

Mo-Kan Regional Council

AGENCY NAME

Title VI Program

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Title VI Program Requirements

Below is a summary of the required contents of a Title VI Program.

FTA Circular 4702.1B-General Requirements (Chapter III)

1. Title VI Notice to the Public, including a list of locations where the notice is posted.
2. Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint).
3. Title VI Complaint Form
4. List of transit-related Title VI investigations, complaints, and lawsuits
5. Public Participation Plan, including information about outreach methods to engage minority and Limited English Proficient (LEP) constituents, as well as a summary of outreach efforts made since the last Title VI Program Submission.
6. Language Assistant Plan for providing language assistance to persons with Limited English Proficiency (LEP), based on the Department of Transportation (DOT) LEP Guidelines.
7. Description of membership including non-elected committees and councils, the membership of which is selected by the recipient, by race, and description of the process the agency uses to encourage the participation of minorities on such committees.
8. Primary recipients shall include a description of how the agency monitors its sub recipients for the compliance with Title VI, and a schedule of sub recipient Title VI Program submissions MKRC is a sub recipient of MoDOT and is not directly responsible for monitoring activities of Title VI.
9. A Title VI equity analysis is required if the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc.
10. Additional information as specified in Chapters IV,V and VI, depending on whether the recipient is a transit provider, a State, or a Planning Entity.

FTA Circular 4702.1B-Requirements of Metropolitan Planning Organizations (MPOs) (Chapter VI)

1. All requirements set out in Chapter III (General Requirements).
2. Demographic profile of the metropolitan area.
3. Listing of locations where notice information is posted.
4. A description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process, information about outreach methods to engage minority and LEP populations, as well as a summary of outreach efforts made since the last Title VI program.
5. Language Assistance Plan (LAP) to provide guidelines for providing language assistance upon request.
6. Demographic maps that show the impacts of the distribution of State and Federal funds in the aggregate for public transportation projects.
7. Analysis of the MPO's transportation system investments that identifies and addresses any disparate impacts.
8. Analysis of the MPO's transportation system investments that identifies and addresses any disparate impacts.
9. The requirements set out in Chapter IV (Transit Provider) if the MPO is a provider of fixed route public transportation.
10. Description of the procedures the agency uses to ensure nondiscriminatory pass through of Federal Transportation Administration (FTA) financial assistance.
11. Description of the procedures the agency uses to provide assistance to potential sub recipients in a nondiscriminatory manner.

Additional Requirements

1. A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program. For State DOT's, the appropriate governing entity is the State's Secretary of Transportation or equivalent. The approval must occur prior to submission to FTA.

Introduction

Mo-Kan Regional Council's Commitment to Civil Rights

“No Person shall, on the grounds of race, color, or national origin, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance.” – Civil Rights Act of 1964

Your Civil Rights

Title VI, 42 U.S.C. § 2000d et seq., was enacted as part of the landmark Civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. It is the full intent of the Mo-Kan Regional Council (MKRC) to operate its programs without regard to race, color, religion, sexual orientation, gender and national origin.

Two Executive Orders define populations that are protected under Title VI¹:

- Executive Order 12898 is concerned with environmental justice for minority and low-income populations.
- Executive Order 13166 is concerned with providing equal access to services and benefits for individuals with Limited English Proficiency (LEP).

Mo-Kan Regional Council (MKRC) serves as the federally designated Economic Development District (EDD) for the region. MKRC is responsible for ensuring that all of its transportation plans and programs utilizing federal funds in the St. Joseph Metropolitan Region are based on a continuing, comprehensive and coordinated planning process.

MKRC seeks to build a stronger regional community through cooperation, leadership and planning. Through MKRC's leadership, area jurisdictions and diverse community interests collaborate to address the regions problems and identify the opportunities for cooperative solutions. These efforts, in turn, enhance the effectiveness of local government.

MKRC plays an active leadership role in strengthening the metropolitan community by:

- Providing a forum for addressing regional objectives and diverse community issues;
- Long-Range planning and public policy coordination; and
- Technical assistance and services to enhance the effectiveness of local government.

1. Guidance for this Title VI program can be found in the Federal Transit Administration Circular 4702.1B, dated October 1, 2012

MKRC Title VI Assurances

Mo-Kan Regional Council (MKRC) agrees to comply with all provisions prohibiting discrimination on the basis of race, color, or national origin of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 200d *et seq.*, and with U.S. DOT regulations, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act,” 49 CFR part 21.

MKRC assures that no person shall, as provided by Federal and State civil rights laws, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity. MKRC further ensures every effort will be made to promote non-discrimination in all programs and activities, whether or not those programs and activities are federally funded.

The MKRC’s Title VI Policy meets the objectives of the FTA Master Agreement which governs all entities applying for FTA funding, including MKRC and its third-party contractors by promoting actions that:

- A. Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin.
- B. Identify and address, as appropriate, disproportionately high and adverse effects of programs and activities on minority populations and low-income populations.
- C. Promote the full and fair participation of all affected Title VI populations in transportation decision making.
- D. Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations.
- E. Ensure meaningful access to programs and activities by persons with Limited English Proficiency (LEP).

Contract Assurance

During the performance of this Contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

1. ***Compliance with Regulations:*** The contractor shall comply with Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, “DOT”) title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. ***Nondiscrimination:*** The contractor, with regard to the work performed during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Part B of the Regulations.
3. ***Solicitations for Subcontracts, including Procurements of Materials and Equipment:*** In all solicitations, either by competitive bidding or negotiation, made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor’s obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. ***Information and Reports:*** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by MKRC or the Federal Transit Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the St. Joseph MPO, or the Federal Transit Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
5. ***Sanctions for Noncompliance:*** In the event of the contractor’s noncompliance with nondiscrimination provisions of this contract, MKRC shall impose contract sanctions as it or the Federal Transit Administration may determine to be appropriate, including, but not limited to: a. Withholding payments to the contractor under the contract until the contractor complies; and/or b. Cancellation, termination, or suspension of the contract, in whole or in part.

6. ***Incorporation of Provisions:*** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as MKRC or the Federal Transit Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request MKRC to enter into such litigation to protect the interests of MKRC, and, in addition, the contractor may request the United States to enter into litigation to protect the interests of the United States.

Agency Information

1. Mission of Mo-Kan Regional Council

Mo-Kan Regional Council (MKRC) is a designated regional planning commission (RPC) and economic development district (EDD), recognized by the states of Kansas and Missouri and the federal government. MKRC provides community and economic development services to 36 municipalities in northwest Missouri and northeast Kansas.

