available if requested. Staff members will provide assistance in describing exhibits or provide information in alternative formats for visually impaired persons or those with other

disabilities. Upon request, MPO staff will work with persons of limited English proficiency (LEP) to include them in the planning process.

Environmental Consultation

The MPO adopted a process for environmental consultation related development of the LRTP in November 2007. The Environmental Consultation Plan is included in the Plan as an appendix.

Amendments

Amendments to the Long Range Plan will be reviewed by the Technical Advisory Committee and notice of the meeting will be posted in the local newspaper and on the City of Janesville website. Final approval of the amendments will be made by the MPO Policy Board after a 30-day public comment period. All comments and MPO response will be attached to the amended plan.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The Transportation Improvement Program is a staged six-year listing of actual highway, transit, and enhancement projects within the metropolitan area. The TIP is prepared as a cooperative effort by the MPO, the Wisconsin Department of Transportation, transit operators, and other local agencies. The program identifies the scheduled construction year of the proposed project, type of project, funding source and funding level. In the Janesville planning area, the TIP is updated on an annual basis, and any area transportation project using federal funds must be included in the document. The TIP must be endorsed by the MPO Policy Board and WisDOT prior to being submitted to the Federal Highway Administration for funding. The MPO is charged with providing citizens and other interest parties with appropriate opportunities for comment on the TIP before the Policy Board grants final approval.

Identification of Projects

- Projects are requested from the following units of governments or departments:
 - City of Janesville (Engineering Department)
 - City of Milton
 - Towns of Harmony, Janesville, LaPrairie, Milton, and Rock
 - Rock County Highway Department
 - Rock County Planning & Development Agency
 - Wisconsin Department of Transportation Regional office
 - Janesville Transit System
 - Rock County Specialized Transit
 - Rock County Health Care Center
 - Lutheran Social Services
 - Rock Trail Coalition
 - Community Action, Inc.
 - Riverfront

Organizations that do not have projects in the TIP are informed of the TIP process: Rock Trail Coalition, providers of public, private, or not-for-profit transportation providers, including providers of non-emergency medical transportation if those providers can be identified.

Inclusion of projects in the TIP is based on funding availability and compliance with short and long range plans for metropolitan planning area.

- Project submittals initiate the public involvement process and provide opportunity for input into the draft TIP.
- At the time that the Request for Projects (RFPs) are forwarded to the participating agencies and providers, a public notice is printed in *The Janesville Gazette* announcing the development of the TIP to the general public. The notice informs the public that they can contact the MPO to learn more about the TIP and provide any comments on the process. The notice also informs the public that a future public meeting will be held at which they can provide comments.
- The MPO will document all public comments received during the RFP period. A summary of these public comments and how they were addressed will be incorporated into the appendix of the TIP.

Draft TIP

The Draft TIP is developed by the MPO staff after receiving project proposals from the local government agencies and transportation providers.

- The Draft TIP is sent to all members of the MPO Technical Advisory Committee plus all other transportation providers (both public and private) in the metropolitan area.
- The MPO will rely on WisDOT's consultation process to inform organizations such as the DNR, EPA, Army Corps of Engineers, and historic preservation groups of the projects being considered.
- Per 23 U.S.C. 134, representatives of transit users, freight shippers, and providers of freight transportation services on the public participation mailing list will be notified of the availability of the draft TIP. A copy of the proposed transit projects will be posted at the transit transfer center. Transit patrons will be notified that copies of the Draft TIP are also available for review at the Janesville Hedberg and Milton libraries, the City of Janesville Planning Services Division (City Hall), the Janesville Transit System office, and on the City of Janesville website.
- Copies of the Draft TIP will be made available for public review at the Janesville Hedberg and Milton libraries, at the City of Janesville Planning Services Division (City Hall), and on the City of Janesville website. Oral and written comments on the Draft TIP

will be taken by the MPO and documented in the Draft TIP prior to the development of the Final TIP.

- The MPO Technical Advisory Committee meets to discuss the projects that have been included in the Draft TIP. Additions or deletions to the list are suggested at this time. The Technical Advisory Committee meeting is an open meeting and the general public is invited to attend through a notice published on the City of Janesville website and in *The Janesville Gazette*.
- There will be a 20-day comment period after the Technical Advisory Committee reviews the TIP, and before final approval by the MPO Policy Board.

Both the Draft and Final versions of the TIP contain a separate chapter describing the public involvement stages included in the development of the document. A section of this chapter is devoted to summarizing public comments on TIP development along with MPO staff's response to these comments or questions. The MPO staff will usually respond to written comments or questions by directly speaking with the interested individual. The MPO will keep official documentation of the TIP – related materials including legal notices, Technical Advisory Committee and Policy Board structures, press releases, meeting attendee lists, and meeting summaries on file and available to the public in the MPO office at the City of Janesville Planning Services Division (City Hall) for a period of seven years.

If requested by a number of organizations or individuals, the MPO will hold a separate open public information meeting or public hearing to present an overview of the Transportation Improvement Program. The MPO staff will be available for one-on-one discussions regarding the document(s). Individuals may also make oral comments, drop written comments into a comment box or send comments to the MPO staff at the appropriate postal or email address.

The site for such a meeting or hearing will be of adequate size for the audience, accessible to persons with disabilities, located on or convenient to public transportation routes and provide adequate parking. A time would be chosen so that a maximum number of people could attend. Meetings will be scheduled so that persons who must rely on public or specialized transit can attend and still return home during the hours of operation of those systems, and also accommodate those persons who work both during the day and in the evening. A sign language interpreter for hearing impaired persons will be made available if requested. Staff members will provide assistance in describing exhibits or provide information in alternative formats for visually impaired persons or those with other disabilities. MPO staff will work with persons of limited English proficiency (LEP) to include them in the planning process.

Final TIP Distribution

The MPO Policy Board determines final approval of the TIP after no further significant changes are made to the Draft TIP. The Final TIP is then published and submitted to the Federal Highway Administration, Federal Transit Administration, Wisconsin Department of Transportation and other local levels of government in the MPO planning area. Transportation providers and other individuals requesting a copy are also forwarded a copy of the Final TIP. Copies of the Final TIP

will be made available for public review at the Janesville Hedberg and Milton libraries, the MPO office at City of Janesville Planning Services Division (City Hall), and the Janesville Transit System office.

Amendments

No Amendment Required:

- Schedule
 - Changing the implementation schedule for projects within the first four years of the TIP.
- Scope
 - Changes in the scope (character of work or project limits) while remaining reasonable consistent with the approved project.
- Funding
 - Changing the source (Fed, state, local); category (IM, NHS, STP, earmarks); or amount of funding for a project without changing the scope of work or schedule for the project or any other project within the first four years of the TIP.

When an administrative modification is made by MPO staff, the updated document is reposted to the MPO webpage and notice of the change is communicated to WisDOT, FTA, FHWA, Technical Advisory Committee, and Policy Board.

Minor Amendment (public notice, minimum 20 day comment period, action by MPO Policy Board)

- Schedule
 - Adding an exempt/preservation project in to the first four years of the TIP, including advancing a project for implementation from an illustrative list or from the out-years of the TIP.
 - Moving an exempt/preservation project out of the first four years of the TIP.
- Scope
 - Changing the scope (character of work or project limits) of an exempt/preservation project within the first four years of the TIP such that the current description is no longer reasonably accurate.
- Funding
 - Change in project funding that impacts the funding for other projects within the first four years of the TIP forcing any exempt/preservation project out of the four-year window.

When a minor amendment is processed, a notice of the change is communicated to WisDOT, FTA, FHWA and Technical Advisory Committee. The MPO Technical Advisory Committee does not meet to approve a minor amendment. Public notice and a minimum 20-day comment period are required before action by the Policy Board. The public notice shall summarize the amendment(s) and include contact information for public comment.

Major Amendment (public involvement opportunity and processed through MPO Technical Advisory Committee and Policy Board)

- Schedule
 - Adding a non-exempt/expansion project to the first four years of the TIP, including advancing a project for implementation from an illustrative list or from the out-years of the TIP.
- Scope
 - Significantly changing the scope (character of work or project limits) of a non-exempt/expansion project within the first four years of the TIP such that current description is no longer reasonable accurate.
- Funding (thresholds to be defined by the MPO in consultation with WisDOT and FHWA and subject to WisDOT approval).
 - Adding or deleting any project that exceeds the lesser of:
 - 20% of the total Federal funding programmed for the calendar year, or
 - \$1,000,000.

A major amendment requires a meeting of the Technical Advisory Committee, followed by a 20 day public comment period before approval by the Policy Board. Public notice for meetings are required.

ANNUAL LISTING OF OBLIGATED FEDERALLY FUNDED PROJECTS

The MPO will annually make available to the public a listing of federally funded projects for which funding was obligated in the previous year. The complete listing of projects will be posted to the MPO webpage within 90 days of the previous calendar year.

documented, and if appropriate to the study format, will be incorporated into the final document.

JANESVILLE TRANSIT SYSTEM ROUTE AND FARE CHANGES

JTS relies upon the MPO for assistance with public engagement and outreach related to system route and fare changes, in accordance with the cooperative agreement for continuing transportation planning for the MPO between WisDOT, JAMPO, and JTS. JTS and the MPO jointly developed procedures for route and fare changes, included in Appendix B.

OUTREACH EFFORTS AND TECHNIQUES

The MPO will use several types of outreach efforts and techniques during the public participation process which include the media, social media, local newspaper, the City of Janesville website, local cable access channel, online news media, and mailings.

- Area media groups are contacted when meeting notices and agendas are published. Agendas are sent to the Courthouse, the libraries, WCLO and WKPO. Meeting notices are sent to the Janesville Gazette, Forward Janesville, United Press International, WKPO, WREX-TV and WTVO.

- The City of Janesville posts items of interest to the Facebook and Twitter accounts. While regular City committee meetings are not posted to social media, items of interest applicable to the MPO include surveys, special events, road closures, bus detours, and traffic incidents.
- All public notices will be published in the *Janesville Gazette*. In addition the *Janesville Gazette* will also publish articles regarding planning efforts. For example, the planning of major highways/bypasses or neighborhood planning efforts are often articles in the newspaper.
- Notice of MPO public meetings and items of interest will be included in the City of Janesville weekly press release compiled by the City of Janesville. Media outlets in the Dane, Jefferson, Rock, and Winnebago (IL) Counties receive the release, although anyone may sign up to receive it through the City of Janesville website.
- WCLO, local news radio, covers local issues for the Rock County listening audience. Local Vision TV and Channel 26 cover local issues for the viewing audience.
- MPO staff will post all final planning documents on the MPO webpage. Agenda materials, including draft planning documents, are posted in the Agenda Materials section of the City website. Staff contact information including an address, telephone number, fax number, and email address will also be provided on the webpage.
- The MPO will also utilize the local cable access station (JATV) to announce upcoming meetings and planning efforts.
- Documents will be available for the public to view at the City of Janesville Planning Services Division (City Hall), Janesville Hedberg and Milton libraries, and on the MPO webpage. Special planning projects or notices about such projects may also be posted or available for viewing at the Janesville Transit Transfer Center.
- Meeting announcements may be sent to individuals and groups on the MPO mailing list. Public meetings announcements on special projects (neighborhood plans, highways, etc.) will be sent to residents who are directly affected by the proposed planning activity.
- MPO Staff will occasionally go out to the Township meetings and communities as part of the public participation process.
- MPO Staff will occasionally attend meetings of interested stakeholders, such as the Rock Trail Coalition and Downtown Janesville Inc.
- MPO Staff will use direct methods of outreach when appropriate. If online methods are used, alternative methods will be made available.

Additional outreach efforts will be used when appropriate. These additional efforts will be noted for possible future use during further public participation opportunities.

ENVIRONMENTAL JUSTICE

This section is included to fulfill the 1994 Presidential Executive Order 12898, *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Population* in the applicable MPO documents. This order accompanied by Title VI of the 1964 Civil Rights Act attempts to identify, avoid, and minimize disproportionately harmful or hazardous health and environmental affects on low-income and minority populations. More specifically, the US DOT and FHWA identify three fundamental environmental justice principles:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent the denial of, reduction in, or significant delay in receipt of benefits by minority and low-income populations.

The Janesville Area MPO will comply with federal Environmental Justice requirements by adhering to the following strategy:

- Announce public meetings and planning efforts through public notices in the local newspaper. Information will direct Limited English Proficiency (LEP) persons how to access materials in alternative formats.
- Identify minority and low-income interest groups in the Janesville area and include them in all mailings announcing public meetings and planning efforts.
- Identify concentrations of low-income and minority populations by mapping demographic data.
- Identify current transportation systems serving minority and low-income populations in the TDP.
- Maintain a mapping system to assess impact of distributions of transportation programs, policies, and activities established in the Long Range Transportation Plan and TIP.
- Continuing evaluation of effectiveness of public involvement process.

EVALUATION CRITERIA AND PROCESS

The public participation plan will be reviewed and evaluated at least every 5 years, and amended as necessary to reflect changes in federal legislation. The evaluation will consist of examining the following information:

- Number of Public Notices (newspaper/web page)
- List of where public notices are posted/published
- Number and variety of opportunities for public involvement
- Number of days from public notice announcement to planning activity (meeting, forum, open house, review of document, etc.)
- Number of days for public review and comment
- Number of local newspaper stories
- Number of public comments and suggestions
- Number of citizens at public meetings
- Number of individuals/groups on mailing list.
- Number of places that documents are placed for public viewing. Determine if they are in centrally located places and the hours that they are open for business.
- Quality of comments received.

Based on the data the MPO will determine if all possible resources are being used to involve the public and if these resources are effective. Effectiveness is ultimately determined by how many citizens take the opportunity to make comments or suggestions or that come to public meetings. A survey could also be sent out to individuals/groups on mailing list to determine ways to better reach the public or if a public involvement technique worked. A survey can also determine why individuals/groups do not participate.

COMPLAINTS

All complaints regarding the Public Participation Process shall be filed with the Janesville Area MPO Coordinator. Complaints are reviewed by the MPO Coordinator, MPO Director, and City of Janesville Attorney. Complaints may also be heard by jurisdictions included within the MPO Planning Boundary. Those jurisdictions would then file the complaint with the MPO Coordinator. Title VI related complaints will be investigated using the Title VI procedures developed for the MPO and JTS.

DOCUMENTATION

Copies of all planning documents will be available for viewing at the Janesville Hedberg and Milton libraries, at the City of Janesville Planning Services Division (City Hall), and on the MPO webpage.

Please submit comments or questions to:

Janesville Area MPO – Planning Services Division
18 N. Jackson St.
P.O. Box 5005
Janesville, WI 53547
Telephone: (608)755-3095
Fax: (608) 755-3196
Email: planning@ci.janesville.wi.us

www.ci.janesville.wi.us/mpo

Appendix A

Public Participation Plan Evaluation

This evaluation examines the effectiveness of the Public Participation Plan, adopted in 2012, and based on the evaluation criteria included on page 20 of the Plan. Recommendations identified in this evaluation were incorporated into the update of the 2017 Plan, and the MPOs general procedures, as appropriate.

Number of Public Notices (newspaper/web)

From 2012 through mid-2017, the MPO TAC and Policy Board committees met 23 times. Public notices were published at least once in the Janesville Gazette seven days or more prior to the meeting date. Each year, a public notice and list of transit projects was posted at the transit transfer center. A public notice was published in the Janesville Gazette and on the website, as well as posted at the transit transfer center, announcing a public open house for the Transit Development Plan. Public notices and/or press releases were published to inform the public of direct survey efforts for the Trail User Survey and Transit Development Plan.

Public informational meetings related to State projects are also frequently published on the City of Janesville website and included in City press releases. While these meetings are not organized by the MPO, staff works with other agencies to involve the public in regionally significant projects.

MPO meetings have been included in the City of Janesville weekly meeting notice since 2007. MPO meetings were added to the City of Janesville weekly press release in late 2011. In addition to media outlets, the City of Janesville weekly press release is distributed to anyone who signs up to receive it.

List of where public notices are posted/published

Janesville Gazette
City of Janesville website
Janesville City Hall
Transit Transfer Center (if Transit related)
Janesville Hedberg and Milton Libraries

Number and variety of opportunities for public involvement

There have been a number and variety of opportunities for public involvement from 2012 through 2017. The MPO has held meetings of the Technical Advisory and Policy Board at least twice each year. In addition, special planning studies and projects have used direct survey and open house style meetings to gather input from the public.

Number of days from public notice announcement to planning activity (meeting, forum, open house, review of document, etc.)

A minimum of seven days between public notice and public meeting is required. Between 2012 through 2017, the seven day minimum was maintained. Several times, meetings were noticed twice: two weeks prior and then one week prior.

The City holds Community Engagement Forums (CEFs) for a variety of planned projects that will have an impact on a neighborhood or the community at large. For a major public works project, nearby property owners are identified and mailed a letter at least ten days prior to the meeting. For example, a CEF was held in 2016 to gather input and feedback regarding the Milwaukee Street Bridge replacement and realignment of the Ice Age Trail. Letters were mailed to neighbors 18 days prior to the meeting.

Number of days for public review and comment

A 20 day comment period was maintained between the Technical Advisory Committee meeting and the Policy Board meeting for actions related to the TIP. A 30 day comment period was maintained between committee meetings in 2016 when the Long Range Transportation Plan was updated. A 45 day comment period was maintained between committee meetings in 2012 when the Public Participation Plan was updated.

Number of local newspaper stories

The Janesville area is fortunate to have local media outlets that frequently cover transportation planning initiatives and projects. The Janesville Gazette and WCLO have published or aired stories about the downtown two-way conversion study, planning for the removal of the downtown Parking Plaza, Interstate 39/90 expansion, the Janesville Transit Development Plan and others. Upon request from staff, WCLO and the Janesville Gazette promote the availability of online surveys being used in planning efforts.

Number of public comments and suggestions

Trail User Survey: numerous comments documented in appendices of the Trail User Survey report.

Transportation Improvement Program: none

Transit Development Plan: Ongoing

Number of citizens at public meetings

There have been very few attendees at regular MPO meetings. Only around eight individuals have attended Technical Advisory Committee or Policy Board meetings in the period between 2012 and mid-2017.

Meetings with the purpose of a specific study or project have been more widely attended.

The Janesville Transit System is undergoing a Transit Development Plan, to be completed by the end of 2017. In May, the first round of data gathering and public outreach included an on-board rider survey, an off-bus survey of the general public, an open house at the transit transfer center, an open house at the Job Center, and multiple stakeholder group meetings. The Transit Advisory Committee, a sub-committee formed for the project, held its first meeting in July. The meeting was held at Janesville City Hall and was open to the public.

Number of individuals/groups on mailing list

The MPO coordinates with the Rock County Transportation Coordination Committee to continuously update the transportation providers contact list. The City of Janesville licenses private taxi operators and provides contact information to the MPO. The City of Milton no longer licenses taxi operators. The MPO worked with WisDOT in 2010 to add tribes with interests in the region to the environmental consultation list.

