

# 2020 Title VI Plan Update

## Nondiscrimination Compliance Plan for the Tulsa Transportation Management Area



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## PURPOSE

“The Federal Highway Administration's (FHWA's) and the Federal Transit Administration's (FTA's) longstanding policy [has been] to actively ensure nondiscrimination under Title VI of the 1964 Civil Rights Act in federally funded activities. Under Title VI and related statutes, each Federal agency is required to ensure that no person is excluded from participation in, denied the benefit of, or subjected to discrimination under any program or activity receiving federal financial assistance on the basis of race, color, or national origin. The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all program and activities of federal-aid recipients, subrecipients, and contractors whether those programs and activities are federally funded or not.” (United States Department of Transportation)

*Title VI of the 1964 Civil Rights Act:*

(<https://www.transit.dot.gov/title6>)

*Civil Rights Restoration Act of 1987 and Additional Nondiscrimination Requirements:*

([https://www.fhwa.dot.gov/civilrights/programs/title\\_vi/](https://www.fhwa.dot.gov/civilrights/programs/title_vi/))

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## **SECTION 1 – INTRODUCTION**

### **1.1 About INCOG**

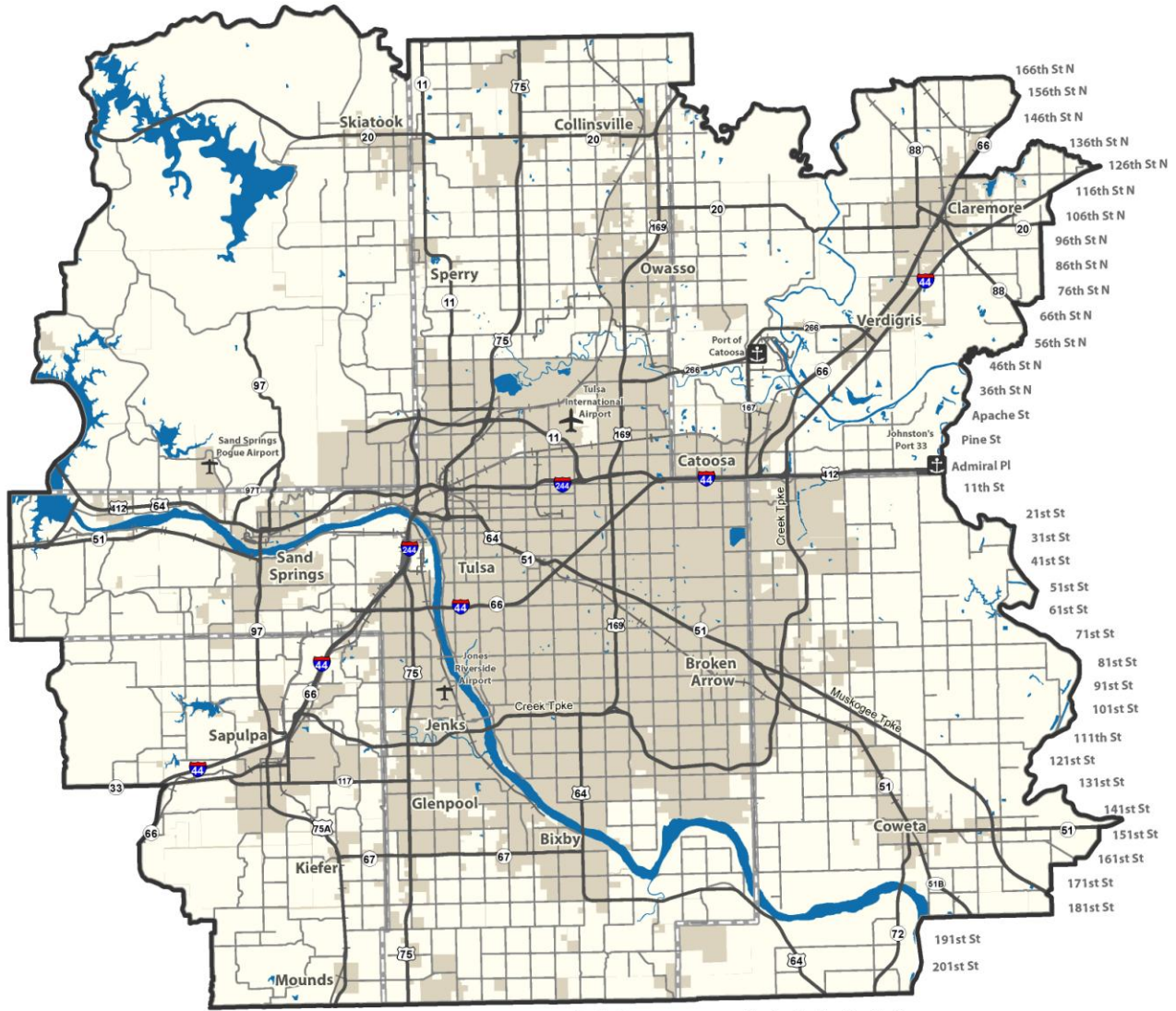
The Indian Nations Council of Governments (INCOG) is a voluntary association of northeast Oklahoma governments in Creek, Osage, Rogers, Tulsa, and Wagoner counties. INCOG’s purpose is to promote economy and efficiency in government by providing a forum for regional cooperation and by supporting members with planning, development, management, research, and coordination services.

INCOG was designated by the Governor of Oklahoma as the Metropolitan Planning Organization (MPO) for the Tulsa metropolitan area, in accordance with Federal law. As the MPO, INCOG, in cooperation with the Oklahoma Department of Transportation (ODOT) and the Metropolitan Tulsa Transit Authority (MTTA), is responsible for the development of regional transportation plans and programs for the Tulsa Transportation Management Area (TMA), as shown on *page 6*. The 1,443 square-mile TMA is comprised of Tulsa County and portions of Creek, Osage, Rogers, and Wagoner counties. The area includes the cities of Bixby, Broken Arrow, Catoosa, Claremore, Collinsville, Coweta, Fair Oaks, Glenpool, Jenks, Kiefer, Owasso, Sand Springs, Sapulpa, Skiatook, Sperry, Verdigris, and Tulsa. According to the 2019 US Census estimate data, the Tulsa metropolitan area has 998,626 residents, all needing reliable, convenient, and safe transportation opportunities.

The process of developing transportation plans and programs provides for consideration of all modes of transportation and is continuing, cooperative, and comprehensive. The Transportation Technical Advisory Committee (TTC) serves as an advisory group to the Transportation Policy Committee (TPC), providing technical expertise in the development of transportation plans and programs for the Tulsa metropolitan area. The TPC is the forum in the local decision-making process for policy development and adoption related to transportation planning, program development, and operation within the Tulsa TMA. Upon approval by the TPC, transportation plans and programs are forwarded to the sponsoring local governments for information and review, to the INCOG Board of Directors for endorsement, and the Tulsa Metropolitan Area Planning Commission (TMAPC) for inclusion in the Comprehensive Plan.

The INCOG Transportation Planning Division staff is responsible for projects identified in the annual Unified Planning Work Program (UPWP). Staff members prepare transportation planning, policy, and program recommendations as required to complete UPWP work tasks or in response to specific requests from the TPC. Staff also provides routine technical support to the TPC, TAC, TMAPC, MTTA, INCOG Board of Directors, and various local governments and agencies.

# Tulsa Transportation Management Area



- Highways
- Arterial Streets
- Railroads
- Bodies of Water
- Corporate Limits (Cities and Towns)
- County Boundaries
- Transportation Management Area Boundary



## 1.2 Document Purpose

The purpose of this document is to ensure that the INCOG Transportation Planning Division complies with Title VI of the Civil Rights Act of 1964 and related statutes regarding nondiscrimination and environmental justice.

Enforcement of the latter statutes is covered by this document to the extent that they relate to prohibiting discrimination on the grounds of race, color, and national origin in programs receiving Federal financial assistance. Responsibility for enforcing Title VI and nondiscrimination rests with the Federal agencies that extend financial assistance. INCOG's actions in enforcing nondiscrimination will include:

- Consider all individual input.
- Ensure that the level and quality of transportation planning and products is provided equitably and without regard to race, color, national origin, disability or income.
- Recognize specific and prominent community issues and circumstances.
- Identify mechanisms for eliciting involvement from low-income, minority, and other residents and representatives as outlined in the Public Participation Plan.
- Provide access to information for all individuals and other interested parties.
- Avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects of transportation planning programs and activities on minority populations, persons with disabilities, and low-income populations.
- Ensure the full and fair participation of all affected populations to transportation planning programs and activities that affect minority populations, Limited English Proficiency (LEP) individuals, persons with disabilities, and low-income populations.



- Prevent the denial, reduction, or delay in assistance related to transportation planning programs and activities that benefit minority populations, Limited English Proficiency (LEP) residents, persons with disabilities, and low-income populations.
- Document all outreach, research, planning, project/program development and other activities.

## 1.3 Definitions

The following terms are defined for the purpose of this document.

### General Terms

**Title VI** - refers to Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4.

Where appropriate, this term also refers to the civil rights provisions of other Federal statutes to the extent that they prohibit discrimination on the grounds of race, color, and national origin in programs receiving Federal financial assistance of the type subject to Title VI itself.

**INCOG** - refers to the Indian Nations Council of Governments in its capacity as the Metropolitan Planning Organization for transportation planning for the Tulsa Transportation Management Area.

**DOJ** - refers to the United States Department of Justice.

**DOT** - refers to the United States Department of Transportation.

**FHWA** - refers to the Federal Highway Administration.

**FTA** – refers to the Federal Transit Administration.

**NHTSA** - refers to the National Highway Traffic Safety Administration.

**Program** - refers to programs and activities receiving Federal financial assistance subject to Title VI.

*Race, Color, and National Origin Classifications* (where designation of persons by race, color or national origin is required, the following groups, based on US Census definitions, shall be used).

**American Indian or Alaska Native** - refers to person(s) having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Native Hawaiian or Other Pacific Islander** - Refers to a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other.

**Black or African American (not of Hispanic Origin)** - refers to person(s) having origins in any of the Black racial groups of Africa.

**Hispanic or Latino** - refers to person(s) of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race.

**White (not of Hispanic Origin)** - refers to person(s) having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Multiracial Populations** - refers to people having origins in more than one of the federally designated racial categories.

## Other Nondiscrimination Classifications

**Disparate Impact** – refers to a facially neutral policy or practice that disproportionately affects members of a group identified by race, color, or national origin, where the recipient's policy or practice lacks a substantial legitimate justification and where there exists one or more alternatives that would serve the same legitimate objectives but with less disproportionate effect on the basis of race, color, or national origin.

**Disproportionate Effect:** (1) an effect predominantly borne by members of identified populations; (2) an effect suffered by members of an identified populations that is appreciably more severe or greater in magnitude than the adverse effect that will be suffered by those not in the identified populations; (3) an incidence (or prevalence) of an effect, a risk of an effect, or likely exposure to environmental hazards, that would potentially cause

adverse effects on members of identified populations that significantly exceeds that experienced by a comparable reference population.

**Elderly** – person(s) age 65 and older.

**Individual with a disability** – person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

**LEP** – (Limited English Proficiency) refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. It includes people who reported to the U.S. Census that they speak English less than very well, not well, or not at all.

**Low Income** - person(s) who live in areas with 51% or more of households below 80% of the median household income for an area.

**Single Parent Female-Headed Household** – household including children younger than 18 headed by an unmarried female parent/guardian.

**Youth** – person(s) younger than 18.

*Refer to FTA Circular 4702.1B*

*([http://www.fta.dot.gov/documents/FTA\\_Title\\_VI\\_FINAL.pdf](http://www.fta.dot.gov/documents/FTA_Title_VI_FINAL.pdf)) for additional definitions.*

## 1.4 Groups Evaluated

The Federal Highway Administration (FHWA) 2000 publication *An Overview of Transportation and Environmental Justice* presented three fundamental Environmental Justice principles:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.

- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

The Office of Management and Budget (OMB) issued *Policy Directive 15, Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity*, in 1997, establishing five minimum categories for data on race. Executive Order 12898 and the DOT and FHWA Orders on Environmental Justice address persons belonging to any of the following groups (as defined in “An Overview of Transportation and Environmental Justice”): American Indian and Alaskan Native, Asian, Black or African American, Hispanic or Latino, or Low Income. Native Hawaiian or Other Pacific Islander was added in 2000.

Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), also requires assurance that “no person shall on the grounds of race, color, or national origin, be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination under any program or activity.” For planning and outreach purposes, the INCOG transportation staff has focused on additional sub-groups often underrepresented in transportation planning. These additional groups are: low income, youth, elderly, female single-parent heads of household, multiracial individuals, and individuals with disabilities.

## 1.5 Authorities and Guidelines

*INCOG is subject to the following Federal acts, authorities, guidelines, regulations, and executive orders in regard to equal treatment and discrimination:*

### Nondiscrimination Statutes

**Title VI of the Civil Rights Act of 1964**, 42 USC 2000, provides in Section 601 that: “No person in the United States shall, on the ground of race, color, or national origin, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

**Section 504 of the Rehabilitation Act of 1973**, 29 USC 790, provides: “No qualified handicapped person shall, solely by reason of his handicap, be excluded from participation

in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from Federal financial assistance.”

**Age Discrimination Act of 1975**, USC 6101, provides: “No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

**23 USC 324** provides: “No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this Title or carried on under this title.”

**The Civil Rights Restoration Act of 1987**, P.L. 100-209, provides: Clarification of the original intent of Congress in Title VI of the Civil Rights Act of 1964, Title IX of the Educations Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973. It also restores the broad, institution-wide scope and coverage of the nondiscrimination statutes to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not.

**Title II of the Americans with Disabilities Act of 1990**, P.L. 101-336, provides: “No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a State or local government.”

## **Nondiscrimination Executive Orders**

**E.O. 12250**: DOJ Leadership and Coordination of Nondiscrimination Laws

**E.O. 12898**: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations

## **Nondiscrimination Regulations**

**28 CFR 35**: DOJ regulations governing Nondiscrimination on the basis of disability in State and Local Government Services

**28 CFR 36:** DOJ regulations governing nondiscrimination on the basis of disability in public accommodations and commercial facilities

**28 CFR 41:** Implementation of Executive Order 12250, Nondiscrimination on the basis of handicap in federally assisted programs

**28 CFR 42, Subpart C:** DOJ's regulation implementing Title VI of the Civil Rights Act of 1964

**28 CFR 50.3:** DOJ's Guidelines for enforcement of Title VI of the Civil Rights Act of 1964

**49 CFR 21:** FTA and DOT's Title VI regulation

**49 CFR 27:** DOT's regulation implementing Section 504 of the Rehabilitation Act of 1973

**23 CFR 200:** FHWA's Title VI regulation

**23 CFR 1235:** FHWA and NHTSA joint regulation governing Uniform System for Parking for People with Disabilities

### **Nondiscrimination Directives**

**DOT ORDER 1000.12:** Implementation of the DOT Title VI Program

**DOT ORDER 1050.2:** Standard Title VI Assurances

### **Additional Documents**

In addition to the above-listed statute and regulations the following documents incorporate Title VI principles:

**DOT LEP Guidance 70 FR 74087, (December 14, 2005):** The Department's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient Persons. This guidance is based on the prohibition against national origin discrimination in Title VI of the Civil Rights Act of 1964, as it affects limited English proficient persons.

**Section 12 of FTA's Master Agreement:** Provides, in pertinent part, that recipients agree to comply, and assure the compliance of each subrecipient, lessee, third party contractor, or other participant at any tier of the Project, with all provisions prohibiting discrimination on

the basis of race, color, or national origin of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. §§ 2000d et seq., and with U.S. DOT regulations, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act,” 49 CFR part 21. Except to the extent FTA determines otherwise in writing, recipients agree to follow all applicable provisions of the most recent edition of FTA Circular 4702.1B, “Title VI Requirements and Guidelines for Federal Transit Administration Recipients,” and any other applicable Federal directives that may be issued. Unless FTA states otherwise in writing, the Master Agreement requires all recipients to comply with all applicable Federal directives.

## **1.6 Non-discrimination Policy Statement**

INCOG Affirms:

1. Title VI of the Civil Rights Act of 1964 prohibits discrimination in federally assisted programs. Title VI was amended by the Civil Rights Restoration Act of 1987 (P.L. 100-259), effective March 22, 1988. This Act expanded the definition of the terms “programs or activities” to include all of the operations of an education institution, governmental entity, or private employer that receives Federal funds if any part of that entity receives Federal funds.
2. INCOG has been designated the Metropolitan Planning Organization (MPO) for the Tulsa Transportation Management Area (TMA). It is the policy of INCOG to ensure compliance with the Title VI of the Civil Rights Act of 1964 and all related statutes or regulations in all programs and activities it administers.
3. As part of the Transportation Planning process, INCOG will take steps to ensure that no person shall on the grounds of race, color, national origin, sex, age or disability be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any transportation program or activity, its recipients, sub-recipients, and contractors.

4. INCOG delegates nondiscrimination responsibilities to the program managers and charges them with the responsibility to develop and implement procedures and guidelines to adequately monitor their programs.
5. The Transportation Planning Division manager is granted the authority for INCOG's transportation programs to administer and monitor nondiscrimination as promulgated under Title VI of the Civil Rights Act of 1964 and any subsequent legislation. The manager will provide assistance to recipients, sub-recipients, and any person(s).
6. INCOG recognizes the need for continuous nondiscrimination training for personnel and will facilitate that training on a regular basis.

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**INCOG Executive Director**

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**Date**



## **SECTION 2 - POLICIES AND ORGANIZATION STRUCTURE**

### **2.1 Staffing and Guidance**

Members of the INCOG Transportation Planning staff will be trained to recognize Title VI and other nondiscrimination issues as defined by the authorities listed in Section 1. All staff members are aware of the Division’s responsibilities under Title VI and other nondiscrimination legislation, and if discrimination is discovered, know to refer to the complaint procedures. (The following staff listing is provided as a guide for individuals within the Tulsa TMA with questions or complaints.) All aspects of the compliance and complaint process are coordinated by the Transportation Planning Division manager.

#### **INCOG Transportation Planning Staff**

<b>Name</b>	<b>Title</b>	<b>Phone</b>	<b>E-Mail</b>
Rich Brierre	INCOG Executive Director	918.584.7526	rbrierre@incog.org
Viplav Putta	Transportation Manager	918.584.7526	vputta@incog.org
Patricia Dinoa	Transportation Programs Coordinator	918.584.7526	pdinoa@incog.org
Zhao Wu	Public Outreach Planner	918.584.7526	zwu@incog.org

As appropriate, INCOG staff will coordinate efforts with ODOT, the Federal Highway Administration, and the Federal Transit Administration (FTA) especially during nondiscrimination plan reviews and revisions. If appropriate, individuals who need more information on Title VI regulations and responsibilities or other nondiscrimination issues will be referred to:

**Katrina Fire**

State Title VI Branch  
Office of Civil Rights  
Oklahoma Department of Transportation  
200 N. E. 21<sup>st</sup> Street, Room 1-C1 - Oklahoma City, OK 73105-3204  
Phone: 405.318.1428 – kfire@odot.org  
[https://ok.gov/odot/Doing\\_Business/Civil\\_Rights/Title\\_VI\\_Information.html](https://ok.gov/odot/Doing_Business/Civil_Rights/Title_VI_Information.html)

## 2.2 Committees/Boards Representation

The Transportation Technical Committee (TTC) serves the Transportation Policy Committee (TPC) in an advisory capacity on all technical matters concerning transportation systems in the Tulsa Transportation Management Area (TMA). The Committee reviews the Long-Range Transportation Plan, the Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), and special studies. It also reviews proposed amendments to the Major Street and Highway Plan (MSHP), as contained within the Comprehensive Plan, if requested by INCOG member entities.

