



# Valdosta- Lowndes Metropolitan Planning Organization Participation Plan

---

Title VI Compliance Plan  
Limited-English Proficiency Plan

# Valdosta-Lowndes Metropolitan Planning Organization Participation Plan

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

Adopted: December 4, 2019



REGIONAL SERVICES • COMMUNITY FOCUSED

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

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

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

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

*The SGRC as the MPO for the Valdosta Urbanized Area's public participation process for the development of the TIP meets the Federal Transit Administration's public participation requirements related to the development of the Section 5307 Program of Projects.*

*The SGRC as the MPO fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. SGRC's website ([www.sgrc.us](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.*

**RESOLUTION FY2020-4**

**VALDOSTA-LOWNDES  
METROPOLITAN PLANNING ORGANIZATION  
POLICY COMMITTEE**

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

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

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

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

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

NOW, THEREFORE BE IT RESOLVED, that the Valdosta-Lowndes Metropolitan Planning Organization's Policy Committee amends this Participation Plan including a Limited-English Proficiency Plan and Title VI Compliance Plan as required by Title 23 (USC 134 Section 450.308) and pursuant to the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21), Title VI of the Civil Rights Act of 1964, and Executive Order 13166; Title 50 OCGA; and other related statutes, Executive Orders and regulations.

**CERTIFICATION**

I hereby certify that the above is a true and correct copy of a Resolution adopted by the Valdosta-Lowndes Metropolitan Planning Organization Policy Committee at a meeting held on December 4, 2019.



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

**Table of Contents**

Introduction ..... 4

Transportation Planning Process ..... 9

Federal and State Requirements ..... 10

Limited English Proficiency Plan ..... 15

Title VI Compliance Plan ..... 19

Public Participation Policy..... 22

Strategies and Techniques ..... 25

Performance Measures..... 29

Appendix A: Title VI Policy Statement and Authorities ..... 31

Appendix B: VLMPO Title VI Assurance ..... 32

Appendix C: Title VI Contract Language..... 34

Appendix D: VLMPO Title VI Notice to the Public..... 37

Appendix E: VLMPO Title VI Complaint Procedures ..... 42

Appendix F: VLMPO Meeting and Event Notice Guidelines ..... 60

Appendix G: VLMPO Participation Plan Performance Monitoring Matrix..... 61

Appendix H: VLMPO Public Meeting Demographic Data Collection Sheet ..... 62

Appendix I: PP Activity Log..... 63

Appendix J: SGRC Organizational Chart ..... 64

Appendix K: VLMPO Resource Agency List ..... 65

Appendix L: VLMPO TIP/LRTP Amendment Process..... 66

Appendix M: Participation Plan Public Comment..... 69

Appendix N: VLMPO Committee Racial Breakdown ..... 72

Appendix O: VLMPO Staff Training Record..... 73

Appendix P: Record of Title VI Investigations, Complaints, and Lawsuits ..... 74

## 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

---

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. Representation on the CAC includes citizens of the MPO area as well as representatives from groups who represent various diverse populations throughout the community. The VLMPO staff works in other ways to involve and engage the public in throughout the region. This engagement includes opportunities to speak at public meetings of the MPO, annual meetings

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

VLMPPO staff monitors the racial makeup of the VLMPPO committees and compares this to the

makeup of the MPO area as a whole. The current makeup as of 9/4/19 is listed in Appendix N and is updated at least annually. Current membership rosters of all VLMPPO Committees are available on the website at [www.sgrc.us](http://www.sgrc.us).

