



TITLE VI PLAN FOR METRO  
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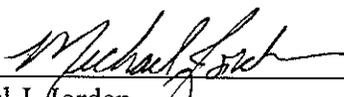
## METRO TITLE VI PLAN

### I. POLICY STATEMENT

Metro is a directly elected regional government serving 1.3 million people living in the urbanized areas of the Portland metropolitan region. It serves as the federally designated Metropolitan Planning Organization ("MPO").

Metro assures that no person shall, on the grounds of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any of its programs or activities, whether they are federally funded or not. The plan's elements that protect against discrimination apply to Metro, its sub-recipients, contractors and consultants.

Metro's Title VI Coordinator and Office of Citizen Involvement are responsible for initiating and monitoring Title VI activities and preparing required reports.

  
\_\_\_\_\_  
Michael J. Jordan  
Chief Operating Officer

Date 3/18/10

## **II. AUTHORITIES**

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of or otherwise be subjected to discrimination under any program or activity receiving federal financial assistance (*see*, 23 CFR 200.9 and 49 CFR Part 21).

### **Additional Authorities and Citations**

Title VI of the Civil Rights Act of 1964; the Civil Rights Restoration Act of 1987; 42 USC 2000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h); 23 USC 324; DOT Order 1050.2; Executive Order 12250 and 12898; 20 CFR 50.3; 28 CFR Part 42; 49 CFR Part 21; FTA Circular 4702.1; and FHWA guidelines in 23 CFR Part 200.

## **III. TITLE VI COORDINATOR**

The Title VI Coordinator is the Director of Communications and directly reports to the Chief Operating Officer (“COO”) of Metro. The Title VI Coordinator or his/her designee is responsible for supervising Title VI implementation, monitoring and reporting on Metro’s compliance with Title VI regulations. The Title VI Coordinator or his/her designee responsibilities are as follows:

- A. Identify, investigate and eliminate discrimination when found to exist in connection with Metro programs.
- B. Process and investigate Title VI complaints regarding sub-recipients, consultants or contractors (hereinafter collectively referred to as “sub-recipient”) of Metro. Forward Title VI complaints directly against Metro to Oregon Department of Transportation (“ODOT”).
- C. Monitor progress, implementation and compliance issues quarterly.
- D. Periodically review Metro’s Title VI program for effectiveness, including staff levels, resources and language.
- E. Submit an annual Title VI compliance to ODOT. Review the report to determine effectiveness of Title VI program and compliance with regulations.
- F. If a sub-recipient is found not in compliance with Title VI, work with contracts staff and sub-recipient to resolve the deficiency status and write a remedial action, if necessary.
- G. Report significant Title VI issues directly to the Metro COO.
- H. Assess communications and public involvement strategies to ensure that they include participation of Title VI protected groups and address language needs as appropriate.

