

Central Virginia Transportation Technical Committee

Region 2000 Local Government Council

Large Conference Room

828 Main Street, 12th Floor

August 9, 2012 at 10:30 a.m.

Agenda

1. Call to OrderPaul Harvey, Chair
2. Discussion of the Rural Scenic Corridor Design Guidelines...Scott Smith, Senior Planner
3. Discussion of the Supplemental Signage Program.....Scott Smith, Senior Planner
4. Continued Discussion of the Rural Transportation Priorities by Localities and the Region as a Whole.....Grant Massie, Senior Planner
5. Initial Discussion of the Region 2000 Congestion Survey.....Philipp Gabathuler, Planner
6. Consideration of a Recommendation to Amend to the Central Virginia Transportation Improvement Program (CVTIP).....Philipp Gabathuler, Planner

See attachment 6.

The Virginia Department of Rail and Public Transit is requesting an amendment to the current CVTIP. A summary of the request with a link to the CVTIP is attached.

7. Discussion of the draft CVMPO Title VI Plan and Suggested Changes to the CVMPO's Public Participation Plan.....Philipp Gabathuler, Planner

See attachments 7a, 7b, and 7c.

The Virginia Department of Rail and Public Transportation (VDRPT) is requiring all metropolitan planning organizations to develop a Title VI Plan. This request is in response to a Federal Transit Administration requirement. Attached is a summary of the Title VI effort along with the draft of the plan. Also attached is a summary of a related action needed to be taken relative to the CVMPO's Public Participation Plan. A link to this Plan with suggested changes is also provided.

8. Matters from the Committee.....All

9. Adjournment-the next meeting is September 13, 2012.

General Information

- Transportation Technical Committee Statement of Purpose

See attachment GI.

**Narrative of Changes to the Central Virginia Transportation
Improvement Program (CVTIP)**

Pending approval at the August 16th, 2012 Central Virginia Metropolitan Planning Organization (CVMPO) Meeting

The CVTIP is proposed to be amended by the CVMPO at its August 19, 2012 meeting. The proposed changes to the CVTIP 0 are shown in Section 4 of the Central Virginia Transportation Improvement Program FY2012-2015 (pp 25-31) which can be found at http://www.region2000.org/assets/files/Transportation/TIP%20FY2012-2015%20TIP_7_31_12.pdf.

Blue type denotes changes in funding amounts from the previous estimates provided by DRPT for the FY2012-2015 CVTIP. These changes are noted below:

STIP ID:		GLTC001	Title: Operating Assistance		Recipient: Greater Lynchburg Transit Company		GROUP1	
FTA 5307			1,843	1,845	1,843	1,843	FTA 5307	7,374
State			1,171	1,433	1,171	1,171	State	4,946
Local			2,807	2,636	2,807	2,807	Local	11,057
Revenues			1,228	1,391	1,228	1,228	Revenues	5,075
Year Total:			7,049	7,305	7,049	7,049	Total Funds:	28,452
Description:		Adj #3 - Increased FY 13 by \$256K (\$2K - 5307, \$262K - State, \$163K - Revenues, Decreased \$171K - Local) in accordance with approved FY13 SYIP.						
STIP ID:		GLTC012	Title: Spare Parts, ACM Items		Recipient: Greater Lynchburg Transit Company		GROUP3	
FTA 5309	120						FTA 5309	-
Flexible STP			9	106	146	152	Flexible STP	413
State	30		1	15	18	19	State	53
Local	-		2	12	18	19	Local	51
Year Total:	150		12	133	182	190	Total Funds:	517
Description:		Adj #3 - Decreased FY 13 by \$42K (\$34K - Flexible STP, \$3K - State, \$5K - Local) in accordance with approved FY13 SYIP.						
STIP ID:		GLTC013	Title: Bus Engineering & Design of Admin E		Recipient: Greater Lynchburg Transit Company			
FTA 5309	1,384						FTA 5309	-
Flexible STP			737	191			Flexible STP	928
State	346		96	26			State	122
Local	-		89	21			Local	110
Year Total:	1,730		922	238	-	-	Total Funds:	1,160
Description:		Adj #3 - Increased FY 13 by \$238K (\$191K - Flexible STP, \$26K - State, \$21K - Local) in accordance with approved FY13 SYIP.						
STIP ID:		GLTC014	Title: Bus Real Estate Acquisition		Recipient: Greater Lynchburg Transit Company			
FTA 5309	960						FTA 5309	-
Flexible STP				400			Flexible STP	400
State	240			55			State	55
Local	-			45			Local	45
Year Total:	1,200		-	500	-	-	Total Funds:	500
Description:		Adj #3 - Increased FY 13 by \$500K (\$400K - Flexible STP, \$55K - State, \$45K - Local) in accordance with approved FY13 SYIP.						
STIP ID:		GLTC018	Title: Passenger Shelters		Recipient: Greater Lynchburg Transit Company		GROUP4	
Federal Stimulus	200						Federal Stimulus	-
Flexible STP			41	64	40	160	Flexible STP	305
State	-		5	9	5	20	State	39
Local	-		5	7	5	20	Local	37
Year Total:	200		51	80	50	200	Total Funds:	381
Description:		Adj #3 - Increased FY 13 by \$30K (\$24K - Flexible STP, \$4K - State, \$2K - Local) in accordance with approved FY13 SYIP.						
STIP ID:		GLTC019	Title: Shop Equipment		Recipient: Greater Lynchburg Transit Company		GROUP1	
Federal Stimulus	21						Federal Stimulus	-
Flexible STP				20	40	40	Flexible STP	100
State	-			3	5	5	State	13
Local	-			2	5	5	Local	12
Year Total:	21		-	25	50	50	Total Funds:	125
Description:		Adj #3 - Decreased FY 13 by \$75K (\$60K - Flexible STP, \$7K - State, \$8K - Local) in accordance with approved FY13 SYIP.						

