

**Meramec Regional Planning Commission**  
4 Industrial Drive • St. James, Mo 65559  
573-265-2993

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## **Title VI Program**

**Prepared February 2015**

**Date Adopted by MRPC Board:**

**Feb. 19, 2015**

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**Aug. 28, 2015**

MRPC used a template, provided by the Missouri Department of Transportation (MoDOT) Transit Section, as a resource for producing the triennial Title VI Program document for Federal Transit Administration recipients and subrecipients. FTA Circular 4702.1B, dated October 1, 2012, "*Title VI Requirement and Guidelines for Federal Transit Administration Recipients*" was the primary source of material for this template. MRPC recognizes that the use of this template does not override its responsibility to interpret the requirements as expressed in FTA Circular 4702.1B, or as amended in the future.

This template is available online, through a link at:

<http://www.modot.org/othertransportation/transit/transitapplicationsreportsprograms.htm>

*Check this link periodically for most recent, dated template updates.*

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## A. Title VI Assurances

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

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

MRPC meets the objectives of the FTA Master Agreement which governs all entities applying for FTA funding, including MRPC and its third-party contractors by promoting actions that:

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

## **B. Agency Information**

### **1. Mission of Meramec Regional Planning Commission**

The Mission of MRPC is to enhance the quality of life for residents of the Meramec Region. In pursuit of this mission, MRPC will bring about results in these areas:

- Cleaner, healthier and safer communities.
- Greater socio-economic and cultural wealth through community and economic development, and
- A stronger, unified voice in the legislative process.

### **2. History (including year started)**

#### **History**

In 1965 the Missouri legislature adopted the State and Regional Planning and Community Development Act. The act created the Missouri Department of Community Affairs (now called the Missouri Department of Economic Development) and authorized the governor to create regional planning commissions upon the petition of local governments. State statutes say that if the governor finds a need for a regional planning commission in an area, and if the petitioning cities and counties in that area comprise more than half of the proposed region's total population, then the governor may create a regional planning commission in that area. (Revised Statutes of Missouri, 1969, ed., Sec. 251.010, Sec. 251.030)

#### **First Meeting**

Local government leaders from each county in the region—Crawford, Dent, Gasconade, Maries, Phelps and Washington—first met on Sept. 24, 1968, at a park pavilion in Cuba, to organize the Meramec Regional Planning Commission. They chose Cuba Mayor John Brummet as temporary chairman to preside over the meeting. Two representatives from each county were chosen to form a bylaws committee, and an executive committee, also made up of two representatives from each county, was also formed.

#### **Birth of an RPC**

On Jan. 23, 1969, the Meramec Regional Planning Commission officially came into being. That day, Gov. Warren E. Hearnes signed the documents creating the MRPC and the commission elected its first officers: Salem Mayor Jack Masters as chairman; Leon Camillo, representative for Potosi, as vice chairman; Cuba Mayor John Brummet as secretary and Vienna Mayor Travis John as treasurer.

#### **What Planning Is**

Gov. Hearnes' proclamation explained regional planning as "a means whereby municipalities and counties may work cooperatively to solve problems and to plan the future development of human, natural, and economic resources of a region" and called it "an indispensable guide to local units in accomplishing a coordinated and efficient development of the region which will best promote the public health, safety, general welfare and economic prosperity in accordance with existing and future needs." According to state statutes, regional planning commissions "may conduct all types of research studies,

collect and analyze data, prepare maps, charts and tables and conduct all necessary studies for the accomplishment of its other duties. In matters relating to comprehensive planning, a regional planning commission...may enter into a contract and cooperate with any federal, state or local unit including other planning commissions or organizations within this or other states under laws of Missouri." (RSMo. 1969, Sec. 251.300,250.380.)

