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Title VI Compliance Report

An annual report covering civil rights
activities

Submitted: August 30, 2012

Covering fiscal 2011-12



Metro | *Making a great place*

About Metro

Clean air and clean water do not stop at city limits or county lines. Neither does the need for jobs, a thriving economy, and sustainable transportation and living choices for people and businesses in the region. Voters have asked Metro to help with the challenges and opportunities that affect the 25 cities and three counties in the Portland metropolitan area.

A regional approach simply makes sense when it comes to providing services, operating venues and making decisions about how the region grows. Metro works with communities to support a resilient economy, keep nature close by and respond to a changing climate. Together we're making a great place, now and for generations to come.

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Metro's role as a Metropolitan Planning Organization

Metro is the federally mandated metropolitan planning organization designated by the governor to develop an overall transportation plan and to allocate federal funds for the region. The Joint Policy Advisory Committee on Transportation (JPACT) is a 17-member committee that provides a forum for elected officials and representatives of agencies involved in transportation to evaluate transportation needs in the region and to make recommendations to the Metro Council. The established decision-making process assures a well-balanced regional transportation system and involves local elected officials directly in decisions that help the Metro Council develop regional transportation policies, including allocating federal transportation funds.

Metro respects civil rights

Metro hereby gives public notice that it is the policy of the Metro Council to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which Metro receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with Metro. Any such complaint must be in writing and filed with Metro's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discrimination Complaint Form, see the web site at www.oregonmetro.gov or call (503) 797-1536."

The preparation of this report was financed in part by the U.S. Department of Transportation, Federal Highway Administration and Federal Transit Administration. The opinions, findings and conclusions expressed in this report are not necessarily those of the U.S. Department of Transportation, Federal Highway Administration and Federal Transit Administration.

TABLE OF CONTENTS

A message from Metro's Title VI coordinator.....	5
Introduction: Title VI Compliance Report for Metro	6
Recent civil rights regulatory activity.....	6
Description of Metro’s Title VI reporting structure	7
Limited English Proficiency (LEP) assistance, demographic data and description of LEP outreach activities... 8	
Language assistance during the reporting period	8
LEP demographic data	8
Public outreach activities	11
1. Regional Flexible Funding Allocation and the Metropolitan Transportation Improvement Program (MTIP).....	12
2. Climate Smart Communities Scenarios Project	14
3. East Metro Connections Plan.....	15
4. Regional Travel Options's ¡Vámonos! Hispanic outreach project.....	17
5. RTO Grants	18
6. Opt In sponsorship project.....	19
7. Lake Oswego to Portland Transit Project Draft Environmental Impact Statement.....	22
8. Southwest Corridor Plan	23
9. Outreach for RTP amendments	25
Public outreach activities for advisory committees.....	26
Summary of contracts awarded.....	28
1. Outreach to MWESB firms	28
2. Transportation-related contracts.....	28
Title VI related trainings.....	28
Exhibit A: Languages spoken at home by ability to speak English for the population 5 years and older, census tracts intersecting the Portland metropolitan urban growth boundary	30
Exhibit B: Metro's LEP Plan	32

A MESSAGE FROM METRO'S TITLE VI COORDINATOR

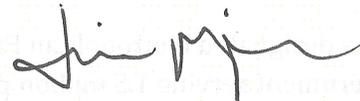
Aug. 30, 2012

Metro is pleased to present this Title VI Compliance Report to the Oregon Department of Transportation, in compliance with Federal Highway Administration regulations.

The activities described in this report reflect Metro's values of respect and customer service as well as the efforts the agency is pursuing in its Diversity Action Plan. It also documents processes and practices that help us comply with Title VI of the Civil Rights Act of 1964 and the Executive Order on Environmental Justice and related statutes.

We make great effort to provide meaningful access to our programs and projects and look forward to further improving our practices over time. Metro's Title VI coordinator and Office of Citizen Involvement are responsible for initiating and monitoring Title VI activities and preparing reports such as this.

Sincerely,



Jim Middaugh
Title VI Coordinator
Director of Communications
503-797-1505
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Date: 8/29/12

INTRODUCTION: TITLE VI COMPLIANCE REPORT FOR METRO

This is the Oregon Metropolitan Service District (Metro) report to the Oregon Department of Transportation (ODOT) on Metro's Title VI compliance activities. It covers a 12 month period from July 1, 2011, through June 30, 2012. (This is the first report using a new reporting period, covering 12 months ending June 30, due to ODOT by 60 days later, Aug. 30.)

As a subrecipient of Federal Highway Administration (FHWA) funds via ODOT, Metro's filing of this report constitutes compliance with one of two FHWA reporting requirements for the agency: an annual compliance report to ODOT and a Title VI Plan filed with FHWA (last updated March 31, 2010).

As a direct recipient of Federal Transit Administration (FTA) funds, Metro files a Title VI Program separately to the FTA, following the FTA's guidance document, Circular 4702.1A. That Circular, finalized May 13, 2007, was updated Aug. 28, 2012. The final Circular, 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients" becomes effective on Oct. 1, 2012, and supersedes FTA Circular 4702.1A. Metro's most recent Title VI Program was submitted to FTA May 10, 2012 and accepted on May 29. Metro's Title VI Program for FTA expires Sept. 30, 2015 and an update is expected to be filed by Aug. 30, 2015.

Metro's Title VI designee also submits quarterly progress reports to both federal agencies and an annual Unified Planning Work Program report on Title VI and Environmental Justice related activities.

This report presents changes in Title VI reporting structure during the reporting period, a summary of planning-related public involvement activities, Metro's contracting activities and Title VI complaints received during this reporting period.

Metro submits this report as a designated Metropolitan Planning Organization (MPO). Metro is a directly elected regional government serving 1.5 million people living in the urbanized areas of the Portland metropolitan region. Metro's Title VI Coordinator and Office of Citizen Involvement are responsible for initiating and monitoring Title VI activities and for preparing these reports.

RECENT CIVIL RIGHTS REGULATORY ACTIVITY

Since 2010, federal agencies have been increasing their enforcement of Title VI and other civil rights regulations and in some cases, proposing new regulations. These efforts include:

- On Feb. 17, 2011, Attorney General Eric Holder published a memorandum: "Federal Government's Renewed Commitment to Language Access Obligations Under Executive Order 13166." Among other things, this memorandum calls for federal agencies to issue guidance for recipients of federal financial assistance and to review compliance with that guidance.
http://www.justice.gov/crt/lep/AG_021711_EO_13166_Memo_to_Agencies_with_Supplement.pdf
- On Aug. 4, 2011, heads of 17 federal agencies and White House offices took an important step in the Administration's effort to support environmental justice by signing the Memorandum of Understanding on Environmental Justice and Executive Order 12898. The EJ MOU broadens the EJ

Interagency Working Group to include additional agencies, requires each agency to publish an environmental justice strategy, adopts an EJ IWG Charter, and articulates additional commitments made by member agencies.

<http://www.epa.gov/compliance/ej/resources/publications/interagency/ej-mou-2011-08.pdf>

- On Sept. 29, 2011, the Federal Transit Administration published notice in the Federal Register that it proposed to update its Title VI Circular and create a new Circular on Environmental Justice. The environmental justice circular, which clarifies existing regulations, "Environmental Justice Policy Guidance for Federal Transit Administration Recipients," was published Aug. 15, 2012. The proposed update to the Title VI Circular included some proposals for new reporting requirements. On Aug. 28, 2012, just before publication of this report, a final version of the Title VI Circular was published in the Federal Register. The final Circular, 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients" becomes effective on Oct. 1, 2012, according to the Federal Register notice.

