



# Title VI Plan

## Civil Rights

DECEMBER 2023



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## INTRODUCTION

### FAST PLANNING HISTORY

All Urbanized Areas over 50,000 in population must have a Metropolitan Planning Organization (MPO) to carry out a 3C transportation planning process, as stipulated in the Federal Highway Act of 1962. On May 1, 2002, the U.S. Census Bureau published a notice in the Federal Register identifying an area surrounding Fairbanks and North Pole as a Qualifying Urbanized Area for Census 2000. The Metropolitan Planning Area (MPA) boundary (see Map 1 of Appendix F) was finalized in December 2002, and the Fairbanks MPO was subsequently established in April 2003.

The MPO was originally operated in-house by Alaska Department of Transportation and Public Facilities (Alaska DOT&PF) and Fairbanks North Star Borough (FNSB) staff from 2003 to 2008. In 2008, the MPO hired a Coordinator and opened an office in Fairbanks City Hall with planning support from Alaska DOT&PF and FNSB staff. The MPO was hosted by the City of Fairbanks from 2008 to 2018, at which time the MPO transitioned to an independent, non-profit organization. The MPO's new organization, Fairbanks Area Surface Transportation (FAST) Planning, opened a new office in downtown Fairbanks on May 1, 2019, and currently has two full-time and one part-time staff members. FAST Planning continues to be supported by Alaska DOT&PF and FNSB staff and shares its allocation of Metropolitan Planning (PL) funds with these agencies for their respective planning activities.

As the MPO, FAST Planning must develop and implement the following plans as part of the transportation planning process [23 USC 134 & 23 CFR 450]:

- Unified Planning Work Program (UPWP) – a continuing, cooperative, and comprehensive (3C) planning document that identifies and describes the MPO's budget, planning activities, studies, and technical support expected to be undertaken in a two-year period.
- Metropolitan Transportation Plan (MTP) – a multimodal transportation plan that addresses a 20-year planning horizon that the MPO develops, adopts, and updates every four years.
- Transportation Improvement Program (TIP) – a prioritized listing/program of transportation projects covering a period of four years that is developed, adopted, and implemented by the MPO in coordination with the MTP.

- Public Participation Plan (PPP) – a guiding document that outlines the goals, strategies, and implementation plan for involvement of the public in the development of MPO plans, programs, and policies, including the MTP and TIP.

## TITLE VI PLAN OBJECTIVES

As a direct recipient of federal funding, FAST Planning is actively engaged in the Title VI activities that are mandated by the Federal government. Title VI of the Civil Rights Act of 1964 forbids discrimination against anyone in the United States because of race, color or national origin by any agency receiving Federal funds. The Federal-Aid Highway Act of 1973 added the requirement that there be no discrimination on the grounds of sex, and the Civil Rights Restoration Act of 1987 defined the word “program” to make it clear that discrimination is prohibited through an entire agency if any part of the agency receives federal financial assistance. This Title VI Plan ensures that all races, income levels, ages, abilities, and genders have equal input in, and equally benefit from, the planning and project delivery processes of FAST Planning.

## TITLE VI POLICY STATEMENT

It is the policy of FAST Planning in accordance with Title VI of the Civil Rights Act of 1964 (42 USC 2000d *et seq*, Non- Discrimination on Basis of Race, Color, or National Origin), and other related non-discrimination statutes and regulations listed below, that no person shall, solely on the grounds of race, color, national origin, or sex (gender), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any transportation planning program or activity regardless of whether or not FAST Planning receives federal assistance from the U. S. Department of Transportation, including the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

## NON-DISCRIMINATION AUTHORITIES

- [Title VI of the Civil Rights Act of 1964](#)
- [The Civil Rights Restoration Act of 1987](#)
- [23 United States Code 324. Prohibition of discrimination on the basis of sex.](#)
- [42 United States Code 2000d to 2000-4. Prohibition of discrimination on the basis of race, color and national origin in programs and activities receiving federal assistance.](#)
- [23 Code of Federal Regulations Part 200. Title VI Program and Related Statutes – Implementation and Review Procedures.](#)