STIP ID:	GLTC021	Title: Support Vehicles	Recipient: Greater Lynchburg Transit Company			GROUP3
Federal Stimulus	60				Federal Stimulus	-
Flexible STP	-		56	117	Flexible STP	173
State	-		8	15	State	23
Local	-		6	14	Local	20
Year Total:	60	-	70	146	- Total Funds:	216
Description:	Adj #3 - Increased FY 13 by \$70K (\$56K - Flexible STP, \$8K - State, \$6K - Local) in accordance with approved FY13 SYIP.					
STIP ID:	GLTC028	Title: Rehabilitate/Rebuild Buses	Recipient: Greater Lynchburg Transit Company			GROUP3
Flexible STP	-	68	280		Flexible STP	348
State	-	14	96		State	110
Local	-	3	24		Local	27
Year Total:	-	85	400	-	- Total Funds:	485
Description:	Adj #3 - Increased FY 13 by \$70K (\$56K - Flexible STP, \$8K - State, \$6K - Local) in accordance with approved FY13 SYIP.					
STIP ID:	GLTC029	Title: ADP Software	Recipient: Greater Lynchburg Transit Company			GROUP1
Flexible STP	-		56		Flexible STP	56
State	-		8		State	8
Local	-		6		Local	6
Year Total:	-	-	70	-	- Total Funds:	70
Description:	Adj #3 - Decreased FY 13 by \$130K (\$104K - Flexible STP, \$12K - State, \$14K - Local) in accordance with approved FY13 SYIP.					
STIP ID:	GLTC030	Title: Fare Collection Equipment (Fareboxes)	Recipient: Greater Lynchburg Transit Company			GROUP3
Flexible STP	-		55		Flexible STP	55
State	-		8		State	8
Local	-		6		Local	6
Year Total:	-	-	69	-	- Total Funds:	69
Description:	Adj #3 - Decreased FY 13 by \$881K (\$705K - Flexible STP, \$87K - State, \$89K - Local) in accordance with approved FY13 SYIP.					
STIP ID:	CAAA001	Title: New Freedom	Recipient: Central Va Area Agency on Aging			
New Freedom	80	29	44		New Freedom	73
State	74	27	42		State	69
Local	3	1	3		Local	4
Year Total:	157	57	89	-	- Total Funds:	146
Description:	Adj #3 - Add FY 13 funding in the amount of \$89K (\$44K - 5317, 42K - State, \$3K - Local.) in accordance with approved FY13 SYIP.					
STIP ID:	CAAA002	Title: Paratransit Vehicles	Recipient: Central Va Area Agency on Aging			GROUP3
	Previous Funding	FY 2012	FY 2013	FY 2014	FY 2015	Total FY 2012-2015
FTA 5310	288	86	160	139	139	FTA 5310
State	-					State
Local	72	22	40	35	35	Local
Year Total:	360	108	200	174	174	Total Funds:
Description:	Adj #3 - Increased FY 13 by \$26K (\$21K - 5310, \$5K - Local) in accordance with approved FY13 SYIP.					

