

METROPLAN
TITLE VI
PROGRAM AND LEP PLAN



METROPLAN
SMART PLANNING MAKES SMART PLACES.

CARTS

Central Arkansas
Regional Transportation Study

About Metroplan

Metroplan is a voluntary association of local governments that has operated by interlocal agreement since 1955. Originally formed as the Metropolitan Area Planning Commission of Pulaski County, Metroplan now has members in five counties of the six-county metro area (see below). Metroplan is the designated metropolitan planning organization (MPO) under Title 23 of the United States Code.

Metroplan serves as the regional voice on issues affecting Central Arkansas, develops transportation plans required by federal law, convenes stakeholders to deal with common environmental issues, and provides information and staff resources to our member local governments, the business community and the public.

About CARTS

The Central Arkansas Regional Transportation Study, or CARTS, is the cooperative effort by the participating communities, transportation providers and many other interested parties to develop a long-range transportation plan for the metropolitan area.

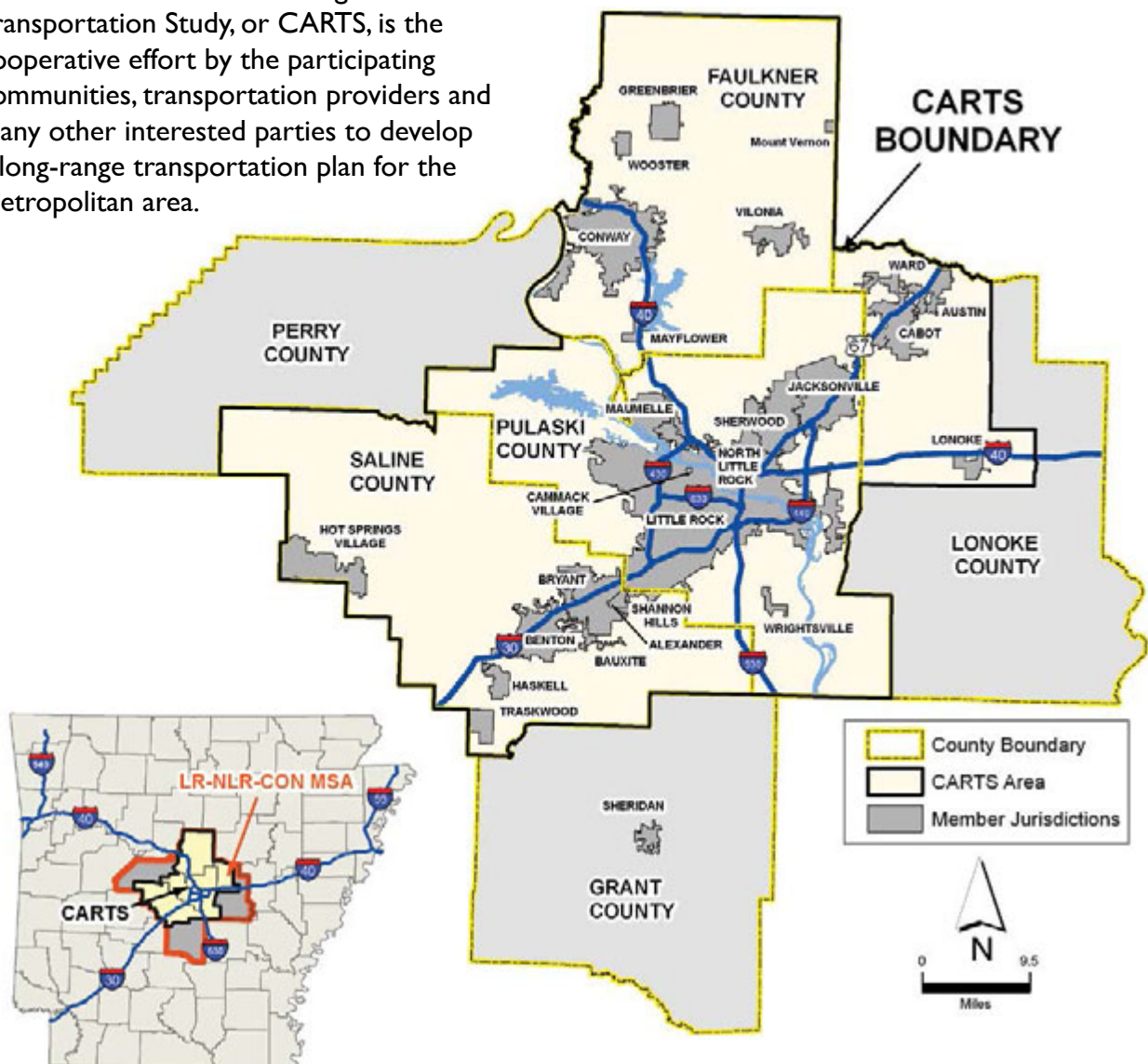


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Notice of Nondiscrimination

Metroplan complies with all civil right provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, Metroplan does not discriminate on the basis of race, sex, color, age, national origin, religion, disability, or income status, in admission or access to and treatment in Metroplan's programs and activities, as well as Metroplan's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding Metroplan's nondiscrimination policies may be directed to Susan Sierra Dollar, ADA/504/Title VI Coordinator, 501 West Markham Street, Suite B, Little Rock, AR 72201, (501) 372-3300, or the following e-mail address: sdollar@metroplan.org. (Hearing and speech impaired may dial 711.)

This notice is available from the ADA/504/Title VI Coordinator in large print, or on audiotape.

This report was funded in part through grant(s) from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation. The views and opinions of the authors expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation.

501 West Markham St., Suite B ■ Little Rock, AR 72201 ■ 501-372-3300 ■ metroplan.org



RESOLUTION 16 - 11

ADOPTING THE METROPLAN TITLE VI PROGRAM AND LEP PLAN

WHEREAS, Metroplan is the officially designated Metropolitan Planning Organization (MPO) for the Little Rock-North Little Rock-Conway metropolitan area; and

WHEREAS, federal civil rights and transportation legislation require that Metroplan develop and implement a Title VI Program; and

WHEREAS, federal civil rights and transportation legislation also require that Metroplan develop and implement a Plan for assisting persons with limited English proficiency ("LEP Plan"); and

WHEREAS, that Metroplan remains committed to assuring that no person shall, on the grounds of race, color, national origin, sex, age, religion, disability or income status, as provided by Title VI of the Civil Rights Act of 1964, and subsequent nondiscrimination laws, Executive Order and related authorities, be denied benefits of or be otherwise subjected to discrimination under any program or activity;

WHEREAS, the Title VI Program and LEP Plan has undergone a 45-day public review and comment period;

NOW, THEREFORE, BE IT RESOLVED, that the Metroplan Board of Directors does hereby adopt the Metroplan Title VI Program and LEP Plan.

Duly recorded this 27th day of July 2016.

SIGNED: _____

Gary Fletcher, President
Mayor, City of Jacksonville

ATTEST: _____

Jill Dabbs, Secretary
Mayor, City of Bryant

Title VI Program Policy Statement

Metroplan, the Metropolitan Planning Organization (MPO) for the Little Rock-North Little Rock-Conway metropolitan area, assures that no person shall, on the grounds of race, color, national origin, sex, age, religion, disability or income status, as provided by Title VI of the Civil Rights Act of 1964, and subsequent nondiscrimination laws, Executive Orders, and related authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. Metroplan further assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, *whether or not* those programs and activities are federally funded.

The Executive Director is responsible for ensuring implementation of the MPO's Title VI Plan. The Title VI Coordinator, under supervision of the Executive Director, is responsible for coordinating the overall administration of the Title VI Plan and assurances.



Jim McKenzie, Executive Director

Introduction and Purpose

The heart of the landmark Civil Rights Act of 1964, is found in Title VI: *No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied in the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.* (42 U.S.C. § 2000d)

This Title VI Program describes how Metroplan meets Title VI requirements under the Civil Rights Act of 1964, and Environmental Justice compliance; details the demographic profile and mobility needs of central Arkansans; and explains procedures for filing a Title VI discrimination complaint.

About Metroplan and CARTS

Metroplan is a council of local governments and the federally designated Metropolitan Planning Organization (MPO) for the Little Rock-North Little Rock-Conway Metropolitan Statistical Area (MSA). The Central Arkansas Regional Planning Study (CARTS) area is the portion of the MSA that is officially recognized by the US Census Bureau as the urbanized area, plus that portion of the area that is expected to urbanize with a 25-year plan period..

The Arkansas State Highway and Transportation Department (AHTD) and the Rock Region Metro Transit Authority are partners with Metroplan in the CARTS planning process. Metroplan membership is restricted to municipal and county governments in the MSA, plus the AHTD and Rock Region Metro. MPO decision-making authority resides with the Metroplan Board of Directors.

