

# Lake Havasu MPO

METROPOLITAN PLANNING ORGANIZATION

## Executive Board (EB) Meeting

Tuesday, June 13, 2023



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.



## Lake Havasu Metropolitan Planning Organization (LHMPO)

### Executive Board Meeting Agenda

**Tuesday, June 13, 2023, 11:30 A.M.**

All Action items 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)

2. **Pledge of Allegiance-** (Cal Sheehy)

3. **Roll Call-**(Sarah Lojewski)

4. **Call to the Public**

This item is to provide an opportunity for citizens wishing to address the Executive Board on issues within the jurisdiction of the LHMPO planning area that are not on the Agenda. Comments SHALL be limited to five (5) minutes or less.

5. **Adjourn to Executive Session Pursuant to A.R.S. § 38-431.03(A)**

5.1 Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body. (A.R.S. § 38-431(A)(7)); Discussion or consultation with an attorney for the Board in order to consider its position and instruct the attorney for the Board regarding the public body's position regarding contracts that are the subject of negotiations (A.R.S. § 38-431(A)(4)); and Discussion or consultation for legal advice with an attorney for the Board, if necessary (A.R.S. § 38-431(A)(3)).

**A. MPO Manager Performance Evaluation, Reappointment, and Employment Contract Negotiations**

**\*Reconvene to Regular Meeting**

6. **Discussion and Possible Action, If Necessary, to Comply with Arizona Open Meeting Law Following the Executive Session Regarding MPO Manager Performance Evaluation, Reappointment, and Employment Contract Negotiations**

7. **Meeting Minutes: April 11, 2023**

*Cal Sheehy, Chairman*

8. **Lake Havasu MPO & Lake Havasu Transit Building Use Agreement**

*Justin Hembree, LHMPO Director*

**9. Draft FY24-25 Unified Planning Work Program (UPWP)**

*Justin Hembree, LHMPO Director*

**10. Title VI Training**

*Sarah Lojewski, LHMPO Administrative Specialist*

**11. Title VI Plan & Annual Goal Report**

*Justin Hembree, LHMPO Director*

**12. Rural Transportation Advocacy Council (RTAC) Report (Information Only)**

*Kevin Adam, RTAC Executive Director*

**13. ADOT District Report (Information Only)**

*Todd Steinberger, ADOT NW District Engineer*

**14. Arizona Transportation Board Report (Information Only)**

*Gary Knight, District Representative*

**15. Future Agenda Items**

**16. Upcoming Meetings Schedule**

LHMPO TAC Meeting: **July 25, 2023, 10:00 AM**

LHMPO Executive Board Meeting: **August 8, 2023, 10:00 AM**

**Adjournment**

## Executive Board Meeting Agenda

June 13, 2023

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*Pursuant to Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and other nondiscrimination laws and authorities, LHMPPO 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 LHMPPO's Title VI Coordinator at [hembreej@lhcaz.gov](mailto:hembreej@lhcaz.gov). Requests should be made as early as possible to ensure LHMPPO 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 (LHMPPO 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 (LHMPPO por sus siglas en inglés) en [hembreej@lhcaz.gov](mailto:hembreej@lhcaz.gov). Las solicitudes deben hacerse lo antes posible para asegurar que la Organización de Planificación Metropolitana de Lake Havasu (LHMPPO 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\\_So2QoPfOsfDZiqlBpbTwqsl6HLwFxl5Xy-Q/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfcVaS6fU1kTF_So2QoPfOsfDZiqlBpbTwqsl6HLwFxl5Xy-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/1FAIpQLSe6i7IM8eKfcf9mxiJcUmuLMbpLfnQ3vWCNKbigDMW4CQXb0g/viewform>



# Item #5

## ***ACTION ITEM***

### ***Executive Session***

*LHMPO Executive Board Members*

**LAKE HAVASU MPO  
REQUEST FOR ACTION**

**SUBJECT: VOTE TO ADJOURN TO EXECUTIVE SESSION A.R.S. §38-431.03(A)**

**SUBMITTED BY:** Justin Hembree, MPO Manager

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**ATTACHMENTS:**

**MPO Accomplishments and Goal Report**

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**SUMMARY/BACKGROUND:**

Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body. (A.R.S. § 38-431(A)(7)); Discussion or consultation with an attorney for the Board in order to consider its position and instruct the attorney for the Board regarding the public body's position regarding contracts that are the subject of negotiations (A.R.S. § 38-431(A)(4)); and Discussion or consultation for legal advice with an attorney for the Board, if necessary (A.R.S. § 38-431(A)(3)).

- MPO Manager Performance Evaluation, Reappointment, and Employment Contract Negotiations

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**ACTION OPTION:**

Motion to adjourn to Executive Session

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**RECOMMENDATION:**

Motion to adjourn to Executive Session



## MEMO

<b>TO:</b>	<b>Lake Havasu MPO Executive Board</b>
<b>FROM:</b>	<b>Justin Hembree, Executive Director</b>
<b>DATE:</b>	<b>June 13, 2022</b>
<b>SUBJECT:</b>	<b>Justin Hembree Biennial Evaluation – Accomplishments and Goals</b>

### ACCOMPLISHMENTS

Below is a list of accomplishments from July 1 2021, through June 30, 2023.

#### **Administrative**

- Amended the Fiscal Year 2022 & 2023 Unified Planning Work Program (UPWP) and Budget, as needed.
  - Managed the implementation of tasks within the FY 2022-2023 UPWP
  - Ensured UPWP is in compliance with the Fixing America's Surface Transportation (FAST) Act, IIJA and ADOT Contract.
  - Created internal Excel finance tools (reports and Excel spreadsheets) to track invoices and monthly expenditures. These tools have streamlined the tracking, reporting, and training processes for the MPO.
  - Reported monthly in the ADOT LPA System all MPO contracts and DBE reporting.
  - Prepared and submitted monthly invoices to ADOT through eGrants, as well as the Monthly Progress Report and In-Kind Tracking information.
  - Updated the following documents to maintain compliance with FHWA, FTA and ADOT:
    - 2022 & 2023 Title VI Implementation Plan
    - Title VI Goals and Accomplishment Report
    - WACOG/LHMPO Human Services Transportation Coordination Plan
    - LHMPO Standard Operational Procedural manual
    - Transportation Improvement Program (TIP)
  - Prepared Executive Board and TAC agendas, action items, meetings minutes and posted to the following locations.
    - Lake Havasu MPO Office and website
  - Prepared public notices for the local newspaper for the following:
    - Executive Board and TAC meetings schedule
    - 2045 Long-Range Regional Transportation Plan (RTP)
-

- Prepared and Posted Public Notices to the Website and local Newspaper advising to the public that comments would be accepted and/or public meetings were being held:
  - Executive Board and TAC Agendas and Meeting Minutes
  - Transportation Improvement Plan (TIP)
  - 2045 Long-Range Regional Transportation Plan (RTP) – English and Spanish
  - 2022 LHMPO Calendar of Meetings
- MPO Staff prepared the scope of work and successfully selected Greenlight Traffic Engineering to complete LHMPO Crash Data Analysis and HSIP Application Project for the ADOT 2025-2026 Call for Safety Projects. The MPO region was awarded \$5.5 million in safety projects (the highest in the history of the LHMPO)
- Created MPO specific procurement policy allowing for a fully-compliant and efficient policy and procedure.
  - Policy includes RFP templates, checklists, and other forms necessary to execute federally funded projects.
- Maintained the LHMPO website.
- Created Title VI Self-Identifications forms in Google Forms to better assist in capturing the Federal reporting requirements for Title VI.
- Reformatted the TIP to a user-friendly format and for ease of reference.
- Created an MPO Fiscal Constraint Report to track regionally appropriated funding. I.e. a balance sheet for STBG and CRP funds.

### **Transportation Projects**

- **HSIP Projects** - The LHMPO filled out the ADOT LPA Project Initiation forms on behalf of Lake Havasu City (Not required by the MPO) for the London Bridge Rd, Swanson Ave, and Systemic Speed Feedback HSIP projects.
  - **McCulloch Signal Project** – The LHMPO successfully convinced ADOT to reallocate \$1 million in HSIP grant funds to reassign a traffic signal install from the Acoma/Swanson intersection over to the McCulloch/Jamaica intersection, this was no small feat and the MPO spent an additional \$9k to perform the necessary analysis to get final approval from ADOT.
  - **RTAC project fact sheets** – The MPO coordinated with Lake Havasu City and Mohave County to Identify ten (10) pavement preservation and chip seal projects. The MPO created single-page fact sheets for each project for inclusion in the RTAC omnibus bill HB2543 – if successful, the region would secure over \$10 million in improvements.
-

## **Regional Projects/Activities**

- Worked with RTAC to put together legislation for regional priority projects to reflect regional priorities for Greater Arizona. Total request for the Lake Havasu area totaled roughly \$10 million.
  - Worked with WACOG on the 5310 Human Service Coordination Plan
  - Purchased \$25k worth of traffic counters (hardware) for Lake Havasu City (at no cost to the City).
  - The MPO procured, and funded a Traffic Data Collection project for \$30k to collect traffic counts along SR95 and Lake Havasu Ave. for use in the future Signal Timing ITS Project.
  - Hosted State Transportation Board Dinner & Reception, coordinated with SUNDT construction to sponsor the event (no cost to the MPO or local agencies).
  - Meetings, trainings, conferences and presentations, etc.
    - Executive Board and TAC meetings.
    - ADOT Corridor Profile Studies - TAC meetings
    - ADOT Northwest District Planning to Programming (P2P) Workshops
    - COG/MPO Planners Meeting
    - COG/MPO Director Meetings (Justin is the Chair)
    - Rural Transportation Advocacy Council (RTAC) meetings
    - Rural Transportation Advocacy Council (RTAC) Management Advisory Committee meetings
    - State Transportation Board (STB) meetings
    - ADOT Title VI Training
    - Arizona Transit Association (AzTA) meetings, conference, and workshops
    - WACOG Technical Advisory Committee (TAC) Meetings (Justin is a voting member)
    - League of Cities and Towns Conference
    - ADOT/COG/MPO Working Group meetings
    - WACOG Regional Transit Implementation Plan Group Meetings
    - Rural Transportation Summit – Hosted by RTAC
    - Roads & Streets Conference
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# GOALS

Below is a list of goals/activities for July 1, 2023 – June 30, 2025.

## **Administrative**

- Update/Prepare the following documents to maintain compliance with FHWA, FTA and ADOT:
  - UPWP 2024 – 2025
  - Title VI Implementation Plan
  - Title VI Goals and Accomplishment Report
  - Public Participation Plan, as needed
  - Limited English Proficiency Plan, as needed
  - WACOG/LHMPO Human Services Transportation Coordination Plan
  - LHMPO Standard Operating Procedures, as needed
  - LHMPO Procurement Policy & Procedures, as needed
- Manage the implementation of tasks within the FY 2024/25 Unified Planning Work Program and Budget, amend as needed.
- Prepare and submit monthly invoices to ADOT through eGrants, as well as the Progress Report and In-Kind Tracking information.
- Report monthly in the ADOT LPA System all MPO contracts and DBE reporting.
- Present to the TAC & Executive Board activities being performed by the MPO
- COG/MPO Director Chair 2023/2024
- Ensure that the MPO is following the Open Public Meetings Laws
- Maintain the LHMPO website

## **Transportation Projects**

- The LHMPO will continue to assist local agencies in filling out the ADOT LPA Project Initiation forms.
  - LMPO will continue to perform crash data analysis and grant application development for the HSIP Program (in coordination with consulting firms and local agencies).
  - LHMPO will coordinate with local agencies to identify projects for the upcoming Transportation Alternatives (TA) program as well as the Carbon Reduction Program (CRP)
  - The LHMPO will continue to coordinate with local agencies to identify projects and create fact sheets for inclusion in any future RTAC legislative requests and or provide additional support of future legislative agendas.
-

## **Regional Projects/Activities**

- **Traffic Signal Analysis & Modeling Study**

Through a formal procurement process (RFP & Professional Service Agreement) scheduled for FY 2024, the LHMPO will hire a consultant to develop a plan for the implementation of Adaptive Signal Control Technology (ASCT) or Alternative traffic signal improvements to increase the overall efficiency and operations of three (3) corridors (McCulloch Blvd, Lake Havasu Ave. & State Route 95). The final plan would include a comprehensive evaluation and inventory of existing infrastructure and detailed analysis/modeling required for future signal improvements; the plan will also identify agency roles and responsibilities related to installing and operating fully-functioning ASCT or alternative systems for each roadway segment and individual traffic signal locations.

- **2050 Regional Transportation Plan (RTP)**

Through a formal procurement process (RFP & Professional Service Agreement) scheduled for FY 2025, the LHMPO will hire a consultant to develop a 25-year long-range plan

- **Traffic Signal Warrant Study**

Through an informal procurement process (three quotes method) scheduled for FY 2024, the LHMPO might hire a consultant to perform field investigations, signal analysis studies per the MUTCD, and provide signal warrant study reports for nine (9) existing non-signalized intersections in Lake Havasu City.

- **Transportation Alternatives (TA) - Project Scoping & Application Development Assistance:**

Through an informal procurement process (three quotes method) scheduled sometime in FY 2024 and/or FY 2025, the LHMPO might hire a consultant to conduct regional data analysis, identify, prioritize, and scope potential TA projects, and assist local public agencies with application development for ADOT's upcoming call for TA projects. **\*PENDING** ADOT announcement of the call for TA Projects during the 2-year UPWP/Work Program cycle (FY24/25).

- **HSIP Safety Data Collection, Analysis, & Application Development**

Through an informal procurement process (three quotes method) tentatively scheduled for FY 2025, the LHMPO might hire a consultant to conduct regional crash data analysis, identify and prioritize potential safety projects, and assist local public agencies with application development for ADOT's upcoming call for HSIP projects (FY27-28). **\*PENDING** if ADOT announces the call for FY27/28 HSIP Projects during the 2-year UPWP/Work Program cycle (FY24/25).

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- **Transportation Alternatives (TA) - Project Scoping & Application Development Assistance:**

Through an informal procurement process (three quotes method) scheduled sometime in FY 2024 and/or FY 2025, the LHMPO might hire a consultant to conduct regional data analysis, identify, prioritize, and scope potential TA projects, and assist local public agencies with application development for ADOT's upcoming call for TA projects. \*PENDING ADOT announcement of the call for TA Projects during the 2-year UPWP/Work Program cycle (FY24/25).

- Continue to look for ways to partner with ADOT, Lake Havasu City, Mohave County, and WACOG on regional projects (e.g. Grants, Data Collection, Sharing of Data, etc.)
  - Attended the ADOT P2P Workshops
  - Look for alternative funding sources and grant opportunities for projects within the region. Assist member agencies with grant applications.
  - Continue attending regional transportation meetings/trainings as necessary.
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Item #7

***ACTION ITEM***

***Meeting Minutes of April 11, 2023***

*Cal Sheehy, Chairman*

Agenda Item # 7

**LAKE HAVASU MPO  
REQUEST FOR ACTION  
June 13, 2023**

**SUBJECT:** Action to Approve the Consent Agenda

**SUBMITTED BY:** Justin Hembree, MPO Director

**AGENDA TYPE:** Public Hearing – Discussion / Possible Action

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**ATTACHMENTS:**

Executive Board meeting minutes of April 11, 2023

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**SUMMARY/BACKGROUND:**

Approve the minutes from the Executive Board meeting held April 11, 2023

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**ACTION OPTION:**

Motion to approve the Executive Board meeting minutes of April 11, 2023

**OR**

Motion to approve the Executive Board meeting minutes of April 11, 2023, with the noted changes

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**RECOMMENDATION:**

Motion to approve the Executive Board meeting minutes of April 11, 2023.



Cal Sheehy, Chairman  
Buster Johnson, Vice Chairman  
Nancy Campbell, Secretary/Treasurer  
Jeni Coke, Board Member  
Gary Knight, Board Member



[www.LHMPO.org](http://www.LHMPO.org)  
Lake Havasu City Police Facility  
Meeting Room  
2360 McCulloch Blvd. N  
Lake Havasu Cit, AZ 86403

**Lake Havasu Metropolitan Planning Organization (LHMPO)**  
**Executive Board Meeting Minutes**  
**Tuesday, April 11, 2023, 10:00 A.M.**

All Action items highlighted in gray

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

**1. Call to Order-**

Chairman Sheehy called the meeting to order at 10:00 am.

**2. Pledge of Allegiance-**

Chairman Sheehy led in the Pledge of Allegiance.

**3. Roll Call-**

The Roll Call was performed by Sarah Lojewski

Present: Chairman; Cal Sheehy, Vice Chairman; Buster Johnson, Secretary/Treasurer; Nancy Campbell, and Board members Gary Knight.

**4. Call to the Public**

There was no request to address the Board.

**5. Meeting Minutes: February 14, 2023**

Secretary/Treasurer Nancy Campbell motioned to approve the February 14, 2023, Meeting Minutes. The motion was seconded by Board member Buster Johnson.

**6. Draft FY2023 TIP Amendment #1**

Secretary/Treasurer Nancy Campbell motioned to approve the Draft FY2023 TIP Amendment #1. The motion was seconded by Board member Buster Johnson.

**7. Draft 2023 TIP Update**

Secretary/Treasurer Nancy Campbell motioned to approve the Draft FY2023 TIP Update. The motion was seconded by Board member Gary Knight.