### **The Early Days**

In the early days, the commission was run without a staff and without an office. The board members handled the business of organizing, and Chairman Jack Masters handled most of the administrative work out of his office in Salem. Monthly meetings were held at the Cuba City Hall. Funding came from the dues of member governments, which was set at 10 cents per capita. Eventually, the commission received federal planning grants and then needed to hire a staff to do the work. In March of 1971, the commission hired its first director, Harold Bray, and a few months later rented its first office, a temporary office located in the Holloway "House in Rolla", 1008 Holloway St. By the Feb. 10,1972, meeting, the MRPC staff had moved into an office at 1203 E. 10th St. in Rolla. In May of 1976, the MRPC board voted to purchase a new building to better accommodate the growing organization, and soon thereafter the MRPC's headquarters was moved to 101 W. 10 St. in Rolla. In July 1979, the MRPC hired its second director, Richard Cavender. The board voted to purchase a newer and more accommodating building in 1999 and the office moved to its current location at 4 Industrial Drive, St. James. On June 30, 2011, Richard Cavender retired after 32 years of service. The board named Bonnie Prigge executive director, starting July 1, 2011. Prigge had 20 years' experience with MRPC and had served 15 years as assistant director under Cavender's leadership.

### **Economic Development**

A federal law, the Public Works and Economic Development Act, enacted in 1965, makes the Meramec Region eligible for federal aid because of the area's relatively high unemployment and low family income levels. The law is designed to help stimulate the area's economy by providing funding for community services. But the region wasn't certified as a bona fide federal Economic Development District until 1975. Once the certification was made, the MRPC member governments became eligible for more public assistance to improve the local economy.

### **Addition of Osage County**

On Nov. 13,1997, Gov. Mel Carnahan signed Executive Order 9714 that officially realigned MRPC's boundaries to include Osage County. This was the first boundary change in the organization's 28 year history. In 1998, the U.S. Department of Commerce Economic Development Administration admitted Osage County to the Meramec Economic Development District, making it eligible for economic development assistance like other Meramec communities and counties.

### **Addition of Pulaski County**

On August 22, 2005, Governor Matt Blunt signed an executive order making Pulaski County a part of the Meramec Region - the second boundary change for MRPC.

## **3. Regional Profile (regional population; growth projection)**

The Meramec Region is an eight-county area located in the southeast-central portion of Missouri. The area covers over 5,133 square miles and includes eight counties and 35 municipalities. The region is

marked with gently rolling hills, deep valleys and plateaus. Numerous rivers and streams transverse the region, creating a natural draw for outdoor enthusiasts. Many of the small towns are industrial havens, yet the small farmer is still prevalent. Many wineries dot the countryside, making it a popular draw for tourists.

In 2010, the eight-county Meramec Region was home to 201,254 people, an increase of 12.2 percent since 2000. The region grew at a faster pace from 2000-2010 than the state, which posted a 7.0 percent increase in population. Individual 2010 county populations range from a low of 9,176 in Maries County to 52,274 in Pulaski County. All counties, except Gasconade, demonstrated individual growth from 2000 to 2010, ranging from a high of 27 percent in Pulaski County to 3.1 percent in Maries County. Gasconade County's population decreased by .8 percent from 2000 to 2010. The largest city in the region continues to be Rolla, the county seat of Phelps County. It has 19,559 people. The smallest city is West Sullivan in Crawford County with 119 residents.

According to population projections by the Missouri State Division of Budget and Planning, the Meramec Region can expect continued growth for the next 30 years. However, the growth projections have not been revised since 2008 and do not reflect the growth documented with the 2010 Census. The 2010 Census documented populations of Dent, Gasconade, Osage, Phelps and Pulaski were higher than the 2008 projections for 2010.

