

ITEM #8: FY 2015 HRTPO VDOT TITLE VI COMPLIANCE REVIEW

On March 11, 2015, the HRTPO received correspondence from VDOT (attached), regarding a Title VI Compliance review of the organization. The Title VI review is intended to capture information related to the HRTPO's compliance with Title VI laws and regulations and the extent to which the HRTPO has met Title VI Program requirements. The review began with a Desk Audit which consists of the completion and submittal of the Title VI Program Review Form and supporting documents.

Areas examined in the audit include Title VI Administration, Staffing, Public Involvement, Americans with Disabilities Act, Environmental Justice, Contracting/Consultants, Compliance Reviews and Findings, Freedom of Information Act Requests, Complaints of Discrimination and Significant Changes to the Title VI Program. The Desk Audit was completed and submitted to VDOT's Office of Civil Rights on April 8, 2015.

Ms. Kendall Miller, Principal Public Involvement and Title VI Administrator, will brief the HRTPO Board on this item.

Attachment 8



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
HAMPTON ROADS DISTRICT
1700 NORTH MAIN STREET
SUFFOLK, VIRGINIA 23434

Charles A. Kilpatrick, P.E.
Commissioner

March 11, 2015

Mrs. Camelia Ravanbakht
Interim Executive Director
Hampton Roads Transportation Planning Organization
723 Woodlake Drive
Chesapeake, VA 23320

Dear Mrs. Ravanbakht,

As you were notified on March 2, 2015, the Virginia Department of Transportation (VDOT) - Civil Rights Division is conducting a Title VI Compliance Review of your organization pursuant to 23 CFR 200.9 (b)(7). The Title VI Compliance Review will capture information related to your organization's compliance with Title VI laws and regulations and the extent to which your organization has met its Title VI Program Requirements. The review begins with the Desk Review, which consists of the completion and submittal of the enclosed Title VI Program Review form and supporting documents. A site-visit may follow depending on the results of the Desk Review.

The review form is organized into the following seven sections:

1. Title VI Administration
2. Staffing
3. Public Involvement
4. American with Disabilities Act
5. Environmental Justice
6. Contracting – consultants
7. Other: Compliance reviews and findings, Freedom of Information Act requests, complaints of discrimination, significant changes.

What You Need To Do

- Please complete the Title VI Program Review Form – MPO and return to the **Hampton Roads District Civil Rights Manager** by **April 13, 2015**.
- Attach/enclose with your submittal any documentation indicated in the form and any copies of documents that may help you support the responses provided in the form. Please do not submit any original documents.
- You can either e-mail the completed form or you can send it by regular mail.

HRTPO Title VI Program Review Letter/Form
March 11, 2015
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If you choose to use regular mail, please mail to the following address:

VIRGINIA DEPARTMENT OF TRANSPORTATION
Hampton Roads District – Civil Rights Division
Attn.: Queen T. Crittendon
1700 North Main Street
Suffolk, VA 23434

If you send by email, please email to: Queen.Crittendon@vdot.virginia.gov

Sincerely,

A handwritten signature in black ink that reads "Queen T. Crittendon". The signature is fluid and cursive, with a long horizontal line extending to the right.

Queen T. Crittendon
Hampton Roads District Civil Rights Manager
Virginia Department of Transportation

Attachment

Cc: Mr. James S. Utterback
Ms. Sandra D. Norman
Ms. Kendall L. Miller
Ms. Corina E. Herrera



Metropolitan Planning Organization Title VI Program Review Form

This questionnaire is used to assess your organization's compliance with Title VI regulations. VDOT is required to conduct Title VI reviews of Metropolitan Planning Organizations (MPOs) to monitor and ensure Title VI compliance. The review form assists VDOT in determining whether the MPO operates in a nondiscriminatory manner.

Name of MPO	
Address of MPO	
Date of Review	

Title VI Administration

1. Identify the person responsible for the administration of the Title VI policies and procedures
 Name:
 Position Title:

2. Has the Title VI representative participated in any form of training with specific reference to Title VI?
 Yes No
 If YES, what type of Training?
 Describe and provide date

3. Does the Title VI representative have access to the top official at the MPO?
 Yes No
 Please list names of the official(s)

Staffing

1. Identify the following for each individual who has responsibilities in the transportation component of the organization. Name, position title, sex, and race. Please attach an organizational chart.

