

**RESOLUTION NO. 2021-04
EXHIBIT "A"**



**PUBLIC PARTICIPATION PLAN
TITLE VI/NONDISCRIMINATION PLAN
LIMITED ENGLISH PROFICIENCY PLAN**

FOR THE

SHERMAN-DENISON METROPOLITAN AREA



Prepared by the Sherman-Denison Metropolitan Planning Organization
in cooperation with the
Texas Department of Transportation and the U.S. Department of
Transportation, Federal Highway Administration and Federal Transit Administration

Opportunities for Public Comment

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I. INTRODUCTION

A. Background

1. Historical

"Prior to 1836 the inhabitants of Grayson County were the Indians, the Spaniards, and the Frenchmen who passed through the county without leaving permanent distinguishing features. The first English speaking white man to look upon the area, which was later to be known as Preston Bend, was probably John Hart. Hart was a trapper, with headquarters in Fort Smith, Arkansas Territory, and he was known to be in the area in 1822. Holland Coffee came to the Preston Bend area in 1836. Indian troubles multiplied in the late 1830's which caused Fort Johnson and Fort Preston to be built in 1840.

The creation of Grayson County in 1846 called for the location of the county seat within four miles of the geographic center of the new county. The county seat was named for Sidney Sherman, one of Sam Houston's staunchest political and personal foes. Sherman was probably one of the most versatile of the leaders of the Republic. He was born in Massachusetts in 1803 and died in Galveston in 1873. To Sherman is due the credit for originating the famous cry of the San Jacinto warriors, "Remember the Alamo; Remember Goliad." The only worthy monument to the memory of Sidney Sherman is the naming of the county seat of Grayson County, a town which he never visited. The naming was a political compromise which brought together the names of Grayson, the pro-Houston Democrat, and Sherman, the anti-Houston Whig. Grayson County was named for Peter W. Grayson, born in Bardstown, Kentucky in 1788. He held various offices of honor and trust under the Republic including the office of Attorney General under President David G. Burnet and Sam Houston, whom he actively supported. In 1838 he campaigned for the Presidency of the Republic. Before the election could be determined, Grayson committed suicide.

*In 1872 the people of Grayson County were given the opportunity of voting a \$150,000 subsidy to the Missouri-Kansas and Texas Railroad. The appropriation of the subsidy would have insured the completion of the tracks to Sherman, and would indeed have been quickly repaid in profit for the whole area and for Sherman in particular. But most people thought the threat of the Katy not to come was idle, and the issue failed. A town was laid out in 1872, north of Sherman, and named for George Denison, Vice President of the Katy. Denison's competition from Red River City was swept away with the flooding of the Red River. **By 1890, Denison was the 8th largest and Sherman was the 10th largest cities in the State of Texas. In 1880 Grayson County's population was higher than any other Texas county and in 1890 it was second only to Dallas County.**"*

- Excerpt from Sherman-Denison Transportation Plan Annual Report 1978-79

2. Organization

The Federal-Aid Highway Act of 1962 states that after July 1, 1965, in any urban area of more than fifty thousand population, highway projects must be based on a comprehensive, cooperatively developed and continuing planning process. In order to conform to this directive, the State of Texas, Cities of Sherman and Denison, and the County of Grayson entered into an agreement on the 27th day of September, 1968, for a complete and comprehensive transportation study of the Sherman-Denison Study Area.

To assure that the "continuing" requirements of the Act would be met, the same parties entered into a Continuing Phase Agreement on June 29, 1972, which outlined the organization of the study, scope of the continuing phase, responsibilities of the study members, operation of the continuing study, and financial responsibilities of the participating governmental agencies. A subsequent agreement entered into by these parties on May 10, 1973, made revisions in the organizations of committees.

On April 24, 1974, Governor Dolph Briscoe designated the Texoma Regional Planning Commission as the Metropolitan Planning Organization (MPO) for the Sherman-Denison Urbanized Area. The designation, as planning partners of the State, received the concurrence of the Cities of Sherman and Denison and Grayson County. A continuing phase agreement addendum, of October 11, 1979, recognized the Texoma Regional Planning Commission as a party to the transportation planning process. The MPO designation was extended to August 31, 1981 when it became continuous.

On June 30, 2011, the Texas Transportation Commission with authority from Governor James Richard (Rick) Perry authorized Minute Order 112728 to redesignate the MPO by separating the MPO from the Texoma Regional Planning Commission (name changed to Texoma Council of Governments in 1992) and designated Grayson County as the fiscal agent. Since that time, policy directive for transportation planning within the Sherman-Denison Urban Area has been carried out under the direction and guidance of the Sherman-Denison MPO Policy Board (PB), which was established by agreement between the State, Grayson County and the cities of Denison and Sherman. Acting through the PB, the MPO, in cooperation with the Texas Department of Transportation (TxDOT), the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), administers the transportation planning process in the Sherman-Denison urbanized area.

The PB has five voting members representing the following governments:

- County Judge, Grayson County
- Mayor, City of Sherman
- Mayor, City of Denison
- Mayor, Small Cities Representative (rotating)
- Texas Department of Transportation (TxDOT), Paris District Engineer

They work collaboratively to plan for the transportation network in Grayson County. The PB performs its duties in accordance with state & federal laws and is organized under its published By-Laws. All meetings held by the PB are in accordance with the Open Meetings Act.

The Sherman-Denison MPO also has a Technical Advisory Committee (TAC) whose membership consists of technical staff from the member local governments. The TAC is responsible for advising the PB on all urban transportation planning matters and to help guide the metropolitan planning process. Additionally, this committee advises on issues of a technical nature and provides recommendations of MPO policy issues, provides input regarding the development of all of the MPO's planning documents, any special studies that may arise, and has developed a project selection process.

3. Transportation Planning Partners

As the designated MPO of the Sherman-Denison Study Area, the Sherman-Denison MPO (SDMPO) has the lead responsibility to ensure that the transportation planning process is being carried out in accordance with federal and state regulations. Several other agencies, however, also play key roles in the transportation planning process.

The Texas Department of Transportation (TXDOT) works cooperatively with the SDMPO in carrying out all of its transportation planning activities. TXDOT representatives serve on all transportation related committees. TXDOT is responsible for a number of activities that affect the metropolitan transportation planning process. It is charged with the development of a statewide long-range plan, which will include the Metropolitan Transportation Plan (MTP) developed by the SDMPO. TXDOT also develops a Statewide Transportation Improvement Program (STIP) which must include the Transportation Improvement Plan (TIP) developed by the SDMPO. Accordingly, TXDOT participates actively in the process by which projects are prioritized and included in the SDMPO's TIP. TXDOT also serves as the primary intermediary between the SDMPO and federal transportation agencies: Federal Highways Administration (FHWA) and Federal Transit Administration (FTA).

