

SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION

NOTICE OF PUBLIC MEETING EXECUTIVE BOARD MEETING

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the SVMPO and to the general public that the SVMPO will hold a meeting open to the public on Thursday, November 15, 2018 at 3:30 pm, in the City Manager's Conference Room, City Hall, 1011 N. Coronado Drive.

A copy of the agenda for the meeting will be available at www.svmpo.org at least twenty-four hours in advance of the meeting.

Dated this 7th day of November, 2018

SVMPO

By Karen L. Lamberton

SVMPO Administrator

The meeting room is accessible to those individuals with mobility impairments. Individuals with disabilities may request special accommodations or individuals with limited English proficiency and are in need of an interpreter may contact Karen Lamberton at 520.515.8525 at least 48 hours before the meeting time to request accommodations.

Si necesita acomodaciones especiales o un interprete para esta conferencia, debe pnerse en contacto con Karen Lamberton al numero 520.515.8525 por lo menos cuarenta y ocho (48) hora antes de la conferencia.

Post by November 12th, 2018



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION EXECUTIVE BOARD: REGULAR MEETING

AGENDA: NOVEMBER 15, 2018

MEETING LOCATION:

City of Sierra Vista: City Hall City Manager's Conference Room 1011 North Coronado Drive Sierra Vista, AZ 85635

To attend the meeting by telephone: Call 1-415-655-0001. Meeting # 287 957 271. Enter # for Attendee ID. For Arizona Relay Service use 1-800-367-8939, or dial 7-1-1.

MEETING DATE AND TIME:

November 15, 2018 3:30 p.m.

FOR MORE INFORMATION OR TO REQUEST ACCOMMODATION FOR SPECIAL NEEDS:

Website: www.svmpo.org

Email: SVMPO@SierraVistaAZ.gov Administrator Phone: 520-515-8525

SVMPO BOARD OF DIRECTORS

One or more members may participate via teleconference

Chair: Rick Mueller, Mayor, City of Sierra Vista Vice-Chair: Pat Call, Supervisor, Cochise County

Member: Rachel Gray, Councilmember, City of Sierra Vista
Member: Craig Mount, Councilmember, City of Sierra Vista
Member: Joy Banks, Councilmember, Town of Huachuca City
Member (Non-Voting) Rod Lane, Arizona Department of Transportation

STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP

Please let the Chair know <u>before</u> the meeting if you wish to speak about an item that is on the Agenda.

1. CALL TO ORDER AND ROLL CALL

2. ACCEPTANCE OF THE AGENDA

3. CALL TO THE PUBLIC

This is the time set aside for the public to comment. Speakers are limited to a three-minute presentation and may also submit written comments for the Board files. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01 (H)

action taken as a result of public comment is limited to responding to any criticism, directing staff to review the matter, or scheduling the matter for discussion at a later date.

4. APPROVAL OF MEETING MINUTES

Action: Approval of the Executive Board Regular Meeting Minutes of September 20, 2018.

OLD BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

5. WORK PROGRAM: FUTURE PROJECT IDENTIFICATION

Action: The Board will review the Work Program, as amended at the last Board meeting, discuss adjustments to funding in the Work Program administrative and consultant services line items and provide possible direction to the Administrator on FY19 and FY20 activities.

6. SVMPO BY-LAWS REVISION

Action: The Executive Board approved including a Transit representative on the SVMPO TAC at their Sept. 20th Board meeting. This item is to bring forward a revision to the SVMPO By-Laws adding a Transit member to the TAC. The Board will also discuss adding a Community Development/Planning Dept. County position to the TAC bringing the total TAC membership to eight: 3 Sierra Vista; 2 Cochise County; 1 Town of Huachuca City; 1 Transit; 1 ADOT.

7. SAFETY PERFORMANCE MEASURES

Action: The Board will review and take possible action regarding ADOT's Safety Performance Measures for FY19.

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

8. TRANSPORTATION IMPROVEMENT PROGRAM (TIP): AMENDMENT ONE

Action: The Board will discuss and take possible action regarding Amendment One to the SVMPO TIP. Four changes are being brought forward: to bring forward into FY19 the identified FY18 funding for the HURF Exchange North Garden/Fry Blvd Project in order to be consistent with the approved IGA and Project Initiation drawdown scheduled; adjust the North Garden project location description to match IGA and approved HURF scope; a FTA TIP adjustment to bring forward into FY19 a FY16 vehicle purchase; and an addition of ADA communication announcement system.

9. FY19 TITLE VI PLAN UPDATE

Action: The Board will provide review comments and take possible action to forward the FY19 Title VI Plan, with any recommended revisions, to ADOT's Civil Rights Division for adoption. New direction from ADOT's Civil Rights Dept. requires an annual update of Title VI plans. Board members will be asked to self-report Title VI demographic data (as shown on Page 9 of the draft Title VI plan).

10. 2019 TAC and BOARD MEETING SCHEDULE

Action: The Board will review, possibly modify recommended 2019 meeting dates, and take possible action to approve a 2019 meeting schedule.

INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN

11. PUBLIC PARTICIPATION PLAN: PRELIMINARY DRAFT

The Board will discuss and comment on the draft update to the SVMPO Public Participation Plan. The draft Public Participation Plan will be released for a minimum 45 day public review comment period prior to finalizing and bringing forward to the Board for adoption in early 2019.

This is an information item.

12. SOUTHCENTRAL DISTRICT REPORT

ADOT and/or the Administrator will report on the status of current and potential ADOT projects within the region. This item is the time for the Board to discuss issues or raise questions related to projects under the jurisdiction of ADOT.

This is an informational item.

13. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT

EDC Stakeholder Meeting set for December 13, 2018 at 10:00 a.m., MAG office, Phoenix, AZ SVMPO Offices Closed: November 22, 23; December 24, 25; Jan. 1^{st.}

- The Administrator will report on federal and state agency outreach conducted since the last Board meeting.
- The Administrator will report on activities of the Bicycle/Pedestrian Advisory Subcommittee.
- The Administrator attended the Rural Summit on October 24-26th in Lake Havasu. A report will be given on national and state legislative positions related to transportation.
- The Administrator will share information about in-kind forms and jurisdiction match requirements.

14. ANNOUNCEMENTS AND UPDATES

This is the time set aside for the Executive Board to share information and current events.

15. FUTURE AGENDA ITEMS

16. ADJOURNMENT

The meeting room is accessible to those individuals with mobility impairments. Individuals with disabilities who require special accommodations or have limited English proficiency and are in need of an interpreter may contact Karen Lamberton at 520.515.8525 at least 72 hours before the meeting time to request accommodations.

Si necesita acomodaciones especiales o un interprete para esta conferencia, debe pnerse en contacto con Karen Lamberton al numero 520.515.8525 por lo menos setenta y dos (72) hora antes de la conferencia.



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION EXECUTIVE BOARD

MEETING MINUTES: SEPTEMBER 20, 2018



MEETING LOCATION:

City of Sierra Vista, City Hall City Manager's Conference Room 1011 North Coronado Drive Sierra Vista, AZ 85635

To attend the meeting by telephone: Call 1-415-655-0001. Meeting # 807998048. Enter # for Attendee ID. For Arizona Relay Service use 1-800-367-8939, or dial 7-1-1.

MEETING DATE AND TIME:

September 20, 2018 3:30 p.m.

FOR MORE INFORMATION OR TO REQUEST ACCOMMODATION FOR SPECIAL NEEDS:

Website: www.svmpo.org

Email: SVMPO@SierraVistaAZ.gov Administrator Phone: 520-515-8525

EXECUTIVE BOARD MEMBERS IN ATTENDANCE:

Chair Rick Mueller, Mayor, City of Sierra Vista Vice-Chair Pat Call, Supervisor, Cochise County

Member Rachel Gray, Councilmember, City of Sierra Vista

Member Craig Mount, Councilmember, City of Sierra Vista (telephonically)

Member Joy Banks, Councilmember, Town of Huachuca City

EXECUTIVE BOARD MEMBERS ABSENT

Member (Non-Voting) Rod Lane, Arizona Department of Transportation

STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP

OTHERS PRESENT:

Mark Hoffman - ADOT Jeremy Moore - ADOT

 ${\bf Michael\ Normand-Vista\ Transit\ Administrator}$

Gwen Calhoun – City of Sierra Vista Councilmember

Shar Porier – Herald/Review Tricia Gerrodette – Citizen

Robin Dumas – Citizen

Carolyn Umphrey - Citizen/City Council Candidate

Dennis Donovan - Citizen

One Member of the Public/No-Sign In-Citizen

1. CALL TO ORDER AND ROLL CALL

Chair Mueller called the meeting to order at 3:30 p.m. Chairman Mueller, Vice-Chair Call, Members Gray and Banks present. Member Mount present telephonically. Jeremy Moore was present for Rod Lane, ADOT.

A quorum was present.

2. ACCEPTANCE OF THE AGENDA

Chair Mueller asked for a motion to accept the agenda of September 20, 2018, Regular Meeting of the SVMPO Board of Directors.

MOTION: Member Gray **SECOND:** Member Banks

ACTION: PASSED UNANIMOUSLY 5/0

3. CALL TO THE PUBLIC

This is the time set aside for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01 (H) action taken as a result of public comment is limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date.

Tricia Gerrodette, addressed the Board regarding her concern that consultation with federal entities should be occurring now that the MPO boundaries have been expanded. She stated that she looks forward to hearing how they will be brought into the mix.

No other member of the public wished to speak at the Call to the Public.

4. APPROVAL OF MEETING MINUTES (for July 19, 2018)

Chair Mueller asked for a motion to accept Regular Meeting Minutes of the SVMPO Board of Directors. Member Gray noted several corrections, which she had provided to Administrator Lamberton prior to the meeting. Chair Mueller clarified with Member Gray that these were all administrative corrections and amended his request for a motion to accept the Meeting Minutes, with those corrections.

MOTION: Member Banks **SECOND:** Member Gray

ACTION: PASSED UNANIMOUSLY 5/0

OLD BUSINESS: DISCUSSION/POSSIBLE ACTION

5. DISCUSSION: Fiscal Year 2019-2023 Transportation Improvement Program (TIP)

Administrator Lamberton provided the Board with a brief overview of the current

Transportation Improvement Program project status. She briefly described the following

current TIP projects.

- 1. North Garden/Fry Blvd Phase 1 in the City of Sierra Vista
- 2. Adaptive Signal project in the City of Sierra Vista
- 3. Charleston Rd. HSIP project in Cochise County

Administrator Lamberton also noted that one of last year's projects, a Pavement Condition Survey conducted by the City of Sierra Vista, was just about completed and the City of Sierra Vista plans to prepare a presentation about the new software that easily allows for ranking and prioritizing projects based on various pavement condition criteria. City staff have indicated that this project has already been very helpful to the operations and engineering staff in making priority decisions for next year's work activities.

This was an information item: no action was taken.

6. DISCUSSION/ACTION: TRANSPORTATION ASSET MANAGEMENT (TAM) Performance Measures Charter

Administrator Lamberton commended the Board for asking questions about the Charter. After researching the matter further, the Charter has been revised for clarity to better explain exactly where and what should be submitted to the various parties. Staff also confirmed with Vista Transit that the reporting requirements could be met with existing data that was available. The required Transit Assist Management Plan will be finalized after action by this Board and then be submitted to the National Transit Database by October 1st. Mike Normand, Vista Transit Administrator, stated that they were able to provide the required data and was available for any questions.

Administrator Lamberton indicated that agreeing to this Charter does not specifically change any funding but does have the potential to change priority rankings of projects.

Member Mount asked how hard it might be to make changes to this Agreement, especially as technology changes the way that things might be done in the future. Chair Mueller stated that his understanding was that the SVMPO Board could bring back the Agreement at any time and make any changes that the Board thought needed. Administrator Lamberton concurred, stating that the ability to easily make real-time changes to the Charter is why ADOT choose to use a Charter rather than a Memorandum of Understanding, which would require more formal execution.

Chair Mueller asked if the Board had any further concerns with the Charter. Hearing none, he then asked for a motion to approve the Charter Agreement with ADOT and Vista Transit.

MOTION: Member Gray **SECOND:** Member Mount

ACTION: PASSED UNANIMOUSLY 5/0

Chair Mueller then asked for a second motion to support the ADOT established transit management targets as recommended by Vista Transit. Mark Hoffman, ADOT staff, clarified that Vista Transit was electing to make the ADOT targets their own targets, they would be Vista Transit targets. Administrator Lamberton noted the specific targets would be easily met by Vista Transit

as their current asset management practices exceeded those proposed by ADOT.

MOTION: Member Banks **SECOND:** Member Call

ACTION: PASSED UNANIMOUSLY 5/0

Chair Mueller asked for Board discussion about the recommendation of the SVMPO TAC to add a transit voting member to the SVMPO. It was clarified that in the case of larger transit organizations there might be an elected Transit Board, and in those cases, a voting member might sit on the Executive Board. In smaller areas, like the SVMPO, it is more common for the voting member to sit on the TAC. A discussion was held about who would be the voting member on the TAC and Member Gray asked Mike Normand if he served as staff support to the TAC at this time. Mr. Normand responded that he did not provide staff support. Administrator Lamberton noted that typically the largest transit agency in the region would be the member, with an alternate either a mobility manager or a smaller transit agency or a non-profit provider.

Chair Mueller asked for a motion to add a transit voting member to the SVMPO TAC.

MOTION: Member Call SECOND: Member Banks

ACTION: PASSED UNANIMOUSLY 5/0

Administrator Lamberton thanked the Board and stated that she would bring that change back to the Board as a modification to the SVMPO By-Laws at their next meeting.

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

7. DISCUSSION/ACTION - WORK PROGRAM AMENDMENT: FY19 Funding Adjustments Administrator Lamberton presented the recommendations of the TAC to amend the Work Program to include three adjustments: adjust PL and FTA 5305 apportionments and carry-over amounts for FY19; increase in-kind match for the increased FY19 funds; adjust carry over funds for Regional Planning to reflect funds not invoiced in FY18.

Chair Mueller asked the Board if they had any questions. Member Gray asked if the increase in in-kind was only the City of Sierra Vista. Administrator Lamberton stated that the increase in the in-kind was equally shared among all member jurisdictions. She then noted that the increase to roughly \$66,000 was still under the estimated \$70,000 in-kind planned under the FY19 budget.

Chair Mueller asked for a motion to approve Amendment One of the SVMPO Work Program.

MOTION: Member Gray **SECOND:** Member Mount

ACTION: PASSED UNANIMOUSLY 5/0

8. DISCUSSION/POSSIBLE ACTION – NATIONAL HIGHWAY SYSTEM PERFORMANCE MEASURES

Administrator Lamberton advised that although the SVMPO is being asked to review and support these targets, unlike other areas of the State, our region has no National Highways that are off the State system. She directed the Board's attention to the Handout in their packet showing a map with the roadways and bridges impacted by these performance measures.

Administrator Lamberton advised that just a few days ago we learned that the targets for non-interstate pavement had been adjusted. Because only one factor, roughness, was required to be considered for this planning cycle, ADOT had adjusted their targets. Cracking is weighed more heavily in ranking if a pavement is in poor or failing condition – roughness, not so much. But then, just today (September 20th) the SVMPO was advised that ADOT had further conversations with FHWA and were going back to their first method of ranking pavement failure. She advised that at the end of this story is that regardless of what the ADOT targets are they only impact ADOT's roadways. All the SVMPO is being asked to do is to support those targets.

Jeremy Moore, ADOT, shared that a project might be bumped up in priority if doing so would help meet these targets. Mark Hoffman, ADOT, added that it also effects how ADOT priorities projects in the five-year program. The Board discussed with the ADOT partners how the prioritization of projects occurs and how the MPO stays involved in that process. Project ranking typically occurs in October of each year. Chair Mueller asked if there was anything in the pipeline for the region. Mr. Moore stated that there were a couple of proposed projects on State Highway 90 but nothing was really on the top of the list.

Chair Mueller asked for a motion to adopt the ADOT established performance targets for the National Highway System with the SVMPO region.

MOTION: Member Call SECOND: Member Banks

ACTION: PASSED UNANIMOUSLY 5/0

INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN

9. DISTRICT ENGINEERS REPORT

Jeremy Moore, representing SouthCentral District, reported on ongoing projects in the SVMPO region.

- 1. SR9o/Hatfield project is 99.9% completed with the final walk through occurring in a few weeks. Additional drainage work was completed on this project to add gabions and spillways as rainfall was causing flooding on the new roadway: these new additions have held up well during the most recent rainstorms.
- 2. SR92 paving and the Foothills intersection project are 4 to 6 weeks from completion. The paving is essentially completed and finish work is going on. A change order will keep the contractor on to resurface the Charleston and SR90 intersection that shows the impact of heavy turning movements. It will be a two-night milling and replacement job. Member Call

asked about the signal timing stating that he has been receiving citizen complaints. Mr. Moore indicated that ADOT is also receiving numerous complaints. The signal loops are currently not in place; signals are not timed specifically for traffic flows at this time. This work is expected to be completed in 3-4 weeks: by mid-October. Once all the signal loops are re-installed the traffic team will re-time the signals all through the project. They will watch how they do and can then tweak each signal light to maximize traffic flows.

Chair Mueller commented that the City of SV is looking at a signal system all connected together and indicated concern if the ADOT signals are not connected into a single system.

Chair Mueller asked that ADOT consider local protocols for planting trees. He stated that he appreciated ADOT re-planting trees in areas where they had to be cut for project work but that ADOT had planted them up high on the banks and not down lower in the drainage areas. This doesn't take advantage of natural drainage to water the trees. Mr. Moore said that absolutely it made sense to use water harvesting, when possible. He stated that he would take this back to ADOT and see if adjustments could be made in where they planted trees in the future. Member Banks asked where the re-planted trees were and Board members described the various locations where ADOT had recently provided landscaping.

Mr. Moore added that feedback from their maintenance staff led ADOT to not use chip-seal on this recent re-paving job on SR₉₂. They hope that the roadway will hold up better.

Chair Mueller stated that a member of the public asked about the main gate bicycle path that narrows on the southeast side. When the road was widened the existing pathway was now much closer than it had been to the road. The Chair asked if some sort of fence or barrior could be put up: perhaps like the metal bars further down on this same pathway at an area with drop-offs. He asked if this is a safety issue given how close the traffic is now to the pathway. Mr. Moore stated he would check with the project designer and get back to the Board.

This was an informational item: no action was taken.

10. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT

- Rural Summit set for October 24-26, 2018 in Lake Havesu, Arizona. Administrator Lamberton will be attending to represent the SVMPO and member jurisdictions. No other members plan to attend this year. A brief discussion about the purpose of the Rural Summit occurred and Administrator Lamberton advised that any SVMPO Board member was welcome to attend.
- SVMPO TAC: November 1, 2018, 1 p.m., Public Works Pete Castro Center, Main conference room
 - SVMPO Board: November 15, 2018, 3:30 p.m., City Hall, City Manager's conference room

Administrator Lamberton also advised the Board that:

The SVMPO Long-Range Transportation Plan update was tentatively scheduled to begin next year. Two updated plans will need to be completed first: the Public Participation Plan

- and the Title VI Plan. It is hoped that drafts of those two plans will be ready for the Board's next meeting in November. A copy of the current Public Participation Plan was provided to each Board member in the binders for their review and comments.
- The SVMPO completed recommendations to FHWA on proposed revisions to Federally Funded Roadway Classifications. The State is re-balancing the entire State network: several roadways were recommended for inclusion in the Federal Classification system. The Town of Huachuca City, which to date has zero of their maintained roadways in the federal system, identified four possible segments that were accepted by ADOT and will be presented to FHWA for consideration. This does not increase the Town's funding for their roadway network but does create the *possibility* of future funding for improvements from sources like HSIP and regional STP funds.
- Arizona Department of Transportation has been awarded one million dollars for developing a data portal in southern Arizona: \$100,000 has been identified for the SVMPO region. The previous Administrator assisted in the preparation of this grant. This project will be looking at enhanced data collection and more availability of data from the Case Grande Area down through our MPO region. The first meeting is next Monday; this project looks like it has potential to help our business partners with accurate, real-time data.
- The Administrator does not yet have a mobile phone activated yet, but it is expected to be activated soon. Administrator Lamberton will let the Board know what that number is when she is all set up.

11. ANNOUNCEMENTS AND UPDATES

Announcements and updates may be provided by Board Members, SVMPO Administrator or other invitees.

Member Banks stated that the Town of Huachuca City has been meeting with Vista Transit and had a workshop with the Town Council last week. The item was tabled so discussions are still ongoing about what to do with their transit system.

No other Board member indicated that they had anything else to share. Chair Mueller stated that the Board welcomed Karen Lamberton as Administrator to their Board, and stated that they appreciated having ADOT and members of the public attend today's Board meeting.

12. ADJOURNMENT

Chair Mueller adjourned the meeting at 4:18 p.m.



Sierra Vista Metropolitan Planning Organization **Memorandum**

To: SVMPO Executive Board

From: Karen L. Lamberton, AICP, SVMPO Administrator

Date: November 15, 2018

Subject: FY19 SVMPO Work Program & Budget Amendments

The SVMPO Board of Directors adopted the Sierra Vista MPO, FY19 Work Program & Budget at their regular Board meeting on May 17, 2018. Amendment One was approved by the Executive Board on September 20, 2018. FHWA approved the amended Work Program on October 22, 2018. After adjustments to the budget were made to reflect known apportionments, carry-over amounts and expenses the FY19 Budget had available revenues of \$510,940.00 and identified expenses of \$400,701.00.

ADOT has advised that the SVMPO may balance the revenues with expenditures or may choose to hold funds undesignated as shown in the current Work Program. The SVMPO currently has \$110,239 of anticipated revenues (federal share plus match) for SVMPO operations and planning that has not been assigned to a Work Program line item.

After discussion with the TAC, the Administrator recommends that line-items for the following Direct Expenses and Consulting Services be increased as follows:

- ❖ Direct Expenses for supplies and printing increased by \$1,000 in both the TIP and Regional Planning lines; for ads, notices and postage by \$1,000 in both Administration and Public Participation Plan lines, by \$2,000 in the TIP line; for technology by \$1,239 in Administration (website); for memberships by \$3,000 in the Administration line. Total increase of \$10,239 in Direct Expenses.
- Consulting Services for Administration add \$5,000 (website services); Public Participation Plan add \$5,000 (outreach). Total increase of \$10,000.

Table 2, Page 14 and Table 4, Page 15 would be revised in the Work Program to reflect these changes. The remaining budget (\$90,000) would remain as an undesignated revenues for future operating expenses or projects to be discussed with the TAC and Board in the Spring of 2019.

Consulting service funds are recommended to address anticipated costs related to updating the SVMPO website (need to develop a user interface and improve functionality of the public access to the site) and implementing outreach strategies described in the existing Public Participation Plan/Work Program.

