



# Valdosta- Lowndes Metropolitan Planning Organization Participation Plan

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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: December 4, 2019



REGIONAL SERVICES • COMMUNITY FOCUSED

327 West Savannah Avenue  
Valdosta, Georgia 31602  
229-333-5277

[www.sgrc.us](http://www.sgrc.us)

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

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A new adoption resolution will be inserted here

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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.<sup>1</sup>

- 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.”<sup>2</sup>

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 VLMPO 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

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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\\_techniques/fhwahep15044.pdf](http://www.fhwa.dot.gov/planning/public_involvement/publications/pi_techniques/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.

### 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. Membership of the CAC is representative of key stakeholder groups within the community as well as members of the public appointed by Lowndes County and its cities. The VLMPO staff works in other ways to involve and engage the public throughout the entire region. This engagement includes opportunism to speak at public meetings of the MPO, annual meetings

with the County Commissioners and/or staff, or other specific outreach efforts.

VLMPPO staff monitors the racial makeup of the VLMPPO committes and compares this to the makeup of the MPO area as a whole. The current

makeup of the MPO committees, as of 9/4/19, is listed in Appendix N. This information is updated annually. Current membership rosters of all VLMPPO Committees are avaialble on the website at [www.sgrc.us](http://www.sgrc.us).

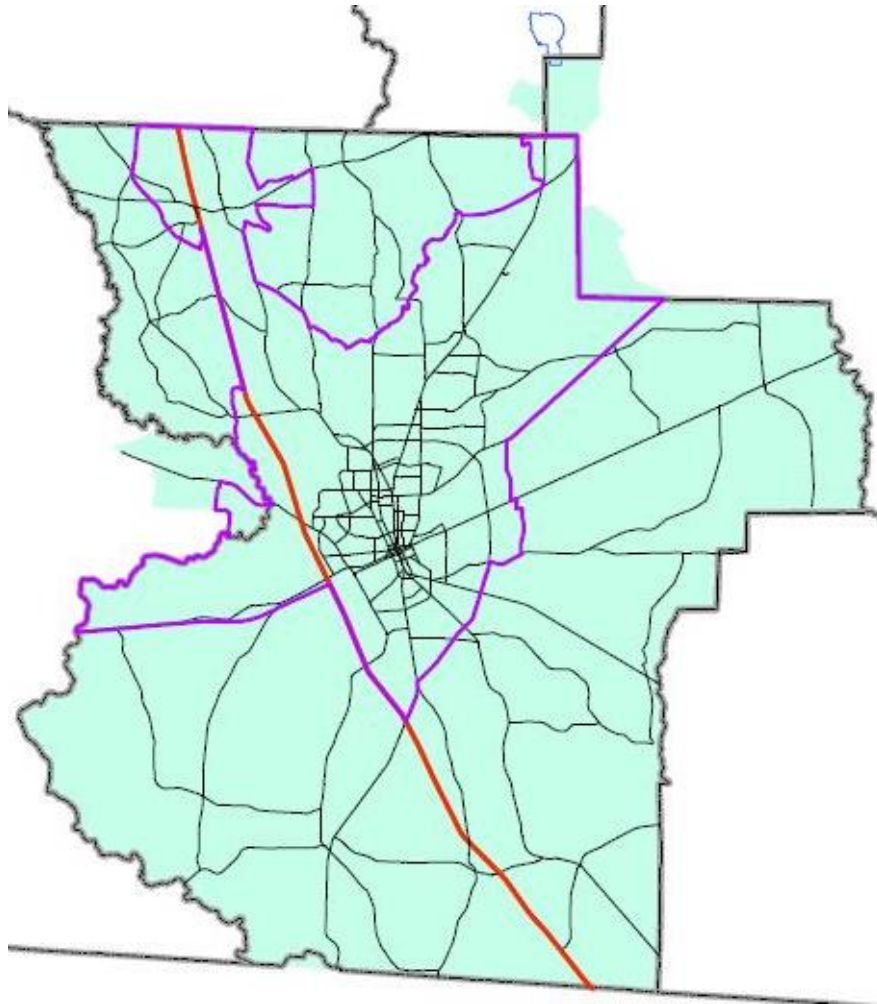


Figure 1 Valdosta-Lowndes MPO Metropolitan Planning Area (blue shaded area) and Urbanized Area boundary (purple).



## 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](http://www.sgrc.us).

Race: 2017 ACS 1-yr Estimates (B02001)	Estimate	Margin of Error
Total:	115,489	*****
White alone	64,198	+/- 1,113
Black or African American alone	42,079	+/- 1,011
American Indian and Alaska Native alone	507	+/- 509
Asian alone	2,665	+/- 255
Native Hawaiian and Other Pacific Islander alone	197	+/- 268
Some other race alone	3,522	+/- 1,505
Two or more races:	2,321	+/- 1,176
Two races including Some other race	165	+/- 199
Two races excluding Some other race, and three or more races	2,156	+/- 1,127



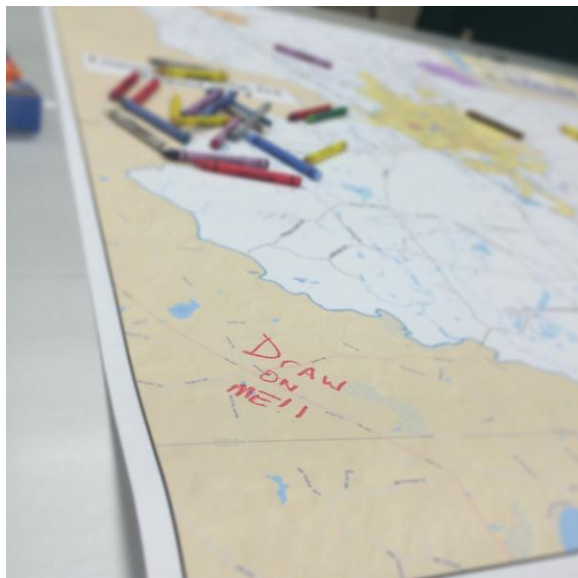
Figure 2 Staff Speaking to a Group of Interested Citizens

Household Income: 2017 ACS 1-yr Estimates (B19001)	Estimate	Margin of Error
Total	41,585	+/- 1,515
Less than \$10,000	8,472	+/- 1,713
\$10,000 to \$14,999	2,122	+/- 721
\$15,000 to \$19,999	2,004	+/- 788
\$20,000 to \$24,999	3,129	+/- 1,105
\$25,000 to \$29,999	1,748	+/- 583
\$30,000 to \$34,999	1,594	+/- 548
\$35,000 to \$39,999	1,263	+/- 541
\$40,000 to \$44,999	1,633	+/- 712
\$45,000 to \$49,999	2,404	+/- 950
\$50,000 to \$59,999	3,085	+/- 896
\$60,000 to \$74,999	3,484	+/- 995
\$75,000 to \$99,999	4,552	+/- 1,004
\$100,000 to \$124,999	2,431	+/- 968
\$125,000 to \$149,999	1,650	+/- 738
\$150,000 to \$199,999	1,214	+/- 450
\$200,000 or more	800	+/- 371
Median income (dollars) (B19013)	\$41,156	+/- 4,622

Age: 2017 ACS 1-yr Estimates (S0101)	Estimate	Margin of Error
Total population	115,489	*****
AGE		
Under 5 years	8,834	+/- 449
5 to 9 years	6,444	+/- 1,069
10 to 14 years	9,135	+/- 1,271
15 to 19 years	9,274	+/- 1,289
20 to 24 years	14,740	+/- 1,458
25 to 29 years	9,256	+/- 423
30 to 34 years	8,264	+/- 671
35 to 39 years	7,624	+/- 1,372
40 to 44 years	5,617	+/- 1,214
45 to 49 years	5,876	+/- 589
50 to 54 years	5,956	+/- 618
55 to 59 years	7,292	+/- 847
60 to 64 years	4,873	+/- 756
65 to 69 years	4,293	+/- 646
70 to 74 years	3,619	+/- 655
75 to 79 years	2,241	+/- 698
80 to 84 years	2,096	+/- 783
85 years and over	1,055	+/- 364
SUMMARY INDICATORS		
Median age (years)	30.4	+/- 0.3

## 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 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 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 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.

*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. 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 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.<sup>3</sup>

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.

## **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.

## **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 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](http://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.

