



Evansville Metropolitan Planning Organization

Title VI Plan

Limited English Proficiency Language Assistance Plan

2014 Version
(Revisions: November 2015 & February 2017)

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Evansville MPO Title VI Plan

The Evansville Metropolitan Planning Organization (MPO), the designated Metropolitan Planning Organization for the Evansville Urbanized Area, hereby submits its Title VI Program. Title VI states that no person in the United State of America shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the MPO receives federal financial assistance. This Title VI Program is adopted and followed to ensure that the MPO's programs, policies and activities comply with Title VI regulations. Information from Circular 4702.1B helps guide this program. Title 49 CFR Section 21.9(b) requires recipients to provide records of compliance with Title VI regulations.

The MPO Policy Committee, the governing body of the MPO, has reviewed and approved this Title VI Program.

Any person or persons who believe they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the MPO. The entire Title VI complaint procedure can be found in the MPO's Title VI Plan. Any such complaint must be in writing and filed with the MPO's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence.

Notification to the Public of Rights under Title VI The Evansville Metropolitan Planning Organization

The Evansville Metropolitan Planning Organization declares that it conducts its programs, services and activities without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes he or she has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Evansville Metropolitan Planning Organization.

For more information on the MPO's Civil Rights Program, and the procedures to file a complaint, call (812) 436-7833, email at mschriefer@evansvillempo.com, or visit our office at 1 NW MLK Jr. Blvd., Room 316, Evansville, Indiana 47708.

A complainant may file a complaint directly with the Federal Highway Administration or the Federal Transit Administration by mailing complaints to:

Federal Highway Administration

Office of Civil Rights

Attn: Title VI Program Coordinator

8th Floor E81-105

1200 New Jersey Ave., SE

Washington, DC 20590

Federal Transit Administration

Office of Civil Rights

Attn: Title VI Program Coordinator

East Building, 5th Floor-TCR

1200 New Jersey Ave., SE

Washington, DC 20590

This notification is posted at a variety of locations.

La notificación al público de derechos en virtud del Título VI

La Organización de Planificación Metropolitana Evansville

La Organización de Planificación Metropolitana Evansville declara que lleva a cabo sus programas, servicios y actividades sin distinción de raza, color y origen nacional, de conformidad con el Título VI de la Ley de Derechos Civiles. Cualquier persona que cree que él o ella ha sido agraviada por cualquier práctica discriminatoria ilegal bajo el Título VI, puede presentar una queja ante la Organización de Planificación Metropolitana Evansville.

Para obtener más información sobre el Programa de Derechos Civiles del MPO, y los procedimientos para presentar una queja, llame al (812) 436-7833, correo electrónico a mschriefer@evansvillempo.com, o visite nuestra oficina al 1 NW MLK Jr. Blvd., Room 316, Evansville, Indiana 47708.

Un demandante puede presentar una queja directamente con la Federal Highway Administration o la Federal Transit Administration por correo quejas a:

Federal Highway Administration

Office of Civil Rights
Attn: Title VI Program Coordinator
8th Floor E81-105
1200 New Jersey Ave., SE
Washington, DC 20590

Federal Transit Administration

Office of Civil Rights
Attn: Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Ave., SE
Washington, DC 20590

Esta notificación se publicará en una variedad de lugares.

Evansville MPO Title VI Complaint Procedures

Any person or persons who believe, either individually or as a member of any specific class of persons, they have been subjected to discrimination on the basis of race, color, or national origin may file a written complaint with the Evansville MPO. A Title VI Complaint Form is available on the MPO website at:
<http://www.evansvillempo.com/TitleVI.html>.

A complaint may be filed without the Complaint Form if the complainant's name, mailing address, and details regarding the alleged discrimination are included in writing. The Complaint Form or written complaint may be:

- Hand delivered:
The Evansville MPO office, located in the Civic Center Complex at
1 NW Martin Luther King, Jr. Blvd, Room 316, Evansville, Indiana 47708
- Mailed:
Evansville Metropolitan Planning Organization
Attn: Matt Schriefer, Title VI Coordinator
1 NW Martin Luther King, Jr. Blvd
Civic Center Complex, Room 316
Evansville, Indiana 47708
- E-mailed:
mschriefer@evansvillempo.com

The Evansville MPO Title VI Coordinator will provide the complainant or their representative with a written acknowledgement by mail within 10 working days that the MPO has received the complaint.

The complaint will be reviewed by the Title VI Coordinator and Legal Counsel. It will then be forwarded to the MPO Executive Director and MPO Policy Committee. The MPO will then notify the Federal Highway Administration (FHWA) and/or Federal Transit Administration (FTA) that a complaint has been received.

Corrective measures would then be initiated by the Evansville MPO to alleviate the discrimination and prevent future discrimination from occurring in the transportation planning process. The MPO will notify the complainant by mail the steps the MPO has taken to mitigate and prevent such discrimination.

The public may also submit discrimination complaints directly to the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA). The complaint should be mailed to the Office of Civil Rights at either the FHWA or FTA. Mailing addresses for each are listed in the Title VI Notification on the previous page.

Record of Title VI Investigations, Complaints, or Lawsuits

List of Active Lawsuits

There are no current lawsuits or complaints alleging discrimination on the basis of race, color, or national origin filed against the Evansville MPO.

There have not been any lawsuits or complaints alleging discrimination on the basis of race, color, or national origin filed against the Evansville MPO within the past five years.

Public Participation

Inclusive and meaningful Public Participation

The MPO endeavors to seek out and consider the opinions of minority, low income, disabled and Limited English Proficiency populations when conducting public outreach and involvement activities. The MPO's Public Participation Plan strives to offer early and continuous opportunities for the public to be involved in transportation decisions. The MPO Public Participation Plan provides more detailed and specific information regarding the MPO public outreach program. For the creation, review, and adoption of major documents such as the Transportation Plan, the Transportation Improvement Program and others, the MPO strives to increase participation by scheduling more public meetings and expanding media contact.

The MPO staff meets with many and varied groups including minority, civic, advocacy, disabled and neighborhood groups. These meetings increase the minority, disabled and low income's public input necessary to the MPO decision making processes. It also serves to explain the responsibilities of the MPO and the importance of citizen participation in the planning process.

Members of minority organizations, disability organizations, neighborhood groups and organizations that serve low income individuals are represented on the MPO's Technical and Advisory committees. Appendix B includes a list of the organizations involved in the Technical Committee. Each major document created by the MPO has a separate Citizen Advisory Committee made up of individuals and organizations that will benefit the planning process. Social services organizations and other non-profits typically attend these Citizen Advisory Committee meetings.

Through electronic and print media, transportation planning information is disseminated by the Evansville MPO staff on a regular basis, thereby providing the public an opportunity for input. For example, the Evansville MPO Policy Board meetings are televised live and re-aired three more times throughout the month. It also can be viewed live via the internet. The televised meetings have closed captioning capability. Additionally, minutes of the Technical and Policy Committees are available in audio and text format on the Evansville MPO website. Also, at both Technical and Policy meetings, the opportunity for the public to comment on any transportation related items is available to them every month under the public comments section of the agenda.

In addition, the Evansville MPO's website has a comment button which the public can use and their comment will be sent via e-mail to MPO staff. The MPO website has a translation button feature that can translate each page into over 100 different languages. The Evansville MPO publishes Notices of Public Hearing in the Evansville Courier and

Press and the Henderson Gleaner. Lastly, anyone is welcome to, with no appointment necessary, visit the Evansville MPO office to inquire about transportation projects. Staff will spend whatever time is necessary to discuss with, and answer questions regarding any transportation project in our study area. The Evansville MPO keeps a log of the citizens who come in and the projects they inquire about.

Evansville MPO Policy Board and Technical Committee

The Evansville MPO Technical Committee consists of 53 organizations representing one of six categories: City/County/State Government, Regional Government/Organizations, Public/Private Transportation, Non-Profits/Social Services, Medical/Education, and Private Business. Each organization receives Technical Committee meeting agendas, memos, and minutes. Attendance at the Technical Committee meetings fluctuates from month to month. Appendix B lists each of the organizations represented on the MPO Technical Committee.

The Evansville MPO Policy Board is a non-elected, 13 member board that meets monthly. The Policy Board has governing authority over the MPO. The Board is appointed by the governmental agencies within the Evansville MPO Planning Area. Appendix B lists each of the appointments to the Policy Board.

