



January 21, 2016

The January meeting of the Roanoke Valley Transportation Planning Organization (TPO) Policy Board will be held as follows:

DATE:	Thursday, January 28, 2016
TIME:	1:00 p.m.
LOCATION:	Roanoke Valley-Alleghany Regional Commission office (Upstairs Conference Room), 313 Luck Ave., SW, Roanoke, VA

AGENDA

1. Call to Order, Roll Call, Introductions *Chair Johnson*
2. Approval of the December 10, 2015 Minutes, pp. 3-6 *Chair Johnson*
3. Overview of Upcoming Federal Review/Compliance Process page 7..... *Mark McCaskill*
4. Title VI Plan Adjustments based on Virginia Department of Rail and Public Transportation (DRPT) Feedback page 10 *Mark McCaskill*
5. Regional Surface Transportation Program (RSTP) Policies and Procedures Update – Kickoff Discussion page 71..... *Mark McCaskill*
6. FY 17 Unified Planning Work Program (UPWP) Development – Initial Project Candidate List Discussion page 73..... *Mark McCaskill*
7. Updates:
 - Status Update on HB2 Applications *page 75* *Bryan Hill*
 - Status Update on Transportation Alternatives (TA) Applications *Bryan Hill*
 - Development of the Roanoke Valley Transit Vision Plan *Cristina Finch*

8. Other Business
9. Comment Period
10. Adjournment

Public Input Policy

“At the end of each Roanoke Valley TPO Policy Board meeting, the TPO Policy Board will allow for an open public forum/comment period. This comment period shall not exceed one-half hour in length and each speaker will be asked to sign up and be allowed a maximum of three (3) minutes to speak.”

ADA Compliance

The Roanoke Valley Transportation Planning Organization intends to comply with the Americans with Disabilities Act and confirms that the office located at 313 Luck Avenue, SW, Roanoke, VA is ADA compliant. If you have a disability and wish to request assistance or a special accommodation, please inform Bryan Hill at 540-343-4417 or bhill@rvarc.org no later than 48 hours in advance of the posted meeting.

MINUTES

The Combined November-December meeting of the Roanoke Valley Transportation Planning Organization (RVTPO) Policy Board was held on Thursday, December 10, 2015 at 1:00 p.m. at the Roanoke Valley-Alleghany Regional Commission office, 313 Luck Avenue, SW, Roanoke, VA.

MEMBERS PRESENT

Doug Adams	Town of Vinton
Bill Bestpitch	City of Roanoke
Tommy DiGiulian (<i>Alt. for Ken King</i>)	Virginia Dept. of Transportation – Salem District
Todd Dodson	Botetourt County
Ray Ferris, Vice Chair	City of Roanoke
Lisa Garst	City of Salem
Jane Johnson, Chair	City of Salem
Diana Lewis (<i>Alt. for Efren Gonzalez</i>)	Roanoke-Blacksburg Regional Airport
Charlotte Moore	Roanoke County
J. Lee E. Osborne	Roanoke Valley-Alleghany Regional Commission
Carl Palmer	Greater Roanoke Transit Company

1. CALL TO ORDER, ROLL CALL , INTRODUCTIONS

Chair Johnson called the meeting to order at 1:00 p.m. A quorum was present.

Others in attendance: Curtis Andrews, RADAR and Member, Transportation Technical Committee; Liz Belcher, Roanoke Valley Greenway Commission and Member, Transportation Technical Committee; Unwanna Dabney, Parsons Brinckerhoff; Michael Gray, Virginia Department of Transportation-Salem District and Member, Transportation Technical Committee; David Holladay, Roanoke County and Chairman, Transportation Technical Committee; Leta Huntsinger, Parsons Brinckerhoff; Mark Jamison, Roanoke City and Member, Transportation Technical Committee; Amanda McGee, Botetourt County and Member, Transportation Technical Committee; Kevin Price, Valley Metro and Member, Transportation Technical Committee and Karla Turman, Town of Vinton and Member, Transportation Technical Committee.

2. APPROVAL OF MINUTES

The Minutes of the October 22, 2015 meeting of the Roanoke Valley Transportation Planning Organization Policy Board were distributed earlier.

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

Roanoke Valley TPO Policy Board Action:

Upon motion by Mr. Bestpitch, seconded by Ms. Lewis and carried, the Minutes of the October 22, 2015 meeting of the Roanoke Valley Transportation Planning Organization Policy Board were approved, as distributed.

3. ADOPTION OF SUPPORTING RESOLUTION APPROVING THE COMBINED TITLE VI PLAN AND LIMITED ENGLISH PROFICIENCY (LEP) PLAN

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. The Roanoke Valley TPO, 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. The Title VI Plan was developed to ensure that the Roanoke Valley TPO is in compliance with nondiscrimination requirements as outlined in Title 23 Code of Federal Regulations (CFR) and 49 CFR and related laws and provides specific information on how to file a nondiscrimination complaint. The 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.

Mark McCaskill expressed thanks to planning interns, Allison Homer and Dorian Allen, for their input and research in the plan. He further stated that various word choice, formatting and related comments had been received. These comments have been incorporated into an updated version of the draft plan. None of these updates changed the draft in any material way. Mark then scrolled through the updated draft on the screen with the changes highlighted in green. There was no discussion or questions on the updates from the Policy Board.

Staff presented a supporting resolution for adoption stating that the Roanoke Valley TPO Policy Board approves the update of the Roanoke Valley TPO Title VI and LEP Plan to be in compliance with all federal Title VI planning requirements.

Roanoke Valley TPO Policy Board Action:

Ms. Moore moved for adoption of the supporting resolution stating that the Roanoke Valley TPO Policy Board approves the update of the Roanoke Valley TPO Title VI and LEP Plan to be in compliance with all federal Title VI planning requirements. The motion was seconded by Mr. Dodson and carried.

4. OTHER BUSINESS

Mark McCaskill reported that the TPO staff is beginning to develop the FY 2017 Unified Planning Work Program (UPWP). The "Have To" items, such as the Long-Range Transportation Plan, Congestion Management Process Plan Review, RSTP scoring and allocation, Transportation Improvement Program, Public Transportation Planning Assistance, etc., cover 60-75% of the total projects in the UPWP. Mr. McCaskill asked members to work with their respective local government administrator/manager, local planning staff and stakeholders about project ideas to include in the UPWP. The following items were expressed for possible consideration: update of the Greenway Plan, HB2 candidate project generation form the long-range plan, pedestrian and

vision plans, a transportation and land-use related project, etc. Mr. McCaskill stressed the importance of focusing on regional projects that can benefit multiple localities.

It is anticipated that the Roanoke Valley TPO Policy Board will take action on the final UPWP at their April 2016 meeting.

5. **COMMENTS**

Wayne Strickland stated that recently the Congress overwhelmingly approved a 5-year, \$305 billion highway and transit reauthorization bill. The [Fixing America's Surface Transportation \(FAST\) Act](#) is the result of negotiations between House and Senate conferees charged with resolving differences between the House and Senate surface transportation reauthorization bills. The FAST Act requires a transfer of \$70 billion in general fund revenue to the Highway Trust Fund from a variety of sources. Key provisions of the FAST Act include:

- A new formula program for highway freight project.
- A new grant program for large-scale projects, the Nationally Significant Freight and Highway Projects (NSFH).
- Modification of the National Highway Freight Network created by MAP-21 and a requirement that the network be re-designated every 5 years.
- Expanded funding eligibility for on-system bridges located off the National Highway System.
- An increase in the Surface Transportation Program (STP) sub-allocation to local governments from 50 to 55 percent.
- The Transportation Alternatives Program (TAP) is rolled into STP; 50 percent of certain TAP funding sub-allocated to local areas can be used on any STP-eligible project.
- A competitive grant program for bus and bus facilities funds is reinstated, including a 10 percent set-aside for rural areas

The TPO Policy Board business meeting was adjourned at 1:20 p.m. A joint work session followed, with members from the TPO Policy Board and Transportation Technical Committee, to hear from Leta Huntsinger, Ph.D., P.E., with Parsons Brinckerhoff, about progress toward the new Travel Demand Model.

Submitted by:

Wayne Strickland, Secretary to the
Roanoke Valley Transportation Planning Organization

Staff Report

Re: Federal Certification Review of the RVTPO Planning Process

Attached please find a copy of the Federal Certification Review letter that was sent to Chair Jane Johnson for your reference.

