

*PUBLIC
PARTICIPATION
PLAN*

Prepared by: SARPC and the Pine Bluff Metropolitan Planning Organization (MPO)

In cooperation with:

Cities of Pine Bluff and White Hall

Jefferson County

Pine Bluff Transit

Arkansas Department of Transportation (ArDOT)

Federal Highway Administration (FHWA)

Federal Transit Administration (FTA)



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**PINE BLUFF AREA TRANSPORTATION STUDY
(PBATS)**

NOTICE OF NONDISCRIMINATION:

The Southeast Arkansas Regional Planning Commission (SARPC) serving as the Pine Bluff Metropolitan Planning Organization (MPO) complies with the Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964 all other federal equal opportunity laws and therefore does not discriminate on the basis of race, sex, color, age, national origin, religion, or disability in the admission or access to and treatment in SARPC and MPO programs and activities, as well as SARPC's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding SARPC's nondiscrimination policies may be directed to Larry Reynolds, Executive Director/MPO Study Director, 1300 Ohio, Suite B, Pine Bluff, AR 71601, telephone number (870) 534-4247 or the following email address: sarpc1@cablelynx.com.

Title VI complaints related to SARPC or MPO programs and activities may be directed to Larry Reynolds, Executive Director/MPO Study Director, 1300 Ohio, Suite B, Pine Bluff, AR 71601, telephone number (870) 534-4247 or the following email address: sarpc1@cablelynx.com.

This notice will be made available from the SARPC office in large print, on audiotape and in braille upon request. Language assistance for Limited English Proficiency individuals is available upon request.

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INTRODUCTION

The Federal-Aid Highway Act of 1962 required that transportation projects in Census-designated urbanized areas of 50,000 or more in population be based on a continuing, cooperative, and comprehensive or “3C” urban transportation planning process undertaken by the states and local governments as a condition attached to federal transportation financial assistance. Metropolitan Planning Organizations (MPOs) are designated by the State’s Governor to conduct the 3C planning process in each urbanized area.

In December of 1967 Southeast Arkansas Regional Planning (SARPC) was formed by the Cities of Pine Bluff, White Hall and Jefferson County in order to establish a comprehensive urban area planning program. Subsequently the cities of Redfield, Humphrey, Altheimer and Wabbaseka joined the organization.

In 1974, SARPC was designated by the Governor as the Metropolitan Planning Organization (MPO) for transportation planning for the Pine Bluff Metropolitan Statistical Area. The formal name of the transportation planning program is the Pine Bluff Area Transportation Study (PBATS). The PBATS program was established in accordance with the Federal Highway Act of 1962, which required urban areas of more than 50,000 populations to create and maintain a continuing comprehensive transportation planning process carried on cooperatively by state and local communities in order to meet the transportation needs of public while complying with local, state and federal rules and guidelines. The PBATS area encompasses the cities of Pine Bluff, White Hall and portions of the unincorporated areas of Jefferson County that make up the Metropolitan Urbanized area as defined by the U.S. Census.

The purpose of this Public Participation Plan (PPP) is to

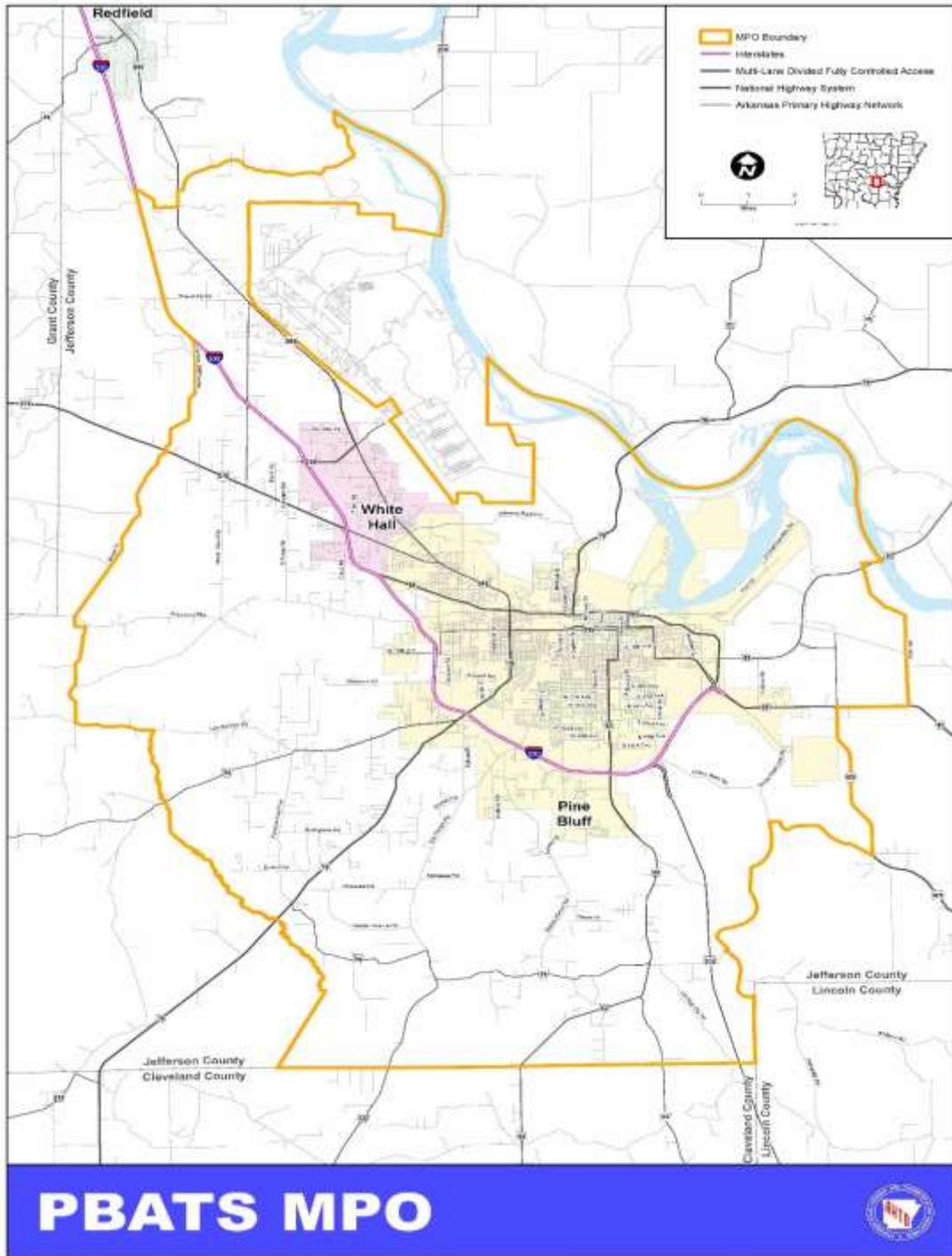
1. Provide a guide to the local transportation planning process
2. Provide an avenue for dissemination of transportation plans and decisions
3. Increase public involvement and engagement, and
4. Broaden the range of voices and views in the planning process.

SARPC as the MPO involves a cooperative effort by local governmental units, Arkansas Department of Transportation (ArDOT), public transportation providers and other interested parties to ensure the development of transportation policies that enhance the development and potential growth of the Pine Bluff metropolitan area.

Meaningful public participation is vital to ensure that the concerns of a diverse community of stakeholders are represented throughout the transportation planning process.

This plan has been developed and adopted in order to make certain that public participation is a fundamental and beneficial part of MPO activities and those decisions are made with the benefit of a wide range of public perspectives. The goal is to foster genuine cooperative and collaborative dialogue between the MPO and users of the area’s transportation system.

SARPC’s Public Participation Plan also satisfies Pine Bluff Transit’s public process.



TRANSPORTATION LEGISLATION

Beginning with *Act 26 of 1955* through to the current transportation legislation known as the FAST Act coordination of transportation planning has been encouraged and several facets mandated. Under the 1990 Intermodal Surface Transportation Act (ISTEA) “early and meaningful” public involvement was required in transportation decisions.

The *Transportation Equity Act for the 21st Century (TEA-21)* passed in 1998 emphasized a more balanced transportation system, as well as greater attention to environmental concerns and the social consequences of transportation investments. This legislation was followed by the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)* Act enacted in 2005 expanded the provisions for public involvement and included a requirement for including methods and practices for helping people to envision what the plan, program or project will actually look like and accomplish.

All subsequent transportation bills have continued to build upon the principle of public participation established by ISTEA, TEA-21 and SAFETEA-LU. The next transportation legislation enacted in July of 2012, *Moving Ahead for Progress in the 21st Century (MAP-21)* was enacted after several short-term extensions of transportation funding and continued until Congress considered a long-term reauthorization of the transportation programs. Under this act, no substantial changes were made to the public participation process.

In December of 2015, The Fixing America’s Surface Transportation Act (FAST ACT) was passed which promulgated the previous public participation in the planning process requirements identified in previous legislation. Primary to the planning process are: adequate public notice; key decision point review and comment; multiple, accessible participation formats, including electronic and in-person.

In essence, Metropolitan Planning Organizations shall provide citizens, local public agencies, representatives of local transportation providers, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, pedestrian and bike way users and representatives, representatives of the disabled and other interested parties a reasonable opportunity to comment on the transportation plan.

FEDERAL REGULATIONS

The Code of Federal Regulations, normally referred to as CFR, annual edition is the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal government produced by the Office of the Federal Register (OFR) and the Government Publishing Office.

Title 23, Chapter 1, Subchapter E, Part 450, Subpart C, defines the role and requirements of Metropolitan Planning Organizations, including 450.316 which describe the contents of a participation plan.

- (a) The MPO shall develop and use a documented plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan planning process.

- (1) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies and desired outcomes for:

- i. Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan (MTP) and the transportation improvement program (TIP);
- ii. Providing timely notice and reasonable access to information about transportation issues and processes;
- iii. Employing visualization techniques to describe metropolitan transportation plans and transportation improvement plans;
- iv. Making public information (technical information and meeting notices) available in electronically accessible formats and mean, such as the World Wide Web;
- v. Holding any public meetings at convenient and accessible locations and times;
- vi. Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the transportation improvement plan;
- 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;
- viii. Providing an additional opportunity for public comment, if the final metropolitan transportation plan or transportation improvement plan differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement process;

- ix. Coordinating with the statewide transportation planning public involvement and coordination process under subpart B of this part; and
 - x. Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.
- (2) When significant written and oral comments are received on the draft metropolitan transportation plan and the transportation improvement plan (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and transportation improvement plan.
- (3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent possible.