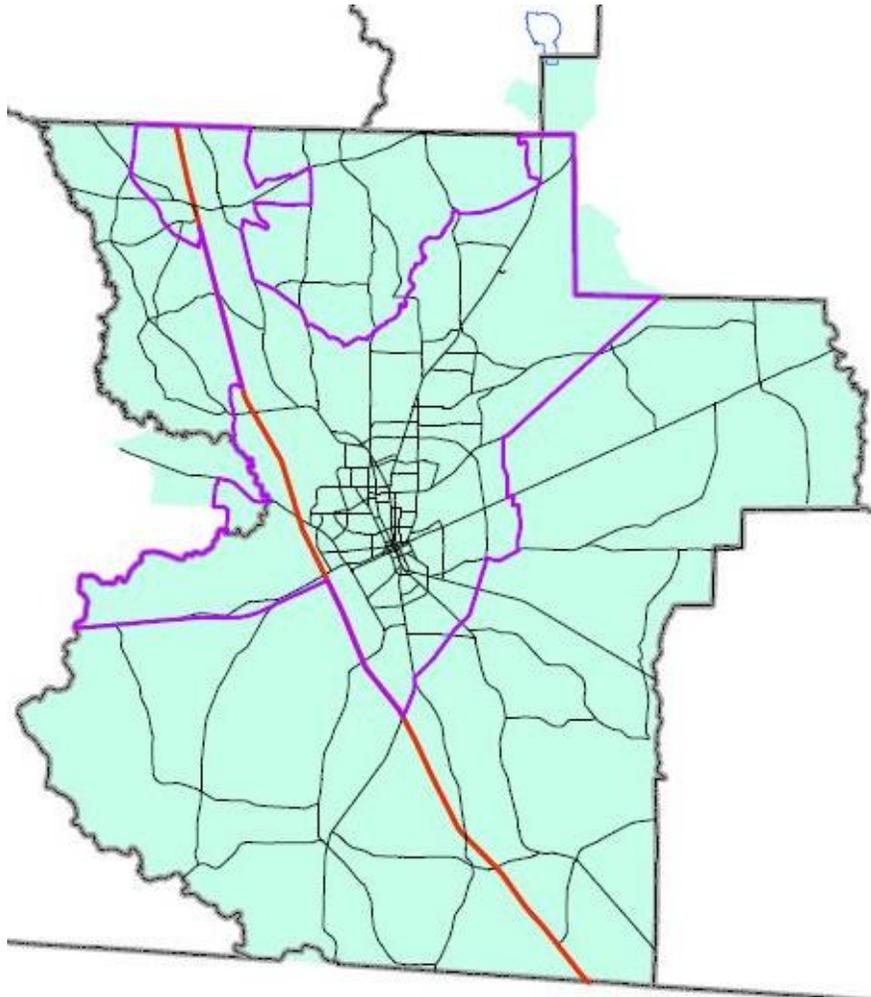


Figure 1 Valdosta-Lowndes MPO Metropolitan Planning Area (blue shaded area) and Urbanized Area boundary (purple).

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

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

## Organization, Staffing and Structure

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

## Agency Administrator

The VLMPO 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 VLMPO publishes a quarterly 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

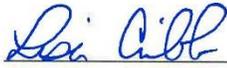
public participation for the Valdosta-Lowndes Metropolitan Planning Organization. The VLMPO annual report will summarize these performance measures and give a report on increased, decreased or sustaining efforts related to each.

# Appendix A: Title VI Policy Statement and Authorities

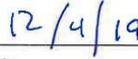
## Appendix A: Title VI Policy Statement and Authorities

### 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



\_\_\_\_\_  
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

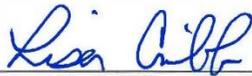
The Valdosta-Lowndes Metropolitan Planning Organization (herein after referred to as VLMPO), HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d--42 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 give 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

12/4/19

\_\_\_\_\_  
Date

## 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）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。”*

## VLMPPO 6조 공지

VLMPPO는 모든 프로그램과 활동에서 1964년 미국 민권법 6조, 1987년 미국 민권회복법 및 관련 법률과 규정의 전적인 준수를 보장하는 것이 VLMPPO의 정책임을 공지합니다. 6조에 의해서 연방 지원 고속도로 프로그램 또는 VLMPPO가 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 VLMPPO에 정식 고소를 제출할 권리가 있습니다. 그러한 고소의 내용은 반드시 서면으로 작성하여 VLMPPO 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. (현장 및 비현장 공개 회의 및 오픈하우스, 세미나, VLMPPO 위원회 회의).

*“VLMPPO는 모든 프로그램과 활동에서 1964년 미국 민권법 6조를 전적으로 준수합니다. VLMPPO 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 VLMPPO 공개 문서 및 발표에 추가되어야 합니다. 발표의 경우, 진술문을 제목 페이지 하단에 추가할 수 있습니다.

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

## VLMPO શીર્ષક ૬ (ટાઇટલ VI) જનતાને સૂચના

VLMPO 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 VLMPO ની નીતિ છે. શીર્ષક ૬ (ટાઇટલ VI) માટે આવશ્યક છે કે કુળ, રંગ, જાતિ અથવા રાષ્ટ્રીય મૂળના ભાગરૂપે કોઈ પણ વ્યક્તિ ફેડરલ કાઠી 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 VLMPO 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 VLMPO સાથે ઔપચારિક ફરિયાદ દાખલ કરવાનો અધિકાર છે. આવી કોઈ ફરિયાદ લેખિતમાં હોવી જોઈએ અને કથિત ભેદભાવપૂર્ણ ઘટનાની તારીખ પછી 180 દિવસની અંદર VLMPO 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 VLMPO સમિતિની મીટિંગ્સમાં જાહેર સભાઓ) ભાગ લઈ શકે છે.

“VLMPO 1964 ના નાગરિક અધિકાર અધિનિયમના શીર્ષક ૬ (ટાઇટલ VI) અને બધા કાર્યક્રમ અને પ્રવૃત્તિમાં સંબંધિત કાયદા અને નિયમોનું પાલન કરે છે. VLMPO 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 VLMPO સાર્વજનિક દસ્તાવેજો અને પ્રકાશનોમાં ઉમેરવું જોઈએ. પ્રકાશનો માટે, શીર્ષક પૃષ્ઠના તળિયે વિધાન ઉમેરી શકાય છે.

“VLMPO 1964 ના નાગરિક અધિકાર અધિનિયમના શીર્ષક ૬ (ટાઇટલ VI) અને બધા કાર્યક્રમ અને પ્રવૃત્તિમાં સંબંધિત કાયદા અને નિયમોનું પાલન કરે છે. VLMPOની 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.

