

Lake Havasu MPO

METROPOLITAN PLANNING ORGANIZATION

Technical Advisory Committee (TAC) Meeting Tuesday, July 22, 2025



900 N. London Bridge Rd., Bldg. B
Lake Havasu, AZ 86404
(928)-453-2824

Disclaimer: This is not a legal document. Although much care was taken to ensure the accuracy of the information presented in this document, The Lake Havasu Metropolitan Planning Organization does not guarantee the accuracy of this information.

Ron Foggin, Lake Havasu City (Chair)
Steven Latoski, Mohave County
(Vice Chair)
Will Randolph, ADOT
Todd Steinberger, ADOT
Roland Hulse, WACOG
Jess Knudson, Lake Havasu City
Jeff Thuneman, Lake Havasu City
Scott Holtry, Mohave County



900 London Bridge Road, Bldg. B
Lake Havasu City, AZ 86404
www.LHMPO.org

TECHNICAL ADVISORY COMMITTEE (TAC) MEETING
Tuesday, July 22, 2025, 10:00 AM.

This meeting will be held through technological means.

Zoom Meeting ID: **543 061 1521**

Call-in Information: **1-669-900-9128**

Shaded items are action items

1. **CALL TO ORDER (Ron Foggin)**
2. **ROLL CALL (Tommy Martin)**
3. **TITLE VI – NOTICE TO THE PUBLIC (Tommy Martin)**
4. **Discussion and Possible Action to Approve the TAC Meeting Minutes of May 27, 2025**
Ron Foggin, TAC Chair
5. **Discussion and Possible Action to Approve the LHMPO Title VI Plan and Annual Report**
Sarah Lojewski, LHMPO Director
6. **Discussion and Possible Action to Approve an Administrative Amendment to the FY26-30 Transportation Improvement Program**
Administrative Transportation Improvement Program (TIP) Amendment to: 1) revise construction and design phase costs for CRP project, 2) Move CRP project design phase to FY26, and 3) Transit project funding increase.
Sarah Lojewski, LHMPO Director.
7. **LHMPO Director's Update (Informational Only)**
Arizona Transportation Policy Summit
Sarah Lojewski, LHMPO Director
8. **LHMPO Projects Report (Informational Only)**
Project status update of LHMPO regional projects currently in progress.
Tommy Martin, LHMPO Senior Transportation Planner
9. **RTAC Priority Projects Discussion**
Call for projects to include in RTAC FY26 list of priority projects for legislative action.
Tommy Martin, LHMPO Senior Transportation Planner
10. **Discussion and Updates of Northwest Regional Projects by ADOT District Engineer**
SR 95 Raised Medians from S. Palo Verde Blvd to Price Rd, I-40 Paving Projects from CA to SR 95 Interchange, West Kingman Interchange Project, Maintenance Litter Contract.
Todd Steinberger, P.E. Northwest Assistant District Engineer

11. Discussion of the Current Programs and Events by ADOT's Regional Transportation Planner

Updates on ADOT FY26-30 Five-Year Construction Program, Transportation Alternative Program, AZ SMART Program, Passenger Rail Study, State Freight Plan, and COG/MPO Manual Update.

Will Randolph, Regional Transportation Planner

12. Discussion of Projects, Studies, & Events in Mohave County by the WACOG Transportation Manager

Transportation Safety Projects online mapping tool.

Roland Hulse, WACOG Transportation Manager

13. UPCOMING MEETING SCHEDULE

LHMPO Executive Board Meeting: **August 12, 2025, 2:00 PM**

LHMPO TAC Meeting: **September 23, 2025, 10:00 AM**

14. ADJOURN

Pursuant to Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and other nondiscrimination laws and authorities, LHMPO does not discriminate on the basis of race, color, national origin, sex, age, or disability. Persons that require a reasonable accommodation based on language or disability should contact LHMPO's Title VI Coordinator at lojewskis@lhcaz.gov. Requests should be made as early as possible to ensure LHMPO has an opportunity to address the accommodation.

De acuerdo con el Título VI de la Ley de Derechos Civiles de 1964, la Ley de Estadounidenses con Discapacidades (ADA por sus siglas en inglés) y otras normas y leyes antidiscriminatorias, la Organización de Planificación Metropolitana de Lake Havasu (LHMPO por sus siglas en inglés) no discrimina por motivos de raza, color, origen nacional, sexo, edad o discapacidad. Las personas que requieran asistencia (dentro de lo razonable) ya sea por el idioma o discapacidad deben ponerse en contacto con el Director Ejecutivo de la Organización de Planificación Metropolitana de Lake Havasu (LHMPO por sus siglas en inglés) en lojewskis@lhcaz.gov. Las solicitudes deben hacerse lo antes posible para asegurar que la Organización de Planificación Metropolitana de Lake Havasu (LHMPO por sus siglas en inglés) tenga la oportunidad de hacer los arreglos necesarios.

In an effort to determine who attends our meetings and to improve participation in the planning process, the LHMPO asks you please fill out the following voluntary survey:

https://docs.google.com/forms/d/e/1FAIpQLSfcVaS6fU1kTF_So2QoPfOsFDZjqlBpbTwqsI6HLwFxL5Xy-Q/viewform

En un esfuerzo por determinar quién asiste a nuestras reuniones y mejorar la participación en el proceso de planificación, la LHMPO le pide que complete la siguiente encuesta voluntaria:

<https://docs.google.com/forms/d/e/1FAIpQLSe6I7lM8eKfc9mxiJcUmuLMbpLfnQ3vWCNKbigDMW4COXb0g/viewform>

Item #4

ACTION ITEM

TAC Meeting Minutes of May 27, 2025

TAC Chair or TAC Vice-Chair

Agenda Item # 4

**LAKE HAVASU MPO
REQUEST FOR ACTION**

SUBJECT: Action to Approve the Meeting Minutes

SUBMITTED BY: Sarah Lojewski, LHMPD Director

AGENDA TYPE: Discussion and Possible Action

ATTACHMENTS:

Technical Advisory Committee meeting minutes of May 27, 2025.

SUMMARY/BACKGROUND:

Technical Advisory Committee meeting minutes of May 27, 2025.

ACTION OPTION:

Motion to approve May 27, 2025, Meeting Minutes.

OR

Motion to approve May 27, 2025, Meeting Minutes, with noted changes.

RECOMMENDATION:

Motion to approve May 27, 2025, Meeting Minutes.

Ron Foggin, Lake Havasu City (Chair)
Steven Latoski, Mohave County
(Vice Chair)
Will Randolph, ADOT
Todd Steinberger, ADOT
Roland Hulse, WACOG
Jess Knudson, Lake Havasu City
Jeff Thuneman, Lake Havasu City
Scott Holtry, Mohave County



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TECHNICAL ADVISORY COMMITTEE (TAC) MEETING MINUTES
Tuesday, May 27, 2025, 10:00 AM.

This meeting will be held through technological means.

Zoom Meeting ID: **543 061 1521**

Call-in Information: **1-669-900-9128**

Shaded items are action items

1. **CALL TO ORDER (Ron Foggin)**
Chairman Ron Foggin called the meeting to order at 10:00 A.M.
2. **ROLL CALL (Tommy Martin)**
Tommy Martin performed Roll Call
Present: Chairman Ron Foggin, Vice-Chairman Steve Latoski, Members Jeff Thuneman, Will Randolph, and Todd Steinberger.
3. **TITLE VI – NOTICE TO THE PUBLIC (Tommy Martin)**
Tommy Martin performed the Title VI notice to the public.
4. **Discussion and Possible Action to Approve the TAC Meeting Minutes of March 25, 2025**
Jeff Thuneman motioned to approve March 25, 2025; Meeting Minutes as presented.
Roland Hulse seconded the motion.
5. **Title VI Training – Presentation of Annual Title VI Training**
Sarah Lojewski, LHMPO Director presented a Title IV annual training presentation.
6. **Discussion and Possible Action to Approve an Administrative Amendment to FY 2026-FY 2030 Transportation Improvement Program**
Administrative Transportation Improvement Plan (TIP) amendment to: 1) add FY25 scoping phases to the three FY27/28 HSIP Projects, 2) adjust HSIP FY27 design phase costs to remove scoping costs, 3) Update HSIP project names consistent with ADOT eligibility letters and IGAs, and 4) add a project to illustrative list for discretionary grant applications.
Steve Latoski motioned to approve the FY2026-FY2030 Transportation Improvement Program as presented. Roland Hulse seconded the motion.
7. **Discussion and Updates of Northwest Regional Projects by ADOT District Engineer**
Todd Steinberger, P.E. Northwest Assistant District Engineer, advised the TAC on pavement preservation projects in the region.

- The raised median on SR 95 from S. Palo Verde to Price

- I-40 Pavement Preservation from the CA State Line to Needle Mtn. TI
- I-40 Pavement Preservation from Needle Mtn TI to SR 95 TI
- West Kingman System to System TI in Kingman

8. Discussion of the Current Programs and Events by ADOT's Regional Transportation Planner
FY26-30 Five Year Construction Program, Transportation Alternatives Program, ADOT SMART Program, Federal Discretionary Grants, Passenger Rail Study.

Will Randolph, Regional Transportation Planner updated the TAC on the following:

Subject: ADOT MPD Report

1. FY26-30 Five Year Construction Program: The tentative Five Year Construction Program is available on the ADOT Website and was open to public comments through May 23rd. The latest public hearing was on May 16th with final adoption to be at the STB June 20th meeting. Also recently was the Call for Project Nominations for ADOT's P2P process to be considered in ADOT's FY27-31 Five Year Construction program. Projects nominated were submitted to the P2P manager on May 2nd.

2. Transportation Alternatives: The ADOT Transportation Alternatives (TA) Program had a recent application deadline on May 5th. Please visit the TA Program website for detailed information, program guide and application. <https://azdot.gov/TA>.

3. HSIP FY 27/28 Applications and Scoping Program: Per ADOT Traffic safety request, please submit the signed JPAs and provide the local match by May 30th.

4. ADOT SMART Program: Updates were done to the Request for Grant Application and Agreement (RFGAA) for the SMART program. New applications are continuously being accepted, and any questions regarding applications should go to azsmart@azdot.gov <https://azdot.gov/planning/grant-coordination/az-smart-fund>.

5. Federal Discretionary Grants: Please continue to visit USDOT's website or the ADOT grant coordination page <https://azdot.gov/planning/adot-grant-coordination-group> for the NOFOs and deadlines.

Status of ADOT studies:

1. Passenger Rail Study (Between Phoenix and Tucson):

The current FRA Step 1 initiation package—comprising the scope of work, schedule, and budget—has cleared FRA management review and is currently under legal review. This process is expected to take a few weeks. Once approved, ADOT and FRA will proceed to finalize the Step 2 grant agreement to move into the services development plan. While the

exact timeline for approval is still being determined, a tentative start date in summer 2025 is anticipated.

The latest executive leadership meeting was held Monday April 28th, including members from SCMPO, MAG, and PAG to discuss the latest status of the project while addressing any concerns and comments.

Project Website: azdot.gov/PhoenixTucsonPassengerRail

4. Other studies are also occurring including freight, ITS studies, and numerous transportation alternative studies.

9. Discussion of Projects, Studies, & Events in Mohave County by the WACOG Transportation Manager

Roland Hulse, WACOG Transportation Manager, reported to the TAC The Final Report for the WACOG Transportation Safety Plan will be presented to the Executive Board at the upcoming June meeting and the Tac will be trained in the use of the Crash Data Analytics Tools in the coming months.

10. UPCOMING MEETING SCHEDULE

LHMPO Executive Board Meeting: **June 10, 2025, 2:00 PM**

LHMPO TAC Meeting: **July 22, 2025, 10:00 AM**

11. ADJOURN

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Item #5

ACTION ITEM

Title VI Plan and Annual Report

Sarah Lojewski, LHMPD Director

The logo for Lake Havasu MPO is located in the top left corner. It consists of a dark blue oval containing the text "Lake Havasu MPO" in a white serif font. Below the oval, the words "METROPOLITAN PLANNING ORGANIZATION" are written in a smaller, dark blue, all-caps sans-serif font.

Lake Havasu MPO

METROPOLITAN PLANNING ORGANIZATION

2025 TITLE VI PLAN

Approved by Lake Havasu MPO Executive Board

June 10, 2025

Approved by Lake Havasu MPO
Technical Advisory Committee (TAC)

May 27, 2025

As Prepared by Lake Havasu MPO

Contact:

Sarah Lojewski– Title VI Coordinator
Lake Havasu MPO
900 London Bridge Road, Bldg. B
Lake Havasu City, AZ 86404
Phone: (928) 453-2823
Email: LojewskiS@lhcaz.gov

En Español:

Para más información, o si está interesado en participar en el planeamiento del proceso de transporte en su comunidad y necesita asistencia con el idioma, por favor comuníquese:

Sarah Lojewski
Teléfono: (928) 453-2823
LojewskiS@lhcaz.gov

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I. Introduction

The **Lake Havasu Metropolitan Planning Organization (LHMPO)** hereby agrees that as a condition to receiving any Federal financial assistance provided by the U.S. Department of Transportation it will comply with Title VI of the Civil Rights Act of 1964, as amended, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act), the Civil Rights Restoration Act of 1987 (Public Law 100.259) and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the U.S. Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, 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 the U.S. Department of Transportation, including the Federal Transit Administration (FTA), Federal Highway Administration (FHWA) and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a)(1) of the Regulations. The SUBRECIPIENT shall also incorporate and comply with the terms and conditions established in Appendix A & E.

2. Title VI and Americans with Disabilities (ADA) Nondiscrimination Policy Statement

The Lake Havasu MPO is committed to ensuring that no person is discriminated against on the grounds of race, color, national origin, or disability as provided by Title VI of the Civil Rights Act of 1964, The Civil Rights Restoration Act of 1987, Federal-Aid Highway Act of 1973, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (ADA), Executive Order 12898 (Environmental Justice), Executive Order 13166 (Limited Proficiency), Code of Federal Regulations 49 Part 21, Code of Federal Regulations 23 part 200, and Code of Federal Regulations Part 303. The Lake Havasu MPO strives to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. As a subrecipient of federal funding, the Lake Havasu MPO is responsible for initiating and monitoring Title VI activities, preparing required reports, technical assistance and training. The Lake Havasu MPO's contractors/consultants must also comply with this policy.

By: Sarah Lojewski

Date: 05/04/2025

Sarah Lojewski, Title VI Coordinator
Lake Havasu MPO

3. Title VI Assurances

The **Lake Havasu Metropolitan Planning Organization** (herein referred to as the "Recipient"), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through *Federal Highway Administration and Arizona Department of Transportation*, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation--Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- 23 C.F.R. Part 200 Subchapter C-Civil Rights (Title VI program implementation and related statutes)

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 assurances that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these 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.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to:

Federal Aid Highway Program

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all *Federal Aid Highway Program* and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

*"The **Lake Havasu Metropolitan Planning Organization**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252.42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."*

3. The Recipient will insert the clauses of Appendix A and E 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 a construct a facility or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
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 Secretary of Transportation or the official 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, **Lake Havasu Metropolitan Planning Organization** also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing Federal Highway Administration or Arizona Department of Transportation access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the Federal Highway Administration or Arizona Department of Transportation. You must keep records, reports, and submit the material for review upon request to Federal Highway Administration, Arizona Department of Transportation, or its designee in 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.

Lake Havasu Metropolitan Planning Organization 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 Administration and Arizona Department of Transportation. This ASSURANCE is binding on Arizona, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Federal Aid Highway Program. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

By: Sarah Lojewski

Date: 05/04/2025

Sarah Lojewski - Title VI Coordinator

Lake Havasu Metropolitan Planning Organization

Federal Transit Administration Assurances

The ***Lake Havasu Metropolitan Planning Organization (LHMPO)*** HEREBY CERTIFIES THAT, AS A CONDITION OF RECEIVING Federal financial assistance under the Federal Transit Act of 1964, as amended, it will ensure that:

1. No person on the basis of race, color, or national origin will be subjected to discrimination in the level and quality of transportation services and transit-related benefits.
2. The Lake Havasu Metropolitan Planning Organization will compile, maintain and submit in a timely manner Title VI information required by FTA Circular 4702.1B in compliance with the Department of Transportation's Title VI regulation, 46 CFR Part 21.9(b).
3. The Lake Havasu Metropolitan Planning Organization will make it known to the public that those person or persons alleging discrimination on the basis of race, color or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transportation Administration and/or the U. S. Department of Transportation.

By: Sarah Lojewski

Date: 05/04/2025

Sarah Lojewski - Title VI Coordinator
Lake Havasu Metropolitan Planning Organization

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, *Federal Highway Administration or the Arizona Department of Transportation*, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performance 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 Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient, the *Federal Highway Administration or Arizona Department of Transportation* to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient, the *Federal Highway Administration, or Arizona Department of Transportation*, 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 Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the *Federal Highway Administration or Arizona Department of Transportation*, 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 request to any subcontract or procurement as the Recipient, the *Federal Highway Administration*, or *Arizona Department of Transportation* may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that **Lake Havasu Metropolitan Planning Organization** will accept title to the lands and maintain the project constructed thereon in accordance with *Title 23, United States Code the Regulations for the Administration of Federal Aid for Highways*, and the policies and procedures prescribed by the *Arizona Department of Transportation, Federal Highway Administration* and 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 **Lake Havasu Metropolitan Planning Organization** 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 **Lake Havasu Metropolitan Planning Organization** 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 **Lake Havasu Metropolitan Planning Organization**, its successors and assigns.

The **Lake Havasu Metropolitan Planning Organization**, 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 **Lake Havasu Metropolitan Planning Organization** 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].*

**Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.*

APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the **Lake Havasu Metropolitan Planning Organization** 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, **Lake Havasu Metropolitan Planning Organization** 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 licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, **Lake Havasu Metropolitan Planning Organization** 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 **Lake Havasu Metropolitan Planning Organization** and its assigns*.

**Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.*

APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by Lake Havasu Metropolitan Planning Organization pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, Lake Havasu Metropolitan Planning Organization will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, Lake Havasu Metropolitan Planning Organization will there upon revert to and vest in and become the absolute property of Lake Havasu Metropolitan Planning Organization and its assigns.*

* Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 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 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. 1687 et seq).

4. Environmental Justice Activity

In 1994, Executive Order (EO) 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, was issued. EO 12898 emphasizes the responsibility to make environmental justice a goal by identifying and addressing the effects of programs, policies and activities on minority and low-income populations. This is accomplished by involving the public in developing transportation projects that fit within their communities without sacrificing equity, environmental justice, and safety.

Title VI of the Civil Rights Act of 1964 requires outreach to underserved groups.

"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."

A further 1994 Presidential directive dictates, *"Each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations."* Executive Order 12898

The LHMPO will consider environmental justice through planning activity according to Federal legislation noted above. The "LHMPO" will make every effort to hold public meetings in facilities that are Americans with Disabilities Act (ADA) compliant; and, arrange for reasonable accessibility and accommodation to persons with disabilities. Further, to provide equally effective communication, the "LHMPO" will make due preparation for persons requiring assistance, such as the hearing or visually impaired, upon request.

The "LHMPO" will assist persons with limited English proficiency to participate in the transportation planning process. Staff will provide Spanish translators and document translation, where feasible and upon request. Individuals who are unable to attend meetings may request information from the "LHMPO" office and have the requested materials delivered to their residence. "LHMPO" staff, coordinating availability, is willing to go speak to groups in an effort to eliminate participation barriers and involve citizens in the transportation process.

5. Data Collection & Analysis

The Lake Havasu MPO is required by federal regulations to collect statistical data on the race, color, and national origin of participants in its programs. Data is collected from the U.S. Census Bureau, Executive Board and Technical Advisory Committee meetings, public meetings, planning study surveys, and procurement contracts. Data collection efforts specific to each program area are described on an annual basis in the Lake Havasu MPO Title VI Implementation Plan. Annually, the data collection findings from each program area are reported in the Lake Havasu MPO Goals and Accomplishment Report. The data will be maintained for the purpose of planning projects and programs. Demographic Maps can be viewed as an attachment (Exhibit “D”) of this document.

LHMPO will record data reflecting the extent to which members of Title VI Protected classes participate in planning activities and any significant issues raised by those participants. As a regional planning agency, LHMPO’s planning activities benefit all populations equally, including Title VI protected populations. LHMPO will attempt to identify opportunities to gather data reflecting the extent to which members of Title VI protected populations benefit LHMPO’s planning activities.

Executive Board & Technical Advisory Committee Meetings – Self-Identification Surveys in both English and Spanish are made available at each Executive Board and Technical Advisory Committee meeting. The data collected from these surveys allows for the analysis to ensure that all persons have an equal opportunity to benefit from or have access to the activities of the MPO and to avoid any disproportionate impacts from those activities.

Public Meetings - Self-Identification Surveys in both English and Spanish are made available at each public meeting. Public involvement materials including meeting notices, project fact sheets and/or flyers and other documents are made available in both English and Spanish to ensure LEP requirements are being met. The data collected from the surveys allows for the analysis to determine if Title VI neighborhoods are receiving equal benefit and not a disproportionate burden.

Planning Studies – As part of the public outreach process, surveys are made available to the public either on-line and/or in hard copy to collect a variety of data for planning studies. Statistical data such as race, color, and national origin are captured during these surveys. The data collected from these surveys allows for the analysis to determine if Title VI neighborhoods are receiving equal benefit and not a disproportionate burden. The Limited English Proficiency (LEP) Four Factor Analyses is conducted on the planning study area to determine if study documents need to be provided in both English and Spanish.

Procurement – In addition to submitting all planning projects to ADOT MPD & CRO to obtain a DBE Goal Assessment; The Lake Havasu MPO has created a demographics request form to capture Title VI and demographics information on all contractors and or subcontractors that provide professional services on behalf of the Lake Havasu MPO. The newly created form will be inserted into all formal solicitations or request for quote packages. The data collected from this form allows for the analysis of our contractors and subcontractors in regards to Title VI and or Disadvantaged Business Enterprises.

Virtual Meetings – In order to meet compliance, a link to the Title VI public notice and a link to Self-Identification Surveys (English and Spanish) has been added to all meeting agendas and posted in the chat box of the virtual meeting space (e.g. Zoom, Teams, WebEx, etc.).

6. Complaint Process

Any person who believes that he or she, either individually, as a member of any specific class of persons, or in connection with any minority contractor, has been subjected to discrimination prohibited by Title VI of Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 as they related to any Federal Highway Administration (FHWA) or Federal Transit Administration (FTA) funded program or activity administered by LHMPO, its sub-recipients, consultants, and contractors may file a complaint. The complaint must be (a) unequal treatment because of race, color, or national origin or (b) noncompliance with Title VI rules or guidelines adopted thereunder. The complaint form in both English and Spanish can be found at the LHMPO website under the Title VI section at www.lhmpo.org or Exhibit B of this document.