<http://www.fta.dot.gov/civilrights/12328.html>

- On May 2, 2012, the U.S. Department of Transportation published a final update to its Environmental Justice Order 5610.2(a). This Order updates and clarifies environmental justice procedures for the Department in response to the Memorandum of Understanding on Environmental Justice signed by heads of Federal agencies on August 4, 2011, DOT's revised environmental justice strategy issued on March 2, 2012, and Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, dated February 11, 1994.

http://www.fhwa.dot.gov/environment/environmental_justice/ej_at_dot/order_56102a/

- On June 14, 2012, FHWA published "FHWA Actions to Address Environmental Justice in Minority Populations and Low-Income Populations." This notice is focused on improving the internal management of the FHWA.

<http://www.fhwa.dot.gov/legsregs/directives/orders/664023a.htm>

DESCRIPTION OF METRO'S TITLE VI REPORTING STRUCTURE

Jim Middaugh, Metro Director of Communications, is Metro's official Title VI Coordinator. He reports directly to the Chief Operating Officer, the chief executive of the agency. Dylan Rivera has been the Title VI designee since July 2010, following the retirement of Pat Emmerson. Metro hired its first Diversity Program Manager, Bill Tolbert in February, 2012. The Diversity Program Manager reports directly to the COO and works closely with the Human Resources Department to coordinate diversity issues, in four focus areas: internal awareness, recruitment, public involvement, and procurement.

LIMITED ENGLISH PROFICIENCY (LEP) ASSISTANCE, DEMOGRAPHIC DATA AND DESCRIPTION OF LEP OUTREACH ACTIVITIES

Language assistance during the reporting period

Metro keeps a list of volunteer staff translators and interpreters who are available on request.

Metro received no requests for translation or interpretation during the reporting period. The telephone language service Metro contracted with in March (see below for details) was not used.

LEP demographic data

As part of its effort to provide meaningful access to its programs to all residents, including those with limited English proficiency (LEP), Metro maintains demographic data on LEP populations within its service area. Table 1 shows the highest prevalence of languages within the Portland metropolitan urban growth boundary, showing all languages with 1,000 speakers with limited English proficiency. It also includes the total population that speaks each language at home, followed by separate figures for those who speak English “very well” and those who speak English less than “very well.” The focus of this analysis is on those with limited English proficiency; therefore, the concern for each language would be those who speak English less than “very well” (for the entire data table, see Exhibit A, Languages spoken at home by ability to speak English for the population 5 years and older, census tracts intersecting the Portland metropolitan urban growth boundary).¹ As such, Table 1 also shows the percentage of the corridor population that speaks each language and speaks English less than “very well.” (See table below.)

Table 1. Highest prevalence of languages other than English, by population speaking the language at home.

Language spoken at home; English proficiency	Population	Percent of population
(Total estimated population)	(1,406,584)	(100%)
Spanish or Spanish Creole	124,439	
Speak English "very well"	59,827	
Speak English less than "very well"	64,612	4.59%
Vietnamese	20,329	
Speak English "very well"	7,912	
Speak English less than "very well"	12,417	0.88%
Chinese	17,013	
Speak English "very well"	7,977	
Speak English less than "very well"	9,036	0.64%
Russian	13,589	
Speak English "very well"	6,484	
Speak English less than "very well"	7,105	0.51%
Korean	7,953	
Speak English "very well"	3,812	
Speak English less than "very well"	4,141	0.29%

¹ *Ibid* at 41460, footnote 7: “The focus of the analysis is on lack of English proficiency, not the ability to speak more than one language... When using demographic data, it is important to focus in on the languages spoken by those who are not proficient in English.”

Japanese	6,839	
Speak English "very well"	4,231	
Speak English less than "very well"	2,608	0.19%
Tagalog	5,702	
Speak English "very well"	4,242	
Speak English less than "very well"	1,460	0.10%
Arabic	4,155	
Speak English "very well"	2,785	
Speak English less than "very well"	1,370	0.10%
Cambodian	2,115	
Speak English "very well"	889	
Speak English less than "very well"	1,226	0.09%

Source: U.S. Census Bureau, *Language spoken at home by ability to speak English for the population 5 years and over, 2006-2010 American Community Survey 5-Year Estimates*.²

The Department of Justice's Safe Harbor provision sets out guidance for LEP language group prevalence at 5 percent or 1,000 persons, whichever is less, within the study area.³ No single language meets the 5 percent threshold for those who speak English less than "very well," while the nine languages above meet the 1,000 persons threshold. It is important to note that because of the geographic size of the Portland metropolitan area, only Spanish exceeds 1 percent of the population of those that speak English less than "very well," with the rest in the range of 0.88 percent of the population that speaks Vietnamese at home and speaks English less than "very well" to 0.09 percent of the population that speaks Cambodian at home and speaks English less than "very well."

Another consideration is the "other" categories in the available data. These categories aggregate languages that have not demonstrated enough prevalence in the United States to be tracked specifically by the U.S. Census Bureau. Table 2 shows the aggregated language categories where more than 1,000 persons speak English less than "very well."

Table 2. Aggregated language categories with more than 1,000 persons who speak English less than "very well"

Language spoken at home; English proficiency	Population	Percent of population
(Total estimated population)	(1,406,584)	(100%)
Other Slavic languages	6,006	
Speak English "very well"	2,897	

² 5-year estimates are "most reliable" per "When to use 1-year, 3-year, or 5-year estimates," U.S. Census Bureau, American Community Survey, http://www.census.gov/acs/www/guidance_for_data_users/estimates/, last accessed March 1, 2012.

³ "The following actions will be considered strong evidence of compliance with the recipient's written-translation obligations: (a) The DOJ recipient provides written translations of vital documents for each LEP language group that constitutes five percent or 1,000, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered..." Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 67 FR 41464, June 18, 2002.

Speak English less than "very well"	3,109	0.22%
Other Indo-European languages	5,360	
Speak English "very well"	3,094	
Speak English less than "very well"	2,266	0.16%
Other Asian languages	5,495	
Speak English "very well"	3,740	
Speak English less than "very well"	1,755	0.12%
African languages	4,255	
Speak English "very well"	2,550	
Speak English less than "very well"	1,705	0.12%
Other Pacific Island languages	3,455	
Speak English "very well"	2,227	
Speak English less than "very well"	1,228	0.09%

Source: U.S. Census Bureau, Language spoken at home by ability to speak English for the population 5 years and over, 2006-2010 American Community Survey 5-Year Estimates.

Metro follows the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons issued on December 14, 2005 (DOT Guidelines). In accordance with the DOT's Guidelines, Metro will use the four factor analysis that requires an individual assessment for each project of:

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

In the 2011-12 reporting period, Metro created its first comprehensive Limited English Proficiency Plan (LEP Plan) covering all major activities of the MPO, titled "Limited English Proficiency Plan: Metro's LEP Access Needs Assessment and Implementation Plan." The plan was generated as a result of additional guidance from the FTA as Metro updated its Title VI Program, of which the LEP Plan is one part. While Metro has for many years followed the four factor analysis guidance from USDOT and FTA in the conduct of its planning and public outreach activities, the new LEP Plan provided the agency an opportunity to examine its programs and activities comprehensively and come up with strategies for prioritizing the provision of language assistance. It also provided a way for the MPO to establish tasks to accomplish through 2015 to implement federal guidance on providing language assistance.

