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Capital Area Metropolitan Planning Organization Title VI Program

Pending Approval by the CAMPO Board of Directors

February 19, 2020 **DRAFT**

The preparation of this plan was financed in part by the U.S. Department of Transportation, Federal Highway Administration, and Federal Transit Administration in cooperation with the Missouri Department of Transportation. The opinions, findings, and conclusions expressed in this report are not necessarily those of the Federal Highway Administration, Federal Transit Administration, or the Missouri Department of Transportation.

CAMPO Title VI Nondiscrimination Policy

The Capital Area Metropolitan Planning Organization is committed to the policy that no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity on the grounds of race, color, sex, age, disability or national origin, in accordance with Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259).

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.

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<http://www.jeffersoncitymo.gov/campo>



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Resolution

Capital Area Metropolitan Planning Organization

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Callaway County

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Hanna Lechner, City Administrator

Missouri Department of Transportation

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Cathy Brown, Office of Administration, Facilities Management, Design and Construction
Marty Wilson, Callaway County Economic Development
Brad McMahan, Federal Highway Administration, Missouri Division
Michael Henderson, AICP, Missouri Department of Transportation, Transportation Planning
Joan Roeseler, Missouri Department of Transportation, Transit Section
Cathy Monroe, Federal Transit Administration, Region VII

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Britt Smith, PE, Operations & Maintenance

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Eric Landwehr, PE, County Engineer

Callaway County

Paul Winkelmann, PE, County Highway Administrator

Small City Representative - Callaway

Mark Tate, Streets Department, Holts Summit

Small City Representative - Cole

Paul Stonner/Brian Schrimpf, Wardsville

Missouri Department of Transportation

Steve Engelbrecht, PE, District Planning Manager
Michael Henderson, AICP, Transportation Planning Specialist
Bob Lynch, PE, Area Engineer
Private Transportation Interest
Joe Scheppers, N.H. Scheppers Distributing Company.

Pedestrian or Biking Interest

Cary Maloney

Ex-Officio Members:

Daniel Nguyen, Federal Transit Administration, Region VII
Brad McMahan, Federal Highway Administration, Missouri Division

CAMPO Staff

Sonny Sanders, AICP – Director, Planning & Protective Services
Eric Barron, AICP – Planning Manager
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Lee Bowden – Transportation Planner
Beth Sweeten – Administrative Assistant

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Introduction

Title VI prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that:

[n]o person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The Federal Transit Administration requires recipients to report certain general information to determine compliance with Title VI. The collection and reporting of this information constitutes a recipient's Title VI Program. To ensure compliance with 49 CFR Section 21.9 (b), the FTA requires that all recipients document their compliance with this chapter by submitting a Title VI Program to the FTA's regional civil rights officer once every three years. As subrecipients, the Capital Area Metropolitan Planning submits a Title VI Program document every three years to their primary recipient, MoDOT, and is to be included as part of their Title VI Program.

This report is provided in compliance with Title VI of the Civil Rights Act of 1964; Title 49, Chapter 53, Section 5332 of the United States Code; and the Federal Transit Administration's (FTA) Circular 4702.1B, titled "Title VI Requirements And Guidelines For Federal Transit Administration Recipients", dated October 1, 2012.

Organization

The Capital Area Metropolitan Planning Organizations (CAMPO) is the designated metropolitan planning organization for the Jefferson City, Missouri Urbanized Area whose purpose is to carry out a continuing, cooperative, and comprehensive long range transportation planning process. The core functions of CAMPO include the following:

- To establish and manage a fair and impartial setting for effective regional decisionmaking in the metropolitan planning area.
- Evaluate transportation alternatives, scaled to the size and complexity of the region, to the nature of its transportation issues, and to the realistically available options.
- Develop and update a Metropolitan Transportation Plan for the planning area covering a planning horizon of at least 20 years that fosters (1) mobility and access for people and goods, (2) efficient system performance and preservation, and (3) quality of life.
- Develop a Transportation Improvement Program based on the Metropolitan Transportation Plan and designed to serve the area's goals, using spending, regulating, operating, management, and financial tools.
- Involve the general public and all the significantly affected sub-groups in the four essential functions listed above.

CAMPO is comprised of a Board of Directors and a Technical Committee consisting of representatives from jurisdictions within the planning area, Federal and State transportation agencies, and economic development representatives. A full list of members of the Board of Directors and Technical Committee can be found at the front of this document.

A memorandum of understanding between members identifies the City of Jefferson as the administrator of CAMPO, and as such, provides staffing for CAMPO. The City of Jefferson provides staff consisting of two full time transportation planners, who are housed within the Planning Division within the Department of Planning and Protective Services. The Director of Planning and Protective Services stands as the CAMPO Administrator. The City Counselor is the designated Title VI Coordinator for the City of Jefferson.

Program Requirements Applicable to CAMPO

The following checklist, derived from Chapter III, Chapter VI and Appendix A of FTA Circular 4702.1B, denotes required elements included in this program. If an element is not required or included in this plan, an explanation is provided.

General Requirements (Chapter III) Checklist

- Title VI Annual Certifications and Assurances.
- Title VI Notice to the Public, including a list of locations where the notice is posted
- Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)
- Title VI Complaint Form
- List of transit-related Title VI investigations, complaints, and lawsuits
- Public Participation Plan, including information about outreach methods to engage minority and limited English proficient populations (LEP), as well as a summary of outreach efforts made since the last Title VI Program submission
- Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance
- A table depicting the membership of non-elected committees and councils, the membership of which is selected by the recipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees
- [Not Applicable]** *Primary recipients shall include a description of how the agency monitors its subrecipients for compliance with Title VI, and a schedule of subrecipient Title VI Program submissions.*
- [Not Applicable]** *A Title VI equity analysis if the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc.*
- 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. For State DOT's, the appropriate governing entity is the State's Secretary of Transportation or equivalent. The approval must occur prior to submission to FTA.
- Additional information as specified in chapters IV, V, and VI, depending on whether the recipient is a transit provider, a State, or a planning entity (see Chapter VI – Requirements of MPOs below)

Requirements of MPOs (Chapter VI) Checklist

- All requirements set out in Chapter III (General Requirements)
- [Not Applicable]** *The requirements set out in Chapter IV (Transit Provider) if the MPO is a provider of fixed route public transportation*
- Demographic profile of the metropolitan area
- A description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process
- Demographic maps that show the impacts of the distribution of State and Federal funds in the aggregate for public transportation projects
- Analysis of the MPO's transportation system investments that identifies and addresses any disparate impacts
- [Not Applicable]** *Description of the procedures the agency uses to ensure nondiscriminatory pass-through of FTA financial assistance (if requested)*
- Description of the procedures the agency uses to provide assistance to potential subrecipients in a nondiscriminatory manner (if requested)* **[Not Applicable]**
- Title VI Compliance Report Submission Process*

General Requirements (Chapter III)

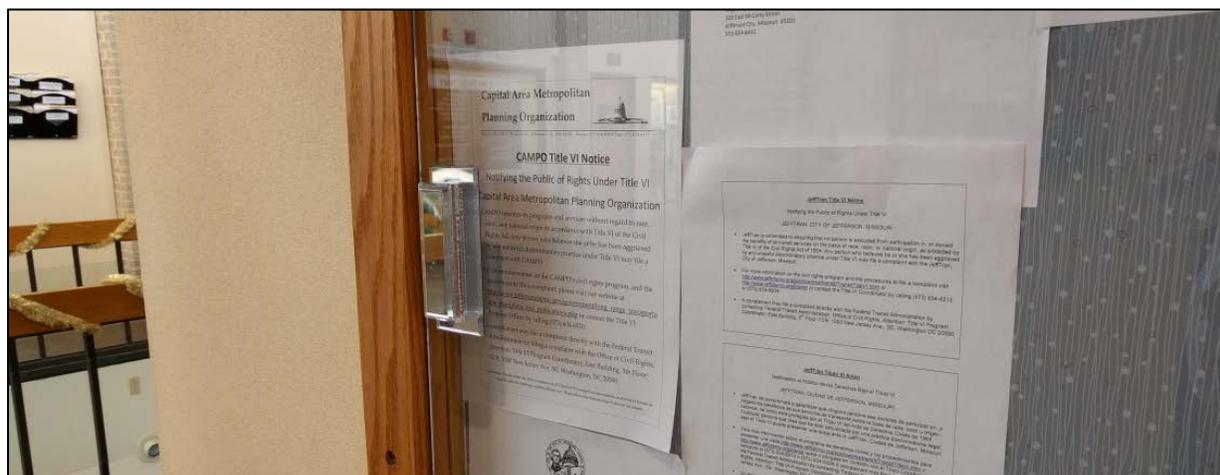
Title VI Annual Certification and Assurances

See Appendix A - Title VI Annual Certification and Assurances and Appendix B - Metropolitan Transportation Planning Process Certification. Please note, as CAMPO is administered by the City of Jefferson, the Title VI Annual Certification and Assurances are signed by the City Administrator and affirmed by the City's attorney.

Title VI Notice to the Public

The notice to the public is posted on the CAMPO main webpage at www.jeffersoncitymo.gov/CAMPO, can also be found on the "Plans and Publications" tab, and on the bulletin board located in the main hallway of the City of Jefferson (the CAMPO Administrator) city hall, where CAMPO offices are located. At meetings and other activities not at the CAMPO office, notices are made available to the public. Figure 1 depicts the Title VI Public Notice. An example of the notice can be found in Appendix C.

Figure 1: CAMPO Title VI Notice posted in public bulletin board at the John G. Christy Municipal Building at 320 East McCarty St. in Jefferson City, MO.



Title VI Complaint Procedures

Complaint Procedures, found in Appendix D, are posted on the website, www.jeffersoncitymo.gov/CAMPO, as well as made available at public meetings. FHWA and CAMPO Title VI brochures are available on the website and at public meetings that explain Title VI and outline the complaint procedure.

Title VI Complaint Form

The Complaint Form may be found in Appendix E. They are posted on the website, as well as made available at public meetings. www.jeffersoncitymo.gov/CAMPO

List of Transit-Related Title VI Investigations, Complaints, and Lawsuits

No transit related Title VI investigations, complaints, nor lawsuits have involved CAMPO.

Public Participation Plan

The Public Participation Plan, found in Appendix F, was updated in 2020.

Language Assistance Plan

The Limited English Proficiency Plan, found in Appendix G, was updated in 2020.

Committee Membership

CAMPO is governed by a Board of Directors and Technical Committee consisting of representatives from jurisdictions within the planning area, Federal and State transportation agencies, and economic development representatives, with some serving as ex-officio (non-voting) members. Membership is not selected by CAMPO staff. Local jurisdictions and participating agencies make their own selections for representation. CAMPO membership has previously included minority members, but as of February 2020 there are no minority representatives on either body.

CAMPO actively encourages the participation of minorities on such committees, but has no control over a jurisdiction's selection of representation.

The **Board of Directors** is responsible for providing official action on federally required plans, documents, and programs. The Board is also responsible for changes in the bylaws and changes to the MPO boundary.

Board of Directors										
Non-Voting Ex-Officio Members (6)						Voting Members (13)				
MoDOT (1)	FTA (1)	FHWA (1)	Other Federal Agency (1)	Jefferson City Economic Develop.R ep. (1)	Callaway County Economic Develop. Rep. (1)	Jefferson City (7)	Cole County (3)	Callaway County (1)	MoDOT (1)	Holts Summit (1)

The **Technical Committee** consists of representatives from a member jurisdiction's professional staff and acts in an advisory capacity. A full list of members of the Board of Directors and Technical Committee can be found at the front of this document.

The CAMPO Board of Directors is responsible for appointing two voting members to the Technical Committee; one is the private/freight transportation interest representative and the other a pedestrian or biking interest representative.

Requirements of MPOs (Chapter VI)

Demographic Profile of the Metropolitan Planning Area

Table 1 shows the populations for municipalities and unincorporated areas within the CAMPO planning area. Table 2 shows the racial and ethnic make-up of the CAMPO planning area.

A note on U.S. Census data.

While Figure 2 and Figure 3 were derived from 2010 U.S. Decennial Census data, which is the most accurate data based on jurisdiction, the following maps use data from the 2016 5 Year American Community Survey (ACS). ACS 1-, 3-, and 5-year estimates are period estimates, meaning they represent the characteristics of the population and housing over a specific data collection period. Data sets are combined to produce 12 months, 36 months or 60 months of data (referred to as 1-year, 3-year and 5-year data.) The population of a city or county determines whether the ACS will collect data for a 1-, 3-, or 5-year estimate. Most of the CAMPO region falls into the 5-year estimate category. For the most current data, the 2012-2016 ACS was used to illustrate and analyze the demographics in this section.

Figure 2 - CAMPO Population by Jurisdiction

	Total Pop.	Metropolitan Planning Area Population		Adjusted Urban Area Population		Census Designated Urban Area Population	
		Persons	Percent	Persons	Percent	Persons	Percent
City of Jefferson (Cole County)	43,057	43,057	59.8%	43,057	72.08%	42,785	73.1%
St. Martins	1,140	1,140	1.58%	1,140	1.91%	1,063	1.82%
Taos	878	878	1.22%	0	0%	0	0%
Wardsville	1,506	1,506	2.09%	0	0%	0	0.0%
Unincorporated Cole County		18,507	25.71%	10,696	17.91%	10,048	17.17%
City of Jefferson (Callaway County)	22	22	0.03%	22	0.04%	0	0%
Holts Summit	3,247	3,247	4.51%	3,247	5.44%	3,108	5.31%
Lake Mykee*	350	350	0.49%	350	0.59%	350	0.60%
Unincorporated Callaway County		3,290	4.57%	1,220	2.04%	1,179	2.01%
Totals		71,997	100%	59,732	100%	58,533	100%

Source: U.S. Census Bureau - 2010 Decennial Census

*Lake Mykee was annexed into the City of Holts Summit in 2017

Figure 3 – CAMPO Racial and Ethnic Makeup by Jurisdiction

	Total	One Race						Two or More Races	Hispanic
		White	Black or African American	American Indian and Alaska Native	Asian	Native Hawaiian and Other Pacific Islander	Some Other		
Callaway County	44,332	40,778	2,032	217	245	17	201	842	707
Cole County	75,990	64,137	8,512	242	966	46	667	1,420	1,795
City of Jefferson	43,079	33,581	7,263	141	755	25	333	959	1,103
City of Holts Summit	3,247	2,991	128	10	15	2	33	68	73
Village of Lake Mykee	350	339	2	0	3	0	0	6	5
City of St. Martins	1,140	1,087	13	3	8	0	11	18	14
City of Taos	878	867	0	4	2	0	0	5	9
City of Wardsville	1,506	1,471	9	5	4	5	0	12	7
CAMPO MPA	71,997	60,022	8,613	240	957	46	685	1,426	1,855

Source: U.S. Census Bureau - 2010 Decennial Census

*Lake Mykee was annexed into the City of Holts Summit in 2017

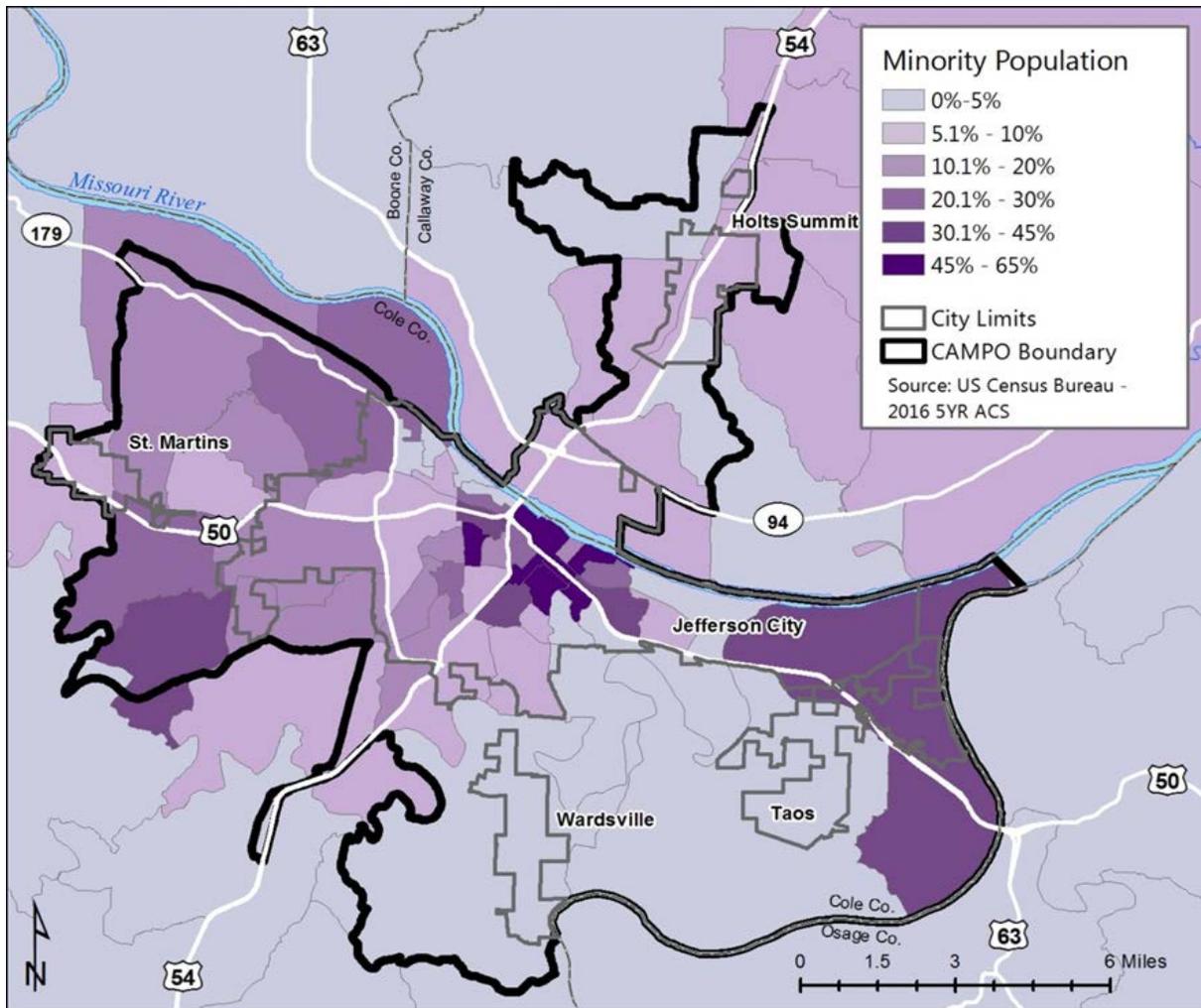
Minority Populations

For purposes of Title VI and Environmental Justice, who is considered to be a “Minority”? The updated DOT and FHWA environmental justice orders define five minority groups as follows:

- *Black (a person having origins in any of the black racial groups of Africa);*
- *Hispanic or Latino (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race);*
- *Asian American (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent);*
- *American Indian and Alaskan Native (a person having origins in any of the original people of North America, South America, including Central America, and who maintains cultural identification through tribal affiliation or community recognition);*
and
- *Native Hawaiian or Other Pacific Islander (people having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands).*

Figure 4 shows the distribution of minority population within the CAMPO planning area. The core of Jefferson City has the highest density of minorities.

