



Tennessee Department of Transportation
Civil Rights Division



2023 Metropolitan Planning Organization Title VI Compliance Assessment

Civil Rights Division; Suite 1800 James K. Polk Building; 505 Deaderick Street, Nashville, Tennessee 37243

Telephone Number: 615.741.3681 – Email: TDOT.Title.VIProgram@tn.gov

I. Agency Contact Information

Name of Administrative Head _____ Job Title _____

Agency Name _____

Agency Address _____

City/State _____ Zip Code/County _____

Agency Phone Number _____ Email _____

Name of Title VI Coordinator _____ Job Title _____

Title VI Coordinator's Address (If different from above.) _____

City/State _____ Zip Code/County _____

Title VI Coordinator's Phone Number _____ Email _____

Website Address/URL _____

***Please notify the Title VI program staff if your Title VI Coordinator changes.**

II. Title VI Training Information

1. Has the Title VI Coordinator participated in TDOT's Title VI Program training within the past three years?

Yes No Date of Last TDOT Title VI Training _____

If yes, provide a copy of the training certificate or date of training. [See Addendum II-1.](#)

If no, visit the TDOT Title VI website and take the online Title VI training or register to attend a virtual regional training. <https://www.tn.gov/tdot/civil-rights/title-vi-program/title-vi---training.html>

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2. What method is used to train staff on Title VI of the Civil Rights Act of 1964 and other related nondiscrimination mandates?

3. How frequently is staff provided Title VI training?

III. Organization - 42 USC 2000et seq.; 49 CFR Part 21; 28CFR Part 42, subpart F, Executive Order 12898 on Environmental Justice and Title VI; FTA C4702.1B; FTA C4703.1.

1. Planning Commission(s), Board(s), and/or Advisory Body(ies) should reflect the racial/ethnic composition of the community affected by their programs.

Provide a breakdown for all MPO staff, transportation - related appointed board(s), advisory body(ies) or commission(s) by race and gender. [See Addendum III-1 for gender breakdown.](#)

Body	Caucasian	Hispanic/ Latino	Black/ African America	Asian	American Indian /Alaska Native	Native Hawaiian /Pacific Islander	Other, Specify
Population							
Executive Board							
Executive Staff							
MTPO Staff							

*Use addendum sheet to add additional committees.

2. How are members of the board(s)/or commission(s) selected? If there are by-laws, please provide a copy.

3. How often do members of the board(s), commission(s), and/ or advisory bodies meet? Are there regularly scheduled meetings?

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- 4. Provide a narrative or description of efforts made to encourage the participation of minorities on such committees or decision-making boards.

- 5. Provide a demographic profile of MPO's metropolitan area that includes identification of minority and/or low income populations in the aggregate. (Use addendum sheets.) [See Addendum III-5 for Demographic and Low-Income Profile.](#)
- 6. Provide a description of the procedures used to determine and consider the mobility needs of the minority population. (Use addendum sheets.) [See Addendum III-6 for Coordinated Public Transit - Human Services Transportation Plan.](#)
- 7. Provide copies of MPO's Title VI Poster, informing the public of the protections provided to them under Title VI. Include locations where notices are posted, e.g., website, building entrance, etc. [See Addendums III-7a through 7d.](#)
- 8. Provide a copy of MPO's Title VI complaint log, procedures, and instructions to the public regarding how to file a Title VI discrimination complaint. Ensure all funding agencies all listed and identified as an agency that a complaint can be filed with (FHWA, FTA, and TDOT). [See Addendums III-8a through 8c.](#)
- 9. List all Title VI complaints, investigations or lawsuits filed on the basis of race, color, and/or national origin within the last three years. If none, please indicate so.

- 10. List all funding sources to the MPO and provide a description of the procedures the MPO uses to pass through federal financial assistance to subrecipients in a nondiscriminatory manner. (Use addendum sheets.)

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11. List funding sources and any applications approved for federal projects.

12. Provide a summary of all FHWA/FTA Title VI reviews conducted on your agency in the past three years; any findings and recommendations; and status of and/or disposition of findings and recommendations.

13. Provide a written description of the planning process, discussing how project selection and/or criteria for the Unified Planning Work Program (UPWP), Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP) will be accomplished in a nondiscriminatory manner. (Use addendum sheets.) [See Addendum III-13.](#)

14. Provide an analysis assessing any effects on Environmental Justice (EJ) traditionally underserved communities that include transportation congestion and air quality projects.

- The potential impact on traditionally under-served communities and businesses during and after project;
- The potential environmental impact;
- Detailed list of traditionally underserved owned businesses and households to be effected;
- Any significant changes or impacts on traditionally under-served communities; and
- Description of how this/these project(s) will mitigate any identified adverse, social, economic, or environmental effects.

Note: If report(s) on the above-described projects have been conducted or are in the possession of TDOT personnel, provide the name, date and project termination date of each such project.

[*Please note - there are no known congestion or air quality projects in the Johnson City Urbanized Area. Our area is in Attainment for air quality.](#)

IV. Public Involvement – 42 USC 2000d et seq.; 49 CFR Part 21; 28 CFR Part 42, Subpart F, Executive Order 12898

1. Describe the effectiveness of your public involvement process as well as any strategies to ensure traditionally underserved populations have an opportunity for full participation in your planning process. (Use addendum sheets.)

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2. Provide a copy of the MPO's Public Participation Plan that includes an outreach plan to engage the minority, low income, and the limited English proficient (LEP) population. [See Addendum IV-2.](#)
3. Provide a copy of the MPO's plan for providing language assistance to LEP persons. [See Addendum IV-3.](#)
4. Describe how traditionally underserved media sources are included in all notification processes for public meetings or public reviews of agency documents.

5. Describe how meeting locations and formats encourage or facilitate participation by traditionally underserved populations (minority and/or low income communities).

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V. Contracting Opportunities – 42 USC 2000d et seq.; 49 CFR Part 21.5(b) (2) & (3); 28 CFR Part 42, Subpart F

- 1. List primary or subcontracting opportunities for planning studies, corridor studies, or other work which have been provided to minorities and women owned firms in the last 12 months. Provide a copy of your agency’s procurement plan. * As a subrecipient of federal funds your agency is required to monitor, tract, and report DBE utilization.

Include documentation for the following information:

- The number and nature of consultant contracts used by the MPO.
- The number of certified Disadvantaged Business Enterprises and other small, minority and women – owned businesses (by race) used by the MPO, including the nature of the work, type and description of projects, and locations.
- Outreach methods used by the MPO to attract certified Disadvantaged Business Enterprises and other small, minority and women – owned businesses.

2. Documentation - 23 USC 109(h); Executive Order 12898; 49 CFR Part 21; Title VI; FTA C4702.1B; FTA C4703.1.

- 1. Have there been any special studies of traditionally under-served or low income communities conducted in the past three years? What type studies? Purpose?

Yes No If yes, please provide a brief narrative on the type of study.

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Program Specific Requirements

The following applies to planning areas with a population of 200,000 or greater

VI. Community Impact Assessment – 23 USC 109(h) lists the types of adverse social and economic impacts that must be investigated and documented.

