



Title VI Program and Implementation Plan

Waco Urbanized Area

Adopted by the Waco MPO Policy Board–October 26, 2017

Prepared by the Waco Metropolitan Planning Organization

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Waco Metropolitan Planning Organization

This document was prepared and published by the Waco Metropolitan Planning Organization (MPO) and is prepared in cooperation with financial assistance from all or several of the following public entities: the Federal Transit Administration (FTA), the Federal Highway Administration (FHWA), the Texas Department of Transportation (TxDOT), the Waco Transit System, and local governments in the Metropolitan Planning Area. This financial assistance notwithstanding, the contents of this document do not necessarily reflect the official view or policies of the funding agencies.

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Waco Metropolitan Planning Organization

RESOLUTION 2017-2

WHEREAS, the Waco Metropolitan Planning Organization was established to identify and support the implementation of regionally significant transportation projects to address future mobility needs of the Waco Region; and,

WHEREAS, the Waco Metropolitan Planning Organization Policy Board is composed of representatives appointed by the elected City Councils and Counties located within the jurisdiction of the MPO; and,

WHEREAS, the operations of the Waco MPO are funded through an annual allocation of planning funds provided by the US Department of Transportation and passed through the Texas Department of Transportation; and,

WHEREAS, the federal government enacted Title VI of the Civil Rights Act of 1964, as amended, to prevent discrimination on the grounds of race, color, sex, age, disability or national origin and to ensure individuals are not excluded from participation in, denied benefits of, or otherwise subjected to discrimination under any program or activity receiving federal financial assistance on the basis of race, color, sex, age, disability or national origin; and,

WHEREAS, a Title VI plan is intended as a guide for recipients of federal funds in their administration and management of Title VI related activities; and,

WHEREAS, it is a requirement of the Texas Department of Transportation and the US Department of Transportation that all entities receiving federal financial assistance adopt a Title VI Plan; and,

WHEREAS, the Waco MPO staff developed a draft Title VI Plan to identify processes used by the Waco MPO and the City of Waco as fiscal agent to comply with requirements identified within Title VI of the Civil Rights Act; and,


WHEREAS, the Waco MPO staff solicited public input into the draft plan consistent with the previously adopted process identified within the Waco MPO Public Participation Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE POLICY BOARD OF THE WACO METROPOLITAN PLANNING ORGANIZATION:

That the Waco MPO Policy Board hereby adopts the Title VI Program and Implementation Plan for the Waco Urbanized Area.


That the Waco MPO Policy Board additionally certifies compliance with all policies, procedures, and plans with regard to Title VI of the Civil Rights Act of 1964, as amended, FTA Circular 4702.1B, and additional assurances as required.

PASSED AND APPROVED this the 26th day of October, 2017.



Kyle Deaver
Mayor - City of Waco
Chair - Waco MPO Policy Board

ATTEST:



Christopher Evilia, AICP
Director

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Section 1: Introduction

1.1 What is Title VI?

The landmark Civil Rights Act of 1964 was a product of the growing demand during the early 1960s for the Federal Government to ensure uniformity and permanence of nondiscrimination policy against racial discrimination. Prior to its passage, significant segments of the U.S. population were subjected to discrimination in many aspects of their lives, including employment, wages, housing, education, and access to credit. Minorities in many urban areas were limited in where they could rent or buy a home. Neighborhoods in which they could live were underinvested by municipalities and public and private lenders because they were seen as financial risks. Vulnerable neighborhoods often received more than their fair share of negative impacts from public infrastructure improvement efforts such as highways, public transportation, landfills, warehousing and polluting industries.

President John F. Kennedy identified "simple justice" as justification for enactment of the Civil Rights Act. "Simple justice requires that public funds, to which all taxpayers of all races contribute, not be spent in any fashion which encourages, entrenches, subsidizes, or results in racial discrimination. Direct discrimination by Federal, State, or local governments is prohibited by the Constitution. But indirect discrimination, through the use of Federal funds, is just as invidious; and it should not be necessary to resort to the courts to prevent each individual violation."

President Lyndon Johnson signed the Civil Rights Act of 1964 into law on July 2, 1964 (pictured below).



Terms of use:https://en.wikipedia.org/wiki/File:Lyndon_Johnson_signing_Civil_Rights_Act_July_2,_1964.jpg

Figure 1

Title VI of the 1964 Civil Rights Act states that “no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity that is a recipient of federal financial assistance.” Simply stated, if an organization receives federal funds, it cannot use those funds in any way that would unfairly treat a person differently from other people (<https://www.justice.gov/crt/fcs/TitleVI-Overview>).

In addition to Title VI, there are other nondiscrimination statutes that afford legal protection from discrimination under federally funded activities based on sex, age, or disability. A familiar example of a nondiscrimination statute is the Americans with Disabilities Act (<http://www.ada.gov/pubs/adastatute08.htm>), which guarantees equal access for individuals with disabilities in public accommodations, employment, transportation, government services and telecommunications. Taken together, these regulations define an over-arching Title VI/Nondiscrimination Program.

The Federal Title VI/Nondiscrimination Program developed over time as a response to evolving public concern over disproportionate negative impacts of public infrastructure in the United States. Early attention focused on unequal impacts of environmental pollution on poor and working-class communities, communities of color, and rural communities with high percentages of elderly or less educated residents, and on non-English speakers and children. More recently, emphasis has been on systematic exclusion of people from decisions regarding planning, land use, or infrastructure investment affecting their communities.

Today the Title VI/Nondiscrimination Program acts as an accountability system, ensuring that adequate attention is given to the needs and priorities of marginalized groups, and to address unfair burdens through public policy. It serves as a powerful legal tool to hold local and national agencies accountable for the downstream impacts of the decisions on disadvantaged communities. The range of federal laws, regulations, and executive orders that govern the Waco MPO’s Title VI transportation planning practices are listed in Appendix A.



Section 2: Knowing the Waco MPO

Transportation planning plays a fundamental role in the state, region or community's vision for its future. It includes a comprehensive consideration of possible strategies; an evaluation process that encompasses diverse viewpoints; the collaborative participation of relevant transportation-related agencies and organizations; and open, timely, and meaningful public involvement.

2.1 About Transportation Planning

Transportation at its core is about *mobility and access*. Patterns of growth and economic activity for people and goods across the United States (U.S.) are fundamentally driven by how well the transportation system delivers mobility and access. The performance of the system affects public policy concerns like air quality, environmental resource consumption, social equity, land use, urban growth, economic development, safety, and security. Transportation planning is the process of defining future policies, goals, investments, and designs to prepare for future needs to move people and goods to destinations. It recognizes the critical links between transportation and other societal goals. An effectively planned transportation system efficiently moves people and goods, encourages economic vitality, positively shapes urban form, and improves quality of life ([Transportation Planning Process Briefing, U.S. Department of Transportation, August 2015](#)).

In the U.S., transportation planning is a cooperative process designed to foster involvement by all users of the system, such as the business community, community groups, environmental organizations, the traveling public, freight operators, and the general public, through a proactive public participation process. In urbanized areas of each state, this process is conducted by local governments, local transportation service providers, and the state Department of Transportation.

The U.S. Census Bureau has identified over 400 regions throughout the United States that the agency considers to be urbanized. By definition, Urban Areas contain a population greater than 50,000. Federal law mandates the creation of a Metropolitan Planning Organization (MPO) for each census defined urbanized area, with the purpose of providing local government input into transportation decisions involving federal highway or transit funds ([23 CFR 450.300](#)).

Each MPO coordinates and manages local transportation planning efforts in its respective urban area. These efforts result in plans and programs that consider all transportation modes and support community development and social goals. Collectively, these plans and programs guide the use of federal and state dollars spent on transportation and lead to the development and operation of an integrated, intermodal national transportation system that facilitates the efficient, economic movement of people and goods.

2.2 About the Waco MPO

Transportation planning within the Waco Metropolitan Area is performed by the City of Waco, which in 1974 was designated as the Metropolitan Planning Organization by the Governor of Texas. This designation was in response to the Federal Highway Act of 1962, which requires that all federal transportation programs are

cultivated using a continuing and comprehensive planning process to be carried on cooperatively by states and local communities ([23 CFR 450.306](#)).

The Federal Highway Act became the catalyst for later federal actions which together ensure that no transportation decision involving federal highway or transit funds in any urban area may be rendered unless public officials and citizens of local governments in that urban area have been consulted and their views considered. The Waco MPO was created to facilitate this planning process and to meet these federal requirements for the Waco Urbanized Area.

Most recent federal measures require a streamlined, performance-driven, and multimodal (highway, transit, bicycle, and pedestrian) planning process to address national transportation priorities identified by Congress. These priorities include improving safety, maintaining infrastructure condition, reducing traffic congestion, improving efficiency of the system, improving freight movement, protecting the environment, improving air quality, improving access to essential services, reducing delay, promoting innovation in project delivery, and encouraging greater public involvement in all mobility decisions. Congressional intent is to provide a means to more efficient investment of Federal transportation funds, to increase program accountability and transparency, and to improve transportation investment decision-making.

As Congress further emphasizes the importance of planning in the development of access and mobility projects and strengthens core requirements within the transportation planning process, the organization and function of the Waco MPO changes in response. However, its commitment to provide local government input into federal transportation decisions remains unchanged.

2.3 Waco Metropolitan Planning Area

Positioned midway between Dallas and Austin on IH-35, Waco is centrally located in the region known as the “Heart of Texas” in McLennan County (Figure 1.1). The Waco Urbanized Area, as identified by the US Census



Figure 2 – McLennan County, Texas

Bureau encompasses approximately 91 square miles and an estimated population of 172,378 as of the year 2010. Figure 1.1 depicts the location of McLennan County in Texas.

In order to account for future growth and activities that impact mobility within the urbanized area, the MPO studies a much larger area when developing regional transportation policy (23 CFR 450.308). This area is referred to as the Waco Metropolitan Planning Area (MPA) and it is coextensive with McLennan County, Texas. The Waco Metropolitan Area encompasses 1,060 square miles and in 2010 had an estimated population of 234,906. Figure 1.2 shows both the Waco Urbanized Area and the Waco Metropolitan Area.



Figure 3 - Waco Urbanized Area and the Waco Metropolitan Area, 2017

2.4 Core Functions

An MPO has six core functions (https://www.fhwa.dot.gov/planning/publications/briefing_book/part01.cfm#Toc420927561):

- A. **establish a setting:** establish and manage a fair, impartial and inclusive setting for regional decision-making regarding transportation planning.

- B. evaluate alternatives:** evaluate transportation improvement strategies, scaled to the size and complexity of the Waco region, to the nature of its transportation issues and system performance targets, and to the realistically available options.
- C. maintain a metropolitan transportation plan (MTP):** develop and update a fiscally constrained (realistic in terms of available funding) long-range transportation plan every 5 years for the Waco Metropolitan Planning Area, covering a planning horizon of at least twenty years that fosters:
 - a. safe and secure mobility and access for all people and goods,
 - b. efficient transportation system performance and preservation,
 - c. environmental and energy conservation,
 - d. economic vitality, and
 - e. quality of life
- D. develop a transportation improvement program (TIP):** develop a four-year implementation program of priority transportation improvements drawn from the MTP that is designed to achieve the area's goals and associated system performance targets in a fiscally constrained manner.
- E. identify performance measure targets and monitor whether implemented projects are achieving targets:** prepare plans that include performance targets addressing federally required and locally significant performance indicators that support decision making related to surface transportation and public transportation; monitor progress in meeting performance targets.
- F. involve the public:** continually engage the general public and all the significantly affected sub-groups in the five essential functions listed above.

2.5 Key Products

The U.S. Congress requires each MPO to conduct four key mobility planning efforts as part of the transportation planning process. Congressional intent is to delineate comprehensive and multimodal transportation plans for each Metropolitan Planning Area (MPA) and to describe strategies of each MPA to ensure that decisions are made in consideration of and to benefit local public needs and preferences. The Waco MPO generates a regional [metropolitan transportation plan](#) (MTP), a [transportation improvement program](#) (TIP), a [unified planning work program](#) (UPWP), and a [public participation plan](#) (PPP). These documents may be found on the Waco MPO's website (<http://www.waco-texas.com/cms-mpo>).

Metropolitan Transportation Plan (MTP)

In metropolitan areas, the MTP, or long range plan, identifies how the region intends to invest in the transportation system. Each 5 year period, the Waco MPO produces an MTP identifying and analyzing existing and future multi-modal mobility needs for the Waco planning area for a 25-year period. It identifies needed transportation network improvements to meet mobility requirements over that time period. It also evaluates whether the condition and performance of the transportation system is meeting performance targets.

The Waco MPO's MTP is the final product of several years of research through the continuing, comprehensive, cooperative effort of the MPO staff, MPO Policy Board, MPO Technical Committee, TxDOT, Waco Transit, and the various municipal and county governments within the MPO planning area. It is prepared through active public engagement. The MTP reflects policies and priorities of the Waco MPO Policy Board and it serves as the blueprint from which future mobility projects are developed. Only those projects that can be realistically funded during the 25-year planning period may be included in the MTP, and they must be included to be eligible for federal funding ([23 CFR 450.322](#)).

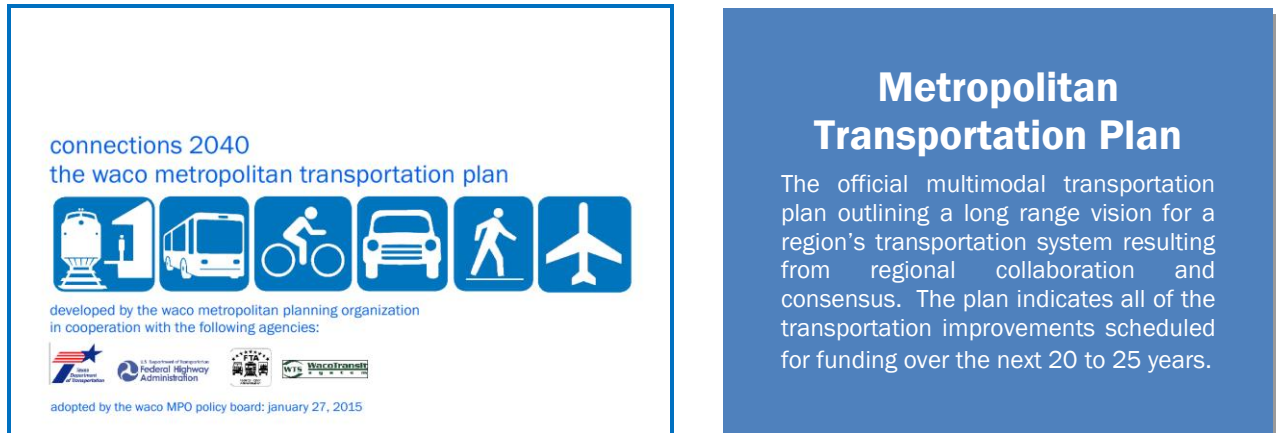


Figure 4 - Waco MPO 2040 Metropolitan Transportation Plan, adopted 2015

Transportation projects are proposed for inclusion in the MTP based on the completion of necessary mobility corridor and transit route studies and the availability of necessary funds. Projects are evaluated and selected based on existing and future congestion, traffic impacts of the proposed improvements, benefits to the metropolitan area, cost, and safety considerations. Capital purchases benefitting transit are also included, based on need and a commitment of necessary funds.

Projects are selected, and then prioritized. Highway and bike/pedestrian projects are prioritized based on study results, MPO Policy Board considerations, and the fiscal constraint identified within the plan. Transit projects are prioritized based on an estimation of need and future demand for each proposed service or project and projected operating funds.

Transportation Improvement Program (TIP)

MPOs use a TIP to identify transportation projects and strategies they will pursue during the next four years. The primary purpose of the Waco MPO's TIP is to serve as the financial programming document for the Waco MPO. Top priority projects from the MTP are proposed for inclusion within the TIP based on consensus of owners and operators of various portions of the regional transportation system and a formal commitment of necessary funds.

Once programmed into the TIP, projects are cleared for phased implementation. This means that necessary environmental and engineering studies and acquisition of any necessary right of way may commence, followed by project construction ([23 CFR 450.324](#)).

Unified Planning Work Program (UPWP)

The UPWP is a biennial budget report that identifies specific mobility planning studies that the Waco MPO and its partner agencies will undertake during the next 2 years. The studies identified in the UPWP assist in further defining the comprehensive and multimodal transportation plans for the Metropolitan Planning Area. The funding source, responsible agency, and schedule of activities are identified for each study. The UPWP covers a 2-year period and is updated annually ([23 CFR 450.314](#)).

Examples of UPWP elements:

- monitoring of demographic and environmental trends
- preparation of the MTP, TIP, and supporting studies
- public outreach conducted in study preparation

Public Participation Plan (PPP)

The Waco MPO recognizes that an effective public participation process is a vital element in the development and implementation of transportation plans and programs. Thus, the MPO continuously seeks to create opportunities for its citizens to participate in planning and reviewing its mobility projects and programs. The PPP outlines the MPO's plan of action to involve the public in the planning process and to ensure that decisions are made in consideration of and to benefit public needs and preferences. One of the primary purposes of this plan is to ensure that all policy actions of the MPO Policy Board are made only after the public and key transportation stakeholders have been informed about the issues and been given a reasonable opportunity to comment ([23 CFR 450.316](#)). This document is included as Appendix B.

2.6 Organizational Structure

The Waco MPO is administered by professional staff that performs necessary technical analysis and evaluations, produce federally required plans and programs, and provide project recommendations to address regional mobility needs. The MPO is administratively housed in the City of Waco's Planning Services department. The MPO Staff also organizes, researches, and coordinates the activities between the Texas Department of Transportation (TxDOT) and the [Waco MPO Policy Board](#).

The MPO Policy Board consists of 20 members who represent each government with populations greater than 5,000 or are home rule cities within the MPA, three small cities representatives, and the Waco District Engineer of TxDOT. The Policy Board is the decision making component of the MPO and functions as the governing body for the MPO. Their duties include establishing regional transportation policy, identifying regional transportation project priorities, and adopting plans and programs produced by the MPO.

The Policy Board receives advice and recommendations regarding project-level considerations from the [Waco MPO Technical Committee](#) (MPO Tech Committee) comprised of engineering, planning, and other technical professionals from local governments, transit agencies, TxDOT, MPO staff, and other transportation interests. This committee advises the Policy Board regarding investment priorities following review of analysis performed by MPO staff and private sector consultants working for the MPO.

Section 3: How the Waco MPO Facilitates Nondiscrimination

The Title VI Compliance Program of the Waco Metropolitan Planning Organization (Waco MPO) guides the Waco MPO in its administration and management of Title VI related activities. This program was prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 United States Code (U.S.C.) 2000d, et seq., and its implementing regulations. The goal of the Waco MPO is to comply with federal, state, and local nondiscrimination regulations and policies.

Statewide and metropolitan transportation planning processes are governed by Federal law and applicable state and local laws if Federal highway or transit funds are used for transportation investment. Title VI nondiscrimination regulations apply to all organizations that receive federal funds. Thus, Title VI guarantees that no one is denied the opportunity to participate in the public transportation planning and decision-making process because of their race, color, national origin, sex, age, or disability. The Title VI Compliance Program of the Waco MPO ensures compliance with federal, state, and local nondiscrimination regulations and policies.

3.1 Title VI Agreement

The Texas Department of Transportation (TxDOT) receives federal funds from the U.S. Department of Transportation, and distributes these federal funds to Metropolitan Planning Organizations (MPOs) throughout the state to plan, program, and coordinate federal highway and transit investments. As a result, all federally funded programs and activities conducted by MPOs in Texas (long range planning [MTPs] and improvement programs [TIPs] etc.) must comply with Title VI.

3.2 Title VI Assurances

As a term of the funding partnership agreement between TxDOT and the Waco MPO, the Waco MPO is required to assure TxDOT it is compliant with Title VI and related statutes. The Waco MPO submits Title VI Assurances as part of its Certification and Assurance submissions to TxDOT.

A list and detailed synopsis of the legal authorities that guide the Waco MPO's Title VI Compliance Program and the MPO's Title VI obligations is available upon request from the MPO and is included in Appendix A.

3.3 Title VI Policy

The Waco MPO is committed to ensuring no one is denied the opportunity to participate in the public transportation planning and decision-making process because of their race, color, national origin, sex, age, or disability.

A Policy Statement expressing the Waco MPO's commitment to the nondiscrimination provisions of Title VI is found in Appendix C and is published on the [Waco MPO website](#) in both English and Spanish.

3.4 Title VI Notice to the Public

The Waco MPO has developed a Title VI Notice to inform the public of Title VI obligations and the protections against discrimination afforded to them by Title VI. The notice is attached as Appendix D. The MPO posts its Title VI Notice on the [MPO website](#) and in public meeting rooms and public areas of the agency's office, including the reception desk. It is available in both English and Spanish.

3.5 Title VI Coordinator Responsibilities

The Director of the Waco MPO serves as the Title VI Coordinator for the Waco MPO and is ultimately responsible for assuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related statutes and has directed that non-discrimination is required of all agency employees, contractors, and agents pursuant to 23 CFR Part 200 and 49 CFR Part 21.

The Title VI Coordinator oversees the day-to-day administration and management of the MPO's Title VI Compliance Program and, with assistance from program representatives, ensures the MPO's compliance with Title VI regulations. Organization and staffing of the MPO is depicted in Appendix E.

The Title VI Coordinator is responsible for:

- ensuring MPO programs and activities contain built in safeguards to prevent discrimination
- prompt processing, disposition, and documentation of Title VI external discrimination complaints
- monitoring of demographic and environmental trends to identify communities potentially affected by benefits or burdens of transportation investments
- developing Title VI information for dissemination; and where appropriate, in languages other than English
- ensuring Title VI provisions are in all contracts and in those extended to subcontractors
- administering contracts in accordance with Title VI policy and reviewing activities of subcontractors to ensure nondiscrimination and compliance with Title VI
- coordinating Title VI nondiscrimination training for Waco MPO staff
- conducting annual Title VI assessments of pertinent program areas
- assisting program representatives to correct Title VI problems or discriminatory practices or policies found through self-monitoring and review activities
- submitting an annual report on Title VI-related activities and efforts, including accomplishments and program changes, on the MPO's behalf

3.6 Title VI Compliance Program Administration

The Waco MPO has developed a Title VI Compliance Program to guide the MPO in its efforts to make the transportation planning process open, accessible, transparent, inclusive, and responsive. Various procedures, strategies, and activities are used by the MPO to facilitate and ensure compliance with federal, state, and local nondiscrimination regulations and policies.

3.6.1 Discrimination Complaint Processing

Federal law prohibits discrimination on the basis of race, color, national origin, age, sex, or disability in any MPO program or activity. This prohibition applies to all branches of the MPO, its contractors, consultants, and anyone else who acts on behalf of the MPO.

Anyone who believes they have been excluded from participation in the transportation planning process, denied benefits of any services provided by the MPO, or otherwise discriminated against because of their race, color, national origin, sex, age, or may file a Title VI complaint.

Discrimination includes lack of access, harassment, retaliation and disparate impacts from a program or activity. Harassment includes a wide range of abusive and humiliating verbal or physical behaviors. Retaliation includes intimidating, threatening, coercing, or engaging in other discriminatory conduct against anyone because they filed a complaint or otherwise participated a discrimination investigation.

How do you file a complaint?

To file a complaint of discrimination, complainants should complete the Waco MPO's [Title VI Complaint Form](#). The Title VI Complaint Form is attached to this document in Appendix F and is available at the Waco MPO office and on the [Waco MPO website](#). Complaints must be filed in writing within 180 days from the last date of the alleged discrimination. Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. For assistance in filing a complaint, please contact the MPO's Agency's Title VI Coordinator at (254) 750-5651.

Complaints may be submitted via:

Mail:
P.O. Box 2570
Waco, TX 76702-2570

Phone:
(254) 750-5651 – office
(254) 750-1605 – fax

E-mail:
mpo@ci.waco.tx.us

Website:
<http://www.waco-texas.com/cms-mpo/page.aspx?id=209>

Office Location:
401 Franklin Ave
Dr. Mae Jackson Development Center
Waco, Texas 76702

Office Hours:
8:00 a.m. to 5:00 p.m.
Monday through Friday
except certain holidays

What happens after a complaint is filed?

Upon receipt of a Title VI related complaint, the Title VI Coordinator will notify TxDOT's Waco District Public Transportation Coordinator within 10 working days and assign an internal investigator. Title VI complaints must be investigated within sixty days. Investigating a complaint includes interviewing all parties involved

and key witnesses. The investigator may request relevant information such as books, records, electronic information, and other sources of information from all involved parties. The complainant may specify if there is a particular individual or individuals that should not be involved in the investigation due to potential conflict of interest or other reasons.

After the investigator reviews the complaint, she or he will issue one of two letters to the complainant: 1) a closure letter or 2) a letter of finding (LOF). A closure letter summarizes the allegations and states there was not a Title VI violation and the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of staff members, or other actions will occur. If warranted, the MPO will make any appropriate changes to policy or procedures.



In some cases, complaints will be forwarded to TxDOT, the Federal Highway Administration (FHWA) or the Federal Transit Administration (FTA) for investigation. If a complaint is forwarded to one of these agencies, the complainant will be provided the name and contact information of the employee handling the complaint. Federal law prohibits retaliation against individuals because they have filed a discrimination complaint or otherwise participated in a discrimination investigation. Any alleged retaliation should be reported in writing to the investigator.

Title VI complaints may also be filed directly with [TxDOT](#), the [Federal Highway Administration \(FHWA\)](#), the [Federal Transit Administration](#), the [United States Department of Transportation \(USDOT\)](#), and the [United States Department of Justice \(USDOJ\)](#).

History of Title VI Investigations, Complaints, and Lawsuits

The MPO is required to maintain a record of all Title VI complaints received and investigations or lawsuits related to discrimination in which the MPO is involved. The log contains the date the complaint was filed, a summary of the allegations, the status of the complaint, and actions taken in response to the complaint.

As of the date this document was approved, the MPO has never received a Title VI complaint, investigation, or lawsuit. In the event a complaint is filed with the MPO related to an MPO administered federally funded program, a copy of the Title VI Investigations, Complaints, and Lawsuit Form will be used to record the complaint. The Title VI complaint log is attached to this document in Appendix G.

3.6.2 Limited English Proficiency (LEP)

Non-English speakers have every right to participate in the transportation planning process and understand how transportation decisions impact their lives. The Waco MPO has developed an LEP Plan to identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to participate within the transportation planning process.

This LEP has been prepared to address the MPO's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English proficiency language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 USC 2000d, et seq., and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin. The plan was adopted by the Waco MPO in 2012 and is attached to this document as Appendix H.

As defined within 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. The MPO monitors information published by the US Census regarding persons who speak English less than "very well" and which languages they speak, and provides certain services in languages most likely to be needed within the Waco region. Waco MPO's LEP Plan identifies the strategies the MPO staff intends to undertake to ensure that these populations have sufficient opportunity to participate in the transportation planning process. The plan also outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required and how to notify LEP persons that assistance is available. Periodically, the LEP will be updated to reflect changing language needs in the region and updated strategies in response.



In February, 2016, MPO staff conducted an updated review of language groups present within the Waco Metropolitan Area and found no significant changes compared to a 2012 review. The development of the 2017-2020 TIP and the identification of recommendations were consistent with the strategies to solicit input from LEP populations identified within the LEP plan.

The MPO provides free of charge, when requested, interpretive services for any language, including sign language for the hearing impaired. These services are available for any business being conducted by the MPO, including any public meetings. If interpretive services are desired, it is requested that the MPO be contacted at least 24 hours in advance so that appropriate arrangements can be made.

The MPO provides certain materials and certain services in languages most likely to be needed within the Waco metropolitan region. These materials may be found at the MPO offices as well as on the [MPO website](#).

3.6.3 Environmental Justice (EJ)

In the past, arrangement of public infrastructure, such as highways, public transportation, garbage collection, landfills, and polluting industries, has often been unequal resulting in disproportionate negative impacts on poor communities, communities of color, or rural communities with high percentages of elderly or less educated residents. This unfortunate reality is better known as environmental injustice. Environmental injustice recognizes that economically disadvantaged groups are adversely affected by environmental hazards more than other groups. To remedy this dilemma, environmental justice policy seeks to address these unfair burdens of environmental health hazards on marginalized communities. This means paying adequate attention to the needs of those communities who are most vulnerable to environmental hazards due to socio-economic factors.

Planning for transportation facilities (roadways, transit routes, bicycle and pedestrian systems, etc.), should be based on the need for the facility and logical connections, regardless of the socio-economic status of the community in which the route travels. Ensuring full and fair participation by potentially affected communities in every phase of the transportation decision-making process is essential. Federal environmental justice policy guides the Waco MPO in reviewing its planning programs and activities to confirm compliance with Title VI of the Civil Rights Act of 1964, 49 CFR, part 21, and related statutes and regulations (Appendix A).



Figure 5 – Examples of transportation-related impacts on communities

A primary goal of the MPO is to ensure that the transportation needs of all area citizens are met and that no one population group must endure a disproportional share of the burdens in meeting those needs. To accomplish this goal, an analysis of the MPO's plans and programs is performed in order to assess the mobility of traditionally underrepresented groups and to provide an assessment of the impacts of proposed projects upon these groups.

Traditionally, two people groups have been underrepresented within McLennan County, Blacks or African-Americans and Hispanics. These groups comprise 15.0% and 17.9% respectively of the population of McLennan County. For purposes of analysis between benefits and burdens of proposed projects, staff identified those census block groups with percentages of these groups that were greater than the county average. On average 21.8% of residents within McLennan County live below the census defined poverty level and 8.3% of residents have either a self-care or mobility disability. Another 7.1% of occupied housing units within McLennan County do not have access to automobiles. The distribution of these three variables

were used to determine the efficacy of efforts to provide travel mode alternatives to the automobile for people groups that have little access to automobiles. Similar to race and ethnicity, those census block groups that were greater than the averages for McLennan County were used for the analysis.

A complete analysis of underrepresented populations may be found within Section 4 of the MPO’s long-range plan entitled *Connections 2040: The Waco Metropolitan Transportation Plan (MTP)*. Analysis and maps of the identified EJ and LEP populations based upon the most recent U.S. census data are attached to this document as Appendix I.

3.6.4 Public Participation Plan (PPP)

The MPO recognizes that an effective public participation process is a vital element in the development and implementation of transportation plans and programs. Providing citizens with the opportunity to help shape the substance of plans and projects builds support for implementation of them. Thus, the MPO continuously seeks to create opportunities for its citizens to participate in planning and reviewing its mobility projects and programs and to evaluate the effectiveness of its outreach efforts.

A variety of public involvement tools and techniques are used to notify and inform local citizens of public input opportunities and to engage them in the planning process. These range from opinion surveys or workshops aimed at developing a design or vision for a transportation project or planning activity to formal public hearings for the purpose of soliciting feedback on an implementation plan or a multiyear budget.



Figure 6 – Regional Transportation Workshops

Current plans and programs and well as information on public meetings, hearings, and related events are posted on the [Waco MPO website](#). Additionally, public and legal notices concerning MPO activities are placed with media in McLennan County including outlets that serve minority and disadvantaged groups.

The Waco MPO's Public Participation Plan (PPP) outlines the MPO's public involvement goals and its plan of action to involve the public in the planning process and to ensure that decisions are made in consideration of and to benefit public needs and preferences. A primary purpose of this PPP is to ensure that all policy actions of the MPO Policy Board are made only after the public and key transportation stakeholders have been informed about the issues and been given a reasonable opportunity to comment ([23 CFR 450.316](#)). This document is included as Appendix B.

3.6.5 Data Collection and Demographic Analysis

In order to comply with Title VI, MPO staff gathers and analyzes statistical data on race, color, national origin, income level, languages spoken, and sex of the population of Waco Metropolitan Planning Area (MPA), which is coextensive with McLennan County. This data is intended to examine the demographic makeup of the participants in, beneficiaries of, and those affected by the federally funded transportation system within McLennan County. The data gathering and analysis process is regularly reviewed to ensure the sufficiency of the data for meeting the requirements of Title VI and environmental justice compliance.

3.6.6 Contracts and Allocation of Funds

Contract administration by the MPO staff is conducted in accord with the policy and procedures of the City of Waco. All MPO contracts are officially contracts of the City of Waco. Requests for Proposals (RFP) and Requests for Qualifications (RFQ) developed by the MPO staff are forwarded to and are handled by the City of Waco Purchasing Office. The City of Waco posts its purchasing rules and policies on the [City of Waco's website](#).

Requests for Proposals (RFP) and Requests for Qualifications (RFQ) developed by the MPO include the following nondiscrimination paragraph from the U.S. Department of Transportation's Standard Title VI Assurances:

"The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."



All contracts signed by the City of Waco on behalf of the Waco MPO and executed by the MPO and its subcontractors contain language relative to Title VI and Equal Employment Opportunity (EEO) regulations which prohibit workplace discrimination. This language is contained in the City of Waco's Contract Requirements Term and Conditions for Services which all firms must agree to in order to do business with the City of Waco. The City of Waco's EEO Policy Summary is attached as Appendix J.

The City of Waco participates in TxDOT's Disadvantaged Business Enterprise (DBE) Program. TxDOT's Texas Unified Certification Program (TUCP) DBE and TxDOT SBE Directory is utilized to extend subcontracting opportunities to DBEs in federal aid contracts.

The MPO will review activities of subcontractors to ensure nondiscrimination and compliance with Title VI. The MPO will seek the cooperation of the subcontractor in correcting any deficiencies, discriminatory practices, or policies found during the review, and provide guidance and technical assistance if needed to aid the subcontractor to comply within 90 days.

3.6.7 Training for Staff

The MPO's Title VI Coordinator promotes Title VI awareness among staff and arranges for periodic training in nondiscrimination. Training is focused on particular areas such as Environmental Justice, Limited English Proficiency, complaint investigation and public outreach. All employees of the Waco MPO are expected to consider, respect, and observe the MPO Title VI policy in their daily work and duties. They are trained to direct citizen questions or complaints regarding Title VI protections to the MPO Title VI Coordinator.

3.6.8 Program Review and Annual Reporting

The Waco MPO Title VI Coordinator will monitor pertinent MPO programs, practices, policies, and activities to ensure nondiscrimination and compliance with Title VI. The Coordinator will assist program representatives to correct Title VI deficiencies, discriminatory practices, or policies found through self-monitoring and review activities.

Annually, the Waco MPO Title VI Coordinator will submit required reporting to TxDOT on the MPO's Title VI related activities and efforts, including accomplishments and program changes.

3.6.9 Dissemination of Title VI Information

Title VI Compliance Program information will be disseminated to Waco MPO beneficiaries and stakeholders, including employees, subcontractors, and the general public when appropriate. Title VI information is available upon request at the Waco MPO offices and on the [Waco MPO website](#).

Appendix A: Title VI Rights and Regulations (Legal Authorities)

Title VI Rights and Regulations

Waco Metropolitan Planning Organization

Title VI Compliance Program

“Simple justice requires that public funds, to which all taxpayers of all races contribute, not be spent in any fashion which encourages, entrenches, subsidizes, or results in racial discrimination. Direct discrimination by Federal, State, or local governments is prohibited by the Constitution. But indirect discrimination, through the use of Federal funds, is just as invidious; and it should not be necessary to resort to the courts to prevent each individual violation.”

—John F. Kennedy



Waco Metropolitan Planning Organization

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Title VI Rights and Regulations

What Is Title VI?

[Title VI of the Civil Rights Act](#) of 1964 is a federal law that protects individuals, groups, and organizations from discrimination on the basis of race, color, or national origin in federally assisted programs and activities. Since 1964, other nondiscrimination statutes have expanded the scope and range of Title VI application and reach to include sex, age, and disability. Taken together, these requirements define an over-arching Title VI/Nondiscrimination Program. Title VI regulations apply to all organizations (government or not-for-profit) that receive federal financial assistance.

What Is the Definition of “Federal Financial Assistance”?

[Federal financial assistance](#) can be more than just money. It includes aid that enhances the ability to improve or expand allocation of a recipient’s or subrecipient’s resources. Examples include grants, loans, tax exempt bonds, technical assistance, employee training, and property or land purchases.

Who Is a Recipient or Subrecipient?

A [recipient](#) is an entity or person that [directly](#) (usually through a grant or contract) receives federal financial assistance in order to implement a program or activity, which obligates them to Title VI compliance responsibilities. Any Department of Transportation (DOT) for a U.S. State which receives federal funds from the U.S. Department of Transportation is considered a direct recipient.

A [subrecipient](#) is an entity or person that [indirectly](#) receives federal financial assistance in order to implement a program or activity, which obligates them to Title VI compliance responsibilities as well. Subrecipients include, but are not limited to, metropolitan planning organizations (MPO), local public agencies, and colleges/universities.

The Texas Department of Transportation (TxDOT) receives federal funds from the U.S. Department of Transportation, and distributes these federal funds to Metropolitan Planning Organizations (MPOs) throughout Texas to partner with the agency to plan, program, and coordinate federal highway and transit investments. Federal funding for transportation projects and programs are channeled through this planning process. As a result, all federally funded activities conducted by MPOs in Texas must comply with Title VI.

What is an MPO?

[Metropolitan Planning Organizations](#) were established by Congress to determine regional transportation policy for all urban areas with a population of more than 50,000. The Waco Metropolitan Planning Organization (MPO) evaluates transportation needs for 19 municipal governments, McLennan County, and Waco Transit.

What Are the MPO's Responsibilities Regarding Title VI?

As a [subrecipient](#) of federal financial assistance, the Waco MPO must assure that all of its programs and activities will be operated in a nondiscriminatory manner. This means the Waco MPO promotes fair and meaningful participation in regional transportation decision-making without regard to race, color, national origin, sex, age, or disability, and its transportation planning process is open, accessible, transparent, inclusive, and responsive.

The Waco MPO's Title VI Compliance Program details how the Waco MPO Title VI responsibilities and is available at the Waco MPO offices as well as on the [MPO website](#).

- Voluntarily comply with Title VI.
- Submit a signed assurance that programs, activities, and facilities will be operated in a nondiscriminatory manner.
- Maintain a policy statement that indicates commitment to nondiscrimination in MPO programs and activities to the effect that no person shall on the grounds of race, color, national origin, gender, age, and disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity administered by the MPO or its contractors whether it is federally assisted or not. The policy statement must be signed by the head of the organization.
- Appoint a Title VI/Nondiscrimination Coordinator.
- Develop Title VI/nondiscrimination-related procedures and mechanisms to ensure nondiscrimination in all programs, activities, and services. These include procedures for involving the public, including people with limited English proficiency and other protected groups, and for processing external discrimination complaints.
- Disseminate Title VI information to MPO beneficiaries and stakeholders (for example, members of the general public, employees, and any subcontractors).
- Ensure that Title VI provisions are in all contracts and in those extended to subcontractors.
- Extend subcontracting opportunities to Disadvantaged Business Enterprises (DBEs).
- Keep complete and accurate records that clearly show Title VI compliance.
- Develop a Title VI/Nondiscrimination Annual Work Plan and Accomplishment Report.

How does Waco MPO Encourage Fair and Meaningful Public Participation?

A primary goal of the MPO is to ensure the transportation needs of all people are considered and that no one population group must endure a disproportional share of the burdens in meeting those needs. To accomplish this goal, the Waco MPO performs a periodic analysis of its plans and programs in order to assess the mobility of traditionally underrepresented groups and to provide an assessment of the impacts of proposed projects upon these groups.

The Waco MPO developed a Title VI compliance program to guide its administration and management of Title VI related activities. This program clarifies roles, responsibilities, and procedures to ensure compliance with Title VI. Under the Waco MPO Title VI Compliance Program, reference to Title VI includes other provisions of federal statutes and related authorities to the extent that they prohibit discrimination in programs and activities receiving federal financial assistance.

For more information on the Waco MPO's Title VI Compliance Program, visit the Waco MPO website (<http://www.waco-texas.com/cms-mpo>) or contact:

Waco Metropolitan Planning Organization (Waco MPO)
P.O. Box 2570
Waco, Texas 76702-2570
www.waco-texas.com
e-mail: mpo@wacotx.gov
254.750.5651

Notice of Protection Against Discrimination

The Waco MPO operates its programs and activities without regard to race, color, national origin, sex, age, or disability in accordance with Title VI of the Civil Rights Act and its implementing regulations. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Waco Metropolitan Planning Organization.



How Do You File a Complaint of Discrimination?

Anyone who believes they have been excluded from participation in the transportation planning process, denied benefits of any services provided by the MPO, or otherwise discriminated against because of their race, color, national origin, gender, age, or disability, may file a Title VI complaint.

