

TITLE VI

IMPLEMENTATION PLAN

July 1, 2023 – September 30, 2024



Lincoln Trail

Area Development District
~ established 1968 ~

Daniel London, Executive Director
Katie Peace, Associate Executive Director/Title VI Coordinator

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Lincoln Trail ADD RESOLUTION

A RESOLUTION FOR THE 2024 LTADD TITLE VI PLAN UPDATE

The Lincoln Trail Area Development District (LTADD), a quasi-governmental agency, meeting in Executive session on **August 21, 2024**, motion made by Becky Miller, seconded by Jason Root, that the following resolution be adopted:

WHEREAS, the Federal government enacted Title VI of the Civil Rights Act of 1964, as amended, to prevent discrimination on the grounds of race, color, sexual orientation, gender identity, age, disability, or national origin; and

WHEREAS, KRS 344.05 outlines Implementation Plans for Title VI of the Civil Rights Act of 1964, as amended, by state agencies; and

WHEREAS, it is a requirement of the Kentucky Department of Transportation and the U. S. Department of Transportation, that agencies receiving federal financial assistance adopt a Title VI Plan; and

WHEREAS, the Lincoln Trail Area Development District, and the Radcliff/Elizabethtown MPO, are recipients of Federal financial assistance from the Kentucky Transportation Cabinet; and

WHEREAS, the Lincoln Trail Area Development District and the Radcliff/Elizabethtown MPO assure that all of their programs, services, and activities will be free from discrimination, whether those programs, services, and activities are Federally funded or not.

NOW, THEREFORE, BE IT RESOLVED, by the Lincoln Trail Area Development District Board of Directors that it hereby adopts the attached Title VI Plan.

LINCOLN TRAIL AREA DEVELOPMENT DISTRICT:

David Daugherty
Judge David Daugherty, Chair, Board of Directors

Kate Pence
Attest

I. OVERVIEW

Title VI of the Civil Rights Act of 1964 is a non-discrimination statute. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance" (42 U.S.C. Section 2000d). Each federal department and agency, which is empowered to extend Federal financial assistance to any program or activity, by way of grant, loan, federal personnel or any federal agreement contract is authorized and directed to make the provisions of Section 2000d of this title.

The LTADD Board of Directors is the governing body of Lincoln Trail Area Development District. As a recipient of federal funds through grant program(s), the LTADD is subject to Title VI of the Civil Rights Act of 1964. The LTADD works to ensure that nondiscriminatory services are offered throughout the region thereby enhancing both the quality of life and the economic vitality.

Non-Discrimination Authorities

- Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.)
- Section 162 (a) of the Federal Aid Highway Act of 1973 (23 USC 324)
- Age Discrimination Act of 1975
- Section 504 of the Rehabilitation Act of 1973
- Americans With Disabilities Act of 1990
- Civil Rights Restoration Act of 1987
- 49 CFR Part 21
- 23 CFR Part 200
- U.S. DOT Order 1050.2
- Executive Order #12898 (Environmental Justice)
- Executive Order #13166 (Limited-English-Proficiency)



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Title VI Policy Statement

Pursuant to and consistent with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-4, Section 162(a) of the Federal-Aid Highway Act of 1973 (23 U.S.C. 324), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, (49 CFR, Part 21 Nondiscrimination in Federally Assisted Program of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964.

It is the policy of the Lincoln Trail Area Development District that no person, on the grounds of race, color, national origin, and sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the Lincoln Trail Area Development District, regardless of whether those program and activities are Federally funded or not.

Daniel London
Executive Director
Lincoln Trail Area Development District

Date

II. RESPONSIBLE OFFICIALS

Daniel London, Executive Director, has overall responsibility for implementation, compliance and reporting with respect to Title VI. Inquiries related to these activities should be directed to:

Daniel London, Executive Director
750 S. Provident Way
Elizabethtown, KY 42701
(270) 769-2393
(270) 769-2993 fax
daniel@LTADD.org

Katie Peace, Associate Executive Director
Title VI Coordinator
750 S. Provident Way
Elizabethtown, KY 42701
(270) 769-2393
(270) 769-2993 fax
katie@LTADD.org

Katie Peace is designated as the Title VI Coordinator and is responsible for the oversight and coordination of LTADD's compliance with Title VI and all related statutes, regulations and directives. The Title VI Coordinator has direct access to the LTADD's Executive Director. General responsibilities of the Title VI Coordinator include but are not limited to the following:

- Coordinating Title VI program development with Metropolitan Planning Organizations (MPOs), Local Public Agencies (LPAs) and division managers
- Establishing procedures for processing Title VI program reviews and/or sub-recipient/contractor reviews
- Coordinating training Title VI training for LTADD staff, sub-recipients/contractors and stakeholders
- Preparing required reports
- Providing guidance and advice on the Title VI Program to LTADD staff.
- Annually updating LTADD's Title VI Program Plan

III. STATEMENT OF ASSURANCES

The LTADD, its Staff, any sub-recipients of federal funds under grants administered by the LTADD and all other parties involved with such grants are in compliance with all provisions of Title VI of the Civil Rights Act of 1964 (42 U. S. C. § 2000d).

- A. Each sub-recipient of federal funds under grants administered by the LTADD shall have agreed in writing to adopt LTADD's Title VI plan, or
- B. If the sub recipient's Title VI plan differs from the LTADD's plan, the sub-recipient's Title VI plan shall be available for review from the Responsible Official.



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Standard Title VI Assurances Lincoln Trail Area Development District

The Lincoln Trail Area Development District (hereinafter 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 (**FHWA**), 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 (entitle *Nondiscrimination in Federally Assisted Program 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 FHWA.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with the 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 non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.



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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 **Federal Highway Program**:

1. The Recipient agrees that each “activity,” “facility,” or “program” as defined in §§ 21.23 (b) and 21.23 (e) 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 Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests for Proposals for work, or material subject to the Acts and the Regulations made in connection with all **Federal Highway Programs** and, in an adapted form, in all proposals for negotiated agreements regardless of funding source.

Construction Proposals

The LTADD in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 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.

Agreement of Other Services

“Compliance with Regulations: The Consultant shall comply with the regulations of the LTADD relative to nondiscrimination in Federally Assisted Programs of LTADD (49 CFR, Part 21), which are herein incorporated by reference and made a part of this contract.”

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.



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6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of real property, the Assurance will extend to rights to space on, over, or under such property.
7. 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.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the LTADD Executive Director 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.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, LTADD 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 **FHWA** 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 **FHWA**. You must keep records, reports, and submit the material for review upon request to **FHWA**, 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.



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LTADD 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 **Federal Highway Program**.

This ASSURANCE is binding on LTADD, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the **Federal Highway Program**. The person (s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Daniel London
Executive Director
Lincoln Trail Area Development District

27 Sept 2024

Date

IV. PROGRAM REVIEW PROCEDURES

The LTADD is responsible for the following under Title VI:

- Collecting and analyzing data on minority and low- income populations to determine the potential impact of proposed plans, programs and projects
- Ensuring all contract documents contain the appropriate Title VI provisions
- Consulting with the Title VI Officer, Coordinator or Liaison and the OCRSBD Executive Director when complaints are received or issues arise during a public hearing/meeting
- Ensuring that all people are treated equitably regardless of race, color or national origin
- Monitoring Title VI accomplishments, notifying the Title VI Officer, Coordinator or Liaison of problem areas and summarizing activities for inclusion in the Title VI Plan Update
- Developing and updating internal policies and procedures to ensure Title VI compliance during all phases of projects and activities
- Ensuring that all business pertaining to the selection, negotiation, and administration of consultant contracts and agreements is accomplished without discrimination based on race, color or national origin
- Ensuring that efforts are made to include minority and women owned businesses in consideration for contracts
- Ensuring that internal and external publications and all other relevant communications disseminated to the public include the Title VI policy reference
- Providing reasonable accommodations, information in the appropriate language or interpreters as needed for individuals with disabilities and LEP persons

V. SUB-RECIPIENT REVIEW PROCEDURES

Lincoln Trail Area Development District (LTADD) requires any and all sub-recipients to agree to comply with all civil rights statutes and implementing regulations including, but not limited to, Title VI. All Sub-Recipient Agreements include provisions requiring Title VI compliance for the duration of any program/project funded by the agreement. As required by all Federally-funded programs, LTADD conducts on-site monitoring visits and/or meetings to ensure compliance with all Federal regulations, including Title VI.

VI. PROGRAMS OR ACTIVITIES SUBJECT TO TITLE VI

- A. U.S. Housing and Urban Development’s Community Development Block Grant (CDBG), U.S Federal Highway Administration funding, U.S. Department of Labor’s Workforce Innovation and Opportunity Act (WIOA), funding and U.S. Health and Human Services, Administration for Community Living programs. Funds are designated for the following program areas:

- Housing
- Community Projects
- Public Services
- Public Facilities
- Economic Development
- Community Emergency Relief Fund
- U.S. Department of Labor WIOA
- Transportation
- Administration for Community Living

The U.S. Department of Housing and Urban Development (HUD) funded Community Development Block Grant (CDBG) program for DLG, Federal Highway Administration, Department of Labor, WIOA, and Health and Human Services, Administration for Community Living to provide assistance to communities for use in revitalizing neighborhoods, expanding affordable housing and economic opportunities, providing infrastructure and/or improving community facilities, providing workforce development to the Lincoln Trail region, and the provision of services for our Senior Citizens.

- B. The Land and Water Conservation Fund (LWCF) provides federal grant funds to protect important natural areas, to acquire land for outdoor recreation and to development or renovate public outdoor recreation facilities such as campgrounds, picnic areas, sports & playfields, swimming facilities, boating facilities, fishing facilities, trail, natural areas and passive parks.

Potential Beneficiaries: Cities and counties, state and federal agencies are eligible to apply for funding. The maximum grant amount is \$250,000. The minimum amount is \$25,000. It is a 50% matching reimbursement program.

- C. The Recreational Trails Program provides grant funds to develop and renovate recreation trails for both motorized and non-motorized use. It does not fund equipment such as mowers and gators.

Potential Beneficiaries: Eligible applicants are city and county governments, state and federal agencies, and non-profit organizations.

- D. The ARC is a federal-state economic development program. To assist in the economic development of Appalachia through a diversity of projects in the areas of public infrastructure (water, sewer, solid waste, housing, and telecommunications), human resource development (education/workforce development, affordable/accessible healthcare, and leadership development) and business/entrepreneurial development.

Potential Beneficiaries: Local governments, special districts, and non-profit entities that include Kentucky's fifty-four (54) most eastern and south-central Counties are eligible to

apply for the grant dollars. Thirty-nine (39) "distressed" counties also have access to a separate restricted allocation of funds.

- E. The National Forest Receipts program provides “pass-through” funds to counties. The State Local Finance Officer receives notice of wire transfer from the US Department of Agriculture Forest Service for funds to be distributed annually to various counties.

Potential Beneficiaries: Counties.

- F. The Flood Control Receipts program provides “pass-through” funds to counties. The State Local Finance Officer receives a check annually from the US Army Corps of Engineers. The check is deposited with the KY State Treasurer, authorization for payment to Counties is processed and checks are then prepared to send this money to the Counties in accordance with the statement from the federal government which was enclosed with the check.

Potential Beneficiaries: Counties.

The Kentucky Infrastructure Authority administers two federal grant programs from the Environmental Protection Agency:

1. Capitalization Grants for Clean Water State Revolving Funds provides assistance for: (1) construction of publicly owned wastewater treatment works; and (2) nonpoint source management activities. Funds are loaned to local government entities.
2. Capitalization Grants for Drinking Water State Revolving Funds provides assistance for infrastructure improvement projects that are needed to achieve or maintain compliance with Safe Drinking Water Act requirements, protect public health, and assist systems with economic need. Funds are loaned to local government entities.

VII. COMPLAINT PROCEDURES

1. How a complaint shall be filed:

Complaints in relation to alleged discrimination under Title VI of the Civil Rights Act of 1964 may be filed using the forms attached on **pages 26-27 (Spanish Version, pages 28-29)** of this document. If an individual refuses to submit a written complaint, the compliance officer shall record the information orally from the individual and shall provide a copy to the individual with a request that the information be confirmed by the complainant. A complaint may be filed by anyone who believes that the LTADD has discriminated against a participant, beneficiary, or a class of beneficiaries on the basis of race, color, national origin, sex, or Limited English Proficiency (LEP) status. Complaints must be filed within one hundred eighty (180) days of the activity which prompts the filing of the complaint.

2. Where to file a complaint:

Complaints in relation to alleged discrimination under Title VI of the Civil Rights Act of 1964 may be filed with the LTADD's Title VI compliance officer and/or the Title VI Coordinator:

Daniel London, Executive Director
750 S. Provident Way
Elizabethtown, KY 42701
(270) 769-2393
(270) 769-2993 fax
daniel@LTADD.org

Katie Peace, Assoc. Executive Director, Title VI Coord.
750 S. Provident Way
Elizabethtown, KY 42701
(270) 769-2393
(270) 769-2993 fax
katie@LTADD.org

3. Time frame within which the complaint shall be processed by the agency:

Upon receipt of a written complaint, the compliance officer shall review the complaint and shall file, within seven (7) days, a concise statement with the Responsible Official regarding the nature of the complaint and the steps to be taken to investigate or resolve the complaint.

4. Persons Eligible to File:

Any person who believes that he/she or any specific class of persons has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities, based upon race, color, sex, national origin, LEP status may file a written complaint. The affected individual or a representative may file the complaint.

5. Timeframe for Filing Complaints:

Complaints should be filed within 180-calendar days from the date of the alleged discriminatory act. Complaints should be submitted in writing and signed and may be filed via mail, fax, in person, or email (which includes a copy of the signed/dated complaint as an attachment);¹ for any person requiring a reasonable accommodation to the contact address listed above.

6. Withdrawal of a complaint:

A complainant may withdraw a complaint at any time before final action by filing with the compliance officer a written statement of his or her desire to withdraw the complaint.

ACCEPTANCE AND/OR DISMISSAL OF COMPLAINTS

When LTADD receives an inquiry, comment or complaint, which alleges or implies discrimination as addressed by Title VI of the Civil Rights Act of 1964, a copy is forwarded immediately to the Executive Director. The complaint will be logged and maintained for the required statistical data.

¹ While the referenced statement indicates a complaint should be in writing and signed, the receiving agency must accept complaints in alternate forms

The LTADD Executive Director will respond in writing, acknowledging receipt of complaint within 10 days from date of receipt. After reviewing the complaint, the FHWA may recommend dismissal of a complaint for any of the following reasons:

1. The complaint filed in an untimely manner
2. The complaint does not allege a basis covered by the statutes for which LTADD is responsible
3. The complaint does not allege any harm with regard to covered programs or statutes
4. The complainant requests the withdrawal of the complaint
5. The complainant fails to respond to repeated requests for additional information needed to process the complaint
6. The complainant cannot be located after reasonable attempts
7. The complainant fails to accept a reasonable resolution. Reasonableness to be determined by the Headquarters Civil Rights (HCR) Office via the FHWA Division Office
8. The complainant has filed a legal action in Federal District Court with the same basis and issue(s) involved in the complaint
9. The same complaint's allegations have been filed with another federal, state, or local agency

Acceptance of a complaint will be determined by the following:

1. Timely filing of the complaint
2. If the allegations involve a covered basis such as race, color, sex, age, national origin, disability, or retaliation
3. If the allegations involve a program or activity of a federal aid recipient, sub - recipient, or contractor

All complaints received by LTADD will be logged for tracking purposes.

VIII. COMPLIANCE

- A. The LTADD shall make every effort to regulate, monitor, review, and report on the federal programs to assure compliance.
- B. Upon a finding by the LTADD of noncompliance, LTADD shall take the following actions with regard to:

1. Processing

The compliance officer shall immediately notify the Responsible Official in writing of the violations held to constitute noncompliance with Title VI and of the steps necessary to correct these violations.