In consultation with FTA, Metro took some initial additional steps to provide language assistance during the reporting period:

- Metro expanded the posting of its notice to the public that it complies with Title VI and instructions to the public on how to obtain a complaint form. As of Jan. 20, 2012, the long version of Metro's Title VI notice appears on a special web page for the topic, www.oregonmetro.gov/civilrights.
- In January 2012, the Title VI compliance notice was posted at three locations in the agency's headquarters, the Metro Regional Center: the entrance to the Metro Council Chamber, the main entrance to the building near the security check-in desk and the Human Resources Department's bulletin board for legal notices. A version of the notice, translated into the five most common LEP languages in the region as identified in the 2000 U.S. Census by the TriMet transit agency, was posted in those locations in March 2012. Those five languages are Spanish, Vietnamese, Russian, Chinese and Korean.
- Metro contracted for telephone interpretation services with Certified Languages International, which also provides language assistance for TriMet, the transit agency in the Portland area. The contract's effective date was March 29, 2012, expiring in six months, during which time Metro will evaluate the service provided by the contractor and consider how to provide for a longer term contract.
- Metro has for many years maintained a list of volunteer staff interpreters who are available to provide language interpretation services. During the reporting period, Metro updated its list of staff interpreters and started an annual update schedule. The list, updated in March 2012, identifies 15 employees who are available to help with interpretation of 13 spoken languages plus American Sign Language.
- By June 30, 2012, Metro posted a language identification sign next to each Metro's Title VI notice three locations in its headquarters. Provided by Metro's telephone interpretation contractor, the 8.5 x 11" sign says, in 23 languages, "You have the right to an interpreter at no cost to you. Please point to your language".
- Twenty-three frontline Metro employees, and a Metro security contractor who often staffs Metro's front desk, participated in a March 29, 2012 training on Title VI and provision of language assistance. Frontline staff have the most frequent contact with the public, and potentially LEP customers, and so were identified as having an important role in providing language assistance. Metro's public involvement managers, who supervise the MPO's outreach staff, were involved in planning the training, and several managers of frontline staff from other departments participated in the training to increase their awareness of agency LEP resources and staff responsibilities for language assistance.

Metro's LEP Plan is incorporated into this report as attached Exhibit B.

PUBLIC OUTREACH ACTIVITIES

Metro's public involvement strategies often attempt to leverage the efforts of other, unrelated programs that have the potential to reach environmental justice and underserved populations. The outreach efforts listed below are just the ones related to transportation planning activities, though in

some cases the list includes ways Metro used other outreach efforts to spread awareness of transportation related programs.

1. Regional Flexible Funding Allocation and the Metropolitan Transportation Improvement Program (MTIP)

2012-2015 MTIP initiated in January 2010; approved in February 2012. Flexible Funding Allocation for 2014-15 initiated in April 2010; guidance approved by the Joint Policy Advisory Committee on Transportation in January 2011; JPACT and Metro Council approved projects and regional programs in December 2011.

With the Regional Flexible Fund Program, the Metro Council and the Joint Policy Advisory Committee on Transportation (JPACT) together decide every two years which transportation programs and projects receive money from a small pool of federal dollars. Flexible funds come from two different federal grant programs: the Surface Transportation Program and the Congestion Mitigation and Air Quality Improvement (CMAQ) Program. The regional flexible fund allocation process identifies which projects in the 2035 Regional Transportation Plan (2035 RTP) will receive funding. The flexible funding process is Metro's component of the Metropolitan Transportation Improvement Program, the transportation capital program for the region.

In each two-year funding cycle, JPACT and Metro typically create a new process for allocating funds to transportation programs and capital projects. This time, a task force comprised of residents from across the region developed policies and criteria for selecting projects with the new capital project categories: active transportation/complete streets and green economy/freight initiatives. Also, a working group made up of service providers and community advocates advised on how to address the needs of environmental justice and underserved communities. The task force and working group activities were completed in the prior reporting period (2010-11).

In summer 2011, the region's three county coordinating committees and the City of Portland were paring down their lists of proposed transportation projects to define a "100 percent" list of projects to submit to JPACT and Metro Council for final approval. Metro and JPACT delegated project selection and community outreach during this period to the three committees and the Portland City Council. Metro provided maps and data showing the locations of environmental justice populations and their relative ability to access essential services. Cities were requested to prioritize projects that addressed transportation barriers to these populations in accessing services and to ensure outreach activities included effective means to reach these populations. These project selection processes came prior to Metro's regional public comment period on the proposed project list.

Read a story from Metro news, the agency's main news blog, about the opportunities for public comment as county coordinating committees prepared to select projects:

<http://news.oregonmetro.gov/1/post.cfm/active-transportation-freight-projects-up-for-public-comment>

In a 30-day public comment period, Metro asked the public to suggest refinements to the proposed projects rather than weigh one project against another. With only 17 projects and programs and a 100

percent list, staff could focus outreach efforts on the communities that would be most impacted by the proposed projects.

Metro publicized the comment period through web postings on the Metro news web site, which is the agency's main news blog; email notices to members of the Transportation Policy Alternatives Committee (TPAC), the MPO's technical advisory committee; notices to an email list of TPAC interested parties; a flurry of twitter posts published from Metro's account; images and other publicity on the agency's web page; and phone calls to community news media and local agencies in areas where comments were slow to come in. In addition, Metro planning staff conducted in-person interviews with three teenage Latina residents of Leander Court, an affordable housing complex in East Portland within the vicinity of the East Portland Active Transportation to Transit project, which was nominated for funding by the City of Portland. The residents were visiting Metro to publicize their own photography exhibit that illustrated community needs regarding active transportation infrastructure. The three residents' comments were included in the record for the comment period.

The web comment form logged 297 comments. In addition, about 25 comments were received via mail, email and other means. Metro asked commenters on the web form to disclose their race or ethnicity. The results are shown in Table 3, below. Of 240 individual commenters, 69 percent identified themselves as Caucasian, 2.9 percent Hispanic/Latino, and 45 answered "0". Detailed results are listed in the table below. The commenters appear to not reflect the ethnic diversity of the three county area, where 83.6 percent of people identify as white "alone or in combination" and 11.7 percent identify as Hispanic or Latino (of any race), according to the 2010 Census.

Table 3. Regional Flexible Fund comment period, commenters by race. Website commenters only.

Number	Race	% of total
166	Caucasian	69%
7	Hispanic/Latino	3%
4	Caucasian	2%
12	Other	5%
2	Black/African-American	1%
45	"0"	19%
1	Asian	0%
1	American Indian/Alaska Native	0%
1	Caucasian Hispanic/Latino	0%
1	Other	0%
240	Total	100%

As a result of Metro's outreach before and during this comment period, minority advocacy groups provided input during the comment period and during subsequent policy and technical committee decision making. In addition to minority commenters, many organizations representing the interests

of minority and low income populations participated in the comment period, including: Verde (landscaping microenterprise), Latino Network, and East Portland Action Plan. Corissa Farrington and Julie Miller, managers with the Fairview Oaks / Woods Apartments, said residents of the affordable housing center depend on walking, biking and bus service to get around. The building managers sent Metro copies of written comments from 12 residents who all said they see an urgent need for safe bicycle and pedestrian improvements, such as the Arata Road project that was proposed in the comment period.

In addition, Metro received a letter from The Community for Equity, a collaboration of grassroots organizations representing communities of color that was "created to engage Portland's sustainability movement." Founding members include El Programa Hispano, Hacienda CDC, Immigrant & Refugee Community Organization (IRCO), Native American Youth & Family Center, Portland Community Reinvestment Initiatives, the Urban League of Portland, and Verde. The Community for Equity sent representatives to testify at TPAC, the MPO's technical advisory committee, and JPACT, the MPO's policy committee. Equity was the main point of discussion at the final JPACT and Metro council meetings on the project allocation decision.

Learn more about the JPACT decision from Metro news:

<http://news.oregonmetro.gov/1/post.cfm/equity-concern-on-portland-bike-sharing-program-overshadows-flexible-funding-decision>

Learn more about the Metro Council vote and discussion of outreach and benefits of transportation projects for low income and minority communities:

<http://news.oregonmetro.gov/1/post.cfm/metro-council-applauds-collaboration-equity-in-allocation-of-transportation-projects>

2. Climate Smart Communities Scenarios Project

Initiated Fall 2010; expected completion in 2014.

The Oregon Legislature in 2009 passed House Bill 2001, the Jobs and Transportation Act, a transportation funding package. The law includes a requirement for the Metro MPO to work with ODOT and the Department of Land Conservation and Development (DLCD) to analyze land use and transportation scenarios that could help the state reach its greenhouse gas reduction targets for emissions from cars and light trucks. In response, Metro launched Climate Smart Communities: Scenarios Project, a multi-year process to design the best set of policies to reduce carbon emissions from transportation while helping achieve our goals of building livable, prosperous and equitable communities.