**8. FY2023 Loan**

Secretary/Treasurer Nancy Campbell motioned to approve the FY2023 Loan. The motion was seconded by Board member Gary Knight.

**9. Scope of Work/RFP - Traffic Signal Optimization & Enhancement Study**

Secretary/Treasurer Nancy Campbell motioned to approve the scope of work/RFP-traffic signal optimization & enhancement study. The motion was seconded by Board member Gary Knight.

**10. Rural Transportation Advocacy Council (RTAC) Report (Information Only)**

Kevin Adam, RTAC Executive Director – Mr. Adam provided state and federal legislative updates.

**11. ADOT District Report (Information Only)**

Todd Steinberger, ADOT NW District Engineer updated the Board on the upcoming bid for the SR95 project. There has not been a release date at this time.

**12. Arizona Transportation Board Report (Information Only)**

Gary Knight, District Representative provided an update from the State Transportation Board meeting as well as providing an update on the canceled and/or rescheduled projects of the Lake Havasu City region per the LHMPO request.

**13. Future Agenda Items**

No future agenda items were discussed.

**14. Upcoming Meetings Schedule**

LHMPO TAC Meeting: **May 23, 2023, 10:00 AM**

LHMPO Executive Board Meeting: **June 13, 2023, 10:00 AM**

**Adjournment**

**Adjourned at 10:29 am**

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*Lake Havasu Metropolitan Planning Organization  
900 London Bridge Road, Building B  
Lake Havasu City, AZ 86404  
(928) 453-2823  
[www.lhmpo.org](http://www.lhmpo.org)*

## Executive Board Meeting Minutes

April 11, 2023

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*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:*

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<https://docs.google.com/forms/d/e/1FAIpQLSe6l7IM8eKfcf9mxiJcUmuLMbpLfnQ3vWCNKbigDMW4CQXb0g/viewform>

Item #8

***ACTION ITEM***

***LHMPO & Lake Havasu Transit Building use  
agreement***

*Justin Hembree, LHMPO Director*

**LAKE HAVASU MPO  
REQUEST FOR ACTION**

**SUBJECT:** Discussion and Possible Action to Approve a Use Agreement between Lake Havasu City and Lake Havasu MPO

**SUBMITTED BY:** Justin Hembree, Lake Havasu MPO

**AGENDA TYPE:** Discussion/Possible Action

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**ATTACHMENTS:**

Use Agreement 2023-2026

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**SUMMARY/BACKGROUND:**

Since its designation as a planning organization, the MPO has routinely signed 5-year lease agreements with the “host agency,” Lake Havasu City, to use administrative office space within the transit building located at 900 London Bridge Rd. However, after discussions with the FTA, it was determined that the City and the MPO would also need a specific “Use Agreement” identifying how the space would be used. Pending MPO Executive Board approval, the City has tentatively agreed to allow the MPO utilize space via the new 3-year “Use Agreement” from 2023 to 2026. Utilization of the space includes phone service, excluding long distance, use of a shared color copier/printer, shared use of the conference room, building and ground maintenance, janitorial services, and all utility services.

The 2023-2026 Use Agreement is scheduled for approval by Lake Havasu City Council in the coming months, following MPO Board approval.

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**ACTION OPTION:**

Motion to approve the 3-Year Use Agreement with Lake Havasu City

**OR**

Motion to approve the 3-Year Use Agreement with Lake Havasu City with the noted changes

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**RECOMMENDATION:**

Motion to approve the 3-Year Use Agreement with Lake Havasu City



**USE AGREEMENT**  
Lake Havasu Metropolitan Planning Organization

This Use Agreement (“Agreement”) is made and entered into \_\_\_\_\_, 2023, by and between Lake Havasu City, Arizona (“City”) and the Lake Havasu Metropolitan Planning Organization (“LHMPO”).

**Recitals**

City operates its Transit Division in a Federal Transit Administration (“FTA”) funded building located at 900 London Bridge Road, Lake Havasu City, Arizona (“Building”).

City, with permission from FTA, is making available a portion of the Building, further described as 493 square feet of the space for transit related use at the Lake Havasu City Transit Building, Building B (“Premises”).

LHMPO desires to use the Premises upon the terms in this Agreement.

**NOW THEREFORE**, the parties agree as follows:

**1. Term.**

City agrees to allow the LHMPO to use the Premises for a term beginning \_\_\_\_\_, 2023, and ending June 30, 2026.

**2. Use.**

The use of the Premises is for the operation of the Lake Havasu Metropolitan Planning Organization office.

**3. Indemnification.**

Each party (as “Indemnitor”) agrees to indemnify, defend, save and hold harmless the other party (as “Indemnitee”) from and against any and all claims, losses, liability, costs or expenses including reasonable attorney’s fees, arising out of an act, omission, negligence, misconduct of the Indemnitor, its officers, officials, agents, employees, or volunteers.

**4. Insurance.**

LHMPO shall be responsible, at its expense, for fire and extended coverage insurance on all of its personal property, including removable trade fixtures, located in the Premises.

The insurance must be with a company licensed to transact business in the State of Arizona.

The insurance policies required by this Agreement shall name Lake Havasu City, its agents, representatives, officers, directors, officials and employees as Additional Insureds. LHMPO agrees that the insurance required hereunder will be primary and that any insurance carried by the City will be excess and not contributing.

**6. Damage rendering property untenable.**

In the event that the Premises becomes untenable due to damage from (not by limitation) flood, fire, accident or acts of God, City has the option to restore or repair the premises or to terminate this Agreement entirely.

**7. Assignment.**

LHMPO may not assign its rights or interests in this Agreement.

**8. Improvements.**

LHMPO shall not construct any permanent improvements to the Premises without the prior written consent of the City and at the end of the Agreement by termination or otherwise the title to any improvements automatically vests in the City. LHMPO agrees to keep the Premises free and clear from any liens for services, construction, or otherwise.

**9. Termination.**

This Agreement may be terminated, upon a material breach of its terms by the LHMPO, and failure to cure the breach upon thirty (30) days' written notice from City. This Agreement may also be terminated by the City, at any time, with or without cause upon six (6) months' written notice. LHMPO may terminate this Agreement by giving at least thirty (30) days' written notice to the City. It may be otherwise terminated upon the written mutual consent of the parties.

**10. Notice.**

Any notice required or permitted under this Agreement or required by law is considered sufficiently given or served if sent by United States certified mail, return receipt requested, and delivered to the following:

If to City to:

Lake Havasu City Manager  
2330 McCulloch Blvd., N.  
Lake Havasu City, AZ 86403

If to LHMPO to:

Lake Havasu Metropolitan Planning Organization

Metropolitan Planning Manager  
900 London Bridge Road, Transit Bldg.  
Lake Havasu City, Arizona 86404

**11. Final Agreement.**

This Agreement terminates and supersedes all prior understandings or agreements on the subject matter.

**12. Conflict of Interest**

This Agreement may be cancelled pursuant to Arizona Revised Statutes § 38-511.

**13. Counterparts**

This Agreement may be executed in multiple counterparts, including facsimile, email, or other electronic means, each of which shall be deemed an original and all of which shall constitute one and the same instrument.

**IN WITNESS WHEREOF**, the parties execute this Agreement effective as of the date written above.

**Lake Havasu MPO**

**Lake Havasu City**

\_\_\_\_\_  
Buster Johnson, Vice Chairman

\_\_\_\_\_  
Cal Sheehy, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ATTEST:**

**ATTEST:**

\_\_\_\_\_  
Sarah Lojewski, LHMPO

\_\_\_\_\_  
Kelly Williams, City Clerk

**Approved as to form:**

**Approved as to form:**

\_\_\_\_\_  
LHMPO Attorney

\_\_\_\_\_  
Kelly Garry, City Attorney

Item #9

***ACTION ITEM***

***Draft FY24-25 Unified Planning Work Program  
(UPWP)***

*Justin Hembree, LHMPO Director*



**LAKE HAVASU MPO  
REQUEST FOR ACTION  
June 13, 2023**

**SUBJECT:** FY2024 & FY2025 Unified Planning Work Program

**SUBMITTED BY:** Justin Hembree, LHMPO Director

**AGENDA TYPE:** **DISCUSSION/POSSIBLE ACTION**

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**ATTACHMENTS:**

- Draft FY 2024 - FY 2025 Unified Planning Work Program (UPWP) after FHWA review
- Executive Summary

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**SUMMARY/BACKGROUND:**

It is a federal requirement that all MPOs prepare a **Unified Planning Work Program (UPWP)** (23CFR450.104).

The UPWP is a description of the transportation planning activities/tasks to be conducted in the Lake Havasu MPO area in any specified two-year period. This biennial document is the foundation for requesting federal funds as well as a management tool for scheduling, budgeting, and monitoring the transportation planning process. The UPWP is developed in cooperation with Lake Havasu City, Mohave County, the Arizona Department of Transportation (ADOT), the Federal Transit Administration (FTA), and the Federal Highway Administration (FHWA).

The Work Program identifies the planning priorities and activities to be carried out within a metropolitan planning area to include:

- A description of planning work elements (tasks);
- Who will perform the work;
- Timeframes for completing the work;
- Cost of the work; and
- Source(s) of funds.

The UPWP not only provides the MPO with a useful budgeting, scheduling, and monitoring tool, but it acts to provide the public with an understandable expectation of what the MPO will endeavor to achieve within the next two-year timeframe.

The MPO Director will provide project management and direction to planning efforts; however, the MPO may rely upon external professional consulting or engineering services for the accomplishment of the tasks set forth in this UPWP. The MPO will oversee services provided to ensure quality, professionalism, and timeliness. If an activity/task is not completed, the MPO Director will either carry it forward to the next fiscal year or evaluate the necessity of having that activity in the UPWP (all final decisions for inclusion or removal of tasks will be vetted through the MPO Technical Advisory Committee and Executive Board).

UPWP Funding for **FY 24/25** is reasonably expected to be available based on information provided by the FHWA, the FTA, and ADOT.

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**ACTION OPTION:**

Agenda Item # 9

Motion to approve the FY2024-FY2025 Unified Planning Work Program

**OR**

Motion determined from discussion

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**RECOMMENDATION:**

Motion to approve the FY2024-FY2025 Unified Planning Work Program



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[www.LHMPO.org](http://www.LHMPO.org)

**FISCAL YEAR 2024 & 2025**  
**UNIFIED PLANNING WORK PROGRAM**  
**EXECUTIVE SUMMARY**

# Overview

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The **Unified Planning Work Program (UPWP)** is a biennial document identifying planning priorities and work elements (tasks) for the Lake Havasu MPO (LHMPO) for **Fiscal Years 2024-2025**, which runs from July 1, 2023, through June 30, 2025. This biennial document is the foundation for requesting federal funds and a management tool for scheduling, budgeting, and monitoring the transportation planning process (i.e., a two-year scope of work).

Preparation of the UPWP is required by federal transportation legislation known as Fixing America's Surface Transportation Act (FAST Act), the Infrastructure Investment and Jobs Act (IIJA), and the Metropolitan Planning Code of Federal Regulations 23CFR 450.308(b) of the United States Department of Transportation. The UPWP must present a continuing, cooperative, and comprehensive ("3C") approach to transportation planning activities in the region. The UPWP is developed in cooperation with Lake Havasu City, Mohave County, the Arizona Department of Transportation (ADOT), the Federal Transit Administration (FTA), and the Federal Highway Administration (FHWA).

The UPWP is one of four key documents Metropolitan Planning Organizations (MPOs) must develop and maintain for the region. The other key documents are the long-range **Regional Transportation Plan (RTP)**, **Transportation Improvement Program (TIP)**, and **Public Participation Plan (PPP)**.

The UPWP identifies the planning priorities and activities to be carried out within a metropolitan planning area, including:

- A description of planning work elements (tasks);
- Who will perform the work;
- Timeframes for completing the work;
- Cost of the work; and
- Source(s) of funds.

The UPWP not only provides the MPO with a useful budgeting, scheduling, and monitoring tool but also provides the public with an understandable expectation of what the MPO will endeavor to achieve within the following two-year timeframe.

The MPO Director will provide project management and direction to planning efforts; however, the MPO may rely upon external professional consulting or engineering services to accomplish the tasks outlined in the UPWP. The MPO will oversee services to ensure quality, professionalism, and timeliness. If an activity/task is not completed, the MPO Director will either carry it forward to the next fiscal year or evaluate the necessity of having that activity in the UPWP (all final decisions for inclusion or removal of tasks will be vetted through the MPO Technical Advisory Committee and Executive Board).

UPWP Funding for FY 24/25 is reasonably expected to be available based on information provided by the FHWA, the FTA, and ADOT.

## Funding Summary

The figures listed in **Table 1** below (Blue) indicate the amount of annual federal funding available to the MPO for typical overhead and operating expenses (Salaries, Benefits, Travel, Utilities, Supplies, etc.) and to conduct federally mandated short and long-range planning studies.

The figures listed in **Table 2** below (Orange) indicate the amount of annual federal funding available to the local jurisdictions (Lake Havasu City & Mohave County) for multi-modal transportation infrastructure projects (Planning, Scoping, Design, and Construction) on an annual basis. The TAC and Executive Board may occasionally approve STBG or CRP funding for MPO-administered planning projects. Any STBG or CRP planning projects administered by the MPO are included in our operating budget and listed in the UPWP. However, STBG, CRP, and or other State and Federal discretionary grant-funded projects administered by ADOT or the local jurisdictions are listed in the Transportation Improvement Program (TIP) Fiscal Constraint Report and not in the UPWP.

**Table 1: Annual Funding for MPO Operations**

	PL (FHWA) 5.7% match	5305D (FTA) 5.7% match	SPR (FHWA) 20% match	Total
Federal / State Funds	\$157,477	\$65,362	\$110,593	<b>\$333,432</b>
Local Match	\$9,519	\$3,951	\$27,648	<b>\$41,085</b>

\*Please see Exhibit A of the UPWP for the comprehensive budget and cost allocation/expenditure summaries

**Table 2: Annual Funding for Local Jurisdiction Projects**

	STBG (FHWA) 5.7% match	CRP (FHWA) 5.7% match	Total
Federal / State Funds	\$288,529	\$118,565	<b>\$407,094</b>
Local Match	\$17,440	\$7,167	<b>\$24,607</b>

\*Please see the LHMPPO TIP Fiscal Constraint Report for local jurisdiction infrastructure project revenues and expenditures summaries

### Annual Match Responsibilities

Lake Havasu City (99% of Total Match)	Mohave County (1% of Total Match)
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### FY 2024 MPO Operation Budget

	PL	5305 (d)	SPR	STBG	CRP
<b>Annual Apportionment</b> (OA at 94.9%)	\$157,477	\$65,362	\$110,593	\$300,000	-
<b>FY23 Carry-Forward</b> (Pending Close-Out)	\$20,000	-	\$251,210	-	-
<b>Total</b>	\$177,477	\$65,362	\$361,803	\$300,000	-

<b>Total FY24 Budget (OA)</b>	<b>\$904,642</b>	
<b>In-Kind Match</b>	<b>\$123,263</b>	
	LHC – \$122,030 (99%)	MoCo - \$1,233 (1%)
<b>Total w/ Match</b>	<b>\$1,027,905</b>	

\*Please see Exhibit A of the UPWP for the comprehensive budget and cost allocation/expenditure summaries.

### FY 2025 MPO Operation Budget

	PL	5305 (d)	SPR	STBG	CRP
<b>Annual Apportionment</b> (OA at 91.3%)	\$157,477	\$65,362	\$100,425	-	-
<b>FY24 Carry-Forward</b> (Pending Close-Out)	-	-	\$301,803	-	-
<b>Total</b>	\$157,477	\$65,362	\$402,228	-	-

<b>Total FY25 Budget (OA)</b>	<b>\$625,067</b>	
<b>In-Kind Match</b>	<b>\$114,027</b>	
	LHC – \$112,887 (99%)	MoCo - \$1,140 (1%)
<b>Total w/ Match</b>	<b>\$739,094</b>	

\*Please see Exhibit A of the UPWP for the comprehensive budget and cost allocation/expenditure summaries.