Table 2: Work Program Budget Summary (Blue indicates recommended revisions)

TASK	WORK ELEMENT	EXPENSES			TOTAL COST
		Salaries & Benefits	Direct Expenses	Consulting Services	
1	ADMINISTRATION	\$150,000.00	\$32,811.00	\$5,000	\$187,811.00
2	DATA COLLECTION & MAINTENANCE		\$-	\$26,511.00	\$26,511.00
3	TRANSPORTATION IMPROVEMENT PROGRAM	\$5,302.00	\$3,000.00		\$8,302.00
4	LONG RANGE TRANSPORTATION PLAN	\$-		\$100,000.00	\$100,000.00
5	PUBLIC PARTICIPATION PLAN	\$5,302.00	\$1,000	\$5,000	\$11,302.00
6	PUBLIC TRANSPORTATION PLANNING			\$57,382.00	\$57,382.00
7	REGIONAL PLANNING		\$3,121.00	\$26,511.00	\$29,632.00
8	CAPITAL EXPENDITURES	\$-	\$-	\$-	\$-
	TOTAL	\$160,604.00	\$39,932.00	\$220,404.00	\$420,940.00
			Increase \$10,239	Increase \$10,000	

Table 4: Direct Expenses Summary (Blue indicates recommended revisions)

		DIRECT EXPENSES						
		Travel &	Supplies &	Ads, Notices				
TASK	WORK ELEMENT	Training	Printing	& Postage	Technology	Memberships	Match	TOTAL COST
1	ADMINISTRATION	\$ 10,000.00	\$ 8,000.00	\$943.00	\$2,239.00	\$9,759.00	\$1,870.00	\$ 32,811.00
2	DATA COLLECTION & MAINTENANCE						\$ -	\$ -
3	TRANSPORTATION IMPROVEMENT PROGRAM		\$943.00	\$1,886.00			\$ 171.00	\$ 3,000.00
4	LONG RANGE TRANSPORTATION PLAN						\$ -	\$ -
5	PUBLIC PARTICIPATION PLAN			\$943.00			\$ 57.00	\$ 1,000.00
6	PUBLIC TRANSPORTATION PLANNING						\$ -	\$ -
7	REGIONAL PLANNING		\$ 943.00	\$ 2,000.00	\$ -		\$ 178.00	\$ 3,121.00
8	CAPITAL EXPENDITURES						\$ -	\$ -
	TOTAL	\$ 10,000.00	\$ 9,886.00	\$ 5,772.00	\$ 2,239.00	\$ 9,759.00	\$2,276.00	\$ 39,932.00

Attachments: Adopted Work Program is available on the sympo.org website

Action Requested: Approval of the SVMPO Work Program Amendment Two designating an additional \$20,239 to work elements in the SVMPO Work Program.



Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO Executive Board

From: Karen L. Lamberton, AICP, SVMPO Administrator

Date: November 15, 2018

Subject: SVMPO By-Laws Revision

On September 20, 2018, the SVMPO Board of Directors directed the Administrator to bring forward a revision to the SVMPO By-Laws to add a transit representative to the TAC. FTA strongly urges MPO's to include Transit representation on standing committees and, in keeping with the adopted Transportation Performance Measures and Data Sharing Charter, the SVMPO Executive Board agreed that a transit representative would facilitate coordination between FHWA, FTA, ADOT, SVMPO and the SVMPO member local jurisdictions.

The Administrator also recommends that a second County representative from the Cochise County Community Development Dept./Planning Dept. be added to the TAC and seeks direction from the TAC on this proposed addition. Both the TAC and the Executive Board discussed the balance of representation given the expansion of the MPO boundaries. The City of Sierra Vista is represented both by their Engineering/Highway Dept. and their Community Development/Planning Dept. It is logical to mirror this same balance with Cochise County given that 458 square miles of the SVMPO's 614 square miles is now within unincorporated County.

This suggestion has been discussed with Cochise County's Planning Dept. and the Technical Advisory Committee and the Administrator was requested to bring this recommendation forward to the Board for consideration.

Attachments: Revised SVMPO By-Laws: FINAL DRAFT

Action Requested: A motion to approve revising the SVMPO By-Laws to include additional members representing Transit and Cochise County's Community Development Dept. on the Technical Advisory Committee.





Sierra Vista Metropolitan Planning Organization

December 18, 2013 (Amended November 15, 2018)

SECTION I: OBJECTIVE



The objective of the Sierra Vista Metropolitan Planning Organization (SVMPO) is to carry out planning, coordination, and integration of activities necessary to maintain a comprehensive, cooperative, and continuing multi-agency transportation planning program; and further, as specified by the Board of Directors of the SVMPO, carry out other related specific tasks including implementation thereof. The SVMPO will exercise leadership and initiative in transportation planning and assist development of the greater Sierra Vista community.

SECTION II: AREA

The area that permitted SVMPO to be designated as a Metropolitan Planning Organization (MPO) under federal and state law is the Sierra Vista Urbanized Area, shown in Figure 1. The Planning Area Boundary of the SVMPO includes the City of Sierra Vista incorporated limits including Fort Huachuca, the Town of Huachuca City incorporated limits, and unincorporated areas of Cochise County, as depicted in Figure 2.

SECTION III: ORGANIZATION

Jurisdictions that make up the SVMPO include the City of Sierra Vista, the Town of Huachuca City, Cochise County, and the Arizona Department of Transportation (ADOT). Elected officials (except for ADOT's representative, who is appointed by the Governor of the State of Arizona) from each of those agencies make up a Board of Directors; an MPO Administrator; and technical staff makes up a Technical Advisory Committee (TAC). In addition, there may be other special committees such as technical subcommittees and citizen tasks forces. Each group is defined below:

A. *Board of Directors*. The SVMPO Board of Directors consists of elected officials from the City of Sierra Vista, Cochise County, and one member from the Arizona Department of Transportation's State Transportation Board who is appointed to the State Transportation Board by the Governor, or his/her designee, who must be an employee of the Arizona

Department of Transportation. It is the function of the Board of Directors to act as a policy-making body, coordinating and directing transportation planning, implementation thereof and related activities within the overall regional comprehensive planning process.

1. Membership.

- (a) To be an eligible member of the Board of Directors, that person must be a duly elected member of a governing body of a unit of local government located in the SVMPO planning area, excepting the member of the Arizona State Transportation Board. Each unit of local government and the State Transportation Board shall designate the person or persons among its duly elected governing body or, appointed to the State Transportation Board by the Governor that shall serve as a primary member of the SVMPO Board of Directors. At its discretion, each government entity may select alternates who are duly elected members of the governing body or a suitably qualified employee designated by the State Transportation Board's SVMPO representative, when the primary member(s) is not available. The alternate(s) will have the same voting power and duties in the absence of the primary member(s).
- (b) Designation of Primary and Alternate members shall be in accordance with statute, ordinance or regulation governing each agency, and written verification shall be provided in a timely manner at least annually to the SVMPO Administrator.
- (c) The number of eligible members on the Executive Board shall be as follows:

Jurisdiction	Number of Members
City of Sierra Vista	3
Town of Huachuca City	1
Cochise County	1
State Transportation Board (Non-Voting)	1
Total	6

(d) Any member, who for any reason shall no longer be in the service of the governmental unit jurisdiction, shall have his/her position vacated automatically and the appropriate governmental unit shall appoint another member.

- (e) Representatives of the following units of government are voting members of the SVMPO: City of Sierra Vista, Town of Huachuca City, and Cochise County.
- (f) Representatives of the following unit of government is a non-voting member of the SVMPO: Arizona State Transportation Board representative.

2. Voting.

- (a) Each voting member of the Board of Directors is entitled to one (1) vote. Upon the absence of a Primary voting member at any particular meeting, his/her vote may be cast by an alternate member from the same jurisdiction.
- (b) Any declaration of abstention or conflict of interest must be stated prior to discussion of that particular agenda item.

3. Officers.

- (a) The members of the SVMPO shall elect the following officers: Chair and Vice Chair. Election of officers will occur at the first meeting of the calendar year. In the absence of the Chair, or upon his/her inability to act or serve, the Vice Chair shall have the powers of the Chair. The Chair and Vice Chair will serve without compensation and shall serve for a period of two years.
- (b) The Chair shall be able to vote on all matters before the SVMPO. He/she shall sign on behalf of the SVMPO all documents requiring signatures and shall perform all other duties required of the Chair. The Chair develops the Agenda for all board meetings, subject to approval by the Board. The SVMPO Board of Directors may delegate to the MPO Administrator such signatures it deems appropriate and necessary.
- (c) The SVMPO Chair shall have the custody and control of the funds, and shall report the state of the finances of the SVMPO at the closeout of the fiscal year. He/she shall have the responsibility for keeping the minutes and such books, resolutions, or other services that may be required by the SVMPO. The SVMPO Board of Directors may delegate to an employee, or employees, of the SVMPO any or all of the duties and powers described in this section (3)(c).

(d) If required by the SVMPO Board, any employee, or retained consultant so delegated any or all of his/her functions, shall give the SVMPO a bond in such, and with such surety or sureties as shall be satisfactory to the SVMPO, for the faithful performance of the duties of this office.

4. Responsibilities.

- (a) The SVMPO Board of Directors is responsible for all actions, agreements, and functions to be carried out by the Sierra Vista Metropolitan Planning Organization.
- (b) The SVMPO is responsible for the development of the following <u>essential</u> products:
 - 1. Long Range Regional Transportation Plan;
 - 2. Transportation Improvement Program (TIP);
 - 3. Public Participation Plan; and
 - 4. Unified Planning Work Program and Budget;
- (c) Other products <u>deemed essential</u> may be authorized by the Board of Directors and specified in the Unified Planning Work Program.

5. Meetings.

- (a) The Board of Directors of the SVMPO shall follow the Open Meeting Laws of Arizona.
- (b) The guideline for the parliamentary procedures used at meetings shall be Robert Rules of Order, except as otherwise modified herein or unless the Rules are suspended by a majority vote of all voting members.
- (c) A quorum shall be required for the conduct of any business. Majority (i.e., three) voting members of the SVMPO Board shall constitute a quorum for the transaction of business.
- (d) The SVMPO Board of Directors shall meet regularly, at least once a quarter. Additional meetings may be called by the Chair as required. The time, date, and location of meetings will be posted at least twenty-four (24) hours in advance. The notices of the meetings shall conform to the open meeting laws of Arizona. Members will be notified of all meetings.

(e) Remote participation by members or alternates for all Board meetings is allowed by telephone or video conference provided that the participant and all in attendance can hear each other. Remote SVMPO Board member participant(s) are considered present for purposes of a quorum.

B. *Technical Advisory Committee (TAC)*. The SVMPO's Technical Advisory Committee (TAC) is composed of technical and/or managerial staff representatives from each of the participating agencies (including ADOT). In addition, there may be one or more ex-officio, non-voting representatives from Fort Huachuca. Each ex-officio, non-voting member, must be approved by his/her respective agency. The MPO Administrator is a non-voting member of the TAC and will provide the required administrative support.

The TAC has the authority and primary responsibility to conduct technical reviews and analyses regarding all work activities of the Unified Planning Work Program, and any related issues as specified by the SVMPO's Board of Directors, and to so advise the Board of Directors on appropriate actions that may be taken. The TAC works closely with SVMPO staff, providing guidance and direction for the development of the annual Unified Planning Work Program and Budget and work activities defined therein.

1. Membership.

(a) Voting membership on the SVMPO Technical Advisory Committee shall be as follows:

City of Sierra Vista - Three (3)

City staff positions appointed by the City Manager.

The persons appointed to the TAC shall be staff members of the City of Sierra Vista with technical knowledge of transportation planning to advise and provide recommendations to the SVMPO Board of Directors.

Town of Huachuca City – One (1) position

Town staff positions appointed by the Town Manager

The person appointed to the TAC shall be a staff member of the Town of

Huachuca City with technical knowledge of transportation planning to advise and provide recommendations to the SVMPO Board of Directors.

Cochise County – Two (2) positions

County staff **positions** appointed by the County Administrator.

The person appointed to the TAC shall be a staff member of Cochise County with technical knowledge of transportation planning to advise and provide recommendations to the SVMPO Board of Directors.

Transit Representative – One (1) position

The transit staff position will be selected by the largest transit agency in the SVMPO region and shall be a person with specific knowledge of transit planning to advise and provide recommendations to the SVMPO Board of Directions.

Arizona Department of Transportation - One (1) position:

Planning Program Manager, ADOT for Systems Planning and Programming

The persons appointed to the TAC may, by a written statement to the Chairman of the Board of Directors and the Technical Advisory Committee, designate a regular alternate. Non-regular alternates (i.e., for a particular meeting) must be declared when the meeting is called to order.

(b) In addition to the voting members listed above, one or more ex-officio non-voting representatives from Fort Huachuca may participate on issues of concern and subjects of particular technical expertise.

2. Voting

Each member of the Technical Advisory Committee is entitled to one (1) vote. Upon the absence of a Primary member at any particular meeting, his/her vote may be cast by an alternate member from the same jurisdiction.

Elected officers of the TAC shall be elected on an annual basis at the first meeting of the calendar year.

SVMPO Bylaws: December 18, 2013 (Amended November 15, 2018)

3. Responsibilities.

The SVMPO Technical Advisory Committee shall be responsible for reviewing, studying, analyzing, and as appropriate, making recommendations to the SVMPO Board of Directors on issues germane to the Sierra Vista Metropolitan Planning Organization.

4. Meetings.

- (a) The guideline for parliamentary procedures at meetings shall be Roberts Rules of Order, except as otherwise modified herein or unless the Rules are suspended by a majority vote of all voting members.
- (b) A quorum shall be required for the conduct of any business. Majority (i.e., **five**) TAC members of the SVMPO shall constitute a quorum for the transaction of business.
- (c) The SVMPO TAC shall meet as determined by the Chair of the TAC or by a majority vote of the TAC. Members will be notified of all meetings.
- (d) Remote participation by TAC members or alternates for all TAC meetings is allowed by telephone or video conference provided that the participant and all in attendance can hear each other. Remote TAC member participant(s) are considered present for purposes of a quorum.

SECTION IV: FINANCES

- A. *Fiscal Year*. The Sierra Vista Metropolitan Planning Organization's fiscal year shall commence on July 1 of each year.
- B. *Funding*. The SVMPO shall have the power to receive funds from any public or private source including, but not limited to, the federal, state and local governments; voluntary associations; non-profit corporations, firms, partnerships, or person or any combination thereof; bequests, donations, devices, grants, and gifts of all kinds of property.
- C. Audit. The Chair shall call for an annual audit of the financial affairs of the SVMPO to be made by the municipal entity performing financial services. The audit report shall be made available to all SVMPO members.

SECTION V: SPECIAL COMMITTEES

A. Formation.

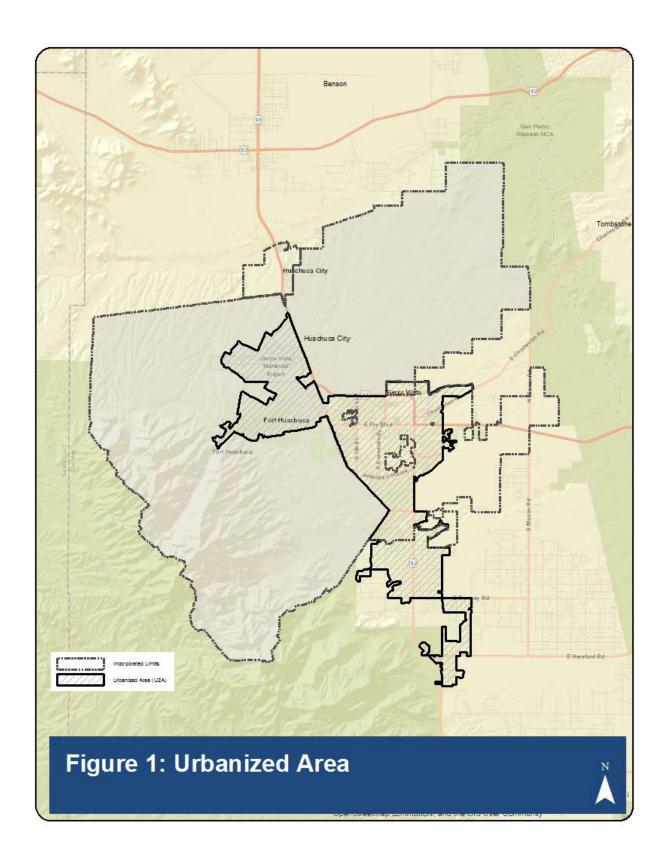
- Special SVMPO committees may be created by the SVMPO Board of Directors as deemed necessary. A special committee may be either an ad hoc committee for a specific work task, or a standing committee for one or more work tasks. Any such special committee will be responsible to the SVMPO Board of Directors.
- At the direction of the Chair of the Board of Directors and the Technical Advisory
 Committee, respectively, advisory subcommittees may be formed to investigate some
 particular work task/issue germane to the Sierra Vista Metropolitan Planning
 Organization.
- B. *Powers and Duties*. The SVMPO Board of Directors shall define the duties, and authorize the power of all special committees. Special committees shall follow parliamentary procedures as defined in these Bylaws for the Board of Directors and Technical Advisory Committee. Special committees, unless membership consists exclusively of employees of the member jurisdictions, shall observe the Open Meeting Laws of Arizona.
- C. Membership. Membership on a special committee shall be determined by the SVMPO Board of Directors and/or the Technical Advisory Committee. The SVMPO Board of Directors and/or the Technical Advisory Committee may appoint, at its discretion, any individual it deems qualified to serve on a special committee.

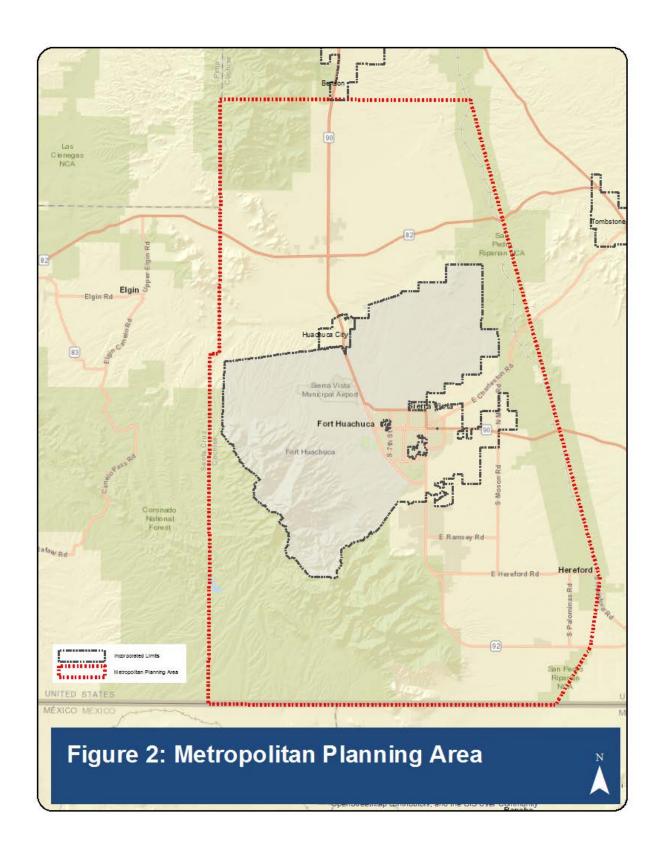
SECTION VI: AMENDMENT OF BYLAWS

These Bylaws can be amended by a majority vote of the Sierra Vista Metropolitan Planning Organization's Board of Directors at any scheduled meeting.

SECTION VII: SVMPO STAFF

The SVMPO staff consists of an MPO Administrator and supporting staff personnel as designated by the Board.







Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO Executive Board

From: Karen L. Lamberton, AICP, SVMPO Administrator

Date: November 15, 2018

Subject: FY19 Safety Targets

Arizona Department of Transportation (ADOT) adopted safety targets on July 31, 2018 for Fiscal Year 2019.

ADOT's FY19 Targets are as follows:

- ❖ Number of Fatalities 5% Increase
- ❖ Rate of Fatalities 2% Increase
- ❖ Number of Serious Injuries 1% Increase
- Rate of Serious Injuries 4% Decrease
- ❖ Number of non-motorized Fatalities and Serious Injuries 3% Increase

SVMPO has not formally yet received a formal request from ADOT requesting support of these FY19 targets (ADOT is discussing with FHWA how frequently MPO's need to adopt new targets). However, other MPO's have begun the process to adopt these Safety targets or to modify them for their own regions in keeping with their adopted Highway Safety Plans. The SVMPO has the option to establish their own targets or may adopt the ADOT targets: it is the recommendation of the TAC that the ADOT targets be adopted for FY19.

The safety targets set by ADOT are data-driven and realistic and are intended to keep the State focused on improving safety while still striving to reduce the number of fatalities and serious injury crashes in the Sierra Vista MPO region and the State of Arizona. For FY19 it would be reasonable, and in keeping with the adopted Highway Safety Plan, to adopt the ADOT FY19 established safety targets.

The joint SEAGO/SVMPO Highway Safety Plan was adopted by the SEAGO Executive Board on August 17, 2018 (SVMPO jurisdictions also have representation on the SEAGO Board).

Attachments: Adopted Highway Safety Plan is available on the sympo.org website

Action Requested: A motion to support the ADOT identified FY19 Safety Targets.



Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO Executive Board

From: Karen L. Lamberton, AICP, SVMPO Administrator

Date: November 15, 2018

Subject: TIP Amendment One

The SVMPO adopted their FY19 Transportation Improvement Plan (TIP) on July 19, 2018. Four Amendments are requested: two from the City of Sierra Vista and two from Vista Transit.

- ❖ Bring forward from FY 18 into the FY 19 TIP the SVMPO 18-01 project in the amount of \$264,042 (HURF Exchange) for the North Garden/Fry Blvd/Phase 1 Project for Design. This project was authorized by FHWA on August 30, 2018; City Council approved the IGA with ADOT on September 13, 2018; the IGA was fully executed on September 26, 2018. However, no funding draws were made prior to the end of FY18 (Sept 30th) and this transfer is to move these funds into the current fiscal year. This TIP Amendment is requested by the City of Sierra Vista at the request of ADOT Finance Dept.
- Change the SVMPO 18-01 project location from North Garden Ave. Fry Blvd between North Garden and Fab Ave. to Fry Blvd between North Garden Ave. and 7th Street; North Garden Ave. between Fry Blvd. and Buffalo Soldier Trail in order to be consistent with the approved IGA that the City of Sierra Vista has with ADOT and the approved HURF exchange Project Scoping Form. This TIP Amendment is requested by the City of Sierra Vista engineer at the recommendation of ADOT Multimodal Planning.
- Adjust the FTA TIP for a purchase in FY19 for two replacement buses in the amount of \$253,000. Federal share would be \$202,400. The identified buses were approved in a prior TIPs but Vista Transit deferred purchase until this year. This TIP Amendment is requested by Vista Transit.
- Adjust the FTA TIP to add an ADA compliant audio/visual bus stop announcement system in the amount of \$41,000. The federal share would be \$32,800. This TIP Amendment is requested by Vista Transit.

Minor changes in the TIP may be completed administratively; however, this request includes a purchase schedule change of over one year and adds a new FTA project. It is more appropriately revised by action of the Executive Board per ADOT guidance.

Attachments: FTA TIP Amendment Request from Vista Transit dated November 7, 2018.

Action Requested: A motion to amend the adopted TIP to make the identified changes requested by the City of Sierra Vista and Vista Transit.

