

MEMORANDUM

TO: GTC Planning Committee Members & Alternates
FROM: James Stack, Executive Director JS
DATE: May 5, 2022
SUBJECT: Proposed Council Resolution 22-17 (*Adopting the Title VI/Nondiscrimination Implementation Plan*)

The purpose of *Title VI/Nondiscrimination Implementation Plan* is to document policies and expectations to ensure continuous compliance with Title VI of the Civil Rights Act of 1964 and additional nondiscrimination authorities and executive orders.

Title VI of the Civil Rights Act of 1964 prohibits discrimination based upon race, color, national origin in any program or activity of an entity that receives Federal-aid. Since then, other nondiscrimination authorities and executive orders protect against discrimination based on gender, age, disability, low-income status, and limited English proficiency in any program or activity of an entity that receives Federal-aid.

This Title VI Implementation Plan and additional documentation related to Title VI includes:

- A policy statement describing GTC's commitment not to discriminate based on race, color, national origin, sex, age, disability, limited English proficiency, or income status when carrying out programs or activities conducted by the agency, its contractors, or subrecipients of Federal assistance.
- A summary of GTC's organization showing how agency staff support the program and resolve issues.
- A summary showing how GTC monitors, reviews, and reports compliance measures including employee training and deliberate community outreach to protected groups that are traditionally underrepresented in participating in transportation decisions.
- A summary showing the process and procedures for handling complaints of alleged discrimination as well as the policy for contractors, consultants, or sub recipients of Federal-aid who fail to comply with Title VI program requirements.

The following items are provided for your consideration:

1. **Proposed Council Resolution 22-17** (*Adopting the Title VI/Nondiscrimination Implementation Plan*)
2. **Draft Title VI/Non-Discrimination Plan**

Recommended Action

Recommend approval by GTC Board of Resolution 22-17 adopting the Title VI/Nondiscrimination Implementation Plan.

GENESEE TRANSPORTATION COUNCIL

RESOLUTION

Resolution 22-17 Adopting the *Title VI/Nondiscrimination Implementation Plan*

WHEREAS,

1. Title VI of the 1964 Civil Rights Act and subsequent federal legislation direct the fair treatment and meaningful involvement of all people—regardless of race, color, national origin, disability, age, gender, or income status—in programs and activities receiving Federal funds, including transportation funds;
2. The United States Department of Transportation (USDOT) requires public agencies, including GTC, to develop a Title VI Plan that addresses how an agency integrates nondiscrimination practices in its planning, public participation, and decision making.
3. USDOT has provided additional guidance and clarity about what Metropolitan Planning Organizations, including GTC, must include in their Title VI Plans since GTC adopted its Environmental Justice, Title VI, and Americans with Disabilities Act Involvement Plan in 2012;
4. GTC staff prepared the Title VI Nondiscrimination Implementation Plan in compliance with the most current Federal directives and guidance to avoid, minimize, or mitigate disproportionately adverse impacts of transportation projects and investments on persons not traditionally well-represented in the transportation policy, planning, and investment decision making processes; and
5. Said Plan has received the federally-required approval of the New York State Department of Transportation and has been reviewed by GTC staff and member agencies through the GTC committee process and found to be worthy of guiding activities conducted by or on behalf of GTC.

NOW, THEREFORE, BE IT RESOLVED

1. That the Genesee Transportation Council hereby adopts the *Title VI/Nondiscrimination Implementation Plan* effective immediately

CERTIFICATION

The undersigned duly qualified Secretary of the Genesee Transportation Council certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Genesee Transportation Council held on June 30, 2022.

Date _____

CHRISTOPHER REEVE, Secretary
Genesee Transportation Council

TITLE VI/NONDISCRIMINATION IMPLEMENTATION PLAN

APRIL 2022



GENESEE TRANSPORTATION COUNCIL

The Metropolitan Planning Organization for the Genesee-Finger Lakes Region

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2022 GTC Title VI/Nondiscrimination Implementation Plan

Executive Summary

Genesee Transportation Council (GTC) is the designated Metropolitan Planning Organization or MPO responsible for transportation planning and decision-making in the Genesee-Finger Lakes Region, which includes Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming, and Yates counties in New York State. The MPO devises solutions to regional transportation problems; this involves addressing other related important issues, such as land use, air quality, energy, economic development, and safety. Like other MPOs, GTC develops long-range transportation plans and a short-range capital program of specific projects to fund with federal transportation funds. For each of these planning products, the MPO's duty is to engage many stakeholders in the decision-making process.

GTC does not own, maintain, or operate transit or other transportation facilities. The Rochester Genesee Regional Transportation Authority (RGRTA) is the public transportation operator in eight of the nine Counties. Yates County partners with Steuben County (beyond GTC region) to provide public transportation to residents.

Each year, the federal government distributes or apportions highway and transit funding to MPOs or State Transportation Departments to carry out planning and capital projects. The New York State Department of Transportation (NYSDOT) distributes federal funds to MPOs and other subrecipients to administer highway-related plans and programs.

Since GTC is a subrecipient of federal metropolitan planning funds from both the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), GTC is required to comply with Title VI of the Civil Rights Act of 1964 (Title VI), which prohibits discrimination based on race, color, and national origin. Other nondiscrimination authorities and executive orders provide protection against discrimination based on gender, age, disability, low-income status, and limited English proficiency.

To ensure continuous compliance with Title VI, the U.S. Department of Transportation established reporting requirements for federal-aid recipients under different scenarios. FHWA and FTA each have requirements that are acknowledged in this document.

Additionally, this Plan includes the following appendices with supporting information:

- A Title VI Assurances document (Appendix A)
- Title VI Complaint Form- (Appendix B)
- Annual Title VI Report (Appendix C)
- Notice to the Public (Appendix D)
- FTA Log of Investigations, Complaints, and Lawsuits (Appendix E)

- Public Participation Plan (Appendix F)
- Summary of Public Outreach Activities (Appendix G)
- Limited English Proficiency Plan (Appendix H)
- Disadvantaged Business Enterprise Plan (Appendix I)
- Equal Employment Opportunity Plan (Appendix J)
- GTC Board Resolution approving Title VI Program (Appendix K) (*expected in June 2022*)

Title VI/Nondiscrimination Policy Statements

GTC's Commitment to the Public

The Genesee Transportation Council (GTC) assures that no person shall, on the grounds of race, color, national origin, disability, age, gender, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. GTC further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

En Español

El Consejo Genesee de Transporte asegura que ninguna persona, por motivos de raza, color, nacionalidad, discapacidad, edad, sexo o situación económica, será excluida de participar en ningún programa o actividad, ni se le negarán los beneficios de los mismos, ni será objeto de discriminación de ningún tipo. El GTC, (por sus siglas en inglés) asegura además que se hará todo lo posible para asegurar la no discriminación en todas las actividades de sus programas, ya sea que esos programas y actividades estén financiados por el gobierno federal o no.

It is also the policy of GTC to ensure that none of its programs, policies, and other activities have disproportionate adverse effects on minority and low-income populations. GTC identifies minority and low-income communities from US Census data. GTC takes a proactive approach to engage minority and low-income communities and encourage their full and fair participation in the transportation decision-making process.

In addition, GTC will offer meaningful access to services for persons with Limited English Proficiency.

In the event GTC distributes federal-aid funds to another agency as a subrecipient, GTC will include Title VI language in all written agreements and will monitor for compliance.

GTC is responsible for initiating and monitoring Title VI activities, preparing required reports and other GTC responsibilities as required by 23 CFR 200 and 49 CFR 21.

Title VI Notice to Public

The Genesee Transportation Council (GTC) has an evolving process to elicit and solicit public participation from all stakeholders without regard to race, color, national origin, sex, age, disability, limited English proficiency, or income status.

The following statement appears prominently in English and Spanish on the GTC website <https://www.gtcmpto.org/title-vi>

*The **Genesee Transportation Council** hereby gives public notice that it is the **Genesee Transportation Council's** policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, gender, 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 the **Genesee Transportation Council** receives federal financial assistance.*

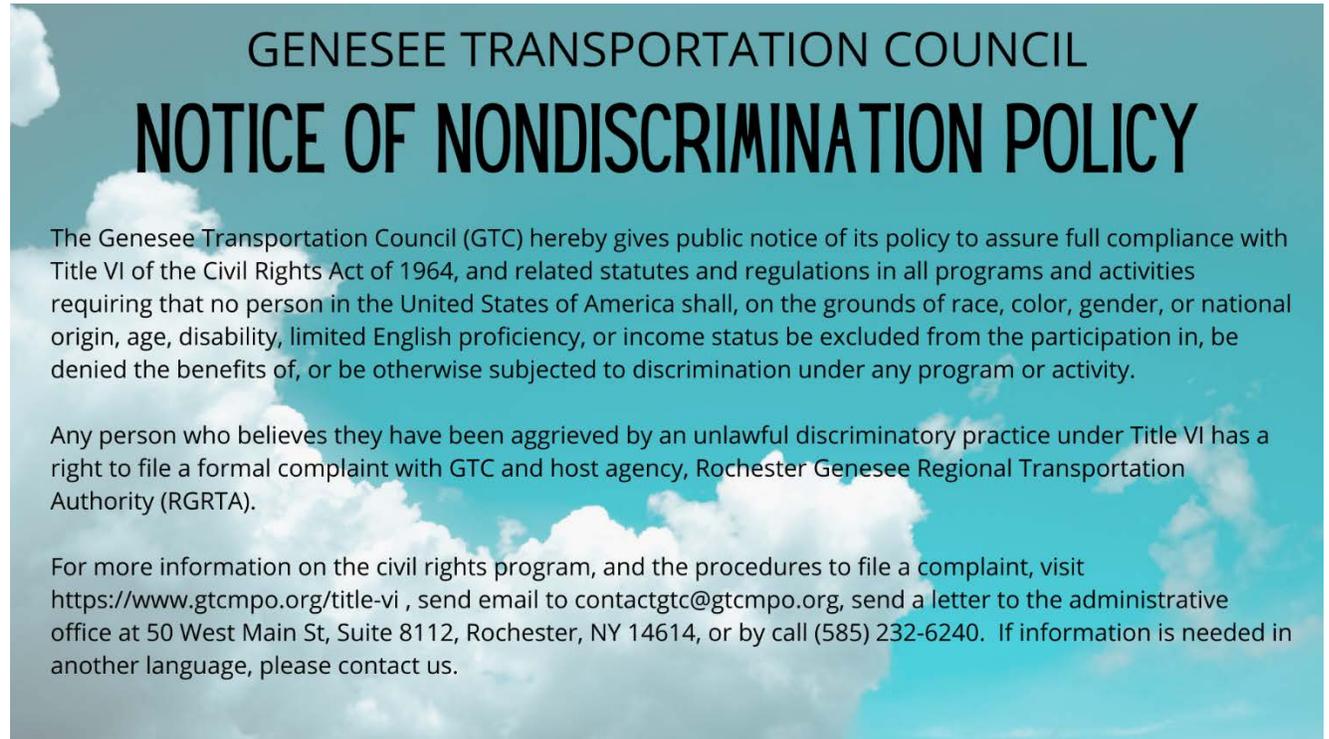
*Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the **Genesee Transportation Council and host agency, Rochester Genesee Regional Transportation Authority (RGRTA)**. Any such complaint must be in writing and filed with the Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from this office at no cost to the complainant on our website <https://www.gtcmpto.org/title-vi> or by calling (585) 232-6240.*

En Español:

El Consejo de Transporte de Genesee por la presente notifica públicamente que la política del Consejo de Transporte de Genesee es garantizar el pleno cumplimiento del Título VI de la Ley de Derechos Civiles de 1964, la Ley de Restauración de los Derechos Civiles de 1987, y los estatutos y reglamentos relacionados en todos los programas y actividades. El Título VI exige que ninguna persona en los Estados Unidos de América sea excluida de la participación, se le nieguen los beneficios o sea sometida a discriminación por motivos de raza, color, género u origen nacional en cualquier programa o actividad para la que el Consejo de Transporte de Genesee reciba asistencia financiera federal.

Cualquier persona que crea haber sido agraviada por una práctica discriminatoria ilegal en virtud del Título VI tiene derecho a presentar una queja formal ante el Consejo de Transporte de Genesee y la agencia anfitriona, la Autoridad Regional de Transporte de Rochester Genesee (RGRTA, por sus siglas en inglés). Cualquier queja de este tipo debe ser por escrito y presentada al Coordinador del Título VI dentro de los ciento ochenta (180) días siguientes a la fecha del presunto hecho discriminatorio. Los formularios de denuncia de discriminación del Título VI pueden obtenerse en esta oficina sin costo alguno para el denunciante en nuestro sitio web <https://www.gtcmpto.org/title-vi> o llamando al (585) 232-6240.

GTC ensures compliance with Title VI, and endeavors to educate the public of their rights to participate in the transportation decision-making process under discrimination protections afforded to them under laws, regulations, and authorities. This flyer is prominently posted in the GTC office, the GTC website and community engagement hub website and is shared on social media throughout the year.

The flyer features a teal background with a white cloud pattern. At the top, the text "GENESEE TRANSPORTATION COUNCIL" is written in a white, sans-serif font. Below this, the title "NOTICE OF NONDISCRIMINATION POLICY" is displayed in a large, bold, black, sans-serif font. The main body of the flyer contains three paragraphs of black text. The first paragraph states the council's commitment to Title VI of the Civil Rights Act of 1964. The second paragraph explains the right to file a complaint. The third paragraph provides contact information for more details.

GENESEE TRANSPORTATION COUNCIL

NOTICE OF NONDISCRIMINATION POLICY

The Genesee Transportation Council (GTC) hereby gives public notice of its policy to assure full compliance with Title VI of the Civil Rights Act of 1964, and related statutes and regulations in all programs and activities requiring that no person in the United States of America shall, on the grounds of race, color, gender, or national origin, age, disability, limited English proficiency, or income status be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

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 GTC and host agency, Rochester Genesee Regional Transportation Authority (RGRTA).

For more information on the civil rights program, and the procedures to file a complaint, visit <https://www.gtcmpo.org/title-vi>, send email to contactgtc@gtcmpo.org, send a letter to the administrative office at 50 West Main St, Suite 8112, Rochester, NY 14614, or by call (585) 232-6240. If information is needed in another language, please contact us.

GTC includes a standard message in press releases, project webpages, mass e-mails, and other communications offering to provide services for people to participate.

GTC will provide accommodations for anybody who wishes to participate in this planning project/program despite disability or proficiency in English. Please contact GTC at (585) 232-6240 or send email to contactgtc@gtcmpo.org to arrange for auxiliary aids or language services.

Complaint Procedure

GTC's host agency is the Rochester Genesee Regional Transportation Authority (RGRTA), which shares responsibility in handling complaints related to discrimination under Title VI. The RGRTA Board of Commissioners approved their 2020-23 Title VI Program Plan on November 5, 2020.

The general complaint form, in English and Spanish, and the complaint procedures appear on www.myRTS.com/titleVI. The following information about the complaint process appears on the GTC website <https://www.gtcmpo.org/EJTitleVI> directing complainants to RGRTA.

If you believe you have been subjected to discrimination under Title VI, you may file a complaint with the Rochester Genesee Regional Transportation Authority (RGRTA), GTC's host agency.

Any person who believes that he or she has individually, or as a member of any specific class of persons, been excluded from participation in, been denied the benefits of, or otherwise subjected to discrimination under any RGRTA service, program, or activity, and believes the discrimination is based upon race, color, gender, or national origin has the right to file a Title VI complaint with RGRTA.

All complaints must be filed in writing with the RGRTA Legal Department within 180 days of the alleged discriminatory act or occurrence. Complaint forms may be obtained through the following contacts:

- <https://www.myrts.com/titleVI>
- (585) 288-1700
- www.myRTS.com/contact-us

In addition to the Title VI process at RGRTA, Title VI complaints may be filed with Federal Transit Administration, Office of Civil Rights, by calling 888-446-4511 or by writing to 1200 New Jersey Avenue SE, Washington, DC 20590. <https://www.transit.dot.gov/content/contact-us-fta-office-civil-rights>

Or Title VI complaints may be filed with Federal Highway Administration, Office of Civil Rights, by calling 202-366-0693 or via email at FHWA.TitleVIcomplaints@dot.gov or by writing to 1200 New Jersey Avenue, SE, Washington, DC 20590.

Note: The Complaint Form is Appendix B.

The procedure explains how to obtain the RGRTA Title VI Complaint Form, get language or disability assistance, and file the Complaint using USPS mail, using the online "Contact Us" tool, or through in-person delivery. The procedure includes directions for filing a Title VI Complaint, information about non-retaliation and the Freedom of Information Act, and an explanation of the requirements for a complete Title VI Complaint.

If transit-related Title VI Complaints, lawsuits, or investigations naming RGRTA or its subsidiaries occur, RGRTA will maintain a list of them in accordance with 49 CFR §21.9(b). This list would include the date the investigation, lawsuit, or complaint was filed, a summary of the allegation(s), the status of the investigation, lawsuit, or complaint, and responsive actions taken by RGRTA. The General Counsel and Manager of Loss Prevention shall maintain this list in accordance with Legal Affairs' established procedure found in Exhibit 5.

List of Discrimination-Related Investigations, Complaints or Lawsuits

GTC has not received a complaint, nor is aware of investigations or lawsuits related to discrimination.

See the NYSDOT Public Transportation Programs Title VI Investigations, Complaints & Lawsuits Log. (Appendix E)

GTC's Federal Aid Recipient Status

According to the Reporting Requirements described in Appendix L of FTA Circular 4702.1B, GTC is defined as a Subrecipient of federal funding.

Subrecipient Status- Role of MPOs and States With Regard to Planning Funds

New York State is the Direct Recipient for federal metropolitan planning funds. The State is the primary recipient and is responsible for reporting to FTA and monitoring Title VI compliance of the MPO. The MPO submits compliance reports to the State.

The MPO receives metropolitan planning funds from the state becoming a subrecipient of federal funding. As a subrecipient of the state, the MPO must submit a Title VI Program to the State.

Learn more about the reimbursement process and the cooperative agreement, signed December 7, 2021, that provides for the funding of transportation planning activities described in an approved Unified Planning Work Program (UPWP.) Hyperlink to the GTC website:
<https://www.gtcmpo.org/node/494>

For information about federal fund sources from FHWA and FTA, see the UPWP Revenues section of [2022-2023 UPWP](#) on page 16 and Table 2 FY 2022-23 FHWA & FTA Grant Summaries on page 106.

Designated Recipient Status- States, Designated Recipients, MPOs and Other Entities - That Suballocate FTA Funds

FTA apportions funds to entity for suballocation to Direct Recipients (RGRTA, NYSDOT) with no actual funds being received; therefore, no oversight responsibility.

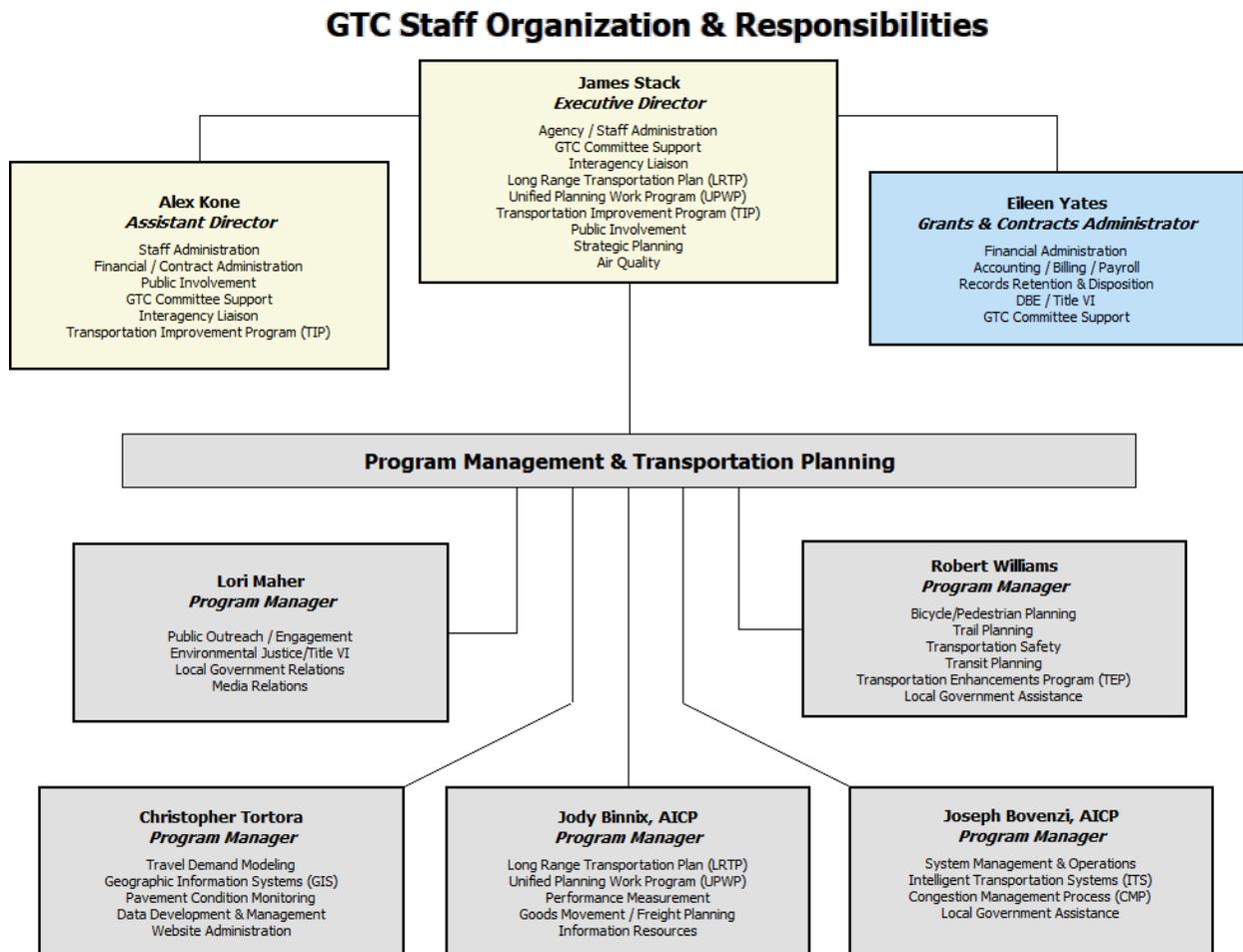
The designated recipient (MPO) receives notice of an apportionment of federal funds from FTA and then suballocates funds to direct recipients (transit agency) in a manner that does not discriminate on the basis of race, color, or national origin; therefore, the designated recipient (GTC) has no oversight responsibility for direct recipients that receive their funding directly from FTA.

GTC Organization and Reporting Structure

Title VI Coordinator Designation and Responsibilities

GTC is governed by a 27-member Board, which is supported by an Executive Committee, Planning Committee, and other committees authorized to monitor development of the GTC’s federally-required work projects – Long Range Transportation Plan (LRTP,) Unified Planning Work Program (UPWP,) and Transportation Improvement Program (TIP) as well as temporary committees to deal with specific issues.

A staff of eight provides professional and technical support to the Board and its committees. The staff’s Executive Director reports directly to the Board.



May 2019

The Executive Director is responsible for overall implementation of GTC's Title VI/Nondiscrimination Program. Typically, the staff person responsible for Public Engagement is designated the Title VI Coordinator. He/she is responsible for initiating, monitoring, and ensuring GTC's compliance with the Title VI requirements including:

- ◆ Ensuring all GTC program administration is compliant with Title VI.
- ◆ Monitoring progress, implementation, and compliance issues.
- ◆ Coordinating data collection supporting GTC nondiscrimination activities, including statistical data (i.e., race, color, national origin, gender, age, disability, low-income status, and language proficiency) for use in planning and monitoring by GTC, its member agencies, consultants and the public.
- ◆ Disseminating Title VI program information to GTC employees, beneficiaries, and the public and, where appropriate, in languages other than English.
- ◆ Ensuring inclusion of appropriate Title VI language in contracts and studies.
- ◆ Providing Title VI language, provisions, and advertising-related requirements, as applicable, to any consultants under direct contract with GTC.
- ◆ Facilitating staff training programs on Title VI, fundamental principles of Environmental Justice and other statutes related to nondiscrimination.
- ◆ Ensuring projects conducted by or on behalf of GTC 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.
- ◆ Ensuring the full and fair participation by all potentially affected communities in the transportation decision-making process.
- ◆ Preventing the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.
- ◆ Identifying, investigating, and eliminating discrimination when found to exist in connection with GTC programs. Seek the cooperation of the sub recipient in correcting deficiencies and provide the technical assistance and guidance needed to comply voluntarily. When a sub recipient fails or refuses to voluntarily comply with requirements within the allotted period, the GTC will submit a copy of the case file to NYSDOT's Office of Diversity and Inclusion or the FHWA or the FTA and a recommendation that the sub recipient be found in noncompliance.
- ◆ Preparing an annual Title VI Report, which evaluates the effectiveness of GTC's Title VI program and related efforts, by documenting accomplishments over the past year and establishing goals for the forthcoming year.
- ◆ Staying current on federal and state laws, rules, regulations, guidelines, and other resources pertaining to GTC's Title VI program.
- ◆ Reviewing and updating the Title VI/Nondiscrimination Plan every two years as required.

