

Wichita Area Metropolitan Planning Organization (WAMPO) 2013 Title VI Annual Report

What is WAMPO?

The Wichita Area Metropolitan Planning Organization (WAMPO) serves as the designated Metropolitan Planning Organization (MPO) for the greater Wichita, Kansas region. As the area's MPO, WAMPO is designated to carry out the regional transportation planning process, which provides a forum for deciding how to improve the regional transportation system and how to allocate federal transportation funds to pay for those improvements. This decision-making process is cooperative, comprehensive, and continuous. It requires extensive coordination and cooperation with jurisdictional partners, local, state, and federal agencies, other stakeholders, and the general public to identify common issues, concerns, and priorities for the regional transportation system. In addition, it requires a comprehensive look at transportation investment alternatives to ensure that programmed federal transportation funds are aligned with the region's broader societal goals.

WAMPO's Commitment to Nondiscrimination

The federal regulatory authority for requiring non-discrimination has its basis in Title VI of the Civil Rights Act of 1964, Executive Order 12898 (Environmental Justice (EJ)), and Executive Order 13166 (Limited English Proficiency (LEP)). WAMPO is committed to complying with all federal, state, and local rules and regulations requiring nondiscrimination. In addition, WAMPO is committed to ensuring nondiscrimination in all of its programs and activities, regardless of funding source, and WAMPO strives to create and maintain a transparent and inclusive planning process by intentionally integrating Title VI, EJ, and LEP principles into the WAMPO transportation planning process and intentionally reaching out to EJ and LEP persons in the WAMPO region.

WAMPO's Title VI Program

The WAMPO Title VI Program includes both administrative/oversight activities and activities associated with carrying out the metropolitan transportation planning process. This section details WAMPO's Title VI Program activities and projects that were conducted between August 1, 2012 and July 31, 2013.

Administrative/Oversight Activities

Title VI Policy

During the current reporting period, the updated WAMPO Title VI Policy/Program was approved by the Federal Transit Administration (FTA) and adopted by WAMPO's governing body – the Transportation Policy Body (TPB). According to the FTA schedule for Title VI Policy/Program updates every three years (http://www.fta.dot.gov/documents/Title_VI_Program_Due_Dates_4-1-2013.pdf), WAMPO's next updated Policy/Program will be due in 2015. WAMPO also coordinated with KDOT on the scheduling for the next update to the WAMPO Title VI Policy/Program and on communicating

Wichita Area Metropolitan Planning Organization (WAMPO)

2013 Title VI Annual Report

KDOT's Title VI Program/Policy requirements to FTA 5310 sub-recipients in the area. In addition, all consultant contracts now include Title VI provisions.

Limited English Proficiency (LEP) Plan

During this reporting period, WAMPO carried out the WAMPO Limited English Proficiency (LEP) Plan. The LEP Plan includes a four factor analysis and strategies to implement. The following implementation activities were completed during this reporting period.

- **Identifying LEP Individuals**

Starting in February 2012, WAMPO started placing the Census Bureau's I-SPEAK cards in the office and at all WAMPO meetings open to the public for attendees to fill out. The I-SPEAK cards were not utilized during this reporting period.

- **Language Assistance**

WAMPO provides reasonable, WAMPO-related verbal and written language translation services for LEP individuals upon request. During this reporting period, WAMPO received requests from two sub-recipients to translate their Notices and Complaint Form and Procedures into Spanish. WAMPO provided the translated documents. No requests from LEP individuals were made for translation services during this reporting period. In addition, WAMPO provides a link to an online translator on every quarterly newsletter and on the front page of the WAMPO website (www.wampoks.org).

- **Providing Notice of Available Language Service to LEP Persons**

WAMPO provides notice of available language services to LEP persons for WAMPO-related documents and processes, as per the means defined by the LEP Plan. During the reporting period, the Spanish and English versions of the WAMPO Citizens Guide were posted on the WAMPO website. In addition, WAMPO advertised its language translation services and sent Spanish and English versions of the WAMPO Citizens Guide via letter to libraries and neighborhood City Halls in targeted areas. Targeted areas were defined as those Census Tracts (2000) with greater than 200 LEP persons. Based on the distribution of LEP persons in the WAMPO region, 200 was a breaking point. Attachment 1 is the letter and packet that was mailed to the following organizations:

- All City of Wichita Neighborhood City Halls (4 total)
- Planeview Library
- All City of Wichita Libraries
- Hispanic Chamber of Commerce

- **WAMPO Staff Training**

As per the LEP Plan, current staff members and any new staff members will be briefed on the WAMPO LEP plan and how to assist LEP persons; specifically how to use the language identification cards and how to access the language services provided by the City of Wichita.

