Tri-Cities Area Metropolitan Planning Organization (TCAMPO)

2015 Title VI Plan Update

Prepared by the Crater Planning District Commission

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This Title VI Plan outlines how the Tri-Cities Area Metropolitan Planning Organization (MPO) meets Title VI requirements of the Civil Rights Act of 1964 and Environmental Justice compliance. This plan also outlines a procedure for filing complaints should any MPO stakeholders feel they were subject to discrimination under Title VI guidelines and accompanying policies.

The Tri-Cities Metropolitan Planning Organization fully complies with Title VI of the Civil Rights Act of 1964 and related statuses and regulations in all programs and activities. For more information, see http://www.craterpdc.org/transportation/mpo.htm or call 804-861-1666.

August, 2015
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ABSTRACT

Title VI of the Civil Rights Act of 1964 states, "No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Subsequent laws and Presidential Executive Orders added handicap, sex, age, or income status to the criteria for which discrimination is prohibited. A full description of Nondiscrimination Authorities can be found in Appendix I of this plan. The Tri-Cities Metropolitan Planning Organization Title VI Plan was developed to ensure the Tri-Cities MPO is in compliance with nondiscrimination requirements as outlined in Title 23 CFR and 49 CFR and related laws and to provide specific information on how to file a nondiscrimination complaint (Appendix I).

This Plan also provides an overview of Environmental Justice Assessment and Limited English Proficiency (LEP) concepts, definitions of Title VI concepts and associated nondiscrimination acts, and how Title VI and LEP are requirements are addressed in the metropolitan transportation planning process. Guidelines for public outreach strategies are included within the Tri-Cities MPO Public Participation Plan, adopted January 2007.

ACKNOWLEDGEMENTS AND PURPOSE

The contents of this document reflect the views of the Tri-Cities Area Metropolitan Planning Organization. The staff of the Crater Planning District Commission is responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the Federal Highway Administration, the Federal Transit Administration, or the Commonwealth Transportation Board. This document does not constitute a standard, specification, or regulation. Acceptance of this document by the Federal Highway Administration, the Federal Transit Administration and the Commonwealth Transportation Board, as evidence of fulfillment of the objectives of this planning document, does not constitute their approval for the location and design or commitment to fund any such improvements. Additional project level environmental impact assessments and/or studies of alternatives may be necessary.

The Crater Planning District Commission/Tri-Cities Area MPO, as a sub-recipient of federal financial assistance, is required to comply with Title VI and subsequent nondiscrimination laws, as well as provide an overview of how the Tri-Cities Area MPO addresses Executive Order 12898 on Environmental Justice and Executive Order 13166 on Limited English Proficiency (LEP). The purpose of this Title VI Plan is to describe the measures taken by the Tri-Cities Area MPO to assure compliance with the rules and regulations associated with Title VI and subsequent nondiscrimination laws, Environmental Justice, and LEP requirements.

TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION

The Tri-Cities MPO, for which this Title VI Plan is applicable, is the metropolitan planning organization (MPO) for the Tri-Cities Area. As such, the MPO is a federally mandated transportation policy board under Title 23, Part 450 of the Code of Federal Regulations. The MPO is comprised of representatives from local, state, and federal governments, the local transit fixed-route operator and other stakeholders. The MPO is responsible for transportation planning and programming for the Tri-Cities Area Metropolitan Planning Area (MPA). Any highway or transit project or program to be constructed or conducted within the MPA and to be paid for with Federal funds, must receive approval by the Tri-Cities MPO before any Federal funds can be expended. In addition, any highway or transit project deemed to be regionally-significant, regardless of the source(s) of funding, must receive MPO approval to proceed. The Tri-Cities Area includes the Cities of Colonial Heights, Hopewell and Petersburg and portions of the Counties of Chesterfield, Dinwiddie and Prince George. The Tri-Cities Area is located in the southern portion of the Richmond, Virginia urbanized area.
POLICY STATEMENT AND AUTHORITIES

The Tri-Cities MPO assures that no person shall, on the grounds of race, color, national origin, handicap, sex, age or income status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (Public Law 100.259) and subsequent nondiscrimination laws and related authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Tri-Cities MPO further assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

Per the Memorandum of Understanding on Metropolitan Transportation Planning Responsibilities for the Tri-Cities Area, executed on January 20, 2009, the Crater Planning District Commission provides staff resources for the Tri-Cities Area MPO. The Executive Director of the Crater Planning District Commission is also the Executive Director of the Tri-Cities MPO. The Executive Director is responsible for ensuring implementation of the MPO’s Title VI Plan. The Title VI Coordinator, under supervision of the Executive Director, is responsible for coordinating the overall administration of the Title VI Plan and assurances. In the event the Tri-Cities MPO distributes federal-aid funds to another governmental entity, the Tri-Cities MPO will include Title VI language in all written agreements and will monitor for compliance. The authorities that provide guidance on Title VI and related nondiscrimination laws, regulations, and executive orders can be found in Appendix IV.

Title VI of the Civil Rights Act of 1964 prohibits federal agencies and sub-recipients of federal funds from discriminating, on the basis of race, color or national origin, against participants or clients of programs that receive Federal funding. Subsequent laws and Presidential Executive Orders added handicap, sex, age, or income status to the criteria for which discrimination is prohibited. This document addresses prohibition of discrimination as mandated by Title VI as well as by the authorities listed in the following section.

*Neither the Tri-Cities Metropolitan Planning Organization (MPO) nor the Crater Planning District Commission (CPDC) have received any Title VI investigations, complaints, or lawsuits.*
The chart below depicts the nondiscrimination authorities addressed in the Tri-Cities MPO Title VI Plan.

**Tri-Cities MPO TITLE VI COORDINATOR**

The Tri-Cities MPO Title VI Coordinator is generally responsible for overseeing compliance with applicable nondiscrimination authorities in each of the metropolitan transportation planning and programming areas. Other staff members are expected to provide information and support to assist the Title VI Coordinator perform his or her tasks.

**Responsibilities of the Title VI Coordinator**

The Crater Planning District Commission staff will assist the Title VI Coordinator in evaluating and monitoring compliance with applicable nondiscrimination authorities in all aspects of the Tri-Cities MPO public participation process. To comply with Title VI Requirements, Crater Planning District Commission staff members, including the Title VI Coordinator will:

- Identify, investigate, and work to eliminate discrimination when found to exist.

