

City of Killeen
Title VI/Nondiscrimination Plan



Adopted July 2017

(This page is intentionally left blank)

Table of Contents

Policy Statement	3
Authorities	4
Standard Title VI Nondiscrimination Assurances	6
Organization and Staffing – General	16
Title VI Coordinator Responsibilities	16
Program Administration – General	17
A. Complaints	17
B. Data Collection.....	17
C. Title VI Reviews	17
D. Annual Reviews.....	17
E. Operational Guidelines	17
F. Training Program	18
G. Annual Reports	18
H. Public Dissemination.....	18
I. Post Grant Reviews	18
J. Remedial Action.....	18
K. Limited English Proficiency (LEP)	19
L. Public Participation Plan	19
M. Environmental Justice.....	20
Addendum	
1. Nondiscrimination Complaint Procedures and Form	
2. Record of Title VI Investigations, Complaints, and Lawsuits	
3. Title VI Notice to Public	
4. Limited English Proficiency Plan	
5. KTMPO Public Participation Plan/Environmental Justice	

**City of Killeen
Title VI Plan**

Policy Statement

The City of Killeen (COK), Texas, as a recipient of Federal Financial assistance and under Title VI of the Civil Rights Act of 1964 and related statutes, assures that no person shall, on the grounds of race, color, sex, religion, handicap/disability, age, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any City program or activity. The City of Killeen further assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether or not those programs and activities are federally funded.



Ronald L. Olson
City Manager

7/12/17

Date

Authorities

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 49 CFR 21).

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the term "programs or activities" to include all programs or activities of Federal Aid recipients, subrecipients, and contractors, whether or not such programs and activities are federally assisted (Public Law 100-259 [S. 557] March 22, 1988).

COK's Title VI practices and reviews are governed by a wide range of requirements, including federal laws, regulations, and executive orders which include, but are not limited to the following:

Title VI of the Civil Rights Act of 1964 is a federal law that protects individuals, groups and organizations from discrimination on the basis of race, color or national origin in federally assisted programs and activities. Since other nondiscrimination authorities have expanded the scope and range of Title VI application and reach, reference to Title VI includes other provisions of federal statutes and related authorities to the extent that they prohibit discrimination in programs and activities receiving federal financial assistance.

42 USC Section 2000d, Prohibits discrimination in federally assisted programs on the basis of race, color, or national origin.

The 1970 Uniform Act (42 USC 4601) prohibits unfair and inequitable treatment of persons displaced or whose property will be acquired as a result of federally assisted programs or activities.

The Age Discrimination Act of 1975 (42 USC, Section 6101-6107) prohibits discrimination based on age.

Americans with Disabilities Act of 1990, as amended, (42USC 12101 et seq.), prohibits discrimination on the basis of disability.

23 USC 109(h), National Environmental Policy Act of 1969, Implementation.

Section 162(a) of the Federal-Aid Highway Act of 1973 (23 USC, Section 324) prohibits discrimination based on sex (gender).

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based on a handicap or disability.

The Civil Rights Restoration Act of 1987, P.L. 100-209 further clarified the intent of Title VI to include all programs and activities of entities whether those programs and activities are federally funded or not.

23 CFR Part 200, the Federal Highway Administration's Title VI Program Implementation and Review Procedures.

28 CFR Part 50.3, US Dept. of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964.

49 CFR Part 21, the U.S. Department of Transportation's Implementing Regulations of Title VI of the Civil Rights Act of 1964.

USDOT Order 1050.2, Standard DOT Title VI Assurances.

Executive Order 12898, *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*, addresses disproportionate adverse environmental, social and economic impacts that may exist in communities, specifically minority and low-income populations.

Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*, addresses access to services for persons whose primary language is not English and who have limited ability to read, write, speak or understand English.

Executive Order 12250, *Leadership and coordination of Nondiscrimination Laws*, addresses consistent and effective implementation of various laws prohibiting discriminatory practices in Federal programs and programs receiving Federal financial assistance.

The City of Killeen Purchasing Policy, addresses rules and regulations for acquiring goods and services.

City of Killeen

Standard Title VI Nondiscrimination Assurances

The City of Killeen (herein referred to as the "Recipient"), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Nondiscrimination In Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of The Civil Rights Act of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration."

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Nondiscrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally-assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally-assisted Department of Transportation programs:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23(e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests for Proposals for work, or material subject to the Acts and the Regulations made in connection with all Department

of Transportation programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The City of Killeen, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. The Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, subrecipients, subgrantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

The Recipient agrees with and gives the following Assurances with respect to its Federally-assisted CDBG and HOME programs:

The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

The Recipient agrees with and gives the following Assurances with respect to its Federally-assisted FAA programs:

It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any activity conducted with, or benefiting from, funds received from this grant.

a. Using the definitions of activity, facility and program as found and defined in §§ 21.23 (b) and 21.23 (e) of 49 CFR § 21, the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by, or pursuant to these assurances.

b. Applicability

1) Programs and Activities. If the sponsor has received a grant (or other federal assistance) for any of the sponsor's program or activities, these requirements extend to all of the sponsor's programs and activities.

2) Facilities. Where it receives a grant or other federal financial assistance to construct, expand, renovate, remodel, alter or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.

3) Real Property. Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.

c. Duration.

The sponsor agrees that it is obligated to this assurance for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:

1) So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or

2) So long as the sponsor retains ownership or possession of the property.

d. Required Solicitation Language. It will include the following notification in all solicitations for bids, Requests For Proposals for work, or material under this grant agreement and in all proposals for agreements, including airport concessions, regardless of funding source:

"The **City of Killeen**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

e. Required Contract Provisions.

1) It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in Federally-assisted programs of the DOT, and incorporating the acts and regulations into the contracts by reference in every contract or

agreement subject to the non-discrimination in Federally-assisted programs of the DOT acts and regulations.

2)It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.

3)It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.

4)It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin, creed, sex, age, or handicap as a covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:

a) For the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and

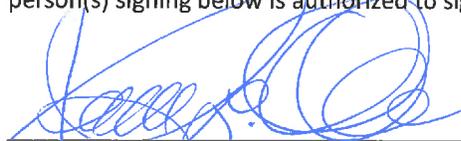
b) For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

f. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.

g. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

By signing this ASSURANCE, City of Killeen also agrees to comply (and require any subrecipients, subgrantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the USDOT access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the USDOT. You must keep records, reports, and submit the material for review upon request to USDOT, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

City of Killeen gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under all Department of Transportation programs. This ASSURANCE is binding on Texas, other recipients, subrecipients, subgrantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in all Department of Transportation programs. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.



City Manager 

7/12/17

Date

Attachments:
Appendices A, B, C, D and E

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.

4. Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. withholding payments to the contractor under the contract until the contractor complies; and/or
- b. cancelling, terminating, or suspending a contract, in whole or in part.

6. Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the City of Killeen will accept title to the lands and maintain the project constructed thereon in accordance with all applicable federal statutes, the Regulations for the Administration of all Department of Transportation programs, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the City of Killeen all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto City of Killeen and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the City of Killeen, its successors and assigns.

The City of Killeen, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that

(1) no person will 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 with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]*

(2) that the City of Killeen will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and

(3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the City of Killeen pursuant to the provisions of Assurance 7(a):

A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Nondiscrimination covenants, City of Killeen will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*

C. With respect to a deed, in the event of breach of any of the above Nondiscrimination covenants, the City of Killeen will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the City of Killeen and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by City of Killeen pursuant to the provisions of Assurance 7(b):

A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that

(1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities,

(2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination,

(3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.

B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Nondiscrimination covenants, City of Killeen will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*

C. With respect to deeds, in the event of breach of any of the above Nondiscrimination covenants, City of Killeen will there upon revert to and vest in and become the absolute property of City of Killeen and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, subrecipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

Organization and Staffing - General

The City Manager of the City of Killeen is responsible for ensuring the implementation of COK Title VI program. The Assistant Director of Finance will serve as the Title VI Coordinator (hereafter referred to as Coordinator), on behalf of the City Manager, is responsible for oversight of the Title VI program. The day-to-day administration of the program lies with the Title VI Coordinator under the direct supervision of the City Manager.

Title VI Coordinator Responsibilities

The Title VI Coordinator, with assistance from other city staff and departments, is assigned the responsibility for implementing, monitoring, and ensuring the City of Killeen's compliance with Title VI regulations. Title VI responsibilities are as follows:

1. Monitor the disposition of Title VI complaints received by COK Human Resources Department.
2. Collect statistical data from city departments (race, color, sex, and national origin) of participants in, and beneficiaries of COK programs, i.e. citizens and affected communities.
3. Review Environmental Impact Statements prepared by COK for Title VI and Environmental Justice compliance.
4. Conduct Title VI review of program areas.
5. Monitor departmental Title VI reviews of consultant contractors and recipients of federal funds directly distributed by the City of Killeen.
6. Review internal policies and, where applicable, include Title VI and related requirements.
7. Develop training material for COK employees on Title VI and related statutes for COK programs.
8. Coordinates with other departments to prepare a yearly report of Title VI accomplishments for the past year.
9. Prepare Title VI information for dissemination to the general public and, where necessary and appropriate, in languages other than English.
10. Conduct approval reviews of COK programs and applicants for compliance with Title VI requirements, i.e. persons seeking contracts with COK.

Program Administration - General

The City Manager will be responsible for ensuring the implementation of the COK Title VI program. The Coordinator will assist in the overall administration of the Title VI program, plan and assurances. C O K D e p a r t m e n t s will assist the Coordinator in the day-to-day administration of the program.

A. Complaints

If any individual believes they or any other program beneficiaries have been the object of an unequal treatment or discrimination as to the receipts of benefits and/or services, or on the grounds of age, race, color, national origin, sex, disability, or religion they may exercise their right to file a complaint with the City of Killeen. Every effort will be made to resolve complaints informally at the agency, subrecipient, and contractor's level. Non-discrimination complaint procedures and form are provided in Addendum 1. A record of Title VI investigations, complaints, and lawsuits is provided in Addendum 2.

B. Data Collection

Statistical data on race, color, national origin and sex of participants in, and beneficiaries of COK programs, e.g., citizens, and affected communities, will be gathered and maintained by the Coordinator for use in evaluating program compliance and improving affected populations' participation. Each of the Title VI program areas will maintain data, which will be incorporated into the Title VI Annual Update. Data gathering procedures will be reviewed regularly to ensure sufficiency of the data in meeting the requirements of the Title VI program administration.

C. Title VI Reviews

Title VI Program reviews will be performed by the Coordinator to assess administrative procedures, staffing, and resources available for Title VI compliance.

D. Annual Reviews

All programs will be reviewed annually to assure effectiveness in their compliance of Title VI provisions. This is in addition to the day-to-day monitoring. The Title VI Coordinator and program representatives will coordinate efforts to ensure equal participation in all their programs and activities at all levels.

E. Operational Guidelines

All operational guidelines to contractors, subrecipients, and program areas will be reviewed annually to ensure inclusion of Title VI language, provisions, and related requirements, where applicable.

F. Training Program

Assist the Texas Department of Transportation (TxDOT) in the distribution of information on available training programs regarding Title VI and related statutes to COK employees. Training is available to all COK employees as related to their job descriptions.

G. Annual Reports

An annual summary and Plan Update will be submitted to TxDOT in February for the previous year. The Annual Report will review Title VI accomplishments achieved during the previous year and goals for the next year. The Coordinator will be responsible for coordination and preparation of the report.

H. Public Dissemination

COK will disseminate Title VI Program information to COK employees, subrecipients, and contractors, as well as the general public as necessary for COK programs. Public Dissemination will include posting of public statements in public areas of the agency's office that generally comport with the language included in Addendum 3, the electronic posting of public statements on the agency's web site, inclusion of Title VI language in contracts, and distribution of Title VI information sheets/brochures as appropriate.

I. Post Grant Reviews

Post-grant Title VI Compliance reviews of consultants with COK will be conducted. The reviews will determine the contractor's compliance with Title VI contractual provisions. Post-grant reviews are to be conducted on those subrecipients that have already received federal funds through COK.

J. Remedial Action

COK will actively pursue the prevention of any Title VI deficiencies or violations and will take the necessary steps to ensure compliance with program administrative requirements. If irregularities occur in the administration of the federal-aid highway program's operation, corrective action will be taken to resolve Title VI issues. When conducting Title VI reviews on subrecipients, COK will reduce to writing remedial

action agreed to be necessary, all within a period not to exceed 90 days.

The City of Killeen will seek the cooperation of the subrecipient in correcting any deficiencies found during the review. COK will also provide the technical assistance and guidance needed to aid the subrecipient to comply voluntarily. Subrecipients placed in a deficiency status will be given a reasonable time, not to exceed 90 days after receipt of the deficiency letter, to voluntarily correct deficiencies.

If a subrecipient fails or refuses to voluntarily comply with requirements within the time frame allotted, the Coordinator will submit to the City Manager two copies of the case file and a recommendation that the subrecipient be found in noncompliance.

A follow-up review will be conducted within 180 days of the initial review to ensure that the subrecipient has complied with the Title VI Program requirements in correcting deficiencies previously identified. If the subrecipient refuses to comply, The City of Killeen may, with TxDOT and FHWA's concurrence, initiate sanctions per 49 CFR 21.

TxDOT will be notified of any complaint filed involving Title VI issues, as well as its resolution.

K. Limited English Proficiency (LEP)

COK will make every effort to provide services to Limited English Proficient (LEP) people, either through translation or interpreter, available prior to scheduled meetings, such as public hearings or project meetings.

When a need has been identified by COK or COK receives a request, COK shall make every effort to provide services requested in a timely manner. COK will pay for the translation of vital documents and interpreter services.