## Major Planning Activities

The Lake Havasu MPO has identified the following **five (5)** major planning activities for fiscal years 2024 & 2025:

Planning Activity	Cost Estimate	Funding Source
<b>1. Traffic Signal Analysis &amp; Modeling Study</b> Through a formal procurement process (RFP & Professional Service Agreement) scheduled for <b>FY 2024</b> , the LHMPO will hire a consultant to develop a plan for the implementation of Adaptive Signal Control Technology (ASCT) or Alternative traffic signal improvements to increase the overall efficiency and operations of three (3) corridors (McCulloch Blvd, Lake Havasu Ave. & State Route 95). The final plan would include a comprehensive evaluation and inventory of existing infrastructure and detailed analysis/modeling required for future signal improvements; the plan will also identify agency roles and responsibilities related to installing and operating fully-functioning ASCT or alternative systems for each roadway segment and individual traffic signal locations.	<b>\$300,000</b>	<b>STBG</b>
<b>2. Traffic Signal Warrant Study</b> Through an informal procurement process (three quotes method) scheduled for <b>FY 2024</b> , the LHMPO might hire a consultant to perform field investigations, signal analysis studies per the MUTCD, and provide signal warrant study reports for nine (9) existing non-signalized intersections in Lake Havasu City.	<b>\$30,000</b>	<b>SPR</b>
<b>3. 2050 Regional Transportation Plan (RTP)</b> Through a formal procurement process (RFP & Professional Service Agreement) scheduled for <b>FY 2025</b> , the LHMPO will hire a consultant to develop a 25-year long-range plan	<b>\$325,000</b>	<b>SPR</b>
<b>4. HSIP Safety Data Collection, Analysis, &amp; Application Development</b> Through an informal procurement process (three quotes method) tentatively scheduled for <b>FY 2025</b> , the LHMPO might hire a consultant to conduct regional crash data analysis, identify and prioritize potential safety projects, and assist local public agencies with application development for ADOT's upcoming call for HSIP projects (FY27-28). <b>*PENDING</b> if ADOT announces the call for FY27/28 HSIP Projects during the 2-year UPWP/Work Program cycle (FY24/25).	<b>\$25,000</b>	<b>SPR</b>
<b>5. Transportation Alternatives (TA) - Project Scoping &amp; Application Development Assistance:</b> Through an informal procurement process (three quotes method) scheduled sometime in <b>FY 2024 and/or FY 2025</b> , the LHMPO <u>might</u> hire a consultant to conduct regional data analysis, identify, prioritize, and scope potential TA projects, and assist local public agencies with application development for ADOT's upcoming call for TA projects. <b>*PENDING</b> ADOT announcement of the call for TA Projects during the 2-year UPWP/Work Program cycle (FY24/25).	<b>\$30,000</b>	<b>PL</b>

**\*Other minor or typical planning activities are outlined under each Work Element within the UPWP.**



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# **FISCAL YEAR 2024 & 2025 UNIFIED PLANNING WORK PROGRAM & BUDGET**

For a Comprehensive, Cooperative, and Continuing Transportation Planning Process

**Endorsed and Approved on May 23, 2023, by the:**  
**LAKE HAVASU METROPOLITAN PLANNING ORGANIZATION**  
**TECHNICAL ADVISORY COMMITTEE**

**Endorsed and Approved on June 13, 2023, by the:**  
**LAKE HAVASU METROPOLITAN PLANNING ORGANIZATION**  
**EXECUTIVE BOARD**

Prepared by the Lake Havasu Metropolitan Planning Organization in cooperation with the Lake Havasu City, Mohave County, Arizona Department of Transportation, the Federal Transit Administration and the Federal Highway Administration

CFDA FHWA: 20.205

CFDA FTA 5305: 20.205



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# I. Mission Statement

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The mission of the Lake Havasu Metropolitan Planning Organization is to provide open leadership and guidance for regional transportation planning through a cooperative effort that will result in a practical and positive growth model beneficial to residents, visitors and businesses.

## 2. Introduction

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The Lake Havasu Metropolitan Planning Organization “LHMPO” received its designation as a Metropolitan Planning Organization (MPO) from Governor Janice K. Brewer March 26, 2013, and began operation in December 2013.

The LHMPO planning area boundary (Figure 1) encompasses all areas within the Lake Havasu City limits as well as the Mohave County areas north of the City limits known as Desert Hills, Havasu Gardens, Crystal Beach and the Mohave County area southeast of the City known as Horizon Six. The planning boundary of the MPO is approximately 100 square miles.

As the transportation planning agency within the planning area boundary, the LHMPO is responsible for developing transportation planning activities (Unified Planning Work Program) in collaboration with Federal Highways Administration (FHWA), Federal Transit Administration (FTA), Arizona Department of Transportation (ADOT), Lake Havasu City, Mohave County, the LHMPO Executive Board and the Technical Advisory Committee (TAC).

This **Unified Planning Work Program (UPWP)** sets forth the planning activities to be undertaken by the Lake Havasu Metropolitan Planning Organization “LHMPO” during the fiscal years’ **2024 & 2025**. (23 CFR 420.11 (d))

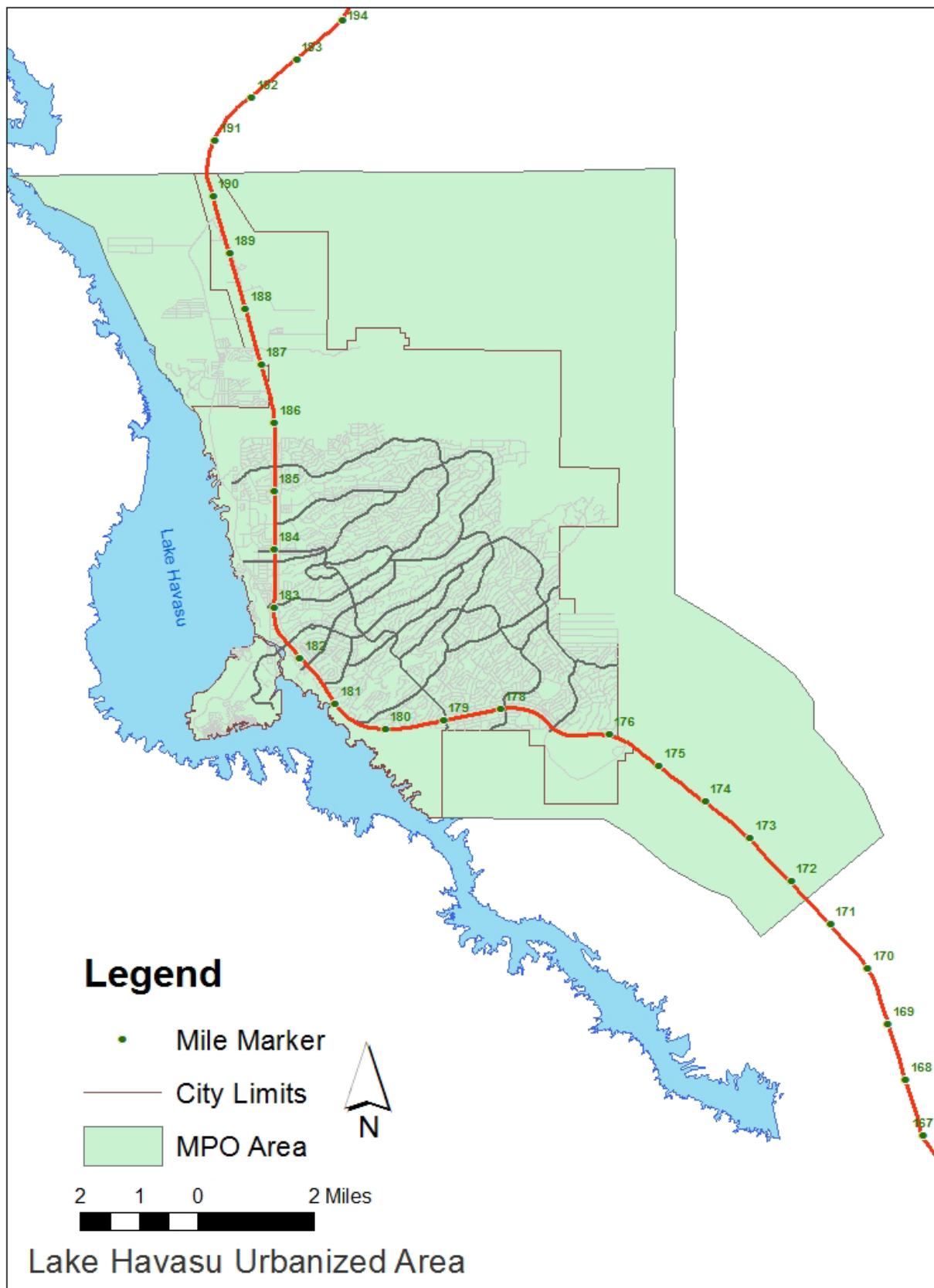
The **UPWP** is a narrative and guide that describes the continuing, cooperative and comprehensive (3-C) transportation planning process within the LHMPO planning boundary; and provides a basis for federal and state funding.

Funding for The **UPWP** for **FY 2024 & FY 2025** is reasonably expected to be available based on information provided by the FHWA, the FTA, and ADOT.

The LHMPO Director will provide project management and direction to planning efforts; however, the LHMPO may rely upon external professional services for the accomplishment of the tasks set forth in this **UPWP**. The LHMPO will oversee services provided to ensure quality, professionalism, and timeliness.

The Lake Havasu Metropolitan Planning Organization certifies that the **FY 2024 & FY 2025 Unified Planning Work Program (UPWP)** has been developed with opportunities for public participation.

Figure I- MPO Boundary Map



### 3. Organizational Structure & Management

This section outlines the LHMPO Organizational Structure, roles, and responsibilities of LHMPO Staff, the Technical Advisory Committee (TAC), and the Executive Board; which all play a vital part in the development and administration of the LHMPO’s core compliance documents and major planning activities.

#### A. MPO Staff, Board, & Committees: Structures & Roles

The LHMPO’s staff consists of an *Executive Director* and an *Administrative Specialist*. The Executive Director is a contract employee. The Director manages the day to day operations of the LHMPO and reports to the LHMPO Executive Board. The Administrative Specialist supports and reports to the Director.

Lake Havasu MPO Staff
Executive Director: Justin Hembree
Administrative Specialist: Sarah Lojewski

The LHMPO Executive Board consists of four elected officials, one appointed official:

- Three (3) elected officials from Lake Havasu City Council
- One (1) elected official from the Mohave County Board of Supervisors
- One (1) appointed official or designee from the Arizona State Transportation Board

From the elected officials serving on the Board, the Board will elect one member to serve as Chair-Person, one member to serve as Vice Chair-Person and one member to serve as Secretary-Treasurer (Per By-laws, this position may be delegated to staff).

Executive Board Members	
Cal Sheehy <b>Chair</b> Mayor, Lake Havasu City	Buster Johnson <b>Vice Chair</b> Mohave County Supervisor, District 3
Nancy Campbell <b>Secretary-Treasurer</b> City Council, Lake Havasu City	Jeni Coke Member City Council, Lake Havasu City
Gary Knight Member Arizona State Transportation Board	

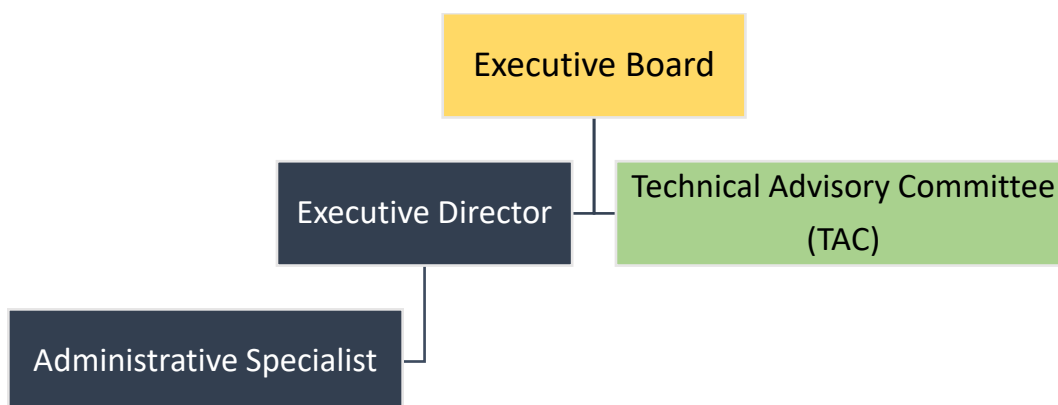
**The LHMPO Technical Advisory Committee (TAC)** is comprised of eight (8) technical representatives;

- Three (3) from Lake Havasu City,
- Two (2) from Mohave County,
- One (1) from Western Arizona Council of Governments,
- One (1) from Arizona Department of Transportation Northwest District, and
- One (1) from Arizona Department of Transportation MPD

The TAC works in an advisory role to the Executive Board and their primary responsibility is to conduct technical reviews, identify and scope projects, and engineering/technical analysis regarding project related activities of Transportation Improvement Program (TIP) and Unified Planning Work Program (UPWP). On the recommendation by the TAC, Sub Committees may be formed to assist in addressing reviews and analysis of projects not in the direct responsibility of the TAC members.

<b>Technical Advisory Committee (TAC)</b>	
<b>Greg Froslic</b> <b>Chair</b> Public Works Director, Lake Havasu City	<b>Steven Latoski</b> <b>Vice Chair</b> Public Works Director, Mohave County
<b>Jess Knudson</b> <b>Member</b> City Manager, Lake Havasu City	<b>Tim Walsh</b> <b>Member</b> Development Services Director, Mohave County (Appointee: Matthew Gunderson)
<b>Jeff Thuneman</b> <b>Member</b> Development Services Director, Lake Havasu City	<b>Roland Hulse</b> <b>Member</b> Transportation Manager, WACOG
<b>Will Randolph</b> <b>Member</b> Regional Planner, ADOT MPD	<b>Todd Steinberger</b> <b>Member</b> Assistant District Engineer, ADOT Northwest District

**Figure 2 - MPO Organizational Chart**



## **B. Agreements, Policies, & Procedures**

Under an Intergovernmental Agreement, Lake Havasu City provides human resources, finance/accounting, legal, IT, state retirement, and other support services for the LHMPO. All LHMPO expenses are processed by Lake Havasu City as incurred and are reimbursed by ADOT. In accordance with the agreement, Lake Havasu City provides limited legal support services by and through its City Attorney's Office to the extent it does not cause a conflict of interest or ethical violation. The LHMPO utilizes contracted legal services when desired or necessary.

LHMPO will operate under the ***Lake Havasu City Operating Policies & Procedures***, the ***LHMPO Procedure Manual***, and the ***LHMPO Procurement Policy*** to meet requirements set forth by ADOT, FHWA, and FTA.

The Executive Board acts as the policy body coordinating transportation planning and related activities within the LHMPO area. The Board must approve all agreements, budgets, and contracts and the Chair, or designee, must sign all appropriate documents related to contracts and agreements on behalf of the LHMPO. Descriptions of all funding sources and the budget summaries for this 2-year **UPWP** are listed under **Section 5** and **"Exhibit A."**

LHMPO will also operate in accordance with Arizona Open Meeting Laws and LHMPO By-Laws adopted September 10, 2013; and, as amended July 8, 2014; February 10, 2015; March 14, 2017 and; August 21, 2019.

## **C. Travel & Training**

All travel & training for the LHMPO funded through the **UPWP** will comply with the most recently-approved version of Federal & State policies (State of Arizona Accounting Manual – SAAM) for Travel.

LHMPO Staff, Executive Board, & TAC Members will ensure lawful and justifiable travel requests submitted by the LHMPO's staff (subject to the availability of funds) when such travel furthers the interests of the MPO and is "necessary and reasonable" to carrying out the transportation planning process.

## **D. Contracts and Capital Expenditures**

When the value of the procurement for property or professional services under a Federal award does not exceed the Simplified Acquisition Threshold (SAT) of \$250,000, as defined in **2 CFR 200.1 and 200.320**, or a lower threshold established by a non-Federal entity (LHMPO), formal procurement methods are not required. The LHMPO may use informal procurement methods (three quote method) to expedite the completion of its transactions and minimize the associated administrative burden and cost (**2 CFR §200.320 (a)**).

All proposed equipment purchases must comply with **49 CFR 18.32 and 18.33**, and the Federal Office of Management and Budget **Circular A-87**, Cost Principles for State, Local and Indian Tribal Governments, as well as, ADOT policy **FIN-11.08** Federal Property Management Standards

The proposed procurement of capital equipment, property, or professional services greater than \$5,000 will be included in this **UPWP** under the "Proposed Activities" of the appropriate Work Element category and included in the annual budget tables located in **"Exhibit A."**

## 4. MPO Work Elements

### Work Element 100 – Administration

The administration section describes task functions required to manage the transportation planning process on a continual basis including program administration, development, review, budgeting and reporting, anticipated staff development, anticipated procurement activities, and an annual audit as required by **23 CFR 420.121(c)**. The annual audit shall be performed in accordance with **49 CFR 18.26**, and **2 CFR 200**

#### Proposed Administrative Activities:

LHMPO Staff in coordination with the LHMPO TAC and Executive Board, will work to:

- Prepare, amend, revise, and submit core compliance documents as needed. i.e. the “UPWP”, TIP, Public Involvement Plan, Title VI Plan & Annual Report, Limited English Proficiency Policy , & Long-Range Plan.
- Purchase General, Professional, and Auto Liability Insurance
- Maintain Registration with SAM.gov and AZ Corporate Commission
- Prepare, monitor, and submit professional service agreements, contracts, monthly progress reports, in-kind reports, budgets, and financial invoice/expenditure reports (In concert with Lake Havasu City).
- Prepare agendas, meeting minutes, and action taken for Executive Board and TAC meetings.
- Maintain a TAC and Executive Board comprised of technical and elected members for the purpose of carrying out transportation planning activities, and host six (6) meetings for both every calendar year
- Maintain and enhance the LHMPO website.
- Make necessary changes in the planning process as a result of changes to transportation legislation that may occur during the fiscal year.
- Maintain and update the LHMPO Operational Procedural Manual, By-Laws, or Policies/Procedures as needed.
- **In-State Travel:**
  1. **(Public Sector)** - LHMPO Staff, Board Members, or TAC members may attend any or all Federal, State, COG/MPO, or Local Government agency hosted meetings, training, conferences, review panels, or technical presentations that relate to transportation or planning activities (e.g., FHWA, FTA, ADOT, COG/MPOs, Tri-City Council, AASHTO).
  2. **(Private Sector)** - LHMPO Staff, Board Members, or TAC members may attend any or all National or Local Non-Profit agency hosted meetings, trainings, conferences, review panels, or technical presentations that relate to transportation or planning activities (e.g., AzTA, RTAC, ACEC, AMPO, NARC, ITE, APA,).
- **Out of State Travel** – None Expected during FY 2024 or FY 2025
- **Capital Expenditures** – No Capital purchases exceeding \$5,000 are expected during FY 2024 or FY 2025
- **Professional Service Contracts** – The LHMPO expects to develop and administer five (5) Professional Service Contracts for the following:
  1. **2050 Regional Transportation Plan (RTP)**, This will be a new 25-year Long Range Plan, For additional information see Work Element 200 and budget tables located in “Exhibit A”
  2. **Safety Data Collection & Analysis; & HSIP Application Development**, For additional information see Work Element 200 and budget tables located in “Exhibit A”

3. **Transportation Alternative (TA) Project Scoping ; & Application Development Assistance**, For additional information see Work Element 500 and budget tables located in “Exhibit A”
4. **Traffic Signal Analysis & Modeling Study**, For additional information see Work Element 500 and budget tables located in “Exhibit A”
5. **Traffic Signal Warrant Study**, For additional information see Work Element 500 and budget tables located in “Exhibit A”

## Work Element 200 - Regional Planning & Coordination

The LHMPO will produce various regional, corridor, and sub-area planning studies and special projects within the region in consultation with federal, state, and local agencies.

