This document is available in accessible formats when requested ten (10) days in advance.

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Note: The photographs used in this document are for illustrative purposes only. Photographs used were submitted to the Memphis MPO by the public.
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# Table of Contents

## 01. Knowing the Memphis MPO

1.0 What is the Memphis MPO? ........................................................................................................... 6
1.1 Memphis MPO Core Functions ................................................................................................. 6
1.2 Memphis MPO Major Activities ............................................................................................... 8
1.3 Memphis MPO Organizational Structure ................................................................................. 10

## 02. Title VI

2.1 Title VI Background .................................................................................................................. 14
2.2 Title VI Assurances .................................................................................................................. 14
2.3 Memphis MPO Title VI Policy ................................................................................................ 15
2.4 Memphis MPO Title VI Coordinator Responsibilities ............................................................ 17
   2.4.1 Ongoing Review of Title VI Program ................................................................................ 17
   2.4.2 Title VI Report and Update ............................................................................................. 17
   2.4.3 Programs .......................................................................................................................... 18
   2.4.4 Reviews ........................................................................................................................... 18
   2.4.5 Dissemination of Information Related to the Title VI Program ....................................... 18
   2.4.6 Resolution of Title VI Complaints .................................................................................. 18
   2.4.7 Consultation & Reviews ................................................................................................... 19
   2.4.8 Training ............................................................................................................................ 19
   2.4.9 Public Involvement ......................................................................................................... 19

## 03. Understanding Documentation

3.0 Documentation ............................................................................................................................ 22
   3.0.1 Equal Opportunity/Affirmative Action .............................................................................. 22
   3.0.2 Title VI Coordinator ......................................................................................................... 22
   3.0.3 Data Collection and Demographic Analysis ..................................................................... 22
   3.0.4 Contracts and Allocations of Funds .................................................................................. 22
   3.0.5 Civil Rights Law Suits and Complaints .......................................................................... 25
   3.0.6 Memphis MPO Funding Sources and Allocation ............................................................. 25
### 3.0.7 Title VI Components of Memphis Major Plans

#### 04. Public Involvement Process

- **4.0 Public Involvement Process** .................................................................................. 30
- **4.1 Public Participation Toolbox** .................................................................................. 30

#### 05. Community Impacts and Service Equity

- **5.1 Defining Community Needs** .................................................................................. 40
- **5.2 Community Values, Environmental Justice, and Civil Rights** ................................. 41
- **5.3 Social, Economic, and Environmental Impacts of Plans/Programs** ......................... 43
  - **5.3.1 Disparate Impact Analysis** .................................................................................. 44
- **5.4 Coordinated Human Services Transportation Plan** ................................................ 49
- **5.5 Limited English Proficiency** .................................................................................. 49

### Appendix A. Title VI Assurances....................................................................................... 51

### Appendix B. Title VI Complaints Procedure................................................................... 52

### Appendix C. Title VI Complaints Forms.......................................................................... 55

### Appendix D. Media Contacts............................................................................................ 63

### Appendix E. Library Distribution..................................................................................... 64

### Appendix F. Memphis MPO Meeting Locations................................................................. 65

### Appendix G. Memphis MPO LEP.................................................................................... 66
KNOWING THE MEMPHIS MPO
EMBRACING THE GREATER MEMPHIS REGION
1.0 What is the Memphis MPO?

The mission of the Memphis Urban Area MPO is to encourage and promote the development of a balanced, efficient, and affordable regional transportation system to meet the needs of people and goods moving within and through the region, while minimizing the effects of transportation-related air pollution.

The Memphis and Shelby County Department of Regional Services (DRS) serves as staff for the Memphis MPO under the direction of the Memphis MPO’s Transportation Policy Board (TPB). DRS is an office of the Memphis and Shelby County Division of Planning and Development (DPD), a joint City of Memphis/Shelby County agency.

The Memphis MPO’s Transportation Policy Board (TPB) consists of 29 members which include the Governors of Tennessee and Mississippi, the Chief Elected Officials from each jurisdiction in the Metropolitan Planning Area (see Figure A), officials from the Memphis Area Transit Authority (MATA), Memphis-Shelby County Airport Authority (MSCAA), International Port of Memphis, as well as leadership from the Tennessee and Mississippi Departments of Transportation. The Chair and Vice Chair of the TPB are elected on a yearly basis by fellow members of the Board.

1.1 Memphis MPO’s Core Functions

A. Establish a Setting: Provides a fair and impartial setting for regional decision-making regarding transportation planning.

B. Develop and Maintain a Regional Transportation Plan (RTP): Develops and updates a multimodal RTP for the Memphis Metropolitan Planning Area, covering a planning horizon of at least twenty (20) years. It is realistic in terms of available funding i.e. fiscally constrained, as opposed to simply serving as a “wish list” of projects.

C. Develop and Maintain Transportation Improvement Program (TIP): Develops a program based on the RTP that is designed to serve the area’s goals in a fiscally constrained manner.

D. Involve the Public: Involves the general public and all significantly affected groups in activities.
It is a policy of the Memphis MPO to provide an active and representative forum for all segments of the Metropolitan Planning Area (MPA) in the development of common regional transportation goals and plans. In addition to addressing federal mandates, the Memphis MPO will continue to update its policies, as it has done in the past, in order to conform to new regulations, utilize changing technology and trends, and maintain effective public participation strategies. The Memphis MPO recognizes that an effective participation process is a vital element in the development and implementation of transportation plans and programs. A primary goal of the process is to increase public awareness of transportation services and programs.

Regulations guiding the public participation process for the Memphis MPO include:

- **Federal regulation 23 C.F.R. § 450.316** requires new participation techniques be included in public participation plans, such as the employment of visualization techniques, and more information available online.
- **Executive Order #12898** of February 11, 1994, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.”
- **Executive Order #13166** of August 11, 2000, “Improving Access to Services for Persons with Limited English Proficiency”

### 1.2 Memphis MPO’s Major Activities

The Memphis MPO is responsible for three major transportation planning programs, **the Regional Transportation Plan (RTP)**, **the Transportation Improvement Program (TIP)**, and **the Unified Planning Work Program (UPWP)**. The Memphis MPO is also responsible for the creation of the Public Participation Plan (PPP) and conducting special transportation studies on an as-needed basis. There are links to the following documents on the Memphis MPO’s website: [www.memphismopo.org](http://www.memphismopo.org) and hard copies are also available at the Memphis MPO offices, 125 N. Main Street, Suite 450, Memphis, TN 38103.

**A. Regional Transportation Plan (RTP)** - the RTP is a fiscally constrained document that guides the decision-making process for the selection and implementation of transportation projects in the Memphis Metropolitan Planning Area. It outlines the policies, long-range and short-range actions that support an integrated and intermodal transportation system for the effective and efficient movement of people and goods. The RTP’s planning horizon is at least 20 years. The document is reviewed and updated every four years. (23 CFR 450.322)
B. Transportation Improvement Plan (TIP) - the TIP is a document that lists each transportation project planned in the Metropolitan Planning Area within a four-year timeframe. All TIP projects stem from the RTP. The TIP’s primary purpose is to serve as the financial programming document for the Memphis MPO. The TIP has funding committed for the projects scheduled in the first two (2) years and is financially constrained. Projects may include roadway, congestion mitigation, transportation enhancement, and mass transit projects. (23 CFR 450.324)

C. Unified Planning Work Program (UPWP) - the UPWP identifies specific planning studies that the Memphis MPO and its partner agencies will undertake during a two-year period. The studies identified in the UPWP assist in further defining the comprehensive and multimodal transportation plans for the Metropolitan Planning Area. The UPWP covers a two-year period and is updated annually. (23 CFR 450.308)

D. Public Participation Plan (PPP) - the Memphis MPO continuously seeks to create opportunities for public to participate in planning, reviewing, and implementing its transportation projects and programs. To draw attention to this effort, the Memphis MPO outlines its plan of action in the PPP, which is updated on an as needed basis. (23 CFR 450.316)
1.3 Memphis MPO Organizational Structure

The membership of the Memphis MPO is governed by the Transportation Policy Board (TPB), which is advised and assisted by the Engineering and Technical Committee (ETC). There are four additional committees of the Memphis MPO, which provide input in the planning process in their respective focus areas, they are: Active Transportation Advisory Committee (ATAC), Interagency Consultation Committee (IAC), Freight Advisory Committee (FAC), and Planning & Land Use Advisory Committee (PLAC).

A. The Transportation Policy Board (TPB), is responsible for setting policy for the Memphis MPO, is vested with final decision making responsibilities for major transportation planning and programming within the Memphis MPO’s jurisdiction. The TPB consists of elected officials representing the eighteen (18) cities and towns in the Metropolitan Planning Area, as well as representatives from Shelby, Fayette, DeSoto, and Marshall Counties. Additional board members include, the Governors of Tennessee and Mississippi, officials from TDOT and MDOT, representatives from MATA, MSCAA and International Port of Memphis.

B. The Engineering and Technical Committee (ETC) is comprised of professional planners and engineers from local municipalities, regional governments, and other transportation related agencies. The ETC functions in an advisory role to the TPB as well as to the Memphis MPO staff.

C. The Active Transportation Advisory Committee (ATAC) is comprised of representatives from the regional community including technical staff, general public, advocacy groups, academic groups, transit providers, trails groups, business community, and health care providers. The ATAC provides guidance and strategies on the planning and implementation of transportation projects as related to bicycle and pedestrian travel, transit and public transportation, accessibility issues, transportation safety, and community outreach efforts.

D. The Interagency Consultation Committee (IAC) is comprised of members of the ETC, Regional and Federal agencies representative(s) and State and Federal representative(s) responsible for air quality control programs. The IAC also includes representatives from the West Memphis MPO and MATA. The IAC advises the TPB on air quality standards and reviews plans and amendments including air quality conformity reports and other related items.
E. The Freight Advisory Committee (FAC) is comprised of representatives of the major providers of transportation resources and modes that provide freight movement. The Memphis MPO works closely with local and regional chambers of commerce, freight, and logistic organizations to develop a comprehensive committee. The Freight Committee advises, educates and recommends to the Memphis MPO and the TPB on transportation strategies that will aid in the movement of freight in and around the Metropolitan Planning Area.

F. The Planning & Land Use Advisory Committee (PLAC) is comprised of the planning directors, principal planners, or other housing and economic development officials from governmental entities or transportation providers. The PLAC advises the TPB on the role of land use planning in the transportation planning process and coordinates municipal and regional transportation planning efforts.

