



WESTERN ARIZONA COUNCIL OF GOVERNMENTS

2023 TITLE VI REPORT

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INTRODUCTION

The Western Arizona Council of Governments (WACOG) is committed to ensuring the full participation of all populations for any program or activity. The WACOG nondiscrimination policy addresses Title VI, Environmental Justice, and federal and state statutes. Extensive public outreach and data analysis are conducted to provide equal benefit to protected populations and to protect those populations from shouldering a disproportionate burden during the planning process. This annual report details progress made, activities undertaken, and goals for involving the public in the transportation planning process.

For more information about this report or other civil rights concerns, please contact the WACOG Title VI Coordinator, Roland Huulse, at (928) 753-6247.

REVIEW OF PROGRAM AREAS

To ensure compliance, each program and subrecipient is reviewed by WACOG staff as contracts and planning agreements are developed. This includes a review of Title VI provisions to ensure adherence

PROGRAM AREAS

The Title VI Coordinator provides oversight to the program areas. Annually, the Title VI Coordinator will report data collected throughout the year and outline the steps for each program area to comply with Title VI Program requirements in the Annual Report.

- ❖ Executive Board Meetings
- ❖ Technical Advisory Meetings
- ❖ Regional Transit Implementation Plan
- ❖ Transportation Improvement Program (TIP)
- ❖ WACOG/LHMPO Transportation Coordination Plan
- ❖ Contracts – Review of Consultant Contracts
- ❖ Subrecipients – Review of Subrecipients
- ❖ Training
- ❖ Investigations, Complaints, and or Lawsuits

FY 2023 ACCOMPLISHMENTS

See below for a review of each Program Area, and Data Collection.

WACOG EXECUTIVE BOARD MEETINGS

The function of the WACOG Executive Board is to act as a policy body, coordinating transportation planning and related implementation activities within the WACOG transportation region.

The Board must approve all agreements and contracts, and the Chairman must sign all appropriate documents related to contracts and agreements. The activities include, but are not limited to, approving previous meeting minutes, federally required documents and discussing and planning WACOG programs and activities

The WACOG Executive Board had Six (6) meetings from July 1, 2021-June 30, 2022. (Dates, agendas, and minutes are on the WACOG website). Agendas are posted a minimum of 5 days prior to the meeting.

At all Executive Board meetings, WACOG staff reads the Title VI statement, post the Title VI Notice to the public, makes available as handouts “Your Rights Under Title VI,” and the “Self-Identification Survey”. Due to COVID-19, meetings are a hybrid between in-person and virtual and/or telephonic, in order to meet compliance, a link to the Title VI public notice and a link to the Self-Identification Surveys (English and Spanish) has been added to all meeting agendas and posted in the chat box of the virtual meeting space (e.g. Zoom, Teams, WebEx, etc.).

Accommodations such as sign language and translation limited English Proficiency-LEP services are available at least 48 hours prior to the meetings.

No requests were made for special accommodations from 2022-2023

WACOG Executive Board Meetings

Date	Location
November 29, 2022	Virtual
March 23, 2023	Virtual
June 22, 2023	Parker Learning Center

WACOG Executive Board Demographics Data

Ethnicity / Race		Gender	
African American/Black	1	Female	6
American Indian/Alaskan Native		Male	8
Asian/Pacific Islander			
Hispanic/Latino	4		
White	9		
Other			

WACOG TECHNICAL ADVISORY COMMITTEE (TAC)

The TAC has the authority, and primary responsibility to conduct technical reviews regarding all work activities of the Unified Planning Work Program; to recommend project awards, and to advise the Executive Board on appropriate actions to be taken for the overall planning direction of the region.

The activities included, but were not limited to, approving previous meeting minutes, approving various federally required documents, and discussing and planning various transportation-related activities. Additionally, there was open discussion regarding the 2021 Regional Transit Implementation Plan, the FY25-26 HSIP Applications/call for projects, the Transportation Improvement Program, and the WACOG/LHMPO Transportation Coordination Plan.

The WACOG Technical Advisory Committee had Six (6) meetings from July 1, 2021-June 30, 2022. (Dates, agendas, and minutes are on the WACOG website). Agendas are posted a minimum of 5 days prior to the meeting

At all Technical Advisory Committee meetings, the WACOG staff reads the Title VI statement, posts the Title VI Notice to the public, makes available the "Self-Identification Survey". Due to COVID-19, the majority of meetings are being held virtually and/or telephonically, in order to meet compliance, the Title VI public notice and a link to the Self-Identification Surveys (English and Spanish) has been added to all meeting agendas and posted in the chat box of the virtual meeting space (e.g. Zoom, Teams, WebEx, etc.).