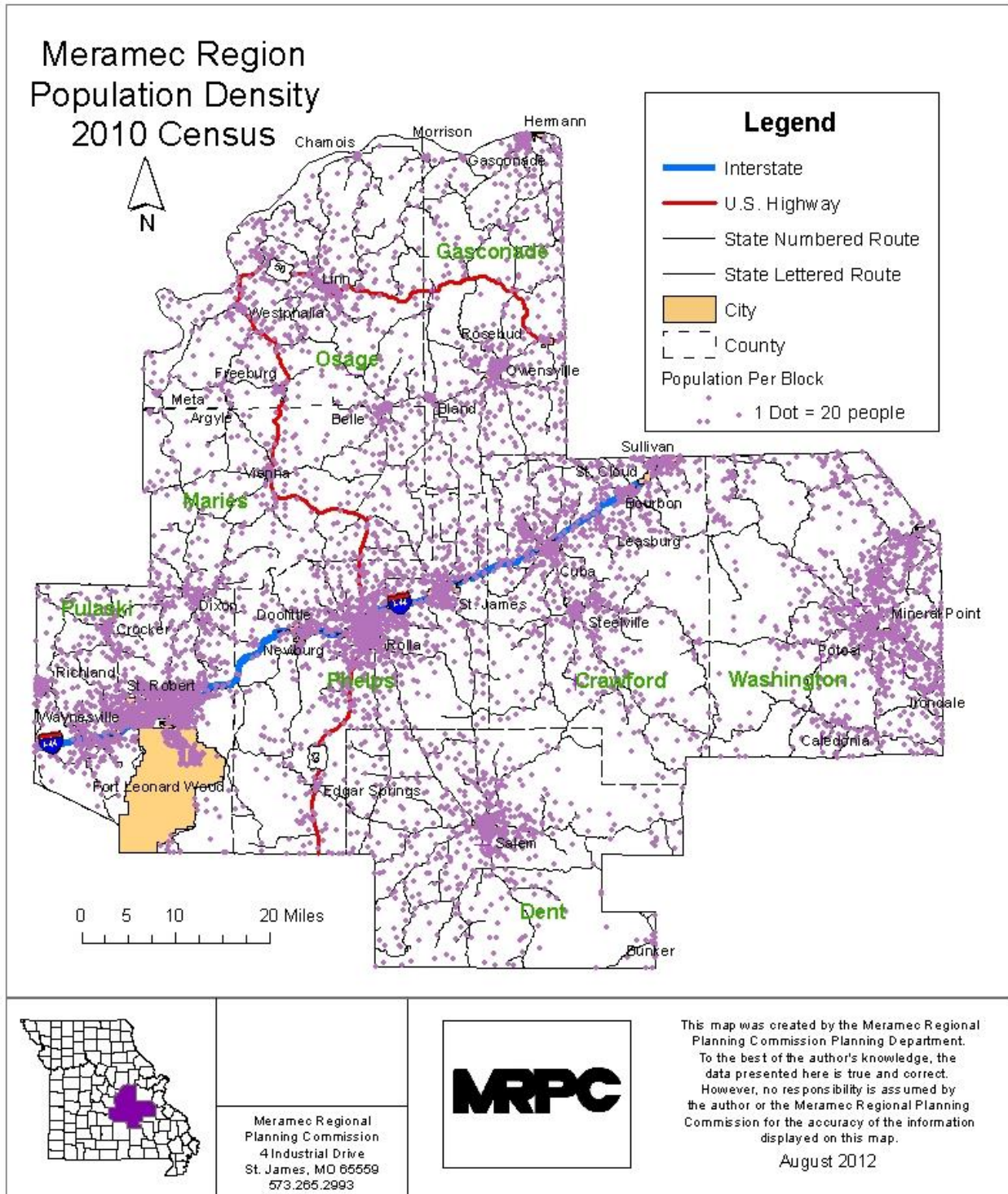
It is likely the population of the region will continue to grow over the next 30-years based on natural change and migration.

#### **4. Population served (in relation to regional population)**

The Meramec Region is made up of eight counties (Crawford, Dent, Gasconade, Maries, Osage, Phelps, Pulaski and Washington) and 35 cities with a total population of 201,254 people according to the 2010 Census, and 201,607 by the July 1, 2013, Census estimates.

Demographic data by county is attached in the appendixes.

5. Service area (include map, with any routes utilized)



## **6. Governing body make-up (include terms of office)**

MRPC is governed by a 62 member board. Of these, 40 are local elected officials (city mayors and county presiding commissioners) or their representatives, 22 are non-government representatives (17 from private sector and five from stakeholder organizations). Elected officials serve for as long as they hold the public office of mayor or presiding commissioners. Non-governmental members are recommended by MRPC board members and confirmed by the full MRPC board for staggered, three years terms.

The portion of the MRPC bylaws that covers the governing board is attached in the appendixes.



## C. Notice to the Public

### Notifying the Public of Rights under Title VI

Meramec Regional Planning Commission (MRPC) posts Title VI notices on our agency's website, in public areas of our agency, in our board room, and on our buses and/or paratransit vehicles.

