

Title VI Program Manual



Electronic copies of this document are available online at <u>www.wampo.org</u>.

Hard copy versions will be provided upon request. For more information, please contact:

Wichita Area Metropolitan Planning Organization

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The Wichita Area Metropolitan Planning Organization (WAMPO) hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, Executive Order 13166 on Limited English Proficiency, and related statutes and regulations in all programs and activities.

Title VI requires that no person in the United States of America shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which WAMPO receives federal financial assistance. Requests for special accommodation and/or language assistance should be made to wampo@wampo.org or by calling 316.779.1313.

Any persons who believe they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with WAMPO. Any such complaint must be in writing and filed with WAMPO's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discrimination Complaint Form, please visit www.wampo.org or call 316.779.1313.

WAMPO Transportation Policy Board (TPB) Approval History:

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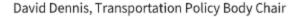
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Title VI Policy Statement

The Wichita Area Metropolitan Planning Organization (WAMPO) assures that no person shall, on the grounds of race, color, or national origin, 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. Further 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.



WAMPO Transportation Policy Body Title VI Approval

Adoption of the 2022 Wichita area Metropolitan Planning Organization Title VI Plan Approved on July 12, 2022 by the WAMPO Transportation Policy Board.

The Wichita Area Metropolitan Planning Organization (WAMPO) is committed to compliance with Title VI of the Civil Rights Act of 1964, 49 CFR, part 2, and all related regulations and directives. The WAMPO assures that no person shall on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity under any WAMPO program, activity or service.

Prohibited discrimination may be intentional or unintentional. Seemingly neutral acts that have disparate impacts on individuals of a protected group and lack a substantial legitimate justification are a form of prohibited discrimination. Harassment and retaliation are also prohibited forms of discrimination.

Examples of prohibited types of discrimination based on race, color, national origin, sex, disability, or age include: Denial to an individual any service, financial aid, or other benefit; Distinctions in the quantity, quality, or manner in which a benefit is provided; Segregation or separate treatment; Restriction in the enjoyment of any advantages, privileges, or other benefits provided; Discrimination in any activities related to highway and infrastructure or facility built or repaired; and Discrimination in employment.

The attached plan here is updated in accordance to the FTA Circular 4702.1B Title VI Program Requirements requiring the plan to be updated every three years. The WAMPO Title VI Plan applies to all WAMPO programs, activities, and services, regardless of funding source. Some sections deal with specific requirements (e.g., FTA funded programs).

David Dennis, Transportation Policy Body Chair

Introduction

The Wichita Area Metropolitan Planning Organization (WAMPO) is the regional planning organization for the 22 cities and all or portions of three counties in the greater Wichita, Kansas metropolitan area. WAMPO, along with planning partners at the local, state, and national level, provide a forum for discussion on how best to improve the regional transportation system and how federal transportation funds are allocated to pay for regional improvements to the regional multimodal transportation system.

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Title VI requires that no person in the United States of America shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which WAMPO receives federal financial assistance. In addition to this, the restoration Act of 1987 expanded this requirement to include all programs and activities offered by any agency receiving federal funding.



Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with WAMPO. Any such complaint must be in writing and filed with WAMPO's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence.

On request, this publication will be made available in alternative formats. To obtain a copy of this publication in alternative formats, for more information, or to obtain a Title VI Discrimination Complaint Form, please visit contact the WAMPO Title VI Coordinator at:

271 W. 3rd Street, Suite 208 Wichita, KS 67202-1212 Phone: 316-779-1313

E-Mail: wampo@wampo.org

Documents (including translations) are also available for download at www.wampo.org. Si necesita información en otro idioma, contacte 316-779-1315.

Wichita Area Metropolitan Planning Organization

The Wichita Area Metropolitan Planning Organization (WAMPO) is the Metropolitan Planning Organizations (MPO) for the Wichita metropolitan region. As the MPO, WAMPO works to recognize the critical links between transportation and other societal goals such as economic health, air quality, social equity, environmental resource consumption, and overall quality of life. Our staff can be found on our page https://www.wampo.org/meet-the-team. For demographic information refer to Appendix D.

The local 24-member Transportation Policy Body (TPB) guides and coordinates the transportation investment of the WAMPO area. In addition to the TPB, elected officials, transportation professionals, advocates, and citizens have the opportunity to share their expertise with the TPB by serving on the advisory committees.

Program and Purpose

The purpose of this Title VI Program is to ensure that no person, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity under the control of WAMPO.

It is the commitment of this organization to ensure that individuals within the metropolitan planning area are aware of Title VI provisions and the responsibilities associated with Title VI of the Civil Rights Act of 1964.

WAMPO's Title VI Coordinator acts as the region's primary point of contact for Title VI compliance and programs. The Title VI Coordinator plays a participatory lead role in the development and implementation of Title VI Compliance Programs region wide.

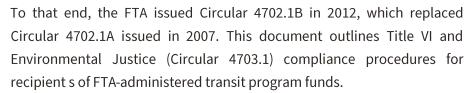
Responsibilities and Compliance

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs receiving federal financial assistance. Title VI states that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Title VI of the Civil Rights Restoration Act of 1987 broaden the scope of Title VI coverage by diversifying the definitions of "program and activity" to include all programs or activities of sub-recipients, federal aid recipients, contractors and consultants, whether such programs and activities are federally assisted (Public Law 100259 [S. 557]).

In 1994, President Clinton issued Executive Order 12898, which states that each federal agency "shall make achieving environmental justice part of its mission

by identifying and addressing disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations."



As a sub-recipient, WAMPO must submit the program plan to Kansas Department of Transportation (KDOT). WAMPO assists KDOT in maintaining compliance. For all recipients (including sub-recipients), the Title VI Program must be approved by the recipient's board of directors or appropriate governing entity or official(s) responsible for policy decisions prior."





Notice

Title 49 CFR Section 21.9(d) requires recipients to provide information to the public regarding the recipient's obligations under the Department of Transportation's (DOT) Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI.