During the reporting period, the project was developing technical tools and conducting research to increase understanding of the potential to reduce emissions through land use and transportation strategies, combined with changes to the vehicle fleet and other efforts. It mainly involved highly technical research, modeling and analysis of transportation and land use strategies. Because of the

technical nature of the material, communication efforts during this reporting period focused on engaging regional stakeholders, public agency staff and elected officials but not the general public.

Outreach activities in fall 2011 included:

1. Stakeholder outreach: One-on-one briefings, September through December

Metro Councilors briefed targeted stakeholders, focusing on Metro Policy Advisory Committee and JPACT members, as well as some business, social equity and environmental stakeholders. Councilors met with leaders of two leading environmental justice stakeholders, the Hispanic Metropolitan Chamber and OPAL/Environmental Justice Oregon,

2. Public briefings, September through November

Metro staff briefed a broader set of stakeholders through public meetings in the region, including the Oregon/Washington American Planning Association joint conference, the OTREC summit and the Coalition for a Livable Future summit on climate equity.

3. Standing advisory committee briefings, October through December

Land use and transportation policy makers and technical staff were briefed in their standing committees (JPACT and MPAC, TPAC, etc.). The intent was to provide as much detail as possible while centering the conversation on the Strategy Toolbox and the current, ongoing analysis and results as they became available.

By the end of the reporting period, Metro had started plans for partnering with local environmental justice related organizations to conduct a workshop and host an outside expert, Dr Manuel Pastor of the University of Southern California, in July 2012. The workshop and guest speaker were intended to help Metro develop an equity scorecard, which would enable staff to measure how various climate scenarios support or hinder various equity and environmental justice outcomes. The workshop on equity followed similar workshops on health in spring 2012 and environmental outcomes in July 2012. The project intends to continue to incorporate equity and environmental justice stakeholder groups as its outreach broadens to include more general public engagement in 2013-14.

3. East Metro Connections Plan

Initiated: March 2010; Local and regional adoption completed August 2012

The East Metro Connections Plan is the first mobility corridor refinement plan to come out of the 2035 Regional Transportation Plan that incorporated Metro's mobility corridor strategy designed to better integrate land use, community and economic development, environmental and transportation goals. Project partners included the cities of Fairview, Gresham, Troutdale and Wood Village, Multnomah County, ODOT and Metro. Additional participating entities include the city of Damascus, Clackamas County, the Port of Portland and TriMet.

Metro did a demographic analysis of race, ethnicity, income and LEP populations in the corridor to help inform the planning process and public outreach strategies and found that the plan area has concentrations of poverty and ethnicity that are greater than the regional average. Initial assessment identified focus communities using Census and other data, defining areas with higher percentages of

minority, low income, low English proficiency, elderly, and young. Focus communities included Rockwood and portions of Fairview, Wood Village, downtown Gresham and southeast Gresham along the US 26 Corridor. There are areas where more than 20 percent of the population is below the federal poverty level: The Rockwood neighborhood and portions of downtown Gresham. The plan area has concentrations of minorities, particularly in Rockwood, Fairview, Wood Village, portions of downtown Gresham, and southeast Gresham along the US 26 Corridor. Minority concentrations include Hispanic and Latino populations and concentrations of Eastern European populations. The plan area also has increasing numbers of youth, and in some areas, higher percentages of youth than the region overall. In addition to demographic analysis, Metro had an outreach summer intern interview more than 20 social service and other stakeholder organizations that work in the area to advise on outreach strategies. These organizations included the Immigrant and Refugee Community Organization (IRCO), Catholic Charities – El Programa Hispano, the Coalition of Gresham Neighborhoods and a variety of city and county health and outreach staff.

Project outreach targeted these populations to provide timely and accessible opportunities to participate. In summer 2011, the project team solicited information about the public's challenges, wants and needs related to the transportation system. A survey was created to understand how people travel through the study area, how they experience obstacles to getting to where they want to go, and what characteristics they find helpful or pleasing. The survey was made available online and was distributed by the community based organizations (CBO) serving minority populations. In 2010 and 2011, the project team began supplementing outreach by fostering Metro's relationship with these CBOs, conducting a scan of services and holding personal interviews with staff/representatives. The online survey was supplemented by in-person, paper surveys distributed at meetings with minority populations. Metro also provided free tickets to the Oregon Zoo to incent participation. The input from the paper and online survey directly influenced the projects that were included in the final plan, ensuring the outcome of East Metro Connections Plan meets community needs. Most of the minority survey respondents asked to be added to the interested parties list and therefore received regular updates about the project and more opportunities to provide feedback and participate.

A project focus on transportation planning's relationship to equity and health was facilitated by a grant from Multnomah County. The project built support for health outcomes and concerns by integrating them into the larger analysis. The projects in the final plan were developed to solve community-identified problems, and will likely have a more robust positive impact on health. For instance, an early outcome is the pending implementation (using regional discretionary funds) of a local pedestrian/bicycle facility project on Arata Road in Wood Village. This project will aid low-income families in walking or cycling safely to nearby grocery stores, schools, parks and jobs.

Other outreach for East Metro Connections Plan included:

- Public meetings
- Presentations at information fairs, community events, established groups and local elected councils
- Newsletters mailed to every resident in Fairview, Troutdale and Wood Village
- Email updates to Gresham residents

- Project website with key findings and opportunities for public participation
- Newsfeeds on metro's website and in weekly email newsletters
- Fact sheets and maps
- Online survey to identify additional transportation projects to meet community needs
- Online survey to confirm and prioritize outcomes (i.e., safety, access and mobility, economic development)
- Online survey to confirm and/or improve final action plan

Read a story from Metro news, the agency's main news blog, about a bilingual (English/Spanish) outreach event and other efforts to engage Title VI and environmental justice populations in the project:

<http://news.oregonmetro.gov/1/post.cfm/east-metro-s-cultural-richness-drives-new-outreach-strategies>

4. Regional Travel Options's ¡Vámonos! Hispanic outreach project

Initiated: December 2010; Completion of outreach expected October 2012; maps to be distributed through 2013.

¡Vámonos! Hispanic outreach project

Metro develops and distributes biking and walking maps as part of the MPO's effort to manage transportation demand by encouraging non-single occupant vehicle travel options. The agency seeks to make the resource widely available to residents, including LEP populations. In December 2010, Kaiser Permanente awarded Metro Regional Travel Options (RTO) a \$75,000 grant to support a new project called “¡Vámonos!! Let's Explore Cornelius, Forest Grove and Hillsboro by Bike and Foot.” ¡Vámonos! is a Spanish-language marketing and outreach campaign that encourages Hispanic families to live more sustainably through waste reduction, walking, biking and taking public transit. Metro spent more than \$130,000 in federal CMAQ funds to provide staff time, materials and promotion.

¡Vámonos! was developed as a partnership among RTO and Metro's solid waste programs, with feedback from Hispanic community partners, such as Adelante Mujeres, Centro Cultural, Familias en Accion, Hispanidad, and other members of the local Hispanic community. Outreach for the campaign targeted Spanish-speaking populations in Cornelius, Forest Grove, and Hillsboro — a section of Washington County with the region's highest concentration of Spanish-speaking LEP residents — and included a media campaign, an events outreach series, and the development of a bilingual walking and biking map.

Targeted media campaign: RTO ran a targeted media campaign from June to October 2011 to connect with the Hispanic community. This included Spanish radio spots, billboards, and web resources about walking and biking. During 2012, RTO developed a new project webpage for English and Spanish speakers, and Metro added additional Spanish pages to its website.