The Transportation Policy Committee (TPC) serves as the forum for policy development and adoption in the local urban transportation planning process as it relates to present and future transportation systems within the Tulsa TMA. The TPC receives recommendations from the TTC to the items listed above. The TPC, upon approval, forwards transportation plans, programs, and documents to the INCOG Board of Directors, acting as the Metropolitan Planning Organization (MPO) for endorsement, to the Tulsa Metropolitan Area Planning Commission (TMAPC) for inclusion in the Comprehensive Plan, and the local governmental units for their information and review.

Members of the Transportation Technical Committee (TTC) and the Transportation Policy Committee (TPC) are appointed at the discretion of INCOG's individual member communities. Members are not chosen by INCOG, the MPO. Members typically include city planners, public works directors, engineers, city managers, and county commissioners of local governments in the TMA as well as modal representatives. The chairpersons of the TTC, the TPC, and the INCOG Board of Directors also have the authority to nominate or appoint representatives for several positions related to modal transportation interests. A list of Committee members can be found in the Appendix on *page 70*.

## SECTION 3 – AFFECTED ACTIVITIES

### 3.1 Data Collection

Data from the 2018 ACS estimate was used to construct a demographic profile through Geographic Information System (GIS) analysis of the Tulsa TMA. This process identified the locations and needs of socioeconomic groups, including minority, low-income, persons with disabilities, elderly, and Limited English Proficiency (LEP) populations.

Area Population at a Glance							
Place Name	Population					% Change 2000-2010	% Change 2010-2018
	1980	1990	2000	2010	2018(est)		
Bixby	6,969	9,502	13,336	20,884	25,818	56.6%	23.6%
Bristow	4,702	4,062	4,325	4,222	4,194	-2.4%	0.7%
Broken Arrow	35,761	58,082	74,859	98,850	107,500	32.0%	8.8%
Catoosa	1,772	3,133	5,449	7,151	7,640	31.2%	6.8%
Claremore	12,085	13,280	15,873	18,581	18,780	17.1%	1.1%
Collinsville	3,556	3,612	4,077	5,606	6,720	37.5%	19.9%
Coweta	4,554	6,159	7,139	9,943	9,637	39.3%	-3.1%
Drumright	3,162	2,799	2,905	2,907	2,854	0.1%	-0.01%
Fair Oaks	324	1,133	122	103	95	-15.6%	-8.4%
Glenpool	2,706	6,688	8,123	10,808	13,313	33.1%	23.2%
Hominy	3,130	3,229	3,795	3,565	3,457	-6.1%	-3.0%
Jenks	5,876	7,484	9,557	16,924	21,793	77.1%	28.8%
Kiefer	912	962	1,026	1,685	2,462	64.2%	46.1%
Mannford	1,610	1,826	2,095	3,076	3,184	46.8%	3.5%
Mounds	1,086	980	1,153	1,168	1,061	1.3%	9.2%
Owasso	6,149	11,151	18,502	28,915	35,646	56.3%	23.3%
Pawhuska	4,771	3,825	3,629	3,584	3,516	-1.2%	-1.9%
Prue	554	346	433	465	410	7.4%	-13.4%
Sand Springs	13,246	15,339	17,451	18,906	19,864	8.3%	5.1%
Sapulpa	15,853	18,074	19,166	20,544	20,659	7.2%	0.6%
Skiatook	3,596	4,910	5,396	7,397	8,047	37.1%	8.8%
Sperry	1,276	937	981	1,206	1,201	22.9%	-0.4%
Tulsa	360,919	367,302	393,049	391,906	402,223	-0.3%	2.6%
Verdigris	N/A	N/A	N/A	3,993	4,372	N/A	9.5%
Creek County	59,210	60,915	67,367	69,967	71,160	3.9%	1.7%

Okmulgee County	39,169	36,490	39,685	40,069	38,889	1.0%	-2.9%
Osage County	39,327	41,645	44,437	47,472	47,311	6.8%	0.3%
Pawnee County	15,310	15,575	16,612	16,577	16,428	-0.2%	-0.9%
Rogers County	46,436	55,170	70,641	86,905	90,814	23.0%	4.5%
Tulsa County	470,593	503,341	563,299	603,403	642,781	7.1%	6.5%
Wagoner County	41,801	47,883	57,491	73,085	77,850	27.1%	6.5%
Tulsa Metropolitan Statistical Area (MSA)*	657,367	708,954	803,235	937,478	985,233	16.7%	5.1%
*The Office of Management and Budget changed the boundaries of the Tulsa MSA from the 5 counties of Creek, Osage, Rogers, Tulsa, & Wagoner to 7 counties adding Okmulgee and Pawnee Counties in 2003							

The subsequent pages include Tulsa TMA maps of the following:

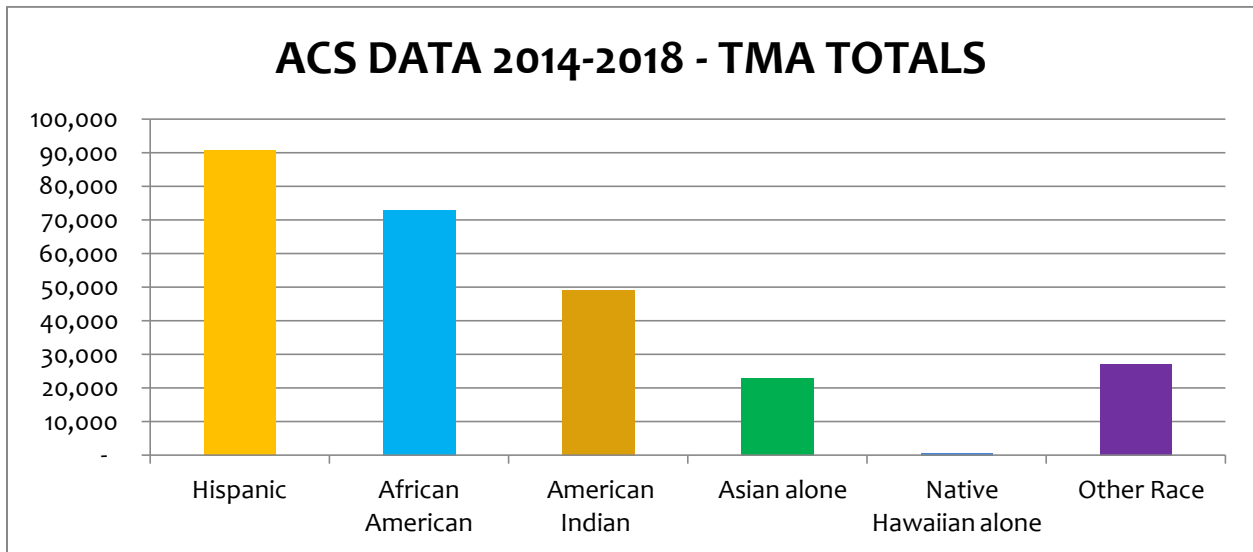
- African American Concentrations
- American Indian Concentrations
- Asian Concentrations
- Native Hawaiian Concentrations
- Other Race Concentrations
- Multiracial Concentrations
- Hispanic Concentrations
- Civilian Noninstitutionalized Population 5 Years & Older with a Disability
- Concentrations of Single Female-Headed Households with Children Less than 18
- Population Less than 18 Years Old Concentrations
- Population 65 and Older Concentrations
- Persons Below Poverty Levels Concentration
- Minority Concentrations
- Low to Moderate Income Areas and Median Household Income Below Poverty Levels

### Identification and Evaluation of Disparate Impacts

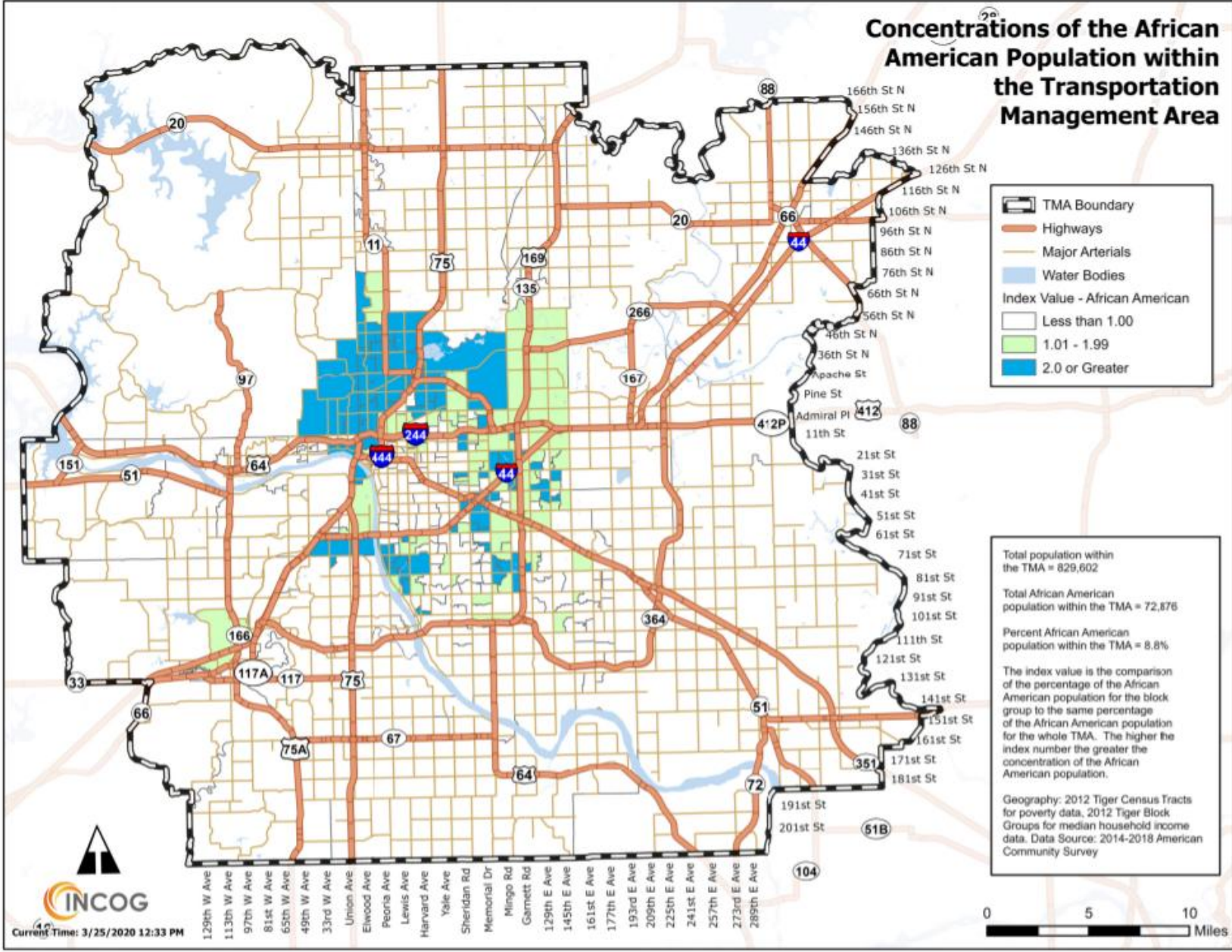
INCOG staff produces maps regularly displaying the geographic distributions of the socioeconomic groups relative to major highway and transit improvements from the Census data. The demographic profile, the maps and analysis are presented to and reviewed by the TTC and TPC committees. This data is routinely used to analyze the benefits and burdens of the Long-

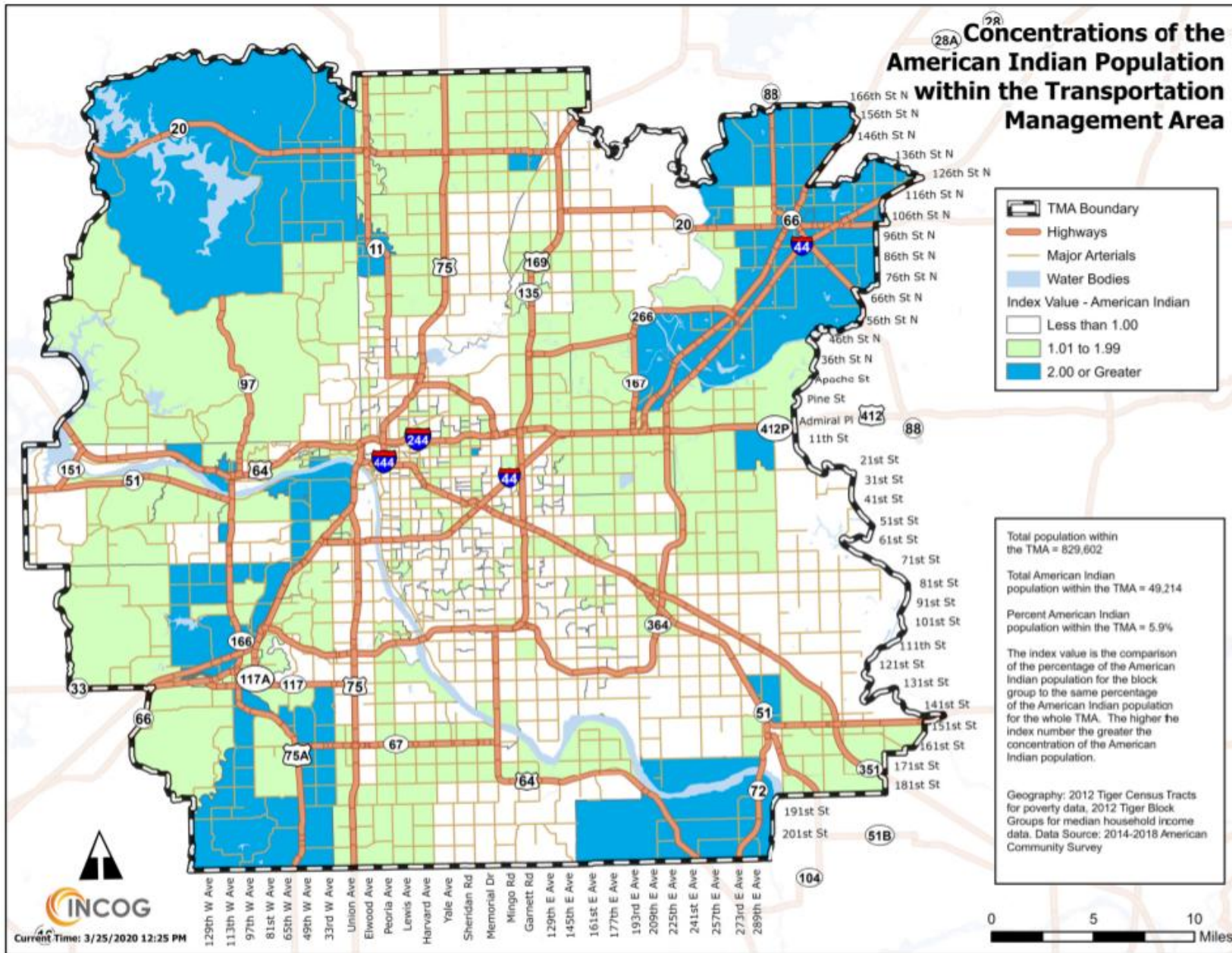
Range Transportation Plan, the Public Transit – Human Services Coordinated Plan, and other proposed transportation projects in the Tulsa TMA, on transportation-disadvantaged groups.

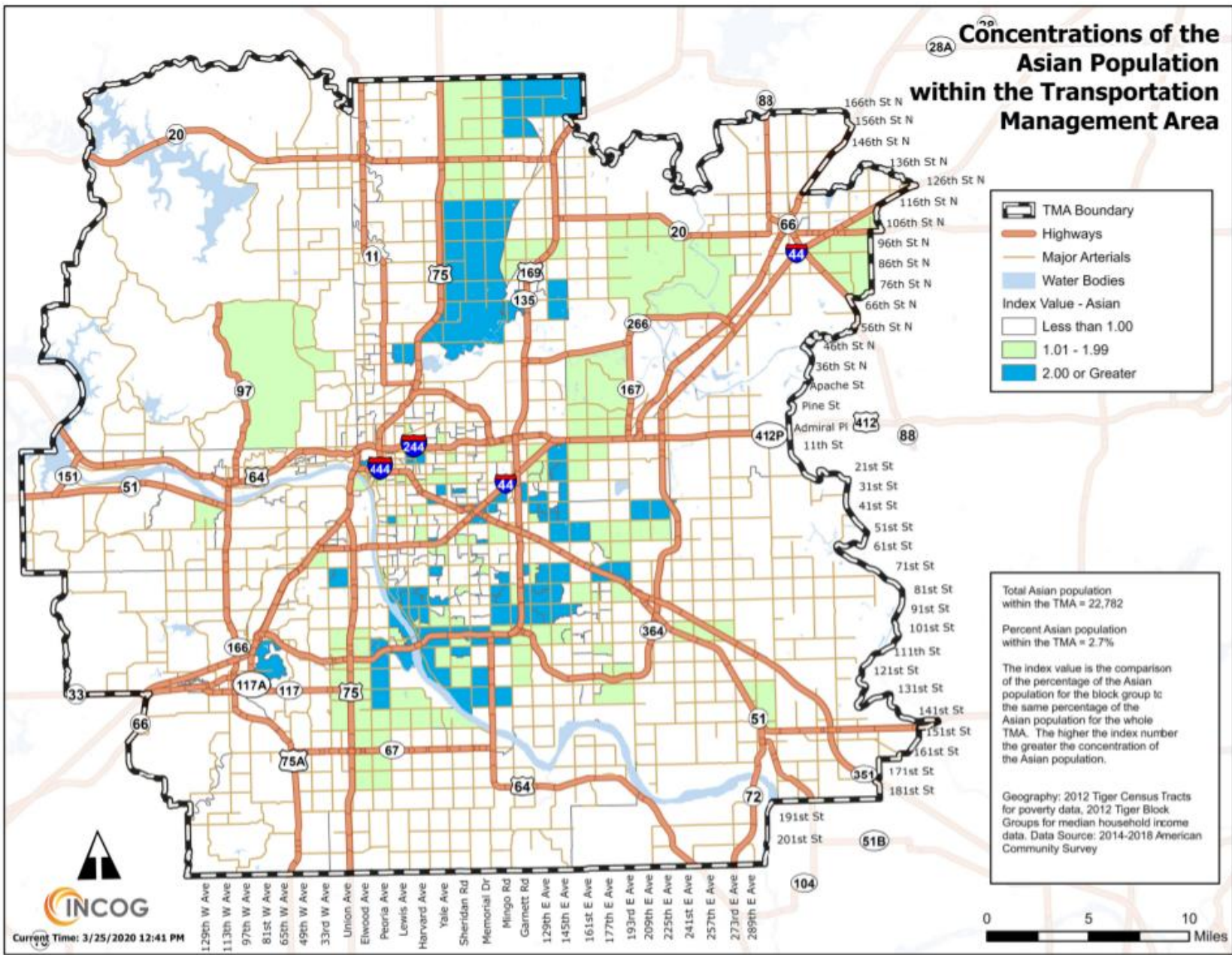
Minority population information obtained from 2018 ACS estimate showed that the TMA minority population was approximately 28.8% of the general population. The chart below presents the number of TMA residents who belong to each race/ethnicity classification.



