




TITLE VI PLAN

August 2024

MatSu Valley Planning For Transportation
Title VI plan guides MVP's planning and project
delivery process to ensure that individuals of all
races, income levels, ages, abilities, and genders
have equal input in, and equally
benefit from our work.

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MatSu Valley Planning (MVP) for Transportation Title VI Plan

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Table of Contents

Introduction	5
Title VI Plan Objectives	6
Policy Statement.....	6
Non-Discrimination Authorities.....	6
Participant Groups.....	9
Policy Board	10
Technical Committee.....	11
MVP Staff	11
Designation of Title VI Coordinator	11
Title VI Coordinator Responsibilities	11
Annual Title Compliance Report	12
Training	13
Title VI Complaints Procedure	13
Filing a Complaint	13
Recording, Acknowledgement, and Resolution of Complaint.....	14
Record of Received Complaints.....	14
Public Dissemination of Title VI Information.....	14
Public Education	15
Data Collection.....	15
Title VI Assurances.....	15
MVP Public Participation Plan	16
Limited English Proficiency Plan	16
Conclusion.....	16

Appendices

Appendix A: Title VI Complaint Form	A-1
Appendix B: Limited English Proficiency Plan.....	B-1
Appendix C: Public Participation Plan.....	C-1
Appendix D: Other Maps.....	D-1
Appendix E: Excerpt from the Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation Planning	E-1