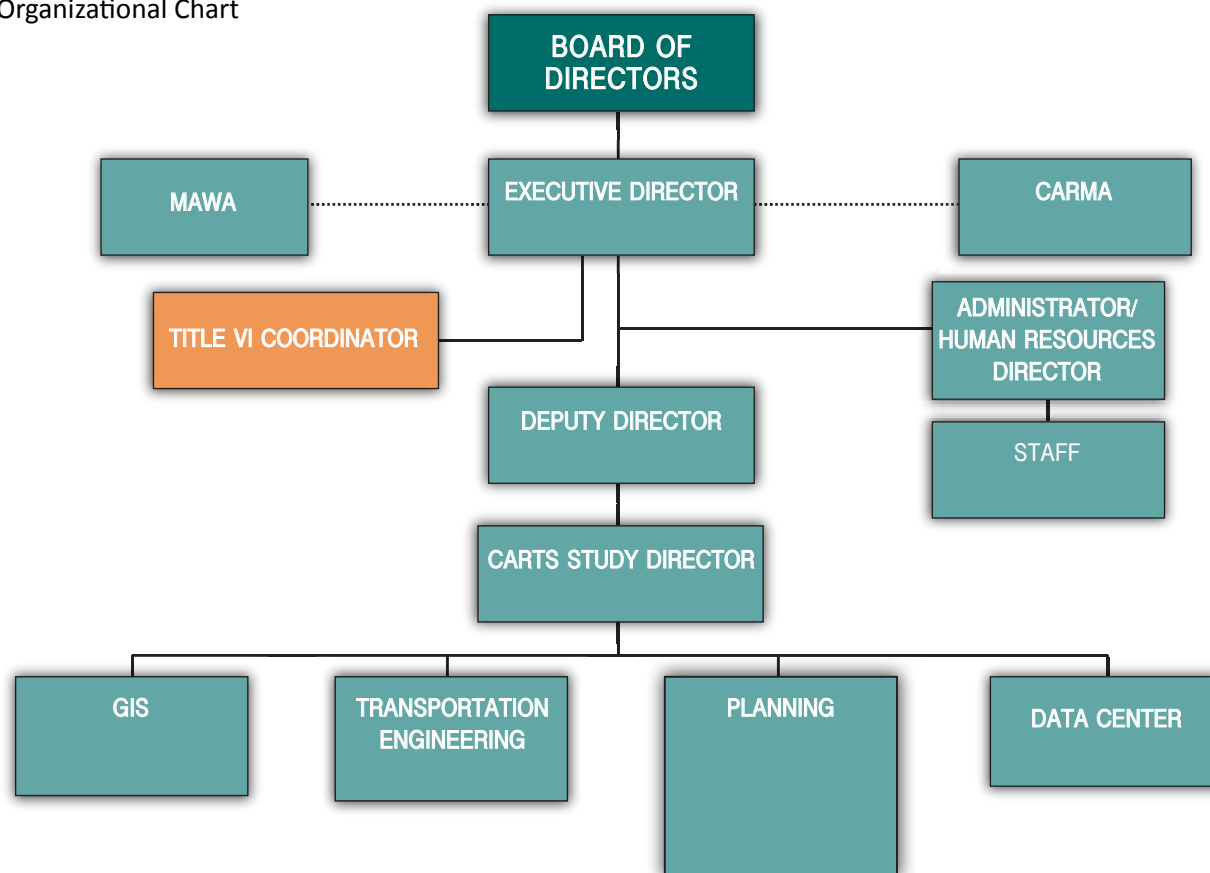
Current membership of the Metroplan Board of Directors is found in Appendix A.

Organization and Staffing

The Title VI Coordinator is responsible for ensuring that Metroplan complies with Title VI regulations. Specific responsibilities include the following.

- Continuously monitor Metroplan’s program to ensure compliance with Title VI regulations.
- Review and update Metroplan’s Title VI program every three years.
- Provide technical guidance regarding the development of Title VI policies for Metroplan.
- Disseminate information related to the Title VI program.
- Provide training in Title VI program and regulations to Metroplan staff, annually or as needed.
- Investigate and resolve Title VI complaints.
- Assist Metroplan staff in achieving public involvement goals and objectives.

Organizational Chart



Title VI Training of Staff

Staff training in Title VI is conducted annually, most often in December or January, by the Title VI Coordinator or by an approved Title VI Coordinator from the AHTD or FHWA. Training is also given to new employees as part of the orientation process and is coordinated through the Human Resources Director.

Program Review Procedures

The Title VI Coordinator prepares an annual report that details accomplishments and challenges encountered during the previous fiscal year, evaluates effectiveness of outreach and Program objectives, and sets forth a work program for the next year. The report is submitted to the State Metropolitan Planning Office and is due by the second Friday of October.

In addition to annual reporting, the Title VI Program is formally reviewed every three years and updated in coordination with the long-range regional plan update, and the Program may be reviewed and amended at other times as circumstances warrant.

The Regional Planning Advisory Council (RPAC) is the citizen-based arm of the MPO and is charged with general oversight of the public participation process. The RPAC reviews and recommends the Title VI Program, as it pertains to the public participation process.

Title VI Notice

Following is the Title VI/Nondiscrimination notice that Metroplan has adopted for agency-wide use.

Notice of Nondiscrimination

Metroplan complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, Metroplan does not discriminate on the basis of race, sex, color, age, national origin, religion, disability, or income status, in admission or access to and treatment in Metroplan's programs and activities, as well as Metroplan's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding Metroplan's nondiscrimination policies may be directed to Susan Sierra Dollar, ADA/504/Title VI Coordinator, 501 West Markham Street, Suite B, Little Rock, AR 72201, (501) 372-3300, or the following e-mail address: sdollar@metroplan.org. (Hearing and speech impaired may dial 711.)

This notice is available from the ADA/504/Title VI Coordinator in large print, or on audiotape.

List of locations where Title VI notice is placed

- Metroplan office locations: Title VI Coordinator's office; kitchen; supply/copy room; Human Resource Director's office.
- Metroplan website.
- All Metroplan publications, printed and online.

Filing a Title VI Discrimination Complaint

Any person who believes that he or she has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Metroplan. Following are the procedures for handling complaints filed with Metroplan.

- **Complaint form.** A complaint form may be obtained from the Metroplan website, from Metroplan's office, or by fax. The complaint form must be filled out completely. Metroplan will not respond to complaints without the complainant's name and mailing address. The complainant may include additional information or material as an attachment with the submission. The Title VI Coordinator may follow up with additional questions, as necessary. Questions regarding the complaint or completing the form should be addressed to the Title VI Coordinator. Complaints may also be submitted online, in person, by fax, or by post. Follow up investigation may require in-person visit.
- **Acknowledgement.** Within three business days upon receipt of a complaint, a letter or card will be mailed to the complainant with the following information: (1) acknowledgement that the complaint has been received and is pending investigation; and (2) estimated date by which a response will be sent to the complainant.
- **Investigation and resolution of complaint.** The Title VI/ADA Coordinator will investigate the complaint and respond in writing within a reasonable time, not to exceed 30 days from the

receipt of the complaint. The response will provide information concerning resolution of the complaint.

A record of all Title VI complaints will be maintained by Metroplan for a minimum of five years. Each record will include the name and address of the complainant, nature of the complaint, problems identified, resolution of the complaint and any resulting modifications made to a Metroplan program, service or its office facility.

Complaints may also be filed directly with the AHTD Metropolitan Planning Office or the EEO/Title VI Section, or the Federal Transit Administration (FTA). To file a complaint with the FTA, contact: Office of Civil Rights, Attention Title VI Program Coordination, East Building, 5th Floor-TCR, 1200 New Jersey Avenue SE, Washington, DC 20590.

MPO-related Title VI Investigations, Complaints or Lawsuits

No complaints or lawsuits have been filed against Metroplan from external parties.

The complete Title VI Complaint Form is found in the Appendix.

The image shows two overlapping forms. The primary form is the 'Title VI Complaint' form, which includes sections for personal information, complaint details, and a statement of discrimination. The second form, partially visible behind it, appears to be a continuation or a related document, showing a table with 'Yes' and 'No' columns and some text fields.

Title VI Complaint

Complete all of the following. You may attach additional materials you think are relevant to your complaint.

Section I:

Name: _____

Address: _____

Telephone (Home): _____ Telephone (Work): _____

E-mail Address: _____

Accessible Format Requirements? Large Print Audio Tape TDD Other

Section II:

Are you filing this complaint on your own behalf? Yes* No

*If you answered "yes" to this question, go to Section III.

If not, please supply the name and relationship of the person for whom you are complaining: _____

Please explain why you have filed for a third party: _____

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. Yes No

Section III:

I believe the discrimination I experienced was based on (check all that apply):

☐ Race ☐ Color ☐ National Origin

Date of Alleged Discrimination (Month, Day, Year): _____

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. Use an additional sheet of paper if necessary.

page 1 of 2

Supervisor, Arkansas State, Suite 6
Little Rock, AR 72201

Public Participation Plan

Engaging Minority and LEP Populations, and Summary of Efforts Since Last Title VI Submission

Metroplan's Public Participation Plan (PPP) casts a wide net in its inclusiveness of all people residing in central Arkansas. The detailed summary of public outreach is included as an appendix in the PPP and is also available on the Metroplan website as a stand-alone document.

As part of the *Imagine Central Arkansas* public outreach, a targeted approach was designed to engage African Americans, Latinos, and people living with disabilities. The Design Group, a local firm specializing in minority engagement was tasked with developing and implementing a comprehensive, integrated communication plan. That plan became the blueprint for Metroplan's continued public outreach.

Included in this targeted approach are the following components (excerpted from the PPP):

- **Grassroots outreach.** This is foundational to public engagement: If people won't come to meetings, the meetings will go to the people. Historically underserved (and sometimes ill-served) populations are often understandably reluctant to invest the time and talent in an endeavor in which they can see little advantage for their communities. Through efforts that include Community Conversations, Speakers; Bureaus, Lifestyle Meeting Area canvassing and Hosted Visits, nearly 500 minority individuals were reached. Metroplan staff and consulting teams visited neighborhoods of majority African American and Latino residents. Locations visited include but are not limited to: St. Mark Baptist Church, Southwest Community Center, St. Edward's Catholic Church, Pettaway Community Center, Full Counsel Metro Church, The Lonoke Community Center, Gene Moss Building (Benton), McGee Center (Conway).

In conjunction with the Community Conversations, seven Boys and Girls Clubs within Little Rock and North Little Rock partnered with Metroplan to host Family Nights. The format for these meetings was that both parents and children were engaged with a variety of activities that included games and coloring for children. Youth also illustrated their vision for the future by drawing their ideal community. Parents were asked to respond to questions concerning their respective neighborhoods and were given prompts to complete with sticky notes. Two examples of prompts: "Getting to work would be easier if _____"; and, "My kids would go to the playground/play more outside if _____."



The Boys and Girls Clubs of Central Arkansas is a member of Imagine Central Arkansas Partners. Metroplan staff held events at many centers and involved parents and students in defining goals for their communities.

