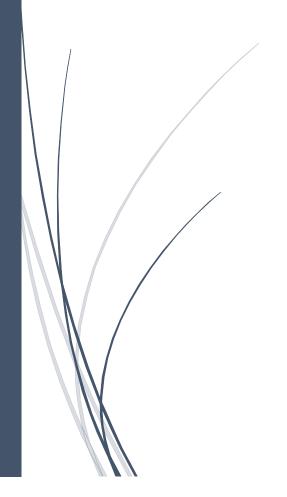
11/16/2018

Title VI Nondiscrimination Plan

Cape Fear Rural Transportation Planning Organization (CFRPO)



CAPE FEAR COUNCIL OF GOVERNMENTS

PLAN REVIEW AND APPROVAL

On behalf of the Governing Board for the Cape Fear Rural Transportation Planning Organization (RPO), I hereby acknowledge receipt of the Title VI Nondiscrimination Plan. We, the Governing Board, have reviewed and hereby approve this Plan. We are committed to ensuring that all decisions are made in accordance with the nondiscrimination guidelines of this Plan, to the end the no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any RPO transportation related services and activities on the basis of race, color, national origin, sex, age, religion, or disability, as protected by Title VI of the Civil Rights Act of 1964 and the nondiscrimination provisions of the Federal Highway Administration and the North Carolina Department of Transportation.

Frank Williams, RTAC Chair

Nos. 16, 2018

Date

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1. TITLE VI NONDISCRIMINATION POLICY STATEMENT AND NOTICE

It is the policy of the Cape Fear Rural Transportation Planning Organization (CFRPO), as a federal-aid recipient, to ensure that no person shall, on the ground of **race**, **color**, **national origin**, **Limited English Proficiency**, **sex**, **age**, **or disability**, (**and low-income**, **where applicable**), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of our programs and activities, as provided by Title VI of the Civil Rights Act of 1964, Executive Orders 12898 and 13166, the Civil Rights Restoration Act of 1987, and other pertinent nondiscrimination authorities.

If you feel you have been subjected to discrimination, you may file a complaint. Allegations of discrimination should be promptly reported to RPO Director Allen Serkin, who serves as the CFRPO's Title VI Coordinator and may be reached at:

Address: 1480 Harbour Drive, Wilmington, NC 28401

Telephone: 910-395-4553, ext. 206 Email: aserkin@capefearcog.org

This policy is an expression of our commitment to nondiscrimination and support of the Title VI

Program.

Allen Serkin, RPO Director

Date

Implementation (Dissemination)

- This Policy Statement contains contact information for the Title Coordinator, and it will also serve as our notice to public.
- This statement will be signed by the Director of the Cape Fear Rural Transportation Planning Organization, and re-signed whenever a new person assumes that position.
- The signed statement will be posted on office bulletin boards, near the receptionist's desk, in meeting rooms, and disseminated within brochures and other written materials.
- The statement will be incorporated into Title VI training and acknowledgement activities.
- The statement will be posted or disseminated in languages other than English, when appropriate.
- Low-income will be applicable to our programs, policies and activities under Environmental Justice when determining if there will be disproportionately high and adverse effects.

2. USDOT STANDARD TITLE VI ASSURANCES

Please refer to Appendix 1 of this Plan for a copy of our completed, signed USDOT Standard Title VI/Nondiscrimination Assurances.

3. ORGANIZATION & STAFFING

Rural Planning Organizations (RPOs) were established by the State of North Carolina in recognition of the need for more coordinated transportation planning in rural areas not within a Metropolitan Planning Organization (MPO). An RPO is a voluntary organization of local officials formed through a Memorandum of Understanding to work cooperatively with NCDOT to plan rural transportation systems and to advise NCDOT on rural transportation policy. GS 136-212 identifies four primary duties for RPO's: 1) Develop, in cooperation with NCDOT, long-range, local and regional multimodal transportation plans; 2) Provide a forum for public participation in the transportation planning process; 3) Develop and prioritize suggestions for transportation projects the organization believes should be included in the State's Transportation Improvement Program; and 4) Provide transportation-related information to local governments and other interested organizations and persons. According to GS 136-211 (b), an RPO must consist of at least three contiguous counties or an area with a population of at least 50,000 people. RPOs receive Federal Highway Administration funds from NCDOT's Transportation Planning Division (TPD).

The Cape Fear Rural Transportation Planning Organization (CFRPO) was established in 2001. Our planning area includes all of Columbus County and the non-urban portions of Pender and Brunswick counties. The Rural Transportation Advisory Committee (RTAC) is the CFRPO's policy-making board. The RTAC has 13 members and meets 4-5 times a year. The Rural Technical Coordinating Committee (RTCC) is an advisory body to the RTAC consisting of transportation experts and municipal staff. The RTCC has 27 members and meets 4-5 times a year. Appendix 2 contains rosters of current RTAC and RTCC members.

Title VI Coordinator

The RPO Director serves as the Title VI Coordinator. Key responsibilities of the Title VI Coordinator include:

- Maintaining knowledge of Title VI and related requirements.
- Attending civil rights training when offered by NCDOT, FHWA or other federal agencies.
- Administering the Title VI Nondiscrimination Program and coordinating implementation of this Plan.
- Making sure internal staff and officials are familiar and complying with their Title VI obligations.
- Disseminating Title VI information internally and to the public, including in languages other than English.
- Presenting Title VI-related information to decision-making bodies for input and approval.
- Ensuring Title VI-related posters are prominently and publicly displayed.
- Developing a process to collect data related to race, national origin, sex, age, and disability
 to ensure minority, low-income, and other underserved groups are included and not
 discriminated against.
- Ensuring that non-elected boards and committees reflect the service area and minorities are represented.

- Promptly processing (receiving, logging, investigating and/or forwarding) discrimination complaints.
- Providing information to NCDOT and cooperating during compliance reviews and investigations.
- Promptly resolving deficiencies to achieve compliance with Title VI nondiscrimination requirements.

If the Executive Director or Title VI Coordinator changes, the Title VI Policy Statement and USDOT Title VI Assurances, will immediately be updated, and an updated policy statement (and nondiscrimination agreement, if standalone) will be signed by the new Executive Director.

Staffing

The CFRPO currently employs a full-time RPO Director with additional support by intern(s). An organizational chart is located in Appendix 3.

4. ENVIRONMENTAL JUSTICE (EJ)

In 1994, President Clinton issued Executive Order (EO) 12898, Federal Actions to Address Environmental Justice (EJ) in Minority Populations and Low-Income Populations. To comply with the EO, federal agencies developed EJ guidelines for their funding recipients, including Federal Highway Administration (FHWA) Order 6640.23A. Accordingly, the Cape Fear Rural Transportation Planning Organization will make achieving EJ part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health and environmental effects of its programs, policies, and activities on minority populations and low-income populations.

EJ is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation and enforcement of environmental laws, regulations and policies. The three fundamental EJ principles that guide USDOT (affiliated) actions are:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including interrelated social and economic effects, on minority and low-income populations.
- To allow 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.

To achieve EJ, our programs will be administered so as to identify and avoid disproportionately high and adverse effects on minority populations and low-income populations by:

(1) Identifying and evaluating environmental, public health, and interrelated social and economic effects of our programs, policies and activities;

- (2) Proposing measures to avoid, minimize and/or mitigate disproportionately high and adverse environmental and public health effects, and interrelated social and economic effects, and providing offsetting benefits and opportunities to enhance communities, neighborhoods, and individuals affected by our programs, policies and activities, where permitted by law;
- (3) Considering alternatives to proposed programs, policies, and activities, where such alternatives would result in avoiding and/or minimizing disproportionately high and adverse human health or environmental impacts to minority and/or low-income populations; and
- (4) Eliciting public involvement opportunities and considering the results thereof, including soliciting input from affected minority and low-income populations in considering alternatives.
- (5) Adding an EJ section to plans and studies, such as Long Range Plans, Public Involvement Plans, and Corridor Studies.

EJ analyses will be conducted to determine if our programs, policies, or activities will result in disproportionately high and adverse human health and environmental effects on minority populations and low-income populations. EJ applies to our policies, such as where public meetings will be held, and our projects, such as when we plan to construct or expand a facility. Thus, we will look at various alternatives and seek input from potentially affected communities before making a final decision. Demographic data will be collected to document public involvement in the decision-making process. EJ analyses will remain on file indefinitely, and copies will be provided to NCDOT, upon request, during compliance reviews or complaint investigations. (See demographic tables in Appendix 4)

5. DATA COLLECTION/ANALYSIS/REPORTING

Data collection, analysis and reporting are key elements of a successful Title VI enforcement strategy. To meet Title VI reporting requirements, the Cape Fear Rural Transportation Planning Organization will collect and maintain data on potential and actual beneficiaries of our programs and services. This section contains relevant population data for our overall service area. The data provides context for the Title VI Nondiscrimination Program and will be used to achieve nondiscrimination in public outreach and delivery of our programs. Please refer to Appendix 4 for demographic tables on Race & Ethnicity, Age & Sex, Disability, Poverty, and Household Income.

Population Locations

Recipients of FHWA funds are required to identify the characteristics and locations of populations they serve, particularly by race/ethnicity, poverty and limited English proficiency. We will document this narratively or through maps that overlay boundaries and demographic features on specific communities, and provide this information to NCDOT, upon request. (See Appendix 5 – Demographic Maps)

It should be noted that in many places the CFRPO planning area boundary does not follow US Census Bureau geography boundaries. See Appendix 4 for the methodology used to approximate CFRPO demographic data valules.

6. LIMITED ENGLISH PROFICIENCY (LEP)

Limited English Proficient (LEP) persons are individuals for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. These individuals reported to the U.S. Census Bureau that they speak English less than very well.

To comply with USDOT's LEP Policy Guidance and Executive Order 13166, this section outlines the steps the Cape Fear Rural Transportation Planning Organization (CFRPO) will take to allow meaningful access by LEP persons to all benefits, services and information provided under our programs and activities. A four factor analysis was conducted to determine the LEP language groups present in our planning area and the specific language services that are needed.

Four Factor Analysis

This Four Factor Analysis is an individualized assessment that balances the following four factors:

- (1) The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee;
- (2) The frequency with which LEP individuals come in contact with the program;
- (3) The nature and importance of the program, activity, or service provided by the recipient to people's lives; and
- (4) The resources available to the recipient and costs.

Factor #1: The number or proportion of LEP persons eligible to be served or likely to be encountered by the program, activity, or service of the recipient.

An analysis of the CFRPO service area determined that the LEP Spanish speaking population exceeds the safe harbor threshold. As indicated in the table below, the number of Spanish speaking individuals who speak English less than very well exceeds 1,000 individuals. Population characteristics will be reevaluated when 2020 Census data becomes available.

Table 6-1: Limited English Proficiency

Language spoken at home	Estimate	Percentage
Total (population 5 years and over):	128,457	100%
Speak only English	120,967	94.2%
Spanish:	6,154	4.8%
Speak English "very well"	3,266	2.5%
Speak English less than "very well"	2,888	2.2%
Other Indo-European language:	822	0.6%
Speak English "very well"	696	0.5%
Speak English less than "very well"	126	0.1%
Asian and Pacific Island languages:	374	0.3%
Speak English "very well"	323	0.3%
Speak English less than "very well"	51	0.0%
Other languages:	140	0.1%
Speak English "very well"	83	0.1%
Speak English less than "very well"	57	0.0%

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates, Table B16004

Factor #2: The frequency with which LEP individuals come in contact with the program.

The CFRPO has no frequency of contact from LEP populations to report from the last several years. The main opportunity for contact for LEP populations is attending CFRPO committee meetings. RTCC and RTAC meetings are held 4-5 times per year. These public meetings provide 8-10 potential opportunities for LEP individuals to come into contact with the CFRPO annually.

Factor #3: The nature and importance of the program, activity, or service provided by the recipient to people's lives.

The Cape Fear Rural Transportation Planning Organization (CFRPO) serves as the intergovernmental organization for local elected officials, the North Carolina Department of Transportation and residents of the region to work cooperatively to address transportation issues within the CFRPO boundary.

The goals and duties of the CFRPO are to: Develop long-range local and regional transportation plans (highways, railways, aviation and ferries) in cooperation with other area planning organizations and the North Carolina Department of Transportation; Provide a forum for public participation in the rural transportation planning process; Develop and prioritize transportation projects which the CFRPO believes should be included in the State Transportation Improvement Program; Provide transportation-related information to local governments and other interested organizations and persons; and Conduct transportation related studies and surveys for local governments and other interested entities/organizations. This program works to further connect these rural areas and populations.

Factor #4: The resources available to the recipient and costs.

There are several resources that will be made available to recipients of CFRPO services. It has been identified that Google Translate can be incorporated into the CFRPO website at little to no cost. There is a free version of the program as well as a version that charges \$20 per million characters translated. This feature would allow LEP populations to have greater access to the resources of the CFRPO and its related services via the website. In addition, I-Speak Cards will be available to staff to help identify languages spoken when necessary. The I-Speak Cards can help to better assist the LEP population in person as well as on the telephone. NCDOT has identified three contractors to help with various translation needs for the LEP population within the CFRPO area. These services include both written and verbal translation services. The associated costs are undetermined. The CFRPO will also continue to work to identify community-based organizations and include them in email lists to better reach LEP populations within the area.

LANGUAGE ASSISTANCE PLAN

As a result of the above four factor analysis, a Language Assistance Plan (Plan) is required. This Plan represents our commitment to ensuring nondiscrimination and meaningful access by persons who are Limited English Proficient (LEP). This Plan also details the mechanisms we will use to reach LEP persons and the language assistance services we provide. We will provide services to any person, upon request. If an individual is LEP, we will work with the individual to provide

needed transportation planning services. Our employees will be routinely oriented on the principles and practices of Title VI and LEP to achieve fairness in the administration of this Plan.

Language Assistance Measures

The following general language assistance measures are reasonable and achievable for our organization at this time:

- Translating public notices posted in the local paper into Spanish.
- Translating vital documents into Spanish.
- Making a concerted effort to inform LEP persons of available language assistance via staff, broadcast media, relationship-building with organizations, and our website.
- Posting vital bulletin board information and disseminating community surveys in various languages.
- Providing translation and interpretive services when appropriate (upon request or predetermined) at meetings.
- Determining how best to take public involvement to LEP groups directly, including through small group meetings.
- Where possible, utilizing or hiring staff who speak a language other than English and can provide competent language assistance.
 - Note: We will not ask community-based organizations (CBO) to provide, or serve as, interpreters at our meetings. Relying upon CBOs in that capacity could raise ethical concerns. If a CBO decides (on its own) to translate any materials for its constituents, or bring interpreters it trusts to our meetings, we will not object. That is their right.
- Using language identification (iSpeak) materials to determine appropriate services.
- Establishing a process to obtain feedback on our language assistance measures.