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

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

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

### Procedures

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination prohibited

by Title VI nondiscrimination provisions may file a written complaint with SGRC's Title VI Coordinator, the Federal Highway Administration, Civil Rights Specialist in the Atlanta, Georgia Regional Office or with the Department of Justice. Complaints filed against SGRC shall be forward to the Federal Highway Administration Civil Rights Specialist for investigation and adjudication. A formal complaint must be filed within 180 calendar days of the alleges occurrence or when the alleged discrimination became known to the complainant and must meet the following requirements:

- a. Complaint shall be in writing and signed by the complainant(s) or representative.
- b. Include complainant's name address and telephone numbers, date of alleged act of discrimination (date when the complainant(s) became aware of the alleged discrimination; or the date on which that conduct was discontinued or the latest instance of the conduct). Should a third party write and sign the complaint on behalf of complainant, include that person's name, address, telephone number and his/her relationship to complainant. If complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the Title VI Coordinator. Under these circumstances, the complainant will be interviewed, and the Title VI Coordinator will assist the complainant in converting the verbal allegations to writing.
- c. Provide the name of the alleged discriminatory institution,

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

## **Contract Review Procedures**

The Title VI Coordinator will assist GDOT to periodically conduct Title VI compliance reviews. VLMPO 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 realizar denunciar de conformidad con el Título VI

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

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

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

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

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

### Procedimientos

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

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

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

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

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

Fecha(s) de la presunta discriminación: \_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_

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

\_\_\_\_\_  
Fecha

## 제6편 고소 절차

고소 절차는 다음 언어로 제공됩니다: 영어, 스페인어, 중국어(간체), 한국어, 구자라트어.

본 절차는 1964년 미국 민권법 제6편(취약자 비즈니스 기업, DBE, 및 평등 고용 기회, EEO, 구성요소를 포함), 1973년 재활법 504조, 1987년 미국 민권 회복법, 1990년 미국 장애인법에 따라 SGRC/VLMPO 또는 그 부 수령자, 자문위원 및/또는 계약자가 관리하는 모든 프로그램 또는 활동과 관련하여 제기된 모든 고소에 적용됩니다. 어떤 종류의 협박이나 보복도 법으로 금지되어 있습니다.

본 절차는 다른 주 또는 연방 기관에 정식으로 불만을 제기하거나 차별을 주장하는 불만에 대한 개인적 권고를 구하는 고소인의 권리를 거부하지 않습니다. 본 절차는 고소인에 대한 징벌적 손해배상 또는 보상적 배상을 포함하여 구제책을 제공하지 않는 행정 절차의 일부입니다.

그러나 가능한 가장 낮은 레벨에서 고소의 조기 해결을 위해 모든 노력을 기울일 것입니다. 영향을 받는 당사자와 제6편 조정자 간의 비공식 중재 미팅의 옵션은 프로세스의 모든 단계에서 해결을 위해 사용할 수 있습니다. 제6편 조정자는 고소의 해결을 위해 최선을 다할 것입니다. 고소인과 피고인과의 초기 인터뷰에서 구체적으로 요청된 구제책 및 해결 기회에 관한 정보를 논의하고 기록할 것입니다.

### 절차

1. 제6편 차별 금지 조항이 금하고 있는 차별을 받았다고 생각하는 모든 개인, 개인의 그룹, 또는 단체는 SGRC 제6편 조정자, 연방 고속도로 관리국, 법무부

또는 조지아 주 애틀랜타 지역 사무소의 민권 전문가에게 고소를 제기할 수 있습니다. SGRC에 대해 제기된 고소는 조사 및 판정을 받기 위해 연방 고속도로 관리국 민권 전문가에게 전달되어야 합니다. 정식 고소는 혐의 제기가 발생한 날로부터 180일 이내 또는 고소인이 제기된 차별을 알게 된 때 고소를 제기해야 하며 다음 요구 사항을 충족해야 합니다:

- a. 고소장은 서면으로 이루어져야 하며 고소인(들) 혹은 대리인의 서명이 있어야 합니다.
- b. 고소인의 이름, 주소, 전화번호, 제기된 차별 행위의 날짜(고소인이 제기한 차별을 인지한 날짜 또는 해당 행위가 중단되거나 가장 최근에 해당 행위가 일어난 날짜)를 포함해야 합니다. 제삼자가 고소인을 대신하여 고소장을 작성하고 서명할 경우, 제삼자의 이름, 주소, 전화번호 및 고소인과의 관계가 포함되어야 합니다. 고소인이 서면 진술서를 제공할 수 없는 경우, 제6편 조정자에게 구두로 차별에 대한 고소를 제기할 수 있습니다. 해당 상황에서, 제6편 조정자는 고소인을 면담하고 고소인의 구두 주장을 서면으로 작성하는데 도움을 줄 것입니다.
- c. 제기된 차별 기관의 이름, 공무원, 직책과 증인의 이름이나 고소의 상황을 명확히 전달할 수 있는 사람의 이름을 포함, 상황에 대한 설명을 제공합니다.

