



Official Name: Roanoke Valley Area Metropolitan Planning Organization (RVAMPO)

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## Title VI, Environmental Justice and Limited English Proficiency (LEP) Plan

Approved 12-10-2015

Administratively Adjusted by RVTPO Vote 01-28-2016



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The 10<sup>th</sup> day of December, 2015

**RESOLUTION**

by the

**Roanoke Valley Transportation Planning Organization**  
*(Official Name: Roanoke Valley Area Metropolitan Planning Organization)*

**to Adopt the RVTPO Title VI and Limited English Proficiency (LEP) Plan  
to Ensure Nondiscrimination in all Programs and Activities**

**WHEREAS**, the Roanoke Valley Transportation Planning Organization (RVTPO), whose official name is the Roanoke Valley Area Metropolitan Planning Organization, has the responsibility under the provisions of the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) for developing and carrying out a continuing, cooperative and comprehensive transportation planning process for the metropolitan area; and

**WHEREAS**, Title VI of the Civil Rights Act of 1964 (U.S.C. 200D) and related statutes prohibit discrimination on the basis of race, religion, color, national origin, sex, age, or disability; and

**WHEREAS**, the RVTPO, as a recipient of federal financial assistance, is required to comply with Title VI requirements which include review and approval of the combined Title VI and Limited English Proficiency (LEP) Plan; and

**WHEREAS**, this update of the RVTPO's Title VI and LEP Plan, at the request of the Virginia Department of Rail and Public Transportation and the Virginia Department of Transportation, is now in compliance with federal Title VI planning requirements;

**NOW, THEREFORE BE IT RESOLVED** that the Policy Board of the RVTPO (*official name: Roanoke Valley Area Metropolitan Planning Organization*) does approve this update of the RVTPO Title VI and LEP Plan to be in compliance with all federal Title VI planning requirements.

Jane W. Johnson  
Chair

**TPO POLICY BOARD:** Cities of Roanoke and Salem; Counties of Bedford, Botetourt, Montgomery and Roanoke;  
Town of Vinton; Greater Roanoke Transit Company (Valley Metro); Roanoke-Blacksburg Regional Airport;  
Virginia Department of Rail & Public Transportation; Virginia Department of Transportation

## Acknowledgements

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*Vice Chair: Ray Ferris*

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Janet Scheid	Vinton Town Council

Neil Sherman	Department of Rail and Public Transportation
Bill Thomasson	Bedford County Board of Supervisors

### NON - VOTING MEMBERS

Lee Osborne	Roanoke Valley-Alleghany Regional Commission
Kevin Jones	Federal Highway Administration
Ryan Long	Federal Transit Administration

### ABSTRACT

Title VI of the Civil Rights Act of 1964 states: "No 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." Subsequent laws and Presidential Executive Orders added handicap, sex, age, or income status to the criteria for which discrimination is prohibited. The Roanoke Valley Area Metropolitan Planning Organization (RVAMPO) Title VI Plan was developed to ensure the RVAMPO is in compliance with nondiscrimination requirements as outlined in Title 23 CFR and 49 CFR and related laws and provides specific information on how to file a nondiscrimination complaint.

The Title VI Plan also provides an overview of Environmental Justice and Limited English Proficiency (LEP) concepts, definitions of Title VI and associated nondiscrimination acts, and how Title VI, Environmental Justice and LEP are incorporated into the metropolitan transportation planning process. Environmental Justice guidelines and outreach strategies for minority, low-income,

and LEP populations are included within the RVAMPO Public Participation Plan, Original Version 2007 and Adjusted Version 2014. The RVAMPO Public Participation Plan is scheduled to be updated in Fiscal Year 2016.

### **ACKNOWLEDGEMENTS**

This report was prepared by the Roanoke Valley Area Metropolitan Planning Organization (RVAMPO) – Commonly known as the Roanoke Valley Transportation Planning Organization (RVTPO) - in cooperation with the U.S. Department of Transportation (USDOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Virginia Department of Transportation (VDOT) and the Virginia Department of Rail and Public Transportation (VDRPT). The contents do not necessarily reflect the official views or policies of the FHWA, FTA, VDOT, Department of Rail and Public Transportation (DRPT), RVTPO or Roanoke Valley-Alleghany Regional Commission (RVARC). This report does not constitute a standard, specification, or regulation. FHWA, FTA or VDOT acceptance of this report as evidence of fulfillment of the objectives of this planning study does not constitute endorsement/approval of the need for any recommended improvements nor does it constitute approval of their location and design or a commitment to fund any such improvements. Additional project level environmental impact assessments and/or studies of alternatives may be necessary.

*The Roanoke Valley Transportation Planning Organization (RVTPO) fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Discrimination Complaint Form, see [www.rvarc.org](http://www.rvarc.org) or call (540) 343-4417.*

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## 1.0 RVAMPO Title VI Plan

The Roanoke Valley Area Metropolitan Planning Organization (RVAMPO) operates and does business as the Roanoke Valley Transportation Planning Organization (RVTPO). The RVAMPO Policy Board felt that RVTPO better communicates the Transportation Planning purpose of the body to citizens at large. Staff uses the RVTPO brand in public facing and outreach efforts. Since this is an official document the official name of RVAMPO will appear throughout this document as well. RVAMPO and RVTPO can be taken as synonyms throughout this document.

### **Purpose:**

The Roanoke Valley Area Metropolitan Planning Organization (RVAMPO), as a sub-recipient of federal financial assistance, is required to comply with Title VI and subsequent nondiscrimination laws, as well as provide an overview of how the RVAMPO addresses Executive Order 12898 on Environmental Justice and Executive Order 13166 on Limited English Proficiency (LEP). The purpose of this Title VI Plan is to describe the measures taken by the RVAMPO to assure compliance with the rules and regulations associated with Title VI and subsequent nondiscrimination laws, Environmental Justice, and LEP.

The RVAMPO, for which this Title VI Plan is applicable, is a federally mandated transportation policy board comprised of representatives from local, state, and federal governments, transit agencies, and other stakeholders, and is responsible for transportation planning and programming for the Roanoke Metropolitan Planning Area. Any highway or transit project or program to be constructed or conducted within the MPA and to be paid for with Federal funds, must receive approval by the RVAMPO before any Federal funds can be expended. In addition, any highway or transit project deemed to be regionally-

significant, regardless of the source(s) of funding, must receive RVAMPO approval to proceed.

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### 1.1 Title VI Policy Statement

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The RVAMPO assures that no person shall, on the grounds of race, color, national origin, handicap, sex, age or income status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (Public Law 100.259) and subsequent nondiscrimination laws and related authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The RVAMPO further assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. In the event the RVAMPO distributes federal-aid funds to another governmental entity, the RVAMPO will include Title VI language in all written agreements and will monitor for compliance. The RVAMPO Director of Transportation Planning Organization Programs is responsible for ensuring implementation of the organization's Title VI Plan. The Title VI Administrator, under supervision of the Executive Director of the Roanoke Valley-Alleghany Regional Commission and in coordination with the RVAMPO Director of Transportation Planning Organization Programs, is responsible for coordinating the overall administration of the Title VI/LEP Plan and assurances. The authorities that provide guidance on Title VI and related nondiscrimination laws, regulations, and executive orders can be found in the "Title VI and Other Nondiscrimination Laws" section of this document.

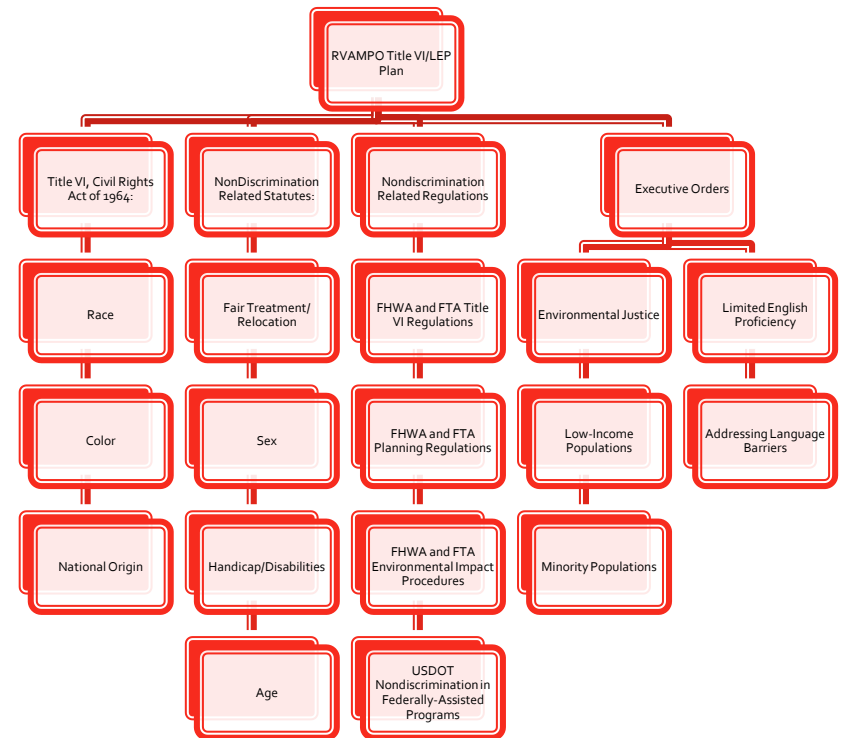


## 1.2 Introduction

Title VI of the Civil Rights Act of 1964 prohibits federal agencies and sub-recipients of federal funds from discriminating, on the basis of race, color or national origin, against participants or clients of programs that receive Federal funding. Subsequent laws and Presidential Executive Orders added handicap, sex, age, or income status to the criteria for which discrimination is prohibited. This document addresses prohibition of discrimination as mandated by Title VI as well as by the authorities listed in the following section.

In addition to nondiscrimination, this document provides information regarding two Presidential Executive Orders pertaining to fairness and inclusiveness. Executive Order 12898 mandates that federal agencies address equity and fairness, or Environmental Justice, toward low-income and minority persons and populations. Executive Order 13166 mandates that federal agencies ensure that people who have Limited English Proficiency (LEP) have meaningful access to federally-conducted and/or funded programs and activities. Detailed Environmental Justice guidelines and outreach strategies for minority, low-income, and LEP populations to comply with Executive Order 12898 and Executive Order 13166 are included in the RVAMPO Public Participation Plan, originally completed in 2007 and adjusted/updated in 2014.

The chart below depicts the nondiscrimination authorities addressed in the RVAMPO Title VI/Limited English Proficiency (LEP) Plan.



## 1.3 Title VI and Other Nondiscrimination Authorities

Title VI is usually referred to in the context of federal nondiscrimination laws. Title VI is one of eleven titles included in the Civil Rights Act of 1964. The following is a list of all of the Civil Rights Act titles:

- I. Voting Rights
- II. Public Accommodation
- III. Desegregation of Public Facilities
- IV. Desegregation of Public Education
- V. Commission on Civil Rights
- VI. Nondiscrimination in Federally Assisted Programs and Activities**
- VII. Equal Employment Opportunity
- VIII. Registration and Voting Statistics
- IX. Intervention and Procedure after Removal in Civil Rights Cases
- X. Establishment of Community Relations Service
- XI. Miscellaneous

Title VI ***“declares it to be the policy of the United States that discrimination on the ground of race, color, or national origin shall not occur in connection with programs and activities receiving federal financial assistance and authorizes and directs the appropriate federal departments and agencies to take action to carry out this policy.”*** Any organization that receives Federal funds is bound to comply with Title VI.

Since the Civil Rights Act of 1964, other nondiscrimination laws have been enacted to expand the range and scope of Title VI coverage and applicability:

- ***The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*** prohibits unfair and inequitable treatment of persons displaced or whose property will be acquired as a result of federal and federal-aid programs and projects.
- ***The Federal Aid Highway Act of 1973*** states that no person shall, on the grounds of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.
- ***Section 504 of the Rehabilitation Act of 1973*** states that no qualified handicapped person shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance. This Act protects qualified individuals from discrimination based on their disability.
- ***The Age Discrimination Act of 1975*** states that no person shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. This act prohibits age discrimination in Federally Assisted Programs.
- ***The Civil Rights Restoration Act of 1987, P.L.100-209*** amends Title VI of the 1964 Civil Rights Act to make it clear that discrimination is prohibited throughout an entire agency if any part of the agency receives federal assistance.
- ***The American Disabilities Act (ADA) of 1990*** prohibits discrimination against people with disabilities in employment,

transportation, public accommodation, communications, and governmental activities.

- **23 CFR Part 200** – Federal Highway Administration regulations: Title VI Program and Related Statutes – Implementation and Review Procedures.
- **49 CFR Part 21** – Nondiscrimination in Federally-Assisted Programs.
- **23 CFR Part 450** – Federal Highway Administration planning regulations.
- **23 CFR Part 771** – Federal Highway Administration regulations, Environmental Impact Procedures.

In addition to the laws listed above, two executive orders must be taken into account when ensuring compliance with federal nondiscrimination laws, directives, and mandates:

- **Executive Order 12898** – Environmental Justice (February 11, 1994), a presidential mandate to address equity and fairness toward low-income and minority persons/population. Executive Order 12898 organized and explained the federal government’s commitment to promote Environmental Justice. Each federal agency was directed to review its procedures and make environmental justice part of its mission. U.S. DOT Order 5610.2 (April 15, 1997) expanded upon Executive Order 12898 requirements and describes process for incorporating Environmental Justice principles into DOT programs, policies, and activities. FHWA Order 6640.23 (December 2, 1998) – FHWA Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.
- **DOT Order 5610.2** on Environmental Justice summarized and expanded upon the requirements of Executive Order 12898 to include all policies, programs, and other activities that are undertaken, funded, or approved by the Federal Highway

Administration (FHWA), the Federal Transit Administration(FTA), or other U.S. DOT components.

