## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>2</td>
</tr>
<tr>
<td>BAY COUNTY TPO</td>
<td>3</td>
</tr>
<tr>
<td>TRANSPORTATION PLANNING ORGANIZATION BOARD</td>
<td>4</td>
</tr>
<tr>
<td>Bay County TPO Membership</td>
<td>4</td>
</tr>
<tr>
<td>CITIZEN ADVISORY COMMITTEE</td>
<td>5</td>
</tr>
<tr>
<td>CAC Membership Composition by Gender Identification and Race</td>
<td>5</td>
</tr>
<tr>
<td>TECHNICAL COORDINATING COMMITTEE</td>
<td>6</td>
</tr>
<tr>
<td>INTERESTED PARTIES</td>
<td>7</td>
</tr>
<tr>
<td>STAKEHOLDERS</td>
<td>7</td>
</tr>
<tr>
<td>BAY COUNTY TPO AREA DEMOGRAPHIC PROFILE</td>
<td>8</td>
</tr>
<tr>
<td>TITLE VI IN THE TRANSPORTATION PLANNING PROCESS</td>
<td>12</td>
</tr>
<tr>
<td>Special Populations</td>
<td>13</td>
</tr>
<tr>
<td>Identification of Special Populations</td>
<td>13</td>
</tr>
<tr>
<td>Environmental Justice</td>
<td>14</td>
</tr>
<tr>
<td>TITLE VI EQUITY ANALYSIS</td>
<td>15</td>
</tr>
<tr>
<td>MOBILITY NEEDS</td>
<td>16</td>
</tr>
<tr>
<td>PROGRAM ADMINISTRATION</td>
<td>16</td>
</tr>
<tr>
<td>TITLE VI PROGRAM STATEMENT</td>
<td>17</td>
</tr>
<tr>
<td>LIST OF LOCATIONS WHERE TITLE VI NOTICE IS POSTED</td>
<td>18</td>
</tr>
<tr>
<td>TITLE VI PUBLIC NOTICE (FTA VERSION IN ENGLISH &amp; SPANISH)</td>
<td>19</td>
</tr>
<tr>
<td>TITLE VI PUBLIC NOTICE (FDOT VERSION IN ENGLISH &amp; SPANISH)</td>
<td>20</td>
</tr>
<tr>
<td>TITLE VI COMPLAINT PROCEDURE</td>
<td>21</td>
</tr>
<tr>
<td>TITLE VI INVESTIGATIONS, COMPLAINTS &amp; LAWSUITS</td>
<td>26</td>
</tr>
<tr>
<td>LANGUAGE ASSISTANCE PLAN</td>
<td>27</td>
</tr>
<tr>
<td>FOUR-FACTOR ANALYSIS</td>
<td>27</td>
</tr>
<tr>
<td>Factor One: Demographics</td>
<td>27</td>
</tr>
<tr>
<td>Factor Two: Frequency of Contact</td>
<td>28</td>
</tr>
<tr>
<td>Factor Three: Importance of Program</td>
<td>29</td>
</tr>
<tr>
<td>Factor Four: Resources</td>
<td>30</td>
</tr>
<tr>
<td>LIMITED ENGLISH PROFICIENCY PLAN IMPLEMENTATION AND MAINTENANCE</td>
<td>31</td>
</tr>
<tr>
<td>Outside Translation Providers</td>
<td>32</td>
</tr>
<tr>
<td>PLAN REVIEW AND REPORTING</td>
<td>33</td>
</tr>
<tr>
<td>EVALUATION METRICS</td>
<td>33</td>
</tr>
<tr>
<td>MAINTENANCE AND UPDATES</td>
<td>33</td>
</tr>
<tr>
<td>APPENDIX I: SIGNED RESOLUTION AND ASSURANCE</td>
<td>34</td>
</tr>
<tr>
<td>APPENDIX II: ANNUAL TITLE VI PROGRAM REVIEW CHECKLIST</td>
<td>35</td>
</tr>
<tr>
<td>APPENDIX III: DEFINITIONS</td>
<td>37</td>
</tr>
<tr>
<td>APPENDIX V: TITLE VI PROGRAM COMMENTS AND FEEDBACK</td>
<td>39</td>
</tr>
<tr>
<td>APPENDIX IV: BAY COUNTY TPO PUBLIC PARTICIPATION PLAN</td>
<td>41</td>
</tr>
<tr>
<td>APPENDIX VI: DATA</td>
<td>42</td>
</tr>
</tbody>
</table>
Introduction

Section 601 of the Civil Rights Act of 1964 prohibits discrimination “on the basis of race, color or national origin” in any “program or activity receiving federal financial assistance.” Other federal and state authorities prohibit discrimination on the basis of age, disability, religion, family status and income. The Civil Rights Restoration Act of 1987 established that Title VI applies to all programs and activities of federal-aid recipients, sub-recipients and contractors whether those programs and activities are federally funded or not.

Title 49 CFR Section 21.9(b) requires recipients of federal financial assistance to submit reports to the Federal Transit Administration (FTA) in order for FTA to ascertain whether the recipient is in compliance with the DOT Title VI regulations. In addition, 23 CFR 200.9(b)(4) and FTA regulations must have available, racial and ethnic data, and recipients must have available “racial and ethnic data showing the extent to which members of minority groups are beneficiaries of programs receiving Federal financial assistance.” As stated in Chapter III of this Circular, FTA requires that all direct and primary recipients document their compliance by submitting a Title VI Program to their FTA regional civil rights officer once every three years, or as otherwise directed by FTA.

All Metropolitan Planning Organizations (MPO) or Transportation Planning Organizations (TPO) are responsible for conducting planning activities that comply with 49 U.S.C. Section 5303, Metropolitan Transportation Planning, as well as subpart C of 23 CFR part 450, Metropolitan Transportation Planning and Programming, for a specified metropolitan planning area. Since States “pass through” Federal Highway Administration (FHWA) planning funds to the MPO, MPOs are subrecipients of the Florida Department of Transportation (FDOT) and must submit Title VI compliance reports for planning activities to the State in order to assist the State in demonstrating compliance with Title VI.
Bay County TPO

In 1981, the Panama City Urbanized Metropolitan Planning Organization was created under the authority of Chapter 163 of the Florida Statutes, as a mechanism to conduct a cooperative, comprehensive, and continuing planning process for the transportation needs of the Panama City urbanized area.

Now known as the Bay County Transportation Planning Organization (TPO) it is a governing body consisting of elected officials representing the following local governments: Bay County, Callaway, Lynn Haven, Mexico Beach, Panama City, Panama City Beach, and Parker.

The Bay County TPO now includes the entire county in addition to the urbanized area. Authority is granted under amended 23 USC 134 in Section 1201(a) §134 (F)(2)(a) (Coordination in Multistate Areas). Two advisory committees make recommendations to the TPO board to ensure citizen participation and technical involvement is included in the planning process.

The transportation planning process blends technical analysis and input from public and private transportation partners to identify priorities, choices, and risks to the transportation system within the Bay County Transportation Planning Organization (TPO) study area. It is also used to distribute resources for future investments. Long-range planning is required to be eligible for federal and state transportation funding assistance, given the vast amount of money invested in the system each year. A TPO is designated to carry out the metropolitan transportation planning process. This process is accomplished through a forum of cooperative, comprehensive, and continuing transportation decision making.

TPOs are established in a study area with a population of 50,000 or more, determined by the U.S. Census.