TIP solicitation list:

- City of Janesville (Engineering Department, Planning, Transit)
- City of Milton
- Towns of Harmony, Janesville, LaPrairie, Milton, and Rock
- Rock County Highway Department
- Rock County Planning & Development Agency
- Wisconsin Department of Transportation (Southwest Region)
- Rock County Specialized Transit
- Rock County Health Care Center
- Lutheran Social Services.
- Rock Trail Coalition
- Community Action, Inc.
- Riverfront
- All other public, private, or not-for-profit transit providers identified as Mass Transportation – Providers in the TIP

Number of places that documents are placed for public viewing. Determine if they are in centrally located places and the hours that they are open for business.

Hard copies of all materials are distributed to the Janesville Hedberg and Milton Libraries and available at the Janesville City Hall in the Planning Services Division. Janesville's facilities are centrally located in the downtown and accessible by transit. The Milton Library is centrally located within the City of Milton. Janesville City Hall is open Monday through Friday from 7:30am to 4:30pm. The libraries are open every day of the week and both libraries have evening hours on some days. These locations and business hours provide sufficient access to public documents.

Materials distributed to the libraries are posted in a glass case near the main entrance. The cover letter to the library director was the top sheet visible to the public. In 2012, staff developed a simple and easy to read flier explaining the enclosed materials and how to access them.

Quality of comments received.

The most numerous and highest quality comments from the public have come from specific planning initiatives such as the Trail User Survey, Long Range Transportation Plan and the Transit Development Plan.

Conclusion

The Janesville Area MPO has made adjustments and improvements to outreach materials and techniques, which have been included in the 2012 update to the Public Participation Plan. The Janesville Area MPO followed public participation procedures as outlined in the Public Participation Plan in the period following the previous update in 2006. The procedures, as outlined, fulfill the goals and objectives of public involvement.

While regular MPO meetings are sparsely attended, attendance is typical of public meetings in Janesville when no specific controversial item is on the agenda. Efforts to increase participation in public meetings include emailing information to stakeholder groups such as Janesville Velo Club and Rock Trail Coalition.

The MPO achieves meaningful public participation during special planning initiatives and project specific planning. Text has been added to the Public Participation Plan to encourage direct outreach whenever possible for special planning initiative and project specific planning.

Recommendations Incorporated into the 2017 Public Participation Plan

- Clarified procedures for project work teams and advisory sub-committees.
- Clarified procedures for processing administrative modifications and amendments to the Transportation Improvement Program.
- Incorporated JTS Fare change and service change procedure as an Appendix

Appendix B: Public Comment Policy Regarding Transit Major Service Reductions and Fare Increases

Purpose

The purpose of this policy statement is to describe how the Janesville Transit System (JTS) solicits and considers public comments prior to a fare increase or major service reduction.

This policy sets forth planning and public comment processes related to transit service and fare structure changes. Whenever appropriate, the following policy refers to and relies upon existing City of Janesville ordinances or public participation processes used by the Janesville Area Metropolitan Planning Organization (MPO) in transportation planning studies and projects.

Major Service Change Definition

A major service change is defined as the elimination of one or more regular year-round routes or other reductions equal to 15% of the overall service level of the system.

Minor Service Change Definition

Service changes that do not meet the definition of a major service change shall follow the minor service change notice procedure as described below.

Minor Service Change Notice Procedure

- Notice shall be posted at the Janesville Transfer Center at least one week prior to change.
- Notice shall be posted on the City of Janesville website at least one week prior to change.
- Notice shall be posted on the bus(es) or route that is/are affected by the change, if appropriate, at least one week prior to change.

Major Service Change Procedure

Major service changes are typically the result of a special study or a Transit Development Plan (TDP) directed by the MPO with significant involvement from JTS staff. The Public Participation Plan (PPP) adopted by the MPO outlines the goals and objectives of public participation as well as provides a set of guidelines and standards to follow when soliciting public comments on local transportation plans and programs. The following procedures include PPP language with additional participation and notice activities specific for transit studies.

Plan Development

A report of existing conditions of the transit system is the first stage in the development of service recommendations. The existing conditions report will be developed with direct public involvement from bus riders and transportation stakeholders as well as the collection of data such as ridership counts. Methods of involvement to solicit comments may include but are not limited to on-board surveys, online surveys, hosting an information booth at the Transit Transfer Center or other locations, public open house, one-on-one interviews, and focus groups.

Notice of direct public involvement opportunities, such as on-board surveys, will be posted at the Transit Transfer Center and on buses at least one week prior to the activity. A public open house meeting will follow procedures described in the public meetings section of this policy.

Draft Plan Recommendations

City staff and any TDP consultants will use the existing conditions report; and the public comments obtained through the public's involvement to develop draft plan recommendations. Once recommendations have been drafted, a public open house meeting will be scheduled to solicit public comments. A summary of proposed changes will be posted at the Transit Transfer Center. The summary will include a map depicting the proposed changes, and text describing the change. Contact information will be provided for those wishing to make public comment and the comment period will last a minimum of two weeks before the MPO Policy Board meets to consider adoption of the Plan.

Plan Adoption and Service Change Implementation

After considering any comments received from the public, the final draft Plan will be presented to the MPO Policy Board for adoption. All MPO meetings are advertised as public meetings. Implementation of changes will occur no less than 30 days from adoption of the final Plan in order to give sufficient notice of changes. Notice of changes to occur will be given in the following ways:

- Notice shall be posted at the Janesville Transfer Center at least 30 days prior to change.
- Notice shall be posted on the City of Janesville website at least 30 days prior to change.
- Notice shall be posted on the bus(es) or route that is/are affected by the change, if appropriate, at least 30 days prior to change.

In the event that major service changes become necessary due to citywide financial constraints or other circumstances not related to a special study or updating the Transit Development Plan, JTS will scale the major service change procedures to meet the requisite timeline. The report on existing conditions would be developed using city staff personnel. The report on existing conditions would include less rigorous analysis in comparison to the level of analysis used when completing a special study or updating the TDP. The existing conditions report may include significantly less direct public involvement opportunities. In addition, the public comment period regarding draft service changes may also be shortened to meet the necessary timeline. At minimum, a two week period to comment on the draft recommendations would occur. Changes would be adopted at a City Council meeting, in which a public hearing would precede action on the item. The service change implementation process shall remain the same and the notice period for implementing changes shall remain at 30 days.

Public Meetings

A Class One Public Notice will be printed in the *Janesville Gazette* and included in the City of Janesville weekly press release, which is sent to media outlets and citizens. Each meeting will be published on the online City of Janesville Public Meeting Calendar to announce meetings. The notice shall state the purpose, time, and location of the meeting as well as staff contact information. The public notice shall be printed in the newspaper, sent with the City of Janesville

weekly press release, and published on the online City of Janesville Public Meeting Calendar at least one week prior to the meeting.

The site for all meetings will be adequate in size for the audience, accessible to persons with disabilities, located on or convenient to the public transportation routes and provide adequate parking. The special needs of the population being served will be considered when choosing meeting locations. An effort will be made to choose a time that will accommodate the majority of the public, while still allowing the voting members to participate fully. Meetings will be scheduled so that persons who must rely on public or specialized transit can attend and still return home during the hours of operation of those systems. Public requests for alternate meeting locations will be considered and every attempt at accommodation will be made. Any applicable handouts will be available to the public as they enter the meeting room. Individuals may make oral comments, submit written comments, or send comments to the MPO staff at the appropriate postal or email address.

A sign language interpreter for hearing impaired persons will be made available if requested at least 48 hours in advance. If requested, staff members will provide assistance in describing exhibits or provide information in alternative formats for visually impaired person or those with other disabilities. An interpreter will be provided to persons of limited English proficiency (LEP) if requested at least 48 hours in advance.

When possible the MPO shall use visualization techniques such as maps, transportation models, drawings, photographs, or illustrative renderings of proposals to present the projects, plans or topics being discussed at each meeting.

All documents, including maps can be viewed at the City of Janesville Planning Services Division (City Hall), the City of Janesville Hedberg Public Library and on the City of Janesville website. Individuals can obtain paper copies of the documents or CDs containing the documents at the City of Janesville Planning Services Division (City Hall). Visualization aids used in presentations can be viewed at the City of Janesville Planning Service Division (City Hall). The aids specific to the meeting will be kept for at least 2 weeks after the meeting.

Solicitation of Comments

Input at all stages of the process will be collected by the MPO through written comment, through direct contact with staff, or by calling or emailing MPO staff directly. These comments will be discussed at the technical meetings, city council meetings or open houses held during the plan development stage. All comments will be incorporated in the final document as an appendix. The final plan document will include a summary of public feedback and what steps were taken to address concerns or issues raised by the public.

Fare Change Procedures

Transit service fares are set by Janesville city ordinance. Changes to city ordinance are brought forth by City Administration to the Janesville City Council in the following manner:

1. The agenda for Janesville City Council meeting is made public on the Wednesday before a regular City Council meeting, which meets every second and fourth Monday of the month. Agenda materials are posted to the City's website. Hard copies of the agenda are posted in the entry of City Hall; in the rack on the Council Chambers door at City Hall; at the Rock County Courthouse and at the Hedberg Public Library.
2. A proposed fare change is first set on the agenda under "New Business". At this meeting, the City Clerk reads aloud the proposed ordinance change and the City Council schedules the item for a public hearing.

Members of the public may speak at a City Council meeting during the regular agenda item "Public comments on items on the Agenda not requiring a public hearing and on matters which can be affected by Council action". The speaker is allowed four minutes to make comments. Comments are directed to the City Council and are noted in the meeting minutes. Council meetings are recorded for live transmittal and on demand re-broadcast.

3. On the date of the City Council meeting in which the scheduled public hearing takes place, the agenda item is set on the agenda under "Old Business". The ordinance is read aloud a second time and then the Council President opens the public hearing. Anyone wishing to speak is allowed three minutes. Comments are directed to the City Council and are noted in the meeting minutes. Council meetings are recorded for live transmittal and on demand re-broadcast. After the public hearing, City Council may choose to approve, reject, refer for further study, continue until a later meeting, table, or take other action on the item.
4. If the ordinance change is approved, the new ordinance language is published in the Janesville Gazette within ten days. The transit service fares would go into effect on the date listed in the ordinance.
5. After a fare change is approved by the City Council, notice to riders of the impending fare change is posted on buses, at the Transit Transfer Center, and on the City's website at least one week prior to the implementation.

Language Assistance Plan

Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance.

Plan Components

As a recipient of federal US DOT funding, the City of Janesville is required to take reasonable steps to ensure meaningful access to our programs and activities by limited-English proficient (LEP) persons.

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

The City of Janesville's Language Assistance Plan includes the following elements:

1. The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
2. A description of how language assistance services are provided by language
3. A description of how LEP persons are informed of the availability of language assistance service
4. A description of how the language assistance plan is monitored and updated
5. A description of how employees are trained to provide language assistance to LEP persons
6. Additional information deemed necessary

Methodology

To determine if an individual is entitled to language assistance and what specific services are appropriate, the City of Janesville has conducted a *Four Factor Analysis*¹ of the following areas: 1) Demography, 2) Frequency, 3) Importance and 4) Resources and Costs.

LEP *Four Factor Analysis*

Factor 1: Demography: Identifies the number or proportion of LEP persons served and the languages spoken in the service area.

The first factor of the *Four Factor Analysis* is the basis of the Language Assistance Plan. It requires the City of Janesville to review its US Census data to determine if it meets the *LEP Safe Harbor Threshold*.

US Census Data²

The City of Janesville did the following:

1. Inserted a table of the 2011-2015 American Community Survey estimates for Limited English Proficiency within the Janesville Area MPO. This data was found at NHGIS

¹ DOT LEP guidance <https://www.transportation.gov/civil-rights/civil-rights-awareness-enforcement/dots-lep-guidance>

² US Census data collected from NHGIS: <https://data2.nhgis.org/main>

<https://data2.nhgis.org/main>. The same information is available at the County level from the WisDOT website <https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/compliance/title6.aspx>.

2. Analyzed the LEP demographic data for the Janesville Area MPO Area by calculating the *Safe Harbor Threshold* for the top twelve largest language groups other than English.
 - a. The *Safe Harbor Threshold* is calculated by dividing the population estimate for a language group that “Speaks English less than very well” by the total population of the county.
 - i. The *LEP Safe Harbor Threshold* provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less, of the population to be served) the Janesville Transit System must provide translation of vital documents in written format for the non-English users.
 1. Examples of written translation of vital documents include the Nondiscrimination policy statement (Appendix 2), Complaint Procedure (Appendix 3), Complaint Form (Appendix 4), and ADA paratransit eligibility forms.
3. Explained the results of the analysis of the county LEP data in the demographic section of the *Four Factor Analysis*.

Factor 2: Frequency: Identifies the frequency staff encounters LEP persons.

LEP persons are persons identified as speaking English less than very well, not well or not at all. Just because a person speaks a language other than English doesn’t mean they don’t speak English or are identified as LEP.

The summary below discusses the frequency with which Janesville Transit System staff encounter LEP persons. It also provides information on the how staff is instructed to meet the needs of LEP persons. Janesville Transit System staff persons are encouraged to use LEP resource materials to assist LEP persons.

Factor 3: Importance: Explains how the program, service or activity affects people’s lives.

The summary below discusses how the Janesville Transit System program and services impact the lives of persons within the community. The Janesville Transit System will specify the community organizations that serve LEP persons, if available.

Factor 4: Resources and Costs: Discusses funding and other resources available for LEP outreach.

The summary below discusses the low-cost methods the Janesville Transit System uses to provide outreach to LEP persons as well as train staff on Title VI/ADA and LEP principles.

Additional Required Elements

In addition to the *Four Factor Analysis (listed below as item #1)*, the Janesville Transit System addresses the following elements:

Item #2: A description of how language assistance services are provided by language

Item #3: A description of how LEP persons are informed of the availability of language assistance service

- Item #4:** A description of how the language assistance plan is monitored and updated
- Item #5:** A description of how employees are trained to provide language assistance to LEP persons

Four Factor Analysis

Factor 1 – Demography

A demographic analysis was conducted for the Janesville Metropolitan Planning Area³ to determine the populations and languages that are spoken throughout the area with limited English proficiency ('less than very well'). The data was acquired from the U.S. Census Bureau American Community Survey (ACS) 5-year data (2011-2015), the last year to provide highly detailed language breakdowns for the Janesville Area. Table 1 shows the twelve most common non-English languages spoken, the number and percent of the total population for each of those language groups, and a breakdown of which language groups had the highest proportion of limited-English proficiency among all limited-English proficiency populations.

The Safe Harbor Threshold is calculated by dividing the population estimate for a language group that "speaks English less than very well" by the total population of the county. The LEP Safe Harbor Threshold provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less), JTS must provide translation of vital documents in written format for non-English speaking persons. For other non-English speakers, oral interpretation services are available upon request.

In the Janesville MPO, with a 2011-15 population estimate of 76,112 persons, 1058 individuals were estimated to be Spanish speakers who spoke English 'less than well'⁴. This number is approximately 1.4% of the total population and below the 5% threshold but over the 1,000-person threshold. No other language group had more than 150 individuals, or about .2% of the total population, with the ability to speak English 'less than well'.

Based on this analysis, JTS is required to provide written translation of vital documents into the Spanish language. In the future, if the Janesville MPA meets the Safe Harbor Threshold for any additional language groups, it will provide written translation of vital documents in such languages and also consider additional measures needed for oral interpretation.

³ The Janesville Metropolitan Planning Area includes Rock County Census Tracts (2010) 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12.01, 12.02, 13.02, 13.03, 13.04, 14 and 31. While these tracts include some area that is outside of the JTS service area and MPO Boundary, they are the smallest geography that include all areas within the MPO boundary and JTS service area at the Census tract level.

⁴ Data from the 2016-2020 ACS estimates that 2377 individuals were Spanish language speakers and 1,054 individuals were Spanish language speakers who spoke English "less than very well".

Table 1: Analysis of Limited English Proficiency Population

Janesville Metropolitan Planning Area (ACS 2011-2015)	Total Number of Language Speakers	Proportion of Total Population	Proportion of Total Non-English speakers who speak English 'less than very well'
Total Estimated Population	76112		
Total Non-English Speakers	4394	5.77%	
English 'less than very well'	1420	1.87%	100.00%
Spanish	2763	3.63%	
English 'less than very well'	1058	1.39%	74.51%
Germanic Languages	382	0.50%	
English 'less than very well'	34	0.04%	2.39%
Mon-Khmer, Cambodian	340	0.45%	
English 'less than very well'	142	0.19%	10.00%
Chinese	141	0.19%	
English 'less than very well'	52	0.07%	3.66%
Indic Languages (Gujarati, Hindi, Urdu, and Other)	119	0.16%	
English 'less than very well'	21	0.03%	1.48%
French	112	0.15%	
English 'less than very well'	0	0.00%	0.00%
Serbo-Croatian	85	0.11%	
English 'less than very well'	0	0.00%	0.00%
Tagalog	58	0.08%	
English 'less than very well'	20	0.03%	1.41%
African	58	0.08%	
English 'less than very well'	8	0.01%	0.56%
Russian	51	0.07%	
English 'less than very well'	16	0.02%	1.13%
Polish	51	0.07%	
English 'less than very well'	0	0.00%	0.00%
Arabic	45	0.06%	
English 'less than very well'	14	0.02%	0.99%

**2020: American Community Survey
(5-year estimates)**

<https://data.census.gov/cedsci/table?q=language&g=1600000US5537825>

Label (Grouping)

Population 5 years and over
 Speak only English
 Speak a language other than English
 SPEAK A LANGUAGE OTHER THAN ENGLISH
 Spanish
 5 to 17 years old
 18 to 64 years old
 65 years old and over
 Other Indo-European languages
 5 to 17 years old
 18 to 64 years old
 65 years old and over
 Asian and Pacific Island languages
 5 to 17 years old
 18 to 64 years old
 65 years old and over
 Other languages
 5 to 17 years old
 18 to 64 years old
 65 years old and over

Rock County, Wisconsin

Janesville city, Wisconsin

	Total		Percent of specified language speakers Speak English less than "very well"		Percent speak English less than "very well"		Total		Percent of specified language speakers Speak English less than "very well"		Percent speak English less than "very well"	
	Estimate	Margin of	Estimate	Margin of	Estimate	Margin of	Estimate	Margin of	Estimate	Margin of	Estimate	Margin of
		Error		Error		Error		Error		Error		Error
Population 5 years and over	152,776	±21	4,141	±543	2.70%	±0.4	60,933	±319	1,379	±464	2.30%	±0.8
Speak only English	140,702	±795	(X)	(X)	(X)	(X)	57,283	±881	(X)	(X)	(X)	(X)
Speak a language other than English	12,074	±795	4,141	±543	34.30%	±3.3	3,650	±819	1,379	±464	37.80%	±6.7
SPEAK A LANGUAGE OTHER THAN ENGLISH												
Spanish	9,525	±708	3,523	±497	37.00%	±3.8	2,377	±773	1,054	±430	44.30%	±7.1
5 to 17 years old	2,937	±379	618	±356	21.00%	±11.5	624	±368	431	±352	69.10%	±24.3
18 to 64 years old	6,129	±431	2,701	±370	44.10%	±5.3	1,571	±456	556	±179	35.40%	±10.3
65 years old and over	459	±137	204	±103	44.40%	±16.3	182	±125	67	±83	36.80%	±27.8
Other Indo-European languages	1,521	±347	272	±99	17.90%	±5.6	815	±284	158	±90	19.40%	±10.2
5 to 17 years old	105	±52	15	±24	14.30%	±21.0	71	±49	11	±22	15.50%	±29.2
18 to 64 years old	1,091	±291	193	±87	17.70%	±7.6	587	±231	111	±83	18.90%	±13.8
65 years old and over	325	±119	64	±45	19.70%	±9.8	157	±94	36	±35	22.90%	±14.7
Asian and Pacific Island languages	964	±264	319	±131	33.10%	±8.9	427	±230	143	±91	33.50%	±13.2
5 to 17 years old	142	±95	24	±34	16.90%	±19.9	92	±77	0	±22	0.00%	±19.4
18 to 64 years old	738	±172	233	±108	31.60%	±11.1	324	±162	132	±90	40.70%	±16.7
65 years old and over	84	±47	62	±50	73.80%	±35.5	11	±16	11	±16	100.00%	±70.1
Other languages	64	±44	27	±30	42.20%	±33.7	31	±36	24	±31	77.40%	±30.6
5 to 17 years old	0	±22	0	±22	-	**	0	±22	0	±22	-	**
18 to 64 years old	49	±39	27	±30	55.10%	±33.4	31	±36	24	±31	77.40%	±30.6
65 years old and over	15	±24	0	±22	0.00%	±60.1	0	±22	0	±22	-	**

Factor 2 – Frequency

The City of Janesville and JTS are trained on what to do when they encounter a person with limited English proficiency. JTS and the Janesville Area MPO track the number of encounters with LEP individuals and document phone inquiries or office visits using a log similar to the example provided below.