The Federal Certification Review is required of all Transportation Management Area (TMA) Metropolitan Planning Organizations (MPOs) every 4 years. This is our first Federal Certification Review. The review will take place March 2 and 3, 2016 in our office. There will also be a Public Meeting from 4:30 to 7:30 pm on March 2nd. This public meeting will be run by the Federal Team reviewing us, not RVTPO staff. The venue for the Public Meeting has not yet been decided.

It is important to note that the Federal Certification Review will likely uncover items that need to be improved over the next 4 years. This has been the experience of other TMA MPOs in Virginia during their reviews. Compared to other TMA MPOs we have a relatively small staff size. Out of the myriad federal rules and regulations concerning MPO planning there are bound to be areas that we haven't had ability to fully address. Staff will diligently implement feedback from this process over the next 4 years.

We don't expect any major findings or deficiencies; we just wanted to let you know that this is not a "pat on the back" type of review. Its purpose is to improve the process. Since no MPO is perfect, there will always be areas of improvement identified after a two day review.



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION III
Delaware, District of
Columbia, Maryland,
Pennsylvania, Virginia,
West Virginia

1760 Market Street
Suite 500
Philadelphia, PA 19103-4124
215-656-7100
215-656-7260 (fax)

December 22, 2015

The Honorable Jane Johnson
Chair, Roanoke Valley Transportation Planning Organization
P.O. Box 2569
Roanoke, VA 24010

**Re: 2016 Federal Certification Review of the Roanoke Valley Transportation Planning
Organization (TPO) Planning Process**

Dear Ms. Johnson:

The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) will be conducting a site visit for the Federal Certification Review of the Roanoke Valley TPO Planning Process. As agreed upon through prior discussions with the MPO staff, this site visit has been scheduled for March 2-3, 2016. The Federal Certification Review is intended to determine if the region's transportation planning process is addressing the major issues facing the area in accordance with the applicable Federal regulations, and will look at the cooperative planning process as conducted by the State, transit operator, and local governments in the area. Consequently, we will not be conducting a pass/fail review, but rather we intend to highlight good practices, exchange information, and identify opportunities for improvements.

The Federal Certification Review is required every four years for all Transportation Management Areas (TMAs). Urbanized areas with 200,000 or more population are referred to in Federal legislation as TMAs. The Federal Certification of TMAs was first required by the Intermodal Surface Transportation Efficiency Act (ISTEA), which established a requirement in 23 U.S.C. 134 and 49 U.S.C. 1607 for the FHWA and the FTA to jointly certify the metropolitan transportation planning process in MPOs that are designated TMAs at least once every three years. As revised by the enactment of the Safe, Accountable, Flexible, Efficient Equity Act: A Legacy for Users (SAFETEA-LU) (P.L. 109-59), and the enactment of the Moving Ahead for Progress in the 21st Century Act (MAP-21) (P.L. 112-141), 23 U.S.C. 134 and 49 U.S.C. 5303 continue to require that the FHWA/FTA jointly certify the metropolitan transportation planning processes in TMAs at least once every four years. Federal Certification Reviews must also "provide for public involvement appropriate to the metropolitan area under review."

The formal review is tentatively scheduled to begin at 9:00 AM and end at 4:00 PM on March 2nd. The location of the Federal Certification Review will be provided in advance of the site visit. The discussion will continue from 9:00 AM to 3:30 PM on March 3rd. Since policy and technical

issues are likely to be discussed, please ensure that appropriate representatives are present during the site visit to address questions that may arise. An agenda and a list of questions that are planned to be discussed will be provided to the MPO staff prior to the site visit.

In addition, there will be an opportunity for the public, including key MPO committee members and special interest groups, to express their views on the transportation planning process being conducted in the metropolitan area. This public meeting is scheduled for the evening of March 2nd, from 4:30 PM to 6:30 PM. Please ensure that this opportunity for public participation is advertised in accordance with the MPO's adopted Public Involvement Plan. In general, the public meeting will further focus on the MPO's various approaches, activities, and issues associated with conducting the "3-C" (Coordinated, Continuing, and Comprehensive) metropolitan transportation planning process.

The FHWA and FTA Team wish to accomplish the Federal Certification Review through the following phases: 1) desk review of planning products and processes; 2) a site visit including public meeting; and 3) a certification report. Over the next several weeks, our office will be coordinating with your staff to finalize the site visit agenda. To aid the Federal agencies in conducting the desk review, the FHWA and FTA ask that you provide two copies (paper or electronic) of the following documents to the FHWA Division and one copy (paper or electronic) to the FTA Region III office, by **January 29, 2016**:

- MPO Agreements and MOUs identifying planning responsibilities,
- Long Range Transportation Plan (LRTP),
- Transportation Improvement Program (TIP),
- LRTP and TIP Financial Plans,
- Brief Narrative of LRTP and TIP Development Processes,
- Public Participation Plan (PPP),
- Unified Planning Work Program (UPWP),
- Congestion Management Process (CMP), and
- Civil Rights program documents.

Upon completion of the desk review, a list of items and issues identified for further review and discussion during the on-site review will be provided to you.

As part of the site visit, an informal closeout session will be held with the MPO to discuss preliminary review findings (i.e., corrective actions, recommendations and/or commendations). After the site visit, the Federal Review Team will prepare a MPO Certification Review report that summarizes the site visit and provides the Federal Review Team's preliminary review findings. In addition to assessing the MPO's current level of effort in addressing statutory and regulatory requirements, the Federal Certification Review is intended to offer input and examples from other States and MPOs in improving the overall quality of the area's metropolitan transportation planning process. The MPO Federal Certification Review report will be finalized within 90 days of the conclusion of the site visit. Within this timeframe, the respective MPO planning staffs will be provided fourteen calendar days to provide factual verification on the content of the draft report when received.

**Re: 2016 Federal Certification Review of the Roanoke Valley Transportation
Planning Organization (TPO) Planning Process**

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If you have any questions concerning this Certification, please contact Ryan Long, Community Planner, FTA Region III at (215) 656-7051, or Kevin Jones, Planner, FHWA Virginia Division at (804) 775-3328.

Sincerely,



for Terry Garcia Crews
Regional Administrator
FTA Region III

cc: Mr. Charlie Kilpatrick, Commissioner, Virginia Department of Transportation
Ms. Jennifer Mitchell, Virginia Department of Rail and Public Transportation
Mr. Chris Arabia, Virginia Department of Rail and Public Transportation
Ms. Marsha Fiol, Virginia Department of Transportation (Central Office)
Ms. Sandra Norman, Virginia Department of Transportation (Central Office)
Mr. Michael Gray, Virginia Department of Transportation (Salem District)
Ms. Emily Stock, Virginia Department of Rail & Public Transportation
Mr. Carl Palmer, General Manager, Greater Roanoke Transit Company (Valley Metro)
Mr. John Simkins, Federal Highway Administration (Virginia Division)
Mr. Greg Becoat, EPA Region 3

Staff Report

Re: Title VI Plan Adjustment

The RVTPO Policy Board approved the net Title VI Plan at the December 2015 meeting with the provision to incorporate any last minute feedback from state and federal partners. Staff received detailed feedback from Virginia Department of Rail and Public Transportation (DRPT). As such we would like to come back to the Policy Board the “adjust” the Title VI Plan to reflect the new additions and changes. The table below documents the feedback and the proposed additions and changes to the Title VI Plan that address the feedback.

Updated sections of the attached Title VI Plan are highlighted in yellow.

Action: Vote to adjust the previously approved Title VI plan to add the new material. No new written resolution is needed, just a motion, second and vote reflected in the TPO Policy Board minutes.

Roanoke
Valley
Area
MPO

Missing a list of locations where the Title VI Notice to the Public is posted - more than just website and press releases (i.e. The notice is posted in the Roanoke Valley Area MPO lobby, inserted into all significant publications that are distributed to the public, and on brochures, etc.)

The following additions were made to [page 44 revised plan](#) the left hand column (additions highlighted in yellow)

- 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 and mail/copier room, staff 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

Missing list of transit-related Title VI investigations, complaints, and lawsuits. Add the list or they need to state that since the submission of the Title VI Program to FTA there have been no Title VI investigations, complaints, or lawsuits received by the Roanoke Valley Area MPO.

The following narrative was added to [page 21 revised plan \(attached\)](#) [page 19 original document](#) (highlighted in yellow):

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).

Missing table depicting the membership of non-elected committees and councils. Possible sample language:

The following text and information was inserted at the end of section 1.9.2 Planning and Programming Responsibilities starting on **page 16 revised plan (attached)**:

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, such as the Regional BAC, live on 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.