1. Describe how community value, social, neighborhood issues; environmental justice and any discrimination issues are normally addressed by the MPO.

VII. Service Equity – Executive Order 12898 Cumulative Impacts; 42 USC 2000d et seq.; 49 CFR Part 21; 28 CFR Part 42, Subpart F; FTA C4702.1B. In the context of land use planning, cumulative impacts of the benefits and burdens (regional plan level), please address the following:

1. Describe to what extent the MPO coordinates with citizens and community-based agencies, groups and/or organizations in defining communities within the MPO’s geographic area of responsibility in assessing potential benefits and impacts of transportation system investments, particularly related to traditionally under-served populations and other traditionally under-utilized populations.

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2. What specific criteria are used to determine which projects will be included in the Transportation Improvement Program (TIP)?

3. How is the distribution of impacts to socioeconomic and/or ethnic minorities identified and measured?

4. How does the MPO collect and utilize transit data?

For MPOs that are providers of fixed route public transportation service (50 + peak vehicles):

1. If there have been any major service changes, provide the Title VI equity analysis that was conducted during the planning stage for the particular change, i.e., fare changes, facility constructions (in regard to location), etc. with regard to facility location.
2. Provide passenger surveys, if any.
3. Provide a copy of the MPOs Set System-Wide Service Standard, i.e., non-discrimination policies, etc.
4. Submit any evaluations conducted on Service fare changes.
5. Submit any analysis/monitoring of ridership data, minority routes, etc.



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VIII. Title VI Assurance

As required by the contractual agreement, Johnson City MTPO will comply with the applicable laws and regulations relative to nondiscrimination in federally or state assisted programs of the Tennessee Department of Transportation.

Johnson City MTPO assures that no person shall on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964 and as amended, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance from the Tennessee Department of Transportation (TDOT).

Johnson City MTPO further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs or activities are federally funded or not.

In the event Johnson City MTPO distributes federal financial assistance to a consultant, contractor or subcontractor and other participants, Johnson City MTPO will include Title VI nondiscrimination language in all written agreements and will monitor the consultant, contractor or subcontractor and other participants for compliance. The Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports and other responsibilities as required by 23 CFR 200 and 49 CFR 21. As required by the contractual agreement, Johnson City MTPO will comply the applicable laws and regulations relative to nondiscrimination in federally or state assisted programs of the Tennessee Department of Transportation (TDOT).

IX. Declaration of Respondent

I declare that I have completed this Title VI Compliance Assessment to the best of my knowledge and believe it to be true and correct.

Mary Brun
Title VI Coordinator

10/2/2023
Date

X. Declaration of Administrative Head

I declare that I have reviewed and approved the information provided in this assessment and to the best of my knowledge and believe it is true, correct and complete.

[Signature]
Administrative Head

10/2/2023
Date

Certificate of Completion

is hereby granted to

Mary Butler

In recognition of successful completion of

TDOT Title VI Training

May 14, 2021



Affirmative Action
Small Business Development
Title VI

Cynthia Howard

Cynthia Howard,
Title VI Program Director

ADDENDUM III-1
Demographic Profile
Population Breakdown, by Gender

Body	Male	Female
Population	61,935 (48.2%)	66,584 (51.8%)
Executive Board	7 (78%)	2 (22%)
Executive Staff	6 (60%)	4 (40%)
MTPO Staff	1 (33%)	2 (67%)

Source: U.S. Census Bureau, 2020 Census, Johnson City, TN Urbanized Area

Addendum III-2a

BY-LAWS OF THE JOHNSON CITY URBAN AREA METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION EXECUTIVE BOARD

Article I -Name

The name of the organization shall be the Johnson City Urban Area Metropolitan Transportation Planning Organization Executive Board.

Article II - Membership

The Executive Board shall be composed of principal elected officials of governmental jurisdictions participating in the Johnson City Urban Area transportation planning process.

And one Executive Board member shall be appointed by the Tennessee County Highway Officials Association per Tennessee State Law, Public Chapter NO. 479 signed into law by the Governor on May 18, 2015. The following officials shall constitute the Executive Board membership:

State of Tennessee: Governor
Town of Bluff City: Mayor
City of Elizabethton: Mayor
City of Johnson City: Mayor
Town of Jonesborough: Mayor
Town of Unicoi: Mayor
Carter County: County Mayor
Washington County: County Mayor
Tennessee County Highway Officials Association: Appointed by Association

Article III - Duties

The Executive Board constitutes the forum for cooperative transportation decision-making in the Johnson City Urban Area. As such it shall carry out the following responsibilities:

1. Overall MTPO policy;
2. Administrative and fiscal control;
3. Review and approval of all transportation planning, programming, and implementation activities within the purview of the MTPO;

4. Establishment of ad hoc committees as necessary to carry out special projects or studies.

Article IV - Organization

1. Organization of the Executive Board shall consist of a Chairman, a Vice-Chairman, and a Secretary.
2. The Mayor of Johnson City shall serve as Chairman of the Executive Board.
3. The Vice-Chairman shall be elected from the membership of the Board by majority vote of a quorum at the first Board meeting of each calendar year. The term of office of the Vice-Chairman shall be one year, or until a new election is held. There shall be no limitation on the number of successive terms a Vice-Chairman may serve, provided membership on the Executive Board is maintained.
4. The Transportation Planning Coordinator shall serve as permanent Secretary to the Executive Board.

Article V - Duties of Chairman and Vice-Chairman

1. The Chairman shall preside at all meetings of the Executive Board.
2. The Chairman shall authenticate by signature all resolutions adopted by the Executive Board.
3. The Chairman, or designated representative, shall represent the Executive Board at hearings, conferences, and other events as required.
4. In the absence of the Chairman, the Vice Chairman shall discharge all duties of the Chairman.

Article VI - Duties of the Transportation Planning Coordinator

1. The Executive Board shall appoint a Transportation Planning Coordinator to carry out certain administrative and planning duties as determined by the Executive Board and by statute.
2. The Transportation Planning Coordinator shall be under the administrative jurisdiction of the City of Johnson City but shall be under the overall direction of the Executive Board.

Article VII - Meetings

1. The Executive Board shall meet annually or as required to maintain administrative control on the planning and implementation process.
2. Each member of the Executive Board may designate an alternate to attend meetings and conduct business in the member's absence.
3. A simple majority of the Executive Board membership or designated alternates shall constitute a quorum. A quorum shall be necessary for the official transaction of Board business.

Article VIII - Amendment

These by-laws may be amended by a majority vote of a quorum at any Executive Board meeting.

Date: August 13, 2015

BY-LAWS OF THE
JOHNSON CITY URBAN AREA
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
EXECUTIVE STAFF

Article I -Name

The name of the organization shall be the Johnson City Urban Area Metropolitan Transportation Planning Organization Executive Staff.