# Concentrations of the African American Population within the Transportation Management Area

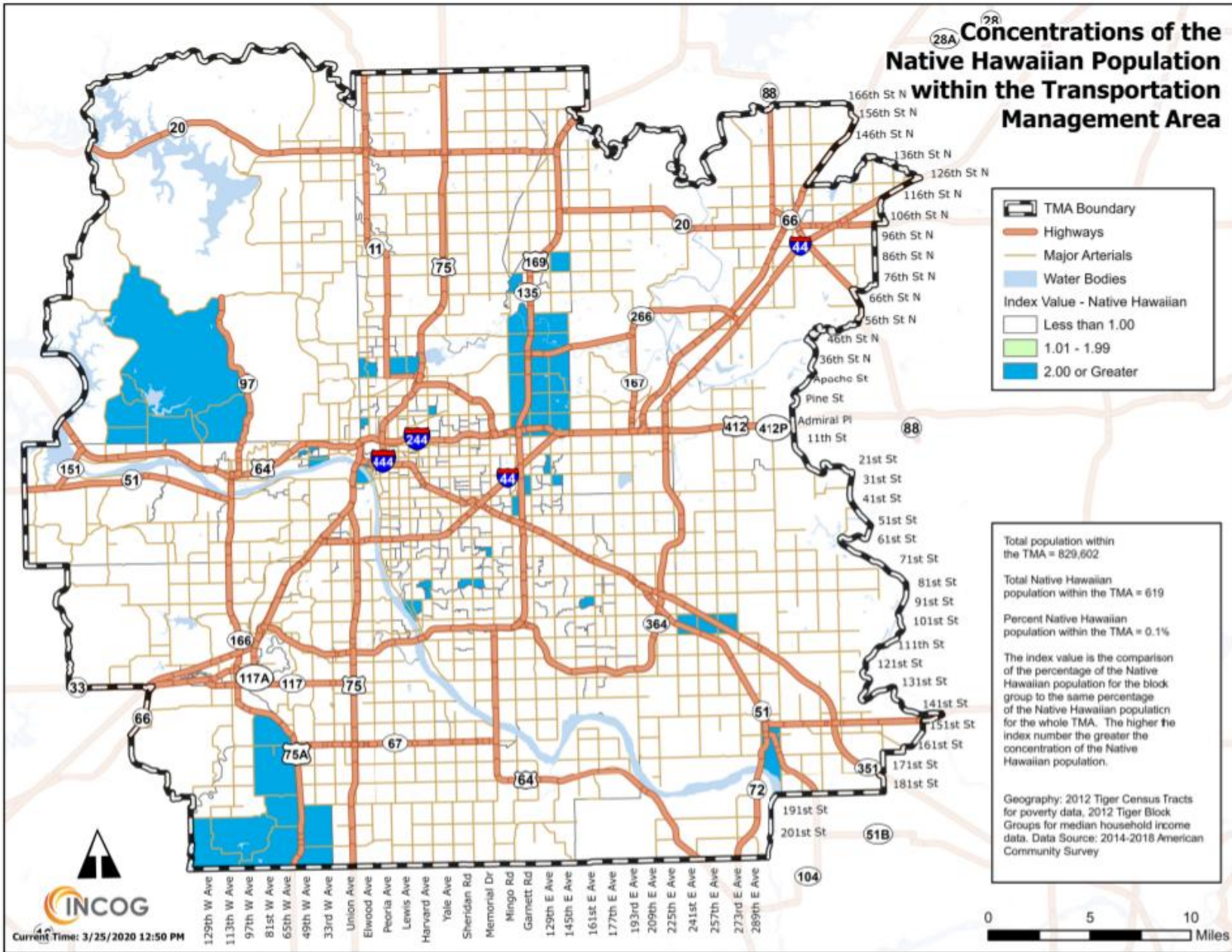




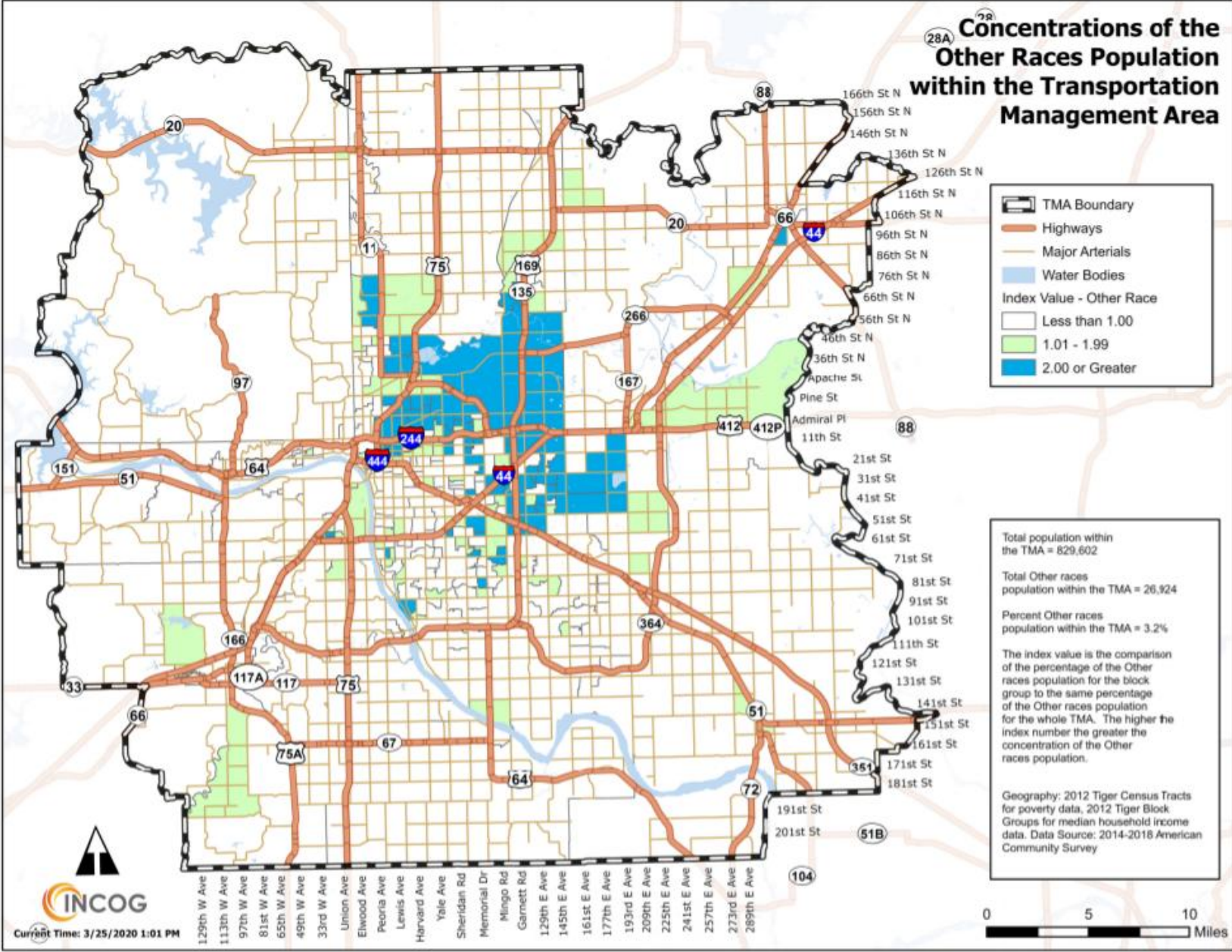


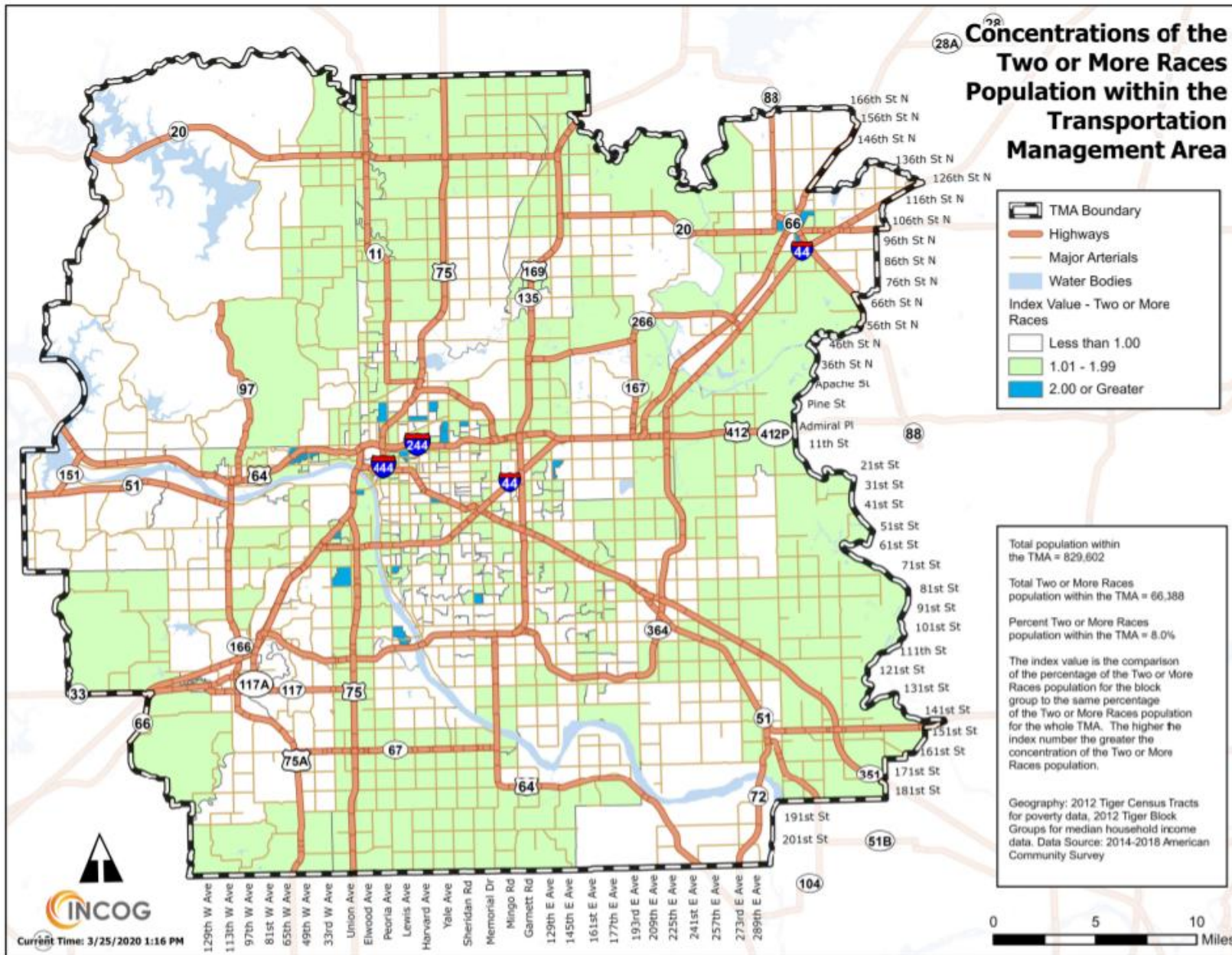


# Concentrations of the Native Hawaiian Population within the Transportation Management Area

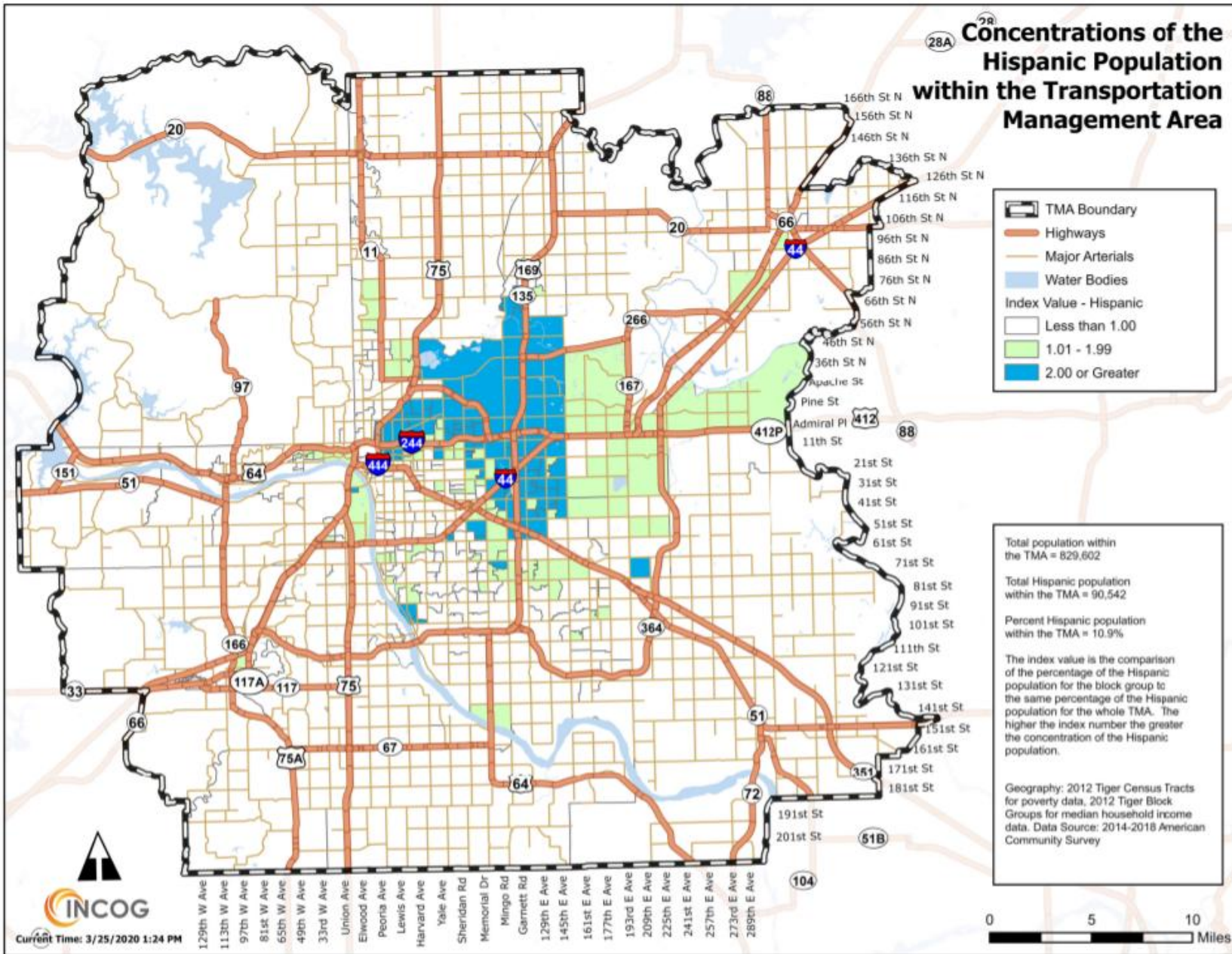


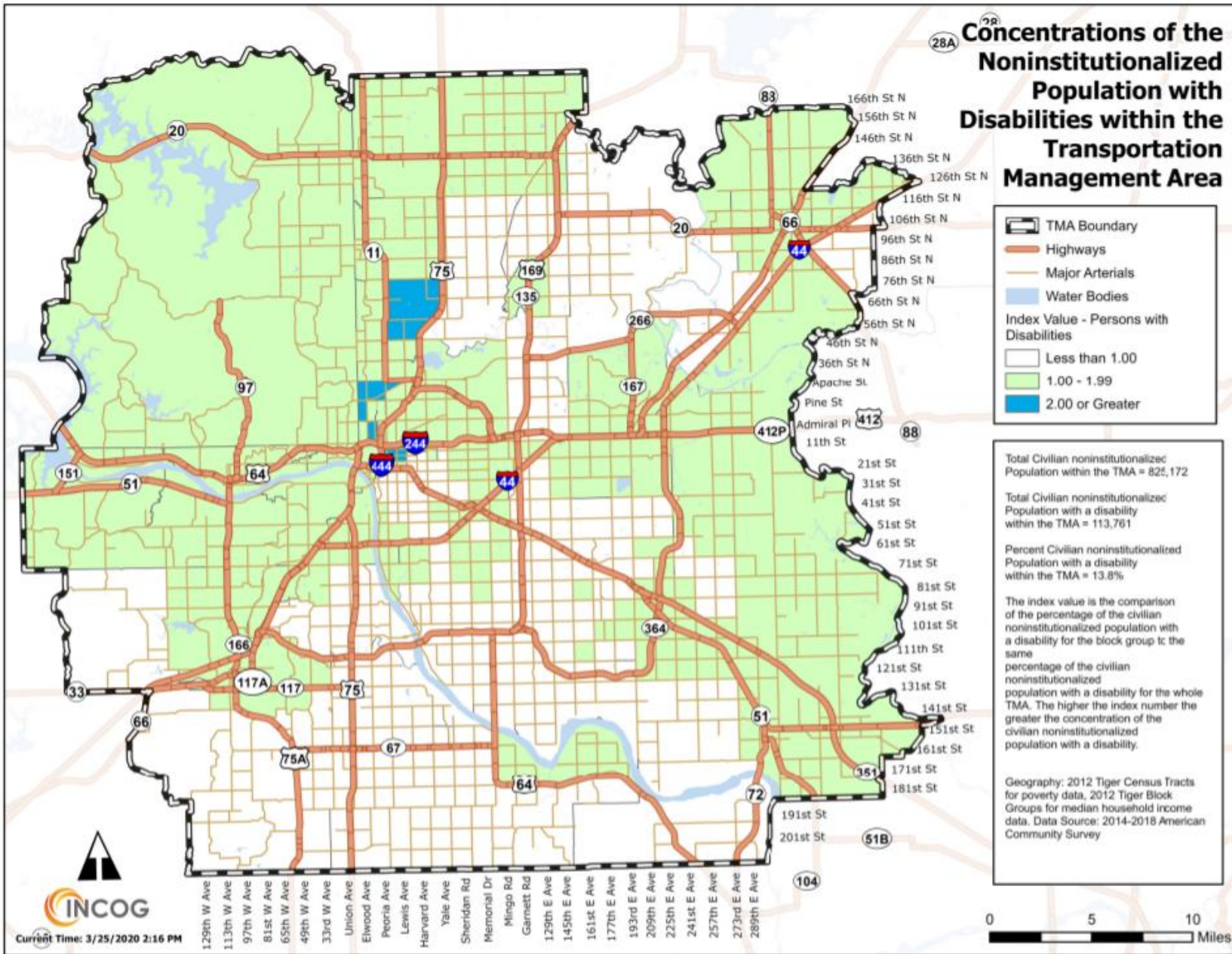
**28A Concentrations of the Other Races Population within the Transportation Management Area**



