

COLUMBIA AREA TRANSPORTATION STUDY ORGANIZATION (CATSO)

TITLE VI COMPLIANCE ANNUAL REPORT AND UPDATE

Date of report submittal: **09/07/2017**

Date prior year report submitted to MoDOT, FHWA and FTA: **09/23/2016**

Annual Report and Update: This Annual Report and Update is to be submitted each year to MoDOT Division of External Civil Rights, the FHWA and the FTA. This document includes:

- I. Checklist of activities to be reviewed by the Title VI Coordinator and Staff prior to Completing the Annual Report and Update
- II. A report on the previous year's Title VI-related activities and efforts, including accomplishments and program changes.
- III. An update on Title VI-related goals and objectives for the upcoming year.
- IV. Information on Sub Recipients of Federal Funds administered by the MPO

Section I. Title VI Compliance- Checklist to be reviewed by Title VI Coordinator and Staff prior to completing the Annual Report and Update:

- ☒ Review Title VI laws and regulations for applicable changes since the more recent Title VI Plan update and annual report;
- ☒ Review CATSO's Title VI Plan to assure compliance with applicable Title VI regulations;
- ☒ Review CATSO's Title VI program, including agency operational guidelines and publications, including those for contractors, to ensure that Title VI language and provisions are incorporated, as appropriate;
- ☒ Meet with appropriate staff members to monitor and discuss progress, implementation, and compliance issues related to CATSO's Title VI program;
- ☒ Review the agency's Title VI program to assess if administrative procedures are effective, staffing is appropriate, and adequate resources are available to ensure compliance;
- ☒ Review important Title VI-related issues with the CATSO Chair, if needed;
- ☒ Assess communications and public involvement strategies to ensure adequate participation of impacted Title VI protected groups; address additional language needs if needed; and

☒ Update Title VI Plan, program, or procedures as needed. (Plan updated May 22, 2014).

Note: CATSO Title VI Coordinator is Mitch Skov, Senior Planner.

Section II. Title VI-related activities and efforts, including accomplishments and program changes:

A. Summary of Title VI-Related Activities and Efforts

X Outreach, website, data dissemination: ***CATSO stakeholder list reviewed during 2017, website updates undertaken***

X Data updates: ***Ongoing***

X Plan, program or policy changes: ***See Section C below***

B. Summary of Complaints Received:

☐ Number of complaints received: **0**

☐ Status of complaints: **NA**

C. Accomplishments and Program Changes

Accomplishments: ***Ongoing website updates for improved data availability and solicitation of public input; submittal of Title VI Annual report in September of 2016; CATSO began posting the Title VI Annual Report to the CATSO Title VI webpage in 2014.***

Program changes: **Minor program changes may occur in FY2018 to ensure continued Title VI Program compliance under changes in federal law under FTA Circular 4702.1B: Title VI Requirements and Guidelines for Federal Transit Administration.**

D. Bilingual Related:

☐ Need for bilingual advertisements/notices: **None**

☐ Requests for language assistance/interpreters: **0**

Section III. An update on Title VI-related goals and objectives for the upcoming year:

A. Prior year goals and objectives:

1) Ongoing website updates for improved data availability and solicitation of public input; 2) Ongoing updates of relevant base data; 3) Submittal of the CATSO Title VI Annual Report to MoDOT in July of 2017; and 4) Address any recommendations or findings of Title VI program compliance by MoDOT consultants and revise program and Title VI plan accordingly.

B. Title VI-related goals and objectives for the upcoming year:

1) Ongoing website updates for improved data availability and solicitation of public input; 2) Submittal of the CATSO Title VI Annual Report to MoDOT in 2018; 3) Collaborate with the City of Columbia Geographic Information Systems division to explore methods to identify Long-Range Transportation Planning development and individual project development impacts on different socioeconomic groups and ethnic minorities; 4) Partner with the City Public Work's traffic division to develop a process to track demographic participation at public project meetings 5) Develop a methodology to collect demographic information at CATSO meetings and to ascertain how public meeting participants are made aware of events; and; 6) Utilize data to potentially make changes to the public participation outreach process to continue to ensure diverse participation.

Section VI. Information on Sub recipients of Federal Funds administered by the MPO:

As a sub recipient of the State, the MPO must submit a Title VI Program to the State. If it has sub recipients, the MPO must collect Title VI Programs from those sub recipients and monitor their compliance. The MPO shall include the schedule for sub recipient Title VI Program submission when it sends its own Title VI Program to the State.

A. Sub recipients of Federal Funds: NA

B. For sub recipients, describe the compliance review schedule and include all sub recipients' Title VI program compliance submission: NA

Section VII. Public hearings/Public meetings held during the reporting period:

There were five public hearings/public meetings held during the year, four of which were regularly scheduled CATSO Coordinating Committee meetings. These meetings were held on August 25 and December 1, 2016; and February 23, May 25 and June 29, 2017. The purpose of the meetings was to conduct regular MPO business, such as formal approval of the FY 2017 Unified Planning Work Program (UPWP) and FY 2017-2020 Transportation Improvement Program (TIP), amendments to the TIP, and revisions to the Major Roadway Plan (MRP). The additional June 29 CATSO Coordinating Committee meeting was a public hearing for a time sensitive CATSO MRP amendment.

All of the meetings were properly advertised, including the CATSO website, a public notice ad in the local newspaper, and posted notices on the City Hall bulletin board. All meetings are held in the City Hall Council Chamber, which is a fully accessible location. All concerns of the public were heard, as there are not only the public hearing phases of the meetings, but also a public comment period after regularly scheduled agenda items at every meeting.

Notes:

1. There was one consultant contract awarded during the 2016 reporting period. This was for the preparation of a Transit Master Plan for GoCOMO, the Columbia area transit system. Total dollar cost of the contract was \$161,406. As the consultant work was completed in FY2017, \$42,282 of 2017 CPG funds will be used to pay for the final portion of the consultant fees.
2. Limited English Proficiency (LEP) Plan is contained within the adopted Title VI Plan.