Committee or Board	Black or African American	White/ Caucasian	Latino/ Hispanic	American Indian or Alaska Native	Asian	Native Hawaiian or other Pacific Islander	Other <i>*Note</i>	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

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

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

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

County of Montgomery (1 member)
Mr. Dan Brugh

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

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

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

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

NON-VOTING MEMBERS:

Federal Highway Administration
Mr. Kevin Jones

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

Federal Transit Administration
Mr. Ryan Long

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)

RVTPO – Citizen’s Advisory Committee (CAC)

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

Missing a description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process.

A new section 1.9.4 was with the following heading and text starting on **page 18 of the revised plan (attached)**. The original 1.9.4 was renumbered to 1.9.5 with all following sections renumbered accordingly.

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.

Missing demographic maps that show the impacts of the distribution of State and Federal funds in the aggregate for public transportation projects.

Added a new section: "1.12 Impacts of the Distribution of State and Federal Funds in the Aggregate for the Long-Range Transportation Plan (LRTP)." Starting on **page 28** that contains the following narrative and information.

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 LRTP Funding (X\$1,000)	LRTP Funding Estimate Allocated to Areas with Disadvantaged Population Concentrations (X\$1,000)	Percentage of LRTP 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 th Street & Hollins Rd. – reconstruction with added capacity	\$1,000	City of Roanoke
Urban	10 th 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
		Total	\$66,941,368
		L RTP Funding Allocated to Minority Areas Multiplied by Inflation Factor of 1.3408	\$89,754,986
		Regional LRTP Project Cost Estimates	\$249,528,000
		% of LRTP Project Funding in Minority Areas	36.0%

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 th Street & Hollins Rd. – reconstruction with added capacity	\$800	City of Roanoke
Urban	10 th 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
		Total	\$90,942,422
		LRTP Funding Allocated to Low Income Areas Multiplied by Inflation Factor of 1.3408	\$121,935,599
		Regional LRTP Project Cost Estimates	\$249,528,000
		% of LRTP Project Funding in Low Income Areas	48.9%

Table 6 - 2035 CLRTP 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 th Street & Hollins Rd. – reconstruction with added capacity	\$450	City of Roanoke
Urban	10 th Street – reconstruction and new construction	\$716,850	City of Roanoke
Urban	Riverland Rd. Intersection Improvement - safety, traffic operations and transportation systems management	\$86,850	City of Roanoke
		Total	\$69,516,690
		LRTP Funding Allocated to LEP Areas Multiplied by Inflation Factor of 1.3408	\$93,208,246
		Regional LRTP Project Cost Estimates	\$249,528,000
		% of LRTP Project Funding in LEP Areas	37.4%

Missing analysis of the MPO’s transportation system investments that identifies and addresses any disparate impacts.

Added a new section: “1.13 Analysis of Disparate Impacts of Transportation Investments on Minority and/or Populations in the RVTPO Study Area” starting on page 30 that contains the following narrative and information.

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 CLRMPT 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"	Forhanbrook, David & Sheely, Jason. (2004). Effective Methods for Environmental Justice Assessment. NCHRP Report, Chapter 6.
						"Bicycle Safety Index"	Esparson, 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. 9-18.
Any	Any	High	HERS-ST, TransCAD	Transit Accessibility	Any	"HERS-ST Model"	Richardson, A. 2001. "Never Mind the Data- Fool the Model." International Conference on Transport Survey Quality, Kruger National Park, South Africa.
						"Regression Analysis"	Mazzon, et al. "Quality of Service for Intermodal-Flow Pedestrian Facilities in the Highway Capacity Manual 2000." Transportation Research Record 1678. Washington, DC: Transportation Research Board, National Research Council pp. 28-31.

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

¹ 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.



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

Title VI, Environmental Justice and Limited English Proficiency (LEP) Plan - Working Draft

Approved 12-10-2015

Administratively Adjusted 01-16



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The 10th 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 21st 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

Acknowledgements

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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 (RVTPPO) - 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), RVTPPO 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 (RVTPPO) 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 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.

1.1 Title VI Policy Statement

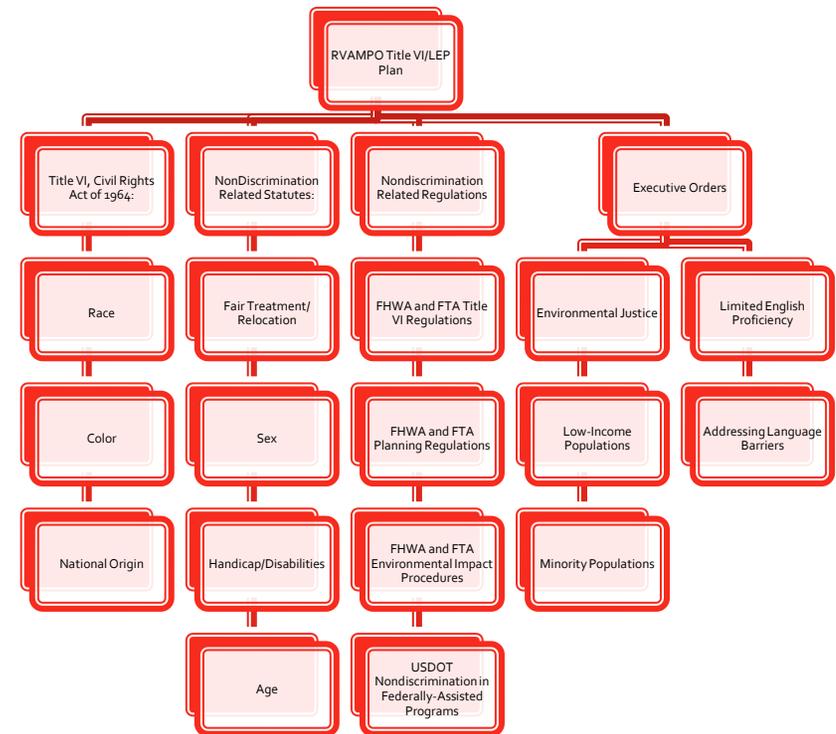
The RVAMPO assures that no person shall, on the grounds of race, color, national origin, handicap, sex, age or income status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (Public Law 100.259) and subsequent nondiscrimination laws and related authorities, 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.

1.4 Environmental Justice

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.

1.5 Limited English Proficiency

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.

1.6 Responsibilities of the RVAMPO Title VI Coordinator

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. For information on the RVAMPO's (RVTPO's) work programs or publications, please see the RVARC website at www.rvarc.org.

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. For information on the RVAMPO's (RVTPO's) work programs or publications, please see the RVARC website at www.rvarc.org.

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.

1.9 RVAMPO Responsibilities

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.

1.9.1 Communications and Public Participation Responsibilities

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 or call (540) 343-4417.”

1.9.2 Planning and Programming Responsibilities

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

1.9.5 Consultant Contract Responsibilities

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.

1.9.6 Education and Training Responsibilities

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.

1.10 Discrimination Complaint Procedures

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:

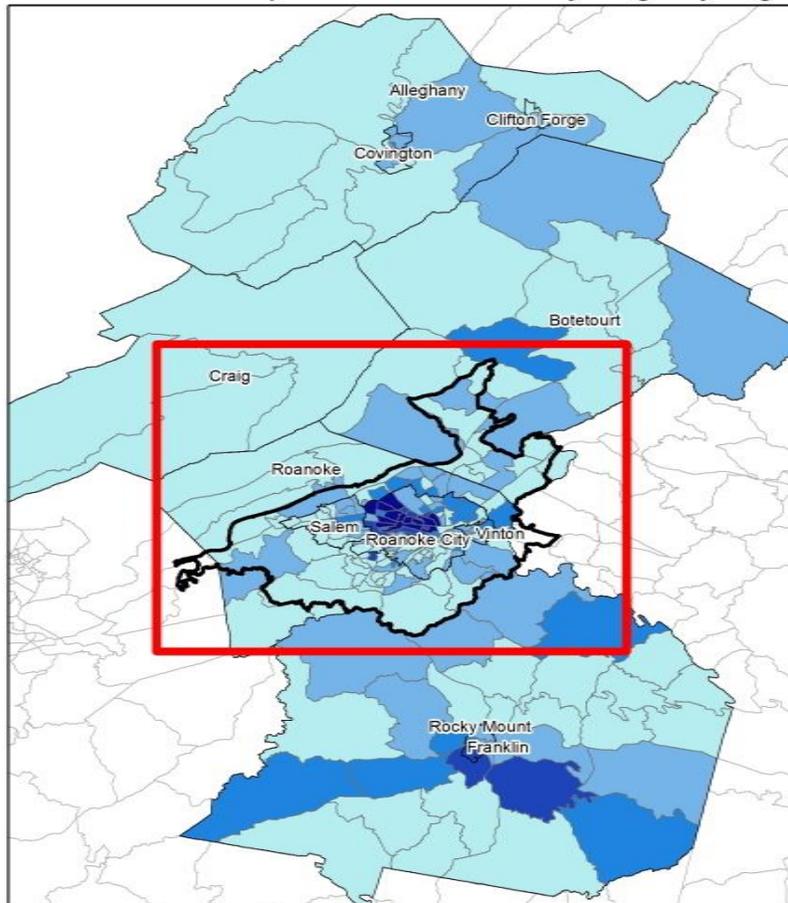
Since the submission of the Title VI program to the FTA there have been no Title VI investigations, complaints, or lawsuits received by the Roanoke Valley Transportation Planning Organization (RVTPO).