At a minimum, recipients must disseminate this information to the public by posting a Title VI notice on the agency's website and in any public areas or offices, including the reception desk, meeting rooms, etc. For more information on the Title VI notice refer to <u>Appendix A</u>. The below table references WAMPOs Title VI information by location and access type:

Table 1: WAMPO's Title VI location information and access

Location	Туре	Information
Facebook (General Information)	Electronic	Public Notice
Public Meeting	Print/Electronic	Public Notice/Statement of Non-Discrimination
Material (Agenda/Packet)	Print/Electronic	Public Notice/Statement of Non-Discrimination
Public Meeting Rooms	Print	Public Notice
Reception Areas	Print	Public Notice and Citizens' Guide
Process/Planning Documents	Electronic/Print Materials	Public Notice/Statement of Non-Discrimination
Quarterly Newsletter	Electronic/Print Materials	Public Notice/Statement of Non-Discrimination
Title VI Coordinator	In Person, Phone, Mail, E-Mail by request	Public Notice/Statement of Non- Discrimination, Citizens' Guide, Policy/Program, Complaint Forms, Translated Documents
Website Title VI page	Electronic	Public Notice/Statement of Non- Discrimination, Citizens' Guide, Policy/Program, Complaint Forms, Translated Documents
Mass Email Template (including requests for public comment)	Electronic	Public Notice/Statement of Non-Discrimination

A copy of WAMPO's Title VI notice to the public can be found in <u>Appendix A</u> along with copies of the print material resources (used in public areas and online) and standard language incorporated into publications distributed to the public. Both English and Spanish versions of the WAMPO Title VI notices and resources can be accessed online or by request.

Complaint Procedures

To comply with the reporting requirements established in 49 CFR Section 21.9(b), WAMPO developed procedures for investigating and tracking Title VI complaints. These procedures and a Title VI complaint form are available at https://www.wampo.org/public-participation. A copy of the WAMPO complaint form and associated procedures may be found in Appendix C.

Investigations, Complaints, and Lawsuits

To comply with the reporting requirements of 49 CFR Section 21.9(b), WAMPO maintains a list of any of the following that allege discrimination on the basis of race, color, or national origin:

- Active investigations conducted by entities
- Lawsuits
- Complaints naming the recipient

To date there have been no complaints/lawsuits brought forward on the basis of race, color or national origin.

Limited English Proficiency: Four Factor Analysis

WAMPO's Limited English Proficiency plan is being updated and the information provided comes from the document. The USDOT recommends four factors that should be analyzed to determine the level and extent of language assistance required to sufficiently ensure meaningful access to programs, activities, and services within the MPO's area of responsibility. These factors include:

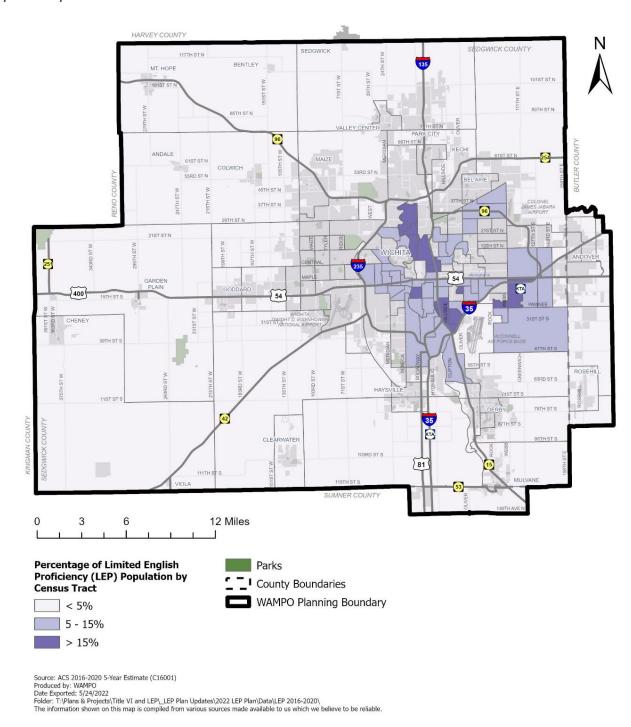
- 1. the number and proportion of LEP persons served
- 2. the frequency of contact with LEP persons
- 3. the importance of programs and services to LEP persons; and
- 4. the resources available and overall costs of providing language services.

After conducting the four-factor analysis, the MPO is considered to be in a better position to implement a cost-effective mix of proactive language assistance measures, target resources appropriately, and to respond to request for LEP assistance.

The four factors were analyzed for the WAMPO region and used to help identify what specific steps WAMPO could take to ensure meaningful access to its programs.

Factor One: Number or Proportion of LEP persons Served/Encountered

The LEP Population in the WAMPO Region makes up about 5% of the total population. The map below, *Map1*, displays percentages of LEP population by Census Tract.



The most up-to-date data from the U.S. Census Bureau, 2020 (American Community Survey 5-year estimates) data was analyzed to determine the number of LEP persons that live in the WAMPO region in an effort to represent these populations in an accurate manner. Identifying the LEP population will

assist our organization in determining the likelihood of a encountering a person with limited capabilities to speak or read English during the metropolitan transportation planning process. There has not been a significant change in terms of total numbers, proportion, or geographic location of LEP population.

Data associated with the language spoken at home by ability to speak English was reviewed for the entire region to determine the proportion of the population ages 5 and older that are considered to have LEP. The census categories ask how well an individual speaks English, with the possible answers of: "Very Well", "Not well" and "Not at all." The additional category of "less than very well" captures all individuals except those who speak English "very well." For the purposes of this analysis the "less than very well" category will be used to define the LEP populations in the WAMPO region.

Factor Two: Frequency of LEP Contact

The frequency with which LEP individuals come into contact during the WAMPO transportation planning process is low and reflects the relatively small percentage of LEP individuals in the region. The proportion of people with limited ability to speak English in the WAMPO region represents only 5.3% of the region's population (Table 2).