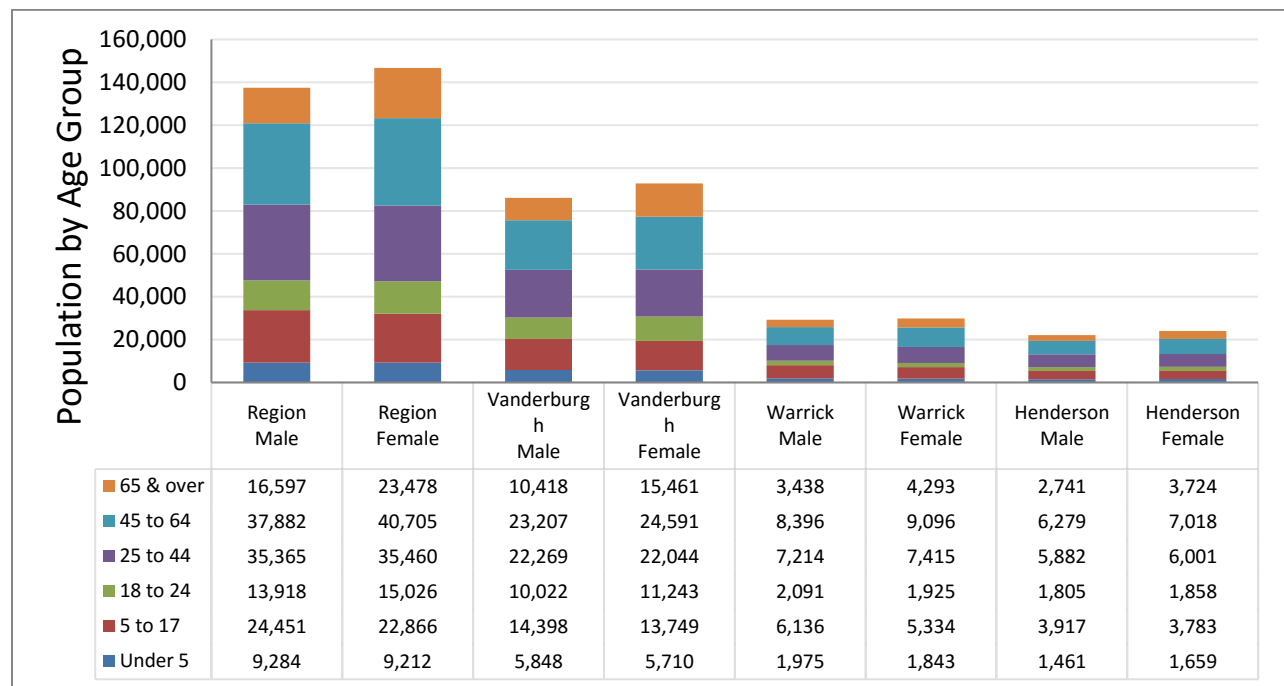
Demographic Profile of the Evansville Metropolitan Area

The tables shown below provide general demographic information of the three counties that make up the Evansville Metropolitan Study Area. They are Henderson County, Vanderburgh County and Warrick County.

Population

	1990	2000	2010
Henderson County	43,044	44,829	46,250
Vanderburgh County	165,058	171,922	179,703
Warrick County	44,920	52,383	59,689
Total Population	253,022	269,134	285,642

Age and Gender



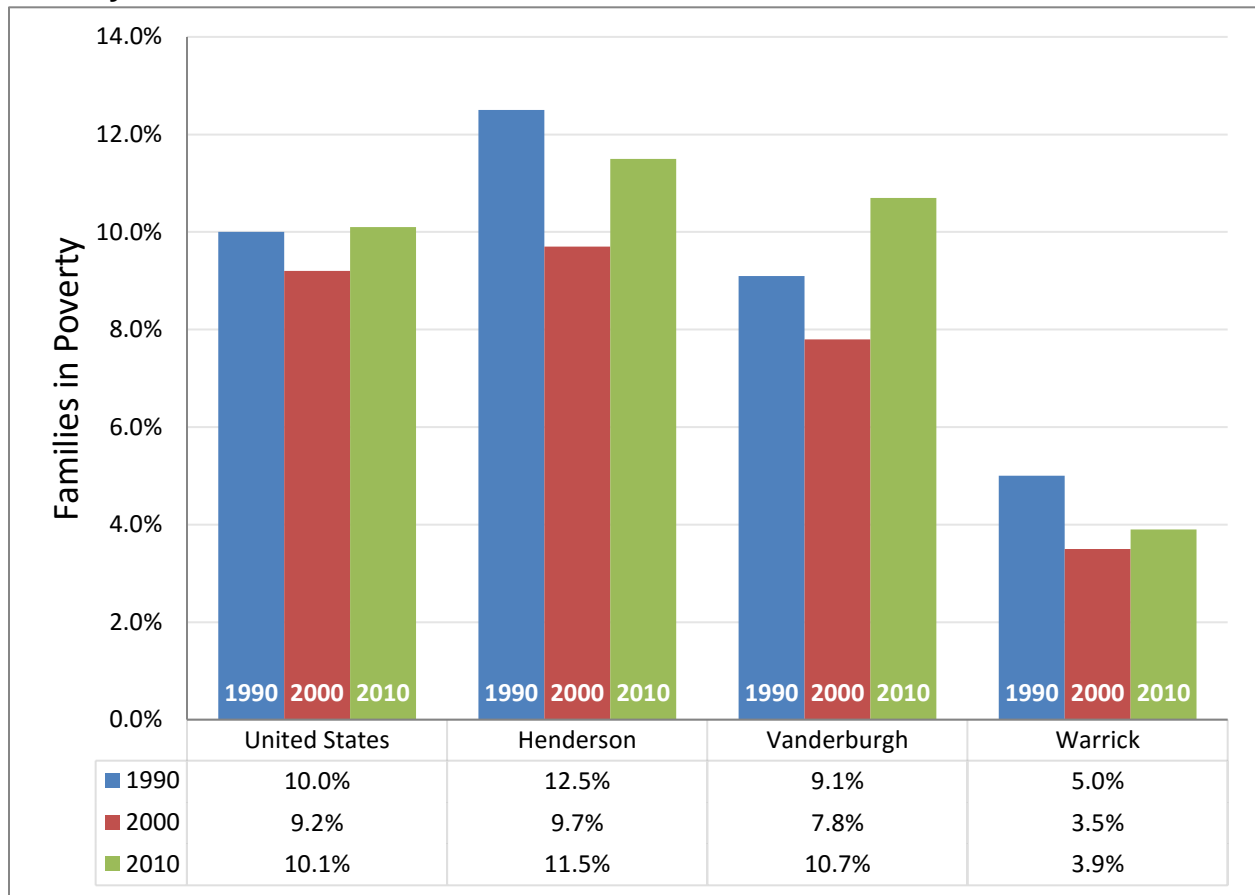
Household Income

	1990		2000		2010
	1990 \$	2010 \$	2000 \$	2010 \$	2010 \$
United States	\$30,056	\$50,145	\$41,994	\$53,177	\$51,914
Henderson County	\$25,556	\$42,637	\$35,892	\$45,450	\$40,438
Vanderburgh County	\$25,798	\$43,041	\$36,823	\$46,629	\$42,396
Warrick County	\$34,069	\$56,840	\$48,814	\$61,813	\$62,354

Race

	Total Population	White Non-Hispanic	Black Non-Hispanic	Asian Non-Hispanic	Other Non-Hispanic	Hispanic or Latino
United States	308,745,538	63.7%	12.2%	4.7%	3.0%	16.3%
Henderson County	46,250	88.2%	7.7%	0.4%	1.9%	1.9%
Vanderburgh County	179,703	85.2%	9.0%	1.1%	2.5%	2.2%
Warrick County	59,689	94.0%	1.3%	1.6%	1.5%	1.6%
Region Total	285,642	87.5%	7.2%	1.1%	2.2%	2.0%