### III. ORGANIZATION AND STAFFING

#### A. Demographic Profile Of The Urbanized Portland Area

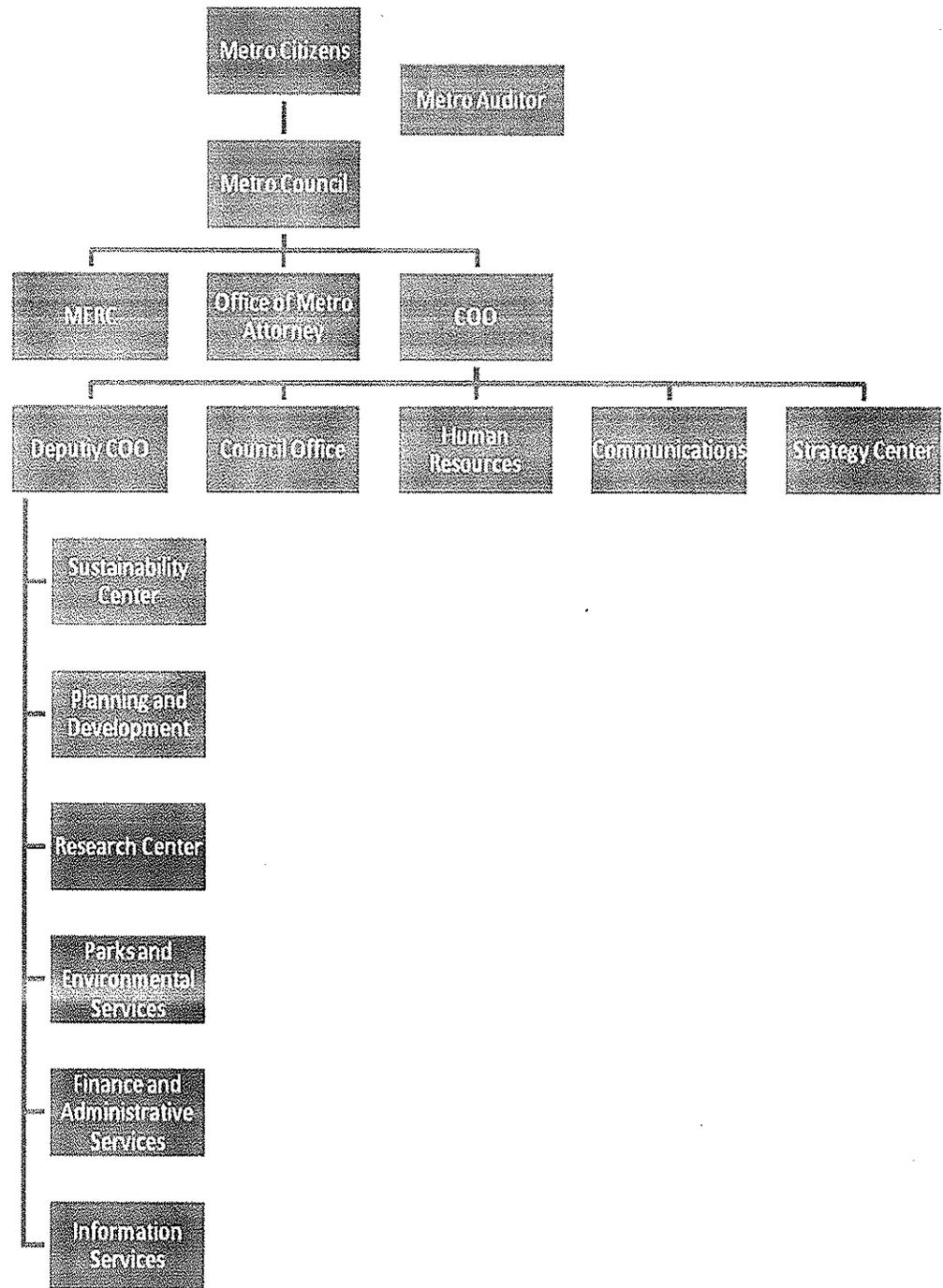
The table below shows 2005 demographic data for key ethnic and minority groups in the Portland metropolitan region. More current census information will be available after the results of 2010 census have been published.

Minority populations are concentrated in two areas: urban cores of Portland, Beaverton, Hillsboro, and Gresham; and the outer western and eastern tracks. Hispanic populations are more concentrated in the outer tracks; Black/African American populations are predominately clustered in the Portland urban core.

<b>Demographic Category</b>	<b>Year 2005</b>
White	1,680,000 (82%)
Black/African American	56,000 (3%)
American Indian/Alaska Native	14,000 (1%)
Asian/Pacific Islander	103,340 (5%)
Hispanic/Latino	195,000 (9%)

#### B. Demographic And Organizational Profile Of Metro

The organization chart on the next page shows how Metro is currently organized. As the chart indicates, the Director of Communications, who is the agency's Title VI Coordinator, answers directly to the Metro COO.