WAMPO uses the Interagency Working Group on Limited English Proficiency (LEP) Language Identification Flashcards or "I SPEAK" cards at all WAMPO hosted meetings, public hearings, and open houses. Our organization relies on the info supplied to indicate the frequency with which LEP individuals contact WAMPO. To date, these cards have not been completed at any WAMPO sponsored event. As a result, we have interpreted this as another indicator of the low frequency with which LEP individuals reach out to WAMPO. Not formal complaints about LEP procedures have been submitted to WAMPO to date. Despite this, our organization is committed to exploring additional methods to be proactive and responsive to the accessibility needs of the local LEP population.

Table 2: WAMPO region Limited English Proficiency (LEP) Profile

Language Category	Population ages 5 and older	Percent of Total
English Only	424,097	85.2%
*LEP	26,474	5.3%
All Languages	496,680	100.00%

U.S. Census Bureau, C16001,2020 (American Community Survey 5-year estimates)

Factor Three: Nature/Importance of Program Provisions

WAMPO does not provide any direct services that require vital, immediate, or emergency assistance, such as medical treatment or services for basic needs (like food or shelter). Rather, WAMPO sets up a process by which individuals have the opportunity to be involved in the transportation planning process. This involvement by any citizen is voluntary and does not require applications, interviews, or other activities prior to participation in WAMPO's public and stakeholder activities. WAMPO encourages input from all stakeholders and efforts are taken to make the planning process as inclusive as possible. As part of the efforts to make WAMPO more accessible for LEP populations, a translation feature has been added to wampo.org that translates our website into Spanish and Vietnamese.

The transportation planning process is designed to identify regional needs and plan for future multimodal transportation projects to address those needs. Transportation improvements resulting from these planning activities have an impact on all residents. The impact of proposed transportation investments on underserved population groups is evaluated in the Metropolitan Transportation Plan (the long-range plan); and the Transportation Improvement Program (the short-range plan), as indicated in the Title VI. Once projects are selected for federal funding, the projects final planning, design, and construction fall under the responsibility of local jurisdictions or state transportation agencies.

Factor Four: Resources & Overall Cost

WAMPO gathered the information from several translation services within the region to obtain an estimate on the cost of translating core documents. It is anticipated that the costs would be higher than indicated below due to the technicality of the majority of these core documents. The estimated cost for full translation of the core documents (Spanish and Vietnamese) is approximately \$38,527.92. Table 3 below highlights the estimated costs associated with translating the core documents into both Spanish and Vietnamese.

Table 3: Estimated Document Translation Cost

Core D	Oocuments		TIP	МТР	Public Participation Plan	UPWP	Total
Approx	ximate # of wo	rds	34,047	96,600	6,016	6,033	142,696
Cost	Spanish	0.10	\$3,404.70	\$9,660.00	\$601.60	\$603.30	\$14,269.60
per word	Vietnamese	0.17	\$5,787.99	\$16,422	\$1,022.72	\$1,025.61	\$24,258.32

Source: Sedgwick County Board of Bids and Contracts (May 2021)/HolaDoctor

Given the size of the LEP population in the WAMPO area and the potential financial constraints, full multi-language translations of large transportation plan documents is not considered warranted, or an effective way of communication at this time. However, as shown in the LEP Implementation Plan below, WAMPO is committed to engaging all residents in the transportation planning process. Translation of summaries of planning documents will depend on the availability of resources and the vitality of the documents.

Minority Representation on Non-Elected Decision-Making Bodies

Title 49 CFR Section 21.5(b)(1)(vvii) states that a recipient may not, on the grounds of race, color, or national origin, "deny a person the opportunity to participate as a member of a planning, or similar body which is an integral part of the program." Not all committee members are elected directly to serve on the committee. Some people are on the committee due to their position. WAMPO's transit-related, non-elected bodies include:

Transportation Policy Body (TPB):

As the primary decision-making body, the TPB is made up of local elected officials and State and Federal representatives. The TPB develops and implements WAMPO's transportation plans and makes the final approval of these documents and any amendments to them. The TPB meetings act as the regional forum for transportation planning for establishing the vision for the future transportation system.

The TPB consists of voting representatives from the WAMPO member jurisdictions who are participating in the financial support of the MPO. The membership distribution is as follows:



- Four (4) City of Wichita elected officials or their designated alternate(s), as appointed by the Wichita City Council
- Four (4) Sedgwick County elected officials or their designated alternate(s), as appointed
- by the Sedgwick County Board of County Commissioners
- Two (2) Kansas Department of Transportation (KDOT) representatives appointed by the Secretary of Transportation
- One (1) Sedgwick County Association of Cities (SCAC) elected official or designated

- Alternate representing jurisdictions in "Good Standing" under 2,000 populations; and
- One (1) elected official or designated alternate each for all other jurisdictions in "Good
- Standing" over 2,000 populations.

Transportation Advisory Committee (TAC):

Appointed by the TPB, members of this committee serve as an advisory board and technical support to the TPB. TAC members actively review technical information about transportation studies/issues, as well as provides the TPB with professional recommendations on documents, plans, and activities. Other TAC activities include, but are not limited to:

- Providing technical support to other agencies, on transportation related studies and issues.
- Providing technical support in the preparation of the Metropolitan Transportation Plan (MTP) and recommend its adoption to the WAMPO TPB.
- Reviewing the Transportation Improvement Program (TIP) including reviewing projects and recommending adoption to the WAMPO TPB.
- Assisting the WAMPO TPB and staff in preparation and recommendations for adoption of the Unified Planning Work Program (UPWP).
- Coordinating in the development of regional transportation planning activities.
- Reviewing and providing technical critique on the products and processes associated with the regional transportation planning.

Other Committees:

The TPB may designate other committees or subcommittees as necessary to investigate and report on specific subject areas of interest. Such committee members may, or may not, be members of the TPB.