Poverty



Demographic Profile by Census Tract of the Evansville Metropolitan Area

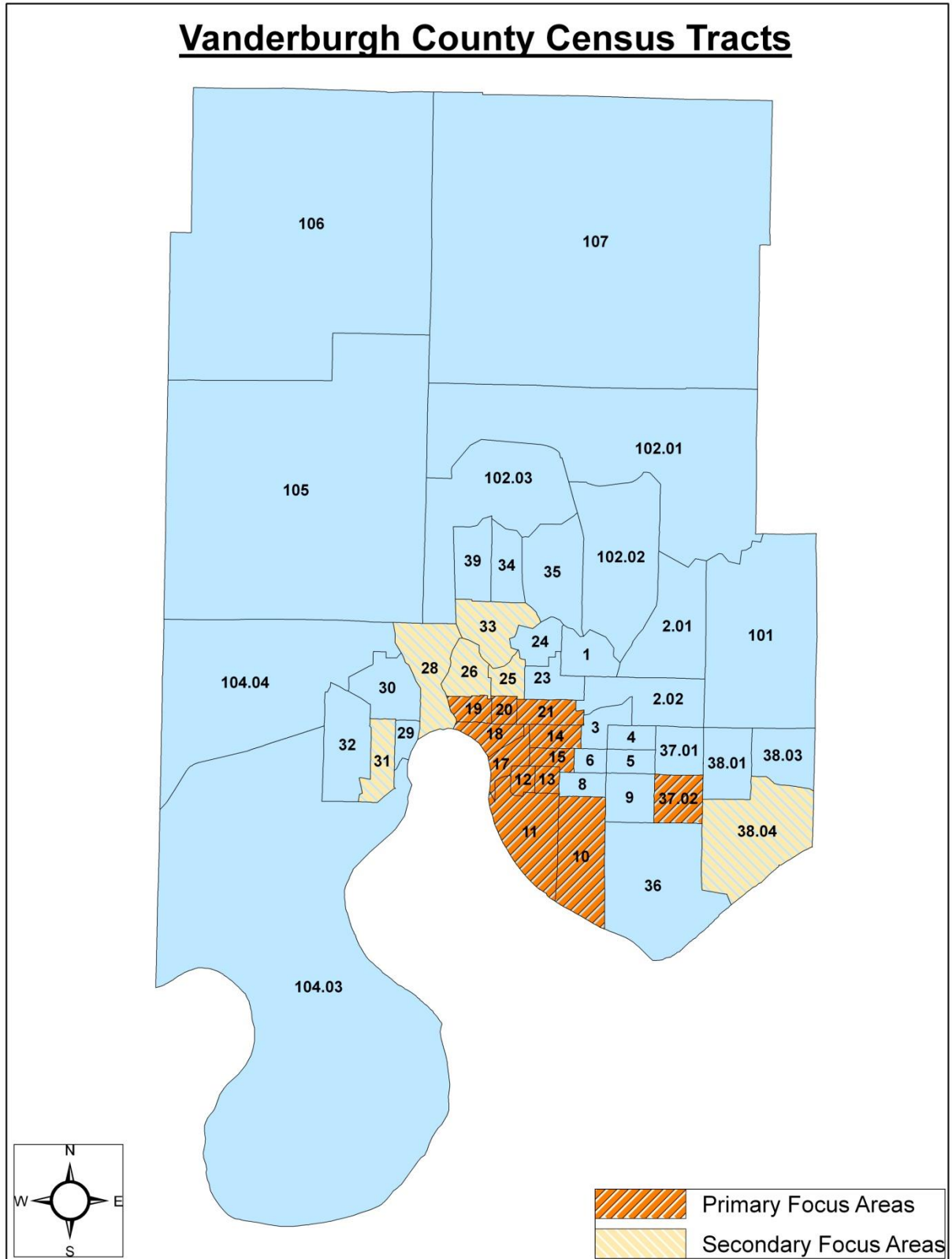
In order to identify and analyze traditionally underserved socioeconomic groups, including disabled, low income and minority populations, the MPO used data from the US Census Bureau. Selected data tables estimated the number of people in the following five categories: households below poverty; individuals age 65 or more; minority individuals; individuals who speak English “not well” or “not at all”; and individuals age 5 and over with a disability.

Using these five categories and data from all 69 census tracts in Vanderburgh, Warrick, and Henderson counties, the average percentage for each category was determined. To identify the census tracts that have large numbers of the traditionally underserved, MPO applied a multiplier to the regional average and thus created a priority level for each category. The table below shows the three-county, or regional, average for each category, the multipliers selected for each category, and the resulting priority level for each category.

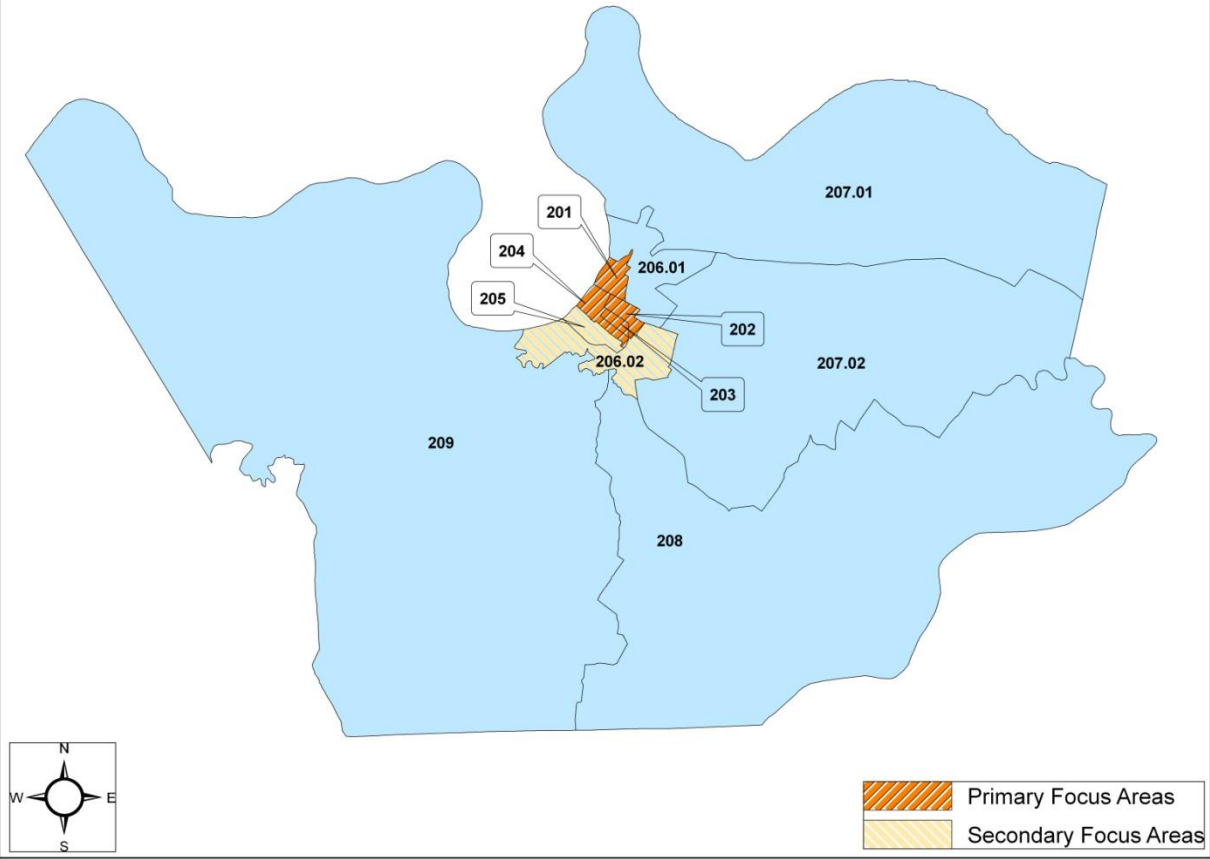
County Averages by Census Tracts	Vanderburgh	Warrick	Henderson	Regional Average (mean)	Multiplier	Priority Level
Percentage below poverty	7.06	5.68	15.72	9.49	2.00	18.98
Percentage age 65 and over	16.10	11.09	14.02	13.74	1.50	20.61
Percentage of minorities	10.23	2.72	12.05	8.33	2.00	16.66
Percentage who speak little or no English	0.52	0.50	0.25	0.42	2.00	0.84
Percentage with a disability, age 5 and over	22.70	18.44	25.52	22.22	1.00	22.22