A LEP Plan is hereby adopted with the adoption of this policy. COK will coordinate for periodic updates as needed to determine which languages need assistance and what activities can be done to provide reasonable access. See Addendum 4 for the LEP Plan.

L. Public Participation Plan (PPP)

With the adoption of this policy, the City of Killeen hereby adopts the Killeen-Temple Metropolitan Planning Organization (KTMPO) PPP. The KTMPO PPP details how the MPO notifies the public regarding the development of transportation plans and improvement programs, solicits their comments, and addresses their comments in the final documents. Additionally, the PPP details how KTMPO notifies the public regarding public hearings and public meetings, collects comments at these meetings, and addresses these comments. The KTMPO PPP is provided as Addendum 5.

M. Environmental Justice (EJ)

The aforementioned PPP includes an Environmental Justice component that incorporates basic EJ principles, demographic analysis, and methodology discussion to identify EJ areas within the KTMPO boundary. The PPP also includes outreach methods to individuals in the identified EJ areas.

ADDENDUM 1

Nondiscrimination Complaint Procedures and Form for Federally Assisted Programs or Activities

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990, relating to any program or activity administered by COK as to subrecipients, consultants, and contractors. Intimidation or retaliation of any kind is prohibited by law. The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination. Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the Assistant Director of Human Resources may be utilized for resolution.

Procedure

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with COK's Assistant Director of Human Resources at the following address. The complaint must be filed within 180 calendar days of the complainant learning of the incident.

City of Killeen
Attn: Assistant Director of Human Resources
101 North College Street
Killeen, TX 76541
Fax: (254) 501-7688
Email: kmcdaniel@killeentexas.gov

2. Upon receipt of the complaint, the Assistant Director of Human Resources will determine its jurisdiction, acceptability, and need for additional information, as well as investigate the merit of the complaint. In cases where the complaint is against one of COK's subrecipients of federal funds, COK will assume jurisdiction and will investigate and adjudicate the case.
3. Once COK decides to accept the complaint for investigation, the complainant, the respondent, the state funding agency if applicable, and the federal funding agency if applicable, will be notified in writing of such determination within five calendar days. The complaint will receive a case number and will then be logged in the COK's records identifying its basis and the race, color, national origin, and gender of the complainant.
4. In cases where COK assumes the investigation of the complaint, COK will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have 15 calendar days to furnish COK his/her response to the allegations.
5. Within 60 calendar days of receipt of the complaint, COK's Investigator* will prepare an investigative report for the City Manager's review. The report shall include a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition.

* This may be one of COK's Title VI Liaisons, COK's Title VI Coordinator, COK's Assistant Director of Human Resources, the Title VI Specialist for a subrecipient of federal funds, the TxDOT Public Transportation Division Title VI Coordinator or the TxDOT Title VI Liaison in the Waco District.

6. The investigative report and its findings will be sent to the City Attorney's office for review.
7. Any comment(s) or recommendation(s) from City Attorney's Office will be reviewed by COK's Investigator. The Investigator will discuss the report and recommendations with the City Manager. The report will be modified as needed and made final for its release.
8. Once COK's investigative report becomes final, the parties will be properly notified of the outcome and appeal rights.
9. COK's investigative report and a copy of the complaint will be forwarded to TxDOT's Office of Civil Rights within 60 calendar days of the receipt of the complaint. The Office of Civil Rights will share the report with FHWA Texas Division Office as part of its Annual Title VI Update and Accomplishment Report. External discrimination complaints filed under Title VI with the subrecipient in which the subrecipient or its lower tier subrecipient is named as the respondent must be forwarded to TxDOT for investigation within 10 calendar days.
10. If the complainant is not satisfied with the results of the investigation, s/he shall be advised of their rights to appeal COK's determination to the TxDOT Office of Civil Rights. If a complainant is still not satisfied, the next right of appeal is to FHWA Texas Division Office; FTA Region 6, Fort Worth; United States Department of Transportation (USDOT); or the United States Department of Justice (USDOJ). Appeals must be filed within 180 days after COK's final resolution. Unless new facts not previously considered come to light, reconsideration of COK's determination will not be available.
11. COK will serve as an appeal forum to a complainant that is not satisfied with the outcome of an investigation conducted by one of its subrecipients. COK will analyze the facts of the case and will issue its conclusion to the appellant within 60 days of the receipt of the appeal.
12. To receive additional information on general COK discrimination obligations and the COK complaint procedures, contact the Title VI Coordinator at 254-501-7600.

OFFICE USE ONLY

Date received: ____/____/20____

Logged by: _____

TITLE VI DISCRIMINATION COMPLAINT FORM

Person (s) alleging discrimination:		
NAME		
STREET ADDRESS		
CITY	STATE	ZIP CODE
DAYTIME TELEPHONE	E-MAIL ADDRESS	
Person alleging discrimination, if different from above:		
NAME		
STREET ADDRESS		
CITY	STATE	ZIP CODE
DAYTIME TELEPHONE	E-MAIL ADDRESS	
RELATIONSHIP TO THE PERSON(S) ALLEGING DISCRIMINATION		
☑ staff member(s), council member(s), consultant(s) or program(s) that allegedly discriminated:		
NAME	PROGRAM	
NAME	PROGRAM	
NAME	PROGRAM	
DATE ALLEGED DISCRIMINATION BEGAN	DATE OF LAST INCIDENT	

Basis of Alleged Discrimination

A complaint must be filed within 180 calendar days of the date the complainant learned of the alleged discrimination. If your complaint is in regard to either alleged discrimination in the delivery of services or in the treatment of you (or the person(s) alleging discrimination) by associates or programs of the City of Killeen, please indicate below what you believe to be the basis of the alleged discrimination.

Example: If you believe that you were discriminated against because you are Native American, circle the word "Race" and write "Native American" in the space provided.

Race: _____

Color: _____

Sex: _____

Religion: _____

Disability: _____

Age: _____

National Origin: _____

Explanation

In the space below please explain as clearly and in as much detail as possible the nature of the discrimination you are alleging (attach additional sheets if necessary). Provide the names of all witnesses, if any, to the alleged discrimination. Attach copies of all written materials pertaining to your complaint.

By signing below I certify that the statements contained on this form are true to the best of my knowledge.

Signature

Date

Send this form and all attachments to:

Attn: Assistant Director of
Human Resources
City of Killeen
101 North College Street
Killeen, TX 76541
(254) 501-7840

Documents may be sent via the U.S. Postal Service, faxed to (254) 501-7688, or scanned and e-mailed to kmcdaniel@killeentexas.gov.

ADDENDUM 2

**City of Killeen
Record of Title VI Investigations, Complaints, and Lawsuits**

The City of Killeen, Texas (COK) has not had any allegations of discrimination on the basis of race, color, sex, religion, disability, age, or national origin, and is not involved in any active investigations, complaints, or lawsuits naming COK.

	Date	Summary	Status	Action Taken
Investigations				
1.				
2.				
Complaints				
1.				
2.				
Lawsuits				
1.				
2.				

ADDENDUM 3

City of Killeen (COK) Title VI Notice to Public

COK hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities. COK's Title VI Policy ensures that no person in the United States of America shall, on the grounds of race, color, sex, age, religion, handicap/disability, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which COK receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with COK. Any such complaint must be in writing and filed with the COK Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms are available on the COK website at www.killeentexas.gov or by calling (254) 501-7600.

ADDENDUM 4

Limited English Proficiency Plan

(This page is intentionally left blank)

City of Killeen Limited English Proficiency Plan



Adopted July 2017

	Page #
Table of Contents	
I. Introduction	3
II. Elements of an Effective LEP Policy and city of Killeen Strategy	4
III. Methodology for Assessing Needs and Reasonable Steps for an Effective LEP Policy	5,6
IV. The Four Factor Analysis	6,7,
V. Safe Harbor Situations	8,
VI. Providing Notice to LEP Persons	8,9
VII. Proposed Actions: What City of Killeen will do	9,10
VIII. LEP Plan Access	10
IX. Monitoring and Updating the LEP Plan	10
X. Dissemination of City of Killeen's LEP Plan	10, 11
XI. LEP Complaint Procedures	11
XII. Appendices	12-14
A. Title VI Public Involvement Survey	12
B. City of Killeen Limited English Proficiency /Bi-lingual Staff	13, 14

I. Introduction

On August 11, 2000, President William J. Clinton signed an executive order, *Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency, to clarify Title VI of the Civil Rights Act of 1964*. The executive order was issued to ensure accessibility to programs and services to otherwise eligible individuals not proficient in the English language.

The executive order stated that individuals with a limited ability to read, write, speak, and understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit or encounter. These individuals are referred to as being limited English in their ability to speak, read, write, or understand English, hence the designation “LEP”, or Limited English Proficient. The executive order states that:

“Each federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency’s programs and activities.”

Not only do all federal agencies have to develop LEP plans as a condition of receiving federal financial assistance, recipients have to comply with Title VI and LEP guidelines of the federal agency(ies) from which funds are provided as well. Federal financial assistance includes grants, training, and use of equipment, donations of surplus property, and other assistance. Recipients of federal funds range from state and local agencies to nonprofits and organizations. Title VI covers the recipient’s entire program or activity. This means all parts of a recipient’s operations are covered, even if only one part of the recipient’s organization receives the federal assistance. Simply put, any organization that receives federal financial assistance is required to follow this executive order.

To assist City of Killeen (COK) in meeting Title VI and LEP requirements, COK will evaluate, on a continual basis, activities that would be appropriate for compliance with LEP requirements.

II. Elements of an Effective LEP Policy and COK's Strategy

The Civil Rights Division of the Department of Justice has developed a set of elements that may be helpful in designing an LEP policy or plan. For the purposes of this plan, only those individuals who were identified in the 2010 U.S. Census as having their ability to speak English as 'not well' or "not at all" are being considered. COK's LEP Plan addresses these elements to aid in identifying LEP persons so that they are provided meaningful access to COK services and activities that may affect their quality of life. These elements include:

1. Identifying LEP persons who need language assistance

According to the 2015 American Community Survey from the U.S. Census, there are 90,292 citizens over the age of 18 in the City of Killeen. There are 72,149 that speak only English, and 18,143 citizens in the City of Killeen ages, 18 or older spoke a language other than English in the home. Of those 90,292 citizens over 18 years of age, 12,865 speak Spanish and 5,278 speak languages other than English. Of the 90,292 citizens over 18 years of age 3,822 speak English, less than very well. Hispanics comprised the largest non-English speaking language group of 29,345 in population from the 2010 Census.

2. Identifying ways in which language assistance will be provided

COK will provide oral and written translation; written interpretation and translation; and sign language, if requested, or as a result of an LEP analysis on any given project, or projected program, requiring translation or interpretation. In addition, website, social media, or other visualization techniques will be used to illustrate COK projects.

3. Training staff and others

COK staff will receive training, especially those involved in public outreach and public involvement, on identifying population and providing LEP translation and interpretation. Subrecipients or sub grantees must also provide LEP services to be in compliance with Title VI and Executive Order 13166 and reviews will be conducted to ensure compliance. Contractor compliance reviews will include a provision to comply with the order.

4. Providing notice to LEP persons

After LEP populations have been identified, strategies will be developed to provide notice of a program, service, or activity, using appropriate media, including printed materials (also in languages other than English).

Community groups serving LEP populations will be contacted, as well as schools, church groups, chambers of commerce, and other relevant entities.

5. The recommended method of evaluating accessibility to available COK services in the Four Factor analysis identified by DOJ

These recommended plan elements have been incorporated into the COK plan.

III. Methodology for Assessing Needs and Reasonable Steps for an Effective LEP Policy

The DOJ guidance outlines four factors recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

1. The number of proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient of grantee
2. The frequency with which LEP individuals come in contact with the program
3. The nature and importance of the program, activity, or service provided by the recipient to the LEP community
4. The resources available to COK and overall cost.

The greater the number of proportion of eligible LEP persons, the greater the frequency with which they have contact with the program, activity or service, and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed. The intent of federal guidance is to suggest a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small organizations and local governments. Smaller recipients with more limited budgets are typically not expected to provide the same level or language service as larger recipients with larger budgets.

The guidance from DOJ requires the recipients and subrecipients to take steps to ensure meaningful access to their programs and activities to LEP persons. More information can be found at <http://www.lep.gov>

Killeen’s total population in 2010 from the U.S. Census Bureau and population estimates through 2015:

Geography	April 1, 2010		Population Estimate (as of July 1)					
	Census	Estimates Base	2010	2011	2012	2013	2014	2015
Killeen city, Texas	127,921	127,911	129,219	131,161	134,739	136,912	138,218	140,806

The Hispanic or Latino population from the 2010 U.S. Census:

HISPANIC OR LATINO	#	%
Total population	127,921	100.0
Hispanic or Latino (of any race)	29,345	22.9
Not Hispanic or Latino	98,576	77.0

Total Population in Killeen by Race – U.S. Census 2010:

RACE	#	%
Total population	127,921	100.0
One race	119,388	93.3
White	57,736	45.1
Black or African American	43,610	34.1
American Indian and Alaska Native	1,041	0.8
American Indian, specified [1]	599	0.5
Alaska Native, specified [1]	24	0.0
Both American Indian and Alaska Native, specified [1]	0	0.0
American Indian or Alaska Native, not specified	418	0.3
Asian	5,102	4.0
Native Hawaiian and Other Pacific Islander	1,733	1.4
Some Other Race	10,166	7.9
Two or More Races	8,533	6.7
Two races with Some Other Race	1,792	1.4
Two races without Some Other Race	5,801	4.5
Three or more races with Some Other Race	246	0.2
Three or more races without Some Other Race	694	0.5

IV. The Four Factor Analysis

This plan uses the recommended four factor analysis of an individual assessment considering the four factors outlined above. Each of the following factors is examined to determine the level and extent of language assistance measures required to sufficiently ensure meaningful access to public services within the scope of COK programs, activities, and services.