- Process discrimination complaints received by the Tri-Cities Area MPO. Any individual may exercise his or her right to file a complaint with the Tri-Cities Area MPO, if that person believes that he or
she or any other program beneficiaries have been subjected to discrimination, in their receipt of benefits/services or on the grounds of race, color, national origin, sex, handicap, age, or income status. The Tri-Cities Area MPO will make a concerted effort to resolve complaints in accordance with Discrimination Complaint Procedures.

- Meet with appropriate staff members to monitor and discuss progress, implementation, and compliance issues related to the Tri-Cities Area MPO Title VI Plan.

- Periodically review the Title VI Plan to assess whether administrative procedures are effective, staffing is appropriate, and adequate resources are available to ensure compliance. This review will occur on an annual basis unless new federal requirements are issued requiring a different timetable.

- Work with staff involved with Consultant Contracts and sub-recipients found to not be noncompliant, to resolve the deficiency status and write a remedial action if necessary, as described in the Consultant Contracts section of this document. A remedial action may consist of a letter to the noncompliant Consultant giving a deadline date for when compliance must occur.

- Review important issues related to nondiscrimination with the Executive Director, as needed.

- Maintain a list of Interpretation Service Providers. The Tri-Cities MPO will use the same Interpretation Service Provider as the VDOT – Richmond District.

- Assess communication strategies and address language needs when needed. The Tri-Cities Area MPO will identify local governments within the MPA that have a population of non-English speaking citizens that make up more than 5% of the total population or 1,000 persons, whichever is less. This percentage and number is based on federal guidelines.

- Disseminate information related to the nondiscrimination authorities. The Tri-Cities Area MPO Title VI Plan is to be disseminated to Crater Planning District Commission employees, contractors, the general public, and any of the Tri-Cities Area services. Title VI information will be available through two sources: The Tri-Cities Area MPO webpage and hard-copy.

- Coordinate with appropriate federal, state, and regional entities to periodically provide Crater Planning District Commission employees with training opportunities regarding nondiscrimination.

- Ensure that all new Crater Planning District Commission employees receive education and training regarding nondiscrimination regulations and procedures as set forth in this plan and in accordance with federal guidance.
Questions
For questions on the Tri-Cities Area MPO Title VI Plan and procedures, please contact Mr. Joseph Vinsh, Title VI Coordinator at (804) 861-1666 or by email at jvinsh@craterpdc.org. For information on the Tri-Cities Area MPO work programs or publications, please see the Tri-Cities Area MPO webpage located http://www.craterpdc.org/transportation/mpo.htm

Tri-Cities MPO RESPONSIBILITIES
The Tri-Cities MPO ensures compliance with all applicable nondiscrimination authorities and with regard to the following:

- Communications and Public Participation
- Planning and Programming
- Environmental Justice
- Consultant Contracts
- Education and Training

In addition to the responsibilities listed in this section, Crater Planning District Commission staff responsibilities may include reviewing Title VI guidelines and procedures for the Tri-Cities Area MPO Title VI Plan, and incorporating Title VI-related language and provisions into Tri-Cities Area MPO documents, as appropriate.

Communications and Public Participation
Transportation has a direct and personal impact on the population of a region and is of critical importance to economic vitality and quality of life. The Tri-Cities MPO continually endeavors to provide citizens, affected public agencies, and other interested parties with reasonable opportunities to be involved in the transportation planning process.

Note: The Communications and Public Participation area applies to and affects the Tri-Cities MPO work program as a whole, particularly Tri-Cities Area MPO efforts and responsibilities related to the Planning and Programming and Environmental Justice areas. The Tri-Cities Area MPO Public Participation Plan includes specific information regarding outreach and communication strategies and Environmental Justice guidelines. Special emphasis is placed on outreach strategies for minority, low-income, and LEP populations.

Committee
The Tri-Cities MPO is governed by a Policy Committee. The Policy Committee is comprised of 6 elected members designated by each of the six local governments located within the transportation study area and 4 non-elected members designated by the State or regional agencies they represent. The Crater Planning District Commission (CPDC) staff provides the staff support for the Tri-Cities MPO. The Policy Committee is assisted by a Technical Advisory Committee that is comprised of 10 non-elected members designated by the local governments or agencies they represent. The Technical Committee members are local, regional or State agency staff that is involved with transportation planning and programming. The Tri-Cities MPO does not select members for either of these committees. Tri-Cities MPO Policy Committee members and Technical Committee members are followed in Appendix VII.

Tri-Cities Area MPO Responsibilities
On behalf of the Tri-Cities Area MPO, the Crater Planning District Commission staff is responsible for evaluating and monitoring compliance with applicable nondiscrimination authorities in all aspects of the Tri-Cities Area MPO public participation process, including the following:

- Ensure that all communications and public participation efforts comply with nondiscrimination authorities.
• Develop and distribute information on nondiscrimination and Tri-Cities Area MPO programs to the general public. This item will be addressed by posting information on the Tri-Cities Area MPO webpage as well as distributing copies of the Plan to local libraries and other public spaces.
• Provide services for individuals with special needs. This may include providing interpretation services.
• The minority media resource Urban Views Weekly will be included in the notification process for MPO public meetings or for the public review of MPO documents.

• Include the following statement in all of the Tri-Cities Area MPO public notices and on the webpage:

  “The Tri-Cities Area MPO fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information see www.craterpdc.org or call 804-861-1666.

• Include the above Title VI statement in press releases and on the Tri-Cities MPO webpage.

Planning and Programming

The Tri-Cities MPO is responsible for developing long and short range transportation plans and programs to provide efficient transportation services for the Tri-Cities Area. A comprehensive transportation process is used which entails the monitoring and collection of various data pertaining to transportation issues. The Tri-Cities MPO coordinates with VDOT, DRPT, cities, counties, and area transit agencies; seeks public participation; and provides technical support when needed. The outreach methods for long-range transportation plan updates are included within the Public Participation Plan.

Tri-Cities MPO Responsibilities

On the behalf of the Tri-Cities MPO, the Crater Planning District staff is responsible for evaluating and monitoring compliance with applicable nondiscrimination authorities in all aspects of the Tri-Cities MPO planning and programming processes. The Crater Planning District Commission staff will:

• Ensure that all aspects of the planning and programming process operation comply with nondiscrimination authorities.

• Prepare and update demographic maps and associated tables of the region using the most current and appropriate statistical information available on race, income, and other pertinent data. These maps will be used to identify areas with high minority, low-income, and LEP population groups. DRPT will provide the Tri-Cities MPO with current maps and associated tables, as appropriate.

• Make these maps and associated tables available to the public and member agencies on the Tri-Cities MPO webpage or in hard copy format, if requested.