Karen Lamberton

From:

Michael Normand

Sent:

Wednesday, November 07, 2018 4:45 PM

To:

Karen Lamberton

Cc:

Yolanda Velasquez; Richard Cayer

Subject:

TIP Amendment Request

Karen,

Vista Transit is requesting approval of a TIP Amendment to purchase the following capital items in the current fiscal year (FY 2019):

- 1.) Two replacement buses: The City has submitted a grant amendment to purchase two 12-passenger, Arboc Spirit of Independence buses at a total cost of \$253,000. The 80% federal share would be \$202,400. These buses will be used on Vista Transit's paratransit service. Our goal in moving to the smaller bus for the paratransit service is to achieve better fuel economy and lower operating costs, better maneuverability at the locations served by paratransit, and provide a more comfortable ride for the passengers. These buses would replace two older 18-passenger, Arboc Spirit of Mobility buses that would be moved to the fixed-route service.
- 2.) Visual Bus Stop Announcement System: Vista Transit is proposing to retrofit computer/electronic equipment on five existing fixed-route buses to provide an ADA compliant, audio and visual bus stop announcement system. The proposed system would use equipment developed by the vendor that currently supplies Vista Transit buses with head-sign display technology and equipment. The vendor has developed and tested an electronic component module that can be installed and work in conjunction with existing GPS, audio and video systems installed on the buses. The estimated cost to install this system on five buses is approximately \$41,000, including installation and training. The 80% federal share would be \$32,800. This is being proposed as a sole source procurement due to the proprietary nature of the equipment being retrofitted with the existing equipment onboard the buses.

This email reflects the most current financial information from our FTA grant application. Please let me know if you need any additional information to process this amendment request.

Thank you,

Mike Normand
City of Sierra Vista
Public Works Transportation Administrator
520-417-4888





Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO Executive Board

From: Karen L. Lamberton, AICP, SVMPO Administrator

Date: November 15, 2018

Subject: FY19 Title VI Plan

The SVMPO Title VI Plan was last updated on July 21, 2016. Since that time the SVMPO has expanded its boundaries, added the Town of Huachuca City as a member, and in June 2018 new FHWA guidance regarding the Title VI complaint process was issued. Title VI plans are due to ADOT's Civil Rights Division by August 1st of each year: SVMPO received an extension pending filling the vacant Administrator position.

SVMPO transmitted the SVMPO FY18 annual report on October 18, 2018, to ADOT's Civil Rights Division and was notified this report was accepted on October 29, 2018. A drafted FY19 Title VI plan has been reviewed by the SVMPO TAC, ADOT's LPA section and ADOT's Civil Rights Division. Their recommended revisions were incorporated into the attached Final Draft for Executive Board consideration.

Comparative highlights of the expanded boundary Title VI data is shown in the following table:

	ARIZONA	COCHISE COUNTY	CITY OF SIERRA VISTA	TOWN OF HUACHUCA CITY	SVMPO
MINORITY Population	43.5%	43.7%	43.02%	47.02%	36.99%
MEDIAN AGE	37.1	40.3	33.1	30.0	39.7
MEDIAN HH INCOME	\$51,340	\$45,383	\$56,280	\$32,801	\$44,821
Limited ENGLISH PROFICIENCY	9.0%	9.8%	6.4%	8.1%	6.7%
POVERTY	17.7%	18.9%	14.9%	34.8%	14.9%
ZERO VEHICLES	6.7%	5.7%	5.1%	4.8%	4.1%

Next Steps: Executive Board member review comments will be incorporated, final Quality Control and formatting, if needed, will be completed. If approved, the Title VI Plan will then be transmitted to ADOT's Civil Rights Division for review, and forwarding to FHWA for approval.

The Administrator will work with GIS staff to create more detailed maps of key Title VI demographic factors for analyses. These maps and analysis will be incorporated in the FY20 Title VI plan, along with overlays related to SVMPO projects. The FY20 Title VI Plan will be drafted for Executive Board review in May/June of 2019.

The Executive Board is advised that the MAG demographic viewers have been updated with the current SVMPO boundaries and is an available tool to the member jurisdictions for reviewing demographic, employment and Title VI data for their jurisdiction boundaries at: https://maps.azmag.gov/

Attachments: FY18 Title VI annual report to ADOT's Civil Rights Division; Final Draft FY19 Title VI Plan

Action Requested: A motion to approve the FY19 Title VI Plan and forward to ADOT's Civil Rights Division for FHWA approval.



FY 2018 TITLE VI/EJ ANNUAL REPORT

October 15, 2018

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For More Information about SVMPO Title VI and Environmental Justice activities, please contact the SVMPO Title VI Coordinator/SVMPO Administrator, Karen L. Lamberton, AICP. She can be reached at 520-515-8525 or Karen.Lamberton@SierraVistaAZ.gov

The current SVMPO Title VI Plan is available on the SVMPO website at www.svmpo.org

INTRODUCTION

The Sierra Vista Metropolitan Planning Organization, known as the SVMPO, is located in southeastern Arizona and is the Federal and State designated Regional Transportation Planning Organization for the southwestern portion of Cochise County, located in southeast Arizona. The SVMPO receives both Federal Highway Administration and Federal Transit Administration funds through agreements with Arizona Department of Transportation (ADOT).

The SVMPO is committed to ensuring the full participation in regional planning activities by all area residents. This agency has a nondiscrimination policy that addresses Title VI, Environmental Justice and other relevant federal and state statutes. No person, on the grounds of race, color, national origin, gender, age, disability, income status or limited English Proficiency, shall be excluded from participation in, be denied the benefits or, or be otherwise subjected to discrimination under any SVMPO sponsored program of activity. Public outreach and data analysis are two tools used to provide equal opportunity to participate and ensure that equal benefits and disproportionate burdens are assessed during project development.

This report sets out the SVMPO activities for Fiscal Year 2018 and goals for Fiscal Year 2019 to ensure that policies and projects are in compliance with Title VI of the Civil Rights Act of 1964 and the 1994 Presidential Executive Order 12898 in accordance with 23 CFR § 200.9(b)(7)(11) and FTA C 4702.1B.

ACCOMPLISHMENTS: Program Areas

Since the last annual report SVMPO has completed the following FY18 accomplishments:

- Maintained a website presence that provided information regarding any public meetings and provided access to information about Title VI and the Rights of the Public under Title VI, Environmental Justice and Americans with Disabilities Act.
- Provided access to Title VI Complaint Forms along with contacts for submitting complaints to the SVMPO, Arizona Department of Transportation (ADOT; Federal Highway Administration (FHWA and the Federal Transit Administration (FTA).
- Held nine Board and Committee meetings and ensured that meetings rooms were accessible and the opportunity made available for translation or other accommodations, if needed.
- ♣ Posted the official Title VI Notice to the Public at every scheduled meeting.
- ♣ The completed update to Cochise County's Road Design & Construction Standards & Specifications for Public Improvements included new Design Standards for recreational pathways compliant with best practices for access for this with disabilities (adopted in August 2017 by the Cochise County Board of Supervisors).
- ♣ The FY19 Transportation Improvement Plan was released for public comment during the 4th quarter. Comments were reviewed and responded too, as appropriate, throughout this process. Public comments were provided to the Executive Board during their decision making process.
- Conducted outreach and surveys with several elementary schools regarding transportation options for alternative modes, like bicycling and walking, for lower income students.

SUB-RECIPIENT REVIEWS

Each program area and sub-recipient is reviewed by the City of Sierra Vista's (SVMPO's fiscal agent) staff, the SVMPO Administrator and the SVMPO contract attorney as contracts and planning agreements are developed. This includes a review of Title VI provision to ensure strict adherence. There are no known deficiencies in compliance during this timeframe.

TITLE VI TRAINING

The Title VI Liaisons notify SVMPO of various Title VI training opportunities as they become available. These opportunities are then made known to staff of the member jurisdictions and, when appropriate, to members of the public. The interim SVMPO Administrator attended a webinar held on May 15, 2018 that was conducted by ADOT's Civil Rights Office and led by Joanna Lucero for MPO's related to the update to FHWA and FTA Title VI/ADA Non-Discrimination Complaint Procedures.

No information is available regarding Board, committees or other staff attendees at trainings; however, it is believed that Vista Transit staff (the largest transit provided in the region) participated in available Title Vi and ADA trainings during this timeframe. In addition, the interim Administrator attended a Healthy Communities meeting during the third quarter, which discusses the implications of transportation infrastructure on those with mobility impairments and the aging.

COMPLAINT PROCEDURES/FY18 Complaints

During Fiscal Year 2017-2018, no formal Title VI or Environmental Justice complaints were filed, per discussions on October 2nd, and 3rd, 2018, with the formal SVMPO Administrator (July 2017 to December 2017) and the interim SVMPO Administrator, Andrea Castanon (January 2018 through September 2018). A review of quarterly reports found no record of any complaints filed with this agency. One complaint against the SVMPO was investigated related to open meeting law issues which have been resolved and the case is now closed (this matter did not reach to any Title VI, EJ or ADA issues).

Title VI Complaints, Investigations and Lawsuits: FY 18 Log						
Description/Name	Date Month, Day & Year	Funding Source (FHWA or FTA)	Summary (Basis of Complaint)*	Status	Actions / Final Findings	
Complaints						
1)						
2)						
Investigations						
1)						
2)						
Lawsuits						
1)						
2)						

^{*}Specific category, i.e. Race, Color or National Origin

Report to be Submitted Annually to ADOT Title VI Department; a NIL Report is Required

GOALS FOR FY 2019

The SVMPO has identified the following goals to ensure full compliance with Title VI, Environmental Justice and related authorities. These goals were developed by the Title VI Coordinator/SVMPO Administrator and reviewed by ADOT's Civil Rights Office.

- Document and address any submitted complaints received and promptly notify ADOT, and as appropriate, FHWA and FTA Civil Rights Offices of the received complaint and any resolution reached.
- ♣ Fully and effectively respond to any requests for Limited English Proficiency services, translation requests, and special accommodations needed to engage communities of concern in the SVMPO's regional planning area.
- Update the Title VI process, Complaint Forms and Notice to the Public on the SVMPO website to be in compliance with the June 13, 2018 FHWA guidance memo and August 17, 2018 ADOT directive.
- Provide Spanish language materials related to Title VI Rights and provide Spanish language Complaint Forms on the SVMPO website.
- Provide language translator option on the website.
- Identify meeting spaces fully accessible to those with mobility impairments.
- Obtain demographic data and maps for the recently expanded SVMPO boundaries, approved by the SVMPO Executive Board on January 2018.
- Conduct outreach, such as surveys and formal and informal focus groups, to identify issues of concern for Title VI vulnerable population groups and include these observations in the deliberations of SVMPO committee deliberations and decisions regarding funding investments.
- Engage the Title VI liaisons with ADOT and FHWA to review and approve an updated Title VI and Public Participation Plan for the expanded SVMPO boundaries.
- The SVMPO Administrator will attend Title VI, Environmental Justice and ADA subject matter trainings and share those opportunities with member jurisdiction staff and committee members.



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION TITLE VI PLAN: FY2019



FY 2019 TITLE VI and ENVIRONMENTAL JUSTICE PLAN

Transportation Planning & Transportation Improvements
Sierra Vista Metropolitan Planning Region

Adopted on .	
•	O Executive Board

Prepared by the Sierra Vista MPO 401 Giulio Cesare Ave Sierra Vista, AZ 85635 www.svmpo.org

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Attachments:

Title VI Notice to the Public

Complaint Process

Complaint Form English & Spanish

Signed Appendices A, B, C, D & E

Demographic Maps of SVMPO Region

SVMPO Demographic Report

Executive Board Meeting Minutes of Nov 15, 2018

INTRODUCTION

The Sierra Vista Metropolitan Planning Organization, known as SVMPO, was formed in 2013, after the area reached a Census designated urban population of 50,000. It is the Federal and State designated Regional Transportation Planning Organization for the southwestern portion of Cochise County, located in southeast Arizona.

The SVMPO is governed by an Executive Board consisting of elected officials from each of the three member jurisdictions. The Executive Board exercises the powers invested in it under 23 U.S.C. 104 (f) and 49 U.S.C. 5305 to carry out the provisions of 23 U.S.C. 134/49 U.S.C. 5303, which includes the power to enter into agreements with other governmental entities for accomplishing necessary duties and responsibilities described under law. In addition, SVMPO is guided by a Joint Project Agreement with the Arizona Department of Transportation and an annual Work Program that describes responsibilities and planned activities to providing continuing, coordinated and comprehensive regional transportation planning.

The SVMPO is committed to encouraging participation in regional planning activities by all area residents. This agency has a nondiscrimination policy that addresses Title VI, Environmental Justice (EJ) and other relevant federal and state statutes. No person, on the grounds of race, color, national origin, gender, age, disability, income status or Limited English Proficiency (LEP), shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any SVMPO sponsored program of activity. Public outreach and data analysis are two tools used to ensure that equal benefits and disproportionate burdens are assessed during project development. This Title VI Plan sets out the SVMPO policies and assurances in compliance with Title VI of the Civil Rights Act of 1964 and the 1994 Presidential Executive Order 12898.

Title VI of the Civil Rights Act of 1964

"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."

Federal Funding for SVMPO Planning and Programming

The SVMPO currently receives the following federal funding for planning and programming in the SVMPO region:

- State Planning and Research Funds (SPR)
- Metropolitan Planning Funds (PL)
- 5303 Transit Planning Funds.

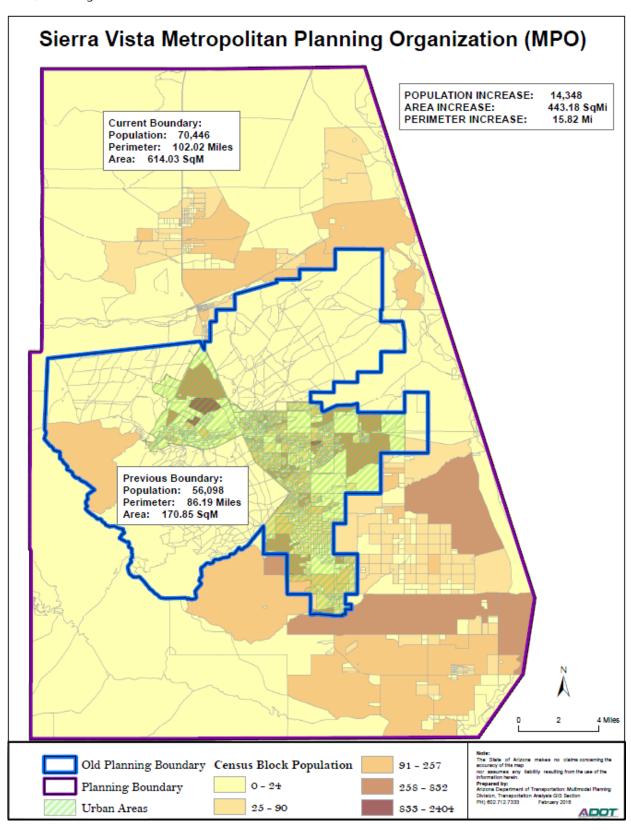
The SVMPO also coordinates with member jurisdictions grant funding from public and private sources.

SVMPO Location

SVMPO is located in the southeast corner of Arizona. There are currently two incorporated areas within the SVMPO; the City of Sierra Vista and the Town of Huachuca City. Portions of southwest unincorporated Cochise County are included within the SVMPO boundaries. Other jurisdictions within Cochise County and key areas outside of Cochise County are frequently included in planning processes in order to help evaluate connectivity and outside impacts.

On January 18, 2018, the SVMPO Executive Board approved an expansion of the MPO planning boundaries. This expansion increased the MPO area to 614.03 square miles, reaching to the international border with

Mexico to the south, the Pima County boundary to the west, to the City of Benson jurisdiction boundary to the north and the San Pedro river corridor to the east. The MPO now includes federal and state owned lands, including the Coronado National Forest.



SVMPO SIGNED POLICY STATEMENT

The SVMPO Title VI Policies have not been changed and are supported by the following policy statement:

The Sierra Vista Metropolitan Planning Organization (SVMPO) is committed to ensuring that no person is discriminated against on the grounds of color, race, or national origin as provided by Title VI of the Civil Rights Act of 1964 and related authorities. Specifically, Title VI asserts 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 subjected to discrimination under any program or activity receiving federal financial assistance." Additional protections are provided in other federal and state authorities for individuals with Limited English Proficiency, income status, sex, disability, and age.

SVMPO strives to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. As a sub-recipient of federal funding, SVMPO is responsible for initiating and monitoring Title VI activities, preparing required reports, and other responsibilities. The U.S. Department of Transportation Title VI implementing regulations can be found at 49 CFR part 21.

Kans Ramberto		
Karen L. Lamberton, AICP, SVMPO Administrator	Date	

ASSURANCES

The SVMPO has signed the following assurances in compliance with federal civil rights requirements:

General Assurances: Federal Aid Highway Program

Sierra Vista Metropolitan Planning Organization Title VI Assurances: FHWA

The <u>Sierra Vista Metropolitan Planning Organization (SVMPO)</u> HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the Arizona Department of Transportation that it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, code of Federal Regulations, Department of Transportation, Office of the Secretary, Part 21.9(b), Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, that no person in the United States shall, on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7 (a) (1) of the Regulations, a copy of which is attached.

Specific Assurances

More specifically and without limiting the above general assurance, the Sierra Vista Metropolitan Planning Organization hereby gives the following specific assurances with its

Federal-aid Highway Program.

- 1. That agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
- 2. That the Sierra Vista Metropolitan Planning Organization shall insert the following notifications in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal-aid Highway Programs and, in adapted form in all proposals for negotiated agreements:

The Sierra Vista Metropolitan Planning Organization, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, gender, age, or disability in consideration for an award.

- 3. That Sierra Vista MPO shall insert the clauses of Appendix B of this assurance in every contract subject to this Act and the Regulations.
- 4. That Sierra Vista MPO shall insert the clauses of Appendix C of this assurance, as a covenant running with the land, in any deed from the United States affecting a transfer of real property, structures, or improvements thereon, or interest therein.
- 5. That where the Sierra Vista Metropolitan Planning Organization receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection within.
- 6. That where the Sierra Vista Metropolitan Planning Organization receives Federal financial assistance in form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over, or under such property.
- 7. That Sierra Vista MPO shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements enter into by Sierra Vista MPO with other parties: (a) for the subsequent transfer of real property acquired or improved under Federal Aid Highway Program; and (b) for the construction or use of or access to space on, over, or under real property acquired, or improved under Federal Aid Highway Program.
- 8. That this assurance obligates the Sierra Vista Metropolitan Planning Organization 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 Sierra Vista Metropolitan Planning Organization 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 Sierra

Vista Metropolitan Planning Organization retains ownership or possession of the property.

- 9. The Sierra Vista Metropolitan Planning Organization shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give reasonable guarantee that it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
- 10. The Sierra Vista Metropolitan Planning Organization agrees that the United States has right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to Sierra Vista MPO under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of Sierra Vista MPO.

Kanes Ranberto	
Karen L. Lamberton, AICP, SVMPO Administr	rator Date

General Assurances: Federal Transit Administration

Sierra Vista Metropolitan Planning Organization Title VI Assurances: FTA

The Sierra Vista Metropolitan Planning Organization HEREBY CERTIFIES THAT, as a condition of receiving Federal financial assistance under the Federal Transit Act of 1964, as amended, it will ensure that:

- 1. No person on the basis of race, color, or national origin will be subjected to discrimination in the level and quality of transportation services and transit-related benefits.
- 2. The Sierra Vista Metropolitan Planning Organization will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 47021B and in compliance with the Department of Transportation's Title VI regulation, 49 CFR Part 21.9(b).
- 3. The Sierra Vista Metropolitan Planning Organization will make it known to the public that those person or persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transportation Administration and/or the U.S. Department of Transportation.

Certification

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance

extended after the date hereof to the Sierra Vista Metropolitan Planning Organization by the Department of Transportation under the Federal-aid Highway Program/Federal Transit Grant Program and is binding on it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in the interest and other participants in these same Federal-aid programs. The person whose signature appears below is authorized to sign this assurance on behalf of the Sierra Vista Metropolitan Planning Organization.

Kares Ranberto		
Karen L. Lamberton, AICP, SVMPO Adn	ninistrator D	ate

APPENDICES A, B, C, D AND E are provided in the Attachments to this Plan.

NOTICE TO THE PUBLIC

Continuing compliance with Title VI, EJ and LEP policies are an ongoing effort performed with every program and project activity. Information about non-discrimination policies and the rights of the public are provided at every meeting location and on the SVMPO website.

Public Meeting Notices are posted at the SVMPO Office lobby, located at 401 Giulio Cesare Ave, Sierra Vista, 85603 and disseminated for additional courtesy posting to all member jurisdictions. These postings include:

- Cochise County Offices at 1415 Melody Lane, Bisbee, Arizona 85603
- City of Sierra Vista City Hall at 1011 N. Coronado Drive, Sierra Vista, AZ 85635
- Town of Huachuca City Town Hall at 500 N. Gonzales Blvd., Huachuca City, AZ 85616

The Title VI Notice to the Public is provided in the Attachments to this Plan.

PUBLIC EDUCATION OF TITLE VI INFORMATION

Public education regarding Title VI, EJ and LEP programs and strategies is on-going. Inclusive public outreach strategies are identified in the SVMPO Public Participation Plan, last adopted October 22, 2014, and include:

- Use of local media through press releases, paid advertisements and legal notices;
- Maintaining a website to disseminate information and provide data, plans and studies to the public;
- Providing information about rights under Title VI, EJ and LEP along with opportunities for discussion at formal and information meetings with the public about issues of concern to these population groups;
- Posters regarding Title VI rights and processes to file complaints are posted at all member jurisdiction's offices

The SVMPO is committed to incorporating an effective public process into future planning efforts, project development and program activities.

SVMPO ORGANIZATION & STAFFING

Regional planning activities of the SVMPO are supported by multiple partners and under the direction of the SVMPO Administrator. At the time of this Plan, SVMPO has one Full-Time-Equivalent (FTE) staff person supported with in-kind staff support from all three member jurisdictions.

Responsibilities of SVMPO Partners

Title VI and Environmental Justice (EJ) activities are undertaken by partners working closely together to ensure that all people in the region have a voice in, and benefit from, investments made in transportation. These agencies include:

- The SVMPO member jurisdictions have primary responsibility for Title VI and EJ analysis under the National Environmental Policy Act (NEPA) for local construction projects, funded through the SVMPO.
- The Arizona Department of Transportation has primary responsibility for providing guidance and oversight on regional construction projects as well as conducting Title VI and EJ analysis for highway projects within the SVMPO region.
- Vista Transit, as the designated recipient for Federal Transit Administration (FTA) funds, transit operators and sub-recipient of FTA funds have the primary responsibility for Title VI and EJ analysis for transit service and transit projects subject to the National Environmental Policy Act (NEPA).

The SVMPO Long-Range Transportation Plan, and subsequent updates, assesses the impacts of proposed transportation benefits and impacts on vulnerable population groups. As projects are planned and implemented agreements and contracts are reviewed by the SVMPO fiscal agent to ensure compliance with Title VI requirements.

