

**Flagstaff Metropolitan Planning Organization (MetroPlan)  
FY 2021 Annual Title VI Report  
FY 2021 Accomplishments and Goals for FY 2022**



**METROPLAN**  
GREATER ↑ FLAGSTAFF

**August 2, 2021**

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## INTRODUCTION & TITLE VI PLAN OVERVIEW

The Flagstaff Metropolitan Planning Organization (dba MetroPlan) is primarily funded with federal transportation taxes passed through the Arizona Department of Transportation. As such, MetroPlan is responsible for assuring non-discrimination per Title VI of the Civil Rights Act of 1964 in its activities.

MetroPlan is responsible for conducting technical modeling of the transportation system, facilitating the interaction of federal, state, and local agencies dealing with transportation issues, preparation of financial analysis and project programming, and providing opportunities for public involvement.

All persons living, working, conducting business and visiting the region are beneficiaries of the planning, coordination, and construction activities of the MPO. MetroPlan does not construct projects: this activity is accorded to member agencies. The safe movement of goods and people is supported by providing and maintaining a transportation network and facilities.

MetroPlan assures that no person shall, on the grounds of race, color, national origin, age, sex, disability, limited English proficiency, or low-income status be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any MetroPlan transportation planning sponsored program or activity. MetroPlan assures that every reasonable effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations within its region.

This report addresses MetroPlan activities in providing Title VI non-discrimination policies for all Federally Assisted transportation planning activities and programs administered during 2021 and the goals set for 2022.

### MetroPlan BOARD AND COMMITTEE MEMBER MAKE-UP

Table of MetroPlan Committees by Race and Sex

MetroPlan Committee	Race	Gender	
		Male	Female
Executive Board	3 Caucasian 1 Asian 1 Native American 1 Hispanic 1 African American	5	2
Technical Advisory Committee	9 Caucasian	8	1
<i>* Includes some designees</i>			

Table of MetroPlan Staff by Race and Sex

MetroPlan Staff/City Staff	Race	Gender	
		Male	Female
Executive Director	Caucasian	x	
Planning Manager	Caucasian	x	
Business Manager/Title VI Coordinator	Caucasian		X