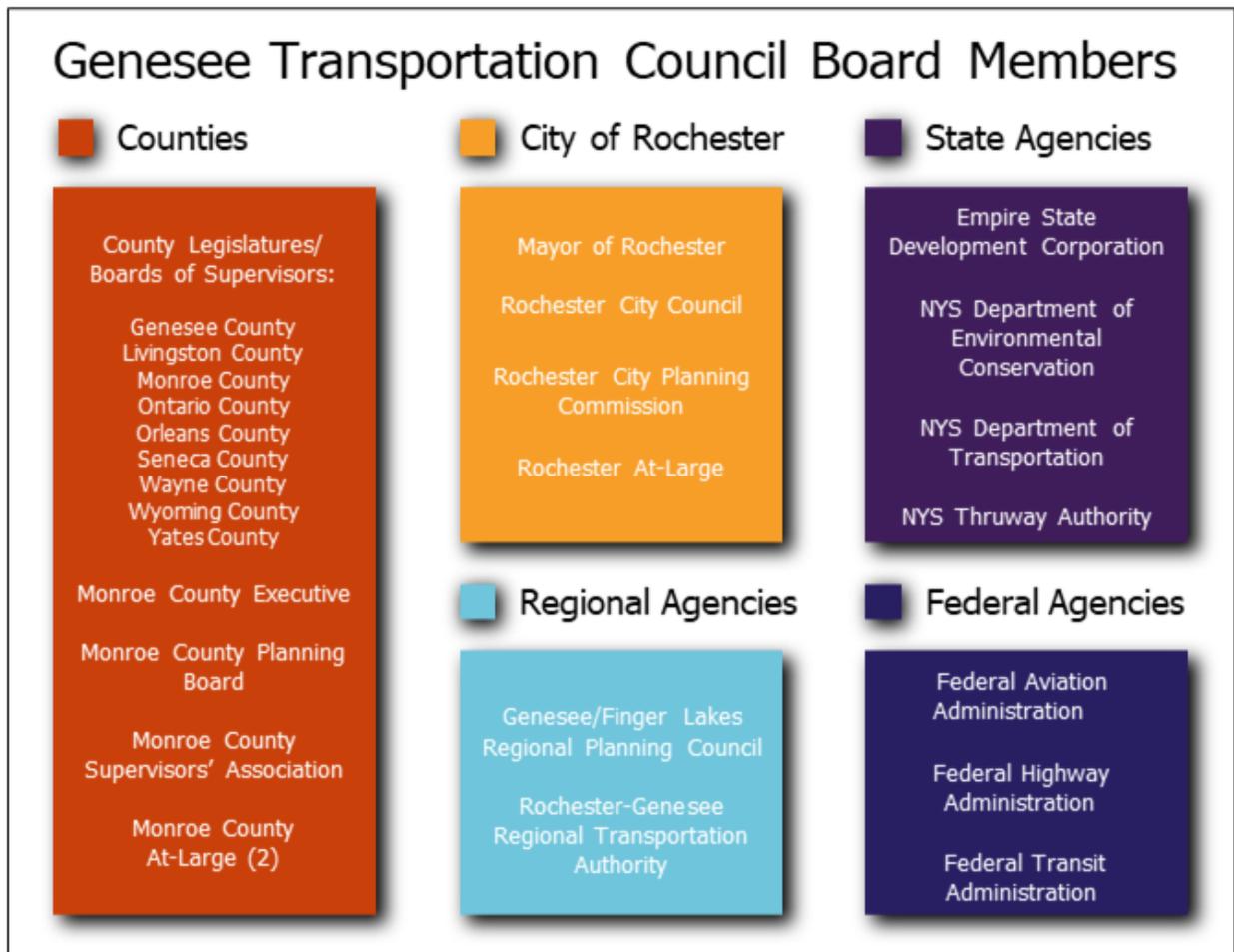
Contact Information: Lori Maher, GTC Title VI Coordinator
50 West Main Street, Suite 8112, Rochester, NY 14612
(585) 232-6240 | LMaher@gtcmpo.org

Committee Membership

GTC does not have transit-related committees or similar bodies. However, GTC does have a Board that serves as the Policy Committee and a Planning Committee. Membership is defined in the GTC By-Laws and are Ex-Officio or designated by Ex Officio Members. A table depicting the racial breakdown of the membership does not exist. The inclusion of elected and appointed officials is intended to represent diverse transportation needs across the nine-county planning area.

The 27 members of the GTC Board, the governing body of GTC, are comprised of elected officials from the nine counties of the region, the City of Rochester, and representatives of other local, regional, state, and federal agencies. GTC Board Officers are elected from among the members.

Each member of the GTC Board appoints a representative, typically a transportation or planning professional, to the Planning Committee. Its purpose is to provide professional and technical recommendations to the GTC Board.



Title VI Training

GTC staff receives periodic training from our host agency, RGRTA. In October 2020, GTC staff participated in the training covering Creating a Culture of Well-Being and Inclusion, Harassment prevention, the EEO Policy and more.

The Title VI Coordinator also attends frequent professional development sessions offered through national and local industry channels.

When working with municipal sponsors or member agencies, to administer UPWP-funded planning projects, information about Title VI and Environmental Justice are clearly emphasized in the UPWP Guidelines.

“FHWA and FTA place requirements on the use of these planning funds consistent with federal and state regulations including, but not limited to, Titles 23 and 49 of the Code of Federal Regulations, Title VI of the Civil Rights Act of 1964, and Executive Order 12898 regarding Environmental Justice. In addition, GTC has additional requirements to further ensure a fair, equitable, and cooperative transportation planning process in the region.”

GTC provides specific language describing expectations to sponsors administering UPWP projects with a public involvement aspect early the project schedule. Additionally, GTC includes its policy about Environmental Justice.

Meetings should be designed for attendance by all residents in the project area. Efforts must be made to identify interested parties prior to conducting the public meetings. Applicants should try to engage groups that have not traditionally been involved in transportation projects but have a vested interest in the outcome of the project. Applicants must respond to the impact of a project on minority, disabled, and low-income populations.

Environmental Justice

It is GTC's policy to actively consider and include the disadvantaged populations of the region — low-income, minority, limited-English proficiency, disabled — in compliance with the letter and spirit of Environmental Justice. Environmental Justice is the term given to a series of federal laws and directives designed to ensure that transportation facilities and services do not have a disproportionately negative effect on any group regardless of race, color, national origin, disability, age, gender, or income status.

GTC Public Engagement Plan

The GTC Public Engagement Plan (PEP), adopted in February 2021, details the public engagement policies and guidelines to ensure public and transportation system stakeholders have a reasonable opportunity to participate in and make informed comments through the metropolitan planning process. The PEP describes how the public can learn of opportunities to participate in key decision points in multiple, accessible, in-person and virtual formats with adequate notice. The PEP details public engagement procedures for GTC staff, member agencies, and sponsors administering projects and programs by or on behalf of GTC. It provides parameters to manage expectations while sustaining flexibility to meet diverse and individual needs across the region. A description of each opportunity will provide a definition and purpose, public participation process, publicity, accessibility and accommodations, contingency plans, updates and amendments, and additional references.

Each opportunity includes GTC's accessibility commitment.

For example, under GTC Board meetings, the PEP states, "In-person GTC Board meetings are held in meeting rooms that are accessible to all people. Meeting rooms will be held in buildings in proximity to a transit route. Publicity materials should include notice that accommodations will be provided for anybody to participate in the meeting despite disability or proficiency in English, upon request."

The PEP includes expectations for the public to participate in federally funded projects and studies. For each Planning/Policy categorized project, the project partner (Sponsor,) will develop and present a project Scope of Work articulating the public involvement component. The public involvement plan should list the basic goals, communication strategies, publicity, and implementation schedule for soliciting meaningful community input. GTC specifically provides guidance emphasizing expectations.

"The project sponsor is responsible for publicizing the outreach activity and opportunity to participate to a broad audience. The sponsor should identify interested parties and relevant stakeholders, including groups traditionally underrepresented, to inform them of the opportunity to participate. Methods of publicity should include traditional news media, and electronic formats including websites, social media, email lists, and other appropriate methods to reach the targeted audience. Publicity materials should include notice that accommodations will be provided for anybody to participate in the meeting despite disability or proficiency in English, upon request."

The PEP includes a list of federal and state regulations, including laws, executive orders, and authorities concerning civil rights.

Summary of Outreach Activities:

Once GTC began to integrate and leverage smart technology and virtual tactics to meet the needs of a community regardless of the social limitations, the agency began to facilitate open and accessible public engagement more effectively by closing the engagement gap for under-represented populations.

When GTC was forced to pivot to virtual outreach strategies during the pandemic, staff quickly realized the silver lining that there is a slew of people with a genuine interest in being engaged, but less inclined to attend the town hall meeting.

Not only has outreach activities improved quantitatively, but more methods to collect, analyze and report data pertaining to actual participants has boosted GTC's engagement overall quality setting new goals for more diverse engagement.

Notably, GTC now can target social media campaigns to specific demographics, conduct surveys and ask for voluntary demographic information in a way that has never been available.

A running list of outreach activities since January 2019 is included in Appendix G. The table details the project name, date, sponsor, location, type of outreach, specific outreach efforts to engage underrepresented groups and other notes and comments.

In summary, from April 2020 through April 2022, GTC and project sponsors using metropolitan planning funds from GTC have conducted, at a minimum, the following:

- Virtual Meetings: *(Note: Statistics may be less as some actions were performed in a testing environment.)*
 - Hosted 35 Virtual meetings that were livestreamed for public observation despite social limitations
 - Engaged with 460 virtual meeting attendees
 - Heard and captured 45 voice mail recordings or in-meeting speakers

Mass Email Campaigns

- Sent email messages to 13,300 individuals

Analysis of the MPOs transportation system investments

2020 - 2024 Transportation Improvement Program - Nondiscrimination and Title VI Considerations

To identify and proactively address any potential concerns about the equity of investments in the transportation system, GTC staff developed a process to assess the impacts of the transportation projects included in this TIP on minority, low-income, and limited English proficiency (LEP) populations. This section presents the results of this assessment.

Title VI prohibits discriminatory practices in programs and activities receiving federal funds. Title VI is an abbreviated way of referring to the requirements of the federal Civil Rights Act of 1964 and other legislation that direct the fair treatment and meaningful involvement of all people, including environmental justice considerations. Executive Orders 12898 and 13166 require federal agencies to make achieving environmental justice part of their mission by identifying and addressing, as appropriate, disproportionately high, and adverse human health or environmental effects of their programs, policies, and activities on minority, low-income, and LEP populations.

There are three fundamental principles at the core of environmental justice:

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

As recipients of federal-aid dollars, MPOs such as GTC are required to identify and address the Title VI implications of their planning processes and investment decisions. GTC incorporates Title VI in all of its transportation planning activities, recognizing that such consideration improves both the planning and decision-making processes and the results of these activities.

Title VI does not prescribe specific methods or processes for ensuring environmental justice in transportation planning. The analyses presented below represent GTC's best efforts to determine whether the benefits and burdens of the transportation projects in this TIP are distributed equitably among minority, low-income, and LEP populations and non-minority, non-low-income, and non-LEP populations.

Analysis Methodology

It is recognized that transportation projects may have an impact beyond their immediate project limits. For this reason, geographic proximity analyses were used to determine how the location of the transportation projects in this TIP correlate to the location of minority, low-income, and LEP populations.

The data on minority, low-income, and LEP populations is derived from the 2013-2017 American Community Survey 5-year estimates. The data was analyzed at the census tract level, which is the smallest geographic area at which race, income, and language data are available. The percentages of these populations were calculated for each census tract within the TIP Region. Percentages were then compared to averages for the TIP Region as a whole, using the regional averages as thresholds

for determining whether or not an individual census tract should be considered as having above average concentrations of minority, low-income, or LEP populations.

Using this methodology, the following thresholds were developed:

- Above average concentration of minority population in households: 28.0% or more of the population in a census tract was from a minority group (i.e., non-white and/or Hispanic).
- Above average concentration of low-income population: 17.3% or more of the population in a census tract was at or below the poverty level.
- Above average concentration of LEP households: 3.0% or more of the households in a census tract reported their ability to speak English as “Not well” or “Not at all” (i.e., Limited English Proficiency).

The census tracts that exceeded the thresholds were identified in a Geographic Information System (GIS). The GIS was used to determine how many of the transportation projects in the TIP lie within or on the boundaries of these census tracts.

Projects located in Seneca and Yates counties are not included in this analysis as projects in these counties are programmed by NYSDOT-Region 3 and NYSDOT-Region 6, respectively.

Only those transportation projects with a *specific location* (i.e., “*mapped*” projects) were included in these analyses. For example, an intersection improvement project is specific to one location (mapped), while the purchase of new buses serves multiple transit routes over a large area (not mapped). The impacts of projects that are not mapped, including most of the public transportation and TSMO projects and programs, are generally spread over a county, several counties, or the region. There are 52 mapped project locations within EJ areas of concern with a total cost (federal share only) of approximately \$167 million.

Analysis Results

The census tracts flagged as having above average concentrations of minority population encompassed 57 percent of the region’s minority population. Of the 108 mapped project locations in this TIP, 29 (27 percent) are located in or on the boundary of these census tracts. These 29 project locations have a combined cost (federal share) of approximately \$113 million, or 32 percent of the total.

The census tracts flagged as having above average concentrations of low-income population encompassed 58 percent of the region’s low-income population. Of the 108 mapped project locations in this TIP, 43 (40 percent) are located in or on the boundary of these census tracts. These 43 project locations have a combined cost (federal share) of approximately \$147 million, or 42 percent of the total.

The census tracts flagged as having above average concentrations of LEP households encompassed 76 percent of the region’s LEP households. Of the 108 mapped project locations in this TIP, 38 (35 percent) are located in or adjacent to these census tracts. These 38 projects have a combined cost (federal share) of approximately \$136 million, or 39 percent of the total.

Each mapped project located within or on the boundary of an environmental justice area of concern was evaluated as to its likely benefits and impacts on the minority, low-income, and LEP populations

in the region. Projects were evaluated based on their effects on accessibility, mobility, congestion, safety, and recreational opportunities using the scale presented below.

The table below presents the results of the evaluation of benefits and impacts of the 89 mapped project locations in environmental justice areas included in the *2020-2023 TIP*.

Table 6. - Project Impacts

| Impact | Number of Project Locations: | Total Federal Share: |
|-------------------------|------------------------------|----------------------|
| Significantly Negative: | 0 | \$0 |
| Moderately Negative: | 0 | \$0 |
| Marginally Negative: | 0 | \$0 |
| Neutral: | 44 | \$137,652,346 |
| Marginally Positive: | 8 | \$29,683,890 |
| Moderately Positive: | 0 | \$0 |
| Significantly Positive: | 0 | \$0 |
| Totals: | 52 | \$167,336,236 |

The federal share figures shown in the table above are adjusted for inflation based on the years in which the projects are scheduled (FFYs 2020 - 2024), based upon estimates in current year (2019) dollars.

The results suggest that minority, low-income, and LEP populations in the region should receive equitable shares of the benefits arising from the transportation projects in the *2020-2024 TIP* while not being subjected to inequitable shares of any of the burdens.

**Note: The 2024-2027 TIP is being developed and will include an updated analysis. It is expected to be adopted in Summer 2022.*

GTC's Ongoing Activities to Reduce Barriers

It has been the GTC's long-standing practice to ensure nondiscrimination and to ensure that transportation decision-making considers the needs of people protected under Title VI and other nondiscrimination authorities.

GTC's overarching policies and actions increasingly focus on making environments usable for all people, as well as removing specific barriers.

GTC Website

The GTC webpage www.gtcmpo.org is accessible for all users, including those who use screen readers or other aides in full compliance with Section 504 of the 1973 Rehabilitation Act (29 USC 790). The website has a built-in option to enlarge text and website language translation (utilizes the Google Translate tool for literal translations of individual pages.)

Virtual Engagement

While online engagement has led to dramatic increases in participation overall, Pew Research Center statistics underscore the need to provide more traditional/offline options to supplement every initiative:

- 27% of Americans 65 years or older do not use the internet.
- 17% of Americans who make \$30,000/annually or less does not use the internet.
- 15% of minority groups do not use the internet.

Through the PublicInput platform, every survey can be converted into text message format, language can be translated through a built-in translation tool, and comments can be collected via email, online, or with a voicemail inbox.

During public meetings, the public can access the audio portions of online public meetings with a toll-free phone number, speak with the project team in real-time, or leave a recorded voice message before or after a meeting in any language.

People can access and participate in the meeting by visiting the meeting website on a home computer or mobile device without having to download and learn any separate video conference platforms. By facilitating this broad range of synchronous and asynchronous formats, people of every educational and socioeconomic background, as well as members of the workforce who are unable to participate in meetings in real time are given the freedom to participate at their convenience.

Participation Data and Engagement Analysis

To ensure understanding of the diversity and equity in our engagement, GTC now has tools to collect specific demographic information, that has been voluntarily provided by the participant, and compare to census data or environmental justice maps to inform future outreach strategies including geo-targeted outreach or community-based partnerships.

It should be noted that GTC is at the beginning of curve to collect and analyze provided data and will see improvements in participation, data, and results in future reports.

According to the Engagement Dashboard GTC (since activating PublicInut.com in March 2020 through April 2022) has:

Engaged with approximately 960 Participants

- Received approximately 6,270 responses to survey questions
- Received approximately 1,590 comments via multiple
- Counted about 16,000 page views in 1 or more of about 30 specific topics and projects.

Contact Database

- GTC has approximately 2,000 names/emails in our contact database broken down into about 120 Subscriber Lists include elected officials, regulatory agencies, business groups, neighborhood associations, advocacy groups, health and human service agencies, and other groups that serve underrepresented, protected, demographic groups across our 9-county planning area.
- Additionally, 73 custom segments are used to target outreach campaigns, including many demographic segments with data provided voluntarily by participants.

Demographic Breakdown

Note: The following three categories (Age, Gender, and Race) are the standard demographic questions that have been previously available to offer to survey participants to voluntarily answer upon submitting surveys. The PublicInput.com platform recently expanded to include additional demographic questions, as the US Census does, including national origin, disability, income, and zip code.

Age Range

| | |
|----------------------|----|
| Age Under 18 | 5 |
| Ages 18-25 | 1 |
| Age 23-35 | 16 |
| Age 36-45 | 19 |
| Age 46-55 | 28 |
| Age 56-65 | 28 |
| Ages 66-75 | 25 |
| Age over 75 | 6 |
| Prefer Not to Answer | 2 |

Gender

| | |
|----------------------|----|
| Male | 69 |
| Female | 33 |
| Prefer Not to Answer | 2 |

Race

| | |
|---|----|
| White | 85 |
| Asian | 0 |
| Black or African-American | 4 |
| Hispanic, Latino, or Spanish | 5 |
| American Indian or Alaska Native | 2 |
| Native Hawaiian or Other Pacific Islander | 0 |
| Other | 2 |
| Race Prefer Not to Answer | 5 |

Consultant Contracts Activities

GTC executes contracts with consultants for specific projects or activities. The standard language incorporated into these contracts requires that the consultants comply with all applicable federal, state, and local laws, rules, ordinance, and regulations always.

Contract provisions will include nondiscrimination and equal opportunity employment language that GTC may not discriminate in any programs or services based on race, color, sex, or national origin.

GTC will include Disadvantaged Business Enterprise (DBE) Clauses and a copy of the Affidavit of Nondiscrimination Form F that would be signed by relevant parties in Requests for Proposals/Qualifications.

GTC will include Title VI assurance and provision language in all federally funded consultant contracts, including Appendix A of the USDOT Standard Assurance (USDOT Order 1050.2).

GTC will follow applicable Disadvantaged Business Enterprise (DBE) and Small Business Enterprise goals in designated projects and proactively seek to achieve those goals (23 USC 304 and 49 CFR 26.)

The technical assistance and guidance provided by the Title VI Coordinator and GTC staff is intended to support voluntary compliance by GTC consultants. When a consultant fails or refuses to comply with GTC's recommendations, GTC will send a deficiency letter to the consultant documenting recommended remedial actions.

Consultants placed in a deficiency status will be given reasonable time, not to exceed 90 days after the receipt of the deficiency letter, to voluntarily correct deficiencies. If a consultant fails or refuses to comply voluntarily with requirements within the allotted timeframe, GTC will submit copies of the case, with a recommendation that the consultant be found in noncompliance, to the New York State Department of Transportation, the Federal Transit Administration, and the Federal Highway Administration.

Reporting Title VI Accomplishments and Activities

GTC submits a Title VI Report citing accomplishments and activities for the previous year to NYSDOT in the following areas:

- Public Outreach and Participation
- Americans with Disabilities Act (ADA)
- Limited English Proficiency (LEP)
- Environmental Justice (EJ)
- Data Collection and Analysis
- Document Review
- Training
- Complaints/self- monitoring
- Goals for next year

Highlights of 2020 and 2021 were engaging the public virtually on core work products and assisting our planning study partners to maintain momentum during the COVID-19 pandemic.

GTC conducted most of its public outreach using the PublicInput.com Integrated Community Engagement Software, procured in April 2020. This web-based software system provides a platform to manage the public engagement process to host virtual public meetings and offer options for all people to participate in projects and programs.

There are several key features related to equity:

- Embedded live stream video of the meeting
- Real-time, multilingual closed captions for livestreamed virtual public meetings feature that automatically supports 108 languages.
- Built-in language translator
- Ability to create unique emails and text messages for each project
- Options for people to access the audio portions of online public meetings with a telephone and toll-free phone number, speak with the project team in real-time, leave recorded voice message at any time in any language
- Access and participate in the meeting with a home computer or mobile device by typing in the chat box or sending longer e-mails

Additionally, GTC can collect and analyze specific demographic information for future outreach strategies including geo-targeted outreach and a dynamic database that grows with every interaction.

More than two dozen UPWP projects progressed in 2020 and 2021 seeking input to identify conditions and needs, or to present recommendations using a variety of outreach platforms. GTC assisted about 10 project teams to conduct virtual outreach using PublicInput.com. Consulting firms used other virtual meeting tools on the other projects.

GTC adopted a new Public Engagement Plan in February 2021 after an extensive virtual participation process.

In April 2021, GTC added the Equity Mapping Tool to PublicInput.com license. This tool provides custom mapping layer overlays sourced from the Environmental Protection Agency's (EPA) EJSCREEN

which helps plan outreach efforts and publish reports that demonstrate our engagement in Environmental Justice communities including Limited English Proficiency, Low income, Minority, and Education levels.

In August 2021, the GTC Board adopted the Genesee-Finger Lakes Region Coordinated Public Transit-Human Services Transportation Plan Update. FTA requires that a Coordinated Plan must be developed “through a process that includes participation by seniors, individuals with disabilities, representatives of public, private and nonprofit transportation and human service transportation providers, and other members of the public.” The update also compared demographic information, inventoried available services, and assessed needs and conditions observed during previous plan development to best note trends and identify potential future needs and service gaps.

Goals for next year:

- Expand the use of the PublicInput.com platform to manage public outreach for both internal work and projects conducted by member agencies and transportation planning partners.
- Continue to monitor and maintain stakeholder lists and seek opportunities to engage with populations of interest.
- Seek further opportunities to engage with the Tonawanda Seneca Nation
- Seek further opportunities to engage with organizations that work with traditionally underrepresented populations.
- Participate in training opportunities to better understand how to conduct a more inclusive planning process.

GTC expects to develop and adopt the FFY 2023-2027 Transportation Improvement Program in the summer of 2022. As part of the program development, GTC staff will conduct a screening of potential impacts on identified Environmental Justice areas. The draft program will be made available for a 30-day public comment period. Outreach to EJ areas will be a specific activity.

Note: The full report for the Federal Fiscal Year (October 1, 2020 through September 30, 2021) is included in Appendix C.

Authorities and Citations

The following is a compilation of the federal regulations, statutes, and orders that together create the legal requirements for nondiscrimination within the GTC:

- Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, national origin, or sex 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 23 CFR 200.9 and 49 CFR 21).
- The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S. 557] March 22, 1988).
- The 1970 Uniform Act (42 USC 4601 to 4655) prohibits unfair and inequitable treatment of persons displaced or property to be acquired as a result of federal-aid programs and projects.
- Section 504 of the 1973 Rehabilitation Act (29 USC 790) prohibits discrimination on the basis of physical or mental disability.
- The 1973 Federal-aid Highway Act (23 USC 324) prohibits sex/gender discrimination.
- The 1975 Age Discrimination Act (42 USC 6101) prohibits age discrimination.
- Executive Order 12898 on Environmental Justice prohibits discrimination based on minority or income status.
- Executive Order 13166 on Limited English Proficiency prohibits discrimination based on how well a person speaks English.

Demographic Data and Analysis

Note about source data: Not all information displayed in the following section analyzing regional demographics is from the same source or year. GTC performed relevant data analysis, pertaining to low income and disability, during the development of the Genesee-Finger Lakes Region Coordinated Public Transit-Human Services Transportation Plan Update, adopted in August 2021, referred to as 2021 Coordinated Plan. That data and analysis is included in this Plan, where appropriate. It mostly cites contemporary data, referred to as the 2019 estimate, sourced from the U.S. Census Bureau's American Community Survey (ACS) 2015-2019 five-year estimate at the block group scale. Data from other sources shown in tables or maps is labeled appropriately. View the full [Genesee-Finger Lakes Region Coordinated Public Transit-Human Services Transportation Plan](#) on the GTC website for more information.

Region Overview

This region, encompassing approximately 4,700 square miles and with a population of approximately 1.2 million people, includes Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming, and Yates Counties.

Compared to the 2011 estimate, the 2019 population estimate for the Genesee-Finger Lakes Region shows a slight decline of less than one percent from 1,214,716 to 1,205,380. This decline comes while New York State's population rose by 1.4% over the same period. When examining change at the county level, seven of the nine, with the exceptions of Ontario and Monroe Counties, experienced population decline. Decline as a percentage was led by Orleans County (4.9%) while Wyoming, Wayne, and Genesee Counties also shrank by more than three percent.