Title VI Coordinator

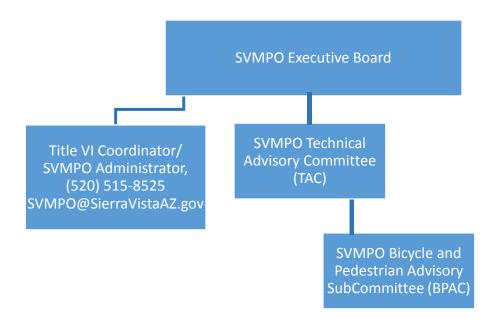
The SVMPO Title VI Coordinator is Karen L. Lamberton, SVMPO Administrator, located at 401 Giulio Cesare Ave., Sierra Vista, Arizona, 85635-2411. Office Phone: 520-515-8525 E-Mail: svmpo@SierraVistaAz.gov

Compliance for the SVMPO transportation planning program with Title VI and EJ requirements falls under the duties of the SVMPO Administrator, which includes activities such as project reporting, data collection, providing Title VI and EJ training and complaint response and resolution.

Executive Board and Committees

It is the function of the Executive Board to act as a policy body, coordinating all SVMPO activities, programs and projects. The Executive Board must approve all agreements and contracts, and authorizes the SVMPO Administrator or other designated staff to sign all appropriate documents related to contracts and agreements. The SVMPO Executive Board must also review and approve the Title VI Plan and Public Participation Plan.

The Executive Board consists of elected officials from all the member jurisdictions and a representative from the Arizona Department of Transportation, SouthCentral District. The District representative participates on behalf of the State Transportation Board and is a non-voting member per the SVMPO By-Laws.



The 2018 SVMPO Executive Board membership is shown in the table below:

REPRESENTS	Executive Board Member	RACE	GENDER
Cochise County	Patrick Call, Supervisor	White	Male
Sierra Vista	Rick Mueller, Mayor	White	Male
Sierra Vista	Rachel Grey, Council Member	White	Female
Sierra Vista	Craig Mount, Council Member	White	Male
Huachuca City	Joy Banks, Council Member	White	Female
ADOT	Rod Lane, District Engineer	White	Male

The 2018 SVMPO Technical Advisory Committee membership is shown in the table below:

REPRESENTS	TAC Member	RACE	GENDER
Cochise County	Jackie Watkins, County Engineer	White	Female
Cochise County	Pending – Planning Dept Member		
Sierra Vista	Jing Luo, City Engineer	Asian	Female
Sierra Vista	Sharon Flissar, Public Works Director	White	Female
Sierra Vista	Matt McLachlan, Community Development	White	Male
Huachuca City	Jennifer Fuller, Town Clerk	White	Female
ADOT	Mark Hoffman, ADOT	White	Male
Transit	Pending		
Fort Huachuca	Ex-Officio, Vacant		

The 2018 SVMPO Bicycle & Pedestrian Subcommittee membership is shown in the table below:

REPRESENTS	BPAC Member	RACE	GENDER
Cyclist/Hiker	Bud Dragoo	White	Male
Mountain Bike Team	John Healy	White	Male
Health/Social Services	Jacob Jones-Martinez	White	Male
Cyclist/Runner	Ana Strompro	White	Female
	Vacant		
	Vacant		
	Vacant		

Ethnicity and Gender Statistics for SVMPO Region, Executive Board, Committees and Staff

	RACE/ETHNICITY					GENDER		
SVMPO	White Non- Hispanic	Hispanic	Black Non- Hispanic	Asian Non- Hispanic	Native American Non- Hispanic	Multi- Racial Non- Hispanic	Male	Female
SVMPO	63.0%	24.4%	4.8%	2.6%	0.8%	3.7%	47.7%	52.2%
Executive Board	100%	0	0	0	0	0	66.5%	33.5%
SVMPO TAC Committee	84%	0	0	16%	0	0	33.5%	66.5%
SVMPO BPAC	100%	0	0	0	0	0	75%	25%
SVMPO Staff	100%							100%

Chart does not include 0.3% Pacific Islander or 0.1% Some Other Race/Non-Hispanic Categories

It is acknowledged that there is an over-representation of white, non-Hispanic on the SVMPO Executive Board and committees. However, it is also acknowledged that the Executive Board is made of elected officials, the committee members are appointed by virtue of their position or expertise (e.g. City or County engineers) and that those positions are recruited by the member jurisdictions through non-discriminative and open processes. Given the limited number of committees and membership on those committees, changes in even one member's ethnicity, race or national origin significantly adjusts the demographic percentages. For example, the recent hiring of Ms. Jing Luo as the Sierra Vista City Engineer, adjusted the percent of representation by Asian's to 16 percent of committee representation in contrast to the 2.6 percent within the region. Nevertheless, proactive recruitment of Hispanic or non-white representatives to subcommittees is desired to more equally represent the SVMPO population as a whole.

DATA COLLECTION/REPORTING AND ANALYSIS

Title VI reporting is typically completed and reported to Arizona Department of Transportation's Civil Rights Division on an annual basis. Data is retrieved from the Bureau of the Census (decennial Census data and American Community Survey data) as well as from other sources that compile and report this data such as the Maricopa Association of Governments Demographic Viewers (htpps://maps.asmag.gov), University of Arizona and Cochise College economic departments. The Executive Board and Committee members are offered the opportunity to self-report demographic data for the purposes of this report. Additional surveys and neighborhood scaled outreach efforts supplement collected data with real-time, self-reported or observed data.

The U.S. Census Bureau is the source of data used for determining the environmental justice communities of concern. The unit of analysis is typically Census Tracts: small, fixed boundaries that are updated every ten years as part of the Census Bureau's Participant Statistical Areas Program. Census tracts have an average population size of 4,000 people, but may range in size from 1,200 to 8,000 people. Census Tracts are defined

to provide a standard geographical unit for presentation of statistical data. Boundaries tend to follow visible and identifiable features and allow for statistical comparisons over time. Data collected includes information about ethnicity, race, socio-economic factors, demographic profile and quality of life measures (such as housing and rental costs). Data may be analyzed on a region-wide basis or narrowed to a specific project or planning area by the SVMPO Administrator with the assistance of GIS and Planning staff of the member jurisdictions, academic and economic development professionals and consultants.

The SVMPO boundary does not follow precisely along Census Tract boundaries. All tracts within the SVMPO Planning Boundary are used but in some cases may also include portions of Tracts located outside of the SVMPO boundaries. Analysis often compares the SVMPO region to other geographic units such as individual member jurisdictions, other MPO's or the State.

Title VI and EJ Issues are communicated and considered as planning activities move through the SVMPO committee process. This generally begins with the technical and advisory committees and concludes with the final deliberations and decisions of the Executive Board. Data is used to inform decision makers of the implications of project or planning decisions on these protected population groups, to develop projects or planning activities that mitigate or enhance transportation services to protected population groups and to target specific outreach mechanisms to engage these groups. An example of this process is the identification of hearing impaired transit riders and potential riders throughout the Vista Transit route system, which led to the development of a funded project to place monitors on buses to provide visual notification of arrival at bus stops.

DEMOGRAPHIC PROFILE FOR SVMPO REGION

Communities of concern are defined as those Census Tracts where the identified groups represent a percentage of the population equal to or greater than that of the county average. The threshold for the population of Limited English Proficiency (LEP) population follows federal guidance at five percent or 1,000 people within a census tract, whichever is less. Based on the 2012-2016 American Community Survey five-year estimates, the threshold for each mandated community of concern for census tracts within the SVMPO are as follows:

- Minority Population: 43.7 percent or higher
- Limited English Proficiency: Five (5) percent or higher
- Elderly/Over 65: 18.63 percent of higher
- Population in poverty: 18.93 percent or higher
- Disability: 16 percent or higher

Maps illustrating the SVMPO areas with communities of concern are provided in the Attachments of this Plan.

In addition, maps providing information about fixed route transit in the SVMPO region and a project location map for the one regionally funded design and construction project in the SVMPO five-year Transportation Improvement Program are included in the Attachments to this Plan. Two other federally funded projects: a pavement condition survey and an adaptive signal project are not site specific but provide transportation benefits throughout the most densely populated area of the SVMPO region.

Title VI Data for Sierra Vista MPO						
Population and	Household	S		Census I	Block Groups	
Category	Total	Percent	Number of	% Block	Affected	% of Affected
			block	Groups	Population	Population
			groups >=			Captured in
			Area			Census Block
			Percentage			Groups
Population Base	70092	N/A	53	1	N/A	N/A
Minority	25929	36.99%	27	50.94%	17047	65.74%
Age 65+	13059	18.63%	20	37.74%	8776	67.20%
Below Poverty Level	10031	14.96%	22	41.51%	7803	77.79%
Population with a Disability	10352	15.71%	19	35.85%	4828	46.64%
Limited English Proficient	4302	6.60%	26	49.06%	3573	83.05%
Persons (LEP)						

Source: United States Census Bureau, American Community Survey 2012-2016 Syr Estimates

Source: U.S. Census Bureau, 2012-2016 American Community Survey (ACS) 5-Year Estimates. ACS data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate is represented through the use of a margin of error (MOE). In addition to sampling variability, the ACS estimates are subject to nonsampling error. The MOE and effect of nonsampling error is not represented in these tables. Supporting documentation on subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website (www.census.gov/acs) in the Data and Documentation section. Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website (www.census.gov/acs) in the Methodology section. The MOE for individual data elements can be found on the American FactFinder website (factfinder2.census.gov). Note: Although the ACS produces population, demographic and housing unit estimates, the decade Census provides the official counts of the population and housing units for the nation, states, counties, cities and towns.

- 1. Poverty Status does not include institutionalized persons or persons under five years of age. In the defined MPO area the total population universe is 67,061 persons.
- 2. Disability is determined for the noninstitutionalized civilian population based on six reported types of difficulty: hearing, vision, cognitive, ambulatory, self-care and independent living difficulties.
- 3. Limited English Proficiency does not include institutionalized persons or persons under five years of age. In the defined MPO area the total population universe is 67,061 persons.

Prepared by: Maricopa Association of Governments, www.azmag.gov, (602) 254-6300.

Ethnicity & Race

According to the 2012-2016 ACS data, Hispanics constituted 24.4 percent of the SVMPO's total population compared to 31.4 percent for the State and 17.8 percent for the nation. African American's accounted for 4.8 percent of the SVMPO's population, Asians for 2.6 percent, Native American's for 0.8 percent and Native Hawaiian/Pacific Islander for 0.3 percent. Multi-racial, that is persons indicating two or more races, were indicated by 3.7 percent of the population. 0.1% identified themselves as Other Race/Non-Hispanic.

The dominate European ethnicity identifies with either a German or Irish ancestry. It is also notable that a dramatic shift in ethnicity is seen among the youth of this area: almost half of all those under the age of 18 are Hispanic. This mirrors the demographic profile in Arizona, which had the largest age gap between race/ethnicity in the Nation at the time of the 2010 Census.

Age, Gender & Disability

The median age of the SVMPO population was 39.7 years – several years older than the State median age of 37.2 but slightly younger than the Cochise County median age of 40.3. 18.63 percent of the population is over the age of 65 and 6.5 percent over the age of 75. Older population groups are a higher percentage of

residents on the southeastern corner and across the northern border of the SVMPO region. The gender split in 2012-2016 ACS data was 52.2 percent female and 47.7 percent male.

Over 15.7 percent of the population indicated a disability that interferes with normal life function which may include a sensory, physical, mental or self-care disability in the 2012-2016 American Community Survey results.

The SVMPO will actively work with member jurisdictions to encourage full participation in the upcoming Census 2020 population count, provide support to the state-wide population technical advisory committee, and continue to collect, review, analyze and update socio-economic data. Up-to-date data on vulnerable population groups and communities of concern will be included as part of the assessment of program and project development and implementation.

Limited English Proficiency

An area is defined as having a Limited English Proficient (LEP) community of concern when five percent (5%) or 1,000 people or more of the population within any given Census Tract reports limited English proficiency. Limited English Proficient (LEP) persons refer to people who are age 5 years or older for whom English is not their primarily language and have a limited ability read, write, speak or understand English. It includes those people who have reported to the Census that they speak English less than very well, not well or not at all.

Persons with Limited English Proficiency (LEP) in SVMPO Region	Estimate	Percent of Persons 5 yrs or over	Percent of Persons 5 yrs and over with LEP
Total Persons 5 years and over	65,083	100%	
English Speaking Only	52,166	80.2%	
Speak Other Languages	12,917	19.8%	
Limited English Proficiency	4,302	8.2%	100%

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5 year Estimates. ACS Data are based on a sample and are subject to sample variability.

Guidance from the U.S. Department of Transportation sets out a four-factor analysis to determine need for translation services in order to provide meaningful access for those with Limited English Proficiency to engage with regional planning programs and activities. Reasonable steps should be in place to ensure that interested members of the public can receive information and communicate their perspectives in the language most comfortable to them. These four factors are as follows:

- 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 to people's lives.
- 4. The resources available to the recipient and costs.

LEP Persons to be Served: According to the 2012-2016 ACS five-year estimates, 6.7 percent of the population over five years of age was identified as persons with LEP; however, of these only 1,218 or 2.3 percent indicated that they speak English "not well" or "not at all." The predominate language for the SVMPO LEP

group is Spanish. The federal standard is to translate materials when 5 percent or more people in an areas speak English less than "very well". Of those that speak a second language, Spanish is the most common, followed by German and Tagalog. Korean and Vietnamese, while less than 1 precent of other language spoken, are represented in the region. The majority of the LEP identified persons in the SVMPO reside in the Town of Huachuca City, along the Fry Blvd Corridor in the City of Sierra Vista and along the southern border.

Frequency of LEP Persons in Contact: Unlike direct services agencies, like transit or health programs, this regional planning agency encounters people with language barriers less frequently. Broad outreach programs lend itself to reaching out to groups of people where the likelihood of accompanying family and friends that can translate is high. The most frequent contact by this agency is by individuals that speak English.

Importance of Program to LEP Persons: Transportation is an essential aspect of people's ability to travel where they need and want to go safely. Providing equitable services and communicating effectivity with everyone using the transportation system is desired. It is important to consider how "vital" the information being solicited is or the planning activities are to the LEP population groups. Awareness of rights to obtain information in a language comfortable to them is considered vital; however, all informational materials in behalf of long-range regional wide planning activities may not reach the level of importance as materials on evacuation routes or emergency services. Reasonable judgment must be used to determine if a specific project or activity is vitally important to a LEP individual or group such that professional translation services are deemed appropriate.

Resources Available to LEP Persons: Resources to provide translation of materials and translation for individuals is available but finite. The SVMPO has the ability to obtain alternative formats, such as Braille or large print, upon request. Staffing is very small (one to two persons) and the annual operating budget less than \$250,000.

Based on this four-factor test, it is reasonable for the SVMPO to provide translation and alternative formats upon request, to rely on bi-lingual staff and attendees for translation and proactivity prepare Spanish language materials when the subject matter or location indicates that the potential for this need may arise. The SVMPO website will also be adding a language app for ease of translation of web-based materials. The SVMPO will coordinate appropriate outreach strategies with their member jurisdiction's staff and Public Information Officers on a project by project basis using data compiled for this report and local knowledge to evaluate potential LEP specific assistance that may be needed.

Environmental Justice (EJ)

Average median household income for the SVMPO region for 2016 is estimated to be \$44,821. County-wide poverty rates for individuals was 15.7 percent at the time of the Census in 2010 but for families with young children the rates went up to 19.5 percent and for single women with children under 5 the poverty rates were 59.3 percent. In 2016, the overall poverty rate for individuals within the SVMPO boundaries was 15 percent. The Town of Huachuca City, the West End are of Sierra Vista and along Highway 92 north of Ramsey Road have the largest clusters of persons in poverty in the SVMPO region.

Following the Office of Management and Budget's (OMB) Statistical Policy Directive 14, the Census Bureau uses a set of money income thresholds that vary by family size and composition to determine who is in poverty. If a family's total income is less than the family's threshold, then that family and every individual in it is considered in poverty. The official poverty thresholds do not vary geographically, but they are updated for inflation using Consumer Price Index (CPI-U). The official poverty definition uses money income before taxes and does not include capital gains or noncash benefits (such as public housing, Medicaid, and food stamps).

For example, for a four-person family unit with two children, the 2016 poverty threshold was \$24,563. For one- or two-person family units, the poverty thresholds differ by age; the 2018 threshold for one individual under the age of 65 was \$12,486; whereas for an individual 65 or over it was \$11,511. Median rent averages \$811 dollars in the SVMPO region. For a family of four living at the poverty threshold who are paying the median rent amount have over 39.6 percent of their income dedicated to housing costs. One and two person households either must expend the majority of their income on housing and/or find the lowest rental units possible within the region.

Of the 27,699 households in the SVMPO region, 4.1 percent (1,148 households) report having no vehicles available. 32.9 percent have one vehicle available; 38.8 percent have two vehicle available and 24 percent have three or more vehicles available.

Environmental Justice Provisions of 1994

"Identify and address disproportionately high and adverse human health or environmental effects of federal policies, programs, and activities on minority and low income populations".

Although other aspects of Title VI reach to the ethnicity, race and national origin, the Environmental Justice (EJ) provisions specifically require consideration of persons who are defined as low income/in poverty. In the SVMPO region, poverty among those with young children is a matter of concern. Typically, single parent households or grand-parent caregiver households with young children are not easily reached by typical open houses or public meetings held during daytime hours. Transportation options that include transit vouchers, safe routes to schools and information transmitted though preschools/daycares or churches are examples of SVMPO strategies for addressing EJ population groups. Elderly persons or non-vehicle households who are unable to attend meetings or visit the SVMPO offices for information may request materials to be mailed to their home by phone or e-mail.

Disadvantaged Business Enterprises (DBE)

Disadvantaged Business Enterprises (DBE), are for-profit small businesses that meet both of the following requirements:

- 1. Is at least 51 percent owned by one or more socially and economically disadvantaged individuals or, in the case of any publically owned business, at least 51 percent of the stock is owned by one or more such individuals; and.
- 2. Whose management and daily business operations are controlled by one or more of the socially and economically disadvantages individuals who own it.

An individual may be found to be socially and economically disadvantaged on a case-by-case basis or have been designated as such by the Small Business Administration. Individuals in Title VI protected groups are presumed to be socially and economically disadvantaged.

Contractors, subrecipients or subcontractors are required to carry out all applicable requirements to not discriminate on the basis of race, color, sex or national origin. These policies extend to the solicitation and participation in contracts; in particular those contacts through the U.S. Department of Transportation and/or the Arizona Department of Transportation in accordance with 49 CFR Part 26. In order to ensure that DBEs have an equal opportunity to receive and participate in federally assisted contracts the following policies

should govern procurement activities of regional governments and their member jurisdictions (local public agencies).

- Ensure nondiscrimination in the award and administration of federal assisted contracts;
- Create a level playing field on which DBEs can compete fairly for federal assisted contracts;
- Ensure that the DBE program is tailored in accordance with applicable law;
- Ensure that DBE eligibility standards are adhered to;
- Remove barriers to the participation of DBEs in federal assisted contracts; and
- Assist in the development of firms that can compete successfully in the market place outside the DBE program.

SVMPO solicits contracts using state approved DBE lists and includes requirements, when applicable, upon contractors to comply with all applicable laws and regulations, including those related to Title VI and Environmental Justice.

PUBLIC PARTICIPATION AND OUTREACH

The SVMPO Public Participation Plan, last adopted October 22, 2014, is in the process of being revised. The draft of this plan will be provided to the public for review and comment for at least 45 days prior to adoption in early 2019. The currently adopted plan is available on the SVMPO website at www.svmpo.org. The revision of this public participation plan states a commitment to:

- Inclusive and meaningful public involvement;
- Open and honest communication with individuals and entities;
- Timely public notifications of meetings and pending plans, studies and projects;
- Easily accessible access to information and opportunity to comment on key decisions;
- Forming partnerships between member entities, public and private sectors and state and federal agencies to plan and implement transportation programs and projects.

Welcoming public participation and providing opportunities to comment are the foundation of good public outreach. A few of the strategies described in the Public Participation Plan that can be used to reach out to protected and vulnerable population groups include:

Activity	Description	Comments
Brochures	Written material to distribute generally contains more information than a flyer. It is often folded to create a small piece for distribution.	Translation into different languages or provided in alternative formats may be desired for targeted outreach to Title VI protected groups.
Charrettes	An intensive brainstorming session using visual methods to define alternatives.	These can last anywhere from a few hours to a few days. The use of visual aids and hands-on activities can cross the language barriers as well as engage intergenerational or cross-cultural groups.
Displays/Open Houses	Information and materials are displayed in an informal setting where people are free to move about and consider whatever is of interest to them. Informed people are typically available to answer questions and take comments and suggestions.	These are typically held in various public locations, like regional malls and government buildings, but the use of locations or events frequented by specific ethnic groups or targeted groups e.g. soup kitchens may increase outreach to protected population groups; events like the annual Juneteenth Festival reach the African-American population.

Activity	Description	Comments
E-mails	Using the Internet to contact people that have shared electronic mail addresses.	This is very inexpensive and a quick way to contact people. It is, however, important to find other ways to communicate with people who do not have access to computers. Libraries and Senior Centers are locations in the SVMPO region that provide public access to computers and could be a source providing electronic connections to protected population groups.
Flyers	A written communication piece that provides basic information. Could be mailed, inserted into other communications e.g. utility bills, schools handouts.	Multiple flyers can be produced for one event, plan or project with each flyer designed to communicate with different groups. These can also be produced in various languages or alternative formats.
Focus Groups	A small selected group of individuals meet together, either formally or informally, to give feedback to the organizer on a specific topic.	Because this is a selected group, people who are not selected may be suspicious of the information gathered. Alternative points of view may be left out by those too shy to assert themselves into a selected group or have time constraints.
Forums	A public meeting that is designed to help attendants better understand a subject by hearing different points of view. Usually several people with differing opinions, each make a short presentation and then answer questions. This format is not designed for decision making.	It is often helpful if a disinterested party moderates. It also might be helpful, especially in some communities, if some of the "experts" were local and trusted by the community. If a forum is used, it may need to be in Spanish for Spanish speaking community members (or other language formats depending upon the community group).
Meetings or Presentations	These are opportunities for larger groups of people to get together for a multitude of purposes. The general intent is to allow people to interact on a person-toperson basis. Meetings can be held for a wide variety of reasons from working on an issue to making a presentation and allows for interactive Questions and Answers.	To be most effective, a meeting should inform the participant prior to coming: what type of meeting it will be, what their role will be, and the expected outcome of the meeting. Weakness is that the meeting format typically focuses solely on the presenter's point of view.
Newsletters	A regular communication for a predetermined, or self-selected, group of individuals/groups.	These can be mailed or sent electronically. This is a standard way to keep interested individuals and entities informed on a regular basis. Newsletters are also a source of regular information to those that cannot or do not want to travel to meetings.
Public Hearings	This is a legal meeting that is often required to make sure there is some opportunity for public comment. It is normally conducted with elected officials sitting at the front and allowing community members very specific conditions, and limited timeframes, to speak to the issue at hand.	These are often the last opportunity for getting input as they generally occur late in the process. The primary intent of a public hearing is to provide decision makers with input prior to making their final decision. It can also result in contentious and emotional presentations that have little basis in fact.

COMPLAINT PROCEDURES

SVMPO provides a complaint process for people who believe they have been discriminated against or feel that they have not been adequately accommodated. The information about this process is provided at every public meeting and is posted on the SVMPO website. The complaint form is available in both

English and Spanish: translation into other language available via google translator on the web or by request to the SVMPO offices.

