

CATSO's Title VI Questionnaire/Accomplishment Report

1. Does the MPO have an approved Title VI Plan? **Yes**
 - a. MPO Policy Board approval date. **May 22, 2014**
 - b. Please provide a copy or link to the Title VI Plan.
<https://www.como.gov/community-development/wp-content/uploads/sites/14/2015/09/CATSOTitleVIPlanApproved5-22-14.pdf>
2. Who serves as the designated Title VI Coordinator? **Mitch Skov has been the Title VI Coordinator for a number of years, but Leah Christian has recently taken over the role as Title VI Coordinator. The plan has been updated with her contact information and the CATSO Coordinating and Technical Committees will be informed of this change at their upcoming November and December meetings.**
3. Assessment of planning efforts.
 - a. Describe the planning activities performed.
 - i. Describe efforts taken to promote Title VI compliance regarding your activities, including monitoring and review processes, and their outcomes or status. **CATSO staff consistently works to ensure that all aspects of our planning and programming process operation comply with Title VI. As part of our 2050 Long-Range Transportation Plan (LRTP) development, we are currently updating a demographic profile of the region using the most current and appropriate statistical information available on race, income, and other pertinent data. Part of this effort also includes development of a process for assessing the distributional effects of transportation investments in the region. In addition, we continue to ensure that staff makes concerted efforts to involve members of all social, economic, and ethnic groups in the planning process (see iii).**
 - ii. How many public hearings/public meetings were held by your organization during the reporting period? What was the purpose of the hearings/meetings? **8 public meetings were held during the reporting period: 4 CATSO Technical Committee (CATSO's staff advisory board) meetings and 4 CATSO Coordinating Committee (CATSO's leadership policy board) meetings. Items included in these meetings were as follows: FY 2018-2021 TIP Amendments; FY 2018 UPWP Amendments; revisions to CATSO's by-laws; passage of performance measures related to Transit Asset Management, Traffic Safety, Bridge, Pavement and Transportation System Performance; revenue, population and employment projections related to the development of CATSO's 2050 Long Range Transportation Plan (LRTP); approval of CATSO's 2018 Coordinated Public**

Transit Human Services Transportation Plan; and CATSO Major Roadway Plan amendments.

- iii. What methods were used or action taken to ensure minority, low income and limited English proficiency individuals had meaningful access to these activities? **Meeting notices are sent to a large CATSO stakeholder list that includes neighborhood groups, advocacy associations, area businesses and community organizations. Meeting notices are also sent to a listserve of all neighborhood associations in the Columbia area. In addition, the City of Columbia is currently supporting a social equity initiative that focuses on three underserved Columbia communities. CATSO staff has participated in this effort and sends CATSO meeting notices to community members that have been included in the City's Social Equity outreach campaign.**
- iv. Were the public hearings/public meetings properly advertised so as to adequately inform the community? **Public hearing meeting notices are published in the local newspaper 30 days in advance of public meetings. In addition, meeting notices are sent out through various listserves (see previous answer) and posted to the City's Community Development Facebook page.**
- v. Were public hearings/public meetings held at an accessible place and at a time convenient to the participating community? **The CATSO offices are located in an accessible building and all public meetings are held in accessible meeting rooms. In addition, accessibility maps for locations are on the CATSO website as follows:**
[CATSO Offices](#)
[CATSO Technical Committee Meetings](#)
[CATSO Coordinating Committee Meetings](#)
CATSO Technical Committee meetings are held at 1:30 pm every quarter on Wednesdays. CATSO Coordinating Committee meetings are held at 2:30 pm every quarter on Thursdays.
- vi. During the public hearings/public meetings, were all concerns heard without regard to race, sex, color, familial status, LEP, age, disability, or national origin? **Yes, CATSO staff and board members practice impartiality in all decision making.**
- vii. During the public hearings/public meetings, were persons in attendance advised of the complaint procedures to follow in the event they felt discriminated against because of race, color, LEP, familial status, sex, disability, age or national origin? **CATSO's complaint procedures are accessible through CATSO's website. Currently, CATSO does not discuss its complaint procedures at every public meeting it holds, but if so advised, CATSO can integrate such a notification process into its public meeting policy.**