Red type denotes new line items to the 2012-2015 CVTIP that were not noted in the previous 2012-2015 CvTIP estimates from DRPT. These changes are noted below:

STIP ID:	GLTC031	Title: Purchase Surveillance/Security Equip	Recipient: Greater Lynchburg Transit Company			GROUP3
Flexible STP	-		56		Flexible STP	56
State	-		8		State	8
Local	-		6		Local	6
Year Total:	-	-	70	-	- Total Funds:	70
Description:	Amend #7 - Add new project an FY 13 funding in the amount of \$70K (\$56K - Flexible STP, \$8K - State, \$6K - Local) in accordance with approved FY13 SYIP.					
STIP ID:	CVCS001	Title: Paratransit Vehicles	Recipient: Central VA Community Service			GROUP3
FTA 5310	-		32		FTA 5310	32
State	-				State	-
Local	-		8		Local	8
Year Total:	-	-	40	-	- Total Funds:	40
Description:	Amend #7 - Add new project an FY 13 funding in the amount of \$40K (\$32K - 5310, \$8K - Local) in accordance with approved FY13 SYIP.					

**Proposed adoption of the Central Virginia Metropolitan Planning
Organization's Title VI Plan**

The purpose of the Title VI Plan is to certify to the Federal Transit Administration that the Central Virginia Metropolitan Planning Organization is in compliance with Title VI of the Civil Rights Act of 1964. Title VI 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."

The plan can be viewed

at: http://www.region2000.org/assets/files/Transportation/Central%20Virginia%20MPO%20Title%20VI%20Plan_Draft_7_31_2012.pdf



CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION

CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION



TITLE VI PLAN

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 Title VI and other Nondiscrimination Authorities can be found in Appendix I of this plan. The Central Virginia Metropolitan Planning Organization (CVMPO) Title VI Plan was developed to ensure the CVMPO is in compliance with nondiscrimination requirements as outlined in Title 23 CFR and 49 CFR and related laws and provides specific information on how to file a nondiscrimination complaint (Appendix II).

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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 Central Virginia Metropolitan Planning Organization (CVMPO) Title VI Plan was developed to ensure the CVMPO is in compliance with nondiscrimination requirements as outlined in Title 23 CFR and 49 CFR and related laws and provides specific information on how to file a nondiscrimination complaint (Appendix I).

This Plan also provides an overview of Environmental Justice and Limited English Proficiency (LEP) concepts, definitions of Title VI and associated nondiscrimination acts, and how Title VI, Environmental Justice and LEP are incorporated into the metropolitan transportation planning process. Guidelines for outreach strategies are included within the CVMPO Public Participation Plan, amended on _____.

ACKNOWLEDGEMENTS

This report was prepared by the CVMPO in cooperation with the U.S. Department of Transportation (USDOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Virginia Department of Transportation (VDOT), and the Greater Lynchburg Transit Company (GLTC). The contents of this report reflect the views of the CVMPO. The contents do not necessarily reflect the official views or policies of the FHWA, FTA, VDOT, GLTC, or Department of Rail and Public Transportation (DRPT).

PURPOSE

The Central Virginia Metropolitan Planning Organization (CVMPO), 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 CVMPO 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 CVMPO to assure compliance with the rules and regulations associated with Title VI and subsequent nondiscrimination laws, Environmental Justice, and LEP.

CENTRAL VIRGINIA METROPOLITAN PLANNING ORGANIZATION

The CVMPO, for which this Title VI Plan is applicable, is the metropolitan planning organization (MPO) for the Greater Lynchburg area. As such, it is a federally mandated transportation policy board comprised of representatives from local, state, and federal governments, transit agencies, and other stakeholders and is responsible for transportation planning and programming for the Central Virginia 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 CVMPO 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 CVMPO approval to proceed. The Central Virginia MPA includes the City of Lynchburg, the Town of Amherst, and portions of Bedford, Amherst, and Campbell Counties.