2. Reporting

The compliance officer shall notify the sub-recipient or employee found to be in noncompliance, in writing within 30 days of the compliance officer's report of noncompliance, of the violations and corrective measures necessary to remedy the violations.

3. Resolution

The LTADD shall attempt to secure voluntary compliance with Title VI. In the event that efforts to secure voluntary compliance are not secured within a reasonable period of time, the compliance officer will notify the Responsible Official, in writing, of the recommended corrective action.

4. Enforcement of corrective actions

The Responsible Official shall implement corrective actions within thirty (30) days of receipt and acceptance of the notification of recommended corrective action.

Employees or grant sub-recipients who refuse to voluntarily comply with Title VI or to take corrective actions required by the LTADD shall face disciplinary action, or in the case of grant sub-recipients, may face termination or suspension of the contractual relationship with LTADD.

5. Monitoring of programs

The LTADD shall undertake to periodically monitor all programs funded through federal assistance for those sub-recipients who have been found by the LTADD to be in non-compliance with Title VI.

IX. TRAINING

The Title VI implementation plan will be disseminated to all LTADD employees along with complaint procedures. Sub-recipients of federal grants will be notified of the Title VI implementation plan and complaint procedures at the time of any grant award.

The LTADD will hold Title VI training seminars for all employees on an annual basis, particularly for those individuals responsible for monitoring sub-recipients for Title VI compliance. All new employees shall have access to LTADD's Title VI plan located on the agency's drive. LTADD last completed staff training on August 8, 2024. The list of staff that completed the training is in Appendix L on page 60. LTADD utilized the training presentation and videos provided by KYTC. The Transportation Planner attended training provided by KYTC on July 18, 2024 as part of the Statewide Transportation Planning Meeting.

X. GOALS AND ACCOMPLISHMENTS

The LTADD endeavors to reevaluate its Title VI goals on an annual basis, as part of the process of reviewing the agency's Title VI plan. The plan shall, each year, set forth LTADD's current goals and the process for evaluating and revising those goals and the agency's progress towards those goals.

A. Goals

1. Report compliance activities in a timely manner.
2. Respond to all complaints within the timeframe and in accordance with the procedures outlined in Section VII.
3. Obtain information from employees to determine if the plan is adequate to address their needs and the requirements of Title VI.

B. Evaluation of Goals

1. The Advisory Committee shall, at each meeting, review the agency's goals and its progress towards these goals, and evaluate the effectiveness of the plan's provisions as they relate to these goals.
2. The Advisory Committee shall, at each meeting, establish a timeline for achievement of goals, and implement a process for monitoring the progress towards these goals.
3. The Advisory Committee shall, at each meeting, promulgate a written report of the agency's progress towards the identified goals.
4. The Advisory Committee shall, at each meeting, discuss and evaluate whether any corrective procedures are necessary to bring the LTADD closer to its accomplishments.

C. Accomplishments

1. LTADD updated Socioeconomic Data and Maps with the most recent Census data.
2. LTADD staff assisted local CDBG grantees with the Title VI assurances to satisfy compliance for the program funding.
3. LTADD continues to share information with the public through social media outlets and through the LTADD and MPO websites.
4. LTADD Transportation Planner participated in a webinar covering practical strategies to access and use US Census data on race and ethnicity and LEP on June 14, 2023.
5. LTADD Transportation Planner attended the Kentuckians for Better Transportation Conference in January 2024, participating in available Title VI seminars offered.
6. As part of the Education and Labor Cabinet's one stop certification process, the Lincoln Trail Workforce Development Board certified Fort Knox as an access point of the Kentucky Career Center-Lincoln Trail (KCC-LT) in December 2023, which included an ADA compliance component.
7. The Education and Labor Cabinet's Department for Workforce Development conducted an annual assessment in December 2023 of the Lincoln Trail Workforce Development Area's compliance with the Equal Opportunity (EO) and non-discrimination provisions of WIOA.
8. WIOA EO representative attended a virtual training on March 28, 2024, conducted by the Education and Labor Cabinet's Department for Workforce Development regarding grievance, complaint and appeal procedures for WIOA programs.
9. WIOA EO representative was designated as the Complain System Representative for the KCC-LT in March 2024.
10. WIOA EO representative participated in annual WIOA EO training in December 2023 conducted by the Education and Labor Cabinet's Department for Workforce Development covering a variety of compliance related topics applicable to WIOA.
11. As part of the Lincoln Trail Workforce Development Board's monthly "Work Matters" column, published in the region's newspapers, the February 2024 article was "Embracing Diversity, Equity and Inclusion will lead to success for Lincoln Trail Employers" and authored by LTADD's Associate Executive Director.
12. The KCC-LT website is equipped with an accessibility feature to ensure everyone is able to obtain the information and services needed.

13. The Lincoln Trail Workforce Development Board's Individuals with Disabilities Committee continues to meet quarterly to ensure accessibility of services for the WIOA program and the KCC-LT system.
14. LTADD has two contracts with interpreter services to assure that we have access to in-person and/or virtual interpreters, including a company for a sign language interpreter.
15. LTADD has a Spanish speaking, certified interpreter should an interpreter be needed.
16. The 2024 Senior Celebration was held on May 23, 2024.
17. LTADD hired a full-time Cultural Diversity Specialist to provide support and services for all programs administered within the Aging Department.
18. LTADD Aging Department assures that all staff receive training on Cultural Diversity annually.
19. LTADD Aging Department personnel received Federal Sage Training to improve ability to work with LGBTQ Aging in our Community.
20. LTADD Board of Directors members participated in training on Cultural Diversity during the months of March and April 2024.

XI. PUBLIC NOTIFICATION

The LTADD will disseminate Title VI Program information to employees, contractors, sub-recipients and beneficiaries, as well as to the public. A variety of public notification and participation procedures will be used to encourage the early and continuous involvement of citizens, communities, and others interested in the planning process and decisions of the LTADD. The LTADD will discuss and/or distribute Title VI information using mass media including, but not limited to the following:

- Policy statements
- Inclusion of Title VI language in contracts
- New employee orientation
- Federal EEO posters
- LTADD website: LTADD.org
- Standard procedures manual
- Significant publications, i.e., newspapers, brochures, and written literature
- Mailings
- Meetings open to the public
- Events

Further notices informing the public and all employees that the LTADD complies with Title VI of the Civil Rights Act of 1964 will be displayed in a prominent place.

Title VI Coordinator,
Katie Peace, Associate Executive Director, Title VI Coordinator
LTADD
750 S. Provident Way
Elizabethtown, KY 42701
Phone: (270) 769-2393
Fax: (270) 769-2993
katie@LTADD.org

Three groups of people will receive notification of LTADD's Title VI plan, complaint forms, nondiscrimination policy, and programs and services: 1) LTADD employees who will receive copies of the implementation plan and the complaint procedures; 2) federal grants applicants and sub-recipients of federal grants who will be notified of Title VI requirements at the time of application and at the time of any grant award; and 3) members of the general public who request information via phone, fax, or email.

The LTADD Title VI Plan and LEP are available for review at the LTADD office. Information is also available on the website: LTADD.org. Title VI application forms and checklists for sub-recipients are also available at the LTADD office and the website. Translated copies of this document will be provided on an as needed basis.

XII. DATA COLLECTION/REPORTING ANALYSIS

Statistical data on race, color, national origin, sex, age, disability, and LEP of participants in and beneficiaries of the LTADD's programs, (i.e. affected populations and participants) will be gathered, analyzed, and maintained by the LTADD to determine the benefits and burdens to the population, including minority and low-income populations. Data gathering procedures will be reviewed regularly to ensure sufficiency of the data in meeting the requirements of Title VI program administration. Analysis of the data collected by the program emphasis areas may include:

- The race, color, national origin, sex, age, disability, income and LEP of the population eligible to be served.
- Socioeconomic Assessment to evaluate project's potential impacts to the human environment.
- Persons to include in the decision-making process.
- Percent of benefits allocated to persons below the poverty line vs. persons above the poverty line.
- Distribution of benefits (dollars, facilities, systems, projects) to groups and communities.
- Projected population increases versus planned facilities and types of facilities

- Language needs assessment.
- Transportation needs of all persons within boundaries of plans or projects
- Strategies to address impacts.
- The manner in which services are or will be provided and the related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination.
- The location of existing or proposed facilities connected with the program and related information for determining whether the location has or will have the effect of unnecessarily denying access to any persons on the basis of prohibited discrimination.
- The present or proposed membership, by race, color, national origin, sex, disability and age, in any planning or advisory body which is an integral part of the program.
- Strategies to disseminate information.

A. Complaints

1. The Title VI Coordinator will maintain a log of all complaints filed with the LTADD.
2. Grant personnel will certify annually that all sub-recipients have been notified of the Title VI implementation plan and complaint procedures.
3. The Title VI Coordinator will maintain copies of complaint forms and will ensure that they are available for use.

B. Reporting

1. Changes in the Title VI implementation plan will be provided to employees and sub-recipients as changes are made.
2. Changes in the Title VI implementation plan will be forwarded to the KYTC and other appropriate Cabinets as necessary, as changes are made.
3. Grant personnel will maintain records of all sub-recipients in order that the LTADD can determine if eligible parties are participating in the grants.

C. The changes made in sections VIII and IX of this plan are incorporated herein as part of LTADD's recordkeeping and reporting procedures.

XIII. MINORITY REPRESENTATION

A. Minority representation on Boards/Committees

The Lincoln Trail Area Development District is governed by a 47-member Board of Directors who represent all sectors of society in Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson, and Washington counties. The table below provides a list of current LTADD Board Members:

**Lincoln Trail Area Development District
Board of Directors as of July, 2024**

NAME	RACE	SEX	COUNTY OF PUBLIC/		REPRESENTING
			RESIDENCE	PRIVATE	
Judge Maurice Lucas	C	M	Breckinridge	Public	Breckinridge County
Mayor Wayne Macy (DR: David Bollinger)	C	M	Breckinridge	Public	City of Hardinsburg
Mayor Candy Weatherholt	C	F	Breckinridge	Public	City of Cloverport
Mayor Charles Douglas Lucas	C	M	Breckinridge	Public	City of Irvington
Gwan Bickett	C	F	Breckinridge	Private	Breckinridge County
Ted Brown	C	M	Breckinridge	Private	Breckinridge County
Judge Kevin Henderson	C	M	Grayson	Public	Grayson County
Vivian Decker	C	F	Grayson	Private	Grayson County
Mayor Bonnie Henderson	C	F	Grayson	Public	City of Clarkson
Mayor Harold Miller	C	M	Grayson	Public	City of Leitchfield
Becky Miller	C	F	Grayson	Private	Hardin County
Trish Niles	C	F	Grayson	Private	Workforce Board Chair
Judge Keith Taul	C	M	Hardin	Public	Hardin County
Mayor Jeff Gregory	C	M	Hardin	Public	City of Elizabethtown
Mayor J.J. Duvall	C	M	Hardin	Public	City of Radcliff
Mayor Pam Ogden	C	F	Hardin	Public	City of Vine Grove
Mayor Richard Ciresi	C	M	Hardin	Public	City of West Point
Kendra Scott	A	F	Hardin	Private	Hardin County
Darrin Powell	C	M	Hardin	Private	Hardin County
Debbie Howell	C	F	Hardin	Private	Hardin County
Scott Alicna	C	M	Hardin	Private	Hardin County
TW Shortt	C	M	Hardin	Private	Hardin County
Kyle Souleyrette	C	M	Hardin	Private	Hardin County
Judge Blake Durrett	C	M	Larue	Public	Laure County
Mayor Jim Phelps	C	M	Larue	Public	City of Hodgenville
Tom Claycomb	C	M	Larue	Private	Larue County
Tommy Turner	C	M	Larue	Private	Larue County
Judge David Daugherty - Chair	C	M	Marion	Public	Marion County
Stanley Gaddie	C	M	Marion	Private	Marion County
Mayor Gary Crenshaw (D/R: John Thomas)	C	M	Marion	Public	City of Lebanon
George Spragens	C	M	Marion	Private	Marion County
Desmond Spalding	A	M	Marion	Private	Marion County
Judge Troy Kok	C	M	Meade	Public	Meade County
Mayor David Pace	C	M	Meade	Public	City of Brandenburg
Mayor Anthony Lee	C	M	Meade	Public	City of Muldraugh
Alex Richardson	C	M	Meade	Private	Meade County
Janet Hobbs	C	F	Meade	Private	Aging Advisory Council
Judge Tim Hutchins (D/R: Brad Metcalf)	C	M	Nelson	Public	Nelson County
Mayor Dick Heaton	C	M	Nelson	Public	City of Bardstown
Mayor Chris Dudgeon	C	M	Nelson	Public	City of Bloomfield
Judge Tim Graves	C	M	Washington	Public	Washington County
Mayor Chris Essex	C	M	Washington	Public	City of Springfield
Dorothy Logsdon	C	F	Washington	Private	Washington County
Annemarie Lloyd	AA	F	Washington	Private	Washington County
Jason Root	C	M	Hardin	Public	Ft. Knox
Senator Stephen Meredith	C	M	Grayson	Public	District 10
Representative Samara Heavrin	C	F	Grayson	Public	District 18

A=African-American, AA=Asian American, C=Caucasian, H=Hispanic, D/R=Designated Representative

B. Special Emphasis Program Area:

The LTADD continues to attempt to identify and employ qualified minority applicants. Where minority representation in particular areas of the agency is low, the LTADD endeavors to fill vacant positions with qualified minorities. Whenever a planning or advisory body, such as a board or committee is an integral part of LTADD's programs, the LTADD shall take such steps as are necessary to ensure that minorities are notified of the existence of such bodies and are provided equal opportunity to participate as members. Where members of a board or committee are appointed by the LTADD and where minorities comprise at least 5% of the affected area or the surrounding community, the facility or agency must appoint a minority representative to serve on the board or committee.

The LTADD has also created a Title VI advisory committee to review and make recommendations regarding this implementation plan and to identify areas where improvement is needed. The advisory committee is currently composed of three (3) people. The advisory committee shall meet at least once each year.

Should LTADD identify any trends or patterns of discrimination within our agency, LTADD and the MPO would consult with agencies such as the KYTC Office of Civil Rights and representatives of the affected community to determine a course of action and/or training needed to address the situation.

C. The summary of race and gender for LTADD employees is found on the following page.

**Lincoln Trail Area Development District
Staff as of August, 2024**

Employee Name	Title	Gender	Race
<u>Executive:</u>			
Daniel London	Executive Director	M	Caucasian
Katie Peace	Associate Executive Director	F	Caucasian
<u>Administrative:</u>			
Russell Mays	IT Director	M	Caucasian
Alicia Simpson	Executive Assistant	F	Caucasian
<u>Finance:</u>			
Jane Alsip	Finance Director	F	Caucasian
Elaine Rothermel	Finance Deputy Director	F	Caucasian
Sam Haynes	Finance Officer	M	Caucasian
<u>Community & Economic Development:</u>			
Krista Levee	CED Director	F	Caucasian
Mollie Thompson	CED Deputy Director	F	Caucasian
Charlie Allen	Urban Planning Engineer	M	Caucasian
Jake Zimmerer	MPO Transportation Planner	M	Caucasian
Greg Padgett	GIS Specialist	M	Caucasian
Ava Oljeski	GIS Specialist	F	Caucasian
Leslie Ashlock	Community Development Specialist	F	Caucasian
Jeff Noel	Community Development Specialist	M	Caucasian
<u>Workforce:</u>			
Beth Roberts	Workforce Director	F	Caucasian
Jackie Masterson	Workforce Deputy Director	F	Caucasian
Anthony Hellmueller	Workforce Specialist	F	Caucasian
<u>Aging Services:</u>			
Sue Greenwell	Aging Services Director	F	Caucasian
Brad Newton	Aging Services Deputy Director	M	Caucasian
Kendra Saltsman	Quality Assurance Specialist Team Leader	F	Caucasian
Marlessa Stark	Quality Assurance Specialist	F	Caucasian
Kya Perez	Cultural Diversity Specialist	F	Hispanic
Tabitha French	Home Care/In-Home Services Supervisor/Team Leader	F	Caucasian
Melissa Jones	Family Caregiver Program Coordinator	F	Caucasian
Krystal Wilkerson	Aging Services Case Manager (Homecare)	F	Caucasian
Jessica Stanton	Aging Services Case Manager (Homecare)	F	Caucasian
Kayla McCoy	Aging Services Case Manager (Homecare)	F	Caucasian
Kayla Douthitt	ADRC Intake Specialist	F	Caucasian
Jennifer Johnson	ADRC Intake Specialist	F	Hispanic
Christen Hendren	Waiver Program Supervisor/Team Leader	F	Caucasian
Amanda Ross	Fiscal Specialist	F	Caucasian
Sydney Bush	Waiver Case Manager	F	Caucasian
Miranda Goodin	Waiver Case Manager	F	Caucasian
Mindy Grauerholz	Waiver Case Manager	F	Caucasian
Yaritza Griffin	Waiver Case Manager	F	Hispanic
Lara Murphy	Waiver Case Manager	F	Caucasian
Molly Priddy	Waiver Case Manager	F	Caucasian
Brittany Simpson	Waiver Case Manager	F	Caucasian
Tonya Willoughby	Waiver Case Manager	F	Caucasian



Lincoln Trail
Area Development District
- established 1968 -

**LINCOLN TRAIL AREA
DEVELOPMENT DISTRICT**

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TITLE VI COMPLAINT FORM

Instructions: Mail or email completed form to the Lincoln Trail Area Development District.