The principle responsibilities of the Bay County TPO include the development of a Unified Planning Work Program (UPWP), a 20-year Long Range Transportation Plan (LRTP), a five-year Transportation Improvement Program (TIP), a Congestion Management Process (CMP), a Public Participation Plan (PPP), and related planning studies and projects deemed necessary to address transportation issues in the Bay County TPO study area.
The Bay County TPO is the local, intergovernmental transportation policy board for Bay County, Fla. The board is comprised of local government officials who make decisions regarding transportation at the regional level. The TPO works to increase safety, security, accessibility, mobility, and connectivity for people and goods.

Membership of the Bay County TPO board is comprised of elected officials from the following municipalities:

**Bay County TPO Membership:**

- 5 Bay County Commissioners
- 2 City of Callaway Commissioners or Mayor
- 2 City of Lynn Commissioners or Mayor
- 1 City of Mexico Beach Councilmember or Mayor
- 5 City of Panama City Commissioners or Mayor
- 2 City of Panama City Beach Councilmembers or Mayor
- 1 City of Parker Councilmember or Mayor
- 1 City of Springfield Councilmember or Mayor

The TPO board meets, at minimum, six times a year, at 3:30 p.m. on the fourth Wednesday of the meeting month, with the exception of the first and last meeting of the year. The meetings are currently held in Panama City, Fla. The TPO meeting schedule can be found online.
Citizen Advisory Committee

The Bay County CAC is comprised of members of the public who express an interest in transportation planning. Prospective members complete an application process and must be recommended for approval by the CAC and ultimately approved by the TPO board. Following approval, members serve at the pleasure of the TPO board. A maximum of 30 voting members may serve on the CAC.

Citizens are welcome to apply directly through the TPO website for membership. General applications will be held for one year and verified for updated information annually.

The CAC application is available online.

The CAC meets, at minimum, six times a year, at 1:30 p.m. on the fourth Wednesday of the meeting month, with the exception of the first and last meeting of the year. The meetings are currently held in Panama City, Fla. The TPO meeting schedule can be found online.

CAC Membership Composition by Gender Identification and Race

BAY COUNTY CITIZEN ADVISORY COMMITTEE (CAC)
SURVEY RESULTS - RACIAL BREAKDOWN

- Caucasian: 60%
- African American: 20%
- Other: Turkish: 20%

BAY COUNTY CITIZEN ADVISORY COMMITTEE (CAC)
SURVEY RESULTS - GENDER IDENTIFICATION

- Male: 80%
- Female: 20%
Technical Coordinating Committee

The Bay County TCC is comprised of local government technical staff. This committee participates in the planning process by providing technical advice to the TPO board on transportation issues.

The TCC meets, at minimum, six times a year, at 11a.m. on the fourth Wednesday of the meeting month, with the exception of the first and last meeting of the year. The meetings are currently held in Panama City, Fla. The TPO meeting schedule can be found online.

BAY COUNTY TECHNICAL COORDINATING COMMITTEE (TCC) SURVEY RESULTS - GENDER IDENTIFICATION

- 100% Male

BAY COUNTY TECHNICAL COORDINATING COMMITTEE (TCC) SURVEY RESULTS - RACIAL BREAKDOWN

- 100% Caucasian
Interested Parties

Subscribe online for information regarding Bay County TPO meetings, plans, programs, or committees. All public meetings and workshops are noticed seven days in advance on the Bay County TPO website calendar, community calendars, and news release. Bay County TPO board, committee, and other public agendas and schedules can be found online.

Stakeholders

A stakeholder is defined as any person or group that is affected by transportation plans or programs, including those who may not be aware they are affected.

The following groups and individuals are considered stakeholders in the transportation planning process and the audience for various communication tools and outreach efforts:

- Transportation agencies; freight and passenger railroads; logistics providers
- Media
- Homeowners/neighborhood associations
- Civic and advocacy groups
- Business community
- Interested parties expressing an interest in transportation planning
- Area Chambers of Commerce and Economic Development Agencies
- Environmental groups
- Pedestrian and bicycle users
- Special populations and groups
- Large employers
- Boards of education
- Other stakeholders identified by the TPO in outreach efforts
Bay County TPO Area Demographic Profile

Bay County TPO Community Profile
Bay County TPO/MPO 2010

KEY FACTS

- **758** Area (Square Miles)
- **175,075** Population
- **70,487** Households
- **24%** Minority Population

RACE/ETHNICITY

- 80% White Population
- 11% Black Population
- 2% Asian Population
- 2% Hispanic Population
- 1% American Indian Population
- 1% Other Race Population
- 1% Pacific Islander Population
- 4% Population of Two or More Races

INCOME

- **2.43** Average Household Size
- **$53,244** Median Household Income
- **$28,478** Per Capita Income
- 14% Households Receiving Food Stamps/SNAP

EDUCATION

- 7% No High School Diploma
- 24% High School Diploma

EMPLOYMENT

- 59% White Collar
- 21% Blue Collar
- 20% Services

Unemployment Rate 4.4%

Source: This infographic contains data provided by American Community Survey (ACS). Esti. The vintage of the data is 2013-2017, 2019.
Title VI in the Transportation Planning Process

The Bay County TPO created the Public Participation Plan (PPP) to provide guidelines for achieving optimal engagement of the public when developing major planning documents and programs. Quality public participation is solicited early and continues throughout the planning process, helping to avoid, minimize, and mitigate negative project impacts while providing the best solutions for the community. Public input is often used in the development of plan or program goals, objectives, criteria, and overall recommendations to the TPO board. The Florid-Alabama TPO Public Participation Plan can be viewed in Appendix IV of this document.

The primary goals of the Bay County TPO PPP are to:

**Inform the Public**
Inform the public, to the maximum extent possible with available resources, of opportunities to participate in the transportation decision-making process.

**Involve the Public**
Involve the public early and often in the transportation planning process.

**Include the Public**
Reach out to the geographical, organizational, and demographic communities that compose the TPO study area to increase the public’s opportunity to participate in developing transportation plans and services.

**Improve the Public Participation Process**
Continually identify and implement ways to improve the public participation process.

The PPP is assessed on a quarterly basis to ensure effectiveness as trends and technologies change. All major or minor changes proposed for the plan are reviewed annually and implementation of updates initiate a 45-day review period. Changes to the plan will be posted online. A link to the document with changes will be provided to the TPO board, advisory committees, interested parties, and partners.

The PPP is reviewed as part of the four-year certification process conducted by the FHWA and FTA. This document, updated in 2019, based on feedback from the Federal Certification Review in 2018, is available online at [www.ecrc.org](http://www.ecrc.org) or by contacting Public Involvement at 850-332-7976.
Special Populations
Each public participation process provides an opportunity to develop methods to reach traditionally underserved populations, such as minorities and low-income. Potential underserved populations may also include youth, persons with disabilities, and senior citizens.

Identification of Special Populations
U.S. Census data is used to identify the Bay County TPO study area demographics which include, race, age, and limited English proficiency communities. Coordinating with agencies throughout the study area that serve special populations aids in the identification of traditionally underserved populations.

Outreach efforts are recorded via interactive map with demographic data and projects, with emphasized attention paid to special populations that may be affected as a result of plans and programs. Mapping this data shows corresponding projects relative to communities that would be most impacted and allows staff to identify populations most affected by the plans and programs.

