



Civil Rights

**TITLE VI COMPLIANCE REVIEW OF THE
FREDERICKSBURG AREA METROPOLITAN PLANNING
ORGANIZATION**

FINAL REPORT

4/30/2015

Prepared By

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I. GENERAL INFORMATION

SUB-RECIPIENT: Fredericksburg Area Metropolitan Planning
Organization

EXECUTIVE OFFICIAL: MPO Chairman
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COMPLIANCE REVIEW FORM PREPARED BY: Marti Donley, Coordinator, Title VI

DATE OF COMPLIANCE REVIEW FORM SUBMITTAL: 4/21/2015

DATE OF SITE VISIT: [Click here to enter a date.](#)

REPORT PREPARED BY: Valerie K. Wilson, DCRM

II. JURISDICTION AND AUTHORITIES

The Virginia Department of Transportation's (VDOT) Civil Rights Division is authorized by the Department of Transportation (DOT) and the Federal Highway Administration (FHWA) to conduct civil rights compliance reviews. Reviews are undertaken to ensure compliance of applicants, recipients, and sub-recipients with Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C.2000d); 23 CFR 200: The Title VI Program and Related Statues-Implementation and Review Procedures; and 49 CFR 21: Nondiscrimination in Federally Assisted Programs of the Department of Transportation.

The Fredericksburg Metropolitan Planning Organization (FAMPO) is a sub-recipient of federal assistance and is therefore subject to the Title VI/Environmental Justice compliance conditions associated with the use of these funds pursuant to Executive Order 12898; Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations, dated February 11, 1994 and Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency (LEP).

III. PURPOSE and RESPONSIBILITIES

Purpose

In accordance with 23 CFR 200.9 (b)(7), the Virginia Department of Transportation is required to conduct mandatory reviews of sub-recipients receiving federal funds to determine whether they are implementing their responsibilities under the Title VI Program.

The primary purpose of this Compliance Review was to determine the extent to which the Fredericksburg Metropolitan Planning Organization has met its Title VI Program Requirements. The Compliance Review also provided the opportunity to offer technical assistance and make recommendations for corrective actions related to deficiency findings of the Fredericksburg Metropolitan Planning Organization 's Title VI Program.

FHWA expects that VDOT will, at minimum, review sub-recipients to ensure that they have annually:

- A signed Title VI Program Assurance
- Identified a Title VI Program Coordinator
- Submitted a Title VI Program Plan; and
- Submitted a Title VI Program Report

Responsibilities

The State DOTs are able to require of MPOs any number of the same requirements that apply to the State DOTs to determine if the MPO is implementing a compliant Title VI Program.

As a sub-recipient, MPOs are responsible for meeting the Title VI Program requirements as defined by the State DOT. VDOT's Title VI requirement is to ensure that the MPO:

- Takes affirmative action to correct any deficiencies found within a reasonable time period not to exceed 90 days.
- Designates a Title VI Coordinator that has access to the head of the organization
- Develops a Title VI Program Implementation Plan
- Implements Title VI Program directives
- Develops procedures for prompt processing and disposition of Title VI complaints
- Develops procedures for the collection of statistical data (race, color, national origin, sex, age, disability, and persons of limited English proficiency) where appropriate
- Establishes procedures to identify and eliminate discrimination when found to exist
- Ensures that federally assisted transportation benefits and related to services are made available and are equitable distributed without regard to race, color, or national origin
- Ensures that the level and quality of federally assisted transportation services are sufficient to provide equal access and mobility for any person without regard to race, color, national origin, sex, age, or disability
- Ensures that opportunities to participate in the transportation planning and decision-making process are provided to persons without regard to race, color, national origin, sex, age, or disability
- Ensures that decisions on the location of transportation services and facilities are made without regard to race, color, national origin, sex, age, or disability.

The basic principles of Environmental Justice requirements, as set forth in Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," are to:

- Ensure public involvement of low-income and minority groups in decision making
- Prevent "disproportionately high and adverse" impacts of decisions on low-income and minority groups; and

- Assure low-income and minority groups receive a proportionate share of benefits.

The Environmental Justice Executive Order supplements the existing requirements of Title VI of the Civil Rights Act. The concept of environmental justice is intended to ensure that procedures are in place to further protect groups which have been traditionally underserved.