2. History

The concept of a regional council stemmed from the need to pool resources for the purpose of securing professional services for counties and municipalities. One such service lacking at the time of conception was that of planning services for land- use and zoning. Legislation providing for this pooling of effort was enacted in Kansas and Missouri in the 1950s and 60s. In 1957, Kansas authorized County Zoning and Planning Commissions and in 1966, Missouri permitted designated 20 areas to pool planning resources. Included in the Missouri pooling zone were the counties of Andrew, Buchanan, Clinton and DeKalb.

The ABCD Regional Planning Commission was chartered in February 1968. In June of 1968, the Doniphan County Kansas Planning and Zoning Commission sought membership with the Missouri Commission to create synergy in the outlying St. Joseph Metropolitan Area. Permission was granted by the states to create the Mo-Kan Bi-State Planning Commission whose name was changed in 1973 to Mo-Kan Regional Council. Seeing value in the regional planning commission, the City of Atchison sought and was granted membership in November of 1968. Atchison County and the City of Horton were added in 1974. The cities of Hiawatha, Kansas, and Morrill, Kansas joined in 1984.

Over the course of time, member governments developed a wider-range of needs other than that of long-range planning. MKRC began providing services such as grant procurement and administration, offset printing and cartography, and has continued to broaden its scope of services over the years. Since 1982, MKRC has partnered with the Small Business Administration to provide commercial loans to area businesses in an effort to strengthen our region's workforce and economy. Among MKRC's more recent additions to programming are hazard mitigation and homeland security.

3. Regional Profile (regional population; growth projection)

The Mo-Kan Regional Council Economic Development District is composed of six counties - four in Missouri and two in Kansas. The Missouri counties are Andrew, Buchanan, Clinton and DeKalb. The Kansas counties are Atchison and Doniphan. Brown County is not a member county, but the City of Morrill is a member municipality and is included within the core service area. It is this area within which the regional population and other data are based. Additional counties are served due to special programming and not included.

The district is located in northwest Missouri and northeast Kansas. The larger cities in the district include St. Joseph, Cameron and Savannah in Missouri and Atchison, Kansas. Measuring from St. Joseph, the district is located approximately 50 miles north of Kansas City, 70 miles east of Topeka and 160 miles south of Omaha. Two interstate highways, I-29 and I-35, and numerous federal and state highways serve the area. The Missouri River flows through the district and forms the border between Kansas and Missouri.

The land area of the district is 2,512 square miles with a 2010 US Census population count of 164,996. The average population density is 66 persons per square mile. Andrew County is the geographically largest area, encompassing 436 square miles. Conversely, Doniphan has the smallest geographic footprint with 388 square miles. Buchanan County has the region’s highest population density with 218 persons per square mile.

Table 1. Land Area and Population Density (2010)

County	Land Area (sq. miles)	2010 Population	Population Density
Andrew	436	17291	39.7
Buchanan	409	89201	218.1
Clinton	423	20743	49.04
DeKalb	425	12892	30.3
Atchison	431	16924	39.3
Doniphan	388	7945	20.5
Mo-Kan District	2512	164996	65.7
State of Missouri	68345	5998927	87.1
State of Kansas	81781	2853118	34.9

Table 2. Mo-Kan Regional Council Service Area Population

County	2010 Population	2016 Population (estimated)	2020 Population (projected)
Andrew	17291	17350	17389
Buchanan	89201	88938	88763
Clinton	20743	20610	20521
DeKalb	12892	12613	12427
Atchison	16924	16380	16018
Doniphan	7945	7864	7810
Mo-Kan District	164996	163755	162928
State of Missouri	5998927	6083672	6137000
State of Kansas	2853118	2907289	2922479

4. Population served (in relation to regional population)

MKRC planning services are meant to benefit all citizens of the six-county core service area. The six-county population as per the 2010 US Census is 164,996.

5. Service area

MKRC’s core service area includes 36 municipalities located within the counties of Andrew, Buchanan, Clinton and DeKalb in Missouri and Atchison and Doniphan Counties in Kansas. Morrill, Kansas is a member of the Council and is located in Brown County, Kansas. Brown County does not belong to the Council. For the Brownfield Clean-up and Revolving Loan Fund, the 15 county service region covers the core six MKRC counties, plus Brown, Jackson, Jefferson; and Nemaha counties in Kansas and Gentry, Holt, Nodaway and Worth Counties in Missouri. Additionally, MKRC provides business development and financing services across the entire state of Missouri and all of northeast Kansas. Mo-Kan Regional Council does not operate transportation routes, provide any transit, para-transit, or rideshare services to the general public, elderly, disabled, youth, etc., nor do we contract with any provider, public or private to provide such services.

6. Description of Membership

The voting membership of the Mo-Kan Regional Council consists of 32 persons, 16 each from Missouri and Kansas. Kansas members are named directly to the Council by Doniphan and Atchison Counties and the municipalities of Atchison and Morrill. Missouri members are first named by the counties and municipalities to the ABCD Planning Commission. This group then holds a caucus by county to name the sixteen who will be Mo-Kan Regional Council voting members. The Council and Commission meet simultaneously each month to transact business.

Mo-Kan Regional Council (MKRC) is a designated regional planning commission (RPC) and economic development district (EDD), recognized by the states of Kansas and Missouri and the federal government. MKRC serves a six-county, 36 municipality region. As a bi-state regional planning commission it encompasses Atchison and Doniphan Counties in the state of Kansas; and Andrew, Buchanan, Clinton and DeKalb Counties in the state of Missouri.

Voting members shall be selected or appointed for terms of two (2) years. The Council has two (2) types of voting members - public official representation and citizen voting members. Each state is entitled to eleven (11) representatives, all of whom shall be elected public officials, or chief appointed officials and allocated as follows:

a. Public Official Representation

Kansas –

- 5 – Representatives from Doniphan County
- 2 – Representatives from the City of Atchison
- 2 – Representatives from Atchison County
- 1 – Representative from the City of Hiawatha

1 – Representative from the City of Morrill

Missouri –

3 – Representatives from Buchanan County

2 – Representatives from Clinton County

2 – Representatives from DeKalb County

3 – Representatives from the City of St. Joseph

1 – Representative from Andrew County

b. Citizen Voting Members

The citizen members, where practical, represent low income, minority groups, school boards, service clubs and other similar organizations. Citizen members shall be voting members and serve for a term of two (2) years.