Article II - Membership

The Executive Staff shall be composed of representatives of governments and agencies having functional responsibility for transportation planning and implementation in the Johnson City Urban Area. The Executive Board may designate additional Executive Staff representation as necessary. The following officials shall constitute the Executive Staff membership:

State of Tennessee, Department of Transportation
Town of Bluff City: City Manager
City of Elizabethton: City Manager
City of Johnson City: City Manager
Town of Jonesborough: Town Administrator
Town of Unicoi: Town Recorder
Carter County: Highway Superintendent
Washington County: Highway Superintendent
First Tennessee Development District, Executive Director
Johnson City Transit System: Director

**Federal Highway Administration: Division Administrator

**Federal Transit Administration: Regional Administrator

**Non-Voting Members

Article III – Duties

1. The Executive Staff is responsible for carrying out the transportation planning program for the Urban Area under the direction of the Executive Board.
2. The Executive Staff shall receive and review reports, plans, documents, and programs prior to presentation to the Executive Board for final approval.
3. The Executive Staff shall be responsible, together with the Transportation Planning Coordinator, for coordination of all transportation planning, programming, and implementation activities among the various jurisdictions and agencies comprising the MTPO.

Article IV – Organization

1. Organization of the Executive Staff shall consist of a Chairman, a Vice-Chairman, and a Secretary.
2. The Chairman and Vice Chairman of the Executive Staff shall be elected by majority vote of a quorum of the Executive Staff. The terms of office shall be one year or until a new election is held.
3. There shall be no limitation on the number of successive terms a member may serve as Chairman or Vice Chairman, provided the membership on the Executive Staff is maintained.
4. The Transportation Planning Coordinator shall serve as permanent Secretary to the Executive Staff.

Article V - Duties of Chairman and Vice-Chairman

1. The Chairman shall preside at all meetings of the Executive Staff.
2. The Chairman shall authenticate by signature all resolutions adopted by the Executive Staff.
3. The Chairman shall represent the Executive Staff at Executive Board meetings, hearings, conferences, and other events as required.
4. In the absence of the Chairman, the Vice-Chairman shall discharge all duties of the Chairman.

Article VI - Duties of the Transportation

Planning Coordinator

1. The Transportation Planning Coordinator shall coordinate and schedule all meetings of the Executive Staff, record the proceedings, and prepare and distribute the minutes thereof.
2. The Transportation Planning Coordinator shall prepare necessary resolutions and documents for Executive Staff consideration and shall ensure that such resolutions and documents are distributed to all Executive Staff members prior to meetings.
3. The Transportation Planning Coordinator shall coordinate all activities of the Johnson City Urban Area MTPO and, with technical staff assistance, shall accomplish analyses, documentation, and other responsibilities as assigned.

Article VII – Meetings

1. The Executive Staff shall meet as necessary to achieve coordination in the transportation planning, programming, and implementation process.
2. Each member of the Executive Staff may designate an alternate to attend meetings and conduct business in the member's absence.
3. Fifty per cent (50%) of the voting of Executive Staff members or designated alternates shall constitute a quorum for the purpose of conducting business.

Article VIII - Amendment

These by-laws may be amended by a majority vote of a quorum at any Executive Staff meeting.

Amended: August 13, 2015

Addendum III-5

HISPANIC OR LATINO ORIGIN BY RACE					
Label	Johnson City, TN Urban Area (2020)				
Total:	128,519				
Not Hispanic or Latino:	122,550				
White alone	108,039				
Black or African American alone	5,828				
American Indian and Alaska Native alone	314				
Asian alone	1,978				
Native Hawaiian and Other Pacific Islander alone	48				
Some Other Race alone	568				
Two or More Races	5,775				
Hispanic or Latino:	5,969				
White alone	1,414				
Black or African American alone	119				
American Indian and Alaska Native alone	147				
Asian alone	24				
Native Hawaiian and Other Pacific Islander alone	9				
Some Other Race alone	2,127				
Two or More Races	2,129				

SEX BY AGE FOR SELECTED AGE

Label	Johnson City, TN Urban Area (2020)				
Total:	128,519				
Male:	61,935				
Under 5 years	3,171				
5 to 9 years	3,255				
10 to 14 years	3,543				
15 to 17 years	2,111				
18 and 19 years	2,267				
20 years	1,215				
21 years	1,160				
22 to 24 years	3,133				
25 to 29 years	4,472				
30 to 34 years	3,937				
35 to 39 years	3,598				
40 to 44 years	3,433				
45 to 49 years	3,851				
50 to 54 years	3,902				
55 to 59 years	3,960				
60 and 61 years	1,654				
62 to 64 years	2,344				
65 and 66 years	1,461				
67 to 69 years	2,072				
70 to 74 years	3,130				
75 to 79 years	2,034				
80 to 84 years	1,244				
85 years and over	988				
Female:	66,584				
Under 5 years	2,924				
5 to 9 years	3,292				
10 to 14 years	3,599				
15 to 17 years	2,081				
18 and 19 years	2,641				
20 years	1,421				
21 years	1,306				
22 to 24 years	3,266				
25 to 29 years	4,542				
30 to 34 years	4,021				
35 to 39 years	3,737				
40 to 44 years	3,641				
45 to 49 years	3,916				
50 to 54 years	3,904				
55 to 59 years	4,207				
60 and 61 years	1,746				
62 to 64 years	2,706				

65 and 66 years	1,670				
67 to 69 years	2,279				
70 to 74 years	3,484				
75 to 79 years	2,607				
80 to 84 years	1,728				
85 years and over	1,866				

TENURE BY HOUSEHOLD SIZE					
Label	Johnson City, TN Urban Area (2020)				
Total:	54,685				
Owner occupied:	31,921				
1-person household	8,857				
2-person household	12,403				
3-person household	4,933				
4-person household	3,486				
5-person household	1,405				
6-person household	553				
7-or-more-person household	284				
Renter occupied:	22,764				
1-person household	9,842				
2-person household	6,723				
3-person household	3,045				
4-person household	1,774				
5-person household	818				
6-person household	325				
7-or-more-person household	237				

TENURE BY PRESENCE AND AGE OF OWN CHILDREN					
Label	Johnson City, TN Urban Area (2020)				
Total:	54,685				
Owner occupied:	31,921				
With own children under 18 years:	6,717				
Under 6 years only	1,295				
Under 6 years and 6 to 17 years	1,094				
6 to 17 years only	4,328				
No own children under 18 years	25,204				
Renter occupied:	22,764				
With own children under 18 years:	4,988				
Under 6 years only	1,419				
Under 6 years and 6 to 17 years	968				
6 to 17 years only	2,601				
No own children under 18 years	17,776				

TENURE BY RACE OF HOUSEHOLDER					
Label	Johnson City, TN Urban Area (2020)				
Total:	54,685				
Owner occupied:	31,921				
Householder who is White alone	29,319				
Householder who is Black or African American alone	681				
Householder who is American Indian and Alaska Native alone	72				
Householder who is Asian alone	366				
Householder who is Native Hawaiian and Other Pacific Islander alone	6				
Householder who is Some Other Race alone	293				
Householder who is Two or More Races	1,184				
Renter occupied:	22,764				
Householder who is White alone	18,841				
Householder who is Black or African American alone	1,568				
Householder who is American Indian and Alaska Native alone	92				
Householder who is Asian alone	338				
Householder who is Native Hawaiian and Other Pacific Islander alone	14				
Householder who is Some Other Race alone	495				
Householder who is Two or More Races	1,416				