To file a complaint of discrimination, complainants should complete the Waco MPO's [Title VI Complaint Form](#). The Title VI Complaint Form is available at the Waco MPO offices and on the [MPO website](#). Complaints must be filed in writing within 180 days from the last date of the alleged discrimination. Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. For assistance in filing a complaint, contact the MPO's Agency's Title VI Coordinator at (254) 750-5651.

Complaints may be submitted via:

Mail:
P.O. Box 2570
Waco, TX 76702-2570

Phone:
(254) 750-5651 – office
(254) 750-1605 – fax

Website:
<http://www.waco-texas.com/cms-mpo/page.aspx?id=209>

e-mail:
mpo@ci.waco.tx.us

Office Location:
401 Franklin Ave
Dr. Mae Jackson Development Center
Waco, Texas 76702

Office Hours:
8:00 a.m. to 5:00 p.m.
Monday through Friday
except certain holidays

What Happens After a Complaint is Filed?

Upon receipt of a Title VI related complaint, the Title VI Coordinator will notify TxDOT's Waco District Public Transportation Coordinator within 10 working days and assign an internal investigator. Title VI complaints must be investigated within sixty days. Investigating a complaint includes interviewing all parties involved and key witnesses. The Title VI Coordinator will assign an investigator. The investigator may request relevant information such as books, records, electronic information, and other sources of information from all involved parties. You may specify if there is a particular individual or individuals that you feel should not investigate your complaint due to conflict of interest or other reasons.

After the investigator reviews the complaint, she or he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states there was not a Title VI violation and the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of staff members or other actions will occur. If warranted, the MPO will make any appropriate changes to policy or procedures.

Title VI complaints may also be filed directly with [TxDOT](#), the [Federal Highway Administration \(FHWA\)](#), the [Federal Transit Administration \(FTA\)](#), the [United States Department of Transportation \(USDOT\)](#), and the [United States Department of Justice \(USDOJ\)](#).

What Are the Legal Authorities Guiding the MPO's Title VI Program?

The Waco MPO's Title VI (nondiscrimination) practices are governed by a range of federal laws, regulations, and executive orders. Legal authorities guiding the MPO's Title VI Compliance Program include, but are not limited to:

- [Title VI of the Civil Rights Act of 1964, \(42 U.S.C. §2000d et seq., 78 stat. 252\)](#) is a federal law which prohibits exclusion from participation in any federal program or activity based on race, color, or national origin in federally assisted programs and activities. Since other nondiscrimination authorities have expanded the scope and range of Title VI application and reach, reference to Title VI includes other provisions of federal statutes and related authorities to the extent that they prohibit discrimination in programs and activities receiving federal financial assistance.
- [The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 \(Uniform Act\), \(42 U.S.C. §4601\)](#), as amended, prohibits unfair and inequitable treatment of persons displaced or whose property will be acquired as a result of programs or activities receiving federal financial assistance.
- [Federal-Aid Highway Act of 1973 \(23 U.S.C. §324 et seq.\)](#) prohibits discrimination based on sex (gender).
- [Section 504 of the Rehabilitation Act of 1973 \(29 U.S.C. §790 et seq.\)](#), as amended, prohibits discrimination based on a disability.
- [The Age Discrimination Act of 1975 \(42 U.S.C. §6101 et seq.\)](#), as amended, prohibits discrimination based on age.
- [The Civil Rights Restoration Act of 1987 \(P.L. 100-209\)](#) further clarified the intent of Title VI to include all programs and activities of federally assisted entities, including those programs and activities that are not specifically federally funded.
- [The Americans with Disabilities Act of 1990 \(ADA\), \(42 U.S.C. §12101 et. seq.\)](#), as amended, prohibits discrimination based on a disability.
- [The National Environmental Policy Act of 1969 \(42 U.S.C. §4321 et seq.\)](#), assures that all branches of government give proper consideration to the environment prior to undertaking any major federal action that significantly affects the environment
- [49 C.F.R. Part 21](#), entitled *Nondiscrimination in Federally-Assisted Programs of the U.S. Department of Transportation – Effectuation (Implementing Regulations) of Title VI of the Civil Rights Act of 1964*.
- [49 C.F.R. Part 27](#), entitled *Nondiscrimination on the Basis of Disability In Programs or Activities Receiving Federal Financial Assistance*.

- [49 C.F.R. Part 28](#), entitled *Enforcement of Nondiscrimination on the Basis of Handicap In Programs or Activities Conducted by the Department of Transportation*.
- [49 C.F.R. Part 37](#), entitled *Transportation Services for Individuals with Disabilities (ADA)*.
- [23 C.F.R. Part 200](#), Federal Highway Administration's Title VI Program Implementation and Review Procedures Regulation.
- [4702.1B FTA Circular](#), Title VI Requirements and Guidelines for Federal Transit Administration Recipients.
- [23 C.F.R. Part 450](#), Metropolitan Planning Organization (MPO) Regulations.
- [28 C.F.R. Part 50.3](#), U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964.

The following Executive Orders place further emphasis on preventing discrimination based on race and national origin:

- [Environmental Justice \(EJ\), under Executive Order 12898 \(1995\)](#) entitled “*Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*”, addresses disproportionate adverse environmental, social, and economic impacts that may occur in communities with minority or low-income populations.
- [Limited English Proficiency \(LEP\), under Executive Order 13166 \(2001\)](#) entitled “*Improving Access to Services for Persons with Limited English Proficiency*”, addresses access to services by persons whose primary language is not English and who have limited ability to read, write, speak, or understand English.
- [Implementation of Nondiscrimination Laws, under Executive Order 12250 \(1980\)](#) entitled “*Leadership and Coordination of Nondiscrimination Laws*”, addresses consistent and effective implementation of various laws prohibiting discriminatory practices in Federal programs and programs receiving Federal financial assistance.



Derechos y Regulaciones del Título VI

Organización de Planificación Metropolitana de Waco

Programa de cumplimiento de Título VI

"La justicia exige que los fondos públicos, a los que contribuyen todos los contribuyentes de todas las razas, no se gasten de ninguna manera que aliente, atrinchere, subsidie o resulte en discriminación racial. La Constitución prohíbe la discriminación directa por parte de los gobiernos federales, estatales o locales. Pero la discriminación indirecta, a través del uso de los fondos federales, es igualmente injusta; y no debería ser necesario recurrir a los tribunales para prevenir cada violación individual."

—John F. Kennedy



Waco Metropolitan Planning Organization

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Derechos y Regulaciones del Título VI

¿Qué es el Título VI?

[Título VI de la Ley de Derechos Civiles](#) de 1964 es una ley federal que protege a individuos, grupos y organizaciones contra la discriminación por raza, color u origen nacional en programas y actividades asistidos por el gobierno federal. Desde 1964, otros estatutos de no discriminación han ampliado el alcance de la aplicación del Título VI para incluir sexo, edad y discapacidad. En conjunto, estos requisitos definen un programa de Título VI / No-discriminación. Las regulaciones del Título VI se aplican a todas las organizaciones (gubernamentales o sin fines de lucro) que reciben asistencia financiera federal. ([Protecciones Federales Contra la Discriminación por Origen Nacional](#)).

¿Cuál es la definición de "ayuda financiera federal"?

[La ayuda financiera federal](#) puede ser algo más que dinero. Incluye asistencia que mejora la capacidad de mejorar o expandir la asignación de los recursos de un receptor o subreceptiente. Ejemplos incluyen subvenciones, préstamos, bonos exentos de impuestos, asistencia técnica, capacitación de empleados, y compra de propiedades o terrenos.

¿Quién es un destinatario o subreceptiente?

Un receptor es una entidad o persona que directamente (generalmente a través de una subvención o contrato) recibe asistencia financiera federal para implementar un programa o actividad, lo que los obliga a las responsabilidades de cumplimiento de Título VI. Cualquier Departamento de Transporte (DOT, por sus siglas en inglés) para un Estado de los Estados Unidos que reciba fondos federales del Departamento de Transporte de los Estados Unidos es considerado un receptor directo.

Un sub-beneficiario es una entidad o persona que indirectamente recibe asistencia financiera federal para implementar un programa o actividad, lo que también les obliga a las responsabilidades de cumplimiento de Título VI. Subreceptientes incluyen, pero no se limitan a, organizaciones de planificación metropolitana (MPO), agencias públicas locales, y colegios/universidades.

El Departamento de Transporte de Texas (TxDOT) recibe fondos federales del Departamento de Transporte de los Estados Unidos y distribuye estos fondos federales a las Organizaciones de Planificación Metropolitana (MPO) en todo Texas para asociarse con la agencia para planificar, programar y coordinar inversiones en carreteras y tránsito federales. La financiación federal para proyectos y programas de transporte se canaliza a través de este proceso de planificación. Como resultado, todas las actividades financiadas con fondos federales llevadas a cabo por las MPO en Texas deben cumplir con el Título VI.

¿Qué es una MPO?

[Organizaciones Metropolitanas de Planificación](#) fueron establecidas por el Congreso para determinar la póliza de transporte regional para todas las áreas urbanas con una población de más de 50,000. La MPO de Waco evalúa las necesidades de transporte para 19 gobiernos municipales, el condado de McLennan y Transite Waco (Waco Transit).

¿Cuáles son las responsabilidades de la MPO con respecto al Título VI?

Como sub-beneficiario de la asistencia financiera federal, la MPO de Waco debe asegurar que todos sus programas y actividades serán operados de manera no discriminatoria. Esto significa que la MPO de Waco promueve la participación plena y justa en la toma de decisiones de transporte regional sin tener en cuenta raza, color, origen nacional, sexo, edad o discapacidad, y que su proceso de planificación de transporte es abierto, accesible, transparente, inclusive y receptivo.

El Programa de Cumplimiento Título VI de Waco MPO detalla cómo las responsabilidades de Waco MPO Título VI y está disponible en las oficinas de Waco MPO, así como en el [sitio web de MPO](#).

- Cumplir voluntariamente con el Título VI.
- Presentar una garantía firmada de que los programas, actividades e instalaciones serán operados de manera no discriminatoria.
- Mantener una declaración de póliza que indique el compromiso con la no discriminación en los programas y actividades de la MPO de que ninguna persona por motivos de raza, color, origen nacional, género, edad y discapacidad, sea excluida de la participación en, sea negada beneficios de, o ser objeto de discriminación de otra manera o represalia en virtud de cualquier programa o actividad administrada por la MPO o sus contratistas, ya sea asistida por el gobierno federal o no. La declaración de póliza debe estar firmada por el jefe de la organización.
- Nombrar un Coordinador Título VI / No Discriminación.
- Desarrollar procedimientos y mecanismos relacionados con el Título VI / no discriminación para asegurar la no discriminación en todos los programas, actividades y servicios. Estos incluyen procedimientos para involucrar al público, incluyendo las personas con competencia limitada en inglés y otros grupos protegidos, y para procesar quejas de discriminación externa.
- Difundir la información del Título VI a los beneficiarios de la MPO y las partes interesadas (por ejemplo, miembros del público en general, empleados y subcontratistas).
- Asegurar que las disposiciones del Título VI se encuentran en todos los contratos y en los que son extendidos a los subcontratistas.
- Extender las oportunidades de subcontratación a las Empresas Empresariales Desfavorecidas.
- Mantener registros completos y precisos que muestren claramente el cumplimiento del Título VI.
- Desarrollar un Título VI / Plan de Trabajo Anual de No-discriminación y Reporte de Realización.

¿Cómo fomenta Waco MPO una participación pública justa y significativa?

Un objetivo primordial de la MPO es asegurar que se consideren las necesidades de transporte de todas las personas y que ningún grupo de población debe soportar una proporción desproporcionada de las cargas para satisfacer esas necesidades. Para lograr este objetivo, la MPO de Waco realiza un análisis periódico de sus planes y programas con el fin de evaluar la movilidad de los grupos tradicionalmente subrepresentados y proporcionar una evaluación de los impactos de los proyectos propuestos sobre estos grupos.

La MPO de Waco desarrolló un programa de cumplimiento de Título VI para guiar su administración y manejo de las actividades relacionadas con el Título VI. Este programa aclara las funciones, responsabilidades y procedimientos para asegurar el cumplimiento del Título VI. Bajo el Programa de Cumplimiento de Waco MPO Title VI, la referencia al Título VI incluye otras provisiones de estatutos federales y autoridades relacionadas en la medida en que prohíben la discriminación en programas y actividades que reciben asistencia financiera federal.

Para obtener más información sobre el Programa de Cumplimiento del Título VI de Waco MPO, visite el sitio web de Waco MPO (<http://www.waco-texas.com/cms-mpo>) o comuníquese con:

Waco Metropolitan Planning Organization (Waco MPO)
P.O. Box 2570
Waco, Texas 76702-2570
www.waco-texas.com
e-mail: mpo@wacotx.gov
254.750.5651

Aviso de protección contra la discriminación

La MPO de Waco opera sus programas y actividades sin consideración de raza, color, origen nacional, sexo, edad o discapacidad de acuerdo con el Título VI de la Ley de Derechos Civiles y sus reglamentos de implementación. Cualquier persona que crea que ha sido agraviada por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja ante la Organización de Planificación Metropolitana de Waco.



¿Cómo presentar una queja de discriminación?

Cualquier persona que crea que ha sido excluida de participar en el proceso de planificación de transporte, se le ha negado los beneficios de cualquier servicio proporcionado por el MPO, o ha sido discriminada por su raza, color, nacionalidad, género, edad o discapacidad puede someter una queja de Título VI.

Para presentar una queja de discriminación, los reclamantes deben llenar el [Formulario de Queja de Título VI](#) de Waco MPO. El Formulario de Queja de Título VI está disponible en las oficinas de Waco MPO y en el [sitio web de MPO](#). Las quejas deben presentarse por escrito dentro de los 180 días de la última fecha de la supuesta discriminación. Se harán esfuerzos razonables para ayudar a las personas con discapacidades, quienes no hablan inglés, y otros que no pueden presentar una queja por escrito. Para asistencia en la presentación de una queja, comuníquese con el Coordinador del Título VI de la Agencia del MPO al (254) 750-5651.

Las quejas pueden ser presentadas a través de:

Correo:
P.O. Box 2570
Waco, TX 76702-2570

Teléfono:
(254) 750-5651 – oficina
(254) 750-1605 – fax

Sitio web:
<http://www.waco-texas.com/cms-mpo/page.aspx?id=209>

correo electrónico:
mpo@ci.waco.tx.us

Localización de la oficina:
401 Franklin Ave
Dr. Mae Jackson Development Center
Waco, Texas 76702

Horas de oficina:
8:00 a.m. a 5:00 p.m.
de lunes a viernes
excepto ciertas vacaciones

¿Qué ocurre después de presentar una queja?

Al recibir una queja relacionada con el Título VI, el Coordinador del Título VI notificará al Coordinador de Transporte Público del Distrito de Waco de TxDOT dentro de 10 días laborables y asignará un investigador interno. Las denuncias del Título VI deben ser investigadas dentro de sesenta días. Investigar una queja incluye entrevistar a todas las partes implicadas ya testigos clave. El Coordinador del Título VI asignará a un investigador. El investigador puede solicitar información relevante, como libros, registros, información electrónica y otras fuentes de información de todas las partes involucradas. Usted puede especificar si hay un individuo en particular o individuos que usted cree que no debe investigar su queja debido a un conflicto de intereses u otras razones.

Después de que el investigador revise la queja, él o ella emitirá una de dos cartas al demandante: una carta de cierre o una carta de hallazgo (LOF). Una carta de cierre resume las alegaciones y afirma que no hubo una violación del Título VI y el caso será cerrado. Un LOF resume las alegaciones y las entrevistas sobre el supuesto incidente, y explica si se llevará a cabo alguna acción disciplinaria, capacitación adicional de miembros del personal u otras acciones. Si se justifica, la MPO realizará los cambios apropiados en la política o los procedimientos.

Las denuncias del Título VI también pueden ser presentadas directamente a el [Departamento de Transporte de Texas \(TxDOT\)](#), la [Administración Federal de Carreteras \(FHWA\)](#), la [Administración Federal de Tránsito \(FTA\)](#), el [Departamento de Transporte de los Estados Unidos \(USDOT\)](#), y el [Departamento de Justicia de los Estados Unidos \(USDJ\)](#).

¿Cuáles son las autoridades legales que guían el programa Title VI de MPO?

Las prácticas de Waco MPO Título VI (no discriminación) se rigen por una serie de leyes federales, reglamentos y órdenes ejecutivas. Las autoridades legales que guían el Programa de Cumplimiento Título VI de la MPO incluyen, pero no se limitan a:

- [Title VI of the Civil Rights Act of 1964, \(42 U.S.C. §2000d et seq., 78 stat. 252\)](#) es una ley federal que prohíbe la exclusión de la participación en cualquier programa o actividad federal basado en la raza, el color, o el origen nacional en los programas y actividades asistidos por el gobierno federal. Dado que otras autoridades no discriminatorias han ampliado el alcance y rango de la aplicación y alcance del Título VI, la referencia al Título VI incluye otras disposiciones de los estatutos federales y autoridades relacionadas en la medida en que prohíben la discriminación en los programas y actividades que reciben asistencia financiera federal.
- [The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 \(Uniform Act\), \(42 U.S.C. §4601\)](#), enmendada, prohíbe el trato injusto e inequitativo de las personas desplazadas o cuya propiedad será adquirida como resultado de programas o actividades al recibir ayuda financiera federal.
- [Federal-Aid Highway Act of 1973 \(23 U.S.C. §324 et seq.\)](#) prohíbe la discriminación basada en el sexo (género).
- [Section 504 of the Rehabilitation Act of 1973 \(29 U.S.C. §790 et seq.\)](#), en su forma enmendada, prohíbe la discriminación basada en una discapacidad.
- [The Age Discrimination Act of 1975 \(42 U.S.C. §6101 et seq.\)](#), en su forma enmendada, prohíbe la discriminación basada en la edad.
- [The Civil Rights Restoration Act of 1987 \(P.L. 100-209\)](#) aclaró aún más la intención del Título VI de incluir todos los programas y actividades de las entidades asistidas por el gobierno federal, incluidos aquellos programas y actividades que no están financiados específicamente por el gobierno federal.
- [The Americans with Disabilities Act of 1990 \(ADA\), \(42 U.S.C. §12101 et. seq.\)](#), en su forma enmendada, prohíbe la discriminación basada en una discapacidad.
- [The National Environmental Policy Act of 1969 \(42 U.S.C. §4321 et seq.\)](#), asegura que todas las ramas del gobierno dan la consideración apropiada al ambiente antes de emprender cualquier acción federal importante que afecte perceptiblemente al ambiente.
- [49 C.F.R. Part 21](#), titulado No discriminación en los programas asistidos por el gobierno federal del Departamento de Transporte de los Estados Unidos - Efectos (Reglamento de Aplicación) del Título VI de la Ley de Derechos Civiles de 1964.
- [49 C.F.R. Part 27](#), titulado No discriminación sobre la base de la discapacidad en los programas o actividades que reciben asistencia financiera federal.

- [49 C.F.R. Part 28](#), titulado "Cumplimiento de la no discriminación sobre la base de la discapacidad en los programas o actividades que lleva a cabo el Departamento de Transporte".
- [49 C.F.R. Part 37](#), titulado Servicios de Transporte para personas con discapacidad (ADA).
- [23 C.F.R. Part 200](#), Reglamento de Procedimientos de Implementación y Revisión del Título VI de la Administración Federal de Carreteras.
- [4702.1B FTA Circular](#), Requisitos y Directrices del Título VI para los Beneficiarios de la Administración Federal de Tránsito.
- [23 C.F.R. Part 450](#), reglamento de la Organización Metropolitana de Planificación (MPO).
- [28 C.F.R. Part 50.3](#), Departamento de Directrices de Justicia de los Estados Unidos para la aplicación del Título VI de la Ley de Derechos Civiles de 1964.

Las siguientes Órdenes Ejecutivas ponen mayor énfasis en la prevención de la discriminación basada en la raza y el origen nacional:

- [Environmental Justice \(EJ\), under Executive Order 12898 \(1995\)](#) titulado "Acciones federales para abordar la justicia ambiental en las poblaciones minoritarias y las poblaciones de bajos ingresos", aborda los impactos ambientales, sociales y económicos desproporcionados que pueden ocurrir en comunidades con minorías o poblaciones de bajos ingresos.
- [Limited English Proficiency \(LEP\), under Executive Order 13166 \(2001\)](#) titulado "Mejorando el Acceso a Servicios para Personas con Competencia Limitada en Inglés", aborda el acceso a servicios por personas cuya lengua materna no es el inglés y que tienen capacidad limitada para leer, escribir, hablar o entender inglés.
- [Implementation of Nondiscrimination Laws, under Executive Order 12250 \(1980\)](#) titulado "Liderazgo y coordinación de leyes antidiscriminatorias", aborda la implementación consistente y efectiva de varias leyes que prohíben las prácticas discriminatorias en programas y programas federales que reciben asistencia financiera federal.



Appendix B: Public Participation Plan (PPP)

Public Participation Plan

for the Waco Metropolitan Planning Organization



Metropolitan Planning Organization



Adopted by the Waco MPO Policy Board – July 31, 2007

Amended – October 25, 2011

Amended – June 25, 2013

Amended – May 29, 2014

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Section 1 – Introduction

1.1 – MPO Background

The Waco Metropolitan Planning Organization (MPO) was created in 1974 in order to comply with federal requirements that all areas over 50,000 population must incorporate local input into decisions involving federal highway or transit funds. Today the role of the MPO has expanded to identify all mobility needs for the Waco Region and determine regional transportation policy. Inherent within this role is the need to involve the citizens of McLennan County into the transportation planning process and incorporate their concerns into the various plans, programs and policies adopted by the MPO.

Governing the MPO is a 20-member policy board consisting of elected officials and other representatives from the 19 member cities, McLennan County and the Texas Department of Transportation (TxDOT) (See Appendix A for a map of the Waco Metropolitan Area). Assisting the Policy Board is the MPO staff, producing drafts of necessary plans and programs and providing policy recommendations to the board. The staff also administers the public involvement procedures for the MPO and ensures that public concerns are voiced to the MPO Policy Board.

1.2 – Purpose of Public Participation Plan

The Moving Ahead for Progress in the 21st Century (MAP-21) requires MPOs to develop a Public Participation Plan (PPP) to specify the MPO's efforts to involve the public in the development of the Metropolitan Transportation Plan. Since public involvement is critical within the entire transportation planning process, the MPO has adopted this plan. Its primary purpose is to ensure that all policy actions of the MPO Policy Board are made only after the public and key transportation stakeholders have been informed about the issue and been given a reasonable opportunity to comment.

The MPO creates and amends many documents on a regular basis for adoption and approval by the Policy Board. The following narrative briefly describes these documents and Table 1.1 defines the associated policy actions.

Metropolitan Transportation Plan (MTP): A document, formerly known as the Long-Range Transportation Plan, which identifies existing and future transportation deficiencies and needs, as well as network improvements needed to meet mobility requirements over at least a twenty five year time period. To receive federal funding, a transportation project must be included in the MTP and the TIP.

Transportation Improvement Plan (TIP): A four year transportation investment strategy, required at the metropolitan level which addresses the goals of the long-range plans and lists priority projects and activities for the region.

Texas Urban Mobility Plan (TUMP): A needs-based plan which quantifies transportation needs beyond the fiscal restraint barrier. It provides for balanced transportation and land-use decisions that accommodate growth, while minimizing any negative transportation, air quality and community impacts.

Unified Planning Work Program (UPWP): Biennial report or budget document prepared by the Waco MPO describing transportation planning activities which will be performed by the MPO staff.

Thoroughfare Plan: A plan which outlines the functional classification of existing streets and roadways within the Metropolitan Area based on levels of mobility and access as well as proposes long-range facility improvements.

Bicycle & Pedestrian Plan: A plan which focuses on the improvement and maintenance of bicycle and pedestrian facilities as alternative modes of transportation.

Annual Listing of Federal Projects (APL): A listing of projects for which federal funding was obligated in the previous fiscal year. The APL also provides a record of project delivery and is intended to increase awareness of government spending on transportation projects.

Annual Performance and Expenditure Report (APER): Annual Performance Expenditure Report (APER) is an annual work performance review of all proposed transportation planning and related activities of the Waco MPO as submitted in the Unified Planning Work Program.

Table 1.1 - Policy Actions of the MPO Policy Board

Document	Major Actions	Minor Actions
Metropolitan Transportation Plan (MTP)	Adopt	Amend
Transportation Improvement Program (TIP)	Adopt	Amend
Texas Urban Mobility Plan (TUMP)	Adopt	Amend
Unified Planning Work Program (UPWP - MPO Budget)	Adopt	Amend
Thoroughfare Plan	Adopt	Amend
Bicycle & Pedestrian Plan	Adopt	Amend
Annual Listing of Federal Projects (APL)		Approval <i>(Abbreviated Process*)</i>
Annual Performance and Expenditure Report (APER)		Approval <i>(Abbreviated Process*)</i>
All Other Plans and Programs	Adopt	Amend
Policy Board Resolutions		Approval
Administrative Corrections**	NA	NA

* *Abbreviated Process* applies only to the specific minor actions of the Policy Board identified above. The approval process is shortened due to the constricted time between the release of the information required to be in the documents and the approval deadline as required by Federal Law. (See Section 2.3, Activity 3)

** *Administrative Corrections* applies to an amendment for the sole purpose of correcting a scrivener, clerical, or mathematical error or omission within a document previously approved by the Policy Board. This type of correction does not require Policy Board action.

Consistency with Public Transportation Planning Activities

Many of the planning activities of Waco Transit overlap with the activities of the MPO. Similarly all significant public transportation projects or services are incorporated within the documents produced by the MPO. As a result, this public participation plan will be used to meet Federal Transit Administration public participation requirements for the City of Waco and Waco Transit.

1.3 - Public Involvement Goals

In addition to the listing types of policy actions, this plan also defines the tasks the MPO staff will undertake to incorporate public comment into the various activities undertaken by the MPO.

To accomplish this mission, the Waco MPO has adopted the following goals to incorporate public opinion into the transportation planning process.

Goal 1: Educate and Inform the Public

The Waco MPO staff shall educate and present information about the transportation planning process, including the sources of funding and impacts of regional planning decisions. The MPO staff shall also explain the specific tasks and goals of the Waco MPO, as well as related tasks that are not in the MPO's authority to perform. The MPO staff shall also disseminate information regarding upcoming decisions involving federal highway or transit funds within McLennan County.

Goal 2: Solicit Input from the General Public

The Waco MPO shall gather representative input from the public to identify mobility needs, desires, issues and concerns. The Waco MPO shall continuously seek comment from the public throughout the transportation planning process, at key decision points and when final product drafts are issued. The MPO staff will also closely monitor public input received through major project development and corridor studies.

A vital aspect of this goal is the provision of opportunities for involvement to a wide range of members of the public; (i.e., citizens with different interests). The Waco MPO will coordinate with individuals, institutions or organizations to use community-based public involvement strategies that will reach out to members of the disabled, minority, special needs and low-income communities.

Goal 3: Facilitate Information Flow between the Public and Policy-Makers

The Waco MPO staff is responsible for compiling public issues, comments and concerns into complete and concise documents for presentation to the MPO Policy Board. The MPO staff shall also schedule and organize meetings where the public can present concerns to the staff or the Policy Board.

Goal 4: Consider Public Concerns in Decision Making

The MPO Policy Board shall consider, and when appropriate respond to, the public concerns that are presented to them by the MPO staff as well as those presented to them by individual persons at public meetings. The Waco MPO staff shall also consider public concerns as it prepares draft planning documents.

Goal 5: Provide Visual Representations of Proposed Actions

In addition to verbal descriptions, all proposed actions by the MPO Policy Board that impact specific transportation projects will, when appropriate, provide cartographic, photographic and / or artistic representations to show approximate location, design considerations, possible environmental impacts and potential aesthetic considerations.

Goal 6: Meet Legal Requirements

The Waco MPO will meet all legal requirements for noticing meetings and providing opportunities for the public to comment on proposed actions of the MPO.

Section 2 – Outreach Activities

In order to achieve the *Public Involvement Goals* outlined in Section 1, the MPO has identified seven activities that are intended to solicit input into transportation policy decisions. Each activity is identified in the approximate order upon which they will be put into action.

Each Outreach Activity specifies the type of task that will accomplish the goal of public outreach and inclusion in the transportation planning process. Notification prior to any MPO Policy Board action is required and the timeline for notification is outlined with each activity. In addition, each activity is rated by its ability to accomplish the six Public Involvement Goals. The rating key is as follows:

- Significantly Accomplishes Goal
- ◐ Moderately Accomplishes Goal
- Accomplishes Goal “A Little”

2.1 - **Activity 1:** **Survey on Transportation Issues**

What: Survey to determine public opinion on important policy decisions facing the MPO Policy Board.

Who: Participants will be McLennan County residents chosen at random.

When: Prior to the development of the Metropolitan Transportation Plan (MTP).

Notification: Results will be posted to the MPO website prior to development of the MTP (www.waco-texas.com/mpo/index.asp).
Press release will be issued on the day of web posting.
Results will be presented at the next MPO Policy Board meeting after web posting.

Ratings:

- Educate and Inform the Public
- Solicit Input from the General Public
- Facilitate Information Flow between the Public and Policy-Makers
- Consider Public Concerns in Decision Making
- Provide Visual Representations of Proposed Actions
- Meet Legal Requirements

2.2 - **Activity 2:** **Community Workshops**

What: Workshops are events that provide the public “hands-on” involvement in the development of plans or programs. “Hands-on” involvement brings together professionals and citizens alike. During these workshops, the public will be invited to identify transportation needs and to propose ideas, concepts or solutions to those or other previously identified needs. A variety of visioning tools and techniques will be used to envision different tradeoffs and public preferences. The result of the workshops will be an agreed upon scenario or solution. The consensus will then lead to a policy framework that, in turn, will be used to guide transportation & land-use decision making.

Who: Open to the general public.

When: Prior to development of updates to the Metropolitan Transportation Plan, the Texas Urban Mobility Program, the Thoroughfare Plan, the Bicycle & Pedestrian Plan, and in association with special studies, such as a Corridor Study.

Where: 2 different locations, minimum.

Notification requirements prior to the first Community Workshop:
(Dates of all workshops to be included with each notice requirement listed below.)

2 weeks prior:	Post to MPO Website (www.waco-texas.com/mpo/index.asp)
2 weeks prior:	E-Mail (postcard will be sent if E-Mail is unavailable) to key transportation stakeholders & interested parties (See appendix B)
1 week prior:	E-mail reminder to key transportation stakeholders & interested parties (See appendix B)
Wednesday prior:	Advertise in Tiempo Spanish language newspaper
Sunday prior:	Advertise in Waco Tribune-Herald
3 days prior:	Issue Press Release (See Appendix C)
Day of:	Issue 2 nd Press Release (See Appendix C)

- Ratings:
- Educate and Inform the Public
 - Solicit Input from the General Public
 - ⊙ Facilitate Information Flow between the Public and Policy-Makers
 - Consider Public Concerns in Decision Making
 - Provide Visual Representations of Proposed Actions
 - Meet Legal Requirements

2.3 - Activity 3: Public Comment Periods

What: A period of time where the public is invited to submit formal comments on any proposed policy action by the MPO Policy Board.

Who: Open to the general public.

When: Major Action: 55 days prior to Policy Board action: 45 day comment period + 10 day revision period. For adoption of new plans or programs or amendments to the Public Participation Plan, the public comment period will begin 55 days prior to the date of proposed action and end 10 days prior to proposed action by the Policy Board.

Minor Action: 20 days prior to Policy Board action: 15 day comment period + 5 day revision period. For amendments to existing plans or programs *except* the Public Participation Plan, begin 20 days prior to the date of proposed action; end 5 days prior to proposed action by the Policy Board.

Abbreviated Process: 15 days prior to Policy Board action:
10 day comment period + 5 day revision period.
For approval of the Annual Listing of Projects and
the Annual Performance and Expenditure Report,
begin 10 days prior to the date of proposed action;
end 5 days prior to proposed action by the Policy
Board.

Where: Not applicable.

Procedure: The MPO Staff will respond to all formal comments within 10 days of receipt for new plans or programs and 5 days or receipt for amendments to existing plans and programs. In order for the staff to respond, comments must be received via methods posted within the notifications identified below and prior to the posted deadline. All comments and staff responses will be forwarded to the MPO Policy Board prior to proposed actions.

Notification requirements in relation to the time period of the Public Comment Period:

Major Action:

Wednesday prior: Advertise in Tiempo Spanish language newspaper

Sunday prior: Advertise in Waco Tribune-Herald

Start Date: Post to MPO website
(www.waco-texas.com/mpo/index.asp)

Start Date: E-mail (postcard will be sent if E-Mail is
unavailable) notices to key transportation
stakeholders & interested parties (See appendix B)

Start Date: Issue Press Release (See Appendix C)

7 days before End Date: Issue 2nd Press Release (See Appendix C)

Minor Action:

Wednesday prior: Advertise in Tiempo Spanish language newspaper

Sunday prior: Advertise in Waco Tribune-Herald

Start Date: Post to MPO website
(www.waco-texas.com/mpo/index.asp)

Start Date: E-mail (postcard will be sent if E-Mail is
unavailable) notices to key transportation
stakeholders & interested parties (See Appendix B)

Start Date: Issue Press Release (See Appendix C)

Abbreviated Process:

Wednesday prior: Advertise in Tiempo Spanish language newspaper

Sunday prior: Advertise in Waco Tribune-Herald

Start Date: Post to MPO website
(www.waco-texas.com/mpo/index.asp)

Start Date: E-mail (postcard will be sent if E-Mail is
unavailable) notices to key transportation
stakeholders & interested parties (See appendix B)

Start Date: Issue Press Release (See Appendix C)

- Ratings:
- Educate and Inform the Public
 - Solicit Input from the General Public
 - Facilitate Information Flow between the Public and Policy-Makers
 - Consider Public Concerns in Decision Making
 - Provide Visual Representations of Proposed Actions
 - Meet Legal Requirements

2.4 - Activity 4: Informational Meetings

What: Informational meetings are informal events that are intended to present information regarding major and minor policy decisions and to collect feedback from the general public. Although these meetings are intended to be informal, each meeting will have a short presentation to provide the following information:

1. The purpose of the meeting;
2. A brief description of the document being acted on; and
3. The action being requested from the Policy Board.

Who: Open to the general public.

When: Prior to all major and minor policy actions and conducted during public comment period.

Where: Major and Minor Action:
Three different locations with one during the day and the other two during the evening.

Abbreviated Process:
Two different locations with one during the day and one during the evening.

Notification: Since Informational Meetings occur in conjunction with a Public Comment Period, notification of Informational Meetings should occur at the same time as the notification of the Public Comment Period for all major and minor policy actions.

- Ratings:
- Educate and Inform the Public
 - Solicit Input from the General Public
 - Facilitate Information Flow between the Public and Policy-Makers
 - Consider Public Concerns in Decision Making
 - Provide Visual Representations of Proposed Actions
 - Meet Legal Requirements

- 2.5 - Activity 5: Informational Programs on the Waco City Cable Channel**
- What: Five to 30 minute programs where basic information is presented regarding the transportation planning process and upcoming major actions on the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP) or Texas Urban Mobility Plan (TUMP).
- Who: Cable television viewers.
- When: 6 weeks prior to adoption, programs will be broadcasted at various times and will continue up to the date of adoption.
- Notification requirements in relation to the date of the Informational Program(s):
 Web postings, e-mails (postcard will be sent if E-Mail is unavailable) to transportation stakeholders / interested parties, and press release once TV schedule is determined
www.waco-texas.com/mpo/index.asp.
- Ratings:
- Educate and Inform the Public
 - Solicit Input from the General Public
 - Facilitate Information Flow between the Public and Policy-Makers
 - Consider Public Concerns in Decision Making
 - Provide Visual Representations of Proposed Actions
 - Meet Legal Requirements

- 2.6 - Activity 6: Elected and Appointed Official Briefings**
- What: Annual presentations to the City Councils of member cities and McLennan County Commissioners Court to provide updates on MPO projects and information concerning upcoming policy decisions.
- Who: Although these briefings will be directed to the elected and appointed members, these presentations will be open to the public.
- When: Prior to adoption of the Metropolitan Transportation Plan (MTP).
- Where: Various City Council chambers or the McLennan County Courthouse.
- Notification requirements in relation to the Briefing:
 2 weeks prior: Post to MPO Website.
www.waco-texas.com/mpo/index.asp
 Additional notification to be handled by the respective agency in accordance with their requirements for notification.
- Ratings:
- Educate and Inform the General Public
 - Solicit Input from the General Public
 - Facilitate Information Flow between the Public and Policy-Makers
 - Consider Public Concerns in Decision Making
 - Provide Visual Representations of Proposed Actions
 - Meet Legal Requirements

2.7 - Activity 7: Public Hearings

- What: Final presentation before the MPO Policy Board where the public is invited to make final comments immediately prior to all policy actions as identified in Table 1.1.
- Who: Open to the general public.
- When: Policy Board meetings at which policy actions are scheduled.
- Where: Various locations, but within walking distance of the Waco Transit fixed route system.

Notification requirements in relation to the Public Hearing for policy action:

- 2 weeks prior: Post to MPO Website
www.waco-texas.com/mpo/index.asp
- 10 days prior: E-Mail (postcard will be sent if E-Mail is unavailable) notice to transportation stakeholders and interested parties
- 1 week prior: Post background information to MPO Website
- Wednesday prior: Advertise in Tiempo Spanish language newspaper
- Sunday prior: Advertise in Waco Tribune-Herald
- 3 days prior: E-mail (postcard will be sent if E-Mail is unavailable) reminder to transportation stakeholders and interested parties
- 3 days prior: Post agenda on bulletin boards of the Waco City Hall & McLennan County Courthouse
- 2 days prior: Issue Press Release (See Appendix C)
- Day of: Issue 2nd Press Release (See Appendix C)

- Ratings:
- Educate and Inform the Public
 - Solicit Input from the General Public
 - Facilitate Information Flow between the Public and Policy-Makers
 - Consider Public Concerns in Decision Making
 - Provide Visual Representations of Proposed Actions
 - Meet Legal Requirements

Waco MPO Public Participation Matrix

Activities	Educate and Inform Public	Solicit Input from the General Public	Facilitate Information Flow between the Public and Policy-Makers	Consider Public Concerns in Decision Making	Provide Visual Representations of Proposed Actions	Meet Legal Requirements
Survey on Transportation Issues	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Workshops	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Public Comment Periods	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Informational Meetings	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Informational Programs on Waco City Cable Channel	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Elected and Appointed Official Briefings	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Public Hearings	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

<input checked="" type="radio"/>	Significantly Accomplishes Goal
<input checked="" type="radio"/>	Moderately Accomplishes Goal
<input type="radio"/>	Accomplishes Goal "A Little"

Section 3 – Meeting Format

Not every meeting conducted by the Waco MPO will contain major or minor policy actions. Nevertheless the public will be afforded opportunities to participate regardless of the topic of discussion. This section details these opportunities and outlines the format of the various board and committee meetings conducted by the MPO.

3.1 - MPO Policy Board Meetings

What: 20-member Board consisting of elected officials and other representatives of member cities, McLennan County and TxDOT.

Actions: Approves adoption and amendment of all plans and programs for the MPO, adopts all transportation policy for the region.

Who: Open to the general public.

When: Scheduled as needed, but not less than quarterly.

Where: Various locations, but within walking distance of the Waco Transit fixed route system.

Participation: General Hearing: The meeting will begin with an opportunity for all persons to address the Policy Board regardless of whether the topic is on the agenda or not. The Policy Board, however, cannot respond if the topic is not on the agenda.

Policy Actions: Additional hearings will be on the meeting agenda for any policy action (see page 9).

Hearing Policy: All persons are given 3 minutes to speak, longer if the Policy Board chair permits. If representing a group of persons or an association, then the person may speak up to 10 minutes, longer if the Policy Board chair permits.

Notification requirements in relation to scheduled meeting of the Policy Board:

1 month prior:	Post date and time to MPO website (www.waco-texas.com/mpo/index.asp)
2 weeks prior:	Post agenda to MPO Website
10 days prior:	E-Mail notice (postcard will be sent if E-Mail is unavailable) to transportation stakeholders and interested parties
1 week prior:	Post background information to MPO Website
Wednesday prior:	Advertise in Tiempo Spanish language newspaper
Sunday prior:	Advertise in Waco Tribune-Herald
3 days prior:	E-mail (postcard will be sent if E-Mail is unavailable) reminder to transportation stakeholders and interested parties
3 days prior:	Post agenda on bulletin boards of the Waco City Hall & McLennan County Courthouse
2 days prior:	Issue Press Release (See Appendix C)
Day of:	Issue 2 nd Press Release (See Appendix C)

3.2 - MPO Technical Committee Meetings

- What: Committee of professional engineers and planners from member governments as well as community business leaders.
- Actions: Provides recommendations to the Policy Board on all matters requiring technical advice.
- Who: Open to the general public.
- When: Generally one week prior to the MPO Policy Board meeting.
- Where: Various locations, but within walking distance of the Waco Transit fixed route system.
- Participation: The meeting will begin with an opportunity for all persons to address the Technical Committee for items specified on the agenda.
- Hearing Policy:
All persons are given 3 minutes to speak, longer if a majority of Committee members approve. If representing a group of persons or an association, then the person may speak up to 10 minutes, longer if a majority of Committee members approve.