TITLE VI – CIVIL RIGHTS LEGISLATION

Title VI of the Civil Rights Act of 1964 states that “no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of or otherwise be subject to discrimination under any program or activity that is a recipient of federal financial assistance.” Title VI regulations apply to all organizations, both government and nonprofit, that receive federal funds. As such, all MPO’s and transportation planning activities must comply with the requirements of Title VI.

SARPC is required to prepare a Title VI Program that documents its compliance with the Department of Transportation’s Title VI regulations, and to review and update as needed every three years. SARPC’s Title VI Program is available as a stand-alone document and is appended in full in this Public Participation Plan.

ENVIRONMENTAL JUSTICE

Executive Order 12898

On February 11, 1994 Executive Order 12898, Federal Actions to Address Environmental Justice in Minority and Low-Income Populations was signed by then President Clinton.

Recipients of federal-aid funds have been required to certify and adhere to non-discrimination under Title VI of the Civil Rights Act of 1964, and many other laws, regulation and policies. Though not a new requirement, the purpose of the Executive Order is to identify and address disproportionately high and adverse health or environmental effects that federal policies, programs and activities may have on minority and low-income populations. The Order is supplementary to existing regulations and is not a basis for judicial review; however, it is intended for use as an internal management tool.

There are three fundamental environmental principles:

1. To avoid, minimize or mitigate disproportionately high or adverse human health and environmental effects, including social and economic effects, on minority and low income populations.
2. To ensure the full and fair participation by all potentially affected communities in the transportation decision making process.
3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Properly implemented environmental justice principles and procedures can improve all levels of transportation decision making. Southeast Arkansas Regional Planning considers these issues integral to a Public Participation Plan that enhances the public involvement processes; strengthens community-based partnerships and provides minority and low-income populations with opportunities to learn about and improve the quality and usefulness of transportation in their lives.

AMERICANS WITH DISABILITIES ACT OF 1990 -Title II

Section 504 of the Rehabilitation Act of 1973

As a recipient of federal funding, SARPC must comply with a variety of federal and state legislative regulations. In matters of nondiscrimination on the basis of disability SARPC is obligated to comply with two federal laws; the Americans with Disability Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

The Americans with Disability Act prohibits discrimination on the basis of disability. Title II of ADA applies specifically to all activities of state and local governments, including metropolitan planning organizations such as SARPC. and requires that government entities give people with disabilities equal opportunity to benefit from all of the programs, services and activities that may be offered.

As the federally designated metropolitan planning organization, SARPC is required to adhere to standards set forth in Title II, which include both physical accommodations (accessibility to buildings and meetings) and in policies, practices and procedures. Under Title II, SARPC is required to make reasonable accommodations in order to provide access and to communicate effectively with people who have hearing, vision or speech impairments. Likewise, SARPC is required to make reasonable modifications to policies, practices and procedures where necessary to avoid discrimination.

The Rehabilitation Act prohibits discrimination on the basis of disability in programs conducted by federal agencies, in programs receiving federal financial assistance, in federal employment and in the employment practices of federal contractors. The standards for determining discrimination under the Rehabilitation Act are the same as those used in Title I of the ADA.

Section 504 states that “no qualifies individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under” any program or activity that receives federal financial assistance. Requirements common to the regulations set forth in Section 504 include reasonable accommodations for employees with disabilities, program accessibility and effective communication with people who have hearing or visibility disabilities.

ARKANSAS CIVIL RIGHTS ACT OF 1993, AS AMENDED

The Arkansas Civil Rights Act covers nondiscrimination in the areas of employment, accommodations, property transactions, credit and contractual transactions, and the right to vote and participate in the political process. In 1995, the ACT was amended to add a section covering housing discrimination.

Section 107 of the Civil Rights Act protects person against, discrimination bed on race, religion, national origin (including one’s ancestry), gender and disability. Religion is specifically defined by the State to include “all aspects of religious belief, observance and practice.”¹ The ACT further defines gender discrimination to include discrimination “on account of pregnancy, childbirth or related medicalxonditions.”² Disability discrimination under this law includes discrimination based on the presence of any sensory, mental or physical disability, which is defined as “a physical or mental impairment that substantially limits a major life function.”³

ARKANSAS FREEDOM OF INFORMATION ACT (FOIA)

The Arkansas FOIA was signed into law by Governor Winthrop Rockefeller on February 14th, 1967 and is general considered one of the most comprehensive and strongest open-records and open-meetings laws in the United States. The law gives Arkansans access to public records and public meetings, with limited exceptions. Governing bodies must comply with the open-meetings section of the law if they are making decisions on the public’s behalf.

SARPC complies with all applicable provisions contained in the Arkansas FOIA.

AMERICAN INSTITUTE OF CERTIFIED PLANNERS (AICP)

The AICP Code of Ethics and Professional Conduct serves as a guiding force in interactions with the public for professional planners. The Code of Ethics states in part:

Our primary obligation is to serve the public interest and, we; therefore, owe our allegiance to a conscientiously attained concept of the public interest that is formulated through continuous and open debate....a) We shall always be conscious of the rights of others.....e) We shall give people the opportunity to have a meaningful impact on the development of plans and programs that may affect them.Participation should be broad enough to include those who lack formal organization or influence....f) We shall seek social justice by working to expand choice and opportunity for all persons, recognizing a special responsibility to plan for the needs of the disadvantaged and to promote racial and economic integration....

As the metropolitan planning organization for Pine Bluff Metropolitan Area, SARPC’s staff of professional planning professionals adheres to the standards of the AICP Code of Ethics and Professional Conduct.

¹Arkansas Code Ann. 16-123-102(8)

²Arkansas Code Ann. 16-123-102(1)

³Arkansas Code Ann. 16-123-102(2)

PRIMARY PLANS AND DOCUMENTS

The policies and procedures in this public participation plan encompass all plans, studies and procedures developed by the SARPC MPO. Plans and/or documents prepared on a scheduled basis which comprise the primary duties of the MPO with regard to regional planning and required by federal regulations include:

- Metropolitan Transportation Plan – MTP (Long Range Plan)
- Transportation Improvement Plan (TIP)
- Annual List of Obligate Projects (ALOP)
- Unified Planning Work Program (UPWP)
- Public Participation Plan (PPP)
- Title VI and LEP Plan

Below is a description of each document, with development time lines for publication, public involvement and amendment procedures.

METROPOLITAN TRANSPORTATION PLAN – MTP (LONG RANGE PLAN)

Federal transportation legislation requires that the MPO develop a comprehensive long-term plan outlining the vision for future projects as they relate to the regional transportation system. Following development, the plan must be updated every five years. This plan is required to be developed using a continuing and cooperative effort among the MPO, the state, transit providers and encourage and engage the public in involvement. The plan consists of two major components: 1) a financially unconstrained visualization that guides the area toward the desired future and 2) a constrained plan that selects those projects that can be reasonably attained within the planning time frame.

Once a copy of the MTP has been developed and/or updated, copies will be posted on the MPO website and placed at each city hall and the county courthouse. Copies of the plan for review may also be placed in public libraries and other public locations. The public will be given a thirty (30) day period following the time a legal notice is published in newspapers of general circulation (Pine Bluff Commercial and White Hall Journal) to review the draft plan and documents and submit comments.

Following the public comment period, the draft documents along with a summary of comments will be presented to the Technical Advisory Committee for review and recommendation. The revised final draft will be presented to the PBATS Policy Committee for approval and adoption.

An additional period of a minimum of ten (10) days for public review on the Metropolitan Transportation Plan will be provided in the event that significant changes are made after the original comment period. Notification of the additional ten (10) day period will be provided through the publication of a notice in the newspapers of general circulation noted previously.

TRANSPORTATION IMPROVEMENT PLAN - TIP

Federal Transportation legislation requires that the MPO develop a short-term planning document. The TIP is the tool that implements the MTP. It contains a list of projects to be implemented during a four-year period. The TIP is scheduled for adoption annually and may be continually updated throughout the four year period, as necessary Throughout the plan development, public involvement is sought using a variety of methods including those noted in the MTP process.

Once a copy of the TIP has been developed and/or updated, copies will be posted on the MPO website and placed at each city hall and the county courthouse. Copies of the plan for review may also be placed in public libraries and other public locations. The public will be given a fifteen (15) day period following the time a legal notice is published in newspapers of general circulation (Pine Bluff Commercial and White Hall Journal) to review the draft plan and documents and submit comments.

Following the public comment period, the draft documents along with a summary of comments will be presented to the Technical Advisory Committee for review and recommendation. The revised final draft will be presented to the PBATS Policy Committee for approval and adoption.

An additional period of a minimum of ten (10) days for public review on the Transportation Improvement Plan will be provided in the event that significant changes are made after the original comment period. Notification of the additional ten (10) day period will be provided through the publication of a notice in the newspapers of general circulation noted previously.

ANNUAL LISTING OF OBLIGATED PROJECTS – ALOP

Intended as a companion to the TIP, the ALOP document presents a list of projects in the PBATS area for which federal funds were obligated during the previous fiscal year. The ALOP must be published by December 31st of each calendar year. The ALOP will be posted on the MPO's website and in papers of general circulation (Pine Bluff Commercial and White Hall Journal) in the area.

UNIFIED PLANNING WORK PROGRAM – UPWP

The UPWP describes each work task to be undertaken by the MPO during the upcoming State fiscal year (July 1 through June 30). The UPWP must be adopted no later than May of each year, and published by July 1st. The public will be afforded a fifteen (15) day opportunity from the date a legal notice in newspapers of general circulation (Pine Bluff Commercial and White Hall Journal) to review and comment upon the proposed work program and associated budget.

Proposed amendments to the UPWP are subject to a minimum 15-day public review and comment period.

PUBLIC PARTICIPATION PLAN – PPP

The purpose of the PPP is to set forth the policies and procedures for involving the public in an early and meaningful conversation in the development of transportation plan, policies and programs. The Public Participation Plan will be reviewed annually and revised periodically

An updated PPP must be adopted and published prior to the adoption of any plans developed under the FAST Act and is subject to a 45-day public review and comment period. As with all other plans listed, the PPP draft comment period will begin following publication of a legal notice in newspapers of general circulation (Pine Bluff Commercial and White Hall Journal). Any public comments will be communicated to the PBATS Policy Board.

