

# **Kerr-Tar Regional Transportation Planning Organization**

## **Title VI Program Plan**



Adopted by the KTRPO Technical Advisory Committee on:

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## TITLE VI POLICY STATEMENT AND NOTICE OF NONDISCRIMINATION

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It is the policy of Kerr-Tar Regional Transportation Planning Organization (KTRPO), as a federal-aid recipient, to ensure that no person shall, on the ground of **race, color, national origin, Limited English Proficiency, sex, age, or disability, (and low-income, where applicable)**, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of our programs and activities, as provided by Title VI of the Civil Rights Act of 1964, Executive Orders 12898 and 13166, the Civil Rights Restoration Act of 1987, and other pertinent nondiscrimination authorities.

If you feel you have been subjected to discrimination, you may file a complaint. Allegations of discrimination should be promptly reported to our Title VI Coordinator.

Stephanie Harmon  
1724 Graham Avenue  
Henderson, NC 27536  
(252) 436-2040  
sharmon@kerrtarcog.org

This policy is an expression of our commitment to nondiscrimination and support of the Title VI Program.

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Diane Cox, Executive Director

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Date

### Implementation (Dissemination)

- This Policy Statement contains contact information for the Title VI Coordinator, and it will also serve as our notice to public.
- This statement will be signed by the Executive Director of the Kerr-Tar Regional Council of Governments, and re-signed whenever a new person assumes that position.
- The signed statement will be posted on office bulletin boards, near the receptionist's desk, in meeting rooms, and disseminated within brochures and other written materials.
- The statement will be incorporated into Title VI training and acknowledgement activities.
- The statement will be posted or disseminated in languages other than English, when appropriate.
- Low-income will be applicable to our programs, policies and activities under Environmental Justice when determining if there will be disproportionately high and adverse effects.

## STANDARD USDOT TITLE VI ASSURANCES

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Please refer to **Appendix A** of this Plan for a copy of our completed, signed USDOT Title VI Assurances.

## ORGANIZATION & STAFFING

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Rural Planning Organizations (RPOs) were established by the State of North Carolina in recognition of the need for more coordinated transportation planning in rural areas not within an MPO. An RPO is a voluntary organization of local officials formed through a Memorandum of Understanding to work cooperatively with NCDOT to plan rural transportation systems and to advise NCDOT on rural transportation policy. GS 136-212 identifies four primary duties for RPO's: 1) Develop, in cooperation with NCDOT, long-range, local and regional multimodal transportation plans, 2) Provide a forum for public participation in the transportation planning process, 3) Develop and prioritize suggestions for transportation projects the organization believes should be included in the State's Transportation Improvement Program, and 4) Provide transportation-related information to local governments and other interested organizations and persons. According to GS 136-211 (b), Rural Transportation Planning Organizations shall include representatives from contiguous areas in three to fifteen counties, or a total population of the entire area represented of at least 50,000 persons according to the latest population estimate of the Office of State Budget and Management. RPOs receive State Planning and Research (SPR) funds from NCDOT's Transportation Planning Division (TPD).

The Kerr-Tar Regional Transportation Planning Organization was established in 2001. Our planning area includes the following counties: Franklin, Granville, Person, Vance, and Warren. Our Transportation Advisory Committee (TAC) has eleven (11) members, and meets, per the adopted by-laws, when it is deemed necessary, appropriate, and advisable. Our Technical Coordinating Committee (TCC) has a minimum of ten (10) members, and meets, per the adopted by-laws, when it is deemed necessary, appropriate, and advisable. Please refer to **Appendix B** for lists of current TAC and TCC members with race, gender, and affiliation included.

### Title VI Coordinator

Key responsibilities of the Coordinator include:

- Maintaining knowledge of Title VI and related requirements.
- Attending civil rights training when offered by NCDOT, FHWA or other federal agencies.
- Administering the Title VI Nondiscrimination Program and coordinating implementation of this Plan.
- Making sure internal staff and officials are familiar and complying with their Title VI obligations.
- Disseminating Title VI information internally and to the public, including in languages other than English.
- Presenting Title VI-related information to decision-making bodies for input and approval.
- Ensuring Title VI-related posters are prominently and publicly displayed.
- Developing a process to collect data related to race, national origin, sex, age, and disability to ensure minority, low-income, and other underserved groups are included and not discriminated against.
- Ensuring that non-elected boards and committees reflect the service area and minorities are represented.
- Promptly processing (receiving, logging, investigating and/or forwarding) discrimination complaints.
- Providing information to NCDOT and cooperating during compliance reviews and investigations.
- Promptly resolving deficiencies to ensure compliance with Title VI nondiscrimination requirements.

If the Executive Director or Title VI Coordinator changes, the Title VI Policy Statement and USDOT Title VI Assurances, will immediately be updated, and an updated policy statement will be signed by the new Executive Director.

### Staffing

We currently employ a staff of four (4), which consists of the following job categories:

- Planning Director
- Mobility Manager
- RPO Coordinator
- Regional Planner

An organizational chart showing the Title VI Coordinator's place within the organization is located in **Appendix C**.

## ENVIRONMENTAL JUSTICE (EJ)

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In 1994, President William Jefferson Clinton issued Executive Order (EO) 12898, Federal Actions to Address Environmental Justice (EJ) in Minority Populations and Low-Income Populations. To comply with the EO, federal agencies developed EJ guidelines for their funding recipients, including Federal Highway Administration (FHWA) Order 6640.23A. Accordingly, the Kerr-Tar Regional Transportation Planning Organization will make achieving EJ part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health and environmental effects of its programs, policies, and activities on minority populations and low-income populations.

EJ is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation and enforcement of environmental laws, regulations and policies. The three fundamental EJ principles that guide USDOT (affiliated) actions are:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including interrelated social and economic effects, on minority and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

To achieve EJ, our programs will be administered so as to identify and avoid disproportionately high and adverse effects on minority populations and low-income populations by:

- (1) Identifying and evaluating environmental, public health, and interrelated social and economic effects of our programs, policies and activities;
- (2) Proposing measures to avoid, minimize and/or mitigate disproportionately high and adverse environmental and public health effects, and interrelated social and economic effects, and providing offsetting benefits and opportunities to enhance communities, neighborhoods, and individuals affected by our programs, policies and activities, where permitted by law;
- (3) Considering alternatives to proposed programs, policies, and activities, where such alternatives would result in avoiding and/or minimizing disproportionately high and adverse human health or environmental impacts to minority and/or low-income populations; and
- (4) Eliciting public involvement opportunities and considering the results thereof, including soliciting input from affected minority and low-income populations in considering alternatives.
- (5) Adding an EJ section to plans and studies, such as Long Range Plans, Public Involvement Plans, and Corridor Studies.

EJ analyses will be conducted to determine if our programs, policies, or activities will result in disproportionately high and adverse human health and environmental effects on minority populations and low-income populations. EJ applies to our policies, such as where public meetings will be held, and our projects, such as when we plan to construct or expand a facility. Thus, we will look at various alternatives and seek input from potentially affected communities before making a final decision. Demographic data will be collected to document public involvement in the decision-making process. EJ analyses will remain on file indefinitely, and copies will be provided to NCDOT, upon request, during compliance reviews or complaint investigations. (See **Appendix D – Tables for Race/Ethnicity**)

## DATA COLLECTION/ANALYSIS/REPORTING

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Data collection, analysis and reporting are key elements of a successful Title VI enforcement strategy. To ensure that Title VI reporting requirements are met, the Kerr-Tar Regional Transportation Planning Organization will

collect and maintain data on potential and actual beneficiaries of our programs and services. This section contains relevant population data for our overall service area. The data provides context for the Title VI Nondiscrimination Program and will be used to ensure nondiscrimination in public outreach and delivery of our programs. Please refer to **Appendix D** for demographic tables on Race & Ethnicity and Age & Sex.

### Population Locations

Recipients of FHWA funds are required to identify the characteristics and locations of populations they serve, particularly by race/ethnicity, poverty and limited English proficiency. We will document this narratively or through maps that overlay boundaries and demographic features on specific communities, and provide this information to NCDOT, upon request. (See **Appendix E** – Demographic Maps)

## LIMITED ENGLISH PROFICIENCY (LEP)

Limited English Proficient (LEP) persons are individuals for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. These individuals reported to the U.S. Census Bureau that they speak English less than very well.

To comply with USDOT's LEP Policy Guidance and Executive Order 13166, this section of our Title VI Plan outlines the steps Kerr-Tar Regional Transportation Planning Organization (KTRPO) will take to ensure meaningful access by LEP persons to all benefits, services and information provided under our programs and activities. A four factor analysis was conducted to determine the LEP language groups present in our planning area and the specific language services that are needed.

### Four Factor Analysis

This Four Factor Analysis is an individualized assessment that balances the following four factors:

- (1) The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee;
- (2) The frequency with which LEP individuals come in contact with the program;
- (3) The nature and importance of the program, activity, or service provided by the recipient to people's lives; and
- (4) The resources available to the recipient and costs.

**Factor #1: *The number or proportion of LEP persons eligible to be served or likely to be encountered by the program, activity, or service of the recipient.***

LANGUAGE SPOKEN AT HOME	Estimate	Margin of Error	Percent of Population	Margin of Error
<b>Total (population 5 years and over):</b>	<b>155,520</b>	<b>+/- 3,636</b>	<b>100%</b>	<b>+/-2.2 %</b>
Speak only English	145,897	+/- 5,133	93.8%	+/- 3.5%
Spanish:	7,996	+/- 1,399	5.1%	+/-17.5 %
Speak English "very well"	5,816	+/- 1,099	3.7%	+/- 18.9%
Speak English less than "very well"	2,180	+/- 814	1.4%	+/- 37.3%

**Appendix E** contains the demographic maps for the counties located within the Kerr-Tar Regional Transportation Planning Organization's (KTRPO) region. These maps were created with data from the US Census Bureau 2011-2015 American Community Survey Title VI and Environmental Justice Populations for the State of North Carolina, available from the North Carolina Department of Transportation. The only Limited English Proficiency (LEP) language group in the KTRPO Region to reach the Safe Harbor Threshold was the

population of individuals over 5 years old speaking Spanish at home. Other language groups identified in the American Community Survey (Indo-European, Asian and Pacific Islander, and Other) comprised a very small percentage of the KTRPO population. Each group contained less than 100 individuals and less than 1% of the total population.

The population of those who speak Spanish at home comprises 5.1% of the KTRPO region. Of these, only 1.4% or 2,180 individuals speak English less than very well. Although the percentage is less than 5%, the actual number of individuals is greater than 1,000, meeting the Safe Harbor Threshold. According to the American Community Survey, there are groups of LEP Spanish speaking individuals in all five (5) of the counties in the KTRPO region. The counties where there are a greater number of these individuals are Franklin, Granville, and Vance. These three (3) counties have areas where 15.1%-25.0% of the population are limited in English proficiency. These areas are located in close proximity to the more urban centers of Butner, Oxford, and Henderson. The cluster near the Town of Butner will not be considered in the KTRPO analysis due to the fact this area is under the jurisdiction of the Capital Area Metropolitan Planning Organization (CAMPO).

Clusters of the next highest concentration of LEP Spanish speaking individuals, 5.1%-15.0%, are located in both the rural and more urban areas of the KTRPO region. The City of Roxboro, Town of Warrenton, Town of Louisburg and Town of Franklinton all have clusters of this population nearby. Clusters near the Town of Butner and in southern Franklin County will not be considered in the KTRPO analysis due to the fact these areas are under the jurisdiction of the Capital Area Metropolitan Planning Organization (CAMPO).

**Factor #2: *The frequency with which LEP individuals come in contact with the program.***

The population of LEP Spanish speaking individuals throughout the KTRPO region come into contact with our programs on a regular basis, a minimum of once a month. The KTRPO holds public meetings, presents and conducts outreach at municipal and county government meetings and events, and conducts outreach at a variety as community events.

**Factor #3: *The nature and importance of the program, activity, or service provided by the recipient to people's lives.***

The KTRPO Mobility Manager administers the 5310-grant responsible for improving mobility for seniors and disabled individuals. This service is extremely important to LEP Spanish speaking individuals for providing reliable transportation to medical appointments. Completing applications for and administration of transportation related grants can also have a positive impact on the LEP Spanish speaking population. A large portion of these grants include bicycle and pedestrian infrastructure and transit services. These amenities can be very important to individuals who are limited in transportation choices due to financial, health, or cultural constraints. KTRPO staff also assist communities with long range transportation plans. These plans also include bicycle and pedestrian infrastructure that can be beneficial to LEP Spanish speaking populations. Selecting and scoring projects to be included in the State Transportation Improvement Program (STIP) is an important process for LEP Spanish speaking individuals. Projects considered for inclusion in the STIP range from new highways to sidewalk and transit improvements. LEP Spanish speaking populations can be impacted by these projects in a positive or negative way in their everyday life.