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

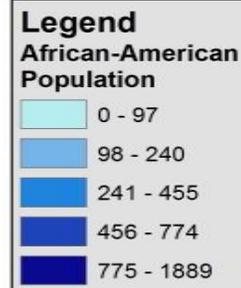
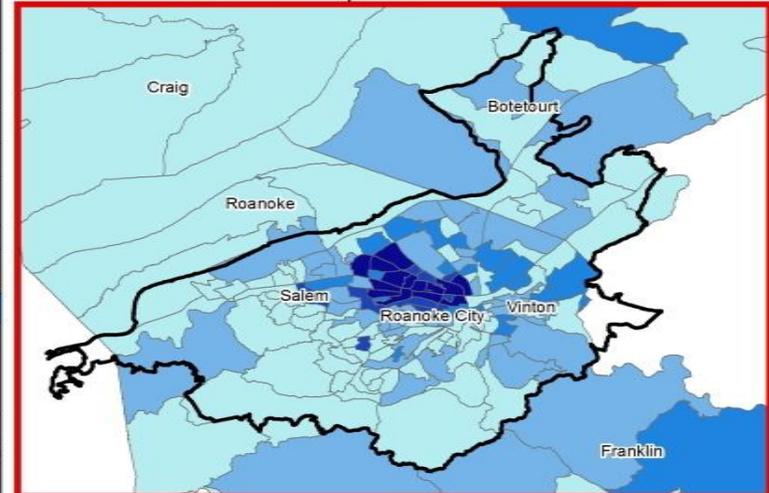
Figure 1 – Black or African American Population by Block Group