Additional active committees since the last update include:

- Executive Committee (EC)
- Active Transportation Committee
- Safety and health Committee
- TIP Project Selection Committee

The following table depicts the racial breakdown of the membership of the above listed standing committees and the WAMPO region:

Table 4: Racial Breakdown of the Membership across Boards and Committees

Body	White/ Caucasia n	Hispani c	Black/ African America n	America n Indian/ Alaska native	Asian	Native Hawaiia n/Pacific Islander	Som e Othe r Race	Two or more races	Do not wish to answe r
WAMPO Region	75%	10.7%	7.1%	3.5%	3.5%	0.0%	0%	6.1%	7.1%
Executive Committee (EC)	75%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	25%
Technical Advisory Committee (TAC)	62.5%	0.0%	12.5%	0.0%	0.0%	0.0%	0.0%	25%	0.0%
Transportation Policy Board (TPB)	71.4%	14.3%	10.0%	0.0%	0.0%	0.0%	0.0%	0.0%	14.3%
Active Transportation Committee	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0
Safety and Health Committee	66.7%	0.0%	16.6%	0.0%	0.0%	0.0%	0.0%	16.6%	0.0
TIP Project Selection Committee	100%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
WAMPO Staff	55.5%	22.2%	11.1%	0.0%	0.0%	0.0%	0.0%	0.0%	11.1%

^{*}WAMPO Survey 2022, only used responses that were received to calculate percentages

The policy body and committee breakdown illustrated in the above table shows a similar breakdown of "White/Caucasian" member representation, opportunities for improvement exist with regard to encouraging diversification of race within both groups. WAMPO staff will continue to provide information and ongoing support to these groups to explore opportunities for diversity and involvement of a more comprehensive and representative membership. Specific strategies to do this include an update to the current WAMPO Public Participation Plan that incorporates outreach and education to under-represented minority and traditionally underserved populations.

WAMPO Public Participation Plan

On January 10, 2017, the Transportation Policy Body approved the update of the WAMPO Public Participation Plan (PPP). The Plan illustrates our commitment to meaningful stakeholder engagement and recognized the PPP as a tool for engaging members of the community, state partners, and federal partners in support of the region's economic and transportation goals. The PPP will be updated in 2022. Please visit www.wampo.org/public-participation for more information.

The Language Identification cards that the LEP provides can be found at www.lep.gov/sites/lep/files/media/document/2022-06/i-speak-booklet.pdf. These Language Identification cards help us know what language an individual speaks so then we can provide the appropriate information and assistance.

Public Outreach

The public participation, consultation, and notification requirements of MPOs are described in the Code of Federal Regulations Title 23, Section 450.316. CFR 450.316 (1) (vii): Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services.

Public participation is defined as the process by which interested and affected individuals or entities are consulted and included in decision-making process. The public participation process includes:

- Information dissemination (timely and relevant)
- Consultation (honest and open exchanges)
- "Stakeholder" participation (collaborative engagement)

The public plays an important role in the regional transportation planning process by providing project sponsors, elected officials, and WAMPO with input on projects in the WAMPO region. There are a variety of opportunities for the public to provide input on the MTP and TIP projects, including: public meetings, open house events, public comment/review periods and public hearings.

The WAMPO Public Participation Plan (PPP) includes a detailed discussion of the public participation process, including the methods employed to involve traditionally under-served populations including minority/low-income populations and populations with limited English proficiency. This process ensures that members of these communities are provided with opportunities to participate in the transportation planning process, including the development of the MTP and TIP.

Title VI Principles and Regional Planning

The WAMPO region's ongoing and increasing development and travel demand requires a continuous program of managing and improving the area's surface transportation system. Incorporating the mobility needs of residents, including minority populations is an essential part of the WAMPO area planning process.

WAMPO uses two main mechanisms for identifying and considering the mobility needs of minority and low-income populations within the planning process. These mechanisms are the public outreach strategies outlined in the PPP as well as quantitative GIS analysis. These two processes are used to incorporate Title VI responsibilities into both the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP) planning processes.

GIS Analysis

The Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP) are two WAMPO region deliverables resulting from the regional planning process. The MTP outlines the long-range transportation goals of the region and priority projects for the regional transportation system. Developed in cooperation with Federal, State, and local stakeholders, the TIP is a short-term plan listing all of regional transportation projects over a period four years with consistent links to the MTP.

The MTP addresses both Title VI and Environmental Justice (EJ) by providing a location analysis of low-income and minority populations in relation to the planned multimodal investments in the metropolitan transportation system. This analysis includes a discussion of whether disproportionate impacts were identified, the extent and magnitude of those impacts, and how the impacts will be avoided or mitigated, if practical.

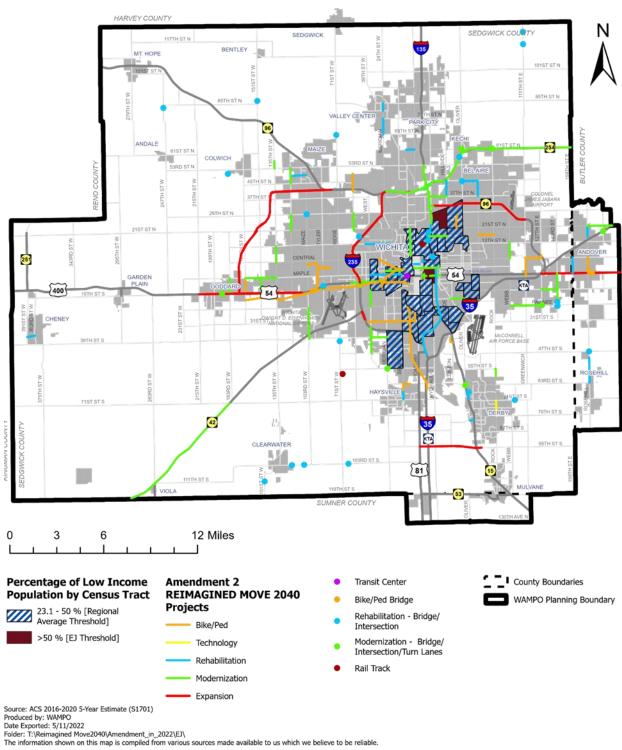
An example of the MTP location analysis for the MTP Amendment 2 is shown in the maps (*Map 2 and Map 3*) below which highlights the WAMPO region areas with high concentrations of people who identify with a minority group overlaid with the geographic locations of projects.