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

If you believe you have been discriminated against on the basis of race, color, or national origin by MRPC, you may file a Title VI complaint by completing, signing, and submitting the agency's Title VI Complaint Form.

**For more information on MRPC's civil rights program or how to file a Title VI complaint with MRPC:**

1. Contact Bonnie Prigge: Telephone-(573)265-2993  
[Email-bprigge@meramecregion.org](mailto:Email-bprigge@meramecregion.org)  
Mail- Bonnie Prigge  
Executive Director, MRPC  
#4 Industrial Drive  
St. James, MO 65559  
Website: meramecregion.org

In addition to the complaint process at MRPC, complaints may be filed directly with the Federal Transit Administration, Office of Civil Rights, Region 7, 901 Locust Street, Suite 404, Kansas City, Missouri 64106; Phone: (816) 329-3920 Fax: (816) 329-3921.

2. Complaints must be filed within 180 days following the date of the alleged discriminatory occurrence and should contain as much detailed information about the alleged discrimination as possible.
3. The form must be signed and dated, and include your contact information.

If information is needed in another language, contact (573) 265-2993.

## D. Procedure for Filing a Title VI Complaint

### Filing a Title VI Complaint

The complaint procedures apply to the beneficiaries of \_\_\_\_\_ MRPC \_\_\_\_\_'s programs, activities, and services.

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

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

You may download the \_\_\_\_\_ MRPC \_\_\_\_\_ Title VI Complaint Form at [www.meramecregion.org](http://www.meramecregion.org), or request a copy by writing #4 Industrial Drive, St. James MO 65559. Information on how to file a Title VI complaint may also be obtained by calling Bonnie Prigge, Executive Director at [(573) 265-2993].

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

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

Please submit your complaint form to [agency contact and full address].

COMPLAINT ACCEPTANCE: \_\_\_\_\_ MRPC \_\_\_\_\_ will process complaints that are complete. Once a completed Title VI Complaint Form is received, \_\_\_\_\_ MRPC \_\_\_\_\_ will review it to determine if \_\_\_\_\_ MRPC \_\_\_\_\_ has jurisdiction. The complainant will receive an acknowledgement letter informing them whether or not the complaint will be investigated by \_\_\_\_\_ MRPC \_\_\_\_\_.

INVESTIGATIONS: \_\_\_\_\_ MRPC \_\_\_\_\_ will generally complete an investigation within 90 days from receipt of a completed complaint form. If more information is needed to resolve the case, \_\_\_\_\_ MRPC \_\_\_\_\_ may contact the complainant. Unless a longer period is specified by \_\_\_\_\_ MRPC \_\_\_\_\_, the complainant will have ten (10) days from the date of the letter to send requested information to the \_\_\_\_\_ MRPC \_\_\_\_\_ investigator assigned to the case.

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

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

- A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.

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

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

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

If information is needed in another language, contact     Bonnie Prigge, Executive Director     at #4 Industrial Drive, St. James MO 6559, or at (573) 265-2993.

**E. Monitoring Title VI Complaints, Investigations, Lawsuits  
and Documenting Evidence of Agency Staff Title VI Training**

**Title VI  
Self-Survey Form  
  
ATTACHMENT 2**

**Documenting Title VI Complaints/Investigations**

All Title VI complaints will be entered and tracked in \_\_MRPC\_\_\_\_’s complaint log. Active investigations will be monitored for timely response on the part of all parties. The agency’s Title VI Coordinator shall maintain the log.

**Agency Title VI Complaint Log**

Date complaint filed	Complainant	Basis of complaint R-C-NO	Summary of allegation	Pending status of complaint	Actions taken	Closure Letter (CL)	Letter of Finding (LOF)	Date of CL or LOF

**Documenting Evidence of Agency Staff Title VI Training**

\_\_\_\_\_ MRPC \_\_\_\_\_’s staff are given Title VI training, and agency can answer affirmatively to all the following questions:

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

## F. Public Engagement Plan

### Goal

The goal of the Public Engagement Plan is to have significant and ongoing public involvement, by all identified audiences, in the public participation process for major agency outreach efforts.