**Factor #4: *The resources available to the recipient and costs.***

The KTRPO currently has one (1) resource available for translating written material from English to Spanish. The KTRPO offices are located in the same building as the Vance County School System. The Vance County School System employs two (2) people in their English as a Second Language (ESL) Office. Kim Meza, ESL Director and Jose Martinez, Migrant Parent Liaison and ESL Assistant are willing to assist KTRPO staff in the translation of writing materials at no cost. The only drawback to this free, in house service is the availability of

the ESL staff. These two (2) individuals must cover ESL issues for all of Vance County and are often out of the office and unavailable via email. KTRPO staff must be mindful of these busy schedules and plan far enough in advance if any translation requests are going to be submitted to either of these Vance County School staff members. Jose Martinez has been helpful in translating the information brochure for the 5310 Grant program. The Mobility Manager has been very successful in distributing the Spanish language brochures at a variety of community events throughout the KTRPO region.

KTRPO staff has become aware of another resource available through the North Carolina Department of Transportation (NCDOT). Spanish Speaking, LLC is a company used by the NCDOT for translation services. This company offers written as well as in person translation services. The cost of this service is not known at this time. The KTRPO would have to enter into a separate contract with Spanish Speaking, LLC for applicable services.

The KTRPO has not been successful in communicating with the LEP Spanish speaking community on a region wide basis, with the exception of the 5310 program. KTRPO staff will be proactive in reaching out to this population on a region wide basis from this point forward. Potential contacts through county health departments, social service offices, and senior centers will be a starting point for KTRPO staff in the creation of a broader outreach plan. Granville County has a Human Relations Commission that meets on a monthly basis at the main library in downtown Oxford. Members of this commission could be another potential resource for enhanced community outreach.

## **LANGUAGE ASSISTANCE PLAN**

As a result of the above four factor analysis, a Language Assistance Plan (LAP) was required. This LAP represents our commitment to ensuring nondiscrimination and meaningful access by persons who are Limited English Proficient (LEP). This LAP also details the mechanisms we will use to reach LEP persons and the language assistance services we provide. We will provide services to any person, upon request. If an individual is LEP, we will work with the individual to ensure they receive the needed transportation service. Our employees will be routinely oriented on the principles and practices of Title VI and LEP to ensure fairness in the administration of this LAP.

### **Language Assistance Measures**

The following general language assistance measures are reasonable and achievable for our organization at this time:

- Translating public notices posted in the local paper and at stations, stops, and in vehicles into **any languages that meet the safe harbor threshold in Factor 1.**
- Vital documents—such as brochures with service times and routes—are translated into Spanish across the entire service area, and available in our facilities, doctor’s offices and shopping centers.
- Making a concerted effort to inform LEP persons of available language assistance via staff, broadcast media, relationship-building with organizations, and our website.
- Posting vital bulletin board information and disseminating community surveys in various languages.
- Providing translation and interpretive services when appropriate (upon request or predetermined) at meetings.
- Determining how best to take public involvement to LEP groups directly, including through small group meetings.
- Where possible, utilizing or hiring staff who speak a language other than English and can provide competent language assistance.
  - Note: We will not ask community-based organizations (CBO) to provide, or serve as, interpreters at our meetings. Relying upon CBOs in that capacity could raise ethical concerns. If a CBO decides (on its own) to translate any materials for its constituents, or bring interpreters it trusts to our meetings, we will not object. That is their right.



- Using language identification flashcards to determine appropriate services.
- Establishing a process to obtain feedback on our language assistance measures.

### **Specific Measures by Language Group**

The following specifies measures our organization has determined will be most effective to involve each language group in our region that meets the safe harbor threshold in Factor 1:

- **Spanish:** KTRPO staff will identify the cost of translation services offered by Spanish Speaking, LLC to determine if this is an affordable service for the organization. These services will be more reliable and possibly less time sensitive than the ESL staff at Vance County Schools. Utilizing Spanish Speaking, LLC may allow the KTRPO to translate more written material throughout the region, therefore reaching more members of the LEP Spanish speaking population. KTRPO staff will also attempt to hold more meetings in locations around the region, especially the rural areas of Person, Franklin, and Warren Counties, where there are concentrations of LEP Spanish speaking populations. These population clusters may have difficulty getting to meetings in Henderson and other urban areas around the region.

### **Written Translation and Oral Interpretation**

Vital documents will be translated for each eligible LEP language group in our service area that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be encountered. Translated materials will be placed online and in appropriate public (or private) places accessible to LEP persons. The safe harbor provisions apply to the translation of written documents only, and do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. When appropriate, translation of any document will be communicated orally in the appropriate language.

In the event that the 5% trigger is reached for a LEP language group that is fewer than 50 persons, written notice will be provided in the primary language of that group of the right to receive competent oral interpretation of vital written materials, free of cost. The most effective method of notice, which could be an ad in the local newspaper or other publication, a radio commercial, or door hangers, will be determined in consideration of the circumstances on the ground and in coordination with LEP community contacts.

### **Staff Support for Language Assistance**

- Our staff (including receptionists) will be provided a list of referral resources that can assist LEP persons with written translation and oral interpretation, including the Title VI Coordinator and consultants contracted to provide LEP services. This list will be updated as needed to remain current.
- All main offices will have available language assistance flashcards and materials translated into the languages that meet the safe harbor threshold. When encountering an LEP person, staff should present the individual with an iSpeak flashcard and let them choose the language. Do not assume their preferred language. Document the encounter and report it to the Title VI Coordinator.
- Training: All employees will be instructed on our procedures for providing timely and reasonable assistance to LEP persons. New employee orientation will also explain these procedures to new hires. Staff routinely encountering LEP persons by telephone or in person will receive annual refresher training. All other employees will be reminded of LEP through annual Title VI program acknowledgements and basic Title VI trainings.

### **Project-Specific LEP Outreach**

A project-specific four factor analysis will be conducted for any project or outreach event limited to a specific geographical area (i.e., the project study area or outreach area, respectively). Language assistance will be provided in accordance with the measures already outlined, including translating written materials for each LEP language group that is 5% or 1,000, whichever is less, of the project or outreach area population.

## Monitoring and Updating the Language Assistance Plan

Monitoring of daily interactions with LEP persons will be continuous, thus language assistance techniques may be refined at any time. This Plan will be periodically reviewed—at least annually—to determine if our assistance measures and staff training are working. Resource availability and feedback from agency staff and the general public will be factors in the evaluation and any proposed updates. Among other practices, this process will include working with LEP community contacts to determine if our employees are responding appropriately to requests made with limited English or in languages other than English, and observing how agency staff responds to requests, including observing drivers or surveying riders. To the best of our ability, we will attempt to never eliminate a successful existing LEP service. Significant LEP program revisions will be approved or adopted by our board or designated official and dated accordingly. LEP data and procedures will be reviewed and updated at least once every three years.

## DISSEMINATION OF TITLE VI INFORMATION

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In accordance with 23 CFR 200.9(b) (12) and 49 CFR 21.9(d), the Kerr-Tar Regional Transportation Planning Organization will utilize community outreach and public education to disseminate Title VI information to our employees, contractors, sub-recipients and the general public. Reasonable steps will be taken to make the public aware of their rights and our obligations under Title VI through, including, but not limited to:

- Visibly posting our Title VI Policy Statement in public areas at our facilities, on our website, at our meetings, and prominently in any documents and reports we distribute;
- Placing notices in newspapers and publications with a large circulation among minority groups in the general vicinity of projects and activities. Ads in newspapers and other publications shall include the following:

“The Kerr-Tar Regional Transportation Planning Organization operates without regard to **race, color, national origin, limited English proficiency, sex, age or disability.** For more information on our Title VI program, or how to file a discrimination complaint, please contact (252) 436-240; sharmon@kerrtarcog.org.”
- Translating information into languages other than English that meet the LEP safe harbor threshold;
- Incorporating Title VI language into our contracts and agreements (See **Appendix A** for Title VI Contract Language); and
- Ensuring any contractors and sub-recipients we have also disseminate Title VI information.

Please refer to our Public Involvement Plan (PIP) for additional outreach methods we employ to comply Title VI. Our PIP can be found here:

[http://www.kerrtarcog.org/wpcontent/uploads/2016/04/public\\_involvement\\_plan\\_pip\\_2003.2011\\_and\\_2013.pdf](http://www.kerrtarcog.org/wpcontent/uploads/2016/04/public_involvement_plan_pip_2003.2011_and_2013.pdf)

## PUBLIC INVOLVEMENT

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Effective public involvement is a key element in addressing Title VI in decision-making. This Public Participation Plan describes how the Kerr-Tar Regional Transportation Planning Organization (KTRPO) will disseminate vital agency information and engage the public. The KTRPO will seek out and consider the input and needs of interested parties and groups traditionally underserved by transportation systems who may face challenges accessing our services, such as minority and limited English proficient (LEP) persons. Underlying these efforts is our commitment to determining the most effective outreach methods for a given project or population.

### **KTRPO / PIP Goals** *(Adopted February 2011)*

- Continue to engage and strengthen contacts with interested parties and key stakeholders throughout the transportation-related planning process and staff response to citizen inquiries.
- Expand the understanding of the transportation planning process throughout the KTRPO region by expanding engagement, information, and participation. Update KTRPO presentation, schedule and meet with area Boards.
- Identify and engage the broadest range of participants in the transportation-related planning and implementation processes, including but not limited to: local and regional community and business leaders, health and human service providers, economic developers, civic groups, educators, and the general public.
- Broaden the public's understanding of the opportunities and constraints related to transportation planning and the interaction of economic development, environmental and human health, land use, and transportation. Seek engagement of local media.
- Expand outreach efforts to populations traditionally underserved by the existing transportation system, including the elderly, youth, disabled, and low-income citizens. Expand public survey exercise beyond TCC and TAC members to the general population. Set-up e-survey and publicize through local media.

### **I. Purpose**

The purpose of the Kerr-Tar Regional Transportation Planning Organization (KTRPO) Public Participation Plan (PIP) is to provide guidance and policy in engaging the public in the transportation planning process. The PIP has the following objectives:

- Create a well-informed public that contributes to transportation decision-making in a meaningful way.
- Engage the public early and continuously in the transportation planning process.
- Develop a public education program on KTRPO activities.
- Provide opportunities for the public to assist the KTRPO in developing specific transportation projects that reflect the interest and needs of the community.
- Gain the support and trust of the public.
- Satisfy the requirements of N.C.G.S. § 136-212 regarding duties of a RPO.

The PIP is not intended to preempt any public involvement activities conducted by the North Carolina Department of Transportation (NCDOT) or any local governments within the KTRPO region.

### **II. Forms of Public Involvement**

#### **A. Public Outreach**

Public Outreach is the process of informing the public about the transportation planning process, specific transportation projects, and activities of the KTRPO. Typical public outreach strategies include, but will not be limited to, the following:

#### Identification of Stakeholders

A stakeholder is any person or group who is affected by a transportation plan, program, or project. Stakeholders may include:

- The general public
- Business/industry organizations
- Environmental organizations
- Neighborhood organizations
- Public agencies

- Civic organizations
- Transit providers
- Motor freight carriers
- Taxicab companies

Stakeholder groups will be identified and will be included on a mailing list for notices of public hearings, workshops, etc.

#### Press Releases

The KTRPO will periodically issue press releases detailing significant actions of the RPO. These actions may include:

- Adoption of Annual Planning Work Program
- Adoption of Comprehensive Transportation Plans
- Selection of Officers
- Adoption of Project Priority List

#### Open Houses

Open houses will be held to provide information on transportation projects and KTRPO activities to the public in an informal setting. Open houses will have no fixed agendas or formal presentations. Planning documents, project maps, and other transportation-related information will be displayed. RPO staff and committee members will be available to provide details and answer questions.

#### Posting of Draft and Final Planning Documents

Copies of draft and final versions of certain planning documents will be posted on the Kerr-Tar Regional Council of Governments' website and be distributed to KTRPO member governments for posting on individual county and municipal websites.

#### Notification of Meetings

Notification of KTRPO meetings will be sent to news media in the region.

#### Presentation to Civic Organizations

Presentations will be made to interested civic organizations on KTRPO activities, the transportation planning process in general, or specific transportation projects. Presentations will be made by KTRPO staff and/or NCDOT staff.

Public Outreach activities will include efforts to involve traditionally underserved groups (i.e., minorities, elderly, low-income persons) in the transportation planning process. These efforts may include, but not be limited to, the following:

- Identifying areas in the KTRPO region with concentrations of minority, elderly, and low-income populations.
- Including organizations that deal directly with minority groups on the Stakeholder list.
- Posting notification of meetings, public hearings, and open houses in County Health Departments and Senior Centers.
- Publishing notification of meetings, public hearings, and open houses in Spanish.

## **B. Public Input**

Public Input is the process of gathering the views, opinions, and ideas of interested individuals and groups in the transportation planning process. Opportunities for public input provided by the KTRPO include, but are not limited to, the following:

### Public Comment at KTRPO Meetings

KTRPO meetings are open to the public and provide opportunity for public comment.