- d. 팩스나 이메일로 접수된 고소장은 고소인(들)의 신원과 고소를 진행하고자 하는 의사가 확인되면 인정 및 처리됩니다. 아니면 제6편 고소의 처리를 위해 SGRC 제6편 조정자에게 고소장을 우편 발송하거나 직접 전달할 수도 있습니다.
  - e. 전화로 접수된 주장은 서면으로 작성되고 추가 정보 및/또는 수정을 위해 고소인에게 제공됩니다. 제6편 고소장 양식은 추후 고소인에게 전달되어 고소인은 양식을 완료, 서명하고 제6편 조정자에게 반환합니다.
2. 고소장 접수 후 5일 이내에 제6편 조정자는 고소인에게 접수에 대한 인증서를 발송하고, 인증서의 사본과 고소장을 FHWA HCR에 전달합니다. SGRC 관할권의 결정, 추가 정보의 필요성 및 고소의 조사 가치는 FHWA HCR에서 결정합니다. 연방 고속도로 관리국의 민권 본부는 통제 번호를 부여하고 조사 파일 전체를 수령한 후 사건을 판결해야 합니다. SGRC가 처리한 고소장은 23 CFR 200.9(b)(3)에 명시된 시간 제한을 따릅니다.
  3. 다음과 같은 이유로 고소가 기각될 수 있습니다.
    - a. 고소인의 고소 철회 요청.
    - b. 고소를 처리하는데 필요한 추가 정보에 대한 반복된 요청에 고소인이 응답하지 않는 경우.
    - c. 합리적인 시도 끝에 고소인을 찾을 수 없는 경우.
  4. 고소는 기록되고, 고소인의 인종, 피부색, 출신 국가 및 성별과 함께 그 근거와 위해성을 명시해야 합니다.
  5. SGRC가 고소에 대한 조사를 진행하게 되는 경우, 제6편 조정자는 피고인에게 해당 의혹에 대해 서면으로 대응할 기회를 제공합니다. 피고인은 10일 이내에 제6편 조정자에게 해당 의혹에 대한 답변을 제출해야 합니다.
  6. 고소장이 접수된 후 60일 이내에 제6편 조정자는 사건에 대한 서술, 각 당사자의 모든 증거를 뒷받침하는 문서, 면담자의 신원, 조사 결과 및 FHWA HCR에 파일을 제출하기 전 EEO 부관리자의 검토를 위한 처분 권고 사항을 포함한 조사 보고서를 작성합니다.
  7. EEO 부관리자의 검토가 완료되면 파일은 워싱턴 DC의 FHWA HCR에 제출되어 판결을 받습니다. FHWA HCR은 의사결정 및 항소권의 기록에 관련된 모든 당사자에게 통지할 것입니다.
  8. 고소인이 조사 결과에 만족하지 않는 경우, FHWA - 조지아 주 사무소, 미국 교통부 또는 미국 법무부에 SGRC의 의견에 항소할 권리에 대해 고지를 받아야 합니다. 항소는 SGRC의 최종 결정 후 180일 이내에 제출해야 합니다. 이전에 고려되지 않은 새로운 사실이 밝혀지지 않는 한 SGRC의 의견에 대한 재심은 불가능합니다.

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

## 第六章 投诉程序

投诉程序有以下语言文本：英文、西班牙文、中文（简体）、韩文和古吉拉特文。

此类程序适用于根据1964年《民权法》

（Civil Rights Act）第六章（包括弱势商业企业（DBE）、平等就业机会（EEO）以及其他组成部分）、1973年《康复法》

（Rehabilitation Act）第504节、1987年《公民权利恢复法》（Civil Rights Restoration Act）和1990年《美国残疾人法案》

（Americans with Disabilities Act）之规定提出、且与SGRC/VLMPO及其次级接收者、顾问和/或承包商所执行的计划或活动相关的投诉。相关法律规定任何形式的恐吓或报复行为均应禁止。

此类程序的执行并不阻碍投诉人向其他州或联邦机构提出正式的投诉，也不妨碍或就提出的歧视投诉委托私人律师的权利。此类程序属于行政程序的一部分，并不涉及投诉人赔偿的规定，包括惩罚性损害赔偿或补偿性报酬。

然而，需尽力并尽早在基层解决相关投诉。在执行此程序的任何阶段，受影响方可与第六章协调员（Title VI Coordinator）共同开展非正式调解会议，以解决相关投诉。第六章协调员将尽力解决投诉问题。在与投诉人初次面谈期间，将特别注意有关救济及和解机会等信息，并应就此展开讨论。

### 程序

1. 任何个人、团体中的个人或实体认为受到第六章非歧视条款中所禁止的歧视，可向南乔治亚区域委员会（SGRC）的第六章协调员、联邦公路管理局（Federal Highway Administration）、乔治亚州亚特兰大

地区办事处的民权专员或司法部等提出书面投诉。所有针对SGRC的投诉均应转发至联邦公路管理局总部的民权专员，以便其调查和裁决。正式投诉必须在投诉行为发生后180个日历日内或在投诉人获知据称的歧视时提出，并且必须满足以下要求：

- a. 投诉应以书面形式作出，并由投诉人或其代表人签署。
- b. 内容应包括投诉人的姓名、地址、电话号码、据称发生歧视行为的日期（投诉人意识到据称歧视行为发生的日期；该据称歧视行为停止的日期或最后发生该行为的日期）。如果第三方代表投诉人书写并签署投诉内容，则应确保该投诉内容包括该人士的姓名、地址、电话号码及其与投诉人的关系。如果投诉人无法或无能力作出书面陈述，则其应可以向第六章协调员口头阐述投诉及歧视内容。在此种情况下，投诉人将接受面谈，并且第六章协调员将协助投诉人将口头投诉转变为书面投诉。
- c. 应提供据称歧视机构的名称、官员名字及工作职务和问题描述，包括证人或其他能够澄清投诉情况的人员的姓名。
- d. 以传真或电邮方式收到的投诉，一旦确定投诉人的身份且继续处理投诉的意向，将对之进行确认及处理。否则，可通过邮寄或亲自交付的方式，将第六章中的投诉问题交付至SGRC第六章协调员进行处理。
- e. 所有通过电话获取的投诉信息均采用书面形式记录，并将最终交付至投诉人，以便其提供