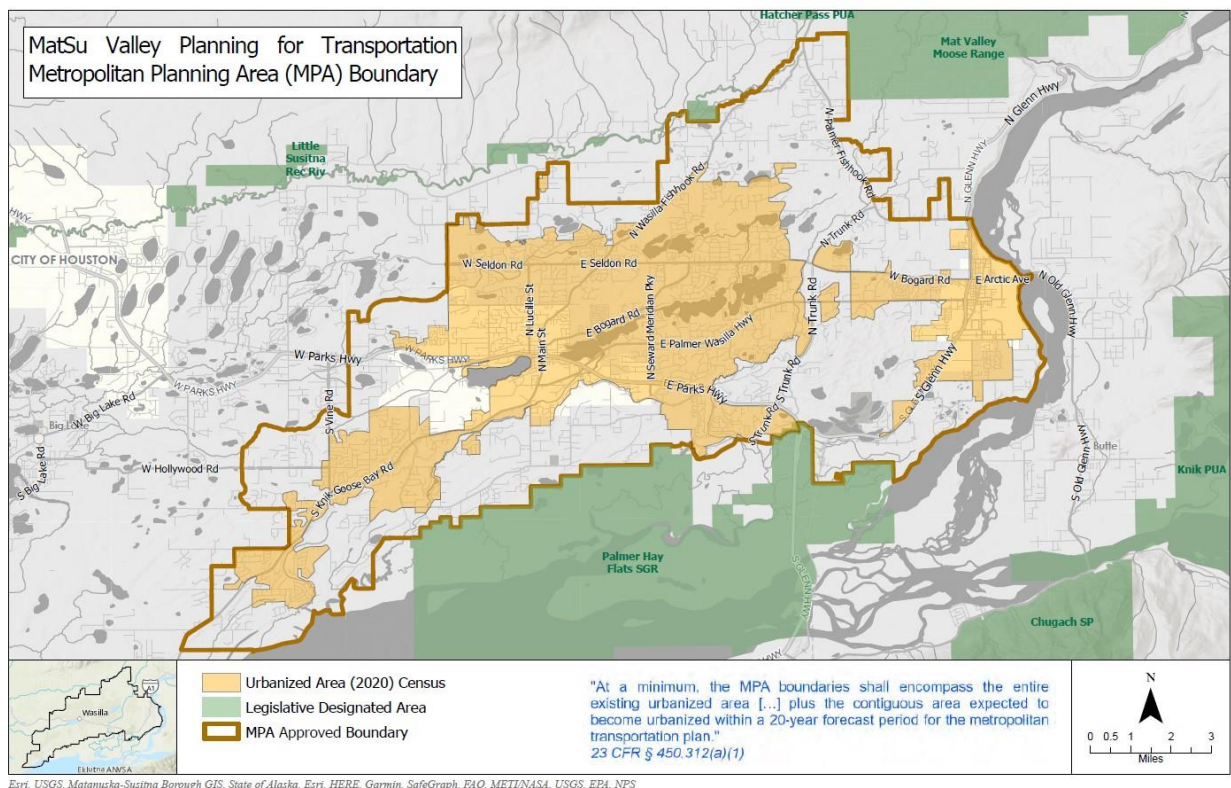
Abbreviations

ACS	American Community Survey
ADA	Americans with Disabilities Act
CFR	Code of Federal Regulations
DOT&PF	Alaska Department of Transportation and Public Facilities
EO	Executive Order
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
LEP	Limited English Proficiency
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
MVP	Matanuska-Susitna Valley Planning for Transportation
NEPA	National Environmental Policy Act
PPP	Public Participation Plan
USC	United States Code
USDOT	United States Department of Transportation

Introduction

All urbanized areas with over 50,000 in population must have a Metropolitan Planning Organization (MPO) to carry out a 3C transportation planning process, as stipulated in the Federal Highway Act of 1962. On December 29, 2022, the U.S. Census Bureau published a notice in the Federal Register identifying an area surrounding Wasilla and Palmer as a Qualifying Urbanized Area for Census 2020. The Metropolitan Planning Area (MPA) boundary Table 1 was finalized and the MPO was subsequently established on December 19, 2023.

Table 1



As the MPO, MatSui Valley Planning (MVP) for Transportation must develop and implement the following plans as part of the transportation planning process [23 USC 134 & 23 CFR 450]:

- **Unified Planning Work Program (UPWP)** – a continuing, cooperative, and comprehensive (3C) planning document that identifies and describes the MPO’s budget, planning activities, studies, and technical support expected to be undertaken in a two-year period.
- **Metropolitan Transportation Plan (MTP)** – a multimodal transportation plan that addresses a 20-year planning horizon that the MPO develops, adopts and updates every four years.
- **Transportation Improvement Program (TIP)** – a prioritized listing/program of transportation projects covering a period of four years that is developed, adopted, and implemented by the MPO in coordination with the MTP.

- **Public Participation Plan (PPP)** – a guiding document that outlines the goals, strategies, and implementation plan for involvement of the public in the development of MPO plans, programs, and policies, including the MTP and TIP.

Title VI Plan Objectives

As a direct recipient of federal funding, MVP is actively engaged in the Title VI activities that are mandated by the Federal government. Title VI of the Civil Rights Act of 1964 forbids discrimination against anyone in the United States because of race, color or national origin by any agency receiving Federal funds. The Federal-Aid Highway Act of 1973 added the requirement that there be no discrimination on the grounds of sex, and the Civil Rights Restoration Act of 1987 defined the word “program” to make it clear that discrimination is prohibited through an entire agency if any part of the agency receives federal financial assistance. This Title VI Plan ensures that all races, income levels, ages, abilities, and genders have equal input in, and equally benefit from, the planning and project delivery processes of MVP.

Policy Statement

It is the policy of MVP, in accordance with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq, Non- Discrimination on Basis of Race, Color, or National Origin), and other related nondiscrimination statutes and regulations listed below, that no person shall, solely on the grounds of race, color, national origin, sex, gender, disability, age, economic status, or English proficiency, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any transportation planning program or activity regardless of whether or not MVP receives federal assistance from the U. S. Department of Transportation, including the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

Non-Discrimination Authorities

The following authorities inform MVP’s Title VI Policy and Plan:

Authority Name	Citation	Summary Description
Title VI of the Civil Rights Act of 1964	42 U.S.C. § 2000d to 2000d-4	Prohibits discrimination on the basis of race, color, national origin.
The Civil Rights Restoration Act of 1987	102 Stat. 28 PUBLIC LAW 100-259—MAR. 22, 1988	Prohibits discrimination on the basis of sex.
Title VI Program and Related Statutes—Implementation and Review Procedures	23 C.F.R. Part 200	Provides guidelines for: (a) Implementing the FHWA Title VI compliance program, and (b) Conducting Title VI program compliance reviews for the Federal-aid highway program.
Prohibition of discrimination on the basis of sex	23 U.S.C. 324	Prohibits discrimination on the basis of sex.