Texoma Area Paratransit System (TAPS) provides public transit service in the study area. This agency is responsible for both the capital and service needs in its service area. It is the principal source for identifying transit projects for inclusion in the transit portion of SDMPO's MTP and TIP. It also carries out many of the public transit planning activities, both funded through SDMPO's regional planning program and through other sources. Because of the strong link between TAPS and the SDMPO, the input garnered through public outreach is shared between the two entities. TAPS relies on the public participation process of the SDMPO in order to satisfy grantor requirements under various programs, including but not limited to Section 5307.

B. Definition of Area

The Metropolitan Planning Area (MPA) is the geographic area in which the metropolitan transportation planning process required by 23 United States Code (USC) 134 and Section 5307 of the Federal Transit Act (FTA) must be carried out. Each metropolitan planning area encompasses the census boundary, the urbanized boundary, and the Metropolitan Urban Area Boundary.

The Sherman - Denison MPA is located in the north central portion of the State of Texas, sharing the northern boundary with the Red River/Oklahoma border and touches Lake Texoma, Eisenhower State Park and the Hagerman National Wildlife Refuge. The southern, eastern and western boundaries extend to the limits of Grayson County and are shared with Collin and Denton Counties to the south, Fannin County to the east, and Cooke County to the west. US Highway 75 running North/South basically splits the area in half and US 82 running East/West intersects US 75 and splits the urban area into quadrants. The SDMPO is comprised of the following cities: Sherman, Denison, Howe, Gunter, Pottsboro, Van Alstyne, Bells, Collinsville, Dorchester, Pilot Point, Sadler, Southmayd, Tioga, Tom Bean, Whitesboro, and Whitewright. The SDMPO is also comprised of unincorporated areas of Grayson County, which are likely to become urbanized in the next 20 years. A map of the study area is included in Appendix A. The population of the urbanized area is 61,900 and the MPA is 120,877 according to the 2010 U.S. Census.

II. PUBLIC PARTICIATION PLAN

The SDMPO is committed to involving the public in the transportation planning process for the Sherman-Denison Study Area. To achieve this, the SDMPO has created a Public Participation Plan to ensure that every Sherman-Denison Study Area resident is given the opportunity to participate in the development of transportation policies, programs, and projects being proposed within our study area. By formally documenting our public participation process, we will be able to review what we are currently doing, see what we're missing, and make improvements. This is a dynamic plan that needs to adapt to meet the changing needs of all sectors of the public. Therefore this plan will be updated as needed.

The Public Participation Plan (PPP) for the SDMPO is built on the following principles established by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA):

- Early and continuous involvement;
- Reasonable public availability of technical data and other information;
- Collaborative input on alternatives, evaluation criteria, and mitigation needs;
- Open public meetings where matters related to transportation policies, programs, and projects are being considered; and
- Open access to the decision making process prior to closure.

A. PUBLIC PARTICIPATION OPPORTUNITIES AT MEETINGS

All meetings are held in conformance with the Texas Open Meetings Act and are open to the public. The meeting agenda is prepared and posted a minimum of seventy-two (72) hours in advance of the meeting on the Grayson County Courthouse Bulletin Board. Documentation to support the posting will be retained in the SDMPO study office for a minimum of five (5) years.

An announcement of the meeting that includes a link to the agenda packet will be emailed in advance to the Interested Parties List. Meeting cancelations, when needed, are emailed to the Interested Parties List.

Meeting location and times will be displayed under the "Upcoming Events" and "Calendar" portion of the SDMPO website at www.sdmpo.org and will include a link to the agenda packet if applicable.

Citizens, elected officials, transit providers, and staff have opportunity to speak on transportation issues at every meeting under the item "Public Comment Period". Additionally, Comment Cards are available at all meetings that are not held virtually.

All meetings are recorded and minutes are drafted. These are available for public review upon request and available on the SDMPO's website.

1. Policy Board (PB)

Although emergency meetings may be called as needed, typically the PB meets the 1st Wednesday of every even numbered month (February, April, etc.). The meetings are typically scheduled at 8:00 am, but are subject to change when necessary. Meetings are typically held at the Grayson County Courthouse Commissioners Courtroom. Meeting location is subject to change and can be held virtually when necessary. Attendees should consult the SDMPO website or the meeting agenda to verify meeting time and location.

2. Technical Advisory Committee (TAC)

Although emergency meetings may be called as needed, typically the TAC meets the 3rd Wednesday of every odd numbered month (January, March, etc.). The meetings are typically scheduled at 9:00 am, but are subject to change when necessary. Meetings are typically held at the TxDOT Sherman Area Office on US 75. Meeting location is subject to change and can be held virtually when necessary. Attendees should consult the SDMPPO website or the meeting agenda to verify meeting time and location.

3. Public Meetings

Public meetings can be scheduled when needed. All public meetings are held at convenient and accessible locations and times, and can be held virtually when necessary. Attendees should consult the SDMPPO website to verify meeting time and location.

B. OUTREACH TECHNIQUES

Information concerning transportation planning may be disseminated in a variety of ways to reach as many people as possible. As technology and other methods change, new approaches will be evaluated and implemented. Examples of current communication methods include:

1. Public Appearances

The SDMPPO makes every effort to comply with requests from civic, professional, and other groups, organizations, or committees to present or discuss information related to the work of the SDMPPO. Organizations should contact the SD MPO and allow ample time for the SDMPPO to make arrangements to attend.

2. Website

The SDMPPO maintains an independent internet site (www.sdmpo.org). The site includes formally adopted documents such as the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), the Uniform Planning Work Program (UPWP), and the Public Participation Plan (PPP). The site also contains PB and TAC agendas, minutes, and public meeting information. The homepage includes announcements, recent news, upcoming events, and feeds from our social media accounts and local weather as well as a "Give Us Your Input" button. Public transportation surveys and/or other features may be incorporated as needed.

3. Social Media

The SDMPPO maintains a Facebook and Twitter account to post information about meetings and transportation related topics.

4. Visualization Techniques

The SDMPPO is aware that different people interpret and analyze documents differently and will do everything possible to make information available in different formats. When appropriate, visualization techniques are used to display information at meetings, hearings, on the website or any place information

is being disseminated. These include: visual presentations, flip charts, maps, photographs, signs, posters, flyers and brochures.

5. Comment Card

A Comment Card, included in Appendix B, for comments and questions can be completed at any SDMPO meeting, upon request to SDMPO staff, coming to the SDMPO office, by mail or email, or by using the “Give Us Your Input” button on the website.

6. Interested Parties List

The SDMPO maintains a list of those that receive notification of public meetings and other SDMPO planning processes. The list includes representatives from Grayson County, the Cities of Sherman, Denison, Gunter, Howe, Van Alstyne and Pottsboro, representatives of TxDOT, FHWA, FTA, TAPS, Regional Mobility Authority (RMA), and the local newspaper. Other organizations and individuals can be added to the list by notifying staff of their interest at any SDMPO meeting or coming to the SDMPO office, by mail, email, or by using the “Give Us Your Input” button on the website. These other organizations and individuals once added to the list remain in the list until either they request to be removed or the email returns as undeliverable.

