

Title VI Program Plan
Greensboro Urban Area Metropolitan Planning
Organization
August 28, 2019

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TITLE VI POLICY STATEMENT AND NOTICE OF NONDISCRIMINATION

It is the policy of Greensboro Urban Area Metropolitan Planning Organization (GUAMPO), as a federal-aid recipient, to ensure that no person shall, on the ground of **race, color, national origin, Limited English Proficiency, sex, age, or disability, (and low-income, where applicable)**, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of our programs and activities, as provided by Title VI of the Civil Rights Act of 1964, Executive Orders 12898 and 13166, the Civil Rights Restoration Act of 1987, and other pertinent nondiscrimination authorities.

If you feel you have been subjected to discrimination, you may file a complaint. Allegations of discrimination should be promptly reported to our Title VI Coordinator.

Jodie Stanley
300 W Washington Street, PO Box 3136, Greensboro, NC 27402-3136
339-373-2038
Jodie.Stanley@greensboro-nc.gov

This policy is an expression of our commitment to nondiscrimination and support of the Title VI Program.



Tyler Meyer, AICP, Transportation
Planning Division Manager

August 28, 2019

Implementation (Distribution)

- This Policy Statement contains contact information for the Title Coordinator, and it will also serve as our notice to public.
- This statement will be signed by the CAO/CEO Title of the GUAMPO, and re-signed whenever a new person assumes that position.
- The signed statement will be posted on office bulletin boards, near the receptionist's desk, in meeting rooms, and distributed within brochures and other written materials.
- The statement will be incorporated into Title VI training and acknowledgement activities.
- The statement will be posted or distributed in languages other than English, when appropriate.

- Low-income will be applicable to our programs, policies and activities under Environmental Justice when determining if there will be disproportionately high and adverse effects.

STANDARD USDOT TITLE VI ASSURANCES

Please refer to Appendix A of this Plan for a copy of our completed, signed USDOT Title VI Assurances.

ORGANIZATION & STAFFING

A Metropolitan Planning Organization (MPO) is the policy board of an organization created and designated to carry out the metropolitan transportation planning process. MPOs are required to represent localities in all urbanized areas (UZAs) with populations over 50,000, as determined by the U.S. Census. MPOs are designated by agreement between the governor and local governments that together represent at least 75 percent of the affected population (including the largest incorporated city, based on population) or in accordance with procedures established by applicable state or local law. When submitting a [transportation improvement program](#) to the state for inclusion in the statewide program, MPOs self-certify that they have met all federal requirements.

An urbanized area with a population over 200,000, as defined by the Bureau of the Census and designated by the Secretary of the U.S. Department of Transportation (DOT), is called a Transportation Management Area (TMA). As described in 49 U.S.C. 5303(k), and in recognition of the greater complexity of transportation issues in large urban areas, an MPO in a TMA has a stronger voice in setting priorities for implementing projects listed in the [transportation improvement program](#) and are responsible for additional planning products. The planning processes in MPOs in TMAs also [must be certified](#) by the Secretary of DOT as being in compliance with federal requirements.

GUAMPO was established in 1973, replacing the Greensboro Area Transportation Study created in 1963. The GUAMPO Transportation Advisory Committee (TAC) has eight members, and meets on a monthly basis. The GUAMPO Technical Coordinating Committee (TCC) has 18 members, and meets on a monthly basis.. Please refer to **Appendix B** for lists of current TAC and TCC members with name and positions.