G. The Memphis MPO Staff works under the leadership of the Memphis MPO Administrator to provide professional transportation planning services and ongoing administration of transportation projects and plans.
TITLE VI OF THE 1964 CRA PROTECTION IN PARTICIPATION
The Title VI Report of the Memphis Urban Area Metropolitan Planning Organization (Memphis MPO) is produced on an as needed basics to document the ongoing Title VI activities pursued by the Memphis MPO in the period between federal certification review by Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). The goal of the Memphis MPO is to comply with all federal, state, and local nondiscrimination regulations and policies.

2.1 Title VI Background

Title VI of the 1964 Civil Rights Act states that “no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity that is a recipient of federal financial assistance.” Title VI regulations apply to all organizations (government or not-for-profit) that receive federal funds. The Tennessee and Mississippi Departments of Transportation (DOTs) receive federal funds from the U.S. Department of Transportation, and distribute these federal funds to MPOs throughout states. As a result, all MPOs and transportation planning activities that are federally funded must comply with Title VI.

2.2 Title VI Assurances

The Memphis Urban Area Metropolitan Planning Organization (MPO) assures that:

- No person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.
- 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.
- Title VI language will be included in all written agreements should the Memphis MPO distributes federal planning funds to another governmental entity.
- It will prepare required reports, and perform other responsibilities as required by Title 23 Code of Federal Regulations (CFR) Part 200, and Title 49 CFR Part 21.
2.3 Memphis MPO Title VI Policy

The primary Title VI goal of the Memphis MPO is to ensure that no one is denied the opportunity to participate in the transportation planning process because of their race, color, or national origin. The Memphis MPO informs the public through regular legal notices published in major newspapers and in newspapers that target minority populations in the Memphis Metropolitan Planning Area. The Memphis MPO uses a variety of public involvement tools to engage and inform the public. These tools are described in this report in detail in Chapter 4.0: Public Involvement, and in the Memphis MPO’s Public Participation Plan.

For public comment, the Memphis MPO holds formal public meetings and review and comment periods for all its major activities, and conducts public hearings at all TPB meetings to allow persons the opportunity to comment on proposed transportation improvements.

The Memphis MPO believes that all transportation facility plans (roads, transit routes, bikeways, pedestrian systems, etc.) should be based on the need for the facility, regardless of the socio-economic status of the community. Planning for transportation facilities should be based on the regional need for making logical transportation connections, not on whether the proposed route travels through low-income communities or affluent communities. These positions guide the Memphis MPO in reviewing its planning activities to ensure compliance with Environmental Justice (EJ) guidelines as well as Title VI regulations.

Executive Order #12898, issued by President Clinton on February 11, 1994, reaffirmed that each federal agency must make environmental justice part of its mission. Each agency must identify and address disproportionately high and/or adverse environmental or human health effects that any of its programs, policies and activities may have on minority and low-income populations. Further, each agency must work to prevent the denial, reduction or delay of benefits received by minority and low-income populations. Most importantly, each agency must develop policies and strategies to ensure full and fair participation by affected populations in transportation decisions. In accepting federal funding, the Memphis MPO pledges to adhere to and advance the principle of environmental justice and integrate this concept into the participation process.

The environmental justice policies of the Memphis MPO emphasize limiting the disproportionately negative effects on minority and low-income populations. Within the context of the transportation planning, the transportation infrastructure and public transit system should provide an equitable distribution of benefits to the communities least represented in the planning
process. Where needed, the transportation system should provide equal access to the benefits of employment, education, health care, shopping, and recreational needs.

The Memphis MPO places particular emphasis on reaching out to people who typically have not been participants in the transportation planning process, whether low-income, minority or ethnic groups, or communities with limited English proficiency (LEP). Special ad hoc committees may be formed as needed to solicit comments and input on issues specific to these communities. Partnerships with local organizations serving the interests of under-represented populations are vital to the transportation planning process and will continue to be strengthened. The Memphis MPO staff and committee members actively participate in local meetings and projects. The Memphis MPO has increased its connection to under-represented populations, and has begun enhancing its relationship with representatives of the Hispanic community.

The Memphis MPO has made great strides in strengthening its public involvement, Title VI, and Environmental Justice practices, and will continue to reach out to all segments of our community.

- Outreach to underserved communities through documents sent to libraries for public review and informational posters placed in libraries, community centers, public buildings, etc.;

- Media releases (radio and newspaper);

- Plans and documents are available on the Memphis MPO’s website;

- Public Notices run in La Prensa Latina (Spanish language newspaper), and the Tri-State Defender (African American newspaper);

- Flyers and posters for public meetings printed in Spanish upon request;

- Plans and documents are provided in accessible formats when requested, executive summaries for major documents provided in Spanish on the Memphis MPO website;

- Web translation service provided for the Memphis MPO website;
• Transportation assistance to and from Memphis MPO public meetings and hearings provided when requested;

• Inviting representatives of organizations that represent minority, disabled and elderly members of our community to meetings and appropriate workshops; and

• Provision of translators at public meetings, if requested.

2.4 Memphis MPO Title VI Coordinator Responsibilities

The Title VI Coordinator is responsible for ensuring that the Memphis MPO complies with Title VI regulations. The Title VI Coordinator responsibilities are as follows:

2.4.1 Ongoing Review of Title VI Program

• The Title VI Coordinator of the Memphis MPO continuously reviews the agency’s Title VI program to assure compliance with Title VI regulations.

• Reviews agency guidelines and publications, including those for consultants, to ensure that Title VI language and provisions are incorporated, as appropriate.

2.4.2 Title VI Report and Update

• An Annual Report and Update to the TDOT Title VI Office is prepared by the Memphis MPO staff every four years, coinciding with certification review of the Memphis MPO by federal transportation agencies. The Title VI Report is to include:

  • A report on the Title VI-related activities and efforts during the previous four year period, including accomplishments and program changes;

  • An update on Title VI-related goals and objectives for the upcoming four year period.
2.4.3 Programs

• Provide technical guidance regarding the development of Title VI policies for the Memphis MPO.

• Review the Memphis MPO’s program directives to ensure that Title VI and related requirements are included.

2.4.4 Reviews

• Review the Memphis MPO’s plans and documents to include Title VI language and related requirements.

• Review consultant selection procedures of the Memphis MPO.

2.4.5 Dissemination of Information Related to the Title VI Program

• Information on the agency’s Title VI program is to be disseminated to the Memphis MPO staff and consultants as well as to the public.

2.4.6 Resolution of Title VI Complaints

• Any individual may exercise his or her right to file a complaint with Memphis MPO, if that person believes that she/he or any other program beneficiaries have been subjected to unequal treatment or discrimination, in their receipt of benefits/services or on the grounds of race, color, national origin, income, sex, or disability.

• The Memphis MPO will make a concerted effort to resolve complaints informally using the agency’s Complaint Procedures.

• As the Memphis MPO is a sub-recipient of federal funds, the primary recipient, either the Mississippi or Tennessee Department of Transportation (MDOT or TDOT) assumes the responsibility of the investigation and adjudication of Title VI complaint cases.
2.4.7 Consultation & Reviews

- Assist Memphis MPO staff in communicating consulting opportunities to minority firms through the Shelby County’s Purchasing Office.
- Participate with TDOT in conducting Title VI on-site reviews of local jurisdictions as and when requested.

2.4.8 Training

- Assist Memphis MPO in the distribution of information on training programs and activities regarding Title VI and related statutes.
- Coordinate Title VI training for Memphis MPO staff.

2.4.9 Public Involvement

- Assist Memphis MPO staff in achieving public involvement goals and objectives.
This section provides an outline of the Memphis MPO’s efforts to administer programs, policies, and activities that help prevent discrimination and “disproportionately high and adverse” effects on minority and low-income populations.

3.0.1 Equal Opportunity / Affirmative Action

The Memphis MPO staff is employed by the Division of Planning and Development, which is a joint City of Memphis and Shelby County Government Division and is subject to all administrative and personnel regulations of those governmental entities. Both the City of Memphis and Shelby County have Equal Employment Opportunity (EEO) and Affirmative Action (AA) plans with which the Memphis MPO staff must comply.

3.0.2 Title VI Coordinator

Mr. Mitchell Lloyd is the designated Title VI Coordinator for the Memphis MPO and has direct contact with the head of the department. See “MPO Title VI Coordinator Responsibilities” in Section 2.0: Introduction for a list of duties.

3.0.3 Data Collection and Demographic Analysis

In order to comply with Title VI, the Memphis MPO staff continuously gathers and analyzes statistical data on race, color, national origin, income level, language spoken, and sex of the population of the Metropolitan Planning Area. This data is intended to examine the demographic makeup of the participants in, beneficiaries of, and those affected by the federally funded transportation system within the Memphis Metropolitan Planning Area. The data gathering and analysis process is regularly reviewed to ensure the sufficiency of the data for meeting the requirements of the Title VI program.

3.0.4 Contracts and Allocations of Funds

Contract administration by the Memphis MPO staff is conducted in accord with the policy and procedures of Shelby County Government. All Memphis MPO contracts are officially contracts of Shelby County Government and not of the Memphis MPO. Requests for Proposals (RFP) and Requests for Qualifications (RFQ) developed by the Memphis MPO staff are forwarded
to and are handled by the Shelby County Purchasing Office. Regarding Memphis MPO contracts, all documents signed by the Memphis MPO and executed by our sub-recipients contain language relative to EEO and Title VI. Shelby County Government is an Equal Opportunity/Affirmative Action Employer.

Shelby County Government’s Contract Compliance Program requires that all vendors and contractors have a current, valid EOC Certification Number in order to do business with Shelby County Government, effective April 1, 2007. All firms, regardless of number of employees, must pre-qualify for EOC Contract Compliance Eligibility Number prior to submission of a bid for a contract.

The following are the Title VI assurance and nondiscriminatory clause excerpts from the Memphis MPO’s contract:

“The CONTRACTOR is assumed to be familiar with and agrees that at all times it will observe and comply with all federal, state, and local laws, ordinances, and regulations in any manner affecting the performance of the Services. The preceding shall include, but is not limited to, compliance with all Equal Employment Opportunity laws, the Fair Labor Standards Act, Occupational Safety and Health Administration (OSHA) requirements, and the Americans with Disabilities Act (ADA).”

“The CONTRACTOR hereby agrees, warrants, and assures compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964 and all other federal statutory laws which provide in whole or in part that no person shall be excluded from participation or be denied benefits of or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the CONTRACTOR on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee State Constitutional or statutory law. The CONTRACTOR shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of nondiscrimination.”