Kansas –

2 – Members appointed by Doniphan County Commissioners

1 – Member appointed by the Mayor of the City of Atchison

1 – Member appointed by Atchison County Commissioners

1 – Member appointed by Municipalities of Brown County

Missouri –

4 – Members appointed by each participating county commission and/or the municipalities, selected by caucus of ABCD representatives from each county.

1 – Member to be selected by caucus of City of St. Joseph representatives on the ABCD Commission.

c. The Council membership shall include minority representation which equals or exceeds the percentage of minority population.

d. All the aforesaid members, including the chairman, shall have the right to vote on all matters before the Commission.

A minimum of 35% of the Regional Council total board membership shall consist of at least one private sector representative of the business community and one or more from Chambers of Commerce, post-secondary education, workforce development or labor groups. Such members shall be approved by the Regional Council Board as business community representatives and every effort should be made to reflect the variety of businesses of the region.

e. Ex-officio Non-Voting Members.

There may be ex-officio, non-voting members who may attend all meetings of the Council and participate in all deliberations, but shall not have the right to vote. Such

ex-officio members shall be appointed by and from such interested Federal, State and local governments as approved, from time to time, by the Council.

f. Associate Member Classification.

Any governmental or quasi-governmental agency, not otherwise eligible for a voting membership, may apply for membership as an Associate Member of the Council upon the payment of annual assessment to be established at the annual budget meetings.

AS PER Article VII of the MKRC By-laws the organization maintains the following committees:

- Budget Committee composed of six members of the Council, three from Kansas and three from Missouri, appointed by the chairman of the Council, for a term of two years and shall be eligible for reappointment.
- Personnel Committee composed of six members of the Commission, three from Kansas and three from Missouri, appointed by the chairman of the Council for a term of two years and shall be eligible for reappointment.
- Nominating Committee composed of six (6) members of the Council, three (3) from Kansas and three (3) from Missouri, appointed by the Chairman of the Council for a term of two (2) years and who shall be eligible for reappointment.
- By-laws Committee composed of seven (7) members, with at least one (1) member being from each of the counties within the Region, and the chair shall appoint such a committee.
- The Committee structure shall not include an Executive Committee nor a Comprehensive Economic Development Strategy Committee. Duties ordinarily assigned to such committees shall be the responsibility of the Commission as a whole.

Areas of Emphasis

Five areas of MKRC's work program have been identified as applicable to Title VI regulations – they are referred to as the five Title VI Program Areas:

1. Communications and Public Involvement
2. Planning and Programming
3. Environmental Affairs
4. Consultant Contracts
5. Education and Training

Title VI Notice to the Public

In compliance with 49 CFR Section 21.9(d), the Council posts a notification on the MKRC website and agendas. This notice provides the public with notification and guidance pertaining to MKRC's complaint procedure and form. The paragraph below will be inserted into all significant publications that are distributed to the public. The text will be placed permanently on the MKRC website. The version below is the preferred text, but where space is limited the abbreviated version can be used in its place.

The Mo-Kan Regional Council (MKRC) 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, 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 MKRC receives federal financial assistance. 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 MKRC. Any such complaint must be in writing and filed with MKRC's Title VI Coordinator within one hundred and eighty (180) days following the date of the alleged discrimination occurrence. For more information, or to obtain a Title VI Discriminatory Complaint Form, please visit www.mo-kan.org.

Abbreviated Version

MKRC fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information or to obtain a Title VI Complaint Form please visit www.mo-kan.org or call (816) 233-3144.

Notifying the Public of Rights under Title VI

Mo-Kan Regional Council posts Title VI notices on our agency's website, in public areas of our agency, in our board room, and on our buses and/or paratransit vehicles.

Mo-Kan Regional Council operates its programs and services without regard to race, color, or national origin, in accordance with Title VI of the Civil Rights Act of 1964.

If you believe you have been discriminated against on the basis of race, color, or national origin by Mo-Kan Regional Council staff or board directors, you may file a Title VI complaint by completing, signing, and submitting the agency's Title VI Complaint Form.

How to file a Title VI complaint with Mo-Kan Regional Council:

1. Download the Complaint Form from our webpage, call the council at 816.233.3144 and request a form to be mailed, or pick the form up in person at 224 N 7th Street, St. Joseph, MO 64501.
2. In addition to the complaint process at Mo-Kan Regional Council, complaints may be filed directly with the Federal Transit Administration, Office of Civil Rights, Region 7, 901 Locust St, Ste. 404, Kansas City, MO 64106.
3. Complaints must be filed within 180 days following the date of the alleged discriminatory occurrence and should contain as much detailed information about the alleged discrimination as possible.
4. The form must be signed and dated, and include your contact information.

If information is needed in another language, contact 816.233.3144.

Title VI Complaint Procedure

MKRC's complaint process includes the following steps:

1. Identification of an alleged act of discrimination
2. Formal complaint is received and filed by MKRC
3. Formal complaint is reviewed by MKRC staff
4. MKRC submits letter of response to complainant
5. Corrective action or closure letter is issued

Alleged Act of Discrimination: If an individual or party believes MKRC has violated their civil rights on the basis of race, color, national origin, age, disability, religion, sex or English proficiency, then they are entitled to file a formal complaint by following the Title VI complaint procedure.

Formal complaint is received and filed by MKRC: MKRC implemented a Title VI Complaint Procedure to provide guidance through the Title VI process that is compliant with the guidelines found in Chapter VII of the Federal Transit Administration Circular 4702.1B, dated October 1, 2012. MKRC does not discriminate on the basis of race, color, national origin, age, disability, religion, sex or English Proficiency. MKRC is responsible for providing guidance and guidelines pertaining to its complaint procedures against MKRC. All alleged acts of discrimination shall be submitted to MKRC immediately. Formal complaints shall be filed with MKRC within 180 calendar days of the date in which the alleged act occurred. If the individual could not reasonably be expected to know the act was discriminatory within the 180 day period, the individual may file complaint up to 60 days after becoming aware.

Formal complaint is reviewed by MKRC: MKRC staff shall meet with complainant within 45 days after receiving the official complaint to clarify any possible questions.

MKRC submits letter of response to complainant: MKRC staff shall provide the complainant with a response to the initial complaint, detailing the review process.

Corrective action or closure letter issued to complainant: In the event that MKRC staff and Director feel that there is no Title VI violation, a letter of closure shall be issued to complainant summarizing the allegations and providing reasoning as to why no violation occurred. If a violation in fact did occur, then a letter of finding shall be issued to complainant stating the corrective action that is being taken. Either response will serve as final notification that the complaint has been resolved and closed.