Title VI Coordinator

Key responsibilities of the Coordinator include:

- Maintaining knowledge of Title VI and related requirements.
- Attending civil rights training when offered by NCDOT, FHWA or other federal agencies.
- Administering the Title VI Nondiscrimination Program and coordinating implementation of this Plan.
- Making sure internal staff and officials are familiar and complying with their Title VI obligations.
- Disseminating Title VI information internally and to the public, including in languages other than English.
- Presenting Title VI-related information to decision-making bodies for input and approval.
- Ensuring Title VI-related posters are prominently and publicly displayed.
- Developing a process to collect data related to race, national origin, sex, age, and disability to ensure minority, low-income, and other underserved groups are included and not discriminated against.
- Ensuring that non-elected boards and committees reflect the service area and minorities are represented.
- Promptly processing (receiving, logging, investigating and/or forwarding) discrimination complaints.
- Providing information to NCDOT and cooperating during compliance reviews and investigations.

- Promptly resolving deficiencies to ensure compliance with Title VI nondiscrimination requirements.

If the Transportation Planning Manager or Title VI Coordinator changes, the Title VI Policy Statement and USDOT Title VI Assurances, will immediately be updated, and an updated policy statement (and nondiscrimination agreement, if standalone) will be signed by the Transportation Planning Manager.

Staffing

GUAMPO currently employs a full-time permanent staff of seven, which consists of the following job categories:

- Transportation Planning Manager
- Senior Transportation Planning Engineer
- Transportation Planning Engineer
- Transportation Planners (4)

An organizational chart showing the Title VI Coordinator's place within the organization is located in **Appendix C**.

ENVIRONMENTAL JUSTICE (EJ)

In 1994, President William Jefferson Clinton issued Executive Order (EO) 12898, Federal Actions to Address Environmental Justice (EJ) in Minority Populations and Low-Income Populations. To comply with the EO, federal agencies developed EJ guidelines for their funding recipients, including Federal Highway Administration (FHWA) Order 6640.23A. Accordingly, GUAMPO will make achieving EJ part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health and environmental effects of its programs, policies, and activities on minority populations and low-income populations.

EJ is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation and enforcement of environmental laws, regulations and policies. The three fundamental EJ principles that guide USDOT (affiliated) actions are:

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

To achieve EJ, our programs will be administered so as to identify and avoid disproportionately high and adverse effects on minority populations and low-income populations by:

- (1) Identifying and evaluating environmental, public health, and interrelated social and economic effects of our programs, policies and activities;
- (2) Proposing measures to avoid, minimize and/or mitigate disproportionately high and adverse environmental and public health effects, and interrelated social and economic effects, and providing offsetting benefits and opportunities to enhance communities, neighborhoods, and individuals affected by our programs, policies and activities, where permitted by law;
- (3) Considering alternatives to proposed programs, policies, and activities, where such alternatives would result in avoiding and/or minimizing disproportionately high and adverse human health or environmental impacts to minority and/or low-income populations; and
- (4) Eliciting public involvement opportunities and considering the results thereof, including soliciting input from affected minority and low-income populations in considering alternatives.
- (5) Adding an EJ section or elements to plans and studies, such as Long Range Plans, Public Involvement Plans, and Corridor Studies.

EJ analyses will be conducted to determine if our programs, policies, or activities will result in disproportionately high and adverse human health and environmental effects on minority populations and low-income populations. EJ applies to our policies, such as where public meetings will be held, and our projects, such as when we plan to construct or expand a facility. Thus, we will look at various alternatives and seek input from potentially affected communities before making a final decision. Demographic data will be collected to document public involvement in the decision-making process. EJ analyses will remain on file indefinitely, and copies will be provided to NCDOT, upon request, during compliance reviews or complaint investigations. (See **Appendix D** – Tables for Race/Ethnicity and Poverty)

DATA COLLECTION/ANALYSIS/REPORTING

Data collection, analysis and reporting are key elements of a successful Title VI enforcement strategy. To ensure that Title VI reporting requirements are met, GUAMPO will collect and maintain data on potential and actual beneficiaries of our programs and services. This section contains relevant population data for our overall service

area. The data provides context for the Title VI Nondiscrimination Program and will be used to ensure nondiscrimination in public outreach and delivery of our programs. Please refer to Appendix D for demographic tables on Race & Ethnicity, Age & Sex, Disability, Poverty, and Household Income.