The LHMPO will strive to integrate land use planning with MPO’s transportation planning process to ensure the successful implementation of the MPO’s Long-Range Transportation Plan and to assist member agencies in the resolution of existing transportation challenges or to advance regional planning.

### Data Collection & Traffic Counts

The annual provision of traffic data is a cooperative effort between the Arizona State Department of Transportation (ADOT), local governments, and the LHMPO working in partnership to collect, assemble, and report data to support transportation planning activities, to include; Highway Performance Monitoring System (HPMS), Functional Classification of roads, Air Quality Standards, updated traffic counts, and updated traffic count maps (ultimately, ADOT is responsible for HPMS and traffic count collection data).

The ADOT HPMS program requires updated traffic counts at minimum cycles as follows:

Functional System	Minimum Count Cycle	Volume Counts	Vehicle Classification Count
Interstates and Other Freeways/Expressways	3-year	Yes	Yes
Ramps - (on- and off-ramps)	6-year	Yes	Not required
Other Principal Arterials	3-year	Yes	Yes
Minor Arterials	6-year	Yes	Needed on NHS Connectors and Sample Panels
Major Collectors	6-year	Yes	Needed on NHS Connectors and Sample Panels
Urban Minor Collectors	6-year	Yes	Needed on NHS Connectors and Sample Panels
Local and Rural Minor Collectors	Not required	Not required	Not required
Sample Panels	Based on classification	Yes	Yes

Source: This table has been developed from ADOT traffic monitoring policy/guidance in the HPMS Field Manual. Dec. 2016



## Proposed Data Collection & Traffic Count Activities:

### HPMS

The LHMPO in coordination with local agencies will work to ensure:

- Traffic data collected is posted to the web-based Traffic Count Data System (TCDS) database annually where it can be reviewed, processed, and analyzed by ADOT ([lhmpo.ms2soft.com](http://lhmpo.ms2soft.com)).
- Local-collected traffic data for purposes of uploading to the TCDS database, meets duration and formatting requirements specified by ADOT
- A comprehensive set of updated traffic counts be collected at a frequency no less than the minimum count cycle stated in the above Table 1 (i.e., a 3-year cycle for principal arterials and a 6-year cycle for minor arterials and collectors)
- Coordination with the ADOT Data Management and Analysis Section to receive and present training on data collection for local jurisdictions, as needed.
- Encourage and support local traffic counting programs already in existence.

### Functional Classification

The LHMPO in coordination with local agencies will work to ensure:

- Maintenance and monitoring of the current inventory of the region's functional classification of roadways and urban boundaries, according to federal regulations and state procedures.
- The use of the AZGeo ArcGIS Web Portal to review and request functional classification changes.
- Coordination with the ADOT GIS to receive and present training on functional classification, as needed.

### Air Quality

- N/A – Lake Havasu City and the LHMPO are within an “attainment” area.

## Transportation Improvement Program

The LHMPO shall establish and maintain a Transportation Improvement Program (TIP) in accordance with the requirements of ***Title 23 USC 134*** and ***23 CFR 450.324***.

## Proposed TIP Activities:

LHMPO Staff in coordination with the LHMPO TAC and Executive Board, will work to ensure the following TIP requirements:

- The LHMPO TIP shall cover a period of no less than four years, be updated (a new TIP prepared and submitted to ADOT) at least every four years, approved by the LHMPO TAC and Executive Board, and submitted to ADOT MPD by July 1<sup>st</sup> of the year the TIP is being updated;
  - If the TIP covers more than four years, ADOT, FHWA, FTA, & LHMPO will consider the projects (beyond four years) as informational;
  - The LHMPO will process TIP amendments as needed and submitted to ADOT MPD by July 1<sup>st</sup> each fiscal year and ensure compatibility with the STIP development/approval process;
- In coordination with ADOT, maintain an account and enter all TIP amendments into E-STIP;
- Provide guidance to local jurisdictions regarding their role in TIP development;
- Identify each project and or phases of the project (e.g. Planning/Study, Design, & Construction)
- Identify federal, regional, or local funding sources (e.g. STBG, CRP, HSIP, PL, SPR, FTA 5300, Arizona State Legislative Funds, HURF Ex., Local-Match, etc.)
- Document the complete decision-making process employed in producing the TIP;
- Monitor approved projects through completion by providing technical assistance to local agencies, and working cooperatively with ADOT Local Government staff and District Engineer(s);

- Conduct a public involvement process in accordance with Public Participation & Title VI requirements;
- Follow guidelines set forth by ADOT Finance Management Section (FMS) regarding Obligation Authority (OA) and expiring/lapsing funds (i.e. the annual loan process).
  - The LHMPO will continue to maintain and update the internal fiscal constraint report/ledger highlighting regional apportionments and expenditures of federal funds.
- Verify that projects identified for the TIP are eligible for federal funding, based on federal functional classification,

## Regional Transportation Plan (RTP)

In compliance with ***Title 23 CFR 450, Subpart C*** metropolitan planning requirements, the LHMPO will update the Regional Transportation Plan (RTP) every 4 years in air quality non-attainment or maintenance areas, or every 5 years in air quality attainment areas. The RTP will cover at least a 20-year planning horizon; include long-range and short-range strategies that lead to an integrated intermodal plan; include a financial plan that compares estimated revenues with costs of construction, maintenance, capital purchases and operations; consider the planning factors; identify performance measures (Including ADOT Transit Asset Management TAM, Lake Havasu transit TAM and Lake Havasu Safety Plan PTASP measures), target setting, and performance reporting; and provide an opportunity for public participation.

The 2045 RTP was adopted by the LHMPO Executive Board on February 8, 2022.

The 2050 RTP is tentatively scheduled to begin in January of calendar year 2025.

### Proposed RTP Activities:

LHMPO Staff in coordination with the LHMPO TAC and Executive Board, will work to:

- Continue implementing projects and goals from the adopted 2045 RTP
- Continue to seek alternative funding for long term projects identified in the 2045 RTP that are not fiscally constraint.
- Reserve funding for the 2050 RTP
- **Contract for Services - 2050 Regional Transportation Plan (RTP):**

Through a formal procurement process (RFP & Professional Service Agreement) scheduled for **FY 2025**, the LHMPO will hire a consultant to develop a 25-year long-range plan that is:

  - Consistent with the performance-based planning requirements of the BIL, IIJA, FAST Act, and Map-21; and aligns with the adopted ADOT's performance measures (and ADOT Transit Asset Management TAM, Lake Havasu transit TAM and Lake Havasu PTASP), targets, and goals;
  - Technically based on the latest available data on land use, population, demographics, and travel patterns;
  - Philosophically based on regional goals and values;
  - Financially based on predictable, reliable funding sources;
  - Including transit coordination and investments for the region;
  - Covering a 20-year period with updates every five years;
  - Covering long range and short range strategies;
  - Including a fiscally constrained plan; or sections thereof;
  - Including all regionally significant projects;
  - Adhering to performance measures set out by FHWA, FTA, ADOT Transit Asset Management TAM, Lake Havasu transit TAM, Lake Havasu PTASP and ADOT;

- Following the National Planning Emphasis Areas (PEA's).
- Includes Multi-Modal assessment and recommendations

## Regional Planning, Coordination, and Special Projects

Regional planning & Coordination provides for the majority of our planning activities. Staff ensures that the planning function of the MPO is administered, provides reports, meetings, consultation activities, project management, support to other COG/MPOs, and other data and information to our members and the public.

### Proposed Regional Planning & Special Project Activities:

LHMPO Staff in coordination with the LHMPO TAC and Executive Board, will work to:

- Ensure planning studies and special projects are consistent with the performance-based planning requirements of the BIL, IIJA, FAST Act, and Map-21; and aligns with the adopted ADOT's performance measures (including ADOT Transit Asset Management TAM, Lake Havasu transit TAM and Lake Havasu Transit Safety Plan PTASP), targets, and goals
- Monitor federal, state and local legislation and policy activities.
- Serve on technical committees and review panels for state, regional, and local transportation studies, plans, and projects with the region; Provide comments and feedback.
- Communicate regularly with ADOT MPD Regional Planner and District Engineer(s)
- Coordinate with stakeholders to encourage participation in regional and local transportation studies
- Provide input to ADOT District Engineer(s) on issues related to the connections between local roads and the State Highway System.
- Work with ADOT and the TAC to recommend improvements to roadways on the State Highway System to be considered for inclusion in the ADOT Five-Year Facilities Construction Program.
- LHMPO staff will participate in the ADOT Planning to Programming (P2P) Project Nomination process "Engineering District Workshops" to assist with regional prioritization of State System projects.
- Assist local agencies with converting STBG projects to HURF Exchange,
- Assist local agencies with ADOT LPA project initiation paperwork (if necessary).
- Assist local agencies with ADOT HSIP project applications and submittals.
- Assist local agencies with TA project applications and submittals. If the MPO does not hire a consultant to assist with the TA Program, the MPO may still submit applications for project scoping (pending final ADOT eligibility criteria and policy).
- **Contract for Services - Safety Data Collection & Analysis; & HSIP Application Development,** Through an informal procurement process (three quotes method) tentatively scheduled for **FY 2025**, the LHMPO might hire a consultant to conduct regional crash data analysis, identify and prioritize potential safety projects, and assist local public agencies with application development for ADOT's upcoming call for HSIP projects (FY27-28). **\*PENDING** if ADOT announces the call for FY27/28 HSIP Projects during this 2-year UPWP/Work Program cycle (FY24/25).
- **Contract for Services – Transportation Alternative (TA) Project Scoping ; & Application Development Assistance,** Through an informal procurement process (Three Quote Method) scheduled sometime **in FY 2024 and/or FY 2025**, the LHMPO might hire a consultant to conduct regional data analysis, identify,

prioritize, and scope potential TA projects; and assist local public agencies with application development for ADOT's upcoming call for TA projects. **\*PENDING** ADOT announcement of the call for TA Projects during this 2-year UPWP/Work Program cycle (FY24/25).

- **Contract for Services - Traffic Signal Analysis & Modeling Study**

Through a formal procurement process (RFP) tentatively scheduled for **FY 2024**, the LHMPO would hire a consultant to develop a plan for the implementation of Adaptive Signal Control Technology (ASCT) or Alternative traffic signal improvements to increase the overall efficiency and operations of the three (3) corridors (McCulloch Blvd, Lake Havasu Ave. & State Route 95). The final plan would include a comprehensive evaluation and inventory of existing infrastructure and detailed analysis/modeling required for future signal improvements; the plan will also identify agency roles and responsibilities related to installing and operating fully-functioning ASCT or alternative systems for each roadway segment and individual traffic signal locations.

- **Contract for Services - Traffic Signal Warrant Study**

Through an informal procurement process (Three Quote Method) scheduled for **FY 2024**, the LHMPO might hire a consultant to perform field investigations, signal analysis studies per the MUTCD, public involvement, and provide signal warrant study reports for nine (9) existing non-signalized intersections in Lake Havasu City.

## Public Involvement & Title VI

To ensure the civil rights of all interested parties are protected through an opportunity to review and comment on the planning activities for the Lake Havasu MPO region, the LHMPO Public Involvement (aka Participation) Plan includes provisions to ensure the involvement of the public in the transportation planning process for the:

- 25-year Regional Transportation Plan (RTP);
- Transportation Improvement Program (TIP); and
- Any Federally Funded Planning Study

### Proposed Public Involvement & Title VI Activities:

LHMPO Staff in coordination with the LHMPO TAC and Executive Board, will work to:

- Continue to adhere to the Public Involvement, Limited English, & Title VI Plans
- Prepare, maintain and amend as necessary the Title VI Plan, Limited English Proficiency Policy (LEP), and Public Involvement Plan (PIP) to reflect any changes in board or committee membership, regional demographics, and or to comply with additional FHWA, FTA, or ADOT requirements.
- Continue posting Title VI Notices at each meeting (both in-person and virtually)
- Ensure that Advertisements, Public Notices, Public Meeting schedules, agendas, & minutes, etc. are posted to normal media channels (Newspaper & Website) and social media channels (Facebook, Twitter, etc.)
- Post public notices (English & Spanish) announcing a 30-day public comment period for the 2050 Regional Transportation Plan. (RTP), Transportation Improvement Program (TIP), and other LHMPO planning studies/projects outlined in this **UPWP**. 45-day public comment period for the Title VI Plan, Limited English Proficiency (LEP) policy, and Public Involvement Plan (PIP).
- Continue making meetings accessible to persons in need of foreign language assistance or with disabilities.

## Work Element 300 - Public Transit & Mobility Management

### ***Public Transportation Coordination (23 CFR Part 450.141(h))***

The Lake Havasu MPO, ADOT, and providers of public transportation utilizing FTA section 5300 grant funds (i.e. 5310, 5311, & 5307 programs) will cooperatively work together in developing and sharing information related to data, performance targets, and reporting for the LHMPO region. This effort will provide a continuous, cooperative, and comprehensive transportation planning process throughout the region.

Rather than the LHMPO hiring a Mobility Manager for the minimal participation in the LHMPO area, the WACOG Mobility Manager manages the functions of this Work Element. The WACOG Mobility Manager compiles and prepares the Human Services Coordinated Plan which is presented to the LHMPO Technical Advisory Committee & Executive Board for approval.

The LHMPO will provide increased emphasis on issues related to alternative modes and regional intermodal connectivity including but not limited to: Local bus, express bus, and regional transit services; Pedestrian and bicyclist facilities/network; Commercial freight movers (truck, rail, and air); Connections between modes of travel; and Maintaining the system in a state of good repair

The LHMPO will provide program and project support for public transit, human service transportation programs, and all other modes of transportation by enhancing a higher quality of life for area residents by:

- Supporting economic vitality and growth through public/private transportation;
- Increasing the safety of the transportation system;
- Increasing accessibility and mobility;
- Protecting and enhancing the environment, promoting energy conservation, improving quality of life, and promoting local planned growth;
- Enhancing the integration and connectivity of the transportation system;
- Emphasizing the preservation of the existing transportation system; and,
- Promoting multi-modal activities within the region.

### **Proposed Transit Activities:**

LHMPO Staff in coordination with the WACOG Mobility Manager, Lake Havasu Transit, LHMPO TAC, and Executive Board, will work to:

- Provide program and project support for public transit, bike, pedestrian and mobility services.
- Continue participation in the WACOG Regional Human Services Transportation Coordination Planning process.
- Participate in Lake Havasu Transit and WACOG transit related studies
- Coordinate with ADOT, WACOG, and service providers in matters pertaining to FTA Section 5300 programs in the LHMPO region including, but not limited to, transportation planning, public transit, ridesharing, transportation systems management; announcing and publishing FTA program related application workshops, panel interviews, safety notices, and reporting requirements.
- Monitor federal, state and local legislation and policy activities.
- Ensure the LHMPO and rural regions are represented statewide through participation in state planning activities
- Amend/update the LHMPO TIP to include all WACOG and Lake Havasu Transit 5300 grant

applications, awards, and projects (as needed).

- Coordinate with Lake Havasu Transit on performance measures, targets, and goals

## Work Element 400 - Environmental Overview

It is Lake Havasu MPO's goal to comply with guidelines set forth by the Partnership for Sustainable Communities created between the EPA, the U.S. Department of Housing and Urban Development (HUD), and the U.S. Department of Transportation (DOT)

### Proposed Activities:

LHMPO Staff in coordination with the LHMPO TAC and Executive Board, will work to:

- Support communities by attending council meetings or community events where transportation issues are discussed.
- Coordinate with developers, communities, and others to help develop an economic development plan (within the RTP) which will identify ways to sustain growth in the region.
- Coordinate with the transit providers and encourage all member communities to support a regional system.
- Seek funding for transportation alternatives projects and for projects identified within the LHMPO Bicycle and Pedestrian Implementation Plan.
- Program projects utilizing the newly apportioned Carbon Reduction Program (CRP) funds into the LHMPO TIP that support the following goals outlined in the RTP:
  - Provide more transportation choices
  - Promote equitable, affordable housing
  - Enhance economic competitiveness
  - Support existing communities
  - Coordinate and leverage Federal policies and investment
  - Value communities and neighborhoods
  - Lower transportation costs while protecting the environment in communities within the region

## 5. Funding Sources & Descriptions

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The Arizona Department of Transportation (ADOT) is the designated recipient of the Federal-aid Highway funds used for planning and research purposes. As the designated recipient of the planning funds ADOT has the responsibility and the authority under **49 CFR Part 18** (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments) to oversee all activities funded under the Federal-aid Program by the sub recipients of these funds. ADOT's oversight responsibilities include, but are not limited to overall work plan reviews, invoice billing review and approval, TIP certification, air quality reviews, and quality assurance and quality control of traffic data. The LHMPO is funded primarily with Metropolitan Planning (PL) Funds, State Planning and Research (SPR) Funds, and 5305 Federal Transit Administration (FTA) Funds; however, the LHMPO may use other eligible funds for their planning.