#### Objectives

- To understand the service area demographics and determine what non-English languages and other cultural barriers exist to public participation.
- To provide general notification of meetings and forums for public input, in a manner that is understandable to all populations in the area.
- To hold public meetings in locations that are accessible to all area stakeholders, including but not limited to minority and low income members of the community.
- To provide methods for two-way communication and information and input from populations which are less likely to attend meetings.
- To convey the information in various formats to reach all key stakeholder groups.

### Identification of Stakeholders

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

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

## Elements of the Public Engagement Plan

It is necessary to establish a public participation plan that includes an outreach plan to engage minority and limited English proficient (LEP) populations.

Elements of the Public Engagement Plan include:

### 1. Public Notice

- a. Official notification of intent to provide opportunity for members of the general public to participate in public engagement plan development, including participation in open Board/council meetings, and advisory committees.

### 2. Public Engagement Process/Outreach Efforts:

- a. Public meetings
- b. Open houses
- c. Rider forums
- d. Rider outreach
- e. Public hearings
- f. Focus groups
- g. Surveys
- h. Services for the Disabled (Notices of opportunities for public involvement include contact information for people needing these or other special accommodations.)

Events such as public meetings and/or open houses are held at schools, churches, libraries and other non-profit locations easily accessible to public transit and compliant with the Americans with Disabilities Act.

### 3. Public Comment

- a. Formal public comment periods are used to solicit comments on major public involvement efforts around an agency service or system change.
- b. Comments are accepted through various means:
  - i. Dedicated email address.
  - ii. Website.
  - iii. Regular mail.
  - iv. Forms using survey tool for compilation.
  - v. Videotaping.
  - vi. Phone calls to Customer Service Center [phone]

### 4. Response to Public Input

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

**Title VI Outreach Best Practices**

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

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

**2015 – 2020 Title VI Program Public Engagement Process**

\_\_\_\_\_ MRPC \_\_\_\_\_ will conduct a Public Engagement Process for the 2013-2016 Title VI Program. This process includes Community Meetings to seek input, provide education, and highlight key components of the Title VI Plan. Materials have been created to explain Title VI policies as well as provide education on how they relate to minority populations.

\_\_\_\_\_ MRPC \_\_\_\_\_ will provide briefings to the Board of Directors and Advisory Bodies.

\_\_\_\_\_ MRPC \_\_\_\_\_ will conduct a 30 day public comment period to provide opportunities for feedback on the 2013-2016 Title VI Program.

Comments are accepted during the public outreach period via:

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

**Summary of 2013-2014 Public Outreach Efforts**

<b>The Year 2015 will be the first year for MRPC’s Title VI plan.</b>

## G. Language Assistance Plan

### MRPC Limited English Proficiency Plan

This limited English Proficiency (LEP) Plan has been prepared to address MRPC's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964; Federal Transit Administration Circular 4702.1B, dated October 1, 2012, which states that the level and quality of transportation service is provided without regard to race, color, or national origin.

Executive order 13166, titled "Improving Access to Services for Persons with Limited English Proficiency," indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discriminations do not take place. This order applies to all state and local agencies which receive federal funds.

#### Service Area Description:

Crawford, Dent, Gasconade, Maries, Osage, Phelps, Pulaski and Washington Counties.

MRPC has developed this LEP Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access services provided by MRPC. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance, and the ways in which assistance may be provided.

In order to prepare this plan, MRPC undertook the **four-factor LEP analysis** which considers the following factors:

#### **Four Factor Analysis**

1. The number and proportion of LEP persons eligible to be served or likely to be encountered in the service area:

A significant majority of people in the Meramec Region service area are proficient in the English language. Based on 2010 Census data, 1.3 % of the population five



years of age and older speak English “less than very well” – a definition of limited English proficiency

<b>LEP Population in Meramec Region Planning Commission Service Area</b>		
<b>Population 5 years and over by language spoken at home and ability to speak English</b>	<b>Service Area Total</b>	<b>Percentage of Population 5 Years and Older</b>
<b>Population 5 Years and Over</b>	189,226	93.9%
Speak English “less than very well”	2,400	1.3%
<b>Spanish</b>		
Speak English “less than very well”	1,090	0.6%
<b>Other Indo-European</b>		
Speak English “less than very well”	420	0.2%
<b>Asian and Pacific Island</b>		
Speak English “less than very well”	760	0.4%
<b>All Other</b>		
Speak English “less than very well”	130	0.1%

