



Valdosta- Lowndes Metropolitan Planning Organization Participation Plan

Title VI Compliance Plan
Limited-English Proficiency Plan

Valdosta-Lowndes Metropolitan Planning Organization Participation Plan

Includes:
Limited-English Proficiency Plan
and
Title VI Compliance Plan

Adopted: March 2, 2021

Prepared by:



REGIONAL SERVICES • COMMUNITY FOCUSED

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The contents in this publication reflect the views of the author(s), who is (are) responsible for the facts and accuracy of the data presented herein. The opinions, findings, and conclusions in this publication are those of the author(s) and do not necessarily reflect those of the Department of Transportation, State of Georgia, the Federal Highway Administration, or the Federal Transit Administration. This publication does not constitute a standard, specification or regulation.

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This document is prepared in cooperation with the Georgia Department of Transportation, the Federal Highway Administration and Federal Transit Administration.

The VLMPO public participation process for the development of the TIP meets the Federal Transit Administration's (FTA) public participation requirements related to the development of the Section 5307 Program of Projects.

The Southern Georgia Regional Commission as the designated MPO for the Valdosta Urbanized Area ensures that all VLMPO products and programs fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. SGRC's website (www.sgrc.us) may be translated into multiple languages. Publications and other public documents can be made available in alternative languages or formats, if requested.

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RESOLUTION FY2021-?

VALDOSTA-LOWNDES
METROPOLITAN PLANNING ORGANIZATION
POLICY COMMITTEE

**RESOLUTION TO Adopt the Participation Plan including the Limited-English Proficiency Plan
and the Title VI Compliance Plan**

WHEREAS, in accordance with the U.S. Bureau of the Census officially designated Urbanized Area Boundaries established May 1, 2002, and subsequently updated; and

WHEREAS, the Southern Georgia Regional Commission has been designated by the Governor of Georgia as the Metropolitan Planning Organization for the Valdosta-Lowndes Urbanized Area (VLMPO) in accordance with Federal requirements of Title 23, Section 134 of the United States Code to have a Cooperative, Comprehensive and Continuous transportation planning process; and

WHEREAS, MPOs conduct federally-required transportation planning activities that will improve the transportation system and help coordinate the area's future growth within the area bounded, at minimum, by the existing Urbanized Area plus the contiguous area expected to become urbanized within the next 20 years; and

WHEREAS, the Southern Georgia Regional Commission is a recipient of federal funding on behalf of the VLMPO and as required in accordance with Title VI of the Civil Rights Act of 1964 and other related statutes, Executive Orders and regulations to develop a Title VI Compliance Plan and Limited-English Proficiency Plan for the VLMPO; and

NOW, THEREFORE BE IT RESOLVED, that the Valdosta-Lowndes Metropolitan Planning Organization's Policy Committee amends this Participation Plan including a Limited-English Proficiency Plan and Title VI Compliance Plan as required by Title 23 (USC 134 Section 450.308) and pursuant to the Fixing America's Surface Transportation Act (FAST Act), Title VI of the Civil Rights Act of 1964, and Executive Order 13166; Title 50 OCGA; and other related federal and state statutes, Executive Orders and regulations.

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution adopted by the Valdosta-Lowndes Metropolitan Planning Organization Policy Committee at a meeting held on March 2, 2021.

Mark Barber, City Manager, City of Valdosta
Chair, Valdosta-Lowndes Metropolitan Planning Organization Policy Committee

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Introduction

A Metropolitan Planning Organization (MPO) is a transportation policy decision-making organization made up of representatives from local governments, transportation agencies, and citizens appointed to serve in an advisory capacity. Since its inception, the Valdosta-Lowndes Metropolitan Planning Organization has sought to foster an environment that facilitates an optimal collaborative process between local officials and citizens alike.

The Federal-Aid Highway Act of 1962 required the formation of an MPO for any urbanized area with a population greater than 50,000. MPOs were created to ensure that existing and future expenditures for transportation projects and programs were based on a comprehensive, cooperative, and continuing (3-C) planning process. Federal funding for transportation projects and programs are channeled through this planning process.

~~On May 1, 2002, the U. S. Bureau of the Census designated Valdosta, Georgia as a new Urbanized Area. After meeting the population threshold, the Valdosta Urbanized Area (UZA) is now required by Title 23, Section 134 of the United States Code to have a comprehensive transportation planning process to be eligible for federal transportation funds.~~



~~Through resolutions adopted by the Lowndes County Board of Commissioners and the Mayor and Council of the City of Valdosta, and upon request of the Commissioner of the Georgia Department of Transportation, the Governor of Georgia designated the Southern Georgia Regional Commission as the Metropolitan Planning Organization (MPO) for the Valdosta UZA and as the recipient of Federal transportation planning funds.~~



~~Subsequent to this designation, the Southern Georgia Regional Commission established the committees of the Valdosta-Lowndes Metropolitan Planning Organization. These committees include a Policy Committee, a Technical Advisory Committee, and a Citizen Advisory Committee.~~

Importance of Public Involvement

Some of the main avenues through which the public is involved in the process include:

- Seeking outreach through physical exposure with many community groups and organizations as well as through the use of newsletters, television, radio, newspapers, and magazines to help spread awareness. This may also include piggy-backing on other events such as high school and college football games. These strategies and others are listed in the Strategies and Techniques section and are advised by the Transportation

Review Board as the state of practice according to their most recent national survey.¹

- Ongoing dialog both in person and through other means of communication such as websites and newer relevant technologies like texting and apps open up the possibilities of real time polling, voting, and participation through live streaming of events. These newer techniques of communication are becoming increasingly more pertinent to affected populations, which according to the Pew Foundation are “more likely than other groups to use their phones as their main source of the internet.”²

Public involvement is integral to the MPO’s transportation planning mission. Without meaningful public involvement, there is a risk of making less than optimal decisions. With public involvement, it is possible to make a lasting contribution to Valdosta-Lowndes County area’s quality of life. Public Involvement is more than meeting a requirement of an agency or a means of fulfilling a statutory obligation. Neglecting public involvement can result in unnecessary delays, litigation and can erode public trust. True public involvement is central to good decision making.

One aspect of public involvement that is essential is Environmental Justice. Under this term falls the responsibility of giving all interested parties reasonable opportunities to comment on transportation planning activities including convenient and accessible locations as well as access to electronic formats. This is especially true for prevention of discrimination based on disabilities, race, color, national origin,

sex, age, limited English or non-English speaking persons, and low-income populations.



Purpose of the Participation Plan

The Participation Plan (PP) is a living document for both citizens and planners alike to use for finding the exact processes through which the MPO facilitates democratic solutions to transportation issues. It is defined under the Fixing America’s Surface Transportation Act (FAST Act) as the process or framework for providing citizens, affected public agencies and other associated stakeholders with reasonable opportunities to be involved in the metropolitan transportation planning process. In an effort to better integrate Title VI requirements and Limited-English Proficiency planning efforts to public participation, these elements are also included in this plan. As all three elements relate to one another and how the ~~VL~~MPO communicates and engages the public they are presented here as one plan, with common policies and strategies to implement each element.

Organization of the MPO

~~The Southern Georgia Regional Commission (SGRC) is the designated MPO for the Valdosta Urbanized Area. The Valdosta-Lowndes MPO~~

1 U. S. Department of Transportation Federal Highway Administration. 2015. Public Involvement Techniques for Transportation Decisionmaking. Retrieved Oct. 15, 2015.

(http://www.fhwa.dot.gov/planning/public_involvement/publications/pi_t echniques/fhwahep15044.pdf)

2 Transportation Research Board. 2013. Update on the State of the Practice: Public Involvement in the 21st Century Prepared by: TRB

Committee on Public Involvement in Transportation ADA60. Retrieved Oct. 15, 2015.

(VLMPO) is mandated by the Federal Highway Act of 1962 (and subsequent re-authorizations) to perform the transportation planning activities within the urbanized area. The legislation ensures that there will be a “continuing, cooperative and comprehensive” (referred to as “3-C”) planning process involving federal, state and local agencies, as well as citizens and other affected stakeholders.

The process involves collaboration among various governmental agencies and results in a consensus regarding the transportation plans for that urbanized area. Figure 1 (on the following page) displays the Valdosta Urbanized Area and Metropolitan Planning Area which includes all of Lowndes County and portions of Berrien, Brooks and Lanier Counties. The VLMPO is governed by a Memorandum of Understanding (updated in December 2018) and bylaws for each of the committees that outline the various responsibilities for each local government, the Georgia Department of Transportation and the SGRC (MOU) and the various MPO committees (bylaws). These roles and responsibilities either are requirements of FAST Act and other federal regulations or are put in place as a part of best practices for public participation and other parts of the planning process.

As a result of the 2000 Census, in 2003, the Valdosta-Lowndes Metropolitan Planning Organization (VLMPO) was established pursuant to federal law to address transportation planning within Lowndes County and the urbanized portions of Berrien, Brooks, and Lanier Counties, including the municipalities of Dasher, Hahira, Lake Park, Ray City, Remerton, and Valdosta. The Governor of Georgia designated the Southern Georgia Regional Commission (SGRC), an 18-county regional planning and intergovernmental coordination agency, as the Metropolitan Planning Organization (MPO) and the designated recipient of federal funds for all planning activities associated with VLMPO. A Memorandum of Understanding outlines the roles and responsibilities each of the participants (local governments, SGRC, and Georgia

Department of Transportation) in the VLMPO planning area. The SGRCs Transportation and Environment Department staff and other staff of the SGRC perform the day-to-day functions of transportation planning activities within the planning area. For VLMPO activities, the staff reports to the VLMPO Policy Committee, not the SGRC Council. The VLMPO Policy Committee (PC) is comprised of elected officials and other decision makers from each participating jurisdiction and provides final decision-making authority and vision for VLMPO. The Technical Advisory Committee (TAC) and Citizens Advisory Committee (CAC) provide insightful input to the Policy Committee on transportation issues.

Policy Committee

The Policy Committee is a forum for cooperative decision making by principal elected and appointed officials of the general purpose local governments and inter-modal transportation providers. The Policy Committee is also responsible for taking into consideration the recommendations from the Citizen’s Advisory Committee and the Technical Advisory Committee when adopting plans or setting policy. The Policy Committee has final authority in the matters of policy and adoption of plans.

The Policy Committee, with input from the Citizens Advisory Committee and Technical Advisory Committee, annually revises and adopts the Transportation Improvement Program and other documents, resolutions, amendments, etc. in order to comply with the federal regulations.



Technical Advisory Committee

The Technical Advisory Committee (TAC) membership includes staff from various federal, state, and local agencies and other associations who have a technical knowledge of transportation or planning. The TAC functions to ensure the involvement of all operation departments, advisory agencies, and multi-modal transportation providers involved with the planning process and subsequent implementation of plans. The TAC evaluates transportation plans and projects based on whether or not they are technically warranted and financially feasible.

Citizen's Advisory Committee

The Citizens Advisory Committee (CAC) consists of volunteers who are interested in transportation issues. The CAC is responsible for keeping the Policy Committee informed of the community's perspective and provides information to the community about

transportation policies and issues. The CAC ensures that the values and interests of the communities of the area are taken into consideration in the planning process. Representation on the CAC includes citizens of the MPO area as well as representatives from groups who represent various diverse populations throughout the community. The ~~VLMP~~ staff works in other ways to involve and engage the public in throughout the region. This engagement includes opportunities to speak at public meetings of the MPO, annual meetings with the County Commissioners and/or staff, or other specific outreach efforts.

~~VLMP~~ staff monitors the racial makeup of the VLMP committees and compares this to the makeup of the MPO planning area as a whole. The current makeup as of 9/4/193/2/2021 is listed in Appendix N and is updated at least annually. Current membership rosters of all VLMP Committees are available on the website at www.sgrc.us.

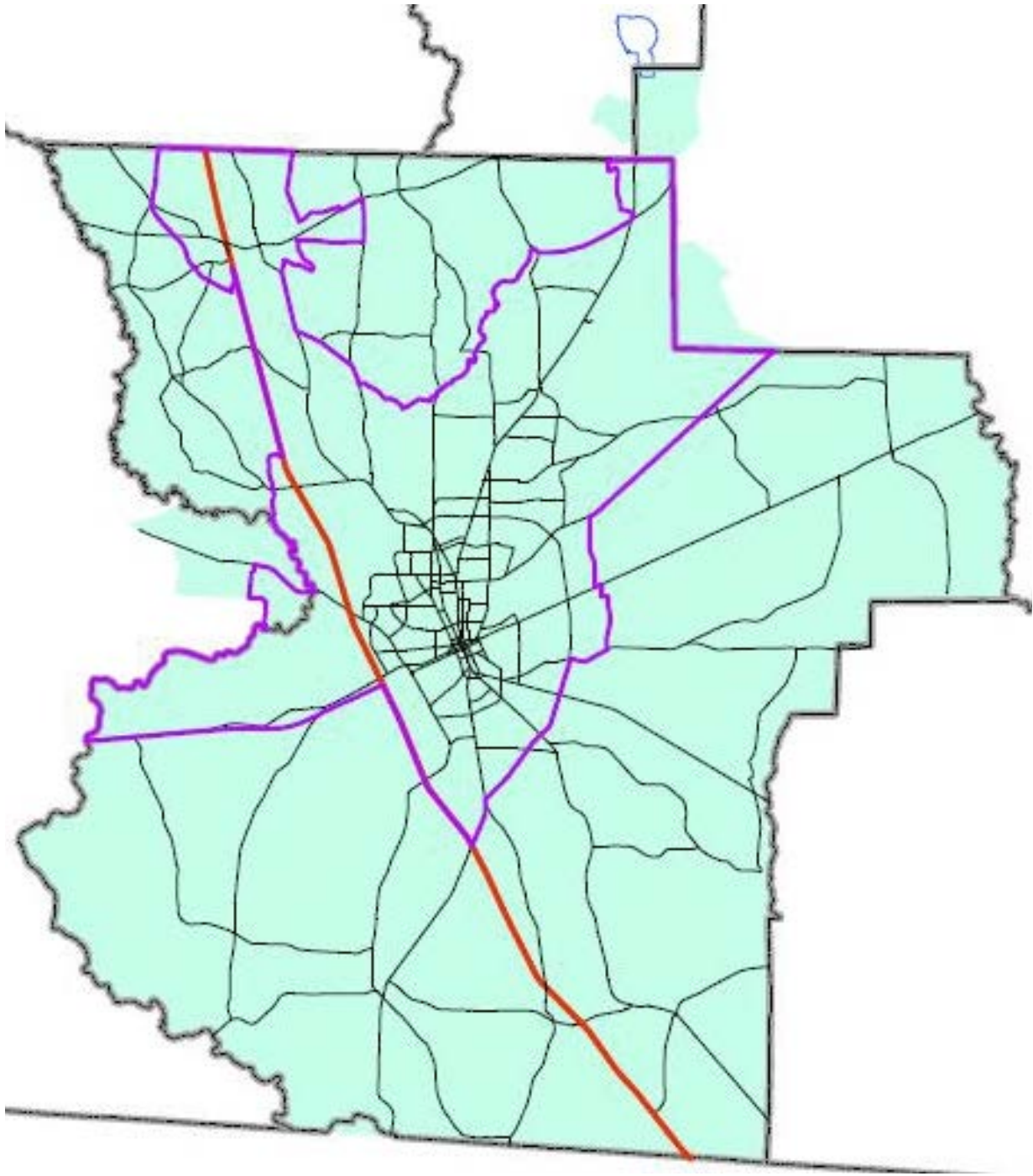


Figure 1 Valdosta-Lowndes MPO Metropolitan Planning Area (blue shaded area) and Urbanized Area boundary (purple).

Lowndes County Demographics

The demographics of a community are important when evaluating public engagement in any planning activity. The tables below show a snapshot of the demographic information about Lowndes County, Georgia. More detailed socioeconomic information is available in our report *2045 Socioeconomic Data Study*, available on our website at www.sgrc.us.