Figure 4 – Percent of Minority Populations by Census Block Group

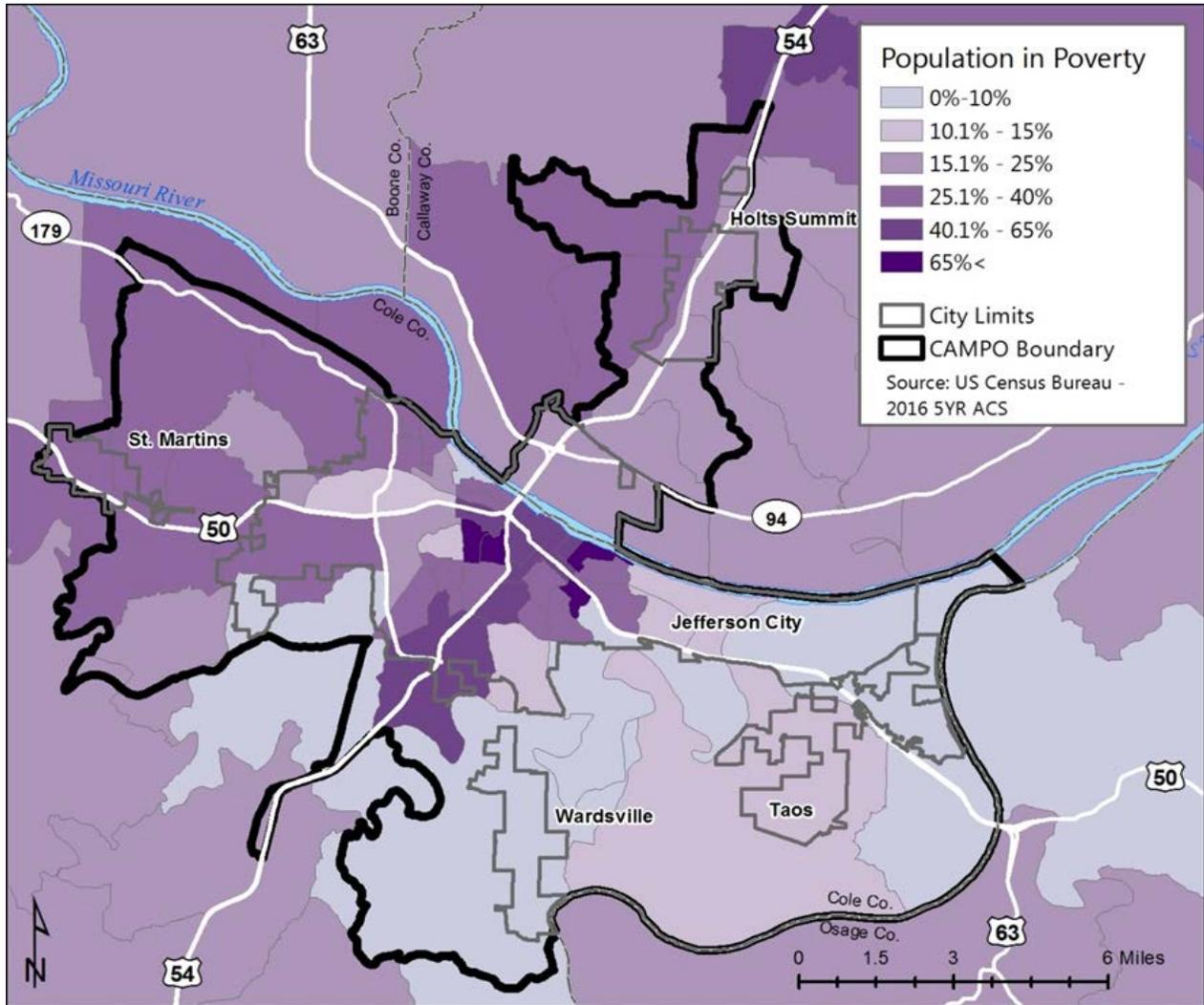


Low-Income (Poverty) Populations

Low-income or poverty is determined by the federal poverty guidelines and are represented by individuals living below 185% of the poverty line, which are generated annually based on family size and composition. Figure 5 depicts the percent of low-income populations within the CAMPO planning area.

The inner core of Jefferson City has block groups with significantly higher percentages, 25% to 65%, of persons living below the poverty line than in the outlying area.

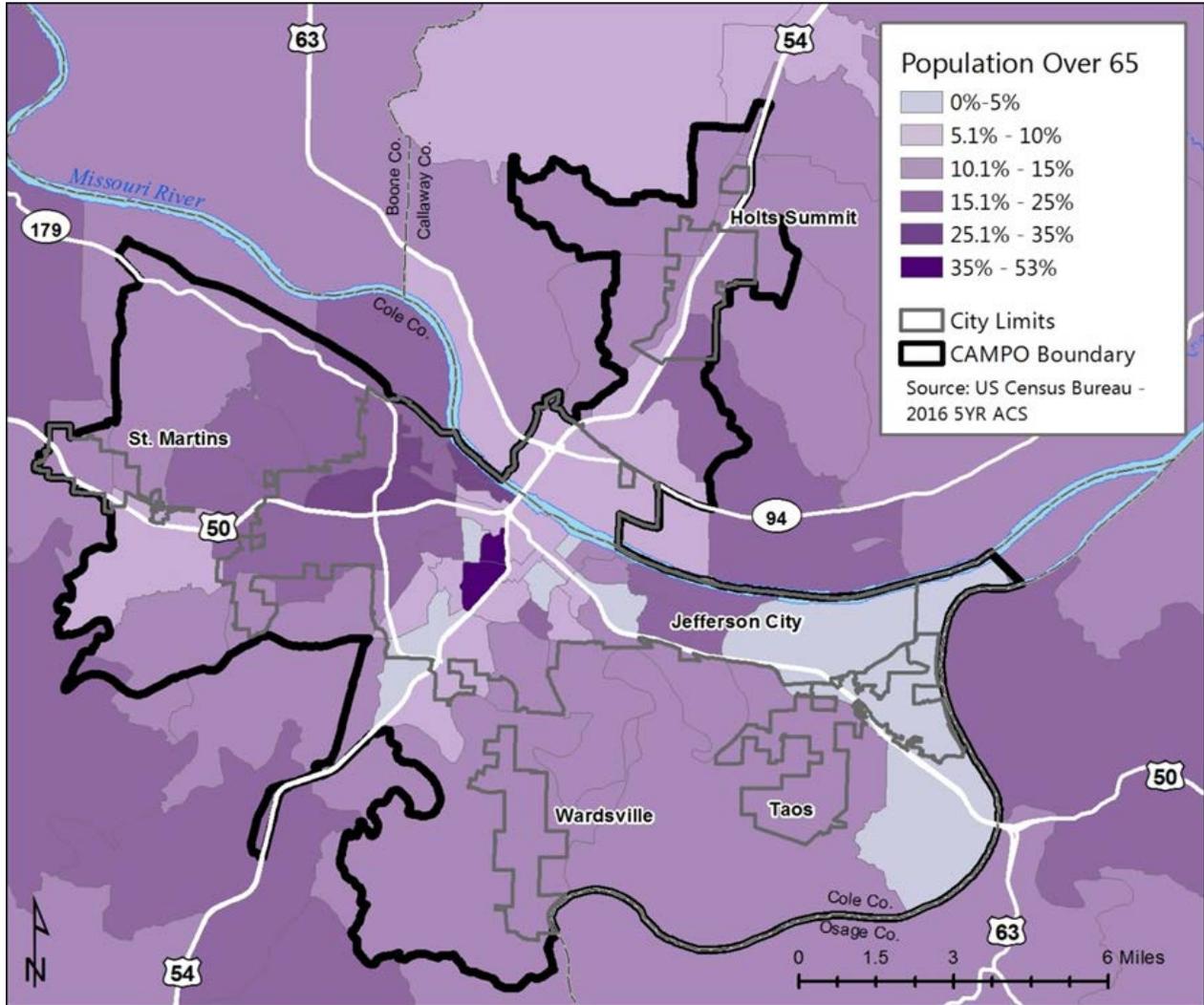
Figure 5 - Percent of Low-Income (Poverty) Populations by Census Block Group



Elderly Populations

Figure 6 shows the distribution of the elderly population within the CAMPO planning area. The Jefferson City inner core has significantly fewer elderly individuals than in the surrounding area. The western portion of the planning area and much of the surrounding rural area has higher percentages of elderly individuals.

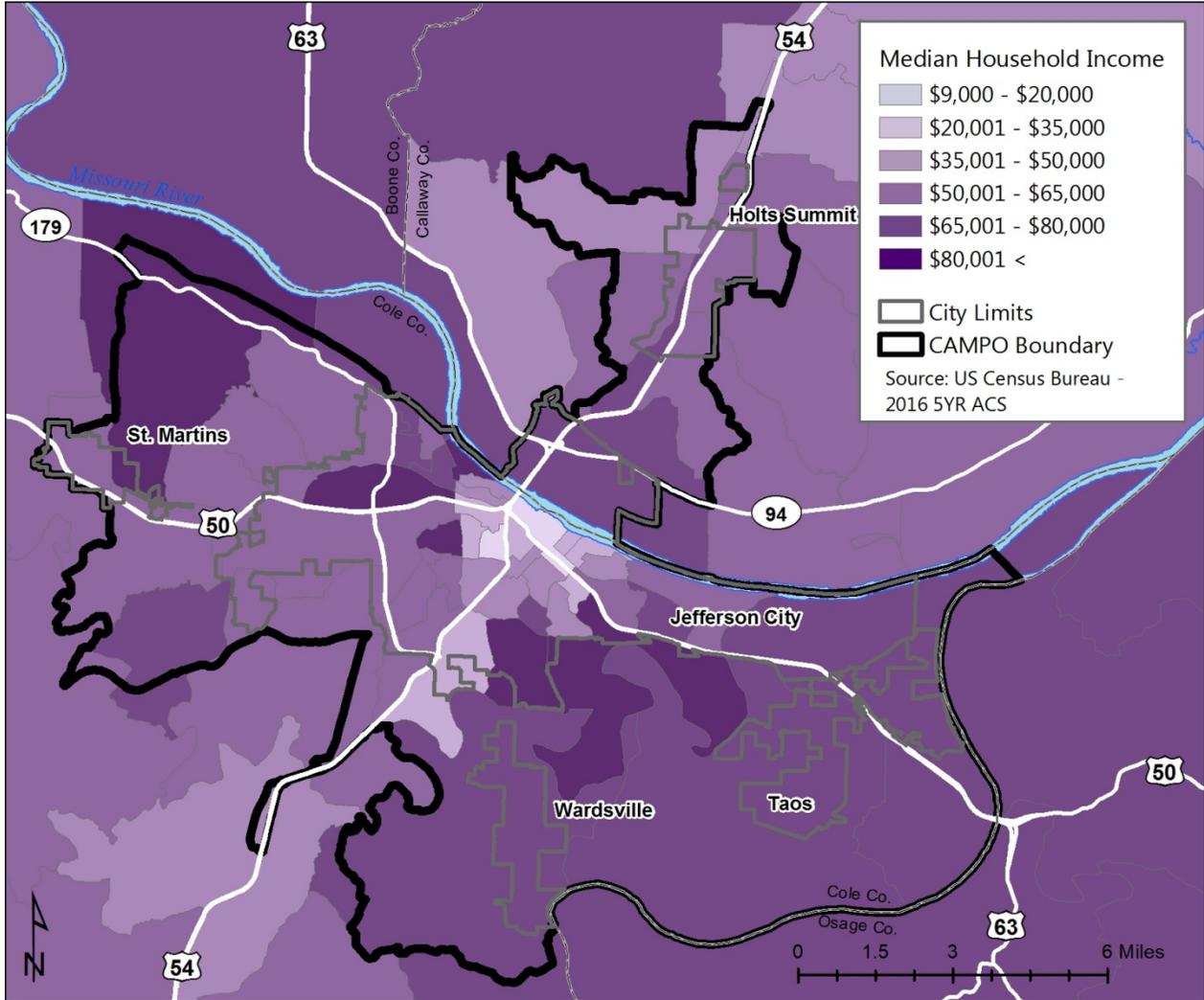
Figure 6 – Percent of Elderly (65 Years and Older) Population by Census Block Group



Median Household Income

Figure 7 depicts median household income distribution. Central portions of Jefferson City have a higher density of lower median household income compared to surrounding areas. The areas in and around Holts Summit, St. Martins, Wardsville, and Taos tend to have higher incomes than the majority of the planning area.

Figure 7 - Map of Median Household Income by Census Block Group



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Figure 8 and Figure 9 depict population data for persons with disabilities in Callaway and Cole counties.

Figure 8 – Persons with disabilities by county

	Callaway County				Cole County			
	With a disability		Percent with a disability		With a disability		Percent with a disability	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Total civilian non-institutionalized population	5,968	+/-685	14.2%	+/-1.6	9,675	+/-834	13.2%	+/-1.2
Population under 5 years	28	+/-34	1.1%	+/-1.4	21	+/-24	0.4%	+/-0.5
With a hearing difficulty	28	+/-34	1.1%	+/-1.4	14	+/-22	0.3%	+/-0.5
With a vision difficulty	13	+/-23	0.5%	+/-0.9	7	+/-11	0.1%	+/-0.2
Population 5 to 17 years	556	+/-221	7.9%	+/-3.1	704	+/-259	5.4%	+/-2.0
With a hearing difficulty	56	+/-62	0.8%	+/-0.9	51	+/-47	0.4%	+/-0.4
With a vision difficulty	91	+/-113	1.3%	+/-1.6	71	+/-73	0.5%	+/-0.6
With a cognitive difficulty	455	+/-210	6.4%	+/-3.0	403	+/-140	3.1%	+/-1.1
With an ambulatory difficulty	165	+/-129	2.3%	+/-1.8	160	+/-167	1.2%	+/-1.3
With a self-care difficulty	140	+/-122	2.0%	+/-1.7	76	+/-63	0.6%	+/-0.5
Population 18 to 64 years	3,292	+/-528	12.1%	+/-1.9	5,590	+/-749	12.1%	+/-1.6
With a hearing difficulty	907	+/-278	3.3%	+/-1.0	1,307	+/-343	2.8%	+/-0.7

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	Callaway County				Cole County			
	With a disability		Percent with a disability		With a disability		Percent with a disability	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
With a vision difficulty	334	+/-147	1.2%	+/-0.5	1,321	+/-360	2.9%	+/-0.8
With a cognitive difficulty	1,222	+/-380	4.5%	+/-1.4	2,513	+/-443	5.4%	+/-1.0
With an ambulatory difficulty	1,802	+/-399	6.6%	+/-1.5	2,862	+/-531	6.2%	+/-1.2
With a self-care difficulty	450	+/-173	1.7%	+/-0.6	699	+/-251	1.5%	+/-0.5
With an independent living difficulty	913	+/-262	3.4%	+/-1.0	1,761	+/-395	3.8%	+/-0.9
Population 65 years and over	2,092	+/-363	40.2%	+/-6.4	3,360	+/-403	37.4%	+/-4.3
With a hearing difficulty	1,012	+/-290	19.5%	+/-5.4	1,479	+/-278	16.5%	+/-3.2
With a vision difficulty	282	+/-151	5.4%	+/-2.9	605	+/-253	6.7%	+/-2.7
With a cognitive difficulty	396	+/-228	7.6%	+/-4.5	728	+/-219	8.1%	+/-2.4
With an ambulatory difficulty	1,199	+/-307	23.1%	+/-5.6	2,070	+/-304	23.0%	+/-3.3
With a self-care difficulty	308	+/-159	5.9%	+/-3.1	517	+/-150	5.8%	+/-1.7
With an independent living difficulty	738	+/-236	14.2%	+/-4.5	1,264	+/-255	14.1%	+/-2.8

Source: U.S. Census Bureau - 2010 Decennial Census

Figure 9 - Cole and Callaway County Disabled Populations

	Callaway County	Cole County
Disability status	4.4%	4.2%
Hearing difficulty	3.0%	3.2%
Vision difficulty	3.2%	3.5%
Cognitive difficulty	3.4%	3.5%
Ambulatory difficulty	3.5%	3.7%
Self-care difficulty	3.6%	3.6%
Independent living difficulty	3.6%	2.7%

Source: U.S. Census Bureau - 2010 Decennial Census

Figure 10, found below, shows the employment profile for the metropolitan planning area.