更多信息和/或修改意见。随后应将第六章投诉表转送至投诉人，确保他/她填写、签署并返还至第六章协调员，以便进行处理。

2. 第六章协调员应在成功收取投诉表后的五（5）天内，向投诉人发送确认函，并应将该信函和投诉的副本转发至联邦公路管理局总部的民权办公室（FHWA HCR）。联邦公路管理局总部的民权办公室将负责确定SGRC的管辖权、对更多信息的需求以及投诉的调查价值。此外，联邦公路管理局总部的民权办公室应指定控制编号，并应在收到完整的调查文件后对案件进行裁决。SGRC处理投诉的行为受《美国联邦法规》第23卷第200.9(b)(3)条（23 CFR 200.9(b)(3)）规定的时限约束。
3. 投诉可由下列原因驳回
  - a. 投诉人要求撤回其投诉。
  - b. 多次要求投诉人提供处理投诉程序所需的更多信息，但投诉人均未作出答复。
  - c. 经过多次合理尝试，仍无法找到投诉人。
4. 应将投诉信息记录在案，确定投诉的依据和已造成的伤害，并应记录投诉人的种族、肤色、国籍和性别等信息。
5. 如果SGRC确定将对投诉问题进行调查，第六章协调员将为被诉人提供书面回应投诉质疑的机会。被诉人将有十（10）个日历日内向第六章协调员提交其对投诉的答复。
6. 第六章协调员应在接收投诉的60个日历日内编写一份调查报告，其中，调查报告内容应包括相关事件的叙述性描述、各方提供的证据及支持性文件、受访人员的身份证明、调查结果等，且在将文件交付至联邦公路管理

局总部的民权办公室之前，由公平就业机会委员会（EEO）助理管理员审查该处置建议。

7. 如果公平就业机会委员会助理管理员已完成审查，则应将该文件提交至华盛顿特区的联邦公路管理局总部的民权办公室，以便就此进行裁决。联邦公路管理局总部的民权办公室将就其裁决记录和上诉权等向所有相关方发布通知。
8. 如果投诉人对调查结果不满意，则应告知其有权就SGRC的决议向联邦公路管理局 – 乔治亚州地区办公室、美国运输部（US DOT）或美国司法部（US DOJ）提出上诉。上诉必须在SGRC最终决议出具后的180天内提出。除非出现先前未曾考虑过的新情况，否则不会对SGRC的决议进行重新审查。

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 \_\_\_\_\_

고소의 근거(예 인종, 피부색, 출신 국가, 성별, 연령, 장애, 보복):

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

제기된 차별 발생일 \_\_\_\_\_

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

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

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

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

주 또는 연방 기관에 고소가 제출되었다면 해당 사항을 기재해 주십시오

\_\_\_\_\_

정자 성명 및 서명

날짜

## શીર્ષક ૬ (ટાઇટલ VI) ની ફરિયાદની કાર્યવાહી

ફરિયાદની કાર્યવાહી નીચેની ભાષાઓમાં રજૂ કરવામાં આવી છે: અંગ્રેજી, સ્પેનિશ, યાઇનીઝ (સરરળીકૃત), કોરિયન અને ગુજરાતી.

આ કાર્યવાહી 1964 ના નાગરિક અધિકાર અધિનિયમ (તેના વંચિત વ્યાપાર ઉદ્યોગ, DBE, અને સમાન રોજગાર તકો, EEO, ઘટકો સહિત) ના શીર્ષક ૬ (ટાઇટલ VI) હેઠળ દાખલ તમામ ફરિયાદોને લાગુ પડે છે, 1973 ના પુનર્વસન કાયદાની કલમ 504, નાગરિક અધિકાર પુનઃસંગ્રહ અધિનિયમ 1987 ની, અને 1990 ના અપંગો કાયદા સાથેના અમેરિકનો સાથે, SGRC/VLMPO અથવા તેના ઉપ-પ્રામકર્તાઓ, સલાહકારો અને/અથવા કોન્ટ્રાક્ટર્સ દ્વારા સંચાલિત કોઈપણ પ્રોગ્રામ અથવા પ્રવૃત્તિથી સંબંધિત. કોઈપણ પ્રકારની ધમકીઓ અથવા પ્રતિશોધને પ્રતિબંધ છે.

આ પ્રક્રિયાઓ ફરિયાદીને અન્ય રાજ્ય અથવા સંઘીય એજન્સીઓ સાથે ઓપયારિક ફરિયાદો કરવા અથવા ભેદભાવ હોવાનો આરોપ લગાવતી ફરિયાદો માટે ખાનગી સલાહકાર મેળવવાના અધિકારને નકારી નથી. આ કાર્યવાહીઓ વહીવટી પ્રક્રિયાના ભાગ રૂપે છે જે ફરિયાદીને શિક્ષાત્મક નુકસાન અથવા વળતર ચૂકવણી સહિતના ઉપાયો માટે પ્રદાન કરતી નથી.