The interactive map, along with U.S. Census demographic data, is also utilized to focus outreach efforts in communities of traditionally underserved and limited English proficiency populations. Enhanced outreach methods, such as community pop-up events, can be implemented to involve traditionally hard to reach populations in the transportation planning process. TPO staff diligently pursues representation, participation, and input from special populations. Special populations are encouraged to participate through outreach efforts in communities with a high concentration of minorities, correspondence with special population media outlets, and partnerships with agencies that serve special populations. Relationships with local special population community groups, such as the NAACP, Minority Chambers of Commerce, and cultural association, have proven particularly effective in reaching and encouraging participation of special populations.

Additionally, the bylaws of the Citizen Advisory Committee address diversity requirements for minority representation to ensure all members of the public have every opportunity to be involved in the transportation planning process.
**Environmental Justice**

In 1994, a presidential executive order directed federal agencies to address the effects of all programs, policies, and activities on minority populations and low-income populations.

The Bay County TPO's environmental justice initiatives accomplish this by adhering to three fundamental principles:

1. To avoid, minimize, or mitigate disproportionately high and adverse health and environmental effects (including social and economic) on minority populations 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 improve all levels of transportation decision-making. It enhances the public participation process, strengthens community-based partnerships, and provides minority and low-income populations with opportunities to improve the quality of transportation in their lives. Further, environmental justice assists to avoid disproportionately high and adverse impacts on underserved populations and mitigates avoidable negative impacts by identifying concerns early in the planning phases.

Any proposed projects entered into the Efficient Transportation Decision Making (ETDM) environmental screening tool allow for the opportunity to incorporate environmental considerations into transportation planning and engage resource agencies and support the environmental policy of FDOT "to help preserve and enhance Florida's natural, physical, cultural, and social environment as we develop, implement, and maintain transportation facilities and services" (Policy No.: 000-625-001-1). The ETDM tool provides citizens with the opportunity to direct comments to FDOT, resource agencies, and other stakeholders. If there is a disparate impact to underserved populations, staff will focus outreach efforts on underserved communities and review alternative options.

The Efficient Transportation Decision Making (ETDM) environmental screening tool the Community Characteristic Inventory, other data, and tools will be utilized to determine equity of projects and programs of the Bay Count TPO. In addition, the Bay County TPO will make efforts to eliminate or mitigate disparate impact through public involvement efforts, project prioritization, project scoring criteria, and other activities.
Title VI Equity Analysis

Title 49 CFR, Appendix C, Section (3)(iv) requires that “the location of projects requiring land acquisition and the displacement of persons from their residences and business may not be determined on the basis of race, color, or national origin.” For purposes of this requirement, “facilities” does not include bus shelters, as they are considered transit amenities. It also does not include transit stations, power substations, or any other project evaluated by the National Environmental Policy Act (NEPA) process. Facilities included in the provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc.

In order to comply with the regulations, Bay County The TPO will ensure the following:

1. Bay County TPO will complete a Title VI equity analysis for any facility during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin. The Bay County TPO will engage in outreach to persons potentially impacted by the siting of the facility. The Title VI equity analysis must compare the equity impacts of various siting alternatives, and the analysis must occur before the selection of the preferred site.

2. When evaluating locations of facilities, Bay County TPO will give attention to other facilities with similar impacts in the area to determine if any cumulative adverse impacts might result. Analysis should be done at the U.S. Census tract or block group level where appropriate to ensure that proper perspective is given to localized impacts.

3. If the Bay County TPO determines that the location of the project will result in a disparate impact on the basis of race, color, or national origin, the Bay County TPO may only locate the project in that location if there is a substantial legitimate justification for locating the project there, and where there are no alternative locations that would have a less disparate impact on the basis of race, color, or national origin. Bay County TPO must demonstrate and document how both tests are met. Bay County TPO will consider and analyze alternatives to determine whether those alternatives would have less of a disparate impact on the basis of race, color, or national origin, and then implement the least discriminatory alternative.

The Bay County TPO has not recently constructed any facilities, nor does it currently have any facilities in the planning stage. Therefore, the Bay County TPO does not have any Title VI Equity Analysis reports to submit with this Plan. The Bay County TPO will utilize the demographic maps included in Appendix for Title VI analysis of programs and projects of the Bay County TPO. This analysis will be on an as needed basis to ensure the elimination or mitigation of any disparate impacts on communities within the study area. The need of a Title VI analysis for a particular program or product will be reviewed and discussed at the public involvement assessment meetings, quarterly. This plan will be referenced in outreach and plan development to also aid in elimination and mitigation of disparate impacts.
**Mobility Needs**
The Bay County TPO uses multiple procedures to access the mobility needs of minority populations. Census data, mapping, and information provided from partner organizations are used in analyzing these mobility needs. Each year the TPO goes through the Long Range Transportation Plan, Transportation Improvement Plan, and Project Priorities processes as well as other projects, such as Corridor Management Studies. The TPO also participates in the 5-year major update of the Transportation Development Plan (TDP). The TDP targets minority and LEP concentrated population areas for outreach and input in the process. The TPO uses ArcGIS software to map outreach efforts, demographic data, and currently prioritized projects to determine areas that need focus for inclusion in the transportation planning process. Minority, disability, and vehicle access density maps can be found in the Bay County TPO Area Demographic Profile section of this document, starting on page 8 of this document.

<table>
<thead>
<tr>
<th>Vehicles Available</th>
<th>Estimate</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Vehicle</td>
<td>1,047</td>
<td>1.5%</td>
</tr>
<tr>
<td>One Vehicle</td>
<td>12,707</td>
<td>18.5%</td>
</tr>
</tbody>
</table>

**Program Administration**
As a sub-recipient of FHWA funding through the FDOT, the Bay County TPO is not permitted to provide FHWA funding to Local public agencies. In the event the Bay County TPO acts as a primary recipient of FTA and passes funds to a sub-recipient, the TPO and sub-recipient will enter into an agreement for operation that lays out the specific duties of the TPO and sub recipient, budget and vehicles and equipment maintenance. Each quarter the sub recipient will submit a statement to the TPO. The TPO will then reimburse the sub-recipient for qualified amount and expenses. Should the need arise, the Bay County will hold a competitive application process. In this process staff will reach out to service providers within the TPO boundary with a concentration on applicants that provide service to the minority population. Currently the Bay County TPO has no sub-recipients and has received no funding request. Should this change, the plan will be updated to reflect the updated information.
Title VI Program Statement

Bay County Transportation Planning Organization (TPO) is the metropolitan planning organization for the entirety of Bay County in Florida. As a transportation planning organization, the Bay County TPO provides a forum for local elected officials, transportation experts and citizens to work together to improve mobility for residents, businesses and visitors. Recipients of federal funds, such as metropolitan planning organizations, must comply with Title VI of the Civil Rights Act of 1964 and other nondiscrimination requirements, ensuring that no person is subjected to discrimination on the basis of race, color, national origin, sex, age, handicap/disability, income status, religion, family status, retaliation, or other reason and the provision of government services. This requirement includes the creation of a Title VI Program, along with a regular review of its effectiveness and conformity with federal and state law. This Title VI Program works in concert with the organization’s Public Involvement Plan and Limited English Proficiency Plan, which identify specific tactics for outreach and involvement (i.e. notification, information, and opportunities for diverse participation). The Bay County TPO Title VI Program is reviewed annually by the Florida Department of Transportation (FDOT) and every four years by the Federal Highway Administration.

Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Section 324 of the Federal-Aid Highway Act of 1973; Civil Rights Restoration Act of 1987; the Florida Civil Rights Act of 1992

The TPO is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any of its programs, activities, or services on the basis of race, color, national origin, sex, age, handicap/disability, income status, religion, family status, retaliation, or other reason. All persons, regardless of their citizenship, are covered under this regulation. In addition, the TPO prohibits discrimination on the basis of race, color or national origin in its employment and business opportunities.