### **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 MPO for the Valdosta Urbanized Area must adhere to both federal and state laws and regulations for open meetings. The VLMPO will make its agendas 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 range transportation plans. 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 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, Remerton, Hahira, Dasher and Lake Park, as well as Lowndes, Brooks, Lanier, and Berrien Counties. According to the U.S. Census Bureau (2013-2017 American Community Survey), the primary language for Lowndes County is English, but 6.3% 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.**

	2013-2017 ACS (S1601)
Estimate	6,693
Margin of Error	+/- 614
Lowndes County %	6.3%
United States %	21.3

According to the most recent available Census data it is estimated that 2,706 individuals in Lowndes County speak English less than very well. About 54% of those individuals speak Spanish as their native language. Other significant languages spoken in the community include Gujarati, Chinese, and Korean.

Speak English less than "very well"		
Language	Number	Percent
Spanish	1,452	54%
French	109	4%
French Creole	2	0%
German	17	1%
Polish:	4	0%
Other Slavic	30	1%
Gujarati	420	16%
Hindi	9	0%
Urdu	13	0%
Chinese	255	9%
Japanese	28	1%
Korean	198	7%
Vietnamese	22	1%
Tagalog	26	1%
Other Pacific Island	16	1%
Arabic	11	0%
African languages	83	3%
Other languages	11	0%
<b>Total</b>	<b>2,706</b>	<b>100%</b>
<b>5%</b>	<b>135</b>	

**Figure 4 Persons Speaking English less than "very well"**

#### Factor 2:

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

The VLMPO 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 VLMPO and its documents are available to a broad audience regardless of language. The VLMPO also advertises TDD services on its website. In all public notices, the VLMPO 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 languages identified as over 5% of the population 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 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 Transportation Plan (LRTP) 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 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 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 VLMPO 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 minority language media (newspapers, websites, etc.) when available.

### **Non-English Speaking Communities**

Upon request, the 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 the LEP Plan and the PP on its website at: [www.sgrc.us/transportation](http://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 statutes, 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 persons as 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 statutes 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 Title VI of the Civil Rights Act of 1964 and other subsequent statutes, 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 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 Executive Director.

### Title VI Coordinator

The VLMPO 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 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., Valdosta, GA 31601.

## Title VI Plan Implementation

As authorized by the 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 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 VLMPO 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 VLMPO Title VI Plan as needed or required. Present updated plan to the Executive Director 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 VLMPO staff to develop and disseminate Title VI program information to VLMPO 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 VLMPO processes.

- **Maintain Legislative and Procedural Information**

Ensure the current VLMPO Title VI Plan, Annual Accomplishment Reports, and other resource information pertaining to the implementation and administration of the VLMPO'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, the VLMPO maintains a separate DBE policy for

transportation related procurement purposes. This policy is available for review on the SGRC website at [www.sgrc.us](http://www.sgrc.us).

- **E-Verify**

As a part of the Southern Georgia Regional Commission 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 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 list, 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 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.

### **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., 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 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 used to satisfy the Georgia Department of Transportation public participation process for the Program of Projects (POP).
- 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 LRTP, 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 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 SGRC publishes a monthly newsletter that is distributed 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 the VLMPO Metropolitan Planning 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](http://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 the use of texting and an app for access, real time polling, voting, and live streaming purposes. The VLMPO will also continue to explore new social media websites 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.

### **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 MPO 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, 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 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

This page will be updated upon adoption with a new signature

### Title VI Policy Statement and Authorities

The 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 programs 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 CVI activities, preparing report and other responsibilities s as required by 23 CFR 200 and 49 CR 21.



Lisa Cribb, VLMPO/SGRC Executive Director

09/07/16

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 Valdosta-Lowndes Metropolitan Planning Organization (herein after referred to as 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 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 hereby gives the following specific assurances to its Federal Aid Highway Program:

1. That the VLMPO 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 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 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 VLMPO shall insert the clauses of Appendix 1 of this Assurance in every contract subject to the Act and the Regulations.
4. That the 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 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 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 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 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 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 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 VLMPO retains ownership or possession of the property.
9. The VMPO shall provide for such methods of administration for the program as are found by the Secretary of Transportation, or the official to whom 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 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 this Assurance.

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



Lisa Cribb, VLMPO Executive Director

09/07/16

Date

This page will be updated upon adoption with a new signature

## Appendix C: Title VI Contract Language

The text below, in its entirety, is in all contracts entered into by 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 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, 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, with state and federal agency concurrence, would initiate sanctions per 49 CFR 21.
6. **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 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 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, Spanish, 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](http://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](http://www.sgrc.us)) a varios idiomas. Las publicaciones y otros documentos públicos pueden estar disponibles en idiomas o formatos alternativos, si se solicitan”.*

## VLMPO第六章公告

VLMPO特此公告，VLMPO政策是确保在所有项目和活动中完全遵守1964年《民权法》（Civil Rights Act）第六章、《1987年公民权利恢复法》（Civil Rights Restoration Act of 1987）以及相关法律法规。第六章要求，在任何联邦资助公路项目或VLMPO所接受的其他联邦财政援助活动中，不得因为种族、肤色、性别或国家原籍而对任何人进行歧视，包括排除参加和忽视他们的自身利益。

任何人如认为自己因第六章所述的非法歧视行为而受到侵害，有权向VLMPO提出正式投诉。任何此类投诉必须以书面形式提出，并在其指控的歧视事件发生后180天内提交给VLMPO第六章协调员（VLMPO Title VI Coordinator）。关于第六章所述歧视的投诉表（见附录样本）可从南乔治亚区域委员会办事处（Southern Georgia Regional Commission office）获得。

对于所有公众和/或外部机构或组织可能参加的会议（如现场和非现场的公开会议和开放日、研讨会以及VLMPO委员会会议），本声明都被纳入会议公告。

*“在所有的项目和活动中，VLMPO完全遵守1964年《民权法》第六章以及相关的法律法规。VLMPO举办的公共会议都尽可能在具有美国残疾人法案所规定的无障碍设施及交通易到达的地方举行。可向至少于会议日期前七天提交请求的个人提供辅助服务。”*

以下声明内容应纳入所有VLMPO公共文件和出版物中。对于出版物，可在其标题页的底部添加此声明。

*“在所有的项目和活动中，VLMPO完全遵守1964年《民权法》第六章以及相关的法律法规。VLMPO的网站内容（[www.sgrc.us](http://www.sgrc.us)）可被翻译为多种语言。如有要求，其出版物和公共文件可使用其他语言或格式。”*

## VLMP0 6조 공지

VLMP0는 모든 프로그램과 활동에서 1964년 미국 민권법 6조, 1987년 미국 민권회복법 및 관련 법률과 규정의 전적인 준수를 보장하는 것이 VLMP0의 정책임을 공지합니다. 6조에 의해서 연방 지원 고속도로 프로그램 또는 VLMP0가 연방 재정 지원을 받는 일체의 활동에서 어떠한 개인도 인종이나 피부색, 성별, 출신 국가에 따라 참여가 배제되거나 혜택에서 거부되거나 차별에 종속되어서는 안 됩니다.

6조에 의거했을 때 불법적인 차별의 관행을 당했다고 생각하는 개인은 누구든지 VLMP0에 정식 고소를 제출할 권리가 있습니다. 그러한 고소의 내용은 반드시 서면으로 작성하여 VLMP0 6조 조정자에게 제기된 차별이 발생한 일자로부터 180일 이내에 제출해야 합니다. 6조 차별 고소(부록 예시) 양식은 남부 조지아 지역 위원회에서 확보할 수 있습니다.

본 진술문은 참여 가능한 모든 공개 및 또는 외부 기관 또는 조직을 대상으로 하는 일체의 회의 공지에 추가됩니다. (한정 및 비한정 공개 회의 및 오픈하우스, 세미나, VLMP0 위원회 회의).

*“VLMP0는 모든 프로그램과 활동에서 1964년 미국 민권법 6조를 전적으로 준수합니다. VLMP0 공개 회의는 가능한 경우 항상 ADA 접근이 가능한 시설 및 교통 접근이 가능한 장소에서 열립니다. 보조 서비스는 회의 최소 7일 전에 요청을 제출한 개인에게 제공됩니다.”*

다음의 진술문은 모든 VLMP0 공개 문서 및 발표에 추가되어야 합니다. 발표의 경우, 진술문을 제목 페이지 하단에 추가할 수 있습니다.