જોકે, શક્ય હોય તેટલા નિમ્ન સ્તરે ફરિયાદોના વહેલા નિરાકરણ માટે તમામ પ્રયત્નો કરવામાં આવશે. પ્રક્રિયાના કોઈપણ તબક્કે અસરગ્રસ્ત પક્ષો અને શીર્ષક ૬ (ટાઇટલ VI) સહનિર્દેશક (કોઓર્ડિનેટર) વચ્ચે અનૌપયારિક મધ્યસ્થી મીટિંગ(્સ) નો વિકલ્પ ઉપયોગમાં લઈ શકાય છે. શીર્ષક VI સહનિર્દેશક (કોઓર્ડિનેટર) ફરિયાદના નિરાકરણને આગળ વધારવા માટે તમામ પ્રયાસ કરશે. ફરિયાદી સાથે પ્રારંભિક ઇન્ટરવ્યૂ દરમિયાન અને ખાસ વિનંતી કરેલી રાહત અને પતાવટની તકો અંગેના જવાબ આપતી માહિતી અંગે ચર્ચા અને નોંધ કરવામાં આવશે.

## કાર્યવાહીઓ

1. કોઈપણ વ્યક્તિ, વ્યક્તિઓનું જૂથ, અથવા અસ્તિત્વ કે જે માને છે કે તેઓને શીર્ષક ૬ (ટાઇટલ VI) દ્વારા ભેદભાવ આપવામાં આવ્યો છે બિન-ભેદભાવની જોગવાઈઓ SGRC ના શીર્ષક ૬ (ટાઇટલ VI) સહનિર્દેશક (કોઓર્ડિનેટર), ફેડરલ હાઇવે એડમિનિસ્ટ્રેશન, એટલાન્ટામાં નાગરિક અધિકાર વિશેષજ્ઞ, જ્યોર્જિયા રિજનલ ઓફિસ અથવા ન્યાય વિભાગ સાથે. SGRC વિરુદ્ધ નોંધાયેલી ફરિયાદોની તપાસ અને નિર્ણય માટે ફેડરલ હાઇવે એડમિનિસ્ટ્રેશનનાં નાગરિક અધિકાર વિશેષજ્ઞને મોકલવામાં આવશે. ઓયારિક ફરિયાદ આરોપોની ઘટનાના 180 કેલેન્ડર દિવસની અંદર અથવા જ્યારે ફરિયાદીને કથિત ભેદભાવ જાણીતો થયો હોવો જોઈએ અને તે નીચેની આવશ્યકતાઓને પૂર્ણ કરવું આવશ્યક છે:

- ફરિયાદ લેખિતમાં રહેશે અને ફરિયાદી(ઓ) અથવા પ્રતિનિધિ દ્વારા હસ્તાક્ષર કરવામાં આવશે.
- ફરિયાદીનું નામ સરનામું અને ટેલિફોન નંબર્સ, ભેદભાવના કથિત કૃત્યની તારીખ ફરિયાદી(ઓ) જ્યારે આક્ષેપિત ભેદભાવ વિશે જાગૃત થયા હતા; અથવા (તે તારીખ જેના પર આચાર બંધ કરાયો હતો અથવા આચારના તાજેતરના દાખલા) નો સમાવેશ કરો. જો કોઈ તૃતીય પક્ષ ફરિયાદ કરનાર વતી ફરિયાદ લખે અને સહી કરે, તો તે વ્યક્તિનું નામ, સરનામું, ટેલિફોન નંબર અને ફરિયાદી સાથેના તેના/તેણીના સંબંધ શામેલ હોવા જોઈએ. જો ફરિયાદી લેખિત નિવેદન આપવા માટે અસમર્થ અથવા અસમર્થ છે, તો ભેદભાવની મૌખિક ફરિયાદ શીર્ષક ૬ (ટાઇટલ VI) સહનિર્દેશક (કોઓર્ડિનેટર)ને કરી શકાય છે. આ સંજોગોમાં, ફરિયાદીનો ઇન્ટરવ્યૂ લેવામાં આવશે, અને મૌખિક આક્ષેપોને લેખિતમાં