Population Locations

Recipients of FHWA funds are required to identify the characteristics and locations of populations they serve, particularly by race/ethnicity, poverty and limited English proficiency. We will document this narratively or through maps that overlay boundaries and demographic features on specific communities, and provide this information to NCDOT, upon request. (See Appendix E – Demographic Maps)

LIMITED ENGLISH PROFICIENCY (LEP)

Limited English Proficient (LEP) persons are individuals for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. These individuals reported to the U.S. Census Bureau that they speak English less than very well.

To comply with USDOT’s LEP Policy Guidance and Executive Order 13166, this section of our Title VI Plan outlines the steps GUAMPO will take to ensure meaningful access by LEP persons to all benefits, services and information provided under our programs and activities. A four factor analysis was conducted to determine the LEP language groups present in our planning area and the specific language services that are needed.

Four Factor Analysis

This Four Factor Analysis is an individualized assessment that balances the following four factors:

- (1) The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee;
- (2) The frequency with which LEP individuals come in contact with the program;
- (3) The nature and importance of the program, activity, or service provided by the recipient to people’s lives; and
- (4) The resources available to the recipient and costs.

Factor #1: *The number or proportion of LEP persons eligible to be served or likely to be encountered by the program, activity, or service of the recipient.*

	Guilford County, North Carolina	
	Estimate	Margin of Error
Total:	464,447	+/-102
Speak only English	406,202	+/-1,883
Spanish or Spanish Creole:	28,326	+/-1,046
Speak English "very well"	14,122	+/-1,211
Speak English less than "very well"	14,204	+/-912

	Guilford County, North Carolina	
	Estimate	Margin of Error
Vietnamese:	4,570	+/-730
Speak English "very well"	1,551	+/-416
Speak English less than "very well"	3,019	+/-484
African languages:	3,398	+/-762
Speak English "very well"	1,855	+/-477
Speak English less than "very well"	1,543	+/-512

Based on the evaluation and review of U.S. Census Bureau data and the Safe Harbor threshold requirements, the MPO has identified the LEP population languages in the MPO area as Spanish and Vietnamese. These are the two languages that have over 1000 individuals who speak English less than very well.

Factor #2: *The frequency with which LEP individuals come in contact with the program.*

The MPO receives federal and state funding to develop federally required documents. These documents include the Metropolitan Transportation Plan (MTP), Metropolitan Transportation Improvement Program (MTIP), Public Participation Plan (PPP), and Air Quality Conformity document. Each of these documents must go out for public review before they can be approved by the MPO. On average the MPO takes these documents out for public review every two to four years. Under the 2018 Public Participation Policy the MPO runs ads in the Spanish papers and translates critical documents into Spanish, the highest LEP population identified in factor one, for public review periods and meetings. The MPO also tracks the ethnicity of attendees at the MPO public meetings and offers interpreter services with requests in advance of the meetings.

The level of frequency of contact of these documents (LRTP, MTIP, PPP, Air Quality) with LEP populations seeking assistance is minimal. To date, no request for interpretative or translation services (beyond the steps noted above) have been made to the MPO in the last six years. This has to do partly with the nature of transportation planning.

Factor #3: *The nature and importance of the program, activity, or service provided by the recipient to people's lives.*

To date, no request for interpretative or translation services (beyond the steps noted above) have been made the MPO in the last twelve years. This has to do partly with the nature of transportation planning. MPO Plans and Programs typically account for various projects and services. Plans do not implement the projects and services that the public is interested in directly, which reduces the level of interest for many people, not just LEP populations. Another aspect of this is that though comments are sometimes received from only a relatively small number of individuals, a considerably larger number of people will have been made aware of the planning

activity through the MPO's outreach efforts. For this reason the MPO will endeavor to 1) distribute public information about its planning activities on a widespread basis including in a manner that will seek to increase awareness in LEP communities and 2) to enhance opportunities for public input, including by addressing the needs of LEP communities and individuals.