Example Log of LEP Encounters

Date	Time	Language Spoken By Individual (if available)	Name and Phone Number of Individual (if available)	Service Requested	Follow Up Required	Staff Member Providing Assistance	Notes

Since implementing the LEP Log, JTS has received five requests for interpretation. All five were Spanish language speakers seeking bus route information. Services were provided over the phone using a third-party translation service and translated program documents. Approximately three percent of riders are LEP persons, according to ridership surveys conducted as part of the 2017 Transportation Development Program⁵.

If an individual has speech limitations, the dispatcher or driver will work with the Transit Director and the City of Janesville to ensure the individual receives access to the transportation service.

The *“I Speak” Language Identification Card* shown below is provided to each JTS staff member to maintain on their person to assist LEP individuals when operating vehicles or working with the public. Additional languages can be added as needed to match the demographic changes of the City of Janesville’s service area. Note: For additional languages visit the US Census Bureau website <http://www.lep.gov/ISpeakCards2004.pdf>

<i>“I Speak”</i> Language Identification Chart	Language
I speak English	English
Yo hablo español	Spanish
Kug has lug Moob	Hmong
我說中文	Chinese
E nói tiếng Việt	Vietnamese
나는한국어를	Korean
Marunong akong mag-Tagalog	Tagalog
Ich spreche Deutsch	German
Я говорю по-русски	Russian
Ja говорим српски	Serbian
में हिंदी बोलते हैं	Hindi
میں نے اردو بولتے ہیں	Urdu

⁵ Formal ridership data has not been collected since 2012 and is only collected as part of the triennial Transportation Development Program

Factor 3 – Importance

The City of Janesville and the Janesville Transit System (JTS) understand a person with limited English proficiency faces difficulties obtaining health care, education, access to employment and meal sites, recreational services, and other activities vital to well-being. Providing a fixed-route public transportation system with a level of service that provides access to these essential places is important to the health and well-being of residents as well as addressing issues of social and economic justice.

Factor 4 – Resources and Costs

The City of Janesville and Janesville Transit System does not have a separate budget for LEP outreach. Despite this JTS along with the Janesville Area MPO continue to explore ways to implement low-cost methods of notifying LEP persons of transportation services. Outreach efforts include maintaining a website, utilizing social media, developing and printing brochure/materials, and having a visible presence in our community (e.g. buses on Janesville streets, participating in job fairs, parades, community events, etc.) to promote transportation services.

Additional outreach methods to reach LEP communities include but are not limited to activities such as providing transit information at ethnic stores/markets; the Janesville senior center; and Hedberg library. The cost is relatively low while the reach to the LEP population is high.

Language Assistance Plan Details

Provision of Language Assistance Services

When encountering LEP persons directly, Janesville Transit System staff use the “I Speak” Language Identification Card or posters to identify the language and communication need of LEP persons.

The Janesville Transit System has a bilingual Spanish-speaking person on staff. The City of Janesville has also developed relationships with language teachers in area schools as well as local community leaders to use a resource to assist in meeting the need of LEP persons, if needed.

JTS does the following to inform LEP persons of the availability of language assistance services:

- ✓ Review outreach activities and the frequency of contact with LEP individuals to determine whether additional language assistance services are needed.
- ✓ Utilize Wisconsin Relay 7-1-1, the state of Wisconsin resource to assist with communication needs <http://www.wisconsinrelay.com/>.
- ✓ Purchase translation services for phone call communication (Language Line) as needed.
- ✓ Purchase translation services for written documents as needed.

Language Assistance Plan Monitoring and Updates

The City of Janesville ensures Title VI-ADA requirements are met. The City of Janesville's documents updates and reviews to its Title VI and ADA Transition Plan.

On an ongoing basis, the City of Janesville assesses changes in demographics, types of services, and other rider needs. This review assesses the effectiveness of the LEP policies and procedures, including but not limited to mechanisms for securing interpretive services, equipment used for the delivery of language assistance, complaints filed by LEP person, needs identified through community outreach activities and routine feedback from direct-service staff.

The City of Janesville will evaluate the information collected to determine if adjustments should be made to the delivering of programs and services to ensure meaningful access to minority and LEP persons. JTS and the Janesville Area MPO will also discuss the JTS Title VI/ADA and Language Assistance Plan compliance requirements on an as-needed basis.

Employee Training for LAP and Title VI

JTS employees are trained on the principles of Title VI/ADA and the Language Assistance Plan. New employees will be provided guidance on the needs of clients served and how best to meet their needs.

The City of Janesville will ensure that JTS, as applicable educates its staff on Title VI and ADA requirements, specifically complaint procedures and LEP provisions. If a driver, dispatcher or employee needs further assistance related to LEP individuals, they will work with JTS's Transit Director to identify necessary actions (immediate, short-term and long-term) designed to best meet the language needs of the participants of the program or service.

MPO Technical Advisory Committee

A table depicting the membership of non-elected committees and councils, the membership of which is selected by the recipient, broken down by race, and a description of process the agency uses to encourage the participation of minorities on such committees.

The Janesville Area Metropolitan Planning Organization Technical Advisory Committee (TAC) advises the MPO Policy Board, which serves as the primary governing body for transportation planning in the Janesville Area. The structure of the Policy Board and TAC is outlined in the MPO bylaws and individual representatives are on the committee based upon his/her job title. There is one community member position available to fill the Bicycle/Pedestrian representative position. Town Chairpersons may appoint alternate members of their choosing.

The table below depicts the racial/ethnic breakdown for the Janesville MPA, the MPO Policy Board, and the Technical Advisory Committee.

Table 2: Breakdown of demographics for MPO Policy Board and/or Technical Advisory Committee (2022)

Population Group	Total Population		MPO Policy Board		MPO Technical Advisory Committee	
Total	83353	100.00%	16	100%	24	100%
White	72022	86.41%	16	100%	23	96%
Black or African American	2279	2.73%	0	0%	1	4%
American Indian	326	0.39%	0	0%	0	0%
Asian	1227	1.47%	0	0%	0	0%
Native Hawaiian	36	0.04%	0	0%	0	0%
Some other race	2160	2.59%	0	0%	0	0%
Two or More Races	5303	6.36%	0	0%	0	0%
Hispanic or Latino	5324	6.39%	0	0%	0	0%

Table 3: Breakdown of roles and demographics for members of MPO Policy Board and/or Technical Advisory Committee (2022)

Name	Title	Demographic Status	MPO Policy Board	Technical Advisory Committee
Mark Freitag	Janesville City Manager	White	x	
Paul Benson	Janesville City Council President	White	x	
Dave Marshick	Janesville City Council VP	White	x	
Aaron Burdick	Janesville City Council	White	x	
Michael Jackson	Janesville City Council	White	x	
Douglas Marklein	Janesville City Council	White	x	
Heather Miller	Janesville City Council	White	x	
Paul Williams	Janesville City Council	White	x	
Anissa Welch	City of Milton Mayor	White	x	
Steve Flottmeyer	WisDOT	White	x	
Alan Sweeney	Rock County Supervisor	White	x	
Jeff Klenz	Town of Harmony	White	x	x

Allan Arndt	Town of La Prairie	White	x	x
Bruce Schneider	Town of Janesville	White	x	x
Mark Gunn	Town of Rock	White	x	x
Bryan Meyer	Town of Milton	White	x	x
Ryan McCue	Janesville Deputy City Manager	White		x
Paul Woodard	Janesville Director of Public Works	White		x
Rebecca Smith	Janesville Transit Director	White		x
Duane Cherek	Janesville Planning Director	White		x
Mike Payne	Janesville City Engineer	White		x
Ahna Bizjak	Janesville Senior Traffic Engineer	White		x
Al Hulick	Milton City Administrator	White		x
Mark Langer	Milton Director of Public Works	White		x
Andrew Baker	Rock County Planning Director	White		x
Duane Jorgenson	Rock County Highway Commissioner	White		x
Nick Elmer	Rock County Assistant Director of Public works	White		x
Alan Sweeney	Rock County Supervisor	White		x
TJ Nee	SLATS (Beloit) MPO Coordinator	White		x
Jim Kuehn	WisDOT Bureau of Planning Rep.	White		x
Tom Koprowski	WisDOT SW Region Rep.	White		x
Bradley Sippel	WisDOT SW MPO	White		x
Mitch Batuzich	FHWA Rep.	White		x
Kelley Brookins	Region 5 FTA Region Administrator	Black or African American		x
Evan Gross	FTA Transportation Program Specialist	White		x
Dean Paynter	Bike/Ped Rep. - Rock Trail Coalition	White		x
Ken Lucht	WSOR Rep.	White		x

Subrecipients

Primary recipient description of how the agency monitors its subrecipients for compliance with Title VI, and a schedule of subrecipient Title VI Program submissions.

Neither the Janesville MPO or the Janesville Transit System have subrecipients.

Title VI Equity Analysis

There are no new facilities planned and therefore no equity analysis is included in this Title VI Plan.

Adoption of Title VI Program

A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program.

FILE RESOLUTION NO. 2022-1983

Action on a proposed resolution approving the Title VI Program for submission to the Federal Transit Administration

WHEREAS, the Common Council of the City of Janesville agrees with the provisions of Title VI of the Civil Rights Act of 1964, which prohibits discrimination by recipients of Federal financial assistance on the basis of race, color, and national origin, including denial of meaningful access for limited English proficient (LEP) persons; and

WHEREAS, the City of Janesville, as a recipient of Federal Transit Administration funds for the purpose of providing transit through the Janesville Transit System and for transportation planning activities for the Janesville Area Metropolitan Planning Organization, must submit a Title VI Program every three years, which is a document demonstrating how the City, as a recipient, is complying with Title VI requirements; and

WHEREAS, the City of Janesville Title VI Program meets the reporting requirements set forth by the Federal Transit Administration.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Janesville that they hereby approve the Title VI Program and hereby authorize the City Administration to submit the document to the Federal Transit Administration; and

BE IT FURTHER RESOLVED that the City Manager and his designee(s), on behalf of the City of Janesville, is/are hereby jointly and severally authorized and empowered to negotiate, draft, review, revise, modify, amend, execute, enter into, file and/or record additional agreements, amendments, documents, programs, reports, and letters of understanding concerning this matter, and to take whatever additional other actions that the City Manager may determine from time to time and at any time, necessary and/or desirable in the public interest to effectuate the intent of this Resolution.

ADOPTED: May 9, 2022

APPROVED:


Mark A. Freitag, City Manager

ATTEST:


Lorena Rae Stottler, City Clerk-Treasurer

APPROVED AS TO FORM:


Wald Klimczyk, City Attorney

Proposed by: Transit Director
Prepared by: Transit Director

Motion by: Consent				
Second by: Consent				
Councilmember	Aye	Nay	Pass	Absent
Benson	X			
Burdick	X			
Jackson	X			
Marklein	X			
Marshick	X			
Miller	X			
Williams	X			

Transit Service Standards and Policies

Transit Service Goals, Standards, and Policies are contained in a standalone document, and as part of the Transportation Development Program (2017). These can be viewed at www.ci.janesville.wi.us/mpo

Transit Provider Service Goals and Objectives

Goal I: to promote the role of public transit in the overall Janesville community transportation system

- **Objective A:** By encouraging the use of public transit as an alternative for work and shopping trips.
- **Objective B:** By including transit service considerations in all development projects and coordinating public transit improvements with other modes of transportation and parking improvements.
- **Objective C:** By providing a level of service consistent with the needs of the community and at a level of local subsidy as specified by the City of Janesville City Council.
- **Objective D:** By promoting ridership through a comprehensive marketing plan.
- **Objective E:** By maintaining and expanding efficient high capacity transit service oriented to major employment centers.

Goal II: To maintain a fiscally sound public transit system as a vital service worthy of public support similar to that provided for other basic City services.

- **Objective A:** By serving the greatest number of people to the greatest extent possible within the resources available.
- **Objective B:** By maintaining an effective preventive maintenance program that ensures that 85% of the bus fleet is available for service at all times and maximizes the useful service life of the fleet.

Goal III: To serve the public transportation needs of senior citizens, disabled persons, children, and major employment centers in an efficient, safe, comfortable, and reliable manner as defined by industry standards.

- **Objective A:** By maintaining the efficient high capacity peak hour public transit service to all children in the community.

- **Objective B:** By providing amenities that will appeal to the elderly and disabled senior citizens with facilities and services that will meet the requirements of the American with Disabilities Act for transporting disabled persons.
- **Objective C:** By locating the transfer point(s) of the transit system at the most efficient location.
- **Objective D:** By providing service to businesses in commercial and industrial areas in concert with economic development activities.
- **Objective E:** By implementing a bikes-on-buses program to promote multimodal transportation options and increase ridership.

Goal IV: To comply with all regulations and mandates set forth by the Federal Transit Administration and the Wisconsin Department of Transportation.

- **Objective A:** By encouraging the participation of both public and private service providers in the provision of public mass transportation services consistent with JTS service quality, cost effectiveness, and reliability requirements.
- **Objective B:** By complying with all regulations and mandates associated with the American with Disabilities Act, Title VI Civil Rights requirements, federal Environmental Justice goals, and the Disadvantaged Business Enterprise participation goals.

Janesville Transit TITLE VI SERVICE STANDARDS AND POLICIES

Overview

Pursuant to the requirements of FTA C 4702.1B, Janesville Transit must establish and monitor system performance under quantitative service standards and qualitative service policies. Every three years, JTS submits a Title VI Program to the FTA documenting compliance with the established Title VI requirements. In accordance with this submittal, JTS will monitor and evaluate system performance relative to the service standards and policies, contained herein, no less than every three years.

Service Standards and Policies

The Federal Transit Administration requires that all fixed-route transit providers develop service standards and policies to provide a context for the monitoring and assessment of transit service. These standards and policies are used to compare the services provided in minority areas with the services provided in non-minority areas. Service standards and policies include:

Service Standards

- Vehicle Load
- Vehicle Headway
- On-time Performance
- Service Availability

Service Policies

- Transit Amenities
- Vehicle Assignments

Vehicle Load

Vehicle load is the ratio of passengers to the number of seats on a vehicle, relative to the vehicle's maximum load point. For example, on a 29 seat bus, a vehicle load of 1.5 or 150% means all seats are filled and there are 15 standees. Vehicle overcrowding is dependent upon ridership activity and the seating capacity of each vehicle assigned to the route. JTS operates three vehicle categories.

Vehicle Load Standard					
Vehicle Type	Passenger Capacities				
	Seated	Standing	Total	Max Factor	Load
35' Transit Bus (New Flyer)	29	15	44	1.5	
35' Transit Bus (Gillig 2019)	31	15	46	1.5	
35' Transit Bus (Gillig 2020)	30	15	45	1.5	
<i>• Vehicle load standards are consistent for the peak and off-peak periods</i>					

Vehicle Headway

Vehicle headway is defined as the amount of scheduled time between two vehicles traveling in the same direction on the same route. Vehicle headways determine how long customers must wait for bus service. Higher frequencies result in reduced wait times, which make the service more attractive to potential riders. At the same time,

higher frequencies can significantly increase costs by requiring additional buses and drivers.

Vehicle Headway Standard		
Route Type	Monday-Friday	Saturday
Regular Routes	30 minutes or 60 minutes throughout the day	30 minutes or 60 minutes throughout the day
Trippler Routes	As needed	NA
• <i>No service is provided on Sundays.</i>		

On-time Performance

On-time performance is a measure of service reliability that determines the percentage of buses that arrive or depart within a certain amount of time before or after the published schedule. On-time performance reflects the quality of service and influences a customer’s choice to use transit.

On-time Performance Standard

A vehicle is considered on-time when it arrives 30 seconds early and no more than five (5) minutes late compared to the scheduled time at each time-point. JTS has set a system-wide on-time performance goal of 95%, which allows for some level of service variability while maintaining the reasonable expectation of reliability for customers.

Service Availability

Service availability is a measure of transit accessibility based on the distribution of routes and the placement of stops within a transit provider’s service area. Stops spaced further apart allow for faster bus speeds and reduce customer travel times but also require customers to walk further to access the service.

Service Availability Standard

The standard for Janesville Transit serve availability is to offer service within one quarter mile of at least 90 percent of the populated areas within the JTS service area unless restricted by natural or man-made physical barriers.

Bus stop spacing on all routes will generally be the same, but will include a more stops in higher activity areas such as downtown and fewer stop in low activity areas such as residential areas. Stops are placed near major passenger trip generators. Variance from standard spacing may be necessary to address safety and accessibility concerns. All JTS regular route bus stops shall be marked with a bus stop sign.