### **Metropolitan Planning Funds (PL)**

Metropolitan Planning Funds (PL) are provided from the Federal Highway Trust Fund and distributed by ADOT to the Lake Havasu MPO to conduct the planning activities. Each MPO is responsible for planning to meet the transportation needs within its metropolitan planning area. PL funds are distributed to States based on a ratio of urbanized-area population in individual States to the total nationwide urbanized-area population. State DOTs then distribute this funding to the MPOs based on a formula, agreed to by the MPOs, and approved by their FHWA Division Office.

### **Planning Funds (PL) Set-Aside - Safe & Accessible Transportation Options Set Aside (SATO)**

The FHWA requires that MPOs allocate 2.5% of our standard Planning (PL) funds to be used for planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. The required allocation or set-aside is referred to as PL-SATO.

### **PL & PL/SATO Match**

5.7% match typically provided through the use of in-kind / hard dollars by the MPO member agencies.

### **State Planning and Research Funds (SPR)**

SPR funds are Federal dollars from the State Planning and Research Program administered by the Arizona Department of Transportation. SPR funds are allocated to the LHMPO to conduct transportation planning activities.

### **SPR Match**

20% match typically provided through the use of in-kind / hard dollars by the MPO member agencies.

### **Federal Transit Administration Funding (FTA)**

The FTA Funds are secured annually through the FTA Metropolitan Planning Program Section 5305d. FTA funds are designated for transit planning, coordination and research activities. In addition, other federal or state funding that is not specifically designed for planning activities can be allocated for planning purposes.

### **FTA 5300's Match**

20% match typically provided through the use of in-kind / hard dollars by the MPO member agencies.



**Consolidated Planning Grant (CPG) Program** - The Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) offer States the option of participating in the CPG program. The CPG program allows the States and Metropolitan Planning Organizations (MPOs) to merge funds from the FTA Metropolitan Planning Program (MPP) and State Planning and Research Program (SPRP) with FHWA Planning (PL) and SPRP 5305D funds into a single consolidated planning grant. States have the option to transfer planning funds to either FTA or FHWA to be awarded and administered for metropolitan or metropolitan and statewide planning purposes. This CPG program fosters a cooperative effort between the Federal agencies and the participating States and MPOs to streamline the delivery of their planning programs to provide flexibility in the use of planning funds. These funds will have a 5.7% match.

#### **Surface Transportation Block Grant Program (STBG) Funds**

The STBG funding is a federal-aid highway flexible funding program that funds a broad range of surface transportation capital needs including roads, airport access, vanpool, and bicycle, and pedestrian facilities. Transit and other related planning, research, and development activities are also eligible uses of STBG funds.

#### **STBG Match**

5.7% match typically provided through the use of in-kind / hard dollars by the MPO member agencies.

#### **Highway Safety Improvement Program (HSIP) Funds**

HSIP funds are a federal funding source dedicated to safety improvements and are distributed within the State on a competitive basis. The main purpose of the HSIP funding is to achieve a reduction in fatalities and serious injuries on public roads.

#### **HSIP Match**

5.7% match typically provided through the use of in-kind / hard dollars by the MPO member agencies; however, in some projects the match can be as low as 0%. 23 U.S.C. 120 (c) and 130 address the local match waiver on HSIP funded projects.

0.0% match reference, 23 U.S.C. 120(c) and 130 address the local match waiver on HSIP funded projects. Section 120(c) allows certain types of highway safety improvement projects to be funded at 100 percent (i.e., traffic control signalization, traffic circles, safety rest areas, pavement marking, commuter carpooling and vanpooling, rail-highway crossing closure, or installation of traffic signs, traffic lights, guardrails, impact attenuators, concrete barrier end treatments, breakaway utility poles, or priority control systems for emergency vehicles or transit vehicles at signalized intersections).

#### **Transportation Alternatives (TA) Funds**

The Transportation Alternatives (TA) Program is a State competitive grant program that provides funding for a variety of generally smaller-scale transportation projects such as pedestrian and bicycle facilities; construction of turnouts; overlooks, and viewing areas; community improvements such as historic preservation and vegetation management; environmental mitigation related to stormwater and habitat connectivity. This program is tentative scheduled to roll-out in Fiscal Year 2024.

#### **TA Match**

5.7% Match- typically in-kind for MPO and / hard dollars for the local member agencies.

#### **Highway User Revenue Exchange Funds Program (HURF)**

The HURF Exchange program enables local governments to exchange federal transportation funding with ADOT for state-generated HURF revenue. HURF Exchange funding can be used on eligible design and construction projects.



### **Carbon Reduction Program (CRP) Funds**

The CRP funding is a federal-aid highway funding program that funds projects designed to reduce transportation emissions, defined as carbon dioxide (CO<sub>2</sub>) emissions from on-road highway sources. Eligible projects included, but not limited to, the construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation. In addition, advanced transportation and congestion management technologies such as; Deployment of infrastructure-based intelligent transportation systems, capital improvements and the installation of vehicle-to-infrastructure communications equipment; replacing street lighting and traffic control devices with energy-efficient alternatives; projects to establish or operate a traffic monitoring, management, and control facility or program.

### **CRP Match**

5.7% Match typically provided through the use of in-kind / hard dollars by the MPO member agencies.

### **Matching Funds**

In order to secure federal funds, the local government(s) must place matching funds on a project. A detailed table of the state and local funds should be included in the budget section of the UPWP and must also reflect the required percentages of matching amounts, which varies according to the Federal fund type. The LHMPPO receives funds or in-kind match from member agencies, Lake Havasu City and Mohave County, to leverage federal funds for all expenses.

In-kind (Soft Money) Contribution: The value of third party in-kind contributions may be accepted as the match for federal funds, in accordance with the provisions of 49 CFR 18.24(a)(2), and may be applied on either a total planning work program basis or for specific line items. ADOT requires that in-kind contributions must be disclosed by line item. The Federal Highway Administration Regional Office has requested that in-kind contributions be identified in the Work Program and be accompanied by a narrative explaining who is providing the service and what service is being provided.

### **Carry Forward Funds**

Carry Forward Funds may occur when LHMPPO obligates, but doesn't use all available eligible funds in the current and/or prior fiscal years or if it has de-obligated funds that have been obligated previously. All carry forward funds are identified in the UPWP and are combined with current fiscal year funding.

# Exhibit A – Budget Summaries

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## LAKE HAVASU METROPOLITAN PLANNING ORGANIZATION (MPO) - Operating Budget Summary

ADOT Contract #: GRT-2x-xxxxxxx-T		<b>Fiscal Year 2024</b>				OA Rate: 0.949
Description		Funding Sources				
		Consolidated Planning Grant (CPG)		SPR	STBG	CRP
		PL	5305 (d)			
Lake Havasu City Project #:		931010	931011	931013	931014	931016
Federal Contract #:		-	-	-	-	-
ADOT Project/GAE #:		-	-	-	-	-
In-Kind Match Rate		5.7%	5.7%	20%	5.7%	5.7%
<b>FY 24 Revenue</b>						
FY24 Federal Apportionments / Award		\$ 157,477	\$ 65,362	\$ 125,000	\$ -	\$ -
Obligation Authority (OA)		\$ 149,446		\$ 118,625	\$ 300,000.00	\$ -
Amount to be Authorized by LHMPPO		\$ 157,477	\$ 65,362	\$ 110,593	\$ 300,000.00	\$ -
FY 23 Carry Forward (OA)	PL	\$ 20,000.00				
FY 23 Carry Forward (OA)	5305 (d)		\$ -			
FY 23 Carry Forward (OA)	SPR			\$ 251,210.00		
FY 23 Carry Forward (OA)	STBG				\$ -	
FY 23 Carry Forward (OA)	HSIP					
FY 23 Carry Forward (OA)	CRP					\$ -
<b>Total FY 24 Revenue (OA)</b>		<b>\$ 177,477.00</b>	<b>\$ 65,362.00</b>	<b>\$ 361,803.00</b>	<b>\$ 300,000.00</b>	<b>\$ -</b>
<b>FY 24 Local Match (In-Kind) Required</b>		<b>\$ 10,727.67</b>	<b>\$ 3,950.83</b>	<b>\$ 90,450.75</b>	<b>\$ 18,133.62</b>	<b>\$ -</b>
<b>FY 24 Expenditures</b>						
		PL	5305(d)	SPR	STBG	CRP
Personnel Expenses		\$ 113,800.00	\$ 65,000.00	\$ 25,000.00	\$ -	\$ -
Operating Expenses		\$ 33,677.00	\$ 362.00	\$ 306,803.00	\$ -	\$ -
Professional Services / Planning Studies		\$ 30,000.00	\$ -	\$ 30,000.00	\$ 300,000.00	\$ -
<b>Total FY24 Expenditures (OA)</b>		<b>\$ 177,477.00</b>	<b>\$ 65,362.00</b>	<b>\$ 361,803.00</b>	<b>\$ 300,000.00</b>	<b>\$ -</b>
<b>Remaining Balance</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Total FY24 Budget (OA):	\$ 904,642.00
Total In-Kind Match:	\$ 123,262.86
Total w/Match	\$ 1,027,904.86

FY24 Work Element Breakdown - OA						
Work Element Number	Work Element Description	PL	5305(d)	SPR	STBG	CRP
100	<b>Administration</b>	\$ 26,622	\$ 9,804	\$ -	\$ -	\$ -
200	<b>Regional Planning</b>					
	Data Collection - HPMS					
	Transportation Improvement Plan (TIP)	\$ 124,234	\$ 45,753	\$ 361,803	\$ 300,000	\$ -
	Regional Transportation Plan (RTP)					
	Public Involvement Plan (PIP) & Title VI					
300	<b>Coordinated Public/Mobility</b>	\$ 23,072	\$ 8,497	\$ -	\$ -	\$ -
400	<b>Environmental Overveiw</b>	\$ 3,550	\$ 1,307	\$ -	\$ -	\$ -
<b>Total</b>		<b>\$ 177,477</b>	<b>\$ 65,362</b>	<b>\$ 361,803</b>	<b>\$ 300,000</b>	<b>\$ -</b>

## LAKE HAVASU METROPOLITAN PLANNING ORGANIZATION (MPO) - FY24 Work Program - Cost Allocation Summary

FY24 Operating Budget - OA	Funding Sources				
	Consolidated Planning Grant (CPG)		SPR	STBG	CRP
	PL	5305 (d)			
	931010	931011	931013	931014	931016
	\$ 177,477.00	\$ 65,362.00	\$ 361,803.00	\$ 300,000.00	\$ -
FY 24 Local Match (In-Kind) Required	\$ 10,727.67	\$ 3,950.83	\$ 90,450.75	\$ 18,133.62	\$ -

FY 24 - Expenditures						TOTALS
<b>01-SALARIES AND WAGES</b>						
REGULAR SALARY/WAGES-LHMPD Director	151-3560-51101	-	65,000	25,000		\$ 90,000.00
REGULAR SALARY/WAGES-Administrative Specialist	151-3560-51101	52,000	-	-		\$ 52,000.00
<b>01-SALARIES AND WAGES TOTAL</b>		<b>52,000</b>	<b>65,000</b>	<b>25,000</b>	<b>-</b>	<b>\$ 142,000.00</b>
<b>02-BENEFITS</b>						
MEDICAL/DENTAL INSURANCE	151-3560-51201	27500				\$ 27,700.00
FSA Fees		200				
WORKERS' COMPENSATION	151-3560-51203	5000				\$ 5,000.00
LIFE INSURANCE	151-3560-51204	500				\$ 500.00
SHORT TERM DISABILITY	151-3560-51205	700				\$ 700.00
SOCIAL SECURITY	151-3560-51207	8500				\$ 8,500.00
MEDICARE	151-3560-51208	2000				\$ 2,000.00
ARIZONA STATE RETIREMENT	151-3560-51209	17000				\$ 17,000.00
AZ STATE RETIREMENT-LTD	151-3560-51211	400				\$ 400.00
<b>02-BENEFITS TOTAL</b>		<b>61,800</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 61,800.00</b>
<b>GRAND TOTAL OF SALARY &amp; BENEFITS</b>		<b>113,800</b>	<b>65,000</b>	<b>25,000</b>	<b>-</b>	<b>\$ 203,800.00</b>
<b>03-SERVICES &amp; SUPPLIES</b>						
UTILITY SERVICES / TELEPHONE	151-3560-52103	500				\$ 500.00
Charges for long distance/conference calling/cellphone						
PROFESSIONAL / CONTRACTED LEGAL	151-3560-52203	1,000	-	-	-	\$ 1,000.00
Outside legal services for review of MPO documents when City Attorney has conflict. Any Funds not used will be transferred to Planning Studies						
PROFESSIONAL ENGINEERING / CONSULTING	151-3560-52205					\$ 360,000.00
Traffic Signal Analysis & Modeling Study		-	-	-	300,000	-
HSIP Data Analysis & Application Development		-	-	-		
TA Project Analysis/Scoping & Application Development (2.5% PL - SATO requirement)		30,000	-	-		
Traffic Signal Warrant Study		-	-	30,000	-	
PROFESSIONAL OTHER / OUTSIDE SERVICES	151-3560-52207	750				\$ 750.00
Enhancement to Facebook/Translation Services						
MACHINERY & EQUIPMENT	151-3560-52216	500	-	-	-	\$ 500.00
For repair of any equipment not done by IT						
RADIO/PAGER EQUIP/INTERNET/VERIZON	151-3560-52218	750				\$ 750.00
Internet charges for two (2) Tablets						
VEHICLES	151-3560-52219	1,500				\$ 1,500.00
As needed for MPO vehicle						
INSURANCE	151-3560-52232	4,000	-	-	-	\$ 4,000.00
MPO Liability (Fire & Theft) & Auto insurance(Bill received May or June)						
INSURANCE PROFESSIONAL LIABILITY	151-3560-52233	4,000	-	-	-	\$ 4,000.00
Professional Liability (Bill received May or June)						
MEETINGS/TRAINING/TRAVEL	151-3560-52234	6,000		4,000	-	\$ 10,000.00
Meetings with FHWA & ADOT, State Transportation Board meetings, Ex. Board & TAC Travel for ADOT/FHWA meetings, AzTA Conference, Rural Transportation Summit, AMPO Conference, Roads & Streets Conference, staff classes. Executive Board and TAC travel to Rural Transportation Summit						
ADVERTISING/LEGAL NOTICES	151-3560-52235	500	-	-	-	\$ 500.00
Federal required public notices - Public participation notices						
PRINTING & FORMS	151-3560-52236	1,000	-	-	-	\$ 1,000.00
Printing of required documents as public requests and public notices for public meetings. Excess to Planning Studies						
POSTAGE & MAILING	151-3560-52238	150	-	-	-	\$ 150.00
Registered mail, FedEx or UPS for mailing to ADOT, FHWA and large documents to general public						
DUES/SBSCRPTNS/MMBRSHPS	151-3560-52241	4,000	-	-	-	\$ 4,000.00
Membership fees for Web site; AMPO; AzTA; NARC; and, other related publications necessary for the job.						