Event series and sponsorships: In summer 2011, RTO launched a summer events outreach series. RTO hired a bilingual temporary employee to conduct outreach with Latino families at 24 community events held by ¡Vámonos! partners. These events included farmers markets throughout the target communities, Power of the Pedal at the Oregon Museum of Science & Industry (OMSI), Beaverton International Festival, Cornelius National Night Out, ODOT Equity Bike Ride, M&M Swap Meet in Hillsboro, Hispanic Heritage Breakfast, and Celebrate Hillsboro. The event outreach series resulted in 3,300 face-to-face conversations about travel options. Bilingual staff also distributed 7,147 pieces of information about biking and walking to families in Washington County.

In summer 2012, RTO and Kaiser Permanente sponsored Centro Cultural's Día de los Niños festival in Cornelius. RTO bilingual outreach staff attended the festival to distribute information in Spanish about travel options and connected with more than 300 families.

RTO also gave grants to a variety of community-based organizations to help them participate in the map making process and promote the maps. These community partners included: Adelante Mujeres, M&M Swap Meet Center, Washington County Bicycle Transportation Alliance, Willamette Pedestrian Coalition, Hillsboro Futsal Center, Celebrate Hillsboro, and the Hillsboro Chamber of Commerce's Latino Cultural Festival.

¡Vámonos! maps: Metro conducted one-on-one interviews with community leaders in the project area to determine how to create culturally relevant biking and walking maps. Some of the key findings from these interviews include the need for an event series and face-to-face education in addition to a printed map; the importance of engaging youth to help involve parents; the importance of attention to free and inexpensive activities and points of interest; and the need for the use visuals instead of words.

In summer 2012, Metro finalized the bilingual biking and walking maps and printed 60,000 to distribute during a corresponding event series. At the event series, Metro will be giving away the maps as well as safety slap bracelets, and ¡Vámonos! drawstring backpacks in bright orange. Metro provided partners with bilingual flyers and posters to promote the events and the maps. Bilingual ¡Vámonos! billboards ran along Highway 8 near Forest Grove and Cornelius from mid July 2012 through the end of August.

5. RTO Grants

Initiated July 2011; expected completion of grants in 2013.

The Regional Travel Options grant program provides federal transportation funds to support projects that improve air quality, address community health issues, reduce auto traffic and create more opportunities for walking and biking.

The 2011-2013 projects were selected through a competitive process. Awarded projects advanced active transportation, improved air quality and showed a strong evaluation component. A total of

\$533,000 was available. The awarded grants below began July 2011 and continue through 2013. The following projects have a diversity and equity component:

Community Cycling Center - Communities in Motion: Increasing Capacity for Active Transportation, \$34,086

The Community Cycling Center will continue to work with residents at affordable housing sites and partner agencies to design and deliver new programs that specifically address barriers to bicycling identified in the Understanding Barriers to Bicycling Project assessment.

Housing Authority of Portland - Regional Work Source, Transportation Mobility Counseling, \$60,000

A regional housing and transportation mobility counselor will provide individualized services to participants who enroll in a collaborative pilot providing rental assistance, case management, and workforce training to low-income households. Assistance will include identification of specific transit, carpool, bicycling and pedestrian options, clear calculations that show the combined cost of housing and transportation under various housing choice scenarios, and assistance locating and securing location-efficient housing.

OPAL - East Portland Community Bus Stop Assessment, \$63,000

The project will increase the number of transit rides and walking by residents of low-income communities and communities of color in East Portland, while decreasing the number of single-occupancy vehicle trips.

OMSI Hispanic outreach project

During FY 11/12, RTO staff participated in monthly meetings at OMSI to support the development of a sustainability exhibit to educate families about sustainable behavior choices, such as travel options. The exhibit is being co-developed in English and Spanish.

RTO participated in the first bilingual OMSI partner event to promote sustainable behaviors to families in the region. The event, a bike festival, was held on Sunday, September 24. RTO's promotion and outreach efforts for this event were in English and Spanish.

Learn more about RTO's role in the OMSI event by visiting the links below:

<http://news.oregonmetro.gov/1/post.cfm/head-to-omsi-for-a-free-event-to-help-you-and-your-family-get-rolling>

<http://news.oregonmetro.gov/1/post.cfm/dirigete-al-museo-de-las-ciencias-y-la-industria-de-oregon-omsi-a-un-evento-gratis-que-va-poner-a-ti-y-a-tu-familia-sobre-ruedas>

6. Opt In sponsorship project

Initiation date: August 2011; Completion date: June 2012

In 2011, Metro initiated an online public engagement tool called Opt In (www.optinpanel.org) to reach a broader audience and get input about Metro programs and policies. Participants are asked to

provide some basic demographic information and invited to take one or two online surveys each month.

Response to the first outreach initiative was encouraging in terms of numbers, but participation from some demographic groups lagged compared to the makeup of the residents of the region. To improve participation by underrepresented community members – especially some racial and ethnic groups, low income and lower-education residents, the elderly, and residents of more suburban areas, Metro offered sponsorships to community-based organizations, asking them to recruit people in their networks to join the survey panel. Other desired outcomes of the project were to develop long-term relationships with the participating organizations, to encourage diverse representation in Metro policies and projects and to increase awareness and understanding about what Metro is and does.

Seven community-based organizations participated in the Opt In sponsorship project, including the Latino Network, Oregon Opportunity Network, OPAL, IRCO, Center for Intercultural Organizing, Big Brothers Big Sisters NW and Friendly House.

Each group developed a proposal outlining outreach activities that would encourage their members to Opt In. Activities included Facebook posts, email blasts, newsletter stories, presentations, community events and advertisements. Sponsorships averaged \$5000 for a six to nine month engagement period.

Positive outcomes and success:

Participation results: Although there was some difficulty with tracking participant sign-up for Opt In and connecting that back to the outreach organization, best estimates show about 115 new Opt In members as a result of the sponsorship process. These are not impressive numbers but what resulted from the process was a better understanding of the challenges and opportunities of working with diverse communities and better relationships with community organizations to assist with outreach in the future. (For complete race and ethnic information on Opt In participants, as of Aug. 29, 2012, see Table 4, at the end of this section.)

Some highlights include:

- 25 sign ups at five events at low-income housing complexes with Metro Councilors and staff via the Oregon Opportunity Network
- Latino Network Happy Hour piloted Spanish-translated paper surveys, and walked Spanish-speakers through the intake survey
- Big Brothers, Big Sisters Evening of Impact: 15 people signed up focusing on minority communities
- Councilor Rex Burkholder debuted new Metro presentation tool at a meeting of 75 staff from IRCO (Immigrant and Refugee Community Organization)
- Council President Tom Hughes discussed Metro’s role and Opt In at an African American Chamber of Commerce meeting
- Councilor Burkholder had lunch with and engaged (predominantly African American) members of Highland Church following services

- Councilor Burkholder presented at annual MEChA conference for young Latino and Hispanic students at Portland State University

Connecting with Metro: Feedback from participating organizations indicated an appreciation for Metro’s commitment to include diverse representation in the Opt In panel. Some of the groups had never worked with Metro before and were excited by this opportunity. Participants felt the project helped increase awareness about Metro among their members and staff. This was especially true when Metro Councilors gave presentations about Opt In and attended sponsor events.

In response to input from sponsorship organizations that most people didn’t understand what Metro is or does, staff developed an image-based set of presentation placards, demonstrating in a visual format the array of services that Metro provides. The placards were debuted by a Metro councilor at an Opt In presentation to IRCO staff members and feedback was very positive.

Long-term relationship building: Participating organizations expressed a desire to continue to work with Metro in some capacity. Several organizations shared ideas for future partnerships and how they might participate in Metro’s policymaking process. All of the organizations added members to the survey panel and continue to promote Opt In through their programs and outreach activities.

Recommendations for cultivating diversity in the Opt In panel:

Recommendations to increase diverse representation on the Opt In panel included outside review of surveys before they come out. If community-based organizations reviewed the surveys, they could provide feedback to help ensure the language is culturally appropriate and accessible.