2. Frequency of Contact by LEP Persons with MRPC’s Services:

The \_\_\_\_\_ MRPC \_\_\_\_\_ staff reviewed the frequency with which office staff, dispatchers and drivers have, or could have, contact with LEP persons. To date, \_\_\_\_\_ MRPC \_\_\_\_\_ has, on average, no requests for an interpreter. \_\_\_\_\_ MRPC \_\_\_\_\_ averages 0 phone calls per month.

LEP Staff Survey Form
_____ MRPC _____ is studying the language assistance needs of its riders so that we can better communicate with them if needed.
<ol style="list-style-type: none"> <li>How often do you come into contact with passengers who do not speak English or have trouble understanding you when you speak English to them? DAILY    WEEKLY    MONTHLY    LESS THAN MONTHLY</li> <li>What languages do these passengers speak?</li> </ol>

3. What languages (other than English) do you understand or speak?
4. Would you be willing to serve as a translator when needed?

<b>Frequency of Contact with LEP Persons</b>	
<b>Frequency</b>	<b>Language Spoken by LEP Persons</b>
Daily	<b>0</b>
Weekly	<b>0</b>
Monthly	<b>0</b>
Less frequently than monthly	<b>0</b>

3. The importance of programs, activities or services provided by MRPC to LEP persons:

Outreach activities, summarized in MRPC’s Title VI Public Engagement Plan, include events such as public meetings and/or open houses held at schools, churches, libraries and other non-profit locations, and include specific outreach to LEP persons to gain under-standing of the needs of the LEP population, and the manner (if at all) needs are addressed.

<b>Outside Organization LEP Survey</b>	
Organization: _____	
<ol style="list-style-type: none"> <li>1. What language assistance needs are encountered?</li> <li>2. What languages are spoken by persons with language assistance needs?</li> <li>3. What language assistance efforts are you undertaking to assist persons with language assistance needs?</li> <li>4. When necessary, can we use these services?</li> </ol>	

4. The resources available to MRPC and overall cost to provide LEP assistance:

MRPC, with advanced notice, will provide translators for those individuals with Limited English Proficiency. To the extent feasible, assign bilingual staff for, public hearings and on the customer service phone lines. Information on MRPC’s Title VI Program is posted on the MRPC website at [www.meramecregion.org](http://www.meramecregion.org). To better assist the LEP population, MRPC will provide referrals to organizations which can provide language identification flashcards, written translations of vital documents, one-on-one assistance and translators for other events.

Based on our demographic analysis (Factor 1) \_\_\_\_\_MRPC\_\_\_\_\_ has determined that no language group(s) within its service area meets Safe Harbor criteria requiring written translated “vital documents” by language group(s).

\_\_\_\_\_MRPC\_\_\_\_\_ will provide assistance and direction to LEP persons who request assistance.

### **Staff LEP Training**

The following training will be provided to \_\_\_\_\_ MRPC \_\_\_\_\_ staff:

1. Information on \_\_\_\_\_ MRPC \_\_\_\_\_ Title VI Procedures and LEP responsibilities.
2. Description of language assistance services offered to the public.
3. Use of Language Identification Flashcards.
4. Documentation of language assistance requests.

### **Monitoring and Updating the LEP Plan**

The LEP Plan is a component of \_\_\_\_\_ MRPC \_\_\_\_\_'s Title VI Plan requirement.

\_\_\_\_\_ MRPC \_\_\_\_\_ will update the LEP plan as required. At minimum, the plan will be reviewed and updated when it is clear that higher concentrations of LEP individuals are present in the \_\_\_\_\_ MRPC \_\_\_\_\_ service area. Updates include the following:

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

## H. Advisory Bodies

**Table Depicting Membership of Committees, Councils, By Race**

<b>Committee [examples]</b>	<b>Caucasian</b>	<b>Latino</b>	<b>African American</b>	<b>Asian American</b>	<b>Native Indian</b>	<b>Total</b>
MRPC Board	95.2% (59)	0	3.2% (2)	0	1.6% (1)	100%
TAC Advisory Committee	90.8% (22)		4.6% (1)	0	4.6% (1)	100%
						100%

## **I. Subrecipient Assistance**

### **Subrecipient Assistance**

MRPC does not have any subrecipients.