Should the Policy Board deem that substantial changes are required as a result of the comments or in response to specific situations which the current policies or procedures do not address,

amendments may be made to the PPP. Should this occur, a minimum 45-day review and comment period will be required.

TITLE VI AND LEP PLAN

This document is required of all MPO's and is developed in accordance with the requirements of the Civil Rights Act of 1964 and additional nondiscrimination acts. Like the PPP, the Title VI Program is subject to a 45-day public review and comment period. Amendments to this document typically occur during the three- year review and update of the program and require a 45-day public review and comment period.

ADDITIONAL PLANS AND PROJECTS

In the course of operation, MPO's may be required to participate in the development of other transportation plans or processes. These may include Regional Intelligent Transportation System Plans, Freight Plans, Safety Plan, Transit Development Plans, Asset Management Plans, Transit Safety Plans or Access Management Plans. The general methods detailed previously will be used to encourage public participation in the planning process. Final products will be approved by the PBATS Policy Board.

Public notification will be made through electronic and other media concerning the preparation of additional plans or projects. Copies of draft documents will be posted on the MPO website and placed at city hall, the county courthouse and other public offices. A public review and comment period of 15-days shall be allowed following the publication of a legal notice in newspapers of general circulation (Pine Bluff Commercial and White Hall Journal).

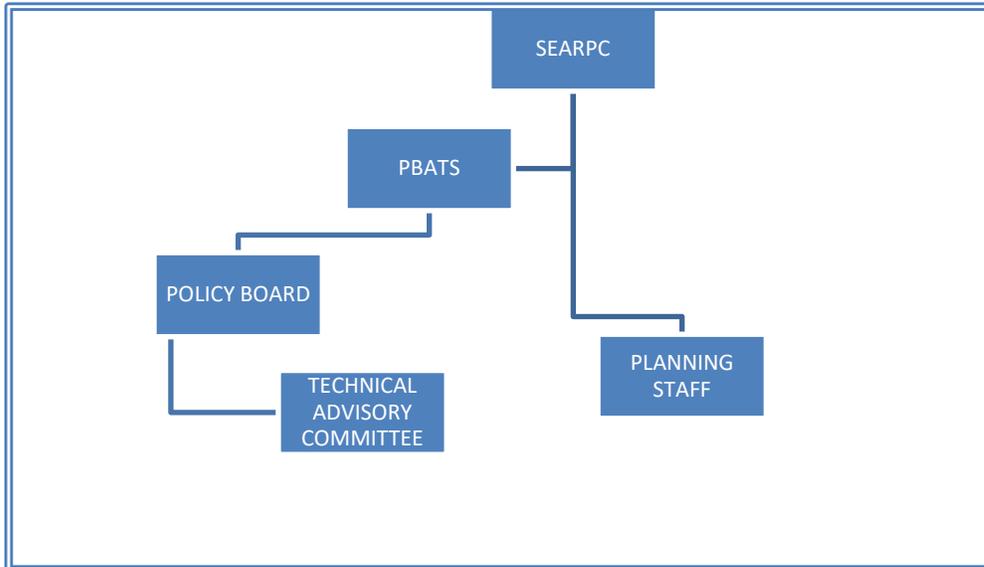
AVAILABILITY OF DOCUMENTS

Documents prepared by the MPO can be accessed free or at a minimal fee in the following formats:

-  The SARPC website (documents are pdf files)
-  CD / DVD upon request
-  Paper copies may be viewed only at all sites (city halls, county courthouse and libraries)

ORGANIZATION

Southeast Arkansas Regional Planning Commission is composed of member jurisdictions' mayors along with two elected officials and the county judge and two elected officials.



The Pine Bluff MPO Policy Board is represented by the mayors and one elected official from Pine Bluff and White Hall, the County Judge and one elected officials. The Arkansas Department of Transportation (ArDOT) is represented by one voting member.

The Policy Board sets policy which is carried out by SARPC staff, plus the Technical Advisory Committee.

Technical Advisory Committee (TAC)

The TAC is comprised of technical staff (planning staff from SARPC) and representatives from the various transportation related functions within the PBATS jurisdiction. These include members of public transportation, ArDOT, aviation, traffic control, emergency services, freight and economic development and other special interest groups with an interest in transportation policies in the area. The committee is charged with making recommendations to the Policy Board regarding technical aspects of the Metropolitan Transportation Plan, providing guidance for studies and products from SEARPC's annual work program; and developing the Transportation Improvement Plan (TIP).

PBATS MEETINGS

All SARPC Policy Board, TAC and subcommittee meetings are open to the public. Meeting dates are posted on the SARPC website and notices are sent out at least seven (7) days prior to a regularly scheduled meeting.

The SEARPC Policy Board (MPO) meets at 11:15 am on the first Thursday in the months of May and November.

The Technical Advisory Committee (TAC) meets at least twice annually, and more often as determined by the PBATS Study Director. Meeting dates and time are announced seven (7) days in advance of the meeting and are usually held at 10 am.

Subcommittees of the MPO and TAC are occasionally designated and meetings called as needed. AS with all other meetings, subcommittee meetings are advertised in compliance with the Arkansas Freedom of Information Act.

PUBLIC PARTICIPATION STRATEGY

Federal regulations mandate a continuous, coordinated and cooperative long-range transportation plan development. In order for SARPC to meet this requirement, the Policy Board views public involvement in plan and policy development a crucial element toward strategic development and implementation.

The purpose of this Public Participation Plan is to document the methods by which an extensive outreach will be made to include a variety of stakeholders in the transportation planning process.

The Board believes the public participation process is made up of two primary functions:

- 1. Ensure inclusion of groups with an interest in the transportation process an opportunity to have their voices and opinions heard; and*
- 2. Informing the general public of the transportation planning efforts in a timely and expressly clear manner so that all interested parties can be included.*

GOALS

Following is a list of goals that have been established by the MPO to guide this process:

1. Offer opportunities for groups and individuals to participate in the Metropolitan Transportation Plan (MTP, Transportation Improvement Plan (TIP) and amendments to these two documents, as well as any other resulting plans or projects.
2. Provide open and continuous communication to inform the public about the transportation planning activities of the MPO.
3. Identify venues for public participation and provide adequate time for the public to participate.
4. Provide opportunities for the public to participate in the meetings of the Technical Advisory Committee and Policy Board.
5. Offer timely response to comments and concerns, with the aim of educating the public about transportation programs and issues.
6. Extend the MPO's outreach efforts by consulting with and encouraging comments from groups and individuals belonging to minority populations, low-income populations and other groups with special needs.
7. Review the Public Participation Plan annually, and update the plan as needed.
8. Produce reports and documents understandable to the public.

METHODS OF OUTREACH

The MPO will undertake efforts to educate, involve and inform the general public on area transportation issues, studies and programs.

Conventional

The following steps will be utilized to facilitate public participation:

a) Committee Meetings

The Technical Advisory Committee and Policy Committee meet periodically to take action on various agenda items. The meetings of these committees are open to the public and members of the public are encouraged to participate on any matter related to transportation planning as allowed the PBATS Bylaws.

Persons with disabilities or language interpretation needing assistance are requested to contact the MPO office 48 hours in advance of a meeting to allow staff to make appropriate arrangements for their attendance at a meeting.

All agendas are posted on the MPO website no less than seven (7) days prior to a scheduled meeting. The posting of agendas complies with the requirements of the Arkansas Freedom of Information Act of 1967 (Act 93 of 1967, as amended) and will contain the date, time, place and purpose of the meeting.

b) Transportation Planning Discussions

During the Metropolitan Transportation Plan (MTP) and Transportation Improvement Plan (TIP) development or updates, the MPO staff and other professionals may conduct transportation planning discussions to obtain information from stakeholders at the time of updating or revising the plan. The roundtables will be held in locations that are dispersed throughout the MPO area and are accessible to a broad cross section of the community. The location of these roundtables will be chosen for maximum accessibility for people with disabilities.

The roundtables will provide an opportunity for the public to provide input on the MTP and TIP process. To encourage optimum participation, meetings are held at times convenient to as many members of the public as possible and advertised through internal contact lists. The MPO may use media, direct mailings, and the Internet when appropriate. Notice of such meetings may also be published in whatever media outlets available at the time of the roundtables to reach specific populations. As an example, *El Latina* is the weekly newspaper that may be used to reach the Hispanic population.

c) Legal Notices

Legal notices will be published in the local daily newspaper, the Pine Bluff Commercial, regarding amendments to the Transportation Improvement Program (TIP), the Metropolitan Transportation Plan (MTP), Public Participation Plan (PPP) and other strategic documents. Copies of documents for review will also be placed at Pine Bluff and White Hall city halls, the Jefferson County Courthouse as well as on the SARPC website. Copies of documents for review may also be placed in public libraries or other public entities.

d) Transportation Committees and Focus Groups

Meetings with local government Traffic / Transportation committees shall be attended to proactively involve local officials with Transportation Planning updates as well as to address local concerns. Meetings with groups interested in transportation planning may be scheduled to discuss the transportation needs of specific communities such as people with disability and other similar groups.

e) MPO Website

A website will be maintained for the MPO continuously containing a variety of material about MPO products and activities. The website provides links to important documents, legal notices, and current plans such as the Metropolitan Transportation Plan, Transportation (MTP) Improvement Program (TIP), Annual List of Obligate Projects (ALOP) and the Unified Planning Work Program (UPWP). Other transportation documents and related links may also be viewed from this site. The website Home page provides comments sections that will allow online responses to draft documents and plans.

f) Social Media

The website will provide links to social media sites such as Twitter and Facebook to communicate with stakeholders about transportation issues.

g) Handouts

The MPO may publish handouts (brochures, flyers and pamphlets) to provide information on the transportation planning process and ways stakeholders may get involved.

h) Government Access Channel

The MPO may post transportation related information and meeting dates on the local government access channel (Pine Bluff Cable channel 16).

i) Other Outreach Efforts

- The MPO will provide speakers to civic organizations, schools, neighborhood associations and other organizations that are interested in transportation planning
- News releases will provide local media (radio, television) as needed.
- Special Events – the MPO will work to identify special events (Livestock and Rodeo, National Night Out, etc.) to include in its outreach effort.
- Surveys – these may be used to obtain information from the general public and may be topic specific (i.e. Transit projects). Surveys may be conducted in person and/or on-line.

j) Advertising

For the Metropolitan Transportation Plan and other important transportation issues and projects, the MPO may utilize paid advertising to go along with legal notices and news releases.