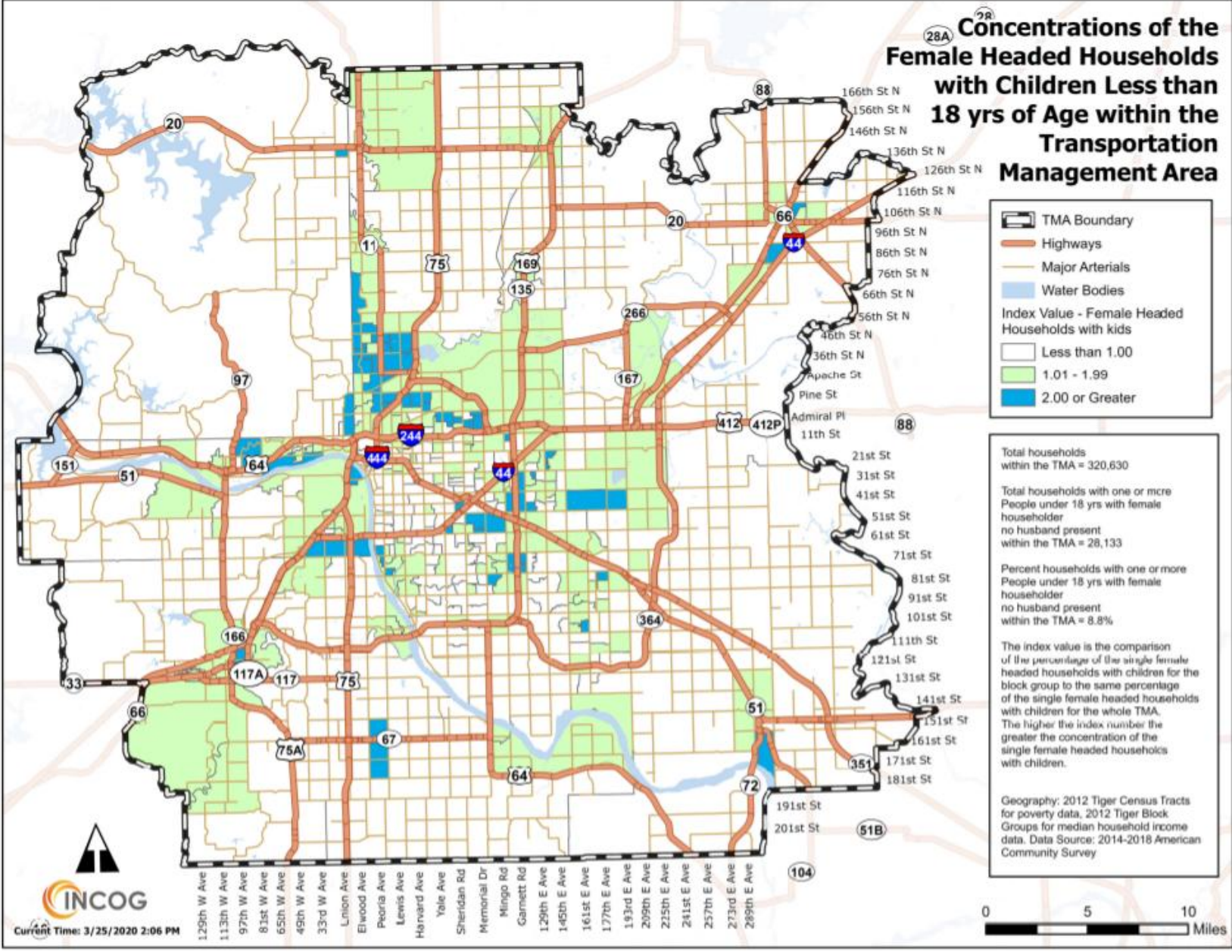


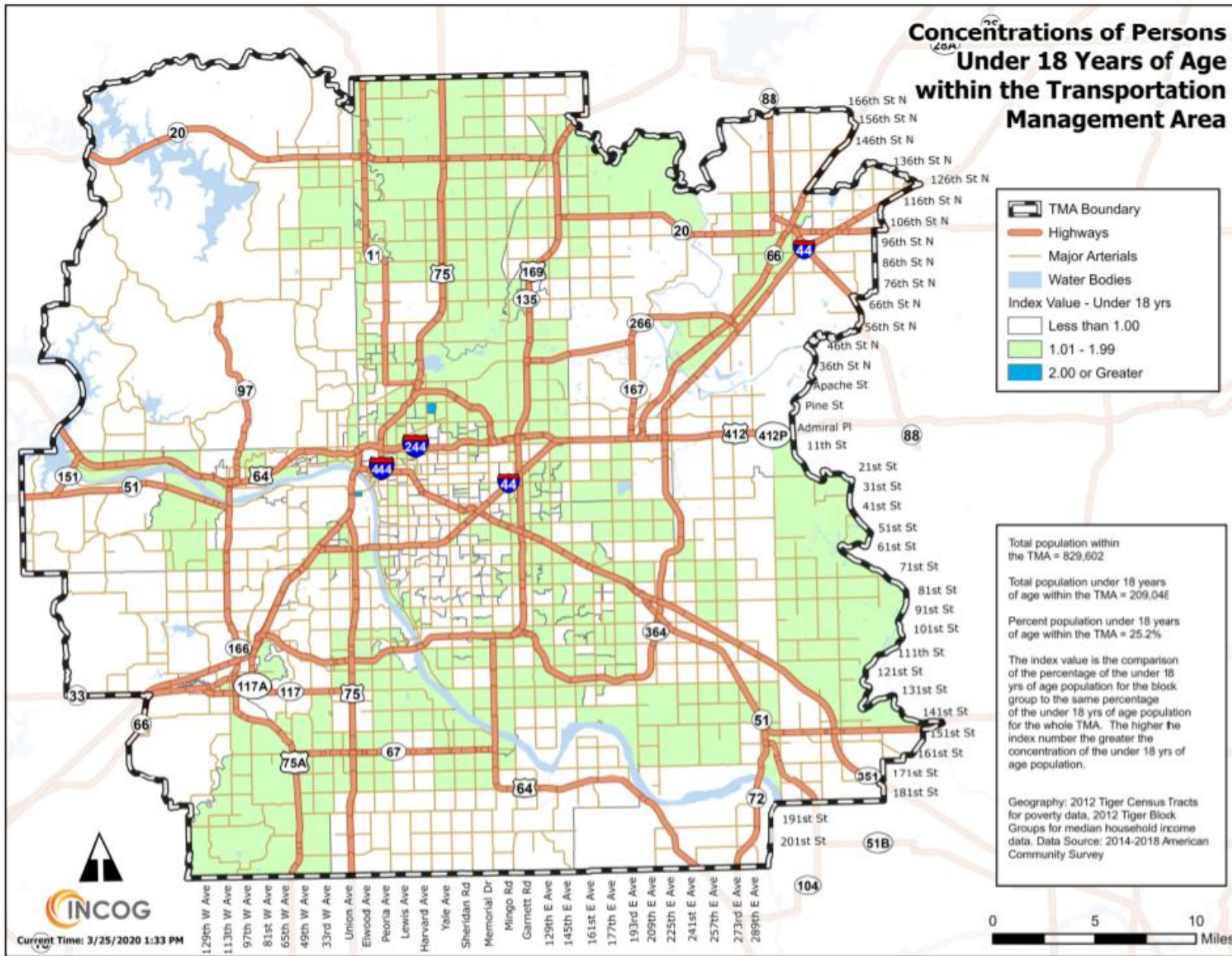
# 28A Concentrations of the Hispanic Population within the Transportation Management Area

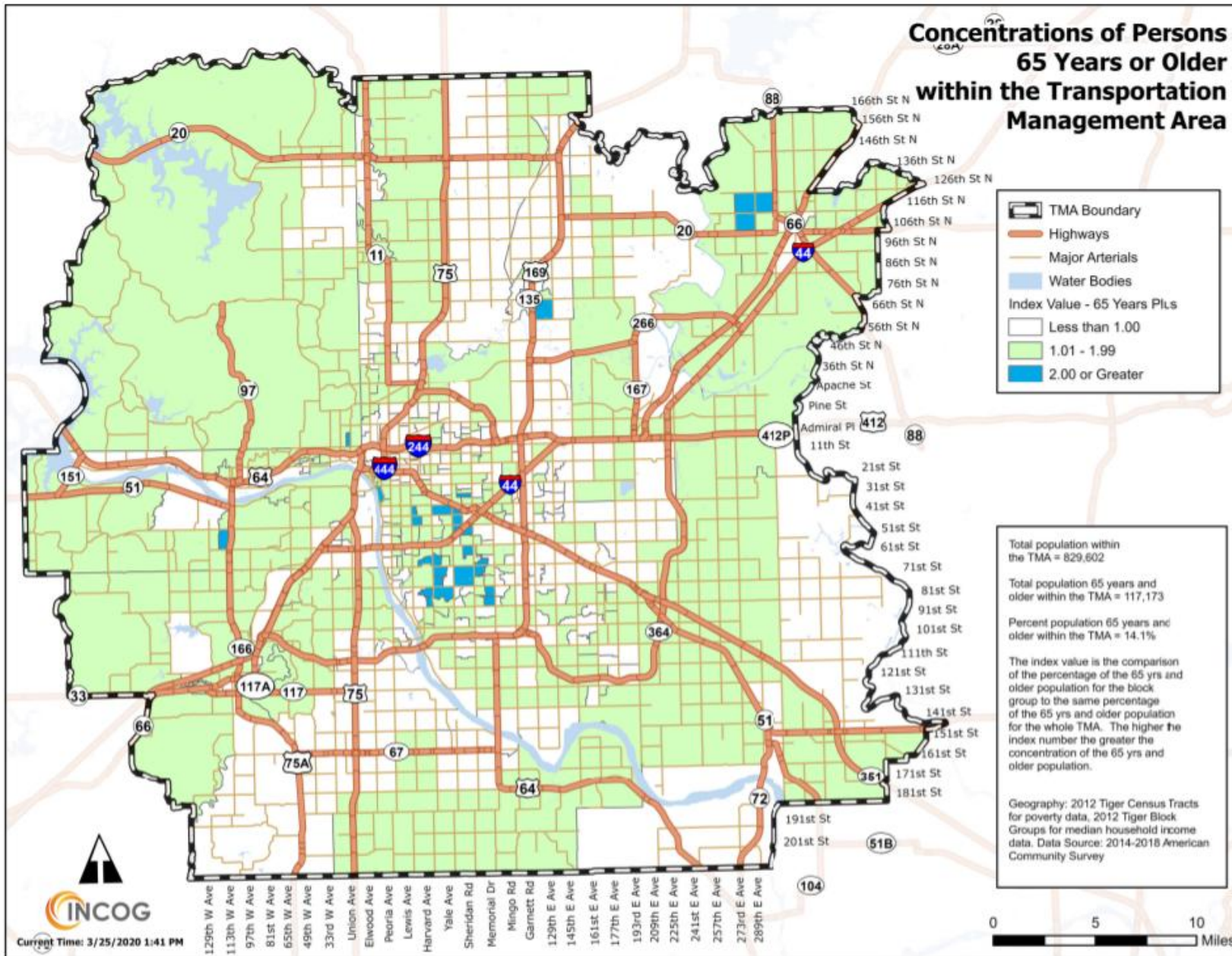




**28A Concentrations of the Female Headed Households with Children Less than 18 yrs of Age within the Transportation Management Area**

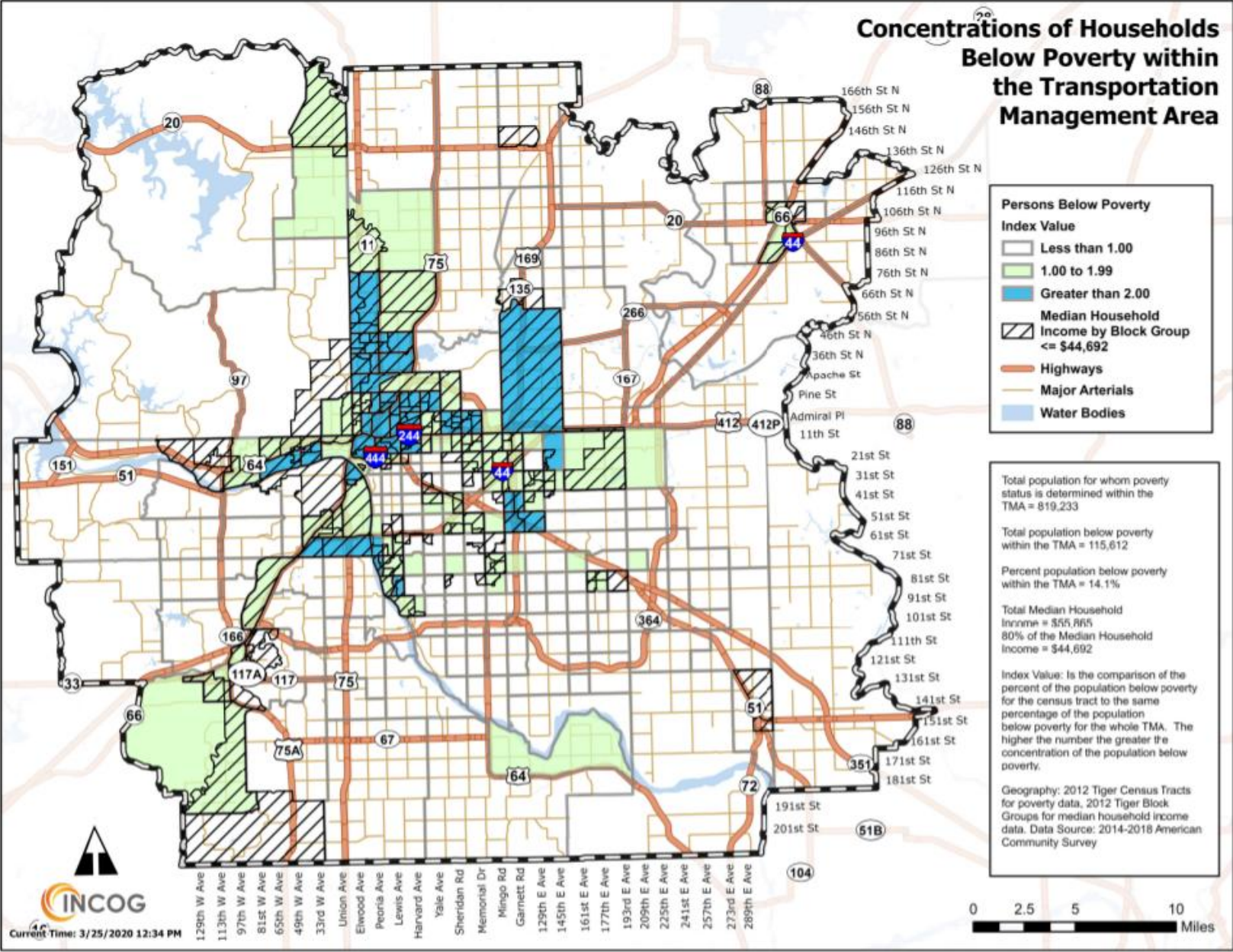


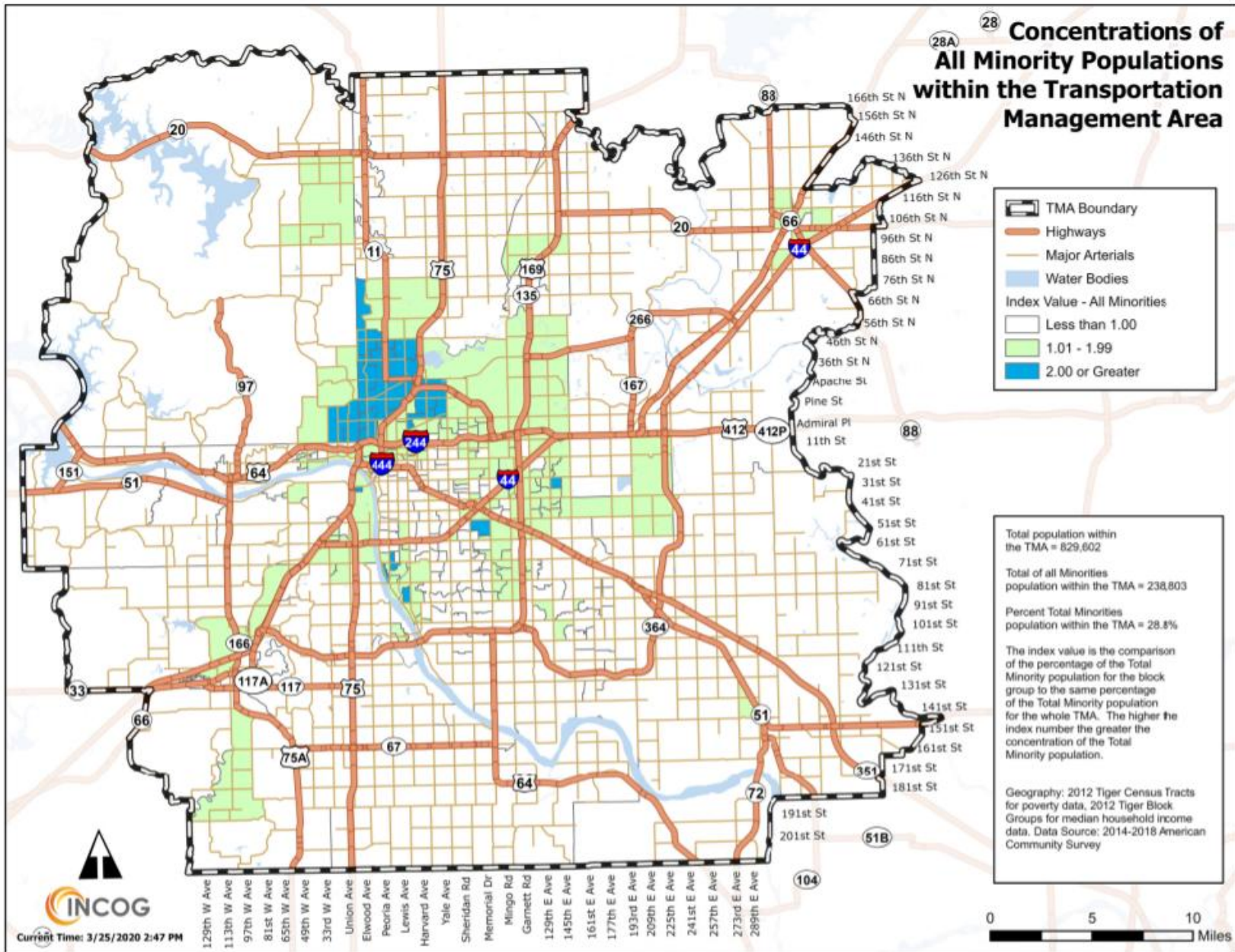






# Concentrations of Households Below Poverty within the Transportation Management Area





## Consideration of Special Populations in Outreach and Planning Activities

The Federal Highway Administration and the Federal Transit Administration reference Health and Human Services (HHS) Federal Poverty Guidelines in determination of poverty. These guidelines are based on the US Census Bureau's poverty thresholds. Tulsa TMA population determined by the 2018 ACS estimate to be below the poverty threshold were mapped, as seen on the *Persons Below Poverty Levels in the Transportation Management Area* map on page 32 in this document.

