



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION FY 2020 TITLE VI/EJ ANNUAL REPORT

July 31, 2020

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For More Information about SVMPO Title VI and Environmental Justice activities, please contact the SVMPO Title VI Coordinator/SVMPO Administrator, Karen L. Lamberton, AICP. She can be reached at 520-515-8525 or Karen.Lamberton@SierraVistaAZ.gov

The current SVMPO Title VI Plan is available on the SVMPO website at www.svmpto.org

INTRODUCTION

The Sierra Vista Metropolitan Planning Organization, known as the SVMPO, is located in southeastern Arizona and is the Federal and State designated Regional Transportation Planning Organization for the southwestern portion of Cochise County, located in southeast Arizona. The SVMPO receives both Federal Highway Administration and Federal Transit Administration funds through agreements with Arizona Department of Transportation (ADOT).

The SVMPO is committed to ensuring the full participation in regional planning activities by all area residents. This agency has a nondiscrimination policy that addresses Title VI, Environmental Justice and other relevant federal and state statutes. No person, on the grounds of race, color, national origin, gender, age, disability, income status or limited English Proficiency, shall be excluded from participation in, be denied the benefits or, or be otherwise subjected to discrimination under any SVMPO sponsored program of activity. Public outreach and data analysis are two tools used to provide equal opportunity to participate and ensure that equal benefits and disproportionate burdens are assessed during project development.

This report sets out the SVMPO activities for Fiscal Year 2020 and goals for Fiscal Year 2021 to ensure that policies and projects are in compliance with Title VI of the Civil Rights Act of 1964 and the 1994 Presidential Executive Order 12898 in accordance with 23 CFR § 200.9(b)(7)(11) and FTA C 4702.1B.

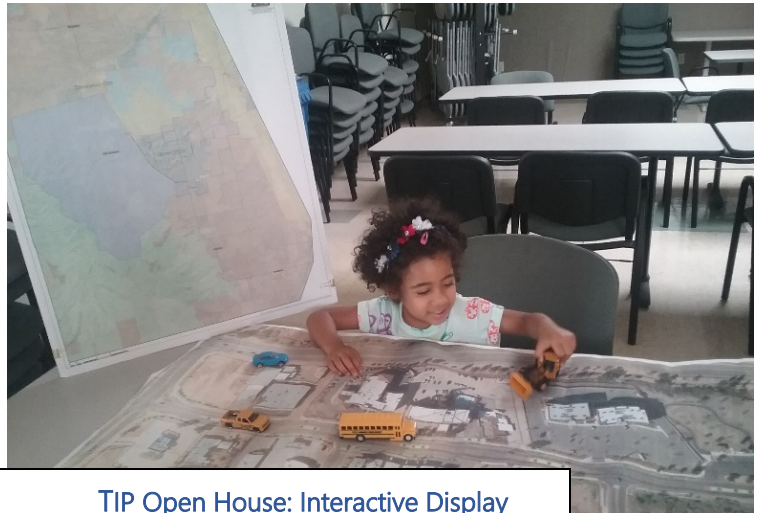
ACCOMPLISHMENTS: Program Areas

Since the last annual report SVMPO has completed the following FY20 accomplishments:

- ✚ Updated the FY21 Title VI and Environmental Justice Plan; adopted by the SVMPO Board on June 18, 2020.
- ✚ Obtained demographic data and maps for the recently expanded SVMPO boundaries, approved by the SVMPO Executive Board on January 2018.
- ✚ Maintained a website presence that provided information regarding any public meetings and provided access to information about Title VI and the Rights of the Public under Title VI, Environmental Justice and Americans with Disabilities Act.
- ✚ Provided access to Title VI Complaint Forms along with contacts for submitting complaints to the SVMPO, Arizona Department of Transportation (ADOT; Federal Highway Administration (FHWA and the Federal Transit Administration (FTA).
- ✚ Held eighteen Board and Committee meetings and ensured that meetings rooms were accessible and the opportunity made available for translation or other accommodations, if needed.
- ✚ Posted the official Title VI Notice to the Public at every scheduled meeting.
- ✚ Developed and finalized, after review and approval of the ADOT Civil Rights Dept., Demographic Profile Forms for regional Procurement activities.
- ✚ The FY20 Transportation Improvement Plan was released for public comment during the 4th quarter. Although no public comments were received, this was not unexpected as no new construction projects had been added to the updated TIP (all funds fully programmed into

the North Garden/Fry Blvd Project). Given the small amount of regional construction funding it is anticipated that it will be several years before another project can be initiated.