### Public Hearings

Public hearings will be held as necessary by the KTRPO's Transportation Advisory Committee (TAC) prior to taking formal action on specific planning documents. These actions may include:

- Adoption of annual Planning Work Program
- Adoption of Long-Range Transportation Plan
- Amendment to Long-Range Transportation Plan
- Adoption of Highway Project Priority List

### Open Houses

Open houses will be held to provide information on transportation projects and KTRPO activities to the public in an informal setting. The open houses also provide the public an opportunity to provide comments. Open houses will have no fixed agendas or formal presentations. Planning documents, project maps, and other transportation-related information will be displayed. KTRPO staff and committee members will be available to provide details and answer questions.

### Surveys

Surveys will be developed to gauge citizen opinion on specific transportation planning issues and/or projects. Survey content, method of distribution, and geographic target area will be dependent on the specific transportation planning issue or project.

### Workshops

Workshops will be in the form of small group discussions used to gather views and opinions on a single transportation topic or project. The workshops will provide detailed information on the specific issue, and will allow for in-depth discussion by invited stakeholders, local government officials, and citizens.

## **III. Schedule of Public Involvement**

### **A. Regular Public Involvement Opportunities**

- **Planning Documents** - All documents, resolutions, meeting minutes, etc. adopted by the KTRPO are kept at the Kerr-Tar Regional Council of Governments offices at 1724 Graham Street, Henderson, NC. These documents will be made available for public review upon request.
- **Meetings** - Regular meetings of the KTRPO's Transportation Coordinating Committee (TCC) and Transportation Advisory Committee (TAC) are open to the public, and will include opportunity for public comment. Notification of the meetings will be sent to news media in the region.
- **Public Hearings** - Notification of all public hearings held by the KTRPO will be sent to news media in the region.
- **Press Releases** - All press releases issued by KTRPO will be sent to news media in the region.

### **B. Public Involvement for Specific Activities**

Public involvement strategies will vary depending on the particular issue or project for which public comment is desired. Typical actions for specific activities of the KTRPO may include, but are not limited to:

1. **Long-Range Transportation Plan**
  - Workshops
  - Regular Meetings of TCC and TAC
  - Public Hearing
  - Posting of Draft and Final Document
  - Presentations to Civic Organizations
2. **Prioritization of Projects for Recommendation to State's TIP**
  - Regular Meetings of TCC and TAC
  - Public Hearing
  - Posting of Draft and Final Document
3. **Specific Projects/Issues**
  - Press Releases
  - Workshops
  - Regular Meetings of TCC and TAC
  - Presentations to Civic Organizations
  - Surveys

#### **IV. Response to Public Input**

Public involvement may be documented in a variety of ways. Any comments received during a meeting of the KTRPO's TCC or TAC will be included in the meeting minutes. Also, any comments received during a public hearing held by the KTRPO's TAC will be included in the meeting minutes. Comments received during workshops, open houses, or presentations to civic organizations will be summarized, presented to the TCC and TAC, and kept on file. Results of surveys will be compiled, summarized, presented to the TCC and TAC, and kept on file. Public comments may be included as appendices in formal documents or plans for which they were made. The TCC or TAC may direct KTRPO staff to respond directly to public comments via letter.

### **EXTERNAL DISCRIMINATION COMPLAINT PROCEDURES**

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These discrimination complaint procedures outline the process used by Kerr-Tar Regional Transportation Planning Organization (KTRPO) to process complaints of alleged discrimination filed under Title VI of the Civil Rights Act of 1964 and related nondiscrimination laws that are applicable to KTRPO's programs, services, and activities. Complaints will be investigated by the appropriate authority. Upon completion of an investigation, the complainant will be informed of all avenues of appeal. Every effort will be made to obtain early resolution of complaints at the lowest level possible by informal means.

#### **FILING OF COMPLAINTS**

1. **Applicability** – These procedures apply to the beneficiaries of our programs, activities, and services, such as the members of the public and any consultants/contractors we hire.
2. **Eligibility** – Any person or class of persons who believes that he/she has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities based upon race, color, national origin, sex, age, or disability, may file a written complaint. The law prohibits intimidation or retaliation of any sort. The complaint may be filed by the affected individual or a representative, and must be in writing.
3. **Time Limits and Filing Options** – A complaint must be filed no later than 180 calendar days after the following:
  - The date of the alleged act of discrimination; or

- The date when the person(s) became aware of the alleged discrimination; or
- Where there has been a continuing course of conduct, the date on which that conduct was discontinued or the latest instance of the conduct.

Complaints may be submitted to the following entities:

- **Kerr-Tar Regional Transportation Organization**, 1724 Graham Avenue, Henderson, NC 27536; 252-436-2040
  - **North Carolina Department of Transportation**, Office of Civil Rights, External Civil Rights Section, 1511 Mail Service Center, Raleigh, NC 27699-1511; 919-508-1830 or toll free 800-522-0453
  - **Federal Highway Administration**, North Carolina Division Office, 310 New Bern Avenue, Suite 410, Raleigh, NC 27601, 919-747-7010
  - **US Department of Transportation**, Departmental Office of Civil Rights, External Civil Rights Programs Division, 1200 New Jersey Avenue, SE, Washington, DC 20590; 202-366-4070
  - **US Department of Justice**, Special Litigation Section, Civil Rights Division, 950 Pennsylvania Avenue, NW, Washington, DC 20530, 202-514-6255 or toll free 877-218-5228
- 4. Format for Complaints** – Complaints shall be in **writing** and **signed** by the complainant(s) or a representative and include the complainant’s name, address, and telephone number. Complaints received by fax or e-mail will be acknowledged and processed. Allegations received by telephone or in person will be reduced to writing, may be recorded and will be provided to the complainant for confirmation or revision before processing. Complaints will be accepted in other languages, including Braille.
- 5. Complaint Basis** – Allegations must be based on issues involving race, color, national origin, sex, age, or disability. The term “basis” refers to the complainant’s membership in a protected group category.

Protected Categories	Definition	Examples	Applicable Statutes and Regulations
Race	An individual belonging to one of the accepted racial groups; or the perception, based usually on physical characteristics that a person is a member of a racial group	Black/African American, Hispanic/Latino, Asian, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, White	Title VI of the Civil Rights Act of 1964; 49 CFR Part 21; 23 CFR 200. (Executive Order 13166)
Color	Color of skin, including shade of skin within a racial group	Black, White, brown, yellow, etc.	
National Origin (LEP)	Place of birth. Citizenship is not a factor. Discrimination based on language or a person’s accent is also covered.	Mexican, Cuban, Japanese, Vietnamese, Chinese	
Sex	Gender	Women and Men	1973 Federal-Aid Highway Act; Title IX of the Education Amendments of 1972.
Age	Persons of any age	21 year old person	Age Discrimination Act of 1975
Disability	Physical or mental impairment, permanent or temporary, or perceived.	Blind, alcoholic, para-amputee, epileptic, diabetic, arthritic	Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990

### Complaint Processing

1. When a complaint is received, an Acknowledgment Letter and a Complainant Consent/Release Form will be mailed to the complainant within ten (10) business days by registered mail.

2. We will consult with the NCDOT Title VI Program to determine the acceptability and jurisdiction of all complaints received. (Note: If NCDOT will investigate, the Title VI Program will be responsible for the remainder of this process. We will record the transfer of responsibility in our complaints log).
3. Additional information will be requested if the complaint is incomplete. The complainant will be provided fifteen (15) business days to submit any requested information and the signed Consent Release form. Failure to do so may be considered good cause for a determination of no investigative merit.
4. Upon receipt of the requested information and determination of jurisdiction, we will notify the complainant and respondent of whether the complaint has sufficient merit to warrant investigation.
5. If the complaint is investigated, the notification shall state the grounds of our jurisdiction, while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigator.
6. If the complaint does not warrant investigation, the notification to the complainant shall specifically state the reason for the decision.

### Complaint Log

1. When a complaint is received, the complaint will be entered into the Discrimination Complaints Log with other pertinent information and assigned a **Case Number**. (Note: All complaints must be logged).
2. The complaints log will be submitted to the NCDOT's Civil Rights office during Title VI compliance reviews. (Note: NCDOT may also request the complaints log during pre-grant approval processes).
3. When reporting **no complaints**, check the **No Complaints or Lawsuits** box and sign the log.

Please refer to **Appendix F** for a copy of our Discrimination Complaint Form, Complaints Log, and Sample Investigation Template.

## REVIEW OF ORGANIZATIONAL DIRECTIVES

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It is the responsibility of every official who develops policies, procedures, manuals, guidelines, and other directives to ensure they have been reviewed for Title VI compliance. All staff members will assist in carrying out this requirement by making sure drafts of these documents are submitted to the Title VI Coordinator to ensure Title VI requirements are included.

## TITLE VI TRAINING

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All employees will receive basic Title VI training at least once every three (3) years. New hires will receive this training within thirty (30) days of their start date. Basic training will cover all sections of this Plan and our overall Title VI obligations. Staff may receive specialized training on how Title VI applies to their specific work areas. Those who routinely encounter the public, such as office personnel, call center staff, and vehicle drivers, will receive annual refresher training. Trainings will be provided or organized by the Title VI Coordinator and will often coincide with updates to our nondiscrimination policies and procedures. Records of staff trainings, such as agendas, sign-in sheets, copies of calendars, and certificates, will remain on file for at least five (5) years (and in personnel files).

## COMPLIANCE AND ENFORCEMENT PROCEDURES

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FHWA recipients must have mechanisms in place to enforce compliance with Title VI. The Kerr-Tar Regional Transportation Planning Organization utilizes internal training, meetings, monitoring contractors, technical assistance, and findings from periodic NCDOT reviews to identify deficiencies and potential discrimination. If NCDOT identifies deficiencies, the Kerr-Tar Regional Transportation Planning Organization will correct all



deficiencies within ninety (90) days based on a Corrective Action Plan (CAP). If attempts by NCDOT to resolve a compliance issue are unsuccessful, NCDOT may take any or all of the following steps with FHWA's concurrence:

- a. Canceling, terminating, or suspending the contract or agreement in whole or in part;
- b. Refraining from extending any further assistance to the recipient under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the recipient.
- c. Taking such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the recipient.
- d. Referring the case to the FHWA for appropriate administrative or legal proceedings.
- e. Other means authorized by law.

To ensure compliance with Title VI, the Kerr-Tar Regional Transportation Planning Organization will take proactive steps to prevent discrimination in our programs and activities, including the following:

- |   |  |
|---|--|
| <input type="checkbox"/> Conduct periodic Title VI training;  | <input type="checkbox"/> Build a system of mutual trust and two-way communication with the public; |
| <input type="checkbox"/> Address Title VI issues at staff meetings;   | <input type="checkbox"/> Maintain pertinent demographic data (statistical);                        |
| <input type="checkbox"/> Participate or cooperate during compliance reviews conducted by NCDOT;   | <input type="checkbox"/> Ensure policies and procedures support and comply with Title VI;          |
| <input type="checkbox"/> Inform and monitor any consultants/contractors regarding their Title VI obligations, including review of contracts for nondiscrimination language; | <input type="checkbox"/> Document processes & activities related to Title VI.                      |
| <input type="checkbox"/> Customize public outreach according to the situation or community at hand;   |  |

If the Kerr-Tar Regional Transportation Planning Organization identifies compliance issues with our consultants/contractors, we will also take corrective action. If attempts at corrective action are unsuccessful, any or all of the following steps may be taken with NCDOT's concurrence:

- a. Canceling, terminating, or suspending the contract or agreement with the consultant/contractor in whole or in part.
- b. Taking such other action that may be deemed appropriate under the circumstances.
- c. Referring the case to the NCDOT for appropriate administrative or legal proceedings.

## Appendix A



1724 Graham Avenue  
PO Box 709  
Henderson, NC 27536  
Phone: (252) 436-2020  
Fax: (252) 436-2055  
<http://www.kerrtarcog.org/>

### United States Department of Transportation

#### STANDARD TITLE VI / NONDISCRIMINATION ASSURANCES

DOT Order No. 1050.2A

The *Kerr-Tar Regional Transportation Planning Organization* (herein referred to as the "Recipient"), HEREBY **AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through **Federal Highway Administration (FHWA)**, is subject to and will comply with the following:

##### **Statutory/Regulatory Authorities**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964).

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

##### **General Assurances**

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure 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, for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration.*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Nondiscrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

### Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted **Federal-Aid Highway Program**:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23(b) and 21.23(e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal-Aid Highway Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:  
"The *North Carolina Department of Transportation*, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."
3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, 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 services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the *Kerr-Tar Regional Transportation Planning Organization* also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to

comply) with all applicable provisions governing the **FHWA** access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the **FHWA**. You must keep records, reports, and submit the material for review upon request to **FHWA**, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The *Kerr-Tar Regional Planning Organization* gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the **Federal-Aid Highway Program**. This ASSURANCE is binding on the *State of North Carolina*, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the **Federal-Aid Highway Program**. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

*Kerr-Tar Regional Council of Governments*

by \_\_\_\_\_  
Diane Cox, Executive Director

\_\_\_\_\_  
Date

Attachments:

Appendices A, B, C, D, E

## APPENDIX A

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

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration (FHWA), as they may be amended from time to time, 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, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

## **APPENDIX B: CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY**

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the *Kerr-Tar Regional Transportation Planning Organization (KTRPO)* will accept title to the lands and maintain the project constructed thereon in accordance with the *North Carolina General Assembly*, the Regulations for the Administration of the Federal-Aid Highway Program, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the *KTRPO* all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

### **(HABENDUM CLAUSE)**

**TO HAVE AND TO HOLD** said lands and interests therein unto the *Kerr-Tar Regional Transportation Planning Organization (KTRPO)* and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the *KTRPO*, its successors and assigns.