## **J. Subrecipient Monitoring**

### **Subrecipient Monitoring**

MRPC does not have any subrecipients.

## **K. Equity Analysis of Facilities**

MRPC has not constructed any storage facilities, maintenance facilities, or operations centers in the last three years.

**Attachment 1**

**Meramec Regional Planning Commission  
TITLE VI COMPLAINT FORM**

“No person in the United States shall, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

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

Please mail or return this form to:  
Bonnie Prigge  
Meramec Regional Planning Commission  
# 4 Industrial Drive, St. James Mo. 65559  
[bprigge@meramecregion.org](mailto:bprigge@meramecregion.org)  
Phone: (573) 265-2993  
Fax: (573) 265-3550

PLEASE PRINT

1. Complainant’s Name:		
a. Address:		
b. City:	State:	Zip Code:
c. Telephone (include area code): Home ( ) or Cell ( )		Work
( ) -		( ) -
d. Electronic mail (e-mail) address:		
Do you prefer to be contacted by this e-mail address? ( ) YES ( ) NO		
2. Accessible Format of Form Needed? ( ) YES specify: _____ ( ) NO		
3. Are you filing this complaint on your own behalf? ( ) YES If YES, please go to question 7. ( ) NO If no, please go to question 4		
4. If you answered NO to question 3 above, please provide your name and address.		
a. Name of Person Filing Complaint:		
b. Address:		
c. City:	State:	Zipcode:
d. Telephone (include area code): Home ( ) or Cell ( )		Work
( ) -		( ) -
e. Electronic mail (e-mail) address:		
Do you prefer to be contacted by this e-mail address? ( ) YES ( ) NO		
5. What is your relationship to the person for whom you are filing the complaint?		
6. Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. ( ) YES, I have permission. ( ) NO, I do not have permission.		
7. I believe that the discrimination I experienced was based on (check all that apply): ( ) Race ( ) Color ( ) National Origin (classes protected by Title VI) ( ) Other (please specify)		

continued  
TITLE VI COMPLAINT FORM – PAGE 2

8. Date of Alleged Discrimination (Month, Day, Year):
9. Where did the Alleged Discrimination take place?
10. Explain as clearly as possible what happened and why you believe that you were discriminated against. Describe all of the persons that were involved. Include the name and contact information of the person(s) who discriminated against you (if known). <i>Use the back of this form or separate pages if additional space is required.</i>
11. Please list any and all witnesses' names and phone numbers/contact information. <i>Use the back of this form or separate pages if additional space is required.</i>
12. What type of corrective action would you like to see taken?
13. Have you filed a complaint with any other Federal, State, or local agency, or with any Federal or State court? ( ) YES If yes, check all that apply. ( ) NO a. ( ) Federal Agency (List agency's name) b. ( ) Federal Court (Please provide location) c. ( ) State Court d. ( ) State Agency (Specify Agency) e. ( ) County Court (Specify Court and County) f. ( ) Local Agency (Specify Agency)
14. If YES to question 14 above, please provide information about a contact person at the agency/court where the complaint was filed.
Name: _____ Title: _____
Agency: _____ Telephone: ( ) _____ - _____
Address: _____
City: _____ State: _____ Zip Code: _____

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

Signature and date is required:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Attachment 2**

**Title VI Self-Survey Form**

Date filed with MoDOT Transit Section:

\_\_\_\_\_  
**DATE**

Survey Date:

Period Covered:

Name of Program/Grant:

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

continued



Title VI Self-Survey Form – Page 2

Distribution of Title VI Information

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

YES \_\_\_\_\_ NO \_\_\_\_\_

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

YES \_\_\_\_\_ NO \_\_\_\_\_

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

YES \_\_\_\_\_ NO \_\_\_\_\_

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

YES \_\_\_\_\_ NO \_\_\_\_\_

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

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

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

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment 3**

**MRPC Bylaws Pertaining to Governing Board**

ARTICLE IV

Organization of the Commission

- 4.1 The membership of the Commission shall be composed of representatives from the municipal and county governments which are now or which may be found in the future within the counties of Crawford, Dent, Gasconade, Maries, Osage, Phelps, Pulaski and Washington. Each of the municipal or county governing bodies shall be entitled to one representative who shall have one vote. Member county governing bodies are entitled to one additional at-large representative of for-profit entities appointed by the presiding commissioner with concurrence from the MRPC board.