- [23 Code of Federal Regulations Part 420.121\(h\). \*What other requirements apply to the administration of FHWA planning and research funds?\*](#)
- [23 Code of Federal Regulations Part 450.334\(a\)\(3\). \*Annual listings of obligated projects.\*](#)
- [49 Code of Federal Regulations Part 21. \*Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964\*](#)
- [Executive Order 12250: \*Leadership and Coordination of Nondiscrimination Laws\*](#)
- [Executive Order 12898: \*Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations\*](#)
- [Executive Order 13166: \*Improving Access to Services for Persons with Limited English Proficiency\*](#)
- [Executive Order 13175: \*Consultation and Coordination with Indian Tribal Governments\*](#)
- [U.S. Department of Transportation Order 1050.2: \*Title VI Assurances and Non-discrimination Provisions\*](#)
- [U.S. Department of Transportation Order 5610.2: \*Final Environmental Justice Order\*](#)
- [Federal Highway Administration Order 6640.23A: \*FHWA Actions to Address Environmental Justice in Minority Populations and Low-Income Populations\*](#)

## OVERVIEW OF ROLES

### DESIGNATION OF TITLE VI COORDINATOR

The Title VI Coordinator oversees the implementation of Title VI requirements. The FAST Planning Transportation Planner serves as the organization’s Title VI Coordinator. They are responsible for ensuring the implementation of the FAST Planning Title VI Plan. The Transportation Planner’s role is appointed by the Executive Director of the organization. The Transportation Planner reports directly to the Executive Director on all Title VI issues. Other FAST Planning staff may, at times, assist the Title VI Coordinator with their duties.

### TITLE VI COORDINATOR ROLES & RESPONSIBILITIES

The Title VI Coordinator plays a lead role in both the development and implementation of the FAST Planning Title VI Plan. The Coordinator is to lead, guide, and ensure non-discrimination in FAST Planning policies, programs, plans, services, and activities and promote the participation of all people regardless of race, color, national origin, or gender.

The Title VI Coordinator has the responsibility to ensure Title VI compliance by:

- Promptly processing and receiving Title VI complaints;

- Collecting demographic data of FAST Planning program/event participants for statistical analysis of outreach efforts;
- Identifying and addressing discrimination when suspected or found to exist;
- Promptly resolving any identified areas of deficiency in Title VI matters;
- Participating in regular Title VI training programs;
- Developing Title VI information for the public in languages other than English (where needed).

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## Training

The Title VI Coordinator should encourage FAST Planning staff to participate in training for Title VI and related topics and earn a Title VI training certificate annually. FAST Planning remains informed on upcoming training opportunities by coordinating with the Alaska DOT&PF Civil Rights Office and Research and Technology Transfer (T2). If another Title VI related training, webinar, or conference is identified, the opportunity is shared with other employees of FAST Planning.

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## Implementation of Title VI Coordinator Responsibilities

The FAST Planning Title VI Coordinator is the leader for implementing, monitoring, and ensuring the organization's compliance Title VI and related requirements. The responsibilities of Title VI Coordinator include, but are not limited to, the following:

- Periodically review FAST Planning Title VI administrative procedures and planning and programming activities for their effectiveness in meeting compliance requirements; identify opportunities to include or enhance Title VI and Environmental Justice; make recommendations to FAST Planning decision makers for modifications to how we approach the public to enhance Title VI compliance; and implement approved recommendations.
- Periodically meet with staff to determine progress made on the implementation of the Title VI Plan, to identify compliance issues/deficiencies, and to discuss whether adequate resources are available to ensure compliance.
- Meet bi-annually with the ADOT&PF Civil Rights Office Title VI Specialist to discuss Title VI and ways to improve engagement with traditionally underserved populations.
- Establish procedures to address identified Title VI deficiencies.
- Ensure that Title VI language is included in program directives.