*“VLMP0는 모든 프로그램과 활동에서 1964년 미국 민권법 6조를 전적으로 준수합니다. VLMP0 웹사이트([www.sgrc.us](http://www.sgrc.us))는 여러 언어로 번역될 수 있습니다. 발표 등의 공개 문서는 요청에 따라 대체할 수 있는 언어 또는 형식으로 이용할 수 있습니다.”*

## VLMPPO શીર્ષક ૬ (ટાઇટલ VI) જનતાને સૂચના

VLMPPO દ્વારા સાર્વજનિક સૂચના આપવામાં આવે છે કે તે 1964 ના નાગરિક અધિકાર અધિનિયમના શીર્ષક ૬ (ટાઇટલ VI) , 1987 ના નાગરિક અધિકાર પુનઃસ્થાપન અધિનિયમ, અને બધા કાર્યક્રમ અને પ્રવૃત્તિમાં સંબંધિત કાયદા અને નિયમનો સાથે સંપૂર્ણ પાલનની ખાતરી આપવાની VLMPPO ની નીતિ છે. શીર્ષક ૬ (ટાઇટલ VI) માટે આવશ્યક છે કે કુળ, રંગ, જાતિ અથવા રાષ્ટ્રીય મૂળના ભાગરૂપે કોઈ પણ વ્યક્તિ ફેડરલ કાઢી નાખવામાં ન આવે, તેના લાભથી નકારવામાં આવે અથવા અન્યથા સહાયતા ધોરીમાર્ગ કાર્યક્રમ (એઇડ હાઇવે પ્રોગ્રામ) અથવા અન્ય પ્રવૃત્તિ માટેના ભાગરૂપે ભાગીદારીમાંથી ભેદભાવના આધિન કોઈ વ્યક્તિ ન હોવી જોઈએ. જેની માટે VLMPPO ફેડરલને નાણાકીય સહાયતા મળે છે.

કોઈપણ વ્યક્તિ જે માને છે કે તેઓ શીર્ષક ૬ (ટાઇટલ VI) હેઠળ ગેરકાનૂની ભેદભાવપૂર્ણ અભ્યાસ દ્વારા પીડિત થયા છે તેને VLMPPO સાથે ઔપચારિક ફરિયાદ દાખલ કરવાનો અધિકાર છે. આવી કોઈ ફરિયાદ લેખિતમાં હોવી જોઈએ અને કથિત ભેદભાવપૂર્ણ ઘટનાની તારીખ પછી 180 દિવસની અંદર VLMPPO શીર્ષક ૬ (ટાઇટલ VI) સહનિર્દેશક સાથે ફાઇલ કરવું આવશ્યક છે. શીર્ષક ૬ (ટાઇટલ VI) ભેદભાવ ફરિયાદ (પરિશિષ્ટમાં નમૂના) ફોર્મ દક્ષિણ સધર્ન જ્યોર્જિયા રિજનલ કમિશન ઓફિસમાંથી પ્રાપ્ત કરી શકાય છે.

આ વિધાન કોઈપણ મીટિંગની ઘોષણામાં ઉમેરવામાં આવ્યું છે જેમાં સાર્વજનિક અને/અથવા બહારની એજન્સીઓ અથવા સંસ્થાઓ (જેમ કે સાર્વજનિક મીટિંગ્સ અને ઓન-સાઇટ, ઓફ-સાઇટ, સેમિનાર તેમજ VLMPPO સમિતિની મીટિંગ્સમાં જાહેર સભાઓ) ભાગ લઈ શકે છે.

“VLMPPO 1964 ના નાગરિક અધિકાર અધિનિયમના શીર્ષક ૬ (ટાઇટલ VI) અને બધા કાર્યક્રમ અને પ્રવૃત્તિમાં સંબંધિત કાયદા અને નિયમોનું પાલન કરે છે. VLMPPO સાર્વજનિક મીટિંગ હંમેશા ADA-સુલભ સુવિધાઓમાં અને જ્યારે શક્ય હોય ત્યારે પારગમન-સુલભ સ્થળોમાં રાખવામાં આવે છે. સહાયક સેવાઓ તે લોકોને પ્રદાન કરી શકાય છે જે મીટિંગની પહેલાં ઓછામાં ઓછા સાત દિવસની વિનંતી કરે છે.”

નીચેનું વિધાન બધા VLMPPO સાર્વજનિક દસ્તાવેજો અને પ્રકાશનોમાં ઉમેરવું જોઈએ. પ્રકાશનો માટે, શીર્ષક પૃષ્ઠના તળિયે વિધાન ઉમેરી શકાય છે.

“VLMPPO 1964 ના નાગરિક અધિકાર અધિનિયમના શીર્ષક ૬ (ટાઇટલ VI) અને બધા કાર્યક્રમ અને પ્રવૃત્તિમાં સંબંધિત કાયદા અને નિયમોનું પાલન કરે છે. VLMPPOની વેબસાઇટ ([www.sgrc.us](http://www.sgrc.us)) બહુવિધ ભાષાઓમાં અનુવાદિત થઈ શકે છે. વિનંતી કરવામાં આવે તો વૈકલ્પિક ભાષાઓ અથવા બંધારણોમાં પ્રકાશનો અને અન્ય સાર્વજનિક દસ્તાવેજો ઉપલબ્ધ કરાવી શકાય છે.

## Appendix E: VLMPO Title VI Complaint Procedures

### Title VI Complaint Procedures

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

Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the VLMPO. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the VLMPO's Title VI Coordinator for review and action.

**The official form for any such complaints is included in the Appendix section of this paper as well as available on the website at [www.sgrc.us](http://www.sgrc.us).**

In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 days after:

- a) The date of alleged act of discrimination; or
- b) Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, the VLMPO Executive Director or their designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

Complaints shall be in writing, using the Title VI Complaint Form found in this document, and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer

or employee of the VLMPO, the person shall be interviewed by the Title VI Coordinator. If necessary, the Title VI Coordinator will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled according to the VLMPO's investigative procedures. Should the Title VI Coordinator be the individual charged the Executive Director or their designee will process the complaint to remove the Title VI Coordinator from any perceived conflict of interest.

Within 10 days, the Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of procedures to be followed, and advise the complainant of other avenues of redress available, such as GDOT and USDOT.

The VLMPO will advise GDOT within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to GDOT:

- a) Name, address, and phone number of the complainant.
- b) Name(s) and address(es) of alleged discriminating official(s).
- c) Basis of complaint (i.e., race, color, national origin or sex)
- d) Date of alleged discriminatory act(s).
- e) Date of complaint received by the VLMPO.
- f) A statement of the complaint.
- g) Other agencies (state, local or Federal) where the complaint has been filed.
- h) An explanation of the actions the VLMPO has taken or proposed to resolve the issue raised in the complaint.

GDOT will forward the complaint to FHWA. FHWA Office of Civil Rights will determine the appropriate individual and/or organization to conduct the investigation.

Within 60 days of receiving the complaint, the Title VI Coordinator will conduct an investigation

of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the Executive Director of the VLMPO. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.

Within 90 days of receipt of the complaint, the Executive Director of the VLMPO will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with GDOT, or USDOT, if they are dissatisfied with the final decision rendered by the VLMPO. The Title VI Coordinator will also provide GDOT with a copy of this decision and summary of findings upon completion of the investigation.

### **Contract Review Procedures**

The Title VI Coordinator will assist GDOT to periodically conduct Title VI compliance reviews. VLMPO staff will review selected recipients of Federal-aid highway or other Federal funds, to ensure adherence to Title VI requirements. The VLMPO 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 or sub-recipient levels, corrective action will be taken to resolve identified Title VI issues. VLMPO will seek the cooperation of the consultant, contractor or other sub-recipient in correcting deficiencies found during periodic reviews. 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 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 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 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](http://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 denuncias conforme al Título VI

Cualquier persona que considere que, individualmente, como miembro de alguna clase específica o en relación con una empresa comercial en desventaja, ha sido objeto de discriminación prohibida por el Título VI de la Ley de Derechos Civiles de 1964, la Ley sobre Estadounidenses con Discapacidades de 1990, la Sección 504 de la Ley de Rehabilitación Vocacional (Vocational Rehabilitation Act) de 1973 y la Ley de Restauración de Derechos Civiles de 1987, con sus respectivas enmiendas, pueden presentar una denuncia ante la VLMPO. Un representante también puede presentar una denuncia en nombre de dicha persona. Todas las denuncias se remitirán al Coordinador del Título VI de la VLMPO para revisión y medidas.