Figure 2 Staff Speaking to a Group of Interested Citizens

Race: 2017 ⁹ ACS 1-yr Estimates (B02001)	Estimate	Margin of Error
Total:	115,489 <u>117,406</u>	*****
White alone	64,240 <u>64,198</u>	+/-1,356 <u>+/-1,113</u>
Black or African American alone	44,053 <u>44,209</u>	+/-993 <u>+/-1,011</u>
American Indian and Alaska Native alone	1,076 <u>1,050</u>	+/-931 <u>+/-509</u>
Asian alone	1,339 <u>1,265</u>	+/-556 <u>+/-255</u>
Native Hawaiian and Other Pacific Islander alone	614 <u>1,197</u>	+/-704 <u>+/-268</u>
Some other race alone	2,858 <u>3,522</u>	+/-1,310 <u>+/-1,505</u>
Two or more races:	3,226 <u>3,221</u>	+/-1,064 <u>+/-1,176</u>
Two races including Some other race	115 <u>1,165</u>	+/-153 <u>+/-199</u>
Two races excluding Some other race, and three or more races	3,111 <u>2,056</u>	+/-1,035 <u>+/-1,127</u>

Household Income: 2017 ⁹ ACS 1-yr Estimates (B19001)	Estimate	Margin of Error
Total	42,639 <u>41,585</u>	+/-1,440 <u>+/-1,515</u>
Less than \$10,000	3,441 <u>3,472</u>	+/-1,285 <u>+/-1,713</u>
\$10,000 to \$14,999	1,614 <u>1,622</u>	+/-798 <u>+/-721</u>
\$15,000 to \$19,999	2,894 <u>2,904</u>	+/-1,029 <u>+/-788</u>
\$20,000 to \$24,999	2,675 <u>2,629</u>	+/-1,266 <u>+/-1,105</u>
\$25,000 to \$29,999	3,284 <u>3,248</u>	+/-1,094 <u>+/-583</u>
\$30,000 to \$34,999	3,052 <u>3,094</u>	+/-1,020 <u>+/-548</u>
\$35,000 to \$39,999	2,449 <u>2,463</u>	+/-820 <u>+/-541</u>
\$40,000 to \$44,999	1,746 <u>1,733</u>	+/-630 <u>+/-712</u>
\$45,000 to \$49,999	1,619 <u>1,604</u>	+/-871 <u>+/-950</u>
\$50,000 to \$59,999	3,581 <u>3,585</u>	+/-1,204 <u>+/-896</u>
\$60,000 to \$74,999	4,940 <u>4,984</u>	+/-1,182 <u>+/-995</u>
\$75,000 to \$99,999	5,153 <u>5,052</u>	+/-1,275 <u>+/-1,004</u>
\$100,000 to \$124,999	1,970 <u>1,931</u>	+/-627 <u>+/-968</u>
\$125,000 to \$149,999	1,626 <u>1,650</u>	+/-800 <u>+/-738</u>

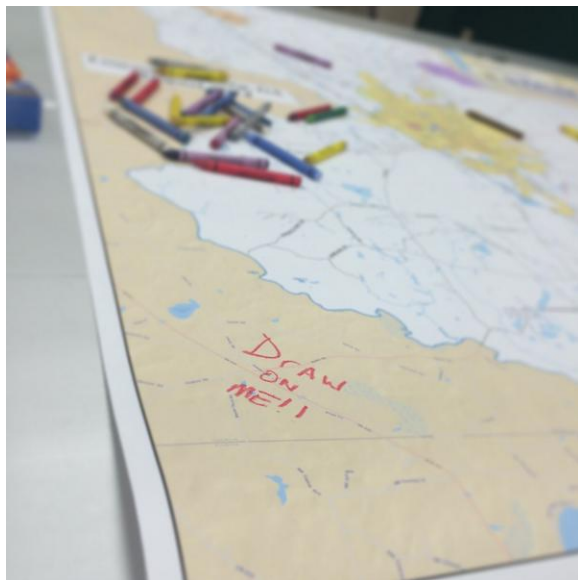
\$150,000 to \$199,999	<u>1,226,121</u> 14	+/-458 450
\$200,000 or more	<u>1,369,800</u>	+/-634 371
Median income (dollars) (B19013)	<u>\$45,683</u> 41,156	+/-7,502 4,622

65 to 69 years	<u>4,763,293</u>	+/-770 646
70 to 74 years	<u>3,756,619</u>	+/-673 655
75 to 79 years	<u>1,992,241</u>	+/-764 698
80 to 84 years	<u>2,390,096</u>	+/-667 783
85 years and over	<u>1,776,055</u>	+/-637 364
SUMMARY INDICATORS		
Median age (years)	<u>30.430.3</u>	+/-0.30.5

Age: 2017 ACS 1-yr Estimates (S0101)	Estimate	Margin of Error
Total population	<u>115,489,117,406</u>	*****
AGE		
Under 5 years	<u>8,196,834</u>	+/-696 449
5 to 9 years	<u>8,460,444</u>	+/-902 1,069
10 to 14 years	<u>7,886,135</u>	+/-963 1,271
15 to 19 years	<u>8,045,274</u>	+/-1,477 1,289
20 to 24 years	<u>15,147,14,740</u>	+/-1,875 1,458
25 to 29 years	<u>10,275,256</u>	+/-1,536 423
30 to 34 years	<u>8,423,264</u>	+/-747 671
35 to 39 years	<u>7,605,7,624</u>	+/-1,325 1,372
40 to 44 years	<u>6,516,5,617</u>	+/-1,385 1,214
45 to 49 years	<u>4,595,5,876</u>	+/-550 589
50 to 54 years	<u>5,838,5,956</u>	+/-368 618
55 to 59 years	<u>5,882,7,292</u>	+/-900 847
60 to 64 years	<u>5,861,4,873</u>	+/-927 756

Transportation Planning Process

Transportation planning in the Valdosta-Lowndes Metropolitan Planning Area provides the information, tools, and public input needed to enhance the performance of its transportation system. Transportation planning reflects the metropolitan area's vision for its future transportation needs. It includes consideration of possible strategies; an evaluation procedure that includes different viewpoints; participation by relevant transportation agencies and organizations; and open, timely and meaningful involvement of the public. Consideration of the links between transportation and other needs of the community are crucial in transportation decision making.



The overall goal of the Valdosta-Lowndes MPO is to maintain a continuing, comprehensive and cooperative transportation planning process. Led by three standing committees, the process is designed to encourage involvement by all interested groups, such as the business community, neighborhood associations, environmental organizations, social service agencies, educational institutions and the general public.

The MPO, in coordination with local governments, local transportation agencies, the Georgia Department of Transportation, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) are responsible for conducting the transportation planning process. In 2013 the VLMPO in partnership with Lowndes County and the City of Valdosta completed the Common Community Vision for Greater Lowndes County. This public input effort was implemented to identify a common vision for the communities' transportation and land use planning efforts. The VLMPO has adopted (January 29, 2014) the following Common Community Vision (CCV):

"A resilient community where partnerships and coordination promote regional success in economic development, education, infrastructure, and a high quality of life."

It is essential to extend public participation to all interested citizens who are served by the transportation system and transportation services in the metropolitan area. This Participation Plan strives to fulfill at least one goal of the CCV, "to develop regional leadership in local governments that promotes transparency, citizen engagement, and coordinated delivery of government services."



Figure 3 The Transportation Planning Process

Federal and State Requirements

Several federal and state laws and regulations govern participation efforts of MPOs. This section describes those laws and how the VLMPO is working to meet these requirements.

FAST Act

The Fixing America's Surface Transportation Act stipulates that MPOs must have a participation plan that is developed in consultation with interested parties and provides all interested parties reasonable opportunities to comment on transportation planning activities. Methods for carrying out participation efforts included in the law at a minimum are to hold meetings at convenient, accessible locations and times; employ visualization techniques to describe plans; and to make information available in electronic accessible formats.

This PP outlines the VLMPO's engagement methods, strategies and policies to carryout participation amongst all interested parties.

23 CFR 450.316

“(a) The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies...and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.”

This PP is the documented process by which the VLMPO provides stakeholders and interested parties reasonable opportunities to be involved in the metropolitan transportation planning process.

“(1) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

(i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points...”

This PP outlines the procedures for public notice of ~~MPO~~-VLMPO activities utilizing resources such as the local newspaper, websites, mailing lists, television and radio media outlets and other means.

*“(ii) Providing timely notice and reasonable access to information about transportation issues and processes;
(iii) Employing visualization techniques to describe metropolitan transportation plans and TIPs;
(iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means...”*

The VLMPO will maintain a website and use other resources such as Geographic Information Systems (GIS), maps, videos, and other techniques to help the public visualize projects and the transportation planning process.

“(v) Holding any public meetings at convenient and accessible locations and times;”

The VLMPO will hold events and meetings at ADA (Americans with Disabilities Act) accessible locations and will vary times to make it convenient for all members of the public to attend.

*“(vi) Demonstrating...consideration and response to public input received...
(vii) Seeking out and considering the needs of those traditionally underserved...
(viii) Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that*

was made available for public comment...

(ix) Coordinating with the statewide transportation planning public involvement and consultation processes... and”

Through the policies and techniques in this PP the VLMPO will consider and respond to comments received and will work to get input from those traditionally underserved. The VLMPO will actively coordinate with statewide and community stakeholders through the techniques in this PP.

“(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process”

The VLMPO will from time-to-time review and update this PP as needs of the community change including changes to the urbanized area boundaries as designated by the US Census Bureau.

“(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP...a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.

The VLMPO will respond to significant public comments received and document the comments and responses as a part of the final draft of transportation plans and TIPs.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO... and shall be posted on the World Wide Web...”

As prescribed in Federal regulation and this PP the VLMPO will provide the required public

comment periods for all necessary publications.

“(b) In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation...MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies...”

This PP outlines the process by which consultation agencies are involved in the transportation planning process carried out by the VLMPO.

23 CFR 230

In four subparts, this federal regulation outlines various participation measures for equal participation in federal-aid contracts as follows:

Subpart A - §_230.101: “The purpose of the regulations in this subpart is to prescribe the policies, procedures, and guides relative to the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts, except for those contracts awarded under 23 U.S.C. 117, and to the preparation and submission of reports pursuant thereto.”

~~While the SGRC Neither the VLMPO nor the SGRC, which provides staff support to the VLMPO, does not~~ participate specifically in federal-aid construction contracts, many other federally funded programs at the SGRC require similar equal employment opportunities to be provided by the SGRC or its contractors, including MPO funded planning contracts.

Subpart B - §_230.201: “To prescribe the policies, procedures, and guidance to develop, conduct, and administer supportive services assistance programs

for minority, disadvantaged, and women business enterprises.”

The SGRC maintains a Disadvantaged Business Enterprise (DBE) Policy for all transportation related programs (including the MPO funded programs). This policy is reviewed annually and the DBE participation goal is revised from time to time to reflect funding and supplier changes.

Subpart C - § 230.301: “The purpose of the regulations in this subpart is to set forth Federal Highway Administration (FHWA) Federal-aid policy and FHWA and State responsibilities relative to a State highway agency's internal equal employment opportunity program and for assuring compliance with the equal employment opportunity requirements of federally-assisted highway construction contracts.”

The SGRC works to ensure that every employee performs all official equal employment opportunity actions in an affirmative manner for our own work force and the work forces of contractors and sub-contractors.

Subpart D - § 230.401: “The purpose of the regulations in this subpart is to prescribe policies and procedures to standardize the implementation of the equal opportunity contract compliance program, including compliance reviews, consolidated compliance reviews, and the administration of areawide plans.”

The SGRC has developed policies and procedures standardizing the implementation of equal opportunity contract participation as found in our the procurement policies.

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d) provides that "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise

subjected to discrimination under any program or activity receiving Federal financial assistance." The scope of Title VI was expanded by the Civil Rights Restoration Act of 1987 (P.L. 100-209) to include all of a recipient's and contractor's programs or activities, whether federally assisted or not.³

The VLMPO, through this PP, strives to uphold and meet the requirements of the Civil Rights Act. This PP, including the LEP and Title VI Plans, provide the guidance for staff and the community in delivering appropriate public involvement opportunities.

23 U.S. Code 324

“No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this title or carried on under this title.”

The VLMPO, through this PP strives to meet the requirements of the Act on Equality between sexes through strategies that promote outreach to under-represented populations. The SGRC, which provided staff support for the VLMPO, includes nondiscrimination measures in its employment, personnel, procurement and Disadvantaged Business Enterprise (DBE) policies.

Equal Pay Act of 1963

“To prohibit discrimination on account of sex in the payment of wages by employers engaged in commerce or in the production of goods for commerce.”

The SGRC personnel policies include nondiscrimination measures related to equal pay. The SGRC also imposes these requirements on contractors who are working on MPO-related projects.

42 U.S. Code § 6101

“to prohibit discrimination on the basis of age in programs or activities receiving Federal financial assistance.”

The VLMPO analyzes census data from time to time to better locate specific populations that might be under-represented in the transportation planning process, or who may require special transportation needs or considerations. The *2045 Socioeconomic Data Study* is an example of this report that included an analysis of older populations.

42 U.S. Code 12101 et seq.

“...to provide a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities...”

and 49 CFR 27, 37, and 38 – see sections regarding “Section 504 of the Rehabilitation Act of 1973” and the “Americans with Disabilities Act”.

and 49 CFR 21 (specifically 21.7)

“Every application for Federal financial assistance to which this part applies...as a condition to its approval and the extension of any Federal financial assistance pursuant to the application, contain or be accompanied by, an assurance that the program will be conducted or the facility operated in compliance with all requirements imposed by or pursuant to this part.”

The VLMPO certifies, at least annually, when it applies for federal financial assistance from the Federal Transit Administration; and upon adoption of the Transportation Improvement Program, that it will comply with all Federal statutes relating to nondiscrimination.

49 U.S. Code § 5332

“A person may not be excluded from participating in, denied a benefit of, or

discriminated against under, a project, program, or activity receiving financial assistance under this chapter because of race, color, religion, national origin, sex, disability, or age.”

The VLMPO, through this PP, strives to not discriminate against any individual or group. This PP outlines ways in which additional outreach to under-represented populations may occur to gather input, and to ensure benefit is received from transportation improvements planned for by the VLMPO.

23 U.S. Code § 324

“No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this title or carried on under this title.”

The VLMPO, through this PP, strives to uphold and meet the requirements of this and other discrimination laws and regulations. This PP provides the guidance for staff and the community in delivering appropriate public involvement opportunities to all participants in the transportation planning process.

Section 504 of the Rehabilitation Act of 1973

“No otherwise qualified individual with a disability in the United States, as defined in section 705(20) of this title, shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance or under any program or activity conducted by any Executive agency...”

The VLMPO analyzes census data from time to time to better locate specific populations that

might be under-represented in the transportation planning process, or who may require special transportation needs or considerations. The *2045 Socioeconomic Data Study* is an example of this report that included an analysis of persons with disabilities.

Executive Order 12898

“Each Federal Agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low income populations.

Executive Order 12898 addresses Environmental Justice actions to be taken by agencies receiving federal funds to mitigate impacts in Minority and Low-Income Populations. The VLMPO, ~~as a recipient of federal funds and~~ as a part of the public participation process works to engage minority and low-income populations to ensure that impacts from transportation projects are mitigated appropriately.

- How will the public involvement program reach low-income and minority communities?
- What statistics should be collected about minority and low-income communities, and how are they used to assess possible inequities?
- How are information and data incorporated into decision making?

The VLMPO approaches each of these questions differently for different aspects of the transportation planning process, however this PP outlines techniques and policies to help promote Environmental Justice and mitigate impacts on minority and low-income populations. An additional analysis of minority groups and other Environmental Justice characteristic is found in a separate report prepared by students from Valdosta State University titled: *A Report on Key Indicators for Establishing Environmental Justice in*

Transportation Planning in Lowndes County, 2015. This report is available on the SGRC website at www.sgrc.us.