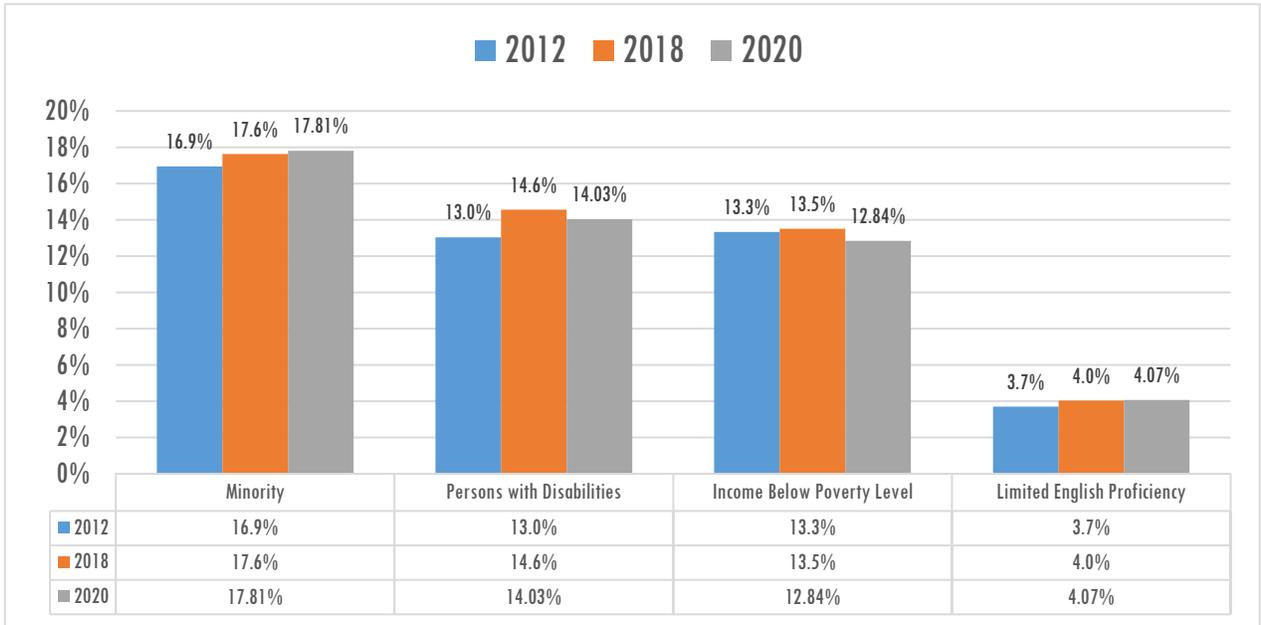
As the regional population has largely stagnated, the proportion of older adults has grown significantly. Those 60 years of age or older now comprise over 24 percent of the total population versus approximately 19 percent in 2011. Likewise, the regional share of persons aged 20 to 64 with disabilities has increased from 10.7 percent to 12.1 percent during the same timeframe. The percentage of regional households whose income falls below the poverty line has remained steady (12.6%.)

Excerpt from Genesee-Finger Lakes Region Coordinated Public Transit-Human Services Transportation Plan Update (Adopted August 2021)



Consistent with EJ guidelines, GTC identifies four groups that are typically underrepresented in the transportation planning process:

1. Minorities
2. Persons with Low Income Status
3. Persons with Limited English Proficiency
4. Persons with Disabilities



Minorities

The U.S. Census defines minorities as people of African, Asian, Hispanic or Latino, Native Alaskan, or Native American origin.

In the nine-county Genesee-Finger Lakes Region, minority populations reside in each county. The highest percent across the region are Black or African American alone, at 10.6%, followed by Hispanic or Latino (of any race) at 6.8%. Monroe County has the highest concentration of people with minority status with 113,538 (15.5%) Black or African American and 63,631 (8.5%) Hispanic or Latino of any race. The chart on the next page shows an overview of demographics by race from the 2018 American Community Survey (5-Year Estimates). This information is important to consider when developing specific community engagement plans.

The U.S. Census Bureau must adhere to the 1997 Office of Management and Budget (OMB) standards on race and ethnicity that guide the Census Bureau in classifying written responses to the race question:

White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American – A person having origins in any of the Black racial groups of Africa.

American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

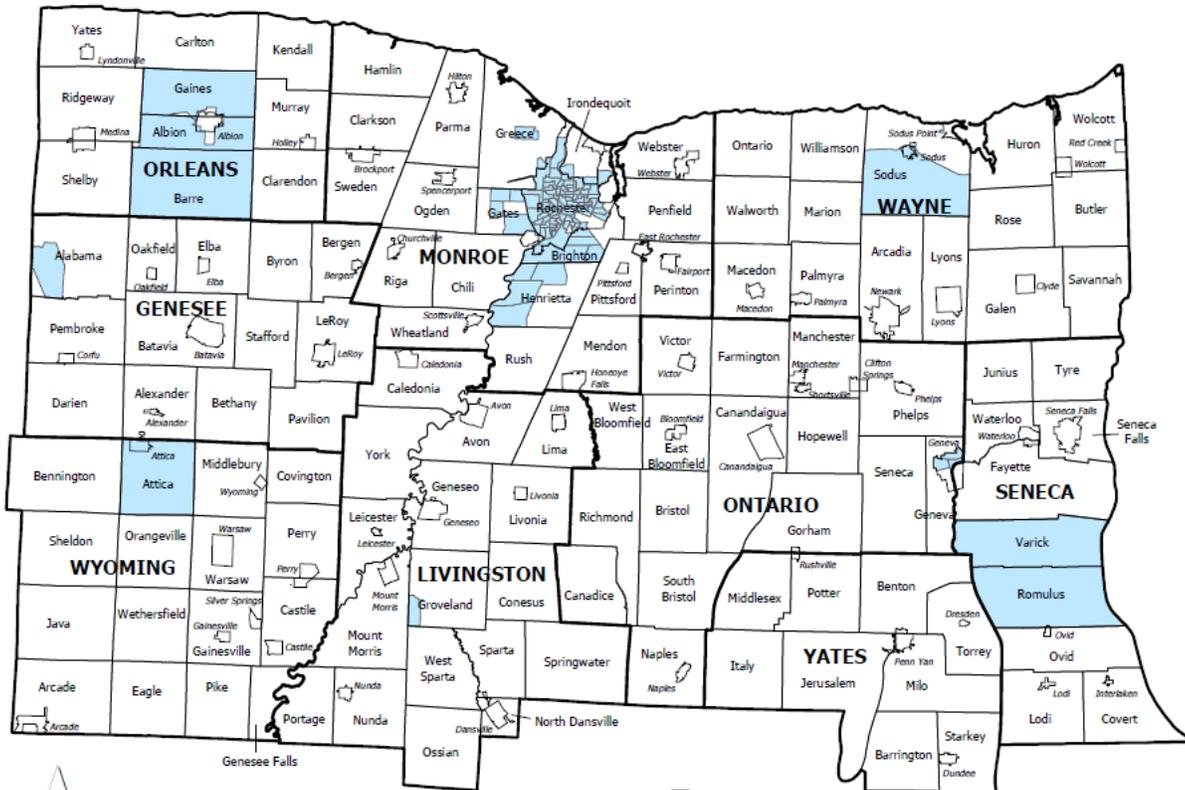
Note: The 1997 OMB standards permit the reporting of more than one race. An individual's response to the race question is based upon self-identification.

2018 Regional Demographic Profile by Race

| | Total population | White (non Hispanic or Latino) | % of Total population | Black or African American alone | % Black or African American alone | American Indian and Alaska Native alone | % American Indian and Alaska Native | Asian alone | % Asian | Native Hawaiian and Other Pacific Islander alone | % Native Hawaiian and Other Pacific Islander | Hispanic or Latino (of any race) | % Hispanic or Latino (of any race) |
|-------------------|------------------|--------------------------------|-----------------------|---------------------------------|-----------------------------------|---|-------------------------------------|-------------|---------|--|--|----------------------------------|------------------------------------|
| Region | 1207956 | 995014 | 82% | 128359 | 10.6% | 5214 | 0.4% | 30944 | 2.56% | 285 | 0.0% | 81627 | 6.8% |
| Genesee County | 58112 | 53404 | 91.90% | 1304 | 2.2% | 510 | 0.9% | 477 | 0.82% | 0 | 0.0% | 1849 | 3.2% |
| Livingston County | 63907 | 59696 | 93.41% | 1805 | 2.8% | 128 | 0.2% | 833 | 1.30% | 22 | 0.0% | 2223 | 3.5% |
| Monroe County | 744248 | 566271 | 76.09% | 113538 | 15.3% | 3378 | 0.5% | 26661 | 3.58% | 120 | 0.0% | 63631 | 8.5% |
| Ontario County | 109472 | 101467 | 92.69% | 2770 | 2.5% | 487 | 0.4% | 1455 | 1.33% | 37 | 0.0% | 5058 | 4.6% |
| Orleans County | 41175 | 36583 | 88.85% | 2541 | 6.2% | 151 | 0.4% | 326 | 0.79% | 21 | 0.1% | 1961 | 4.8% |
| Seneca County | 34612 | 31669 | 91.50% | 1707 | 4.9% | 135 | 0.4% | 242 | 0.70% | 0 | 0.0% | 1158 | 3.3% |
| Wayne County | 90856 | 84701 | 93.23% | 2631 | 2.9% | 144 | 0.2% | 606 | 0.67% | 78 | 0.1% | 3878 | 4.3% |
| Wyoming County | 40565 | 37162 | 91.61% | 1837 | 4.5% | 228 | 0.6% | 155 | 0.38% | 0 | 0.0% | 1320 | 3.3% |
| Yates County | 25009 | 24061 | 96.21% | 226 | 0.9% | 53 | 0.2% | 189 | 0.76% | 7 | 0.0% | 549 | 2.2% |

Source: American Community Survey 2018 5-Year Estimates

Above Average Minority Population by Census Tract, 2010*



* Census 2010 (Tables GCT-PL1 & QT-P4) data was used to calculate the percentage of minority (non-white and/or hispanic) population within each census tract in the region. Tracts with a percentage of minority population higher than the regional average are considered to have an above average concentration for this population.

Persons with Low-Income Status

Persons with low-incomes are defined as having an income at or below the federal poverty level. The federal government measures poverty according to a set of income thresholds that vary by different factors.

According to the 2020 American Community Survey, 149,469 (12.84 %) of the people in the nine-county Genesee-Finger Lakes Region are living at or below the poverty rate. As the following chart shows, the number of people in poverty is considerably higher in Monroe County, with about two-thirds of the regional total, but is still prevalent in all the remaining counties. This information is important to consider when formulating and implementing community engagement plans across the region.

| 2020 Profile of Regional Low Income Population | | | |
|---|--|---------------------|-----------------------------|
| | Population for whom poverty status is determined | Below poverty level | Percent below poverty level |
| Genesee County | 56,683 | 6,109 | 10.80% |
| Livingston County | 57,301 | 7,233 | 12.60% |
| Monroe County | 717,966 | 101,065 | 14.10% |
| Ontario County | 106,375 | 9,619 | 9.00% |
| Orleans County | 37,843 | 5,223 | 13.80% |
| Seneca County | 31,337 | 3,761 | 12.00% |
| Wayne County | 89,004 | 9,979 | 11.20% |
| Wyoming County | 37,484 | 3,262 | 8.70% |
| Yates County | 23,775 | 3,218 | 13.50% |
| Region Totals | 1,163,877 | 149,469 | 12.84% |
| <i>Source: U.S. Census Bureau, 2016-2020 American Community Survey 5-Year Estimates</i> | | | |

The demographic data from the 2021 Coordinated Plan showing low income and disability data, divides the larger region into three sub-regions to improve legibility of demographic spatial analysis. Monroe County comprises one sub-region. The Eastern Sub-Region contains Wayne, Ontario, Yates, and Seneca counties while the Western Sub-Region covers Orleans, Genesee, Wyoming and Livingston counties. The color breaks of demographic maps are consistent between sub-regions within each category of disadvantaged populations.

Monroe County Sub-Region

Monroe County is home to the highest number and percentage of low-income households in the region. The highest densities of low-income households are concentrated within the City of Rochester, though certain block groups in suburban Towns and Villages are also home to dense clusters of households with income below the poverty line.

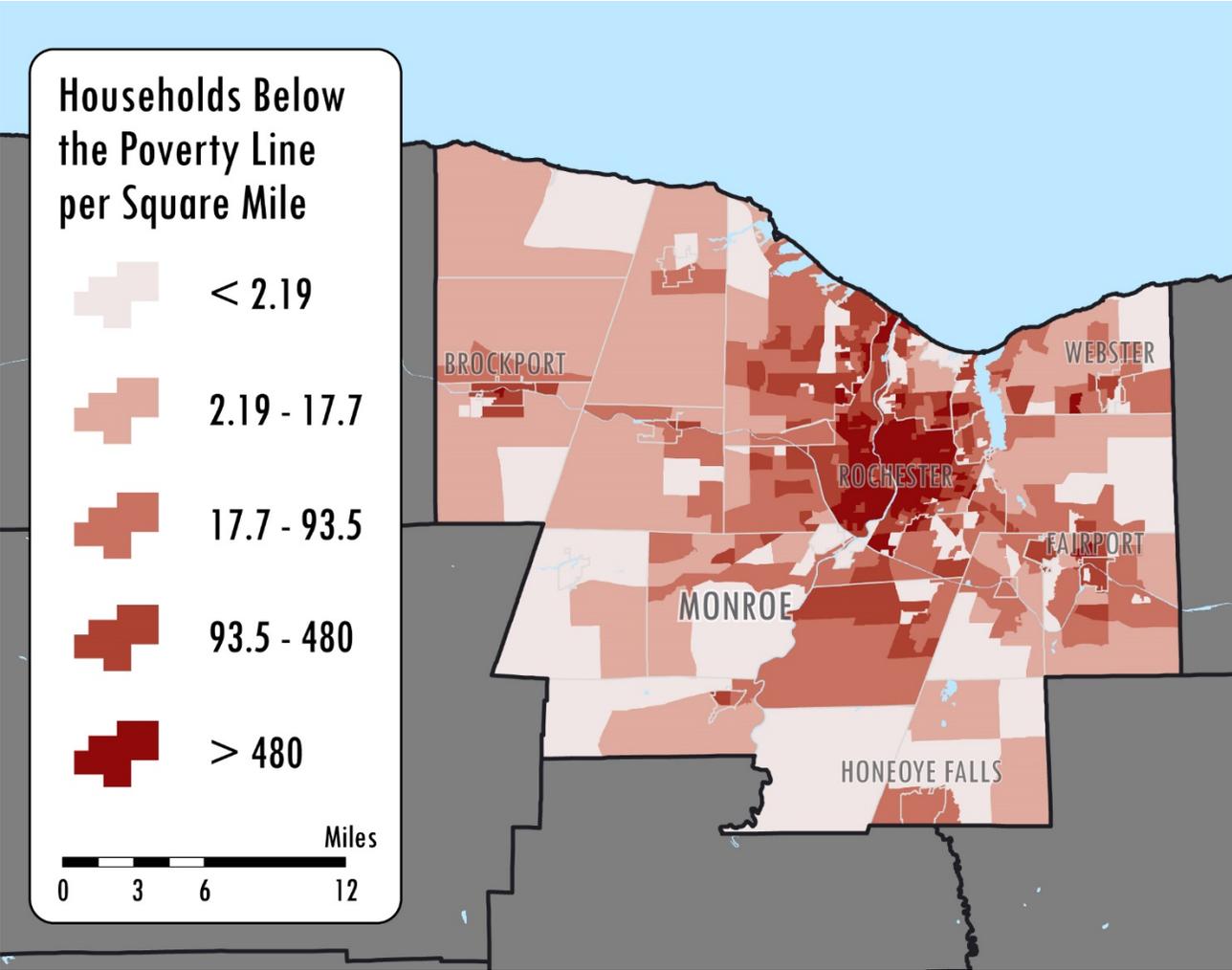


Figure 3 – Density of Households Below the Poverty Line – Monroe County

Western Sub-Region

While the population of all counties of the Western Sub-Region decreased, the number of low-income households diverged according to the data. Livingston and Orleans Counties are home to a greater proportion of households with income below the poverty line than the region. Densities of low-income households comparable to the highest found in the larger region are only found in Batavia and Geneseo. Densities that correspond to relatively high need can be found in Medina, Albion, Oakfield, Warsaw, Perry, Mt. Morris, and Dansville.

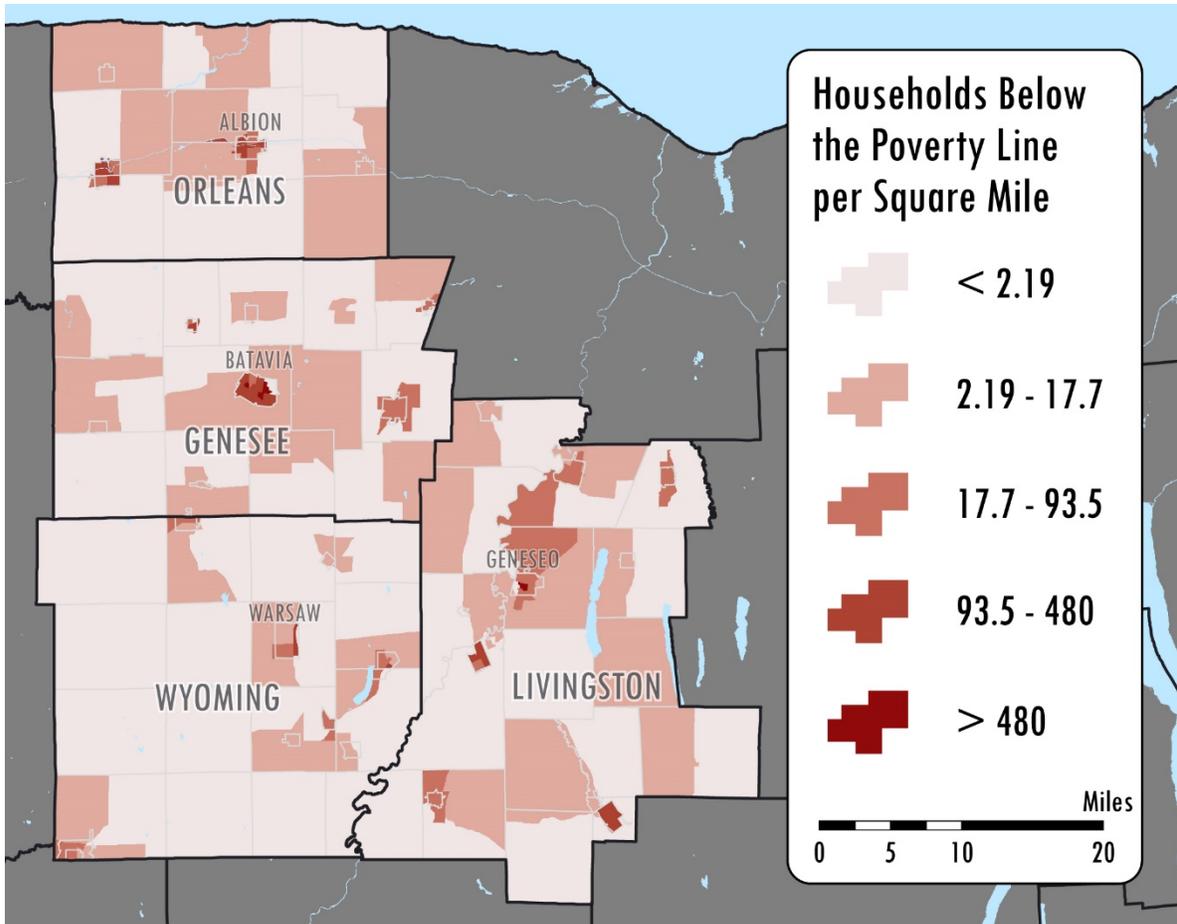


Figure 8 – Density of Households Below the Poverty Line – Western Sub-Region

Eastern Sub-Region

As observed in the Western Sub-Region, the number and concentration of low-income households diverged according to the data. While no county in the Eastern Sub-Region is home to a greater proportion of low-income households than the region as a whole, Wayne and Seneca Counties experienced recent increases in the number and percentage of low-income households. Ontario and Yates Counties experienced a significant reduction in both the numbers. Densities of households whose income is below the poverty line that are comparable to the highest found in the larger region are found in small areas of Newark, Geneva, Canandaigua, and Seneca Falls. Densities that correspond to relatively high need can be found in these locations as well as in Sodus, Wolcott, Palmyra, Lyons, Clifton Springs, Penn Yan, and Dundee.

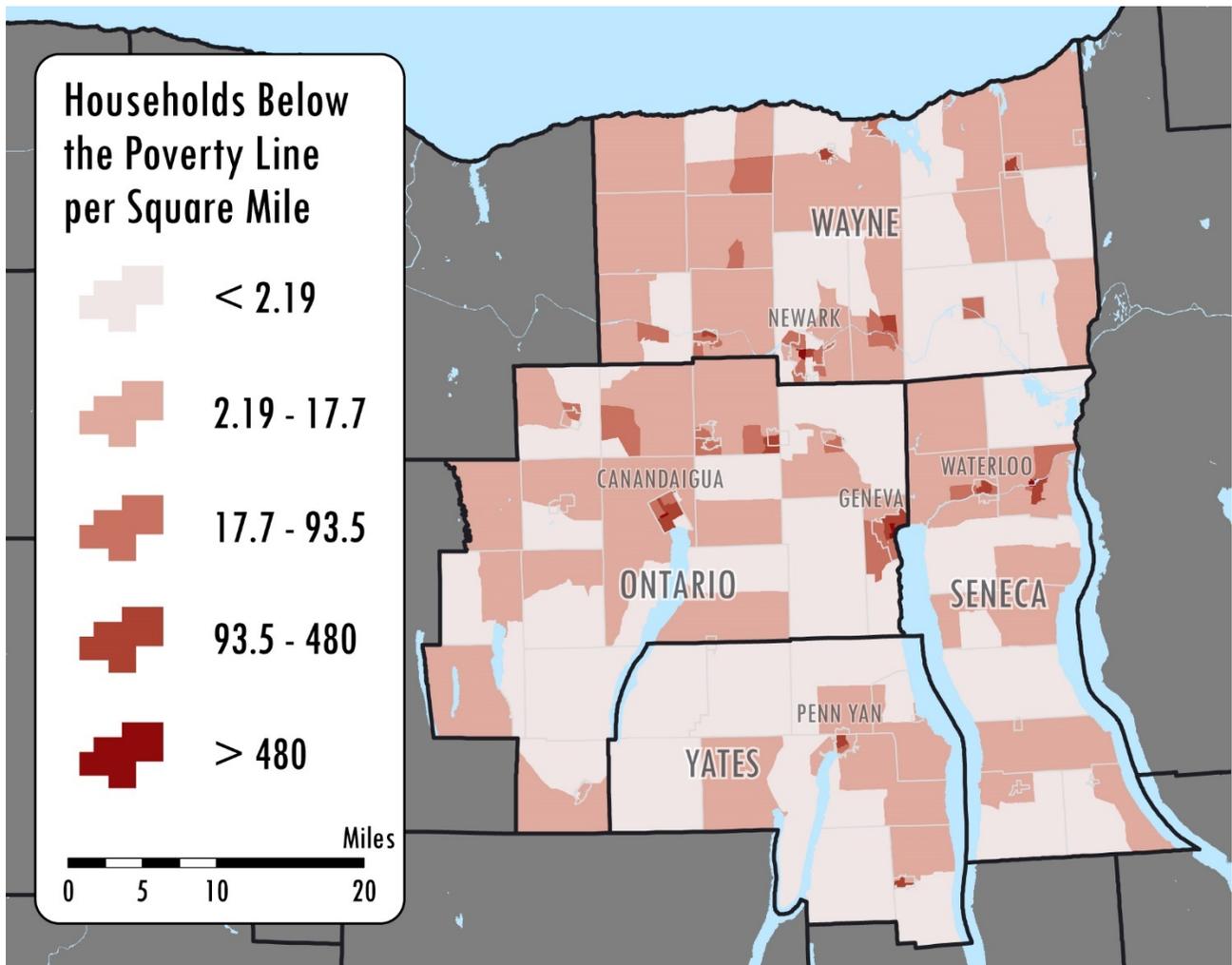


Figure 13 – Density of Households Below the Poverty Line – Eastern Sub-Region

Persons with Disabilities

Persons with Disabilities is defined as a person having a disability in one of the following categories: Hearing, Visual, Cognitive, Ambulatory, Self-Care, and Independent Living Disability.

According to the 2020 American Community Survey, there are 166,091 (14.03 % of the total population) people with a disability. Specifically, 43,866 (3.71%) live with a hearing difficulty; 26,157 (2.21%) live with a vision difficulty; 66,567 (5.62 %) live with a cognitive difficulty; 77,604 (6.56%) live with an ambulatory difficulty; 28,668 (2.42%) live with a self-care difficulty; 58,544 (4.95%) live with an independent living difficulty.

This information is important to consider when formulating and implementing community engagement plans across the region.

| REGIONAL PROFILE OF PERSONS WITH DISABILITIES | | | |
|---|--|-------------------|---------------------------|
| | Total civilian noninstitutionalized population | With a disability | Percent with a disability |
| Genesee County | 57,049 | 8,376 | 14.70% |
| Livingston County | 60,803 | 7,359 | 12.10% |
| Monroe County | 735,790 | 103,459 | 14.10% |
| Ontario County | 108,839 | 14,306 | 13.10% |
| Orleans County | 37,972 | 6,079 | 16.00% |
| Seneca County | 31,560 | 5,227 | 16.60% |
| Wayne County | 89,334 | 13,546 | 15.20% |
| Wyoming County | 37,690 | 4,959 | 13.20% |
| Yates County | 24,661 | 2,780 | 11.30% |
| Region Totals | 1,183,698 | 166,091 | 14.03% |
| <i>Source: 2020: American Community Survey 5-Year Estimates</i> | | | |

| REGIONAL PROFILE OF PERSONS WITH DISABILITIES | | | | | | | | | |
|---|--|-------------------|---------------------------|---------------------------|--------------------------|-----------------------------|-------------------------------|-----------------------------|---------------------------------------|
| Label (Grouping) | Total civilian noninstitutionalized population | With a disability | Percent with a disability | With a hearing difficulty | With a vision difficulty | With a cognitive difficulty | With an ambulatory difficulty | With a self-care difficulty | With an independent living difficulty |
| Genesee County | 57,049 | 8,376 | 14.70% | 2,090 | 1,517 | 3,290 | 4,336 | 1,632 | 3,270 |
| Livingston County | 60,803 | 7,359 | 12.10% | 2,540 | 1,117 | 2,683 | 3,522 | 1,313 | 2,803 |
| Monroe County | 735,790 | 103,459 | 14.10% | 24,727 | 15,882 | 43,250 | 46,868 | 17,485 | 37,270 |
| Ontario County | 108,839 | 14,306 | 13.10% | 4,447 | 2,329 | 5,151 | 6,902 | 2,530 | 4,576 |
| Orleans County | 37,972 | 6,079 | 16.00% | 2,055 | 1,056 | 2,077 | 3,189 | 819 | 1,769 |
| Seneca County | 31,560 | 5,227 | 16.60% | 1,644 | 789 | 2,101 | 2,468 | 862 | 1,582 |
| Wayne County | 89,334 | 13,546 | 15.20% | 3,907 | 2,262 | 5,326 | 6,702 | 2,636 | 4,657 |
| Wyoming County | 37,690 | 4,959 | 13.20% | 1,570 | 715 | 1,614 | 2,543 | 914 | 1,717 |
| Yates County | 24,661 | 2,780 | 11.30% | 886 | 490 | 1,075 | 1,074 | 477 | 900 |
| Region Totals | 1,183,698 | 166,091 | 14.03% | 43,866 | 26,157 | 66,567 | 77,604 | 28,668 | 58,544 |
| <i>Source: 2020: American Community Survey 5-Year Estimates</i> | | | | | | | | | |

The demographic data from the 2021 Coordinated Plan showing low income and disability data, divides the larger region into three sub-regions to improve legibility of demographic spatial analysis. Monroe County comprises one sub-region. The Eastern Sub-Region contains Wayne, Ontario, Yates, and Seneca counties while the Western Sub-Region covers Orleans, Genesee, Wyoming and Livingston counties. The color breaks of demographic maps are consistent between sub-regions within each category of disadvantaged populations.

