



**CLARKSVILLE URBANIZED AREA
METROPOLITAN PLANNING ORGANIZATION**

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May 24, 2007

Mrs. Cammie Davenport Woodle
Executive Director
TDOT Civil Rights Office
Suite 1800, J. K. Polk Bldg.
Nashville, TN 37243

Re: MPO FY07 Title VI Report

Dear Mrs. Woodle:

I am providing the following, per the General Reporting Requirements:

Organization –

- a. The Clarksville MPO continues to invite and encourage all citizens, without regard to their racial/ethnic composition, to provide input and participate in any and all programs that affect not just their community but the City, Urbanized Areas and Region as a whole. All comments and inputs received are reviewed and made part of the official project file. Currently the only committee is the TCC see below.
- b. The Technical Coordinating Committee (TCC) consists of transportation engineers and planners, city and county street/highway department employees, land use planners, employees of Federal and State transportation agencies, representatives from airport and railroad agencies, authorities or private companies without regard to race or ethnic composition. Said members are selected by job position and title. Mr. Baker and myself are white males. See attached list of current TCC members.

Documentation –

- a. Yes, it is clearly stated in Section 3 of personnel policies (see attached).
- b. Max Baker. Yes.
- c. Yes, an environmental justice assessment is available on the website www.cuampo.com

- d. Yes, it is clearly stated in Wilbur Smith Associates, Inc. contract and Section 3 of personnel policies (see attached). Yes. Yes. Yes.
- e. See attached Federal Transit Administration's March 7 and May 16, 2007 letters.
- f. Funding and allocations are included in the FY2006-2008 TIP and FY07 UPWP. Both documents are available on the website www.cuampo.com
- g. The Ft. Defiance Pedestrian Trails was approved for Federal funding.
- h. See attached Federal Transit Administration's March 7 and May 16, 2007 letters.
- i. Long Range Transportation Plan (LRTP) - The LRTP is by far the MPOs most important planning product, which is updated every 3 to 5 years. The LRTP establishes a 25-year blueprint for transportation investments in the MPO area and is multimodal, meaning it addresses travel by all modes on the transportation system -- streets and highways, bikeways and walkways, public transportation, aviation, rail and waterways. Consideration in developing the plan is given to population and employment trends, land development patterns, travel characteristics, current and future transportation system performance, and other planning factors. The recommendations of the plan are based on a series of stated community goals, financial capability, environmental considerations, and public guidance.

As part of the development of this LRTP, a project-specific PIP was developed including a community profile to assist in targeting areas (for outreach and participation) of the region that are traditionally underserved. Additionally, an Action Plan was established at the request of TDOT to highlight the MPO's efforts on outreach and participation to the traditionally under-served populations. Attached is a copy of the 2030 LRTP PIP, which includes the community profile for the region, plus a copy of the Traditionally Underserved Outreach & Participation Action Plan.

Another extremely important component to the LRTP (and the development of a LRTP) is an environmental justice (EJ) assessment of the proposed plan improvements to EJ populations within the region. The purpose of the EJ assessment is to evaluate the benefits and burdens to EJ populations based on the recommendations of the proposed plan. The most recent assessment, which was performed relative to the proposed 2030 LRTP is available on the website www.cuampo.com

Transportation Improvement Program (TIP) - Implementation of project recommendations from the long range transportation plan occur through the programming of transportation improvements on an annual and semi-annual basis.

For projects that are federally or state funded or considered regionally significant, the MPO, in consultation with the appropriate city, county and state transportation agencies determines which projects are to be advanced from the long range transportation plan into the MPO's short-term transportation improvement program (TIP).

The TIP is a planning/programming document developed and adopted by the MPO in response to the transportation needs in the MPO area. The TIP updates and advances a three-year implementation program for all modes of transportation. This document is important because it not only addresses major transportation improvements (constructing a new bridge or road), but it also contains small-scale transportation improvements (intersection improvements, etc.). All projects that are added to the TIP for funding and implementation must be consistent with the long range transportation plan.

As with all planning documents, public comment is received on the draft TIP prior to adoption by the MPO. Copies of the draft TIP are placed in public buildings as per the MPO's PIP for comments prior to the MPO taking action. The review period of the draft document is 14 days, and a final public meeting is held prior to adoption of the draft by the MPO.

Unified Planning Work Program (UPWP) – This document is an annual work plan of administrative and planning tasks that the MPO undertakes for the given fiscal year (which runs from October 1 to September 30).. The MPO is required to maintain a planning process that complies with various federal transportation planning requirements. Work tasks in the UPWP include updating the LRTP, the TIP, and other studies throughout the year (or over the course of several years). Since 2000, as part of the MPO's annual work tasks, the MPO also develops a Title VI monitoring report as per TDOT's Title VI Office. This reporting is done on an annual basis which is a more frequent basis than federal planning requirements.

As with all planning documents, public comment is received on the draft UPWP prior to its adoption by the MPO. Copies of the draft are placed in public buildings as per the MPO's PIP for comments prior to the MPO taking action. The review period of the draft document is 14 days and a final public meeting is held prior to adoption of the draft by the MPO. As for studies that utilize professional services (third party participation, e.g. consultant services), the MPO has adopted contract provisions to ensure compliance of nondiscrimination by all vendors involved in MPO funded activities.

- j. For the Ft. Defiance transportation enhancement project contact Douglas Delaney, Director Environmental Planning, TDOT.

Public Involvement -

The PIP identifies the outreach efforts and techniques that the MPO employs to ensure that officials, agencies, local government, the public and interested parties are provided an opportunity to provide their input into the planning process and plans. The PIP identifies the minimum requirements for which the MPO follows relative to releasing draft plans and conducting its business.

The PIP is important as it ensures that all persons are given an opportunity to participate in the MPO's planning process and ensures that plans, such as the LRTP and TIP, have adequate approaches to public outreach. Periodically, the MPO updates the PIP as laws change or if desires for more or different approaches for outreach are determined necessary. A minimum 45-day public review period is required for any changes to the PIP by the MPO.

- a.-c. Refer to the PIP which is part of the Prospectus which is available on the website www.cuampo.com
- d. Meetings are held in ADA compliant public buildings that are either on or close to ADA compliant transit system routes. The meeting locations were selected based on previous participation by the traditionally underserved populations.
- e. None reported
- f. The MPO is utilizing procedures reviewed and approved by Director of Title VI, TDOT for processing and responding to complaints and concerns from the public. Said procedures onto the website www.cuampo.com at expect to have said task completed by early June.

Contracting Opportunities –

- a. The only contract awarded thus far for FY2007 was with Wilbur Smith Associates (See attached). As stated in said contract no person shall be excluded from participation in. WSA was retained for Phase 2 of our LRTP amendment because the Kentucky Transportation Cabinet had hired them to produce Phase 1 of our LRTP amendment. The MPO uses a Request for Qualifications based selection process when selecting consultants and encourage minority and female consultants.
- b. We did not receive any complaints nor concerns by any minority nor female consultants.

Should you have any questions or comments, contact me at your convenience.

Sincerely,

J. Stan Williams
Transportation Planning Director

Attachments