- Assess communications and public involvement strategies to ensure adequate participation of impacted Title VI protected groups. Develop Title VI information for dissemination to the public and, where appropriate, in languages other than English. Maintain a simple and effective Title VI webpage on the organization's website.
- Advocate for diverse representation of Title VI protected groups when considering nominations for new members to the various committees that serve the organization.
- Develop streamlined procedures to obtain and compile data based on Title VI regulations for inclusion in the Annual Title VI Compliance Report
- Develop and submit to ADOT&PF and FHWA the Annual Title VI Compliance Report to document Title VI efforts
- Provide Title VI guidance and a copy of the Title VI Plan to all FAST Planning staff; conduct an informal Title VI training for all new employees.
- Distribute information on Title VI related training opportunities and encourage staff to participate; maintain a record of all training completed by staff.
- Process Title VI complaints received by FAST Planning as described in the Methods of Administration section of this document.
- Ensure the inclusion of Title VI language in contracts and Requests for Proposals (RFP's).
- Collaborate with project partners to ensure that the public involvement aspect of each project includes efforts specific to reaching Title VI and Environmental Justice groups, tracking said efforts, the input received from them, and any feedback they receive, and the evaluation of how effective said efforts were. Recommend any improvements where needed.
- Review important Title VI-related issues with the FAST Planning Policy Board Chair as needed.
- Include Title VI-related activities and mitigation measures in the FAST Planning UPWP and manage their implementation.

The FAST Planning Title VI Coordinator may delegate to other staff members some of the day-to-day administrative duties of the Title VI Plan described above to ensure compliance.

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### Annual Title VI Compliance Report

FAST Planning will submit an annual, Federal fiscal year-end Title VI Compliance Report to Alaska DOT&PF. The compliance report will include the following details:

- A summary of reviews conducted by ADOT&PF or FHWA;



- A list of Title VI non-discrimination issues identified and how they were addressed;
- A summary of any Title VI complaints filed, including basis for and status of the complaint;
- A summary of meetings held, with a demographic breakdown of attendees;
- Proof of all Title VI related training attended by FAST Planning Staff;
- A compilation of efforts to reach and notify protected populations, (i.e., translations, interpreters, etc.) and any other efforts made to comply with the Title VI Plan;
- A thorough inventory of community outreach efforts for public meetings, as well as strategies for the future based on lessons-learned from the previous Federal fiscal year.

## TITLE VI COMPLAINT PROCEDURES

### FILING A COMPLAINT

Any person who believes themselves, or any specific class of persons, to have been excluded from, denied the benefits of, or subjected to discrimination on the basis of race, color, national origin, or gender under any FAST Planning program or activity, may by themselves or by a representative file a formal written complaint with the FAST Planning Title VI Coordinator.

A complaint must be filed no later than 180 days (unless the time for filing is extended by the U.S. Secretary of Transportation) from:

- The date of the alleged discrimination;
- The date when the person(s) became aware of the alleged discrimination; or
- Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

The complaint should include the following information:

- The complainant's name, mailing address, and contact information (phone number, email address, etc.);
- How, when, where, and why the complainant believes they were discriminated against (please include the names and contact information of any witnesses);
- Any additional information the complainant deems significant and pertinent to the grievance(s).

A Title VI Complaint Form is provided in Appendix B of this plan and is also available online at [www.fastplanning.us/civilrights](http://www.fastplanning.us/civilrights) and may be used to submit the complaint information.

Upon request, the Title VI Coordinator can mail you a physical Title VI Complaint Form, or you can pick up a copy at FAST Planning.