• Continue to ensure that staff makes concerted efforts to involve members of all social, economic, and ethnic groups in the planning process. This item is addressed throughout the Tri-Cities MPO Public Participation Plan.

Environmental Justice

The concept of Environmental Justice includes the identification and assessment of disproportionately high and adverse effects of programs, policies, or activities on minority and low-income population groups. Within the context of regional transportation planning, Environmental Justice considers the relative distribution of costs and benefits from transportation investment strategies and policies among different segments of society.
Tri-Cities MPO Environmental Justice Assessment Responsibilities

On behalf of the Tri-Cities MPO, the Crater Planning District Commission (CPDC) staff is responsible for evaluating and monitoring compliance with applicable nondiscrimination authorities in all aspects of the Tri-Cities MPO efforts to address Environmental Justice.

- Ensure that all aspects of efforts to address Environmental Justice comply with nondiscrimination authorities.

- Prepare and update a demographic profile of the region using the most current and appropriate statistical information available on race, income, and other pertinent data. This data is readily available through the US Census Bureau website. The maps on the following 2 pages prepared by the Virginia Department of Rail and Public Transportation profile minority population and poverty densities by census tract within the MPO study area using 2010 census data. Additional 2010 census tract information profiling socioeconomic characteristics within the study area is contained in Appendix B of the Tri-Cities Area 2035 Transportation Plan available on-line http://www.craterpdc.org/transportation/mpo.htm Pages 54 through 60 of this document includes an assessment of anticipated environmental justice impacts of planned highway and transit projects. Summary maps provided by DRPT shown on the following page profile minority and low income population in the Tri-Cities by census tract.

- The Tri-Cities MPO Public Participation Plan includes provision for outreach strategies for minority and low-income household traditional underserved by existing transportation systems. With the adoption of the Tri-Cities MPO Title VI Plan, the LEP population will be included under this provision and be considered in the development of future metropolitan plans and programs.

- Disseminate information to the public on the processes used and findings of any analysis, in accordance with Tri-Cities MPO public participation procedures.
Limited English Proficiency

On August 1, 2000, President William J. Clinton signed Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency. The Executive Order requires federal agencies to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them. The Executive Order also requires that federal agencies work to ensure that recipients of federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

Individuals who do not speak English as their primary language and who have limited ability to read, speak, write or understand English can be limited English proficient, or “LEP”. For an LEP individual, language can present a barrier to accessing benefits and services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by federally funded programs and activities. These individuals may be entitled to language assistance at no cost to them with respect to a particular type of service, benefit, or encounter.

The United States Department of Transportation guidelines require that recipients of federal financial assistance provide “meaningful access to programs and activities” by giving LEP persons adequate and understandable information and allowing them to participate in programs and activities, where appropriate. Recipients of federal funds must take reasonable steps to remove barriers for LEP individuals. While designed to be a flexible and fact-dependent standard, the starting point is an individualized assessment that balances the following four factors:

1. Demography: number and/or proportion of LEP persons served and languages spoken in service area.
2. Frequency: rate of contact with service or program.
3. Importance: nature and importance of program/service to people’s lives.
4. Resources: available resources, including language assistance services.

The four-factor analysis should be used to determine which language assistance services are appropriate to address the identified needs of the LEP population. More information regarding the identification of LEP individuals within the community are included in Appendix V.

Consultant Contracts

The Tri-Cities MPO is responsible for selection, negotiation, and administration of its consultant contracts. The Tri-Cities MPO operates under its internal contract procedures and all relevant federal and state laws.

Under the Responsibilities Section, subsection Consultant Contacts, add the following language:

Consultant Contracts

The Crater Planning District Commission (CPDC) and the Tri-Cities Metropolitan Planning Organization (MPO) are responsible for selection, negotiation and administration of its consultant contracts under the provisions of its internal contract procedures and all relevant state and federal laws. Consultant contracts will include USDOT 1050.2 Appendix A in contract document templates.
The Title VI Coordinator is responsible for evaluating and monitoring consultant contracts for compliance with nondiscrimination authorities to:

- Ensure inclusion of all applicable nondiscrimination language in contracts and request for proposals (RFPs).
- Review outreach activities to ensure small, disadvantaged, minority, women and disabled veteran businesses are not excluded to participate in opportunities to compete for consulting contracts.
- Review consultants for compliance as follows:
  - The Title VI Coordinator will ensure that consultants are monitoring and verifying compliance with all applicable nondiscrimination authorities, procedures and requirements within the workplace and in the conduct of grant-funded activities.
  - If a recipient or sub-recipient is found to not be in compliance with the nondiscrimination authorities, the Title VI Coordinator and appropriate staff members will work to resolve the deficiency and prepare a remedial action, if necessary.

The Crater Planning District Commission, in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000 d – 42 and Title 49, Code of Federal Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered pursuant to this advertisement will afford minority business enterprises full opportunity to submit bids in response to the invitation, and will not discriminate on the grounds of race, color or national origin in consideration for an award.

**Tri-Cities MPO Responsibilities**

On behalf of the Tri-Cities MPO, the CPDC staff is responsible for evaluating and monitoring consultant contracts for compliance with nondiscrimination authorities. The CPDC staff will:

- Ensure inclusion of nondiscrimination language in contracts and Requests for Proposals (RFPs).
- Review consultants for compliance as described below:
  - Ensure that all consultants verify their compliance with nondiscrimination authorities, procedures, and requirements.
  - If a recipient or sub-recipient is found to be not in compliance with nondiscrimination authorities, the Title VI Coordinator and relevant staff will work with the recipient or sub-recipient to resolve the deficiency status. This means that the Title VI Coordinator will give a deadline for when the matter must be resolved.
- Review outreach activities to ensure small, disadvantaged, minority, women, and disabled veteran businesses are not excluded to participate in opportunities to compete for consulting contracts. Outreach methods and sources are discussed in the Tri-Cities MPO Public Participation Plan found in Appendix VI.

**Education and Training**

In an effort to continuously improve the Tri-Cities MPO’s overall compliance posture, nondiscrimination training will be coordinated with FHWA, VDOT, DRPT, and the Petersburg Area Transit (PAT), and made available to CPDC staff on an ongoing basis to ensure up-to-date knowledge of Title VI and other nondiscrimination statues.
Tri-Cities MPO Responsibilities

Under the category of education and training, nondiscrimination responsibilities include:

- Distribution of information to CPDC staff on training programs regarding Title VI and related statutes.
- Tracing staff participation in nondiscrimination training.
- Maintain and update nondiscrimination training as necessary.
- Maintain and update the *Tri-Cities MPO Title VI Plan* as necessary. The Title VI Plan will be reviewed on an annual basis unless a new federal mandate requires a different timeline.