Factor 1 Analysis – The number and proportion of LEP persons served or encountered in the eligible service area, program or activity funded

The U.S. Census Bureau has a range of four classifications of how well people speak English. The classifications are (1) ‘very well’ (2) ‘well’ (3) ‘not well’ and (4) ‘not at all’. For planning purposes, COK considers individuals who speak English ‘not well’ or ‘not at all’ as Limited English Proficient, or LEP.

Task 1. All programs/projects must consider the number and percent of persons in regards to their English language skills within the planning area for inclusion in public involvement and public engagement meetings.

Task 2. The 2015 American Community Survey from U.S. Census describes the languages spoken in the COK and its service area. Numbers used were those who spoke English ‘not well’

or 'not at all'. The most significant non-English language spoken in Killeen is Spanish. The Hispanic or Latino population estimates for 2015 are 33,529 persons.

Factor 2 Analysis – The frequency with which LEP persons come in contact with an COK program, activity or service.

Task 2. The program/project must be evaluated in relationship to the number of persons who are within the program/project and the number of times they have frequented the program or activity. For public meetings, a sign in sheet or survey will be utilized to determine the demographic and frequency of participation.

Programs, services and activities that have potential impact for LEP persons include, but not limited to:

Public involvement and public engagement meetings

Public hearings

Real estate transactions with potential homebuyers or property owners

Requests for building or construction related permits

Phone communications; greetings/notices in languages other than English

Website or Internet access

Parks & Recreation programming

Convention and Visitor Bureau programming

Police reporting

Municipal Court proceedings

Factor 3: The Nature and Importance of the Program, Activity, or Service by the COK to the LEP population

Task 3. COK must make sure that all segments of the population, including LEP persons, have been involved or had the opportunity to be involved in all aspects of planning the most critical city services.

Factor 4: The Resources Available to COK and the Overall Cost to provide LEP assistance

Because the COK receives federal financial assistance, it is required by law to provide access to LEP persons and to ensure that its subrecipients also provide access. Even subrecipients with very limited resources should have an LEP requirement.

Task 4. COK should examine the potential need for LEP services based on the demographics of the community and inventory language assistance measures currently being provided, along with associated costs.

COK provides the following language assistance measures:

Oral and written translation services

Bilingual staff

V. Safe Harbor Stipulation

Federal law provides a “Safe Harbor” stipulation so that recipients can ensure with greater certainty that they comply with their obligations to provide written translations in languages other than English. A “safe harbor” means that, if recipients provide written translations in certain circumstances, such actions will be considered strong evidence of the compliance with the recipient’s written-translation obligations under Title VI.

Failure to provide written translations under the circumstances does not mean there is noncompliance, but rather provides a guide for recipients that would like greater certainty of compliance than can be provided by a fact-intensive, four factor analysis. For example, even if a safe harbor is not used, if written translation of a certain document(s) would be so burdensome as to defeat the legitimate objectives of its program, it is not necessary. Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, might be acceptable under such circumstances. The safe harbor provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.

VI. Providing Notice to LEP Persons

Based on the four factor analysis, COK will provide language services and notify persons of services free of charge. COK will provide these notices in languages primarily in Spanish, with that being the prominent language spoken, other than English. Several examples of this notification process include:

1. Signage when free language assistance is available with advance notice
2. Stating outreach documents that language services are available from COK
3. Working with community-based organizations and other stakeholders to inform LEP individuals of COK’s services, including the availability of language assistance services
4. Using automated telephone voicemail attendant or menu which can provide information about available language assistance services and how to get them
5. Including notices in local newspaper in languages other than English
6. Providing notice on non-English radio and television about the available language assistance services and how to get them
7. Providing presentations and/or notices at schools and religious organizations

Federal fund recipients have two main ways to provide language services: oral interpretation either in person or via telephone interpretation service and written translation. The correct mix should be based on what is both necessary and reasonable in light of the four factor analysis. COK defines an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language and a translator as a person who transfers the meaning of written text from one language into another. The person who translates orally is not a translator, but an interpreter.

COK has developed a listing of existing staff to be used as translators and interpreters. The COK employs over 1,300 people and has identified staff that is proficient in a second language, particularly Spanish, and would be available, with advanced notice to provide interpretation services.

VII. Proposed Actions: What COK will do.

- Publish the LEP Plan on the COK website in languages other than English as warranted.
- Disseminate the LEP Plan to community organizations, governmental entities, and other interested persons, also in languages other than English.
- With advance notice of seven calendar days, COK will provide interpreter services at any meeting or public hearing, interpreter to include foreign language and hearing impaired.
- Place statements in notices and publications that interpreter services are available for meetings, with seven days advance notice.
- Notices of COK's non-discrimination policy and information on the local and federal complaint process will be placed on the COK website and made available at public meetings.
- Provide training to COK staff on the requirements for providing meaningful access to services for LEP persons.
- Utilize the Community Development Consolidated Strategic Plan in conjunction with the COK LEP Plan to identify low-income populations, minority populations, the elderly, and the disabled who may be part of the LEP population .

VIII. LEP Plan Access

COK will post the LEP Plan on its Web site at <http://www.killeentexas.gov/titlevi> in languages other than English.

Any person, including social service and civic organization, non-profit, law enforcement agencies, and other community partners with internet access will be able to access the plan. For those without personal internet service, libraries may offer free internet access and should be contacted to determine if this service is available. Copies of the LEP plan will be provided to COK sub-recipients and stakeholders, Department of Housing & Urban Development the Federal Highway Administration, the Federal Transit Administration, and any person or agency requesting a copy.

IX. Monitoring and Updating the LEP Plan

This plan is subject to revision based on the changes in demographics as reported by the 2000 U.S. Census and any Environmental Justice (EJ) analysis done on a project. It should be considered in relationship to the need for LEP services provided by COK and should be viewed as a work in progress. It is important to consider whether new documents and services need to be made accessible for LEP persons and also to monitor changes in demographics and types of services.

COK will update the LEP as needed. At a minimum, the plan will be reviewed and updated when data from the U.S. Census is available, or when it is clear that higher numbers of LEP individuals may be affected by projects or programs in the program or project affected communities.

COK will examine and update its LEP Plan based on the following:

- The number of LEP persons who were encountered annually via survey of public meetings and other public related events or hearings
- Determine how the needs of LEP persons have been addressed
- Determine whether local language assistance programs have been effective and sufficient to meet the needs of LEP persons
- Determine whether COK's financial resources are sufficient to fund language assistance resources needed during compliance reviews.
- Determine whether COK and its contractors have fully complied with the goals of the LEP Plan.
- Determine whether complaints have been received concerning the agency's failure to meet the needs of LEP individuals

X. Dissemination of COK's LEP Plan

The COK LEP Plan and the Title VI Plan may be assessed via the following link: <http://www.killeentexas.gov/titlevi>. The Plan will be made available in languages other than English, Spanish and other languages as warranted, or requested.

COK's LEP Plan will be shared with human service organizations, minority organizations, governmental entities, contractors, and consultants, cities, MPOs, community advisory, committees, and other commissions.

Any person with Internet access will be able to access and download the plan from the COK website. Alternatively, any person or agency may request a copy of the plan via telephone, fax, mail, or in person and shall be provided a copy of the plan at no cost.

The plan will be published in Spanish and other languages when requested.

XI. LEP Complaint Procedures

Complaints of discrimination involving LEP, Title VI, and related statutes will be investigated using the COK's Title VI complaint procedures included in the Title VI/Nondiscrimination Plan. For a more comprehensive look at COK's Title VI Policy, please use the following link: <http://www.killeen.gov/titlevi>.

Questions or comments regarding this LEP Plan or questions related to Title VI should be directed to:

Title VI Coordinator: Karen Evans
Phone: (254) 501-7740
Fax: (254) 634-3917
E-mail: kevans@killeentexas.gov

Title VI Public Involvement Survey

Completing this form is voluntary. You are not required to provide the information requested in order to participate in the meeting.

Title VI of Civil Rights Act of 1964 requires the City of Killeen to provide opportunities for everyone in the affected project area(s) to comment on programs and activities that may affect their community or neighborhood. Title VI specifically 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 benefit of or otherwise be subjected to discrimination under any program, service, or activity receiving federal financial assistance."

Completing this form helps COK to comply with federal data collection and public involvement obligations under Title VI and improve out public service. Please call the COK Title VI Coordinator at 254 -501-7740 or email kevans@killeentexas.gov if you have any questions or concerns regarding this form.

Meeting Type or Project	Location of Meeting	Date
-------------------------	---------------------	------

Please check all that apply. Check Race and Ethnicity

	Zip Code	Gender Male/Female	White	Black/African American	Hispanic or Latino	Asian	2 or more races	Other race
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								

Thank you for your participation!

COK Bilingual Staff			
Name	Dept/Div	Phone Number	Language
Susanne Gentry	Finance/Fleet	501-6571	German
Kim Bell	Fire/Fire	501-7667	German
Hilde Killough	Human Resources	501-7689	German
Nils Antonson	Information Technology	501-7649	German
Madeleine Beall	Public Works/Solid Waste	501-7787	German
Wendy Peelgren	Support Svc./Bldg. Svcs.	200-7952	German
Annette Jorgenson	Police/Animal Control	526-4455	German
Elvira Sliger	Police/Police	200-7901	German
Claudia Johnson	Comm. Svc./Parks & Rec	501-6391	German
Nadine Blair	Planning/Code Enforcement	616-3198	German
Hyekyung Lowe (Annie)	Comm. Dev./Library	501-7871	Korean
Peter Yom	Fire/Fire	501-7667	Korean
Sunghee Osburn (Mary)	Police/Police	200-7901	Korean
Celestina Sierra	Comm. Dev./Comm. Dev.	501-7843	Spanish
Jose Rivas-Otero	Comm. Dev./KAAC	501-6578	Spanish
Edith Navarro	Comm. Dev./Library	501-8995	Spanish
Jonatthan Rivera Rodriguez	Comm. Dev./Library	501-8995	Spanish
Keilah Reyes	Comm. Svc./Golf Course	501-6571	Spanish
Patricia Corona	Comm. Svcs./Parks & Rec	501-6391	Spanish
Dolores Juarez	Finance/Utility Collections	501-7810	Spanish
Elia Rivera	Finance/Utility Collections	501-7810	Spanish
Guadalupe Lopez	Finance/Utility Collections	501-7810	Spanish
Laura Villegas	Finance/Utility Collections	501-7810	Spanish
Diana Avina	Fire/Fire	501-7883	Spanish
Edgardo Melendez-Rivera	Fire/Fire	501-7883	Spanish
Jose Trabal-Vega	Human Resources	501-7687	Spanish
Julio Castoire Lefranc	KCCC/KCCC	501-7655	Spanish
Melisa Laboy	Municipal Court	501-6326	Spanish
Belinda Robertson	Municipal Court	501-6326	Spanish
Sandra Rodriguez	Municipal Court	501-7870	Spanish
Maria Lopez	Planning & Dev.	501-7648	Spanish
Jessica Alvarez	Planning & Dev./Bldg. Insp.	501-7601	Spanish
Chastity Estrada-Brown	Planning & Dev./Bldg. Insp.	501-7608	Spanish
Brandy Rodriguez	Planning & Dev./Code Enforcement	501-7601	Spanish

Natalia Avina	Police/Animal Control	526-4455	Spanish
Itza Jones	Police/Police	200-7901	Spanish
Yarimar Lewis-Burgos	Police/Police	200-7901	Spanish
Ricardo Martinez	Police/Police	200-7901	Spanish
Ofelia Miramontez	Police/Police	501-8941	Spanish
Marina Nix	Police/Police	200-7901	Spanish
Cristina Ocampo	Police/Police	200-7901	Spanish
Anthony Marin	Public Works/Drainage	501-8895	Spanish
Ramon Alvarez	Public Works/Environmental Svc.	501-7629	Spanish
David Delgado	Public Works/Mowing	501-8895	Spanish
Rolando Gonzalez	Public Works/Traffic	616-3181	Spanish
Ricardo Fuentes	Comm. Dev./Custodial	200-7944	Spanish
Edgar Collado	Comm. Dev./Custodial	200-7944	Spanish
Carlos Rivera	Planning & Dev./Code Enforcement	501-7759	Spanish
Irasema Rhamy	Support Svcs./Custodial	200-7944	Spanish
Miguel Reyna	Comm. Dev./Library	501-7871	Spanish
Francisco Flores Gonzalez	Finance./Fleet	501-7668	Spanish
Joel Fuertes	Comm. Dev./Library	501-7875	Tagalog
Merlene Nicdao	Planning & Dev./Code Enforcement	501-7705	Tagalog
Everline Cardines	Police/Police	501-8955	Tagalog

ADDENDUM 5

**Public Participation Plan
(with Environmental Justice Component)**

(This page is intentionally left blank)

Killeen-Temple



METROPOLITAN PLANNING ORGANIZATION

Public Participation Plan (PPP)

June 20, 2007
Amended
November 19, 2008
August 24, 2011
June 18, 2014
October 22, 2014

CONTENTS

APPROVAL	3
INTRODUCTION	5
Overview.....	6
Planning Documents.....	6
Planning Documents - Comment Periods	7
MAP-21 Requirements.....	8
ENVIRONMENTAL JUSTICE AND TITLE VI	10
PUBLIC MEETINGS	12
Meeting Procedures.....	12
PUBLIC HEARINGS	13
Public Comment	14
COMMUNICATIONS STRATEGY.....	15
Internet	16
Public Access to Plans.....	17
Effectiveness of Public Involvement.....	17
APPENDIX A – FACT SHEETS	19
APPENDIX B - PUBLIC INPUT FORMATS.....	25
Public Comment Form	25
Transportation Survey:.....	26
APPENDIX C - GLOSSARY.....	27
APPENDIX D – ENVIRONMENTAL JUSTICE:	28
Low-income Calculations	29
Minority Calculations.....	31
Hispanic and Latino Calculations	33
Environmental Justice Areas.....	34

APPROVAL

The KTMPO Public Participation Plan (PPP) was amended in 2007 to become compliant with the new requirements of the SAFETEA-LU (Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A legacy for Users) Transportation Authorization Bill approved on August 10, 2005. Other amendments to the PPP occurred in 2008 and 2011.