TENURE BY HISPANIC OR LATINO ORIGIN OF HOUSEHOLDER					
Label	Johnson City, TN Urban Area (2020)				
Total:	54,685				
Owner occupied:	31,921				
Not Hispanic or Latino householder	31,273				
Hispanic or Latino householder	648				
Renter occupied:	22,764				
Not Hispanic or Latino householder	21,631				
Hispanic or Latino householder	1,133				
Source: U.S. Census Bureau, 2020 Census Demographic and Housing Characteristics File (DHC)					

POVERTY STATUS IN THE PAST 12 MONTHS						United States [®] Census Bureau
	Johnson City, TN Urbanized Area (2010)					
	Total		Below poverty level		Percent below poverty level	
Label	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population for whom poverty status is determined	119,978	±2,218	22,640	±1,680	18.9%	±1.4
AGE						
Under 18 years	23,064	±882	5,873	±857	25.5%	±3.6
Under 5 years	6,062	±461	1,933	±381	31.9%	±5.8
5 to 17 years	17,002	±690	3,940	±684	23.2%	±3.8
Related children of householder under 18 years	22,967	±890	5,776	±864	25.1%	±3.6
18 to 64 years	75,251	±1,685	14,508	±1,246	19.3%	±1.6
18 to 34 years	29,560	±1,023	6,787	±728	23.0%	±2.3
35 to 64 years	45,691	±1,269	7,721	±951	16.9%	±2.0
60 years and over	29,848	±1,081	3,651	±423	12.2%	±1.4
65 years and over	21,663	±840	2,259	±321	10.4%	±1.4
SEX						
Male	57,954	±1,287	10,536	±983	18.2%	±1.7
Female	62,024	±1,392	12,104	±1,049	19.5%	±1.7
RACE AND HISPANIC OR LATINO ORIGIN						
White alone	106,566	±2,271	19,218	±1,472	18.0%	±1.4
Black or African American alone	5,366	±564	1,334	±425	24.9%	±8.1
American Indian and Alaska Native alone	221	±164	147	±162	66.5%	±29.5
Asian alone	2,349	±348	181	±129	7.7%	±5.9
Native Hawaiian and Other Pacific Islander alone	16	±29	0	±31	0.0%	±82.3
Some other race alone	1,636	±527	487	±266	29.8%	±15.4
Two or more races	3,824	±725	1,273	±589	33.3%	±10.8
Hispanic or Latino origin (of any race)	5,030	±439	1,655	±502	32.9%	±8.6
White alone, not Hispanic or Latino	104,011	±2,105	18,151	±1,430	17.5%	±1.4
EDUCATIONAL ATTAINMENT						
Population 25 years and over	84,526	±1,734	12,991	±1,059	15.4%	±1.2
Less than high school graduate	8,610	±778	2,586	±428	30.0%	±4.6
High school graduate (includes equivalency)	23,963	±1,251	4,271	±562	17.8%	±2.2
Some college, associate's degree	24,473	±1,535	4,003	±732	16.4%	±2.5

Table: ACSST5Y2021.S1701

Johnson City, TN Urbanized Area (2010)						
	Total		Below poverty level		Percent below poverty level	
Label	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Bachelor's degree or higher	27,480	±1,312	2,131	±497	7.8%	±1.7
EMPLOYMENT STATUS						
Civilian labor force 16 years and over	59,254	±1,512	6,911	±747	11.7%	±1.3
Employed	55,570	±1,589	5,431	±698	9.8%	±1.2
Male	28,517	±1,067	2,787	±613	9.8%	±2.1
Female	27,053	±987	2,644	±380	9.8%	±1.4
Unemployed	3,684	±557	1,480	±339	40.2%	±7.6
Male	2,089	±438	663	±198	31.7%	±8.5
Female	1,595	±362	817	±287	51.2%	±11.3
WORK EXPERIENCE						
Population 16 years and over	99,578	±2,049	17,454	±1,336	17.5%	±1.3
Worked full-time, year-round in the past 12 months	40,102	±1,471	1,924	±562	4.8%	±1.4
Worked part-time or part-year in the past 12 months	22,071	±1,224	5,500	±700	24.9%	±2.7
Did not work	37,405	±1,506	10,030	±957	26.8%	±2.3
ALL INDIVIDUALS WITH INCOME BELOW THE FOLLOWING POVERTY RATIOS						
50 percent of poverty level	10,068	±1,241	(X)	(X)	(X)	(X)
125 percent of poverty level	29,525	±1,725	(X)	(X)	(X)	(X)
150 percent of poverty level	35,600	±1,870	(X)	(X)	(X)	(X)
185 percent of poverty level	43,565	±1,916	(X)	(X)	(X)	(X)
200 percent of poverty level	46,831	±1,975	(X)	(X)	(X)	(X)
300 percent of poverty level	67,907	±1,769	(X)	(X)	(X)	(X)
400 percent of poverty level	83,861	±2,355	(X)	(X)	(X)	(X)
500 percent of poverty level	95,273	±2,186	(X)	(X)	(X)	(X)
UNRELATED INDIVIDUALS FOR WHOM POVERTY STATUS IS DETERMINED						
	29,950	±1,443	9,660	±909	32.3%	±2.4
Male	14,020	±903	4,287	±652	30.6%	±3.8
Female	15,930	±1,016	5,373	±625	33.7%	±3.2
15 years	17	±21	17	±21	100.0%	±79.8
16 to 17 years	80	±75	80	±75	100.0%	±36.7
18 to 24 years	5,141	±607	2,563	±421	49.9%	±7.0
25 to 34 years	6,145	±615	1,478	±346	24.1%	±5.1
35 to 44 years	2,753	±655	1,150	±571	41.8%	±13.1
45 to 54 years	3,392	±550	1,086	±328	32.0%	±7.5
55 to 64 years	4,805	±561	1,830	±360	38.1%	±5.4
65 to 74 years	4,241	±519	734	±155	17.3%	±3.7
75 years and over	3,376	±354	722	±209	21.4%	±5.3
Mean income deficit for unrelated individuals (dollars)	6,927	±386	(X)	(X)	(X)	(X)

Table: ACSST5Y2021.S1701

Johnson City, TN Urbanized Area (2010)						
	Total		Below poverty level		Percent below poverty level	
Label	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Worked full-time, year-round in the past 12 months	11,581	±1,048	1,161	±519	10.0%	±4.0
Worked less than full-time, year-round in the past 12 months	6,337	±683	3,331	±555	52.6%	±6.1
Did not work	12,032	±873	5,168	±555	43.0%	±4.0
Population in housing units for whom poverty status is determined	119,472	±2,315	22,396	±1,674	18.7%	±1.4
Source: U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates						

Addendum III-6

Coordinated Public Transit-Human Services Transportation Plan

As this document is fairly large, please visit our website to see and/or download the Plan.

<https://jcmppo.org/coordinatedplan.html>

Johnson City Metropolitan Transportation Planning Organization

Serving Bluff City, Elizabethton, Johnson City, Jonesborough, a small portion of the town of Unicoi, and parts of Carter, Sullivan and Washington Counties.

TITLE VI NONDISCRIMINATION STATEMENT

The Johnson City Metropolitan Transportation Planning Organization (MTPO) ensures compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 26; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, sex or national origin.

