

Central Yavapai Metropolitan Planning Organization

Title VI Accomplishments

July 1, 2022 – June 30, 2023 Summary of Outreach

The Central Yavapai Metropolitan Planning Organization (CYMPO) is committed to ensuring that no person is discriminated against on the grounds of race, color, national origin, sex, age, disability, limited English proficiency, or low-income status as provided by Title VI of the Civil Rights Act of 1964, The Civil Rights Restoration Act of 1987, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (ADA), Executive Order 12898 (Environmental Justice), Executive Order 13166 (Limited Proficiency), Code of Federal Regulations 49 Part 21, Code of Federal Regulations 23 part 200, and Code of Federal Regulations Part 303.

The Central Yavapai Metropolitan Planning Organization (CYMPO) strives to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. As a sub-recipient of federal funding, CYMPO is responsible for initiating and monitoring Title VI activities, preparing required reports, technical assistance and training. CYMPO's contractors/consultants must also comply with this policy.

CYMPO Executive Board Meetings

At all Executive Board meetings, CYMPO posts the "Title VI Notice to the Public" and makes available as handouts "Your Rights Under Title VI" and "Self-Identification Survey".

The CYMPO Executive Board holds meetings on the third Wednesday of every month as noted below and except where noted. The meetings were held on the following dates:

- August 17, 2022
- September 22, 2022 (Strategic Planning Workshop)
- October 19, 2022
- November 26, 2022
- January 18, 2023
- March 15, 2023
- May 17, 2023
- June 21, 2023 (Title VI Training)

Agendas for the above meetings were posted two days (24 Hours) prior to the meeting at the following locations:

- CYMPO website: www.CYMPO.org
- CYMPO Administration Office:
1971 Commerce Center Circle, Suite E
Prescott, Arizona

The annual calendar was published on the CYMPO website in January of 2023. The notice states the date and time of the meetings as well as the meeting location. Information as to where the agendas are posted is provided as well as the following statement:

The below statement is included on all public meeting agendas:

“CYMPO endeavors to make all public meetings accessible to persons in need of foreign language assistance or with disabilities. Please call (928)442-5730 or e-mail Allison.McCarthy@yavapaiaz.gov 72 hours prior to the meeting to request reasonable accommodation to participate in this meeting.”

Meeting activities include, but are not limited to: approving previous meeting minutes, professional services agreements and federally required documents; discussing and planning various transportation related activities; receiving public comments on local transportation issues.

In 2023, a Private Citizen position became vacant on the EMAC. The position was advertised in both English and Spanish the local newspaper, and on the CYMPO website. The CYMPO Technical Advisory Committee will evaluate and select an applicant with the qualifications that will best contribute to the mission of the EMAC.

CYMPO Technical Advisory Committee (TAC)

At all TAC meetings, CYMPO posts the “Title VI Notice to the Public” and makes available as handouts “Your Rights Under Title VI” and “Self-Identification Survey”.

The CYMPO TAC holds meetings on the first Thursday of every month as noted below and except where noted. The meetings were held on the following dates:

- August 4, 2022
- September 1, 2022
- November 3, 2022
- February 2, 2023
- March 2, 2023
- May 10, 2023
- June 6, 2023 (Title VI Training)

Agendas for the above meetings were posted two days (24 Hours) prior to the meeting at the following locations:

- CYMPO website: www.CYMPO.org
- CYMPO Administration Office
1971 Commerce Center Circle, Suite E
Prescott, Arizona

The annual calendar was published on the CYMPO website in January of 2023. The notice states the date and time of the meetings as well as the meeting location. Information as to where the agendas are posted is provided as well as the following statement:

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Meeting activities include, but are not limited to approving previous meeting minutes, making recommendations to the Executive Board on professional services agreements, federally required documents and various planning and transportation related activities as well as receiving public comments on local transportation issues.

CYMPO Ecosystem Connectivity and Mitigation Advisory Committee (EMAC)

At all EMAC meetings, CYMPO posts the “Title VI Notice to the Public” and makes available as handouts “Your Rights under Title VI” and “Self-Identification Survey”.

EMAC holds meetings on a quarterly basis as noted below and except where noted. The meetings in fiscal year 2021 were held on the following dates:

- October 24, 2022
- December 6, 2022
- January 23, 2023
- April 17, 2023

Posting of the agendas for the above meetings occur two days (24 Hours) prior to the meeting at the following locations:

- CYMPO website: www.CYMPO.org
- CYMPO Administration Office
1971 Commerce Center Circle, Suite E
Prescott, Arizona

The annual calendar was published on the CYMPO website in January of 2023. The notice states the date and time of the meetings as well as the meeting location. Information as to where the agendas are posted is provided as well as the following statement:

The below statement is included on all public meeting agendas:

“CYMPO endeavors to make all public meetings accessible to persons in need of foreign language assistance or with disabilities. Please call (928)442-5730 or e-mail Allison.McCarthy@yavapaiaz.gov 72 hours prior to the meeting to request reasonable accommodation to participate in this meeting.”

Meeting activities include, but are not limited to approving previous meeting minutes, making recommendations to the TAC and Executive Board regarding the preservation of interconnected ecosystems in the CYMPO region, and providing environmental input on various planning and transportation related activities, as well as receiving public comments on local transportation issues.

Title VI Training

Title VI training is provided annually to CYMPO staff members, committees, and subrecipients. In 2023, training took place for the TAC on June 6th, and the Executive Board on June 21st. Additional trainings are scheduled on an as-needed basis throughout the year.

Complaint Procedures

To date, CYMPO has not received any complaints relating to Title VI.

Reviews

Program Area Reviews

Unified Planning Work Program (UPWP)

CYMPO’s final draft of the FY24-25 UPWP was recommended for approval by the CYMPO TAC on May 10, 2023 and approved by the Executive Board on May 17, 2023.

CYMPO’s Final Approved FY24-25 UPWP can be found on CYMPO’s website (www.CYMPO.org).

Subrecipient Reviews

In FY23, CYMPO did not have any subrecipients.

Annual Data Collection/Reporting/Analysis

The Title VI Coordinator will provide review of a minimum of one transportation-related program area annually to help ensure Title VI compliance in their programs and activities. In fiscal year 2023, the Unified Planning Work Program (UPWP) was reviewed. The program was made available on the CYMPO website and in the CYMPO office for public review and comment.

In FY24, CYMPO will issue a Request for Proposals for the 2050 Regional Transportation Plan (RTP).

Central Yavapai Metropolitan Planning Organization

Title VI FY 2024 Goals

For the 2024 Fiscal Year CYMPO will endeavor to accomplish the following goals:

- Continue to conduct a review of Program Areas at a minimum of once a year, and review Sub-recipients once a year, if applicable
- Continue posting Title VI Compliance Notification at each meeting
- Continue to make available “Self-Identification Survey” available at in-person meetings and on the CYMPO website
- Continue to update website with any changes to Title VI materials
- Continue to use virtual tools to allow for virtual public engagement
- Continue making meetings accessible to persons in need of foreign language assistance
- Continue making meetings accessible to persons with disabilities
- Continue to provide Title VI training to the CYMPO Executive Board, TAC, and EMAC on an annual basis
- Attend Title VI Training, including how Title VI Environmental Justice and Limited English Proficient procedures are incorporated into Public Involvement for FHWA-related programs and activities
- Update current Title VI Plan in accordance with ADOT, FTA and FHWA requests