Outreach Efforts Since December 2012

- Since the adoption of the *Tri-Cities Area MPO Title VI Plan* in December 2012, public outreach efforts have been expanded to include the creation of a Facebook Page, use of Connect VA social media format and creating a Tri-Cities MPO logo and branding the MPO separate from the Crater Planning District Commission.
- Introduction of surveys and webpage counters to track the level of activity on the new MPO webpage.
Appendix I: DISCRIMINATION COMPLAINT PROCEDURES

Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color, or national origin. Subsequent laws and Presidential Executive Orders added handicap, sex, age, income status and limited English proficiency to the criteria for which discrimination is prohibited, in programs and activities receiving federal financial assistance. As a sub-recipient of federal assistance, the Tri-Cities MPO has adopted a Discrimination Complaint Procedure as part of its Title VI Plan to comply with Title VI and associated statutes.

1. Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, as amended, or any nondiscrimination authority, may file a complaint with the Tri-Cities MPO. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the Tri-Cities MPO Title VI Coordinator for review and action.

2. In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 days after:
   a. The date of the alleged act of discrimination; or
   b. Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

The recipient or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

3. Complaints shall be in writing and shall be signed by the complainant and/or the complainant’s representative. Complaints should set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the recipient, the person shall be interviewed by the Title VI Coordinator. If necessary, the Title VI Coordinator will assist the person in putting the complaint in writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled in the usual manner.

4. Within 10 days, the Tri-Cities MPO Title VI Coordinator will acknowledge receipt of the allegation in writing, inform the complainant of action taken or proposed action to process the allegation, advise the respondent of their rights under Title VI and related statutes, and advise the complainant of other avenues of redress available, such as the Virginia Department of Transportation (VDOT) and the Federal Highway Administration (FHWA).

5. Within 10 days, a letter will be sent to the VDOT Central Office, Civil Rights Division, and a copy to the FHWA Virginia Division Office. This letter will list the names of the parties involved, the basis of the complaint, and the assigned investigator.

6. In the case of a complaint against the Tri-Cities MPO, a VDOT investigator will prepare a final investigative report and send it to the complainant, respondent (Tri-Cities MPO/CPDC person listed), the Tri-Cities MPO Title VI Coordinator, and FHWA Virginia Division.

7. Generally, the following information will be included in every notification to the VDOT Office of Civil Rights:
a. Name, address, and phone number of the complainant.
b. Name(s) and address(es) of alleged discriminating official(s).
c. Basis of complaint (i.e., race, color, national origin, sex, age, handicap/disability, income status, limited English proficiency).
d. Date of alleged discriminatory act(s).
e. Date of complaint received by the recipient.
f. A statement of the complaint.
g. Other agencies (state, local or federal) where the complaint has been filed.
h. An explanation of the actions the recipient has taken or proposed to resolve the issue raised in the complaint.

8. Within 60 days, the Tri-Cities MPO Title VI Coordinator will conduct and complete an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the Executive Director of the recipient of federal assistance. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.

9. Within 90 days of receipt of the complaint, the Tri-Cities Title VI Coordinator will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with the Virginia Department of Transportation or the Federal Highway Administration, if they are dissatisfied with the final decision rendered by the Tri-Cities MPO. The Tri-Cities MPO’s Title VI Coordinator will also provide the VDOT Civil Rights Central Office with a copy of the determination and report findings.

10. In the case a nondiscrimination complaint that was originated at the Tri-Cities MPO is turned over to and investigated by VDOT, FHWA or another agency, the Tri-Cities MPO Title VI Coordinator will monitor the investigation and notify the complainant of updates, in accordance with applicable regulations and VDOT policies and procedures.

11. In accordance with federal law, the Tri-Cities MPO will require that applicants of federal assistance notify the Tri-Cities MPO of any law suits filed against the applicant or sub-recipients of federal assistance or alleging discrimination; and a statement as to whether the applicant has been found in noncompliance with any relevant civil rights requirements.

12. The Tri-Cities MPO will submit Title VI accomplishment reports to the VDOT Central Office, Civil Rights Division, in compliance with VDOT’s established processes.

13. The Tri-Cities MPO will collect demographic data on staff, committees, and program areas in accordance with 23 CFR, 49 CFR and VDOT’s established procedures and guidelines.

14. Pursuant to the Virginia Public Records Act (VPRA) § 42.1-76 et seq., the Tri-Cities MPO will retain Discrimination Complaint Forms and a log of all complaints filed with or investigated by the Tri-Cities MPO.

15. Records of complaints and related data will be made available by request in accordance with the Virginia Freedom of Information Act.
Appendix II: DISCRIMINATION COMPLAINT FORM

Please provide the following information in order to process your complaint. Assistance is available upon request. Complete this form and mail or deliver to:

Tri-Cities Metropolitan Planning Organization, Title VI Coordinator, 1964 Wakefield Street, Petersburg, VA 23805

You can reach our office Monday-Friday from 9:00 am to 5:00 pm at (804) 861-1666, or you can email the Tri-Cities MPO Title VI Coordinator at jvinsh@craterpdc.org

Complainant’s Name: ________________________________________________________________

Street Address: ___________________________________________________________________

City:_________________________ State:_________________________ Zip Code: ____________

Telephone No. (Home): ____________________________ Business: ______________________

Email Address: ________________________________

Person discriminated against (if other than complainant):

Name: ________________________________________________

Street Address: ___________________________________________________________________

City:_________________________ State:_________________________ Zip Code: ____________

Telephone No.: ____________________________

The name and address of the agency, institution, or department you believe discriminated against you. Name:

________________________________________________________________________________

Street Address: ___________________________________________________________________

City:_________________________ State:_________________________ Zip Code: ____________

Date of incident resulting in discrimination: __________________________

Describe how you were discriminated against. What happened and who was responsible? If additional space is required, please either use the back of form or attach extra sheets to form.
This complaint involves a specific individual(s) associated with the TCAampo? If so, provide the name(s) of the person(s), if known.

Where the incident take place?