C. PUBLIC PARTICIPATION OPPORTUNITIES DURING DEVELOPMENT OF PLANNING DOCUMENTS

The SDMPO is responsible for numerous documents that define the transportation planning process.

1. Metropolitan Transportation Plan (MTP)

The Metropolitan Transportation Plan (MTP) is adopted at least every five (5) years. It contains goals and objectives for Sherman-Denison Study Area’s transportation system and identifies the improvements, studies, and strategies that must be implemented to reach those goals and objectives. It includes a list of all the transportation improvements scheduled for funding over the next twenty (20) years.

Activity	Procedure
Initial Public Meeting	The Initial Public Meeting will be required during the initial stages of plan development. The Initial Public Meeting is not required for an amendment. When and where the Initial Public Meeting will be held shall be sent to the Interested Parties List, local TV news media (KTEN and KXII), Chambers of Commerce, local emergency response agencies, local tourism departments (City of Sherman Tourism/Main Street Manager and City of Denison Main Street Director), private providers of transportation (Greyhound), and Texoma Council of Governments (TCOG). Visualization techniques shall be employed as needed. A summary of the meeting will be incorporated in the MTP and a roster of those in attendance will be kept on file in the SDMPO office. Comment Cards will be available at the Initial Public Meeting. Citizens will also have an opportunity to provide written comments from the time of the Initial Public Meeting until at least ten (10) days after the Final Public Meeting.

Public Notice	At least twenty-one (21) days prior to adoption or amendment of a MTP, the SDMPO shall make the draft document available via the SDMPO website and SDMPO Office. Additionally, a Public Notice shall be posted on the Grayson County Courthouse Bulletin Board and sent to the Interested Parties List, local TV news media (KTEN and KXII), Chambers of Commerce, local emergency response agencies, local tourism departments (City of Sherman Tourism/Main Street Manager and City of Denison Main Street Director), private providers of transportation (Greyhound), and TCOG notifying them that the MTP is available for review on the SDMPO website, information on when and where the Final Public Meeting will be held, a request for comments, and notifying them that comments will be received for at least ten (10) days after the Final Public Meeting. Documentation to support the posting and press release will be incorporated into the MTP as an appendix.
Final Public Meeting	The Final Public Meeting will be held at least ten (10) days after the Public Notice to obtain input on the draft plan or amendment. Visualization techniques shall be employed as needed. A summary of the meeting will be incorporated in the MTP and a roster of those in attendance will be kept on file in the SDMPO office. Comment Cards will be available at the Final Public Meeting. Citizens will also have an opportunity to provide written comments prior to and for at least ten (10) days after the Final Public Meeting.

2. Transportation Improvement Program (TIP)

The Transportation Improvement Program (TIP) is adopted at least every two (2) years. The TIP is a four (4) year program that lists all regionally significant and federally funded projects and services in the study area, such as highway projects, bridge replacements, major corridor studies, and transportation enhancements. Projects that are included in the TIP must be consistent with and come from an approved MTP.

Activity	Procedure
Public Notice	At least fourteen (14) days prior to adoption or amendment of a TIP, the SDMPO shall make the draft document available via the SDMPO website and SDMPO Office. Additionally, a Public Notice shall be posted on the Grayson County Courthouse Bulletin Board and sent to the Interested Parties List, local TV news media (KTEN and KXII), Chambers of Commerce, local emergency response agencies, local tourism departments (City of Sherman Tourism/Main Street Manager and City of Denison Main Street Director), private providers of transportation (Greyhound), and TCOG notifying them that the TIP is available for review on the SDMPO website, information on when and where the Public Meeting will be held, a request for comments, and notifying them that comments will be received for at least ten (10) days after the Public Meeting. Documentation to support the posting and press release will be incorporated into the TIP as an appendix. In order to satisfy the FTA requirement for a Program of Projects (POP) the following statement will be published: “The public involvement/comment period for the draft TIP will also satisfy TAPS’s public participation requirement for the Program of Projects (Section 5307 Funds).”
Public Meeting	The Public Meeting will be held at least three (3) days after the Public Notice to obtain input on the draft plan or amendment. Visualization techniques shall be

	employed as needed. A summary of the meeting will be incorporated in the TIP and a roster of those in attendance will be kept on file in the SDMPO office. Comment Cards will be available at the Public Meeting. Citizens will also have an opportunity to provide written comments prior to and for at least ten (10) days after the Public Meeting.
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3. Unified Planning Work Program (UPWP)

The Unified Planning Work Program (UPWP) is adopted at least every two (2) years. It describes all transportation and transportation related planning activities within the study area for a two (2) year period. The UPWP includes a budget that shows the federal, state, and local funds that are committed to the completion of the planning activities.

Activity	Procedure
Public Notice	At least three (3) days prior to adoption or amendment of a UPWP, the SDMPO shall make the draft document available via the SDMPO website and SDMPO office.
Public Hearing	A Public Hearing will be held during a scheduled PB meeting prior to PB action. A summary of the Public Hearing will be included in the meeting minutes and a roster of those in attendance will be kept on file in the SDMPO office. Comment Cards will be available at the PB meeting.

4. Public Participation Plan (PPP)

The Public Participation Plan (PPP) outlines the strategies utilized to provide and receive information from the public on transportation planning and programming process including funding for projects, studies, plans, and committee actions.

Activity	Procedure
Public Notice	At least forty-five (45) days prior to adoption or amendment of a PPP, the SDMPO shall make the draft document available via the SDMPO website and the SDMPO office. Additionally, a Public Notice shall be posted on the Grayson County Courthouse Bulletin Board and sent to the local newspaper notifying them that the PPP is available for review on the SDMPO website, information on when and where the Public Hearing will be held, a request for comments, and notifying them that comments will be received for at least ten (10) days after the Public Hearing. Documentation to support the posting and press release will be incorporated into the PPP as an appendix.
Public Hearing	The Public Hearing will be held at a TAC meeting at least thirty (30) days after the Public Notice to obtain input on the draft plan or amendment. A summary of the meeting will be included in the meeting minutes and a roster of those in attendance will be kept on file in the SDMPO office. Comment Cards will be available at the TAC meeting. Citizens will also have an opportunity to provide written comments prior to and for at least ten (10) days after the Public Hearing.

5. Annual Listing of Obligated Projects (ALOP) and Annual Performance and Expenditure Report (APER)

The Annual Listing of Obligated Projects (ALOP) provides a record of the projects, including investments in pedestrian walkways and bicycle transportation facilities, for which funds were obligated in the preceding program year. This listing is a cooperative effort by TxDOT, TAPS and the SDMPPO and includes funding categories consistent with those identified in the TIP.

The Annual Performance and Expenditures Report (APER) is a document that is produced each year in order to list all work performed and deliverables produced by SDMPPO staff during the specified fiscal year.