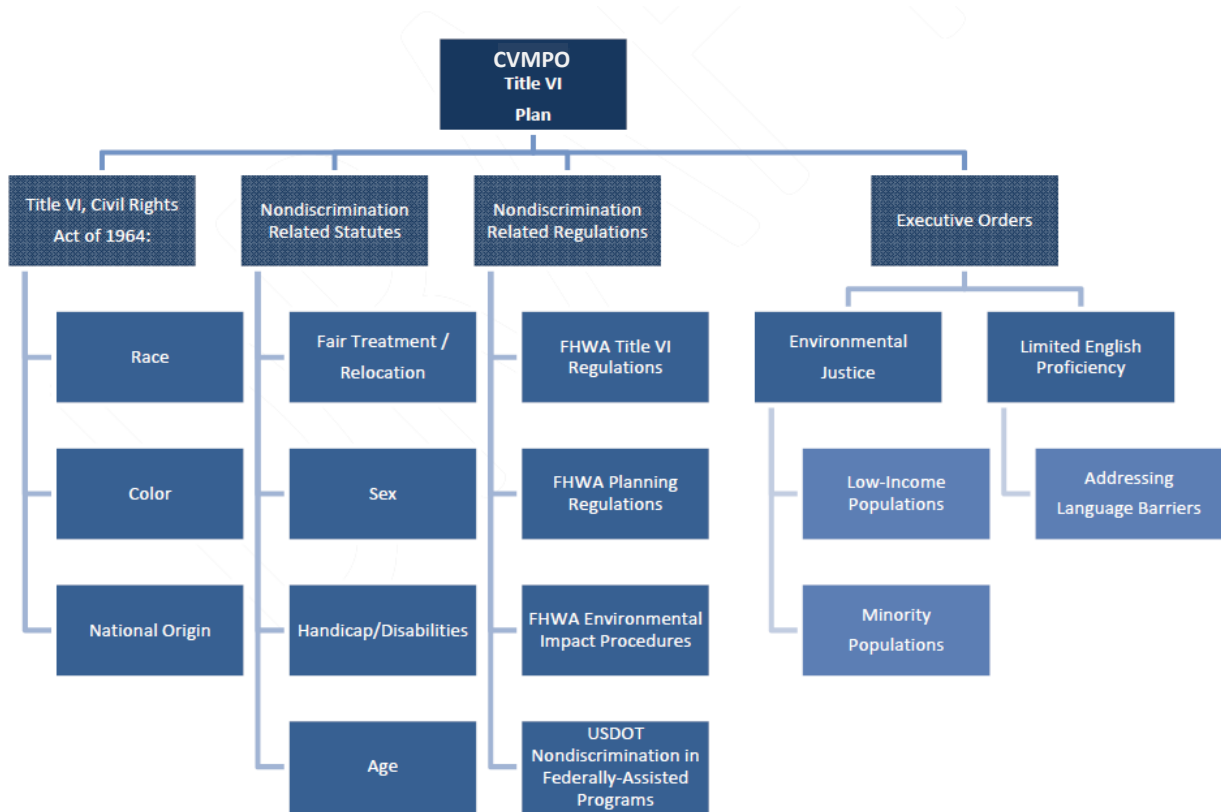
POLICY STATEMENT AND AUTHORITIES

The CVMPO 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 CVMPO 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.

In the event the CVMPO distributes federal-aid funds to another governmental entity, the CVMPO will include Title VI language in all written agreements and will monitor for compliance. The CVMPO Executive Director is responsible for ensuring implementation of the organization'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. 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.

The chart below depicts the nondiscrimination authorities addressed in the CVMPO Title VI Plan.



CVMPO TITLE VI COORDINATOR

The CVMPO 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 this staff member perform his or her tasks.