### Organizational demographics

Metro Regional Services currently employs 339 individuals (excluding those employed at external sites, such as the Oregon Zoo, the Metro Exposition Recreation Commission, and the Expo Center). Of those 178 (53%) are female (52% in 2007) and 36 (11%) are members of a racial or ethnic minority defined by the US Census. The table below shows a breakdown by job classification, sex, ethnicity and race of the current workforce. Significant changes to this makeup will be included in Metro's annual Compliance Report.

Metro summary							
	Female	Male	Black	Hispanic	Asian/ Pacific Islander	White	American Indian/ Alaska Native
Officials/ Administrators	20 (40%)	29 (60%)	1 (2%)	3 (6%)	4 (8%)	41 (84%)	
Professionals	84 (52%)	78 (48%)	5 (3%)	4 (2%)	3 (2%)	149 (92%)	1 (<1%)
Paraprofessionals	7 (100%)					7 (100%)	
Service/ Maintenance	2 (15%)	11 (85%)	1 (8%)			11 (85%)	1 (8%)
Technicians	21 (47%)	24 (53%)		3 (7%)	1 (2%)	40 (89%)	1 (2%)
Skilled Craft		3 (100%)				3 (100%)	
Protective Services	1 (50%)	1 (50%)		1 (50%)		1 (50%)	
Administrative Support	43 (74%)	15 (26%)	4 (7%)	2 (3%)	1 (2%)	51 (88%)	
<b>Totals (%)</b>	<b>178 (53%)</b>	<b>161 (47%)</b>	<b>11 (3%)</b>	<b>13 (4%)</b>	<b>9 (3%)</b>	<b>303 (89%)</b>	<b>3 (&lt;1%)</b>

#### IV. PROGRAM ADMINISTRATION – GENERAL

The Title VI coordinator shall be responsible for coordinating the overall administration of the Title VI program, plan and assurances. The Title VI Coordinator or his/her designee, will be responsible for the program's day-to-day administration.

##### A. Complaint Processing Procedures

If any individual believes that s/he or any other program beneficiaries have been the object of unequal treatment or discrimination as to the receipts of benefits and/or services, or on the grounds of race, color, national origin, or sex, s/he may exercise their right to file a complaint with Metro. Every effort will be made to resolve complaints informally at the Metro, sub-

recipient and contractor's level. See Appendix A for complete complaint processing procedures.

**B. Data Collection Procedures**

Demographic and statistical data on race and ethnicity, minority groups, income level, language spoken, and sex of participants in, and beneficiaries of, federally funded programs are gathered through census data, public opinion surveys, and self-identification on questionnaires. These data are used in transportation planning to determine impacts and benefits of potential projects on minority and low-income neighborhoods and in developing outreach strategies. The data gathered are reviewed regularly to ensure that they meet the requirements of the Title VI program. Metro will continuously work to enhance its demographic analysis capabilities and ways to combine them with geographic information to keep the data current and practical and to incorporate more sophisticated tools as they become available.

When issues or actions are known to affect areas where concentrated populations of non-English-speaking people live, notices and announcements in the primary language spoken in that area will be placed in appropriate locations and community media. Key project or program information will also be translated into that language. Interpreters will be present at events in which non-English speaking people affected by the project or program are expected to participate.

Metro will request ethnicity and race information from people who attend public events and public hearings. Providing this information is optional. Metro has developed a form that does not identify individuals by name to encourage participation. Metro will also collect that information through Web surveys and web-based comment tools. All this ethnicity and race data will be compiled in an Excel spreadsheet for analysis and used to evaluate and improve public outreach and involvement practices.

**C. Data on Contracts (Disadvantaged Business Enterprise Program)**

Metro follows the Disadvantaged Business Enterprise (DBE) contracting goal on federally funded projects derived from the ODOT's DBE program, which Metro adopts every year pending approval of a Metro-specific DBE program.

**D. Program Assessment/Monitoring Procedures**

Program assessment and monitoring includes quarterly review by Metro's Title VI Coordinator or designee, and preparation of an annual Title VI Compliance Report submitted to the ODOT Title VI officer. In addition, any member of the public may inspect public records, including Title VI reports, personnel rules, executive orders, resolutions and ordinances pertaining to public outreach, non-discrimination and environmental justice. Citizens may also request such project and program records through each department.