Complaints Filed Against LHMPO

- No complaints have been filed to date

The required procedures for FHWA and FTA Title VI / ADA Non-discrimination Complaints filed against LHMPO are listed below:

FHWA Title VI Complaint Procedures

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 as they relate to any FHWA program or activity administered by the Lake Havasu MPO, its sub recipients, consultants and contractors. In addition to these procedures, complainants reserve the right to file formal complaints with other state or federal agencies or take legal action for complaints alleging discrimination.

Required procedures for FHWA Title VI Complaints filed against the Lake Havasu MPO, the Lake Havasu MPO's subrecipients, contractors or consultants:

1. Any person, specific class of persons or entity that believes they have been subjected to discrimination on an FHWA-related activity or program as prohibited by the legal provisions of Title VI on the basis of race, color, national origin, can file a formal complaint with the Lake Havasu MPO. A copy of the Complaint Form may be accessed electronically at: <http://www.lhmpo.org>
2. The complaint must be filed within 180 days of the alleged discrimination, and include the date the alleged discrimination became known to the complainant or the last date of the incident.
3. Complaints should be in writing, signed, and may be filed by mail, fax, in person, or e-mail. However, the complainant may call the Lake Havasu MPO and provide the allegations by telephone for transcription. Once transcribed the Lake Havasu MPO will send the written complaint to the complainant for correction and signature.
4. A complaint should contain at least the following information:
 - a. A written explanation of what has happened;
 - b. A way to contact the complainant;
 - c. The basis of the complaint (e.g., race, color, national origin);

- d. The identification of a specific person/people and the respondent (e.g., Lake Havasu MPO/organization) alleged to have discriminated;
 - e. Sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives Federal Highway Administration financial assistance; and is a consultant, contractor or subrecipient of the Lake Havasu MPO and
 - f. The date(s) of the alleged discriminatory act(s).
5. Upon receipt of a completed complaint, the Lake Havasu MPO will forward all FHWA Title VI complaints to Arizona Department of Transportation (ADOT) External Civil Rights (ECR) within 72 hours.
 6. ADOT CRO will forward all FHWA Title VI complaints to the FHWA Division Office.
 7. All Title VI complaints received by the FHWA Division Office will be forwarded to the FHWA Office of Civil Rights for processing and potential investigation.
 8. If the FHWA Office of Civil Rights determines a Title VI complaint against a subrecipient can be investigated by ADOT CRO, the FHWA Office of Civil Rights may delegate the task of investigating the complaint to ADOT CRO. ADOT CRO will conduct the investigation and forward the Report of Investigation to the FHWA Office of Civil Rights for review and final disposition.
 9. The disposition of all Title VI complaints will be undertaken by the FHWA Office of Civil Rights, through either (1) informal resolution or (2) issuance of a Letter of Finding of compliance or noncompliance with Title VI. A copy of the Letter of Finding will be sent to the FHWA Division Office.
 10. The complainant may also file a discrimination related complaint on an FHWA program or activity directly with ADOT or with the Federal Highway Administration by contacting the agencies at:

Sarah Lojewski, Executive Director
 Lake Havasu Metropolitan Planning Organization
 900 London Bridge Road
 Lake Havasu City, AZ 86404
 928-453-2823 / 928-854-7702 (Fax)
 Email: LojewskiS@lhcaz.gov

AND OR:

<p>ADOT External Civil Rights Office</p> <p>1801 W. Jefferson St. Suite 101 Phoenix, AZ 85007 602.712.8946 Email: CivilRightsOffice@azdot.gov</p>	<p>Federal Highway Administration</p> <p>U.S. Department of Transportation Office of Civil Rights 1200 New Jersey Avenue, SE 8th Floor E81-105 Washington, DC 20590 Email: CivilRights.FHWA@dot.gov</p>
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	202-366-0693 202-366-1599 FAX
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FTA Complaint Procedures

Required procedures for FTA Title VI Complaints filed against the Lake Havasu MPO, the Lake Havasu MPO's subrecipients, contractors or consultants:

1. Any person, specific class of persons or entity that believes they have been subjected to discrimination on an FTA-related activity or program as prohibited by the legal provisions of Title VI on the basis of race, color, national origin, can file a formal complaint with the Lake Havasu MPO. A copy of the Complaint Form may be accessed electronically at: <http://www.lhmpo.org>
2. The complaint must be filed within 180 days of the alleged discrimination, and include the date the alleged discrimination became known to the complainant or the last date of the incident.
3. Complaints should be in writing, signed, and may be filed by mail, fax, in person, or e-mail. However, the complainant may call the Lake Havasu MPO and provide the allegations by telephone for transcription. Once transcribed the Lake Havasu MPO will send the written complaint to the complainant for correction and signature.
4. A complaint should contain at least the following information:
 - g. A written explanation of what has happened;
 - h. A way to contact the complainant;
 - i. The basis of the complaint (e.g., race, color, national origin);
 - j. The identification of a specific person/people and the respondent (e.g., Lake Havasu MPO/organization) alleged to have discriminated;
 - k. Sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives Federal Highway Administration financial assistance; and is a consultant, contractor or subrecipient of the Lake Havasu MPO and
 - l. The date(s) of the alleged discriminatory act(s).
5. Upon receipt of a completed complaint, the Lake Havasu MPO will forward all FTA Title VI complaints to Arizona Department of Transportation (ADOT) External Civil Rights (ECR) within 72 hours.
6. All FTA-related Title VI complaints received by the Lake Havasu MPO will be reviewed by Lake Havasu MPO for processing and potential investigation
7. The complainant will receive a letter of finding stating final decision regarding the complaint.

For FTA funded programs or activities; the complainant may file a discrimination related complaint directly with the Lake Havasu MPO or with ADOT or with the Federal Transit Administration by contacting the agencies at:

<p>Sarah Lojewski, Executive Director Lake Havasu Metropolitan Planning Organization 900 London Bridge Road Lake Havasu City, AZ 86404 928-453-2823 / 928-854-7702 (Fax) Email: LojewskiS@lhcaz.gov</p>

AND OR:

ADOT External Civil Rights Office	FTA Office of Civil Rights
1801 W. Jefferson St. Suite 101 Phoenix, AZ 85007 602.712.8946 Email: CivilRightsOffice@azdot.gov	1200 New Jersey Avenue SE. Washington, DC 20590.

If information is needed in another language, please contact the Lake Havasu MPO at (928)-453-2823. Si se necesita información en Español, por favor comuníquese con la Oficina de Lake Havasu MPO al (928) 453-2823.

7. Limited English Proficiency (LEP) Plan

The LHMPO will be innovative and proactive in engaging individuals from different cultures, backgrounds and businesses throughout its program and activities. A Limited English Proficiency (LEP) individual is an individual who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English. LHMPO’s LEP / Language Access Plan is designed to comply with Title VI and EO 13166 which prohibit recipients of Federal financial assistance from discrimination based on natural origin.

Authorities:

The following matrix illustrates the authorities that require LHMPO to provide LEP persons with meaningful access to programs, activities, and services.

Title VI of the Civil Rights Act of 1964

- Federal law
- Enacted July 2, 1964
- Considers all persons
- Contains monitoring and oversight compliance review requirements
- Factor criteria is required, no numerical or percentage thresholds
- Provides protection on the basis of race, color, and national origin. Focuses on eliminating discrimination in federally-funded programs
- Annual Accomplishments and Upcoming Goals Report to FHWA
- Provides protection on the bases of race, color, and national origin.

Limited English Proficiency Executive Order 13166

- Federal policy
- Signed August 11, 2000
- Considers eligible population
- Contains monitoring and oversight requirements
- Factor criteria is required, no numerical or percentage thresholds
- Provides protection on the basis of national origin; focuses on providing LEP persons’ federally-funded programs with meaningful access to services using factor criteria
- Annual Accomplishments and Upcoming Goals Report to FHWA
- Provides protection on the bases of national origin.

Program Responsibility:

Executive Order (EO) 13166 directs recipients of Federal financial assistance to take reasonable steps to provide limited English proficient individuals with meaningful access to their programs, activities and services.

- *Notify LEP customers of the availability of language assistance services*

LEP persons have the right to language assistance at no cost to them in their spoken language. Language identification cards or posting signs in public areas are methods that can be used to provide notice of the service.

- *Translation of vital documents in languages other than English*

It is appropriate to have written materials that have been historically provided in English to applicants, customers and the general public translated into languages that are regularly encountered. The translation of vital documents into languages other than English is particularly important where a

significant number or percentage of the customers served and/or eligible to be served have limited English proficiency. Written materials include electronic documents and web-sites. “LHMPO” with indicate on its web site and newspaper publications that translation can be provided, with appropriate notice.

Vital Documents are documents that convey information that critically affects the ability of the recipient/customer to make decisions about his/or her participation in the program or activity. Classification of a document as “vital,” depends upon the importance of the program, information, encounter, or service involved, and/or the consequence to the LEP community if the information in question is not provided in an accurate or timely manner. Examples of vital documents include, but are not limited to applications, public notices, consent forms, letters containing important information regarding participation in a program, eligibility rules, notices pertaining to the reduction, denial or termination of services or benefits, right to appeal, notices advising of the availability of language assistance and outreach and community education materials. The determination of what documents are considered “vital” is left to the discretion of individual components, which are in the best position to evaluate their circumstances, services, and resources.

Translating documents for LEP to a fourth (4th) grade literacy level ensures the targeted audience understands the information. Community based organizations or focus groups can assist with testing translations for language and literacy level appropriateness.

Section Five of the US Department of Transportation guidance on LEP requires a four-factor analysis has to be conducted on a project-to-project basis to determine the need for translation services in order to ensure LEP populations are able to receive information about and can participate in the planning process in the language they best understand.

1. **Factor 1 Demography** – The number and proportion of LEP persons served or encountered in the eligible service population:
According to the 2020 U.S. Census, and 2019-2023, American Community Survey five year estimates, 2.3% of the Lake Havasu MPO area population is considered to be Limited English Proficient. This equates to 1,337 individuals or 2.3% of the population five years of age or older who report speaking English less than “very well”. The predominate language spoken by these individuals is Spanish. Under the Department of Justice’s (DOJ) Safe Harbor provision, it is necessary to translate materials when five percent or 1,000 persons, whichever is less, speak English less than “very well”.

2019-2023 Estimates		
Persons with Limited English Proficiency (LEP) <i>U.S. Census Bureau, 2019-2023 American Community Survey (ACS) 5-year estimates</i>	Estimate	% of Persons 5 Yrs. & Over
Total Persons 5 years & Over	59,315	%
English Speaking Only	54,620	92.1%
Speak Other Languages	4,695	7.9%
Speak English “Very Well”	3,534	%
Persons with Limited English Proficiency (LEP)	1,161	%
Speak English “Well”	583	%
Speak English “Not Well”	460	%
Speak English “Not at All”	118	%

Source: U.S. Census Bureau, 2019-2023 American Community Survey (ACS) 5-year estimates

ACS data are based on a sample and are subject to sampling variability

Limited English Proficient (LEP) persons refers to persons age 5 years and over for who English is not their primary language and who have a limited ability to read, write, speak, or understand English. It includes people who reported to the Census they speak English less than very well, not well, or not at all.

2. **Factor 2 Frequency** – The frequency in which LEP Persons Encounter LHMPO:
Some government offices provide materials in English and Spanish but, because the general public comes in contact with “LHMPO” on an infrequent basis, only public notices and certain vital materials are available in both English and Spanish.
3. **Factor 3 Importance** – The importance of Services Provided by LHMPO programs:
Transportation planning is an important factor of the community and affects all residents. All residents are encouraged to participate in public meetings.
4. **Factor 4 Resources** – Available resources, including language assistance services varying from limited to wide ranging with varying costs:
Due to limited resources and small staff, interpretation and translation services are not available without advance notice; however, public notices are available in English and Spanish.

Based on the four—factor analysis, Lake Havasu MPO will continue to provide public notices in English and Spanish. Translation and interpretation services will be provided through public online translation sites, bilingual community members and, if not cost prohibit and funds permit, through a language interpretation and translation service. The goal of the “LHMPO” is to engage all community members in the planning process.

PROCEDURES:

1. IDENTIFYING LEP PERSONS AND THEIR LANGUAGE

The Lake Havasu MPO will promptly identify the language and communication needs of the LEP person. If necessary, staff will use a language identification card (or “I speak cards,” available online at www.lep.gov) or posters to determine the language. In addition, when records are kept of past interactions with residents, the language used to communicate with the LEP person will be included as part of the record.

2. OBTAINING A QUALIFIED INTEPRETER

The Title VI Coordinator for the Lake Havasu MPO is responsible for:

- (a) Maintaining an accurate and current list showing the name, language, phone number and hours of availability of bilingual staff (the City of Lake Havasu’s list will be utilized for this purpose);
- (b) Contacting the appropriate bilingual staff member to interpret, in the event that an interpreter is needed, if an employee who speaks the needed language is available and is qualified to interpret.
- (c) Obtaining an outside interpreter if a bilingual staff or staff interpreter is not available or does not speak the needed language.

The City of Lake Havasu has agreed to provide qualified interpreter service lists. The contact for providing services is; HR Director, 928-854-0763, and the hours of availability are 8:00 AM to 5:00 PM (business hours), Monday through Friday, or upon 24 hour notice.

Some LEP persons may prefer or request to use a family member or friend as an interpreter. However, family members or friends of the LEP person will not be used as interpreters unless specifically requested by that individual and after the LEP person has understood that an offer of an interpreter at no charge to the person has been made by the Lake Havasu City MPO. If the LEP person chooses to use a family member or friend as an interpreter, issues of competency of interpretation, confidentiality, privacy, and conflict of interest will be considered. If the family member or friend is not appropriate for any of these reasons, competent interpreter services will be provided to the LEP person.

Children and other residents will not be used to interpret, in order to ensure confidentiality of information and accurate communication.

3. PROVIDING WRITTEN TRANSLATIONS

(a) When translation of vital documents is required the Lake Havasu City MPO will submit documents for translation into frequently-encountered languages to either the City of Lake Havasu, or a professional translator.

(b) The Lake Havasu City MPO will provide translation of other written materials, if needed, as well as written notice of the availability of translation, free of charge, for LEP individuals.

(c) The Lake Havasu City MPO will set benchmarks for the translation of vital documents into additional languages over time.

4. PROVIDING NOTICE TO LEP PERSONS

The Lake Havasu City MPO will inform LEP persons of the availability of language assistance, free of charge, by providing written notice in languages LEP persons will understand.

5. MONITORING LANGUAGE NEEDS AND IMPLEMENTATION

On an ongoing basis, the Lake Havasu City MPO will assess changes in demographics, types of services or other needs that may require reevaluation of this policy and its procedures. In addition, The Lake Havasu City MPO will regularly assess the efficacy of these procedures, including but not limited to mechanisms for securing interpreter services, equipment used for the delivery of language assistance, complaints filed by LEP persons, feedback from member entities and community organizations, etc.

LHMPO understands that language needs will change as the population changes. Further LHMPO will comply with requirement to assess its programs and services each year to determine compliance with various nondiscrimination regulations. As such LHMPO will revisit the LEP plan each year and make appropriate changes, as needed. For questions or concerns regarding the LHMPO's commitment to nondiscrimination or to request additional information about LEP services, contact:

Sarah Lojewski, Executive Director

Lake Havasu Metropolitan Planning Organization
900 London Bridge Road
Lake Havasu City, AZ 86404
928-453-2823 / 928-854-7702 (Fax)
Email: LojewskiS@lhcaz.gov

8. Population and Demographic Profile of Lake Havasu City and Mohave County

2019-2023 Area Estimates Population By Race		
	Lake Havasu City	Mohave County
Population	61,379	217,420
Male	30,336	110,104
Female	31,043	107,316
Hispanic/Latino	9,188	36,295
White	49,265	164,363
African American/Black	274	2,403
Asian	360	2,436
Am. Indian/Alaskan Native	254	2,879
Native Hawaiian other Pacific Islander	160	373
Other Races	135	579
2 or More Races	1,743	8,098

Title VI Data						
Population and Households			Census Tracts			
Category	MPO		Number of tracts >= MPO Percentage	% Tracts	Affected Population	% of Affected Population Captured in Census Tracts
	Total	Percent				
Population Base (Defined Census	61,379	100.0%	47	100%	N/A	N/A
Minority	12,114	19.7%	18	38.3%	8,506	70.2%
Age 65+	21,994	35.8%	20	42.6%	12,565	57.1%
Below Poverty Level	8,241	13.5%	18	38.3%	5,428	65.9%
Population with a disability	10,927	17.9%	22	46.8%	6,203	56.8%
Limited English Proficient (LEP) Persons ^f	1,161	2%	5	10.6%	596	51.3%

Sources: U.S. Census Bureau, 2019-2023 American Community Survey (ACS) 5-Year estimates and 2020 Decennial Census
ACS data are based on a sample and are subject to sampling variability

Demographic data obtained by LHMPO Staff from the US Census Bureau, LEP.gov, MAG.gov, and collected during public meetings will be analyzed by LHMPO Staff and used to ensure the minority and

low income populations are considered in the planning process.

9. Public Participation Process

The Lake Havasu Metropolitan Planning Organization recognizes the increasing importance of involving the public as they plan, organize and implement transportation projects. Engaging interested parties generally results in a more effective project overall. Taking time at the beginning to communicate with potentially affected interests, carefully explaining the proposal, and gathering input, can enhance the project and theoretically reduce the time and effort for implementation.

The goals of the “LHMPO” public involvement plan are to ensure that:

- Residents are given the opportunity to participate in the transportation planning process.
- The issues and concerns of residents are given consideration in the selection of transportation investments.
- Transportation investments do not disproportionately burden any population with adverse impacts.

The Lake Havasu Metropolitan Planning Organization operates under a comprehensive Public Involvement Plan (PIP). The Plan explains the agency goals for public participation, governing structure, and composition of boards, procedures for board meetings, program areas, interagency coordination, and specific procedures for public participation in the planning process, public engagement and notification methods. The full plan is available at www.LHMPO.org

The PIP contains background material, guidelines, and commitments that “LHMPO” is undertaking to incorporate an effective public process into future plans, projects, and programs. Specifically, “LHMPO” is committed to:

- Inclusive and meaningful public involvement.
- Open and honest communications with all individuals and entities.
- Timely public notice.
- Full public access to information and key decisions.
- Creating a sense of shared responsibility and ownership for regional transportation/congestion problems and a shared sense of pride in the development of solutions to those problems.
- Helping form partnerships between member entities, and the private and public sectors to plan and implement transportation/congestion solutions.
- Establishing policies and prioritizing needs based on valid data and using objective, fair and consistent processes.
- Providing information and gathering input so that decision makers will be able to make informed decisions.

The LHMPO has developed a Limited English Proficiency Plan (LEP) which is incorporated in section 7 of this document.

Greater attention and effort has been given to outreach for minorities and low-income populations. Notices for community outreach have been posted at places where these populations may frequent such as the library, adult center, coffee shops, post offices, government buildings, and in the newspaper.

Public Meetings

LHMPO's Executive Board meets the 2nd Tuesday of every other month. Their Technical Advisory Committee meets on the 4th Tuesday of every other month. The Annual Meeting Schedules are posted on the LHMPO website: www.LHMPO.org. Agendas for each meeting are posted at LHMPO's office, 900 London Bridge Road, Building B, Lake Havasu City, AZ 86404. LHMPO website a minimum of 48 hours in advance of each meeting. Executive Board Agendas are also posted at the Lake Havasu Police Department 2360 McCulloch Blvd. N. Lake Havasu City, AZ 86403.

The following statement is conveyed on each Meeting Schedule as well as on each agenda, *"Pursuant to Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and other nondiscrimination laws and authorities, LHMPO does not discriminate on the basis of race, color, national origin, sex, age, or disability. Persons that require a reasonable accommodation based on language or disability should contact LHMPO's Title VI Coordinator at LojewskiS@lhcaz.gov; or by phone (928) 453-2823. Requests should be made as early as possible to ensure LHMPO has an opportunity to address the accommodation."* To date, no request has been made.

Public participation is promoted at each meeting and our agendas give an opportunity to call upon the public to make comments on any unrelated agenda topic as well as during discussion on an agenda topic.

In the event of a cancellation, notice will be posted on web site a minimum of 48 hours in advance as well as email notification sent to regular meeting participants.

In an effort to keep the Title VI Plan a reasonable size, the section of the PPP specifically relevant to Title VI is included below.

Excerpts from the Public Involvement Plan

The goals of this Public Involvement Plan are to ensure that:

- The public body is given the opportunity to participate in the transportation planning process.
- The issues and concerns of residents are given consideration in the selection of transportation investments.

- Transportation investments do not disproportionately burden any population with adverse impacts.

Public participation implies an open process. This means that anyone who is potentially affected, or is just interested in the process, is welcome to participate. Some of the reasons for encouraging this openness are:

1. Project leaders may gain new information.
2. Participants who want a project to be completed can provide additional resources in the form of assistance, goods, or services.
3. Public participation can be a forum for dispute resolution.
4. Progress can be made, and implementation occurs because:
 - The project itself will be better designed with public input.
 - The community better understands what the project is about.
5. Input can be a warning mechanism for potential problems.
6. Participant comments help the project leaders understand areas where additional people may have concerns or misunderstandings. This can be used to provide better information to others who are not participating.

This plan outlines the importance of, and specific guidelines for, involving community members, organizations, governments, transportation professionals and others in ongoing and future LHMPO projects, plans and programs. Included is information about the value of public Participation, how it will be accomplished, and what will be done with the results.

This plan contains background material, guidelines, and commitments that LHMPO is undertaking to incorporate an effective public process into future plans, projects, and programs. Specifically, LHMPO is committed to:

- Inclusive and meaningful public involvement.
- Open and honest communications with all individuals and entities.
- Timely public notice.
- Full public access to information and key decisions.
- Creating a sense of shared responsibility and ownership for regional transportation/congestion problems and a shared sense of pride in the development of solutions to those problems.
- Helping form partnerships between member entities, and the private and public sectors to plan and implement transportation/congestion solutions.
 - Establishing policies and prioritizing needs based on valid data and using objective, fair and consistent processes.
 - Providing information and gathering input so that decision makers will be able to make informed decisions.

Guidelines

❖ Techniques:

There are numerous and varied techniques/activities to provide the opportunity for public participation. Outreach examples include: Social Media, Local/Regional Newspapers, In-Person Town Halls, Virtual Town Halls, Senior Centers, Libraries, Farmers Markets, Churches, Telephone, Websites (LHMPO, City, & Interested Stakeholders). Any combination and number of these may be used depending on the specific plan, program or project. LHMPO will select from the various activities to provide the most effective public participation in each particular situation. Outreach Techniques/Activities will be chosen based on an analysis of the Demographics, LEP, Disability and other Social and Economic data. LHMPO will utilize multiple approaches to public outreach and participation.

❖ **Welcoming Attitude:**

Public participation is welcomed and encouraged by LHMPO. All questions and statements are valuable and will be treated as such. Participants will be treated with respect. Meetings will abide by basic ground rules that enforce civil discussion. Anyone who feels that these rules have not been followed should contact LHMPO staff at (928) 453-2823.