The SVMPO Complaint Process and Complaint Form(s) are attached to this Title VI Plan. A complaint log, sample shown below, will be used to track any submitted complaints, investigations or lawsuits.

Title VI Complaints, Investigations and Lawsuits: FY 19 Log							
Description/Name	Date Month, Day & Year	Funding Source (FHWA or FTA)	Summary (Basis of Complaint)*	Status	Actions / Final Findings		
Complaints							
1)							
2)							
Investigations							
1)							
2)							
Lawsuits							
1)							
2)							

^{*}Specific category, i.e. Race, Color or National Origin

Report to be Submitted Annually to ADOT Title VI Department

TITLE VI TRAINING

The ADOT Title VI Liaisons notify SVMPO of various Title VI training opportunities as they become available. These opportunities are then made known to staff of the member jurisdictions and, when appropriate, to members of the public. The SVMPO Administrator will be involved with either seminars, conference sessions or webinar's on this topic on an annual basis. On a regular basis, but no less than annually, the SVMPO committee's and Executive Board will be briefed on updated Title VI data, analysis and outreach strategies. In addition, the SVMPO subscribes to a number of professional organizations and journals that provide information regarding best practices throughout the nation on public outreach and non-discrimination practices for transportation programming and projects.

At the time of this plan the SVMPO consists of one staff member: any new hires, interns or volunteers will be given training on this topic during their employee orientation.

COMPLIANCE AND ENFORCEMENT PROCEDURES

Compliance is an on-going effort to go beyond the regulatory requirements to ensure that fair and equitable engagement with all the users of the transportation system are included in decisions regarding investment of available funds. Data will be collected and reported throughout the year regarding SVMPO outreach activities. SVMPO will also develop and implement an approved Public Participation Plan and the SVMPO will report annually on targeted Title VI/EJ/LEP efforts.

Any complaints filed will be given the highest priority for timely resolution with the applicable state and federal agencies. Data will be kept on these complaints, any lawsuits that might be filed and report on the status and outcomes of those actions. Discriminatory trends and patterns, if identified, will be brought forward, with recommendations on how to address these developing issues, to the SVMPO TAC committee and Executive Board for remedial action.

PROGRAM AND SUB-RECIPIENT REVIEWS

Each program area and sub-recipient is reviewed by the City of Sierra Vista's (SVMPO's fiscal agent) staff, the SVMPO Administrator and the SVMPO contract attorney as contracts and planning agreements are developed. This includes a review of Title VI provision to ensure strict adherence.

At the time of this plan, the SVMPO has no sub-recipients. Vista Transit is a partner with the SVMPO but is a direct recipient of FTA funds and reports independently on their Title VI activities and compliance.

PLAN TIMEFRAME AND UPDATE SCHEDULE

This Title VI plan updates the July 21, 2016, adopted Title VI Plan and covers the time-period of August 1, 2018, through July 31, 2019. An update to this Plan will be undertaken in the Spring of 2019.

TITLE VI PLAN GOAL

The goal of the SVMPO Title VI Plan is to identify and better understand vulnerable population areas within the region so that opportunities can be enhanced to allow these population groups to be engaged in the regional planning process in meaningful ways. All persons within the SVMPO region should receive equal benefits from planning activities without shouldering a disproportionate share of the burdens. This effort is a continual work in progress that will evolve to reflect the changing demographics and transportation infrastructure needs of the SVMPO area residents.

For more information, please contact Karen L. Lamberton, AICP, Title VI Coordinator, at 520-515-8525.

ATTACHMENTS (Referenced Documents within this Title VI Plan)

Title VI Notice to the Public

Title VI Complaint Process

Title VI Complaint Form English & Spanish

Appendices A, B, C, D & E

Demographic Maps of SVMPO Region

Minority Populations; Persons over 65; Persons in Poverty; Persons with Disabilities; Limited English Proficiency; Zero Vehicle Households; Transit Routes and SVMPO Area Project Location

Sierra Vista MPO Demographic Report/Drawn from the 2012-2016 American Community Survey as compiled and reported by Maricopa Association of Governments

Executive Board Meeting Minutes of Nov 15, 2018/Certification Placeholder *PENDING*



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION ATTACHMENT: NOTICE AND COMPLAINT PROCESS

- 1. Title VI Notice to the Public
- 2. Non-Discrimination Complaint Procedures
- 3. Discrimination Complaint Form: English
- 4. Discrimination Complaint Form: Spanish

SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION TITLE VI NOTICE TO THE PUBLIC

Notifying the Public of Rights under Title VI

The Sierra Vista Metropolitan Planning Organization (SVMPO) hereby gives public notice that it is this Agency's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Title II of the Americans with Disabilities Act of 1990(ADA), and related authorities in all of its programs and activities.

The SVMPO Title VI and ADA Programs require that no person shall, on the grounds of race, color, national origin, or disability, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Federal Aid Highway program or other activity for which SVMPO receives Federal financial assistance.

Any person, who believes his/her Title VI or ADA rights have been violated, may file a complaint. Any such complaint must be in writing and filed with the SVMPO, Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from the SVMPO Office or from www.svmpo.org

A complaint may be filed with the Sierra Vista MPO by mail at 401 Giulio Cesare Ave., Sierra Vista, AZ 85635-2411; by e-mail to svmpo@SierraVistaAZ.gov; by contacting SVMPO at 520-515-8525.

Aviso al Público Sobre los Derechos Bajo el Título VI

La organización de planificación metropolitana Sierra Vista Metropolitan Planning Organization (SVMPO) por este medio hace un aviso público de que la norma de la Agencia es la de asegurar el cumplimiento total con el Título VI del Decreto de los Derechos Civiles de 1964, con el Decreto de Restauración de los Derechos Civiles de 1987, con el Título II del Decreto de Americanos con Discapacidades de 1990 (ADA por sus siglas en inglés), y con las autoridades relacionadas en todos sus programas y actividades.

Los programas de SVMPO bajo el Título VI y el decreto ADA requieren que ninguna persona deberá, basándose en su raza, color, origen nacional, o discapacidad, ser excluida de su participación en, denegada de los beneficios de, o de otra forma verse sujeta a discriminación bajo cualquier programa de Carreteras con Asistencia Federal u otra actividad para la cual SVMPO reciba asistencia financiera federal.

Cualquier persona que crea que se han violado sus derechos bajo el Título VI o el decreto ADA, puede registrar una queja. Cualquier dicha queja debe hacerse por escrito y registrarse con la Coordinadora del Título VI de la organización SVMPO dentro de ciento ochenta (180) días después de la fecha en la que haya ocurrido el supuesto evento discriminatorio. Las Formas de Quejas se pueden obtener en la oficina o el sitio web de la organización www.svmpo.org.

Se puede presentar una queja ante Sierra Vista MPO por correo al 401 Giulio Cesare Ave., Sierra Vista, AZ 85635-2411; o por correo electrónico a <u>SVMPO@SierraVistaAZ.gov</u>; o contactando SVMPO al 520-515-8525.

SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION Non-Discrimination Complaint Procedures

Any person who believes that that they have been individually or as a member of a specific class of person, on in connection with any minority contractor, has been subject to discrimination prohibited by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 may file a complaint with the Sierra Vista Metropolitan Planning Organization (Sierra Vista MPO).

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 as they relate to any Federal Highway Administration or Federal Transit Administration funded program or activity administered by the Sierra Vista MPO, its sub-recipients, consultants and contractors. In addition to these procedures, complainants reserve the right to file formal complaints with other state or federal agencies or take legal action for complaints alleging discrimination.

Required Procedures for FHWA and FTA Title VI Complaints filed against the Sierra Vista MPO, and the Sierra Vista's MPO's sub-recipients, contractors or consultants:

- Any person, specific class of persons or entity that believes they have been subjected to discrimination on an FHWA or FTA related activity or program as prohibited by the legal provisions of Title VI on the basis of race, color, national origin, can file a formal complaint with the Sierra Vista MPO.
- A copy of the Title VI Complaint Form may be accessed electronically at <u>www.svmpo.com</u> or obtained by contacting the SVMPO office located at 401 Giulio Cesare Ave., Sierra Vista, AZ 85635
- 3. The complaint must be filed within 180 days of the alleged discrimination, and include the date the alleged discrimination became known to the complainant or the last date of the incident.
- 4. Your complaint should be in writing and signed; you may file your complaint by mail, fax, in person, or e-mail. You may also call the SVMPO office at 520-515-8525 to provide the allegations by telephone; a written transcription of the allegations of your complaint, as provided over the telephone, will be sent to you/ complainant for correction and signature.
- 5. Your complaint should contain at least the following information:
 - A written explanation of what has happened;
 - A way to contact the you/complainant;
 - The basis of your complaint (e.g., race, color, national origin);
 - The identification of a specific person/people and the respondent (e.g., agency/organization) alleged to have discriminated;
 - Sufficient information to understand the facts that led you/complainant to believe that
 discrimination occurred in a program or activity that receives FHWA or FTA financial
 assistance; a consultant, contractor or sub-recipient of the Sierra Vista MPO and
 - The date(s) of the alleged discriminatory act(s).

SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION Non-Discrimination Complaint Procedures

- 6. Upon receipt of a complaint, the Sierra Vista MPO will forward all FHWA Title VI complaints to Arizona Department of Transportation (ADOT) Civil Rights Office within 72 hours.
- 7. ADOT's Civil Rights Office will forward all FHWA Title VI complaints to the FHWA Division Office.
- 8. All Title VI complaints received by the FHWA Division Office will then be forwarded to the FHWA Office of Civil Rights for processing and potential investigation.
- g. If the FHWA Office of Civil Rights determines a Title VI complaint against a sub-recipient can be investigated by ADOT's Civil Rights Office, the FHWA Office of Civil Rights may delegate the task of investigating the complaint to ADOT. ADOT's Civil Rights Office will conduct the investigation and forward the Report of Investigation to the FHWA Office of Civil Rights for review and final disposition.
- 10. The disposition of all Title VI complaints will be undertaken by the FHWA Office of Civil Rights, through either (1) informal resolution or (2) issuance of a Letter of Finding of compliance or noncompliance with Title VI. A copy of the Letter of Finding will be sent to the FHWA Division Office.
- 11. The complainant may also file a discrimination related complaint on an FHWA program or activity directly with ADOT or with the Federal Highway Administration by contacting the agencies at:

ADOT Civil Rights Office

206 S. 17th Avenue Mail Drop 155A Phoenix, AZ 85007

Email: civilrightsoffice@azdot.gov 602.712.8946 602.239.6257 FAX

Federal Highway Administration

U.S. Department of Transportation Office of Civil Rights 1200 New Jersey Avenue, SE 8th Floor E81-105 Washington, DC 20590

Email: <u>CivilRights.FHWA@dot.gov</u> 202-366-0693 202-366-1599 FAX

- 12. ADOT's Civil Rights Office processing of your complaint will follow ADOT's complaint processing procedures as per ADOT's FHWA Title VI Implementation plan, located on ADOT's website at: https://www.azdot.gov/business/civil-rights/title-vi-nondiscrimination-program/filing-a-complaint
- 13. For FTA funded programs or activities; you/complainant may file a discrimination related complaint directly with the Sierra Vista MPO or with ADOT or with the Federal Transit Administration by contacting the FTA at:

FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590

SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION Non-Discrimination Complaint Procedures

- 14. The Sierra Vista MPO will maintain a confidential log of all accepted Title VI Complaints for four (4) years; the log will include:
 - Name of complainant(s)
 - Date the complaint was received
 - Date of the allegation
 - Description of the alleged discrimination
 - Other relevant information, as needed
 - Report date
 - Recommendations
 - Outcome/Disposition

If information is needed in another language, please contact the Sierra Vista MPO at 520-515-8525. Si se necesita información en Español, por favor comuníquese con la oficina de Sierra Vista MPO al 520-515-8525.

SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION Discrimination Complaint Form

Note: The following information is needed to assist in processing your complaint. Complainant's Information: Name: City: State: Zip: Email: _____ Home Phone Number: Alternate Phone Number: Person discriminated against (someone other than complainant): Address: City: _____ State: ____ Zip: ____ Email: Home Phone Number: Alternate Phone Number: Which of the following best describes the specific reason you believe the discrimination took place? Color Disability _____ National Origin _____ On what date(s) did the alleged discrimination take place? Where did the alleged discrimination take place? What is the name and title of the person(s) who you believe discriminated against you (if known)? Describe the alleged discrimination. Explain what happened and who you believe was responsible. (If additional space is needed, add a sheet of paper).

SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION Discrimination Complaint Form

List names and cont	act information of per	sons who may have k	knowledge of the alle	ged discrimination	•
If you have filed this co	•		• .		rt
☐ Federal Agency	Federal Court	State Agency	State Court	☐ Local Agency	/
Contact Name:					_
Address:					_
City:	State:		Zip:		_
Phone Number:		Alternate Ph	one Number:		_
			Number of atta	chments:	
Your Signature		Date Signed			_
Please submit your co	mplaint form in perso	n, by mail or by e-ma	il to:		
Sierra Vista	MPO				
ATTN: Karer	L. Lamberton, SVMPO	Administrator - Titl	e VI Program Coordir	ator	
401 Giulio C	esare Ave.,				
Sierra Vista,	AZ 85635-2411				
Phone: 520-	515-8525				
SVMPO@Sie	erraVistaAZ.gov				

SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION Forma Para Poner una Queja De Acuerdo Al ADA Y Título VI

Nota: La siguiente inforn	nación se necesita para p	rocesar su queja.
•	na que está poniendo la	a queja:
Dirección:		
Ciudad	Estado	Código Postal
Teléfono (Casa):	Teléfor	o (Trabajo):
	• •	sea la persona que está poniendo la queja):
Nombre:		
Dirección:		
		Código Postal
Teléfono (Casa):	Teléfor	no (Trabajo):
¿Cuál de las siguientes	razones describe por lo	que usted siente que se le discriminó?
Raza		Nacionalidad (Especifique)
\square Color (Especifique) $_$	Disca	Nacionalidad (Especifique)pacidad (Especifique)
¿En qué fecha(s) sucedi	ó la discriminación?	
¿En dónde sucedió la di	scriminación?	
		usted siente que cometió la discriminación contra
		ué sucedió y quién cree usted que fue responsable

SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION Forma Para Poner una Queja De Acuerdo Al ADA Y Título VI

	los nombres de las persono contactarlas		ner conocimiento de la presunta
Si ha presentado est estatal, marque tod		federal, estatal o lo	cal, o con cualquier corte federal
☐ Agencia Federal☐ Agencia Local	☐ Corte Federal	Agencia Estatal	☐ Corte Estatal
Por favor proporcion	ne información de la pers	ona a la que presen	tó su queja en la agencia/corte.
Nombre de contacto Dirección:	D:		
Ciudad	Estado	o Cód	igo Postal
Teléfono (Casa):	Te	léfono (Trabajo):	
que es importante p	oara probar su queja.		Número de anexos:
Firma de la Persona	que presenta la queja	Fecha	
Por favor envíe su fo	ormulario de queja en pe	rsona, por correo o	por correo electrónico a:
Sierra Vist	а МРО		
ATTN: Kar	en L. Lamberton, SVMPO	Administrator - Tit	le VI Program Coordinator
401 Giulio	Cesare Ave.,		
Sierra Vist	a, AZ 85635		
	0.515-8525		
SVMPO@	<u>SierraVistaAZ.gov</u>		



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION ATTACHMENT: TITLE VI ASSURANCES

Title VI Assurances A, B, C, D and E

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

- 1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Office of the Secretary for Research and Technology (OST-R), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
- 2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, sex, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
- 3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
- 4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the OST-R to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the OST-R, as appropriate, and will set forth what efforts it has made to obtain the information.
- 5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the OST-R may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
- 6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the OST-R may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW THEREFORE, the U.S. Department of Transportation as authorized by law and upon the

condition that the	will accept title to the lands and mai	intain the project constructed
thereon in accordance with the	Uniform Administrative Requirement, Cos	st Principles, and Audit
Requirements for Federal Awar	rds (2 C.F.R. Part 200), the regulations for	the administration of the
	ers Program, and the policies and procedur	
•	tment of Transportation in accordance and	*
	49, Code of Federal Regulations, U.S. Dep	
	ary, Part 21, Non-discrimination in Federal	
	tion pertaining to and effectuating the provi	
	2; 42 U.S.C. § 2000d to 2000d-4), does her	
and convey unto the	all the right, title and interest of	the U.S. Department of
Transportation in and to said lar	nds described in Exhibit A attached hereto	and made a part hereof.
	(HABENDUM CLAUSE)	
successors forever, subject, how contained as follows, which wil structures are used for a purpose	aid lands and interests therein unto	ions and reservations herein ich the real property or extended or for another
hereby covenant and agree as a (1) no person will on the ground denied the benefits of, or be oth wholly or in part on, over, or ur	a consideration of the conveyance of said la covenant running with the land for itself, i ds of race, color, or national origin, be exclusive herwise subjected to discrimination with regular such lands hereby conveyed [,] [and]* the lands and interests in lands and interest	its successors and assigns, that luded from participation in, be gard to any facility located (2) that the
Department of Transportation, Seederally-assisted programs of Civil Rights Act of 1964, and as breach of any of the above-men enter or re-enter said lands and thereon revert to and vest in and	ats imposed by or pursuant to Title 49, Cod Subtitle A, Office of the Secretary, Part 21, the U.S. Department of Transportation, Eff is said Regulations and Acts may be amend attioned non-discrimination conditions, the I facilities on said land, and that above described become the absolute property of the U.S. existed prior to this instruction].*	, Non-discrimination in fectuation of Title VI of the led[, and (3) that in the event of Department will have a right to ribed land and facilities will

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

	e following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered by thepursuant to the provisions of Assurance 7(a):
A.	The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
1.	In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
B.	With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*
C.	With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the and its assigns.*
	rter clause and related language to be used only when it is determined that such a clause is necessary e clear the purpose of Title VI.)

APPENDIX D

CLAUSES FOR CONSTRUCTION/USE.ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by (Title of Recipient) pursuant to the provisions of Assurance 7(b):

A.	The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal
	representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby
	covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that
	(1) no person on the ground of race, color, or national origin, will be excluded from participation in,
	denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2)
	that in the construction of any improvements on, over, or under such land, and the furnishing of
	services thereon, no person on the ground of race, color, or national origin, will be excluded from
	participation in, denied the benefits or, or otherwise be subjected to discrimination, (3) that the
	(grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other
	requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this
	Assurance.
B.	With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above of the above Non-discrimination covenants, will have the right to terminate the
	(license, permits, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
C.	With respect to deeds, in the event of breach of any of the above Non-discrimination covenants,
	will there upon revert to and vest in and become the absolute property
	ofand its assigns.*
eve	rter clause and related language to be used only when it is determined that such a clause is necessary

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and succors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities, including, but not limited to:

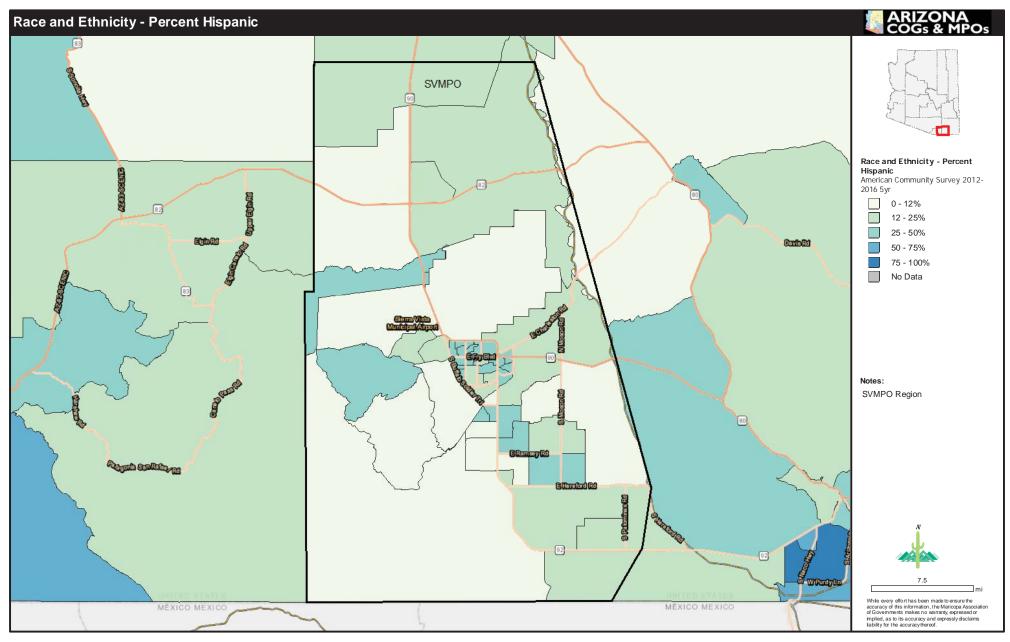
Pertinent Non-Discrimination Authorities:

- 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); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, prohibits discrimination on the basis of disability; and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123, as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination of the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 12189) as implemented by Department of Transportation regulations 49 C.F.R. parts 37 and 38.
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq*).