## **E. Participation in Decision Making**

### **1. Policies**

Public involvement specific to transportation planning is described in the *Public Involvement Policy for Transportation Planning*, attached as Appendix D. This policy was updated and released for public review and comment in May and June 2009, then and approved by the Metro Council in October 2009. These policies will be reviewed at least every four years and revised to reflect changes in federal or state public involvement requirements. A 45-day public comment period will be held prior to adoption of public involvement policies that contain major updates or revisions.

### **2. Principles of Citizen Involvement**

The goal of Metro's public involvement efforts is to ensure early, broad-based and effective notification about, and participation in, major proposed actions and decisions by the Metro Council. In seeking public comment and review, Metro makes a concerted effort to reach all segments of the population, including people from minority and low-income communities, and organizations representing these groups and other protected classes. Public meetings are held at locations served by mass transit.

Metro actively promotes effective citizen involvement as an essential element of good government. It has adopted the following principles to further that goal:

- a. Value active citizen involvement as essential to the future of the Metro region;
- b. Respect and consider all citizen input;
- c. Encourage opportunities that reflect the rich diversity of the region;
- d. Promote participation, based on citizen involvement opportunities, of individuals and of community, business and special interest groups;
- e. Provide communications to encourage citizen participation in Metro processes that are understandable, timely and broadly distributed;
- f. Provide citizens with an opportunity to be involved early in the process of policy development, planning and projects;
- g. Organize involvement activities to make the best use of citizens' time and effort;

- h. Provide financial and staff support to Metro's Office of Citizen Involvement;
- i. Sustain ongoing networking among citizens, local governments, Metro officials and staff;
- j. Respond to citizens' perspectives and insights in a timely manner;
- k. Coordinate interdepartmental and inter-jurisdictional activities; and
- l. Evaluate the effectiveness of Metro citizen involvement.

[Presented by Metro Committee for Citizen Involvement and adopted by Metro Council on January 23, 1997.]

3. Standard Elements of Metro's Communications and Public Involvement Program

- **Publications** – Major publications are posted on the Metro web site and offered in CD format and in print. Publications include brochures, flyers, reports, maps and other information on current projects, programs and initiatives.
- **News releases** – News releases are posted on the Metro web site and sent to targeted media outlets in the Portland metropolitan area that may include newspapers, TV stations, radio stations, cable TV stations, and community newsletters. Minority news outlets are included in the distribution.
- **Web site** – Metro has developed an easy-to-use web site with extensive information on all programs, projects and initiatives. It is updated continuously. It lists the most current public comment opportunities, as well as information on the Metro Committee for Citizen Involvement and other advisory committees. It offers links to a transportation “newsfeed” that covers current events. The newsfeed is available as an RSS feed as well.

The web is also used to conduct non-scientific public opinion surveys and to provide a convenient way for the public to comment on plans and projects.

- **Electronic mailing lists** – Metro maintains an electronic mailing list of individuals and organizations that have requested to receive be placed on a project-specific notification list.
- **New media** – Metro will seek new media as they become available, to enhance and expand its ability to communicate with and hear from the public. Metro is particularly interested in media that promote visualization techniques and two-way communication. **Advertisements** – Display and classified advertisements are placed in daily and weekly newspapers for notification of public meetings, hearings and events. In addition to the major newspapers, publication sites include minority-owned and free publications available to underserved groups and low-income people.