Address:

Lincoln Trail Area Development District
750 S. Provident Way
Elizabethtown, KY 42701
Attn: Title VI Coordinator

Email:

TitleVIcoordinator@ltadd.org

SECTION 1: COMPLAINANT INFORMATION

FIRST NAME	MI	LAST NAME	PHONE	EMAIL ADDRESS
MAILING ADDRESS (street)			CITY	STATE ZIPCODE

SECTION 2: COMPLAINT DETAILS

Please indicate the basis of your complaint:

- Race Color
 National Origin Sex

Provide the date and place(s) of the alleged discriminatory action(s). Please include the earliest date of discrimination and the most recent date of discrimination.

How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently than you. (Attach additional pages if necessary.)

The law prohibits intimidation or retaliation against anyone because he/she has either taken action, or participated in action, to secure rights protected by these laws. If you feel that you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances. Tell what action you took which you believe was the cause for the alleged retaliation. (Attach additional pages if necessary.)

Names of individuals, agency, or department responsible for the discriminatory action(s):

	Name:	Address:	Phone:
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____



**LINCOLN TRAIL AREA
DEVELOPMENT DISTRICT**

TITLE VI COMPLAINT FORM

Names of persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint: *(Attach additional pages if necessary.)*

	<u>Name:</u>	<u>Address:</u>	<u>Phone:</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Please provide any additional information and/or photographs, if applicable, that you believe will assist with an investigation. *(Attach additional pages if necessary.)*

Photographs submitted with complaint? Yes No

SECTION 3: ACTIONS

Have you discussed the complaint with any LTADD representative? Yes No
If yes, provide the name, position, and date of discussion below.

Name of LTADD Representative	Position of Representative	Date of Discussion

Do you have an attorney regarding this matter? Yes No *If yes, please provide attorney's contact information below.*

Name of Law Firm	Name of Representing Attorney
Mailing Address	Phone

Briefly explain what remedy or action you are seeking for the alleged discrimination.

We cannot accept an unsigned complaint. Please sign and date the complaint form below.

Complainant's Signature	Date
-------------------------	------

FOR OFFICE USE ONLY	
Date Complaint Received: _____	Case #: _____
Processed by: _____	Processed Date: _____



Lincoln Trail
Area Development District
- established 1968 -

**ÁREA DE LINCOLN TRAIL
DISTRITO DE DESARROLLO**

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FORMULARIO DE QUEJA DEL TÍTULO VI

Instrucciones: Envíe por correo o correo electrónico el formulario completo al Distrito de Desarrollo del Área de Lincoln Trail.

Dirección:

Distrito de Desarrollo del Área de Lincoln Trail
750 S. Provident Way
Elizabethtown, KY 42701
A la atención de: Coordinador del Título VI

Correo electrónico:

TitleVIcoordinator@ltadd.org

SECCIÓN 1: INFORMACIÓN DEL RECLAMANTE

NOMBRE	MI	APELLIDO	TELÉFONO	DIRECCIÓN DE CORREO ELECTRÓNICO
DIRECCIÓN POSTAL (calle)			CIUDAD ESTADO CÓDIGO POSTAL	

SECCIÓN 2: DETALLES DE LA QUEJA

Sírvase indicar el fundamento de su reclamación:

- Raza Color
 Origen Nacional Sexo

Indíquese la fecha y el lugar de las presuntas acciones discriminatorias. Incluya la fecha más temprana de discriminación y la fecha más reciente de discriminación.

¿Cómo te discriminaron? Describa la naturaleza de la acción, decisión o condiciones de la supuesta discriminación. Explique lo más claramente posible lo que sucedió y por qué cree que su estado protegido (base) fue un factor en la discriminación. Incluya cómo otras personas fueron tratadas de manera diferente a usted. (Adjunte páginas adicionales si es necesario).

La ley prohíbe la intimidación o las represalias contra cualquier persona porque haya tomado medidas, o haya participado en ellas, para garantizar los derechos protegidos por estas leyes. Si cree que se han tomado represalias contra usted, aparte de la discriminación alegada anteriormente, explique las circunstancias. Diga qué acción tomó que cree que fue la causa de la supuesta represalia. (Adjunte páginas adicionales si es necesario).

Nombres de las personas, agencias o departamentos responsables de las acciones discriminatorias:

	<u>Nombre:</u>	<u>Dirección:</u>	<u>Teléfono:</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____



FORMULARIO DE QUEJA DEL TÍTULO VI

Nombres de personas (testigos, compañeros de trabajo, supervisores u otros) con quienes podemos comunicarnos para obtener información adicional que respalde o aclare su queja: *(Adjunte páginas adicionales si es necesario).*

	<u>Nombre:</u>	<u>Dirección:</u>	<u>Teléfono:</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Proporcione cualquier información adicional y/o fotografías, si corresponde, que crea que ayudarán con una investigación. *(Adjunte páginas adicionales si es necesario.)*

¿Fotografías presentadas con queja? Sí No

SECCIÓN 3: ACCIONES

¿Ha discutido la queja con algún representante de LTADD? Sí No

En caso afirmativo, proporcione el nombre, el cargo y la fecha de la discusión a continuación.

Nombre del representante de LTADD	Cargo de Representante	Fecha de discusión

¿Tiene un abogado para este asunto? Sí No *En caso afirmativo, proporcione la información de contacto del abogado a continuación.*

Nombre del bufete de abogados	Nombre del abogado representante
Dirección postal	Teléfono

Explique brevemente qué remedio o acción está buscando para la supuesta discriminación.

No podemos aceptar una queja sin firmar. Por favor, firme y feche el formulario de queja a continuación.

Firma del demandante	Fecha
----------------------	-------

SOLO PARA USO EN OFICINA

Fecha en que se recibió la queja: _____	Caso #: _____
Procesado por: _____	Fecha de procesamiento: _____

**Lincoln Trail Area Development District
750 S. Provident Way
Elizabethtown, KY 42701
Phone: (270) 769-2393
Fax: (270) 769-2993**

Report of Investigation

I, _____, representing the LTADD, have investigated the complaint filed on _____, 20__ by _____ alleging that discrimination occurred which was in violation of the provisions of Title VI of the Federal Civil Rights Act.

The results of the investigation were as follows:

____ A. The agency or person was found to be in violation of Title VI.

____ B. The agency or person was not found to be in violation of Title VI.

____ C. The complainant withdrew the complaint.

A copy of the investigative report is attached.

Withdrawal of Complaint (if applicable) _____

If the agency or person was found to be in violation of Title VI, a brief description of the remedial action taken to assure future compliance follows:

Signed: _____ Date: _____

XIV. LANGUAGE ACCESS PLAN

Lincoln Trail Area Development District Language Access Plan (LAP) for persons with Limited English Proficiency (LEP)

The Lincoln Trail Area Development District (LTADD) has established this policy as means to take reasonable steps in ensuring meaningful access to agency services, programs and activities for persons who have limited English proficiency. This plan applies to the federally-funded programs provided through LTADD.

Overview

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and Executive Order 13166 require that recipients of federal funds take responsible steps to ensure meaningful access by persons with Limited English Proficiency (LEP persons). The LTADD is a recipient of federal funds through the U.S. Department of Housing and Urban Development (HUD), the Federal Highway Administration (FHWA), the Department of Labor (DOL), and Health and Human Services (HHS) for a portion of its programs and, thus, is obligated to reduce language barriers that can preclude meaningful access by LEP persons to DLG programs.

LTADD provides the following language assistance options:

- Kentucky Relay Service – TDD/Voice Users
- “I-Speak” Cards
- Qualified Bilingual Staff
- Access to Qualified Interpreters
- Community-Based Organizations/Volunteers

Definitions

For the purposes of this plan:

- a. *Grantee* means the LTADD.
- b. *Recipient* means the LTADD. This means any entity that receives any federal HUD assistance, directly from LTADD or from another Recipient. This includes, but is not limited to, any unit of local government, public housing authority, community housing development organization, public or private nonprofit agency, developer, private agency or institution, mortgagor, limited dividend sponsor, builder, property manager, resident management corporation, resident counsel or cooperative association. Recipient also includes any successor, assignee or transferees of any such entity, but does not include any ultimate beneficiary under the respective federal grant program.
- c. *LEP* means Limited English Proficiency. Persons who do not speak English as their

primary language and who have a limited ability to read, write, speak or understand English, and may be entitled to language assistance with respect to a particular type of service, benefit or encounter.

d. *LAP* means Language Access Plan.

Four-Factor Analysis

There are four (4) flexible, fact-dependent factors to be considered in developing language materials and a Limited English Proficiency plan. The following four-factor analysis will serve as the guide for determining which language assistance measures will be undertaken to guarantee access to LTADD’s federally funded programs by LEP persons. Additionally, all future recipients of federal assistance are required to use the same four-factor analysis prior to the release of funds.

1. The number or portion of LEP persons eligible to be served or likely encountered through its federally funded programs.

The Lincoln Trail Area Development District (LTADD) is made up of the following eight (8) counties: Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson, and Washington. Census Data from the 2021 American Community Survey, 5-Year Estimate was utilized to determine the following percentages for populations that speak English “less than very well,” “not at all,” and “very well”:

County	Population 5 Years and Over Speaking English <i>Less than Very Well</i>		Population 5 Years and Over Speaking English <i>Not at All</i>		Population 5 Years and Over Speaking English <i>Very Well</i>	
	#	%	#	%	#	%
	Breckinridge	90	0.47	39	0.20	359
Grayson	138	0.56	0	0.00	15	1.14
Hardin	1813	1.76	50	0.05	4988	4.85
LaRue	114	0.82	210	1.50	11	0.08
Marion	148	0.80	29	0.16	372	2.02
Meade	89	0.32	7	0.02	566	2.01
Nelson	405	0.93	71	0.16	659	1.51
Washington	324	2.89	3	0.03	474	4.23

Source: 2021 American Community Survey, 5-Year Estimate

Currently, LTADD has not experienced issues with underserved populations due to language barriers. LTADD continually works to ensure, through this plan, that all clients are served properly and adequately regardless of language spoken.

2. The frequency with which LEP individuals come in contact with the designated federal programs.

LEP persons may come into contact with LTADD activities, services and personnel in numerous ways. The locations, programs, activities, and services where LEP persons most frequently come in contact with LTADD include:

- Public Meeting/Legal Notices
- LTADD and MPO Websites
- LTADD Office

LTADD provides planning services related to public transportation but is not involved in the direct provision of transportation services.

3. The nature and importance of the program, activity or service provided by the federal programs.

LTADD is a regional planning agency serving the communities of Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson, and Washington counties. LTADD administers numerous programs in the areas of aging, health and social services; community and economic development; transportation planning; and workforce development.

4. The resources available to the recipient and the cost. There are two types of assistance service – oral (interpretation) and written (translation).

It is recognized that providing materials in both English and Spanish provide valuable resources for the LEP population. All language assistance tools are provided at no cost to the recipient.

- All meetings are open to the public.
- The LTADD website provides language translation through Google Translate.
- The following text is included in all public notices: “Alternative formats will be made available upon request; a 7-day notice is required for alternative formats. If you have any questions or comments, contact LTADD at 270-769-2393.”

Types of Language Assistance to be Provided by LTADD

As stated previously, although LEP persons rarely come into contact with LTADD programs at the regional level, some citizen participation matters are directed to the LTADD, particularly during periods of public comment. Therefore, LTADD has determined it will make available, upon request, translations of its federal grants action plans and amendments. If there is a consistent need for translations, by populations of LEP Kentuckians, LTADD will consider additional appropriate measures to serve the language access needs of those persons.

Requirements for Recipients

Recipients of federal funds awarded or drawn through LTADD are required to ensure that meaningful access to services is assured for their LEP clients. Recipients must provide language assistance services that result in timely, accurate, and effective communication at no cost to LEP clients and/or their beneficiaries. Such language assistance services are to be provided in accordance with the guidelines set forth in the U.S. Department for Health and Human Services “Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons” and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-Discrimination in Federally-Assisted Programs of the Department of Transportation effectuation of Title VI of the Civil Rights Act of 1964. LTADD is available to assist Recipients in identifying and developing appropriate language assistance measures.

If an application is funded, the local government or nonprofit agency will be required to conduct a four-factor analysis, develop a LAP, if necessary, and provide a description of outreach efforts during the Letter of Conditional Commitment stage. Particular attention will be given to plan details for projects including acquisition and/or relocation, housing rehabilitation, and/or water/sewer hookups.

In order to determine if language assistance is required by recipients of federal funds through LTADD, all Recipients are required to follow the measures outlined below.

1. Conduct the four-factor analysis prior to advertising for application public hearing.
2. If the four-factor analysis reveals there are 1,000 or more LEP persons, or 5 percent or more LEP persons in the eligible population in the jurisdiction or among current beneficiaries, the applicant will provide appropriate language assistance by: 1) translating all vital documents; 2) posting notices of application public hearings in areas frequented by LEP persons of the threshold population(s) in the language(s) spoken; and 3) providing translation services at public hearings, if requested to do so by LEP persons.
3. If the four-factor analysis reveals there are less than 50 LEP persons but 5 percent or more LEP persons in the eligible population in the jurisdiction or among current beneficiaries, the applicant will provide appropriate language assistance by: 1) posting notices of application public hearings in areas frequented by LEP persons of the threshold population(s) in the language(s) spoken; and 3) providing translation services at public hearings, if requested to do so by LEP persons.

4. If the four-factor analysis reveals there are less than 50 LEP persons and less than 5 percent LEP persons in the eligible population in the jurisdiction or among current beneficiaries, the applicant will provide appropriate language assistance by: 1) providing translation services at public hearings, if requested to do so by LEP persons.

If a LAP is required, the Recipient's LAP will include certifications that LAP has been developed, adopted, and will be implemented for all Federally-funded projects. The Recipient's LAP will include an identification of all LEP populations exceeding 1,000 or five percent of total jurisdiction population, whichever is less, the identification of materials to be made available to LEP persons, the means by which the materials will be made available to LEP persons, and the identification of any other translation services which may be necessary. Recipients will be monitored for implementation of their LAPs.

Monitoring, Evaluation and Updating

All agencies receiving federal funds through the LTADD will report annually on services provided to LEP persons. Agencies will review their respective plans each year to evaluate their effectiveness and to make any needed changes. LTADD will assist agencies in finding appropriate translation resources, and disseminate translated HUD notices, brochures, posters and other documents.