Wichita Area Metropolitan Planning Organization (WAMPO)

2013 Title VI Annual Report

Title VI Notification

WAMPO provides information to the public regarding Title VI obligations and apprises members of the public of the protections against discrimination afforded to them by Title VI. WAMPO fulfills this compliance through the following actions:

- A link to WAMPO's Title VI policy statement and Title VI Complaint Procedures and Form is always posted on the home page of WAMPO's website. Spanish and English versions of the Complaint Form, the Complaint Procedures, the Citizen's Guide, and the newly developed "Your Rights Under Title VI of the Civil Rights Act of 1964" brochure are also available on the linked page.
- Completed the development of a new WAMPO Title VI brochure, titled, "Your Rights Under Title VI of the Civil Rights Act of 1964." It is available in the WAMPO office lobby and on the WAMPO website.
- The Title VI Policy Statement and a special accommodations notice is included on all WAMPO Technical Advisory Committee (TAC) and Transportation Policy Body (TPB) meeting agendas.
- The Title VI Policy statement is included on all WAMPO documents, including newsletters, the TIP, and the UPWP.

Monitoring of Subrecipients for Title VI Compliance

WAMPO was recently awarded the Designated Recipient Status for Federal Transit Authority (FTA) Sections 5316 and 5317 funds (e.g., Job Access and Reverse Commute and New Freedom programs, respectively) for the Wichita urbanized area. As part of the work to develop and implement procedures and policies to implement this funding program, WAMPO developed procedures to monitor subrecipients for Title VI compliance. The Program Management Plan (PMP) includes some of the broad Title VI requirements for subrecipients, and WAMPO also developed a Compliance Packet for Sub-Recipients (http://www.wampoks.org/NR/rdonlyres/846CABAF-98A1-494D-B484-C7B36510B98F/78143/TitleVICompliancePacket_Subrecipients.pdf). Compliance includes agreeing to Title VI provisions in the contract, completing forms, and developing and following a Title VI program/policy for their agency.

Since WAMPO was still finalizing the update to its Title VI Policy/Program when the JARC and New Freedom awards were made in 2012, WAMPO worked with awardees during 2012-2013 on developing their Title VI Policies/Plans. WAMPO expects that all sub-recipients will have their Title VI Programs/Policies in place by September 2013.

Addressing and Resolving Complaints

WAMPO provides a means for any person who believes that he or she, on the basis of race, color, or national origin has been excluded from or denied the benefits of, or subjected to discrimination by WAMPO in relation to any program or activity administered by WAMPO by way of a Title VI Discrimination Complaint Procedure and Form. Spanish and English versions

Wichita Area Metropolitan Planning Organization (WAMPO)

2013 Title VI Annual Report

of the Complaint Form and Procedures are posted on the WAMPO website. WAMPO's Title VI notice of non-discrimination is also included in every WAMPO document. WAMPO did not receive any Title VI complaints during this reporting period.

WAMPO also maintains a list of complaints filed alleging discrimination on the basis of race, color, or national origin. This list includes the date the investigation, lawsuit or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit or complaint; and actions taken in response to the investigation, lawsuit or complaint. WAMPO has had no Title VI investigations or lawsuits during this reporting period.

Title VI Training

During this reporting period, WAMPO staff attended a workshop at East-West Gateway MPO in St. Louis, Missouri regarding Title VI requirements. Title VI experts from several federal agencies, including the Department of Justice, presented information regarding Title VI implementation and monitoring.

In addition, WAMPO hosted an Environmental Justice training for MPOs in Kansas, KDOT staff, FHWA staff, and FTA staff in May 2013. It was held the day after the semi-annual Kansas Association of MPOs (KAMPO) meeting in Wichita, and it was led by an EJ expert from the FHWA Resource Center.