- **Executive Order 13166** – Limited English Proficiency (August 11, 2000), a presidential directive to federal agencies to ensure people who have limited English proficiency have meaningful access to services. Executive Order 13166 ensures federal agencies and their recipients to improve access for persons with Limited English Proficiency to federally-conducted and federally assisted programs and activities.
- **The National Environmental Policy Act (NEPA) of 1969** addresses both social and economic impacts of environmental justice. NEPA stresses the importance of providing for “all Americans, safe, healthful, productive and aesthetically pleasing surroundings,” and provides a requirement for taking a “systematic interdisciplinary approach” to aid in considering environmental and community factors in decision-making.
- **FHWA/FTA Memorandum Implementing Title VI Requirements in Metropolitan and Statewide Planning** - This memorandum provides clarification for field officers on how to ensure that environmental justice is considered during current and future planning certification reviews. The intent of this memorandum was for planning officials to understand that environmental justice is equally as important during the planning stages as it is during the project development stages.

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## 1.4 Environmental Justice

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On February 11, 1994, President William J. Clinton signed **Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations**, which directs federal agencies to develop strategies to help them identify and address disproportionately high and adverse human health or environmental effects of their

programs, policies, and activities on minority and low-income populations. The Executive Order was also intended to provide minority and low-income communities with access to public information and opportunities for public participation in matters relating to human health or the environment.

Adverse effects as described in Executive Order 12898 is the totality of significant individual or cumulative human health or environmental effects, including interrelated social and economic effects, which may include, but are not limited to:

- Bodily impairment, infirmity, illness or death.
- Air, noise, and water pollution and soil contamination.
- Destruction or disruption of:
  - man-made or natural resources
  - aesthetic values
  - community cohesion or a community's economic vitality
  - the availability of public and private facilities and services
- Adverse employment effects.
- Displacement of persons, businesses, farms, or non-profit organizations.
- Increased traffic congestion, isolation, exclusion or separation of minority or low-income individuals within a given community or from the broader community.
- Denial of, reduction in, or significant delay in the receipt of benefits of federally funded programs, policies, or activities.

Environmental Justice joins social and environmental movements by addressing the unequal environmental burden often borne by minority and low-income populations. The right to a safe, healthy, productive, and sustainable environment for all, where "environment" is considered in its totality to include the ecological (biological), physical (natural and built), social, political, aesthetic, and economic environments.

Environmental Justice helps to ensure that programs, policies, and activities that have adverse effects on communities do not affect minority and low-income populations disproportionately. To prevent discrimination as described in Executive Order 12898, the Federal Highway Administration Order 6640.23 *Order To Address Environmental Justice in Minority Populations and Low-Income Populations* dated December 2, 1998 defines minority and low-income individuals and populations as follows:

**Minority** – a person who is Black, Hispanic, American Indian and Alaskan Native, or Asian American:

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

**Minority Population** – any readily identifiable groups of minority persons who live in geographic proximity, and if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed program, policy or activity.

**Low-Income** – a person whose household income is at or below the United States Department of Health and Human Services poverty guidelines.

**Low-Income Population** – any readily identifiable group of low-income persons who live in geographic proximity, and, if circumstances warrant, geographically dispersed/transient

persons (such as migrant workers or Native Americans) who would be similarly affected by a proposed program, policy or activity.

Environmental Justice is incorporated through all phases of the transportation planning and programming process.

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## 1.5 Limited English Proficiency

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On August 11, 2000, President William J. Clinton signed ***Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency***. The Executive Order requires federal agencies to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them. The Executive Order also requires that federal agencies work to ensure that recipients of federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write or understand English can be limited English proficient, or “LEP.” For an LEP individual, language can present a barrier to accessing benefits and services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by federally funded programs and activities. These individuals may be entitled to language assistance at no cost to them with respect to a particular type of service, benefit, or encounter.

The United States Department of Transportation guidelines require that recipients of federal financial assistance provide “meaningful access to programs and activities” by giving LEP persons adequate and understandable information and allowing them to participate in programs and activities, where

appropriate. Recipients of federal funds must take reasonable steps to remove barriers for LEP individuals. While designed to be a flexible and fact-dependent standard, the starting point is an individualized assessment that balances the following four factors:

1. Demography: number and/or proportion of LEP persons served and languages spoken in service area.
2. Frequency: rate of contact with service or program.
3. Importance: nature and importance of program/service to people’s lives.
4. Resources: available resources, including language assistance services.

The four-factor analysis should be used to determine which language assistance services are appropriate to address the identified needs of the LEP population.

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## 1.6 Responsibilities of the RVAMPO Title VI Coordinator

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The RVAMPO Title VI Coordinator is generally responsible for overseeing compliance with applicable nondiscrimination authorities in each of the metropolitan transportation planning and programming areas. Other staff members are expected to provide information and support to assist the Coordinator member perform his or her tasks.

### ***Responsibilities of the Title VI Coordinator***

The Title VI Coordinator is responsible for supervising staff activities pertaining to nondiscrimination regulations and procedures set forth in federal guidance and in accordance with the RVAMPO Title VI/Limited English Proficiency (LEP) Plan. In support of this, the Title VI Coordinator will:

- Identify, investigate, and work to eliminate discrimination when found to exist.
- Process discrimination complaints received by the RVAMPO. Any individual may exercise his or her right to file a complaint with the RVAMPO, if that person believes that he or she or any other program beneficiaries have been subjected to discrimination, in their receipt of benefits/services or on the grounds of race, color, national origin, sex, handicap, age, or income status. The RVAMPO will make a concerted effort to resolve complaints in accordance with Discrimination Complaint Procedures.
- Meet with appropriate staff members to monitor and discuss progress, implementation, and compliance issues related to the RVAMPO Title VI/Limited English Proficiency (LEP) Plan.
- Periodically review the RVAMPO Title VI/Limited English Proficiency (LEP) Plan to assess whether administrative procedures are effective, staffing is appropriate, and adequate resources are available to ensure compliance.
- Work with staff involved with Consultant Contracts and the sub-recipient found to not be noncompliant, to resolve the deficiency status and write a remedial action if necessary, as described in the Consultant Contracts section of this document.
- Review important issues related to nondiscrimination with the Executive Director of the Roanoke Valley-Alleghany Regional Commission (RVARC) and/or the RVTPO Director of Transportation Planning Organization Programs, as needed.
- Maintain a list of Interpretation Service Providers.
- Assess communication strategies and address additional language needs when needed.
- Disseminate information related to the nondiscrimination authorities. The RVAMPO Title

VI/Limited English Proficiency (LEP) Plan is to be disseminated to RVARC/RVTPO employees, contractors, the general public, and any of the RVAMPO services.

- Coordinate with appropriate federal, state, and regional entities to periodically provide RVARC/RVAMPO employees with training opportunities regarding nondiscrimination.

### **Questions**

For questions on the RVAMPO Title VI/Limited English Proficiency (LEP) Plan and procedures, please contact Jeremy Holmes, Title VI Coordinator at (540) 343-4417 or by email at [jholmes@rvarc.org](mailto:jholmes@rvarc.org). For information on the RVAMPO's (RVTPO's) work programs or publications, please see the RVARC website at [www.rvarc.org](http://www.rvarc.org).

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## **1.7 RVAMPO Americans with Disabilities Act (ADA) Coordinator**

The RVAMPO and RVARC share an ADA Coordinator. For questions about ADA compliance please contact Bryan Hill, ADA Coordinator at (540) 343-4417 or by email at [bhill@rvarc.org](mailto:bhill@rvarc.org). For information on the RVAMPO's (RVTPO's) work programs or publications, please see the RVARC website at [www.rvarc.org](http://www.rvarc.org).

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## **1.8 Annual Nondiscrimination Assurance to the Virginia Department of Rail and Public Transportation (DRPT)**

As part of the Certifications and Assurances submitted to the DRPT with the Annual Grant Application and all Federal Transit Administration grants submitted to the VDRPT, RVARC submits a

Nondiscrimination Assurance which addresses compliance with Title VI as well as nondiscrimination in hiring (EEO) and contracting (DBE), and nondiscrimination on the basis of disability (ADA). In signing and submitting this assurance, RVARC confirms to VDRPT the agency's commitment to nondiscrimination and compliance with federal and state requirements.

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## 1.9 RVAMPO Responsibilities

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The RVAMPO ensures compliance with all applicable nondiscrimination authorities and with regard to the following:

- Communications and Public Participation
- Planning and Programming
- Environmental Justice
- Consultant Contracts
- Education and Training

In addition to the responsibilities listed in this section, responsibilities may include reviewing Title VI guidelines and procedures for the RVAMPO Title VI Plan, and incorporating Title VI-related language and provisions into RVAMPO documents, as appropriate.

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### 1.9.1 Communications and Public Participation Responsibilities

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The RVAMPO staff is responsible for evaluating and monitoring compliance with applicable nondiscrimination authorities in all aspects of the RVAMPO public participation process. RVAMPO staff members will:

- Ensure that all communications and public participation efforts comply with nondiscrimination authorities.

- Develop and distribute information on nondiscrimination and RVAMPO programs to the general public.
- Provide services for individuals with special needs – Upon advance notice, deaf interpreters, translators, and Braille documents can be provided for public meetings.
- Ensure that all notifications of opportunities for public participation include contact information for people needing these or other special accommodations.
- Include contact conformation for people needing these or other special accommodations.
- Include the following statement in all of the RVAMPO public notices:

*“The RVAMPO will strive to provide reasonable accommodations and services for persons who require special assistance to participate in this public involvement opportunity. Contact the Public Involvement and Community Outreach Coordinator at (540) 343-4417 for more information.”*

- Include the following Title VI Statement to the Public in relevant press releases and on the RVAMPO website.

*“The Roanoke Valley Area Metropolitan Planning Organization (RVAMPO) fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Discrimination Complaint Form, see [www.rvarc.org](http://www.rvarc.org) or call (540) 343-4417.”*

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### 1.9.2 Planning and Programming Responsibilities

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The RVAMPO staff is responsible for evaluating and monitoring compliance with applicable nondiscrimination authorities in all aspects of the RVAMPO planning and programming processes. RVAMPO staff will:

- Ensure that all aspects of the planning and programming process operation comply with nondiscrimination authorities.
- Prepare and update a demographic profile of the region using the most current and appropriate statistical information available on race, income, and other pertinent data.
- Make the document available to the public and member agencies on the RVAMPO website or in hard copy format, if requested.
- Continue to ensure that staff makes concerted efforts to involve members of all social, economic, and ethnic groups in the planning process.

RVTPO is governed by a Policy Board, comprised of elected officials from the RVTPO area local governments, and representatives of transportation agencies such as Greater Roanoke Transit Corporation (Valley Metro), Virginia Department of Rail and Public Transportation (DRPT), Virginia Department of Transportation (VDOT) and others. The local governments and transportation agencies select their representatives to serve on the Policy Board. A RVATPO serves as staff to several non-elected committees and councils:

The two primary standing committees are:

- The Transportation Technical Committee (TTC), and
- The Citizens Advisory Committee (CAC)

Other special purpose, study related, ad hoc and/or temporary committees are often used for specific plans and studies. Important recent examples include but are not limited to:

- Roanoke Valley Transit Vision Plan Steering Committee,
- Regional Bicycle Advisory Committee (Regional BAC)

RVTPO does not select members for these committees; rather the constituents (i.e. local governments, transit authorities, etc.) select their representatives.” In the case of the Citizens Advisory Committee and special purpose committees citizens can apply for membership on these committees. Some special purpose committees disband after the particular plan or study is completed and others live on several years after the original planning effort.

The following tables represent a Title VI summary of the TPO Policy Board, TTC and CAC. The membership of the Transportation Technical Committee (TTC) and the Citizen’s Advisory Committee (CAC) as of late 2015 follows the initial summary table.