Major amendments to the Public Participation Plan were adopted in 2014 to reflect KTMPO's status as a Transportation Management Area (TMA). Substantial changes to the plan included changing the legislative basis from SAFETEA-LU to MAP-21 (Moving Ahead for Progress in the 21st Century Act), expanding internet and social media usage, and creating an appendix for Environmental Justice and Title VI activities. Following a 45-day public comment period and public hearings on April 29, 2014 and April 30, 2014, the KTMPO Transportation Planning Policy Board (TPPB) unanimously approved the revisions at their meeting on June 18, 2014.

Additional amendments were proposed later in 2014 to 1) clarify partnership between KTMPO and Hill Country Transit District regarding public involvement; and 2) revise the Environmental Justice component of the PPP. Following a 15-day public comment period and a public hearing on October 8, 2014, the KTMPO TPPB unanimously approved the revisions at their meeting on October 22, 2014.

INTRODUCTION

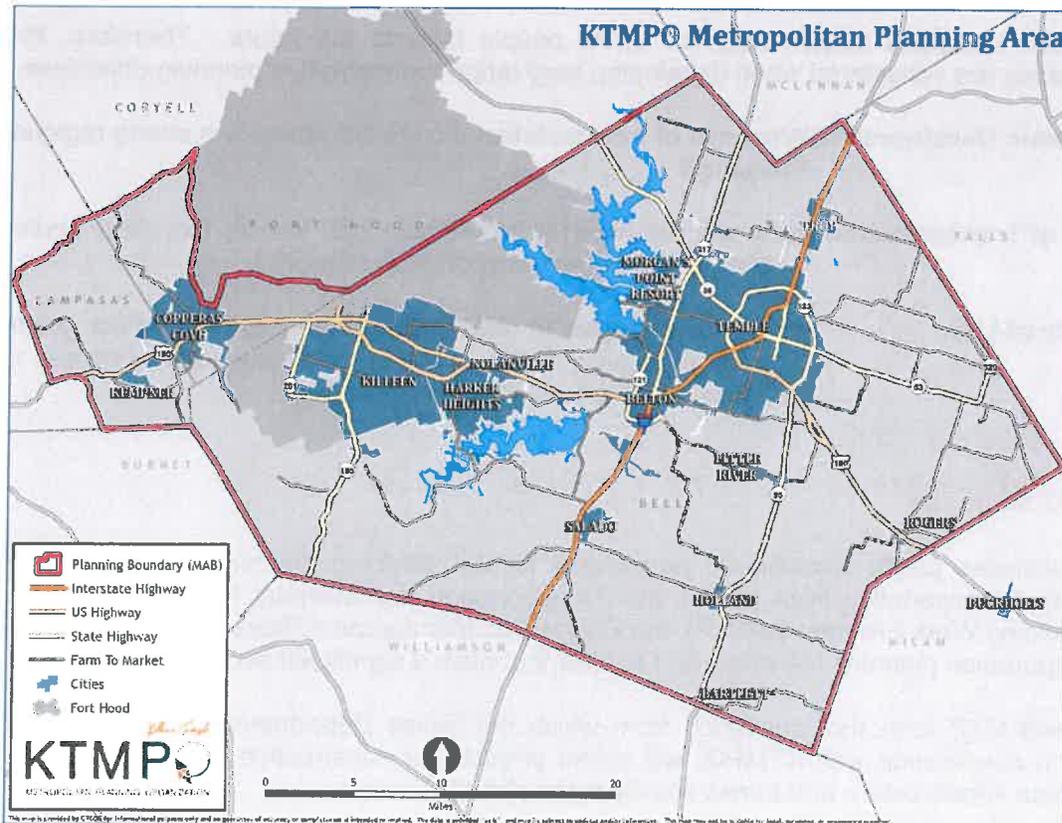
The Killeen Temple Metropolitan Planning Organization (KTMO) is the federally designated Metropolitan Planning Organization (MPO) for the metropolitan area covering all of Bell, and parts of Coryell and Lampasas Counties to include portions of Fort Hood and the following cities:

Table 1: KTMO membership

◆ Bartlett	◆ Killeen	◆ Rogers
◆ Belton	◆ Kempner	◆ Village of Salado
◆ Copperas Cove	◆ Little River / Academy	◆ Temple
◆ Harker Heights	◆ Morgan's Point Resort	◆ Troy
◆ Holland	◆ Nolanville	◆

KTMO's purpose is to coordinate regional transportation planning among the state, counties, and cities within the metropolitan area and to coordinate the use of federal transportation funds. KTMO operates under the Moving Ahead for Progress in the 21st Century Act (MAP-21), which was signed into law on July 6, 2012, as well as preceding legislation. MAP-21 creates a streamlined and performance-based surface transportation program and builds on many of the highway, transit, bike, and pedestrian programs and policies established in 1991.

Map 1: KTMO Boundary



Overview

The Public Participation Plan (PPP) is the official policy document for KTMPO. Our goal is a proactive transportation planning effort that provides complete information, timely public notice, and full public access to key decisions. The PPP is intended to include everyone who uses the transportation infrastructure within the KTMPO area such as minority, elderly, disabled, and low to moderate-income groups; bus, rail and taxi companies as well as their passengers; freight shippers; and any private citizen or agency representatives. The PPP supports early and continuing involvement of the public in developing transportation plans for the region.

The public has an opportunity to participate during all phases of the transportation planning process. The Public Participation Plan shall be developed in consultation with all interested parties and these parties shall have reasonable opportunities to comment on the participation plan, the short-term transportation plan and the long-term transportation plan. Public participation shall be available through the following formats: public notification, public meetings, public review, public comment, public appearances, project solicitation, social media, and the MPO website.

There are many reasons the public should participate in transportation planning. The **KTMPO** region is one of the fastest growing areas of Texas. The combination of the growth at Ft. Hood and the strong economic development efforts of all of the region's cities and counties are resulting in an increase in population, jobs, and housing, and consequently an increase in the pressure on the transportation system.

Transportation decisions made today will affect people far into the future. Therefore, the following issues are considered when developing long-range transportation planning objectives:

Economic Development: What mix of transportation modes will promote a strong regional economy?

Mode of Transportation: How will we plan for or promote rail, transit, bicycling, and/or walking in the future transportation network?

Quality of Life: How will changes to the transportation system affect green spaces, air quality, mobility, roadway capacity, ease of access to services, and the livability of communities?

Planning Documents

The PPP includes public involvement procedures for the following planning documents: the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), the Congestion Management Process (CMP), and any other transportation planning initiatives and studies that have a significant scope or impact.

The TIP and MTP form the foundation from which the Texas Department of Transportation (TxDOT), in cooperation with KTMPO, will select projects for construction or rehabilitation of transportation infrastructure and transit activity in the planning area.

See Appendix C for definitions of terms.

Administrative amendments to KTMPO planning documents may not be subject to the requirements outlined in the PPP but may be presented and discussed at meetings of the Technical Advisory Committee and Transportation Planning Policy Board. Administrative amendments include the following:

- **TIP:** Minor revisions that are administrative and do not require public review and comment, re-demonstration of fiscal constraint, or a conformity determination.¹
- **MTP:** Minor revisions that would not affect the overall project list, change the intent of language originally approved by the Transportation Planning Policy Board, or change the overall scope of any project.
- **Other Planning Documents:** Minor language, grammatical and format corrections that would not change the approved intent or content of the document and KTMPO member updates.

Planning Documents - Comment Periods

Program Adoption	Public Comment Period	Remarks
TIP	30 days to be concluded prior to TPPB approval	<ul style="list-style-type: none"> ◆ Significant comments to TIP and MTP will be included in each document. ◆ Whenever possible, public meetings for each transportation planning component will be held concurrently. ◆ A summary of oral or written public comments will be provided to TPPB and technical committee.
MTP		
UPWP		
CMP		
PPP	45 days to be concluded prior to TPPB approval	
Major Program Amendments		
TIP, MTP, UPWP, CMP, and PPP	15 days to be concluded prior to TPPB approval	Major TIP amendments involve a change to: <ul style="list-style-type: none"> ◆ The list of projects; ◆ The project scope of work or design concept; or ◆ The phase of work (i.e. addition of preliminary engineering or construction). ◆ Significant change in funding allocation or distribution.

¹Texas Administrative Code, Title 43, Part 1, Chapter 16, Subchapter C (k),(1), (C), (v).

MAP-21 Requirements

Two landmark bills, – the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and the Transportation Equity Act for the 21st Century (TEA-21) – shaped the highway program to meet the Nation’s changing transportation needs, and that program continues under the Moving Ahead for Progress in the 21st Century Act (MAP-21)².

In MAP-21, the metropolitan and statewide transportation planning processes are continued and enhanced to incorporate performance goals, measures, and targets into the process of identifying needed transportation improvements and project selection. Public involvement remains a hallmark of the planning process.

MAP-21 establishes national performance goals for Federal highway programs, which are included in Appendix C.

Various provisions of MAP-21 require expanded consultation and cooperation with federal, state, local and tribal agencies responsible for land use, natural resources, historical preservation and other environmental issues during the adoption of long and short-term plans. The MPO shall consult with these agencies, as appropriate, in the development of the short and long-term transportation plans. Agencies that TxDOT or KTMPO may consult with are listed below. Other organizations may be included as needed:

Regional Agencies:

Bell County
Coryell County
Lampasas County
Fort Hood
Killeen-Fort Hood Regional Airport
Department of Homeland Security
Local Economic Development Corporations
Local Chambers of Commerce
U.S. Army Corps of Engineers
U.S. Environmental Protection Agency
U.S. Fish and Wildlife Services
U.S. Geological Survey
US Department of Agriculture (Forest Service)
Tribal Agencies
Texas Commission on Environmental Quality (TCEQ)
Texas Historical Commission
Texas Parks and Wildlife
General Land Office
Local Historical Agencies
Local Land Use Plans (City and County)
Local Municipalities

² Public Law 112-141, July 6, 2012

In conjunction with the development of the long-term plan, the Metropolitan Transportation Plan (MTP), environmental mitigation shall be discussed. A general discussion of potential environmental impacts, avoidance and mitigation activities shall be developed by KTMPO in consultation with federal, state, tribal agencies, environmental and other regulatory agencies. This discussion shall be included in the MTP and shall be directed at the policy of strategy level, not project specific.

Another element of MAP-21 emphasizes consultation with other planning agencies that have a direct or indirect tie to transportation planning. The MPO will expand, as appropriate, the methods to improve coordination with land use and economic development planning. As part of the development of the Metropolitan Transportation Plan update, the planning process will promote consistency of the transportation plans with state and local planned growth and economic development patterns.

In order to better communicate transportation plans with the general public, MAP-21 also emphasizes the use of visualization techniques to depict transportation plans. Examples of visualization techniques may include charts and graphs, tables, Geographic Information System maps overlaid with data, computer simulation, photo manipulation and static maps. This technique will better depict the programs and communicate their impact to the public. KTMPO will utilize appropriate visualization techniques for public hearings, KTMPO meetings, informational handouts, development of the short-term and long-term transportation plans and any other outreach as beneficial for explanation and descriptive purposes.

Other Requirements/Partnerships

In addition to fulfilling the MPO public involvement requirements outlined in MAP-21, KTMPO is committed to satisfying any public involvement requirements formalized by its partners to include TxDOT and Hill Country Transit District (HCTD). As such, KTMPO's public participation process satisfies HCTD's public participation requirements for the Program of Projects under the FTA 5307—Urbanized Area Formula Grant Program.

ENVIRONMENTAL JUSTICE AND TITLE VI

KTMPO's public involvement plan aims to ensure equality among all citizens. Our goals are to assure for all Americans safe, healthful, productive, and aesthetically and culturally pleasing surroundings; to attain the widest range of beneficial uses of the environment without degradation, risk to health or safety, or other undesirable and unintended consequences; and to achieve a balance between population and resource use which will permit high standards of living and a wide sharing of life's amenities.¹ Together, these goals support a program of Environmental Justice.

The Federal Highway Administration (FHWA) defines three basic principles of environmental justice:²

- Avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations;
- Ensure the full and fair participation by all potentially affected communities in the transportation decision-making process; and
- Prevent the denial of, reduction of, or significant delay in the receipt of benefits by minority and low-income populations.

KTMPO ensures Environmental Justice by integrating concerned or affected parties into the planning process. Efforts to accommodate and communicate with traditionally under-served groups will focus on contacting community leaders and organizations; inviting them into the process; speaking at their meetings; and placing them on the notification mailing lists. The Environmental Justice Communities of Concern (EJCOC) have been identified below and page 15 shows the identified focus areas within the KTMPO planning boundary.

Environmental Justice Communities of Concern:

- Census tracts with fifty percent or more of the population categorized as Low-to-Moderate Income by HUD.³
- Census tracts with fifty percent or more of the population identifies as minority (Black; Asian or Pacific Islander, American Indian, Eskimo or Aleut; Other Race).⁴
- Census tracts with twenty-five percent or more persons of Hispanic or Latino descent.⁴

Outreach methods may include:

- **A network of community leaders/volunteers** who have been identified as representing environmental justice communities of concern (EJCOC).
- **Fact sheets** that describe and define, the planning documents that KTMPO produces.
- **Translations** to better serve residents whose primary language is not English
- **Public Hearing and Public Meeting Locations** that are easily accessible to EJCOC.