Should that complainant feel the violation has not been addressed or resolved, complainant may appeal to the MKRC Coordinating Committee to determine whether the decision was appropriate or not. Complainant may also submit complaint no later than 180 days after the alleged date of discrimination to the State of Missouri Department of Transportation or Federal Transit Administration.

Filing a Title VI Complaint

The complaint procedures apply to the beneficiaries of Mo-Kan Regional Council's programs, activities, and services.

RIGHT TO FILE A COMPLAINT: Any person who believes they have been discriminated against on the basis of race, color, or national origin by Mo-Kan Regional Council staff or board directors may file a Title VI complaint by completing and submitting the agency's **Title VI Complaint Form**. Title VI complaints must be received in writing within 180 days of the alleged discriminatory complaint.

HOW TO FILE A COMPLAINT: Information on how to file a Title VI complaint is posted on our agency's website, and in public areas of our agency.

You may download the Mo-Kan Regional Council Title VI Complaint Form at <http://www.mo-kan.org>, or request a copy by writing to Mo-Kan Regional Council, 224 N 7th Street, St. Joseph, MO 64501. Information on how to file a Title VI complaint may also be obtained by calling Mo-Kan Regional Council at 816.233.3144.

You may file a signed, dated complaint no more than 180 days from the date of the alleged incident. The complaint should include:

- Your name, address and telephone number.
- Specific, detailed information, (how, why and when), about the alleged act of discrimination.
- Any other relevant information, including the names of any persons, if known, the agency should contact for clarity of the allegations.

Please submit your complaint form to Mo-Kan Regional Council, 224 N 7th Street, St. Joseph, MO 64501.

COMPLAINT ACCEPTANCE: Mo-Kan Regional Council staff will process complaints. Once a completed Title VI Complaint Form is received, Mo-Kan Regional Council human resources personnel will review it to determine if Mo-Kan Regional Council has jurisdiction. The complainant will receive an acknowledgement letter informing them whether or not the complaint will be investigated by Mo-Kan Regional Council board officials.

INVESTIGATIONS: Mo-Kan Regional Council will generally complete an investigation within 90 days from receipt of a completed complaint form. If more information is needed to resolve the case, Mo-Kan Regional Council may contact the complainant. Unless a longer period is specified by the Mo-Kan Regional Council Title VI Investigator, the complainant will have ten (10) days from the date of the request letter to send additional information to the Mo-Kan Regional Council Title VI investigator assigned to the case.

If the requested information is not received within that time frame the case will be closed. Also, a case can be administratively closed if the complainant no longer wishes to pursue the case.

LETTERS OF CLOSURE OR FINDING: After the Title VI investigator reviews the complaint, the Title VI investigator will issue one of two letters to the complainant: a Closure Letter (CL) or Letter of Finding (LOF).

- A closure letter summarizes the allegations and states investigation found that there was no Title VI violation and that the case will be closed.

- A Letter of Finding (LOF) summarizes the allegations and provides an explanation of the corrective action taken.

If the complainant disagrees with Mo-Kan regional Council Title VI Investigator's determination, the complainant may request reconsideration by submitting the request in writing to the Title VI investigator within seven (7) days after the date of the Closure Letter or Letter of Finding, stating with specificity, the basis for the reconsideration. Mo-Kan Regional Council will notify the complainant of the decision either to accept or reject the request for reconsideration within ten (10) days. In cases where reconsideration is granted, Mo-Kan Regional Council will issue a determination letter to the complainant upon completion of the reconsideration review.

A person may also file a complaint directly with the Federal Transit Administration, at the FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, contact the Missouri Department of Transportation at (888) 275-6636. The Department offers a variety of language assistance services to residents. The Department utilizes bilingual staff that is available to provide translation services. Also available are contracted services that include a translation hotline, face to face translation and document translation services. These contracted translation services may require a fee to utilize.

Although not a comprehensive list, Department of Transportation employees have been identified who are able to provide language assistance to persons speaking the following languages: Arabic, Chinese, Cambodian, French, German, Hindi, Malayalm, Marathi, Nigerian, Russian, Sign Language, Spanish and Wolof.

If further translation services are needed, an over the phone telephone foreign language interpretation vendor called Language Select, is utilized. Contact them at (800) 200-7901.

MO-KAN REGIONAL COUNCIL

TITLE VI COMPLAINT FORM

“No person in the United States shall, on the basis 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.”

If you feel that you have been discriminated against in the provision of transportation services, please provide the following information to assist us in processing your complaint. Should you require any assistance in completing this form or need information in alternate formats, please let us know.

Please mail or return the following form to:

Mike Spady, Executive Director
Mo-Kan Regional Council
224 N 7th Street
St. Joseph, MO 64501

Or email to:

mike@mo-kan.org

Or fax to:

816-233-8498

TITLE VI COMPLAINT FORM

PLEASE PRINT

1. Complainant's Name:
a. Address:
b. City: State: Zip Code:
c. Telephone (include area code): Home () or Cell () Work () - () -
d. Electronic mail (e-mail) address:
Do you prefer to be contacted by this e-mail address? () YES () NO
2. Accessible Format of Form Needed? () YES specify: _____ () NO
3. Are you filing this complaint on your own behalf? () YES If YES, please go to question 7. () NO If no, please go to question 4
4. If you answered NO to question 3 above, please provide your name and address.
a. Name of Person Filing Complaint:
b. Address:
c. City: State: Zipcode:
d. Telephone (include area code): Home () or Cell () Work () - () -
e. Electronic mail (e-mail) address:
Do you prefer to be contacted by this e-mail address? () YES () NO
5. What is your relationship to the person for whom you are filing the complaint?
6. Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. () YES, I have permission. () NO, I do not have permission.
7. I believe that the discrimination I experienced was based on (check all that apply): () Race () Color () National Origin (classes protected by Title VI) () Other (please specify)
8. Date of Alleged Discrimination (Month, Day, Year):
9. Where did the Alleged Discrimination take place?
10. Explain as clearly as possible what happened and why you believe that you were discriminated against. Describe all of the persons that were involved. Include the name and contact information of the person(s) who discriminated against you (if known). <i>Use the back of this form or separate pages if additional space is required.</i>
11. Please list any and all witnesses' names and phone numbers/contact information. <i>Use the back of this form or separate pages if additional space is required.</i>
12. What type of corrective action would you like to see taken?