**Primary Contractors**

Between fiscal year 2011 - 2014, the Memphis MPO administered contracts for eleven (11) tasks: (1) New Memphis MPO Website, (2) GIS Database and Mapping (3) Freight Stakeholder Survey, (4) Mid-South Regional Travel Survey, (5) Regional ITS Architecture Update,
(6) Pedestrian GIS Facilities Mapping, (7) Congestion Management Process Update, (8) Land Use Model Update, (9) Air Quality On-Call Services, (10) 2040 LIVABILITY Regional Transportation Plan (RTP) Public Outreach, and (11) 2040 LIVABILITY Regional Transportation Plan (RTP). The LIVABILITY 2040 RTP involves the development a comprehensive regional transportation plan which provides a framework for multimodal transportation investments through the year 2040. Contractors or Sub-Contractors whom qualify as a Disadvantage Business Enterprise are identified by DBE.

Requests for Qualifications/Proposals (RFQs/RFPs) for these projects were made through the Shelby County Purchasing Office and applicants were reviewed and selected based on their qualifications and the diversity of their primary and sub-contractor project teams.

1. The consulting firm of Hornsby Brand Design (DBE) was selected for the Memphis MPO Website Update.

2. The consulting firm of the University of Memphis was selected for the GIS Database and Web Mapping.

3. The consulting firm of the University of Memphis was selected for the Freight Stakeholder Survey.

4. The consulting firm of Cambridge Systematics, Inc was selected for the Mid-South Regional Travel Survey.

5. The consulting firm of Kimley-Horn & Associates was selected for the Regional ITS Architecture Update.

6. The consulting firm of the University of Memphis was selected for the Pedestrian GIS Facilities Mapping.

7. The consulting firm of Gannett Fleming was selected for the Congestion Management Process Update.

8. The consulting firm of Kimley-Horn & Associates was selected for the Land Use Model Update.

9. The consulting firm of Kimley-Horn & Associates was selected for the Air Quality On-Call Services.

10. The consulting firm of Corradino Group was selected for the 2040 LIVABILITY Regional Transportation Plan Public Outreach.

11. The consulting firm of Cambridge Systematics, Inc was selected for the 2040 LIVABILITY Regional Transportation Plan.
Sub-Contractors

Cambridge Systematics retained the services of Abt SRBI, Dikita Enterprises (DBE), Neel-Schaffer, Inc, and Ed Bromage for the tasks associated to the Mid-South Regional Travel Survey. Gannett Fleming retained the services of W.H. Porter Consultants, PLLC (DBE) to assist in the development of the 2014 Congestion Management Process Update. Kimley-Horn & Associates retained the services of Gresham, Smith and Partners to assist in the development of the Memphis MPO’s Land Use Model Update. Kimley-Horn & Associates retained the services of Ledford Engineering and Planning (DBE) to assist in the on-call services of the Memphis MPO’s Air Quality Model. Corradino Group retained the services of Dalhoff Thomas Design Studio and New West Public Relations (DBE) to assist with Public Outreach during the 2040 RTP. Cambridge Systematics retained the services of Parsons Brinckerhoff and Younger Associates to assist in the development of the 2040 RTP.

3.0.5 Civil Rights Law Suits and Complaints

The Memphis MPO is not currently involved in any civil rights lawsuits or complaints.

3.0.6 Memphis MPO Funding Sources and Allocation

The allocation of federal transportation funds is governed by the current federal transportation authorization legislation, the Moving Ahead for Progress in the 21st Century Act (MAP-21), enacted into law in August 2012. Federal funding to the Memphis MPO falls into two major categories:

(1) Annual FHWA and FTA funds used for planning activities in the UPWP, and

(2) Transportation funds used for roadway and transit projects in the TIP.

The UPWP contains all federally funded planning activities, the agencies involved, and the amount of funding allocated. It details transportation planning funds that are annually distributed by FHWA and FTA. Additionally, TDOT and MDOT provide funds for their own activities that are listed in the UPWP. The City of Memphis, Shelby County, DeSoto County, TDOT, and MDOT provide matching funds needed for FTA and FHWA planning tasks.
The TIP details all funded transportation improvement projects over a four-year period. This includes federal, state, and local surface transportation projects, congestion mitigation and air quality projects, enhancement projects, transit projects, and congressional earmark projects. The local metropolitan surface transportation projects to be included in the TIP are decided upon by the Memphis MPO.

The Memphis MPO allocates funding annually under MAP-21 for local transportation projects under the Surface Transportation Program (STP). These funds may be used for any road or other project within Shelby, Fayette, DeSoto, and Marshall Counties that is on either the State of Tennessee or State of Mississippi Functional Classification System. All road projects receiving funds under this TIP funding category are identified in the Memphis MPO’s RTP and have been evaluated for air quality conformity purposes.

All projects funded with metropolitan STP funds are prioritized in the TIP through a ranking system based on the nine (9) transportation goals listed in the Direction 2040 LRTP:

1. Safety and security;
2. Congestion and air quality;
3. Mobility and accessibility;
4. Environmental features;
5. Land use;
6. Economic vitality;
7. Distribution of funds;
8. Preserve and enhance existing facilities; and
9. Collaborative planning effort.

A total score for each project is then recorded and used to prioritize the projects that will be funded in the TIP.

Shelby County and portion of DeSoto County is currently designated as non-attainment area oxides of nitrogen (NOx) and volatile organic compounds (VOC) and Shelby County is designated as maintenance for carbon monoxide (CO). As such, the DeSoto and Shelby counties and its local jurisdictions are eligible to receive Congestion Mitigation and Air Quality (CMAQ) funds under MAP-21. These funds are for local projects designed to reduce congestion and improve air quality and are allocated to areas designated by the Environmental Protection Agency (EPA) as non-attainment or maintenance in regard to specific pollutants. TDOT and MDOT is responsible for administering CMAQ funds to non-attainment or maintenance areas in Tennessee and Mississippi, including selection of projects.
Projects seeking CMAQ funding are ranked on the following seven (7) criteria:

1. Emissions reduction
2. Cost-effectiveness of project emissions reductions
3. Projects that address MAP-21 CMAQ priorities
4. Innovative projects
5. Projects that increase the diversity of regional initiatives
6. Projects that contribute to long-term multimodal infrastructure in region
7. Project potential for prompt and efficient implementation

The Transportation Alternatives Program (TAP) was authorized under MAP-21, to provide funding for programs defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; recreational trail program projects; safe routes to school projects; and projects for planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

3.0.7 Title VI Components of Memphis MPO Major Plans

Unified Planning Work Program

The bi-annual Unified Planning Work Program (UPWP) describes all planning activities and federal, state, and local funding directed to the Memphis MPO for transportation planning and other plans being conducted by organizations in the region. The UPWP supports federally required activities such as the development of the Regional Transportation Plan (RTP), the Transportation Improvement Program (TIP), and the development and maintenance of the regional travel demand model. As a recipient of federal funding, including FHWA PL funds, compliance with Title VI is a federally required activity for the Memphis MPO. The Memphis MPO has integrated Title VI goals and objectives into its planning activities as part of the transportation planning process.

Staff Training

The Memphis MPO allocates funds for the staff to prepare the annual Title VI report, to attend transportation workshops and seminars, and to provide Title VI educational and awareness opportunities to members of the Memphis MPO.
Data Collection

The Memphis MPO staff uses census information to identify federally funded transportation projects that would traverse low-income and minority communities.

Public Participation

The Memphis MPO staff performs the following activities:

1. Follow guidelines set forth in the Memphis MPO’s Public Participation Plan
2. Maintain mailing list of citizens and advocate groups who wish to be informed on transportation plans, programs and projects in the Metropolitan Planning Area.
3. Maintain the Memphis MPO website with information on public meetings, hearings, and related events.
4. Place public and legal notices with media in the Metropolitan Planning Area, including media that serve minority and disadvantaged groups.
5. Publish and distribute a quarterly Memphis MPO newsletter, titled “Travel Times,” which is distributed electronically to all Memphis MPO members, key stakeholders, and interested parties.
6. Evaluate and research public participation techniques.
7. Translate report executive summaries to Spanish as requested.
8. Conduct public meetings and hearings as necessary.

Transportation Improvement Program (TIP)

In regard to the TIP, the Memphis MPO has implemented a public involvement policy regarding Local Surface Transportation Program (STP) projects selected for inclusion in the TIP. Once a project has been selected for inclusion in the TIP, the sponsoring governmental entity must hold a public meeting in the communities where the project will be constructed. At that meeting, representatives of the jurisdiction present plans for the proposed transportation improvement to the public. The public is then given the opportunity to comment and express their concerns on the project. The local government receives the comments and is given the opportunity to redesign the project plans based on the public’s comments. The local government then submits revisions for the proposed TIP project along with documentation that a public meeting was held in that community.
Regional Transportation Plan (RTP)

The RTP going through an active public involvement process to shape policies and strategics to will guide long-term regional transportation investment. Public meetings are held at multiple locations throughout the region to gain input and knowledge of public needs. Title VI and Environmental Justice efforts are present to capture input and provide special consideration to goals and strategics that offered positive enhancements. The public is then given the opportunity to comment and express their concerns on a draft plan. The Memphis MPO receives the comments and is given the opportunity to reshape the goals and strategics based on received input.
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PARTICIPATING WITH THE MPO
PUBLIC INVOLVEMENT PROCESS
4.0 Public Involvement Process

The Memphis MPO, through guidance FHWA, FTA, TDOT, MDOT and Memphis MPO Board and Committees, believes that continued interaction with the entire community builds support and, more importantly, ensures that the public has the opportunity to help shape the substance of plans and projects. The Public Participation Plan is the Memphis MPO’s official policy on involving the public in the transportation planning process, providing an overview of the objectives for public involvement, and the activities of the Memphis MPO.

The Memphis MPO holds public meetings in diverse communities within the region related to major plans, projects, and studies conducted by the Memphis MPO. Memphis MPO staff work closely with project consultants to ensure that meetings are held in locations that are accessible to persons with disabilities and by public transit, where possible.

Memphis MPO staff members also use GIS mapping and demographic information from the U.S. Census to enhance the accessibility to meetings and participation of groups traditionally underrepresented in the planning process. These groups include minorities, low-income families and individuals, and persons with limited English proficiency.

Greater participation from individuals with limited mobility, who often are the most affected by regional transportation decisions, is also sought out by the Memphis MPO, using mapping, partnerships with groups representing these populations, and other techniques listed here and in the Memphis MPO’s Public Participation Plan.

The Memphis MPO works continuously to increase public participation in the transportation process, to improve its relationships with community groups and regional stakeholders, and to evaluate the effectiveness of its outreach efforts. The following strategies reflect the tools described in detail in the Memphis MPO’s Public Participation Plan, available at www.memphismpo.org.