________________________________________

________________________________________

Are there any witnesses? If so, please provide your contact information:
Name: ________________________________
Street address: _________________________
City State: _____________________________
Phone: _______________________________
Postal Code: __________________________

Name: ________________________________
Street address: _________________________
City State: _____________________________
Phone: _______________________________
Postal Code: __________________________

Did you file this complaint with another federal, state or local agency, or in federal or state court?
○ Yes
○ No

If yes, check each complaint was filed with the agency:
○ Federal Agency
○ State Court
○ Federal Court
○ Local Agency
○ State Agency
○ Other
Please provide the contact information for the agency also filed a complaint with:

Name: 
Street address: 
City State: 
Date of presentation: 
Postal Code: 

Sign complaint in the space below. Attach any documents that you believe support your complaint.

Signature of Applicant Date Signature

For internal use only:

Enter #: 
DISCRIMINATION COMPLAINT FORM IN SPANISH

Por favor, provea la siguiente información con el fin de procesar su queja. La ayuda está disponible bajo petición. Complete este formulario y envíelo por correo o entregar a:

Tri-Cities Organización de Planificación Metropolitana, Coordinador del Título VI, 1964 Wakefield Street, Petersburg, VA 23805

Puede llegar a nuestra oficina de lunes a viernes de 8:30 am a 5:00 pm al (804) 861-1666, o puede enviar el Tri-Cities Coordinador del Título VI a jvinsh@craterpdc.org

Nombre del querellante: : ___

Dirección::   __

Ciudad:________________________ Estado: ______ Código postal: ______

Teléfono (Casa):________________________ (Negocios): : ___

Dirección de correo electrónico: : ___

Persona de discriminación (si no es demandante): Nombre: : _________

Dirección: : ___

Ciudad:________________________ Estado: ______ Código postal: ______

Teléfono: : ___

El nombre y la dirección de la agencia, institución o departamento que usted cree que discriminó en su contra. Nombre: ___

Dirección: ___

Ciudad:________________________ Estado: _____ Código postal: ______

Fecha del incidente que resulta en la discriminación: ___________________

Describa cómo fue discriminado. ¿Qué pasó y quién fue el responsable? Si se necesita espacio adicional, por favor, o bien utilizar el reverso del formulario o adjuntar hojas adicionales a la forma.
Esta denuncia implica a un individuo específico (s) asociado con el CVMPO? En caso afirmativo, indique el nombre (s) de la persona (s), si se conoce.

¿Dónde se llevará a cabo el incidente?

¿Hay testigos? Si es así, por favor proporcione su información de contacto:

Nombre:  
Dirección: 
Ciudad: __________________________ Estado: _______  
Teléfono: 

Nombre:  
Dirección: 
Ciudad: __________________________ Estado: _______  
Teléfono: 

¿Presentó esta queja con otra agencia federal, estatal o local, o ante un tribunal federal o estatal?

O Sí  O Not

Si la respuesta es Sí, marque cada queja se presentó ante la agencia:

O Agencia Federal para el  O Tribunal Federal  O Agencia Estatal de
O Corte del Estado de  O Agencia Local  O Otro
Sírvanse proporcionar información la persona de contacto para la agencia también se presentó la queja con:

Nombre:  
Dirección:  
Ciudad:  Estado:  
Código postal:  
Fecha de presentación:  

Firme la queja en el espacio de abajo. Adjunte cualquier documento que considere apropiado para respaldar su queja.

_____________________________                ____________________________
Firma del Demandante  Feche Firma

Sólo para uso interno:
Entrar #:  ____________________________
Appendix III: Notice to the Public

In order to comply with 49 CFR Section 21.9(d), the Tri-Cities MPO shall provide information to the public regarding their Title VI obligations and apprise members of the public of the protections against discrimination afforded to them by Title VI. The paragraph below will be inserted into all significant publications that are distributed to the public, such as future versions and updates of the Long-Range Transportation Plan, Transportation Improvement Program, and Unified Planning Work Program. The text will be placed permanently on the Tri-Cities MPO's webpage [http://www.craterpdc.org/transportation/mpo.htm](http://www.craterpdc.org/transportation/mpo.htm)

“The Tri-Cities Metropolitan Planning Organization (TCMPO) fully complies with Title VI of the Civil Rights Act of 1964 and related statuses and regulations in all programs and activities”. For more information, see [www.craterpdc.org](http://www.craterpdc.org) or call 804-861-1666.
Appendix IV: TITLE VI AND OTHER NONDISCRIMINATION AUTHORITIES

Title VI is usually referred to in the context of federal nondiscrimination laws. Title VI is one of eleven titles included in the Civil Rights Act of 1964. The following is a list of all of the Civil Rights Act titles:

I. Voting Rights
II. Public Accommodation
III. Desegregation of Public Facilities
IV. Desegregation of Public Education
V. Commission on Civil Rights
VI. Nondiscrimination in Federally Assisted Programs and Activities
VII. Equal Employment Opportunity
VIII. Registration and Voting Statistics
IX. Intervention and Procedure after Removal in Civil Rights Cases
X. Establishment of Community Relations Service
XI. Miscellaneous

Title VI “declares it to be the policy of the United States that discrimination on the ground of race, color, or national origin shall not occur in connection with programs and activities receiving federal financial assistance and authorizes and directs the appropriate federal departments and agencies to take action to carry out this policy.” Any organization that receives Federal funds is bound to comply with Title VI.

Since the Civil Rights Act of 1964, other nondiscrimination laws have been enacted to expand the range and scope of Title VI coverage and applicability:

- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970** prohibits unfair and inequitable treatment of persons displaced or whose property will be acquired as a result of federal and federal-aid programs and projects.
- **The Federal Aid Highway Act of 1973** states that no person shall, on the grounds of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.
- **Section 504 of the Rehabilitation Act of 1973** states that no qualified handicapped person shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance. This Act protects qualified individuals from discrimination based on their disability.
- **The Age Discrimination Act of 1975** states that no person shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. This act prohibits age discrimination in Federally Assisted Programs.
- **The Civil Rights Restoration Act of 1987, P.L.100-209** amends Title VI of the 1964 Civil Rights Act to make it clear that discrimination is prohibited throughout an entire agency if any part of the agency receives federal assistance.
The American Disabilities Act (ADA) of 1990 prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities.


In addition to the laws listed above, two executive orders must be taken into account when ensuring compliance with federal nondiscrimination laws, directives, and mandates:

Executive Order 12898 – Environmental Justice (February 11, 1994), a presidential mandate to address equity and fairness toward low-income and minority persons/population. Executive Order 12898 organized and explained the federal government’s commitment to promote Environmental Justice. Each federal agency was directed to review its procedures and make environmental justice part of its mission. U.S. DOT Order 5610.2 (April 15, 1997) expanded upon Executive Order 12898 requirements and describes process for incorporating Environmental Justice principles into DOT programs, policies, and activities. FHWA Order 6640.23 (December 2, 1998) – FHWA Actions to Address Environmental Justice in Minority Populations and Low- Income Populations.