Accommodations such as sign language and translation limited English Proficiency-LEP services are available at least 48 hours prior to the meetings.

No request were made for special accommodations from 2021-2022

WACOG TAC Meetings

Date	Location
July 20, 2022	Virtual
September 21, 2022	Virtual
November 16, 2022	Virtual
January 25, 2023	Virtual
March 22, 2023	Virtual
May 24, 2023	Mohave County Public Works

WACOG TAC Demographics Data

Ethnicity / Race		Gender	
African American/Black		Female	1
American Indian/Alaskan Native		Male	8
Asian/Pacific Islander			
Hispanic/Latino			
White	9		
Other			

2021 REGIONAL TRANSIT IMPLEMENTATION PLAN (RTIP)

WACOG continues to administer a Regional Transit Implementation Plan to determine the feasibility of interconnecting transit routes in the Tri City area of the WAGOG Region and will include short and long range strategies and propose financial and governance structures.

On December 21st, 2021, WACOG in partnership with Kittelson and Associates released the RTIP Survey in both English and Spanish. The survey was posted on the WACOG website at www.wacog.com as well as the WACOG social media webpages. Flyers in both English and Spanish advertising the survey were also posted on public transportation throughout the region. The survey closed in February 2022.

2023 STRATEGIC REGIONAL TRANSPORTATION SAFETY PLAN UPDATE (SRTSPU)

WACOG has initiated a project that will UPDATE the comprehensive Strategic Transportation Safety Plan (STSP) originally completed in 2018 for the Western Arizona Council of Governments Region. The Strategic Regional Transportation Safety Plan Update will reexamine regional objectives and strategies proposed in 2018 to serve the need of the public safely and practically. It is also the intent of this plan update to serve as support for future Federal & State grant funds. The plan update should describe a sustainable approach utilizing these funds.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The Transportation Improvement Program (TIP) is a federally mandated four-year program of all surface transportation projects within the WACOG Transportation Planning region. The TIP is required to be prepared in complete detail identifying projects, assigning projects in appropriate periods, and identifying costs associated with each project as well as a funding source. All federally funded transportation projects within the WACOG planning region must be programmed in the WACOG TIP.

Administrative changes, as well as TIP Amendments, are posted on the WACOG website at www.wacog.com. The WACOG Technical Advisory Committee meetings as well as the WACOG Executive Board meetings are open to the public, thereby providing the opportunity for the public to comment on any TIP changes proposed by the WACOG Planning Organization. TIP Amendments go out to the public for a 30-day review.

WACOG/LHMPO TRANSPORTATION COORDINATION PLAN

WACOG in partnership with the LHMPO provides Mobility Management (MM) throughout the WACOG transportation planning region.

The Human Services Transportation Coordination Plan identifies transportation needs of individuals with disabilities, older adults, and people with low incomes; provides strategies for meeting these needs; and prioritizes transportation services for funding and implementation. Demographic maps and data are reviewed annually to ensure that services are being offered to the minority and low-income populations. WACOG and the Lake Havasu MPO are committed to providing outreach to nonprofit agencies providing services to persons with disabilities to discuss regional coordination and collaborative planning opportunities in human services transportation. This includes outreach to stakeholders in Mohave County to ensure agencies from the small urban and rural areas have an opportunity to participate in regional coordination efforts.

To ensure equal benefit to protected populations and to protect those populations from shouldering a disproportionate burden during the planning process public participation is welcomed and encouraged by WACOG and the Lake Havasu MPO. There are numerous and varied techniques/activities to provide the opportunity for public and stakeholder involvement. WACOG and the Lake Havasu MPO obtain input in a variety of ways including, but not limited to public hearings, newspaper advertisements, small and large group presentations, committee meetings, website postings, and e-mail correspondences.

WACOG staff continues to update the para-transit summary listing services and providers in the WACOG transportation planning region. WACOG also continues to distribute referral postcards with WACOG contact information. The WACOG referral program helps reduce confusion to the public and directs clients/citizens to the appropriate services throughout the WACOG region.