Both the ALOP and APER for the prior fiscal year are available via the SDMPPO website and SDMPPO Office at the conclusion of the calendar year.

D. CONSULTATION WITH INDIAN TRIBAL GOVERNMENTS

The goals of Tribal consultation include:

- Promote Tribal involvement in the SDMPPO planning process;
- Create durable relationships between the Tribes and the SDMPPO based on a mutual respect that promotes coordinated transportation partnerships in service to all of our citizens; and
- For the SDMPPO to take a proactive approach to consultation by ensuring Tribal participation in the MPO planning process that may affect the Tribal governments, Tribal programs and Tribal citizens.

1. Definitions

Collaboration – A process in which two or more parties work together to achieve a common set of goals. Collaboration is the timely communication and joint effort that lays the groundwork for mutually beneficial relationships, including identifying issues and problems, identifying solutions and providing follow-up as needed.

Communication – Verbal, electronic or written exchange of information between the SDMPPO and the Tribe. Generally, posting information on a website or in the newspaper does not constitute communication. Written correspondence, whether electronic or letter/postal format, should generally be sent to the Tribe Chair with a copy to staff, requesting review and comment on specific plans or projects that will affect a Tribe. While Tribal review may occur concurrently with public review, Tribes are not considered the “public” for purposes of such communication.

Consultation – The meaningful and timely process of seeking, discussing, and considering carefully the views of others, in a manner that is cognizant of all parties’ cultural values, and where feasible, seeking agreement.

Tribal Sovereignty – A unique, political relationship between American Indians and the United States government that recognizes that Tribes are sovereign nations with recognized powers of self-government.

2. Tribal Governments

Although the Sherman-Denison Metropolitan Planning Area (MPA) does not currently contain any federally recognized Tribes with land holdings, there are two located within ten (10) miles of the MPA. They are as follows:

- The Chickasaw Nation, represented by the Governor and Tribal Legislature
Mailing Address:
520 E. Arlington
Ada, Oklahoma 74820
(580) 436-2603
- The Choctaw Nation, represented by the Chief, Assistant Chief and Tribal Council
Mailing Address:
1802 Chukka Hina
Durant, Oklahoma 74701
(800) 522-6170

3. Consultation Process

The SDMPO wishes to establish a Government-to-Government relationship and consultation process in recognition of the principle of Tribal sovereignty. Additionally, the SDMPO recognizes that good faith, mutual respect, and trust are fundamental to meaningful collaboration and communication between governmental entities.

The SDMPO intends to consult with Tribal governments on activities that may impact their communities. As such, the SDMPO will make every effort to review all proposed plans, policies, rulemaking actions or other aspects of the transportation planning process that may affect or impact Tribal resources and determine whether Tribal consultation or collaboration may assist in the process. If determined to be warranted, contact should be initiated at the appropriate time in the planning phase and preceding the public participation process. Consultation will be initiated by formal, written request. Consultation requests should include a clear statement of purpose, explaining the reason for the request and declaring the importance of the Tribe's participation in the planning process. The request should specify the location of the area of potential effect addressed by the proposal. Sufficient time should be provided in a request for consultation in order to allow the Tribal government to take official action. Formal consultation may not be required in all situations or interactions. Therefore, Tribal officials have the discretion whether to engage in the consultation process. Consultation should be done face-to-face whenever possible.

All formal consultation shall take place between the SDMPO PB Chairman and the elected representatives from the Tribal governments identified in Section II.D.2. Informal communications may occur between SDMPO staff and designated Tribal staff members when needed. Upon request by Tribal staff members or representatives, the SDMPO will include them on email distribution lists to receive notifications of all upcoming SDMPO Policy Board and/or Technical Advisory Committee meeting agendas. SDMPO Staff will provide convenient access to all Policy Board and Technical Advisory Committee meeting agendas for review through the SDMPO website and be available to answer questions.

Consultation is a process, not a single event, and communication should continue until the project or plan is complete. Development of mutually agreed upon protocols may result in more effective consultation efforts with individual Tribes. All aspects of the consultation process should be documented, including how the lead agency reaches a final decision.

More than one Tribe may have an affiliation with the area of consideration. Individual consultation may be necessary if a combined consultation format is not preferred by the Tribal governments. Determining the degree and adequacy of consultation will vary depending on a number of factors including the scope of proposed activities, whether the activity is short-term or long-term, the cultural or political sensitivity of the issue at hand, and the number of potential stakeholders.

Although consultation is not mandated for non-federally recognized Tribes, this does not preclude the SDMPO from consulting with local Tribes when plans or activities might impact cultural values or the community.

E. EVALUATION PROCEDURES FOR PUBLIC PARTICIPATION

It is important that the SDMPO continuously evaluate the effectiveness of the public participation techniques in the planning process for each plan or project. SDMPO should consider the following when evaluating the effectiveness of the public participation plan:

- Are there many people participating in the techniques with good ideas and suggestions?
- Are targeted stakeholders participating in the application of the techniques? Consider asking participants, "Who else should be in attendance?"
- Is the general public getting enough information and in a timely manner?
- Rather than assume non-participants are "not interested", consider contacting participants missing from the process to determine the reasons for their lack of interest or inability to participate in the planning process.
- Should an evaluation form be given to participants to see if they feel the technique is effective and useful?
- Are the results and input from the public able to be incorporated in the decision-making process? If not, what changes need to be made?

III. TITLE VI/NONDISCRIMINATION PLAN

The SDMPO works diligently to operate in a fair and nondiscriminatory way. As a sub recipient of federal financial assistance from the FHWA, the SDMPO is required to comply with Title VI of the Civil Rights Act of 1964, which provides:

“No person in the United States, on the ground of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Title VI served as the model for subsequent nondiscrimination laws based on receipt of federal funding, including the Federal-Aid Highway Act of 1973 and Section 504 of the Rehabilitation Act of 1973 (disability). However, each of these laws is accompanied by its own regulations and requirements and is not interchangeable with the regulations of Title VI.

The U.S. Department of Justice (DOJ), as the federal government’s coordinating agency for Title VI, implemented its Title VI program in 28 Code of Federal Regulations (C.F.R.) Part 42 and issued guidance in two main documents: The Title VI Legal Manual and the Complaint Investigation Procedures Handbook.

Title VI authorizes and directs federal agencies to enact “rules, regulations, or orders of general applicability” to achieve the statute’s objectives. The U.S. Department of Transportation (DOT) implemented its Title VI program in 49 C.F.R. Part 21. FHWA’s implementing regulations can be found in 23 C.F.R. Part 200.

Title VI is further defined by Executive Orders 12898 (Environmental Justice or EJ) and Executive Order 13166 (Limited English Proficiency or LEP):

- Executive Order 12898 - Federal action that identifies and addresses disproportionately high and adverse human health and environmental effects of programs or activities on minority and low-income populations, with the goal of achieving environmental protection for all communities.
- Executive Order 13166 - Improving access to services for persons with Limited English Proficiency (LEP).