HARVEY COUNTY SEDGWICK COUNTY 117TH ST N BENTLEY MT. HOPE 101ST ST N 85TH ST N 21ST ST N 251 400 71ST ST S 79TH ST S CLEARWATER 81 111TH ST S 12 Miles 3 6 Percent Minority Population by Census Tract Amendment 2 REIMAGINED MOVE 2040 Projects County Boundaries Transit Center WAMPO Planning Boundary Bike/Ped 33.4 - 50 % [Regional Average Threshold] Bike/Ped Rehabilitation - Bridge/ Technology Intersection >50% [EJ Threshold] Modernization - Bridge/ Rehabilitation Intersection/Turn Lanes Modernization Rail Track Expansion

Map 2: MTP Amendment 2-MInority Population and Project Areas

Source: ACS 2016-2020 5-Year Estimate (B02001)
Produced by: WAMPO
Date Exported: 5/11/2022
Folder: Ti-Reimagined Move2040\Amendment_in_2022\EJ\
The information shown on this map is compiled from various sources made available to us which we believe to be reliable.

Map 3: MTP Amendment 2-Low Income Populations and Project Areas



Appendices

Appendix A: Title VI Notices

The paragraph below can be found in all MPO documents and other significant MPO publications that are distributed to the public, for instance future versions and updates of the MTP.

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For more information, or to obtain a Title VI Discriminatory Complaint Form, please see our website at: https://www.wampo.org/files/ugd/bbf89d e1b7fa874bc84b58a6cdd248176f1a87.pdf

Appendix B: Title VI Complaint Form

<u>Title VI Discrimination Complaint Form</u>

This form may be used to file a complaint with the Wichita Area Metropolitan Planning Organization (WAMPO) pursuant to discrimination laws, rules and regulations, including, but not limited to, Title VI of the Civil Rights Act of 1964, Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," or Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency.

If you need assistance completing this form or need it to be provided in an alternate language or alternate format due to a disability, please contact us by phone at (316) 779-1313 or by fax (316) 779-1311, or email wampo@wampo.org and ask for the Title VI Coordinator. Visit https://www.wampo.org/title-vi to download/view the Discrimination Complaint Form/Complaint Form Procedures. Complaints of discrimination must be filed within 180 days of the alleged discrimination.

This form MUST be completed by the complainant or the complainant's designated representative. Feel free to add additional pages if necessary.

Complainant's Personal Information:

City:	State:	Zip Code:
Phone Number:		
Name of person completing this forn	n, if different from	above:
Your relationship to the complainant	t indicated above:	
Alleged Discrimination – Details of	Complaint:	
I. Identify the agency, department	or program that	discriminated:
Agency and/or department name: _		
Name of any individual, if known:		
City:	The second secon	
State:		
Zip:		
WAMPO	Title VI Prog	gram

22

Phone Number:
Email:
Date(s) of alleged act:
Date alleged discrimination began:
Last or most recent date of alleged discrimination:
II. What is the basis for this complaint?
If your complaint is in regard to discrimination in the delivery of services or discrimination that involved the treatment of you or others by the agency or department indicated above, please indicate below the basis on which you believe these discriminatory actions were taken.
Example: If you believe that you were discriminated against because you are African American, you would mark the box labeled "Race/Color" and write "African American" in the space provided.
Check all that apply:
Race Color National Origin
III. Explain what happened:
Please explain as clearly as possible what happened. Provide the name(s) of witnesses, fellow employees, supervisors, and others involved in the alleged discrimination. Please include all information that you feel is relevant to the investigation. (Attach additional sheets if necessary and provide a copy of any written materials pertaining to your complaint.)
IV. How can this/these issue(s) be resolved to your satisfaction?

V. What is the most convenient time and place for us to contact you about this complaint?

VI. If we will not be able to reach you directly person who can reach you and/or provide info	, please give us the name and phone number of a mation about your complaint:
Name:	
Phone Number:	
VII. If you have an attorney representing you please provide the following:	concerning the matter raised in this complaint,
Name of Attorney:	
Address:	
Telephone number:	
Signature	Date

Note: The laws enforced by this agency prohibit retaliation or intimidation against anyone because the individual has either taken action or participated in action to secure rights protected by these laws. If you experience retaliation or intimidation separate from the discrimination alleged in this complaint or if you have questions regarding the completion of this form, please contact:

Wichita Area Metropolitan Area Planning Organization (WAMPO) Title VI Coordinator 271 W. 3rd St., – Suite 308 Wichita, Kansas 67202 (316) 779-1313 (phone) (316) 7979-1311 (fax)

Título VI Solicitud de Queja de Discriminación

Esta solicitud de queja puede ser utilizada para presentar una queja con el Wichita Area Metropolitan Planning Organization (WAMPO) conforme a los leyes, reglas y regulaciones de discriminación incluyendo, pero no limitado, al Título VI del Acto de Derechos Civiles de 1964, Orden Ejecutiva 12898, "Acciones Federales para Abordar a Justicia Ambiental en Poblaciones de Minorías y Poblaciones de Ingresos Bajos", o Orden Ejecutiva 13166 "Mejor Acceso a Servicios para Personas con Conocimientos Limitados en el Idioma Inglés".

Si usted necesita ayuda para completar esta solicitud o la requiere en un idioma alternativo o en un formato alternativo debido a una discapacidad, por favor contáctenos por teléfono a (316)779-1313 o por fax a (316)7791311 y hable con el Coordinador de Titulo VI.

Quejas de discriminación deben ser presentadas en 180 días a partir de la fecha en que ocurrió la discriminación presunta. Esta solicitud debe ser completada por la demandante o un representante designado por la demandante. Añada páginas adicionales si es necesario.