- **Open public meetings** – Metro Council meetings and advisory committee meetings are open to the public. Each meeting provides time on the agenda for citizen communications on topics not on that day’s agenda. Metro sends a weekly meeting notice to media listing all Metro public meetings for the coming week. Meeting information is also posted on Metro’s web calendar
- **Public comment opportunities** – Listening posts, open houses and hearings are scheduled as needed to solicit public comments from residents throughout the Metro region. Depending on the project or program, meetings are held in potentially affected neighborhoods. Listening posts and hearings accept both oral and written comments; open houses are usually set up to accept only written comments. Other ways to comment are provided, including a US Postal Service mailing address, and e-mail address and a web comment option.
- **Accessible staff** – Staff can be reached directly by phone or e-mail. Contact information is included in all promotional material. Staff are present at all public meetings to answer technical questions as well as questions about submitting comments.
- **Mailings and mailing lists** – Metro maintains extensive computerized mailing lists that are targeted to specific projects and programs, and uses the lists to send electronic notices of key program events. Depending on the needs of the project or program and federal and state requirements, direct mail may also be used to notify the public of meetings and hearings, comment periods and opportunities, open houses, classes and events.
- **Events and open houses** – Metro conducts outreach activities through many formal and informal venues, including information pavilions, booths at county fairs, open houses, forums, speakers and conferences. Most are free or low cost, and all are open to the public.
- **Formal public comment periods** – Public comment periods are established and advertised well in advance to solicit comments on major planning activities at Metro. Comments and comment summaries are provided to decision-makers in advance of the decision deadlines. A summary and compilation of comments is made available to the public in electronic format or in print by request and posted on the Metro web site.
- **Public hearings** – Metro holds public hearings on all major project or program decisions. The hearing schedule is noticed at least 45 days in advance so that community organizations that meet monthly will have a meeting cycle before the hearing takes place. Interested and/or potentially affected citizens will be notified electronically. Depending on the type of program or project, notification may also include articles or display ads in major and community publications and direct mailings. Public meeting locations are selected based on affected areas, and must be accessible to wheelchair users and convenient to public transit.

- **Strategies for engaging Title VI protected groups** – In addition to notifying community and advocacy groups as described above, Metro will continuously seek to improve its strategies for engaging Title VI protected groups. Metro will develop and strengthen relationships with organizations throughout the region that serve or advocate for Title VI protected groups as a means of informing and engaging minority and low-income people. Metro will keep and update an annotated list of such organizations for this purpose.

**F. Processes/Strategies for Serving People with Limited English Proficiency**

According to a 2003 report published by the Urban Institute, "A Profile of the Foreign Born in the Portland, Oregon Tri-County Area," about 8 percent of the total population in this area has limited English proficiency, and about 4 percent speak no English. Of the LEP population 51 percent are Spanish-speaking and concentrated in western Washington County and eastern Multnomah County. Native languages of other LEP populations include Russian, Ukrainian, various Asian, various African, various eastern European, and various Pacific Island, with small clusters of speakers in northeast and southeast Portland and eastern Clackamas County.

Metro will keep a list of in-house translators and interpreters who are available upon request. Currently, those languages include Spanish (8 staff members), French (3 staff), Indonesian (2 staff), Russian (2 staff) and Malaysian (2 staff). The following languages are spoken by at least one staff member: Chinese-Cantonese/Toishan dialects, German, Hausa, Hebrew, Italian, Japanese, Korean, and sign language.

Metro will maintain guidelines and procedures for public involvement staff to follow, to ensure that interpretation and/or translation services are engaged when needed. Metro has agreements in place with a pool of language service providers to call upon when events and projects need those services.

**G. Processes for Addressing Environmental Justice**

Metro routinely weighs benefits and burdens of planning projects on all affected areas including areas where concentrations of low-income, minority and immigrant people live. For projects that have a well-defined geographic boundary, maps with demographic overlays will be used to determine whether concentrations of low-income, minority or immigrant people live in the affected area. Outreach will be tailored to meet the transportation, language and cultural needs of those communities. *See* Standard Elements of Metro's Communications and Public Involvement Program in Section E(3) above.

If projects or programs affect areas with known concentrations of people with limited English proficiency, outreach may include door-to-door visits, onsite interpreters, translated material and public opinion surveys conducted in a language other than English. A special advisory group composed of representatives from affected communities may be assembled or focus groups may be conducted with targeted populations. Outreach might also be conducted in community locations such as churches, farmer's markets, fairs and other community-based events.

