



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY
GOVERNOR

ANTHONY J. TATA
SECRETARY

August 12, 2014

HIGH PRIORITY

Mr. Larry T. Williams, Chairman, Transportation Advisory Committee
C/o Frederick Haith, Transportation Engineer
Winston-Salem Urban Area Metropolitan Planning Organization (WSUAMPO)
101 N. Main Street
Winston-Salem, NC 27101

**RE: In Compliance Determination
Title VI Compliance Review, No.: TVI-S01018-13**

Dear Mr. Williams:

A Title VI Compliance Review was conducted on your organization pursuant to Title VI of the Civil Rights Act of 1964 (42 USC § 2000d) and the Title VI implementing regulations and guidelines of the U.S. Department of Transportation, specifically 49 CFR Part 21, 23 CFR Part 200, and FTA Circular 4702.1B. Based on satisfactory completion of your Corrective Action Plan, and the criteria utilized under this review, we have determined that the Winston-Salem Urban Area Metropolitan Planning Organization is **in compliance** with its Title VI obligations.

Our review of your organization is now complete and you are released from any further progress reporting in response to this review. Attached for your convenience is the Title VI Closeout Report. Please be mindful that Title VI compliance reviews occur periodically. This determination does not preclude a finding of deficiencies or noncompliance under a future review or investigation.

Please feel free to contact our office if you have any questions. Thank you for your cooperation in this important matter, and we look forward to working with you in the future.

Sincerely,

A handwritten signature in black ink that reads "Sharon Lipscomb".

Sharon Lipscomb
External Civil Rights Manager

Attachment

cc: J. Trent Rawley, Director, Office of Equal Opportunity and Workforce Services
Susan Pulliam, NCDOT, Director of Strategic Planning
Earlene W. Thomas, PE, Unit Head, Western Planning Unit
Lynise DeVance, Civil Rights Program Manager, FHWA NC Division

MAILING ADDRESS:

NC DEPARTMENT OF TRANSPORTATION
OFFICE OF EQUAL OPPORTUNITY AND
WORKFORCE SERVICES
1511 MAIL SERVICE CENTER
RALEIGH, NC 27699-1511

TELEPHONE: 919-508-1808
TOLL FREE: 1-800-522-0453
FAX: 919-508-1814

WWW.NCDOT.ORG

LOCATION:

TRANSPORTATION TECHNOLOGY CENTER
104 FAYETTEVILLE STREET
2ND FLOOR
RALEIGH, NC 27601

CLOSEOUT REPORT: TITLE VI REVIEW

Winston-Salem Urban Area Metropolitan Planning Organization (WSUAMPO)

Report #: TVI-S01018-13

S = Satisfactory Action Taken • **U** = Unsatisfactory Action Taken

COMPLIANCE REVIEW AREA	DATE OF COMPLETION	SUMMARY <i>(Reference report findings/deficiencies, as necessary)</i>	RESULT
Program Administration	<ul style="list-style-type: none"> • 5/7/14 • 2/21/14 • 2/21/14 	<ul style="list-style-type: none"> • Meeting minutes were received for the MPO's 3/20/14 TAC meeting. The Title VI review and LEP Plan were discussed at the meeting. • Templates for discrimination complaint procedures and forms were updated and provided to the MPO to assist in this area. All documents were completed and returned to NCDOT. • A list of Title VI duties was provided by the MPO's Title VI Coordinator. 	S
Training	12/12/14	NCDOT provided Title VI Training to the MPO's Title VI Coordinator on 12/12/13 instead of the November 26 th date originally set in the Corrective Action Plan (CAP). The date was changed by the NCDOT Title VI Officer. The Coordinator has requested to sit in on a future training session as a refresher due to the wealth of information offered.	S
Limited English Proficiency	3/19/14	A draft of the MPO's LEP Plan was provided on 12/31/13. The Plan, which also includes LEP demographics for the planning area, was finalized on 3/19/14 and adopted by the WSUAMPO's TAC on 3/20/14. NCDOT received the MPO's adoption resolution for the Plan, as verification.	S

FOLLOW UP FINDINGS, CONCLUSIONS AND RECOMMENDATIONS:

The WSUAMPO's Title VI Coordinator worked cooperatively with the NCDOT Title VI Officer to correct all deficiencies within 90 days, as specified in the MPO's Corrective Action Plan (CAP). Drafts for all CAP requirements except for complaint procedures were received by January 2, 2014. Final documents were received on the dates listed above. Additional time was granted for some items to account for local decision-making and public comment schedules. Other review timeframes were adjusted by the NCDOT, as needed or appropriate. Secondary concerns about the WSUAMPO's Title VI program were documented in the CAP as **advisory comments**. The MPO shall address the advisory comments **internally** prior to its next NCDOT Title VI compliance review in FFY2017.

Determination of Compliance Status	<input checked="" type="checkbox"/> Based upon the satisfactory completion of its corrective action plan, this subrecipient is hereby found in compliance with Title VI of the Civil Rights Act of 1964. <input type="checkbox"/> Based upon the unsatisfactory completion of its corrective action plan, this subrecipient is hereby found in non-compliance and appropriate administrative actions will be recommended.
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WINSTON-SALEM URBAN AREA METROPOLITAN PLANNING ORGANIZATION (WSUAMPO)

Title VI Coordinator Responsibilities

The Title VI Coordinator is charged with the responsibility for implementing, monitoring, and ensuring the MPO's compliance with Title VI regulations. Title VI responsibilities are as follows:

1. Communicate and coordinate with member agencies (NCDOT/FHWA/FTA) on Title VI matters.
2. Develop and continuously update an Implementation Plan (Title VI Program Plan).
3. Develop Title VI/Nondiscrimination policies and procedures with input from member agency officials.
4. Ensure that Title VI is being integrated into day-to-day program operations.
5. Administer the discrimination complaints process for MPO projects and programs (Not to include Transit Operation complaints).
6. Document Title VI related activities.
7. Ensure construction contractors, consultant contractors, suppliers, and other recipients of federal-aid highway fund contracts administered through the MPO are being informed about their Title VI obligations, and monitored.
8. Review MPO and neighboring municipality program directives when necessary, in coordination with Title VI liaisons from member jurisdictions. Where applicable, include Title VI language and related requirements.
9. Conduct training programs on Title VI and other related requirements for MPO employees and recipients of federal highway funds.
10. Prepare a quarterly and yearly report of Title VI accomplishments and goals, as required.
11. Ensure LEP Plan Compliance.
12. Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English and use the LEP Program to ensure dissemination of the information to affected populations.