- **Media.** A radio advertising campaign was coordinated to promote public awareness of issues and subsequent Community Conversation meetings. Stations were selected on the basis of listenership (African American and Latino) and included listener call-in interviews, public service announcements (PSAs) and paid spots.
- **Print advertising.** Two key Latino-targeted print publications, *Hola! Arkansas* and *El Latino*, have been utilized to inform and engage Spanish-speaking populations. Press releases, op-eds and feature stories were included in this category.
- **Transit advertising.** Panel advertising on buses that travel throughout the Little Rock metro area is both cost-effective and reaches all three niche communities, as ethnic minorities and people with disabilities comprise almost 90 percent of Rock Region Metro's ridership.
- **Videos and posters.** Because minorities and people living with disabilities are often less represented in public meetings and therefore having their voices heard, materials were created with the aim of attracting these populations. "Faces of Central Arkansas", a video that highlights the diversity of our region, was produced for the planning effort and can be edited for other uses. Posters were created that targeted each niche group and were designed for both print and online display. Posters and other materials were distributed in more than 450 locations.



Metroplan's Nelson Galeano (left) helped publicize the Community Conversations to the Latino community in an on-air interview with Jorge Luna at La Pantera radio in Little Rock.



Demographic Profile of the CARTS Area

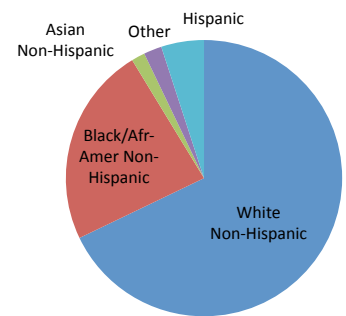
The CARTS area constitutes the majority of the Little Rock-North Little Rock MSA. In 2010, the metro area had a total population of 699,757. Of this total, 659,498, or 94 percent, was within the CARTS area. This includes all of Pulaski, Faulkner and Saline Counties, as well as the urbanizing portion of Lonoke County.

The CARTS area has an ethnic composition fairly typical for urban areas in the American Southeast, with a majority white population, a sizeable African-American minority, and small but growing populations of Hispanics, Asians, and other ethnic groups.¹ The region saw rapid growth in its Asian and Hispanic populations during the 2000-2010 decade. Since then, the pace of change has slowed, although minority groups continue growing. The white population also continues growing, but is slowly diminishing as a share of the total.

**CARTS Population by Race/Ethnicity
ACS 2010-2014**

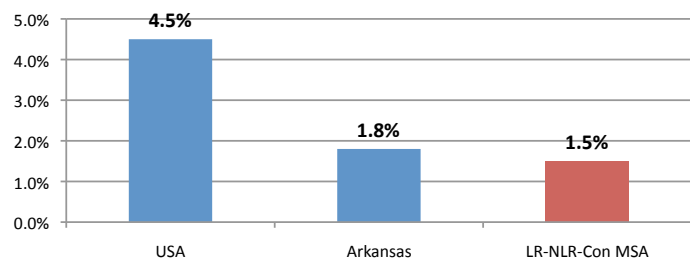
	Census 2010		ACS 2010-2014	
White Non-Hispanic	451,009	68.4%	459,306	67.9%
Black/Afr-Amer Non-Hispanic	151,723	23.0%	158,473	23.4%
Asian Non-Hispanic	10,114	1.5%	10,710	1.6%
Other	14,027	2.1%	14,313	2.1%
Hispanic	32,573	4.9%	33,872	5.0%
Total	659,446		676,674	

Source: decennial census 2010 and ACS 2010-2014.



Whites make up 67.9 percent, or just over two-thirds of CARTS population, according to the latest available ACS figures.² The second largest group is African American, constituting 23.4 percent of the total, or more than one-fifth and just less than one in four. The third largest group is Hispanics, who constitute 2.1 percent of CARTS population. Asians are 1.6 percent, while others (including but not limited to mixed-race populations) accounted for 2.1 percent.

**Limited English Speaking Households
as Share of Total 2010-2014**



Source: ACS 2010-2014.

Note: Census data from complete count SF-1 data set. ACS sample data is subject to margins of error.

¹In this analysis the racial definitions for white, African American, Asian and other are non-Hispanic. The category Hispanic, by comparison, contains elements of several races.

²To determine CARTS population by race (and other categories) Metroplan had to use the five-year 2010-2014 ACS. The one-year version, which is available for 2014, does not allow the geographic parsing necessary to follow CARTS boundaries.

Identifying and Considering Mobility Needs of Minority Populations

Mobility needs are identified through early and continuing public engagement in the long range metropolitan planning process. As described elsewhere in this document, a number of community conversations were held throughout the metro area, also targeting African American, Latino and low-income people. The template that emerged from that successful effort is used in current outreach.



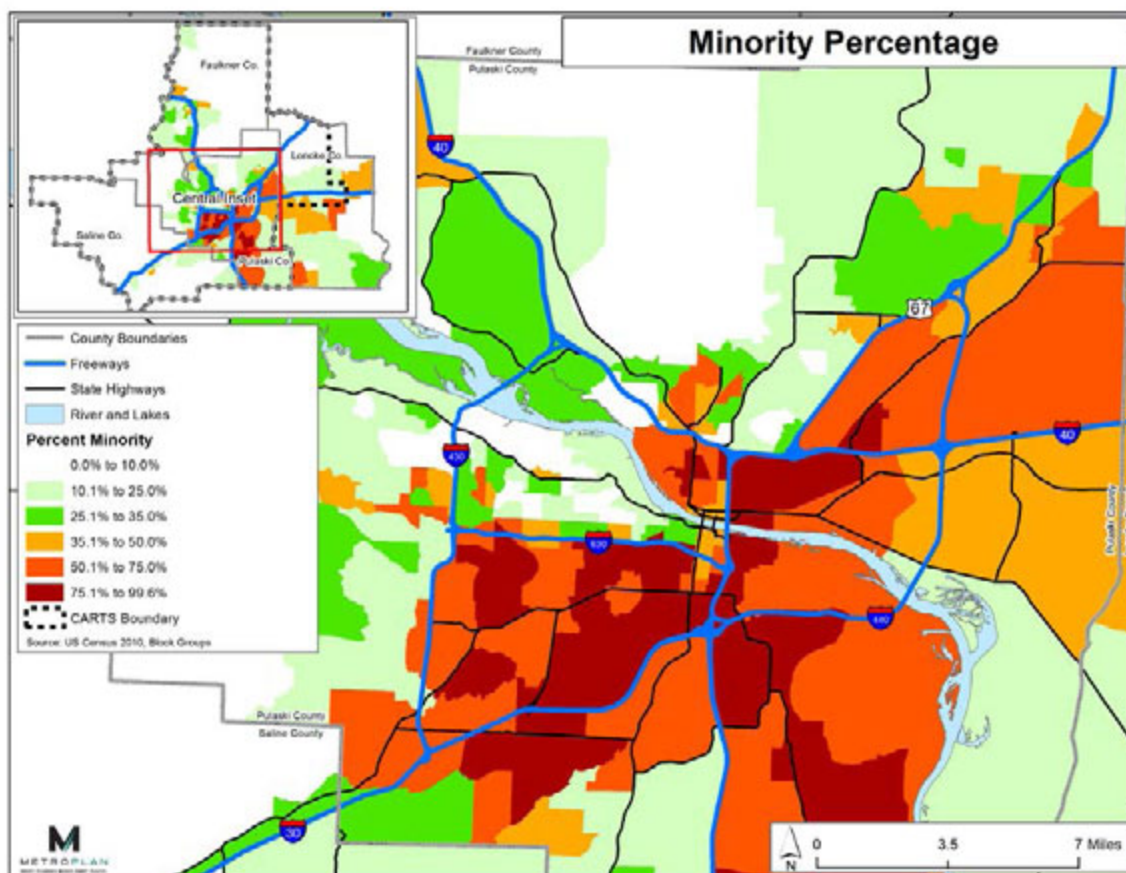
Metroplan maintains a database of people who wish to be kept informed of issues that affect their neighborhoods.

Data collection and analysis

Metroplan routinely collects and analyzes data. Much of our work is presented in two yearly *Metrotrends* publications, a *Demographic Review and Outlook*, which is published in the spring/summer, and an *Economic Review and Outlook*, typically published in the fall/winter.



In addition to the wealth of information that was achieved through **targeted public engagement**, described above and elsewhere in this document, development of ***Imagine Central Arkansas: Blueprint***



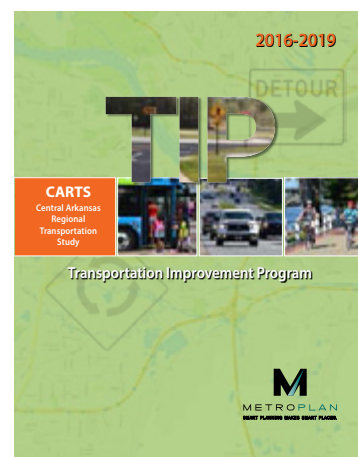
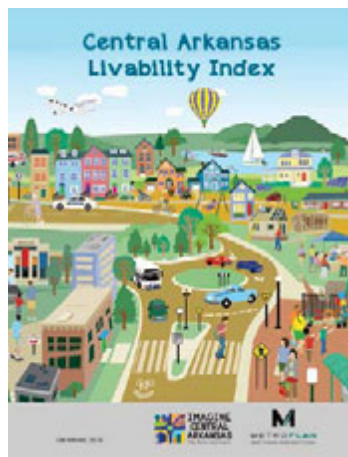
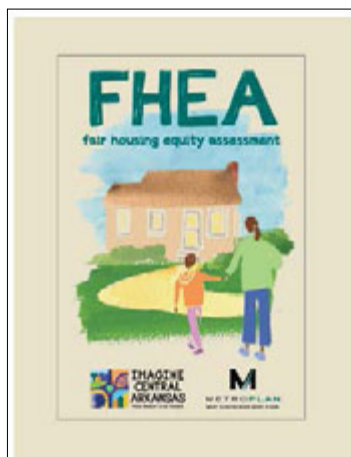
for a Sustainable Region (central Arkansas' long-range metropolitan and sustainability plan) entailed compiling much data collection and analysis of demographic trends. The resulting regional profile is contained in a series of working papers. Working Paper #2 provides data and analysis on the region's demographic profile.