4.1 Public Participation Toolbox

The Memphis MPO uses any combination of the below toolbox techniques to both Inform and Involve the public, as needed, on a project by project basis. Combination of the following techniques are used but not limited to pertaining specifically to each public outreach event.
Media Outreach

1. Legal Advertised Notices: All notices of meetings and hearings of the Memphis MPO TPB shall be posted pursuant to the Tennessee Open Public Meetings Act, T.C.A. Section 8-44-101, et seq. Notices shall be published a minimum of ten (10) days prior to the meeting. When official public hearings and public comment periods for regional plans and programs are provided, said meeting notices shall be published a minimum of ten (10) days prior to adoption in The Commercial Appeal, The Tri-State Defender, La Prensa, and The DeSoto County Times. All notices of sub-regional plans and programs funded by the Memphis MPO shall be made in the newspaper of greatest circulation in the area.

2. Television/News Conferences: Television programming can be used as a way to present information on current projects while reaching a large targeted audience. Participation in news interviews and conferences can be used to inform the public and elicit audience response. In the case that a news channel closes the Memphis MPO’s media contact list will be updated without formal amendment process.

3. Paid Advertisements in Newspaper: Paid advertisements in local newspapers directed at different target audiences can be used as a tool to inform readers of the role and responsibilities of the Memphis MPO and how they can get involved. In the case that a newspaper closes the Memphis MPO’s media contact list will be updated without formal amendment process.

4. Radio: Project specific radio announcements targeted at specific times of the day, morning and afternoon commutes, can be used to inform listeners on upcoming public meetings and ongoing projects.

5. Press Releases: Formal press releases are sent to the Shelby County and City of Memphis Public Relations Offices as well as other PRO’s agencies where available for release to local media (newspaper, TV and radio) to announce upcoming meetings and activities and to provide information on specific issues being considered by the Memphis MPO TPB or committees.

6. Featured Stories: The Memphis MPO maintains relationships with editors of different local publications and will provide them with articles, maps, and images of current projects for publications, when requested.
7. **Database of Memphis MPO Contact Lists:** The Memphis MPO staff maintains a master database of business, federal, state and local agencies and interested public contacts. The database includes committee membership, mailing information, phone numbers, fax numbers, e-mail addresses and web sites. The database is used for maintaining up-to-date committee membership lists; special interest groups, religious organizations and homeowner association contacts, and is the foundation of the newsletter mailing list. The database will be used to establish and maintain a list of e-mail contacts for electronic meeting notification and announcements. Contact information is also collected from those interested public at community outreach events targeted within different neighborhoods across the Memphis Metropolitan Planning Area and added to the database of contacts for project meetings and updates. The Memphis MPO may add contact information from survey/focus groups participants to the stakeholder list in order to provide information update regarding future projects.

8. **Direct Mailings:** Project specific mailings may be used to announce upcoming meetings, activities or to provide information to a targeted area or group of people. Direct mailings are usually letters, but can be postcards or flyers. An area may be targeted for a direct mailing because of potential impacts from a project. Groups can be targeted that may have an interest in a specific issue, for example avid cyclists and pedestrians may be targeted for pathways and trail projects.

9. **Email Announcements:** The Memphis MPO employs a direct emailing list in order to announce upcoming activities or to provide information to a targeted area or group of people. Direct emailing are usually electronic letters or documents. This list will continue to grow with each outreach activity as noted within the database of contact information category.

10. **Library Distribution Sites:** All Memphis MPO documents released for public review and comment are disseminated to the seventeen (17) libraries listed (see appendix for map) in to afford the public the opportunity to review the documents and provide input. The documents or summaries are also available in Spanish, upon request.
11. **Posters and Flyers:** Posters and flyers can be used to announce Memphis MPO meetings and events. Posters and flyers can be distributed to public places such as City Halls, libraries, and community centers for display. The announcement may contain a brief description of the purpose of the meeting, the time(s) and location(s), and contact information. Posters and flyers may be used to reach a larger audience that cannot be reached using direct mailing, emailing and/or newsletters.

12. **Fact Sheets:** A condensed format of bullet point information related to a certain project and providing the public with the key project highlights and information.

13. **Newsletter:** The Memphis MPO distributes a quarterly newsletter, *Travel Times*, that provides readers with information regarding transportation planning and public involvement. The primary purpose of the newsletter is to enhance public awareness and involvement in transportation planning and other related activities across the Metropolitan Planning Area.

14. **Calendar of Events:** A list of regular Memphis MPO meetings and specific project meetings. A calendar of events is maintained and updated on the Memphis MPO website.

15. **Memphis MPO Logo and Branding:** A logo representing the Memphis MPO is used to identify products and publications of the Memphis MPO. A logo helps the public become familiar with the different activities of the Memphis MPO by providing a means of recognizing Memphis MPO products. Branding techniques shall also be used to provide a uniform and consistent look for all Memphis MPO documents.

16. **Constant Contact ®:** Constant Contact is a online marketing tool that has the ability to conduct mass emailing, social media posts, online surveys which all have tracking options to record the effective reach of the efforts.

17. **Media Videos:** Videos can be created to promote plans and/or studies the Memphis MPO is conducting to educate and inform the public and stakeholders about planning activities and general information about the Memphis MPO. Memphis MPO has a YouTube ® page, where videos are posted. The video links are also shared via social media.
18. Interactive Mapping: Maps can be posted on the Memphis MPO website for the public and stakeholders interact with to search and find out more information about future projects in the Metropolitan Planning Area.

Interactive Devices

19. Website: www.memphismpo.org

The main mode of communication employed by the Memphis MPO to distribute information regarding regional transportation planning is Memphis MPO website. There interested persons can find information on the transportation planning process, as well as up-to-date information on current projects and events, such as:

- **About** – Browse information about the role of the Memphis MPO, public involvement, TPB and committees, and Title VI.
- **Resources** – Find more information about projects, regional trends and maps describing conditions in the region.
- **Plans** – Browse Memphis MPO plans.
- **News/Events** – See where and when upcoming meetings will be held, along with meetings minutes and public notices.
- **Initiatives** – View links to regional and national initiatives that inform or promote transportation planning.
- **Get Involved**– Find out how to contact the Memphis MPO staff.

In order to make the information located at www.memphismpo.org available to the greatest number of interested parties, the Memphis MPO has incorporated an online translation tool into the site.

This tool, powered by translation tool, allows site visitors to choose from multiple languages, the link is currently located along the bottom right side of the Memphis MPO website.

20. Social Media: The Memphis MPO has established a Facebook page, (Memphis Urban Area MPO) as well as a Twitter page, (@MemphisMPO) means to provide the public with information via social media.
21. **Surveys**: The Memphis MPO may conduct, mail, in-person, or web-based surveys to obtain public input or to gage public opinion regarding regional planning issues.

22. **Comment Cards**: Comment cards are used to solicit public comment on specific issues being presented at Memphis MPO public meeting. Comment forms are also used to solicit input regarding general input regarding Memphis MPO plans and projects.

**Speakers Bureau**

23. **Project Briefings**: The Memphis MPO may engage social organizations, attend civic club meetings, etc. as an opportunity to inform and engage an existing targeted audience. Meeting with recognized neighborhood or interest groups can provide a way to achieve direct lines of communication between community groups and government.

24. **Facilitated Meetings/Workshops/Open House**: Targeted public meetings that are generally open and informal, with project team members interacting with the public on a one-to-one basis. Short presentations may be given at these meetings. Maps and presentation boards are provided along with pens, markers, stickers, and other notation devices to allow the public to make comments pertaining to specific concerns and issues as well as ideas they may have about a specific project or plan. The purpose of project-specific meetings is to provide project information and to solicit public comment/prioritization.

25. **Public Meetings and Hearings**: Meetings that are open to the public, such as the ETC or TPB, and used to solicit public comment on a project or issue being considered for adoption by the Memphis MPO. Hearings provide a formal setting for public to provide comments to the Memphis MPO, TPB or committees. Meeting minutes are taken and maintained.

26. **Sponsored Jurisdiction/Agencies Meetings**: Local jurisdictions or agencies will hold public meeting to educate and inform the public about projects and their status going on in their communities.
Advisory Groups

27. **Steering Committees/Focus Groups/Stakeholder Groups:** Establishing a group of experts, individuals, or stakeholders that are representative of all interested parties pertaining to a specific project or study.

Activities/Methods of Approach

28. **Visualization Techniques:** The Memphis MPO will use visualization, interactive, and other graphic techniques to enhance understanding of transportation issues and decisions. Techniques include but not limited to the use of PowerPoint presentations, CommunityViz™ software and exercises, aerial photography, GIS software, charts, graphs, artist renderings, brochures and mapping.

29. **Simulation Exercises:** Simulation exercises involve public creation of land use plans by placing “icons” on maps. The “icons” represent a full range of land uses and are intended to be arranged on a base map. The results of individual selections are gathered to help form a consensual plan.

30. **Display Booths at Community Events:** Existing community events provides an opportunity for the Memphis MPO to engage the public in an outreach effort. Informational booths can be set up at events with relative mapping providing the opportunity for public comments and to obtain public’s contact information. Memphis MPO brochures and fact sheets are distributed to educate the public on the functions of the Memphis MPO as well as promotional items with the logo and website to strengthen the Memphis MPO branding techniques.

31. **Guided Tours:** During various stages of a project, the Memphis MPO may provide guided tours through a chosen environment that acquaints stakeholders with existing conditions and potential enhancements of an area. The purpose of a guided tour is to bring together a diverse group of people to increase their awareness of a project area. Route maps and photographs of points of interest are frequently used to support tours.
32. **Tag-on Meetings:** The Memphis MPO may attend ongoing community meetings to conduct discussions and make presentations to the public to further promote planning activities and plans. Interested groups can contact the Memphis MPO staff about arranging a tag-on meeting. These meetings can also be used to collect input for ongoing Memphis MPO studies and plans through interactive activities or presentations and educate the public on plans and general transportation planning.

33. **Meeting-in-a-Box:** The Memphis MPO will provide all the necessary information for neighborhood partners to reach their members with information about Memphis MPO plans, studies and projects. Information will be customize to intend audience to ensure general understanding.
PROTECTION FOR ALL
INCLUSION OF ALL IN TRANSPORTATION
5.1 Defining Community Needs

The Memphis MPO strives to incorporate the needs of low-income and minority populations in all its plans, studies, and documents. The Memphis MPO planning process reaches out to community organizations such as community development corporations (CDCs), neighborhood associations, disability community representatives, and the regional transit agency to form a more comprehensive understanding of the needs of these communities.

