

## **Attachment G - Title VI Compliance Questions for MPO/RPA Sub-Recipient Reviews**

### **ADMINISTRATION**

#### **Staff/Board Composition and Program Administration**

- Provide breakdown of the Metropolitan Planning Organization (MPO) staff by position, race, and gender. Include organizational chart.
- Provide make-up of the MPO's Board of Directors and other policy and advisory committees by race and gender. Identify the voting members.
- Describe the various programs administered by the MPO and the funding sources.
- Does the MPO have an Affirmative Action Plan with respect to employment? If so, provide a copy.

#### **Complaint Procedure**

- Do you have a Title VI complaint procedure? To what extent is the community made aware of it?
- Have you received any Title VI related complaints during the past two years? How many? What is the outcome? Any Title VI complaints lodged by beneficiaries or participants? Explain issues involved.
- Provide a copy of the procedure and document public dissemination of the Title VI policy/complaint procedure.

#### **Training**

- Has your staff received any training (formal or informal) regarding Title VI of the Civil Rights Act of 1964 and/or Environmental Justice Executive Order (E.O. 12898, February 11, 1994)?
- Are you planning to schedule Title VI training sometime soon? If so, when and who will present it?

#### **Status of Title VI Program with the Federal Transit Administration (FTA)**

- What is the date of your most recent FTA Title VI program approval? What is the expiration date? Provide a copy of submissions.
- Were there any changes or additions required for approval? Did FTA provide any comments?

### **PLANNING PROCESS**

## **Public Involvement**

- Describe how citizen participation has been provided for in the transportation planning process? Is there any policy in this regard? Explain.
- Citizen Advisory Committees: How are the members selected? How long is their term? What is their make-up in terms of race, gender, and income level?
- Are organizations for minorities/disadvantaged individuals made aware of planning processes and offered the opportunity to provide input? How?
- What other opportunities for citizen involvement are made available? Are those efforts documented? Please provide a copy.
- How are the needs of the minorities and low-income persons addressed during the planning process? Is there any program designed to manage this?
- What statistics are kept on beneficiaries of services or programs by race, gender and income level?

## **Hearings**

- What statistics are kept on public hearing participation by race and gender (by visual identification)?
- Are minority group concerns addressed in a timely manner? Explain.
- Are public meeting announcements made available in languages other than English, according to the affected minority population(s)?
- Are accessible location (geographically and structurally), appropriate time, and translation services (if required) planned/provided during public hearings?

## **Consultant Contracts**

- How are Request for Proposals (RFPs) advertised? What are the requirements for submitting proposals? Are there sub-contracting opportunities?
- What kind of participation do DBE firms have in the consultant contracting process? Are DBE goals set? Do you meet them?
- Do you keep a record of DBE firms submitting proposals?
- How does your organization promote the participation of qualified minority and female consultants?

- Who in the planning organization monitors the consultants' adherence with Title VI requirements?
- Provide the number, dollar value(s), and type of contract(s) and funding source used by the planning organization during the last two fiscal years. Were any firms DBEs? Identify.

### **Planning Studies**

- Were there any planning studies undertaken during the last two years which specifically addressed the needs of minority or low-income populations?
- Describe what kind of demographic data, including race and income, is collected.

### **Environmental Impact Assessments**

- Are any special efforts made to invite low-income and minority members of the community to participate in public hearings pertaining to environmental issues?
- Are you keeping statistics on public hearing participation by race and gender? Please provide examples.
- Describe your procedures for the identification of environmental impacts? How do you approach environmental issues in minority and low-income communities? Explain.
- How are environmental issues discussed with the affected community prior to and during public hearings? Have special provisions, such as language interpreters, ever been provided during public meetings?
- Could you list the major transportation projects planned or programmed during the last two years where social, environmental, economic, or demographic adverse impacts were identified? Were Title VI issues identified? Describe.