The **Fair Housing Equity Assessment** (FHEA) was developed as part of the long-range planning process and as one of the deliverables that satisfied a Sustainable Communities grant from the U.S. Department of Housing and Urban Development (HUD). The FHEA identifies how land use, zoning, market forces and other factors shape access to housing and other opportunities for the region's racial and ethnic minorities. This document is frequently consulted by Metroplan staff and member jurisdictions. The FHEA will be reviewed and updated as part of the five-year long-range metropolitan planning process.



The **Central Arkansas Livability Index** grew out of the *Imagine Central Arkansas* long-range transportation and sustainability plan, and is one of the Sustainable Communities grant deliverables that satisfied the HUD. The Index is highlighted by three broad themes: Opportunity, Enterprise, and Culture, and eight more specific topic areas that address housing, transportation, health and safety, environment and energy, economy, education, **interaction and diversity**, and the outdoors. Forty-six indicators, identified as critical components of livability, provide the region with a snapshot of its current state, and a measure of progress toward meeting the vision and goals expressed in *Imagine Central Arkansas*. The Livability Indicators are evaluated and updated at least annually.

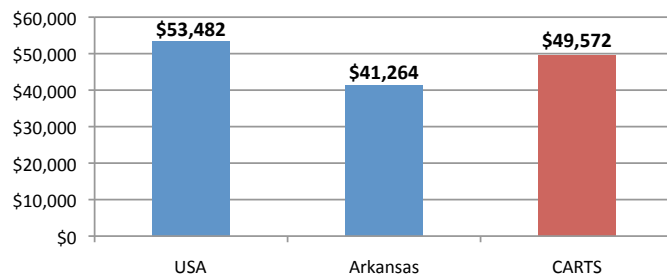
The **Transportation Improvement Program** (TIP) includes a section on Environmental Justice. Projects in the TIP—roadway, bus, bike and pedestrian—are mapped with an overlay showing where concentrations of minority and low-income populations are located.



The region is comparatively prosperous overall, with a median household income close to the national average in a state where living costs—especially housing—run well below the national average. The table at right compares these statistics. As you can see, while the state's income runs barely over three-quarters of the U.S. average, the CARTS area has a median household income about 93 percent of average. With poverty the pattern is generally similar, except that CARTS outperforms the U.S. average. The CARTS area has a bit less poverty than the U.S. average, while the state of Arkansas proportionally has nearly one-third more population in poverty than the CARTS average.

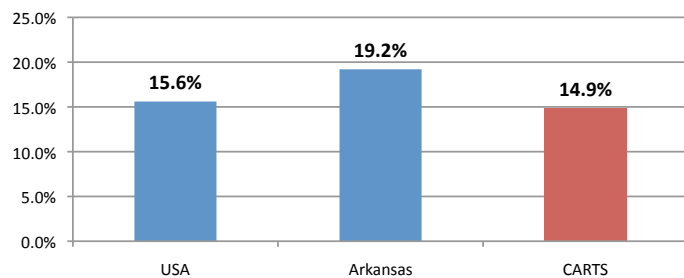
In disabilities, both CARTS and the state of Arkansas run above the U.S. average, with 14.1 percent of CARTS population reporting a disability, according to ACS sample data, compared with 16.7 percent for the state of Arkansas and a somewhat lower 12.3 percent for the U.S. average.

Median Household Income 2010–2014



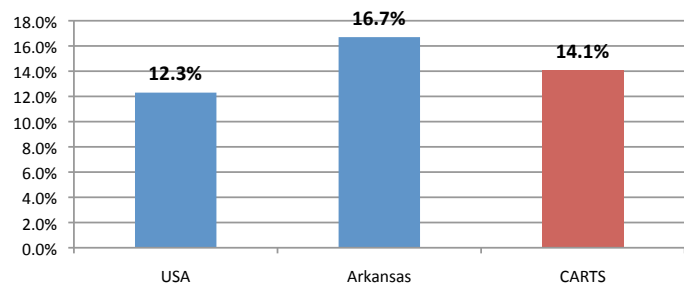
Source: ACS 2010–2014, with CARTS compilations by Metroplan (from grouped data).

Share of Population in Poverty 2010–2014



Source: ACS 2010–2014, with CARTS compilations by Metroplan (from grouped data).

Share of Population with a Disability 2010–2014



Source: ACS 2010–2014, with CARTS compilations by Metroplan (from grouped data).

Limited English Proficiency Plan: Providing Language Assistance to LEP Persons

Individuals who do not speak English as their primary language and who have limited ability to read, write, speak, or understand English are considered “Limited English Proficiency”, or LEP. LEP populations are entitled to language assistance under the provisions of Executive Order 13166.

Background

On August 11, 2000, President William J. Clinton signed Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency”, to clarify Title VI of the Civil Rights Act of 1964. Its purpose is to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language. The Executive Order states 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 1964, with respect to a particular type of service, benefit, or encounter.

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. — Executive Order 13166

Not only do all federal agencies have to develop LEP plans as a condition of receiving federal financial assistance, but recipients of federal funds must comply with Title VI and LEP guidelines of the federal agency from which funds are provided. Federal financial assistance include grants, training, use of equipment, donations of surplus property, and other forms of financial contributions from federal sources.

The U.S. DOT published *Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient Persons* in the Federal Register, dated December 14, 2005. U.S. DOT recommendations explicitly identify metropolitan planning organizations as organizations required to follow the guidance.

The guidance applies to all DOT funding recipients, which includes 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.—U.S. Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient Persons

The method proscribed for this assessment is a “Four Factor Analysis”, which determines: (1) the **number** of LEPs eligible or likely to be encountered by programs; (2) the **frequency** that LEPs come into contact with agency programs, policies or plans; (3) the **nature and importance** of these programs and plans to LEPs; and (4) the **resources** available and **costs** to the program.

Safe Harbor and LEP Thresholds

The US Department of Transportation (DOT) has adopted the Department of Justice’s (DOJ) Safe Harbor Provision, which outlines circumstances that can provide a “safe harbor” for recipients regarding translation of written materials for LEP populations. The Safe Harbor Provision stipulates that, if a recipient provides written translation of **key documents** for each eligible LEP language that constitutes five percent or 1,000 persons, whichever is less, of the total population eligible to be served or likely to be affected, then such action will be considered strong evidence of compliance with the recipient’s written translation obligations.

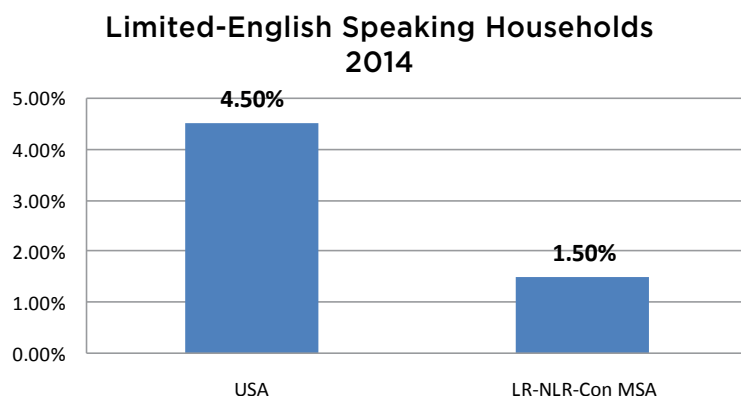
These provisions apply to the written translation of documents only. They do not affect the requirement to provide meaningful access to LEP persons through competent oral interpreters where such services are needed and reasonable.

LEP populations in Central Arkansas: Four Factor Analysis

Factor 1 - Number of LEP Persons

About 1.5 percent of households in the central Arkansas region has limited English speaking ability.¹ This runs lower than the U.S. average (about 4.5 percent) but still represents approximately 4,100 households in the area. The largest single group among these households are Spanish-speaking.

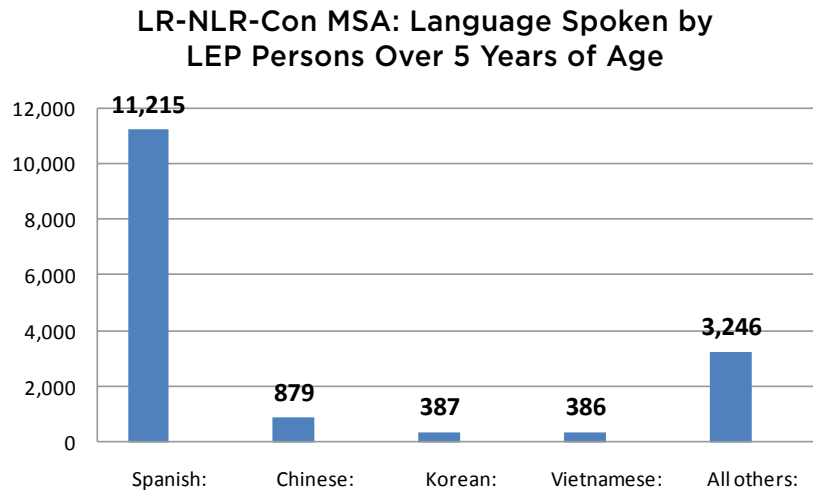
The American Community Survey (ACS) provides a fair amount of detail about languages spoken. It provides a summary table of “language spoken at home” for the population over age 5. In that category



the vast majority of persons speak only English (about 94 percent in the Little Rock-North Little Rock-Conway MSA—hereinafter central Arkansas). In the region there are about 16,100 persons over the age of 5 who speak English “less than very well.” In the 2010–2014 period, this was about 2.4 percent of the population over age 5, or about one person in forty.² From this table we can develop a profile of the relative sizes of the different language groups in question. About 70 percent of those with limited English proficiency in Central Arkansas spoke Spanish as their primary language, a total of over 11,000 persons in the region.