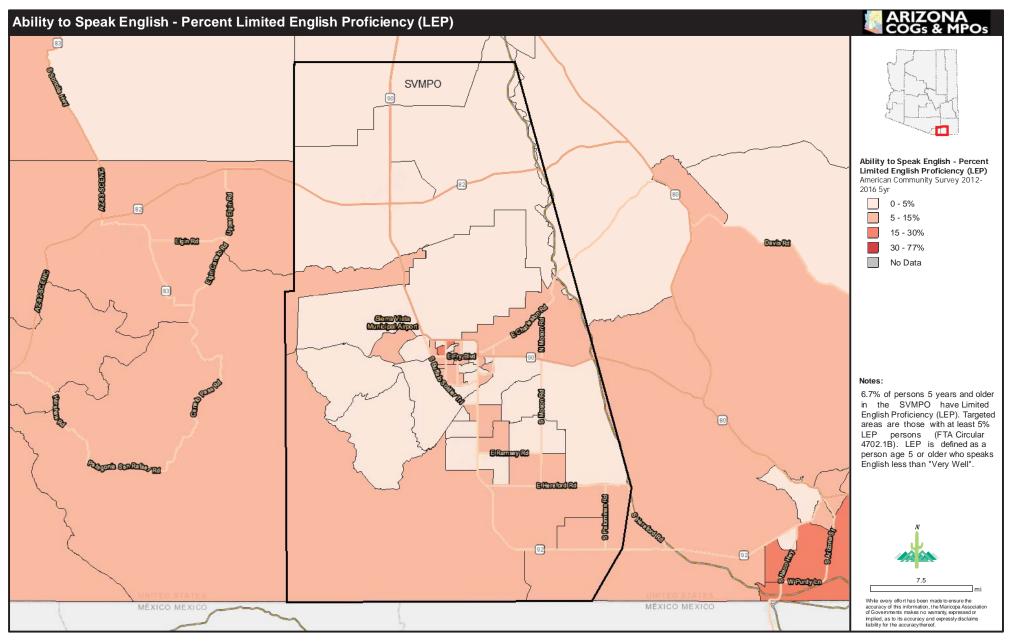


SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION ATTACHMENT: DEMOGRAPHIC MAPS OF SVMPO REGION

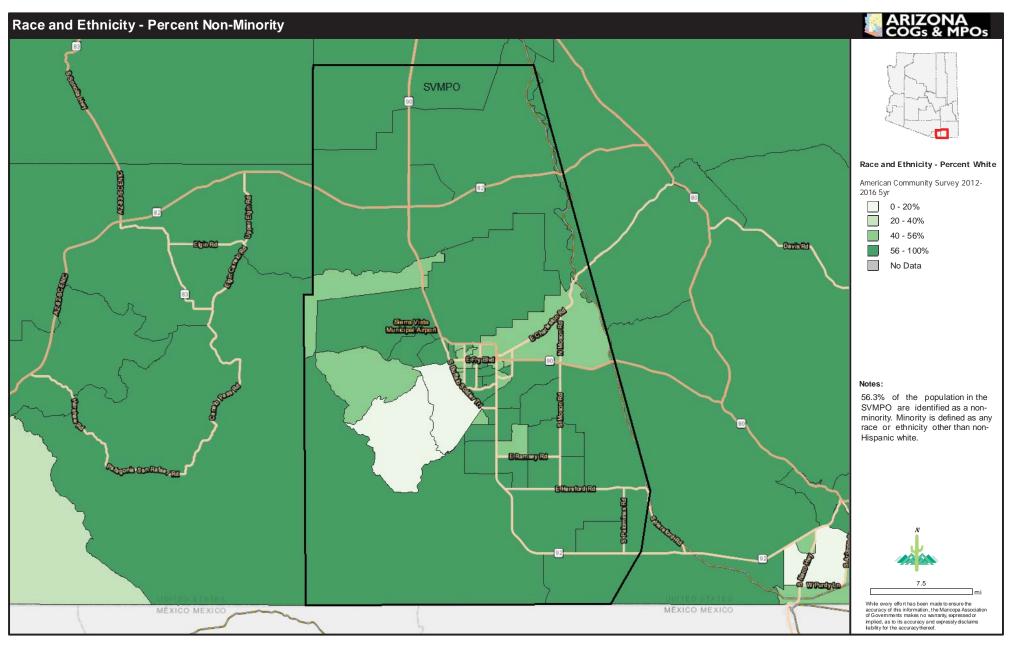
- 1. Race & Ethnicity: Hispanic
- 2. Limited English Proficiency
- 3. Race & Ethnicity: White
- 4. Race & Ethnicity: Black
- 5. Race & Ethnicity: Asian
- 6. Age: 65 and Older
- 7. Poverty: Persons below Poverty Threshold
- 8. Disability: Persons Reporting Disability
- 9. Vehicles Available: Zero Vehicle Households
- 10. Fixed Route Transit and Bus Stops
- 11. SVMPO TIP Project Location



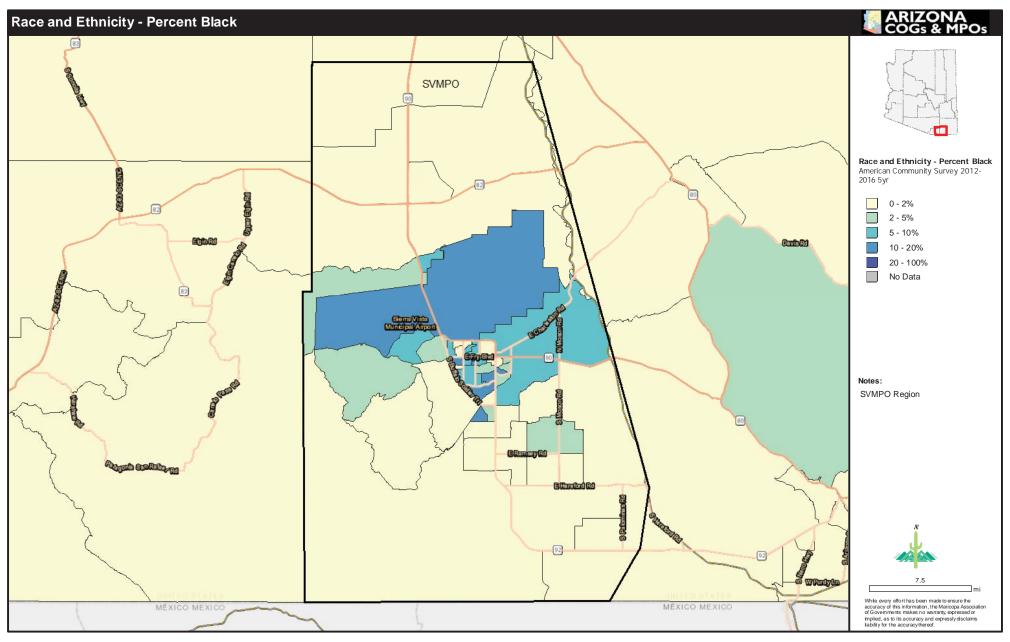
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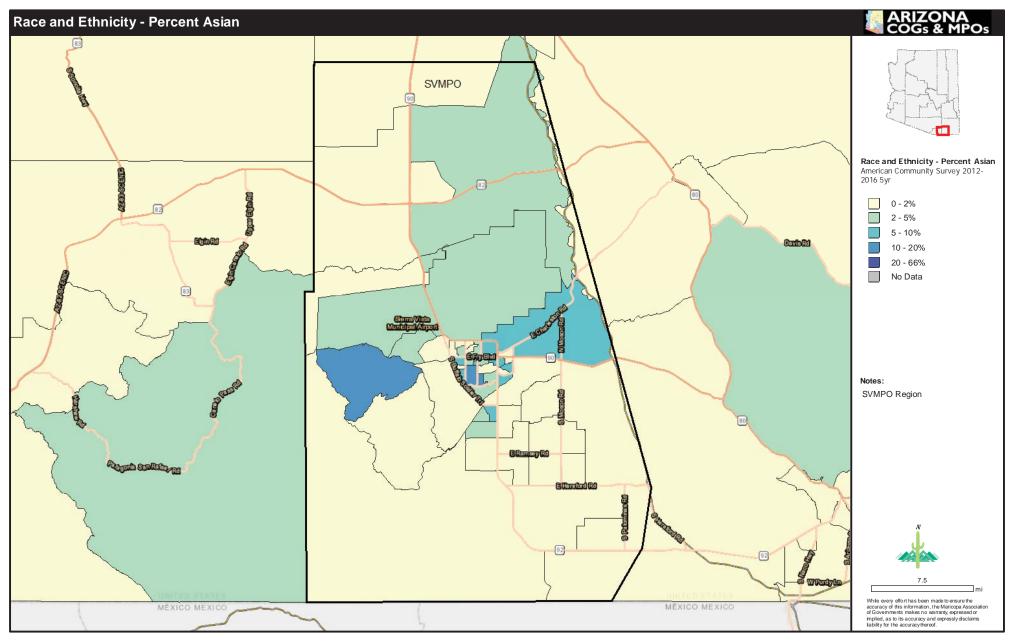


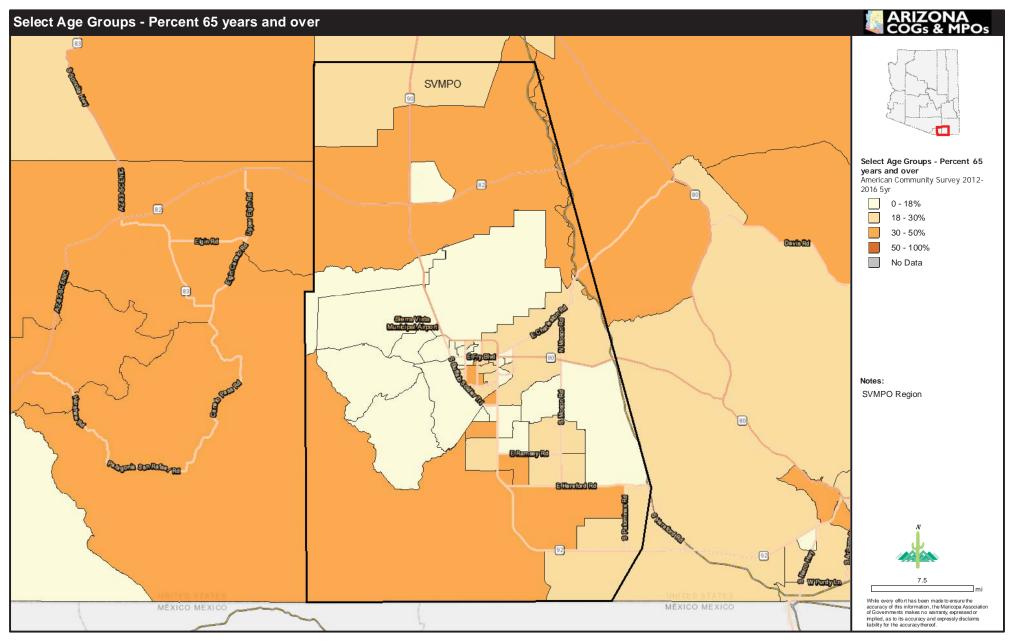
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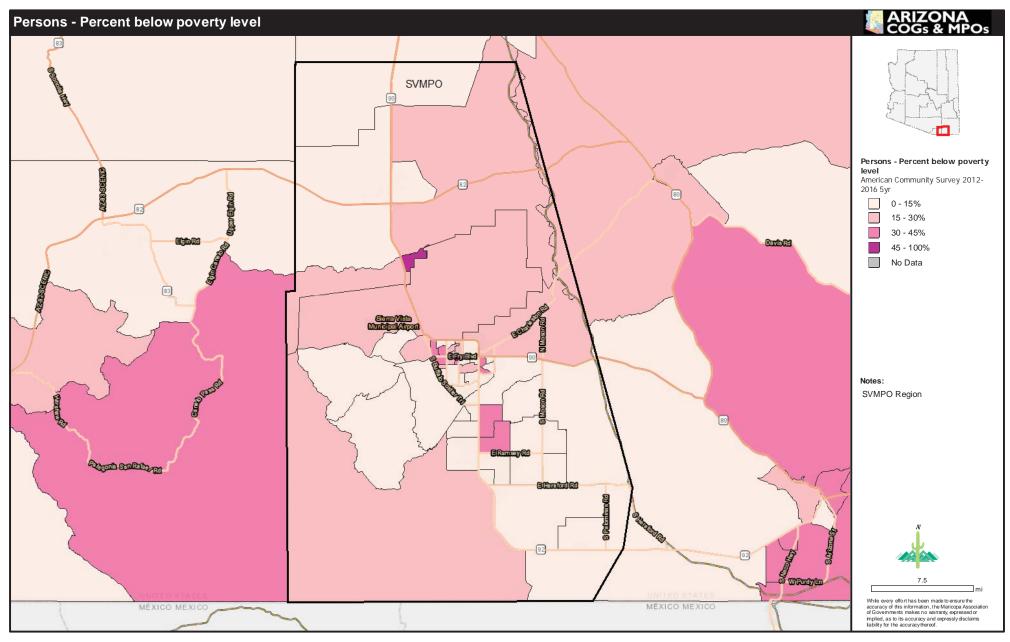


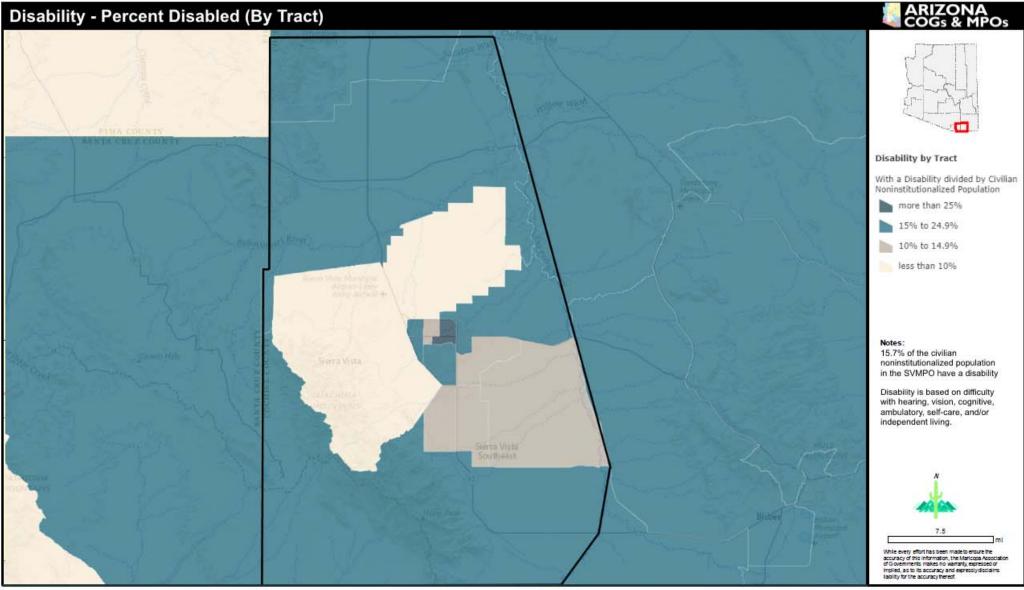
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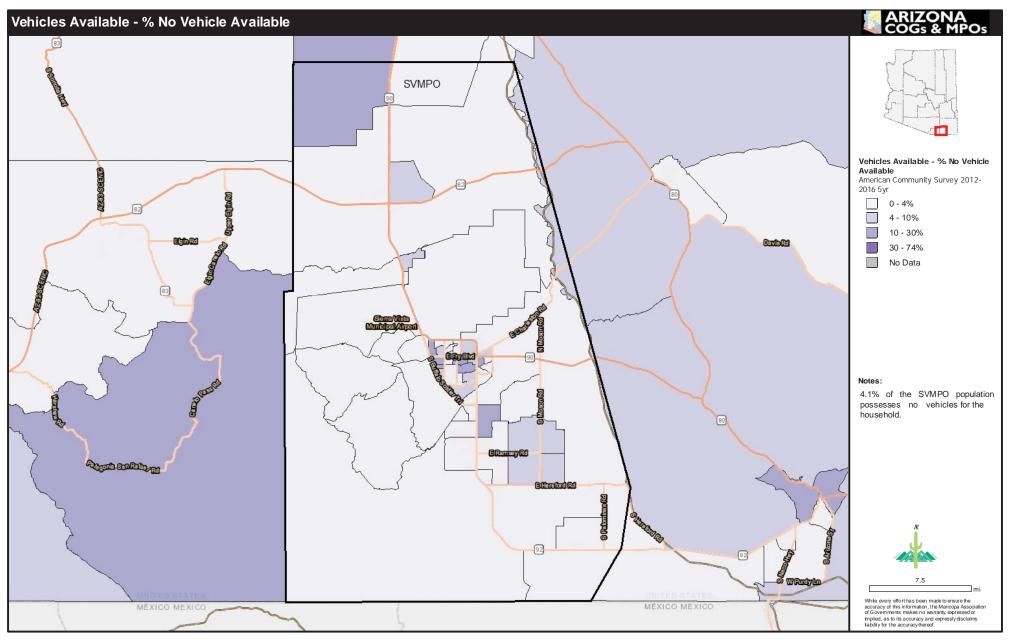


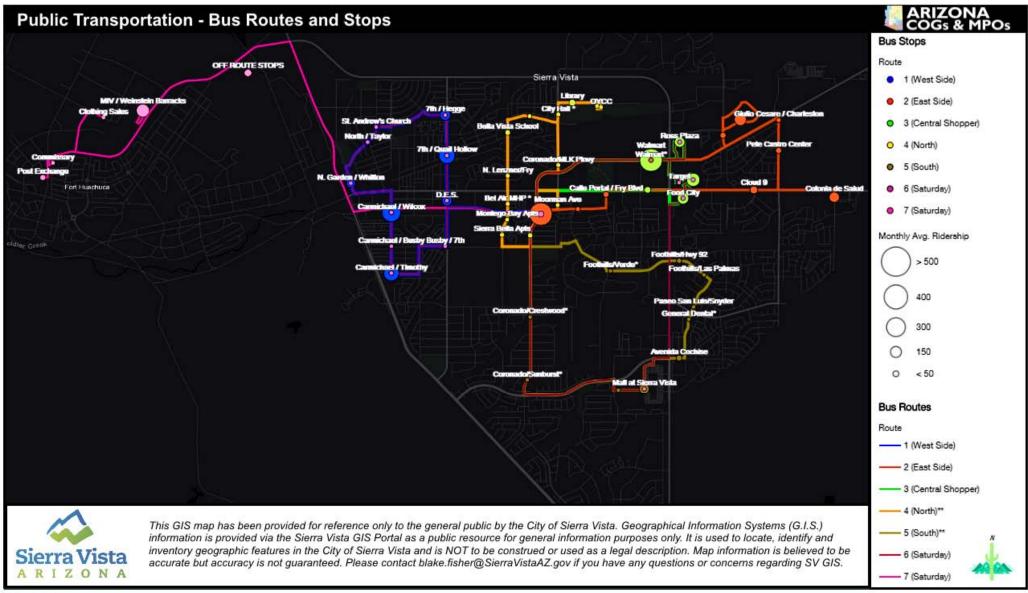


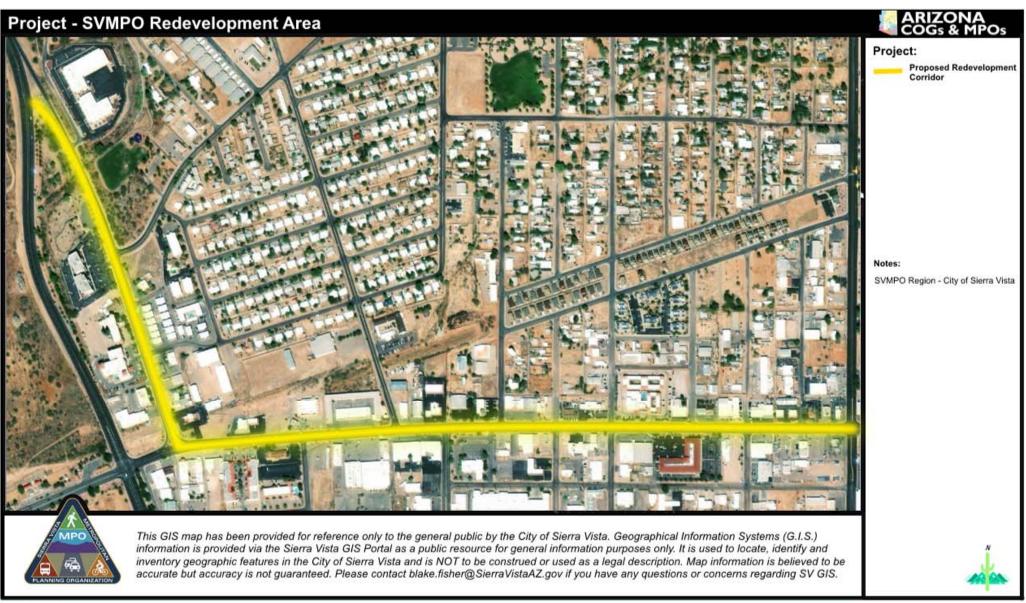














SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION ATTACHMENT: SVMPO DEMOGRAPHIC REPORT

Population and Demographic Data provided by:

Maricopa Association of Governments State Demographic Viewer

https://mapsazmag.gov

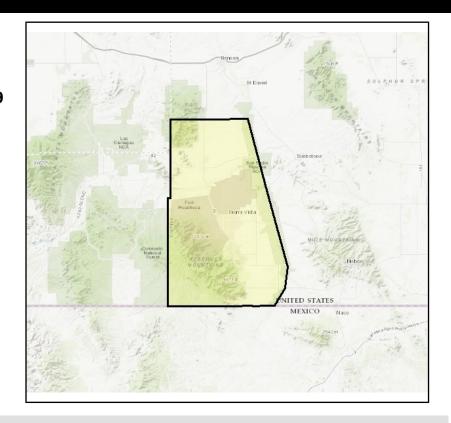
Data based on the U.S. Census Bureau's 2012-2016 American Community Survey

Sierra Vista MPO Demographic Report



Sierra Vista MPO has an area of **614.03** square miles. Sierra Vista MPO has a population of **70,092** with a minority* population of **25,929** or **36.99%**.

Sierra Vista MPO has **27,800** total households. Sierra Vista MPO 's population density is **114.15** per square mile.



About the U.S. Census Bureau's 2012-2016 American Community Survey 5 year Estimates

The American Community Survey (ACS) is a nationwide survey that uses continuous, multi-year sampling to produce estimates for a variety of geographical areas, the smallest being the Census Block Group. MAG uses the 5-year estimates because they provide increased statistical reliability for less populated areas and small population groups. ACS is a sample, meaning that it is not a full census of the population. For the 5 year estimates, surveys are collected from a sample population over the 5 year period. These surveys are then used to create estimates for the whole population. And, because it is an estimate of the whole population, there is a degree of uncertainty in the results. This degree of uncertainty is reflected in the margins of error that are calculated and reported along with the results of the survey. The margins of error are calculated at the 90 percent confidence level, meaning that users of the data can be 90 percent confident that the range reflected in the margin of error contains the true value. The margins of error are not reported on this web site, but are available from the Census at http://factfinder.census.gov/ or are available upon request from MAG. More information on the methodology of the American Community Survey is available at http://www.census.gov/acs/.

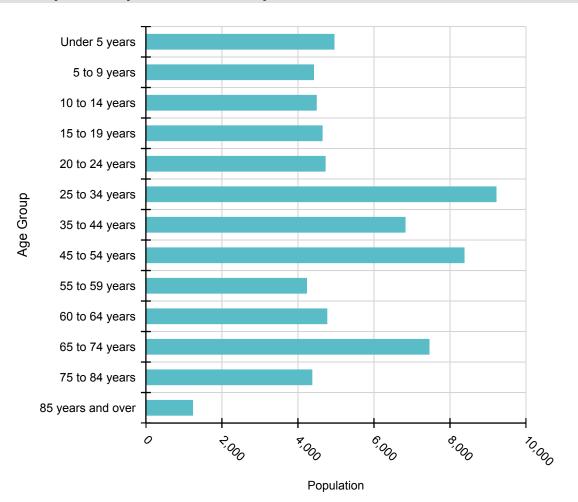
* Minority population is defined as the population that is of any race other than non-hispanic white.