Any person who believes he or she has been discriminated against should contact:

Mary Butler, Johnson City MTPO Title VI Coordinator

Mailing Address: 137 W Market St, Johnson City, TN 37604

Phone: (423) 434-6277

Email: marybutler@jcmpo.org

Civil Rights Office of the Tennessee Department of Transportation

Mailing Address: 505 Deaderick St, Suite 1800, James K. Polk Bldg, Nashville, TN 37243-0347

Phone: (615) 741-3681 or Toll Free 1-888-370-3647

Website: <http://www.tdot.state.tn.us/civil-rights/titlevi/>

DECLARACIÓN DE NO DISCRIMINACIÓN TÍTULO VI

El Metropolitana de Planeamiento de Transporte la Organización de la ciudad de Johnson City (MTPO) asegura el cumplimiento del Título VI del Acto de Derechos Civiles de 1964; 49 CFR, Parte 26, relacionados estatutos y normas para asegurar que ninguna persona sea excluida o actividad la cual reciba ayuda financiera federal del Departamento de Transporte de los Estados Unidos sin importar su raza, color, sexo, edad, origen nacional, o minusvalía física.

Cualquier persona quien crea que ha sido discriminada deberá comunicarse con el:

Mary Butler, Johnson City MTPO del Título VI Coordinador

Dirección postal: 137 W Market St, Johnson City, TN 37604

Número de teléfono: (423) 434-6277

Correo electrónico: marybutler@jcmpo.org

Oficina de Derechos Civiles del Departamento de Transporte de Tennessee

Dirección postal: 505 Deaderick St, Suite 1800, James K. Polk Bldg, Nashville, TN 37243-0347

Número de teléfono: (615) 741-3681 or Llamada Gratis 1-888-370-3647

Sitio Web: <http://www.tdot.state.tn.us/civil-rights/titlevi/>

ADDENDUM III-7b

Location of Title VI Notices to the Public

The Johnson City MTPO provides notice to the public regarding compliance with Title VI in the following locations:

1. Title VI Notice posted in the Johnson City MTPO offices, located at the Johnson City Transit Center (see Addendum III-7a).
2. Title VI Notice posted in the lobby of the Johnson City Transit Center.
3. Annual Title VI Notices in the Johnson City Press (see Addendum III-7c).
4. Title VI Notice posted on the JC MTPO website, www.icmpo.org, Civil Rights tab, along with Title VI complaint procedures and form (see Addendum III-7d).

Addendum III-7c

THE JOHNSON CITY PRESS
204 W. Main Street
Johnson City, TN 37604

AFFIDAVIT OF PUBLICATION

AD# 1621926

DATES: 1-20-2023

The Johnson City Metropolitan Transportation Planning Organization does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d). For more information visit www.jcmpto.org.

State of Tennessee)
Carter County)
Washington County)

El Johnson City Metropolitan Planning Organization Transporte no discriminar por motivos de raza, color, u origen nacional en los programas patrocinados por el estado o federales, de conformidad con el Título VI del Acta de Derechos Civiles de 1964 (42 USC 2000d). Para obtener más información, visite www.jcmpto.org.

Teresa Hicks makes the oath that she is a Representative of The Johnson City Press , a daily newspaper published in Johnson City, in said County and State, and that the advertisement was published in said paper for 1 insertion (s) commencing on 1-20-2023 and ending on 1-20-2023


Teresa Hicks

Sworn to and Subscribed before me this 1 20 2023
Month Day Year

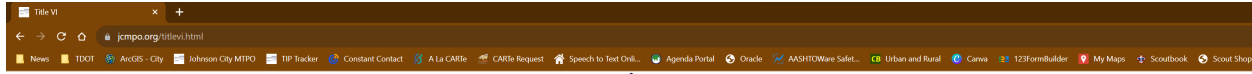


Notary Public

My commission expires on July 19, 2025

This legal notice was published online at www.johnsoncitypress.com and

Addendum III-7d



[Home](#) / [Title VI](#)

Title VI Nondiscrimination Statement

The Johnson City Metropolitan Transportation Planning Organization (MTPO) ensures compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 26; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, sex or national origin.

Any person who believes he or she has been discriminated against should contact:

Mary Butler, Johnson City MTPO Title VI Coordinator
Mailing Address: 137 W Market St, Johnson City, TN 37604
Phone: (423) 434-6277
Email: marybutler@jcmpo.org



[Johnson City MTPO Title VI Report \(August 2020\)](#)

To file a complaint alleging that Johnson City MTPO has not complied with Title VI regulations, view the following resources below:

- [Instructions on filing a complaint](#)
- [Complaint Form](#)
- [Formulario de Queja del Derecho/Titulo VI \(Complaint Form in Spanish\)](#)

Complaint filing instructions and complaint forms are also available at the JCT Transit Center (137 W. Market St) or the City's Human Resources office (601 E. Main St). Complaints must be filed within 180 days of the alleged discrimination, and should be submitted to: Human Resources Director, City of Johnson City, 601 E. Main Street, Johnson City, TN 37601.

[Link to Civil Rights Offices](#)

[Tennessee Department of Transportation Civil Rights Office](#)
[Federal Highway Administration Office of Civil Rights](#)
[Federal Transit Administration Office of Civil Rights](#)

[US Department of Transportation Office of Civil Rights](#)
[US Department of Justice Civil Rights Division](#)

Translate this page:

Select Language
Powered by [Google Translate](#)

Current Events:

Tweets from @JohnsonCityMTPO

Johnson City MTPO reposted.

myTODOT @myTODOT · Sep 20

Dear Communities, we are now accepting grant applications for modernizing your traffic signal equipment and operations.

- 100% state-funded program
- Must be located on a state route
- Apply online now!
- Deadline is Dec. 6, 2023
- www.tn.gov/8G7u50PvnmE

TDOT's Traffic Signal Modernization Program
APPLICATIONS ARE NOW OPEN!

3

Join our Email List!



Johnson City MTPO Title VI Complaint Form

The purpose of this form is to assist you in filing a Title VI complaint against the Johnson City MTPO, a department of the City of Johnson City. Signed, written complaints should be submitted to:

**Human Resources Director
City of Johnson City
601 East Main Street
Johnson City, TN 37601
(Telephone: 423-434-6016)**

If you are not satisfied with the results of the investigation of your complaint by the City of Johnson City, or you wish to file immediately with another agency, you may use this form to file a Title VI complaint with the Civil Rights Division of the Tennessee Department of Transportation, or the Federal Highway Administration. Addresses for these agencies are:

Attention: Title VI Program Coordinator
Office of Civil Rights
Federal Highway Administration
1200 New Jersey Avenue, SE
8th Floor E81-314
Washington, DC 20590
Telephone: 202-366-0693
Email: CivilRights.FHWA@fhwa.dot.gov

Office of Civil Rights, Title VI Division
Attention: Title VI Program Director
Tennessee Department of Transportation
Suite 1800, James K. Polk Building
505 Deaderick St
Nashville, TN 37243
Telephone: 615-741-3681
Email: TDOT.Title.VIProgram@tn.gov

You are not required to use this form; a letter with the same information is sufficient. However, the information requested in the items marked with a star (*) must be provided, whether or not the form is used. **A written complaint must be filed within 180 days after the date of the alleged discrimination**, unless the time for filing is extended by the Federal Transit Administration.