Monroe County Sub-Region

Like the rising number of older adults, the number of persons with disabilities aged 20 to 64 increased substantially compared to levels described in the 2011 Coordinated Plan. The 2019 estimate of 53,106 disabled non-senior adults is an increase of over 6,000 from the 2012 estimate and raises the percentage from 10.7 to 12.3. The highest densities of non-seniors with disabilities are far more concentrated than the density of seniors, almost exclusively within the City of Rochester.

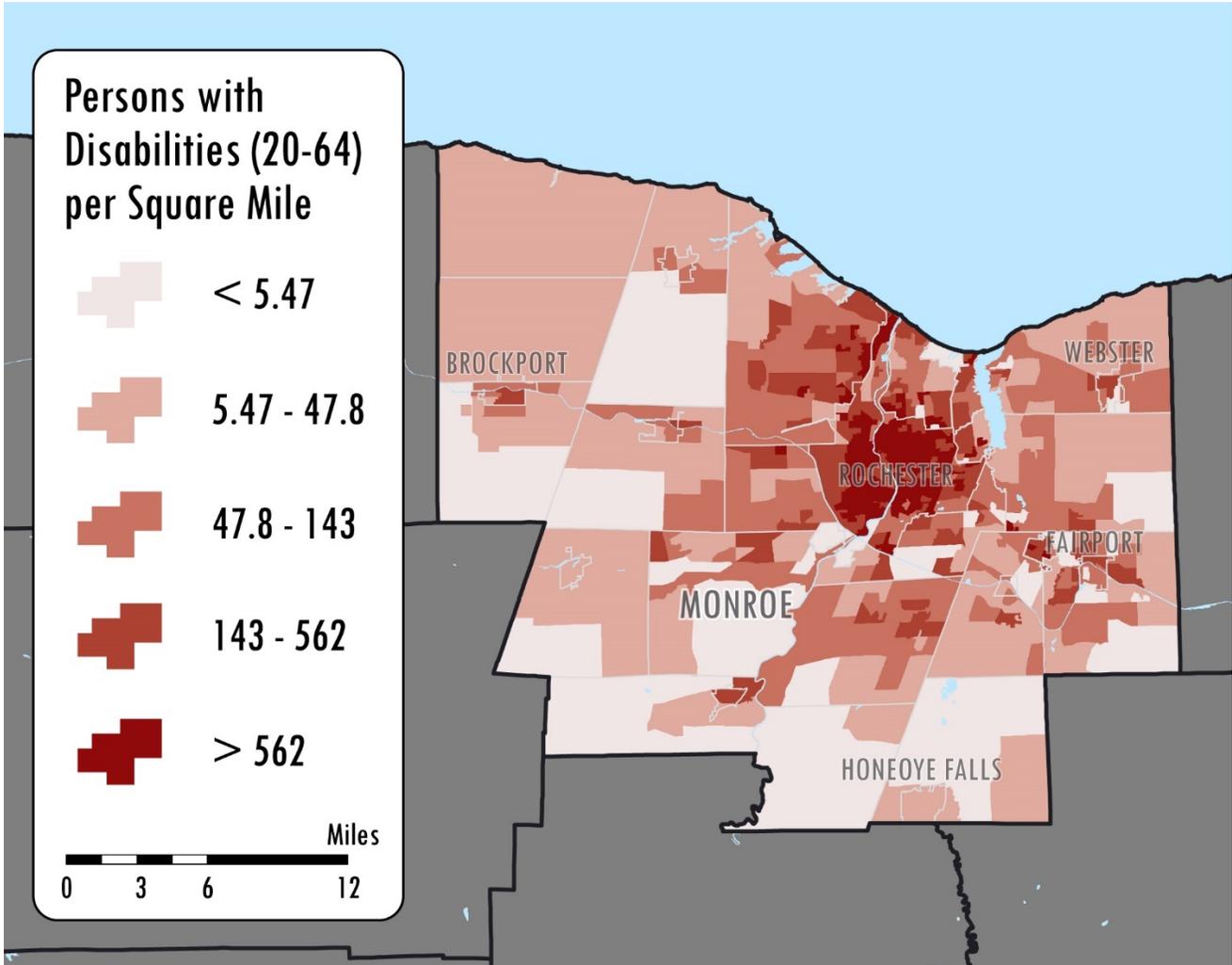


Figure 2 – Density of Persons with Disabilities Aged 20-64 – Monroe County

Western Sub-Region

Like Monroe County, the number of persons with disabilities aged 20 to 64 in the Western Sub-Region increased substantially since the 2011 Estimate. The 2019 estimate of 13,468 disabled non-senior adults is an increase of almost 1,000 and raises the percentage within that age group from 10.5 to 11.8. The increase is most acutely observed in Livingston, Genesee, and Wyoming Counties while Orleans County conversely experienced a decrease of 315 disabled non-senior adult residents, in line with their overall population decrease. The highest densities of non-seniors with disabilities are again found within the City of Batavia while high densities are observed in Medina, Albion, Oakfield, Warsaw, Perry, Mt. Morris, and Dansville.

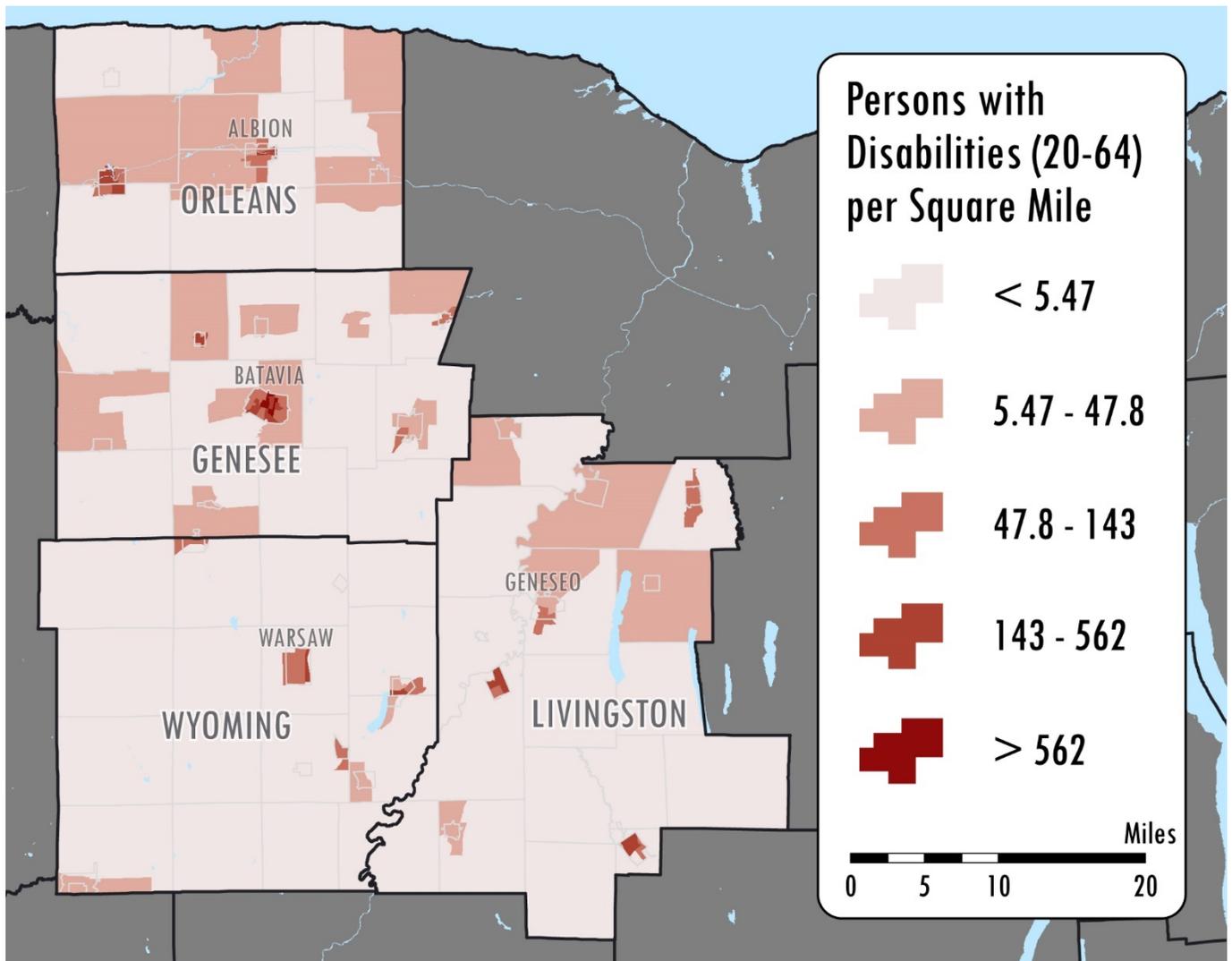


Figure 7 – Density of Persons with Disabilities Aged 20-64 – Western Sub-Region

Eastern Sub-Region

Like the previously examined sub-regions, the number and percentage of persons with disabilities aged 20 to 64 in the Eastern Sub-Region increased since the 2011 Estimate. The 2019 estimate of 16,989 disabled non-senior adults is an increase of more than 650 and raises the percentage within that age group from 10.9 to 11.7. The increase is most acutely observed in Wayne and Seneca Counties while Yates County conversely experienced a decrease of 295 disabled non-senior adult residents. The highest densities of non-seniors with disabilities are found within small areas of the Cities of Canandaigua and Geneva as well as the former Village of Seneca Falls. High densities are also observed in Sodus, Palmyra, Newark, Waterloo, Penn Yan, and Dundee.

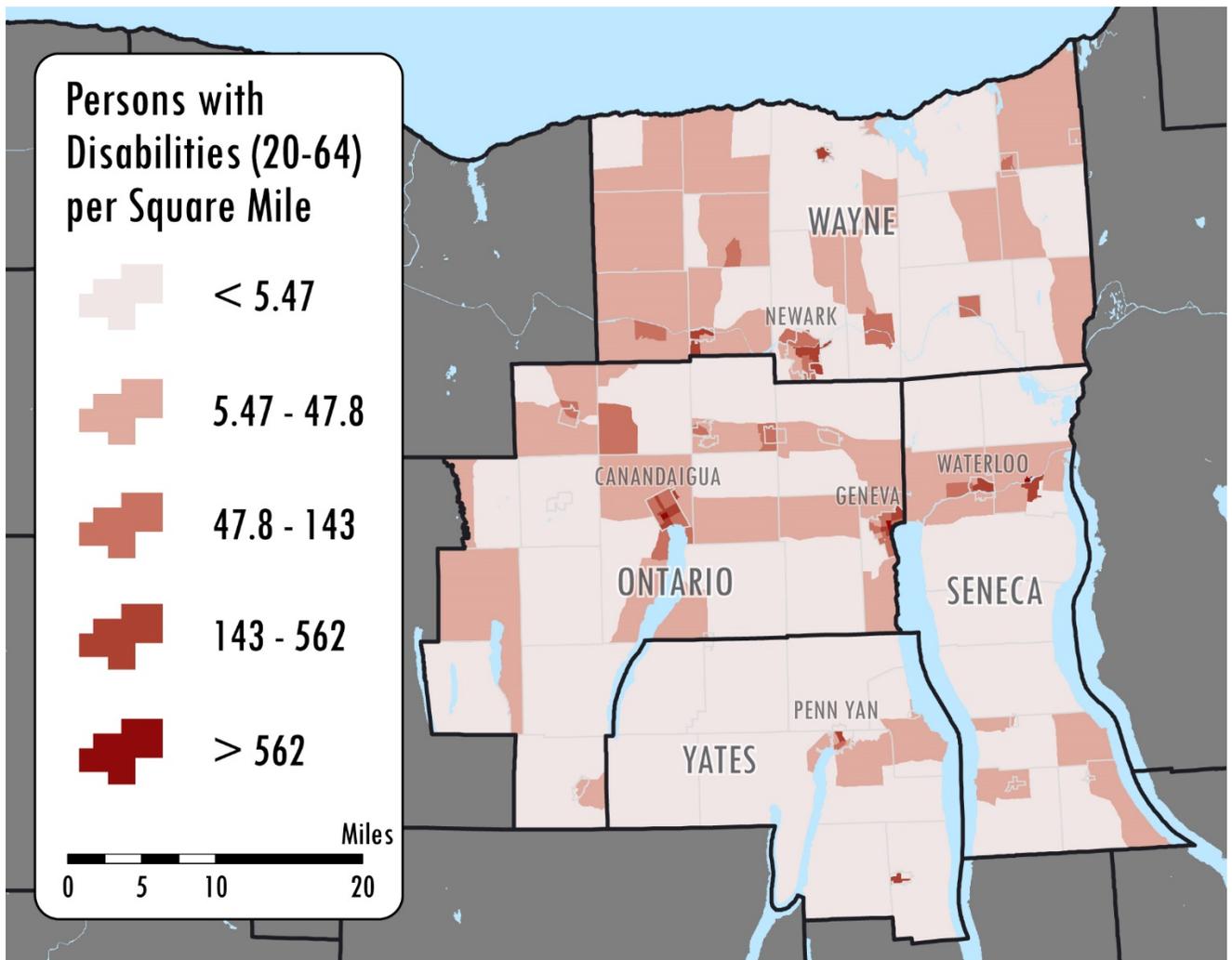


Figure 12 – Density of Persons with Disabilities Aged 20-64 – Eastern Sub-Region

Limited English Proficiency

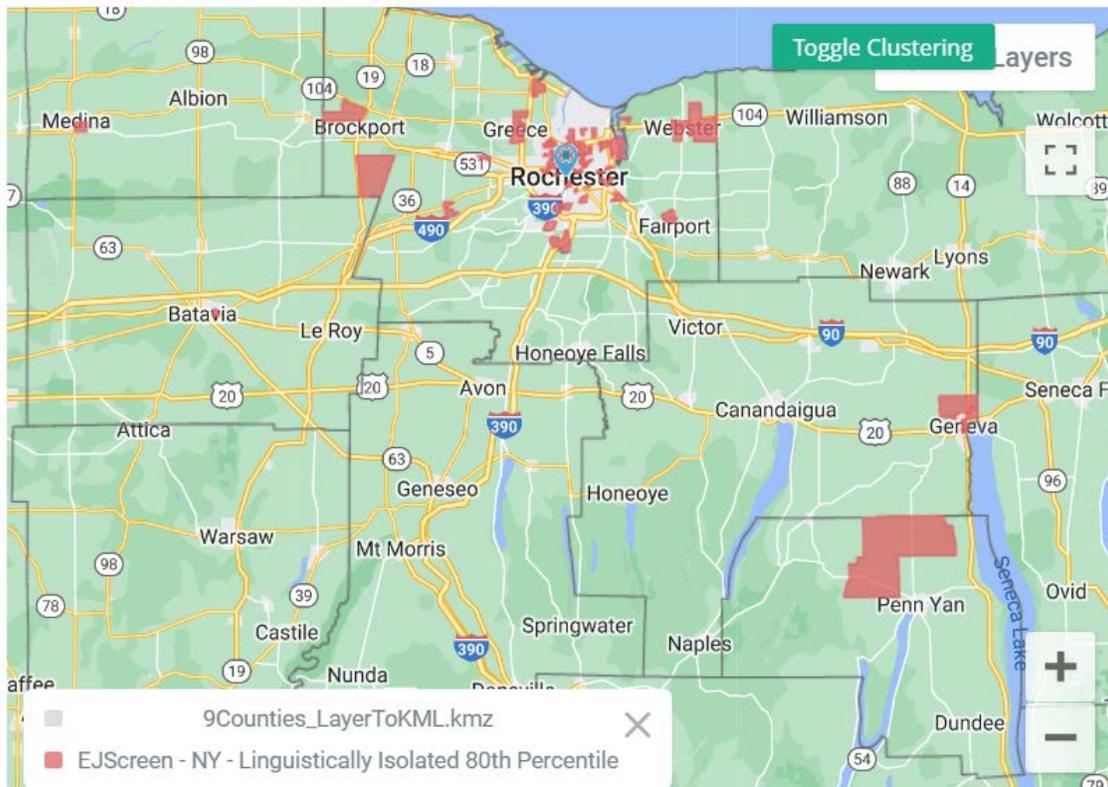
A person with Limited English Proficiency is defined as somebody who has a limited ability to speak, read, write, or understand the English language.

According to the 2020 American Community Survey, 10.83% of the total population in the Genesee-Finger Lakes region speaks a language other than English as their primary language and 4.07% of the population speaks English less than very well. This information is important to consider when formulating and implementing community engagement plans across the region.

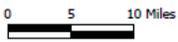
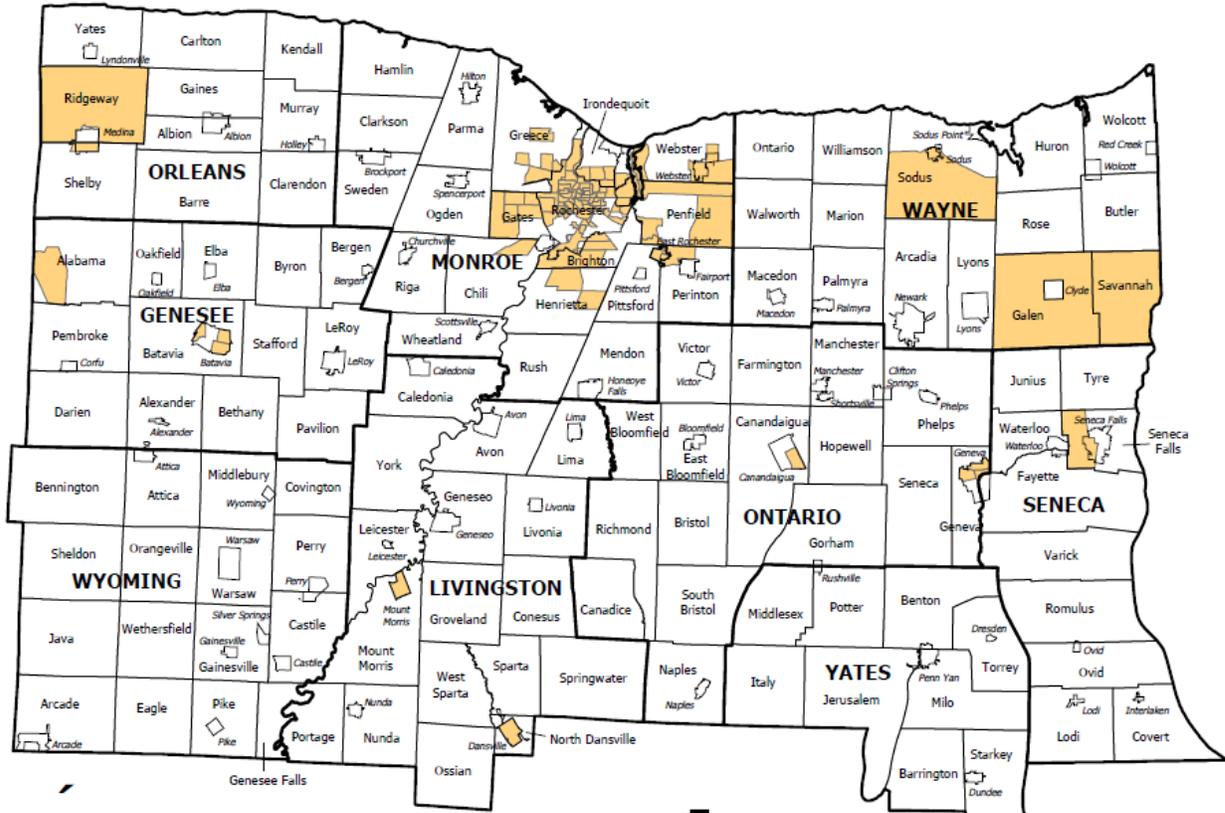
See more language analysis in the Limited English Proficiency Plan in the Appendix.

| 2020 Regional Language Profile with Limited English Proficiency | | | | | | | | | | | |
|---|------------------------------------|--------------------|----------------------|-------------------------------------|-------------------------------------|-----------------------------|-------------------------------------|---------|-------------------------------|------------------------------------|-----------------|
| | Total Populations 5 Years and over | Speak Only English | % Speak Only English | Speak English less than "very well" | % speak English less than very well | Language Other Than English | % Speak language other than English | Spanish | Other Indo-European languages | Asian and Pacific Island languages | Other Languages |
| Genesee County | 54,550 | 52,587 | 96.40% | 581 | 1.10% | 1,963 | 3.60% | 1,222 | 560 | 161 | 20 |
| Livingston County | 60,532 | 56,222 | 92.90% | 1,442 | 2.40% | 4,310 | 7.10% | 1,599 | 1,158 | 357 | 1,196 |
| Monroe County | 702,253 | 605,208 | 86.20% | 37,140 | 5.30% | 97,045 | 13.80% | 42,688 | 31,005 | 14,685 | 8,667 |
| Ontario County | 104,365 | 98,235 | 94.10% | 2,431 | 2.30% | 6,130 | 5.90% | 2,711 | 2,468 | 543 | 408 |
| Orleans County | 38,733 | 36,373 | 93.90% | 820 | 2.10% | 2,360 | 6.10% | 1,330 | 768 | 150 | 112 |
| Seneca County | 32,481 | 29,918 | 92.10% | 839 | 2.60% | 2,563 | 7.90% | 906 | 78 | 196 | 37 |
| Wayne County | 85,196 | 80,720 | 94.70% | 1,777 | 2.10% | 4,476 | 5.30% | 2,106 | 1,929 | 403 | 38 |
| Wyoming County | 38,112 | 36,777 | 96.50% | 353 | 0.90% | 1,335 | 3.50% | 831 | 316 | 127 | 61 |
| Yates County | 23,437 | 20,227 | 86.30% | 989 | 4.20% | 3,210 | 13.70% | 324 | 2,795 | 91 | 0 |
| Region Totals | 1,139,659 | 1,016,267 | 89.17% | 46,372 | 4.07% | 123,392 | 10.83% | 53,717 | 41,077 | 16,713 | 10,539 |
| <i>Source: 2020: American Community Survey 5-Year Estimates</i> | | | | | | | | | | | |

Linguistically Isolated 80th Percentile



Above Average Limited English Proficiency Population by Census Tract, 2000*



* Census 2000 (SF3, Table P19) data was used to calculate the percentage of LEP population within each census tract in the region. Tracts with a percentage of LEP population higher than the regional average are considered to have an above average concentration for this population.

- Counties
- Municipalities
- Above Average Concentration of LEP Population

Appendix A - Genesee Transportation Council Title VI Assurances

Appendix B - Title VI Complaint Form

Appendix C - Genesee Transportation Council 2021 Title VI Annual Report

Appendix D - Notice to the Public

Appendix E - FTA Log of Investigations, Complaints, and Lawsuits

Appendix F - Public Engagement Plan

Appendix G - Summary of Public Outreach Activities

Appendix H - Limited English Proficiency Plan

Appendix I - Disadvantaged Business Enterprise Plan

Appendix J - Equal Employment Opportunity Plan

Appendix K - Board Resolution approving Title VI Program *(expected June 2022)*

MEMORANDUM

TO: Public
FROM: James Stack, Executive Director
DATE: December 31, 2020
SUBJECT: Genesee Transportation Council Title VI Assurances

The Genesee Transportation Council (herein referred to as the "Recipient"), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the Federal Highway Administration and Federal Transit Administration, 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 *Non-discrimination 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 and Federal Transit Administration."

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination 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 programs, including the

Transportation Improvement Program and Unified Planning Work Program:

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 the Metropolitan Planning program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The Genesee Transportation Council, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 US. 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.
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.
4. 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.
5. 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.
6. That 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.
7. 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.
8. 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, 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.
9. 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.

By signing this ASSURANCE, the Genesee Transportation Council also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the Federal Highway Administration and Federal Transit Administration 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 Federal Highway Administration and Federal Transit Administration. You must keep records, reports, and submit the material for review upon request to Federal Highway Administration and Federal Transit Administration, 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.

The Genesee Transportation Council 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 the Genesee Transportation Council programs, including the Transportation Improvement Program and Unified Planning Work Program. This ASSURANCE is binding on the State of New York, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants of Genesee Transportation Council programs. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Genesee Transportation Council

by  _____
James Stack
December 31, 2020

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 Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration, and Federal Transit Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** 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 27.
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 Non-discrimination 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 or Federal Transit 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, the Federal Highway Administration, or the Federal Transit 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, the Federal Highway Administration, or the Federal Transit 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, the Federal Highway Administration, or the Federal Transit 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 Genesee Transportation Council will accept title to the lands and maintain the project constructed thereon in accordance with appropriate legislative authority, the Regulations for the Administration of Federally assisted programs, and the policies and procedures prescribed by the Federal Highway Administration and Federal Transit 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, Non-discrimination 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 Genesee Transportation Council 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 the Genesee Transportation Council 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 Genesee Transportation Council, its successors and assigns.