**El formulario oficial para tales denuncias se incluye en la sección de Apéndice de este documento, así como en el sitio web [www.sgrc.us](http://www.sgrc.us).**

Para que se tome en cuenta la denuncia conforme a este procedimiento, el denunciante debe presentar la misma a más tardar 180 días posteriores a:

- c) La fecha del presunto acto de discriminación; o
- d) en caso de haber existido un patrón continuo de conducta, la fecha en la que haya cesado la misma.

En cualquiera de ambos casos, el Director Ejecutivo de la VLMPO o su designado pueden extender el plazo de presentación o anular el límite de tiempo en aras de la justicia, especificando por escrito el motivo para hacerlo.

Las denuncias deberán hacerse por escrito, utilizando el Formulario de Denuncia conforme al Título VI que se encuentra en este documento y deberán estar firmadas por el denunciante o su representante. Las denuncias deberán exponer de la manera más completa posible los hechos y circunstancias en torno a la discriminación denunciada. En el caso de que una persona haga una denuncia verbal de discriminación a un funcionario o empleado de la VLMPO, será entrevistada por el Coordinador del Título VI. Si es

necesario, el Coordinador del Título VI ayudará a la persona a redactar la denuncia y le enviará la versión escrita de esta para que la firme. La denuncia se tramitará de acuerdo con los procedimientos de investigación de la VLMPO. En caso de que el Coordinador del Título VI sea la persona acusada, el Director Ejecutivo o su designado procesarán la denuncia para retirar al Coordinador del Título VI de cualquier de conflicto de interés percibido.

Dentro de los 10 días, el Coordinador del Título VI acusará recibo de la denuncia, informará al denunciante de los procedimientos a seguir y le informará de otras vías de corrección disponibles, como las del Departamento de Transporte de Georgia (Georgia Department of Transportation, GDOT) y del Departamento de Transporte de los Estados Unidos (United States Department of Transportation, USDOT).

La VLMPO notificará al GDOT dentro de los 10 días posteriores a la recepción de los alegatos. Por lo general, se incluirá la siguiente información en cada notificación al GDOT:

- i) Nombre, dirección y número de teléfono del denunciante.
- j) Nombre(s) y dirección(es) del (de los) presunto(s) funcionario(s) discriminatorio(s).
- k) Motivo de la denuncia (es decir, raza, color, origen nacional o sexo).
- l) Fecha del (de los) presunto(s) acto(s) discriminatorio(s).
- m) Fecha de recepción de la denuncia por la VLMPO.
- n) Una declaración de la denuncia.
- o) Otras agencias (estatales, locales o federales) ante las que se haya presentado la denuncia.
- p) Una explicación de las medidas que la VLMPO ha adoptado o propuesto para resolver el problema planteado en la denuncia.

El GDOT enviará la denuncia a la Administración Federal de Carreteras (Federal Highway Administration, FHWA). La Oficina de Derechos Civiles (Office of Civil Rights) de la FHWA definirá a la persona u organización apropiadas para realizar la investigación.

Dentro de los 60 días posteriores a la recepción de la denuncia, el Coordinador del Título VI realizará una investigación de los alegatos y, con base en la información obtenida, presentará una recomendación para la adopción de medidas en un informe de conclusiones al Director Ejecutivo de la VLMPO. La denuncia debe ser resuelta por medios informales siempre que sea posible. Se resumirán tales intentos informales y sus resultados en el informe de conclusiones.

Dentro de los 90 días posteriores a la recepción de la denuncia, el Director Ejecutivo de la VLMPO notificará por escrito al denunciante la decisión final adoptada, incluida la propuesta de resolución para la causa. La notificación informará al denunciante de sus derechos de apelación ante el GDOT o el USDOT, en caso de que no quede satisfecho con la decisión final emitida por la VLMPO. El Coordinador del Título VI también proporcionará al GDOT una copia de dicha decisión y un resumen de las conclusiones al finalizar la investigación.

## **Procedimientos de Revisión de Contratos**

El Coordinador del Título VI ayudará al GDOT a realizar periódicamente revisiones de cumplimiento con el Título VI. El personal de la VLMPO evaluará a destinatarios seleccionados de la Ayuda Federal para Carreteras u otros fondos federales a fin de garantizar el cumplimiento con los requisitos del Título VI. La VLMPO trabajará en colaboración para confirmar periódicamente las pautas operativas proporcionadas a consultores, contratistas y subdestinatarios, lo que incluye el idioma, las disposiciones y los requisitos relacionados del Título VI, según corresponda.

### **Revisiones posteriores a las subvenciones**

El Coordinador del Título VI colaborará con el personal de la VLMPO para realizar periódicamente revisiones posteriores a la subvención de beneficiarios seleccionados de fondos federales para carreteras u otros fondos federales, para vías, aceras, puentes, construcciones municipales, etc., a fin de garantizar el cumplimiento con los requisitos del Título VI. El personal apropiado confirmará periódicamente que las pautas operativas proporcionadas a consultores,

contratistas y subdestinatarios incluyan las disposiciones y los requisitos relacionados del Título VI, según corresponda.

### **Medidas correctivas**

Cuando se produzcan, a nivel de la VLMPO o de los subdestinatarios, irregularidades en la administración de los programas de Ayuda Federal para Carreteras, se adoptarán medidas correctivas para resolver los problemas identificados en relación con el Título VI. La VLMPO procurará la cooperación del consultor, contratista u otro subdestinatario para corregir las deficiencias encontradas durante las revisiones periódicas. La VLMPO proporcionará asistencia técnica y orientación, previa solicitud, para apoyar el cumplimiento voluntario por parte del subdestinatario.

Al realizar las revisiones de cumplimiento con el Título VI, la VLMPO redactará cualquier medida correctiva recomendada que se acuerde entre la VLMPO y el subdestinatario; asimismo proporcionará una copia de la carta dentro de un período que no exceda los 45 días. Se dará a los subdestinatarios clasificados en situación de deficiencia un tiempo razonable, que no debe exceder los 90 días posteriores a la recepción de la carta de deficiencia, para corregir las mismas de manera voluntaria. Cuando un subdestinatario no cumpla voluntariamente con los requisitos o se niegue a cumplirlos en el lapso de tiempo asignado, la VLMPO enviará al GDOT y a la FHWA copias del expediente del caso y una recomendación de que se declare al subdestinatario en incumplimiento. Se realizará una revisión de seguimiento dentro de los 180 días posteriores a la revisión inicial para determinar si el subdestinatario ha cumplido con los requisitos del Programa del Título VI para corregir las deficiencias identificadas anteriormente. Si el subdestinatario se niega a cumplir, la VLMPO y el GDOT pueden, con el consentimiento de la FHWA, iniciar sanciones en conformidad con el Código de Regulaciones Federales, Título 49, Sección 21 (49 [Code of Federal Regulations, CFR] 21).

**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](http://www.sgrc.us).

Nombre: \_\_\_\_\_

Dirección: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Cód. Postal: \_\_\_\_\_

Teléfono: \_\_\_\_\_

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

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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):

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

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

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\_\_\_\_\_  
Nombre en letra de imprenta y firma

\_\_\_\_\_  
Fecha

## 第六章投诉程序

任何人若认为自己因为作为某一特定阶层的成员或其与任何弱势企业有关而受到1964年《民权法》（Civil Rights Act）第六章、1990年《美国残疾人法案》（American with Disabilities Act）、1973年《职业康复法》（Vocational Rehabilitation Act）第504节和1987年修订的《公民权利恢复法》（Civil Rights Restoration Act）所禁止的歧视，可向VLMPO提出投诉，也可由代表代其提出投诉。所有投诉将交由VLMPO第六章协调员（Title VI Coordinator）进行审查并采取行动。

任何此类投诉的正式表格均包含在本文件的附录部分，也可在[www.sgrc.us](http://www.sgrc.us)网站上查阅。

为了让其投诉按本程序得以审议，投诉人必须在以下日期后180天内提交投诉：

- a) 涉嫌歧视行为发生的日期；或
- b) 如存在持续歧视行为，该行为终止的日期。

在任何一种情况下，VLMPO执行主任或其指定人员可出于司法公证之目的延长提交时间或豁免提交期限，并以书面形式说明理由。

投诉应采用书面形式，使用本文件中第六章投诉表（Title VI Complaint Form），并由投诉人和/或投诉人代表签字。投诉应尽可能详细地阐述所受歧视的事实和情况。如果某人士向VLMPO的官员或雇员口头投诉歧视，则该人士应接受第六章协调员的访谈。如有必要，第六章协调员将协助该人士将投诉简化为书面投诉，并将投诉的书面版本提交给该人士签字。然后，应根据VLMPO的调查程序处理投诉。如果第六章协调员受到指控，那