TITLE VI COMPLAINT FORM – PAGE 2

<p>13. Have you filed a complaint with any other Federal, State, or local agency, or with any Federal or State court? () YES If yes, check all that apply. () NO</p> <p>a. () Federal Agency (List agency's name)</p> <p>b. () Federal Court (Please provide location)</p> <p>c. () State Court</p> <p>d. () State Agency (Specify Agency)</p> <p>e. () County Court (Specify Court and County)</p> <p>f. () Local Agency (Specify Agency)</p>		
<p>14. If YES to question 14 above, please provide information about a contact person at the agency/court where the complaint was filed.</p>		
Name:	Title:	
Agency:	Telephone: () -	
Address:		
City:	State:	Zip Code:

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date is required:

Signature

Date

If you completed Questions 4, 5 and 6, your signature and date is required:

Signature

Date

Documenting Evidence of Agency Staff Title VI Training

Mo-Kan Regional Council's staff is given Title VI training, and the agency can answer affirmatively to all the following questions:

1. Are new employees made aware of Title VI responsibilities pertaining to their specific duties?
2. Do new employees receive this information via employee orientation?
3. Is Title VI information provided to all employees and program applicants?
4. Is Title VI information prominently displayed in the agency and on any program materials distributed, as necessary?

MKRC's Title VI responsibilities fall into two main categories – "General Responsibilities", applicable to all five Title VI program areas, and "Program Area Responsibilities" that are specific to each Title VI program area. These program areas are interrelated and have been treated separately for purposes of clarity and corresponding to agency organization.

Title VI Coordination Responsibilities

MKRC staff is responsible for the coordination of its Title VI program. Staff is responsible for directing Title VI implementation, coordination, and monitoring. Staff members are responsible for include: collecting data, creating reports, and continually updating and reviewing the Title VI program. MKRC is responsible for the implementation and dissemination of information and policies regarding Title VI. Staff will work to enhance public participation in MKRC activities, and execute all projects and activities in a nondiscriminatory manner.

As updated information becomes available pertaining to Title VI, all MKRC staff shall be notified. MKRC encourages all staff to utilize Title VI professional development training opportunities as they become available. The National Highway Institute (NHI) and National Transit Institute (NTI) provide educational and training opportunities in regards to Title VI subject matter.

General Responsibilities

The following general Title VI responsibilities are applicable to all five Title VI Program Areas. MKRC staff members are responsible for ensuring these elements of the plan are appropriately implemented and continually updated to stay current.

1. **Data Collection:** Statistical data on race, color, national origin, income level, language spoken, and sex of participants in, and beneficiaries of, federally funded programs is to be gathered and maintained as described in the "Program Area Responsibilities" section of this document. The data gathering process will be reviewed regularly to ensure sufficiency of the data in meeting the requirements of the Title VI program.

2. **Annual Report and Update:** An annual report and update is to be submitted by the end of July to MoDOT and KDOT's offices of Civil Rights, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). MKRC staff is responsible for gathering information from appropriate staff members and consolidating this information into the final document. The final document shall include:
 - A. A report on the previous year's Title VI related activities and efforts, including but not limited to accomplishments and program changes.
 - B. An update on Title VI related goals and objectives for the upcoming year.
3. **Annual Review of Title VI Program:** MKRC staff shall prepare an Annual Report and Update to ensure the Title VI program is in compliance with Title VI. During the reporting period, additional review of operational guidelines and publications shall be reviewed for assurance of Title VI language and provisions.
4. **Dissemination of Information Related to the Title VI Program:** MKRC's Title VI program shall be disseminated to staff, contractors, and beneficiaries, in addition to the general public as described in the "Program Area Responsibilities". Translations of program shall be provided on an as needed basis.
5. **Resolution of Complaint:** Any individual may exercise his or her right to file a complaint with MKRC, if that person believes that he or she or any other program beneficiaries have been subjected to unequal treatment or discrimination, receipt of benefits/services or on the grounds of race, color, or national origin. MKRC will make a concerted effort to resolve complaints as put forth in Title VI Complaint Procedure..
6. **Procedures Manual:** A procedures manual for MKRC's Title VI program, incorporating the day-to-day procedures necessary to maintain the program, will be developed by MKRC, and shall be updated regularly to incorporate changes and additional responsibilities.

Title VI Self-Survey Form – Page 1

Date filed with MoDOT Transit Section:

DATE

Survey Date:

Period Covered:

Name of Program/Grant:

- A. Summary of Complaints:
- B. Number of complaints for the period:
- C. Number of complaints voluntarily resolved:
- D. Number complaints currently unresolved:
- E. Attach a summary of any type of complaint and provide:
 - Name of complainant
 - Allegation
 - Findings
 - Corrective Action
 - Identify any policy/procedure changes made as a result of the complaint.
 - Provide the date history (date complaint received through resolution)

Title VI Self-Survey Form – Page 2

Distribution of Title VI Information

1. Are new employees made aware of the Title VI responsibilities pertaining to their specific duties?

YES _____ NO _____

2. Do new employees receive this information via employee orientation?

YES _____ NO _____

3. Is Title VI information provided to all employees and program applicants?

YES _____ NO _____

4. Is Title VI information prominently displayed in the organization and on relevant program materials?

YES _____ NO _____

5. Identify any improvements you have implemented since the last self-survey to support Title VI communication to employees and program applicants.

6. Identify any improvements you plan to implement before the next self-survey to support Title VI communication to employees and program applicants.

7. Identify any problems encountered with Title VI compliance, and discuss possible remedies.

Signature: _____

Title: _____

Date: _____

Public Participation Plan

MKRC's Public Participation Plan (PPP) has been prepared to ensure the public has ample opportunity to participate in MKRC activities and is also intended to provide direction for MKRC staff to help engage public involvement. It is MKRC's goal to provide the public with thorough information on transportation planning services and project development in a convenient and timely manner. The PPP contains goals, strategies and policies for all public involvement and ensures that goals and policies are embraced.

Goals

1. MKRC shall actively engage the public in the planning process according to the policies contained in the Public Participation Plan (PPP), State and Federal Law.
2. MKRC shall inform the public of all on-going planning projects, programs and activities regularly.
3. MKRC shall encourage citizens to become involved in the planning process.
4. MKRC shall follow these goals to ensure that adverse human and environmental effects of governmental activities do not fall disproportionately upon minority or low-income populations.
5. MKRC shall continue to enhance and improve its public participation.

Identification of Stakeholders

Stakeholders are those who are either directly or indirectly affected by the outreach effort, system or service plan or recommendation of that plan. Stakeholders include but are not limited to the following:

- Board of Directors – the governing board of the agency. The role of the board is to establish policy and legislative direction for the agency. The board defines the agency's mission, establishes goals, and approves the budget to accomplish the goals.
- Advisory Bodies – non- elected advisory bodies review current and proposed activities of the agency, and are encouraged to be active in the agency's public participation process. Advisory bodies provide insight and feedback to the agency.
- Minority and low income populations, including limited English proficient persons.
- Local jurisdictions and other government stakeholders.
- Private business and organizations.
- Employers.
- Partner agencies.