The Memphis MPO planning process seeks to utilize demographic information to examine the distribution of transportation improvements and burdens associated with projects across all communities within its Metropolitan Planning Area. The Memphis MPO examines the location of projects in its major transportation plans and programs in relation to the geographic location of underserved communities to improve transportation accessibility and mobility to protected communities. Among the methods used to identify potential imbalances in transportation improvements and studies are:

- Mapping and analyzing the most current U.S. Census data using Geographic Information Systems (GIS) to locate low-income and minority populations within its study boundary;

- Incorporating income information from the U.S. Census into the travel-demand forecasting model to assess the benefits to and burdens on targeted populations of existing and planned transportation system investments;

- Using mapping and data analysis to strengthen outreach efforts to the communities most directly impacted by transportation projects.

Identifying the size and location of low-income and minority population groups is an important first step toward assessing whether or not transportation system investments disproportionately burden or fail to meet the needs of any segment of the population. Low-income community data is utilized in the travel demand model to analyze demand for transit service.
5.2 Community Values, Environmental Justice, and Civil Rights

The impacts of local transportation system on minority, low-income, and Limited English Proficiency communities are currently being evaluated during the development of the Memphis MPO’s 2040 Regional Transportation Plan. Memphis MPO staff and its project consultant Cambridge Systematics, Inc and public outreach consultant Corradino Group will continue to hold public and stakeholder meetings and to accept public comment through the end of the plan’s development to evaluate transportation impacts, including:

1. Regional traffic congestion
2. Regional air pollution from mobile (on-road) sources
3. Freight traffic through inner-city residential neighborhoods
4. Regional transit availability
5. ADA accessible sidewalks
6. Regional bicycle and pedestrian connectivity
7. Mobility for the Spanish speaking community
8. Mobility options for the elderly, low-income communities, and persons with disabilities

Examining the procedures by which mobility needs of minority populations are identified and considered is described as follows. All communities within the Metropolitan Planning Area (MPA), including traditionally underserved communities such as low income households and minority households, are invited to attend the Memphis MPO meetings to stay aware and involved in the planning activities. During the development of the past Regional Transportation Plan (RTP),

- The Memphis MPO created English and Spanish posters that were distributed across the region
- The Memphis MPO held public meetings in communities and areas that generally have higher populations of under-represented groups at convenient times, and accommodated attendance requests at community meetings, etc (see Example A). This allowed the Memphis MPO to engage the under-represented groups in the transportation plan directly.
The staff also regularly coordinates public meetings to reach diverse population of people with diverse interest.

Topic specific surveys were periodically employed by the Memphis MPO via print, email, or phone to gather important information from a sample of the population to use in planning studies.

These public meetings provided an opportunity for these under-represented groups to voice their opinions and questions about the RTP and the Memphis MPO.

These public meetings started with a presentation explaining the contents, planning process, and importance of the RTP. Following the presentation, the project team talked with attendees and recorded their thoughts and concerns regarding the region’s transportation system. Maps were made available for attendees to indicate their desired improvements for the region’s transportation system.

Example A: Traditionally Under-Represented Groups Stakeholder Meetings

<table>
<thead>
<tr>
<th>Meeting Dates</th>
<th>Group</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 21, 2011</td>
<td>District 2 Meeting (Sponsored by Shelby County Commissioner Henri E. Brooks)</td>
<td>Ed Rice Community Center</td>
</tr>
<tr>
<td>August 5, 2011</td>
<td>Memphis Center for Independent Living</td>
<td>1633 Madison Avenue, Memphis TN</td>
</tr>
<tr>
<td>August 25, 2011</td>
<td>Hispanic/Latino Community Leadership</td>
<td>Shelby County Mayor’s Conference Room</td>
</tr>
<tr>
<td>September 9, 2011</td>
<td>Hispanic/Latino Community Outreach</td>
<td>Hickory Hill Community Center</td>
</tr>
<tr>
<td>September 21, 2011</td>
<td>Hispanic/Latino Community Outreach</td>
<td>El Mercadito 3766 Hickory Hill Road</td>
</tr>
</tbody>
</table>
Maintaining the existing infrastructure that serves the mobility needs of minority populations is crucial to the quality of life for many. Increasing awareness, through the before mentioned actions, around maintaining this infrastructure to enhance and ensure safety and usability for users is equally important. The spatial distribution of funding for maintenance and operation projects in minority communities is well represented in the 2014-2017 Transportation Improvement Program (TIP) and is a focus moving forward in the Memphis MPO long term vision for sustainability.

5.3 Social, Economic, and Environmental Impacts of Plans/Programs

Project sponsors must provide an analysis of the environmental impacts of the project on the communities in which it is located. Certain types of projects may be deemed to have, by nature, little or no environmental impact on a community and therefore are granted a Categorical Exclusion (CE). For projects which likely will have an impact, or for which the environmental outcomes are unsure, an Environmental Assessment (EA) must be conducted by the project sponsor. An EA is an exploratory report that evaluates the potential for significant impacts relative to federally funded projects. If the EA concludes that a federally funded road project will not cause a significant impact on the community, then FHWA will issue a Finding of No Significant Impact (FONSI). If the EA concludes that there would be significant impacts on the community because of the proposed project, the project sponsor is responsible for preparing an Environmental Impact Statement (EIS). This report is an investigative report as required by the National Environmental Policy Act (NEPA) that quantifies the environmental impacts of the project. Social and economic concerns of the community affected are also addressed in the EIS.

5.3.1 Disparate Impact Analysis

According to the 2012 FTA’s Circular 4702.1B:

“...disparate impact refers to facially neutral policies or practices that have the effect of disproportionately excluding or adversely affecting members of a group protected under Title VI, where the recipient’s policy or practice lacks a substantial legitimate justification and where there exists one or more alternative(s) that have a less adverse impact on members of a group protected under Title VI.”
Avoiding such unintended discrimination is a priority of the Memphis MPO when performing the prioritization of transportation projects. When forming its regular Transportation Improvement Program (TIP), including the most recent 2014-2017 edition, the MPO applies an analysis of the benefits and burdens of potential TIP projects on the diverse communities within the Memphis MPO planning area. The MPO examines the location of projects in its major transportation plans and programs in relation to the geographic location of underserved communities to improve transportation accessibility and mobility to Title VI protected communities. Among the methods used to identify potential imbalances in transportation improvements and studies are:

- Mapping and analyzing the most current U.S. Census data using Geographic Information Systems (GIS) to locate low-income and minority populations within its study boundary;
- Incorporating income information from the U.S. Census into the travel-demand forecasting model to assess the benefits to and burdens on targeted populations of existing and planned transportation system investments;
- Using mapping and data analysis to strengthen outreach efforts to the communities most directly impacted by transportation projects.

Figure C exemplifies the kinds of maps that the Memphis MPO utilizes to determine the equitable geographic distribution of investments across the diverse communities in the Memphis Metropolitan Planning Area.

In another example, Figure B demonstrates one way in which the Memphis MPO verifies an appropriate impact of public transit routes in large minority areas. As one can see on the map, most of the Memphis Area Transportation Authority's (MATA) transit routes occur in predominately minority neighborhoods.

When considering public transportation facilities, one should note the following. MATA is the sole designated recipient of federal funding for transit projects in the Memphis region. The Memphis MPO's capacity, as it regards transit, is merely a planning one. The Memphis MPO works closely with MATA when that organization performs transit-related studies or plans (i.e.
the Midtown Alternatives Analysis). The responsibility of initiating service expansion or modifications ultimately lies with MATA and its Board of Commissioners, as well as municipalities willing to fund transit service. Currently, only the cities of Memphis and West Memphis, Arkansas (outside of the Memphis Metropolitan Planning Area) provide local funding to MATA.

As further protection against disparate impacts, Memphis MPO members that sponsor a transportation project must, by Federal regulation, provide an analysis of the environmental, social, and economic impacts of the project on the communities in which it is located. This investigative process and resulting reports are required by the National Environmental Policy Act (NEPA). If preliminary stages in the NEPA process conclude that there would be significant impacts on the community because of the proposed project, the project sponsor is responsible for preparing an Environmental Impact Statement (EIS), which also addresses social and economic concerns of the affected community. Throughout this process, various corridor or even modal alternatives (including “No-Build Alternatives”) come into consideration. Should, in the end, a project nevertheless demonstrate some negative impact on a community, this lengthy process provides legal documentation verifying that no other alternatives offered less adverse impact while still meeting the project’s need.

Were the Memphis MPO to discover an instance of disparate impact, it would rectify the situation accordingly. However, through its own internal policies and by ensuring properly followed federally-mandated processes, the Memphis MPO by and far prevents disparate impacts on Title VI-protected populations.
Figure B: Transit and Paratransit Service in Relation to Minority Populations

05. PROTECTION FOR ALL
Figure C: 2014-2017 TIP Project Locations in Relation in Minority Populations
Figure D: Minority Populations in the Memphis MPO Area as a Percentage of Total Population
5.4 Coordinated Human Services Transportation Plan

Since 2007, the Memphis MPO has maintained and continued work with the Memphis Area Transit Authority (MATA) on a Coordinated Human Services Transportation Plan (CHSTP). This plan identifies the transportation needs of the region’s low-income, elderly and disabled populations and examines ways to coordinate service among regional service providers for the three populations. The key elements of this coordinated plan are:

1. An assessment of transportation needs for individuals with disabilities, older adults, and persons with limited incomes.
2. An inventory of available services that identifies areas of redundant services and gaps in service.
3. Strategies to address the identified gaps in service
4. Identification of coordination actions to eliminate or reduce duplication in services and strategies for more efficient use of resources; and
5. Prioritization of implementation strategies

This plan is used to evaluate potential transportation projects that may be funded by FTA. Memphis MPO staff works with MATA to evaluate effective transit projects which ensure greater mobility for low-income, elderly, and disabled populations.

MATA, with cooperation from the Memphis MPO, will periodically review and update the CHSTP. An update to the plan is scheduled to be completed sometime in the next two years.

5.5 Limited English Proficiency

On August 11, 2000 President Clinton issued Executive Order 13166 – Improving Access to Services for Persons with Limited English Proficiency (LEP). The purpose of this Executive Order, consistent with Title VI guidelines drafted in 1964, was to improve the accessibility of federally funded services to eligible persons with limited English proficiency. As with Title VI, Executive Order 13166 is applicable to any federally funded agency and prohibits these agencies from restricting any person from enjoying any advantage or privilege enjoyed by others in receiving services or benefits that are federally funded because of race, color, or national origin. The regulations also prohibit use of any criteria or procedure that have the effect of
discrimination, or having the effect of substantially impairing the objectives of the program in respect to individuals of a particular race, color, or national origin.