## **H. Training**

Metro will send the Title VI coordinator or designee to external Title VI trainings whenever available and provide training to other Metro public involvement staff whenever possible.

## **I. Annual Reporting Procedures**

Each year the Title VI Coordinator or designee will review Metro's agency-wide Title VI program to ensure compliance with regulations. In addition, the coordinator will review agency operational guidelines and publications, including those for contractors, to ensure that Title VI language and provisions are incorporated, as appropriate.

The Title VI Coordinator or designee will prepare and submit an annual Title VI Compliance Report to ODOT as required. Content of the report will describe at a minimum,

- A. the previous year's Title VI-related activities and efforts, including accomplishments and program changes;
- B. changes in organizational structure or Title VI personnel
- C. an accounting of any Title VI complaints submitted to Metro
- D. Title-VI related goals and objectives for the coming year.

## **J. Enforcement Procedures**

The Title VI Coordinator or designee is responsible for evaluation and monitoring compliance with Title VI requirements in all aspects of Metro's public involvement processes and serves as the Title VI coordinator on Metro's recently appointed Diversity Action Team. The Title VI Coordinator or designee will:

- A. Ensure that communication and public outreach efforts comply with Title VI requirements;
- B. Process Title VI complaints in accordance with Title VI Complaint processing procedures in Appendix A;
- C. Develop and distribute information on Title VI and Metro programs to the general public. Provide information in languages other than English, as needed;
- D. Disseminate information to minority media and ethnic/gender related organizations, to engage all social, economic, and ethnic interest groups in the region in the planning process;

- E. Include a Title VI Notice to the Public (see Appendix C); either full or abbreviated, in all news releases, newsletters, brochures, weekly meeting calendars and Metro web sites
- F. Notify affected and protected groups of public hearings regarding proposed actions, and make the hearings accessible to all residents. This includes the use of interpreters when requested, or when an authentic need for their use has been identified;
- G. Make sure meeting rooms at Metro and at other locations are accessible to all;
- H. Collect evaluative information about public meetings and comment opportunities to continually seek improved outreach methods and track how well different segments of the population are represented;
- I. Use best efforts to ensure that Metro citizen advisory committees and task forces are appropriately diverse and representative of Title VI relevant populations.

## APPENDIX A NONDISCRIMINATION COMPLAINT PROCEDURES

These procedures apply to all complaints filed under Title VI of the Civil Rights Act of 1964, relating to any program or activity administered by Metro or its subrecipients, consultants, and/or contractors. Intimidation or retaliation of any kind is prohibited by law.

These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the Title VI Coordinator may be utilized for resolution, at any stage of the process. The Title VI Coordinator will make every effort to pursue a resolution to the complaint. Initial interviews with the complainant and the respondent will request information regarding specifically requested relief and settlement opportunities.

### Procedures

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with Metro's Title VI Coordinator. A formal complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant. The complaint must meet the following requirements.
  - a. Complaint shall be in writing and signed by the complainant(s).
  - b. Include the date of the alleged act of discrimination (date when the complainant(s) became aware of the alleged discrimination; or the date on which that conduct was discontinued or the latest instance of the conduct).
  - c. Present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the complained-of incident.
  - d. Allegations received by fax or e-mail will be acknowledged and processed, once the identity(ies) of the complainant(s) and the intent to proceed with the complaint have been established. The complainant is required to mail a signed, original copy of the fax or e-mail transmittal for Metro to be able to process it.