IV. BACKGROUND INFORMATION

The George Washington Regional Commission (GWRC)/Fredericksburg Area Metropolitan Planning Organization (FAMPO) Relationship:

The GWRC serves as the administrative and financial agent for the FAMPO under an agreement with the VDOT. Although the FAMPO is an independent body, its staff is provided by the GWRC. The FAMPO administers a Unified Planning Work Program (UPWP) in accordance with the requirements of the Safe, Accountable, Flexible and Efficient Transportation Equity Act.

The GWRC is the “planning district commission” established by the General Assembly for the region comprising the City of Fredericksburg and the counties of Caroline, King George, Spotsylvania and Stafford, known collectively as “Planning District 16.” Planning District 16 is the fourth-largest and fastest growing of the Commonwealth’s 21 planning districts.

The Commission provides a broad array of services for the benefit of the 347,000 residents of Planning District 16, including regional environmental, energy-conservation, hazard mitigation and rural transportation planning programs; operation of GWRideConnect, the region’s nationally recognized rideshare brokerage that facilitates and promotes vanpooling and transit use and serving as staff to its sister board, the FAMPO, which is the federally recognized transportation planning commission servicing Fredericksburg, Spotsylvania and Stafford. The FAMPO professional staff includes transportation planners, traffic modelers, demographers, and other planning professionals. Under the direction of the FAMPO Administrator, the diverse skills of the staff ensure that transportation priorities are coordinated with land use and other comprehensive plans for the George Washington Region.

The FAMPO is responsible for transportation planning and funding allocations in the George Washington Region through the George Washington Region Commission and partners with the public, planning organizations, government agencies, elected officials and community groups to develop regional transportation plans.

The FAMPO is a federally mandated and federally funded transportation policy-making organization created by federal law to provide local input for urban transportation planning and allocating federal transportation funds to urbanized areas with a population of greater than 50,000. Federal funding for transportation projects and programs are channeled through FAMPO’s transportation planning process.

The FAMPO was created in 1992; the organization was designed after the 1990 Census and has a planning area boundary that includes the City of Fredericksburg and the counties of Spotsylvania and Stafford.

The FAMPO's mission is to provide a cooperative, continuous and comprehensive transportation planning process to build regional agreement on transportation investments that balance roadways, public transit, and bicycle, pedestrian and other transportation needs and support regional land use, economic, and environmental goals for the safe and efficient movement of people and goods. Special emphasis is placed on providing equal access to a variety of transportation choices and effective public involvement in the transportation planning process.

The FAMPO is the federally-designed transportation planning agency for over 117,000 square miles and more than 200,000 people throughout Spotsylvania and Stafford counties as well as the City of Fredericksburg.

Serving as a regional partner among the United States Department of Transportation, Virginia Department of Transportation, transit agencies, local-elected leadership, local planning and public works directors, the business community, and citizens across the planning area; FAMPO leads in the development of the region's long-range transportation plan and short-range Transportation Improvement Program and contributes to ongoing conversations about issues such as land use, economic development, climate change and the environment, safety and security and health.

The FAMPO has the authority to plan, prioritize, and select transportation projects for federal funding appropriated by the U. S. Department of Transportation, the Federal Highway Administration and the Federal Transit Administration. The FAMPO is responsible for ensuring the region is in compliance with federal planning requirements and national ambient air quality standards.

The FAMPO is comprised of a Policy Committee, a Technical Committee and a Transportation Advisory Group Committee.

The Policy Committee (PC) is the Executive Board and consists of eleven elected and non-elected voting members. The voting members are the representatives from Spotsylvania County, Stafford County and the City of Fredericksburg. The non-voting representatives are from Caroline County, King George County, the Commonwealth Transportation Board Fredericksburg District Representative and a representative from the Citizen's Transportation Advisory Group (CTAG).

The FAMPO Technical Committee (FTC) consists primarily of engineers, planners, and other professionals who represent the region's local governments and transportation agencies. The members work alongside the FAMPO staff to develop planning and programming recommendations for the Policy Committee.

The Citizen Transportation Advisory Group (CTAG) is a citizen advisory group to the MPO and functions as a sounding board for public opinion on transportation issues, promoting ways to improve the quality of the region's transportation system. The TAG was established to help provide and encourage active citizen's participation in the transportation planning process and also to advise the Policy Committee of the citizens' perspective on transportation planning, programs, and projects.

The FAMPO staff provides professional transportation planning services and ongoing administration of planning projects to the entire region. Staff is managed by an Administrator who reports to the Policy Committee.

The FAMPO weights impacts that its programs may have on Title VI protected populations. Additionally, FAMPO evaluated areas that have a high concentration of Limited English Proficiency populations being served by the FAMPO in order to ensure that the materials are translated in the respected languages as needed.