Membership is obtained by resolution or other appropriate action of the relevant governing body and by payment of dues.

There shall also be at large representatives on the Commission in accordance with EDA Section 303.4-1 of Economic Development Administration Regulations.

No member shall control more than 10 percent of the vote.

At no time shall there be less than 25 members.

Each of the following constituencies shall be represented by one "at large" representative:

- Education (Higher Education Preferred)
- Emergency Management
- Farming
- Industry
- Labor
- Minorities
- People with Disabilities
- Private Sector Lending Institutions
- Seniors
- Small Business
- Tourism
- Unemployed
- Transportation
- Healthcare

In addition, each member county governing body shall appoint one at-large representative from a for-profit entity from his/her respective county, for a total of eight at-large, for-profit representatives.

The Commission will strive to maintain minority representation on the board that is equal to or greater than the minority population in the region, based on the latest decennial census.

Each at large commissioner shall have one vote.

At least 35 percent of the membership of the Commission shall be persons who are non-government affiliated in accordance with the provisions of EDA regulations.

The board must include at least one member to represent the following areas: private sector, post-secondary education, workforce development, labor and chamber executive director.

The Commissioners for Farming, Industry and Small Business shall be elected at the regular meeting of the Commission in May 1979 and every three years thereafter.

The Commissioners for Education, Minorities, and Unemployed shall be elected at the regular meeting of the Commission in May 1979, in May 1981 and thence every third year.

The Commissioners for Seniors and Labor will be elected at the regular meeting of the Commission in May 1979, again in May 1980 and thence every third year.

The Commissioners for Tourism and People with Disabilities shall be elected at the regular meeting of the Commission in May 1986 and thence every third year.

The Commissioner for Private Sector Lending Institutions will be elected at the regular meeting of the Commission in July 1993, again in May 1996 and thence every third year.

The Commissioner for Emergency Management will be elected at the regular meeting of the Commission in August 1996, again in May 1999 and thence every third year.

The Commissioner for Transportation will be elected at the regular meeting of the Commission in March 2003, again in May 2006 and thence every third year.

The Commissioner for Healthcare will be elected at the regular meeting of the Commission in December 2012 with the first appointee to serve a 16-month term and all terms thereafter will be three-year terms to be elected every third year.

The eight Commissioners for For-Profit Entities shall be appointed by each of the eight member presiding commissioners, one representing each member county, made effective December 2012 with the first appointees serving 16-month terms.

Beginning in May 2014 the For-Profit At-Large Commissioners from Crawford, Dent and Gasconade counties will serve one-year terms and then in May 2015 those terms will go to three year terms to be elected every third year.

Beginning in May 2014 the For-Profit At-Large Commissioners from Maries, Osage and Phelps counties will serve two-year terms and then in May 2016 those terms will go to three year terms to be elected every third year.

Beginning in May 2014 the For-Profit At-Large Commissioners from Pulaski and Washington counties will serve three year terms to be elected every third year. Each presiding commissioner will be responsible for nominating an at-large, for-profit member to represent his/her respective county, with concurrence from the MRPC board, beginning in December 2012.

At large representatives will be elected in accordance with the provisions of Article VII, Section 2-- Conduct of Elections.

At large representatives shall have the same rights and privileges as any other members of the Commission.

Commissioners at large accumulating three consecutive unexcused absences from regularly scheduled meetings shall be removed from the board and the board will nominate and elect a new member to fulfill the remainder of the term and to represent that segment of the community. To request an excused absence, the chairman must be contacted in writing.

**Attachment 4**

**Demographic and Economic Information  
By County  
For the Meramec Region**