Transit Amenities

Transit amenities refer to items of comfort, convenience, and safety that are available to transit passengers. These items include, but are not limited to, shelters, seating, signage and trash receptacles. Transit amenities must be equitably distributed on a system-wide basis.

Transit Amenities Policy

Transit amenities shall be allocated based on ridership activity (total number of average daily boardings) and will be equitably distributed to reflect the system-wide demographics. Consideration of new amenities shall be constrained by the availability of resources to adequately maintain them.

Vehicle Assignment

Vehicle assignment refers to the process by which transit vehicles are placed into service. JTS presently maintains a fixed-route fleet 35-foot heavy-duty transit buses. All vehicles are maintained and operated from a single facility. All vehicles are of similar age and condition.

Vehicle Assignment Policy

The goal of this vehicle assignment policy is to provide sufficient capacity to accommodate passenger demand while minimizing the labor and vehicle resources necessary to manage passenger loads. Proper vehicle assignment shall ensure that rider experience relative to vehicle age, vehicle condition and seating availability is similar on all routes.

35-foot heavy-duty transit buses is the vehicle for fixed route bus service and they are assigned to any route.

Bus Stop Analysis

Currently, JTS operates as a “flag stop” system, meaning that in addition to allowing passengers to board and alight at signed bus stops, a bus driver may pick up or drop off passengers at any corner along a route or other safe location; effectively, passengers can hail a bus at most corners within the service area. During on-site field observations, only about two percent of passenger pick-ups and drop-offs were at unsigned locations. While this can provide a premium level of service to some riders, there are several shortcomings to a flag stop style of service, including:

- **Safety** – A signed stop gives a bus driver a signal to be aware of passengers and pedestrians and prepare to slow and stop a bus. Signed stops are also typically in places that are safe for passengers to board and alight the vehicle. Additionally, they reduce the incidences of passengers running toward a bus, or having to navigate hazards upon exiting a bus.
- **Ease of Access** – Bus stops provide equitable access to transit service, and are typically priorities for physical improvements to be in compliance with ADA. Paved landings, sidewalks, wayfinding, and shelters are all features of bus stops that aide in ease of use and promote access to fixed route service. Moreover, signed bus stops make a transit system easier to understand for a new user, as this is more of a customary procedure.
- **Operational Efficiency** – Having an unpredictable number of bus stops can make it difficult to plan running times for bus routes, require additional “slack” to be built into a schedule, and can cause unexpected delays due to making more stops than necessary and excess bus maneuvering.

To understand the impact of converting to a signed stop system, the consultant team conducted a field review and inventory of existing bus routes and stops, noting where improvements would be advisable based on industry standard guidelines. This report also provides some strategic recommendations for implementation.

Field Review

Spacing

Bus stop spacing for a fixed route system is typically $\frac{1}{4}$ mile for regular route service; $\frac{1}{4}$ mile is generally recognized as the average distance people are willing to walk to reach local bus service. Higher quality services (express bus, bus rapid transit, light rail) can tolerate greater spacing. However, bus stop placement must be done in such a way that balances providing access to transit service and maximizing travel speed and convenience. The $\frac{1}{4}$ -mile spacing is intended as a general rule. Areas of higher activity – such as the downtown core of a city – may warrant closer spacing to manage higher boarding and alighting patterns. Areas with low activity – suburban areas with less intense land use or lower density – may not require close spacing. Table 35 shows locations on JTS

regular and BJE fixed bus routes that have stop spacing greater than ¼ mile where additional stops may be considered. Noted under “Facilities Missed Between Stops” are locations that may benefit from improved transit access.

Table 35. Gaps in Bus Stops

Milton Ave.			
Stop	Previous Stop	Distance From Previous Stop	Facilities Missed Between Stops
Memorial at Milton	Court at Atwood	0.6 mi	
Target	Milton at Kettering	0.8 mi	Menards, Chipotle, Arby's and Popeye's
Lodge at Toys-R-Us	Target	0.8 mi	
Milton at Newman	Milton at Pizza Hut	0.5 mi	Walgreens, CVS, Sunset Tan, Cost Cutters
East Milwaukee St.			
Stop	Previous Stop	Distance From Previous Stop	Facilities Missed Between Stops
East Milwaukee at Post Office	Court at Ringold	0.45 mi	
Kellogg Ave.			
Stop	Previous Stop	Distance From Previous Stop	Facilities Missed Between Stops
State at Jerome	Jackson at Delavan	0.4 mi	
BJE			
Stop	Previous Stop	Distance From Previous Stop	Facilities Missed Between Stops
Center and Holmes (SB)	JTC	0.6 mi	Riders In, Larry's Barber Shop, Stop-N-Go
Center and Delavan (SB)	Center at Holmes	0.65 mi	
Riverside at Kwik Trip (SB)	Center at Burbank	0.9 mi	BMO Harris, First National, City Glass Company, and Janesville Comfort Shoppe.
Hwy. 51 at Sherman (SB)	Hwy. 51 at Airport	0.7 mi	Song of Joy Church, Rock County Christian School and Pinnacle Bar
Hwy. 51 at Inman (SB)	Hwy. 51 at Boundaries Bar	1.7 mi	
Riverside at Henderson (SB)	Hwy. 51 at Inman	1.8 mi	
BTC	Riverside at ABC	1.8 mi	
Center at Holmes (NB)	Center at Delavan	0.65 mi	
Kennedy at Plainfield	Rock County Jail	1.5 mi	GEOX Corporation, Badgerland Supply, Marling Lumber, and K&W Greenery
Wright Rd.			
No Stop Spacing Issues			
West Court St.			
No Stop Spacing Issues			

In summary, the following routes are candidates for added bus stops upon converting the existing fixed route system from a flag stop system to a signed stop system:

- Milton Avenue Route: 4 additional stops
- East Milwaukee Street Route: 1 additional stop
- Kellogg Avenue Route: 1 additional stop

The BJE is a hybrid between a regular route (local bus) service and an express or limited stop service. There were nine segments of the BJE that have greater than ¼-mile spacing, however placing stops in those segments may not be necessary due to low activity.

Shelter Placement

Bus shelters are a critical amenity of any fixed route transit system, protecting customers from weather and offering a venue to communicate system information. Shelters should be placed at

stops where there is adequate space for accessible routes, places where route transfers are made, and at areas of high activity and boardings. Per the Janesville Area 2015-2050 LRTP:

The City of Janesville’s Distribution of Transit Amenities Policy regarding passenger comfort and safety dictates that bus shelters will be strategically placed on inbound stops in residential neighborhoods and areas that serve 50 or more boarding or transferring passengers daily, and have an evenly distributed daily ridership. All [existing] shelters are located at major destinations (grocery stores, retail centers, medical facilities, job sources, and educational institutions) or residential developments with high ridership (Environmental Justice Section, page 10).

Bus stops with existing shelters and their associated number of daily boardings, as observed by the consultant team, are shown in Table 36. The consultant team collected boarding and alighting data for all JTS regular routes, the BJE, and most school tripper routes over the course of Tuesday, May 23 and Wednesday, May 24, and Tuesday, June 27 and Wednesday, June 28, 2017. As a relatively small sample, the data provide a snapshot of service provided and consumed, and should be interpreted with caution. However, these data represent the most up-to-date quantitative assessment of JTS ridership at the bus stop-level.

Table 36. Bus Stops with a Shelter

Location	Routes Served	Observed Daily Boardings
Downtown Transfer Center	All Regular Routes and BJE	537
Walmart	Milton Avenue, East Milwaukee Street	46
Janesville Mall	Milton Avenue	27
Beloit Transfer Center	BJE	20
KWIK Trip – Crosby Avenue & Court Street	West Court Street	19
Rock County Job Center - Kellogg Avenue & Center Avenue (North side)	Kellogg Avenue, BJE	19
Shopko - N. Lexington Drive	Milton Avenue	15
Pine Tree Plaza (I-HOP, East side)	Milton Avenue, East Milwaukee Street	14
Garden Court Apartments - Main Street	West Court Street, BJE	12
WI Center for the Blind and Visually Impaired – Oakhill Avenue & State Street	West Court Street	11
Milton Avenue & Kettering Street	Milton Avenue	11
Mercy Hospital - Mineral Point Avenue & Washington Street	West Court Street, BJE	10
Riverview Heights - North Washington & Greenview	West Court Street	10
Mercyhealth Clinic East - East Milwaukee Street & Suffolk Drive	East Milwaukee Street	8
Festival Foods	Milton Avenue	8

Continued

Kellogg Avenue and Center Avenue (South side)	BJE	7
Sunnyside Shopping Center - West Court Street	West Court Street	5
BioLife – Midland Road & Midland Court	Wright Road	5
Creston Park - Milton Avenue	Wright Road	5
Mercyhealth Clinic North – Deerfield Drive	Milton Avenue, East Milwaukee Street	4
U-Rock	West Court Street	2
Van Galder Depot – North Pontiac Drive (West side)	Milton Avenue	2
Pick ‘n Save—Lafayette Street & Conde Street	Kellogg Avenue	1
Kellogg Avenue - West of Garden Drive (South side)	BJE	0
Fairview—Harmony and East Milwaukee	East Milwaukee Street	0

As shown in Table 36, just two bus stops with shelters – the Downtown Transfer Center and Walmart – were observed to have about 50 or more daily boardings. JTS should consider revising its shelter placement policy (to a lower minimum daily boardings threshold) to better reflect boarding patterns. However, again, the observed boarding data in Table 36 are based on a small sample size and should be interpreted with caution.

For the purposes of this report, bus stops that were observed to have 20 or more boardings per day have been identified as being potential candidates for shelter locations – today or in the future. There are no industry standards for passenger activity necessitating a shelter; however, most transit systems apply a daily boardings measure as part of their assessment. Based on observed boarding data compiled by the consultant team, there is just one bus stop location in Janesville that may benefit from a shelter, using this 20-boarding threshold: Bond Place and Waveland Road (Table 37).

Table 37. Bus Stops with Twenty or More Boardings per Day

Location	Routes Served	Observed Daily Boardings	Existing Shelter?
Downtown Transfer Center	All Regular Routes and BJE	537	Y
Walmart	Milton Avenue, East Milwaukee Street	46	Y
Janesville Mall	Milton Avenue	27	Y
Bond Place at Waveland Road	West Court Street	24	N
Beloit Transfer Center	BJE	20	Y

JTS should continue to collect stop-level boarding and alighting data to continually evaluate where shelters are most needed. The bus stop serving the recently-closed Pick ‘n Save at Lafayette and Conde Streets on the Kellogg Avenue route has a shelter that could be repositioned to another site.

Bench Placement

As with shelters, there is no industry standard threshold for passenger activity necessitating a bench at a bus stop. JTS does not currently have such a standard. In addition to areas of moderate or high ridership, benches are generally warranted at bus stops in high activity locations (e.g., pedestrian activity, density); where seniors, children, and passengers with special needs frequently board; wait times are longer; and there is no other shelter from the elements.

Moving forward, JTS should consider placing benches at bus stop locations that might not yet meet standards for shelter placement and where it is safe to do so. Bench placement should be approached as an incremental improvement to passenger amenities if shelter placement is not immediately feasible. Further, benches should be placed at bus stops based on the general guidelines listed above and where there may be advertising revenue opportunities, such as areas with high pedestrian/vehicular traffic. There may also be opportunities to partner with developers and housing complexes to incorporate benches or other passenger facilities into their properties.

Customer Information

JTS publishes a Route Guide that indicates stop locations in its service area. There are several locations that are listed as stops that do not currently have signage. These are locations that presently operate as flag stops and should be formalized to signed stops under an updated system. There were approximately 50 stops listed in the Route Guide that do not have signage. The locations and directions of these stops are shown in Table 38.

Demographics, Environmental Justice, and Transportation Investment

Demographic profile of the metropolitan area and demographic maps that show the impacts of the distribution of State and Federal funds in the aggregate for public transportation projects. Additionally, analysis of the MPO's transportation system investments that identifies and addresses any disparate impacts. *Note:* The environmental justice analysis was performed as part of the 2020-2050 Long Range Transportation Plan Environmental Justice Section. The section is attached. Analysis of disparate impacts is undertaken each year as part of the Transportation Improvement Program (TIP). The 2022-2027 TIP is attached. Both documents can be viewed at www.ci.janesville.wi.us/mpo

Demographic profile of the Metropolitan Planning Area (MPA)

The Metropolitan Planning Area of the Janesville Area MPO consists of the Cities of Janesville and Milton, and parts of the Townships of Milton, Janesville, Harmony, Rock, and La Prairie⁶. **Figure 1** depicts socioeconomic characteristics of the Janesville MPA and **Table 4** shows these characteristics by Census Tract (American Community Survey 2015-19). **Figure 2** depicts the racial and ethnic breakdown of the Janesville MPA and **Table 5** shows this breakdown by Census Tract (US Decennial Census 2020).

⁶ The Janesville Metropolitan Planning Area includes Census Tracts in Rock County in the State of Wisconsin numbered (2010) 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12.01, 12.02, 13.02, 13.03, 13.04, 14 and 31. While these tracts include some area that is outside of the JTS service area and MPO Boundary, they are the smallest geography that include all areas within the MPO boundary and JTS service area at the Census tract level.

Figure 1: Janesville Area MPA Socioeconomic Characteristics

Households without a vehicle **5.4%**

Population at or below Poverty level **10.4%**

Persons with a disability **13.6%**

Unemployment Rate **4.4%**

Median Household Income **\$56,985.39**

Source: Estimates from the American Community Survey (2015-2019)

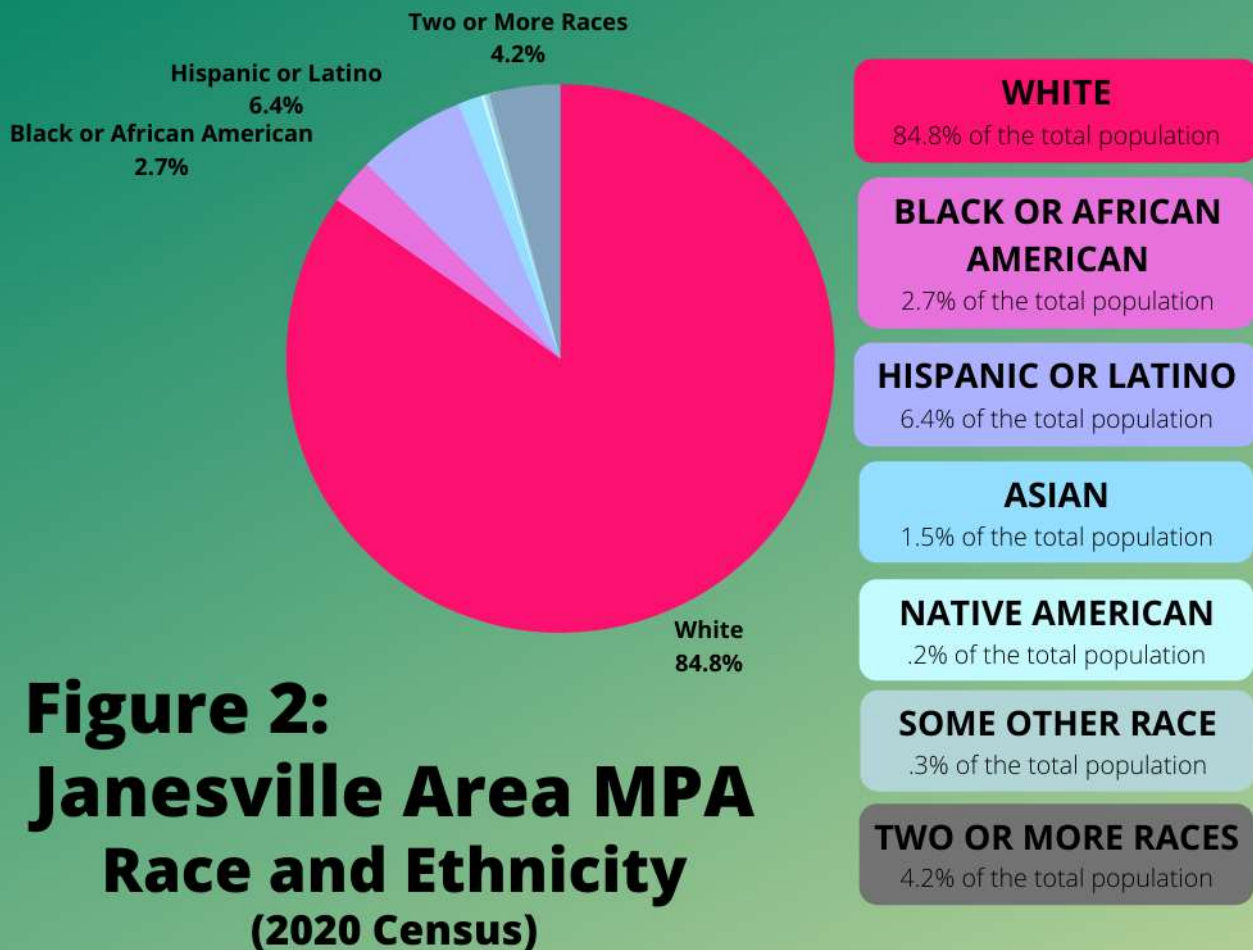


Figure 2: Janesville Area MPA Race and Ethnicity (2020 Census)

Table 4: Socioeconomic Characteristics of Janesville MPA by Census Tracts

Census Tracts (2019)	Population at or below Federal Poverty Level	Median Household Income	Unemployment Rate	Households without a vehicle	Persons with a disability
1	34.0%	\$ 18,667.00	13.1%	42.1%	32.7%
2	6.9%	\$ 54,395.00	4.1%	4.5%	10.8%
3	30.5%	\$ 38,511.00	11.3%	20.1%	16.9%
4	15.5%	\$ 47,472.00	7.1%	9.0%	14.9%
5	14.9%	\$ 48,333.00	3.0%	5.9%	16.0%
6	17.0%	\$ 50,687.00	8.6%	5.1%	19.5%
7	12.5%	\$ 50,054.00	3.4%	13.1%	20.9%
8	7.3%	\$ 58,172.00	3.9%	5.7%	15.7%
9	4.7%	\$ 65,699.00	0.4%	1.5%	9.2%
10	22.1%	\$ 46,674.00	7.7%	3.8%	13.9%
11	6.7%	\$ 53,562.00	3.9%	3.9%	14.0%
12.01	5.2%	\$ 71,827.00	2.7%	1.8%	8.9%
12.02	4.8%	\$ 81,565.00	3.0%	3.0%	10.6%
13.02	6.0%	\$ 72,879.00	4.7%	0.7%	10.3%
13.03	1.9%	\$ 96,080.00	1.2%	0.0%	7.9%
13.04	12.8%	\$ 56,955.00	2.9%	2.9%	13.2%
14	14.7%	\$ 45,859.00	7.9%	6.3%	16.9%
31	4.1%	\$ 68,346.00	2.3%	4.2%	12.2%
MPA Total	10.4%	\$ 56,985.39	4.4%	5.4%	13.6%