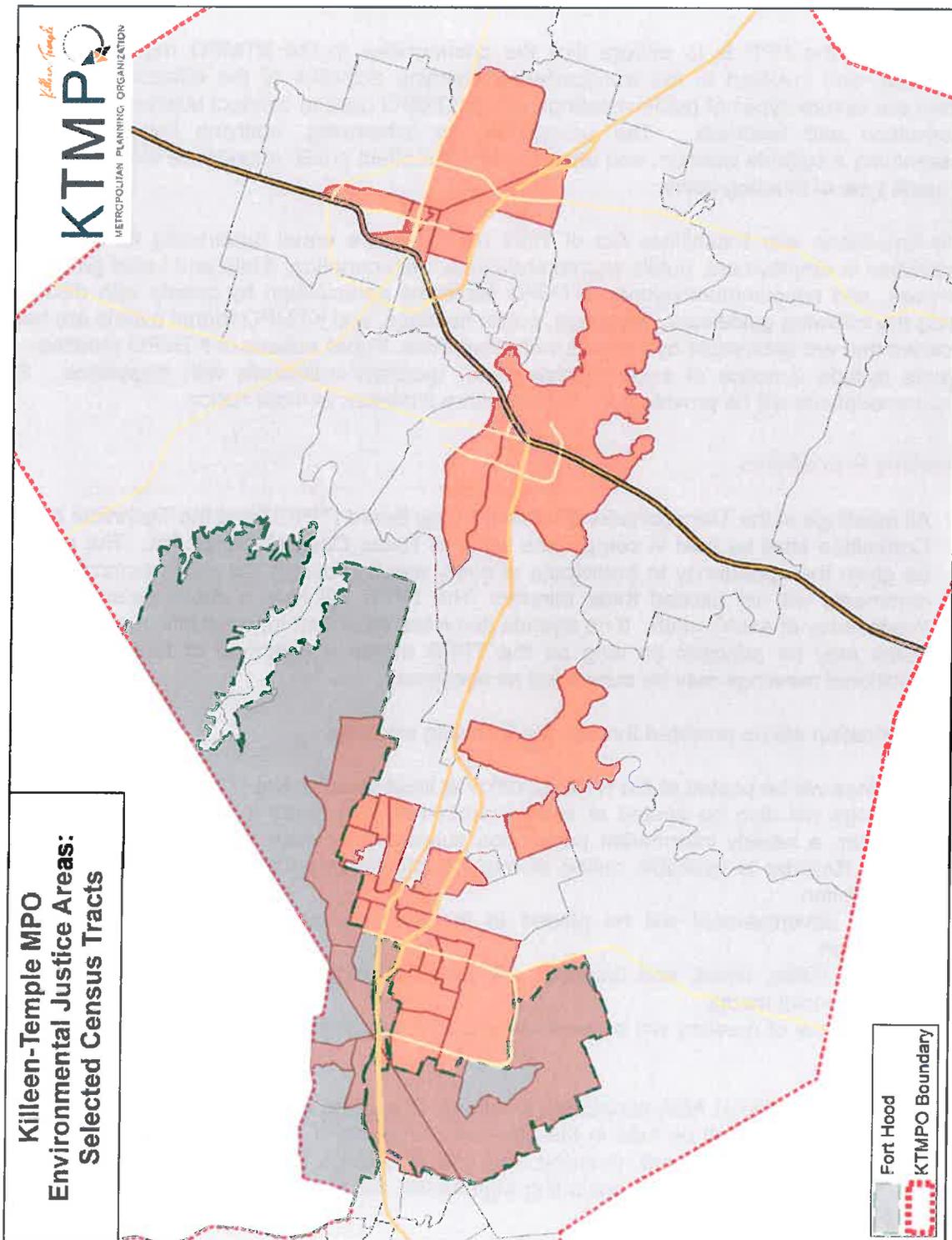
See Appendix D for Demographic Analysis and methodology.

¹ National Environmental Policy Act of 1969, Sec. 101 [42 USC § 4331]

² U.S. D.O.T. Order on Environmental Justice, April 15, 1997, Federal Register Vol. 62 Num. 72

³ 2006-2010 Low and Moderate Income Summary Data

⁴ 2012 ACS 5-Year Estimates



PUBLIC MEETINGS

The goal of the PPP is to ensure that the communities in the KTMPO region are aware, educated, and involved in the transportation planning activities of the Killeen-Temple area. There are several types of public meetings which KTMPO uses to conduct business and provide information and feedback. The procedures for scheduling, notifying impacted citizens, determining a suitable location, and other factors that affect public attendance will be discussed for each type of meeting below.

The Americans with Disabilities Act of 1990 (ADA) ensure equal opportunity for people with disabilities in employment, public accommodations, transportation, State and Local government services, and telecommunications. KTMPO facilitates participation by people with disabilities using the following guidelines: Meetings, public hearings, and KTMPO formal events are held in facilities that are accessible by persons with disabilities. Public notices of KTMPO meetings and events include a notice of accommodations for qualified individuals with disabilities. Such accommodations will be provided on request with a minimum 24-hour notice.

Meeting Procedures

All meetings of the Transportation Planning Policy Board (TPPB) and the Technical Advisory Committee shall be held in compliance with the Texas Open Meetings Act. The public will be given the opportunity to participate at every meeting during the public comment period; comments will not exceed three minutes. The TPPB will hold a public meeting the third Wednesday of each month. If no agenda items are proposed for a specific meeting date the dates may be adjusted as long as the TPPB meets a minimum of four times a year. Additional meetings may be scheduled as necessary.

Notification will be provided through the following methods.

- ☉ Meetings will be posted at the KTMPO office at least seventy-two (72) hours in advance.
- ☉ Meetings will also be posted at least seventy-two (72) hours in advance with the Texas Register, a weekly information publication submitted by state and other public agencies. Texas Register is available online at <http://texinfo.library.unt.edu/texasregister/> or by paid subscription.
- ☉ Formal advertisement will be placed in the two newspapers with the largest general circulation.
- ☉ Meeting dates, times, and locations will also be posted on www.ktmpo.org as well as through social media.
- ☉ Notifications of meeting will be sent via e-mail and/or mail to all persons in the notification database.

Meetings will be held at ADA-accessible locations. If agenda items affect a specific community or area, the meeting will be held in the affected community if facilities are available. All open TPPB meetings will be sound recorded, with the recordings held for a minimum of three (3) years. A record of proceedings, including attendance, will be made available at the MPO office within 65 days of the meeting.

Open Meetings	Frequency	
Transportation Planning Policy Board	Third Wednesday of every month, as needed. Minimum of four meetings per year.	Administrative amendments to the TIP and other items not specifically requiring public involvement are presented and discussed at TPPB and technical committee meetings.
Technical Advisory Committee	First Wednesday of every month, as needed. Minimum of four meetings per year.	
Additional Public Information		
Technical Assistance	Provided daily	Answering comments and requests is a continuous process and KTMPO will strive to keep the public as informed as possible on transportation related issues in the region. Relevant information, such as links to news articles, surveys or other transportation planning resources available at www.ktmpo.org

PUBLIC HEARINGS

Public hearings will be held prior to the preparation of KTMPO documents (TIP, MTP, UPWP, CMP, and PPP). Major modification to these documents will also require a public hearing. Public hearings will be scheduled in a manner that makes them accessible to the community.

Notification for public hearings will be provided in the following manner:

- ☉ The date, time, location, and subject matter of the hearing will be published in the 2 largest regional newspapers at least seventy-two (72) hours in advance.
- ☉ Hearing dates, times, and locations will also be posted on www.ktmpo.org as well as through social media.
- ☉ Notifications will be sent via e-mail or mail to all persons in the notification database.
- ☉ Public hearings and open house meetings shall be held at dispersed locations. A total of 2 Public hearings for new KTMPO documents will be held in KTMPO communities in the following manner:
 - ☉ One public hearing will be held in either Temple or Belton to serve the East side of the KTMPO boundary.
 - ☉ One public hearing will be held in either Harker Heights, Killeen or Copperas Cove to serve the West side of the KTMPO boundary.

Public hearings for amendments to the TIP or MTP will be held if the amendment involves a change to the list of projects, the project scope of work or design, or a phase of work. The

public hearing locations will be alternated regularly between the cities listed above, however amendments to the TIP or MTP will require a public hearing in a location close to the affected area if possible and appropriate. Administrative amendments will be presented and discussed at Technical Advisory Committee and Transportation Planning Policy Board meetings only and will not require a public hearing.

KTMPO staff may perform the following tasks for public hearings: prepare an agenda, provide technical assistance during the forum, make a presentation, or arrange for others to make a presentation that uses innovative techniques to elicit full participation.

Open house meetings will require the same public notification and location procedures as a public hearing.

Public Comment

To solicit public opinion, a public comment period shall be held prior to the adoption of KTMPO documents or major revisions to the documents. Comments may be collected online, and a comment form will be available for download at www.ktmipo.org. Printed forms will be available at all public meetings and hearings, as well as KTMPO offices. A public comment period will be scheduled immediately after approval by TPPB to modify a document and will be advertised appropriately.

Response to Public Comment

For each public comment period, KTMPO staff will collect comments from print and electronic media and present them to the TPPB. Any significant comments received during the public comment period by members of the public shall be summarized along with a report on the disposition of comments in the final Metropolitan Transportation Plan (MTP) or Transportation Improvement Program (TIP). A copy of the summary and disposition report shall be sent to TxDOT, Waco office. The summary and disposition report shall be retained in the MPO files for a three-year period.

Any significant oral or written comments received by members of the KTMPO Technical Advisory Committee or Transportation Planning Policy Board will also be presented by staff and discussed prior to final approval of the document.

COMMUNICATIONS STRATEGY

Effective public involvement requires communication that moves freely between all parties. The MPO is committed to serious consideration of all public comment. The comments and feedback received from individuals is vital to produce transportation planning that meets the needs of the community. Response in the form of public comments will be accepted through several means.

Media

A list of media contacts, including radio, television, and newspapers will be maintained for dissemination to as wide an audience as possible when possible and appropriate. Specialized media for specific cultural and language groups will also be used when possible and appropriate.

Notification

A database of those interested in notification of public meetings and hearings will be maintained by the MPO. All organizations/individuals will remain in the database until either they request to be removed or email service returns three notifications to the MPO office as undeliverable. The notification database will include:

- ◆ All members of the TPPB and TAC
- ◆ Elected officials and legislators
- ◆ Transportation Agencies (transit, rail, airport);
- ◆ Local governments (cities, counties, council of governments);
- ◆ Local Economic Development Corporations;
- ◆ Local Chambers of Commerce;
- ◆ Major employers;
- ◆ Local media (print, television and radio);
- ◆ Private freight shippers;
- ◆ Providers of private freight transportation;
- ◆ Private transportation providers (taxi)
- ◆ Bicycle interest groups;
- ◆ Pedestrian interest groups;
- ◆ Transit interest groups;
- ◆ Disabled persons interest groups;
- ◆ Historical preservation groups;
- ◆ Public library (for posting notices);
- ◆ Users of public transportation;
- ◆ Local school districts;
- ◆ Local colleges & Universities;
- ◆ Business and civic groups;
- ◆ Social service organizations;
- ◆ Native American Tribal Councils;
- ◆ Special interest groups;
- ◆ Representatives of public transportation employees;
- ◆ Central Texas Workforce Development representatives; and
- ◆ Any private citizens or agency representatives who request notification.

A Public Notification Request Form can be completed at any TPPB/TAC meeting, by calling KTMPO staff, or coming to the MPO office. A public notification request form will be available electronically at the KTMPO website. Public Notification will be continuously updated and will not be required to go before the Transportation Planning Policy Board each time for approval.

The general public will be notified of any open meeting or public forum in three ways: internet, local print/broadcast media, and posting at the KTMPO office as defined specifically in each format. Certification of each notification will be retained on file.

Internet

KTMPO recognizes the increased use of mobile digital devices has changed the way people receive and process information, particularly with regards to government and public discourse. This media format allows for a more participatory and interactive means of engaging with members of the public as well as various stakeholders in the region. For that reason, KTMPO communications strategy will rely heavily on the internet, to include a website and various forms of social media or other web-based technologies as they become available and appropriate. KTMPO's message will continue to be publicized in traditional outlets, such as newspapers or mailings, in order to communicate with the largest audience possible.

An Internet site (<http://www.ktmipo.org>) will be maintained on a regular basis to include a calendar of events, informational fact sheets, public involvement outlets and all major current KTMPO documents.

Information Fact Sheets (Also available in Spanish)

-  Metropolitan Planning Organization
-  Metropolitan Transportation Plan
-  Transportation Improvement Program

Public Involvement Outlets

-  Public Comment Forms
-  Internet
-  Transportation Survey
-  Requests for Meeting Notification

KTMPO Documents

-  Metropolitan Transportation Plan
-  Transportation Improvement Program
-  Unified Planning Work Program
-  Public Participation Plan
-  Congestion Management Process

KTMPO will maintain accounts on current, popular social media sites in order to disseminate information to the public. These accounts will be frequently updated not only with changes to planning documents, but also with links to relevant news articles and other transportation-related sites, especially regional partners like TxDOT or the Hill Country Transit District. The intent of KTMPO's social media presence is to allow the public to receive online updates, at which time they can reference our website for more information on projects or amendments, or to download documents.

Public Access to Plans

Draft reports and plans will be available free of charge at the following locations: at the KTMO Internet site, the KTMO office, and KTMO TPPB meetings and Technical Advisory Committee meetings.