Figure 10 - MPA Employment Profile for 2010

<u>Total Primary Jobs</u>	<u>Count</u>	<u>Share</u>
Total Primary Jobs	52,097	100.00%

<u>Jobs by Worker Age</u>	<u>Count</u>	<u>Share</u>
Age 29 or younger	10,636	20.40%
Age 30 to 54	30,992	59.50%
Age 55 or older	10,469	20.10%

<u>Jobs by Worker Race</u>	<u>Count</u>	<u>Share</u>
White Alone	48,444	93.00%
Black or African American Alone	2,496	4.80%
American Indian or Alaska Native Alone	179	0.30%
Asian Alone	583	1.10%
Native Hawaiian or Other Pacific Islander Alone	20	0.00%
Two or More Race Groups	375	0.70%

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<u>Jobs by Earnings</u>	<u>Count</u>	<u>Share</u>
\$1,250 per month or less	8,732	16.80%
\$1,251 to \$3,333 per month	25,818	49.60%
More than \$3,333 per month	17,547	33.70%
<u>Jobs by NAICS Industry Sector</u>	<u>Count</u>	<u>Share</u>
Agriculture, Forestry, Fishing and Hunting	181	0.30%
Mining, Quarrying, and Oil and Gas Extraction	91	0.20%
Utilities	270	0.50%
Construction	2,407	4.60%
Manufacturing	3,427	6.60%
Wholesale Trade	1,147	2.20%
Retail Trade	4,850	9.30%
Transportation and Warehousing	524	1.00%
Information	936	1.80%
Finance and Insurance	2,034	3.90%
Real Estate and Rental and Leasing	287	0.60%
Professional, Scientific, and Technical Services	1,721	3.30%
Management of Companies and Enterprises	1,091	2.10%
Administration & Support, Waste Management and Remediation	1,928	3.70%
Educational Services	1,920	3.70%
Health Care and Social Assistance	4,276	8.20%
Arts, Entertainment, and Recreation	758	1.50%
Accommodation and Food Services	2,792	5.40%
Other Services (excluding Public Administration)	1,654	3.20%
Public Administration	19,803	38.00%

Source: U.S. Census Bureau - 2010 Decennial Census

Identifications of Mobility Needs of Minority Populations

CAMPO strives to include all people, including protected classes, in planning activities. During the development of all planning documents, CAMPO seeks out and considers the needs of those traditionally underserved, including minority households.

Racial minorities make up approximately 16.5% of the CAMPO population, with the majority located in the core of the Jefferson City in close proximity to the City of Jefferson City Hall, where the majority of the CAMPO public meetings and events are held.

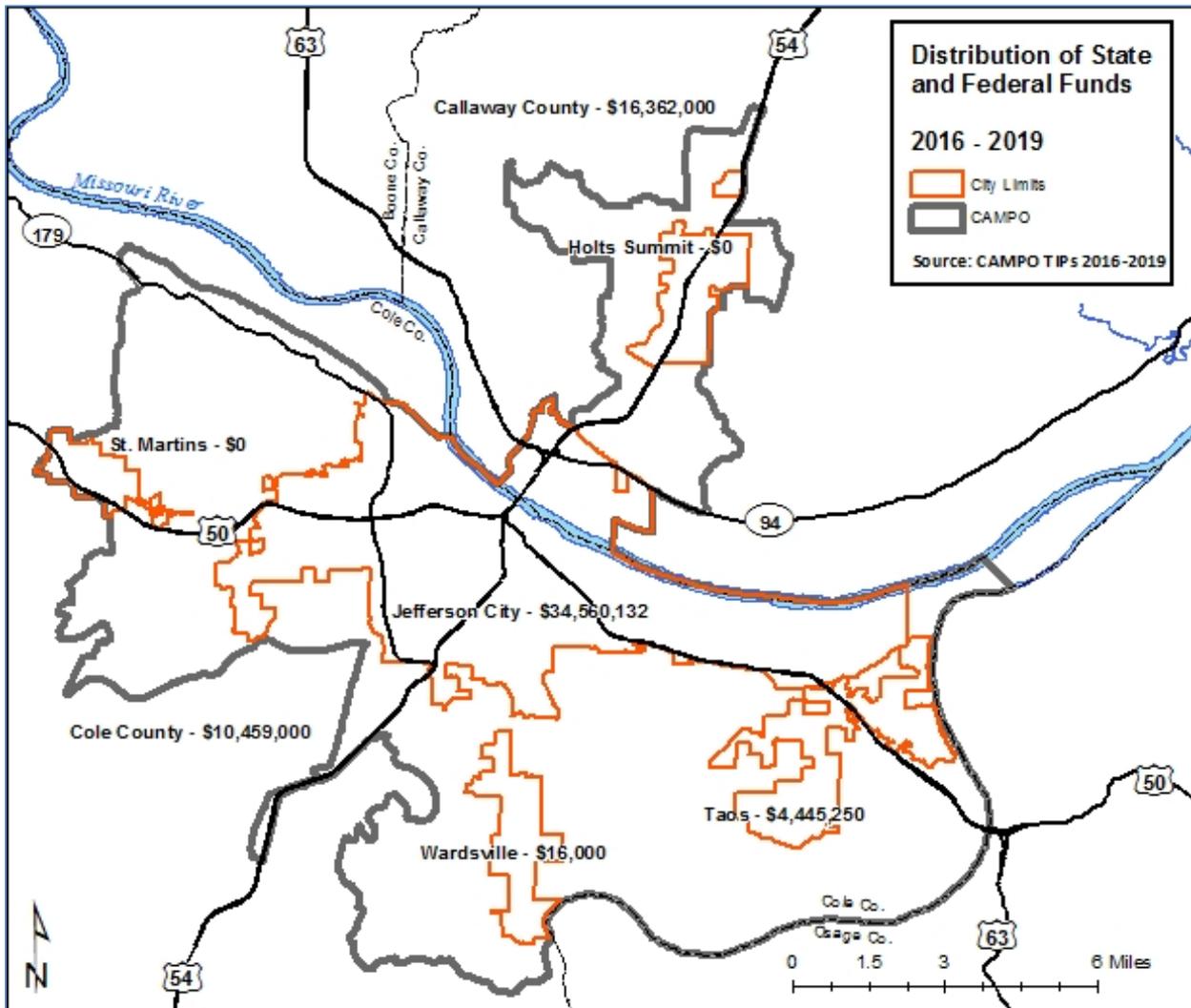
CAMPO maintains a list of interested parties, which includes minority representatives, who are included in outreach and engagement activities. Meetings are also held at a times and places served by public transportation.

The Board of Directors includes many elected officials which represent minority constituents. Currently, CAMPO has no minority representation on the Board of Directors or Technical Committee. Board and Committee members are chosen by their respective jurisdictions.

Distribution of State and Federal Funds

Figure 11 and Figure 12 shows the distribution of State and Federal funds in the aggregate for public transportation projects between 2016 and 2019. Approximately 51% of funding within the 2016-2019 period was spent in Jefferson City. The projects depicted may not have well defined locations and may extend into and out of the MPO boundary. Specifically, projects along US highways 50, 54, and 63 do include large scale improvement or maintenance projects that extend across a county.

Figure 11 - Distribution of State and Federal Funds by Jurisdiction



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Figure 12 - Distribution of Funds by Jurisdiction

	2016	2017	2018	2019	Sub Total
City of Jefferson					
Bridge	\$11,568,000	\$5,000	\$2,817,000	\$1,004,000	\$15,394,000
Non-motorized	\$1,238,552		\$349,564	\$349,564	\$1,937,680
Road	\$4,098,640	\$6,822,170	\$1,907,170	\$859,000	\$13,686,980
Transit	\$907,827	\$802,156	\$940,427	\$891,062	\$3,541,472
Total					\$34,560,132
Callaway County					
Non-motorized		\$348,000			\$348,000
Bridge			\$24,000	\$88,000	\$112,000
Road	\$15,902,000				\$15,902,000
Total					\$16,362,000
Wardsville					
Road	\$5,000	\$5,000	\$5,000	\$1,000	\$16,000
Total					\$16,000
Cole County					
Bridge				\$1,000	\$1,000
Road	\$45,000	\$2,794,000	\$265,000	\$7,354,000	\$10,458,000
Total					\$10,459,000
Taos					
Non-motorized			\$25,000	\$25,000	\$50,000
Bridge		\$1,396,000			\$1,396,000
Road			\$40,000	\$67,000	\$107,000
Total					\$1,553,000
Various					
Non-motorized		\$1,868,000	\$61,000	\$66,000	\$1,995,000
Bridge	\$65,000	\$63,500	\$12,500		\$141,000
Road	\$606,000	\$597,000	\$558,000	\$548,250	\$2,309,250
Total					\$4,445,250

* Various projects are projects with no defined specific location or cross through and extend out of the MPO area.

* County projects include the MPO area in that specific county but also extend to areas outside of the MPO area.

Disparate Impact Analysis

Based on the above table and map in the previous section, there is an obvious correlation between the location of the majority of protected classes located in MPO and majority of transportation system investment being spent, one can conclude that there are no disparate impacts as a result of MPO decisions in transportation investments.

CAMPO only has decision making authority on the annual allocation of approximately \$150,000 in Consolidated Planning Grant funds (CPG). These funds can only be used for planning activities, not capital projects. Annually, 96% of CPG funds are spent on salaries and minor administrative direct costs.

Previous funding sources, such as sub-allocated Small Urban Surface Transportation Program (STP) funds were historically used for capital projects. As of July 1, 2016, the Missouri Highway and Transportation Commission ceased providing these funds to MPOs with populations under 200,000. However, unobligated balances could be spent down through FY 2019.

How and where funds are spent is determined by the CAMPO Board of Directors, and ultimately approved by MoDOT. Some STP funds were approved by the Board of Directors to be spent by member jurisdictions through a direct sub-allocation from MoDOT to those communities. These allocations were not administered by CAMPO. The following list represents the STP expenditures since the previous Title VI Program update in 2017:

- *Jefferson City - Clark Avenue/US 50 Traffic Study – \$82,000*
- *St. Martins – ADA and pedestrian/bicycle access along Business 50 West - \$30,000*
- *CAMPO Travel Demand Modeling and Visioning - \$102,000*
- *JEFFTRAN System-Wide Transit Assessment – \$60,000*

Only two projects were administered by CAMPO, the Travel Demand Modeling and Visioning project to support the update of the CAMPO 2045 Metropolitan Transportation Plan, and the JEFFTRAN Assessment.

The Travel Demand Modeling and Visioning project covered the entire CAMPO planning area and thus covered geographic areas that include the protected classes. The JEFFTRAN System-Wide Transit Assessment include a detailed review of impacts on protected classes. The JEFFTRAN system is heavily utilized by the protected classes and operates within the Jefferson City core where the highest concentrations of low income, elderly, minority, and those with disabilities.

Title VI Compliance Report Submission Process

CAMPO submits a Title VI Compliance report to MoDOT on an annual basis. The process is initiated by MoDOT staff in form of a detailed questionnaire for CAMPO to complete and return to MoDOT in a timely manner. The questionnaire addresses such items as planning activities performed, actions taken to promote Title VI compliance, contracts awarded, Title VI complaints, public involvement activities and related Title VI public interactions.

DRAFT

APPENDIX A - TITLE VI ANNUAL CERTIFICATION AND ASSURANCES

An updated version of this Certificate is anticipated to be received from FTA in spring 2020.

FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2017 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE
(Required of all Applicants for federal assistance to be awarded by FTA and all FTA Grantees with an active Capital or Formula Award)

AFFIRMATION OF APPLICANT

Name of the Applicant: Capital Area Metropolitan Planning Organization / City of Jefferson

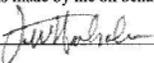
Name and Relationship of the Authorized Representative: Steve Crowell, City Administrator, City of Jefferson

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2017, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2017.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature  Date: 1/12/17
Name Jeff Hoelscher, Chairman
Capital Area Metropolitan Planning Organization

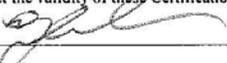
Signature  Date: 1/12/17
Name Steve Crowell
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For : Capital Area Metropolitan Planning Organization / City of Jefferson

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature  Date: 1-19-17
Name Ryan Moehman
Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA and each FTA Recipient with an active Capital or Formula Project or Award must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within FTA's electronic award and management system, provided the Applicant has on file and uploaded to FTA's electronic award and management system this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES

**FEDERAL FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES FOR
FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS**
(Signature pages alternative to providing Certifications and Assurances in TrAMS)

Name of Applicant: Capital Area Metropolitan Planning Organization / City of Jefferson

The Applicant agrees to comply with applicable provisions of (Categories 01 – 23, _____

OR

The Applicant agrees to comply with applicable provisions of the Categories it has selected:

<u>Category</u>	<u>Description</u>	
01.	Required Certifications and Assurances for Each Applicant.	___x___
02.	Lobbying.	___x___
03.	Procurement and Procurement Systems.	_____
04.	Private Sector Protections.	_____
05.	Rolling Stock Reviews and Bus Testing.	_____
06.	Demand Responsive Service.	_____
07.	Intelligent Transportation Systems.	_____
08.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.	_____
09.	Transit Asset Management Plan, Public Transportation Safety Program, and State Safety Oversight Requirements.	_____
10.	Alcohol and Controlled Substances Testing.	_____
11.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity Improvement).	_____
12.	State of Good Repair Program.	_____
13.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.	_____
14.	Urbanized Area Formula Grants Programs and Passenger Ferry Grant Program.	_____
15.	Enhanced Mobility of Seniors and Individuals with Disabilities Programs.	_____
16.	Rural Areas and Appalachian Development Programs.	_____
17.	Tribal Transit Programs (Public Transportation on Indian Reservations Programs).	_____
18.	State Safety Oversight Grant Program.	_____
19.	Public Transportation Emergency Relief Program.	_____
20.	Expedited Project Delivery Pilot Program.	_____
21.	Infrastructure Finance Programs.	_____
22.	Paul S. Sarbanes Transit in Parks Program.	_____
23.	Construction Hiring Preferences.	_____

FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES

**CATEGORY 01. REQUIRED CERTIFICATIONS AND ASSURANCES
FOR EACH APPLICANT.**

Before FTA may provide federal assistance for your Applicant's Award, you must select the Certifications and Assurances in Category 01 in addition to any other applicable Certifications and Assurances, except as FTA determines otherwise in writing.

Any provision of the Certifications and Assurances in Category 01 that does not apply will not be enforced.

01.A. Certifications and Assurances of Authority of the Applicant and Its Authorized Representative.

You certify and affirm that in signing these Certifications, Assurances, and Agreements, both you, as your Applicant's Authorized Representative, and your Applicant's attorney who is authorized to represent your Applicant in legal matters, may undertake the following activities on your Applicant's behalf, in compliance with applicable state, local, or Indian tribal laws, regulations, and requirements and your Applicant's by-laws or internal rules:

1. Execute and file its application for federal assistance,
2. Execute and file its Certifications, Assurances, Charter Service Agreement, and School Bus Agreement, as applicable, binding its compliance,
3. Execute its Grant Agreement, Cooperative Agreement, Loan, Loan Guarantee, Line of Credit, Master Credit Agreement, or State Infrastructure Bank (SIB) Cooperative Agreement for which the Applicant is seeking federal assistance from FTA,
4. Comply with applicable federal laws, regulations, and requirements, and
5. Follow applicable federal guidance.

01.B. Standard Assurances.

On behalf of your Applicant, you assure that it understands and agrees to the following:

1. It will comply with all applicable federal laws, regulations, and requirements in implementing its Award.
2. It is under a continuing obligation to comply with the terms and conditions of its Grant Agreement or Cooperative Agreement with FTA for each Award, including the FTA Master Agreement and other documents incorporated by reference and made part of its Grant Agreement or Cooperative Agreement, or latest amendment thereto.
3. It recognizes that federal laws, regulations, and requirements may be amended from time to time and those amendments may affect the implementation of its Award.
4. It understands that Presidential executive orders and federal guidance, including federal policies and program guidance, may be issued concerning matters affecting it or its Award.
5. It agrees that the most recent federal laws, regulations, requirements, and guidance will apply to its Award, except as FTA determines otherwise in writing.
6. Except as FTA determines otherwise in writing, it agrees that requirements for FTA programs may vary depending on the fiscal year for which the federal assistance for those programs was appropriated or made available.

FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES

01.C. Intergovernmental Review Assurance.

(This assurance in this Category 01.C does not apply to an Indian tribe, an Indian organization, or an Indian tribal organization that applies for federal assistance made available under 49 U.S.C. § 5311(c)(1), which authorizes FTA's Tribal Transit Programs.)

As required by U.S. Department of Transportation (U.S. DOT) regulations, "Intergovernmental Review of Department of Transportation Programs and Activities," 49 CFR part 17, on behalf of your Applicant, you assure that it has submitted or will submit each application for federal assistance to the appropriate state and local agencies for intergovernmental review.

01.D. Nondiscrimination Assurance.