Executive Order 13166

“implement a system by which [limited English-proficient or "LEP"] persons can meaningfully access...services consistent with, and without unduly burdening, the fundamental mission of the agency.”

Executive Order 13166 required federal agencies and any other entities that receive federal funds to make their activities accessible to non-English speaking persons and should be given equal opportunity to participate in programs and have access to services provided thereof. As a supplement to this PP a Limited English Proficiency Plan (LEP) has been developed by the VLMPO to identify languages other than English prominent in the community. The LEP and the PP outline techniques and policies to allow non-English speaking populations an opportunity to participate in the transportation planning process.

Americans with Disabilities Act

The Americans with Disabilities Act requires coordinating with the disabled community in the development and implementation of transportation services. Planners, engineers, and developers must provide access for the disabled at sidewalks, ramps, and street crossings and in parking or transit facilities. Moreover, persons with disabilities must be able to access the sites where public involvement activities occur as well as where information is presented.

This PP outlines the policies and techniques that the VLMPO will strive to meet to ensure that persons with disabilities are not denied access to the transportation planning process or to transportation projects and improvements developed cooperatively ~~with the MPO~~ within the MPO planning process.

Georgia Planning Act of 1989

Under the rules of the Georgia Department of Community Affairs created by the Georgia Planning Act, the planning process, “must be conducted with adequate public participation, to insure that identified needs, vision, goals and implementation strategies adopted by the community are reflective of community values, drives and intentions and can be implemented (with adequate public support) through community investments, initiatives, regulations and programs.” The VLMPO strives to provide adequate public participation and meet the needs, vision, and goals set forth by the community.

Georgia Open Meetings Act

~~The Southern Georgia Regional Commission as the designated VLMPO for the Valdosta Urbanized Area~~ must adhere to both federal and state laws and regulations for open meetings. The VLMPO will make its committee agendas, minutes and other information accessible according to the laws of the State of Georgia and as outlined in this PP.

Georgia Open Records Act

~~As described above the SGRC as an MPO is subject to both federal and state regulations.~~ The VLMPO in accordance with the laws of the State of Georgia makes information available in accessible formats as described by the policies and techniques in this PP. Any other documents or records subject to the Open Records Act are provided upon request and review in compliance with the law.

Common Community Vision

In January 2014, the VLMPO adopted a Common Community Vision for Greater Lowndes County. This document is meant to guide implementation of various planning efforts including ~~the VLMPO long rangemetropolitan~~ transportation plans, transportation improvement programs, and work programs. The CCV contains goals for public participation and community engagement and those goals are incorporated into this Participation Plan as well.

Limited English Proficiency Plan

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or "LEP." Language for LEP individuals can be a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by federally funded programs and activities.

Title VI and Executive Order 13166

In certain circumstances, a failure to ensure that LEP persons can effectively participate in or benefit from federally assisted programs and activities may violate the prohibition against national origin discrimination under Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the U.S. Department of Transportation's (DOT) Title VI regulations at 49 CFR Part 21.

To clarify existing requirements for LEP persons under Title VI, on August 11, 2000, President Clinton issued Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." The Executive Order requires each Federal agency to examine the services it provides and develop and implement a system by which LEP persons can meaningfully access those services consistent with, and without unduly burdening, the fundamental mission of the agency. Each Federal agency is also directed to work to ensure that recipients of Federal financial assistance provide meaningful access to their LEP applicants and beneficiaries. To this end, each agency must prepare a plan to improve access to its federally conducted programs and activities (i.e., the services it provides directly to the public) by eligible LEP persons.

~~As a federal funding recipient, the~~ The VLMPO will comply with Executive Order 13166 by establishing an LEP using the framework provided by the U.S. Department of Transportation (USDOT) and the Federal Transit

Administration's (FTA) publication, *Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons* (April 13, 2007). The USDOT guidance outlines four factors recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the MPO, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the MPO.
3. The nature and importance of the MPO, activity, or service provided by the MPO to the LEP community.
4. The resources available to the MPO and costs.

The greater the number or proportion of eligible LEP persons; the greater the frequency with which they have contact with a program, activity, or service; and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed. Smaller recipients with more limited budgets are typically not expected to provide the same level of language service as larger recipients with larger budgets. The intent of DOT's guidance is to suggest a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small organizations and local governments.

LEP Assessment

In developing this plan, the ~~VLMPO~~ assessed each of these four factors, mentioned previously, as they relate to the Lowndes County portion of the Metropolitan Planning Area

(Berrien, Brooks, and Lanier portions are too small to have relevant statistics, they are assumed to be similar ~~in proportion~~ to Lowndes County as a whole).

Factor 1:

The number or proportion of LEP persons eligible to be served or likely to be encountered by the MPO, activity, or service of the recipient or grantee.

The planning area of the VLMPO consists of the cities of Valdosta, Ray City, Remerton, Hahira, Dasher and Lake Park, as well as Lowndes, Brooks, Lanier, and Berrien Counties. According to the U.S. Census Bureau (20135-20197 American Community Survey), the primary language for Lowndes County is English, but ~~6.35.8%~~ of people speak a language other than English at home. Spanish is the most common other language spoken at home in Lowndes County ~~3,950 persons identified.~~

Table 1 Language Other than English Spoken at Home in Lowndes County.

	201 <u>35</u> -201 <u>79</u> ACS (S1601)
Estimate	<u>6,6936,189</u>
Margin of Error	+/- <u>60514</u>
Lowndes County %	<u>6.35.8%</u>
United States %	<u>21.321.6</u>

According to the most recent available Census data (2019 ACS table C16001) it is estimated that 2,7061,830 individuals in Lowndes County speak English less than very well. About 6054% of those individuals speak Spanish as their native language. As a result the VLMPO publishes vital documents in Spanish as well as English. Other significant languages spoken in the community include Gujarati, Chinese, and Korean.

Speak English less than "very well"		
Language	Estimate	Percent
<u>Total</u>	<u>107,207</u>	<u>N/A</u>
<u>Speak English Only</u>	<u>101,018</u>	<u>N/A</u>
<u>Spanish</u>	<u>1,103</u>	<u>1.03%</u>
<u>German</u>	<u>13</u>	<u>0.01%</u>
<u>Slavic Languages</u>	<u>57</u>	<u>0.05%</u>
<u>Indo-Euro Languages</u>	<u>254</u>	<u>0.24%</u>
<u>Korean</u>	<u>79</u>	<u>0.07%</u>
<u>Chinese</u>	<u>78</u>	<u>0.07%</u>
<u>Vietnamese</u>	<u>28</u>	<u>0.03%</u>
<u>Tagalog</u>	<u>56</u>	<u>0.05%</u>
<u>Other Asian Languages</u>	<u>150</u>	<u>0.14%</u>
<u>Arabic</u>	<u>3</u>	<u>0.00%</u>
<u>Other Languages</u>	<u>9</u>	<u>0.01%</u>
Total LEP Languages	1,830	
5% of Total Service Area	5,360	
<u>Source: 2019 ACS table C16001</u>		

Figure 4 Persons Speaking English less than "very well"

Factor 2:

The frequency with which LEP individuals come in contact with the MPO.

The ~~V~~LMPPO has not received any formal requests by LEP individuals for language translation of any document nor for an interpreter at any public meeting since first being designated as an MPO in 2002. Most popular web browsers automatically translate into a given language so basic information about the ~~V~~LMPPO and its documents are available to a broad audience regardless of language. The ~~V~~LMPPO also advertises TDD services on its website. In all public notices, the ~~V~~LMPPO includes the following language: "If you need the help of a translator of _____ language, please contact the SGRC at 229-333-5277, at least 1 week before the meeting.", translated in all of the LEP languages identified as over 5% of the population or more than 1,000 persons. that does not speak English "very well".

Factor 3:

The nature and importance of the MPO, activity, or service provided by the MPO to the LEP community.

The VLMPO ~~uses~~ utilizes Federal funds to plan for transportation projects and does not provide any direct service or program that requires vital, immediate or emergency assistance, such as medical treatment or services for basic needs (like food or shelter).

The VLMPO is mandated by the Federal government to create and maintain three key documents: a Unified Planning Work Program (UPWP) outlining MPO activities, a short-term four-year Transportation Improvement Program (TIP) and a ~~Long—Range~~ Metropolitan Transportation Plan (~~LRTPMTP~~) which covers at least 20 years. VLMPO has a Participation Plan (PP) which outlines strategies and techniques used to garner the input of all residents who can shape the planning process or wish to know more about the direction of transportation planning and how it will affect them.

Factor 4:

The resources available to the MPO and overall costs.

The final factor weighs the previous factors to assess the needs of LEP individuals against the resources available to the MPO providing assistance in a language other than English. The ~~VLMPO—planning area~~ does have a significant number of LEP residents within Lowndes County but historically the frequency of contact with the MPO has been low. Full translation of major MPO documents would be prohibitively expensive. The VLMPO has been committed to the principle of inclusivity and used more cost-effective means of ~~outreach, such as the Google translator as mentioned earlier. Should~~ outreach. Should translation services be required in the future, the VLMPO will seek out translation and interpretation services and exhaust all reasonable resources to accommodate the needs of the LEP

populations. The VLMPO will continue to develop relationships with organizations that serve non-English speaking populations to encourage participation by the organizations and the interests they represent to participate in the transportation planning process.

LEP Implementation Plan

The VLMPO produces the following vital documents that are available in the identified languages on our website:

- Title VI Notice to the Public
- Title VI Complaint Procedures
- Title VI Complaint Form

There are various tools and strategies the VLMPO can use to help ensure that the needs of an LEP population are addressed. The following strategies and tools outline the efforts the VLMPO will undertake to ensure compliance with Title VI of the Civil Rights Act.

Engaging LEP Persons

When the VLMPO sponsors a public function, a staff member or designee will greet and briefly speak to each attendee, informally gauging the attendee's ability to speak and understand English, he or she will ask a question that requires a full sentence reply.

The VLMPO may use the Census Bureau's "I Speak Cards" at a sign-in table for those who speak a language other than English. While staff may not be able to provide translation assistance at this meeting, the cards can be an excellent tool to identify language needs for future meetings.

For a public meeting or open house the notice shall include the language: "If you need the help of a translator of _____ language, please contact the SGRC at 229-333-5277, at least 1 week before the meeting.", for all identified languages.

Language Assistance Measures

In the event that the ~~V~~MPO should receive a request for assistance in a foreign language, staff members will take the name and contact information of the person. Staff will determine the language spoken and seek out a local translator/interpreter. If the required language translator/interpreter is not available locally, staff shall use other professional services like the Language Line or the Atlanta Association of Interpreters and Translators.

~~MPO~~ Staff Training

Incoming staff members will be briefed on the VLMPOs LEP Plan and how to assist LEP residents. They will be told to keep a record of language assistance requests to assess future LEP population needs.

The appendix includes a record of the staff training (related to: Title VI, LEP, EJ, ADA, PP, etc.) received and is updated on an annual basis.

Providing Notice to LEP Persons

The VLMPO will provide notice in English that includes a statement in English and other identified languages for all public meetings in accordance with its Participation Plan.—~~The VLMPO will utilize M~~minority language media (newspapers, websites, etc.) will be utilized when available.

Non-English Speaking Communities

Upon request, the ~~V~~MPO may make arrangements to have a translator available for communications in another language and to have written materials distributed at the meeting in the requested language.

Monitoring and Updating the LEP Plan

MPOs are required to update key planning documents (see Factor 3), and monitoring the success of the LEP Plan will be an ongoing process. Together with the PP, the LEP plan will be reviewed annually for any necessary updates.

Dissemination of the LEP Plan

~~The MPO will post t~~The LEP Plan and the PP will be posted on ~~its—the~~ SGRC website at: www.sgrc.us/transportation. Copies of the LEP Plan will be provided to the Georgia Department of Transportation (GDOT), Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and any person or agency requesting a copy.

Title VI Compliance Plan

Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) provides 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 otherwise be subject to discrimination under and program or activity receiving Federal financial assistance.” The scope of Title VI was expanded by the Civil Rights Restoration Act of 1987 to include all of a recipient’s and contractor’s programs or activities, whether federally assisted or not.

The broader application of nondiscrimination law that is found in other statues, regulations and Executive Orders include: Section 324 of the Federal-Aid Highway Act of 1973 that prohibits discrimination based on sex. The Uniform Relocation Assistance and Real Property Acquisition real Property Acquisition Policies Act of 1970 that prohibits unfair and inequitable treatment of personas a result of projects that are undertaken with Federal financial assistance. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the bases of disability as does the Americans with Disabilities Act 1990 (ADA). The ADA also prohibits discrimination on the provisions of access to public buildings and requires that rest areas be accessible to person with disabilities. The Age Discrimination Act of 1975 prohibits age discrimination. Other Title VI-related statues include but are not limited to: 42 USC 2000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h); 23 USC 324; DOT Order 1050.2; EO 12250; EO 12898; 28 CFR 50.3.

This plan outlines the efforts of the VLMPO undertakes to ensure compliance with Tile VI of the Civil Rights Act of 1964 and other subsequent statues, regulations and Executive Orders.

Organization, Staffing and Structure

The Transportation and Environment Director is the designated Title VI Coordinator for transportation programs at the SGRC. A full organization chart appears in the appendix.

Agency Administrator

The ~~VLMPO~~ SGRC Executive Director is authorized to ensure compliance with provisions of the VLMPO’s policy of non-discrimination and with the law, including the requirements of 23 CFR Part 200 and 49 CFR Part 21. The VLMPO’s grants compliance function and Title VI coordination shall be performed under the authority of the SGRC Executive Director.

Title VI Coordinator

The ~~VLMPO~~ SGRC has created a position of Title VI Coordinator to perform the duties of the Title VI Coordinator and ensure implementation of the VLMPO’s Title VI Federally Funded Transportation Program. The Title VI Coordinator has other duties and responsibilities in addition to Title VI. For all activities this position reports and has access directly to the ~~VLMPO~~ SGRC Executive Director. The Title VI Coordinator can be contacted at: Corey Hull, Transportation Director, 229-333-5277 or by mail at ~~327 W Savannah Ave.~~ 1937 Carlton Adams Dr., Valdosta, GA 31601.

Title VI Plan Implementation

As authorized by the SGRC Executive Director, the Title VI Coordinator is responsible for initiating, monitoring, and ensuring compliance with Title VI requirements as follows:

- **Program Administration**
Administer the Title VI program and coordinate implementation of the plan. Ensure compliance with the assurances, policy, and program objectives. Perform Title VI program reviews to assess administrative procedures, staffing, and resources; provide recommendations as required to the ~~VLMPO~~ SGRC Executive Director.
- **Complaints**
Review written Title VI complaints that may be received by the VLMPO following the adopted procedural guidelines (see Complaint Procedures). Ensure every

effort is made to resolve complaints informally at the local or regional level.

A record of investigations, complaints, and lawsuits is included in the appendix.

- **Data Collection**

Review the statistical data gathering process performed by other staff periodically to ensure sufficiency of data for meeting the requirements of Title VI program administration.

- **Environmental Impact Statements**

Ensure that available census data are included as a part of all Environmental Impact Statements/Assessments (EIS/EIA) for projects receiving Federal Highway Administration or other Federal assistance.

- **Training Programs**

Conduct or facilitate training programs on Title VI issues and regulations for ~~VLMP~~ employees and facilitate Title VI training for appropriate staff, contractors and sub recipients. A summary of training conducted will be reported in the annual update.

- **Title VI Plan Update**

Review and update the VLMP Title VI Plan as needed or required. Present updated plan to the ~~Executive Director~~ public for comment and VLMP Committees for approval; submit amended Plan to GDOT.