Notification requirements in relation to scheduled meeting of the Technical Committee:

- | | |
|------------------|---|
| 1 month prior: | Post date and time to MPO website
(www.waco-texas.com/mpo/index.asp) |
| 2 weeks prior: | Post agenda to MPO Website |
| 10 days prior: | E-Mail (postcard will be sent if E-Mail is unavailable) transportation stakeholders and interested parties |
| 1 week prior: | Post background information to MPO Website |
| Wednesday prior: | Advertise in Tiempo Spanish language newspaper |
| Sunday prior: | Advertise in Waco Tribune-Herald |
| 3 days prior: | Post agenda on bulletin boards of the Waco City Hall & McLennan County Courthouse |
| 2 days prior: | Issue Press Release (See Appendix C) |

3.3 - Emergency Meetings

- What: Meetings of the Policy Board to take action on matters of life or death.
- Who: Open to the general public.
- When: Scheduled as needed.
- Where: Various locations.
- Participation: Public participation will be limited to solicitations from board members.
- Notification: 2 hours prior: Post agenda on bulletin boards of the Waco City Hall & McLennan County Courthouse
2 hours prior: Issue Press Release (See Appendix C)

3.4 - Subcommittee Meetings

What: The MPO Policy Board and Technical Committee may appoint subcommittees to study specific topics and provide recommendations to the Policy Board or Technical Committee.

Who: Open to the general public.

When: Scheduled as needed.

Where: Various locations.

Participation: Same as Policy Board or Technical Committee meetings.

Notification: Same as Policy Board or Technical Committee meetings.

3.5 - Executive Sessions

What: The MPO Policy Board may call executive sessions in order to discuss the following items:

1. Pending or contemplated litigation;
2. A settlement offer;
3. An attorney/client privilege/relationship;
4. The purchase, exchange, lease, or value of real property;
5. A gift and/or donation; or
6. The appointment, employment, evaluation, reassignment, duties, discipline or dismissal of the MPO director or subordinate staff.

Who: Executive sessions are closed to the public.

When: Scheduled as needed.

Where: Various locations.

Participation: Only persons invited by the Policy Board may attend or participate in executive sessions.

Notification: 3 days prior: Post notice of executive session on MPO web site and bulletin boards of the Waco City Hall and McLennan County Courthouse.

3.6 - Note on Meeting Cancellations

From time to time, MPO Policy Board and Technical Committee meetings will need to be cancelled. Should the need to cancel a meeting arise, except for the lack of a quorum, the MPO will post a notice of cancellation at the meeting location, the McLennan County Courthouse and the Waco City Hall no less than 24 hours prior to the scheduled meeting time. In addition, a notice of cancellation shall be announced via press release at the applicable time. For disasters, states of emergency or other situations in which travel is considered unusually hazardous, notice of cancellation will be announced via press release no less than one hour prior to the scheduled meeting time.

In the case that a quorum of members should not be achieved for an MPO Policy Board meeting, the Policy Board chair may officially cancel the meeting 30 minutes after the scheduled meeting time. Without action, the meeting is cancelled one hour after the scheduled meeting time should a quorum not be achieved at that time. Subcommittee or Technical Committee meetings are not subject to quorum requirements.

Section 4 – Future Revisions

4.1 - 5 Year Review of the Public Participation Plan

These public involvement procedures shall be reviewed by the MPO staff at least once every 5 years to ensure compliance with existing federal and state law and to provide an analysis of effectiveness. The results of any review and any recommended changes shall be made available for public review for a minimum of 45 calendar days. A digital copy of the review and proposed changes shall be made available for viewing by the public on the MPO web site (www.waco-texas.com/mpo/index.asp). One hard copy of the review and proposed changes shall be made available at the MPO offices. The public review period shall be posted at the McLennan County Courthouse and the Waco City hall, posted on the MPO web site (www.waco-texas.com/mpo/index.asp), advertised in the Waco Tribune-Herald and announced via press release. Announcements shall also be E-mailed (postcard will be sent if E-Mail is unavailable) to the MPO list of interested or affected parties. All announcements shall mention the locations and times that the review and proposed changes may be viewed and shall also mention how and where to send comments.

Once the public review period has ended, the staff will review all public comments. All public comments and staff recommendations shall be presented to the MPO Policy Board for review and appropriate action. This meeting of the MPO Policy Board shall adhere to the requirements identified for Policy Board meetings in Section 3.

4.2 - Interim Amendments to the Public Participation Plan

Interim amendments are defined as any change to the public involvement requirements outside of corrections due to grammar, spelling or other typographic errors.

Interim amendments may be recommended by the MPO staff or the MPO Policy Board provided a minimum 45-day public review period be completed prior to Policy Board action. The requirements for public review shall be identical to that for the 5-year review of these procedures.

Section 5 – Revision Process

(This section to be updated after action by Policy Board)

The review and draft document were completed and released for public review on April 24, 2013. At this time the 45-day public comment period commenced. The draft document was then submitted to the MPO Policy Board for discussion at its regularly scheduled meeting on May 28, 2013. Digital copies of the final draft were made available online at the MPO web site. Paper copies of the final draft were made available for viewing at the MPO offices as well as four other locations within the Metropolitan Area. This comment period was posted on the MPO web site (www.waco-texas.com/mpo/index.asp), advertised in the Waco Tribune-Herald, Tiempo Spanish language newspaper and announced via press release. All notices mentioned when and where copies of the draft documents were available for viewing and also mentioned how and where to send comments.

Three public informational meetings were conducted on May 13, 2013 and May 14, 2013, both at 6:00 PM, and a third on May 16, 2013 at 12:00 PM. The May 13, 2013 meeting was conducted at the Hewitt Community Center, the May 14, 2013 meeting at the Waco Transit Multimodal Center, and the May 16, 2013 meeting at the Dr. Mae Jackson City of Waco Development Center. These hearings were posted on the MPO web site (www.waco-texas.com/mpo/index.asp), posted at the McLennan County Courthouse and the Waco City hall, posted on the MPO web site (www.waco-texas.com/mpo/index.asp), advertised in the Waco Tribune-Herald and announced via press release. The MPO Policy Board met on June 25, 2013 and adopted the Public Participation Plan. A public hearing was conducted during the meeting prior to Policy Board action. The hearing was posted on the MPO web site (www.waco-texas.com/mpo/index.asp), advertised in the Waco Tribune-Herald and announced via press release. All comments received during the public comment period were forwarded to the Policy Board prior to this meeting.

Appendix A – Metropolitan Area Map



Appendix B – Key Transportation Stakeholders

Company / Agency	Transportation Interest
Alta Vista Neighborhood Association	Community Representative
Austin Ave Neighborhood Association	Community Representative
Axtell ISD	School District
Baylor Neighborhood Association	Community Representative
Baylor University	University / College
Baylor University Chamber of Commerce	Business Representative
Bellmead Chamber of Commerce	Business Representative
Bosqueville ISD	School District
Brazos Neighborhood Association	Community Representative
Brazos Valley Travel LLC	Bus Charter / Taxi
Brook Oaks Neighborhood Association	Community Representative
Brookview Neighborhood Association	Community Representative
Bruceville-Eddy ISD	School District
Business Resource Center	Business Representative
Carver Neighborhood Association	Community Representative
Cedar Ridge Neighborhood Association	Community Representative
Cen-Tex African American Chamber of Commerce	Business Representative
Cen-Tex Hispanic Chamber of Commerce	Business Representative
Central Freight Lines, Inc.	Freight / Logistics
Central Texas Senior Ministry dba MEALS & WHEELS	Public Transportation Provider
Central Texas Trails	Bus Charter / Taxi
China Spring ISD	School District
Connally ISD	School District
Crawford ISD	School District
Dean-Highland Neighborhood Association	Community Representative
Durham School Services	Bus Charter / Taxi
Gholson ISD	School District
Greater Crawford Chamber of Commerce & Agriculture	Business Representative
Greater Hewitt Chamber of Commerce	Business Representative
Greater Waco Chamber of Commerce	Business Representative
Hallsburg ISD	School District

Company / Agency	Transportation Interest
Heart of Texas Builders Association	Business Representative
Heart of Texas Neighborhood Association	Community Representative
Heart of Texas Workforce Board	Social Services
Hillcrest Health System	Hospital / Large Employer
Kendrick Neighborhood Association	Community Representative
L-3 Communications Integrated Systems	Large Employer
Lacy-Lakeview Chamber of Commerce	Business Representative
Landon Branch Neighborhood Association	Community Representative
LaVega ISD	School District
Lorena ISD	School District
Mart Chamber of Commerce	Business Representative
Mart ISD	School District
McGregor Chamber of Commerce	Business Representative
McGregor Economic Development Corporation	Business Representative
McGregor ISD	School District
McLennan Community College	University / College
McLennan County Farm Bureau	Agriculture
Midway ISD	School District
Mid-Way Transportation, Inc.	Freight / Logistics
Moody Chamber of Commerce	Business Representative
Moody ISD	School District
Mountainview Neighborhood Association	Community Representative
North East Riverside NA	Community Representative
North Lake Waco Neighborhood Association	Community Representative
North Waco Community Association	Community Representative
Oakwood Neighborhood Association	Community Representative
Parkdale / Viking Hills Neighborhood Association	Community Representative
Providence Health Center	Hospital / Large Employer
Richland Hills Neighborhood Association	Community Representative
Riesel ISD	School District
Robinson Chamber of Commerce	Business Representative
Robinson ISD	School District

Company / Agency	Transportation Interest
Sanger Heights Neighborhood Association	Community Representative
Tejas Logistics	Freight / Logistics
Texas Dept of Mental Health & Mental Retardation	Social Services
Texas Dept of State Health Services	Social Services
Texas Dept of Transportation	State Transportation Agency
Texas State Technical College	University / College
Timbercrest Neighborhood Association	Community Representative
University Neighborhood Association	Community Representative
Valley Mills Chamber of Commerce	Business Representative
Valley Mills ISD	School District
Waco – McLennan County Economic Development Corporation	Business Representative
Waco ISD	School District
Waco Transit	Public Transit Provider
West Chamber of Commerce	Business Representative
West ISD	School District
West Waco Neighborhood Association	Community Representative
Woodway Chamber of Commerce	Business Representative
Yellow Cab of Waco	Bus Charter / Taxi

Appendix C – List of Media for Press Releases

Company / Agency	Transportation Interest
211 HOTCOG	Public Service
Anchor Newspaper	Newspaper
Clear Channel Communications	Radio
Deaf Link	Public Service
FM 94.5 KBCT	Radio Station
HHSC TX	Television
KWTX Channel 10	
KXXV Channel 25	
KCEN TV Channel 6	Television
KWKT Channel 44	Television
MIX 92.9 KLRK	Radio
News 8 Austin	Television
Tiempo Newspaper	Newspaper (Spanish)
Waco Citizen Newspaper	Newspaper
Waco Tribune Herald	Newspaper

Appendix D – Matrix of Notification Requirements by type of Policy Action

NOTIFICATION REQUIREMENTS BY COMMUNITY OUTREACH AND POLICY ACTION		OUTREACH ACTIVITY							
		Section 2	2.1	2.2	2.3	2.4	2.5	2.6	2.7
TYPE OF POLICY ACTION:			M	M	M, m, a	M, m, a	M	M, m, a	M, m, a
NOTIFICATION REQUIREMENTS:									
Legal Ad	Tiempo Tribune		✓	✓	✓	✓	✓	✓	✓
Press Release(s)		✓ ₁	✓ ₂	✓ ₁	✓ ₂	✓ ₁	✓ ₁	✓ ₂	✓ ₂
MPO Website		✓	✓	✓	✓	✓	✓	✓	✓
Mail (postcards)		✓	✓	✓	✓	✓	✓	✓	✓
E-mail		✓	✓	✓	✓	✓	✓	✓	✓

Legend: Type of Policy Action as per Section 1:

M = Major Action (adoption of a new plan)

m = minor action (amend a current plan, resolution)

a = abbreviated process (specific to APL & APER)

✓ = required notification as per Section 2 of Public Participation Plan

* = notification to be handled by respective agency

Appendix C: Title VI Policy Statement

Title VI/Nondiscrimination Policy Statement

Waco Metropolitan Planning Organization

Title VI Compliance Program

The Waco Metropolitan Planning Organization is committed to assuring nondiscrimination in its programs and activities. No person shall on the grounds of race, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by the Waco Metropolitan Planning Organizations or its contractors.

As required by contractual agreement, the Waco Metropolitan Planning Organization will comply with the applicable laws and regulations relative to nondiscrimination in federally or state assisted programs of the Texas Department of Transportation (TxDOT).

Date

Chris Evilia, Director



Waco Metropolitan Planning Organization

Título VI / Declaración de la política de no discriminación

Organización de Planificación Metropolitana de Waco

Programa de cumplimiento de Título VI

La Organización de Planificación Metropolitana de Waco se compromete a prevenir la discriminación en sus programas y actividades. Ninguna persona deberá ser excluida de la participación en, ser negada los beneficios de, o ser sometida de otra manera a la discriminación o represalia bajo cualquier programa financiado federalmente o no federalmente o cualquier actividad administrada por las Organizaciones de Planificación Metropolitanas de Waco o sus contratistas por motivos de raza, color de piel, nacionalidad, sexo, edad, o discapacidad.

Según lo estipulado en el acuerdo contractual, la Organización de Planificación Metropolitana de Waco cumplirá con las leyes y reglamentos aplicables relativos a la no discriminación en programas asistidos por el gobierno federal o estatal del Departamento de Transporte de Texas (TxDOT).

Fecha

Chris Evilia, Director



Waco Metropolitan Planning Organization

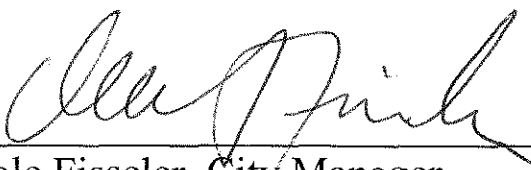


CITY OF WACO

**CITY OF WACO, TEXAS
TITLE VI COMPLIANCE PROGRAM**

The City of Waco is committed to assuring nondiscrimination in its programs and activities. No person shall on the grounds of race, color, national origin, sex, age, disability, or income status be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by the City of Waco or its contractors.

Dated: 09/01/16

By: 
Dale Fisseler, City Manager

Appendix D: Title VI Notice to the Public

Notice of Protection Against Discrimination

Waco Metropolitan Planning Organization

Title VI Compliance Program

The Waco Metropolitan Planning Organization operates its programs and activities without regard to race, color, national origin, sex, age, or disability in accordance with Title VI of the Civil Rights Act and its implementing regulations. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Waco Metropolitan Planning Organization.

For more information on the Title VI program and procedures to file a complaint, contact:

Waco Metropolitan Planning Organization (Waco MPO)
P.O. Box 2570
Waco, Texas 76702-2570
www.waco-texas.com
e-mail: mpo@wacotx.gov
254.750.5651

Complaints may be filed directly with the following agencies:

- Federal Highway Administration (FHWA), Office of Civil Rights, 1200 New Jersey Ave SE, 8th Floor E81-105, Washington, DC 20590
- Federal Transit Administration (FTA), Office of Civil Rights, Region VI, 819 Taylor St, Room 8A36, Fort Worth, TX 76102
- US Department of Transportation (USDOT), Office of Civil Rights, 1200 New Jersey Ave SE, 8th Floor E81-105, Washington, DC 20590
- US Department of Justice (USDOJ), Civil Rights Division, 950 Pennsylvania Avenue NW, Washington, DC 20530-0001
- Texas Department of Transportation, 125 E. 11th St., Austin, TX 78701.

If information is needed in another language, contact the Waco MPO.

Si se necesita información en otro idioma, comuníquese con el Waco MPO.



Waco Metropolitan Planning Organization

Aviso de protección contra la discriminación

Organización de Planificación Metropolitana de Waco

Programa de cumplimiento de Título VI

La Organización de Planificación Metropolitana de Waco opera sus programas y actividades sin consideración de raza, color, origen nacional, sexo, edad, o discapacidad de acuerdo con el Título VI de la Ley de Derechos Civiles y sus reglamentos de implementación. Cualquier persona que crea que ha sido agraviada por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja ante la Organización de Planificación Metropolitana de Waco.

Para más información sobre el programa de derechos civiles y los procedimientos para presentar una queja, comuníquese con:

Organización de Planificación Metropolitana de Waco (Waco MPO)
P.O. Box 2570
Waco, Texas 76702-2570
www.waco-texas.com
e-mail: mpo@wacotx.gov
254.750.5651

Quejas pueden ser presentadas directamente con las siguientes agencias:

- Administración Federal de Carretera (FHWA), Oficina de Derechos Civiles, 1200 New Jersey Ave SE, 8th piso E81-105, Washington, DC 20590
- Administración Federal de Tránsito (FTA), Oficina de Derechos Civiles, Region VI, 819 Taylor St, Sala 8A36, Fort Worth, TX 76102
- Departamento de Transporte de los Estados Unidos (USDOT), Oficina de Derechos Civiles, 1200 New Jersey Ave SE, 8th piso E81-105, Washington, DC 20590
- Departamento de Justicia de los Estados Unidos (USDOJ), División de Derechos Civiles, 950 Pennsylvania Avenue NW, Washington, DC 20530-0001
- Departamento de Transporte de Texas, 125 E. 11th St., Austin, TX 78701.

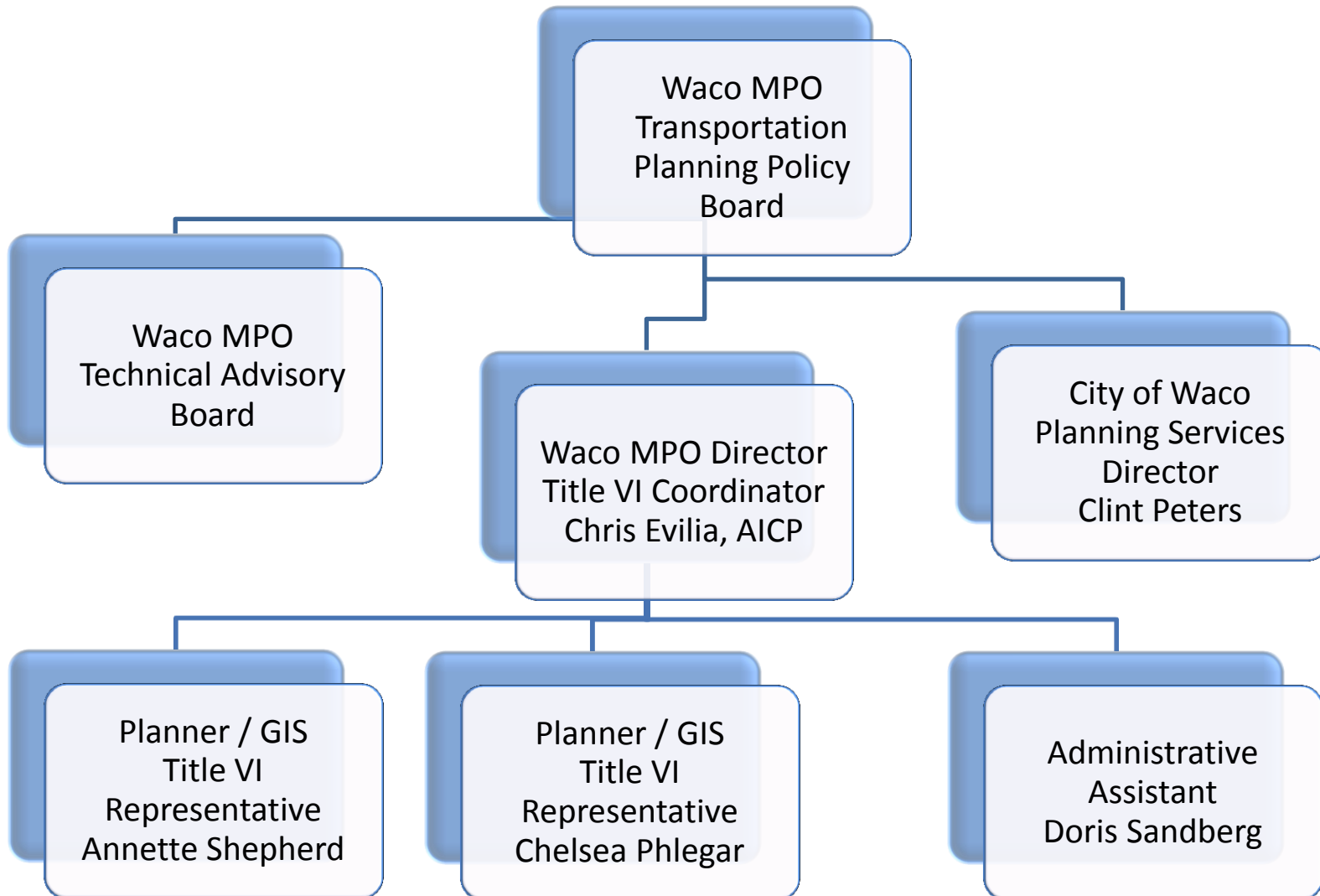
Si se necesita información en otro idioma, comuníquese con el Waco MPO.



Waco Metropolitan Planning Organization

Appendix E: MPO Organizational Chart

Waco Metropolitan Planning Organization (Waco MPO) Organizational Chart



Appendix F: Title VI Complaint Form



Waco Metropolitan Planning Organization

EXTERNAL DISCRIMINATION COMPLAINT FORM

Mail the signed form to the The Waco Metropolitan Planning Organization
 P.O. Box 2570, Waco, Tx. 76702-2570

Si necesita información en otro idioma, por favor póngase en contacto con el MPO de Waco, 254-750-5651.

Last Name		First Name	
Mailing Address		City	State
Telephone	Alternate Telephone	E-mail Address	
Please indicate the basis of your complaint: <input type="checkbox"/> Race _____ <input type="checkbox"/> Age _____ <input type="checkbox"/> National Origin _____ <input type="checkbox"/> Color _____ <input type="checkbox"/> Sex _____ <input type="checkbox"/> Disability _____			
Date and place of alleged discriminatory action (s). Please include the earliest date of discrimination and the most recent date of discrimination.			
How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently from you. (Attach additional pages, if necessary).			

The law prohibits intimidation or retaliation against anyone because he/she has either taken action, or participated in action, to secure rights protected by these laws. If you feel that you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances below. Explain what action you took which you believe was the cause for the alleged retaliation. (Attach additional pages if necessary).

Names of Individuals responsible for the discriminatory action(s):

Names of Persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint: (attach additional pages if necessary).

Name	Address	Telephone
		()
		()
		()
		()

Have you filed, or intend to file, a complaint regarding the matter with any of the following agencies? If yes, please provide filing dates. Check all that apply.

- U.S. Department of Transportation _____
- Federal Highway Administration _____
- Federal Transit Administration _____
- Office of Federal Contract Compliance Programs _____
- U.S. Equal Employment Opportunity Commission _____
- U.S. Department of Justice _____
- Other _____

Have you discussed the complaint with any Waco MPO Representative? If yes, provide the name, position, and date of discussion.

Briefly explain what remedy, or action, you are seeking for the alleged discrimination.

Please provide any additional information and/or photographs, if applicable, that you believe will assist with an investigation.

We cannot accept an unsigned complaint. Please print your name, sign and date the complaint form below:

Complainant's Printed Name

Complainant's Signature

Date

FOR OFFICE USE ONLY

Date Complaint Received: _____ Case #: _____

Processed By: _____ Date Referred: _____



Waco Metropolitan Planning Organization

How Do You File a Complaint of Discrimination?

Anyone who believes they have been excluded from participation in the transportation planning process, denied benefits of any services provided by the MPO, or otherwise discriminated against because of their race, color, national origin, gender, age, or disability, may file a Title VI complaint.

To file a complaint of discrimination, complainants should complete the Waco MPO's [Title VI Complaint Form](#). The Title VI Complaint Form is available at the Waco MPO offices and on the [MPO website](#). Complaints must be filed in writing within 180 days from the last date of the alleged discrimination. Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. For assistance in filing a complaint, contact the MPO's Agency's Title VI Coordinator at (254) 750-5651.

Complaints may be submitted via:

Mail:
P.O. Box 2570
Waco, TX 76702-2570

Phone:
(254) 750-5651 – office
(254) 750-1605 – fax

Website:
<http://www.waco-texas.com/cms-mpo/page.aspx?id=209>

e-mail:
mpo@ci.waco.tx.us

Office Location:
401 Franklin Ave
Dr. Mae Jackson Development Center
Waco, Texas 76702

Office Hours:
8:00 a.m. to 5:00 p.m.
Monday through Friday
except certain holidays

What Happens After a Complaint is Filed?

Upon receipt of a Title VI related complaint, the Title VI Coordinator will notify TxDOT's Waco District Public Transportation Coordinator within 10 working days and assign an internal investigator. Title VI complaints must be investigated within sixty days. Investigating a complaint includes interviewing all parties involved and key witnesses. The Title VI Coordinator will assign an investigator. The investigator may request relevant information such as books, records, electronic information, and other sources of information from all involved parties. You may specify if there is a particular individual or individuals that you feel should not investigate your complaint due to conflict of interest or other reasons.

After the investigator reviews the complaint, she or he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states there was not a Title VI violation and the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of staff members or other actions will occur. If warranted, the MPO will make any appropriate changes to policy or procedures.

Title VI complaints may also be filed directly with [TxDOT](#), the [Federal Highway Administration \(FHWA\)](#), the [Federal Transit Administration \(FTA\)](#), the [United States Department of Transportation \(USDOT\)](#), and the [United States Department of Justice \(USDOJ\)](#).



Waco Metropolitan Planning Organization

FORMULARIO DE DENUNCIA DE DISCRIMINACIÓN EXTERNA

Enviar por correo el formulario firmado a la organización de planificación metropolitana de Waco
 P.O. Box 2570, Waco, Tx. 76702-2570

Si necesita información en otro idioma, por favor póngase en contacto con el MPO de Waco, 254-750-5651.

Apellido		Nombre		
Dirección de correo		Ciudad	Estado	Cremallera
Teléfono	Teléfono alternativo	Dirección de correo electrónico		
Por favor, indique la base de su queja: <input type="checkbox"/> Carrera _____ <input type="checkbox"/> Edad _____ <input type="checkbox"/> Origen nacional _____ <input type="checkbox"/> Color _____ <input type="checkbox"/> Sexo _____ <input type="checkbox"/> Discapacidad _____				
Fecha y lugar de la supuesta acción discriminatoria (s). Por favor incluya la fecha más temprana de la discriminación y la fecha más reciente de discriminación.				
¿Cómo se fueron discriminados contra? Describir la naturaleza de la acción, decisión o condiciones de la discriminación alegada. Explicar lo más claramente posible lo que sucedió y por qué crees que su estado de protección (base) era un factor en la discriminación. Incluyen cómo otras personas fueron tratadas diferentemente de usted. (Adjunte páginas adicionales, si es necesario).				

La ley prohíbe intimidación o represalia contra cualquier persona porque él o ella ha actuado o participaron en la acción, para garantizar los derechos protegidos por estas leyes. Si usted siente que han sido represalias contra, separar la discriminación alegada por encima, por favor explique las circunstancias abajo. Explicar qué medidas tomaste que crees que fue la causa de la supuesta venganza. (Adjunte páginas adicionales si es necesario).

Nombres de las personas responsables de las acciones discriminatorias:

Nombres de personas (testigos, compañeros de trabajo, supervisores u otros) que nos podemos en contacto para que obtener más información apoyar o aclarar su queja: (Adjunte páginas adicionales si es necesario).

Nombre	Dirección	Teléfono
		()
		()
		()
		()

Ha presentado, o la intención de presentar, una queja sobre el asunto con cualquiera de los siguientes organismos? En caso afirmativo, indique las fechas de presentación. Marque todas las que aplican.

- Departamento de transporte de _____
- Administración Federal de Carreteras _____
- Administración de tránsito federal _____
- Oficina de programas de cumplimiento de contrato Federal _____
- Comisión de oportunidad de igualdad de empleo de los Estados Unidos _____
- Departamento de Justicia de Estados Unidos _____
- Otros _____

¿Han discutido la queja con cualquier representante de MPO de Waco? En caso afirmativo, proporcione el nombre, posición y fecha de discusión.

Explique brevemente qué remedio o acción, usted está buscando para la discriminación alegada.

Por favor proporcione cualquier información adicional o fotografías, en su caso, que creen voluntad ayudar en una investigación.

No podemos aceptar una queja sin firmar. Por favor escriba su nombre, firme y feche el formulario a continuación:

Nombre del autor

Firma del demandante

Fecha

PARA USO DE OFICINA SOLAMENTE

Fecha queja recibida: _____ Caso #: _____

Procesado por: _____ Fecha que se refiere el: _____



Waco Metropolitan Planning Organization

¿Cómo presentar una queja de discriminación?

Cualquier persona que crea que ha sido excluida de participar en el proceso de planificación de transporte, se le ha negado los beneficios de cualquier servicio proporcionado por el MPO, o ha sido discriminada por su raza, color, nacionalidad, género, edad o discapacidad puede someter una queja de Título VI.

Para presentar una queja de discriminación, los reclamantes deben llenar el [Formulario de Queja de Título VI](#) de Waco MPO. El Formulario de Queja de Título VI está disponible en las oficinas de Waco MPO y en el [sitio web de MPO](#). Las quejas deben presentarse por escrito dentro de los 180 días de la última fecha de la supuesta discriminación. Se harán esfuerzos razonables para ayudar a las personas con discapacidades, quienes no hablan inglés y otros que no pueden presentar una queja por escrito. Para asistencia en la presentación de una queja, comuníquese con el Coordinador del Título VI de la Agencia del MPO al (254) 750-5651.

Las quejas pueden ser presentadas a través de:

Correo:
P.O. Box 2570
Waco, TX 76702-2570

Teléfono:
(254) 750-5651 – office
(254) 750-1605 – fax

Sitio web:
<http://www.waco-texas.com/cms-mpo/page.aspx?id=209>

correo electrónico:
mpo@ci.waco.tx.us

Localización de la oficina:
401 Franklin Ave
Dr. Mae Jackson Development Center
Waco, Texas 76702

Horas de oficina:
8:00 a.m. to 5:00 p.m.
de lunes a viernes
excepto ciertas vacaciones

¿Qué ocurre después de presentar una queja?

Al recibir una queja relacionada con el Título VI, el Coordinador del Título VI notificará al Coordinador de Transporte Público del Distrito de Waco de TxDOT dentro de 10 días laborables y asignará un investigador interno. Las denuncias del Título VI deben ser investigadas dentro de sesenta días. Investigar una queja incluye entrevistar a todas las partes implicadas ya testigos clave. El Coordinador del Título VI asignará a un investigador. El investigador puede solicitar información relevante, como libros, registros, información electrónica y otras fuentes de información de todas las partes involucradas. Usted puede especificar si hay un individuo en particular o individuos que usted cree que no debe investigar su queja debido a un conflicto de intereses u otras razones.

Después de que el investigador revise la queja, él o ella emitirá una de dos cartas al demandante: una carta de cierre o una carta de hallazgo (LOF). Una carta de cierre resume las alegaciones y afirma que no hubo una violación del Título VI y el caso será cerrado. Un LOF resume las alegaciones y las entrevistas sobre el supuesto incidente, y explica si se llevará a cabo alguna acción disciplinaria, capacitación adicional de miembros del personal u otras acciones. Si se justifica, la MPO realizará los cambios apropiados en la política o los procedimientos.

Las denuncias del Título VI también pueden ser presentadas directamente a el [Departamento de Transporte de Texas \(TxDOT\)](#), la [Administración Federal de Carreteras \(FHWA\)](#), la [Administración Federal de Tránsito \(FTA\)](#), el [Departamento de Transporte de los Estados Unidos \(USDOT\)](#), y el [Departamento de Justicia de los Estados Unidos \(USDOJ\)](#).

Appendix G: Title VI History of Investigations, Complaints, and Lawsuits



Waco Metropolitan Planning Organization

History of Title VI Investigations, Complaints, and Lawsuits

	DATE FILED	SUMMARY OF ALLEGATIONS (include race, color, or national origin)	COMPLAINT STATUS	ACTION(S) TAKEN
INVESTIGATIONS				
1	None			
2				
3				
4				
5				
LAWSUITS				
1	None			
2				
3				
4				
5				
COMPLAINTS				
1	None			
2				
3				
4				
5				

Appendix H: Limited English Proficiency (LEP)

Waco Metropolitan Planning Organization

LEP

Limited English Proficiency Plan



Adopted by the
Waco Metropolitan Planning
Organization Policy Board on
August 28, 2012



Prepared by the Waco
Metropolitan Planning
Organization in Cooperation
with the Federal Highway
Administration, Federal
Transit Administration and the
Texas Department of
Transportation

ARABIC <small>(العربية)</small>	لغة المثلثة العربية	FRENCH <small>(Français)</small>	Je parle français	LAOTIAN <small>(ລາວ)</small>	ສຳເລັດສາສາສາສາ	SPANISH <small>(Español)</small>	Yo hablo español
ARMENIAN <small>(Հայերեն)</small>	Իմ լեզուն էի Ինգլիզի	FRENCH CREOLE <small>(Français Créole)</small>	M pale kreòl ayisyen	LITHUANIAN <small>(Lietuvių kalba)</small>	Aš kalbu lietuviškai	SWAHILI <small>(Kiswahili)</small>	Ninaongoa Kiswahili
BENGLALI <small>(বাংলা)</small>	আমি বলি বাংলা	GERMAN <small>(Deutsch)</small>	Ich spreche Deutsch	MANDARIN (Chinese) <small>(普通话)</small>	我说普通话	SWEDISH <small>(Svenska)</small>	Jag talar svenska
BOSNIAN <small>(Bosanski jezik)</small>	Ja govorim bosanski	GREEK <small>(Ελληνικά)</small>	Μιλώ τα ελληνικά	NORWEGIAN <small>(Norsk)</small>	Jeg snakker norsk	TAGALOG <small>(Tagalog)</small>	Marunong akong mag-Tagalog
BULGARIAN <small>(Български)</small>	Аз говоря български	GUJARATI <small>(ગુજરાતી)</small>	હું ગુજરાતી બોલું છું	POLISH <small>(Polski)</small>	Mówię po polsku	THAI <small>(ไทย)</small>	พูดภาษาไทย
BURMESE <small>(မြန်မာစာစကား)</small>	ကျွန်ုပ်တို့ မြန်မာစာစကား ခြေကိုင်ဆောင်ပါသည်။	HEBREW <small>(עברית)</small>	אני מדבר עברית	PORTUGUESE <small>(Português)</small>	Eu falo português do Brasil (Brazil)	TURKISH <small>(Türkçe)</small>	Türkçe konuşurum
CAMBODIAN <small>(ខ្មែរ)</small>	ខ្ញុំនិយាយខ្មែរ	HINDI <small>(हिन्दी)</small>	मैं हिन्दी बोलता हूँ।	PORTUGUESE <small>(Português)</small>	Eu falo português de Portugal (Portugal)	UKRAINIAN <small>(Українська)</small>	Я розмовляю українською мовою
CANTONESE (Chinese) <small>(廣東話)</small>	我講廣東話	HMONG <small>(Hmong)</small>	Kav has lug Moob	PUNJABI <small>(ਪੰਜਾਬੀ)</small>	ਮੈਂ ਪੰਜਾਬੀ ਬੋਲਦੀ ਹਾਂ।	URDU <small>(اُردو)</small>	میں اردو بولتی ہوں
CROATIAN <small>(Hrvatski jezik)</small>	Govorim hrvatski	HUNGARIAN <small>(Magyarul)</small>	Beszélek magyarul	ROMANIAN <small>(Română)</small>	Vorbesc românește	VIETNAMESE <small>(Tiếng Việt)</small>	Tôi nói tiếng Việt
CZECH <small>(Česky)</small>	Mluvim česky	ITALIAN <small>(Italiano)</small>	Parlo italiano	RUSSIAN <small>(Русский)</small>	Я говорю по-русски	YORUBA <small>(Yorùbá)</small>	Mo nio Yorùbá
DUTCH <small>(Nederlands)</small>	Ik spreek het Nederlands	JAPANESE <small>(日本語)</small>	私は日本語を話します	SERBIAN <small>(Српски)</small>	Ja govorim srpski		
FARSI (Persian) <small>(فارسی)</small>	من فارسی صحبت می‌کنم	KOREAN <small>(한국어)</small>	한국어 합니다	SLOVAK <small>(Slovensky)</small>	Hovorím po slovensky		



Waco Metropolitan Planning Organization

Introduction

This Limited English Proficiency Plan has been prepared to address the Waco Metropolitan Planning Organization's (MPO) responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English proficiency language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 USC 2000d, et seq., and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of 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 agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds, including all programs administered by the Waco MPO.

Plan Summary

The Waco MPO has developed this Limited English Proficiency Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency (LEP) who wish to participate within the transportation planning process. As defined within 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, the ways in which assistance may be provided, staff training that may be required and how to notify LEP persons that assistance is available.

In order to prepare this plan, the Waco MPO used the four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons who may reside within the Waco MPO's jurisdiction.
2. The frequency with which LEP persons come in contact with Waco MPO staff or Policy Board members.

3. The nature and importance of services provided by the Waco MPO to the LEP population.
4. The interpretation services available to the Waco MPO and overall cost to provide LEP assistance.

A summary of the results of the four-factor analysis is in the following section.

Meaningful Access: Four-Factor Analysis

Factor 1: The number or proportion of LEP persons who may reside within the Waco MPO's jurisdiction.

The jurisdiction of the Waco MPO is coextensive with McLennan County, Texas. According to the American Community Survey in 2010 (US Census), 19.8% of persons within the MPO jurisdiction age 5 or older speak a language other than English. Of those persons, 38.5% have limited English proficiency; that is, they speak English less than 'very well.' This represents 7.6% of the total population 5 years of age or older. In the Waco MPO's jurisdiction, of those persons with limited English proficiency, 92.7% speak Spanish, 2.5% speak other Indo-European languages and 4.5% speak Asian or other Pacific Island languages.

Factor 2: The frequency with which LEP persons come in contact with Waco MPO staff or Policy Board members.

The Waco MPO staff reviewed the frequency with which the MPO staff or Policy Board members have, or could have, contact with LEP persons. This includes documenting phone inquiries, public hearings / meetings or office visits. To date, the Waco MPO has had no requests for interpreters and no requests for translated program documents. The members of the Waco MPO Policy Board have had little contact with LEP persons regarding the transportation planning process.

Factor 3: The nature and importance of services provided by the Waco MPO to the LEP population.

According to the American Community Survey (US Census), the primary concentration of Spanish LEP populations are found in a portion of South Waco with the approximate boundaries of South 17th St, LaSalle Ave, Valley Mills Dr and the Union Pacific Railroad. Within this region greater

than 1 out of 3 persons speak Spanish and speak English less than 'very well.' Outside of this area, a lesser concentration of LEP Spanish speakers, between 20 and 30 percent of the population, exist along the 18th St and 25th St corridors and within portions of South Waco south of Valley Mills Dr and west of Interstate 35. Lesser concentrations of LEP Spanish speakers are also found in Bellmead, Lacy-Lakeview, Downtown Waco and portions of North Waco along the 4th & 5th St corridors. Map A shows the locations of these concentrations.

In reviewing other language groups, it was determined that no other significant concentrations of LEP populations existed within the Waco Metropolitan Area. With that said, the MPO will be monitoring the following languages and their LEP populations in the future to determine the need for additional language resources should the American Community Survey indicate a potential need: Vietnamese, Mandarin Chinese and Other Asian. Table 1 shows the languages with more than 400 speakers and an LEP percentage of greater than 40% within the Waco Metropolitan Area.

Table 1: Languages with greater than 400 speakers and Limited English Proficiency of greater than 40% within the Waco Metropolitan Area

LANGUAGE	SPEAKERS	PERCENT LEP
Spanish	34,028	45.4%
Chinese	466	41.8%
Vietnamese	498	60.3%
Other Asian	479	100.0%

Source: US Department of Commerce; Bureau of the Census – American Community Survey, 2006-2010

As a result of significant concentrations of LEP Spanish speakers within the Waco Metropolitan Area, the Waco MPO has adopted several policies to focus on outreach to LEP individuals. In addition, the MPO desires to ensure that reasonable opportunities for input from LEP Spanish speakers is provided regarding plans and programs adopted by the MPO. These policies are outlined in the sections of this plan following the 4-factor analysis.