If you need this complaint form/information provided in an accessible format, please indicate: Large Print _____ Audio tape _____ TDD _____ Another language (please specify): _____ Other _____

TITLE VI COMPLAINT INFORMATION

1. * State your name and address.

Name: _____
Address: _____

Zip _____
Telephone No:
Home: (____) _____ Work (____) _____

2. * Person(s) discriminated against, if different from above:

Name: _____
Address: _____
_____ Zip _____
Telephone No:
Home: (____) _____ Work (____) _____
Please explain your relationship to this person(s).

3. * Agency and department or program that discriminated:

Name: _____
Any individual if known: _____
Address: _____
_____ Zip _____
Telephone No: (____) _____

4A. * Non-employment: Does your complaint concern discrimination in the delivery of services or in other discriminatory actions of the department or agency in its treatment of you or others? If so, please indicate below the bases(s) on which you believe these discriminatory actions were taken (e.g., "Race: African American" or "Sex: Female").

____ Race/Color: _____
____ National origin: _____
____ Sex: _____
____ Religion: _____
____ Age: _____
____ Disability: _____

4B. * Employment: Does your complaint concern discrimination in employment by the department or agency? If so, please indicate below the base(s) on which you believe these discriminatory actions were taken (e.g., "Race: African American" or "Sex: Female").

____ Race/Color: _____
____ National origin: _____
____ Sex: _____
____ Religion: _____
____ Age: _____
____ Disability: _____

5. What is the most convenient time and place for us to contact you about this complaint?

6. If we will not be able to reach you directly, you may wish to give us the name and phone number of a person who can tell us how to reach you and or/provide information about your complaint:

Name: _____

Telephone No: (____) _____

7. If you have an attorney representing you concerning the matters raised in this complaint, please provide the following:

Name: _____

Address: _____

_____ Zip _____

Telephone No: (____) _____

8. * To your best recollection, on what date(s) did the alleged discrimination take place? Earliest date of discrimination: _____

Most recent date of discrimination: _____

9. * Please explain as clearly as possible what happened, why you believe it happened, and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently from you. (Please use additional sheets if necessary and attach a copy of written materials pertaining to your case.)

10. Please list below any persons (witnesses, fellow employees, supervisors, or others), if known, whom we may contact for additional information to support or clarify your complaint.

Name	Address	Area Code/ Telephone #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

11. Do you have any other information that you think is relevant to our investigation of your allegations?

12. What remedy are you seeking for the alleged discrimination?

13. Have you (or the person discriminated against) filed the same or any other complaints with other Federal offices?

Yes _____ No _____

If yes, do you remember the Complaint Number?

Against what agency and department or program was it filed?

Address of agency _____

Zip _____

Telephone No of agency (____) _____

Date of Filing: _____

Briefly, what was the complaint about?

What was the result?

14. SIGNATURE (A complaint that has not been signed cannot be accepted.)

(Signature)

(Date)

Please feel free to attach additional explanatory sheets.

**JOHNSON CITY MTPO
TITLE VI COMPLAINT INVESTIGATION PROCEDURE**

Any complaint alleging that the Johnson City Metropolitan Transportation Planning Organization (MTPO), a department of the City of Johnson City, has not complied with Title VI regulations must be submitted in writing to the Human Resources Director, City of Johnson City, 601 E. Main Street, Johnson City, TN, 37601. A written complaint must be filed within 180 days after the date of the alleged discrimination, unless the time for filing is extended by the Federal Transit Administration. The written complaint will, at a minimum, provide the following information:

1. the specific act(s) of the MTPO non-compliance in question;
2. the date(s) of MTPO non-compliance in question;
3. specify the reasons why the complaining party believes that MTPO is not in compliance with the Title VI regulation(s) in question (including non-compliance in employment with MTPO);
4. the name and address of the complainant (and person discriminated against if different from complainant); and
5. if applicable, the Title VI minority status of the complainant (or person discriminated against if different from complainant) .

Upon receipt of the written Title VI Complaint, the City's Human Resource Director will contact the following applicable City staff to provide a summary of the complaint, and request assistance with the investigation of the complaint:

1. the MTPO Title VI Coordinator;
2. the MTPO MPO Manager.

The HR Director, the MTPO Title VI Coordinator and/or the MTPO MPO Manager will coordinate efforts into investigating the act(s) of non-compliance with Title VI regulations alleged in the complaint and in preparing a written response, which will be completed within 10 business days from the date the City HR Director contacts the MTPO MPO Manager, and/or the MTPO Title VI Coordinator regarding the complaint. The investigation activities may include, as applicable, review of MTPO Title VI-related procedures, interviews with MTPO employees, the complainant, and any witnesses to the alleged discrimination. Upon completion of the investigation, the original complaint and all information obtained during the investigation of the complaint will be submitted to the City Manager.

Upon review of the written investigation submission and any independent investigation deemed appropriate conducted by the City, the City Manager will either:

1. Render a decision which will be final, and advise all interested parties of this decision in writing; or

2. City Manager, at his/her sole discretion, may conduct an informal hearing at which the interested participating parties will be afforded an opportunity to present their respective position, including facts, documents, justification, and technical information in support thereof.
 - a) If the City Manager conducts an information hearing, the parties may be, but are not required to be, represented by counsel. The informal hearing will not be subject to formal rules of evidence or procedures.
 - b) Following the informal hearing, the City Manager will render a decision, which will be final, and advise all interested parties thereof in writing.

Parties dissatisfied with the final decision of the City Manager, whether following review of the written submission or informal hearing, may contact the Tennessee Department of Transportation Civil Rights Office, the FHWA or FTA Civil Rights office, the U.S. Department of Transportation Civil Rights office and/or the U.S. Department of Justice.

A *Title VI Complaint Form* has been prepared for complainants to use, at their discretion, to file their complaint with one of these agencies (addresses included on form), or with the City of Johnson City.

Addendum III-13

Description of the Johnson City MTPO Planning Process

The planning process for the Johnson City MTPO is a continuing cycle that follows, among other things, the three “C” principles - continuing, comprehensive and cooperative. The process is driven by the development of the Johnson City MTPO Metropolitan Transportation Plan (MTP), or, as is sometimes referred to as the “Long Range Transportation Plan.” Projects from the MTP are then incorporated in the development in the Transportation Improvement Program.

The Unified Planning Work Program outlines the work to be carried out by the MTPO staff out for a two-year period. In the development of these plans and programs, Title VI and Environmental Justice are included as part of the planning process.

Metropolitan Transportation Plan

Federal law requires that MPOs ensure that *individuals* not be excluded from participating in, denied the benefit of, or subject to discrimination under any program or activity receiving federal funding on the basis of race, color, national origin, age, sex, or disability.