❖ **Meeting Schedules and Locations:**

Meetings and hearings, which are open for public involvement, will be scheduled to provide the best opportunity for attendance by the general public and other entities. The meeting locations will be convenient and ADA accessible.

In addition to general meetings, events and activities, reasonable special efforts will be made to reach those who are particularly affected, the underserved or others who request LHMPO come to them. These options are open to any group or individual and it is the policy of LHMPO to “go where people are” whenever possible. Locations and meeting times for these activities will be designed according to the specific needs.

Virtual public involvement is a new opportunity for information sharing and public involvement in the transportation planning, programming, and project development process. These new opportunities include, but are not limited to techniques, such as telephone town halls and online meetings, pop-up outreach, social meetings/ meeting-in-a box kits, story maps, quick videos, crowdsourcing, survey tools, real-time polling tools, social media following, and visualization. Virtual public involvement methods will be used along with traditional methods to increase opportunities and access to LHMPO planning activities. All virtual meetings will have a call-in option for those that may have limited or no access to the internet. In lieu of a physical posting of the Title VI notice to the public, and in order to meet compliance, the LHMPO reads allowed the Title VI notice at the beginning of each virtual public meeting/event. In addition, a link to the Title VI public notice and a link to Self-Identification Surveys (English and Spanish) has been added to all meeting agendas and posted in the chat box of the virtual meeting space (e.g. Zoom, Teams, WebEx, etc.).

❖ **Notification:**

Notices will follow the general Open Meeting Law of the State of Arizona. Information about meetings, events and other opportunities for participation will be made in a timely manner. (This is especially important for the physically and mentally challenged as extra time may be needed to arrange for

accommodations to meet their needs.) This notification will be easy to understand and provide adequate information or explain where the information can be obtained.

❖ **Presentation of Information:**

In order to help citizens better understand Transportation Planning, efforts will be made to show how presented information specifically relates to the public in both the near future as well as long term. Visualization enhancements such as color, animation, physical props, pictures, 3-D models, etc. will be incorporated as appropriate and as budgets allow.

❖ **Written and Personal Communications from LHMPO:**

Technical and policy information from LHMPO will be written so that it is clear and understandable to the public. All relevant information will be open for public consideration. Knowledgeable people will be available to answer questions at meetings and respond to phone questions in a timely manner.

❖ **Ongoing Communications:**

LHMPO will use mailings, media and electronic technology such as e-mail and web sites to have ongoing communication with the public and other entities. Members of the staff are also available via the phone for questions, concerns and suggestions.

❖ **Other Entities:**

The needs and interests of other public and governmental entities will be solicited as appropriate. Coordination, cooperation and teamwork among all the agencies are vital to the success of any plan, program or project.

❖ **Transportation Interests:**

LHMPO will solicit input from transportation-related groups such as freight interests, City transportation provider, private providers of transportation, chambers of commerce, and others.

❖ **Opportunities for Input:**

Opportunities for input will vary depending on the project, program or plan. For larger projects, such as the 25-year Regional Transportation Plans, there could be several rounds of public participation. There would be the opportunity for initial comments on what projects citizens would like their transportation system to include, prior to the start of any work. Comments on the first draft would be collected and incorporated as appropriate in the final draft. Finally, if there were significant changes to the final draft, there could be another call for input. In each of these stages a variety of techniques would be used to involve all the stakeholders. This will be determined by the extent and nature of the project.

❖ **Use of Public Comments:**

A complete record of public comments will be retained for public review. In specific cases, identified by federal regulations, the public comments could be a part of the final document, as is the case with the Regional Transportation Plans and the Transportation Improvement Program. Additionally, individual questions will receive a response in a timely manner.

❖ **Decision Making:**

All final transportation decisions (other than those requiring a vote of the people) are made by one or more groups of elected or appointed officials. Public meetings allow comments to be collected and may identify a consensus. The final decision, however, will be up to the elected and/or appointed officials based on a consideration of all related information.

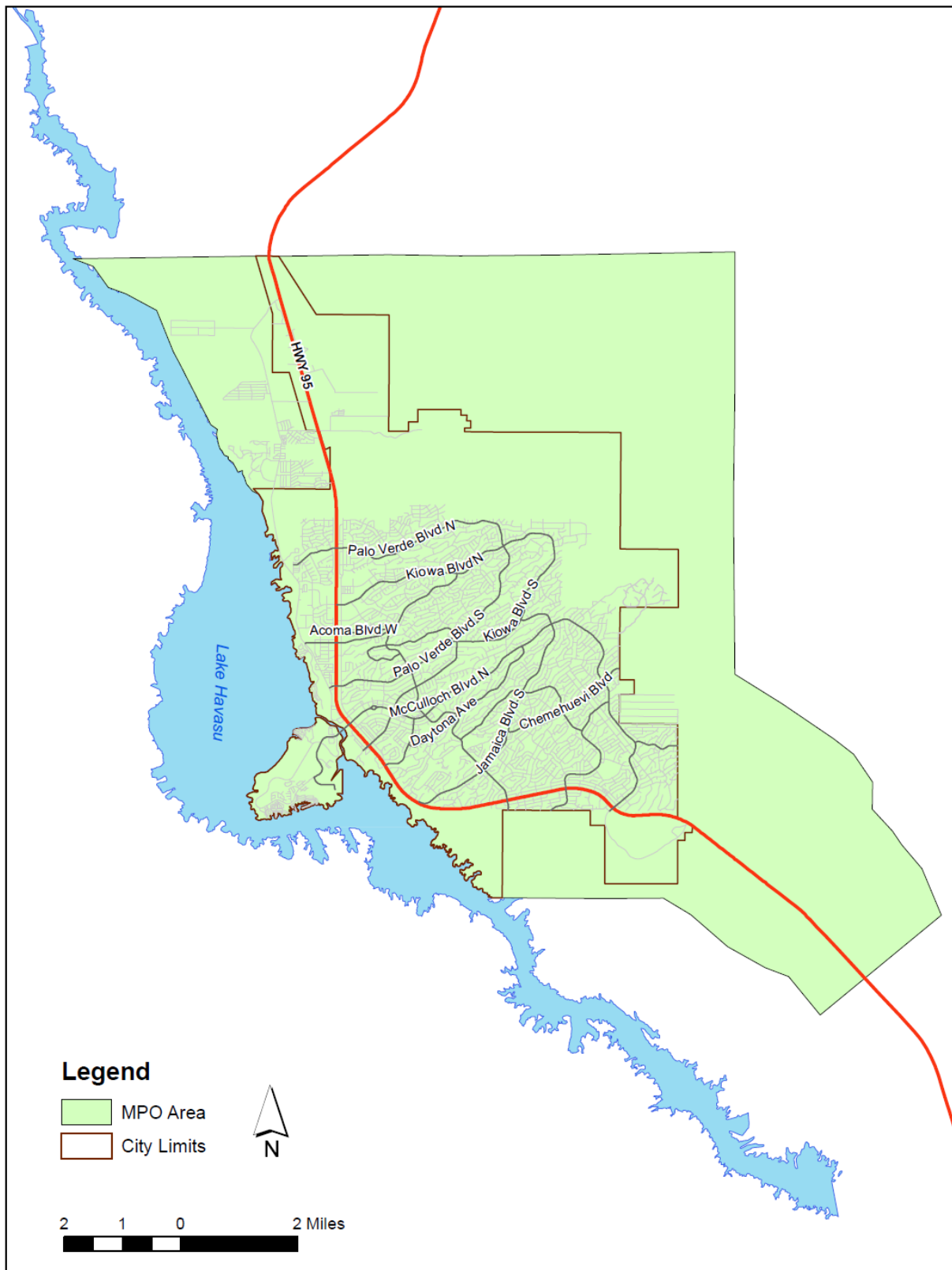
Prior to each key decision point, ample opportunity will be offered for input and that input will be shared with the decision-makers.

To ensure a proactive public involvement process, LHMPO will provide time for public comment at each public meeting. The procedures (**Table 1**) will inform the public (including LEP's) about how, when, and where they may participate.

Table I – Summary of LHMPO Public Participation Procedures

Public Participation Component	Meetings	Public Comment Period	Public Participation Techniques	Additional Comment
Federal Required Documents, Plans, and Programs				
Any Short or Long-Range Plans; e.g. RTP, Bike&PED, Safety and Transit Plans	Initial & Subsequent Public Meetings TAC Executive Board	30 Days	Legal Notice (English & Spanish) Website	Update as Necessary; Public Comments Included in Final Planning Document approved by Executive Board
Transportation Improvement Program (TIP)	Initial & Subsequent Public Meetings TAC Executive Board	30 Days	Legal Notice (English & Spanish) Website	Updated at least Every 2 Years; Public Comments Provided to Executive Board
Public Participation Plan	TAC Executive Board	45 Days	Legal Notice (English & Spanish) Website	Updated As Required Public Comments Provided to Executive Board
Work Program (WP)	TAC Executive Board	N/A	N/A	Annually; Amended as Necessary; Developed in Cooperation with ADOT and Transit Operators
Amendments To Adopted Documents	TAC Executive Board	N/A	Legal Notice (English & Spanish) Website	Non-Exempt Amendments
Amendments Exempt from Public Participation	N/A	N/A	N/A	Emergency Projects and Minor Revisions
Open Public Meetings				
Executive Board Meetings	Second Tuesday of Every Other Month	Public Comment Accepted at Meeting	Public Notice; Master Distribution List; Website	Held typically at 2:00 P.M.; Location varies between Virtual (Zoom) and in-person at 2360 McCulloch Blvd. Lake Havasu City, AZ 86403 (Police Facility Meeting Room)
Technical Advisory Committee (TAC)	Fourth Tuesday of Every Other Month	Public Comment Accepted at Meeting	Public Notice; Master Distribution List; Website	Held at 10:00 AM.; Location varies between Virtual (Zoom) and/ or in-person at 900 London Bridge Road, Bldg. B Lake Havasu City, AZ 86404

10. Lake Havasu MPO Planning Boundary



The Lake Havasu Metropolitan Planning Organization (LHMPO) is responsible for transportation planning within the regional area encompassing Lake Havasu City and a small portion of Mohave County. The region covered by LHMPO is approximately 100 square miles.

11. MPO Organizational & Program Administration

General Organization

The “LHMPO” was established in 2013 with the responsibility for transportation planning within the regional area. The regional area generally encompasses Lake Havasu City, a portion of Mohave County and the state highway system within its boundaries. Federal legislation requires that an MPO be designated to carry out a comprehensive, continuing, and coordinated transportation planning process for urbanized areas with a population of 50,000 or more. Lake Havasu City is the fiscal and administrative agent for the “LHMPO”.

LHMPO Title VI Coordination and Administration

Compliance is ongoing and falls under duties for the “LHMPO” Director aka Manager, which includes, but is not limited to activities such as reporting and data collection, as well as advising the administrative staff of Title VI changes. The Title VI Nondiscrimination Program Coordinator is also responsible for preparing and submitting Title VI Plans once a year and an annual Title VI Accomplishment and Goals report.

The Title VI Nondiscrimination Program Coordinator will receive training from ADOT and will share the requirements of Title VI and related authorities with staff and committee members. The coordinator will also be responsible for developing the Title VI Plan and related reports and overseeing the implementation of the Plan.

Strategies to include disadvantaged populations (including individuals with Limited English Proficiency) in the transportation planning and grant awards processes are outlined in the LHMPO Public Involvement Plan

“LHMPO” Title VI Nondiscrimination Program Coordinator Contact Information:

Sarah Lojewski, Executive Director
Lake Havasu Metropolitan Planning Organization
900 London Bridge Road
Lake Havasu City, AZ 86404
928-453-2823 / 928-854-7702 (Fax)
Email: LojewskiS@lhcaz.gov

LHMPO Membership – When and where possible the LHMPO strongly encourages and promotes participation of minorities on its committees. Membership is ultimately controlled and guided by the Lake Havasu MPO Bylaws. These bylaws dictate from where and who the membership can be so while minorities are promoted, it is also limited to those people that are available from which people may be recruited or appointed.

LHMPO Executive Board

The Executive Board is the policy body of the “LHMPO” and consists of elected or appointed officials from the Lake Havasu City, Mohave County, one member from ADOT State Transportation Board (appointed by the Governor of the State of Arizona) and one ex-officio from Federal Highways Administration. As these members are either elected or appointed to serve on their respective County / City Boards / Councils, it is outside the LHMPO’s area of influence to promote minority participation. As the policy body, the function of the Executive Board is to coordinate transportation planning and related implementation activities within the metropolitan area. The Board must approve all agreements and contracts and the Chairman, or designee, signs all appropriate documents related to contracts and agreements. The Executive Board also reviews and approves the Title VI Nondiscrimination Program Plan.

Lake Havasu MPO - Executive Board Representation

Lake Havasu City – Three (3) Members
Mohave County – One (1) Member
Arizona State Transportation Board – One (1) Member
Ex-Officio Federal Highways Administration – One (1) Member

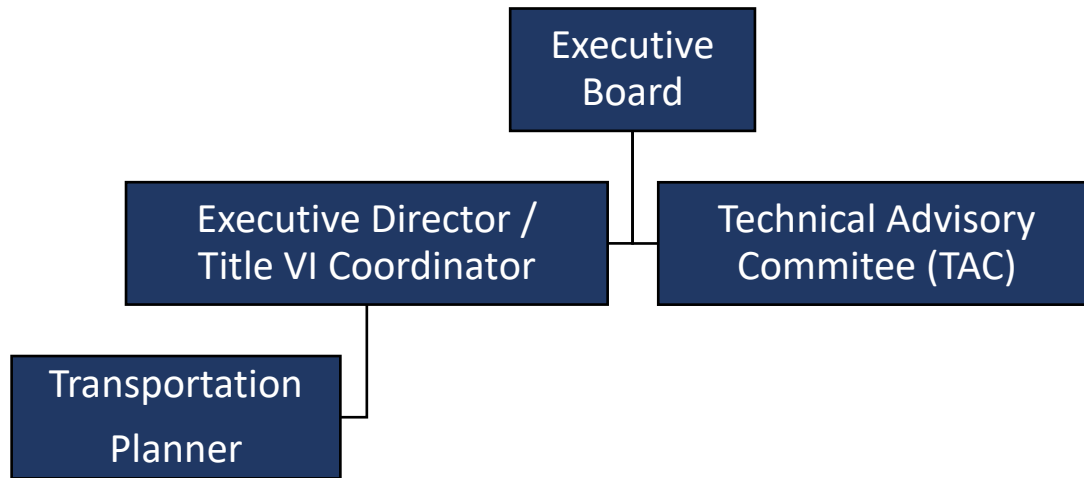
Technical Advisory Committee (TAC)

The TAC is an advisory committee to the Executive Board. The eight-member committee is comprised of: the Lake Havasu City Manager or designee; Lake Havasu City Public Works Director or designee; Lake Havasu City Development Services Director or designee; Mohave County Public Works Director, or designee; Mohave County Development Services Director, or designee; Western Arizona Council of Governments (WACOG) Transportation Program Manager as well as representatives from the Arizona Department of Transportation’s Northwest District Engineering Office and Transportation Planning Division. In addition, there is an ex-officio non-voting member from Federal Highways Administration. Each of these agencies are asked to consider minorities where possible to represent their respective agencies on the TAC. The committee has the authority and primary responsibility to conduct technical reviews and analysis regarding all work activities of the Unified Planning Work Program and to advise the Executive Board on appropriate actions to be taken.

Lake Havasu MPO - Technical Advisory Committee

Lake Havasu City – Three (3) Members
Mohave County – One (1) Member
Western Arizona Council of Governments – One (1) Member
Arizona State Transportation – Two (2) Member
Ex-Officio Federal Highways Administration – One (1) Member

LHMPO Organizational Chart



12. Lawsuits Alleging Discrimination

No investigations, lawsuits or complaints have been filed against the Lake Havasu MPO or its member agencies during the past three years. A copy of the Complaint Log is included as an attachment. Compliance for the Lake Havasu MPO transportation planning program is ongoing and falls under the duties of the Lake Havasu MPO Director & Title VI Nondiscrimination Program Coordinator. Title VI nondiscrimination training will be offered to the Lake Havasu MPO Staff, Executive Board, Technical Advisory Committee, and subrecipients annually.

13. Title VI Training

Compliance for the Lake Havasu MPO transportation planning program is ongoing and falls under the duties of the Lake Havasu MPO Executive Director – Title VI Coordinator. Annually, Title VI nondiscrimination training will be offered to the Lake Havasu MPO staff, Executive Board, Technical Advisory Committee, consultants, and subrecipients. Annual training will be reported in the Goals and Accomplishment Report.

Annual Title VI training will include the following components:

- What is Title VI
 - Applies to all Federally funded projects, programs, and activities
- Title VI Notice to the Public
 - What is the Notice to the Public
 - Where it is posted
 - How to file a complaint
- Title VI Complaint Process
 - How to file a complaint;
 - FHWA or FTA Funded Program or Activity;
 - The complaint must be filed within **180 days** of the alleged occurrence or when the alleged discrimination became known to the complainant;
 - The complaint should be in writing and signed;
 - Determining the jurisdiction, acceptability, and the need for additional information upon receipt to investigate the merit;
 - Upon receipt of a complaint, SCMPO to forward to ADOT External Civil Rights Office (ECR) within 72 hours;
 - Take final action within 60 days, and
 - Provide appeal instructions.
- Limited English Proficiency (LEP)
 - What is LEP

- How it is implemented
 - Four Factor Analysis
 - Publishing materials in languages other than English (e.g. Spanish)
 - Multi-language public outreach materials (Newspaper, Website, Social Media, Surveys, etc.)
 - Pictograms
 - Multi-language announcements at reception areas
 - Language identification using “I Speak” cards
- Title VI Annual Report
 - Accomplishments
 - Summary of public outreach and involvement activities, and description of steps to ensure minority & low-income people had meaningful access to activities
 - List of any Title VI investigations, complaints, or lawsuits
 - Discuss the public outreach and involvement activities, and description of steps to ensure minority & low-income people had meaningful access to activities
 - Non-Compliance w/ Title VI
 - Withholding of payments to the recipient under the contract until the recipient complies, and/or
 - Cancellation, termination or suspension of the contract, in whole or in part

LHMPO Staff – Annually, ADOT External Civil Rights Office to offer Title VI Training / Overview for staff. Staff will also participate in FTA / FHWA Title VI and Environmental Justice Training that is made available throughout the year.

Executive Board – This training will occur annually and functions as part training and debriefing regarding highlights from the previous reporting year. The training portion is high-level and is tailored to identify and address major challenges and special emphasis areas findings from the Title VI Nondiscrimination Program Plan. LHMPO Staff and or the LHMPO Title VI Coordinator will provide this training.

Technical Advisory Committee (TAC) - This training will occur annually and functions as part training and debriefing regarding highlights from the previous reporting year. The training portion is high-level and is tailored to identify and address major challenges and special emphasis areas findings from the Title VI Nondiscrimination Program Plan. LHMPO Staff and or the LHMPO Title VI Coordinator will provide this training.

Subrecipients – Contracts will be reviewed to ensure that the assurances are being followed, which will be followed by training. The content of the training is developed specifically to address the issues / challenges facing each subrecipient as communicated through the subrecipient review. At the current time, the LHMPO does not have any subrecipients. LHMPO Staff and or the LHMPO Title VI Coordinator will provide this training.

Cal Sheehy, Chair

Nancy Campbell, Vice Chair

Sonny Borrelli, Secretary/Treasurer

Jeni Coke, Board Member

Sam Elters, Board Member

www.LHMPO.org

Lake Havasu City

Council Chambers

92 Acoma Blvd. S.

Lake Havasu City, AZ 86403



Lake Havasu Metropolitan Planning Organization (LHMPO)

Executive Board Meeting Minutes

Tuesday, June 10, 2025, 2:00 P.M.

All action items are highlighted in gray.

The Lake Havasu MPO Executive Board may vote to hold an Executive Session for the purpose of obtaining legal advice from an attorney for the Board on any matter listed on the agenda under A.R.S. § 38-431.03 (A)(3)

1. CALL TO ORDER - (Cal Sheehy)

Chairman Sheehy called the meeting to order at 2:00 P.M.

2. PLEDGE OF ALLEGIANCE - (Cal Sheehy)

Chairman Sheehy led in the Pledge of Allegiance

3. Roll Call - (Sarah Lojewski)

Sarah Lojewski performed Roll Call

Present: Chairman; Cal Sheehy, Vice-Chairman Nancy Campbell, board member Sam Elters, Jeni Coke, and Secretary Sonny Borrelli.

4. Discussion and Possible Action to Approve the Minutes: April 8, 2025

Sonny Borrelli motioned to approve the April 08, 2025, Meeting Minutes. Nancy Campbell seconded the motion.

5. Discussion and Possible Action to Adopt Resolution No. 2025-02 Approving the Revised Strategic Transportation Safety Plan (STSP) and Commitment to Vision Zero

Sarah Lojewski, LHMPO Director, presented to the Executive Board the Resolution approving the revised STSP and commitment to Vision Zero. The revision will now state:

- "Achieve a 5% annual reduction in serious injury and fatal crashes until reaching zero fatalities or serious injuries within the LHMPO region."

Sonny Borrelli motioned to approve to Adopt Resolution No. 2025-02 approving the revised Strategic Transportation Safety Plan and Commitment to Vision Zero. Nancy Campbell seconded the motion.

6. Discussion and Possible Action to Approve an Administrative Amendment to FY 2026-FY 2030 Transportation Improvement Program

Sarah Lojewski, LHMPO Director, explained the Administrative Amendment to the Board for the FY2026-FY2030 TIP.

- 1) Add FY25 scoping phases to the three FY27/28 HSIP Projects,
- 2) Adjust HSIP FY27 design phase costs to remove scoping costs,
- 3) Update HSIP project names consistent with ADOT eligibility letters and IGAs, and
- 4) Add a project to the illustrative list for discretionary grant applications.

Jeni Coke motioned to approve the administrative Amendment to the FY2026-FY2030 Transportation Improvement Program. Nancy Campbell seconded the motion.

7. Title VI Training – PowerPoint Presentation of Annual Title VI Training

Sarah Lojewski, LHMPO Director, presented a PowerPoint presentation on the annual Title VI training required by all MPO.

8. Presentation and Discussion of the Legislative Reports on Current Legislation by the Rural Transportation Advocacy Council (RTAC)

Nancy Campbell provided the RTAC legislative report on current legislation.

9. Presentation and Discussion of the Current Updates of Pavement Preservation Projects in the Region by ADOT District Engineer

Todd Steinberger, P.E. Northwest Assistant District Engineer, advised the Board on the updates for the projects in the region.

