



# SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION FY 2018 TITLE VI/EJ ANNUAL REPORT

---

October 15, 2018

## Table of Contents

For More Information/Title VI Coordinator.....	1
Introduction.....	2
Accomplishments: Program Areas.....	2
Sub-Recipient Reviews.....	3
Title VI Training.....	3
Complaint Procedures/FY 2018 Complaints.....	3
Goals for FY 2019.....	4

**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](mailto:Karen.Lamberton@SierraVistaAZ.gov)

The current SVMPO Title VI Plan is available on the SVMPO website at [www.svmopo.org](http://www.svmopo.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 4<sup>th</sup> 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 2<sup>nd</sup>, and 3<sup>rd</sup>, 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
<b>Complaints</b>					
1)					
2)					
<b>Investigations</b>					
1)					
2)					
<b>Lawsuits</b>					
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.