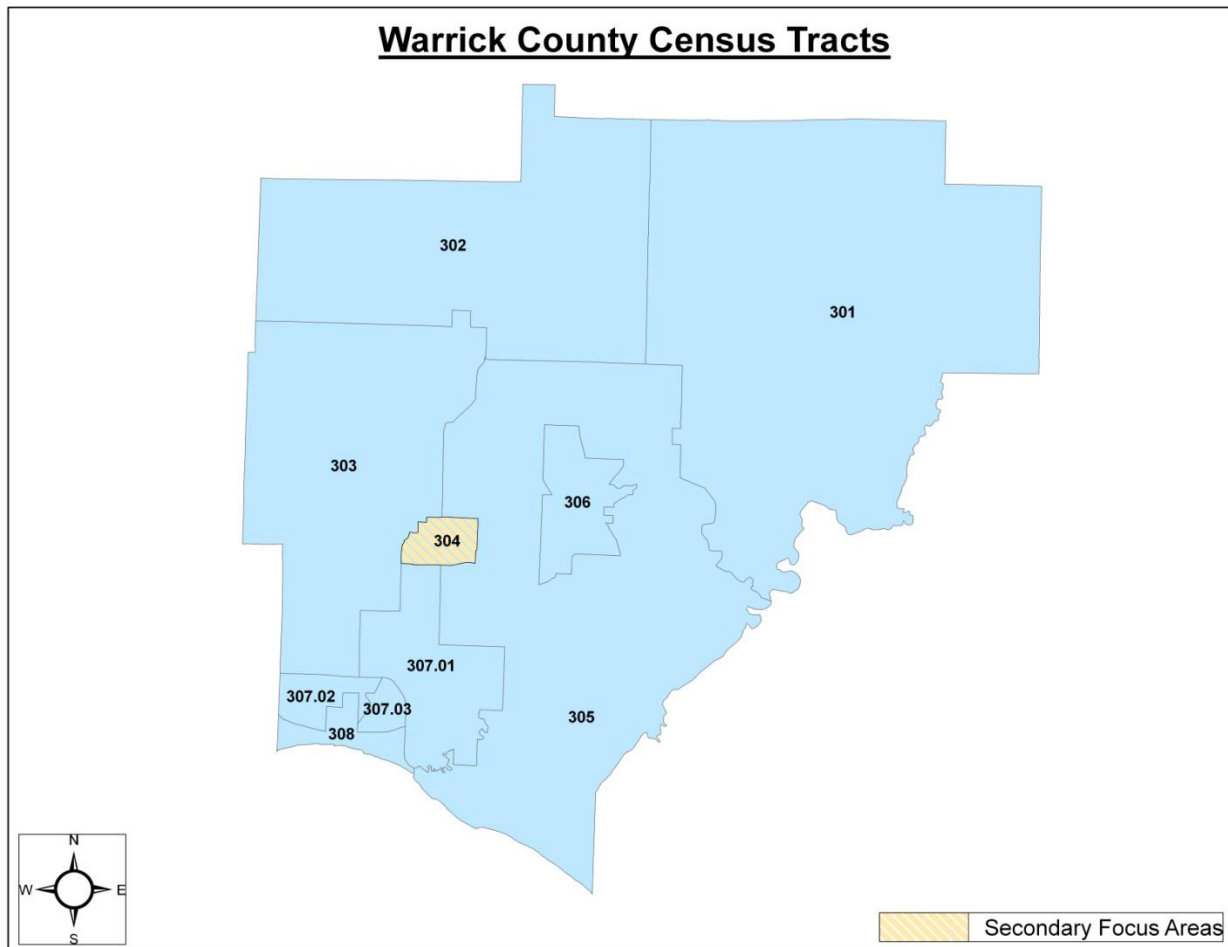
Regional Census Tracts	County	Pop.	Residents below poverty	Residents age 65 and over	Minority residents	Residents who speak little or no English	Residents with a disability, age ≥ 5	Primary & Secondary Focus Areas
Average	All		9.49%	13.74%	8.33%	4.20%	22.22%	
10	Vanderburgh	4,308	18.69%	10.94%	20.24%	0.00%	27.10%	P
11	Vanderburgh	3,115	19.00%	12.76%	47.30%	1.25%	28.90%	P
12	Vanderburgh	2,233	26.11%	8.50%	37.88%	0.36%	30.10%	P
13	Vanderburgh	2,341	25.16%	13.27%	51.74%	2.01%	31.20%	P
14	Vanderburgh	1,998	27.53%	16.50%	48.98%	0.30%	36.80%	P
15	Vanderburgh	2,161	20.13%	13.88%	64.15%	0.23%	31.00%	P
17	Vanderburgh	2,423	30.50%	18.05%	36.20%	0.74%	26.00%	P
18	Vanderburgh	388	39.95%	29.23%	23.78%	0.00%	32.60%	P
19	Vanderburgh	1,413	38.43%	10.87%	7.03%	0.78%	39.50%	P
20	Vanderburgh	1,271	21.79%	29.21%	9.79%	0.00%	47.00%	P
21	Vanderburgh	2,569	20.59%	12.62%	4.37%	0.62%	31.90%	P
25	Vanderburgh	2,137	16.00%	11.26%	2.29%	0.66%	36.4	S
26	Vanderburgh	3,547	33.83%	12.70%	9.80%	0.34%	32.9	S
28	Vanderburgh	2,263	10.91%	25.77%	1.27%	0.00%	24.4	S
31	Vanderburgh	2,746	10.96%	14.96%	0.25%	0.58%	27.9	S
33	Vanderburgh	3,888	17.75%	25.67%	4.19%	0.49%	29.6	S
37.02	Vanderburgh	4,604	21.18%	18.56%	17.52%	0.33%	24.00%	P
38.04	Vanderburgh	5,910	14.42%	13.22%	9.94%	0.73%	15.0	S
201	Henderson	1,647	21.51%	20.87%	18.75%	0.00%	34.60%	P
202	Henderson	1,638	25.37%	13.72%	13.29%	0.00%	29.00%	P
203	Henderson	1,834	21.97%	12.71%	23.18%	0.00%	35.30%	P
204	Henderson	2,417	29.72%	14.84%	22.80%	0.46%	37.90%	P
205	Henderson	2,346	18.45	19.37	14.65	0.00	28.30	S
206.02	Henderson	3,809	20.61%	11.97%	14.45%	0.61%	24.40%	S
304	Warrick	3,190	13.95%	11.13%	1.60%	0.58%	26.60%	S

Maps on the following pages show the location of the various census tracts by county.



Henderson County Census Tracts





Through the public participation activities outlined in the Title VI Plan and more specifically detailed in the Evansville MPO Public Participation Plan, the MPO works to proactively identify the needs and concerns of low income, disabled and minority populations during the planning process by giving those groups the opportunity to comment in a variety of ways.

With the maps and the data above, the MPO can identify and analyze geographic areas of low income, disabled and minority populations. Using these tools along with the Transportation Improvement Program, Transportation Plan, Public Participation Plan, and the Language Assistance Plan, the MPO can identify the potential benefits, burdens and imbalances of metropolitan transportation system investments for different socioeconomic groups.

Title VI of the 1964 Civil Rights Act requires that no person, because of race, color, religion, national origin, sex, age, or disability, be excluded from participation in, denied benefits of, or be subjected to discrimination by and federal aid activity. Executive Order 12898 Federal Actions to Address Environmental Justice in Minority and Low income Populations, issued on February 11, 1994, broadens this requirement to require that disproportionately high and adverse health or environmental impacts to minority and low income populations be avoided or minimized to the extent feasible. Projects that include actions that are proposed, funded, authorized or permitted by federal agencies are subject to this Executive Order.

Fundamental Environmental Justice Principles

There are three fundamental Environmental Justice Principles:

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

The intent of the Executive Order and of U.S. DOT's Environmental Justice guidance is to ensure that communities of concern, defined as minority population and low income populations, are included in the transportation planning process, and to ensure that they may benefit equally from the transportation system without experiencing a disproportionate share of its burdens.

Overlay Projects Map

The following map illustrates the areas of potential impacts and potential benefits to the minority populations, disabled and low income populations within the Evansville region based on the location of transportation projects.

The base map was created to identify areas where the principles of Environmental Justice should be considered; minority populations, disabled and/or low income populations. 2010 decennial data and 2005-2010 American Community Survey estimates from the U.S. Census Bureau were used.

Laid over the base map are the transportation projects developed and recommended through the MPO planning process for the 2040 Metropolitan Plan. These recommendations include 46 projects that should be implemented during the next twenty-eight years. The total construction cost of these projects is estimated to be \$518 - \$544M.