The Coordination Plan was submitted to ADOT on March 2, 2023.

REVIEW OF SUB RECIPIENTS

At the current time, WACOG does not have any sub recipients.

REVIEW OF CONSULTANT CONTRACT

The Title VI Coordinator is responsible for overseeing the preparation and execution of all planning study contracts for consultants to ensure Title VI compliance. During the reporting period, WACOG executed the following planning-related services/activities.

The projects used a combination of federal and/or in-kind matching funds. The Request for Proposal (RFP) for all planning projects within the WACOG region included the Title VI Assurances, nondiscrimination statements, and language pertaining to the incorporation of all Title VI provisions in every subcontract. Additionally, as part of the general RFP requirements for contracted planning studies, all federally funded projects are assessed for a DBE goal. WACOG encourages and supports firms that are verified Disadvantaged Businesses Enterprises (DBE) and/or Minority Business Enterprises (MBE). All RFPs are distributed to an extensive list of contractors, including DBE/MBE firms. All firms must be registered in AZ UTRACS to be eligible to apply.

Additionally, WACOG has created a demographics request form to capture Title VI and demographics information on all contractors and or subcontractors that provide professional services on behalf of the WACOG region. The newly created form will be inserted into all formal solicitations or request for quote packages. The data collected from this form allows for the analysis of our contractors and subcontractors in regards to Title VI and or Disadvantaged Business Enterprises.

Executed Contracts:

2021 Regional Transit Implementation Plan – Kittelson & Associations, Inc.

- ❖ (UTRAC) # MPD197311.21-5.4
- ❖ 2-Year Contract (2021-2022)
- ❖ DBE Goal Assessment – 0%. However, Kittelson is a DBE Firm.
- ❖ Submitted a Bidders/Proposers list in the AZ UTRACS
- ❖ Contract included Appendix A and E of the Assurances, DBE Provisions, Prompt Pay and Reporting Provisions
- ❖ Consultant reported monthly in the ADOT LPA DBE System to ensure compliance
- ❖ No findings

2023 Strategic Regional Transportation Safety Plan Update–Greenlight T.E.

- ❖ (UTRAC) # MPD218168-5.5-1
- ❖ 5-Year Contract (2023-2028)
- ❖ DBE Goal Assessment – 1%. Greenlight T.E. is a DBE Firm.
- ❖ Submitted a Bidders/Proposers list in the AZ UTRACS
- ❖ Contract included Appendix A and E of the Assurances, DBE Provisions, Prompt Pay and Reporting Provisions
- ❖ Consultant reported monthly in the ADOT LPA DBE System to ensure compliance
- ❖ No findings

TITLE VI TRAINING

WACOG Staff attended the following training:

- ❖ June 2, 2023, the ADOT CRO Annual FHWA Title VI Training was attended by Transportation Planning Manager Roland Hulse.

- ❖ WACOG Staff – Annually, online Title VI training is provided to WACOG staff. All training records are retained by the Title VI Coordinator.

TITLE VI INVESTIGATIONS, COMPLAINTS, OR LAWSUITS

No investigations, lawsuits, or complaints have been filed against WACOG or its member agencies from 2021-2022.

FY 2024 GOALS

PROGRAM AREAS GOALS & PLANNED ACTIVITIES

For FY 2024, WACOG has identified the following Program Area Goals to ensure full compliance with Title VI, Environmental Justice, state and federal statutes:

- ❖ Executive Board Meetings
- ❖ Technical Advisory Meetings
- ❖ 2022 Regional Transit Implementation Plan
- ❖ 2023 Strategic Transportation Safety Plan (Update)
- ❖ Transportation Improvement Program (TIP)
- ❖ WACOG/LHMPO Transportation Coordination Plan
- ❖ Contracts – Review of Consultant Contracts
- ❖ Subrecipients – Review of Subrecipients
- ❖ Training
- ❖ Investigations, Complaints, and or Lawsuits

WACOG EXECUTIVE BOARD MEETINGS

The July 1, 2023 – June 30, 2024, Executive Board meetings are scheduled for the second Thursday of every other month at 1:00 P.M. and will be held in person at the Arizona Western Learning Center in Parker, AZ or virtually. In person public meetings will be held at locations that are easily accessible and ADA compliant. Accommodations such as sign language and translation limited English Proficiency-LEP services are available at least 48 hours prior to the meetings. At all Executive Board meetings, the WACOG staff will read or post the “Title VI Notice to the Public” and make available as handouts “Your Rights Under Title VI” and “Self-Identification Survey” in English and Spanish.