Specific Measures by Language Group

• Spanish: The previous measures will be considered for the Spanish speaking population which is the only group that has exceeded the safe harbor threshold.

Written Translation and Oral Interpretation

Vital documents will be translated for each eligible LEP language group in our service area that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be encountered. Translated materials will be placed online and in appropriate public (or private) places accessible to LEP persons. The safe harbor provisions apply to the translation of written documents only, and do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. When appropriate, translation of any document will be communicated orally in the appropriate language.

In the event that the 5% trigger is reached for a LEP language group that is fewer than 50 persons, written notice will be provided in the primary language of that group of the right to receive competent oral interpretation of vital written materials, free of cost. The most effective method of notice, which could be an ad in the local newspaper or other publication, a radio commercial, or

door hangers, will be determined in consideration of the circumstances on the ground and in coordination with LEP community contacts.

Staff Support for Language Assistance

- Our staff (including receptionists and call centers) will be provided a list of referral resources
 that can assist LEP persons with written translation and oral interpretation, including the Title
 VI Coordinator and consultants contracted to provide LEP services. This list will be updated
 as needed to remain current.
- All main offices will have available language assistance flashcards and materials translated
 into the languages that meet the safe harbor threshold. When encountering an LEP person, staff
 should present the individual with an iSpeak flashcard and let them choose the language. Do
 not assume their preferred language. Assistance may be sought from bilingual staff fluent in
 the identified language before contacting a referral resource. Document the encounter and
 report it to the Title VI Coordinator.
- <u>Training</u>: All employees will be instructed on our procedures for providing timely and reasonable assistance to LEP persons. New employee orientation will also explain these procedures to new hires. Staff routinely encountering LEP persons by telephone or in person will receive annual refresher training. All other employees will be reminded of LEP through annual Title VI program acknowledgements and basic Title VI trainings.

Project-Specific LEP Outreach

A project-specific four factor analysis will be conducted for any project or outreach event limited to a specific geographical area (i.e., the project study area or outreach area, respectively). Language assistance will be provided in accordance with the measures already outlined, including translating written materials for each LEP language group that is 5% or 1,000, whichever is less, of the project or outreach area population.

Monitoring and Updating the Language Assistance Plan

Monitoring of daily interactions with LEP persons will be continuous, thus language assistance techniques may be refined at any time. This plan will be periodically reviewed—at least annually—to determine if our assistance measures and staff training are working. Resource availability and feedback from agency staff and the general public will be factors in the evaluation and any proposed updates. Among other practices, this process will include working with LEP community contacts to determine if our employees are responding appropriately to requests made with limited English or in languages other than English, and observing how agency staff responds to requests. To the best of our ability, we will attempt to never eliminate a successful existing LEP service. Significant LEP program revisions will be approved or adopted by our board or designated official and dated accordingly. LEP data and procedures will be reviewed and updated at least once every three years.

7. DISSEMINATION OF TITLE VI INFORMATION

In accordance with 23 CFR 200.9(b)(12) and 49 CFR 21.9(d), the Cape Fear Rural Transportation Planning Organization will utilize community outreach and public education to disseminate Title VI information to our employees, contractors, sub-recipients and the general public. Reasonable

steps will be taken to make the public aware of their rights and our obligations under Title VI through, including, but not limited to:

- Visibly posting our Title VI Policy Statement in public areas at our facilities, on our website, at our meetings, and prominently in any significant documents and reports we distribute:
- Placing notices in newspapers and publications with a large circulation among minority groups in the general vicinity of projects and activities. Where notices are placed in newspapers and other publications, they shall include the following:

"Cape Fear Rural Transportation Planning Organization operates without regard to race, color, national origin, limited English proficiency, sex, age or disability. For more information on our Title VI program, or how to file a discrimination complaint, please contact Allen Serkin at (910) 395-4553 or aserkin@capefearcog.org."

- Translating information into languages other than English that meet the LEP safe harbor threshold;
- Incorporating Title VI language into our contracts and agreements (See Appendix C of Appendix 1, USDOT Standard Title VI Assurances, for Title VI contract language); and
- Ensuring any contractors and sub-recipients we have also disseminate Title VI information.

Please refer to our Public Involvement Plan (PIP) for additional outreach methods we employ to comply with Title VI. Our PIP can be found at the CFRPO website, www.capefearrpo.org. See Appendix 7 for our Public Involvement form in English and Spanish.

8. EXTERNAL DISCRIMINATION COMPLAINT PROCEDURES

These discrimination complaint procedures outline the process used by the Cape Fear Rural Transportation Planning Organization (CFRPO) to process complaints of alleged discrimination filed under Title VI of the Civil Rights Act of 1964 and related nondiscrimination laws that are applicable to CFRPO programs, services, and activities. Complaints will be investigated by the appropriate authority. Upon completion of an investigation, the complainant will be informed of all avenues of appeal. Every effort will be made to obtain early resolution of complaints at the lowest level possible by informal means.

FILING OF COMPLAINTS

- **1. Applicability** These procedures apply to the beneficiaries of our programs, activities, and services, such as the members of the public and any consultants/contractors we hire.
- 2. Eligibility Any person or class of persons who believes that he/she has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities based upon race, color, national origin, sex, age, or disability, may file a written complaint. The law prohibits intimidation or retaliation of any sort. The complaint may be filed by the affected individual or a representative, and must be in writing.
- **3. Time Limits and Filing Options** A complaint must be filed no later than 180 calendar days after the following:
 - The date of the alleged act of discrimination; or

- The date when the person(s) became aware of the alleged discrimination; or
- ➤ Where there has been a continuing course of conduct, the date on which that conduct was discontinued or the latest instance of the conduct.

Complaints may be submitted to the following entities:

- ➤ Cape Fear Rural Transportation Planning Organization, 1480 Harbour Drive, Wilmington, NC 28401-7776; 910-395-2684
- ➤ North Carolina Department of Transportation, Office of Civil Rights, External Civil Rights Section, 1511 Mail Service Center, Raleigh, NC 27699-1511; 919-508-1830 or toll free 800-522-0453
- ➤ Federal Highway Administration, North Carolina Division Office, 310 New Bern Avenue, Suite 410, Raleigh, NC 27601, 919-747-7010
- ➤ US Department of Transportation, Departmental Office of Civil Rights, External Civil Rights Programs Division, 1200 New Jersey Avenue, SE, Washington, DC 20590; 202-366-4070
- ➤ US Department of Justice, Special Litigation Section, Civil Rights Division, 950 Pennsylvania Avenue, NW, Washington, DC 20530, 202-514-6255 or toll free 877-218-5228
- **4. Format for Complaints** Complaints shall be in **writing** and **signed** by the complainant(s) or a representative and include the complainant's name, address, and telephone number. Complaints received by fax or e-mail will be acknowledged and processed. Allegations received by telephone or in person will be reduced to writing, may be recorded and will be provided to the complainant for confirmation or revision before processing. Complaints will be accepted in other languages, including Braille.
- **5. Complaint Basis** Allegations must be based on issues involving race, color, national origin, sex, age, or disability. The term "basis" refers to the complainant's membership in a protected group category.

Protected Categories	Definition	Examples	Applicable Statutes and Regulations
Race	An individual belonging to one of	Black/African	Title VI of the Civil
	the accepted racial groups; or the	American,	Rights Act of 1964;
	perception, based usually on	Hispanic/Latino,	49 CFR Part 21;
	physical characteristics that a	Asian, American	23 CFR 200.
	person is a member of a racial	Indian/Alaska	(Executive Order 13166)
	group	Native, Native	
		Hawaiian/Pacific	
		Islander, White	
Color	Color of skin, including shade of	Black, White, brown,	
	skin within a racial group	yellow, etc.	
National	Place of birth. Citizenship is not a	Mexican, Cuban,	
Origin	factor. Discrimination based on	Japanese,	
(LEP)	language or a person's accent is	Vietnamese, Chinese	
	also covered.		

Protected Categories	Definition	Examples	Applicable Statutes and Regulations
Sex	Gender	Women and Men	1973 Federal-Aid
			Highway Act; Title IX of
			the Education
			Amendments of 1972.
Age	Persons of any age	21 year old person	Age Discrimination Act
			of 1975
Disability	Physical or mental impairment,	Blind, alcoholic,	Section 504 of the
	permanent or temporary, or	para-amputee,	Rehabilitation Act of
	perceived.	epileptic, diabetic,	1973; Americans with
		arthritic	Disabilities Act of 1990

Complaint Processing

- 1. When a complaint is received, an Acknowledgment Letter and a Complainant Consent/Release Form will be mailed to the complainant within ten (10) business days by registered mail.
- 2. We will consult with the NCDOT Title VI Program to determine the acceptability and jurisdiction of all complaints received. (Note: If NCDOT will investigate, the Title VI Program will be responsible for the remainder of this process. We will record the transfer of responsibility in our complaints log).
- 3. Additional information will be requested if the complaint is incomplete. The complainant will be provided 15 business days to submit any requested information and the signed Consent Release form. Failure to do so may be considered good cause for a determination of no investigative merit.
- 4. Upon receipt of the requested information and determination of jurisdiction, we will notify the complainant and respondent of whether the complaint has sufficient merit to warrant investigation.
- 5. If the complaint is investigated, the notification shall state the grounds of our jurisdiction, while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigator.
- 6. If the complaint does not warrant investigation, the notification to the complainant shall specifically state the reason for the decision.

Complaint Log

- 1. When a complaint is received, the complaint will be entered into the Discrimination Complaints Log with other pertinent information, and assigned a **Case Number.** (Note: All complaints must be logged).
- 2. The complaints log will be submitted to the NCDOT's Civil Rights office during Title VI compliance reviews. (Note: NCDOT may also request the complaints log during pre-grant approval processes).
- 3. When reporting **no complaints**, check the **No Complaints or Lawsuits** box and sign the log.

Please refer to Appendix 6 for a copy of our Discrimination Complaint Form, Complaints Log, and Sample Investigation Template.

9. REVIEW OF ORGANIZATIONAL DIRECTIVES

It is the responsibility of every official who develops policies, procedures, manuals, guidelines, and other directives to have them reviewed for Title VI compliance. All staff members will assist in carrying out this requirement by making sure drafts of these documents are submitted to the Title VI Coordinator for review.

10. TITLE VI TRAINING

All employees will receive basic Title VI training at least once every three years. New hires will receive this training within 15 days of their start date. Basic training will cover all sections of this Plan and our overall Title VI obligations. Staff may receive specialized training on how Title VI applies to their specific work areas. Those who routinely encounter the public will receive annual refresher training. Trainings will be provided or organized by the Title VI Coordinator and will often coincide with updates to our nondiscrimination policies and procedures. Records of staff trainings, such as agendas, sign-in sheets, copies of calendars, and certificates, will remain on file for at least three years (and in personnel files).

At present, the only RPO employee who routinely encounters the public is the Title VI Coordinator, and therefore no specialized training is anticipated.

11. COMPLIANCE AND ENFORCEMENT PROCEDURES

FHWA recipients must have mechanisms in place to enforce compliance with Title VI. The Cape Fear Rural Transportation Planning Organization utilizes internal training, meetings, monitoring contractors, technical assistance, and findings from periodic NCDOT reviews to identify deficiencies and potential discrimination. If NCDOT identifies deficiencies, the Cape Fear Rural Transportation Planning Organization will correct all deficiencies within 90 days based on a Corrective Action Plan (CAP). If attempts by NCDOT to resolve a compliance issue are unsuccessful, NCDOT may take any or all of the following steps with FHWA's concurrence:

- a. Canceling, terminating, or suspending the contract or agreement in whole or in part;
- b. Refraining from extending any further assistance to the recipient under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the recipient.
- c. Taking such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the recipient.
- d. Referring the case to the FHWA for appropriate administrative or legal proceedings.
- e. Other means authorized by law.

To achieve compliance with Title VI, the Cape Fear Rural Transportation Planning Organization will take proactive steps to prevent discrimination in our programs and activities, including the following:

- □ Conduct periodic Title VI training;
- □ Address Title VI issues at staff meetings;
- □ Participate or cooperate during compliance reviews conducted by NCDOT;
- ☐ Inform and monitor any consultants/contractors regarding their Title VI obligations, including review of contracts for nondiscrimination language;
- ☐ Customize public outreach according to the situation or community at hand;
- ☐ Build a system of mutual trust and two-way communication with the public;
- ☐ Maintain pertinent demographic data (statistical);
- ☐ Review policies and procedures for Title VI compliance;
- □ Document processes & activities related to Title VI.

If the Cape Fear Rural Transportation Planning Organization identifies compliance issues with our consultants/contractors, we will also take corrective action. If attempts at corrective action are unsuccessful, any or all of the following steps may be taken with NCDOT's concurrence:

- a. Canceling, terminating, or suspending the contract or agreement with the consultant/contractor in whole or in part.
- b. Taking such other action that may be deemed appropriate under the circumstances.
- c. Referring the case to the NCDOT for appropriate administrative or legal proceedings.

APPENDIX 1 - USDOT STANDARD NONDISCRIMINATION ASSURANCES

United States Department of Transportation

STANDARD TITLE VI/NONDISCRIMINATION ASSURANCES

DOT Order No. 1050.2A

The Cape Fear Rural Transportation Planning Organization (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through **Federal Highway Administration (FHWA)**, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- 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);
- 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);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964).

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure 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 be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration."

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Nondiscrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted **Federal-Aid Highway Program**:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23(b) and 21.23(e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal-Aid Highway Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The Cape Fear Rural Transportation Planning Organization, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 US.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

- 3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
- 4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
- 5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
- 6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
- 7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
- 8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
- 9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the Cape Fear Rural Transportation Planning Organization, also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the **FHWA** access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the **FHWA**. You must keep records, reports, and submit the material for review upon request to **FHWA**, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The Cape Fear Rural Transportation Planning Organization gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the **Federal-Aid Highway Program**. This ASSURANCE is binding on the Cape Fear Rural Transportation Planning Organization, other recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the **Federal-Aid Highway Program**. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Cape	Fear	Rural	Transpo	Itation 1	Planning	Organization
Carpo	1 041	THEFT SOL	TI COLLEGE		L ACCRETATION S	OI SHIILLIUM

BY: ____

Allen Serkin, Director

11/16/2018

DATE:

Attachments:

Appendices A, B, C, D, E

APPENDIX A

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

- 1. **Compliance with Regulations**: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
- 2. **Nondiscrimination**: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
- 3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.
- 4. **Information and Reports**: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.
- 5. **Sanctions for Noncompliance**: In the event of a contractor's noncompliance with the Non discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
- 6. **Incorporation of Provisions**: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B: CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the Cape Fear Rural Transportation Planning Organization (CFRPO) will accept title to the lands and maintain the project constructed thereon in accordance with the North Carolina General Assembly, the Regulations for the Administration of the Federal-Aid Highway Program, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the Cape Fear Rural Transportation Planning Organization all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the Cape Fear Rural Transportation Planning Organization (CFRPO) and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the CFRPO, its successors and assigns.