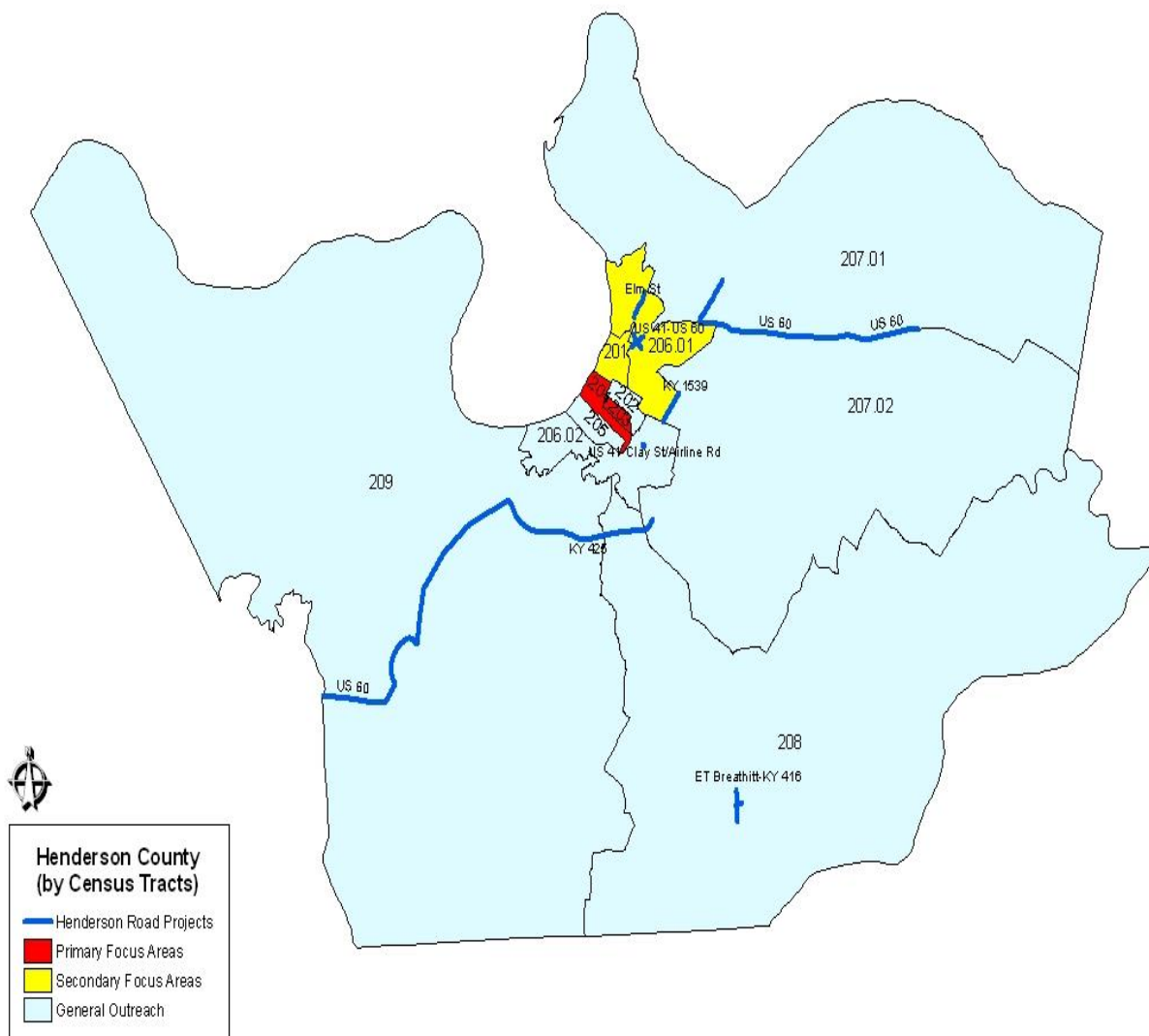
Project Impact

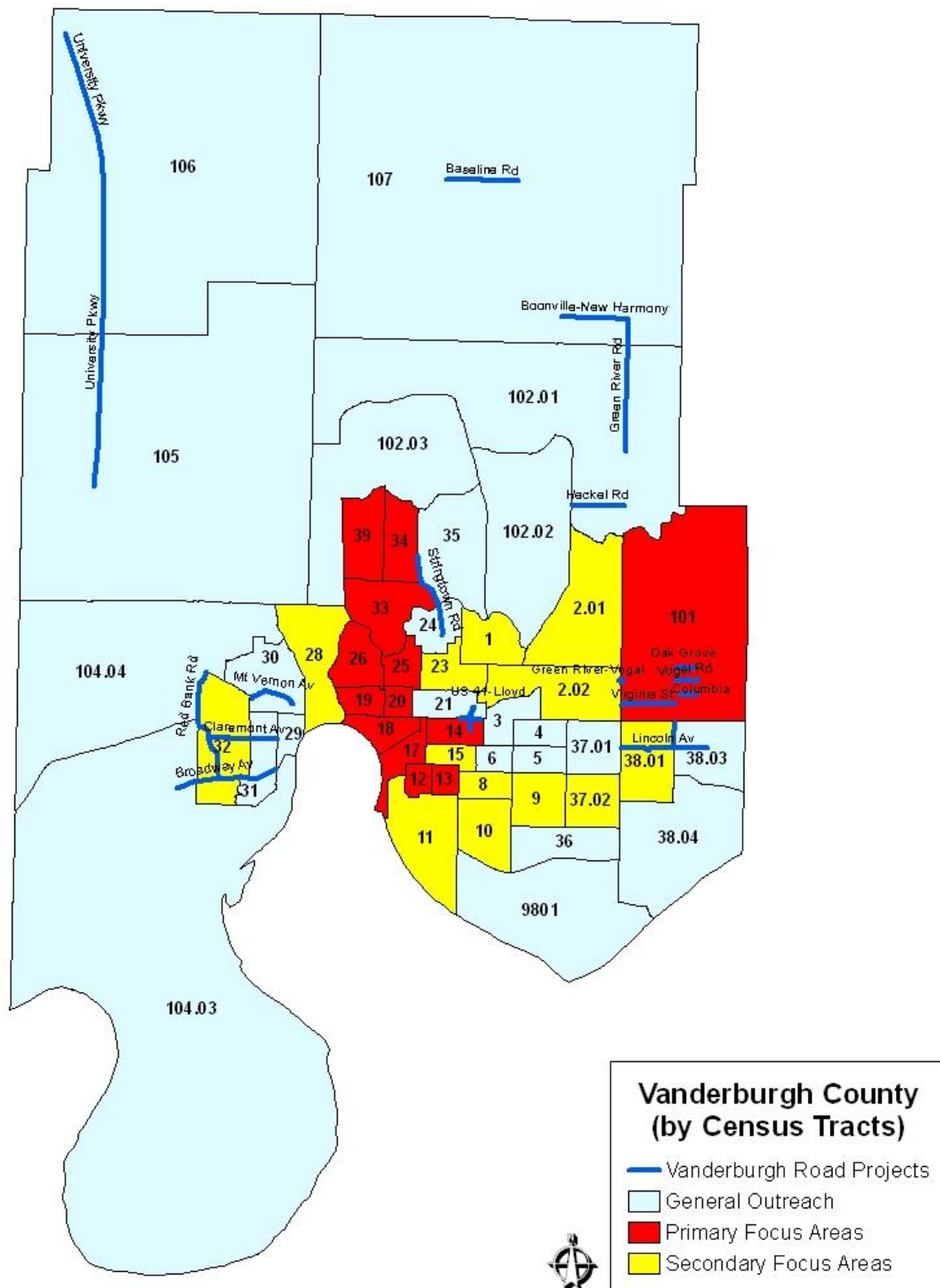
All groups, including minority, disabled and low income populations will benefit from the planned transportation improvements in the area. Many of the improvements will have positive impacts to these populations in terms of increased access to the community and additional transportation options. Continued transit service will be provided and roadways will include design improvements to make the roads safer and less congested.

