

## Memorandum

**To:** MPO Policy Board  
**From:** Lucinda Shannon, Senior Regional Planner  
**Date:** November 30, 2022  
**Reference:** Title VI Plan

### Purpose:

The Civil Rights Division of the Virginia Department of Transportation requires all federally funded programs and projects to have a Title VI Implementation Plan. The Civil Rights Division required the CA-MPO to update their Title VI Implementation Plan. TJPDC staff decided to write a TJPDC Title VI Implementation Plan that would include the CA-MPO. See the Attached Draft Title VI Implementation Plan.

### Background:

The TJPDC's Title VI Plan describes the measures that the TJPDC adopts to ensure compliance with Title VI of the 1964 Civil Rights Act, which prohibits discrimination on the basis of race, color, or national origin. This plan applies to the CA-MPO and several other TJPDC programs.

The updates to the TJPDC implementation plan include:

- Posting the Title VI Implementation Plan on the TJPDC and MPO website
- Including non-discrimination notices with contracting materials
- Including offers for interpretation/translation services with public notices for meetings
- Developing an updated complaint form and procedures posted it in the office and on the TJPDC and MPO websites
- Hiring an interpreter service

Per the CA-MPO's Public Engagement Plan, the TJPDC had a public comment period of 15 days, from October 24<sup>th</sup> to November 15<sup>th</sup>. The draft Title VI Implementation Plan and public comment announcement was shared with TJPDC staff, CTAC, emailed to community stakeholders, posted on social media, posted at the TJPDC office and Water Street Center, and made available on the TJPDC and MPO websites as public announcements. The public announcements were translated into Spanish and Farsi. There were no public comments received on the draft Title VI Implementation Plan.

### Attachments:

Draft Title VI Implementation Plan  
Announcement soliciting public comments

**Recommendation:**

The Title VI Plan has been reviewed by VDOT's Civil Rights Division and has been determined to be compliant with Title VI requirements. Staff is requesting that the Policy Board approve the draft Title VI Plan as presented.

If there are any questions or comments, please contact Lucinda Shannon at [lshannon@tjpd.org](mailto:lshannon@tjpd.org).