么执行主任或其指定人员将处理投诉，这样就可以将第六章协调员从任何表面上的利益冲突中排除。

在10天内，第六章协调员将确认收到投诉，通知投诉人应遵循的程序，并告知投诉人其他可用的补救途径，如乔治亚州交通部 (GDOT) 和美国交通部 (USDOT)。

VLMPO将在收到投诉后10天内通知GDOT。一般而言，每次通知GDOT时都会包含以下信息：

- a) 投诉人姓名、地址、以及电话号码。
- b) 被指控存在歧视行为的官员姓名及地址。
- c) 主要投诉内容（如：种族、肤色、出生地国籍或性别）。
- d) 所指控的歧视事件发生日期。
- e) VLMPO收到投诉的日期。
- f) 投诉书。
- g) 其他已提请投诉的机构（州、地方或联邦）。
- h) 对VLMPO为解决投诉中提出的问题而采取或建议的行动所进行的说明。

GDOT将投诉转交给联邦公路管理局（FHWA）。FHWA的民权办公室将决定应调查的个人和/或组织。

在收到投诉后的60天内，第六章协调员将对投诉进行调查，并根据所获得的信息，向VLMPO执行主任提交调查结果报告，并提出行动建议。投诉应尽可能通过非正式方式解决。这些非正式的处理方法及其结果将在调查结果报告中加以总结。

在收到投诉后的90天内，VLMPO执行主任将以书面形式通知投诉人所达成的最终决定，包括对该投诉的拟议处理方式。如果投诉人对VLMPO做出的最终决定不满意，需告知其在GDOT或USDOT的上诉权。第六章协调员还将在调查完成后向GDOT提供该决定的副本和调查结果总结。

## 合同审查程序

第六章协调员将协助GDOT定期对第六章的合规性进行审查。VLMPO工作人员将审查被选定的联邦资助公路或其他联邦基金的接受方，以确保其遵守第六章要求。VLMPO将与其合作，定期确认向顾问、承包商和分包商提供营运指南，包括第六章条例、规定和适用的相关要求。

## 授权后审查

第六章协调员将与VLMPO工作人员合作，定期对联邦公路资金或其他联邦基金的选定接收方进行授权后审查，这些资金用于道路、人行道、桥梁、市政建设等方面，以确保符合第六章的要求。相应的工作人员将定期确认向顾问、承包商和分包商提供营运指南，包括第六章条例、规定以及适用的相关要求。

## 补救措施

在联邦资助公路项目管理上出现异常情况时，无论发生在VLMPO还是下级接收方层面，都将采取纠正措施解决已确定的第六章类别问题。VLMPO将寻求顾问、承包商或其他下级接收方的合作，以纠正定期审查中发现的缺失。VLMPO将根据要求提供技术援助和指导以达到下级接收方自觉遵守之目标。

在进行第六章合规性审查时，VLMPO应将VLMPO和下级接收方商定的任何建议的补救措施形成书面文件，并在不超过45天的期限内提供一份信函副本。存在缺失的下级接收方将获得合理的时间，在收到缺失通知信函后的90天内，自觉纠正缺失。如果下级接收方未能或拒绝在规定的时间内自愿遵守要求，VLMPO将向GDOT和FHWA提交案卷的副本，并指出已发现下级接收方不符合要求。将在初步审查后的180天内进行后续审查，以确定下级接收方在纠正已指出的缺失时是否遵守了第六章项目要求。如果下级接收方拒绝遵守，VLMPO和GDOT可在FHWA的同意下，根据49 CFR 21规定实施制裁。



瓦尔多斯塔 - 朗兹都会规划组织 (Valdosta-Lowndes Metropolitan Planning Organization)

第六章投诉表 (Title VI Complaint Form) (如有需要可另附页面)

该表可在我方网站www.sgrc.us下载。

姓名: \_\_\_\_\_

地址: \_\_\_\_\_

城市: \_\_\_\_\_ 州: \_\_\_\_\_ 邮编: \_\_\_\_\_

电话: \_\_\_\_\_

主要投诉内容 (如: 种族、肤色、出生地国籍、性别、年龄、残疾或打击报复):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

涉嫌歧视的发生时间: \_\_\_\_\_

请详细描述事件的具体情况, 包括任何支持您投诉的其他信息 (如有需要, 请另附页面):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

请提供涉嫌歧视投诉人的姓名、职位和地址:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

如果已向州或联邦机构提出投诉, 请列出:

\_\_\_\_\_

正楷姓名及签名

日期

## 6조 고소 절차

개인적으로, 특정 집단의 일원으로서, 또는 불리한 비즈니스 기업과 관련하여, 1964년 미국 민권법 6조, 1990년 미국 장애인법, 1973년 직업재활법의 504절 및 1987년 미국 민권회복법 그리고 그 개정 사항에 따라서, 금지된 차별을 당했다고 생각하는 사람은 누구든지 VLMPO 고소를 제출할 수 있습니다. 고소는 그러한 사람을 대신하는 대리인이 제출할 수도 있습니다. 모든 고소는 검토 및 조치를 위해서 VLMPO 6조 조정자에게 제출될 것입니다.

**고소를 위한 공식 양식은 [www.sgrc.us](http://www.sgrc.us) 웹사이트에서 이용 가능하며 본 문서의 부록 절에도 포함되어 있습니다.**

본 절차에 따라 고소를 고려하기 위해서 고소인은 다음 시점 후 180일 이내에 고소를 제출해야 합니다.

- a) 제기된 차별 행위가 발생한 날짜, 또는
- b) 지속적인 일련의 행위가 발생한 경우, 행위가 중단된 날짜

어느 경우에도 VLMPO 상임 이사 또는 그 위임자는 해당 사항에 대한 사유를 서면으로 명시하여, 고소 시간을 연장하거나 공정성 이익의 시간 제한을 면책할 수 있습니다.

고소는 본 문서에서 확인할 수 있는 6조 고소 양식을 사용하여 서면으로 이루어지며 고소인 및/또는 고소인 대리인의 서명이 필요합니다. 고소는 제기된 차별에 관한 사실과 정황을 가능한 한 완전하게 기술해야 합니다. VLMPO 사무원이나 직원에게 차별을 구두 고소하는 사람은 6조 조정자와 면담을 가져야 합니다. 필요한 경우, 6조 조정자는 그 사람을 지원하여 고소의 내용을 서면으로 정리하여 서면으로 작성된 소장을 서명을 위해 그 사람에게 제출할 수 있습니다. 그런 다음 소장은 VLMPO 조사 절차에 따라서 처리되어야 합니다. 6조 조정자가 고소를 당한 개인일 경우, 상임 이사 또는 그 위임자는 인정한 이익 상충 기간 동안 6조 조정자를 제외하여 고소를 처리할 것입니다.

10일 이내에 6조 조정자는 진술의 접수를 확인하고, 따라야 할 절차를 고소인에게 고지하며, GDOT 및 USDOT 등 이용

가능한 다른 시정 조치에 대해서 고소인에게 조언할 것입니다.

VLMPO는 진술 접수 10일 이내에 GDOT에 조언할 것입니다. 일반적으로, GDOT로 제공하는 모든 고지에는 다음의 정보가 포함됩니다.

- a) 고소인의 이름, 주소, 전화번호
- b) 차별 제기 대상이 된 공무원 들의 이름과 및 주소
- c) 고소의 근거(예: 인종, 피부색, 출신 국가 또는 성별)
- d) 제기된 차별 행위의 날짜
- e) VLMPO에서 고소를 접수한 날짜
- f) 고소에 대한 진술
- g) 고소를 제출한 기타 기관(국가, 지역 또는 연방)
- h) 고소에서 제기된 문제를 해결하기 위해

VLMPO에서 수행하거나 제안한 조치에 대한 설명

GDOT는 FHWA에 고소를 전달할 것입니다. FHWA 민권법 사무국은 조사를 수행할 적절한 개인 및/또는 조직을 결정할 것입니다.

고소 접수 60일 이내에 6조 조정자는 진술에 대한 조사를 수행하고, 확보한 정보에 근거하여 VLMPO 상임 이사에게 확인 사항에 대한 보고서에 권장 조치를 제시할 것입니다. 고소는 가능할 때마다 비공식적인 수단으로 해결되어야 합니다. 그런 비공식 시도와 그 결과는 확인 사항의 보고서에 요약되어야 합니다.