It was also recommended that Metro focus more on recruiting those working with diverse audiences and let them represent the interests of their membership.

Recommendations for cultivating diverse representation in Metro’s work beyond Opt In:

Focus groups: Work with community-based organizations to implement focus groups with targeted audiences such as youth, senior citizens and communities of color to gather input on specific projects and programs. This would require resources to support staff time, translation services and the collection of feedback.

Outreach grants: Bring projects with clear objectives and desired outcomes to community-based organizations and allow them to develop a plan and budget for outreach.

Simplify Metro’s web site: The web page is attractive but has too much information and is difficult to navigate. The language should be simple and accessible for everyone. In order to help diverse audiences learn about and use Metro services and programs, make web site information easy to find and understand. A comprehensive website upgrade is under way.

Opt In consultant contract

Metro also contracted with a multicultural marketing outreach firm, Su Publico, to provide focused outreach to the Latino/Hispanic and African American communities for Opt In. Su Publico developed a

postcard in Spanish and English, provided print and web advertising and earned media through El Hispanic News, provided outreach at cultural events and through social media, and secured opportunities for Metro presentations at events. Speaking opportunities included the MEChA convention at Portland State University for Chicano/Chicana students, the Black Chamber of Commerce, and a chili feed and conversation with members of the Highland Christian Church – a predominantly African American congregation.

Su Publico was responsible for bringing 560 new members to Opt In and helping raise the percentage participation of Latino/Hispanics from 2.1 to 3 percent and African Americans from 1.1 to 1.2 percent. The percent changes are modest but since they span a time when Opt In participation grew from 8,000 to more than 17,000 members, it is significant that the percentages for those communities not only remained constant but grew.

The figures in Table 4 show race and ethnic origins of Opt In participants, as disclosed by the participants, as of Aug. 29, 2012. This includes residents who joined the panel as a result of all the efforts described above – the grant funded outreach, consultant contract and other outreach.

Table 4. Race and ethnicity of Opt In participants as of August 2012.

Language spoken at home; English proficiency	Population	Percent of population
Hispanic/Latino	539	3%
Black/African American	180	1%
American Indian/Native American	539	3%
Asian or Pacific Islander	719	4%
White/Caucasian	14,913	83%
Decline to answer	898	5%
Other	180	1%
Total	17,968	100%

Source: <http://optinpanel.org/whos-joined/>

7. Lake Oswego to Portland Transit Project Draft Environmental Impact Statement

The Draft Environmental Impact Statement phase of the project began in 2009, following Scoping (September 2007 to July 2008) and Refinement (December 2008 to June 2009). The project steering committee made its recommendation for a Locally Preferred Alternative in February 2011; the project was suspended in spring 2012.

Local and regional transportation and land use plans call for Metro, TriMet and the cities of Portland and Lake Oswego to implement improved transit service connecting activity centers along Highway 43 in the Lake Oswego to Portland transit corridor. The purpose of the transit project is to optimize the regional transportation system by improving transit within the Lake Oswego to Portland corridor, while being fiscally responsible and supporting regional and local land use goals.

During this reporting period, no additional public outreach was warranted. The steering committee Locally Preferred Alternative recommendation was forwarded to project partner jurisdictions for review and action in spring 2011. While Portland Streetcar Inc. and the cities of Lake Oswego and Portland voted to approve the steering committee recommendation, the cities' approvals raised issues for further analysis, which the mayors asked be resolved before the counties, TriMet, regional advisory committees and the Metro Council take action.

In response to the issues raised by the cities, additional analysis was conducted and a refinement report issued to project partners in January 2012. At that time, the City of Lake Oswego requested that the project be suspended and local government partners agreed to that request, at which time, and at the request of the City of Lake Oswego, the project to further study a full-length streetcar connection between the two cities was suspended. No further action is scheduled on the Locally Preferred Alternative recommendation at this time.

8. Southwest Corridor Plan

The plan was initiated Sept. 28, 2011. From September 2011 through February 2012, project partners focused on identifying the policy framework, existing conditions, opportunities, challenges, goals, objectives and evaluation framework. From February through August 2012, project partners developed the wide range of potential projects and the screening process for that wide range.

In the MPO's long range transportation plan (the 2035 RTP), priority was given to the Southwest Corridor as the next corridor the region would study for a high capacity transit solution to address traffic congestion and demand for more public transit service. The plan focuses on the corridor connecting Sherwood and Portland, Oregon. The plan integrates local land use plans to identify actions and investments that support livable communities; a transportation plan to examine potential roadway, bike and pedestrian improvements and a transit alternatives analysis; and strategies for improving the built environment such as economic development, housing choices, parks, natural areas, trails and health.

During this reporting period, Metro and project partners conducted Title VI and environmental justice analyses for the corridor and developed an outreach plan. In previous corridor planning efforts, Metro and partners analyzed Title VI and environmental justice community outreach needs as part of Draft Environmental Impact Statement preparation. Southwest Corridor Plan partners determined that, for this project, it is in the best interest of the public and the project to begin this analysis and outreach earlier, during the early scoping phase. This early analysis and outreach will enhance transportation planning and public outreach strategy development by providing: a better understanding of the communities in the Southwest corridor; an opportunity to implement a strategy of early and often public engagement in the spirit of the National Environmental Policy Act and the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users; and relationships with Title VI and environmental justice communities on which to build during subsequent alternatives analysis or environmental impact analysis phases.

The plan area has concentrations of poverty, ethnicity, limited English proficiency and seniors that are higher than the regional average. High concentrations of each and combinations of these populations occur throughout the corridor. Planned outreach relies on coordination with project partners and takes advantage of existing relationships among local jurisdictions and their communities. This outreach is being supplemented by fostering Metro's relationship with community based organizations (CBO) serving these populations. Metro conducted a scan of CBOs through personal conversations with their staffs and/or representatives. The scan revealed specific information related to the following, which will be incorporated into future community engagement:

- populations served (youth, elderly, low-income, disabled, immigrant, minority, others)
- geographic locations served
- where the populations they serve live, work, shop and obtain other services
- how the CBO interacts with these populations
- recommendations for engaging these populations

Other outreach for the Southwest Corridor Plan has also included:

- three focus group discussions and 15 subject- and geographic-focused discussion groups centered on the Southwest corridor that included residents, students, business owners and subject matter experts in the area of alternative transportation, safety, freight, environment, equity and housing
- presentations at community groups, neighborhood associations, business organizations, interested advisory committees and local elected councils
- postcards sent by the City of Portland to residents and business owners within the study area in Southwest Portland
- newspaper advertisements, press releases, and website/social media announcing community kick-off events and inviting participation in open houses, community events and the public comment period
- two open houses in local communities to collect comments and priorities from the community to guide the development of transportation and land use alternatives.
- community committees convened by city partners as part of the local land use planning processes
- a community planning forum bringing together the four local community committees along with interested stakeholders from other jurisdictions
- email updates to project interested persons also forwarded through local jurisdictions' contact lists and city/county newsletters
- project website with key information and opportunities for public participation, including city/county events related to the corridor
- newsfeeds on Metro's general website and in weekly email newsletters
- fact sheets and maps

- online questionnaire to solicit feedback on vision, values, opportunities and challenges in the corridor
- online open house to solicit feedback on the wide range of projects, early opportunity projects, and the project screening process

Read a story from Metro news, the agency's main news blog, about an opportunity for public comment:

<http://news.oregonmetro.gov/1/post.cfm/first-meeting-of-the-southwest-corridor-community-planning-forum>

9. Outreach for RTP amendments

Initiated: December 2011; completion January 2012

In fall 2011, several local jurisdictions proposed amendments to the 2035 RTP and 2010-13 MTIP to account for changes to the schedules of several transportation projects. Funding became available more quickly than anticipated for three projects, so the lead jurisdictions proposed amendments to the two planning documents to reflect those changes.