- **Annual Accomplishment Report**

Prepare an annual report of Title VI accomplishments and changes to the program in the preceding fiscal year; identify goals and objectives for the upcoming year as required; and submit by July 31.

- **Public Outreach and Education**

Work with ~~VLMP~~ staff to develop and disseminate Title VI program information to ~~VLMP~~ employees and sub-recipients, including contractors, subcontractors, consultants, and sub-consultants and beneficiaries, as well as the general public. Public dissemination may include postings of official statements, inclusion of Title VI language in contracts or other agreements and website postings. Ensure public service announcements or notices are posted of proposed projects, hearings, meetings, or formation of public advisory boards, in newspapers or other media reaching the affected community. Ensure the full utilization of available minority publications or media; and, where appropriate, provide written or verbal information in languages other than English.

- **Elimination of Discrimination**

Work with GDOT, FHWA, and FTA to establish procedures for promptly resolving deficiencies, as needed. Recommend procedures to identify and eliminate discrimination that may be discovered in any VLMP processes.

- **Maintain Legislative and Procedural Information**

Ensure the current VLMP Title VI Plan, Annual Accomplishment Reports, and other resource information pertaining to the implementation and administration of the VLMP's Title VI program will be maintained and updated by the Coordinator. Information will be made available to the public as requested or required.

- **Disadvantaged Business Enterprise (DBE) Policy**

~~As a part of the Southern Georgia Regional Commission, SGRC as the recipient of funds for the VLMP the VLMP~~ maintains a ~~separate~~ DBE policy

for transportation related procurement purposes (including MPO-funded activities). This policy is available for review on the SGRC website at www.sgrc.us.

- **E-Verify**

~~As a part of the Southern Georgia Regional Commission the VLMPO SGRC, which provides staff support to the VLMPO,~~ utilizes the US Department of Homeland Security's E-Verify system to verify employment eligibility hired by the Commission and its subcontractors.

Public Participation Policy

It is the policy of the Valdosta-Lowndes Metropolitan Planning Organization to provide access to the planning process so as to allow the public opportunity to comment on transportation planning activities. By doing so, the VLMPO Policy Committee will have available to them public ideas, concerns, and suggestions on transportation planning issues.

The following policies are based on past experience and federal requirements. The means of access will be provided by SGRC in order for the public to be aware of and comment on transportation planning and programming for the region. These policies will be reviewed annually by the [VLMPO staff](#) to address changes in law, technology or strategy delivery.

Policy for Meeting Notification:

- For regular meetings of standing committees (Policy, Technical, and Citizen's) a meeting agenda and/or notice will be posted on the [VLMPO](#) website and sent to committee members and local media outlets at least two weeks prior to the regularly scheduled meeting. A notice will also be posted at least two weeks prior to the regularly scheduled meeting in a conspicuous place at the regular meeting location.
- For special called meetings of standing committees the agenda will be posted to the [VLMPO](#) website and sent to local media outlets at least 24-hours prior to the meeting. A notice will also be posted at least 24-hours prior to a special called meeting in a conspicuous place at the regular meeting location.
- Committee agendas will be sent to all local media outlets and persons who have been added to the 'Committee Agenda Mailing List' at the same time

agendas are sent to other groups as noted above.

- Should a regular or special called meeting not take place at the regular meeting place a notice will be posted at least 24-hours prior in a conspicuous place at the regular meeting location.
- The agendas for all MPO standing committee meetings will include an opportunity for public comment.
- For a public meeting or open house the a notice will be posted on the [VLMPO](#) website and sent to committee members, the VLMPO mailing lists, media outlets and other interested parties at least two weeks prior to the event.
- The notice for a public meeting or open house will include a statement that accessibility aids will be made available at the public event if a written request is made at least one week prior to the event.
- For a public meeting or open house the notice will include the following: "If you need the help of a translator of _____ language, please contact the SGRC at 229-333-5277, at least 1 week before the meeting.", [translated in all of the LEP languages identified as over 5% of the population or more than 1,000 persons.](#)~~translated in all of the languages identified as over 5% of the population that does not speak English "very well".~~
- If a written request is received at least one week prior to an event, the VLMPO will make available a translator for communications in a language other than English and will provide requested written materials as well.
- The generally accepted means of contacting the VLMPO will be provided in all meeting notices.

Policy for Meeting Accessibility:

- All meetings hosted by the VLMPO are open to the public and will be held at a

location that is accessible for persons with disabilities.

- All meetings will be held at times that offer convenience to the broadest population possible.
- The VLMPO will make arrangements to have a translator available for the visually or hearing impaired or for persons with limited English proficiency when a written request is received at least one week prior to the meeting or event.
- The VLMPO will expand its outreach to stakeholders who are not able, or choose not to participate, in traditional public outreach. Disseminating information and gathering input virtually, instead of going to a meeting or talking to a person, can allow stakeholders to participation more often, can allow for better geographic distribution of input, and can be both cost-effective and efficient use of time. The VLMPO will continue to explore the use of online tools, interactive video, user-friendly mobile apps, crowdsourcing tools, online maps, online meetings, and other innovations.

Policy for Public Review of Plans:

- The VLMPO will make copies (both electronically and paper) of the draft metropolitan transportation plan, draft Transportation Improvement Program (TIP), and other necessary draft documents available for public review for a period of at least 30 days.
- The VLMPO will make copies of the draft metropolitan transportation plan, draft TIP, and other necessary draft documents available for public review at the office of the Southern Georgia Regional Commission (located at 327 W. Savannah Ave. 1937 Carlton Adams Dr., Valdosta, GA), at all public libraries in counties within the VLMPO Metropolitan Planning Area, and on the VLMPO website.

- A legal notice will be placed in the area's newspaper of largest circulation on or before the first day of publication of the document for public comment. The legal notice will provide basic information on the document, public review period, and the means of submitting comments, and the open house or other public involvement opportunity. This information will be posted on the VLMPO web-site and sent to the VLMPO mailing list interested parties and media contacts.
 - The legal notices will also be sent to any available minority language media outlets in the area including newspapers, websites, etc., when they are available.
- Members of the VLMPO standing committees (Policy, Technical, and Citizen's) will be given an advanced review period (at least 30 days) of planning documents (TIP, LRTP, UPWP, PP, etc.) prior to being distributed for public comment.
- All comments received during a public comment period will become a record of that plan or document. These comments and any necessary responses will be shared with the VLMPO Policy Committee and other appropriate agencies.
- The VLMPO will consult with resource agencies and other interested parties during any public review period. The VLMPO will notify the agencies identified in the Appendix via letter of the review period and solicit comments from them.

Policy for MTP Amendments:

- Amendments to the metropolitan transportation plan (MTP, or long range transportation plan) will follow the procedures outlined in the Appendix of this PP.

- The VLMPO will make copies (both electronically and paper) of the new or amended draft metropolitan transportation plan available for public review for a period of at least 30 days.
- During the public review period the VLMPO will host at least one open house or public meeting.

Policy for TIP Amendments:

- The public involvement process for the Transportation Improvement Program (TIP) ~~is~~ may be used to satisfy the Georgia Department of Transportation public participation process for the Program of Projects (POP) for FTA funds.
- The VLMPO will make copies (both electronically and paper) of the draft TIP available for a public review period of at least 30 days.
- Amendments to the TIP shall follow the amendment process outlined in the most current TIP (see appendix K).
- During the public review period the VLMPO will host at least one open house or public meeting.

Policy for Significant Comments

- The VLMPO will make the ~~LRTPMTP~~, TIP, PP and other documents where appropriate available for an additional public comment period of at least 30 days if the final document differs significantly from the version that was made available for public comment and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;

Policy for UPWP Amendments:

- Any changes or amendments that change the total annual budget to the Unified Planning Work Program (UPWP) will be taken before the VLMPO's committees for approval but there is no public review period. All other changes to the UPWP will be carried out through

administrative modification letters prepared by staff.

Policy for PP Amendment Process:

- As prescribed in federal regulations the VLMPO will make copies (both electronically and paper) of the draft Participation Plan (PP) available for a public review period of at least 45 days.
- Any changes or amendments to the PP after adoption will require an additional 45 day public review period.
- The VLMPO will annually review and amend as necessary the PP including the LEP and Title VI sections. An Activity Log is included in the appendix to document this annual review and any other updates.

Policy for Open Records Request:

- An individual seeking an open records request shall provide a request identifying in detail the records requested, a contact name, phone number and mailing address. The VLMPO will provide existing and available records within three business days upon receipt of the request. Should records not be available within three business days the VLMPO will provide the requestor within three business days a timeline when those records will be available. The VLMPO may impose reasonable charges for the search, retrieval, redaction, and production or copying costs of records in accordance with Georgia law.

Strategies and Techniques

The VLMPO has identified several goals or strategies that the agency strives to meet through the techniques and policies set forth in this PP. These strategies were identified as 'goals' in the previous PP adopted by the VLMPO and are still relevant so they have not been changed. However, the techniques have been updated as needs and available technologies have changed over time. These strategies and techniques are the means by which the VLMPO will implement the public participation policies identified later in this plan. Included in the Appendix are two matrices that express the frequency with which these strategies and techniques are mentioned in a literature review. Here can be glimpsed many of the previous techniques that have been utilized by the VLMPO as well as a few others that will help further outreach activities in ways that are deemed useful for the local area.

Strategy 1:

Raise public awareness and understanding of the transportation planning process including the functions, responsibilities and programs of the MPO and identify how interested citizens can become involved.

Speaking Engagements:

~~Members of MPO professional s~~Staff will be available to be speakers/presenters to civic clubs, schools, churches, fraternal organizations, neighborhood groups, and any special interest groups who are interested in transportation concerns and issues.

Some specific outreach techniques of this sort may include communications with the various organizations and contacts at VSU which will provide a central hub through which to facilitate contact with key groups and individuals that may help generate awareness about how to participate in the transportation planning process among key demographics. Another example of this will be the "piggy-backing" on other popular events such as local high school and college football games or local fairs and

festivals with a kiosk set up advertising the "how and why" individuals can and should get involved with the public participation process through a fully informed outreach staff, banners, pamphlets, flyers, etc.

Newsletters:

The ~~VLMPO SGRC~~ regularly publishes a ~~quarterly~~ newsletter that is distributed that is distributed to parties interested in the VLMPO transportation planning process such as ~~to~~ local and state government officials, leaders of development and social service agencies, churches, leaders of citizen groups, the media and other interested parties throughout the region and the state.

Media Relations:

The VLMPO will notify media outlets including television, radio, newspapers, and magazines who ~~serve cover~~ the ~~VLMPO Metropolitan P~~planning ~~a~~Area of all regular and special public meetings held for the purpose of informing citizens and gathering input on ~~MPO~~ plans and projects. Among this outreach will be a specific focus on media that is especially relevant to target populations wherever possible.

Partner Agency Publications:

The VLMPO will make available and distribute as needed and where appropriate publications and documents, like the FHWA brochure "A Citizen's Quick Reference Guide to Transportation Decision-making," from other partner agencies that help interested parties better understand the transportation planning process.

Websites and Social Media:

The SGRC will provide a website for the VLMPO_ (currently: www.sgrc.us) ~~that provides access to~~ transportation plans, studies and other documents. To help generate maximum participation through new technologies the ~~VLMPO~~ will ~~be exploring~~continue the use of texting and explore other technological innovations that improve public participation and engagement (ex: specialized mobile apps, real-time polling, live streaming, etc.) ~~an app for access, real time polling, voting, and live~~

~~streaming purposes.~~ The ~~VLMPO~~ will also continue to explore new social media websites ~~and other virtual engagement and tools and technologies to utilize for raising public awareness and gathering input.~~

Strategy 2:

Provide the public and others with early, ongoing and meaningful opportunities for involvement in the transportation planning process.

Open Houses:

The VLMPO will use public open houses to allow the general public and interested parties opportunities to review the metropolitan transportation plan, TIP, PP and other documents before their adoption. This allows the public to interact one-on-one with the MPO professional staff and provide meaningful input in the transportation planning process. In addition to open houses another useful technique which will be explored is pop-up meetings/events which are done in popular areas without prior advertisements and give an added benefit of representing the public in a more natural way because interested parties and activists are far less likely to derail the thoughts of your average citizen.

Public Meetings and Hearings:

More formal public meetings will be used by the VLMPO in the development of transportation plans and documents where it is necessary for the MPO staff to verbally and/or visually present information to the public and formally respond to comments from an audience.

Focus/Advisory Groups:

Focus groups may include advisory groups that will be formed as needed by the VLMPO Policy Committee to assist in the approach and direction of the development of the metropolitan transportation plan and other major plans or projects.

Public Comment Forms:

Forms will be provided at all public meetings to allow attendees to write comments and

concerns related to the plans that are under review and/or the process that is being used. The ~~VLMPO~~ website will include appropriate methods for the public to contact and provide comments to the ~~MPO~~ staff.

Surveys:

Surveys may be prepared and distributed electronically (website and/or email) , at public meetings, open houses or through focus groups and partner agencies for the purpose of gathering further input into the transportation planning process.

Strategy 3:

Maintain timely contact with key stakeholders and the public throughout the transportation planning process.

Committees and Task Forces:

The VLMPO will seek out community stakeholders to serve on the advisory committees or task forces that give guidance to the development of the metropolitan transportation plan and other projects as needed.

Citizen's Advisory Committee:

The VLMPO Citizens Advisory Committee (CAC) has been established to review all major MPO plans and reports prior to their adoption and help ~~MPO~~ staff in identifying public outreach opportunities. The CAC membership represents a vast cross section of the community appointed by each local government jurisdiction as well as several community organizations and agencies. The CAC meets quarterly and all meetings are open to the public.

Technical Advisory Committee

The Technical Advisory Committee (TAC) membership includes staff from various federal, state, and local agencies and other associations who have a technical knowledge of transportation or planning. The TAC functions to ensure the involvement of all operation departments, advisory agencies, and multi-modal transportation providers involved with the planning process and subsequent

implementation of plans. The TAC evaluates transportation plans and projects based on whether or not they are technically warranted and financially feasible.

Policy Committee

The Policy Committee is a forum for cooperative decision making by principal elected and appointed officials of the general purpose local governments and inter-modal transportation providers. The Policy Committee is also responsible for taking into consideration the recommendations from the Citizen’s Advisory Committee and the Technical Advisory Committee when adopting plans or setting policy. The Policy Committee has final authority in the matters of policy and adoption of plans.

The Policy Committee, with input from the Citizens Advisory Committee and Technical Advisory Committee, annually revises and adopts the Transportation Improvement Program and other documents, resolutions, amendments, etc. in order to comply with the federal regulations.

Virtual Public Meetings

The VLMPO will engage stakeholders through online, or virtual technologies, when possible to facilitate the gathering of public input and participation in public meetings.

Stakeholder Interviews:

This technique will be used with the community stakeholders who have been identified to have a direct interest in specific planning activities of the VLMPO by encouraging them to express specific concerns or ideas for issues raised in any particular project or plan undertaken by the VLMPO.

Resource and Partner Agencies:

The VLMPO maintains a mailing list of Resource and Partner Agencies and other interested parties. The VLMPO will notify these organizations through mailed letters for public comment periods on the MPO-LRTP/MTP, TIP, and PP (as well as other plans/reports as

appropriate). The mailing list will be updated from time to time with new contact information and any new partners that are identified.

Strategy 4:

Identify, involve and mitigate impacts on traditionally underserved communities (those communities with high concentrations of minority, low-income, elderly or disabled populations) in the transportation planning process.

EJ Outreach:

The VLMPO will engage in outreach to minority business alliances, faith based organizations, community/neighborhood organizations, and low-income/elderly or disabled advocacy groups using other strategies and techniques described in this PP.

508 Compliance

When the VLMPO produces a document or creates/updates a website the staff will review the document for compliance with Section 508 of the Rehabilitation Act of 1973 (as amended) to ensure that electronic communication documents and platforms are accessible to persons with disabilities.