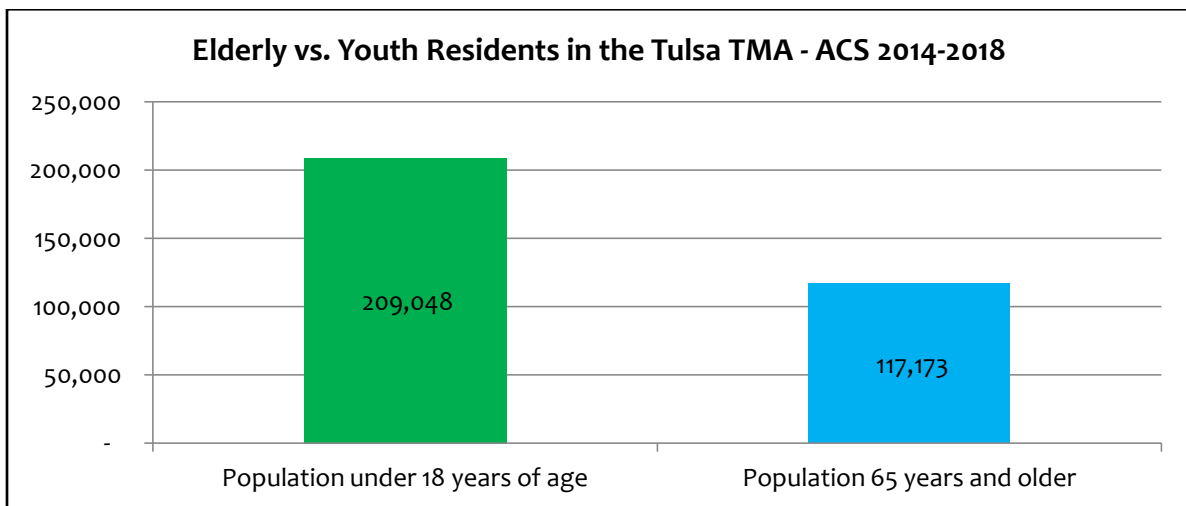
However, for public outreach and planning purposes, the INCOG Transportation Planning Division uses a broader definition of low income that includes more residents. In addition, areas with 51% or more of households that make less than 80% of the median household income (the U.S. Department of Housing and Urban Development (HUD) definition of low/moderate income) are also included in the planning process. Using these definitions of low income allows the Division to extend its planning and outreach considerations.

Although the US Census data give a demographic profile of the study area, further research was conducted to identify low-income populations and to gain a better awareness or "sense of place" within those communities. This research included insight from area planning officials and comments submitted by neighborhood and civic organization representatives, as well as the general public. Census data indicate a range of socioeconomic and demographic characteristics within the TMA. Statistically, most of the neighborhoods immediately north and west of Downtown Tulsa were found to have the greatest concentrations of minority populations and households with incomes below the national poverty level.

Areas having high concentrations of elderly and youth were also studied in order to identify possible needs for new or improved facilities and public involvement. Elderly is defined as TMA residents age 65 and older. According to the 2018 ACS, 117,173 persons (14.1% of the general population) in the TMA are age 65 and over. Most of this group is situated within the east and southeast sections of Tulsa's corporate limits.

The youth demographic is often overlooked in the transportation planning process. Just over 209,048 persons in the Tulsa TMA are younger than 18 (almost 25.2% of the population). A key indicator of youth possibly lacking adequate transportation is the number of

single-parent female-headed households with children younger than 18. According to 2018 ACS data, there are nearly 28,133 single-parent, female-headed households in the TMA, and this group represents nearly 8.8% of the total households. Many persons in this category, according to most statistics, live in low-income areas with little or no means of reliable transportation. Therefore, access to transportation facilities, such as transit routes and on-street bikeways, is vital and creates a dual benefit that serves not only the parent, who may need transportation to commute to work, but also the youth, who relies on safe transportation to school or community centers.



Residents with a disability also account for a significant portion of the TMA population. Just over 113,761 residents 5 years old or older have a reported disability, which accounts for 13.8% of the population.

### 3.2 Planning Analysis

During the planning process, Environmental Justice and Title VI compliance are major considerations. A review of the 2018 ACS estimate data was conducted for the TMA for potential environmental justice issues including:

1. Displacement/relocation of minority and low-income residents
2. Impact on local commute times and availability of public transportation

3. Access to bike/pedestrian trails
4. Separating/bisecting minority and/or low-income communities

Analysis is also conducted to ensure the plans do not disproportionately affect any Socially Sensitive Areas (SSAs), a region defined as having a concentration of minority, Hispanic, low-income, elderly and/or single-parent female-headed households with children younger than 18. Research involved examining total linear miles of new or expanded facilities for each of the transportation modes in the TMA. In each of the modes, the projected mileage of new or expanded facilities for 2045 was analyzed on a per square mile basis for both the SSAs and the TMA. Across the board, the SSAs are projected to have more facility miles added per square mile than the TMA as a whole. This was particularly true with trails.

**Connected 2045 Plan Data**

Area in Square Miles	New/Expanded Roadway Linear Miles	Linear Miles of New/Expanded Roadways per Square Mile	Linear Miles of Planned Trails	Linear Miles of Planned Trails per Square Mile	Linear Miles of FastForward Transit Lines	Linear Miles of FastForward Transit Lines per Square Mile
1,444	TMA Area - 395	0.27	1,345	0.93	193	0.13
164	SSA Area - 79	0.48	242	3.07	103	0.43

Studies were also conducted for neighborhoods affected by planned roadway projects, the public transportation system, and the planned bicycle/pedestrian system. Results from that examination showed areas with high concentrations of minority and/or low-income households are well served by the proposed improvements and that consideration should be given to those areas when specific projects are implemented.

The subsequent pages include Tulsa TMA maps of the following:

- Social Environment and Planned Public Transportation
- Social Environment and Planned Trails and Bikeways
- Social Environment and Planned Roadways

In addition to looking at the geographical impacts of the proposed improvements, a broad analysis was conducted of the mean travel time for SSA residents relative to residents of the overall TMA. Median Commute Time for the Tulsa TMA was computed based on 2018 ACS

data and compared with the SSAs for the same year. The TMA median commute was 20.23 minutes when compared with the SSA commute time, which was 18.03 minutes. Therefore, it is expected that the median travel time for SSA residents will be proportional to that of TMA residents overall.

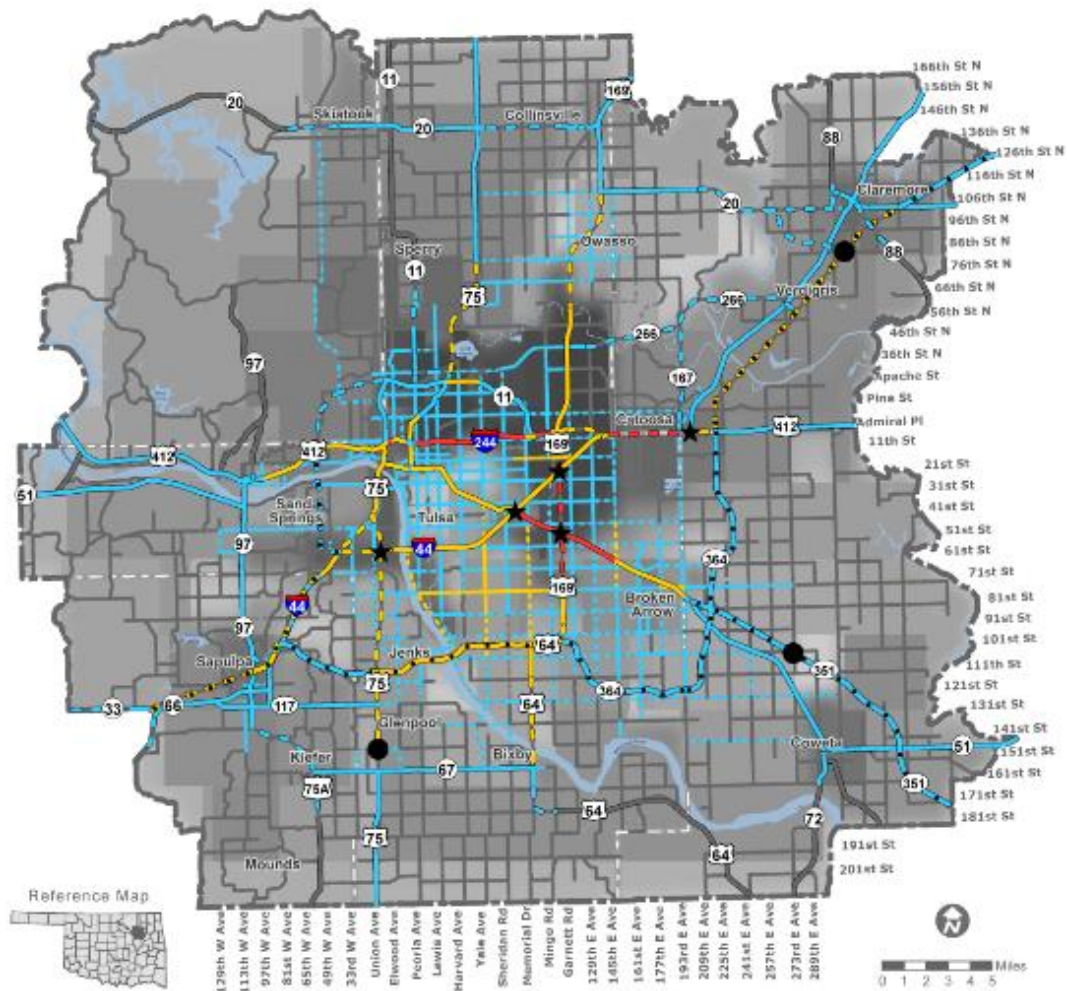
This analysis will be conducted on a regular basis as new data become available. To monitor compliance, INCOG will review how the goals outlined in this section were met and what will be done in future planning efforts. This review will include ensuring all complaints were addressed. An evaluation will also be conducted to determine which groups participated in the planning effort and how to reach additional groups in future efforts.







## Socially Sensitive Areas with Planned Roadways



### Legend

- ★ Expressway Interchange
- Grade-Separated Interchange
- Roadway Type**
- Arterial
- Highway
- Turnpike

- Roadway Status**
- New/Changed Roadway
- No Roadway Changes
- Roadway Through Lanes**
- 2 Lanes
- 4 Lanes
- 6 Lanes
- 8 Lanes

EJ Factor Concentrations

Greater  Less



### 3.3 Research

For research projects conducted by INCOG, the Transportation Planning Division will take steps to ensure nondiscrimination and Title VI compliance required by the Federal Highway Administration and the Federal Transit Administration, according to FTA C 4702.1B. These steps include making certain that all contracts include Title VI requirements and that Title VI and nondiscrimination regulations are adhered to in the selection of research contracts. INCOG will make efforts to ensure that protected groups are not discriminated against in the selection process. All contractors will be required to follow Title VI and nondiscrimination requirements. To monitor compliance, INCOG will review how the goals outlined in this section were met and what will be done in future research efforts. This review will include ensuring all complaints were addressed.

### 3.4 Project/Program Development

For transportation projects and programs that are administered solely by INCOG, the Transportation Planning Division will take steps, in addition to those mentioned throughout this report, to ensure nondiscrimination and Title VI compliance. First, INCOG will make certain that all aspects of the location/program selection process comply with the Title VI and nondiscrimination requirements. This goal will be achieved by using Census data and GIS technologies to identify affected populations. As outlined in the public participation procedures, staff will also consult area residents and seek input from affected populations. If minority, low-income, youth, elderly, disabled, or LEP (Limited English Proficiency) residents are identified, specific provisions will be made to overcome involvement barriers. See *Specific Environmental Justice and Limited English Proficiency (LEP) Considerations* on page 49.

As appropriate, residents and other interested parties will be asked to participate in the site or project selection process. Advertisements and news releases concerning all aspects of the project/program will be sent to media outlets that specifically target these groups, and appropriate public outreach efforts will continue for the duration of the project/program. Documentation and compliance reviews as outlined in this reports will also be conducted on a continuous basis.

To monitor compliance, INCOG will review how the goals outlined in this section were met and what will be done in future project/program development efforts. This review will include ensuring all complaints were addressed. An evaluation will also be conducted to determine which groups participated in the project/program development effort and how to reach additional groups in future efforts.

### **3.5 Contractors/ Subrecipients**

All contractors and subrecipients are required to comply with Title VI and other related Federal regulations. Contracts with INCOG's Transportation Planning Division include nondiscrimination responsibilities, non-compliance sanctions, and related information. Contractors and subrecipients are required to comply with the Regulations of the U.S. Department of Transportation relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation. The contractor or subrecipient agrees to not directly or indirectly discriminate on the grounds of race, color, or national origin, in the selection and retention of subcontractors, including procurement of materials and leases of equipment. Contractors and Subrecipients are required to include this information in all subcontractor solicitations and contracts.

INCOG requires all contractors and subrecipients to submit a Title VI Plan to INCOG when signing the contract. Subrecipients and Contractors may adopt INCOG's Title VI Plan, the Title VI notice, Title VI complaint investigation and tracking procedures, and complaint form developed by INCOG. INCOG will review contractors and subrecipients programs for compliance as well as its process to ensure compliance with Title VI requirements. See Contractual Assurances (Sample Forms on *page 102*) for more information.

### **3.6 Section 5310 Administration**

INCOG, as the designated recipient and pass through of Federal Transit Administration (FTA) for the Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities) is responsible for developing a Public Transit – Human Service Transportation Coordination Plan for the Tulsa TMA. The Plan provides guidance and context for eligible activities under these programs without regard to race, color, or national origin and certifies that

minority populations are not denied the benefits of or excluded from participation in these programs.

According to FTA guidance, INCOG develops and implements the following:

- (1) A Competitive Selection Process and an annual Program of Projects submitted to FTA as part of its grant applications. The Competitive Selection Process emphasizes that methods used for distribution of funds to subrecipients to serve predominantly people with disabilities, minority and low-income populations, including Native American tribes, where present, will be equitable. The Competitive Selection Process is available at INCOG's website at <http://www.incog.org/Transportation/Documents/Coordinated%20Plan/2015%20Plan%20Update.pdf>.
- (2) Criteria for selecting transit providers to participate in any FTA grant program that ensure compliance with Title VI requirements.
- (3) A record of requests for Section 5310 grants identifying applicants that use grant program funds to provide assistance to predominantly senior populations, people with disabilities, minority and low-income populations. The record will also indicate whether those applicants were accepted or rejected for funding.
- (4) Procedures to assist subrecipients in applying for Section 5310 funding, including efforts to assist applicants that will serve predominantly minority, people with disabilities, and low-income populations. During each annual solicitation for projects, INCOG transportation planning staff conducts mandatory pre-application workshops at transit accessible locations. At these workshops, staff reviews the application for funding with prospective applicants and provides comprehensive instructions on completing the application. INCOG staff also provides technical assistance to applicants who may have questions throughout the solicitation period. Coordination is encouraged by sharing contact information among prospective applicants.
- (5) Classification of applicants as providing service to predominantly people with disabilities, minority and low-income populations if the proportion of people with disabilities, minority

and low-income people in the applicant's service area exceeds the statewide average minority, low-income population, and senior population.

### **Monitoring Subrecipients**

INCOG will request that subrecipients who provide transportation services verify that their level and quality of service is provided on an equitable basis and meet all Title VI requirements. INCOG will ask subrecipients to develop system-wide service standards and verify that service provided to predominantly people with disabilities, minority, and low-income communities meets these standards.

In order to monitor compliance with the DOT Title VI Regulations, INCOG will require that subrecipients provide or perform the following:

- a. Required Certifications and Assurances with authorized signatures and current dates.
- b. An up-to-date copy of subrecipient's Title VI Plan.
- c. Subrecipient has reviewed and is knowledgeable about Demographic Data of Access to Services by Persons with Limited English Proficiency (LEP). INCOG will provide county data showing LEP populations.

INCOG staff will:

- a. Review plans, reports, contractual agreements related to the project, and certifications submitted under the above items according to the provisions of the guiding Federal regulations and discuss with subrecipients to clarify all requirements as needed.
- b. Monitor monthly, quarterly and final reports and invoices sent for payment of costs incurred and process as efficiently as possible.
- c. Maintain regular contact with subrecipients to stay apprised of program status at a minimum of quarterly intervals, one of which may be a site visit.

## Providing Assistance to Subrecipients

INCOG will assist subrecipients in complying with FTA Title VI reporting requirements at the request of the subrecipient, or as deemed necessary and appropriate by the State DOT, or other administrating agency. As appropriate, INCOG staff will provide the following information to subrecipients:

- a. Sample notices to the public informing beneficiaries of their rights under Title VI and procedures on how to file a Title VI complaint.
- b. Sample procedures for tracking and investigating Title VI complaints filed with a subrecipient.
- c. Demographic information on the race, income, and English proficiency (LEP) residents served by the subrecipient. (This information will assist the subrecipient in assessing the level and quality of service it provides to communities within its service area and in assessing the need for language assistance.)

## **SECTION 4 – PUBLIC PARTICIPATION AND OUTREACH ACTIVITIES**

### **4.1 Outreach Purpose**

Nondiscrimination, including Title VI compliance, is a major consideration for INCOG’s Public Participation Process (PPP), a document that outlines the public participation techniques undertaken for all aspects of Tulsa TMA transportation planning. The intent of the PPP is to encourage and support active public participation throughout the planning and decision-making process related to the development of proposed transportation plans, programs, and projects so that a safe, efficient transportation system, reflecting the needs and interests of all stakeholders, can be provided. The document serves as a guide for citizens, elected officials, decision makers and INCOG staff to gain a better understanding of the public participation process and as a tool for planners and decision-makers to better engage citizens, community groups, organizations, schools, and businesses in the process of planning our transportation system. The PPP is available on INCOG’s website ([http://www.incog.org/Transportation/Documents/PIP2020\\_Final.pdf](http://www.incog.org/Transportation/Documents/PIP2020_Final.pdf)) or at the INCOG offices (2 West 2nd Street, Suite 800, Tulsa - OK).