The calendar of meetings will be published annually and posted on the WACOG website at www.wacog.com. The notice will state the date of the meeting, the time of the meeting, and the location of the meeting.

WACOG TECHNICAL ADVISORY COMMITTEE (TAC)

The July 1, 2023 – June 30, 2024, Technical Advisory Committee meetings are scheduled for the fourth Wednesday of every other month at 10:00 A.M. and are currently held on zoom. Accommodations such as sign language and translation limited English Proficiency-LEP services are available at least 48 hours prior to the meetings. At all TAC meetings, WACOG staff will include the “Title VI Notice to the Public” in the agenda and post links to the online “Self-Identification Survey” in English and Spanish.

The calendar of meetings will be published annually and posted on the WACOG website at www.wacog.com. The notice will state the date of the meeting, time of the meeting, and location of the meeting. It also states where the agendas for the meeting are posted. Upon request, citizens may receive, at no cost, an e-mailed meeting agenda.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Administrative changes, as well as TIP Amendments, will be posted on the WACOG website at www.wacog.com. WACOG Technical Advisory Committee meetings and WACOG Executive Board meetings are open to the public, thereby allowing the public to comment on any TIP changes.

TITLE VI TRAINING

The Title VI Coordinator will seek and offer Title VI training opportunities to WACOG staff, committee members, and consultants.

- ❖ **WACOG Title VI Coordinator** - Annually, request ADOT Civil Rights Office to offer Title VI Training/Overview for staff, to include new hires. Staff will partake in FTA/FHWA Title VI and Environmental Justice Training that is made available throughout the year.
- ❖ **WACOG Staff** – Annually, online Title VI training will be provided to WACOG staff. All training records will be retained by the Title VI Coordinator.
- ❖ **Executive Board** - This training will occur annually and functions as part of training and debriefing regarding highlights from the previous reporting year. The training portion is high-level and is tailored to identify and address major challenges and special emphasis areas findings from the Title VI Implementation Plan and Annual Goals and Accomplishment Report.
- ❖ **Technical Advisory Committee** - This training will occur annually and functions as part of training and debriefing regarding highlights from the previous reporting year. The training portion is high-level and is tailored to identify and address major challenges and special emphasis areas. Findings from the Title VI Implementation Plan and Annual Goals and Accomplishment Report.
- ❖ **Subrecipients/Consultants** – Subrecipients and Consultant contracts will be reviewed to ensure that the assurances are being followed, which will be followed by training. The content of the training is developed specifically to address the issues/challenges facing each subrecipient as communicated through the subrecipient review.

WACOG/LHMPO TRANSPORTATION COORDINATION PLAN

WACOG, in collaboration with the Lake Havasu MPO, will provide Mobility Management (MM) within the Lake Havasu MPO and WACOG transportation planning regions.

WACOG and the Lake Havasu MPO are committed to providing outreach to nonprofit agencies providing services to persons with disabilities to discuss regional coordination and collaborative planning opportunities in human services transportation. This includes outreach to stakeholders in Mohave County to ensure agencies from the small urban and rural areas have an opportunity to participate in regional coordination efforts.

REVIEW OF SUBRECIPIENTS

At the current time, WACOG does not have any upcoming projects working with subrecipients.

REVIEW OF CONSULTANT CONTRACT

The Title VI Coordinator is responsible for overseeing the preparation and execution of all planning study contracts for consultants to ensure Title VI compliance. Continue to review all contracts for compliance through contract Review, training, onsite visits, and personal interviews of staff.

INVESTIGATIONS, LAWSUITS, AND COMPLAINTS

WACOG will strive to have zero complaints for FY2023.

ADDITIONAL TITLE VI COMMITMENTS

- ❖ WACOG will continue to adhere to its Title VI Plan.
- ❖ Continue posting or reading out loud Title VI Compliance notification at each meeting held in person or held virtually
- ❖ Continue to update the website with any changes to Title VI materials
- ❖ Continue making meetings accessible to persons in need of foreign language assistance
- ❖ Continue making meetings accessible to persons with disabilities
- ❖ Update current Title VI Plan in accordance with ADOT, FTA, and FHWA regulations
- ❖ WACOG will incorporate recommendations from ADOT's audit into future activities