**Table 1 - Membership Breakdown of Boards and Committees**

Committee or Board	Black or African American	White/ Caucasian	Latino/ Hispanic	American Indian or Alaska Native	Asian	Native Hawaiian or other Pacific Islander	Other *Note	Totals
Policy Board	1	14	1	0	0	0	0	16
% of Policy Board	6.25 %	87.5%	6.25%	0%	0%	0%	0%	100%
Citizens Advisory Committee (CAC)	3	14	1	0	1	0	0	19
% of CAC Committee	15.80%	73.68%	5.26%	0%	5.26%	0%	0%	100%
Transportation Technical Committee (TTC)	2	15	1	0	0	0	0	18
% of TTC Committee	11.11%	83.33%	5.56%	0%	0%	0%	0%	100%

\*Note – Other races reported: (note race)



**Transportation Technical Committee (TTC) to the  
 Roanoke Valley Transportation Planning Organization Policy Board**

As of 11/2015

**VOTING MEMBERS:**

**County of Bedford (1 member)**  
 Mr. Brad Robinson

**County of Botetourt (2 members)**  
 Ms. Amanda McGee  
 Mr. Cody Sexton

**County of Montgomery (1 member)**  
 Mr. Dan Brugh

**County of Roanoke (2 members)**  
 Mr. Brian Epperley  
 Mr. David Holladay  
 (Alternate: Philip Thompson)

**City of Roanoke (2 members)**  
 Mr. Mark Jamison  
 Mr. Chris Chittum

**City of Salem (2 members)**  
 Ms. Melinda Payne  
 Mr. Ben Tripp

**Town of Vinton (2 members)**  
 Ms. Karla Turman  
 Mr. Gary Woodson

**Greater Roanoke Transit Company (1 member)**  
 Mr. Kevin Price  
 (Alternate: Carl Palmer)

**Roanoke-Blacksburg Regional Airport (1 member)**  
 Mr. Efren Gonzalez  
 (Alternate: Diana Lewis)

**Roanoke Valley Greenway Commission (1 member)**  
 Ms. Liz Belcher

**Unified Human Services Transportation System  
 (1 member)**  
 Mr. Curtis Andrews

**Virginia Department of Rail & Public Transportation  
 (1 member)**  
 Mr. Neil Sherman

**Virginia Department of Transportation – Salem District  
 Planning Office (1 member)**  
 Mr. Michael Gray

**NON-VOTING MEMBERS:**

**Federal Highway Administration**  
 Mr. Kevin Jones

**Federal Transit Administration**  
 Mr. Ryan Long

**RVTPO – Citizen's Advisory Committee (CAC)**

- Paul Anderson (City) - [paul.anderson@aecom.com](mailto:paul.anderson@aecom.com)
- Susan Jennings - Susan Jennings ([Susan.Jennings@RoanokeVa.gov](mailto:Susan.Jennings@RoanokeVa.gov))
- Barbara Duerk - [barbgary@cox.net](mailto:barbgary@cox.net)
- John Hull - [John@roanoke.org](mailto:John@roanoke.org)
- Ann Rogers - [amelvin3@verizon.net](mailto:amelvin3@verizon.net)
- Kristin Atkins - [kristin@uwrv.org](mailto:kristin@uwrv.org)
- William Roberts - [rroberts@brilc.org](mailto:rroberts@brilc.org) - Blue Ridge Independent Living Center
- Antwyne Calloway - [acalloway@brilc.org](mailto:acalloway@brilc.org) - Blue Ridge Independent Living Center
- Susan Williams - LOA - [sbwloa@loaa.org](mailto:sbwloa@loaa.org)
- Tim Cerebe - Freedom First - [tcerebe@freedomfirst.com](mailto:tcerebe@freedomfirst.com)
- Angela Conroy - Cabell Brand Center - [aconroy10@gmail.com](mailto:aconroy10@gmail.com)
- Josh Baumgartner - [jbaumgartner@RoanokeChamber.org](mailto:jbaumgartner@RoanokeChamber.org)
- Dee King - [denispeking@comcast.net](mailto:denispeking@comcast.net)
- Freeda Cathcart - [contactfreeda@gmail.com](mailto:contactfreeda@gmail.com)
- Amar Bhattaraj - Refugee Dialogue Group - [Amar.Bhattaraj@cccovva.org](mailto:Amar.Bhattaraj@cccovva.org)
- Jake Gilmer - Workforce - [jgilmer@rvarc.org](mailto:jgilmer@rvarc.org)
- Angela Penn - TAP - [angela.penn@tapintohope.org](mailto:angela.penn@tapintohope.org)
- Elda Stanco Downey - Roanoke Spanish - [elda@roanokespanish.com](mailto:elda@roanokespanish.com)
- Robert Jeffery - Publisher Colors VA Magazine - [robertj@colorsva.pub](mailto:robertj@colorsva.pub)

### 1.9.3 Environmental Justice Responsibilities

The concept of Environmental Justice includes the identification and assessment of disproportionately high and adverse effects of programs, policies, or activities on minority and low-income population groups. Within the context of regional transportation planning, Environmental Justice considers the relative distribution of costs and benefits from transportation investment strategies and policies among different segments of society.

RVAMPO staff is responsible for evaluating and monitoring compliance with applicable nondiscrimination authorities in all aspects of the RVAMPO efforts to address Environmental Justice. RVAMPO staff will:

- Ensure that all aspects of efforts to address Environmental Justice comply with nondiscrimination authorities.
- Conduct an Environmental Justice analysis during the development of the Long-Range Transportation Plan.
- Prepare and update a demographic profile of the region using the most current and appropriate statistical information available on race, income, and other pertinent data.
- Ensure the updated RVAMPO Public Participation Plan includes Environmental Justice guidelines, which outline outreach strategies for minority, low-income, and LEP populations during the development implementation of RVAMPO plans and programs
- Disseminate information to the public on the processes used and findings of any analysis, in accordance with all RVAMPO public participation procedures.

#### 1.9.4 Procedures by which the Mobility Needs of Minority Populations are Identified and Considered within the Planning Process.

The Long-Range Transportation Plan is the primary plan generated. Other plans are developed to provide input to the LRTP for example, the Congestion Management Plan, Transit Vision Plan, Pedestrian Vision Plan, Regional Bicycle Plan, etc. Through these planning processes the mobility needs of minority populations are considered and their input sought during the Plan's development. Input from minority populations is sought through a variety of activities that specifically target minority

populations or encompass minority populations through general public outreach efforts. Such efforts often include the following:

- advertisements or survey inserts in the Roanoke Tribune, a newspaper described as the voice of the African-American community in the Roanoke Valley
- on-board transit surveys (such as preference and feedback surveys)
- general public surveys distributed via social media, local government communication methods
- flyer distributions at libraries and senior living centers
- advertisements and articles in the Roanoke Times
- news stories or advertisements on WSLS, WDBJ, or RVTV television
- news stories or advertisements on WFIR radio
- roadside signs advertising public meeting

Minority populations are represented on the Citizens Advisory Committee, in particular the Refugee and Immigration Services and Blue Ridge Independent Living Center organizations. Transportation projects and proposed improvements consider the impact on minority populations by comparing the project's location, benefits, and burdens on minorities as analyzed using maps and geographic demographic data.

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### 1.9.5 Consultant Contract Responsibilities

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The RVARC as fiscal agent and lead staffing agency to the RVAMPO is responsible for selection, negotiation, and administration of its consultant contracts. The RVARC complies with all relevant federal and state laws in contract selection.

RVARC staff is responsible for evaluating and monitoring consultant contracts for compliance with nondiscrimination authorities. RVARC staff will:

- Ensure inclusion of nondiscrimination language in contracts and Requests for Proposals (RFPs).
- Review consultants for compliance as described below:
  - Ensure that all consultants verify their compliance with nondiscrimination authorities, procedures, and requirements.
  - If a recipient or sub-recipients is found to be not in compliance with nondiscrimination authorities, the Title VI Coordinator and relevant staff will work with the recipient or sub-recipient to resolve the deficiency status and write a remedial action if necessary.
- Review outreach activities to ensure small, disadvantaged, minority, women, and disabled veteran businesses are not excluded to participate in opportunities to compete for consulting contracts.

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### 1.9.6 Education and Training Responsibilities

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Under the category of education and training, nondiscrimination responsibilities include:

- Distribute information to RVARC and RVAMPO staff on training programs regarding Title VI and related statutes.
- Track staff participation in nondiscrimination training.
- Maintain and update nondiscrimination training as necessary.
- Maintain and update the RVAMPO Title VI Plan as necessary.

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### 1.10 Discrimination Complaint Procedures

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Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color, or national origin. Subsequent laws and Presidential Executive Orders added handicap, sex, age, income status and limited English proficiency to the criteria for which discrimination is prohibited, in programs and activities receiving federal financial assistance. As a sub-recipient of federal assistance, the RVAMPO has adopted a Discrimination Complaint Procedure as part of its Title VI Plan to comply with Title VI and associated statutes.

1. Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, as amended, or any nondiscrimination authority, may file a complaint with the RVAMPO. A complaint may also be

filed by a representative on behalf of such a person. All complaints will be referred to the RVAMPO Title VI Coordinator for review and action.

2. In order to have the complaint considered under this procedure, the complainant must file the complaint no later than 180 days after:
  - a. The date of the alleged act of discrimination; or
  - b. Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In some cases, the recipient or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

3. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints should set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the recipient, the person shall be interviewed by the Title VI Coordinator. If necessary, the Title VI Coordinator will assist the person in putting the complaint in writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled in the usual manner.
4. Within 10 days, the RVAMPO Title VI Coordinator will acknowledge receipt of the allegation in writing, inform the complainant of action taken or proposed action to process the allegation, advise the respondent of their rights under Title VI and related statutes, and advise the complainant of

other avenues of redress available, such as the Virginia Department of Transportation (VDOT) and the Federal Highway Administration (FHWA).

5. Within 10 days, a letter will be sent to the VDOT Central Office, Civil Rights Division, and a copy to the FHWA Virginia Division Office. This letter will list the names of the parties involved, the basis of the complaint, and the assigned investigator.
6. In the case of a complaint against the RVAMPO, a VDOT investigator will prepare a final investigative report and send it to the complainant, respondent (RVAMPO person listed), the RVAMPO Title VI Coordinator, and FHWA Virginia Division.
7. Generally, the following information will be included in every notification to the VDOT Office of Civil Rights:
  - a. Name, address, and phone number of the complainant.
  - b. Name(s) and address(es) of alleged discriminating official(s).
  - c. Basis of complaint (i.e., race, color, national origin, sex, age, handicap/disability, income status, limited English proficiency).
  - d. Date of alleged discriminatory act(s).
  - e. Date of complaint received by the recipient.
  - f. A statement of the complaint.
  - g. Other agencies (state, local or federal) where the complaint has been filed.

- h. An explanation of the actions the recipient has taken or proposed to resolve the issue raised in the complaint.
8. Within 60 days, the RVAMPO Title VI Coordinator will conduct and complete an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the Executive Director of the recipient of federal assistance. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.
  9. Within 90 days of receipt of the complaint, the RVAMPO Title VI Coordinator will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with the Virginia Department of Transportation or the Federal Highway Administration, if they are dissatisfied with the final decision rendered by the RVAMPO. The RVAMPO's Title VI Coordinator will also provide the VDOT Civil Rights Central Office with a copy of the determination and report findings.
  10. In the case a nondiscrimination complaint that was originated at the RVAMPO is turned over to and investigated by VDOT, FHWA or another agency, the RVAMPO Title VI Coordinator will monitor the investigation and notify the complainant of updates, in accordance with applicable regulations and VDOT policies and procedures.
  11. In accordance with federal law, the RVAMPO will require that applicants of federal assistance notify the RVAMPO of any law suits filed against the applicant or sub-recipients of

- federal assistance or alleging discrimination; and a statement as to whether the applicant has been found in noncompliance with any relevant civil rights requirements.
12. The RVAMPO will submit Title VI accomplishment reports to the VDOT Central Office, Civil Rights Division, in compliance with VDOT's established processes.
  13. The RVAMPO will collect demographic data on staff, committees, and program areas in accordance with 23 CFR, 49 CFR and VDOT's established procedures and guidelines.
  14. Pursuant to the Virginia Public Records Act (VPRA) § 42.1-76 et seq., the RVAMPO will retain Discrimination Complaint Forms and a log of all complaints filed with or investigated by the RVAMPO.
  15. Records of complaints and related data will be made available by request in accordance with the Virginia Freedom of Information Act.

**List of transit-related Title VI Investigations, complaints, and/or lawsuits:**

Since the submission of the Title VI program to the FTA there have been no Title VI investigations, complaints, or lawsuits received by the Roanoke Valley Transportation Planning Organization (RVTPO).

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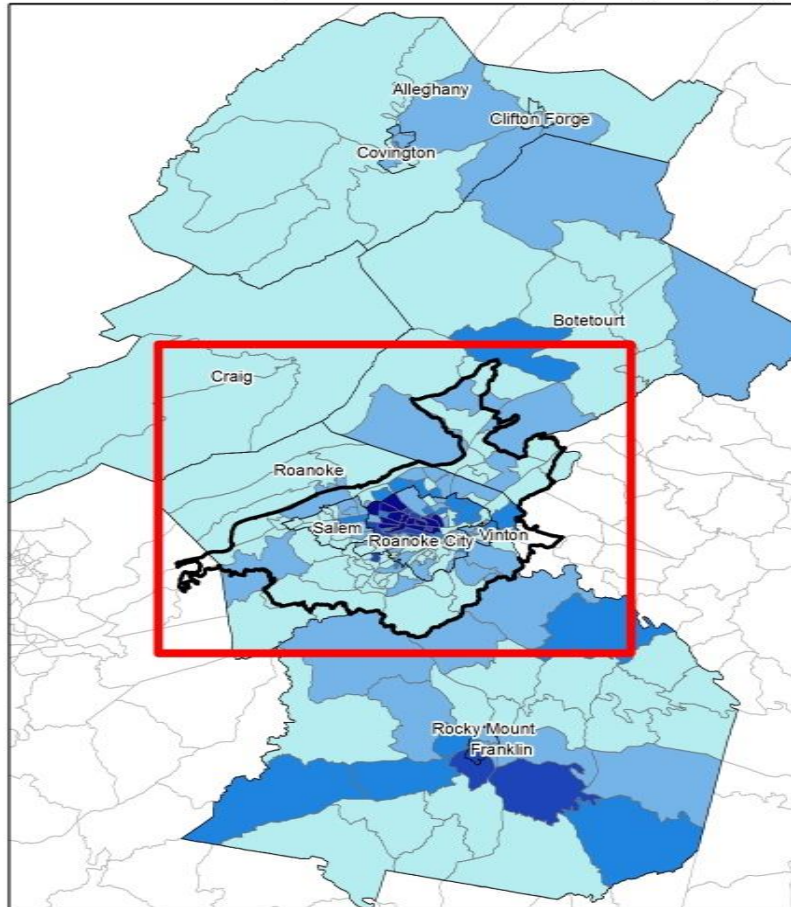
**1.11 RVAMPO Demographic Profiles - Updated Fall 2015 with most recently available data.**