The Genesee Transportation Council, 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 Genesee Transportation Council 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 non-discrimination 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 Genesee Transportation Council 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 Non-discrimination covenants, the Genesee Transportation Council 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 Non-discrimination covenants, the Genesee Transportation Council 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 Genesee Transportation Council and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary 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 the Genesee Transportation Council 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, Genesee Transportation Council 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 Non-discrimination covenants, the Genesee Transportation Council will there upon revert to and vest in and become the absolute property of the Genesee Transportation Council and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary 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 non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination 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 USC § 4 71, Section 47123), 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, sub-recipients 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.P.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination 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 non-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.*).



TITLE VI COMPLAINT FORM

If assistance is needed in another language, please call 585.288.1700.
Si necesita información en otro idioma, por favor llame al 585-288-1700.

Section 1

Name: _____

Address: _____

Telephone (Home): _____ Telephone (Work): _____

Electronic Mail Address: _____

Accessible Format Requirements? Large Print Audio Tape
 TDD Other _____

Section 2

Are you filing this complaint on your own behalf? Yes No

If you answer YES, go to Section 3.

If you answer NO, complete Section 2.

Supply the name of the third party and your relationship to the third party.

Name: _____ Relationship: _____

Why you are filing a complaint for a third party? _____

Did you obtain the permission of the aggrieved party to file on his/her behalf? Yes No



TITLE VI COMPLAINT FORM

Section 4

Have you previously filed a Title VI complaint with this agency? Yes No

Section 5

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal agency or State court? Yes No

If you answer YES, check all that apply:

Federal Court State Agency State Court Local Agency

Please provide a contact person at the agency/court where the complaint was filed.

| Name | Title | Agency |
|------------------|-------|--------|
| Address: _____ | | |
| Telephone: _____ | | |

Section 6

Name of agency complaint is against: _____

Contact person: _____

Title: _____

Telephone: _____

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and Date Required Below

Signature: _____ Date: _____

File the Title VI Complaint within 180 Days of the Incident

| USPS Mail | Electronically Through the Website | In Person During Business Hours |
|--|---|--|
| RGRTA Legal Affairs 1372 East Main Street Rochester NY 14609 | <ol style="list-style-type: none"> 1. Scan the written, signed complaint. 2. Save the file in PDF format. 3. Go to http://www.myrts.com/Contact-Us. 4. Complete the online form. 5. Click "Submit with Attachment" 6. Upload the PDF file of the complaint. 7. Click "Save/Close." | Deliver your written, signed complaint to: Lobby Front Desk 1372 East Main Street, Rochester NY 14609 OR Customer Information Desk RTS Transit Center 60 St. Paul Street, Rochester NY 14604 |

Title VI Report for October 1, 2020 through September 30, 2021

Please include any goals for 2022 within the list of accomplishments/activities.

Genesee Transportation Council (GTC)

In the past year, GTC has continued to expand our community engagement practices, with particular emphasis on engaging people in our region protected under Title VI laws and orders. GTC's overarching policies and actions increasingly focus on making public participation methods usable for all people, as well as removing barriers. The following are highlights during the past federal fiscal year:

- GTC developed and submitted a draft *Title VI/Nondiscrimination Implementation Plan* to the NYSDOT Office of Civil Rights and is working to incorporate comments and finalize the plan in the coming months. The Plan includes a renewed Title VI Assurances document signed in December 2020 and Policy Statement describing GTC's commitment not to discriminate based on race, color, national origin, sex, age, disability, limited English proficiency, or income status when carrying out programs or activities conducted by the agency, its contractors, or subrecipients of Federal assistance.
- Appointed a new Title VI Coordinator to oversee the program.
- GTC adopted a new Public Participation Plan in February 2021 after an extensive virtual engagement process.
- A highlight of the 2020 year that was extended through 2021, was remotely engaging the public on core work products and assisting our planning study partners to maintain momentum during the COVID-19 pandemic.

GTC conducted most of its public outreach using the PublicInput.com Integrated Community Engagement Software, procured in April 2020 and renewed in April 2021. This web-based software system provides a platform to manage the public engagement process to host virtual public meetings and offering options for all people to participate in projects and programs.

There are several key features related to equity:

- Built-in language translator
- Ability to create unique emails and text messages for each project
- Options for people to access the audio portions of online public meetings with a telephone and toll-free phone number, speak with the project team in real-time, leave recorded voice message at any time in any language
- Options for people to access and participate in the meeting with a home computer or mobile device by typing in the chat box or sending longer e-mails
- Options for people to provide input via text to avoid charges related to using data or voice allotments

Additionally, GTC can collect and analyze specific demographic information for future outreach strategies including geo-targeted outreach and a dynamic database that grows with every interaction.

About a dozen UPWP projects have progressed in this reporting period and sought input to identify conditions and needs, or to present recommendations using a variety of outreach platforms. GTC assisted seven project teams to conduct virtual outreach using PublicInput.com. Consulting firms used other virtual meeting tools on the remaining projects.

- In April 2021, GTC added the *Equity Mapping Tool* to our license with PublicInput.com. This tool provides custom mapping layer overlays sourced from the Environmental Protection Agency's (EPA) EJSCREEN which helps us plan outreach efforts and publish reports that demonstrate our engagement in Environmental Justice communities including Limited English Proficiency, Low income, Minority, and Education levels.

EJSCREEN is a geospatial tool that utilizes census data to define Environmental Justice (EJ) community boundaries, as well as communities that have been historically disenfranchised. The tool allows us to directly compare our public participation maps with this information to measure the equity and reach of our efforts directly within our PublicInput dashboard for individual projects or over the long term. The participation maps are available to export, as well as to be embedded in reports built in the dashboard to demonstrate outreach. The data provided in the Equity Mapping Tool is continually synced with the American Community Survey (ACS.)

- In August 2021, the GTC Board adopted the *Genesee-Finger Lakes Region Coordinated Public Transit-Human Services Transportation Plan Update*. FTA requires that a Coordinated Plan must be developed "through a process that includes participation by seniors, individuals with disabilities, representatives of public, private and nonprofit transportation and human service transportation providers, and other members of the public." The update also compares demographic information, available services, and assessed needs to conditions observed during previous plan development to best note trends and identify potential future needs and service gaps.

Areas of Specific Interest:

Public Outreach and Participation

- **Social Media:** In the past year, GTC has increased its presence and activity on Twitter and Facebook to regularly share information of interest, to cross-promote outreach opportunities for member agencies, to promote safety campaigns, and to share significant travel advisories, as well as to encourage discussion on relevant topics of transportation planning. We are engaging with organizations and publications that serve traditionally underrepresented groups. Also, in the past year we have been tracking analytics to measure effectiveness. The Facebook page geo-targets information to populations covered under Title VI. We have used paid features to boost social posts to reach people with Facebook or Instagram accounts in our region.

- Paid Advertising: GTC purchased a display ad in the Black History Month edition of the Minority Reporter publication to publicize the opportunity to participate in the Long Range Transportation Plan 2045 process.
- GTC has entered the second year of a contract with PublicInput.com, an integrated public engagement web-based software platform to manage outreach efforts. While online engagement has led to dramatic increases in participation overall, there continues to be a need to provide more traditional/offline options to supplement every initiative.

Through the PublicInput platform, every survey can be converted into text message format, language can be translated through a built-in translation tool, and comments can be collected via email, text, online, or with a voicemail inbox. During public meetings, the public can access the audio portions of online public meetings with a toll-free phone number, speak with the project team in real-time, leave recorded voice message before or after a meeting in any language. People can access and participate in the meeting by visiting the meeting website on a home computer or mobile device using a standard web browser without having to download and learn any separate video conference platforms. By facilitating this broad range of synchronous and asynchronous formats, people of every educational and socioeconomic background, as well as members of the workforce who are unable to attend meetings during traditional timeframes are given the freedom to participate. To ensure understanding of the diversity and equity in our engagement, GTC can collect volunteered demographic information and compare to census data or environmental justice maps to inform future outreach strategies including geo-targeted outreach or community-based partnerships

- In August 2021, GTC partnered with the Village of Perry, Wyoming County, to conduct public outreach on a transportation plan. In planning, we discovered that according to the US Census, there is a high number of people who are over age 64 and under Age 5 in portions of the village. In response, the project team provided chairs and coloring activities and noted such in the publicity efforts. Furthermore, the outreach event was held in the parking lot of popular grocery store and easily accessible.

Americans with Disabilities Act (ADA)

- All public meeting locations are ADA accessible. During the COVID-19 pandemic, most meetings were held remotely with the ability to participate via various methods without the need to travel from home. Virtual meetings included real-time closed captioning, were recorded, and archived, and transcripts are available.
- GTC has relationships with organizations that can provide interpreters for a variety of language, including ASL, for our meetings. Upon request, GTC will provide services for anybody to participate in our projects and programs despite physical abilities. There were no special requests during the reporting period.
- The GTC webpage www.gtcmpo.org is accessible for all users, including those who use screen readers or other aides in full compliance with Section 504 of the 1973 Rehabilitation Act (29 USC 790). The website has a built-in option to enlarge text, website language translation (utilizing the Google Translate tool for literal translations of individual pages.)

The site is also mobile-friendly which helps reach many lower-income individuals who do not have access to a personal computer but do use a smartphone to access the internet. GTC continues to make opportunities for public input known through the website and posts products from completed plans and studies.

Limited English Proficiency (LEP)

- *Linguistic isolation* is one of the six demographic indicators accessible in the Equity Mapping Tool on our software system. Data shows percent of people in a block group living in linguistically isolated households. A household in which all members aged 14 years and over speak a non-English language and speak English less than “very well” (have difficulty with English) is considered linguistically isolated.
- All meeting announcements include an offer to arrange for services for all people to participate despite proficiency in English. No requests were made this reporting period. As noted above, our PublicInput.com platform includes language translation and transcription of all text, surveys, and livestreamed videos. People can view and comment in their native language with translation to English for integration into our public engagement archives. The GTC website also allows for language translation.

Environmental Justice (EJ)

- GTC staff regularly updates the stakeholder contact information noting human service organizations, neighborhood groups, etc. that work with, or serve, traditionally underrepresented groups within some aspect of transportation. We can share this information across our public engagement platforms to ensure full integration.
- In summer 2021, GTC fostered engagement with the Tonawanda Seneca Nation in Genesee County. We had a phone conversation with officials and accepted an invitation to visit and tour the territory in July 2021 to exchange information about transportation needs and transportation planning programs.

Data Collection and Analysis

The demographics analysis was conducted as part of the effort to update the *Genesee-Finger Lakes Region Coordinated Public Transit-Human Services Transportation Plan Update*. It quantified and compared target population distributions within the region as well as to the entire State of New York and the United States. Contemporary data, referred to as the 2019 estimate, is sourced from the U.S. Census Bureau’s American Community Survey (ACS) 2015 - 2019 five-year estimate at the block group scale.¹ Comparisons to older data refer to the ACS 2007- 2011 five-year estimate unless otherwise cited. See the full Plan for more detail.

Document Review

During this reporting period, the following core working documents were available for public review and comment:

- *FY 2021-2022 Unified Planning Work Program (UPWP)*

- *Long Range Transportation Plan for the Genesee Finger Lakes Region 2045* (LRTP 2045)
- *Genesee Transportation Council Public Engagement Plan* (Public Participation Plan)

Staff Training

Throughout the reporting period, GTC staff participated in the following training:

- Managing Your Online Presence
- Virtual Public Involvement Workshop hosted by NYMTC and FHWA
- AMPO Virtual Conference
- National Association of Government Communications 2021 - Virtual Communications School
- JCensus 2020: Opportunities for Equity in Planning
- Various AMPO Public Involvement Working Group discussions
- Monthly NYSAMPO Public Engagement Community of Practice meetings
- USDOT Volpe Center 2021 Thought Leadership Series focused on ***Innovation for a Sustainable, Equitable Transportation System***
- Diversity, Equity, and Inclusion training for the Leadship Team at RGRTA, our Host Agency

Complaints/self-monitoring

GTC has not received any complaints under Title VI during the reporting period.

Goals for next year (2022)

- Expand the use of our PublicInput.com platform to manage public outreach for both our internal work and our member agencies and transportation planning partners.
- Continue to monitor and maintain stakeholder lists and seek opportunities to engage with populations of interest.
- Adopt the updated Title VI Implementation and Nondiscrimination Plan.
- Seek further opportunities to engage with the Tonawanda Seneca Nation
- Seek further opportunities to engage with organizations that work with traditionally underrepresented populations.
- Participate in training opportunities to better understand how to conduct a more inclusive planning process.

GTC expects to develop and adopt the *FFY 2023-2026 Transportation Improvement Program*. As part of the program development, GTC staff will conduct a screening of potential impacts on identified Environmental Justice areas. The draft program will be made available for a 30-day public comment period. Outreach to EJ areas will be a specific activity.

GENESEE TRANSPORTATION COUNCIL

NOTICE OF NONDISCRIMINATION POLICY

The Genesee Transportation Council (GTC) hereby gives public notice of its policy to assure full compliance with Title VI of the Civil Rights Act of 1964, and related statutes and regulations in all programs and activities requiring that no person in the United States of America shall, on the grounds of race, color, gender, or national origin, age, disability, limited English proficiency, or income status be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

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 GTC and host agency, Rochester Genesee Regional Transportation Authority (RGRTA).

For more information on the civil rights program, and the procedures to file a complaint, visit <https://www.gtcmpo.org/title-vi> , send email to contactgtc@gtcmpo.org, send a letter to the administrative office at 50 West Main St, Suite 8112, Rochester, NY 14614, or by call (585) 232-6240. If information is needed in another language, please contact us.

**APPENDIX I: NYSDOT Public Transportation Programs
Title VI Investigations, Complaints & Lawsuits Log**

4/13/22

AGENCY: Genesee Transportation Council

TITLE VI OFFICER: Lori Maher

E-MAIL: LMaher@gtcmpo.org

CONTACT: (585) 232-6240 x217

FISCAL YEAR FY: 2021-22

REPORTING PERIOD (check appropriate box):

1ST Half
(July-December)

2ND Half
(January-June)

Complete Fiscal Year
(July-June)

1. Were any investigations, lawsuits or complaints filed during this time period? No.
2. If YES, please provide the following information for each investigation, lawsuit or complaint received during this time period:

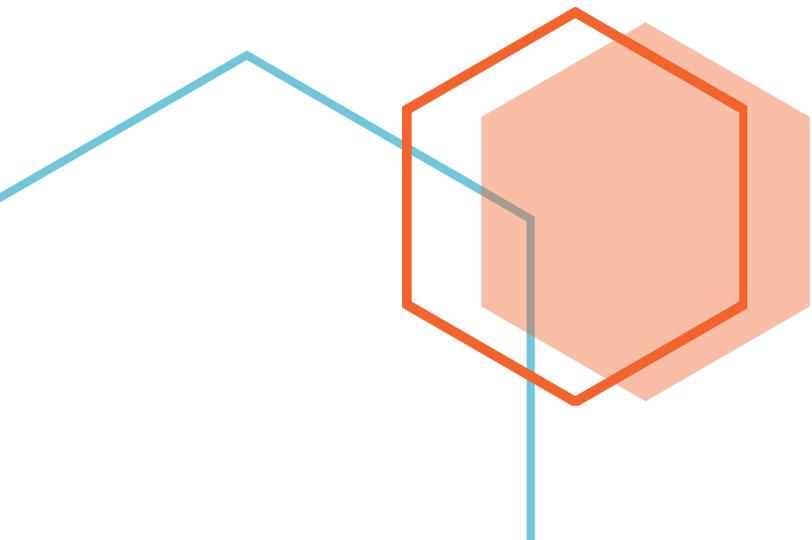
Date the investigation, lawsuit or complaint was filed, and Summary of the allegation(s) and status if resolved.
3. Based on the investigations, lawsuits or complaints filed during the Fiscal Year, please provide a status of each allegation. **(Report on separate paper at the end of the Fiscal Year).**
4. Please indicate if or what actions were taken by the sub recipient in response to the investigation, lawsuit or complaint. **(Report on separate paper at the end of the Fiscal Year).**



Genesee Transportation Council Public Engagement Plan

Adopted February 2021

This document will clearly define the policies and procedures that the Metropolitan Planning Organization in Rochester, NY, will undertake to ensure people have a reasonable opportunity to participate in the transportation decision-making process.



Genesee Transportation Council
Public Engagement Plan



Genesee Transportation Council
Public Engagement Plan



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If you have any questions or comments on this document, please contact the Genesee Transportation Council at 50 West Main Street, Suite 8112, Rochester, NY 14614; telephone (585) 232-6240 or via email at ContactGTC@gtcempo.org

Financial assistance for the preparation of this report was provided by the U.S. Department of Transportation. The Genesee Transportation Council is solely responsible for its content.



Introduction

The Genesee Transportation Council (GTC) is the designated Metropolitan Planning Organization (MPO) for the Rochester, NY, urban area and surrounding Genesee Finger Lakes Region. The GTC Public Engagement Plan (PEP) details the public engagement policies and guidelines to ensure public and transportation system stakeholders have a reasonable opportunity to participate and make informed comments through the metropolitan planning process. The PEP describes how the public can learn of opportunities to participate in key decision points in multiple, accessible, in-person and virtual formats with adequate notice.

The PEP details public engagement procedures for GTC staff, member agencies, and sponsors administering projects and programs by or on behalf of GTC. It provides parameters to manage expectations while sustaining flexibility to meet diverse and individual needs across the region.

A description of each opportunity will provide a definition and purpose, public participation process, publicity, accessibility and accommodations, contingency plans, updates and amendments, and additional references.

As we have learned during the COVID-19 outbreak in 2020, our efforts need to be flexible and adaptable. It is the desire of GTC to provide the public meaningful opportunities to participate in the metropolitan planning process. If circumstances beyond our control impact the ability of GTC to follow the processes proscribed by this plan, we will strive to meet the intention of this plan to the extent possible.



Title VI/Nondiscrimination Policy Statement

GTC's Commitment to the Public

The Genesee Transportation Council assures that no person shall, on the grounds of race, color, national origin, disability, age, gender, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. GTC further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

It is also the policy of the Genesee Transportation Council to ensure that none of its programs, policies, and other activities has disproportionate adverse effects on minority and low income populations. The Genesee Transportation Council identifies minority and low income communities from US Census data. Genesee Transportation Council takes a proactive approach to engage these communities and ensures their full and fair participation in the transportation decision-making process.

In addition, GTC will provide meaningful access to services for persons with Limited English Proficiency.

In the event GTC distributes federal-aid funds to another agency as a subrecipient, GTC will include Title VI language in all written agreements and will monitor for compliance.

GTC is responsible for initiating and monitoring Title VI activities, preparing required reports and other GTC responsibilities as required by 23 CFR 200 and 49 CFR 21.

En Español

El Consejo Genesee de Transporte asegura que ninguna persona, por motivos de raza, color, nacionalidad, discapacidad, edad, sexo o situación económica, será excluida de participar en ningún programa o actividad, ni se le negarán los beneficios de los mismos, ni será objeto de discriminación de ningún tipo. El GTC, (por sus siglas en inglés) asegura además que se hará todo lo posible para asegurar la no discriminación en todas las actividades de sus programas, ya sea que esos programas y actividades estén financiados por el gobierno federal o no.

For additional information, refer to GTC's Title VI/Nondiscrimination Implementation Plan.



Opportunities to Participate in the Decision-making Process

GTC Board Meetings



Definition & Purpose:

The GTC Board is the governing body of GTC. It provides direction and establishes policy regarding the roles and responsibilities of GTC as the designated MPO for the region. The GTC Board approves all activities and work products, including the Long Range Transportation Plan (LRTP), Unified Planning Work Program (UPWP), and the Transportation Improvement Program (TIP).

The 27 members of the GTC Board include elected officials from the nine counties of the region, the City of Rochester, and representatives of other local, regional, state, and federal agencies. GTC Board Officers are elected from among the members. Refer to chart listing each member agency.



Public Participation:

GTC Board meetings are open to the public. Members of the public may offer comments during a designated public comment period before the Board acts on agenda items.



Publicity:

GTC Board meeting notices including date, time, location, and contact information will be publicized through traditional and electronic means including, but not limited to:

- Paid legal notice in the daily newspaper with the largest circulation in the region, currently the Democrat and Chronicle.
- Media release sent to local media outlets in the 9-county region and shared on social media.
- A meeting notice and meeting materials, including agendas and supporting documents, posted on the GTC website at least one week prior to the meeting. Past meeting minutes are also posted online.
- Changes or cancellations will be announced via the same methods.



Accessibility & Accommodations:

In-person GTC Board meetings are held in meeting rooms that are accessible to all people. Meeting rooms will be held in buildings in proximity to a transit route. Publicity materials should include notice that accommodations will be provided for anybody to participate in the meeting despite disability or proficiency in English, upon request.

Genesee Transportation Council
Public Engagement Plan



Contingency Plans:

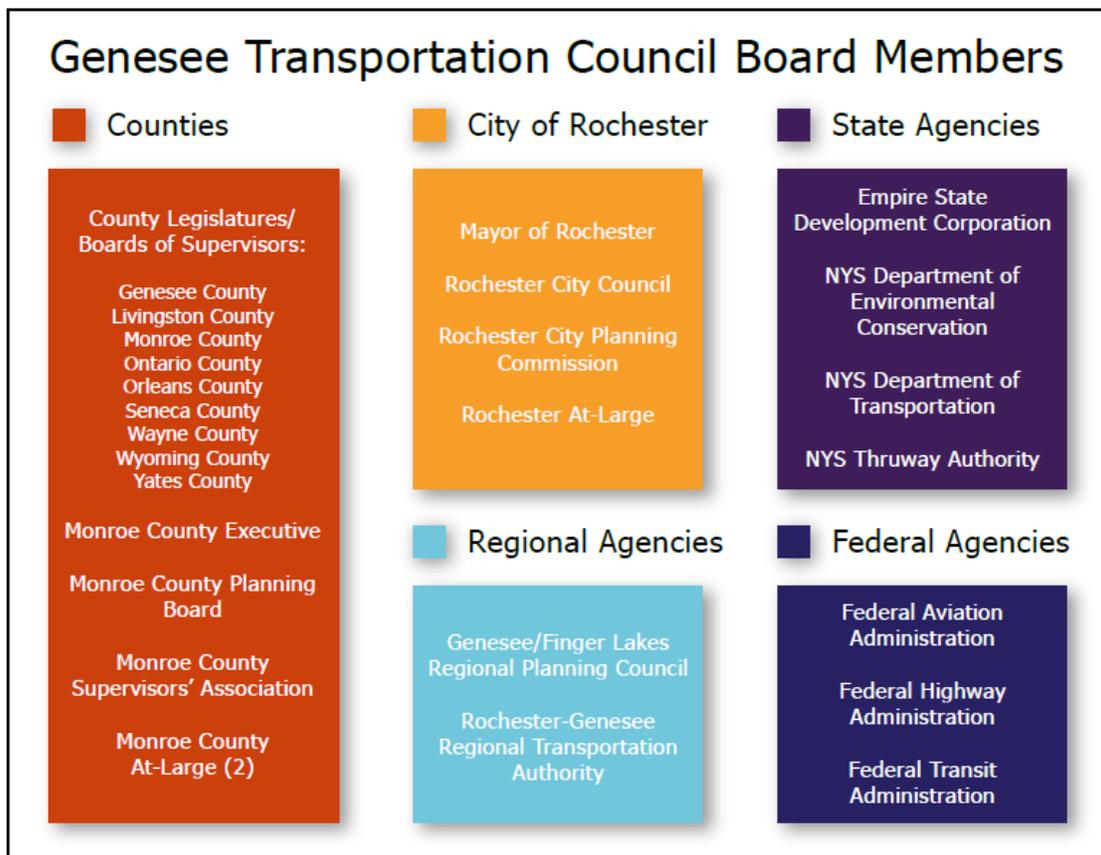
In the event a GTC Board meeting cannot be held in person, (e.g., severe weather, loss of power, public health, etc.), the meeting will be cancelled and notification will be made via social media, direct email, and media release as soon as practicable after a decision is made. A rescheduled meeting will be announced via the same methods as a regularly-scheduled meeting. If a public health or other emergency is persistent and known in advance, GTC will meet remotely with provisions for the public to observe and participate in the meeting.



References & More Information:

Learn more about GTC Board policies, requirements, and information.

<https://www.gtcmpo.org/About/Structure>





Planning Committee Meetings

Definition & Purpose:

The Planning Committee provides professional and technical recommendations to the GTC Board. With input from the various sub-committees, the Planning Committee reviews and recommends action on activities and work products that are considered by the GTC Board. Each member of the GTC Board appoints a representative, typically a transportation or planning professional, to the Planning Committee. The Planning Committee meets eight times per year, or as required.



Public Participation:

Planning Committee meetings are open to the public. Members of the public may offer comments during a designated public comment period before the Planning Committee makes recommendations to the GTC Board. The public will also have a second opportunity to comment on the recommendations to the GTC Board prior to the end of the meeting. Any such comments will be shared with the GTC Board.



Publicity:

Planning Committee meeting notices including the date, time, location, and contact information are publicized through traditional and electronic means including, but not limited to:

- Media release sent to local media outlets in the 9-county region and shared on social media.
- A meeting notice and meeting materials, including agendas and supporting documents, posted on the GTC website at least a week before the meeting. Past meeting minutes are also posted online.
- Changes or cancellations will be announced in the same methods.



Accessibility & Accommodations:

In-person Planning Committee meetings are held in meeting rooms that are accessible to all people. Publicity materials should include notice that accommodations will be provided for anybody to participate in the meeting despite disability or proficiency in English, upon request.