Información Personal de la Demandante	•	
Nombre:		
Dirección:		
Ciudad:	_Estado:	_Código Postal:
Teléfono:	_	
Nombre de la persona completando esta fo	orma, si es dife	erente de la anterior:
Su relación a la demandante indicada ante	riormente:	
Presunta Discriminación – Detalles de la	Queja:	
I. Identifique la agencia, el departament	o o el progra	ma que hizo la discriminación:
Nombre de agencia y/o departamento:		
Nombre del individuo, si lo sabe:		
Ciudad:		
Estado:		
Código Postal:		
Teléfono:		
Correo electrónico:		

Fecha del presunto incidente(s):
Fecha cuando empezó la presunta discriminación:
Fecha última o más recién de la presunta discriminación:
II. ¿Cual es la base para esta queja?
Si su queja es en respeto a discriminación en la entrega de servicios o discriminación en el tratamiento de usted o otras personas por la agencia o departamento indicada, por favor indique abajo la base en la cual usted cree que las acciones fueron discriminatorias.
Por ejemplo: Si usted cree que fue discriminado porque eres Afro-Americano, marca la caja "Raza/Color de Piel" y escriba Afro-Americano en el espacio.
Indique todos que aplican:
Raza Origen Nacional Color de Piel
III. Explique lo que pasó:
Por favor explique lo más claramente posible lo que pasó. Incluye los nombres de testigos, compañeros del trabajo, supervisores, y otros incluidos en la presunta discriminación. Por favor incluye toda la información que pertenece a la investigación. (Adjunte hojas adicionales si es necesario e incluye copias de materiales escritos que pertenecen a su queja.)
IV. ¿Cómo se puede resolver este(os) problema(s) a su satisfacción?
V. ¿Cuál es la más conveniente hora y lugar para comunicarnos con usted acerca de esta queja?

Nombre: ______
Teléfono: ______

VII. Si usted tiene representación con un abogado sobre los asuntos en esta queja, por favor proporcione lo siguiente:

Nombre del Abogado: _______
Dirección: _______

Teléfono: ______

Firma Fecha

VI. Si no podemos comunicarnos con usted directamente, por favor denos el nombre y teléfono

de una persona que puede contactarle y/o proveer información de su queja:

Nota: Las leyes impuestas por esta agencia prohíben actos de represalia o intimidación en contra de nadie porque el individuo ha actuado o participado en acciones para asegurar los derechos protegidos por estas leyes. Si usted experimenta represalia o intimidación separada de la discriminación presunta en esta queja, o si usted tiene preguntas sobre como completar esta forma, por favor póngase en contacto con:

Wichita Area Metropolitan Area Planning Organization (WAMPO)
Title VI Coordinator
271 W 3rd Street, Suite 208
Wichita, Kansas 67202
(316) 779-1313 (telefono)
(316) 779-1311 (fax)
wampo@wampo.org

Mẫu đơn Khiếu nại bị Phân biệt Đối xử theo Khoản VI của

Mẫu đơn này được sử dụng để đệ trình khiếu nại lên Tổ chức Quy hoạch Đô thị Khu vực Wichita (WAMPO) theo pháp luật, quy tắc và quy định về phân biệt đối xử, bao gồm như không giới hạn bởi, Khoản VI của Đạo luật Quyền dân sự 1964, Sắc lệnh Hành pháp 12898, "Hành động của Liên bang nhằm xử lý các vấn đề về tư pháp môi trường trong cộng đồng thiểu số và cộng đồng có thu nhập thấp," hay Sắc lệnh Hành pháp 13166, "Tăng cường tiếp cận dịch vụ cho những người có trình độ tiếng Anh hạn chế".

Nếu quý vị cần trợ giúp để hoàn thành đơn này hay cần được cung cấp mẫu đơn bằng ngôn ngữ hay định dạng khác do khuyết tật, vui lòng liên hệ với chúng tôi qua điện thoại theo số (316)-779-1321 hay qua fax theo số (316) 779-1311 và hỏi Người điều phối các vấn đề liên quan tới Khoản VI.

Khiếu nại về bị phân biệt đối xử phải được đệ trình trong vòng 180 ngày kể từ ngày được cho là bị phân biệt đối xử.

Đơn này PHẢI được hoàn thành bởi người khiếu nại hay người đại diện do người khiếu nại chỉ định. Quý vị có thể thêm vào các trang bổ sung nếu thấy cần thiết.

Thông tin Cá nhân của Người khiếu nại:

Ten:						
Địa chỉ:						
			Tiểu	I	bang:	 Zip
Code:						
Số điện th	noại:					
Tên của n	gười điền đơn	này, nếu không phải l	à người khiếu nại	nêu trê	èn:	
Mối quan	hệ của người đ	iền đơn với người kh	ếu nại nêu trên:			
Hành vi đ	ľược cho là ph	ân biệt đối xử – Chi t	iết về Khiếu nại:			
I. Xác địn	h cơ quan, ph	ong ban hay chương	trình đã phân bi	et đối :	xử:	
Tên cơ qu	ıan và/hoặc ph	òng ban:				
Tên bất kì	i cá nhân nào, r	nếu biết:				
Thành ph	ố:					
Tiểu bang	<u>; </u>					
Zip:						
Số điện th	noại:					

Email:
(Các) Ngày xảy ra hành vi phân biệt đối xử:
Ngày bắt đầu hành vi phân biệt đối xử:
Ngày xảy ra hành vi phân biệt đối xử gần nhất:
II. Cơ sở của khiếu nại này là gì?
Nếu khiếu nại của quý vị liên quan tới bị phân biệt đối xử trong việc cung cấp dịch vụ hay trong việc cư xử với quý vị hay người khác của cơ quan hay phòng ban nêu trên, vui lòng chỉ ra cơ sở để quý vị tin rằng hành vi phân biệt đối xử đó đã xảy ra.
Ví dụ: nếu quý vị tin rằng quý vị đã bị phân biệt đối xử bởi vì quý vị là người Mỹ gốc Phi, quý vị có thể đánh dấu vào hộp có nhãn "Chủng tộc/Màu da" và viết "Người Mỹ gốc Phi"trong khoảng trống bên cạnh.
Đánh dấu tất cả những lựa chọn phù hợp:
Chủng tộc
Màu da
Nguồn gốc quốc gia
III. Trình bày về những gì đã xảy ra:
Vui lòng trình bày rõ ràng nhất có thể những gì đã xảy ra. Cung cấp tên của nhân chứng, nhân viên đồng nghiệp, người giám sát, và những người khác có liên quan tới hành vi phân biệt đối xử. Vui lòng trình bày cả những thông tin mà quý vị thấy là có liên quan tới việc điều tra. (Đính thêm trang bổ sung nếu quý vị thấy cần thiết và cung cấp bản sao của bất kỳ tài liệu bằng văn bản nào liên quan đến khiếu nại của quý vị.)
IV. Cách thức giải quyết (những) vấn đề này mà quý vị thấy hài lòng?