A. Discrimination under Title VI

As staff of the SD MPO, it is everyone’s responsibility to prevent, minimize & eradicate any form of discrimination. There are two types of discrimination prohibited under Title VI and its related statutes: (1) disparate treatment (i.e. intentional discrimination) and (2) disparate impact/effects. An intent claim alleges that similarly situated persons are treated differently because of their race, color, or national origin. The second type of discrimination is disparate impact or disparate effects. This type of discrimination occurs when a facially neutral policy, procedure, or practice results in different or inferior services or benefits to members of a protected group. In disparate impact, the focus is on the consequences of a decision, policy, or practice rather than the intent. The SDMPO efforts to prevent such discrimination must address, but not be limited to, a program’s impacts, access, benefits, participation, services, contracting and training opportunities, investigation of complaints, allocation of funds, and prioritization of projects. It applies to programs within the SDMPO, especially those with a direct effect on the public.

Prohibited forms of discrimination:

- The denial of services, financial aid, or other benefits provided under a program;
- Distinctions in the quality, quantity, or manner in which a benefit is provided;
- Segregation or separation of persons in any part of the program;
- Restriction in the enjoyment of any advantages, privileges, or other benefits provided to others;
- Differing standards or requirements for participation;
- Methods of administration that directly or indirectly, or through contractual relationships would defeat or impair the accomplishment of effective nondiscrimination; (and/or)
- Discrimination in any activities or services related to a highway, infrastructure or facility built or repaired in whole or in part with federal funds.

B. Policy Statement

Title VI of the Civil Rights Act of 1964 prohibits discrimination on federal and federally-assisted projects and programs based on race, color, and national origin. Since 1964, additional statutes have prohibited discrimination based on sex (Federal-aid Highway Act of 1973), age (The Age Discrimination Act of 1975), and disability (Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990). Additionally, the Civil Rights Restoration Act of 1987 defined the word “program” to make clear that discrimination is prohibited throughout an entire agency if any part of the agency receives federal assistance.

“The Sherman-Denison MPO, as a sub recipient of federal financial assistance and under Title VI of the Civil Rights Act of 1964 and related statutes, ensures that no person shall on the grounds of race, religion (where the primary objective of the financial assistance is to provide employment per 42 U.S.C. §2000d-3), color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any MPO programs or activities.”

Adopted unanimously by the PB on April 7, 2021, Resolution 2021-03 includes a nondiscrimination statement. This resolution is included as Appendix C.

C. Notification of Public Rights under Title VI

The required notice to the public that follows is posted outside the SDMPO offices, on the SDMPO website, and is included in the SDMPO plans and documents:

- I. SDMPO operates without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes he or she has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with SDMPO.
- II. For more information on SDMPO’s civil rights program, the procedures to file a complaint, or to file a complaint, contact (903)813-4525, Email: barnettc@co.grayson.tx.us, or visit our office at the Grayson County Courthouse, 100 W. Houston Street, Suite G1, Sherman, TX 75090. For more information, please visit www.sdmpo.org.
- III. A complaint may also be filed directly with:
 - a. Texas Department of Transportation, Attn: TxDOT-PTN, 125 E. 11th Street, Austin, TX 78701-2483, or

- b. Federal Transit Administration, Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave. SE, Washington, DC, 20590.
- IV. If information is needed in another language, contact (903)813-4524.

D. Title VI Complaint Procedure

Any person who believes he or she has been discriminated against on the basis of race, color or national origin by the SDMPO may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. Complaint forms can be found in Appendix D.

The SDMPO investigates complaints received no more than one-hundred and eighty (180) days after the alleged incident. The SDMPO will process complaints that are complete.

Once the complaint is received, the SDMPO will review it to determine if our office has jurisdiction. A copy of each Title VI complaint received will be forwarded to TxDOT Public Transportation Coordinator within ten (10) calendar days of receipt. The complainant will receive an acknowledgement letter informing him or her whether the complaint will be investigated by our office.

The SDMPO has thirty (30) days to investigate the complaint. If more information is needed to resolve the case, SDMPO may contact the complainant.

The complainant has ten (10) business days from the date of the letter to send requested information to the Title VI Coordinator investigating the case.

If the Title VI Coordinator is not contacted by the complainant or does not receive the additional information within ten (10) business days, the SDMPO can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue the case.

After the title VI Coordinator reviews the complaint, he or she will issue one of two (2) letters to the complainant:

- A closure letter that summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- A letter of finding that summarizes the allegations and the interviews regarding the alleged incident and explains whether any disciplinary action, additional training of the staff member or other action will occur.

If the complainant wishes to appeal the decision, he or she has ten (10) business days after the date of the letter to do so.

Title VI Complaints are to be submitted to: MPO Director, Sherman-Denison MPO, 100 W. Houston Street, Suite G1, Sherman, TX 75090.

A person may also file a complaint directly with the: Texas Department of Transportation, Attn: TxDOT-PTN, 125 E. 11th Street, Austin, TX 78701-2483, or Federal Transit Administration (FTA), Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave. SE, Washington, DC, 20590.

If information is needed in another language, then please contact (903) 813-4524.

The SDMPPO Title VI Complaint Procedure can be found at the following locations:

- SDMPPO Website: www.sdmpo.org
- Grayson County Courthouse, 100 W. Houston Street, Suite G1, Sherman, TX 75090

There are no current transit related Title VI complaints, investigations, or lawsuits involving the MPO, nor have there been any since the date of the last submission. A log of complaints will be maintained. A sample of that log appears in Appendix E.

E. Demographic Profile of the Metropolitan Area

1. Population

The following table shows the population of the entirety of Grayson County.

Table 1: Estimated Population Change from 2010-2019 for Grayson County

City / County	Census 2010	Census 2019 Est.	% Change
Sherman	38,521	44,002	14.23%
Denison	22,682	25,529	12.55%
Howe	2,600	3,346	28.69%
Gunter	1,498	1,675	11.82%
Pottsboro	2,160	2,489	15.23%
Van Alstyne	3,046	4,378	43.73%
Bells	1,392	1,515	8.84%
Collinsville	1,624	1,959	20.63%
Dorchester	148	94	-36.49%
Knollwood	226	489	116.37%
Pilot Point	3,856	4,525	17.35%
Sadler	343	383	11.66%
Southmayd	992	1,137	14.62%
Tioga	803	1,051	30.88%
Tom Bean	1,045	1,081	3.44%
Whitesboro	3,793	4,120	8.62%
Whitewright	1,607	1,721	7.09%
Grayson Co.	120,877	136,212	12.69%

2. Minority Population

Using the 2019 Census estimates, the following table shows trends amongst minority populations for the entirety of Grayson County, whose total population has grown by 12.69% since the 2010 Census. The White alone group grew by 6.73%. The Black or African American alone group showed a slight increase of 16.31%. The American Indian and Alaskan Native group showed an increase of 22.04%. The Asian group grew exponentially by 94.23%, which was the largest change in Grayson County. The Native Hawaiian and Other Pacific Islander showed a large increase of 80.00%. Persons of Two or More races

grew by 43.69%. The Hispanic or Latino group grew by 28.76%. The minority population of Grayson County continues to grow and makes up over 25% of the total population.