While Title VI and Environmental Justice (EJ) concerns have most often been raised during project development, it is important to recognize that the law also applies equally to the processes and products of planning. Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color, or national origin. Environmental Justice Executive Order 12898, Federal Actions to Address Environmental Justice (EJ) in Minority and Low-Income Populations, calls for the identification and addressing of disproportionately high and adverse human health or environmental effects of its programs, policies and activities on minority and low-income populations.

Title VI and Environmental Justice Assessment documents the MTPO’s efforts to determine benefits and burdens to EJ communities within the MTPO area relative to the 2050 MTP. The analysis indicates that in general, neither low-income nor minority populations in the region would endure high and disproportionate impacts due to the projects proposed by the 2050 MTP. Complete findings of this assessment, potential project impacts, and mitigation strategies are presented in Section 7.2 on page 98 of the 2050 MTP. https://jcmpto.org/mtp/2050/JohnsonCityMTPO_2050_MTP_Final.pdf

In the development of the 2050 MTP, an environmental assessment of historic, cultural, and natural resources was developed to address provisions of the Infrastructure Investment and Jobs Act, otherwise known as the Bipartisan Infrastructure Law (BIL). The intent of this analysis is to incorporate environmental considerations early in the planning process so that project development processes are more streamlined, by including realistic assumptions of potential environmental considerations, impacts, and costs.

To this end, the MTPO requests public input from all people, throughout the development of the MTP. This is done through public meetings, online surveys, social media and interactive project maps that allow people to make project suggestions and the MTPO always takes comments from the public.

Transportation Improvement Program

Similar to the MTP process, the Transportation Improvement Program (TIP) for the Johnson City MTPO considers the provisions in Title VI and Environmental Justice. Title VI of the Civil Rights Act of 1964 prohibits discrimination based upon race, color, or national origin. Specifically, Title 42 of the U.S.C., Section 2000d states, “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 be subjected to discrimination under any program or activity receiving Federal financial assistance.” Environmental Justice Executive Order 12898 of 1994 states, “Each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.” In addition to the Executive Order, the US DOT issued Order 5610.2(a), which provides directive about how Environmental Justice communities are to be addressed in the planning process.

All projects using federal highway trust funds for the Johnson City MTPO comply with Title VI and Environmental Justice. The Johnson City MTPO has procedures for addressing Title VI complaints by making available a complaint form and an instruction document, in both English and Spanish languages, on our website at <https://jcmpo.org/titlevi.html>. Staff also publishes a Title VI notice in the Johnson City Press annually, in both English and Spanish languages. The TIP document can also be translated into another language, upon request. Project development processes are more streamlined, by including realistic assumptions of potential environmental considerations, impacts, and costs.

Unified Planning Work Program

The Johnson City MTPO will continue to advocate for the fair treatment and meaningful involvement of all people regardless of race, color, national origin, sex, income, and disability in the development of the Unified Planning Work Program (UPWP). This document outlines the administrative activities and studies that are undertaken by the MTPO. As part of these administrative activities, the Johnson City MTPO maintains an active Title VI program which is reviewed by the TDOT Civil Rights Office on a triennial basis. The most recent Title VI Assessment can be found on the website at <https://jcmpo.org/titlevi.html>. The assessment will be posted after review by TDOT’s Civil Rights Division. The webpage currently provides contact information for the Title VI Coordinator, along with forms for the complaint process. All projects using federal highway and transit funds for the Johnson City MTPO comply with Title VI and Environmental Justice.

There have been no discrimination complaints filed against the MTPO in the last year. The MTPO continually accepts comments on the transportation planning program and is available for community meetings, workshops, civic groups and individual meetings with the public in a nondiscriminatory manner.

The MTPO strives to program studies that benefit the region as a whole. The MTPO has a strong partnership with area transit agencies. Recently, the MTPO assisted Johnson City Transit with several planning projects in the past, one of which was the completion of a Comprehensive Operational Analysis and the assistance of a consultant to write the specifications for procuring new buses. The MTPO also plans to fund in the next year an analysis on the impact of potentially becoming a large urbanized area,

with the status of a Transportation Management Area, and study its impact on transit funding and distribution process for the region.

Appendix F –Performance Evaluation of the Johnson City MTPO Public Participation Plan

2015 Review

The Johnson City MTPO staff has reviewed past records of public participation and outreach methods for performance and make the following recommendations for updating the Public Participation Plan:

1. *Recommend the removal of eight of the nine locations currently listed as Appendix C – Locations for review of MTPO and Transit Documents:*
 - a. For the past three years (as far back as 2008), no comments have ever been received from the public using this outreach method;
 - b. Staff will continue to have copies of the documents available to the public at the Johnson City MTPO office located at the Johnson City Transit Center; and
 - c. Documents will continue to be available online, on the Johnson City MTPO website at www.jcmpo.org; all area libraries and city/town halls have internet access in which the public can access the documents available online.
2. *Recommend continuing the public hearings held during document public comment review periods:*
 - a. Very few participants attend these hearings; however, the Johnson City MTPO will continue to hold these hearings in addition to the meetings of the Executive Board to adopt these documents.
3. *Recommend using Google Analytics to begin tracking website statistics for the Johnson City MTPO website:*
 - a. The host service for the Johnson City MTPO website, www.jcmpo.org, ended its service to provide website statistics in 2014;
 - b. Google Analytics is a free web analytics service that provides statistics and basic analytical tools for data visualization and custom reports; and
 - c. Staff has begun an account with Google Analytics and is now tracking website statistics through this method.

2021 Review

The Johnson City MTPO staff has reviewed past records of public participation and outreach methods for performance and make the following recommendation for updating the Public Participation Plan:

1. *Recommend discontinuing the public hearings held during document public comment review periods:*
 - a. Very few participants attend these hearings; therefore, the Johnson City MTPO will discontinue holding these formal public hearings in addition to the meetings of the Executive Board to adopt these documents. Information is well publicized online, on social media, along with notices published in the newspaper.

Addendum IV-2

Johnson City MTPO Public Participation Plan

As this document is fairly large, please visit our website to see and/or download the Plan.

<http://jcmpo.org/ppp.html>

Addendum IV-3

Limited English Proficiency Policy

This document describes the Limited English Proficiency (LEP) Policy for the Johnson City Metropolitan Transportation Planning Organization (MTPO). Executive Order 13166 for Limited English Proficiency was signed on August 11, 2000 and directed federal agencies and their recipients to improve access for LEP individuals to federally-conducted and federally assisted programs and activities. As a recipient of federal funding, the Johnson City MTPO is required to improve access for LEP individuals to the transportation planning process. The following Four Factors Analysis was conducted to ensure meaningful and appropriate access for LEP individuals identified in the Johnson City area.

Four Factors Analysis

Factor 1: Number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the grantee.

Table 4 below shows the number and percentage of the households in the Johnson City Urbanized Area, identifying the language they speak at home and how well they speak English.

Table 4: Identifying Limited English Proficiency Households in the Johnson City Urbanized Area

Category	Number	Percentage
Total Households	53,004	100%
Households Who Speak Only English	49,880	94.1%
Households Who Speak A Language Other Than English	3,124	5.9%
Speaks English "Less Than Very Well"	472	0.9%

Source: 20121 American Community Survey 5-Year Estimate

According to Table 4, almost 5.9% of the households in the Johnson City Urbanized Area speak a language other than English. Of those, about half (52.6%) speak Spanish. 472 households, or 0.9%, speak English less than very well. This population is considered Limited English Proficiency.