Policies

- Press releases shall be distributed to local newspapers, television stations, radio stations, social media, public library system and transit services.
- Public Notification and commenting periods will comply with regulations.
- Additional measures shall be taken to identify and encourage active participation from key community groups.
- MKRC's website shall be maintained to stay current with meetings, agendas, activity calendar, events, contact information, organization membership, public comment/question capacity, plans, policies and programs.
- Adherence to Environmental Justice (EJ) guidelines.
- Work products shall be available for download via MKRC website.
- Current database of contacts shall be maintained to ensure stakeholders and the general population is notified of MKRC work products and efforts.

Participation Techniques

MKRC recognizes that public participation is an integral component of the planning process. MKRC is continually looking for ways to enhance traditional techniques to improve its public outreach. These techniques include: website, social medial, press releases, surveys, public meetings, focus groups, open houses and advertisements. Many of these are used simultaneously to enhance communication and public outreach.

Measuring Effectiveness

It is important to ensure that diverse group of citizens are aware of the activities carried out within the region. At the basic policy level, MKRC aims to consistently promote the common goal of exploring new and innovative ways to communicate with the public, target audience, and key stakeholders, as well as taking additional measures to engage with Title VI/EJ populations. The following activities are recorded on an annual basis as a way of measuring public involvement effectiveness:

- Tracking information dissemination via electronic means
- Recording MKRC website traffic data
- Surveying public transit users
- Document quarterly press releases and publications

Public Comment Periods

Many of the long-range planning documents prepared by MKRC will go through the appropriate public commenting period prior to approval. During the designated public commenting period of a draft document, the draft version shall be made available to the general public for commenting. The public comment period is 10 calendar days. Notice of

the review period is issued to the general public through a variety of channels, such as webpage, email blasts, newspaper, etc.

Public Comment

Comments are accepted through various means:

- Email address
- Website
- Regular mail
- Survey tools
- Videotaping
- Phone calls

Response to Public Input

All public comments are provided to the Board of Directors prior to decision making. A publicly available summary report is compiled, including all individual comments.

Program Area Responsibilities

Program Area 1: Communications and Public Involvement

Principles of MKRC's Public Participation Plan (PPP):

- The PPP ensures the public has ample opportunity to participate in MKRC activities and provide direction to MKRC staff to help engage public involvement.
- The PPP provides the public with thorough information on transportation planning services and project development in a convenient and timely manner.

Title VI Responsibilities:

MKRC staff will be involved in all aspects of the public involvement process, and is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of MKRC's public involvement process.

- Ensure that all communications and public involvement efforts comply with Title VI.
- Develop and distribute information on Title VI and agency programs to the general public. Provide information in languages other than English, as needed.
- Disseminate information to minority media and ethnic/gender related organizations, to help ensure all social, economic and ethnic interest groups in the region are represented in the planning process.
- Include the Title VI Notice to the Public, full or abbreviated versions, in relevant press releases and on the agency website.

- MKRC staff will identify and work to notify affected protected groups, of public hearings regarding proposed actions, and make the hearings and agendas accessible to all residents. This includes the use of interpreters when requested, or when a strong need for their use has been identified.

Performance Measure:

MKRC staff will monitor and annually report its communication and public engagement efforts, including use of language assistance services, outreach efforts, and notification methods/results. MKRC staff will continually seek to enhance the number of individuals notified and engaged.

Program Area 2: Planning and Programming

MKRC is responsible for developing long- and short-range transportation plans to provide efficient transportation services to the St. Joseph metropolitan area. A comprehensive transportation planning process is used, which entails the monitoring and collection of carried data pertaining to transportation issues. MKRC coordinates with SJATSO, MoDOT, KDOT, cities, counties and area transit agencies; seeks public involvement; and provides technical support when needed.

Title VI Responsibilities:

Staff members involved in planning and programming are responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of MKRC’s planning and programming processes.

- Ensure all aspects of the planning and programming process operation comply with Title VI.
- Prepare and update a demographic profile of the region using the most current and appropriate statistical information available on race, income and other pertinent data. Make the document available to the public and member agencies on MKRC’s website or in hard copy format, if requested.
- Develop a process for assessing the distributional effects of transportation investments in the region as part of actions on plan and programming documents.
- Continue concerted efforts to involve members of all social, economic, and ethnic groups in the planning process.

Performance Measure:

MKRC staff will continually update the demographic profile of the region to ensure all members of the general public are involved in MKRC’s planning processes. The MKRC region’s demographic report will be published annually to provide the latest data for planning activities.

Program Area 3: Environmental Affairs:

The concept of environmental justice includes the identification and assessment of disproportionately high and adverse effects of programs, policies, or activities on minority and low-income population groups. Within the context of regional transportation planning, environmental justice considers relative distribution of costs and benefits from transportation investment strategies and policies among different segments of society.

Title VI Responsibilities

Staff members evaluate and monitor environmental justice compliance with Title VI and:

- Ensure Title VI environmental justice compliance.
- Analyze and make findings regarding the population affected by the action.
- Analyze and make findings regarding the impacts of planned projects on protected Title VI groups, and determine if there will be a disproportionately high and adverse impact on these groups.
- Disseminate information to the public on the processes used and findings of any analysis, in accordance with all SJATSOs public involvement procedures. This includes dissemination to groups representing minority media and ethnic/gender related organizations, and the use of public comment periods and public hearings, interpreters, and materials in other languages, as needed.

Performance Measure:

MKRC staff will annually analyze and report the disproportionately high and adverse effects of MKRC's activities, policies and programs.

Program Area 4: Consultant Contracts:

MKRC is responsible for selection, negotiation and administration of its consultant contracts. MKRC operates under all relevant federal and state laws.

Title VI Responsibilities:

Title VI responsibilities associated with consultant contracts include the following:

- Ensure inclusion of Title VI language in contracts and Requests for Qualifications (RFQ).
- Review consultants for Title VI compliance: Ensuring that all consultants verify their compliance with Title VI procedures and requirements. If a recipient or sub recipient is found to not be in compliance with Title VI, the MKRC staff and relevant staff will work with the recipient or sub recipient to resolve the deficiency status and will write a remedial action, if necessary.

Performance Measure:

MKRC staff will annually review consultant and consultant contracts for compliance with Title VI procedures and requirements.