Table 2: Estimated Population Change Based on Race from 2010-2019 for Grayson County

	Census 2010	% of total	Census 2019 Est.	% of total	% Change from 2010-2019
Total Population	120,877	100.00%	136,212	100.00%	12.69%
White alone	95,211	78.77%	101,621	74.61%	6.73%
Black or African American alone	7,245	5.99%	8,427	6.19%	16.31%
American Indian and Alaska Native	2,060	1.70%	2,514	1.85%	22.04%
Asian	1,091	0.90%	2,119	1.56%	94.23%
Native Hawaiian and Other Pacific Islander alone	65	0.05%	117	0.09%	80.00%
Two or More races	2,637	2.18%	3,789	2.78%	43.69%
Hispanic or Latino (any race)	13,688	11.32%	17,625	12.94%	28.76%

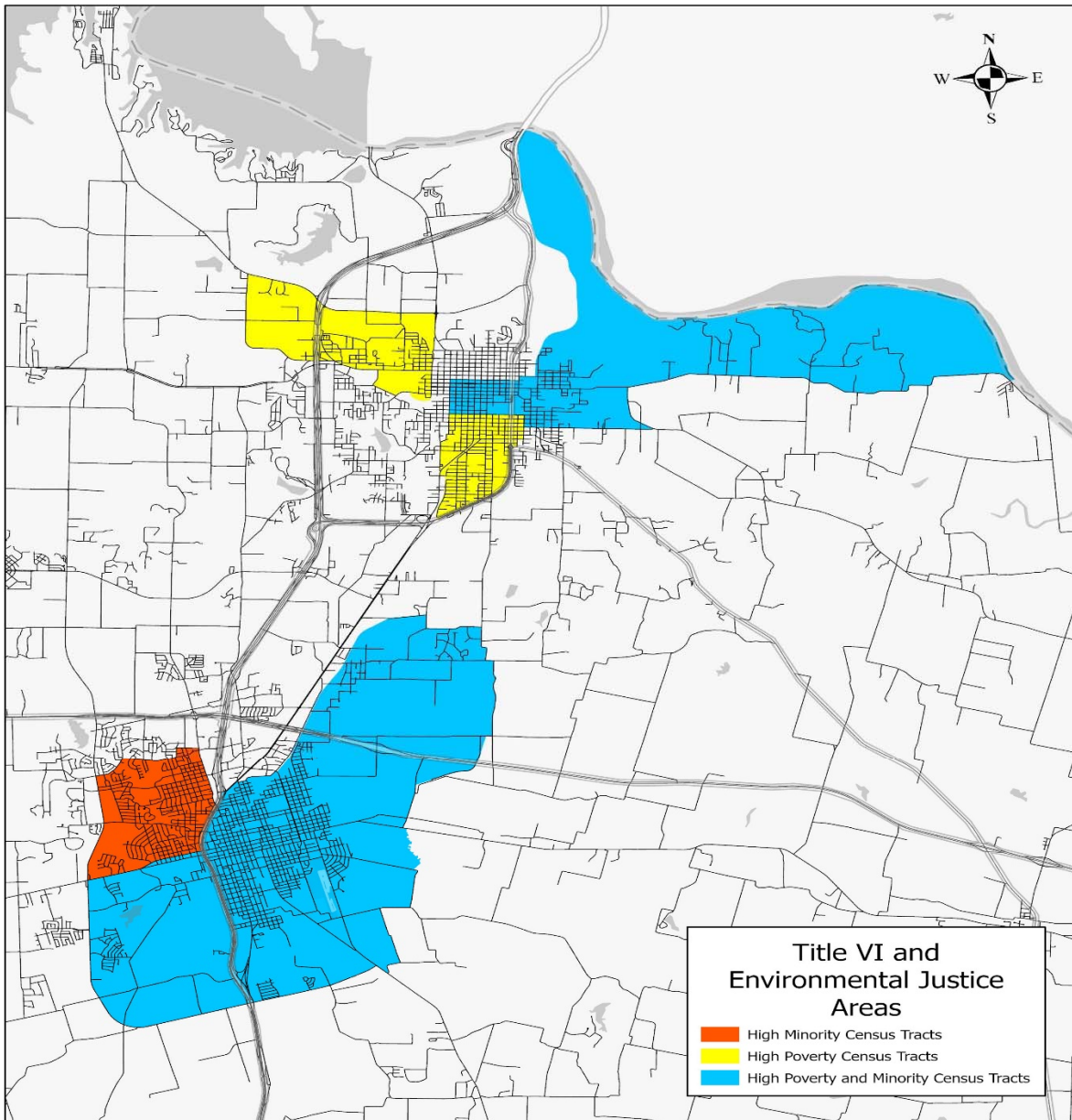
3. Low Income

Per the American Community Survey, the percentage of families and people whose income in the past 12 months is below the poverty level is 13.1% in Grayson County. The 2010 Census showed that Grayson County had a 14.4% population below poverty level. Although Grayson County saw a decrease in percentage of population below the poverty line, it is still around the national average of 13.4%.

4. Elderly Population

Per the 2019 Census estimates, 25.22% of Grayson County’s population (34,358 people) were 65 years of age or older in 2019. This is an increase from 21.94% (26,518 people) in 2010.

Figure 1: Environmental Justice and Title VI Populations Map



Data above was retrieved from the 2019: ACS 5-Year Estimates Subject Tables. High minority census tracts were found to be where minorities made up greater than 30% of the total population of the tract. High poverty tracts were found to be where greater than 15% of the population of each tract fell below the poverty level set by the Census.

F. Program Assessment

1. Minority Population Mobility Needs Assessment Procedures

In the development of the PPP, as well as other planning activities, the SDMPO sought out and considered the needs of those traditionally underserved by existing transportation systems, including minority households.

The SDMPO strives to include all the public, including protected classes, in its planning activities. The interested parties list includes many community action organizations that work with and represent minorities. Racial minorities make up more than twenty-five percent (25%) of the SDMPO population, with the majority located in the urban cores of the Cities of Sherman and Denison. The Grayson County Courthouse, where most of the SDMPO public meetings and events are held, is located in the urban core of the City of Sherman. The Policy Board includes elected officials which represent minority constituents and meet with them regularly. These members of the committees are chosen by their respective jurisdictions and not the SDMPO.