Contingency Plans:

In the event a Planning Committee meeting cannot be held in person, (e.g., severe weather, loss of power, public health, etc.), the meeting will be cancelled, and notification will be made via social media, direct email, and media release as soon as practicable after a decision is made. A rescheduled meeting will be announced via the same methods as a regularly-scheduled meeting. If a public health or other emergency is persistent and known in advance, GTC will meet remotely with provisions for the public to observe and participate in the meeting.



References & More Information:

Learn more about Planning Committee policies, requirements, and information.

<https://www.gtcmpo.org/About/Structure>



Participate in the Development of Core Work Products

Long Range Transportation Plan (LRTP)

Definition & Purpose:

The Long Range Transportation Plan (LRTP) is the biggest work product GTC produces and is required to obtain federal transportation funding. It guides the other functions and provides a strategic framework for transportation policy, planning, and investment decision making in the nine-county Genesee Finger Lakes Region. It assesses existing and projected transportation system capabilities, needs, and objectives and includes recommendations to meet those objectives for at least the next 20 years.

Members of the public and consulting agencies/parties can submit comments on current and future issues and opportunities facing the region, along with transportation related solutions. Prior to adoption, members of the public and consulting agencies can review and submit comments on the draft plan.

Public Participation Process:

GTC will create and execute a specific community engagement plan at the beginning of each update. Goals for the engagement plan will include a cost-effective, integrated mix of virtual, online resources and traditional outreach that will be monitored and documented. It will take advantage of emerging, visual outreach tools to present information that people will understand. It will outline the stakeholders, consulting parties, and other interested parties. The implementation timelines will schedule specific strategies that will coincide with the overall LRTP Development Schedule. A final report summarizing the engagement activities and the input collected will be included in the LRTP document.

Methods of community engagement may include dedicated project webpages, public workshops and meetings, community group meetings, surveys, information booths/tables at community events, and other means as opportunities arise.

The community engagement plan will consist of two specific rounds of outreach with a separate 30-day public review period seeking feedback on the full plan. In addition to the publicized public outreach, GTC will also offer an ongoing opportunity for interested parties to engage with staff upon request.

The first round of public outreach will take place early in the development process to ensure that interested parties have opportunities to provide input on the direction of the LRTP, regional needs and issues, and the desired state of the region. The second round of public will be held to ensure interested parties have opportunities to provide input on the recommendations.

Genesee Transportation Council
Public Engagement Plan



GTC will publicize each round of outreach and the public review period by notifying the local news media, sharing on social media, sending out mass e-mail campaigns, and other means as appropriate. GTC will host at least one public meeting during each round of outreach to share information about the LRTP and to solicit input. Meetings will be held at different locations across the planning area and at various times of the day to accommodate availability. It may be held virtually or livestreamed to increase accessibility.

The Planning Committee will approve and release a draft LRTP for a 30-day public review period before making a recommendation to the GTC Board for adoption. This 30-day review period will be separate from the first and second rounds of public outreach.

The document will be available online and in hard copy upon request. People can submit written comments by e-mail or US mail.

GTC will publicize the public review period by publishing a legal notice in the daily newspaper with the largest circulation in the region (currently the Democrat and Chronicle), notifying the local news media, sharing on social media, sending out mass e-mail campaigns, and other means as appropriate. The public will be able review the draft document online or view hard copies in person or upon request. Alternative formats (e.g., Braille, text-based, etc.) that allow people with disabilities or limited proficiency in English to review the draft LRTP and provide their comments will be made available upon request.

People can submit written comments online by e-mail or US mail.

The Planning Committee will review a summary of public comments and approve a revised Draft LRTP for a 10-day public review period, if significant changes are necessary. The Planning Committee will recommend a final draft to the GTC Board to consider for adoption.

Review, Updates and Amendments

Federal law requires the MPO to review and update the LRTP at least every 4 years in air quality nonattainment and maintenance areas and at least every 5 years in attainment areas. As of this writing, the Genesee-Finger Lakes region is an "Orphan Area" due to a 2018 ruling by the United States Court of Appeals for the District of Columbia Circuit. The LRTP in an "Orphan Area" must be updated at least every 5 years.

References & More Information:

GTC Website: <https://www.gtcmpo.org/LRTP>

Federal Transit Administration: <https://www.transit.dot.gov/regulations-and-guidance/transportation-planning/metropolitan-transportation-plan-mtp>

Code of Federal Regulations:

[§450.324](#) - Development and content of the metropolitan transportation plan



Unified Planning Work Program (UPWP)

Definition & Purpose:

Metropolitan Planning Organizations (MPOs) are required to develop UPWPs to govern work programs for the expenditure of Federal Highway and Federal Transit planning funds.

The UPWP is GTC's operating plan and annual budget. The Program lists the federally funded transportation planning activities that GTC, its member agencies, and other municipalities in the nine-county Genesee-Finger Lakes Region will advance during the fiscal year. The UPWP includes a description of the planning work and resulting products, who will perform the work, schedules, cost, and the source(s) of funds.

Members of the public can review and submit comments on the draft Program, the recommended list of planning projects, and participate in the public outreach phases of those projects. Refer to the section *"Participate in Federally-funded Projects & Studies."*

Public Participation Process:

Each year, GTC reaches out to eligible applicants seeking project partnerships to carry out transportation planning activities using federal planning funds. Successful applications fall under three general areas of interest related to:

- planning for physical improvements to the transportation system.
- non-infrastructure transportation services and programs; and
- integration of transportation and land use.

GTC contacts municipalities and members agencies through a combination of written and electronic notifications.

Applicants can attend a workshop, consult the program handbook, and seek guidance from GTC staff to fully understand the process and commitment of the program.

The UPWP Development Committee (UDC), a sub-committee of the Planning Committee, guides the development of the Unified Planning Work Program. The sub-committee consists of representative member agencies. The sub-committee reviews and prioritizes the applications and recommends a list of projects to be funded for consideration by the Planning Committee.

The GTC Planning Committee considers and approves a draft UPWP and a draft project list for a 30-day public review period. Planning Committee meetings are open to the public.

GTC will publicize the public review period by publishing a legal notice in the daily newspaper with the largest circulation in the region (currently the Democrat and Chronicle), notifying the local news media, sharing on social media, sending out mass e-mail campaigns, and other means as appropriate. The public will be able review the draft document online or view hard copies in

Genesee Transportation Council
Public Engagement Plan



person or upon request. Alternative formats (e.g., Braille, text-based, etc.) that allow people with disabilities or limited proficiency in English to review the draft PEP and provide their comments will be made available upon request.

People can submit written comments online by e-mail or US mail.

The Planning Committee will review a summary of the public comments and revise the draft UPWP, if appropriate, prior to recommending a final version to the GTC Board for consideration. Planning Committee and Board meetings are open to the public.

Review, Updates and Amendments:

GTC updates the Unified Planning Work Program at least every two years, but often annually before end of the fiscal year. Amendments are first reviewed by the Planning Committee prior to consideration by the GTC Board.

References & More Information:

Learn more about Unified Planning and Work Program (UPWP) policies, requirements, and information.

- GTC Website: <https://www.gtcmpo.org/UPWP>
- Federal Transit Administration: <https://www.transit.dot.gov/regulations-and-guidance/transportation-planning/unified-planning-work-program-upwp>
- Code of Federal Regulations: [§450.308](#) Funding for transportation planning and unified planning work programs.



Transportation Improvement Plan (TIP)

Definition & Purpose:

The TIP is the spending and implementation plan for specific transportation improvements in the seven-county area that includes Genesee, Livingston, Monroe, Ontario, Orleans, Wayne, and Wyoming counties, using federal funds, over at least the four Federal Fiscal Years from adoption. It lists specific projects, the lead agency administering the project, anticipated schedules, costs, and fund-sources for each phase of a project from preliminary engineering, right-of-way acquisition to construction, and inspection. The TIP is usually updated on a three-year cycle.

Although GTC serves a nine-county region, GTC is responsible for developing the TIP for the designated Rochester Metropolitan Planning Area (MPA), which includes all of Monroe County plus the adjacent developed areas of Livingston, Ontario, and Wayne counties.

NYSDOT is responsible for developing the Statewide Transportation Improvement Program (STIP), including areas outside the MPA. However, GTC and NYSDOT Region-4 work cooperatively to develop the TIP for the seven-county area, which corresponds to NYSDOT Region-4.

The TIP must be consistent with the goals and objectives of the LRTP.

Members of the public can review and submit comments to GTC on the draft Program, the recommended list of transportation projects, and amendments presented to the GTC Board.

Public Participation Process:

In coordination with NYSDOT's efforts to update the Statewide Transportation Improvement Program, GTC and NYSDOT Region-4 periodically reach out to leadership of member agencies, eligible counties, municipalities, and authorities seeking projects that will use federal funds in the engineering, right-of-way, and construction phases through a combination of written and electronic notifications.

Potential applicants can attend a workshop, consult the TIP Guidebook and the TIP Procedures Manual, and seek guidance from GTC staff to better understand the process and commitments for using federal funds.

The TIP Development Committee (TDC), a sub-committee of the Planning Committee, guides the development of the new TIP. The TDC is comprised of representatives from the MPA counties (Livingston, Monroe, Ontario, and Wayne), the City of Rochester, the Rochester Genesee Regional Transportation Authority (RGRTA), and NYSDOT Region-4. The TDC reviews and prioritizes the applications and recommends a list of projects to be funded for consideration by the Planning Committee.

The Planning Committee considers and approves a draft TIP for a 30-day public review period.

GTC will publicize the public review period by publishing a legal notice in the daily newspaper with the largest circulation in the region, currently the Democrat and Chronicle, notifying the local

Genesee Transportation Council
Public Engagement Plan



news media, sharing on social media, sending out mass e-mail campaigns, and other means as appropriate.

During the public review period, GTC will host at least two meetings to discuss the content and development process, and to solicit input about how the proposed list of projects reflects the goals of the LRTP.

The public will be able to review the draft document online or view hard copies in person or upon request. Alternative formats (e.g., Braille, text-based, etc.) that allow people with disabilities or limited proficiency in English to review the draft TIP and provide their comments will be available upon request.

People can submit written comments online by e-mail or US mail.

The Planning Committee will review a summary of the public comments and revise the draft TIP, if appropriate, prior to recommending to the GTC Board for consideration. Planning Committee and Board meetings are open to the public.

Upon adoption, the TIP is incorporated into the Statewide Transportation Improvement Program (STIP). GTC and NYSDOT-4 staffs work together to ensure consistency between the adopted TIP and the draft STIP while the draft STIP is available for public review.

Review, Updates and Amendments:

The TDC meets regularly to assist GTC and NYSDOT Region-4 to maintain the TIP between updates. The TDC reviews substantive changes to projects that may require amending the adopted TIP including new or removed projects, and significant changes in scope, limits, schedule, or Federal funding. The Amendments, as defined by the TIP Procedures Manual, are first reviewed by the Planning Committee prior to consideration by the GTC Board. All amendments are subject to public review and comment.

Less significant changes to the TIP are considered Modifications and are approved by the Planning Committee or the TDC. Notification is provided to the Board of these changes, but public review is not required.

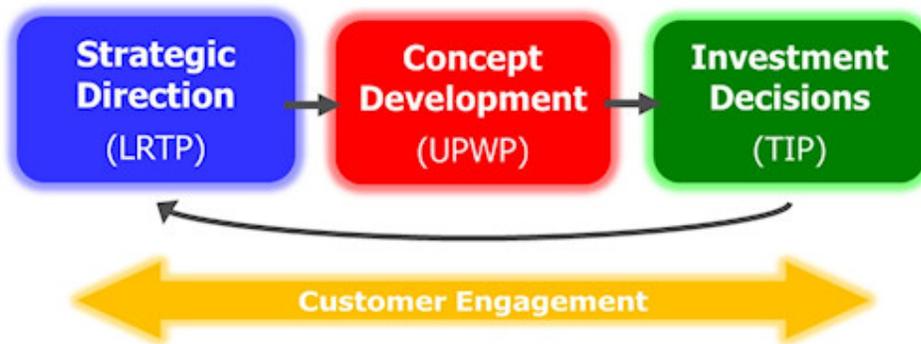
References & More Information:

Learn more about the Transportation Improvement Program (TIP) policies, requirements, and information.

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- GTC Website: www.gtcmpo.org/TIP
- TIP Procedures Manual
https://www.gtcmpo.org/sites/default/files/final_gtc_procedures_document_2018_03_08.pdf
- Federal Transit Administration: <https://www.transit.dot.gov/regulations-and-guidance/transportation-planning/transportation-improvement-program-tip>
- Code of Federal Regulations:
[§450.326](https://www.ecfr.gov/current/title-49/chapter-I/subchapter-B/part-450/subpart-326) Development and content of the transportation improvement program (TIP)
- New York State FFY 2020-2023 Statewide Transportation Improvement Program (STIP)
<https://www.dot.ny.gov/programs/stip>





Participate in Development of Other Required Products

Air Quality Transportation Conformity Statement

Definition & Purpose:

Transportation Conformity is the process by which metropolitan planning organizations ensure transportation investments included in the region's TIP conform to the Federal Clean Air Act, and demonstrate that a proposed plan of projects will not negatively affect a region's ability to meet or maintain federal air quality standards.

Pursuant to the Clean Air Act Amendments of 1990, the long range transportation plan and transportation improvement program for the Rochester Metropolitan Statistical Area (MSA) must receive a positive conformity determination from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the United States Environmental Protection Agency (USEPA) to demonstrate that projects contained therein do not hinder the MSA in attaining the National Ambient Air Quality Standard (NAAQS) for ground-level ozone.

GTC works with the New York Air Quality Interagency Consultation Group to assess project classifications. Federal regulations identify certain project types that are exempt from the air quality analysis process. These projects have little to no impact on air quality or address a safety issue. Projects that are expected to have an impact on air quality are classified as Non-Exempt and need project-specific analysis.

GTC and the NYSDOT work cooperatively to conduct the required analysis to ensure that federally-funded transportation improvements in the Rochester MSA conform to federal air quality standards. This analysis is included in a Conformity Statement that is submitted to FHWA, FTA., and USEPA for consideration.

The *Transportation Conformity Statement for the Long Range Transportation Plan for the Genesee-Finger Lakes Region 2040 and 2020-2024 Transportation Improvement Program* was adopted by the GTC Board on June 13, 2019.

Members of the public can review and submit comments on the draft Transportation Conformity Statement.

Public Participation Process:

The GTC Planning Committee considers and approves a draft Conformity Statement, along with the TIP or the LRTP for a 30-day public review period. After the public review period, a summary of public comments and how they were considered, will be added to the final draft.

GTC will publicize the public review period by publishing a legal notice in the daily newspaper with the largest circulation in the region, currently the Democrat and Chronicle, notifying the local news media, sharing on social media, sending out mass e-mail campaigns, and other means as appropriate. The public can review the draft document online or view hard copies in person or

Genesee Transportation Council
Public Engagement Plan



upon request. Alternative formats (e.g., Braille, text-based, etc.) that allow people with disabilities or limited proficiency in English to review the draft Conformity Statement and provide their comments will be made available upon request.

People can submit written comments online by e-mail or US mail.

The Planning Committee will recommend the final document to the GTC Board for consideration. Planning Committee and Board meetings are open to the public. Upon adoption of the Transportation Conformity Statement, GTC staff submits the final Statement to FHWA, FTA, and USEPA. A recommendation of Transportation Conformity is determined by FHWA and FTA and approved by the USEPA.

Review, Updates and Amendments:

The Transportation Conformity Statement is updated when a new TIP or LRTP is adopted or when there is a significant change to a Non-Exempt project.

References & More Information:

- GTC Website: <https://www.gtcmpo.org/Conformity>
- Federal Transit Administration: <https://www.transit.dot.gov/regulations-and-guidance/environmental-programs/air-quality-conformity>
- Code of Federal Regulations:
[40 CFR 93](#) PART 93—DETERMINING CONFORMITY OF FEDERAL ACTIONS TO STATE OR FEDERAL IMPLEMENTATION PLANS



Public Engagement Plan (PEP)

Definition & Purpose:

Metropolitan Planning Organizations (MPOs) are required to develop a collaborative and comprehensive public participation plan for the public and stakeholder communities to be used in the development of the LRTP and TIP, as well as to frame the strategies for public and stakeholder communication and collaboration in all phases of the planning process.

The GTC Public Engagement Plan (PEP) details the public engagement policies ensuring the public and transportation system stakeholders have a reasonable opportunity to participate and make informed comments through the metropolitan planning process. The PEP describes how the public can learn of opportunities to participate in key decision points in multiple, accessible in-person and virtual formats with adequate notice.

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| Members of the public can review and submit comments on the draft Plan. |
|---|

Public Participation Process:

The GTC Planning Committee considers and approves a draft PEP for a 45-day public review period. Planning Committee meetings are open to the public. After the public review period a summary of public comments and how they were considered will be added to the final draft.

GTC will publicize the public review opportunity by publishing a legal notice in the daily newspaper with the largest circulation in the region (currently the Democrat and Chronicle), notifying the local news media, sharing on social media, sending out mass e-mail campaigns, and other means as appropriate. The public can review the draft document online or view hard copies in-person or upon request. Alternative formats (e.g., Braille, text-based, etc.) that allow people with disabilities or limited proficiency in English to review the draft PEP and provide their comments will be made available upon request.

People can submit written comments online by e-mail or US mail.

The Planning Committee will review a summary of the public comments and revise the draft, if appropriate, prior to recommending to the GTC Board for final adoption. Planning Committee and Board meetings are open to the public.

Review, Updates and Amendments:

The PEP is reviewed and updated concurrently with the LRTP update schedule, or as needed.

References & More Information:

- GTC Website: <https://www.gtcmpo.org/PPP>
- Federal Transit Administration: <https://www.transit.dot.gov/regulations-and-guidance/transportation-planning/public-involvement-outreach>
- Code of Federal Regulations: [§450.316](#) Interested parties, participation, and consultation.

Genesee Transportation Council
Public Engagement Plan



- Public Involvement for Transportation Planning Manual – NYSDOT Statewide Planning Bureau 2010 https://www.dot.ny.gov/divisions/policy-and-strategy/planning-bureau/MPO_program_update_guide/repository/Planning%20PIFinal-Manua12%201218.pdf

Participate in Federally-funded Projects & Studies

Definition & Purpose:

Besides participating in the development of the Core Work Products people are also encouraged to share input on specific projects and studies that are funded through UPWP or TIP.

Government and municipal agencies that sponsor projects through GTC should strive to exceed minimum standards described in this Plan and other policies to assure early and meaningful public involvement. Project sponsors may use their own public participation policies and guidelines provided they satisfy the minimum requirements of this plan and provide a transparent decision-making process and must:

In accordance with all Federal and State rules and regulations, project sponsors ensure the public has equal access to all meeting venues, meeting materials and program information despite disability or proficiency in English.

Make meeting agendas and summaries available.

Many plans, studies, and projects are worthy of their own specific public involvement plans to outline the goals, objectives, strategies, methods of communication, schedule, and costs for all interested parties to participate and provide meaningful input.

GTC staff will be available to assist project sponsors to compile and publicize public participation efforts.

GTC staff will be available to review and offer suggestions on community engagement strategies based on experiences, offer technical assistance to implement strategies and evaluate outcomes.



UPWP Plans & Studies

Public Participation Process:

Each UPWP-funded project is classified as one of three categories: Administrative, Technical/Data Collection, or Planning/Policy:

Administrative: General GTC staff activities with no direct impact on the public.

Technical/Data Collection: Tasks that support some other element of GTC programs and projects with no direct impact on the public.

Planning/Policy: Tasks that result in recommendations or actions that have an impact on the public (e.g., Parking studies, active transportation plans, corridor studies, etc.).

For each Planning/Policy project, the sponsor will develop and present a project Scope of Work to the Planning Committee for consideration and approval before work commences. The Scope of Work should articulate the public involvement component and note previous outreach efforts related to the topic.

The magnitude of the project will dictate extensiveness of the public involvement plan. At a minimum, a steering/advisory committee of community stakeholders is convened. GTC member agencies must be given the opportunity to participate especially if the agency has an ownership, operation, or maintenance role in the project recommendations.

The public involvement plan should list the basic goals, communication strategies, publicity, and implementation schedule for soliciting meaningful community input. Public meetings or other suitable outreach activities should be held early in the process to seek input about the existing needs, conditions, issues, and goals. A second public meeting, or other suitable form of outreach, should be held to present and seek feedback on draft findings and recommendations before the study is finalized.

The project sponsor is responsible for publicizing the outreach activity and opportunity to participate to a broad audience. The sponsor should identify interested parties and relevant stakeholders, including groups traditionally underrepresented, to inform them of the opportunity to participate. Methods of publicity should include traditional news media, and electronic formats including websites, social media, email lists, and other appropriate methods to reach the targeted audience. Publicity materials should include notice that accommodations will be provided for anybody to participate in the meeting despite disability or proficiency in English, upon request.

At the end of the project, the project sponsor will develop and present an Executive Summary, including a summary of public comments and how they were considered, to the Planning Committee as evidence of completed work.



TIP – Capital Transportation Projects

Public Participation Process:

Agencies that administer transportation-related projects that appear on the TIP must provide meaningful opportunities for the public to participate in the development and implementation of the project.

Public Involvement Plans must comply with the National Environmental Policy Act (NEPA), and the New York State Environmental Quality Review (SEQR) procedures.

GTC will actively work with Project Sponsors to promote public input opportunities through GTC channels.

References & More Information

- [NYS DOT Public Involvement Manual](#)
- [NYS DOT Procedures for Consultation with Public Officials in Rural Areas](#)



Federal and State Regulations

The Code of Federal Regulations (CFR) annual edition is the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government produced by the Office of the Federal Register (OFR) and the Government Publishing Office.

Title 23 Highways

Chapter I → FEDERAL HIGHWAY ADMINISTRATION, DEPARTMENT OF TRANSPORTATION

Subchapter E → PLANNING AND RESEARCH

PART 450—PLANNING ASSISTANCE AND STANDARDS

Subpart C—Metropolitan Transportation Planning and Programming

Relevant sections of the Code of Federal Regulations citing guidance for each topic were noted at the end of each section.

- [§450.324](#) - Development and content of the metropolitan transportation plan
- [§450.308](#) Funding for transportation planning and unified planning work programs
- [§450.326](#) Development and content of the transportation improvement program (TIP)
- [40 CFR 93](#) PART 93—DETERMINING CONFORMITY OF FEDERAL ACTIONS TO STATE OR FEDERAL IMPLEMENTATION PLANS
- [§450.316](#) Interested parties, participation, and consultation

A partial list of additional federal and state regulations include:

- Executive Order 12898- Environmental Justice
<https://www.transportation.gov/sites/dot.gov/files/docs/eo12898.pdf>
- Title VI of the Civil Rights Act of 1964 –
<https://www.federalregister.gov/d/00-22140>
- Americans with Disabilities Act (ADA) of 1990, as amended
[28 CFR Part 35](#) - NONDISCRIMINATION ON THE BASIS OF DISABILITY IN STATE AND LOCAL GOVERNMENT SERVICES
- New York State Open Meetings Law- PUBLIC OFFICERS LAW, ARTICLE 7
<https://www.dos.ny.gov/coog/openmeetlaw.html>



Appendix

Public Outreach Report – January 2021

Board Resolution- (February 2021)

| | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
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| 1 | GTC PUBLIC OUTREACH TRACKER | | | | | | | | | | | | | | | |
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| 3 | PROJECT NAME | TASK # | OUTREACH DATE (RANGE) | OUTREACH TIME | UPWP/CORE PRODUCT/MEMBER AGENCY | PROJECT ADMINISTRATOR /SPONSOR | LOCATION | STYLE OF OUTREACH | IN-PERSON? | IF SO, OUTREACH LOCATION | VIRTUAL MEETING? SYNCHRONOUS OR ASYNCHRONOUS ? | HYBRID? | PUBLICINPUT .COM SOFTWARE USED? | EJ OUTREACH EFFORTS | ENGAGEMENT NOTES/COMMENTS | LINK TO MORE INFO |
| 4 | 2019 | | | | | | | | | | | | | | | |
| 5 | UPWP Public Review Period | 5100 | Jan-Feb 2019 | | CORE PRODUCT | GTC | 9-County Planning Area | Documents available at various physical locations, for Public Review and Comment | No | | | | | Traditional press release, Legal Notice, letters of opportunity to comment to mailing list of various stakeholders including EJ lists. Mass email campaign to foster electronic engagement. | A few written comments submitted. | gtcempo.org/UPWP |
| 6 | Regular quarterly Board Meetings | | February, June, August, December | 8:30am | OFFICE ADMIN | GTC | 9-County Planning Area | Regular Meeting (Open to the Public) | Yes | Brighton Town Hall | NO | | | Standard press release, notice on website and paid legal notice. | Public observers rarely attended | gtcempo.org |
| 7 | Regular Planning Committee meetings | | Jan, Feb, April, May, July, August, October, November 2019 | 10am | OFFICE ADMIN | GTC | 9-County Planning Area | Regular Meeting (Open to the Public) | Yes | Member agencies hosted meetings around the region. | NO | | | Standard press release, notice on website. | Typically, a few members of the public would attend- usually staff of local engineering consultants. | gtcempo.org |
| 8 | 2020-2024 TIP Public Review | | May 21, 2019 | 6:30pm | CORE PRODUCT | GTC/DOT | 9-County Planning Area | Public Meeting | Yes | Fairport Public Library | NO | | | Traditional press release, Legal Notice, letters of opportunity to comment to mailing list of various stakeholders including EJ lists. Mass email campaign to foster electronic engagement. Incorporated publicity onto social media (Twitter.) | 3 attendees | gtcempo.org/TIP |