- રૂપાંતરિત કરવામાં ફરિયાદીને શીર્ષક ૬ (ટાઇટલ VI) સહનિર્દેશક (કોઓર્ડિનેટર) સહાય કરશે.
- c. કથિત ભેદભાવપૂર્ણ સંસ્થાનું નામ, અધિકારી, નોકરીનું શીર્ષક અને સમસ્યાઓનું વિવરણ આપો, જેમાં સાક્ષીઓના નામ અથવા કોઈપણ જે તમારી ફરિયાદની આસપાસના સંજોગોને સ્પષ્ટ કરી શકે છે.
- d. ફરી એકવાર ફરિયાદી(ઓ) ની ઓળખ(ખો) અને ફરિયાદ સાથે આગળ વધવાનો ઉદ્દેશ સ્થાપિત થઈ જાય તે પછી, ફેક્સ અથવા ઈ-મેઇલ દ્વારા પ્રાપ્ત ફરિયાદોની સ્વીકૃતિ અને પ્રક્રિયા કરવામાં આવશે. નહિતર, શીર્ષક ૬ (ટાઇટલ VI) ની ફરિયાદો પ્રક્રિયા માટે SGRC શીર્ષક ૬ (ટાઇટલ VI) સહનિર્દેશક (કોઓર્ડિનેટર) ને મેઇલ કરી શકાય છે અથવા સોંપવામાં આવી શકે છે.
- e. ટેલિફોન દ્વારા પ્રાપ્ત આક્ષેપો લેખિતમાં ઘટાડવામાં આવશે અને ફરિયાદીને અતિરિક્ત માહિતી અને/અથવા પુનરાવર્તન માટે પ્રદાન કરવામાં આવશે. એક શીર્ષક ૬ (ટાઇટલ VI) ફરિયાદ ફોર્મ ત્યારબાદ ફરિયાદીને તેના/તેણીને પૂર્ણ કરવા, હસ્તાક્ષર કરવા અને પ્રક્રિયા માટે શીર્ષક ૬ (ટાઇટલ VI) ના સહનિર્દેશક (કોઓર્ડિનેટર) પર પાછા મોકલવા માટે મોકલવામાં આવશે.
2. ફરિયાદ પ્રાપ્ત થયાના પાંચ (5) દિવસની અંદર, શીર્ષક ૬ (ટાઇટલ VI) સહનિર્દેશક (કોઓર્ડિનેટર) ફરિયાદીને એક સ્વીકૃતિ પત્ર મોકલશે અને પત્રની એક નકલ અને ફરિયાદ FHWA HCRને મોકલો. SGRCના અધિકારક્ષેત્રના નિર્ધાર, વધારાની માહિતીની જરૂરિયાત, તેમજ ફરિયાદની તપાસની યોગ્યતા FHWA HCR દ્વારા કરવામાં આવશે. ફેડરલ હાઇવે એડમિનિસ્ટ્રેશનનું મુખ્ય મથક નાગરિક અધિકાર કચેરી એક નિયંત્રણ નંબર સોંપે છે અને સંપૂર્ણ તપાસની ફાઇલ પ્રાપ્ત થયા પછી કેસનો નિર્ણય કરે છે. SGRC દ્વારા પ્રક્રિયા કરવામાં આવતી ફરિયાદો 23 CFR 200.9(b)(3) માં દર્શાવેલ સમય ફ્રેમ્સ દ્વારા બાધિત છે.
3. ફરિયાદ નીચેના કારણોસર રદ કરવામાં આવી શકે છે
- ફરિયાદી ફરીયાદ પાછી ખેંચવાની વિનંતી કરે છે.
  - ફરિયાદી ફરિયાદ કરવા માટે જરૂરી વધારાની માહિતી માટેની વારંવારની વિનંતીઓનો જવાબ આપવામાં નિષ્ફળ જાય છે.
  - વાજબી પ્રયત્નો કર્યા પછી ફરિયાદી શોધી શકાતો નથી.
4. ફરિયાદ લોગ ઇન કરવામાં આવશે અને તે તેના આધારે અને ફરિયાદીની જાતિ, રંગ, રાષ્ટ્રીય મૂળ અને લિંગ સાથેના કથિત નુકસાનની ઓળખ થશે.
5. SGRC ફરિયાદની તપાસને માને છે તેવા કેસોમાં, શીર્ષક ૬ (ટાઇટલ VI) સહનિર્દેશક (કોઓર્ડિનેટર) પ્રતિવાદીને લેખિતમાં આક્ષેપોનો જવાબ આપવાની તક પ્રદાન કરશે. પ્રતિવાદી પાસે દાવો (10) કેલેન્ડર દિવસ હશે, જેમાં તે/તેણીએ આક્ષેપો અંગેનો જવાબ શીર્ષક ૬ (ટાઇટલ VI) સહનિર્દેશક (કોઓર્ડિનેટર)ને સુપરત કરશે.
6. ફરિયાદ સ્વીકાર્યાના 60 કેલેન્ડર દિવસની અંદર, શીર્ષક VI સહનિર્દેશક (કોઓર્ડિનેટર), ઘટનાના વર્ણનાત્મક વર્ણન, દરેક પક્ષના તમામ સ્પષ્ટ સમર્થન દસ્તાવેજો, ઇન્ટરવ્યૂ લીધેલા વ્યક્તિઓની ઓળખ, તારણો અને સમીક્ષા માટે વિવાદની ભલામણો સહિત FHWA HCR પર ફાઇલ સબમિટ કરતા પહેલા EEO સહાયક સંચાલક દ્વારા એક તપાસકીય અહેવાલ તૈયાર કરશે.
7. એકવાર EEO સહાયક વહીવટકર્તા દ્વારા સમીક્ષા પૂર્ણ થઈ ગયા પછી ફાઇલને નિર્ણય માટે વોશિંગ્ટન DC માં FHWA HCR ને સુપરત કરવામાં આવશે. HWA HCR તેના નિર્ણયના રેકોર્ડ અને અપીલ અધિકારો સાથે સંકળાયેલા તમામ પક્ષોને માહિતગાર કરશે.

જો ફરિયાદી તપાસના પરિણામોથી સંતુષ્ટ ન હોય,  
તો તેને SGRCના અભિપ્રાયને FHWA – જ્યોર્જિયા  
ડિવિઝન ઓફિસ, US DOT અથવા US DOJ પર  
અપીલ કરવાના તેમના અધિકારની સલાહ  
આપવામાં આવશે. SGRCના અંતિમ ઠરાવ પછી  
180 દિવસની અંદર અપીલ દાખલ કરવી આવશ્યક  
છે. જ્યાં સુધી પહેલાં નવા તથ્યો પ્રકાશમાં નહીં  
આવે, ત્યાં સુધી SGRCના અભિપ્રાય પર  
પુનર્વિચારણા ઉપલબ્ધ નહીં રહે.