LTADD will monitor the delivery of any required language assistance on an ongoing basis. It will review the LAP, evaluate the effectiveness of its implementation, and update the LAP, on an annual basis, in order to ensure continued responsiveness to community needs.

The LAP evaluation will consist of:

- Revision of the LAP, as necessary, by monitoring changes in demographics and services provided, updating available resources and tools, modifying methods of implementation and addressing any issues of concerns.
- Analysis of language assistance usage, including the amount of language service requests, surveying the languages most frequently encountered, identifying the primary modes of communication, and costs associated with services rendered.
- Assessment of response to requests by LEP individuals and Recipients regarding the delivery of language assistance services.

Availability and Access

The LTADD LAP is available to the public on our website at www.LTADD.org. This information is available in a form accessible to persons with disabilities, and others, upon written request to: Executive Director, LTADD, 750 S. Provident Way, Elizabethtown, Kentucky, 42701.

Citizens, public agencies and other interested parties will have reasonable and timely access to information and records relating to the LAP. All public records under KRS Statute 61.870-884 will be made accessible to interested individuals and groups during normal working hours.

Complaints

At any time, citizens may submit complaints related to the LAP by writing the Executive Director, LTADD, 750 S. Provident Way, Elizabethtown, Kentucky, 42701.

The LTADD will provide a written response to every written citizen complaint that relates to the LTADD LAP within 15 working days.

Safe Harbor Provision

DOT has adopted the Department of Justice's Safe Harbor Provision, which outlines circumstances that can provide a "safe harbor" for recipients regarding translation of written materials for LEP population. The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient's written translation obligations. Translation of non-vital documents, if needed, can be provided orally. If there are fewer than 50 persons in a language group that reaches the five percent (5%) trigger, the recipient is not required to translate vital written materials but should provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

In the Lincoln Trail region, less than 1.2% (3,121) of the population describes themselves as speaking English "less than very well." Of this sector, the largest non-English spoken language in the service area is Spanish (1,393), creating an LEP group that exceeds either 5.0% or 1,000 persons.

XV. REVIEW OF DIRECTIVES

The LTADD Title VI Implementation Plan is designed to comply with the statutes and requirements under the law and as directed by Federal Highway Administration (FHWA).

Below is a list of documents that include procedures and directives used by LTADD.

<u>PROGRAM</u>	<u>DOCUMENT</u>
<ul style="list-style-type: none">• Radcliff/Elizabethtown Metropolitan Planning Organization	Participation Plan (Revised 4/2021)
<ul style="list-style-type: none">• LTADD Regional Transportation Planning Program	Public Involvement Plan (Rev. 6/2024)

XVI. ENVIRONMENTAL JUSTICE (EJ)

Executive Order (E.O. 12898) was issued to focus federal attention on the environmental and human health conditions in minority and low-income communities to promote non-discrimination in federal programs substantially affecting human health and the environment and to provide minority and low-income communities access to public information on and an opportunity for public participation in matters relating to human health or the environment.

The LTADD will utilize the US Census Bureau data, the American Community survey data, and the following checklist to identify targeted populations:

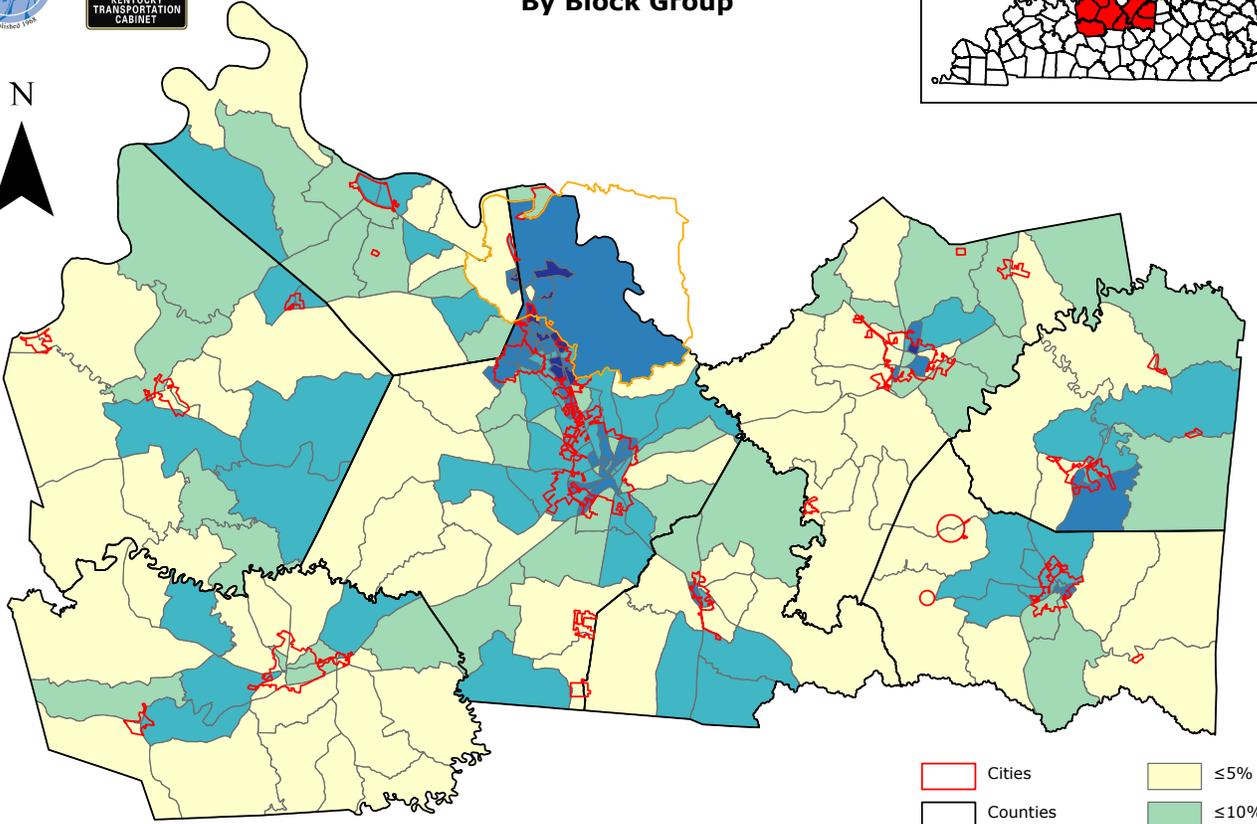
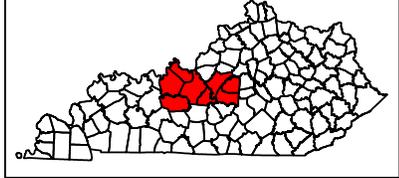
- Make a list of potential demographic groups to consider for the region or start with the required EJ populations defined by the Executive Order and supportive guidance
- Consider groups that are underrepresented in typical public involvement and transportation decision making processes, have limited access to the full benefits of the transportation system, or have encountered disproportionate impacts from past transportation decisions
- Decide on the level of detail required for identifying groups spatially and identifying data sources to use to conduct a spatial demographic profile
- Engage leaders and representatives of demographic groups to help identify target populations, spatially and non-spatially

XVII. APENDICES

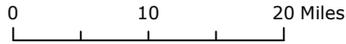
Appendix A
Socioeconomic Maps



Lincoln Trail Area Development District Percent Minority Population By Block Group

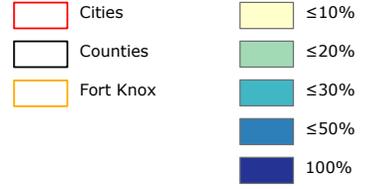
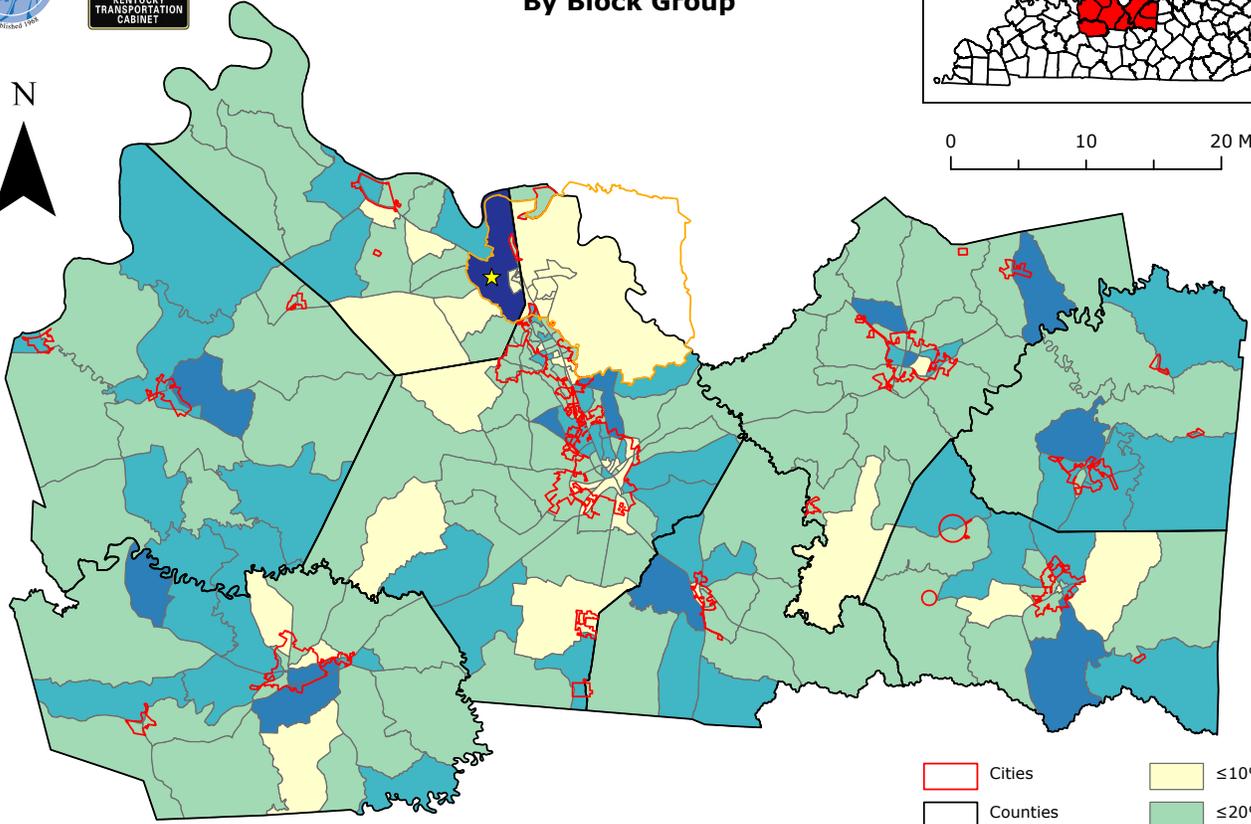
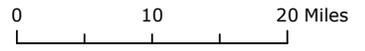
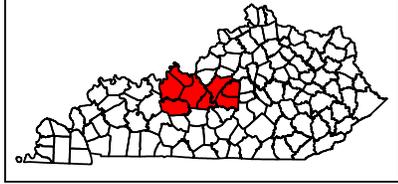


Source: Kentucky State Data Center
Census 2022 American Community
Survey 5-Year Data Plan (2017-2022)
Block Group Populations





Lincoln Trail Area Development District Percent 65 & Over Population By Block Group

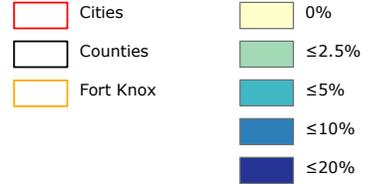
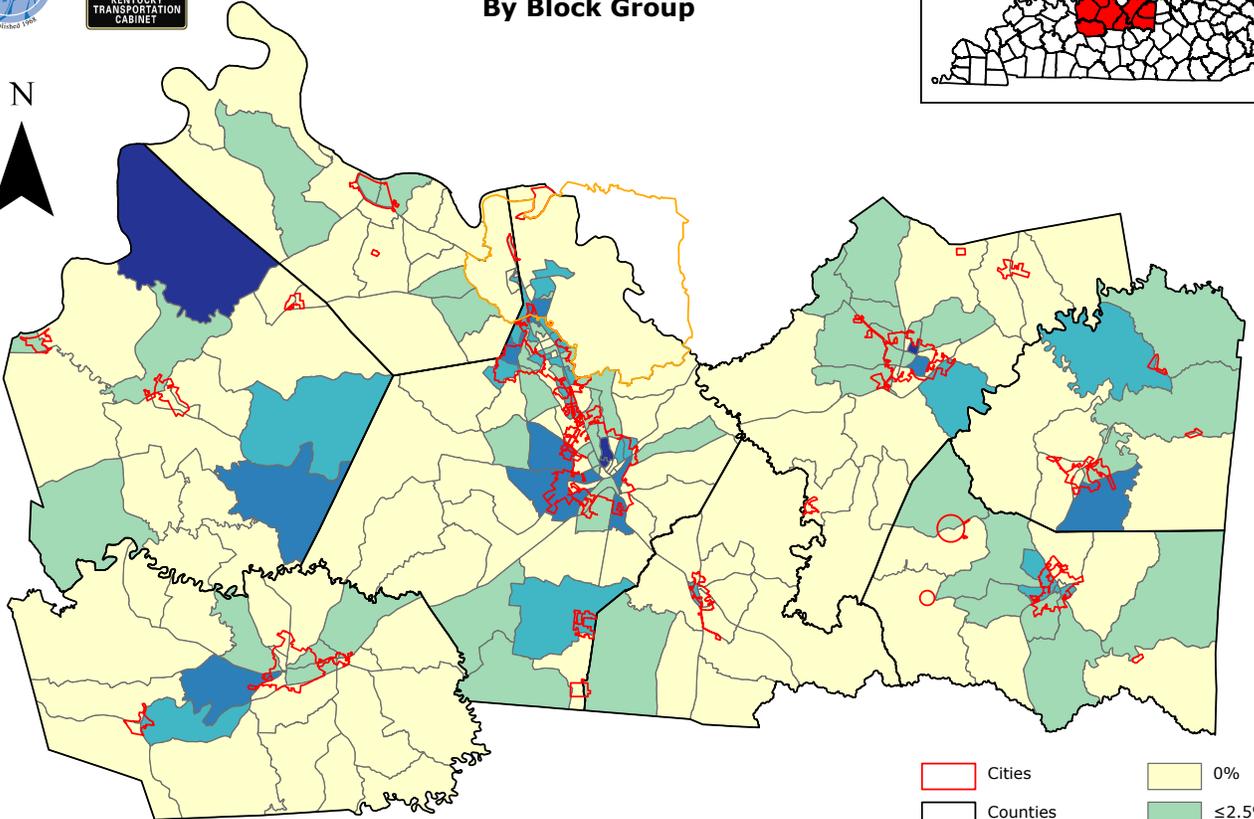
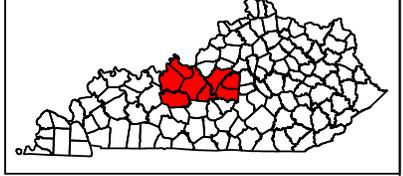


Source: Kentucky State Data Center
Census 2022 American Community
Survey 5-Year Data Plan (2017-2022)
Block Group Populations

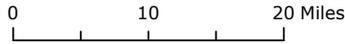
★ Block Group 211639801001 contains
100%. Total population was 14 per 2020
Census. Most of the block group is within
the Fort Knox Military Reservation. Next
highest block group is 48.1%.