V. Thời gian và địa điểm thuận tiện nhất để chúng tôi có thể liên hệ với quý vị về khiếu nại này?

	ực tiếp được, vui lòng để lại cho chúng tôi tên và số :iếp và/hoặc cung cấp thông tin về khiếu nại của quý
vi:	
Tên:	
Số điện thoại:	
VII. Nếu quý vị có luật sư đại diện cho quý vị l lòng cung cấp những thông tin sau:	iên quan tới vấn đề nêu trong đơn khiếu nại này, vui
Tên của luật sư:	
Địa chỉ:	
Số điện thoại:	
Chữ ký	Ngày tháng
	× · 2 +~ + +

Lưu ý: Pháp luật được thực thi bởi cơ quan này cấm sự trả đũa hay đe doạ đối với bất kỳ ai do người đó đã có hành động hay tham gia hành động nhằm đảm bảo quyền được bảo vệ bởi những quy định pháp luật này. Nếu quý vị đã có trải nghiệm về sự trả đũa hay đe doạ khác ngoài hành vi bị phân biệt đối xử nêu trong đơn khiếu nại này hoặc nếu quý vị có câu hỏi gì liên quan tới việc hoàn thành đơn này, vui lòng liên hệ:

Wichita Area Metropolitan Area Planning Organization (WAMPO) (Tổ chức Quy hoạch Đô thị Khu vực Wichita)

Title VI Coordinator (Người điều phối các vấn đề về Khoản VI) 271 W 3rd Street, Ste. 208, Wichita, Kansas 67202 (316) 779-1313 (điện thoại) (316) 779-1311 (fax) wampo@wampo.org

Appendix C: Title VI Discrimination Complaint Procedures

This complaint procedure and form is 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 the Wichita Area Metropolitan Area Planning Organization (WAMPO) in relation to any program or activity administered by WAMPO, its sub-recipients, or its consultants/contractors pursuant to discrimination laws, rules and regulations, including, but not limited to, Title VI of the Civil Rights Act of 1964, Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," or Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." This complaint procedure applies to matters related to Title VI, EJ, or LEP.

These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination. These procedures do not extend the time for seeking such a remedy, nor are they a necessary step to seek a remedy otherwise. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant. Every effort will be made to obtain early resolution of complaints. The option of informal mediation meeting(s) between the affected parties and the Title VI Coordinator may be used for resolution, at any stage of the process. The Title VI Coordinator will make every effort to pursue a timely resolution to the complaint. Initial interviews with the complainant and the respondent, if applicable, will request information regarding specifically requested relief and settlement opportunities.

1. Submission of Complaint: Any individual or group may file a written complaint with WAMPO's Title VI Coordinator. The mailing address and contact information are below:

Wichita Area Metropolitan Area Planning Organization

Attn: Title VI Coordinator

271 W. 3rd Street, Suite 208 · Wichita, KS 67202

Phone: 316.779.1313 | Fax 316.779.1311 | E-Mail: wampo@wampo.org

The complaint must be filed within one hundred eighty (180) calendar days after the date the alleged discrimination occurred. A complaint form may be downloaded at www.wampo.org or is available in hard copy from the Title VI Coordinator. Upon request, assistance will be provided to any person(s) unable to read or write English or who requires a form in an alternative format due to a disability.

The complaint form must be as complete as possible and must meet the following requirements:

a. Complaint shall be in writing and signed by the complainant(s).

- b. Include the date of the alleged act of discrimination.
- c. Present a detailed description of the issues.
- d. Allegations received by fax or e-mail will be acknowledged and processed, once the identity(ies) of the complainant(s) and the intent to proceed with the complaint have been established.
- e. Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign, and returned for processing.

Complainants have the right to complain directly to the appropriate federal agency as well. Complainants have 180 days to file a complaint with the appropriate federal agency.

2. Receipt of Complaint

Within fifteen (15) days after receiving a complaint, the Title VI Coordinator will a) forward a copy of the complaint to the Kansas Department of Transportation, or the appropriate, designated federal agency related to the complaint, if required and b) send a written acknowledgement to the complainant advising that the complaint will be investigated.

In order to be accepted, a complaint must involve a covered basis such as race, color, or national origin and the allegation(s) must involve a program or activity of a Federal-aid recipient, sub-recipient, or consultant/contractor.

A complaint may be rejected 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

Once the complaint is accepted, the Title VI Coordinator will log it in a database identifying the following: complainant's name, basis, alleged harm, race, color, and national origin of the complainant.

3. Referral to Review Officer

The Title VI Coordinator in consultation with the WAMPO Director will appoint one or more staff review officers to investigate the complaint. The staff review officer(s) will complete the review within 45 days after the agency received the complaint and will make a recommendation about the merits of the complaint and, if necessary, what steps will be taken to address the complaint.

4. Complaint Decision

The staff review officer(s) will forward the recommendation to the WAMPO Director for review and concurrence. If the Director concurs, he or she will issue the agency's response to the complainant(s)

and any respondent(s), if applicable. (A respondent may be any sub-recipient or consultant/contractor named in the complaint.)