## I. Accomplishments – Program Area Review

Program Area	Action or Deliverables
<ul style="list-style-type: none"> <li>▪ <b>Public Outreach - Contact Lists</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ A mobility-related contact list is maintained.</li> <li>▪ A master contact list, including transportation and planning partner agencies, is maintained.</li> <li>▪ A database of interpretive and translation services providers is maintained.</li> <li>▪ A master list for Title VI related agencies and organizations is maintained.</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Public Outreach Meetings</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <u>Meetings open to the public</u> – Time for citizen comments is reserved at the start of all meetings. Meeting dates and times are posted well in advance on the agency’s website and on City Hall’s meeting board (when City Hall is open to the public). The meeting location is in close proximity to transit service, is wheelchair accessible (WCA) and interpretation services can be provided when requested or anticipated. Since March 2020, meetings have been electronic only to accommodate COVID 19 public health response.</li> <li>▪ The Flagstaff Metropolitan Planning Organization (MetroPlan) held regularly scheduled public meetings in facilities with reasonable accessibility and accommodation to persons with disabilities as follows: <ul style="list-style-type: none"> <li>○ <u>MetroPlan Executive Board (9 meetings)</u> Meets monthly; first Wednesday 10:00-12:00pm. Agendas, action summaries, meeting minutes, and recordings of the meetings can be found on the MetroPlan website.</li> <li>○ <u>MetroPlan Technical Advisory Committee-TAC (10 meetings)</u> Meets monthly; Fourth Wednesday 1:30-3:30pm. Agendas, action summaries, meeting minutes, and recordings of the meetings can be found on the MetroPlan website.</li> <li>○ Few members of the public attended Executive Board and TAC meetings, but no arrangements for translators or special accommodations were requested and no such services were provided.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Organization Contacts and Inter-Agency Coordination</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Maintain a database of individuals and organizations related to affected populations.</li> <li>▪ MetroPlan works closely with Mountain Line and ADOT to recruit applications for the combined 5310 Program. The Coordinated Human Services Transportation Plan updates are produced in partnership with Mountain Line.</li> <li>▪ Provide technical assistance and regional policy oversight to City, County and State area planning processes within the MetroPlan region. Examples of these for Fiscal Year 2021 <ul style="list-style-type: none"> <li>○ Serve on Association of Metropolitan Planning Organizations Board of Directors</li> <li>○ Serve on Northern Arizona Intergovernmental Public Transportation Authority Transit Advisory Committee</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Participate in Arizona MPO-COG Directors and MPO-COG Planners meetings</li> <li>○ Participate in ADOT Milton and US 180 Corridor Master Plans</li> <li>○ Participate in Coconino County Doney Park Area Plan process</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Public Outreach</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <u>Websites</u>- The MetroPlan website is maintained and kept current regarding approved documents.</li> <li>▪ <u>Press releases</u> – Press releases are occasionally sent to several local media outlets – daily and weekly newspapers, TV stations, and radio stations, including the local Spanish language newspaper. There were no press releases issued in FY21.</li> <li>▪ <u>Public Surveys</u> – MetroPlan conducted no public surveys in FY21.</li> <li>▪ <u>Mailings</u> – MetroPlan routinely uses e-mail to keep the public informed of the agency’s programs, public comment periods, meetings, and publications. MetroPlan maintains an e-mail list, including many community and religious organizations, senior, youth minority, low-income and other groups. Subscription to e-mail lists is embedded within MetroPlan’s website and is open to all members of the public.</li> <li>▪ <u>Staff is accessible</u> – Contact information for staff is provided on the agency’s website and on project fact sheets, as well as on meeting agendas. Staff attends public meetings and is available to answer questions and take comments.</li> <li>▪ <u>Events</u> – Events such as workshops, open houses, and forums are held regularly as needed. A bilingual Title VI Nondiscrimination Notice to the Public poster is displayed at these events.</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Public Notice</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ All MetroPlan Executive Board Meetings, Transportation Advisory Committee (TAC) meetings, are announced by posting to MetroPlan’s website under guidelines set forth by the Arizona open meeting laws. Agendas and recorded minutes were appropriately disseminated to the public via the website. Each meeting provided an opportunity for public comment at the start of each meeting with the following language:  <i>“At this time, any member of the public may address the Board on any subject within their jurisdiction that is not scheduled before the Board on that day. Due to Open Meeting Laws, the Board cannot discuss or act on items presented during this portion of the agenda. To address the Board on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.”</i></li> <li>▪ Civil Rights posters have been developed, including bilingual posters, and these have been posted in appropriate locations and on the website.</li> <li>▪ Title VI language is included on all agendas, sign-in sheets, and non-disclosure forms</li> <li>▪ <u>Opportunities for public comment</u> – MetroPlan provides opportunities for comment on adoption of amendments to transportation plans or programs. Comments are accepted by phone, e-mail, US mail, and in person at any of the meetings.</li> </ul>

	Public comment periods are advertised through e-mail notices, web and newspaper advertisements.
<ul style="list-style-type: none"> <li>▪ <b>Data Collection</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Cooperative purchase with Mountain Line of Streetlight Incorporated data provides simultaneous access to demographic and transportation data related to Title VI populations</li> <li>▪ Title VI population data and analyses were updated using 2019 census numbers as available on the American Community Survey Data website</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Planning Projects – Short Range Title VI and EJ</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ MetroPlan plays a supporting role in ADOT Milton Road and US 180 studies and Mountain Line Bus Rapid Transit and US 180 studies, all of which have a Title VI component</li> <li>▪ The 2021-2023 Unified Planning Work Program was completed and is compliant with Title VI</li> <li>▪ The updated Title VI plan includes tables and maps illustrating Title VI populations, their general locations, and the proximity of TIP projects to them.</li> <li>▪ TIP Project Assessment- In a general review of TIP projects no finding of disproportionately high and adverse impact is found. The majority of projects are either safety projects, pavement preservation, studies or enhancement projects more or less distributed evenly across the region.</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Planning Projects- Long Range Title VI &amp; EJ</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ No long-range planning activity occurred in FY2021.</li> </ul>

**II. Accomplishments: Subrecipient Reviews**

One new contract was issued in late 2021 – no subrecipient review was performed.