- viii. Was there a need to use bilingual advertisements, announcements, and notices? If so, please describe. **No, that need did not arise.**
 - ix. Indicate the number of individuals who requested language assistance such as interpreters or translators. **None.**
- 4. Number of consultant projects for planning awarded during this reporting period and their dollar value. **\$0**
- 5. Does the MPO have a Title VI Program complaint procedure? **Yes**
 - a. Please provide a copy or link.
<https://www.como.gov/community-development/wp-content/uploads/sites/14/2015/09/TitleVIComplaintForm.pdf>
- 6. List any lawsuits or complaints which allege discrimination on the basis of Title VI and related nondiscrimination authorities during the reporting period. Identify the source (i.e. email, written, telephone, in person). **None.**
- 7. A summary of all civil rights compliance review activities conducted in the past 3 years. **In March of 2017, CATSO completed a thorough Transportation Planning Process Review administered by the Federal Highway Administration Missouri Division and the Federal Transit Administration Region 7. The review included examination of CATSO's Title VI policies and procedures.**
- 8. How are MPO policy board, advisory council and/or committee members selected? **Members of the CATSO Technical and Coordinating Committees are chosen based on professional/leadership positions, as follows:**

Technical Committee:

Community Development Director, City of Columbia (Chair)
 Assistant Director of Public Works, City of Columbia
 Senior CATSO Planner, City of Columbia (Vice Chair)
 Chief Engineer, Boone County
 Senior Planner, Boone County
 Area Engineer, MoDOT Central District
 Planning Manager, MoDOT Central District
 Transportation Planning Specialist, MoDOT
 Multimodal Operations, MoDOT
 Engineering Supervisor, Traffic, City of Columbia
 Transit & Parking Manager, City of Columbia
EX-OFFICIO

Transportation Manager, University of Missouri-Columbia
 Transportation Manager, Columbia Public Schools
 Representative, Federal Highway Administration
 Representative, Federal Transit Administration

Coordinating Committee:

City Manager, City of Columbia (Chair)
 Mayor, City of Columbia
 Presiding Boone County Commissioner (Vice Chair)

MoDOT Central District Engineer
 Public Works Director, City of Columbia
 Community Development Director, City of Columbia
 Transportation Planning Specialist, MoDOT
 Director, MoDOT Multi-Modal Operations
 Chief Engineer, Boone County

EX-OFFICIO MEMBERS:

Representative, Federal Highway Administration (FHWA)
 Representative, Federal Transit Administration (FTA)

- a. Provide description of efforts made to encourage the participation of females and minorities on such committees. **Because membership is dictated by professional position, the race and sex of members is not currently considered. However, we are open to any process recommendations that could increase the diversity of CATSO's membership.**
- b. Provide a table depicting membership and indicate overall percentage of minority representation.

Coordinating & Technical Committee	Non- Hispanic White	Latino	African American	Asian American	Women	Men	Total
Columbia Area Transportation Study Organization (CATSO)	100%	0%	0%	0%	6%	94%	100%

9. Does the MPO have an approved Limited English Proficiency (LEP) plan? **Yes**
 - a. Provide a copy or link.
 - b. If not, when is the plan expected to be adopted? **Plan was adopted May 22, 2014**

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10. Describe any civil rights training received or provided to the organization. How are employees made aware of Title VI obligations? **Staff meets annually to review, monitor and discuss progress, implementation, and compliance issues related to CATSO's Title VI program. Staff members have also completed the City of Columbia's Building Inclusive Community (BIC) training. The BIC curriculum increases participants' knowledge and awareness around issues of race, gender, sexual orientation, class, ability, age, religion, and appearance, and was developed by the National Conference for Community and Justice (NCCJ) - St. Louis.**

11. Please list any significant accomplishments and/or action items completed during this period. **CATSO has started the process to assist with funding prioritization for non-motorized transportation infrastructure through the 5 year update of the Columbia Sidewalk Master Plan. As part of this process, it has extended the sidewalk priority matrix to include a social equity prioritization component that considers area income levels, levels of racial/ethnic diversity, income, free and reduced lunch program participants, and police and medical calls for service.**
12. Describe any future plans for the MPO relating to Title VI and LEP, including any significant problem areas to focus on and the MPOs plans for approaching them. Please make note of any areas that MoDOT may be of assistance. **Future consideration will be given to implementing a similar matrix, as described above for the Sidewalk Master Plan update, in the annual 4 year Transportation Improvement Program (TIP). A potential problem area that has been identified through the completion of this report is the lack of diversity on CATSO's advisory committees. We would gladly accept any examples from MoDOT of how other MPOs have diversified their advisory committees.**

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