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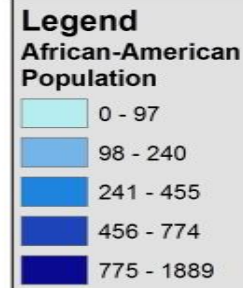
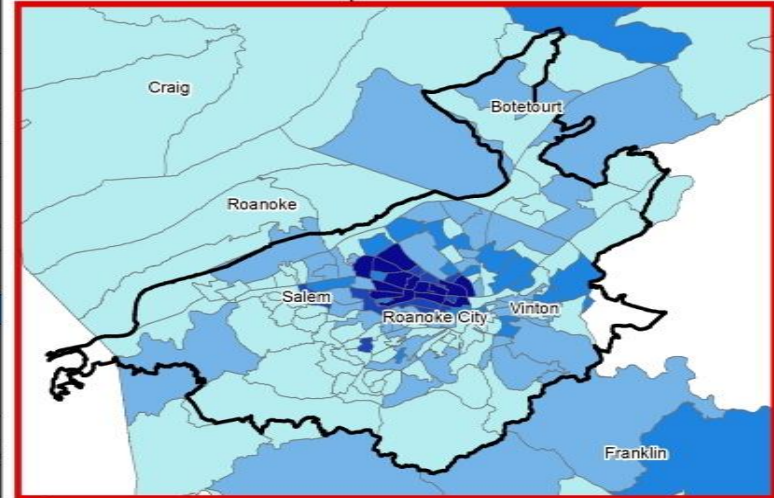
Figure 1 – Black or African American Population by Block Group

## Roanoke Valley Transportation Planning Organization Black or African American Population\* by Block Group

African American Population: Roanoke Valley Alleghany Region



African American Population: Roanoke MPO



\*Data represented includes Black or African-American alone or in combination with one or more races.  
Source: RVARC, U.S. Census Bureau, ACS 2013  
Map by: Allison Homer  
Coordinate System: GCS North American 1983  
Datum: North American 1983  
Units: Degree

Figure 2 – Minority Population by Block Group

## Roanoke Valley Transportation Planning Organization Minority Population by Block Group

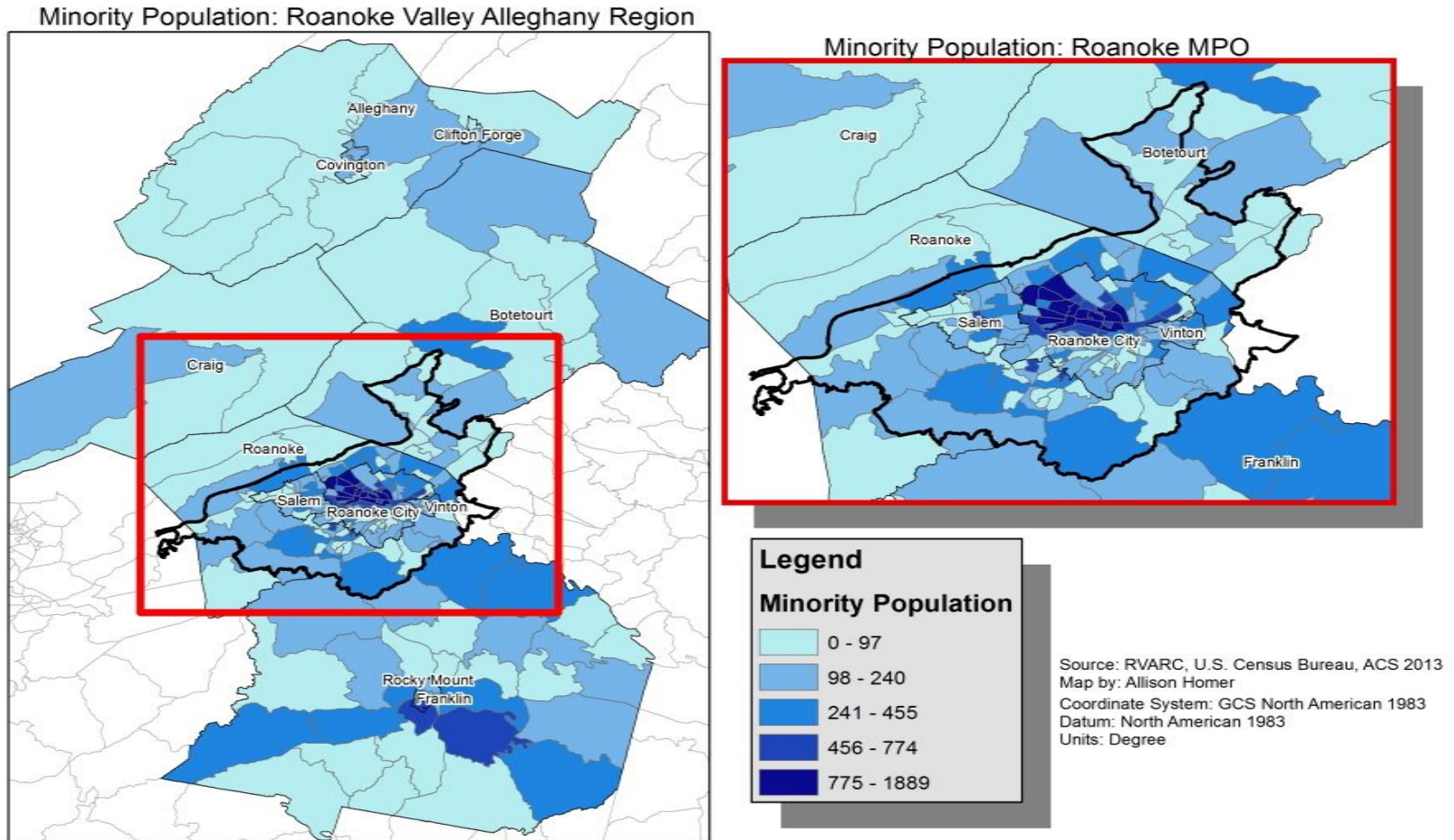


Figure 3 – Transportation Access

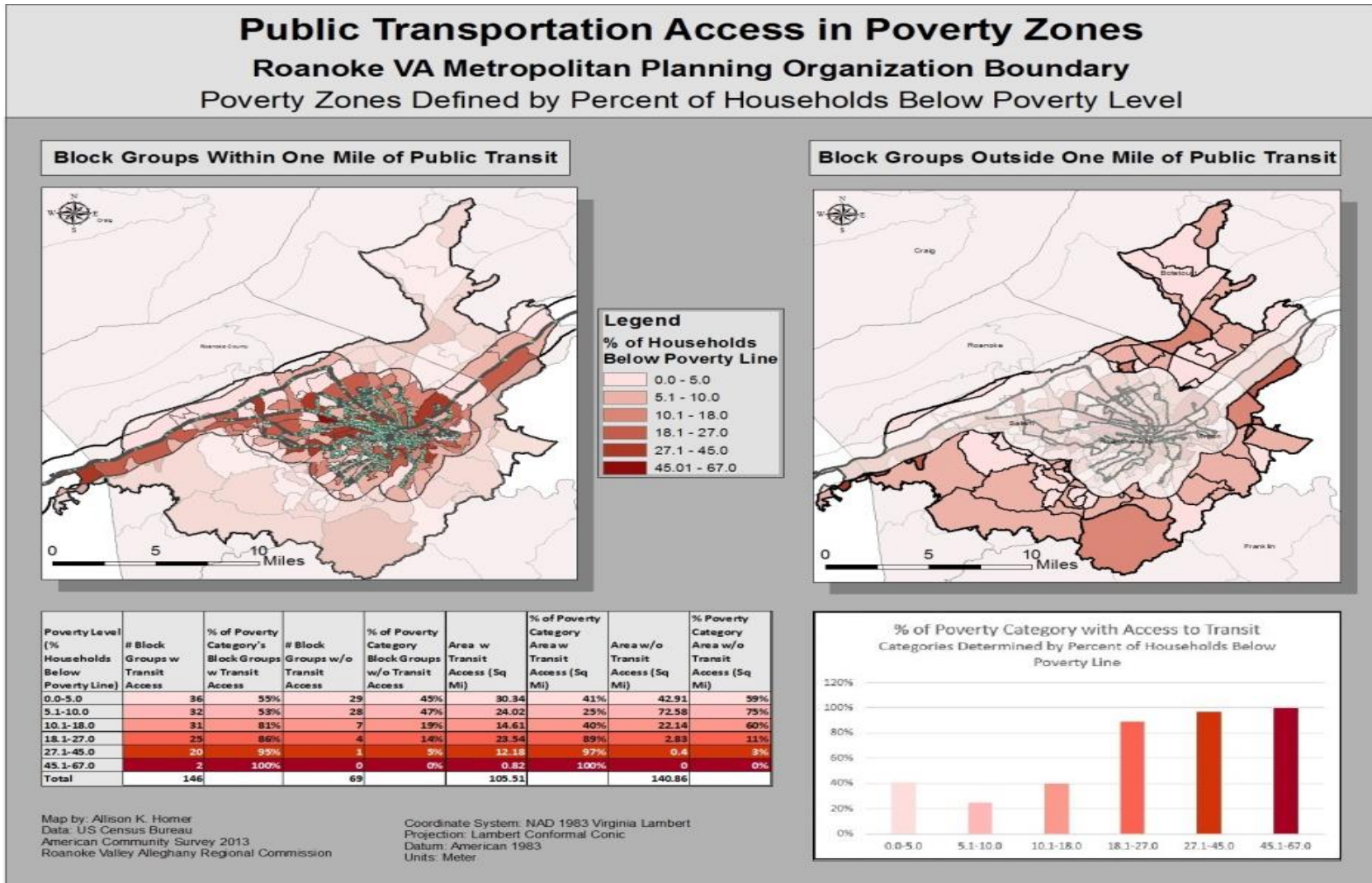




Figure 4 – Poverty Zones

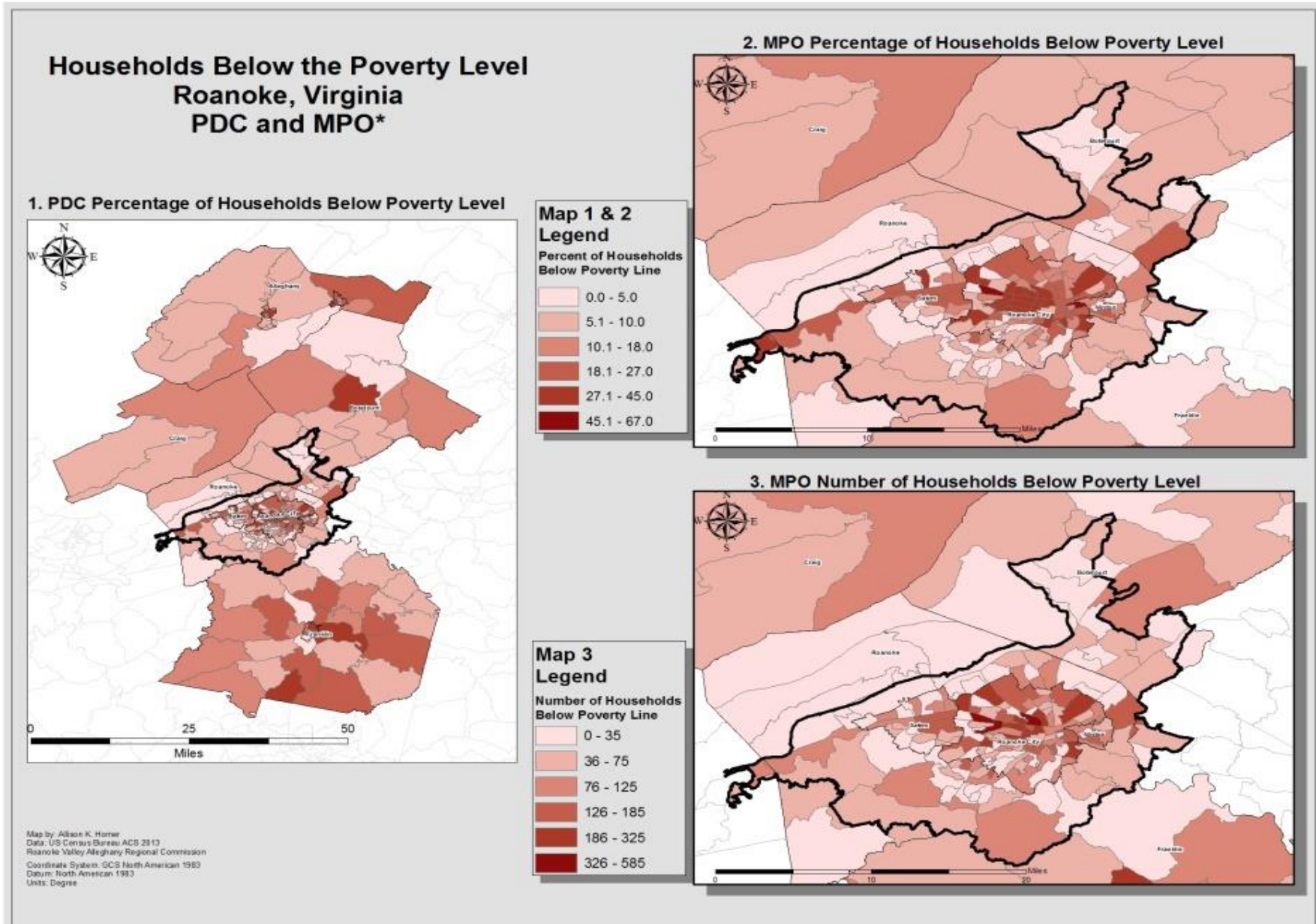
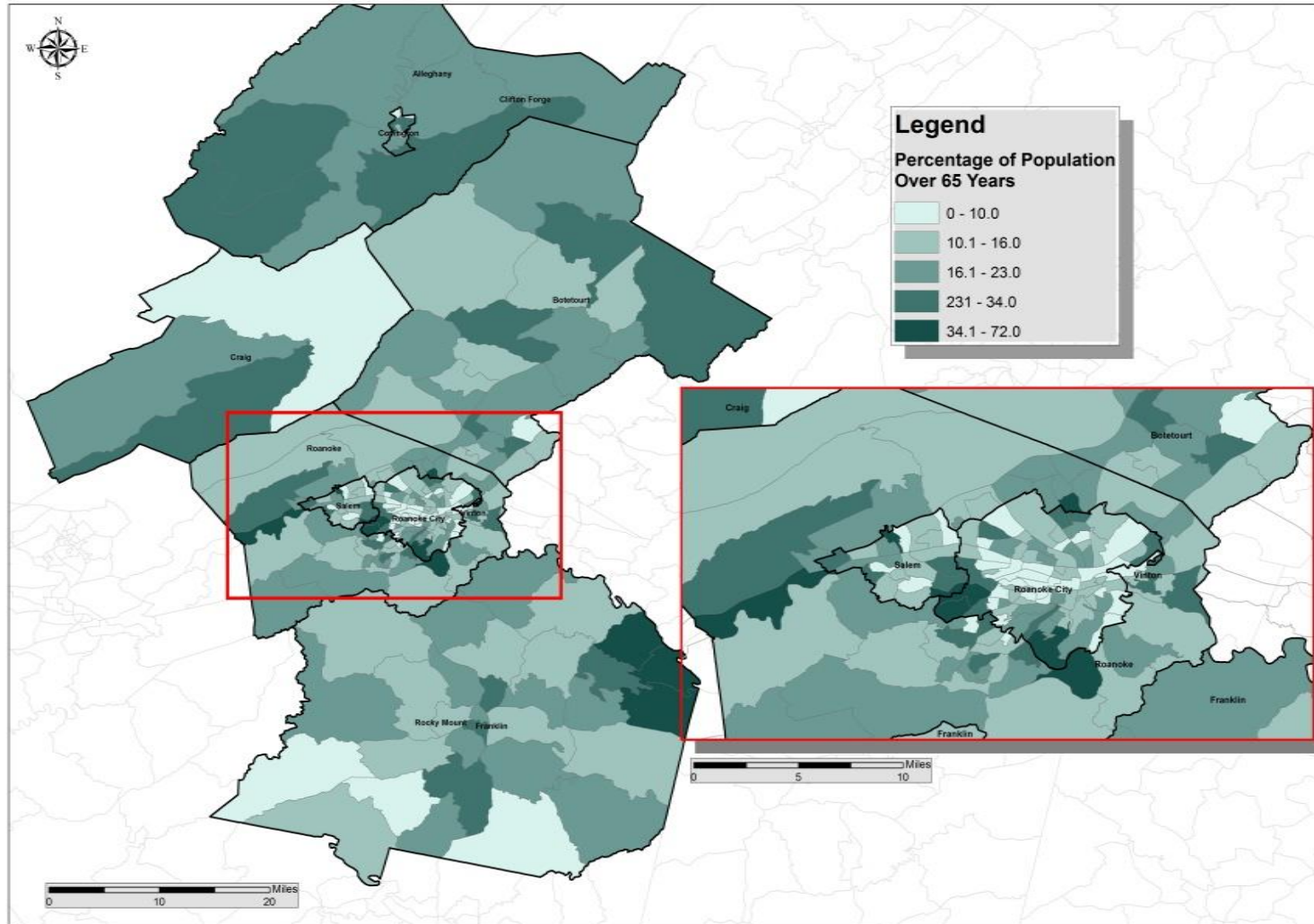


