

Title VI

Annual Report and Update Questionnaire for Killeen-Temple Metropolitan Planning Organization

For Fiscal Year 2017
October 1, 2016 – September 30, 2017

I. Title VI Plan

State any changes to the Title VI Plan during the reporting period. Note any changes anticipated for the upcoming year.

**Staffing changes were made in May 2017 and are reflected in Section 2 below.
This also reflects staffing proposed for FY18.**

2. Organization, Staffing, Structure

Describe the Title VI Program reporting structure including the Title VI Liaisons, Title VI Coordinator, Executive Director, and support staff. For each person, provide the name, title, and description of duties. Note any changes anticipated for the upcoming year.

KTMPO Director: Cheryl Maxwell

Title VI Coordinator: Kendra Coufal

Contracts Liaison: Jwana Sartor

GIS/Planning Liaison: Jason Deckman

Human Resources Liaison: Beverly Zatlo

See attached organization structure chart.

3. Complaints

KTMPO did not receive any Title VI complaints during this reporting period.

4. Planning: Accomplishment Report and Update

A. Monitoring and Review Process:

- *Describe the planning activities that are performed by the KTMPO.*

KTMPO performs the following planning activities:

- **Develops and updates a long-range (25 year planning horizon) Metropolitan Transportation Plan (MTP);**
- **Develops a 4-year Transportation Improvement Program (TIP);**
- **Develops a 2-year Unified Planning Work Program (UPWP);**
- **Develops and implements a Congestion Management Process;**
- **Conducts competitive process for distribution of federal funds for the Metropolitan and Urban Area Corridor Projects (Category 2), Surface Transportation Program Metropolitan Mobility (STPMM) (Category 7) and Transportation Alternatives Program (TAP) (Category 9) for the KTMPO region.**

- **Coordinates with the regional public transit provider—Hill Country Transit District (HCTD).**
- *Describe the actions taken to promote Title VI compliance regarding planning activities, including monitoring and review processes, and their outcomes or status.*

During FY17, KTMPO staff continued to comply with and promote the provisions of Title VI and Environmental Justice requirements. To ensure fair and adequate participation by all public citizens and stakeholders, documents were made available at identified locations for review as outlined in the Public Participation Plan (PPP).

The KTMPO email distribution list was also revised to include updated contact information for American Indian Tribal Groups with interests in Central Texas.

Staff continued to update the database to include additional organizations in the EJ areas to ensure information is adequately disseminated to the affected population. Staff has made public informational handouts in Spanish available at KTMPO public meetings, hearings, online, and as requested. These handouts include the MPO Summary Sheet, MTP Fact Sheet, and the TIP Fact Sheet.

B. Studies

- *Were any studies conducted during the reporting period that provided data relative to minority persons, neighborhoods, income levels, physical environments, and/or travel habits?*
- *If so, what type of assistance was provided to ensure that Title VI considerations were included in planning the studies?*

No relevant studies were conducted during the reporting period.

C. Draft TIPs

- *Was a Draft Transportation Improvement Program (TIP) released for public comment during the reporting period?*
- *What efforts were made to notify the public of the draft TIP?*
- *How were public comments solicited (written comments, public hearings, etc.)?*
- *Was a public hearing held? If so, how many? What efforts were utilized to ensure broad citizen participation in the hearings?*
- *Provide a summary of Title VI related concerns and issues raised at the hearings, if any. Describe actions taken by the Title VI Liaison or Coordinator to facilitate and/or address the concerns that were raised.*

No Draft TIPs were released during the reporting period.

D. Other Public Hearings

Other public hearings held during this reporting period include the following:

- **October 25, 2016—Amendments to the 2040 MTP; public hearings held in Killeen and Belton EJ areas; 15-day public comment period—no public comments received.**

- **November 29, 2016**—Amendments to the FY2017/2020 TIP; public hearings held in Killeen EJ area and Salado (no EJ area identified in Salado); 15 day public comment period—one public comment received.
- **March 21, 2017**—Adoption of FY2018/2019 Unified Planning Work Program (UPWP); public hearings held in Harker Heights and Temple EJ areas; 30 day public comment period—no public comments received.
- **May 23, 2017**—Amendments to the 2040 MTP, FY2017/2020 TIP, and FY2016/2017 UPWP; public hearing held in Belton EJ area; 15 day public comment period—no public comments received.
- **June 27, 2017**—Amendments to the FY2017/2020 TIIP; public hearing held in Killeen EJ area; 15 day public comment period—five public comments received.