### **4.2 Existing Outreach Strategies**

It has long been a challenge to engage the public in plans and programs, providing the means for people to have direct and meaningful impact on the decision-making process. The following guidelines were developed reflecting Federal requirements with the purpose of facilitating this process:

- Build awareness, interest, and support in the general public and decision-makers using innovative tools, media campaigns and combinations of different public participation techniques designed to meet the needs of the public.
- Provide and encourage opportunities for direct citizen attendance and involvement from the early stages of the planning process.

- Develop methods to collect input from citizens who cannot attend meetings, such as direct mail and web-based input strategies providing “everyone” a reasonable opportunity to comment on the proposed plans or programs.
- Periodically review and revise the Public Participation Plan in terms of effectiveness to assure that the process provides full and open access to all.
- Provide the public with timely notice and reasonable access to technical and policy information used in the development of plans or programs.
- Require a public comment period of 45 days prior to the adoption or amendment of the Public Participation Plan.
- Develop and tailor public participation plans according to the complexities of particular plans, programs or projects.
- Ensure compliance with Title VI of the Civil Rights Act of 1964 and subsequent Federal legislation, including FTA C 4702.1B, which require that no person in the United States shall, on the ground of race, color, and national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Therefore, policies should be adopted with specific plans and programs to ensure that the needs of those traditionally underserved by existing transportation systems and Environmental Justice principles are fully integrated in the process.
- Engage the public in a proactive effort by going to civic and cultural groups, churches, neighborhood organizations, and other citizen committees.
- Show consideration to comments from public participants, and respond to public input received during the planning and program development processes.



## Summary of Outreach Efforts

The following outreach efforts were undertaken in the last three years:

### **INCOG's Plans and Programs**

INCOG publishes public notices for the Transportation Improvement Program document on printed and online media outlet for public review. The same is done for all Section 5310 and CMAQ projects. In 2020 INCOG starts working on the Regional Transportation Plan update. INCOG is hosting stakeholder online meetings to brainstorm each element of the Long-Range Plan and gather feedback from the communities that are part of the TMA. Comments are compiled to be included in the plan.

### **GO Plan Public Involvement**

Over the past year, INCOG has worked with the City of Tulsa, Bixby, Owasso and Glenpool to amend the GO Plan in order to align with their comprehensive plans, small area plans, and public comments received during their plan development. Since 2018, INCOG has been making presentations on the Go Plan to Tulsa Young Professionals (TYPROS), Bixby's Planning Commission and City Council, Collinsville's Chamber of Commerce, Leadership Tulsa, and Sustainable Tulsa.

### **Improve safety and security – Travel with Care Campaign**

INCOG has taken a proactive approach to increasing pedestrian and bicycle safety, throughout the Tulsa region, working with numerous community partners including local and state government agencies, not-for-profits, and private citizens. INCOG has received and managed a pedestrian and bike safety education grant through the Oklahoma Highway Safety Office (OHSO), throughout the timeframe of this Title VI reporting period (2017-2020). The grant activities are multifaceted seeking to further local knowledge and understanding of “share the road” messaging through online digital adds and engagement, billboard messaging, and bus-wrap messaging. All campaigns used a unique branding and theme developed through a partnership with City of Tulsa Communications staff- *Walk Bike Tulsa*. Under this brand/theme, educational materials were created and promoted digitally throughout the community and used on numerous campaigns and public outreach activities.

One creative digital approach used was the geo-fencing of five intersections with the highest numbers of pedestrian and bike collisions in the region. Drivers passing through these intersections with cell phones would be eligible to receive pedestrian and bike safety ads for a period of two months. INCOG staff also created a traveling pedestrian fatality exhibit that mapped the locations of all pedestrian fatalities in the past year. The exhibit provided a place for people to write comments and suggestions and was set up at five locations across the City of Tulsa, including a booth at Tulsa Mayfest, over the course of March-May 2019.

Between 2019 and 2020, INCOG utilized community engagement through the creation of two large murals, painted by a popular local artist, depicting pedestrians and cyclists, seeking to remind all roadway users that everyone is a pedestrian and the need to take extra caution when using streets. INCOG also hosted police officer trainings to educate law enforcement about bicycle and pedestrian ordinances and implemented a virtual community engagement project, bike bingo with prizes. INCOG staff also visited eight Bike Clubs, an afterschool program for 4<sup>th</sup> & 5<sup>th</sup> graders to teach them bike handling skills and “rules of the road”. Each child was given a “Walk Bike Tulsa” booklet that combined pictures with ordinances pertaining to “rules of the road”.

### **Tulsa Bike Share (TBS) and Bike to Work Week**

INCOG is involved with TBS, a 501(c)3 organization, by attending events and helping to push more people towards using ebikes for short trips. For National Bike to Work Week, INCOG hosts various events to promote bike commuting and resources in the Tulsa region, featuring pancake breakfasts, grab’n’go snack stops along the trail system, giveaways, and happy hours at local bicycle-oriented businesses. For Bike Month, INCOG organizes a Women's Only beginner ride, a 10-mile round trip, to show how to ride on city streets.

## **4.3 Specific Environmental Justice and Limited English Proficiency (LEP) Considerations**

State and Federal policies and regulations, including Environmental Justice initiatives, reinforce the need of agencies to focus attention on reaching low-income and minority households. There are many individuals whose primary language is not English. Individuals who

do not speak English as their primary language and who have a limited ability to read, write, speak or understand English can be “Limited English Proficient”, or “LEP.” This language barrier may prevent individuals from accessing services and benefits. To include traditionally underserved communities in the decision-making process, it is necessary to identify key stakeholders that have low or no participation, what is preventing them from participating, and what can be done to overcome barriers and increase the levels of participation. Some explanations for the lack of participation include cultural and language barriers, disabilities, economic constraints, and lack of participation opportunities.

There are two pieces of legislation that provide the foundation for the development of an LEP plan: Title VI of the Civil Rights Act of 1964, and Executive Order 13166. In some circumstances, failure to ensure that LEP persons can effectively participate in federally assisted programs may constitute discrimination based on national origin under Title VI. In order to comply with Title VI, agencies should take reasonable actions for competent language assistance. Executive Order 13166 clarifies requirements for LEP persons under Title VI. The Executive Order requires the agency to examine the services it provides and develop and implement a system by which LEP persons can meaningfully access those services.

According to 2018 ACS data, 21,547 people (2.8%) in the Tulsa TMA speak a language other than English at home. To reach the LEP population, a four-factor analysis outlined in the Department of Transportation policy guidance will be followed:

1. The number or proportion of LEP persons eligible to be served or likely to encounter by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to people’s lives.
4. The resources available to the recipient and costs.

## 4.4 The Four-Factor Analysis

### Factor 1: The Proportion, Numbers and Distribution of LEP Persons

The Census Bureau has two classifications of how well people speak English. The classifications are ‘very well’ and ‘less than very well’. For our planning purposes, we are considering people that speak English ‘less than very well’ as Limited English Proficient (LEP) persons.

**Table 1**

<b>LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER - Universe: Population 5 years and over</b>			
	<b>Population 5 years old and older</b>	<b>Number of Limited English Proficient Persons</b>	<b>Percent of Limited English Proficient Persons</b>
Creek County, Oklahoma	66,665	524	0.80%
Osage County, Oklahoma	44,861	278	0.60%
Rogers County, Oklahoma	85,501	1,239	1.40%
Tulsa County, Oklahoma	596,140	35,660	6.00%
Wagoner County, Oklahoma	73,058	1,628	2.20%
Source: U.S. Census Bureau, 2014-2018 American Community Survey			

*Table 1* shows the number and percent of persons regarding their English language skills for the counties within the MPO Metropolitan Planning Area. Of the population 5 years old and older, 39,329 persons or 4.08% are LEP.

**Table 2**

LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH – Universe: Population 5 years and over

	Creek County, Oklahoma	Osage County, Oklahoma	Rogers County, Oklahoma	Tulsa County, Oklahoma	Wagoner County, Oklahoma
Total Population 5 yrs and over	<b>66,665</b>	<b>44,861</b>	<b>85,501</b>	<b>596,140</b>	<b>73,058</b>

Speak only English	<b>64,543</b>	<b>43,421</b>	<b>81,624</b>	<b>510,882</b>	<b>68,620</b>
Spanish or Spanish Creole:	<b>1,395</b>	<b>893</b>	<b>2,292</b>	<b>58,969</b>	<b>2,862</b>
Speak English less than “very well”	382	200	853	25,667	1,028
Indo-European languages:	250	222	397	7,485	547
Speak English less than “very well”	49	18	90	1,741	215
Asian and Pacific Islands Languages	200	139	918	13,849	866
Speak English less than “very well”	66	18	260	7,389	346
Other and unspecified languages:	277	186	270	4,955	163
Speak English less than “very well”	27	42	36	863	39
Source: U.S. Census Bureau, 2011-2015 American Community Survey					

According to *Table 2*, of the LEP persons within the Tulsa MPO Area, 7.67% speak Spanish, 1.03% speak Indo-European languages, 1.84% speak Asian languages, and 0.68% speak other languages.

**Table 3**

**HOUSEHOLD LANGUAGE BY HOUSEHOLD LIMITED ENGLISH-SPEAKING STATUS**

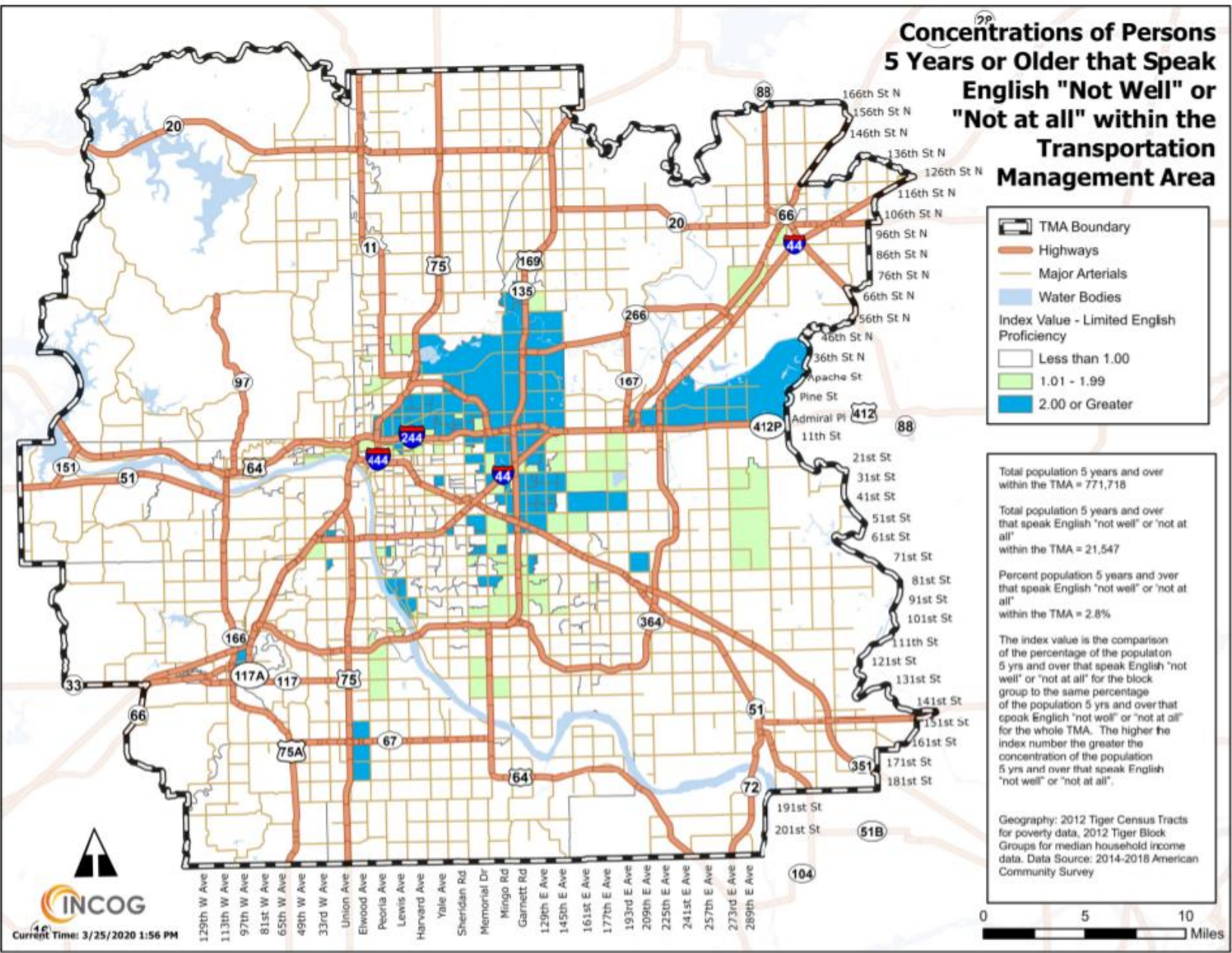
<b>Table C16002</b>	<b>Creek County, Oklahoma</b>	<b>Osage County, Oklahoma</b>	<b>Rogers County, Oklahoma</b>	<b>Tulsa County, Oklahoma</b>	<b>Wagoner County, Oklahoma</b>
<b>Universe: Households</b>					
<b>Total:</b>	26,642	18,165	34,452	251,176	28,748
<b>English only</b>	25,561	17,535	32,616	218,246	26,835
<b>Spanish:</b>	656	342	1,023	21,075	1,144
<b>Limited English speaking household</b>	70	16	154	5,426	218
<b>Not a limited English speaking household</b>	586	326	869	15,649	926
<b>Other Indo-European languages:</b>	151	108	257	4,278	259
<b>Limited English speaking</b>					

<b>household</b>	-	-	15	376	18
<b>Not a limited English speaking household</b>	151	108	242	3,902	241
<b>Asian and Pacific Island languages:</b>	96	46	346	5,298	393
<b>Limited English speaking household</b>	35	-	53	1,687	41
<b>Not a limited English speaking household</b>	61	46	293	3,611	352
<b>Other languages:</b>	178	134	210	2,279	117
<b>Limited English speaking household</b>	-	17	21	117	7
<b>Not a limited English speaking household</b>	178	117	189	2,162	110
<b>Limited English speaking household</b>	13	13	4	133	4

Table 3 shows the number of households by language spoken for the counties that are part of the Tulsa MPO. As seen in Table 1, Creek County and Osage County together have 802 persons that are linguistically isolated. Rogers County has 1,239 persons while Wagoner County has 1,628 persons that are linguistically isolated. Tulsa County has the majority of the LEP, with 35,660 persons.

The map below shows the distribution of non- English speaking people. LEP persons residing in Osage County are located in one census block group in the southern portion of the county. In Rogers County there are several areas with LEP persons. There is a cluster within the City of Owasso, Catoosa, and Claremore. The largest cluster of LEP persons is located along the eastern portion of the Tulsa County portion of the MPO Area.

## Concentrations of Persons 5 Years or Older that Speak English "Not Well" or "Not at all" within the Transportation Management Area



## **Factor 2: Frequency of Contact with LEP Individuals**

INCOG's public participation process is designed to be open, inclusive, and comprehensive. The major transportation planning documents – Long Range Transportation Plan, TIP, Public Transit – Human Service Coordinated Transportation Plan, and other major transportation studies are made available at numerous locations and times to allow access and input to as many different populations as possible.

For the Long-Range Transportation Plan, INCOG holds several stakeholders' meetings to brainstorm each element of the Plan, Bike/Ped, Freight, Transit, Roadways. Meetings are also held in several cities in the region to gather community feedback. The purpose is to hear about needs and preferences for transportation in the TMA. Materials, available in both English and Spanish versions, are posted on the INCOG Web site, e-mails are sent, and notices are distributed to local media publications. With COVID-19, INCOG is taking the appropriate measures to make sure staff and the members of the community can still participate in the planning process while keeping them safe.

Careful thought and planning is given at every level and every activity to achieve maximum involvement and reaching underserved populations. Any request for Spanish versions of materials is granted. Translation and interpreter services have been used as needed. There have not been many requests in the last three years. It is likely, however, that there will be an increase in requests since the Hispanic population is growing in the TMA.

INCOG's public participation procedures are defined in the Public Participation Plan available at [http://www.incog.org/Transportation/Documents/PIP2020\\_Final.pdf](http://www.incog.org/Transportation/Documents/PIP2020_Final.pdf).

## **Factor 3: The Nature and Importance of the Program, Activity, or Service to LEP Community**

As the agency responsible for coordinating the regional transportation planning process, INCOG must make sure that all segments of the population, including LEP persons, have been involved or have had the opportunity to be involved with the planning process. The impact of proposed transportation investments on underserved and underrepresented population groups is part of the evaluation process. INCOG provides oversight and helps ensure that LEP



and other disadvantaged population groups are not overlooked in the transportation planning process.

INCOG's main function is to support cooperative, comprehensive, and continuing transportation planning as outlined in Federal transportation acts. In doing so, INCOG develops three main documents – the Long Range Transportation Plan, the Transportation Improvement Program (TIP) and Unified Planning Work Program (UPWP), as well as other studies. The Long Range Transportation Plan provides direction for transportation investments out to 20 years in the future. The TIP is a program or schedule of short- range transportation improvements and activities intended to be implemented through a combination of State, Federal and local funding. The UPWP outlines tasks to be performed in the upcoming year.

INCOG is also the designated recipient for the Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities). One of the primary responsibilities of the designated recipient is the development of a Public Transit – Human Service Transportation Coordinated Plan. This plan is also a primary planning document that is reviewed by the Transportation Technical and Policy Committees and endorsed by the INCOG Board of Directors. See *Section 3.6 on page 42* for Section 5310 Programs Implementation.

INCOG uses Federal funds to plan for transportation projects and does not provide any direct service or program that requires vital, immediate or emergency assistance, such as medical treatment, or services for basic needs, such as food or shelter. Lack of access of LEP persons to public transportation may, however, affect their ability to obtain crucial services such as health care, education, and employment.

#### **Factor 4: The Resources Available to the MPO and Overall Cost**

Outreach strategies to ensure all communications and public participation efforts comply with Title VI include:

- Coordination with individuals, institutions, or organizations to reach out to members in the affected minority and/or low-income communities.

- Follow LEP and Persons with Disabilities guidelines to ensure information is available in a variety of formats and provide notice to participants that LEP and other assistance is available upon request.
- Provide information in languages other than English, as needed. Maintain an inventory of translation services in the Tulsa area, especially resources for Spanish-speaking residents. Publish meeting notices in Spanish in *Hispano de Tulsa* and *La Semana Del Sur*.
- Provision of opportunities for public participation through means other than written communication, such as personal interview or use of audio or video recording devices to capture oral comments.
- Use of locations and facilities that are local, convenient, and accessible to identified populations.
- Hold meetings and events during the day, at night, and on weekends to encourage participation from identified populations.
- Use of different meeting sizes or formats, including small group exercises that encourage full participations from each individual.
- Disseminate information to minority median and ethnic/gender related organizations, to help ensure all social, economic, and ethnic interest groups in the region are represented in the planning process.
- Provide assistance to persons with disabilities, including individuals who are blind, have low-vision, or are hearing impaired.
- Provide continued training in nondiscrimination, outreach, equitable planning/research, and foreign language skills for INCOG staff.