Annual listing of obligated projects	23 C.F.R. 450.334	Requires MPOs to prepare a listing of all projects for which funds were obligated under 23 U.S.C. or 49 U.S.C. Chapter 53.
What other requirements apply to the administration of FHWA planning and research funds?	23 C.F.R. Part 420.121(h)	Outlines how Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 apply to all programs and activities of recipients, subrecipients, and contractors receiving FHWA planning and research funds.
Section 504 of the Rehabilitation Act of 1973, Nondiscrimination under Federal grants and programs	29 U.S.C. 794	Prohibits discrimination on the basis of disability.
Age Discrimination Act of 1975	42 U.S.C. 6101	Prohibits discrimination on the basis of age.
Americans with Disabilities Act of 1990, As Amended	42 U.S.C. 12112	Prohibits discrimination on the basis of disability.
Nondiscrimination in Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964	49 C.F.R. Part 21	Establishes that no person in the U.S. shall, on the grounds of race, color, or national origin, 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 Department of Transportation.
Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance	49 C.F.R. Part 27	Establishes that no otherwise qualified individual with a disability in the U.S. shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Transportation	49 C.F.R. Part 28	Prohibits discrimination on the basis of handicap in programs or activities conducted by executive agencies, including this Department, or the United States Postal Service.

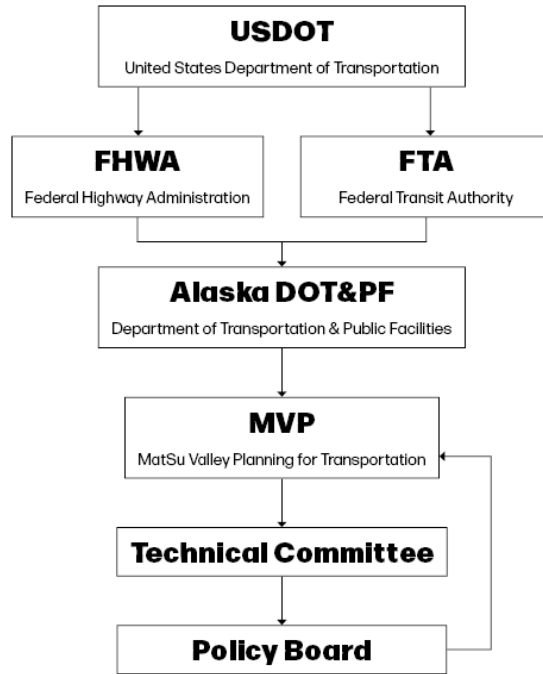
Transportation Services for Individuals with Disabilities (ADA)	49 C.F.R. Part 37	Implements the transportation and related provisions of Title II and III of the Americans with Disabilities Act of 1990
Leadership and Coordination of Nondiscrimination Laws	Executive Order 12250	Orders the consistent and effective implementation of various laws prohibiting discriminatory practices in federal programs and programs receiving federal financial assistance
Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations	Executive Order 12898	Requires federal agencies to achieve environmental justice by identifying and addressing disproportionately high and adverse human health or environmental effects, including the interrelated social and economic effects of their programs, policies, and activities on minority populations and low-income populations.
Improving Access to Services for Persons with Limited English Proficiency	Executive Order 13166	Requires federal agencies to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them.
Consultation and Coordination with Indian Tribal Governments	Executive Order 13175	Establishes regular and meaningful consultation and collaboration with tribal officials in the development of federal policies that have tribal implications, to strengthen the U.S. government-to-government relationships with Indian tribes, and to reduce the imposition of unfunded mandates upon Indian tribes.
DOT Standard Title VI Assurances and Non-discrimination Provisions	U.S. DOT Order 1050.2(A)	Requires that all applications for federal financial assistance from the Department of