Metropolitan Transportation Planning Process Activities

Demographic Data Collection

WAMPO maintains statistical data on race, color, national origin, language spoken, income level, persons with disabilities, and sex of the population in the WAMPO planning area. This information is used throughout WAMPO's program areas and processes to inform research conducted by the agency, recommendations to the Transportation Policy Body, and planning decisions.

During the current reporting period, the following work was completed:

- As part of the update to the Coordinated Public Transit – Human Services Plan (Coordinated Plan), WAMPO compiled Census and ACS information on the trends and the locations of elderly, disabled, and low income persons living in the WAMPO region.

Metropolitan Transportation Plan

WAMPO's most recent Metropolitan Transportation Plan, the MTP-2035, was adopted in 2010. WAMPO is currently gearing up for the next long range plan, and we anticipate developing a methodology for assessing the needs of EJ populations in our area as part of the needs assessment. No Title VI related activities were conducted during this reporting period.

Wichita Area Metropolitan Planning Organization (WAMPO)

2013 Title VI Annual Report

Transportation Improvement Program (TIP)

During this reporting period the following Title VI-related activities were conducted:

- An Environmental Justice Analysis was conducted for the 2014 Transportation Improvement Program (TIP).

Coordinated Transit - Human Services Plan

WAMPO started the planning process for an update to the Coordinated Transit – Human Services Plan (e.g., Coordinated Plan) for the Coordinated Transit District (CTD) #12 during this reporting period. As part of that planning process, WAMPO carried out an extensive public involvement campaign that targeted disabled, low-income, and elderly people living in the WAMPO region since the purpose of the Coordinated Plan is to address the transportation needs of this sub-set of the overall population. Below is the list of public outreach activities WAMPO did to solicit input on the plan.

- Developed a voluntary questionnaire for paratransit service providers – received six bck.
- Developed a rider survey for paratransit riders – received 153 completed surveys.
- Developed a rider survey for transit riders and administered it at the Wichita Transit transfer station – received 104 completed surveys.
- Held seven County Public Meetings
- Held a two-week Public Comment Period

Public Outreach

WAMPO's public participation approach, as outlined in the Public Participation Plan, is designed to ensure a regional public involvement process that is proactive in providing complete information, timely public notice, diverse techniques, full public access to key decisions and continual involvement in the development of regional plans and community building programs.

During this reporting period the following intentional public outreach activities were conducted:

- Alerted the public through email blasts, website postings, quarterly newsletters, newspaper advertisements, and media press releases for several WAMPO projects and activities. Please find attached a spreadsheet showing WAMPO's activities over the reporting period, and the ways they were advertised.
- WAMPO TPB Meeting notices are now advertised in the Wichita Eagle notice section.
- Public meeting presentation flyers are distributed to the following organizations for posting and redistribution:
 - Wichita YMCA system
 - Bike Walk Wichita
 - Catholic Charities
 - Independent Living Resource Center
 - Kansas Department of Corrections

Wichita Area Metropolitan Planning Organization (WAMPO) 2013 Title VI Annual Report

Sedgwick County Division of Human Services
Northern Flyer Alliance
Child Advocacy Center of Sedgwick County
City of Bel Aire
Wichita Public Library (all branches)
Catholic Charities Adult Day Services
City of Rose Hill
The Arc of Sedgwick County
Salvation Army Homeless Services
Kansas Elks Training Center for the Handicapped
America Bikes
Dillon's Stores (distributed thru corporate office)
Oz Bike Club
City of Kechi
Wichita Metro Chamber of Commerce
League of Women Voters
Coordinated Transit District-12 (CTD-12)
Bikes Belong Coalition
Sedgwick County Department on Aging
Wichita Hispanic Chamber of Commerce, Inc.
Bicyclinginfo.org

- WAMPO's quarterly newsletters and website now have a link to translate them into other languages.

Continuing Strategies

WAMPO continuously evaluates strategies to engage minority and low-income populations in the transportation planning process and to verify that no person is purposely excluded. WAMPO will continue working with community leaders and groups and trying different outreach efforts to better engage minority and low-income populations.