Limited English Proficiency

When the VLMPO sponsors a public function, a staff member or designee will greet and briefly speak to each attendee, informally gauging the attendee’s ability to speak and understand English, he or she will ask a question that requires a full sentence reply.

The VLMPO may use the Census Bureau’s “I Speak Cards” at a sign-in table for those who speak a language other than English. While staff may not be able to provide translation assistance at this meeting, the cards can be an excellent tool to identify language needs for future meetings.

For a public meeting or open house the notice will include the following: “If you need the help of a translator of _____ language, please contact the SGRC at 229-333-5277, at least 1

week before the meeting.”, translated in all of the LEP languages identified as over 5% of the population or more than 1,000 persons.~~translated in all of the languages identified as over 5% of the population that does not speak English “very well”.~~

Accessible Public Meetings:

All public meetings hosted by the VLMPO will be held at places that are accessible to persons with disabilities and are readily accessible to those that may not have transportation options. Meetings may be held in neighborhoods associated with a project or plan to allow for maximum outreach to Environmental Justice communities.

All meetings will be accessible to the broadest populations possible by offering convenient times for meeting participation.

Strategy 5:

Employ visualization and outreach techniques to better describe and communicate metropolitan transportation plans and processes to the public.

Published Documents:

The VLMPO will publish documents, reports, data, and other outputs in varying formats and methods that best tell the story of the information being communicated. These techniques may include written reports, videos, charts, pictures, scenario planning, etc. The VLMPO will maintain technologies appropriate with these methods.

Outreach Techniques:

The VLMPO will present information in mixed methods (ex: charts vs. written) as appropriate to better communicate transportation policies, programs and projects with the public and interested parties.

Strategy 6:

Implement goals of the Greater Lowndes County Common Community Vision that promote open, transparent and engaging public participation.

Regional Collaboration:

Actively lead and pursue regional, cross-jurisdictional collaboration efforts that are coordinated by regular meetings of regional government and business stakeholders.

Regional Partnerships:

Develop partnerships that promote open and meaningful government engagement by interested parties and stakeholders.

Regional Marketing:

Develop outreach materials, visualization techniques and information about regional transportation resources that assists and promotes local economic development efforts.

- Accessibility of technical information

Performance Measures

The VLMPO strives to meet all of the goals and strategies of the PP, through the performance measures outlined below the level of public interaction will attempt to be gauged. As a part of the VLMPO annual report many of these performance measures will be reviewed and will be used as a basis for updating the PP in the future.

Strategy 1:

Raise public awareness and understanding of the transportation planning process including the functions, responsibilities and programs of the MPO and identify how interested citizens can become involved.

- Number of public meetings
- Number of newsletters/publications
- Number of staff speaking engagements
- Attendance at public meetings
- Number of media engagements

Strategy 2:

Provide the public and others with early, ongoing and meaningful opportunities for involvement in the transportation planning process.

- Frequency of contact with the public
- Timely updates to websites
- Response to public comments
- Accessibility of staff to the public

Strategy 3:

Maintain timely contact with key stakeholders and the public throughout the transportation planning process.

- Number of stakeholder meetings
- Number of public meetings/events
- Number of Committee meetings
- Number of notices sent to resource and partner agencies
- How stakeholder issues were addressed in planning documents

Strategy 4:

Identify, involve and mitigate impacts on traditionally underserved communities (those communities with high concentrations of minority, low-income, elderly or disabled populations) in the transportation planning process.

- Number of public meetings
- Number of hours for public meetings
- Accessible location of public meetings
- Frequency of outreach to traditionally underserved populations
- Number of new relationships with human service agencies
- Demographic data survey at public meetings asking demographic related questions

Strategy 5:

Employ visualization and outreach techniques to better describe and communicate metropolitan transportation plans and processes to the public.

- Number of published documents
- Number of different outreach techniques

Strategy 6:

Implement goals of the Greater Lowndes County Common Community Vision that promote open, transparent and engaging public participation.

- Participation in regional, cross-jurisdictional meetings
- Number of active transportation-related partnerships with the VLMPO and local governments
- Number of documents/reports promoting transportation and economic development

Annually this PP will be reviewed to ensure that it provides the best guidance for appropriate

public participation for the Valdosta-Lowndes Metropolitan Planning Organization. The VLMPO annual report will summarize these performance measures and give a report on increased, decreased or sustaining efforts related to each.

Appendix A: Title VI Policy Statement and Authorities

Title VI Policy Statement and Authorities

The ~~Valdosta-Lowndes~~ ~~Metropolitan~~ Planning Organization (VLMPO) assures that no person shall on the grounds of race, color, national origin, age, disability/handicap or sex, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance. The VLMPO further assures every effort will be made to ensure nondiscrimination in all of its program and activities, whether those program and activities are federally funded or not. In the event the VLMPO distributes Federal aid funds to another entity, the VLMPO will include the Title VI lane in all written agreements and will monitor for compliance. The VLMPO Title VI Coordinated is responsible for initiating and monitoring Title VI activities, preparing report and other responsibilities as required by 23 CFR 200 and 49 CR 21.

Lisa Cribb, ~~VLMPO~~/SGRC Executive Director

Date

Authorities

Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) provides 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 otherwise be subject to discrimination under and program or activity receiving Federal financial assistance.” The scope of Title VI was expanded by the Civil Rights Restoration Act of 1987 to include all of a recipient’s and contractor’s programs or activities, whether federally assisted or not.

Other Title VI-related statutes include, but are not limited to: Title VI of the Civil Rights Act of 1964; 42 USC 2000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h); 23 USC 324; DOT Order 1050.2; EO 12250; EO 12898; 28 CFR 50.3.

Appendix B: ~~VLMPO~~-Title VI Assurance

VLMPO Title VI Assurance

The Southern Georgia Regional Commission manages and carries out the day-to-day transportation planning activities (an SGRC staff member has been designated as the Title VI Coordinator for the VLMPO) and is the recipient of federal funds as the designated Metropolitan Planning Organization for the Valdosta Urbanized Area (VLMPO) ~~Valdosta-Lowndes Metropolitan Planning Organization~~ (herein after referred to as recipient~~VLMPO~~), HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d--42 USC 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, Subtitle A, Office of the Secretary part 21, 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, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the VLMPO-recipient receives Federal financial assistance through the Department of Transportation, including the U.S. Department of Transportation and Federal Highway Administration, 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.

More specifically and without limiting the above general assurance, the VLMPO-recipient hereby gives the following specific assurances to its Federal Aid Highway Program:

1. That the VLMPO-Recipient 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 Recipient ~~VLMPO~~ shall insert the following notification in all solicitations for bids for work or material subject to the Regulations made in connection with the Federal Aid Highway Program, and in adapted form in all proposals for negotiated agreements: VLMPO—the Recipient in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d---42 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 ensure that 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, sex, or national origin in consideration for an award.
3. That the Recipient ~~VLMPO~~ shall insert the clauses of Appendix 1 of this Assurance in every contract subject to the Act and the Regulations.
4. That the Recipient ~~VLMPO~~ shall insert the clauses of Appendix 2 of this Assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient ~~VLMPO~~ 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 therewith.

6. That where the ~~Recipient VLMPO~~ receives Federal financial assistance in the form, or for the acquisition of real property, or an interest in real property, the Assurance shall extend rights to space on, over or under such property.
7. That the ~~Recipient VLMPO~~ shall include the appropriate clauses set forth in Appendix 3 of this Assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the ~~Recipient VLMPO~~ with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the 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 the Federal Aid Highway Program.
8. That this Assurance obligates the ~~Recipient VLMPO~~ for the period during which Federal financial assistance is extended to the program, or is in the form of, personal property, or real property or interest therein or structures or improvements there on, in which case the Assurance obligates the ~~Recipient VLMPO~~ 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 service or benefits; or
 - b. The period during which the ~~Recipient VLMPO~~ retain~~s~~ ownership or possession of the property.
9. The ~~Recipient VLMPO~~ shall provide for such methods of administration for the program as are found by the Secretary of Transportation, or the official to whole s/he delegates specific authority to five reasonable guarantee that it, other recipients, sub-recipients, 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 ~~Recipient VLMPO~~ agrees that the United States has a right to seek judicial endorsement with regard to any matter arising under the Act, the Regulations, and tis 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 the ~~Recipient VLMPO~~ by the U.S. Department of transportation under the Federal Aid Highway Program and is binding on it, other recipients, sub-recipients, contractors, subcontractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person whose signature appears below is authorized to sign this Assurance on behalf of the ~~VLMPO~~~~VLMPO~~.

Lisa Cribb, ~~VLMPO~~ SGRC -Executive Director

Date

Appendix C: Title VI Contract Language

The text below, in its entirety, is in all contracts entered into by ~~VLMPO~~the SGRC on behalf of the Valdosta-Lowndes Metropolitan Planning Organization (VLMPO). ~~All of the text except the final section, entitled "Incorporation of Provisions," should be included in any contract entered into by any VLMPO contractor.~~

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

1. Compliance with Regulations

The Contractor shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter referred to as DOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination

The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin, age or disability in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in discrimination.

3. Solicitations for Subcontracts, Including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiations made by the Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the ground of race, color, sex, or national origin.

4. Information & Reports

The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the ~~Valdosta-Lowndes Metropolitan Planning Organization~~SGRC on behalf of the VLMPO or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the ~~Valdosta-Lowndes Metropolitan Planning Organization~~SGRC on behalf of the VLMPO, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance

In the event of the Contractor's noncompliance with the nondiscrimination provisions of the contract, ~~VLMPO~~SGRC on behalf of the VLMPO, with state and federal agency concurrence, would initiate sanctions per 49 CFR 21.

Incorporation of Provisions

The Contractor shall include the provisions of paragraphs (1) through (5) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontractor or procurement as the ~~Valdosta-Lowndes Metropolitan Planning Organization~~SGRC on behalf of the VLMPO or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the ~~Valdosta-Lowndes Metropolitan Planning Organization~~

| VLMPO enter into such litigation to protect the interests of the state and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the U.S.

Title 23 CFR 200

Title 23 CFR 200 provides guidelines for: (a) Implementing the Federal Highway Administration (FHWA) Title VI compliance program under Title VI of the Civil Rights Act of 1964 and related civil rights laws and regulations, and (b) Conducting Title VI program compliance reviews relative to the Federal-aid highway program.

Title 23 CFR 1235

The purpose of this part is to provide guidelines to States for the establishment of a uniform system for handicapped parking for persons with disabilities to enhance access and the safety of persons with disabilities that limit or impair the ability to walk.

Title 28 CFR 35

The purpose of this part is to effectuate subtitle A of title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12131), which prohibits discrimination on the basis of disability by public entities.

Title 28 CFR 36

The purpose of this part is to implement title III of the Americans with Disabilities Act of 1990 (42 U.S.C. 12181), which prohibits discrimination on the basis of disability by public accommodations and requires places of public accommodation and commercial facilities to be designed, constructed, and altered in compliance with the accessibility standards established by this part.

Title 28 CFR 41

The purpose of this part is to implement Executive Order 12250, non-discrimination on the basis of handicap in federally assisted programs, which requires the Department of Justice to coordinate the implementation of section 504 of the Rehabilitation Act of 1973. This part applies to each Federal department and agency that is empowered to extend Federal financial assistance.

Title 28 CFR 42, Subpart C

The purpose of this part is to effectuate the provisions of Title VI of the Civil Rights Act of 1964 to the end that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance. This subpart refers to nondiscrimination, equal employment opportunity, policies and procedures. This subpart applies to any program for which Federal financial assistance is authorized under a law administered by the Department. It applies to money paid, property transferred, or other Federal financial assistance extended after the date of this subpart pursuant to an application whether approved before or after such date.

Title 28 CFR 50.3

Title 28 CFR 50.3 sets forth guidelines for the enforcement of Title VI, Civil Rights Act of 1964. (a) Where the heads of agencies having responsibilities under Title VI of the Civil Rights Act of 1964 conclude there is noncompliance with regulations issued under that title, several alternative courses of action are open. In each case, the objective should be to secure prompt and full compliance so that needed Federal assistance may commence or continue. (b) Primary responsibility for prompt and vigorous enforcement of Title VI rests with the head of each department and agency administering programs of Federal financial assistance. Title VI itself and relevant Presidential directives preserve in each agency the authority and the duty to select, from among the available sanctions, the methods best designed to secure compliance in individual cases. The decision to terminate or refuse assistance is to be made by the agency head or his designated representative. (c) This statement is intended to provide procedural guidance to the

responsible department and agency officials in exercising their statutory discretion and in selecting, for each noncompliance situation, a course of action that fully conforms to the letter and spirit of section 602 of the Act and to the implementing regulations promulgated there under.

23 USC 324

The purpose of this part relates to prohibition of discrimination on the basis of sex.

42 USC 4601-4655

These sections refer to uniform relocation assistance and real property acquisition policies for federal and federally assisted programs.

DOT Order 1050.2

This nondiscrimination directive refers to standard Title VI assurances.

Executive Order 12250

Executive Order 12250, issued in 1979, provided for the consistent and effective implementation of various laws prohibiting discriminatory practices on the basis of race, color, national origin, sex, disability, or religion in programs and activities receiving federal financial assistance. The responsibility for implementing this Executive Order was placed with the Attorney General. This responsibility, except for the authority to approve regulations, was redelegated to the Assistant Attorney General for Civil Rights. The Coordination and Review Section carries out this responsibility on a day to day basis.

Executive Order 12898

Executive Order 12898, issued in 1994, amplifies Title VI provisions. It states that each Federal agency shall make achieving environmental justice (EJ) part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.

Executive Order 13166

Executive Order 13166, Improving Access for Persons with Limited English Proficiency, was issued in 2000 to improve access to federally conducted and federally assisted programs and activities for persons who, as a result of national origin, are limited in their English proficiency (LEP). It requires Federal agencies to ensure that recipients of Federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

Appendix D: ~~VLMPO~~ Title VI Notice to the Public

The notice to the public is presented in the following languages: English ~~and, Spanish, Spanish, based on LEP Safe Harbor provisions. Chinese (simplified), Korean, and Gujarati.~~

VLMPO Title VI Notice to the Public

The VLMPO hereby gives public notice that it is the VLMPO's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person shall, on the grounds of race, color, sex, or national origin 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 VLMPO receives Federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with VLMPO. Any such complaint must be in writing and filed with the VLMPO Title VI Coordinator within 180 days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint (sample in appendix) Forms may be obtained from the Southern Georgia Regional Commission office.

This statement is added to any meeting announcement to which the public and/or outside agencies or organizations may attend (such as public meetings and open houses both on-site and off-site, seminars, as well as VLMPO committee meetings).

"VLMPO fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. VLMPO public meetings are always held in ADA-accessible facilities and in transit-accessible locations when possible. Auxiliary services can be provided to individuals who submit a request at least seven days prior to a meeting."

The statement below should be added to all VLMPO public documents and publications. For publications, the statement can be added at the bottom of the title page.

"VLMPO fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. VLMPO's website (www.sgrc.us) may be translated into multiple languages. Publications and other public documents can be made available in alternative languages or formats, if requested."

Aviso de la VLMPO al público acerca del Título VI

Por la presente comunicación, la Organización de Planificación Metropolitana de Valdosta-Lowndes (Valdosta-Lowndes Metropolitan Planning Organization, VLMPO) notifica públicamente que es política de la VLMPO garantizar el pleno cumplimiento del Título VI de la Ley de Derechos Civiles (Civil Rights Act) de 1964, la Ley de Restauración de Derechos Civiles (Civil Rights Restoration Act) de 1987 y los estatutos y reglamentos relacionados en todos los programas y actividades. El Título VI exige que a ninguna persona, por motivos de raza, color, sexo u origen nacional, se le excluya de la participación, se le nieguen beneficios o esté sujeta a discriminación de alguna otra manera en virtud de cualquier programa u otra actividad de la Ayuda Federal para Carreteras (Federal-Aid Highway) para los cuales la VLMPO reciba apoyo financiero federal.