The FAMPO staff strives to reach out to as many as possible through electronic and print media to the public via Public Information Notices in newspaper(s), Government Information Channels; flyers in minority and low income communities, community centers, planning offices, libraries, press releases, local jurisdictions and interest groups websites, and electronic notifications to the Title VI Community Resources Directory, the FAMPO Contract Database, regional Public Information Officers and Information Managers for Military Bases in the region. The FAMPO also utilizes social media as a method to disperse information.

To identify Title VI protected populations, the GWRC/FAMPO staff has utilized data from the 2000 Census and the 2005-2009 American Community Survey on the county and census tract levels and evaluated the following social characteristics: minority populations, low-income, persons with disabilities, older adults and limited English speakers. The data was used to geographically illustrate traditionally underrepresented communities and to begin assessing the needs of, and analyzing potential impacts on Title VI protected populations, as well as assisting the process of outreach to the Title VI protected.

The results of the Survey are below:

THE GEORGE WASHINGTON REGION DEMOGRAPHIC PROFILE: (Data utilized was obtained from the 2000 Census and the 2005-2009 American Community Survey of the county and Census Tract Levels).

AFRICAN AMERICAN POPULATION

GW Region: Persons with African American ancestry make up roughly 17.5% of the total regional population.

Caroline County: This County has the highest percentage within the Region with a relatively high percentage uniformly distributed throughout the county. However the highest proportion resides in and around the Dawn area of southern Caroline County near the Hanover County line.

City of Fredericksburg: The City of Fredericksburg has higher proportions in the Mayfield neighborhood as well as the neighborhoods along Fall Hill to the west of Route 1 along Fall Hill and Cowan Avenues.

King George County: King George County also has a relatively low African American population concentration throughout the county except for the northeastern census tract which is heavily comprised of the Dahlgren, Hooes, and Owens communities.

Spotsylvania County: Spotsylvania County has a lower percentage residing in the census tract that comprises the Wilderness and Chancellorsville areas of the county. In contrast the single highest census tract is the one that wholly surrounds the Ni River Reservoir and the area of Chancellor that is south of Old Plank Road.

Stafford County: Stafford County has the lowest percentage of African Americans with higher proportions located near Hartwood, Glendie, and Berea in the south-central portion of the county along the US Route 17 corridor as well as the areas comprising of Aquia, southern Aquia Harbour Garrisonville, Garrisonville Estates, and the Stafford Courthouse.

HISPANIC/LATINO POPULATION:

GW Region: Persons with Hispanic/Latino ancestry make up roughly 6% of the total regional population. Overall this population groups is spread evenly thoroughly the region.

Caroline County: Caroline County has a relatively low proportion within its borders, but the communities of Bowling Green, Corbin, Dawn, Port Royal, Ruther Glen and Sparta have higher percentages of Hispanic/Latino population groups living in within the area.

City of Fredericksburg: The City of Fredericksburg has higher proportions of this demographic group living in the westernmost area of the City and in the areas to the south of Route 3 and the west of US Route 1.

King George County: King George County follows closely behind; however the bulk of its Hispanic/Latino population lives in the southeastern most segment of the county. This area is roughly bordered by US Route 301 to the west, Route 205 to the north, the Westmoreland County line to the east, and the Rappahannock River to the south. The communities and neighborhoods located in this area are comprises of Edgehill, Gulvey, Jersey, Office Hall and Shiloh.

Spotsylvania County: Spotsylvania County has the third highest concentrations with higher proportions in the Chancellor, Five Mile Fork, Leavells, and Massaponax neighborhoods.

Stafford County: Stafford County takes the lead in this segment with a bulk of the population descending from Hispanic/Latino heritage living in the Aquia, Aquia Harbour, Berea, Courthouse, England Run, Falmouth, Garrisonville, Glendie, Hartwood, Ramoth and Spring Valley neighborhoods and communities.

Asian American Population:

GW Region: Persons with Asian American ancestry make up roughly 2% of the total regional population.

Caroline County: Carolina County has the lowest with its highest concentration of Asian Americans living in and around the Bowling Green area in the central portion of the county.

City of Fredericksburg: The City of Fredericksburg has its highest proportions living in the neighborhoods to the west of US Route 1 along Fall Hill Avenue and Cowan Boulevard as well as the areas of Confederate Ridge, Idlewild and Maryes Heights.

King George County: King George County has the second lowest overall population concentrations with its highest percentages of Asian Americans living near Berthaville, Chestnut Hill, Dahlgren, Edgehill, Hooes, King George Courthouse and Owens.

