

# ***APPENDIX C***

## ***TITLE VI***



## Metropolitan Planning Organizations (MPOs) & Regional Transportation Planning Organizations (RTPOs)

### General

1. Which office within your organization has lead responsibility for Title VI compliance?

**OKI's Communications Department has the lead responsibility for Title VI compliance.**

2. Who is your designated Title VI Coordinator? Please provide the person's name, title and contact information.

**Jenny Newcomb, Digital Media Specialist, [jnewcomb@oki.org](mailto:jnewcomb@oki.org)**

3. Does your organization have a Title VI Program Plan? If so, please provide the website link or attach a copy.

**Yes, it can be downloaded at: <https://www.oki.org/about/civil-rights/title-vi/>**

4. Does your organization have a Title VI policy? If so, please provide the website link or attach a copy.

**Yes, it can be downloaded at <https://www.oki.org/about/civil-rights/title-vi/>**

5. Does your organization have written Title VI complaint procedures? If so, please provide the website link or attach a copy.

**Yes, it can be downloaded at <https://www.oki.org/about/civil-rights/title-vi/>**

6. Does your organization have a Title VI complaint form? If so, please provide the website link or attach a copy.

**Yes, it can be found at <https://www.oki.org/about/civil-rights/title-vi/>**

7. Does your organization make the public aware of the right to file a complaint? If so, describe how this is accomplished.

**A Title VI Notification to the Public or Beneficiary Notice is posted on <https://www.oki.org/about/civil-rights/title-vi/> and signage is displayed in our lobby.**

8. In the past three years, has your organization been named in any Title VI and/or other discrimination complaints or lawsuits? If so, please provide the date the action was filed, a brief description of the allegations and the current status of the complaint or lawsuit. Describe any Title VI-related deficiencies that were identified and the efforts taken to resolve those deficiencies.

**No, our organization has not been named in any lawsuits.**

9. Has your organization provided written Title VI Assurances to ODOT? Is the Title VI Assurance included in the MPO self-certification resolution (Note, this only applies to MPOs, RTPOs do not approve self-certification resolutions)? If so, please provide a copy as an attachment.

**Written Title VI Assurances have been provided to ODOT. The Title VI Assurance is also included in OKI's MPO self-certification resolution and a copy of the resolution is attached.**

10. Does your contract language include Title VI and other non-discrimination assurances? **Yes**
11. Do you use any of the following methods to disseminate Title VI information to the public (select all that apply):
- i. Title VI posters in public buildings
  - ii. Title VI brochures at public events
  - iii. Title VI complaint forms in public buildings
  - iv. Title VI complaint forms at public events
  - v. Title VI policy posted on your website
  - vi. Title VI Program Plan posted on your website
  - vii. Other (Please explain)

### Public Involvement

12. Does your organization have a Public Participation Plan? If so, please provide the website link or attach a copy. When was the Public Participation Plan most recently updated?

**Yes, it can be found at: <https://www.oki.org/about/civil-rights/participation-plan/> and was most recently updated in 2022.**

13. Please select which of the following outlets your organization uses to provide notices to different population groups (select all that apply):
- i. Neighborhood and community paper advertisements
  - ii. Community radio station announcements
  - iii. Church and community event outreach
  - iv. Targeted fliers distributed in particular neighborhoods
  - v. Other (Please explain)- social media channels, dedicated page on oki.org, press releases sent to media outlets
14. Do you coordinate with local community groups to facilitate outreach to minorities and low-income populations? If so, please list groups.
- a. OKI Environmental Justice Advisory Committee
  - b. Tristate Transportation Equitable Opportunity Team
15. Do you take the following into consideration when identifying a public meeting location (select all that apply):
- i. Parking
  - ii. Accessibility by public transportation
  - iii. Meeting times
  - iv. Existence of ADA ramps
  - v. Familiarity of community with meeting location
16. Have meeting participants requested special assistance (e.g., interpretation services) ahead of any public event in the past year? If so, describe how the request was addressed. **There have been no requests.**

### Limited English Proficiency (LEP) and Language Assistance

17. Are you familiar with the LEP four-factor analysis methodology? **Yes**
18. Are you familiar with the LEP language assistance Safe Harbor threshold? **Yes**

19. Does your organization have an LEP Plan and/or a Language Assistance Plan (LAP)? If so, please provide the website link or attach a copy. Yes,
20. Has your organization identified vital documents that need to be made available in languages other than English? If so, describe how that need is being addressed. **Yes, the Title VI Complaint Form, Title VI Notification to the Public and Title VI Notice of Protections Against Discrimination have all been translated into Spanish and placed in OKI's Title VI Program Plan.**
21. Do you have a list of staff who speak languages other than English? **Yes.**
22. Do you provide free translation services in languages other than English to the public upon request? Yes
23. How often do you receive requests for language assistance? **We have not received requests for language assistance.**

### Title VI Training

24. Who provides Title VI training to your staff?
- i. ODOT staff
  - ii. **Title VI Coordinator**
  - iii. Other (Please explain)
25. How often are Title VI trainings conducted? **Annually**
26. How many staff were trained on Title VI this year? **29**

### Transportation Planning Program - Data Collection and Analysis

27. Does your agency maintain documentation describing its procedures for incorporating Title VI requirements into the region's transportation planning program? **Yes**
28. Does your organization maintain socio-demographic data and mapping for the transportation planning region? **Yes**
29. Does your organization use data to identify protected groups for consideration in the planning process?  
**Yes**

Does your organization conduct Transportation Plan and Transportation Improvement Program environmental justice analyses of the impacts that planned transportation system investments will have on both minority (including low-income status populations) and non-minority areas? Discuss the assessment methodology and resulting documentation. **Yes, OKI does conduct analyses of the impacts that planned transportation system investments will have on both minority and non-minority areas. During the course of the process to finalize the update of OKI's 2050 Metropolitan Transportation Plan, OKI staff evaluated projects that are within or adjacent to Environmental Justice areas. It was determined that more than \$7 billion, nearly 77% of total recommended expenditures, are within EJ communities. This represents about 55 percent of all recommended projects.**

30. Does your organization track demographic information of participants in its transportation planning program public involvement events?