DOT Order 5610.2 on Environmental Justice summarized and expanded upon the requirements of Executive Order 12898 to include all policies, programs, and other activities that are undertaken, funded, or approved by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), or other U.S. DOT components.

Executive Order 13166 – Limited English Proficiency (August 11, 2000), a presidential directive to federal agencies to ensure people who have limited English proficiency have meaningful access to services. Executive Order 13166 ensures federal agencies and their recipients to improve access for persons with Limited English Proficiency to federally-conducted and federally assisted programs and activities.

The National Environmental Policy Act (NEPA) of 1969 addresses both social and economic impacts of environmental justice. NEPA stresses the importance of providing for “all Americans, safe, healthful, productive and aesthetically pleasing surroundings,” and provides a requirement for taking a “systematic interdisciplinary approach” to aid in considering environmental and community factors in decision-making.

FHWA/FTA Memorandum Implementing Title VI Requirements in Metropolitan and Statewide Planning - This memorandum provides clarification for field officers on how to ensure that environmental justice is considered during current and future planning certification reviews. The intent of this memorandum was for planning officials to understand that environmental justice is equally as important during the planning stages as it is during the project development stages.
• ENVIRONMENTAL JUSTICE

On February 11, 1994, President William J. Clinton signed Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which directs federal agencies to develop strategies to help them identify and address disproportionately high and adverse human health or environmental effects of their programs, policies, and activities on minority and low-income populations. The Executive Order was also intended to provide minority and low-income communities with access to public information and opportunities for public participation in matters relating to human health or the environment.

Adverse effects as described in Executive Order 12898 is the totality of significant individual or cumulative human health or environmental effects, including interrelated social and economic effects, which may include, but are not limited to:

- Bodily impairment, infirmity, illness or death.
- Air, noise, and water pollution and soil contamination.
- Destruction or disruption of:
  - man-made or natural resources
  - aesthetic values
  - community cohesion or a community’s economic vitality
  - the availability of public and private facilities and services
- Adverse employment effects.
- Displacement of persons, businesses, farms, or non-profit organizations.
- Increased traffic congestion, isolation, exclusion or separation of minority or low-income individuals within a given community or from the broader community.
- Denial of, reduction in, or significant delay in the receipt of benefits of the CVMPO programs, policies, or activities.

Environmental Justice joins social and environmental movements by addressing the unequal environmental burden often borne by minority and low-income populations. The right to a safe, healthy, productive, and sustainable environment for all, where "environment" is considered in its totality to include the ecological (biological), physical (natural and built), social, political, aesthetic, and economic environments.

Environmental Justice helps to ensure that programs, policies, and activities that have adverse effects on communities do not affect minority and low-income populations disproportionately. To prevent discrimination as described in Executive Order 12898, the Federal Highway Administration Order Order To Address Environmental Justice in Minority Populations and Low-Income Populations dated December 2, 1998 defines minority and low-income individuals and populations as follows:
Minority – a person who is Black, Hispanic, American Indian and Alaskan Native, or Asian American:

- **Black** – a person having origins in any of the black racial groups of Africa.
- **Hispanic** – a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- **American Indian and Alaskan Native** – a person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.
- **Asian American** – a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific islands.

Minority Population – any readily identifiable groups of minority persons who live in geographic proximity, and if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed program, policy or activity.

Low-Income – a person whose household income is at or below the United States Department of Health and Human Services poverty guidelines.

Low-Income Population – any readily identifiable group of low-income persons who live in geographic proximity, and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who would be similarly affected by a proposed program, policy or activity.

Environmental Justice is incorporated through all phases of the transportation planning and programming process. Environmental Justice Guidelines for the CVMPO have been developed and are included within the updated CVMPO Public Participation Plan, adopted in 2010, and within the 2035 CVMPO Long-Range Transportation Plan completed in 2010.
Appendix V: Limited English Proficiency Background Information and Plan

On August 11, 2000, President William J. Clinton signed Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency. The Executive Order requires federal agencies to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them. The Executive Order also requires that federal agencies work to ensure that recipients of federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

Individuals who do not speak English as their primary language and who have a limited ability to read, write or understand English can be limited English proficient, or “LEP.” For an LEP individual, language can present a barrier to accessing benefits and services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by federally funded programs and activities. These individuals may be entitled to language assistance at no cost to them with respect to a particular type of service, benefit, or encounter.

The United States Department of Transportation guidelines require that recipients of federal financial assistance provide “meaningful access to programs and activities” by giving LEP persons adequate and understandable information and allowing them to participate in programs and activities, where appropriate. Recipients of federal funds must take reasonable steps to remove barriers for LEP individuals. While designed to be a flexible and fact-dependent standard, the starting point is an individualized assessment that balances the following four factors:

I. Demography: number and/or proportion of LEP persons served and languages spoken in service area.
II. Frequency: rate of contact with service or program.
III. Importance: nature and importance of program/service to people’s lives.
IV. Resources: available resources, including language assistance services.

The four-factor analysis was used to determine which language assistance services are appropriate to address the identified needs of the LEP population. Below is a detailed description of the four factor analysis.

Factor 1: Assessment of the Number and Proportion of LEP Persons Likely to be Served or Encountered in the Eligible Service Population

The CPDC staff has reviewed 2010 Census data on the number of individuals in its service area that have LEP, as profiled below.
## Language Use and English-Speaking Ability for the Population by County and City

<table>
<thead>
<tr>
<th>Total Pop. 5yrs+</th>
<th>Speak English at Home</th>
<th>Speak non-English at Home</th>
<th># of Pop. Not Well/Not at All</th>
<th>% of Pop. Not Well/Not at All</th>
<th>English Ability-Very Well</th>
<th>English Ability-Well</th>
<th>English Ability-Not Well</th>
<th>English Ability-Not at All</th>
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<td>259,283</td>
<td>29,286</td>
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<td>7,129</td>
<td>2.5%</td>
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<td>25,112</td>
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<td>2,355</td>
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<td>329</td>
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<td>1,148</td>
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<td>1.2%</td>
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Data in the above shown table was obtained from the U.S. Census Bureau’s 2010 American Community Survey (ACS) for the jurisdictions within the Tri-Cities MPO study area. These data indicate the extent to which translations into other language are needed to meet the needs of LEP persons.