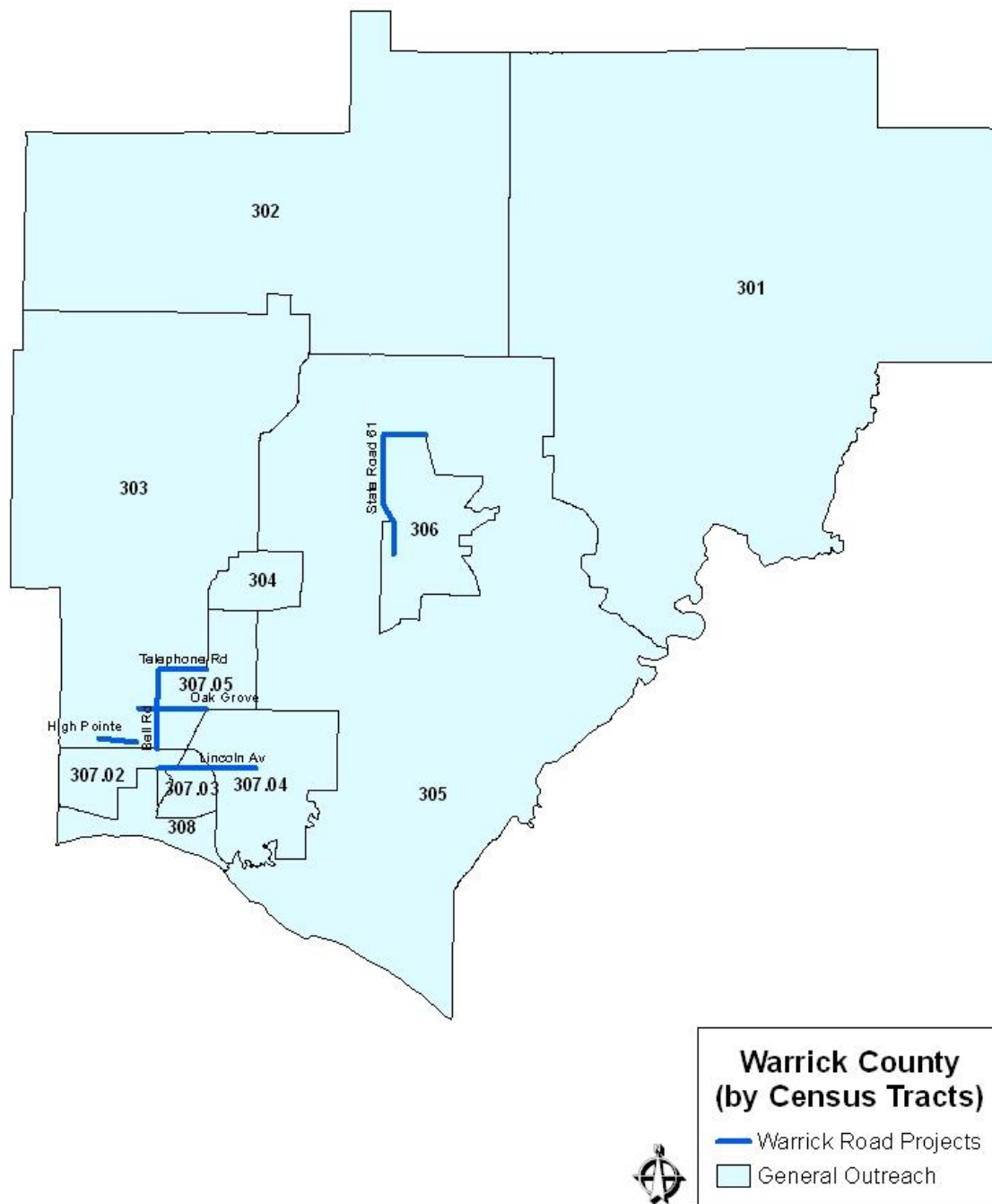
All segments of the population who live near roadway construction projects may experience short-term impacts, however, neither low income, disabled nor minority populations in the region will experience high and disproportionate impacts.

The project selection process was developed from the public participation process. Project identification and selection was the focus of several meetings with citizens, elected officials, stakeholder groups, engineers, and Department of Transportation representatives. In addition, efforts were made to ensure meaningful opportunities for public participation in order to increase outreach for low income, disabled and minority population participation during the planning process. Low income, disabled and minority participation is important to the decision-making process and helped to ensure that the transportation needs of the target populations are met to the extent possible. It is the goal of the MPO to ensure inclusion of all persons in the transportation planning process.

The following maps illustrates that there is a fair distribution of transportation projects within the Evansville region and that no group, specifically minorities, disabled and low income, will experience disproportionately high and adverse human health and environmental effects.







Disparate Impact

During the recent adoption of the Evansville Metropolitan Planning Organization's 2016-2019 Transportation Improvement Program (TIP), the MPO assessed the benefits and disparate impacts of potential TIP projects on the citizens and communities within the Evansville Planning Area. The MPO examined the location of projects contained within the Transportation Plan and the Transportation Improvement Program and over-layed and compared these projects in relation to the geographic locations of underserved areas.

The review and examination of projects used to identify disparate impacts include:

1. Mapping and examining U.S. Census data using GIS in order to locate low income and minority boundaries;
2. Accounting for current income information from the U.S. Census into the MPO travel-demand forecasting model in order to assess the benefits and burdens on targeted populations of existing and planned transportation projects;
3. Utilizing the maps and data to strengthen outreach efforts in the areas impacted by transportation projects.

The Evansville MPO's role regarding transit is planning while METS and HART as City Departments are responsible for initiating and funding transit projects and services. However, if the MPO found that a project may potentially create a disparate impact on the area, the project would be put on hold and further analysis of the project would occur.

Limited English Proficiency Language Assistance Plan

Providing Meaningful Access to Limited English Proficiency Individuals

Introduction

The Evansville Metropolitan Planning Organization (MPO) is the designated MPO for the Evansville-Henderson Area. The MPO provides transportation planning for Vanderburgh County and Warrick County in Indiana and Henderson County in Kentucky.

The MPO is committed to making all reasonable efforts to provide Limited English Proficiency (LEP) individuals meaningful access to all of the MPO's services. This document contains a LEP Four Factor Analysis and a Language Assistance Plan.

The MPO will comply with the policies of Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency," 42 U.S.C. 2000d-1 note, and follow applicable provisions of U.S. DOT Notice, "DOT Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficiency (LEP) Persons," 70 Fed. Reg. 74087, December 14, 2005 and FTA Circular 4702.1B dated October 1, 2012 except to the extent that FTA determines otherwise in writing.

Limited English Proficiency Defined

FTA Circular 4702.1B, dated October 1, 2012, defines LEP as, "Persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. It includes people who reported to the U.S. Census that they speak English less than very well, not well, or not at all."

The Plan will provide basic demographic data concerning the limited English proficiency of persons within the MPO Study Area, analyses the extent to which, and the appropriateness of, language assistance measures that may be offered based on the Four Factors Analysis, and describe the language assistance measures the MPO will provide to the Limited English Proficient persons within the MPO Study Area.

Safe Harbor Provision

The Safe Harbor Provision applies to the translation of written materials for LEP populations. According to the Safe Harbor Provision, eligible LEP groups constituting 5% or 1,000 persons of the total population qualify. In the area served by the Evansville Metropolitan Planning Organization, the most common language spoken is Spanish. Approximately 1,837 persons or about 0.7% of the total area population speak Spanish. No other language spoken reaches the Safe Harbor Provision of 5% or 1,000 persons.

Four Factor Analysis

Factor 1:

The number or proportion of Limited English Proficient persons eligible to be served or likely to be encountered.

The percentage of people who speak the English language “less than very well”, for the three counties of the MPO Study Area is relatively small. The table below shows the number and percentage of people over 5 who speak English “less than very well”. The largest percentage is in Vanderburgh County with 1.7% and the least is .9% in Warrick County. Henderson has 1.6%. For the region as a whole it is 1.36%.

For all three counties, the most common language spoken besides English is Spanish. In fact, a majority, approximately 1,837 or 51%, of the LEP population speak Spanish. The remaining 49% are spread among several other language groups such as German Russian, Chinese and Japanese. The most likely language encountered would therefore, be Spanish.

	Population Over 5	Speaks English Less Than Very Well Percentage	Speaks English Less Than Very Well Number
United States	283,833,852	8.7%	2,4693,545
Henderson County	42,848	0.9%	386
Vanderburgh County	166,739	1.7%	2,835
Warrick County	54,592	0.7%	382
Region Total	264,179	1.36%	3,603

Factor 2:**The frequency with which LEP persons using a particular language come into contact with the MPO**

The MPO staff frequently attend meetings both in the MPO office and outside the office in various locations around the area. Additionally, the MPO has regularly has open houses, public meetings, and committee meetings regarding a range of transportation projects and transportation planning documents. While it is possible that person(s) with limited English proficiency attended a meeting that the MPO staff either hosted or was in attendance, no staff recalls such a contact. As illustrated in the previous Table, there are approximately 3,603 LEP individuals which is 1.36% of the total population of the three counties in the area. Compared to the national rate of 8.7%, the area's LEP population as a percentage of total population is relatively small. While small, it is not insignificant and more must be done to reach them. The major documents such as the Metropolitan Plan, the Transportation Improvement Plan, and the Unified Program and Work plan, and the processes involved in creating and adopting them, provides the MPO with challenges and opportunities to reach the LEP community. The MPO must seek to improve the participation of LEP Individuals by improving communication and continuing to reach out to community leaders in order to gain trust, familiarity and expand contacts.

Factor 3:**The nature and importance of the MPO's services**

Transportation is vital to everyone, whether it is for work, medical services, or shopping.