Responsibilities of the Title VI Coordinator

CVMPO staff will assist the Title VI Coordinator in evaluating and monitoring compliance with applicable nondiscrimination authorities in all aspects of the CVMPO public participation process. To comply with Title VI Requirements, CVMPO staff members and the Title VI Coordinator will:

- Identify, investigate, and work to eliminate discrimination when found to exist.
- Process discrimination complaints received by the CVMPO. Any individual may exercise his or her right to file a complaint with the CVMPO, 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 CVMPO 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 CVMPO Title VI Plan.
- Periodically review the CVMPO 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 the sub-recipient 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 CVMPO will use the same Interpretation Service Provider as our local VDOT district: Trusted Translations, INC., 108 N. Virginia Ave., Falls Church, VA 22046.

- Assess communication strategies and address additional language needs when needed. The CVMPO will rely on maps provided by DRPT to identify areas within the MPA that have a population of non-English speaking citizens that make up more than 5% of the total population. This percentage is based on federal standards.
- Disseminate information related to the nondiscrimination authorities. The CVMPO Title VI Plan is to be disseminated to CVMPO employees, contractors, the general public, and any of the CVMPO services. Title VI information will be available through two sources: The CVMPO website and hard-copy brochures.
- Coordinate with appropriate federal, state, and regional entities to periodically provide CVMPO employees with training opportunities regarding nondiscrimination.
- Ensure that all new CVMPO employees receive education and training regarding nondiscrimination regulations and procedures as set forth in this plan and in accordance with federal guidance. The Region 2000 Human Services Coordinator will provide a Title VI brochure during employee orientation.

Questions

For questions on the CVMPO Title VI Plan and procedures, please contact _____, Title VI Coordinator at (845) 845-5678 or by email at _____. For information on the CVMPO's work programs or publications, please see the CVMPO website at (<http://www.region2000.org/metropolitan-planning-organization.html>)

CVMPO RESPONSIBILITIES

The CVMPO 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, CVMPO staff responsibilities may include reviewing Title VI guidelines and procedures for the CVMPO Title VI Plan, and incorporating Title VI-related language and provisions into CVMPO 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 CVMPO 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 CVMPO work program as a whole, particularly CVMPO efforts and responsibilities related to the Planning and Programming and Environmental Justice areas. The CVMPO 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.

In addition, the Central Virginia Metropolitan Planning Organization coordinates with Greater Lynchburg Transit Company (GLTC) in sharing resources involved in community outreach strategies. GLTC Title VI and LEP plans were reviewed and referenced in this document where applicable.

CVMPO Responsibilities

CVMPO staff is responsible for evaluating and monitoring compliance with applicable nondiscrimination authorities in all aspects of the CVMPO public participation process. CVMPO staff members will:

- Ensure that all communications and public participation efforts comply with nondiscrimination authorities.
- Develop and distribute information on nondiscrimination and CVMPO programs to the general public. This item will be addressed by posting information on the CVMPO website as well as distributing brochures to local libraries and other public spaces.
- Provide services for individuals with special needs. This may include providing interpretation services.

- Include the following statement in all of the CVMPO public notices:

“The CVMPO ensures nondiscrimination and equal employment in all programs and activities in accordance with Title VI and Title VII of the Civil Rights Act of 1964. If you have questions or concerns about your civil rights in regards to this project or special assistance for persons with disabilities or limited English proficiency, please contact the CVMPO. Sign language or non-English language interpreters will be provided if needed and requested in advance of this meeting. Please contact the CVMPO at 434-845-5678 to request an interpreter no later than <enter date at least 14 days prior to meeting>.”

- Include the above Title VI Statement in press releases and on the CVMPO website.

Planning and Programming

The CVMPO is responsible for developing long- and short-range transportation plans and programs to provide efficient transportation services for the Central Virginia Metropolitan Area. A comprehensive transportation process is used which entails the monitoring and collection of various data pertaining to transportation issues. The CVMPO 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.

CVMPO Responsibilities

CVMPO staff is responsible for evaluating and monitoring compliance with applicable nondiscrimination authorities in all aspects of the CVMPO planning and programming processes. CVMPO 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 CVMPO with current maps and associated tables.
- Make these maps and associated tables available to the public and member agencies on the CVMPO website 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 CVMPO's Public Participation Plan as well as GLTC's Title VI and LEP plans.

