

**YORK AREA METROPOLITAN PLANNING  
ORGANIZATION (YAMPO)  
TITLE VI  
ANNUAL COMPLIANCE REPORT**

**FY 2017-18**

Submitted to: The York Area Metropolitan Organization (YAMPO)

Submitted by: The YAMPO Title VI Compliance Officer and Transportation Staff, York County  
Planning Commission

## INTRODUCTION

In 2012, the York Area Metropolitan Planning Organization (YAMPO) adopted procedures to investigate complaints generated by the public, while ensuring due process for complainants and respondents. These procedures apply to complaints filed relating to any YAMPO program, procedure or activity and/or its sub-recipients covered under *Title VI of the Civil Rights Act of 1964*. An update to the YAMPO Title VI Compliance Policy and Complaint Procedures was adopted by the YAMPO Coordinating Committee on June 23, 2016.

Our process requires that an annual report should be filed with the YAMPO on public complaints fielded by the YAMPO staff and Title VI Compliance Officer. The report should also address efforts that the YAMPO and YCPC staff has undertaken to remain active in these processes. The following items are provided in this report:

- \* Complaints received between July 1, 2017 and June 30, 2018; and,
- \* Efforts to educate/train the York County Planning Commission (YCPC) staff about Title VI and Environmental Justice (EJ) initiatives for the YAMPO. Activities undertaken by the YAMPO to address Title VI and EJ are also addressed below. This information provides an account of all YCPC staff and the YAMPO efforts to comply with Title VI and EJ requirements.

## COMPLAINTS RECEIVED (July 1, 2017 through June 30, 2018)

No formal or informal complaints (i.e., grievances) were filed during this time. A log of this activity has been attached to this report.

This report provides a factual record of events that have occurred through the administration of the YAMPO Title VI Complaint Procedures over the past year to the best of my knowledge.

Respectively Submitted,



John Seitz  
Title VI Compliance Officer, YAMPO  
July 1, 2018

## EDUCATION/TRAINING EFFORTS FOR THE YAMPO/ACTIVITIES UNDERTAKEN BY THE YAMPO

### Education/Training

- \* In April 2018, the YCPC Transportation Department attended an Employee Harassment Prevention Seminar presented by a local law firm.

## Activities Undertaken by the YAMPO

- \* The YCPC staff together with the YAMPO Committees developed a concept by which to conduct an *Environmental Justice (EJ) Benefits and Burdens (B/B) Analysis* for all aspects of the MPO transportation planning process. The YCPC/YAMPO staff has enlisted the help of the other MPO's in PennDOT District 8-0 to develop this concept. The ultimate goal of this effort is develop an EJ B/B model that can easily be adapted for use by all MPO's in District 8-0.

The concept was submitted to PennDOT for approval in 2016. The Department approved the concept and allotted \$100,000.00 to fund the development of this initiative.

The six MPOs of PennDOT District 8-0 have contracted with the Alan Voorhees Transportation Center at Rutgers to develop a unified environmental justice process. The Rutgers team has conducted phone interviews with staff of each of the MPO Planning Partners, PennDOT District and Central offices, the Federal Highway Administration, and the Federal Transit Administration. Rutgers led an in-person stakeholder workshop with the above participants on July 12. The stakeholder workshop covered five key topics: identifying EJ populations; identifying needs and concerns of EJ populations; conducting public engagement and evaluating effectiveness; assessing benefits and burdens of plans and programs; and developing strategies to address identified imbalances and needs. For each topic, the Rutgers team presented possible data sources, analysis methodology, and case studies from other MPOs. They then collected feedback about necessity, usefulness, and feasibility of each data source and methodology from the assembled organizations. In Fall 2018, the Rutgers team will complete the study by producing an environmental justice handbook for the MPOs that will include minimum agreed-upon data sources and analysis techniques, as well as additional analyses that each MPO can optionally choose to supplement its environmental justice process.

- \* When completing all *Linking Planning and NEPA (LPN) Forms* and *Transportation Set-Aside Program applications* for candidate projects, a map is created utilizing the above GIS technology to identify Environmental Justice (EJ) populations. The map data was utilized in the Benefits and Burdens (B/B) Analysis for each candidate project.

The same information was used to develop the current *2019-2022 YAMPO Transportation Improvement Program (TIP)*. Analysis then conducted evaluating the impact of the proposed projects to the Census Block Groups with populations that are under-represented or disproportionately disadvantaged. The analysis concluded that there is not a disproportional existence of TIP projects in York County communities compared with their level of proportional disadvantage.

- \* The YCPC staff now can aid in the fielding of complaints filed by individuals with Limited English Proficiency (LEP). Information on the YCPC website can be translated into 57 different languages using the *Google Translate™* language module. Further, the YCPC staff will provide interpretation services as per request from such individuals as part of the complaint process.

In 2014, the YCPC staff prepared a report for the YAMPO identifying the largest LEP populations in York County.

- \* *DBE Data Collection/Submission with Unified Planning Work Program (UPWP)*: The YCPC staff reports on the amount of work they have provided to third party consultants through the YAMPO *Unified Planning Work Program*. This report is prepared for each quarter of the fiscal year. The YCPC then submits this report with the *YAMPO UPWP* quarterly invoicing to PennDOT.
- \* Each advertisement for the YAMPO committee meetings includes a clause that states the YAMPO's efforts to comply with the nondiscrimination requirements of applicable civil rights statues, executive orders, regulation and policies. It also mentions that the YAMPO has adopted a procedure by which the public can file a complaint for alleged discriminatory practice under *Title VI*.

The same statement is included in the inside cover for all documents produced by the YCPC Transportation Department.

## YAMPO TITLE VI COMPLAINT LOG, FY 2017-2018

Case No.	COMPLAINANT Name	Address	Telephone No.	BASIS OF COMPLAINT (see attached)	DESCRIPTION OF INCIDENT (see attached)	DATE/DATES OF DISCRIMINATION INCIDENT/INCIDENTS	OTHER AGENCIES CONTACTED	OTHER PARTIES ASSOCIATED WITH COMPLAINT (see attached)
1								
2								
3								
3								
4								
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10								
11								
12								
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15								

Log Kept for Complaints Lodged between July 1, 2017 and June 30, 2018

Complaints received as of June 30, 2018

SIGNED:  , YAMPO Title VI Compliance Officer DATE: 7/1/18