Lincoln Trail Area Development District Percent "Speak English Less than Very Well" By Block Group

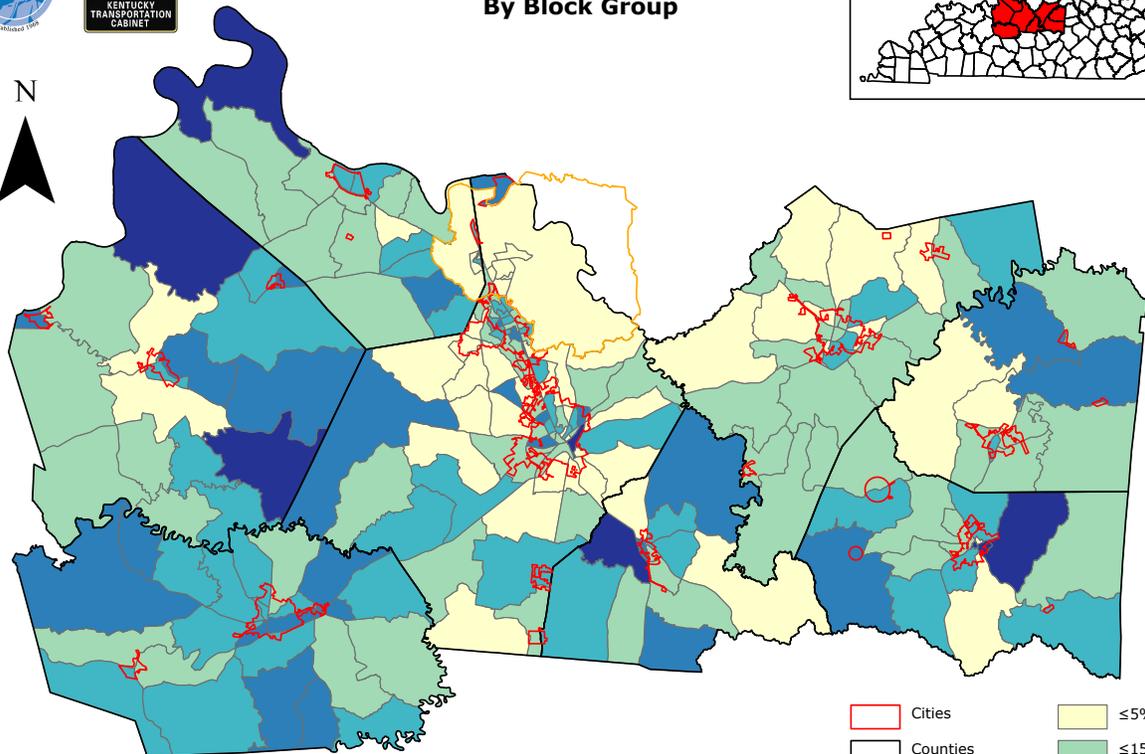
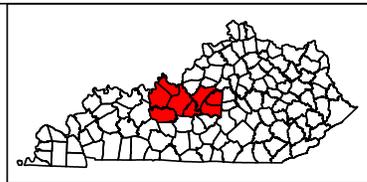


Source: Kentucky State Data Center
Census 2022 American Community
Survey 5-Year Data Plan (2017-2022)
Block Group Populations





Lincoln Trail Area Development District Percent Poverty Status of Individuals By Block Group



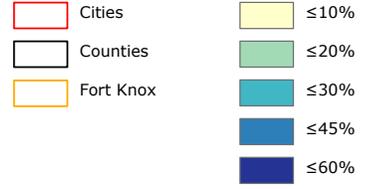
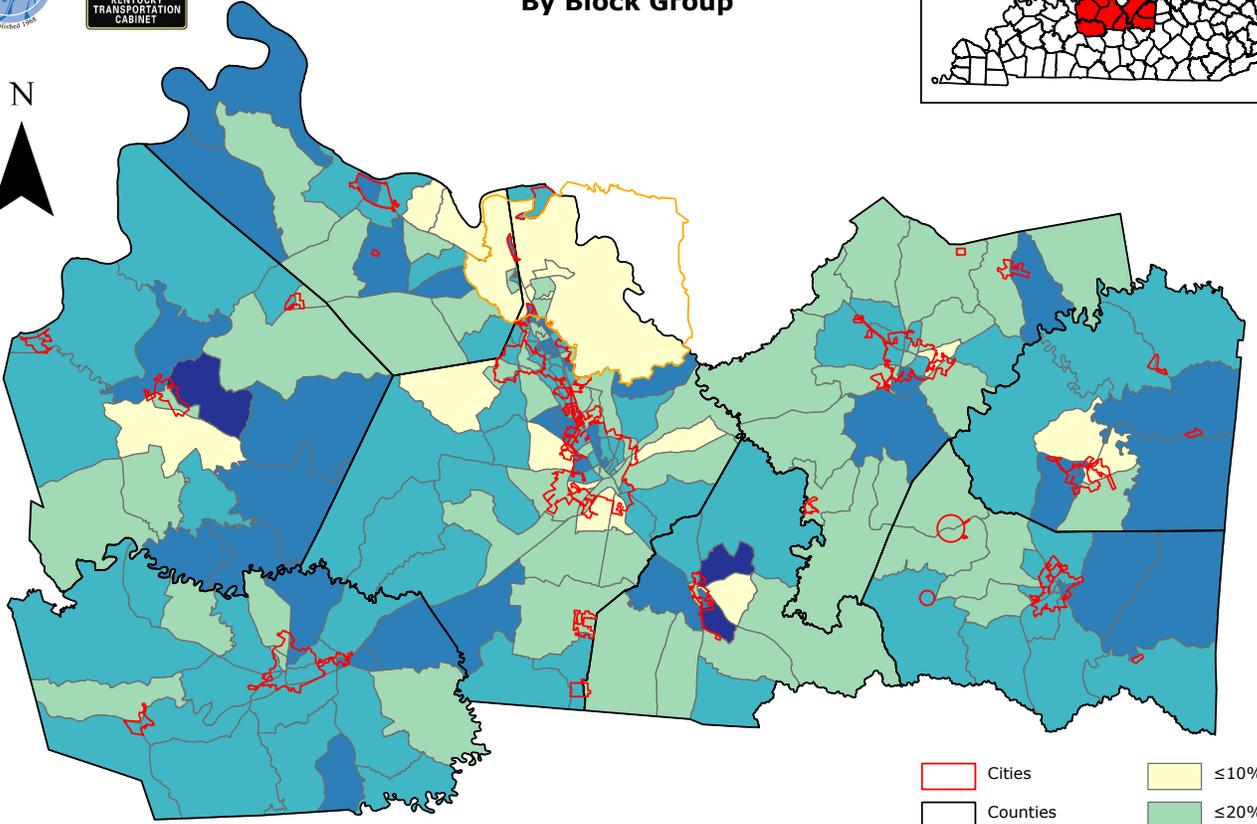
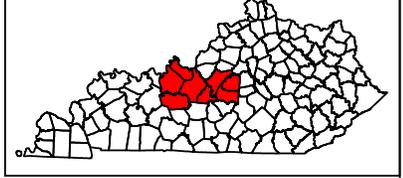
Source: Kentucky State Data Center
Census 2022 American Community
Survey 5-Year Data Plan (2017-2022)
Block Group Populations

0 10 20 Miles

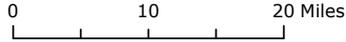
- | | |
|-----------|------|
| Cities | ≤5% |
| Counties | ≤15% |
| Fort Knox | ≤25% |
| | ≤35% |
| | ≤60% |



Lincoln Trail Area Development District Percent Disability Status (Age 18+) By Block Group



Source: Kentucky State Data Center
Census 2022 American Community
Survey 5-Year Data Plan (2017-2022)
Block Group Populations



Appendix B
Interpreters/Translators

List of Formal Interpreters (for any language if necessary and cost is not prohibitive):

- Catholic Charities - Louisville, KY
 - 502-636-9263
 - <https://cclou.org/programs-services/interpreter-translation-services/>

- The International Center – Bowling Green, KY
 - 270-781-8336
 - <http://icofky.org/>

- Language Line Solutions
 - 1-800-752-6096
 - <http://www.languageline.com/>

Additional local translators and interpreters can be found at Kentucky's Finance and Administration Cabinet's Office of Procurement Services (OPS) at www.eprocurement.ky.gov/translators.

Written translation of HUD documents can be found at:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/promoting_fair_housing_act/lep

Appendix C

Examples of Vital Documents:

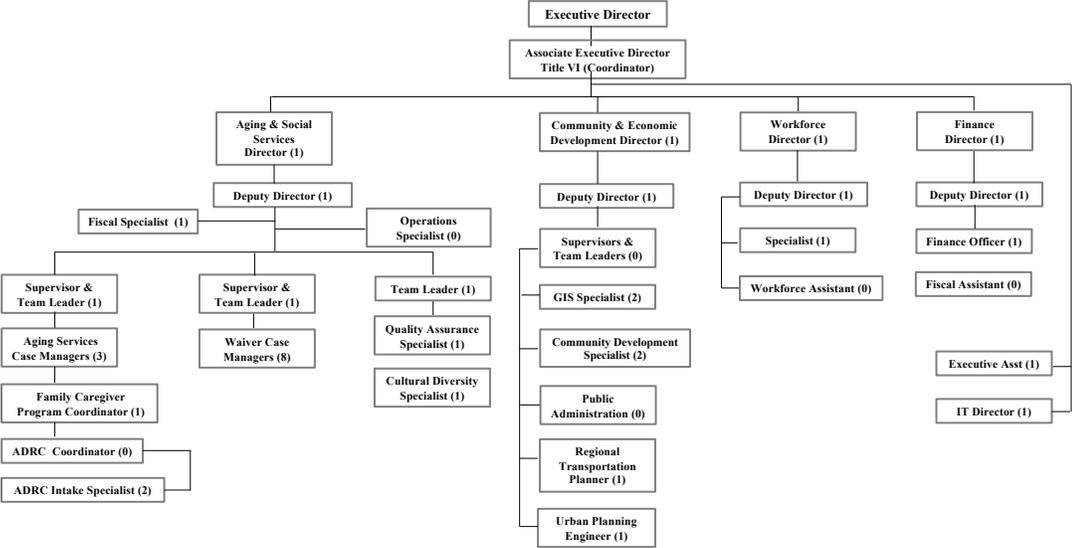
- Citizen Participation Notices
- Survey Instruments
- Housing-Related Documents
 - Lead-Based Paint Notification
 - Application
 - Lease
 - Note
 - Mortgage
- Drug-Free Certification

Appendix D Organizational Structure



Lincoln Trail
Area Development District
- established 1968 -

LTADD Organizational Chart





Lincoln Trail

Area Development District

~ established 1968 ~

750 S. Provident Way • Elizabethtown, KY 42701
Phone: 270-769-2393 • TDD: 800-247-2510 • Fax: 270-769-2993
Equal Opportunity Employer M/F/D/V/SO

TITLE VI NOTIFICATION TO THE PUBLIC

Lincoln Trail Area Development District (LTADD) Radcliff/Elizabethtown Metropolitan Planning Organization

Lincoln Trail Area Development District (LTADD) operates its programs and services without regard to race, color, national origin, and sex in accordance with Title VI of the Civil Rights Act. Any person who believes he or she has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with LTADD.

For more information on LTADD's Title VI program, and the procedures to file a complaint, contact Katie Peace at katie@ltadd.org or 270-769-2393. Complainants may also visit LTADD's administrative office at 750 S. Provident, Elizabethtown, KY 42701 during regular business hours or, visit the LTADD website at www.ltadd.org or www.radcliff-elizabethtown-mpo.org.

LTADD's **Title VI Notification to the Public or Beneficiary Notice** is also posted on the LTADD and MPO websites and in the lounge area of the LTADD office in both English and Spanish.



Lincoln Trail

Area Development District

~ established 1968 ~

750 S. Provident Way • Elizabethtown, KY 42701
Phone: 270-769-2393 • TDD: 800-247-2510 • Fax: 270-769-2993
Equal Opportunity Employer M/F/D/V/SO

TÍTULO VI NOTIFICACIÓN AL PÚBLICO

Distrito de Desarrollo del Área de Lincoln Trail (LTADD) Radcliff/Elizabethtown Organización de Planificación Metropolitana

El Distrito de Desarrollo del Área de Lincoln Trail (LTADD) opera sus programas y servicios sin distinción de raza, color, origen nacional, y sexo de acuerdo con el Título VI de la Ley de Derechos Civiles. Cualquier persona que crea que ha sido perjudicada por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja ante LTADD .

Para obtener más información sobre el programa Título VI de LTADD y los procedimientos para presentar una queja, comuníquese con Katie Peace en katie@ltadd.org o 270-769-2393. Los reclamantes también pueden visitar la oficina administrativa de LTADD en 750 S. Provident Way, Elizabethtown, KY 42701 durante el horario comercial habitual, o visitar el sitio web de LTADD en www.ltadd.org o www.radcliff-elizabethtown-mpo.org .

LTADD de **Notificación título VI al público o Aviso al Beneficiario** también está publicada en la LTADD y MPO página web s y en el salón zona de la LTADD oficina en Inglés y Español.

Appendix F

GLOSSARY/DEFINITIONS

Affirmative Action: a good-faith effort to eliminate past and present discrimination in all federally assisted programs and to ensure future nondiscriminatory practices.

African American (Black): 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) who maintains cultural identification through tribal affiliation or community attachment.

Applicant: an eligible public entity or organization that submits an application for financial assistance under a program administered on behalf of the State.

Area Development Districts (ADD): focus on developing and sustaining the fundamental building blocks for state, regions and local communities in today's rapidly changing global marketplace. Including but not limited to traditional emphasis on strategic planning and project funding for clean and safe drinking water systems, health care facilities, affordable housing, small business development and transportation improvements.

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.

Assurance: a written “policy statement” or “contractual agreement” signed by the agency head in which a recipient agrees to administer federally assisted programs in accordance with civil rights laws and regulations.

Beneficiary: any person or group of people (other than states) entitled to receive benefits, directly or indirectly, from any federally assisted program (*i.e.*, relocated persons, impacted citizens, communities, etc.).

Complaint: a verbal or written allegation of discrimination that indicates that a federally assisted program is operated in such a manner that it results in disparity of treatment to persons or groups of persons because of race, color or national origin.

Compliance: a satisfactory condition wherein an applicant, recipient, or sub recipient has effectively implemented all of the Title VI requirements or can demonstrate that every good-faith effort toward achieving this end has been made.

Contract: a mutually binding legal relationship or any modification thereof obligating the seller to furnish supplies or services, including construction, and obligating the buyer to pay for them. Throughout this document, a lease is considered a contract.

Contractor: any person, corporation, partnership, organization, or incorporated association that participates, through a contract or subcontract, in any program or activity covered by this plan including lessees.

Discrimination: involves any act or inaction, whether intentional or unintentional in any program or activity of a federal aid recipient, sub recipient, or contractor, which results in disparate treatment, disparate impact, or perpetuating the effects of prior discrimination based on race, color, sex, national origin, age, disability or in the case of disability, failing to make a reasonable accommodation.

Division: one of the administrative subdivisions of an office of the Lincoln Trail Area Development District.

Executive Director: The LTADD Executive Director has authority to appoint Title VI Designee(s).

Federal Assistance:

- Grants and loans of federal funds
- The grant or donation of federal property and interests in property
- The detail of federal personnel
- The sale and lease of, and the permission to use (on other than a casual or transient basis), federal property or any interest in such property without
- Consideration or with nominal consideration, or with consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient
- Any federal agreement, arrangement, or other contract that has, as one of its purposes, the provision of assistance

Federal Highway Administration or FHWA: Agency within the U.S. Department of Transportation that supports State and local governments in the design, construction and maintenance of the Nation's highway system (Federal Aid Highway Program) and various federally and tribal owned lands (Federal Lands Highway Program).

Grantee: any public or private agency, institution or organization to whom federal financial assistance is intended for any program.

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.

Implementation plan means the Title VI implementation plan developed and maintained by Lincoln Trail Area Development District (LTADD) to ensure compliance with 42 U. S. C. § 2000d et. seq. and KRS 344.015.