- The raised median on SR 95 from S. Palo Verde to Price
- I-40 Pavement Preservation from the CA State Line to Needle Mtn. TI
- I-40 Pavement Preservation from Needle Mtn TI to SR 95 TI
- West Kingman System to System TI in Kingman

10. Presentation and Discussion of the Current Updates of the Transportation Projects in the State by Arizona Transportation Board

Sam Elters, District Representative updated the Board on the FY26-30 Tentative Five Years Construction Program

Lake Havasu Metropolitan Planning Organization

900 London Bridge Road, Building B

Lake Havasu City, AZ 86404

(928) 453-2823

www.lhmpo.org

11. CALL FOR FUTURE AGENDA ITEMS- (Cal Sheehy)

No Agenda items

12. UPCOMING MEETING SCHEDULE:

LHMPO TAC Meeting: **July 22, 2025, 10:00 AM**

LHMPO Executive Board Meeting: **August 12, 2025, 2:00 PM**

13. ADJOURNMENT

Pursuant to Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and other nondiscrimination laws and authorities, LHMPO does not discriminate on the basis of race, color, national origin, sex, age, or disability. Persons that require a reasonable accommodation based on language or disability should contact LHMPO's Title VI Coordinator at lojewskis@lhcaz.gov. Requests should be made as early as possible to ensure LHMPO has an opportunity to address the accommodation.

De acuerdo con el Título VI de la Ley de Derechos Civiles de 1964, la Ley de Estadounidenses con Discapacidades (ADA por sus siglas en inglés) y otras normas y leyes antidiscriminatorias, la Organización de Planificación Metropolitana de Lake Havasu (LHMPO por sus siglas en inglés) no discrimina por motivos de raza, color, origen nacional, sexo, edad o discapacidad. Las personas que requieran asistencia (dentro de lo razonable) ya sea por el idioma o discapacidad deben ponerse en contacto con el Director Ejecutivo de la Organización de Planificación Metropolitana de Lake Havasu (LHMPO por sus siglas en inglés) en lojewskis@lhcaz.gov. Las solicitudes deben hacerse lo antes posible para asegurar que la Organización de Planificación Metropolitana de Lake Havasu (LHMPO por sus siglas en inglés) tenga la oportunidad de hacer los arreglos necesarios.

The following link provides access to a voluntary but highly important survey; by completing this survey, the Lake Havasu MPO will be able to determine who attends our public meetings and how we can improve participation:

https://docs.google.com/forms/d/e/1FAIpQLSfcVaS6fU1kTF_So2QoPfOsfDZjqlBpbTwqsl6HLwFxL5Xy-Q/viewform

El siguiente enlace proporciona acceso a una encuesta voluntaria pero muy importante; al completar esta encuesta, la MPO del lago Havasu podrá determinar quién asiste a nuestras reuniones públicas y cómo podemos mejorar la participación:

<https://docs.google.com/forms/d/e/1FAIpQLSe6l7IM8eKfcf9mxiJcUmuLMbplfnQ3vWCNKbigDMW4CQXb0g/viewform>

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www.lhmpo.org

14. Compliance and Enforcement

The LHMPO is a recipient of federal financial assistance. All recipients are required to comply with various nondiscrimination laws and regulations, including Title VI of the Civil Rights Act of 1964 (Title VI).

The LHMPO and its subrecipients of federal-aid funds must ensure that all of its programs and activities are operated in a nondiscriminatory manner. Subrecipients will provide an annual report describing Title VI data findings from the agency and subcontractors, outreach methods, Title VI implementation changes and upcoming Title VI program goals. Annual reports are analyzed and categorized based on a high / low risk assessment. Compliance reviews of program areas, subrecipients, and consultant contracts of federal financial assistance will be conducted to determine level of compliance with Title VI requirements. The Title VI Nondiscrimination Program Coordinator will conduct compliance reviews annually to:

- Ensure compliance with Title VI.
- Provide technical assistance; and
- Correct deficiencies.

High/Low Risk Assessment for internal program reviews:

- Deficiencies on Reports and Title VI Meeting Summaries
- Demographic data collection and analysis
- Date of last program area training
- Complaints received

Program Area Review

The Title VI Nondiscrimination Program Coordinator will review program areas for Title VI compliance. This will be done by examining data collection methods, public notification practices, and public participation practices. If deficiencies are found then staff will look at best practices being used by other MPO's and / or ADOT.

Program Areas

- Long Range Transportation Plan, also known as Regional Transportation Plan (RTP)
- Transportation Improvement Program (TIP)
- Public Involvement Plan (PIP)
- Coordinated Public Transit-Human Services Transportation Plan
- Planning Studies (e.g. Safety, Transit, Bike/PED, etc.)

The Title VI Nondiscrimination Program Coordinator provides oversight to the program areas. This Coordinator will be responsible for overseeing the preparation and execution of all planning study contracts for consultants to ensure Title VI compliance.

FHWA Funded Contracts will be reviewed for the following:

- Include the most recent signed assurances;
- Include subrecipient signed assurances; and
- Ensure the consultant is complying with Title VI assurances.

Subrecipient Review

The Title VI Nondiscrimination Program Coordinator is responsible for reviewing subrecipient contracts and planning agreements for Title VI compliance. This is accomplished through contract review, training, onsite visits, and personal interviews of staff. At the current time, LHMPO does not have any subrecipients.

Consultant Contract Review

The Title VI Nondiscrimination Program Coordinator is responsible for overseeing the preparation and execution of all planning study contracts for consultants to ensure Title VI compliance.

FHWA / FTA Funded Contracts will be reviewed for the following:

- Include the most recently signed assurances;
- Include subrecipient signed assurances; and
- Ensure the consultant is complying with Title VI Assurances.
- Ensure the consultant provides list of bidders and proof of registration within the AZ UTRACS system.
- The following language is included in all contracts to ensure subconsultants are complying with Title VI:
 - A copy of the Prime Contract is included as Attachment C. All portions thereof, including but not limited to Exhibit “C”-Appendix A of the Sun Corridor Metropolitan Planning Organization Title VI Plan and Exhibit “D”-Appendix E of the Sun Corridor Metropolitan Planning Organization Title VI Plan, not in conflict with any provision of this Agreement, are incorporated herein by reference.

c. Non-Compliance

If deficiencies are found:

MPO Staff

1. If non-compliance is found in any of the Program Areas that a MPO Staff member is responsible for, the Title VI Coordinator will issue a formal written warning to the appropriate MPO staff member. A meeting will be held with the staff member to discuss possible technical assistance, training, and an action plan towards full compliance. If non-compliance continues, further disciplinary action and/or termination of staff may occur as determined by the Executive Director/Title VI Coordinator.

Subrecipient/Consultants

1. Within 30 days of the review, deficiencies will be documented in a report provided to the subrecipient/consultant, and the ADOT External Civil Rights office.
2. All deficiencies should be corrected within 90 days of receipt of the report.
3. Within 30 days of mailing the report, a meeting will be scheduled to discuss possible technical assistance and an action plan to meet full compliance.
4. Outstanding high-priority vital items will be submitted within 30 days of report mailing.
5. The subrecipient/consultant will be asked to submit a formal action plan within 45 days of report mailing.
6. Within 90 days, the subrecipient/consultant must be fully compliant on outstanding deficiencies.
7. If not compliant, the Title VI Coordinator will make a formal funding recommendation to the appropriate oversight division and/or federal authority.

The following can be outcomes of non-compliance with Title VI:

- Withholding payments to the subrecipient/consultant under the contract until compliance, and/or
- Cancellation, termination, or suspension of the contract, in whole or in part.

The Title VI Coordinator will determine if additional monitoring is needed to ensure ongoing compliance with Title VI requirements.

a. Compliance

If no deficiencies are found:

MPO Staff

1. No action required.

Subrecipient/Consultants

1. A formal letter of full compliance will be provided within 30 days of on-site review along with a report of findings. The report may still provide recommendations for strengthening the Title VI Program.

The Title VI Coordinator provides oversight to the program areas. Annually, the Title VI Coordinator will report in the Goals and Accomplishment Report the findings from the analysis of the data collected throughout the year and explain the steps for each transportation program area in order to comply with Title VI Program requirements. Data collection and review procedures to be followed are outlined in the matrix table on the following page.

The following matrix outlines the program areas, general description of each program, and review procedures for data collection:

Program Area	General Description	Program Review Procedures
Regional Transportation Planning: Transportation Improvement Program Other Planning Studies (e.g. transit, safety, etc.)	<p>Transportation Improvement Program (TIP) identifies all federally funded transportation projects to be completed in the LHMPO region over a four- year period.</p> <p>Any other planning study or project sponsored by LHMPO</p>	<p>All Board and committee meetings are open to the public. Public comment is always included as an agenda item for all Executive Board and Technical Advisory Committee meetings.</p> <p>Self-Identification Surveys in both English and Spanish are made available at each Executive Board and Technical Advisory Committee meeting. The data collected from these surveys allows for the analysis to ensure that all persons have an equal opportunity to benefit from or have access to the activities of LHMPO and to avoid any disproportionate impacts from those activities.</p> <p>All planning studies are made available to the public for a minimum of 30-day review & comment period.</p> <p>Public/Legal Notices are made available in both English & Spanish</p> <p>As part of the public outreach process for planning studies, surveys are made available to the public either on-line and/or in hard copy to collect a variety of data. Statistical data such as race, color, and national origin are captured during these public surveys. The data collected from these surveys allows for the analysis to determine if Title VI neighborhoods are receiving equal benefit and not a disproportionate burden. Data will be collected and analyzed for every planning study and each public meeting held during the study. The analysis/report will be provided by the end of study (studies range anywhere from 3 to 18 months) and included in the overall final planning document (as well as the annual Title VI report).</p> <p>The Limited English Proficiency (LEP) Four Factor Analyses are conducted in the planning study/project area to determine if study documents need to be provided in both English and Spanish.</p>
Program Area	General Description	Program Review Procedures

Public Involvement Plan	<p>The purpose of a public involvement plan is to ensure a proactive public involvement procedure that allows the public to be involved in all phases of the planning process by providing complete information, timely public notice, opportunities for making comments, full access to key decisions, and early and continuing involvement in developing transportation plans and programs.</p>	<p>The Public Involvement Plan is made available to the public for a 45-day comment/review period.</p> <p>Public/Legal Notices are made available in both English and Spanish.</p> <p>Individuals who are not able to attend meetings may make a request for the information at LHMPO office for delivery of materials to their homes.</p> <p>Public meetings are held in facilities that are compliant with the Americans with Disabilities Act (ADA); and, arrange for reasonable accessibility and accommodation to persons with disabilities. Further, to provide equally effective communication, LHMPO will make due preparation, when appropriate, for persons requiring assistance, such as the hearing or visually impaired, upon request.</p>
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EXHIBIT A - Notice to the Public

*Title VI Notice to the public are posted in the lobby area by the front desk of the Lake Havasu MPO office.

*Title VI Notice to the public is set on the table with handouts upon entering the meeting area.

*Title VI Notice to the public is read out loud during virtual meetings.



**LAKE HAVASU METROPOLITAN PLANNING
ORGANIZATION'S
TITLE VI NOTICE TO THE PUBLIC**

The Lake Havasu Metropolitan Planning Organization (LHMPO) hereby gives public notice that it is the Agency's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person shall, on the grounds of race, color, national origin, or disability, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Federal Aid Highway program or other activity for which Lake Havasu MPO receives Federal financial assistance.

Any person, who believes his/her Title VI protection has been violated, may file a complaint. Any such complaint must be in writing and filed with the Lake Havasu MPO, Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from the Lake Havasu MPO Office.

<p style="text-align: center;">Sarah Lojewski Title VI Coordinator/ <i>Coordinador del Título VI</i> 928-453-2823 • LojewskiS@lhcaz.gov</p>	<p style="text-align: center;">900 London Bridge Road Building B Lake Havasu City, AZ 86404</p>
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**AVISO AL PÚBLICO SOBRE EL TÍTULO VI DE LA
ORGANIZACIÓN LAKE HAVASU METROPOLITAN PLANNING ORGANIZATION**

La organización de planificación metropolitana “Lake Havasu Metropolitan Planning Organization” (LHMPO), por este medio provee un aviso al público con respecto a que es la norma de la Agencia asegurar el cumplimiento total del Título VI del Decreto de los Derechos Civiles de 1964, el Decreto de la Restauración de los Derechos Civiles de 1987, y regulaciones y estatutos relacionados en todos los programas y las actividades. El Título VI requiere que ninguna persona deberá, debido a raza, color, origen nacional, o discapacidad, ser excluida de su participación en, denegada de los beneficios de, o de otra forma verse sujeta a discriminación bajo cualquier programa de Carreteras con Ayuda Federal o de cualquier otra actividad para la cual Lake Havasu MPO reciba asistencia financiera federal.

Cualquier persona que crea que se ha violado su protección bajo el Título VI, puede registrar una queja. Dicha queja debe hacerse por escrito y registrarse con el Coordinador del Título VI de la organización Lake Havasu MPO dentro de ciento ochenta (180) días de la fecha del presunto evento discriminatorio. Las formas para quejas por discriminación “Title VI Discrimination Complaint Form” se pueden obtener en la oficina de Lake Havasu MPO.

<p style="text-align: center;">Sarah Lojewski Title VI Coordinator/ <i>Coordinador del Título VI</i> 928-453-2823 • LojewskiS@lhcaz.gov</p>	<p style="text-align: center;">900 London Bridge Road Building B Lake Havasu City, AZ 86404</p>
--	---

EXHIBIT B - Complaint Forms in English & Spanish



ADA/Title VI Discrimination Complaint Form

Note: The following information is needed to assist in processing your complaint.

Complainant's Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: _____ Alternate Phone Number: _____

Person discriminated against (someone other than complainant):

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: _____ Alternate Phone Number: _____

Which of the following best describes the reason you believe the discrimination took place?
Please be specific.

☐ Race _____ ☐ Color _____ ☐ National Origin _____

☐ Disability _____

☐ Limited English Proficiency (LEP) _____

On what date(s) did the alleged discrimination take place? _____

Where did the alleged discrimination take place? _____

What is the name and title of the person(s) who you believe discriminated against you (if known)?

Describe the alleged discrimination. Explain what happened and who you believe was responsible. (If additional space is needed, add a sheet of paper).

1 | Page



List names and contact information of persons who may have knowledge of the alleged discrimination.

If you have filed this complaint with any other federal, state, or local agency, or with any federal or state court, check all that apply.

☐ Federal Agency ☐ Federal Court ☐ State Agency ☐ State Court ☐ Local Agency

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Alternate Phone Number: _____

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

Complainant Signature _____
Date Number of attachments: _____

Lake Havasu MPO

lojewskis@lhcaz.org

ATTN: Sarah Lojewski, Program Coordinator 900 London Bridge Rd. Bldg. B Lake
Havasú City, AZ 86404

Phone: 928.453.2823 FAX: 928.854.7702 www.LHMPO.org

LHMPO Submission: print form and then email to

lojewskis@lhcaz.org

If information is needed in another language, please contact Lake Havasu MPO at (928-453-2823). Si se necesita información en Español, por favor comuníquese con la Oficina de Lake Havasu MPO al (928) 453-2823.

2 | Page



Forma Para Poner una Queja (De Acuerdo Al ADA Y Título VI)

Nota: La siguiente información se necesita para procesar su queja.

Información de la persona que está poniendo la queja:

Nombre: _____
Dirección: _____
Ciudad/Estado/Código Postal: _____
Teléfono (Casa): _____
Teléfono (Trabajo): _____

Persona A La Que Se Discriminó (alguien que no sea la persona que está poniendo la queja)

Nombre: _____
Dirección: _____
Ciudad/Estado/Código Postal: _____
Teléfono (Casa): _____
Teléfono (Trabajo): _____

¿Cuál de las siguientes razones describe por lo que usted siente que se le discriminó?

Raza (Especifique) _____ Nacionalidad (Especifique) _____
Color (Especifique) _____ Discapacidad (Especifique) _____

¿En qué fecha(s) sucedió la discriminación? _____

¿En dónde sucedió la discriminación? _____

¿Cuál es el nombre y ti de la persona(s) que usted siente que cometió la discriminación contra usted (si lo sabe)? _____

Describa la presunta discriminación. Explique qué sucedió y quién cree usted que fue responsable (si necesita más espacio, agregue otra hoja).

Escriba una lista con los nombres de las personas que puedan tener conocimiento de la presunta discriminación y cómo contactarlas.

Si ha presentado esta queja con otra agencia federal, estatal o local, o con cualquier corte federal o estatal, marque todas las que apliquen.

Agencia Federal _____ Corte Federal _____ Agencia Estatal _____
Corte Estatal _____ Agencia Local _____

Por favor proporcione información de la persona a la que presentó su queja en la agencia/corte.

Nombre: _____
Dirección: _____
Ciudad/Estado/Código Postal: _____
Teléfono (Casa): _____
Teléfono (Trabajo): _____

Por favor firme abajo. Puede incluir cualquier material escrito u otra información que usted crea que es importante para probar su queja.

Firma de la Persona que presenta la queja Fecha

Número de: _____

Someta la forma y cualquier información adicional a:

ADOT External Civil Rights Office
CivilRightsOffice@azdot.gov
ATTN: ADA/Title VI Nondiscrimination Program Coordinator
1801 W. Jefferson Suite 101
Phoenix, AZ 85007
Phone: 602.712.8946
www.azdot.gov

Lake Havasu MPO
Attn: Sarah Lojewski – Title VI Coordinator
900 London Bridge Road, Building B
Lake Havasu City, AZ 86404
928-854-2823
LojewskiS@lhcaz.org

EXHIBIT C - Complaint Log



Annual Report: Fiscal Year 2025

900 London Bridge Rd., Bldg. E
Lake Havasu City, AZ 86404



Title VI Complaints, Investigations and Lawsuits				
Description/Name	Date Month, Day & Year	Summary (Basis of Complaint)*	Status	Actions / Final Findings
Complaints				
1) None				
2)				
3)				
Investigations				
1) None				
2)				
3)				
Lawsuits				
1) None				
2)				
3)				

*Specific category, i.e. Sex, Race, Disability, etc.

Report to be Submitted Annually to ADOT Title VI Department; a NIL Report is Required



EXHIBIT D - Demographic Maps

Source: United States Census Bureau, American Community Survey 2019-2023 5-year Estimates:

Race and Ethnicity

- Asian
- Black
- Hispanic or Latino
- Native American
- Other Race
- Pacific Islander
- Two or More Races
- White

Select Age Group

- 65 years and over

Ability to Speak English

- Percent Limited English Proficiency (LEP)

Poverty Status in the Past 12 Months

- Percent of Families Below Poverty Level

Person – Poverty

- Persons – Percent Below Poverty Level
- Percent Persons with income below 150% of Poverty Level
- Percent Persons with income below 200% of Poverty Level

Vehicles Available

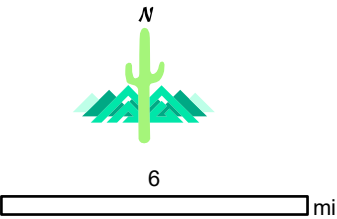
- Percent No Vehicles Available
- Percent One Vehicle Available
- Percent Two Vehicle Available
- Percent Three Vehicle Available



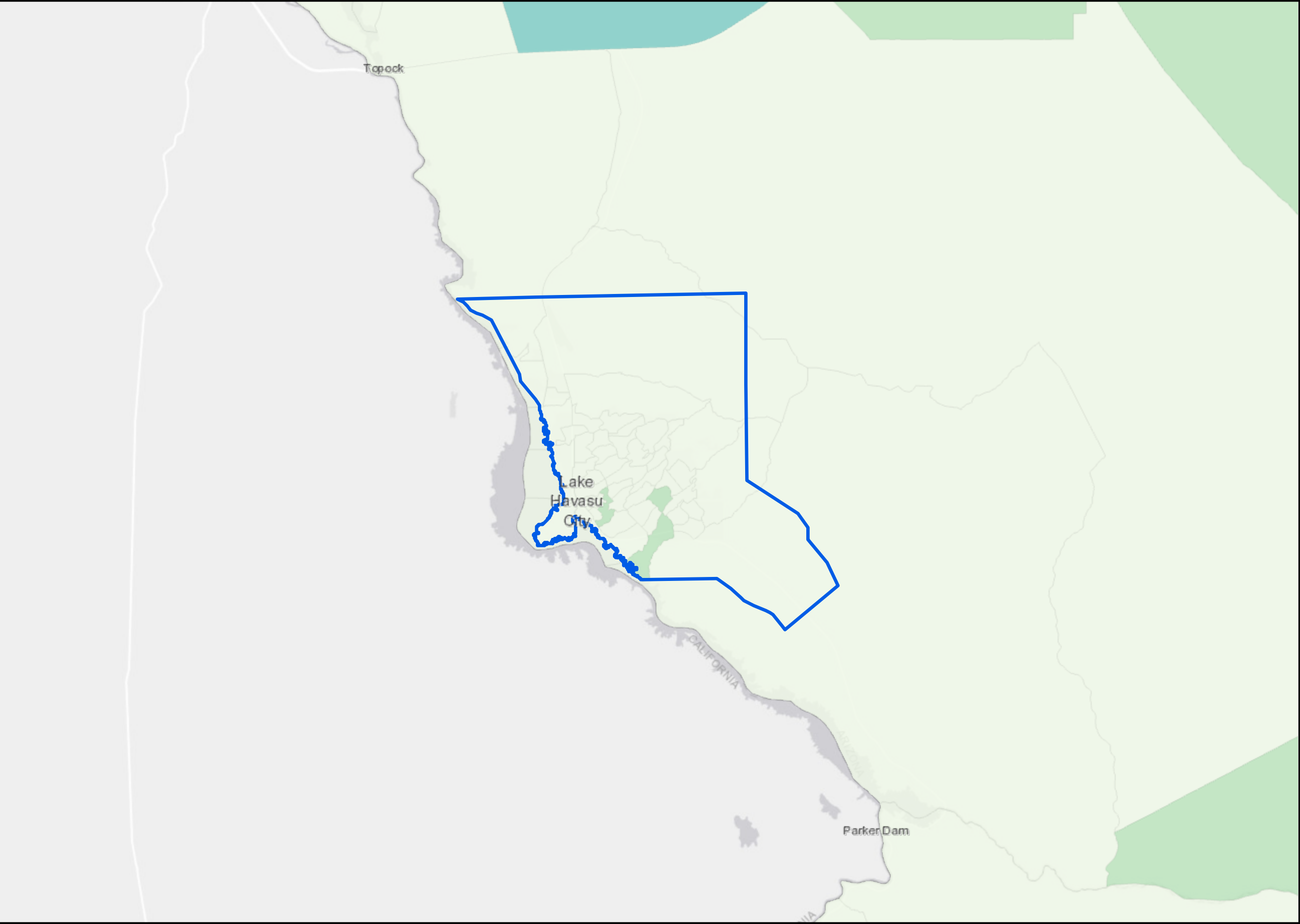
Race and Ethnicity - Percent Asian
American Community Survey
2019-2023 5yr

- 0% - 2.7%
- 2.7% - 8.5%
- 8.5% - 18.7%
- 18.7% - 40.2%
- 40.2% - 100%
- No Data

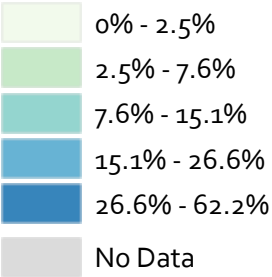
Notes:



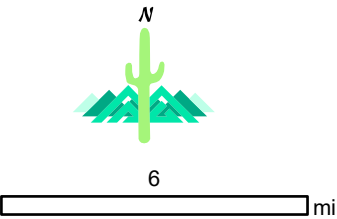
While every effort has been made to ensure the accuracy of this information, the Maricopa Association of Governments makes no warranty, expressed or implied, as to its accuracy and expressly disclaims liability for the accuracy thereof.