Factor 4: The interpretation services available to the Waco MPO and overall cost to provide LEP assistance.

The Waco MPO reviewed its available resources that could be used for providing LEP assistance and which of its documents would be most

valuable to be translated if the need should arise. In addition, the MPO staff took an inventory of available organizations that could be partnered with for outreach and translation efforts. Although the MPO does not currently have any employees that speak Spanish, the City of Waco Inspection Services Department and City Secretary's Office both have employees fluent in both English and Spanish and are available as interpreters as needed. In addition, Waco Transit System has employees fluent in both English and Spanish who are available as interpreters as needed.

Language Assistance

A person who does not speak English as their primary language and who has a limited ability to read, write, speak or understand English may be a Limited English Proficient person and may be entitled to language assistance with respect to participation within the transportation planning process. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language and/or translation, which means the written transfer of a message from one language into another language.

The following steps will be used by the Waco MPO staff to identify an LEP person who needs language assistance:

- Post notice of LEP plan and the availability of interpretation or translation services free of charge in languages LEP persons would understand.
- Waco MPO staff will be provided with 'I Speak' cards to assist in identifying the language interpretation needed if the occasion arises.
- Waco MPO staff will record any contacts with LEP persons and MPO staff will review these contacts annually.
- When the Waco MPO sponsors or conducts an informational meeting, hearing or event, an advanced public notice of the event will be published including special needs related to offering a translator (LEP) or interpreter (sign language for hearing impaired individuals). Additionally, a staff person may greet participants as they arrive. By informally engaging participants in conversation it is possible to gauge each attendee's ability to speak and understand English. Although translation may not be able to be provided at each and every event, it will help identify the need for future events.

Language Assistance Measures

The overall percentage of LEP individuals within the Waco MPO area is relatively small, with approximately 1 in 13 persons over age 5 identified as having limited proficiency in English. As determined in factor 3 of the four-factor analysis, however, certain neighborhoods have much higher percentages than the regional average. As a result, especially in those neighborhoods within high LEP percentages, the Waco MPO will strive to offer the following measures:

1. The Waco MPO will take reasonable steps to provide the opportunity for meaningful access to LEP residents who have difficulty communicating in English.
2. The following resources will be available to accommodate LEP persons:
 - Interpreters for the Spanish language are available and will be provided within a reasonable time period at no cost to the individual.
 - Language interpretation will be accessed for all other languages first through either Baylor University or McLennan Community College or if not available through Baylor or MCC, then through a telephone interpretation service.
3. For public informational meetings that are required for plan or program adoptions or amendments as part of the MPO's public participation plan:
 - The MPO will conduct at least one of these meetings within close proximity of the neighborhoods with the highest concentration of LEP Spanish speakers.
 - Spanish language materials will be made available at these meetings including comment cards and brochures identifying language services available.
 - MPO staff will monitor the need for interpretative services at these meetings and will provide interpreters if the need is demonstrated.

Staff Training

The following information will be provided to all MPO staff:

- Information on the Title VI Policy and LEP responsibilities.
- Description of language assistance services offered to the public.

- Use of the 'I Speak' cards.
- Documentation of language assistance requests.
- How to handle a potential Title VI / LEP complaint.

In addition, all MPO staff will be required to be familiar with the policies outlined within this plan.

All consultants, contractors and subcontractors performing work for the MPO will be required to follow the Title VI / LEP guidelines identified within this plan.

Translation of Documents

The Waco MPO weighed the cost and benefits of translating documents for potential LEP groups. Considering the expense of translating the documents, the likelihood of frequent changes in documents and the likelihood that most translated documents will not be utilized, at this time it is an unnecessary burden to have most documents translated.

Nevertheless, the MPO will, upon request, translate into Spanish an executive summary of any plan or program developed by the MPO. The MPO will complete and make publicly available the requested translation within 60 days of the request. In addition, the MPO will translate summary notes for an MPO Policy Board into Spanish upon request. The MPO will complete and make publicly available the requested translation within 15 days of the request. All documents translated into Spanish will be made publicly available via the MPO's website within the same timeframe.

In addition to these documents, the MPO also translates comment forms for MPO plans and programs, Title VI complaint forms and information regarding language assistance services in Spanish. These forms and documents are also available via the MPO's website.

Appendix A provides copies of several of the key documents the Waco MPO has translated into Spanish in order to assist LEP individuals participate within the transportation planning process.

Monitoring and Updates

The Waco MPO will update the LEP Plan as required. At a minimum, the plan will be reviewed and updated when new data from the US Census is publicly available. Updates will include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population within the Waco Metropolitan Area.
- Determination as to whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether the Waco MPO's financial resources are sufficient to fund language assistance resources when needed.
- Determine whether the Waco MPO fully complies with the goals of this LEP Plan.
- Determine whether complaints have been received concerning the MPO's failure to meet the needs of LEP individuals.
- Maintain a Title VI complaint log, including LEP to determine issues and basis of complaints.

Dissemination of the Waco MPO LEP Plan

Adoption of the Waco MPO LEP Plan will follow the process approved within the MPO's Public Participation Plan (PPP). In addition to this process, the MPO will also utilize the language assistance measures identified within this plan to ensure that LEP speakers within the Waco Metropolitan Area were afforded reasonable opportunity to comment on this plan.

Coordination with Waco Transit

Since the LEP populations within the Waco Metropolitan Area are also served by Waco Transit, the urban public transportation provider for the Waco Urbanized Area, the Waco MPO has coordinated the development of this document with Waco Transit and has adopted similar policies, where applicable. Similarly, Waco Transit has adjusted their policies to be consistent with those identified within this LEP plan, where applicable.

Map A: Percent of Persons Over Age 5 who Speak Spanish and Speak English less than 'Very Well'

Percent

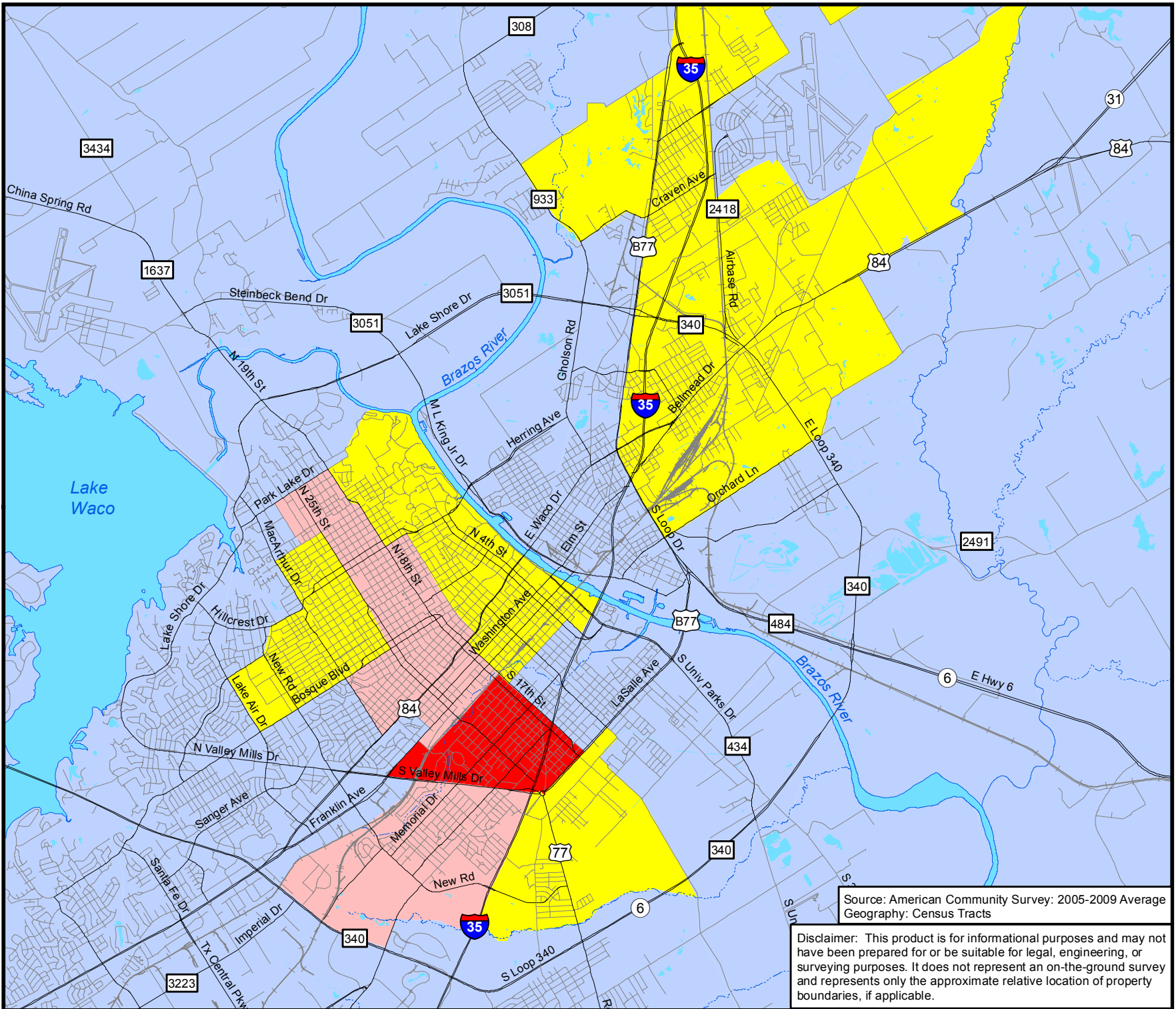
- Greater than 30%
- 20.1% to 30.0%
- 10.0% to 20.0%
- Less than 10%



0 0.25 0.5 1
Miles

May, 2012

**MAP A: Percent of Persons Over Age 5
who Speak Spanish and
Speak English less than "Very Well"***



Source: American Community Survey: 2005-2009 Average
Geography: Census Tracts

Disclaimer: This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries, if applicable.

**Appendix A: Documents Translated into Spanish to Assist LEP
Individuals Participation within the Transportation Planning
Process.**



Waco Metropolitan Planning Organization

Documents Available to Assist LEP Individuals

Limited English Proficiency (LEP) refers to a person's inability to speak, read, or understand English due to their national origin.

Non-English speakers have every right to participate in the transportation planning process and understand how transportation decisions impact their lives. Thus, the Waco MPO provides certain materials and certain services in languages most likely to be needed within the Waco region.

The Waco MPO has translated several basic documents into Spanish to provide information regarding the transportation planning process. These materials can be found at the MPO offices as well as the MPO website at: <http://www.waco-texas.com/cms-mpo/page.aspx?id=209>.

- Title VI Rights and Regulations [Legal Authorities]
- Title VI Complaint Form and Discrimination Complaint Processing Procedures
- Title VI Policy Statement
- Title VI Notice to the Public
- Limited English Proficiency Plan and Brochure (free language assistance services)
- Legal notifications of public meetings, public hearings, and policy board meetings
- Public input solicitations (surveys and comment cards regarding plans and programs)

Plantificación Metropolitana Organizacion de Waco

LEP

Plan de Pericia de Ingles Limitado

Adoptivo por el Waco la
Planificación Metropolitana la
Tabla de Política de
Organización el
28 de agosto de 2012



Preparada por La Planificacion
Metropolitana Organizacion
de Waco con cooperacion de
la Administracion Federal de
Carretera, y la Administracion
Federal de Transito y el
Departamento de Tejas de
Transporte



ARABIC <small>لغة المحدث العربية</small>	FRENCH <small>Je parle français</small>	LAOTIAN <small>ສຳເລັດສາສາສາ</small>	SPANISH <small>Yo hablo español</small>
ARMENIAN <small>Իմ լեզունն էի Լեզուիսկալ</small>	FRENCH CREOLE <small>Mi pole kreòl yoziyen</small>	LITHUANIAN <small>Aš kalbu lietuviškai</small>	SWAHILI <small>Ninaongoa Kiswahili</small>
BENGLALI <small>আমি বলি বাংলা</small>	GERMAN <small>Ich spreche Deutsch</small>	MANDARIN (Chinese) <small>我说普通话</small>	SWEDISH <small>Jag talar svenska</small>
BOSNIAN <small>Ja govorim bosanski</small>	GREEK <small>Μιλώ τα ελληνικά</small>	NORWEGIAN <small>Jeg snakker norsk</small>	TAGALOG <small>Marunong akong mag-Tagalog</small>
BULGARIAN <small>Аз говоря български</small>	GUJARATI <small>હું ગુજરાતી બોલું છું</small>	POLISH <small>Mówię po polsku</small>	THAI <small>พูดภาษาไทย</small>
BURMESE <small>ကျွန်ုပ်တို့က မြန်မာစကားပြော</small>	HEBREW <small>אני מדבר עברית</small>	PORTUGUESE <small>Eu falo português do Brasil (Brazil)</small>	TURKISH <small>Türkçe konuşurum</small>
CAMBODIAN <small>ខ្ញុំនិយាយភាសាខ្មែរ</small>	HINDI <small>मैं हिंदी बोलती हूँ</small>	PORTUGUESE <small>Eu falo português de Portugal (Portugal)</small>	UKRAINIAN <small>Я розмовляю українською мовою</small>
CANTONESE (Chinese) <small>我講廣東話</small>	HMONG <small>Kiv has lug Moob</small>	PUNJABI <small>ਮੈਂ ਪੰਜਾਬੀ ਬੋਲਦੀ ਹਾਂ</small>	URDU <small>میں اردو بولتی ہوں</small>
CROATIAN <small>Govorim hrvatski</small>	HUNGARIAN <small>Beszélek magyarul</small>	ROMANIAN <small>Vorbesc românește</small>	VIETNAMESE <small>Tôi nói tiếng Việt</small>
CZECH <small>Mluvim česky</small>	ITALIAN <small>Parlo italiano</small>	RUSSIAN <small>Я говорю по-русски</small>	YORUBA <small>Mo nio Yoruba</small>
DUTCH <small>Ik spreek het Nederlands</small>	JAPANESE <small>私は日本語を話します</small>	SERBIAN <small>Ja govorim srpski</small>	
FARSI (Persian) <small>من فارسی صحبت می کنم</small>	KOREAN <small>한국어 합니다</small>	SLOVAK <small>Hovorím po slovensky</small>	



Waco Metropolitan Planning Organization

Introducción

Este Plan de Competencia de Inglés Limitado ha sido preparado para dirigirse a las responsabilidades de la Organización de Planificación Metropolitana de Waco (MPO) como un receptor de ayuda financiera federal, ya que se relacionan con las necesidades de individuos con habilidades limitadas de inglés. El plan se ha preparado de conformidad con el Título VI de la Ley de Derechos Civiles de 1964, 42 USC 2000d, et seq., Y sus reglamentos de aplicación, que estipulan que ninguna persona será objeto de discriminación por motivos de raza, color o nacionalidad. origen.

166, titulado **Mejorando el Acceso a Servicios para Personas con Competencia Limitada en Inglés**, indica que un tratamiento diferente basado en la incapacidad de una persona para hablar, leer, escribir o entender inglés es un tipo de discriminación de origen nacional. Dirige a cada agencia a publicar una guía para sus respectivos destinatarios aclarando su obligación de asegurar que tal discriminación no tenga lugar. Esta orden se aplica a todas las agencias estatales y locales que reciben fondos federales, incluyendo todos los programas administrados por la MPO de Waco.

Resumen del plan

La MPO de Waco ha desarrollado este Plan de Competencia de Inglés Limitado para ayudar a identificar pasos razonables para proporcionar asistencia lingüística a personas con habilidad limitada en inglés que desean participar dentro del proceso de planificación de transporte. Según lo definido en la Orden Ejecutiva 13166, las personas LEP son aquellas que no hablan inglés como su idioma principal y tienen una capacidad limitada para leer, hablar, escribir o entender el inglés. Este plan describe cómo identificar a una persona que puede necesitar ayuda con la lengua, las maneras en que se puede proporcionar asistencia, la capacitación del personal que puede ser necesaria y cómo notificar a las personas LEP que la asistencia está disponible.

Para preparar este plan, la MPO de Waco utilizó el análisis LEP de cuatro factores que considera los siguientes factores:

1. El número o proporción de personas LEP que pueden residir dentro de la jurisdicción de MPO Waco.

2. La frecuencia con la que las personas LEP entran en contacto con el personal de MPO de Waco o con los miembros de la Junta Directiva.
3. La naturaleza e importancia de los servicios proporcionados por la MPO Waco a la población LEP.
4. Los servicios de interpretación disponibles para la MPO de Waco y el costo total para proporcionar asistencia LEP.

En la siguiente sección se presenta un resumen de los resultados del análisis de cuatro factores.

Acceso Significativo: Análisis de Cuatro Factores

Factor 1: El número o proporción de personas LEP que puede residir dentro de la jurisdicción de MPO de Waco.

La jurisdicción de la Waco MPO es coextensiva con el Condado de McLennan, Texas. Según el American Community Survey de 2010 (US Census), el 19,8% de las personas dentro de la jurisdicción de MPO de 5 años o más habla un idioma que no es el inglés. De esas personas, el 38,5% tiene competencia limitada en inglés; Es decir, hablan menos de inglés que 'muy bien', lo que representa un 7,6% de la población total de 5 años de edad o más. En la jurisdicción de MPO de Waco, de las personas con dominio limitado del inglés, el 92,7% habla español, el 2,5% habla otras lenguas indoeuropeas y el 4,5% habla asiático u otras lenguas del Pacífico.

Factor 2: Frecuencia con la que las personas LEP entran en contacto con el personal de MPO de Waco o con los miembros de la Junta Directiva.

El personal de MPO de Waco revisó la frecuencia con la cual el personal de la MPO o los miembros de la Junta Directiva tienen o podrían tener contacto con personas LEP. Esto incluye la documentación de consultas telefónicas, audiencias públicas / reuniones o visitas a la oficina. Hasta la fecha, la MPO de Waco no ha recibido solicitudes de intérpretes ni solicitudes de documentos de programas traducidos. Los miembros de la Junta Directiva de Waco MPO han tenido poco contacto con las personas LEP con respecto al proceso de planificación de transporte.

Factor 3: La naturaleza e importancia de los servicios proporcionados por la MPO Waco a la población LEP.

Según la American Community Survey (Censo de los Estados Unidos), la concentración primaria de las poblaciones LEP españolas se encuentra en una porción de South Waco con los límites aproximados de South 17th St, LaSalle Ave, Valley Mills Dr y Union Pacific Railroad. Dentro de esta región, más de 1 de cada 3 personas hablan español y hablan inglés menos que "muy bien". Fuera de esta área, existe una menor concentración de hablantes de español LEP, entre el 20 y el 30 por ciento de la población, a lo largo del siglo XVIII. 25 de St Corredores y dentro de las porciones de South Waco al sur de Valley Mills Dr y al oeste de la Interestatal 35. Las concentraciones menores de LEP hablantes de español también se encuentran en Bellmead, Lacy-Lakeview, Downtown Waco y porciones de North Waco a lo largo de los corredores 4^a y 5^a St . El mapa A muestra las ubicaciones de estas concentraciones.

Al revisar otros grupos lingüísticos, se determinó que no existían otras concentraciones significativas de poblaciones LEP dentro del área metropolitana de Waco. Dicho esto, la MPO estará monitoreando los siguientes idiomas y sus poblaciones LEP en el futuro para determinar la necesidad de recursos adicionales en el idioma si la Encuesta de la Comunidad Americana indica una necesidad potencial: Vietnamita, Mandarín y otros Asiáticos. La Tabla 1 muestra los idiomas con más de 400 hablantes y un porcentaje LEP de más del 40% dentro del Área Metropolitana de Waco.

Tabla 1: Idiomas con más de 400 oradores y dominio limitado del Inglés de más de 40% en el área metropolitana de Waco

IDIOMA	ALTAVOCES	PORCENTAJE DE LEP
Español	34,028	45.4%
Chino	466	41.8%
Vietnamita	498	60.3%
Otros Asiáticos	479	100.0%

Fuente: Departamento de Comercio de los Estados Unidos; Oficina del Censo - Encuesta de la Comunidad Americana, 2006-2010

Como resultado de concentraciones significativas de hablantes de LEP en el área metropolitana de Waco, la MPO de Waco ha adoptado varias políticas para enfocarse en el alcance a individuos LEP. Además, la MPO desea asegurar que se proporcionen oportunidades razonables para la participación de los hablantes de LEP en español con respecto a los planes y programas adoptados por la MPO. Estas políticas se describen en las secciones de este plan tras el análisis de cuatro factores.

Factor 4: Los servicios de interpretación disponibles para la MPO de Waco y el costo total para proporcionar asistencia LEP.

La MPO de Waco examinó los recursos disponibles que podrían utilizarse para proporcionar asistencia LEP y cuáles de sus documentos serían más valiosos para ser traducidos si surgiera la necesidad. Además, el personal de MPO tomó un inventario de las organizaciones disponibles que podrían ser asociadas con esfuerzos de extensión y traducción. Aunque actualmente la MPO no tiene empleados que hablen español, el Departamento de Servicios de Inspección de la Ciudad de Waco y la Oficina de la Secretaria de la Ciudad tienen empleados bilingües tanto en inglés como en español y están disponibles como intérpretes según sea necesario. Además, Waco Transit System tiene empleados con fluidez tanto en inglés como en español que están disponibles como intérpretes según sea necesario.

Asistencia lingüística

Una persona que no habla inglés como su idioma principal y que tiene una habilidad limitada para leer, escribir, hablar o entender Inglés puede ser una persona con dominio limitado del inglés y puede tener derecho a asistencia en el idioma con respecto a la participación dentro del proceso de planificación del transporte. La asistencia lingüística puede incluir la interpretación, que significa la transferencia oral o hablada de un mensaje de un idioma a otro idioma y / o traducción, lo que significa la transferencia escrita de un mensaje de un idioma a otro.

El personal de MPO de Waco usará los siguientes pasos para identificar a una persona de LEP que necesita asistencia lingüística:

- Notificación del plan LEP y la disponibilidad de servicios de interpretación o traducción gratuita en los idiomas que las personas LEP entiendan.

- El personal de MPO de Waco recibirá tarjetas 'Hablo' para ayudar a identificar la interpretación lingüística necesaria si surge la ocasión.
- El personal de Waco MPO registrará cualquier contacto con personas de LEP y el personal de MPO revisará estos contactos anualmente.
- Cuando la MPO de Waco patrocine o conduzca una reunión informativa, audiencia o evento, se publicará un aviso público avanzado del evento, incluyendo las necesidades especiales relacionadas con la oferta de un traductor (LEP) o intérprete (lenguaje de señas para personas con impedimentos auditivos). Además, una persona del personal puede saludar a los participantes a medida que llegan. Mediante la participación informal de los participantes en la conversación es posible medir la capacidad de cada participante para hablar y entender el inglés. Aunque la traducción no pueda ser proporcionada en cada evento, ayudará a identificar la necesidad de eventos futuros.

Medidas de asistencia lingüística

El porcentaje total de individuos de LEP en el área de MPO de Waco es relativamente pequeño, con aproximadamente 1 de cada 13 personas mayores de 5 años identificadas como de dominio limitado en inglés. Sin embargo, como se determinó en el factor 3 del análisis de cuatro factores, ciertos vecindarios tienen porcentajes mucho más altos que el promedio regional. Como resultado, especialmente en aquellos vecindarios con altos porcentajes de LEP, la MPO de Waco se esforzará por ofrecer las siguientes medidas:

1. La MPO de Waco tomará medidas razonables para brindar la oportunidad de tener un acceso significativo a residentes de LEP que tengan dificultades para comunicarse en inglés.
2. Los siguientes recursos estarán disponibles para acomodar a las personas LEP:
 - Los intérpretes para el idioma español están disponibles y serán proporcionados dentro de un período de tiempo razonable sin ningún costo para el individuo.
 - Se accede a la interpretación del idioma para todos los otros idiomas primero a través de la Universidad de Baylor o el McLennan Community College o si no está disponible a través de Baylor o MCC, a través de un servicio de interpretación telefónica.

3. Para las reuniones informativas públicas que son requeridas para las adopciones o enmiendas de plan o programa como parte del plan de participación pública de la MPO:
 - La MPO llevará a cabo al menos una de estas reuniones en las proximidades de los barrios con la mayor concentración de hablantes de LEP.
 - Se ofrecerán materiales en español en estas reuniones, incluyendo tarjetas de comentarios y folletos que identifiquen los servicios lingüísticos disponibles.
 - El personal de MPO monitoreará la necesidad de servicios interpretativos en estas reuniones y proporcionará intérpretes si se demuestra la necesidad.

La formación del personal

Se proporcionará la siguiente información a todo el personal de MPO:

- Información sobre la política del Título VI y las responsabilidades del LEP.
- Descripción de los servicios de asistencia lingüística ofrecidos al público.
- Uso de las tarjetas 'Hablo'.
- Documentación de solicitudes de asistencia lingüística.
- Cómo manejar una potencial denuncia de Título VI / LEP.

demás, todo el personal de MPO deberá estar familiarizado con las políticas descritas en este plan.

Todos los consultores, contratistas y subcontratistas que realicen trabajos para la MPO deberán seguir las directrices del Título VI / LEP identificadas dentro de este plan.

Traducción de Documentos

La MPO de Waco sopesó el costo y los beneficios de traducir documentos para grupos potenciales de LEP. Teniendo en cuenta el costo de la traducción de los documentos, la probabilidad de cambios frecuentes en los documentos y la probabilidad de que la mayoría de los documentos traducidos no se utilizará, en este momento es una carga innecesaria para la mayoría de los documentos traducidos.

Sin embargo, la MPO, a solicitud, traducirá al español un resumen ejecutivo de cualquier plan o programa desarrollado por la MPO. La MPO completará y pondrá a disposición del público la traducción solicitada dentro de los 60 días siguientes a la solicitud. Además, la MPO traducirá notas de resumen para una Junta de Políticas de MPO en español a petición. La MPO completará y pondrá a disposición del público la traducción solicitada dentro de los 15 días siguientes a la solicitud. Todos los documentos traducidos al español se pondrán a disposición del público a través del sitio web de MPO en el mismo plazo.

Además de estos documentos, la MPO también traduce formularios de comentarios para los planes y programas de MPO, formularios de quejas de Título VI e información sobre servicios de asistencia lingüística en español. Estos formularios y documentos también están disponibles en el sitio web de la MPO.

El Apéndice A proporciona copias de varios de los documentos clave que la MPO de Waco ha traducido al español con el fin de ayudar a las personas LEP a participar en el proceso de planificación del transporte.

Seguimiento y actualizaciones

La MPO de Waco actualizará el Plan LEP según sea necesario. Como mínimo, el plan será revisado y actualizado cuando los nuevos datos del Censo de los Estados Unidos estén disponibles al público. Las actualizaciones incluirán lo siguiente:

- El número de contactos de persona LEP documentados que se encuentran anualmente.
- Cómo se han abordado las necesidades de las personas LEP.
- Determinación de la población LEP actual dentro del Área Metropolitana de Waco.
- Determinación de si la necesidad de servicios de traducción ha cambiado.
- Determinar si los programas locales de asistencia lingüística han sido eficaces y suficientes para satisfacer la necesidad.
- Determinar si los recursos financieros de la MPO de Waco son suficientes para financiar recursos de asistencia lingüística cuando sea necesario.
- Determinar si la MPO de Waco cumple completamente con las metas de este Plan LEP.

- Determinar si se han recibido quejas sobre la incapacidad de la MPO para satisfacer las necesidades de los individuos LEP.
- Mantener un registro de quejas de Título VI, incluyendo LEP para determinar los problemas y la base de las quejas.

Difusión del Plan LEP de Waco MPO

La adopción del Plan LEP Waco MPO seguirá el proceso aprobado dentro del Plan de Participación Pública (PPP) de la MPO. Además de este proceso, la MPO también utilizará las medidas de asistencia lingüística identificadas en este plan para asegurar que los hablantes de LEP dentro del Área Metropolitana de Waco tuvieran oportunidad razonable de comentar este plan.

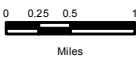
Coordinación con Waco Transit

Dado que Waco Transit, el proveedor de transporte público urbano del área urbanizada de Waco, también ha prestado servicios a Waco en el área metropolitana de Waco, la MPO de Waco ha coordinado el desarrollo de este documento con Waco Transit y ha adoptado políticas similares, cuando corresponda. De manera similar, Waco Transit ha ajustado sus políticas para ser consistentes con las identificadas dentro de este plan LEP, donde sea aplicable.

Mapa A: Porcentaje de personas mayores de 5 años que hablan español y hablan inglés menos de 'muy bien'

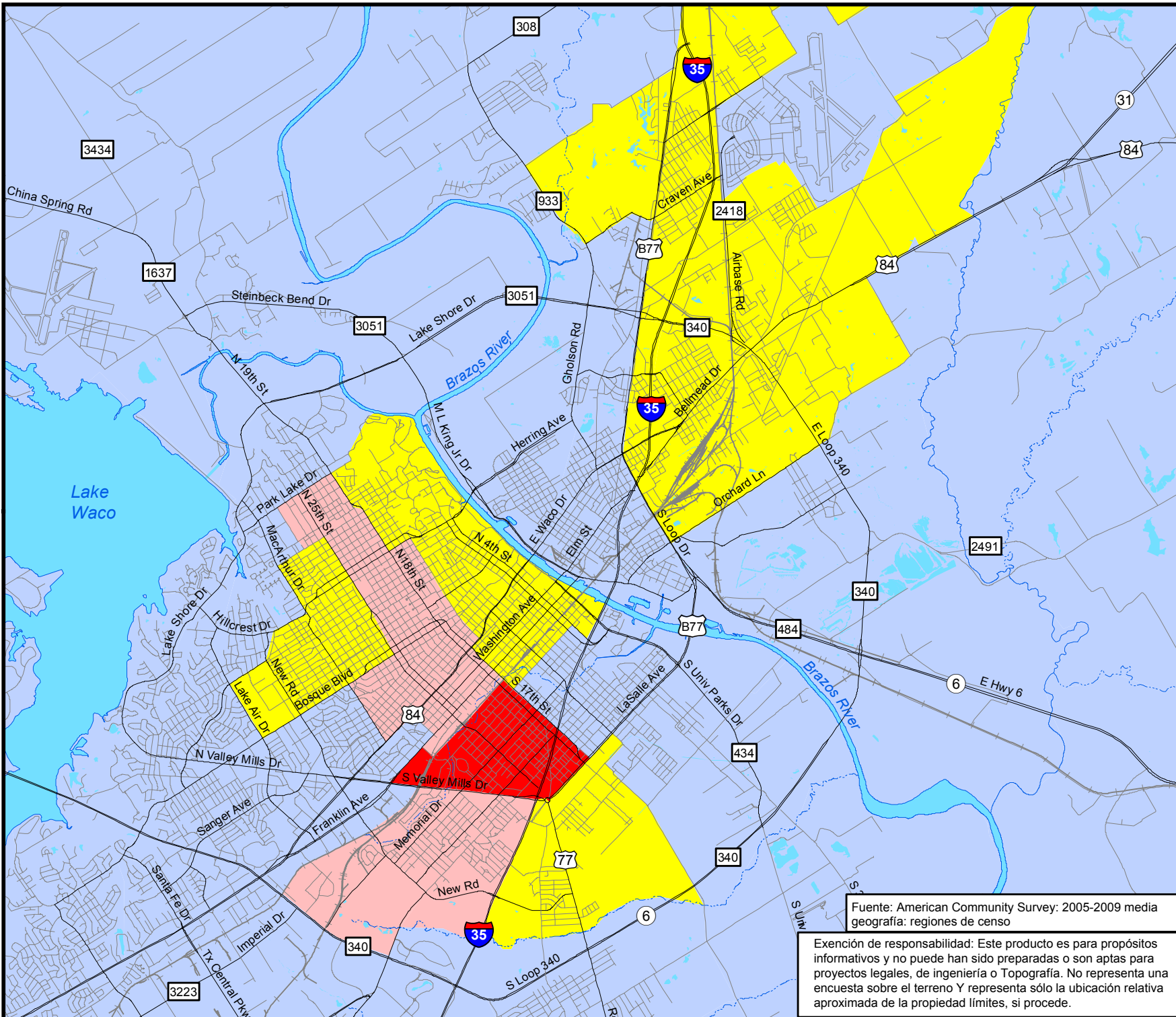
Por ciento

- Más del 30%
- 20.1% a 30.0%
- 10.0% a 20.0%
- Menos de 10%



Mayo de 2012

MAPA A: Por ciento de las personas en edad 5 que hablan español y hablar inglés menos que "Very Well" *



Fuente: American Community Survey: 2005-2009 media geografía: regiones de censo

Exención de responsabilidad: Este producto es para propósitos informativos y no puede han sido preparadas o son aptas para proyectos legales, de ingeniería o Topografía. No representa una encuesta sobre el terreno Y representa sólo la ubicación relativa aproximada de la propiedad límites, si procede.

Apéndice A: Documentos traducidos al español para ayudar a los individuos LEP Participación dentro del proceso de planificación del transporte.



Waco Metropolitan Planning Organization

Documentos disponibles para ayudar a las personas LEP

El dominio limitado del inglés (LEP, por sus siglas en inglés) se refiere a la incapacidad de una persona para hablar, leer o entender el inglés debido a su origen nacional.

Los que no hablan inglés tienen todo el derecho de participar en el proceso de planificación del transporte y entender cómo las decisiones de transporte afectan sus vidas. Así, la MPO de Waco proporciona ciertos materiales y ciertos servicios en los idiomas más probables de ser necesarios dentro de la región de Waco.

La MPO de Waco ha traducido varios documentos básicos al español para proporcionar información sobre el proceso de planificación del transporte. Estos materiales se pueden encontrar en las oficinas de MPO, así como en el sitio web de MPO en: <http://www.waco-texas.com/cms-mpo/page.aspx?id=209>.

- Reglamento Título VI [Autoridades Legales]
- Formulario de Queja de Título VI y Procedimientos de Proceso de Queja por Discriminación
- Declaración de Política Título VI
- Título VI Notificación al público
- Plan de competencia y folleto de inglés limitado (servicios gratuitos de asistencia lingüística)
- Notificaciones legales de reuniones públicas, audiencias públicas y reuniones del comité de políticas
- Solicitudes de contribuciones públicas (encuestas y comentarios sobre planes y programas)

What if I feel that I'm the victim of discrimination?

The Waco MPO is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, or national origin.

If you feel you have been or are being denied participation in the transportation planning process or are being denied benefits of any services provided by the Waco MPO, or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability we strongly encourage you to contact the Waco MPO as soon as possible.

The MPO will collect important information from you and upon investigation, if warranted, will make any appropriate changes to policy or procedures. Be aware that the MPO cannot investigate allegations more than 180 days old.

You also have the right to register a complaint directly with the [Texas Department of Public Safety \(TxDOT\)](#), the [Federal Highway Administration \(FHWA\)](#), the [Federal Transit Administration \(FTA\)](#), the [United States Department of Transportation \(USDOT\)](#), and the [United States Department of Justice \(USDOJ\)](#).

How do I contact the MPO?

Mail:
P.O. Box 2570
Waco, TX 76702-2570

Phone:
(254) 750-5651 – office
(254) 750-1605 – fax

e-mail:
mpo@ci.waco.tx.us

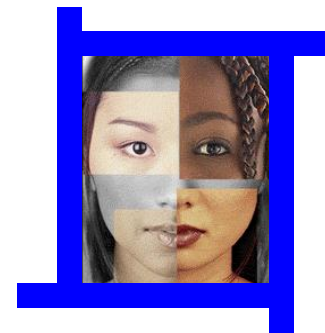
Website:
<http://www.waco-texas.com/cms-mpo/page.aspx?id=209>

Office Location:
401 Franklin Ave
Dr. Mae Jackson Development Center
Waco, Texas 76702

Office Hours:
8:00 a.m. to 5:00 p.m.
Monday through Friday
except certain holidays



Waco Metropolitan Planning Organization



Language Assistance & Title VI Services



What is an MPO?

Metropolitan Planning Organizations were established by Congress to determine regional transportation policy for all urban areas with a population of more than 50,000. The Waco MPO evaluates the transportation needs for 19 municipal governments, McLennan County, and Waco Transit.

What is Title VI?

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides 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" (42 U.S.C. Section 2000d).

What does Title VI mean for non-English Speakers?

Non-English speakers have every right to participate in the transportation planning process and

understand how transportation decisions impact their lives. Thus, the Waco MPO provides certain materials and certain services in languages most likely to be needed within the Waco region.

How does the MPO identify languages to publish its materials?

The MPO monitors information published by the US Census regarding persons who speak English less than 'very well' and which languages they speak. In 2010, 93% of these persons within the MPO region spoke Spanish.

What materials & services are available from the Waco MPO?

The Waco MPO has translated several basic documents into Spanish to provide information regarding the transportation planning process. These materials can be found at the MPO offices as well as the MPO website at: <http://www.waco-texas.com/cms-mpo/page.aspx?id=209>.

The MPO also provides free of charge, when requested,

interpretive services for any language, including sign language for the hearing impaired. These services are available for any business being conducted by the MPO, including any public meetings. If interpretive services are desired, it is requested that you contact the MPO at least 24 hours in advance so that we can make appropriate arrangements.

All agendas for public meetings also contain information in Spanish on how to request non-English language services for each meeting.

How do I become involved?

Whenever the MPO Policy Board is making a decision, the MPO will conduct public hearings to hear your comments. These hearings are announced at least one week in advance and all information is posted on the MPO web site. Public notices of these hearings and meetings are always available online at the MPO website and posted at the Waco City Hall located at 300 Austin Avenue in downtown Waco. *Your involvement influences how federal funds are invested in the community!*

¿Qué si me siento que soy la víctima de discriminación?

El Waco MPO es cometido a asegurar que no persona es excluida de la participación en, ni negado los beneficios de sus servicios por carrera, por el color, ni por origen nacional.

Si usted se siente que ha sido o es negado participación en el transporte que planea proceso o es negados beneficios de cualquier servicio proporcionado por el Waco MPO, o de otro modo para ser discriminado contra a causa de su carrera, el color, origen nacional, el género, la edad, o la incapacidad que favorecemos totalmente contactar el Waco MPO tan pronto como posible.

El MPO reunirá información importante de usted y sobre la investigación, si justificado, hará algún cambio apropiado a la política o procedimientos. Está enterado que el MPO no puede investigar alegaciones más de 180 días viejos.

También tiene derecho a registrar una queja directamente con [El Departamento de Transporte de Texas \(TxDOT\)](#), la [Administración Federal de Carreteras \(FHWA\)](#), la [Administración Federal de Tránsito \(FTA\)](#), el [Departamento de Transporte de los Estados Unidos \(USDOT\)](#), y el [Departamento de Justicia de los Estados Unidos \(USDOJ\)](#).

¿Cómo contacto yo el MPO?

Correo:
P.O. Box 2570
Waco, TX 76702-2570

Teléfono:
(254) 750-5650 – office
(254) 750-1605 – fax

Correo electrónico:
mpto@ci.waco.tx.us

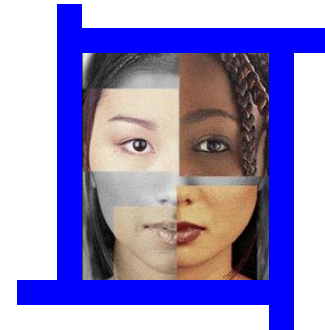
Sitio web:
<http://www.waco-texas.com/cms-mpo/page.aspx?id=209>

Ubicación de oficina:
401 Franklin Ave
Dr. Mae Jackson Development Center
Waco, Texas 76702

Horas de oficina:
8:00 de la mañana a 5:00 de la tarde
El lunes por el viernes menos ciertas vacaciones



Waco la Planificación Metropolitana Organización



La Ayuda del idioma & Título VI Atiende a



¿Qué es un MPO?

La Planificación metropolitana que Organizaciones fueron establecidas por Congreso para determinar política regional de transporte para todos los áreas urbanas con una población de más de 50.000. El Waco MPO evalúa las necesidades de transporte para 19 gobiernos municipales, para Condado de McLennan, y para Tránsito de Waco.

¿Qué es Título VI?

Titule VI del Acto Civil de Derechos de 1964 prohíbe discriminación por carrera, por el color, o por origen nacional en programas y actividades que reciben ayuda financiera Federal.

Específicamente, Titule a VI proporciona que "no persona en Estados Unidos irá, en el suelo de carrera, del color, ni de origen nacional, es excluido de la participación en, es negado los beneficios de, o es sujeto a la discriminación bajo cualquier programa o la actividad que reciben ayuda financiera Federal" (42 U. S. C. Sección 2000d).