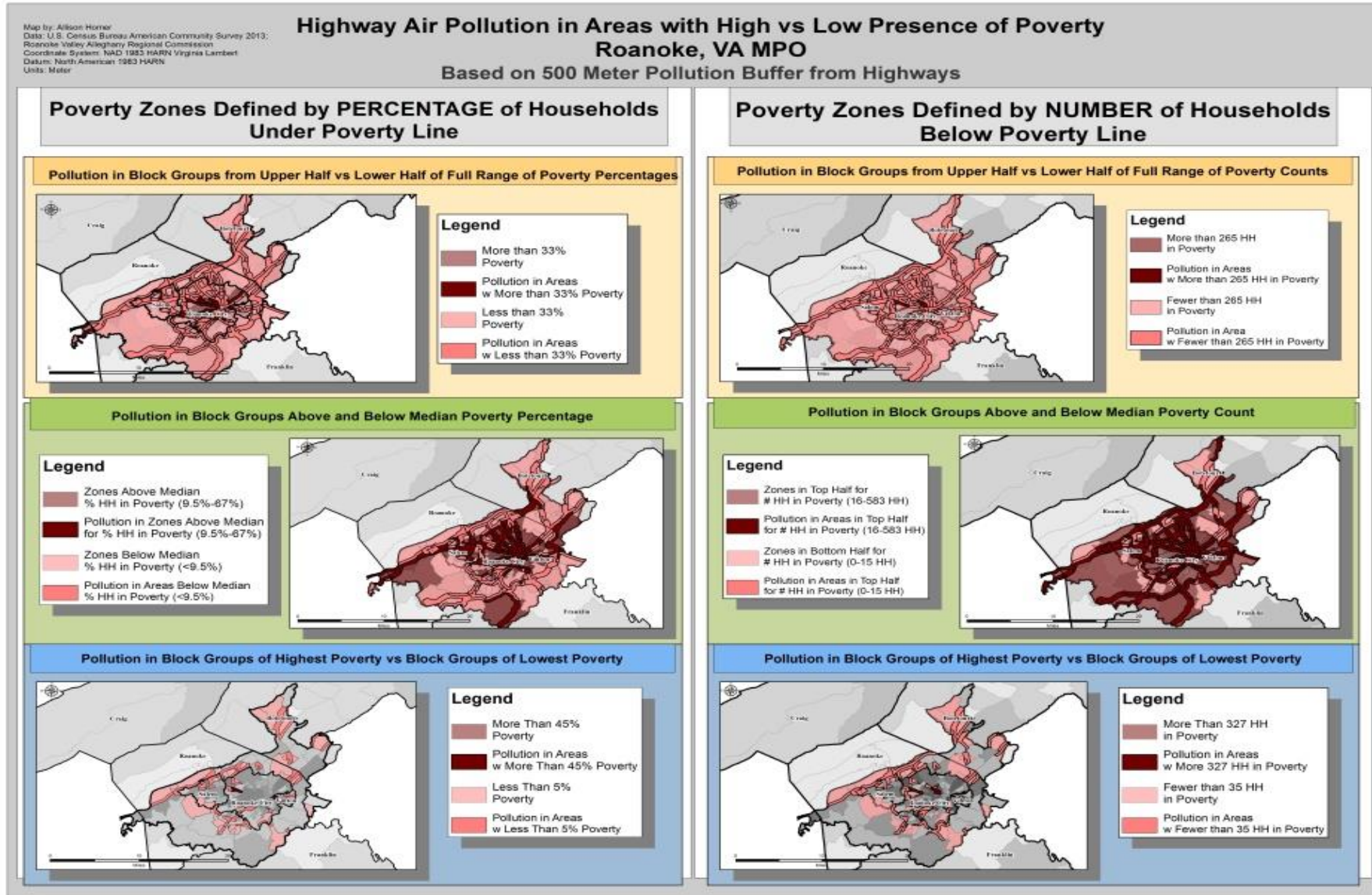
Figure 5 – Age Percentage

### Roanoke Valley Alleghany Region Percentage of Population Over 65 Years of Age



Coordinate System: GCS North American 1983  
 Datum: North American 1983  
 Units: Degree

Figure 6 – Highway Air Pollution



## 1.12 Impacts of the Distribution of State and Federal Funds in the Aggregate for the Long-Range Transportation Plan (LRTP).

### Identification of Disadvantaged Population & Concentration Areas:

Disadvantaged populations (Low income, Minority & LEP) have been identified in the Demographic Profiles section of this document (see Figures 1-6 on the preceding pages. Based on the calculations in these tables the RVTPO has 21.3 % Minority Population, 14.5% Low Income Population and 2.70% LEP Population. This information is summarized as Table 2 – Disadvantaged Group Identification.

*Table 2 - Disadvantaged Group Identification*

Disadvantaged Group	Data Source	Total Population/ Total Households	Criteria/ Exclusion	Disadvantaged Group Population/Households	%
LEP	2010-2014 ACS	71,521	Population 5 and above	1,917	2.7%
Minority 2010	2010 Census Table P9	220,963	100 percent population	47,102	21.3%
Low Income	2010-2014 ACS	216,740	Population for whom poverty is determined	31,416	14.5%
Households with 1 car or less	2010-2014 ACS	76,979	Except 1 person households with one car	20,068	26.0%

*Note: Data for the portion of Botetourt County in the urbanized area was calculated using Census tracts from the Fincastle District.*

*Sources: Census 2010 Summary File 1: Table P9 for Minority Population; and 2010-2014 American Community Survey 5-Year Estimates: Table B17001 for Low Income Population, Table B08201 for Households with 1 or Less Vehicles and Table B16005 for LEP Population.*

### Allocation of Funds to Predominantly Disadvantaged Population Concentration Areas:

An analysis was performed in conjunction with the spatial analysis identifying traditionally disadvantaged groups to determine what level of investment these areas would receive in terms of transportation spending as part of the RVAMPO CL RTP 2035.

RVAMPO (i.e., TPO) staff possesses neither the expertise nor specific project knowledge to properly assess the environmental impacts of the candidate projects beyond the investment of funding in disadvantaged population areas. As these projects move through the construction process, they will be subject to project-specific NEPA review that will appropriately assess any negative environmental (human or otherwise) impacts these projects might have on neighboring populations.

Summing the current construction cost estimates for all of the CL RTP 2035 financially constrained list projects equals approximately \$249,528,000. The proportion of the total available state and federal funds to be applied in disadvantaged population concentration areas is as shown in Table 3 – Allocation of Funds on the following page.

*Table 3 - Allocation of Funds*

Disadvantaged Group	Regional Disadvantaged Population (As % of Total Regional Population)	Total L RTP Funding (X\$1,000)	L RTP Funding Estimate Allocated to Areas with Disadvantaged Population Concentrations (X\$1,000)	Percentage of L RTP Funding Estimate Allocated to Areas with Disadvantaged Population Concentrations
Minority	21.3%	\$249,528	\$89,754	36.0%
Low Income	14.5%		\$121,935	48.9%
LEP	2.7%		\$93,208	37.4%

Sources: Census 2010 Summary File 1: Table P9 for Minority Population; and 2010-2014 American Community Survey 5-Year Estimates: Table B17001 for Low Income Population, Table B08201 for Households with 1 or Less Vehicles and Table B16005 for LEP Population.

Tables 4 through 6 show CL RTP 2035 projects located in Minority Areas, Low Income Areas and Limited English Proficiency (LEP) Areas respectively.

**Table 4 - 2035 CL RTP Constrained Project by Minority Areas**

Project Type	Project	Cost Estimate	Locality/Entity
Transit	Operating Assistance	\$28,451,200	Valley Metro
Transit	Replacement Buses	\$3,480,000	Valley Metro
Transit	Support Vehicles	\$168,000	Valley Metro
Transit	Fareboxes	\$564,000	Valley Metro
Transit	Miscellaneous Equipment	\$8,000	Valley Metro
Transit	Renovation of Administration Building	\$200,000	Valley Metro
Transit	ADP Hardware	\$101,600	Valley Metro
Transit	Shop Equipment	\$41,600	Valley Metro
Transit	Communications Systems	\$360,000	Valley Metro
Transit	Expansion Rolling Stock	\$288,000	Valley Metro
Transit	Operating Assistance - JARC	\$336,000	RADAR
Transit	New Freedom Program	\$140,000	RADAR
Transit	Paratransit Vehicles	\$736,000	RADAR
Interstate	Interstate 581 - Valley View Interchange Phase II	\$23,481,500	City of Roanoke
Interstate	Interstate 581 - Elm Avenue Interchange	\$6,798,468	City of Roanoke
Urban	13 <sup>th</sup> Street & Hollins Rd. - reconstruction with added capacity	\$1,000	City of Roanoke
Urban	10 <sup>th</sup> Street - reconstruction and new construction	\$1,593,000	City of Roanoke
Urban	Riverland Rd. Intersection Improvement - safety, traffic operations and transportation systems management	\$193,000	City of Roanoke
<b>Total</b>			<b>\$66,941,368</b>
<b>L RTP Funding Allocated to Minority Areas Multiplied by Inflation Factor of 1.3408</b>			<b>\$89,754,986</b>
<b>Regional L RTP Project Cost Estimates</b>			<b>\$249,528,000</b>
<b>% of L RTP Project Funding in Minority Areas</b>			<b>36.0%</b>