Completed complaint forms should be mailed to:

Fairbanks Area Surface Transportation (FAST) Planning  
100 Cushman Street | Suite 205 | Fairbanks, AK | 99701

Alternatively, complaints may be mailed to any of the following locations:

Alaska DOT&PF Civil Rights Office

200 East 42<sup>nd</sup> Avenue | Anchorage, Ak | 99508

FHWA Alaska Division, Civil Rights Division

PO Box 21648 | 709 West 9<sup>th</sup> Street, Room 851 | Juneau, AK 99802-1648

U.S. Department of Justice, Civil Rights Division

950 Pennsylvania Avenue, N.W. | Office of Assistant Attorney General, Main  
Washington, D.C., 20530

If a complaint is received in a language other than English, the Title VI Coordinator will work with the Alaska DOT&PF Civil Rights Office to translate it. Upon request, assistance in the preparation of any necessary written material will be provided to a person or persons.

## MANAGING COMPLAINTS

### Recording, Acknowledgement, and Resolution of Complaint

Upon receipt, a complaint will be date stamped by the FAST Planning Title VI Coordinator. The date stamp is important for establishing the timeline for response.

Within five (5) working days of receipt of the complaint, the FAST Planning Title VI Coordinator shall acknowledge receipt to the complainant by registered mail, and shall notify the FAST Planning Policy Board Chair. The FAST Planning Title VI Coordinator shall determine the need for additional information from either the complainant or from staff. The staff review shall be completed no later than 30 calendar days after the date the Title VI Coordinator received the complaint.

All Title VI complaints against FAST Planning, together with any additional information

obtained during the staff review, shall be referred to the Alaska DOT&PF Office of Civil Rights Office and/or the FHWA Alaska Division Office for investigation. The Alaska DOT&PF complaint process is available at the following website:

<http://www.dot.state.ak.us/cvlrts/titlevi.shtml>.

The Alaska DOT&PF Civil Rights Office investigator shall work with the FAST Planning Title VI Coordinator and other staff to implement recommended improvements to any FAST Planning process relative to Title VI.

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## Record of Received Complaints

FAST Planning will maintain permanent records which include but are not limited to copies of Title VI complaints or lawsuits and related documentation, correspondence to and from complainants, and Title VI investigations.

## DATA COLLECTION

FAST Planning will utilize the most recent Decennial Census and American Community Survey (ACS) data available for the Fairbanks North Star Borough to annually update the Limited English Proficiency, Low Income, and Minority maps included in this Title VI Plan (Appendix F) and online at [www.fastplanning.us/civilrights](http://www.fastplanning.us/civilrights). Upon the release of 2020 Census Data and Updated 2021 ACS 5-Year Data, have updated all maps and data accordingly. These maps serve to further inform our local outreach efforts and aid our community partners (i.e., transit, city and borough planning, etc.).

In addition to utilizing Census and ACS data for informing our Title VI efforts, FAST Planning collects demographic data at meetings. We do not require attendees to fill out the sign-in sheet, but many do, and the data contributes to our understanding of who we are reaching with our calls for public participation. The sign-in sheet includes the following fields of information:

- Address
- Race
- Gender

In light of the COVID-19 Pandemic, and the impact that virtual meetings came to have on meeting spaces in general, FAST Planning has committed to maintaining a hybridized meeting space. For virtual meetings, we are providing an online sign-in sheet in the chat box as attendees enter the virtual meeting room. It is quick to fill out. Thanks to the online meeting sign-in sheet, and some other strategies for these hybrid meetings that are identified in the PPP

(Appendix F), FAST Planning is capable of confidently collecting demographic data per meeting, and has been able to provide an accurate report of meeting attendee demographics to the Civil Rights Office in a post-pandemic environment with no issue.