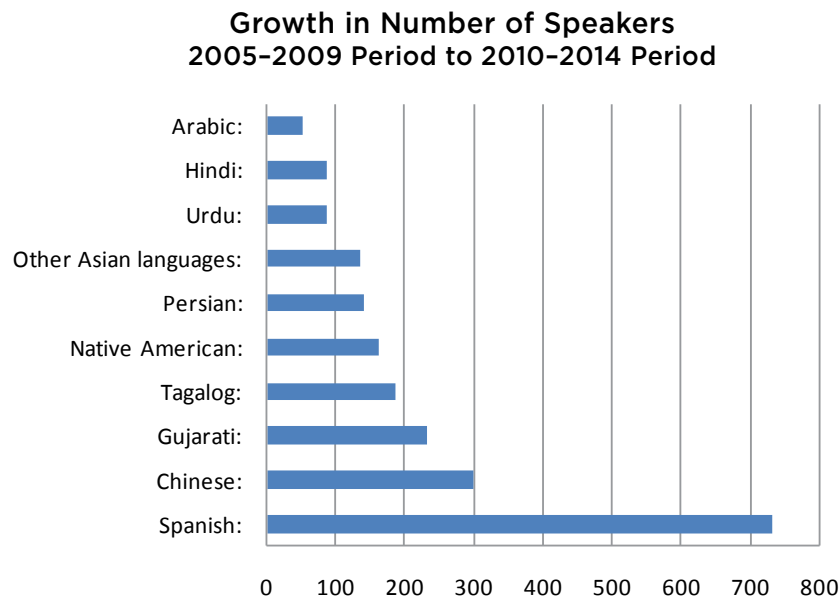
¹American Community Survey (ACS) 2014, table S 1602: Limited English Speaking Households. Note that the figures in this table represent the population age 14 and over within households.

²These figures represent individuals over the age of 5, from table B 16001: Language spoken at home by ability to speak English.



As the table above shows, the remainder of local persons with limited English proficiency are divided among much smaller groups. The second-largest group is Chinese, followed by Korean and Vietnamese.³ Even when all other languages are added together, they represent fewer than one-third as many persons as the Spanish-speaking group. It may be significant, however, that many of these belong to non-Indo-European groups, which may experience greater difficulty developing English proficiency.

Are there any changes going on in the non-English-speaking population? Since 2010, the share of foreign-born persons in Central Arkansas seems to have stabilized, or even fallen slightly.⁴ Nonetheless, ACS data suggest slight growth (about 11 percent, from the 2005-09 ACS to the 2010-2014 ACS) in the local population speaking English less than very well. The there have been some minor changes in the LEP population over this interval. The chart below gives figures for the top ten language groups for absolute growth in speakers in Central Arkansas.⁵



³The ACS uses only the term “Chinese” and does not differentiate between Mandarin and other Chinese languages.

⁴The region’s foreign-born share of population in 2014 was 4.2 percent, down from 4.6 percent in 2010 (both figures from ACS Social Characteristics profiles). The ACS is a sample product, subject to margins of error.

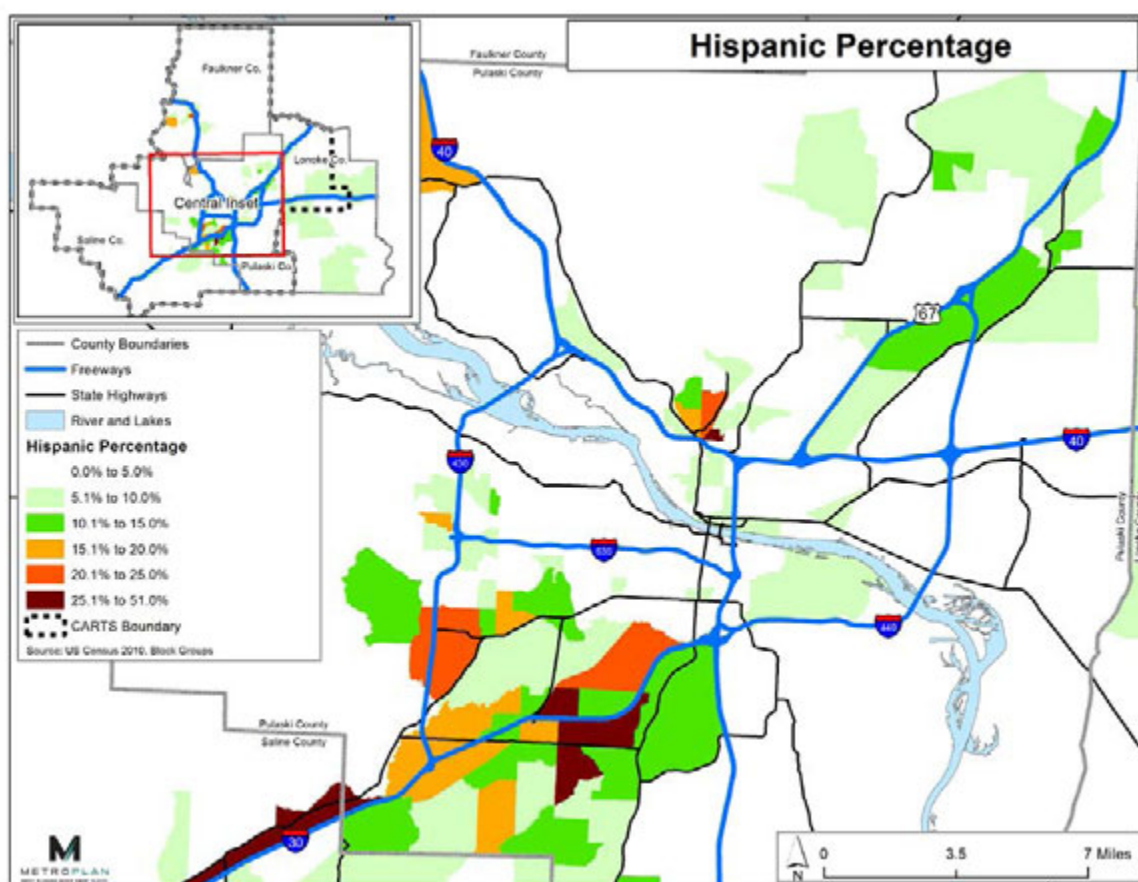
⁵The figures should nonetheless be viewed with care since the figures are extrapolations from sample forms.

The greatest growth was in the two groups that are largest, Spanish and Chinese. The next three, however, are small groups with fewer than 400 speakers each in the 2010-2014 interval: Gujarati, Tagalog, Native American groups, and Persian. The Indian subcontinent is well-represented in the growth rankings, with three languages (Gujarati, Urdu and Hindi) on the “top-ten growth” list.⁶

The chart suggests that, while the foreign-born population is growing more slowly than it did during the 2000-2010 period, its diversity appears to be increasing. Migration tends to follow population outposts, representing friends or family members who have become established in a community and are followed by others. It is therefore likely that the non-English language mosaic in Central Arkansas will grow more diverse in coming years. Among those persons with limited English proficiency, Spanish speakers will nonetheless remain the most common.

Factor 2 - LEP Persons’ Frequency of Contact

Metroplan conducts regional transportation planning and technical assistance to member jurisdictions. Although Metroplan is not itself an implementing agency, the plans, policies, and goals that are developed have region-wide implications for affecting all residents—including, of course, LEP populations.



⁶For nationality background: Gujarati and Hindi are spoken mainly in India, Urdu in Pakistan and India, Tagalog in the Philippines, and Persian in Iran.

Factor 3. Nature and Importance of Services

Metroplan is a regional planning agency, with membership that includes 27 cities, 5 counties, Rock Region Metro Transit Authority, and the Arkansas State Highway and Transportation Department (AHTD). As the region's Metropolitan Planning Organization, Metroplan is responsible for development of the regional Long Range Metropolitan Transportation Plan (LRMTP).

The long range plan is adopted by the Metroplan Board of Directors, comprised of member government mayors and county judges, the AHTD and Rock Region Metro Transit Authority.

4. Resources Available for LEP Outreach and Costs

Money budgeted for consultant services in long-range planning includes public engagement, and specifies engaging minority and LEP populations.

Website development also includes an LEP component.

Plan for Providing Language Assistance to LEP Persons

The following plan is targeted to LEP individuals whose first language is Spanish. It is important to note, however, that populations that do not meet the Safe Harbor threshold are still entitled to the MPO's services under Title VI.

Meetings and Dissemination of Information

Public meetings are held in locations and formats conducive to attracting Latinos interested in learning and contributing to transportation planning and projects in their region. As described elsewhere in this document, Metroplan's philosophy is to "go where the people are" rather than expect people to leave their own neighborhoods to attend a function that may seem disconnected from their daily lives. Interpreter services are available at these meetings, and written material is provided in Spanish.

Legal notices are published in a Spanish newspaper with a central Arkansas circulation of 30,000 or more Latinos. Information is also disseminated by way of Spanish-language radio PSAs and talk show interviews, as well as in flyers, posters and other print media.



Metroplan conducts all planning in accordance with 49 U.S.C. Section 5303.

Providing Access through Website

The Metroplan website is undergoing a major update and over-haul. As part of this large project, LEP considerations are included.

Google Translator is available to all material posted on the website.

Key Documents

Ideally, all Metroplan documents would be available in Spanish. Information that is already available in Spanish include the following:

- ✓ Notice of Nondiscrimination
- ✓ Title VI complaint form
- ✓ List of Constrained Projects in the Long-Range Metropolitan Transportation Plan (LRMTP)
- ✓ Project List in the Transportation Improvement Program (TIP)
- ✓ Explanatory information on the LRMTP and the TIP, derived from legal notices published in Spanish and posted to the website along with the translated project lists

Given current and anticipated budget constraints, Metroplan has opted for an incremental approach to providing written translation of key documents. Following is the list of those documents considered vital to the understanding and operation of the agency:

- *Imagine Central Arkansas*
- *Transportation Improvement Program*
- *Annual List of Obligated Projects (ALOP)*
- *Public Participation Plan (PPP)*
- *Unified Planning Work Program*
- *Title VI Program*
- *Self Evaluation and Transition Plan*

Upon request, the above information can also be made available to persons who do not speak either English or Spanish.