On behalf of your Applicant, you assure that:

1. It will comply with the following laws, regulations, and requirements so that no person in the United States will be denied the benefits of, or otherwise be subjected to discrimination in, any U.S. DOT or FTA assisted program or activity (particularly in the level and quality of transportation services and transportation-related benefits) on the basis of race, color, national origin, religion, sex, disability, or age including:
 - a. Federal transit laws, specifically 49 U.S.C. § 5332 (prohibiting discrimination on the basis of race, color, religion, national origin, sex (including gender identity), disability, age, employment, or business opportunity),
 - b. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d,
 - c. Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e *et seq.* (prohibiting discrimination on the basis of race, color, religion, sex, (including gender identity and sexual orientation) or national origin),
 - d. Executive Order No. 11246, "Equal Employment Opportunity" September 24, 1965, 42 U.S.C. § 2000e note, as amended by any later Executive Order that amends or supersedes it in part and is applicable to federal assistance programs,
 - e. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. § 1681 *et seq.*,
 - f. U.S. DOT regulations, "Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance," 49 C.F.R. part 25,
 - g. The Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, *et seq.*,
 - h. The Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12101 *et seq.*,
 - i. U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964," 49 CFR part 21,
 - j. U.S. DOT regulations, specifically 49 CFR parts 27, 37, 38, and 39, and
 - k. Any other applicable federal statutes that may be signed into law, federal regulations that may be issued, or federal requirements that may be imposed.
2. It will comply with federal guidance implementing federal nondiscrimination laws, regulations, or requirements, except as FTA determines otherwise in writing.
3. As required by 49 CFR § 21.7:

FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES

- a. It will comply with 49 U.S.C. § 5332, 42 U.S.C. § 2000d, and 49 CFR part 21 in the manner that:
 - (1) It implements its Award,
 - (2) It undertakes property acquisitions, and
 - (3) It operates all parts of its facilities, as well as its facilities operated in connection with its Award.
- b. This assurance applies to its Award and to all parts of its facilities, as well as its facilities used to implement its Award.
- c. It will promptly take the necessary actions to carry out this assurance, including the following:
 - (1) Notifying the public that discrimination complaints about transportation-related services or benefits may be filed with U.S. DOT or FTA Headquarters Office of Civil Rights, and
 - (2) Submitting information about its compliance with these provisions to U.S. DOT or FTA upon their request.
- d. If it transfers U.S. DOT or FTA assisted real property, structures, or improvements to another party, any deeds and instruments recording that transfer will contain a covenant running with the land assuring nondiscrimination:
 - (1) While the property is used for the purpose that the federal assistance is extended, or
 - (2) While the property is used for another purpose involving the provision of similar services or benefits.
- e. The United States has a right to seek judicial enforcement of any matter arising under:
 - (1) Title VI of the Civil Rights Act, 42 U.S.C. § 2000d,
 - (2) U.S. DOT regulations, 49 CFR part 21, or
 - (3) This assurance.
- f. It will make any changes in its Title VI implementing procedures, as U.S. DOT or FTA may request, to comply with:
 - (1) Title VI of the Civil Rights Act, 42 U.S.C. § 2000d,
 - (2) U.S. DOT regulations, 49 CFR part 21, and
 - (3) Federal transit law, 49 U.S.C. § 5332.
- g. It will comply with applicable federal guidance issued to implement federal nondiscrimination requirements, except as FTA determines otherwise in writing.
- h. It will extend the requirements of 49 U.S.C. § 5332, 42 U.S.C. § 2000d, and 49 CFR part 21 to each Third Party Participant, including any:
 - (1) Subrecipient,
 - (2) Transferee,
 - (3) Third Party Contractor or Subcontractor at any tier,
 - (4) Successor in Interest,
 - (5) Lessee, or
 - (6) Other Participant in its Award, except FTA and the Applicant (and later, the Recipient).
- i. It will include adequate provisions to extend the requirements of 49 U.S.C. § 5332, 42 U.S.C. § 2000d, and 49 CFR part 21 to each third party agreement, including each:
 - (1) Subagreement at any tier,
 - (2) Property transfer agreement,

FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES

- (3) Third party contract or subcontract at any tier,
- (4) Lease, or
- (5) Participation agreement.
- j. The assurances you have made on your Applicant's behalf remain in effect as long as FTA determines appropriate, including, for example, as long as:
 - (1) Federal assistance is provided for its Award,
 - (2) Its property acquired or improved with federal assistance is used for a purpose for which the federal assistance is extended, or for a purpose involving similar services or benefits,
 - (3) It retains ownership or possession of its property acquired or improved with federal assistance provided for its Award, or
 - (4) FTA may otherwise determine in writing.
- 4. As required by U.S. DOT regulations, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," 49 CFR part 27, specifically 49 CFR § 27.9, and consistent with 49 U.S.C. § 5332, you assure that:
 - a. It will comply with the following prohibitions against discrimination on the basis of disability listed below in subsection 4.b of this Category 01.D Assurance, of which compliance is a condition of approval or extension of any FTA assistance awarded to:
 - (1) Construct any facility,
 - (2) Obtain any rolling stock or other equipment,
 - (3) Undertake studies,
 - (4) Conduct research, or
 - (5) Participate in any benefit or obtain any benefit from any FTA administered program.
 - b. In any program or activity receiving or benefiting from federal assistance that U.S. DOT administers, no qualified individual with a disability will, because of his or her disability, be:
 - (1) Excluded from participation,
 - (2) Denied benefits, or
 - (3) Otherwise subjected to discrimination.

01.E. Suspension and Debarment, Tax Liability, and Felony Convictions Certifications.

01.E.1 Suspension and Debarment.

On behalf of your Applicant, you certify that:

- a. It will comply and facilitate compliance with U.S. DOT regulations, "Nonprocurement Suspension and Debarment," 2 CFR part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," 2 CFR part 180.
- b. To the best of its knowledge and belief, that its Principals and Subrecipients at the first tier:
 - (1) Are eligible to participate in covered transactions of any federal department or agency and are not presently:
 - (a) Debarred,
 - (b) Suspended,

FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES

- (c) Proposed for debarment,
 - (d) Declared ineligible,
 - (e) Voluntarily excluded, or
 - (f) Disqualified.
- (2) Within a three-year period preceding its latest application or proposal, its management has not been convicted of or had a civil judgment rendered against any of them for:
- (a) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction, or contract under a public transaction,
 - (b) Violation of any federal or state antitrust statute, or
 - (c) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making any false statement, or receiving stolen property.
- (3) It is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in the preceding subsection 2.b of this Certification.
- (4) It has not had one or more public transactions (federal, state, or local) terminated for cause or default within a three-year period preceding this Certification.
- (5) If, at a later time, it receives any information that contradicts the preceding statements of subsections 2.a – 2.d of this Category 01.E Certification, it will promptly provide that information to FTA.
- (6) It will treat each lower tier contract or subcontract under its Award as a covered lower tier contract for purposes of 2 CFR part 1200 and 2 CFR part 180 if it:
- (a) Equals or exceeds \$25,000,
 - (b) Is for audit services, or
 - (c) Requires the consent of a federal official.
- (7) It will require that each covered lower tier contractor and subcontractor:
- (a) Comply and facilitate compliance with the federal requirements of 2 CFR parts 180 and 1200, and
 - (b) Assure that each lower tier participant in its Award is not presently declared by any federal department or agency to be:
 - 1 Debarred from participation in any federally assisted Award,
 - 2 Suspended from participation in any federally assisted Award,
 - 3 Proposed for debarment from participation in any federally assisted Award,
 - 4 Declared ineligible to participate in any federally assisted Award,
 - 5 Voluntarily excluded from participation in any federally assisted Award, or
 - 6 Disqualified from participation in any federally assisted Award.
- c. It will provide a written explanation if it or any of its principals, including any of its first tier Subrecipients or its Third Party Participants at a lower tier, is unable to certify compliance with the preceding statements in this Category 01.E.1 Certification.

01.E.2. Tax Liability.

If your Applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, on behalf of your Applicant, you certify that:

FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES

- a. Your Applicant and its prospective Subrecipients have no unpaid federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
- b. Your Applicant and its Subrecipients will follow applicable U.S. DOT guidance when issued.

01.E.3. Felony Convictions.

If your Applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, on behalf of your Applicant, you certify that:

- a. Your Applicant and its prospective Subrecipients have not been convicted of a felony criminal violation under any federal law within the preceding 24 months.
- b. Your Applicant and its Subrecipients will follow applicable U.S. DOT guidance when it is issued.

01.F. U.S. OMB Assurances in SF-424B and SF-424D.

The assurances in this Category 01.F are consistent with the U.S. OMB assurances required in the U.S. OMB SF-424B and SF-424D, and updated as necessary to reflect changes in federal laws, regulations, and requirements.

- 1. *Administrative Activities.* On behalf of your Applicant, you assure that:
 - a. For any application it submits for federal assistance, it has adequate resources to plan, manage, and properly complete the tasks to implement its Award, including:
 - (1) The legal authority to apply for federal assistance,
 - (2) The institutional capability,
 - (3) The managerial capability, and
 - (4) The financial capability (including funds sufficient to pay the non-federal share of the cost of incurred under its Award).
 - b. As required, it will give access and the right to examine materials related to its Award to the following entities or individuals, including, but not limited to:
 - (1) FTA,
 - (2) The Comptroller General of the United States, and
 - (3) The State, through an appropriate authorized representative.
 - c. It will establish a proper accounting system in accordance with generally accepted accounting standards or FTA guidance.
 - d. It will establish safeguards to prohibit employees from using their positions for a purpose that results in:
 - (1) A personal or organizational conflict of interest or personal gain, or
 - (2) An appearance of a personal or organizational conflict of interest or personal gain.
- 2. *Specifics of the Award.* On behalf of your Applicant, you assure that:
 - a. It will begin and complete work within the period of performance that applies following receipt of an FTA Award.
 - b. For FTA assisted construction Awards:

FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES

- (1) It will comply with FTA provisions concerning the drafting, review, and approval of construction plans and specifications,
 - (2) It will provide and maintain competent and adequate engineering supervision at the construction site to assure that the completed work conforms to the approved plans and specifications,
 - (3) It will include a covenant to assure nondiscrimination during the useful life of the real property financed under its Award in its title to that real property,
 - (4) To the extent FTA requires, it will record the federal interest in the title to FTA assisted real property or interests in real property, and
 - (5) It will not alter the site of the FTA assisted construction or facilities without permission or instructions from FTA by:
 - (a) Disposing of the underlying real property or other interest in the site and facilities,
 - (b) Modifying the use of the underlying real property or other interest in the site and facilities, or
 - (c) Changing the terms of the underlying real property title or other interest in the site and facilities.
- c. It will furnish progress reports and other information as FTA or the state may require.
3. *Statutory and Regulatory Requirements.* On behalf of your Applicant, you assure that:
- a. Your Applicant will comply with all federal laws, regulations, and requirements relating to nondiscrimination that apply, including, but not limited to:
 - (1) The prohibitions against discrimination on the basis of race, color, or national origin, as provided in Title VI of the Civil Rights Act, 42 U.S.C. § 2000d.
 - (2) The prohibitions against discrimination on the basis of sex, as provided in:
 - (a) Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. §§ 1681 – 1683, and 1685 – 1687, and
 - (b) U.S. DOT regulations, “Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance,” 49 CFR part 25.
 - (3) The prohibitions against discrimination on the basis of age in federally assisted programs, as provided in the Age Discrimination Act of 1975, as amended, 42 U.S.C. §§ 6101 – 6107.
 - (4) The prohibitions against discrimination on the basis of disability in federally assisted programs, as provided in section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794.
 - (5) The prohibitions against discrimination on the basis of disability, as provided in the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12101 .
 - (6) The prohibitions against discrimination in the sale, rental, or financing of housing, as provided in Title VIII of the Civil Rights Act, 42 U.S.C. § 3601 *et seq.*
 - (7) The prohibitions against discrimination on the basis of drug abuse, as provided in the Drug Abuse Office and Treatment Act of 1972, as amended, 21 U.S.C. § 1101 *et seq.*
 - (8) The prohibitions against discrimination on the basis of alcohol abuse, as provided in the Comprehensive Alcohol Abuse and Alcoholism Prevention Act of 1970, as amended, 42 U.S.C. § 4541 *et seq.*

FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES

- (9) The confidentiality requirements for records of alcohol and drug abuse patients, as provided in the Public Health Service Act, as amended, 42 U.S.C. § 290dd – 290dd-2.
 - (10) The prohibitions against discrimination in employment as provided in Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e *et seq.*,
 - (11) The nondiscrimination provisions of any other statute(s) that may apply to its Award.
- b. As provided by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Relocation Act), 42 U.S.C. § 4601 *et seq.*, and 49 U.S.C. § 5323(b), regardless of whether federal assistance has been provided for any real property acquired or improved for purposes of its Award:
- (1) It will provide for fair and equitable treatment of any displaced persons or any persons whose property is acquired or improved as a result of federally assisted programs.
 - (2) It has the necessary legal authority under state and local laws, regulations, and requirements to comply with:
 - (a) The Uniform Relocation Act, 42 U.S.C. § 4601 *et seq.*, as specified by 42 U.S.C. §§ 4630 and 4655, and
 - (b) U.S. DOT regulations, “Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs,” 49 CFR part 24, specifically 49 CFR § 24.4.
 - (3) It has complied with or will comply with the Uniform Relocation Act and implementing U.S. DOT regulations because:
 - (a) It will adequately inform each affected person of the benefits, policies, and procedures provided for in 49 CFR part 24.
 - (b) As provided by 42 U.S.C. §§ 4622, 4623, and 4624, and 49 CFR part 24, if its Award results in displacement, it will provide fair and reasonable relocation payments and assistance to:
 - 1 Displaced families or individuals, and
 - 2 Displaced corporations, associations, or partnerships.
 - (c) As provided by 42 U.S.C. § 4625 and 49 CFR part 24, it will provide relocation assistance programs offering the services described in the U.S. DOT regulations to such:
 - 1 Displaced families and individuals, and
 - 2 Displaced corporations, associations, or partnerships.
 - (d) As provided by 42 U.S.C. § 4625(c)(3), within a reasonable time before displacement, it will make available comparable replacement dwellings to families and individuals.
 - (e) It will do the following:
 - 1 Carry out the relocation process to provide displaced persons with uniform and consistent services, and
 - 2 Make available replacement housing in the same range of choices with respect to such housing to all displaced persons regardless of race, color, religion, or national origin.
 - (f) It will be guided by the real property acquisition policies of 42 U.S.C. §§ 4651 and 4652.

FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES

- (g) It will pay or reimburse property owners for their necessary expenses as specified in 42 U.S.C. §§ 4653 and 4654, understanding that FTA will provide federal assistance for its eligible costs of providing payments for those expenses, as required by 42 U.S.C. § 4631.
 - (h) It will execute the necessary implementing amendments to FTA assisted third party contracts and subagreements.
 - (i) It will execute, furnish, and be bound by such additional documents as FTA may determine necessary to effectuate or implement these assurances.
 - (j) It will incorporate these assurances by reference into and make them a part of any third party contract or subagreement, or any amendments thereto, related to its Award that involves relocation or land acquisition.
 - (k) It will provide in any affected document that these relocation and land acquisition provisions must supersede any conflicting provisions.
- c. It will comply with the Lead-Based Paint Poisoning Prevention Act, specifically 42 U.S.C. § 4831(b), which prohibits the use of lead-based paint in the construction or rehabilitation of residence structures.
 - d. It will, to the extent applicable, comply with the protections for human subjects involved in research, development, and related activities supported by federal assistance of:
 - (1) The National Research Act, as amended, 42 U.S.C. § 289 *et seq.*, and
 - (2) U.S. DOT regulations, "Protection of Human Subjects," 49 CFR part 11.
 - e. It will, to the extent applicable, comply with the labor standards and protections for federally assisted Awards of:
 - (1) The Davis-Bacon Act, as amended, 40 U.S.C. §§ 3141 – 3144, 3146, and 3147,
 - (2) Sections 1 and 2 of the Copeland "Anti-Kickback" Act, as amended, 18 U.S.C. § 874, and 40 U.S.C. § 3145, respectively, and
 - (3) The Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. § 3701 *et seq.*
 - f. It will comply with any applicable environmental standards prescribed to implement federal laws and executive orders, including, but not limited to:
 - (1) Complying with the institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended, 42 U.S.C. §§ 4321 – 4335 and following Executive Order No. 11514, as amended, 42 U.S.C. § 4321 note.
 - (2) Following the notification of violating facilities provisions of Executive Order No. 11738, 42 U.S.C. § 7606 note.
 - (3) Following the protection of wetlands provisions of Executive Order No. 11990, 42 U.S.C. § 4321 note.
 - (4) Following the evaluation of flood hazards in the floodplains provisions of Executive Order No. 11988, May 24, 1977, 42 U.S.C. § 4321 note, and Executive Order No. 13690 "Establishing a Federal Flood Risk Management Standard and a Process for Further Soliciting and Considering Stakeholder Input, January 30, 2015.
 - (5) Complying with the assurance of consistency with the approved state management program developed pursuant to the Coastal Zone Management Act of 1972, as amended, 16 U.S.C. §§ 1451 – 1465.

FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES

- (6) Complying with the Conformity of Federal Actions to State (Clean Air) Implementation Plans requirements under section 176(c) of the Clean Air Act of 1970, as amended, 42 U.S.C. §§ 7401 – 7671q.
- (7) Complying with protections for underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, 42 U.S.C. § 300f – 300j-6.
- (8) Complying with the protections for endangered species under the Endangered Species Act of 1973, as amended, 16 U.S.C. §§ 1531 – 1544.
- (9) Complying with the environmental protections for federal transportation programs, including, but not limited to, protections for parks, recreation areas, or wildlife or waterfowl refuges of national, state, or local significance or any land from a historic site of national, state, or local significance to be used in a transportation Award, as required by 49 U.S.C. § 303 (also known as “Section 4F”).
- (10) Complying with the protections for national wild and scenic rivers systems, as required under the Wild and Scenic Rivers Act of 1968, as amended, 16 U.S.C. §§ 1271 – 1287.
- (11) Complying with and facilitating compliance with:
 - (a) Section 106 of the National Historic Preservation Act of 1966, as amended, 54 U.S.C. § 300108,
 - (b) The Archaeological and Historic Preservation Act of 1974, as amended, 54 U.S.C. § 312501 *et seq.*, and
 - (c) Executive Order No. 11593 (identification and protection of historic properties), 54 U.S.C. § 300101.
- g. To the extent applicable, it will comply with the following federal requirements for the care, handling, and treatment of warm-blooded animals held or used for research, teaching, or other activities supported with federal assistance:
 - (1) The Animal Welfare Act, as amended, 7 U.S.C. § 2131 *et seq.*, and
 - (2) U.S. Department of Agriculture regulations, “Animal Welfare,” 9 CFR subchapter A, parts 1, 2, 3, and 4.
- h. To the extent applicable, it will obtain a certificate of compliance with the seismic design and construction requirements of U.S. DOT regulations, “Seismic Safety,” 49 CFR part 41, specifically 49 CFR § 41.117(d), before accepting delivery of any FTA assisted buildings.
- i. It will comply with and assure that each of its Subrecipients located in special flood hazard areas will comply with section 102(a) of the Flood Disaster Protection Act of 1973, as amended, 42 U.S.C. § 4012a(a), by:
 - (1) Participating in the federal flood insurance program, and
 - (2) Purchasing flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- j. It will comply with:
 - (1) The Hatch Act, 5 U.S.C. §§ 1501 – 1508, 7324 – 7326, which limits the political activities of state and local agencies and their officers and employees whose primary employment activities are financed in whole or part with federal assistance, including a federal loan, grant agreement, or cooperative agreement, and
 - (2) 49 U.S.C. § 5323(l)(2) and 23 U.S.C. § 142(g), which provide an exception from Hatch Act restrictions for a nonsupervisory employee of a public transportation

FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES

system (or of any other agency or entity performing related functions) receiving federal assistance appropriated or made available under 49 U.S.C. chapter 53 and 23 U.S.C. § 142(a)(2) to whom the Hatch Act does not otherwise apply.