## PUBLIC DISSEMINATION OF TITLE VI INFORMATION

Recipients of federal financial assistance are required to publish or advertise that the program is an equal opportunity program, and indicate that Federal law prohibits discrimination. FAST Planning disseminates Title VI information to the public using the following disclaimer on all newspaper ads, social media pages and events, and online public notices:

The FAST Planning public hearing requirements agree to use the TIP development process to satisfy the public hearing requirements of Section 5307(c). The public notice of public involvement activities and time established for public review and comment on the TIP will satisfy the program-of-projects requirements of the Urbanized Area Formula Program. See 23 C.F.R. Part 450 and 49 C.F.R. Part 613 (specifically Subpart B, “Statewide Transportation Planning,” and Subpart C, “Metropolitan Transportation Planning and Programming”). The public involvement process is described at 23 C.F.R. Section 450.316(b). FAST Planning complies with the Alaska DOT&PF Title VI Nondiscrimination Policy, and operates Federal Programs without regard to race, religion, color, gender, age, marital status, ability, or national origin. To view the full Title VI Nondiscrimination Policy or to file a complaint, go to: [www.fastplanning.us/civilrights](http://www.fastplanning.us/civilrights). Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to participate in this public meeting should contact Jackson Fox at (907) 205-4276 or email: [jackson.fox@fastplanning.us](mailto:jackson.fox@fastplanning.us).

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### Public Education

FAST Planning has the responsibility to educate the public of federally funded programs and the rights afforded them by Title VI. This requires routine, comprehensive outreach efforts, particularly to low income and minority persons, and persons with limited English proficiency. This Title VI Plan includes the FMATS Limited English Proficiency Plan (Appendix E) to address strategies for situations where the English language might be a barrier. FAST Planning intends to fully update this in conjunction with a complete methodological compilation of Title VI and Environmental Justice for the MPO, as done by [Hampton Roads Transportation Planning Organization](#). Outreach efforts to minority and low-income persons are addressed in more detail in the May 2022 PPP, along with translation offerings (Appendix F).

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## Title VI Assurances

Every award of Federal financial assistance must be accompanied by assurances that the program, and other participants under the program including contractors and subcontractors, will be conducted, or a facility operated, in compliance with Title VI. The *FAST Planning Inter-Governmental Operating Agreement and Memorandum of Understanding for Transportation and Air Quality Planning*, Section 15 – *Compliance with Title VI, Civil Rights Act of 1964*, provides these assurances. This language is provided as an excerpt in Appendix A of this document.

## PUBLIC PARTICIPATION PLAN

FAST Planning is committed to public outreach with the goal of being inclusive. The Fairbanks Metropolitan Area Transportation System (FMATS) PPP was last reviewed and approved in January 2017. The purpose of this plan is to set procedures that the organization uses to engage residents served by the MPO in a meaningful way. As of October 2023, FAST Planning is seeking public input on a Draft PPP Update in tandem with the comment period of this Title VI Plan. This tandem plan update is due to the Draft FAST Planning Metropolitan Planning Area Boundary Update that is currently out for Public Comment as of 10/20/2023. The full FAST Planning PPP that was updated and approved in May 2022 can be found in Appendix D.

Involving the public in FAST Planning practices and decision-making aids the processes and outcomes of the organization to better meet the needs of the community. Although public participation methods and extent may vary with the type of plan, program, or service of discussion, as well as what resources are utilized and available, a concerted effort to engage all affected parties will be conducted in compliance with this Title VI Plan.

## CONCLUSION

The goal of this plan is to document and enhance opportunities for Title VI populations to have a meaningful voice, to receive equal benefits from FAST Planning's programs, activities, plans, and projects. The Title VI Plan is one that is a work in progress that will continue to evolve as people's needs, participation, and parameters for involvement opportunities change. This Title VI Plan will be reviewed annually and updated every 2 years. The next anticipated update will be in 2025, complete with an examination of [Title VI and Environmental Justice Methodology](#) for the updated FAST Planning MPA Boundary. FAST Planning will provide an above-standard compilation of racial, equity, and social justice data utilizing 2020 Census Data, Replica HQ Data, and Esri's Social Equity Analysis Solution at said time.

For more information, please contact Olivia Lunsford, FAST Planning Title VI Coordinator at:

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