Source: NHGIS, American Community Survey (2015-2019)

Table 5: Race and Ethnicity of Janesville MPA by Census Tracts

Census Tracts (2020)	Total Population	White	Black or African American	Hispanic or Latino	Native American	Asian	Some other race	Two or more races
1	899	77.1%	8.8%	7.8%	0.2%	0.4%	0.2%	5.5%
2	2851	84.7%	2.2%	7.1%	1.0%	0.1%	0.1%	4.8%
3	2854	62.0%	10.2%	13.5%	4.1%	0.4%	0.7%	9.1%
4	3700	75.8%	5.8%	10.4%	2.1%	0.4%	0.4%	5.3%
5	4347	84.1%	2.8%	6.9%	1.2%	0.1%	0.4%	4.5%
6	3364	82.5%	3.9%	7.6%	0.7%	0.5%	0.3%	4.5%
7	3939	81.1%	3.2%	8.5%	2.2%	0.3%	0.3%	4.4%
8	3928	84.8%	2.3%	6.8%	1.5%	0.3%	0.6%	3.8%
9	2878	88.3%	1.5%	4.1%	1.6%	0.1%	0.3%	4.0%
10	3380	76.1%	2.9%	14.1%	1.5%	0.3%	0.1%	5.0%
11	5423	82.4%	3.0%	8.1%	1.1%	0.2%	0.2%	4.9%
12.01	5709	90.7%	1.3%	2.9%	1.0%	0.1%	0.1%	3.9%
12.02	6280	88.7%	2.9%	3.4%	1.2%	0.2%	0.1%	3.4%
13.02	6499	89.5%	1.9%	3.9%	1.1%	0.2%	0.4%	3.1%
13.03	4990	90.4%	0.7%	2.4%	2.4%	0.1%	0.3%	3.6%
13.05	3560	90.2%	0.8%	4.0%	1.5%	0.2%	0.1%	3.2%
13.06	5142	82.0%	4.4%	7.0%	1.9%	0.1%	0.3%	4.4%
14	5871	82.2%	1.9%	9.5%	0.9%	0.2%	0.4%	4.9%
31.01	2786	92.9%	0.2%	2.7%	1.6%	0.3%	0.2%	2.2%
31.02	4953	92.0%	0.4%	4.1%	0.5%	0.2%	0.2%	2.6%
MPA Total	83353	84.8%	2.7%	6.4%	1.4%	0.2%	0.3%	4.2%

Source: NHGIS, US Census 2020

Demographic maps that overlay the percent minority and non-minority populations as identified by Census or ACS data, at Census tract or block group level, and charts that analyze the impacts of the distribution of State and Federal funds in the aggregate for public transportation purposes, including Federal funds managed by the MPO.

Figure 5 shows the relative concentrations of Low Income and Minority Populations within Janesville overlaid with the Janesville Transit System Bus Routes. The planned level of service provided to these neighborhoods includes consideration of minority, low-income, and otherwise mobility restricted populations. A detailed analysis of these populations and level of service considerations is include in the “Environmental Justice Analysis” element of the [Janesville Area 2020-2050 Long Range Transportation Plan](#).

Within the MPA, neighborhoods with concentrations of low income and minority people are mostly concentrated within the City of Janesville. Census Tract 1, Block Group 1 (Downtown Janesville); Census Tract 3, Block Group 2 (Historic 4th Ward in Janesville); and Census Tract 13.04, Block Group 2 (Blackhawk Technical College and neighboring mobile home park) have the highest recorded poverty levels in the MPA, ranging from 31%-40%.

Census Tract 3, Block Group 3 (Historic Fourth Ward in Janesville); Census Tract 11, Block Group 5 (West of the Rock County Job Center); Census Tract 12.02, Block Group 1 (West of Milton Avenue, employment surrounding the Kennedy Road Corridor); and Census Tract 14, Block Group 3 (SE Janesville, surrounding Jackson Elementary School) have the highest proportion of minority populations in the MPA, ranging from 26%-43%.

All six of Janesville’s bus lines run through the Transit Transfer Center which is located within census tract 3, commonly known as the Historic Fourth Ward neighborhood.

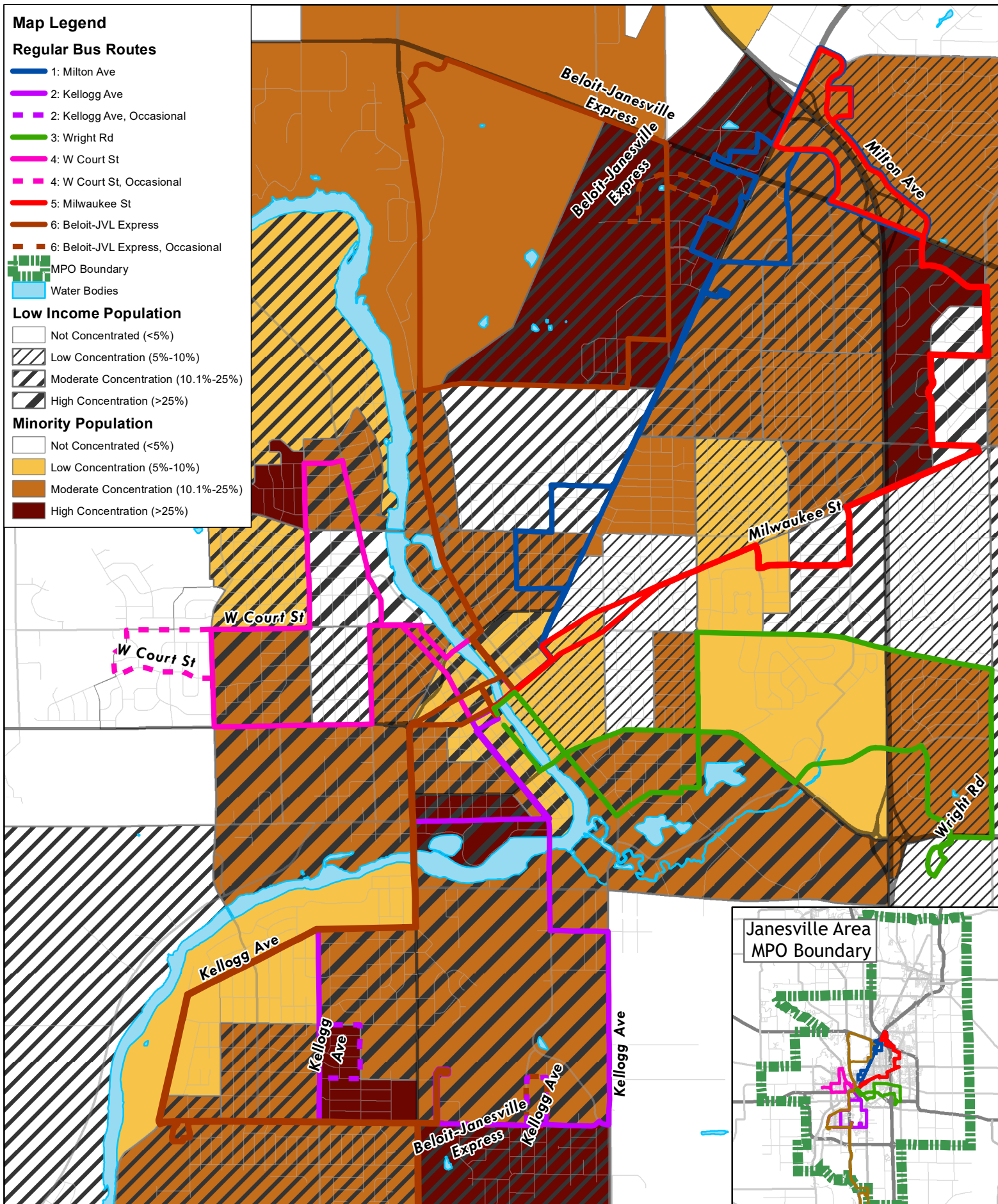


Figure 5
Title VI/Environmental Justice Populations
Janesville Transit System - Bus Routes
 (Census Block Groups)

1 inch = 3,333 feet
 Feet
 0 850 1,700 3,400

CITY OF JANESVILLE
Wisconsin's Park Place

4/15/2022; D. Seimon, Planning Division
 S:\Projects\MPO\Title VI\JLTS_T16V1_2022.mxd

DISCLAIMER: This data is provided by the City of Janesville for informational purposes only. The City does not warrant or guarantee the accuracy or reliability of this data. The recipient of this data assumes any risk of its use for any purpose.

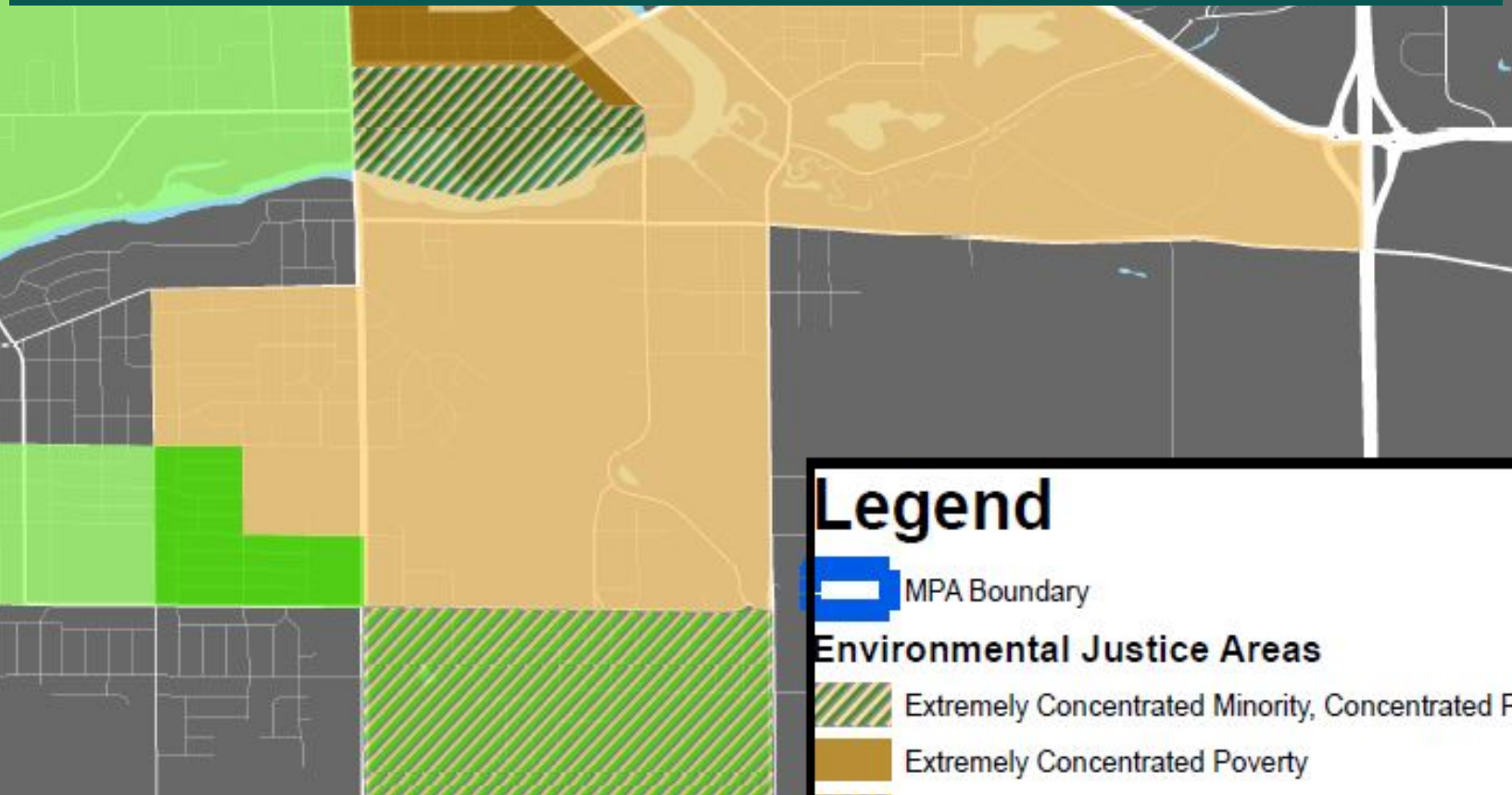
Analysis of the impacts identified in (c) that identifies any disparate impacts on the basis of race, color, or national origin, and, if so, determines whether there is a substantial legitimate justification for the policy that resulted in the disparate impacts, and if there are alternatives that could be employed that would have a less discriminatory impact.

The Janesville Area MPO performs environmental justice and Title VI analysis in the Long-range Transportation plan adopted in 2021. The chapter that follows is from the [2020-2050 Long-Range Transportation Plan](#).



Environmental Justice Analysis


*Janesville Area 2020-2050 Long-Range Transportation Plan (LRTP)
Adopted May 10, 2021*



Legend

 MPA Boundary

Environmental Justice Areas

 Extremely Concentrated Minority, Concentrated P

 Extremely Concentrated Poverty

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Chapter One: Introduction

Environmental Justice, most simply, is the fair treatment of all populations within a community. Environmental Justice is the effort to ensure that the negative impacts associated with the construction and operation of transportation projects do not disproportionately impact minority and low-income populations. The Federal Highway Administration (FHWA) has established three fundamental Environmental Justice principles:

1. To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
2. To ensure the full and fair participation by all potential affected communities in the transportation decision-making process.
3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

This analysis concentrates on the just disbursement of projects in neighborhoods with the highest proportion of low-income and/or minority populations, and the third principle “to prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.” Documentation demonstrating that the MPO ensured the full and fair participation by all potential affected communities in the transportation decision-making process is contained in the [Appendix](#) of the LRTP.

Methodology

The first step in the process to analyze potential negative impacts to minority populations and low-income populations is to determine where target areas are located within the Janesville Metropolitan Planning Area (MPA). Target areas are identified using U.S. Census Bureau Block Group data from the American Community Survey 2015-2019 five-year estimates. Census Block Group boundaries do not neatly line up with the MPA boundary; therefore, the entire geographic areas of block groups within each of the MPO jurisdictions are included as part of this analysis.

The percentage of the population within each block group identified as low-income or minority is compared to the Urbanized Area (UZA) average, and uses a normal range of one standard deviation of the UZA average. Block Groups with a score greater than one standard deviation above the UZA average are considered “concentrated;” block groups with a score greater than two standard deviations above the UZA average are considered “highly concentrated.” Any block groups with a score greater than three standard deviations above the UZA average are considered “extremely concentrated.”

For the environmental justice analysis, census block groups with minority or low-income populations greater than one standard deviation above the UZA average were examined further in relation to proposed projects in those geographies.

Concentration of Environmental Justice populations are characterized as Census Block Groups with a population that has either:

- Areas where the percentage of households in poverty is 20.5% or greater.
- Areas where the percentage of minority populations is 16.0% or greater. For the purpose of the Environmental Justice Analysis, minority status is defined as all persons identifying as a race other than “White Alone.”

Table 1 illustrates the percentage of persons below the poverty level for each jurisdiction within the MPA. It is important to note that the most recent U.S. Census data on this topic is only available through 2018, and thus does not account for the 2020 economic recession as a result of the Covid-19 pandemic.

Table 1: Percent of Population living below the poverty level in past 12 months, 2019*		
Jurisdiction	Percent of Population	Number of Individuals
City of Janesville	11.5%	7,245
City of Milton	4.6%	255
Town of Milton	2.9%	91
Town of La Prairie	2.8%	26
Town of Harmony	1.8%	46
Town of Janesville	4.6%	164
Town of Rock	20.6%	648
Janesville Urbanized Area	10.9%	7,469

Source: 2015-2019 ACS Five-Year Estimates, U.S. Census Bureau
**Due to the fact that the borders of the Townships of Milton, La Prairie, Janesville, and Rock extend beyond the borders of the Urbanized Area, the reflected population of the UZA is less than the sum of its member municipalities.*

Table 2 shows the percentage of minority populations within MPA jurisdictions, with ranges as low as 1.2% in the Town of Janesville, to a high of 17.7% in the Town of Rock.

Table 2: Percent Minority Populations in MPA jurisdictions, 2019*

Jurisdiction	Percent of Population	Number of Individuals
City of Janesville	8.3%	5,304
City of Milton	2.4%	135
Town of Milton	2.2%	69
Town of La Prairie	2.0%	19
Town of Harmony	3.4%	88
Town of Janesville	1.2%	43
Town of Rock	17.7%	564
Janesville Urbanized Area	7.7%	5,422

Source: 2015-2019 ACS Five-Year Estimates, U.S. Census Bureau

*Due to the fact that the borders of the Townships of Milton, La Prairie, Janesville, and Rock extend beyond the borders of the Urbanized Area, the reflected population of the UZA is less than the sum of its member municipalities.

Findings

Map 1 depicts the location of Environmental Justice Target Block Groups for minority populations and poverty levels for the Janesville MPA. The analysis showed that ten block groups had a significant minority population, and that fourteen block groups had a significant low-income population. Seven of the ten block groups with a significant minority population also had a significant low-income population.

Census Tract 1, Block Group 1 (Downtown Janesville); Census Tract 3, Block Group 2 (Historic 4th Ward in Janesville); and Census Tract 13.04, Block Group 2 (Blackhawk Technical College and neighboring mobile home park) have the highest recorded poverty levels in the MPA, ranging from 31%-40%.

Census Tract 3, Block Group 3 (Historic Fourth Ward in Janesville); Census Tract 11, Block Group 5 (West of the Rock County Job Center); Census Tract 12.02, Block Group 1 (West of Milton Avenue, employment surrounding the Kennedy Road Corridor); and Census Tract 14, Block Group 3 (SE Janesville, surrounding Jackson Elementary School) have the highest proportion of minority populations in the MPA, ranging from 26%-43%. **Table 3** below illustrates socioeconomic factors by Census Block Group.