- k. It will perform the financial and compliance audits as required by the:
 - (1) Single Audit Act Amendments of 1996, 31 U.S.C. § 7501 *et seq.*,
 - (2) U.S. DOT regulations, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 CFR part 1201, which incorporates by reference U.S. OMB regulatory guidance, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 CFR part 200, and
 - (3) Most recent applicable U.S. OMB Compliance Supplement, 2 CFR part 200, appendix XI (previously known as the U.S. OMB Circular A-133 Compliance Supplement).
- l. It will comply with all other federal laws, regulations, and requirements that apply.
- m. It will follow federal guidance governing it and its Award, except as FTA has expressly approved otherwise in writing.

CATEGORY 02. LOBBYING.

Before FTA may provide federal assistance for a grant or cooperative agreement exceeding \$100,000 or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, you must select the Lobbying Certifications in Category 02, unless your Applicant is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 31 U.S.C. § 1352, and/or except as FTA determines otherwise in writing.

Any provision of the Certifications in Category 02 that does not apply will not be enforced.

On behalf of your Applicant, you certify that:

- 1. As required by 31 U.S.C. § 1352 and U.S. DOT regulations, "New Restrictions on Lobbying," specifically 49 CFR § 20.110:
 - a. The lobbying restrictions of this Certification apply to its requests:
 - (1) For \$100,000 or more in federal assistance for a grant or cooperative agreement, and
 - (2) For \$150,000 or more in federal assistance for a loan, line of credit, loan guarantee, or loan insurance, and
 - b. Your Certification on your Applicant's behalf applies to the lobbying activities of:
 - (1) The Applicant,
 - (2) Its Principals, and
 - (3) Its Subrecipients at the first tier.
- 2. To the best of your knowledge and belief:
 - a. No federal appropriated funds have been or will be paid by your Applicant or on its behalf to any person to influence or attempt to influence:
 - (1) An officer or employee of any federal agency regarding the award of a:
 - (a) Federal grant or cooperative agreement, or
 - (b) Federal loan, line of credit, loan guarantee, or loan insurance, or
 - (2) A Member of Congress, an employee of a member of Congress, or an officer or employee of Congress regarding the award of a:

FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES

- (a) Federal grant or cooperative agreement, or
 - (b) Federal loan, line of credit, loan guarantee, or loan insurance.
- b. Your Applicant will submit a complete OMB Standard Form LLL (Rev. 7-97), "Disclosure of Lobbying Activities," consistent with the instructions on that form, if any funds other than federal appropriated funds have been or will be paid to any person to influence or attempt to influence:
 - (1) An officer or employee of any federal agency regarding the award of a:
 - (a) Federal grant or cooperative agreement, or
 - (b) Federal loan, line of credit, loan guarantee, or loan insurance, or
 - (2) A Member of Congress, an employee of a member of Congress, or an officer or employee of Congress regarding the award of a:
 - (a) Federal grant or cooperative agreement, or
 - (b) Federal loan, line of credit, loan guarantee, or loan insurance.
- c. Your Applicant will include the language of this Certification in its Award documents under a federal grant, cooperative agreement, loan, line of credit, or loan insurance including, but not limited to:
 - (1) Each third party contract,
 - (2) Each third party subcontract,
 - (3) Each subagreement, and
 - (4) Each third party agreement.
- 3. Your Applicant understands that:
 - a. This Certification is a material representation of fact that the Federal Government relies on, and
 - b. It must submit this Certification before the Federal Government may award federal assistance for a transaction covered by 31 U.S.C. § 1352, including a:
 - (1) Federal grant or cooperative agreement, or
 - (2) Federal loan, line of credit, loan guarantee, or loan insurance.
- 4. Your Applicant understands that any person who does not file a required Certification will incur a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

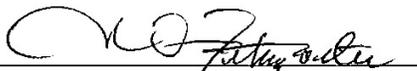
Appendix B - Metropolitan Transportation Planning Process Certification

METROPOLITAN TRANSPORTATION PLANNING PROCESS CERTIFICATION

In accordance with 23 CFR 450.334, the Capital Area Metropolitan Planning Organization, which is the Metropolitan Planning Organization for the Jefferson City, Missouri Urbanized Area and the Missouri Department of Transportation hereby certify that the transportation planning process is addressing major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

1. 23 U.S.C. 134, 49 U.S.C. 5303, and this subpart;
2. In nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93; (Not Applicable)
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
4. 49 U.S.C. 5332, prohibiting discrimination on the bases of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Section 1101(b) of MAP-21 and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
7. The provisions of the Americans with Disabilities Act of 1990(42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
8. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial-aid assistance;
9. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

I further certify that I am aware of what this certification represents and have been briefed accordingly.



Ron Fitzwater, Chairman

Capital Area Metropolitan Organization

05/15/19

Date



David Silvester

Missouri Department of Transportation

5/15/19

Date

Appendix C - Title VI Notice



Room 120, 320 E. McCarty St., Jefferson City, MO 65101 Phone: 573.634.6410 Fax: 573.634.6457

Title VI Notice

February 19, 2020

Your Rights Under Title VI

- CAMPO operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with CAMPO.
- For more information on the CAMPO's civil rights program, and the procedures to file a complaint, please visit our website at www.jeffersoncitymo.gov/CAMPO or contact the Title VI Program Officer by calling (573) 634-6570.
- A complaint may be filed directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave. SE, Washington, DC 20590 or by calling (888)446-4511.

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.

Appendix D - Title VI Complaint Procedure



320 E. McCarty St., Jefferson City, MO 65101 Phone: 573.634.6410 Fax: 573.634.6457

Title VI Complaint Procedure

February 19, 2020

Non-discrimination Policy

CAMPO does not discriminate based on race, color, national origin, sex, religion, age, or disability and maintains information on and processes for complaints related to discrimination.

No person on the basis of race, color, or national origin will be subjected to discrimination in the level and quality of transportation services and transit-related benefits.

Persons who feel that they have been subjected to discrimination should contact the CAMPO or federal offices for information on local and federal procedures and forms for discrimination complaints.

Any person who believes that he or she, individually, or as a member of any specific class of persons, has been subjected to discrimination on the basis of race, color, or national origin as noted below may file a written complaint with the Title VI Program Officer, c/o City Counselor, 320 East McCarty Street, Jefferson City, MO 65101 or by calling (573)634-6410. Complainants have the right to complain directly to the appropriate federal agency. Every effort will be made to obtain early resolution of complaints. The option of informal meeting(s) between the affected parties and the Title VI Program Officer may be utilized for resolutions. The Title VI Program Officer will notify CAMPO of all Title VI related complaints as well as resolutions.

Those person or persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration, and/or the U.S. Department of Transportation.

Federal Transit Administration Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave. SE, Washington, DC 20590 or by calling (888)446-4511.

Procedure for Filing Complaints through CAMPO

1. The complaint must meet the following requirements:
 - a. Complaint shall be in writing and signed by the complainant(s). In cases where Complainant is unable or incapable of providing a written statement, a verbal complaint may be made. The Title VI Program Officer will interview the Complainant and assist the person in converting verbal complaints in writing. All complaints must, however, be signed by the Complainant or his/her representative.
 - b. Include the date of the alleged act of discrimination date when the Complainants became aware of the alleged act of discrimination; or the date on which that conduct was discontinued or the latest instance of conduct
 - c. Present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the complaint.

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.

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- d. Federal and state law requires complaints be filed within 180 calendar days of the alleged incident.
2. Upon receipt of the complaint, the Title VI Program Office will determine its jurisdiction, acceptability, need for additional information, and investigate the complaint, if accepted.
3. The Complainant will be provided with a written acknowledgement that CAMPO has either accepted or rejected the complaint.
4. A complaint must meet the following criteria for acceptance:
 - a. The Complaint must be filed within 180 days of the alleged occurrence.
 - b. The allegation must involve a covered basis such as race, color or national origin.
 - c. The allegation must involve a CAMPO service, the City of Jefferson as a federal-aid recipient; or its sub-recipient or contractor.
5. A complaint may be dismissed for the following reasons:
 - a. The Complainant requests the withdrawal of the complaint.
 - b. The Complainant fails to respond to repeated requests for additional information needed to process the complaint.
 - c. The Complainant cannot be located after reasonable attempts.
6. Once the Title VI Program Officer decides to accept the complaint for investigation, the Complainant will be notified in writing of such determination. The complaint will receive a case number and will then be logged in a database identifying: Complainant's name, basis, alleged harm, race, color and national origin of the Complainant.
7. In cases where the Title VI Program Office assumes the investigation of the complaint, within 90 calendar days of the acceptance of the complaint the Title VI Program Officer will prepare an investigative report. The report shall include a narrative description of the incident, identification of persons interviewed, findings and recommendations for disposition.
8. The investigative report and its findings will be reviewed with CAMPO officials and in some cases the investigative report and findings will be reviewed by CAMPO's Legal Counsel.
9. The Title VI Program Officer/Legal Counsel will make a determination on the disposition of the complaint. Dispositions will be stated as follows:
 - a. In the event CAMPO is in noncompliance with the Title VI regulations remedial actions will be listed.
10. Notice of the Title VI Program Officer's determination will be mailed to the Complainant. Notice shall include information regarding appeal rights of Complainant and instructions for initiating such an appeal. Notice of appeals are as follows:
 - a. The Title VI Program Officer will reconsider the determination, if new facts, come to light.
 - b. If Complainant is dissatisfied with the determination and/or resolution set forth by the Title VI Program Officer, the same complaint may be submitted to the FTA for investigation. Complainant will be advised to contact the
11. A copy of the complaint and the Title VI Program Officer's investigation report/letter of finding and Final Remedial Action Plan, if appropriate, will be issued to FTA within 120 days of the receipt of the complaint.
12. A summary of the complaint and its resolution will be included as part of the Title VI updates to the FTA.

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.

Appendix E - Title VI Complaint Form



Room 120, 320 E. McCarty St., Jefferson City, MO 65101 Phone: 573.634.6410 Fax: 573.634.6457

Title VI Complaint Form

February 19, 2020

Any person who believes that they, or any specific class of persons, has been subjected to discrimination or retaliation prohibited by the Title VI of the Civil Rights Act of 1964 may file a written complaint. All formal complaints received by the Capital Area Metropolitan Planning Organization (CAMPO) shall be forwarded to the Civil Rights Officer for the City of Jefferson, Missouri.

Section I

Name: _____

Address: _____

City/State/Zipcode: _____

Telephone Numbers:

(Home) _____ (Work) _____

Electronic Mail Address: _____

Accessible Format Requirements:

Large Print _____ Audio tape _____

TDD _____ Other _____

Section II

Are you filing this complaint on your own behalf? Yes ___ No ___

[If you answered "yes" to this question, go to Section III.]

If not, please supply the name and relationship of the complainant:

Please explain why you have filed for a third party.

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. Yes ___ No ___

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.

Section III

Have you filed this complaint with any of the following agencies?

Transit Provider _____ Missouri Department of Transportation _____ City of Jefferson _____

Federal Highway Administration _____ Federal Transit Administration _____

Other _____

Have you filed a lawsuit regarding this complaint? Yes _____ No _____

If yes, please provide a copy of the complaint form.

[Note: This above information is helpful for administrative tracking purposes. However, if litigation is pending regarding the same issues, we defer to the decision of the court.]

Section IV

Name of agency that the complaint is against:

Contact person: _____ Title: _____

Telephone number: _____

On separate sheets, please describe your complaint. You should include specific details such as names, dates, times, route numbers, witnesses, and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint.

Section V

May we release a copy of your complaint to agency that the complaint is against? Yes _____ No _____

May we release your identity to the agency that the complaint is against? Yes _____ No _____

Sign here: _____

Date: _____

[Note - your complaint cannot be accepted without a signature.]

Please mail your completed form to:

CAMPO, Department of Planning and Protective Services
320 East McCarty
Jefferson City, Missouri 65101

Telephone: 573-634-6410

Website: <http://www.jeffersoncitymo.gov/campo>

Your rights in Title VI non-discrimination complaints: Filing this complaint with CAMPO does not prevent you from filing a complaint with the Federal Agency providing funding to the party against which a complaint is being lodged. A complaint may be filed directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave. SE, Washington, DC 20590 or by calling (888)446-4511.

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.

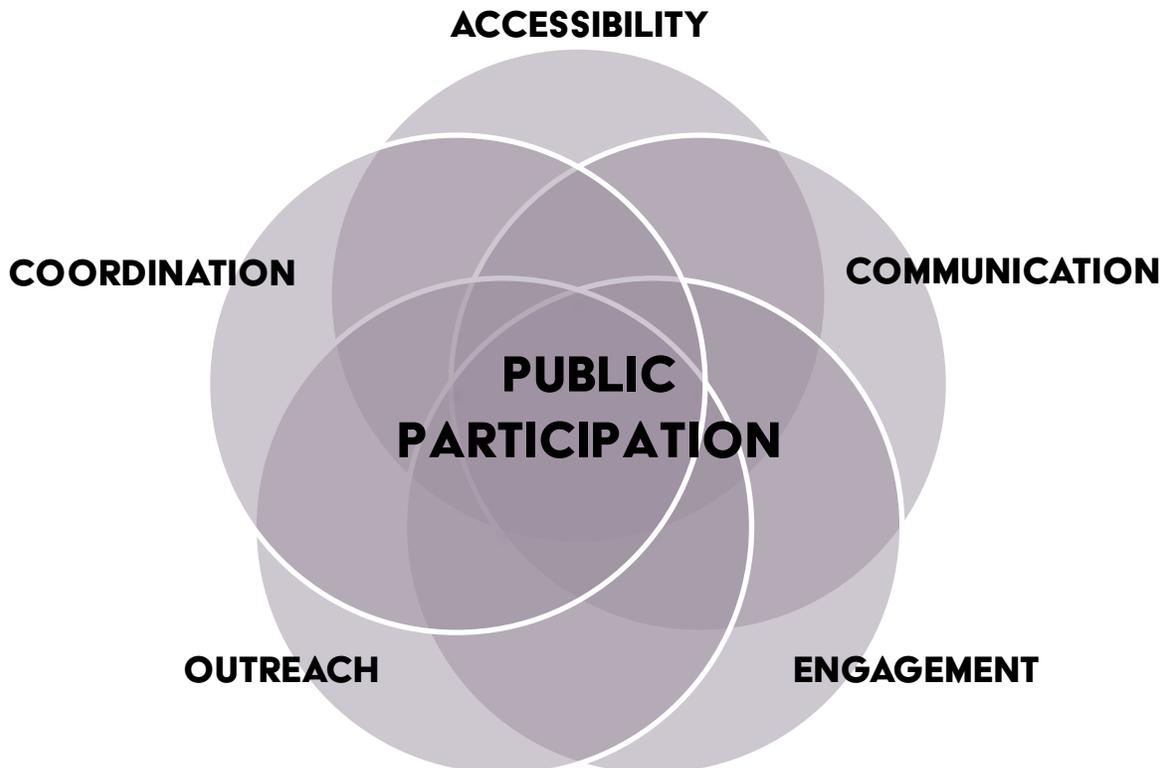
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Appendix F – Public Participation Plan

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Capital Area Metropolitan Planning Organization 2020 Public Participation Plan

Adopted February 19, 2020



The preparation of this plan was financed in part by the U.S. Department of Transportation, Federal Highway Administration, and Federal Transit Administration in cooperation with the Missouri Department of Transportation. The opinions, findings, and conclusions expressed in this report are not necessarily those of the Federal Highway Administration, Federal Transit Administration, or the Missouri Department of Transportation.

CAMPO Title VI Nondiscrimination Policy

The Capital Area Metropolitan Planning Organization is committed to the policy that no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity on the grounds of race, color, sex, age, disability or national origin, in accordance with Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259).

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.

MPO Administration is provided by the City of Jefferson
Department of Planning and Protective Services/ Planning Division
Room 120 John G. Christy Municipal Building
320 East McCarty Jefferson City, Missouri
Telephone 573-634-6410
<http://www.jeffersoncitymo.gov/campo>



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Introduction

The Public Participation Plan (PPP) defines the process for providing the entities listed below with reasonable opportunities to be involved in the metropolitan transportation planning process.

- *individuals,*
- *affected public agencies*
- *representatives of public transportation employees*
- *public ports*
- *freight shippers*
- *providers of freight transportation services,*
- *private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program)*
- *representatives of users of public transportation*
- *representatives of users of pedestrian walkways and bicycle transportation facilities*
- *representatives of the disabled*
- *other interested parties*

CAMPO's goal is to foster genuine, inclusive, responsive, and transparent communication between the MPO and the residents, transportation users, and stakeholders in the planning area.

The Public Participation Plan includes the following policy objectives as they relate to meeting this goal.

1. *Public Notice & Accessibility*
2. *Effective Communication & Visualization*
3. *Outreach & Engagement*
4. *Coordination*

Meaningful public participation is important so that the concerns of a diverse community of stakeholders and general public can be represented in the transportation planning process. The Capital Area Metropolitan Planning Organization (CAMPO) is committed to proactively involving the public in identifying and addressing transportation issues.

This plan is intended to ensure that public participation is an integral and effective part of CAMPO activities and that decisions are made with the benefit and consideration of a wide range of public perspectives. Regular public participation enables CAMPO to make informed decisions, improve quality through collaborative efforts, and build mutual understanding and trust between with the public it serves.

Desired Outcomes

Through the implementation of specific participation policies CAMPO hopes to reach the following desired outcomes:

- *Adequate and timely public notice*
- *Use of a range of visualization techniques to describe all planning products*
- *Public information is made available in accessible formats*
- *Public meetings are held at convenient and accessible locations and times*
- *Explicit consideration and response to public input received on all planning products*
- *Proactive consideration of the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households*
- *Coordination with the statewide and regional transportation planning public involvement and planning processes*
- *Periodic review of procedures and strategies to ensure a full and open participation process.*

Evaluation of Effectiveness

As required by statute (23 CFR 450.316) CAMPO periodically reviews “the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open process.”

CAMPO is constantly evaluating the effectiveness of our public participation policies and methods. Since 2015, at least ten planning documents have been updated or developed.

Each time a planning document is updated or developed the required policies outlined in the PPP are followed and re-evaluated. Since the last iteration of the PPP, CAMPO has utilized social media more and works more closely with local stakeholders to encourage public input.

After each planning process ends CAMPO staff reviews the public input received and holds regular discussion both internally and with Board of Directors and Technical Committee members about how the process can be improved.