American Community Survey 2012-2016 5yr Estimates

Age		
Name	Total	Percent
Total	69,696	N/A
Under 5 years	4,955	7.1 %
5 to 9 years	4,415	6.3 %
10 to 14 years	4,489	6.4 %
15 to 19 years	4,642	6.6 %
20 to 24 years	4,722	6.7 %
25 to 34 years	9,217	13.1 %
35 to 44 years	6,824	9.7 %
45 to 54 years	8,376	12.0 %
55 to 59 years	4,231	6.0 %
60 to 64 years	4,766	6.8 %
65 to 74 years	7,453	10.6 %
75 to 84 years	4,372	6.2 %
85 years and over	1,234	1.8 %

Universe: Total Population



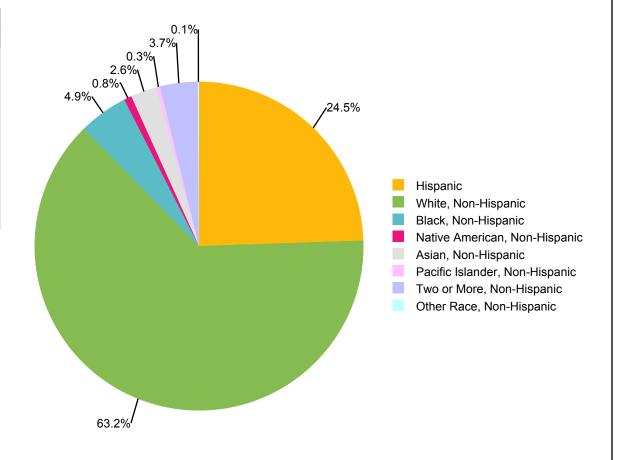
Race and Ethnicity



American Community Survey 2012-2016 5yr Estimates

Race and Ethnicity		
Name	Total	Percent
Total	69,896	N/A
Hispanic	17,098	24.4 %
White, Non-Hispanic	44,157	63.0 %
Black, Non-Hispanic	3,392	4.8 %
Native American, Non- Hispanic	526	0.8 %
Asian, Non-Hispanic	1,821	2.6 %
Pacific Islander, Non-Hispanic	239	0.3 %
Two or More, Non-Hispanic	2,580	3.7 %
Other Race, Non-Hispanic	83	0.1 %

Universe: Total Population



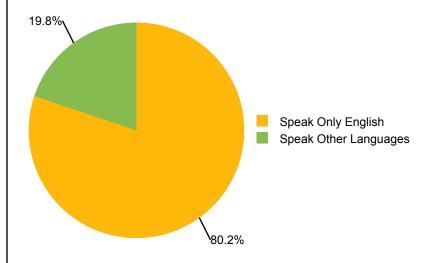
Ability to Speak English / Veterans Status by Age

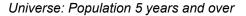


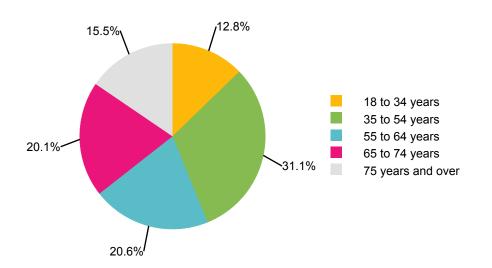
American Community Survey 2012-2016 5yr Estimates

Ability to Speak English		
Name	Total	Percent
Speak Only English	52,166	80.2 %
Speak Other Languages	12,917	19.8 %
Speak English "very well"	8,589	N/A
Persons with Limited English Proficiency (LEP)	4,302	N/A
Speak English "well"	3,021	N/A
Speak English "not well"	950	N/A
Speak English "not at all"	268	N/A

Veterans Status		
Name	Total	Percent
Civilian Population 18 years and over	49,460	N/A
Civilian veterans	12,859	26.0 %
Male	10,858	N/A
Female	1,908	N/A
18 to 34 years	1,618	12.6 %
35 to 54 years	3,940	30.6 %
55 to 64 years	2,610	20.3 %
65 to 74 years	2,547	19.8 %
75 years and over	1,964	15.3 %







Universe: Civilian Population 18 years and over

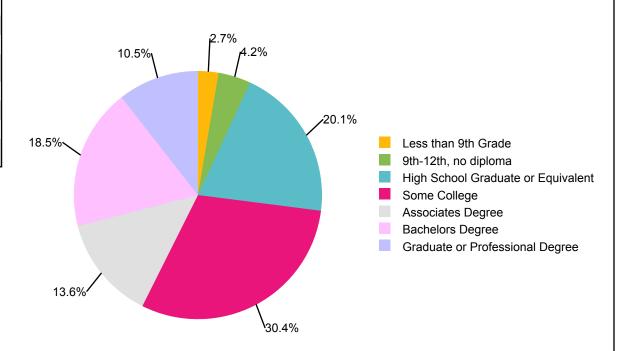
Educational Attainment



American Community Survey 2012-2016 5yr Estimates

Educational Attainment		
Name	Total	Percent
Population 25 and over	46,655	100.0 %
Less than 9th Grade	1,247	2.7 %
9th-12th, no diploma	1,975	4.2 %
High School Graduate or Equivalent	9,341	20.0 %
Some College	14,113	30.2 %
Associates Degree	6,323	13.6 %
Bachelors Degree	8,579	18.4 %
Graduate or Professional Degree	4,903	10.5 %

Universe: Population Age 25 Years and Over



Household Income and Households



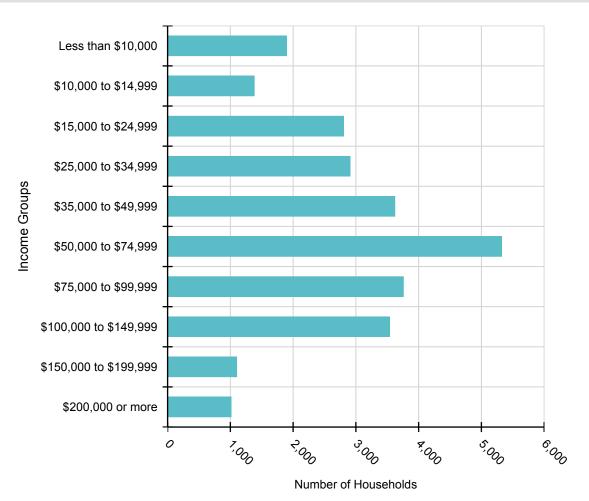
American Community Survey 2012-2016 5yr Estimates

Household Income (In 2015 inflation-adjusted dollars)		
Name Total Percent		
Total Households	27 800	N/A

dollars)		
Name	Total	Percent
Total Households	27,800	N/A
Median Household Income	\$	N/A
Less than \$10,000	1,898	6.8 %
\$10,000 to \$14,999	1,383	5.0 %
\$15,000 to \$24,999	2,806	10.1 %
\$25,000 to \$34,999	2,908	10.5 %
\$35,000 to \$49,999	3,623	13.0 %
\$50,000 to \$74,999	5,324	19.2 %
\$75,000 to \$99,999	3,759	13.5 %
\$100,000 to \$149,999	3,540	12.7 %
\$150,000 to \$199,999	1,103	4.0 %
\$200,000 or more	1,014	3.6 %

Universe: Households

Households		
Name	Total	Percent
Total Households	27,800	N/A
Average Household Size		N/A
Family Households (Families)	18,997	68.3 %
Married-couple family	14,408	N/A
Female Householder, no husband present	3,329	N/A
with own children under 18 years	1,995	N/A
Nonfamily Households	8,798	31.6 %
Householder living alone	7,503	N/A



Universe: Households

Source: U.S. Census Bureau American Community Survey 2012 - 2016

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Poverty Status



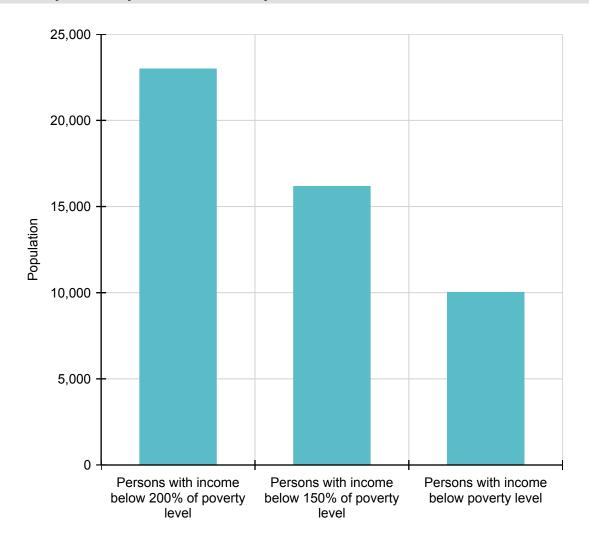
American Community Survey 2012-2016 5yr Estimates

Poverty Status in the Past 12 Months		
Name	Total	Percent
Persons for whom poverty status is determined	67,061	N/A
Persons with income below poverty level	10,031	15.0 %
Persons with income below 150% of poverty level	16,174	24.1 %
Persons with income below 200% of poverty level	22,985	34.3 %

Universe: Persons for whom poverty status is determined

Poverty Status for Families in the Past 12 Months		
Name	Total	Percent
Total Families	18,997	N/A
Families with income below poverty level	2,071	10.9 %
Married-couple family	788	N/A
with related children under 18 years	480	N/A
Female householder, no husband present	983	N/A
with related children under 18 years	900	N/A
Male householder, no wife present	244	N/A
with related children under 18 years	244	N/A

Universe: Families



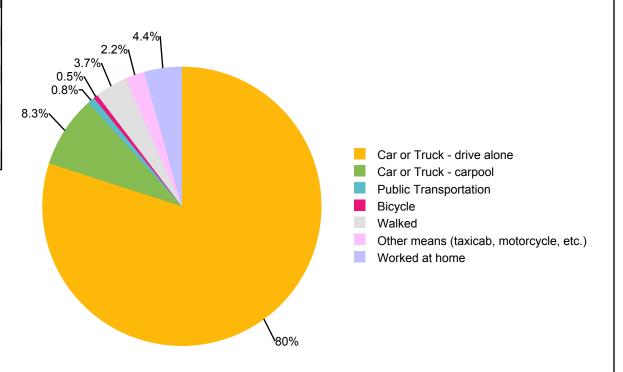
Modes of Transportation



American Community Survey 2012-2016 5yr Estimates

Commuting to Work			
Name	Total	Percent	
Workers 16 years and over	29,014	N/A	
Car or Truck - drive alone	23,206	79.3 %	
Car or Truck - carpool	2,417	8.3 %	
Public Transportation	242	0.8 %	
Bicycle	148	0.5 %	
Walked	1,085	3.7 %	
Other means (taxicab, motorcycle, etc.)	650	2.2 %	
Worked at home	1,266	4.3 %	

Universe: Workers age 16 years and over



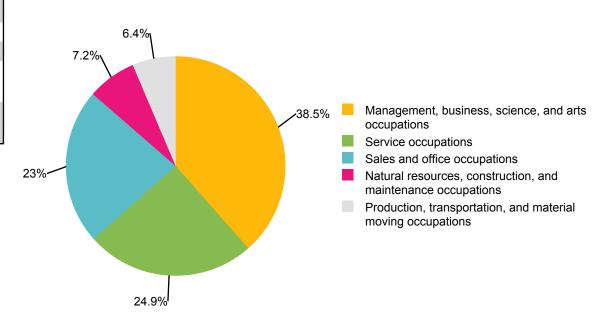
Occupation



American Community Survey 2012-2016 5yr Estimates

Occupation		
Name	Total	Percent
Civilian employed population 16 years and over	25,313	N/A
Management, business, science, and arts occupations	9,744	38.2 %
Service occupations	6,310	24.8 %
Sales and office occupations	5,812	22.8 %
Natural resources, construction, and maintenance occupations	1,828	7.2 %
Production, transportation, and material moving occupations	1,619	6.4 %

Universe: Civilian employed population 16 years and over



Occupancy, Tenure, Value, and Rent



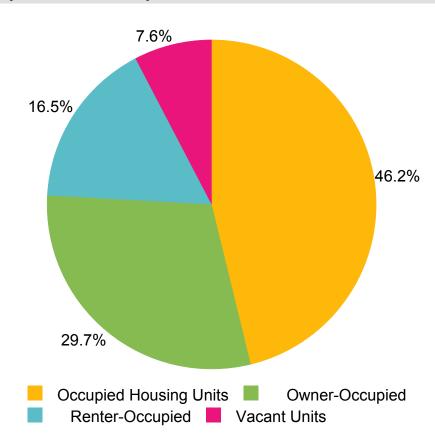
American Community Survey 2012-2016 5yr Estimates

Housing				
Name	Total	Percent	Per Sq Mile	
Housing Units	32,385	N/A	52.7	
Occupied Housing Units	27,800	85.8 %	45.3	
Owner-Occupied	17,883	55.2 %	29.1	
Renter-Occupied	9,912	30.6 %	16.1	
Vacant Units	4,604	14.2 %	7.5	
Median Housing Value	\$	N/A	N/A	
Median Rent	\$	N/A	N/A	

Universe: Housing Units

Housing			
Name	Total	Percent	
Total Housing Units	32,385	N/A	
1, detached	20,405	63.0 %	
1, attached	891	2.8 %	
2 to 9	1,625	5.0 %	
10 or more	3,493	10.8 %	
Mobile Home	5,761	17.8 %	
Boat, RV, van, etc.	69	0.2 %	

Universe: Housing Units



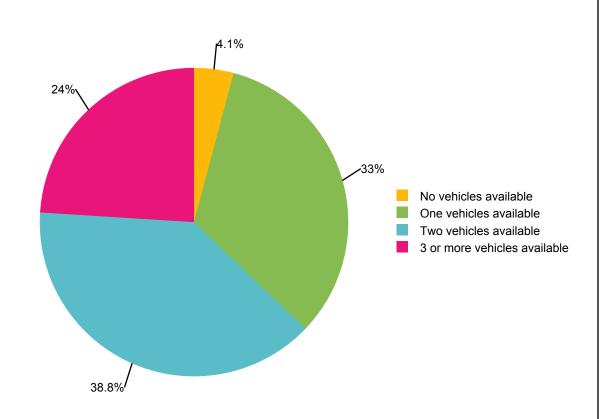
Vehicles Available



American Community Survey 2012-2016 5yr Estimates

Vehicles Available			
Name	Total	Percent	
Total Occupied Housing Units	27,699	N/A	
No vehicles available	1,148	4.1 %	
One vehicles available	9,143	32.9 %	
Two vehicles available	10,761	38.7 %	
3 or more vehicles available	6,647	23.9 %	

Universe: Occupied Housing Units



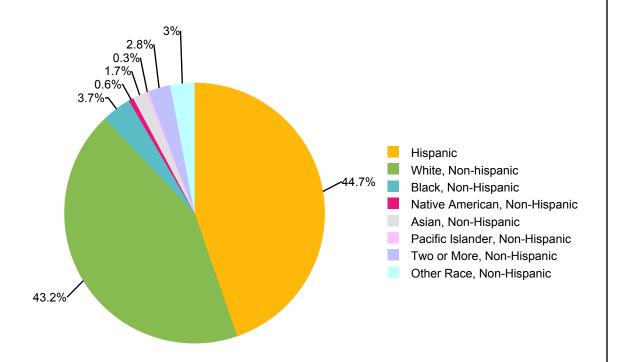
Race



U.S. Census Bureau, 2010 Decennial Census

Race			
Name	Total	Percent	
Total Population	127,083	N/A	
Hispanic	56,796	80.8 %	
White, Non-hispanic	54,950	78.2 %	
Black, Non-Hispanic	4,647	6.6 %	
Native American, Non- Hispanic	765	1.1 %	
Asian, Non-Hispanic	2,223	3.2 %	
Pacific Islander, Non-Hispanic	349	0.5 %	
Two or More, Non-Hispanic	3,532	5.0 %	
Other Race, Non-Hispanic	3,821	5.4 %	

Universe: Total Population



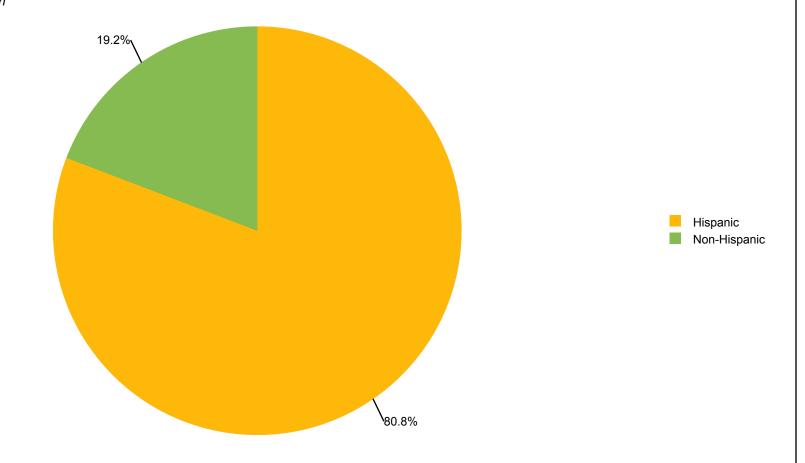
Ethnicity



U.S. Census Bureau, 2010 Decennial Census

Ethnicity			
Name	Total	Percent	
Total Population	70,287	N/A	
Hispanic	56,796	80.8 %	
Non-Hispanic	13,491	19.2 %	

Universe: Total Population



Source: U.S. Census Bureau, 2010 Decennial Census

Report Generated: 11/3/2018

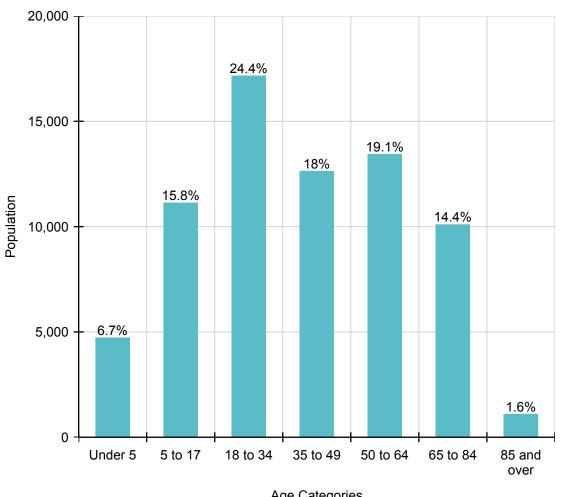
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U.S. Census Bureau, 2010 Decennial Census

Age			
Name	Total	Percent	
Median Age		N/A	
Under 05	4,725	6.7 %	
5 to 17	11,128	15.8 %	
18 to 34	17,161	24.4 %	
35 to 49	12,635	18.0 %	
50 to 64	13,443	19.1 %	
65 to 84	10,099	14.4 %	
85 and over	1,096	1.6 %	
50 Plus	24,638	35.1 %	
60 Plus	15,481	22.0 %	
65 Plus	11,195	15.9 %	
70 Plus	7,448	10.6 %	
75 Plus	4,553	6.5 %	

Universe: Total Population



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To provide comments or report problems please contact: Jason Howard, GIS Program Manager

Report Generated: 11/3/2018 Page: 15



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION ATTACHMENT: SVMPO BOARD MEETING MINUTES

Certification of Approval of the SVMPO Title VI and Environmental Justice Plan

Pending approval of SVMPO Executive Board November 1, 2018 meeting minutes at the next Executive Board meeting scheduled for January 17, 2019.



CERTIFICATION OF APPROVAL OF THE SVMPO TITLE VI AND ENVIRONMENTAL JUSTICE PLAN

An excerpt from the November 15, 2018, SVMPO Executive Council Meeting Minutes

Administrator Lamberton advised the Executive Board that new direction from ADOT's Civil Rights Dept. requires an annual update of Title VI plans. In addition, the SVMPO has expanded its boundaries and added the Town of Huachuca City since the last Title VI plan was adopted.

The draft minutes from this meeting are posted on the SVMPO website at www.svmpo.org ; approval of the minutes is anticipated at the next SVMPO Executive Board meeting scheduled for January 17, 2019.		
Karen L. Lamberton, AICP SVMPO Administrator	Date	



Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO Executive Board

From: Karen L. Lamberton, AICP, SVMPO Administrator

Date: November 15, 2018

Subject: 2019 TAC and Board Meeting Schedule

After reviewing deliverables for the SVMPO for next calendar year the following meeting dates are suggested:

BPAC	TAC	Executive Board
Dec. 3, 2018	Jan. 3 rd	Jan. 17 th
Feb. 25 th	March 5 th	March 21 st
April 29 th	May 7 th	May 16 th
	June 4 th	June 20 th
Aug. 26 th	Sept. 3 rd	Sept. 19 th
Oct. 28 th	Nov. 5 th	Nov. 21 st

The TAC has accepted the proposed Tuesday meeting dates with a tentative 10:00 to 12 noon timeframe, pending review with the 2019 Cochise County Board meeting schedule. BPAC has scheduled a Dec. 3, 2018 meeting and has tentatively agreed to meet a minimum of 4-6 times a year.

The Administrator seeks guidance if the proposed Thursday afternoon Board meeting dates conflict with any known conferences or activities of the Executive Board members. These dates were selected after review of annual deliverables for the SVMPO.

The Executive Board meetings would continue to be set from 3:30 to 5:00 p.m. unless members of the Board would prefer a different meeting time.

Attachments:

Action Requested: A motion to approve the Executive Board meeting schedule for 2019.



Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO Executive Board

From: Karen L. Lamberton, AICP, SVMPO Administrator

Date: November 15, 2018

Subject: Public Participation Plan: Preliminary Draft

The SVMPO Public Participation Plan was adopted on October 22, 2014. Since that time the SVMPO has expanded its boundaries, added the Town of Huachuca City as a member, and is preparing to update their Long-Range Transportation Plan. Public Participation Plans are typically updated at least every five years.

The updated Public Participation Plan will be released for a 45 day public comment period prior to finalization and adoption. Review and suggestions have been requested from all member jurisdiction's Public Information Officers (PIO) and from Fort Huachuca. A preliminary draft will be revised with feedback from the TAC and the Executive Board with a tentative release to the public for comment by the end of November. A final draft would then come back to the TAC and the Executive Board in January 2019 for possible adoption.

The Public Participation Plan sets out policy statements and a recommended set of strategies for involving the public in plans, programs and projects. The Administrator seeks suggestions from the Executive Board as to strategies that each member jurisdiction finds effective and/or is prepared to coordinate with the SVMPO in implementing.

Attachments: Public Participation Plan: 2018 Preliminary Draft
The currently adopted 2014 Public Participation Plan is available on the sympo.org website.

Action Requested: The Board is requested to provide review comments on the Public Participation Plan preliminary draft and provide direction and/or a recommendation on releasing the draft plan for public review and comment.



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION PUBLIC PARTICIPATION PLAN



PUBLIC PARTICIPATION PLAN

Transportation Planning & Transportation Improvements
Sierra Vista Metropolitan Planning Region

Adopted on	
•) Executive Board

Prepared by the Sierra Vista MPO 401 Giulio Cesare Ave Sierra Vista, AZ 85635 www.svmpo.org

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Compliance Information

INTRODUCTION

The Sierra Vista Metropolitan Planning Organization, known as SVMPO, was formed in 2013, after the area reached a Census designated urban population of 50,000. It is the Federal and State designated Regional Transportation Planning Organization for the southwestern portion of Cochise County, located in southeast Arizona. Its mission it to share information and build consensus among member jurisdictions on regional transportation issues.

A regionally connected transportation infrastructure, as well as a healthy economy and a sustainable environment, is important to all of the area's residents. Inviting the public to be involved in agency-wide planning and program efforts helps to identify shared regional values, builds better relationships between the government and the public, enhances understanding of regional issues and can also help to minimize negative impacts of transportation investments.

Effective public involvement helps to ensure that:

- Residents are given the opportunity to participate in the transportation planning process.
- The issues and concerns of residents are given consideration in the selection of transportation investments.
- Transportation investments provide benefits to all residents.
- Transportation investments do not disproportionately burden any population with adverse impacts.

The SVMPO Public Participation Plan, was first adopted on October 22, 2014. This plan emphasizes the importance of, and provides specific strategies for, involving community members, organizations, governments, transportation professionals and others in ongoing and future regional projects, plans, and programs. These include agencies responsible for land use management, natural resources, environmental protection, conservation and historical preservation. Involving all potentially affected interests, including the traditionally underserved populations, increase a plan or project's efficiency and effectiveness.