Table 3: Demographic Characteristics of MPA by Census Block Group, 2019

Census Tract	Census Block Group	Percent of Population identifying other than White	Percent of Individuals Under Poverty Level	Environmental Justice Area Status
Census Tract 1	1	5.4%	34.0%	Yes
Census Tract 2	1	0.8%	8.8%	
	2	8.4%	4.9%	
	3	2.8%	6.5%	
Census Tract 3	1	8.2%	24.0%	Yes
	2	12.9%	40.3%	Yes
	3	42.8%	25.5%	Yes
Census Tract 4	1	19.5%	23.4%	Yes
	2	1.7%	4.5%	
	3	6.8%	16.6%	
	4	19.1%	17.5%	Yes
Census Tract 5	1	6.7%	9.8%	
	2	17.3%	21.0%	Yes
	3	4.9%	0.9%	
	4	3.3%	28.4%	Yes
	5	2.2%	7.4%	
Census Tract 6	1	3.0%	17.2%	
	2	9.1%	16.7%	
Census Tract 7	1	9.5%	16.1%	
	2	4.2%	9.8%	
	3	2.8%	8.2%	
Census Tract 8	1	13.2%	10.1%	
	2	5.6%	8.3%	
	3	4.3%	4.4%	
	4	3.0%	6.2%	
Census Tract 9	1	2.9%	11.9%	
	2	7.5%	0.2%	

Table 3: Demographic Characteristics of MPA by Census Block Group, 2019

Census Tract	Census Block Group	Percent of Population identifying other than White	Percent of Individuals Under Poverty Level	Environmental Justice Area Status
Census Tract 10	1	8.3%	24.2%	Yes
	2	13.4%	20.5%	Yes
Census Tract 11	1	0.1%	3.4%	
	2	5.6%	1.8%	
	3	18.7%	11.9%	Yes
	4	15.7%	21.0%	Yes
	5	26.0%	0.0%	Yes
Census Tract 12.01	1	1.1%	1.0%	
	2	0.3%	2.8%	
	3	4.5%	8.0%	
Census Tract 12.02	1	24.8%	13.2%	Yes
	2	11.3%	3.9%	
	3	1.0%	3.1%	
Census Tract 13.02	1	1.0%	9.2%	
	2	1.7%	7.4%	
	3	15.1%	0.0%	
	4	1.9%	3.0%	
	5	0.5%	6.9%	
Census Tract 13.03	1	4.8%	1.5%	
	2	2.7%	2.3%	
Census Tract 13.04	1	8.5%	4.4%	
	2	18.8%	31.0%	Yes
	3	2.5%	21.8%	Yes
Census Tract 14	1	0.8%	3.2%	
	2	16.5%	25.3%	Yes
	3	26.0%	21.1%	Yes
	4	7.5%	9.8%	

Table 3: Demographic Characteristics of MPA by Census Block Group, 2019

Census Tract	Census Block Group	Percent of Population identifying other than White	Percent of Individuals Under Poverty Level	Environmental Justice Area Status
Census Tract 31	1	0.2%	2.3%	
	2	3.3%	3.8%	
	3	3.1%	13.4%	
	4	7.0%	7.4%	
	5	3.0%	1.7%	

Source: 2015-2019 ACS Five-Year Estimates, U.S. Census Bureau

Mobility-limited Populations

Environmental Justice is derived from White House Executive Order 12898, which directs federal agencies to “identify and address the disproportionately high and adverse human health or environmental effects of their actions on minority and low-income populations, to the greatest extent practicable and permitted by law.” However, while this analysis does focus on minority and low-income populations, it is also important to consider how transportation investments and decisions affect mobility-limited populations.

For the purpose of this analysis, mobility-limited populations consist of persons 65 years and older, and any household with one or more person with a disability. The Census considers six types of disability in the American Community Survey: hearing difficulty, vision difficulty, cognitive difficulty, ambulatory difficulty, self-care difficult, and independent-living difficulty. By this measure, 26.7% of households in the Janesville UZA have at least one resident with a disability. 17.1% of Janesville UZA residents are 65 years of age or older. **Table 4** below illustrates these results by Block Group, and identifies those Block Groups with concentrated mobility-limited populations.

Table 4: Mobility Characteristics of MPA by Census Block Group, 2019

Census Tract	Census Block Group	Percent of Population 65 years and older	Percent of Households with at least one individual with a disability	Environmental Justice Area Status
Census Tract 1	1	20.5%	47.8%	Yes

Table 4: Mobility Characteristics of MPA by Census Block Group, 2019

Census Tract	Census Block Group	Percent of Population 65 years and older	Percent of Households with at least one individual with a disability	Environmental Justice Area Status
Census Tract 2	1	17.6%	15.6%	
	2	22.0%	17.5%	
	3	18.7%	22.7%	
Census Tract 3	1	12.8%	44.4%	Yes
	2	3.6%	32.8%	Yes
	3	5.4%	29.6%	Yes
Census Tract 4	1	15.0%	20.2%	Yes
	2	11.6%	32.8%	
	3	12.0%	34.4%	
	4	5.1%	46.7%	Yes
Census Tract 5	1	20.3%	17.5%	
	2	8.8%	19.3%	Yes
	3	11.6%	21.8%	
	4	25.0%	43.0%	Yes
	5	23.9%	31.6%	
Census Tract 6	1	13.2%	26.2%	
	2	11.9%	33.5%	
Census Tract 7	1	18.3%	30.3%	
	2	21.2%	33.9%	
	3	30.0%	36.7%	
Census Tract 8	1	18.6%	31.0%	
	2	28.9%	35.4%	
	3	13.1%	31.5%	
	4	10.7%	17.0%	
Census Tract 9	1	17.9%	20.6%	
	2	18.0%	15.2%	

Table 4: Mobility Characteristics of MPA by Census Block Group, 2019

Census Tract	Census Block Group	Percent of Population 65 years and older	Percent of Households with at least one individual with a disability	Environmental Justice Area Status
Census Tract 10	1	15.0%	28.8%	Yes
	2	7.8%	26.0%	Yes
Census Tract 11	1	22.2%	29.7%	
	2	24.3%	43.1%	
	3	10.2%	10.8%	Yes
	4	24.8%	27.4%	Yes
	5	24.7%	36.8%	Yes
Census Tract 12.01	1	19.8%	18.5%	
	2	14.5%	14.2%	
	3	19.9%	17.0%	
Census Tract 12.02	1	28.7%	33.2%	Yes
	2	22.9%	18.8%	
	3	12.5%	16.5%	
Census Tract 13.02	1	23.8%	28.2%	
	2	24.9%	23.0%	
	3	17.1%	16.1%	
	4	22.1%	18.7%	
	5	17.2%	17.4%	
Census Tract 13.03	1	16.2%	15.9%	
	2	14.7%	23.3%	
Census Tract 13.04	1	19.4%	25.0%	
	2	4.6%	25.3%	Yes
	3	22.5%	29.0%	Yes
Census Tract 14	1	14.7%	46.3%	
	2	7.5%	49.8%	Yes
	3	17.1%	28.9%	Yes

Table 4: Mobility Characteristics of MPA by Census Block Group, 2019

Census Tract	Census Block Group	Percent of Population 65 years and older	Percent of Households with at least one individual with a disability	Environmental Justice Area Status
	4	15.8%	29.4%	
Census Tract 31	1	9.2%	18.7%	
	2	13.8%	24.5%	
	3	12.9%	24.0%	
	4	25.0%	24.7%	
	5	21.0%	34.5%	

Source: 2015-2019 ACS Five-Year Estimates, U.S. Census Bureau

These factors, along with the core environmental justice metrics, should be used in evaluating the full extent of transportation amenity and project impacts. In January 2020, the Janesville Area MPO (with consultant assistance) completed an ADA Transition Plan for Facilities in the Public Right-of-Way. A total evaluation of facilities is expected to be completed by the time of the next LRTP update.

Chapter Two: Accessibility in Environmental Justice Areas

Accessing and obtaining basic services and needs support sustainable and healthy communities; in environmental justice neighborhoods, individuals are more likely to lack access to a reliable personal vehicle for transportation. Transportation plans must address the need to provide adequate transit, walking, and biking options for these areas.

As identified, Janesville’s downtown and historic Fourth Ward neighborhood, and portions of south Janesville along Kellogg Avenue, and portions of Janesville East of Milton Avenue between USH 14 and Black Bridge Road have the highest concentrations of individuals in poverty and minority populations. All areas are served by some combination of transit, off-road trails, on-street bicycle infrastructure, and sidewalks. Generally speaking, access to multimodal forms of transportation improves the closer one is to Downtown Janesville. **Table 5** below illustrates the percentage of individuals in Environmental Justice Areas who walk, bike, carpool, or take transit to work; or do not have access to a vehicle.

Table 5: Commuting Figures in Environmental Justice Areas, 2019		
Environmental Justice Area	Percentage of workers commuting by means other than a personal vehicle*	Percentage of households without a vehicle available
Areas with Extreme Concentration of Environmental Justice Populations		
Census Tract 3, Block Group 3	46.3% <i>(253 Workers)</i>	17.0% <i>(62 households)</i>
Census Tract 3, Block Group 2	25.8% <i>(126 Workers)</i>	11.0% <i>(38 households)</i>
Census Tract 13.04, Block Group 2	8.8% <i>(94 Workers)</i>	1.9% <i>(17 households)</i>
Census Tract 14, Block Group 3	9.9% <i>(53 Workers)</i>	2.4% <i>(9 households)</i>
Areas with Very Concentrated Environmental Justice Populations		
Census Tract 1, Block Group 1	31.0% <i>(123 Workers)</i>	42.1% <i>(233 households)</i>
Census Tract 4, Block Group 1	24.1%	14.6%

Table 5: Commuting Figures in Environmental Justice Areas, 2019

Environmental Justice Area	Percentage of workers commuting by means other than a personal vehicle*	Percentage of households without a vehicle available
	(124 Workers)	(59 households)
Census Tract 5, Block Group 2	8.5% (42 Workers)	5.1% (20 households)
Census Tract 11, Block Group 5	9.8% (34 Workers)	N/A**
Census Tract 12.02, Block Group 1	17.7% (77 Workers)	11.1% (47 households)
Census Tract 14, Block Group 2	18.7% (89 Workers)	3.3% (17 households)
Areas with Concentrated Environmental Justice Populations		
Census Tract 3, Block Group 1	33.0% (102 Workers)	32.6% (111 households)
Census Tract 4, Block Group 4	28.9% (196 Workers)	2.5% (10 households)
Census Tract 5, Block Group 4	17.5% (64 Workers)	8.6% (44 households)
Census Tract 10, Block Group 1	17.6% (137 Workers)	5.8% (40 households)
Census Tract 10, Block Group 2	17.2% (165 Workers)	1.9% (13 households)
Census Tract 11, Block Group 3	12.5% (48 Workers)	N/A**
Census Tract 11, Block Group 4	14.8% (49 Workers)	8.2% (27 households)
Census Tract 13.04, Block Group 3	7.0% (40 Workers)	N/A**
Janesville Urbanized Area	16.1% (5,643 Workers)	6.0% (3,474 households)

Source: 2015-2019 American Community Survey Five-Year Estimates, U.S. Census Bureau

*The U.S. Census Bureau figures suggest either zero relevant workers or households meeting the criteria. These figures are not a necessarily guarantee that there are absolutely no workers or households meeting these criteria in the census block groups; however, it can be said with statistical certainty that there is a negligible population present.

Similar to the transit network, Janesville’s off-road trail network is a radial system. The trail network provides a safe, and mostly off-road mechanism for both recreational and utilitarian trips. The Bicycle & Pedestrian Plan of the LRTP recommends prioritizing numerous projects in Environmental Justice Areas and in Janesville’s downtown that fill existing gaps on both sides of the Rock River.

Travel Time

One measure of accessibility is travel time to major destinations. Low-income and minority populations should have equitable access to medical facilities, parks, retail destinations, schools, major employment centers, and grocery stores. This section of the analysis examines multimodal transportation access for the MPA’s most concentrated environmental justice areas (i.e., highest populations of persons in poverty and/or minority populations ¹): Areas in and around the Old Fourth Ward Neighborhood, and identified Census Block Groups on Janesville’s South Side.

The central location of the Old Fourth Ward and Look West neighborhoods provides residents convenient access to a variety of transportation options. Driving by car provides a traveling time of fifteen minutes or less to the nearest major destinations. The JTS Transfer Center is located within the Downtown, and provides a centrally located starting point for all City of Janesville buses. Janesville Transit provides twenty minutes or less traveling time to all major destinations, save for UWW-Rock County and Wal-Mart. Bicycling is also an option providing travel times of twenty minutes or less for all but two of the major destinations.

Table 6: Travel Time from the Old Fourth Ward to Essential Destinations

Location	Travel Time in Minutes				Distance Travelled (miles)
	Vehicle	Bus	Bike	Walk	
Mercy Hospital	5	17	9	26	1.2
Daniels Foods Sentry	5	23	12	37	1.8
Rock County Job Center	5	27	11	34	1.7
Walmart Supercenter	13	36	41	96	4.6
Walgreens (W. Court Street)	4	20	11	30	1.5

¹ This section of the Environmental Justice Analysis examines all census block groups where the concentration of persons living in poverty and/or minority populations is considered “very concentrated” (i.e., more than two standard deviations above the UZA average).

UWW-Rock County	8	20	17	60	3.0
Blackhawk Technical College	11	33	34	123	6.3

Table 7: Travel Time from Southwest Janesville Residents to Destinations of Need

Location	Travel Time in Minutes				Distance Travelled (miles)
	Vehicle	Bus	Bike	Walk	
Mercy Hospital	9	34	18	63	3.2
Daniels Foods Sentry	9	40	21	73	3.7
Rock County Job Center	4	14	6	22	1.1
Walmart Supercenter	14	53	46	131	6.5
Walgreens (Center Avenue)	6	15	7	23	1.1
UWW-Rock County	6	25	12	44	2.2
Blackhawk Technical College	7	23	22	82	4.2

Gaps

In addition to the discussion of transit service in this analysis, the *Transit Element* of the LRTP addresses how JTS meets the needs of the community. More specifically, multiple maps in the *Transit Element* demonstrate how JTS serves all major medical, retail, and education institutions in Janesville. One area of the City with a growing demand for transit is the Southeast industrial area, which was examined in detail in the 2015 iteration of the Janesville *Long-Range Transportation Plan*. The area is not currently served by transit, although sidewalks and on-street bicycle facilities have increased the safety of non-motorized travel options. The Southeast industrial area is a growing job center, with new and expanding industries offering a wide range of jobs, including lower skilled and lower wage work. Although the lack of transit service is due to financial constraints of the City, it is an area of employment not easily accessible to transportation-disadvantaged individuals.

Another critical need in Janesville – most particularly in the City’s center and south side – is the need for a full-service grocery store. Like many cities, Janesville has limited food retailers in the downtown and nearby neighborhoods. Several city plans identify this need, and the City continues to address the lack of grocery options through various strategies. The United States Department of Agriculture (USDA) officially recognizes Downtown Janesville, the Old Fourth Ward Neighborhood, and many sections of the South Side of the City as a food desert ²; however, as of March 2021, the opening of Roman’s Market near the Rock County Job Center at Kellogg Avenue and USH 51 is expected to alleviate the food desert status of much of the South Side. The market is served by current transit routes. To the extent possible, JTS addresses food access by providing transit service to every grocery store in Janesville.

² Officially defined as a low-income census tract where a significant number of residents live more than one mile from the nearest supermarket.

Chapter Three: Transportation Amenities in Environmental Justice Areas

Transportation amenities refers to amenities such as passenger shelters, public restrooms, bicycle racks, public trash and recycling receptacles, and information kiosks provided for transit and bicycle/pedestrian modes. It is important for these amenities to be distributed fairly throughout the community and in accordance with established non-discrimination policies. The LRTP presents a regular opportunity to analyze such amenities and identify gaps that should be filled over the next thirty years.

Data regarding the location of amenities in the MPA is somewhat limited. JTS maintains a list of passenger shelter locations, which the MPO used as part of this analysis. As seen in **Map 2**, the majority of JTS shelters are located within or adjacent to environmental justice areas. This is primarily because most of the geographic area of the City of Janesville is either low-income or racially diverse using the statistical methodology described in this section.

The City of Janesville’s *Distribution of Transit Amenities Policy* regarding passenger comfort and safety dictates that shelters will be strategically placed on inbound stops in residential neighborhoods and areas that serve fifty or more boarding or transferring passengers daily, and have an evenly distributed daily ridership. However, this policy is expected to be reevaluated during JTS’s next Transit Development Planning Process in a manner that best correlates with current ridership statistics. All shelters are located at major destinations (grocery stores, retail centers, medical facilities, job sources, and educational institutions), or residential developments with higher ridership.

The majority of shelters listed in **Table 8** either no longer meet the criteria of this policy, or are placed for other reasons not described by the policy. This list does not include the Downtown Transfer Center, or the upcoming bus transfer facility being developed on Lafayette Street and USH 51 as part of the Rock County Complex in 2021.

Shelter Name	Bus Stop Location	Reason for Placement
Blackhawk Technical College	On Campus	Educational Facility
Across from Job Center	Kellogg Avenue (South)	High Ridership Stop
Rock County Job Center	Kellogg Avenue (North)	Higher Ridership Stop
UWW-Rock County	On Campus	Educational Facility
UWW-Rock County	Kellogg Avenue	Educational Facility
Wisconsin Center for the Blind & Visually Impaired	Oakhill Avenue & State Street	Educational Facility; Serves Persons with Disabilities

Table 8. Passenger Shelter Names & Locations, 2021

Shelter Name	Bus Stop Location	Reason for Placement
Sunnyside Shopping Center	W. Court Street	Major Retail Area
Kwik Trip	Crosby Avenue & W. Court Street	Major Retail Area
Mercy Hospital	Mineral Point Avenue	Medical Facility
Garden Court Apartments	N. Main Street	Low-income Senior Housing
JTS Main Office	Black Bridge Road & USH 51	Comfort of Riders
Creston Park Mall	Milton Avenue & Creston Park Drive	Major Retail Area
Uptown Janesville	Milton Avenue	Major Retail/Potential Future Recreational Facility; Developer Funded
Festival Foods	Lexington Drive	Major Retail Area; Developer Funded
Shopko	Lexington Drive	Major Retail Area
Van Galder Bus Terminal	N. Pontiac Drive	Connection to Intercity Bus Facility
Near Walgreens	Milton Avenue & Kettering Street	Proximity to low-income temporary housing; shelter to be replaced as part of I-39/90 reconstruction
Walmart	Between Walmart & Sam's Club	Major Retail Area; Developer Funded
Mercy North	Deerfield Drive	Medical Facility; Developer Funded
Pine Tree Plaza	Deerfield Drive	Major Retail Area
Mercy Clinic East	E. Milwaukee Street	Medical Facility
BioLife Plasma Service	Midland Road	High Ridership Stop
St. Mary's Hospital & Dean Clinic	E. Racine Street	Medical Facility; Developer funded
Harmony Square Shopping Mall	Harmony & E. Milwaukee Street	Former grocery store location; Current Major Retail Area
Riverview Heights Apartments	N. Washington Street	Low-income Senior Housing
McDonalds	USH 14 & N. Pontiac Drive	Safety along highway shoulder

This analysis demonstrates that passenger shelters are located according to the City's established policy, which is based on land use and/or ridership. Geographically, there is a high concentration of shelters in the northeast area of the City served by the "Milton Avenue" and "East Milwaukee Street" route. This is primarily due to two factors: 1) a concentration of destinations; and 2) new development in which the developer paid for the shelter. Due to financial constraints, new shelters are a relatively low transit priority for capital investment. However, several development projects in the last decade have installed shelters as part of greater development, and paid for with private dollars. The City examines the need for shelters as part of the development planning process, and advocates for them in conjunction with JTS. The City of Janesville strongly supports infrastructure and amenities for bicyclists, pedestrians, and transit users in new developments, and best practices are encouraged or negotiated with developers.