The *KTRPO*, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will 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 with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]\* (2) that the *KTRPO* will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended [, and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

## **APPENDIX C: CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM**

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the *Kerr- Tar Regional Transportation Planning Organization (KTRPO)* pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
  1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Nondiscrimination covenants, the *KTRPO* will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.\*
- C. With respect to a deed, in the event of breach of any of the above Nondiscrimination covenants, the *KTRPO* will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the *NCDOT* and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

**APPENDIX D: CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY  
ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM**

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by the *Kerr-Tar Regional Transportation Planning Organization (KTRPO)* pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non discrimination covenants, the *KTRPO* will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.\*
- C. With respect to deeds, in the event of breach of any of the above Nondiscrimination covenants, the *KTRPO* will there upon revert to and vest in and become the absolute property of the *NCDOT* and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)



## APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

### **Pertinent Nondiscrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

## Appendix B

### TAC and TCC Members and Responsibilities

KTRPO TAC Membership as of June 30, 2018					
Name	E-mail	Appointment Expiration	Position	TAC Alternate	Appointed By
Jimmy Clayton	<a href="mailto:jimmyb60@embarqmail.com">jimmyb60@embarqmail.com</a>		Chairman		Person County Commissioners
Sidney Dunston	<a href="mailto:sid2543@earthlink.net">sid2543@earthlink.net</a>		Vice-Chair	Angela Harris; <a href="mailto:alharris@franklincountync.us">alharris@franklincountync.us</a>	Franklin County Commissioners
Emma Ruth Stewart	<a href="mailto:buddyandemmab@gmail.com">buddyandemmab@gmail.com</a>		Member		Town of Louisburg
Tony Cozart	<a href="mailto:tony.cozart@granvillecounty.net">tony.cozart@granvillecounty.net</a>		Member	Michael Felts; <a href="mailto:michael.felts@granvillecounty.org">michael.felts@granvillecounty.org</a>	Granville County Commissioners
Tom Lane	<a href="mailto:tlane16@nc.rr.com">tlane16@nc.rr.com</a>		Member	Tommy Marrow; <a href="mailto:tmarrow@butnernc.org">tmarrow@butnernc.org</a>	Town of Butner
Reggie Horton	<a href="mailto:jrhorton@esinc.net">jrhorton@esinc.net</a>		Member		City of Roxboro
Dan Brummitt	<a href="mailto:dbrummitt@vancecounty.org">dbrummitt@vancecounty.org</a>		Member		Vance County Commissioners
Eddie Ellington	<a href="mailto:eellington@ci.henderson.nc.us">eellington@ci.henderson.nc.us</a>		Member		City of Henderson
Walter Powell	<a href="mailto:walterpowell@warrencountync.gov">walterpowell@warrencountync.gov</a>		Member		Warren County Commissioners
Walter Gardner	<a href="mailto:wgardner@nc.rr.com">wgardner@nc.rr.com</a>		Member		Town of Warrenton
Valerie Jordan	<a href="mailto:vdjordan@ncdot.gov">vdjordan@ncdot.gov</a>		Member		NCDOT
Jim Crawford	<a href="mailto:crawprop@raleigh.twcbc.com">crawprop@raleigh.twcbc.com</a>		Emeritus Member		NCDOT

KTRPO TCC Membership as of June 30, 2018					
Name	E-mail	Appointment Expiration	Position	TCC Alternate	Appointed By
Barry Baker	<a href="mailto:barry.baker@granvillecounty.org">barry.baker@granvillecounty.org</a>		Chairman		Granville County Planning
Ken Krulick	<a href="mailto:kenkrulick@warrencountync.gov">kenkrulick@warrencountync.gov</a>		Vice-Chairman		Warren County Planning
Kathy Adcock	<a href="mailto:kadcock@personcounty.net">kadcock@personcounty.net</a>		Member		PATS
Rob Brink	<a href="mailto:rbrink@kartsnc.com">rbrink@kartsnc.com</a>		Member	Ann Hudson; <a href="mailto:ahudson@kartsnc.com">ahudson@kartsnc.com</a>	KARTS
Angela Harris	<a href="mailto:alharris@franklincountync.us">alharris@franklincountync.us</a>		Member		Franklin County Commissioner
Jason Rogers	<a href="mailto:jrogers@franklincountync.us">jrogers@franklincountync.us</a>		Member		Franklin County Planning
Jonathan Franklin	<a href="mailto:jfranklin@ncrrbiz.com">jfranklin@ncrrbiz.com</a>		Member	Tony King; <a href="mailto:tking@ncrrbiz.com">tking@ncrrbiz.com</a>	Town of Louisburg
Richie Duncan	<a href="mailto:rduncan@franklincountync.us">rduncan@franklincountync.us</a>		Member	Bo Carson; <a href="mailto:bcarson@franklincountync.us">bcarson@franklincountync.us</a>	Franklin County EDC
Mike Felts	<a href="mailto:michael.felts@granvillecounty.org">michael.felts@granvillecounty.org</a>		Member		Granville County Manager
Tommy Morrow	<a href="mailto:tmorrow@butnernc.org">tmorrow@butnernc.org</a>		Member	Jessica Gladwin; <a href="mailto:jgladwin@butnernc.org">jgladwin@butnernc.org</a>	Town of Butner
David Cottrell	<a href="mailto:dscottrell@oxfordnc.org">dscottrell@oxfordnc.org</a>		Member	Cheryl Hart; <a href="mailto:cheryl_hart@oxfordnc.org">cheryl_hart@oxfordnc.org</a>	City of Oxford
Renee Green	<a href="mailto:zoning@stemnc.org">zoning@stemnc.org</a>		Member	Kevin Easter; <a href="mailto:kmmeaster.msn.com">kmmeaster.msn.com</a>	Town of Stem
Janet Parrott	<a href="mailto:jcp4646@yahoo.com">jcp4646@yahoo.com</a>		Member	Michael Williford; <a href="mailto:willifordmichael@yahoo.com">willifordmichael@yahoo.com</a>	Town of Stovall
Harry Mills	<a href="mailto:harry.mills@granvillecounty.org">harry.mills@granvillecounty.org</a>		Member	Justin Jorgensen; <a href="mailto:justin.jorgensen@granvillecounty.org">justin.jorgensen@granvillecounty.org</a>	Granville County EDC/Planning
Vacant					Warren County Government
Carroll Harris	<a href="mailto:cerskineharris@embarqmail.com">cerskineharris@embarqmail.com</a>		Member		Town of Macon
Lou Stultz	<a href="mailto:lstulz@nc.rr.com">lstulz@nc.rr.com</a>		Member	Blaine Reese; <a href="mailto:waterdept@townofnorlina.com">waterdept@townofnorlina.com</a>	Town of Norlina
Meredith Valentine	<a href="mailto:m.valentine@warrenton.nc.gov">m.valentine@warrenton.nc.gov</a>		Member		Town of Warrenton
Peggy Richardson	<a href="mailto:edc@warrencountync.gov">edc@warrencountync.gov</a>		Member	Stacy Woodhouse; <a href="mailto:stacywoodhouse@warrencountync.gov">stacywoodhouse@warrencountync.gov</a>	Warren County EDC
Heidi York	<a href="mailto:hyork@personcounty.net">hyork@personcounty.net</a>		Member	Leigh Woodall; <a href="mailto:lcwjr00@hotmail.com">lcwjr00@hotmail.com</a>	Person County
Brooks Lockhart	<a href="mailto:blockhart@cityofroxboro.com">blockhart@cityofroxboro.com</a>		Member	Lauren Johnson; <a href="mailto:ljohnson@cityofroxboro.com">ljohnson@cityofroxboro.com</a>	City of Roxboro
Lori Oakley	<a href="mailto:loakley@personcounty.net">loakley@personcounty.net</a>		Member		Person County Planner
Stuart Gilbert	<a href="mailto:sgilbert@personcounty.net">sgilbert@personcounty.net</a>		Member		Person County EDC
Jordan McMillen	<a href="mailto:jmcmillen@vancecounty.org">jmcmillen@vancecounty.org</a>		Member	Sam Hobgood; <a href="mailto:shobgood@vancecounty.org">shobgood@vancecounty.org</a>	Vance County
Angela Blount	<a href="mailto:ablount@vancecounty.org">ablount@vancecounty.org</a>		Member		Vance County Planning
G. Paylor Spruill	<a href="mailto:pspruill@ci.henderson.nc.us">pspruill@ci.henderson.nc.us</a>		Member	Corey Williams; <a href="mailto:cwilliams@ci.henderson.nc.us">cwilliams@ci.henderson.nc.us</a>	City of Henderson
Gary Plummer	<a href="mailto:g.plummer180@gmail.com">g.plummer180@gmail.com</a>		Member		Town of Middleburg
Vickie Collins	<a href="mailto:clerkofkittrell@gmail.com">clerkofkittrell@gmail.com</a>		Member		Town of Kittrell
Dennis Jarvis	<a href="mailto:djarvis@vancecounty.org">djarvis@vancecounty.org</a>		Member		Vance-Henderson EDC
Joey Hopkins	<a href="mailto:jhopkins@ncdot.gov">jhopkins@ncdot.gov</a>		Member	David Keilson; <a href="mailto:dpkeilson@ncdot.gov">dpkeilson@ncdot.gov</a>	NCDOT
Mark Eatman	<a href="mailto:mreatman@ncdot.gov">mreatman@ncdot.gov</a>		Member		NCDOT
Alrik Lunsford	<a href="mailto:alunsford@kerrtarcog.org">alunsford@kerrtarcog.org</a>		Staff		KTRPO
Stephanie Harmon	<a href="mailto:sharmon@kerrtarcog.org">sharmon@kerrtarcog.org</a>		Staff		KTRPO
Diane Cox	<a href="mailto:dcox@kerrtarcog.org">dcox@kerrtarcog.org</a>		Member	Michael Kelly; <a href="mailto:mkelly@kerrtarcog.org">mkelly@kerrtarcog.org</a>	KTCOG

## Appendix C Organizational Chart

Organizational Chart for Kerr-Tar Regional Transportation Planning Organization (KTRPO)



## Appendix D Demographic Tables

### Race and Ethnicity

The following table was completed using data from Census Table QT-P3, Race and Hispanic or Latino Origin: 2010:

Race and Ethnicity	Number	Percent
Total Population	226,393	100
White	131,362	58.02
Black or African American	80,125	35.39
American Indian or Alaska Native	1,344	0.59
Asian	983	0.43
Native Hawaiian and Other Pacific Islander	60	0.03
Some other Race	8,039	3.55
Two or More Races	3,694	1.63
HISPANIC OR LATINO (of any race)	14,594	6.45
Mexican	11,057	4.88
Puerto Rican	1,058	0.47
Cuban	297	0.13
Other Hispanic or Latino	2,182	0.96