NAME	POSITION TITLE	GENDER	RACE

<p>2. Of the positions above, identify those that are elected by citizens and those positions that are appointed by some governing authority. Identify the said governing authority.</p>
<p>3. Does the organization have an Affirmative Action Plan? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please attach a copy of the plan</p>
<p>Public Involvement</p>
<p>1. What efforts are made to notify the public of meetings, workshops, special sessions, etc.?</p>
<p>2. What efforts are made to ensure minorities, disabled, and other socially and economically disadvantaged individuals (low income/elderly) are aware of MPO meetings?</p>
<p>3. Are accommodations for translation services or special needs included in notices to the public? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please attach a sample of the most recent notice.</p>
<p>4. Does the MPO include minority media in all notification processes for public meetings or public review of agency documents? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, identify the media resources used by name</p>
<p>5. Where are MPO meetings held? _____ Please describe the meeting locations, time, days of week. Is the atmosphere conducive for public involvement?</p>
<p>6. Are the meetings held where bus or rail service is provided? Yes <input type="checkbox"/> No <input type="checkbox"/> If NO, please explain.</p>
<p>7. Has your organization received any request for information in an alternative format such as Braille, Audio, or non-English? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please discuss.</p>
<p>8. What is your process for providing access to persons whose primary language is not English?</p>
<p>9. Has the MPO established any advisory or citizen's group? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, describe any efforts or methods used to focus on increasing the participation of minority, socially, and economically disadvantaged individuals in the transportation planning processes.</p>
<p>10. Are persons traditionally underrepresented by transportation systems, such as low income or minority, actively sought out for involvement in MPO processes?</p>

Yes No

If YES, what methods are used?

11. Are contacts with minority groups or leaders used to identify information needs and planning/programming issues or concerns?

Yes No

If YES, identify those individuals contacted during the reporting period

12. How does the MPO gather data when assessing transportation needs, projects, and impacts?

How is the data utilized to examine and evaluate the equitable distribution of benefits and burdens of transportation investments?

Note: The emphasis here is on collecting and utilizing data that reflects community boundaries, racial and ethnic makeup, income levels, property taxes, community services, etc.

13. Are limited English proficient persons made aware that they can receive translation services at no cost to them?

Yes No

If YES, identify how

Americans with Disabilities Act

1. What efforts are made to ensure all public meetings are fully accessible to the disabled?

2. Does the MPO have a telecommunication device; teletypewriter (TTY) or does the MPO promote the use of the Virginia Relay Service for communicating with individuals with impaired speech or hearing?

Yes No

If YES, fill in which device or service is used

3. Is the TTY number posted on MPO materials such as newsletters, web site, or other published material?

Yes No

Environmental Justice

1. Has the MPO received any training on environmental justice?

Yes No

2. Identify and discuss any environmental justice issues that arose during the reporting period.

3. Does the MPO order or conduct Environmental Impact Studies?

Yes No

If YES, provide a list of studies/locations completed during the last three years

4. Is the MPO exploring innovative and proactive ways to improve and/or sustain working relationships with impacted communities including traditionally underserved communities? Please explain

Contracting - consultants

1. Did your organization award any consultant contracts during the reporting period?

Yes No

If YES, identify the following.

Total dollar amount of contracts awarded: _____

Total dollar amount awarded to DBE* firms: _____

*DBE = Disadvantaged Business Enterprises

2. Please provide list of companies, the type of service and the award amount.

3. How does your organization solicit and award consultant contracts?

4. Do contracts with consulting firms include contract provisions for Title VI, EEO, limited English proficiency, etc.?

Yes No

Provide an example.

5. How does your organization solicit DBEs?

6. How are DBE firms identified? For example, do firms self-identify or does the MPO use the listing of certified DBE firms published by the Department of Small Business and Supplier Diversity – SBSDB (a new agency formed through the merger of DMBE and Virginia DBA)?

Other

1. Has the MPO been reviewed recently by any governmental agencies (such as the Federal Transit Administration (FTA), Department of Labor, Equal Employment Opportunity Commission, etc.) for compliance with Title VI or other Equal Opportunity programs?

Yes No

If YES, please indicate the agency/agencies and provide a copy of the letter identifying the review finding(s). If the review was conducted by FTA, please attach a copy of the final report.

2. Has the MPO received any requests under the Freedom of Information Act during the previous three years?

Yes No

Please provide a summary.

<p>3. Have any formal or informal complaints of discrimination been lodged against the MPO during the previous three years? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide a statement on the nature of the complaint and status of the complaint.</p>
<p>4. What is the MPO's process for complaints of discrimination? Please describe the process for receiving, investigating, and resolving complaints?</p>
<p>5. Identify any significant issues and/or changes that have occurred during the reporting period.</p>
<p>6. Identify all individuals by name and title that are anticipated to attend an on-site compliance review if one is needed.</p>

For Office Use Only:

<p>Findings / Conclusions</p>

Compliance: _____ Non-compliance: _____

Review conducted by: _____

Approved by: _____

Date: _____ / _____ / _____