Indo-European: of or relating to a group of languages that includes many of the languages spoken in Europe, in the parts of the world colonized by Europeans, and in parts of Asia

Interpretation: The process of listening to something in one language and orally interpreting it in another. The mix of LEP services under the Oral Languages Services is as follows:

- Hiring bilingual staff
- Hiring staff interpreters
- Using telephone interpreter lines
- Using community volunteers
- Use of family members, friends, and other customers/passengers as interpreters

Kentucky Transportation Cabinet or KYTC: The agency of Kentucky charged by its laws with the responsibility for all modes of transportation.

Limited English Proficiency or LEP: Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write or understand English can be limited English proficient.

Metropolitan Planning Organization or MPO: Policy board of an organization created and designated to carry out the metropolitan transportation planning process. MPOs are required to represent localities in all Urbanized Areas (UZA) of populations over 50,000, as determined by the US Census. MPOs designated by agreement between the Governor and units of general-purpose local government that together represent at least 75 percent of the affected population (including the largest incorporated city, based on population, as named by the Bureau of the Census) or in accordance with procedures established by applicable State or local law. When submitting the transportation improvement program (described below), to the State for inclusion in the statewide program, MPOs self-certify that they have met all federal requirements.

Minority: A person or groups of persons differing from others in some characteristics who may be subjected to differential treatment based on race, color or national origin. Includes *African Americans, Hispanics or Latinos, American Indian or Alaska Native, Asians and Native Hawaiian or Other Pacific Islander*.

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

Non-compliance: the condition wherein a recipient has failed to meet prescribed requirements and has shown a lack of good-faith effort in implementing all of the Title VI requirements.

Non-minority or non-minority group people: Caucasians

Persons: Where designation of persons by race, color or national origin is required, the following designations ordinarily may be used: "White not of Hispanic origin," "Black not of Hispanic origin," "Hispanic," "Asian or Pacific Islander," "American Indian or Alaskan Native." Additional subcategories based on national origin or primary language spoken may be used, where appropriate, on either a national or a regional basis.

Primary recipient: KYTC or any department, division, or agency authorized to request federal assistance on behalf of sub-recipients and to distribute financial assistance to sub-recipients' contracts for carrying out a program.

Program: includes any highway, project, or activity that provides services, financial aid or other benefits to individuals, including education or training, work opportunities, health, welfare, rehabilitation, housing or other services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient (i.e. Planning, Environment, Design, Right-of-Way, Construction, Safety, & Research).

Program area officials: the officials who are responsible for carrying out technical program responsibilities.

Public participation: an open process in which the rights of the community to be informed to provide comments to the Government and to receive a response from the Government are met through a full opportunity to be involved and to express needs and goals.

Recipient: Kentucky or any political subdivision or instrumentality thereof or any public or private agency, institution, or organization or other entity; or any individual in Kentucky to whom federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof. The term "**recipient**" does not include any ultimate beneficiary under any such program. Examples of recipients include MPOs, Council of Governments (COG), towns, cities, counties, school districts or any sub recipient.

Responsible Official means the person identified in Section IV, infra.

Statewide Transportation Improvement Program or STIP: Statewide transportation improvement program (STIP) for all areas of the State covering a period of at least four years. The STIP is a staged, multi-year, statewide intermodal program of transportation projects, consistent with the statewide transportation plan and planning processes as well as metropolitan plans, transportation improvement programs (TIP), and planning processes. The STIP must be

developed in cooperation with the metropolitan planning organizations (MPO), public transit providers, and any Regional Transportation Planning Organizations (RTPO) in the State and must be compatible with the TIPs for the metropolitan areas in the State.

Statewide Transportation Plan or STP: A long-range transportation plan that provides for the development and implementation of the multimodal transportation system (including transit, highway, bicycle, pedestrian and accessible transportation) for the State. This plan must identify how the transportation system will meet the State's economic, transportation, development and sustainability goals for at least a 20-year planning horizon.

Sub-grantee: Any public or private agency, institution, or organization to whom federal financial assistance is intended (through another recipient) for any program.

Sub-recipient: Any public or private agency, institution, or organization to whom federal financial assistance is intended (through another recipient) for any program

Title VI Officer, Coordinator or Liaison: refers to the responsible official in matters relating to Title VI. The Title VI Officer, Coordinator or Liaison reports to and assists the Executive Director of LTADD in carrying out the Title VI responsibilities of the Lincoln Trail Area Development District.

Title VI Program: the system of requirements developed to implement Title VI of the Civil Rights Act of 1964. When appropriate, the phrase "Title VI Program" also refers to the civil rights provisions of other federal non-discrimination authorities to the extent that they prohibit discrimination on the grounds of race, color, national origin, sex, age and disability, including income level and Limited English Proficiency in programs or activities receiving federal financial assistance.

Translation: Translation is the replacement of a written text from one language into an equivalent written text in another language.

Transportation Improvement Programs or TIP: Plan developed by Metropolitan Planning Organization cooperation with the State and public transit providers detailing a list of upcoming transportation projects, covering a period of at least four years. It should include capital and non-capital surface transportation projects, bicycle and pedestrian facilities and other transportation enhancements, Federal Lands Highway projects and safety projects included in the State's Strategic Highway Safety Plan. The TIP should include all regionally significant projects receiving FHWA or FTA funds, or for which FHWA or FTA approval is required.

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

APPENDIX G

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, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor with regard to the work performed by it during the contract will not discriminate on the grounds of race, color or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment each potential subcontractor or supplier will be notified by the contractor of the contractor’s obligations under this contract and the Acts and the Regulations relative to nondiscrimination on the grounds of race, color or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Federal Highway Administration, as appropriate and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor’s noncompliance with the nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX H

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 Department of Transportation as authorized by law and upon the condition that the (*Title of Recipient*) will accept title to the lands and maintain the project constructed thereon in accordance with (*Name of Appropriate Legislative Authority*), the Regulations for the Administration of Federal Highway Program, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, 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 (*Title of Recipient*) 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 (*Title of Recipient*) 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 (*Title of Recipient*), its successors and assigns.

The (*Title of Recipient*), 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 (*Title of Recipient*) 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, Non-discrimination 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].

APPENDIX I

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 (*Title of Recipient*) 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, (*Title of Recipient*) 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 (*Title of Recipient*) 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 (*Title of Recipient*) and its assigns.

APPENDIX I

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 (Title of Recipient) pursuant to the provisions of Assurance 7(b):

1. 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.
2. With respect to (licenses, leases, permits, etc.) in the event of breach of any of the above nondiscrimination covenants, (Title of Recipient) 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.
3. With respect to deeds in the event of breach of any of the above nondiscrimination covenants, (Title of Recipient) will there upon revert to, vest in and become the absolute property of (Title of Recipient) and its assigns.

APPENDIX K

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 the following:

- 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 § 471, 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.F.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.*).

Appendix L

Staff Title VI Training

LTADD TITLE VI TRAINING – August 2024

Charlie Allen <u>Charlie Allen</u>	Lara Murphy <u>Lara Murphy</u>
Jane Alsip <u>Jane Alsip</u>	Brad Newton <u>Brad Newton</u>
Leslie Ashlock <u>Leslie Ashlock</u>	Jeff Noel <u>Jeff Noel</u>
Sydney Bush <u>Sydney Bush</u>	Ava Oljeski <u>Ava Oljeski</u>
Kayla Douthitt <u>Kayla Douthitt</u>	Greg Padgett <u>Greg Padgett</u>
Tabitha French <u>Tabitha French</u>	Katie Peace <u>Katie Peace</u>
Miranda Goodin <u>Miranda Goodin</u>	Kya Perez <u>Kya Perez</u>
Sue Greenwell <u>Sue Greenwell</u>	Molly Priddy <u>Molly Priddy</u>
Mindy Grauerholz <u>Mindy Grauerholz</u>	Beth Roberts <u>Beth Roberts</u>
Yaritza Griffin <u>Yaritza Griffin</u>	Amanda Ross <u>Amanda Ross</u>
Sam Haynes <u>Sam Haynes</u>	Elaine Rothermel <u>Elaine Rothermel</u>
Anthony Hellmueller <u>Anthony Hellmueller</u>	Kendra Saltsman <u>Kendra Saltsman</u>
Christin Hendren <u>Christin Hendren</u>	Alicia Simpson <u>Alicia Simpson</u>
Jennifer Johnson <u>Jennifer Johnson</u>	Brittany Simpson <u>Brittany Simpson</u>
Melissa Jones <u>Melissa Jones</u>	Jessica Stanton <u>Jessica Stanton</u>
Krista Levee <u>Krista Levee</u>	Marlessa Stark <u>Marlessa Stark</u>
Daniel London <u>Daniel London</u>	Mollie Thompson <u>Mollie Thompson</u>
Jackie Masterson <u>Jackie Masterson</u>	Krystal Wilkerson <u>Krystal Wilkerson</u>
Russell Mays <u>Russell Mays</u>	Tonya Willoughby <u>Tonya Willoughby</u>
Kayla McCoy <u>Kayla McCoy</u>	Jake Zimmerer <u>Jake Zimmerer</u>

Appendix M

Radcliff/Elizabethtown MPO

Participation Plan

RADCLIFF/ELIZABETHTOWN
METROPOLITAN PLANNING ORGANIZATION

PARTICIPATION PLAN



Planning for the transportation
needs of the region.

APRIL 2021



LINCOLN TRAIL AREA DEVELOPMENT DISTRICT
P. O. BOX 604
613 COLLEGE STREET ROAD
ELIZABETHTOWN, KENTUCKY 42702-0604



**Radcliff/Elizabethtown Metropolitan Planning Organization
Participation Plan
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About this Document

This document constitutes the Radcliff/Elizabethtown Metropolitan Planning Organization's (MPO's) Participation Plan as prescribed in federal regulations. This document was issued for public comment for a period of 45 days, from October 2 through November 16, 2020 prior to the adoption by the Radcliff/Elizabethtown MPO Policy Committee. The Participation Plan update was adopted by the Radcliff/Elizabethtown MPO on April 15, 2021.

23 CFR 450.316 (CFR stands for Code of Federal Regulations) states that a **Metropolitan Planning Organization will provide** "... individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including inner city bus operators, employer-based programs, such as carpool program, vanpool program, shuttle program, or telework program), representatives of users of public transportation, representatives of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with **reasonable opportunities to be involved** in the metropolitan transportation planning process."

Public participation is an integral part of the transportation planning process. The information and perspectives provided through public participation assist decisionmakers and lead to a more meaningful and comprehensive planning process. Effective public participation techniques allow planners to identify issues and understand aspects of the transportation system directly from its users. Effective transportation planning must include the participation of those whose everyday lives are affected by how they are able to get to work, school, stores, and services.

Purpose

The Participation Plan establishes methods used by the Radcliff/Elizabethtown MPO to provide proactive public involvement processes which increases public awareness and understanding; offers complete information and timely public notice; supports early and continued involvement of the public and stakeholders; and provides opportunities for meaningful involvement and citizen feedback. This document provides a list of activities and procedures the Radcliff/Elizabethtown MPO will follow to engage the public in the transportation planning process. This Participation Plan is not a static document. It will continually be reviewed for possible revisions as needed to improve the participation process.

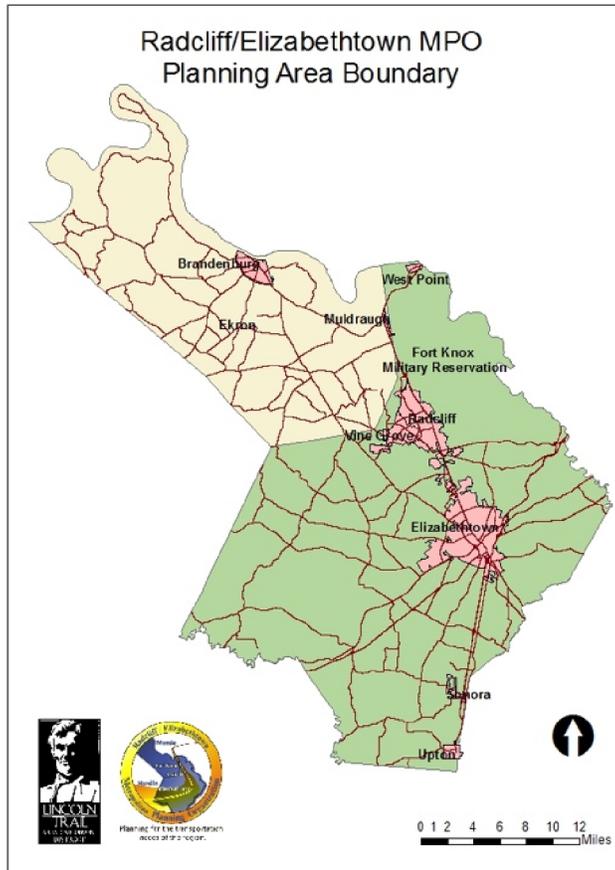
This Participation Plan also satisfies the public participation requirements necessary for the Transit Authority of Central Kentucky's (TACK's) Program of Projects (POP), as the designated transit provider for the MPO planning area.

What is the Radcliff/Elizabethtown MPO?

The vision of the Radcliff/Elizabethtown Metropolitan Planning Organization is to provide a safe and efficient transportation system that is inclusive of all modes of transportation and enhances the quality of life of the citizens of this region.

The Radcliff/Elizabethtown MPO was established in 2003, following the 2000 Census. The Lincoln Trail Area Development District (LTADD) serves as the staff agency for the Radcliff/Elizabethtown MPO under the direction of the MPO's Policy Committee. LTADD serves the eight-county Lincoln Trail region, which includes the MPO counties of Hardin and Meade. Since numerous local jurisdictions are located in the MPO planning area, LTADD is the ideal agency and setting for the MPO.

The map below depicts the Metropolitan Planning Area (MPA) for the Radcliff/Elizabethtown MPO:



Radcliff/Elizabethtown MPO Organizational Structure

The membership of the Radcliff/Elizabethtown MPO is governed by the Policy Committee, which is advised and assisted by the Technical Advisory Committee (TAC). When necessary, special committees will be established for the purpose of guiding a special study for the MPO.

MPO Policy Committee

The MPO Policy Committee is responsible for setting policy for the Radcliff/Elizabethtown MPO and has the final decision-making responsibility for major transportation planning and programming within the MPO's jurisdiction. The MPO Policy Committee consists of seven (7) voting members, which include the chief elected officials of Hardin County, Elizabethtown, Radcliff, Vine Grove, Meade County,

and Brandenburg and the Secretary of the Kentucky Transportation Cabinet (KYTC). The KYTC Secretary has designated the Chief District Engineer from KYTC District 4 to serve as his designee on the Policy Committee. The Policy Committee also has exofficio members from the Federal Highway Administration, Federal Transit Administration, Fort Knox Military Reservation, and the Transit Authority of Central Kentucky (TACK). Fellow members elect the Chair and Vice-Chair of the Policy Committee on a yearly basis.

MPO Technical Advisory Committee (TAC)

The MPO TAC is comprised of professional planners and engineers from local counties and municipalities. Other members of the TAC include the local airport board, Fort Knox, TACK, emergency management agencies, KYTC Central Office Division of Planning, and KYTC District 4.

Radcliff/Elizabethtown MPO Staff

The staff for the Radcliff/Elizabethtown MPO is employed by Lincoln Trail Area Development District (LTADD) and work under the direction of the MPO Policy Committee to provide professional transportation planning services and ongoing administration of transportation projects and plans.

Radcliff/Elizabethtown MPO's Core Functions

- Establish a setting – Provides a fair and impartial setting for regional decisionmaking regarding transportation planning.
- Develop and maintain a Metropolitan Transportation Plan (MTP) – Develops and updates a multimodal MTP for the MPO planning area, covering a planning horizon of no less than 20 years. The MTP is a comprehensive transportation plan aimed at setting a vision for the future transportation needs for the MPO area. It is realistic in terms of available funding (i.e. fiscally constrained).

- Develop and maintain a Transportation Improvement Program (TIP) – Develops a program based on the MTP that is designed to serve the area’s goals in a fiscally constrained manner. The TIP is federally mandated and lists all federally funded and regionally significant transportation projects programmed over a 4year period.
- Development of a Participation Plan, which involved the public during the development process.
- Public Involvement – Involves the general public and all significantly affected groups in the MPO’s transportation planning activities, including those listed above, and any special studies or projects within the MPO planning area.