- ✚ Provided Demographic Profile support and analysis for two Open Houses for the North Garden/Fry Blvd project (a Transportation Improvement Project/HURF Exchange).



TIP Open House: Interactive Display

- ✚ Funded and provided Spanish translation materials for the North Garden/Fry Blvd public outreach. (Cost of \$294.08)
- ✚ Engaged the Title VI liaisons with ADOT and FHWA to review and comment on an updated Public Participation Plan, approved by the SVMPO Board on August 3, 2019, for the expanded SVMPO boundaries.



- ✚ Provided Spanish language materials related to Title VI Rights and provided Spanish language Complaint Forms on the SVMPO website.
- ✚ Provided language translator option on the SVMPO website.
- ✚ Identified meeting spaces fully accessible to those with mobility impairments.
- ✚ Updated the Title VI process, Complaint Forms and Notice to the Public on the SVMPO website to be in compliance with the June 13, 2018 FHWA guidance memo and August 17, 2018 ADOT directive.

SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION
WHERE ARE YOU FROM?
Tell Us Your Story!

Thank you for attending our Open House!
 We are interested in where you are from and how your family came to be in southeastern Arizona.

Would like to be contacted for a response from the SVMPO? If so, how would you like me to reach you?
 Contact Name: _____
 Address: _____ State: _____ Zip: _____
 City: _____ Phone Number: _____ E-Mail Contact: _____

Please submit your story by mail, by e-mail, by phone or on-line:
 Sierra Vista MPO/Karen Lamberton, SVMPO Administrator at 405 Giulio Cesare Ave. Sierra Vista, AZ 85635
 By E-Mail at: SVMAPO@sierra VistaAZ.gov or leave a phone message at: 520-525-8525 or on-line at: svmpo.org

The Sierra Vista Metropolitan Planning Organization is an association of the City of Sierra Vista, the County of Cochise County and the State of Arizona. We are committed to providing the public with the information and resources needed to make informed decisions about the future of our community. We are committed to providing the public with the information and resources needed to make informed decisions about the future of our community. We are committed to providing the public with the information and resources needed to make informed decisions about the future of our community.

SUB-RECIPIENT REVIEWS

Each program area and sub-recipient is reviewed by the City of Sierra Vista’s (SVMPO’s fiscal agent) staff, the SVMPO Administrator and the SVMPO contract attorney as contracts and planning agreements are developed. This would include a review of Title VI provision to ensure strict adherence. In FY20 there were no direct sub-recipients of MPO funds but funds are provided to selected consultants with compliant Title VI Certifications and non-discrimination Assurances on file. There are no known deficiencies in compliance during this timeframe.

COMPLAINT PROCEDURES/FY20 Complaints

During Fiscal Year 2019, no formal Title VI or Environmental Justice complaints were filed with the SVMPO. On potential complaint was filed on April 21, 2020, but upon initial investigation, and follow-up with the individual who expressed a concern via a phone message, the issue involved a private road dispute with a Home Owners Association. After consulting with ADOT’s Civil Rights Division and Legal Counsel, it was determined that this issue did not fall within the jurisdiction of a Civil Rights complaint and the SVMPO Administrator provided the individual with the appropriate departments and resources to address her concerns.