The CFRPO, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the CFRPO will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended [, and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX C: CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the Cape Fear Rural Transportation Planning Organization (CFRPO) pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
 - 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Nondiscrimination covenants, the CFRPO will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*
- C. With respect to a deed, in the event of breach of any of the above Nondiscrimination covenants, the CFRPO will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the NCDOT and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX D: CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by the Cape Fear Rural Transportation Planning Organization (CFRPO) pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non discrimination covenants, the CFRPO will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above Nondiscrimination covenants, the CFRPO will there upon revert to and vest in and become the absolute property of the NCDOT and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities:

- 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); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. §
 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of
 Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

APPENDIX 2 - TAC AND TCC MEMBERS AND RESPONSIBILITIES

The governing board of the CFRPO is the Rural Transportation Advisory Committee (RTAC), a board of county and municipal elected officials from the CFRPO counties. The RTAC holds 4-5 meetings per year, as does the Rural Transportation Coordinating Committee (RTCC), a committee of staff representatives from the CFRPO counties, municipalities, rural transit systems, Cape Fear Council of Governments, and NCDOT that provides technical recommendations to the governing board.

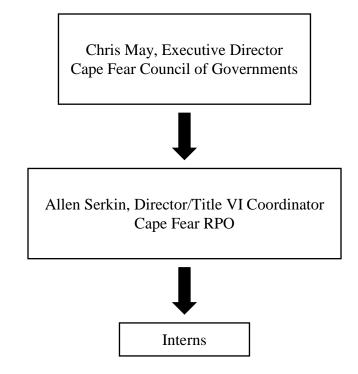
RTAC Members 2018

SEAT	NAME	POSITION
Brunswick County 1	Frank Williams	County Commissioner
Brunswick County 2	Mike Forte	County Commissioner
Brunswick Co. Alternate	Randy Thompson	County Commissioner
Brunswick Municipal 1	JV Dove	Southport Mayor
Brunswick Municipal 2	Craig Caster	Boiling Spring Lakes Mayor
Brunswick Municipal Alt.	Glenn Marshall	Sandy Creek Mayor
Columbus County 1	Edwin Russ	County Commissioner
Columbus County 2	Giles Byrd	County Commissioner
Columbus Municipal 1	Terry Mann	Whiteville Mayor
Columbus Municipal 2	Jackie Williams-Rowland	Brunswick Mayor Pro-Tem
Columbus Municipal Alt.	Clarice Vareen Faison	Fair Bluff Commissioner
Pender County 1	George Brown	County Commissioner
Pender County 2	Fred McCoy	County Commissioner
Pender Municipal 1	Don Helms	Surf City Council Member
Pender Municipal 2	Robert Barnhill	St. Helena Mayor
Pender Municipal Alt.	Teresa Batts	Surf City Council Member
NC Board of Transp.	Grady Hunt	Board Member
NC Board of Transp. Alt.	Landon Zimmer	Board Member

RTCC Members 2018

SEAT (TERM)	NAME	POSITION
Brunswick County	Helen Bunch	Zoning Admin.
Brunswick Municipal 1 (2018-19)	Thomas Lloyd	Town Planner
Brunswick Municipal 2 (2017-18)	Jeff Repp	Boiling Spring Lakes City Mgr.
Brunswick Municipal Alt. 1 (2018-19)	Jake Vares	Southport Planner
Brunswick Municipal Alt. 2 (2017-18)	Gary Brown	St. James Town Administrator
Columbus County	Samantha Alsup	Planning Director
Columbus Municipal 1 (2018-19)	Robert Lewis	Whiteville Planning Director
Columbus Municipal 2 (2017-18)	Vacant	
Columbus Municipal Alt. (2017-18)	Vacant	
Pender County	Pat O'Mahony	Long Range Planner
Pender Municipal 1 (2016-17)	Michael Rose	Topsail Beach Town Manager

SEAT (TERM)	NAME	POSITION
Pender Municipal 2 (2017-18)	Karen Dunn	Burgaw Planning Admin.
Pender Municipal Alt. (2017-18)	Todd Rademacher	Surf City Planning Director
Cape Fear RPO	Allen Serkin	Planning Director
Cape Fear COG	Chris May	Exec. Director
NCDOT Division 3	Caitlin Marks	Division Planning Engineer
NCDOT Division 6	Darius Sturdivant	Division Planning Engineer
NCDOT Transp. Planning	Nazia Sarder	RPO Coordinator
NCDOT Cape Fear Reg. Traffic	Coke Gray	Regional Traffic Engineer
NCDOT Sandhills Reg. Traffic	Janet Whetstone-	Regional Traffic Engineer
	Perez	
Brunswick Transit	Yvonne Hatcher	Exec. Director
Columbus Transportation	Joy Jacobs	Director
Pender Transportation	Jim Longenbach	Transportation Director
MOTSU	Steve Kerr	Deputy Commander
State Ports Authority	Stephanie Ayers	Director of Planning & Dev.
Wilmington MPO	Abby Lorenzo	Senior Transportation Planner
GSATS MPO	Mark Hoeweler	Exec. Director



APPENDIX 4 - DEMOGRAPHIC TABLES

The CFRPO boundary does not follow Census Bureau geographies; therefore, values in the following demographic tables and in Table 6-1 above are estimates based on the Census Block Groups or Tracts (as indicated in the Methodology below) that are most closely associated with the population within the CFRPO planning area.

Table A1: Race and Ethnicity

Race and Hispanic or Latino origin	#	%
Total Population	135,276	100.0%
White alone	95,191	70.4%
Black or African American alone	30,648	22.7%
American Indian or Alaska Native alone	2,455	1.8%
Asian alone	471	0.3%
Native Hawaiian and Other Pacific Islander alone	154	0.1%
Some other race alone	4,122	3.0%
Two or More Races	2,235	1.7%
HISPANIC OR LATINO (of any race)	7,185	5.3%

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates, Tables B02001 and B03002

Table A2: Age and Sex

Cov by ogo	Ma	Male		Female		Both sexes	
Sex by age	#	%	#	%	#	%	
Total Population	66,903	100.0%	68,373	100.0%	135,276	100.0%	
Under 5 years	3,643	5.4%	3,176	4.6%	6,819	5.0%	
5 to 9 years	3,958	5.9%	4,063	5.9%	8,021	5.9%	
10 to 14 years	4,182	6.3%	3,950	5.8%	8,132	6.0%	
15 to 17 years	2,512	3.8%	2,604	3.8%	5,116	3.8%	
18 and 19 years	1,515	2.3%	1,305	1.9%	2,820	2.1%	
20 years	671	1.0%	727	1.1%	1,398	1.0%	
21 years	619	0.9%	810	1.2%	1,429	1.1%	
22 to 24 years	2,766	4.1%	1,892	2.8%	4,658	3.4%	
25 to 29 years	3,901	5.8%	3,605	5.3%	7,506	5.5%	
30 to 34 years	3,668	5.5%	3,658	5.4%	7,326	5.4%	
35 to 39 years	3,378	5.0%	3,511	5.1%	6,889	5.1%	
40 to 44 years	4,636	6.9%	4,227	6.2%	8,863	6.6%	
45 to 49 years	4,440	6.6%	4,198	6.1%	8,638	6.4%	
50 to 54 years	4,772	7.1%	4,796	7.0%	9,568	7.1%	
55 to 59 years	5,167	7.7%	5,354	7.8%	10,521	7.8%	
60 and 61 years	1,873	2.8%	2,111	3.1%	3,984	2.9%	
62 to 64 years	2,844	4.3%	3,453	5.1%	6,297	4.7%	
65 and 66 years	2,053	3.1%	2,151	3.1%	4,204	3.1%	
67 to 69 years	3,298	4.9%	2,937	4.3%	6,235	4.6%	
70 to 74 years	3,130	4.7%	4,045	5.9%	7,175	5.3%	

Cov by ogo	Male		Female		Both sexes	
Sex by age	#	%	#	%	#	%
75 to 79 years	2,046	3.1%	2,601	3.8%	4,647	3.4%
80 to 84 years	1,096	1.6%	1,717	2.5%	2,813	2.1%
85 years and over	735	1.1%	1,482	2.2%	2,217	1.6%
Under 17 years	14,295	21.4%	13,793	20.2%	28,088	20.8%
18 to 64 years	40,250	60.2%	39,647	58.0%	79,897	59.1%
65 years and over	12,358	18.5%	14,933	21.8%	27,291	20.2%

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates, Table B01001

Table A3: Disability

Disability characteristics	Total	With a	disability		
Disability characteristics	Individuals	#	%		
Total civilian noninstitutionalized population	133,341	25,378	19.0%		
Population under 5 years	6,925	52	0.8%		
Population 5 to 17 years	21,534	1,825	8.5%		
Population 18 to 64 years	77,761	13,518	17.4%		
Population 65 years and over	27,121	9,983	36.8%		
SEX					
Male	64,035	12,918	20.2%		
Female	69,306	12,460	18.0%		
RACE					
White alone	95,263	17,591	18.5%		
Black or African American alone	28,793	6,802	23.6%		
American Indian and Alaska Native alone	2,252	400	17.8%		
Asian alone	499	15	3.0%		
Native American and Other Pacific Islander alone	148	0	0.0%		
Some other race alone	4,120	160	3.9%		
Two or more races	2,266	410	18.1%		
HISPANIC OR LATINO ORIGIN					
Hispanic or Latino (of any race)	7,297	498	6.8%		

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates, Table S1810

Table A4: Poverty

Ratio of income to poverty level in the past 12 months	Individuals	Percentage
All individuals for whom poverty status is determined	130,748	100.0%
below 50 percent of poverty level	12,345	9.4%
50 to 99 percent of poverty level	13,069	10.0%
100 to 124 percent of poverty level	6,840	5.2%
125 to 149 percent of poverty level	7,693	5.9%
150 to 184 percent of poverty level	11,878	9.1%

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates, Table C17002

Table A5: Household Income

Household income in the past 12 months	Households	
(in 2016 inflation-adjusted dollars)	#	%
Total Households	53,150	100.0%
Less than \$10,000	5,389	10.1%
\$10,000 to \$14,999	3,819	7.2%
\$15,000 to \$24,999	6,362	12.0%
\$25,000 to \$34,999	6,646	12.5%
\$35,000 to \$49,999	8,279	15.6%
\$50,000 to \$74,999	9,342	17.6%
\$75,000 to \$99,999	5,721	10.8%
\$100,000 to \$149,999	4,925	9.3%
\$150,000 to \$199,999	1,391	2.6%
\$200,000 or more	1,277	2.4%

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates, Table B19001

Methodology

Block Groups used for tables 6-1, A1, A2, A4, and A5:

370479305001, 370479311002, 370479312006, 370479304001, 370479305003, 370479306002, 370479303001, 370479307001, 370479308002, 370479309001, 370479303002, 370479303003, 370479313004, 370479304003, 370479310003, 370479305002, 370479313001, 370479311001. 370479302001, 370479312005, 370479307003, 370479301001, 371419202042, 371419204031, 371419201011, 371419201032, 371419201033, 371419202041, 371419205011, 371419204021, 371419206011, 371419204032, 371419204011, 371419205013, 371419205021, 370479306001, 370479306003, 370479308001, 370479310001, 370479309005, 370479307004, 370479306004, 370479307005, 370479301003, 370190202031, 370190202032, 370190202043, 370190202044, 370190203042, 370190203062, 370190203071, 370190203082, 370190203092, 370190203093, 370190203101, 370190203102, 370190203103, 370190203104, 370190203105, 370479311003, 371419201012, 371419201031, 370479310002, 371419204022, 371419203002, 371419205012, 371419203003, 371419203001, 370479307002, 370479308004, 370479309004, 370479309002, 370479309003, 370479312003, 370479312002, 370479312001, 370479313003, 370479301002, 370479304002, 370479308003, 370479312004, 370479313002, 371419201021, 371419201022, 370190206011, 370190203031, 370190203052, 370190202022, 370190202041, 370190202042, 370190203061, 370190203063, 370190206024, 370190205051, 370190205053, 370190206021, 370190206023, 370190203051, 370190205052, 370190206031, 370190203081, 370190203032, 370190203041, 370190203091

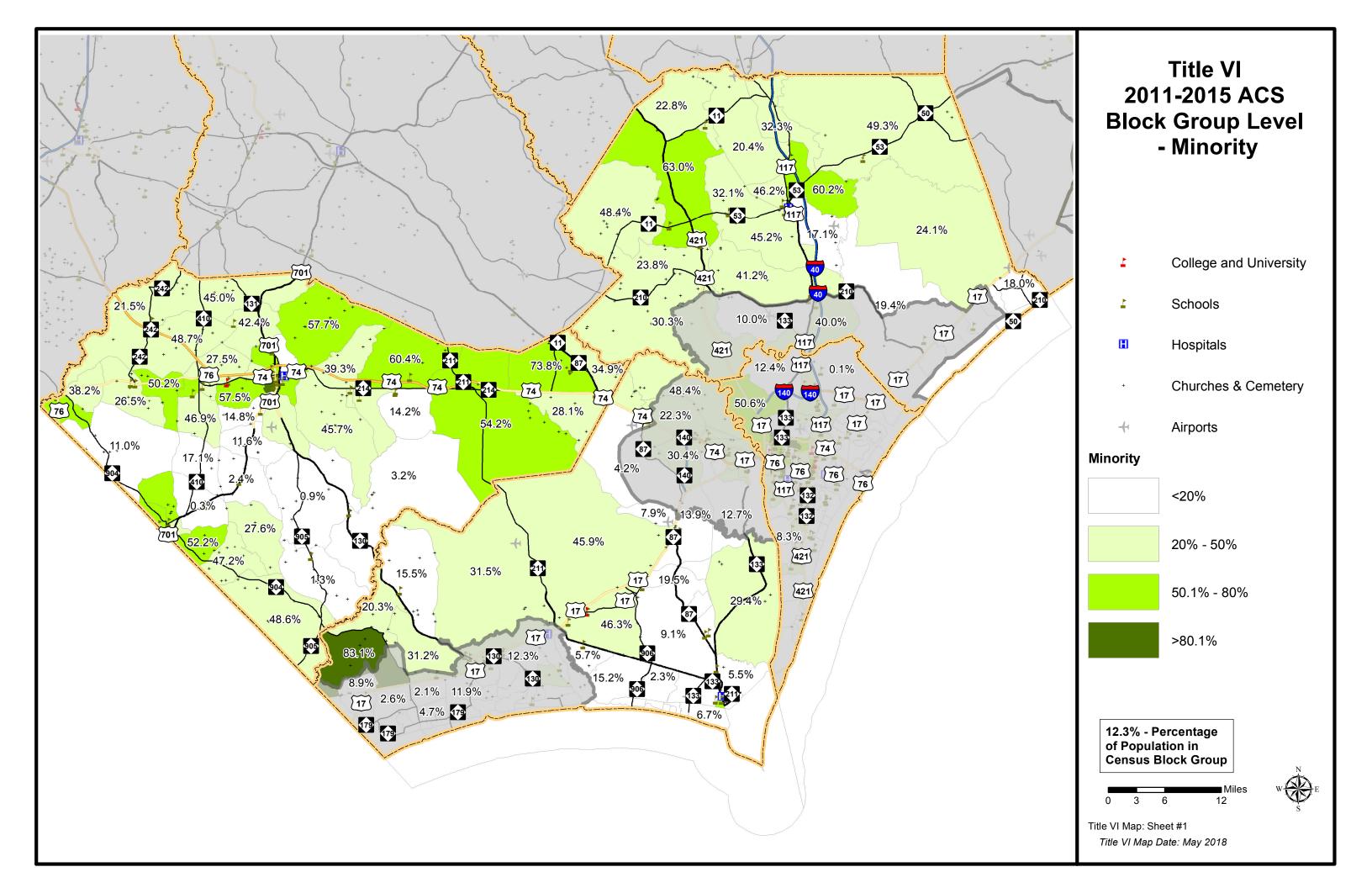
Tracts used for table A3:

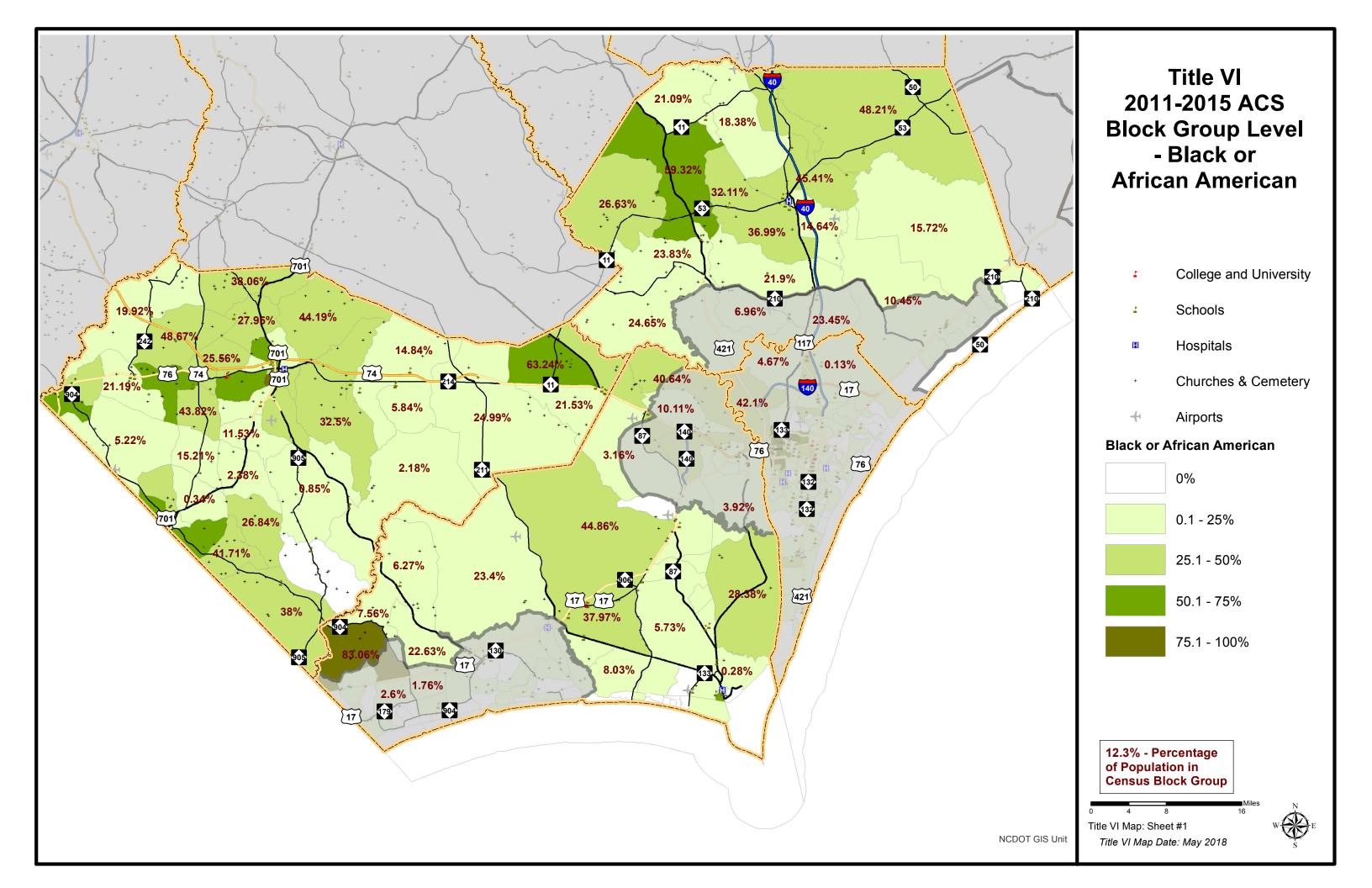
 $37047930600,\ 37047930200,\ 37047930100,\ 37047930700,\ 37047930500,\ 37047930800,\ 37047930300,\ 37047931200,\ 37047930400,\ 37047931000,\ 37047931300,\ 37047931100,\ 37047930900,\ 37141920402,\ 37141920501,\ 37141920502,\ 37141920403,\ 37141920300,\ 37019020603,\ 37019020303,\ 37019020304,\ 37019020304,\ 37019020305,\ 37019020309,\ 37019020307,\ 37019020308,\ 37141920103,\ 37141920601,\ 37141920204,\ 37141920102,\ 37141920101,\ 37141920401$

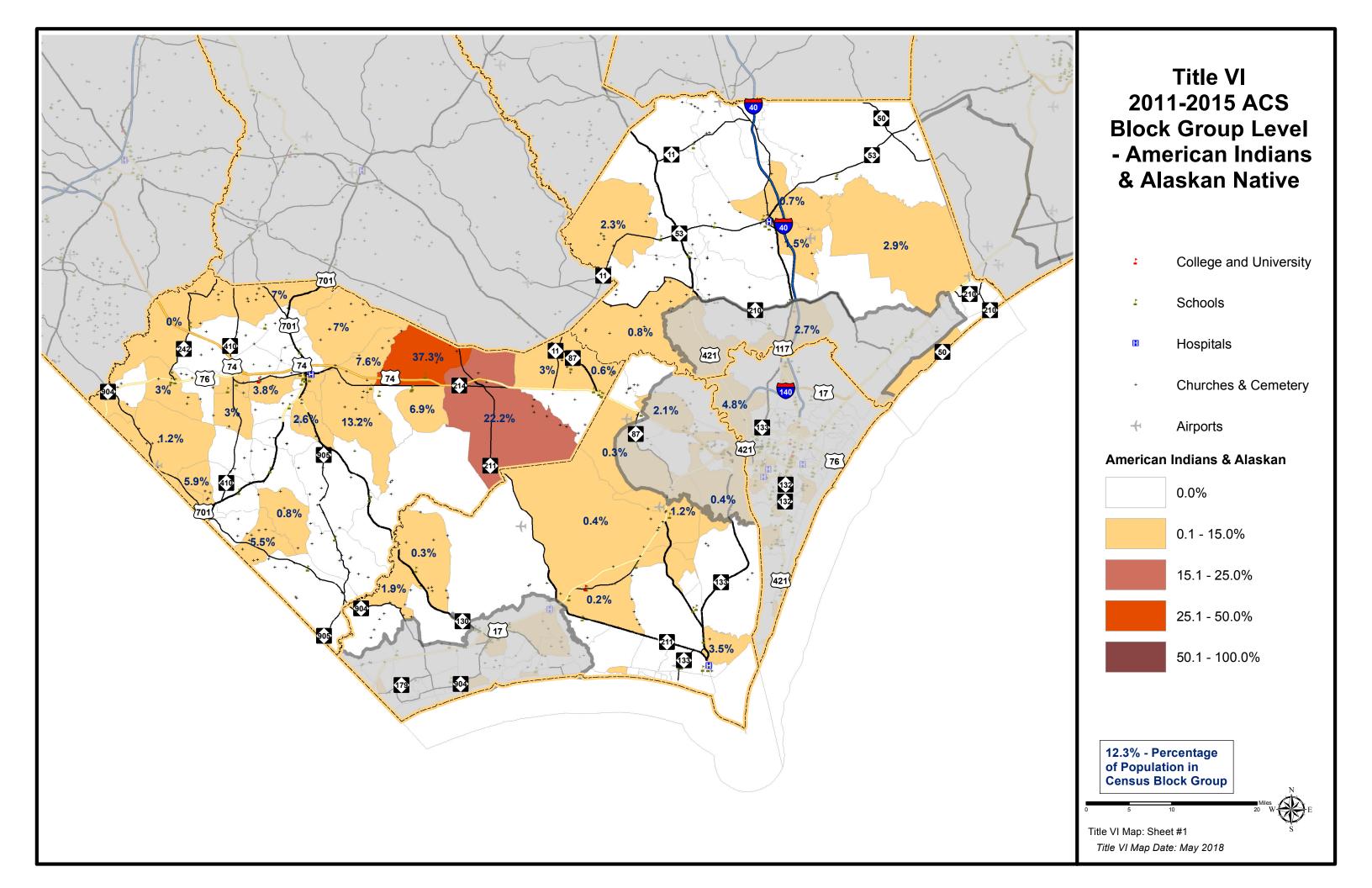
APPENDIX 5 - DEMOGRAPHIC MAPS

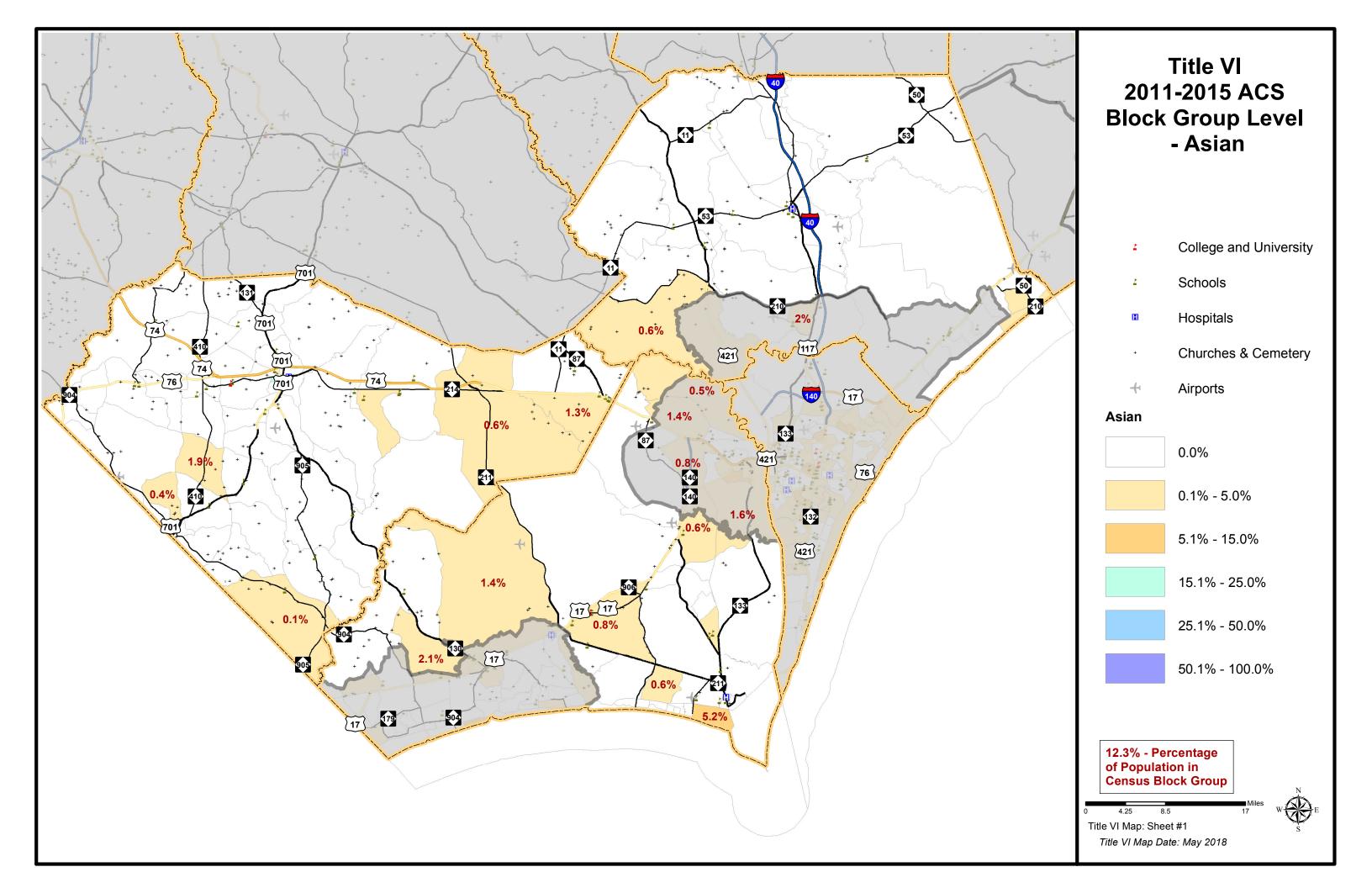
The following demographic maps were developed using 2011-2015 American Community Survey Block Group data:

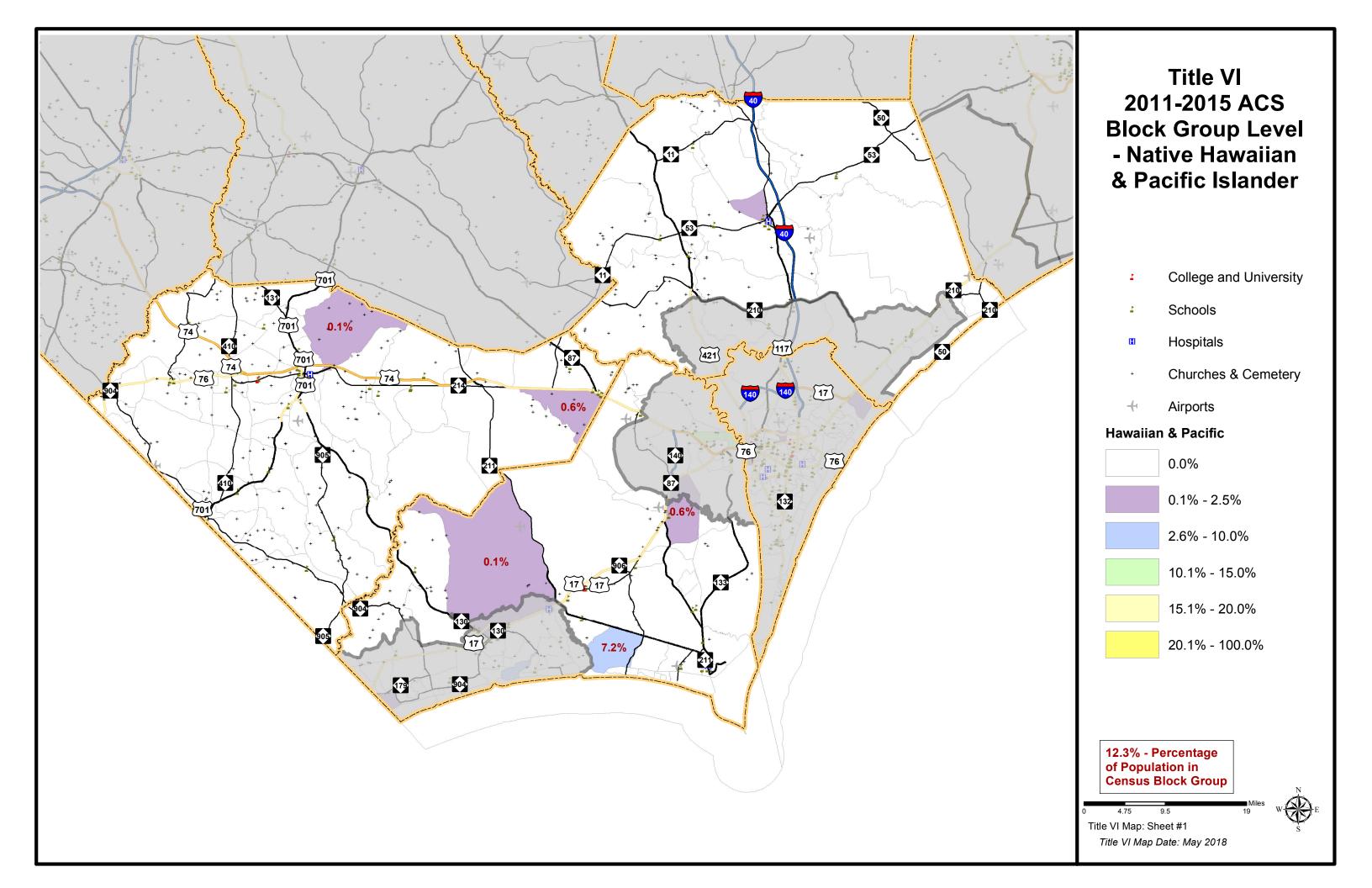
- 1. Minority
- 2. Race: Black or African American
- 3. Race: American Indian and Alaskan Native
- 4. Race: Asian
- 5. Race: Native Hawaiian & Pacific Islander
- 6. Race: Some Other Race
- 7. Race: Two or More Races
- 8. Poverty
- 9. Zero Car Households
- 10. Ethnicity: Hispanic & Latino
- 11. Limited English Proficiency: Spanish
- 12. Limited English Proficiency: Other Indo-European languages (not Spanish)
- 13. Limited English Proficiency: Asian and Pacific languages
- 14. Limited English Proficiency: Other languages
- 15. Age 65 and Over