A timeframe for providing written translation (in addition to the availability Google Translator) has been developed.

Document	Timeframe
<i>Imagine Central Arkansas: Blueprint for a Sustainable Region</i>	
• Overview page(s) summarizing the purpose and intent of the plan	FFY 2017
• Goals and Objectives	FFY 2016
• Project tables (Constrained List of Projects)	Keep current
• LRMTTP Summary Document in its entirety	FFY 2018
<i>Transportation Improvement Program</i>	
• Overview page summarizing the purpose and intent of the TIP	FFY 2017
• TIP tables (Project lists)	Keep current
<i>Annual List of Obligated Projects (ALOP)</i> in its entirety	Dec. 31, 2016
<i>Public Participation Plan</i>	
• Over page summarizing purpose and intent of plan	FFY 2016
• “At a Glance” page translated from English	FFY 2016
• Document in its entirety	FFY 2018
<i>Unified Planning Work Program</i>	
• Overview page summarizing purpose and intent of UPWP	SFY 2018
• Project Tasks summary pages	SFY 2018
• Document in its entirety	SFY 2020
<i>Title VI Program</i>	
• Overview page describing purpose and intent	FFY 2016
• Document in its entirety	FFY 2017
<i>Self Evaluation and Transition Plan</i>	
• Overview page describing purpose and intent	FFY 2017
• Document in its entirety	FFY 2019

Conclusion

Latinos are not the only ethnic group to find central Arkansas a desirable place. As noted in the Four Factor Analysis, growing populations in the region also include Chinese, Indians and Middle Easterners. Although these groups do not currently meet the Safe Harbor threshold that will trigger LEP assistance, Metroplan nevertheless seeks to be inclusive in its engagement of the general public.

Metroplan is committed to complying with both the letter and spirit of Executive Order 13166 and Title VI provisions. Central Arkansas is experiencing the challenges—and benefits—that come with a diverse ethnic population. Like many others, Latinos continue to find central Arkansas a good place to live, work and play. Metroplan welcomes diversity and makes every effort to extend opportunity for engaging in the planning process.

Appendices

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Arkansas State Highway and
Transportation Department

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Mr. Jarod Varner
Rock Region Metro

Title VI Complaint



Complete all of the following. You may attach additional materials you think are relevant to your complaint.

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
E-mail Address:				
Accessible Format Requirements?	Large Print	Audio Tape		
	TDD	Other		
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply): <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. Use an additional sheet of paper if necessary.				
page 1 of 2				

Section IV:		
Have you previously filed a Title VI complaint with the agency?	Yes	No
Section V:		
Have you filed this complaint with any other Federal, State or local agency, or with any Federal or State court?		
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check all that apply:		
<input type="checkbox"/> Federal Agency: _____		
<input type="checkbox"/> Federal Court: _____		<input type="checkbox"/> State Agency: _____
<input type="checkbox"/> State Court: _____		<input type="checkbox"/> Local Agency: _____
Please provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		E-mail Address:
Section VI:		
Name of Agency complaint is against: Metroplan		
Contact Person: Susan Sierra Dollar		
Title: Title VI Coordinator		
Telephone number: 501-372-3300		

Signature and date required below.

Signature

Date

Please submit this form in person at the address below, or mail this form to:

Metroplan Title VI Coordinator
501 West Markham St., Suite B
Little Rock, AR 72201

Titulo VI Queja

Puede adjuntar cualquier material escrito o cualquier información que usted considere relevante a su queja.



Section I:				
Nombre:				
Dirección:				
Teléfono:			Teléfono secundario (opcional):	
Correo electrónico:				
Requisitos accesible en que formato:	<input type="checkbox"/> Letre Grande	<input type="checkbox"/> Text en cinta		
	<input type="checkbox"/> Teletipo	<input type="checkbox"/> Por orros medios		
Sección II:				
¿Está usted presentando esta queja en su propio nombre?			Sí*	No
*Si contestó "sí" a la pregunta anterior, pase a la Sección III.				
Si contestó "no" ¿de parte de quien está usted presentando esta queja?:				
¿Que es su relación con esta persona?:				
Por favor, explique por qué está presentando esta queja a nombre de otra persona:				
Por favor, confirme que ha recibido el permiso de la persona agraviado para presentar esta queja en su nombre.			Sí	No
Section III:				
Creo que la discriminación a que fue sometido fue a causa de (<i>marque todo lo que aplique</i>): <input type="checkbox"/> Raza <input type="checkbox"/> Color <input type="checkbox"/> Origen Nacional				
Fecha de la presunta discriminación (mm/dd/aaaa): _____				
Explique lo mas claramente possible lo que pasó y por qué cree que fue discriminado. Incluya detalles especificos, tales como el nombre y la información de contacto de la persona(s) que lo discriminó (si se conoce), así como los nombres y las información de contacto de algún posible testigo, y cualquier otra información que nos ayudará a investigar su denuncia. Si necesita más espacio para escribir, por favor use el dorso de esté forma.				

Titulo VI Queja

Sección IV:		
¿Ha presentado anteriormente una queja del Titulo VI con Metroplan	Sí	No
Sección V:		
¿Ha presentado esta queja con alguna otra organización federal, estatal or local, or ante algún tribunal federal o estatal?		
<input type="checkbox"/> Sí <input type="checkbox"/> No Si contesto "Sí" a la pregunta anterior, marque todo lo que aplique: <input type="checkbox"/> Agencia Federal: _____ <input type="checkbox"/> Tribunal Federal: _____ <input type="checkbox"/> Agencia Estatal: _____ <input type="checkbox"/> Agencia local: _____ <input type="checkbox"/> Tribunal Estatal: _____		
Si contesto "Sí", proporcione la información de contacto de un representante de la agencia/tribunal donde se presentó la queja.		
Nombre:		
Titulo de contacto:		
Agencia/Tribunal:		
Contacto dirección (agencia/tribunal):		
Telephono de contacto (agencia/tribunal) : Correo electrónico de contacto:		
Sección VI:		
Nombre de la agencia que la queja es en contra: Metroplan		
persona de contacto: Susan Sierra Dollar		
Titulo de contacto: Cordinador del Titulo VI		
Telefono de contacto: 501-372-3300		

Se require su firma y la fecha para completer la forma.

Firma

Fecha

Por favor envíe esta forma en persona o por correo a la siguiente dirección:
Metroplan Cordinador del Titulo VI
501 West Markham St., Suite B
Little Rock, AR 72201

Reader Feedback

Metroplan's Title VI Program and LEP Plan was developed with you, the reader, in mind. The information will be periodically reviewed by Metroplan staff and Board, and revised and updated as warranted. In order to make this document meaningful, it is important that Metroplan receive feedback from its readers. Please write any comments, criticisms, questions or suggestions for improvement in the space provided below.

Optional Information:

Name: _____ Phone: _____

Address: _____

E-mail address: _____

- | | | |
|--|------------------------------|-----------------------------|
| 1. Was this document informative? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Was the format easy to understand? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Were procedures and time frames clearly explained? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Do you have any questions that the document did not answer? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. After reading this document did you know whom to contact for further information? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

How would you improve this publication? _____

Additional Comments: _____

Thank You!

Return to: METROPLAN • 501 W. Markham • Suite B • Little Rock, AR 72201

Fax: 501•372•8060

e-mail: comments@metroplan.org

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Este documento fue desarrollado para usted, el lector. La información será revisada periódicamente por Metroplan personal y la junta directiva, y revisada y actualizada según sea necesario. Por favor, escriba cualquier comentario, críticas, preguntas o sugerencias de mejora en el espacio de abajo.

Información opcional:

Nombre: _____ Teléfono: _____

Dirección: _____

Correo electrónico: _____

- | | | |
|---|-----------------------------|-----------------------------|
| 1. ¿Era este documento informativo? | <input type="checkbox"/> Sí | <input type="checkbox"/> No |
| 2. ¿Era el formato fácil de entender? | <input type="checkbox"/> Sí | <input type="checkbox"/> No |
| 3. ¿Se plazos y procedimientos que se explican claramente? | <input type="checkbox"/> Sí | <input type="checkbox"/> No |
| 4. ¿Tien alguna pregunta que este documento no respondió? | <input type="checkbox"/> Sí | <input type="checkbox"/> No |
| 5. ¿Después de leer este documento, sabía usted que dirigirse para obtener más información? | <input type="checkbox"/> Sí | <input type="checkbox"/> No |

¿Como mejoraria este publicación? _____

Comentarios adicionales: _____

¡Gracias!

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METROPLAN

SMART PLANNING MAKES SMART PLACES.

501 West Markham St., Suite B Little Rock, AR 72207 501-372-3300 metroplan.org

Central Arkansas Regional Transportation Study Agreement of Understanding

Between and Among

Faulkner County, Lonoke County, Pulaski County, Saline County, the City of Alexander, the City of Austin, the City of Benton, the City of Bryant, the City of Cabot, the City of Cammack Village, the City of Conway, the City of Haskell, the City of Jacksonville, the City of Little Rock, the City of Maumelle, the City of North Little Rock, the City of Shannon Hills, the City of Sherwood, the City of Vilonia, the City of Ward, the City of Wrightsville, the City of Mayflower, the Central Arkansas Transit Authority, South Central Arkansas Transit, the Arkansas State Highway and Transportation Department, and other jurisdictions or agencies that may, in the future, be admitted to this agreement

In Cooperation With

The United States Department of Transportation

To Participate In

The responsibilities and functions of a continuing, comprehensive and cooperative transportation planning process for Central Arkansas through METROPLAN, the designated Metropolitan Planning Organization (MPO) for the Little Rock/North Little Rock Metropolitan Statistical Area.