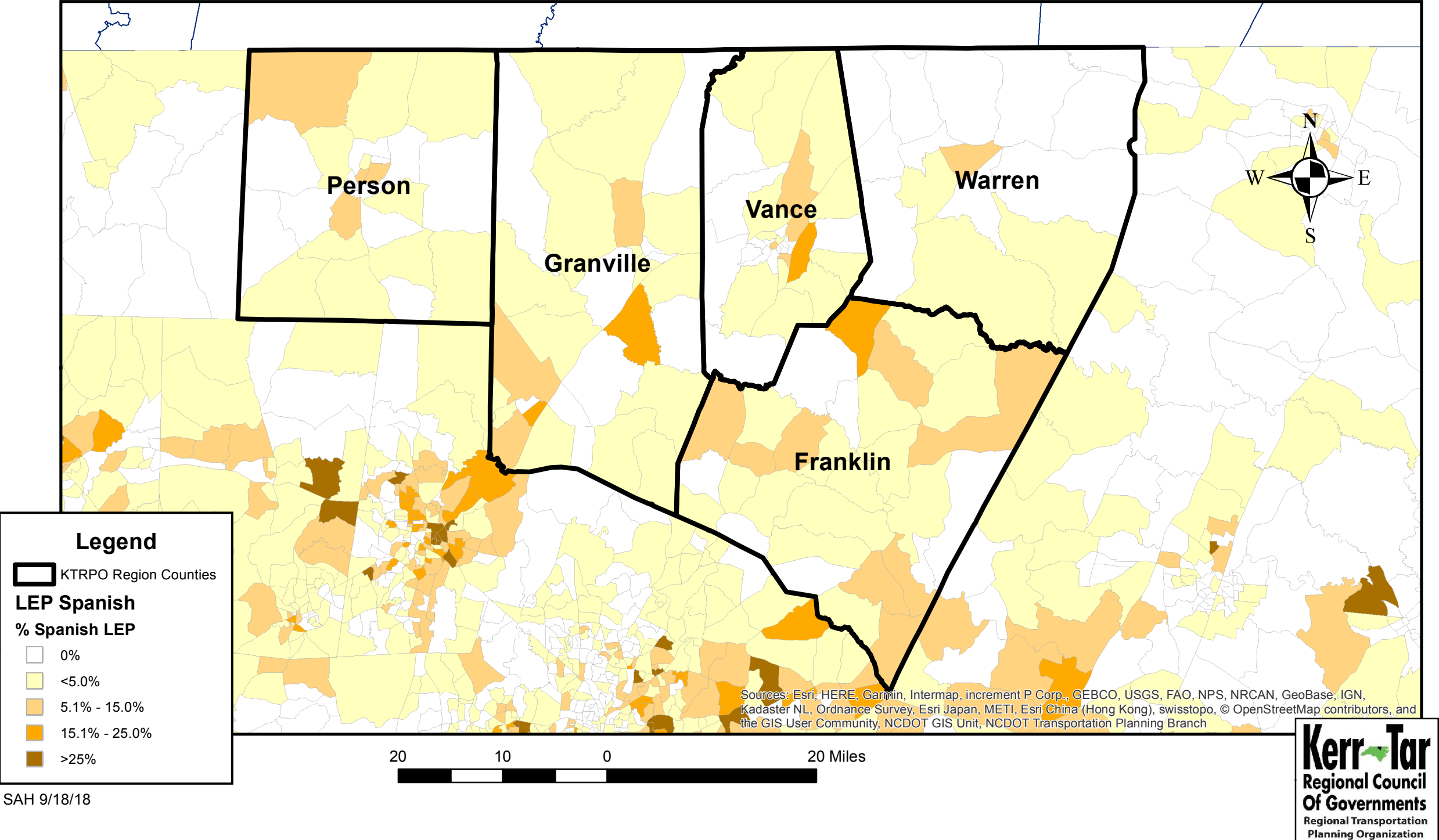
### Age and Sex

The following table was completed using data from Census Table QT-P1, Age Groups and Sex: 2010:

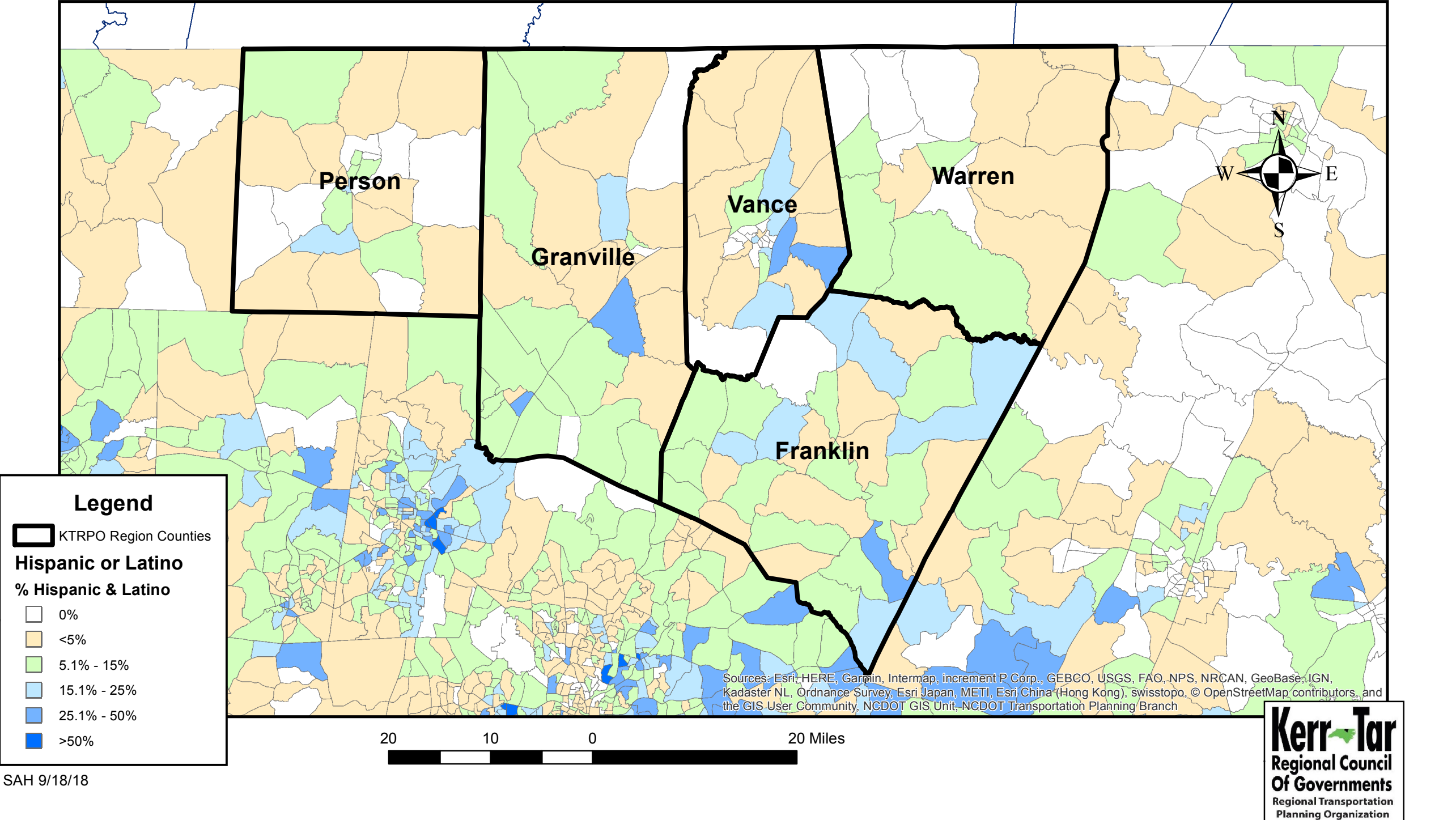
Age	Number			Percent		
	Both sexes	Male	Female	Both sexes	Male	Female
Total Population	226,393	113,234	113,159	100%	50.02%	49.98%
Under 5 years	14,030	7,126	6,904	6.20%	3.15%	3.05%
Under 18 years	53,108	27,289	25,819	23.46%	12.05%	11.40%
18 to 64 years	141,791	72,495	69,296	62.63%	32.02%	30.61%
65 years and over	31,494	13,450	18,044	13.91%	5.94%	7.97%
Median Age	39.8	38.7	41.0			

## **Appendix E Demographic Maps (EJ)**

Title VI Block Group Level: Population Over Age 18 Limited English Proficiency (LEP) Spanish