The MPO also receives inquiries from the public regarding highway, bicycle, and pedestrian projects including from LEP individuals. The MPO would consider the frequency with the general public for project related considerations as moderately frequent. To respond to this, the MPO has translated project newsletters and MTIP summaries in Spanish on a regular basis in the past. Under the MPO LEP Plan, the MPO will provide language assistance services and additional measures as needed in an effort to increase public access and awareness of this information.

Factor #4: <i>The resources available to the recipient and costs.</i>
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MPO staff includes seven permanent full time positions. The annual PL grant budget is approximately \$339,000.

The City of Greensboro currently has contracts with three businesses that provide translation and interpretative services, including the deaf and blind. Interpretative service costs may range from \$30-\$40 per hour and may include additional fees for administrative set up or travel. The translation fees may average \$28 per hour and may increase in cost depending on the complexity of the document.

The City also provides free translation services for all Departments through a service known as the Language Line. This service is only available for immediate service including translation for a citizen call or in office visit. Such visits or calls would be attended by MPO or MPO member agency staff as needed. In addition, the City of Greensboro's website, which houses the MPO's website, can be translated into several different languages with a click of a button making information easily accessible for the LEP populations.

LANGUAGE ASSISTANCE PLAN

Given the current staff level of the MPO and budget, and the costs of translation services and the demands on staff time for their procurement, production, and distribution of multi-language translation of the MPO documents and maps is not feasible at this time. However, the translation of executive summaries/ abstracts and public outreach materials such as ads or brochures into Spanish will continue to be standard practice. Translation of executive summaries/ abstracts and public outreach materials in Vietnamese is considered unnecessary based on the findings of this four factor analysis (the of Vietnamese LEP individuals is an estimated 21% of Spanish LEP individuals) unless NCDOT and/or USDOT directs the MPO to make such translations. As addressed under Section 5: Language Assistance Measures, the MPO will respond to serve specific public requests for translation or language assistance on a case by case basis.

Project-Specific LEP Outreach

A project-specific four factor analysis will be conducted for any project or outreach event limited to a specific geographical area (i.e., the project study area or outreach area, respectively). Language assistance will be provided in accordance with the measures already outlined, including translating written materials for each LEP language group that is 5% or 1,000, whichever is less, of the project or outreach area population.

Monitoring and Updating the Language Assistance Plan

Monitoring of daily interactions with LEP persons will be continuous, thus language assistance techniques may be refined at any time. This Plan will be periodically reviewed—at least annually—to determine if our assistance measures and staff training are working. Resource availability and feedback from agency staff and the general public will be factors in the evaluation and any proposed updates. Among other practices, this process will include working with LEP community contacts to determine if our employees are responding appropriately to requests made with limited English or in languages other than English, and observing how agency staff responds to requests, including observing drivers or surveying riders. To the best of our ability, we will attempt to never eliminate a successful existing LEP service. Significant LEP program revisions will be approved or adopted by

our board or designated official and dated accordingly. LEP data and procedures will be reviewed and updated at least once every three years.

DISTRIBUTION OF TITLE VI INFORMATION

In accordance with 23 CFR 200.9(b)(12) and 49 CFR 21.9(d), GUAMPO will utilize community outreach and public education to distribute Title VI information to our employees, contractors, sub-recipients and the general public. Reasonable steps will be taken to make the public aware of their rights and our obligations under Title VI through, including, but not limited to:

- Visibly posting our Title VI Policy Statement in public areas at our facilities, on our website, at our meetings, and prominently in any documents and reports we distribute;
- Placing notices in newspapers and publications with a large circulation among minority groups in the general vicinity of projects and activities. Ads in newspapers and other publications shall include the following:

“GUAMPO operates without regard to **race, color, national origin, limited English proficiency, sex, age or disability**. For more information on our Title VI program, or how to file a discrimination complaint, please contact phone 336-373-2038; email Jodie.Stanley@greensboro-nc.gov.”
- Translating information into languages other than English that meet the LEP safe harbor threshold;
- Incorporating Title VI language into our contracts and agreements (See Appendix C for Title VI Contract Language); and
- Ensuring any contractors and sub-recipients we have also distribute Title VI information.