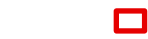
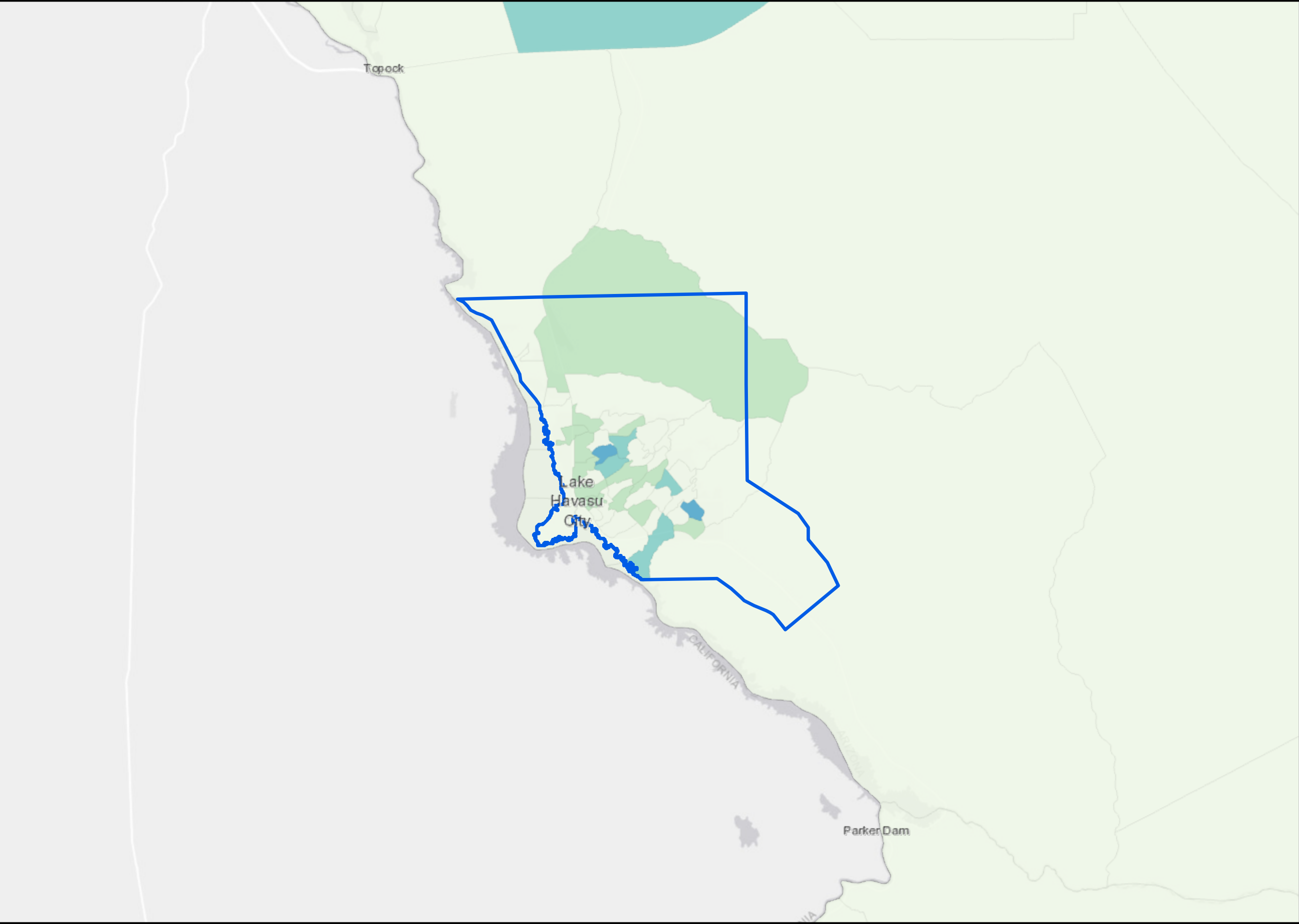
Race and Ethnicity - Percent Black
American Community Survey
2019-2023 5yr



Notes:



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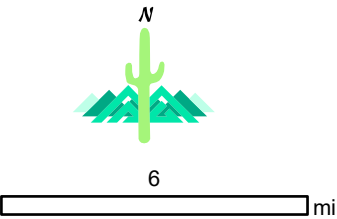


Race and Ethnicity - Percent Hispanic

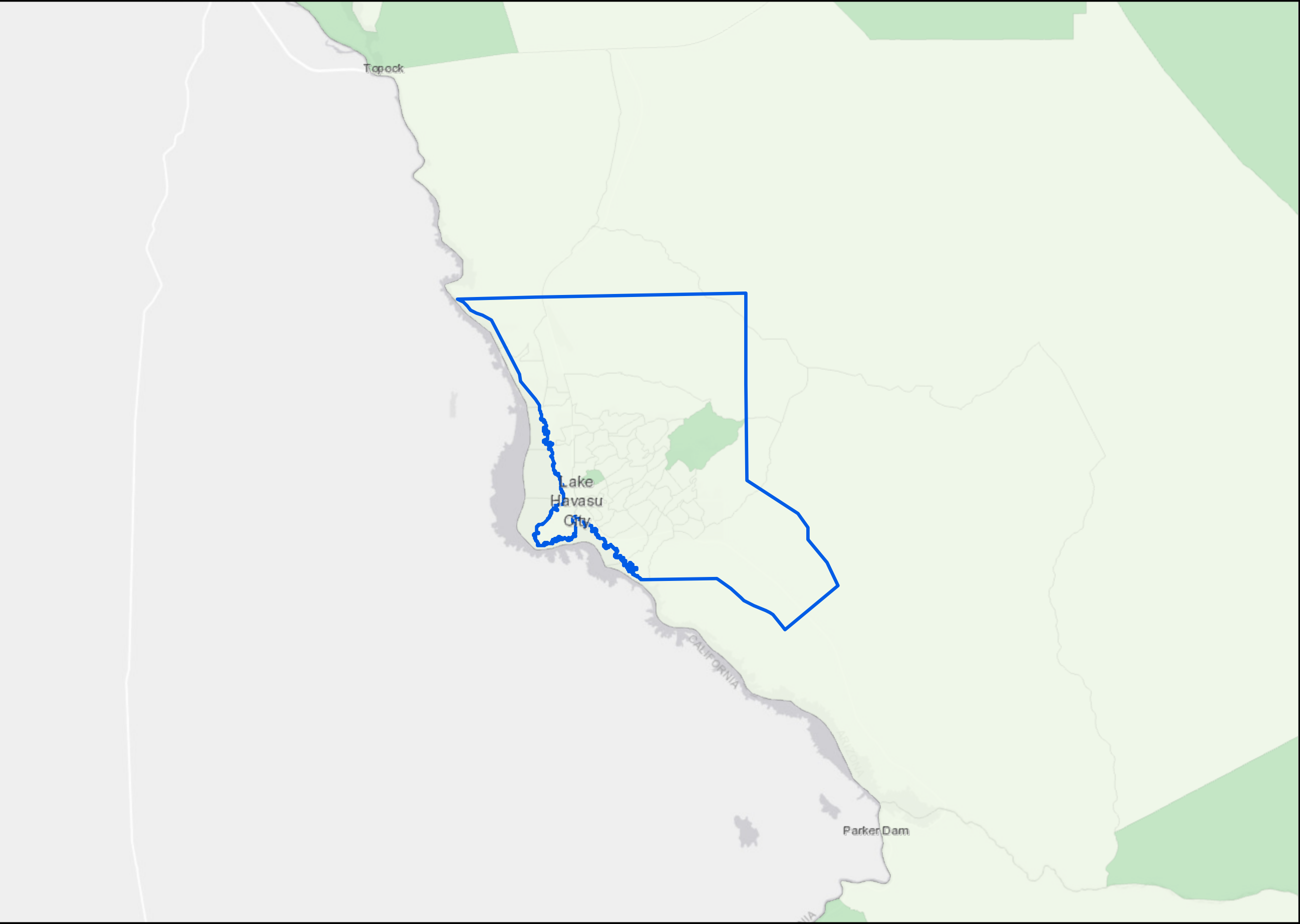
American Community Survey
2019-2023 5yr

- 0% - 13.3%
- 13.3% - 29.7%
- 29.7% - 49.4%
- 49.4% - 73.4%
- 73.4% - 100%
- No Data

Notes:



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Race and Ethnicity - Percent Native American

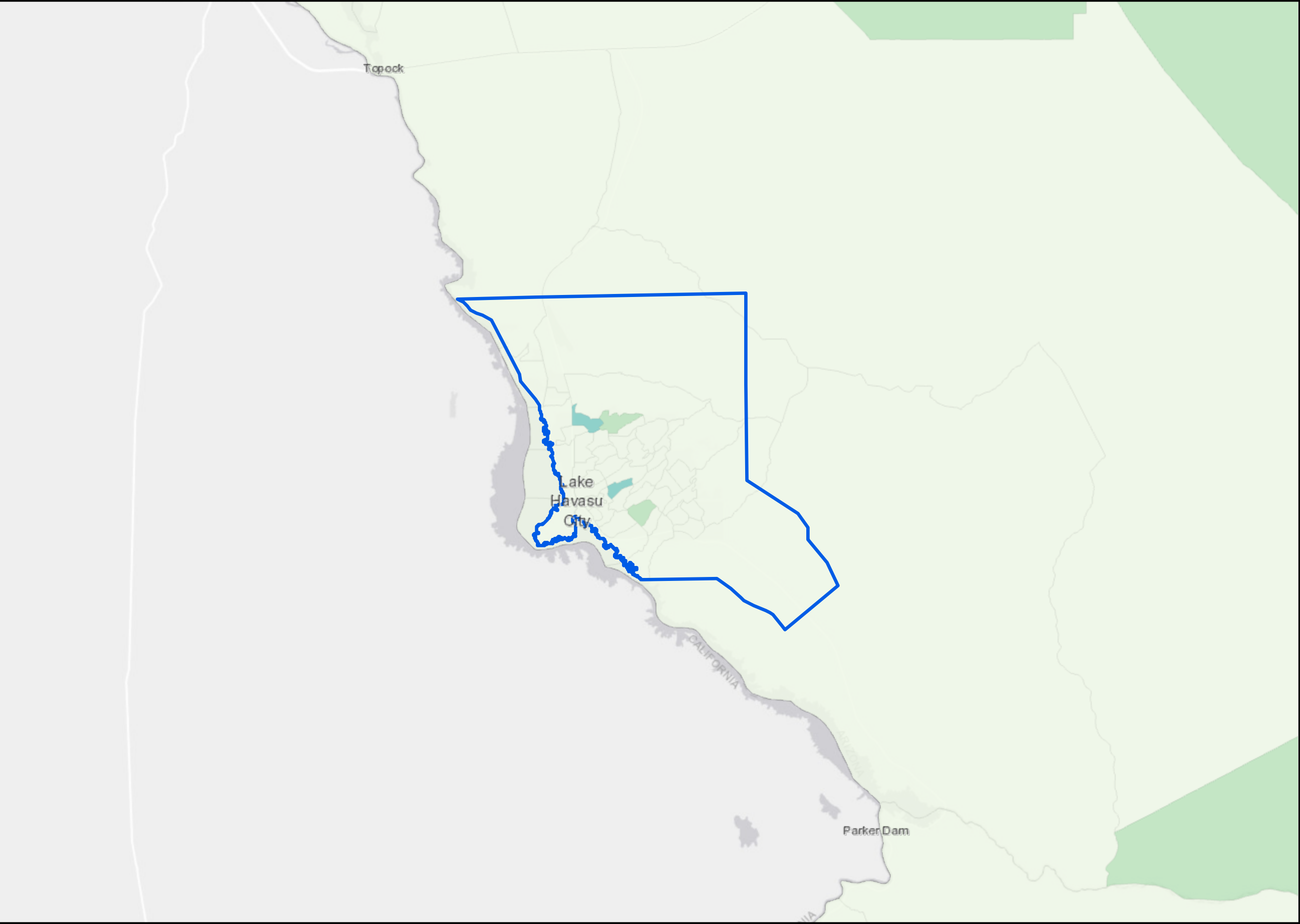
American Community Survey
2019-2023 5yr

- 0% - 3%
- 3% - 10.8%
- 10.8% - 28.3%
- 28.3% - 62.4%
- 62.4% - 100%
- No Data

Notes:

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Race and Ethnicity - Percent Other Race

American Community Survey
2019-2023 5yr

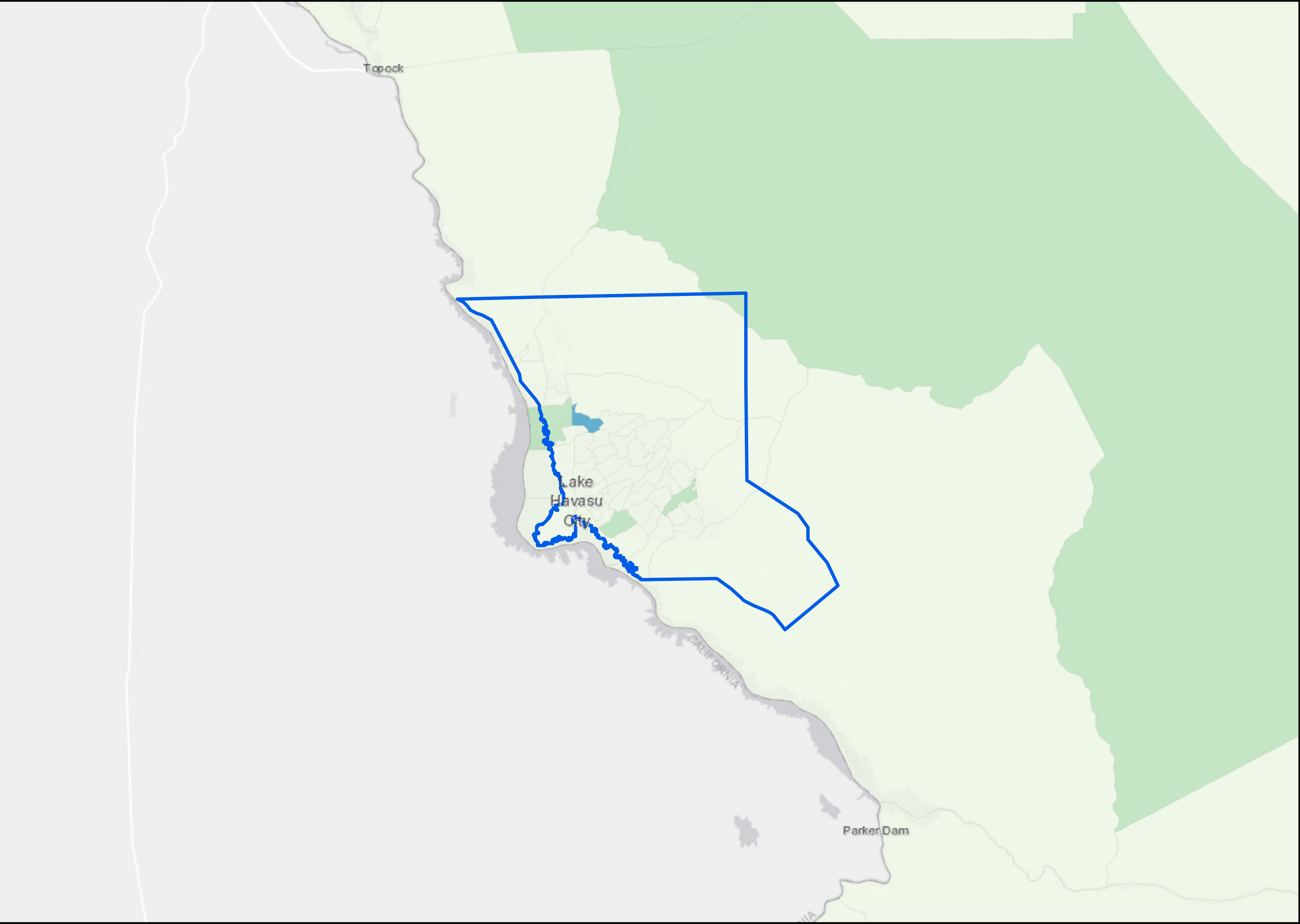
- 0% - 0.7%
- 0.7% - 2.6%
- 2.6% - 6.4%
- 6.4% - 12.8%
- 12.8% - 25.5%
- No Data

Notes:



6 mi

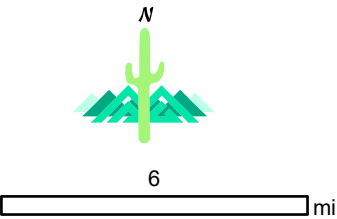
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Race and Ethnicity - Percent Pacific Islander
American Community Survey
2019-2023 5yr

- 0% - 0.7%
- 0.7% - 2.4%
- 2.4% - 5.2%
- 5.2% - 9.9%
- 9.9% - 33.8%
- No Data

Notes:



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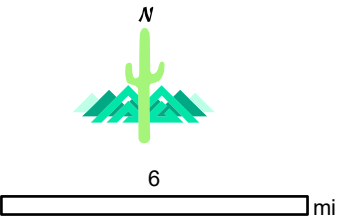


Race and Ethnicity - Percent Two Or More Races

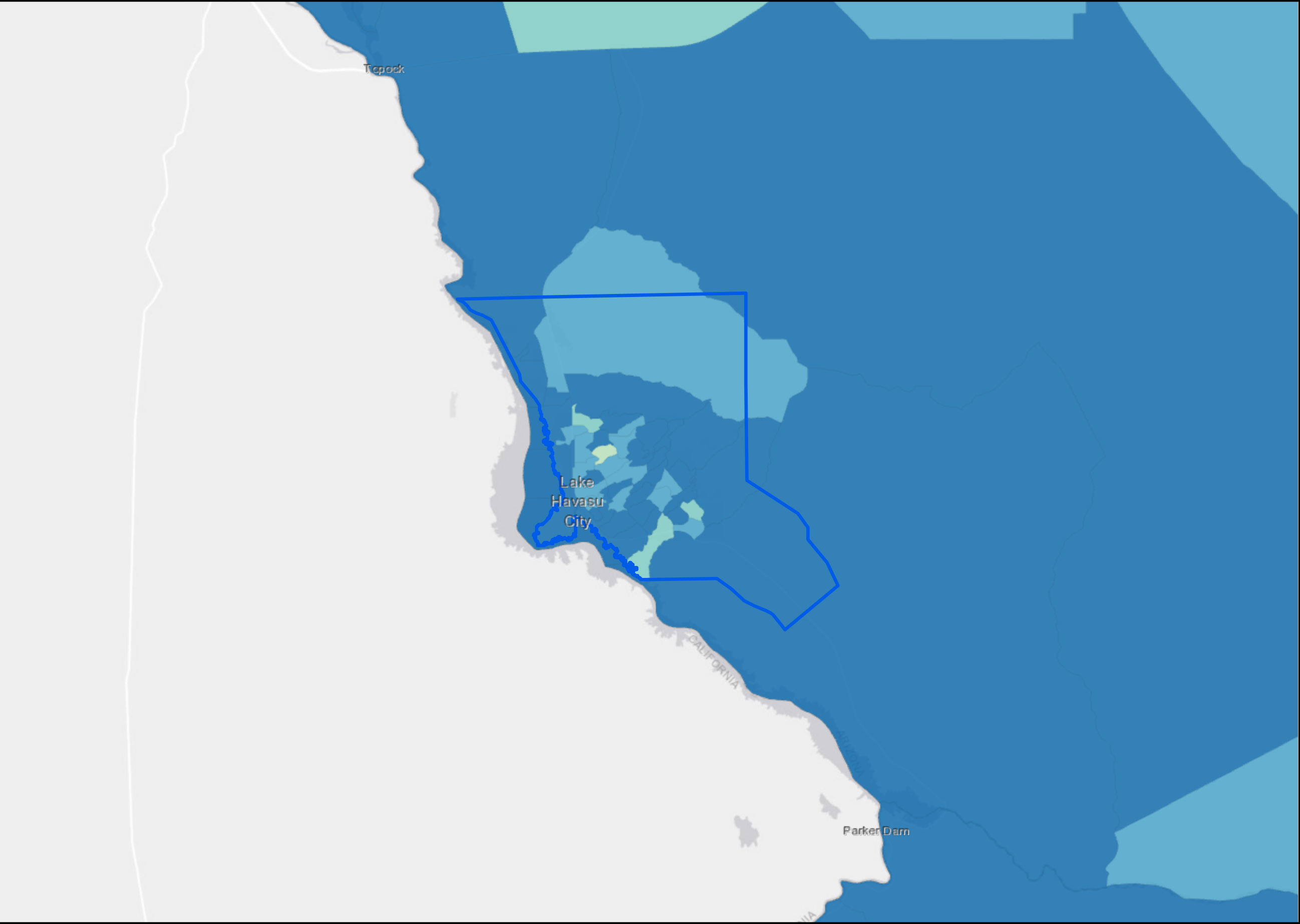
American Community Survey
2019-2023 5yr

- 0% - 2.1%
- 2.1% - 5.9%
- 5.9% - 12.3%
- 12.3% - 25.3%
- 25.3% - 50.6%
- No Data

Notes:



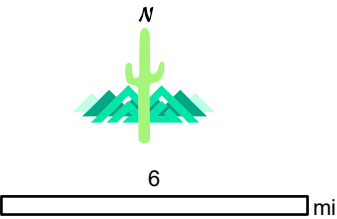
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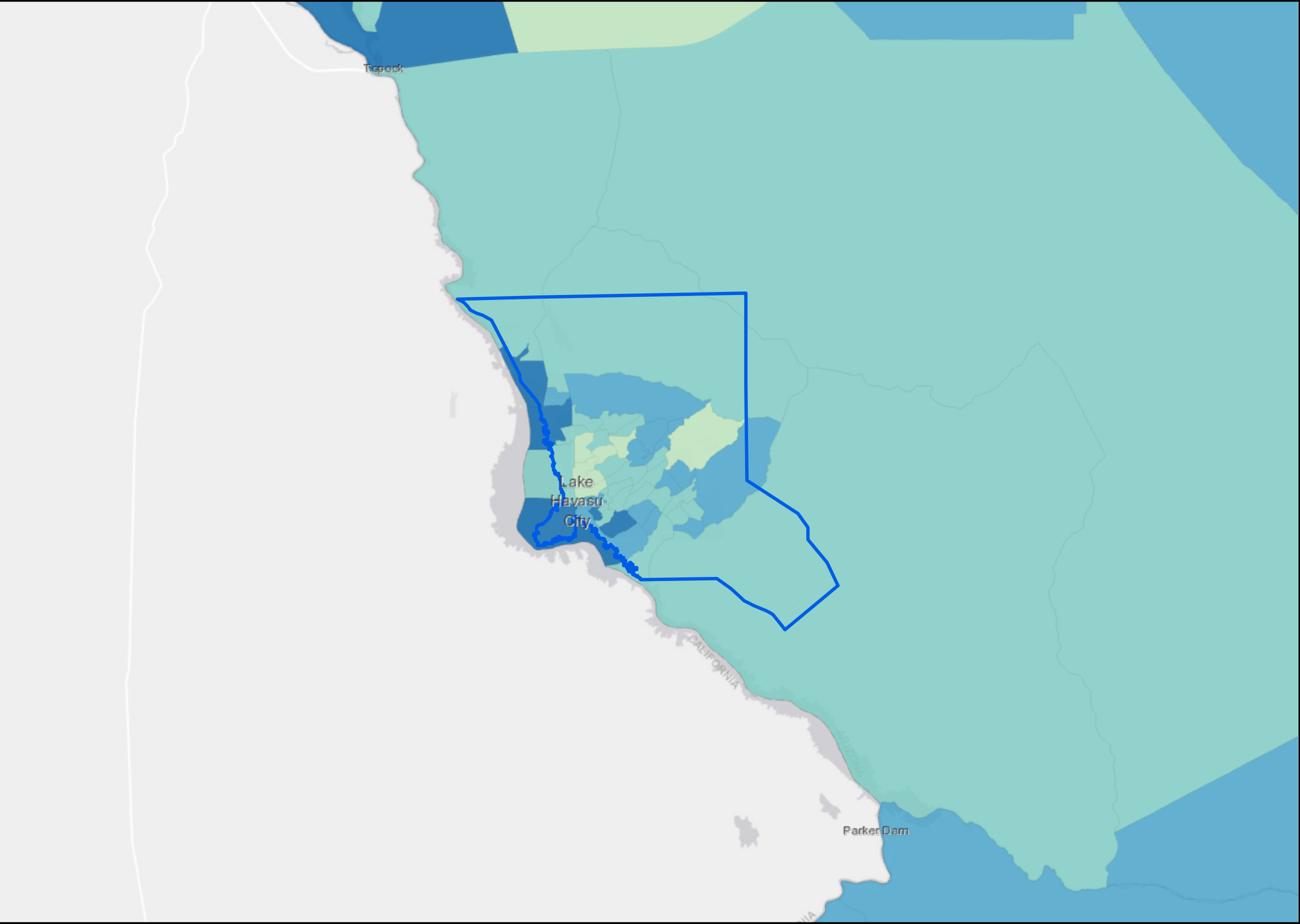
Race and Ethnicity - Percent White
American Community Survey
2019-2023 5yr

- 0% - 20.7%
- 20.7% - 43.8%
- 43.8% - 63%
- 63% - 80.8%
- 80.8% - 100%
- No Data

Notes:



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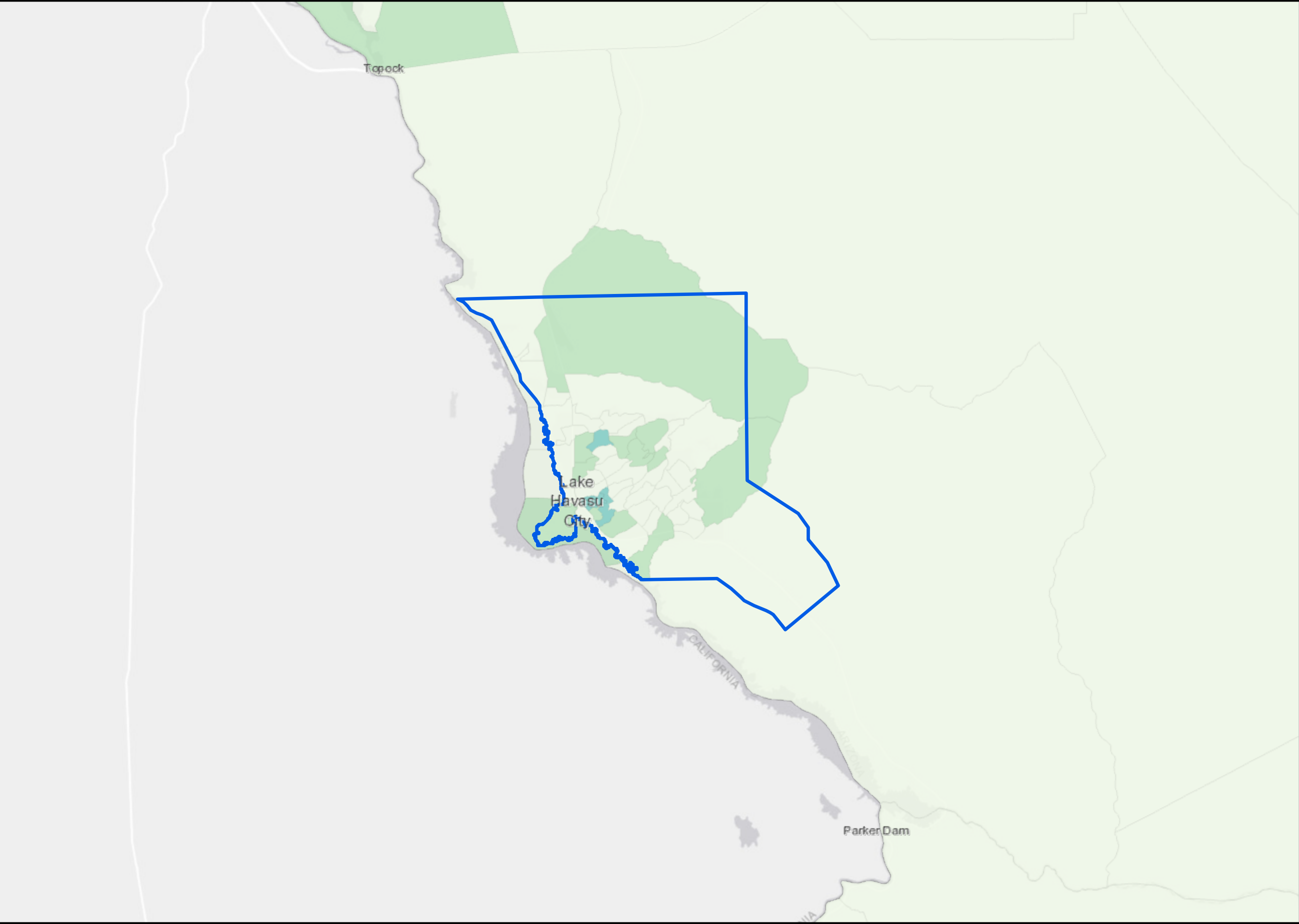
Select Age Groups - Percent 65 years and over
American Community Survey
2019-2023 5yr

- 0% - 11.1%
- 11.1% - 22.8%
- 22.8% - 39.3%
- 39.3% - 64.5%
- 64.5% - 100%
- No Data







Notes:



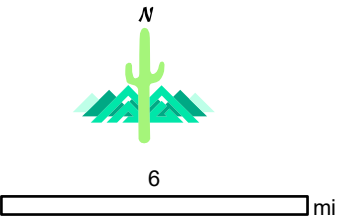
While every effort has been made to ensure the accuracy of this information, the Maricopa Association of Governments makes no warranty, expressed or implied, as to its accuracy and expressly disclaims liability for the accuracy thereof.



Vehicles Available - % No Vehicle Available
American Community Survey
2019-2023 5yr

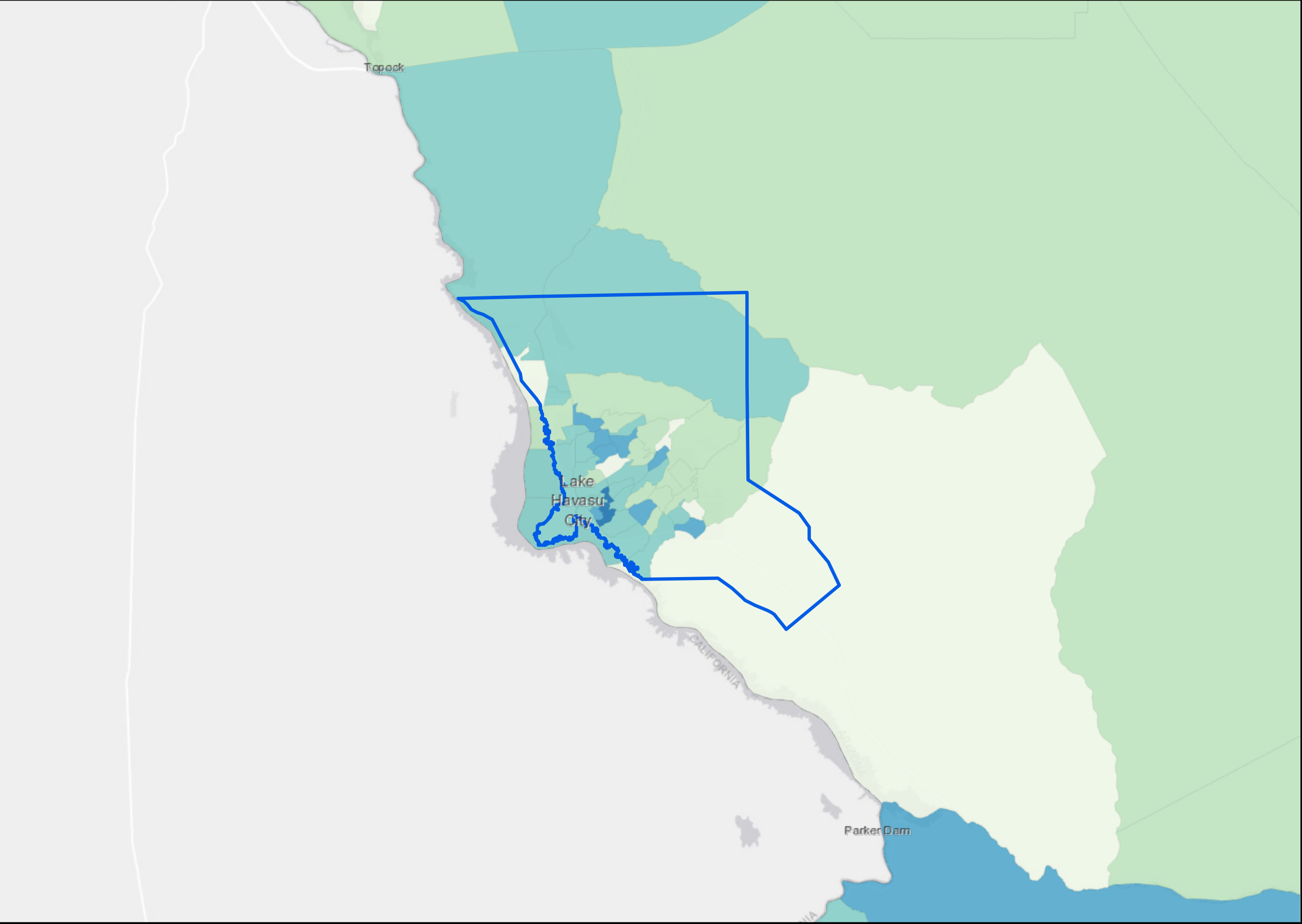
	0% - 4%
	4% - 11.8%
	11.8% - 23.3%
	23.3% - 42%
	42% - 83.1%
	No Data

Notes:



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Vehicles Available - % One Vehicle Available



Vehicles Available - % One Vehicle Available

American Community Survey
2019-2023 5yr

- 0% - 15.9%
- 15.9% - 29.4%
- 29.4% - 43.5%
- 43.5% - 60.2%
- 60.2% - 100%
- No Data

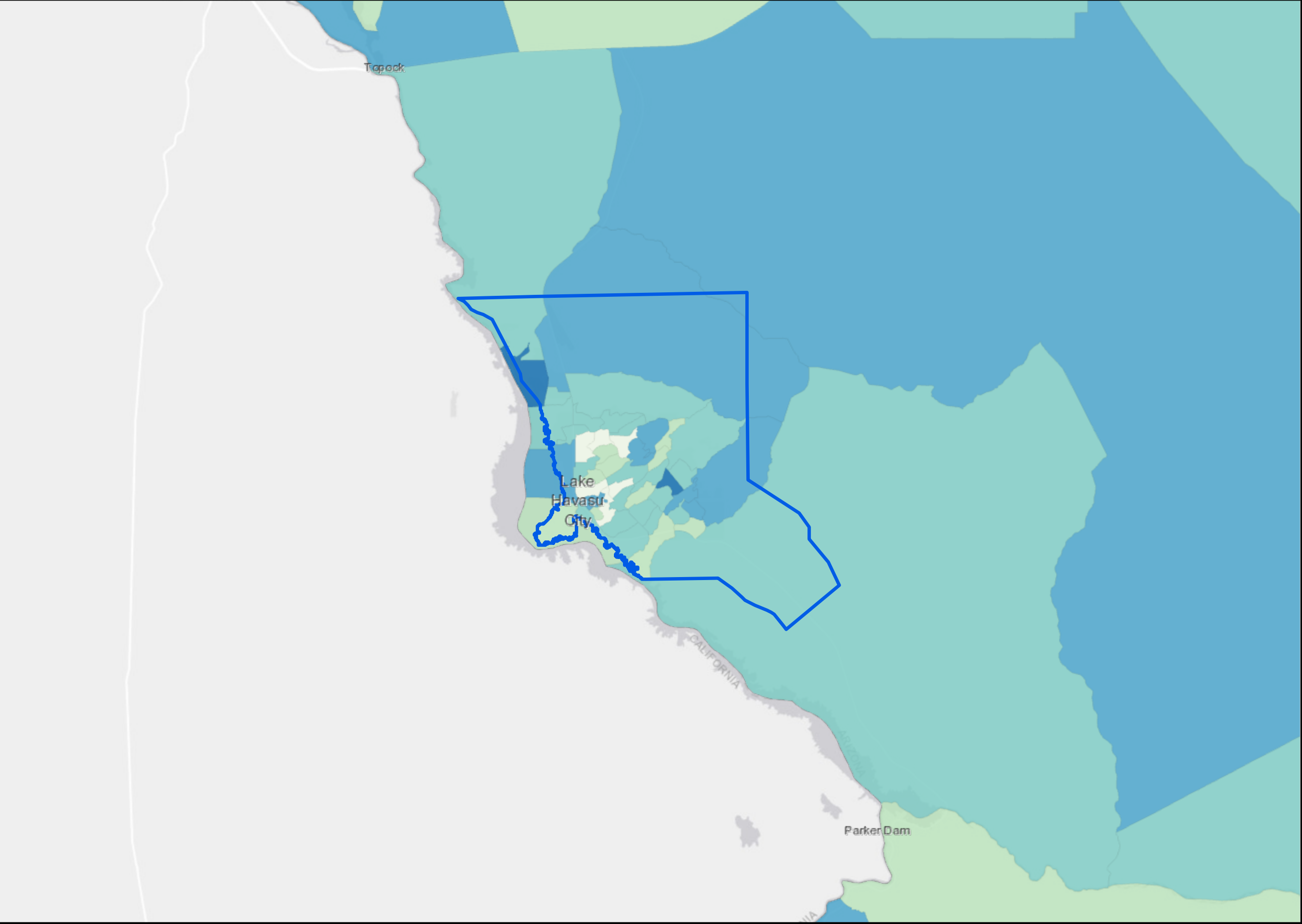
Notes:



6 mi

While every effort has been made to ensure the accuracy of this information, the Maricopa Association of Governments makes no warranty, expressed or implied, as to its accuracy and expressly disclaims liability for the accuracy thereof.

Vehicles Available - % Two Vehicles Available



Vehicles Available - % Two
Vehicles Available

American Community Survey
2019-2023 5yr

- 0% - 16.9%
- 16.9% - 30.5%
- 30.5% - 42.4%
- 42.4% - 55.9%
- 55.9% - 100%
- No Data

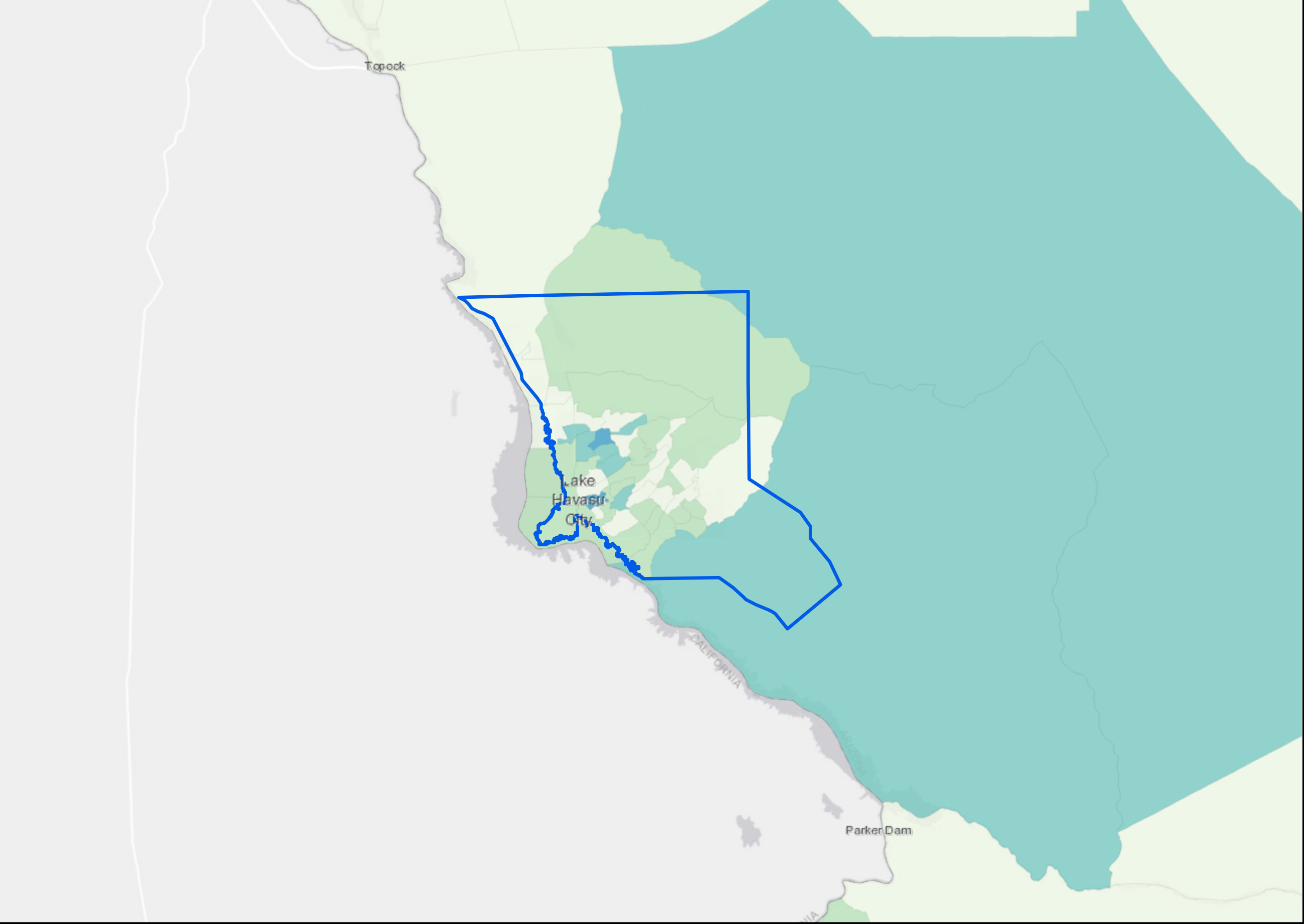
Notes:



6 mi

While every effort has been made to ensure the accuracy of this information, the Maricopa Association of Governments makes no warranty, expressed or implied, as to its accuracy and expressly disclaims liability for the accuracy thereof.