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

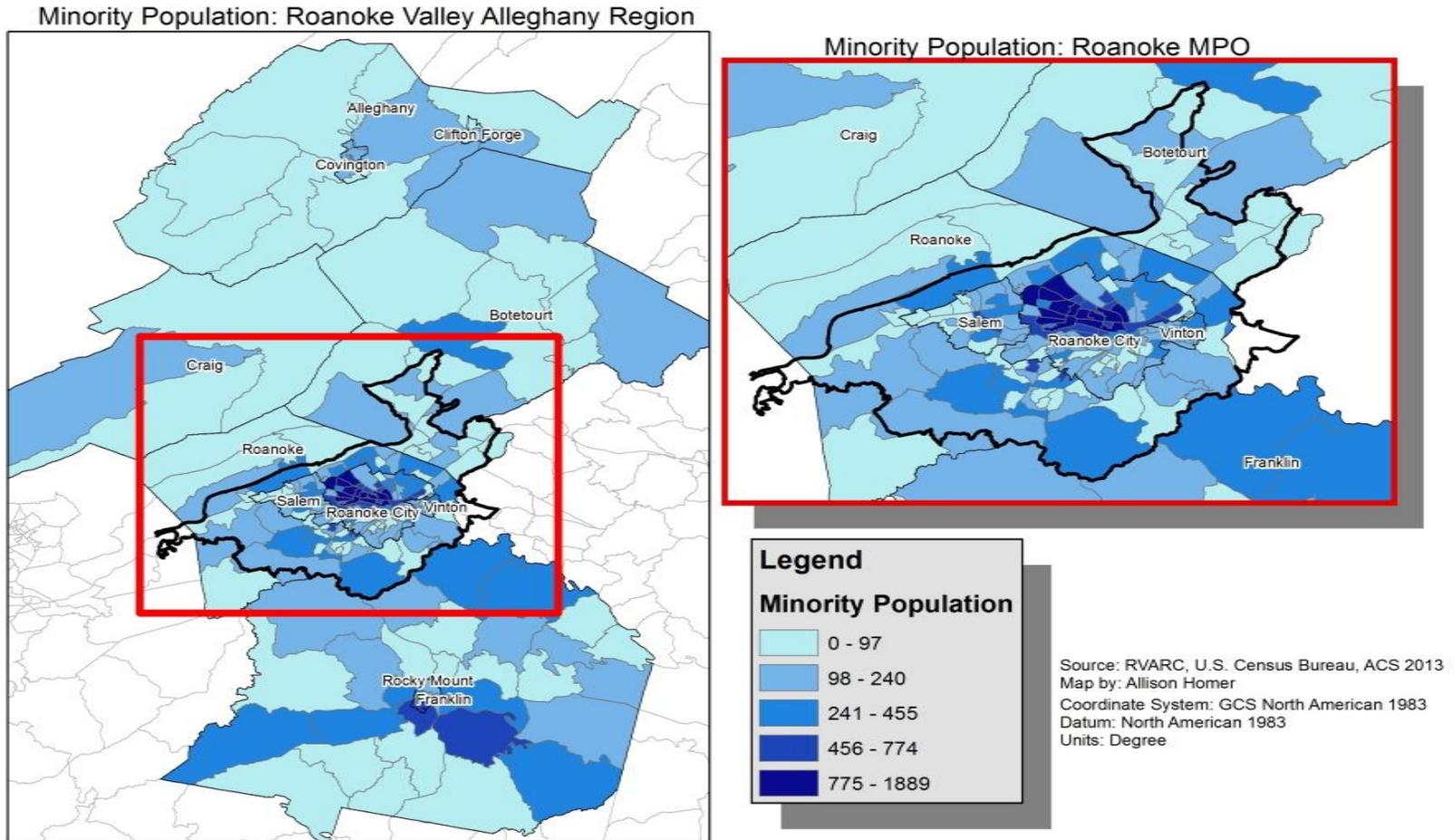


Figure 3 – Transportation Access

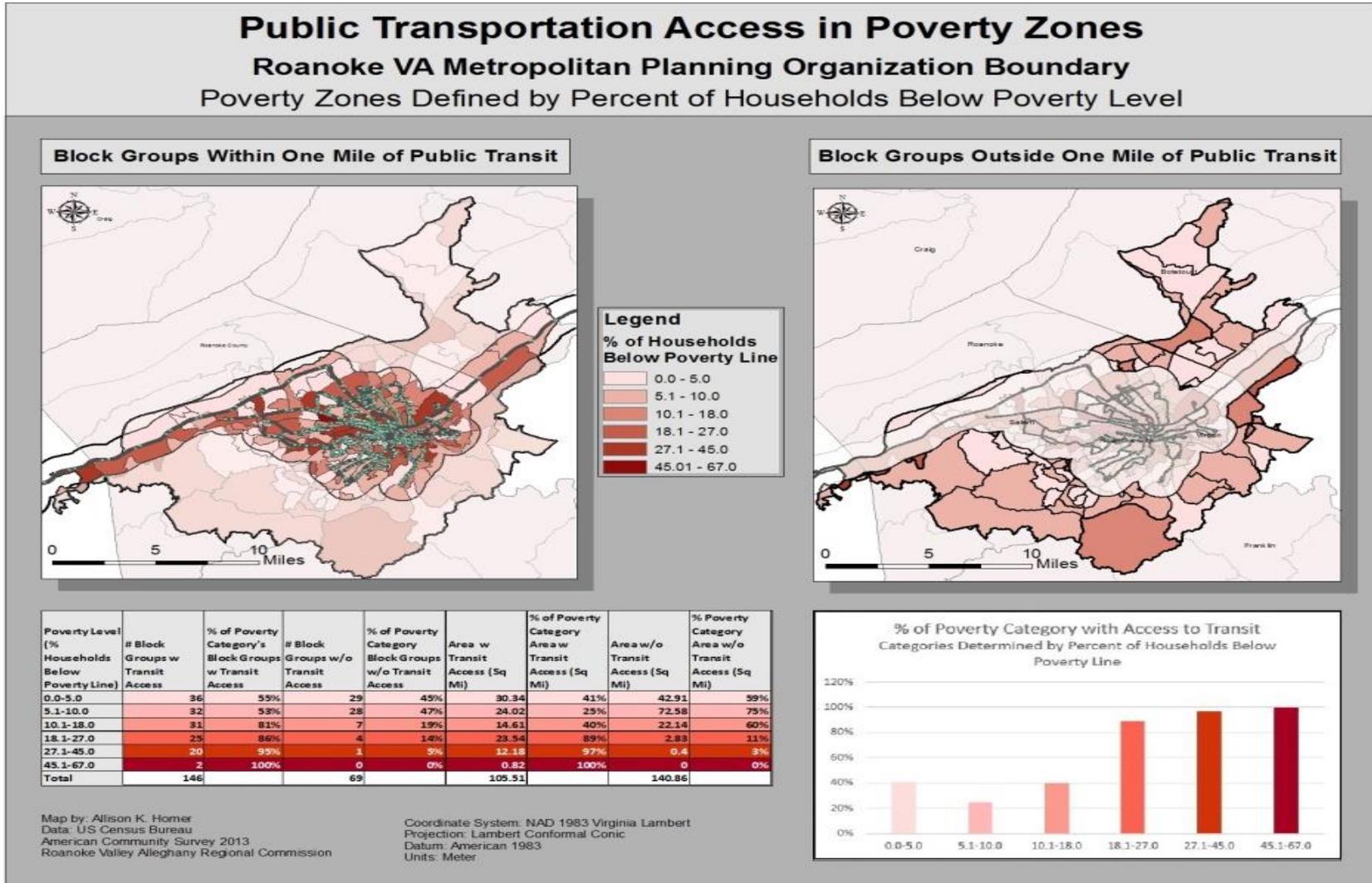


Figure 4 – Poverty Zones

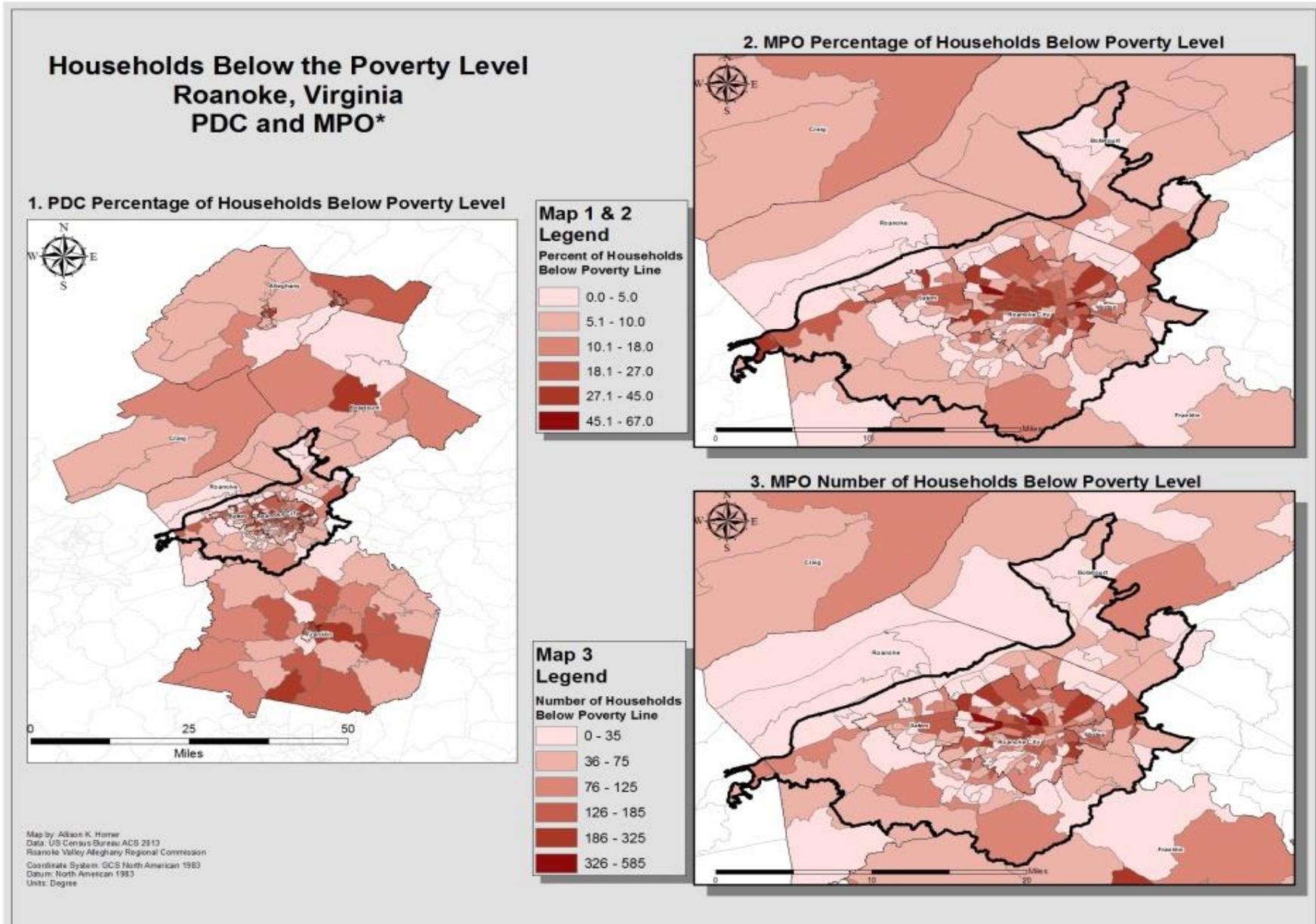
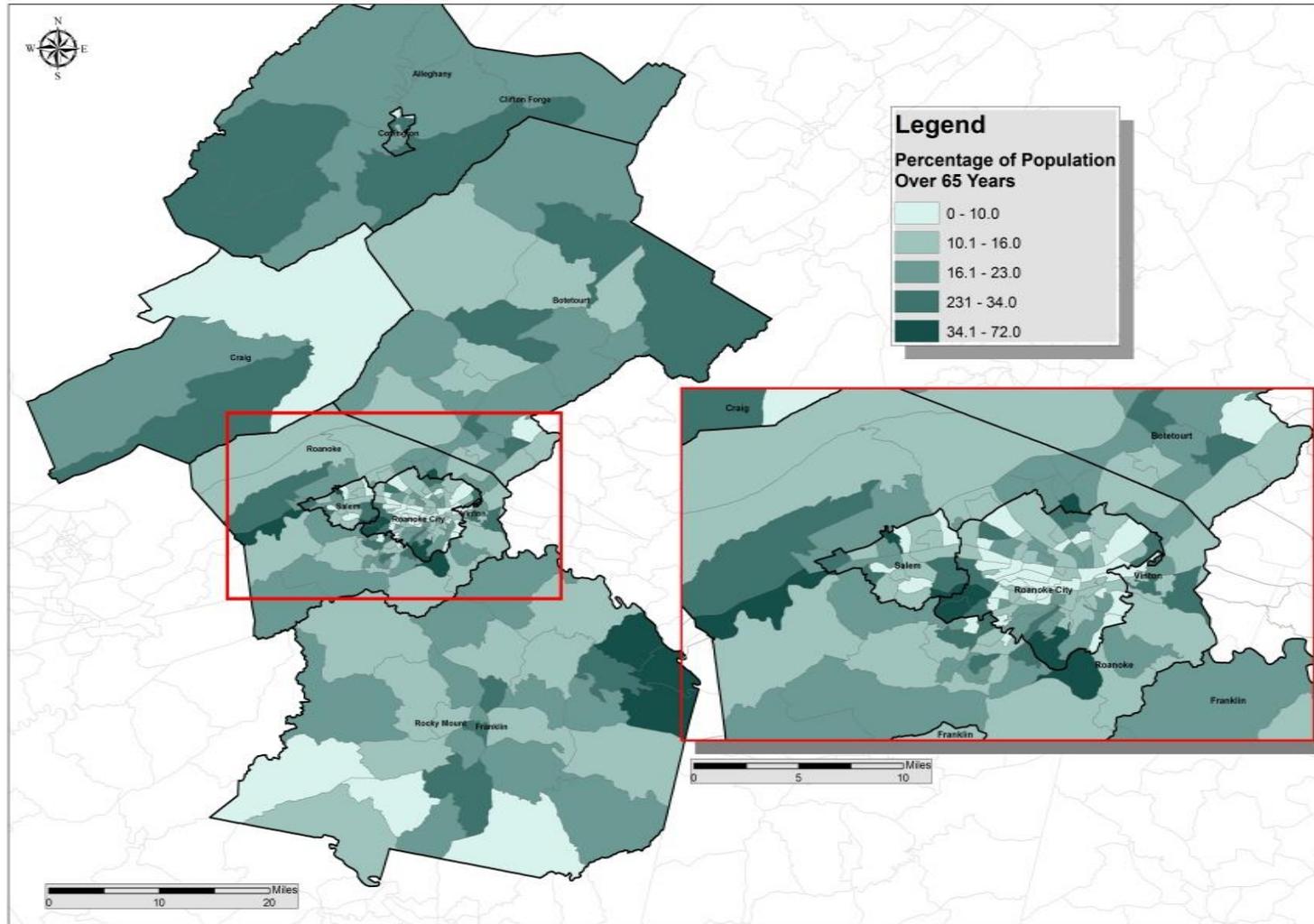