OFFICE & COMPUTER SPLYS All office supplies for the operation of the MPO including, but not limited to pens, copy paper, files, notebooks and color printer ink	151-3560-52402	4,027	-	-			\$	4,027.00
FURN/EQUIP-(UNDER \$10,000) For purchases over \$100; less than \$5,000 if needed	151-3560-52408	1,000	-	-	-		\$	1,000.00
OTHER O&M SUPPLIES	151-3560-52418	-	-	-	-		\$	-
IT EQUIPMENT Replacement/Purchase of Monitors, Printers, Scanners & IT Equipment.	151-3560-52401	2,000	-	-	-		\$	2,000.00
IT LEASE Lease of Monitors, Printers, Scanners & IT Equipment.	151-3560-52230	1,000	-	-	-		\$	1,000.00
SOFTWARE As needed for extra Software Updates Website Software	151-3560-52444	1,000	-	-	-		\$	1,000.00
MISCELLANEOUS SUPPLIES	151-3560-52427	-	362.00	-	-		\$	362.00
TRAFFIC SIGNAL SUPPLIES	151-3560-52420	-	-	-	-		\$	-
SPECIAL PROJECT SERVICES	151-3560-52250						\$	302,803.00
FY22*23 SPR - Set Aside - RTP 2050		-	-	225,000.00	-			
FY24 SPR - Set-Aside - RTP 2050		-	-	77,803.00				
03-SERVICES & SUPPLIES TOTAL		63,677.00	362.00	336,803.00	300,000.00	-	\$	700,842.00
TOTAL FY 24 EXPENDITURES		177,477.00	65,362.00	361,803.00	300,000.00	-	\$	904,642.00
FY24 Remaining Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Any funds not used or excess in a category will be applied to Transportation Planning, or other fund shortage								

## LAKE HAVASU METROPOLITAN PLANNING ORGANIZATION (MPO) - Budget Summary

ADOT Contract #: GRT-2x-xxxxxxx-T		<b>Fiscal Year 2025</b>				OA Rate: 0.913
Description		Funding Sources				
		Consolidated Planning Grant (CPG)		SPR	STBG	CRP
		PL	5305 (d)			
Lake Havasu City Project #:		931010	931011	931013	931014	931016
Federal Contract #:		-	-	-	-	-
ADOT Project/GAE #:		-	-	-	-	-
In-Kind Match Rate		5.7%	5.7%	20%	5.7%	5.7%
<b>FY 25 Revenue</b>						
FY24 Federal Apportionments / Award		\$ 157,477	\$ 65,362	\$ 125,000	\$ -	\$ -
Obligation Authority (OA)		\$ 143,777		\$ 114,125	\$ -	\$ -
Amount to be Authorized by LHMPPO		\$ 157,477	\$ 65,362	\$ 100,425	\$ -	\$ -
FY 24 Carry Forward (OA)	PL	TBD				
FY 24 Carry Forward (OA)	5305 (d)		TBD			
FY 24 Carry Forward (OA)	SPR			\$ 301,803.00		
FY 24 Carry Forward (OA)	STBG				\$ -	
FY 24 Carry Forward (OA)	HSIP					
FY 24 Carry Forward (OA)	CRP					\$ -
<b>Total FY 25 Revenue (OA)</b>		<b>\$ 157,477.00</b>	<b>\$ 65,362.00</b>	<b>\$ 402,228.00</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FY 25 Local Match (In-Kind) Required</b>		<b>\$ 9,518.76</b>	<b>\$ 3,950.83</b>	<b>\$ 100,557.00</b>	<b>\$ -</b>	<b>\$ -</b>
<b>FY 25 Expenditures</b>						
		PL	5305(d)	SPR	STBG	CRP
Personnel Expenses		\$ 119,800.00	\$ 65,000.00	\$ 19,000.00	\$ -	\$ -
Operating Expenses		\$ 37,677.00	\$ 362.00	\$ 33,228.00	\$ -	\$ -
Professional Services / Planning Studies		\$ -	\$ -	\$ 350,000.00	\$ -	\$ -
<b>Total FY25 Expenditures (OA)</b>		<b>\$ 157,477.00</b>	<b>\$ 65,362.00</b>	<b>\$ 402,228.00</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Remaining Balance</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Total FY25 Budget (OA):	\$ 625,067.00
Total In-Kind Match:	\$ 114,026.59
Total w/Match	\$ 739,093.59

FY25 Work Element Breakdown - OA						
Work Element Number	Work Element Description	PL	5305(d)	SPR	STBG	CRP
100	<b>Administration</b>	\$ 23,622	\$ 9,804	\$ 4,022	\$ -	\$ -
200	<b>Regional Planning</b>					
	Data Collection - HPMS					
	Transportation Improvement Plan (TIP)	\$ 110,234	\$ 45,753	\$ 390,161		
	Regional Transportation Plan (RTP)					
	Public Involvement Plan (PIP) & Title VI				\$ -	\$ -
300	<b>Coordinated Public/Mobility</b>	\$ 20,472	\$ 8,497	\$ 4,022	\$ -	\$ -
400	<b>Environmental Overveiw</b>	\$ 3,150	\$ 1,307	\$ 4,022	\$ -	\$ -
<b>Total</b>		<b>\$ 157,477</b>	<b>\$ 65,362</b>	<b>\$ 402,228</b>	<b>\$ -</b>	<b>\$ -</b>

## LAKE HAVASU METROPOLITAN PLANNING ORGANIZATION (MPO) - FY25 Work Program - Cost Allocation Summary

FY25 Operating Budget - OA	Funding Sources				
	Consolidated Planning Grant (CPG)		SPR	STBG	CRP
	PL	5305 (d)			
	931010	931011	931013	931014	931016
	\$ 157,477.00	\$ 65,362.00	\$ 402,228.00	\$ -	\$ -
FY 25 Local Match (In-Kind) Required	\$ 9,518.76	\$ 3,950.83	\$ 100,557.00	\$ -	\$ -

FY 25 - Expenditures						TOTALS
<b>01-SALARIES AND WAGES</b>						
REGULAR SALARY/WAGES-LHMPO Director	151-3560-51101	6,000	65,000	19,000		\$ 90,000.00
REGULAR SALARY/WAGES-Administrative Specialist	151-3560-51101	52,000	-	-		\$ 52,000.00
<b>01-SALARIES AND WAGES TOTAL</b>		<b>58,000</b>	<b>65,000</b>	<b>19,000</b>	<b>-</b>	<b>\$ 142,000.00</b>
<b>02-BENEFITS</b>						
MEDICAL/DENTAL INSURANCE	151-3560-51201	27500				\$ 27,700.00
FSA Fees		200				
WORKERS' COMPENSATION	151-3560-51203	5000				\$ 5,000.00
LIFE INSURANCE	151-3560-51204	500				\$ 500.00
SHORT TERM DISABILITY	151-3560-51205	700				\$ 700.00
SOCIAL SECURITY	151-3560-51207	8500				\$ 8,500.00
MEDICARE	151-3560-51208	2000				\$ 2,000.00
ARIZONA STATE RETIREMENT	151-3560-51209	17000				\$ 17,000.00
AZ STATE RETIREMENT-LTD	151-3560-51211	400				\$ 400.00
<b>02-BENEFITS TOTAL</b>		<b>61,800</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 61,800.00</b>
<b>GRAND TOTAL OF SALARY &amp; BENEFITS</b>		<b>119,800</b>	<b>65,000</b>	<b>19,000</b>	<b>-</b>	<b>\$ 203,800.00</b>
<b>03-SERVICES &amp; SUPPLIES</b>						
UTILITY SERVICES / TELEPHONE	151-3560-52103	500				\$ 500.00
Charges for long distance/conference calling/cellphone						
PROFESSIONAL / CONTRACTED LEGAL	151-3560-52203	1,000				\$ 1,000.00
Outside legal services for review of MPO documents when City Attorney has conflict. Any Funds not used will be transferred to Planning Studies						
PROFESSIONAL ENGINEERING / CONSULTING	151-3560-52205					\$ 350,000.00
Long-Range RTP - 2050 Plan		-	-	325,000	-	
HSIP Data Analysis & Application Development		-	-	25,000	-	
TA Analysis/Scoping & Application Development (2.5% PL - SATO requirement)	Pending Carry Over	-	-	-	-	
PROFESSIONAL OTHER / OUTSIDE SERVICES	151-3560-52207	750				\$ 750.00
Enhancement to Facebook/Translation Services						
MACHINERY & EQUIPMENT	151-3560-52216	500				\$ 500.00
For repair of any equipment not done by IT						
RADIO/PAGER EQUIP/INTERNET/VERIZON	151-3560-52218	750				\$ 750.00
Internet charges for two (2) Tablets						
VEHICLES	151-3560-52219	1,500				\$ 1,500.00
As needed for MPO vehicle						
INSURANCE	151-3560-52232	4,000				\$ 4,000.00
MPO Liability (Fire & Theft) & Auto insurance(Bill received May or June)						
INSURANCE PROFESSIONAL LIABILITY	151-3560-52233	4,000				\$ 4,000.00
Professional Liability (Bill received May or June)						
MEETINGS/TRAINING/TRAVEL	151-3560-52234	10,000				\$ 10,000.00
Meetings with FHWA & ADOT, State Transportation Board meetings, Ex. Board & TAC Travel for ADOT/FHWA meetings, AzTA Conference, Rural Transportation Summit, AMPO Conference, Roads & Streets Conference, staff classes. Executive Board and TAC travel to Rural Transportation Summit						
ADVERTISING/LEGAL NOTICES	151-3560-52235	500				\$ 500.00
Federal required public notices - Public participation notices						
PRINTING & FORMS	151-3560-52236	1,000				\$ 1,000.00
Printing of required documents as public requests and public notices for public meetings. Excess to Planning Studies						
POSTAGE & MAILING	151-3560-52238	150				\$ 150.00
Registered mail, FedEx or UPS for mailing to ADOT, FHWA and large documents to general public						
DUES/SBSCRIPTNS/MMBRSHPS	151-3560-52241	4,000				\$ 4,000.00
Membership fees for Web site; AMPO; AzTA; NARC; and, other related publications necessary for the job.						

OFFICE & COMPUTER SPLY	151-3560-52402	4,027	-	-	-	\$	4,027.00
All office supplies for the operation of the MPO including, but not limited to pens, copy paper, files, notebooks and color printer ink							
FURN/EQUIP-(UNDER \$10,000)	151-3560-52408	1,000	-	-	-	\$	1,000.00
For purchases over \$100; less than \$5,000 if needed							
OTHER O&M SUPPLIES	151-3560-52418	-	-	-	-	\$	-
IT EQUIPMENT	151-3560-52401	2,000.00	-	-	-	\$	2,000.00
Replacement/Purchase of Monitors, Printers, Scanners & IT Equipment.							
IT LEASE	151-3560-52230	1,000.00	-	-	-	\$	1,000.00
Lease of Monitors, Printers, Scanners & IT Equipment.							
SOFTWARE	151-3560-52444	1,000.00	-	-	-	\$	1,000.00
As needed for extra Software Updates Website Software							
MISCELLANEOUS SUPPLIES	151-3560-52427	-	362.00	-	-	\$	362.00
TRAFFIC SIGNAL SUPPLIES	151-3560-52420	-	-	-	-	\$	-
SPECIAL PROJECT SERVICES	151-3560-52250	-	-	33,228.00	-	\$	33,228.00
FY25 Set-Aside for 2055 RTP							
03-SERVICES & SUPPLIES TOTAL		37,677.00	362.00	383,228.00	-	\$	421,267.00
TOTAL FY 25 EXPENDITURES		157,477.00	65,362.00	402,228.00	-	\$	625,067.00
FY25 Remaining Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Any funds not used or excess in a category will be applied to Transportation Planning, or other fund shortage							



## **Exhibit B – Self Certification**

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## FEDERAL CERTIFICATIONS

## METROPOLITAN TRANSPORTATION PLANNING PROCESS SELF-CERTIFICATION

This document was prepared in cooperation with the U.S. Department of Transportation, the Federal Highway Administration, and the Arizona Department of Transportation.

The Lake Havasu Metropolitan Planning Organization (LHMPO) and the Arizona Department of Transportation hereby certify that the transportation planning process addresses the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

1. 23 U.S.C. 134, 49 U.S.C. 5303;
2. In nonattainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
4. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Section 11101(e) of the IIJA (Pub. L. 117-58) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
7. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
8. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

Lake Havasu Metropolitan  
Planning Organization

Arizona Department of Transportation  
Multimodal Planning Division

Justin Hembree  
Executive Director

Date \_\_\_\_\_

Paul Patane  
Director, Multimodal Planning

# Exhibit C – UPWP & Budget Approvals

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In accordance with **GRT-23-0009150-T**, the Lake Havasu MPO shall submit the Unified Planning Work Program and Budget to the Executive Board for approval. The Lake Havasu MPO may not incur any costs for work outlined in the UPWP or any subsequent amendments prior to receiving written approval from ADOT, FHWA, and FTA.

## Lake Havasu Metropolitan Planning Organization (MPO)

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Justin Hembree, Executive Director Lake Havasu MPO	Date
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Cal Sheehy, Chair Lake Havasu MPO	Date
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## Arizona Department of Transportation (ADOT), Multimodal Planning Division

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Paul Patane, Director ADOT MPD	Date
-----------------------------------	------

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Will Randolph, Regional Transportation Planner ADOT MPD	Date
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# Item #10

## ***Title VI Training***

*Sarah Lojewski, LHMPO Administrative Specialist I*



# Title VI Nondiscrimination Training



## Title VI

- “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 subjected to discrimination under any program or activity receiving Federal Financial assistance.”



## Purpose of Training

To ensure all management staff, contractees, and service beneficiaries are aware of the provisions of Title VI of the Civil Rights Act of 1964 and the minimum requirements to be in compliance with its rules, laws, and regulations.

## To Comply with Title VI

- Appoint a Title VI Coordinator
- Attend ADOT Title VI Training
- Provide Title VI Training for Staff, Committee and Executive Board members
- Develop a Title VI Policy Statement and post in visible areas (public meetings, social media, website etc.)
- Acquire signed Title VI Assurances
- Monitor ethnicity and gender of contractors and subcontractors
- Include Title VI Assurances in all contracts
- Inform customers about Title VI annually and disseminate information to the public



# Ensure your Contractors and Sub-Contractors follow the same guidelines

- Sub-recipients must ensure that all contractors and sub-contractors awarded ADOT funded contracts adhere to Title VI and all other applicable civil rights laws and regulations.

## General Requirements for All Title VI Programs

- Summary of public outreach and involvement activities, and description of steps to ensure minority & low-income people had meaningful access to activities
- Limited English Proficiency Plan (LEP)
- Procedures for tracking and investigating Title VI complaints
- List of any Title VI investigations, complaints, or lawsuits
- Title VI notice and instructions on how to file a discrimination complaint

# Have a Written Title VI Complaint Process and Complaint Log

## To Include:

- How to file a complaint;
- 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;
- Complaints filed against the sub-recipient should be forwarded to ADOT for investigation;
- Take final action within 60 days, and
- Provide appeal instructions.

# Title VI Complaint Log

Title VI Complaint  
Log Year 2 \_\_\_\_\_

CASE NO.	COMPLAINT	RESPONDENT	AGENCY FILED WITH	DATE FILED	BASIS	DATE OF REPORT	DECISION

# Title VI Notice to the Public



## **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.

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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.

---

Justin Hembree  
Title VI Coordinator / *Coordinador del Título VI*  
928-453-2824 • [HembreeJ@lhcaz.gov](mailto:HembreeJ@lhcaz.gov)

900 London Bridge Road  
Building B  
Lake Havasu City, AZ 86404



## Public Outreach

- Early, often and continuous
- Provide opportunities for public to get involved in proposed transportation decisions
- Promote inclusive public participation, including low-income, minority and LEP populations

## Public Involvement Tips

- Select accessible meeting times, and locations
- Utilize social media (e.g., Facebook, YouTube) to complement (*not replace*) other involvement techniques
- Use non-traditional methods (e.g., Virtual Town-Halls (Zoom), street fairs, faith based institutions, etc.)

## LEP-Related Requirements of Title VI

- Title VI and its implementing regulations require that recipients take *responsible* steps to ensure *meaningful access* to the benefits, services, information, and other important portions of their programs and activities for individuals who are Limited English Proficient.

## How are LEP plans typically implemented?

### Popular Strategies:

- 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



# General Requirements Summary Points

➤ Title VI program must include:

- Policy Statement
- Signed Title VI Assurances
- Organization and Staffing
- Program Area Review Procedures
- Data Collection
- **Training**
- Complaint Procedures
- Dissemination of Title VI Information
- Limited English Proficiency
- Environmental Justice
- Public Participation Plan

## Non-Compliance with 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

# QUESTIONS?

LHMPO Title VI Coordinator  
Justin Hembree, LHMPO Director  
[Hembreej@lhcaz.gov](mailto:Hembreej@lhcaz.gov)

# Item #11

## ***ACTION ITEM***

### ***Title VI Plan & Annual Report***

*Justin Hembree, LHMPO Director*

**LAKE HAVASU MPO  
REQUEST FOR ACTION**

**SUBJECT:** FY 2023 Title VI Plan

**SUBMITTED BY:** Justin Hembree, LHMPD Director

**AGENDA TYPE:** Public Hearing – Discussion / Possible Action

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**ATTACHMENTS:**

FY 2023 Title VI Plan & FY 2023 Title VI Annual Report

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**SUMMARY/BACKGROUND:**

Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and other nondiscrimination laws and authorities, prohibits discrimination on the basis of race, color, national origin, sex, age, or disability. ADOT, FHWA, and FTA require a Title VI-Nondiscrimination Plan from each recipient of federal transportation funding within the state of Arizona. The Lake Havasu MPO Title VI Plan ensures fair treatment and meaningful involvement of all people during the planning, development, evaluation, and implementation of Federal-aid programs and activities. In addition, ADOT also requires an annual report indicating the current year's public involvement, modifications made to the Title VI Plan, and the upcoming year's goals.

The following is a brief description of Title VI activities during the fiscal year 2023:

1. Lake Havasu MPO did not receive any Title VI complaints during FY 2023
2. The annual Title VI Plan has been updated, FY 2023 updates are located in Exhibit E at the back of the Plan
3. The FY 2023 Annual Title VI Report is complete and attached to this memorandum.
4. The LHMPD will submit the FY23 Title VI plan and annual report to ADOT by the August 1, 2023 deadline.