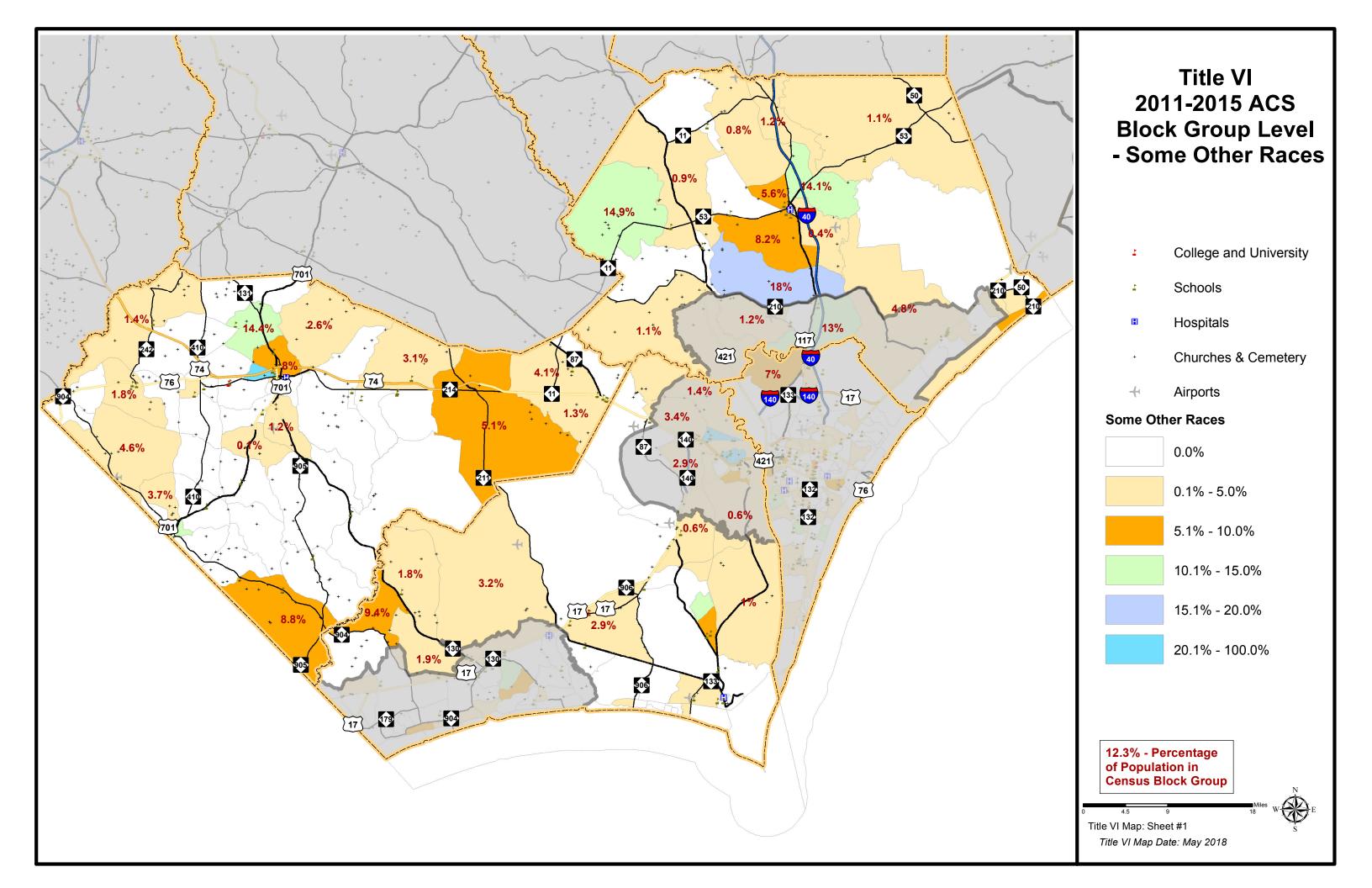


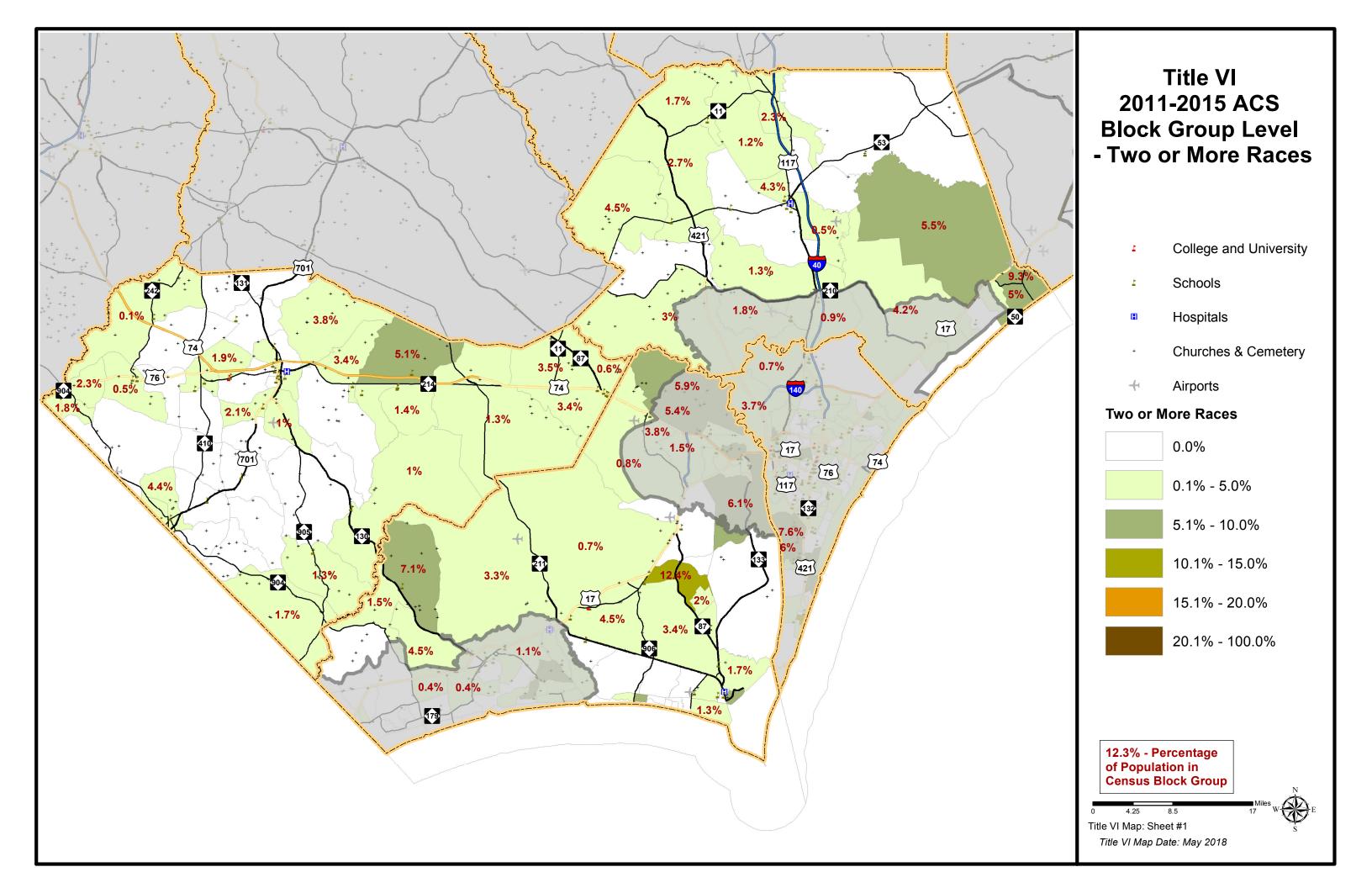


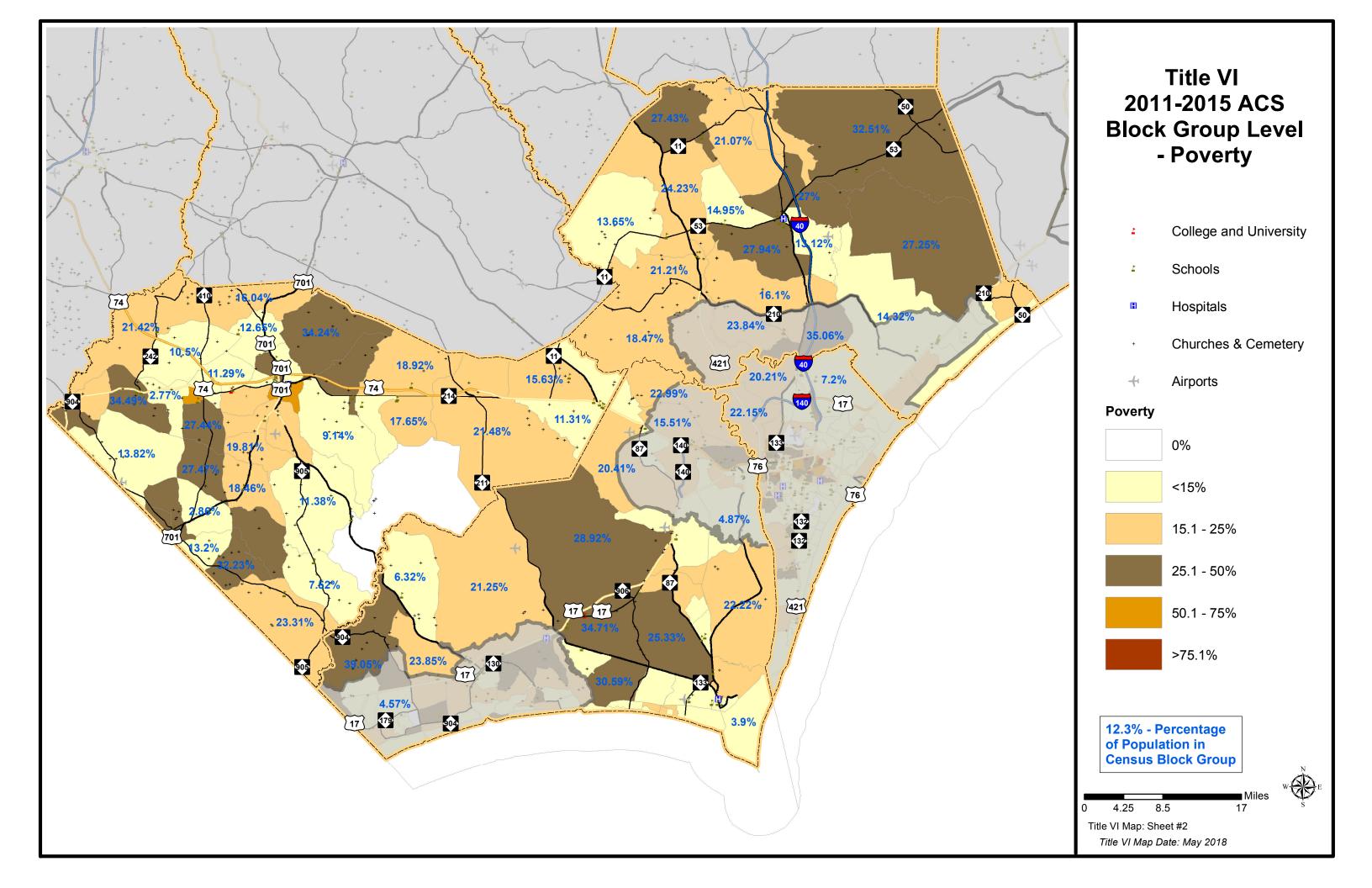


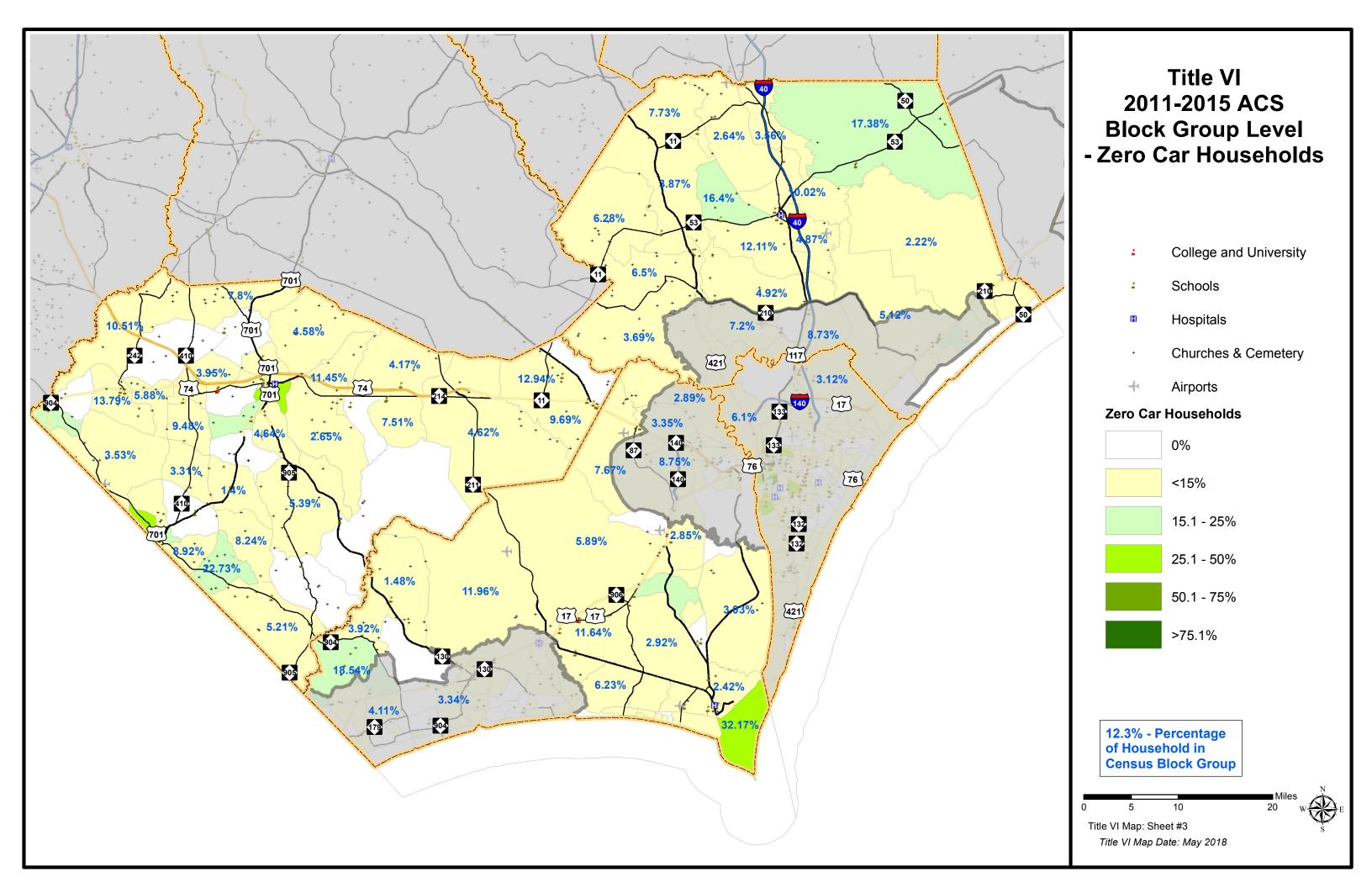


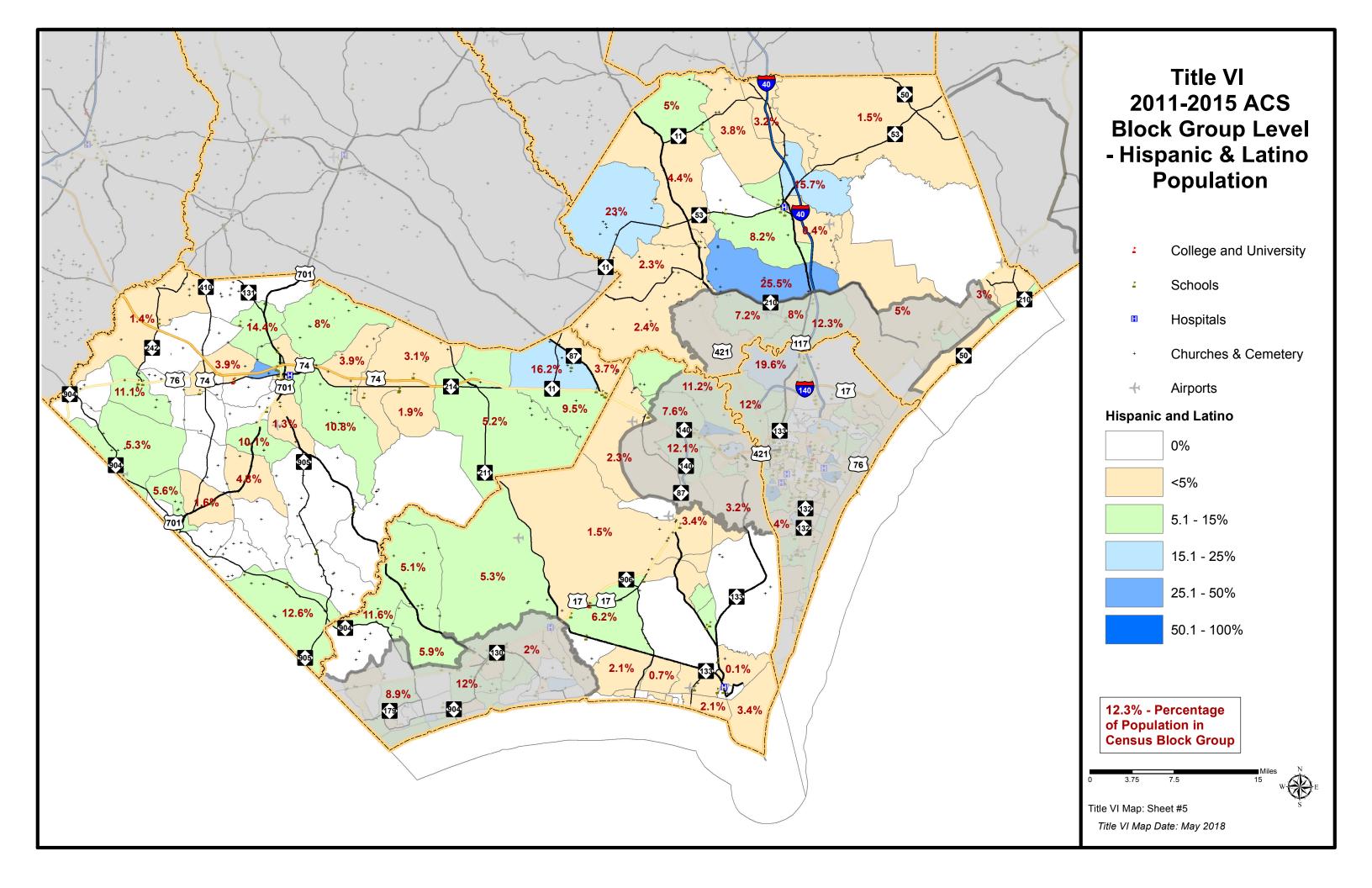


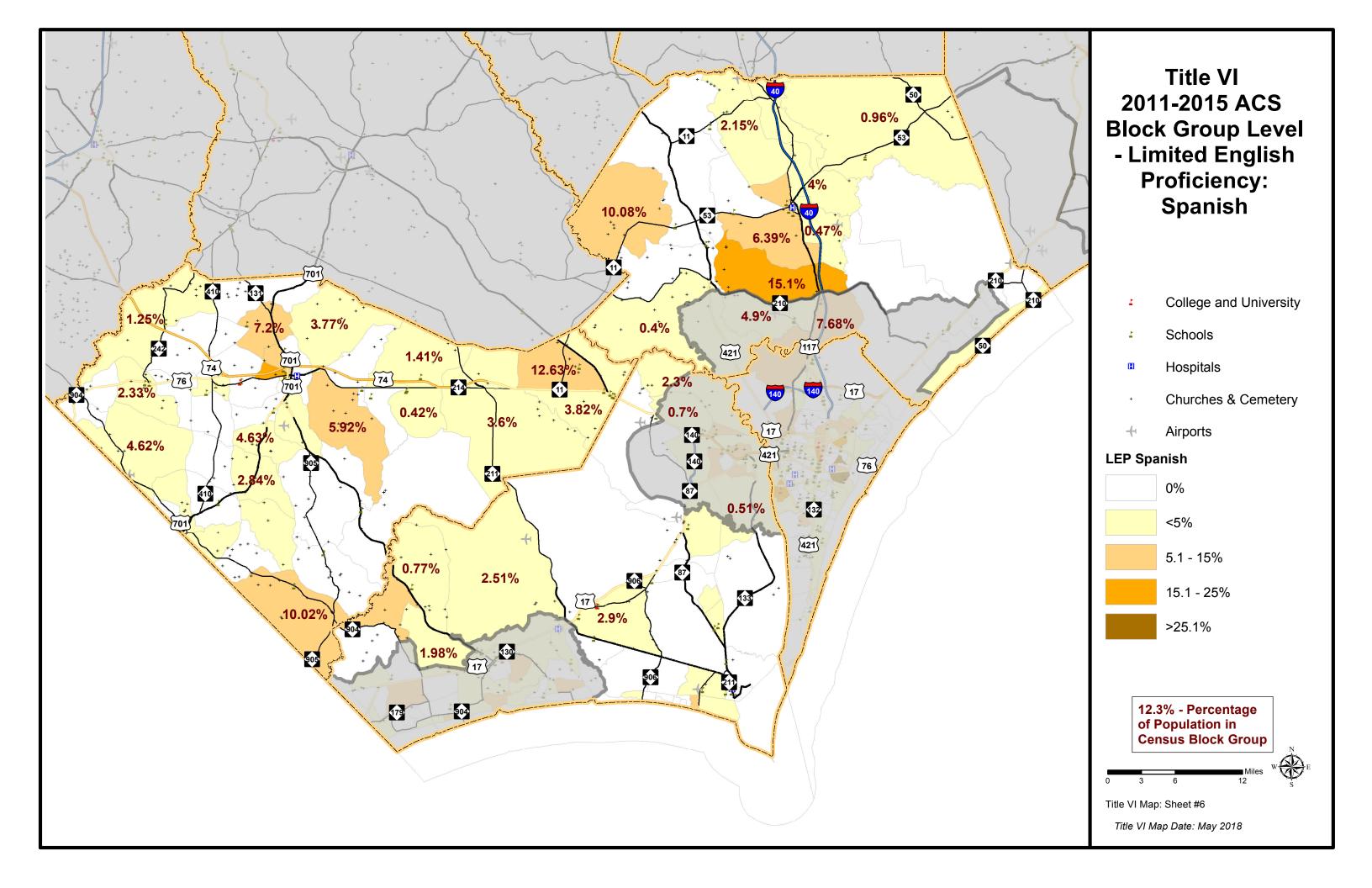


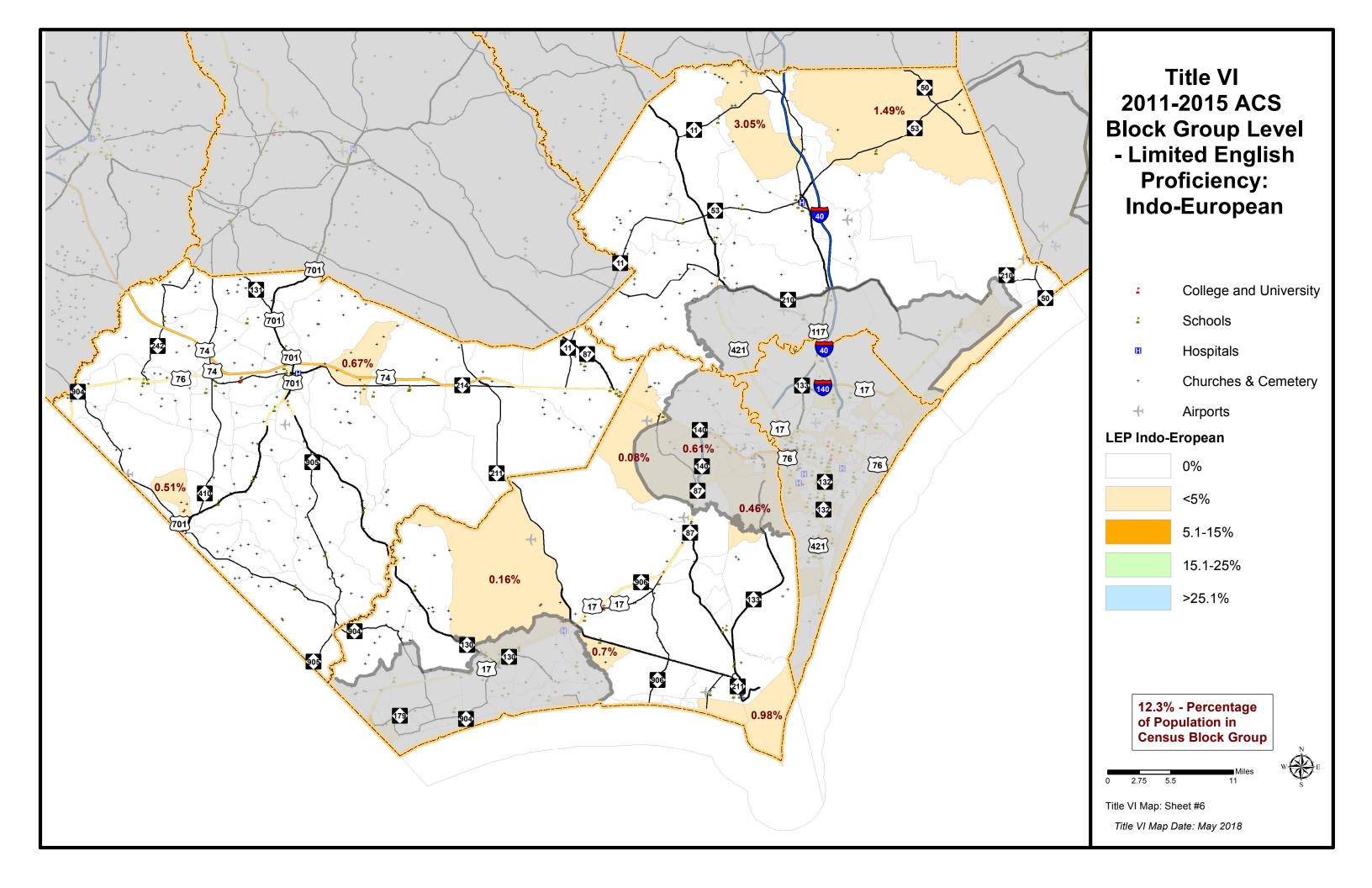


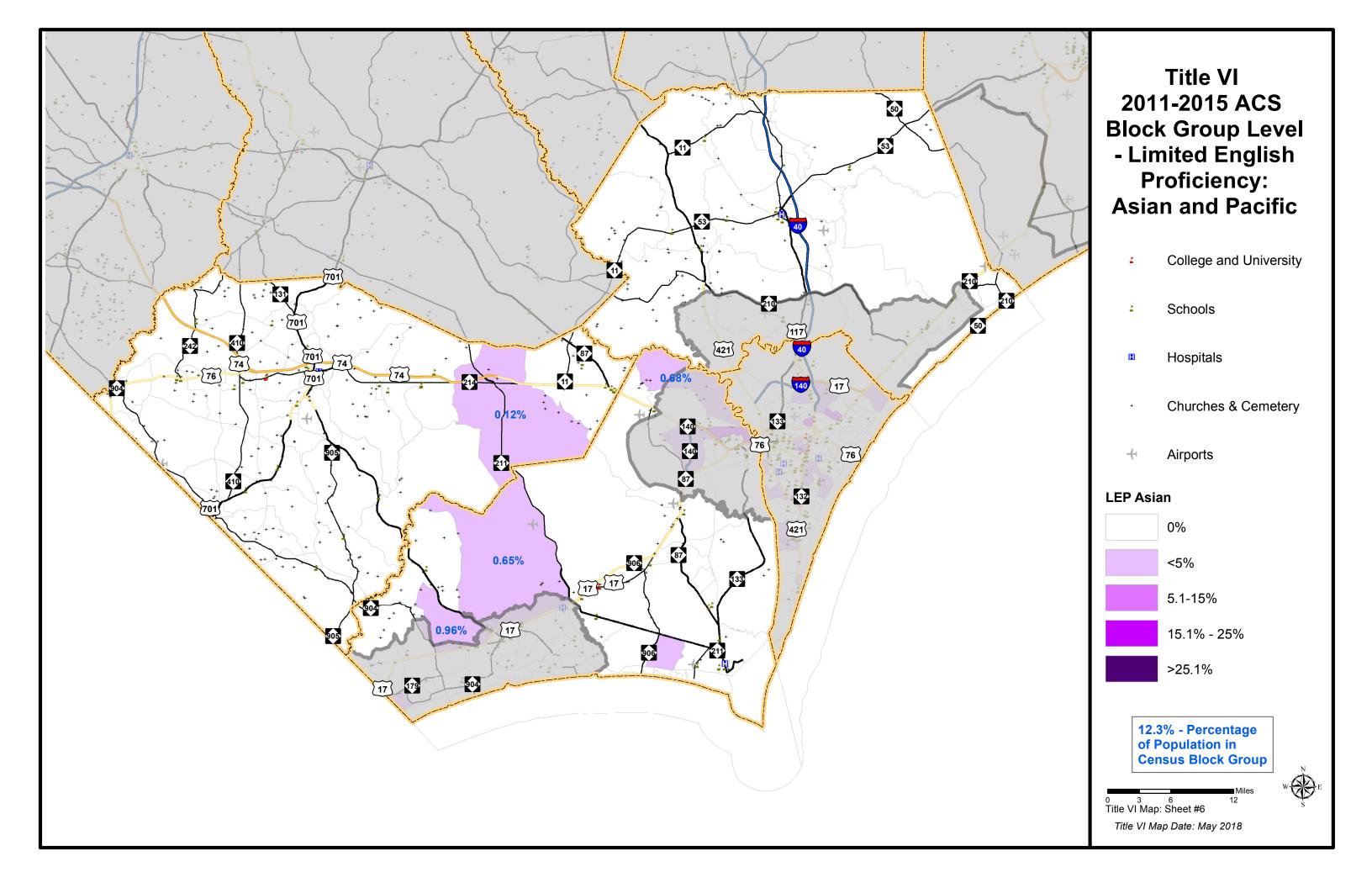


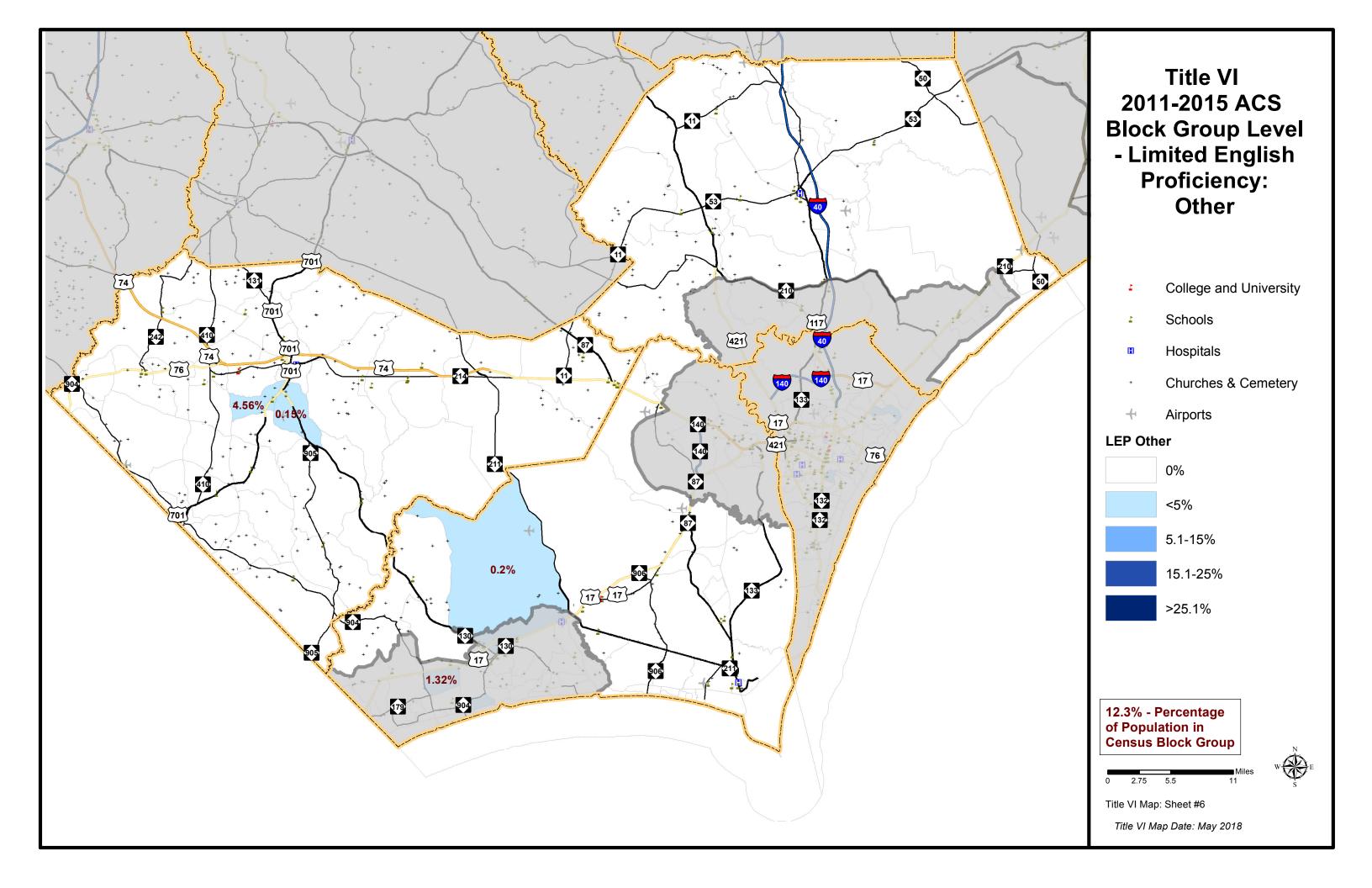


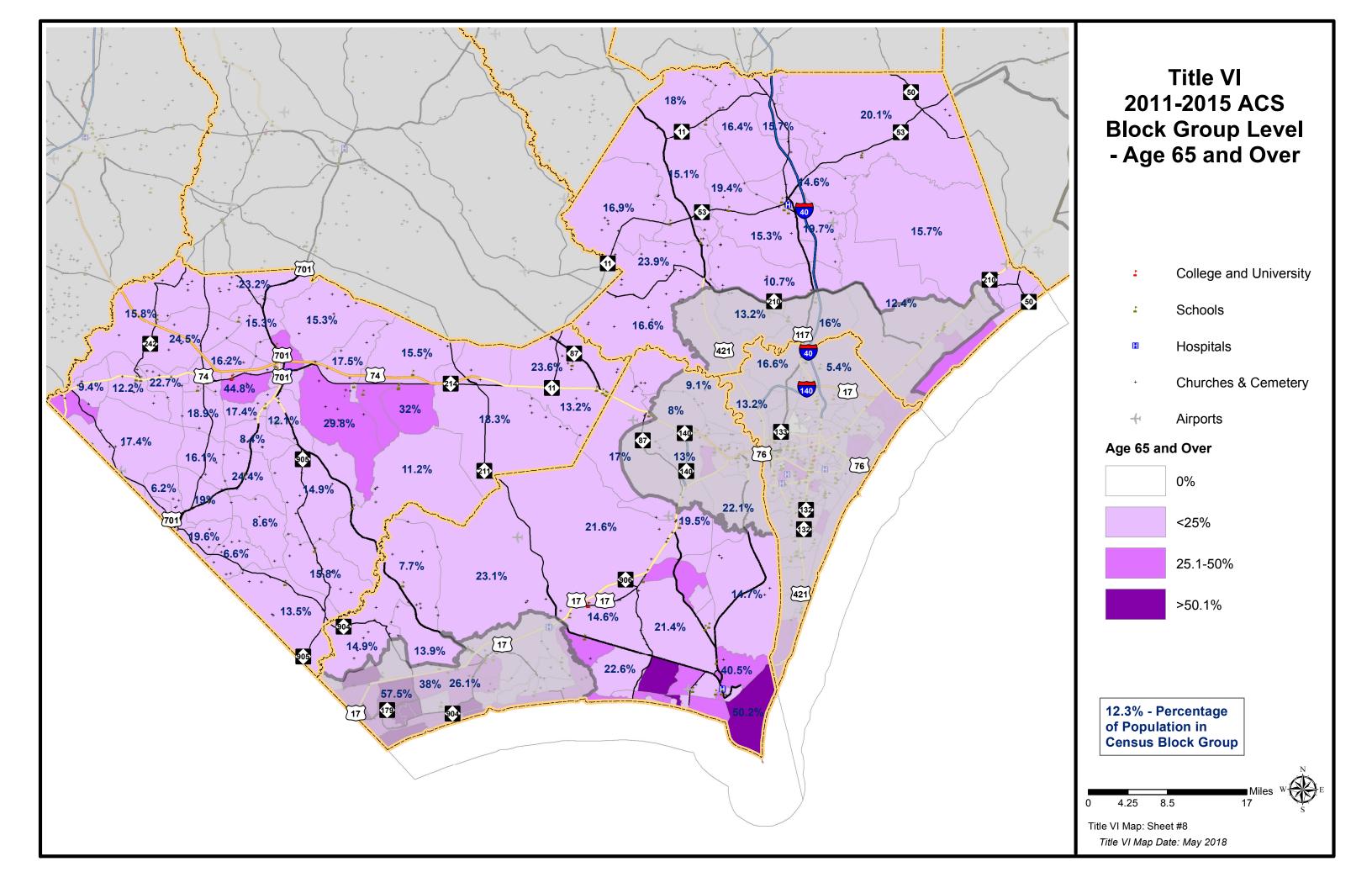












INVESTIGATIVE GUIDANCE

- **A.** Scope of Investigation An investigation should be confined to the issues and facts relevant to the allegations in the complaint, unless evidence shows the need to extend the issues.
- **B.** Developing an Investigative Plan It is recommended that the investigator (i.e., Title VI Coordinator or other official trained to conduct Title VI investigations) prepares an Investigative Plan (IP) to define the issues and lay out the blueprint to complete the investigation. The IP should follow the outline below:
 - 1. Complainant(s) Name and Address (Attorney name and address if applicable)
 - 2. Respondent(s) Name and Address (Attorney for the Respondent(s) name and address, if applicable)
 - 3. Applicable Law(s)
 - 4. Basis/(es)
 - 5. Allegation(s)/Issue(s)
 - 6. Background
 - 7. Name of Persons to be interviewed
 - a. Questions for the complainant(s)
 - b. Questions for the respondent(s)
 - c. Questions for witness(es)
 - 8. Evidence to be obtained during the investigation
 - a. Issue e.g., Complainant alleges his predominantly African American community was excluded from a meeting concerning a future project which could affect the community.
 - i. Documents needed e.g., mailing list which shows all physical addresses, P.O. Box numbers, property owner names, and dates when the meeting notification was mailed; other methods used to advertise the meeting.