Whereas, it is the desire of the participating jurisdictions and agencies that there be a continuing, comprehensive, and cooperative (3C) transportation planning process, pursuant to United States Department of Transportation regulations and in accordance with Titles 23 and 49 of the US Code, that is responsive to the needs of the urban and urbanizing areas of central Arkansas and to changes in those areas; and

Whereas, the goal of this planning process is an approved central Arkansas regional transportation plan accepted by all participating jurisdictions and formally approved as the plan for implementation by the MPO Board;

Whereas, it is understood that this agreement does not transfer any constitutional or legislative authority possessed by the participating jurisdictions; and

Whereas, it is understood that the planning process and the relationship between the partners in the planning process is complex and evolves over time;

THEREFORE, IT IS AGREED that the designated metropolitan planning organization shall be the forum for cooperative transportation decision making for the Central Arkansas Regional Transportation Study Area pursuant to United States Department of Transportation regulations and in accordance with US Code.

The MPO may establish advisory committees and hire staff and/or consultants to assist it in its decision making. The organization, composition, responsibilities, and functions of CARTS advisory committees and MPO staff shall be at the direction of the MPO Board.

IT IS FURTHER AGREED that the specific relationships in the planning process and specific responsibilities for conducting planning studies shall be specified in the Unified Planning Work Program as adopted by the MPO and other agreements between the Arkansas State Highway and Transportation Department, the transit provider(s) and the MPO as may be deemed mutually desirable.

IT IS FURTHER AGREED that all existing master street plans, and area-wide road, highway, transit, bikeway, waterport, airport, or pedestrian plans, or any such plans for improvement of transportation facilities within the CARTS boundary shall be consistent with the approved central Arkansas regional transportation plan.

IT IS FURTHER AGREED, that in cooperation with MPO, the participating governments and agencies will take appropriate action to implement the Transportation Improvement Program as approved by the MPO. The Transportation Improvement Program shall be updated at least biennially. The MPO shall publish the approved TIP and TIP updates.

IT IS FURTHER AGREED that modifications to this Agreement must be approved by the MPO Board and submitted to each signatory jurisdiction and agency for ratification. Failure to adopt this Agreement or to ratify proposed modifications will signal that the jurisdiction or agency does not wish to participate in the regional transportation planning process.

Signed by the Metroplan Board of Directors, 1996.

**Arkansas State Highway and Transportation Department
STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP)**

and

**Central Arkansas Regional Transportation Study
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

REVISION PROCEDURES

within the

Central Arkansas Transportation Study (CARTS) Area

November 14, 2014

Preamble:

Within the CARTS Area, the TIP is developed by Metroplan in cooperation with the Arkansas State Highway and Transportation Department (AHTD) and Central Arkansas Transit Authority (CATA). The TIP serves three primary functions: (1) informs the public of overall scheduling and funding of regionally significant transportation projects, (2) provides for the general programming and accounting document for the attributed surface transportation program funds allocated to Metroplan, and (3) serves as a tool for implementing the long range metropolitan transportation plan, and will serve as a tool to implement and track performance based programming as the performance standards set out in MAP-21 are implemented.

AHTD, the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA) use the STIP as a tracking document to insure the financial constraint of Arkansas' Federal-aid highway and transit programs. A key objective of these procedures is to meet the needs of both AHTD in administering the STIP and Metroplan in administering the TIP for the CARTS area and to do so in the most efficient way possible.

In order to meet this objective, the CARTS Study Director, AHTD Metropolitan Planning Organization (MPO) Coordinator, and CATA Senior Planner should regularly discuss projects listed in the TIP with routine status reports/updates made for all phases of a project; including environmental handling, engineering, right-of-way acquisition, utility relocation, and/or

construction in a continuing, cooperative, and comprehensive planning effort between agencies.

While the TIP development process normally follows a tri-annual cycle, amendments are frequently enacted between cycles to reflect the addition of new projects, as well as changes in scope or budget to existing projects. The following procedures have been set forth for revisions to the TIP/STIP.

Definitions:

Agreed upon list of projects – Consists of projects on the first year of the TIP that may be implemented by the implementing agencies without further action.

First year of the TIP – The first year of the TIP is the first year of a four year TIP. It contains the agreed upon list of projects for implementation. As the first year of a four year TIP expires, the subsequent year becomes the first year of the TIP and that practice continues until a new TIP is adopted. Affirmative action by the MPO is required to confirm that projects listed in each subsequent first year of the TIP are an agreed upon list of projects.

Procedures:

In accordance with the provisions of 23 CFR 450.216(b), TIPs adopted by MPOs and approved by the Governor are incorporated without change into the STIP. 23 CFR 450.104 defines Administrative Modifications and Amendments. The following procedures have been developed for processing Administrative Modifications and Amendments to the TIP and their subsequent inclusion in the STIP. A key element of the revision process is to assure that financial constraint is maintained.

- **Administrative Modifications** are revisions that do not require federal approval. If needed for clarification, these revisions to the STIP/TIP may be noted in the comment field on the Federal-aid Project Agreement form. The following identifies revisions to the STIP/TIP that are considered Administrative Modifications.
 1. Change in schedule (CFR 450.216(n)), excluding changes that move a project or project phase to the agreed upon list of projects in the first year of the TIP – (CFR 450.330(a)(c)).
 2. Minor modifications to the project description/length/termini that do not significantly change the project scope or conflict with the environmental document, or impact transportation conformity in non-attainment areas.
 3. Minor changes to project / project phase cost regarding environmental handling, engineering, right-of-way acquisition, utility relocation, and/or construction that does not impact financial constraint of the STIP or TIP. As a general rule, funding changes less than or equal to \$600,000 for projects estimated to cost less than or than or equal to \$3,000,000, and for projects estimated to cost greater than \$3,000,000 changes less than or equal to 20 percent, are in the range of changes to be considered for administrative modifications.
 4. A project split or a combination of individually listed projects that do not result in a significant change to the overall scope.
 5. Funding increases or decreases that are less than 20 percent of the TIP project estimate for FTA funded projects. Revised transit projects that are included in a statewide item may be considered an administrative modification for purposes of updating the MPO's TIP.
 5. Change in source of funds including advanced construction.
 6. Change in the project's lead agency.
 7. Obvious data entry errors.
 8. Selection and notification of projects from group category funding.

For Administrative Modifications requested by AHTD/CATA, the responsible AHTD/CATA staff will notify the CARTS Study Director in writing or via e-mail providing details on the requested changes. The CARTS Study Director will make every effort to respond within three business days. The CARTS Study Director may elect to notify Board members of the proposed change requesting their concurrence. The CARTS Study director will respond in writing or email should he concur with the modification. If the CARTS Study Director believes a proposed project change requires an Amendment, the Study Director will consult with the implementing agency and will provide such opinion in writing or e-mail to the implementing agency.

- **Amendments** are revisions that require FHWA/FTA approval and must go through a public involvement process in accordance with Metroplan's public involvement procedures. The following identifies revisions to the STIP/TIP that require Amendments.
 1. Funding a new or illustrative project or phase of a project.
 2. Deleting a project or phase of a project.
 3. Funding increases or decreases that are more than 20 percent of the TIP project estimate for FTA funded projects. Revised transit projects that are included in a statewide item may be considered an administrative modification for purposes of updating the MPO's TIP.
 4. Major changes to project / project phase cost regarding environmental handling, engineering, right-of-way acquisition, utility relocation, and/or construction that impacts the financial constraint of the STIP or TIP and does not qualify as an Administrative Modification.
 5. Modifications to the project description/length/termini that significantly changes the project scope, conflicts with the environmental document, or impacts transportation conformity in non-attainment areas.
 6. Any modification that impacts the financial constraint of the TIP.

7. Advancing a project or a project phase to the agreed upon list of projects (the first year of the TIP).

Following amendment of the TIP, formal notification of the amendment will be provided to the AHTD MPO Coordinator, CATA Senior Planner, FHWA, and FTA.

FINANCIAL CONSTRAINT –DETERMINATIONS AND DEMONSTRATIONS

23 CFR 450.216(m) states that “Financial constraint of the STIP shall be demonstrated and maintained by year and shall include sufficient financial information to demonstrate which projects are to be implemented using current and/or reasonably available revenues, while federally-supported facilities are being adequately operated and maintained.”

23 CFR 450.324(i) states “For the TIP, financial constraint shall be demonstrated and maintained by year and shall include sufficient financial information to demonstrate which projects are to be implemented using current and/or reasonably available revenues, while federally supported facilities are being adequately operated and maintained.”

Federal funding in the STIP/TIP may be based on authorization levels for each year of the STIP/TIP, although obligation authority limitations could be used as a more conservative approach.

Determinations: In accordance with 23 CFR450.218(b), FHWA and FTA jointly determine prior to approval that the initial STIP and STIP amendments comply with the requirements of 23 USC 134 and 135, which include financial constraint demonstrations of administrative actions as needed.

It is also the responsibility of the FHWA and FTA to determine whether each project agreement or grant request maintains the financial constraint of the STIP. Therefore, the AHTD will provide information necessary to make that determination upon request.

In accordance with 23 CFR 450.328 (a), "The FHWA and the FTA shall jointly find that each metropolitan TIP is consistent with the metropolitan transportation plan produced by the continuing and comprehensive transportation process carried on cooperatively by the MPO(s), the State(s), and the public transportation operator(s) in accordance with 23 U.S.C. 134 and 49 U.S.C. 5303. This finding shall be based on the self-certification statement submitted by the State and MPO under §450.334, a review of the metropolitan transportation plan by the FHWA and the FTA, and upon other reviews as deemed necessary by the FHWA and the FTA."

AHTD is responsible for insuring the financial constraint of the STIP upon revision, subject to review and approval of FHWA and FTA. Metroplan is responsible for insuring the financial constraint of the TIP by year upon revision as required in 23CFR450.324 subject to self-certification requirements of 23CFR450.334.

Demonstrations: For FHWA funded projects, the demonstration of STIP financial constraint will summarize amendments and administrative actions on a quarterly and annual basis in a Funds Management Report. These reports will be provided by AHTD to the MPOs and FHWA.