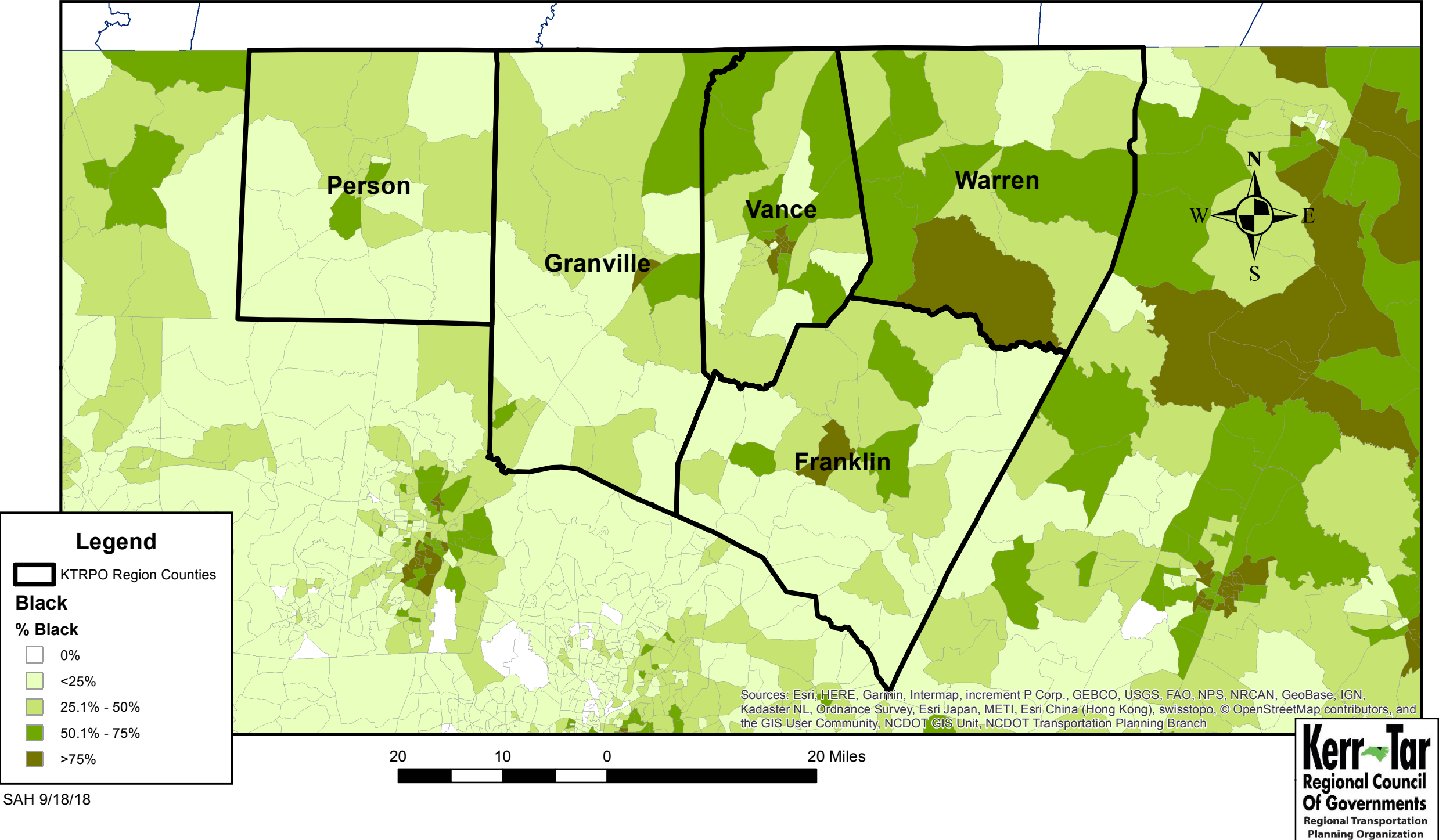


Title VI Block Group Level: Hispanic and Latino Population

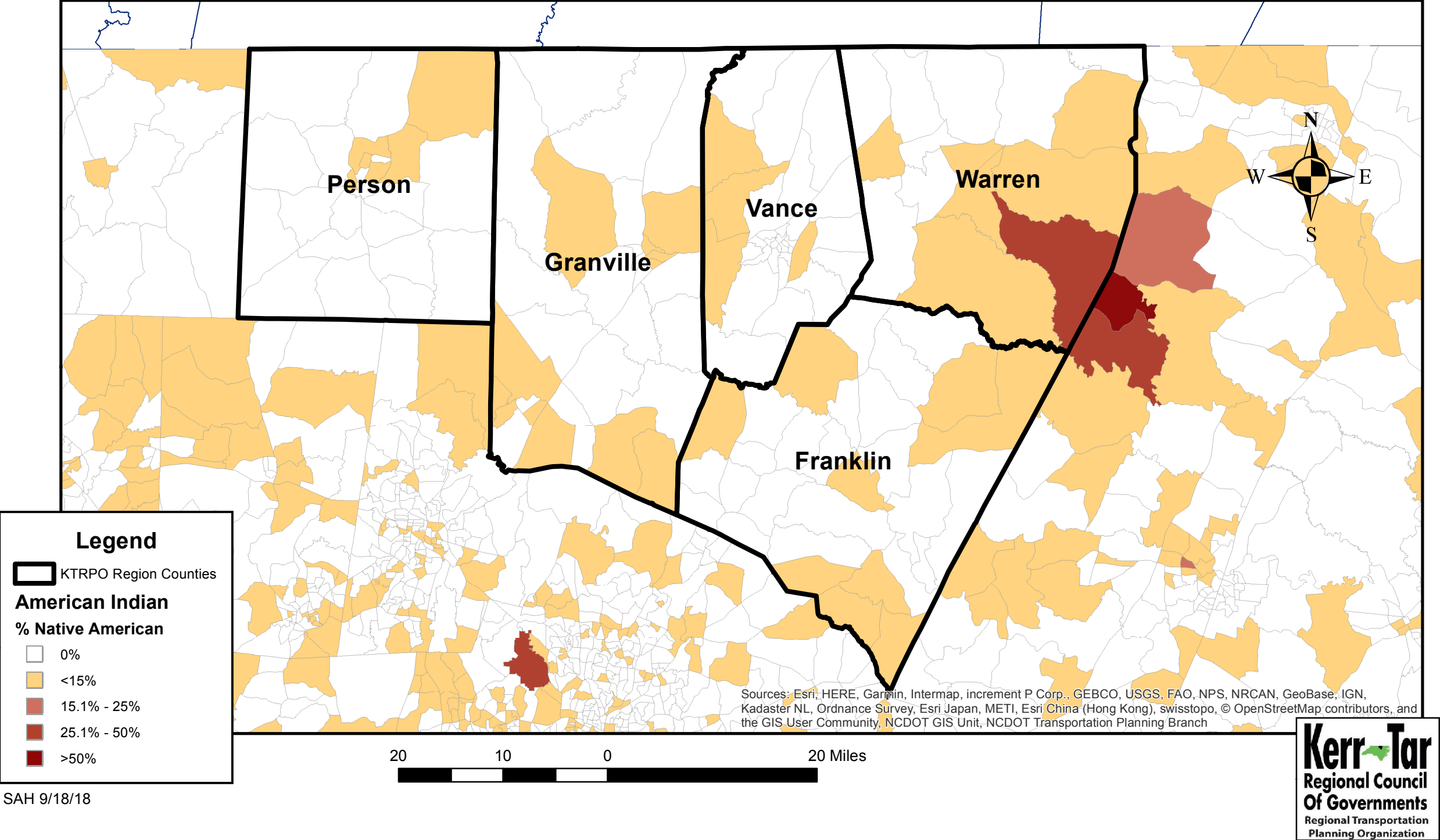




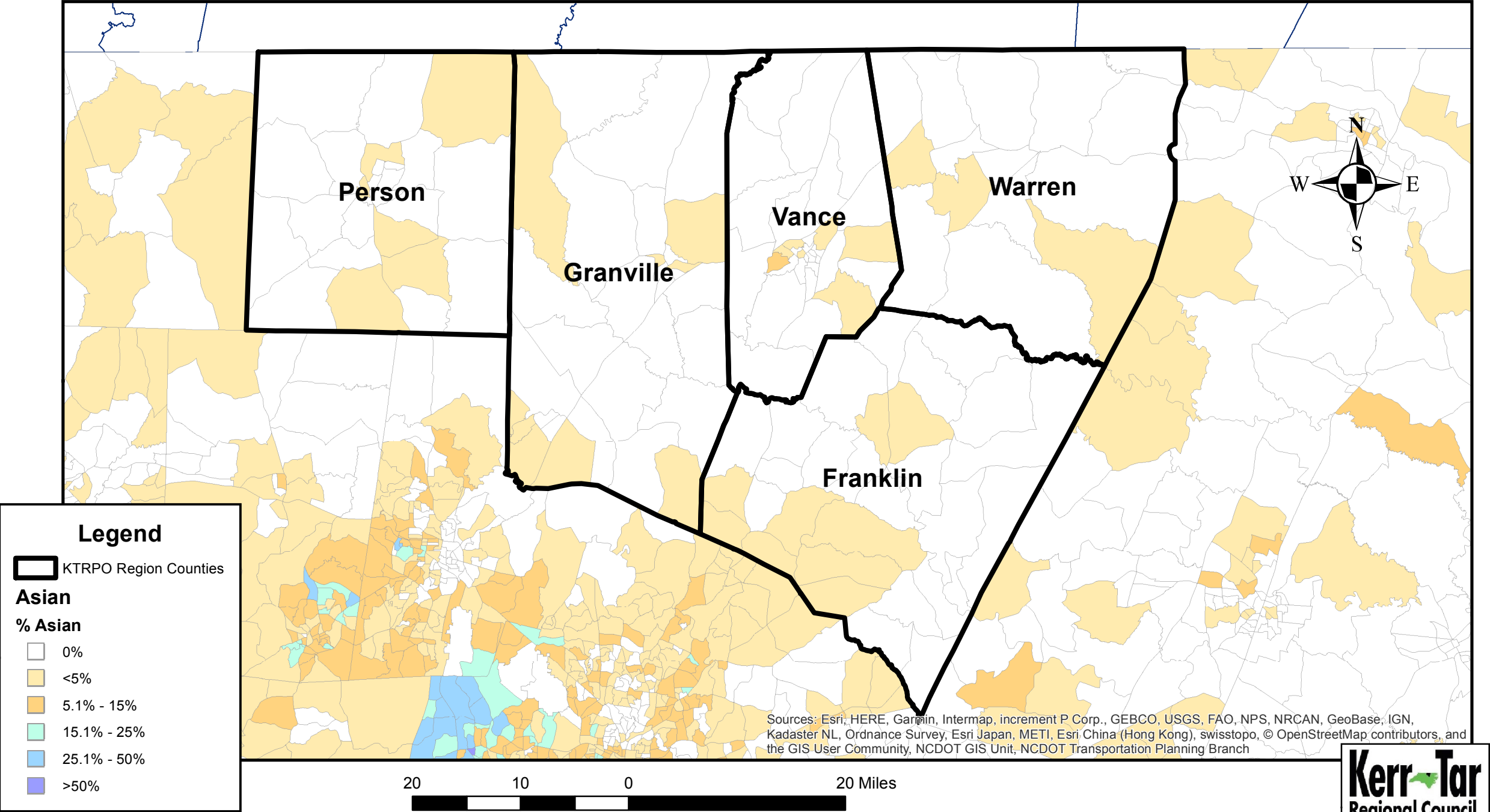
Title VI Block Group Level: Black or African American Population



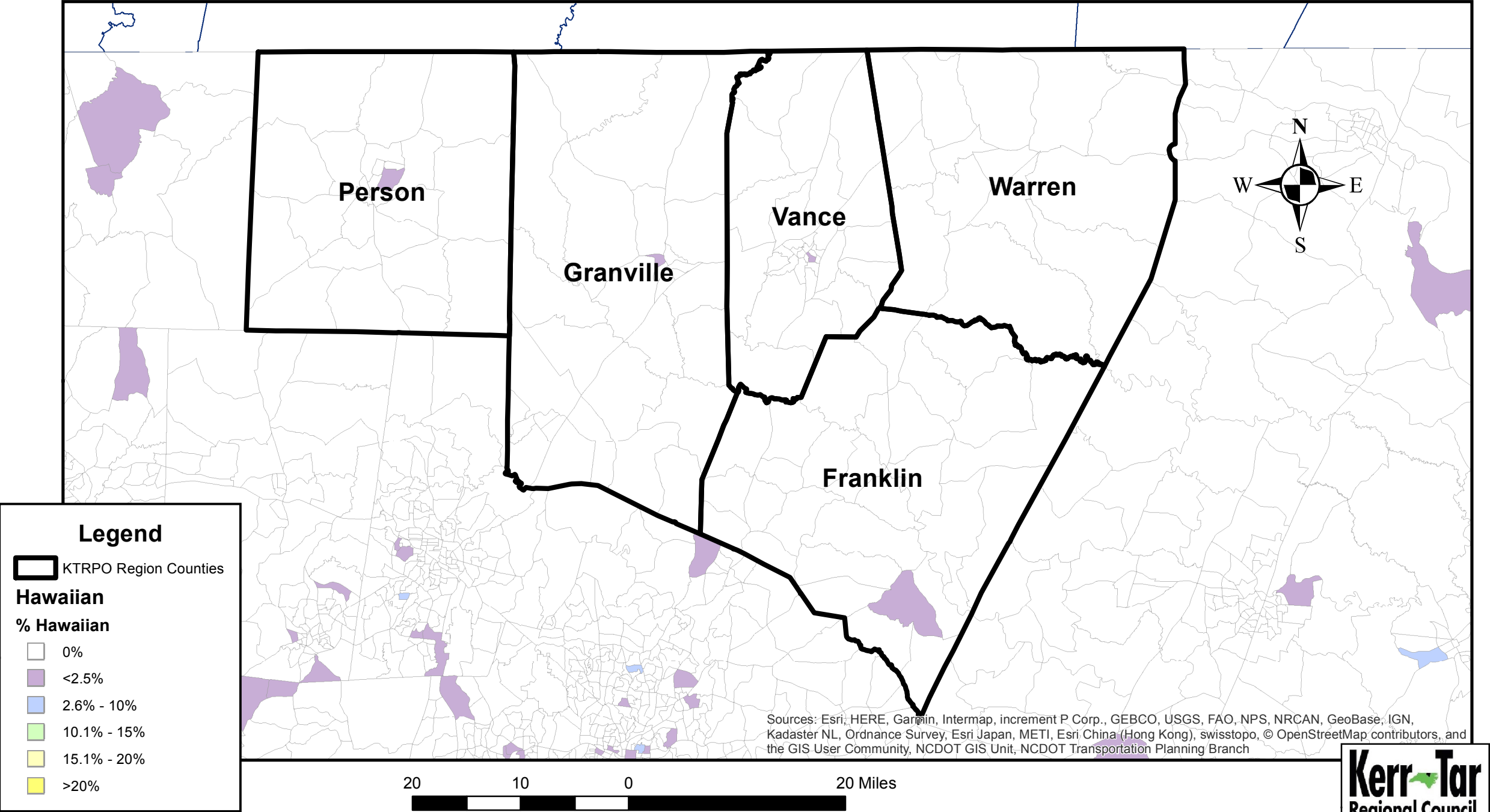
Title VI Block Group Level: American Indian (Native American) Population



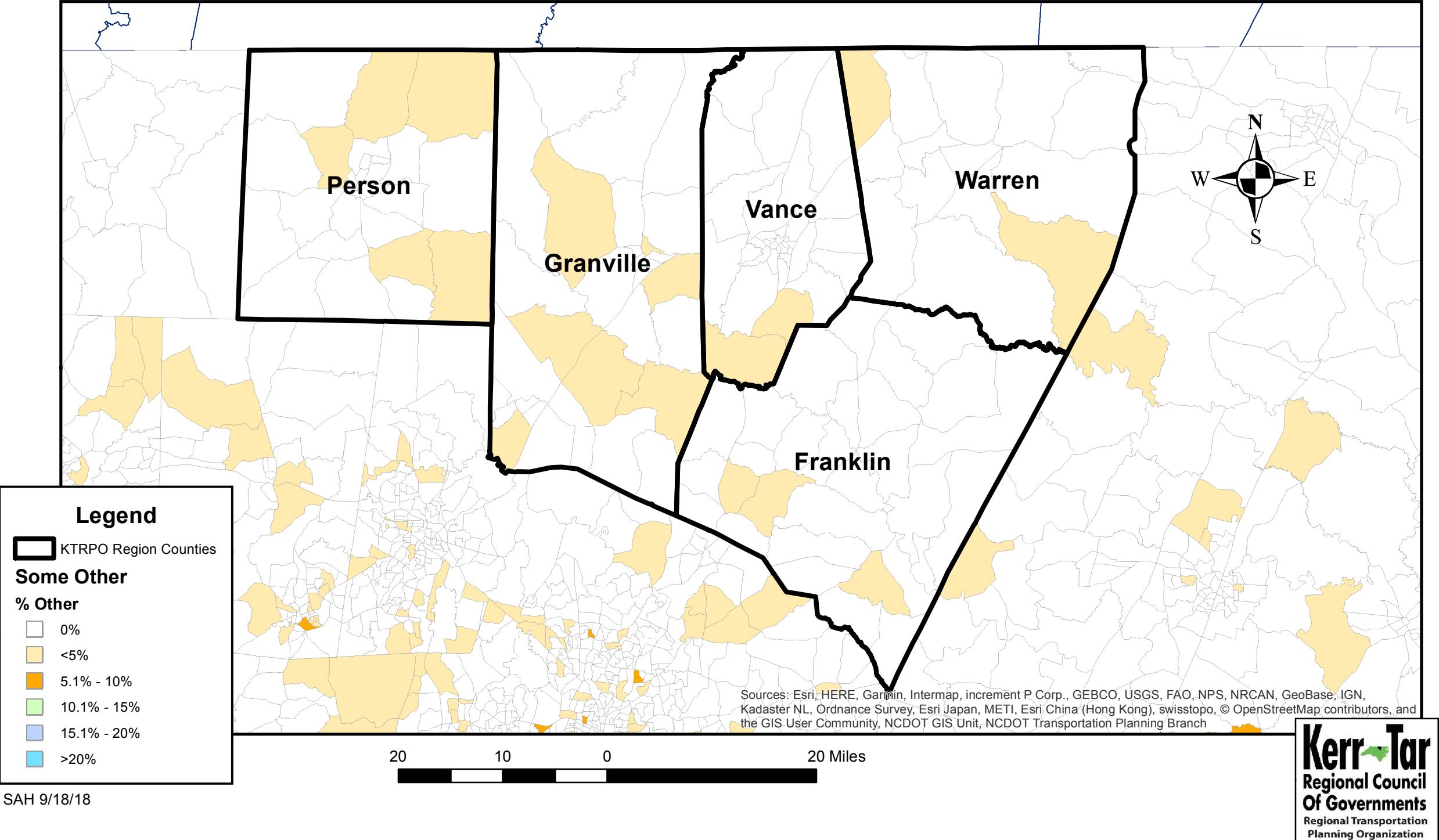
Title VI Block Group Level: Asian Population