The TPO will not condone retaliation against an individual for his/her involvement in asserting his/her rights pursuant to Title VI or because he/she filed a complaint or participated in an investigation under Title VI, and/or this regulation.

As a Federal Transit Administration (FTA) fund recipient, as well as a FDOT fund recipient, the TPO will ensure that its programs, policies and activities comply with the both FTA and FDOT Title VI Regulations of the Civil Rights Act of 1964.

The TPO will submit its Title VI Program to the FTA once every three (3) years to ensure compliance with Title VI Requirements.

The TPO will maintain a list of any Title VI investigations, complaints, or lawsuits filed which allege the TPO discriminated against a person or group on the basis of race, color, handcap/disability, income status, religion, family status, retaliation, or other reason. This list will include:

a) The date the investigation, complaint, or lawsuit was filed
b) A summary of the allegation(s)
c) The status of the investigation, complaint, or lawsuit
d) Any actions or corrective actions taken by the TPO in response to the investigation, complaint or lawsuit

The TPO will ensure that the level and quality of its transportation service is provided without regard to race, color or national origin.
The TPO will promote the full and fair participation of all affected populations in the transportation decision-making process.

The TPO will make good faith efforts to achieve environmental justice as part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, activities, and services on minority populations and low-income populations within the TPO’s service area as provided herein.

The TPO will ensure that Limited English Proficient (LEP) individuals have access to the TPO’s programs, activities, and services.

The TPO will seek out and consider the viewpoints of minority, low-income and LEP populations in the course of conducting public outreach and involvement activities. The TPO’s public participation strategy will offer early and continuous opportunities for the public to be involved in the identification of social, economic and environmental impacts of proposed transportation decisions.

The TPO will ensure that individuals have access to its programs, activities and services by developing and carrying out the language plan herein. The TPO will continually assess the language assistance needs of the population to be served.

The TPO will use the following four (4) factors to determine what measures must be undertaken to provide reasonable and meaningful access to LEP individuals:

a) Languages likely to be encountered and the number or proportion of LEP persons in the eligible service population likely to be affected by the program, activity, or service
b) Frequency with which LEP individuals come into contact with TPO programs, activities, and services
c) Importance of the program, activity, or service provided by the TPO to LEP individual’s lives

Resources needed to provide effective language assistance and costs.

The purpose of the document is to detail specific compliant procedures for better documentation efforts related to Title VI and related statutes.

**List of Locations Where Title VI Notice is Posted**

Bay County Transportation Planning Organization’s Title VI notice to the public is currently posted at the following locations:

<table>
<thead>
<tr>
<th>Location Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emerald Coast Regional Council Pensacola Office</td>
<td>4081 E. Olive Rd. Pensacola, Suite A, Florida, 32514</td>
</tr>
<tr>
<td>Emerald Coast Regional Council Website</td>
<td><a href="http://www.ecrc.org">www.ecrc.org</a></td>
</tr>
</tbody>
</table>

Such notices may also be posted or announced with local stakeholders and community centers. New locations may be added as needed.
Title VI Public Notice (FTA Version in English & Spanish)

Notifying the Public of Rights Under Title VI
Bay County Transportation Planning Organization (TPO)

- The TPO operates its programs and services without regard to race, color, national origin, sex, age, handicap/disability, income status, religion, family status, retaliation, or other reason in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the TPO.
- For more information on the TPO's civil rights program, and the procedures to file a complaint, contact 850-332-7976, ext. 220; email brittany.ellers@ecrc.org; or visit our administrative office at 4081 East Olive Road, Suite A, Pensacola, Florida 32514. For more information, visit www.ecrc.org.
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, Floor 5TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.
- If information is needed in another language, contact 850-332-7976, ext. 220.

Approved by the Federal Transit Administration (FTA)

Notificación al Público de Derechos Bajo el Título VI
Bay County Organización de Planificación de Transporte (TPO)

- El TPO (por sus siglas en español) opera sus programas y servicios sin distinción de raza, color, origen nacional, sexo, edad, discapacidad / discapacidad, estado de ingresos, religión, estado familiar, represalia u otra razón de acuerdo con el Título VI de la Ley de Derechos Civiles. Cualquier persona que crea que él o ella ha sido agravada por alguna práctica discriminatoria ilegal bajo el Título VI puede presentar una queja ante el TPO.
- Para obtener más información sobre el programa de derechos civiles del TPO, y los procedimientos para presentar una queja, contacte a 850-332-7976, ext. 220; brittany.ellers@ecrc.org; correo electrónico; o visite nuestra oficina administrativa en 4081 East Olive Road, Pensacola, Florida 32514. Para obtener más información, visite www.ecrc.org.
- El demandante puede presentar una queja directamente con la Administración Federal de Transporte mediante la presentación de una queja ante la Oficina de Derechos Civiles, Atención: Coordinador de Programa del Título VI, edificio Oriente, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.
- Si se necesita información en otro idioma, llame al 850-332-7976, ext. 220.

Aprobado por la Administración Federal de Tránsito (FTA)
Title VI Public Notice (FDOT Version in English & Spanish)

Notifying the Public of Rights Under Title VI
Bay County Transportation Planning Organization (TPO)

No person in the United States and State of Florida shall, on the basis of race, color, national origin, sex, age, handicap/disability, income status, religion, family status, retaliation, or other reason be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination or retaliation, under any Federally or non-federally funded activity or program administered by a recipient of federal financial assistance. Any person who believes he or she has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the TPO. For more information on Title VI or to file a complaint, contact the Title VI Coordinator at 850-332-7976, ext. 220 or visit www.ecrc.org.

Approved by the Florida Department of Transportation (FDOT)

Notificación al Público de Derechos Bajo el Título VI
Bay County Organización de Planificación de Transporte (TPO)

Ninguna persona en los Estados Unidos y el estado de Florida, por motivos de raza, color, origen nacional, sexo, edad, discapacidad / discapacidad, estado de ingresos, religión, estado familiar, represalia u otra razón, se excluirá de la participación en, negará los beneficios de, o esté sujeto a discriminación o represalias, bajo cualquier actividad o programa financiado por el gobierno federal o no federal administrado por un receptor de asistencia financiera federal. Cualquier persona que cree que ha sido perjudicada por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja ante la TPO. Para obtener más información sobre el Título VI o para presentar una queja, comuníquese con el Coordinador del Título VI al 850-332-7976, ext. 220 o visite www.ecrc.org.

Aprobado por el Departamento de Transporte de la Florida (FDOT)
Title VI Complaint Procedure

The Bay County Transportation Planning Organization abides by both the FTA and the Florida Department of Transportation’s (FDOT) Title VI/Nondiscrimination Programs. As a result, it is the policy of this agency, under Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Section 324 of the Federal-Aid Highway Act of 1973; Civil Rights Restoration Act of 1987; the Florida Civil Rights Act of 1992, and related statutes and regulations, that no person in the United States shall, on the basis of race, color, national origin, sex, age, handicap/disability, income status, religion, family status, retaliation, or other reason, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by this agency or its sub-recipients.

Any person who believes he or she has been discriminated against by the TPO, (hereinafter referred to as “TPO”) may file a Title VI complaint by completing and submitting the TPO’s Title VI Complaint Form. The Title VI Coordinator investigates complaints received no more than 180 days after the alleged incident. The Title VI Coordinator will only process complaints that are complete. The following procedures will be used to investigate formal Title VI complaints:

Once the complaint is received, the Title VI Coordinator will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter or email informing her/him whether the complaint will be investigated by our office. The complaint will be confidential.