Spotsylvania County: In Spotsylvania County, the highest population concentrations live in the Bellevue, Concord Heights, Courthouse, Leavells, Massaponax and Sylvania Heights neighborhoods and communities.

Stafford County: Stafford County has the highest percentage with a majority of the population living in the neighborhoods to the west of US Route 1. Neighborhoods and communities such as Aquia, Aquia Harbour, Berea, Glendie, Hartwood, Ramoth and Stafford depict high concentrations of this demographic. One other area of the county that has seen relatively higher concentrations of Asian Americans is the southern area of the county closest to the City of Fredericksburg. This is comprised of the neighborhoods and communities of Dahlgren Junction, Falmouth, and McCarthy's Corner.

LIMITED ENGLISH PROFICIENCY:

GW Region: The region has approximately 3.4% of limited English speaker's population.

Caroline County: The northeastern half of Caroline County has the highest proportion of limited English speakers including neighborhoods and communities like Corbin, Bowling Green, Sparta and Port Royal.

City of Fredericksburg: The City of Fredericksburg has the highest percentage of limit English speakers within the region. The neighborhoods that have the highest proportions are those west of Route 1 and along Fall Hill Avenue as well as Cowan Boulevard. The Mayfield neighborhood also has a higher percentage of limited English speakers.

King George County: King George County has the lowest proportion of limited English speakers with the majority of them living in the southeastern corner of the county east of US Route 301 and South of Route 205 comprising the communities of Gulvey and Shiloh.

Spotsylvania County: In Spotsylvania County, the highest amounts are located in the neighborhoods of Chancellor, Hamilton's Crossing, Leavells, and Massaponax as compared to Partlow which has the lowest figures.

Stafford County: Stafford County has the second highest percentage of limited English speakers located within Aquia, Aquia Harbour, Falmouth, Garrisonville, Glendie, Hartwood and Leeland.

DISABLED POPULATION AGED 5 YEARS AND OLDER:

GW Region: The disabled population in the region is approximately 16%.

Caroline County: Caroline County has the highest percentage of disabled persons. In every census tract of the county there is at least 15.1% of the population having some form of disability. The communities and neighborhoods that have the highest percentages include Bowling Green, Corbin, Port Royal and Sparta.

City of Fredericksburg: The City of Fredericksburg disabled population is mainly within the neighbors of Mayfield as well as those to the west of US Route 1 having the highest proportions.

King George County: In King George County's neighborhoods and communities of Fairview Beach, Jersey, King George, Gulvey, Sealston, and Shiloh shared the highest concentrations of disabled residents.

Spotsylvania County: A majority of Spotsylvania County's population has some form of disability. The southernmost portion of the county which comprises of the Chewings Corner, Gatewood, Partlow, Post Oak, and Snell neighborhoods has the highest concentration with the remaining portions of the county having an equally distributed proportion.

OLDER ADULT POPULATION:

GW Region: The region's older adult population is roughly 6.5%.

Caroline County: Caroline County has a high percentage living around the Bowling Green area of the county. The rest of Caroline County has a relatively uniform distribution of older adults.

City of Fredericksburg: The City of Fredericksburg has the highest percentage of Older Adults with many residents of this demographic living in the historic Downtown and Maryes Heights neighborhoods as well as those surrounding the Mary Washington Hospital Complex and Mayfield to the southeast.

King George County: King George County has high percentages living near King George and the westernmost communities in the county including Fairview Beach and Sealston.

Spotsylvania County: In Spotsylvania County the communities of Chancellorsville, Chewings Corner, and Partlow has the highest percentages within the county.

Stafford County: Stafford County has the lowest proportion of Older Adults living within the locality. The southeastern most communities and neighborhoods such as Argyle Heights, Brooke, Chatham and McCarthy's Corner have the highest proportions of Older Adults.

LOW INCOME POPULATION:

GW REGION: The total overall regional percentage of residents that make up this population group is relatively low at 6.35% and disproportionately affects the rural and urban areas as compared to the suburban areas.

Caroline County: Caroline County has a high proportion of low incomes in its west central residents. This area stretches from Woodford to the Ladysmith areas of the County. Other areas that have higher low income percentages include the communities of Bowling Green, Corbin, Dawn, Port Royal and Ruther Glen.

City of Fredericksburg: The City of Fredericksburg has the highest levels of poverty with residents of the Confederate Ridge, Mayfield and Maryes Heights neighborhoods being predominately affected as well as the neighborhoods to the west of US Route 1 along Fall Hill Avenue and Cowan Boulevard.