- **C.** Request for Information The investigator should gather data and information pertinent to the issues raised in the complaint.
- **D. Interviews** Interviews should be conducted with the complainant, respondent, and appropriate witnesses during the investigative process. Interviews are conducted to gain a better understanding of the situation outlined in the complaint of discrimination. The main objective during the interview is to obtain information that will either support or refute the allegations.
- **E. Preparing an Investigative Report** The investigator should prepare an investigative report setting forth all relevant facts obtained during the investigation. The report should include a finding for each allegation. A sample outline for an investigative report is provided below.

Sample Investigative Report Template

I. COMPLAINANT(S) NAME (or attorney for the complainant(s) – name and address if applicable)

Name, Address, Phone: 999-999-9999

II. RESPONDENT(S) (or attorney for the respondent(s) – name and address if applicable) Name, Address, Phone: 999-999-9999

III. APPLICABLE LAW/REGULATION

[For example, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d); 49 CFR §21.11; 49 CFR §26.53)]

IV. COMPLAINT BASIS/(ES)

[For example, Race, Color, National Origin, Limited English Proficiency, Sex, Age, Disability]

V. ALLEGATIONS

[Describe in logical sequence, each allegation including the prohibited basis for the alleged discriminatory conduct, (e.g., race, color, national origin, sex, age, or disability) and the specific statutory or regulatory provision the allegation would violate, if proven to be true.]

Issue #1 – Complainant alleges that transit system failed to inform minority communities of rate increases.