Public notice will be placed in local newspapers, stating availability of draft reports and plans and announcing public review periods. All persons and organizations in the notification database will be advised that the draft document is available for public comment.

Requests for Information

Requests for public records or information will be handled in accordance with the Open Records Act of Texas, as amended, as well as, the Central Texas Council of Governments Procedure of Requests for Records.

Civic/Group Presentations

KTMO staff will accommodate requests from organizations such as chambers of commerce, economic development corporations, independent school districts, and civic clubs with informational programs and focused group discussions when ample time is given to make arrangements.

Effectiveness of Public Involvement

KTMO staff will take steps to measure the effectiveness of our public participation plan. This plan shall be reviewed every three years to evaluate its effectiveness in soliciting public involvement in the transportation planning process. Both objective measurements and subjective observations will be considered.

Quantitative data to be collected may include:

- Attendance at public hearings, open houses, workshops, or meetings of the Transportation Planning Policy Board
- Interactions such as page views of the KTMO website and quantifiable social media interactions such as subscribers, numbers of comments, or sharing activity.
- Survey responses gauging interest, satisfaction, or concerns

Subjective observations may encompass:

- Verbal or written comments, positive or negative
- Recorded comments from social media
- Word of mouth impressions via planning staff, members of the Transportation Planning Policy Board or Technical Advisory Committee, and other state and federal agencies

KTMO staff will provide the results of the evaluation to members of the Transportation Planning Policy Board in order to guide future communications strategy.

APPENDIX

Metropolitan Planning Organization

Summary Sheet



The Metropolitan Planning Organization (MPO) is designated by the Governor of Texas to serve as the transportation planning organization for the Central Texas region. The purpose of the MPO is to coordinate regional transportation planning among the state, counties, and cities within the MPO boundary. This includes the following cities and surrounding areas:

Bartlett	Little River / Academy
Belton	Morgan's Point Resort
Copperas Cove	Nolanville
Marker Heights	Rogers
Holland	Village of Solado
Kempner	Temple
Killeen	Tray

KTMPPO Staff

Page Scott MPO Director	page.scott@ctcog.org
Mark Collier Regional Planner	mark.collier@ctcog.org
Cheryl Maxwell, AICP Regional Planner	cherylmaxwell@ctcog.org
Jeff Stone GIS Coordinator	jeff.stone@ctcog.org
Angela Smith GIS Technician/Planner	angela.smith@ctcog.org
Jason Declunan GIS Technician/Planner	jason.declunan@ctcog.org

Killeen-Temple MPO
Phone: 254-770-2200
Fax: 254-770-2360
www.ktmpo.org

KILLEEN-TEMPLE
METROPOLITAN
PLANNING
ORGANIZATION

WHERE IS KTMPPO LOCATED?

Our offices are located in the Central Texas Council of Governments Building.

Killeen- Temple Metropolitan Planning Organization
2180 North Main Street
Belton, Texas 76513

The mailing address is: P.O. Box 729

WHAT DOES KTMPPO DO?

The MPO is charged with the task of carrying on a transportation planning process under the Moving Ahead for Progress in the 21st Century Act (MAP-21). The goal is to create a framework in which transportation planning is focused on providing mobility while preserving the natural environment and encouraging community goals. Major MPO functions include:

- Developing a long-range plan—The 25-Year Metropolitan Transportation Plan communicates the transportation needs and goals of the region.
- Coordinating with the Texas Department of Transportation (TxDOT)
- Assisting the Transportation Planning Policy Board with the development of the transportation planning documents and studies that are needed.

WHO IS INVOLVED IN THE PLANNING PROCESS?

The Killeen-Temple Metropolitan Planning Organization (KTMPPO) is guided by the Policy Board and the Technical Committee. The Policy Board members are primarily elected officials from within our planning area, who set the long-range priorities, goals and policy. The Technical Committee includes members of city and county technical staff who provide technical input and advice to support KTMPPO policy decisions.

WHEN ARE MEETINGS HELD?

The KTMPPO Policy Board meets monthly on the third Wednesday and the KTMPPO Technical Committee meets monthly on the first Wednesday, unless specifically changed. These meetings are held at the KTMPPO offices in Belton at 9:30 am and are normally open to the public. Contact KTMPPO staff or visit the KTMPPO website for a list of Technical Advisory Committee and Transportation Planning Policy Board members.

HOW DO I SCHEDULE A PRESENTATION?

KTMPPO staff will gladly attend meetings of local community groups or organizations in order to speak and explain our mission and purpose. Contact our MPO Director to discuss your needs and particular areas of interest. You may also obtain fact sheets or our planning documents from www.ktmpo.org.

Hoja de Resumen

LA MISIÓN

El gobernador de Texas designó a la Organización de Planificación Metropolitana (MPO, por sus siglas en inglés) como la organización encargada de la planificación de transporte en la región Central de Texas. El propósito de esta organización es de coordinar el proceso de planificación de transporte regional entre los condados y ciudades ubicados dentro de sus límites. Las siguientes ciudades y sus alrededores están considerados dentro de los límites:

Bartlett	Little River / Academy
Belton	Morgan's Point Resort
Copperas Cove	Nolanville
Harker Heights	Rogers
Holland	Village of Salado
Kempner	Temple
Killeen	Troy

Personal de la KTMPA

Page Scott Directora, MPO	page.scott@ctcog.org
Mark Collier Planificador Regional	mark.collier@ctcog.org
Cheryl Maxwell, AICP Planificadora Regional	cheryl.maxwell@ctcog.org
Jeff Stone Coordinador de GIS	jeff.stone@ctcog.org
Angela Smith Técnico de GIS/Planificadora	angela.smith@ctcog.org
Jason Deckman Técnico de GIS/Planificador	jason.deckman@ctcog.org

Killeen-Temple MPO
 Teléfono: 254-770-2200
 Fax: 254-770-2360
www.ktampo.org

**KILLEEN-TEMPLE
 METROPOLITAN
 PLANNING
 ORGANIZATION**

¿DÓNDE ESTÁ UBICADA LA KTMPA?

Nuestras oficinas se encuentran en el edificio del Consejo de Gobiernos de la Región Central de Texas (Central Texas Council of Governments).

Organización de Planificación Metropolitana Killeen-Temple

2180 North Main Street

Belton, Texas 76513

Dirección postal: P.O. Box 729

¿QUÉ HACE LA KTMPA?

La Organización de Planificación Metropolitana (MPO) está encargada de realizar el proceso de planificación de transporte según lo dispone el decreto *Avanzando por el Progreso en el Siglo XXI* (MAP-21, por sus siglas en inglés). Su objetivo es crear el marco para la planificación de transporte enfocado en su movilidad y la preservación del los entornos naturales tomando en cuenta las metas de la comunidad. Las funciones principales del MPO incluyen:

- Desarrollar un plan a largo plazo tomando en cuenta las necesidades y metas de la región: Plan de Transporte Metropolitano para los siguientes 25 Años.

- Coordinar el proceso de planificación con el Departamento de Transporte de Texas (TxDOT, por sus siglas en inglés).

- Apoyar al Consejo de Política y Planeamiento de Transporte con el desarrollo de documentos para la planeación de transporte y estudios necesarios.

¿QUIÉNES PARTICIPAN EN EL PROCESO DE PLANIFICACIÓN?

La Organización de Planificación Metropolitana de Killeen-Temple (KTMPA, por sus siglas en inglés) cuenta con un Consejo de Política y Planeamiento y un Comité Asesor Técnico. El Consejo de Política y Planeamiento consiste de miembros elegidos y designados con derecho a voto. El Comité Asesor Técnico lo forman miembros del personal municipal y del condado quienes proporcionan asesoría técnica.

¿CUÁNDO SE CELEBRAN LAS REUNIONES?

El Consejo de Política y Planeamiento se reúne el tercer miércoles de cada mes y el Comité Asesor Técnico el primer miércoles de cada mes. Las reuniones son a las 9:30 a.m. en las oficinas de la KTMPA.

¿CÓMO PROGRAMAR UNA PRESENTACIÓN?

Si desea que el personal de la KTMPA haga una presentación a un grupo de la comunidad: cívico, religioso, etc., favor de llamar a nuestra oficina al 254-770-2200. Para mayor información consulte nuestra página web: www.ktampo.org.

Metropolitan Transportation Plan Summary Sheet

THE 25 YEAR TRANSPORTATION PLAN

Community needs for this region are expressed through the Metropolitan Transportation Plan (MTP). The MTP identifies the existing and future transportation needs and plans for the population growth for the next 25 years. The main elements of the plan are a short-range project list (10 years) and a long-range project list (25 years). Once identified within the MTP, a project is then eligible for federal highway or transit dollars for study, design, right of way acquisition or construction activities. The plan considers highways, air transport, transit, bicycle, and pedestrian methods of transportation and seeks to increase the efficiency and safety of the persons and goods within and out of the region.

KTMPPO Staff

Page Scott MPO Director	page.scott@ctcog.org
Mark Collier Regional Planner	mark.collier@ctcog.org
Cheryl Maxwell, AICP Regional Planner	cheryl.maxwell@ctcog.org
Jeff Stone GIS Coordinator	jeff.stone@ctcog.org
Angela Smith GIS Technician/Planner	angela.smith@ctcog.org
Jason Deckman GIS Technician/Planner	jason.deckman@ctcog.org

THE SHORT RANGE PLAN

The short range plan covers road projects that are in the ten-year planning period. The projects listed on the short range plan are considered the most important within the region and may be chosen for improvement if the necessary funding is available. However, it is possible that projects listed in the long range plan will be started earlier, if a funding source is made available and conditions call for a project to begin earlier than expected. The KTMPO Policy Board has the option to move a project up to a higher ranking at any time this action is necessary.

THE LONG RANGE AND REGIONALLY SIGNIFICANT UNFUNDED PLAN

The projects that are listed in the long range plan are intended to meet the needs of travel within the region that can reasonably expect funding through the year 2040. Both the short and long range plan are fiscally constrained based on previous funding trends. Projects without a foreseeable funding source are listed in the Regionally Significant Unfunded List of the MTP.

The goals of this plan are to consider the national and local travel trends and their impact in the Killeen–Temple area. Through ongoing, cooperative, and comprehensive transportation planning, with the Texas Department of Transportation, local city and county governments, and other state agencies, we hope to prepare the best plan for the future transportation needs of Central Texas.

Killeen-Temple MPO
P. O. Box 729 / 2180 N. Main Street
Belton, TX 76513
Phone: 254-770-2200
Fax: 254-770-2360
www.ktmppo.org

KILLEEN-TEMPLE
METROPOLITAN PLANNING
ORGANIZATION

**Plan de Transporte Metropolitano
Hoja de Resumen**

**PLAN DE TRANSPORTE
DE 25 AÑOS**

El Plan de Transporte Metropolitano (MTP, por sus siglas en inglés) identifica las necesidades presentes y futuras de la comunidad en lo que se refiere a transporte y toma en cuenta el crecimiento en población de los próximos 25 años. El plan incluye una lista de proyectos a corto plazo (10 años) y una de proyectos a largo plazo (25 años). Un proyecto puede recibir fondos federales para carreteras o circulación vial una vez que éste se encuentre incluido en el MTP. Los fondos asignados se pueden utilizar para los estudios, el diseño, la compra de derecho de paso o la construcción del proyecto. El plan incluye métodos de transporte como lo son las carreteras, el transporte aéreo, la circulación, las bicicletas y los caminos para peatones; su objetivo es aumentar la eficiencia y seguridad del transporte de personas y productos dentro de la región.

PLAN A CORTO PLAZO

El Plan a Corto Plazo incluye proyectos de vías y carreteras que se encuentran en el periodo de planificación de diez años. Se considera que los proyectos en el Plan a Corto Plazo son los más importantes para la región y por lo tanto se pueden desarrollar si se han asignado los fondos necesarios. Sin embargo, si hay fondos disponibles para un proyecto en el Plan a Largo Plazo y éste requiere que se empiece temprano, es posible que se implemente antes de lo anticipado. La Junta Directiva de la KTMP puede optar por adelantar el proyecto si cree que es necesario.

PLAN A LARGO PLAZO Y EL PLAN REGIONAL SIN FONDOS

Los proyectos en la lista del Plan a Largo Plazo son aquellos que ayudarán a la vialidad en la región y para los cuales se anticipa habrá fondos hasta el año 2040. Tanto los Planes a Corto Plazo como aquellos a Largo Plazo están sujetos a las tendencias de financiamiento previas. Los proyectos que no tienen una fuente de financiamiento segura se clasifican en la lista del MTP como Proyectos Regionales Necesarios Sin Fondos.

Este plan considera las tendencias de la gente que viaja a nivel local y nacional, y el impacto que tienen en el área de Killeen-Temple. Buscamos y esperamos preparar el mejor plan de transporte y el más completo para la región Central de Texas, al trabajar conjuntamente con el Departamento de Transporte de Texas (TxDOT, por sus siglas en inglés), los gobiernos municipales, los condados y otras agencias estatales.

Personal de la KTMP

Page Scott Directora de la MPO	page.scott@ctcog.org
Mark Collier Planificador Regional	mark.collier@ctcog.org
Cheryl Maxwell, AICP Planificadora Regional	cheryl.maxwell@ctcog.org
Jeff Stone Coordinador de GIS	jeff.stone@ctcog.org
Angela Smith Técnico de GIS/Planificadora	angela.smith@ctcog.org
Jason Deckman Técnico de GIS/Planificadora	jason.deckman@ctcog.org

Killeen-Temple MPO
P. O. Box 729 / 2180 N. Main Street
Belton, TX 76513
Phone: 254-770-2200
Fax: 254-770-2360
www.ktampo.org

KILLEEN-TEMPLE
METROPOLITAN PLANNING
ORGANIZATION

Summary Sheet

THE FOUR-YEAR WORK PROGRAM

The Transportation Improvement Program (TIP) is the work plan which must be developed at both the metropolitan and state levels. Before proceeding to construction or implementation a project must be listed in the TIP. The TIP identifies those projects that the MPO agrees should either be implemented or constructed within the next 4 fiscal years and is designed to program projects which are identified as top priorities within the KTMP 2040 Metropolitan Transportation Plan. The TIP is updated on a yearly basis by the metropolitan planning organization, in cooperation with Texas Department of Transportation, and transit operators.