Poverty Status in the Past 12 Months - Percent Families below poverty level



Poverty Status in the Past 12 Months - Percent Families below poverty level

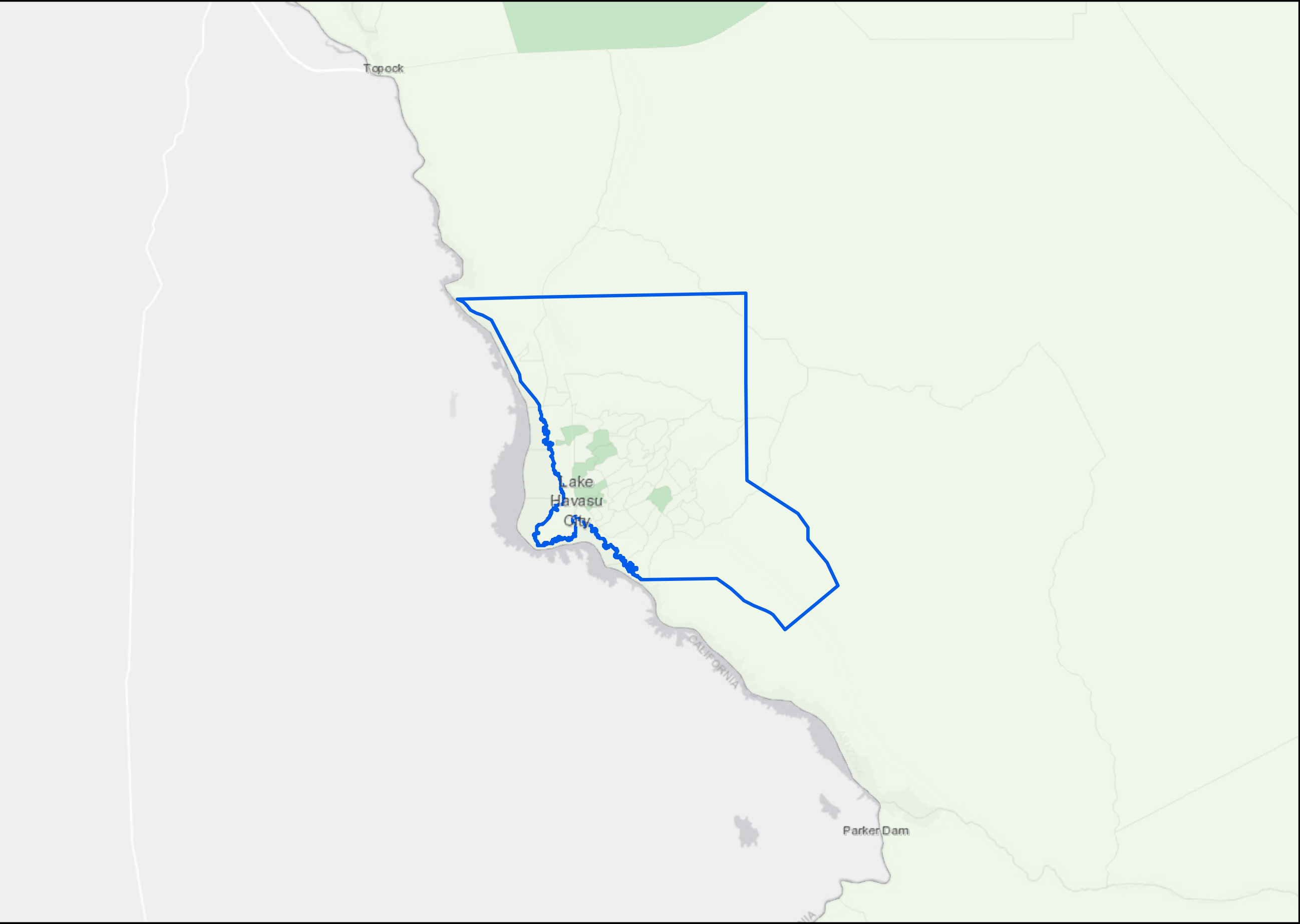
- American Community Survey
- 0% - 5.6%
 - 5.6% - 15.5%
 - 15.5% - 28.5%
 - 28.5% - 46.9%
 - 46.9% - 100%
 - No Data

Notes:



6 mi

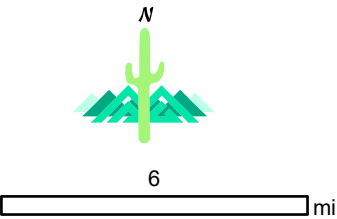
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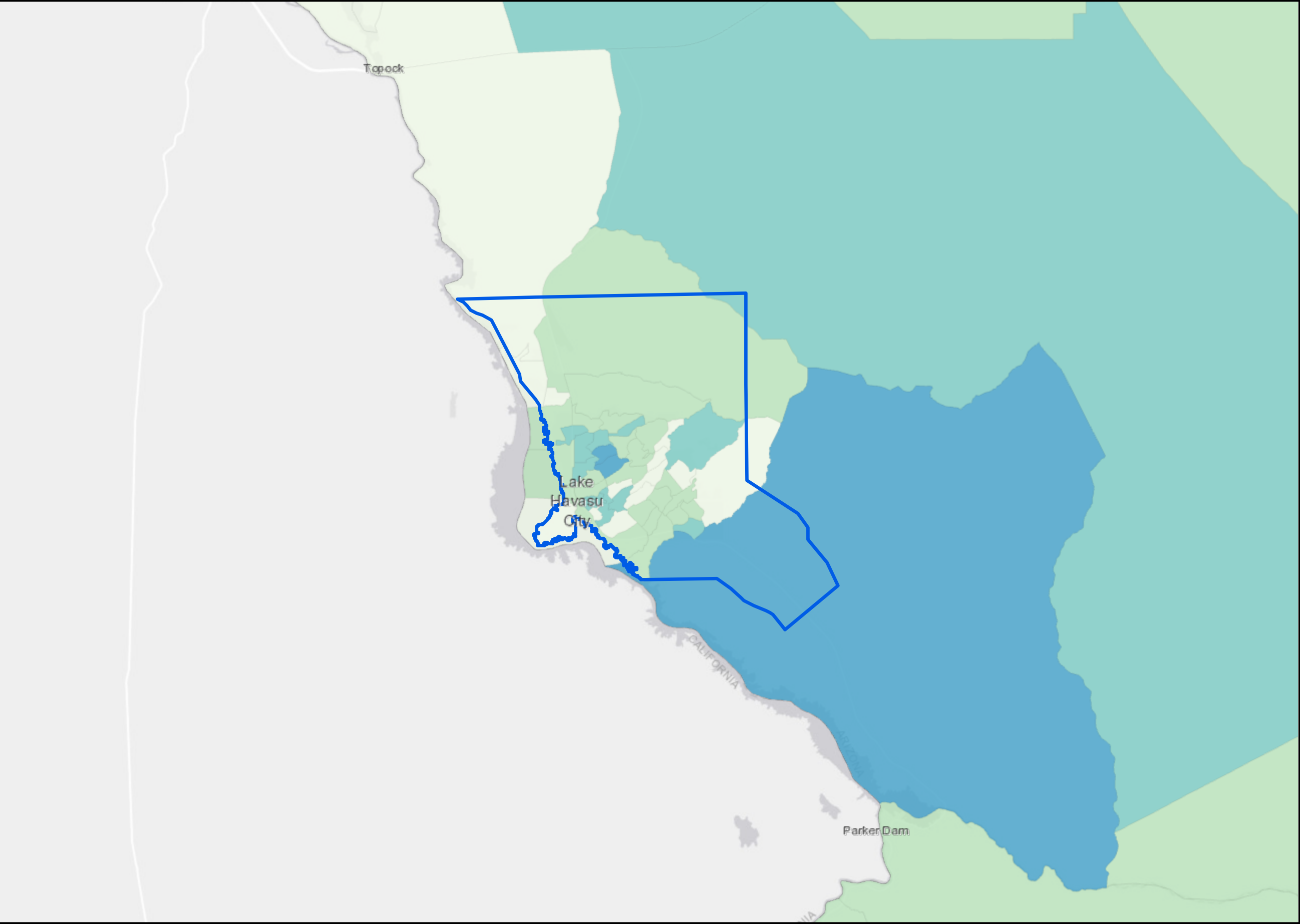
Ability to Speak English - Percent Limited English Proficiency (LEP)
American Community Survey
2019-2023 5yr

- 0% - 4.5%
- 4.5% - 11.9%
- 11.9% - 21.6%
- 21.6% - 35.3%
- 35.3% - 88%
- No Data







Notes:





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Persons - Percent below poverty level
American Community Survey
2019-2023 5yr

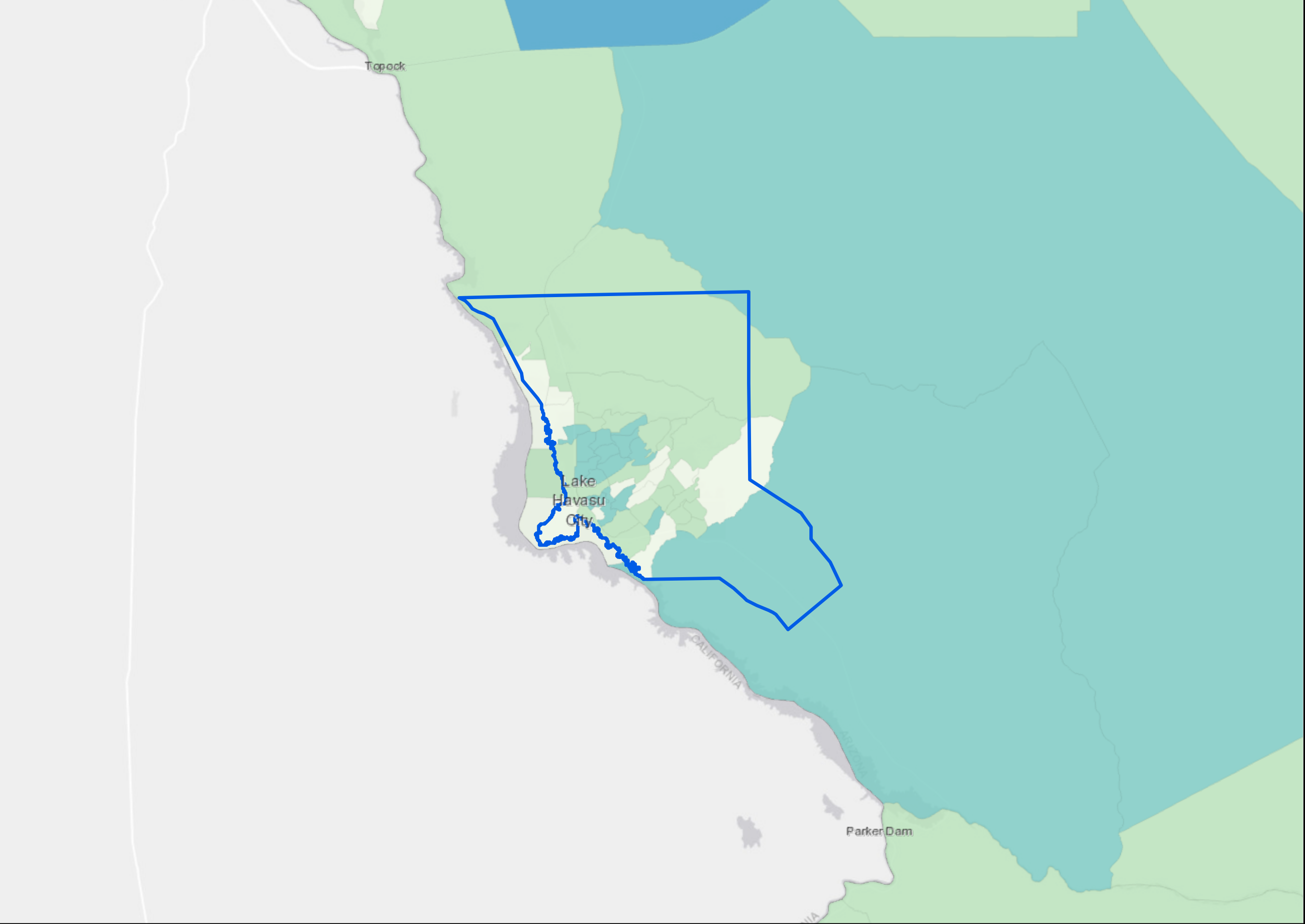
	0% - 7.5%
	7.5% - 17.2%
	17.2% - 29.7%
	29.7% - 47.8%
	47.8% - 100%
	No Data

Notes:



6
mi

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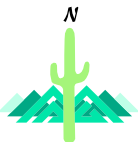
Persons - Percent with income below 150% of poverty level



Persons - Percent with income below 150% of poverty level
American Community Survey
2019-2023 5yr

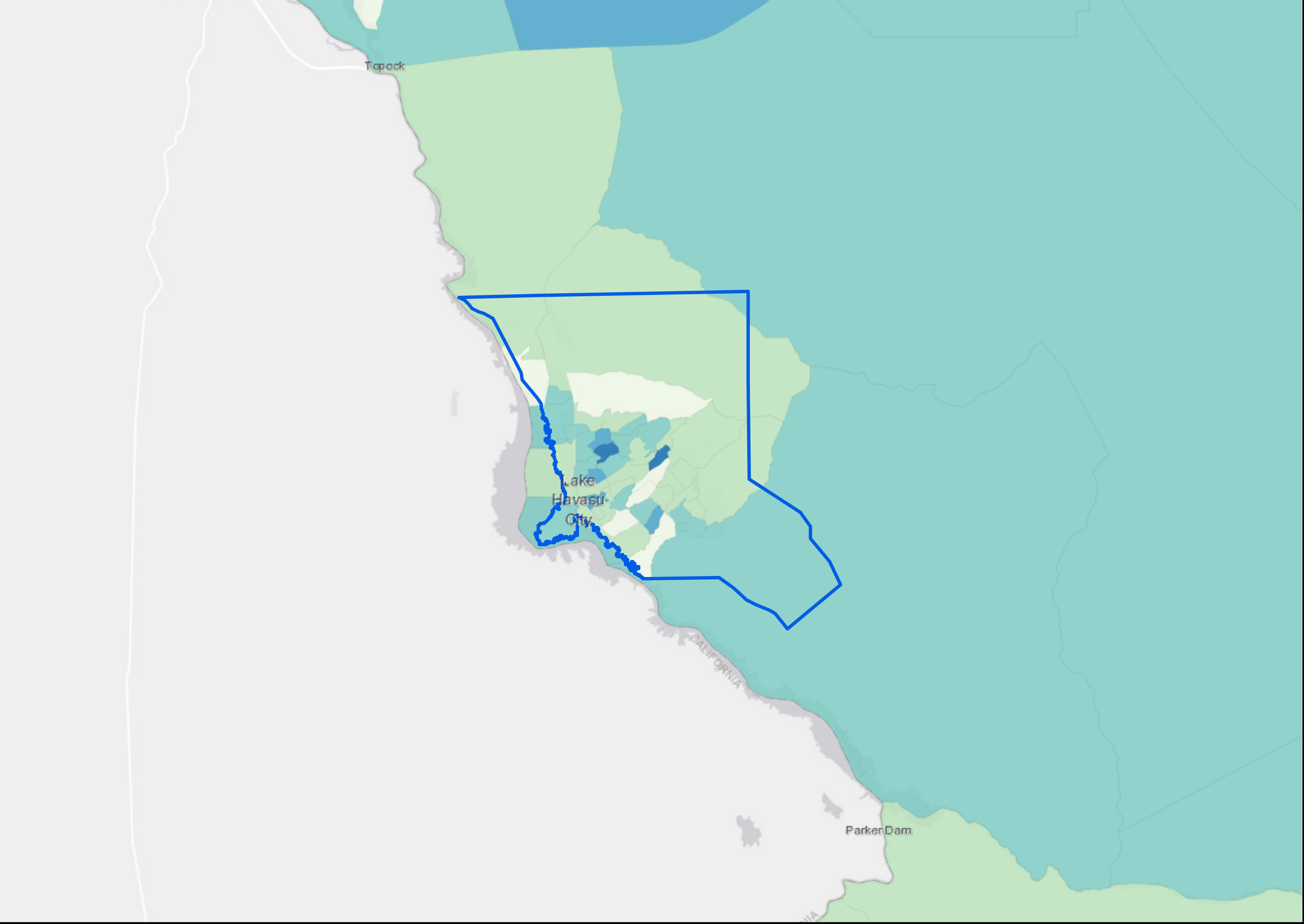
- 0% - 11.7%
- 11.7% - 24.9%
- 24.9% - 40.2%
- 40.2% - 58.4%
- 58.4% - 100%
- No Data

Notes:



While every effort has been made to ensure the accuracy of this information, the Maricopa Association of Governments makes no warranty, expressed or implied, as to its accuracy and expressly disclaims liability for the accuracy thereof.

Persons - Percent with income below 200% of poverty level



Persons - Percent with income below 200% of poverty level
American Community Survey
2019-2023 5yr

- 0% - 15.7%
- 15.7% - 30.9%
- 30.9% - 47.2%
- 47.2% - 65.2%
- 65.2% - 100%
- No Data

Notes:



6 mi

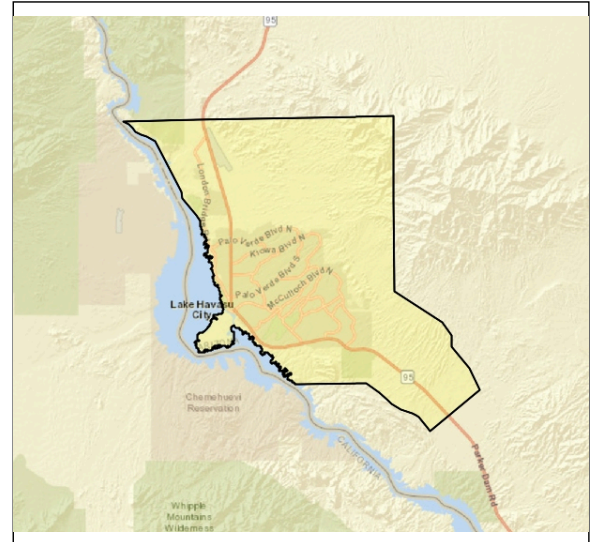
While every effort has been made to ensure the accuracy of this information, the Maricopa Association of Governments makes no warranty, expressed or implied, as to its accuracy and expressly disclaims liability for the accuracy thereof.

Lake Havasu Metropolitan Planning Organization



Lake Havasu Metropolitan Planning Organization has a population of **61,379** with a minority* population of **12,114** or **19.74%**.

Lake Havasu Metropolitan Planning Organization has **29,327** total households.



About the U.S. Census Bureau's 2019-2023 American Community Survey 5 year Estimates

The American Community Survey (ACS) is a nationwide survey that uses continuous, multi-year sampling to produce estimates for a variety of geographical areas, the smallest being the Census Block Group. MAG uses the 5-year estimates because they provide increased statistical reliability for less populated areas and small population groups. ACS is a sample, meaning that it is not a full census of the population. For the 5 year estimates, surveys are collected from a sample population over the 5 year period. These surveys are then used to create estimates for the whole population. And, because it is an estimate of the whole population, there is a degree of uncertainty in the results. This degree of uncertainty is reflected in the margins of error that are calculated and reported along with the results of the survey. The margins of error are calculated at the 90 percent confidence level, meaning that users of the data can be 90 percent confident that the range reflected in the margin of error contains the true value. The margins of error are not reported on this web site, but are available from the Census at <http://factfinder.census.gov> or are available upon request from MAG. More information on the methodology of the American Community Survey is available at <http://www.census.gov/acs/>.

* Minority population is defined as the population that is of any race other than non-hispanic white.

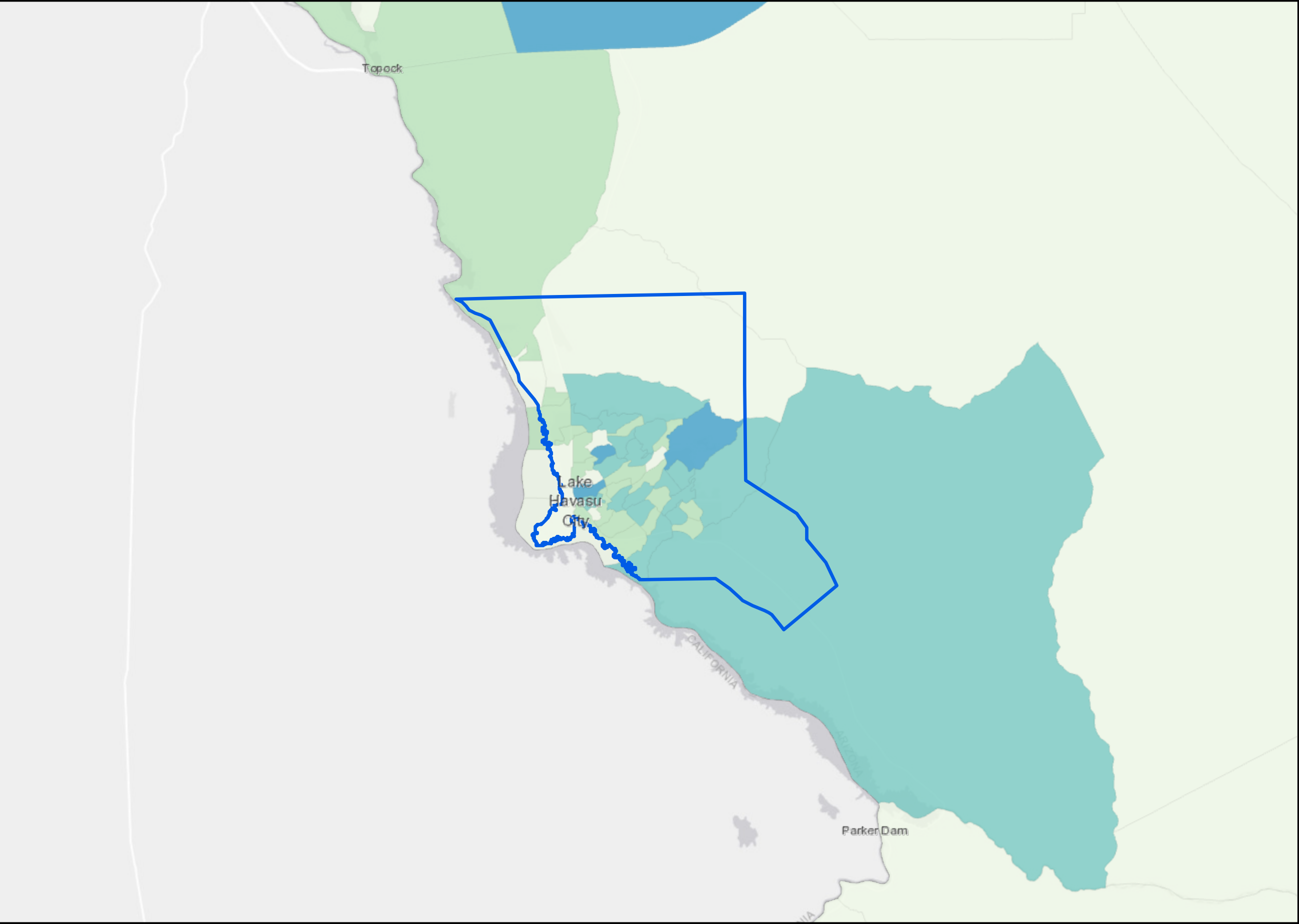


Bureau of Land Management, Esri, HERE, Garmin, NGA, USGS, NPS

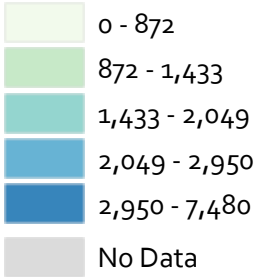
Powered by [Esri](#)

[Zoom In](#)

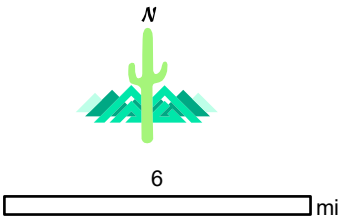
[Zoom Out](#)



General - Total Population
American Community Survey
2019-2023 5yr



Notes:



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EXHIBIT E - Plan Revisions and Updates

- Fixed spelling errors, formatting errors, and updated the Title VI Coordinator title Information – Throughout the entire document.
- Title VI Policy Statement – Title VI Coordinator signature updated to indicate ongoing commitment to adhere to all Title VI requirements – Pg. 5
- General & Specific Assurances - Title VI Coordinator signature updated – Pg. 8-9
- Updated the LEP Table/Data under Factor 1 of the Four Factor Analysis Section – Pg. 26
 - The Title VI Plan now encompasses the Limited English Proficiency (LEP) Plan in its entirety. There was duplication of documents, therefore, the LHMPO has elected to include the full plan within the “Title VI Plan” and review and update on an annual bases. The website will be updated and the LEP section will link back to the Title VI Plan.
- Updated the Population and Demographic Profile of Lake Havasu City and Mohave County Pg. 29
- Demographics Table updated for TAC and Executive Board Members – Pg. 39
- Updated EXHIBIT C – Added the 2025 Complaint Log – No complaints were received in 2025. Pg. 48
- Updated EXHIBIT D – Demographics Maps have been updated to the most recent United States Census Bureau, American Community Survey 2019-2023 5-year Estimates. Pg. 49



Title VI Annual Report

2025

Prepared By: Lake Havasu MPO

INTRODUCTION

The Lake Havasu Metropolitan Planning Organization (MPO) is committed to ensuring the full participation of all populations in regional planning activities. The Lake Havasu MPO nondiscrimination policy addresses Title VI, Environmental Justice, and federal and state statutes. Extensive public outreach and data analysis are conducted to provide equal benefits to protected populations and to protect those populations from shouldering a disproportionate burden during the planning process. These annual report details progress made, activities undertaken, and goals for involving the public in the transportation planning process.