5. Requests for Reconsideration

If the complainant disagrees with the response, he or she may request reconsideration by submitting a request within fifteen (15) days after receipt of the response. Any affected party may submit information and/or documentation in writing to the Title VI Coordinator in support of their request for reconsideration of the recommendation. Upon review of the additional information and documentation, the Title VI Coordinator and the WAMPO Director will have ten (10) days to either reaffirm or reverse the original recommendation and provide written notice to the complainant and respondent. If neither party requests reconsideration, the recommendation becomes final.

6. Settlement

If the final recommendation or reconsideration supports the allegation(s), the Title VI Coordinator will attempt to negotiate an amicable settlement of the issues in dispute. Formal, written settlement agreements will require the review of the agency's counsel prior to execution and will require the signatures of the parties, the Title VI Coordinator, and the WAMPO Director.

7. Submission of Complaint to the State of Kansas Department of Transportation, or the Federal Transit Administration, or the Federal Highway Administration

The complainant may also submit a written complaint to the state or appropriate federal agency in accordance with the requirements of the state or federal agency.

NOTE: Complaints must be filed with federal agencies no later than 180 days after the alleged discrimination occurred. Prompt action is necessary to ensure review by state or federal agencies, irrespective of WAMPO's response.

KDOT Office of Civil Rights
700 Southwest Harrison 3rd Floor West Topeka, KS 66603

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
1200 New Jersey Ave., S.E., East Building, 5th Floor - TCR Washington, DC 20590

Federal Highway Administration
Office of Civil Rights
1200 New Jersey Ave., S.E. 8th Floor E81-314 Washington, DC 20590

8. Confidentiality

To the extent feasible and as allowed by law, confidentiality shall be maintained during the formal and informal investigation process.

9. Investigation records

Records will be maintained in accordance with applicable Federal guidelines, or in their absence, applicable state guidelines

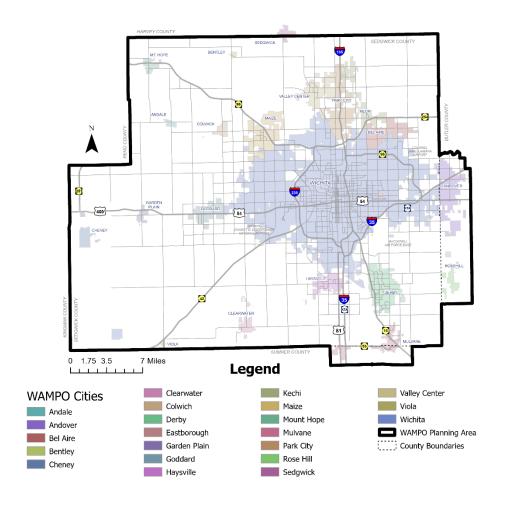
Visit https://www.wampo.org/title-vi to download/view the Discrimination Complaint Form/Complaint Form/Procedures.

Appendix D: WAMPO Region Demographics

WAMPO's service area includes the following 22 cities and all or part of three counties in south central Kansas. Based on data from the U.S. Census Bureau, 2020 (American Community Survey 5-year estimates) the WAMPO planning area has a total population of 547,258.

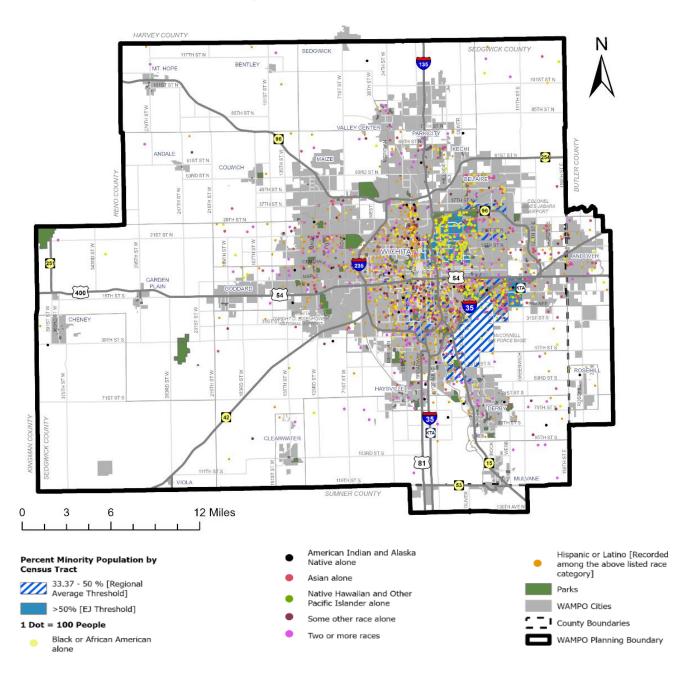
The region includes the jurisdictions highlighted in the WAMPO area planning boundary map below:

Map 4: WAMPO Region



Of the people living in the WAMPO area 23.4% of the population identify with a race other than "White". The geographic dispersions of these populations can be identified on in the map below. The different dots represent the demographic groups in the WAMPO region. Each dot equals 100 people.

Map 5: Population Dispersion in the WAMPO Region



Source: ACS 2016-2020 5-Year Estimate Produced by: WAMPO

Date Exported: 4/12/2022

Folder: T:\Plans & Projects\TIP\2023-2026 TIP\EJ TIP mapping\GIS\EJ Mapping 2022\

The information shown on this map is compiled from various sources made available to us which we believe to be reliable

Appendix E: Definitions

Environmental Justice – Identifying and addressing disproportionately high and adverse effects of the agency's programs, policies, and activities on minority and low-income populations to achieve an equitable distribution of benefits and burdens. This includes the full and fair participation by all potential affected communities in the transportation decision-making process.

Limited English Proficiency – A term used to describe individuals who are not fluent in English.

Metropolitan Planning Organization – A federal mandated and federally funded transportation policy-making organization that is made up of representatives from local government and governmental transportation authorities.

Title VI Program – A component of the Civil Rights Act of 1964 and related nondiscrimination authorities which protects individuals from discrimination based on race, color, national origin, sex, age, disability, low-income and limited English proficiency (LEP) in programs that receive Federal financial assistance.