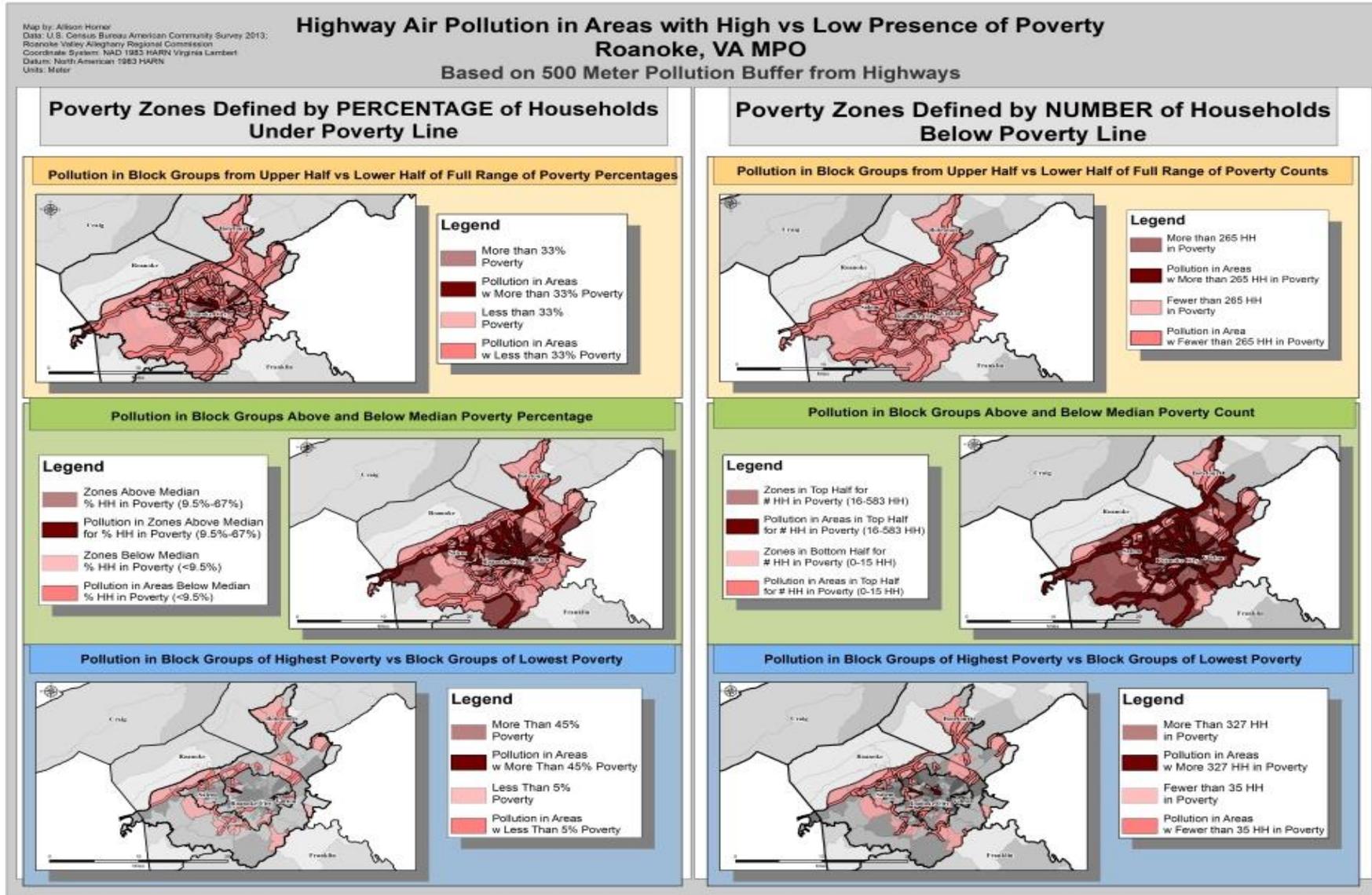
Figure 5 – Age Percentage

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 RVTPPO 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 th Street & Hollins Rd. – reconstruction with added capacity	\$1,000	City of Roanoke
Urban	10 th 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
Total			\$66,941,368
L RTP Funding Allocated to Minority Areas Multiplied by Inflation Factor of 1.3408			\$89,754,986
Regional L RTP Project Cost Estimates			\$249,528,000
% of L RTP Project Funding in Minority Areas			36.0%

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 th Street & Hollins Rd. – reconstruction with added capacity	\$800	City of Roanoke
Urban	10 th 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
Total			\$90,942,422
L RTP Funding Allocated to Low Income Areas Multiplied by Inflation Factor of 1.3408			\$121,935,599
Regional L RTP Project Cost Estimates			\$249,528,000
% of L RTP Project Funding in Low Income Areas			48.9%

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 th Street & Hollins Rd. – reconstruction with added capacity	\$450	City of Roanoke
Urban	10 th 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
	Total	\$69,516,890	
	L RTP Funding Allocated to LEP Areas Multiplied by Inflation Factor of 1.3408	\$93,208,246	
	Regional L RTP Project Cost Estimates	\$249,528,000	
	% of L RTP Project Funding in LEP Areas	37.4%	

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 (CLRMT 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 CLRMT 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. NORRP Report. Chapter 6.
						"Bicycle Safety Index"	Esposito, 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.

¹ 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.

Appendix A - Title VI Discrimination Complaint Form

Section I:			
Name:			
Address:			
Telephone (Home):		Telephone (Work):	
Electronic Mail Address:			
Accessible Format Requirements?		Large Print	Audio Tape
		TDD	Other
Section II:			
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			
Section III:			
I believe the discrimination I experienced was based on (check all that apply):			
[] Race [] Color [] 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.			
Section IV:			
Have you previously filed a Title VI complaint with this agency?			No
Yes			

Title VI Plan Appendices

Section V	
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: _____	
Section VI	
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

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

Sección I:		
Nombre: _____		
Dirección: _____		
Teléfono (Casa): _____		Teléfono (Trabajo): _____
Dirección de Correo Electrónico: _____		
Requisitos formato accesible?	Letra Grande	Audio Tape
	TDD	Otros
Sección II:		
¿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
Sección III:		
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.		

Sección IV		
¿Ha presentado previamente una queja del Título VI con esta agencia?		Si No

Sección V	
¿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: _____	
Sección VI	
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

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, 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, RVTPPO (RVAMPO), 313 Luck Avenue, SW, Roanoke, Virginia, 24016; phone 540-343-4417; email jholmes@rvarc.org.

Appendix D - Notice Under the Americans with Disabilities Act

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 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.

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.

2.1 Limited English Proficiency (LEP) Introduction

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.