Metro's Public Involvement Policy for Transportation Planning requires a 30-day public comment period for amendments to an RTP or MTIP that "involve additions or deletions of projects or a significant change in scope of the project location or function." Metro conducted a 30-day public comment period on the requested amendments from Dec. 7, 2011 to 5 p.m. Thursday, Jan. 5, 2012. The comment period was advertized with a legal notice in The Oregonian on Dec. 7 and a newsfeed posted to Metro's news web site on Dec. 9. Both the advertisement and the newsfeed directed the public to a web page that provided detailed information on the requested amendments and instructions for providing comments. Because of the nature of the amendments, as described below, translation and specific environmental justice outreach activities were not initiated:

- The Portland Bike Share project had recently been through other public comment processes, including the local outreach and Metro 30-day comment period described as part of the Regional Flexible Funding Allocation process described earlier in this report; JPACT approved funding for it Dec. 8, during the comment period on the RTP and MTIP amendments.
- The Sellwood Bridge project had no change in scope or impacts, only a change in schedule when funding became available more quickly than originally anticipated.
- The Cornelius Pass Road project had been proposed for an amendment to change its schedule because of an unanticipated grant from the Type A Immediate Opportunity Fund (IOF) from ODOT related to an Intel expansion; the City of Hillsboro stated that it was consistent with local plans and regulations.
- Projects requested for removal by the City of Beaverton went through a local prioritization process that was part of the Beaverton Civic Plan and Beaverton Community Vision, which were multiyear downtown-area visioning processes that included extensive public outreach and concluded earlier in 2011.

During the comment period, Metro received two comments on the proposed amendments. Both were supportive of the Portland Bike Share project.

Read a story from Metro news that describes the projects and the opportunity for public comment on the proposed amendments:

<http://news.oregonmetro.gov/1/post.cfm/comment-on-amendments-to-the-regional-transportation-plan>

Read a story from Metro news about the approval of the proposed amendments:

<http://news.oregonmetro.gov/1/post.cfm/public-private-partnership-speeds-jobs-while-easing-traffic-flow-near-intel-s-hillsboro-expansion>

PUBLIC OUTREACH ACTIVITIES FOR ADVISORY COMMITTEES

Metro has for many years used a variety of strategies to include minority and low income populations in decision making and in public involvement efforts. In recent years, the agency's Diversity Action Plan has called for more attention to representation of minorities on advisory committees. In addition, the revision to FTA's Title VI Circular proposed on Sept. 29, 2011 includes the statement that:

Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar decision-making bodies must provide a table depicting the racial breakdown of the membership of those bodies, and a description of efforts made to encourage the participation of minorities on such decision-making bodies. The membership of these boards, councils, and committees should be representative of the demographics of the communities they serve. The membership of these boards, councils, and committees should be representative of the demographics of the communities they serve.

Metro typically asks people who are attending public outreach events where the agency is asking for input on a policy or plan to anonymously disclose their race and zip code of residence on a Title VI form. This voluntary form is provided in addition to a standard sign in sheet that asks for personally identifiable information such as name and contact information. Typically, not everyone who attends such events signs the sign-in sheet and the Title VI form.

Metro has not asked members of its advisory committees to fill out the Title VI form. The agency is awaiting guidance from the FTA's new Title VI circular, published Aug. 28 and effective in October. Metro expects to ask policy and advisory committee members to fill out the Title VI form in the coming reporting period.

Nevertheless, Metro makes deliberate, early efforts to invite minority members to apply for positions on advisory committees. Metro does this mainly through its ability to appoint community representatives to committees. The agency does not influence the appointments by local jurisdictions that decide which planning staff member or elected official will represent the jurisdiction on a Metro committee.

In fall 2011, Metro recruited to fill three community member positions on TPAC, which is the MPO's technical advisory committee that advises the MPO policy committee. The positions are for appointment to a two-year term, with the possibility of a second term. Each fall, Metro recruits for three of the six total community member positions.

In a news blog post on Metro's web site, the agency described the committee, and the application process and specifically described seeking people who could represent the following priorities:

- The transportation needs of low income and minority communities, commonly referred to as environmental justice concerns;
- Economic development, the economy or the movement of freight;
- The needs of underserved communities such as the elderly and disabled

Read a story from Metro news, the agency's main news blog, about the opportunity to serve on TPAC:

<http://news.oregonmetro.gov/1/post.cfm/metro-seeks-applicants-for-three-community-member-seats-on-influential-transportation-committee>

Metro's Title VI designee, who also takes part in recruitment for TPAC community members, notified some community groups weeks in advance of the imminent recruitment opportunity. When the news post was available announcing the recruitment, the designee emailed the announcement to a list of organizations and individuals who have previously expressed interest in environmental justice and transportation issues: Ride Connection (transportation for seniors and people with disabilities), City of Portland, Bicycle advocate, Healthy Eating Active Living, Latino Network, PSU, Oregon Public Health Institute, Groundwork Portland, Multnomah County Health, Coalition for a Livable Future, Oregon Public Health Institute, ADA advocate, Community Housing Fund (Beaverton), OPAL/Environmental Justice Oregon, Portland Bike Advisory Committee, Latino Network, Familias en Accion, Verde, Urban League of Portland, AARP Oregon, Centro Cultural, and ROSE Community Development.

The fall 2011 recruitment resulted in applications from two minority community members and two people affiliated with Coalition for a Livable Future, a non-profit that includes equity and environmental justice as part of its mission. Staff recommended and the Metro Council appointed three members including one African-American woman who has a background in handling transportation needs for a disabled family member. The two other appointments brought expertise in economic development, representation of a low income part of the region (Eastern Multnomah County) and gender diversity.

Retention of minority community members on the committee has been a challenge. A Latina member who had been appointed in fall 2010 resigned in 2011, citing personal reasons. An African-American woman who had been appointed in fall 2011 resigned in spring 2012, also citing personal reasons. A Latino who was appointed in fall 2010 resigned in August 2012, in part because a new job would mean he would not have time to attend the committee's meetings, which occur on weekdays.

Fifteen of the committee's 21 members are employees of city, county and transportation agency planning departments. They are paid to attend the meetings, while community representatives may not be. In the past, Metro appointed transportation industry consultants and employees of nonprofit

advocacy organizations to the community positions, but since 2010 the agency has sought to appoint more diverse members.

SUMMARY OF CONTRACTS AWARDED

1. Outreach to MWESB firms

As part of all Metro solicitations, efforts are made to provide opportunities to minority, women and emerging small businesses (MWESB). Equal opportunity to participate in the contracting process is provided by:

- Requiring one MBE, one WBE, and one ESB to be contacted on the procurement of all goods and services up to \$50,000.
- Requiring quotations be solicited only from MBE, WBE and ESB construction firms for all construction related projects up to \$50,000.
- For all formal procurements over \$100,000 Metro advertises in at least one minority publication.
- For all construction projects over \$100,000 Metro requires all prime bidders to document a good faith effort in providing sub-bid opportunities for MWESB contractors.
- Metro is active in numerous committees, boards, and professional organizations that include MWESB firms, and continually shares information about current and future contract opportunities.

2. Transportation-related contracts

Metro did not use federal planning grants received from ODOT or Surface Transportation Program funds for any contracts during the reporting period.

Among other contracts during the period, Metro awarded 207 contracts with a total value of 31,582,226.25. Measured in dollar value, 11.4 percent of the contracts were awarded to MWESBs. Measured in number of contracts awarded, 31.4 percent were awarded to MWESBs.

While Metro's MWESB program does not include mandatory goals or set-asides, the agency's aspirational goals are generally between 12 percent and 15 percent of annual contract dollars, depending on how many capital/construction projects are budgeted.

TITLE VI RELATED TRAININGS

Metro encourages staff to seek training to improve the agency's expertise in outreach to low income, minority, LEP and other underserved communities. Because of its role as an MPO, the agency often attracts guest speakers on planning topics that sometimes include environmental justice, equity or civil rights as part of their presentations.