Reaching Historically Underserved Communities

The MPO will broaden its efforts to include representatives of traditionally under-served communities by including them as members of the Technical Advisory Committee. Ad-hoc committees shall also include representatives of traditionally under-served communities.

The Pine Bluff Economic and Community Development Department provides for a number of programs in low income areas. The MPO will work with the department to identify opportunities for outreach and critical individuals to help lead the effort.

Reasonable accommodations for special needs may be provided at meetings with 2 day (48 hour) notice. Hearing impaired individuals may dial 711 to access information through the MPO.

If focus groups or surveys are used in a planning activity, a special effort will be made to seek out participation from underserved communities. A special effort is also made to schedule public meetings, public hearings and other public outreach activities within minority communities and always in an accessible location.

PPP APPENDIX A

Document Development, Amendment and Approval Procedures

DOCUMENT	FREQUENCY	PUBLIC MEETINGS	PUBLIC COMMENT PERIOD*	COMMITTEE ACTION
Metropolitan Transportation Plan (MTP)	Every 5 years Amended as needed	Technical Advisory Committee (TAC) Policy Board	Initial: 30 days Additional 10 day	TAC – Recommend Policy Board - Approve
Transportation Improvement Plan (TIP)	Annually Amended as needed	Technical Advisory Committee TAC) Policy Board	Initial: 15 days Additional 10 days	TAC – Recommend Policy Board - Approve
Unified Planning Work Program (UPWP)	Annually Amended as needed	Technical Advisory Committee (TAC) Policy Board	Initial: 15 days Additional 10 days	TAC – Recommend Policy Board - Approve
Public Participation Plan (PPP)	Reviewed Annually Amended as needed	Technical Advisory Committee (TAC) Policy Board	Initial: 45 days Additional 30 days	TAC – Recommend Policy Board - Approve
Annual Listing of Projects (ALOP)	Annually	Technical Advisory Committee (TAC) Policy Board	Posted on website In December Program	None required
Annual Performance and Expenditure Report (APER)	Annually	Technical Advisory Committee (TAC) Policy Board		TAC – Comment Policy Board - Comment
Title VI	Reviewed Annually Amended as needed	Technical Advisory Committee (TAC) Policy Board	Initial: 45 days Additional 30 days	TAC – Recommend Policy Board - Approve
Other Plans and Projects	As needed	Technical Advisory Committee (TAC) Policy Board	Initial: 15 days Additional 10 days	TAC – Recommend Policy Board - Approve

*Public comment periods begin with publication of legal notice in the Pine Bluff Commercial. Additional notice is published and additional time is provided for public comment if significant changes are made to a document after the initial public comment period.

PPP APPENDIX B

Procedures for Public Comments at Meetings

The Pine Bluff area MPO encourages public comments on any and all matters relevant to metropolitan transportation planning. To assure fair and equitable opportunities for all stakeholders desiring to address the MPO Commission meetings, the following public comment procedure have been established:

Public Comment on Agenda Items

Public comments related to agenda items will be allowed at the end of each meeting. Comments may be limited to three (3) minutes based on the number of agenda items being addressed. Persons wishing to address more than one agenda item may do so during their allotted time.

An agenda and sign-up sheet will be made available at least ten (10) minutes prior to the start of the meeting at the meeting location.

Other Public Presentations

Groups or individuals desiring to make presentations to the Policy Board will be required to first make their presentation to the Technical Advisory Committee (TAC). With approval from the TAC, the group or individual may make their presentation to the Policy Board. The Policy Board, after hearing the presentation, will direct the MPO staff with any further action.

Requests for public presentations not related to agenda items must be submitted to the MPO staff three (3) weeks in advance of the regular meeting with the assurance that the staff will forward to the Chairperson two (2) weeks in advance of the regular meeting. The presentation will be added to the agenda at the Chairperson's direction. If approved as an agenda item, presenter(s) will notified via email. The presentation will be limited to ten (10) minutes.

Requests to deliver a non-agenda item presentation should be submitted in writing, fax or by email addressed to:

Chairperson
Policy Board
C/O MPO Director
SARPC
1300 Ohio, Suite B
Pine Bluff, AR 71601

Fax: (870) 534-1555

E-Mail: larryreynolds@cablelynx.com

Telephone: 870-534-4247

Written Comments

The Pine Bluff Area Metropolitan Planning Organization welcomes and encourages written comments relating to agenda items or other metropolitan transportation concerns. For written comments exceeding three (3) standard 8 ½ x 11 pages, twenty (20) copies must be provided. Written comments should be sent to the Policy Board Chairperson at the above address.

Invited Comments

The Chairperson may at any time during the meeting invite comments from the audience.

Information Required

- Full name
- Affiliation (if applicable)
- Mailing address
- E-mail
- Agenda item(s) or Topic to be discussed.

Title VI Plan



Title VI, Environmental Justice, and Limited English Proficiency Policy

This report was funded in part through grant(s) from the Federal Highway Administration, Federal transit Administration, and the U.S. Department of Transportation

NOTICE OF NONDISCRIMINATION

The Southeast Arkansas Regional Planning Commission (SARPC) complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, SARPC does not discriminate on the basis of race, sex, color, age, national origin, religion (not applicable as a protected group under the Federal Motor Carrier Safety Administration Title VI Program), disability, Limited English Proficiency (LEP), or low-income status in the admission, access to and treatment in SARPC's programs and activities, as well as SARPC's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding SARPC's nondiscrimination policies may be directed to Larry Reynolds, Executive Director, 1300 Ohio, Suite B, Pine Bluff, Arkansas 71601, (870) 534-4247 or the following email address: larryreynolds@cablelynx.com. This notice is available in alternative formats.

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I. GENERAL INFORMATION / DEMOGRAPHICS

(1) SOUTHEAST ARKANSAS REGIONAL PLANNING COMMISSION (SARPC) AND PBATS

The Southeast Arkansas Regional Planning Commission (SARPC) is a planning organization that serves local units of governments in Jefferson County, Arkansas.

Since its formation in 1967, the Southeast Arkansas Regional Planning Commission has been working toward making Jefferson County a more desirable place to live and work. Enabling legislation in the form of Act 26 of 1955 (which provided for the formation of SARPC) states as its purpose, "...to make those studies and plans for the metropolitan area or region that will guide the unified development of the area, that will eliminate planning duplication and promote economy and efficiency in the coordinated development of the area and the general welfare and prosperity of its people."

SARPC is the designated Metropolitan Planning Organization (MPO) for the Pine Bluff Area Transportation Study (PBATS). Participants of the PBATS Metropolitan Transportation Planning program include the Arkansas Highway and Transportation Department, public transit providers, Jefferson County, Pine Bluff, White Hall and other interested parties for providing guidance in long range transportation development for the metropolitan area.

(2) DEMOGRAPHICS

Basic profile of Jefferson County, Arkansas:

Jefferson County, Arkansas includes the municipalities of Altheimer, Humphrey, Pine Bluff, Redfield, Wabbaseka and White Hall. The Pine Bluff Area Transportation Study (PBATS) encompasses the Pine Bluff-White Hall Metropolitan Statistical Area. For the purpose of this policy, the demographic profile will consider the PBATS study area.

Geography of the Study Area:

The PBATS study area contains approximately 274 square miles including the cities of Pine Bluff, White Hall and portions of Jefferson County. The two cities join at the northwestern and southeastern edges of their respective municipalities. Most of the watershed flows to the Arkansas River, which flows into the Mississippi River.

Pine Bluff:

Pine Bluff registered a population of 49,083 in the 2010 Census. This represents a 10.9 percent decrease from the 55,085 2000 Census population and an annual decline rate of 1 percent. On average, there were 600.2 people per year moving out of Pine Bluff since the 2000 Census.

White Hall:

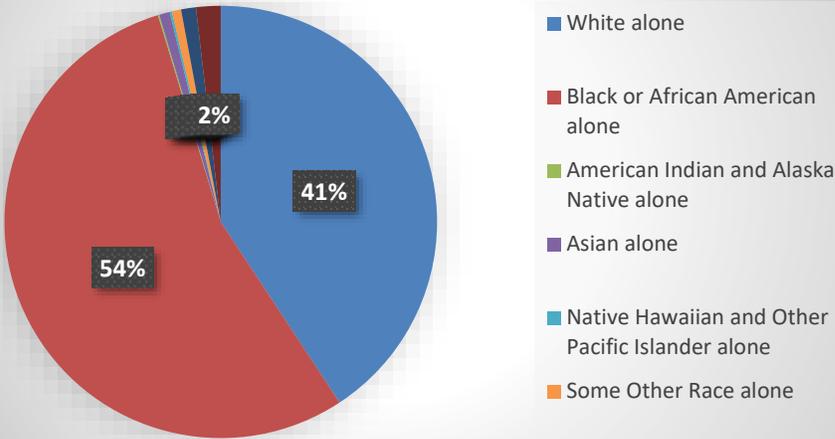
White Hall registered a population of 5526 in the 2010 Census. This represents a 16 percent increase from the 4732 2000 Census population and an annual growth rate of 1.6 percent. On average, there were 7.94 people per year moving into White Hall since the 2000 Census.

Jefferson County:

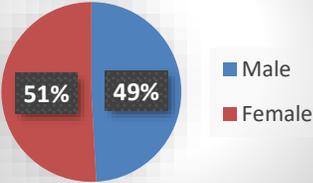
Jefferson County's population showed a dramatic decrease in population from 84,275 in 2000 to 77,435 in 2010. This indicates a direct correlation with the City of Pine Bluff's decrease.