Title VI Complaints, Investigations and Lawsuits: FY 20 Log					
Description/Name	Date Month, Day & Year	Funding Source (FHWA or FTA)	Summary (Basis of Complaint)*	Status	Actions / Final Findings
Complaints					
1)					
2)					
Investigations					
1)					
2)					
Lawsuits					
1)					
2)					

*Specific category, i.e. Race, Color or National Origin

Report to be Submitted Annually to ADOT Title VI Department; a NIL Report is Required

TITLE VI TRAINING

ADOT Title VI Liaisons notify SVMPO staff of various Title VI training opportunities as they become available. These opportunities are then made known to staff of the member jurisdictions and, when appropriate, to members of the public. The SVMPO Administrator attended state and national workshops on Environmental Justice and Title VI issues and attended a webinar held on June 25th that was conducted by ADOT’s Civil Rights Office and led by Joanna Lucero for MPO’s related to the update to FHWA and FTA Title VI/ADA Non-Discrimination Complaint Procedures.

The SVMPO Administrator provided Title VI training to one University intern, hired in Feb 2019, and one new part-time employee, hired in Dec 2019; and also made presentations in two TAC meetings and three SVMPO Board meetings.

FY20 TITLE VI TRAINING: JUNE 2019-JUNE 2020

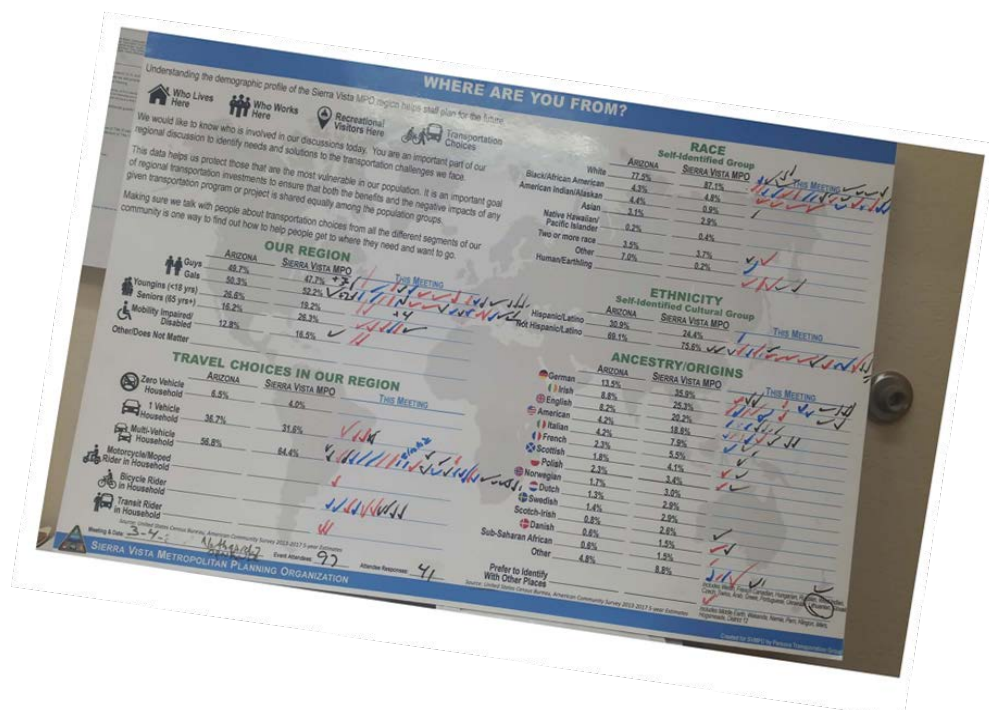
FY20 Title VI TRAINING					
Name/Title	Month, Day & Year	Type of Training	Provided By	Cost	Comments
Staff					
1) Karen Lamberton/SVMPO Administrator	12-12-2018	Webinar: Transforming Public Apathy to Revitalize Engagement	MetroQuest	-	ADOT PHX Office
2) Karen Lamberton/SVMPO Administrator	12-14-2018	COG/MPO Planners Meeting: Title VI Training: General Compliance Review	ADOT Civil Rights Dept.	-	MAG Offices/Afrika McKinnon
3) Cat Porter/SVMPO Intern	2-11-2019	Employee Orientation	SVMPO/City	-	SVMPO/City Offices
4) Karen Lamberton/SVMPO Administrator	2-12-2019	On-Site Title VI Compliance Review	ADOT Civil Rights Dept.	-	SVMPO Offices
5) Karen Lamberton/SVMPO Administrator	3-29-2019	Individual Discussion and Civil Rights Best Practice Guidance	Joanna Lucero ADOT Civil Rights Dept.	\$170 Mileage	ADOT PHX Civil Rights Office
6) Dennis Donovan/Civil Engineer	10-7-2019	Employee Orientation	SVMPO/City	-	SVMPO/City Offices
7) Karen Lamberton/SVMPO Administrator	10-16-2019	EJ Analysis and Strategies peer Review Workshop: AMPO Conference	AASHTO FHWA	\$525 Registration	Baltimore, Maryland
8) Karen Lamberton/SVMPO Administrator	6-25-2020	ADOT Title VI Webinar	ADOT	-	On-Line SVMPO Offices
Boards & Committees					
1) Technical Advisory Committee: FY 19 Title VI Plan	11-1-2018	Discussion of FY19 Title VI Plan and expanded boundary Title VI and ADA Maps	K.Lamberton SVMPO Administrator	-	7 attendees
2) SVMPO Board of Directors: FY 19 Title VI Plan	11-15-2018	Discussion and Adoption of FY19 Title VI Plan and expanded boundary Title VI and ADA Maps	K.Lamberton SVMPO Administrator	-	Adoption of FY19 Title VI Plan 10 attendees
3) Bicycle & Pedestrian Advisory Committee	2-25-2019	Discussion of FY20 Title VI Plan, compliance review findings and Complaint Procedure Training	K.Lamberton SVMPO Administrator	-	
4) Technical Advisory Committee: FY20 Title VI Plan	5-8-2019	Review and discussion of appropriate mitigation for the implications of the finalized FY20 Title VI Plan	K.Lamberton SVMPO Administrator	-	10 attendees
5) SVMPO Board of Directors: FY20 Title VI Plan	5-15-2019	Adoption of FY20 Title VI Plan and review with the Board on implications and potential mitigation related to LEP populations.	K.Lamberton SVMPO Administrator	-	Adoption of FY20 Title VI Plan 10 attendees
6) Technical Advisory Committee: FY21 Title VI Plan	5-6-2020	Presentation of Draft FY21 Title VI plan and Comparative Differences from FY20 Mapping Analysis	K.Lamberton SVMPO Administrator		Discussion of preliminary FY21 Title VI Plan 12 attendees
7) SVMPO Board of Directors: FY21 Title VI Plan	5-21-2020	Adoption of FY21 Title VI Plan and review with the Board on potential best practices and the development of best practice documents and public presentation boards.	K.Lamberton SVMPO Administrator		Adoption of the FY21 Title VI Plan 10 attendees
Others					
1)					