Training sessions attended during the reporting period included:

- September 2011: Dylan Rivera, Metro's Title VI designee, attended a Title VI training hosted by the FTA in Berkeley, CA. on Sept. 22-23, 2011 to better understand reporting requirements and outreach best practices.
- November 2011: Metro hosted a brown bag lecture by Lisa K. Bates, Ph. D., Assistant Professor in the Toulan School of Urban Studies and Planning at Portland State University. Titled "Making Decisions through an equity lens," the lecture discussed real world experiences of how public agencies in Portland and Seattle have improved their practices and delivered better services by looking at their communities and projects through an equity lens.
- March 2012: Four Metro employees made a brown bag presentation March 8 for Metro staff titled "Seattle Race and Social Justice Initiative." The presentation included information about why the City of Seattle's initiative focused on race and ethnic equity, explanation of inequities, public engagement techniques and outcomes. Five Metro employees, including one who worked on technical models for the transportation-related Climate Smart Communities project, had attended a full day seminar on the program in Seattle in January.
- March 2012: Twenty-three Metro employees, and a Metro security contractor, participated in a March 29 training on Title VI and provision of language assistance. Metro's public involvement managers, who supervise the MPO's outreach staff, were involved in planning the training, and several managers of frontline staff from other departments participated in the training to increase their awareness of agency LEP resources and staff responsibilities for language assistance.
- April 2012: Metro's annual meeting with all agency staff on Tuesday, April 17 was devoted to helping improve employees' understanding of diversity. It was held at the Oregon Convention Center and attended by 362 employees across many departments, not just transportation planning. The program explored various definitions of diversity and asked employees to work in small groups to discuss how diverse aspects of their own lives can influence their work.

Title VI related complaints

Metro received no Title VI related complaints during this reporting period.

EXHIBIT A: LANGUAGES SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OLDER, CENSUS TRACTS INTERSECTING THE PORTLAND METROPOLITAN URBAN GROWTH BOUNDARY

Source

U.S. Census Bureau, 2006-2010 American Community Survey

Data table

B16001: LANGUAGES SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER - Universe: Population 5 years and over 2006-2010 American Community Survey 5-Year Estimates

American Community Survey notes

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, for 2010, the 2010 Census provides the official counts of the population and housing units for the nation, states, counties, cities and towns. For 2006 to 2009, the Population Estimates Program provides intercensal estimates of the population for the nation, states, and counties.

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

While the 2006-2010 American Community Survey (ACS) data generally reflect the December 2009 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.

Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2000 data. Boundaries for urban areas have not been updated since Census 2000. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Key: **Highlight** indicates those languages with over 1,000 speakers who speak English less than "very well."

Total	1,406,584	100.00%
5 percent of total	70,329	5.00%
Total limited English proficiency	122,418	8.70%
Speak Only English	1,141,364	81.14%
Spanish or Spanish Creole	124,439	8.85%
Speak English "very well"	59,827	4.25%
Speak English less than "very well"	64,612	4.59%
French	5,440	0.39%
Speak English "very well"	4,656	0.33%
Speak English less than "very well"	784	0.06%
French Creole	332	0.02%
Speak English "very well"	278	0.02%
Speak English less than "very well"	54	0.00%
Italian	1,325	0.09%
Speak English "very well"	1,096	0.08%
Speak English less than "very well"	229	0.02%
Portuguese or Portuguese Creole	1,066	0.08%
Speak English "very well"	758	0.05%
Speak English less than "very well"	308	0.02%
German	8,005	0.57%
Speak English "very well"	7,182	0.51%
Speak English less than "very well"	823	0.06%
Yiddish	42	0.00%
Speak English "very well"	42	0.00%
Speak English less than "very well"	0	0.00%
Other West Germanic languages	887	0.06%
Speak English "very well"	777	0.06%
Speak English less than "very well"	110	0.01%
Scandinavian languages	1,320	0.09%
Speak English "very well"	1,192	0.08%
Speak English less than "very well"	128	0.01%
Greek	586	0.04%
Speak English "very well"	376	0.03%
Speak English less than "very well"	210	0.01%
Russian	13,589	0.97%
Speak English "very well"	6,484	0.46%
Speak English less than "very well"	7,105	0.51%
Polish	728	0.05%
Speak English "very well"	502	0.04%
Speak English less than "very well"	226	0.02%
Serbo-Croatian	1,290	0.09%
Speaks English "very well"	706	0.05%
Speak English less than "very well"	584	0.04%
Other Slavic languages	6,006	0.43%
Speak English "very well"	2,897	0.21%
Speak English less than "very well"	3,109	0.22%
Armenian	299	0.02%
Speak English "very well"	196	0.01%
Speak English less than well	103	0.01%
Persian	2,615	0.19%
Speak English "very well"	1,733	0.12%
Speak English less than "very well"	882	0.06%
Gujarati	683	0.05%
Speak English "very well"	482	0.03%
Speak English less than "very well"	201	0.01%
Hindi	3,374	0.24%
Speak English "very well"	2,902	0.21%
Speak English less than "very well"	472	0.03%
Urdu	393	0.03%
Speak English "very well"	354	0.03%
Speak English less than "very well"	39	0.00%
Other Indic languages	2,859	0.20%
Speak English "very well"	2,297	0.16%

Speak English less than "very well"	562	0.04%
Total	1,406,584	100.00%
5 percent of total	70,329	5.00%
Total limited English proficiency	122,418	8.70%
Speak Only English	1,141,364	81.14%
Other Indo-European languages	5,360	0.38%
Speak English "very well"	3,094	0.22%
Speak English less than "very well"	2,266	0.16%
Chinese	17,013	1.21%
Speak English "very well"	7,977	0.57%
Speak English less than "very well"	9,036	0.64%
Japanese	6,839	0.49%
Speak English "very well"	4,231	0.30%
Speak English less than "very well"	2,608	0.19%
Korean	7,953	0.57%
Speak English "very well"	3,812	0.27%
Speak English less than "very well"	4,141	0.29%
Cambodian	2,115	0.15%
Speak English "very well"	889	0.06%
Speak English less than "very well"	1,226	0.09%
Hmong	1,146	0.08%
Speak English "very well"	819	0.06%
Speak English less than "very well"	327	0.02%
Thai	1,543	0.11%
Speak English "very well"	818	0.06%
Speak English less than "very well"	725	0.05%
Laotian	2,070	0.15%
Speak English "very well"	1,156	0.08%
Speak English less than "very well"	914	0.06%
Vietnamese	20,329	1.45%
Speak English "very well"	7,912	0.56%
Speak English less than "very well"	12,417	0.88%
Other Asian Languages	5,495	0.39%
Speak English "very well"	3,740	0.27%
Speak English less than "very well"	1,755	0.12%
Tagalog	5,702	0.41%
Speak English "very well"	4,242	0.30%
Speak English less than "very well"	1,460	0.10%
Other Pacific Island languages	3,455	0.25%
Speak English "very well"	2,227	0.16%
Speak English less than "very well"	1,228	0.09%
Navajo	266	0.02%
Speak English "very well"	176	0.01%
Speak English less than "very well"	90	0.01%
Other Native North American languages	384	0.03%
Speak English "very well"	341	0.02%
Speak English less than "very well"	43	0.00%
Hungarian	522	0.04%
Speak English "very well"	370	0.03%
Speak English less than "very well"	152	0.01%
Arabic	4,155	0.30%
Speak English "very well"	2,785	0.20%
Speak English less than "very well"	1,370	0.10%
Hebrew	673	0.05%
Speak English "very well"	554	0.04%
Speak English less than "very well"	119	0.01%
African languages	4,255	0.30%
Speak English "very well"	2,550	0.18%
Speak English less than "very well"	1,705	0.12%
Other and unspecified languages	667	0.05%
Speak English "very well"	372	0.03%
Speak English less than "very well"	295	0.02%