- e. Allegations received by telephone will be reduced to writing and provided to complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign, and return to Metro for processing.
2. Upon receipt of the complaint, the Title VI Coordinator will determine its jurisdiction, acceptability, and need for additional information, as well as investigate the merit of the complaint. In cases where the complaint is against one of Metro's subrecipients of federal funds, Metro will assume jurisdiction and will investigate and adjudicate the case. Complaints against Metro will be referred to the Oregon Department of Transportation's ("ODOT") Office of Equal Opportunity ("OEO"), for proper disposition pursuant to their procedures. In special cases warranting intervention to ensure equity, these agencies may assume jurisdiction and either complete or obtain services to review or investigate matters.
3. In order to be accepted, a complaint must meet the following criteria:
  - a. The complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant.
  - b. The allegation(s) must involve a covered basis such as race, religion, color, national origin, or gender.
  - c. The allegation(s) must involve a program or activity of a Federal-aid recipient, subrecipient, or contractor.
  - d. The complainant(s) must accept reasonable resolution based on Metro's administrative authority (reasonability to be determined by Metro).
4. A complaint may be dismissed for the following reasons:
  - a. The complainant requests the withdrawal of the complaint.
  - b. The complainant fails to respond to repeated requests for addition information needed to process the complaint.
  - c. The complainant cannot be located after reasonable attempts.
5. Once Metro or ODOT decides to accept the complaint for investigation, the complainant and the respondent will be notified in writing of such determination within five calendar days. The complaint will received a case number and will then be logged into Metro's records identifying its basis and alleged harm, and the race, religion, color, national origin, and gender of the complainant.
6. In cases where Metro assumes the investigation of the complaint, Metro will provide the respondent with the opportunity to respond to the allegations in writing. The

respondent will have 10 calendar days from the date of Metro's written notification of acceptance of the complaint to furnish his/her response to the allegations.

7. In cases where Metro assumes the investigation of the complaint, within 40 calendar days of the acceptance of the complaint, Metro's Investigator\* will prepare an investigative report for review by the Office of Metro Attorney and the COO. The report shall include a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition.

\* This can be one of Metro's Title VI designees, an outside inspector, or Metro's Title VI Coordinator.

8. The investigative report and its findings will be sent to the Metro Attorney for review. The Metro Attorney will review the report and associated documentation and will provide input to the Investigator within 10 calendar days.
9. Any comments or recommendations from the Metro Attorney will be reviewed by Metro's Investigator. The Investigator will discuss the report and recommendations with the COO within 10 calendar days. The report will be modified as needed and made final for its release.
10. Metro's final investigative report and a copy of the complaint will be forwarded to the FHWA within 60 calendar days of the acceptance of the complaint.
11. Metro will notify the parties of its final decision.
12. If complainant is not satisfied with the results of the investigation of the alleged discrimination and practices the complainant will be advised of the right to appeal to the U.S. Department of Transportation ("USDOT"). The complainant has 180 days after Metro's final resolution to appeal to USDOT. Unless the facts not previously considered come to light, reconsideration of appeal to Metro will not be available.

**METRO TITLE VI COMPLAINT FORM**

*Note: We are asking for the following information to assist in processing your complaint.  
If you need help in completing this form please let us know.*

**Complainant's Information:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Telephone Number (Home): \_\_\_\_\_  
Telephone Number (Work): \_\_\_\_\_

**Person Discriminated Against** (if someone other than complainant):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Telephone Number (Home): \_\_\_\_\_  
Telephone Number (Work): \_\_\_\_\_

**Which of the following best describes the reason you believe the discrimination took place?**

Race/Color (specify): \_\_\_\_\_ National Origin (specify): \_\_\_\_\_  
Sex: \_\_\_\_\_

**On what date (s) did the alleged discrimination take place?** \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

**Have you filed this complaint with any other federal, state or local agency, or with any federal or state court?** Check all that apply.