It's impossible to overstate the importance of transportation in modern society. As the area's Metropolitan Planning Organization, all modes of transportation including public transportation, bicycling, pedestrian, and surface transportation, funded through a variety of public sources, are included in an array of MPO documents and are discussed in public meetings.

Transportation planning and the funding decisions made by the MPO through its Policy Committee affects the mobility and access of all citizens, including LEP. Participation opportunities are provided by the MPO through public meetings and public comment periods whenever a major document is developed or updated. During this development and adoption phase, efforts are made to encourage understanding of the planning process. That understanding then leads to informed participation. The MPO understands the importance to LEP individuals and strives to meet their needs.

Factor 4:

The MPO's resources and the cost of providing meaningful access to LEP persons

The percentage of individuals classified as Limited English Proficient in this area is considerably less than the national average. The national percentage is 8.7% and the area percentage is 1.36%. DOT Guidance suggests that it is encouraging local agencies such to find a balance based on the four factor analysis that is in essence a cost benefit analysis. Clearly, there is a cost involved in conducting additional public outreach and in making supplemental arrangements to accommodate a particular segment of the population but the use of non-English languages in the community is expected to continue to increase and the MPO will continue to allocate resources to provide services. The MPO attempts to find a balance with this plan. Assessment of costs include the cost of an interpreter, translator, staff time, materials created and copies made.

Identifying LEP individuals who need language assistance

The MPO's goal is to empower all citizens in our area the ability to participate in the planning process and in the development of our planning documents. LEP individuals are a segment of the population that we want to have participate. The first step in doing this is to identify them.

- There are no records of any instances when language assistance was needed for LEP individuals; however that does not mean there will be no instances in the future. MPO staff are aware that there is a segment of the public that are Limited English Proficient and staff have been trained how to conduct themselves if such encounters occur.
- It will be documented any instance an LEP individual inquires about the planning process. A file with pertinent information such as name, address, questions etc. will be kept in the MPO office of any LEP inquiry.
- MPO staff greets as many participants as possible at MPO hosted public meetings or hearings in order to gauge the individual's English proficiency. This may lead to further contact with these individuals.
- Follow up with any person who may be LEP or has any connection or is an advocate for Limited English Proficient individuals.
- Meet people where they are such as community centers.
- Reach out to organizations, such as HOLA, the Juan Diego Latino Center, Nativity Catholic Church all in Evansville, and Holy Name Catholic Church in Henderson, that have contact with LEP individuals and meet with these organizations.

Language Assistance Measures

The MPO has identified eleven ways that services are or can be provided to LEP individuals in the Evansville Urbanized Area.

- The MPO's website has a "Spanish" translation button
- The MPO Title VI Policy, including an Language Assistance Plan will be posted at the MPO office and the MPO website
- Translate major documents such as Title VI into Spanish
- Upon request, any material the MPO produces will be translated into Spanish
- Upon request, any public meeting held by the MPO will employ a Spanish translator
- Evaluate the process annually to assess its effectiveness
- Use materials in a format better understandable such as graphics and charts
- Meetings conducted spoken in Spanish
- Use a variety of options to communicate with the public
- Continue to have an open door policy to all citizens
- Seek a contract with an interpreter and translator on an as needed basis
- Use a telephone service line interpreter

Staff Training

Training will be provided to the MPO staff at least annually. Training will include:

- A summary of staff responsibilities regarding the LEP Plan and LEP individuals
- How to handle a language assistance request and document the request
- Description of language assistance services offered
- How to handle a complaint and document the complaint

Outreach and Providing Notice to LEP Persons

The MPO will attempt to reach, educate and provide notice to LEP persons regarding transportation planning. There is one “other than English language” publication, El Informador Latino, in the Evansville Urbanized Area. The lack of a community wide, alternative media makes wide spread, extensive outreach and public notice geared to a diverse LEP group difficult but not impossible. Techniques to provide outreach and notice include:

- Notice of public meetings will be posted on the MPO website which will allow it to be translated to Spanish. An interpreter will be provided if an advanced notice request is given to the MPO
- The MPO will reach out to organizations, such as HOLA, the Juan Diego Latino Center, Nativity Catholic Church all in Evansville, and Holy Name Catholic Church in Henderson, that have contact with LEP individuals and meet with these organizations
- Identify what the MPO is doing well and what it is not by conducting a survey with the help of community organizations
- An existing Evansville area monthly publication, “El Informador Latino” can assist with outreach and meeting notification

Monitoring and Updating the Language Assistance Plan

The Plan will be reviewed and if needed, updated annually. However, at a minimum it will be updated every three years. The review and update will include analyzing the following:

- The number of LEP person contacts at meetings or walk ins, occurring annually
- How LEP needs have been addressed and identify what works and what doesn't
- The overall effectiveness of the Plan and modifications needed to improve it based on measurables
- Determine if there are significant changes to the LEP population

Submission of Questions, Comments, or Requests

The MPO will make every effort to assist individuals with Limited English Proficiency. If you have any questions, comments, or requests, you may contact the MPO by mail (English or Spanish), email (English or Spanish), or phone (English only). The MPO will either provide answers directly by mail or email if possible or request assistance from a Spanish-English translator to respond to and/or assist each individual.

Questions, Comments, or Requests can be sent to the MPO by:

- Hand delivery:

The Evansville MPO office, located in the Civic Center Complex at
1 NW Martin Luther King, Jr. Blvd, Room 316, Evansville, Indiana 47708

- Mail:

Evansville Metropolitan Planning Organization
Attn: Matt Schriefer, LEP Coordinator
1 NW Martin Luther King, Jr. Blvd
Civic Center Complex, Room 316
Evansville, Indiana 47708

- E-mail:

mschriefer@evansvillempo.com

- Phone (English only):

(812) 436-7833

Conclusion

The MPO has implemented a Limited English Proficiency Language Assistance Plan to address the identified needs of the LEP population. Despite the relatively small population of LEP individuals in the Evansville Urbanized Area, the MPO has taken responsible steps to provide meaningful access to its services.

This Title Program and LEP Plan is available for viewing in the following locations.

Boonville-Warrick County Public Library

611 W. Main Street

Boonville, Indiana

Henderson County Public Library

101 S. Main Street

Henderson, Kentucky

Evansville Central Library

200 Southeast Martin Luther King, Jr. Blvd.

Evansville, Indiana

Newburgh Library

30 W. Water Street

Newburgh, Indiana

In addition to the above locations, the Title VI and LEP Plan can be viewed at the Evansville MPO office and on the MPO website at www.evansvillempo.com

Appendix A:
Title VI Public Notice,
Complaint Procedures and
Complaint Form

**Notification to the Public of Rights under Title VI
The Evansville Metropolitan Planning Organization**

The Evansville Metropolitan Planning Organization declares that it conducts its programs, services and activities without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes he or she has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Evansville Metropolitan Planning Organization.

For more information on the EMPO's Civil Rights Program, and the procedures to file a complaint, call (812) 436-7833, email at mschriefer@evansvillempo.com, or visit our office at 1 NW MLK Jr. Blvd., Room 316, Evansville, Indiana 47708.

A complainant may file a complaint directly with the Federal Highway Administration or the Federal Transit Administration by mailing complaints to:

Federal Highway Administration

Office of Civil Rights
Attn: Title VI Program Coordinator
8th Floor E81-105
1200 New Jersey Ave., SE
Washington, DC 20590

Federal Transit Administration

Office of Civil Rights
Attn: Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Ave., SE
Washington, DC 20590

This notification is posted at a variety of locations.

**La notificación al público de derechos en virtud del Título VI
La Organización de Planificación Metropolitana Evansville**

La Organización de Planificación Metropolitana Evansville declara que lleva a cabo sus programas, servicios y actividades sin distinción de raza, color y origen nacional, de conformidad con el Título VI de la Ley de Derechos Civiles. Cualquier persona que cree que él o ella ha sido agraviada por cualquier práctica discriminatoria ilegal bajo el Título VI, puede presentar una queja ante la Organización de Planificación Metropolitana Evansville.

Para obtener más información sobre el Programa de Derechos Civiles del EMPO, y los procedimientos para presentar una queja, llame al (812) 436-7833, correo electrónico a mschriefer@evansvillempo.com, o visite nuestra oficina al 1 NW MLK Jr. Blvd., Room 316, Evansville, Indiana 47708.