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

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 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

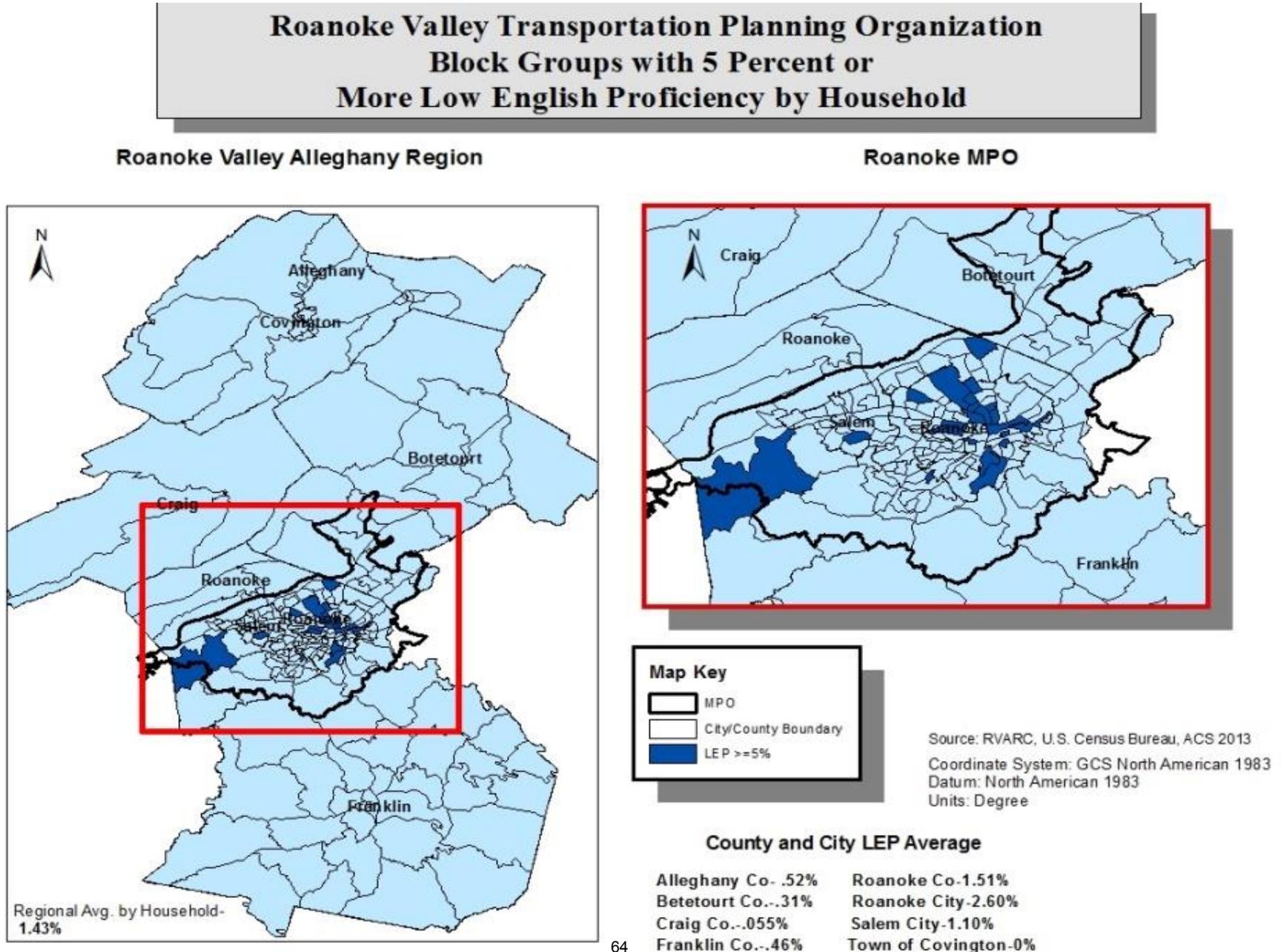
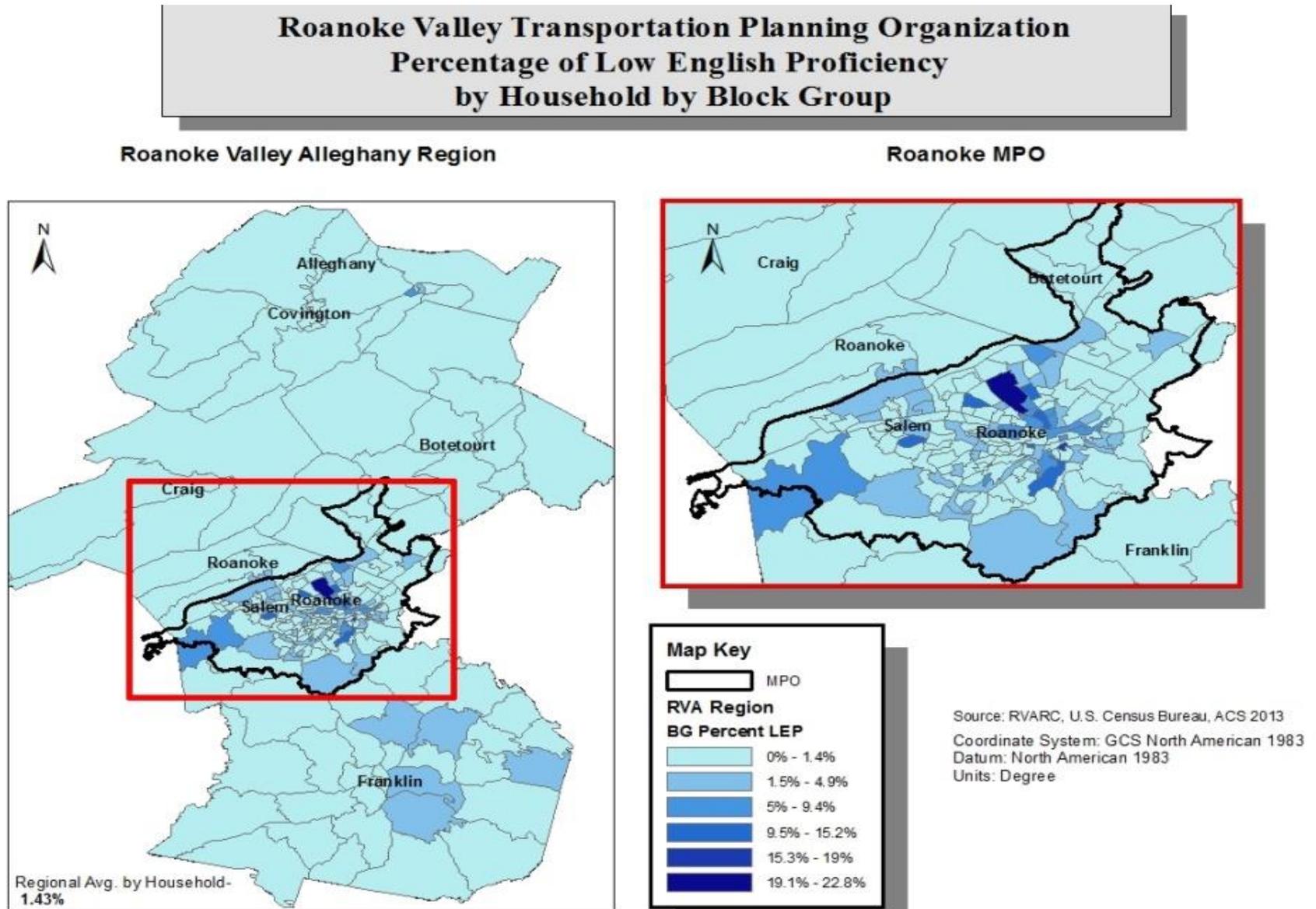


Figure 8 – RVTPO Block Group Percentage LEP by Household



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

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

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.cyacom.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.

2.6 Limited English Proficiency (LEP) Implementation Plan

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.

2.7 Limited English Proficiency (LEP) Plan Monitoring and Updating

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”)

Staff Report

RE: RSTP Project Development and Selection Procedures Update

It is time to update the RSTP Project Development and Selection Procedures document in anticipation of future rounds of RSTP applications. This update will produce the third version of the Selection Procedures. The original was approved on 03-28-2013 and an update was approved on 06-26-2014. This will be a multi meeting discussion with the goal of developing an update by this summer. The purpose of the January meeting is to get the ball rolling on a robust discussion, so that staff can develop a draft document for your review at future meetings.