Public engagement during the development of the 2016 Pedestrian and Bicycle Plan and the 2017 JEFFTRAN Operations Analysis saw marked increases in survey responses and attendance at public meetings. Because of these successes, planning staff worked to use similar techniques to increase participation in the development of the Metropolitan Transportation Plan in 2018 and 2019.

2019 Survey Results

As part of the update process two surveys were used. The feedback received from these surveys was used in the update of the PPP. A full summary of survey responses are located in the last section of the PPP and have been uploaded to the CAMPO webpage.

2019 Board of Directors and Technical Committee Survey

As part of an annual process to measure staff performance a six question survey was sent to members of the Board of Directors and Technical Committee to gather input on how CAMPO staff can improve internal processes. Fourteen responses were received.

Survey results highlighted a need for CAMPO staff to provide more presentations to stakeholder groups, increase engagement at local events and festivals, and interact more with CAMPO communities outside Jefferson City.

2019 Public Participation Survey Results

A six question public survey was also used to gather input on how CAMPO can improve outreach and engagement in the region. The survey was sent out via email, Facebook post, and via the CAMPO webpage. Thirty-three responses were received.

The survey was helpful in providing CAMPO with information on where respondents live and work, how they would like to receive information, and how engagement can be improved.

This survey also highlighted a need to increase in-person engagement and presentations.

Participation Policies

The policies outlined in this section are strategies that CAMPO staff, Technical Committee, and Board of Directors will undertake in meeting the goal of “genuine, inclusive, responsive, and transparent” public engagement.

Public Notice & Accessibility

In addition to the listed policies, Tables 1 and 2 on the following pages provides more detail on protocol and procedures.

Policy 1.1 – Notices and/or agendas for all regularly scheduled meetings, public comment periods, other public meetings, other major planning activities, and notification of publications available for public access shall be posted at the following locations:

- *City of Jefferson City Hall*
- *CAMPO webpage:*
www.jeffersoncitymo.gov/campo

Policy 1.2 - The following entities shall be notified via email and/or form letter of the above listed meetings, comment periods, major planning activities, and publication availability:

- *CAMPO Technical Committee Members*
- *CAMPO Board of Directors Members*
- *Interested Parties Email List*
- *Local Media Email List*
- *City Clerk, City of Jefferson*
- *County Clerk, Cole County*
- *City Clerk, Holts Summit*
- *City Clerk, St. Martins*
- *County Clerk, Callaway County*
- *City Clerk, Taos*
- *City Clerk, Wardsville*
- *Missouri River Regional Library*
- *OATS, Inc.*

Policy 1.3 – Meeting agendas shall be made publicly available at least five days before the scheduled meeting.

Policy 1.4 - Notices of major planning activities and/or comment periods should be promoted via social media.

Policy 1.5 – Notices for the development of planning documents or changes to the documents will contain:

- *Notice that documents are being developed or amended, and how they may be accessed;*
- *the duration of the public comment period;*
- *instructions for submitting comments; and*
- *the date, time, and location of public meetings.*

Policy 1.6 – A legal notice regarding public comment periods related to the updates to the Metropolitan Transportation Plan, Transportation Improvement Program, Program of Projects, Title VI Program, and Public Participation Plan shall be published in the Jefferson City News Tribune.

Policy 1.7 - CAMPO shall adhere to the requirements of the Missouri Sunshine Law and provide a minimum of 24-hour notice before the meeting.

Policy 1.8 - The Metropolitan Transportation Plan, Transportation Improvement Program, and all other plans will incorporate charts, graphs, photographs, maps, and any other tool or resource necessary to communicate with the public and stakeholders.

Policy 1.9 - Public meetings shall be held at locations compliant with the Americans with Disabilities Act.

Policy 1.10 – Public meetings should be held in locations that are accessible by public transit. Meetings should be held with enough time for transit users to arrive, provide input, and use transit to leave.

Policy 1.11 – Notices of major planning activities should be disseminated to stakeholders that cater to the needs of low-income and minority households, and those who may face challenges accessing employment and other services.

Emergency Meetings

Policy 1.12 - In the event that an emergency meeting is necessary, the Chairman of the Board of Directors, or the Vice-Chair in the absence of the Chairman, is authorized to call a special meeting.

In the unlikely event it is necessary to hold a meeting with notice of less than twenty-four hours, the nature of the good cause justifying that departure from the normal requirements shall be stated in the minutes. A quorum of members is required to be physically present at the meeting location, but additional members may participate and vote via telephone, facsimile, Internet, or any other voice or electronic means. In the event the emergency meeting is considered a “closed meeting” under the Missouri Sunshine Law, members who are not physically present may vote as if they are present. In all cases the nature of the emergency of the public body justifying the departure from the normal requirements shall be stated in the minutes of the meeting.

Effective Communication & Visualization

Policy 2.1 – Upon request, staff will be available to meet with local officials, interested groups, or the public to discuss or present the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP) or other plans, programs, and activities.

Policy 2.2 – The CAMPO webpage will be maintained and updated with planning documents produced by CAMPO and local jurisdictions to provide the most current and accurate transportation planning information available.

Policy 2.3 - The CAMPO webpage shall contain public notices, meeting agendas, meeting minutes, Board of Director members, Technical Committee members, plans, studies and other information for the public's benefit.

Policy 2.4 – CAMPO shall actively participate in social media activities to supplement traditional public outreach activities.

Policy 2.5 – CAMPO shall promote events of planning partners, when appropriate

Policy 2.6– CAMPO shall proactively use targeted media campaigns to engage with individuals and groups that may be impacted by activities or have expressed interest in being contacted.

Outreach & Engagement

Policy 3.1 – CAMPO encourages local jurisdictions to include public participation in the planning of projects and programs. CAMPO will collect information on the public participation process used by the project sponsors as part of the project application review process.

Policy 3.2 – CAMPO will maintain brochures and other educational materials to provide information on the metropolitan transportation planning process, the responsibilities of CAMPO, and the public participation process. The brochure will be available at all public meetings and events and accessible on the CAMPO webpage.

Policy 3.3 – CAMPO staff will actively make the effort to go out into the public, whether by invitation to go to meetings make presentations, or to attend meetings with relevance to transportation, transit, pedestrian or bicycle themes, rail, or other related topics.

Policy 3.4 – CAMPO will make every effort to reach out to community organizations, advocacy groups, and underserved populations.

Policy 3.5 – CAMPO shall maintain and regularly update a database of stakeholders and interested individuals.

Listed below are the broadly defined stakeholder groups that CAMPO interacts with:

- *Elected Officials*
- *Emergency Service Providers*
- *Transportation Providers*
- *Freight Service Providers*
- *Economic Development*
- *Business Community*
- *Tourism*
- *Government (Local, State, Federal)*
- *Non-Motorized*
- *Community Organizations*
- *Protected Class Advocates*
- *Environmental*

Policy 3.6 - CAMPO shall engage the public in the transportation planning process according to the policies contained in this public participation plan and to the requirements of state and federal laws through timely information, public notification of activities and documents, accessible public meetings, and availability for questions and queries.

Policy 3.7 - CAMPO shall solicit the needs of those traditionally underserved by existing transportation system, such as elderly, disabled, low income and minority households who may have difficulty accessing or participating in community planning activities, through its public participation process.

Coordination

Policy 4.1 – CAMPO will coordinate with state and local agencies, and officials responsible for planning activities within the Metropolitan Planning Area that are affected by transportation.

Policy 4.2 – State, Regional, and Local stakeholders will be consulted in the development of the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP) to the maximum extent practicable. Many of these entities, such as local entities involved with planned growth, economic development, environmental protection, airport operations or freight transportation, are represented on either the CAMPO Board of Directors or Technical Committee.

Policy 4.3 – Per Section 14.5 of the CAMPO Memorandum of Understanding, local governments have responsibilities to:

- *Participate in the development of the MTP and other plans, by making available to CAMPO local transportation plans, comprehensive plans or other information as needed, which may include land use, zoning or GIS databases.*
- *Review the MTP as it is being drafted.*
- *Participate in the development of the TIP, and the Unified Planning Work Program.*
- *Review and comment of these documents as they are being drafted.*
- *Assist in planning and executing public involvement activities.*
- *Actively participate in the planning process through various meeting and activities, such as the Board of Directors and Technical Committee meetings.*

Public Comment Procedures

Table 1 outlines required public comment procedures. Table 2 shows the general overview of public engagement activities for specific federally required documents and plans. Public comment periods are initiated by staff and are concluded at Board of Directors meeting before final adoption or approval. Participation procedures for specific plans can be found in the following section.

Table 1 –Public Comment Procedures

PUBLIC NOTICE	<p>Regularly Scheduled Meetings - Meeting notices and agendas for Technical Committee or Board of Directors are posted on the CAMPO webpage at www.jeffersoncitymo.gov/CAMPO, sent to members, interested parties, and to a media contact list at least 5 days before a meeting. The media list is maintained by the Jefferson City Clerk and includes all major TV, radio, and print news outlets that serve the Mid-Missouri area. Additionally, the list includes media contacts in St. Louis and Kansas City.</p> <p>Other Public Meetings – Meeting announcements and/or agendas for other planning activities not related to regularly scheduled meetings are advertised on the CAMPO webpage at www.jeffersoncitymo.gov/CAMPO, on the CAMPO Facebook page, and sent to members, interested parties, and to a media contact list at least 7 days prior to the meeting. At a minimum, a newspaper advertisement shall be placed in the Sunday addition Jefferson City News Tribune prior to the date of the meeting. Depending on the activity staff may choose to advertise in other local media resources. Staff should also make every attempt to advertise public meetings via posters, emails, stakeholder newsletters, and any other media resource deemed helpful in increasing public engagement.</p> <p>The public meeting notice shall include:</p> <ul style="list-style-type: none"> • a brief sentence describing the plan or project • time, date, and location of the upcoming public meeting • a web link to the draft document and/or survey tool • a contact email and/or phone number <p>Notice of Public Comment Periods - Public comment periods are advertised on the CAMPO webpage at www.jeffersoncitymo.gov/CAMPO, sent to members, interested parties, and to a media contact list. A legal notice is placed in the Jefferson City News Tribune at the opening of the public comment period. Depending on the activity, staff may choose to additionally advertise using other local media resources. The end of a public comment period will be concluded by the Board of Directors at a regularly scheduled meeting to provide final opportunity to comment. An example public notice can be found on the following page.</p> <p>The public comment notice shall include:</p> <ul style="list-style-type: none"> • a brief sentence describing the plan or project • a sentence stating the opening of a public comment period • time, date, and location of the meeting where final opportunity for public comment will be provided and approval is anticipated. • a web link to the draft document location • a list of locations where the draft document may be found • a contact email, address, and phone number
PUBLIC MEETING LOCATIONS	<p>Public meetings are held at times and locations convenient to all segments of the public. A central location accessible to transit users is required. Reasonable accommodations will be made for persons with limited English proficiency and for people with disabilities. Public meetings will be generally held at John G. Christy Municipal Building (City Hall), 320 E. McCarty Street, Jefferson City, MO 65101, or as specified within public comment notice(s). Locations may change based on the nature of the planning process or product.</p>
PUBLIC REVIEW	<p>During public comment periods, copies of proposed plans will be made available for public review on the Jefferson City Website at www.jeffersoncitymo.gov/CAMPO, Jefferson City Clerk’s Office, and the Missouri River Regional Library. Reasonable accommodations for persons with limited English proficiency and for people with disabilities will be made upon request.</p>
PUBLIC COMMENTS	<p>Comments on proposed plans may be made in writing or in person at a regularly scheduled meeting of the Technical Committee or Board of Directors. Written comments should be directed to the CAMPO Division, Planning and Protective Services, 320 E. McCarty Street, Jefferson City, MO 65101, or sent electronically to campo@jeffcitemo.org. CAMPO staff will present comments to the CAMPO Board of Directors before adoption or approval of any plan.</p>

TABLE 2 –PUBLIC ENGAGEMENT OVERVIEW BY PLAN

DOCUMENT	FREQUENCY	REQUIRED PUBLIC MEETINGS	MINIMUM PUBLIC COMMENT PERIOD	REQUIRED NOTIFICATION ACTIVITIES
<u>METROPOLITAN TRANSPORTATION PLAN (MTP) 5-YEAR UPDATE</u>	5 YEARS	TECHNICAL COMMITTEE MEETINGS BOARD OF DIRECTORS MEETINGS THREE ADDITIONAL PUBLIC MEETINGS (AT LEAST ONE HELD IN HOLTS SUMMIT)	25 DAYS	<ul style="list-style-type: none"> • WEBSITE POST • NEWS PAPER ADVERTISEMENTS • STAKEHOLDER NEWSLETTERS • PRESENTATIONS TO MEMBER JURISDICTIONS’ COUNCIL MEETINGS • PRESENTATIONS TO STAKEHOLDER GROUPS • EMAIL DISTRIBUTION LISTS • NOTICE SENT TO MEMBER JURISDICTIONS • NOTICE POSTED AT CITY HALL *
<u>METROPOLITAN TRANSPORTATION PLAN (MTP) AMENDMENTS</u>	AS NEEDED	TECHNICAL COMMITTEE MEETINGS BOARD OF DIRECTORS MEETINGS	7 DAYS	<ul style="list-style-type: none"> • WEBSITE POSTS
<u>COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN</u>	3 YEARS	TECHNICAL COMMITTEE MEETINGS BOARD OF DIRECTORS MEETINGS TWO ADDITIONAL PUBLIC MEETINGS	25 DAYS	<ul style="list-style-type: none"> • WEBSITE POST • NEWS PAPER ADVERTISEMENTS • STAKEHOLDER NEWSLETTERS • PRESENTATIONS TO MEMBER JURISDICTIONS’ COUNCIL MEETINGS • PRESENTATIONS TO STAKEHOLDER GROUPS • EMAIL DISTRIBUTION LISTS • NOTICE SENT TO MEMBER JURISDICTIONS • NOTICE POSTED AT CITY HALL *
<u>TRANSPORTATION IMPROVEMENT PROGRAM ANNUAL UPDATE</u>	ANNUAL	TECHNICAL COMMITTEE MEETINGS BOARD OF DIRECTORS MEETINGS	25 DAYS	<ul style="list-style-type: none"> • WEBSITE POST • NEWS PAPER ADVERTISEMENTS • NOTICE SENT TO MEMBER JURISDICTIONS • NOTICE POSTED AT CITY HALL *
<u>TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS</u>	AS NEEDED	TECHNICAL COMMITTEE MEETINGS BOARD OF DIRECTORS MEETINGS	7 DAYS	<ul style="list-style-type: none"> • WEBSITE POST • NOTICE SENT TO MEMBER JURISDICTIONS
<u>TITLE VI PROGRAM, PUBLIC PARTICIPATION PLAN (PPP), & LANGUAGE ASSISTANCE PLAN (LAP)</u>	3 YEARS	TECHNICAL COMMITTEE MEETINGS BOARD OF DIRECTORS MEETINGS	45 DAYS	<ul style="list-style-type: none"> • WEBSITE POST • NEWS PAPER ADVERTISEMENTS • NOTICE SENT TO MEMBER JURISDICTIONS • NOTICE POSTED AT CITY HALL *
<u>UNIFIED PLANNING WORK PROGRAM ANNUAL UPDATE</u>	ANNUAL	TECHNICAL COMMITTEE MEETINGS BOARD OF DIRECTORS MEETINGS	7 DAYS	<ul style="list-style-type: none"> • WEBSITE POST • NOTICE SENT TO MEMBER JURISDICTIONS
<u>UNIFIED PLANNING WORK PROGRAM AMENDMENTS</u>	AS NEEDED	TECHNICAL COMMITTEE MEETINGS BOARD OF DIRECTORS MEETINGS	7 DAYS	<ul style="list-style-type: none"> • WEBSITE POST • NOTICE SENT TO MEMBER JURISDICTIONS
<u>ANNUAL LISTING OF OBLIGATED PROJECTS (ALOP)</u>	ANNUAL	THE ALOP IS UPDATED BY STAFF. THE TECHNICAL COMMITTEE AND BOARD OF DIRECTORS ARE NOTIFIED OF THE DOCUMENT’S POSTING AND THE PUBLIC MAY COMMENT DURING THOSE MEETINGS.		<ul style="list-style-type: none"> • WEBSITE POST • NOTIFICATION OF BOARD OF DIRECTORS AND TECHNICAL COMMITTEE
<u>OTHER PLANS AND PROJECTS</u>	AS NEEDED	TECHNICAL COMMITTEE MEETINGS BOARD OF DIRECTORS MEETINGS ADDITIONAL PUBLIC MEETINGS AS NEEDED	AS NEEDED	<ul style="list-style-type: none"> • WEBSITE POST • NOTICE SENT TO MEMBER JURISDICTIONS

* Notices and/or agendas are posted at City of Jefferson City Hall at 320 E. McCarty Street

Example Notice

Public Notice – Notice of Public Comment Period
CAMPO 2019-2023 Transportation Improvement Program and
JEFFTRAN FY2019 Program of Projects
OATS, Inc. FY2019 Program of Projects

The Capital Area Metropolitan Planning Organization (CAMPO) invites public comment on the Transportation Improvement Program (TIP) for the Jefferson City urbanized area. The TIP includes the Program of Projects (POP) for JEFFTRAN, the public transit provider in Jefferson City and OATS, Inc., the public transportation system serving 87 counties in the State of Missouri. The TIP identifies transportation projects, studies and programs to be implemented using a combination of local, state, and federal funding or having regional significance for the Jefferson City area. The public comment period will conclude at a meeting of the CAMPO Board of Directors on June 19, 2019 at 12:00 p.m. in the Boone/Bancroft Room #200, John G. Christy Municipal Building, 320 East McCarty Street, Jefferson City, Missouri. Written comments may be directed to CAMPO at the Department of Planning and Protective Services, Room 120, John G. Christy Municipal Building, 320 East McCarty Street, Jefferson City, Missouri 65101; fax 573-634-6457 or email campo@jeffcitymo.org. This public notice and time established for public review and comments on the TIP satisfies the FTA Program of Projects requirements. If adopted, the 2020-2024 TIP, including the FY2020 JEFFTRAN and OATS Inc. Program of Projects, are scheduled for implementation beginning July 1, 2019. If no substantive changes are made in the 2020-2024 TIP or FY2020 JEFFTRAN or OATS Inc. Program of Projects this will be the final notice and the 2020-2024 TIP and FY2020 JEFFTRAN and OATS Inc. Program of Projects will be the final program. Copies are available for inspection at City of Jefferson City Clerk offices and on the CAMPO website at www.jeffersoncitymo.gov/campo. Additional copies have been provided to the following entities: Missouri River Regional Library, County Clerk in Cole and Callaway counties, City Clerks in St. Martins, Holts Summit, Taos, Wardsville and OATS, Inc. in Columbia, Missouri.