King George County: King George County has a relatively low level of inhabitants having low-incomes with the communities of Fairview Beach and Sealston having the highest percentages.

Spotsylvania County: The southernmost portion of Spotsylvania County near Chewings Corner and Partlow has the highest percentage within this locality.

Stafford County: Stafford County has the lowest aggregations of people with low-incomes; however the Chatham area and points east along Route 218 have higher than average proportions of low-income residents along with the communities and neighborhoods to the north and west of Hartwood along the US Route 17 Corridor.

V. SCOPE AND METHODOLOGY

Scope

The Title VI Compliance Review of the Fredericksburg Metropolitan Planning Organization examined the following information:



**Metropolitan Planning Organization
Title VI Program Review Form**

This questionnaire is used to assess your organization’s compliance with Title VI regulations. VDOT is required to conduct Title VI reviews of Metropolitan Planning Organizations (MPOs) to monitor and ensure Title VI compliance. The review form assists VDOT in determining whether the MPO operates in a nondiscriminatory manner.

Name of MPO	
Address of MPO	
Date of Review	

Title VI Administration
<p>1. Identify the person responsible for the administration of the Title VI policies and procedures</p> <p>Name: _____</p> <p>Position Title: _____</p>
<p>2. Has the Title VI representative participated in any form of training with specific reference to Title VI?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If YES, what type of Training? Describe and provide date</p>
<p>3. Does the Title VI representative have access to the top official at the MPO?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please list names of the official(s)</p>
Staffing
<p>1. Identify the following for each individual who has responsibilities in the transportation component of the organization. Name, position title, sex, and race. Please attach an organizational chart.</p>

NAME	POSITION TITLE	GENDER	RACE

2. Of the positions above, identify those that are elected by citizens and those positions that are appointed by some governing authority. Identify the said governing authority.

3. Does the organization have an Affirmative Action Plan?
Yes No
If YES, please attach a copy of the plan

Public Involvement

1. What efforts are made to notify the public of meetings, workshops, special sessions, etc.?

2. What efforts are made to ensure minorities, disabled, and other socially and economically disadvantaged individuals (low income/elderly) are aware of MPO meetings?

3. Are accommodations for translation services or special needs included in notices to the public?
Yes No
If YES, please attach a sample of the most recent notice.

4. Does the MPO include minority media in all notification processes for public meetings or public review of agency documents?
Yes No
If YES, identify the media resources used by name

5. Where are MPO meetings held? _____
Please describe the meeting locations, time, days of week. Is the atmosphere conducive for public involvement?

6. Are the meetings held where bus or rail service is provided?
Yes No
If NO, please explain.

7. Has your organization received any request for information in an alternative format such as Braille, Audio, or

non-English?

Yes No

If YES, please discuss.

8. What is your process for providing access to persons whose primary language is not English?

9. Has the MPO established any advisory or citizen's group?

Yes No

If YES, describe any efforts or methods used to focus on increasing the participation of minority, socially, and economically disadvantaged individuals in the transportation planning processes.

10. Are persons traditionally underrepresented by transportation systems, such as low income or minority, actively sought out for involvement in MPO processes?

Yes No

If YES, what methods are used?

11. Are contacts with minority groups or leaders used to identify information needs and planning/programming issues or concerns?

Yes No

If YES, identify those individuals contacted during the reporting period

12. How does the MPO gather data when assessing transportation needs, projects, and impacts?

How is the data utilized to examine and evaluate the equitable distribution of benefits and burdens of transportation investments?

Note: The emphasis here is on collecting and utilizing data that reflects community boundaries, racial and ethnic makeup, income levels, property taxes, community services, etc.

13. Are limited English proficient persons made aware that they can receive translation services at no cost to them?

Yes No

If YES, identify how

Americans with Disabilities Act

1. What efforts are made to ensure all public meetings are fully accessible to the disabled?

2. Does the MPO have a telecommunication device; teletypewriter (TTY) or does the MPO promote the use of the Virginia Relay Service for communicating with individuals with impaired speech or hearing?

Yes No

If YES, fill in which device or service is used

3. Is the TTY number posted on MPO materials such as newsletters, web site, or other published material?
Yes No

Environmental Justice

1. Has the MPO received any training on environmental justice?
Yes No

2. Identify and discuss any environmental justice issues that arose during the reporting period.

3. Does the MPO order or conduct Environmental Impact Studies?
Yes No
If YES, provide a list of studies/locations completed during the last three years

4. Is the MPO exploring innovative and proactive ways to improve and/or sustain working relationships with impacted communities including traditionally underserved communities? Please explain

Contracting – consultants

1. Did your organization award any consultant contracts during the reporting period?
Yes No
If YES, identify the following.