Program Area 5: Education and Training:

Minorities, women, veterans, individuals with a disability and other individuals protected under Title VI and federal and state anti-discrimination laws are provided with equal opportunity and fair treatment in all employment-related decisions, including opportunities for education and training.

Title VI Responsibilities:

Under the category of education and training, Title VI responsibilities include:

- Assisting in the distribution of information to MKRC staff on training programs regarding Title VI and related statutes.
- Ensure equal access to, and participation in, applicable NHI and NTI courses for qualified MKRC staff.
- Track staff participation in Title VI, NHI and NTI courses.
- Establish, maintain, and update a Title VI procedures manual containing general information pertaining to the administration of MKRC's Title VI program, as well as related documents (such as complaint form).

Performance Measure:

MKRC staff will annually review its Title VI procedures manual to ensure compliance.

Title VI Outreach Best Practices

MKRC ensures all outreach strategies, communications and public involvement efforts comply with Title VI. MKRC's Public Engagement Plan proactively initiates the public involvement process and makes concerted efforts to involve members of all social, economic, and ethnic groups in the public involvement process. Aligned with the above referenced communication tactics, MKRC provides the following:

- a. Public notices published in non-English publications (if available).
- b. Title VI non-discrimination notice on agency's website.
- c. Agency communication materials in languages other than English (subject to Safe Harbor parameters).
- d. Services for Limited English Proficient persons. Upon advance notice, translators may be provided.

2017 – 2020 Title VI Program Public Engagement Process

Mo-Kan Regional Council will conduct a Public Engagement Process for the 2017-2020 Title VI Program. This process includes Community Meetings to seek input, provide education, and highlight key components of the Title VI Plan. Materials have been created to explain Title VI policies as well as provide education on how they relate to minority populations.

Mo-Kan Regional Council will provide briefings to the Board of Directors and Advisory Bodies.

Mo-Kan Regional Council will conduct a 30 day public comment period to provide opportunities for feedback on the 2017-2020 Title VI Program.

Comments are accepted during the public outreach period via:

- a. Email
- b. Mail
- c. Phone
- d. In person
- e. Survey tool (agency option)

Summary of 2017-2020 Public Outreach Efforts

Mo-Kan Regional Council Board Meetings
Transportation Advisory Committee Meetings
Webpage Announcements
Survey Monkey On Line Surveys

Environmental Justice Responsibilities

MKRC will comply with Federal Actions to address Environmental Justice in Minority and Low Income Populations (FTA C 4702.1B). Executive Order (EO) 12898 was signed by President Bill Clinton on February 11, 1994. Subsequent to issuance of the Executive Order, the U.S. Department of Transportation (DOT) issued a DOT Order for implementing the Executive Order on Environmental Justice (EJ). The DOT Order (Order 5610.2(a), "Actions to address environmental justice in Minority and Low Income Populations," 77 FR 27534, May 10, 2012) describes the process the Department and its modal administrations will use to incorporate EJ principles into programs, policies, and activities.

The Presidential memorandum accompanying EO 12898 identified Title VI of the Civil Rights Act of 1964 as one of several Federal laws that should be applied "to prevent minority communities and low-income communities from being subject to disproportionately high and adverse environmental effects." According to the U.S. Department of Justice,...the core tenet of environmental justice – that development and urban renewal benefitting a community as a whole not be unjustifiably purchased through the disproportionate allocation of its adverse environmental and health burdens on the community's minority – flows directly from the underlying principle of Title VI itself.

MKRC will incorporate DOT Order 5610.2(a) goals of environmental justice into their existing operations to ensure that consideration of EJ principles is an integral part of all programs, policies, and activities, from the inception of the planning process through to project completion, operations, and evaluation.

Actions to Address Disproportionately High/Adverse Effects

- a. MKRC shall determine whether programs, policies, or activities for which they are responsible will have an adverse human health or environmental effect on minority and low-income populations and whether that adverse effect will be disproportionately high.
- b. In making determinations regarding disproportionately high and adverse effects on minority and low-income populations, mitigation and enhancements measures that will be implemented and all offsetting benefits to the affected minority and low-income populations may be taken into account, as well as the design, comparative impacts, and the relevant number of similar existing system elements in non-minority and non-low-income areas.
- c. MKRC will ensure that any of their respective programs, policies or activities that will have a disproportionately high and adverse effect on minority populations or low-income populations will only be carried out if further mitigation measures or alternatives that would avoid or reduce the disproportionately high and adverse effect are not practicable. In determining whether a mitigation measure or an alternative is "practicable," the social, economic (including costs) and environmental effects of avoiding or mitigating the adverse effects will be taken into account.

- d. MKRC will ensure that any of its respective programs, policies or activities that will have a disproportionately high and adverse effect on minority populations or low-income populations will only be carried out if further mitigation measures that would avoid or reduce the disproportionately high or adverse effect are not practicable.
- e. MKRC's responsibilities under Title VI and related statutes and regulations are not limited by this paragraph, nor does this paragraph limit or preclude claims by individuals or groups of people with respect to any MKRC programs, policies, or activities under these authorities. Nothing in this policy adds to or reduces existing Title VI due process mechanisms.
- f. The findings, determinations, and/or demonstration made in accordance with this section must be appropriately documented, normally in the environmental impact statement or other National Environmental Protection Act (NEPA) document prepared for the program, policy, or activity, or in other appropriate planning or program documentation.

MKRC Contact Information

For questions on MKRC's Title VI Plan and Procedures, please contact the Title VI Coordinator at (816) 233-3144 or by email at mike@mo-kan.org. For more information on MKRC's programs or publications, please visit www.mo-kan.org.

Limited English Proficiency Plan

It is the policy of MKRC to provide meaningful access to its programs and persons who, as a result of national origin, are Limited in English Proficiency (LEP). The LEP Plan shall be established in accordance with Executive Order 13166, titled “improving Access to Services for Persons with Limited English Proficiency,” which indicates that differing treatment based on a person’s inability to speak, read, write or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure such discriminations do not take place. This order applies to all state and local agencies which receive federal funds. It applies to all program areas within the RPC. LEP addresses barriers in speaking, reading, writing and understanding the English language.

To ensure that all individuals have access to MKRC’s programs and activities, the LEP was developed using a four factor analysis. This guides MKRC in determining specific LEP needs. The four factor analysis is an assessment of local populations and considers the following factors:

1: The Number of LEP Persons Served or Encountered in MKRC’s Population.