Cualquier persona que considere que ha sido perjudicada por una práctica discriminatoria ilegal conforme al Título VI tiene el derecho de presentar una denuncia formal ante la VLMPO. Cualquier denuncia de este tipo deberá hacerse por escrito y presentarse ante el Coordinador del Título VI de la VLMPO dentro de los 180 días posteriores a la fecha del presunto incidente discriminatorio. Se pueden obtener Formularios de Denuncia por Discriminación conforme al Título VI (modelo en el apéndice) en la oficina de la Comisión Regional del Sur de Georgia (Southern Georgia Regional Commission).

Este enunciado se agrega a cualquier anuncio de reunión al que el público o agencias u organizaciones externas puedan asistir (tales como reuniones públicas y jornadas abiertas tanto dentro como fuera de las sedes, seminarios, así como reuniones de comité de la VLMPO).

“La VLMPO cumple plenamente con el Título VI de la Ley de Derechos Civiles de 1964 y los estatutos y reglamentos relacionados en todos los programas y actividades. Las reuniones públicas de la VLMPO siempre se llevan a cabo en instalaciones accesibles conforme a la Ley sobre Estadounidenses con Discapacidades (Americans with Disabilities Act, ADA) y en lugares accesibles al tránsito cuando sea posible. Se pueden proporcionar servicios de apoyo a las personas que envíen una solicitud al menos siete días antes de una reunión”.

El enunciado a continuación se debe agregar a todos los documentos públicos y las publicaciones de la VLMPO. En el caso de las publicaciones, se puede agregar el enunciado en la parte inferior de la portada.

“La VLMPO cumple plenamente con el Título VI de la Ley de Derechos Civiles de 1964 y los estatutos y reglamentos relacionados en todos los programas y actividades. Puede traducirse el sitio web de la VLMPO (www.sgrc.us) a varios idiomas. Las publicaciones y otros documentos públicos pueden estar disponibles en idiomas o formatos alternativos, si se solicitan”.

Appendix E: ~~VLMPO~~ Title VI Complaint Procedures

~~The complaint procedures are presented in the following languages: English and, Spanish, based on LEP Safe Harbor provisions.~~

Title VI Complaint Procedures

~~The complaint procedures are presented in the following languages: English, Spanish, Chinese (simplified), Korean, and Gujarati.~~

These procedures apply to all complains filed under Title VI of the Civil Rights Act of 1964 (including its Disadvantaged Business Enterprise, DBE, and Equal Employment Opportunity, EEO, components), Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990, relating to any program or activity administered by the SGRC on behalf of the ~~VLMPO~~ ~~VLMPO~~ or its sub-recipients, consultants, and/or contractors. Intimidation or retaliation of any kind is prohibited by law.

These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies including punitive damages or compensatory remuneration for the complainant.

However, every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the Title VI Coordinator may be utilized for resolution, at any stage of the process. The Title VI Coordinator will make every effort to pursue a resolution to the complaint. During initial interviews with the complainant and the respondent information regarding specifically requested relief and settlement opportunities will be discussed and noted.

Procedures

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with SGRC's Title VI Coordinator, the Federal Highway Administration, Civil Rights Specialist in the Atlanta, Georgia Regional Office or with the Department of Justice. Complaints filed against SGRC shall be forward to the Federal Highway Administration Civil Rights Specialist for investigation and adjudication. A formal complaint must be filed within 180 calendar days of the alleges occurrence or when the alleged discrimination became known to the complainant and must meet the following requirements:
 - a. Complaint shall be in writing and signed by the complainant(s) or representative.
 - b. Include complainant's name address and telephone numbers, date of alleged act of discrimination (date when the complainant(s) became aware of the alleged discrimination; or the date on which that conduct was discontinued or the latest instance of the conduct). Should a third party write and sign the complaint on behalf of complainant, include that person's name, address, telephone number and his/her relationship to complainant. If complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the Title VI Coordinator. Under these circumstances, the complainant will be

- interviewed, and the Title VI Coordinator will assist the complainant in converting the verbal allegations to writing.
- c. Provide the name of the alleged discriminatory institution, official, job title and description of the issues, including names of witnesses or anyone who can clarify the circumstances surrounding your complaint.
 - d. Complaints received by fax or e-mail will be acknowledges and processed, once the identity(ies) of the complainant(s) and the intent to proceed with the complaint have been established. Otherwise, Title VI complaints may be mailed or hand delivered to the SGRC Title VI Coordinator for processing.
 - e. Allegations received by telephone will be reduced to writing and provided to the complainant for additional information and/or revision. A Title VI complaint form will subsequently be forwarded to the complainant for him/her to complete, sign, and return to the Title VI Coordinator for processing.
2. Within five (5) days of receipt of the complaint, the Title VI Coordinator will mail an acknowledgement letter to complainant and forward a copy of the letter and the complaint to FHWA HCR. A determination of SGRC's jurisdiction, need for additional information, as well as the investigative merit of the complaint will be made by FHWA HCR. Federal Highway Administration's Headquarter Civil Rights Office shall assign a control number and adjudicate the case upon receipt of the complete investigative file. Complaints processed by SGRC are bound by the time frames outlined in 23 CFR 200.9(b)(3).
 3. A complaint may be dismissed for the following reasons
 - a. The complainant requests the withdrawal of the complaint.
 - b. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
 - c. The complainant cannot be located after reasonable attempts.
 4. The complaint will be logged in and shall identify its basis and alleged harm along with the race, color, national origin, and gender of the complainant.
 5. In cases where SGRC assumes the investigation of the complaint, the Title VI Coordinator will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have ten (10) calendar days to submit his/her response to the allegations to the Title VI Coordinator.
 6. Within 60 calendar days of the acceptance of the complaint, the Title VI Coordinator will prepare an investigative report inclusive of a narrative description of the incident, all evidentiary support documentation from each party, identification of persons interviewed, findings, and recommendations for disposition for review by the EEO Assistant Administrator before submitting the file to FHWA HCR.
 7. Once review by the EEO Assistant Administrator is complete the file will be submitted to FHWA HCR in Washington DC for adjudication. HWA HCR will apprise all parties involved of its record of decision and appeal rights.
 8. If the complainant is not satisfied with the results of the investigation, he/she shall be advised of their rights to appeal SGRC's opinion to the FHWA – Georgia Division Office, US DOT or US DOJ. Appeals must be filed within 180 days

after SGRC's final resolution. Unless new facts not previously considered come to light, reconsideration of SGRC's opinion will not be available.

Contract Review Procedures

The Title VI Coordinator will assist GDOT to periodically conduct Title VI compliance reviews. ~~VLMPO's~~ Staff will review selected recipients of Federal-aid highway or other Federal funds, to ensure adherence to Title VI requirements. ~~The~~ VLMPO Staff will work cooperatively to periodically confirm operational guidelines provided to consultants, contractors, and sub-recipients, including Title VI language, provisions, and related requirements, as applicable.

Post-Grant Reviews

The Title VI Coordinator will collaborate with ~~VLMPO~~ staff to conduct periodic post grant reviews of select recipients of Federal highway funds or other Federal funds, for roads, sidewalks, bridges, municipal construction, etc. to ensure adherence to Title VI requirements. Appropriate staff will periodically confirm that operational guidelines provided to consultants, contractors and sub-recipients include Title VI language and provisions and related requirements, where applicable.

Remedial Action

When irregularities occur in the administration of Federal-aid highway programs at either the ~~VLMPO~~ recipient or sub-recipient levels, corrective action will be taken to resolve identified Title VI issues. ~~VLMPO-The SGRC on behalf of the VLMPO~~ will seek the cooperation of the consultant, contractor or other sub-recipient in correcting deficiencies found during periodic reviews. ~~VLMPO-The SGRC on behalf of the VLMPO~~ will provide technical assistance and guidance, upon request, to support voluntarily compliance by the sub-recipient.

When conducting Title VI compliance reviews, the ~~VLMPO~~ staff will reduce to writing any recommended remedial action agreed upon by the VLMPO and sub-recipient, and provide a copy of the letter within a period not to exceed 45 days. Sub-recipients placed in a deficiency status will be given a reasonable time, not to exceed 90 days after receipt of the deficiency letter, to voluntarily correct deficiencies. When a sub-recipient fails or refuses to voluntarily comply with requirements within the allotted time frame, ~~VLMPO~~ the SGRC on behalf of VLMPO will submit to GDOT and FHWA copies of the case file and a recommendation that the sub-recipient be found in noncompliance. A follow-up review will be conducted within 180 days of the initial review to ascertain if the sub-recipient has complied with the Title VI Program requirements in correcting deficiencies previously identified. If the sub-recipient refuses to comply, ~~VLMPO~~ SGRC on behalf of the VLMPO and GDOT may, with FHWA's concurrence, initiate sanctions per 49 CFR 21.

Valdosta-Lowndes Metropolitan Planning Organization
Title VI Complaint Form (attach additional pages as necessary)
This form is available on our website at www.sgrc.us.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Basis of Complaint (e.g., race, color, national origin, sex, age, disability, retaliation):

Date(s) of Alleged Discrimination: _____

Please provide a detailed description of the circumstances of the incident(s), including any additional information supporting your complaint (please use additional pages as necessary):

Please provide name(s), title and address of the person who allegedly discriminated against the complainant:

If complaint has also been filed with a state or federal agency, please list:

Printed and Signed Name

Date

Procedimientos para realizar denunciar de conformidad con el Título VI

~~Los procedimientos para realizar denuncias están disponibles en los siguientes idiomas: inglés, español, chino (simplificado), coreano y gujarati.~~

Estos procedimientos se aplican a todas las denuncias que se presentan de conformidad con el Título VI de la Ley de Derechos Civiles de 1964 (que incluye sus componentes de Empresa Comercial en Desventaja [Disadvantaged Business Enterprise, DBE] e Igualdad de Oportunidades de Empleo [Equal Employment Opportunity, EEO]), la Sección 504 de la Ley de Rehabilitación de 1973, la Ley de Restauración de Derechos Civiles de 1987 y la Ley sobre Estadounidenses con Discapacidades de 1990, relacionadas con cualquier programa o actividad administrada por la Comisión Regional del Sur de Georgia (Southern Georgia Regional Commission, SGRC) en nombre del /Organización de Planificación Metropolitana de Valdosta-Lowndes (Valdosta-Lowndes Metropolitan Planning Organization, VLMPO) o sus destinatarios secundarios, consultores o contratistas. La ley prohíbe cualquier tipo de intimidación o represalia.

Estos procedimientos no privan al denunciante del derecho de presentar denuncias formales ante otras agencias estatales o federales ni de procurar asesoría privada en casos de denuncias por supuestas situaciones de discriminación. Estos procedimientos conforman un proceso administrativo que no estipula resarcimientos, lo que incluye daños punitivos o remuneración compensatoria para el denunciante.

No obstante, se hará todo lo posible por encontrar pronto solución a las denuncias en el nivel más bajo posible. Es probable que se use la opción de reuniones de mediación informal entre las partes afectadas y el Coordinador del Título VI para encontrar una solución en cualquier etapa del proceso. El Coordinador del

Título VI hará lo posible por procurar una resolución de la denuncia. Durante las entrevistas iniciales con el denunciante y el denunciado se discutirá y anotará la información relacionada con la solicitud específica de oportunidades de acuerdos y compensación.

Procedimientos

1. Cualquier persona, grupo de personas o entidad que considere que ha sido víctima de algún tipo de discriminación prohibida por las cláusulas antidiscriminatorias del Título VI puede presentar una denuncia por escrito ante el Coordinador del Título VI de la SGRC, la Administración Federal de Carreteras, el Especialista en Derechos Civiles de la Oficina Regional de Atlanta, Georgia, o ante el Departamento de Justicia. Las denuncias presentadas contra la SGRC deberán enviarse al Especialista en Derechos Civiles de la Administración Federal de Carreteras para su investigación y adjudicación. Se debe presentar una denuncia formal dentro de un plazo de 180 días calendario a partir de la fecha de los supuestos hechos o cuando el denunciante se entere del supuesto caso de discriminación. Además, se deben cumplir los siguientes requisitos:
 - a. La denuncia se debe presentar por escrito y debe estar firmada por el denunciante o su representante.
 - b. Incluir la dirección y números telefónicos del demandante, la fecha del supuesto acto de discriminación (fecha en la que el denunciante se enteró del supuesto caso de discriminación o fecha en la que cesó esa conducta o la última instancia en la que ocurrió tal conducta). En caso de que una tercera parte redacte y firme la denuncia en nombre del denunciante,

- incluya el nombre de esa persona, su dirección, número de teléfono y relación con el denunciante. Si el denunciante no puede o es incapaz de proporcionar una declaración escrita, se puede presentar una declaración oral del hecho discriminatorio ante el Coordinador del Título VI. Bajo estas circunstancias, se entrevistará al denunciante y el Coordinador del Título VI lo ayudará a transcribir los alegatos verbales.
- c. Suministre el nombre de la supuesta institución discriminatoria, funcionario, cargo y descripción de los problemas, incluidos los nombres de los testigos o de cualquier persona que pueda aclarar los hechos en torno a su denuncia.
 - d. Las denuncias que se reciban por fax o correo electrónico serán reconocidas y procesadas cuando se establezcan la(s) identidad(es) del/de los denunciante(s) y la intención de proceder con la denuncia. De lo contrario, las denuncias de conformidad con el Título VI se pueden enviar por correo electrónico o entregarse personalmente al Coordinador del Título VI de la SGRC para que sean procesadas.
 - e. Los alegatos que se reciban vía telefónica se transcribirán y se entregarán al denunciante a modo de información adicional o para su revisión. Posteriormente, se enviará un formulario de denuncias de conformidad con el Título VI al denunciante para que lo llene, lo firme y lo reenvíe al Coordinador del Título VI para que se procese.
2. Dentro de los cinco (5) días luego de la recepción de la denuncia, el Coordinador del Título VI enviará por correspondencia una carta de reconocimiento al denunciante y una copia de la carta y de la denuncia a la Oficina Central de Derechos Civiles (Headquarters Office of Civil Rights, HCR) de la Administración Federal de Carreteras (Federal Highway Administration, FHWA). La HCR de la FHWA determinará la jurisdicción de la SGRC, la necesidad de información adicional, así como el valor investigativo de la denuncia. La Oficina Central de Derechos Civiles de la Administración Federal de Carreteras asignará un número de control y adjudicará el caso luego de la recepción del archivo completo de la investigación. Las denuncias procesadas por la SGRC están sujetas a los plazos indicados en el Título 23, Sección 200.9(b)(3) del Código de Reglamentos Federales (Code of Federal Regulations, CFR).
 3. Se puede desestimar una denuncia por las siguientes razones
 - a. El denunciante solicita la anulación de la denuncia.
 - b. El denunciante no responde a las repetidas solicitudes de información adicional que se requieren para procesar la denuncia.
 - c. El denunciante no puede ser localizado después de varios intentos razonables.
 4. La denuncia será registrada y se identificará su fundamento y perjuicio alegado junto con la raza, color, origen nacional y género del denunciante.
 5. En caso de que la SGRC asuma la investigación de la denuncia, el Coordinador del Título VI le dará al denunciado la oportunidad de responder por escrito a los alegatos. El

- denunciado contará con diez (10) días calendario para entregar al Coordinador del Título VI su respuesta a los alegatos.
6. Dentro de los 60 días calendario a partir de la aceptación de la denuncia, el Coordinador del Título VI preparará un informe de la investigación que incluya la descripción narrativa del incidente, toda la documentación complementaria probatoria de cada parte, identificación de las personas entrevistadas y resultados y recomendaciones de disposición para la revisión el Administrador Asistente de la EEO, antes de entregar el archivo a la HCR de la FHWA.
 7. Luego de que finalice la revisión del Administrador Asistente de la EEO, el archivo se entregará a la HCR de la FHWA de Washington DC para su adjudicación. La HCR de la FHWA informará a todas las partes involucradas sobre su registro de decisión y derechos de apelación.
 8. Si el denunciante no está satisfecho con los resultados de la investigación, se le informarán sus derechos de apelar la decisión de la SGRC ante la Oficina de la División de Georgia de la FHWA, el Departamento de Transporte de EE. UU. (United States Department of Transportation, US DOT) o el Departamento de Justicia de EE. UU. (United States Department of Justice, US DOJ). Las apelaciones deben presentarse dentro de los 180 días luego de la decisión definitiva de la SGRC. La reconsideración de la decisión de la SGRC no estará disponible excepto en el caso de que surjan nuevos hechos que no se consideraron previamente.