It is the aim of the Radcliff/Elizabethtown MPO to provide an active and representative forum for all segments of the planning area in the development of regional transportation goals and plans. In addition to meeting federal requirements, the Radcliff/Elizabethtown MPO will continue to update its policies in order to conform to new regulations, utilize changing technology and trends, and maintain effective public participation strategies. The Radcliff/Elizabethtown MPO recognizes that an effective participation process is a vital element in the development and implementation of transportation plans and programs. A primary goal of the process is to increase public awareness of transportation services and programs.

Core MPO Documents

The MPO is required to produce four main documents: Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Participation Plan (PP), and a Unified Planning Work Program (UPWP). A new MTP is required every five years, a new TIP is developed at least every four years, the PP is continuously evaluated to determine its effectiveness but is updated every four years prior to the new TIP, and the UPWP is an annually produced document. Additional documents developed as part of the transportation planning process include the Annual Listing of Obligated Projects and the Annual Performance and Expenditure Report. Other documents and plans are produced by the MPO, as needed, to carry out the transportation planning process.

Metropolitan Transportation Plan (MTP)

Long-Range Plan with a 20+ Year Horizon

Updated every 5 Years

Transportation Improvement Program

Short-Range Implementation Plan of MTP Projects

Updated at least every 4 Years

Participation Plan	Unified Planning Work Program
Involvement Process for Public & Stakeholders	MPO Work Program and Committee Bylaws
Updated Every 4 Years Prior to New TIP	Updated Annually (State Fiscal Year July 1 - June 30)

Public Involvement Regulations and Requirements

Public outreach in metropolitan transportation planning has long been a federal requirement. Federal law includes a number of specific requirements and performance standards and expectations for state departments of transportation and MPOs to follow during the transportation planning process. These requirements have been amended and reinforced through various transportation and environmental legislation, and related regulations and orders addressing environmental justice and persons with disabilities. Guiding regulations for the transportation planning process include, but may not necessarily be limited to the following:

- Title 23 United States Code (USC) Sections 134 and 135
- Federal regulation Title 23 Code of Federal Regulations (CFR) Section 450
- Federal regulation Title 49 Code of Federal Regulations (CFR) Section 613
- The Americans with Disabilities Act of 1990, which was updated in 2010, requires coordinating with disabled communities and providing access to sites where public involvement activities occur as well as the information presented.
- *Executive Order #12898 of February 11, 1994, reinforces the requirements of Title VI of the Civil Rights Act of 1964 and focuses attention to address Environmental Justice in Minority Populations and Low-Income Populations.
- *Executive Order #13166 of August 11, 2000, requires federal agencies and other entities that receive federal funds via grants, contracts, or subcontracts to make their activities accessible to persons with Limited English Proficiency (LEP).
- Fixing America’s Surface Transportation (FAST) Act, Public Law, 114-94, December 2015

Federal regulations regarding public involvement are found in 23 CFR Part 450.316

- The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcome for:
 - Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed MTP and TIP;
 - Providing timely notice and reasonable access to information about transportation issues and processes;
 - Employing visualization techniques to describe the MTP and TIP
 - Making public information (technical information and meeting notices) available in electronically accessible formats and means;
 - Holding any public meetings at convenient and accessible locations and times;
 - Demonstrating explicit consideration and response to public input received during the development of the MTP and TIP;
 - Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
 - Providing an additional opportunity for public comment, if the final MTP or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from public involvement efforts;
 - Coordinating with the statewide transportation planning public involvement and consultation processes wherever possible to enhance public consideration of the issues, plans, and programs and reduce the redundancies and costs; and
 - Periodically reviewing the effectiveness of the procedures and the strategies contained in the participation plan to ensure a full and open participation process.

- When significant written and oral comments are received on the draft MTP and TIP (including the financial plans) as a result of the participation process or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR Part 93), a summary, analysis, and report on the disposition of comments shall be made as a part of the final MTP and TIP.

- A minimum public comment period of 45 calendar days shall be provided before the initial plan is adopted by the MPO. Copies of the approved participation plan

shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the MPO website.

***Title VI of the Civil Rights Act of 1964**

Title VI of the Civil Rights Act of 1964 ensures that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving Federal assistance from the United States Department of Transportation. Title 49 CFR Part 21 outlines how agencies must ensure nondiscrimination in their programs and in their use of federal funds provided through the Department of Transportation.

Subsequent federal acts that extend nondiscrimination requirements include gender (Federal Aid Highway Act 1973); disability (Rehabilitation Act of 1973 & Americans with Disabilities Act of 1990); and age (Age Discrimination Act of 1975).

*The detailed requirements and guidelines for Title VI of the Civil Rights Act of 1964, Executive Order #12898, and Executive Order #13166 are outlined in the Lincoln Trail Area Development District's (LTADD's) Title VI Implementation Plan. Since LTADD provides the staffing for the MPO, the MPO follows the same guidelines outlined in the LTADD plan.

Agency Consultation

The United States Department of Transportation (USDOT) defines consultation as when “one or more parties confer with the other identified parties in accordance with an established process and, prior to taking action(s), considers the views of the other parties and periodically informs them about action(s) taken. [23 CFR 450.104]. The Radcliff/Elizabethtown MPO has developed, or will work to develop, relationships and contacts with the public, public agencies, providers of freight services, private providers of transportation, representatives of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities and representatives of persons with disabilities. All of these agencies/groups are given the opportunity to comment on the Radcliff/Elizabethtown MPO's major planning documents.

The Radcliff/Elizabethtown MPO shall consult, as appropriate, with State and local agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation concerning the development of the MTP and TIP. The consultation involves as appropriate: (i) comparison of the MTP with State conservation plans or maps, if available; or (ii) comparison of the MTP to inventories of natural or historic resources, if available.

The Radcliff/Elizabethtown MPO supports active participation by the public and other interested parties in the development of all transportation plans and programs. Consultation and coordination with area stakeholders happens at

Radcliff/Elizabethtown MPO Policy Committee and Technical Advisory Committee (TAC) meetings, through electronic as well as postal mail, and other outreach efforts including draft document comment periods.

All consultation agencies will be contacted when a new Metropolitan Transportation Plan (MTP) or Transportation Improvement Program (TIP) are open for public review and comment.

Providers of Public Transportation

The Radcliff/Elizabethtown MPO consults with providers of public transportation. The Transit Authority of Central Kentucky (TACK), the local public transportation provider, is a voting member of the MPO's TAC and an ex-officio member of the MPO Policy Committee and is also a planning partner involved in all aspects of the Radcliff/Elizabethtown MPO planning process.

The MPO is also involved in the development of the Coordinated Human Services Transportation Plan (CHSTP) for the planning area. The CHSTP assesses all transit options for the planning area. All area providers of public transportation are involved in this process along with the many human service providers.

Public Ports and Private Providers of Transportation

The FAST Act explicitly adds public ports and certain private providers of transportation, including intercity bus operators and employer-based commuting programs to the list of interested parties that an MPO must provide with reasonable opportunity to comment on the transportation plan. [23 U.S.C. 134(i)(6)(A)].

There are currently no major ports or intercity bus operators, or employer based commuting programs in the MPO Planning Area. However, the Radcliff/Elizabethtown MPO will provide opportunities for private providers of transportation, such as cab companies to comment on the MTP.

Outreach Techniques

The Radcliff/Elizabethtown MPO will employ various outreach techniques and information tools to engage public involvement. Outreach tools are used to solicit information from the public, while information tools are used to share information with the public. Listed below are general techniques and tools the Radcliff/Elizabethtown MPO can choose from to encourage public outreach and information dissemination to ensure all interested stakeholders have the opportunity to be involved in the transportation planning process, including those traditionally underserved. These are

general techniques to be used by the Radcliff/Elizabethtown MPO. Document specific guidelines are listed on **pages 12-15**.

MPO Committee Meetings

All MPO Technical Advisory Committee (TAC) and Policy Committee meetings are open to the public. The regularly scheduled Technical Advisory Committee meetings are held in the Lincoln Trail Area Development District (LTADD) boardroom at 10:00 am on the first (1st) Wednesday bi-monthly during the months of February, April, June, August, October, and December*.

The regularly scheduled MPO Policy Committee meetings are held in the LTADD boardroom at 10:00 am on the second (2nd) Thursday quarterly during the months of January, April, July, and October*.

***PLEASE NOTE:** Meeting dates, times, and locations are subject to change. It is advised that the public should check the MPO website, which is updated on a regular basis.

MPO Website

The MPO website (www.radcliff-elizabethtown-mpo.org) is the primary source for information related to the MPO's planning activities. The webpage will be utilized to inform interested persons about the MPO process, meeting dates and times, and contact information. The site contains a listing of regular meetings of the MPO Policy Committee and the Technical Advisory Committee (TAC). However, the meeting dates, times, and locations may change from time to time.

The MPO webpage also contains all planning documents and studies completed by the MPO. These documents include: Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP) and the Participation Plan. Studies such as Public Transportation Study and US 31W Access Management Study are also located on the MPO webpage.

Social Networking

The MPO Facebook page will be utilized to inform the public about various issues going on with the MPO, including opportunities to review MPO plans, programs, documents, amendments, etc.

Email Announcements

The MPO may employ a direct mailing through email to announce upcoming activities or to provide information to a targeted area or group of people. Email announcements will typically be in letter format but may also be in the form of a postcard or flyer.

Public Meetings

All MPO Policy and Technical Advisory Committee (TAC) meetings are open to the public. Other public meetings may be scheduled, as necessary, to give the public an opportunity to provide input into the development/update of the Metropolitan Transportation Plan (MTP) or a specific study or project the MPO may be undertaking. All public meeting locations will be held at convenient and accessible locations and will meet the requirements of the Americans with Disabilities Act (ADA).

Special Surveys and Advisory Committees

Public comment surveys and special advisory committees may be utilized when input is needed from the public on a specific issue or project. Surveys may be utilized to gather information from the public in general concerning planning or project issues. Surveys will be conducted via Survey Monkey or other online survey tools. Paper copies of all surveys will be available for those that request to participate in writing.

A special advisory committee may be set up to gather information from a specific group of citizens and to gauge public opinion. The special advisory committee will also review and collaborate on planning or project related issues. As special committees are organized, specific emphasis will be made to include traditionally underrepresented populations as identified in the LTADD Title VI Implementation Plan.

Flyers/Posters/Brochures

As needed, posters, flyers, and/or brochures containing pictures, maps, and text may be produced to provide stakeholders information regarding the transportation planning process.

Press Releases

Press releases may be sent to local media (newspaper, TV, and radio) to announce public meetings and other activities of interest to the public and to provide specific information on issues considered by the MPO.

Visualization Techniques

To the extent possible, visualization techniques will be utilized at public meetings to enhance the understanding of citizens concerning proposed transportation improvements. The tools and techniques employed will vary based on the type of project. Possible visualization techniques* include:

- Video presentations;
- Computer presentations;
- Computer simulations;
- Geographic Information Systems Maps/Display Boards;
- Interactive Online Mapping Tools;
- Visual Preference Surveys;
- Interactive Displays/Kiosks

*The MPO is not limited to the visualization techniques listed above. These techniques are provided only as examples. The type of visualization techniques utilized will depend on the type of study or project.

Visualization techniques will also be utilized in the Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP). These documents may include but are not limited to the following visualization tools*:

- Maps
- Charts
- Illustrations
- Diagrams
- Sketches
- Photographs

*Not all MPO documents will include all of the visualization tools listed above. These techniques are provided only as examples. The type of visualization tools utilized will depend on the type of plan or document.

Virtual Public Meetings

In response to public health concerns and federal, state and local governments response, the Radcliff/Elizabethtown will utilize virtual public involvement technologies and techniques for public participation activities related to metropolitan transportation planning under the applicable statutes, 23 U.S.C. 134-135, as a way to satisfy the public meetings provisions. The Radcliff/Elizabethtown MPO's Virtual Meeting Policy is found in Appendix C.

Engaging Traditionally Underserved Populations

The Radcliff/Elizabethtown MPO shall make special efforts to consider the concerns of traditionally underserved populations, such as low-income, minority, elderly, and

disabled populations, who face challenges accessing employment and other services. Radcliff/Elizabethtown MPO meetings shall be held at convenient times when citizens can attend and held in locations that are compliant with the Americans with Disabilities Act (ADA). The Radcliff/Elizabethtown MPO staff may use any combination of the following techniques, as appropriate, to further engage the traditionally underserved populations.

- Provide a comfortable meeting space in a neutral location with appropriate accommodations.
- Seek the assistance of local officials and community leaders.
- Utilize a mixture of traditional visual aids and computer-based presentation materials during public outreach efforts.
- To the extent possible, host meetings in locations that are accessible by transit service and held during transit operating hours.
- Form partnerships to utilize the knowledge and connections of existing community organizations.
- Attend scheduled and special events that target traditionally underserved populations.
- Try to reach traditionally underserved residents in their own communities which may require the assistance of consultant services and/or partnerships with community organizations.
- Advertise public meetings and workshops in publications that target traditionally underserved populations.

The Radcliff/Elizabethtown MPO's policy is not to discriminate against any person with respect to an MPO program or service and to engage all segments of the population in the transportation planning process. All notices of the MPO public meetings and workshops shall include the following statement, which reflects this policy:

Public participation is solicited from all interested parties. Individuals who require special accommodations under the Americans with Disabilities Act to participate in the meeting should contact MPO Staff at 270-769-2393 at least seven days prior to the meeting date.

The Lincoln Trail Area Development District (LTADD) Title VI Implementation Plan will be utilized as the guide to assist the MPO in the identification and communication with traditionally underserved populations.

MPO Document Specific Outreach

Public participation will be purposely sought for the development of the Participation Plan (PP), Metropolitan Transportation Plan (MTP), and Transportation Improvement Program (TIP) using the various techniques previously outlined. However, public participation is not limited to these products. Key decision points, during the

development of the MTP and TIP, when consultation with stakeholders will be sought are outlined in the narrative on pages 13-14 concerning the respective documents.

Participation Plan (PP)

In accordance with Federal regulations, the Participation Plan (PP) shall be addressed periodically based on changes in local, state, or federal legislation, and in response to periodic evaluations of the effectiveness of the public participation techniques outlined in the PP. The Radcliff/Elizabethtown will update the PP every four years prior to the development of a new Transportation Improvement Program (TIP) to expand its usefulness as a tool to encourage public input into the transportation planning process.

- When an update to the PP is made, the public participation process requires a comment period of 45 calendar days before a revised participation plan is adopted by the MPO. Proposed changes to the PP will be posted on the MPO website during the comment period, as well as instructions on how interested parties can access and comment on the draft PP. Further, relevant state and federal agencies shall be informed and provided with an opportunity to comment.
- Following the review of all public comments, if no significant changes are made to the PP, it shall then be considered by the MPO for formal adoption. However, an additional public comment period shall be held on the final participation plan if it differs significantly from the draft participation plan.

Metropolitan Transportation Plan (MTP)

In accordance with Federal regulations, the Metropolitan Transportation Plan (MTP) must be updated every five-years. The MTP must address a transportation plan for no less than a 20-year planning horizon.

- During the development of the MTP, a public survey will be conducted to receive feedback from the public concerning various aspects of the MTP. The content of the survey will vary based on when in the process the MPO determines feedback is needed from the public. A written record of all feedback received from the public to insure consideration during the plan development phase is given to all comments provided.
- Once a draft MTP has been developed by the MPO, the draft MTP shall be open for public review and comment for the required 30-day period. The MPO will post the MTP on its website in PDF format. The MPO will notify the public through the MPO's social media platforms. The MTP will also be displayed in hard copy at the Lincoln Trail Area Development District office in Elizabethtown. Citizens reviewing the MTP through the MPO website will be able to make comments by

email or in writing by mail. Those reviewing the document in person at the LTADD office will have the opportunity to comment via comment forms available in the office.