Total dollar amount of contracts awarded: _____

Total dollar amount awarded to DBE* firms: _____

*DBE = Disadvantaged Business Enterprises

2. Please provide list of companies, the type of service and the award amount.

3. How does your organization solicit and award consultant contracts?

4. Do contracts with consulting firms include contract provisions for Title VI, EEO, limited English proficiency, etc.?
Yes No
Provide an example.

5. How does your organization solicit DBEs?

<p>6. How are DBE firms identified? For example, do firms self-identify or does the MPO use the listing of certified DBE firms published by the Department of Small Business and Supplier Diversity – SBSB (a new agency formed through the merger of DMBE and Virginia DBA)?</p>
<p>Other</p>
<p>1. Has the MPO been reviewed recently by any governmental agencies (such as the Federal Transit Administration (FTA), Department of Labor, Equal Employment Opportunity Commission, etc.) for compliance with Title VI or other Equal Opportunity programs? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please indicate the agency/agencies and provide a copy of the letter identifying the review finding(s). If the review was conducted by FTA, please attach a copy of the final report.</p>
<p>2. Has the MPO received any requests under the Freedom of Information Act during the previous three years? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide a summary.</p>
<p>3. Have any formal or informal complaints of discrimination been lodged against the MPO during the previous three years? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide a statement on the nature of the complaint and status of the complaint.</p>
<p>4. What is the MPO's process for complaints of discrimination? Please describe the process for receiving, investigating, and resolving complaints?</p>
<p>5. Identify any significant issues and/or changes that have occurred during the reporting period.</p>
<p>6. Identify all individuals by name and title that are anticipated to attend an on-site compliance review if one is needed.</p>

For Office Use Only:

<p>Findings / Conclusions</p>



Compliance: _____ Non-compliance: _____

Review conducted by: _____

Approved by: _____

Date: ____ / ____ / ____

Methodology:

Prior to conducting the Compliance Review, a letter was sent out to the MPO notifying them of an upcoming Title VI Compliance Review. Following the letter, the MPO received its Title VI Compliance Review Form accompanied by a cover letter providing instructions about completion and submittal of the form.

The compliance review form was sent to the Fredericksburg Area Metropolitan Organization (FAMPO) on 2/18/2015

The responses were received back on 4/1/2015

VI. FINDINGS AND RECOMMENDATIONS

1. Title VI Administration

Requirement: Designation of a person responsible for the administration of the Title VI policies and procedures and easy access to the top official at the FAMPO.

Finding: Yes, the Title VI Coordinator, Marti Donley has full access to the Policy Committee Chair and the MPO Administrator. The GWRC/FAMPO 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 GWRC/FAMPO Nondiscrimination Plan. The Plan was approved by the Federal Highway Administration (FHWA) and adopted on May 21, 2012.

There are no deficiencies found.

Corrective Action: NONE

2. Staffing

Requirement: Nondiscrimination in the selection and retention in employment practices in connection with the staff that has responsibilities in the transportation component of the organization.

Finding: The FAMPO's professional staff includes transportation planners, traffic modelers, demographers and other planning professionals. Under the direction of the MPO Administrator, the diverse skills of the staff ensure that transportation priorities are coordinated with land use and other comprehensive plans for the George Washington Region. Currently the staff consists of: 1 FAMPO Administrator; 1 Principal Planner, 1 Regional Planner, 1 Principal Planner, Public Participation Coordinator, Title VI Coordinator, 1 Policy Specialist, 1 Transportation Demand Management Planner.

There are no deficiencies found.

Corrective Action: NONE

3. Public Involvement

Requirement: Executive Order 12898 is a directive to provide minority and low-income population access to information and opportunities for public participation in the decision making process that may impact human health and the environment. Sub-recipients are required to ensure meaningful access to the information and opportunities for inclusive public participation of minority and low-income population.

