

FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (METROPLAN)

Fiscal Year 2023 Annual Title VI Report

Fiscal Year 2023 Accomplishments & Goals for Fiscal Year 2024



July 5, 2023

This report was produced with financial assistance from the Arizona Department of Transportation (ADOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

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 accord 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/ gender, ability, limited English proficiency, low-income status, gender identity or expression or sexual orientation, 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 2023 and the goals set for 2024.

METROPLAN BOARD AND COMMITTEE MEMBER MAKE-UP

Table of MetroPlan Committees by Race and Sex

MetroPlan Committees	Race	Male	Female
Executive Board	5 Caucasian 1 Hispanic	4	2
Technical Advisory Committee	2 Caucasian 1 Other 1 Asian/Pacific Islander 5 Decline to State	6	3

Table of MetroPlan Staff by Race and Sex

MetroPlan Staff	Race	Male	Female
Staff	3 Caucasian 1 Multi-Ethnic (2 or more races) 1 Native American	1	4

MetroPlan Accomplishments

I. Accomplishments – Program Area Review

PROGRAM AREA	ACTION OR DELIVERABLES
PUBLIC OUTREACH - CONTACT LISTS	<ul style="list-style-type: none"> ▪ A mobility-related contact list is maintained. ▪ A master contact list, including transportation and planning partner agencies, is maintained. ▪ A database of interpretive and translation services providers is maintained. ▪ A master list of Title VI related agencies and organizations is maintained.
PUBLIC OUTREACH MEETINGS	<ul style="list-style-type: none"> ▪ <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 near transit service, are wheelchair accessible (WCA), and interpretation services can be provided when requested or anticipated. Since October 2022, meetings have been primarily hybrid with virtual options for attendance. When meetings are held in person, meetings are held in facilities with reasonable accessibility and accommodation for persons with disabilities. ▪ The Flagstaff Metropolitan Planning Organization (MetroPlan) held regularly scheduled public meetings as follows: <ul style="list-style-type: none"> ○ <u>MetroPlan Executive Board</u> (9 meetings) Meets monthly outside of December, July, and August; first Thursday, 1:00-3:00 pm. Agendas, meeting minutes, and recordings of the meetings can be found on the MetroPlan website. ○ <u>MetroPlan Technical Advisory Committee-TAC</u> (at least 4 meetings). TAC Meeting occur on the fourth Wednesday of the month, at a minimum of 4 times annually. <i>More meetings are held as needed.</i> Agendas, meeting minutes, and recordings of the meetings can be found on the MetroPlan website.

- Few members of the public attended Executive Board and TAC meetings in FY2023. No arrangements for translators or special accommodation were requested, and no such services were provided.

ORGANIZATION CONTACTS AND INTER-AGENCY COORDINATION

- Maintain a database of individuals and organizations related to affected populations.
- MetroPlan works closely with Mountain Line and ADOT to recruit applicants for the combined 5310 Program. The [Coordinated Human Services Transportation Plan](#) updates are produced in partnership with Mountain Line.
- 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 2023:
 - Serve on the Association of Metropolitan Planning Organizations Policy Committee
 - Serve on Mountain Line Transit Advisory Committee
 - Participate in Arizona MPO-COG Directors and MPO-COG Planners meetings
 - Participate in the ADOT Statewide Rest Area Study, Corridor Profile Studies, Freight Study, and EV Corridor Study

PUBLIC OUTREACH

- Websites- The MetroPlan website is maintained and kept current regarding approved documents and notices.
- Press releases – 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 two press releases issued in FY23.
- Public Surveys – As part of the Regional Transportation Safety Plan update one (2) online surveys, and one (1) online mapping exercise were distributed. As part of the S. Lone Tree Planning and Environmental Linkages Study, one (1) online survey was distributed to the public. Additionally, paper surveys were provided and collected at the local libraries, community centers, senior and centers.
- Mailings – 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.
 - As part of the South Lone Tree Planning and Environmental Linkages Study, over 1100 postcards were sent to neighboring residents and businesses with project information, survey links, and an Open House invite.
- Staff Accessibility – Contact information for staff is provided on the agency’s website, project fact sheets, and on meeting agendas. Staff

attends public meetings and is available to answer questions and take comments.

- Events – Events such as workshops, open houses, and forums are held as needed to support regional planning efforts. A bilingual Title VI Nondiscrimination Notice to the Public poster is displayed at these events. Local public events are also attended periodically when planning efforts require public input and engagement.

PUBLIC NOTICE

- All MetroPlan Executive Board Meetings, and Technical 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:
“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.”
- Civil Rights posters have been developed, including bilingual posters, and these have been posted in appropriate locations and on the website.
- Title VI language is included on all agendas, sign-in sheets, and non-disclosure forms.
- Opportunities for public comment – MetroPlan provides opportunities for comment on the adoption of amendments to transportation plans or programs. Comments are accepted by phone, e-mail, US mail, online comment form(s). and in person at any of the meetings. Public comment periods are advertised through e-mail notices, web, and newspaper advertisements.