		Transportation must contain Title VI Assurances.
Final DOT Environmental Justice Order	U.S. DOT Order 5610.2(a)	Sets forth steps to prevent disproportionately high and adverse effects to minority or low-income populations through Title VI and environmental justice analyses conducted as part of federal transportation planning and NEPA provisions.
FHWA Actions to Address Environmental Justice in Minority Populations and Low-Income Populations	FHWA Order 6640.23A	Establishes policies and procedures for the FHWA to use in complying with Executive Order 12898.
Tackling the Climate Crisis at Home and Abroad, Justice40 Initiative	Executive Order 14008, Section 223	Aims to address gaps in transportation infrastructure and public services by working toward the goal that at least 40% of the benefits from many of our grants, programs, and initiatives flow to disadvantaged communities.
Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation	Executive Order 13988	Prevents and combats discrimination on the basis of gender identity or sexual orientation.
Advancing Racial Equity and Support for Underserved Communities Through the Federal Government	Executive Order 13985	Sets forth a comprehensive approach to advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality.
Digital Accessibility @ HHS	Section 508 of the Rehabilitation Act of 1973	Federal law requires electronic and information technology developed, maintained, and procured, or used by the Federal Government to be accessible to people with disabilities.

Participant Groups

The following section provides an overview of the governance structure of MVP, including the Policy Board, Technical Committee, and staff roles.

The figure below outlines the funding and decision-making process. Funds from USDOT are sent to DOT&PF via the FHWA and FTA, then distributed among the three metropolitan planning organizations (MPOs), including MVP. MVP staff work with the Technical Committee, which advises the Policy Board, and the Policy Board, which is responsible for making final decisions about use of the funds received from USDOT.



The figure below shows the membership of MVP staff, the Technical Committee, and the Policy Board.

MatSu Valley Planning for Transportation	
Executive Director	Title VI coordinator

Technical Committee							
City of Palmer	City of Wasilla	MSB Planning	MSB Public Works	Alask DOT&PF Planning	Alaska DOT&PF Engineering	Alaska Railroad Corporation	Alaska DEC Air Quality
At-Large Trucking Industry Advocate	MSB Rod Service Area Advisory Board	MSB Transportation Advisory Board	At-Large Public Transit Provider	Mat-Su School District Pupil Transportation Supervisor	Knik Tribe	Chickaloon Native Village	At-Large Non-Motorized Advocate

Policy Board						
Alaska DOT&PF Central Region Director	Knik Tribe	Chickaloon Native Village	MSB Mayor	MSB Manager	City of Palmer Mayor	City of Wasilla Mayor

Policy Board

The Policy Board carries out the metropolitan transportation planning process through intergovernmental and stakeholder collaboration, rational analysis, and consensus-based decision-making for the metropolitan planning area (MPA), to allocate scarce federal and other transportation funding resources, and to serve as the responsible party for all structural, administrative, and operational decisions of the MPO. The Policy Board has the final authority to review, suggest revisions to, approve, and adopt the Title VI Plan and any subsequent updates to the plan. Per the Title VI complaint process outlined below, the Title VI Coordinator shall notify the Policy Board Chair of any Title VI complaints within 5 days of receipt.

Technical Committee

The MVP Technical Committee assists the Policy Board in fulfilling its oversight responsibilities by acting as an advisory body for transportation issues that are primarily technical in nature. The Technical Committee is responsible for reviewing the Title VI Plan and any updates to the plan, suggesting revisions, and recommending a Title VI Plan to the Policy Board for approval.

MVP Staff

The Title VI Coordinator plays a lead role in both the development and implementation of the MVP Title VI Plan. The coordinator is responsible for ensuring non-discrimination in MVP policies, programs, plans, services, and activities and promoting the participation of all people regardless of race, color, national origin, sex, gender, disability, age, economic status, or English proficiency.

Designation of Title VI Coordinator

Prior to hiring a Transportation Planner and additional staff, the MVP Director shall serve as the Title VI Coordinator. Once a Transportation Planner is hired, they may fulfill the Title VI Coordinator role.

Title VI Coordinator Responsibilities

The Title VI Coordinator is responsible for the development and implementation of the Title VI Plan and for ensuring that all entities of MVP are compliant with Title VI requirements.