In all activities, INCOG Transportation Planning will seek out and consider the viewpoints of LEP, minority and low-income populations. Because there is wide latitude in determining what specific measures are most appropriate, the determination will be based on the composition of the population affected by the planning program/project, the type of public participation process planned, and the resources available to the agency. INCOG staff will also

continue correspondence with organizations that represent LEP, minority, disabled, youth, elderly, and low-income residents. Additional innovative strategies will be researched and developed to ensure all residents are aware of the outreach process in which they are able and encouraged to participate.

INCOG has public participation funds included in the MPO annual budget. Fees for translation services, interpreter services, and LEP advertisement services are included in the eligible public participation expenses. Costs are estimated to be up to \$2,000 including staff time for providing language assistance.

#### **4.5 Language Assistance Plan**

The “Four Factor” Analysis was key to determine if interpretation and translation of documents needs to be performed to ensure INCOG’s programs participation by persons with Limited English Proficiency (LEP). With this analysis it was possible to determine what languages are most commonly used by LEP populations in the Tulsa TMA. According to *Table 2*, of the LEP persons within the Tulsa MPO Area, 7.67% speak Spanish. It is likely that there will be an increase in requests for Spanish translations since the Hispanic population is growing in the TMA.

To assist the LEP populations in the Tulsa TMA and assure that persons with limited ability to speak, read, write, and understand the English language participate in all INCOG’s programs, the following elements will be implemented:

1. INCOG will develop a list of vital plans and documents that require translation. Webpages considered essential for public participation should also be translated. Google Translate may be utilized to provide immediate access to translation.
2. Public participation meetings notices will be posted in accessible locations both in English and Spanish with INCOG’s contact for further assistance to other languages translation.
3. INCOG will keep a database of personnel with foreign language skills that will be posted on INCOG’s website and internal website.
4. Once a year, INCOG personnel will be trained on how to effectively provide assistance to the LEP population and how to use telephone translation services when needed.

5. A language chart will be available to help identify what language an LEP person speaks and will be located in public areas.
6. The public will be notified of the availability of translation services for all public meetings. Upon request, interpreters will be made available to assist LEP persons.
7. INCOG will forward emails written in foreign languages for translation and an interpreter will provide assistance to the sender.
8. INCOG will maintain the “Four Factor” Analysis updated to monitor and evaluate the Language Assistance Plan and to keep it updated to better serve the LEP population. Vital documents can then be translated into the language of each frequently encountered LEP group eligible to be served and/or likely to be affected by INCOG’s programs and services.

#### **4.6 Safe Harbor Provision**

DOT has adopted DOJ’s Safe Harbor Provisions that can be used to demonstrate that an agency has met the translation obligations of written materials for LEP populations. The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient’s written translation obligations. Translation of non-vital documents, if needed, can be provided orally.

To use the Safe Harbor provision, INCOG will translate vital documents in the language most commonly used in the Tulsa TMA. If there are fewer than 50 persons in a language group that reaches the five percent (5%) trigger, INCOG is not required to translate the written materials but will provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

## 4.7 Nondiscrimination Monitoring and Review

The following criteria are used to determine the effectiveness of the Public Participation Process:

1. The number of citizens' responses that occurred:
  - Types of media used to contact participants (including publications that focus on minority, disabled, youth, elderly, low-income, or LEP residents)
  - Meeting convenience (time, place, accessibility)
  - Participation by a broad cross-section of the affected community
2. The input received demonstrates individual understanding:
  - Effectiveness of communication tools
  - Types of techniques used
  - Input received from the citizens provided decision-makers and funding agencies with reliable and useful information
3. The public process was responsive:
  - Documentation of how public input affected decisions
  - Evaluation of the effectiveness of the program from participants' perspective (feedback)
  - Involvement process tailored to specific community needs and accessible to all segments of the public
  - Efforts to improve performance
4. Environmental Justice was achieved:
  - Strategies for engaging minority, disabled, youth, elderly, low-income, and LEP populations in the decision-making process
  - Utilization of media targeted to minority, disabled, youth, elderly, low-income, and LEP populations
  - Reduction of participation barriers for non-traditional transportation stakeholders
  - Feedback from minority, disabled, youth, elderly, low-income, and LEP participants

- Consideration and documentation of their concerns and input in the decision-making process

A public participation evaluation form based on these criteria will be completed at the conclusion of each event or public review period (see Sample Forms on *page 75*). At each event, a short, anonymous survey including voluntary questions (attendees' demographic information, principal language, household income, and how participants were informed of the meeting) will be distributed (see Sample Forms on *page 75*). Together, these methods of data collection will allow a thorough evaluation and encourage brainstorming for improved future events.

The Public Participation Process is dynamic and must remain so to address the needs of the community. As techniques are proven effective and institutionalized, the process will evolve to reflect those advancements. Participating stakeholders and INCOG staff will immediately assess the effectiveness of every public participation activity. Revisions to the process will be promptly incorporated. The TTC, TPC, and INCOG Board of Directors will review revisions requiring formal amendment of the Public Participation Process document after consultation with stakeholders and a thorough opportunity for public review. To ensure the process is periodically evaluated, INCOG will, at a minimum, review and assess the process and results every two years and recommend any revisions that may be appropriate.

INCOG will periodically review the overall plan implementation strategy and update the Nondiscrimination Plan every three years as required by the Federal Government.

## **4.8 Documentation Process**

In accordance with Federal regulations, INCOG documents all aspects of the public participation process, available for public review during normal business hours at INCOG offices. This information includes:

- Sign-in sheets;
- Meeting minutes;
- Outreach materials; and
- Various other essential meeting details and data.

## **SECTION 5 – COMPLAINT PROCESS**

### **5.1 Complaint Procedure**

**1. Submission of Complaint:** Any person who feels that he or she, individually or as a member of any class of persons, on the basis of race, color, or national origin has been excluded from or denied the benefits of, or subjected to discrimination by INCOG or any of their recipients may file a written complaint by completing and submitting INCOG’s Title VI Complaint Form. A sample complaint form is available in this document (see Sample Forms on *page 75*) and upon request. Such complaints should be filed within 180 days of the date the person believes the discrimination occurred or when there’s been a continuing course of conduct, date on which that conduct was discontinued. INCOG will process complaints that are completed. Note: Upon request, assistance, in preparation of any necessary written material, will be provided to a person(s) who is unable to read or write. Complaints should be mailed to:

**INCOG Executive Director**

**Nondiscrimination Administration**

**2 W. 2<sup>nd</sup> St., Suite 800**

**Tulsa, OK 74103**

**2. Referral to Review Officer:** Upon receipt of the signed complaint form, INCOG Executive Director will give the complaint to the designated Title VI Coordinator/Public Outreach Planner who will log-in the complaint, determine the basis of the complaint, authority/jurisdiction, and who should conduct the investigation. The designated Title VI Coordinator/Public Outreach Planner reviews and determines the appropriate action regarding every Title VI complaint.

Within ten (10) business days, the designated Title VI Coordinator/Public Outreach Planner will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to be taken to process the allegation. The notification letter contains:

- a. The basis of the complaint.
- b. A brief statement of the allegation(s) over which INCOG has jurisdiction.

- c. A brief statement of INCOG's jurisdiction over the recipient to investigate the complaint; and
- d. An indication of when the parties will be contacted.

If more information is needed to resolve the case, INCOG will contact the complainant and the complainant will have 10 business days from the date of the letter to send requested information to INCOG Title VI Coordinator/Public Outreach Planner. If the Coordinator is not contacted by the complainant or does not receive the additional information requested within 10 business days, INCOG can administratively close the case. A case can be administratively closed if the complainant no longer wishes to pursue their case.

The designated Title VI Coordinator/Public Outreach Planner also notifies the Oklahoma Department of Transportation (ODOT) within ten (10) calendar days of receipt of the allegations who will notify the appropriate Federal Agency. Generally, the following information will be included in every notification to the Oklahoma Department of Transportation's Civil Rights Division:

- a. Name, address, and phone number of the complainant.
- b. Email address, if available.
- c. Basis of complaint (i.e., race, color, national origin).
- d. Date of the alleged discriminatory act(s).
- e. Date of complaint received by the recipient.
- f. A statement of the complaint.
- g. Other agencies (State, Local, or Federal) where the complaint has been filed.
- h. An explanation of the actions the recipient has taken or proposed to resolve the issue(s) raised in the complaint.

Within sixty (60) calendar days from the date the original complaint was received, the designated Title VI coordinator will conduct and complete an investigation of the allegation(s) and based on the information obtained, will issue one of two letters to the complainant: a closure letter, summarizes the allegations and states that there was not a Title VI violation and that the case will be closed, or a letter of finding (LOF), summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to



appeal the decision, she/he has 10 days after the date of the letter or the LOF to do so. The designated Title VI Coordinator/Public Outreach Planner will conduct in-depth, personal interview with the complainant(s). Information gathered in this interview includes: identification of each complainant by race, color, sex, age, national origin, disability/handicap, or income status; name of the complainant; a complete statement concerning the nature of the complaint, including names, places, and incidents involved in the complaint; the date the complaint was filed; and any other pertinent information the investigation team feels is relevant to the complaint. The interviews are recorded either on audio tape or by taking notes. The designated Title VI Coordinator/Public Outreach Planner arranges for the complainant to read, make necessary changes to, and sign the interview transcripts or interview notes. Every effort will be made to obtain early resolution of complaints at the lowest possible level.

The designated Title VI Coordinator/Public Outreach Planner will forward the investigative report to the Oklahoma Department of Transportation. The Oklahoma Department of Transportation will review the report and forward the investigative report to the appropriate Federal Agency. Included with the reports is a copy of the complaint, copies of all documentation pertaining to the complaint, the date the complaint was filed, the date the investigation was completed, the disposition and the date of the disposition, and any other pertinent information. If, for some reason, the investigation cannot be completed within this timeframe, a status report shall be submitted to the Oklahoma Department of Transportation at this stage and the report shall follow upon completion. The appropriate Federal Agency reviews and issues the official Letter of Findings to the complainant.

**Submission of Complaint to the Oklahoma Department of Transportation, Federal Transit Administration, Federal Highway Administration, US Department of Transportation, or US Department of Justice:**

**• • •**

**U.S. Department of Transportation  
Federal Transit Administration  
East Building, 4<sup>th</sup> Floor  
ATTN: Office of Civil Rights  
1200 New Jersey Avenue, SE  
Washington, DC 20590  
Phone: (202) 366-4043**

**• • •**

**U.S. Department of Transportation  
Federal Highway Administration  
Office of Civil Rights  
1200 New Jersey Avenue, SE  
Washington, DC 20590  
Title VI Coordinator: 202-366-0693  
Email: [CivilRights.FHWA@fhwa.dot.gov](mailto:CivilRights.FHWA@fhwa.dot.gov)**

**• • •**

**U.S. Department of Justice  
Civil Rights Division  
Coordination and Review Section or Disability Rights Section – NYA  
950 Pennsylvania Avenue, N.W  
Washington, DC 20530  
(202) 514-4609  
Telephone Device for the Deaf (TTY) (202) 514-0716**

**3. Title VI Investigations, Complaints, and Lawsuits:** In order to comply with 49 CFR Section 21.9(b), INCOG and subrecipients shall prepare and maintain a list of any active investigations conducted by entities other than FTA, lawsuits, or complaints naming INCOG and/or subrecipient that allege discrimination on the basis of race, color, or national origin. This list shall include the date of the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by INCOG or subrecipient in response to the investigation, lawsuit, or complaint.

a. A list of all active lawsuits or complaints alleging discrimination on the basis of race, color, or national origin with respect to service or other transit benefits.

*INCOG's legal counsel states that MPO has no active lawsuits or complaints on the basis of race, color or national origin at this time (August, 2020).*

b. A description of all pending applications for financial assistance currently provided by other Federal agencies to the grantee.

*The MPO has no pending grant applications.*

c. A summary of all civil rights compliance reviews conducted by other Local, State or Federal agencies in the last 3 years.

*Civil rights compliance review was included in the MPO certification in 2017. Reviewing agencies included the Oklahoma Department of Transportation, FHWA, and FTA. The MPO was found in compliance.*

d. The most recent date of the grantees signed Annual Certifications and Assurances.

*The Federal fiscal year 2020 FTA Certifications and Assurance for INCOG, as the MPO, were approved and electronically pinned in TRAMS on 3/3/2020 by Ann Domin, Legislative and Legal Affairs.*

## Appendix

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## Notice to The Public

The paragraph below will be inserted into all significant publications that are distributed to the public, such as future versions and updates of the long-range transportation plan. The text will be placed permanently on the agency's website ([www.incog.org](http://www.incog.org)) and in public areas of the agency's office, including the reception desk and meeting rooms. The version below is the preferred text, but where space is limited or in publications where cost is an issue, the abbreviated version can be used in its place.

The Indian Nations Council of Governments (INCOG) hereby gives public notice that it is the policy of the agency 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, 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 INCOG 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 INCOG. Any such complaint must be in writing and filed with INCOG's Title VI Coordinator/Public Outreach Planner within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discriminatory Complaint Form, please see our website at [www.incog.org](http://www.incog.org) or visit our administrative office at: 2 West 2nd Street, Suite 800, Tulsa OK, 74103.

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590. If information is needed in another language, email [incog@incog.org](mailto:incog@incog.org) or call 918-584-7526. A shortened version of the above paragraph, such as the example below, may be used in publications where space or cost is an issue:

INCOG programs do not discriminate against anyone on the basis of race, color or national origin, according to Title VI of the Civil Rights Act of 1964. For more information, or to obtain a Title VI Complaint Form, see [http://www.incog.org/Transportation/transportation\\_nondiscrimination.html](http://www.incog.org/Transportation/transportation_nondiscrimination.html) or call 918-584-7526.

## List of Committee Members

### INCOG Board of Directors

#### Officers

##### **Chair**

Commissioner Karen Keith, Tulsa County

##### **Vice-Chair**

Richard Carter, Tulsa County

##### **Secretary**

Mike Burdge, Sand Springs

##### **Treasurer**

Commissioner Newt Stephens - Creek County

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Bristow	Tex Slyman - Council Member
Broken Arrow	Craig Thurmond – Mayor
Broken Arrow	Scott Eudey - Vice Mayor
Broken Arrow	Michael Spurgeon - City Manager
Catoosa	Brenda Conley – Mayor
Cherokee Nation	Chuck Hoskin, Jr. - Principal Chief
Claremore	Bill Flanagan – Mayor
Collinsville	Larry Shafer – Mayor
Coweta	Evette Morris – Mayor
Creek County	Leon Warner – Commissioner
Creek County	Newt Stephens – Commissioner
Creek County	Lane Whitehouse – Commissioner
Creek County	Mark Whinnery - Creek County Towns
Glenpool	Tim Fox – Mayor

Hominy	Charles Fairweather – Mayor
Jenks	Robert Lee – Mayor
Muscogee (Creek) Nation	Jesse Allen - Secretary of Interior Affairs
Okmulgee	Richard Larabee - Council Member
Osage County	Darren McKinney – Commissioner
Osage County	Kevin Paslay – Commissioner
Osage County	Randall Jones – Commissioner
Osage County	Vacant - Osage County Towns
Osage Nation	Geoffrey M. Standing Bear - Principal Chief
Owasso	Bill Bush – Mayor
Pawhuska	Vacant
Rogers County	Dan DeLozier – Commissioner
Rogers County	Steve Hendrix – Commissioner
Rogers County	Ron Burrows – Commissioner
Rogers County	Frank Johnson - Rogers County Towns
Sand Springs	Mike Burdge - Council Member
Sapulpa	Joan Riley - City Manager (alternate)
Skiatook	Joyce Jech - Council Member
Tulsa	GT Bynum – Mayor
Tulsa	Amy Brown - Deputy Mayor
Tulsa	James Wagner - Finance Director
Tulsa	Nick Doctor - Chief of Community Development and Policy
Tulsa	Cathy Carter – Auditor
Tulsa	Crista Patrick - Council Member
Tulsa	Kara Joy McKee - Council Member
Tulsa	Cass Fahler- Council Member
Tulsa	Lori Decter Wright - Council Member
Tulsa County	Karen Keith - Commissioner
Tulsa County	Ron Peters - Commissioner



Tulsa County	Stan Sallee – Commissioner
Tulsa County	Don Newberry - Court Clerk
Tulsa County	Michael Willis - County Clerk
Tulsa County	Chris Benge - Tulsa County
Tulsa County	Richard Carter - Tulsa County
Tulsa County	Robert Breuning - Tulsa County Towns
Tulsa County	Frazier Henke - Tulsa County
Tulsa County	Pete Regan - Tulsa County
Verdigris	Keith Crawford – Mayor
Wagoner	Albert Jones – Mayor
Wagoner County	Chris Edwards – Commissioner
Wagoner County	James Hanning – Commissioner
Wagoner County	Tim Kelley – Commissioner
Wagoner County	Vacant - Wagoner County Towns
INCOG General Assembly	Jim Spoon - Sand Springs Mayor

**Transportation Policy**

Jared Cottle	City of Bixby
Kenneth Schwab	City of Broken Arrow
Vacant	City of Catoosa
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Pam Polk	City of Collinsville
Roger Kolman	City of Coweta
David Tillotson	City of Glenpool
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Kevin Paslay	Commissioner, Osage County
Ron Burrows	Commissioner, Rogers County
Tom Rains	Tulsa County
Tim Kelley	Commissioner, Wagoner County
Bill John Baker	Cherokee Nation of Oklahoma
James Floyd	Muscogee (Creek) Nation of Oklahoma
Geoffrey Standing Bear	Osage Nation of Oklahoma
Matt Meyer	Pedestrian/Bikeways
Ted Rieck	Metropolitan Tulsa Transit Authority
Vacant	Tulsa Parking Authority
Jon McGrath	Railroad Interest
Vacant	Trucking
Alexis Higgins	Tulsa Airport Improvement Trust
David Yarbrough	Tulsa-Rogers County Port of Catoosa
Tim Gatz	Oklahoma Turnpike Authority
Vernon Seaman	INCOG Air Quality Committee
Ernestine Mbroh	ODOT, Transit Programs
Laura Chaney	ODOT, Strategic Asset Performance & Management
Bob Coburn	Oklahoma Transp. Commission, District 1
Bob Peterson	Oklahoma Transportation Commission, District 8
Rich Brierre	Indian Nations Council of Governments
John Shivel	Tulsa Metropolitan Area Planning Commission

**Transportation Technical Committee**

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 Ethan Edwards, City of Broken Arrow  
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Vacant, City of Sapulpa  
Michal Davis, City of Skiatook  
Brent Stout, City of Tulsa, Project Planning  
Kurt Kraft, City of Tulsa, Traffic Engineering  
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Kevin Paslay, Commissioner, Osage County  
Ron Burrows, Commissioner, Rogers County  
Alex Mills, Tulsa County Engineer  
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James Floyd, Creek Nation Principal Chief  
Geoffrey Standing Bear, Osage Nation Chief  
Matt Meyer, Pedestrians/Bikeways  
Liann Alfaro, Metropolitan Tulsa Transit Authority  
Jon McGrath, Railroad Interest  
Alexis Higgins, Tulsa Airport Authority  
David Yarbrough, City of Tulsa-Rogers County Port of Catoosa  
Darian Butler, Oklahoma Turnpike Authority  
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Rhonda Jeffries, Oklahoma State Department of Environmental Quality  
Randle White, Oklahoma Department of Transportation, Division VIII Engineer  
Ernestine Mbroh, Oklahoma Department of Transportation, Transit programs  
Braden Cale, ODOT, Bicycle Pedestrian Coordinator  
Meredith Baker, Legal and Legislator Affairs Coordinator, Indian Nations Council of Governments  
Laura Chaney, Oklahoma Department of Transportation

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**Booth/Table Vendor Evaluation - Part A**

*Complete one week prior to event, if possible*

Event Name			
Event Date(s)		Location	
Related Project		Related Event Series	
Event Start Time		Event End Time	
Expected Attendance		Date of Evaluation	

**PLANNING/NOTIFICATION**

Is participation confirmed (attach application and related correspondence)	
Partners for Event	
Do these partners represent low income, minority, LEP, youth/elderly, or persons with disabilities?	
Purpose of Event	
Target Audience	
Is audience expected to include individuals with disabilities or LEP individuals who will require information in different formats? If yes, what steps will be taken to accommodate individuals (i.e. accessible booth set-up, translators, information in Braille and/or Spanish)	
How does the event purpose/expected audience relate to this project?	
Was event posted on Transportation Planning website? (attach print-out)	
Was event posted on Green Traveler website? (attach print-out)	
Was event notice posted in Spanish on the Spanish-language page?	