Finding: The FAMPO adopted an updated Public Participation Plan (PPP) on November 19, 2012. The Plan's intent is to serve as a guide for the FAMPO staff in the development of public outreach strategies used in the transportation improvement process. This update included an enhanced emphasis on reaching the Title community which includes older adults, persons who are limited English proficient, persons with disabilities, ethnic groups and low income populations. The general guidelines include providing timely information, providing reasonable public access, giving adequate public notice, provide a public comment period, respond in writing, solicit the needs of the traditionally underserved and coordinate the public involvement process. Within each guideline there are various strategies used that includes a wide array of public outreach tools. These outreach tools include utilizing the Master Contact Database, the Title VI Community Resources Directory, the FAMPO website, the regional jurisdictions and stakeholder websites, the regional libraries, regional planning offices, various print and electronic public notices, press releases information brochures, information flyers, speakers bureaus, public hearings, government access channels, and social media. Many of these tools are translated into Spanish such as newspaper advertisements, information brochures, information flyers, and government access channels slides. Information brochures and flyers are placed in Hispanic locations around the region. The FAMPO embraces the opportunity to reach out to the transportation disadvantaged by speaking too many of the region's Title VI, senior, and disabled communities. A copy of the FAMPO's most recent announcement is included in section VII Appendix F. Public comments are also solicited on all of the draft transportation planning documents such as, the Public Participation Plan, which incorporates a

Limited English Plan; the Title VI Nondiscrimination Plan; the Long Range Transportation Plan; the Transportation Improvement Plan and the Unified Planning Work Program; which they made available on the FAMPO website and at public hearings. The FAMPO maintains a Title VI Community Resources Directory comprised of Title VI community leaders. This database is used extensively to announce and disseminate information regarding upcoming meetings, workshops, special sessions, and public comment periods and hearings.

Currently there are no specific minority outlets identified in the FAMPO regions; however they do utilize as a resource of notification the placement of Spanish flyers in various Hispanic grocery stores, community centers, the Fredericksburg Regional Transit (minority and low-income communities), local jurisdiction websites, and by attaching Spanish flyers to email notifications sent to contacts in the Title VI Community Resources Database; which also include minority leaders who assist in disseminating information and to the region's Public Information Officers. The Title VI Community Resources Directory is utilized to solicit leaders to identify information needs, planning and addressing programming issues or concerns during the transportation planning comment periods.

There were on deficiencies found.

Corrective Action: NONE

Requirement: Executive Order 13166 ensures access to programs, services and activities for persons whose primary language is not English that may have difficulty reading, writing, speaking or understanding English. Sub-recipients are required to ensure meaningful access to the information and opportunities for inclusive public participation of individuals who are limited in English proficiency.

Finding: The FAMPO has adopted a Public Participation Plan (PPP). In the updated PPP, the FAMPO developed and incorporated a Limited English Proficiency (LEP) Plan that provides procedures on how to identify persons who may need language assistance; the way in which assistance may be provided; the training of the staff; and how to notify LEP persons that assistance is available. As a resource of notification the FAMPO places Spanish information flyers in Hispanic grocery stores, the Fredericksburg Regional Transit, and by attaching Spanish flyers to email notifications sent to the Title VI Community Resources Directory which include minority leaders that assist in disseminating information to members of their community and to the region's Public Information Officers in each jurisdiction and to the regions military bases Communications Managers. These notifications provide information for persons who require translations services to contact the GWRC/FAMPO for assistance (free of charge). The Title VI Community Resources Directory is utilized to solicit leaders to identify information needs and planning and addressing programming issues or concerns during the transportation planning comment periods. The plan is due to be updated in 2016.

There were no deficiencies.

Corrective Action: NONE

4. American with Disability Act

Requirement: Provides that no qualified individual with disability shall, by reason of such disability, be discriminated against.

Finding: FAMPO adopted a Title VI Non Discrimination Plan on May 21, 2012. This Plan assures that no person shall on the basis of race, color, national origin, sex, age, disability, family or religious status as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity. The MPO includes the following GWRC/FAMPO Title VI Statement on all printed and electronic notifications: Public participation is solicited without regards to race, color, national origin, age, sex, religion, disability or family status. Persons, who require special accommodations under the American with Disabilities Act, should contact the GWRC/FAMPO for accommodations (free of charge) at fampo@gwregion.org., by phone at (540) 373-2890, at least four days prior to the meeting. If hearing impaired, telephone 1 -800-273-7545 (TDD).

There were no deficiencies.

Corrective Action: NONE

5. Environmental Justice

Requirement: Must identify and address disproportionately high and adverse human health or environmental effects of its programs, policies and activities on minority populations and low-income populations.