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| 9 | 2020-2024 TIP Public Review | | May 29, 2019 | 6:30pm | CORE PRODUCT | GTC/DOT | 9-County Planning Area | Public Meeting | Yes | Gates Public Library | NO | | | Traditional press release, Legal Notice, letters of opportunity to comment to mailing list of various stakeholders including EJ lists. Mass email campaign to foster electronic engagement. Incorporated publicity onto social media (Twitter.) | 1 attendee | |
| 10 | 2020-2024 TIP Public Review | | May 30, 2019 | 2pm | CORE PRODUCT | GTC/DOT | 9-County Planning Area | Public Meeting | Yes | RTS Board Room, 1372 E. Main St. Rochester | NO | | | Traditional press release, Legal Notice, letters of opportunity to comment to mailing list of various stakeholders including EJ lists. Mass email campaign to foster electronic engagement. Incorporated publicity onto social media (Twitter.) | 2 attendees | |
| 11 | 2020-2024 TIP Public Review | | May 30, 2019 | 6:30pm | CORE PRODUCT | GTC/DOT | 9-County Planning Area | Public Meeting | Yes | RTS Board Room, 1372 E. Main St. Rochester | NO | | | Traditional press release, Legal Notice, letters of opportunity to comment to mailing list of various stakeholders including EJ lists. Mass email campaign to foster electronic engagement. Incorporated publicity onto social media (Twitter.) | 2 attendees | |
| 12 | 2020- (Established presence on Facebook in February 2020.) | | | | | | | | | | | | | | | |
| 13 | JANUARY 2020 | | | | | | | | | | | | | | | |

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| 14 | UPWP Public Review Period | 5100 | Jan-Feb 2020 | | CORE PRODUCT | GTC | 9-County Planning Area | Documents available at various physical locations, for Public Review and Comment | No | | | | | Traditional press release, Legal Notice, letters of opportunity to comment to mailing list of various stakeholders including EJ lists. Mass email campaign to foster electronic engagement. | A few written comments submitted. | |
| 15 | MAY 2020 | | | | | | | | | | | | | | | |
| 16 | GTC Planning Committee Meeting | | May 14, 2020 | 10am | OFFICE ADMIN | GTC | 9-County Planning Area | Regular Meeting (Open to the Public) | No | | Virtual synchronous | No | Yes | traditional press release, post on website, offered a way for all to join the discussion without having to travel, without needing a computer | (First Virtual Livestreamed Meeting) | https://publicinput.com/GTCPlanningCommittee |
| 17 | JUNE 2020 | | | | | | | | | | | | | | | |
| 18 | Avon Circulation Accessibility Parking Study | | June 30, 2020 | 4p.m. | UPWP | Village of Avon | Livingston County | Public Meeting #1 | No | | Virtual synchronous | No | Yes | village publicized the meeting with flyers, email messages. Participants could listen in by telephone or computer and submit comments in writing or voice, in any language. | | https://publicinput.com/S066 |
| 19 | JULY 2020 | | | | | | | | | | | | | | | |
| 20 | Honoeye Hamlet Active Transportation Study | | July 22, 2020 | 6:30pm | UPWP | Ontario County | Ontario County | Public Meeting #2 | No | | Virtual synchronous | No | Yes | village publicized the meeting with flyers, email messages. Participants could listen in by telephone or computer and submit comments in writing or voice, in any language. | | https://publicinput.com/I021 |
| 21 | AUGUST 2020 | | | | | | | | | | | | | | | |

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| 22 | GTC Planning Committee Meeting | | August 6, 2020 | 10am | OFFICE ADMIN | GTC | 9-County Planning Area | Regular Meeting (Open to the Public) | No | | Virtual synchronous | No | Yes | traditional press release, post on website, offered a way for all to join the discussion without having to travel, without needing a computer | | https://publicinput.com/GTCPlanningCommittee |
| 23 | Long Range Transportation Plan 2045 | | August 20, 2020 | | CORE PRODUCT | GTC | 9-County Planning Area | Virtual Open House Meeting #1 (Daytime) | No | | Virtual synchronous | No | Yes | traditional press release, post on website, offered a way for all to join the discussion without having to travel, without needing a computer. Participants could listen in by telephone or computer and submit comments in writing or voice, in any language. Project page could be translated into any language. Offered two different meeting times. Also published a video on YouTube with an overview to simply explain the topic and shared widely. Participants have option to toggle on closed captioning and language translation | | https://publicinput.com/A6348 |
| 24 | Long Range Transportation Plan 2045 | | August 25, 2020 | 6:30pm | CORE PRODUCT | GTC | 9-County Planning Area | Open House Meeting #2 (Evening) | No | | Virtual synchronous | No | Yes | same as above | | https://publicinput.com/A6348 |
| 25 | Gananda Parkway Pedestrian & Bicycle Active Transportation Plan | | August 26, 2020 | | UPWP | Wayne County | Wayne County | Virtual Public Meeting | No | | Virtual synchronous | | | village publicized the meeting with flyers, email messages. Participants could listen in by telephone or computer and submit comments in writing or voice, in any language. | | https://publicinput.com/B2318 |

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| 26 | SEPTEMBER 2020 | | | | | | | | | | | | | | | |
| 27 | Mt. Morris-Leicester Route 36 Corridor | | September 22, 2020 | 6:30pm | UPWP | Village of Mt. Morris | Livingston County | Public Meeting #2 | No | | Virtual synchronous | | Yes | village publicized the meeting with flyers, email messages. Participants could listen in by telephone or computer and submit comments in writing or voice, in any language. | | https://publicinput.com/Y2846 |
| 28 | Avon Circulation Accessibility & Parking Study | | September 30, 2020 | 4p.m. | UPWP | Village of Avon | Livingston County | Public Meeting #2 | No | | Virtual synchronous | No | Yes | village publicized the meeting with flyers, email messages. Participants could listen in by telephone or computer and submit comments in writing or voice, in any language. | | https://publicinput.com/S066 |
| 29 | Mt. Morris-Leicester Route 36 Corridor | | September 30, 2020 | 6:30pm | UPWP | Village of Mt. Morris | Livingston County | Public Meeting #2 | No | | Virtual synchronous | | Yes | same as above | | https://publicinput.com/Y2846 |
| 30 | OCTOBER 2020 | | | | | | | | | | | | | | | |
| 31 | Ontario Midland Strategic Plan | | October 27, 2020 | 6 pm | UPWP | Wayne County Economic Development and Planning | | Public Meeting #1 | No | | Virtual synchronous | | Yes | livestreamed meeting via computer and phone, plus everything above. Surveys | 19 participants with people | https://publicinput.com/M560 |
| 32 | NOVEMBER 2020 | | | | | | | | | | | | | | | |
| 33 | GTC Planning Committee Meeting | | November 12, 2020 | 10am | OFFICE ADMIN | GTC | 9-County Planning Area | Regular Meeting (Open to the Public) | No | | Virtual synchronous | No | Yes | see other similar notes on this same project | | https://publicinput.com/GTCPlanningCommittee |
| 34 | DECEMBER 2020 | | | | | | | | | | | | | | | |
| 35 | GTC Board Meeting | | December 10, 2020 | 8:30am | OFFICE ADMIN | GTC | 9-County Planning Area | Regular Meeting (Open to the Public) | No | | Virtual synchronous | No | Yes | see other similar notes on this same project | | publicinput.com/GTCBoard |
| 36 | 2021 | | | | | | | | | | | | | | | |
| 37 | JANUARY 2021 | | | | | | | | | | | | | | | |
| 38 | UPWP Public Review Period | 5100 | January 11 to February 9 2021 | x | CORE PRODUCT | GTC | 9-County Planning Area | Public Review Period | No | | Virtual-asynchronous | No | Yes | posted a video recording summarizing the UPWP on the project page. | | www.publicinput.com/GTCUPWP |

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| 39 | Gananda Parkway Pedestrian & Bicycle Active Transportation Study | 8778 | January 13, 2021 | 4:30pm | UPWP | Wayne County | Wayne County | Public Meeting #2 | No | | Virtual synchronous | No | Yes | village publicized the meeting with flyers, email messages. Participants could listen in by telephone or computer and submit comments in writing or voice, in any language. | | www.publicinput.com/GanandaParkwayStudy |
| 40 | West Main St. Multimodal and Placemaking Study | 6816 | January 2021 | x | UPWP | City of Rochester | Rochester | Initial Survey | No | | | | No | An accessible process will ensure that a diverse group of stakeholders are engaged. Because we anticipate that much of the engagement will be virtual due to the COVID pandemic, we will aim to make digital engagement ADA compliant. Interpretive services will be provided as needed or requested. For people without Internet access, we will provide an option for people to call into virtual meetings by phone. Within the context of safe COVID-19 practices, we will also seek opportunities for people to give input in writing or in person. | | https://www.cityofrochester.gov/wmain/ |
| 41 | FEBRUARY 2021 | | | | | | | | | | | | | | | |
| 42 | Middle Cheshire Road & Health Care Services Corridor Active Transportation Plan | 8779 | February 3, 2021 | 12pm | UPWP | Town of Canandaigua | Canandaigua, Ontario County | Final Public Meeting | No | | Virtual synchronous | No | | video conference/phone | Well attended public informational teleconference held by Town of C and consultant on 2/3. | http://www.townofcanandaigua.org/page.asp?id=215 |

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| 43 | Route 390 Multi-Use Trail Restoration Alternatives and Safety Improvement Study | 6518 | February 10, 2021 | 6:30pm | UPWP | Town of Greece | Greece, Monroe County | Public Meeting #2 | No | | Virtual synchronous | no | No | video conference/phone | | |
| 44 | GTC Planning Committee Meeting | x | February 11, 2021 | 10am | OFFICE ADMIN | GTC | 9-County Planning Area | Regular Meeting (Open to the Public) | No | | Virtual synchronous | No | Yes | see other similar notes on this same project | | https://publicinput.com/GTCPlanningCommittee |
| 45 | LRTP 2045 Public Outreach Round 2/Public Review Period | 5200 | February 12, 2021 | x | CORE PRODUCT | GTC | 9-County Planning Area | survey | No | | | No | | grew the contact database and asked demographic questions | | see final outreach report for more info |
| 46 | Mt. Morris- Leicester Rt 36 Corridor Study | 7577 | February 17, 2021 | 6pm | UPWP | Village of Mt. Morris | Mt. Morris/Leister, Livingston County | Public Meeting | No | | Virtual synchronous | No | Yes | village publicized the meeting with flyers, email messages. Participants could listen in by telephone or computer and submit comments in writing or voice, in any language. | great turnout! | |
| 47 | Canandaigua Waterfront Active Transportation Plan | 8751 | February 18, 2021 | 7pm | UPWP | City of Canandaigua | Canandaigua, Ontario County | Public Meeting #1 | No | | Virtual synchronous | No | No | | also be broadcast on FLTV | |
| 48 | Village of Waterloo Circulation, Accessibility & Parking (CAP) Study | 6815 | February 23, 2021 | ? | UPWP | Village of Waterloo | Waterloo, Seneca County | Survey and Public Meeting | ?? | | | | No | | | https://www.surveymonkey.com/r/WaterlooCAP |
| 49 | LRTP 2045 Round 2 Public Meeting- (Daytime) | 5200 | February 23, 2021 | 1pm | CORE PRODUCT | GTC | 9-County Planning Area | Public Meetin # — | No | | Virtual synchronous | No | Yes | see other similar notes on this same project | | www.publicinput.com/J868 |
| 50 | Livingston County Downtown Wayfinding Master Plan | 6312 | February 24, 2021 | 12pm | UPWP | Livingston County Economic Development | Livingston County | Public Meeting #1 | No | | Virtual synchronous | No | No | | Microsoft Teams | |
| 51 | West Main St. Multimodal and Placemaking Study | 6816 | February 24, 2021 | x | UPWP | City of Rochester | Rochester | Second Survey | No | | | | No | see other similar notes on this same project | | |
| 52 | West Main St. Multimodal and Placemaking Study | 6816 | February 25, 2021 | 4-6pm | UPWP | City of Rochester | Rochester | Pop Up #1 | Yes | MOCHA Center (Trillium Health) | | | No | good publicity and meeting was held right on the project corridor at a health facility. | | |
| 53 | | | | | | | | | | | | | | | | |
| 54 | MARCH 2021 | | | | | | | | | | | | | | | |

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| 55 | West Main St. Multimodal and Placemaking Study | 6816 | March 5, 2021 | 4-6pm | UPWP | City of Rochester | Rochester | Pop Up #2 | Yes | MOCHA Center (Trillium Health) | | | No | see other similar notes on this same project | | |
| 56 | Livingston County Downtown Wayfinding Master Plan | 6312 | March 3, 2021 | 6pm | UPWP | Livingston County Economic Development | Livingston County | Public Meeting #2 | No | | | No | No | video conference/phone | Microsoft Teams | |
| 57 | L RTP 2045 Round 2 Public Meeting- (Evening) | 5200 | March 2, 2021 | 6:30 -8:00 PM | CORE PRODUCT | GTC | 9-County Planning Area | Public Open House | No | | Virtual synchronous | No | Yes | see other similar notes on this same project | | publicinput.com/LongRangeTransportationPlan |
| 58 | Federal Certification Review Public Meeting and Public Comment Period | x | March 12, 2021 | 1pm | CORE PRODUCT | FHWA/FTA/GTC | 9-County Planning Area | Public Meeting and Comment Period and Open to the Public Meeting, FHWA Survey questions | No | | Virtual synchronous | No | Yes | paid legal notice, video conference/phone-accessible to all | | https://publicinput.com/GTCertReview2021 |
| 59 | West Main St. Multimodal and Placemaking Study | 6816 | March 25, 2021 | 4pm | UPWP | City of Rochester | | Pop-up #4 | Yes | MOCHA Center, 470 W Main Street | | | | see other similar notes on this same project | | |
| 60 | West Main St. Multimodal and Placemaking Study | 6816 | March 20, 2021 - April 16, 2021 | x | UPWP | | | Survey #3 | | | | | | see other similar notes on this same project | | |
| 61 | Lake Ontario State Parkway Transportation Alternatives Feasibility Study | 7212 | March 15, 2021 | 6pm | UPWP | Orleans County Planning | Orleans County | Public Meeting #2 | No | | virtual synchronous | No | Yes | remote mtg permitted access and participation from people in other states and even Canada | 31 participants and 30 comments | https://publicinput.com/LOSPFeasibilityStudy |
| 62 | West Main St. Multimodal and Placemaking Study | 6816 | March 23, 2021 | 1-3pm | UPWP | City of Rochester | | Pop Up #3 | Yes | Carriage Factory Apartments, 33 Litchfield St, Rochester | | No | No | see other similar notes on this same project | | |
| 63 | APRIL 2021 | | | | | | | | | | | | | | | |
| 64 | West Main St. Multimodal and Placemaking Study | 6816 | April 8, 2021 | 4pm | UPWP | | | Pop-up #5 | Yes | MOCHA Center, 470 W Main Street | | | | see other similar notes on this same project | | |
| 65 | GTC Planning Committee Meeting | x | April 8, 2021 | 10am | OFFICE ADMIN | GTC | 9-County Planning Area | Regular Meeting (Open to the Public) | No | | Virtual synchronous | No | Yes | see other similar notes on this same project | | https://publicinput.com/GTCPlanningCommittee |

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| 66 | L RTP Round 3 (Public Review Period) | x | April 12 - May 11, 2021 | x | CORE PRODUCT | GTC | 9-County Planning Area | | No | | | | | see other similar notes on this same project | | |
| 67 | MAY 2021 | | | | | | | | | | | | | | | |
| 68 | GTC Planning Committee Meeting | x | May 13, 2021 | 10am | OFFICE ADMIN | GTC | 9-County Planning Area | Regular Meeting (Open to the Public) | No | | virtual synchronous | No | Yes | see other similar notes on this same project | | https://publicinput.com/GTCPlanningCommittee |
| 69 | JUNE 2021 | | | | | | | | | | | | | | | |
| 70 | Ontario Midland Strategic Plan | 8621 | June 8, 2021 | 6-8pm | UPWP | Wayne County | Wayne County | Final Public Meeting | Yes | Town of Williamson Town Hall Complex, 6380 Lake Avenue, Williamson, NY | | No | Yes | | | https://publicinput.com/OntarioMidlandPlan |
| 71 | GTC Board Meeting | x | June 10, 2021 | 8:30am | OFFICE ADMIN | GTC | 9-County Planning Area | Meeting open to the public | No | | virtual synchronous | No | Yes | see other similar notes on this same project | | |
| 72 | Canandaigua Waterfront Active Transportation Plan | 8751 | June 14, 2021 | 6pm | UPWP | City of Canandaigua | Canandaigua, Ontario County | Public Workshop #2 | Yes | City Council Chambers 205 Saltonstall Street Canandaigua, NY 14424 or ZOOM | virtual synchronous | Yes | No | | | |
| 73 | JULY 2021 | | | | | | | | | | | | | | | |
| 74 | | | | | | | | | | | | | | | | |
| 75 | AUGUST 2021 | | | | | | | | | | | | | | | |
| 76 | GTC Planning Committee Meeting | x | August 12, 2021 | 10am | OFFICE ADMIN | GTC | 9-County Planning Area | Regular Meeting (Open to the Public) | No | | Virtual synchronous | No | Yes | see other similar notes on this same project | | https://publicinput.com/GTCPlanningCommittee |
| 77 | Village of Perry Transportation Safety and Access Study | 6817 | August 12, 2021 | | UPWP | Village of Perry | Perry, Wyoming County | Pop Up at Grocery Store Parking Lot | Yes | Perry Marketplace | No | Yes | Yes | Noticed a high number of people over age 64 and under Age 5. Tailored publicity and provided chairs and coloring activities. Event was held in the parking lot of popular grocery store and easily accessible. | in person outreach along with online survey and info sharing | https://publicinput.com/Perry |
| 78 | Rt. 332 & Rt 96 Sub Area Study | 7576 | August 17, 2021 | 6pm | UPWP | Ontario County | Canandaigua, Ontario County | Public Meeting | Yes | Farmington Town Hall and Zoom | Yes | Yes | No | | | |

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| 79 | GTC Board Meeting | x | August 26, 2021 | 8:30am | OFFICE ADMIN | GTC | 9-County Planning Area | Meeting open to the public | Yes | RTS Board Room, 1372 E. Main St. Rochester and Virtual | Yes | Yes | Yes | see other similar notes on this same project | | |
| 80 | Waterloo CAP/DRI | 6515 | August 30, 2021 | 6pm | UPWP | Village of Waterloo | Waterloo, Seneca County | Public Meeting #2 | Yes | Waterloo Community Center, 3 Oak Street, Waterloo | | | | | | |
| 81 | | | | | | | | | | | | | | | | |
| 82 | SEPTEMBER 2021 | | | | | | | | | | | | | | | |
| 83 | Canandaigua Waterfront Corridor Active Transportation Plan | 8751 | September 14, 2021 | 6pm | UPWP | City of Canandaigua | Canandaigua, Ontario County | Final Public Meeting | No | | virtual synchronous | No | No | | | |
| 84 | West Main St. Multimodal and Placemaking Study | 6816 | September 23, 2021 | | UPWP | City of Rochester | Rochester, Monroe County | | | | | | | see other similar notes on this same project | | |
| 85 | Complete Streets Guidebook- Booth at Perry Farmers Market | 5361 | September 25, 2021 | 10am | UPWP | G/FLRPC | 9-County Planning Area | Pop Up- Booth at Farmers Market | Yes | Perry Farmers Market, Center St. | No | No | No | set up at a farmers market accessible to all | | |
| 86 | Beh Industrial Park Traffic Optimization Study | 7705 | September 23, 2021 | 6pm | UPWP | Town of Ontario | Wayne County | Public Meeting and Survey | Yes | Town of Ontario Town Hall, 1850 Ridge Road, Ontario, NY | | No | Yes | | | https://publicinput.com/BehTrafficStudy |
| 87 | OCTOBER 2021 | | | | | | | | | | | | | | | |
| 88 | West Main St. Multimodal and Placemaking Study | 6816 | October 23, 2021 | 10-1 pm | UPWP | City of Rochester | Rochester, Monroe County | Final Survey | Yes | Joy Gallery and Sheppard Studio, 498 1/2 W Main Street, Rochester | | | No | see other similar notes on this same project | | https://mailchi.mp/highland-planning/final-w-main-survey |
| 89 | GTC Planning Committee Meeting | x | October 14, 2021 | 10am | OFFICE ADMIN | GTC | 9-County Planning Area | Regular Meeting (Open to the Public) | No | | virtual synchronous | No | Yes | see other similar notes on this same project | | https://publicinput.com/GTCPlanningCommittee |
| 90 | NOVEMBER 2021 | | | | | | | | | | | | | | | |
| 91 | GTC Planning Committee Meeting | x | November 18, 2021 | 10am | OFFICE ADMIN | GTC | 9-County Planning Area | Regular Meeting (Open to the Public) | No | | virtual synchronous | No | Yes | see other similar notes on this same project | | https://publicinput.com/GTCPlanningCommittee |
| 92 | DECEMBER 2021 | | | | | | | | | | | | | | | |

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| 93 | Victor Street Connectivity and Access Plan | 6818 | December 4, 2021 | 3 pm - 6 pm | UPWP Project | Town of Victor | Victor, Ontario County | Pop up Table event and online survey | yes | Victor Town Hall- at ongoing Jingle Mingle holiday festival | | | No | set up at an ongoing festival accessible to all | see PI Summary Report | |
| 94 | Village of Perry Transportation Safety and Access Study (Round 2) | 6817 | December 8, 2021 | 4 - 7pm | UPWP Project | Village of Perry | Perry, Wyoming County | In-person meeting with virtual component | Yes | Breezeway Barn, 151 N. Center Street in Perry | | | Yes | built upon previous contacts and Equity Mapping Tool to target outreach for this round | | www.publicinput.com/perry |
| 95 | GTC Board Meeting | x | December 9, 2021 | 8:30am | OFFICE ADMIN | GTC | 9-County Planning Area | Meeting open to the public | No | | virtual synchronous | No | Yes | see other similar notes on this same project | | |
| 96 | 2022 | | | | | | | | | | | | | | | |
| 97 | JANUARY 2022 | | | | | | | | | | | | | | | |
| 98 | GTC PC Meeting | | January 6, 2022 | 10am | OFFICE ADMIN | GTC | 9-County Planning Area | meeting open to the public | NO | | Virtual synchronous | NO | YES | see other similar notes on this same project | | www.publicinput.com/GTCPlanningCommittee |
| 99 | UPWP '22-'23 Public Review Period | | Jan 10 - February 10, 2022 | | CORE PRODUCT | GTC | 9-County Planning Area | Public Review Period | | | virtual asynchronous | | YES | posted a video recording summarizing the UPWP on the project page. | | https://publicinput.com/B0276 |
| 100 | Beh Industrial Park Traffic Optimization Study | | January 20, 2022 | 6-8pm | UPWP | Town of Ontario | Beh Industrial Park, located just off Route 104 on Dean Parkway. Ontario, Wayne County | traditional public meeting with presentation | YES | Town Hall, 1850 Ridge Road, Ontario, NY | | | YES- only to post proect info | | | https://www.publicinput.com/BehTrafficStudy |
| 101 | FEBRUARY 2022 | | | | | | | | | | | | | | | |
| 102 | | | | | | | | | | | | | | | | |
| 103 | GTC PC Meeting | | February 10, 2022 | 10am | OFFICE ADMIN | GTC | 9-County Planning Area | Meeting open to the public | YES | Livingston county Highway Dept. | Virtual synchronous | Yes | YES | see other similar notes on this same project | | |
| 104 | GTC Board Mtg | | February 24, 2022 | 8:30 | OFFICE ADMIN | GTC | 9-County Planning Area | Meeting open to the public | YES | RGRTA Board Rm, Rochester | Virtual synchronous | YES | YES | see other similar notes on this same project | | www.publicinput.com/GTCBoard |
| 105 | MARCH 2022 | | | | | | | | | | | | | | | |
| 106 | | | | | | | | | | | | | | | | |
| 107 | APRIL 2022 | | | | | | | | | | | | | | | |
| 108 | | | | | | | | | | | | | | | | |
| 109 | MAY 2022 | | | | | | | | | | | | | | | |

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| 110 | GTC PC Meeting | | May 12, 2022 | 10am | OFFICE ADMIN | GTC | 9-County Planning Area | Meeting open to the public | YES | Ontario County Municipal Meeting, Canandaigua | Virtual synchronous | YES | Yes | see other similar notes on this same project | | |
| 111 | | | | | | | | | | | | | | | | |
| 112 | | | | | | | | | | | | | | | | |

Limited English Proficiency Plan
GENESEE TRANSPORTATION COUNCIL
APRIL 2022

GENESEE TRANSPORTATION COUNCIL

The Metropolitan Planning Organization for the Genesee-Finger Lakes Region

**50 West Main Street, Suite 8112
Rochester, NY 14614
585-232-6240**

INTRODUCTION

This *Limited English Proficiency Plan* has been prepared to address Genesee Transportation Council's (GTC) responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English proficiency language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq., and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination which is covered under Title VI. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds.

Plan Summary

According to the 2020 US Census, over 20% of people in America report speaking a language other than English in the home. GTC offers several integrated tools and always offers accommodations to keep Linguistically Isolated Communities informed and allowing them to participate in their native language.