All federally funded agencies are required to take steps to provide meaningful opportunities for participation in their programs and activities to LEP participants. Factors considered in determining what constitutes reasonable steps toward ensuring meaningful access include:

- The number/percentage of LEP persons in the study/service area
- The frequency with which LEP individuals come in contact with the program
- The importance of the service/activity provided by the program
- The resources available to the recipient

In balancing the factors above to determine what reasonable steps the Memphis MPO must take to ensure meaningful access to the transportation planning process, the Memphis MPO carefully evaluates the need for both oral and written language assistance. In the area of written language assistance, the Memphis MPO has translated summaries of all of its major documents in Spanish and makes the translations available on its websites and at area libraries. Summaries of the Regional Transportation Plan, the Unified Planning Work Program, the Transportation Improvement Program, and the Public Participation Plan are available in public libraries in English and summaries in Spanish during the public review comment period.

Additionally, all public and legal notices for Memphis MPO meetings are published in La Prensa Latina, the newspaper that targets the Spanish-speaking community. The Memphis MPO website offers translation service through a translator tool.

In the area of oral language assistance, the Memphis MPO requests in all of its published public notices that any person needing special assistance to ensure their ability to participate at public meeting and public hearing should contact our office no less than ten (10) days before the meeting so that staff can obtain the translators needed for the meeting.
Appendix A: Title VI Assurances

MEMPHIS URBAN AREA METROPOLITAN PLANNING ORGANIZATION

The Memphis Urban Area Metropolitan Planning Organization assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving federal financial assistance from the Tennessee Department of Transportation (TDOT).

The Memphis Urban Area Metropolitan Planning Organization further assures every effort will be made to ensure nondiscrimination in all of its program and activities, whether those programs or activities were federally funded or not.

In the event the Memphis Urban Area Metropolitan Planning Organization distributes federal assistance to a consultant, contractor or subcontractor or other participants, the Memphis Urban Area Metropolitan Planning Organization will include Title VI language in all written agreements and will monitor the consultant, contractor or subcontractor and other participants for compliance. The Memphis Urban Area Metropolitan Planning Organization Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports and other responsibilities as required by 23 CFR 200 and 49 CFR 21.

As required by the contractual agreement, the Memphis Urban Area Metropolitan Planning Organization will comply with the applicable laws and regulations relative to nondiscrimination in federally or state assisted programs of the Tennessee Department of Transportation (TDOT).

Pragati Srivastava, MPO Administrator

Date

Mitchell Lloyd, MPO Title VI Coordinator

Date
Appendix B: Title VI Complaints Procedure

Memphis Urban Area MPO Discrimination Complaint Procedure

Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color and national origin in programs and activities receiving federal financial assistance. As a sub-recipient of the Tennessee Department of Transportation, the Memphis Urban Area Metropolitan Planning Organization (MPO) has in place a Title VI complaint procedure.

1. Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation, by any Memphis Urban Area Metropolitan Planning Organization’s (MPO) programs or activities, as prohibited by Title VI of the Civil Rights Act of 1964, as amended, and related statutes, may file a written complaint. All written complaints received by the Memphis MPO shall be referred immediately by the Memphis MPO’s Title VI Coordinator, Mitchell Lloyd, to the TDOT’s Title VI Program Director for processing in accordance with approved State procedures.

Written complaints may be sent to:

Mitchell Lloyd, Memphis Urban Area MPO

Title VI Coordinator

125 N. Main Street, Suite 450

Memphis, TN. 38103

2. Verbal and non-written complaints received by the Memphis MPO shall be resolved informally by the MPO’s Title VI Coordinator. If the issue has not been satisfactorily resolved through informal means, or if at any time the complainant(s) request(s) to file a formal written complaint, the Complainant shall be referred by the Memphis MPO’s Title VI Coordinator to the TDOT’s Title VI Program Director for processing in accordance with approved State procedures.

3. The Memphis MPO’s Title VI Coordinator will advise the TDOT’s Title VI Program Director within five (5) calendar days of receipt of the allegations. The following information will be included in every notification to the TDOT’s Title VI Program Director:
(a) Name, address, and phone number of the Complainant.

(b) Name(s) and address(es) of the Respondent.

(c) Basis of complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation).

(d) Date of alleged discriminatory act(s).

(e) Date complaint received by the Memphis MPO.

(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 Memphis MPO has taken or proposed to resolve the allegation(s) raised in the complaint.

4. Allegations received by fax or email will be acknowledged and processed, once the identity (ies) of the complaint has been established. The complainant is required to mail a signed, original copy of the fax or email transmittal to be able to process it.

5. Allegations received by telephone will be reduced to writing and provided to complainant for confirmation or revision before processing.

6. Within ten (10) Calendar days, the Memphis MPO’s Title VI Coordinator will acknowledge receipt of the allegation(s), inform the Complainant of action taken or proposed action to process the allegation(s), and advise the Complainant of other avenues of redress available, such as the TDOT’s Equal Opportunity Office (EOO).

7. Within sixty (60) calendar days, the Memphis MPO’s Title VI Coordinator will conduct and complete a review of the verbal or non-written allegation(s) and based on the information obtained, will render a recommendation for action in a report of findings to the Memphis MPO Administrator.
8. Within ninety (90) calendar days of the verbal or non-written allegation(s) receipt, the Memphis MPO 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 right to file a formal complaint with the TDOT’s EOO, if they are dissatisfied with the final decision rendered by the Memphis MPO. The Memphis MPO’s Title VI Coordinator will also provide the TDOT’s Title VI Program Director with a copy of this decision and summary of findings.

9. The Memphis MPO’s Title VI Coordinator will maintain a log of all verbal and nonwritten complaints received by the Memphis MPO. The log will include the following information:

   (a) Name of Complainant. (b) Name of Respondent.

   (c) Basis of Complaint (i.e., race, color, national origin, sex, age, disability, religion, familial status or retaliation).

   (d) Date verbal or non-written complaint was received by the Memphis MPO.

   (e) Date Memphis MPO notified the TDOT Civil Rights Office of the verbal or non-written complaint.

   (f) Explanation of the actions the Memphis MPO has taken or proposed to resolve the issue raised in the complaint.

10. A complaint may be dismissed for the following reasons:

   (a) The complainant requests the withdrawal of the complaint.

   (b) The complainant fails to respond to repeated requests for additional information needed to process the complaint.

   (c) The complainant cannot be located after reasonable attempts.
Appendix C: Title VI Complaint Forms

COMPLAINANT

NAME ____________________________________________

ADDRESS ____________________________________________

TELEPHONE ____________________________________________

DATE RECEIVED ____________________________________________

Complainant alleges Title VI violation is based on:

_______ Race ________ Color ________ National Origin ________ Gender

Complaint:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Action Taken:

________________________________________________________________________
Problem Resolved? _____ Yes _____ No

Referred to: __________________________________________________________

Follow-up Needed? _____ Yes _____ No

Follow-up __________________________________________________________

Date Concluded _____________________________________________________

Investigator ________________________________________________________
Memphis Zona Urbana Organización
de Planificación Metropolitana
Título vi Formulario de Reclamación

Demandante:

NOMBRE __________________________________________

DIRECCIÓN __________________________________________

TELÉFONO __________________________________________

FECHA DE RECEPCIÓN ________________________________

Título vi alega violación se basa en:

Carrera __________ Color __________ Origen Nacional _________ Género __________

Queja:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Medidas Adoptadas:

________________________________________________________________________
Problema Resuelto? _______ Sí _______ No

Referente a: __________________________________________________________

Seguimiento Necesario? _______ Sí _______ No

Seguimiento __________________________________________________________

Fecha Concluyó ______________________________________________________

Investigador __________________________________________________________
MEMPHIS URBAN AREA
METROPOLITAN PLANNING ORGANIZATION
TITLE VI COMPLAINT FORM
(To be complete by Memphis MPO Title VI Coordinator)

COMPLAINANT OF TITLE VI VIOLATION

We are asking for the following information to assist us in processing your complaint. If you need help in completing this form, please let us know.

Name: ____________________________________________

Street Address: ____________________________________________

City, State, and Zip Code: ____________________________________________

Person against whom the Title VI violation occurred (if other than complainant):

Name: ____________________________________________

Street Address: ____________________________________________

City, State, and Zip Code: ____________________________________________

Telephone Number(s): Home ___________________________ Business ___________________________

Does an attorney for this complaint represent you? Yes ______ No ______

If yes, please complete the following:
Attorney’s Name: ____________________________________________________________

Attorney’s Street Address: __________________________________________________

City, State, and Zip Code: _________________________________________________

Attorney’s Telephone Number: _____________________________________________

Which governmental agency(s) do you believe violated Title VI?

Name: ________________________________________________________________

Which of the following best describes the reason you believe the Title VI violation took place?

☐ Race       ☐ Color       ☐ National Origin       ☐ Gender

Date of alleged discrimination: ____________________________

In the space below, please describe the alleged Title VI violation. Explain what happened and whom you believe was responsible. (Please print or type)

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

Have you tried to resolve this complaint through a grievance procedure other than a Title VI complaint? __________ Yes __________ No
If yes, what is the status of the grievance?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Name and title of the person handling the grievance procedure:

Name:______________________________________________________________

Title:______________________________________________________________

Have you filed a complaint of the alleged Title VI violation with a federal, state, or local agency; or with state or federal court? Yes__________ No__________

If yes, check all that apply:

Federal Agency____________________

State Agency____________________

Local Agency____________________

Federal Court____________________

State Court____________________

Please provide the name of the Agency where you filed your complaint:

Name:______________________________________________________________

Contact Person:______________________________________________________
You may attach any additional information you think is relevant to your complain.

Please sign below.