**Table 5 - 2035 CL RTP Constrained Project by Low Income Areas**

Project Type	Project	Cost Estimate	Locality/Entity
Transit	Operating Assistance	\$28,451,200	Valley Metro
Transit	Replacement Buses	\$3,480,000	Valley Metro
Transit	Support Vehicles	\$168,000	Valley Metro
Transit	Fareboxes	\$564,000	Valley Metro
Transit	Miscellaneous Equipment	\$8,000	Valley Metro
Transit	Renovation of Administration Building	\$200,000	Valley Metro
Transit	ADP Hardware	\$101,600	Valley Metro
Transit	Shop Equipment	\$41,600	Valley Metro
Transit	Communications Systems	\$360,000	Valley Metro
Transit	Expansion Rolling Stock	\$288,000	Valley Metro
Transit	Operating Assistance - JARC	\$336,000	RADAR
Transit	New Freedom Program	\$140,000	RADAR
Transit	Paratransit Vehicles	\$736,000	RADAR
Interstate	Interstate 581 - Valley View Interchange Phase II	\$23,481,500	City of Roanoke
Interstate	Interstate 581 - Elm Avenue Interchange	\$6,798,468	City of Roanoke
Primary	U.S. 11/460 - widen to 4-lane with curb, gutter and raised median	\$10,583,000	Roanoke County
Primary	U.S. 11 - replace structure over Tinker Creek - structure #1012	\$1,415,500	Botetourt County
Primary	U.S. 11 - replace structure over Tinker Creek - structure #1013	\$1,008,500	Botetourt County
Primary	Route 116 - bridge replacement over Back Creek	\$1,286,179	Roanoke County
Primary	U.S. 220 - minor bridge rehab - bridge over Back Creek - structure #1039	\$1,697,500	Roanoke County
Primary	U.S. 221 - reconstruction to 4 lanes - construction phase	\$941,500	Roanoke County
Secondary	Route 720 (Colonial Avenue) - reconstruction	\$158,500	Roanoke County
Secondary	Route 688 (Cotton Hill Road) - reconstruction	\$651,375	Roanoke County
Secondary	Route 1662 (McVitty Road) - reconstruction & bridge replacement over Mud Lick Creek	\$1,260,826	Roanoke County
Secondary	Route 1663 (Old Cave Spring Lane) - reconstruction, drainage structure on branch of Mud Lick Creek	\$1,260,826	Roanoke County
Secondary	Route 738 (Webster Brick Road) - bridge reconstruction	\$17,970	Botetourt County
Secondary	Route 738 (Webster Brick Road) - bridge replacement	\$1,666,876	Botetourt County
Secondary	Route 779 (Catawba Road) - intersection improvements at Int. with Rt 672 and bridge reconstruction (#6264) over Tinker Creek	\$2,409,902	Botetourt County
Urban	13 <sup>th</sup> Street & Hollins Rd. - reconstruction with added capacity	\$800	City of Roanoke
Urban	10 <sup>th</sup> Street - reconstruction and new construction	\$1,274,400	City of Roanoke
Urban	Riverland Rd. Intersection Improvement - safety, traffic operations and transportation systems management	\$154,400	City of Roanoke
<b>Total</b>			<b>\$90,942,422</b>
<b>L RTP Funding Allocated to Low Income Areas Multiplied by Inflation Factor of 1.3408</b>			<b>\$121,935,599</b>
<b>Regional L RTP Project Cost Estimates</b>			<b>\$249,528,000</b>
<b>% of L RTP Project Funding in Low Income Areas</b>			<b>48.9%</b>

**Table 6 - 2035 CL RTP Constrained Project by Limited English Proficiency (LEP) Areas**

Project Type	Project	Cost Estimate	Locality/Entity
Transit	Operating Assistance	\$28,451,200	Valley Metro
Transit	Replacement Buses	\$3,480,000	Valley Metro
Transit	Support Vehicles	\$168,000	Valley Metro
Transit	Fareboxes	\$564,000	Valley Metro
Transit	Miscellaneous Equipment	\$8,000	Valley Metro
Transit	Renovation of Administration Building	\$200,000	Valley Metro
Transit	ADP Hardware	\$101,600	Valley Metro
Transit	Shop Equipment	\$41,600	Valley Metro
Transit	Communications Systems	\$360,000	Valley Metro
Transit	Expansion Rolling Stock	\$288,000	Valley Metro
Transit	Operating Assistance - JARC	\$336,000	RADAR
Transit	New Freedom Program	\$140,000	RADAR
Transit	Paratransit Vehicles	\$736,000	RADAR
Interstate	Interstate 581 – Valley View Interchange Phase II	\$22,139,700	City of Roanoke
Interstate	Interstate 581 – Elm Avenue Interchange	\$6,409,984	City of Roanoke
Primary	U.S. 11/460 - widen to 4-lane with curb, gutter and raised median	\$2,116,600	Roanoke County
Primary	U.S. 11 - replace structure over Tinker Creek – structure #1012	\$283,100	Botetourt County
Primary	U.S. 11 - replace structure over Tinker Creek – structure #1013	\$201,700	Botetourt County
Primary	Route 116 – bridge replacement over Back Creek	\$257,236	Roanoke County
Primary	U.S. 220 - minor bridge rehab - bridge over Back Creek – structure #1039	\$339,500	Roanoke County
Primary	U.S. 221 - reconstruction to 4 lanes - construction phase	\$188,300	Roanoke County
Secondary	Route 720 (Colonial Avenue) - reconstruction	\$104,610	Roanoke County
Secondary	Route 688 (Cotton Hill Road) – reconstruction	\$429,907	Roanoke County
Secondary	Route 1662 (McVitty Road) - reconstruction & bridge replacement over Mud Lick Creek	\$832,145	Roanoke County
Secondary	Route 1663 (Old Cave Spring Lane) - reconstruction, drainage structure on branch of Mud Lick Creek	\$126,083	Roanoke County
Secondary	Route 738 (Webster Brick Road) - bridge reconstruction	\$1,797	Botetourt County
Secondary	Route 738 (Webster Brick Road) – bridge replacement	\$166,688	Botetourt County
Secondary	Route 779 (Catawba Road) - intersection improvements at Int. with Rt 672 and bridge reconstruction (#6264) over Tinker Creek	\$240,990	Botetourt County
Urban	13 <sup>th</sup> Street & Hollins Rd. – reconstruction with added capacity	\$450	City of Roanoke
Urban	10 <sup>th</sup> Street – reconstruction and new construction	\$716,850	City of Roanoke
Urban	Riveland Rd. Intersection Improvement - safety, traffic operations and transportation systems management	\$86,850	City of Roanoke
	<b>Total</b>	<b>\$69,516,890</b>	
	<b>L RTP Funding Allocated to LEP Areas Multiplied by Inflation Factor of 1.3408</b>	<b>\$93,208,246</b>	
	<b>Regional L RTP Project Cost Estimates</b>	<b>\$249,528,000</b>	
	<b>% of L RTP Project Funding in LEP Areas</b>	<b>37.4%</b>	

### 1.13 Analysis of Disparate Impacts of Transportation Investments on Minority and/or Populations in the RVTPO Study Area.

The preceding section 1.12 analyzed investment patterns in the CL RTP 2035 to verify that the long-range plan was investing adequately in minority, low income and LEP areas. The question of whether these investments cause a disparate impact is separate from the aggregate amount of investment. At the heart of disparate impact analysis is a “Benefits and Burdens Framework” that recognizes that a given transportation project may both Benefit (for instance by providing access to jobs) and Burden (for instance by dividing a neighborhood) at the same time. The goal at the planning level is to estimate whether a candidate project is likely to be a net benefit or net burden so that any anticipated disparate impacts can be identified at the planning stage.

RVAMPO (i.e. RVTPO) is in the process of developing the Constrained Long-Range Multimodal Transportation Plan 2040 (CLRMTP 2040) which will have a new benefits and burdens framework diagrammed below. The CL RTP 2035 had a different way of assessing benefits and burdens which will be mentioned as well.

#### **New Benefits and Burdens Framework for CLRMTP 2040 (Anticipated June 2016):**

The New Benefits and Burdens Framework will expand upon the current framework to allow for different assessment methods to be used depending on the context of the project. The framework will be multi-tiered and easy to understand to be as useful as possible. Critically, each tier will now include opportunities (but not

requirements) for community input, so that those who will potentially be affected by the projects are given the chance to be involved in the decision process if they so choose.

The new framework is designed to incorporate the best EJ assessment practices possible. There are a number of environmental justice concerns related to transportation projects. Table 7 below outlines the environmental justice effects that are included in the new environmental justice framework. Effects were chosen based on NCHRP Report 532: Effective Methods for Environmental Justice Assessment (Forkenbrock & Sheeley).

**Table 7 - Environmental Justice Concerns included in new RVTPO EJ Assessment Framework**

Environmental Justice Concern	Relevance to Transportation Plans
Air Quality	Pollution from cars, trucks, and buses degrades air quality. If bus yards, roads, and highways are located disproportionately in low-income, minority neighborhoods, the air quality of these communities will be disproportionately affected.
Water Quality	Runoff from highways pollutes groundwater. If transportation projects are located disproportionately in low-income, minority neighborhoods, the water quality of these communities will be disproportionately affected.
Safety	Transportation projects, such as highways with fast-moving traffic, present a number of safety concerns. Communities living in proximity to these projects may be at risk.
Accessibility	Roadways and public transportation provide residents access to jobs, schools, food, and public services. It is essential to ensure that EJ communities are not disproportionately denied access to such needs and opportunities.
Noise	Transportation projects, particularly highways, may create an auditory burden on communities in close proximity.
Land Prices and Property Values	Transportation projects have potential to positively or negatively affect property values

The new framework will be comprised of four main tiers, with intermediate steps for community involvement and checks on decision theory.

### 1. Community Profile and EJ Index

The first tier will still feature the Community Profile, like the old framework. The profile assessment will be updated to allow for more detailed (smaller census scale) analysis where reasonable, and to focus on particularly relevant indicators and effects depending on the project. The creation of the community profile will be made available to community members. The demographic profiles to be used in this EJ Index are currently being updated to reflect American Community Survey 2013 data.

Intermediate Step: Share results of the Community Profile with the affected communities to the extent possible.

### 2. Assessment Method Flowchart

The second tier will be the determination of the assessment method itself. This step is the crucial difference between the old and new frameworks for Roanoke. This tier will be set up like an easy-to-follow flow chart, guiding planners to the recommended assessment method based on a series of questions about data available, skill sets, time frame, project scale, predicted effects, and location. Some projects (such as small sidewalk segments or other very small projects) will be categorically excluded from further assessment here through the “project scale” question.

Intermediate Step: Justify Selection of Assessment Method. The assessor will document the reasons that the flow chart was followed in the way that it was to choose the assessment method that was chosen. This step will be an easy form to fill in. Questions

will be based on Behavioral Economics decision theory (see Huettal 2014).

### 3. Benefits and Burdens Assessment

The third tier will be the “Benefits and Burdens” assessment based on the methods chosen during the second tier. This third tier will be as systematized as possible with the models already in place, enabling planners to merely input data when possible. Critically, this assessment, regardless of method chosen, will include not only the potential burdens of the project (air quality, noise, etc), but also the potential benefits of the project (accessibility, mobility, etc.) to help ensure that EJ decisions being made on the project are truly for the best of the community.

Intermediate Step: Share results of the assessment with the communities affected to the extent possible.

### 4. Comparison of Alternatives

The fourth tier will compare the results of the benefits and burdens assessment with project alternatives whenever possible, to ensure that the least burdensome feasible option is chosen.

#### Key Changes:

1. The framework will incorporate *multiple* analytical methods so that the assessment is better catered to the specific project at hand.
2. There will be a proportional weighting of “benefits” in the “benefits and burdens” assessment. This is to help ensure that transportation projects that would be *beneficial* to

communities (for job, school, and food accessibility etc.) are fairly considered.

3. The community potentially affected will be given opportunity to participate in the assessment and/or made aware of the results whenever reasonable and possible.
4. When *reasonably feasible*, the census block group or census block levels will be used for demographic profiling instead of the census tract level or higher. The smaller the level of assessment, the smaller the risk of missing groups of people in the assessment, but the higher the time commitment of planning staff.
5. Alternatives will be assessed whenever possible.
6. The assessment will ideally be run early in the project stages when changes can still be made, rather than after the fact.
7. There will be checks on the decision theories used in the assessments, to mitigate as much human bias as possible. These checks will be based on studies from the field of Behavioral Economics that have found predictable and systematic human irrationality in decision making (Huettal, 2014).

The new framework will follow the diagram depicted in table 8 on the next page.

#### ***Table 8 - Flow Chart Representation of New EJ Benefits and Burdens Framework.***



What is the spatial scale of this project?	What level of assessment do you need?	What is the level of data available to you?	What skill sets do you/those in your agency possess?	Which EJ effect is relevant to this project? (Repeat if multiple effects are relevant)	How severe are these effects predicted to be?	Method	Method Credits
Any	Any	Medium	Excel / Spreadsheet skills	Safety	Any	"Comparison Approach"	Forsterbrook, David & Shoely, Jason. (2004). Effective Methods for Environmental Justice Assessment. NORPP Report, Chapter 6.
						"Bicycle Safety Index"	Epperson, Bruce. 1994. "Evaluating Suitability of Roadways for Bicycle Use: Toward a Cycling Level of Service standard." Transportation Research Record 1438, Washington, DC: Transportation Research Board, National Research Council, pp. 9-16.
						"Bicycle Compatibility Index"	Harkley, David L., Reinhardt, Donald W., Sarton, Alex. (1998). The Bicycle Compatibility Index: A Level of Service Concept. Federal Highway Administration, FHWA-RD-98-095. Washington, DC: U.S. Department of Transportation.
Any	Any	High	HERS-ST, TransCAD	Transit Accessibility	Any	"HERS-ST Model"	Richardson, A. 2001. "Never Mind the Data- Feel the Mode!" International Conference on Transport Survey Quality, Kruger National Park, South Africa.
						"Regression Analysis"	Milazzo, et al. "Quality of Service for Interrupted-Flow Pedestrian Facilities in the Highway Capacity Manual 2000," Transportation Research Record 1878, Washington, DC: Transportation Research Board, National Research Council pp 25-31.

Figure 2.4c: Example of EJ Assessment through GIS: Highway Air Pollution in Poverty Zones based on a 500 meter buffer analysis.

<sup>1</sup> This flowchart continues for a few pages, incorporating methods for each of the EJ effects analyzed. Full chart can be shared upon request.

### CL RTP 2035 – EJ Analysis:

The RVAMPO CL RTP 2035 was approved in 2011 in the height of the downturn. As such many portions of the financially constrained list were \$0 in the out years. This resulted in no new capacity projects to evaluate on an EJ basis due to a lack of funding.