The TPO has 60 days to investigate the complaint. If more information is needed to resolve the case, the Title VI Coordinator may contact the complainant. The complainant has 10 business days from the date of contact to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, the Title VI Coordinator can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, he/she will present the case to the TPO board only. The TPO will issue one of two determinations to the complainant: a closure letter/email or a letter/email of finding. A closure letter/email summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A letter/email of finding summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, he/she has 30 days after the date of the determination letter/email to do so. The complaint case will be filed in the office electronically. Any complaints for projects or programs funded by FHWA will be forwarded to the FHWA and the FDOT.

The person may also file a complaint directly with the FHWA or FTA.

Federal Highway Administration
Office of Civil Rights
1200 New Jersey Avenue, SE
8th Floor
Washington, D.C. 20590
https://www.fhwa.dot.gov/civilrights/titlevi

Federal Transit Administration
Office of Civil Rights
1200 New Jersey Ave., S.E., East Building, 5th Floor TCR
Washington, D.C. 20590

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Deleted: basis of race, color, national origin, sex, age, disability/handicap, or income status

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Deleted: Federal Transit Administration

Deleted: , at FTA Office of Civil Rights, East Building, 5th Floor TCR, 1200 New Jersey Ave., S.E., Washington, D.C. 20590

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Complaint of Discrimination

The Bay County Transportation Planning Organization abides by both the Federal Transit Administration and the Florida Department of Transportation's Title VI/Nondiscrimination Programs. As a result, it is the policy of this agency, under Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Section 324 of the Federal-Aid Highway Act of 1973; Civil Rights Restoration Act of 1987; the Florida Civil Rights Act of 1992, and related statutes and regulations, that no person in the United States shall, on the basis of race, color, national origin, sex, age, handicap/disability, income status, religion, family status, retaliation, or other reason, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by this agency or its sub-recipients.

Section I:

<table>
<thead>
<tr>
<th>Complainant(s) Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Complainant(s) Address:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone (Home):</th>
<th>Telephone (Work):</th>
<th>Email Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessible Format Requirements:</td>
<td>Large Print</td>
<td>TDD</td>
</tr>
</tbody>
</table>

Section II:

Are you filing this complaint on your own behalf?  
*If you answered "yes" to this question, go to Section III.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If not, please supply the name and relationship of the person for whom you are complaining for:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Relationship:</th>
</tr>
</thead>
</table>

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 behalf of a third party:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Section III:

I believe the discrimination I experienced was based on (check all that apply):

<table>
<thead>
<tr>
<th>Race</th>
<th>Sex</th>
<th>Income Status</th>
<th>Color</th>
<th>National Origin</th>
<th>Age</th>
<th>Religion</th>
<th>Handicap/Disability</th>
<th>Retaliation/Other</th>
</tr>
</thead>
</table>

Date of Alleged Discrimination:

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 back of this form.
## Section IV
Have you previously filed a Title VI complaint with this agency?
- Yes [ ]
- No [ ]

## Section V
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State Court?
- Yes [ ]
- No [ ]

If yes, check all that apply and list name of agency/court if known:
- Federal Agency: [ ]
- State Agency: [ ]
- Local Agency: [ ]
- Federal Court: [ ]
- State Court: [ ]

## Section VI
Please provide information about a contact person at the agency/court where the complaint was filed.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency:</td>
<td>Telephone:</td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
</tbody>
</table>

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

| Complainant(s) or Complainant(s) Representatives Signature: | Date of Signature: |

Please submit this form in person at the address below, or mail this form to:

Bay County TPO
Brittany Ellers, Title VI Coordinator,
4081 E. Olive Rd. Pensacola, Florida 32514
(850) 332-7976, Ext. 220 phone (850) 637-1923 fax
brittany.ellers@ecrc.org

<table>
<thead>
<tr>
<th>Internal Use Only</th>
</tr>
</thead>
</table>

| Date Complaint Was Received: | Date Investigation Was Completed: | Investigator Assigned: |
Complaint of Discrimination

La Organización de Planificación de Transporte del Bay County permanece tanto por la Administración Federal de Tránsito y el Departamento de Programas Título / No Discriminación VI de Transporte de la Florida. Como resultado de ello, es la política de este organismo, en el Título VI de la Ley de Derechos Civiles de 1964; Sección 504 de la Ley de Rehabilitación de 1973; Ley de Discriminación por Edad de 1975; Sección 324 de la Ley Federal de Carreteras-Aid de 1973; Ley de Restauración de Derechos Civiles de 1987; la Ley de Derechos Civiles de Florida de 1992, y los estatutos y reglamentos relacionados, que ninguna persona en los Estados Unidos deberá, por motivos de raza, color, origen nacional, sexo, edad, discapacidad / discapacidad, estado de ingresos, religión, estado familiar, represalia u otra razón ser excluido de participación en, se le negarán los beneficios de, o se le someterá a discriminación o represalia bajo cualquier programa o actividad financiado por el gobierno federal o no federal administrado por esta agencia o sus subreceptores.

Sección I:
Nombre Del Demandante:
Dirección Del Demandante:
Teléfono (Casa): Teléfono (Trabajo): Dirección De Correo Electrónico:
Requisitos formato accessible: Letra Grande TDD Audio Tape Otro

Sección II:
¿Está presentando esta queja en su propio nombre? Sí No
*Si usted contestó “sí” a esta pregunta, vaya a la Sección III.
Si no es así, por favor provea el nombre y la relación de la persona a la que usted se está quejando por:
Nombre: Relación:
Por favor, explique por qué usted ha presentado por una tercera persona:
________________________

Por favor, confirma que ha obtenido el permiso de la parte perjudicada, si usted está presentando en nombre de un tercero:
Sí No

Sección III:
Creo que la discriminación que experimenté fue basado en (marque todo lo que corresponda):
☐ Raza ☐ Color ☐ Origen Nacional
☐ Sexo ☐ Edad ☐ Religión
☐ Estado de Ingresos ☐ Handicap/Discapacidad ☐ Represalias/Otro
Fecha de la Discriminación Presunta:
Explique lo más claramente posible lo que pasó y por qué cree que fue discriminado. Describa todas las personas que estuvieron involucradas. Incluya el nombre y la información de contacto de la persona (s) que lo discriminó (si se conoce), así como los nombres y la información de los testigos en contacto. Si se necesita más espacio, por favor use el reverso de este formulario.

<table>
<thead>
<tr>
<th>Sección IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>¿Ha presentado previamente una queja del Título VI con esta agencia?</td>
</tr>
<tr>
<td>Si ☐ No ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sección V</th>
</tr>
</thead>
<tbody>
<tr>
<td>¿Ha presentado esta queja ante cualquier otro, estatal o agencia local Federal, o ante cualquier tribunal federal o estatal?</td>
</tr>
<tr>
<td>Si ☐ No ☐</td>
</tr>
<tr>
<td>En caso afirmativo, marque todo lo que corresponda:</td>
</tr>
<tr>
<td>☐ Agencia federal</td>
</tr>
<tr>
<td>☐ Agencia Estatal:</td>
</tr>
<tr>
<td>☐ Tribunal Federal:</td>
</tr>
<tr>
<td>☐ Tribunal Estatal:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sección VI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Por favor provea información sobre una persona de contacto en la agencia/tribunal donde se presentó la denuncia.</td>
</tr>
<tr>
<td>Nombre:</td>
</tr>
<tr>
<td>Agencia:</td>
</tr>
<tr>
<td>Teléfono:</td>
</tr>
<tr>
<td>Dirección:</td>
</tr>
</tbody>
</table>

Puede adjuntar cualquier material escrito o cualquier otra información que usted piensa que es relevante para su queja.