The FY 2023 Title VI Plan has been updated as requested by ADOT Civil Rights Office and requires approval by the LHMPD Executive Board

Agenda Item # 11

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**ACTION OPTION:**

Motion to approve the FY 2023 Title VI Plan

**OR**

Motion to approve the FY 2023 Title VI Plan, with the noted changes

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**RECOMMENDATION:**

Motion to approve the FY 2023 Title VI Plan

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

# 2023 TITLE VI PLAN

Approved by Lake Havasu MPO Executive Board

*June 13, 2023*

Approved by Lake Havasu MPO  
Technical Advisory Committee (TAC)

*May 23, 2023*

*As Prepared by Lake Havasu MPO*

**Contact:**

Justin Hembree, Executive Director – Title VI Coordinator  
Lake Havasu MPO  
900 London Bridge Road, Bldg. B  
Lake Havasu City, AZ 86404  
Phone: (928) 453-2823  
Email: [Hembreej@lhcaz.gov](mailto:Hembreej@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:

Señor Hembree  
Teléfono: (928) 453-2823  
[Hembreej@lhcaz.gov](mailto:Hembreej@lhcaz.gov)



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# I. Introduction

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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

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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:\_\_\_\_\_

Date:\_\_\_\_\_

Justin Hembree, Director  
Lake Havasu MPO

### 3. Title VI Assurances

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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: \_\_\_\_\_  
Justin Hembree, Executive Director - Title VI Coordinator  
Lake Havasu Metropolitan Planning Organization

Date: \_\_\_\_\_

### 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: \_\_\_\_\_  
Justin Hembree, Executive Director - Title VI Coordinator  
Lake Havasu Metropolitan Planning Organization

Date: \_\_\_\_\_

# APPENDIX A

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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

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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

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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

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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

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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

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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. Elderly persons or non-vehicle households 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

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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

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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](http://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) Civil Rights Office (CRO) 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:

**Justin Hembree, Executive Director**  
 Lake Havasu Metropolitan Planning Organization  
 900 London Bridge Road  
 Lake Havasu City, AZ 86404  
 928-453-2824 / 928-854-7702 (Fax)  
 Email: [hembreej@lhcaz.gov](mailto:hembreej@lhcaz.gov)

AND OR:

<p><b>ADOT Civil Rights Office</b>          206 S. 17th Avenue, Mail Drop 155-A          Phoenix, AZ 85007          602.712.8946          602.239.6257 FAX          Email:  <a href="mailto:CivilRightsOffice@azdot.gov">CivilRightsOffice@azdot.gov</a></p>	<p><b>Federal Highway Administration</b>          U.S. Department of Transportation          Office of Civil Rights          1200 New Jersey Avenue, SE          8th Floor E81-105          Washington, DC 20590          Email: <a href="mailto:CivilRights.FHWA@dot.gov">CivilRights.FHWA@dot.gov</a>          202-366-0693          202-366-1599 FAX</p>
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## FTA Complaint Procedures

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:

**Justin Hembree, Executive Director**  
Lake Havasu Metropolitan Planning Organization  
900 London Bridge Road  
Lake Havasu City, AZ 86404  
928-453-2824 / 928-854-7702 (Fax)  
Email: [hembreej@lhcaz.gov](mailto:hembreej@lhcaz.gov)

AND OR:

<b>ADOT Civil Rights Office</b> 206 S. 17th Avenue, Mail Drop 155-A Phoenix, AZ 85007 602.712.8946 602.239.6257 FAX Email: <a href="mailto:CivilRightsOffice@azdot.gov">CivilRightsOffice@azdot.gov</a>	<b>FTA Office of Civil Rights</b> 1200 New Jersey Avenue SE. Washington, DC 20590.
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*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

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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 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 2017-2021, 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”.

2017-2021 Estimates		
Persons with Limited English Proficiency (LEP) <i>U.S. Census Bureau, 2017-2021 American Community Survey (ACS) 5-year estimates</i>	Estimate	% of Persons 5 Yrs. & Over
Total Persons 5 years & Over	57,784	100.0%
English Speaking Only	52,917	91.6%
Speak Other Languages	64,868	8.4%
Speak English “Very Well”	3531	6.1
Persons with Limited English Proficiency (LEP)	1337	2.3%
Speak English “Well”	681	1.1%
Speak English “Not Well”	571	.09%
Speak English “Not at All”	85	0.14%

Source: U.S. Census Bureau, 2017-2021 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 facet 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](http://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 INTERPRETER**

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:

**Justin Hembree, Executive Director**  
Lake Havasu Metropolitan Planning Organization  
900 London Bridge Road  
Lake Havasu City, AZ 86404  
928-453-2824 / 928-854-7702 (Fax)  
Email: [hembreej@lhcaz.gov](mailto:hembreej@lhcaz.gov)

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

2017-2021 Area Estimates Population By Race		
	Lake Havasu City	Mohave County
Population	59,694	211,274
Male	30,029	107,156
Female	29,665	104,118
Hispanic/Latino	8,811	36,242
White	48,512	160,404
African American/Black	238	2,130
Asian	418	2,376
Am. Indian/Alaskan Native	249	3,308
Native Hawaiian other Pacific Islander	91	470
Other Races	75	257
2 or More Races	1,299	6,087

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	59,694	100.0%	47	100%	N/A	-----
Minority	11,182	18.7%	18	38.3%	7,904	70.7%
Age 65+	20,444	34.2%	25	53.2%	12,908	63.1%
Below Poverty Level	6,869	11.6%	18	38.3%	5,131	74.7%
Population with a disability	11,297	19%	27	57.4%	7,736	68.5%
Limited English Proficient (LEP) Persons <sup>f</sup>	1,337	2.3%	6	12.8%	773	57.8%

Sources: U.S. Census Bureau, 2017-2021 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

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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](http://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 2<sup>nd</sup> Tuesday of every other month. Their Technical Advisory Committee meets the 4<sup>th</sup> Tuesday of every other month. The Annual Meeting Schedules are posted on the LHMPO website: [www.LHMPO.org](http://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 [hembreej@lhcaz.gov](mailto:hembreej@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 opportunity to call upon the public to make comment 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 occur 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 allow 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.

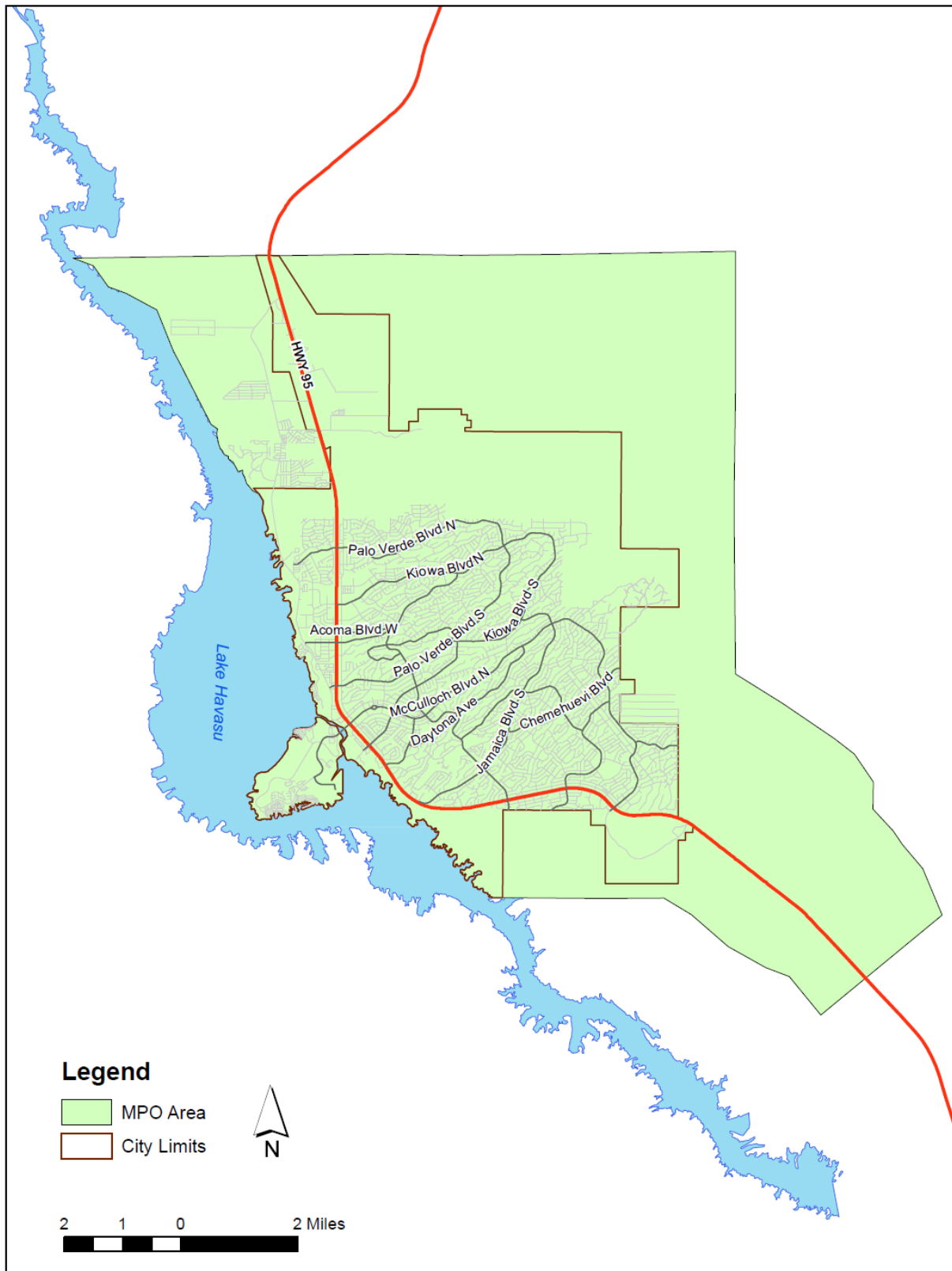
To ensure a proactive public involvement process, LHMPO will provide time for public comment at each public meeting. The procedures (**Table 1**) will inform the public (including LEP's) about how, when, and where they may participate.

## Table I – Summary of LHMPO Public Participation Procedures

Public Participation Component	Meetings	Public Comment Period	Public Participation Techniques	Additional Comment
<b>Federal Required Documents, Plans, and Programs</b>				
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
<b>Open Public Meetings</b>				
Executive Board Meetings	Second Tuesday of Every Month (Excluding June & July)	Public Comment Accepted at Meeting	Public Notice; Master Distribution List; Website	Held typically at 1:00 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 Month (Excluding June & July)	Public Comment Accepted at Meeting	Public Notice; Master Distribution List; Website	Held at 1:30 PM.; Location varies between Virtual (Zoom) and 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

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## 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:

<p><b>Justin Hembree, Executive Director</b> Lake Havasu Metropolitan Planning Organization 900 London Bridge Road Lake Havasu City, AZ 86404 928-453-2824 / 928-854-7702 (Fax) Email: <a href="mailto:hembreej@lhcaz.gov">hembreej@lhcaz.gov</a></p>
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**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.

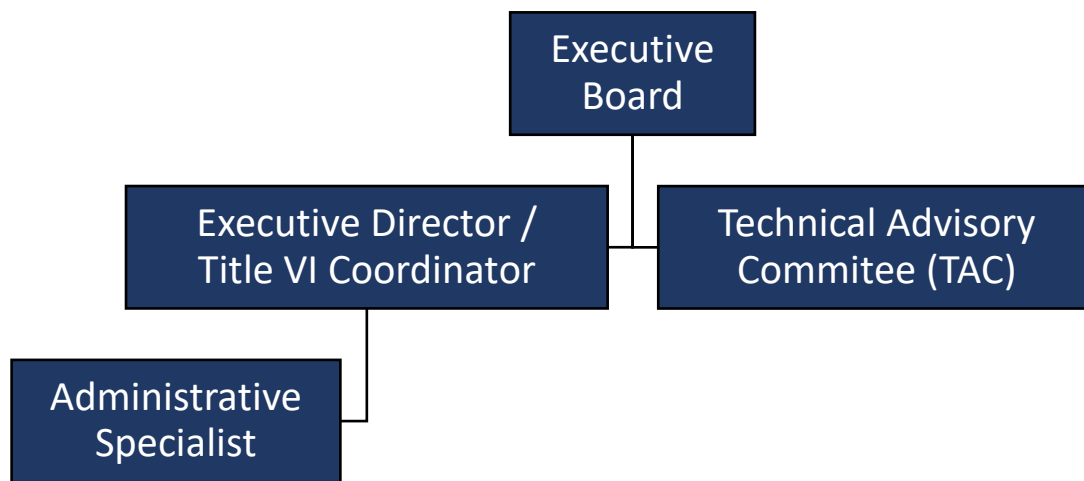
### **Lake Havasu MPO - Technical Advisory Committee**

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 Board / Committee Characteristics

LAKE HAVASU MPO Board / Committee	RACE/Ethnicity	GENDER	
		Female	Male
Executive Board	5 Caucasian	2	3
Technical Advisory Committee	8 Caucasian		8
Technical Advisory Committee Alternates	2 Caucasian	0	2

## LHMPO Organizational Chart



## 12. Lawsuits Alleging Discrimination

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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

---

**LHMPO Staff** – Annually, ADOT 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.

## 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.

### 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 bidders list and proof of registration within the AZ UTRACS system.

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
<b>Regional Transportation Planning:</b>  <b>Transportation Improvement Program</b>  <b>Other Planning Studies (e.g. transit, safety, etc.)</b>	<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 &amp; comment period.</p> <p>Public/Legal Notices are made available in both English &amp; Spanish</p> <p>As part of the public outreach process <u>for planning studies</u>, 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. <u>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).</u></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
<b>Public Involvement Plan</b>	<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>Elderly persons or zero vehicle households 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>

## **EXHIBIT A - Notice to the Public**

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**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.

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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.

---

Justin Hembree  
Title VI Coordinator/ *Coordinador del Título VI*  
928-453-2824 • HembreeJ@lhcaz.gov

900 London Bridge Road  
Building B  
Lake Havasu City, AZ 86404

## **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).



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

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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

[Hembreej@lhcaz.org](mailto:Hembreej@lhcaz.org)

ATTN: Justin Hembree, Program Coordinator 900 London Bridge Rd. Bldg. B Lake

Havasu City, AZ 86404

Phone: 928.453.2823 FAX: 928.854.7702 [www.LHMPO.org](http://www.LHMPO.org)

LHMPO Submission: print form and then email to

[Hembreej@lhcaz.org](mailto:Hembreej@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.



## 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).**

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

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**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 Civil Rights Office**

[CivilRightsOffice@azdot.gov](mailto:CivilRightsOffice@azdot.gov)

**ATTN: ADA/Title VI Nondiscrimination Program Coordinator**

**206 S. 17th Avenue, Room 183, MD155**

**Phoenix, AZ 85007**

**Phone: 602.712.8946 Fax: 602.239.6257**

[www.azdot.gov](http://www.azdot.gov)

**Lake Havasu MPO**

**Attn: Justin Hembree – Title VI Coordinator**

**900 London Bridge Road, Building B**

**Lake Havasu City, AZ 86404**

**928-854-2824**

[Hembreej@lhcaz.org](mailto:Hembreej@lhcaz.org)

## EXHIBIT C - Complaint Log

---



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

## Annual Report: Fiscal Year 2023

Title VI Complaints, Investigations and Lawsuits				
Description/Name	Date Month, Day & Year	Summary (Basis of Complaint)*	Status	Actions / Final Findings
<b>Complaints</b>				
1) <b>None</b>				
2)				
3)				
<b>Investigations</b>				
1) <b>None</b>				
2)				
3)				
<b>Lawsuits</b>				
1) <b>None</b>				
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 2017-2021 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

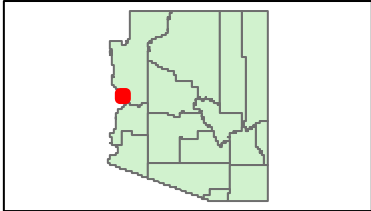
## Person – Poverty

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

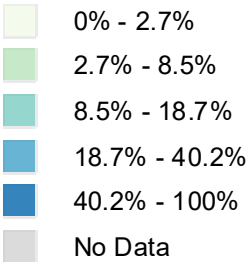
## Vehicles Available

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

# Race and Ethnicity - Percent Asian



**Race and Ethnicity - Percent Asian**  
American Community Survey 2017-2021 5yr



Notes:

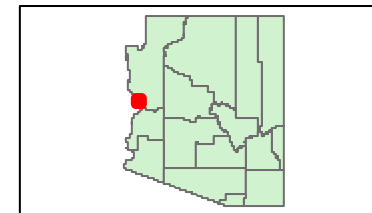


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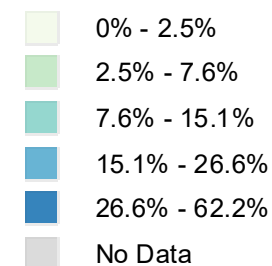
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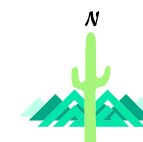
# Race and Ethnicity - Percent Black



**Race and Ethnicity - Percent Black**  
American Community Survey 2017-2021 5yr



**Notes:**

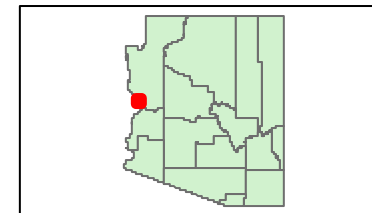


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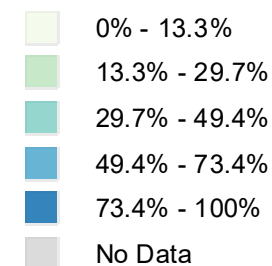
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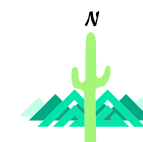
# Race and Ethnicity - Percent Hispanic