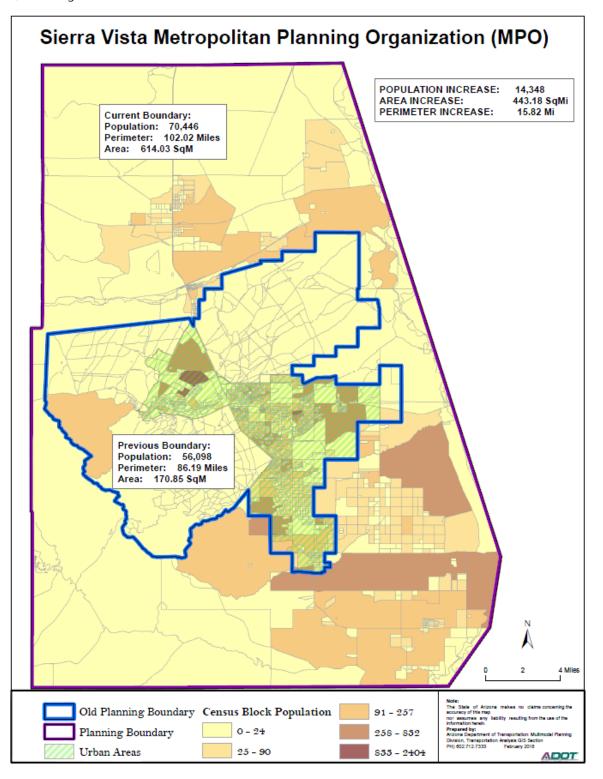
The SVMPO Public Participation Plan commits to:

- Inclusive and meaningful public involvement.
- Open and honest communications with all individuals and entities.
- Timely public notification of meetings, and pending plans, studies and projects.
- * Easily accessible information and opportunities to comment on key decisions.
- Creating a sense of shared responsibility and ownership for regional transportation/congestion problems and a shared sense of pride in the development of solutions to those problems.
- Forming partnerships between member entities, public and private sectors and state and federal agencies to plan and implement transportation programs and projects.
- Establishing policies and prioritizing needs based on valid data and using objective, fair, and consistent processes.
- Providing information and gathering input so that decision makers will be able to make informed decisions.

SVMPO LOCATION

SVMPO is located in the southeast corner of Arizona. There are currently two incorporated areas within the SVMPO; the City of Sierra Vista and the Town of Huachuca City. Portions of southwest unincorporated Cochise County are included within the SVMPO boundaries. Other jurisdictions within Cochise County and key areas outside of Cochise County are frequently included in planning processes in order to help evaluate connectivity and outside impacts.

On January 18, 2018, the SVMPO Executive Board approved an expansion of the MPO planning boundaries. This expansion increased the MPO area to 614.03 square miles, reaching to the international border with Mexico to the south, the Pima County boundary to the west, to the City of Benson jurisdiction boundary to the north and the San Pedro river corridor to the east. The MPO now includes federal and state owned lands, including the Coronado National Forest.



PUBLIC INVOLVEMENT PROCESS

Public participation implies an open process. This means that anyone who is potentially affected, or is just interested in the process, is welcome to participate. Reasons for encouraging public participation include:

- Project leaders gain new information from a local/regional perspective.
- Different ideas or solutions may be developed to improve the transportation infrastructure in an area
- Project leaders may be alerted to potential problems or issues that may need resolution before moving forward.
- Provides an interactive forum to address concerns or resolve conflicts between competing interests.
- Fully engaged participants may be willing to provide additional resources in the form of assistance, goods, or services or enhance the project with private investment on adjacent parcels.

Effective outreach considers who will be affected and/or who might be interested in the planning issue or policy being developed. Regional plans and projects inherently should take into consideration all those people within the planning boundaries.

Stakeholders include, but are not limited to:

- Affected federal, state and local public agencies
- Residents and Area Visitors
- Representatives of the disabled
- Low-Income neighborhoods
- Freight shippers and freight services
- Providers of public transportation services
- Pilots and Drone operators
- Transportation/Public Works employees
- Permanent and Temporary Duty Military
- Business owners

INTERNAL STAKEHOLDERS

Internal stakeholders include SVMPO member jurisdictions and SVMPO Executive Board members, who ultimately have final decision-making authority over SVMPO's planning and programming efforts.

EXTERNAL STAKEHOLDERS

External stakeholders include parties who will be affected by the plan or program under consideration and parties with an interest in the plan or program.

GENERAL PUBLIC

The general public includes the broad spectrum of populations who may or may not be directing impacted or interested in a particular issue.

GENERAL OUTREACH GUIDELINES

Techniques: There are numerous and varied techniques/activities to provide the opportunity for public involvement. Any combination and number of these may be used depending on the scope of the specific plan, program, or project. A number of specific involvement strategies are outlined in Table 1.

Welcoming Attitude: Public participation is welcomed and encouraged by the SVMPO. All questions and statements are valuable and will be treated as such. Participants will be treated with respect. Meetings will be conducted with basic ground rules that enforce civil discussion. With each contact, efforts will be made to present information that is relevant and show how this information relates to the individuals in both the near future as well as long-term.

Meeting Schedules and Locations: Meetings and hearings, which are open for public participation, will be scheduled to allow the best opportunity for attendance by the general public and other entities whenever possible. The meeting locations should be convenient and ADA accessible. In addition to general meetings, events and activities, reasonable efforts should be made to reach those who are particularly affected, the underserved or others who request that the SVMPO come to them. These options are open to any group

or individual and it is the policy of the SVMPO to go where people are whenever possible. Locations and meeting times for these activities should be designed according to the specific needs.

Notification: Notices will follow the general Open Meeting Laws of the State of Arizona. Information about meetings, events and other opportunities for participation will be made in a timely manner. Adequate time may be needed to arrange for accommodations to meet special needs. This notification should be easy to understand and provide adequate information or explain where the information can be obtained.

Presentation of Information: In order to help citizens better understand Transportation Planning, efforts will be made to show how presented information specifically relates to the public in both the near future as well as long-term. Visualization enhancements such as animation, physical props, pictures, 3-D models, etc. should be incorporated, as appropriate, and as resources allow. When the scope of a proposed project or plan has the potential to significantly impact individuals with special needs, pertinent materials will be available in alternative formats, i.e. large print, Braille, audio/video.

Written and Personal Communications from SVMPO: Technical and policy information from SVMPO should be written so that it is clear and understandable to the public. All relevant information should be open for public consideration. Staff should be available to answer questions at meetings and respond to phone questions in a timely manner.

Ongoing Communications: SVMPO will use mailings, media, and electronic technology such as e-mail and web sites to have ongoing communication with the public and other entities. Members of the staff are also available via the phone for questions, concerns, and suggestions.

Other Entities: The needs and interests of other public and governmental entities will be solicited as appropriate. Coordination, cooperation, and teamwork among all the agencies are vital to the success of any plan, program, or project.

Transportation Interests: The SVMPO will solicit input from transportation-related groups such as professional organizations, freight interests, transit operators, and private providers of transportation, Chambers of Commerce, bicycle advocates and other organized alternative mode users.

Opportunities for Input: Opportunities for input will vary depending on the project, program, or plan. For larger projects, such as a regional transportation plan, several rounds of public participation may be appropriate. Opportunity for initial comments on what projects citizens would like their transportation system to include, prior to the start of any work may be desired. A variety of techniques, appropriate to the type of activity being engaged, would be used to involve all the stakeholders throughout multiple stages of any planning or project. Techniques would be determined by the extent and nature of the project as well as available resources to do so.

Use of Public Comments: A record of public comments will be retained for public review. In specific cases, identified by federal regulations, public comments would be a part of the final document. Additionally, individual questions should receive a response in a timely manner.

Decision Making: All final decisions (other than those requiring a vote of the people) are made by one or more groups of elected or appointed officials. Public meetings allow comments to be collected and may identify a consensus. The final decision, however, will be up to the elected and/or appointed officials based on a consideration of all related information. Prior to each key decision point, ample opportunity should be offered for input and that input shared with the decision-makers.

LEVELS OF PUBLIC INVOLVEMENT

The levels of public involvement and methods will vary depending on the scope of the particular planning or program efforts. The following table illustrates the increasing levels of public impact during a planning or project activity.

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PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulation solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
EXAMPLE TECHNIQUES	Fact Sheets Websites Open Houses Newsletters Social Media E-Mail Notices News Releases	Public Comment Focus Groups Surveys Public Meetings Public Hearings	Workshops Deliberate Polling Virtual Town Halls	Citizen advisory committees Consensus-building Participatory decision-making Charrettes	Citizen Juries Ballots Delegated Decisions
EXAMPLE LEVELS OF PARTICIPATION	Bicycle Maps Traffic Counts	Transportation Improvement Program (TIP)	Long-Range Transportation Plan	Bicycle/Pedestrian Advisory Committee	Voter approved regional Transportation Authority Plans.

Sources: International Association for Public Participation; SVMPO

PUBLIC PARTICIPATION AND OUTREACH

Welcoming public participation and providing opportunities to comment are the foundation of good public outreach. A few of the strategies described in the Public Participation Plan that can be used to inform, consult, involve, collaborate and empower the public in the regional transportation activities are described in the Public Participation Toolbox table.

Public Participation Toolbox

Activity	Description	Comments	
Brochures	Written material to distribute generally contains more information than a flyer. It is often folded to create a small piece for distribution.	Translation into different languages or provided in alternative formats may be desired for targeted outreach to Title VI protected groups.	
Charrettes	An intensive brainstorming session using visual methods to define alternatives.	These can last anywhere from a few hours to a few days. The use of visual aids and hands-on activities can cross the language barriers as well as engage inter-generational or cross-cultural groups.	
Conference	A meeting with two or more people where the participants confer and discuss. (This can also be a series of meetings and/or events focused on a unifying subject.)	Professional conferences allow opportunities to learn from those with expertise in a specific aspect of transportation and/or planning.	
Contact lists	Create contact lists for interested parties.	Difficult to keep these current.	
Displays/Open Houses	Information and materials are displayed in an informal setting where people are free to move about and consider whatever is of interest to them. Informed people are typically available to answer questions and take comments and suggestions.	These are typically held in various public locations, like regional malls and government buildings, but the use of locations or events frequented by specific ethnic groups or targeted groups may increase outreach to protected population groups	
E-mails	Using the Internet to contact people that have shared electronic mail addresses.	This is very inexpensive and a quick way to contact people. It is, however, important to find other ways to communicate with people who do not have access to computers. Libraries and Senior Centers are locations in the SVMPO region that provide public access to computers and could be a source providing electronic connections to protected population groups.	
Flyers	A written communication piece that provides basic information. Could be mailed, inserted into other communications e.g. utility bills, schools handouts.	Multiple flyers can be produced for one event, plan or project with each flyer designed to communicate with different groups. These can also be produced in various languages or alternative formats.	
Focus Groups	A small selected group of individuals meet together, either formally or informally, to give feedback to the organizer on a specific topic.	Because this is a selected group, people who are not selected may be suspicious of the information gathered. Alternative points of view may be left out by those too shy to assert themselves into a selected group or have time constraints.	
Forums	A public meeting that is designed to help attendants better understand a subject by hearing different points of view. Usually several people with differing opinions, each make a short presentation and then answer questions. This format is not designed for decision making.	It is often helpful if a disinterested party moderates. It also might be helpful, especially in some communities, if some of the "experts" were local and trusted by the community. If a forum is used, it may need to be in Spanish for Spanish speaking community members (or other language formats depending upon the community group).	
Games and Contests	These include a wide variety of activities including such things as board games, role playing, computer simulations, etc.	Use of these is an unusual and creative way to actively involve people.	

Activity	Description	Comments
Grocery Store	Contacting people at the grocery store, either by printing information on a grocery bag, dropping information into a grocery bag, staffed information tables, or by displaying flyers or posters in the store.	This is a way to reach a larger and possibly diverse group of people, but it will also require availability of the necessary level of resources.
Key Person Interview/ Organizational Contact	This question and answer session is with a specifically targeted person who has been identified as someone with whom it would be particularly important or useful to speak with on a given topic.	This may be useful as a first step in involving agencies, state or federal partners or reaching advocacy or special interest groups.
Meetings or Presentations	These are opportunities for larger groups of people to get together for a multitude of purposes. The general intent is to allow people to interact on a person-toperson basis. Meetings can be held for a wide variety of reasons from working on an issue to making a presentation and allows for interactive Questions and Answers.	To be most effective, a meeting should inform the participant prior to coming: what type of meeting it will be, what their role will be, and the expected outcome of the meeting. Weakness in relying entirely on the meeting format is that meetings typically focuses solely on the presenter's point of view.
Modeling	Computer and/or physical modeling can be used to help people better visualize or better understand a particular concept or project.	This can provide useful information but computer generated exhibits often appear "completed" and give the impression to the public that decisions have been already made.
Newspaper Advertisement	Information that a newspaper prints in their paper that is not part of the news. The person/group placing the advertisement has control of the content.	These are generally purchased, and are used to announce meetings, events, or activiites. Can be used to solicits feedback via surveys or direct interested people to the website.
Newsletters	A regular communication for a predetermined, or self-selected, group of individuals/groups.	These can be mailed or sent electronically. This is a standard way to keep interested individuals and entities informed on a regular basis. Newsletters are also a source of regular information to those that cannot or do not want to travel to meetings.
On-Line Engagement Tools	Embedded tools and interactive virtual rooms allow for interaction with large numbers of people through the Internet. Simple surveys to virtual town halls can allow people to share ideas, comment on others ideas and reach consensus with others in their community.	Can require technology skilled staff. Also do not assume that everyone is on-line or is on-line savvy.
Postcard Notices/Door Hangers	A postcard mailed to a predetermined mailing list to announce an event or activity or provide other specific information.	
Posters	A large written announcement posted in a public place.	These can be placed at numerous locations and designed to appeal to different groups or underserved populations. Posters must be displayed in conspicuous and accessible locations.
Presentation Meetings	These meetings allow the organizer to provide information and answer questions for a large group at once.	The presenter generally does not present any side of the issue other than their own. (The style of the meeting should be adapted to the audience.)
Press Releases	This official release tells the press there is news they might be interested in reporting. It generally follows a specific format and includes who, what when, where and a contact for more information.	Information that is reported as "news" may get more attention and credibility than paid advertising.

Activity	Description	Comments
Public Hearings	This is a legal meeting that is often required to make sure there is some opportunity for public comment. It is normally conducted with elected officials sitting at the front and allowing community members very specific conditions, and limited timeframes, to speak to the issue at hand.	These are often the last opportunity for getting input as they generally occur late in the process. The primary intent of a public hearing is to provide decision makers with input prior to making their final decision. It can also result in contentious and emotional presentations that have little basis in fact.
Public Notice	These are official notices posted prior to meetings.	These are required for meetings where a quorum of elected officials from the same governing body will be present.
Public Service Announcements	These are short announcements usually on radio or television, for which there is no charge and announce something important for the public to know.	Good for announcing real-time changes in traffic control e.g. detours or road closures.
Radio Talk Show	A longer discussion, on the radio, of a particular subject. It usually involves a talk show host and one or more additional people. Sometimes there is an opportunity for people to call in questions.	This is an opportunity for providing more indepth information on a certain topic.
School Presentations	In order to reach the youth, presentations can be made at the schools, including presentations to clubs, student council, and specific classes. Also a tool to reach parents through school communication channels.	Suggested classes would be: civics, economics (or other senior level classes), and transportation classes.
Speakers' Bureau	This is an organized effort to provide speakers to various groups and events on one or more specific subjects. This generally consists of several speakers who are used as needed.	This allows more flexibility and a broader outreach.
Survey – General	This type of survey is open to anyone who wants to participate. (This can be in traditional or electronic formats).	While the information is useful and important, it cannot be stated as representing a larger group. To be representative the survey must be statistically valid and reach to non-English speaking populations.
Survey - Statistically Valid	This is a survey that collects information from specific people who have been chosen on a random basis according to a specific formula. With this type of survey the results can be stated as representing the group from which the random sample was taken.	These are very expensive but can be useful in certain circumstances and typically include non-English speaking populations. In Cochise County, providing Spanish language surveys is often desired.
Town Meeting	This is usually a semi-formal meeting designed to be open to everyone in a community. It often includes both the public and elected officials with an opportunity for comments back and forth.	These are increasingly held in virtual space through interactive on-line programs.
Web-Site	A series of "pages" on the Internet that relate to a specific subject. They can be reached by anyone who has access to the Internet by typing a particular address or by doing a search.	Websites are a common research tool for the public and relatively easy way to post information the public may wish to review.
Working Meetings/Workshops	Generally these are meetings designed to work through issues when there can be give and take among all the participants. These types of meetings typically inform and solicit input on specific issues, plans, or projects.	Typically, selected persons with expertise in the area are invited and are expected to bring data, information and possible solutions to the meeting. These usually allow a smaller group of people to participate more intensively.

TITLE VI POLICY

This agency has a nondiscrimination policy that addresses Title VI, Environmental Justice (EJ) and other relevant federal and state statutes. No person, on the grounds of race, color, national origin, gender, age, disability, income status or Limited English Proficiency (LEP), shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any SVMPO sponsored program of activity. Public outreach and data analysis are two tools used to ensure that equal benefits and disproportionate burdens are assessed during project development. The SVMPO Title VI Plan sets out the SVMPO policies and assurances in compliance with Title VI of the Civil Rights Act of 1964 and the 1994 Presidential Executive Order 12898.

Title VI of the Civil Rights Act of 1964

"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 goal of the SVMPO Title VI Plan is to identify and better understand vulnerable population areas within the region so that opportunities can be enhanced to allow these population groups to be engaged in the regional planning process in meaningful ways. All persons within the SVMPO region should receive equal benefits from planning activities without shouldering a disproportionate share of the burdens. This effort is a continual work in progress that will evolve to reflect the changing demographics and transportation infrastructure needs of the SVMPO area residents.

ROLE OF THE PUBLIC

Providing opportunities for the public to participate in many different ways is one of the methods for encouraging input and involvement from potentially affected people, business and organizations. A few ways in which the public can be involved in regional transportation planning include:

- Share thoughts and ideas during posted public comment periods or hearings
- Seek membership on SVMPO advisory committees and working groups
- Be involved in advocacy groups with a focus on aspects of transportation that interest you
- Attend public meetings to present or submit your comments
- Attend open houses to learn and understand more about regional planning activities and share your comments
- Ask to be on SVMPO e-mail list for newsletters or notices
- Participate in surveys about transportation or regional planning
- Visit the SVMPO website at <u>www.svmpo.org</u> to learn more about SVMPO's planning activities and regional programs, and to view its calendar of meetings and events

COMMENTS IN WRITING MAY BE SUBMITTED BY:

MAIL: Sierra Vista MPO, 401 Giulio Cesare Ave., Sierra Vista, AZ 85635-2411

E-MAIL: <u>SVMPO@SierraVistaAz.gov</u>

WEBSITE: Comments may be submitted through the on-line comment form at www.svmpo.org

DEVELOPMENT OF THE PUBLIC PARTICIPATION PLAN

This Public Participation Plan has gone through several stages during its development:

- Preparation of a preliminary draft plan.
- Evaluation of this plan to ensure compliance with all federal regulations.
- Review of the plan by SVMPO's Legal Counsel and Staff.
- Circulation of the draft plan for at least 45 calendar days. This includes notice to all potentially affected interests that this final draft plan is available for review, including placement on the SVMPO's website.
- Review of the plan by stakeholders including the general public, governmental entities, and transportation professionals/businesses.
- Review and evaluation of any recommended revisions.
- Adoption/Acceptance of the final plan by the SVMPO Executive Board.
- Ongoing implementation of the plan by SVMPO.
- Availability of alternative formats i.e. large prints, Braille, audio/video cassettes (as appropriate) upon request for individuals with hearing/vision impairments.

This Public Participation Plan should be updated at least every 5 years. Other periodic revisions may occur, as new and better approaches are determined. Each time any significant content revisions are made (other than technical or grammatical revisions) the public will be given a 45-calendar day review and comment period prior to implementing the changes.

EVALUATING PUBLIC INVOLVEMENT ACTIVITIES

A continuing focus on evaluation and enhancement of the public participation process should help to improve the outcome of each new SVMPO plan, project, or program. It is important to evaluate the effectiveness of the Public Participation Plan or a regular basis. Evaluating public participation includes:

- A quantitative aspect which uses measurements such as the number of activities held, the number of notices sent, and/or the number of people who participated.
- The qualitative aspects relating to perceptions, attitudes, and effectiveness. Did the people who participated feel they were heard? Were all the potentially affected interests (including the underserved) actually represented? Were the materials provided easy to understand? Were announcements received in a timely manner?
- * How the public input was used. This information needs to be recorded and made available. It also needs to be considered in the decision-making process.
- Evaluate the reasons why there was good (or poor) participation to better inform future outreach activities.

Complaints about the adequacy of any public involvement efforts may be submitted to the SVMPO via e-mail at svmpo@SierraVistaAZ.gov or by calling 520-515-8525. SVMPO staff will work to resolve the issue or concern, and unresolved issues will be forwarded to the SVMPO Executive Board.

PUBLIC REVIEW AND ADOPTION OF THE 2019 SVMPO PUBLIC PARTICIPATION PLAN

The Public Participation Plan went through a 45-day public review process, beginning on *December 3, 2018,* as required under Federal Highway Administration and Federal transit Administration regulations (23 CFR 450.316[c]).

All public comments were reviewed and modifications, as feasible, were made based on the input received.

This updated Public Participation Plan becomes effective upon adoption by the SVMPO Executive Board on *January 17, 2019.*

APPENDIX A: COMPLIANCE INFORMATION

This Public Participation Plan addresses a variety of federal requirements relating to public involvement on transportation projects. These requirements include:

- 1) The requirements found in the Code of Federal Regulations on Highways (23CFR) section 450.316(b) (1) titled: Metropolitan Transportation Planning Process: Elements b1. This section outlines ten specific requirements that have all been incorporated in the specifics of this plan.
- 2) Americans with Disabilities Act (ADA) requirements to provide equal access to people with disabilities.
- 3) Title VI of the 1964 Civil Rights Act prohibiting discrimination on the basis of race, color or national origin in programs and activities receiving federal financial assistance.
- **4)** Transportation Equity Act for the 21st Century (TEA-21) Section 1203 (h) (1) (B) & Section 1203(h) (4) requiring Metropolitan Planning Organizations to provide "Opportunity for Comment" and "Notice and Comment" when working on the Transportation Improvement Program.
- 5) Executive Order 12898: <u>Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 1994</u> which requires each federal agency to make achieving environmental justice part of its mission.
- **6)** National Environmental Policy Act of 1969 (NEPA) which focuses on providing for "all Americans' safe, healthful, productive and esthetically pleasing surroundings," and developing a "systematic, interdisciplinary approach" in community environmental decision making.
- 7) U.S. DOT Order 5610.2: <u>Order to Address Environmental Justice in Minority Populations and Low-Income</u> Populations, April 1997 which summarizes and elaborates on the Executive Order 12898.
- 8) Limited English Proficiency (LEP) DOT Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons (December 14, 2005). Title VI and its implementing regulations require that FTA recipients take responsible steps to ensure meaningful access to the benefits, services, information, and other important portions of their program and activities for individuals who are Limited English Proficient.