______________________________  ______________
Signature of Complainant         Date
# Appendix D: Media Contacts

## Print Media

1. THE COMMERCIAL APPEAL (Official Notices)*
2. THE LA PRENSA LATINA (Official Notices)*
3. THE TRI-STATE DEFENDER (Official Notices)*
4. THE DESOTO TIMES TRIBUNE (Official Notices)*
5. THE BARTLETT EXPRESS
6. THE SOUTHAVEN PRESS
7. THE COLLIERVILLE HERALD
8. THE MEMPHIS DAILY NEWS
9. THE MEMPHIS FLYER
10. THE MID-SOUTH TRIBUNE
11. THE GERMANTOWN NEWS
12. THE MILLINGTON BLUE JACKET
13. THE NORTH SHELBY TIMES
14. THE SILVER STAR NEWS

## Television Media

1. WHBQ
2. WPTY
3. WMCTV
4. WREG
5. WKNO

## Radio Media

1. CLEAR CHANNEL
2. FLYNN BROADCASTING

**NOTE:** *Indicates that all official notices are printed in the designated newspapers.*
Appendix E: Library Distribution

1. Arlington - 11968 Walker Rd, Arlington, TN 38002
2. Millington - 4858 Navy Rd, Millington, TN 38053
3. Bartlett - 5884 Stage Rd, Bartlett, TN 38134
4. Collierville - 501 Poplar View Pkwy, Collierville, TN 38017
5. Downtown - 33 South Front St, Memphis, TN 38103
6. East Shelby Drive - 7200 East Shelby Dr, Memphis, TN 38125
7. Germantown - 1925 Exter Rd, Germantown, TN 38138
8. Midtown - 3030 Poplar Ave, Memphis, TN 38111
9. Frayser - 3712 Argonne St, Memphis, TN 38127
10. Whitehaven - 4130 Millbranch Rd, Memphis, TN 38116
11. Somerville - 216 West Market St, Somerville, TN 38068
12. Hernando - 370 West Commerce St, Hernando, MS 38632
13. Horn Lake - 2885 Goodman Rd, Horn Lake, MS 38637
14. Olive Branch - 6619 Hwy 305 (Cockrum), Olive Branch, MS 38654
15. Southaven - 8554 Northwest Dr, Southaven, MS 38671
16. Walls - 7181 Delta Bluff Pkwy, Walls, MS 38680
17. Byhalia - 161 Highway 309 S, Byhalia, MS 38611
Appendix F: Meeting Locations

Memphis MPO Meeting Locations 2009-2014
Introduction

The Memphis Urban Area Metropolitan Planning Organization (MPO) is responsible for continual, cooperative, and comprehensive transportation planning in the Memphis Metropolitan Planning Area. This planning process guides the use of federal and state dollars spent on existing and future transportation projects or programs, and the Limited English Proficiency (LEP) Plan plays an integral role in the process. This document will detail the LEP Plan, developed in conjunction with best practice standards for public involvement.

LEP Guiding Principle

On August 11, 2000, President William J. Clinton signed Executive Order 13166, one of the goals of which is to improve the accessibility of services to eligible LEP persons. E.O. 13166 requires any agency receiving federal funds to examine the services it provides and develop and implement a system by which LEP persons can meaningfully access those services without unduly burdening the fundamental mission of the agency. To assist agencies with this endeavor, the Department of Justice issued a general guidance document (LEP Guidance), which sets forth the compliance standards that recipients must follow to ensure that the programs and activities they normally provide in English are accessible to LEP persons and thus do not discriminate on the basis of national origin in violation of Title VI of the Civil Rights Act of 1964, as amended, and its implementing regulations. As described in the LEP Guidance, recipient agencies must take reasonable steps to ensure meaningful access to their programs and activities by LEP persons.

Executive Order 13166 stated that individuals who do not speak English well and who have a limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter. It reads in part:

*Each Federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the*
standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency’s programs and activities.

Not only are all federal agencies required to develop LEP plans as a condition of receiving federal financial assistance; recipients must also comply with Title VI and LEP guidelines of the federal agency from which funds are provided.

Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance. Recipients of federal funds include state and local agencies, nonprofits, and other organizations and Title VI covers a recipient’s entire program or operation. Simply put, any organization that receives federal financial assistance is required to follow this Executive Order.

In accordance with the Executive Order, the U.S. Department of Transportation (DOT) published Policy Guidance Concerning Recipient’s Responsibilities to Limited English Proficient (LEP) Persons in the December 14, 2005 Federal Register. The guidance explicitly identifies MPOs as organizations that must follow this guidance:

The guidance applies to all DOT funding recipients, which include state departments of transportation, state motor vehicle administrations, airport operators, metropolitan planning organizations, and regional, state, and local transit operators, among many others. Coverage extends to a recipient’s entire program or activity, i.e., to all parts of a recipient’s operations. This is true even if only one part of the recipient receives the Federal assistance. For example, if DOT provides assistance to a state department of transportation to rehabilitate a particular highway on the National Highway System, all of the operations of the entire state department of transportation—not just the particular highway program or project— are covered by the DOT guidance.

Laws and Policies Guiding Limited English Proficiency Plans

According to federal regulations, the Memphis MPO’s LEP Plan can be evaluated by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as a part of the Memphis MPO’s regular federal certification review. The following matrix illustrates the laws, policies and considerations pertinent to the LEP Plan and the MPO review:
The intent of this Limited English Proficiency (LEP) Plan is to ensure that residents in the Memphis Metropolitan Planning Area that do not speak or read English proficiently have access to the planning process and information published by the Memphis MPO. The Memphis MPO will provide multilingual publications and documents and/or interpretation at meetings or events as requested.

**Who Is a Limited English Proficient (LEP) Individual?**

The United States Census Bureau defines an LEP individual as a person who does not speak English as their primary language and who has a limited ability in reading, writing, speaking, or understanding English “not well” or “not at all”.

**How Does a Recipient Determine the Extent of Its Obligation to Provide LEP Services?**

As a recipient of federal funding, the Memphis MPO must take reasonable steps to ensure meaningful access to the information and services it provides. According to the guiding policy there are four (4) factors to consider in determining “reasonable steps:”

- **Factor 1:** The number and proportion of LEP persons in the eligible service area;
- **Factor 2:** The frequency with which LEP persons encounter Memphis MPO programs;
- **Factor 3:** The importance of the service provided by Memphis MPO programs;
- **Factor 4:** The resources available and overall cost to the Memphis MPO.

The policy gives recipients of federal funds substantial flexibility in determining what language assistance is appropriate based on a local assessment of the four factors listed above. The following is an assessment of need in the Memphis Metropolitan Planning Area in relation to the four factors and the transportation planning process.
MPO LEP Assessment

Factor 1: The Number or Proportion of LEP Persons Served or Encountered in the Eligible Service Population

In an effort to determine the profile of LEP persons the Memphis MPO reviews US Census data to measure the location and number of individuals within the study area that may be affected by the transportation planning process and/or beneficiaries of programs, activities, or services. Tables 1 and 2 on the following pages display the primary language spoken and number of individuals that are LEP.

For our planning purposes, we are considering people that speak English “not well” or “not at all” and only the top four language groups are included in the analysis.

Table 1, derived from the 2010 US Census, shows the number and percent of persons who are age five (5) and older, with regard to their English language skills, for the cities and the unincorporated portions of the Counties within the Memphis Metropolitan Planning Area. As indicated, 8.31% of the Memphis Metropolitan Planning Area population is not proficient in English. Nearly 90% of LEP persons within the Memphis MPO study area reside in Shelby County, Tennessee with the remaining percentage residing mostly in DeSoto County, Mississippi and very small populations residing in the portions of Fayette County, Tennessee and Marshall County, Mississippi within the Memphis Metropolitan Planning Area.
Spanish speakers comprise the largest concentration of LEP individuals in the Memphis Metropolitan Planning Area, nearly 5% of the total Memphis MPO population 5 years of age and older. The second most common language group of the area’s LEP populations is Asian and Pacific Islander languages (Chinese, Vietnamese, Thai, Laotian, Korean and Japanese), representing 1.48%, followed by Indo-European languages (Dutch, Italian, Portuguese, Russian, French or German) at 1.22%, and 0.63% speaking “other” languages at home. Table 2, shows the number of LEP persons and percent of the total Memphis MPO population 5 years of age and older by language spoken at the individual’s home.

<table>
<thead>
<tr>
<th>LEP Persons</th>
<th>Spanish Language</th>
<th>Indo-European Languages</th>
<th>Asian &amp; Pacific Islander Languages</th>
<th>Other Languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total 5 Years of Age and Older</td>
<td>50,887</td>
<td>12,521</td>
<td>15,164</td>
<td>6,432</td>
</tr>
<tr>
<td>Percentage of Total Memphis MPO Population 5 years of Age and Older</td>
<td>4.98%</td>
<td>1.22%</td>
<td>1.48%</td>
<td>0.63%</td>
</tr>
</tbody>
</table>

**Factor 2: The Frequency with Which LEP Individuals May Come in Contact With Memphis MPO Programs, Activities, or Services**

The LEP population in this region is expanding, which will increase the probability of future contact with the transportation planning process. To date, no requests have been made by either individuals or groups directly to the Memphis MPO for Spanish or other language interpreters or publications. The Memphis MPO currently provides Spanish version publications, as requested.

**Factor 3: The Nature and Importance of the Program, Activity, or Service Provided by the Memphis MPO**

Memphis MPO programs use federal funds to plan for future transportation projects, and therefore do not include any direct service or program that requires vital, immediate or emergency assistance, such as medical treatment or services for basic needs (like food or shelter). Involvement by any citizen with the Memphis MPO or its committees is on a voluntary basis. However, the Memphis MPO must ensure that all segments of the population, including LEP persons, have been involved or have had the opportunity to be involved in the transportation planning process to be consistent with the goal of the Federal Environmental Justice program and policy.
The impact of proposed transportation investments on underserved and underrepresented population groups is part of the evaluation process in use of federal funds in four (4) major areas for the Memphis MPO:

- The biennial **Unified Planning Work Program** (UPWP)
- The four-year **Transportation Improvement Program** (TIP)
- The **Regional Transportation Plan** (RTP), covering 20+ years
- The **Coordinated Human Services Transportation Plan** (CHSTP)

Public involvement is a priority consideration in Memphis MPO plans, studies and programs. The impacts of transportation improvements resulting from these planning activities have an impact on all residents. Understanding and continued involvement are encouraged throughout the process. The Memphis MPO is concerned with input from all stakeholders, and every effort is taken to make the planning process as inclusive as possible as prescribed in the Memphis MPO Public Participation Plan (PPP).

As a result of the regional transportation planning process, selected projects receive approval for federal funding and progress towards project planning and construction under the responsibility of local jurisdictions or state transportation agencies. These state and local organizations have their own policies to ensure LEP individuals can participate in the process that shapes where, how and when a specific transportation project is implemented.

**Factor 4: The Resources Available and Overall Cost to the Memphis MPO**

Given the size of the LEP population in the Memphis Metropolitan Planning Area and current financial constraints, full multi-language translations of large transportation plan documents and maps is not considered as well as warranted at this time. However, continued growth of the Memphis Metropolitan Planning Area and its Spanish speaking population makes offering Spanish translations a sound community investment.

As a result, the Memphis MPO make available in Spanish executive summaries for the Regional Transportation Plan, the Transportation Improvement Program, the Public Participation Plan, and other key documents. To accommodate the cost, these summaries may be presented in alternative formats, such as brochures or newsletters, which are designed to capture all of the significant points of the full document. The Memphis MPO will continue efforts
to collaborate with state and local agencies to provide language translation and interpretation services when practical and in consideration of the funding available. The translation of these documents will begin after the final English version has been completed. Spanish language outreach materials from organizations such as federal, state, and local transportation agencies will be used when possible.