2. Disparate Impact Analysis

In recent and forthcoming years, a large share of transportation projects included in the MTP have been projects intended to increase capacity or otherwise accommodate growth where it is occurring. Similar to most American communities, the growth is occurring in the urban fringes of the Cities of Denison and Sherman. A substantial and increasing amount of growth is also occurring along Grayson County's southern boundary, which it shares with the Dallas/Fort Worth Metroplex to the south. In terms of Title VI and Environmental Justice (EJ), this reality can be viewed both positively and negatively.

3. Primary Transportation Investments

With these unique challenges in mind, transportation investments in the SDMPO have mainly focused on:

- US 75 widening and reconstruction;
- US 82 safety and frontage road improvements;
- Realignment Farm-to-Market roads to create east-west connectivity;
- Highway and Bridge rehabilitation and widening (primarily classified as "Grouped Projects," the selection and funding of which is outside the control or influence of the SDMPO);
- Transportation alternatives such as bicycle and pedestrian projects (primarily advanced by grants, the selection and funding of which is outside the control or influence of the SDMPO); and
- Transit funding (Operating and Capital investments in TAPS).

The areas described do not have a large minority population, nor a large population below 150% of the poverty level. As the projects are not occurring within these areas, EJ populations are not adversely effected nor adversely burdened by the projects, however, on the flip side, the benefits of these projects, once completed also do not accrue to these populations. They benefit only in so far as the projects serve as a benefit to the greater Sherman-Denison region.

An exception to this is the widening and reconstruction of US 75, which transects both minority and non-minority areas and serves both equally. Additionally, a detailed assessment of Environmental Justice considerations is conducted prior to construction of each segment.

There is no evidence that low income and minority populations suffer “disproportionately high and adverse human health and environmental effects, including social and economic effects” from the transportation activities of the SDMPO. The dispersion of transportation projects throughout the SDMPO area ensures that the burdens and benefits of the projects are born and reaped by all residents.

G. Other Ongoing Title VI/Environmental Justice Activities

1. Annual Report

The MPO will produce a Title VI/Nondiscrimination Annual Work Plan & Accomplishments Report modeled after that produced by TxDOT. The report will:

- Provide an overview of an MPO’s current policies, procedures, and practices to ensure nondiscrimination.
- Self-monitor programs to track, regulate, and observe their processes to ensure compliance with Title VI and maintain a record of how compliance with Title VI/Nondiscrimination requirements is maintained.

2. Contracts and Request for Proposals

Ensure nondiscrimination in the award of contracts relating to projects receiving federal financial assistance.

Contracts

The following special provisions and Title VI language will be included in contracts as appropriate:

- The clauses of Appendix A from the U.S. DOT Standard Title VI Assurances; and
- A copy of Form FHWA-1273, “Required Contract Provisions Federal-Aid Construction Contracts,” which ensures nondiscrimination in the selection of employees and subcontractors, will be physically attached to all federal-aid construction contracts of \$10,000 or more.

Request for Proposals

The following Title VI/Nondiscrimination paragraph from the U.S. DOT Standard Title VI Assurances will be included in all Request for Proposals (RFPs):

- “The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full 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. Data and Analysis

The SDMPO will collect and analyze data to ensure that transportation programs, services, facilities, and projects effectively meet the needs of “all persons” without discrimination. The SDMPO will integrate Environmental Justice considerations/analysis into the evaluation of all SDMPO activities.

IV. LIMITED ENGLISH PROFICIENCY PLAN

This Limited English Proficiency Plan has been prepared to address the SDMPO's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and Executive Order 13166 its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled Improving Access to Services for Persons with Limited English Proficiency, directs each Federal agency that is subject to the requirements of Title VI to publish guidance for its respective recipients clarifying that obligation and indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all federal agencies and all programs and operations of entities that receive funding from the federal government, including state agencies, local agencies and government, private and non-profit entities, and sub-recipients (such as the SDMPO).

The SDMPO is the federally recognized Metropolitan Transportation Planning Organization that serves as a forum for continuing, cooperative, and comprehensive transportation decision making by state and local governments. Staff and elected officials from State and local governments and area transportation agencies serve on the SDMPO's Policy Board and Technical Advisory Committee and provide technical review, comments, recommendations, and policy decisions on the SDMPO's work products and plans.

A. Plan Summary

Limited English Proficiency individuals are those who do not speak English as their primary language and have a limited ability to read, write, speak, or understand English as a result of their national origin. These individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter.

The SDMPO has developed this Limited English Proficiency (LEP) Plan to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to SDMPO services as required by Executive Order 13166.

In developing the plan, while determining the SDMPOs extent of obligation to provide LEP services, the SDMPO undertook a U.S. Department of Transportation four factor LEP analysis which considers the following:

1. The number or proportion of LEP individuals eligible to be served or likely encountered by the SDMPO program, activity or service;
2. The frequency with which LEP individuals come in contact with the SDMPO program, activity or service;
3. The nature and importance of the program, activity or service provided by the SDMPO; and
4. The resources available to the SDMPO and overall costs.

A brief description of the above considerations is provided in the following section.

FACTOR 1: The number or proportion of LEP persons eligible to be served or likely encountered by the SDMPO program, activity or service.

The SDMPO has had very limited contact with the LEP population. Over the past ten years, there has been no contact at public meetings, through Board or Committee members, through phone contact, or by personal visit. The number and type of such encounters will be periodically analyzed to determine the breadth and scope of the language service required.

When this document was first adopted, it was determined that the estimated percentage of households that speak a language other than English is 9.9%. Of the 4,835 households, 891 households have limited English proficiency; that is, they speak English “not well” or “not at all.” This is approximately 1.8% of the total households in the SDMPO study area boundary. (U.S. Census Bureau, 2019 American Community Survey 5-Year Estimates).

The SDMPO adheres to the philosophy of affording all citizens an equal opportunity to participate in each transportation program or activity.

FACTOR 2: The frequency with which LEP individuals come into contact with the SDMPO Program:

The SDMPO staff reviewed the frequency with which the SDMPO could have contact with LEP persons. While the SDMPO has received some requests from vision-impaired and handicapped individuals in the last ten years, the SDMPO has not experienced any requests for interpreters and no requests for translated SDMPO documents. The SDMPO does keep a list of available Spanish translators that can offer assistance should the need arise.

The identified areas where a LEP person is most likely to interact with the SDMPO’s operations are:

- Public meetings
- Information Requests
- Office Staff

FACTOR 3: The nature and importance of the Program, Activity, or Service provided by the SDMPO to the LEP Community.

There is no large geographic concentration of any type of LEP individuals in the SDMPO study area boundary. The overwhelming majority of the population, 90.1% speak only English. As a result, there is a lack of social service professional and leadership organizations within the study area boundary that focuses on outreach to LEP individuals. It is the SDMPO’s intent to provide meaningful access to all participants and eligible persons, however, the availability of resources may limit the provision of language services in some instances. The majority of information that we provide is not confidential. Documents and maps represent the bulk of our communication with the public.

Services that are most likely to encounter LEP individuals are the on-demand and the paratransit services provided by TAPS. A copy of their LEP Plan may be viewed at www.tapsbus.com.