Area	2000	2010
Pine Bluff	55,085	49,083
White Hall	4,732	5,526
Jefferson County	84,275	77,435

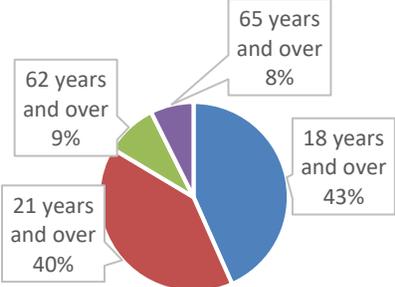
Race Comparison

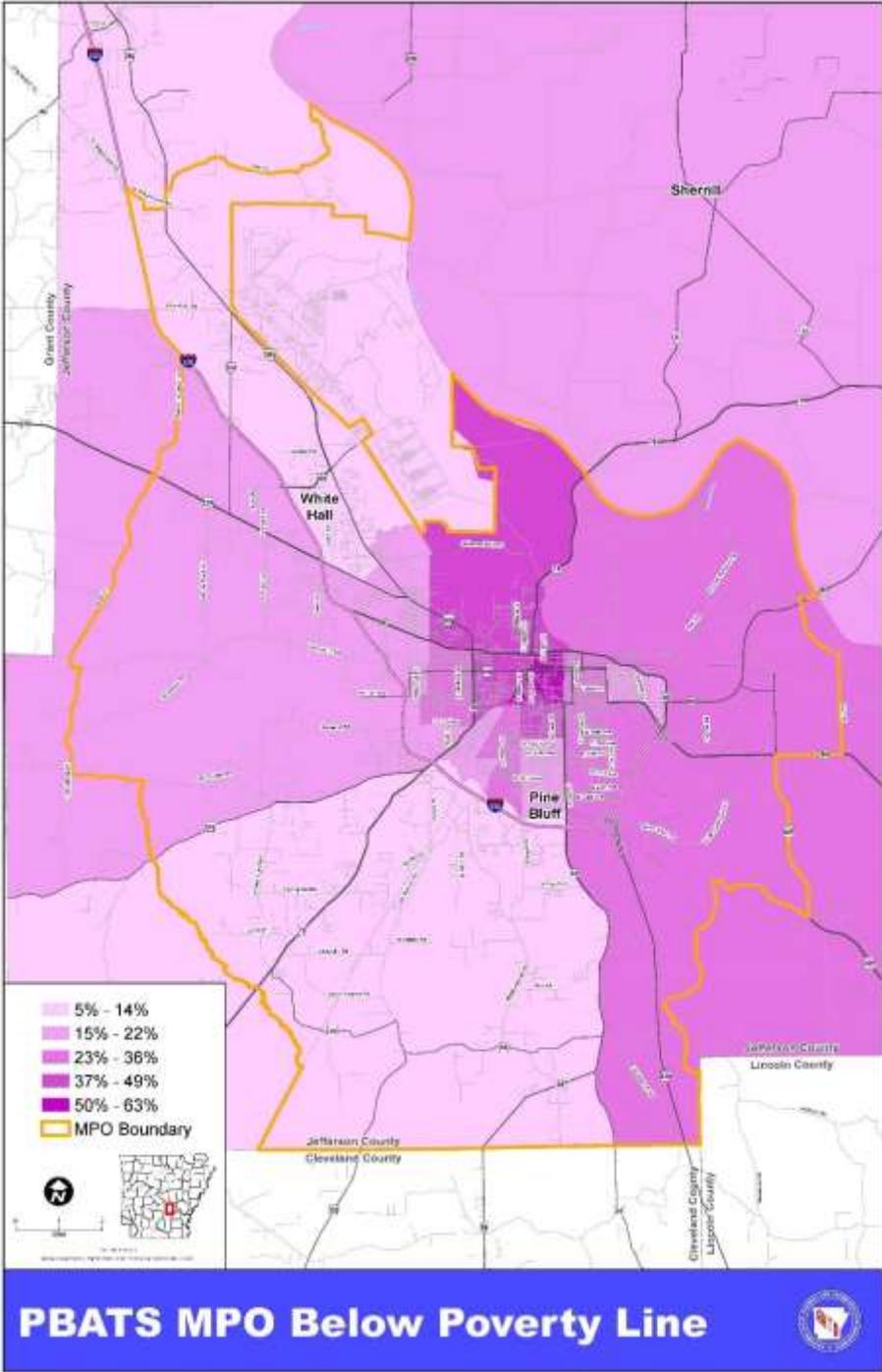


Sex



AGE





II. STATEMENTS OF POLICY

(1) Title VI Nondiscrimination Statement of Policy

Southeast Arkansas Regional Planning Commission (SARPC) is committed to compliance with Title VI of the Civil Rights Act of 1964. Specifically, 42 USC 2000d 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.*” In addition to Title VI, there are other Nondiscrimination statutes that afford legal protection. These statutes include the following: Section 162(a) of the Federal Highway Act of 1973 (23 USC 324)(sex), Age Discrimination Act of 1975 (age), and Section 504 of the Rehabilitation Act of 1973 / Americans With Disabilities Act of 1990 (disability), Civil Rights Restoration Act of 1987, 49 CFR Part 21, 23 CFR Part 200, USDOT Order 1050.2, Executive Order 12898 (Environmental Justice), and Executive Order 13166 (Limited English Proficiency). Southeast Arkansas Regional Planning Commission 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 activities receiving Federal financial assistance from the Department of Transportation.

(2) Environmental Justice and Limited English Proficiency Policy Statement

Southeast Arkansas Regional planning is committed to assuring every effort will be made to prevent the discrimination of low-income and minority populations, as a result of any impact of its programs or activities in accordance with Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and in Low-Income Populations. Minority populations represent a culturally, ethnically, or racially distinct group that coexists with but is subordinate to a more dominant group.

In addition, SARPC assures every effort will be made to provide meaningful access to persons that have Limited English Proficiency (LEP), in accordance with Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (LEP). LEP is a term used in the United States that refers to a person who is not fluent in the English language, often because it is not their native language.

III TITLE VI ASSURANCES

(1) Specific Forms of Discrimination Prohibited

SARPC’s efforts to prevent discrimination must address, but are not limited to:

- The denial of services, financial aid, or other benefits provided under a program.
- Distinctions in the quality, quantity, or manner in which the benefit is provided.
- Segregation or separation in any part of the program.
- Restriction in the enjoyment of any advantages, privileges, or other benefits provided to others.
- Different standards or requirements for participation.

- Failure to monitor and update the plan as necessary to meet all Federal regulations including but not limited to failure to update every three (3) years (FTA Circular 4702.1B.)
- Methods of administration which directly or indirectly or through contractual relationships would defeat or impair the accomplishment of effective nondiscrimination.
- Discrimination in any activities related to a highway, infrastructure or facility built or repaired in whole or in part with Federal funds.
- Discrimination in any employment resulting from a program, the primary purpose of which is to provide employment.

(2) Programs and Services covered by Title VI

SARPC's Title VI Plan applies to all programs, activities and services, regardless of funding source.

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
2. Federal-Aid Highway Act of 1973 (23 U.S.C. §324 *et seq.*), (prohibits discrimination on the basis of sex);
3. The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
4. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*) as amended, (prohibits discrimination on the basis of disability);
5. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 *et seq.*), (prohibits discrimination on the basis of disability)
6. The National Environmental Policy Act of 1969, 42 U.S.C. § 4321;
7. 49 C.F.R. Part 21 (entitled *Nondiscrimination In Federally-Assisted Programs Of The Department of Transportation-Effectuation of Title VI Of The Civil Rights Act of 1964*);
8. 49 C.F.R. Part 27 (entitled *Nondiscrimination On The Basis Of Disability In Programs Or Activities Receiving Federal Financial Assistance*);
9. 49 C.F.R. Part 28 (entitled *Enforcement Of Nondiscrimination On the Basis Of Handicap In Program Or Activities Conducted By The Department Of Transportation*);
10. 49 C.F.R. Part 37 (entitled *Transportation Services For Individuals With Disabilities (ADA)*);
11. 23 C.F.R. Part 200 (FHWA's Title VI/Nondiscrimination Regulation);
12. 28 C.F.R. Part 35 (entitled *Discrimination On The Basis Of Disability In State And Local Government Services*);
13. 28 C.F.R. Part 50.3 (DOJ Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964).
14. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601, *et seq.*)
15. Department of Justice regulation, 28 CFR part 42, Subpart F, "Coordination of Enforcement of Nondiscrimination in Federally-Assisted Programs" (December 1, 1976, unless otherwise noted).
16. Joint FTA/Federal Highway Administration (FHWA) regulation, 23 CFR part 771, "Environmental Impact and Related Procedures" (August 28, 1987).

17. Joint FTA/FHWA regulation, 23 CFR part 450 and 49 CFR part 613, "Planning Assistance and Standards," (October 28, 1993, unless otherwise noted).
18. DOJ Order 5610.2, "U.S. DOT Order on Environmental Justice to Address Environmental Justice in minority Populations and Low-Income Populations," (April 15, 1997).
19. DOT Policy Guidance Concerning Recipient's Responsibilities to Limited English Proficient Person, (December 14, 2005).

(3) Objectives

The Objectives of FTA's Title VI Program, as set forth in FTA Circular 4702.1A, Title VI and Title VI-dependent Guidelines for Federal Transit Administration Recipients, are;

- Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin;
- Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- Promote the full and fair participation of all affected populations in transportation decision making;
- Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations;
- Ensure meaningful access to programs and activities by persons with Limited English Proficiency.

(4) Assurances for Title VI and Other Nondiscriminatory Statutes

SARPC in keeping with our policy of nondiscrimination, hereby agrees that as a condition to receiving Federal financial assistance from the Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d - 42 U.S.C. 2000d-4 (hereinafter referred to as the Act) and all requirements imposed by or pursuant to: Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, nondiscrimination in Federally-assisted programs of the Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to that end in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex, national origin, or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which SARPC receives Federal financial assistance from the Department of Transportation, including the Federal Transit Administration (FTA), and hereby gives assurance that it will promptly take any measures necessary to effectuate this agreement. This Assurance is required by Subsection 21.7 (a) (1) of the Regulations.

More specifically and without limiting the above general assurance, SARPC hereby gives the following specific assurances with respect to operating assistance projects:

- That SARPC agrees that each "program" or "facility", as defined in Subsections 21.23(b) and 21.23 (e) of the Regulations, will be (with regard to a "program") conducted, or will be (with

regard to a “facility”) operated in compliance with all requirements imposed by, or pursuant to, the Regulations; and

- That SARPC shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with the Federal Transit Administration, and in adapted form in all proposals for negotiated agreements;
- SARPC in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and 49, of the Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, national origin, income status or age in consideration for an award;
- SARPC shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the officials to whom he delegates specific authority to give reasonable guarantee that it, other recipients, sub grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this Assurance;
- SARPC agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this Assurance; and
- This Assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to SARPC by the Department of Transportation under Federal-Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal-Aid Highway Program. The person whose signature appears below is authorized to sign this Assurance on behalf of SARPC.