¿Qué Titula medio de VI para Altavoces de no-inglés?

Los altavoces de no-inglés tienen cada derecho de tomar parte en el transporte que planea proceso y comprende cómo las decisiones de

transporte impresionan sus vidas. Así, el Waco MPO proporciona ciertos materiales y ciertos servicios en idiomas más probable de ser necesitados dentro de la región de Waco.

¿Cómo identifica el MPO los idiomas para publicar sus materiales?

El MPO vigila información publicada por Censo de EEUU con respecto a personas que hablan inglés menos que 'muy bien' y cuales idiomas que hablan. En 2010, 93% de estas personas dentro de la región de MPO habló español.

¿Lo que materiales & servicios están disponibles del Waco MPO?

El Waco MPO ha traducido varios documentos básicos en español para proporcionar información con respecto al proceso de planificación de transporte. Estos materiales pueden ser encontrados en las oficinas de MPO así como el sitio web de MPO en:

<http://www.waco-texas.com/cms-mpo/page.aspx?id=209>

El MPO también proporciona libre de la carga, cuando servicios solicitados y que interpreta para cualquier idioma, inclusive lenguaje por señas

para el con problemas de audición. Estos servicios están disponibles para cualquier negocio para ser realizado por el MPO, inclusive cualquier reunión pública. Si servicios que interpreta son deseados, es solicitado que contacta el MPO por lo menos 24 horas en el avance para que puedan hacer arreglos apropiados.

Todos los órdenes del día para reuniones públicas también contienen información en español en cómo solicitar servicios de idioma de no-inglés para cada reunión.

¿Cómo me lío yo?

Siempre que la Tabla de Política de MPO tome una decisión, el MPO realizará audiciones públicas para oír sus comentarios. Estas audiciones son anunciadas por lo menos una semana en el avance y toda la información es anunciada en el sitio web de MPO. Las notas públicas de estas audiciones y reuniones están siempre disponibles en línea en el sitio web de MPO y anunciados en la Municipalidad de Waco situado en 300 Avenida de Austin en Waco céntrico. ¡Su participación influye cómo fondos federales son invertidos en la comunidad!

Notice of Protection Against Discrimination

Waco Metropolitan Planning Organization

Title VI Compliance Program

The Waco Metropolitan Planning Organization operates its programs and activities without regard to race, color, national origin, sex, age, or disability in accordance with Title VI of the Civil Rights Act and its implementing regulations. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Waco Metropolitan Planning Organization.

For more information on the Title VI program and the procedures to file a complaint, contact:

Waco Metropolitan Planning Organization (Waco MPO)
P.O. Box 2570
Waco, Texas 76702-2570
www.waco-texas.com
e-mail: mpo@wacotx.gov
254.750.5651

Complaints may be filed directly with the Office of Civil Rights of the Federal Highways Administration (FHWA), the Federal Transit Administration (FTA), the US Department of Transportation (USDOT), the US Department of Justice (USDOJ), and with the Texas Department of Transportation Public Transportation Division (TxDOT-PTN), 125 E. 11th St., Austin, TX 78701.

If information is needed in another language, contact the Waco MPO.
Si se necesita información en otro idioma, comuníquese con el Waco MPO.



Waco Metropolitan Planning Organization

Aviso de protección contra la discriminación

Organización de Planificación Metropolitana de Waco

Programa de cumplimiento de Título VI

La Organización de Planificación Metropolitana de Waco opera sus programas y actividades sin consideración de raza, color, origen nacional, sexo, edad, o discapacidad de acuerdo con el Título VI de la Ley de Derechos Civiles y sus reglamentos de implementación. Cualquier persona que crea que ha sido agraviada por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja ante la Organización de Planificación Metropolitana de Waco.

Para más información sobre el programa de derechos civiles y los procedimientos para presentar una queja, comuníquese con:

Organización de Planificación Metropolitana de Waco (Waco MPO)
P.O. Box 2570
Waco, Texas 76702-2570
www.waco-texas.com
e-mail: mpo@wacotx.gov
254.750.5651

Quejas pueden ser presentadas directamente a la Oficina de Derechos Civiles de la Administración Federal de Carreteras (FHWA), la Administración Federal de Tránsito (FTA), el Departamento de Transporte de los Estados Unidos (USDOT), el Departamento de Justicia de los Estados Unidos (USDOT), y la División de Transporte Público del Departamento de Transporte de Tejas, 125 E. 11th St., Austin, TX 78701.

Si se necesita información en otro idioma, comuníquese con el Waco MPO.



Waco Metropolitan Planning Organization



Waco Metropolitan Planning Organization

EXTERNAL DISCRIMINATION COMPLAINT FORM

Mail the signed form to the The Waco Metropolitan Planning Organization
 P.O. Box 2570, Waco, Tx. 76702-2570

If information is needed in another language, please contact the MPO.

Last Name		First Name		
Mailing Address		City	State	Zip
Telephone	Alternate Telephone	E-mail Address		
Please indicate the basis of your complaint: <input type="checkbox"/> Race _____ <input type="checkbox"/> Age _____ <input type="checkbox"/> National Origin _____ <input type="checkbox"/> Color _____ <input type="checkbox"/> Sex _____ <input type="checkbox"/> Disability _____				
Date and place of alleged discriminatory action (s). Please include the earliest date of discrimination and the most recent date of discrimination.				
How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently from you. (Attach additional pages, if necessary).				

The law prohibits intimidation or retaliation against anyone because he/she has either taken action, or participated in action, to secure rights protected by these laws. If you feel that you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances below. Explain what action you took which you believe was the cause for the alleged retaliation. (Attach additional pages if necessary).

Names of Individuals responsible for the discriminatory action(s):

Names of Persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint: (attach additional pages if necessary).

Name	Address	Telephone
		()
		()
		()
		()

Have you filed, or intend to file, a complaint regarding the matter with any of the following agencies? If yes, please provide filing dates. Check all that apply.

- U.S. Department of Transportation _____
- Federal Highway Administration _____
- Federal Transit Administration _____
- Office of Federal Contract Compliance Programs _____
- U.S. Equal Employment Opportunity Commission _____
- U.S. Department of Justice _____
- Other _____

Have you discussed the complaint with any Waco MPO Representative? If yes, provide the name, position, and date of discussion.

Briefly explain what remedy, or action, you are seeking for the alleged discrimination.

Please provide any additional information and/or photographs, if applicable, that you believe will assist with an investigation.

We cannot accept an unsigned complaint. Please print your name, sign and date the complaint form below:

Complainant's Printed Name

Complainant's Signature

Date

FOR OFFICE USE ONLY

Date Complaint Received: _____ Case #: _____

Processed By: _____ Date Referred: _____



FORMULARIO DE DENUNCIA DE DISCRIMINACIÓN EXTERNA

Enviar por correo el formulario firmado a la organización de planificación metropolitana de Waco
 P.O. Box 2570, Waco, Tx. 76702-2570

Si necesita información en otro idioma, por favor póngase en contacto con el MPO.

Apellido		Nombre		
Dirección de correo		Ciudad	Estado	Cremallera
Teléfono	Teléfono alternativo	Dirección de correo electrónico		
Por favor, indique la base de su queja: <input type="checkbox"/> Carrera _____ <input type="checkbox"/> Edad _____ <input type="checkbox"/> Origen nacional _____ <input type="checkbox"/> Color _____ <input type="checkbox"/> Sexo _____ <input type="checkbox"/> Discapacidad _____				
Fecha y lugar de la supuesta acción discriminatoria (s). Por favor incluya la fecha más temprana de la discriminación y la fecha más reciente de discriminación.				
¿Cómo se fueron discriminados contra? Describir la naturaleza de la acción, decisión o condiciones de la discriminación alegada. Explicar lo más claramente posible lo que sucedió y por qué crees que su estado de protección (base) era un factor en la discriminación. Incluyen cómo otras personas fueron tratadas diferentemente de usted. (Adjunte páginas adicionales, si es necesario).				

La ley prohíbe intimidación o represalia contra cualquier persona porque él o ella ha actuado o participaron en la acción, para garantizar los derechos protegidos por estas leyes. Si usted siente que han sido represalias contra, separar la discriminación alegada por encima, por favor explique las circunstancias abajo. Explicar qué medidas tomaste que crees que fue la causa de la supuesta venganza. (Adjunte páginas adicionales si es necesario).

Nombres de las personas responsables de las acciones discriminatorias:

Nombres de personas (testigos, compañeros de trabajo, supervisores u otros) que nos podemos en contacto para que obtener más información apoyar o aclarar su queja: (Adjunte páginas adicionales si es necesario).

Nombre	Dirección	Teléfono
		()
		()
		()
		()

Ha presentado, o la intención de presentar, una queja sobre el asunto con cualquiera de los siguientes organismos? En caso afirmativo, indique las fechas de presentación. Marque todas las que aplican.

- Departamento de transporte de _____
- Administración Federal de Carreteras _____
- Administración de tránsito federal _____
- Oficina de programas de cumplimiento de contrato Federal _____
- Comisión de oportunidad de igualdad de empleo de los Estados Unidos _____
- Departamento de Justicia de Estados Unidos _____
- Otros _____

¿Han discutido la queja con cualquier representante de MPO de Waco? En caso afirmativo, proporcione el nombre, posición y fecha de discusión.

Explique brevemente qué remedio o acción, usted está buscando para la discriminación alegada.

Por favor proporcione cualquier información adicional o fotografías, en su caso, que creen voluntad ayudar en una investigación.

No podemos aceptar una queja sin firmar. Por favor escriba su nombre, firme y feche el formulario a continuación:

Nombre del autor

Firma del demandante

Fecha

PARA USO DE OFICINA SOLAMENTE

Fecha queja recibida: _____ Caso #: _____

Procesado por: _____ Fecha que se refiere el: _____

Appendix I: Environmental Justice Analysis (EJ)

section 4: geography and demographics

4.1 – geography

Located midway between Dallas and Austin on IH-35, Waco is centrally located in the region known as the “Heart of Texas.” The Waco Urbanized Area, as identified by the US Census Bureau, encompasses approximately 91 square miles and an estimated population of 172,378 as of the year 2010.

In order to account for future growth and activities that impact mobility within the urbanized area, the MPO studies a much larger area when developing the Metropolitan Transportation Plan. This area is referred to as the Waco Metropolitan Area and it is coextensive with McLennan County, Texas. The Waco Metropolitan Area encompasses 1,060 square miles and in 2010 had an estimated population of 234,906. Map 2.1 shows both the Waco Urbanized Area and the Waco Metropolitan Area.

4.1.1 – physical geography

The Waco Metropolitan Area is located at the confluence of the Brazos and Bosque Rivers. The Brazos River roughly bisects McLennan County into two equal parts. The North, Middle and South Bosque Rivers enter the Metropolitan Area from the north, northwest and west respectively and flow into Lake Waco and then form the Bosque River. These rivers create significant natural barriers across the Waco Metropolitan Area.

The Waco Metropolitan Area is relatively flat and without much change in relief despite being bisected by the Balcones Fault system. The highest point within the region is 962 feet above sea level at a point northwest of Crawford and the lowest point is 349 feet above sea level along the Brazos River at the McLennan / Falls County Line. Elevation and severe slopes generally do not create significant natural barriers within the Waco Metropolitan Area.

Most of the Waco Metropolitan Area lies within the Blackland Prairie region of Texas. Broad grasslands within fertile soils containing a large amount of clay characterize this region. Although this clay is beneficial for agriculture, it is problematic for road construction as

these clays will experience a significant amount of swelling when wet and will shrink significantly when dry. The resulting shrinking and swelling often significantly reduce the useful life of pavements within the metropolitan area.

4.1.2 – climate

The climate of Waco can best be described as moderate. Winters are generally mild with temperatures occasionally dropping below freezing and rarely experiencing ice or snow. Summers are warm to hot with high temperatures often rising above 100 degrees Fahrenheit. Rainfall typically is concentrated during the spring with much drier conditions during summer and early fall.

Since snow and ice are rare occurrences, there is little need for the use of salt to de-ice roads. The result is less wear and tear on pavement surfaces and bridge structures as compared to areas with significant icing. This also results in a somewhat older motor vehicle fleet as vehicle bodies are less prone to rust and corrosion. This has potentially negative consequences for air quality and carbon emissions as is discussed in more detail in section 4.3.5.

The mild climate also makes bicycle and pedestrian travel modes more appealing to a larger segment of the population. Although the summers can be quite hot, the uncomfortable temperatures usually occur between 12:00 noon and 7:00 PM, which does not impose significant restrictions on these modes of travel.

table 4.1 – waco 30 year climatological data

	High Temp*	Low Temp*	Precipitation**
Winter (Jan to Mar)	62.2	39.7	6.1
Spring (Apr to Jun)	84.8	63.7	11.1
Summer (Jul to Sep)	94.6	70.8	7.2
Fall (Oct to Dec)	69.4	46.9	7.6
Mean	77.8	46.7	32.0

*Mean temperatures.

**Measured in inches.

4.1.3 – existing land use

Much of the Waco Metropolitan Area can be described as rural in character with much of the urbanized uses concentrated in a relatively small area in the center of the region. In 2013, nearly 81% of land in McLennan County was used for either agricultural purposes or was considered forested. Of the land considered ‘developed’, nearly 70% was devoted to residential uses.

table 4.2 – 2013 land use percentages

Category	Acres	Percent of County
Agricultural	477,152	70.3%
Forested / Wooded / Marsh	70,869	10.4%
Residential	40,967	6.0%
Highway Right of Way	28,223	4.2%
Water	18,460	2.7%
Vacant / Undeveloped	10,216	1.5%
Surface Mining	8,365	1.2%
Parks / Recreational Areas	5,646	0.8%
Industrial	5,841	0.9%
Commercial	2,791	0.4%
Other Development	9,870	1.5%

table 4.3 – 2013 developed land uses

Category	Percent of Developed Uses
Residential	68.9%
Industrial	9.8%
Commercial	4.7%
Office	0.5%
All other development	16.1%

The relatively flat and well-drained soils that promote agriculture, however, are also very easy to develop into residential subdivisions. This, when combined with a favorable property tax structure, the - traffic congestion have contributed to significant levels of urban sprawl. Between 2005 and 2013, developed land uses increased by 8.2%, whereas population increased only 7.5% during the same time period.

table 4.4 – increases in developed land uses and population: 2005 -2013

Category	New Acreage or Population	Percent Increase 2005 to 2013
Commercial	242	9.5%
Residential	3367	9.0%
Office	29	10.0%
Industrial	558	10.6%
Other Development*	1,007	11.8%
Right of Way	1,452	5.4%
Total All Developed Uses	6,655	8.2%
Population	16,813	7.5%

*Does not include landfills or surface mining.

Unlike the decade between 1995 and 2005, developments constructed during the last 8 years were very similar in terms of overall acres of development per person. While a welcome trend, it is hypothesized that this was due primarily to the slowdown in the economy as a result of the Great Recession from 2007 to 2010. Despite this most recent trend, the Waco Metropolitan Area continues to use more developed land to support each person than most other metropolitan areas in the United States.

table 4.5 – change in developed acres per person

2005	2013	Percent Change	Acres per Person for New Development
0.362	0.363	+2.7	0.396

Of greater concern than the density of new developments is the location. Slightly more than half of new residential acreage is found in areas considered rural in 2005. Locations of commercial and industrial developments, however, were very different with most new development occurring within the urbanized area. Despite the increase in urban residential development, the trends of the past 8 years have further exacerbated the existing disconnect between where the region’s residents live and where they work, go to school, shop and perform all other activities of life. The resulting distances between various land-uses forces residents of these new developments to use an automobile to perform any task. In addition, many of the developments furthest from the urban core also have the highest average age, many from retiring baby-boomers. The concern is that as these retirees age, their ability to utilize an automobile declines resulting in a significant increase in demand for very limited rural public transportation services. Section 4.3.4 describes in greater detail the distribution of elderly citizens within the Waco Region.

table 4.6 – location of new developed land uses: 2005 -2013

	City of Waco	Remainder of Urbanized Area	Rural
Residential	26.8%	19.2%	54.0%
Commercial	40.0%	43.6%	16.4%
Industrial	46.6%	30.5%	22.9%
Other Development*	25.2%	12.2%	62.6%
All Development	29.1%	19.9%	51.0%

*Does not include landfills, surface mining or right of way.

4.1.4 – forecasted land use

In 2005, the Waco MPO contracted with Wilbur Smith Associates (WSA) to identify future land uses patterns for the Waco Region for the year 2030. Three scenarios were identified, 1.) A trend scenario assuming no significant changes in land-use or transportation policies, schools, tax structure, or economics, 2.) An alternative scenario resulting in most new development occurring within the current urbanized area, and 3.) An alternative scenario resulting in most new development occurring in close proximity to existing development, whether urban or rural. Each of the alternative

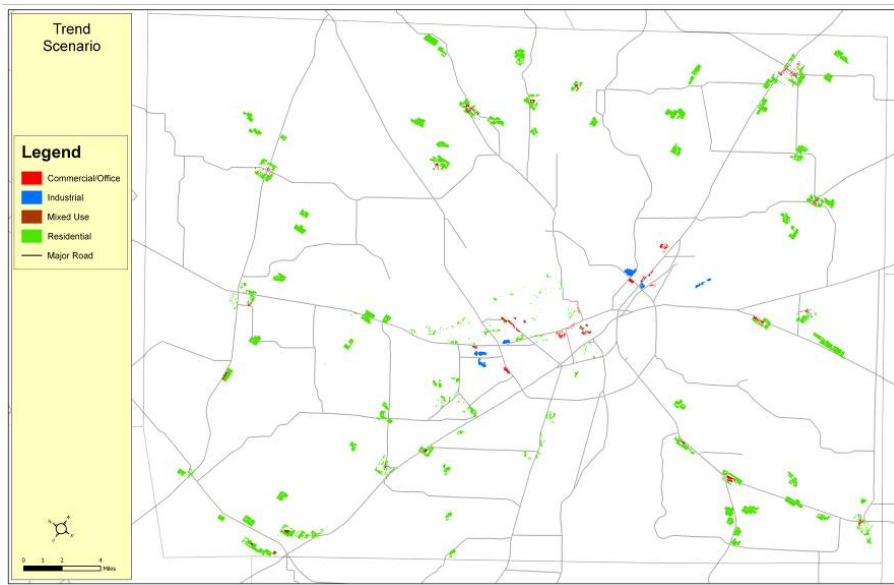
scenarios assumed that these could reasonably be accomplished by 2035 with the result of minimizing the need for new transportation and other municipal infrastructure and services. Additionally, the alternative scenarios were to accomplish the goal of minimizing the region’s fuel consumption thus reducing the emission of ozone precursors (nitrogen oxides and volatile organic compounds) and reducing the region’s carbon footprint.

The land use forecast estimated where residential, commercial and industrial uses would be located in the year 2030 assuming 56,000 new residents and 21,800 new jobs. The complete report with methodologies, results and recommendations can be found in the document titled “Future Land Use Study for McLennan County”.

trend scenario

In their analysis, WSA projected that without significant change in policy or economics, development patterns through 2030 should be similar to the patterns observed between 1995 and 2005, although at a lower population density and further dispersed. In the trend scenario, nearly all new residential development would occur in very low density developments in areas currently classified as rural. The average distance from each projected residential development and Downtown Waco is estimated to be 16 miles. The projected population density of most new development is estimated to be between 1 and 2 persons per acre, too low for any one development to support even modest commercial development by itself.

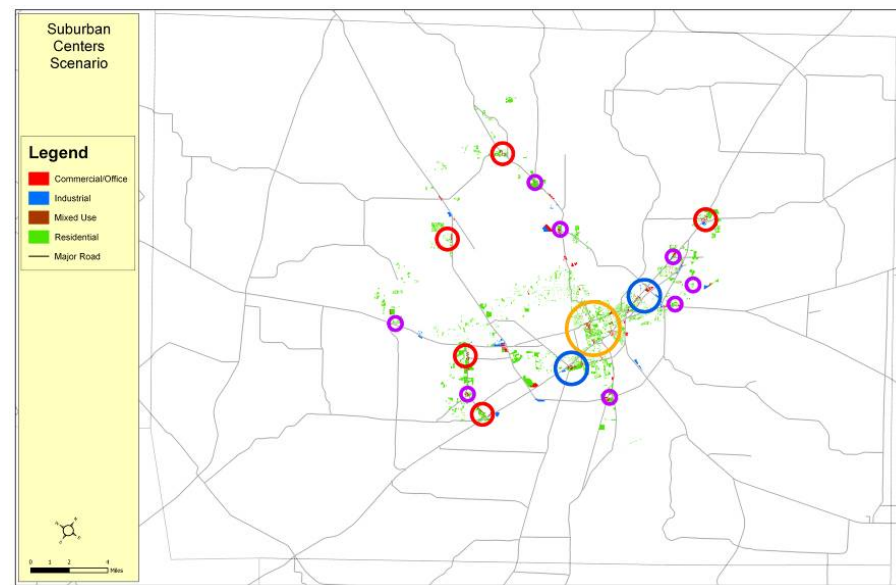
As a result of the projected low population densities, most commercial, industrial and office developments are projected to be concentrated within the existing urban core, generally adjacent to or in close proximity of existing expressway or principal arterials roadways.



The MPO staff used the trend scenario to estimate 2040 population and employment projections for development of the regional travel demand forecast model (section 6.1.2). This represents the ‘worst case’ scenario in terms of automobile travel demand. The alternative scenarios described below represent preferred scenarios for future land use distribution. Project recommendations found in Section 8 are intended to use the limited transportation resources projected to be regionally available to encourage a more efficient land use pattern.

alternate scenario 1 – suburban centers

The ‘Suburban Centers’ scenario assigns nearly all future population and employment growth to the existing urbanized area and as little as 5% is assigned to areas beyond. This alternative produces the most efficient transportation network but requires significant investment in public transportation, bicycle and pedestrian modes. Nevertheless, the reduced need for additional highway capacity more than offsets this increase. This scenario was preferred by persons identifying a thriving natural environment as the most important emphasis. This scenario also produces the least farmland impacts of the 3 scenarios.



alternate scenario 2 – urban center

The ‘Urban Center’ scenario is similar to the first alternative in that most future population and employment growth is assigned to the existing urbanized area. The primary difference, however, is that as much as 20% of the future growth is assigned to cities and towns outside of the urbanized area. This scenario acknowledges the presence of existing developments and is considered more politically realistic in that it does not assume the relocation of existing residents or jobs. This scenario was preferred by persons identifying transportation for all as the most important emphasis.

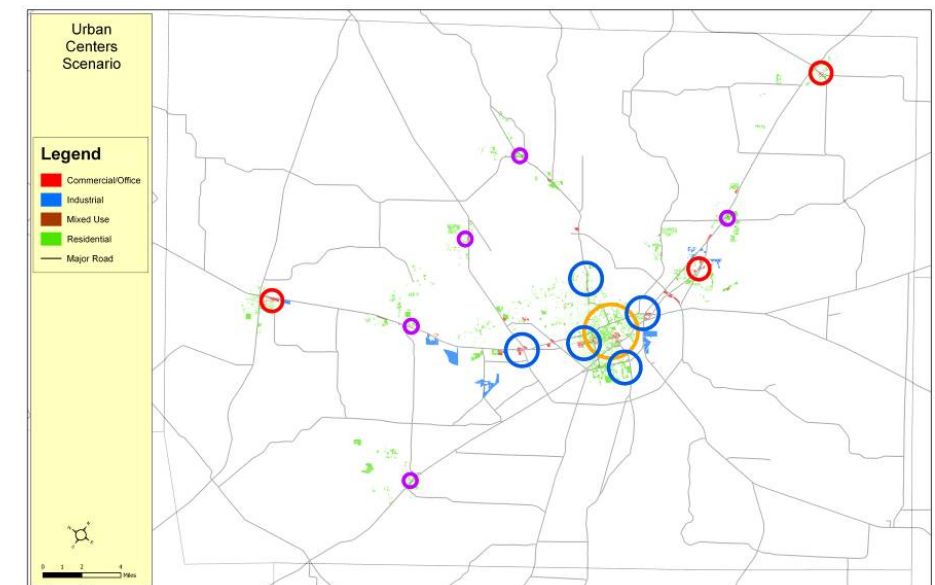


Table 4.7 provides a comparison of the 3 land use alternatives in several important metrics. In general, there are only small differences between the 2 alternatives, but significant positive differences between the alternatives and the trend.

table 4.7 – comparison of 3 land use scenarios

Metric	Trend	Alternative 1	Alternative 2
Acres of New Development	9,977	6,913	6,672
Daily Vehicles Miles of Travel	11.2 million	9.9 million	10.0 million
Annual Fuel Usage at 18 mpg	227,100,000 gallons	200,800,000 gallons	202,700,000 gallons
Carbon Dioxide Emissions*	4.85 billion lbs	4.06 billion lbs	4.10 billion lbs
Arterial & Collector 2030 Network Speed	31.7 mph	35.9 mph	35.8 mph

*Estimated 10% of VMT due to heavy trucks at 6 mpg. Automobile and light trucks estimated at 23 mpg. Estimated CO2 emissions: 19.4 lbs per gallon of gasoline, 22.2 lbs per gallon of diesel. Source: US EPA.

4.2 – demographics

4.2.1 – current population

Estimates from the Texas Data Center indicate that the Waco Metropolitan Area experienced a 10.02% increase in population between 2000 and 2010. This trend is slightly less than the rate of change experienced between 1990 and 2000. The City of Waco contains the majority of the population of the MPO Study Area with 53.13 percent in 2010, essentially unchanged as compared to 2000. The fastest growing communities within the Metropolitan Area are Hewitt, Lacy-Lakeview, Lorena, and Robinson, all of which experienced double-digit percentage growth since 2000. Ross and Gholson both experienced double-digit growth but with a population base of less than 1,000. Table 4.8 and Map 4.4 show the population changes between 2000 and 2010 within the Waco Metropolitan Area.

table 4.8 – population trends for the waco metropolitan area: 2000-2010

Geography	2000 Population	2010 Population	Change	Percent Change	Percent of Metro Growth
City of Waco	113,726	124,805	11,079	9.74%	51.80%
Suburban Cities*	50,914	57,573	6,659	13.08%	31.13%
Rural Cities**	11,536	11,774	238	2.06%	1.11%
Unincorporated Areas	37,341	40,754	3,413	9.14%	15.96%
McLennan County	213,517	234,906	21,389	10.02%	100.0%

*Includes the Cities of Bellmead, Beverly Hills, Hewitt, Lacy-Lakeview, Lorena, McGregor, Robinson and Woodway.

**Includes the Cities of Bruceville-Eddy, Crawford, Gholson, Hallsburg, Leroy, Mart, Moody, Riesel, Ross and West.

Source: US Department of Commerce: Bureau of the Census

A trend of concern is the continued population growth of unincorporated areas. These areas, which are primarily rural, have few development restrictions and lower property taxes. These areas also have an inadequate transportation infrastructure to accommodate this growth. Additionally, these areas are also

developed at very low densities (1 to 2 housing units per acre or less) resulting in greater centerline mile requirements for highway infrastructure and also makes these areas unfeasible for transit service. Conversely, many areas within the urban core have excess highway capacity and housing unit densities appropriate for mass transit. These areas, however, continue the trend of losing population. The 3rd guiding principal of this plan is to increase usage of the underutilized highway infrastructure and mass transit (refer to Section 3.1).

chart 4.1 – percent population change: 2000-2010

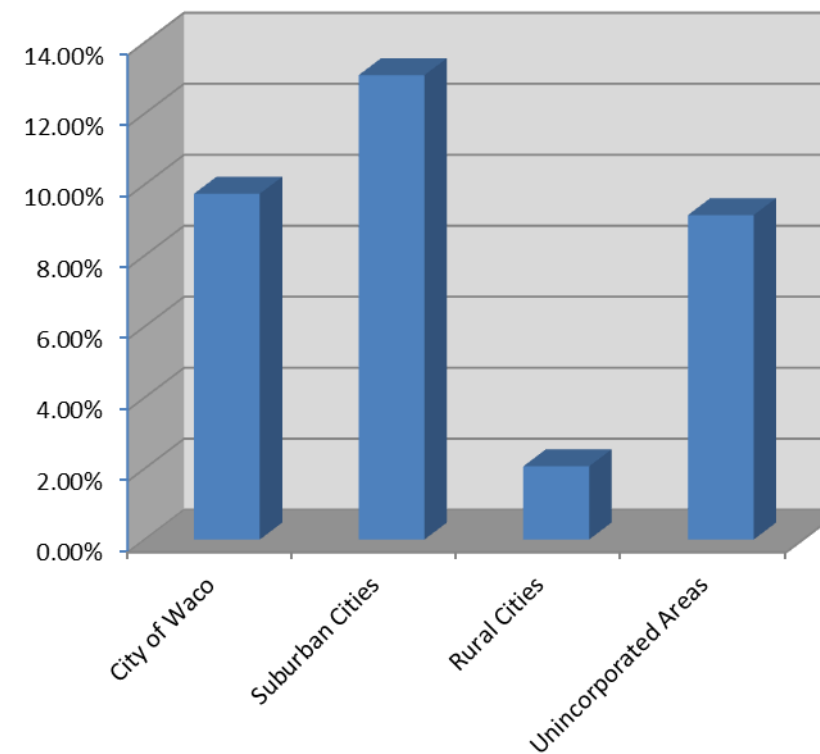
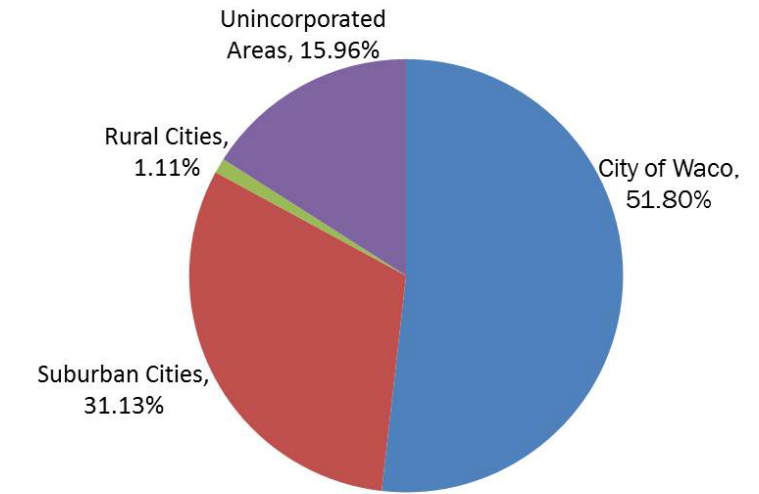


chart 4.2 – percent of metropolitan growth: 2010



4.2.2 – population forecasts

According to the Texas Data Center 0.5 growth scenario, McLennan County is forecasted to experience moderate growth during the period between 2010 and 2040 with an increase of 50,583 persons or 21.5%. This rate is approximately half of that expected for the State of Texas during the same period. MPO staff, with the assistance of the MPO Technical Committee, then estimated the distribution of that population by traffic analysis zone using two scenarios.

The first scenario, referred to as the ‘Trend Scenario’, assumes that population distribution will approximately follow that of the trends observed between 1990 and 2010. The second scenario, referred to as the ‘Alternative Scenario’, distributes population more closely to the urban center scenario described under Section 4.1.4, forecasted land use. The resulting population distribution for each scenario can be found in maps 4-5 and 4-6 respectively. For a description of traffic analysis zones, refer to section 6.1.2 projected highway level of service.

Table 4.9 shows the estimated population distribution for the region’s municipalities and the proportion of population anticipated to reside within unincorporated areas under each scenario. Note that projections for municipal populations were made under the assumption that no significant annexations would occur during the planning period.

table 4.9 – 2040 population forecasts for the waco metropolitan area: trend and alternative scenario

Geography	City of Waco	Suburban Cities*	Rural Cities**	Unincorporated Areas	County Total
2010 Population	124,805	57,573	11,774	40,754	234,906
2040 Population Trend Scenario	131,256	65,870	12,049	76,314	285,489
Change	6,451	8,297	275	35,560	50,583
Percent Change	+5.2%	+14.4%	2.3%	+87.3%	+21.5%
Percent of Metro Growth	12.8%	16.4%	0.5%	70.3%	100.0%
2040 Population Alternative Scenario	152,270	66,041	13,143	54,034	285,489
Change	27,465	8,468	1,369	13,280	50,583
Percent Change	+22.0%	+14.7%	+11.6%	+32.6%	+21.5%
Percent of Metro Growth	54.3%	16.7%	2.7%	26.3%	100.0%
Difference between Scenarios	+21,014	+171	+1,094	-22,280	0

*Includes the Cities of Bellmead, Beverly Hills, Hewitt, Lacy-Lakeview, Lorena, McGregor, Robinson and Woodway.

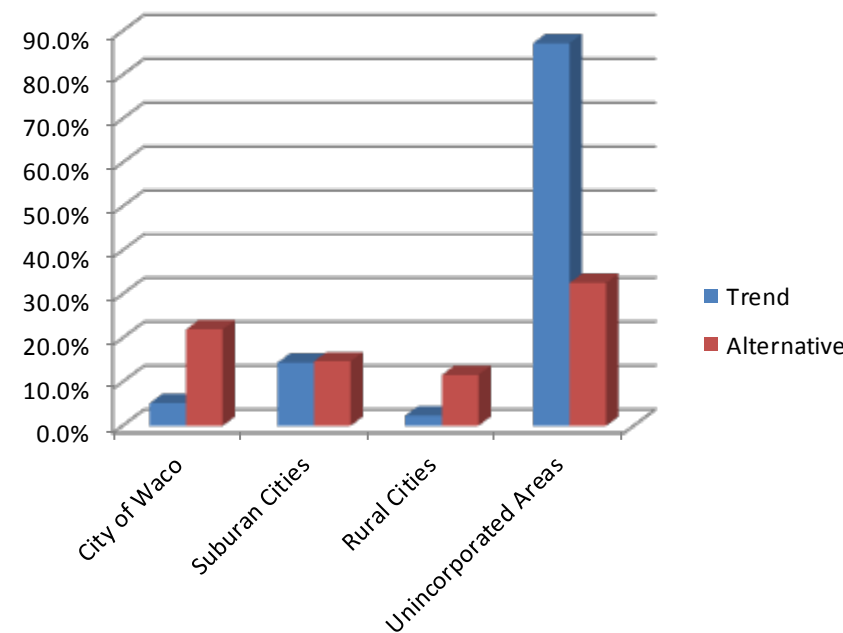
**Includes the Cities of Bruceville-Eddy, Crawford, Gholson, Hallsburg, Leroy, Mart, Moody, Riesel, Ross and West.

Note: Numbers or percentages may not add due to round off errors.

An analysis of the trend scenario anticipates an impact to the transportation network creating significantly more demand for highway infrastructure within the suburban and unincorporated areas. Suburban areas are generally developed with single-family dwellings on lot sizes of at least 0.25 acres. Within the unincorporated areas, residential lots generally do not have access to municipal sewers and thus require the use of septic systems.

Lots developed with septic systems are required to have a minimum lot size of 0.5 acres according to requirements set by McLennan County. Depending upon soil type and depth, lot sizes may need to be greater than 0.5 acres. The result is that development within the suburban and unincorporated areas are at densities that make transit service, bicycling and walking unfeasible as transportation modes. The result is anticipated to be that nearly all residents within these high growth zones would from a practical perspective be required to utilize an automobile for all trip purposes. With anticipated transportation revenues projected to be at historic lows (see section 7), the population distribution projected under the trend scenario is considered unsustainable as the region will be unable to address the increased mobility demand within the newly developing zones.

chart 4.3 – 2040 population change by growth scenario



One of the guiding principles adopted under this plan is to maximize the use of existing infrastructure, primarily due to the lack of resources for system expansion (see section 3). The alternative scenario better accomplishes this principle as a result of focusing new population within or near existing development. In addition to better utilizing additional infrastructure, the increased population

densities accomplished through the alternative scenario makes other transportation modes, such as public transit, biking or walking, more feasible. Thus, the MTP adopts the alternative scenario as the basis for many of the recommendations identified within this plan (see section 8).

4.2.3 – current employment

The MPO staff also analyzes the location of regional employment as a method of identifying the destination end points for regional trips. Since travel patterns vary depending upon business activities, the staff analysis breaks out employment by retail, service, basic (manufacturing or industrial), and educational sectors.

For 2010, the estimated total labor force within the Waco Metropolitan Area was 100,456. This is slightly less than that estimated in 2005 (1.3% decline). This decline is estimated to be as a result of the economic downturn of the Great Recession. In general terms, employment follows population although employment centers appear sometime after residential development occurs. Currently most employment is concentrated within the City of Waco and immediately adjacent suburbs where access to infrastructure and municipal services is the greatest. Map 4.7 shows how regional employment has changed since 2005 by traffic analysis zone.

Employment location, unlike population, tends to be clustered in certain areas due to zoning restrictions and the need for more robust municipal infrastructure than residential development (highways, water, sewer, storm drainage, etc.). For 2010, MPO staff identified 7 primary clusters of employment activity, which employs nearly half of the workforce within McLennan County. The territories covered by these clusters can be viewed on Map 4.9.

cluster 1 – downtown waco / baylor university

Downtown Waco, once the center of economic activity for the metropolitan area, remains a major center of employment. Much of the employment of downtown are services such as finance, government, law offices or accounting firms. Limited retail has been making a comeback since 2000 focusing on serving the daytime employment, tourists and Baylor University students. Baylor University, with 15,600 students and 1,400 employees, lies just east of IH-35 and significantly contributes to the activity within downtown.

Loft apartment construction, which began after 2000, has picked up momentum and significantly increased the permanent residential population of downtown. This increase in population, however, has primarily attracted Baylor University students who utilize a much different set of services than other residents. As a result, many retail services such as groceries or clothing have yet to be attracted to downtown. Industrial uses, which were concentrated along the Union Pacific railroad tracks, have generally moved out of downtown in favor of industrial parks near Loop 340.

cluster 2 – texas state technical college

The TSTC campus, located approximately seven miles north of downtown Waco, serves 5,200 students with 800 employees. The campus is also the location of many aviation-related industries, the largest of these is L-3 Communications with approximately 2,000 employees. L-3 is also the largest single employer within the Waco Metropolitan Area.

cluster 3 – bellmead / lacy-lakeview

The intersection of IH-35 and Loop 340 / Lake Shore Drive continues to attract a significant amount of new development as a result of the Bellmead industrial and commercial park, northeast of the intersection, and the redevelopment of the shopping center northwest of the intersection. These developments have offset many of the recent employment declines due to the economy. As a result, most of the employment within this cluster is either retail or service sector based with little from the basic sector.

cluster 4 – north valley mills drive

Valley Mills Drive has, since the late 1950s, been a strong cluster of retail and commercial activity. This activity has continued a slow decline from recent years with the opening of new retail centers along State Highway 6 and Hewitt Drive. This cluster, however, continues to represent a significant center of commercial development.

cluster 5 – richland / north highway 6

The development of Richland Mall and relocation of Providence Hospital to the Highway 6 corridor in the late 1970s and 1980s have since attracted many retail and service sector developments to the corridor. Since 2005, some of the retail employment has been siphoned off to the Central Texas Marketplace located within

the marketplace / industrial cluster. Providence Hospital and associated services, with approximately 3,000 employees represents one of the largest concentrations of employment within the region. Due to the number of employees, this cluster, along with the adjacent North Valley Mills Drive cluster effectively represents the central business district of the region.

cluster 6 – marketplace / industrial

The Texas Central Industrial Park is located southwest of the IH-35 interchange with West Loop 340 and represents the largest area devoted to industrial development within the Waco Urban Area. Central Texas Marketplace, which opened in 2003, has also created a significant cluster of retail employment. Some of the retail previously located in the vicinity of Richland Mall (cluster 5) has relocated to this cluster, however, much of the retail activity is new to the region.

cluster 7 – hewitt / west waco

This cluster has, since 2000, become a major center of retail activity following the significant residential growth in the corridor since 1990. In 2010, this corridor represented an equal concentration of retail activity to the North Valley Mills cluster. In addition, the growth of the Midway ISD campuses have added significant educational employment to the corridor.