CPDC staff used this data to determine how best to disseminate information that is accessible to persons with LEP. According to the U.S. Census 2010 ACS, all local governments in the Tri-Cities, except for the Tri-Cities portion of Chesterfield County, contained populations where less than five percent and less than 1,000 persons spoke English “Not well” or Not at all”. Based on the finding that 1,404 persons residing in the Tri-Cities portion of Chesterfield County “Speak English Less Than Very well”, as display on the following page, meets the threshold requirement for provision for the LEP population. The discrimination complaint form is translated into Spanish in the appendix of this plan. Requests for document translations will be provided as needed. The Tri-Cities MPO uses the same translator/interpreter services as the VDOT Richmond District Office. The most pervasive non-English language in the Tri-Cities Area is Spanish.

**Factor 2: Assessment of Frequency with Which LEP Individuals Come Into Contact with the Agency**

The Tri-Cities MPO has not been approached in the past for information by any populations who do not have a reasonable competent grasp of the English language.

The goal of the Tri-Cities MPO, going forward, is to make sure that for any potential project that could impact this community, the CPDC staff will make every effort to include all stakeholders that could be affected by the project, including Spanish speaking populations. The CPDC staff will perform outreach when needed and provide assistance when requested. The Tri-Cities MPO will work with DRPT in continuing to identify emerging populations as updated census and ACS data become available.

**Factor 3: Assessment of the Nature and Importance of the Transit Services to the LEP Population**

One of the Tri-Cities MPO’s main functions is to support cooperative, comprehensive, and continuing public transportation planning and services as outlined in federal transportation acts. In doing so, the Tri-Cities MPO develops the Transportation Improvement Program, the Public Participation Plan, the Long Range Transportation Plan Year 2035 and other studies. Another key function of the MPO is to work closely with Petersburg Area Transit and Richmond Ridefinders in providing planning documents such as the Transit Development Plan.

DRPT’s Public Transportation and Transportation Demand Management Grant Program Application Guidance provide Petersburg Area Transit and Richmond Ridefinders with application guidance regarding the various state and federal public transportation grant programs. The document contains two major parts:

1. An overview of the grant programs administered by DRPT, a description of DRPT’s public transportation investment policy, and a calendar describing each step in the grant application process.

2. A description of eligible expenses, match ratios, application evaluation criteria, and the application procedure.
DRPT is required by the FTA to ensure that recipients of FTA assistance—such as the Petersburg Area Transit—comply with federal requirements. To meet this federal mandate, DRPT conducts periodic reviews of Petersburg Area Transit. Additional objectives of the reviews are to ensure compliance with state requirements, encourage progress, and identify training and technical assistance needs.

The Tri-Cities MPO will provide the appropriate materials for the Spanish speaking community if it is needed for the project. Also, the Tri-Cities MPO will work with Petersburg Area Transit to ensure its efforts in this regard mirror the MPO's LEP goals.

**Factor 4: Assessment of the Resources Available to the Agency and Costs**

The Tri-Cities MPO provides access to LEP persons through the translation services of the Richmond District Office of VDOT. The Tri-Cities MPO will provide translator services for MPO meetings for Spanish speaking citizens if given at least one week notice.

The MPO will also make major plans available in Spanish, if requested to do so by the Spanish speaking community. The CPDC staff will aim to complete a document translation with a reasonable timeframe. Also, for various projects the CPDC staff will make effort to include all stakeholders in the planning and implementation process. When a project affects the Spanish speaking population, the CPDC staff will take action to make the information about the project as accessible as possible.

At this time, the Tri-Cities MPO has not had any requests for translation into non-English languages. Because of this, it is very hard to assess the costs that would be incurred to make translations into Spanish. The MPO is prepared for these costs should the Spanish speaking population need specific assistance.

**LEP Implementation Plan**

Considering the area served by the Tri-Cities MPO and the number of LEP individuals, it is necessary to provide at least the most basic and cost-effective services available to ensure compliance with Executive Order 13166.

- Publish vital documents such as the discrimination complaint form on the Tri-Cities MPO webpage in Spanish, as requested.
- Disseminate the LEP Plan to community organizations, governmental entities, and other interested persons; in Spanish upon request.
- With advance notice of seven calendar days, provide interpreter services at any meeting or public hearing for the Spanish speaking community.
- Place statements in notices and publications that interpreter services are available for meetings, with seven days advance notice.
- Include a LEP policy in the updates of the Tri-Cities MPO Public Participation Plan.
Chesterfield County - Tri-Cities MPO Portion
% Who Speak English Less Than Very Well

Data Sources:
2010 American Community Survey Tract Level Data

Total Population: 71,274
Speak English Less Than Very Well: 1,404
Total %: 2.0%
Label shows number per tract who do not speak English well.
RESOLUTION OF THE TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION ADOPTING TITLE VI PLAN PURSUANT TO THE U.S. CIVIL RIGHTS ACT OF 1964, AS AMENDED

WHEREAS, the U.S. Department of Transportation provides financial assistance to public agencies for transportation technical studies; and

WHEREAS, the U.S. Department of Transportation requires approval of regional transportation plans and programs by the Metropolitan Planning Organization (MPO) in accordance with 23 U.S.C. Part 450; and

WHEREAS, the Tri-Cities Area Transportation Policy Committee is the duly designated Metropolitan Planning Organization for the Tri-Cities Area; and

WHEREAS, the Tri-Cities Area Transportation Policy Committee desires to adopt a planning document showing how it complies with requirements of the U.S. Civil Rights Act of 1964, as amended and including provision for limited English proficiency; and

WHEREAS, on January 10, 2013 information regarding the draft Title VI Plan was presented to the Tri-Cities Area MPO – Policy Committee for consideration; and

NOW, THEREFORE BE IT RESOLVED, the Policy Committee of the Tri-Cities Area Metropolitan Planning Organization hereby endorses the Title VI Plan as presented on January 10, 2013.

Upon a motion by Mr. Shelley, seconded by Mr. Brown and carried, a motion was endorsed to adopt the Title VI Plan as described during the January 10, 2013 meeting with ___ of the 9 voting members present.