접수 후 90일 이내에, VLMPO 상임 이사는 해당 사항에 대한 처분 제안을 포함하여, 최종적으로 도출한 결정을 서면으로 고소인에게 고지할 것입니다. 고지에서는 고소인이 VLMPO에서 제공한 최종 결정에 만족하지 않는다면 이들이 보유한 GDOT 또는 USDOT의 항소권에 대해서 알릴 것입니다. 6조 조정자는 또한 조사 완료 시 GDOT에 본 결정에 대한 사본과 확인 사항의 요약을 제공할 것입니다.

## 계약검토 절차

6조 조정자는 GDOT를 보조하여 일정 시점마다 6조 준수에 대한 검토를 실시할 것입니다. VLMPo 직원은 6조 요건의 준수를 보장하기 위해서 연방 지원 고속도로 또는 기타 연방 자금의 선별된 수령자를 검토할 것입니다. VLMPo는 협력적인 방식으로 6조의 문구, 조항 관련 요건을 포함하여 해당하는 대로, 상담자, 계약자, 부수령자에게 제공되는 운영 지침을 주기적으로 확인할 것입니다.

## 허가후검토

6조 조정자는 6조 요건의 준수를 보장하기 위해서 VLMPo 직원과 협력하여 도로, 보행로, 교각, 지방건축등을 위한 연방 고속도로 자금 또는 기타 연방 자금의 선정 수령자에 대한 주기적인 허가 후 검토를 수행할 것입니다. 해당하는 직원이 상담자, 계약자 및 부수령자에게 제공된 운영 지침에 6조 언어 및 조항, 그리고 해당하는 경우 관련 요건이 포함되어 있음을 주기적으로 확인할 것입니다.

## 구제 조치

연방 지원 고속도로 프로그램 시행 중 VLMPo 또는 부수령자 단계에서 이상이 발생하는 경우, 6조 문제를 해결하기 위한 시정 조치가 수행될 것입니다. VLMPo는 주기적 검토 중 확인된 불이행을 시정하기 위해서 상담자, 계약자 또는 기타 부수령자의 협력을 구할 것입니다. VLMPo는 부수령자의 자발적인 준수를 지원하기 위해서, 요청 시, 기술 지원 및 안내를 제공할 것입니다.

VLMPo는 6조 준수 검토를 수행할 때 VLMPo와 부수령자 간에 협의된 일체의 권장 시정 조치를 45일을 넘지 않는 기간 내에 서면으로 정리하고 서신의 사본을 제공할 것입니다. 불이행 상태에 있는 부수령자에게는 불이행 서신을 수령한 후 90일을 초과하지 않는 기간으로, 자발적으로 불이행을 시정할 수 있는 합리적인 시간이 주어질 것입니다. 부수령자가 허용된 기간 내에 자발적으로 요건을 준수하지 못하거나 이를 거부하는 경우, VLMPo는 GDOT 및 FHWA에 사례 파일의 사본과 해당 부수령자의 비준수 내용에 대한 권고 사항을 제공할 것입니다. 최초 검토 후 180일 이내에 후속 검토를 수행하여 이전에 규명된 불이행을 시정하는 데 있어서 해당

부수령자가 6조 프로그램 요건을 준수했는지 확인할 것입니다. 해당 부수령자가 준수를 거절하는 경우, VLMPo 및 GDOT는 FHWA의 의견 일치를 거쳐 49 CFR 21에 따른 제재를 개시할 수 있습니다.

**벨도스타론다즈메트로폴리탄계획기관**  
**6조 고소양식** (필요시 추가페이지 첨부)  
본 양식은 [www.sgrc.us](http://www.sgrc.us) 에서도 이용할 수 있습니다.

이름 \_\_\_\_\_

주소 \_\_\_\_\_

도시 \_\_\_\_\_ 주 \_\_\_\_\_ 우편번호 \_\_\_\_\_

전화번호 \_\_\_\_\_

고소의근거(예: 인종, 피부색, 출신국가, 성별, 연령, 장애, 보복):

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제기된 차별 발생일 \_\_\_\_\_

고소를 뒷받침하는 일체의 추가정보를 포함하여, 사건의 상황을 구체적으로 설명해 주십시오 (필요한 만큼 페이지 추가):

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제기된 고소 내용에서 차별을 범한 자의 이름과 직책, 주소를 적어 주십시오

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주 또는 연방 기관에 고소가 제출되었다면 해당 사항을 기재해 주십시오

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정자성명 및 서명

날짜

## શીર્ષક ૬ (ટાઇટલ VI) ની ફરિયાદની કાર્યવાહી

કોઈ પણ વ્યક્તિ જે માને છે કે તે અથવા તેણી કોઈ પણ યોક્ષસ વર્ગના સભ્ય તરીકે અથવા કોઈ ગેરવાજબી વ્યવસાય સાહસના સંબંધમાં વ્યક્તિગત રીતે, 1964 ના નાગરિક અધિકાર અધિનિયમના શીર્ષક ૬ (ટાઇટલ VI) દ્વારા પ્રતિબંધિત ભેદભાવને પાત્ર છે, તો અમેરિકન ડિસેમ્બિલિટીઝ એક્ટ 1990, 1973 ના વ્યાવસાયિક સંશોધિત અધિનિયમની કલમ 504 અને સંશોધિત નાગરિક અધિકાર પુનઃસ્થાપન અધિનિયમ, 1987 માં, VLMPO સાથે તેઓ ફરિયાદ દાખલ કરી શકે છે. આવા વ્યક્તિની વતી પ્રતિનિધિ દ્વારા ફરિયાદ પણ ફાઇલ કરી શકાય છે. સમીક્ષા અને કાર્યવાહી માટે બધી ફરિયાદો VLMPO ના શીર્ષક ૬ (ટાઇટલ VI) સહનિર્દેશકને (કોઓર્ડિનેટર) સંદર્ભિત કરવામાં આવશે.

**આ પ્રકારની ફરિયાદો માટે સત્તાવાર ફોર્મ આ કાગળના પરિશિષ્ટ વિભાગમાં તેમજ વેબસાઇટ પર [www.sgrc.us](http://www.sgrc.us) પર ઉપલબ્ધ છે.**

આ પ્રક્રિયા હેઠળ ફરિયાદ કરવા માટે, ફરિયાદીને 180 દિવસ પછીની ફરિયાદ ફાઇલ કરવું આવશ્યક છે:

- e) ભેદભાવના કથિત કૃત્યની તારીખ; અથવા
  - f) જ્યાં સતત આચારસંહિતા ચાલી રહી છે, તે તારીખ જેના પર તે આચરણ બંધ થઈ ગયું હતું.
- કોઈ પણ કિસ્સામાં, VLMPO ના કાર્યકારી નિર્દેશક (એક્ઝિક્યુટિવ ડિરેક્ટર) અથવા તેમના ડિઝાઇનર ન્યાયના હિતમાં સમય મર્યાદા ફાઇલ કરવા અથવા માફી આપવાનો સમય લંબાવી શકે છે, લેખિતમાં આવું કરવાના કારણોને સ્પષ્ટ કરે છે.

આ દસ્તાવેજમાં મળેલા શીર્ષક ૬ (ટાઇટલ VI) ફરિયાદ ફોર્મનો ઉપયોગ કરીને ફરિયાદો લેખિતમાં રહેશે, અને ફરિયાદી અને/અથવા ફરિયાદીના પ્રતિનિધિ દ્વારા સહી કરવામાં આવશે. ફરિયાદો દાવો કરેલા ભેદભાવની આસપાસની હકીકતો અને સંજોગોને શક્ય તેટલી ઝડપથી રજૂ કરશે. જો કોઈ વ્યક્તિ VLMPO ના અધિકારી અથવા કર્મચારીને ભેદભાવની મૌખિક ફરિયાદ કરે છે, તો શીર્ષક ૬ (ટાઇટલ VI) ના સહનિર્દેશક (કોઓર્ડિનેટર) દ્વારા તે વ્યક્તિનું ઇન્ટરવ્યૂ લેવામાં આવશે. જો જરૂરી હોય તો, શીર્ષક ૬ (ટાઇટલ VI) નાં સહનિર્દેશક (કોઓર્ડિનેટર) વ્યક્તિને ફરિયાદને ઘટાડવામાં મદદ કરશે અને સહી કરવા માટે વ્યક્તિને ફરિયાદનું લેખિત સંસ્કરણ રજૂ કરશે. ત્યારબાદ

ફરિયાદને VLMPO ની નિરીક્ષણની પ્રક્રિયા મુજબ નિયંત્રિત કરવામાં આવશે. શું શીર્ષક ૬ (ટાઇટલ VI) સહનિર્દેશકને (કોઓર્ડિનેટર) વ્યક્તિગત રીતે કાર્યકારી નિર્દેશક (એક્ઝિક્યુટિવ ડિરેક્ટર) પર આરોપિત કરવું જોઈએ અથવા તેમના ડિઝાઇનર વ્યક્તિને શીર્ષક ૬ (ટાઇટલ VI) સહનિર્દેશક (કોઓર્ડિનેટર) ના હિતના કોઈ પણ કથિત વિવાદ માંથી કાઢી નાખવાની ફરિયાદ પર પ્રક્રિયા કરવી જોઈએ.