Demandante (s) o recurrente (s) Representantes Firma Del: Fecha de la firma:

Por favor envíe este formulario en persona en la dirección abajo, o envíe este formulario a:

Bay County TPO
Brittany Ellers, Coordinador del Título VI
4081 E. Olive Rd. Pensacola, Florida 32401
(850) 332-7976 Teléfono (850) 637-1923 Fax
brittany.ellers@ecrc.org

Sólo para uso interno:
Fecha De Recibimiento por Bay County TPO: Fecha De La Investigación Completada: Investigador Asignado:
**Title VI Investigations, Complaints & Lawsuits**

There have been no Title IV complaints, investigations, or lawsuits, filed with the Bay County TPO.

<table>
<thead>
<tr>
<th>Type of Process</th>
<th>Date*</th>
<th>Summary**</th>
<th>Status</th>
<th>Action(s) Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investigations</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lawsuits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complaints</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Month, Day, and Year

**Including basis of complaint: race, color, national origin, sex, age, handicap/disability, income status, retaliation, or other*
Language Assistance Plan
The TPO will seek out and consider the viewpoints of minority, low-income and Limited English Proficient (LEP) populations in the course of conducting public outreach and involvement activities. The TPO’s public participation strategy will offer early and continuous opportunities for the public to be involved in the identification of social, economic and environmental impacts of proposed transportation decisions.

The TPO will ensure that individuals have access to its programs, activities and services by developing and carrying out the language plan. The TPO will continually assess the language assistance needs of the population to be served. The TPO will use the U.S. Department of Transportation (U.S. DOT) Four-Factor LEP Analysis to determine appropriate measures to provide reasonable and meaningful access to LEP individuals.

The baseline analysis of minority and disadvantaged populations in the Bay County TPO boundary is derived from the U.S. Census Bureau data. The following table and maps provide a county snapshot.

Four-Factor Analysis
Factor One: Demographics
The first part of the organization’s self-assessment involves data on the number of Limited English Proficiency (LEP) persons eligible to be served, likely to be served, or likely to be encountered by the organization through programs, services, or activities. The Bay County TPO collects data related to language from several sources. The broadest data available to the organization is compiled by the U.S. Census Bureau in the American Community Survey.

Of persons that speak a language other than English, data on the percentage of those individuals who also reported they speak English “less than very well” is of particular importance in identifying those likely to be encountered by the organization or eligible for language assistance.

<table>
<thead>
<tr>
<th>Language Spoken</th>
<th>Person Speaking English Less Than Very Well</th>
<th>% of LEP Population</th>
<th>% of Bay County Area Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish</td>
<td>1353</td>
<td>66%</td>
<td>0.8%</td>
</tr>
<tr>
<td>Other Indo-European Languages</td>
<td>207</td>
<td>10%</td>
<td>0.1%</td>
</tr>
<tr>
<td>Asian and Pacific Island Languages</td>
<td>295</td>
<td>15%</td>
<td>0.2%</td>
</tr>
<tr>
<td>Other Languages - Various</td>
<td>181</td>
<td>9%</td>
<td>0.1%</td>
</tr>
<tr>
<td>Total</td>
<td>2036</td>
<td>100%</td>
<td>1.2%</td>
</tr>
</tbody>
</table>
Based on the information in the table above, Spanish and Asian and Pacific Island languages are the highest LEP population at over 1000 individuals. Due to the diversity of Asian and Pacific Island languages the TPO will provide translated material upon request in a timely and efficient manner. The TPO will provide Spanish translated material for core documents and outreach material.

**Additional Data:**
The Bay County TPO maintains records of additional data to track limited English proficiency needs. Though results are not formal, the data does provide a timely snapshot of current requests and activities related to language assistance. Given the time between U.S. Census Bureau reports, this information can provide a timelier indication of shifts in the community’s demographic makeup.

<table>
<thead>
<tr>
<th>Years</th>
<th>Category</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-2019</td>
<td>Public Hearing: Request for translation</td>
<td>0</td>
</tr>
<tr>
<td>2017-2019</td>
<td>Public Hearing: Comments submitted in a language other than English</td>
<td>0</td>
</tr>
<tr>
<td>2017-2019</td>
<td>General Inquiries: Request for information in another language</td>
<td>0</td>
</tr>
</tbody>
</table>

**Factor Two: Frequency of Contact**
Though the Bay County TPO has regular public hearings, board meetings and committee meetings throughout the year, community outreach is the main source of contact (or potential contact) between the organization and Limited English Proficiency (LEP) Persons. As a result, the frequency of contact is difficult to anticipate.

The organization’s Public Involvement Plan notes a special emphasis on community outreach opportunities that engage traditionally underserved populations.

**Contact Initiated/Administered by the Bay County TPO**

<table>
<thead>
<tr>
<th>Program/Activity</th>
<th>Frequency</th>
<th>Resources Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Meetings</td>
<td>Every Other Month</td>
<td>Bilingual employee, Special assistance notice in meeting public notice, LEP notice on all agendas, case-by-case response</td>
</tr>
<tr>
<td>Committee Meetings</td>
<td>Every Other Month</td>
<td>Bilingual employee, Special assistance notice in meeting public notice, LEP notice on all agendas, case-by-case response</td>
</tr>
<tr>
<td>Community Events</td>
<td>The Bay County strives to do at least two community events per year.</td>
<td>Bilingual employee, Spanish language material, “I speak” Cards</td>
</tr>
<tr>
<td>Public Hearings/Workshops</td>
<td>Depends on project</td>
<td>Bilingual employee, Special assistance notice in meeting public notice, LEP notice on all agendas, case-by-case response</td>
</tr>
</tbody>
</table>
**Factor Three: Importance of Program**

Transportation planning organizations receive funds to develop transportation plans for a designated urban area. The planning process is guided by federal and state law, including public involvement requirements to ensure diverse public outreach, notice, and opportunities for input.

The planning process does not include any direct service or program that requires vital, immediate or emergency assistance, such as medical treatment or services for basic needs (like food or shelter). Additionally, Bay County TPO does not require documents, such as completed application, for public participation. However, determining whether materials, information, and/or notification related to an action is “vital”, the absence of direct services or application requirements is not the only consideration.

Future transportation projects and investments are shaped by three distinct plans developed by the Bay County TPO:

1. Transportation Improvement Program
2. Long Range Transportation Plan
3. Unified Planning Work Program

Given the impact of these plans on northwest Florida’s future transportation system, the Bay County TPO places a special emphasis on language assistance for educational materials and public input tools related to the Transportation Improvement Program, the Long Range Transportation Plan, and the Unified Planning Work Program. These tools are often helpful with outreach related to other programs and studies.

While meaningful access for all participants and the Limited English Proficiency (LEP) population is the intent behind services identified in this plan, the availability of resources may limit the language services in some areas. Additionally, services provided one year may not be possible in a future year because of available resources.