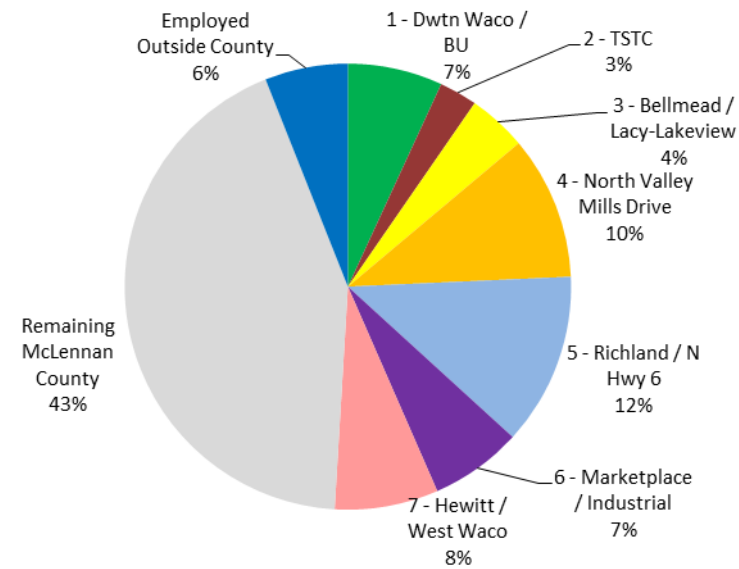
Note that in previous plans, the MPO identified an employment cluster in the vicinity of Hillcrest and MacArthur Drives in association with Hillcrest Hospital. Hillcrest hospital relocated to the IH-35 and Loop 340 intersection in 2009 and thus much of the employment associated with the hospital also relocated. Despite some limited redevelopment of the old hospital site (Waco Police headquarters for instance), this location no longer represents a significant cluster of employment.

table 4.10 – workforce employment by clusters: 2010

Geography	Total Employment	Percent of Workforce	Change from 2005
Cluster 1 – Downtown Waco / Baylor University	7,338	6.9%	-7.3%
Cluster 2 – Texas State Technical College	2,945	2.8%	+2.3%
Cluster 3 – Bellmead / Lacy-Lakeview	4,550	4.3%	-0.7%
Cluster 4 – North Valley Mills Drive	11,129	10.4%	+1.3%
Cluster 5 – Richland / N Hwy 6	13,349	12.5%	-8.7%
Cluster 6 – Marketplace / Industrial	7,121	6.7%	+3.0%
Cluster 7 – Hewitt / West Waco	8,031	7.5%	-0.6%
Total All Clusters			
	54,463	51.0%	-2.7%
Remaining McLennan County			
	45,993	43.0%	-6.6%
Total McLennan County			
	100,456	94.0%	-1.3%
Employed outside of McLennan County*			
	6,431	6.0%	-6.7%
Total Workforce			
	106,887	100.0%	+6.3%

Source: Texas Workforce Commission; *US Dept of Commerce; Bureau of the Census

chart 4.4 – employment by clusters: 2010



4.2.4 – forecasted employment

Total employment is anticipated to grow slightly faster than growth of population during the planning period. This is primarily due to the recovery of the regional economy within the next 5 to 10 years after the loss of employment due to the Great Recession. Afterwards it is anticipated that employment growth should closely approximate population growth. The result is an estimated county employment total of 125,713 in 2040.

Employment location is expected to closely follow the patterns of population growth, a trend observed nationally. Based upon recent trends, the service and retail employment sectors are anticipated to significantly increase their share of the workforce relative to other sectors. Basic employment is anticipated to significantly reduce its share of the workforce, but despite this, the absolute number of employees with the basic sector is expected to slightly increase by 2040.

Similar to population distribution, MPO staff developed 2 scenarios for employment location: a Trend Scenario approximating trends observed between 1990 and 2010, and an Alternative Scenario which more closely approximates the distribution under the urban

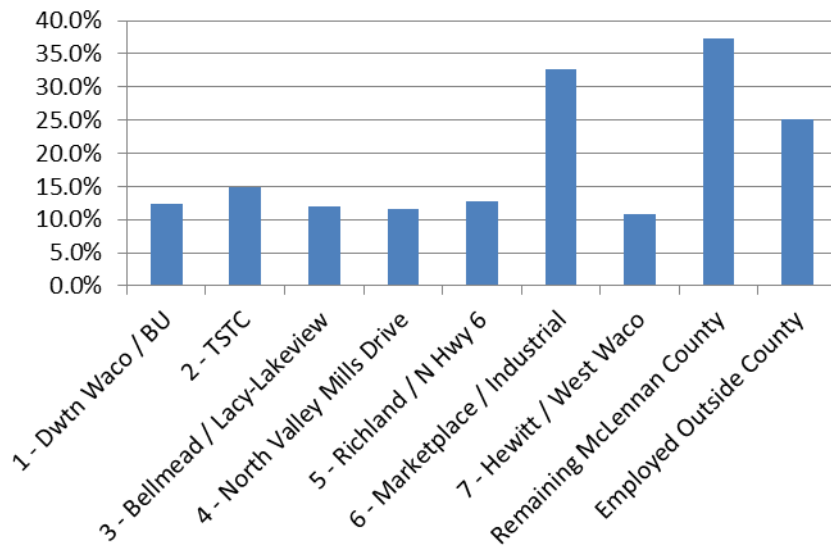
center scenario described under Section 4.1.4, forecasted land use. For similar reasons as described for population distribution, the MPO has chosen to use the Alternative Scenario as the basis for many of the recommendations identified within this plan (see section 8). Map 4.8 shows the projected change in employment distribution anticipated using the Alternative Scenario.

The distribution of employment is anticipated to become significantly more dispersed by 2040 with nearly 2 out of every 3 new jobs being located outside of the 7 clusters identified in section 4.2.3. With the exception of cluster 6, this results in each of these employment clusters being projected to decrease their percentage of the county workforce during the planning period. This dispersion is projected to be somewhat less with the alternative scenario than the trend. Nevertheless the alternative scenario still represents two continuing challenges in addressing regional mobility: 1.) For those with limited or low incomes employment opportunities continue to move further from their place of residence thus increasing regional reliance on the automobile for employment and 2.) Employment location is projected to continue to be located in areas with limited infrastructure to support the resultant increases in traffic volume.

table 4.11 – projected workforce employment location by clusters: 2040

Geography	Total Employment	Percent of Workforce	Change from 2010
Cluster 1 – Downtown Waco / Baylor University	8,240	6.2%	+12.3%
Cluster 2 – Texas State Technical College	3,380	2.5%	+14.8%
Cluster 3 – Bellmead / Lacy-Lakeview	5,095	3.8%	+12.0%
Cluster 4 – North Valley Mills Drive	12,415	9.3%	+11.6%
Cluster 5 – Richland / N Hwy 6	15,062	11.3%	+12.8%
Cluster 6 – Marketplace / Industrial	9,445	7.1%	+32.6%
Cluster 7 – Hewitt / West Waco	8,895	6.6%	+10.8%
Total All Clusters	62,532	46.7%	+14.8%
Remaining McLennan County	63,181	47.2%	+37.4%
Total McLennan County	125,713	94.0%	+25.1%
Employed outside of McLennan County*	8,048	6.0%	+25.1%
Total Workforce	133,761	100.0%	+25.1%

chart 4.5 – projected change in employment by clusters: 2010-2040



4.3 – title vi analysis

A primary goal of the Waco MPO is to ensure that the transportation needs of all people are met and that no one population group must endure a disproportional share of the burdens in meeting those needs. In order to accomplish this goal, the Waco MPO performs an analysis of its plans and programs in order to assess the mobility of traditionally underrepresented groups and to provide an assessment of the impacts of proposed projects upon these groups. The following sections of this section quantify the traditionally underrepresented groups and describe their distribution within the Waco Metropolitan Area. Specific analysis regarding the mobility of these groups and plan recommendations to improve their mobility can be found within the sections dealing with each transportation mode.

4.3.1 – race and ethnicity

Minority populations within the Waco Metropolitan Area are primarily represented by two people groups: Blacks and Hispanics with 15.0% and 17.9% of the population respectively. These groups are generally concentrated within the urban core. Blacks reside predominantly east of Downtown Waco and within Bellmead and Lacy-Lakeview. Hispanics reside predominantly south of Downtown Waco. An area bounded by the Brazos River, Waco Dr (US 84), New

Rd and Herring Ave have a greater than average concentration of both minorities. In addition to these, there exists a higher than average concentration of Blacks in the Mart area and a higher than average concentration of Hispanics in the McGregor area.

These two people groups have traditionally been underrepresented in the transportation planning process. Section 9 outlines the MPO public involvement procedures and how the MPO involved these two minorities.

table 4.12 – minority population: 2010

Geography	Percent Non-Hispanic White	Percent Non-Hispanic Black	Percent Non-Hispanic Other	Percent Hispanic
City of Waco	45.8%	21.0%	3.6%	29.6%
Suburban Cities*	65.8%	9.3%	3.2%	21.6%
Rural Cities**	78.0%	7.9%	1.7%	12.3%
Unincorporated Areas	83.4%	3.4%	1.9%	11.3%
McLennan County	58.9%	14.4%	3.1%	23.6%

*Includes the Cities of Bellmead, Beverly Hills, Hewitt, Lacy-Lakeview, Lorena, McGregor, Robinson and Woodway.

**Includes the Cities of Bruceville-Eddy, Crawford, Gholson, Hallsburg, Leroy, Mart, Moody, Riesel, Ross and West.

travel time analysis

In order to estimate whether the existing transportation system meets the goals of Title VI of the Civil Rights Act, in 2007 the MPO staff performed an analysis of travel times by traffic analysis zones to estimate access to the most basic necessary services. The analysis compared average travel times using the MPO travel demand model between both ‘Protected’ and ‘Non-Protected’ TAZs and the closest grocery stores, retail centers and medical facilities. For purposes of this analysis ‘Protected’ zones consisted of TAZs with either Non-Hispanic Black or Hispanic populations greater than the McLennan County average. Map 4.10 identifies the protected zones used within this analysis.

Table 4.13 identifies the results of the travel time analysis. In general, the protected populations had lower travel times to the 3 basic services evaluated than the non-protected populations. This analysis, however, concentrated on automobile travel times. Many of the protected zones have a significant percent of the population dependent upon public transportation or non-automotive modes for mobility. These modes generally have longer one-way travel times than the automobile. Public transportation, in particular, may have one-way travel times of up to 90 minutes between the protected zones and several of the more significant regional centers of employment. In addition, urban public transportation services do not operate after 7 pm or prior to 6 am within McLennan County. Table 4.14 and chart 4.6 further emphasize this disparity in that greater than 1 in 4 transit commuters have a one-way travel time greater than 60 minutes whereas this percentage is approximately 3% for all other modes combined. Improving these travel times and hours of operation for public transportation is a primary focus of the proposed recommendations identified in section 8.

table 4.13 – automobile travel time in minutes to selected destinations for protected populations: 2007

Destination	Non-Hispanic Black	Hispanic	Non-Protected	All Persons
Nearest Grocery Store	3.96	3.45	8.17	6.36
Nearest Retail Center	9.57	10.10	12.19	11.21
Nearest Medical Facility	4.98	4.56	8.56	6.97
McLennan County Courthouse	10.05	10.98	18.73	16.46

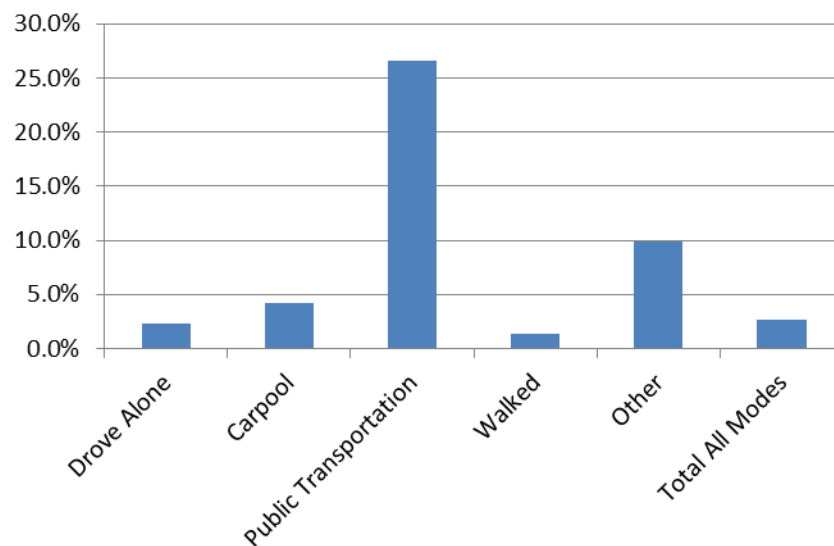
table 4.14 – mclennan county travel time to work or school* by mode: 2008-2012

Mode	Percent of Total	Less than 20 minutes	20 to 60 minutes	Greater than 60 minutes
Drove Alone	82.5%	60.0%	37.7%	2.3%
Carpool	13.3%	53.6%	42.3%	4.1%
Public Transportation	0.5%	35.3%	38.2%	26.5%
Walked	2.9%	89.7%	9.0%	1.3%
All others	0.8%	55.6%	34.4%	10.0%
Total All Modes	100.0%	59.8%	37.5%	2.7%

*Persons age 16 or older who did not work at home

Source: US Dept. of Commerce; Bureau of the Census – American Community Survey

chart 4.6 – percent of workers with travel times greater than 60 minutes by mode: 2008 -2012



4.3.2 – persons living in poverty

McLennan County is significantly above the state average for persons living below the census defined poverty level. When compared to peer regions of similar population in Texas, the Waco Metropolitan Area has a higher poverty level and lower incomes than all except those along the Rio Grande Valley. Despite this, most census tracts within the region have poverty rates well below the state average. Several tracts within the urban core, North Waco and South Waco in particular, have extreme poverty rates with 50% or more of the population living at or below the census defined poverty level. Many adjacent census tracts have poverty rates in excess of 25%.

The tracts with extreme poverty also correlate well with a lack of access to automobiles (see section 4.3.3). As income decreases, the ability to afford an automobile also decreases. The result is that these areas are more heavily dependent upon public transportation and bicycle / pedestrian facilities than other segments of the population. An additional challenge is that many of the same areas with low incomes and high poverty are also the same areas identified as protected zones for Black and Hispanic populations. This provides a further emphasis for the public transportation recommendations identified in section 8.

table 4.15 – poverty and income statistics: 2008-2012

Geography	Per Capita Income	Percent Living in Poverty
City of Waco	\$17,846	30.1%
Suburban Cities*	\$24,877	13.6%
Rural Cities**	\$20,524	18.9%
Unincorporated Areas	\$27,964	10.0%
McLennan County	\$21,459	21.8%
State of Texas	\$26,327	17.5%

*Includes the Cities of Bellmead, Beverly Hills, Hewitt, Lacy-Lakeview, Lorena, McGregor, Robinson and Woodway.

**Includes the Cities of Bruceville-Eddy, Crawford, Gholson, Hallsburg, Leroy, Mart, Moody, Riesel, Ross and West.

4.3.3 – automobile availability and affordability

Approximately one in 12 households in the Waco region have no access to an automobile (table 4.16). This statistic is slightly above the Texas average of 6.0% of households with no automobile access. Within McLennan County, access to automobiles is well correlated to income and poverty with lower income areas having less access and higher income areas having greater. In contrast to the low income areas, households in Woodway and the Highway 84 corridor have an average of more than 3 automobiles per household.

table 4.16 – occupied housing units with no automobiles: 2008-2012

Geography	Percent of Occupied Housing Units with No Automobiles	Change Since 2000
City of Waco	9.9%	-9.9%
Suburban Cities*	4.8%	+23.6%
Rural Cities**	4.5%	-36.2
Unincorporated Areas	2.0%	-35.8%
McLennan County	7.1%	-9.0%

*Includes the Cities of Bellmead, Beverly Hills, Hewitt, Lacy-Lakeview, Lorena, McGregor, Robinson and Woodway.

**Includes the Cities of Bruceville-Eddy, Crawford, Gholson, Hallsburg, Leroy, Mart, Moody, Riesel, Ross and West.

Owning and operating an automobile is expensive with average costs of an inexpensive car being between \$5,000 and \$7,000 per year. These costs include the initial purchase, registration, insurance, maintenance, fuel and in some cases parking. A common estimate of affordability is combining housing costs with the cost of transportation and comparing this to the median household income. A combined housing and transportation percentage of less than 50% is generally considered affordable. Table 4.17 makes this comparison for the Waco Metropolitan Area for households with 1 and 2 cars and households with no cars but using public transportation.

table 4.17 – affordability index calculation: 2008-2012

Geography	Median Rent	Median Household Income	Percent of Households at or above Affordability Index†		
			No Cars*	1 Car**	2 Cars**
City of Waco	\$735	\$32,239	69.1%	56.6%	43.5%
Suburban Cities*	\$861	\$58,382	83.2%	73.8%	63.4%
Rural Cities*	\$721	\$41,368	n/a	69.3%	55.5%
Unincorporated Areas	\$745	\$47,501	n/a	80.7%	72.2%
McLennan County*	\$756	\$41,589	75.8%	65.4%	53.6%

Source: US Census Bureau; American Community Survey – 2008 to 2012

†Calculated as combined housing + transportation costs being less than 50% of household income.

*Assumes that public transportation is available within 0.75 miles of residence. For McGregor, Lorena, rural cities and unincorporated areas, fixed route public transportation is not currently available. For this analysis, McGregor and Lorena were included as rural cities.

**Annual cost of car ownership estimated at \$5,000 per year per vehicle.

4.3.4 – elderly population and ambulatory disabilities

High concentrations of elderly within the metropolitan area are strongly correlated with the presence of either assisted living or nursing facilities. Each of the 4 census tracts with more than 20% of persons over age 65 have one or more of these facilities located within the tract (Map 4.17). Many of these persons residing in such facilities have limited to no ability to independently move from location to location, the definition of ambulatory difficulty. Thus these same tracts have higher than average percentages of persons with such difficulty (Map 4.18). Additionally, these same tracts also have relatively higher percentages of households with no automobiles (Map 4.15).

For assisted living or nursing home facilities, the level of independent mobility varies depending upon the type of care being provided. Nursing homes provide 24 hour care to persons unable to care for themselves, thus independent mobility is extremely limited to non-existent. Assisted living facilities, however, provide varying degrees of care and persons may have significant ability to

move from location to location, although this population is generally more transit dependent than the population as a whole.

The primary challenge in meeting the mobility needs of the elderly is similar to that of the population in general, the increasing dispersion of population into very low density developments that are entirely dependent upon the automobile. Table 4.18 shows significant increases in this age group within unincorporated areas of McLennan County. This shift in population for this age group represents a particular challenge in that they represent persons who have retired when healthy and likely have children living elsewhere. Often this population group then has a significant medical event at some point in the future that either limits or eliminates their ability to operate an automobile. These areas have already strained rural public transportation services being provided by HOTCOG and are anticipated to further stretch these services in the future as this service effectively represents the only mobility for these persons (refer to 2011 Regional Transportation Coordination Plan).

table 4.18 – elderly population and persons with ambulatory difficulty*: 2008-2012

Geography	Percent Over Age 65	Change since 2000 in Persons Over Age 65	Percent with Ambulatory Difficulty*
City of Waco	11.2%	-10.6%	8.3%
Suburban Cities**	14.1%	+3.4%	8.0%
Rural Cities***	16.9%	+0.08%	10.4%
Unincorporated Areas	13.3%	+40.6%	8.0%
McLennan County	12.5%	+5.9%	8.3%
State of Texas	10.5%	+27.5%	6.7%

*The Census Bureau changed the definition of a disability in 2007.

**Includes the Cities of Bellmead, Beverly Hills, Hewitt, Lacy-Lakeview, Lorena, McGregor, Robinson and Woodway.

***Includes the Cities of Bruceville-Eddy, Crawford, Gholson, Hallsburg, Leroy, Mart, Moody, Riesel, Ross and West.

4.3.5 – environmental mitigation activities

Prior to MAP-21, SAFETEA-LU (the Safe, Accountable, Flexible and Efficient Transportation Efficiency Act: A Legacy for Users) included in its requirements an accounting of potential environmental mitigation activities which may be necessary as a result of impacts imposed by the transportation system upon the environment. Specific activities are usually identified as part of the development of an Environmental Impact Statement, typically performed during the design phase of a project. The identification of potential environmental impacts during the planning process has consistently been identified as a method to expedite the environmental review process and to move projects towards construction faster. This consideration would have a two-fold effect: 1.) Projects with significant environmental impacts would be identified sooner, allowing policy makers to better weigh the benefits of the project against these impacts as well as the anticipated delays from potential mitigation of these impacts, and 2.) Projects with little or no significant impacts can develop more quickly as an accounting of these impacts has been made prior to the design phase.

Analysis by the MPO focused on 3 general categories: 1.) Hazardous Material storage areas or generation facilities, 2.) Lands identified as part of Section 4(F) of the 1966 Transportation Act, and 3.) Land use takings. Generally speaking, recommended alignments or proposed right of way boundaries have not been identified at the long range planning level, thus the MPO staff has chosen to evaluate projects based upon the chance that mitigation for one or more factors may be necessary as the project develops.

A “likely” chance is defined as a feature being located within 250 feet of the centerline of an existing highway and for new construction on a new alignment, a “likely” chance is defined as a feature being located within 500 feet of the center of the corridor. A “somewhat likely” chance is applied when it appears that a design alternative could be implemented which completely avoids impacting a feature within the 250 or 500 foot “likely” zone. Such an instance would be where a project could avoid a feature by acquiring right of way completely from one side of the existing right of way. A “not likely” chance is defined as no features exist within the 250 or 500 foot “likely” zone.

hazardous materials

The Texas Commission on Environmental Quality issues permits for businesses or individuals that generate, store or transport materials that could be hazardous to human health. These locations do not necessarily represent places with soil or ground water contamination; however, the acquisition of these sites may require special procedures that would significantly increase the right of way and site preparation costs for proposed projects.

4f lands

4F refers to section 4(f) of the Federal Transportation Act of 1966 which identifies several land uses that federal aid transportation projects must avoid impacting unless no other feasible alternative exists. If a significant impact were necessary upon one or more 4F lands, a mitigation of those impacts would be necessary to offset any impacts, usually at a very high cost. Lands included within section 4(F) are wetlands (as classified by the US Army Corps of Engineers), wildlife and waterfowl refuges, historic or religious sites and park or recreation areas.

In McLennan County, the only areas officially classified as a wetland are lakes or other permanent water features. However, the 100 year flood plain does represent riparian habitats in McLennan County that provide unique habitats for wildlife and waterfowl not found elsewhere in the County

This is in large part due to the fact that most other lands in the County are devoted to either developed or agricultural land uses. Therefore, the MPO has decided to use the 100 year flood plain, as defined by the Federal Emergency Management Agency, as a substitute for wetlands in our analysis of potential environmental mitigation activities. All officially defined wetlands within McLennan County are included within the 100 year flood plain.

There are no officially designated wildlife or waterfowl refuges located within McLennan County. With that said, however, several endangered or threatened species have been identified within the County and potential habitats for these species exist throughout the county. One of the challenges with this form of analysis is that the Texas Parks and Wildlife Department usually does not reveal specific locations of endangered or threatened species habitats within a public forum for fear of some type of disturbance or destruction by humans. Therefore, the MPO has chosen to identify



all highway projects requiring additional right of way and with a rural component as having a “somewhat likely” impact on endangered or threatened species habitat.

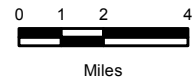
land use takings

Although partly accounted for within the right of way costs, this analysis provides some information regarding potential impacts to the built or human environment. One part of the analysis is the identification of the number of residential or commercial / industrial structures within the 250 or 500 foot “likely” zone. This provides some approximate quantification of impacts to the built environment.

analysis

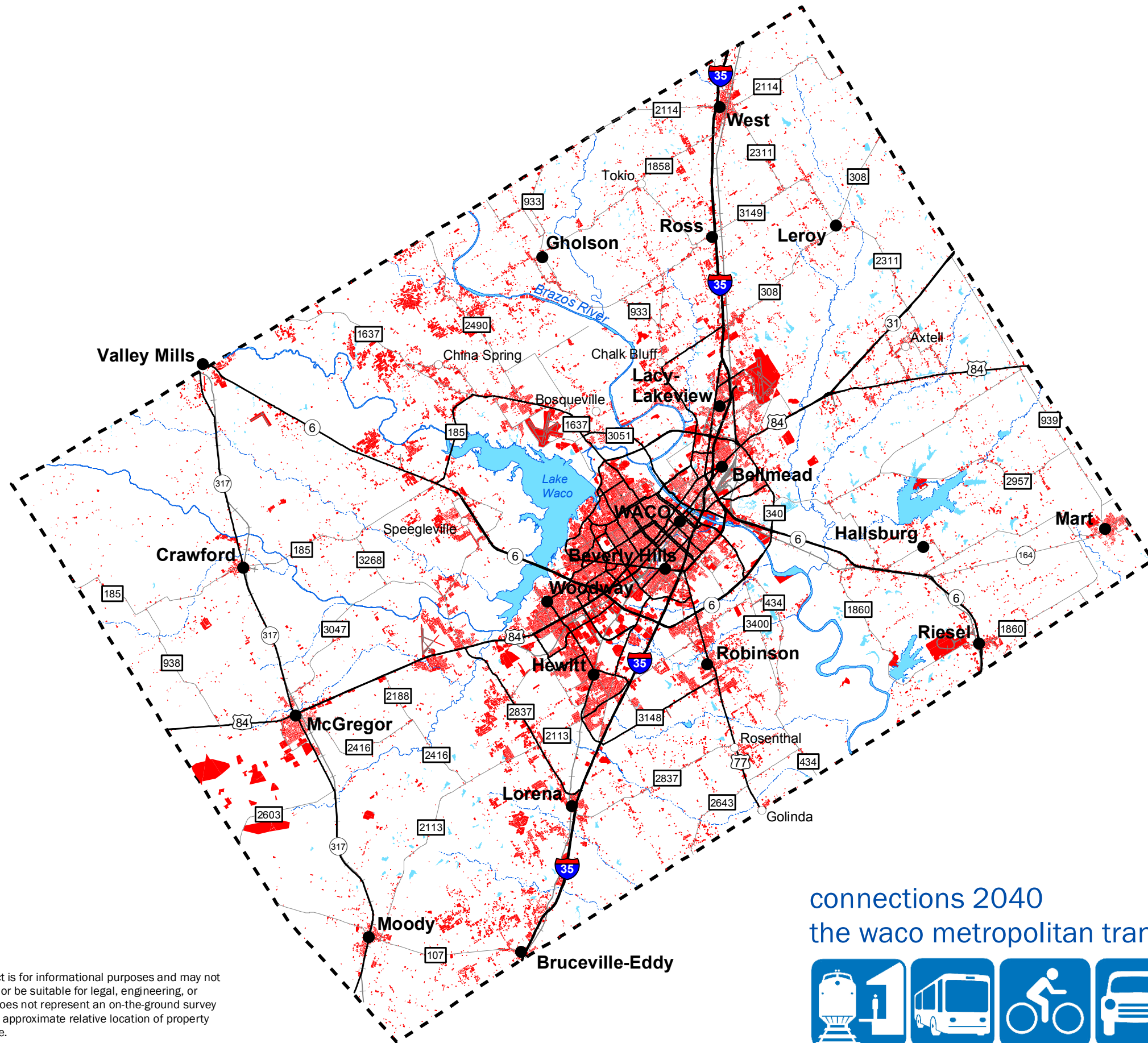
Tables 8.16, 8.17 and 8.18 review the potential for mitigation for highway project recommendations identified in Section 8. As a general rule, most projects will require some review of underground storage tank location and floodplain / wetlands impacts as most projects of any length will encounter these features. With the possible exception of IH-35 projects, which will require more significant reviews due to its length and significant development adjacent to the corridor, most other projects will generally avoid significant environmental impacts.

 land developed in 2013
 waco metropolitan area



september, 2014

map 4.1
developed land uses - 2013





connections 2040
the waco metropolitan transportation plan

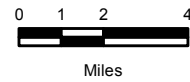


Waco MPO: Metropolitan Transportation Plan 2040

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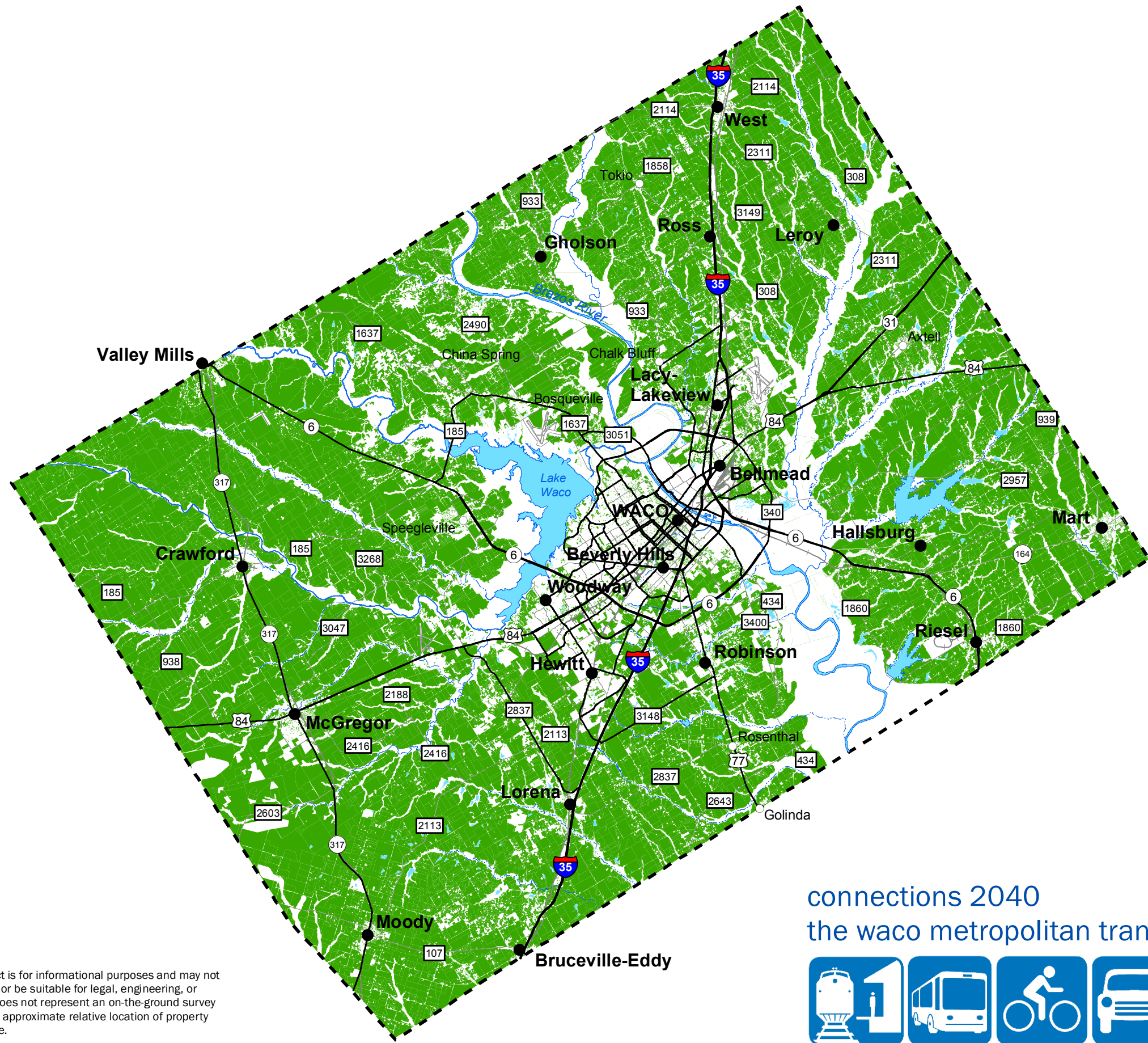


 Developable Land
 waco metropolitan area

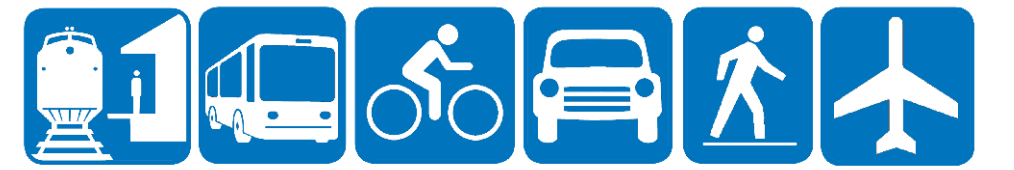


september, 2014

map 4.2
land without development constraints - 2013






connections 2040
the waco metropolitan transportation plan

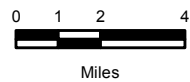


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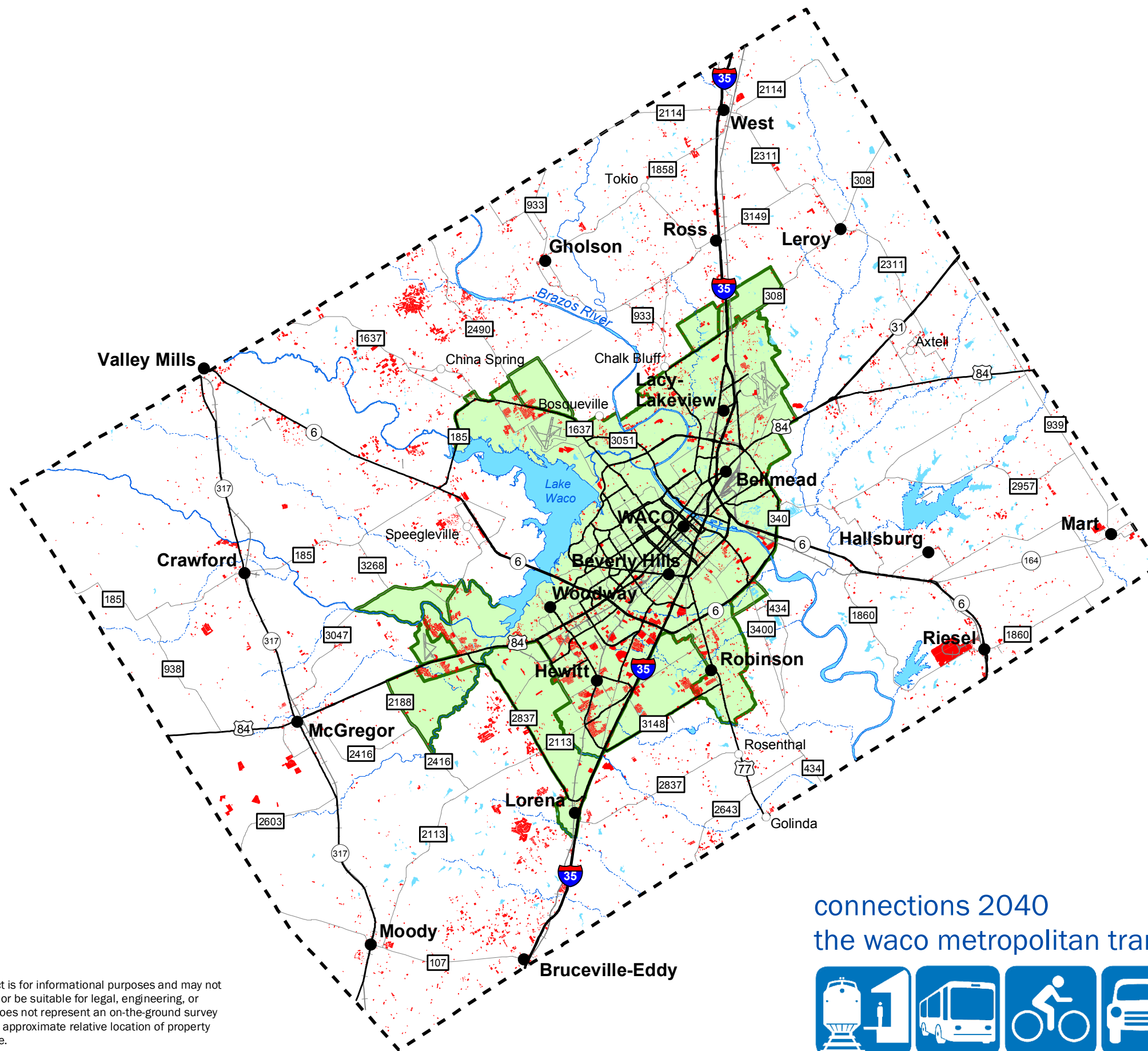


-  waco metropolitan area
-  development since 1995
-  adjusted urbanized area



september, 2014

map 4.3
change in developed land uses: 1995 to 2013



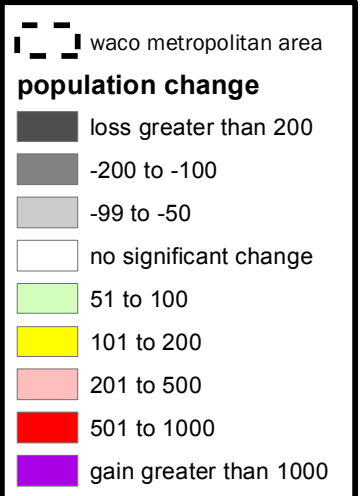
connections 2040
the waco metropolitan transportation plan



Waco MPO: Metropolitan Transportation Plan 2040

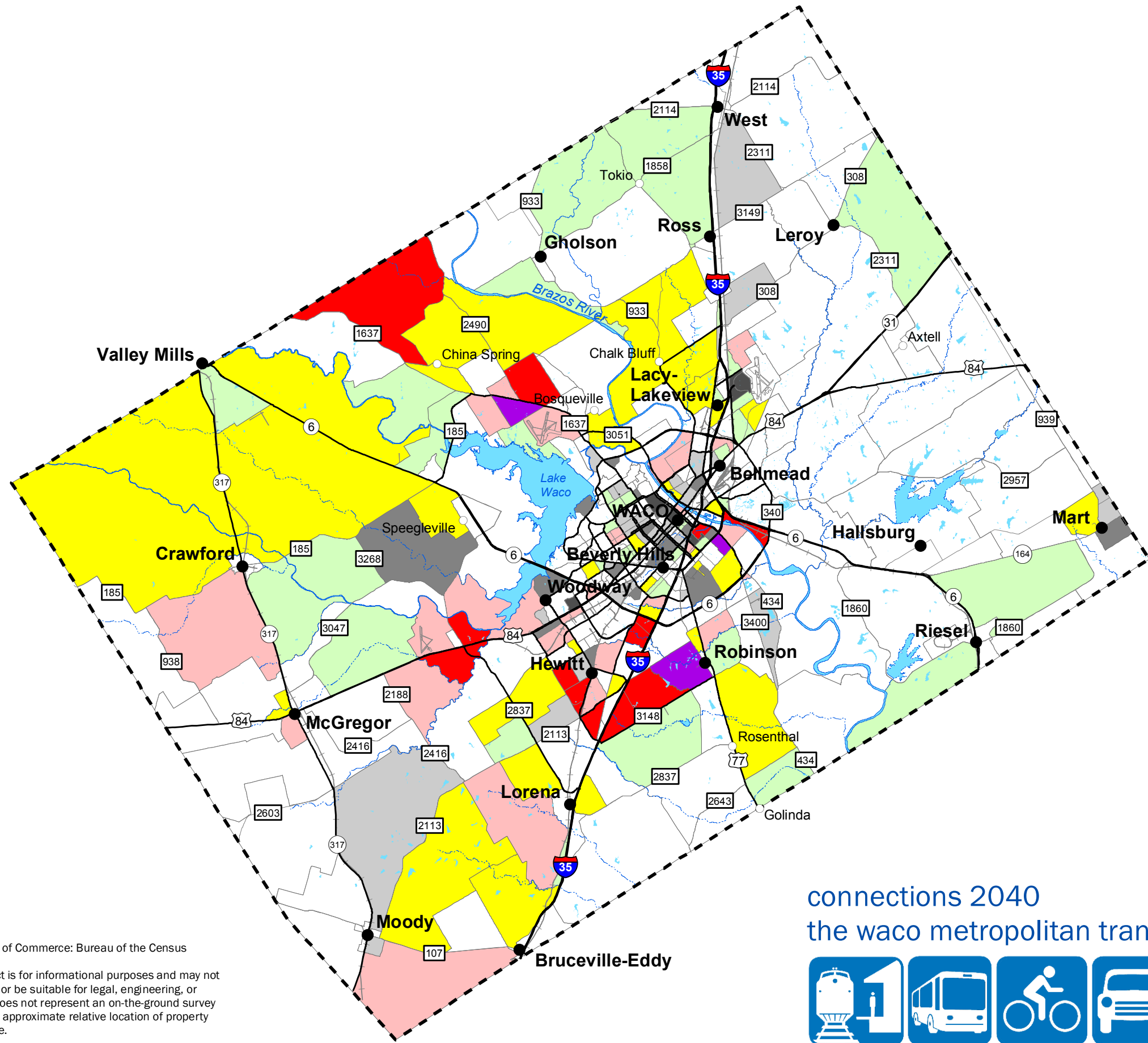
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september, 2014

map 4.4
 population change
 by traffic analysis zone:
 2000 to 2010



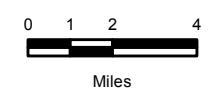
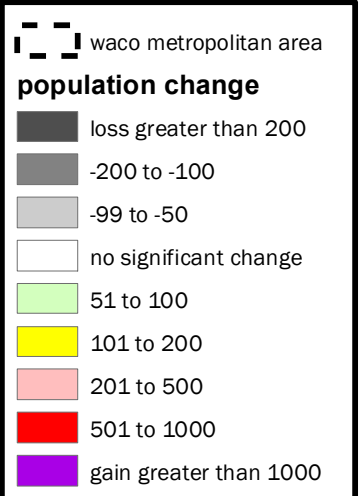
Source: US Department of Commerce: Bureau of the Census