The OATS Inc. Program of Projects includes Federal Transit Administration Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities operating expenditures for 2020 of \$40,000; \$40,000 in private local matching funds; and \$5,000 in passenger fares for continuation of services for seniors and individuals with disabilities. Total 2020 OATS capital project funding expenses of

The JEFFTRAN Program of Projects includes operating and capital projects partially funded by the Federal Transit Administration under Sections 5307 and 5310 of Title 49, United States Code. Total 2020 JEFFTRAN operating expenses of \$2,642,000 are expected, with \$793,880 provided by FTA Section 5307; \$416,000 in local revenue from passenger fares, local organizations, and Medicaid; Missouri State operating grant of \$11,500, and matching funds of \$1,156,546 from City of Jefferson general fund. Total 2020 JEFFTRAN capital project funding expenses of \$125,000 are expected and matching funds of \$25,000 from the City of Jefferson Capital Improvement Funds.

JEFFTRAN proposes \$11,442,000 in illustrative capital projects, of which \$8,916,000 is funded by FTA Section 5339 or other federal resources and matched with \$2,526,000 City of Jefferson capital improvement sales tax funds. Planned capital projects include but are not limited to: emergency generator; purchase and install additional transit traveler kiosks; bicycle racks at passenger transfer facilities and selected bus stops; bus shelters; upgrade/replace electronic fare card system; and improvements to the transit facility at 820 E. Miller Street.

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request. Any questions regarding this notice should call (573) 634-6410.

Emily Donaldson, City Clerk, City of Jefferson, Missouri

PT: Friday, April 20, 2018

For contact information only:

Department of Planning and Protective Services - CAMPO
320 East McCarty Street, Room 120
Jefferson City, Missouri 65101
Attention: Beth Sweeten, Phone: (573) 634-6475

Plan Specific Procedures

Metropolitan Transportation Plan

The Metropolitan Transportation Plan (MTP), also referred to as a Long-Range Transportation Plan, assesses regional transportation needs over a twenty years planning horizon. The MTP sets goals and defines policies, programs, strategies, and projects to meet the transportation needs of the CAMPO region. The MTP is central to the MPO planning process and addresses all transportation modes, including; surface transportation (roads and bridges), pedestrian and non-motorized, transit, air, waterways & ports, freight, rail.

Updates and amendments to the TIP follow the procedures outlined in Tables 1 and 2 of the previous section.

5-Year Update Process

The 5 year update of the MTP should include two phases of engagement. The first phase includes outreach to member jurisdictions, stakeholders, and the general public to gather information on changes to needs and demands in the region.

The second phase of engagement includes reviewing data, goals, strategies, and modeling with these same member jurisdictions, stakeholders, and the general public. The second phase concludes with the draft document going through a multi-stage process of review by the Technical Committee, Board of Directors, and public before approval or adoption.

The MTP is presented to the Technical Committee for review and recommendation to the Board of Directors for approval. The draft document is then presented to the Board of Directors for review and staff opens a 25-day public comment period. A final opportunity for public comment will be provided at the next scheduled Board of Directors meeting where the Board may choose to approve or adopt the plan. The Board of Directors will close the public comment period. During the public comment period, a notice will be placed on the CAMPO webpage and a legal notice will be placed in the newspaper as specified in Table 1. An example Notice is provided in this document.

Amendment Process

The MTP may be changed through an amendment or administrative modification. An amendment to the MTP is subject to a 7-day public comment period after being reviewed by the Technical Committee and before being approved by the Board of Directors. If staff conducts an administrative modification, notice will be provided to the Board of Directors either prior to or immediately following the modification. Amendments and administrative modifications are documented in the appendix of the MTP.

Definitions of an amendment or administrative modification, according to 23 CFR §450.104, are as follows:

Administrative modification means a minor revision to a long-range statewide or metropolitan transportation plan, Transportation Improvement Program (TIP), or Statewide Transportation Improvement Program (STIP) that includes minor changes to project/project phase costs, minor changes to funding sources of previously included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment, a redemonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).

Amendment means a revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP that involves a major change to a project included in a metropolitan transportation plan, TIP, or STIP, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes or changing the number of stations in the case of fixed guideway transit projects). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment and a redemonstration of fiscal constraint. If an amendment involves “non-exempt” projects in nonattainment and maintenance areas, a conformity determination is required.

Transportation Improvement Program

The Transportation Improvement Program (TIP) is the document identifying transportation projects to be programmed and funded with FHWA and/or FTA funds for the metropolitan planning area over the next five years.

Updates and amendments to the TIP follow the procedures outlined in Tables 1 and 2 of the previous section.

Annual Update Process

The TIP is updated every year and covers a 5-year period starting July 1 of each year. TIP development begins with a verification of status of projects in the current TIP, solicitation of new projects, and request for budget information from local jurisdictions. Local transit providers are also requested to provide information needed to develop their "Program of Projects" for inclusion in the TIP.

CAMPO staff develops the financial plan, project listings, maintenance and operations, and other components of the TIP with support from the Technical Committee, member jurisdictions, MoDOT, FHWA, and FTA.

The TIP is presented to the Technical Committee for review and recommendation to the Board of Directors for approval. The draft document is then presented to the Board of Directors for review and staff opens a 25-day public comment period. A final opportunity for public comment will be provided at the next scheduled Board of Directors meeting where the Board may choose to approve or adopt the plan. The Board of Directors will close the public comment period. During the public comment period, a notice will be placed on the CAMPO webpage and a legal notice will be placed in the newspaper as specified in Table 1. An example Notice is provided in this document.

The Board of Directors then requests approval of the TIP by the Governor and ONE DOT (consisting of FHWA and FTA).

Amendment Process

The TIP may be changed through an amendment or administrative modification. An amendment to the TIP is subject to a 7-day public comment period after being reviewed by the Technical Committee and before being approved by the Board of Directors. If staff conducts an administrative modification, notice will be provided to the Board of Directors either prior to or immediately following the modification. Amendments and administrative modifications are documented in the appendix of the TIP.

More detail on the process for changes to the TIP can be found in the appendix of the current year TIP.

Program of Projects (POP)

The POP is a list of projects to be funded in a grant application submitted to the FTA by a designated recipient. The POP lists the subrecipients and indicates whether they are private non-profit agencies, governmental authorities, or private providers of transportation service, designates the areas served (including rural areas), and identifies any tribal entities. In addition, the POP includes a brief description of the projects, total project cost, and Federal share for each project.

The POP is a component of the TIP and thus development and update processes follow the public participation procedures used for the TIP.

Definitions of an amendment or administrative modification, according to 23 CFR §450.104, are as follows:

Administrative modification means a minor revision to a long-range statewide or metropolitan transportation plan, Transportation Improvement Program (TIP), or Statewide Transportation Improvement Program (STIP) that includes minor changes to project/project phase costs, minor changes to funding sources of previously included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment, a redemonstration of fiscal constraint, or a conformity determination (in nonattainment and maintenance areas).

Amendment means a revision to a long-range statewide or metropolitan transportation plan, TIP, or STIP that involves a major change to a project included in a metropolitan transportation plan, TIP, or STIP, including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes or changing the number of stations in the case of fixed guideway transit projects). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment and a redemonstration of fiscal constraint. If an amendment involves "non-exempt" projects in nonattainment and maintenance areas, a conformity determination is required.

Coordinated Public Transit-Human Services Transportation Plan

The Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan) identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, provides strategies for meeting these needs, and prioritizes transportation services for funding and implementation.

In accordance with Fixing America's Surface Transportation Act (FAST Act), the coordinated plan must be in place for agencies to apply for Federal Transit Administration (FTA) Section 5310 funding.

Updates and amendments to the Coordinated Plan follow the procedures outlined in Tables 1 and 2 of the previous section.

3-Year Update Process

The 3-year update of the MTP should include two phases of engagement. The first phase of engagement includes outreach to member jurisdictions, stakeholders, and the general public to gather information on changes to needs and demands in the region.

The second phase of engagement includes reviewing data, goals, strategies, and modeling with these same member jurisdictions, stakeholders, and the general public. The second phase concludes with the draft document going through a multi-stage process of review by the Technical Committee, Board of Directors, and public before approval or adoption.

The Coordinated Plan is presented to the Technical Committee for review and recommendation to the Board of Directors. The draft document is then presented to the Board of Directors for review and staff opens a 25-day public comment period. A final opportunity for public comment will be provided at the next scheduled Board of Directors meeting where the Board may choose to approve or adopt the plan. The Board of Directors will close the public comment period. During the public comment period, a notice will be placed on the CAMPO webpage and a legal notice will be placed in the newspaper as specified in Table 1. An example Notice is provided in this document.

Revision Process

Any changes to the Coordinated Plan will be presented to the Technical Committee and Board of Directors for their review and approval. The Board of Directors may open a public comment period to accommodate major revisions.

Title VI Program, Public Participation Plan, & Language Assistance Plan

Title VI prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that:

[n]o person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The Title VI Program is a federally required program and document that includes the Public Participation Plan (PPP) and Language Assistance Plan (LAP). The Title VI Program must be updated every three years.

The update process includes a review of CAMPO procedures for notifying the public of their rights under Title VI and how to file a complaint. The document(s) demographic data is reviewed and updated. The update of the PPP includes a full review of current public engagement and comment procedures. A public survey is distributed to gather input on how engagement can be improved.

The Title VI Program is presented to the Technical Committee for review and recommendation to the Board of Directors. The draft document is then presented to the Board of Directors for review and staff opens a 45-day public comment period. A final opportunity for public comment will be provided at the next scheduled Board of Directors meeting where the Board may choose to approve or adopt the plan. The Board of Directors will close the public comment period. During the public comment period, a notice will be placed on the CAMPO webpage and a legal notice will be placed in the newspaper as specified in Table 1. An example Notice is provided in this document.

The PPP is the official public participation process for plans and programs of CAMPO, as well as the Program of Projects for JEFFTRAN, and OATS.

Revision Process

Any change to the Title VI Program, including the PPP or LAP will be presented to the Technical Committee and Board of Directors for their review and approval. The Board of Directors may open a public comment period to accommodate major revisions.

Unified Planning Work Program

The Unified Planning Work Program (UPWP) defines tasks and anticipates funding requirements for the metropolitan planning activities performed by CAMPO with federal funds provided by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) under title 23 U.S.C . and title 49 U.S.C. Chapter 53. The UPWP defines activities for all public officials and agencies that contribute resources to the transportation planning process. The UPWP covers one fiscal year, November 1 to October 31, and outlines activities funded through the Consolidated Planning Grant and local funds and serves as the basis for funding agreements with the Missouri Department of Transportation (MoDOT). The UPWP also serves as a management tool for scheduling, budgeting, and monitoring the local planning activities.

Annual Update Process

The UPWP is made available to the public during regularly scheduled Technical Committee and Board of Directors meetings. By regulation, the UPWP is not required to undergo the same level of public involvement as other MPO documents.

The UPWP is presented to the Technical Committee for review and recommendation to the Board of Directors. The draft document is then presented to the Board of Directors for review and staff opens a 7-day public comment period. A final opportunity for public comment will be provided at the next scheduled Board of Directors meeting where the Board may choose to approve or adopt the plan. The Board of Directors will close the public comment period. During the public comment period, a notice will be placed on the CAMPO webpage and a legal notice will be placed in the newspaper as specified in Table 1. An example Notice is provided in this document.

The Board of Directors then requests approval of the UPWP by the Governor and ONE DOT (consisting of FHWA and FTA).

Amendment Process

The UPWP may be changed through an amendment or administrative modification. Amendments must be approved by the Board of Directors, FTA, and FHWA. Some modifications may also go through an official approval by the Board of Directors as deemed appropriate by staff. Amendments and administrative modifications are documented in the UPWP.

More detail on the process for changes to the UPWP can be found in that document.

Response to Public Comments

Comments on planning documents will be documented and provided to the Technical Committee and the Board of Directors, and kept in MPO comment files. Comments may be included in plan appendices as summaries of public comments.

General comments or questions regarding transportation policy, needs, and/or complaints will be acted upon by staff in accordance with the federal, state, and local regulations. Action on these comments may include addressing the comment directly, by correspondence to a comment or question; referring comments to the correct recipient, either to different city/state departments; or taking the matter up with the Technical Committee and/or Board of Directors.

If the responses to public comments results in the Metropolitan Transportation Plan, Transportation Improvement Program and other plan or program documents or amendments being significantly different from the draft document which was sent out for public review, an additional public comment period shall be held. Determination of the need for an additional comment period will be made by the CAMPO Board of Directors. If significant oral and written comments and responses are received, an appendix containing the comments and recommendations will be made part of the final document.

Interested parties may comment and make recommendations on any plan or program in person, by fax, email, or letter by contacting CAMPO staff at the following:

*Department of Planning and Protective Services
Attention: CAMPO
320 E. McCarty St
Jefferson City, MO 65101
(573) 634-6410
(573) 634-6457 (Fax)
campo@jeffcitymo.org*

Special Accommodations

Persons requiring special accommodations for attendance at meetings, activities and functions because of a disability or physical impairment should contact the City of Jefferson ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.

CAMPO maintains Language Assistance Plan and Title VI policies and performs periodic reviews of the both.

Language Accommodations

As prescribed by the Language Assistance Plan, CAMPO will, when issuing statements or notices, note that interpreters or sign language professionals will be available upon advance notice of seven calendar days. CAMPO will also maintain a contact database of interpreters in anticipation of this need.

Non-discrimination Policy

CAMPO does not discriminate in the level and quality of transportation services and transit-related benefits based on race, color, national origin, sex, familial status, sexual orientation, religion, age, or disability and maintains information on and processes for complaints related to discrimination.

Persons who feel that they have been subjected to discrimination should contact CAMPO or federal offices for information on local and federal procedures and forms for discrimination complaints.

Person(s) alleging discrimination as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration, and/or the U.S. Department of Transportation,

Federal Transit Administration

*Office of Civil Rights
901 Locust Street, Room 404
Kansas City, MO 64106
Telephone 816-329-3920, or*

Federal Highway Administration

*3220 West Edgewood, Suite H
Jefferson City, MO 65109
Telephone: 573-638-2617*

Title VI

Any person who believes that they, individually, or as a member of any specific class of persons, has been subjected to discrimination may file a written complaint with the:

*Title VI Program Officer
C/o City Counselor,
John G Christy Municipal Building/City Hall
320 East McCarty Street
Jefferson City, MO 65101*

Complainants have the right to complain directly to the appropriate federal agency. Every effort will be made to obtain early resolution of complaints. The option of informal meeting(s) between the affected parties and the Title VI Program Officer may be utilized for resolutions. The Title VI Program Officer will notify CAMPO of all Title VI related complaints as well as resolution.

Survey Results

2019 Public Participation Survey Results

Staff disseminated a public survey to gather input on how CAMPO can improve outreach and engagement in the region. The following six questions were sent out via email to the entire CAMPO outreach list, Facebook post, and via the CAMPO webpage. Thirty-three responses were received.

- 1. The CAMPO Planning Area is a large area that includes Holts Summit, Jefferson City, St. Martins, Taos, and Wardsville. It also includes unincorporated areas in Cole and Callaway Counties within approximately 10 miles of downtown Jefferson City. Which of the following best describes you?**

ANSWER CHOICES	RESPONSES	
I live or work within the CAMPO Planning Area.	93.94%	31
I do not live or work in the area, but travel through it on occasion.	6.06%	2
Neither of the above.	0.00%	0
TOTAL		33

- 2. How familiar are you with CAMPO?**

ANSWER CHOICES	RESPONSES	
Very familiar - I have been to a meeting or public event and generally understand the role of CAMPO in transportation planning.	63.64%	21
Somewhat - I know CAMPO does something with transportation, but not sure what.	33.33%	11
I have heard of CAMPO, but have no idea what it is.	0.00%	0
Not familiar at all.	3.03%	1
TOTAL		33

- 3. How do you find out about CAMPO related events or projects? (check all that apply)**

ANSWER CHOICES	RESPONSES	
Newspaper	30.30%	10
Social Media	30.30%	10
Word of mouth	18.18%	6
Email	72.73%	24
CAMPO Website	12.12%	4
Other	9.09%	3
I have never recieved any information about CAMPO related events.	3.03%	1
Total Respondents: 33		

- 4. What is the best way to communicate with you about upcoming events? (check all that apply)**

ANSWER CHOICES	RESPONSES	
Newspaper	18.18%	6
Social Media	27.27%	9
Word of mouth	0.00%	0
Email	93.94%	31
CAMPO Website	9.09%	3
Other (please specify in the comment box at the end of the survey)	0.00%	0
Total Respondents: 33		

5. We are currently updating our Public Participation Plan. The plan outlines how CAMPO will engage with the public and stakeholders. In what areas can CAMPO improve outreach and engagement? (check all that apply)

ANSWER CHOICES	RESPONSES
Quantity of public meetings	21.21% 7
Locations of public meetings	21.21% 7
Presentations to interested groups	63.64% 21
Social media outreach	42.42% 14
Better website content	18.18% 6
Quality of public meetings	24.24% 8
Engagement as part of local events/festivals	63.64% 21
No improvement needed	9.09% 3
Not sure	15.15% 5
Total Respondents: 33	

6. Please tell us if you have any other suggestions for how CAMPO can better engage with the public.

- *Thanks for all you do*
- *I'm not at all certain how to drive broader community participation. I appreciate the goals that CAMPO has and their work. It is a challenge to drive both planning and even more so the execution / development that occurs by the multiple actors.*
- *front line evaluations, presence at community events (TNL, fairs, schools, reach out to employers/grocers/health care), provide surveys at established businesses*
- *I suspect most residents of the CAMPO district do not understand what CAMPO is and what you do. You need to spread the word. newspaper, events, holding public meetings to inform people. spread the word. you might end up with more complainers and public expressions, but that's ok.*
- *N/A*
- *Can't think of any.*

2019 Board of Directors & Technical Committee Survey

Staff disseminated a six question survey to members of the Board of Directors and Technical Committee to gather input on how CAMPO staff can improve internal processes. This survey is part of an annual process to measure staff performance. Fourteen responses were received.