Please refer to GUAMPO’s Public Involvement Plan (PIP) for additional outreach methods we employ to comply Title VI. GUAMPO’s PIP can be found here:

<https://www.greensboro-nc.gov/departments/transportation/gdot-divisions/metropolitan-planning-organization/metropolitan-planning-programming/public-participation-plan>

EXTERNAL DISCRIMINATION COMPLAINT PROCEDURES

These discrimination complaint procedures outline the process used by GUAMPO to process complaints of alleged discrimination filed under Title VI of the Civil Rights Act of 1964 and related nondiscrimination laws that are applicable to GUAMPO programs, services, and activities. Complaints will be investigated by the appropriate authority. Upon completion of an investigation, the complainant will be informed of all avenues of appeal. Every effort will be made to obtain early resolution of complaints at the lowest level possible by informal means.

FILING OF COMPLAINTS

1. **Applicability** – These procedures apply to the beneficiaries of our programs, activities, and services, such as the members of the public and any consultants/contractors we hire.
2. **Eligibility** – Any person or class of persons who believes that he/she has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities based upon race, color, national origin, sex, age, or disability, may file a written complaint. The law prohibits intimidation or retaliation of any sort. The complaint may be filed by the affected individual or a representative, and must be in writing.
3. **Time Limits and Filing Options** – A complaint must be filed no later than 180 calendar days after the following:

- The date of the alleged act of discrimination; or
- The date when the person(s) became aware of the alleged discrimination; or
- Where there has been a continuing course of conduct, the date on which that conduct was discontinued or the latest instance of the conduct.

Complaints may be submitted to the following entities:

- **Greensboro Department of Transportation**, Transportation Planning Division, PO Box 3136, 300 W. Washington St, Greensboro, NC 27402-3136; 336-373-2489
- **North Carolina Department of Transportation**, Office of Civil Rights, External Civil Rights Section, 1511 Mail Service Center, Raleigh, NC 27699-1511; 919-508-1830 or toll free 800-522-0453
- **Federal Highway Administration**, North Carolina Division Office, 310 New Bern Avenue, Suite 410, Raleigh, NC 27601, 919-747-7010
- **US Department of Transportation**, Departmental Office of Civil Rights, External Civil Rights Programs Division, 1200 New Jersey Avenue, SE, Washington, DC 20590; 202-366-4070
- **US Department of Justice**, Special Litigation Section, Civil Rights Division, 950 Pennsylvania Avenue, NW, Washington, DC 20530, 202-514-6255 or toll free 877-218-5228

4. Format for Complaints – Complaints shall be in **writing** and **signed** by the complainant(s) or a representative and include the complainant’s name, address, and telephone number. Complaints received by fax or e-mail will be acknowledged and processed. Allegations received by telephone or in person will be reduced to writing, may be recorded and will be provided to the complainant for confirmation or revision before processing. Complaints will be accepted in other languages, including Braille.

5. Complaint Basis – Allegations must be based on issues involving race, color, national origin, sex, age, or disability. The term “basis” refers to the complainant’s membership in a protected group category.