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connections 2040
 the waco metropolitan transportation plan

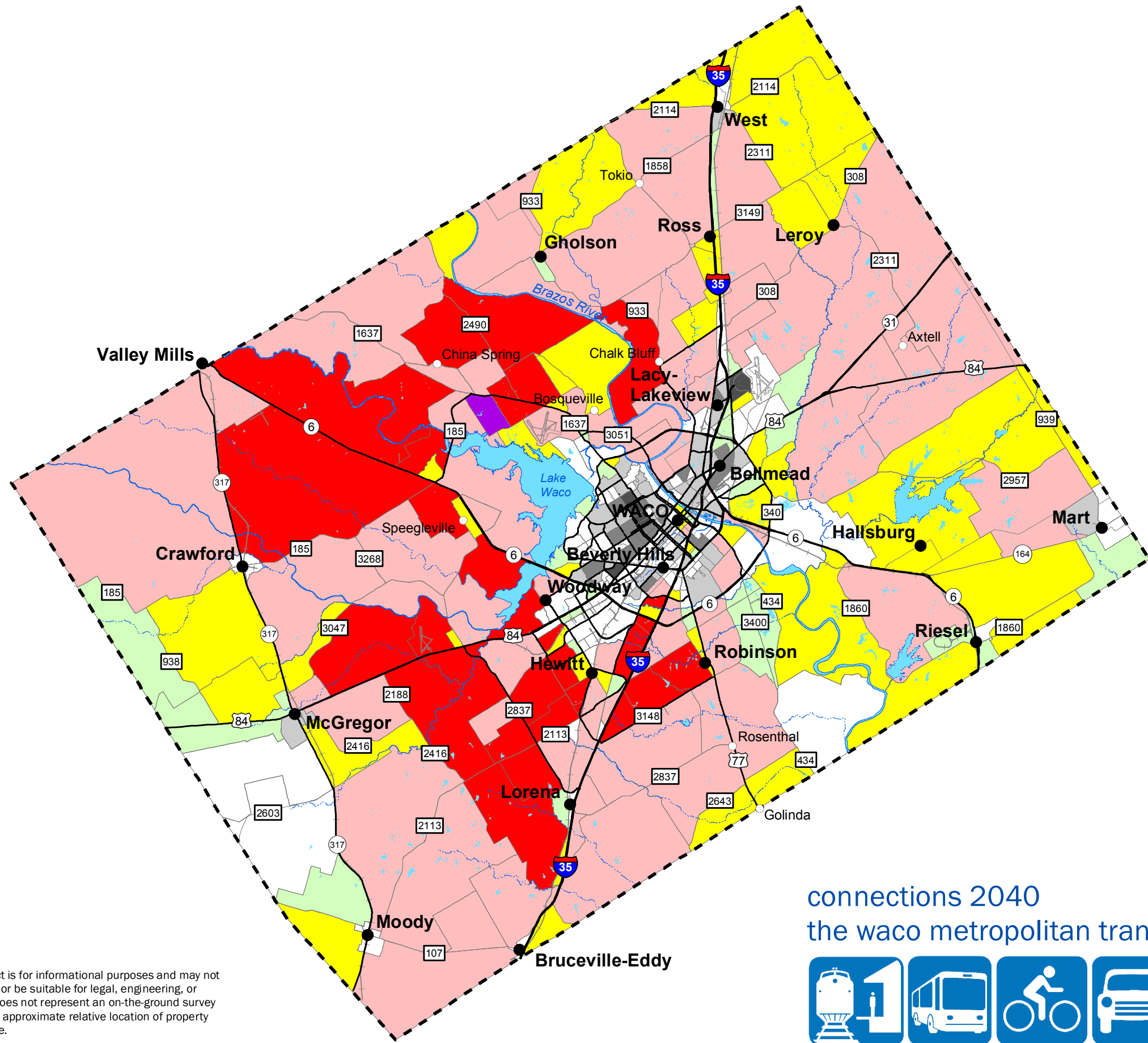


Waco MPO: Metropolitan Transportation Plan 2040



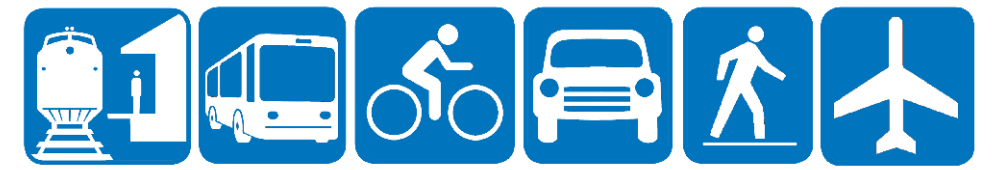
september, 2014

map 4.5
 projected population change
 by traffic analysis zone:
 2010 to 2040 - trend scenario



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connections 2040
 the waco metropolitan transportation plan



Waco MPO: Metropolitan Transportation Plan 2040

 waco metropolitan area
population change
 loss greater than 100
 -99 to -50
 no significant change
 50 to 100
 101 to 200
 201 to 500
 gain greater than 500



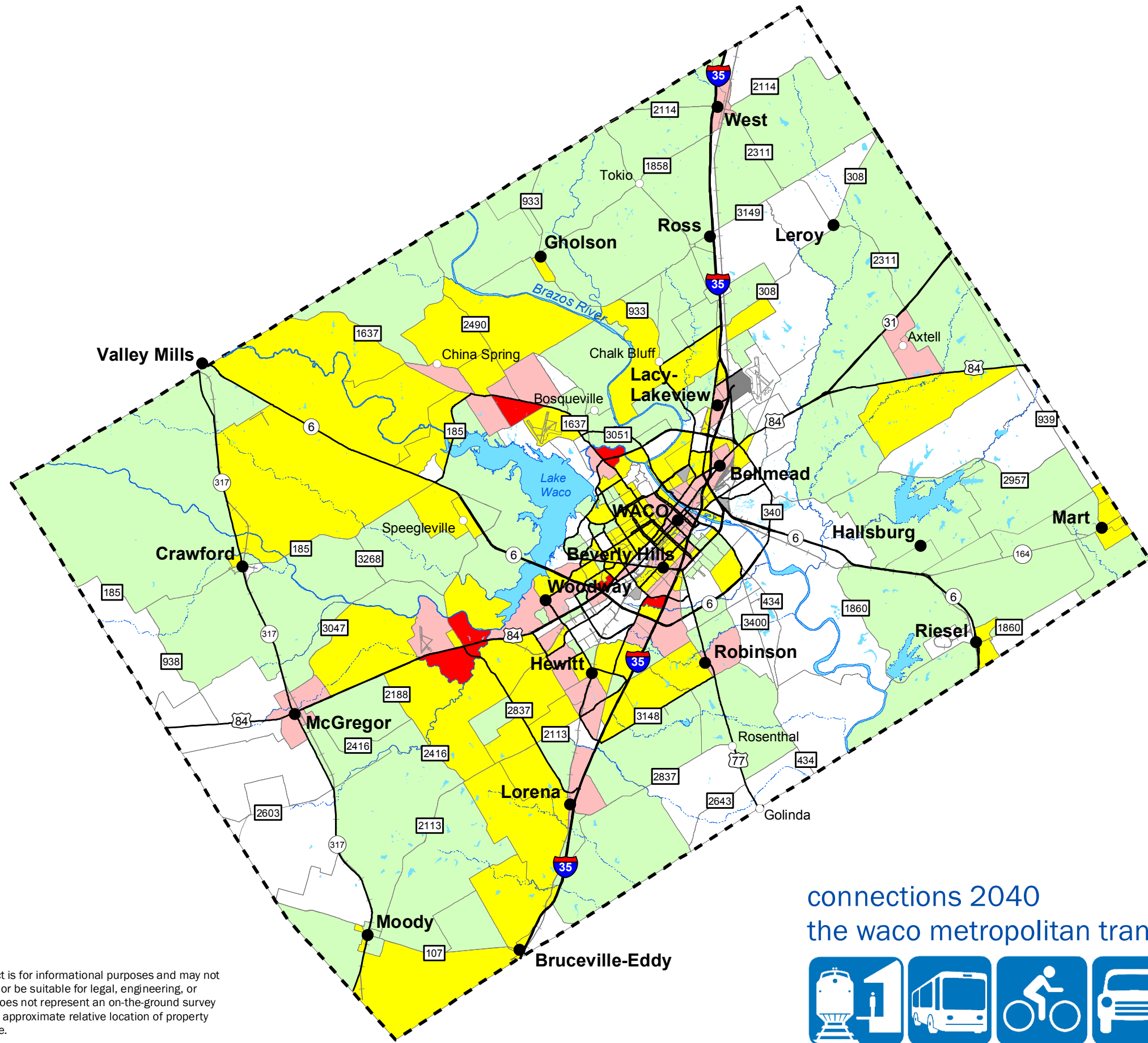
 0 1 2 4
 Miles

september, 2014

map 4.6
 projected population change
 by traffic analysis zone:
 2010 to 2040 - adopted scenario

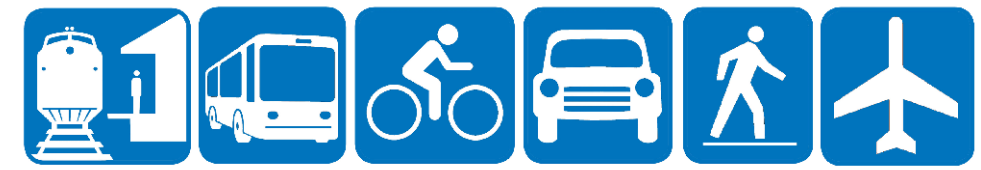
Metropolitan Planning Organization

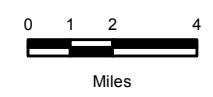
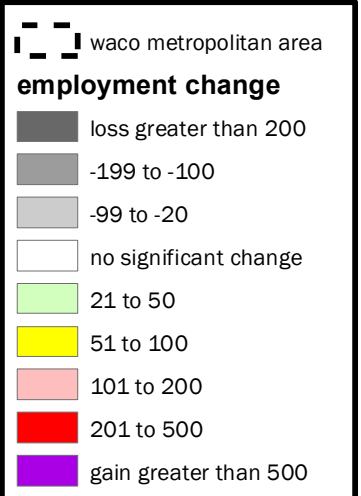
 Waco Urban Transportation Study



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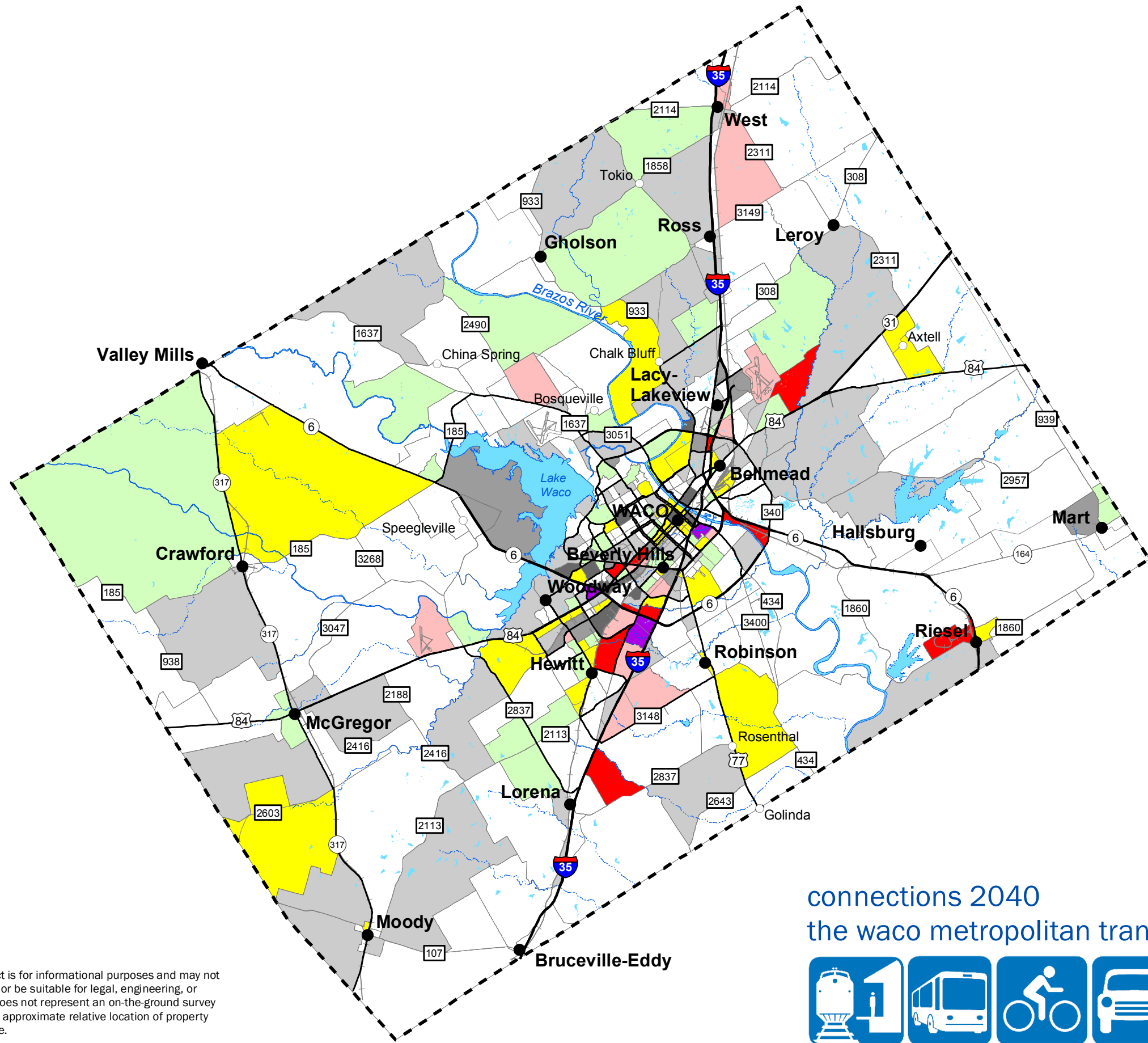
connections 2040
 the waco metropolitan transportation plan





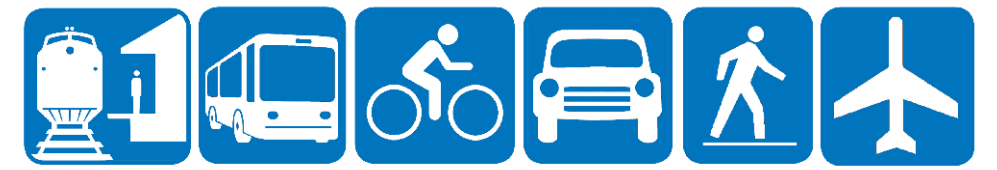
september, 2014

map 4.7
 change in total employment
 by traffic analysis zone:
 2005 to 2010



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connections 2040
 the waco metropolitan transportation plan



Waco MPO: Metropolitan Transportation Plan 2040

 waco metropolitan area
employment change
 loss greater than 100
 -100 to -25
 no significant change
 25 to 100
 101 to 200
 201 to 400
 gain greater than 400

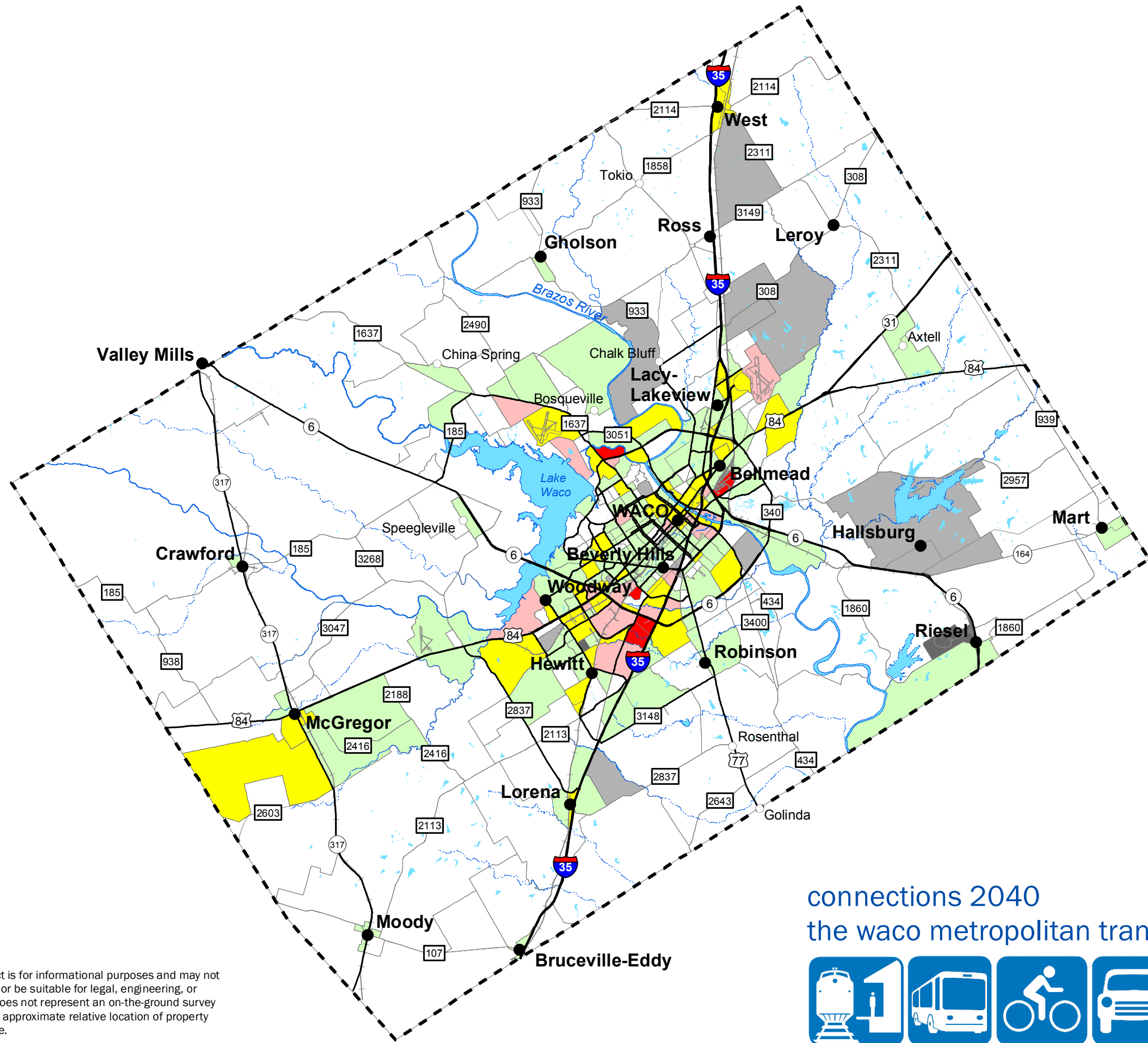


 september, 2014

map 4.8
 projected change in total employment
 by traffic analysis zone:
 2010 to 2040

Metropolitan Planning Organization

 Waco Urban Transportation Study

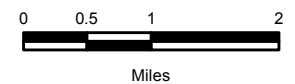


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connections 2040
 the waco metropolitan transportation plan

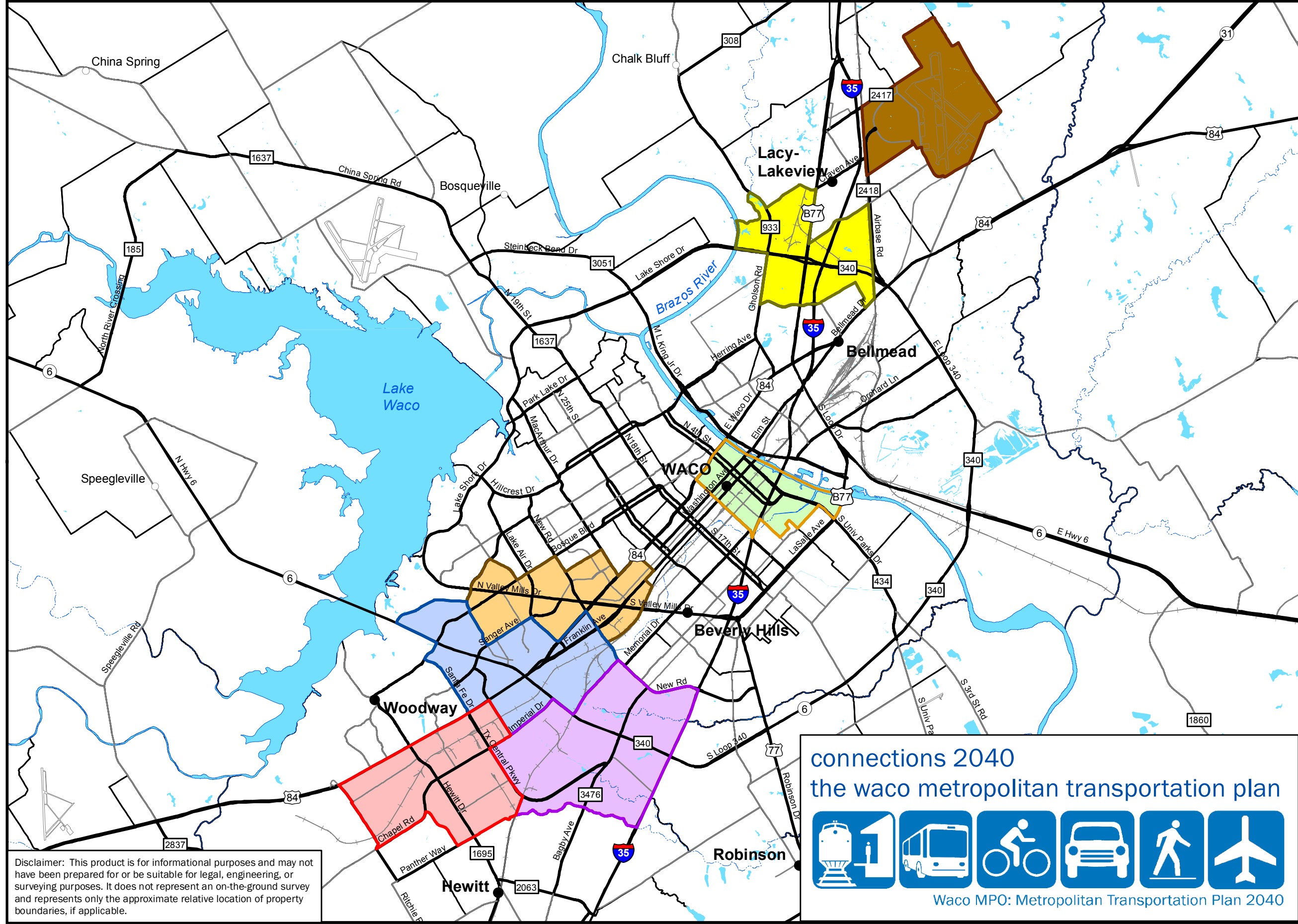


- employment clusters
- 1 - Downtown / Baylor
 - 2 - TSTC
 - 3 - Bellmead / Lacy-Lakeview
 - 4 - North Valley Mills Dr
 - 5 - Richland / North Hwy 6
 - 6 - Marketplace / Industrial
 - 7 - Hewitt_West_Waco
- waco metropolitan area
- traffic analysis zones



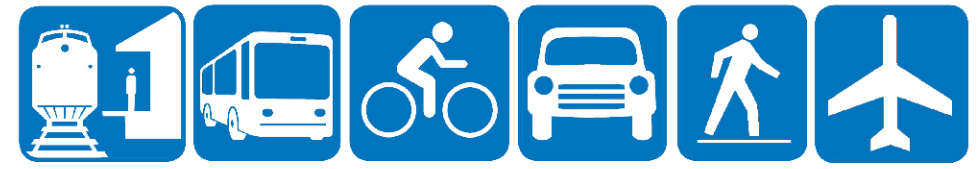
september, 2014

map 4.9
employment clusters







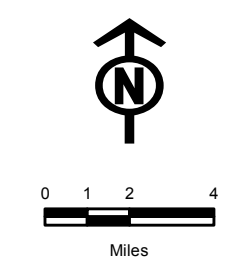
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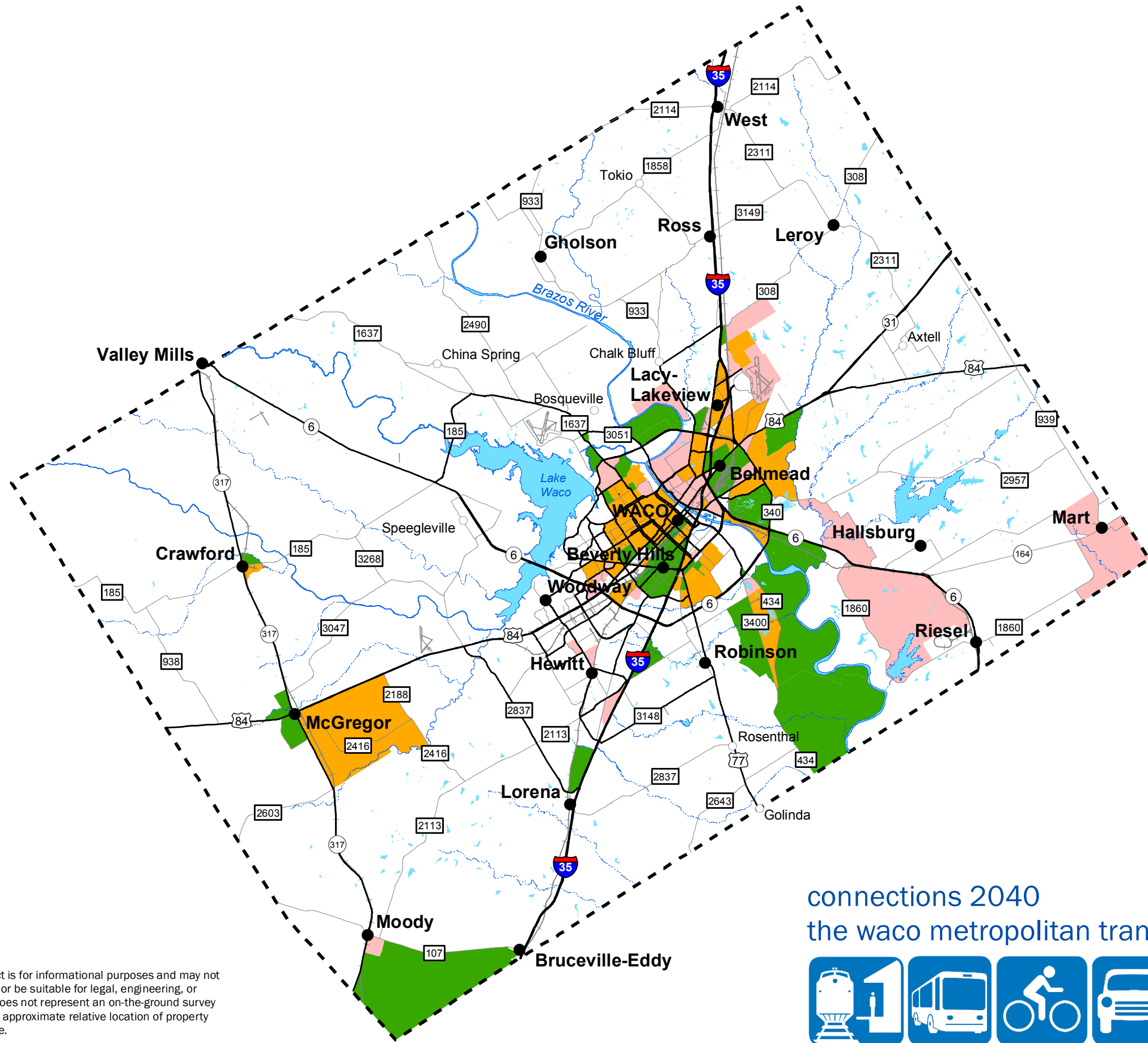
Waco MPO: Metropolitan Transportation Plan 2040

 waco metropolitan area
protected zones
 black
 hispanic
 black & hispanic



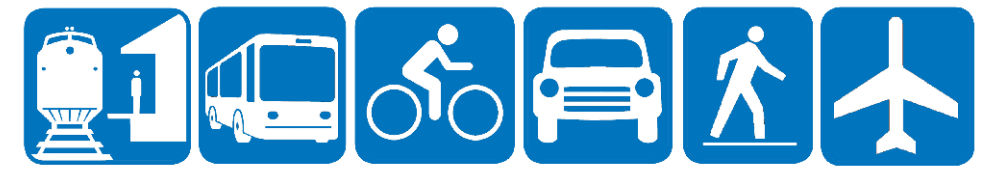
september, 2014

map 4.10
black & hispanic protected zones

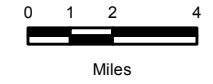
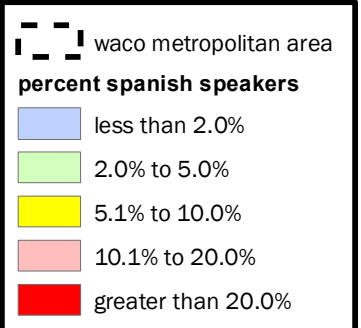


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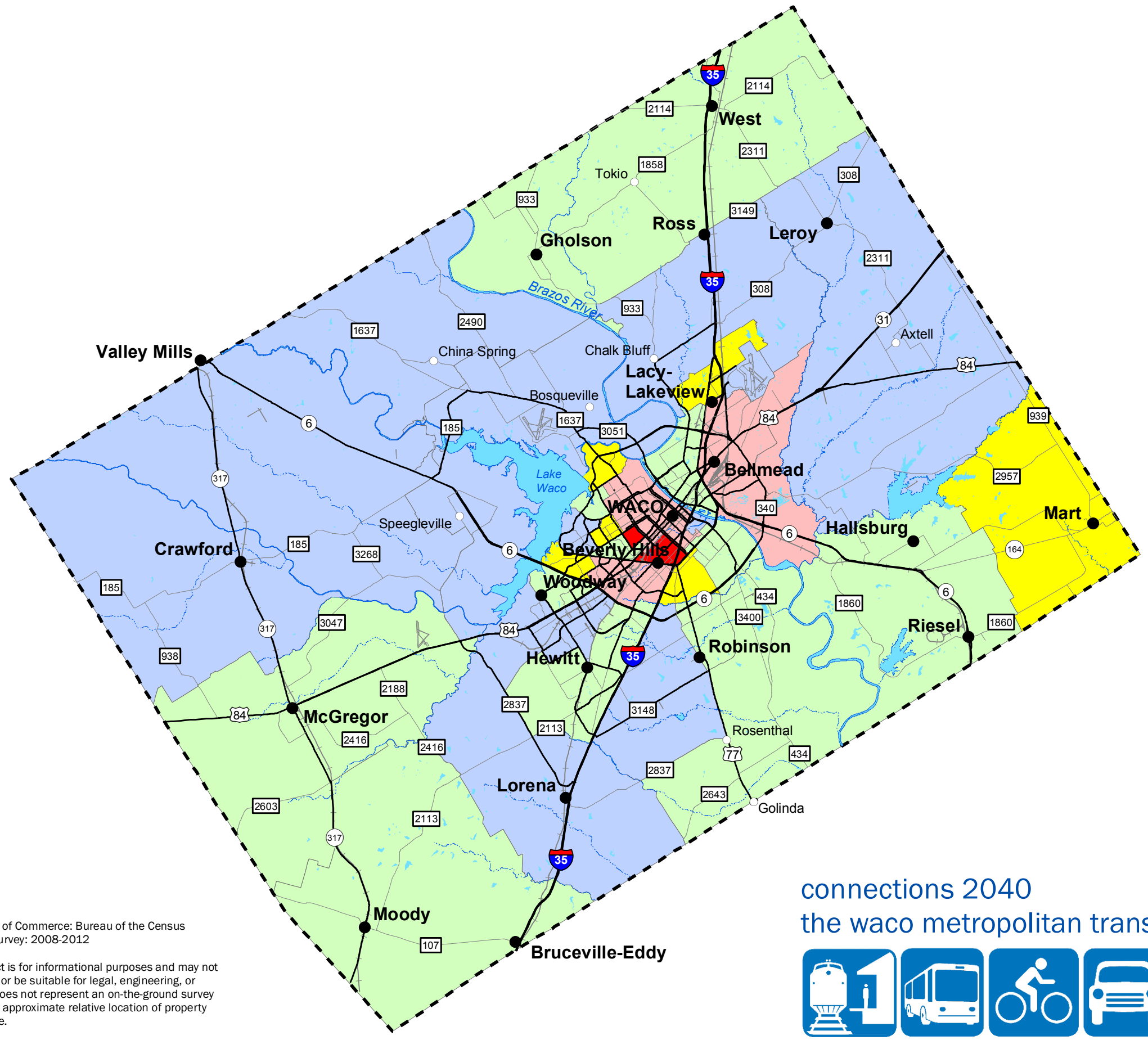


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september, 2014

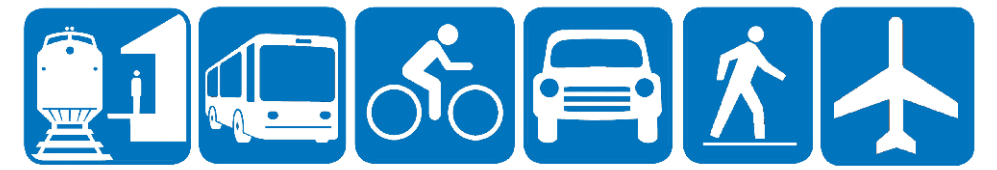
map 4.11
 percent of spanish speakers
 who speak english less than 'very well'
 by census tract



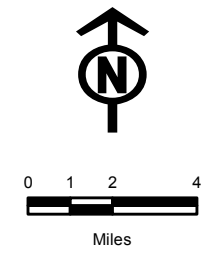
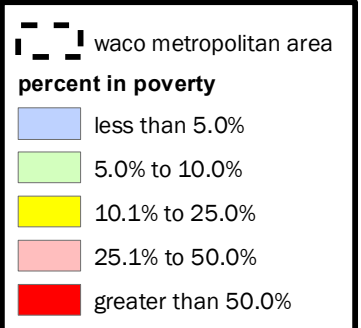
Source: US Department of Commerce: Bureau of the Census
American Community Survey: 2008-2012

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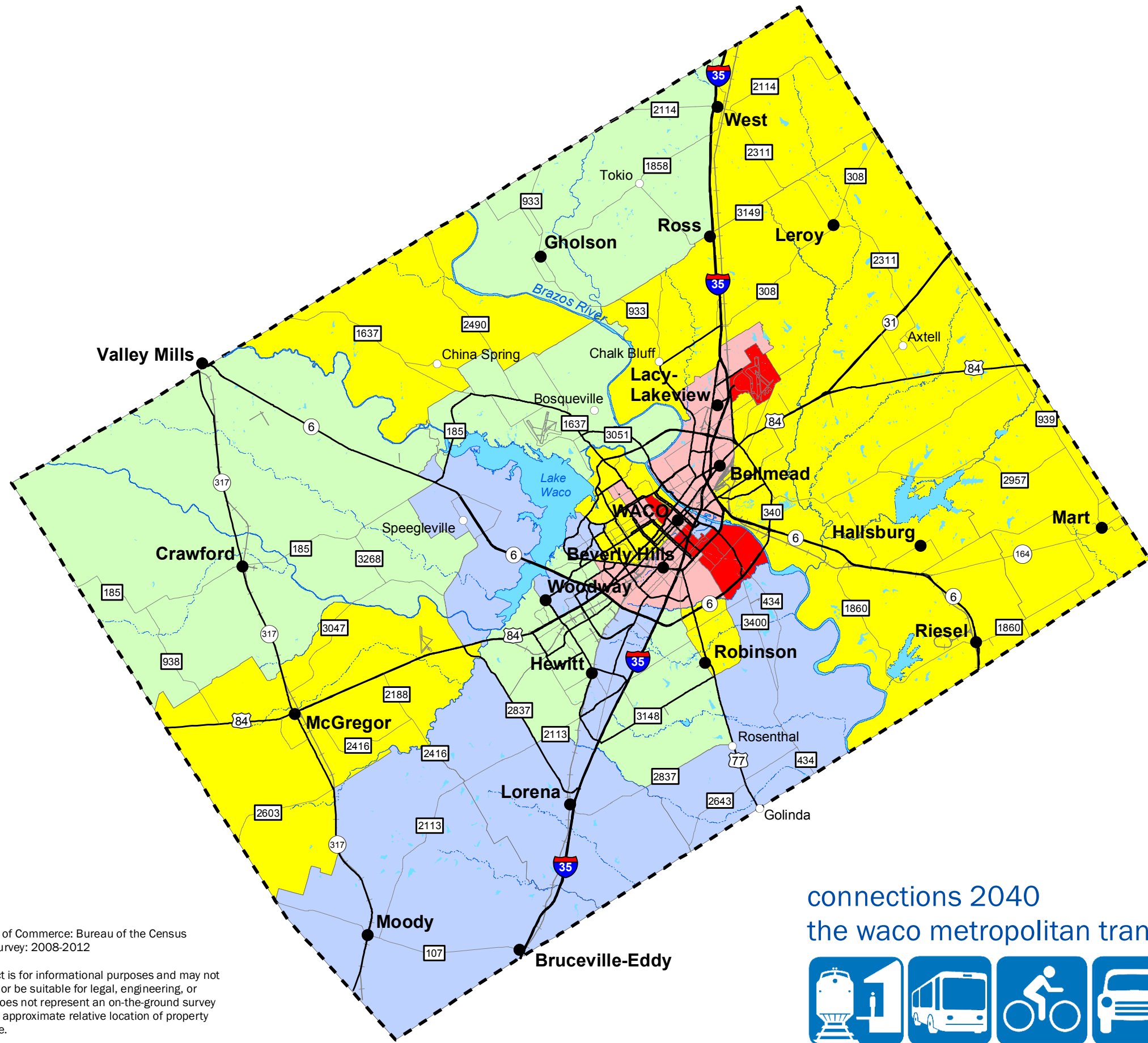


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september, 2014

map 4.12
percent of persons in poverty
by census tract



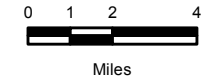
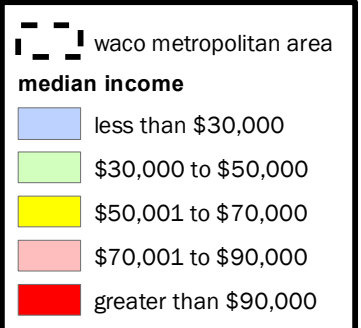
Source: US Department of Commerce: Bureau of the Census
American Community Survey: 2008-2012