Federal agency \_\_\_\_\_ State agency \_\_\_\_\_ Local agency \_\_\_\_\_  
Federal court \_\_\_\_\_ State court \_\_\_\_\_

**Please provide information about a contact person at the agency/court where the complaint was filed.**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Telephone Number (Work): \_\_\_\_\_

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

\_\_\_\_\_  
Complainant Signature Date

Attachments: Yes \_\_\_\_\_ No \_\_\_\_\_

**Submit form and any additional information to:**

Kate Marx, Director  
Public Affairs & Government Relations  
Metro  
600 NE Grand Avenue  
Portland, Oregon 97232-2736

Phone: (503) 797-1505  
Fax: (503) 797-1799  
Email: marxk@metro.dst.or.us  
www.metro-region.org

## APPENDIX B METRO TRANSPORTATION-RELATED ADVISORY COMMITTEES

### **Membership of Metro advisory committees**

Metro has many committees that advise the Metro Council, Auditor and staff. Most of the current committees include community representatives. The Metro Council President is responsible for ensuring that the recruitment and selection process for appointments to vacant positions includes all segments of the community. Metro's broad and inclusive anti-discrimination policies apply to all advisory committees (Metro Code 2.19.030).

When appointments and confirmation to advisory committees do not require specific geographical or other expertise, committee membership attempts to reflect the demographic profile of the region. Metro has a chartered committee, the Metro Committee for Citizen Involvement (MCCI), charged with advising the Council on citizen involvement. Recruiting improvements recommended by MCCI have brought greater diversity to the applicant pool in the past two years and, consequently, to committee membership. The committees below have a role in Metro's transportation programs, policies and processes.

**1. Joint Policy Advisory Committee on Transportation (JPACT)** – makes recommendations to the Metro Council related to transportation policy. 17-member committee that provides a forum of elected officials and representatives of agencies involved in transportation needs in the region.

Membership: 17 members composed of elected officials and representatives of transportation agencies in the region, no citizens.

**4. Metro Auditor Citizen Advisory Committee** – provides feedback on planned and completed audits and suggests areas for investigation as part of audit planning.

Membership: 11 citizen members, chaired by the Metro Auditor

**5. Metro Committee for Citizen Involvement (MCCI)** – chartered committee that helps develop, implement and evaluate Metro's citizen involvement activities.

Membership: 20 citizen members

**5. Metro Policy Advisory Committee (MPAC)** – a charter-mandated committee that consults on policy issues, especially those related to land-use planning and services provided by local governments.

Membership: 28 regular members—25 local government representative and 3 citizens appointed by the member government, each with an appointed alternate

**6. Metro Technical Advisory Committee (MTAC)** – planners, citizens, representatives of utilities, businesses and trade associations who provide technical advice to MPAC on growth management.

Membership: 37 total members, 3 citizens, 1 from each member county's Committee for Citizen Involvement

**9. Transportation Policy Alternatives Committee (TPAC)** – supports JPACT with input on transportation planning priorities and financing alternatives.

Membership: 21 total members, 15 members appointed by government and transportation agencies in the region, 6 citizen members.

**APPENDIX C**  
**NONDISCRIMINATION NOTICE TO THE PUBLIC**

The paragraph below will be inserted in publications to be distributed to the public, published on Metro's web site ([www.metro-region.org](http://www.metro-region.org)) and IntraMet (available to Metro employees). The version below is the preferred text. When space is limited or cost or space is an issue, the abbreviated version may be used in its place.

*"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 form complaint with Metro. Any such complaint must be in writing and filed with the 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.metro-region.org](http://www.metro-region.org) or call (503) 797-1536."*

**ABBREVIATED NONDISCRIMINATION NOTICE TO THE PUBLIC**

The following shorter version of the above paragraph can be used in publications where space or cost is an issue, such as on flyers, brochures and in classified newspaper advertisements or announcements.

*"Metro fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, see [www.metro-region.org](http://www.metro-region.org) or call (503) 797-1536."*

## METRO CONTACTS FOR TITLE VI

**David Bragdon, Elected Council President**

Appointments to Metro advisory committees

[David.bragdon@oregonmetro.gov](mailto:David.bragdon@oregonmetro.gov)

503-797-1889

**Michael Jordan, Chief Operating Officer**

Metro Policy Operations

[Michael.Jordan@oregonmetro.gov](mailto:Michael.Jordan@oregonmetro.gov)

503-797-1541

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