10 દિવસની અંદર, શીર્ષક ૬ (ટાઇટલ VI) સહનિર્દેશક (કોઓર્ડિનેટર) આક્ષેપોની રસીદ સ્વીકારશે, પ્રક્રિયાઓનું પાલન કરવાની ફરિયાદીને જાણ કરશે, GDOT અને USDOT જેવા નિવારણના અન્ય માર્ગની ફરિયાદીને સલાહ આપશે.

VLMPO આક્ષેપો મળ્યાના 10 દિવસની અંદર GDOTને સલાહ આપશે. સામાન્ય રીતે, નીચેની માહિતી GDOT પરની દરેક સૂચનામાં શામેલ કરવામાં આવશે:

- q) ફરિયાદીનું નામ, સરનામું અને ફોન નંબર.
- r) કથિત ભેદભાવકારી અધિકારી(ઓ) ના નામ અને સરનામું(માં).
- s) ફરિયાદના આધાર (એટલે કે કુળ, રંગ, રાષ્ટ્રીય મૂળ અથવા સેક્સ)
- t) કથિત ભેદભાવપૂર્ણ કાર્યવાહી(હીઓ) ની તારીખ.
- u) VLMPO દ્વારા પ્રાપ્ત ફરિયાદની તારીખ.
- v) ફરિયાદનું એક વિધાન.
- w) અન્ય એજન્સીઓ (રાજ્ય, સ્થાનિક અથવા સમવાયી) જ્યાં ફરિયાદ દાખલ કરવામાં આવી છે.
- x) ફરિયાદમાં ઉઠાવવામાં આવેલા મુદ્દાને ઉકેલવા માટે VLMPO એ લીધેલ પગલાં અથવા સૂચનોની સ્પષ્ટતા.

GDOT ફરિયાદ FHWA ને પ્રગટ કરશે. FHWA નાગરિક અધિકારોનાં કાર્યનું નિરીક્ષણ કરવા માટે યોગ્ય વ્યક્તિ અને/અથવા સંસ્થાનું નિર્ધારણ કરશે.

ફરિયાદ પ્રાપ્ત થયાના 60 દિવસની અંદર, શીર્ષક ૬ (ટાઇટલ VI) સહનિર્દેશક (કોઓર્ડિનેટર) આક્ષેપોનું નિરીક્ષણ કરશે અને પ્રાપ્ત માહિતીના આધારે, VLMPO ના કાર્યકારી નિર્દેશક (એક્ઝિક્યુટિવ ડિરેક્ટર) ને તારણોની અહેવાલમાં કાર્યવાહી માટેની ભલામણ રજૂ કરશે. જ્યારે પણ શક્ય હોય ત્યારે અનૌપચારિક માધ્યમો દ્વારા ફરિયાદનો ઉકેલ લાવો. આવા

અનૌપચારિક પ્રયત્નો અને તેમના પરિણામના સારાંશનો અહેવાલ આપવામાં આવશે.

ફરિયાદ પ્રાપ્ત થયાના 90 દિવસની અંદર, VLMPO ના કાર્યકારી નિર્દેશક (એક્ઝિક્યુટિવ ડિરેક્ટર) ફરિયાદને આ બાબતના સૂચિત નિકાલ કરવા સહિત, અંતિમ નિર્ણયના લેખમાં સૂચિત કરશે. VLMPO દ્વારા આપવામાં આવેલા અંતિમ નિર્ણયથી અસંતુષ્ટ હોય તો સૂચના GDOT, અથવા USDOT સાથે તેના અપીલ અધિકારોના ફરિયાદીને સલાહ આપશે. શીર્ષક ૬ (ટાઇટલ VI) સહનિર્દેશક (કોઓર્ડિનેટર) GDOT ને આ નિર્ણયની કોપી અને નિરીક્ષણ પૂર્ણ કર્યા પછી તારણોનો સાર પણ આપશે.

### કરાર સમીક્ષાની પ્રક્રિયાઓ

શીર્ષક ૬ (ટાઇટલ VI) ના સહનિર્દેશક (કોઓર્ડિનેટર) શીર્ષક ૬ (ટાઇટલ VI) પાલન સમીક્ષાઓ સમયાંતરે કરવા માટે GDOT ને મદદ કરશે. VLMPO સ્ટાફ શીર્ષક ૬ (ટાઇટલ VI) ની આવશ્યકતાઓનું પાલન કરવા માટે ફેડરલ-એડ હાઇવે (સમવાયી-સહાય ધોરીમાર્ગ) અથવા અન્ય ફેડરલ ફંડ્સના પસંદ કરેલ પ્રાપ્તકર્તાઓની સમીક્ષા કરશે. VLMPO સહકારી, ઠેકેદારો અને ઉપ પ્રાપ્તકર્તાઓને આપવામાં આવતા કાર્યકારી દિશાનિર્દેશોને સમયાંતરે પુષ્ટિ આપવા માટે શીર્ષક ૬ (ટાઇટલ VI) (ટાઇટલ VI) ભાષા, જોગવાઈઓ અને લાગુ આવશ્યક આવશ્યકતાઓ સહિત લાગુ પડશે.

### પોસ્ટ-માન્ય સમીક્ષાઓ

શીર્ષક ૬ (ટાઇટલ VI) ના સહનિર્દેશક (કોઓર્ડિનેટર), VLMPO સ્ટાફ સાથે, શીર્ષક ૬ (ટાઇટલ VI) ની જરૂરિયાતોનું પાલન કરવા માટે સડક, રસ્તાની બાજુ ચાલવાની જગ્યા, બ્રિજ, નગરપાલિકાના બાંધકામ વગેરે માટે ફેડરલ હાઇવે (સમવાયી ધોરીમાર્ગ) ફંડ્સ અથવા અન્ય ફેડરલ ફંડ્સના પસંદ પ્રાપ્તકર્તાઓની સમયાંતરે પોસ્ટ-માન્ય સમીક્ષાઓને નિયંત્રિત કરવામાં સહયોગ કરશે. યોગ્ય સ્ટાફ સમયાંતરે પુષ્ટિ કરશે કે સલાહકારો, કોન્ટ્રાક્ટર્સ અને ઉપ-પ્રાપ્તકર્તાઓને આપવામાં આવતી કાર્યકારી માર્ગદર્શિકામાં લાગુ થાય ત્યાં, શીર્ષક ૬ (ટાઇટલ VI) ભાષા અને જોગવાઈઓ અને સંબંધિત જરૂરિયાતોને શામેલ કરે છે.

### ઉપચારાત્મક ક્રિયાઓ (રેમીડિઅલ એક્શન)

જ્યારે VLMPO અથવા પેટા-પ્રાપ્તકર્તા સ્તર પર ફેડરલ-એડ હાઇવે (સમવાયી-સહાય ધોરીમાર્ગ) કાર્યક્રમના સંચાલનમાં અનિયમિતતા થાય છે, ત્યારે ઓળખાયેલ શીર્ષક ૬ (ટાઇટલ VI) મુદ્દાઓને ઉકેલવા માટે

સુધારણાત્મક પગલાં લેવામાં આવશે. VLMPO સમયાંતરે સમીક્ષાઓ કરતી વખતે ખામીઓને સુધારવા માટે સલાહકાર, ઠેકેદાર અથવા અન્ય ઉપ-પ્રાપ્તકર્તાના સહકારની શોધ કરશે. VLMPO ઉપ-પ્રાપ્તકર્તા દ્વારા સ્વૈચ્છિક રીતે પાલનને આધાર આપવાની વિનંતી પર તકનીકી સહાય અને માર્ગદર્શન પ્રદાન કરશે.