## Title VI Plan Appendices

## Appendix A - Title VI Discrimination Complaint Form

<b>Section I:</b>			
Name:			
Address:			
Telephone (Home):		Telephone (Work):	
Electronic Mail Address:			
Accessible Format Requirements?		Large Print	Audio Tape
		TDD	Other
<b>Section II:</b>			
Are you filing this complaint on your own behalf?			No
			Yes*
*If you answered "yes" to this question, go to Section III.			
If not, please supply the name and relationship of the person for whom you are complaining:			
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.			No
			Yes
<b>Section III:</b>			
I believe the discrimination I experienced was based on (check all that apply):			
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin			
Date of Alleged Discrimination (Month, Day, Year): _____			
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.			
_____			
_____			
<b>Section IV:</b>			
Have you previously filed a Title VI complaint with this agency?			No
			Yes

<b>Section V</b>	
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, check all that apply:	
<input type="checkbox"/> Federal Agency: _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name: _____	
Title: _____	
Agency: _____	
Address: _____	
Telephone: _____	
<b>Section VI</b>	
Name of agency complaint is against: _____	
Contact person: _____	
Title: _____	
Telephone number: _____	

You may attach any written materials or other information that you think is relevant to your complaint.  
 Signature and date required below

\_\_\_\_\_  
 Signature Date

Please submit this form in person, at the address below, mail, email or fax to:

Jeremy Holmes, Title VI Coordinator  
 313 Luck Avenue SW  
 Roanoke, Virginia, 24016  
 Phone 540-343-4417  
 Fax 540-343-4416  
 Email: [jholmes@rvarc.org](mailto:jholmes@rvarc.org)

## Appendix B - (Anexo B) - Formulario de Queja Título VI Discriminación

<b>Sección I:</b>		
Nombre: _____		
Dirección: _____		
Teléfono (Casa): _____		Teléfono (Trabajo): _____
Dirección de Correo Electrónico: _____		
Requisitos formato accesible?	Letra Grande	Audio Tape
	TDD	Otros
<b>Sección II:</b>		
¿Está presentando esta queja en su propio nombre?		Si* No
* Si su respuesta es "sí" a esta pregunta, vaya a la Sección III.		
Si no es así, sírvase proporcionar el nombre y la relación de la persona para quien se queja:		_____
Por favor, explique por qué usted ha presentado para un tercero: _____		
Por favor, confirma que ha obtenido el permiso de la parte perjudicada, si usted está presentando en nombre de un tercero.		Si No
<b>Sección III:</b>		
Creo que la discriminación que experimenté fue basado en (marque todo lo que corresponda):		
<input type="checkbox"/> Carrera	<input type="checkbox"/> Color	<input type="checkbox"/> Origen Nacional
Fecha de la Discriminación Presunta (mes, día, año): _____		
Explique lo más claramente posible lo que pasó y por qué cree que fue discriminado. Describir todas las personas que estuvieron involucradas. Incluya el nombre y la información de contacto de la persona (s) que lo discriminó (si se conoce), así como los nombres y la información de los testigos en contacto. Si se necesita más espacio, por favor use la parte de atrás de este formulario.		
_____		
_____		
<b>Sección IV</b>		
¿Ha presentado previamente una queja del Título VI con esta agencia?		Si No

<b>Sección V</b>	
¿Ha presentado esta queja con cualquier otro, estatal o agencia local Federal, o con cualquier corte federal o estatal?	
<input type="checkbox"/> Sí	<input type="checkbox"/> No
En caso afirmativo, marque todo lo que corresponda:	
<input type="checkbox"/> Agencia Federal _____	
<input type="checkbox"/> Tribunal Federal _____	<input type="checkbox"/> Agencia Estatal _____
<input type="checkbox"/> Tribunal Estatal _____	<input type="checkbox"/> Agencia Local _____
Sirvanse proporcionar información sobre una persona de contacto en la agencia / tribunal donde se presentó la denuncia.	
Nombre: _____	
Título: _____	
Agencia: _____	
Dirección: _____	
Teléfono: _____	
<b>Sección VI</b>	
Nombre de la agencia de queja es en contra: _____	
Persona de contacto: _____	
Título: _____	
Número de teléfono: _____	

Puede adjuntar cualquier material escrito o cualquier otra información que usted piensa que es relevante para su queja.

Firma y fecha requerida a continuación

\_\_\_\_\_

Firma

\_\_\_\_\_

Fecha

Por favor, envíe este formulario en persona en la dirección indicada más abajo, o envíe este formulario a:

Jeremy Holmes, Título VI Oficial de Cumplimiento  
 313 Luck Avenue SW, Roanoke, Virginia, 24016  
 Teléfono: 540-343-4417; Email: [jholmes@rvarc.org](mailto:jholmes@rvarc.org)

## Appendix C - RVAMPO Title VI Non-Discrimination Statement

The Roanoke Valley Area Metropolitan Planning Organization (RVAMPO) gives public notice of its policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights

Restoration Act of 1987 (PL 100.259), and all related statutes. The RVAMPO is committed to ensuring that no person in the United States of America shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the RVAMPO receives Federal financial assistance as required by Title VI.

Please contact the RVAMPO to request a copy of the department's Title VI Plan.

Any person who believes that he or she has, individually, or as a member of any specific class of persons, been excluded from the participation in, been denied the benefits of, or been otherwise subjected to discrimination under any program or activity for which the RVAMPO provides assistance, and believes the discrimination is based upon race, color, national origin, gender, age, economic status, or limited English proficiency has the right to file a formal complaint.

The RVAMPO Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports, and other responsibilities as required by Title 23 Code of Federal Regulations (CFR) Part 200, and Title 49 CFR Part 21.

If a complaint addresses a particular service provider, the complaint should be lodged with that provider. A complaint must be submitted within 180 days of the alleged discriminatory act. Complaints may also be filed with the US Federal Transit Administration. If a complaint addresses DRPT, you may file the complaint through email via the link below, by phone, or in writing.

For complainants who may be unable to file a written complaint, verbal information will be accepted by the RVAMPO at 540-343-

4417, email [jholmes@rvarc.org](mailto:jholmes@rvarc.org), as well as by the individual service providers.

To submit a formal complaint or to request additional information on Title VI obligations, contact Jeremy Holmes, Title VI Coordinator, RVTPO (RVAMPO), 313 Luck Avenue, SW, Roanoke, Virginia, 24016; phone 540-343-4417; email [jholmes@rvarc.org](mailto:jholmes@rvarc.org).

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## Appendix D - Notice Under the Americans with Disabilities Act

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In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Roanoke Valley Area Metropolitan Planning Organization (RVAMPO) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities.

**Employment:** the Roanoke Valley Metropolitan Planning Organization (RVAMPO) or Roanoke Valley-Alleghany Regional Commission (RVARC) does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

**Effective Communication:** the Roanoke Valley Area Metropolitan Planning Organization (RVAMPO) will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in RVAMPO's programs, services and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing or vision impairments.

**Modifications to Policies and Procedures:** the Roanoke Valley Area Metropolitan Planning Organization (RVAMPO) will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services and activities.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a Roanoke Valley Area Metropolitan Planning Organization (RVAMPO) program, service or activity, should contact Bryan Hill, ADA Coordinator, 313 Luck Avenue, SW, Roanoke, Virginia, 24016; phone 540-343-4417; email [bhill@rvarc.org](mailto:bhill@rvarc.org) as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Roanoke Valley Area Metropolitan Planning Organization (RVAMPO) to take any action that would fundamentally alter the nature of its programs or services, or impose any undue financial or administrative burden.

Complaints that a Roanoke Valley Area Metropolitan Planning Organization (RVAMPO) program, service or activity is not accessible to persons with disabilities should be directed to Bryan Hill, 313 Luck Avenue SW, Roanoke, Virginia, 24016; phone 540-343-4417; email [bhill@rvarc.org](mailto:bhill@rvarc.org).

The Roanoke Valley Area Metropolitan Planning Organization (RVAMPO) will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy.

## 2.0 RVAMPO Limited English Proficiency (LEP) Plan

As a recipient of federal funds, the RVAMPO follows the United States Department of Transportation Policy Guidance (U.S. DOT 2005) concerning recipients' responsibilities to limited English proficient (LEP) persons. Individuals for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English are limited English proficient, or "LEP." RVAMPO's Title VI and LEP Guide is intended to guide the agency in the provision of meaningful access to its services, programs and activities by LEP persons.

In 2007, the FTA's Office of Civil Rights released a handbook – implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons – to provide recipients with technical assistance to implement federal guidelines. The U.S. DOT LEP Guidance notes that effective implementation plans typically include the following five elements:

1. Identifying LEP individuals who need language assistance
2. Providing language assistance measures
3. Training staff
4. Providing notice to LEP persons
5. Monitoring and updating the plan

The Federal Transit Administration updated the Title VI Circular to 4702.1B – Title VI and Title VI-Dependent Guidelines for FTA Recipients – in October 2012. This revised circular provides guidance to grantees on how to comply with Title VI regulations and specifies recommended steps to ensure grantees provide

meaningful language access to persons who are limited English proficient.

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### 2.1 Limited English Proficiency (LEP) Introduction

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On August 11, 2000, President William J. Clinton signed Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency. The Executive Order requires federal agencies to examine the services they provide, identify any need for services to those with LEP, and develop and implement a system to provide those services so LEP persons can have meaningful access to them. The Executive Order also requires that federal agencies work to ensure that recipients of federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write or understand English can be considered LEP. For an LEP individual, language can present a barrier to accessing benefits and services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by federally funded programs and activities. These individuals may be entitled to language assistance at no cost to them with respect to a particular type of service, benefit, or encounter.

The USDOT guidelines require that recipients of federal financial assistance provide "meaningful access to programs and activities" by giving LEP persons adequate and understandable information and allowing them to participate in programs and activities, where appropriate. Recipients of federal funds must take reasonable steps to remove barriers for LEP individuals. While designed to be a flexible and fact-dependent standard, the starting point is an individualized assessment that balances the following four factors:

1. Demography: number and/or proportion of LEP persons served and languages spoken in service area.
2. Frequency: rate of contact with service or program.
3. Importance: nature and importance of program/service to people's lives.
4. Resources: available resources, including language assistance services.

The four-factor analysis should be used to determine which language assistance services are appropriate to address the identified needs of the LEP population. More information regarding the identification of LEP individuals within the community as well as outreach strategies will be included within the Updated RVAMPO Public Participation Plan that is scheduled to be updated by the end of Fiscal Year 2016.

### ***Assessment of Needs and Resources***

The need and resources for the LEP language assistance were determined through a four-factor analysis as recommended by FTA guidance.

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## **2.2 Factor 1: Assessment of the Number and Proportion of LEP Persons Likely to be Served or Encountered in Eligible Service Population**

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RVAMPO has reviewed Census data on the number of individuals in its service area that have LEP, as well as the languages they speak.

Data from the U.S. Census Bureau's American Community Survey (ACS) were obtained through [www.census.gov](http://www.census.gov) for the MPA. Information from the 5-year 2009-13 ACS also provides more detail on the specific languages that are spoken by those who report that they speak English less than very well. Languages spoken at home

by those with LEP are presented below. These data indicate the extent to which translations into other language are needed to meet the needs of LEP persons.

This data will be used to determine how best to disseminate information that is accessible to persons with LEP. According to the U.S. Census 5-Year 2009-13 ACS, The overall LEP percentage for the RVTPO 2040 Study area boundary is 1.85%. However there are specific block groups within the Study Area boundary that are above the Safe Harbor provision of 5% at the Census Block Group geographic level and are thus relevant to this LEP 4 factor analysis. The maps on the following pages (Figures 7 and 8 respectively) document the block groups with 5% or more LEP and the Block group percentage ranges of LEP respectively.