This analysis did not identify any locations within Janesville that warrant a new shelter, based on the established policy. The 2018 *Transit Development Plan* found that shelter placement in the City of Janesville was largely appropriate, but found that ridership was high enough at the intersection of Bond Place and Waveland Road to warrant an additional shelter due to before and after school student ridership.

Chapter Four: Trail Projects in Environmental Justice Areas

Bicycle and pedestrian improvements are generally much lower impact improvements that increase the mobility of minority and low-income populations. Therefore, from an environmental justice perspective, the existing and proposed bicycle and pedestrian projects within the LRTP present a clear and positive impact on these neighborhoods. There may be finite noise, dust, stormwater runoff, or limited access during the construction phase of such projects, and jurisdictions work with contractors to minimize these impacts.

The next step of the process mapped recommended off-street trail projects against the identified Environmental Justice Areas in order to analyze how projects may affect neighborhoods. **Table 9** lists the projects within target areas and **Map 3** depicts the projects geographically. Of the nineteen recommended off-road trail projects, seven of them fall within, or are immediately adjacent to, target areas. Three projects are considered short-range, to be completed by 2030 and the other four are predicted to be constructed in the later years of the LRTP.

Table 9: Proposed Trial Projects serving Environmental Justice Areas

Project Number	Project Name	Timeframe
2	Ice Age Trail <i>(West Side Downtown Segments)</i>	2021 – 2030
4	Eastside Riverwalk <i>(E. Court Street to E. Racine Street)</i>	2021 – 2030
6	Traxler Park Trail Extension <i>(E. Centerway to Traxler Park)</i>	2021 – 2030
7	Downtown Pedestrian Bridge <i>(Between W. Court Street & Racine Street)</i>	2031 – 2050
11	Rock River Bridge <i>(Monterey Park to Park Avenue)</i>	2031 – 2050
12	Centennial Industrial Park Trail <i>(Kellogg Avenue to Marquette Street)</i>	2031 – 2050
13	Kennedy Road Connector Trail <i>(Traxler Park to the Intersection of USH 14 & Kennedy Road)</i>	2031 – 2050

Projects 2, 4 and 6 are included in Janesville’s ARISE Plan as critical components of Janesville’s downtown revitalization. The Rock Renaissance Area Redevelopment and Implementation Strategy (ARISE) is intended to position Downtown Janesville as a vibrant neighborhood where commerce, culture, entertainment, and history intersect. The ARISE Plan serves Janesville City Staff and the City Council as a “playbook” for aligning and focusing resources in such a way as to draw a consistent and sustainable critical mass of people to the downtown, thereby encouraging diversity in downtown development, businesses, and activities and fostering private development. Filling in the gaps in the trail network and connecting the downtown to Traxler Park will enhance the downtown experience and connect residents and visitors to retail, restaurants, services, government facilities, employment, parks, and recreational opportunities.

Project 7 is illustrated in Janesville’s 2009 Downtown Plan, and has been incorporated into the LRTP to enhance the goals envisioned by the Arise Plan.

Project 11 was conceived during the planning phase of the Monterey Area River Restoration project, and would provide a valuable connection between the City of Janesville’s South Side and Downtown Areas.

Project 12 proposes a trail running through the proposed Centennial Industrial Park (i.e., the former General Motors Factory).

Project 13 proposed an extensive trail connection between the Kennedy Road Trail and Janesville’s Downtown, primarily along old railroad bed.

Chapter Five: Street & Highway Projects in Environmental Justice Areas

Street and highway projects have the greatest potential to negatively impact environmental justice areas. However, street & highway projects that preserve the existing system through resurfacing or reconstruction (without expansion) can be a long-term benefit to the community, and should be equitably distributed throughout the MPA. Any negative impacts associated with preservation projects occur during the construction period; impacts may include dust, erosion, driveway closings, and interference with pedestrian and bicycle access. Erosion control and construction phasing are some mitigation strategies.

Many of the committed and planned projects in the plan that fall within the environmental justice areas are preservation projects. The projects in **Table 10** are not expected to have a significant impact. **Table 11** lists projects that may have an amount of negative impact.

Table 10: Low or No Impact Projects in Environmental Justice Populations

Project Number	Project	Reason
1	W. Court Street Safety Conversion from Waveland Road to Pearl Street	Traffic Calming, Improved Safety
2	E. Racine Street Safety Conversion from Forest Park Road to Randall Street	Traffic Calming, Improved Safety
9	USH 51/STH 11 Grade Separation	Increased Safety
10	Innovation Drive Extension	Road Extension in Commercial Area; improved access to major employer
13	USH 14 Expansion from USH 51 to Wright Road	Distanced from residential areas
14	USH 14/Kennedy Road Railroad Crossing	Increased Safety
31	W. State Street Extension	Increased Access to Employment
32	Elliott Street Extension	Increased Access to Employment
33	Reuther Way connection to Joliet Street	Increased connectivity
34	Lafayette Street	Increased connectivity

Table 11: Committed or Planned Projects that Could Impact Environmental Justice Populations

Project Number	Project	Reason
5	I-39/90 Reconstruction	Noise, air quality impacts

Proposed or potential projects are those with less likelihood of implementation during the thirty-year plan horizon due to a variety of factors. While the projects listed below may have some impact, the right-of-way required for these projects is either along commercial corridors or near residential buildings with a deep setback from the roadway.

Table 12: Proposed or Potential Projects with the Potential to Negatively Impact Environmental Justice Populations

Project Number	Project	Reason
21	USH 14 Expansion USH 51 to West Side	Right-of-Way Required

Table 13 below lists all the projects recommended for further study, and those that may be taken up for further study. Only one project has the significant potential to impact Environmental Justice populations, as it could displace residents: the realignment of Centerway, Parker Avenue, and Main Street as envisioned in the ARISE Plan.

Table 13: Projects Needing Further Study in Relation to Environmental Justice Areas

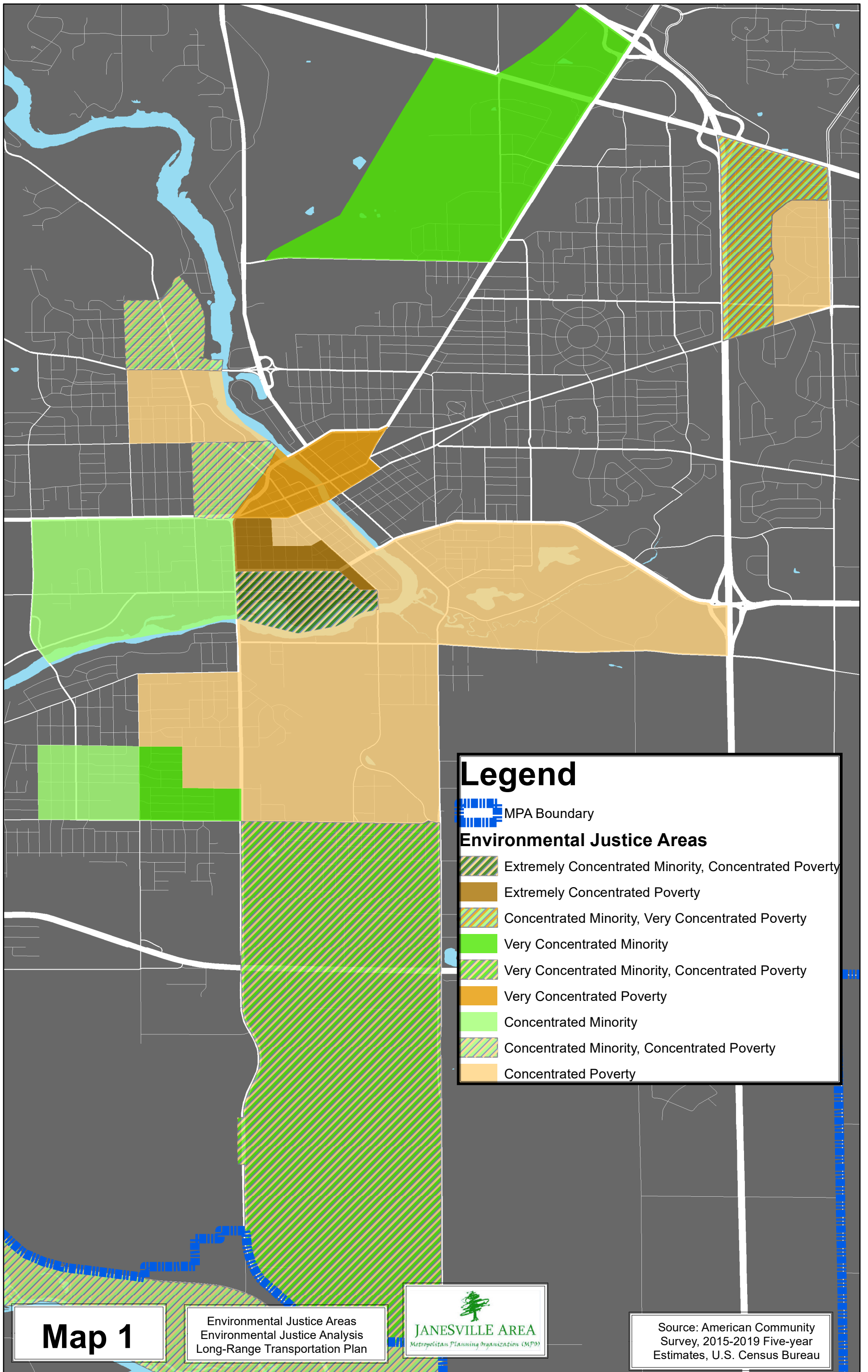
Project Number	Project	Reason
38	E. Milwaukee Street Road Diet	Traffic calming, improved safety
39	E. Memorial Street Road Diet	Traffic calming, improved safety
N/A	Centerway/Parker/Main Realignment	Possible displacement of residents
37	USH 11 Bypass Connection	Not an Environmental Justice Area
29	John Paul Road Railroad Separation	Not an Environmental Justice Area
8	North Side Bypass	Not an Environmental Justice Area
35	West Side Bypass	Not an Environmental Justice Area

Table 13: Projects Needing Further Study in Relation to Environmental Justice Areas











Project Number	Project	Reason
N/A	Milton Avenue Corridor Reconstruction	Traffic calming, improved safety

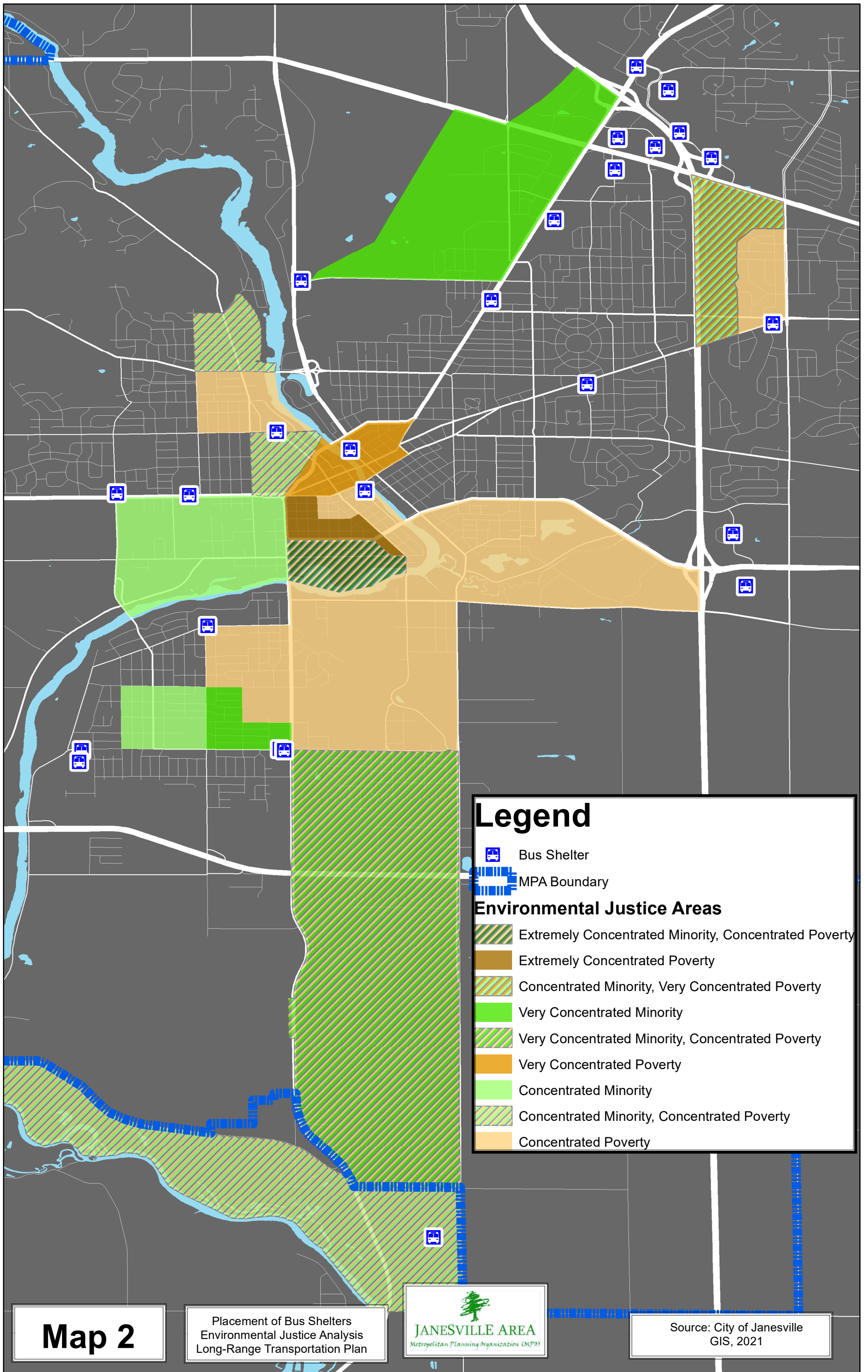
Conclusion of Environmental Justice Analysis

The benefits of the transportation improvements proposed are reasonably distributed to serve the mobility and accessibility needs of all population groups within the Janesville MPA. These statements are based on the analysis of proposed projects, their locations, and impacts on Environmental Justice populations.





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



-  MPA Boundary
- Environmental Justice Areas**
-  Extremely Concentrated Minority, Concentrated Poverty
-  Extremely Concentrated Poverty
-  Concentrated Minority, Very Concentrated Poverty
-  Very Concentrated Minority
-  Very Concentrated Minority, Concentrated Poverty
-  Very Concentrated Poverty
-  Concentrated Minority
-  Concentrated Minority, Concentrated Poverty
-  Concentrated Poverty



Legend

-  Bus Shelter
-  MPA Boundary

Environmental Justice Areas

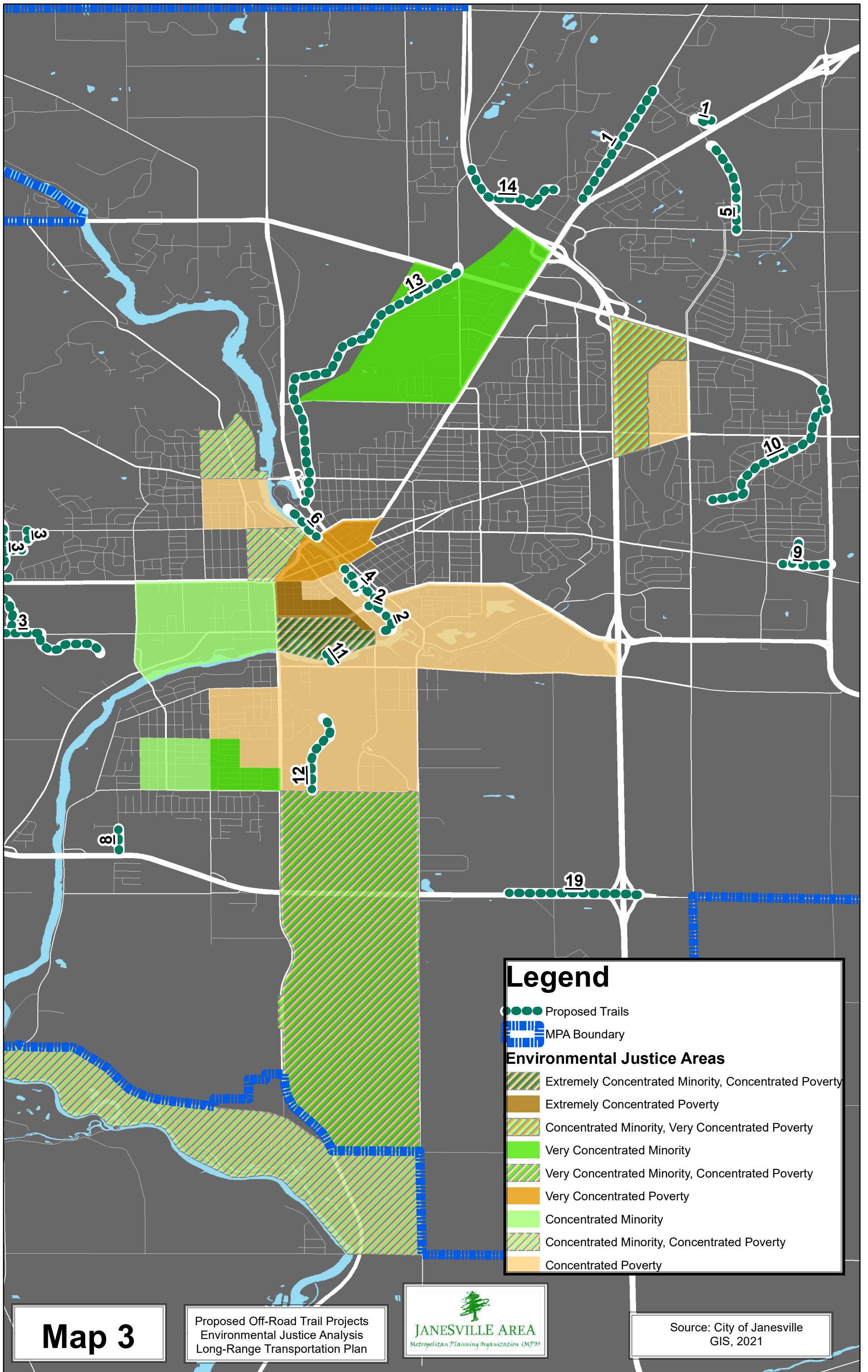
-  Extremely Concentrated Minority, Concentrated Poverty
-  Extremely Concentrated Poverty
-  Concentrated Minority, Very Concentrated Poverty
-  Very Concentrated Minority
-  Very Concentrated Minority, Concentrated Poverty
-  Very Concentrated Poverty
-  Concentrated Minority
-  Concentrated Minority, Concentrated Poverty
-  Concentrated Poverty