PROJECT SELECTION

The projects in the TIP have been selected from the Texas Department of Transportation's ten-year planning list. The planning list is expected to include only those projects officially adopted by the local MPO (in Central Texas, KTMP) and included in the long-range planning document, *Mobility 2040*. Projects are moved forward in the TIP on a year to year basis in the following ways:

- ◆ Any project listed in the first year of the approved TIP shall be considered the first priority and may be implemented as soon as plans are completed and funds are appropriated.
- ◆ Should any project not be attainable from the first priority, then projects shall be selected from the second year list, and those projects may be implemented as plans and funds become available.
- ◆ If funds and plans are available, projects from the third and fourth year may be implemented.

KTMP Staff

Page Scott MPO Director	page.scott@ctcog.org
Mark Collier Regional Planner	mark.collier@ctcog.org
Cheryl Maxwell, AICP Regional Planner	cheryl.maxwell@ctcog.org
Jeff Stone GIS Coordinator	jeff.stone@ctcog.org
Angela Smith GIS Technician/Planner	angela.smith@ctcog.org
Jason Declman GIS Technician/Planner	jason.declman@ctcog.org

Killeen-Temple MPO
 P. O. Box 729 / 2180 N. Main Street
 Belton, TX 76513
 Phone: 254-770-2200
 Fax: 254-770-2360
 www.kttmpo.org

**KILLEEN-TEMPLE METROPOLITAN
 PLANNING ORGANIZATION**

Hoja de Resumen

PLAN DE TRABAJO DE CUATRO AÑOS

El Programa de Mejoramiento de Transporte (TIP, por sus siglas en inglés) es el plan de trabajo que debe desarrollarse a los niveles metropolitano y estatal. Antes de construir o implementar un proyecto, éste tiene que estar incluido en la lista del TIP por la Organización de Planificación Metropolitana. El TIP identifica aquellos proyectos para los cuales concuerda la MPO con que deben o implementarse o construirse dentro de un período fiscal de 4 años, y ha sido diseñado para programar los proyectos de acuerdo al plan de Movilidad 2040 de la KTMP. La Organización de Planificación de Transporte, en colaboración con el Departamento de Transporte de Texas (TxDOT, por sus siglas en inglés) y los operarios de transporte, actualiza la lista del TIP cada año.

SELECCIÓN DE PROYECTOS

Los proyectos en el Programa de Mejoramiento de Transporte (TIP, por sus siglas en inglés) se seleccionan de la lista de los proyectos que el Departamento de Transporte de Texas (TxDOT) planea implementar en un período de diez años. La lista deberá incluir únicamente aquellos proyectos que ha aprobado oficialmente la MPO local (en el caso del región central de Texas, KTMP) y que se incluyen en el plan Movilidad 2040, el documento de planeación a largo plazo. Los proyectos avanzan en la lista del TIP cada año de la siguiente manera:

- Cualquier proyecto aprobado en la lista TIP del primer año será una prioridad y se puede implementar en cuanto los planes estén listos y se hayan asignado fondos.
- En caso que un proyecto con prioridad no se pueda realizar, se seleccionarán proyectos de la lista del segundo año y éstos se podrán implementar en cuanto los planes estén listos y se hayan asignado fondos.
- Los proyectos de la lista del tercer o cuarto año se pueden implementar si los planes están listos y se han asignado fondos.

Personal de la KTMP

Page Scott Directora de la MPO	page.scott@ctcog.org
Mark Collier Planificador Regional	mark.collier@ctcog.org
Cheryl Maxwell, AICP Planificadora Regional	cheryl.maxwell@ctcog.org
Jeff Stone Coordinador de GIS	jeff.stone@ctcog.org
Angela Smith Técnico de GIS/Planificadora	angela.smith@ctcog.org
Jason Deckman Técnico de GIS/Planificadora	jason.deckman@ctcog.org

Killeen-Temple MPO
 P. O. Box 729 / 2180 N. Main Street
 Belton, TX 76513
 Phone: 254-770-2200
 Fax: 254-770-2360
 www.kttmpo.org

KILLEEN-TEMPLE
 METROPOLITAN PLANNING
 ORGANIZATION

APPENDIX B - PUBLIC INPUT FORMATS

Public Comment Form

PUBLIC COMMENT FORM

Killeen Temple
KTMP
METROPOLITAN PLANNING ORGANIZATION

Instructions: Your personal information is not required, but may allow planning officials to contact you in the future. Your comments will be recorded and presented to our Transportation Policy Board before voting on project selection or funding decisions.

Name: _____

Title: _____

Company: _____

Address: _____

Phone: _____

Email: _____

Comments:
(MORE ROOM ON BACK)

*What do
you want
to say?*

All comments and personal information will become part of public records and are subject to requests made under the Freedom of Information Act .

KTMPPO | 2180 N. Main St. Belton, TX 76513 | (254) 770-2200 | www.ktmpo.org

Transportation Survey:

The KTMO Transportation Survey was created using Google Forms and can be found here: <https://docs.google.com/forms/d/11799NxHxymunsnAFAI8yyhkgMqR1N5ruSORyK5564G8/viewform>

Shortened URL for simplicity: <http://goo.gl/AVbVR>

This survey is also available in hard-copy at Public Meetings, Workshops, Open-house events, or by visiting the KTMO offices.

KTMO Transportation Survey

All questions are optional; you do not have to answer every question. However, the more detailed information you provide, the better your representatives will be able to plan for your future transportation needs.

DEMOGRAPHICS

All questions are optional; you do not have to answer every question.

Gender

- Male
- Female

Where do you live?

- Bartlett
- Belton
- Copperas Cove
- Fort Hood
- Harker Heights
- Holland
- Kempner
- Killeen
- Little River-Academy
- Nolanville
- Morgan's Point Resort
- Rogers
- Salado
- Temple
- Troy
- Other:

Where do you work?

- Bartlett
- Belton
- Copperas Cove
- Fort Hood
- Harker Heights
- Holland
- Kempner
- Killeen
- Little River-Academy
- Nolanville
- Morgan's Point Resort
- Rogers
- Salado
- Temple
- Troy
- Other:

Age

- Under 15
- 15-19
- 20-24
- 25-29
- 30-34
- 35-39
- 40-44
- 45-49
- 50-54
- 55-59
- 60-64
- 65 and older

Race or Ethnicity - Check all that apply - you may choose more than one.

- | | |
|---|--|
| <input type="checkbox"/> White | <input type="checkbox"/> Native Hawaiian or Pacific Islander |
| <input type="checkbox"/> Black or African-American | <input type="checkbox"/> Hispanic or Latino |
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Asian | |



KTMO | 2180 N. Main St. Belton, TX 76513 | (254) 770-2200 | www.ktmo.org

APPENDIX C - GLOSSARY

Planning Terms

- **MTP: METROPOLITAN TRANSPORTATION PLAN** - A document which identifies existing and future transportation deficiencies and needs, as well as network improvements needed to meet mobility requirements over at least a twenty-year time period. To receive federal funding, a transportation project must be included in the MTP and the Transportation Improvement Program.
- **TIP: TRANSPORTATION IMPROVEMENT PROGRAM** - A four-year transportation investment strategy, required at the metropolitan level, and a four-year program at the state level, which addresses the goals of the long-range plans and lists priority projects and activities for the region.
- **STIP: STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM** – Document that incorporates metropolitan and rural area TIPs.
- **UPWP: UNIFIED PLANNING WORK PROGRAM** - The biennial program of work for the KTMPO area. This document provides descriptive and scheduling details for the planning process. Serves as the MPO budget.
- **CMP: CONGESTION MANAGEMENT PROCESS** – Policy document describing a deliberate set of steps to analyze, reduce and mitigate traffic congestion.
- **PPP: PUBLIC PARTICIPATION PLAN** – Policy document guiding KTMPO to engage and involve members of the public in the planning process.
- **ENVIRONMENTAL JUSTICE** – A concept by which KTMPO will assess and prevent discriminatory or disproportional effects of transportation planning in the community.
- **MAP-21** – Moving Ahead for Progress in the 21st Century Act.
- **NHS** – National Highway System.
- **TPPB** – Transportation Planning Policy Board.
- **TAC** – Technical Advisory Committee.

MAP-21 Performance Goals

- **Safety** - To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
- **Infrastructure condition** - To maintain the highway infrastructure asset system in a state of good repair.
- **Congestion reduction** - To achieve a significant reduction in congestion on the NHS.
- **System reliability** - To improve the efficiency of the surface transportation system.
- **Freight movement and economic vitality** - To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
- **Environmental sustainability** - To enhance the performance of the transportation system while protecting and enhancing the natural environment.
- **Reduced project delivery delays** - To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

NOTE: Specific quantitative criteria will be published by the Secretary of Transportation in order to measure whether or not these goals have been achieved.

APPENDIX D – ENVIRONMENTAL JUSTICE:

Demographics and Methodology

The Environmental Justice Communities of Concern (EJCOC) in the KTMPO area have been identified below using data from the 2010 Decennial Census and Income data from the Department of Housing and Urban Development (HUD).

- Census tracts with fifty percent or more of the population categorized as Low-to-Moderate Income by HUD⁵
- Census tracts with fifty percent or more of the population identifies as minority (Black; Asian or Pacific Islander, American Indian, Eskimo or Aleut; Other Race).⁶
- Census tracts with twenty-five percent or more persons of Hispanic or Latino descent.²

Community of Comparison

The Community of Comparison is the total population living and working in the KTMPO planning boundary. By understanding the demographic situation in the region, we can understand what may set certain groups apart from the majority.

Table 5 General demographics in KTMPO area⁷

	Total Population	Percent of Total	Mean Median Income	Income below Census Poverty Line (last 12 months)
KTMPO region	373,345	100%	\$ 29,502	9.57%
Race				
White	252,397	67.60%	\$ 50,338	12.49%
Black or African-American	76,358	20.45%	\$ 47,118	18.82%
Asian	10,549	2.83%	\$ 62,579	12.23%
Hawaiian Native or Pacific Islander	2,918	0.78%	\$ 34,458	24.88%
American Indian	2,136	0.57%	\$ 50,964	23.62%
Two or more races	17,045	4.57%	\$ 46,115	15.55%
Some other race	14,418	3.86%	\$ 49,987	19.62%
Ethnicity				
Hispanic	76,962	21%	\$ 46,817	17.28%

⁵ 2006-2010 Low and Moderate Income Summary Data

⁶ 2012 ACS 5-year estimates

Low-income Calculations

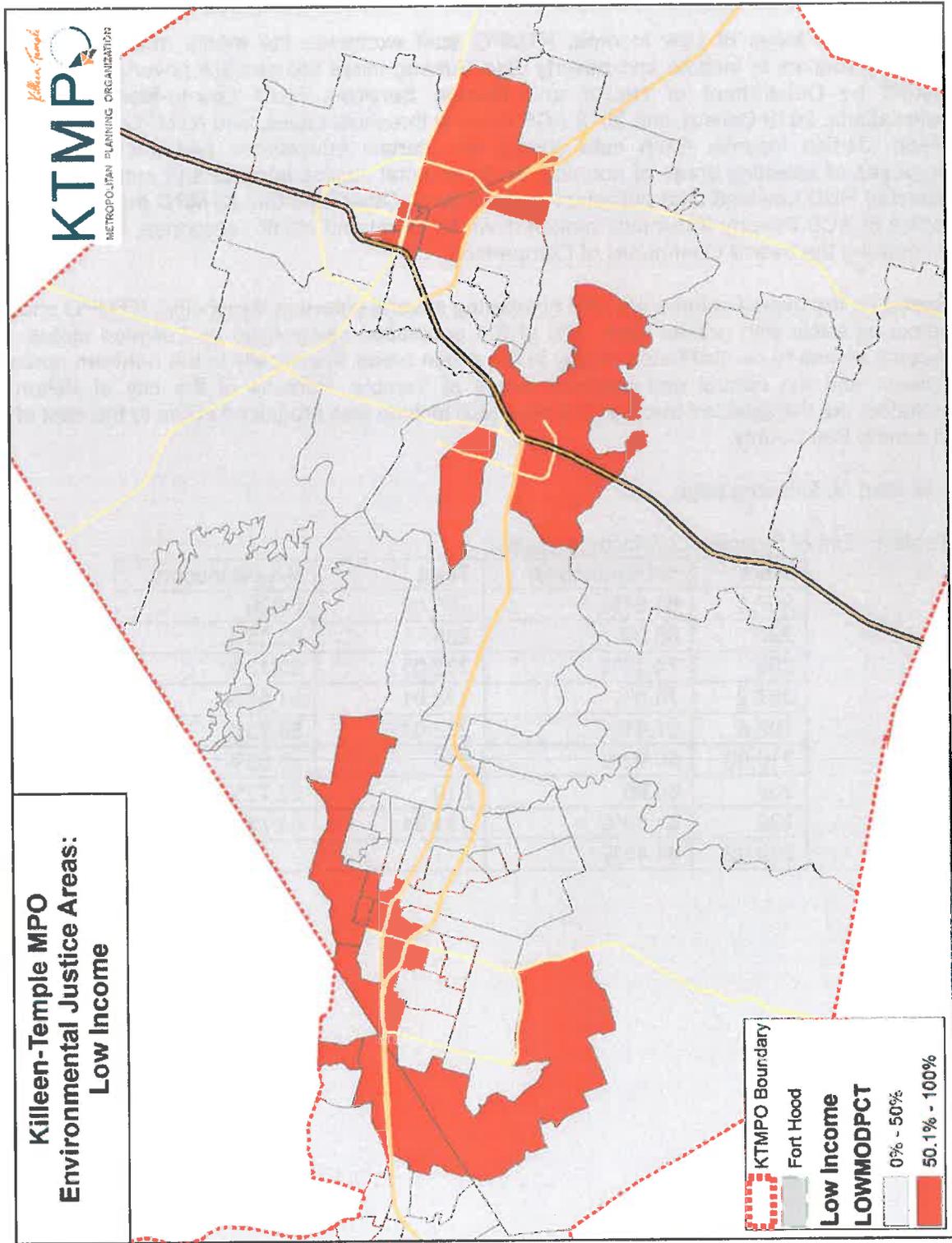
To calculate areas of Low Income, KTMPO staff examined the merits and applicability of different sources of income and poverty data. Among those sources are poverty guidelines as issued by Department of Health and Human Services, HUD Low-to-Moderate Income calculations, 2010 Census and 2012 ACS Poverty threshold tables, and KTMPO calculations of Mean Median Income. Each data source has certain advantages and shortcomings. For purposes of selecting areas of potential Environmental Justice impacts and outreach, KTMPO selected HUD LowMod data published at Tract level. Other data that KTMPO maintains are the tables of ACS Poverty thresholds broken down by racial and ethnic categories, which are used in showing the overall Community of Comparison.