GTC has developed this *Limited English Proficiency Plan* to help identify reasonable steps for providing language assistance to persons with limited English proficiency (LEP) who wish to access services provided. As defined Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write, or understand English. This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

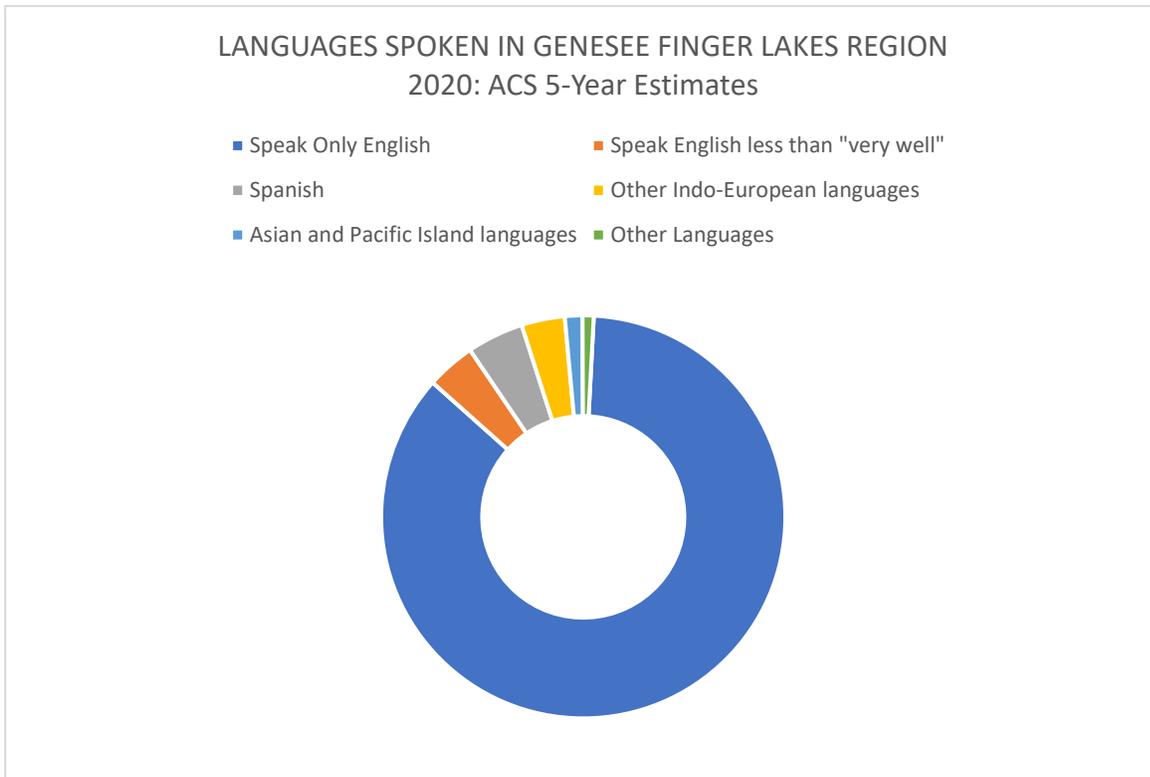
In order to prepare this plan, GTC used the four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served by GTC.
2. The frequency with which LEP persons come in contact with GTC's services.
3. The nature and importance of services provided by GTC to the LEP population.
4. The interpretation services available to GTC and overall cost to provide LEP assistance. A summary of the results of the four-factor analysis is in the following section.

MEANINGFUL ACCESS: FOUR-FACTOR ANALYSIS

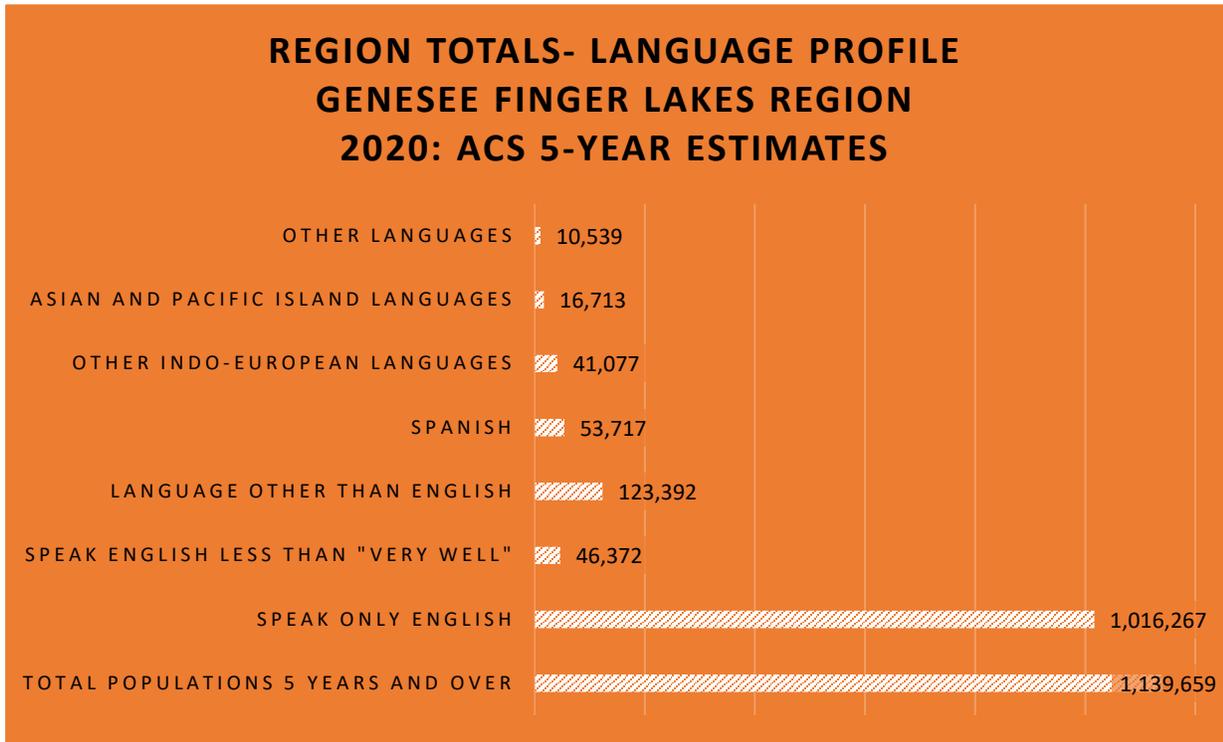
Factor #1: The number or proportion of LEP persons in the planning area who are likely to participate in GTC's transportation planning services.

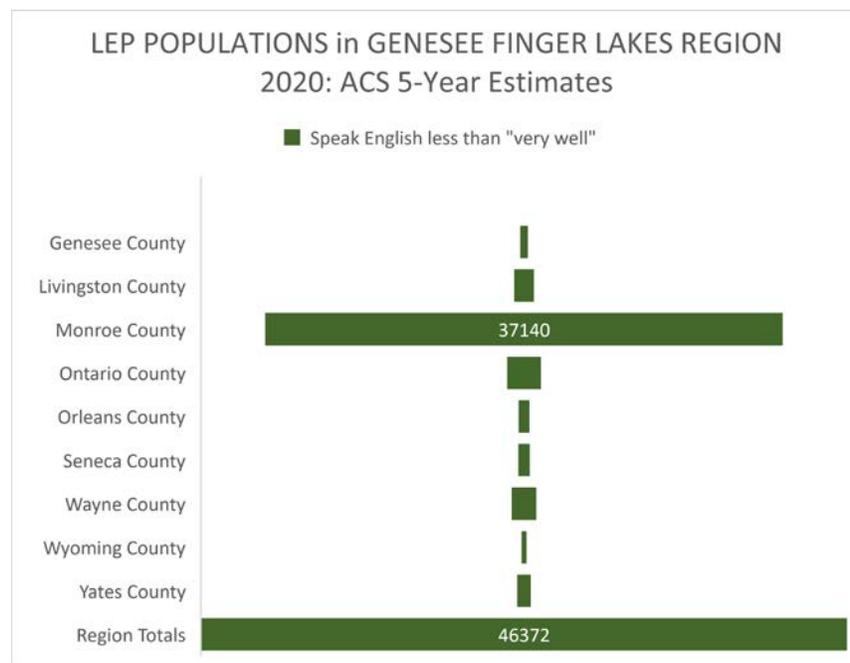
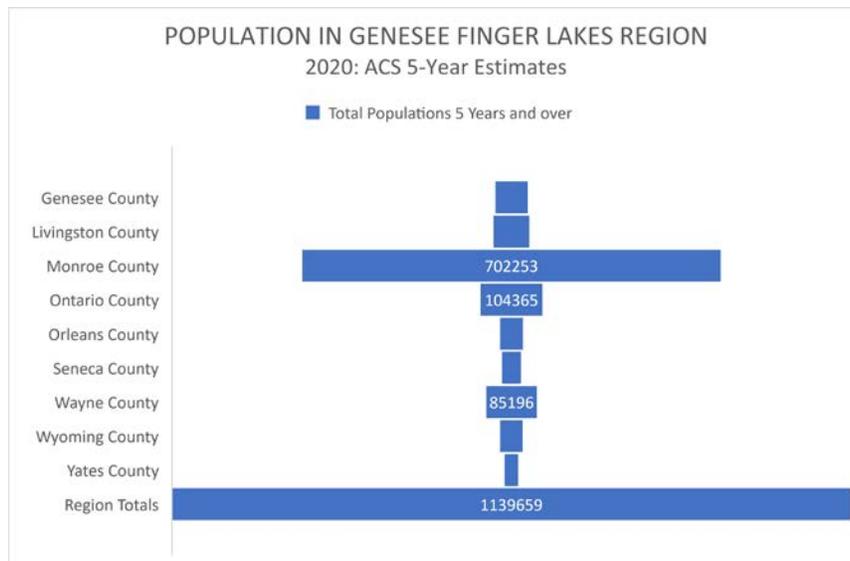
GTC staff reviewed the 2020 American Community Survey 5-Year Estimates for New York State and determined that 123,392 individuals in GTC's nine-county Genesee Finger Lakes planning region (10.83% of the population) speak a language other than English in the home. Of those, 46,732 individuals have limited English proficiency, that is, they speak English less than "very well" or "not at all." This is 4.07 % of the overall population in the planning area.



In GTC's planning area, of those persons with limited English proficiency, 4.71 % speak Spanish, 3.6 % speak Other Indo-European languages; 1.47% speak Asian and Pacific Island languages; and .92% speak other languages.

| 2020 Regional Language Profile with Limited English Proficiency | | | | | | | | | | | |
|---|------------------------------------|--------------------|----------------------|-------------------------------------|-------------------------------------|-----------------------------|-------------------------------------|---------|-------------------------------|------------------------------------|-----------------|
| | Total Populations 5 Years and over | Speak Only English | % Speak Only English | Speak English less than "very well" | % speak English less than very well | Language Other Than English | % Speak language other than English | Spanish | Other Indo-European languages | Asian and Pacific Island languages | Other Languages |
| Genesee County | 54,550 | 52,587 | 96.40% | 581 | 1.10% | 1,963 | 3.60% | 1,222 | 560 | 161 | 20 |
| Livingston County | 60,532 | 56,222 | 92.90% | 1,442 | 2.40% | 4,310 | 7.10% | 1,599 | 1,158 | 357 | 1,196 |
| Monroe County | 702,253 | 605,208 | 86.20% | 37,140 | 5.30% | 97,045 | 13.80% | 42,688 | 31,005 | 14,685 | 8,667 |
| Ontario County | 104,365 | 98,235 | 94.10% | 2,431 | 2.30% | 6,130 | 5.90% | 2,711 | 2,468 | 543 | 408 |
| Orleans County | 38,733 | 36,373 | 93.90% | 820 | 2.10% | 2,360 | 6.10% | 1,330 | 768 | 150 | 112 |
| Seneca County | 32,481 | 29,918 | 92.10% | 839 | 2.60% | 2,563 | 7.90% | 906 | 78 | 196 | 37 |
| Wayne County | 85,196 | 80,720 | 94.70% | 1,777 | 2.10% | 4,476 | 5.30% | 2,106 | 1,929 | 403 | 38 |
| Wyoming County | 38,112 | 36,777 | 96.50% | 353 | 0.90% | 1,335 | 3.50% | 831 | 316 | 127 | 61 |
| Yates County | 23,437 | 20,227 | 86.30% | 989 | 4.20% | 3,210 | 13.70% | 324 | 2,795 | 91 | 0 |
| Region Totals | 1,139,659 | 1,016,267 | 89.17% | 46,372 | 4.07% | 123,392 | 10.83% | 53,717 | 41,077 | 16,713 | 10,539 |
| <i>Source: 2020: American Community Survey 5-Year Estimates</i> | | | | | | | | | | | |





Factor #2: The frequency with which LEP persons come in contact with GTC’s transportation planning work.

The **GTC** staff reviewed the frequency with which their office staff and planning partners have, or could have, contact with LEP persons. This includes documenting phone inquiries or office visits. In 2020 and 2021, GTC had zero requests for interpreters and (zero requests for translated program documents.

Factor #3: The nature and importance of planning services provided by GTC to the LEP population.

Compared to larger, urban areas, there are few significant geographic concentrations of any type of LEP individuals in the planning area. The overwhelming majority of the population, 89.17%, speak only English. GTC executive and planning staff are most likely to encounter LEP individuals through office visits, phone conversations, notifications from planning project sponsors, and attendance at public meetings or events.

Factor #4: The resources available to GTC and overall costs to provide LEP assistance.

GTC reviewed its available resources that could be used for providing LEP assistance and which of its documents would be most valuable to be translated if the need should arise. GTC has established an agreement with Ibero-American Action League to provide Spanish translation within a reasonable time period when needed. Other language translation, if needed, would be provided through a telephone interpreter line for which the GTC would pay a fee.

LANGUAGE ASSISTANCE

A person who does not speak English as their primary language and who has a limited ability to read, write, speak, or understand English may be a Limited English Proficient person and may be entitled to language assistance with respect to GTC transportation planning services. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language and/or translation, which means the written transfer of a message from one language into another language.

How GTC staff may identify an LEP person who needs language assistance:

- Post notice of LEP Plan and the availability of interpretation or translation services free of charge in languages LEP persons would understand.
- All GTC staff will be informally surveyed periodically on their experience concerning any contacts with LEP persons during the previous year.
- When GTC hosts an informational meeting or event, a staff person may greet participants as they arrive. By informally engaging participants in conversation, it is possible to gauge each attendee's ability to speak and understand English. Although in-person translation may not be able to be provided at the event without an advanced request, it will help identify the need for future events. In such a situation, the previously mentioned telephone interpreter line would be utilized to the extent practicable.

Language Assistance Measures



GTC staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating English and will offer the following measures and reminders of the assistance.

The following resources will be available to accommodate LEP persons and GTC regularly offers reminders about them:

- Since April 2020, GTC has held a license with a vendor who hosts public engagement software. It includes the following built-in language assistance features:
 - Real-time, multilingual closed captions for livestreamed virtual public meetings feature that automatically supports 108 languages. This feature eliminates the need for the participant to submit an accommodation request, download and install apps, or have restrictive subscriber requirements to access captioning options. There is no lag during the live meeting to support captioning, no separate streams required for multiple language support, no meeting set up delays or special licensing and no need for a live interpreter.
 - A built-in Google Translate button on every page.
 - Option to translating text message (SMS) surveys into other languages
 - An automatic transcription and translation feature to capture oral (via voicemail or over the phone) and written comments submitted in languages other than English.
 - Option for project pages, with surveys and meetings, to be machine-translated to another language using any of Google Translates supported languages, with the option for “last mile” translation tool for native speakers/translation services to easily edit or modify the wording instead of starting from scratch.
 - Option to create a language-specific custom link to direct participants to translated versions.

- Option to automatically segment project participants by language to simplify analysis and language-specific follow-up communications.
- Additionally, if a person desires in-person interpretation services or written translations, the following resources are available:
 - American Sign Language Interpretation – GTC has a standing relationship with Interpretek to provide American Sign Language interpreting services.
 - www.interpretek.com
 - Phone: 585-235-7500
 - 75 Highpower Road, Rochester, NY 14623
 - Spanish Language Services - GTC has a standing relationship with Ibero-American Action League to provide Spanish translation and interpreting services.
 - <http://iaal.org/diversity-and-language-services/>
 - Phone: 585-256-8900 Ext. 152
 - 817 E. Main Street, Rochester, NY 14605
 - elisa.dejesus@iaal.org
 - New York State Relay Service for hearing-impaired individuals.
 - <https://nyrelay.com/>
 - Phone: 711
 - Language Line Solutions
 - <https://www.languageline.com>
 - telephone interpreter service in 240 languages
 - Offers on demand video interpreting* in over 40 languages with audio interpreting in 240 languages* GTC is exploring installation of video interpreting application/software on devices that will be present at each meeting to be able to accommodate interpretation services without advanced notice

STAFF TRAINING

The following training will be provided to all staff:

- Information on the Title VI Policy and LEP responsibilities.
- Description of language assistance services offered to the public.
- Documentation of language assistance requests.
- How to handle a potential Title VI/LEP complaint.

All contractors or subcontractors performing work for the GTC will be required to follow the Title VI/LEP guidelines.

TRANSLATION OF DOCUMENTS

GTC weighed the cost and benefits of translating documents for potential LEP groups. Considering the expense of translating the documents, the lack of past demand, the likelihood of frequent changes in documents, and other relevant factors, at this time it is an unnecessary burden to have any documents routinely translated.

When and if the need arises for LEP outreach, GTC will assess requests for translation of documents based on the possible impacts and known LEP population.

MONITORING

Monitoring and Updating the LEP Plan

GTC will update the LEP Plan as required. At a minimum, the plan will be reviewed and updated when it is clear that higher concentrations of LEP individuals are present in GTC planning area.

Updates will include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the planning area.
- Determination as to whether the need for translation services has changed.
- Determination of whether local language assistance programs have been effective and sufficient to meet the need.
- Determination of whether the **GTC** financial resources are sufficient to fund language assistance resources needed.
- Determination of whether the **GTC** fully complies with the goals of this LEP Plan.
- Documentation of complaints that have been received concerning the agency's failure to meet the needs of LEP individuals.

DISSEMINATION OF GTC'S LEP PLAN

As a subrecipient of federal funds, GTC will clearly communicate this Plan and how to request language assistance.

- Include a standard sentence in news releases and other publicity of language services.
- Include a standard message in email campaigns notifying LEP persons of the LEP Plan and how to access language services.
- Post the LEP Plan on GTC's website and inform viewers how to access language services.
- Remind people of the option to submit comments in any language via our PublicInput.com platform by leaving a voicemail message, sending an email message or a text message.
- Remind people that project webpages can be translated, and that closed captioning can be enabled.
-



LANGUAGE SERVICES

- Click the button above in the header to translate this page.
- Enable closed captioning in the video window.
- Submit voicemail, email or text comments in any language.

We want to make it easy for you to provide input about transportation planning projects & programs despite ability or proficiency in English.

The banner features a blue background with white text. On the left, there are icons for a speech bubble with 'A', a speech bubble with Chinese characters, and a speech bubble with 'Hi!'. On the right, there are icons for a speech bubble with 'Hi!', a speech bubble with Chinese characters, and a speech bubble with 'Hola!'.

Limited English Proficiency Plan

April 2022

GENESEE TRANSPORTATION COUNCIL

The Metropolitan Planning Organization for the Genesee-Finger Lakes Region

DISADVANTAGED BUSINESS ENTERPRISE PLAN

The objectives of the Disadvantaged Business Enterprise Program are:

- To ensure nondiscrimination in the award and administration of DOT-assisted contracts in the **Genesee Transportation Council** highway, transit, and airport financial assistance programs;
- To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
- To ensure that the **Genesee Transportation Council** DBE program is narrowly tailored in accordance with applicable law;
- To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs; to help remove barriers to the participation of DBEs in DOT-assisted contracts;
- To assist the development of firms that can compete successfully in the marketplace outside the DBE program; and

To provide appropriate flexibility to recipients of federal financial assistance in establishing and providing opportunities for DBEs.

Policy Statement

Section 26.1, 26.23 Objectives / Policy Statement

The **Genesee Transportation Council** has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The **Genesee Transportation Council** has received Federal financial assistance from the FHWA, FTA or the New York State Department of Transportation, and as a condition of receiving this assistance, the **Genesee Transportation Council** has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of the **Genesee Transportation Council** to ensure that DBEs are defined in part 26, have an equal opportunity to receive and participate in **Genesee Transportation Council** assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of FHWA or FTA assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for FHWA or FTA assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation in FHWA or FTA assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

The GTC Grants and Contracts Administrator has been delegated as the DBE Liaison Officer. In that capacity, **the Grants and Contracts Administrator** is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the **Genesee Transportation Council** in its financial assistance agreements with the New York State Department of Transportation.

The **Genesee Transportation Council** has disseminated this policy statement to the GTC Board and all the components of our agency.

We have distributed this statement to DBE and non-DBE business communities that perform work for us on NYSDOT-assisted contracts in the Request for Proposal package. Reference is made to the expectations in the body of the RFP in *Section 4, Proposal Package Format and Requirements*. Additionally, “*Disadvantaged Business Enterprise Clauses*” are included in each Request for Proposal package in Section 12 of RFP *Appendix A Professional Services Agreement Template, Notices and Clauses*.



Signature of Responsible Local Official

April 27, 2022

Date

GENESEE TRANSPORTATION COUNCIL

The Metropolitan Planning Organization for the Genesee-Finger Lakes Region

GENESEE TRANSPORTATION COUNCIL EQUAL EMPLOYMENT OPPORTUNITY PLAN

I. POLICY STATEMENT

It is the policy of the **GENESEE TRANSPORTATION COUNCIL** and its departments and agencies to pursue equal employment opportunity regardless of race, religion, color, sex, height, weight, marital status, national origin, age, or disability as defined by federal and state law in our relationship with applicants for employment, employees of the department/agency, and the public.

II. DISSEMINATION AND COMMUNICATION

This Policy Statement will be made available to employees, applicants, and organizations outside the department/agency through employee handbooks, policy directives, posting in conspicuous locations, the Internet, statements on recruitment documents, advertising, and through notification to contractors, etc. Executive, managerial, and supervisory personnel will be advised of the Policy, through meetings and/or training, with emphasis on individual responsibilities for implementation of the Policy.

III. RESPONSIBILITIES

A. Implementation

The agency Director, shall implement this Equal Employment Opportunity (EEO) Plan and submit the Plan to the New York State Department of Transportation Office of Civil Rights for its review and for its approval. The plan shall be consistent with applicable law.

B. Executives, Managers, and Supervisors

Executives, managers, and supervisors are responsible for assuring that recruitment for vacancies is handled in a manner to attract a qualified, diverse applicant pool and that hiring decisions are based on job-related factors. Executives, managers, and supervisors are responsible for making reasonable efforts to assure that all employees are provided a work environment that gives every employee the opportunity to succeed. Employees shall be treated in a non-discriminatory manner, consistent with applicable law, rules, regulations and policies.

C. Administration of Equal Employment Opportunity Activities

The department/agency director is responsible to undertake activities

necessary to implement equal employment opportunity activities consistent with the plan. Overall Equal Employment Opportunity responsibilities shall be coordinated with the Department's Human Resources Director.

Activities may include:

- (1) Implementing the EEO Plan through internal and external communication techniques.
- (2) Consulting with other human resource and departmental personnel responsible for the developing of a plan to forecast departmental workforce needs.
- (3) Identifying steps that will be taken to assure equal employment opportunity in developing pools of potential qualified employees, including identifying areas where equal employment equal opportunity improvement is necessary and recommending actions for solving them.
- (4) Reviewing personnel policies, selection processes, and record keeping procedures that affect equal employment opportunity. Employment data, practices and policies will be analyzed to determine if these afford equal employment opportunity. Appropriate steps to remedy any identified barriers will be taken in accordance with applicable law, rules, and regulations.
- (5) Analyzing employment practices, including reassignments and promotions, and programs offered to employees, including training and other professional development activities to ensure that such activities occur in a non-discriminatory manner.
- (6) Reporting data related to the composition of the workforce by race, gender, and disability status.
- (7) Coordinating Section 504/ADA/reasonable accommodation activities.
- (8) Investigating allegations of illegal discrimination and sexual harassment complaints.

IV. EMPLOYMENT PRACTICES

A. RECRUITMENT

Qualified applicants who reflect the composition of all such persons in the relevant labor market will be sought. All personnel involved in the recruiting, screening, and selection processes will be properly trained to ensure the elimination and absence of bias in all personnel actions. Recruitment of applicants to assure equal opportunity may include the following employment resources:

- (1) Civil Service Employment Lists (county, multiple county, statewide) consistent with Civil Service Rules and Regulations.
- (2) Posting of vacancy(s), internally or externally (e.g., targeted newspapers, trade, professional and other journals, e-mail, Internet).
- (3) Contacting universities, colleges, schools and professional organizations.
- (4) Use of career development programs (e.g., school to work co-ops, internships and student assistants, speaking to schools and youth groups, departmental training programs).
- (5) Referral agencies (e.g., New York State Department of Transportation Office of Civil Rights or other state/local employment agencies, private agencies.)

B. HIRING

The Agency will make hiring decisions based upon an evaluation of its workforce needs and an evaluation of a person's qualifications and ability to satisfactorily perform the essential duties of the position, with or without accommodation, consistent with applicable law, rules, regulations, and if applicable, in accordance with any contractual requirements.

C. PROMOTIONS AND CAREER ADVANCEMENT

In accordance with the principles of equal employment opportunity, the Agency will; 1) promote employees based on experience, training, and ability to perform duties of a higher level, and 2) encourage employees to participate in available career advancement activities with the department, e.g., training programs (internal and external) and tuition reimbursement (if available).

V. AFFIRMATIVE ACTION

Where there is evidence of the present effects of past discrimination (inadvertent or intentional), a narrowly tailored remedy may be warranted. Any such affirmative action plan must be approved in advance by the Agency's Personnel Director, in accordance with Civil Service Rules, Regulations and applicable law, and then submitted to the Civil Rights Commission for its review and approval.

VI. REPORTING OF EEO EFFORTS

A. SELECTION PROCESS

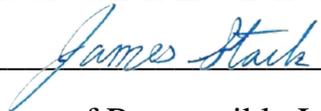
Appointing authorities shall ensure equal employment opportunity consistent with Civil Service Rules and Regulations. An appointing authority shall maintain accurate documentation for all steps of the selection process, including an evaluation of the selected candidate compared to the selection criteria used. Documentation shall be maintained in accordance with Civil Service Rules and Regulations.

(Refer to Selection Regulation 3.06 for specific information regarding standards for appointment and documentation.)

B. EMPLOYEE RELATIONS AND DEVELOPMENT

Managers and supervisors are responsible to provide other information necessary for the administration of EEO within the department/agency. Each department will continue to review on an annual basis:

- (1) Participation by employees in training and other professional development activities to assure that participation occurs in a nondiscriminatory manner, and;
- (2) Performance evaluations and disciplinary actions, to assure that such actions are taken in a non-discriminatory manner.



Signature of Responsible Local Official

April 27, 2022

Date signed