

**Flagstaff Metropolitan Planning Organization (MetroPlan)  
FY 2022 Annual Title VI Report  
FY 2022 Accomplishments and Goals for FY 2023**



**METROPLAN**  
GREATER ↑ FLAGSTAFF

**August 1, 2022**

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## INTRODUCTION & TITLE VI PLAN OVERVIEW

The Flagstaff Metropolitan Planning Organization (dba MetroPlan) is primarily funded by 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's activities in providing Title VI non-discrimination policies for all Federally Assisted transportation planning activities and programs administered during 2022 and the goals set for 2023.

### MetroPlan BOARD AND COMMITTEE MEMBER MAKE-UP

Table of MetroPlan Committees by Race and Sex

MetroPlan Committees	Race	Gender	
		Male	Female
Executive Board	4 Caucasian 1 Asian 1 Native American 1 Hispanic	5	2
Technical Advisory Committee	5 Caucasian 1 Multi-Ethnic 1 Decline to State	5	2
<i>* Includes some designees</i>			

Table of MetroPlan Staff by Race and Sex

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

Transportation Planner/Title VI Liaison	Multi-Ethnic (2 or more races)		X
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**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 MetroPlan’s website. In-Person meeting locations are in close proximity to transit service, are wheelchair accessible (WCA) and interpretation services can be provided when requested or anticipated. Since March 2020, meetings have been primarily virtual with occasional in-person options to accommodate COVID 19 public health response. When meetings are held in person, meetings are held in facilities with reasonable accessibility and accommodation for persons with disabilities.</li> <li>▪ The Flagstaff Metropolitan Planning Organization (MetroPlan) held regularly scheduled public meetings as follows: <ul style="list-style-type: none"> <li>○ <u>MetroPlan Executive Board (10 meetings)</u> Meets monthly; first Thursday 1:00-3:00 pm. Agendas, meeting minutes, and recordings of the meetings can be found on the MetroPlan website.</li> <li>○ <u>MetroPlan Technical Advisory Committee-TAC (8 meetings)</u> Meets monthly; Fourth Wednesday 1:30-3:30 pm. Agendas, 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 in FY2022. 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 2022</li> </ul>

	<ul style="list-style-type: none"> <li>○ Serve on the Association of Metropolitan Planning Organizations Policy Committee</li> <li>○ Serve on Mountain Line Transit Advisory Committee</li> <li>○ Participate in Arizona MPO-COG Directors and MPO-COG Planners meetings</li> <li>○</li> <li>○ Participate in Coconino County Doney Park Area Plan process</li> <li>○ Participate in the ADOT Statewide Rest Area Study, Corridor Profile Studies, Freight Study and EV Corridor Study</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 FY22.</li> <li>▪ <u>Public Surveys</u> –.As part of the Regional Transportation Plan update, known as Stride Forward, one (1) telephone survey, two (2) online surveys were distributed to the public in FY22. Additionally, paper surveys were provided and collected at the local libraries, community centers, senior centers, and the downtown connection center (central transit hub).</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, and 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> </ul>

	<ul style="list-style-type: none"> <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 the 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. Public comment periods are advertised through e-mail notices, web, and newspaper advertisements.</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Data Collection</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Title VI population data and analyses were updated using 2020 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 5-year transit plan update 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>▪ The Regional Transportation Plan update, known as Stride Forward, was initiated in FY22 and will conclude at the end of CY22. It has will include analyze accessibility by different modes to basic services to assess equity. See public outreach above.</li> </ul>

## II. Accomplishments: Subrecipient Reviews

No Title VI subrecipient review was performed on subrecipient, Northern Arizona Intergovernmental Transit Authority (Mountain Line).

Standardized DBE language is incorporated in all contracts.

## III. Accomplishments – Title VI Training

MetroPlan staff attended the following trainings in FY22

- 10/6/21 ADOT Trainings - Civil Rights & Disadvantages Business Enterprise (DBE) LPA Contract Reporting
- 11/16/21 U.S. Department of Transportation Public Meeting on Justice40: Session 2 of 2  
11/9/21 U.S. Department of Transportation Public Meeting on Justice40: Session 1 of 2

- 4/26/2022 ADOT Training – Title VI Nondiscrimination Program
- 6/24/2022 USDOT – Building Justice 40 and Equity into State Plans

Other Equity & Inclusion Related Trainings include:

- 4/14/2022 Optimizing Virtual Community Engagement to Build Public Support
- 6/8/2022 Rails to Trails - Trail Networks and Housing Stability Part 3: Inclusionary Housing Planning and Policy
- 6/13/2022 Smart Growth America – Equity Forum: Upending Cultural Displacement

MetroPlan conducted annual training including a Title VI plan and overview to the Executive Board on June 2, 2021, and to the TAC on May 26, 2022, for the upcoming 2022 Fiscal Year.

#### **IV. Accomplishments: Complaint Procedures**

Per the City and County attorneys’ offices, there were no lawsuits alleging discrimination in the fiscal year 2022 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 are posted on the MetroPlan website.

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

MetroPlan expects 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 TAC and Executive Board to review compliance requirements. Ensure subrecipients are in compliance with Title VI at the inception of the contract period and provide training or support where needed.

#### **VII. Other Title VI Goals for FY2023**

##### ***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, on Title VI populations, based on a 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 is working with a contractor to prepare a plan update 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 the end of FY2023 to ensure a thorough understanding of Title VI requirements

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

Maintain Title VI related demographic data. See Appendix A of the FY2023 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 MetroPlan's website.

LEP - The LEP plan was reviewed closely as part of the FY22 plan and only minor changes were deemed necessary. No changes were made to the FY23 LEP Plan that is included in the updated FY2022 Title VI Plan.