- Following the review of all public comments, if no significant comments are made to the MTP, it shall be considered by the MPO Policy Committee for formal approval. However, additional outreach efforts shall be made on the final plan if it differs significantly from the draft plan. Significant changes are those such as the addition of new roadway(s) project or significant changes in description, cost, etc. to a project already identified in the draft MTP.
- FHWA, FTA, and KYTC will also be afforded opportunities to review and comment on the MTP throughout the development process and particularly during the draft and final stages of the MTP planning process.
- Other outreach techniques may be used, as deemed necessary, to foster additional public input into the MTP planning process.
- Final copies of the MTP will be provided to all MPO planning partners. Additionally, copies of the MTP will be available at the LTADD office (613 College Street Road, Elizabethtown) and on the MPO website (www.radcliffelizabethtown-mpo.org).

Transportation Improvement Program (TIP)

In accordance with Federal regulations, the Transportation Improvement Program (TIP) must be updated at least every four years. The TIP shall cover a period of not less than four years and must include capital and non-capital federally funded highway, bicycle/pedestrian, and public transportation projects within the MPO planning area. The TIP will also include state or locally funded, regionally significant transportation improvements

- Once a draft TIP has been developed by the MPO, the document will be posted on the MPO website in PDF format for public review and comments for a period of not less than 30 days. Public notice will also be shared with the public through the MPO's social media platforms. The TIP will also be displayed in hard copy at the Lincoln Trail Area Development District office in Elizabethtown. Citizens reviewing the TIP through the MPO website will be able to make comments by email or in writing by mail. Those reviewing the document in person at the LTADD office will have the opportunity to comment via comment forms available in the office.

- Following the review of all public comments, if no significant changes are made to the TIP, it shall be considered by the MPO Policy Committee for formal approval. However, additional outreach efforts shall be made on the final TIP if it differs significantly from the draft. Significant changes would include those such as the addition of new roadway project(s) or significant changes in description, cost, etc. to a project already identified in the draft TIP.
- FHWA, FTA, and KYTC will also be afforded opportunities to review and comment on the TIP throughout the development process and particularly during the draft and final stages of the TIP development process.
- Other outreach techniques may be used, as deemed necessary, to foster additional public input into the TIP development process.
- Final copies of the TIP will be provided to all MPO planning partners. Additionally, copies of the TIP will be available at the LTADD office (613 College Street Road, Elizabethtown) and on the MPO website (www.radcliffelizabethtown-mpo.org).

Program Adoption Policy					
Program Adoption	Public Comment Period	Policy Committee Comment Period	Public Meetings	Public Notice	Remarks
Metropolitan Transportation Plan (MTP)	30 Days	30 Days	Optional	Web/SM/PR	Updated Every 5 Years
					All oral and written comments received will be documented in the final plan
Transportation Improvement Program (TIP)	30 Days	30 Days	Optional	Web/SM	Updated Every 4 Years
					All oral and written comments received will be documented in the final plan
Participation Plan	45 Days	45 Days	Optional	Web/SM	Updated Every 4 Years Prior to New TIP
					All oral and written comments received will be documented
Unified Planning Work Program (UPWP)	N/A	N/A	N/A	Web	Updated Annually

*Public Notice Key: (Web) MPO Website; (SM) Social Media; (PR) Press Release

Public Review of MTP and TIP Administrative Modifications and Amendments

The Metropolitan Transportation Plan (MTP) and Transportation Improvement Program (TIP) for the Radcliff/Elizabethtown MPO are developed and approved in a manner that was consistent with the federal regulations related to public participation. Of particular importance to this Participation Plan is the manner in which these regulations are applied when changes are made to the MTP or TIP. Such actions fall into two general categories – Administrative Modifications and Amendments, as defined below.

MTP and TIP Amendments

Amendments to the MTP and/or TIP require public review and MPO Policy Committee approval. MTP and TIP amendments would include the following:

- Add/Delete a project or phase(s) that requires a federal action (authorization) and is not eligible for an Administrative Modification.
- Change in design concept and scope of the project.
- Change in cost estimates that affect fiscal constraint.
- Change that affects air quality conformity in non-attainment areas including regional significant projects funded with non-federal funds.

As a general rule, amendments are subject to the public review and MPO Policy Committee approval as outlined in the Program Amendments/Administrative Modifications Policy Table on page 17. Occasionally, special-called MPO Policy Committee meetings are required for the timely approval of a TIP Amendment. When this occurs, the MPO may utilize virtual meeting options to obtain approval from the Policy Committee rather than calling an in-person meeting.

MTP and TIP Administrative Modifications

The actions listed below may be handled as an Administrative Modification to the MTP or TIP. Administrative Modifications involve notification to the MPO committees and designated TIP recipients, but no public review is required. Further, Administrative Modifications do not require fiscal constraint demonstration.

- Correcting obvious minor data entry errors.
- Splitting or combining projects without modifying the original project design, concept, and scope.
- Changing or clarifying elements of a project description. This change would not alter the original project design, concept, and scope.*
- Moving a project from one federal funding category to another.
- Moving a regionally significant state-funded project already identified in the TIP to a federal funding source.

- Moving a project from federal funding to state funding.
- Shifting the schedule of a project or phase within the years covered by the TIP.
- Updating project cost estimates (within the original project scope and intent).
- Moving any identified project phase programmed for previous year into a new TIP (rollover provision)**.
- Addition of a project of a type listed as a Grouped Project***.

*As allowed under 23 CFR 450.216 (j) and 23 CFR 450.324 (f), clarifying elements may include project specific information for grouped projects in the TIP. The list of Grouped Projects is found in Appendix B.

**When the MPO TIP is adopted, project tables reflect funds expected to be obligated by the time the new TIP is in effect. However, it is normal that some projects or phases are delayed. The rollover provision allows these projects to automatically move into the new-year.

***See Administrative Modification for Grouped Projects Section.

Program Amendments/Administrative Modifications Policy Table						
Program Adoption	Comment Period for Amendments	Public Meeting	Public Notice	Comment Period for Administrative Modifications	Public Meeting	Remarks
Metropolitan Transportation Plan (MTP)	15 Days	Optional	Web/SM	N/A	N/A	MPO Policy/TAC meetings are open for public comment
						MTP Amendments are posted to the MPO website
Transportation Improvement Program (TIP)	15 Days	Optional	Web/SM	N/A	N/A	MPO Policy/TAC meetings are open for public comment
						TIP Amendments are posted to the MPO website
Participation Plan (PP)	45 Days	Optional	Web/SM	N/A	N/A	MPO Policy/TAC meetings are open for public comment
						PP Amendments are posted to the MPO website

Unified Planning Work Program (UPWP)	N/A	N/A	Web/SM	N/A	N/A	N/A
*Public Notice Key: (Web) MPO Website; (SM) Social Media; (PR) Press Release						

Administrative Modifications for Grouped Projects

There are various transportation improvement projects that are considered noncontroversial and produce negligible impacts while providing benefits to safety, traffic operations and system preservation. The projects typically address system maintenance needs, correct existing safety problems, or result from successful grant applications by local governments or entities. The projects are sometimes identified by category, rather than by location, in the MTP and TIP. Allowing Grouped Projects to be processed as Administrative Modifications streamlines the transportation planning process and allows authorization without unnecessary delay.

The Grouped Projects that may be added to the MTP and TIP as Administrative Modifications are found in the Grouped Projects table below. By listing these Grouped Project types in the Participation Plan, planning process stakeholders and the general public are informed of the types of potential projects that may be added to the MTP/TIP in the future via streamlined procedures. MTP/TIP actions for these projects will not require additional public review, demonstration of fiscal constraint, or a conformity determination (if applicable). These Modifications are posted to the MPO website and the public may offer comments in writing to the MPO at any time and at MPO Policy Committee meetings. Any project listed in the Grouped Projects table could be subject to additional public involvement requirements if the MPO or KYTC determines that public review is appropriate due to a potential for controversy, negative impacts, or other public concern.

Grouped Projects
Bicycle and Pedestrian Facilities
Bridge Inspection
Bridge Painting
Bridge Rehabilitation
Bridge Replacement
Commuter Ridesharing Programs
Congestion Mitigation Air Quality (CMAQ) Projects**
Guardrail, Median Cable Projects
Highway Signing

Highway Safety Improvement Program (HSIP) Implementation
Intelligent Transportation System (ITS) Projects
Intersection Improvements for Safety or Operational Efficiency
Other Highway Safety Improvements
Park & Ride Facilities
Pavement Markers and Striping
Pavement Resurfacing, Restoration, and Rehabilitation
Purchase of New Buses (to replace existing vehicles or for minor expansion)
Rail Crossing Protection
Rail Crossing Separation
Recreational Trails Program
Rehabilitation of Transit Vehicles
Safe Routes to School (SRTS)
Traffic Signal System Improvements
Transit Facilities - Construction or Renovation of Transit Facilities
Transit Operating Assistance
Transit Operating Equipment
Transit Passenger Shelters and Information Kiosks
Transportation Alternatives Program (TAP)
Transportation Enhancement (TE) Projects
** The Radcliff-Elizabethtown area is not currently eligible to receive CMAQ funds. However, if Hardin County is designated as an air quality non-attainment area in the future, local governments/entities would become qualified to submit applications for eligible CMAQ funded projects.

Transit Program of Projects (POP)

The Transit Authority of Central Kentucky (TACK) is the public transportation provider within the Radcliff/Elizabethtown MPO planning area. Annually, TACK is required to prepare a Program of Projects (POP) and solicit public input for all projects receiving federal transit funding from FTA. The projects identified in the POP will be added through an annual amendment or administrative modification. MPO Policy Committee meetings will be used as the forum for public comment. The Radcliff/Elizabethtown MPO, TACK, and KYTC have agreed that the public and agency outreach procedures for the TIP Amendment and Administrative Modification process included in the Participation Plan are adequate to meet the public input required for the POP and meet the intent of the federal planning regulations.

Appendix A: Agency Consultation Contacts

Federal Government Contacts

Federal Highway Administration
Federal Transit Administration
Fort Knox Military Reservation
U.S. Fish & Wildlife Service
National Park Service
U.S. Army Corps of Engineers
U.S. Forest Service
U.S. Environmental Protection Agency

Kentucky State Government Contacts

Kentucky Transportation Cabinet (KYTC)
KYTC District 4
Kentucky Heritage Council
Kentucky Department for Environmental Protection
Kentucky Division of Air Quality
Kentucky Department of Fish & Wildlife
Kentucky Division of Water

Local Agency Contacts

Local Planning & Development Agencies
Local Engineering Agencies
 Elizabethtown Airport Board
Transit Authority of Central Kentucky (TACK)
Hardin County Schools
Meade County Schools
Elizabethtown Independent Schools
Hardin County Chamber of Commerce
Meade County Chamber of Commerce
Elizabethtown Industrial Foundation
Meade County Industrial Development Authority
United Way of Central Kentucky
Lincoln Trail District Health Department
Helping Hand of the Heartland
Lincoln Trail Area Agency on Aging

Appendix B - Virtual Public Meeting Policy

In the future, should a need arise to address a public health concern and the response of federal, state and local governments, the Radcliff/Elizabethtown MPO will utilize virtual public involvement technologies and techniques for public participation activities related to metropolitan transportation planning under the applicable statutes, 23 U.S.C. 134-135, as a way to satisfy the public meetings provisions. Therefore, the following guidelines have been established for the public's engagement during times when inperson meetings are not feasible and/or when deemed the needs are best served by a web-based virtual meeting format. Web-based virtual meetings also serve as another

method to encourage feedback from individuals who would not typically have the time or transportation to attend a regular public meeting; therefore, provides an opportunity for a greater number of individuals to participate. The following provides guidelines for use with Virtual Public Meetings.

1. The schedule of regular meetings, to include time, place, and format (in-person or Video/ Teleconferencing) shall be made available to the public.
2. Radcliff/Elizabethtown MPO may conduct any meeting through video teleconferencing.
3. The notice shall clearly state that the meeting will be a Video/Teleconference and precisely identify a primary location of the video/teleconference where all members can be seen and/or heard.
 - a. Kentucky KRS 61.840 requires members to be seen and heard. However, during a state of emergency, these conditions may be modified or eliminated. KRS SB 150 (8) provides the authority to have meetings via video and/or teleconference.
 - b. If the meeting is conducted under these circumstances, the code (KRS SB 150) should be cited.
4. Any interruption in the video and/or audio broadcast to a video teleconference at any location shall result in the suspension of the video teleconference until the broadcast is restored.
5. If a special meeting is called, a meeting notice shall be delivered to all parties on the Radcliff/Elizabethtown MPO committee and placed on the MPO website for public notification at least 24-hours prior to the meeting. The meeting notice will include meeting time, place, format (in-person or Video/Teleconferencing) and agenda. Discussion and action at the meeting shall be limited to items on the agenda in the notice.

Meeting Platforms

The Radcliff/Elizabethtown MPO may participate in a variety of web-based virtual meeting platforms. These platforms will be coordinated with the federal, state, and local community agencies to ensure there are no restrictions governing the format. Web-based platforms may include but are not limited to: Zoom, Go-to-Meeting, Cisco WebEx, Facebook Live, YouTube, Microsoft Teams and BlueJeans. At a minimum, links to web-based virtual meetings will be published on the MPO website.

Policy Board and Technical Committee Meetings

Radcliff/Elizabethtown MPO virtual meetings will have the option for public participation through use of a call-in number or through a web-based virtual meeting platform as defined above. Members of the public may submit written comments on any agenda item under the virtual meeting process. Deadline for submitting written comments will be 3-business days prior to the meeting date. Any public comments received prior to the deadline will be read into the official record as part of the agenda. To record participation, participants will be asked to sign-in via Chat Box, or other such format,

which will constitute as the official sign-in. If an individual calls in by phone they will identify themselves and Radcliff/Elizabethtown MPO Staff will document their attendance. Individuals that do not sign-in or identify themselves will not be recorded as participants.

Members of the public desiring to address the Policy Committee or the Technical Advisory Committee for specific items on the agenda during the virtual meeting may do so provided they contact the Radcliff/Elizabethtown office in advance of the meeting. They will be given 3 minutes to address the Policy Committee and/or Technical Advisory Committee and will be prompted when it is their turn to speak. At the Committee Chair's discretion, he/she may allot additional time to the speaker. Minutes of the meeting will be available on the MPO website following the meeting. All other meeting guidelines for the Policy Committee and the Technical Advisory Committee will continue to follow the Roberts Rule of Order.

Project-based and Other Public Meetings

As a tool to inform and include the public, the Radcliff/Elizabethtown MPO will include a virtual meeting component for the public participation process. Web-based virtual meetings, social media, and the Radcliff/Elizabethtown MPO website will serve as the primary outreach tools. Public meeting materials will be made available in advance of the meeting and will be posted on the MPO website. To record participation, the public will be asked to sign-in via Chat Box, or other such format, which will constitute as the official sign-in. If an individual calls in by phone they need to identify themselves so Radcliff/Elizabethtown MPO staff may document their attendance. Individuals that do not sign-in or identify themselves will not be documented as a participant. The Radcliff/Elizabethtown MPO will post meeting summaries or minutes on the MPO website. However, at times, a consulting firm may host public meetings for a specific project where they will provide links to access meeting summaries. Project specific public comments will be accepted based on the project scope of work developed by the consulting firm.

Special Accommodations

It is understood individuals may lack reliable internet service and/or access. Therefore, persons with limited internet access may request meeting and/or project information to be mailed to them. The public is also afforded the right to request hard copies of all documents and provide written comments which should be directed to the Radcliff/Elizabethtown MPO.

Special-Called Meetings for Approval of TIP Amendments

Occasionally, special-called MPO Policy Committee meetings are required for the timely approval of a TIP Amendment. When this occurs, the MPO may utilize virtual meeting options to obtain approval from the Policy Committee rather than calling an inperson meeting.