Organización de Planificación Metropolitana de Valdosta-Lowndes
Formulario de Denuncia según el Título VI (adjunte páginas adicionales si es necesario)
Este formulario está disponible en nuestro sitio web www.sgrc.us.

Nombre: _____

Dirección: _____

Ciudad: _____ Estado: _____ Cód. Postal: _____

Teléfono: _____

Motivo de la denuncia (p. ej.: raza, color, origen nacional, sexo, edad, discapacidad, represalia):

Fecha(s) de la presunta discriminación: _____

Proporcione una descripción detallada de las circunstancias del (de los) incidente(s), incluida cualquier información adicional que respalde su denuncia (utilice páginas adicionales según sea necesario):

Indique nombre(s), puesto(s) y dirección(es) de la(s) persona(s) que presuntamente discriminó (discriminaron) al denunciante:

Si la denuncia también se ha presentado ante una agencia estatal o federal, indique:

Nombre en letra de imprenta y firma

Fecha

Appendix F: ~~VL~~MPO Meeting and Event Notice Guidelines

VLMPPO Meeting and Event Guidelines

Staff Review Sheet Outlining Requirements of the Participation Plan

Event	Timeline	Who/Where
Policy, Technical, & Citizen's Meeting Notification (Meeting Agenda and/or Notice)	2 Weeks Prior to Meeting	Committees, Social Media, Traditional Media, SGRC Office, Agenda Mailing List
Special Called Meeting (Agenda)	24 Hours Prior to Meeting	Committees, Social Media, Traditional Media, SGRC Office, Agenda Mailing List
Public Meeting or Open House (Notice)	2 Weeks Prior to Meeting	Committees, Social Media, Traditional Media, SGRC Office, Agenda Mailing List
Request for Accessibility Aids	Must Be Received At Least 1 Week Prior to Meeting or Event	
Public Review Period (TP, TIP and Other documents)	At Least 30 Days	Committees, Social Media, Traditional Media, VDT Legal Notice, SGRC Office, Agenda Mailing List, Local Gov't & Libraries
Public Review Period (PP)	At Least 45 Days (In Accordance with Federal Law) <i>*Any changes and/or amendments after adoption require an additional 45 day public review period.</i>	Committees, Social Media, Traditional Media, VDT Legal Notice, SGRC Office, Agenda Mailing List
Legal Notice to Newspapers	At Least 2 Weeks Prior to Requested Publishing Date, and at least 2 weeks prior to meeting/event	Public Review Periods Required (Public Meeting or Open House may substitute commercial advertising)

Appendix G: ~~VLMPO~~-Participation Plan Performance Monitoring Matrix

VLMPO Participation Plan Performance Monitoring Matrix

Staff matrix used to public review periods and outreach efforts.

Participation Plan Performance Monitoring Matrix														
Project:				Partner Review Period:				to						
Policy Committee Adoption Date:				Public Review Period:				to		Staff Completing Form:				
Participation Plan Techniques	Method Used?	Deadline Date	Participation Plan Strategies						Target	Actual	%	Measure		
Public & Stakeholder Meetings														
Speaking Engagements (requested)			1	✓	2	3	4	5	6			#DIV/0!	# of staff speaking engagements	
MPO Public Meetings/Open Houses			1	✓	2	✓	3	4	5	6	✓		#DIV/0!	# of attendees at public meetings
MPO Committee Meetings			1	2	✓	3	✓	4	5	6	✓		#DIV/0!	# of committee meetings held
Other Community Meetings (non-MPO)			1	✓	2	✓	3	4	5	6		#DIV/0!	# of non-MPO community meetings	
Small/Focus Group Meetings			1	2	✓	3	4	✓	5	6		#DIV/0!	# of attendees at meetings	
Issue/Project Specific Committee			1	2	✓	3	4	5	6		#DIV/0!	# of attendees at all meetings of project committee		
Stakeholder Interviews/Meetings			1	2	✓	3	✓	4	5	6		#DIV/0!	# of attendees at meetings	
Public Comment Period			1	✓	2	✓	3	4	5	6	✓		#DIV/0!	# of comments addressed in final document
Community & Media Relations														
Legal Notice			1	✓	2	3	4	5	6			#DIV/0!	# of legal notices published	
Paid Commercial Advertising			1	✓	2	3	4	5	✓	6		#DIV/0!	# of ads paid for	
Press Release			1	✓	2	3	4	5	6		#DIV/0!	# of press releases ran in local newspapers		
Staff Media Interviews			1	✓	2	3	4	5	6		#DIV/0!	# of media (TV, radio, print) about project		
Newsletter Articles			1	✓	2	3	4	5	6		#DIV/0!	# of newsletter articles about project		
Metro 17 Message Board			1	✓	2	3	4	5	✓	6		#DIV/0!	# of slides produced about project	
Websites and Social Media														
SGRC Transportation Website Posting			1	✓	2	3	4	5	6			#DIV/0!	# of website postings about project	
Project Specific Websites			1	2	3	4	5	✓	6		#DIV/0!	# of websites created for project		
Social Media Posting			1	✓	2	✓	3	4	5	✓	6		#DIV/0!	# of new posts about project
Social Media Live/Recorded Video			1	2	✓	3	4	5	✓	6		#DIV/0!	# of viewers of video within 10 days after project completion	
Mailing Lists														
MPO Newsletter List (800+)			1	✓	2	✓	3	4	5	6	✓		#DIV/0!	# of mailings
Resource Agency Mailing List (110+)			1	2	3	✓	4	✓	5	6		#DIV/0!	# of mailings	
Library Mailing List			1	2	3	✓	4	5	6		#DIV/0!	# of mailings		
Local Government Mailing List			1	2	3	✓	4	5	6		#DIV/0!	# of mailings		
Agenda Notification List			1	2	3	4	5	6	✓		#DIV/0!	# of mailings		
MPO Committee Mailing List (44)			1	2	3	✓	4	5	6	44	0%	# of mailings		
Targeted Direct Mailings			1	2	3	4	✓	5	6		#DIV/0!	# of targeted mailings to a geographic or demographic group		
Other Communication Methods														
Comment Forms			1	2	✓	3	4	5	6			#DIV/0!	# of comment forms completed during meetings	
Survey			1	2	✓	3	4	5	6			#DIV/0!	# of surveys returned or %	
Presentations for Meetings			1	✓	2	3	4	5	✓	6		#DIV/0!	# of presentations given	
Posters/Flyers			1	✓	2	3	4	5	✓	6		#DIV/0!	posters/flyers created for specific project	
Interactive GIS Map			1	2	✓	3	4	5	✓	6		#DIV/0!	# of users of interactive map	
GIS Story Map			1	2	3	4	5	✓	6		#DIV/0!	# of viewers of GIS Story Map		
Other Visualization Techniques			1	2	3	4	5	✓	6		#DIV/0!	Varies depending on technique used		
Partner Organizations/Civic Clubs														
Civic Club Presentations			1	✓	2	✓	3	✓	4	5	6		#DIV/0!	# of attendees at Civic Club
Partner Event Piggy-backing			1	2	3	✓	4	5	6		#DIV/0!	# of attendees at event		
Affected Parties (EJ, LEP)														
EJ - Qualitative Demographic Surveys			1	2	3	4	✓	5	6		#DIV/0!	# of qualitative demographic surveys returned		
Targeted LEP Outreach			1	2	3	4	✓	5	6		#DIV/0!	# of persons targeted		
Disability Needs (other ADA)			1	2	3	4	✓	5	6		#DIV/0!	# of meetings held at accessible locations		
Other EJ/LEP Outreach Techniques			1	2	3	4	✓	5	6		#DIV/0!	Varies depending on technique used		
Non-Traditional Engagement														
Football Games			1	2	3	✓	4	5	✓	6		#DIV/0!	# of meetings held in non-traditional venues	
Churches/Religious Organizations			1	2	3	✓	4	✓	5	✓	6		#DIV/0!	# of organizations targeted
Community Fairs/Events			1	2	3	✓	4	✓	5	✓	6		#DIV/0!	# of attendees spoken to at event
Event Attendance Perks (swag)			1	2	3	✓	4	5	6		#DIV/0!	# of items handed out		
Pop-up Informational Tents			1	2	3	✓	4	5	6		#DIV/0!	# of pop-up events held		

Strategy 1: Raise public awareness and understanding of the transportation planning process including the functions, responsibilities and programs of the MPO and identify how interested citizens can become involved.
 Strategy 2: Provide the public and others with early, ongoing and meaningful opportunities for involvement in the transportation planning process.
 Strategy 3: Maintain timely contact with key stakeholders and the public throughout the transportation planning process.
 Strategy 4: Identify, involve and mitigate impacts on traditionally underserved communities (those communities with high concentrations of minority, low-income, elderly or disabled populations) in the transportation planning process.
 Strategy 5: Employ visualization and outreach techniques to better describe and communicate metropolitan transportation plans and processes to the public.
 Strategy 6: Implement goals of the Greater Lowndes County Common Community Vision that promote open, transparent and engaging public participation.

Appendix H: ~~VLMPQ~~ Public Meeting Demographic Data Collection Sheet

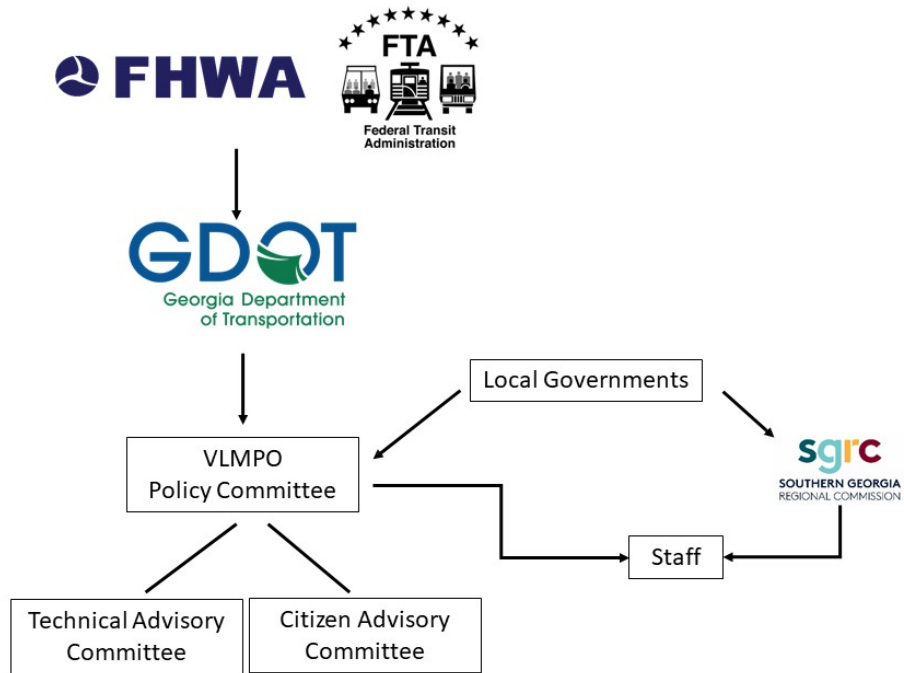
TITLE VI PUBLIC INVOLVEMENT QUESTIONNAIRE				
Title VI of the Civil Rights Act of 1964 requires SGRC/VLMPO to be sure that everyone in the affected project areas has a chance to be heard and to respond to programs and activities that may affect their community.				
To help with that, we ask that you voluntarily provide us information about your race, ethnicity, gender, and/or disability. You are not required to disclose the information requested in order to participate in this meeting. The completion of this questionnaire is strictly voluntary, and completion is not required by law.				
For further information regarding this process, please contact the Title VI Coordinator by phone at 229-333-5277 or by email at chull@sgrc.us				
Please respond to the following questions:				
Project Name			Date	
Location of Public Meeting				
Name (Optional) (Please print)			Gender:	Male Female
General Ethnic Identification Categories (Check as many as apply)				
African American		American Indian / Alaskan Native		Other:
Caucasian		Asian / Pacific Islander		
Hispanic				
Race and/or Color			National Origin	
Any Disability ?		Yes	No	
Please Explain:				
After you have completed the form, please provide it to staff at the registration table.				
Thank you for your participation!				

Appendix I: PP Activity Log

VLMPO Participation Plan Update Activity Log

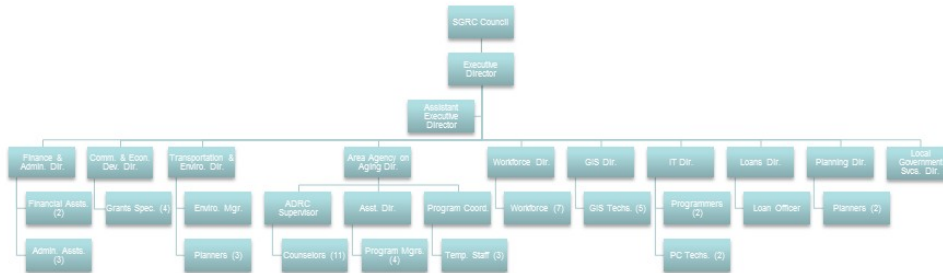
Date	Activity (Review/Update/Amendment/Adoption/Distribution)	Responsible Staff	Remarks
5/21/19	Review and Update – response to GDOT comments, pending Amendment for Fall 2019	Corey Hull	
12/4/19	VLMPO Policy Committee adopted updated PP	Corey Hull	
<u>3/2/21</u>	<u>VLMPO Policy Committee adopted updated PP</u>	<u>Corey Hull</u>	

Appendix J: VLMP and SGRC Organizational Charts



SGRC Organization Chart

as of 11/27/18



Appendix K: MPO Resource Agency List

This list is current as of 12/17/20.