Language assistance involving notification of services, translation of public input forms and/or surveys related to a formal public hearing, and maintenance of the translated documents online have high priority. Other activities, such as community events, optional meetings, and specialized speakers have a lower priority if/when resources preclude the organization from executing all language assistance options.
Factor Four: Resources

In developing the Limited English Proficiency Plan, the Bay County TPO has identified resources for potential recipients and associated costs for services. The organization maintains a file with specific contact information for service providers and volunteer-based programs, allowing timely updates. Cost are often determined by the type and scope of services provided. As a result, some resources list “indeterminable” as an associated cost until a specific project is identified.

### Resources and Associated Cost

<table>
<thead>
<tr>
<th>Resource</th>
<th>Associated Cost</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Translation (General)</td>
<td>$29.00 per page *estimate</td>
<td>Translation services for standard forms and documents. Outside services and bilingual staff</td>
</tr>
<tr>
<td>Interpretation Services</td>
<td>$75-$100 per hour *minimum of 2 hours</td>
<td>Services for public meetings. Outside services and bilingual staff</td>
</tr>
<tr>
<td>Notice</td>
<td>Indeterminable</td>
<td>Notification of availability of free language services to LEP persons is included within meeting notices. Notification is also sent to other language publications in the TPO area</td>
</tr>
<tr>
<td>“I Speak” Cards</td>
<td>Printing Cost, Vary</td>
<td>“I Speak” cards are available at all outreach events and public meetings.</td>
</tr>
</tbody>
</table>

Training

A region-wide Title VI training is held every other year for TPO and local municipal staff. This training traditionally provides an overview of Title VI policy, updated requirements, and real-world exercises. Annually, staff reviews the Title VI program and provides updated resources, policy, and procedure to internal staff. Annual review details can be found on page 33 of this document.
Limited English Proficiency Plan Implementation and Maintenance

The Language Assistance Plan provides an implementation process to address appropriate language needs identified in the organization's self-assessment, completed in the previous section of this document.

Goals

- provide meaningful access to vital Bay County TPO programs and services for the Limited English Proficiency (LEP) population identified using the four-factor analysis presented in the previous section of this document
- identify various resources, with or without associated costs, to ensure the organization can balance meaningful access to programs and services, while not incurring undue burdens on financial resources
- complete plan updates every three years and staff reviews annually to ensure resources identified remain consistent with identified needs

<table>
<thead>
<tr>
<th>Services and Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Area</strong></td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>Notification</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Outreach Material</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Public Hearing</td>
</tr>
<tr>
<td>Bilingual Employees</td>
</tr>
</tbody>
</table>
**Outside Translation Providers**

Bay County TPO staff maintains a more detailed list of contact information for translation and ADA services. A brief list is below:

<table>
<thead>
<tr>
<th>Outside Translation/Service Provider</th>
<th>Service/Translation Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign Language Services, Inc.</td>
<td>Sign Language Interpretation</td>
</tr>
<tr>
<td>Interpreting Associates, LLC.</td>
<td>Sign Language Interpretation</td>
</tr>
<tr>
<td>GSID</td>
<td>Sign Language Interpretation</td>
</tr>
<tr>
<td>Professional Interpreting Service for the Deaf, Inc.</td>
<td>Sign Language Interpretation</td>
</tr>
<tr>
<td>Alliance Services</td>
<td>Document Translation (any language)</td>
</tr>
<tr>
<td>Technical Translation</td>
<td>Document Translation (any language)</td>
</tr>
<tr>
<td>Escambia County Area Transit</td>
<td>ADA Information</td>
</tr>
<tr>
<td>Center for Independent Living</td>
<td>ADA Information</td>
</tr>
<tr>
<td>UWF Student Disability Center</td>
<td>ADA Information</td>
</tr>
<tr>
<td>Escambia County</td>
<td>ADA and Community Information</td>
</tr>
</tbody>
</table>

*Updates done annually will include verifying information on this list.*
Plan Review and Reporting
The Bay County TPO staff must assess the effectiveness of Title VI and LEP procedures and strategies to ensure that funds and time are well invested, and public participation goals are achieved without discrimination. It is standard practice that all TPO plans and programs require an evaluation of public outreach activities on a quarterly basis. If the assessment reveals that the public participation goals are not being achieved, the techniques may be modified or changed. Quarterly assessment meetings are held internally for transportation and other program staff to assess all outreach opportunities and plan or program specific goals. The assessment meetings give staff an opportunity to develop, evaluate, and modify goals. The Title VI Program will be evaluated on a quarterly basis in coordination with public outreach.

Evaluation Metrics
The Bay County TPO's Title VI activities can be evaluated through numerous methods. Currently, the TPO tracks the following metrics:

- Number of complaints received
- Number of translation request
- Number of training opportunities provided/participated in
- Annual Title VI review of Bay TPO and its programs (See Appendix II for Annual Program Review Checklist)
- Annual Equity Analysis of specific TPO programs
- Number of special population outreach opportunities
- Estimated special population reach

Maintenance and Updates
This plan will be updated every three (3) years to: (1) ensure compliance with federal and state law, (2) update demographic statistics to accurately track northwest Florida's population and language needs, (3) confirm the Bay County TPO's commitment to providing services for persons with limited English proficiency, and (4) provide an assessment of the plan's effectiveness in addressing nondiscrimination objectives. The plan will be reviewed annually by staff to ensure effectiveness and to implement minor updates, as needed. This annual review is done by using the Annual Title VI Program Review Checklist found in appendix II of this document.
Appendix I: Signed Resolution and Assurance
Appendix II: Annual Title VI Program Review Checklist

___Has the information been placed in a visible location?
Actions taken to comply:
_____________________________________________________________________________________
_____________________________________________________________________________________

___If such information is available, are staff members aware that they have this information?
Actions taken to comply:
_____________________________________________________________________________________
_____________________________________________________________________________________

___Are announcements audible?
Actions taken to comply:
_____________________________________________________________________________________
_____________________________________________________________________________________

___Are any announcements, such as security awareness announcements, able to be made in languages other than English?
Actions taken to comply:
_____________________________________________________________________________________
_____________________________________________________________________________________

___Does the station display information or instructions using pictographs?
Actions taken to comply:
_____________________________________________________________________________________
_____________________________________________________________________________________

___Are “I Speak” card taken to community meetings?
Actions taken to comply:
_____________________________________________________________________________________
_____________________________________________________________________________________

___Are translated versions of any written materials available on request?
Actions taken to comply:
_____________________________________________________________________________________
Can members of the public provide oral as well as written comments?
Actions taken to comply:

Do meeting notices, press releases, and public service announcements include the translation services statement?
Actions taken to comply:

Does the agency website have a link to requesting translation service request on its homepage?
Actions taken to comply:

Does the agency have the most current LEP data available reflected in the process plan?
Actions taken to comply:

Is the current plan still effective for the current LEP data?
Actions taken to comply:

Title VI Coordinator: ___________________ Date of Review: _______________
Appendix III: Definitions

**Adverse Effect** means having a harmful or undesired effect.

**Age** means the length of existence extending from the beginning to any given time.

**Color** means the natural appearance of a person's skin.

**Disability** means a condition of being unable to perform a task or function because of a physical or mental impairment.

**Discrimination** refers to any act or inaction, whether intentional or unintentional, in any program or activity of a Federal aid recipient, sub-recipient, or contractor that results in disparate treatment, disparate impact, or perpetuates the effects of prior discrimination based on race, color, or national origin.

**Handicap** means a person who has some condition that markedly restricts their ability to function physically or mentally or socially.

**Income** means the amount of money or its equivalent received during a period of time in exchange for labor or services, from the sale of goods or property, or as profit from financial investments.