A significant majority of people in the Mo-Kan Regional Council service area are proficient in the English language. According to the 2010-2014 American Community Survey 5 – year estimates, 6.1% of Missouri’s population ages five and over spoke a language other than English at home. The five most common non- English languages spoken in Missouri homes were Spanish or Spanish Creole (2.6%), German (0.4%), Chinese (0.3%), French (0.3%) and Serb-Croatian (0.2%).

Three out of four Missouri counties have more than 95% of the population speaking English as the primary language at home. Only six Missouri counties – Sullivan (15.5), McDonald (13.7%), Pettis (11.9%), Scotland (10.1%), and Daviess (10.0%) had over ten percent of the population speaking a non-English language in the home. Buchanan and DeKalb counties each have 3% to 6% of their population as non-English speaking; Andrew and Clinton counties have less than 3% non-English speaking residents.

Spanish or Spanish Creole is the most common non-English language spoken in Missouri homes. Spanish or Spanish Creole speakers account for less than 1% of Andrew County’s residents; Buchanan, Clinton and DeKalb counties have 1% to 3.9% of their populations speaking Spanish or Spanish Creole.

The 2010 to 2014 American Community Survey 5 – year Estimates that 2.24% of Missouri’s population speaks English Less Than Very Well. For population by county, Buchanan has 5% or greater that speak English Less Than Very Well. Andrew, Clinton and DeKalb all have less than 1% that speak English Less Than Very Well.

2: The Frequency in which LEP Individuals Come into Contact with an MKRC Program, Activity, or Service.

MKRC does not currently have any documentation or knowledge of an interaction with an LEP person in any of its programs or activities. Annual surveys are to be conducted to help better understand and identify the LEP community in the St. Joseph metropolitan area. The following two forms will be used to track LEP individuals:

LEP Staff Survey Form	
Mo-Kan Regional Council is studying the language assistance needs of its stakeholders so that we can better communicate with them if needed.	
1. How often do you come into contact with constituents who do not speak English or have trouble understanding you when you speak English to them?	DAILY WEEKLY MONTHLY LESS THAN MONTHLY
2. What languages do these constituents speak?	
3. What languages (other than English) do you understand or speak?	
4. Would you be willing to serve as a translator when needed?	

Frequency of Contact with LEP Persons	
Frequency	Language Spoken by LEP Persons
Daily	
Weekly	
Monthly	
Less frequently than monthly	

3: The Nature and Importance of the Program, Activity, or Service Provided by MKRC to the LEP Community.

Denial or delay to services or information provided by MKRC would not have life threatening implications on a LEP individual. It is also believed that denial or delay of access to services or information provided by MKRC would not have serious implications on a LEP individual, especially compared to the services, such as health, emergency transportation, fire protection, and other emergency services, provided by other local organizations

MKRC is responsible for the preparation of the Regional Transportation Plan within Andrew, Buchanan, Clinton and DeKalb Counties, minus the service area of the St. Joseph MPO communities of St. Joseph, Country Club Village and Savannah, Missouri. The Regional Transportation Plan addresses transportation priorities, roadway safety and sidewalk access. The Regional Transportation Plan is completed on a yearly basis for the ABCD region. We coordinate our planning activities with the St. Joseph MPO and work to ensure that all segments of the population are involved or have had the opportunity to be involved

with the planning process. The Regional Transportation Plan for 2017 has been completed and MKRC will begin working on the 2018 Regional Transportation Plan. Other non-transportation planning studies, programs and activities that MKRC engages in include the RPC and EDD area.

4: The Resources Available to MKRC and Overall Costs.

MKRC will continually update the resources and services that can be used to provide assistance to LEP individuals. Services include: volunteer language interpreters, document translation, translation of publications and outreach materials, and identifying training for MKRC personnel.

Staff LEP Training

The following training will be provided to MKRC staff:

1. Information on MKRC's Title VI Procedures and LEP responsibilities.
2. Description of language assistance services offered to the public.
3. Use of language identification flashcards.
4. Documentation of language assistance requests.

Monitoring and Updating the LEP Plan

The LEP is a component of MKRC's Title VI Plan requirement. MKRC will update the LEP plan as required. At minimum, the plan will be reviewed and updated when it is clear that higher concentrations of LEP individuals are present in the MKRC service area. Updates include the following:

1. How the needs of LEP persons have been addressed.
2. Determine the current LEP population in the service area.
3. Determine if the need for, and/or extent of, translation services has changed.
4. Determine whether local language assistance programs have been effective and sufficient to meet the needs.
5. Determine whether MKRC's financial resources are sufficient to fund language assistance resources as needed.
6. Determine whether MKRC has fully complied with the goals of this LEP Plan.
7. Determine whether complaints have been received concerning MKRC's failure to meet the needs of the LEP individual.

Certification

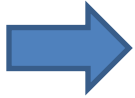
Mo-Kan Regional Council (MKRC), which is the Regional Planning Commission and Economic Development District for the St. Joseph Metropolitan Area, and the Missouri Department of Transportation hereby certify that planning process is being carried out in accordance with all applicable requirements including:

1. 23 U.S.C 134, 49 U.S.C. 5303, and 23 CFR 450 subpart C;
2. In nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93; (NOT APPLICABLE);
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
4. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Section 1101(b) of MAP-21 and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal Aid highway construction contracts;
7. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27,37, and 38;
8. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9. Section 324 of tile 23 U.S.C. regarding the prohibition of discrimination based on gender; and
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

Sub-recipient Assistance

Sub recipient Assistance

OPTION A



Mo-Kan Regional Council does not have any sub recipients.

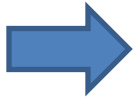
OPTION B

Primary recipients should provide sub recipients:

- Sample public notices, Title VI complaint procedures, and the recipient's Title VI complaint form.
- Sample procedures for tracking and investigating Title VI complaints filed with a sub recipient.
- Direction regarding obtaining demographic information of population served by sub recipients.
- Technical assistance.
- Reviews of Title VI Programs; follow-up as necessary.

Sub-recipient Monitoring

OPTION A



Mo-Kan Regional Council does not have any sub recipients.

OPTION B

Primary recipients must monitor sub recipients.

- Non-compliant sub recipient means primary recipient is also non-compliant.

Primary recipients shall:

- Document process for ensuring all sub recipients are complying with the general and specific requirements.
- Collect and review sub recipients' Title VI Programs.
- At FTA's request, the primary recipient shall request that sub recipients who provide transportation services verify that their level and quality of service is equitably provided.

Equity Analysis of Facilities

OPTION A

Mo-Kan Regional Council has not constructed any storage facilities, maintenance facilities, or operations centers in the last three years.