VI. TITLE VI AND ENVIRONMENTAL JUSTICE – PINE BLUFF TRANSIT PLANNING REQUIREMENTS

SARPC is responsible for providing data to Pine Bluff Transit ensuring Title VI and Environmental Justice compliance for the following planning activities:

(1) Data Collection

Census and other statistical data will be collected by SARPC, as a means of identifying low income and minority populations within the service area. The data will be maintained for the purpose of planning projects and programs that serve various population groups. The data collection process will be reviewed regularly to ensure sufficiency in meeting Title VI requirements.

- Actions
 - Collect, maintain, and update databases of low income and minority concentrations within the service area
 - Work with data providers on data collection efforts

- Utilize the data when developing plans and studies
- Develop demographic profile maps to help identify neighborhoods with high concentrations of low income and minority populations
- Use these maps in various planning documents

(2) Transit Planning

SARPC assists the City of Pine Bluff / Pine Bluff Transit in planning the transit system so that it can appropriately serve low income and minority neighborhoods, make meaningful connections between housing and jobs, and ensure that transit is a viable transportation option.

- SARPC Actions
 - Using demographic profile maps ensure that transit routes and stops fully serve those neighborhoods with high concentrations of low income and minority populations.
 - Work with Pine Bluff Transit to identify necessary changes to routes
 - Ensure bus stop locations are fully accessible for all users, both at the site and in the vicinity

V. TITLE VI AND ENVIRONMENTAL JUSTICE – THE PUBLIC PARTICIPATION PROCESS

(1) Public Participation Plan (PPP)

The PBATS Plan (PPP) describes how SARPC communicates and distributes information to the public as well as how the public can interact and provide comments concerning planning services. The needs of those traditionally underserved by the existing system will be sought and considered by SARPC.

Through its public involvement efforts, SARPC will strive to achieve the following Title VI and Environmental Justice (EJ) goals:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Title VI states that no person shall, on the ground of race, color, or national origin, be excluded from participation in, denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. SARPC will ensure that the input and feedback from all people will be considered in the development of planning documents and activities.

EJ concerns and goals should be considered throughout all public engagement efforts, from project planning through construction and operation. This includes public outreach conducted

during transportation planning and during the environmental reviews required by the National Environmental Policy Act (NEPA).

Non-Discrimination - Your Rights under Title VI of the Civil Rights Act of 1964

The United States Department of Transportation (DOT) ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color or national origin in the provisions of benefits and services resulting from federally assisted programs and activities. Any person, who believes the SARPC has violated his /her Title VI protections, should contact the SARPC office at 870-534-4247. SARPC has also developed a policy to assist individuals who are Limited English Proficient (LEP). Translation services in order to assist LEP individuals shall be made available to customers upon request. SARPC's Title VI policy, complaint procedures and LEP Plan shall be made available upon request by contacting the Planning Office at the above-noted information. For Federal Title VI information please contact the Federal Transit Administration (FTA), Region VI at 817-978-0550. Federal Title VI information, including filing complaints, can also be accessed on the FTA web site at: www.fta.dot.gov.

Section VI of this plan describes the procedures to be followed by members of the public to file a discrimination complaint against Southeast Arkansas Regional Planning Commission

Refer to Appendix C for the Public Participation Plan.

VI. TITLE VI COORDINATOR AND COMPLAINT PROCESS

(1) Title VI Coordinator Responsibilities

The executive Director of Southeast Arkansas Regional Planning Commission is the designated Title VI Coordinator for the SARPC.

The Executive Director is responsible for oversight of SARPC's Title VI plan. The Executive Director must ensure that SARPC is compliant with Title VI requirements. The Coordinator is also responsible for Title VI training of relevant staff, conducting reviews, and assisting in investigations of Title VI complaints.

SARPC's Executive Director and staff will be responsible for the following:

- Ensuring that the planning services fully comply with the requirements of Title VI.
- Monitoring the planning services goals and ensuring compliance with Title VI requirements.
- Reviewing operational policies and procedures to ensure Title VI compliance.

- Monitoring the service equities of planning data collection and analysis for potential impacts on social, economic, and/or ethnic groups.
- Ensuring the planning organizational membership attempts to reflect the makeup of the population served. This would include periodically reporting the MPO racial, ethnic, and gender composition of public involvement organizations or groups.
- Ensuring the opinions and views of all groups within their populations are solicited and considered in the planning of transportation projects.
- Monitoring compliance with Environmental Justice issues to identify low-income and minority populations that may be impacted by transportation planning process.
- Providing evidence that input from minority groups/persons has been considered in the transportation planning process. Evidence could include but is not limited to the participation level and composition of participants in public information settings and reporting any follow-up and conclusions to issues communicated throughout the planning process.
- Monitoring the gathering and utilization of demographic data used to identify and locate low-income and minority populations in order to investigate the possible benefits and detriments of transportation plans on these populations.
- Monitor compliance with Limited English Proficiency populations to improve access and comprehension of the planning process for individuals comprising the LEP population.

(2) Title VI Complaint Procedures

SARPC is committed to ensuring that all citizens have equal access to all planning services. It is further the intent of the SARPC that all citizens are aware of their rights to such access. Any person believing he or she has been excluded from, denied participation in, denied the benefits of, or otherwise has been subjected to discrimination under any planning service, program or activity (whether Federally funded or not) due to that person's race, color, national origin, gender, age, disability, economic status, or Limited English Proficiency has the right to file a complaint.

The complaint procedures cover the following:

- Title VI of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- Civil Rights Restoration Act of 1973
- Civil Rights Restoration Act of 1987
- Americans with Disabilities Act of 1990
- Executive Order 12898
- Executive Order 13166

(3) Reporting a Title VI Complaint

An individual, group of individuals or entity may file a formal Title VI complaint. If an individual or group believes that they have received discriminatory treatment by SARPC on the basis of your race, color or national origin, the individual or group has the right to file a

complaint with SARPC's Executive Director. The complaint must be filed no later than 180 calendar days of the alleged discriminatory incident.

The preferred method is to file your complaint in writing using the Title VI Complaint Form (Appendix C) and sending it to:

Attn:
Executive Director
SARPC
1300 Ohio Street, Suite B
Pine Bluff, AR 71601

Verbal complaints will be accepted and transcribed by the Executive Director. To make a verbal complaint, call (870) 534-4247 and ask for the Executive Director.

An individual or group also has the right to file a complaint with an external entity such as the Arkansas Highway and Transportation Department (AHTD), a federal or state agency, or a federal or state court. For complaints submitted to AHTD, they must be submitted to the AHTD Title VI Coordinator in writing, signed and dated, within 180 days of the alleged discriminatory act (or latest occurrence). The complaint should be submitted to the following address:

Attn: Title VI Coordinator
Section Head: EEO/DBE
db@arkansashighways.com
501-569-2298
PO Box 2261
Little Rock, AR 72203-2261
www.arkansashighways.com/dbe/dbe.aspx

The complaint that is submitted to the entity should include the name, address, phone number and signature of complainant. The formal complaint should describe the alleged discriminatory act that violates Title VI in detail.

Title VI complaints may also be filed directly with the United States Department of Transportation (USDOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Federal Aviation Administration (FAA) or the Federal Railroad Administration (FRA) within the 180 day period of the alleged discriminatory act (or latest occurrence).

Should a complaint be filed through the external entity simultaneously, the external complaint shall supersede the SARPC complaint and SARPC's complaint procedures will be suspended pending the external entity's findings.

If SARPC were to receive a Title VI complaint, staff will inform AHTD of the complaint and the measures taken to address and resolve the complaint.

(4) Filing a Title VI Complaint

Within ten (10) working days of receipt of the formal complaint, the Executive Director will notify the complainant and begin an investigation (unless the complaint is filed with an external entity first or simultaneously). The investigation will address complaints against SARPC.

The investigation may include discussion(s) of the complaint with all affected parties to determine the problem. The complainant may be represented by an attorney or other representative of his/her own choosing and may bring witnesses and present testimony and evidence in the course of the investigation. The investigation will be conducted and completed within 60 days of the receipt of the formal complaint. Complaints with incomplete information may result in delayed investigations and responses.

Based upon all the information received, an investigation report will be written by the Executive Director. The complainant will receive a letter stating the final decision of the Executive Director by the end of the 60-day time limit. The complainant shall be notified of his/her right to appeal the decision. Appeals may be made to ART, the Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH).

(5) Title VI Complaint Form

Completion of a Title VI Complaint form is required when filing a complaint. Please see Appendix A for a copy of the form. These forms are also available from the SARPC Office 1300 Ohio Street, Pine Bluff, AR 71601.

(6) Title VI Related Training

The Title VI Coordinator shall ensure that staff is trained and familiar with related policies and procedures. Related Title VI training will be provided by the Title VI Coordinator to senior management and others to discuss practical situations and how Title VI applies to the planning and public participation processes. Training may also be provided through FHWA-sponsored webinars and training resources. The AHTD Office of Equal Opportunities can be contacted to provide on-site Title VI training.

VII. LIMITED ENGLISH PROFICIENCY (LEP) PLAN

(1) Overview of LEP Plan

Executive Order 13166, titled “Improving Access to Services for Persons with Limited English Proficiency”, indicates that differing treatment based upon a person's inability to speak, read, write, or understand English is a type of national origin discrimination. Any agency receiving federal funds needs to develop a Limited English Proficiency (LEP) Plan.

(2) Four Factor Analyses

The primary element of this LEP Plan is the Four Factor Analysis that considers the following factors:

Factor One: Number or Proportion of LEP Individuals: a summary of LEP persons in the service area and a description of efforts to provide meaningful opportunities for the LEP population to be involved in programs and services.

Data from the United States Census indicates a small percentage of population

Pine Bluff-White Hall, Arkansas: 2010 US Census Summary File		
Ability to Speak English		
Total Population	54,609	
Population Speak English Only	49,653	91%
Population Speaking Language other than English	1,849	3%
Other than English Detail		
Speak English "not very well"	455	25%
<i>Spanish</i>		
Speak English "not well" or "not at all"	244	13%
<i>Other Indo European</i>		
Speak English "not well" or "not at all"	88	5%
<i>Asian and Pacific Island</i>		
Speak English "not well" or "not at all"	97	5%
<i>All other</i>		
Speak English "not well" or "not at all"	6	0%
Total Population that Speaks English "not well" or "not at all"	435	0.8%

Only 3% of the population reports speaking a language other than English. More significant, less than 1% of the population, or 435 persons out of the close to 55,000 total population reports not speaking English “well or not at all.” Of these 435 persons report speaking Spanish, 88 speaking Indo-European languages and 97 Asian and Pacific Island languages.