શીર્ષક ૬ (ટાઇટલ VI) ની પાલન કરનાર સમીક્ષાઓનું સંચાલન કરતી વખતે, VLMPO અને ઉપ-પ્રાપ્તકર્તા દ્વારા સંમતિ અપાયેલ કોઈપણ ભલામણ ઉપાયોની કાર્યવાહીમાં ઘટાડો કરશે અને 45 દિવસથી વધુ ન હોય તે અવધિ દરમિયાન પત્રની એક કોપી પ્રદાન કરશે. ખામીની સ્થિતિમાં મૂકવામાં આવેલા ઉપ-પ્રાપ્તકર્તાઓને ખામીયુક્ત સ્વરૂપોને સ્વેચ્છાએ સુધારવા માટે, કમી પત્ર મળ્યાના 90 દિવસથી વધુ નો સમય, આપવામાં નહીં આવે. જ્યારે ઉપ-પ્રાપ્તકર્તા ફાળવેલ સમય સીમાની અંદર આવશ્યકતાઓને સ્વેચ્છાથી પાલન કરવાથી ઇનકાર કરે છે, ત્યારે VLMPO કેસ ફાઇલની GDOT અને FHWA કોપીઝ અને ઉપ-પ્રાપ્તકર્તાને અનુપાલનમાં મળે તે માટેની ભલામણ સબમિટ કરશે. ઉપ-પ્રાપ્તકર્તાએ અગાઉ ઓળખેલી ખામીને સુધારવા માટે શીર્ષક ૬ (ટાઇટલ VI) કાર્યક્રમની આવશ્યકતાઓનું અનુપાલન કર્યું છે કે નહીં તેની ખાતરી કરવા પ્રારંભિક સમીક્ષાના 180 દિવસની અંદર અનુવર્તી સમીક્ષા નિયંત્રિત કરવામાં આવશે. જો ઉપ-પ્રાપ્તકર્તા પાલન કરવાનો ઇનકાર કરે છે, તો VLMPO અને GDOT, FHWAની સંમતિથી, 49 CFR 21 પ્રતિ મંજૂરી માન્ય કરી શકે છે.



વેલ્ડોસ્ટા-લોન્ડ્રસ મેટ્રોપોલિટન પ્લાનિંગ ઓર્ગેનાઇઝેશન  
શીર્ષક ૬ (ટાઇટલ VI) ફરિયાદ ફોર્મ (જરૂરી વધારાના પૃષ્ઠો જોડો)  
આ ફોર્મ અમારી વેબસાઇટ પર [www.sgrc.us](http://www.sgrc.us) પર ઉપલબ્ધ છે.

નામ: \_\_\_\_\_

સરનામું: \_\_\_\_\_

શહેર: \_\_\_\_\_ રાજ્ય: \_\_\_\_\_ ઝિપ: \_\_\_\_\_

ટેલીફોન: \_\_\_\_\_

ફરિયાદના આધાર (ઉદા. કુળ, રંગ, રાષ્ટ્રીય મૂળ, જાતિ, ઉંમર, અપંગતા, બદલાવ):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

માન્ય ભેદભાવની તારીખ (ખો): \_\_\_\_\_

કૃપા કરીને તમારી ફરિયાદને સમર્થન આપતી કોઈપણ વધારાની માહિતી સહિત ઘટના(ઓ) ના સંજોગોનું વિગતવાર વર્ણન (કૃપા કરીને આવશ્યક રૂપે વધારાના પૃષ્ઠોનો ઉપયોગ કરો) પ્રદાન કરો:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

કૃપા કરીને કથિત રીતે ફરિયાદી વિરુદ્ધ ભેદભાવ કરનાર વ્યક્તિનું નામ (મો), શીર્ષક અને સરનામું પ્રદાન કરો:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

જો કોઈ રાજ્ય અથવા ફેડરલ એજન્સી સાથે ફરિયાદ પણ દાખલ કરવામાં આવી હોય, તો કૃપા કરીને સૂચિબદ્ધ કરો:

\_\_\_\_\_

પ્રિન્ટ કરેલ અને સહી કરેલ નામ

તારીખ

## Appendix F: VLMPO Meeting and Event Notice Guidelines

### VLMPO Meeting and Event Guidelines

Staff Review Sheet Outlining Requirements of the Participation Plan

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

## 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		Staff Completing Form:	
Policy Committee Adoption Date:					Public Review Period:					to			
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
Agenda Notification List				1	2	3	4	5	6			#DIV/0!	# of mailings
Area Elected Officials 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

## Appendix H: VLMPO 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. <b>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.</b>							
For further information regarding this process, please contact the Title VI Coordinator by phone at 229-333-5277 or by email at <a href="mailto:chull@sgrc.us">chull@sgrc.us</a>							
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

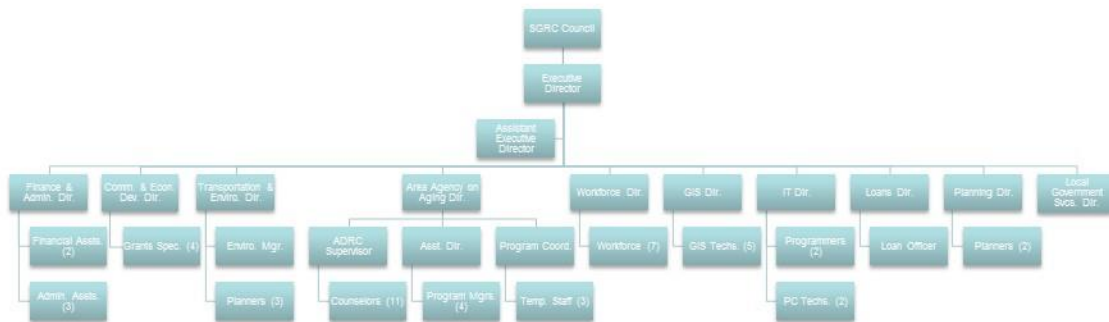
VLMPO Participation Plan Update Activity Log

<b>Date</b>	<b>Activity (Review/Update/Amendment/Adoption/Distribution)</b>	<b>Responsible Staff</b>	<b>Remarks</b>
<b>5/21/19</b>	Review and Update – response to GDOT comments, pending Amendment for Fall 2019	Corey Hull	

## Appendix J: SGRC Organizational Chart

# SGRC Organization Chart

as of 11/27/18



## Appendix K: VLMPO Resource Agency List

This list is current as of 11/28/2018.

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.	Myrna	Ballard	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
Mr.	Christopher	Nunn	Georgia Department of Community Affairs	60 Executive Park South, NE	Atlanta	Georgia	30329
Dr.	David	Crass	GA DNR Historic Preservation Division	254 Washington Street, SW Ground Level	Atlanta	Georgia	30334
Mr.	Mitch	Attaway	Georgia Soil and Water Conservation Commission	4310 Lexington Road	Athens	Georgia	30605
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.	Lisa	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	P.O. Box 8024, 4310 Lexington Road	Athens	Georgia	30603
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
Jason	Gillis	Manager	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-C 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
Trent	Ingram	Manager	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
		Director	CSX Railroad	173 Boulevard SE	Atlanta	Georgia	30312-2319
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
Ms.	Trinni	Amiot	Lowndes County Planning and Zoning Office	327 N Ashley St.	Valdosta	Georgia	31601
Ms.	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
Mr.	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
Mr.	Lee	Smith	Outsource Logistics	5849 Production Way	Valdosta	Georgia	30606
		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
Mr.	John	Dillard	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	Waagner	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
Dr.	Bill	Forbes	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	Oklmulgee	Oklahoma	74447
Ms.	Stephanie	Bryan	Poarch Band of Creeks	5811 Jack Springs Road	Atmore	Alabama	36502
Mr.	Ryan	Morrow	Thlophlocco 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	GDEd Tourism	1709 Gornro 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**

This section will also include public comments and any responses

## Appendix N: VLMPO Committee Racial Breakdown

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

This information is current as of 9/4/19.

## 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

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

	Date	Summary	Status	Action(s) Taken
<b>Investigations</b>				
None at this time	5/21/18			
<b>Complaints</b>				
None at this time	5/21/18			
<b>Lawsuits</b>				
None at this time	5/21/18			