**Limited English Proficient (LEP) Persons** are individuals for whom English is not their primary language and who have a limited ability to speak, understand, read, or write English. It includes people who reported to the U.S. Census that they do not speak English well or do not speak English at all.

**Low-Income Population** means any readily identifiable groups of low-income individuals who live in geographic proximity, and if circumstances warrant, geographically dispersed transient persons who will be similarly affected by a proposed DOT program, policy, or activity.

**Minority Individuals**

**American Indian and Alaska Native**, which refers to people having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Asian**, which refers to people having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.

**Black or African American**, which refers to people having origins in any of the Black racial groups of Africa.

**Hispanic or Latino**, which includes people of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Native Hawaiian and other Pacific Islanders**, which refers to people having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.

**National Origin** means the particular nation in which a person was born, or where the person's parents or ancestors were born.
**Race** means a group of people united or classified together on the basis of common history, nationality, or geographic distribution.

**Recipient** means one that has received or is receiving Federal financial assistance. The term includes sub-recipients of a recipient and sub-recipients in FTA State administered programs.

**Retaliation** is any adverse action taken against another individual because of his/her participation in the complaint, investigation, or hearing relating to this policy or the provision of federal or state law.

**Sex** means the differentiation between a male and female with reference to the reproductive organs.

**Vital Documents** are documents that convey information that critically affects the ability of the customer to make informed decisions about his/her participation in the program (e.g., public notices, consent forms, complaint forms, eligibility rules, notices pertaining to the reduction, denial or termination of services or benefits, right to appeal, and notices informing customers of the availability of free language assistance).
### Appendix V: Title VI Program Comments and Feedback

<table>
<thead>
<tr>
<th>Page</th>
<th>Location</th>
<th>Issue/Comment</th>
<th>Suggestion</th>
<th>Solution/Edits Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Introduction</td>
<td>References on 49 CFR 21 and not 23 CFR 200</td>
<td>Recommend 2nd paragraph adjustment to place period after &quot;Title VI regulations.&quot; Open next sentence with, &quot;In addition, 23 CFR 200.9(b)(4) and FTA regulations must have available, racial and ethnic data...&quot;</td>
<td>The paragraph has been corrected.</td>
</tr>
<tr>
<td>8</td>
<td>CCI</td>
<td>Community Characteristics Inventory displayed in wingdings and we couldn’t get it to a readable format using multiple computers</td>
<td>Ensure that the CCI is in a format that is accessible to everyone</td>
<td>There was an issue when inserting the graphic, the graphic was reformatted to be legible in the document.</td>
</tr>
<tr>
<td>8-11</td>
<td>Maps</td>
<td>Race and ethnicity is required by law, ‘minorities’ is not a sufficient breakdown</td>
<td>If CCI doesn’t fully break down minority by race and ethnicity at minimum, include maps that provide this information</td>
<td>The CCI fully breaks down the minority by race and ethnicity.</td>
</tr>
<tr>
<td>14</td>
<td>EJ</td>
<td>2 issues – ETDM alone is just one tool for equity analysis, you must still use your CCI and local knowledge to analyze impacts. Also the last paragraph suggest that disparate impact results in targeted outreach. PI alone may not be enough to mitigate DI</td>
<td>Broad paragraph to indicate that ETDM and other data sources and information are used to determine equity and that the MPO makes efforts to eliminate or mitigate DI through Public Involvement, project prioritization, and other activities</td>
<td>This paragraph was added to the Environmental Justice section of the plan to provide further clarification.</td>
</tr>
<tr>
<td>15</td>
<td>Title VI analysis</td>
<td>This is FTA specific.</td>
<td>Make sure language doesn’t conclude that this is the extent of equity analysis. FHWA expects that projects, plants, prioritization etc will reviewed for equity and nondiscrimination.</td>
<td>This language was included in the Title VI Analysis section of the plan.</td>
</tr>
<tr>
<td>16</td>
<td>Program Administration</td>
<td>This is FTA-specific for direct recipients.</td>
<td>Make it clear that as a subrecipient of FHWA through DOT, you not further distribute funding to local public agencies. You could do this as a footnote. DOT does not permit MPOs to provide FHWA funding to LPAs.</td>
<td>A sentence clarifying this information has been added to the Program Administration section.</td>
</tr>
<tr>
<td>17</td>
<td>Program Statement</td>
<td>Is the first sentence accurate? This plan is for Bay, not for the TMA?</td>
<td>Clarify.</td>
<td>The incorrect geographies have been removed.</td>
</tr>
<tr>
<td>17</td>
<td>Investigations</td>
<td>FHWA does permit subrecipients to process complaints and issue findings unless directed to do so. Instead, FHWA requires that all Title VI complaints be shared with FHWA for a determination of jurisdiction and assignment if appropriate.</td>
<td>Maybe as footnote, add, &quot;complaints involving planning activities or projects funded by FHWA must be forwarded to DOT and/or FHWA for review and case assignment.&quot;</td>
<td>This information has been added to the Investigations section of the document.</td>
</tr>
<tr>
<td>21</td>
<td>1st paragraph</td>
<td>Missing ‘religion’ which is covered by Florida Civil Rights Act</td>
<td>Scrub entire document including forms and attachments to ensure that nondiscrimination protected classes are consistent throughout the document (except where quoting Title VI specifically)</td>
<td>All references of the protected classes throughout the document have been updated for consistency</td>
</tr>
<tr>
<td>21</td>
<td>3rd paragraph</td>
<td>FHWA does permit subrecipients to process complaints and issue findings unless directed to do so. Instead, FHWA requires that all Title VI complaints be shared with FHWA for a determination of jurisdiction and assignment if appropriate.</td>
<td>Maybe add a footnote saying that complaints on FHWA funded activities must be forwarded to FDOT or FHWA for review and assignment.</td>
<td>This information has been added to the paragraph.</td>
</tr>
<tr>
<td>21</td>
<td>Final paragraph</td>
<td>FHA address is listed for complaint filing.</td>
<td>Add FHWA address: Federal Highway Administration Office of Civil Rights 1200 New Jersey Avenue, SE 8th Floor Washington, DC 20590 <a href="https://www.fhwa.dot.gov/civilrights/file/">https://www.fhwa.dot.gov/civilrights/file/</a></td>
<td>This information has been included, with FTA’s, in a table.</td>
</tr>
<tr>
<td>27</td>
<td>LEP</td>
<td>Really like how comprehensive this is. Nice work.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Metrics</td>
<td>Complaints and PI are not the only metrics. How about training provided; Title VI reviews conducted; Equity Analysis conducted for specific programs, etc. Complaints are generally not a super metric since it presupposes that everyone knows what Title VI is and how to reach you. Often, not the case.</td>
<td>Consider metrics that genuinely test the equity of programs and services.</td>
<td>The following has been added to the Metrics: - Number of training opportunities provided/participated in - Annual Title VI review of Bay TPO and its programs (See Appendix II for Annual Program Review Checklist) - Annual Equity Analysis of specific TPO programs - This is a new process for the TPO and will be reviewed during the annual review process.</td>
</tr>
<tr>
<td>34</td>
<td>Signed resolution</td>
<td>Missing. I presume it will be added once the plan is approved.</td>
<td>Please place your Title VI assurance signed for FDOT as an appendix.</td>
<td>The signed assurance and Resolution will be added to the document upon approval.</td>
</tr>
</tbody>
</table>
Appendix IV: Bay County TPO Public Participation Plan

The Bay County TPO Public Participation Plan can be found online. Please contact public involvement staff to obtain a print copy of the document.
Appendix VI: Data