For all of the public hearings, notices were published in the Killeen Daily Herald and the Temple Daily Telegram newspapers, on the Secretary of State website, at the KTMPO offices, and on KTMPO social media (website, Facebook page, etc.). Copies of the documents and comment forms were available at the KTMPO Offices as well as the KTMPO website.

E. Upcoming Year

Describe plans for the upcoming year, including any significant problem areas to focus on and plans for approaching them.

KTMPO will continue to solicit comments and participation as various documents, projects and tasks are proposed for the region. KTMPO staff will continue to reach out to EJ areas to identify individuals/groups willing to serve as points of contact for the community.

KTMPO will continue to comply with the Limited English Proficiency (LEP) Plan and assist HCTD in their efforts to ensure individuals with limited English proficiency have access to our planning processes and services.

5. Environmental Affairs: Accomplishment Report and Update

A. Monitoring and Review Process

None

B. Staff Responsible for Environmental Affairs

KTMPO does not have staff responsible for environmental affairs; environmental review has taken place at the federal level and now at the state level. However, KTMPO staff supports the processes related to environmental review and has identified potential environmental concerns for projects listed in the MTP 2040.

C. Environmental Impact Statements (EIS)

Not applicable. KTMPO does not produce any EISs.

D. Upcoming Year

Describe plans for the upcoming year, including any significant problem areas to focus on and plans for approaching them.

KTMPO staff will continue to seek contacts in Title VI areas to ensure Title VI affected populations are aware of and included in discussions of proposed projects, policies, and implementation strategies.

6. Consultant Contracts: Accomplishment Report and Update

A. Monitoring and Review Process

- *Briefly describe the process for issuing RFPs and soliciting consultants.*
- *Describe the actions taken to promote consultants' compliance with Title VI, including monitoring and review processes, and their outcomes or status. (i.e. are Title VI requirements included in all contracts and consultant agreements; were contractors and consultants annually reviewed to ensure compliance; are Title VI issues explained to contractors and consultants?)*

KTMPO solicits proposals for planning consultant services only when a specific project or staffing levels necessitate the use of outside consulting services. When issuing an RFQ, Notice of intent to contract for consultant services is posted for a minimum of 30 days with the Secretary of State. A public notice is placed with the local newspaper and the County courthouse of the opportunity that is available for bidders. Notice is also sent to any entity that has signed up to be on the vendor list. An adequate amount of time is afforded bidders to receive the RFQ and questions about the RFQ are received during that time (usually approximately 2 weeks). A Q&A is sent out to all potential vendors who have expressed interest in the RFQ (usually within 3 days). From the date of the public notice to the deadline for submission is normally around 4 weeks. KTMPO staff receive, score and make recommendation for selection of vendor(s) based on the ranking of the proposers.

Title VI requirements are included in RFQs and consultant contracts. Compliance will be monitored as the contract is administered -- generally through signed assurances, as KTMPO does not have staff resources to verify consultant practices by inspecting records at distant consultant offices.

B. Consultant Contracts

- *How many consultants have contracts with KTMPO?*

KTMPO entered into a contract for General Planning Services with three consultants during FY15. No dollar amounts are specified in the contracts but are specified in task orders as they are issued by KTMPO.

During FY17, KTMPO issued a task order for the Travel Demand Model Refresh, selected a contractor from the General Planning Services agreements, and completed the task. A second task order was issued during FY17 to develop a Regional Multimodal Plan. The contract was awarded to a consultant from the General Planning Services agreements during FY17 but work will not commence until FY18.

- *What is the dollar value of each contract?*

Task Order: Travel Demand Model Refresh--\$51,800

Task Order: Develop Multimodal Plan--\$99,883

- *How many of these consultants are DBEs?*

Neither of these two consultants is a certified DBE.

- *What efforts were made to utilize DBE consultants?*

As part of our RFQ process, we encourage DBE consultants to submit proposals. In addition, all contracts require consultants to encourage DBE partnerships.

- *Is there currently a separate list maintained on DBE consultants based on the most current information from the state of Texas?*

KTMPO staff does keep a separate listing for DBE partners.

- *How is the list utilized to increase DBE participation in consultant contracts?*

Each response to an RFQ is scored based on the qualifications of the proposer as prescribed by the Texas Administrative Code and local procurement policy “Consulting Services do not require or prohibit the use of competitive bidding procedures (2) Requires selection based on the demonstrated competence, knowledge, qualifications and reasonableness of the proposed fee.” CTCOG policy 3-208 I, C (2)

- *What methods were used during the review period to ensure Title VI related contract agreements were adhered to?*

DBE’s are encouraged to respond to RFQ’s in the posted notice, as well as the The RFP included the following language:

KTMPO, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 200d to 200d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non discrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all who submit proposals that it will affirmatively insure that any Contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit proposals 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.