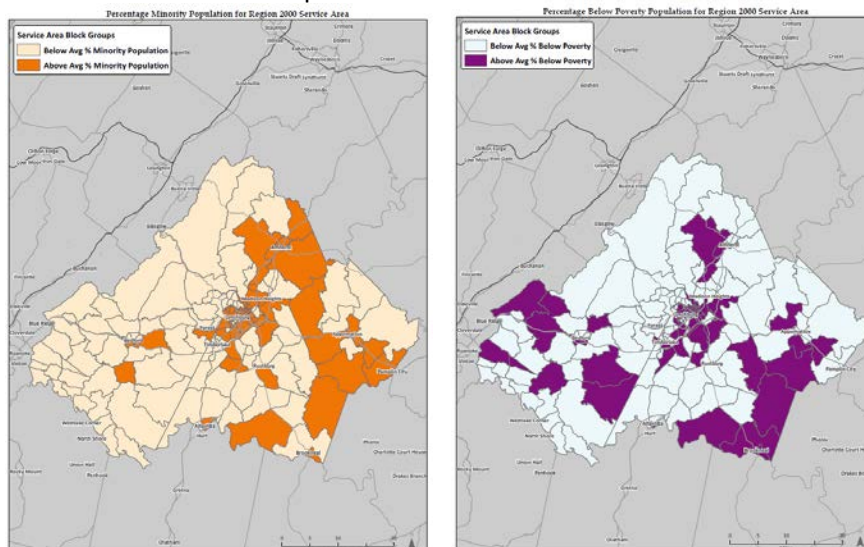
Environmental Justice

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.

CVMPO Responsibilities

CVMPO staff is responsible for evaluating and monitoring compliance with applicable nondiscrimination authorities in all aspects of the CVMPO efforts to address Environmental Justice. CVMPO staff will:

- 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 and is on file at the CVMPO office. DRPT will assist in creating maps associated with this task.
- The CVMPO Public Participation Plan includes Environmental Justice guidelines, which outlines outreach strategies for minority, low-income, and LEP populations during the development and implementation of CVMPO plans and programs.
- Disseminate information to the public on the processes used and findings of any analysis, in accordance with all CVMPO public participation procedures. This task is covered by mandatory public comment periods addressed in the CVMPO's Public Participation Plan as well as GLTC's Title VI and LEP plans.



Consultant Contracts

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

CVMPO Responsibilities

CVMPO staff is responsible for evaluating and monitoring consultant contracts for compliance with nondiscrimination authorities. CVMPO 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-recipients 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 CVMPO's Public Participation Plan as well as GLTC's Title VI and LEP plans.

Education and Training

In an effort to continuously improve the CVMPO's overall compliance posture, nondiscrimination training will be coordinated with FHWA, VDOT, DRPT, and the Greater Lynchburg Transit Company (GLTC), and made available to CVMPO staff on an ongoing basis to ensure up-to-date knowledge of Title VI and other nondiscrimination statutes.

CVMPO Responsibilities

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

- Distribution of information to CVMPO staff on training programs regarding Title VI and related statutes.
- Tracking staff participation in nondiscrimination training.
- Maintain and update nondiscrimination training as necessary.
- Maintain and update the CVMPO 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.

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 CVMPO 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 CVMPO. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the CVMPO 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 CVMPO 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 CVMPO, a VDOT investigator will prepare a final investigative report and send it to the complainant, respondent (CVMPO person listed), the CVMPO 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 CVMPO 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 CVMPO 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 CVMPO. The CVMPO'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 CVMPO is turned over to and investigated by VDOT, FHWA or another agency, the CVMPO 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 CVMPO will require that applicants of federal assistance notify the CVMPO 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 CVMPO will submit Title VI accomplishment reports to the VDOT Central Office, Civil Rights Division, in compliance with VDOT's established processes.

13. The CVMPO 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 (VPR) § 42.1-76 et seq., the CVMPO will retain Discrimination Complaint Forms and a log of all complaints filed with or investigated by the CVMPO.

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:

Central Virginia Metropolitan Planning Organization, Title VI Coordinator, 828 Main Street 12th Floor,
Lynchburg, VA 24503

You can reach our office Monday-Friday from 8:00am to 5:30pm at (434) 845-5678, or you can email the
CVMPO Title VI Coordinator at TitleVI-Coordinator@region2000.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.