Protected Categories	Definition	Examples	Applicable Statutes and Regulations
Race	An individual belonging to one of the accepted racial groups; or the perception, based usually on physical characteristics that a person is a member of a racial group	Black/African American, Hispanic/Latino, Asian, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, White	Title VI of the Civil Rights Act of 1964; 49 CFR Part 21; 23 CFR 200. <i>(Executive Order 13166)</i>
Color	Color of skin, including shade of skin within a racial group	Black, White, brown, yellow, etc.	
National Origin (LEP)	Place of birth. Citizenship is not a factor. Discrimination based on language or a person's accent is also covered.	Mexican, Cuban, Japanese, Vietnamese, Chinese	
Sex	Gender	Women and Men	1973 Federal-Aid Highway Act; Title IX of the Education Amendments of 1972.
Age	Persons of any age	21 year old person	Age Discrimination Act of 1975
Disability	Physical or mental impairment, permanent or temporary, or perceived.	Blind, alcoholic, para-amputee, epileptic, diabetic, arthritic	Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990

Complaint Processing

1. When a complaint is received, an Acknowledgment Letter and a Complainant Consent/Release Form will be mailed to the complainant within ten (10) business days by registered mail.
2. We will consult with the NCDOT Title VI Program to determine the acceptability and jurisdiction of all complaints received. (Note: If NCDOT will investigate, the Title VI Program will be responsible for the remainder of this process. We will record the transfer of responsibility in our complaints log).

3. Additional information will be requested if the complaint is incomplete. The complainant will be provided 15 business days to submit any requested information and the signed Consent Release form. Failure to do so may be considered good cause for a determination of no investigative merit.
4. Upon receipt of the requested information and determination of jurisdiction, we will notify the complainant and respondent of whether the complaint has sufficient merit to warrant investigation.
5. If the complaint is investigated, the notification shall state the grounds of our jurisdiction, while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigator.
6. If the complaint does not warrant investigation, the notification to the complainant shall specifically state the reason for the decision.

Complaint Log

1. When a complaint is received, the complaint will be entered into the Discrimination Complaints Log with other pertinent information, and assigned a **Case Number**. (Note: All complaints must be logged).
2. The complaints log will be submitted to the NCDOT's Civil Rights office during Title VI compliance reviews. (Note: NCDOT may also request the complaints log during pre-grant approval processes).
3. When reporting **no complaints**, check the **No Complaints or Lawsuits** box and sign the log.

Please refer to **Appendix F** for a copy of our Discrimination Complaint Form, Complaints Log, and Sample Investigation Template.

REVIEW OF ORGANIZATIONAL DIRECTIVES

It is the responsibility of every official who develops policies, procedures, manuals, guidelines, and other directives to ensure they have been reviewed for Title VI compliance. All staff members will assist in carrying out this requirement by making sure drafts of these documents are submitted to the Title VI Coordinator to ensure Title VI requirements are included.

TITLE VI TRAINING

All employees will receive basic Title VI training at least once every three years. New hires will receive this training within 15 days of their start date. Basic training will cover all sections of this Plan and our overall Title VI obligations. Staff may receive specialized training on how Title VI applies to their specific work areas. Those who routinely encounter the public, such as office personnel, call center staff, and vehicle drivers, will receive annual refresher training. Trainings will be provided or organized by the Title VI Coordinator and will often coincide with updates to our nondiscrimination policies and procedures. Records of staff trainings, such as agendas, sign-in sheets, copies of calendars, and certificates, will remain on file for at least three years (and in personnel files).

COMPLIANCE AND ENFORCEMENT PROCEDURES

FHWA recipients must have mechanisms in place to enforce compliance with Title VI. GUAMPO utilizes internal training, meetings, monitoring contractors, technical assistance, and findings from periodic NCDOT reviews to identify deficiencies and potential discrimination. If NCDOT identifies deficiencies, GUAMPO will correct all deficiencies within 90 days based on a Corrective Action Plan (CAP). If attempts by NCDOT to resolve a compliance issue are unsuccessful, NCDOT may take any or all of the following steps with FHWA's concurrence:

- a. Canceling, terminating, or suspending the contract or agreement in whole or in part;
- b. Refraining from extending any further assistance to the recipient under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the recipient.
- c. Taking such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the recipient.
- d. Referring the case to the FHWA for appropriate administrative or legal proceedings.
- e. Other means authorized by law.