DATA COLLECTION

- Title VI population data and analyses were updated using 2020 census numbers and subsequent 5-year data sets as available on the American Community Survey Data website

<p>PLANNING PROJECTS – SHORT RANGE TITLE VI AND EJ</p>	<ul style="list-style-type: none"> ▪ MetroPlan plays a supporting role in Mountain Line 5-year transit plan updates all of which have a Title VI component. ▪ The 2023-2025 Unified Planning Work Program was completed and is compliant with Title VI ▪ The updated Title VI plan includes tables and maps illustrating Title VI populations, their general locations, and the proximity of TIP projects to them. ▪ 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.
<p>PLANNING PROJECTS- LONG RANGE TITLE VI & EJ</p>	<ul style="list-style-type: none"> ▪ The Regional Transportation Plan update, known as Stride Forward, was initiated in FY22 and was formally adopted by the MetroPlan Executive Board on June 1, 2023. It includes the analysis of accessibility by different modes to basic services to assess equity. See public outreach above.

II. Accomplishments: Subrecipient Reviews

No Title VI sub-recipient review was performed on the sub-recipient, 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 training courses in FY23.

- 1/5/23 ADOT Training - Title VI Nondiscrimination Program for MetroPlan Executive Board and Staff
- 1/25/23 ADOT Training - Title VI Nondiscrimination Program for MetroPlan Technical Advisory Committee (TAC) and Staff
- 5/23/22 USDOT Equity in Transportation Research and Funding Opportunities
- 5/24/22 USDOT Justice40 and Equity in State Plans Webinar
- 6/5/23 USDOT Justice40 ETC Explorer Tool Updates
- 6/14/23 USDOT Equity in Roadway Safety Webinar Series: Tools to Conduct Equitable Safety Data Analysis

Other Equity & Inclusion Related Trainings include:

- 9/29/22 IAP2 presented Stakeholder Mapping: Identifying and Analyzing Underrepresented Stakeholders
- 4/17/23 Equity in Roadway Safety Leadership Panel
- 4/27/23 Smart Growth America - Equity in Transportation Webinar

IV. Accomplishments: Complaint Procedures

Per the City and County attorneys' offices, there were no lawsuits alleging discrimination in the fiscal year 2023 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. Accomplishments: Regional Transportation Plan

MetroPlan Executive Board adopted [Stride Forward](#), the Regional Transportation Plan on June 1, 2023.

FY24 MetroPlan Goals

VI. 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.

VII. Goals – Subrecipient Monitoring Policy and Procedures

MetroPlan intends to develop a subrecipient monitoring policy and procedures that includes Title VI reporting.

VIII. Goals - Training

Schedule a Title VI training session with the Technical Advisory Committee (TAC), Executive Board, and Staff annually 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.

IX. Goals – Develop Equity and Environmental Justice Data/Screening Tools

MetroPlan intends to develop a list along with recommended use of Equity and Environmental Justice data sources as they relate to Justice 40 (for example, [USDOT Equitable Transportation Community \(ETC\) Explorer](#)). This information may set into motion guidelines and/or policy development for future MetroPlan planning processes.

X. Goals – Development of Key Performance Indicators (KPI)

On June 1st, 2023, MetroPlan’s 1-3 Year Strategic Work Plan was adopted by the Executive Board. As part of this Work Plan, the Executive Board, Technical Advisory Committee, and MetroPlan staff developed a set of goals and key performance indicators. Below illustrates the Goals and KPIs relevant to Title VI and Public Participation:

Goal 2: Deliver Plans that Meet Partner and Community Needs

Objective 2.1: Maintain trust through reliable and transparent project management.

Objective 2.2: Expand inclusion of transportation disadvantaged community members and organizations in planning processes from setting planning priorities to implementing outcomes.

Objective 2.3: Fill gaps in transportation data and make data accessible.

Key Performance Indicators

1. Involvement of stakeholders in scoping through final recommendations
2. Participant demographics reflect community demographics
3. Number of new data sets collected and available on the website
4. Number of policy, project or other recommendations implemented

Goal 3: Build MetroPlan’s Visibility in the Community

Objective 3.1: Educate, inspire, and empower individuals in the planning process through creative education opportunities, public events, and demonstrations.

Objective 3.2: Expand MetroPlan’s visibility through branding and marketing - social media, print, and digital materials.

Objective 3.3: Promote the value MetroPlan brings to the community.

Key Performance Indicators

1. Number of public outreach events attended or organized
2. Number of people/organizations interacted with annually
3. Number of follower/ subscribers to social media and e-news sign-ups
4. Number of people reached through other media such as direct mailers, poster distribution

Goal 4: Implement Programs that Encourage Mode Shift

Objective 4.1: Conduct community-oriented multimodal demonstration and pilot projects.

Objective 4.2: Implement programs at K-12 schools to reduce parent pick up and drop off.

Objective 4.3: Educate the public about economic, health, congestion, climate, equity and other benefits of multimodal transportation.

Key Performance Indicators

1. Increase percentage of trips made by walking, cycling, micro-mobility and public transit
2. Reduction in K-12 school traffic
3. Number of programs, pilots and demonstrations conducted

XI. Other Title VI Goals for FY2024

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 (MTIP)

- 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 keeping with MetroPlan's 2-year update cycle, in FY2023, there was no call for projects or public review.

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 FY2024 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 June 2022 and is available on MetroPlan's website and posted at MetroPlan offices.

Limited English Proficiency (LEP)

- The LEP plan was reviewed closely as part of the FY23 plan and only minor changes were deemed necessary. No changes were made to the FY24 LEP Plan that is included in the updated FY2024 Title VI Plan.