Figure 7 – RVTPO Block Groups with 5% or More LEP by Household

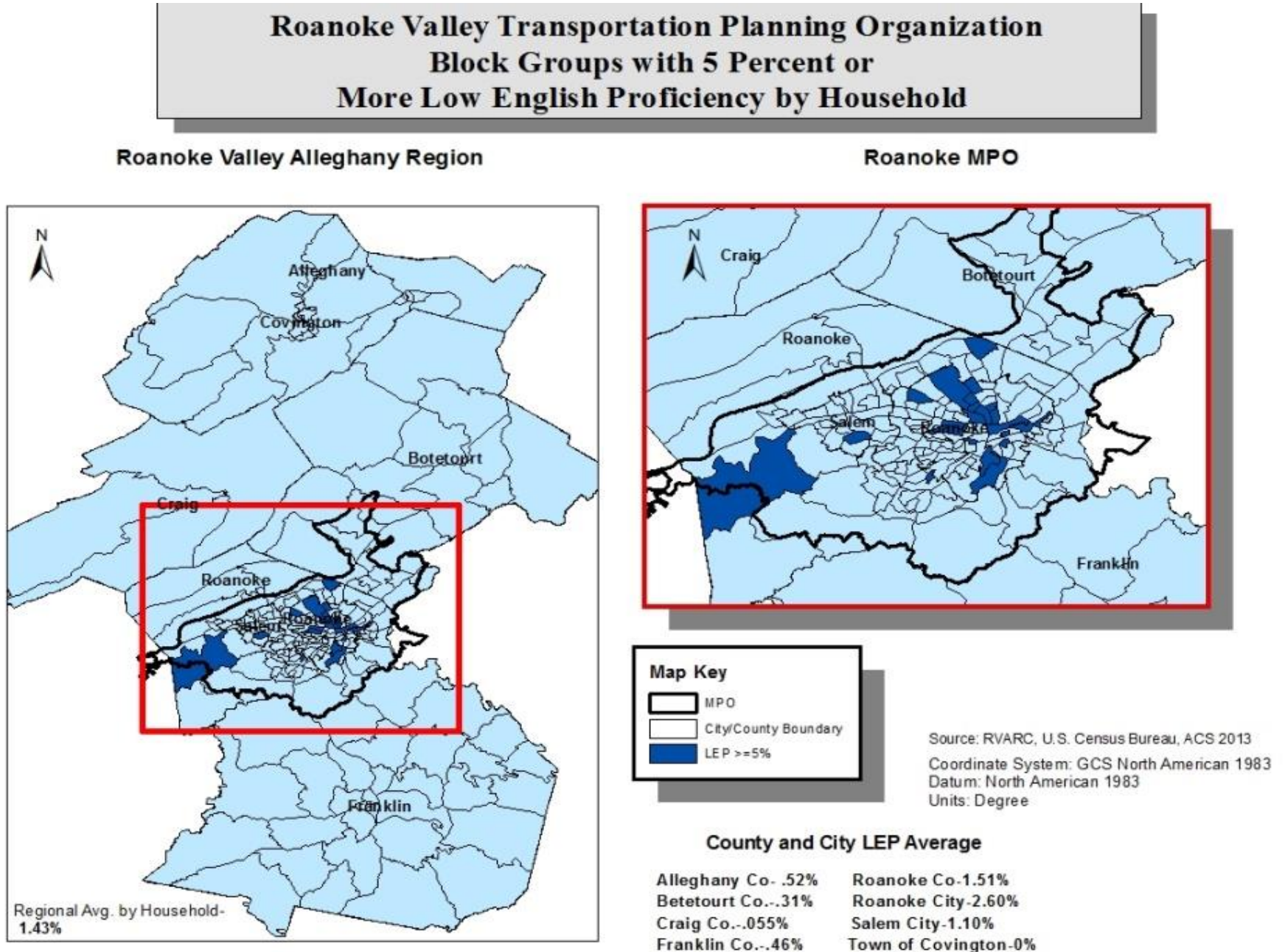
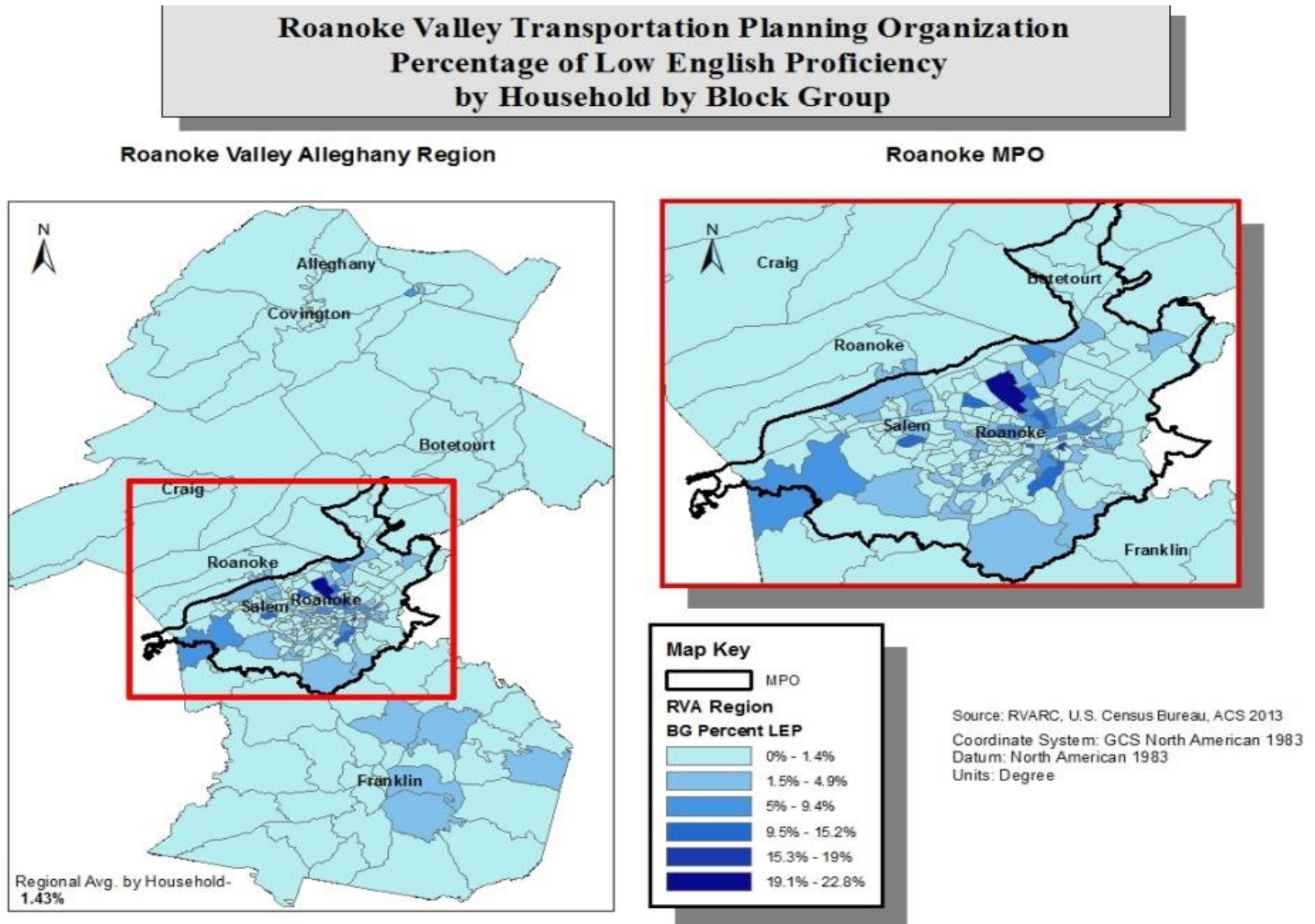


Figure 8 – RVTPO Block Group Percentage LEP by Household





The following table details the total number of LEP Households for the majority localities in RVTPO. Spanish is certainly well represented in LEP households. However other Indo-European Languages and Asian Pacific Languages are also represented in some localities. RVTPO staff will drill down further and endeavor to document these other language communities and include updated information in future planning products.

*Table 9 - English Proficiency by Language per Household*

<b>English Proficiency by Language per Household</b>					
<b>Geography</b>	<b>Total Households</b>	<b>Spanish LEP Households</b>	<b>Other Indo-European languages LEP Households</b>	<b>Asian and Pacific Island languages LEP Households</b>	<b>Other languages LEP Households</b>
<b>Botetourt County, Virginia</b>	12825	15	21	0	5
<b>Roanoke County, Virginia</b>	37928	219	205	105	77
<b>Roanoke city, Virginia</b>	42494	667	127	248	144
<b>Salem city, Virginia</b>	9908	92	20	12	0

---

## 2.3 Factor 2: Assessment of the Frequency with Which LEP Individuals Come Into Contact with RVAMPO Plans or Services

---

As Figures 7 and 8 attest LEP households are somewhat concentrated within the RVTPO study area. When RVTPO Plans and Programs affect these areas special effort will be made to reach out to the appropriate language communities.

The RVAMPO reviewed the relevant benefits, services, and information provided by the agency and determined the extent to which LEP persons have come into contact with these functions through the following channels:

- Calls to the RVAMPO's offices;
- Visits to the RVAMPO's office;
- Access to the RVAMPO's website;
- Attendance at community meetings or public hearings hosted by the RVAMPO;
- Public involvement and public engagement meetings/hearings for projects affecting LEP communities or individuals;

The RVAMPO has never been contacted by any LEP individuals regarding projects or programs the RVAMPO administers.

The RVAMPO will continue to identify emerging populations as updated Census and American Community Survey data become available for our service area. In addition, when LEP persons contact our agency, we attempt to identify their language and keep records on contacts to accurately assess the frequency of contact.

To assist in language identification, we use a language identification flashcard based on that which was developed by the U.S. Census. (<http://www.lep.gov/ISpeakCards2004.pdf>)]

Also, the RVAMPO maintains a Pay-As-You Go subscription to Cyracom – On Demand Over-the-Phone Interpretation ([www.cyracom.com](http://www.cyracom.com)). CyraCom maintains telephone assisted interpretation capability for over 100 languages. Any potential language encountered in the Roanoke Valley should be covered by CyraCom's large portfolio of interpreters.

---

## 2.4 Factor 3: Assessment of the Nature and Importance of RVARC Plans and Services to the LEP Population

---

The RVAMPO main function is to provide cooperative, comprehensive, and continuing transportation planning for the Roanoke Valley. To this end, the RVAMPO develops the regional Transportation Improvement Program (TIP), the Long Range Transportation Plan, assists the member jurisdictions with development of their transportation planning documents, assist the local public transportation provider with planning needs, promote multi-modal transportation options for the region, and provides other services as needed.

For LEP purposes, it was determined the following documents could be seen as vital documents:

- Long Range Transportation Plan
- Transportation Improvement Plan
- Unified Planning Work Program
- Public Participation Plan

Based on this evaluation and the language assessment in Factor 1 of the Four Factor analysis, the staff will seek partner organizations proficient in Spanish to provide information about RVAMPO plans and programs. Translation and/or interpretation services, for Spanish and other languages, will be considered upon request and in coordination with partner agencies in the region.

If any notice or document bears a direct impact toward a localized population that meets or exceeds the LEP Safe Harbor clause, then the notice or document will be considered for translation as described previously, to include translating notices and key information contained within vital documents. Federal law provides a “safe harbor” which means that if an MPO provides written translations of documents of summaries and abbreviations of said documents under certain circumstances, such action will be considered strong evidence of compliance with the recipient’s written-translation obligations under Title VI. The failure to provide written translations under the circumstances does not mean there is noncompliance, but rather provides a guide for MPOs that would like greater certainty of compliance than can be provided by a fact-intensive, four-factor analysis. For example, even if a safe harbor is not used, if written translation of a certain document(s) would be so burdensome as to defeat the legitimate objectives of its program, it is not necessary. Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, might be acceptable under such circumstances. Strong evidence of compliance with the recipient’s written-translation obligations under “safe harbor” includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally. This safe harbor provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to

LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.

---

## 2.5 Factor 4: Assessment of the Resources Available to the Agency and Costs

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### **Costs:**

RVAMPO Staff will investigate the cost of including Spanish-language announcements of public involvement activities. Based on experience of other MPOs it is anticipated that the costs for these services will range from \$500 - \$1,500 depending on the number of public involvement activities that occur in any given year. We do not expect these costs to increase in the near future.

The RVAMPO maintains a Pay-As-You Go subscription to CyraCom – On Demand Over-the-Phone Interpretation ([www.cyra.com](http://www.cyra.com)). CyraCom maintains telephone assisted interpretation capability for over 100 languages. Any potential language encountered in the Roanoke Valley should be covered by CyraCom’s large portfolio of interpreters.

Based on the analysis of demographic data and contact with community organizations and LEP persons, the RVAMPO has determined that there is no need to expand our translation services to languages other than Spanish at this time. However, when projects are based in areas identified as high LEP populations additional outreach or accommodations may be necessary.

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## 2.6 Limited English Proficiency (LEP) Implementation Plan

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Considering the RVAMPO's size and scope, LEP individuals in the RVAMPO Service Area, and financial resources, it is necessary to provide at least the most basic and cost-effective services available to ensure compliance with Executive Order 13166. The following recommendations are offered as measures to provide meaningful access to limited English speaking persons:

- Provide over-the phone interpreter services using the RVAMPO CyraCom account at any meeting or public hearing when feasible. This will include foreign language and hearing impaired interpreter services.
- Place notices of RVAMPO's non-discrimination policies, Title VI Notice to the Public and information on the local and federal complaint process on the website in English and other languages via Google Translate, post notices in the RVARC office lobby, mail/copier room, break room and make the notices available at public meetings.
- The RVAMPO non-discrimination policy and Title VI Notice to the Public will also be included in all significant publications and reports produced by the RVTPO including brochures and other publications for distribution to the public.
- Translate vital documents in languages other than English when there is potential for impact to LEP communities.
- Provide training to RVAMPO staff on the requirements for providing meaningful access to services for LEP persons.
- Monitor data and requests to ensure LEP requirements are fulfilled and report annually on the accomplishments related to LEP activities.
- Include a LEP policy in the updates of the RVAMPO Public Participation Plan through, 1) statements and notices that over-the- phone interpretation can be provided, upon prior request for language assistance as well as 7 days prior notice for sign language, and 2) maintenance of a contact list for interpretation and translation providers.

- Utilize the VDOT's LEP Guidelines and Public Participation Plan in conjunction with the DRPT's LEP Plan to identify low-income populations, minority populations, the elderly, and the disabled; who may be part of the LEP population.

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## 2.7 Limited English Proficiency (LEP) Plan Monitoring and Updating

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The RVAMPO will monitor and update its LEP Implementation Plan, as needed, to ensure meaningful access to its programs and services by LEP persons. The RVAMPO will use a combination of qualitative and quantitative approaches to monitor whether its LEP Implementation Plan effectively meets the needs of LEP persons across the RVAMPO Service Area. On at least a 5-year basis, the RVAMPO will review demographic data and solicit feedback from RVAMPO and RVARC staff, LEP persons and community-based organizations serving LEP individuals to evaluate the effectiveness of its Title VI and Limited English Proficiency (LEP) Plan.

By establishing an evaluative review of the LEP Implementation Plan, the RVAMPO can assess whether its language assistance services are effective and have impacted relations with LEP communities. The RVAMPO will monitor its implementation plan by soliciting regular feedback from RVAMPO and the RVARC staff and third-party contractors, community-based organizations and LEP persons.

In compliance with U.S. DOT guidelines, the RVAMPO will monitor and evaluate its Title VI and Limited English Proficiency (LEP) Plan by reviewing the following information:

- Changes in the number and proportion of LEP persons in the RVAMPO planning area

- New demographic data from the U.S. Census and American Community Survey
- Changes in the frequency of contact with LEP language groups (e.g., language line usage and translated website pageviews)
- Nature and importance of programs, services and activities to LEP persons
- Expansion of services and programs
- Changes in the availability of resources, including technological advances and/or identification of additional financial resources
- The effectiveness of current language assistance measures in meeting the needs of LEP persons
- Feedback from LEP persons on the effectiveness of current language assistance services
- The effectiveness of staff LEP trainings and agency-wide language assistance protocol (e.g., “Vital Documents Guidelines”)