Standardized DBE language is incorporated in all contracts.

**III. Accomplishments – Title VI Training**

MetroPlan staff attended Title VI peer discussion on September 17, 2021 and Title VI review on November 17, 2021 conducted by ADOT. MetroPlan conducted annual training including a Title VI overview to the Executive Board on February 3, 2021 and to the TAC on January 27, 2021. MetroPlan also presented the FY2022 Title VI plan and trained the Executive Board on September 2, 2020 and the TAC on August 26, 2020.

**IV. Accomplishments: Complaint Procedures**

Per the City and County attorneys’ offices, there were no lawsuits alleging discrimination in fiscal year 2021 filed against MetroPlan, the City of Flagstaff, Coconino County, or Mountain Line regarding sub recipient related activities associated with the MetroPlan work program or transportation improvement program.

See the Title VI Plan for a description of the MetroPlan complaint process. The complaint form and process is posted to the MetroPlan website.

## **V. Goals – Program Area Reviews**

MetroPlan completed a program area review with ADOT’s Title VI Coordinator in March 2021. The review revealed three deficiencies in MetroPlan’s current implementation plan and corrective feedback has been implemented in the FY2022 Title VI Plan.

MetroPlan does expect to have at least one sub-recipient in the coming fiscal year, and a program review will be conducted to ensure all contracts are in compliance with Title VI provisions.

## **VI. Goals - Training**

Schedule a Title VI training session with the MetroPlan Title VI Liaison and TAC and Executive Board for review compliance requirements. Train subrecipients in Title VI at the inception of the contract period.

## **VII. Other Title VI Goals for FY2022**

### ***Unified Planning Work Program***

- Regularly update the Title VI Population data and analysis based on available American Community Survey Data
- Make the UPWP available to the LEP population upon request. Note: Posted on the website under Plans.

### ***Metropolitan Transportation Improvement Program***

- Include a finding of impact, if any, to Title VI populations, based on comparison of the MTIP projects to the most current Title VI population maps.
- The periodic update to the MTIP is compliant with the Regional Transportation Plan. In FY2021, there was no call for projects or public review.

### ***Regional Transportation Plan*** (long-range).

- MetroPlan has hired a contractor to begin the planning process to be completed in Fall 2022. MetroPlan has hired a contractor to begin the planning process to be completed in Fall 2022.

### ***Statewide Transportation Improvement Program*** (STIP).

- No local activity

### ***Transit Planning Coordination***

- Continue to work closely with Mountain Line and ADOT to recruit applications for the combined 5310 Program. The Coordinated Human Services Transportation Plan updates take place on time in partnership with Mountain Line.

### ***Local Transportation Planning Coordination***

- Provide technical assistance and regional policy oversight to City, County and State area planning processes within the MetroPlan region.

***Title VI Training***

- Schedule a meeting to go through ADOT's online CA Training with all members of MetroPlan staff before end of FY2022 to ensure thorough understanding of Title VI requirements

***Demographic Composition of MetroPlan Planning Region***

Maintain Title VI related demographic data. See Appendix A of the FY2022 Title VI Plan for the most up-to-date demographic data relating to the MetroPlan Planning Region.

***Maintain Appropriate Levels of Access and Communication***

Title VI Notice to Public - MetroPlan Title VI notice was revised in July 2020 and is available on the MetroPlan's website.

LEP - The LEP plan was reviewed closely and only minor changes were deemed necessary. The LEP Plan is included in the updated FY2022 Title VI Plan.