વેલ્ડોસ્ટા-લોન્ડ્સ 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

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

# Appendix G: VLMPO Participation Plan Performance Monitoring Matrix

## VLMPO Participation Plan Performance Monitoring Matrix

Staff matrix used to public review periods and outreach efforts.

Participation Plan Performance Monitoring Matrix											
Project:		Partner Review Period:		to		Staff Completing Form:					
Policy Committee Adoption Date:		Public Review Period:		to							
Participation Plan Techniques	Method Used?	Deadline Date	Participation Plan Strategies				Target	Actual	%	Measure	
<b>Public &amp; Stakeholder Meetings</b>											
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
<b>Community &amp; Media Relations</b>											
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
<b>Websites and Social Media</b>											
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
<b>Mailing Lists</b>											
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
<b>Other Communication Methods</b>											
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
<b>Partner Organizations/Civic Clubs</b>											
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
<b>Affected Parties (EJ, LEP)</b>											
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
<b>Non-Traditional Engagement</b>											
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.				
<b>Thank you for your participation!</b>				

## Appendix I: PP Activity Log

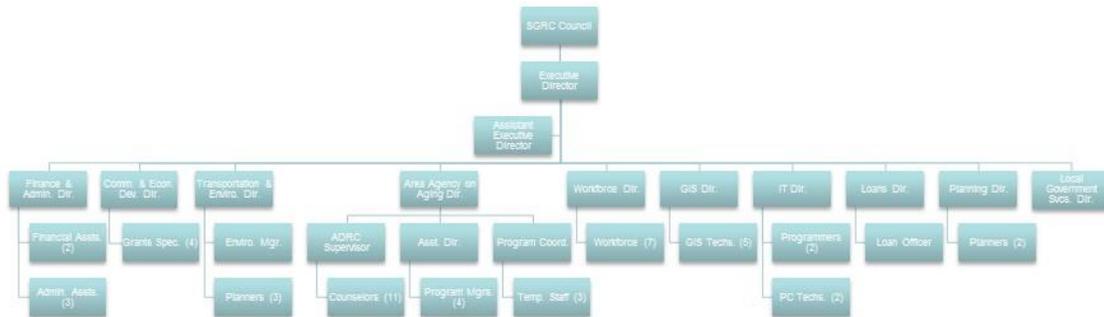
VLMPPO Participation Plan Update Activity Log

Date	Activity (Review/Update/Amendment/Adoption/Distribution)	Responsible Staff	Remarks
5/21/19	Review and Update – response to GDOT comments, pending Amendment for Fall 2019	Corey Hull	
12/4/19	VLMPPO Policy Committee adopted updated PP	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 10/31/19.

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

Commenter: Vanessa Ross, FHWA

1. The VLMPO Title VI Complaint Procedures do not meet the guidance requirements from FHWA. It is recommended that the SGRC/VLMPO use the GDOT Title VI Complaint Procedures as a template.

Response: The Complaint Procedures were rewritten following the GDOT Title VI template.

Southern Georgia Regional Commission

Public Comment Form

Name: Sandra J. Tooley  
Address: 304 South St., Valdosta  
Phone: 229-834-0979 Email: ms24764@yahoo.com

Comments:

It would be great to come up with additional means to connect to public in regards to what MPO is, what it does (pertaining to community)

The information that MPO has is very valuable and I have found it helpful in guiding my direction on many issues.

Maybe Bi-Annual Substation meetings to provide to and update the public.

Can any (layman) citizen be elected/appointed to the Board?

Return to:  
Southern Georgia Regional Commission  
ATTN: Corey Hull  
327 W Savannah Ave.  
Valdosta, GA 31601

Phone: 229-333-5277  
Email: [chull@sgrc.us](mailto:chull@sgrc.us)  
Fax: 229-333-5312

Response: The VLMPO is working on new methods to educate and inform the public on what the MPO is. We will consider 'substation' or 'pop-up' events at various locations for select projects and public outreach activities in the future.

The membership of the Policy Committee (board) of the VLMPO is outlined in the bylaws of the Committee and include local elected officials, and staff representatives of the City of Valdosta, Lowndes County, Southern Georgia Regional Commission, and Georgia Department of Transportation. The Citizen's Advisory Committee is open to appointment guidelines of the local governments or organizations comprising this committee.

Southern Georgia Regional Commission

Committee: Open House for PP

Location: SBRC

Date: NOV 4, 2019

-- Please Print --

	Name	Organization/Address	Phone #	Email	Newsletter Sign-Up
1	RUSTY WETHERINGTON	1207 KIMBERLY DR GIBBON		<del>rusty@bell.net</del> rusty@bell.net	yes
2	Mark Wisenhaker				
3	Sandra Tooley	304 South St. Vidalia, GA 31028		msay54@yahoo.com	yes
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

3/1/2016

## 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

<b>Staff</b>	<b>Training Subject</b>	<b>Provider</b>	<b>Date</b>
Amy Martin	Fundamentals of EJ	NHI	2/13/18
Corey Hull	Title VI Training	GDOT	7/12/18
Amy Martin	Title VI Training	GDOT	7/12/18
JD Dillard	Title VI Training	GDOT	3/14/18
JD Dillard	Title VI Training/ADA	GDOT	11/20/19

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

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