Issue #2 – Complainant alleges that transit system has not sufficiently publicized or held public meetings to share information regarding fare increases and route changes that impacts low-income and minority citizens.

VI. BACKGROUND

[Provide detailed information regarding the complaint, including a historical overview of the case, including any activities or actions taken prior to accepting the complaint for investigation.]

VII. INVESTIGATIVE PROCEDURE

[Describe in detail, methods used to conduct the investigation, such as document requests, interviews and site visits. Include witnesses' names and addresses, documents received and/or reviewed, emails sent and received.]

VIII. FINDINGS OF FACT

[Provide a detailed description of the investigator's analysis of each allegation, based on clear and factual findings. Include specific evidence used to support your findings.]

IX. CONCLUSION

[State whether discrimination did or did not occur. Conclusions must be evidence-based and defensible. Test conclusions by considering all possible rebuttal arguments from the respondent and complainant. Both respondent and the complainant should be given an opportunity to confirm or rebut the assertions of the other party and your findings, but all the evidence you've presented should speak for itself.]

X. RECOMMENDED ACTIONS

[Outline what should be done to remedy the findings or, if necessary, provide justice for the complainant.]

XI. SUPPLEMENTAL MATERIALS

[Include in any supplemental materials that support your findings and conclusion.]

DISCRIMINATION COMPLAINT FORM

Any person who believes that h file a written complaint with the					
Last Name:		First Name:			☐ Male
Mailing Address:		City		State	Zip
Home Telephone:	Work Telephone:	E-mail Address			,
Identify the Category of Discrim	ination:				
RACE	☐ COLOR	☐ NATIONAL ORIGIN		☐ AGE	
□SEX	DISABILITY	LIMITED ENGLISH P	ROFICIENCY		
Identify the Race of the Compla	inant				
□ Black	□ White	☐ Hispanic	[Asian Amer	ican
American Indian	☐ Alaskan Native	☐ Pacific Islander	[Other	
Names of individuals responsible	e for the discriminatory action(s)	:			
How were you discriminated agas possible what happened and were treated differently from you	why you believe your protected	status (basis) was a factor			
The law prohibits intimidation or protected by these laws. If you f circumstances below. Explain w	eel that you have been retaliated	d against, separate from the	e discriminatio	n alleged abov	
Names of persons (witnesses, f your complaint: (Attached additi		r others) whom we may con	ntact for addition	onal informatio	n to support or clarify
<u>Name</u>	<u>Address</u>			<u>Teleph</u>	<u>one</u>
1					
2					
3					
4					

DISCRIMINATION COMPLAINT FORM

Have you filed, or intend to file, a complaint regarding the matter raised with any of the follo all that apply.	wing? If yes, please provide the filing dates. Check
□ NC Department of Transportation	
☐ Federal Highway Administration	
US Department of Transportation	
Federal or State Court	
Other	
Have you discussed the complaint with any Cape Fear Rural Transportation Planning Organ position, and date of discussion.	nization representative? If yes, provide the name,
Please provide any additional information that you believe would assist with an investigation	n.
J	
Briefly explain what remedy, or action, are you seeking for the alleged discrimination.	
**WE CANNOT ACCEPT AN UNSIGNED COMPLAINT. PLEASE SIGN AND	DATE THE COMPLAINT FORM BELOW.
COMPLAINANT'S SIGNATURE	DATE
	DITE
MAIL COMPLAINT FORM TO.	
MAIL COMPLAINT FORM TO: Cape Fear Rural Transportation Planning Organ	nization
1480 Harbour Drive,	
Wilmington, NC 28401-7776	
910-395-4553	
FOR OFFICE USE ONLY	
Date Complaint Received:	
Processed by:	
Case #:	
Referred to: NCDOT FHWA Date Referred:	

FORMULARIO DE RECLAMOS POR DISCRIMINACIÓN

					,
Cualquier persona que conside discapacidad, nivel de ingresos e Planificación del Transporte Ru	o limitación para hablar o ente	ender	inglés, puede presentar un rec	lamo por escri	to la Organización de
Apellido:		Non	bre:		☐ Hombre ☐ Mujer
Dirección:			Ciudad	Estado	Código postal
Teléfono casa:	Teléfono trabajo:	Din	rección de correo electrónico:		
Identifique la categoría del acto d	iscriminatorio:				
☐ RAZA ☐ COLO	OR PAÍS de OR	IGEN	LIMITACIONES co	n el IDIOMA I	NGLÉS 🗌 EDAD
☐ DISCAPACIDAD ☐ SEXC	NIVEL de I	NGRE	ESOS		
NOTA: la religión solo queda cubierta	bajo el programa de Derecho de Ví	ía (Viv	ienda Justa) del NCDOT y las divisi	ones de Transpor	te Público y Aviación.
Identifique la raza del reclamante					
☐ Negro	Blanco] Hispano	Asiático	
☐ Amerindio ☐	Nativo de Alaska		Isleño del Pacífico] Otro	
Nombres de los individuos respor	nsables del acto discriminatorio:				
¿De qué manera fue usted discrim de la manera más clara posible qu discriminatorio. Incluya cómo otr	é ocurrió y por qué considera qu	ue su	condición protegida (fundamento) fue un factor	en el acto
La ley prohíbe actos de intimidac asegurar se respeten los derechos discriminatorio mencionado arrib considera fueron la causa de las su	protegidos por estas leyes. Si us a, por favor explique las circuns	sted co stancia	onsidera que ha sido víctima de r as en el espacio de abajo. Expliqu	epresalias o ha	sido aislado del acto
Nombres de las personas (testigos adicional que corrobore o clarifiq				ntactar para obte	ener información
<u>Nombre</u>	<u>Dirección</u>			Teléfono	2
1,					
2					
3					
4					

¿Ha presentado o pretende presentar un reclamo relacionado con este asunto ante alguna de proporcionar las fechas en las que presentó su reclamo. Marque todas las que apliquen.	las entidades siguientes? De ser así, favor de
☐ El Departamento de Transporte de Carolina del Norte	
Administración Federal de Carreteras*	
Departamento de Transporte de los EE.UU.	
Corte federal o estatal	
Otra	
¿Ha hablado sobre su reclamo con algún representante del la política de la Organización de	
(CFRPO)? De ser así, proporcione el nombre, cargo y fecha de la conversación.	Traimicación del Transporte Rural de Cape Fear
Favor de proporcionar cualquier información adicional que usted considere sería útil durant	te una investigación.
Explique brevemente qué solución o acción espera usted sea tomada como resultado de su n	reclamo por el supuesto acto discriminatorio.
**NO PODEMOS ACEPTAR RECLAMOS SIN FIRMA. FAVOR DE FIRMAR Y F	FECHAR ESTE FORMULARIO AL CALCE.
TYPINA PHY PEGY AMANER	
FIRMA DEL RECLAMANTE	FECHA
,	
ENVÍE POR CORREO ESTE FORMULARIO DE La política de la Organización de Planificación del Transporte Rura	
Cape Fear Rural Transportation Planning Organ	
1480 Harbour Drive, Wilmington, NC 28401-7776	
910-395-4553	
FOR OFFICE USE ONLY / SOLO PARA USO	OFICIAL
Date Complaint Received:	
Processed by:	
Case #:	
Referred to:	

DISCRIMINATION COMPLAINTS LOG

Log Yea	ar(s):								
CASE NO.	COMPLAINANT NAME	RACE/ GENDER	RESPONDENT NAME	BASIS	DATE FILED	DATE RECEIVED	ACTIONTAKEN	DATE INVESTIG. COMPLETED	DISPOSITION
I certify lawsuit		st of my kr rimination	, have been fi	led with			r lawsuits alleging di F ear Rural Transpo		
 Signatı	ire of Title VI	Coordina	ator or Other	Author	ized Offi	cial		Date	
Print N	lame and Title	e of Autho	orized Officia	l					

APPENDIX 7 - TITLE VI PUBLIC INVOLVEMENT FORM

Completing this form is **completely voluntary**. You are not required to provide the information requested in order to participate in this meeting.

Meeting or Event:	Date:
Location:	

In accordance with Title VI of the Civil Rights Act of 1964 and related authorities, the Cape Fear Rural Transportation Planning Organization (CFRPO) assures that no person(s) shall be excluded from participation in any of its programs or activities based on their race, color, national origin, disability, age, gender, or income. Completing this form helps us meet our data collection and public involvement obligations and will help us to better serve you.

Please place your completed form in the designated box on the sign-in table, hand it to a CFRPO official or mail it to the Cape Fear Rural Transportation Planning Organization, 1480 Harbour Dr, Wilmington, NC 28401. All forms will remain on file at the CFRPO as part of the public record.

Zip Code:	Gender: Male Female
Street Name: (i.e. Main Street)	Have a Disability: Yes No
Total Household Income:	Age:
Less than \$12,000	☐ Less than 18 ☐ 45-64
☐ \$12,000 − \$19,999 ☐ \$70,000 − \$93,999	☐ 18-29 ☐ 65 and older
☐ \$20,000 – \$30,999 ☐ \$94,000 – \$117,999	□ 30-44
□ \$31,000 – \$46,999 □ \$118,000 or greater	
Race/Ethnicity:	National Origin: (if born outside the U.S.)
White	Mexican
Black/African American	Central American:
☐ Black/African American ☐ Asian	
	Central American:
Asian	Central American: Puerto Rican
Asian American Indian/Alaskan Native	☐ Central American:
☐ Asian ☐ American Indian/Alaskan Native ☐ Native Hawaiian/Pacific Islander	Central American: Puerto Rican South American: Chinese
☐ Asian ☐ American Indian/Alaskan Native ☐ Native Hawaiian/Pacific Islander ☐ Hispanic/Latino	Central American: Puerto Rican South American: Chinese Vietnamese

Thank you for your participation!

TÍTULO VI ENCUESTA DE PARTICIPACIÓN PÚBLICA

El llenado de este formato es **completamente** voluntario. Usted no está obligado a proporcionar la información solicitada con el fin de participar en esta reunión.

Tipo de Reunión:	
-	recita;
Lugar de la Reunión: conformidad con el Título VI del Acta de Derecl	nos Civiles de 1964 y otros disposiciones de
rechos civiles de la ley Federal estatutaria, la polí	• 1
ansporte Rural de Cape Fear (CFRPO por sus sigl	<u>e</u>
ctada por sus programas, políticas o actividades,	
gada de los beneficios de, o sometidos a la discrin	ninación por motivos de raza, color, origen
cional, discapacidad, edad, ingresos o género. Con	- ·
mplir con nuestra recopilación de datos y a cu	
blica bajo el Título VI y NEPA, y así mejorar i	
posite el formato llenado en la casilla designada e	
RPO, 1480 Harbour Drive, Wilmington, NC 284	01-7776.
s formatos completados serán guardados en los a	rchivos de NCDOT como parte del registro
blico.	
Código Postal:	Sexo: Masculino Femenino
Nombre de la Calle: (ej. Main Street)	Edad:
	☐ Menor de 18 ☐ 45-64
ngreso Total del Hogar:	\square 18-29 \square 65 and older
☐ Menos de \$12,000 ☐ \$47,000 − \$69,999	□ 30-44
\$12,000 - \$19,999 \$70,000 - \$93,999	
\$\begin{array}{c} \\$12,000 - \\$19,399 \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \	D: 11.1 🗆 (1).
\$31,000 - \$46,999 \$118,000 o Mayor	Discapacidad: Si No
Raza/Etnicidad:	Nacionalidad de Origen: (Si nació fuera de los EU)
Blanco	Mexicano
Afro Americano	Centro Americano:
Asiático	Sudamericano:
Indio Americano/Nativo de Alaska	☐ Puertorriqueño
Nativo de Hawaii/Islas del Pacífico	Chino
Hispano/Latino	☐ Vietnamita
Otra (por favor especifique):	Coreano
	Otro (por favor especifique):

Para más información relacionada con el Título VI o este proceso, por favor contacte a CFRPO Sección Título VI al teléfono (910) 395-4553 o por correo electrónico <u>aserkin@capefearcog.org</u>. Gracias por su cooperación!

APPENDIX 8 – CFRPO TITLE VI: ACTIONS TAKEN

Party	Action Taken	Date
Staff	Began drafting Title VI documents	April 2018
RTCC	Title VI Program presentation; recommend adoption of Title VI	May 2, 2018
	Nondiscrimination Policy (English and Spanish), USDOT	
	Standard Assurances, Title VI Coordinator Duties, External	
	Discrimination Complaint Procedures, Form, and Log, Annual	
	Education and Acknowledgement Form, Demographic Request,	
	and Public Involvement Form.	
RTAC	Title VI Program Presentation/ Documents Adopted	May 18, 2018
Staff	Began working on new NCDOT Title VI Template	July 2018

Minutes of actions taken by the RTCC or RTAC can be found at http://capefearrpo.org/meetings/.

APPENDIX 9 - COMPLIANCE REVIEW CHECKLIST FOR FHWA SUBRECIPIENTS

	General Requirements	Completed
1.	A copy of the recipient's signed USDOT Title VI Assurances	
2.	Title VI Policy Statement (signed)	
3.	Title VI Notice to Public, including a list of locations where the notice is	
	posted	
4.	Name and official title of Title VI Coordinator and a list of their Title VI duties	
5.	Title VI Complaint Procedures (i.e., instructions to the public regarding how to	
	file a Title VI discrimination complaint)	
6.	Title VI Complaint Form	
7.	List of Title VI complaints, investigations, or lawsuits (i.e., Title VI Complaint	
	Log)	
8.	Public Participation Plan, including information about outreach methods to	
	engage traditionally underserved constituencies (e.g., minorities, low-income,	
	disabled), as well as a summary of outreach efforts	
9.	Language Assistance Plan for providing language assistance to persons with	
	limited English proficiency (LEP), based on the DOT LEP Guidance, which	
	requires conducting four-factor analyses	
10.	. A table depicting the membership of any non-elected committees and councils,	_
	broken down by race and gender, and a description of the process the CFRPO	
	uses to encourage minorities and women to participate on such committees	
11.	. A copy of board meeting minutes, resolution, or other appropriate	
	documentation showing the board of directors or appropriate governing entity	
	or official(s) responsible for policy decisions reviewed and approved the Title	
	VI Program	
12.	. Compliance and enforcement procedures to ensure nondiscriminatory	
	administration of programs and services	
13.	. A demographic profile of your planning area that includes identification of the	
	locations of minority, low-income, LEP, and/or other underserved populations	
14.	. Information regarding how consultants and/or subrecipients are monitored for	
	compliance with Title VI	
15.	. Any environmental justice analysis conducted in the past three years and, if	
	necessary, a description of the measures used to address any disproportionately	
	high and adverse impacts to minority or low-income communities	
16	. Documentation from any Title VI compliance reviews or investigations	
	conducted by any agency other than NCDOT-OCR in the last three years.	