General Responsibilities

The Title VI Coordinator must also:

- Submit an updated Title VI Plan when there are changes in procedure or organizational structure.
- Make recommendations to MVP decision makers on modifications to improve Title VI compliance and implement approved recommendations.
- Develop, update, and improve procedures for receiving, processing, investigating, and reporting Title VI complaints in a timely manner.
- Maintain a Title VI complaint log.
- Develop procedures for the collection, analysis, and use of statistical data related to Title VI compliance.

- Develop an annual program to conduct Title VI reviews for all MVP processes, program areas, and services.
- Periodically meet with staff to determine progress made on the implementation of the Title VI Plan, to identify compliance issues/deficiencies, and to discuss whether adequate resources are available to ensure compliance.
- Meet bi-annually with the DOT&PF Civil Rights Office Title VI Specialist to discuss Title VI and ways to improve engagement with traditionally underserved populations.
- Establish procedures to address identified Title VI deficiencies.
- Ensure that Title VI language is included in program directives.
- Resolve any identified deficiencies in Title VI matters.
- Develop Title VI information for dissemination, including in languages other than English and/or large type, as needed.
- Participate in regular Title VI training programs.
- Provide Title VI guidance and a copy of the Title VI Plan to all MVP staff; conduct an informal Title VI training for all new employees and board and committee members and maintain a record of all training completed by staff, board and committee members.
- Ensure the inclusion of Title VI language in contracts and Requests for Proposals (RFP's).
- Maintain a simple and effective Title VI webpage on MVP's website.
- Advocate for diverse representation of Title VI protected groups when considering nominations for new members to the various committees that serve the organization.
- Collaborate with project partners to ensure that the public involvement aspect of each project includes specific efforts to reach Title VI and Environmental Justice groups, track said efforts and the input and feedback received, and evaluate how effective these efforts were. Recommend any improvements where needed.
- Review important Title VI-related issues with the Policy Board Chair as needed.
- Develop streamlined procedures to obtain and compile data based on Title VI regulations for inclusion in the Annual Title VI Compliance Report.
- Submit an annual Title VI Compliance Report to the Alaska DOT&PF and U.S. DOT.

Annual Title Compliance Report

MVP will submit an annual Federal fiscal year-end Title VI Compliance Report to Alaska DOT&PF. The annual updates shall include:

- A summary of reviews conducted by DOT&PF or FHWA;
- A list of Title VI non-discrimination issues identified and how they were addressed;
- A summary of any Title VI complaints filed, including basis for and status of the complaint;
- A summary of meetings held, with a demographic breakdown of attendees;
- Proof of all Title VI related training attended by MVP Staff;
- A compilation of efforts to reach and notify protected populations, (i.e., translations, interpreters, etc.) and any other efforts made to comply with the Title VI Plan; and
- A thorough inventory of community outreach efforts for public meetings, as well as strategies for the future based on lessons learned from the previous Federal fiscal year.
- Report all Title VI complaints to the DOT&PF Title VI Specialist as they occur.

Training Responsibilities

The Title VI Coordinator will ensure all MVP staff and decisionmakers complete training for Title VI non-discrimination and related topics annually such as through the FTA's [Title VI Training program](#) or a similar program. MVP will remain informed on upcoming training opportunities by coordinating with the Alaska DOT&PF Civil Rights Office and the Research, Development, & Technology Transfer. If another Title VI related training, webinar, or conference is identified, the opportunity should be shared with other employees of MVP.

Title VI Complaints Procedure

Filing a Complaint

Any person who believes themselves or any specific class of persons to have been excluded from, denied the benefits of, or subjected to discrimination on the basis of race, color, national origin, sex, gender, disability, age, economic status, or English proficiency under any MVP program or activity, may by themselves or by a representative file a formal written complaint with the MVP Title VI Coordinator.

If a complaint is received in a language other than English, the Title VI Coordinator will work with the Alaska DOT&PF Civil Rights Office to translate it. Upon request, assistance in the preparation of any necessary written material needed for filing a complaint will be provided to a person or persons.

A complaint must be filed no later than 180 days (unless the time for filing is extended by the U.S. Secretary of Transportation) from:

- The date of the alleged discrimination;
- The date when the person(s) became aware of the alleged discrimination; or
- Where there has been a continuing course of discriminatory conduct, the date on which that conduct was discontinued.