**OKI does not have a formal methodology for tracking the demographic information of participants at the public involvement events of our transportation planning program.**

### Technical Assistance

31. Provide the name, title, and contact information for the person who completed this questionnaire and the date the questionnaire was completed. Is this the person who should be contacted with follow-up questions? If not, please provide the name, title, and contact information for that individual.

**Jenny Newcomb, Digital Media Specialist, [jnewcomb@oki.org](mailto:jnewcomb@oki.org), 513-205-7858, completed this questionnaire on February 5, 2025.**

32. Do you have any questions regarding this questionnaire? If so, please include them here along with your email address or telephone number and an ODOT representative will respond. **No**
33. Would your organization like Title VI training or other Civil Rights technical assistance from ODOT? If yes, please explain. **Yes, the Title VI Coordinator would love to be more in touch and familiar with the ODOT Title VI office.**

OKI 2025-02

**RESOLUTION**

**OF THE BOARD OF DIRECTORS OF THE  
OHIO-KENTUCKY-INDIANA REGIONAL COUNCIL OF GOVERNMENTS**

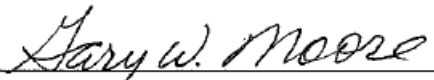
**AUTHORIZING ADOPTION OF THE UPDATE TO THE  
OKI TITLE VI PLAN**

**WHEREAS**, the Ohio-Kentucky-Indiana Regional Council of Governments has adopted a Title VI Plan that meets the legal requirements and responsibilities of the U.S. Department of Transportation (USDOT) as a recipient of Federal financial assistance; and

**WHEREAS**, the Title VI Plan continues to be reviewed by OKI staff on an on-going basis to ensure consistency with federal regulations and guidelines; and

**WHEREAS**, the update is consistent with USDOT guidance; therefore,

**BE IT RESOLVED**, that the Board of Directors of the Ohio-Kentucky-Indiana Regional Council of Governments, at its regular public meeting of January 7, 2025, hereby approves the update to the OKI Title VI Plan as recommended by OKI staff.

  
GARY W. MOORE, PRESIDENT

JN  
1/9/25

**STAFF PROFILE REPORT - AGENCY and MPO**  
**EFFECTIVE DATE FEBRUARY 21, 2025**

<b>TABLE 1:</b> <u>TOTAL PERMANENT EMPLOYEES</u>	<u>FEMALE</u>	<u>MALE</u>	<u>Agency</u> <u>TOTAL</u>		<u>FEMALE</u>	<u>MALE</u>	<u>MPO</u> <u>TOTAL</u>	
MINORITY	2	2	4	(13%)	2	2	4	(17%)
MAJORITY	14	12	26	(87%)	10	10	20	(83%)
TOTAL	16 (53%)	14 (47%)	30	(100%)	12 (50%)	12 (50%)	24	(100%)

<b>TABLE 1A:</b> <u>PROFESSIONAL LEVEL EMPLOYEES</u>	<u>FEMALE</u>	<u>MALE</u>	<u>Agency</u> <u>TOTAL</u>		<u>FEMALE</u>	<u>MALE</u>	<u>MPO</u> <u>TOTAL</u>	
MINORITY	2	2	4	(13%)	2	2	4	(17%)
MAJORITY	14	12	26	(87%)	10	10	20	(83%)
TOTAL	16 (53%)	14 (47%)	30	(100%)	12 (50%)	12 (50%)	24	(100%)

<b>TABLE 1B:</b> <u>SUPPORT LEVEL EMPLOYEES</u>	<u>FEMALE</u>	<u>MALE</u>	<u>Agency</u> <u>TOTAL</u>		<u>FEMALE</u>	<u>MALE</u>	<u>MPO</u> <u>TOTAL</u>	
MINORITY	0	0	0	#DIV/0!	0	0	0	#DIV/0!
MAJORITY	0	0	0	#DIV/0!	0	0	0	#DIV/0!
TOTAL	0 #DIV/0!	0 #DIV/0!	0	#DIV/0!	0 #DIV/0!	0 #DIV/0!	0	#DIV/0!

<b>TABLE 2:</b> <u>TEMPORARY EMPLOYEES</u>	<u>FEMALE</u>	<u>MALE</u>	<u>Agency</u> <u>TOTAL</u>		<u>FEMALE</u>	<u>MALE</u>	<u>MPO</u> <u>TOTAL</u>	
MINORITY	0	0	0	(0%)	0	0	0	(0%)
MAJORITY	1	2	3	(100%)	1	2	3	(100%)
TOTAL	1 (33%)	2 (67%)	3	(100%)	1 (33%)	2 (67%)	3	(100%)