Assurances for equal opportunity employment, non-discrimination, partnerships with disadvantaged and women’s business enterprises are a part of each executed contract.

C. Upcoming Year

Describe plans for the upcoming year, including any significant problem areas to focus on and plans for approaching them.

In FY2018, we will continue to focus on updating all consultant-related procedures, policies, and forms to more clearly reflect Title VI requirements, and include updated Title VI-specific text.

7. Education & Training: Accomplishment Report and Update

A. Monitoring and Review Process

Describe the actions taken to promote Title VI compliance regarding education and trainings, including monitoring and review processes, and their outcomes or status.

N/A, KTMPO does not offer official education/training classes or workshops for which this would apply.

B. Staff Responsible for Coordinating Training

Identify staff by job title responsible for selecting which employees receive training.

KTMPO Director

C. Complaints

- Were there any civil rights complaints filed with the state concerning training and educational opportunities?*
- If so, what corrective actions has the state taken? Provide a summary of concerns raised, complaints filed, status, etc.*

There were no civil rights complaints filed against KTMPO during the reporting period.

D. NHI Training

List the NHI sponsored programs attended by KTMPO staff. Provide a list of participants by job title.

KTMPO was unable to locate courses/programs being offered by NHI during the reporting period.

E. Title VI Training

- Was any Title VI training information provided by TxDOT during the reporting period?*
- If so, how did the KTMPO assist TxDOT in the distribution of information on these training programs?*
- If applicable, how many participants attended trainings? What was the subject of the trainings? Provide the job titles and Title VI roles, if applicable, of attendees.*
- Was any other civil rights training conducted?*
- If so, what type of training (course content)? Provide a list of participants by job title and Title VI role, if applicable.*

KTMPO is unaware of any Title VI or other civil rights training opportunities provided by TxDOT during the reporting period.

KTMPO staff participated in a FHWA webinar on Title VI during FY16—*Environmental Justice and Title VI: The Power of Good Data and Analysis, Part I and Part II.* Four staff members participated in Part I (December 2015): Planning Director, Senior Planner, Regional Planner, GIS/Planner. Two staff members participated in Part II (January 2016): Senior Planner and Regional Planner.

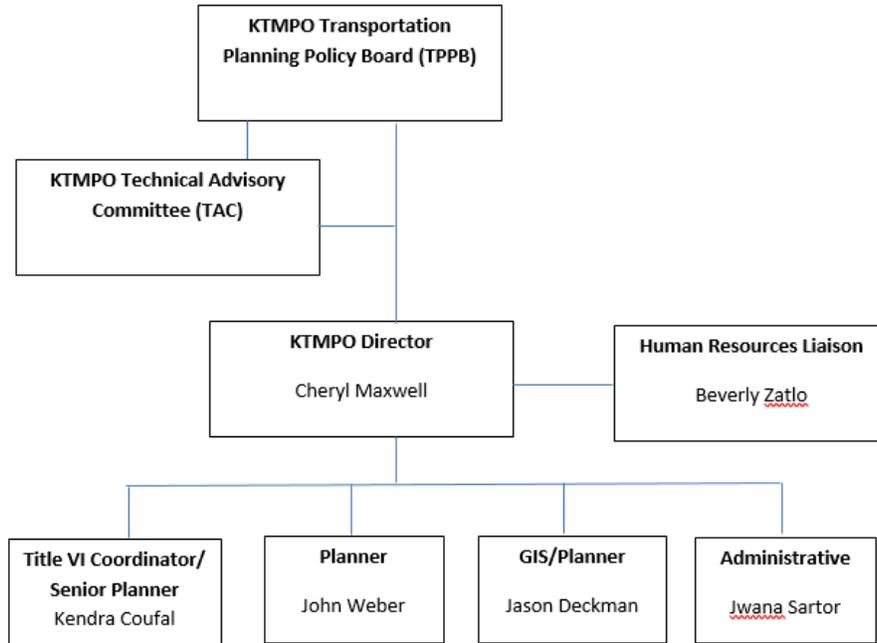
F. Upcoming Year:

Describe plans for the upcoming year, including any significant problem areas to focus on and plans for approaching them.

KTMPO will participate in Title VI training opportunities as staff becomes aware of them. We look to TxDOT to distribute timely information about upcoming training opportunities in FY2018. KTMPO staff is also pursuing training via webinars.

Killeen-Temple Metropolitan Planning Organization

***Organization Chart**



*Includes staffing utilized on both a full and part-time basis.