To ensure compliance with Title VI, GUAMPO will take proactive steps to prevent discrimination in our programs and activities, including the following:

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Conduct periodic Title VI training; <input type="checkbox"/> Address Title VI issues at staff meetings; <input type="checkbox"/> Participate or cooperate during compliance reviews conducted by NCDOT; <input type="checkbox"/> Inform and monitor any consultants/contractors regarding their Title VI obligations, including review of contracts for nondiscrimination language; <input type="checkbox"/> Customize public outreach according to the situation or community at hand; | <ul style="list-style-type: none"> <input type="checkbox"/> Build a system of mutual trust and two-way communication with the public; <input type="checkbox"/> Maintain pertinent demographic data (statistical); <input type="checkbox"/> Ensure policies and procedures support and comply with Title VI; <input type="checkbox"/> Document processes & activities related to Title VI. |
|--|---|

If GUAMPO identifies compliance issues with our consultants/contractors, we will also take corrective action. If attempts at corrective action are unsuccessful, any or all of the following steps may be taken with NCDOT's concurrence:

- a. Canceling, terminating, or suspending the contract or agreement with the consultant/contractor in whole or in part.
- b. Taking such other action that may be deemed appropriate under the circumstances.
- c. Referring the case to the NCDOT for appropriate administrative or legal proceedings.

PUBLIC INVOLVEMENT AND OUTREACH

INTRODUCTION AND SUMMARY

In determining the amount of public involvement necessary for the development of the MPO Title VI Plan, MPO staff followed the required activities for Tier 1 planning documents as outlined in the MPO's Public Participation Plan. The public review period went from July 10 to August 9, 2019 to collect public information on the Draft MPO Title VI. Public outreach included newspaper ads, a press release, website, and hard copies. A full listing of this outreach is listed below.

- Ads were placed in two local newspapers announcing the public review period and the public meeting: the Greensboro News & Record and the Carolina Peacemaker.
- The Greensboro Urban Area MPO website was updated with information about the draft Plan
- A press release was given to other media outlets.
- A copy of the draft Plan, was circulated to the Guilford County Commissioners Office, the NCDOT Division 7 Office, the Greensboro Central Library and branches, GTA, and PART. Instructions on how to comment were included with the review copy.

The MPO staff did not receive a comment about the Draft MPO Title VI Plan.

Notice to the Public

Newspaper Ads

AVAILABLE FOR PUBLIC REVIEW

The Greensboro Urban Area Metropolitan Planning Organization proposes to revise four adopted documents to ensure compliance with Title VI of the Civil Rights Act of 1964 and its admendments. The public is encouraged to review and submit comments.

Public Participation Plan Update: Comment period from July 10 to August 24.

MPO Title VI Update: Comment period from July 10 to August 8.

GTA Title VI Update: Comment period from July 10 to August 8.

Disadvantage Business Enterprise Program Policy Statement: Comment period from July 10 to August 8.

The documents with public comments will be presented to the MPO's TAC for review and approval at their August 28 meeting.

Copies of the documents for review available at the offices of Greensboro City Clerk, Guilford County Commissioners, NCDOT Divsion 7, Greensboro Department of Transportation, GTA, and PART. Also at the Greensboro Public Libraries, and online at www.guampo.org.



For more information please visit the MPO's website www.guampo.org.



**CITY OF GREENSBORO
FOR IMMEDIATE RELEASE**

Contact: Tram Truong
Phone: 336-373-2903

Metropolitan Planning Organization's Documents Available for Public Review

GREENSBORO, NC (July 11, 2019) – The City Department of Transportation staff, on behalf of the Greensboro Urban Area Metropolitan Planning Organization (MPO), has revised four documents to comply with federal Title XI regulatory requirements. Residents may now review and comment on the following revised plans:

- **Public Participation Plan** – Public review period ends August 24. A Section has been added to include Title VI of Civil Rights.
- **MPO Title VI** – Public review period ends August 9. This policy of the MPO is to ensure that no person shall be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any of our programs and activities on the basis of race, color, national origin, limited English proficiency, sex, age, or disability, (and income, where applicable).
- **Greensboro Transit Agency Title VI Update** – Public review period ends August 9. This 2019 update is to verify compliance with Civil Rights Act of 1964 and its amendments, which prohibit discrimination on the basis of race, color, and national origin in programs and activities that receive federal funds.
- **Disadvantaged Business Enterprise Program Policy Statement** – Public review period ends August 9. This policy is to ensure that disadvantaged business enterprises have the maximum opportunity to participate in contracts and subcontracts financed in whole or in part with federal, state, and City funds.

The documents are available at www.guampo.org. Paper copies are available at the offices of Greensboro City Clerk, Guilford County Commissioners, NCDOT Division 7, Greensboro Department of Transportation, Greensboro Transit Authority, Piedmont Authority of Regional Transportation, and Central Library.

The revised documents will be considered for adoption by the MPO's Transportation Advisory Committee 2 pm, Wednesday, August 28, in the Greensboro City Council Chamber, Melvin Municipal Office Building, 300 W. Washington St.

For more information or to submit a comment about any of the revised documents, contact to Tram Truong at tram.truong@greensboro-nc.gov.

APPENDIX A - UNITED STATES DEPARTMENT OF TRANSPORTATION - STANDARD TITLE VI / NONDISCRIMINATION ASSURANCES

DOT Order No. 1050.2A

The *GUAMPO* (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through **Federal Highway Administration (FHWA)**, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964).

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration."

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Nondiscrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted **Federal-Aid Highway Program**:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23(b) and 21.23(e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal-Aid Highway Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The North Carolina Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 US.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be

afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the *North Carolina Department of Transportation* also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the **FHWA** access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the **FHWA**. You must keep records, reports, and submit the material for review upon request to **FHWA**, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The *North Carolina Department of Transportation* gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and

Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the **Federal-Aid Highway Program**. This ASSURANCE is binding on the *State of North Carolina*, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the **Federal-Aid Highway Program**. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

A handwritten signature in black ink, reading "Marikay Abuzaiteer", written over a horizontal line.

Marikay Abuzaiteer, TAC Chair, Greensboro Urban Area Metropolitan Planning Organization

8/28/2019

Attachments:

Appendices A, B, C, D, E

RESOLUTION ADOPTING THE MPO TITLE VI PLAN

A motion was made by TAC Member Mike Fox and seconded by TAC Member Nancy Vaughan for the adoption of the following resolution, which upon being put to a vote was duly adopted.

WHEREAS, The Greensboro Urban Area Metropolitan Planning Association (GUAMPO) manages the transportation planning process required by federal law; AND

WHEREAS, Title VI of the Civil Right Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance; AND

WHEREAS, GUAMPO is a recipient of federal funding and is required to comply with the Title VI of the Civil Rights Act of 1964; AND

WHEREAS, the plan's development included a public review period of at least 30 calendar days; AND

WHEREAS, comments received during the aforementioned public review period have been duly considered and addressed in the revised Greensboro MPO Title VI Plan;

NOW THEREFORE, be it resolved, that the Greensboro Urban Area Transportation Advisory Committee hereby adopts the Greensboro MPO Title VI Plan, dated August 28, 2019, on this day August 28, 2019.

I, Marikay Abuzuaiter, TAC Chair
(Name of Certifying Official) (Title of Certifying Official)

do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the Greensboro Urban Area TAC duly held on this day August 28, 2019.

Marikay Abuzuaiter
Chair, Transportation Advisory Committee

Subscribed and sworn to me on this day August 28, 2019.

DEIDRE E. BROWN
NOTARY PUBLIC
GUILFORD COUNTY, NC
My Commission Expires 03/07/2023

Deidre E. Brown
Notary Public

My commission expires _____.