FACTOR 4: The resources available to the SDMPO and the overall costs:

The SDMPO reviewed its available resources that could be used for providing LEP assistance. Currently, the budgetary impact to the SDMPO is minimal based on past and recent experiences such as the lack of contact or requests by LEP individuals.

B. Plan for Assisting Persons of Limited English Proficiency

The following measures shall be taken to assist persons of limited English proficiency:

- Examine record requests for language assistance from past meetings and events to anticipate the possible need for assistance at upcoming meetings;
- When SDMPO sponsored workshops or conferences are held, set up a sign-in sheet table, have a staff member greet and briefly speak to each attendee. To informally gauge the attendee's ability to speak and understand English, ask a question that requires a full sentence reply;
- Have the Census Bureau's "I Speak Cards" at the workshop or conference sign-in sheet table (while staff may not be able to provide translation assistance at this meeting, an inventory of those needs will help staff plan for language needs at a future meeting); and
- Post a notice of available language assistance outside the SDMPO office.

C. Monitoring and Updating the LEP Plan

The SDMPO will update the LEP as required by U.S. DOT. Updates will include the following:

- The number of documented LEP person contacts encountered annually;
- How the needs of LEP persons have been addressed;
- Determination of the current LEP population in the service area;
- Review of demographic data to determine whether the need for translation services has changed;
- Determine whether the SDMPOs available resources, such as technology, staff, and financial costs have changed;
- Determine if the SDMPO has fulfilled the goals of the LEP Plan; and
- Document any complaints received.

D. Outreach Techniques

The SDMPO does not have a formal practice of outreach techniques due to the lack of LEP population and resources available in the service area. However, the following are a few options that the SDMPO will incorporate when and/or if the need arises for LEP outreach:

If staff knows that they will be presenting a topic that could be of potential importance to a LEP person or if staff will be hosting a meeting or a workshop in a geographic location with a known concentration of LEP persons, meeting notices and agendas will be printed in an alternative language, based on known LEP population in the area.

The MPO will continue to keep a list of Spanish translators should the need arise for them to be utilized.

E. Staff Training

All SDMPO staff will be provided with the LEP Plan and will be educated on procedures to follow. This information will also be part of the SDMPO staff orientation process for new hires. Training topics are as follows:

- Understanding the Title VI policy and LEP responsibilities;
- What language assistance services the SDMPO offers;
- Use of LEP “I Speak Cards”;
- How to access and utilize Google Translate;
- Documentation of language assistance requests; and
- How to handle a Title VI and/or LEP complaint.

V. ACRONYMS

ADA	Americans with Disabilities Act
CFR	Code of Federal Regulations
DCIS	Design and Construction Information System
DOT	Department of Transportation
EPA	Environmental Protection Agency
FAST	Fixing America's Surface Transportation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
HB 20	Texas House Bill 20
HSIP	Highway Safety Improvement Program
HSP	Highway Safety Plan
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
MAP-21	Moving Ahead for Progress in the 21st Century
MOU	Memorandum of Understanding
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
MTP	Metropolitan Transportation Plan
NHS	National Highway System
PB	Policy Board
PM	Performance Measure
POP	Program of Projects
PPP	Public Participation Plan
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act - A Legacy for Users
STIP	Statewide Transportation Improvement Program
TAC	Technical Advisory Committee
TAM	Transit Asset Management
TAPS	Texoma Area Paratransit System
TEA-21	Transportation Equity Act for the 21 st Century
TIP	Transportation Improvement Program
TTC	Texas Transportation Commission
TxDOT	Texas Department of Transportation
UPWP	Unified Planning Work Program
USC	United States Code
UTP	Unified Transportation Program
VMT	Vehicle Miles Traveled
YOE	Year of Expenditure

VI. DISCLAIMER

“The preparation of this document has been financed in part through grant(s) from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.”

APPENDIX B – COMMENT CARD



Comment Card

Please provide your comments below on the _____
for the Sherman-Denison Metropolitan Planning Organization.

Comments/Questions:

Please check any that apply to you:

- I am employed by TxDOT.
- I do business with TxDOT.
- I could monetarily benefit from the projects or other items about which I am commenting on.

Texas Transportation Code, §201.811(a)(5)

Join our email list:

Name: _____

Email: _____

100 W. Houston St., Suite G1, Sherman, TX 75090
www.sdmmpo.org

APPENDIX C – NONDISCRIMINATION STATEMENT

Place signed resolution here.

APPENDIX D – Title VI Complaint Form



TITLE VI DISCRIMINATION COMPLAINT FORM

Mail the signed form to the Sherman-Denison Metropolitan Planning Organization, 100 W. Houston Street, Suite G1, Sherman, TX 75090

Last Name		First Name		
Mailing Address		City	State	Zip
Telephone	Alternate Telephone	E-mail Address		
Please indicate the basis of your complaint:				
<input type="checkbox"/> Race _____ <input type="checkbox"/> Age _____ <input type="checkbox"/> National Origin _____				
<input type="checkbox"/> Color _____ <input type="checkbox"/> Sex _____ <input type="checkbox"/> Disability _____				
Date and place of alleged discriminatory action (s). Please include the earliest date of discrimination and the most recent date of discrimination.				
How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently from you. (Attach additional pages, if necessary).				

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

Names of Individuals responsible for the discriminatory action(s):

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

Name	Address	Telephone
		()
		()
		()
		()

Have you filed, or intend to file, a complaint regarding the matter with any of the following agencies? If yes, please provide filing dates. Check all that apply.

U.S. Department of Transportation _____
 Federal Highway Administration _____
 Federal Transit Administration _____
 Office of Federal Contract Compliance Programs _____
 U.S. Equal Employment Opportunity Commission _____
 U.S. Department of Justice _____
 Other _____

Have you discussed the complaint with any Sherman-Denison MPO Representative? If yes, provide the name, position, and date of discussion.	
Briefly explain what remedy, or action, you are seeking for the alleged discrimination.	
Please provide any additional information and/or photographs, if applicable, that you believe will assist with an investigation.	
We cannot accept an unsigned complaint. Please print your name, sign and date the complaint form below:	
_____	_____
Complainant's Printed Name	Complainant's Signature

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

APPENDIX E – RECORD OF COMPLAINTS, INVESTIGATIONS AND LAWSUITS



List of transit related Title VI Investigations, Complaints and Lawsuits for the Sherman-Denison Metropolitan Planning Organization

A list alleging discrimination on the basis of race, color or national origin containing the following:

1. Active investigations conducted by FTA and entities other than FTA;
2. Lawsuits; and
3. Complaints naming the recipient.

	Date (Month, Day, Year)	Summary: (include basis of the complaint: race, color or national origin; other pertinent information)	Status	Action(s) Taken (and date); Disposition (and date)
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

100 W. Houston St., Suite G1, Sherman, TX 75090
www.sdmpo.org