For FHWA and FTA funded projects, financial constraint of the TIP will be determined from the CARTS Attrib Spreadsheet, Long-Range Transportation Financial Spreadsheet, and TIP Project Cost Spreadsheet, until such time as AHTD and Metroplan jointly adopt a single TIP Management Tool. See Attachments for examples of these reports.

STIP/TIP Funds Management Reports for FHWA Funded Projects: In order to better manage the STIP and the TIPs, and to provide decision makers with timely and accurate information about programmed projects, AHTD has established a financial reporting procedure. At the end of each quarter, AHTD will provide a STIP/TIP Funds Management Report on actual federal obligations and state encumbrances for that year to the MPOs and FHWA. At the end of the

federal fiscal year, AHTD will provide a Summary Report of all obligations and encumbrances to MPOs and FHWA. Metroplan will use this list to produce the Annual List of Obligated Projects Report required under 23 CFR 450.332

TIP Revisions and the Agreed Upon List of Projects

In accordance with 23 CFR 450.330(a), the first year of the TIP shall constitute the agreed upon list of projects for project selection purposes and no further action is required for implementing agencies to proceed with projects.

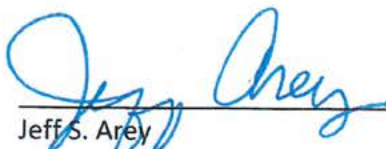
Metroplan, in consultation with AHTD and CATA, will amend the TIP at the end of each federal fiscal year to reflect the list of agreed upon projects or project phases in the subsequent federal fiscal year of the TIP, which shall become the first year of the TIP upon expiration of the previous federal fiscal year.

STIP/CARTS TIP Revision Procedures
November 14, 2014



Scott E. Bennett, P.E.
Director of Highways and Transportation
Arkansas State Highway and Transportation Department

Date: 12-2-2014



Jeff S. Aréy
Metropolitan Board President
Central Arkansas Regional Transportation Study

Date: _____



Allie Freeman
Chairman of the Board
Central Arkansas Transit Authority

Date: 8-19-15

Public Participation Plan

Summary of Public Outreach Methods and Tools

Outreach Strategy	Outreach Technique	Tool	Description	Type of Outreach		
				Education & Awareness	Obtaining Input & Feedback	Prioritizing & Voting
Face to Face Outreach	Special Events	Kiosks, booths, exhibits, videos	Physical presence at special events throughout the region, such as community events/festivals/shopping malls/farmers markets/sports events.	X	X	
	Speaker's Bureau	Presentations	Guest speaking at established groups/ organizations throughout the region, including civic groups, chambers, school groups, etc.	X	X	
	Interviews/ small groups	Focus Groups	Facilitated discussion with groups of 5-8 pre-selected individuals.		X	
		Stakeholder Interviews	One-on-one discussion with key individuals in the community (elected officials, community leaders, etc.)	X	X	
	Public Meetings/ Charrettes	Keypad polling/ TurningPoint software	Plug-in for Powerpoint; used as wireless audience response and voting system; can gather, rank and report critical information simultaneously in real-time.	X		X
		Brainstorm Anywhere	Fast-paced idea-collection tool using a web-based application that functions in a small-group setting.		X	X
		Touchtable	Touchscreen is projected onto a tabletop; good for small groups; public can use infrared pens to "mark up" maps or provide other types of tactile input.	X	X	
	Open Houses	Exhibits	Passive public meeting in which participants are shown maps, findings, etc. and can interact informally with staff.		X	
Internet / Web Based	Social Media	Facebook	Dedicated "page" where interested users can interact and get up-to-date information on the plan.	X	X	
		LinkedIn	Networking/crowdsourcing tool geared toward business/professional/civic interests.	X	X	
		Twitter	Social media tool for disseminating information as well as tracking other discussions.	X	X	
		YouTube	Online forum for viewing/sharing video content. Can be used in combination with other tools (i.e. video, visualization).	X		
	Email	E-newsletters		X		
		Email blasts/Listserve		X		
	Crowdsourcing	Ideascale	Web-based forum for the submission of ideas. Users "vote" on each idea, sending the best ones to the top; unpopular ideas sink to the bottom.	X	X	X
		Mindmixer	Similar to Ideascale, but users can comment on ideas. Users with the "best" ideas get rewarded.	X	X	X
	Web/Mobile Surveys/ Polling	SurveyMonkey (others)	Surveys designed for collecting feedback on the web or via mobile device.		X	X
	Project Website	Various	Online resource center	X		

Summary of Public Outreach Methods and Tools, Cont.

Outreach Strategy	Outreach Technique	Tool	Description	Type of Outreach		
				Education & Awareness	Obtaining Input & Feedback	Prioritizing & Voting
Internet / Web Based	Web-based Scenario Planning	MetroQuest, Engaging Plans	Scenario planning tool; can be used at public meetings or on-line version. Users can save, compare, and share scenarios; get others involved via Facebook link.	X	X	X
	Webinars	Webinar software (i.e. WebEx Conference)	Web-based presentations and Q&A.	X	X	
	Text-based polling	Text The Mob	Users respond to specific questions via text message.			X
Print Media	Billboards					
	Fliers					
	Newspapers / Magazines	Ads		X		
		Legal Notices		X		
		Tear-off forms for reactions and comments			X	
		Op/Eds		X		
	Project Newsletters	Mailing Lists		X		
	Displays			X		
	Info Packages	Project info summaries, posters, placemats		X		
	Press Releases	Media kits		X		
Phone	Comment Line				X	
	Hotline			X		
TV / Electronic	Radio station ads			X		
	Public Service Announcements			X		
	Television	Ads		X		
		Press releases		X		
		Segments on local news		X		
	Video	DVD/VHS		X		
Visualization / Simulation	Photo enhancements	Photoshop	Photo renderings showing a "before" and "after." Used to show how a place can transform based on a project/strategy/policy.	X		
	Visualization/simulation	VISSIM, others	"After" conditions incorporating fluid motion.	X		
	Mutli-media clips	Flash, etc.	Short, fast paced clips combining live action with animation, designed to generate interest or convey an idea.	X		

RPAC Roster

Name	Representing
ADAMS, Sam	Little Rock Air Force Base
ARNOLD, Kay Kelley	City of Little Rock
BOWMAN, Mary Beth	City of North Little Rock
COOK, Marcia	City of Sherwood
CUMMINGS, Charles (Chairman)	Trucking/Freight Interests
DAVIS, Ward	City of Conway
DAY, Bryan	Little Rock Port Authority
DePRIEST, Alex	City of Little Rock
FINN, Lawrence	Pulaski County
FRASIER, Coreen	Bicycle Advocacy of Central Arkansas (BACA)
FREEMAN, Robin	Saline County
FREASIER, Leesa	Arkansas Department of Health (ADH)
GREEN, Becca	Rock Region Metro
GRIMMETT, Mark	City of Bryant
HAMPTON, (Dr.) Sybil	City of Little Rock
HARDIN, Bob	City of North Little Rock
HASTINGS, Paul	City of Little Rock
HATHAWAY, Jeff	Business/Chamber of Commerce
HEFLIN, Amy (nonvoting)	FHWA
HUNTER, Scott	Faulkner County
LARSEN, Rodney	Saline County
LARSON, Todd	City of North Little Rock
LEDBETTER, Mark	Faulkner County
LONG, Eddie	City of Cabot
LYFORD, Bob	City of Little Rock
MASSANA, Esperanza	Arkansas Economic Development Commission (AEDC)
MONTGOMERY, Marcus	Pulaski Tech/Youth Outreach
NEWTON, Shannon	Arkansas Trucking Association
NUNN-BARO, Shanta	Housing
RAGSDALE, Tim	Disabilities Community
RODA, Dan	City of Little Rock
SIMMS, Paul	Arkansas State Highway & Transportation Dept (AHTD)
STAIR, Patrick	Sierra Club
STOWE, Jack	City of Maumelle
SUTTON, Tom	Clinton National Airport
TAYLOR, Regina	Youth Outreach
WALKER, Brad	City of Little Rock
WEATHERSBY, Dan	Pulaski County
WHITEHEAD, Amy	City of Conway
Alternates	
ADAMS, (Dr.) Becky (Alternate)	ADH
DABBS, Jill (Mayor)	City of Bryant
FIEGEL, Shelby (Alternate)	City of Conway
JOHNSON, Antonio (Alternate)	AHTD
LAMBERT, Kathleen (Alternate)	Rock Region Metro

Vacancies - Jurisdictions: City of Benton, City of Conway, Lonoke County, Pulaski County, Saline County

Vacances - At-large positions: Clinton School of Public Service, Education / Youth Outreach, Latino Community, Urban Lands, Housing, Energy, Union Pacific Railroad

Glossary of Acronyms

AHTD	Arkansas State Highway and Transportation Department
ALOP	Annual List of Obligated Projects
CAAA	Clean Air Act Amendments
CARTS	Central Arkansas Regional Transportation Study
RRM	Rock Region Metro
EJ	Environmental Justice
FHWA	Federal Highway Administration
ISTEA	Intermodal Surface Transportation Efficiency Act (1990)
METRO 2030	Metropolitan Long-Range Transportation Plan
MPO	Metropolitan Planning Organization
MSA	Metropolitan Statistical Area
PPP	Public Participation Plan
PSA	Public Service Announcement
RPAC	Regional Planning Advisory Council
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
TAC	Transportation Advisory Council (now RPAC)
TCC	Technical Coordinating Committee
TEA-21	Transportation Equity Act for the 21 st Century
TIP	Transportation Improvement Program
VPS	Visual Preference Survey

Reader Feedback

The CARTS Public Participation Plan (PPP) was developed with you, the reader, in mind. The Plan will be periodically reviewed by Metroplan staff and Board, and revised and updated as warranted. In order to make this document meaningful, it is vital that Metroplan receive feedback from its readers. Please write any comments, criticisms, questions or suggestions for improvement in the space provided below.



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| 1. Was the Public Participation Plan informative? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
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Thank You!

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