For more information about this report or other civil rights concerns, please contact the Lake Havasu Title VI Coordinator, at (928) 453-2823.

REVIEW OF PROGRAM AREAS

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

PROGRAM AREAS

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

- ❖ Executive Board Meetings
- ❖ Technical Advisory Meetings
- ❖ 2050 Regional Transportation Plan
- ❖ Transportation Improvement Program (TIP)
- ❖ WACOG/LHMPO Transportation Coordination Plan
- ❖ Contracts – Review of Consultant Contracts
- ❖ Subrecipients – Review of Subrecipients
- ❖ Training
- ❖ Investigations, Complaints, and or Lawsuits

FY 2025 ACCOMPLISHMENTS

Listed below is a review of each Program Area, and Data Collection.

LAKE HAVASU MPO EXECUTIVE BOARD MEETINGS

The Executive Board's function is to act as a policy body, coordinating transportation planning and related implementation activities within the Lake Havasu MPO transportation region.

The Board must approve all agreements and contracts, and the Chairman must sign all appropriate documents related to contracts and agreements. The activities include but are not limited to, approving previous meeting minutes, approving various federal required documents, and discussing and planning various transportation-related activities. Additionally, there is an open discussion regarding the Transportation Improvement Program, Carbon Reduction Program projects, HSIP Applications/call for projects, and the Traffic Signal Analysis & Modeling Study.

LHMPO's Executive Board had Six (6) meetings from July 1, 2024-June 30, 2025. (Dates, agendas, and minutes are on LHMPO's website). Agendas are posted a minimum of 5 days prior to the meeting.

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

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

No requests were made for special accommodations from 2024-2025

Lake Havasu MPO Executive Board Meetings

Date	Location
June 18, 2024	Lake Havasu Council Chambers
August 13, 2024	Lake Havasu Council Chambers
October 18, 2024	Lake Havasu Council Chambers
December 10, 2024	Lake Havasu Council Chambers
February 11, 2025	Lake Havasu Council Chambers
April 8, 2025	Lake Havasu Council Chambers

Lake Havasu MPO Executive Board Demographics Data

Ethnicity / Race		Gender	
American Indian/Alaskan Native		Female	39
Hispanic/Latino	3	Male	60
White	93		
Asian/Pacific Islander	2		
African American/Black	1		
Other	1		

LAKE HAVASU MPO TECHNICAL ADVISORY COMMITTEE (TAC)

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

The activities included, but were not limited to, approving previous meeting minutes, approving various federal required documents, and discussing and planning various transportation-related activities. Additionally, there was open discussion regarding the HSIP Applications/call for projects, the Transportation Improvement Program, Carbon Reduction Program projects, and the Traffic Signal Analysis & Modeling Study.

LHMPO's Technical Advisory Committee had Six (6) meetings from July 1, 2024-June 30, 2025. (Dates, agendas, and minutes are on LHMPO's website). Agendas are posted a minimum of 5 days prior to the meeting

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

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

No requests were made for special accommodations from 2024-2025

Lake Havasu MPO TAC Meetings

Date	Location
July 23, 2024	Virtual
September 24, 2024	Virtual
November 19, 2024	Virtual
January 28, 2025	Virtual
March 25, 2025	Virtual
May 27, 2025	Virtual

Lake Havasu MPO TAC Demographics Data

Ethnicity / Race		Gender	
American Indian/Alaskan Native		Female	31
Hispanic/Latino		Male	80
White	99		
Asian	6		
Pacific Islander	2		
African American/Black	1		
Other			

2050 REGIONAL TRANSPORTATION PLAN (RTP)

Every five years, the LHMPO updates the Regional Transportation Plan (RTP). This plan provides a common vision for the region's future transportation needs and guides the investment of public funds in transportation facilities, over the next 25 years. It includes short-, mid-, and long-term transportation strategies and addresses all modes of transportation, including automobile, bicycle, pedestrian, transit, truck, air, and rail movements.

LHMPO, TAC, and Executive Board coordinated with Kimley-Horn is in the process of creating the 2050 Regional Transportation Plan. (RTP). The dates, agendas, and minutes will be found on the Lake Havasu MPO website. The 2050 RTP is scheduled to begin in late June of 2025.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The Transportation Improvement Program (TIP) is a federally mandated four-year program of all surface transportation projects that is consistent with and implements the goals and objectives described in the LHMPO's Regional Transportation Plan. The TIP is required to be prepared in complete detail identifying projects, assigning projects in appropriate periods, and identifying costs associated with each project as well as a funding source. All federally funded transportation projects within the Lake Havasu MPO planning boundary must be programmed in the Lake Havasu TIP.

Administrative changes, as well as TIP Amendments, are posted on the Lake Havasu MPO website at www.lhmpo.org. The LHMPO Technical Advisory Committee meetings as well as the LHMPO Executive Board meetings are open to the public, thereby providing the opportunity for the public to comment on any TIP changes done by the Lake Havasu MPO. TIP Amendments go out to the public for a 30-day review.

On April 25, 2024, and May 2, 2024, legal advertisements for the 30-day Public Comment Period for the 2026-2030 Transportation Improvement Program (TIP) were published in the Today's News-Herald, posted on the Lake Havasu MPO website at www.lhmpo.org, and the LHMPO social media webpages in both English and Spanish. Following the 30-day comment period, **no comments were received from the public.**

On April 8, 2025, the Executive Board approved the 2025 Update to the 2026-2030 Transportation Improvement Program (TIP).

WACOG/LHMPO TRANSPORTATION COORDINATION PLAN

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

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

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

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

The Coordination Plan was submitted to ADOT on March 4, 2024.

REVIEW OF SUB RECIPIENTS

At the current time, the Lake Havasu MPO does not have any sub recipients.

REVIEW OF CONSULTANT CONTRACT

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

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

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

Executed Contracts:

Kimley-Horn, Traffic Signal Analysis & Modeling Study

- ❖ (UTRAC) # MPD23-9147-200.1
- ❖ Long-term Contract during 2024-2025
- ❖ DBE Goal Assessment – 0%.
- ❖ Contract included Appendix A and E of the Assurances, DBE Provisions, Prompt Pay, and Reporting Provisions
- ❖ Consultant reported monthly in the ADOT LPA DBE System to ensure compliance
- ❖ No findings

Kimley-Horn, 2050 Regional Transportation Plan

- ❖ (UTRAC) # MPD9147-200.1
- ❖ Long-term Contract during 2025-2026
- ❖ DBE Goal Assessment – 0%.
- ❖ Contract included Appendix A and E of the Assurances, DBE Provisions, Prompt Pay, and Reporting Provisions
- ❖ Consultant reported monthly in the ADOT LPA DBE System to ensure compliance
- ❖ No findings

TITLE VI TRAINING

Lake Havasu MPO Staff, Executive Board members, and Technical Advisory Committee members attended the following training:

- ❖ May 27, 2025, Lake Havasu MPO provided Title VI training to the TAC during a virtual Zoom meeting
- ❖ June 10, 2025, Lake Havasu MPO provided Title VI training to the Executive Board members during a hybrid meeting.

- ❖ On June 13, 2025, the ADOT CRO Annual FHWA Title VI Training will be attended in person by Director Justin Hembree and Administrative Specialist Sarah Lojewski.

TITLE VI INVESTIGATIONS, COMPLAINTS, OR LAWSUITS

No investigations, lawsuits, or complaints have been filed against the Lake Havasu MPO or its member agencies from 2024-2025.

FY 2026 GOALS

PROGRAM AREAS GOALS & PLANNED ACTIVITIES

In FY 2025, The Lake Havasu MPO has identified the following Program Area Goals to ensure full compliance with Title VI, Environmental Justice, state and federal statutes:

- ❖ Executive Board Meetings
- ❖ Technical Advisory Meetings
- ❖ 2050 Regional Transportation Plan
- ❖ Transportation Improvement Program (TIP)
- ❖ WACOG/LHMPO Transportation Coordination Plan
- ❖ Contracts – Review of Consultant Contracts
- ❖ Subrecipients – Review of Subrecipients
- ❖ Training
- ❖ Investigations, Complaints, and or Lawsuits

LAKE HAVASU MPO EXECUTIVE BOARD MEETINGS

The July 1, 2024 – June 30, 2025, Executive Board meetings are scheduled for the second Tuesday of every other month at 2:00 P.M. and will be held at the Lake Havasu Council Chambers. The public meetings will be held at locations that are easily accessible and ADA compliant. Accommodations such as sign language and translation limited English Proficiency-LEP services are available at least 48 hours prior to the meetings. At all Executive Board meetings, the Lake Havasu MPO will read or post the “Title VI Notice to the Public” and makes available as handouts “Your Rights Under Title VI” and “Self-Identification Survey” in English and Spanish.

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

LAKE HAVASU MPO TECHNICAL ADVISORY COMMITTEE (TAC)

The July 1, 2024 – June 30, 2025, Technical Advisory Committee meetings are scheduled for the fourth Tuesday of every other month at 10:00 A.M. and are currently held on zoom. Accommodations such as sign language and translation limited English Proficiency-LEP services are available at least 48 hours prior to the meetings. At all TAC meetings, the Lake Havasu MPO will read the “Title VI Notice to the Public” and make available as handouts “Your Rights Under Title VI” and “Self-Identification Survey” in English and Spanish.

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

2050 REGIONAL TRANSPORTATION PLAN (RTP)

Every five years, the LHMPO updates the Regional Transportation Plan (RTP). This plan provides a common vision for the region's future transportation needs and guides the investment of public funds in transportation facilities, over a 25-year timeframe.

- ❖ LHMPO, TAC, and Executive Board coordinated with Kimley-Horn is in the process of creating the 2050 Regional Transportation Plan. (RTP). The dates, agendas, and minutes will be found on the Lake Havasu MPO website. The 2050 RTP is scheduled to begin in late June of 2025.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Administrative changes, as well as TIP Amendments, will be posted on www.lhmpo.org. The Lake Havasu Technical Advisory Committee meetings and the Lake Havasu MPO Executive Board meetings are open to the public, thereby allowing the public to comment on any TIP changes done by the Lake Havasu MPO. Annually the TIP and all TIP Amendments go out to the public for a 30-day Public Comment Period.

TITLE VI TRAINING

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

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

WACOG/LHMPO TRANSPORTATION COORDINATION PLAN

Lake Havasu MPO will continue to collaborate with WACOG to provide Mobility Management (MM) in the LHMPO transportation planning region and Mohave County.

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

REVIEW OF SUBRECIPIENTS

At the current time, the Lake Havasu MPO does not have any upcoming projects working with subrecipients.

REVIEW OF CONSULTANT CONTRACT

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

INVESTIGATIONS, LAWSUITS, AND COMPLAINTS

The Lake Havasu MPO will strive to have zero complaints for FY2025.

ADDITIONAL TITLE VI COMMITMENTS

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

Item #6

ACTION ITEM

TIP Administrative Amendment

Sarah Lojewski, LHMPD Director

Agenda Item # 6

**LAKE HAVASU MPO
REQUEST FOR ACTION**

SUBJECT: Discussion and Possible Action to Approve the FY26
Administrative TIP Amendment #3

SUBMITTED BY: Sarah Lojewski, LHMPD Director

AGENDA TYPE: Discussion/Action

ATTACHMENTS: FY2026 Administrative TIP Amendment #3

SUMMARY/BACKGROUND:

See attachments

ACTION OPTION:

Motion to approve the FY2026 Administrative TIP Amendment #3

OR

Action as a result of the discussion

Motion to approve the FY2026 Administrative TIP Amendment #3 with noted changes.

RECOMMENDATION:

Motion to approve the FY2026 Administrative TIP Amendment #3.



The following memos outline the administrative modifications made to the FY2026-30 LHMPO Transportation Improvement Program (TIP) for **FY2026 – Amendments #3 (Administrative)**

FY2026 – Amendment # 3

The following outlines changes made to the TIP:

5307

Action Taken:

Local public/city transit projects are funded with 5307 FTA federal dollars and must be listed in the LHMPO's TIP. However, these projects have no impact on LHMPO fiscal constraint or other regional funding; Any changes made to the 5307 Transit section of the TIP are considered Administrative.

The following are 5307/STBG Public Transit projects that have already taken place and are for informational purposes only:

Project Funding Decrease / Increase

1. LHT-25-303 ADOT ID #103327 FTA Vehicle change funding from \$200,000 with a local match of \$35,294 to \$400,000 with a local match \$60,000
2. LHT-27-302 ADOT ID #103830 FTA Vehicle change funding from \$200,000 with a local match of \$35,294 to \$400,000 with a local match \$60,000

CRP

Action Taken:

This project has no impact on LHMPO fiscal constraint or other regional funding; Any changes made to the CRP section of the TIP are considered Administrative.

Project schedule change

1. LHM-C25-101, ADOT ID 104652, **Design Phase** – CRP – Multi-Use Path Upgrades, Lake Havasu City. Design year moved from FY25 to FY26.

Project funding change

1. LHM-C25-101, ADOT ID 104652, CRP – Multi-Use Path Upgrades, Lake Havasu City.
Design Phase Costs increased from \$40,000 to \$52,660 (other funds local).
Construction Phase Costs (local match) increased from \$27,569.50 to \$27,570.

Lake Havasu City Transit - 5307 / CARES Act / Transit STBG											
TIP ID #	Project Phase / Description	ADOT ID	Project Sponsor	Project Name / Location	Fed Aid Type	Fed Aid Funding Year	Federal Funds Source	Federal Funds	Local Match	Other Funds Local	Total Cost
2024											
LHT-24-303	Capital	103322	Lake Havasu City Transit	FTA Vehicle	5307	FFY2020/FFY2021	FTA	\$ 180,000	\$ 31,765		\$ 211,765
LHT-24-304	Capital	103323	Lake Havasu City Transit	FTA Vehicle	5307	FFY2024	FTA	\$ 200,000	\$ 35,294	\$ -	\$ 235,294
LHT-23-303	Capital	103321	Lake Havasu City Transit	Vehicle Wireless Camera Technology	STBG	FFY2021/FFY2022/FY2023	FTA	\$ 112,466	\$ 6,411	\$ -	\$ 118,877
LHT-24-307	Maintenance	103828	Lake Havasu City Transit	Vehicle/Building Maintenance	5307	FFY2020	FTA	\$ 42,000	\$8,400		\$ 50,400
LHT-24-308	Maintenance	104658	Lake Havasu City Transit	Vehicle/Building Maintenace FY24-FY26	5307	FFY2022	FTA	\$ 60,000	\$12,000		\$ 72,000
TOTALS								\$594,466	\$93,870	\$0	\$688,336
2025											
LHT-25-301	Operating	103325	Lake Havasu City Transit	Operating Expenses	5307	FFY2021	FTA	\$458,000	\$229,000		\$687,000
LHT-23-302	Capital	102344	Lake Havasu City Transit	FTA Vehicle	5307	FY2025	FTA	\$ 200,000	\$ 35,294	\$ -	\$ 235,294
LHT-25-303	Capital	103327	Lake Havasu City Transit	FTA Vehicle	5307	FFY2024	FTA	\$400,000	\$60,000		\$460,000
TOTALS								\$1,058,000	\$324,294	\$0	\$1,382,294
2026											
LHT-26-301	Operating	103328	Lake Havasu City Transit	Operating Expenses	5307	FFY2022 / FFY2023	FTA	\$440,000	\$220,000		\$660,000
LHT-26-305	Operating	104659	Lake Havasu City Transit	Vehicle/Building Maintenance FY27-FY29	5307	FFY2025	FTA	\$60,000	\$12,000		\$72,000
LHT-26-306	Operating	104660	Lake Havasu City Transit	Operating Expenses	5307	FFY2023	FTA	\$300,000	\$150,000		\$450,000
TOTALS								\$800,000	\$382,000	\$0	\$1,182,000

Lake Havasu Metropolitan Planning Organization (MPO)
FY 2021-2026 Transportation Improvement Program

2022 UPDATE

Lake Havasu City Transit - 5307 / CARES Act / Transit STBG											
TIP ID #	Project Phase / Description	ADOT ID	Project Sponsor	Project Name / Location	Fed Aid Type	Fed Aid Funding Year	Federal Funds Source	Federal Funds	Local Match	Other Funds Local	Total Cost
2027											
LHT-27-301	Operating	103829	Lake Havasu City Transit	Operating Expenses	5307	FFY2024	FTA	\$500,000	\$250,000		\$750,000
LHT-27-302	Capital	103830	Lake Havasu City Transit	FTA Vehicle	5307	FFY2025	FTA	\$400,000	\$60,000		\$460,000
LHT-27-304	Maintenance	103832	Lake Havasu City Transit	Vehicle/Building Maintenance	5307	FFY2024	FTA	\$60,000	\$12,000		\$72,000
TOTALS								\$960,000	\$322,000	\$0	\$1,282,000
2028											
LHT-26-302	Capital	103329	Lake Havasu City Transit	Electric Charging Station	5307	FFY2026	FTA	\$150,000	\$37,500		\$187,500
LHT-28-301	Operating	104661	Lake Havasu City Transit	Operating Expenses	5307	FFY2026	FTA	\$500,000	\$250,000		\$750,000
LHT-28-302	Maintenance	104662	Lake Havasu City Transit	Vehicle/Building Maintenance	5307	FFY2026	FTA	\$60,000	\$12,000		\$72,000
								\$710,000	\$299,500		\$1,009,500

Notes:

Projects highlighted in "Yellow" show an amended change in this updated summary

Terms:

5307 Funding - Allocated funding for transit
CARES Act- One time funding source no expiration date

Note: This is an overall listing of all Lake Havasu Transit projects that have been preliminarily approved by Lake Havasu City, by year, for 2024 to 2030. Some projects will need to be moved or reprogrammed due to

Lake Havasu Metropolitan Planning Organization (MPO)
FY 2026-2030 Transportation Improvement Program

Carbon Reduction Program (CRP) Projects																	
TIP ID #	ADOT ID # (E-STIP)	Project Phase	Project Sponsor	Project Name	Project Location	Length	Functional Classifications	Lanes Before	Lanes After	Fed Aid Type	Federal Funds Source	Federal Funds	Other Fed Funds	Local Match	Other Funds Local	HURF Exchange	Total Cost
2025																	
LHM-C25-101	104652	Design	Lake Havasu MPO	Multi-Use Path Upgrades,Lake Havasu City	Varies- Along State Route 95- within Right-of-Way	-	Urban Principal- Arterial-	-	-	CRP	FHWA		\$ -	\$ -	-\$ 40,000.00	\$ -	-\$ 40,000.00
TOTALS												\$ -	\$ -	\$ -	-\$ 40,000.00	\$ -	-\$ 40,000.00
2026																	
LHM-C25-101	104652	Design	Lake Havasu MPO	Multi-Use Path Upgrades,Lake Havasu City	Varies Along State Route 95 within Right-of-Way	-	Urban Principal Arterial	-	-	CRP	FHWA		\$ -	\$ -	\$ 52,660.00	\$ -	\$ 52,660.00
LHM-C25-101	104652	Construction	Lake Havasu MPO	Multi-Use Path Upgrades,Lake Havasu City	Varies Along State Route 95 within Right-of-Way	-	Urban Principal Arterial	-	-	CRP	FHWA	\$ 456,106	\$ -	\$ 27,570.00	\$ -	\$ -	\$ 483,676.00
TOTALS												\$ 456,106.00	\$ -	\$ 27,570.00	\$ 52,660.00	\$ -	\$ 536,336.00
2027																	
										CRP	FHWA						\$ -
TOTALS												\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2028																	
										CRP	FHWA						\$ -
TOTALS												\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2029																	
										CRP	FHWA						\$ -
TOTALS												\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2030																	
										CRP	FHWA						
TOTALS												\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

- Notes:
1. "CRP" funded programs are selected by LHMPPO. Projects with other funding sources are required to be included, but are selected through various grant applications

2. Projects labeled with "Not Approved" or "Not Awarded" and highlighted in **Blue** are considered to be in "Parking Lot" status and waiting for eligibility determination from ADOT, FHWA and or approval by LHMPPO TAC & Executive Board. They are included in this summary list because approvals are expected.

3. Projects highlighted in "Yellow" show an amended change in this updated summary

Note: This is an overall listing of all Lake Havasu MPO projects that have been preliminarily approved by the TAC, by year, for 2026 to 2030. Some projects will need to be moved or reprogrammed due to funding availability. Prior years shown for information purposes as they are projects in progress.

Terms:

"CRP" : Carbon Reduction Program

Item #7

Director's Update-AZ Transportation Policy Summit

Sarah Lojewski, LHMPO Director

Item #8

LHMPO Projects Report ***(Information Only)***

Tommy Martin, LHMPO SR. Transportation Planner

LHMPO Regional Projects Update – TAC 7/22/25

- Regional Transportation Plan – Consultant working on draft Project Management Plan, project branding and data collection.
- Safe Routes to School (TA) – Initial data collection completed. Consultant developing draft existing conditions memo and public involvement plan. The remaining data collection to be completed in August after school resumes.
- Signal Analysis & Modeling Study – Working papers completed. Consultant to hold on Traffic signal timing implementation phase until signal equipment is installed (following hurf X).
- AZ 95 Multi-Use Path Upgrades (CRP) – Draft IGA submitted to City for execution.

HSIP

Scoping Phase

- McCulloch Blvd High Visibility Crosswalks – IGA executed
- Palo Verde Blvd N and Lake Havasu Ave Traffic Signal – IGA executed
- London Bridge Rd High Friction Surface Treatment and shoulder pavement – IGA executed

Design Phase

- Swanson Avenue Intersections – Stage V
- Gold Springs Rd and Blue Canyon Rd shoulder widening – Stage IV

Construction Phase

- Systemic Speed Feedback Signs – Advertised for bids 6/23/25
- McCulloch Blvd and Jamaica Blvd Traffic Signal – Construction start September '25
- AZ 95 Raised Medians – Construction in progress.

Item #9

RTAC Priority Projects Discussion

Tommy Martin, LHMPO SR. Transportation Planner

RTAC Priority Projects – TAC 7/22/25

- London Bridge Rd Improvements (FY 2025 list of projects) to be removed – HSIP funded project in scoping phase.
- LHC Projects from FY 2025 list of projects that are in CIP for next 2 years to be removed.
- LHC Pavement Preservation projects to be prioritized following results of PCI.
 - Develop project sheets and costs for priority projects to be included.
- Swanson Avenue between SR 95 and Smoketree Avenue – Pavement and storm drainage
 - Develop project sheet and costs.
- Pavement Preservation – Remainder of regional allocation was added for general pavement preservation in FY 25 List of Projects.
- Call for new projects

Item #10

ADOT District Engineer's Report (*Information Only*)

Todd Steinberger, ADOT NW District Engineer

Item #11

ADOT Planner's Report ***(Information Only)***

Will Randolph, ADOT MPD Planner

Item #12

WACOG Transportation Report ***(Information Only)***

Roland Hulse, WACOG Transportation Manager