Title VI Block Group Level: Hawaiian Population

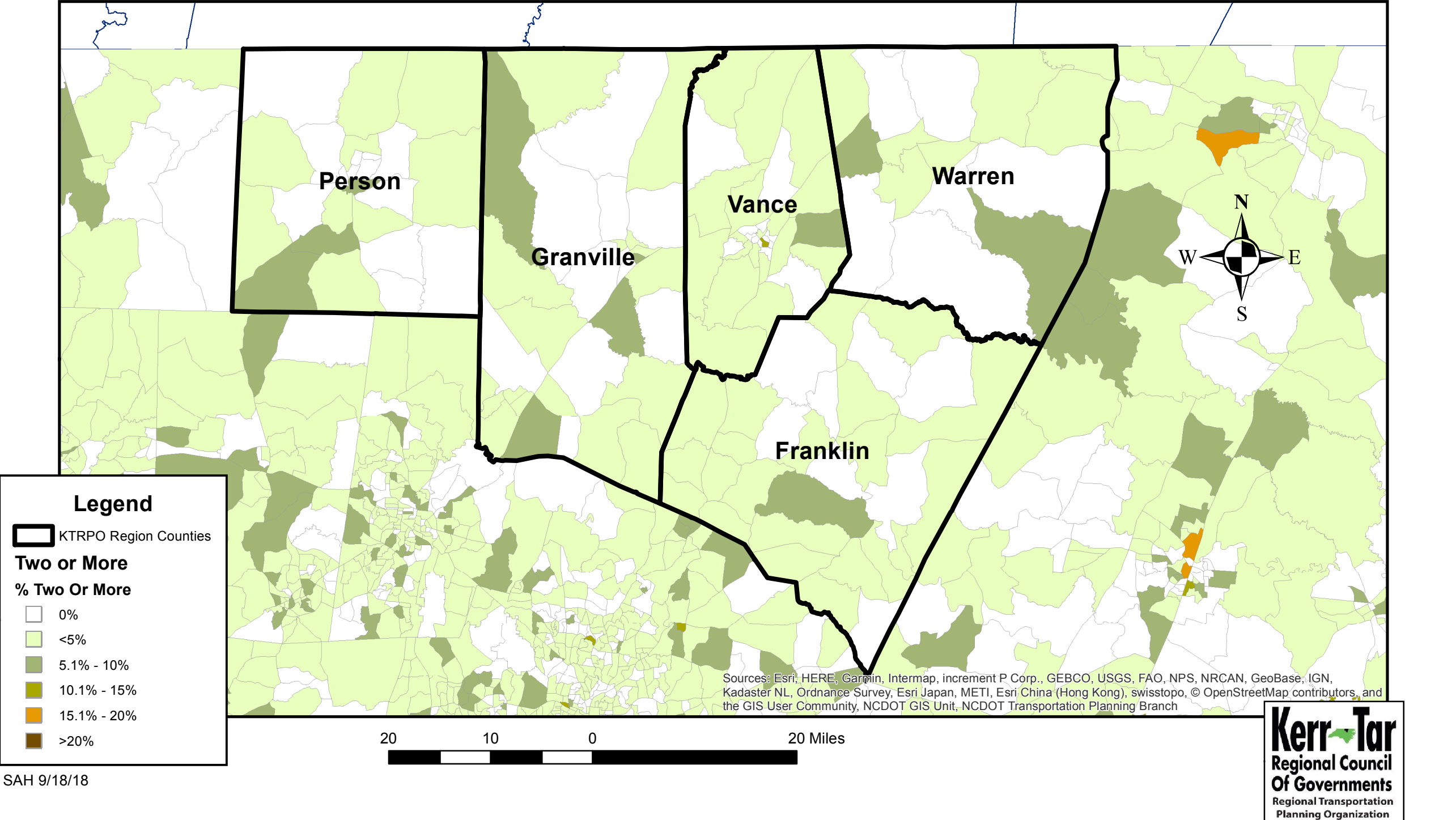


# Title VI Block Group Level: Population Identifying as Other Ethnicity

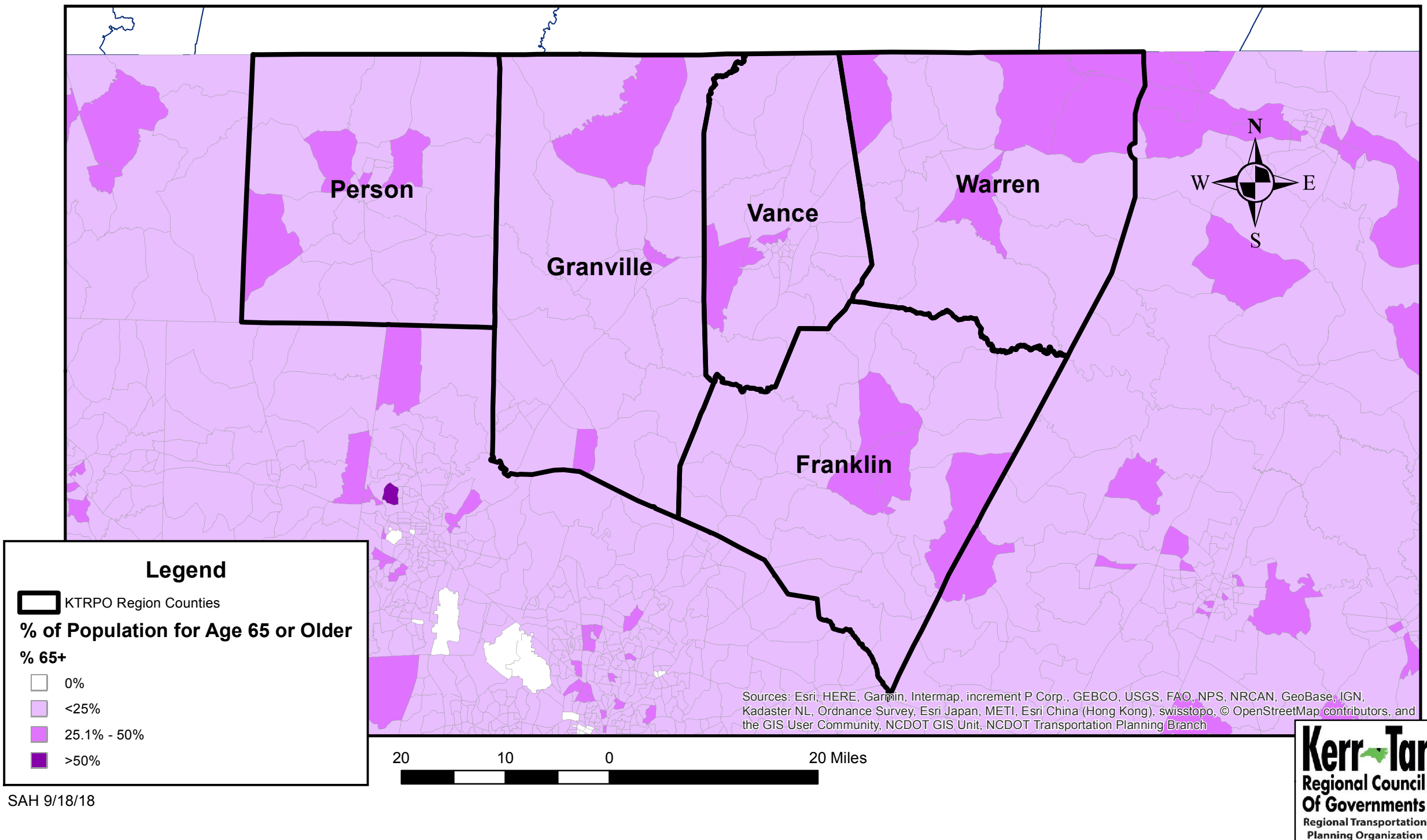




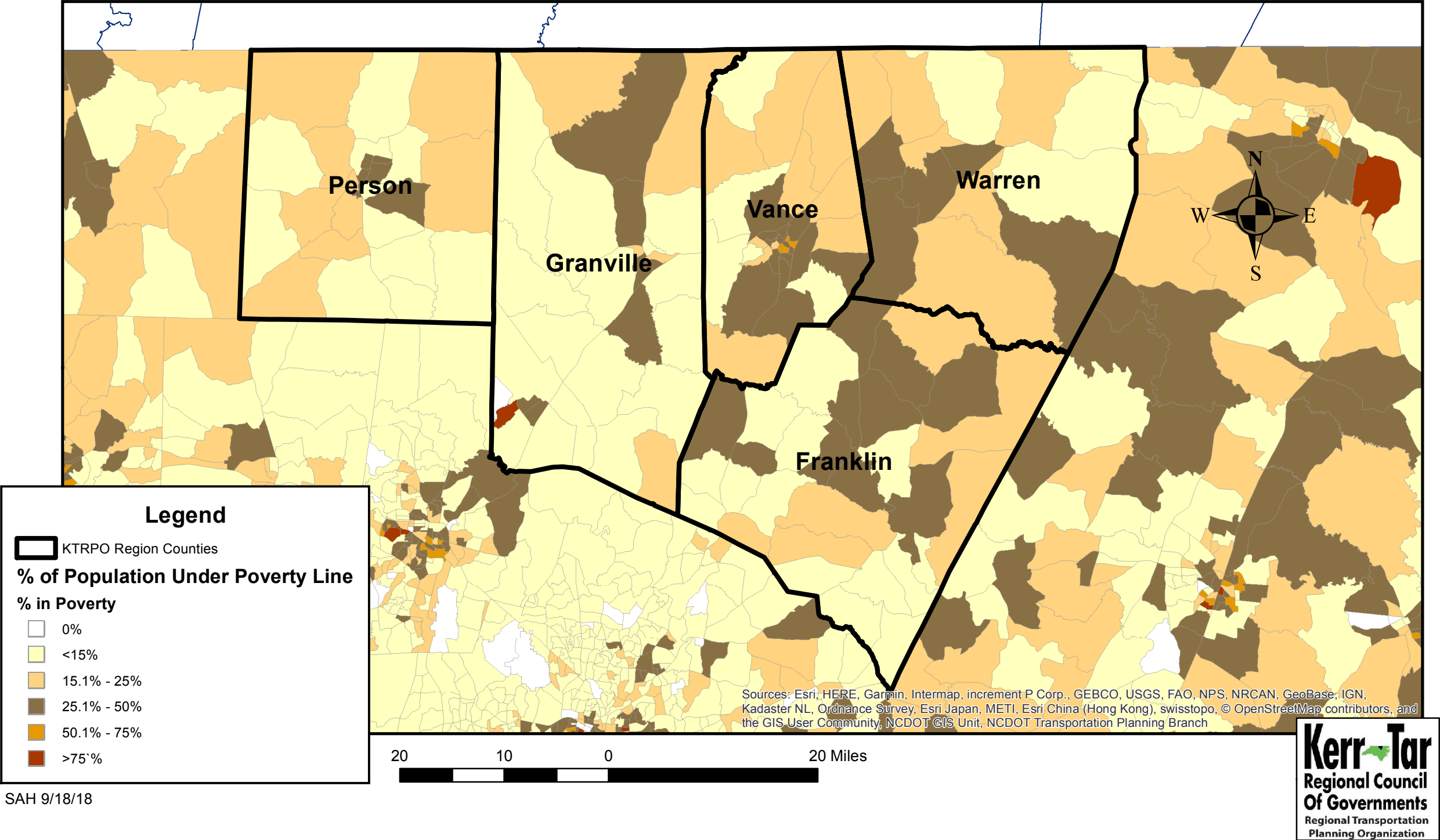
Title VI Block Group Level: Population Identifying as Two or More Ethnicities