Staff anticipates that the central question in the RSTP discussion will be RSTP's role with regards to HB2. To the best of our knowledge we anticipate that the next round of HB2 will begin on August 1, 2016 with subsequent rounds on a biennial schedule beginning August 1, 2018, August 1, 2020, and so forth. With this in mind there are at least three potential RSTP strategies to consider and discuss:

- **Countercyclical** – In this strategy we would recommend to the RVTPO Policy Board, through the RSTP Project Development and Selection Procedures update, that RSTP applications be received on a fixed biennial basis that runs countercyclical to HB2. That would mean that RSTP applications would be accepted in August/September of 2017, 2019, 2021 etc. This strategy would abandon the current practice of RSTP applications being called at the RVTPO's discretion in response to external conditions in favor of the fixed biennial schedule that would give more predictability to applicants. It also has the advantage of positioning RSTP as a way to complement, supplement or replace any funds that did or did not get awarded in previous cycles.
- **Cyclical** – This strategy would resemble the previous strategy in recommending a fixed biennial schedule. The only difference is that RSTP would run simultaneous with the HB2 application cycle so that applications would be accepted August/September 2016, 2018, 2020 etc. One advantage of this strategy is that applicants can prepare the information for both HB2 and RSTP simultaneously. Additionally, with the simultaneous application cycle, and provided the TPO's RSTP selection occurs following HB2 scoring announcements (roughly January of the following year), additional funds could potentially be available to other RSTP applicant projects which either did not apply for or did not score well in the HB2 process. Since the applications would be simultaneous they would essentially proceed independently. Similar to the countercyclical strategy, fully funded HB2 project applications can provide an opportunity to other projects seeking RSTP funding.
- **Other/No Material Change** - Of course one option would be to leave things as they are and have the RVTPO decide when to call for a new round of RSTP applications purely at their discretion without a fixed schedule. The advantage of this strategy is that the RVTPO could be completely responsive to changing opportunities or conditions.

We can also discuss other aspects of the RSTP Project Development and Selection Procedures and change other provisions and items that may not be related to any of the aforementioned strategies.

Continued on next page

This document becomes the “rules of the game” for future RSTP applications. If you have something to discuss about RSTP this process and the next series of meetings are your best opportunity. The current RSTP Selection Procedures can be found here: <http://rvarc.org/wp-content/uploads/2014/07/RVAMPO-RSTP-Project-Selection-Procedures-Updated-06-26-2014.pdf>

TTC recommendation: The TTC met on January 14, 2016 discussed RSTP and recommends a fixed application schedule of two years. The TTC has not yet discussed the relative merits of a countercyclical versus cyclical approach. Depending on your discussion at the TPO’s January 28th meeting we will go back to the TTC at their February meeting for further discussion and recommendations.

Staff recommendation: At this point of the discussion, RVTPO staff members favor the countercyclical approach.

HB2 update: HB2 scores were released after the 01/19/2016 CTB meeting. An HB2 update is listed under item 7 of your agenda. We can bring in HB2 score results as RSTP Policies and Procedures discussion warrants.

Staff Report

RE: UPWP Development

This meeting we are hoping to finalize a list of candidate projects for UPWP consideration. We will endeavor to have some basic UPWP narrative completed by the February TTC meeting. The goal for the March TTC meeting is to provide you with a near-complete UPWP Draft that may still be missing budget information. Finally the goal for the April meeting is to recommend the UPWP to the TPO for approval at their April Meeting. That said the following is a list of candidate projects that we are aware of at the staff level. The list is divided into “Have to” and “Discretionary” project ideas. The “Have to” items are what is expected of us as a TMA MPO by Federal and State stakeholders. Typically the “Have to” items consume between 60% to 75% of the UPWP budget and staff effort depending on year, conditions and opportunities.

“Have to:”

- General administration and operations of the 3-C (Comprehensive, Cooperative and Continuous) transportation planning process.
- UPWP Development for FY 18.
- Long-range transportation planning process (plan)
- Transportation Improvement Program (TIP) Process
- Performance Measures Tracking and Reporting Process
- Management of RSTP and TA project selection and funding processes
- Public Participation, Title VI and Environmental Justice integration into planning processes
- Air Quality Planning (i.e. maintaining our attainment status)
- Public Transportation Planning Assistance (5303 funding source of the UPWP) – (i.e. Transit Vision Planning Process, assistance with Transit Development Plans etc.)
- Congestion Management Process (CMP)
- HB2 related planning and local government assistance (state process).

Discretionary:

- ***Continued efforts to implement recommendations from the Bikeway Plan, the Pedestrian Vision Plan and the Transit Vision Plan. – (staff and TTC discussion at 01-14-2016 TTC Meeting)***
- ***2007 Conceptual Greenway Plan Update (suggested by Liz Belcher)*** – At the 01-14-2016 TTC Meeting the prospect of updating the greenway plan was discussed. Previously, the 2007 Update was accomplished via a VDOT grant-funded consultant with RVARC staff support. RVARC staffs are not aware of any current grants that would replicate the consultant support that was available in 2007. Therefore, any update included on the FY2017 UPWP would be internal staff support based. Further discussion focused on which entity is best position to take the lead (i.e. RVARC with RVTPO support or vice-versa), since greenway development is expanding into the rural areas. The Regional Greenway Coordinator will discuss this question with the Greenway Commission and come back with a recommendation.

- **Regional Land Use and Transportation (suggested by staff)** – A project that would coordinate local government efforts around transportation and land-use possibly by expanding upon the existing Multimodal Centers and Districts Framework, reviewing local zoning and land use compatibility with regional multimodal transportation, and utilizing the VDOT Transportation Efficient Land Use and Design guide. Products of this effort may include model comprehensive plan language, a pattern book and other products that could be used by localities in their own planning efforts.
- **Workforce and Transportation (suggested by staff)** – An opportunity to work with the Workforce Investment Board?
- **Corridor and Area Studies (current work program)** – Potential Phase II Corridor and Area Studies include: 419, Brambleton Avenue, Botetourt Comprehensive Plan Assistance including Exit 150 and Regional Multimodal Corridors Identification:
 - Part of this effort will focus on regional multimodal corridors identification which is a continuation of work started in the FY15 Work Program that defined multimodal districts and centers. The idea is to define to the regional multimodal corridors where infrastructure supporting public transportation, walking, and biking exists or is desired. This will allow us to suggest the multimodal corridors for inclusion in VTRANS updates and help us identify potential HB2 projects.
- **General Bicycle and Pedestrian Planning (current work program)** – can we drop anything (i.e website assistance, committee assistance etc.) we are currently doing.
- **Bicycle Related Outreach and Planning in Title VI and Environmental Justice Communities** - This project would take a hard look at how we could advance the bicycle as a transportation mode among stakeholders in Environmental Justice (low-income and minority) communities through planning.
- **RIDE Solutions Bicycle Coordinator Position – suggested by City of Roanoke and RIDE Solutions staff (only partially funded through UPWP, most of the funding will be RIDE Solutions, City of Roanoke etc.)** - The RIDE Solutions Bicycle Coordinator position, in addition to taking marketing, promotion, and outreach activities to support growing the mode share of bicycle trips in the region, will support specific bicycle-related planning services to the Commission and the MPO. In this area, the Bicycle Coordinator may support or lead projects involving fieldwork, routing, wayfinding, infrastructure improvement, and similar areas of interest.
- **General Technical Assistance (current work program)**

STAFF REPORT

Re: Preliminary HB2 Scores Released

Background: After reviewing and analyzing information from the January 19th CTB meeting as well as the scores which were released earlier that afternoon, We are proud to announce that several local and regional projects have been recommended for HB2 funding. In addition, we were surprised to learn, today, that instead of their being \$500 million in High-Priority funds and \$48 million for the Salem District Grant Program, that there is \$833 million in High-Priority and \$84,968,412 in District Grant funds available. Although this additional funding did not change the outcome of any High-Priority projects, We assume that the additional \$36 million allowed additional district projects from our region to be funded. Below are the recommendations for funding as found in the CTB presentation found at

<http://www.ctb.virginia.gov/resources/2016/jan/pres/HouseBill2.pdf>:

Project	Applicant	District	Funding
10 th Street Reconstruction	City of Roanoke	Salem	\$12,451,245
Lila Dr./Rte. 115 Safety	Roanoke County	Salem	\$1,269,396
311/419 Safety	Roanoke County	Salem	\$1,957,006
Colonial Ave. Improvements	Roanoke County	Salem	\$2,545,000
Edgewood Road Transit	Valley Metro	Salem	\$350,811
E. Main St. – Phase 1	City of Salem	Salem	\$2,912,984
Roanoke Blvd. Multimodal	City of Salem	Salem	\$884,881
Roanoke River Greenway	Roanoke Valley TPO	Salem	\$4,542,105
U.S. 220 Adaptive Signal	Roanoke Valley TPO	Salem	\$422,500
Route 122/636 Safety	Franklin County	Salem	\$2,718,576
Business Park Access Road	Clifton Forge	Staunton	\$843,914

Based on the upcoming schedule in the HB2 presentation given this morning, the CTB may develop revisions to the recommended funding scenarios in March and April. This will be followed in April-May by public hearings on the recommended scenarios and any revisions.