Was a press release noting INCOG's involvement sent? (attach example)	
Were press releases sent to media outlets with primarily minority, low-income, LEP, youth/elderly, and/or disabled audiences?	
<i>Number of press releases sent</i>	<i>Date sent</i>
Was email sent to INCOG database (please note listings or "entire database" and attach example)	
<i>Number of emails sent</i>	<i>Date sent</i>
Was hard-copy notice sent to INCOG database (please note listings or "entire database" and attach example)	
<i>Number of hard-copy notices sent</i>	<i>Date sent</i>
Was notice sent to Green Traveler commuter database? (attach example)	
<i>Number of notices sent</i>	<i>Date sent</i>
Was event included in Transportation newsletter? (attach example)	
<i>Number of newsletters sent</i>	<i>Date sent</i>
<b>LOGISTICS/HANDOUTS</b>	
Staff Involved	
Will staff work in shifts? (attach schedule)	
Planned set-up (what will booth look like)	
What interactive elements will the booth include (computer-based quiz, sign-up for prizes, etc.)	
What promotional items will be distributed?	
What handouts will be used?	

Has a sign-in sheet been prepared?	
Is a car reserved?	
Is the camera reserved?	
Is additional equipment reserved (specify)	
<b>COST</b>	
Booth/Table cost	
Giveaway/Interactive Element Cost	
Promotional Item Cost	
Additional Costs (specify)	
	<b>Total Anticipated Cost:</b>
	<b>\$0.00</b>
<b>ADDITIONAL COMMENTS</b>	

<b>Booth/Table Vendor Evaluation - Part B</b>			
<i>Complete up to one week after event, if possible</i>			
Event Name			
Event Date(s)		Location	
Related Project		Related Event Series	
Event Start Time		Event End Time	
Actual Attendance		Date of Evaluation	
<b>SET-UP, HANDOUTS, AND INTERACTION</b>			
Were participants interested in handouts, booth, and interactive elements?			
Were participants interested in giveaway/promotional items?			
Should promotional items been used again?			
Did interactions with participants show an understanding of the project?			
<b>FEEDBACK</b>			
Through what means were comments collected?			
Were the methods effective?			
How many comments were received?			
Did participants receive responses to their comments?			
Did comments show an understanding of the project and public involvement process?			
Comments on Feedback			
<b>REQUESTS FOR INFORMATION</b>			
Were there any requests for information in other formats (LEP, Braille, etc.)			



How were requests accommodated?	
Were participants added to the database?	
Comments on requests for information	
<b>WEB TRAFFIC</b>	
Using Analytics, how many visits to the INCOG website during/after the event were recorded?	
Using Analytics, how many visits to the Green Traveler website during/after the event were recorded?	
Compared to previous use, how did web traffic differ after the event?	
Comments on web traffic	
<b>MEDIA</b>	
Were any interview conducted? With what media outlets?	
Comments on interviews	
<b>FACILITY</b>	
Was the facility, time period, and day appropriate for the event?	
Comments on facility and times	
<b>OVERALL</b>	
What were the best things about this event?	
What were the worst things about this event?	
Considering the above factors, how would you rate this event?	

What changes could be made to improve this event?	
Should event be attended in the future?	
<b>COST ANALYSIS</b>	
Total Cost	
Number of Attendees	
Cost/Attendee	
<b>ADDITIONAL COMMENTS</b>	

**Presentation Request Evaluation - Part A**

*Complete one week prior to presentation, if possible*

Group Meeting			
Presentation Date		Location	
Presentation Topic		Related Event Series	
Meeting Start Time		Meeting End Time	
Expected Attendance		Date of Evaluation	

**PLANNING/NOTIFICATION**

Is presentation confirmed? (attach related correspondence)	
Does the group meeting represent low income, minority, LEP, youth/elderly, or persons with disabilities?	
Group's Purpose	
Is audience expected to include individuals with disabilities or LEP individuals who will require information in different formats? If yes, what steps will be taken to accommodate individuals (i.e. accessible booth set-up, translators, information in Braille and/or Spanish)	
How does the meeting purpose/expected audience relate to this project?	
Was presentation notice posted on Transportation Planning website? (attach print-out)	
Was presentation notice posted on Green Traveler website? (attach print-out)	
Was presentation notice posted in Spanish on the Spanish-language page?	
Was a press release noting INCOG's involvement sent? (attach example)	

Were press releases sent to media outlets with primarily minority, low-income, LEP, youth/elderly, and/or disabled audiences?			
<i>Number of press releases sent</i>		<i>Date sent</i>	
Was email sent to INCOG database (please note listings or "entire database" and attach example)			
<i>Number of emails sent</i>		<i>Date sent</i>	
Was hard-copy notice sent to INCOG database (please note listings or "entire database" and attach example)			
<i>Number of hard-copy notices sent</i>		<i>Date sent</i>	
Was notice sent to Green Traveler commuter database? (attach example)			
<i>Number of notices sent</i>		<i>Date sent</i>	
Was event included in Transportation newsletter? (attach example)			
<i>Number of newsletters sent</i>		<i>Date sent</i>	
<b>LOGISTICS/HANDOUTS</b>			
Staff Involved			
What type of presentation will be done?			
What interactive activities will be included (question-and-answer, small group discussion, etc.)			
What promotional items will be distributed?			
What handouts will be used?			
Has a sign-in sheet been prepared?			
Is a car reserved?			
Is the camera reserved?			

Is a laptop reserved?	
Is a projector reserved?	
Is additional equipment reserved (specify)	
<b>COST</b>	
Promotional Item Cost	
Additional Costs (specify)	
<b>Total Anticipated Cost:</b>	<b>\$0.00</b>
<b>ADDITIONAL COMMENTS</b>	

**Presentation Request Evaluation - Part B**  
*Complete up to one week after presentation, if possible*

Group Meeting			
Presentation Date		Location	
Presentation Topic		Related Event Series	
Meeting Start Time		Meeting End Time	
Expected Attendance		Date of Evaluation	

**SET-UP, HANDOUTS, AND PRESENTATION**

Were participants interested in handouts, presentation, and interactive elements?	
Were participants interested in giveaway/promotional items?	
Should promotional items been used again?	
Did interactions with participants show an understanding of the project?	
Comments on handouts, interaction, and presentation	

**REQUESTS FOR INFORMATION**

Were there any requests for information in other formats? (LEP, Braille, etc.)	
How were requests accommodated?	
Were participants added to the database?	
Comments on requests for information	

**WEB TRAFFIC**

Using Analytics, how many visits to the INCOG website after the presentation were recorded?	
Using Analytics, how many visits to the Green Traveler website after the event presentation were recorded?	

Compared to previous use, how did web traffic differ after the event?	
Comments on web traffic	
<b>MEDIA</b>	
Were any interview conducted? With what media outlets?	
Comments on interviews	
<b>FACILITY</b>	
Was the facility, time period, and day appropriate for the meeting/presentation?	
Comments on facility and times	
<b>FEEDBACK</b>	
Through what means were comments collected?	
Were the methods effective?	
How many comments were received?	
Did participants receive responses to their comments?	
Did comments show an understanding of the project and public involvement process?	
Comments on Feedback	
<b>OVERALL</b>	
What were the best things about this meeting/presentation?	
What were the worst things about this meeting/presentation?	
Considering the above factors, how would you rate this meeting/presentation?	
What changes could be made to improve	

this presentation?	
Should this group's meetings be attended in the future?	
<b>COST ANALYSIS</b>	
Total Cost	
Number of Attendees	
Cost/Attendee	
<b>ADDITIONAL COMMENTS</b>	



## Review Period Evaluation - Part A

*Complete one week prior to review period, if possible*

Document Under Review			
Begin Review Date		End Review Date	
Duration of Review Period		Date of Evaluation	
<b>NOTIFICATION</b>			
Were advertisements placed in media outlets with primarily minority, low income, LEP, youth/elderly, and/or disabled audiences (List all)			
<i>Number of advertisements</i>		<i>Date sent</i>	
Was review period notice posted on Transportation Planning website? (attach print-out)			
Was review period notice posted on Green Traveler website? (attach print-out)			
Was review period notice posted in Spanish on the Spanish-language page?			
Was a press release about the review period sent? (attach example)			
Were press releases sent to media outlets with primarily minority, low-income, LEP, youth/elderly, and/or disabled audiences?			
<i>Number of press releases sent</i>		<i>Date sent</i>	
Was email sent to INCOG database (please note listings or "entire database" and attach example)			
<i>Number of emails sent</i>		<i>Date sent</i>	

Was hard-copy notice sent to INCOG database (please note listings or "entire database" and attach example)			
<i>Number of hard-copy notices sent</i>		<i>Date sent</i>	
Was notice sent to Green Traveler commuter database? (attach example)			
<i>Number of notices sent</i>		<i>Date sent</i>	
Was review period included in Transportation newsletter? (attach example)			
<i>Number of newsletters sent</i>		<i>Date sent</i>	
<b>ACCESS TO DOCUMENT</b>			
Is document and comment form available on Transportation website?			
Is document and comment form available on Green Traveler website?			
Was document and comment form translated into additional languages or formats (i.e. Spanish, Braille)?			
Is document and comment form available at area libraries?			
Is hard-copy of document and comment form available at INCOG offices?			
<b>COST</b>			
Additional Costs (specify)			
		<b>Total Anticipated Cost:</b>	<b>\$0.00</b>

**ADDITIONAL COMMENTS**

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**Review Period Evaluation - Part B**  
*Complete up to one week after review period, if possible*

Document Under Review			
Begin Review Date		End Review Date	
Duration of Review Period		Date of Evaluation	

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**REQUESTS FOR INFORMATION**

How many hard-copy versions of the document were requested?	
Were any special requests made for information in other formats? (LEP, Braille, etc.)	
How were requests accommodated?	
Were participants added to the database?	
Comments on requests for information	

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**WEB TRAFFIC**

Using Analytics, how many visits to the INCOG website during the review period were recorded?	
Using Analytics, how many visits to the Green Traveler website during the review period were recorded?	
Compared to previous use, how did web traffic differ during the review period?	
Comments on web traffic	

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<b>MEDIA</b>	
Were any interviews conducted? With what media outlets?	
Comments on interviews	
<b>FEEDBACK</b>	
Through what means were comments collected?	
Were the methods effective?	
How many comments were received?	
Did participants receive responses to their comments?	
Did comments show an understanding of the project and public involvement process?	
Comments on Feedback	
<b>OVERALL</b>	
What were the best things about this review period?	
What were the worst things about this review period?	
Considering the above factors, how would you rate this review period?	
What changes could be made to improve future document reviews?	
<b>COST</b>	
Additional Costs (specify)	
Participants/Comments	

<b>Total Anticipated Cost:</b>	
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<b>ADDITIONAL COMMENTS</b>
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### Event Evaluation - Part A

*Complete one week prior to event, if possible*

Event Name			
Event Date(s)		Location	
Related Project		Related Event Series	
Event Start Time		Event End Time	
Expected Attendance		Date of Evaluation	

#### PLANNING/NOTIFICATION

Purpose of Event	
Partners for Event	
Do these partners represent low-income, minority, LEP, youth/elderly, or persons with disabilities?	
Target Audience	
Is audience expected to include individuals with disabilities or LEP individuals who will require information in different formats? If yes, what steps will be taken to accommodate individuals (i.e. accessible booth set-up, translators, information in Braille and/or Spanish)	
Was event posted on Transportation Planning website? (attach print-out)	
Was event posted on Green Traveler website? (attach print-out)	
Was event notice posted in Spanish on the Spanish-language page?	
Was a press release noting INCOG's involvement sent? (attach example)	
Were press releases sent to media outlets with primarily minority, low-income, LEP, youth/elderly, and/or disabled audiences?	

<i>Number of press releases sent</i>		<i>Date sent</i>	
Was email sent to INCOG database (please note listings or "entire database" and attach example)			
<i>Number of emails sent</i>		<i>Date sent</i>	
Was hard-copy notice sent to INCOG database (please note listings or "entire database" and attach example)			
<i>Number of hard-copy notices sent</i>		<i>Date sent</i>	
Was notice sent to Green Traveler commuter database? (attach example)			
<i>Number of notices sent</i>		<i>Date sent</i>	
Was event included in Transportation newsletter? (attach example)			
<i>Number of newsletters sent</i>		<i>Date sent</i>	
<b>LOGISTICS/HANDOUTS</b>			
Staff Involved			
Will staff work in shifts? (attach schedule)			
What facility will be used?			
Was facility staff contacted for confirmation and set-up details?			
Planned set-up (what will event look like)			
What interactive elements will the event include (question-and-answer, visualization, etc..)			
What activities will be conducted to encourage participation? (small group activities, map exercises, etc.)			
What promotional items will be distributed?			
What handouts will be used?			
Will demographics surveys be used?			

What type of presentation will be done?		
Has a sign-in sheet been prepared?		
Is a car reserved?		
Is the camera reserved?		
Is additional equipment reserved (specify)		
<b>COST</b>		
Facility Cost		
Food Cost		
Giveaway/Interactive Element Cost		
Promotional Item Cost		
Additional Costs (specify)		
	<b>Total Anticipated Cost:</b>	<b>\$0.00</b>
<b>ADDITIONAL COMMENTS</b>		



## Event Evaluation - Part B

*Complete up to one week after event, if possible*

Event Name			
Event Date(s)		Location	
Related Project		Related Event Series	
Event Start Time		Event End Time	
Expected Attendance		Date of Evaluation	
<b>SET-UP, HANDOUTS, AND INTERACTION</b>			
Were participants interested in handouts, booth, and interactive elements?			
Were participants interested in giveaway/promotional items?			
Should promotional items been used again?			
Did interactions with participants show an understanding of the project?			
Comments on booth set-up, handouts, and interaction			
<b>FEEDBACK</b>			
Through what means were comments collected?			
Were the methods effective?			
How many comments were received?			
Did participants receive responses to their comments?			
Did comments show an understanding of the project and public involvement process?			
Comments on Feedback			

<b>WEB TRAFFIC</b>	
Using Analytics, how many visits to the INCOG website during/after the event were recorded?	
Using Analytics, how many visits to the Green Traveler website during/after the event were recorded?	
Compared to previous use, how did web traffic differ after the event?	
Comments on web traffic	
<b>MEDIA</b>	
Were any interview conducted? With what media outlets?	
Comments on interviews	
<b>FACILITY</b>	
Was the facility appropriate for the event?	
Was the time period appropriate for the event?	
Was the day of the week appropriate for the event?	
Comments on facility and times	
<b>OVERALL</b>	
What were the best things about this event?	
What were the worst things about this event?	
Considering the above factors, how would you rate this event?	

What changes could be made to improve this event?	
Should this event be held again the future?	
<b>COST ANALYSIS</b>	
Total Cost	
Number of Attendees	
<b>Cost/Attendee</b>	
<b>ADDITIONAL COMMENTS</b>	



Date \_\_\_\_\_  
 Event \_\_\_\_\_

## PARTICIPANT SURVEY

*Your answers are voluntary and anonymous. Information will be used to improve future outreach efforts. Thank you for your participation!*

Your Zip Code

CARD FRONT

**1. How did you hear about this event?**

Mailing to your home/office  
 Email to your home/office  
 INCOG website  
 Newspaper, radio or TV news  
 Advertisement /classified ad  
 Word of mouth  
 Other (please explain) \_\_\_\_\_

**2. What is your gender?**

Female     Male

**3. What is your annual household income?**

Less than \$20,000  
 \$20,000 - \$49,999  
 \$50,000 - \$99,999  
 \$100,000 or more

CARD BACK

**4. What is your age?**

1 - 17     40 - 49  
 18 - 29     50 - 64  
 30 - 39     65 or older

**6. Please list any legally recognized disabilities**

\_\_\_\_\_

\_\_\_\_\_

**5. What is your race/ethnicity?**

Alaskan Native  
 American Indian  
 Asian or Pacific Islander  
 Black (not of Hispanic origin)  
 Hispanic  
 White (not of Hispanic origin)  
 Multiracial  
 Other (please explain) \_\_\_\_\_

**7. What language do you principally speak at home?**

\_\_\_\_\_

\_\_\_\_\_

**8. Are you a single parent with children under 18?**

Yes     No

**Thank you for your participation!**

## Title VI Complaint Form

<b>Section I:</b>				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
<b>Section II:</b>				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party: _____				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
<b>Section III:</b>				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information				



## CONTRACTUAL ASSURANCES

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

**(1) Compliance with Regulations:** The contractor shall comply with the Regulations relative to nondiscrimination in Federally assisted programs of the Department of Transportation (hereinafter “DOT”), Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

**(2) Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, age, sex or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

**(3) Solicitation of Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor’s obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age, or disability.

**(4) Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by ODOT or INCOG as appropriate, and shall set forth what efforts it has made to obtain the information.

**(5) Sanctions for Noncompliance:** In the event of the contractor’s noncompliance with the nondiscrimination provisions of the contract, INCOG shall impose such contract sanctions as it or ODOT may determine to be appropriate, including but not limited to withholding of payments

to the contractor under the contract until the contractor complies, and/or cancellation, termination or suspension of the contract, in whole or in part.

**(6) Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The contractor shall take such action with respect to any subcontract or procurement as INCOG or ODOT may direct as a means of enforcing such provisions including sanctions for non-compliance, provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such directions, the contractor may request INCOG to enter into such litigation to protect INCOG, and, in addition, the contractor may request the United State to enter into such litigation to protect the interests of the United States.