Does this complaint involve a specific individual(s) associated with the CVMPO? If yes, please provide the name(s) of the individual(s), if known.

Where did the incident take place?

Are there any witnesses? If so, please provide their contact information:

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No.: _____

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No.: _____

Did you file this complaint with another federal, state or local agency; or with a federal or state court?

- YES NO

If answer is Yes, check each agency complaint was filed with:

- Federal Agency Federal Court State Agency
 State Court Local Agency Other

Please provide contact person information for the agency you also filed the complaint with:

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No.: _____

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

Complainant's Signature

Signature Date

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:

Central Virginia Organización de Planificación Metropolitana, Coordinador del Título VI, 828 Main Street, Lynchburg, VA 24504

Puede llegar a nuestra oficina de lunes a viernes de 8:30 am a 5:00 pm al (434) 845-5678, o puede enviar el CVMPO Coordinador del Título VI a bwhite@region2000.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: _____

Código postal: _____

Teléfono: : _

Nombre: : _____

Dirección: : _

Ciudad: _____ Estado: _____

Código postal: _____

Teléfono: : _

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

Sí

Not

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

Agencia Federal para el

Tribunal Federal

Agencia Estatal de

Corte del Estado de

Agencia Local

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

Fecha Firma

Sólo para uso interno:

Entrar #: _____

Appendix III: Notice to the Public

In order to comply with 49 CFR Section 21.9(d), the CVMPO 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 CVMPO's website.

"The CVMPO ensures nondiscrimination and equal employment in all programs and activities in accordance with Title VI and Title VII of the Civil Rights Act of 1964. If you have questions or concerns about your civil rights in regards to this project or special assistance for persons with disabilities or limited English proficiency, please contact the CVMPO. Sign language or non-English language interpreters will be provided if needed and requested in advance of this meeting. Please contact the CVMPO at 434-845-5678 to request an interpreter no later than <enter date at least 14 days prior to meeting>."

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.
- **23 CFR Part 200** – Federal Highway Administration regulations: Title VI Program and Related Statutes – Implementation and Review Procedures.
- **49 CFR Part 21** – Nondiscrimination in Federally-Assisted Programs.
- **23 CFR Part 450** – Federal Highway Administration planning regulations.
- **23 CFR Part 771** – Federal Highway Administration regulations, Environmental Impact Procedures.

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 6640.23 *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.

LIMITED ENGLISH PROFICIENCY

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, 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:

- 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 CVMPO planning staff has reviewed Census data on the number of individuals in its service area that have LEP, as well as the languages they speak.

Language Use and English-Speaking Ability for the Population by County and City										
	Total Pop. 5yrs+	Speak English at Home	Speak non-English at Home							
			Total Pop. Non-English	Percent Non- English	# of Pop. Not Well/ Not at All	% of Pop. Not Well/ Not at All	English Ability- Very Well	English Ability- Well	English Ability- Not Well	English Ability- Not at All
Amherst County	30,612	29,756	856	2.8%	243	0.8%	479	134	130	113
Bedford County	64,282	62,109	2,173	3.4%	231	0.4%	1,372	570	208	23
Campbell County	51,223	50,007	1,216	2.4%	134	0.3%	740	342	134	-
Lynchburg City	69,240	64,912	4,328	6.3%	682	1.0%	2,602	1,044	669	13

Source: US Census Bureau 2010 ACS

Data from the U.S. Census Bureau’s ACS were obtained through www.census.gov for the jurisdictions with the MPO. These data indicate the extent to which translations into other language are needed to meet the needs of LEP persons.

CVMPO planning staff used this data to determine how best to disseminate information that is accessible to persons with LEP. According to the U.S. Census 2006-2010 ACS, less than one percent of all citizens in the metropolitan planning area spoke English “Not well” or Not at all”. Based on this relatively low percentage, the need to address the LEP population is somewhat limited. The discrimination complaint form is translated into Spanish in the appendix of this plan. Requests for document translations will be provided as needed. The CVMPO uses the same translator/interpreter services as the Lynchburg VDOT District Office.