Based on the overall community, and comparing several selection thresholds, KTMPO chose to select all tracts with greater than 50% of the population categorized as LowMod status. Low Income seems to be distributed mostly in the urban areas, specifically in the northern portion of Killeen, and the central and southern areas of Temple. Portions of the city of Belton are included, but the selected tracts in this area also include less urbanized areas to the east of I-35 in central Bell County.

See map on following page.

Table 1 - List of Selected Low-income Tracts:

Tract	% Low Income	Tract	% Low Income
207.1	83.04%	105.02	64.26
226	58.8%	235	63.15%
208	74.33%	232.03	63.12%
207.2	70.8%	228.01	61.57%
105.4	67.4%	232.04	56.75%
216.02	66.92%	215	56.63%
209	65.06	210	52.72%
229	64.09%	231.04	51.73%
232.02	64.45%		



Minority Calculations

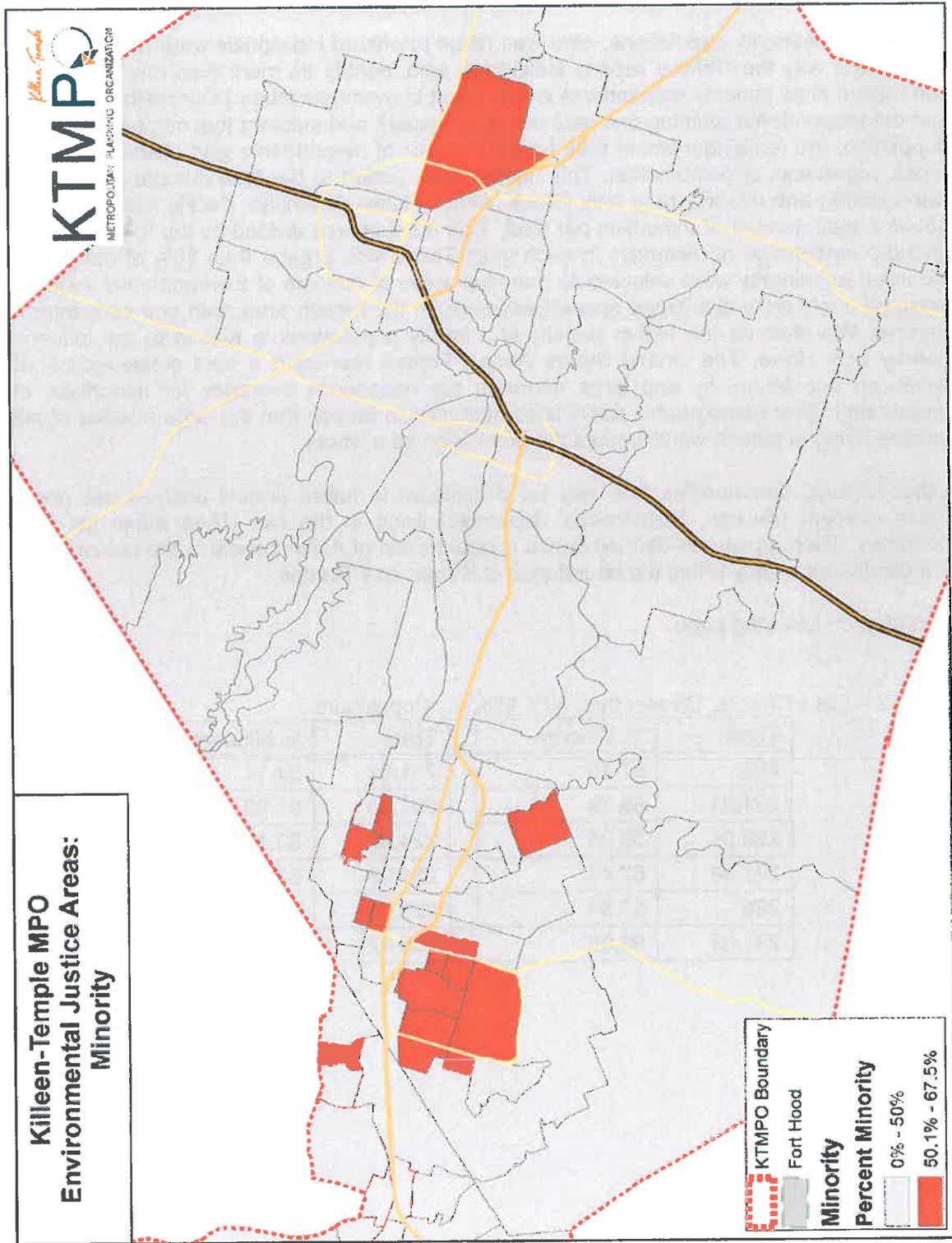
To calculate minority populations, care was taken to ensure individuals were not counted twice (due to the way the Census reports individuals who identify as more than one race, a simple summation of all minority respondents would result in over-estimation.) Our methodology was to add the respondents claiming one race alone (all races), and subtract that number from the total population; the remainder would then be the number of respondents who claimed two or more races, regardless of combination. This number was added to the total number of respondents who claimed one minority race only (Black, Asian, Native American, Pacific Islander, Other) to obtain a total number of minorities per tract. This number was divided by the total population to give the percentage of minorities in each tract. Tracts with greater than 50% of the population identified as minority were selected as potential areas of concern of Environmental Justice. The selected tracts were distributed sporadically through the Killeen area, with one concentration in Temple. We attribute the higher density of minority populations in Killeen to the influence of nearby Fort Hood. The United States Armed Forces represent a vast cross-section of the American population, by and large mirroring the nationwide averages for minorities, ethnic groups and other demographic distinctions. It stands to reason that the large number of military families living in Killeen would impact the population as a whole.

Other minority communities that may be considered in future project analysis are people of Asian descent (Korean, Vietnamese, Japanese) living in the two UZAs within the KTMPO boundary. There is no well-defined dense concentration of Asian people in the community; they are distributed evenly within the boundaries of Killeen and Temple.

See map on following page.

Table 2 – List of Tracts, Greater than 50% Minority Population:

Tract	% Minority	Tract	% Minority
208	67.45	231.07	54.12
221.04	63.39	221.03	53.98
228.01	58.28	224.02	53.19
231.08	57.45	231.06	52.89
235	57.34	231.05	51.82
231.03	56.06	105.02	50.8



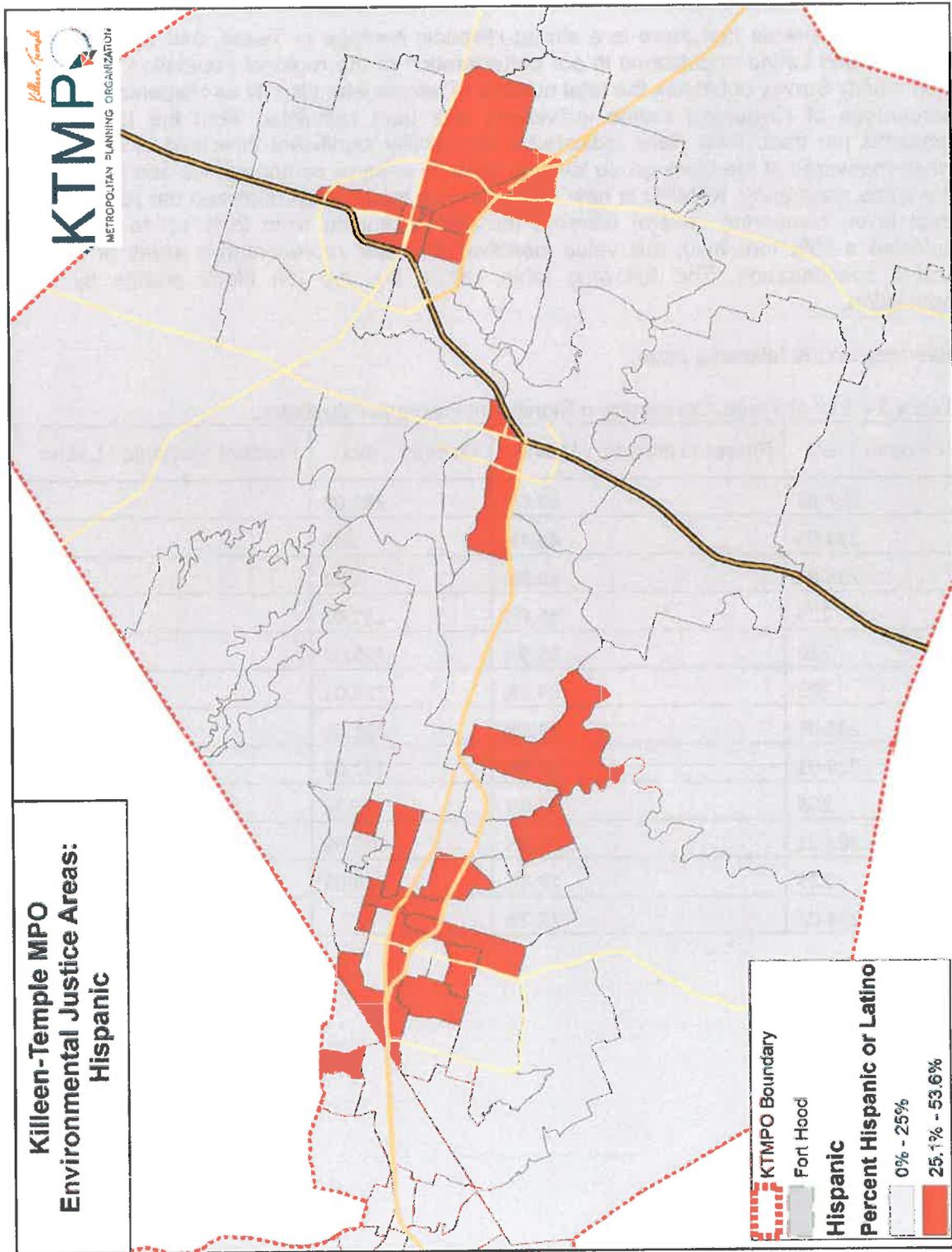
Hispanic and Latino Calculations

KTMPO recognizes that there is a strong Hispanic heritage in Texas; and therefore included Hispanic and Latino populations in our consideration of the regional population. The American Community Survey publishes the total number of people who identify as Hispanic or Latino. The percentage of Hispanic / Latino individuals was then calculated from the total number of residents per tract. Past plans indicated a statistically significant threshold of 40% or higher, when measured at the block group level. In order to analyze demographics and income data on the same geography, KTMPO is now using Census tracts. Staff analyzed the population at the tract level, comparing several different thresholds ranging from 20% up to 40%. KTMPO selected a 25% threshold; this value identified the most representative areas of Hispanic or Latino concentration. The following table shows the top ten block groups by Hispanic population.

See map on the following page.

Table 3 - List of Tracts Containing a Significant Hispanic Population:

Census Tract	Percent Hispanic / Latino	Census Tract	Percent Hispanic / Latino
207.02	53.6%	231.08	27.1%
224.05	48.4%	205	26.8%
216.01	46.4%	222	26.8%
226	36.6%	231.07	26.1%
210	35.9%	225.01	26.1%
209	34.1%	228.01	26.1%
232.03	33.9%	221.05	25.8%
224.01	32.7%	232.02	25.8%
208	32.0%	230	25.7%
207.01	29.5%	105.02	25.5%
229	29.4%	219.04	25.4%
224.02	27.2%		



Environmental Justice Areas

To generate an overall map of potential Environmental Justice Areas, the tracts identified for Low-Income, Minority and Hispanic populations were combined. A tract only needs to be identified in one of the categories to be selected; it does not have to meet all three criteria.

Table 4 - List of Selected Tracts:

105.02	221.03	231.03
105.04	221.04	231.04
205	221.05	231.05
207.01	222	231.06
207.02	224.01	231.07
208	224.02	231.08
209	224.05	232.02
210	225.01	232.03
215	226	232.04
216.01	228.01	235
216.02	229	9800.01
219.04	230	

Other demographic categories that may be considered under an Environmental Justice program are ethnic group, language, religion, age, or disability. Any readily identifiable grouping of one or more of these categories may then be considered an Environmental Justice Community of Concern.

See map on the following page for identified Environmental Justice Areas.