**Safe Harbor Stipulation**

Federal law provides a “safe harbor” stipulation so recipients of federal funding can ensure compliance with their obligation to provide written translations in languages other than English with greater certainty. A “safe harbor” means that if a recipient provides written translations under these circumstances, such action will be considered strong evidence of compliance with the recipient’s written-translation obligations under Title VI. Failure to provide written translations under the circumstances does not mean there is noncompliance, but rather provides for recipients a guide for greater certainty of compliance in accordance with the four factor analysis.

Compliance with 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 persons, whichever is less, of eligible persons served or likely to be affected. Translation can also be provided orally. The “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 reasonable to provide.

**Providing Notice to LEP Persons**

US DOT guidance indicates that once an agency has decided, based on the four factors, to provide language services, it is important that the recipient notify LEP persons of services available free of charge in a language the LEP persons would understand. Example methods for notification include:

1. Signage that indicates when free language assistance is available with advance notice;

2. Stating in outreach documents that language services are available;
3. Working with community-based organizations and other stakeholders to inform LEP individuals of Memphis MPO services and the availability of language assistance;

4. Using automated telephone voice mail or menu to provide information about available language assistance services;

5. Including notices in local newspapers in languages other than English;

6. Providing notices on non-English language radio and television about Memphis MPO services and the availability of language assistance; and

7. Providing presentations and/or notices at schools and community based organizations (CBO).

The Memphis MPO will publicize the availability of Spanish interpreter services, free of charge, at least ten (10) days prior to Memphis MPO Board and Committee meetings, workshops, forums or events which will be noticed on the Memphis MPO website, in meeting notices (packets), and using the following additional tools as appropriate:

- Signage
- Public outreach materials
- Community-based organizations
- Local newspapers
- Desoto, Fayette, Marshall and Shelby Counties Library System

The Memphis MPO defines an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language and transfers the meaning of written text from one language into another.

The Memphis MPO currently provides notices for meetings in La Prensa Latina, a Spanish-language newspaper serving the Hispanic community throughout the Metropolitan Planning Area. As covered under Title VI requirements for nondiscrimination, at each meeting, the Memphis MPO will provide Title VI material and include this material in an alternative language when applicable.
Language Assistance

As noted previously in this document, the Memphis MPO provides Executive Summaries for key documents available in Spanish. Key documents include the Regional Transportation Plan, the Transportation Improvement Program, the Public Participation Plan, and other major studies and plans produced by the Memphis MPO.

The Memphis MPO also offers translation services on its website through the translator tool located on the Memphis MPO website’s homepage.

Memphis MPO Staff Training

The Memphis MPO will incorporate the LEP Plan in the Title VI Report. In order to establish meaningful access to information and services for LEP individuals, the Memphis MPO will train its employees to assist in person, and/or by telephone, LEP individuals who request assistance.
recentemente aparecieron juntos para responder preguntas sobre esta iniciativa

aparecieron recientemente juntos para contestar preguntas
Spanish Language Memphis MPO Agenda

Dato: 08 de Agosto 2014

Asunto: Modificaciones al Programa de Mejoramiento Año Fiscal 2014-17 Transporte (TIP)

De: Pragati Srivastava, administrador, Memphis MPO

En cumplimiento con las regulaciones federales 23 CFR 150, la Organización de Planificación Metropolitana de Memphis (MPO) se propone la modificación del Programa Año Fiscal 2014-17 Mejoramiento del Transporte (TIP).

Se está proponiendo un total de tres (3) las modificaciones de año fiscal 2014-17 TIP de la MPO para revisión pública. Un Informe de Calidad del Aire Exento se ha preparado para los tres (3) las modificaciones del TIP. Como se indica en la carpeta de presentación de paquetes Exento de Calidad del Aire, estos proyectos califican como exentos de la determinación de la conformidad del transporte, ya que cumplen con los criterios de excepción como se indica en 49 CFR 33.125 - Proyectos exentos. Las correspondientes páginas TIP modificadas siguen este paquete. Las modificaciones serán consideradas para aprobación por el Junta de Políticas de Transporte (JPT) de la MPO. Las páginas modificadas se han revisado para indicar las cantidades de financiamiento resultantes deben ser aprobados los proyectos. Si la Junta decide no comendar el proyecto en el TIP, los cambios reflejados en las páginas siguientes no se incluirán.

El Memphis MPO, a través de la orientación de la FHWA, cree que la continua interacción con toda la comunidad construye apoyo y, más importante aún, asegura que el público tiene la oportunidad de ayudar a dar forma a la custodia de los planes y proyectos. El Memphis MPO se esfuerza por mejorar el impacto de la participación en el transporte en toma de decisiones. Para llevar a cabo esta tarea, el MPO trabaja para mejorar la cantidad de actores que participan en el proceso de planificación del transporte a través de mayores oportunidades para la retroalimentación, mejorando la educación en relación con la planificación del transporte, y la evaluación constante respecto a la efectividad de la cobertura.

Comentarios públicos escritos serán aceptados hasta el 20 de agosto de 2014. Los comentarios pueden enviarse a Pragati Srivastava, Administrador Departamento de Servicios Regionales, 125 North Main Street, Suite # 450 Memphis, TN 38103 o por correo electrónico a Pragati.Srivastava@memphis.gov. La JPT llevará a cabo una audiencia pública para recibir comentarios orales y tomar medidas sobre los temas propuestos, incluyendo las modificaciones del año fiscal 2014-17 TIP en jueves, 21 de agosto de 2014 a las 1:30 PM en el Edificio de Estudiantes Antiguos Alumnos de la Universidad de Tennessee Centro de Ciencias de la Salud, 800 Madison Avenue, Memphis, Tennessee 38163.

Agosto 2014 – TIP Enmiendas

Congestión Mitigación y Calidad del Aire (CMAQ) Enmiendas

Nota: Las siguientes tres enmiendas de TIP se asociarán con un paquete Exento de Calidad del Aire que se presentó a la Consulta (MC) Grupo Interagencial para una revisión de 31 días que termina el 5 de agosto de 2014.

a. TIP Enmienda CMAQ-2008-02: Calidad del Aire de Alcance

El Departamento de Salud de Memphis y el condado de Shelby está solicitando enmiendar el TIP agregando $395,877 en fondos federales CMAQ-M y $75,735 en fondos locales para demostrar los beneficios de la calidad del aire de la...
2014-2017
Programa de Mejoramiento del Transporte (TIP)

DRAFT
07.10.13

(Documentos completos están disponibles en español en la Oficina de MPO Memphis cuando se solicite con cinco días de antelación.)

Organización de Planificación Urbana
Memphis Area Metropolitana
(MPO)

(Programa de Mejora de Transporte para MPO de Memphis)
I. ¿QUÉ ES UN TIP?

El Programa de Mejoramiento 2014-2017 Transporte (TIP) es de cuatro (4) años fiscalmente limitado, programa largo de corto alcance, que proporciona una lista de prioridades de los proyectos de transporte multimodal dentro de la Organización Memphs Urban Area Metropolitana de Planificación (MPO Memphis) área (Figura 1). El año fiscal 2014-2017 TIP cubrió el periodo del 1 de octubre de 2013, el 30 de septiembre de 2017.

Preparación de la TIP es requerida por la legislación federal conocida como Avanzando para el Progreso en el siglo 21 (MAP-21) y por el Reglamento de Planificación Metropolitana (23CFR 450.314) del Departamento de Transporte de Estados Unidos (DOT). Las regulaciones federales requieren que las actividades de la MPO Memphs transporte planeamiento, incluido el desarrollo de la planificación, que se llevarán a cabo de manera continua, cooperativa e integral (el enfoque “3C”).

El TIP ofrece una visión general de cómo se invertirán los ingresos de transporte en un (4) periodo de cuatro años por las agencias estatales y locales que tienen la responsabilidad legal de construir, operar y mantener la autopista de los estados, la calle y de los sistemas de transporte público. La ley federal requiere que los gastos en el TIP para ser coherente con la MPO Plan de Transporte a Largo Plazo Memphs (LRTP). Dirección 2049 LRTP del MPO Memphis fue adoptada el 23 de febrero de 2012. La MPO Memphs desarrolla el TIP en colaboración con los gobiernos locales, agencias de tránsito y de transporte, y los Departamentos de Transporte (TDOT y MDOT, respectivamente), Tennessee y Mississippi. Una vez aprobada por la MPO, el TIP se incluye en TDOT y de Programas de Mejoramiento de Transporte Estatal del MDOT (PITS), y posteriormente aprobado por los Gobernadores de ambos Tennessee y Mississippi.

Para ayudar a la entrega del proyecto de pista y el estado de los proyectos TIP, las regulaciones federales requieren que el MPO Memphs a publicar la lista anual de obligadas reporte proyectos. Este informe muestra todos los proyectos de transporte en la región de Memphis MPO para que los fondos federales fueron obligados en el año fiscal anterior.

En resumen, el TIP:
- Cubre un mínimo de cuatro (4) años;
- Es realista en cuanto a la disponibilidad de fondos (fiscalmente restringido) en lugar de simplemente servir como una "lista de deseos" de los proyectos;
- La financiación ha comprometido para los proyectos programados en los primero dos (2) años en áreas de no cumplimiento y mantenimiento;
- Conforme al Plan de Implementación Estatal (SIP) para la calidad del aire en zonas en las que la región es designado como no-logro o mantenimiento;
- Está aprobado por la MPO y los respectivos gobernadores de los estados;
- Enumera todos los proyectos financiados con fondos federales a nivel local y regional significativa.

¿Se puede cambiar el TIP después de su adopción?
El TIP aprobado puede ser enmendado para añadir nuevos proyectos, proyectos, proyectos borrar adelantado en el primer año horizonte, y dar cabida a los costos, la tasa de trabajo y el alcance cambios a un proyecto. Los cambios importantes requieren una revisión y análisis de los impactos en la calidad del aire. Más información sobre estos procesos se incluye en la Sección V: Enmiendas TIP y ajustes.
La Organización de Planificación Metropolitana del Área de Memphis Urbano (OPM) es el desarrollo de la 2040 El Plan de Transporte del Futuro - 2040 Dirección - para delinear y definir el futuro del sistema de transporte de la región. Como parte de este esfuerzo, la OPM necesita su opinión sobre las necesidades de transporte actuales y futuras de nuestra comunidad.

Por favor visite el sitio web www.direction2040.com para participar en la conformación de la visión de transporte de la región, donde usted puede compartir sus opiniones a través de una encuesta en el sitio web y obtener más información sobre el plan.

Para más información sobre el desarrollo del plan, por favor póngase en contacto con Kenneth Monroe con Kimley-Horn and Associates en el 901.374.9109 o por correo electrónico lo menos Kenny.monroe@kimley-horn.com. También puede comunicarse con el personal de la MPO en el 901.576.7190.