The complaint should include the following information:

- The complainant's name, mailing address, and contact information (phone number, email address, etc.);
- How, when, where, and why the complainant believes they or a specific class of persons were discriminated against (please include the names and contact information of any witnesses);
- Any additional information the complainant deems significant and pertinent to the grievance(s).

If a complaint is received in a language other than English, the Title VI Coordinator will work with the Alaska DOT&PF Civil Rights Office to translate it. Upon request, assistance in the preparation of any necessary written material will be provided to a person or persons.

Upon request, the Title VI Coordinator can mail you a physical Title VI Complaint Form. Until MVP has an office please email Kim.Sollien@Fastplanning.us and they will send the form. The form is also provided in *Appendix A* of this plan and a digital version is available online at www.mvppmpo.com

Completed complaint forms should be mailed to one or more of the following entities:

MVP for Transportation Office

MVP does not yet have a physical office, once an office and mailing address are established this plan will be updated.

Alaska DOT&PF Civil Rights Office

200 East 42nd Avenue | Anchorage, AK | 99508

FHWA Alaska Division, Civil Rights Division

PO Box 21648 | 709 West 9th Street, Room 851 | Juneau, AK 99802-1648

U.S. Department of Justice, Civil Rights Division

950 Pennsylvania Avenue, N.W. | Office of Assistant Attorney General, Main Washington, D.C., 20530

Should a complaint be filed with MVP and an external entity simultaneously, the external complaint shall supersede the MVP complaint and the MVP complaint procedures will be suspended pending the external entity's findings.

Recording, Acknowledgement, and Resolution of Complaint

Upon receipt, a complaint will be date stamped by the MVP Title VI Coordinator. The date stamp is important for establishing the timeline for a response.

Within five (5) working days of receipt of the complaint, the MVP Title VI Coordinator shall acknowledge receipt to the complainant by registered mail and shall notify the MVP Policy Board Chair. The MVP Title VI Coordinator shall determine the need for additional information from the complainant, MVP staff, or other parties. The staff review shall be completed no later than 30 calendar days after the date the Title VI Coordinator received the complaint.

All Title VI complaints against MVP and any additional information obtained during the staff review shall be referred to the Alaska DOT&PF Civil Rights Office and/or the FHWA Alaska Division Office for investigation. The Alaska DOT&PF complaint process is available at the following website:

<http://www.dot.state.ak.us/cvlrts/titlevi.shtml>.

The Alaska DOT&PF Civil Rights Office investigator shall work with the MVP Title VI Coordinator and other staff to implement recommended improvements to any MVP process, program, or service relative to Title VI.

Record of Received Complaints

MVP will maintain permanent records, including but not limited to copies of Title VI complaints or lawsuits and related documentation, correspondence to and from complainants, and Title VI investigations.

Public Dissemination of Title VI Information

Recipients of federal financial assistance are required to publish or advertise that the program is an equal opportunity program and indicate that Federal law prohibits discrimination. MVP disseminates Title VI information to the public using the following disclaimer on all newspaper ads, social media pages and events, and online public notices:

The MVP public hearing requirements agree to use the TIP development process to satisfy the public hearing requirements of Section 5307(c). The notice of public involvement activities and

time established for public review and comment on the TIP will satisfy the program-of-projects requirements of the Urbanized Area Formula Program. See 23 C.F.R. Part 450 and 49 C.F.R. Part 613 (specifically Subpart B, “Statewide Transportation Planning,” and Subpart C, “Metropolitan Transportation Planning and Programming”). The public involvement process is described in 23 C.F.R. Section 450.316(b). MVP complies with the Alaska DOT&PF Title VI Nondiscrimination Policy and operates Federal Programs without regard to race, religion, color, gender, age, marital status, sex, ability, or national origin. To view the full Title VI Nondiscrimination Policy or to file a complaint, go to: www.mvpmpo.com

Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to participate in this public meeting should contact the MVP Title VI Coordinator at kim.sollien@fastplanning.us

Public Education

MVP has the responsibility to educate the public about federally funded programs and the rights afforded to the public by Title VI. This requires routine, comprehensive outreach efforts, particularly to low-income and minority persons and persons with limited English proficiency. The Title VI Plan includes MVP Limited English Proficiency Plan and Maps ([Appendix B](#)). MVP intends to update the plan in conjunction with updates of the Public Participation Plan, detailed further in the next section. Outreach efforts to minority and low-income persons are addressed in more detail in the Public Participation Plan ([Appendix C](#)).