This Census Data, which reports a very limited population, is reinforced by feedback and anecdotal reports from service organizations. Over the past several years, SARPC has not received any inquiries or requests for information in alternative languages. This Census Data, showing a very limited demand for alternative language assistance is consistent with the experience of other organizations such as the local school system and the Southeast Arkansas Regional Planning Commission.

Factor Two: Frequency of Contact

Nature of contact: Transportation planning opportunities are limited in the PBATS study area. Pine Bluff Transit and Southeast Arkansas Transportation (SEAT) provide service in the Pine Bluff and White Hall areas. Pine Bluff transit provides fixed route service operated in thirty minutes on a bi-directional service. SEAT operates a demand response system. Therefore, a base frequency at any given stop/direction is approximately one hour. Fare schedules are in place to encourage ridership by students, senior/disabled with a low cost transfer fare.

Frequency of Contact: Currently, Pine Bluff Transit and SEAT have route information posted on their respective websites. As mentioned, no requests have been received from any rider concerning information in alternative languages.

Factor Three Nature and Importance of the Program

Given the limited population (435 out of 54,609 total population) that may need alternative language access, with the predominant total population of 244 Spanish speaking with the remaining 191 speaking a wide range of other Indo European, Asian, or Pacific Island languages, it would be appropriate to consider this need less important.

However, SARPC takes the position that all citizens are important and while there have been no requests for alternate language access; this service will be provided promptly on request. To this end, the following notice is posted on SARPC's website:

Free language assistance is available through La Oficina Latina... The office may be reached by calling 479-575-8405

**Ayuda gratuita está disponible a través de La Oficina Latina. La oficina también puede ser contactado llamando al 479-575-8405*

Factor Four Resources Available:

SARPC has developed a listing of community resources to assist with positive and timely communications with persons with limited English proficiency. In addition to state and city human service programs, the Southeast Arkansas Regional Planning Commission plays a major role in supporting these contacts.

A summary of the resources that the organization can use for providing assistance to LEP populations includes:

- La Oficina Latina
- Black River Area Development Group (HUD housing opportunities)
- Kevin Bonnette State Farm Agency (bi-lingual assistance provided)
- www.arkansashispano.com (website devoted to Hispanic issues/service)
- Latin Catholic/Latina Evangelical Church (faith-based organization)
- Holá Arkansas (Spanish language publication)

In addition to these resources, SARPC will continue to develop the necessary resources for LEP outreach.

Other elements of the Language Assistance Plan will include:

A. How Will You Identify LEP Persons Who Need Language Assistance?

- City Council/SARPC will be advised of plan.

B. How Will You Identify Language Assistance Measures?

- Actively review additional options for providing service.

C. How Will Your Staff Be Trained?

- Staff will respond to all Customer Service issues.

D. What Will Be Your Outreach Efforts?

- Printed information will be translated to Spanish and updates will be provided when needed.

Free language assistance is available through La Oficina Latina... The office may be reached by calling 479-575-8405

**Ayuda gratuita está disponible a través de La Oficina Latina. La oficina también puede ser contactado llamando al 479-575-8405*

E. What Is Your Monitoring and Updating Plan?

- Request routine feedback from staff concerning any increased demand/incidents of needing information.
- Continued contacts with community resources.

F. How Will You Disseminate Your LEP Plan?

- Plan will be available to all community resource offices.
- Availability of plan will be included in all printed material and website.

(3) LEP Policy

It is the policy of SARPC to ensure that our programs and activities, normally provided in English, are accessible to Limited English Proficiency (LEP) persons and thus do not discriminate on the basis of national origin in violation of the Title VI prohibition against national origin discrimination. SARPC will, to the maximum extent feasible in its official deliberations and communications, community outreach and related notifications, provide appropriate alternative non-English formats for persons with LEP to access information and services provided.

TITLE VI APPENDIX A

Commonly Used Acronyms

AHTD – Arkansas State Highway and Transportation Department
C.F.R. – Code of Federal Regulations
DFEH – Department of Fair Employment and Housing
DOT – Department of Justice
EEOC – Equal Employment Opportunity Commission
EJ – Environmental Justice
FAA – Federal Aviation Administration
FHWA – Federal Highway Administration
FRA – Federal Railroad Administration
FTA – Federal Transit Administration
LEP – Limited English Proficiency
MPO – Metropolitan Planning Organization
NEPA – National Environmental Protection Act
PBATS – Pine Bluff Area Transportation Study
PPP – Public Participation Policy
SARPC – Southeast Arkansas Regional Planning Commission
U.S.C. – United States Code

TITLE VI APPENDIX B

Policy Board Members

- Mayor and 1 Council member of the City of Pine Bluff
- Mayor and 1 Council member of the City of White Hall
- Judge and 1 Quorum Court member of Jefferson County
- One representative from the Southeast Arkansas Regional Planning Commission appointed by the Commission other than those already represented on the Policy Committee from the Cities of Pine Bluff and White Hall and Jefferson County
- One representative for Intermodal Transportation
- One (1) member each from Arkansas Highway Department Planning Office and District Office Engineer

Technical Advisory Committee Members:

- PBATS Study Director
- One representative from the Southeast Arkansas Regional Planning Commission or than the Study Director
- City of Pine Bluff Street Manager
- Mayor of White Hall
- Manager of Pine Bluff Airport Authority
- Manager of Pine Bluff Transit
- Arkansas Highway and Transportation Department District Resident Engineer
- Two Transportation Planners representing the Arkansas Highway and Transportation Department interests and one representing transit interest
- One representative from Pine Bluff Port/The Alliance
- One representative from the Union Pacific Railroad
- Jefferson County Judge
- Jefferson County Road Superintendent

TITLE VI APPENDIX C

PUBLIC INVOLVEMENT PROCEDURES

Prepared by the
PINE BLUFF AREA TRANSPORTATION STUDY (PBATS)
METROPOLITAN PLANNING ORGANIZATION (MPO)
Prepared in Cooperation with
The Arkansas State Highway and Transportation Department
Federal Transit Administration
Cities of Pine Bluff and White Hall
The County of Jefferson

PBATS MPO does not currently have a web site. The new federal transportation act requires the PBATS MPO web site to be operational by July 1, 2007. Until then, documents for public review may be viewed at the PBATS MPO office or public library.

ADOPTED BY THE POLICY COMMITTEE ON MAY 15, 2007

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A. INTRODUCTION

The Transportation Equity Act for the 21st Century (TEA 21) requires an ongoing public involvement program in the development and maintenance of the Pine Bluff Area Transportation Study (PBATS) Metropolitan Planning Organization (MPO) Long Range Transportation Plan (LRP) and other transportation and implementation activities. The PBATS MPO Policy Committee and the Technical Advisory Committee (TAC) seek public input from local citizens, employers, and transportation providers, and other transportation users in the region, as programs are developed to make the most of transportation facilities in PBATS Study Area. These procedures are designed to give the public opportunities to make comments and suggestions during planning and implementation of transportation programs.

This document outlines procedures that are designed to promote and encourage public participation in the transportation planning process. It does not limit additional, ongoing, creative solutions to facilitate public involvement. Additional strategies to involve the public shall be encouraged such as contacting neighborhood groups within the study area, varying meeting times to better meet the public needs and any other techniques that will increase public participation. This program requires the MPOs to utilize public input in the development of projects so that they fit harmoniously within their communities without sacrificing safety and mobility.

Title VI of the 1964 Civil Rights Act sets standards that authoritatively outlaw discrimination in the conduct of all Federal activities. PBATS MPO will encourage participation by members of traditionally underserved communities (e.g., elderly, minority, limited English proficiency (LEP), etc.) to exchange information regarding transportation planning by scheduling meetings at locations within the underserved area. Persons planning to attend who are in need of translation services may request services at least 48 hours in advance and an effort to arrange said services will be made. In accordance with the Americans with Disabilities Act (ADA) of 1990 guidelines, all meetings conducted by the PBATS MPO will take place at locations that meet ADA accessibility standards to accommodate persons with mobility limitations. Persons with disabilities who plan to attend the meetings and need auxiliary aids or services are requested to contact the PBATS MPO office (telephone: 870-534-4247) 48 hours in advance of the meeting so that appropriate arrangements can be made.

B. THE POLICY COMMITTEE AND THE TECHNICAL ADVISORY COMMITTEE

MEETINGS

All meetings of the TAC and Policy Committee are open to the public and will follow these procedures to notify the public of upcoming meetings. Sub-committee meetings may be closed meetings and need not to be advertised.

1. A press release will be sent to Pine Bluff Commercial, radio and television stations at least one week prior to the meeting.
2. Information about the meeting will be posted in the municipal offices of the Cities of Pine Bluff and White Hall, the Jefferson County Courthouse, PBATS MPO office, and other local

venues as deemed appropriate to fulfill the intent of Environmental Justice at least one week prior to the meeting.

3. Information about the meeting will be posted on the PBATS MPO web site at least one week prior to the meeting.
4. If subsequent meetings are needed to finish business, the committee can recess the meeting, and meet again with no additional press release required. The web site will be updated to reflect the continued meeting, but the one week-public notice will not be required.

C. UNIFIED PLANNING WORK PROGRAM (UPWP)

In the spring of each year, PBATS MPO and AHTD staff will draft a proposed Unified Planning Work Program (UPWP) for the coming fiscal year. The UPWP must be adopted by the Policy Committee by June 30th of each year.

1. By the end of April, the proposed UPWP will be provided to the TAC. The TAC may meet to approve the UPWP or it may approve the UPWP by mailed/e-mailed ballot in lieu of a meeting. Once the TAC has reviewed and recommended the document for approval by the Policy Committee, there will be a two-week public comment period.
2. The public will be informed of the comment period in the following ways: a legal notice will be placed in the Pine Bluff Commercial and a press release will also be sent to the Pine Bluff Commercial repeating the information in the legal notice; notices of the availability of the document for public review will be posted in the municipal offices of the Cities of Pine Bluff and White Hall, the Jefferson County Courthouse, the PBATS MPO office, and other local venues as deemed appropriate to fulfill the intent of Environmental Justice.
3. During the public comment period, a copy of the draft UPWP may be obtained from the MPO office or viewed on the PBATS MPO web site.
4. After the two-week comment period, a Policy Committee meeting may be held to review and adopt the UPWP. The Policy Committee may also approve the UPWP by mailed/e-mailed ballot in lieu of a meeting if no public comments are received.

D. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

A Transportation Improvement Program (TIP) must be adopted by the Policy Committee every three years. The TIP covers a four-fiscal-year period and includes all surface transportation and transit projects and must be adopted by September 30th of update years.

1. In March of update years, the PBATS MPO will call for proposed projects from the jurisdictions within the PBATS boundary to be submitted to the MPO by March 31.
2. The MPO will review the proposed projects to ensure that they are in the LRP and on the Functionally Classified Streets Map.
3. By April 15, the MPO will compile a draft TIP including all street projects and public transit projects.
4. After the TAC review of the draft TIP, a legal notice stating that all surface transportation and transit projects are included will be placed in the Pine Bluff Commercial to allow a 30-day period to gather public comment. The public can obtain a copy from the MPO office or view the document on PBATS MPO web site.

5. Press releases will be sent to the Pine Bluff Commercial initiating the 30-day comment period and the TIP approval process.
6. After the conclusion of the one month public comments period, TAC will meet in May to review public comments on the projects and formulate the final draft TIP. When significant written and oral comments are received as a result of the public participation process, a summary, analysis, and report on the disposition of comments will be made part of the final draft TIP. If needed, more meetings will be scheduled.
7. The Policy Committee will meet by the end of August to review and adopt the final TIP.

E. AMENDMENTS TO THE UPWP AND THE TIP

If significant amendments to the UPWP and the TIP are necessary, the procedures below will be used to notify the public and solicit comments. Significance will be determined through discussion between the MPO Study Director and the AHTD MPO Coordinator. Those items determined not to be significant may be adopted by ballot without a period of public comment.

BY MEETING:

1. A legal notice will be placed in the Pine Bluff Commercial setting forth the proposed amendment, a two-week comment period and the time and date of the TAC and Policy Committee meetings to approve the amendment.
2. A press release will be sent to the Pine Bluff Commercial containing the information in the legal notice and further necessary information.
3. The proposed amendment will be posted on the PBATS MPO web site.
4. After the two-week comment period, TAC and Policy Committee meetings will be held to consider and adopt the amendment.

BY BALLOT:

1. A legal notice will be placed in the Pine Bluff Commercial setting forth the proposed amendment, establishing a two week comment period, and identifying the dates of the balloting process (i.e. date ballots to be sent and date by which ballots must be returned).
2. A press release will be sent to the Pine Bluff Commercial containing the information in the legal notice.
3. The proposed amendment will be posted on the PBATS MPO web site.
4. After the two-week comment period, a ballot with the proposed amendment and a summary of the comments will be sent to all TAC and Policy members. Ballots may be sent by mail, fax, or e-mail according to the preference of the recipient.
5. The ballot will specify a time framework for returned votes to count. Votes will be received by mail, fax, and e-mail. The amendment will pass with an affirmative vote by a majority of the authorized voting membership.

F. THE LONG RANGE TRANSPORTATION PLAN

A Long Range Transportation Plan (LRP) must be in place for the PBATS Study area in order to comply with federal guidelines, and in order to facilitate efficient utilization of transportation resources. The LRP must be updated every five years at a minimum.

1. The TAC will meet to develop a draft of the LRP elements.
2. At a minimum, five open houses will be conducted as part of the development of the LRP. The first four open houses will be held after the TAC has developed a draft of the LRP 25 elements and the Policy Committee approves the draft of the LRP Elements. The fifth open house will be held after a Draft LRP document has been completed.
3. The first four open houses will be for the public to view the draft LRP Elements and to make comments and will be held within a two-week period. In an effort to facilitate maximum public involvement, the open houses will be at different locations and times of day. Two of the first four open houses will be held in predominately minority neighborhoods/areas.
4. Before the first of the four open houses to view the LRP Element list and before the fifth open house to review the Draft LRP document, three display advertisements stating that all surface transportation and transit projects are included will be placed in the Pine Bluff Commercial newspaper over a two-week period stating the time, place and purpose of each open house.
5. A press release for the first four open houses will be sent to the local newspapers and other outlets (radio stations, T.V. stations and local access cable stations) at least two weeks before the first open house takes place and again two weeks before the fifth open houses take place.
6. The meeting information described above will be placed on the PBATS MPO web site and made available for public viewing at the municipal offices of the Cities of Pine Bluff and White Hall, and the Jefferson County Courthouse.
7. After the fourth open house, the public will have thirty days to submit their written comments on the LRP Elements for consideration by the TAC and Policy Committee.
8. The TAC will review all comments received and, if needed, make revision to the LRP Elements based on those comments. If necessary, a TC meeting will be held to address public comments. All plan revisions and comments will be submitted to the Policy Committee for its consideration.
9. If necessary, a Policy Committee meeting will be held to address revisions and comments. After the Policy Committee reviews all comments and approves any changes, the PBATS MPO shall prepare a Draft LRP document and present it to the TAC members for review. Comments will be incorporated into the draft document for presentation to the public.
10. The fifth open house will be held to give the public an opportunity to review revisions to the LRP Elements and make comments on the Draft LRP document.
11. After the fifth open house, the public will have thirty days to submit their written comments on the Draft LRP document for consideration by the TAC and Policy Committee.
12. After reviewing and resolving comments received, the TAC will meet to recommend the LRP document to the Policy Committee for approval and the Policy Committee will meet to consider and adopt the LRP.
13. If significant written comments are received that require changes to the LRP document, another open house will be advertised as above and held to provide an opportunity for public review of the revisions.

14. When significant written comments are received as a result of the public involvement process that are not addressed in the transportation plan, a report will be prepared indicating the reason the comments were not addressed. Said report shall be submitted to the Policy Committee for informational purposes and filed in the MPO office. The Policy Committee will meet to consider and adopt the LRP.

G. AMENDMENTS TO THE LONG RANGE TRANSPORTATION PLAN

1. A TAC meeting will be held to discuss and formulate the amendment
2. A two-week comment period will be established for the public to comment on the proposed amendment. Information about the amendment and the comment period will be published as follows: a legal notice will be placed in the Pine Bluff Commercial, a press release will be sent to the Pine Bluff Commercial repeating the information in the legal notice; and the information will be posted on the PBATS MPO web site and other local venues as deemed appropriate to fulfill the intent of Environmental Justice
3. A Policy Committee meeting will be scheduled to consider adoption of the amendment.
4. All interested parties will be encouraged to attend this Policy Committee meeting. The Study Director will provide a summary of any public comments to the Policy Committee, and public comments will be encouraged at the meeting. The Policy Committee may adopt the amendment or send it back to the TAC for additional consideration.

H. PUBLIC COMMENTS

At all public forums, TAC, and Policy Committee meetings, the public will be requested to sign an attendance roll. Members of the public will be provided an opportunity to address the Committees. Those desiring to make comment will be encouraged to also provide their comments in writing.

Public forums will allow for a fuller expression of all verbal comments as well as written comments. Written comments will be encouraged and requested to be submitted within two weeks after public forums and the specific TAC and Policy meetings that call for a comment period. The PBATS staff will maintain a file of written public comments for three years, and will provide a summary for the appropriate TAC and Policy meetings.

I. MODIFICATIONS TO THE PUBLIC INVOLVEMENT PROCEDURES

1. The PBATS MPO staff will periodically review the policy in terms of its effectiveness in assuring that the process provides full and open access to all.
2. If necessary, a TAC sub-committee will be formed to develop modifications to the document. The TAC will meet to review the proposed modifications and approve the draft document for presentation to the public for review and comments. After TAC approval, legal notices and a press release, and a posting on the PBATS MPO web site will establish a 45-day public comment period.
3. The public will be able to pick up a copy, have one mailed or emailed to them, or view it on the City of Pine Bluff web site.
4. The Policy Committee may approve the new Procedures in two ways:

- a. At the end of the 45-day comment period they may meet and approve the document, or send it back to the TAC.
- b. They may meet in no less than three weeks after TAC approval of the document, and approve it pending no negative comment during the remainder of the 45-day comment period.

TITLE VI APPENDIX D

Pine Bluff Area Transportation Study (PBATS)

Title VI Complaint Form

Section 1:			
Name: _____			
Address: _____			
Telephone (Home: _____ Telephone (Work): _____			
Electronic Mail Address: _____			
Accessible Format Requirements	Large Print		Audio Tape
	TDD		Other

Section 2:		
Are you filing this complaint on your own behalf?	YES*	NO
* If you answered "yes" to this question, go to Section 3.		
If not, please supply the name and relationship of the person for whom you are complaining:		
Please explain why you have filed for a third party:		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on their behalf.	Yes	No

Section 3:
I believe the discrimination I experienced was based on (check all that apply): <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin
Date of Alleged Discrimination (Month, Day, Year): _____
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witness. If more space is needed, please use the back of this form.

Section 4:		
Have you previously filed a Title VI complaint with this agency?	Yes	No

Section 5:	
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State Court?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, check all that apply:	
<input type="checkbox"/> Federal Agency	
<input type="checkbox"/> Federal Court	<input type="checkbox"/> State Agency
<input type="checkbox"/> State Court	<input type="checkbox"/> Local Agency
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name: _____	
Title: _____	
Agency: _____	
Address: _____	
Telephone: _____	

Section 6
Name of agency the complaint is against: _____
Contact person: _____
Title: _____
Telephone Number: _____

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

Signature and date required below

Signature

Date

Please submit this form in person at the address below, or mail this form to:
 SARPC Title VI Coordinator
 1300 Ohio Street, Suite B
 Pine Bluff, AR 71601

PPP APPENDIX D

Acronyms

ALOP	Annual Listing of Obligated Projects
ArDOT	Arkansas Department of Transportation (formerly AHTD)
EJ	Environmental Justice
FAST ACT	Fixing America’s Surface Transportation Act (2015)
FHWA	Federal Highway Administration
ISTEA	Intermodal Surface Transportation Efficiency Act (1990)
MAP-21	Moving Ahead for Progress in the 21 st Century (2012)
MPO	Metropolitan Planning Organization
MSA	Metropolitan Statistical Area
MTP	Metropolitan Transportation (Long Range plan)
PBATS	Pine Bluff Area Transportation Study
PBT	Pine Bluff Transit
PPP	Public Participation Plan
SAFETEA-LU	Safe, Accountable Flexible, Efficient Transportation Equity Act: A Legacy for Users (2005)
SARPC	Southeast Arkansas Regional Planning Commission
TAC	Technical Advisory Committee
TEA-21	Transportation Equity Act for the 21 st Century (1998)
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program