Report to be Submitted Annually to ADOT Title VI Department

GOALS FOR FY 2021

The SVMPO has identified the following goals to ensure full compliance with Title VI, Environmental Justice and related authorities. These goals were developed by the Title VI Coordinator/SVMPO Administrator and reviewed by ADOT's Civil Rights Office.

- Document and address any submitted complaints received and promptly notify ADOT, and as appropriate, FHWA and FTA Civil Rights Offices of the received complaint and any resolution reached.
- Fully and effectively respond to any requests for Limited English Proficiency services, translation requests, and special accommodations needed to engage communities of concern in the SVMPO's regional planning area.
- Conduct outreach, such as surveys and formal and informal focus groups, to identify issues of concern for Title VI vulnerable population groups and include these observations in the deliberations of SVMPO committee deliberations and decisions regarding funding investments.
- The SVMPO Administrator will attend Title VI, Environmental Justice and ADA subject matter trainings and share those opportunities with member jurisdiction staff and committee members.
- Incorporate appropriate activities to enhance outreach to identified vulnerable population groups and limited English populations from all the different segments of our community as one way to find out how to help people get to where they need and want to go.



- Update the demographic public outreach profile board using the 2020 data.
- Enhance the SVMPO website materials to expand potential virtual public involvement with vulnerable or isolated population groups.
- Proactively develop the FY22 Title VI Plan with interactive participation of the SVMPO Board, Technical Advisory Committee and Bicycle/Pedestrian Advisory Subcommittee.