Un demandante puede presentar una queja directamente con la Federal Highway Administration o la Federal Transit Administration por correo quejas a:

Federal Highway Administration

Office of Civil Rights
Attn: Title VI Program Coordinator
8th Floor E81-105
1200 New Jersey Ave., SE
Washington, DC 20590

Federal Transit Administration

Office of Civil Rights
Attn: Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Ave., SE
Washington, DC 20590

Esta notificación se publicará en una variedad de lugares.

Evansville MPO Title VI Complaint Procedures

Any person or persons who believe, either individually or as a member of any specific class of persons, they have been subjected to discrimination on the basis of race, color, or national origin may file a written complaint with the Evansville MPO. A Title VI Complaint Form is available on the MPO website at: <http://www.evansvillempo.com/TitleVI.html>.

A complaint may be filed without the Complaint Form if the complainant's name, mailing address, and details regarding the alleged discrimination are included in writing. The Complaint Form or written complaint may be:

- Hand delivered:
The Evansville MPO office, located in the Civic Center Complex at
1 NW Martin Luther King, Jr. Blvd, Room 316, Evansville, Indiana 47708
- Mailed:
Evansville Metropolitan Planning Organization
Attn: Matt Schriefer, Title VI Coordinator
1 NW Martin Luther King, Jr. Blvd
Civic Center Complex, Room 316
Evansville, Indiana 47708
- E-mailed:
mschriefer@evansvillempo.com

The Evansville MPO Title VI Coordinator will provide the complainant or their representative with a written acknowledgement by mail within 10 working days that the MPO has received the complaint.

The complaint will be reviewed by the Title VI Coordinator and Legal Counsel. It will then be forwarded to the MPO Executive Director and MPO Policy Committee. The MPO will then notify the Federal Highway Administration (FHWA) and/or Federal Transit Administration (FTA) that a complaint has been received.

Corrective measures would then be initiated by the Evansville MPO to alleviate the discrimination and prevent future discrimination from occurring in the transportation planning process. The MPO will notify the complainant by mail the steps the MPO has taken to mitigate and prevent such discrimination.

The public may also submit discrimination complaints directly to the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA). The complaint should be mailed to the Office of Civil Rights at either the FHWA or FTA. Mailing addresses for each are listed below.

Federal Highway Administration

Office of Civil Rights
Attn: Title VI Program Coordinator
8th Floor E81-105
1200 New Jersey Ave., SE
Washington, DC 20590

Federal Transit Administration

Office of Civil Rights
Attn: Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Ave., SE
Washington, DC 20590

**Evansville Metropolitan Planning Organization
Title VI Complaint Form**

Title VI of the 1964 Civil Rights Act requires that "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Note: The following information is necessary to assist us in processing your complaint. Should you require any assistance in completing this form, please let us know.

1. Complainants' Name _____
Street Address _____
City, State and Zip Code _____
Telephone Number _____
2. Person discriminated against (if someone other than the complainant)
Name _____
Address _____
City, State and Zip Code _____
3. Which of the following best describes the reason you believe the discrimination took place?
Was it because of your: (check reason)
Race/Color _____ Age _____
National Origin _____ Other _____
4. When and where did the alleged discrimination take place? Include name of agency, department or program you believe discriminated against you. Explain what happened and whom you believe was responsible. Use the back of this form if additional space is required.

5. List the names and contact information of persons who may have knowledge of the alleged discrimination.

Name and Contact Information: _____

Name and Contact Information: _____

6. Have you filed this complaint with any other federal, state, or local agency; or With any federal, state or local court?

_____ Yes _____ No

If yes, check all that apply:

_____ Federal Agency _____ Federal Court _____ State Agency

_____ State Court _____ Local Agency _____ Local Court

7. Please provide information of a contact person at the agency/court where the complaint was filed.

Name _____

Address _____

City, State and Zip Code _____

Telephone Number _____

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

Complainant's Signature

Date

Hand Deliver or Mail this Title VI Complaint Form to:

Matt Schriefer, Title VI Coordinator
Evansville Metropolitan Planning Organization
1 NW MLK, Jr. Blvd., Room 316
Evansville, IN 47708

Or e-mail to:

mschriefer@evansvillempo.com or comments@evansvillempo.com

Appendix B:
MPO
Policy and Technical
Committee Members

Evansville MPO Policy Committee Members

		Gender	Race
Mr. Jack Corn, Jr.	Chairperson, Evansville City Council Appointment	M	W
Mr. Russell Sights	Vice Chairperson, City Manager, City of Henderson Appointment	M	W
Dr. H. Dan Adams	Councilman, Evansville City Council	M	W
Mr. William Hubiak	County Engineer, Henderson County Appointment	M	W
Ms. Angela Koehler Lindsey	Councilwoman, Vanderburgh County Council	F	W
Mr. Joe Kiefer II	Vanderburgh County Commission Appointment	M	W
Ms. Christy Powell	Town Manager, Town of Newburgh Appointment	F	W
Mr. Todd M. Robertson	Transportation and Services Director, City of Evansville Mayoral Appointment	M	AA
Mr. Dan Saylor	Commissioner, Warrick County Commission	M	W
Mr. Bruce Ungethiem	Commissioner, Vanderburgh County Commission	M	W
Mr. Lloyd Winnecke	Mayor, City of Evansville	M	W
Mr. Rusty Fowler	Indiana Department of Transportation	M	W
Mr. Wade Clements	Kentucky Transportation Cabinet	M	W

Non-Voting Members

Mr. Joe McGuinness	Indiana Department of Transportation (NV)
Ms. Mayela Sosa	Indiana Federal Highway Administration (NV)
Mr. Antonio Johnson	Indiana Federal Highway Administration (NV)
Mr. Shawn Seals	Indiana Department of Environmental Management (NV)
Ms. Marisol Simon	Federal Transit Administration Region V (NV)
Ms. Susan Weber	Federal Transit Administration Region V (NV)
Mr. Thomas Nelson, Jr.	Kentucky Federal Highway Administration (NV)
Ms. Bernadette Dupont	Kentucky Federal Highway Administration (NV)
Mr. Greg Thomas	Kentucky Transportation Cabinet (NV)
Mr. John Moore	Kentucky Transportation Cabinet (NV)
Ms. Leslie Poff	Kentucky Division of Air Quality (NV)

Evansville MPO Technical Committee Members

The following organizations are represented on the Technical Committee:

Chair/Vice Chair

Mr. John Stoll , Chairperson, Vanderburgh County Engineer
Mr. Ron London , Vice-Chairperson, Evansville-Vanderburgh Area Plan Commission Executive Director

City/County/State Government

Evansville Board of Public Safety
Evansville City Engineer
Evansville Department of Metropolitan Development
Evansville Department of Transportation and Services
Evansville Department of Urban Forestry
Evansville Environmental Protection Agency
Evansville Parks and Recreation Department
Evansville Police Department
Evansville Water and Sewer Department
Evansville-Vanderburgh Area Plan Commission
Federal Highway Administration (Indiana)
Federal Highway Administration (Kentucky)
Federal Transit Administration (Region V)
Henderson City Engineer
Assistant Henderson City Manager
Henderson County Engineer
Henderson-Henderson County Chamber of Commerce
Henderson-Henderson County Plan Commission
Henderson Judge Executive
Indiana Department of Environmental Management (Indianapolis)
Indiana Department of Transportation (Indianapolis)
Indiana Department of Transportation (Vincennes)
Kentucky Transportation Cabinet (Frankfort)
Kentucky Transportation Cabinet (Madisonville)
Vanderburgh County Emergency Management Agency
Vanderburgh County Engineer
Warrick County Plan Commission

Regional Government/Organizations

Economic Development Coalition of Southwest Indiana
Evansville Chamber of Commerce
Green River Area Development District
Posey County Chamber
Warrick County Economic Development

Public/Private Transportation

CSX Transportation
Evansville Regional Airport
Henderson Area Rapid Transit
Henderson County Riverport
Indiana Southern Railroad
Metropolitan Evansville Transit System
Port of Indiana-Mount Vernon
River City Taxi

Non-Profits/Social Services

Arc of Evansville
Carver Community Organization
Easter Seals Rehabilitation Center
Evansville Bicycle Club
Southern Indiana Resource Solutions, Inc. (SIRS)
Westside Improvement Association

Medical/Education

American Medical Response
St. Mary's Trauma Hospital
University of Evansville
Warrick County School Corporation

Private Business

EnviroKinetics, Inc.
Lochmueller Group
Qk4 Inc.

* The MPO regularly attends the City of Evansville's monthly Disabilities Advisory Board Meetings to share information regarding the Section 5310 Program (Enhanced Mobility of Seniors & Individuals with Disabilities).