**Race and Ethnicity - Percent Hispanic**  
American Community Survey 2017-2021 5yr



## Notes:

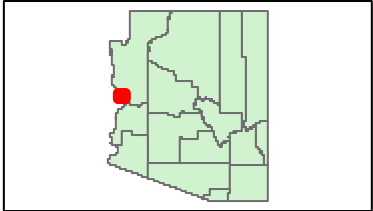


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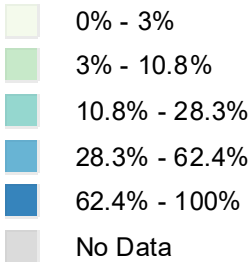
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# Race and Ethnicity - Percent Native American



**Race and Ethnicity - Percent Native American**  
American Community Survey 2017-2021 5yr



Notes:



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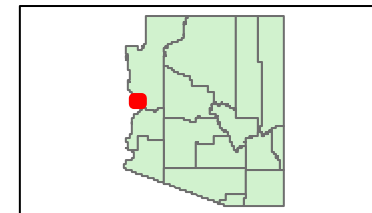
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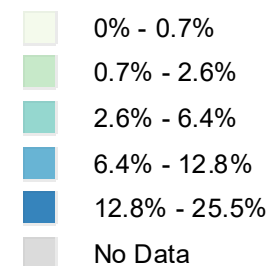


# Race and Ethnicity - Percent Other Race

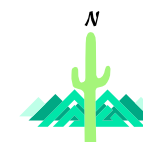


## Race and Ethnicity - Percent Other Race

American Community Survey 2017-2021 5yr



### Notes:

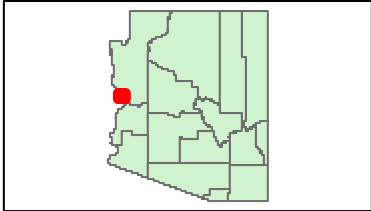


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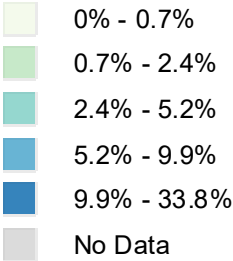
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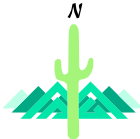
# Race and Ethnicity - Percent Pacific Islander



**Race and Ethnicity - Percent Pacific Islander**  
American Community Survey 2017-2021 5yr



Notes:

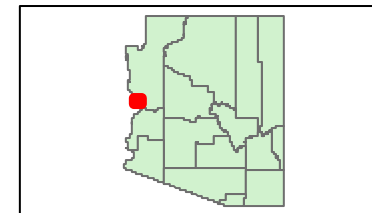


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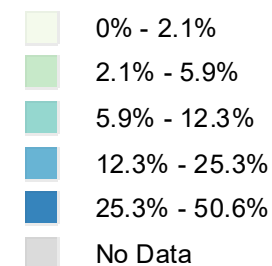
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# Race and Ethnicity - Percent Two Or More Races

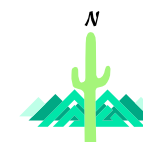


## Race and Ethnicity - Percent Two Or More Races

American Community Survey 2017-2021 5yr



### Notes:



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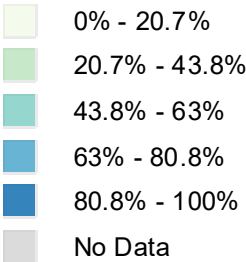
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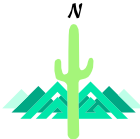
# Race and Ethnicity - Percent White



**Race and Ethnicity - Percent White**  
American Community Survey 2017-2021 5yr



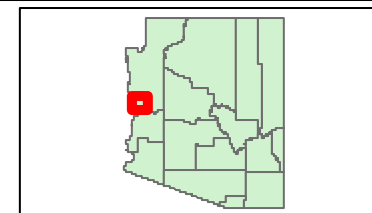
Notes:



3.5 mi

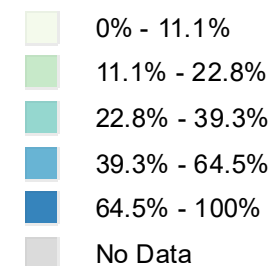
While every effort has been made to ensure the accuracy of this information, the Maricopa Association of Governments makes no warranty, expressed or implied, as to its accuracy and expressly disclaims liability for the accuracy thereof.

# Select Age Groups - Percent 65 years and over

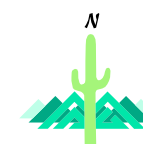


## Select Age Groups - Percent 65 years and over

American Community Survey 2017-2021 5yr



### Notes:



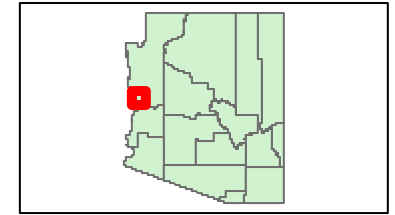
7.5

mi

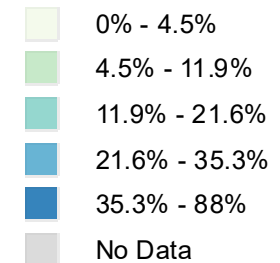
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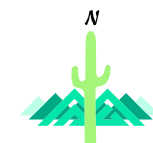
# Ability to Speak English - Percent Limited English Proficiency (LEP)



**Ability to Speak English - Percent Limited English Proficiency (LEP)**  
American Community Survey 2017-2021 5yr



**Notes:**

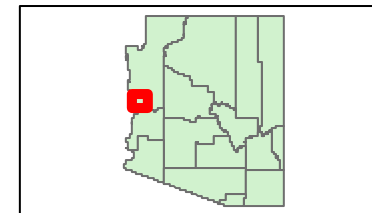


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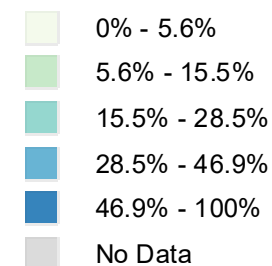
Esri, HERE, Garmin, (c) OpenStreetMap contributors, Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community, Maricopa Association of Governments (MAG) notes

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

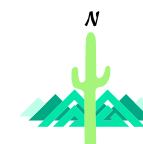


## Poverty Status in the Past 12 Months - Percent Families below poverty level

American Community Survey 2017-2021 5yr



### Notes:



7.5

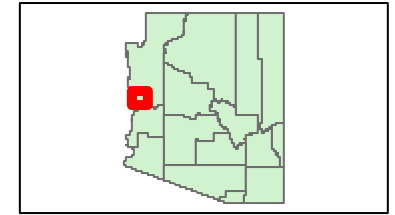
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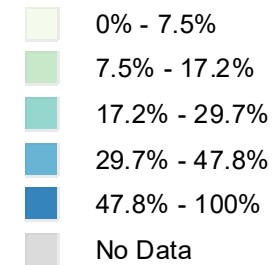
Esri, HERE, Garmin, (c) OpenStreetMap contributors, Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community, Maricopa Association of Governments (MAG) notes



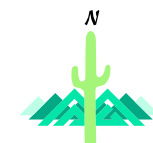
# Persons - Percent below poverty level



**Persons - Percent below poverty level**  
American Community Survey 2017-2021 5yr



## Notes:



7.5

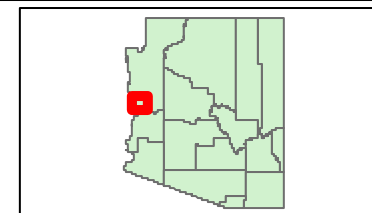
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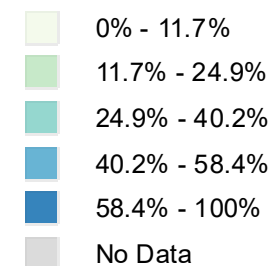


# Persons - Percent with income below 150% of poverty level

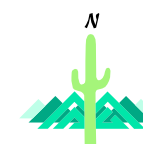


## Persons - Percent with income below 150% of poverty level

American Community Survey 2017-2021 5yr



### Notes:



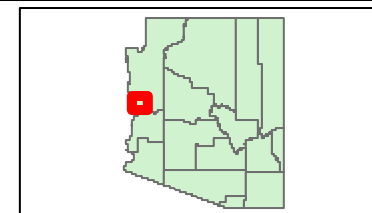
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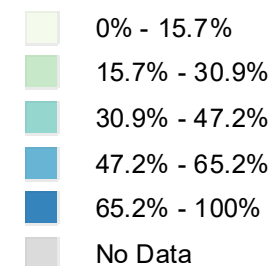
Esri, HERE, Garmin, (c) OpenStreetMap contributors, Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community, Maricopa Association of Governments (MAG) notes

# Persons - Percent with income below 200% of poverty level

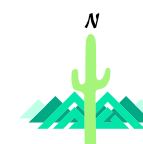


## Persons - Percent with income below 200% of poverty level

American Community Survey 2017-2021 5yr



### Notes:



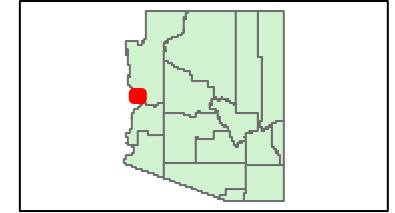
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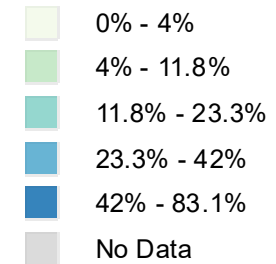
Esri, HERE, Garmin, (c) OpenStreetMap contributors, Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community, Maricopa Association of Governments (MAG)

# Vehicles Available - % No Vehicle Available

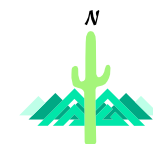


## Vehicles Available - % No Vehicle Available

American Community Survey 2017-2021 5yr



### Notes:



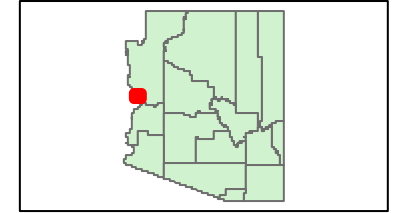
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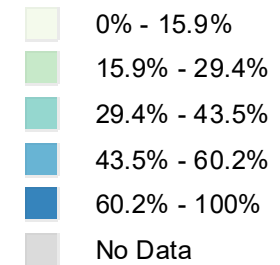
Esri, HERE, Garmin, (c) OpenStreetMap contributors, Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community, Maricopa Association of Governments (MAG)

# Vehicles Available - % One Vehicle Available

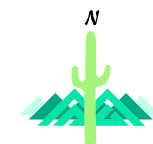


## Vehicles Available - % One Vehicle Available

American Community Survey 2017-2021 5yr



### Notes:

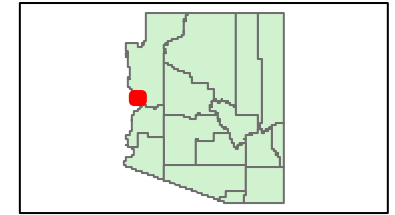


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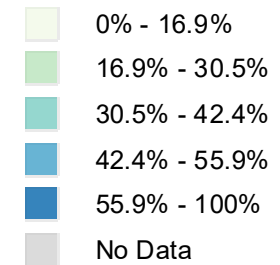
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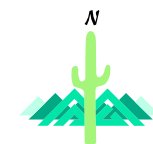
# Vehicles Available - % Two Vehicles Available



**Vehicles Available - % Two Vehicles Available**  
American Community Survey 2017-2021 5yr



**Notes:**

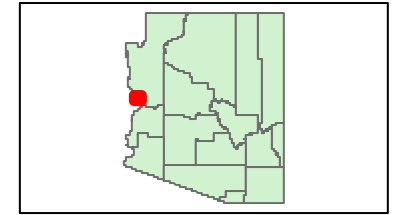


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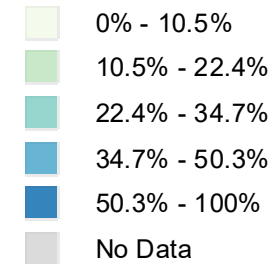
Esri, HERE, Garmin, (c) OpenStreetMap contributors, Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community, Maricopa Association of Governments (MAG) **notes**

# Vehicles Available - % Three or More Vehicles Available

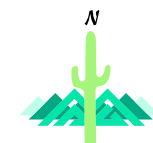


## Vehicles Available - % Three or More Vehicles Available

American Community Survey 2017-2021 5yr



### Notes:



3.5 mi

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# EXHIBIT E - Plan Revisions and Updates

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- Fixed spelling errors, formatting errors, and updated the Title VI Coordinator Contact Information – Throughout the entire document.
- Title VI Policy Statement – Executive Director signature updated to indicate ongoing commitment to adhere to all Title VI requirements – Pg. 5
- General & Specific Assurances - Executive Director signature updated – Pg. 8-9
- Updated the LEP Table/Data under Factor 1 of the Four Factor Analysis Section – Pg. 25
  - 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. 28
- Demographics Table updated for TAC and Executive Board Members – Pg. 38
- Updated EXHIBIT C – Added the 2023 Complaint Log – No complaints were received in 2023. Pg. 47
- Updated EXHIBIT D – Demographics Maps have been updated to the most recent United States Census Bureau, American Community Survey 2017-2021 5-year Estimates. Pg. 48



# **Title VI Annual Report**

**2023**

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, Justin Hembree, at (928) 453-2824.

## 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 2023 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 Regional Transportation Plan, Transportation Improvement Program, and Traffic Count Program.

LHMPO's Executive Board had Six (6) meetings from July 1, 2022-June 30, 2023. (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 2022-2023

#### Lake Havasu MPO Executive Board Meetings

Date	Location
June 14, 2022	Virtual
August 9, 2022	Lake Havasu Council Chambers
October 11, 2022	Lake Havasu Council Chambers
December 13, 2022	Lake Havasu Council Chambers
February 14, 2023	Lake Havasu Council Chambers
April 11, 2023	Lake Havasu Council Chambers

#### Lake Havasu MPO Executive Board Demographics Data

Ethnicity / Race		Gender	
American Indian/Alaskan Native		Female	13
Hispanic/Latino		Male	45
White	58		
Asian/Pacific Islander			
African American/Black			
Other			

## 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 final 2045 Regional Transportation Plan, the FY25-26 HSIP Applications/call for projects, the Transportation Improvement Program, and the WACOG/LHMPO Transportation Coordination Plan.

LHMPO's Technical Advisory Committee had Six (6) meetings from July 1, 2022-June 30, 2023. (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 2022-2023

### Lake Havasu MPO TAC Meetings

Date	Location
August 23, 2022	Virtual
September 27, 2022	Virtual
November 15, 2022	Virtual
January 24, 2023	Virtual
March 28, 2023	Virtual
May 23, 2023	Virtual

### Lake Havasu MPO TAC Demographics Data

Ethnicity / Race		Gender	
American Indian/Alaskan Native		Female	15
Hispanic/Latino	1	Male	76
White	82		
Asian			
Pacific Islander			
African American/Black			
Other	6		

## 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.

No planned activities. The next 2050 RTP is scheduled to begin in 2026.

## 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](http://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, 2023, and May 2, 2023, legal advertisements for the 30-day Public Comment Period for the 2021-2026 Transportation Improvement Program (TIP) were published in the Today's News-Herald, posted on the Lake Havasu MPO website at [www.lhmpo.org](http://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 11, 2023, the Executive Board approved the 2023 Update to the 2021-2026 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 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 May 17, 2023.

### REVIEW OF SUBRECIPIENTS

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

### Executed Contracts:

Greenlight Traffic Engineering, LLC

- ❖ (UTRAC) # MPD197318.21-501.1
- ❖ Short term Contract during 2023
- ❖ 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

Field Data Services of Arizona, Inc.

- ❖ (UTRAC) # MPD21-8160-200.1
- ❖ Short term Contract during 2023
- ❖ 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 23, 2023, Lake Havasu MPO provided Title VI training to the TAC during a virtual Zoom meeting
- ❖ June 13, 2023, Lake Havasu MPO provided Title VI training to the Executive Board members during a hybrid meeting.
- ❖ On June 20, 2023, 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 2022-2023.

## FY 2024 GOALS

### PROGRAM AREAS GOALS & PLANNED ACTIVITIES

In FY 2023, 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
- ❖ 2045 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, 2022 – June 30, 2023, 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.lhmpo.org](http://www.lhmpo.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, 2022 – June 30, 2023, Technical Advisory Committee meetings are scheduled for the fourth Tuesday of every other month at 1:30 P.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](http://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 LHMPPO 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.

- ❖ No RTP activities are planned for the upcoming year, LHMPPO's next RTP is scheduled to begin in FY26.

## TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Administrative changes, as well as TIP Amendments, will be posted on [www.lhmpo.org](http://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/LHMPPO TRANSPORTATION COORDINATION PLAN

Lake Havasu MPO will continue to collaborate with WACOG to provide Mobility Management (MM) in the LHMPPO 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 FY2024.

## **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 held 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 #12

## **Rural Transportation Advocacy Council (RTAC) Report *(Information Only)***

*Kevin Adam, RTAC Executive Director*

# Item #13

## **ADOT District Report** ***(Information Only)***

*Todd Steinberger, ADOT NW District Engineer*

# Item #14

## ***Discussion and Update of the Arizona State Transportation Board Activities.***

*Gary Knight, District Representative*