Finding: The GWRC/FAMPO staff is responsible for monitoring and evaluating all applicable nondiscrimination authorities, including Environmental Justice, in all aspects of its planning and programming which include, prepare and maintain a demographic profile of the region using the most current statistical information available on race, income and other relevant data. The FAMPO has identified minority and low income communities through the Region demographic profile. An overview of that profile is included in the MPO's background information. When updating the Public Participation Plan in 2012, over 160 Title VI community leaders were identified and interviewed. These leaders agreed to be included in FAMPO's Title VI Resources Directory. This Directory is utilized monthly when sending out email notifications of the upcoming FAMPO Policy Committee meetings as well as all transportation plans that are out for public review and comment. Also during the PPP update, two Focus Group meetings were held consisting of approximately 25 participants. The Focus Group discussions were focused on ways the FAMPO could effectively reach the region's Title VI Community. In an effort to comply with Title VI and Environmental Justice requirements the FAMPO staff prepared a thorough analysis on the 2012-2015 Transportation Improvement Program (TIP) as well as the 2040 Constrained Long Range Plan (CLRP). These analyses provide an overview of how projects administered by the FAMPO benefit environmental justice populations in the region. An interactive Web Mapping Application has been developed and is being used by FAMPO staff as an ongoing effort to provide up-to-date information to the public.

There were no deficiencies.

Corrective Action: NONE

6. Contracting - Consultants

Requirement: Requires nondiscrimination notifications in all solicitations for bids of work or materials and in agreements; nondiscrimination in the selection and retention of contractors; and nondiscrimination in employment practices for contractors and subcontractors.

Finding: The FAMPO recently awarded two (2) On-Call Transportation Planning Consultants contracts. A Request for Proposals was sent via email notification to 83 recipients which included 13 DBE and one (1) Veteran-Owned organization, using the FAMPO and PDC website; National Association of Development Organization (NADO) website, the American Metropolitan Planning Organization (AMPO) website, and on the FAMPO Facebook and Twitter pages. All contracts with consulting firms include contract provisions for Title VI, EEO, and Limited English proficiency. DBE's are solicited through emails sent to DBE organizations listed in the DBE Directory of Certified Vendors.

There were no deficiencies.

Corrective Action: NONE

7. Other

Requirement: Recipients and sub-recipients shall have a procedure in place for the filing of Title VI discrimination complaints. The procedure shall be made available to participants, beneficiaries, and other interested parties.

Finding: The FAMPO has a complaint process for filing Title VI discrimination complaints. The complaint filing process is available on the FAMPO website and is included in the Title VI Nondiscrimination Plan. The Title VI complaint process was approved by the GWRC/FAMPO Advisory Board with the adoption of the plan, May 21, 2012.

There were no deficiencies.

Advisory Comment: The GWRC/VAMPO should seek the assistance of the VDOT in investigating complaints filed against them.

VII. SUMMARY OF FINDINGS AND CORRECTIVE ACTIONS

**TITLE VI COMPLIANCE REVIEW OF
FREDERICKSBURG METROPOLITAN PLANNING ORGANIZATION**

Title VI Requirements	Desk Review Finding	Description of Deficiencies	Site Visit Finding	Response Date	Response Due Date
1. Title VI Administration Requirement Finding Corrective Action	ND				
2. Staffing	ND				
3. Public Involvement	ND				
4. American with Disabilities Act	ND				
5. Environmental Justice	ND				
6. Contracting - consultants	ND				
7. Other-Title VI Complaint	ND/AC				

**Findings: ND= No Deficiency; D= Deficiency; NA= Not Applicable; NR= Not Reviewed;
AC= Advisory Comment**

Identified below is a list of plans the FAMPO has developed for the enforcement of Title VI programs:

- Unified Planning Work Program (UPWP) – updated annually
- Transportation Improvement Program (TIP) – updated every four years
- Congestion Management Process (CMP) – updated every four years
- Long Range Transportation Plan (LRTP) – updated every four years
- Bicycle and Pedestrian Plan (BPB) – updated every four years along with the LRTP
- Public Participation Plan (PPP) – updated every three years. Next update will be this fall and is programmed in the FY2016 UPWP.
- Title VI Nondiscrimination Plan

VIII. APPENDIXES

- A. MPO STAFF WEB PAGE
- B. FAMPO POLICY COMMITTEE PURPOSE OVERVIEW and COMMITTEE MEMBERS
- C. TITLE VI AND ENVIRONMENTAL JUSTICE OVERVIEW
- D. PUBLIC PARTICIPATION PLAN OVERVIEW
- E. PUBLICATIONS AND REPORTS OVERVIEW
- F. EXAMPLE OF PUBLIC NOTICE ANNOUNCEMENT