Factor 2: The frequency with which LEP individuals come in contact with the program, activity, or service.

The Johnson City MTPO staff assessed, as accurately as possible, the frequency with which LEP individuals come in contact with any programs, activities or services that have been provided by the Johnson City MTPO in the past. To date, the Johnson City MTPO has received no requests, formal or otherwise, by LEP

individuals seeking the translation of documents or interpreters at public meetings. To date, staff has not encountered a situation with any individual who did not speak English very well.

Factor 3: The nature and importance of the program, activity, or service provided by the Johnson City MTPO to the community.

The Johnson City MTPO uses federal funds to plan transportation projects. While these projects are important, the Johnson City MTPO does not provide social programs, activities or services that would be directly benefit or provide basic needs for the public. However, the Johnson City MTPO seeks to include all segments of the population, including LEP individuals, in the transportation planning and decision making process. The steps that are taken for public outreach are detailed in the Public Participation Plan. This document is found on the website at www.jcmpo.org/ppp.html and in the offices of the Johnson City MTPO.

Factor 4: The resources available to the Johnson City MTPO and costs.

The Johnson City MTPO ensures that efforts are made to include LEP individuals and provide them with the opportunity to be involved in the transportation planning process. These services are provided to the LEP individual free of charge. Resources that are currently provided for language assistance and their estimated cost to the Johnson City MTPO are:

- Telephone interpreter service is available, provided by Avaza Language Services, with a language identification guide available to MTPO staff to assist with identifying the LEP individual's native language. This guide is attached in the Appendix (Cost is 55 cents a minute);
- The Johnson City MTPO website is equipped with Google Translate to easily translate each webpage into a native language of choice (No Cost);
- The Title VI statement is printed in both English and Spanish, the language used by the majority of non-English speaking persons, on the poster and annual notice in the regional newspaper (\$80 for published notice in the Johnson City Press);
- The Title VI complaint procedures and complaint form is available in both English and Spanish (\$90 for these documents to be translated into Spanish).

Other services can be provided; however, the cost of such a service is indeterminable, as these services have not been requested in the past. After researching the basic pricing lists available on the internet, a best guess estimate of the cost is provided. These services may be provided upon request by an individual:

- Any document produced by the Johnson City MTPO can be translated into another language (estimated cost is \$50 for basic document, \$200 for 50-page document, and \$1,500 for the Long Range Transportation Plan).
- An interpreter can be made available for a public meeting, if requested (estimated cost is \$25 an hour).

LEP Implementation

The staff of the Johnson City MTPO will continue to offer the services mentioned above, along with periodic training for assisting LEP individuals. Each staff member maintains the language identification guide in their individual offices and staff vehicle, along with the procedures for contacting the telephone interpreter service. The website will continue to be maintained to provide Google Translate for easy translation of each webpage. The Title VI complaint documents will continue to be available in both English and Spanish. The services offered will be monitored and periodically reviewed during the update of the Title VI Program.

Appendix – Avaza Language Services Identification Guide

LANGUAGE IDENTIFICATION GUIDE		
Do you speak English?	Point here and an interpreter will be assigned to you, at no cost.	English
¿Habla Español?	Señale aquí y se le asignará un intérprete sin costo.	Spanish
هل تتكلم العربية؟	أشتر هنا والمترجم سيكون موجوداً مجاناً.	Arabic
ته كوردی دهئاخفی؟	ئیشارەت قیژی بکه ته رجومان بو ته حازر دهکەین ، به خورای.	Kurdish (Behdini)
ئایا کوردی قسه دهکەیت؟	ئیشارەت لیڤه بکه موته رجیمت بوئاماده دهکەین ، به خوڤرای.	Kurdish (Sorani)
آیا شما فارسی صحبت میکنید؟	تروصبم جترم کنه، بئینک هراشا اجنیا بهرگا رایگان در اختیار شما قرار میگیرد.	Farsi
Bạn nói tiếng Việt phải không?	Chỉ vào đây và sẽ có người thông dịch viên giúp đỡ Bạn, Bạn không phải trả gì hết.	Vietnamese
Maku hadashaa afka somaaliga?	Halkaan farta ku-fiiq turjubaan lacag la-an ayaad heleysaa.	Somali
Da li govorite Bosanski?	Pokažite ovdje I prevodilac će vam biti obezbijedžen, besplatno.	Bosnian
Parlez-vous français?	Ici, un interpréteur sera assigné pour vous, sans avoir payé.	French
ທ່ານເວົ້າພາສາລາວແມ່ນບໍ່?	ກະຮຽນາບອກເຈົ້າໜ້າທີ່ຕາມນີ້ຈະມີນາຍພາສາມາແປໃຫ້ທ່ານໂດຍບໍ່ໄດ້ເສັຽເງິນ.	Laotian
你會講中文嗎?	請點在這裡我們為你免費提供翻譯服務。	Chinese (Mandarin)
日本語を話せますか？	ここを指して下さい。無料の通訳者を指定します。	Japanese
Je-una azungumza kiswahili?	Nyosha kidola hapa na utatafsiriwa bila kulipa chochote.	Kiswahili
Voce fala Português?	Aperte aqui e um intérprete lhe será fornecido sem custo algum.	Portuguese
क्या आप हिंदी बोल सकते है ?	इशारा यहाँ पर किये, भाषांतर करनेवाले विनामुल्य मिल जायेंगे।	Hindi
한국어를 하십니까?	이곳을 지적해주시면 통역자가 무료로 호출됩니다.	Korean
Вы говорите по-русски?	Укажите сюда, и совершенно бесплатно Вам будет предоставлен переводчик.	Russian
እጣርኛ ይናገሩለሉን?	በጣትዎ ወደዚህ ያመልክቱ ያለምንም ክፍያ አስተርጓሚ ይመደብሉታል!	Amharic
Eske ou pale kreyòl	Pwen isit la e yon entèprèt ap vin ede'w gratis.	Haitian Creole
ကျွန်ုပ်တို့အတွက် / ကျွန်ုပ်တို့ မြန်မာဘာသာဖြင့် ပြောဆိုပါ	အမဲင်ဒီလဲဒို ကောင်းကောင်း မပြောတတ်ဘူး၊ ပြောရင်လဲ နားမလည်ဘူး၊ ကျွန်ုပ်တို့အတွက်/ကျွန်ုပ်တို့ အတွက် အမှန်တကယ် ကျွန်ုပ်တို့ နားလည်တဲ့ စကားပြန် ကောင်းကောင်း တစ်ယောက်လောက် ထားပေးပါ။	Burmese
Na ongea Kiswahili.	Kisheria unapaswa kuwa na mtafsiri bila ya kulipishwa	Swahili
Turkçe biliyormusunuz?	Burayı gösterirseniz, ücretsiz tercuman size yardım edecektir.	Turkish
คุณพูดภาษาไทยหรือเปล่า?	กรุณาบอกให้ทราบด้วยถ้าคุณต้องการคนแปล	Thai

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Addendum V-1

City of Johnson City Procurement Policy

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