Date: 1-10-13

Chair, Tri-Cities Area Metropolitan Planning Organization
## Appendix VII: TCAMPO Policy Committee Members and Technical Members

### Tri-Cities Area Metropolitan Planning Organization – Policy Committee Membership by Voting Status (01-19-16)

<table>
<thead>
<tr>
<th>Jurisdiction/ Agency</th>
<th>Name</th>
<th>Contact Information</th>
<th>Voting Status</th>
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</thead>
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<tr>
<td>Chesterfield County</td>
<td>Mr. Steve Elswick</td>
<td>P.O. Box 40 Chesterfield, VA 23832-0040 Office: 804-748-1211 Fax: 717-6297</td>
<td>Voting</td>
</tr>
<tr>
<td>City of Colonial Heights</td>
<td>Mr. John T. Wood</td>
<td>800 S. Sycamore Street Petersburg, VA 23803 Office – 804-732-1000 Cell – 931-7816 <a href="mailto:woodj@colonial-heights.com">woodj@colonial-heights.com</a></td>
<td>Voting &amp; Vice-Chair</td>
</tr>
<tr>
<td>Dinwiddie County</td>
<td>Mr. William Chavis</td>
<td>17807 Malones Road Carson, VA 23830 Cell: 712-7240 <a href="mailto:wchavis@dinwiddieva.us">wchavis@dinwiddieva.us</a></td>
<td>Voting &amp; Chair</td>
</tr>
<tr>
<td>Hopewell</td>
<td>Ms. Jasmine Gore</td>
<td>302 S. Mesa Drive Hopewell, VA 23860 804-541-2249 gore4ward4gmail.com</td>
<td>Voting</td>
</tr>
<tr>
<td>Petersburg</td>
<td>Mr. Howard Myers</td>
<td>City Hall Petersburg, VA 23803 Office – 804-733-2323 (Clerk of Council) <a href="mailto:whowardmyers@petersburg-va.org">whowardmyers@petersburg-va.org</a></td>
<td>Voting</td>
</tr>
<tr>
<td>Prince George County</td>
<td>Mr. T.J. Webb</td>
<td>8500 Hines Road Disputanta, VA 23842 Cell: 804-875-3022 <a href="mailto:tiwebb@princegeorgecountyva.gov">tiwebb@princegeorgecountyva.gov</a></td>
<td>Voting</td>
</tr>
<tr>
<td>Virginia Department of Transportation (VDOT), Representing Virginia Secretary of Transportation</td>
<td>Mr. Rob Cary</td>
<td>Virginia Department of Transportation 2430 Pine Forest Drive Colonial Heights, VA 23834 Office: 804-524-6000 Fax: 804-524-6115 <a href="mailto:ROB.CARY@VDOT.VIRGINIA.GOV">ROB.CARY@VDOT.VIRGINIA.GOV</a></td>
<td>Voting</td>
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<tr>
<td>Petersburg Area Transit (PAT)</td>
<td>Ms. Dironna Belton</td>
<td>City of Petersburg</td>
<td>Voting</td>
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<tr>
<td><strong>Organization</strong></td>
<td><strong>Contact Person</strong></td>
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<tr>
<td>Crater Planning District Commission (CPDC)</td>
<td>Mr. Dennis K. Morris</td>
<td>Crater Planning District Commission P.O. Box 1808</td>
<td>804-861-1666, 804-732-8972</td>
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<tr>
<td>Virginia Department of Rail &amp; Public Transportation (DR&amp;PT)</td>
<td>Mr. Nick Britton</td>
<td>Virginia Department of Rail &amp; Public Transportation 1313 East Main Street, Suite 300 Richmond, VA 23219</td>
<td>804-786-4440</td>
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<tr>
<td>Fort Lee</td>
<td>Mr. Fritz Brandt</td>
<td>Fort Lee DPW 825 19th Street/Bldg 6005 Fort Lee, VA 23801</td>
<td>804-734-5977</td>
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<td>Petersburg National Battlefield Park (PNBP)</td>
<td>Mr. Adam Baghetti</td>
<td>Petersburg National Battlefield 1539 Hickory Hill Road Petersburg, VA 23803</td>
<td>804-732-3571</td>
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<tr>
<td>Federal Transit Administration (FTA)</td>
<td>Mr. Ryan Long</td>
<td>Federal Transit Administration 1760 Market Street Suite 500 Philadelphia, PA 19103-4124</td>
<td>215-656-7100</td>
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<td>Federal Highway Administration (FHWA)</td>
<td>Ms. Mack Frost</td>
<td>FHWA Virginia 400 North 8th Street Richmond, VA 23240</td>
<td>804-775-3352</td>
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# Membership Contact Information by Voting Status (01-19-16)

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<td>Ms. Barbara Smith</td>
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<td>Fax: 804-748-8516</td>
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<td></td>
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<td><a href="mailto:SmithBK@Chesterfield.va.us">SmithBK@Chesterfield.va.us</a></td>
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<tr>
<td>City of Colonial Heights</td>
<td>Mr. Scott Davis</td>
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<td><a href="mailto:davis@colonialheightsva.gov">davis@colonialheightsva.gov</a></td>
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<td>Dinwiddie County</td>
<td>Mr. Mark Bassett</td>
<td>County of Dinwiddle</td>
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<td>14016 Boydton Plank Road</td>
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<td>City of Hopewell</td>
<td>Mr. Ed Watson</td>
<td>103 Hopewell Street</td>
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<td><a href="mailto:ewatson@hopewellva.gov">ewatson@hopewellva.gov</a></td>
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<td>Mr. Daniel Harrison</td>
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<td>Prince George County</td>
<td>Ms. Julie Walton</td>
<td>County of Prince George P.O. Box 68 Prince George, VA 23875 Office: 804-722-8659 Fax: 804-732-2119 <a href="mailto:JWalton@princegeorgeva.org">JWalton@princegeorgeva.org</a></td>
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<td>Virginia Department of Transportation P.O. Box 3402 Colonial Heights, VA 23834 Office: 804-524-6151 Fax: 804-524-6115 <a href="mailto:mark.riblett@vdot.virginia.gov">mark.riblett@vdot.virginia.gov</a></td>
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<td>City of Petersburg 100 West Washington Street Petersburg, VA 23803 Office: 804-733-2461 <a href="mailto:dbelton@petersburg-va.org">dbelton@petersburg-va.org</a></td>
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<td>Virginia Department of Rail &amp; Public Transportation (VDR&amp;PT)</td>
<td>Ms. Jay Lindsey</td>
<td>Virginia Department of Rail &amp; Public Transportation 1313 East Main Street, Suite 300 Richmond, VA 23219 Office: 804-371-4057 <a href="mailto:Jay.Lindsey@drpt.Virginia.gov">Jay.Lindsey@drpt.Virginia.gov</a></td>
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TRI-CTIES AREA MPO PUBLIC PARTICIPATION PLAN