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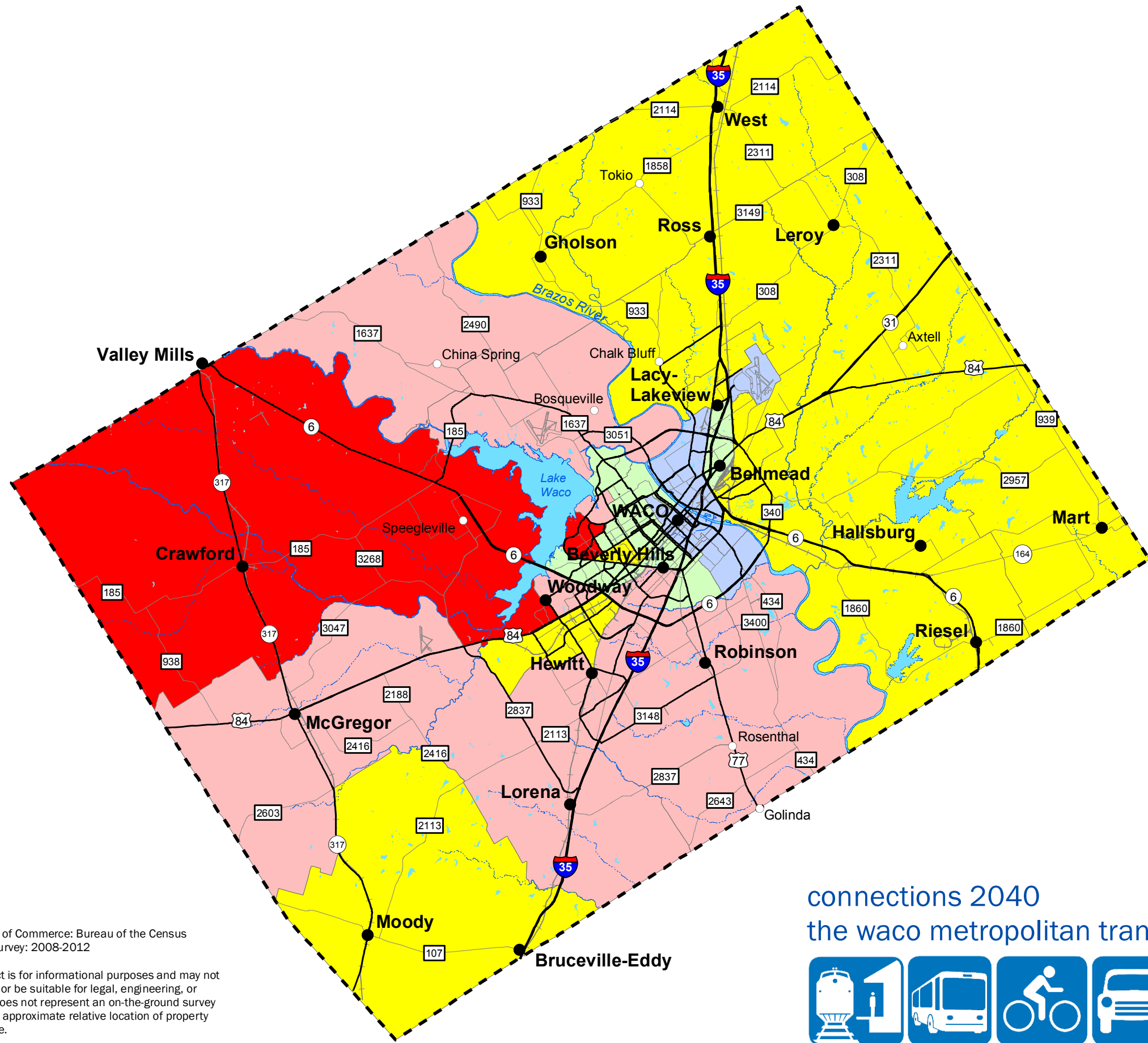


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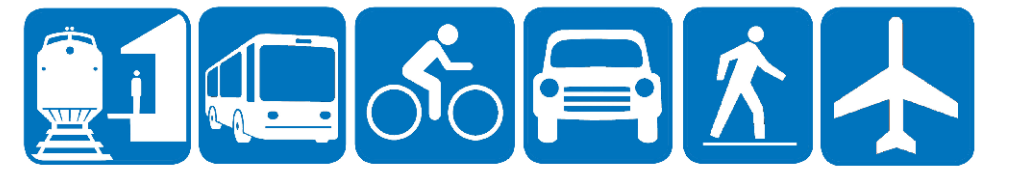
map 4.13
median household income
by census tract



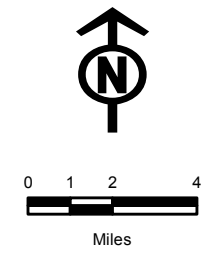
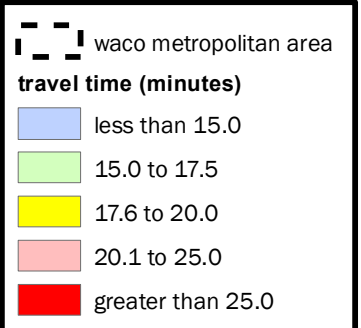
Source: US Department of Commerce: Bureau of the Census
American Community Survey: 2008-2012

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connections 2040
the waco metropolitan transportation plan

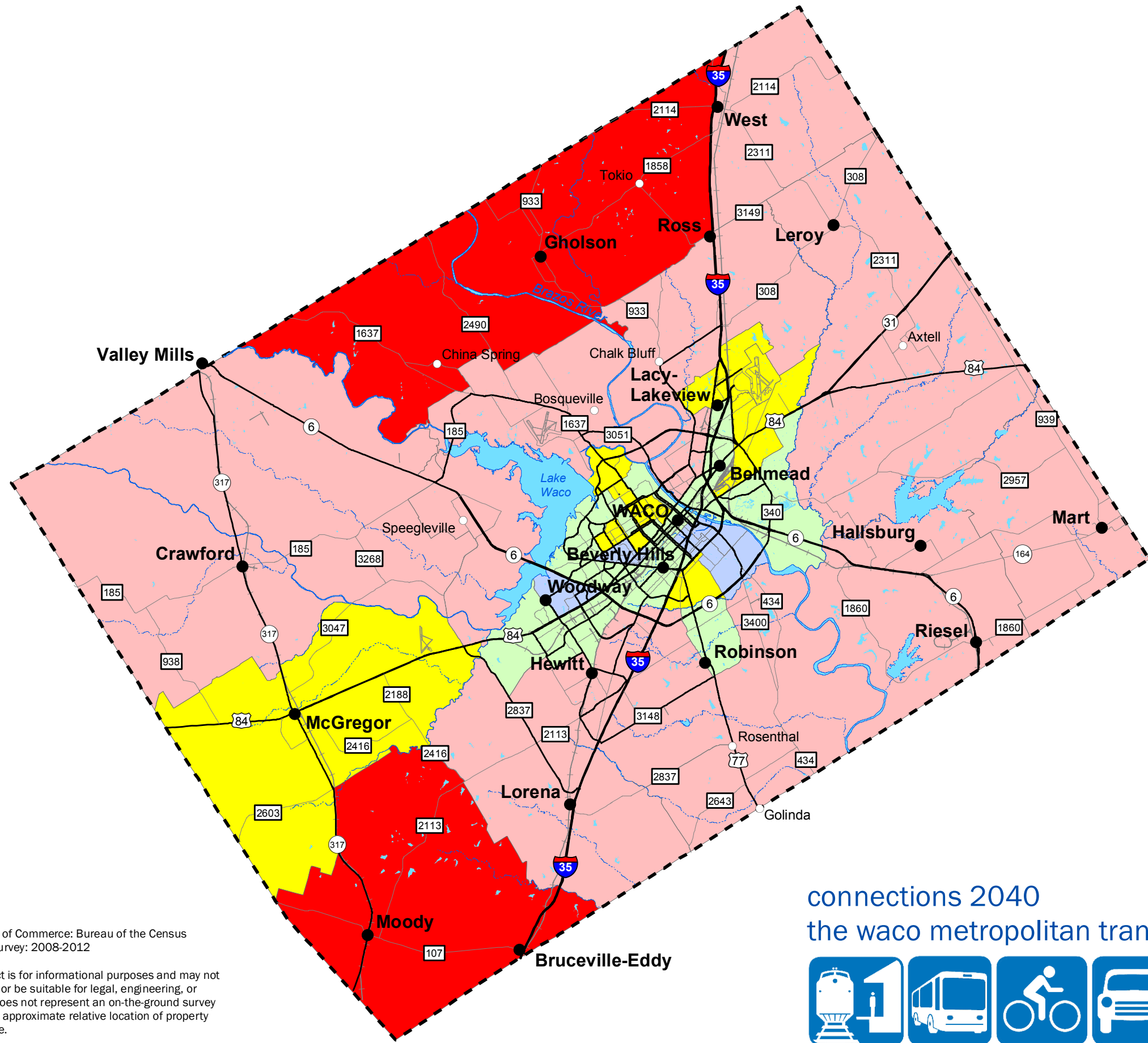


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september, 2014

map 4.14
 mean one-way travel time
 to work or school by census tract
 for persons age 16 or older



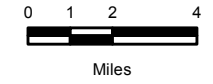
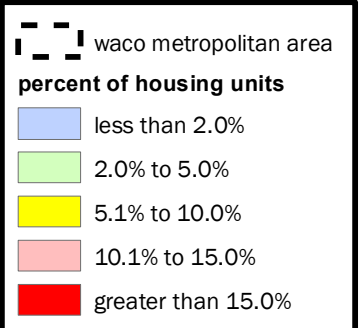
Source: US Department of Commerce: Bureau of the Census
 American Community Survey: 2008-2012

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connections 2040
 the waco metropolitan transportation plan

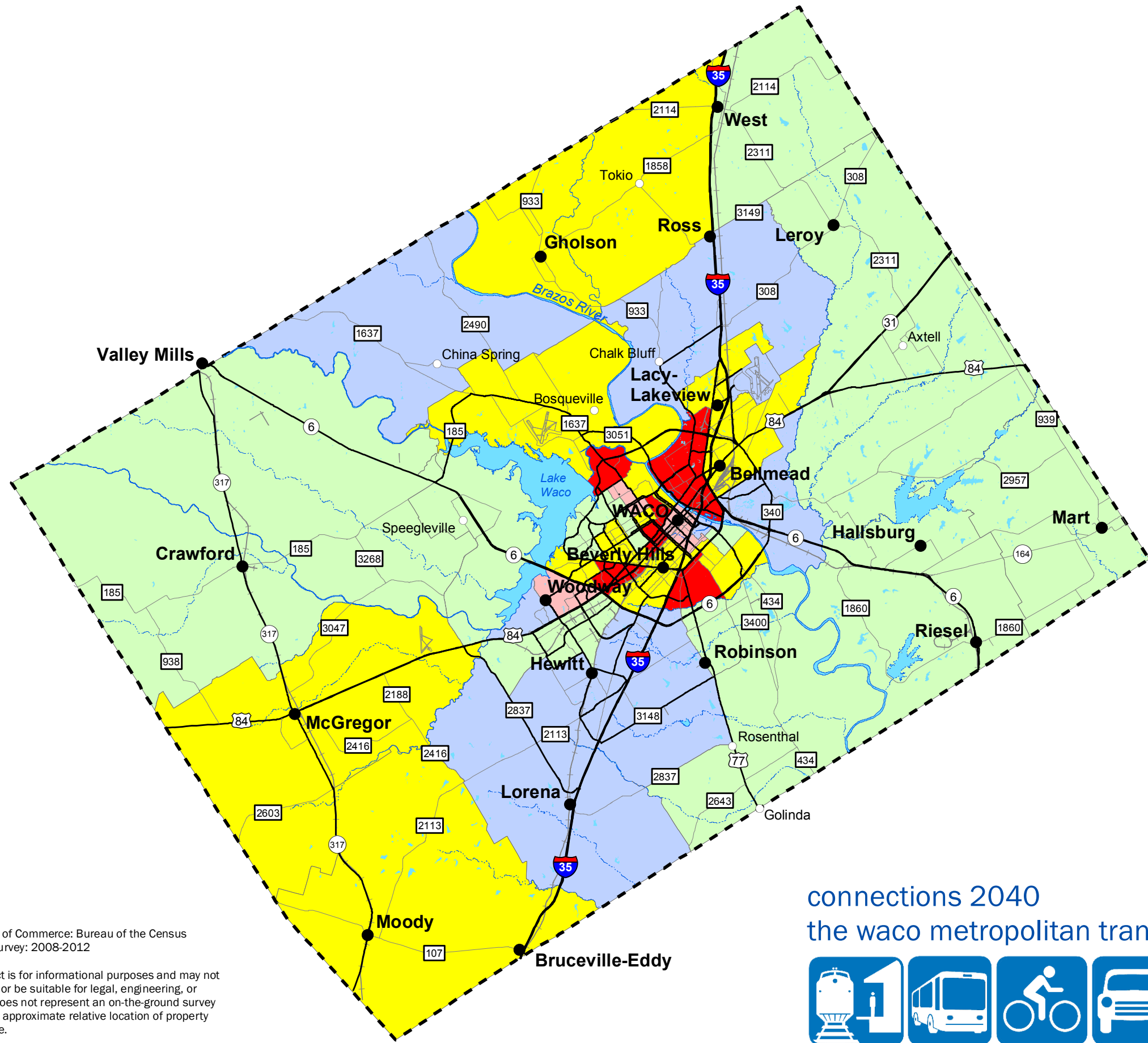


Waco MPO: Metropolitan Transportation Plan 2040



september, 2014

map 4.15
percent occupied housing units
with no automobile access



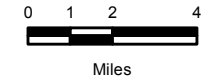
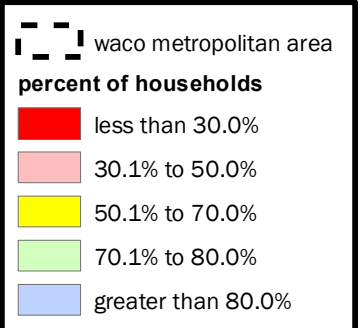
Source: US Department of Commerce: Bureau of the Census
American Community Survey: 2008-2012

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connections 2040
the waco metropolitan transportation plan

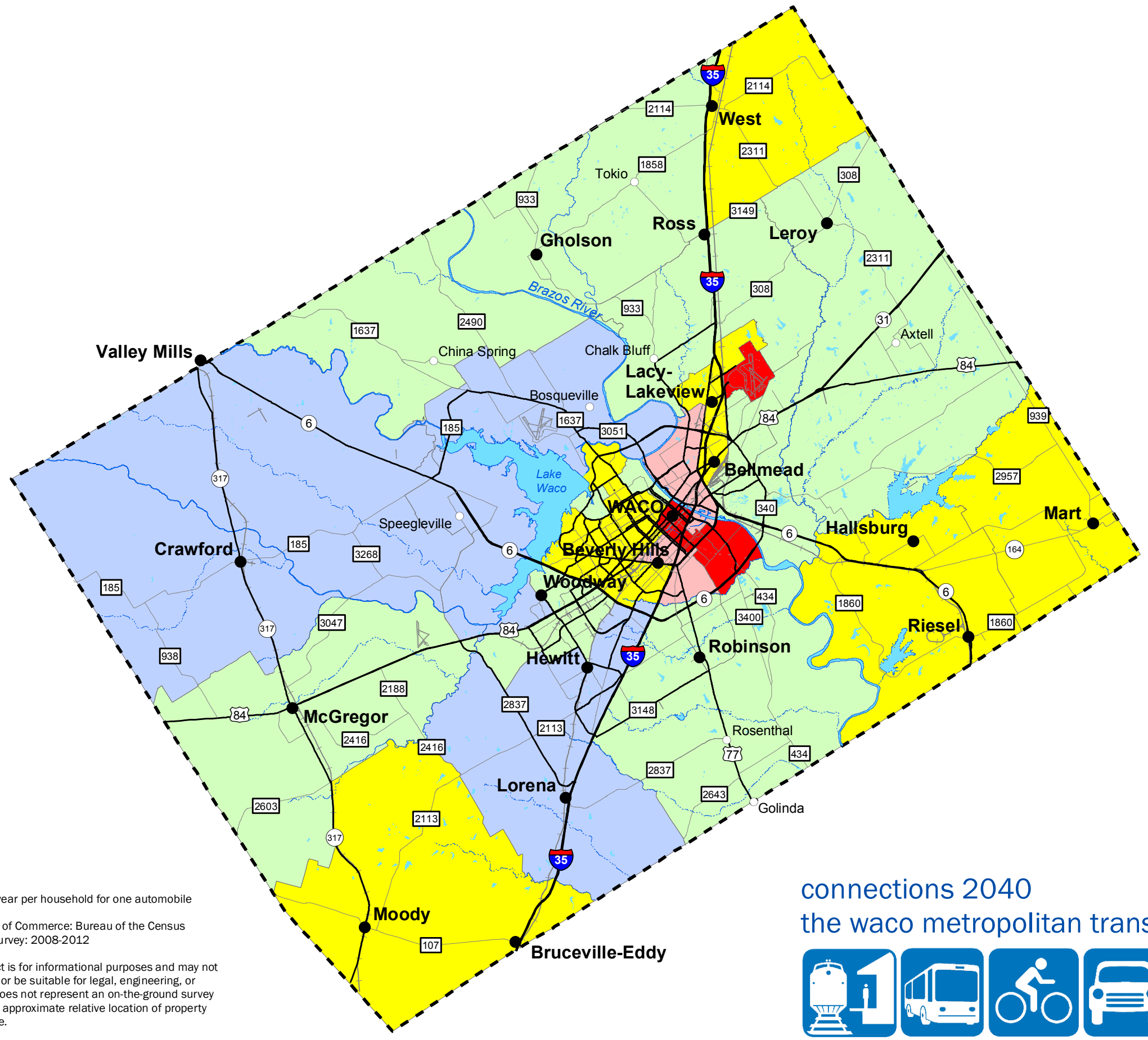


Waco MPO: Metropolitan Transportation Plan 2040



november, 2014

map 4.16
 percent of households with combined
 housing & transportation costs
 less than 50% of income



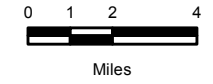
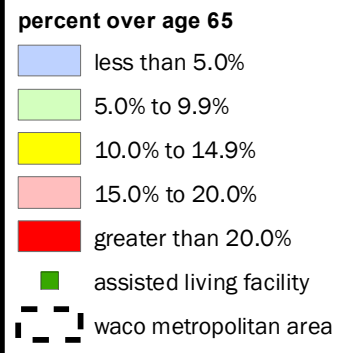
*Assumes \$5,000 per year per household for one automobile
 Source: US Department of Commerce: Bureau of the Census
 American Community Survey: 2008-2012

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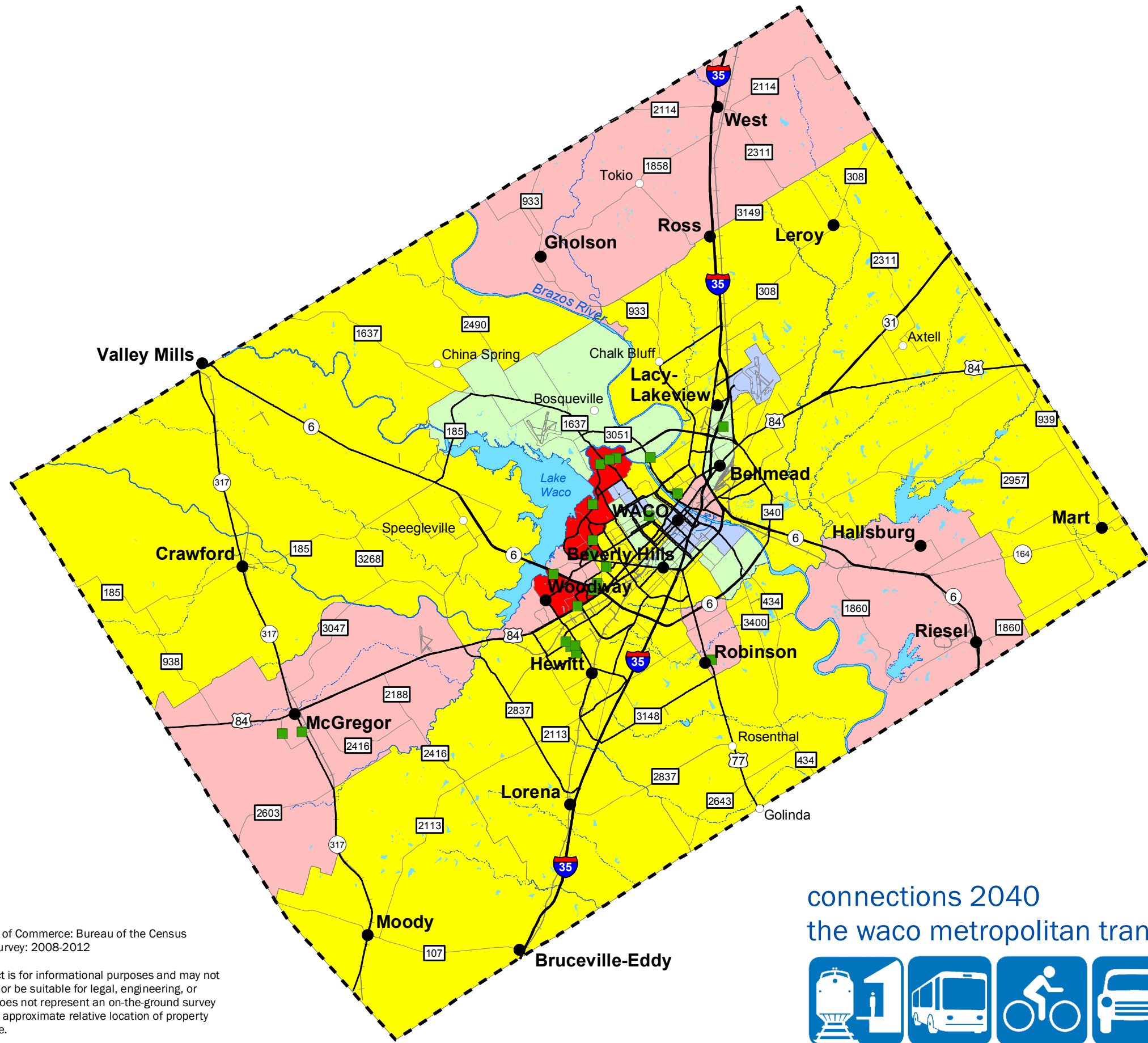


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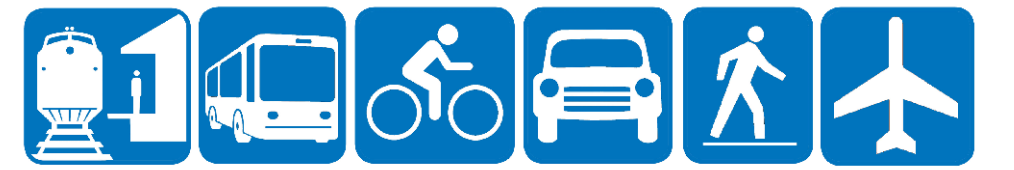
map 4.17
percent of persons
age 65 or older



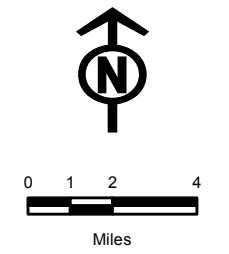
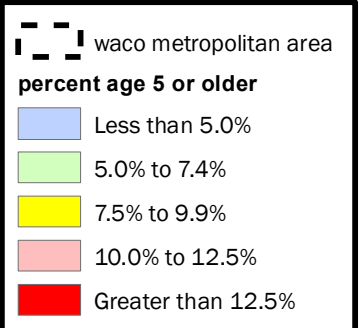
Source: US Department of Commerce: Bureau of the Census
American Community Survey: 2008-2012

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connections 2040
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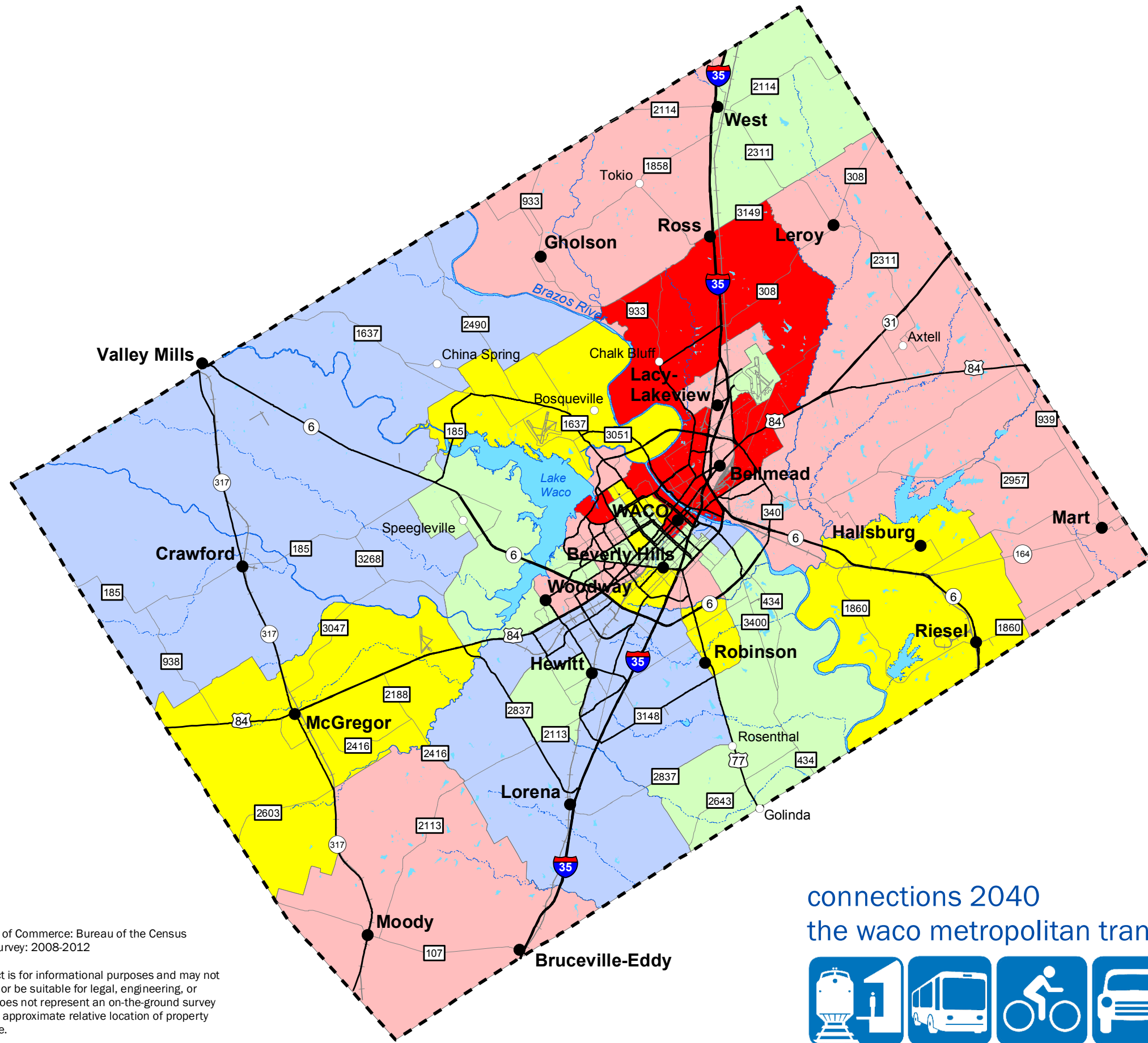


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november, 2014

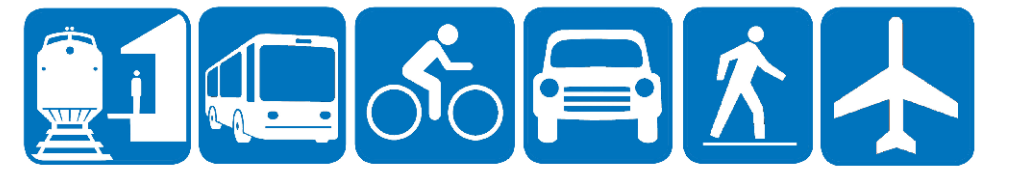
map 4.18
percent of persons age 5 or greater
with ambulatory difficulty



Source: US Department of Commerce: Bureau of the Census
American Community Survey: 2008-2012

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connections 2040
the waco metropolitan transportation plan



Waco MPO: Metropolitan Transportation Plan 2040

Appendix J: Equal Employment Opportunity (EEO)



Waco Metropolitan Planning Organization

Equal Employment Opportunity (EEO) Program

POLICY SUMMARY

The Waco Metropolitan Planning Organization (Waco MPO) follows the Equal Employment Opportunity (EEO) Policy of the City of Waco. The City of Waco employs, retains, promotes and terminates all employees and applicants on the basis of merit, qualifications, and competence. The EEO Policy shall be applied without regard to race, sex, religion, color, national origin, age, marital status, or disability.

City of Waco Policy ADM-1 – Equal Employment Opportunity:

<http://intranet.waco-texas.com/cms-human%20resources/userfiles/file/Policies/ADM-1%20Equal%20Emp%20Opportunity%2003-02-16.pdf>

City of Waco Policy Manual:

<http://intranet.waco-texas.com/page.aspx?id=5>

The City celebrates diversity and strives to create an organizational environment which promotes the value, potential, and understanding of the differences in each of us. The City recognizes the need to insure equal employment opportunity for all. Each employee is expected to abide by the City's commitment to equal employment opportunity. Specific procedures to achieve equal employment opportunity are contained in the City of Waco Diversity Awareness/Affirmative Action Plan.

Policy Summary:

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1994 REVISIONS

DIVERSITY AWARENESS/AFFIRMATIVE ACTION PLAN

Overview

This document incorporates several changes in the City's Diversity/Awareness Affirmative Action Plan. Significant areas include:

1. Specifies categories and levels of involvement in EEO process.
2. Simplifies EEO complaint procedures and filing requirements.
3. Maximizes compatibility with city grievance and complaint process by using the same form.
4. EEO hearing for complaints established to provide employees with "due process."
5. Plans EEO data reports that help departments identify problem areas and management allocate staff development resources.
6. Allows for Council to appoint six citizens to serve on an Equal Employment Advisory Committee. This Committee is comprised of citizens who are knowledgeable in EEO, underutilized businesses, minority and other civil rights areas.
7. Allows for Appointment of Human Resources Representatives at the department level. The Human Resources Representatives must be city employees of good standing with at least one year completed service who volunteer to serve on the Grievance Hearing Committee.

- 8. Requires annual review and updates of Affirmative Action Plan activities and goals both internally through Human Resources Representatives and externally through EEO Advisory Committee.
- 9. The language has been updated to make the document easier to understand and to read.

SECTION I

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Introduction:

The City’s Equal Employment Opportunity (“EEO”) Policy reflects the City’s commitment to fair employment practices. It consists of four parts: (A) an Equal Employment Opportunity Policy Statement, Commitment and Objectives, (B) an Affirmative Action/Equal Employment Opportunity Plan, (C) 1994 Affirmative Action Plan Goals, and (D) The EEO-4 Report and a New Glass Ceiling Report.

A. **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT, COMMITMENT, AND OBJECTIVES.**

(1) Policy Statement

As first adopted by the City of Waco in its Affirmative Action Plan dated August 2, 1972, it is the policy of the City that all qualified persons, regardless of race, color, religion, sex, national origin, age, or disability are entitled to equal employment opportunities.

(2) Affirmative Action Commitment

It is the goal and commitment of the City of Waco that the composition of its workforce reasonably reflects the make up of minorities, men and women in the community. The City is committed to recruiting qualified applicants for vacant positions and will develop, implement and monitor a pro-active program to achieve this result. The City will make every effort to provide for a work environment free from all forms of discrimination and conducive to the development of the full potential of each individual.

(3) Objectives

The fundamental objectives of the City’s Equal Employment Opportunity Policy are:

- (a) To provide equal and fair employment opportunities to all employees and applicants for employment with the City and to create an organizational culture which reflects, recognizes and promotes the value of diversity.
- (b) To provide policies that insures that personnel administration practices including, but not limited to, benefits, recruiting, hiring, transferring, terminating and compensation for employees that are fair and equal
- (c) To continue to evaluate the appropriate compensation for City employment positions based on the tasks and responsibilities of the position.

B. AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY PLAN

(1) Staff Participation

(a) City Manager

The City's chief executive officer, the City Manager, has the ultimate responsibility for compliance with the EEO Policy and the implementation of the Affirmative Action Plan. This commitment insures all departments of the City achieve compliance with established laws, practices and City Council directives.

The City Manager has delegated certain responsibilities to the Personnel Services, specifically the EEO Officer.

(b) Equal Employment Opportunity Officer

The City Manager shall designate an Equal Employment Opportunity (EEO) Officer for the City of Waco. The EEO Officer has the responsibility to monitor, report, and recommend procedures to insure EEO compliance with federal, state and local laws, rules and regulations, as well as the following specific responsibilities:

- (1) The EEO Officer will annually evaluate and revise the Diversity Awareness/Affirmative Action Plan for the City of Waco and maintain statistical data required for EEO reports, government grants, and other programs.

- (2) The EEO Officer will assist Department Directors and division heads in collecting and analyzing employment data; identifying problem areas; setting performance goals or measures for achievement; establishing viable timetables and eliminating any discriminatory practices discovered in the employment and training process within respective departments or divisions.
 - (3) The EEO Officer is designated as the 504 Coordinator. The EEO Officer will assist disabled personnel with employment related problems. The EEO Officer is a member of the City's Reasonable Accommodations Committee and works with other staff to insure compliance with the provisions of the Americans with Disabilities Act.
 - (4) The EEO Officer will design and implement an audit reporting system to measure EEO compliance and program effectiveness for insuring equal employment opportunity for minority ethnic groups, women, and disabled and veterans.
 - (5) The EEO Officer, after analyzing data from the established audits, will determine each division or department's yearly progress with regard to the city's Diversity Awareness/Affirmative Action Plan goals. When corrective or expedited procedures are indicated, the EEO Officer shall develop specific and detailed recommendations for the affected division, department, or supervisor.
 - (6) The EEO Officer will serve as liaison on Affirmative Action/Equal Employment Opportunity matters between the City of Waco and Federal Contracting and EEO officials when required.
 - (7) The EEO Officer serves as the Historically Underutilized Businesses' Liaison Officer for all federal programs
- (c) Personnel Director

The Personnel Director is responsible for the EEO officer's dissemination of Equal Employment Opportunity information throughout the City organizational structure as

well as to the outside civic organizations to ascertain that all segments of the City's population are aware of the Equal Employment Opportunity Policy and The Diversity Awareness/Affirmative Action Plan of the City of Waco.

(d) Human Resources Representatives Committee

Each Department shall appoint a Human Resources Representative to the committee whose duties are to stay knowledgeable of policies and procedures affecting employee rights and benefits and to help disseminate the information within their respective divisions.

Human Resources Representatives (HR Reps) are appointed by the City Manager or designee, from applicants to serve on the Employee Hearing Committee. Additionally, HR Reps must be full time employees with at least one year of City service and must be recommended by their department.

The Human Resources Representative provide feedback and input for the annual Diversity Awareness/Affirmative Action Plan revisions, recommend policy amendments, and serve as ad hoc advisors to City management in issues relating to staff development. Appointment as a Human Resources Representative does not preclude any employee from being appointed or selected to other personnel related committees. Human Resource Representatives shall meet with the EEO Advisory Committee for the purpose of reviewing the Diversity Awareness/Affirmative Action plan on an annual basis.

(2) Recruitment

- (a) Personnel Services is responsible for publication of employment opportunities with the City. All employment advertisements in publications will include the following statement, "The City of Waco is an Affirmative Action/Equal Employment Opportunity Employer."
- (b) Advertising media will not express a sex preference unless sex is a bona fide occupational qualification. Publications will be reviewed by the EEO Officer to insure the language does not imply inequity between men and women.
- (C) Notification of job openings is disseminated through a recorded jobline and a weekly mailing to various segments of

the community, such as clubs, groups, institutions of higher learning, minority and women's businesses or organizations, vocational rehabilitation agencies, and newspapers and publications in the labor market area.

- (d) Recruiting sources for the City of Waco will be informed by correspondence that male, female, minority, and disabled persons and veterans will be provided with equal employment opportunities and that all applicants will be considered for all employment and training positions.
- (e) Recruitment sources will be reviewed bi-annually during odd numbered years, providing for updates to the list or organizations receiving weekly job vacancy announcements. Recruitment sources are reviewed and updated as needed and the job mailing list will be expanded.
- (f) A resource notebook of job vacancy announcements from outside agencies is maintained by Personnel Services is available to all job applicants.
- (g) When available, job vacancies are aired regularly on the City of Waco's government access channel, cable television network. The City's access programming includes job and employment information. Personnel Services coordinates with the City's access programming managers to facilitate the airing of employment opportunities in a timely manner.

(3) Training and Staff Development

(a) In-House Communication and Training Programs

In-house communication and training programs are used to obtain better understanding of legal rulings, workforce issues, changes in policies or procedures and individual responsibilities of employees and their supervisors. Additionally, the Employee Newsletter, City's television access channel and regularly scheduled seminars and discussion groups are used to make employees aware of the Diversity Awareness/Affirmative Action Plan's goals and related activities.

(b) Workforce 2000 Seminars and Discussion Groups

A series of at least six (6) seminars and discussion groups will be held during the year for managers, supervisors, Human

Resources Representatives and EEO Advisory Board members on pertinent issues in the human resources area.

The Workforce 2000 Seminars scheduled during the two months following the City Council's annual approval of the Diversity Awareness/Affirmative Action Plan's revisions and goals will be devoted to training and strategies for implementation of these goals.

(c) New Employee Orientation

The City of Waco's policy on Equal Employment Opportunity is communicated to all new employees during the regularly scheduled orientation briefings.

(d) Human Resources Library

The parts of the library that include the human resources publications, audio and video tapes along with civil service job readiness study guides are available in Library services. Resources may be checked out for self-paced training. Resources may be checked out to the City staff and to the public for self-paced training on issues relating to the Diversity Awareness/Affirmative Action Plan, EEO and other workplace issues. Efforts will be made to incorporate the resources of professional organizations specializing in the area of human resources through interlibrary loan.

(e) Staff Development Audit

Training courses, seminars, and other staff development activities provided by the City are audited annually to insure opportunities are being offered to all employees on an equal basis. The EEO Officer will design and implement a monitoring process whereby City subsidized training is reported annually utilizing EEO categories in the data.

C. COMMUNITY PROGRAMS AND CONTRACTS

- (1) City employees are encouraged to participate in culturally diverse job-related community programs or activities, including accepting speaking engagements and participating in information exchange sessions.

- (2) The Equal Opportunity Clause will be incorporated in all purchase orders, leases, contracts, etc. covered by Executive Order 11246, as amended, and its implementing regulations.

SECTION II

EQUAL EMPLOYMENT OPPORTUNITY COMPLAINTS

The process for Equal Employment Opportunity Complaints shall be addressed in the City of Waco Employee Policies and Procedures.

The Code of Ordinances for the City of Waco, Texas establishes the Equal Employment Opportunity Advisory Committee.

SECTION III

AFFIRMATIVE ACTION PLAN GOALS

Introduction:

The Affirmative Action Plan Activities and Goals changed from a three-year cycle to a yearly review. The annual revisions will be submitted to Council by June thirtieth.

A. DATA CHANGES

- (1) After the 1990 census employment data for the Waco area labor market becomes available, a labor force analysis will be prepared and presented to the EEO Advisory Committee for recommendations.
- (2) The Federal EEOC has made it easier to file EEO-4 reports by permitting local governments to submit computer tapes rather than printed forms. Personnel Services will coordinate with Computer Services to facilitate this conversion for the City's 1992 EEO-4 Report.
- (3) Where possible, EEO reports will be designed to reflect the City's fiscal year.

B. COMMUNICATION OF PLAN

- (1) After final approval of the City's Diversity Awareness/Affirmative Action Plan, the contents will be filed with the City Secretary's Office and made available to the public through the Library.

- (2) The Director of Personnel Services will insure that the Plan is distributed internally throughout the City and that necessary briefings and training are conducted.
- (3) Posters, the employee newsletter, and the government access channel will be used to publicize the plan to City employees.
- (4) Personnel Services will coordinate with Community Relations to communicate the City's commitments and goals to the general public.

C. IMPLEMENTATION OF NEW PROCESS

- (1) Procedures will be developed for the operation of committees established in this plan.

Designated committees: (a) EEO Hearing
(b) EEO Advisory
(c) HR Reps

- (2) The committee members will be required to attend orientation and training on the new rules, roles of staff, EEO complaint process and forms.
- (3) Special training will be presented for managers and supervisors.
- (4) Quarterly reports will be filed with the City Council and the City Manager concerning status of goals and activities.

D. STAFF DEVELOPMENT

- (1) The City Equal Employment Opportunity Policy, Affirmative Action Commitment and Plan will be included in new employee orientations and the Employee Handbook.
- (2) Workforce 2000 Seminars will be scheduled for all City employees to be briefed on the Diversity Awareness/Affirmative Action Plan and the EEO complaint procedures.
- (3) The Human Resources Representatives will research the current status of City organizational sensitivity and culture relative to diversity and related City employee training and development and make recommendations to City management.

E. RECRUITING AND JOB SERVICE

- (1) The City will establish and publicize a recorded jobline to allow for more access to job applicants.

- (2) The City will also provide information to applicants about other job vacancies in the labor market area.
- (3) The City Government Access Channel will be utilized to disseminate employment information. The EEO Officer, who serves as the City's recruiter, will coordinate with Community Relations and develop a strategy for media recruitment.

F. HUBS

- (1) The Council appointed EEO Advisory Committee will research the current status of the City activities in regard to HUB's, evaluate the existing ordinance, and develop recommendations for the council and City Management.
- (2) HUB's resource lists will be coordinated, updated, and made available to staff as needed.

G. AMERICANS WITH DISABILITIES ACT (ADA)

- (1) Provisions of the Americans with Disabilities Act, which prevents discrimination based on disability, will be incorporated into City policies and procedures.
- (2) The EEO Officer will work in cooperation with other affected City staff and develop procedures for implementation of ADA.