Factor 2: Assessment of Frequency with Which LEP Individuals Come Into Contact with the Transit Services or System

The CVMPO has reviewed the relevant benefits, services, and information provided by DRPT and determined the extent to which LEP persons have come into contact with these functions through the following channels:

- Public involvement and public engagement meetings/hearings for all transportation related projects.
- Translator services are available through Lynchburg’s VDOT District Office.
- Visits to DRPT’s office(s) and responses during public comment periods.

The CVMPO will work alongside 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 CVMPO’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 CVMPO 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 its main transit provider—the Greater Lynchburg Transit Company—in providing planning documents such as the Transit Development Plan.

DRPT’s Public Transportation and Transportation Demand Management Grant Program Application Guidance provides GLTC 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 Greater Lynchburg Transit Company—comply with federal requirements. To meet this federal mandate, DRPT conducts periodic reviews of GLTC. Additional objectives of the reviews are to ensure compliance with state requirements, encourage progress, and identify training and technical assistance needs.

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

The CVMPO provides access to LEP persons via translation services through VDOT’s Lynchburg District Office. Limited resources are allocated to the LEP section of the LEP plan because of the low total percentage of LEP citizens—less than one percent.

Costs must be factored into this balancing test as part of the consideration of “resources available.” Reasonable steps may cease to be reasonable when the costs imposed substantially exceed the benefits in light of the factors outlined in the U.S. DOJ LEP Guidance. In the CVMPO’s case, the needs of the LEP population will be met on an as needed basis by translator services.

- Translation of vital documents upon request
- VDOT’s language service contractor

LEP Implementation Plan

Considering the area served by the CVMPO 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 CVMPO website in languages other than English as requested.
- Disseminate the LEP Plan to community organizations, governmental entities, and other interested persons; in languages other than English upon request.
- With advance notice of seven calendar days, provide interpreter services at any meeting or public hearing. This will include foreign language and hearing impaired interpreter services.
- 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 Public Participation Plan

Proposed amendment to the CVMPO Public Participation Plan

The following changes are proposed for the CVMPO's Public Participation Plan in order to support the implementation of the CVMPO's Title VI Plan.

An additional Goal and Objective will be added to address Limited English Proficiency in the CVMPO planning area.

Goal 9: Comply with Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency.

Objective 9.1 Maps provided by DRPT for the CVMPO Title VI plan show high areas with LEP populations that exceed 5% of the entire area population. This percentage is based on a federal standard. The CVMPO will use these maps to ensure that initiatives and outreach efforts are adequately targeted to these areas.

The entire Public Participation Plan including the additional Goal and Objective can be found at:<http://www.region2000.org/assets/files/Transportation/Proposed%20Amended%20Public%20Participation%20Plan%20July%2031%202012.pdf>. The changes are on page 5 of the document.

STATEMENT OF PURPOSE
Approved September 5, 2002

The Central Virginia Transportation Technical Committee (Committee) is responsible for supporting the Central Virginia Metropolitan Planning Organization's (CVMPO) and Region 2000 Regional Commission's transportation policy decision-making efforts.

The Committee provides technical advice in coordinating the federally-mandated "3-C" or continuing, comprehensive, and cooperative, transportation planning and programming process.

The Committee's three principal work efforts are updating the long range transportation plan, updating the transportation improvement program (TIP), and developing the annual unified planning work program. The Committee, in conjunction with its rural colleagues, also develops the annual Rural Transportation Planning Assistance Program Scope of Work. The Committee's intent is to review and comment on TIP projects and work program products.

The Committee acknowledges that the long range transportation plan update is the primary planning document for transportation issues in the Central Virginia region. This planning initiative drives the formulation of the transportation improvement program, as well as the annual work programs.

The Committee further realizes that the long range transportation planning process must identify regional priorities in order to fully influence project funding decisions ultimately exercised by the Commonwealth Transportation Board. The Committee's intent is to recommend priorities and encourage the CVMPO to set these priorities at the regional level.

Because of its importance, the Committee is fully committed to actively being involved in the long range transportation planning process.

In carrying out its responsibilities, the Committee will:

1. Coordinate with local planning departments to ensure an understanding of pertinent local development issues and their impact on the region;
2. Coordinate with nearby MPOs and develop an ongoing dialogue with them;
3. Strive to integrate land use and economic development, as well as transportation considerations, in its planning process;
4. Strive to be proactive as opposed to reactive in problem solving.