Map 2

Placement of Bus Shelters
Environmental Justice Analysis
Long-Range Transportation Plan



Source: City of Janesville
GIS, 2021



Legend

- Proposed Trails
- ▬▬▬ MPA Boundary

Environmental Justice Areas

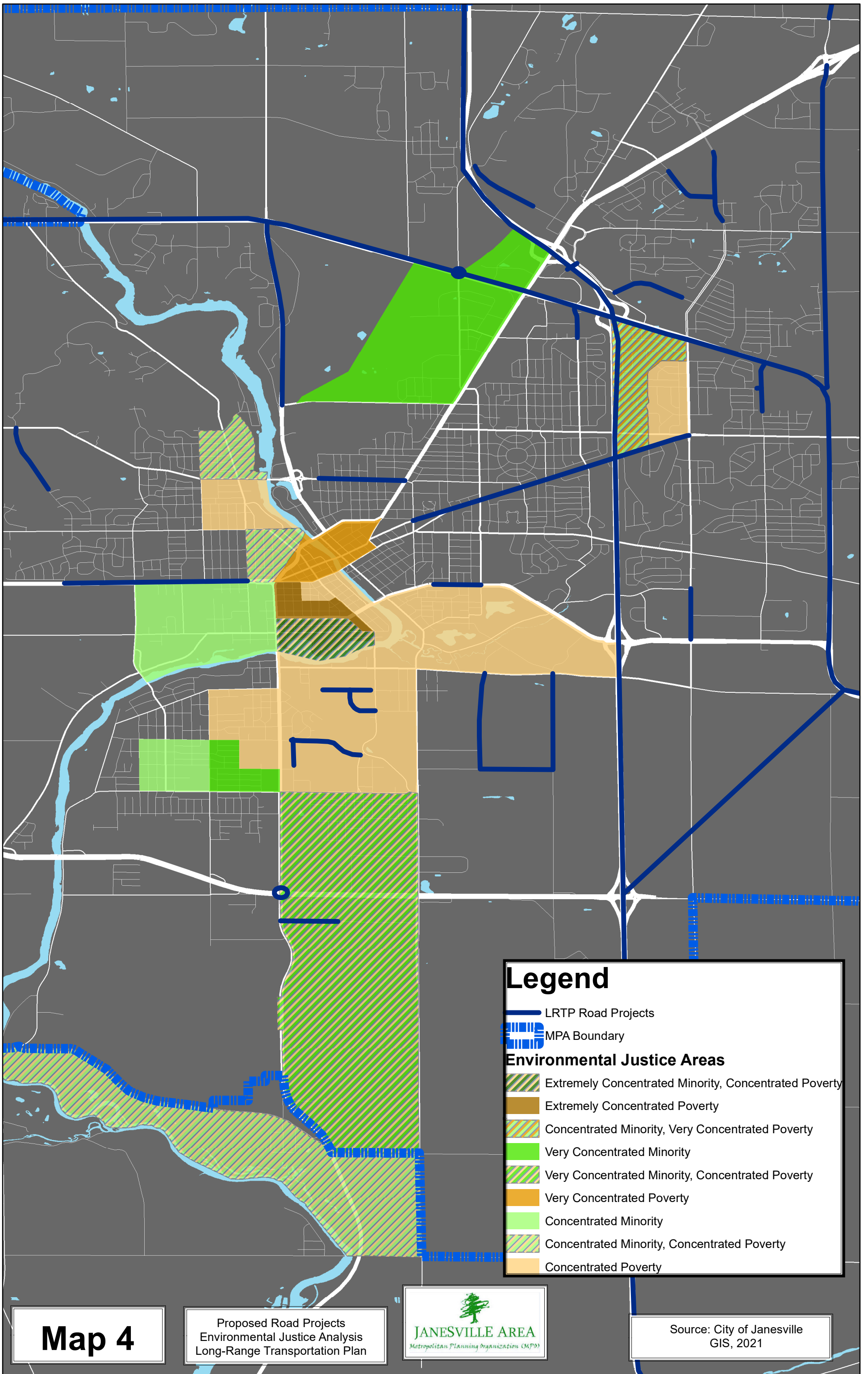
- ▨▨▨ Extremely Concentrated Minority, Concentrated Poverty
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- ▨▨▨ Very Concentrated Minority, Concentrated Poverty
- Very Concentrated Poverty
- Concentrated Minority
- ▨▨▨ Concentrated Minority, Concentrated Poverty
- Concentrated Poverty

Map 3

Proposed Off-Road Trail Projects
Environmental Justice Analysis
Long-Range Transportation Plan



Source: City of Janesville
GIS, 2021



Map Legend

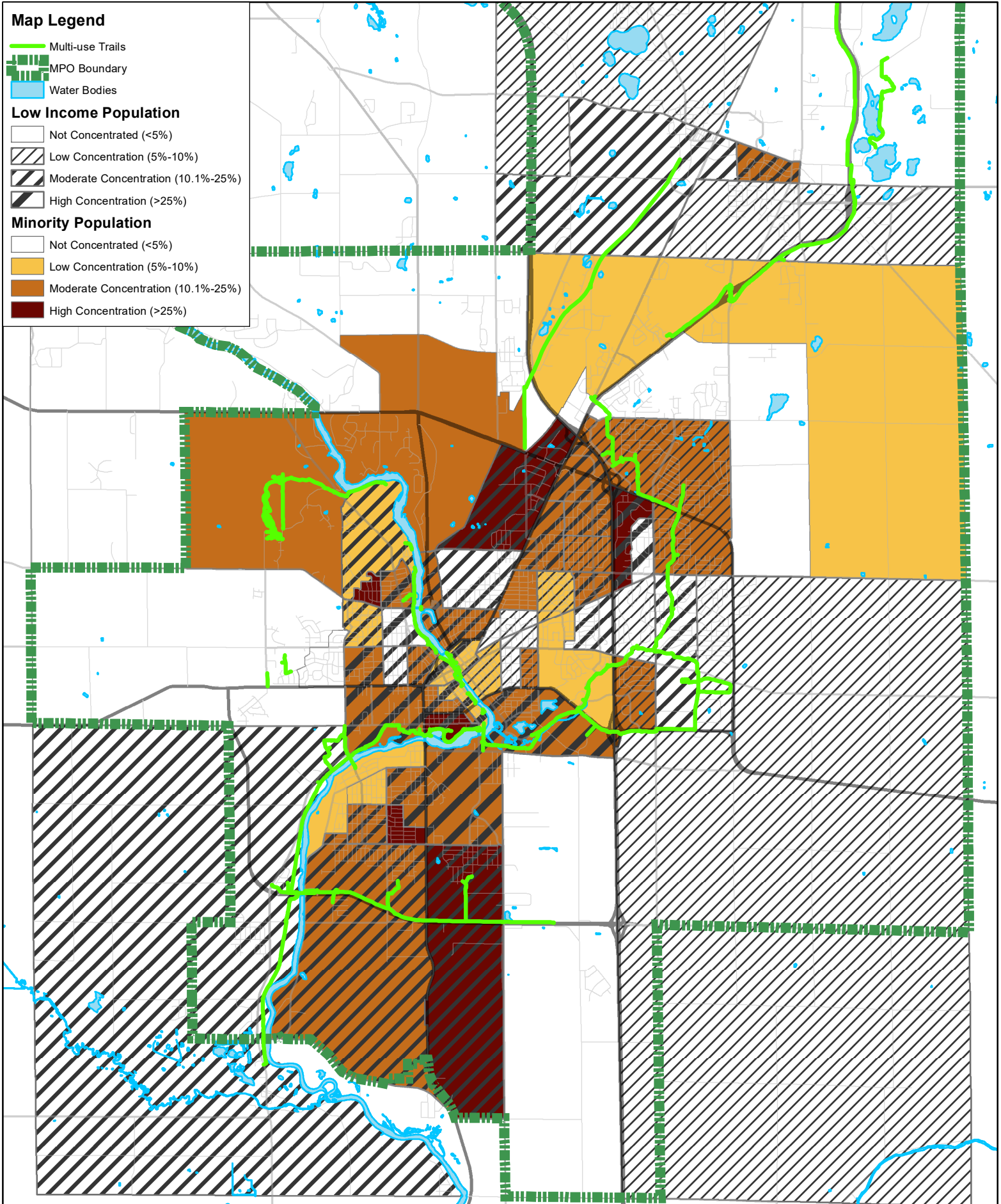
- Multi-use Trails
- MPO Boundary
- Water Bodies

Low Income Population

- Not Concentrated (<5%)
- Low Concentration (5%-10%)
- Moderate Concentration (10.1%-25%)
- High Concentration (>25%)

Minority Population

- Not Concentrated (<5%)
- Low Concentration (5%-10%)
- Moderate Concentration (10.1%-25%)
- High Concentration (>25%)



**Figure 4: Bicycle and Pedestrian Trails (Census Block Groups)
Title VI/Environmental Justice Populations**



CITY OF JANESVILLE
Wisconsin's Park Place

4/15/2022; D. Seaman, Planning Division
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DISCLAIMER: This data is provided by the City of Janesville for informational purposes only. The City does not warrant or guarantee the accuracy or reliability of this data. The recipient of this data assumes any risk of its use for any purpose.

The Janesville Area MPO performs analysis of disparate impacts in each annual TIP. The section that follows is adapted from the [2022-2027 TIP](#) and provides maps and descriptions of this analysis.

Chapter 7: Environmental Justice in the TIP

Chapter Seven intends to fulfill the *1994 Presidential Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-income Populations*. Accompanied by *Title VI of the 1964 Civil Rights Act*, this order seeks to identify, avoid, and minimize disproportionately harmful or hazardous health and environmental effects on low-income and minority populations. More specifically, FHWA identifies three fundamental environmental principles:

- 1) To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social economic effects, on minority populations and low-income populations;
- 2) To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process; and
- 3) To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

The target populations are defined as follows:

- A minority individual is defined as one who self-identifies as American Indian/Alaska Native, Asian, Black or African American, Hispanic or Latino, and/or Native Hawaiian/Pacific Islander.
- A low-income individual is one whose household income is at or below the poverty guidelines set by the Department of Health and Human Services (DHHS) for a specific region.

Figures 3, 4, and 5 illustrate the census block groups with relative concentrations of low-income or minority populations. The most recent data set for poverty and race data available at the block group level is from the U.S. Census Bureau's 2015-2019 American Community Survey (ACS) five-year estimates.

The figures used in the analysis consider individuals to be low-income if they earn 1.5X the poverty level of less (~\$37,000/year or considered Low, Very Low, or Extremely Low Income per HUD) and minority if they are Hispanic/Latino or non-white. The table below describes the criteria for marking the relative concentration of low-income or minority individuals within a block group.

	Low-Income	Minority
Not Concentrated	Less than 5%	Less than 5%
Low Concentration	Between 5% and 10%	Between 5% and 10%
Moderate Concentration	Between 10% and 25%	Between 10% and 25%
High Concentration	Greater than 25%	Greater than 25%
MPA Average	14.2%	10.4%

Roadway Projects & Low Income/Minority Populations

Roadway projects affecting census block groups with higher than average minority and low-income populations are shown in **Figure 3**. The following projects in **Figure 3** are within or along the boundary of census block groups with higher than average minority population and/or low-income population:

- **East Milwaukee Street Reconstruction – Project 3 (371-19-004)**
- **Black Bridge Road Reconstruction – Project 4 (371-21-001)**
- **W. Court Street Resurfacing & HSIP Safety Conversion/Signal Improvements – Projects 5 & 6 (371-21-002/003)**
- **W. Memorial Drive/N. Washington Street Intersection Improvements – Project 7 (371-19-010)**
- **Interstate Reconstruction: South Segment – Project 12 (371-11-12)**
- **Interstate Reconstruction: Middle Segment – Project 13 (371-11-13)**
- **USH 51 Pavement Replacement – Project 14 (371-18-004)**
- **STH 26 Pavement Replacement – Project 16 (371-20-002)**
- **I-39/90 Pavement Markings – Project 19 (371-21-008)**
- **Beloit Avenue RR Signal & Gates – Project 21 (371-19-003)**
- **Five Points Intersection Design Improvements – Project 25 (371-20-006)**
- **Center Avenue/McKinley Street Intersection Design & Pedestrian Refuge - Project 26 (371-20-007)**
- **Downtown Transfer Center Refurbishment – 371-20-T03**
- **Replacement of Passenger Shelters – 371-20-T06**

The concluding reconstruction and expansion of Interstate 39/90 has the potential to negatively affect low-income and minority populations. Minority and low-income populations live near I-39/90 south of the STH 26 interchange, near the Racine Avenue interchange, and north of the East Milwaukee Street underpass. Project impacts were evaluated in greater detail and previously addressed in the project’s environmental assessment.

All other projects are reconstruction projects (without expansion), railroad crossing improvements, or intersection improvements that are expected to improve the quality and safety of the existing road system with minimal impacts to minority and low-income populations. Moreover, transit investments

Transportation Alternatives Projects & Low Income/Minority Populations

The existing and planned transportation alternative projects are well dispersed throughout the MPA, as shown in **Figure 4**. The majority of environmental justice target areas are located within a mile of an existing or planned bike/pedestrian trail. Additionally, the reconstruction and expansion of bicycle and pedestrian infrastructure in Downtown Janesville will provide expanded transportation and recreational options for minority and low-income populations, which are fairly concentrated near Janesville’s downtown.

TIP Projects & Direct and Indirect Impacts on Low Income/Minority Populations

The projects listed in the Janesville Area 2022-2027 TIP, together with other public and privately funded transportation improvements and services provided in the Janesville urbanized area, do not impose disproportionately high and adverse impacts on minority and/or low-income populations. Furthermore, the benefits of the transportation services and improvements proposed are reasonably distributed to serve the mobility and accessibility needs of all population groups within the MPA. These statements are based on the analysis of proposed projects, their locations, and impacts on both low-income and minority populations as summarized in this chapter.

Map Legend

- 2022 TIP projects
- MPO Boundary
- Water Bodies
- Low Income Population**
 - Not Concentrated (<5%)
 - Low Concentration (5%-10%)
 - Moderate Concentration (10.1%-25%)
 - High Concentration (>25%)
- Minority Population**
 - Not Concentrated (<5%)
 - Low Concentration (5%-10%)
 - Moderate Concentration (10.1%-25%)
 - High Concentration (>25%)

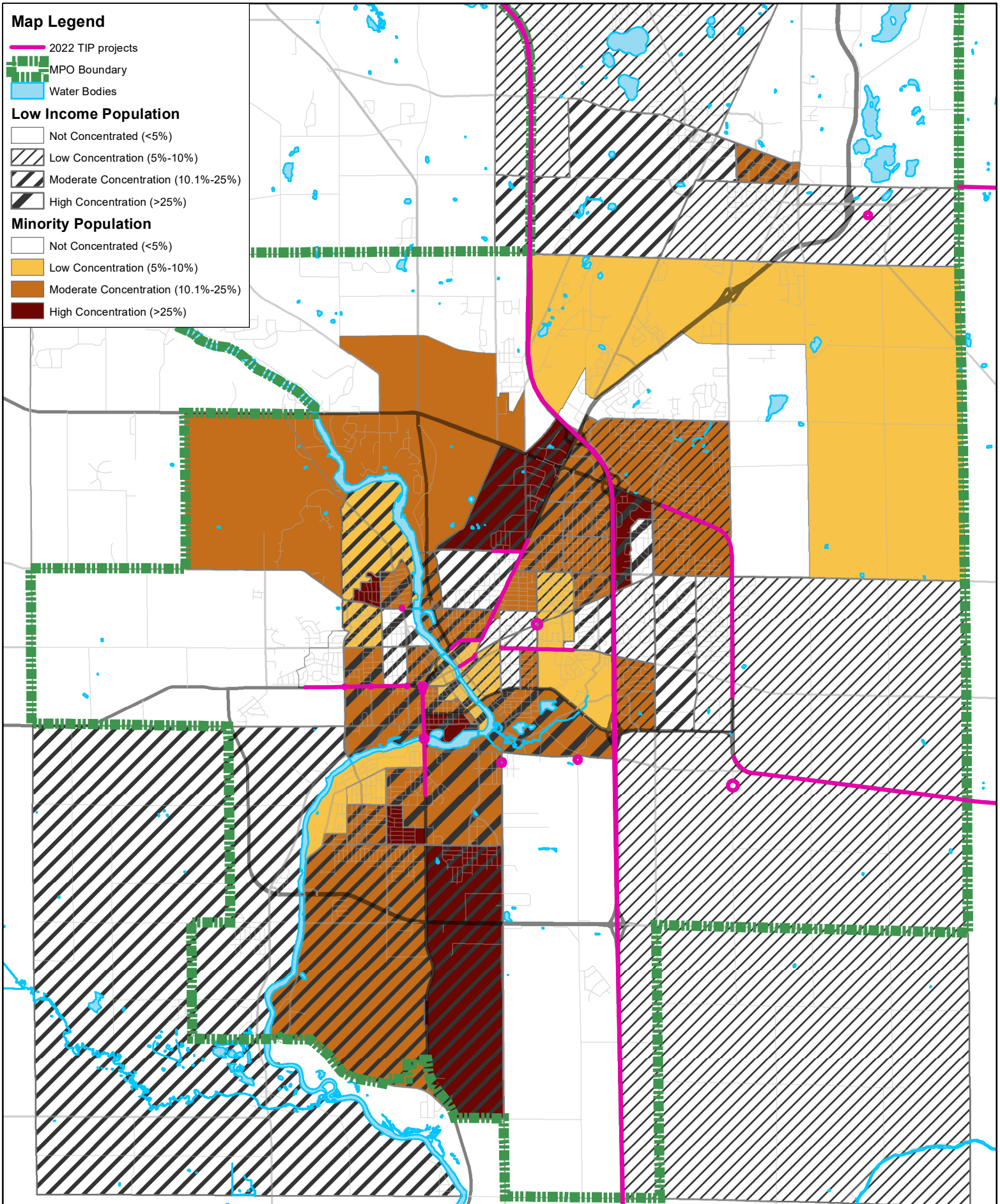
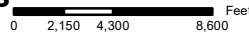


Figure 3: 2022 TIP Projects
Title VI/Environmental Justice Populations

(Census Block Groups)

1 inch = 8,333 feet



CITY OF JANESVILLE
Wisconsin's Park Place

4/15/2022 D. Seimon, Planning Division
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