Data Collection

MVP will utilize the most recent American Community Survey (ACS) or Decennial Census data available within the Matanuska-Susitna Borough to update the Limited English Proficiency, Low Income, and Minority population maps included in this Title VI Plan as [Appendix B](#) and [Appendix D](#) and online at www.mvpmpo.com Mapping updates will occur in conjunction with major updates to the Title VI plan or at least every 5 years. These maps will serve to further inform our local outreach efforts and aid our community partners in improving Title VI activities (i.e., transit, city, and borough planning, etc.).

MVP will also collect demographic data from program participants and meeting attendees via optional sign-in sheets. This data will be used to track Title VI program effectiveness and inform annual Title VI Compliance Reports. In light of the COVID-19 pandemic and the impact that virtual meetings came to have on meeting spaces in general, MVP has committed to maintaining a hybrid meeting space. For virtual meetings, we are providing an online sign-in sheet in the chat box as attendees enter the virtual meeting room.

Title VI Assurances

Every award of federal financial assistance must be accompanied by assurances that the program and other participants under the program, including contractors and subcontractors, will be conducted or a facility operated in compliance with Title VI. The MVP Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation Planning, Section 14 – Compliance with Title VI, Civil Rights Act of 1964, provides these assurances. This language is provided as an excerpt in [Appendix E](#) of this document.

MVP Public Participation Plan

The Public Participation Plan (PPP) is a guiding document that outlines the goals, strategies, and implementation plan for public involvement in the development of MVP plans, programs, services, and policies, including the MTP and TIP. It is designed to allow equal opportunity for all who wish to participate in transportation planning efforts and does so through designated public comment periods along with a variety of public engagement and visualization strategies. The full PPP is available in *Appendix C*.

Limited English Proficiency Plan

Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*, defines differing treatment based upon a person's inability to speak, read, write, or understand English as a type of national origin discrimination. Any agency receiving federal funds needs to develop a Limited English Proficiency (LEP) Plan, beginning with an analysis of the following four factors:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee,
2. The frequency with which LEP individuals come into contact with the program,
3. The nature and importance of the program, activity, or service provided by the recipient to people's lives, and
4. The language access resources available and costs to the MPO for providing resources, considering organizational capacity to do so.

These four factors should be balanced to ensure that LEP persons can meaningfully access those services consistent with, and without unduly burdening, the fundamental mission of the agency. Language services may be provided as oral interpretation or written translation. Based on an analysis of these four factors, MVP will ensure members of the public know they have a right to request translated materials or interpretive services but will not translate materials or hire interpreters by default. While the transportation services provided by MVP are important (Factor 3) and LEP individuals are likely to come into contact with the program (Factor 2), the number of LEP persons in the MPA is relatively low (Factor 1) and the time and cost burden for translating all written material would be high (Factor 4). The complete LEP Plan and corresponding maps can be found in Appendix B.

Conclusion

The goal of this plan is to document and enhance opportunities for Title VI populations to have a meaningful voice, to receive equal benefits from MVP for Transportation's programs, activities, plans, and projects. The Title VI Plan is one that is a work in progress that will continue to evolve as people's needs, participation, and parameters for involvement opportunities change. This Title VI Plan will be reviewed annually and updated every 2 years. The next anticipated update will be in 2025, complete with an examination of Title VI and Environmental Justice Methodology for the updated MVP MPA Boundary. MVP will provide an above-standard compilation of racial, equity, and social justice data utilizing 2020 Census Data, Replica HQ Data, and Esri's Social Equity Analysis Solution at said time.

For more information, please contact the MVP for Transportation Title VI Coordinator at:
kim.sollien@fastplanning.us