Salutation	First Name	Last Name	Company	Address	City	State/Province	ZIP/Postal Code
Mr.	Tony	Aldridge	USDA Natural Resources Conservation Service	516-A County Farm Road	Nashville	Georgia	31639
Ms.	Christie	Moore	Valdosta-Lowndes County Chamber of Commerce	416 N Ashley St.	Valdosta	Georgia	31601
Mr.	Richard E.	Dunn	Georgia Environmental Protection Division	2 Martin Luther King Jr. Drive	Atlanta	Georgia	30334
Mr.	Christopher	Tomlinson	Georgia State Road & Tollway Authority	47 Trinity Avenue, 4th Floor	Atlanta	Georgia	30334
Mr.	King	Bridges	Berrien County Parks and Recreation Authority	1015 Exum Rd.	Nashville	Georgia	31639
Mr.	Eugene	Dyal	Seven Rivers RC & D	239 N East Park Ave Suite E	Baxley	Georgia	31513
Mr.	Harold	Chambers	Coastal Plains RESA	245 North Robinson St.	Lenox	Georgia	31637
Dr.	David	Crass	GA DNR Historic Preservation Division	254 Washington Street, SW Ground Level	Atlanta	Georgia	30334
Ms.	Emilie	Simpson	Alapha Soil and Water Conservation Commission	516A County Farm Road Ste 2	Nashville	Georgia	31639
Mr.	Pat	Wilson	Georgia Department of Economic Development	75 Fifth Street, N.W., Suite 1200	Atlanta	Georgia	30308
Ms.	Tamara	Christion	FHWA GA Division	61 Forsyth St SW Suite 177100	Atlanta	Georgia	30303-3104
Ms.	USA	Myler	GA DNR Environmental Protection Division - Albany	2024 Newton Road	Albany	Georgia	31701
Mr.	Chuck	Williams	Georgia Forestry Commission	5645 Riggins Mill Road	Dry Branch	Georgia	31020
		Director	Grand Bay Wildlife Management Area	1773-A Bowens Mill Hwy	Fitzgerald	Georgia	31750
		Director	Brooks County Museum	121 N. Culpepper St.	Quitman	Georgia	31643
Mr.	Mitch	Attaway	Georgia Soil and Water Conservation Commission	4310 Lexington Road	Athens	Georgia	30605
Mr.	Mark	Williams	Georgia Department of Natural Resources	2 Martin Luther King Jr. Drive, SE Suite 1252	Atlanta	Georgia	30334
		Executive Director	Banks Lake National Wildlife Refuge	2700 Suwannee Canal Road	Folkston	Georgia	31537
Mr.	Trey	Glenn	US EPA Region 4	Sam Nunn Atlanta Federal Center 61 Forsyth Street, SW	Atlanta	Georgia	30303-8960
Mr.	Griffith	Lynch	Georgia Ports Authority	PO Box 2406	Savannah	Georgia	31402
Mr.	Dan	Forster	GA DNR Wildlife Resources Division	2070 U.S. Hwy. 278, SE	Social Circle	Georgia	30025
Mr.	Thomas	Howell	Georgia Department of Transportation	600 W Peachtree St. NW 11th Floor	Atlanta	Georgia	30308
Mr.	Stephen	Spadley	Georgia Forestry Commission	3011 US Highway 84 East	Valdosta	Georgia	31606-0303
Mr.	Cliff	Lewis	GA DNR Environmental Protection Division	531 Main St Suite D	Tifton	Georgia	31794
Mr.	Jason	Gillis	Georgia Forestry Commission Satilla District	5003 Jacksonville Hwy	Waycross	Georgia	31503
Mr.	George	Page	Valdosta-Lowndes Parks and Recreation Authority	1901 N. Forrest Street	Valdosta	Georgia	31603
Mr.	Stan	Crance	Valdosta Lowndes Development Authority	103 Roosevelt Drive	Valdosta	Georgia	31602
Ms.	Andrea	Schuijjer	Valdosta Lowndes Development Authority	103 Roosevelt Drive	Valdosta	Georgia	31602
Mr.	Bryan	Shaw	Berrien County Historical Foundation	P. O. Box 417	Nashville	Georgia	31639
Ms.	Pam	Cartwright	Behavioral Health Service of South Georgia	3120 North Street Ext., Suite C	Valdosta	Georgia	31602
Mr.	Christopher	Nunn	Georgia Department of Community Affairs	60 Executive Park South, NE	Atlanta	Georgia	30329-2231
Ms.	Kim	Wagner	GA Department of Labor Blindness or Vision Impaired Division	820-L Love Ave.	Tifton	Georgia	317983
Mr.	Blair	Joiner	Georgia Forestry Commission	13950 U.S. Hwy 129 N	Nashville	Georgia	31639-4961
Mr.	Andrew	Heath	Georgia Department of Transportation	935 E Confederate Ave. Bldg 24	Atlanta	Georgia	30316
Ms.	Lisa	Smart	Berrien County Chamber of Commerce	PO Box 217	Nashville	Georgia	31639
Ms.	Kelly	Hanks	Quitman-Brooks County Chamber of Commerce	PO Box 151	Quitman	Georgia	31643
Mr.	Sandy	Sanders	Lakeland-Lanier County Chamber of Commerce	8 South Valdosta Road	Lakeland	Georgia	31635
Mr.	Trent	Ingram	Georgia Forestry Commission Flint District	3561 Hwy 112	Camilla	Georgia	31730
Ms.	Becky	Kelley	GA DNR State Parks and Historic Sites	2600 Hwy 155, Suite C	Stockbridge	Georgia	31281
Mr.	Tommy	Turk	GA DNR State Parks and Historic Sites - Region 2	One Conservation Way	Brunswick	Georgia	31520-8605
Mr.	Robert	Emery	GA DNR State Parks and Historic Sites - Region 4	2024 Newton Road	Albany	Georgia	31701-3567
Mr.	Eric	Bentley	GA DNR State Parks and Historic Sites - Region 3	2024 Newton Road	Albany	Georgia	31701-3567
Mr.	Craig	Camuso	CSX Railroad	1590 Marietta Blvd.	Atlanta	Georgia	30318
Mr.	Rick	Harris	Norfolk Southern Railroad	1200 Peachtree St. NE	Atlanta	Georgia	30309
Ms.	Robin	Cumbus	Lowndes County Public Works Department	550 Gil Harbin Industrial Blvd.	Valdosta	Georgia	31601
Mr.	Richard	Hardy	Valdosta Public Works Department	1017 Myrtle St	Valdosta	Georgia	31601
		Commissioner's Office	Berrien County	201 N Davis St. Rm 198	Nashville	Georgia	31639
		Commissioner's Office	Lanier County	100 Main St.	Lakeland	Georgia	31635
		Commissioner's Office	Brooks County	PO Box 272	Quitman	Georgia	31643
		Commissioner's Office	Lowndes County	327 N Ashley St.	Valdosta	Georgia	31601
		Mayor's Office	City of Valdosta	216 E Central Ave.	Valdosta	Georgia	31601
		Mayor's Office	City of Lake Park	120 Essa St.	Lake Park	Georgia	31636
		Mayor's Office	City of Hahira	102 S. Church St.	Hahira	Georgia	31632
		Mayor's Office	City of Remerton	1757 Poplar St.	Remerton	Georgia	31601
		Mayor's Office	City of Dasher	3686 US 41 South	Dasher	Georgia	31601
		Mayor's Office	City of Ray City	PO Box 128	Ray City	Georgia	31645
Mr.	Jim	Galloway	Valdosta Regional Airport	1750 Airport Rd	Valdosta	Georgia	31601
Mr.	Mike	Martin	Valdosta Community Development Department	300 N Lee St.	Valdosta	Georgia	31601
Mr.	Matt	Martin	Valdosta Planning and Zoning Office	300 N Lee St.	Valdosta	Georgia	31601
Mr.	JD	Dillard	Lowndes County Plannign and Zoning Office	327 N Ashley St.	Valdosta	Georgia	31601
Mr.	Ashley	Tye	Lowndes County Code Enforcement	327 N Ashley St.	Valdosta	Georgia	31601
Ms.	Carol	Comer	GA DOT Intermodal Programs	600 W Peachtree St. NW	Atlanta	Georgia	30308
Ms.	Beth	English	Easter Seals of South Georgia	610 North Patterson Street, Ste A	Valdosta	Georgia	31601
Mr.	Leggett	Lovan	Southeastern Freight Lines	2126 WEST HILL AVENUE	Valdosta	Georgia	31601
		Manager	Roadway	6470 Lake Park Bellville Rd	Lake Park	Georgia	31636
		Manager	Home Depot Distribution Center	6201 PETERSON RD	Lake Park	Georgia	31636
		Manager	Lowe's Distribution Center	1550 Commerce Dr	Valdosta	Georgia	31601
		Manager	Dillard's Distribution Center	800 Gil Harbin Industrial Blvd	Valdosta	Georgia	31601
Ms.	Megan	Fowler	SGRC Coordinated Transportation	327 W Savannah Ave.	Valdosta	Georgia	31601
Ms.	Lori	McNeil	GA DHS Coordinated Transportation	PO Box 1148	Nahunta	Georgia	31553
Mr.	Blake	Wagner	Valdosta Bike Center	1907 Baytree Pl	Remerton	Georgia	31601
Ms.	Wendy	Thomas	Valdosta Mayor's Council for Person with Disabilities	216 E Central Ave.	Valdosta	Georgia	31601
Mr.	Danny	Saturday	MIDS, Inc.	1610 River St	Valdosta	Georgia	31601
Dr.	William	Grow	South Health District	325 W Savannah Ave.	Valdosta	Georgia	31601
		Chairman	Lowndes County Board of Health	206 S Patterson St	Valdosta	Georgia	31601
		Chairman	Lanier County Board of Health	53 W Murrell St.	Lakeland	Georgia	31635
		Chairman	Brooks County Board of Health	500 E Courtland	Quitman	Georgia	31643
		Chairman	Berrien County Board of Health	600A Jefferson St	Nashville	Georgia	31639
Mr.	Ronald	Dean	South Georgia Medical Center	2501 N Patterson St.	Valdosta	Georgia	31602
Mr.	Bill	Bryan	Moody Air Force Base 23d CES/CEN	3485 Georgia St	Moody AFB	Georgia	31699
Mr.	James	Floyd	The Muscogee (Creek) Nation	P. O. Box 580	Okmulgee	Oklahoma	74447
Ms.	Stephanie	Bryan	Poarch Band of Creeks	5811 Jack Springs Road	Atmore	Alabama	36502
Mr.	Ryan	Morrow	Thlopthocco Tribal Town	P.O. Box 188	Okemah	Oklahoma	75859
Mr.	Greg	Chilcoat	The Seminole Nation of Oklahoma	P.O. Box 1498	Wewoka	Oklahoma	74884
Mr.	Jeremiah	Hobia	Kialagee Tribal Town	P.O. Box 332	Wetumka	Oklahoma	74883
Mr.	Jonas	John	Coushatta Tribe of Louisiana	P.O. Box 10	Elton	Louisiana	70532
Ms.	Ann	Denson Tucker	Muscogee Nation of Florida	278 Church Road	Ponce de Leon	Florida	32455
Ms.	Amanda	Peacock	GDECD Toursim	1709 Gortto Road Suite A Box 307	Valdosta	Georgia	31601
Mr.	Gary	Black	GA Dept. of Agriculture	19 Martin Luther King, Jr. Dr., S.W.	Atlanta	Georgia	30334
Colonel	Andrew	Kelly	US Army Corps of Engineers, Jacksonville District	701 San Marco Blvd.	Jacksonville	Florida	32207

Appendix L: VLMPO TIP/LRTP Amendment Process

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) issued the Final Rule to revise the Statewide and Metropolitan Transportation Planning regulations incorporating changes from the Moving Ahead for Progress in the 21st Century Act (MAP-21) with an effective date of July 2012. The revised regulations clearly define administrative modifications and amendments as actions to update plans and programs. 23 Code of Federal Regulations (CFR) Part 450.104 defines administrative modifications and amendments as follows:

- Administrative modification “means a minor revision to a long-range statewide or metropolitan transportation plan or Transportation Improvement Program (TIP) that includes minor changes to project/project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates. Administrative Modification is a revision that does not require public review and comment, redemonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).”
- Amendment “means a revision to a long-range statewide or metropolitan transportation plan or TIP that involves a major change to a project included in a metropolitan transportation plan or TIP, including the addition or deletion of a project or major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment, redemonstration of fiscal constraint, or a conformity determination (for metropolitan transportation plans and TIPs involving “non-exempt” projects in nonattainment and maintenance areas). In the context of a long-range statewide transportation plan, an amendment is a revision approved by the State in accordance with its public involvement process.”

The following procedures have been developed for processing administrative modifications and amendments to the Metropolitan Planning Organizations (MPOs) TIPs and Long Range Transportation Plans (LRTPs). Processes described below detail procedures that are to be used to update an existing approved STIP or TIP and associated plan, if applicable. A key element of the amendment process is to assure that funding balances are maintained.

Administrative Modifications for Initial Authorizations

The following actions are eligible as Administrative Modifications to the TIP/LRTP:

- A. Revise a project description without changing the project scope, conflicting with the environmental document or changing the conformity finding in nonattainment and maintenance areas (less than 10% change in project termini). This change would not alter the original project intent.
- B. Splitting or combining projects.
- C. Federal funding category change.
- D. Minor changes in expenditures for transit projects.
- E. Roadway project phases may have a cost increase less than \$2,000,000 or 20% of the amount to be authorized.
- F. Shifting projects within the 4-year STIP as long as the subsequent annual draft STIP was submitted prior to September 30.
- G. Projects may be funded from lump sum banks as long as they are consistent with category definitions.

An administrative modification can be processed in accordance with these procedures provided that:

- 1. It does not affect the air quality conformity determination.
- 2. It does not impact financial constraint.
- 3. It does not require public review and comment.

The administrative modification process consists of a monthly list of notifications from GDOT to all involved parties, with change summaries sent on a monthly basis to the FHWA and FTA by the GDOT. The GDOT will submit quarterly reports detailing projects drawn from each lump sum bank with remaining balance to the FHWA.

Amendments for Initial Authorizations

The following actions are eligible as Amendments to the TIP/LRTP:

- A. Addition or deletion of a project.
- B. Addition or deletion of a phase of a project.
- C. Roadway project phases that increase in cost over the thresholds described in the Administrative Modification section.
- D. Addition of an annual TIP.
- E. Major change to scope of work of an existing project. A major change would be any change that alters the original intent i.e. a change in the number of through lanes, a change in termini of more than 10 percent.
- F. Shifting projects within the 4-year STIP which require redemonstration of fiscal constraint or when the subsequent annual draft STIP was not submitted prior to September 30. (See Administrative Modification item F.)

Amendments to the TIP/LRTP will be developed in accordance with the provisions of 23 CFR Part 450. This requires public review and comment and responses to all comments, either individually or in summary form. For amendments in MPO areas, the public review process should be carried out in accordance with the procedures outlined in the Participation Plan. The GDOT will assure that the amendment process and the public involvement procedures have been followed. Cost changes made to the second, third and fourth years of the TIP will be balanced during the TIP yearly update process. All amendments should be approved by FHWA and/or FTA.

Notes:

- 1. The date a TIP becomes effective is when the Governor or his designee approves it. For nonattainment and maintenance areas, the effective date of the TIP is based on the date of U.S. Department of Transportation's positive finding of conformity.
- 2. The date the State Transportation Improvement Program (STIP) becomes effective is when FHWA and FTA approve it.
- 3. The STIP/TIP is developed on the state fiscal year which is July 1-June 30.
- 4. Funds for cost increases will come from those set aside in the STIP/TIP financial plan by the GDOT for modifications and cost increases. Fiscal Constraint will be maintained in the STIP/TIP at all times.

Appendix M: Participation Plan Public Comment

Appendix N: VLMPO Committee Racial Breakdown

Body	Caucasian	Latino	African American	Asian American	Native American	Other
Service Area Population: 113,941	58%	5%	36%	<1%	<1%	6%
Policy Comm.	84%	8%	8%			
Technical Comm.	88%		12%			
Citizen Comm.	82%		18%			
Source: Census 2013-2017 ACS 5-year Estimates; B03002, B02001 and staff observations						

This information is current as of 9/4/19. [This info needs to be updated via a survey of committee members.](#)

Appendix O: ~~VLMPO~~ Staff Training Record

Staff	Training Subject	Provider	Date
Amy Martin	Fundamentals of EJ	NHI	2/13/18
Corey Hull	Title VI Training	GDOT	7/12/18
Amy Martin	Title VI Training	GDOT	7/12/18
JD Dillard	Title VI Training	GDOT	3/14/18
JD Dillard	Title VI Training/ADA	GDOT	11/20/19
<u>Megan Fowler</u>	<u>Fundamentals of EJ</u>	<u>NHI</u>	<u>9/22/20</u>
<u>Megan Fowler</u>	<u>Title VI for FTA Grantees</u>	<u>RTAP</u>	<u>10/5/20</u>

Appendix P: Record of Title VI Investigations, Complaints, and Lawsuits

	Date	Summary	Status	Action(s) Taken
Investigations				
None at this time	12/17/ 19 <u>20</u>			
Complaints				
None at this time	12/17/ 20 <u>19</u>			
Lawsuits				
None at this time	12/17/ 20 <u>19</u>			