1. Which MPO-related body are you a member of?

ANSWER CHOICES	RESPONSES	
Board of Directors	42.86%	6
Technical Committee	57.14%	8
TOTAL		14

2. How would you rate staff's facilitation of the CAMPO planning processes?

ANSWER CHOICES	RESPONSES	
Excellent	57.14%	8
Very Good	35.71%	5
Good	7.14%	1
Fair	0.00%	0
Poor	0.00%	0
TOTAL		14

3. How would you rate CAMPO staff assistance with decision-making processes?

ANSWER CHOICES	RESPONSES	
Excellent	57.14%	8
Very Good	28.57%	4
Good	14.29%	2
Fair	0.00%	0
Poor	0.00%	0
TOTAL		14

4. The CAMPO Public Participation Plan outlines how CAMPO will engage with the public and stakeholders. Staff are currently updating the plan. In what areas can CAMPO improve outreach and engagement? (check all that apply)

ANSWER CHOICES	RESPONSES	
Quantity of public meetings	0.00%	0
Locations of public meetings	7.14%	1
Presentations to interested groups	28.57%	4
Social media outreach	14.29%	2
Better website content	0.00%	0
Quality of public meetings	0.00%	0
Engagement as part of local events/festivals	35.71%	5
No improvement needed	42.86%	6
Total Respondents: 14		

5. What other suggestions do you have for how CAMPO members and/or staff can better engage with the public?

- *None*
- *None.*
- *none*
- *None*
- *Get out of Jefferson City and research surrounding cities more.*
- *IMO they do a good job.*
- *Keep on doing what you are doing. Staff is always looking for ways to improve, so I have confidence in your ability.*
- *N/A*
- *Keep leveraging other group's regular outreach activities -newsletters, social media, etc.*
- *staff could make the meetings move faster.. shorten presentations save less the 5 min..*
- *I think that the pubic is more engaged when they can clearly see the effect of what we are doing on a personal level. Helping them see that connection is important.*

6. Do you have any suggestions for performance improvement of CAMPO staff or the CAMPO planning process?

- *None*
- *None, appreciate all they do to help.*
- *none*
- *None*
- *same as above*
- *Keep up the good work.*
- *No*
- *Campo staff have been very helpful any time I have needed or requested it.*
- *same as above*

DRAFT

Appendix G - Language Assistance Plan

DRAFT

Capital Area Metropolitan Planning Organization Language Assistance Plan

A plan "to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language." - Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (LEP)

~~Adopted February 20, 2020~~

The preparation of this plan was financed in part by the U.S. Department of Transportation, Federal Highway Administration, and Federal Transit Administration in cooperation with the Missouri Department of Transportation. The opinions, findings, and conclusions expressed in this report are not necessarily those of the Federal Highway Administration, Federal Transit Administration, or the Missouri Department of Transportation.

CAMPO Title VI Nondiscrimination Policy

The Capital Area Metropolitan Planning Organization is committed to the policy that no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity on the grounds of race, color, sex, age, disability or national origin, in accordance with Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259).

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.

MPO Administration is provided by the City of Jefferson
Department of Planning and Protective Services/ Planning Division
Room 120 John G. Christy Municipal Building
320 East McCarty Jefferson City, Missouri
Telephone 573-634-6410
<http://www.jeffersoncitymo.gov/campo>



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I. INTRODUCTION

This Limited Assistance Plan has been prepared to address CAMPO responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency (LEP), indicates that differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds.

The Capital Area Metropolitan Planning Organization receives planning funds from the US Department of Transportation via the Federal Highway Administration and Federal Transit Administration.

PLAN SUMMARY

CAMPO has developed this Limited English Proficiency Plan to help identify reasonable steps for providing language assistance to persons with Limited English Proficiency (LEP) who wish to access services provided. As defined Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English.

The US Department of Justice, Civil Rights Division has developed a set of elements that may be helpful in designing an LEP policy or plan. These elements are used ensure meaningful access to programs and activities to LEP persons. More information for recipients and subrecipients can be found at <http://www.lep.gov>.

These elements have been used to set the goals of the Language Assistance Plan:

1) Identify LEP persons who need language assistance

In meeting this goal, CAMPO has used the U.S. Department of Transportation's four-factor LEP analysis which considers the following factors:

- I. The number or proportion of LEP persons in the planning area who may be served by CAMPO*
- II. The frequency with which LEP persons come in contact with CAMPO services.*
- III. The nature and importance of services provided by CAMPO to the LEP population.*
- IV. The interpretation services available to CAMPO and overall cost to provide LEP assistance.*

2) Implement language assistance measures to meet the needs of LEP persons

3) Train MPO staff and other administrative staff

4) Provide adequate notice to LEP persons

5) Monitor and update the Language Assistance Plan as required or needed

II. IDENTIFICATION OF (LIMITED ENGLISH PROFICIENCY) LEP PERSONS

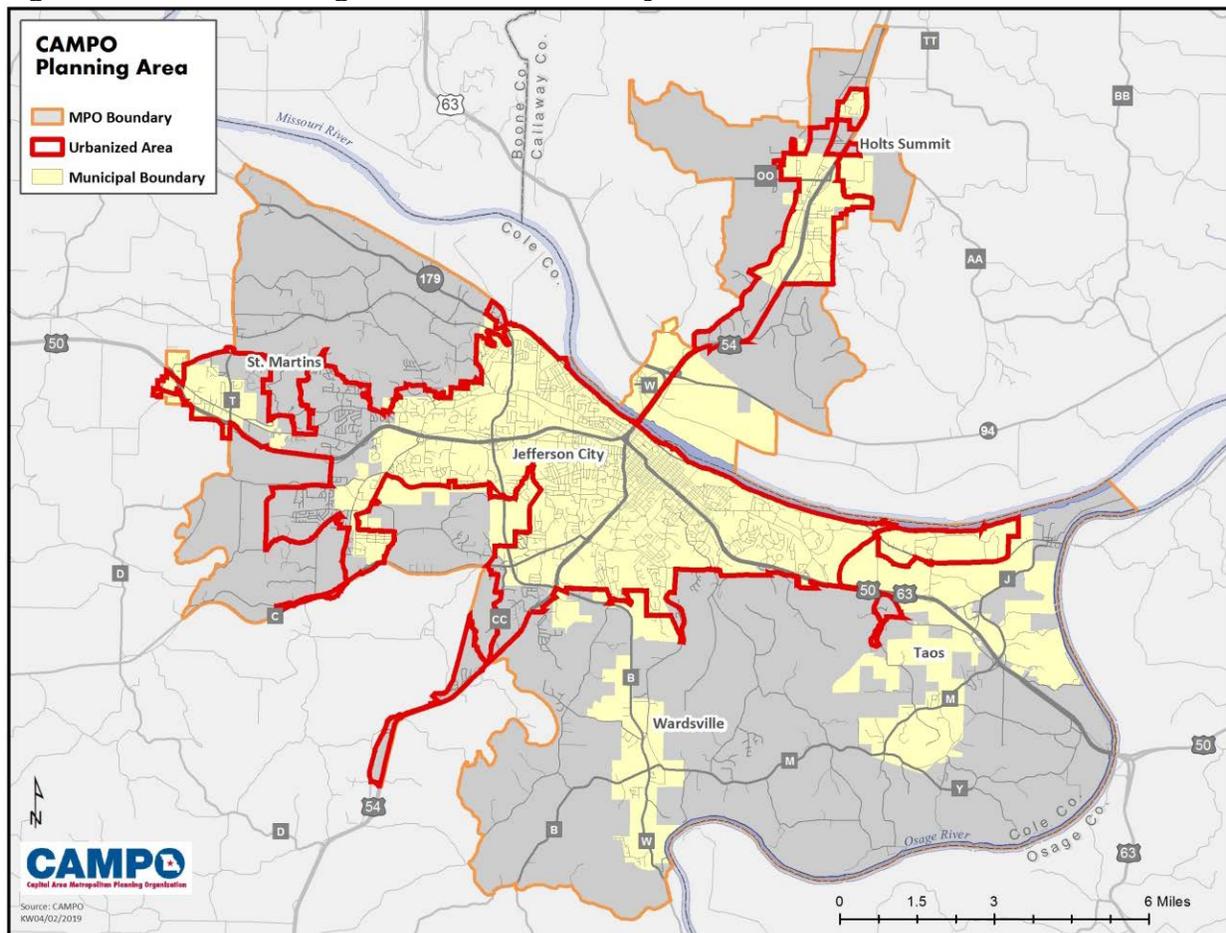
This plan uses the recommended four-factor analysis. Each factor is examined to determine the level and extent of language assistance measures required to sufficiently ensure meaningful access to services within the CAMPO planning area. Recommendations are then based on the results of the analysis.

NUMBER/PROPORTION OF LEP PERSONS

This section addresses the number or proportion of LEP persons in the planning area who may be served by or are likely to require CAMPO services.

The LEP population with the Urbanized Area is 1.2%. While the Jefferson City Urbanized Area, seen in Figure 1, is slightly smaller than CAMPO planning area, it includes the most populous areas with the planning area. Spanish is the dominant non-English language spoken in the Jefferson City Urbanized Area.

Figure 1: CAMPO Planning Area and Jefferson City Urbanized Area



Source: CAMPO

The U.S. Census Bureau, 2013-2017 American Community Survey uses two classifications of how well people speak English:

- *Speak English only or speak English "very well"*
- *Speak English less than "very well"*

For the purposes of this plan, CAMPO considers people that speak English less than "very well" as Limited English Proficient (LEP) persons.

Figure 2 shows the percent of LEP persons relative to total population of individuals five years and older. Because it is difficult to provide a statistically accurate representation of LEP persons within just the planning area, statistics for the entirety of Cole County and Callaway County have been used.

Figure 2: Limited English Proficient (LEP) Persons in CAMPO planning area

Jurisdiction	Population >=5 years old	% LEP Persons
Jefferson City Urbanized Area	51,894	1.2%
Jefferson City	40,682	1.30%
Holts Summit	3,372	0.0%
St. Martins	1,070	0.60%
Taos	1,128	0.20%
Wardsville	1,590	0.0%
Cole County*	72,103	1.0%
Callaway County *	42,339	0.80%

*ENTIRE COUNTY POPULATION OF PERSON FIVE YEARS AND OLDER(INCLUDES ALL JURISDICTIONS WITHIN)

SOURCE: U.S. CENSUS BUREAU, 2013-2017 AMERICAN COMMUNITY SURVEY 5-YEAR ESTIMATES

Of the LEP persons in the Jefferson City Urbanized Area, the following languages are spoken at home:

- *45% speak Spanish*
- *20% speak of other Indo-European Languages (such as Urdu, Hindi, Portuguese, Bengali, Russian, Persian, and German)*
- *20% speak Asian and Pacific Islander Languages (such as Chinese, Korean, Japanese, and others)*
- *16% speak other languages.*

FREQUENCY OF CONTACT WITH LEP PERSONS

This section addresses the frequency with which LEP persons come in contact with CAMPO services.

CAMPO staff has reviewed the frequency with which office staff have, or could have, contact with LEP persons. This includes documenting phone inquiries or office visits. Since the 2014 update, no requests for interpreters and no requests for translated program documents has occurred. The CAMPO Technical Committee, Board of Directors, and office staff have had very little contact with LEP persons. However, member organizations have reported contact with LEP individuals, primarily by JEFFTRAN.

Traditionally, MPO open houses and workshops have been located in areas where LEP persons reside. In Callaway County the MPO meetings have been held in the census block group with the most LEP persons. In Cole County, the meetings were held in a census block group with one of the highest concentrations of LEP persons.

NATURE/IMPORTANCE OF SERVICES PROVIDED TO LEP PERSONS

This section addresses the nature and importance of services provided by CAMPO to the LEP population.

There is not a significant geographic concentration of any type of LEP individuals in the CAMPO planning area. Approximately 98.8% of the Jefferson City Urbanized Area English only or speak English "very well". As a result, there are few social, service, professional, or leadership organizations within the CAMPO planning area that focus on outreach to LEP individuals. El Puente-Hispanic Ministry, located in Jefferson City, provides limited assistance to the local Hispanic community, including language assistance.

Members of the CAMPO Technical Committee, Board of Directors, or staff are most likely to encounter LEP individuals through office visits, phone conversations, or notifications from other member staff of impacts on services and/or attendance at meetings.

RESOURCES AND COSTS

This section addresses the resources available to CAMPO and overall costs to provide LEP assistance. Use of "I Speak Cards" and "Google Translate" are free services that can be used in conjunction with paid interpretive services.

CAMPO reviewed its available resources that could be used for providing LEP assistance, which of its documents would be most valuable to be translated if the need should arise and is in contact city employees that would be willing to provide voluntary Spanish translation if needed within a reasonable time period. Other language translation, if needed, would be provided through Google Translate, or a telephone/internet interpreter for which CAMPO would pay a fee.

Funds available for LEP services would be derived entirely from existing CAMPO operating funds, and compete with other operational requirements of the MPO.

III. LANGUAGE ASSISTANCE MEASURES

A person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English may be a Limited English Proficient person and may be entitled to language assistance with respect to CAMPO services.

Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language and/or translation, which means the written transfer of a message from one language into another language.

Although there is a very low percentage in the planning area of LEP individuals, CAMPO will strive to offer the following measures LEP persons who need language assistance:

- *Post notice of the Language Assistance Plan and the availability of interpretation or translation services free of charge in languages LEP persons would understand at initial points of contact. CAMPO will display US Census Bureau ("I SPEAK") cards in the City Hall lobby and make the cards available at all public meetings.*
- *Office staff will also be provided with "I Speak" cards to assist in identifying the language interpretation needed if the occasion arises.*
- *All city staff will be informally surveyed periodically on their experience and frequency concerning any contacts with LEP persons during the previous year.*
- *Translation may not be able to be provided at every event but can easily be identified for the need for future events.*

CAMPO staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating English. The following resources will be available to accommodate LEP persons:

- *Volunteer interpreters for the Spanish language will be provided within a reasonable time period.*
- *Language interpretation will be accessed for all other languages through Google Translate or a telephone interpretation service.*

TRANSLATION OF DOCUMENTS

CAMPO has evaluated the cost and benefits of translating documents for potential LEP groups. Considering the expense of translating the documents, the likelihood of frequent changes in documents and other relevant factors, at this time it is an unnecessary burden to have any documents translated.

Due to the very small local LEP population, CAMPO does not have a formal outreach procedure in place. However, when and if the need arises for LEP outreach, CAMPO will consider translating materials.

When staff prepares a document, advertisement or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population.

IV. TRAINING OF MPO STAFF

The following training is provided to all CAMPO staff and supporting administrative staff:

- *Information on the Title VI Policy and LEP responsibilities; annually and upon hire*
- *Description of language assistance services offered to the public; in person and telephone*
- *Use of the "I Speak" cards*
- *Documentation of language assistance requests*

V. PROVIDING NOTICE TO LEP PERSONS

CAMPO will notify LEP persons of services available free of charge.

Examples of notifications include:

- *Posting signs in intake areas and r entry points that address how to access language services.*
- *Statements in all CAMPO planning and outreach documents that state language services are available upon request.*
- *CAMPO will work with community-based organizations and other stakeholders to inform LEP individuals of services, including the availability of language assistance services.*
- *CAMPO may post announcement or legal notices in local newspapers or other media in languages other than English if the planning process requires a more targeted effort to engage with LEP persons.*

VI. MONITORING & UPDATING THE LANGUAGE ASSISTANCE PLAN

CAMPO will update the Language Assistance Plan as required. At a minimum, the plan will be reviewed and/or updated every three years or when data from the U.S. Census is available; or when it is identified that a higher concentration of LEP individuals are present in the CAMPO planning area. This review and/or update process coincides with update of the CAMPO Title VI Program, which includes the Public Participation Plan and Language Assistance Plan.

The following assessment, as recommended by the US Department of Transportation, demonstrates how the Language Assistance Plan has been updated as part of the 2020 update process:

Has there been a review of the current LEP population in the planning area?

Yes. Staff has updated the maps and figures in Section II to reflect updates to available census data.

What is the frequency of encounters with LEP language groups?

CAMPO staff inquired with the City of Jefferson Title VI Coordinator, JEFFTRAN, and other City staff about requests for translation services and encounters with LEP individuals. No requests for translation services were reported to have occurred since 2014. City staff did report receiving two phone calls from LEP persons via the caller's translation service.

Has there been an assessment of the nature and importance of activities to LEP persons?

CAMPO staff does recognize that there are LEP individuals living in the CAMPO planning area. Some of these individuals use public transit, specifically JEFFTRAN, and may in the future request information related to other transportation planning activities. Staff supports JEFFTRAN in the translation of specific products as necessary. Specifically, CAMPO staff is responsible for the development and update of the system route guides which have been translated to Spanish.

Has there been a review of the availability of resources, including technological advances and sources of additional resources, and the costs imposed?

Yes. Staff has reviewed available resources and the costs associated with specific resources and tools. A minimal cost is associated with using "Google Translate" and printing and disseminating the "I Speak" language cards. For Spanish speakers, a small number of staff have been identified to assist in translation as available. Telephone translation services have not been used thus far, but are available upon request within a reasonable amount of time.

Is existing assistance meeting the needs of LEP persons?

It is believed that, due to the lack of requests for translation assistance, CAMPO is meeting the needs of the LEP community. That being said, there is always opportunity to improve services. As stated above, advances in technology, such as "Google Translate" and other smart phone applications and web browser tools have made translation easier. Many tools are free and available to the public.

Does CAMPO staff have an understanding of the Language Assistance Plan and how it is implemented?

Yes. The Language Assistance Plan has been provided to all CAMPO staff members.

Are previously identified sources for assistance still available and viable?

Yes. Although staff has not used the tools documented in this plan specifically to serve LEP persons, staff have used the tools in other internal and personal capacities and are familiar with the tools and resources available.

Is CAMPO in compliance with the outlined goals of the Language Assistance Plan?

CAMPO staff is currently in compliance or in the process of working towards compliance with the goals outlined in the Language Assistance Plan.