# Title VI Block Group Level: Population Age 65 and Older

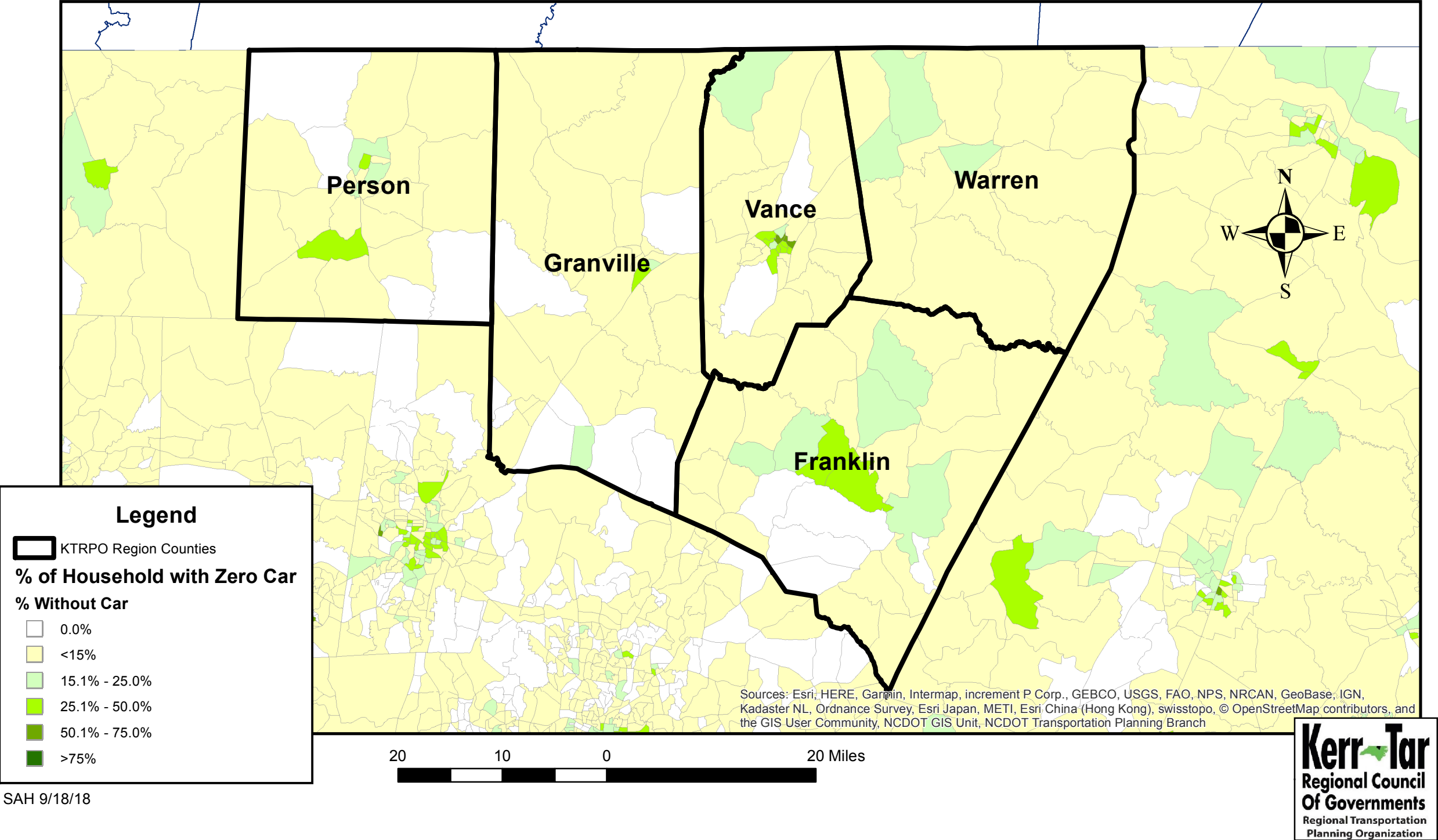


Title VI Block Group Level: Population Living Below Poverty Level





Title VI Block Group Level: Population Without Car



**Appendix F**  
**Investigation Guidance, Discrimination Complaint Form and Log**  
**INVESTIGATIVE GUIDANCE**

- A. Scope of Investigation** – An investigation should be confined to the issues and facts relevant to the allegations in the complaint, unless evidence shows the need to extend the issues.
- B. Developing an Investigative Plan** – It is recommended that the investigator (i.e., Title VI Coordinator or other official trained to conduct Title VI investigations) prepares an Investigative Plan (IP) to define the issues and lay out the blueprint to complete the investigation. The IP should follow the outline below:
1. Complainant(s) Name and Address (Attorney name and address if applicable)
  2. Respondent(s) Name and Address (Attorney for the Respondent(s) name and address, if applicable)
  3. Applicable Law(s)
  4. Basis/(es)
  5. Allegation(s)/Issue(s)
  6. Background
  7. Name of Persons to be interviewed
    - a. Questions for the complainant(s)
    - b. Questions for the respondent(s)
    - c. Questions for witness(es)
  8. Evidence to be obtained during the investigation
    - a. Issue – e.g., Complainant alleges his predominantly African American community was excluded from a meeting concerning a future project which could affect the community.
      - i. Documents needed – e.g., mailing list which shows all physical addresses, P.O. Box numbers, property owner names, and dates when the meeting notification was mailed; other methods used to advertise the meeting.
- C. Request for Information** – The investigator should gather data and information pertinent to the issues raised in the complaint.
- D. Interviews** – Interviews should be conducted with the complainant, respondent, and appropriate witnesses during the investigative process. Interviews are conducted to gain a better understanding of the situation outlined in the complaint of discrimination. The main objective during the interview is to obtain information that will either support or refute the allegations.
- E. Preparing an Investigative Report** – The investigator should prepare an investigative report setting forth all relevant facts obtained during the investigation. The report should include a finding for each allegation. A sample outline for an investigative report is provided below.

**Sample Investigative Report Template**

- I. COMPLAINANT(S) NAME** (or attorney for the complainant(s) – name and address if applicable  
Name, Address, Phone: 999-999-9999)
- II. RESPONDENT(S)** (or attorney for the respondent(s) – name and address if applicable)  
Name, Address, Phone: 999-999-9999
- III. APPLICABLE LAW/REGULATION**  
[For example, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d); 49 CFR §21.11; 49 CFR §26.53)]
- IV. COMPLAINT BASIS/(ES)**  
[For example, Race, Color, National Origin, Limited English Proficiency, Sex, Age, Disability)]
- V. ALLEGATIONS**  
[Describe in logical sequence, each allegation including the prohibited basis for the alleged discriminatory conduct, (e.g., race, color, national origin, sex, age, or disability) and the specific statutory or regulatory provision the allegation would violate, if proven to be true.]

Issue #1 – Complainant alleges that transit system failed to inform minority communities of rate increases.  
Issue #2 – Complainant alleges that transit system has not sufficiently publicized or held public meetings to share information regarding fare increases and route changes that impacts low-income and minority citizens.

**VI. BACKGROUND**

[Provide detailed information regarding the complaint, including a historical overview of the case, including any activities or actions taken prior to accepting the complaint for investigation.]

**VII. INVESTIGATIVE PROCEDURE**

[Describe in detail, methods used to conduct the investigation, such as document requests, interviews and site visits. Include witnesses' names and addresses, documents received and/or reviewed, emails sent and received.]

**VIII. FINDINGS OF FACT**

[Provide a detailed description of the investigator's analysis of each allegation, based on clear and factual findings. Include specific evidence used to support your findings.]

**IX. CONCLUSION**

[State whether discrimination did or did not occur. Conclusions must be evidence-based and defensible. Test conclusions by considering all possible rebuttal arguments from the respondent and complainant. Both respondent and the complainant should be given an opportunity to confirm or rebut the assertions of the other party and your findings, but all the evidence you've presented should speak for itself.]

**X. RECOMMENDED ACTIONS**

[Outline what should be done to remedy the findings or, if necessary, provide justice for the complainant.]

**APPENDIX**

[Include in the Appendix any supplemental materials that support your findings and conclusion.]

Kerr-Tar Regional Transportation Planning Organization

**DISCRIMINATION COMPLAINT FORM**

**Any person who believes that he/she has been subjected to discrimination based upon race, color, national origin, sex, age, or disability may file a written complaint with the Kerr-Tar Regional Transportation Planning Organization, within 180 days after the discrimination occurred.**

Last Name:		First Name:		<input type="checkbox"/> Male
				<input type="checkbox"/> Female
Mailing Address:		City	State	Zip
Home Telephone:	Work Telephone:	E-mail Address		

Identify the Category of Discrimination:

<input type="checkbox"/> RACE	<input type="checkbox"/> COLOR	<input type="checkbox"/> NATIONAL ORIGIN	<input type="checkbox"/> AGE
<input type="checkbox"/> SEX	<input type="checkbox"/> DISABILITY	<input type="checkbox"/> LIMITED ENGLISH PROFICIENCY	

Identify the Race of the Complainant

<input type="checkbox"/> Black	<input type="checkbox"/> White	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian American
<input type="checkbox"/> American Indian	<input type="checkbox"/> Alaskan Native	<input type="checkbox"/> Pacific Islander	<input type="checkbox"/> Other _____

Date and place of alleged discriminatory action(s). Please include earliest date of discrimination and most recent date of discrimination.

Names of individuals responsible for the discriminatory action(s):

How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently from you. **(Attach additional page(s), if necessary).**

The law prohibits intimidation or **retaliation** against anyone because he/she has either taken action, or participated in action, to secure rights protected by these laws. If you feel that you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances below. Explain what action you took which you believe was the cause for the alleged retaliation.

Names of persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint: (Attached additional page(s), if necessary).

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

## DISCRIMINATION COMPLAINT FORM

Have you filed, or intend to file, a complaint regarding the matter raised with any of the following? If yes, please provide the filing dates. Check all that apply.

- ☐ NC Department of Transportation \_\_\_\_\_
- ☐ Federal Highway Administration \_\_\_\_\_
- ☐ US Department of Transportation \_\_\_\_\_
- ☐ Federal or State Court \_\_\_\_\_
- ☐ Other \_\_\_\_\_

Have you discussed the complaint with any Kerr-Tar Regional Transportation Planning Organization representative? If yes, provide the name, position, and date of discussion.

Please provide any additional information that you believe would assist with an investigation.

Briefly explain what remedy, or action, are you seeking for the alleged discrimination.

**\*\*WE CANNOT ACCEPT AN UNSIGNED COMPLAINT. PLEASE SIGN AND DATE THE COMPLAINT FORM BELOW.**

\_\_\_\_\_  
**COMPLAINANT'S SIGNATURE**

\_\_\_\_\_  
**DATE**

### MAIL COMPLAINT FORM TO:

Kerr-Tar Regional Transportation Planning Organization  
P.O. Box 709  
Henderson, NC 27536  
(252) 436-2040

### FOR OFFICE USE ONLY

Date Complaint Received: \_\_\_\_\_

Processed by: \_\_\_\_\_

Case #: \_\_\_\_\_

Referred to: ☐ NCDOT ☐ FHWA Date Referred: \_\_\_\_\_

## DISCRIMINATION COMPLAINTS LOG

**Log Year(s):**

CASE NO.	COMPLAINANT NAME	RACE/ GENDER	RESPONDENT NAME	BASIS	DATE FILED	DATE RECEIVED	ACTION TAKEN	DATE INVESTIG. COMPLETED	DISPOSITION
		H/F		Disability					

No Complaints or Lawsuits ☐

I certify that to the best of my knowledge, the above described complaints or lawsuits alleging discrimination, or **no complaints or lawsuits** alleging discrimination, have been filed with or against **Kerr-Tar Regional Transportation Planning Organization** since the previous Title VI Program submission to NCDOT.

\_\_\_\_\_  
Signature of Title VI Coordinator or Other Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Authorized Official

**Appendix G**  
**Compliance Review Checklist for FHWA Subrecipients**

General Requirements		Completed
1.	A copy of the recipient's signed USDOT Title VI Assurances	<input type="checkbox"/>
2.	Title VI Policy Statement (signed)	<input type="checkbox"/>
3.	Title VI Notice to Public, including a list of locations where the notice is posted	<input type="checkbox"/>
4.	Name and official title of Title VI Coordinator and a list of their Title VI duties	<input type="checkbox"/>
5.	Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)	<input type="checkbox"/>
6.	Title VI Complaint Form	<input type="checkbox"/>
7.	List of Title VI complaints, investigations, or lawsuits (i.e., Title VI Complaint Log)	<input type="checkbox"/>
8.	Public Participation Plan, including information about outreach methods to engage traditionally underserved constituencies (e.g., minorities, low-income, disabled), as well as a summary of outreach efforts	<input type="checkbox"/>
9.	Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance, which requires conducting four-factor analyses	<input type="checkbox"/>
10.	A table depicting the membership of any non-elected committees and councils, broken down by race and gender, and a description of the process the RPO uses to encourage minorities and women to participate on such committees	<input type="checkbox"/>
11.	A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program	<input type="checkbox"/>
12.	Compliance and enforcement procedures to ensure nondiscriminatory administration of programs and services	<input type="checkbox"/>
13.	A demographic profile of your planning area that includes identification of the locations of minority, low-income, LEP, and/or other underserved populations	<input type="checkbox"/>
14.	Information regarding how consultants and/or subrecipients are monitored for compliance with Title VI	<input type="checkbox"/>
15.	Any environmental justice analysis conducted in the past three years and, if necessary, a description of the measures used to address any disproportionately high and adverse impacts to minority or low-income communities	<input type="checkbox"/>
16.	Documentation from any Title VI compliance reviews or investigations conducted by any agency other than NCDOT-OCR in the last three years.	<input type="checkbox"/>