



COPPER VALLEY DEVELOPMENT ASSOCIATION

COPPER RIVER VALLEY REGIONAL PLANNING ORGANIZATION

Public Participation & Title VI Plan

Public Review Draft

Last updated September 16, 2025

Contents

Resolution of Adoption	3
About this Document.....	4
Purpose of the Public Participation & Title VI Plan	4
Functions of Regional Planning Organizations (RPOs)	5
About CRV-RPO.....	5
CRV-RPO's Geographic Boundary	6
CRV-RPO's Vision	7
Work of CRV-RPO.....	7
Composition of CRV-RPO	8
Current Membership.....	8
CRV-RPO's Approach to Public Participation	9
Federal Regulations Concerning Public Participation.....	9
State Laws Concerning Public Participation and Access to Information.....	10
Developing and Maintaining the Plan	10
How the Public Can Be Involved.....	10
CRV-RPO Committee Meetings.....	10
CRV-RPO-Sponsored Meetings	11
Notice of CRV-RPO Activities	11
Web Page	11
Social Media	12
Flyers.....	13
News Media	15
Availability of Information.....	15
Other Opportunities for Public Participation	15
Public Participation Processes for Major CRV-RPO Planning Documents	16
Administrative Amendments	16
Non-Administrative Amendments.....	17
Public Comments on the PPP and Title VI Plan.....	17
Americans with Disabilities Act and Limited English Proficiency	17
Appendix A: Title VI Plan.....	1

Policy Statement.....	1
Title VI Assurances.....	1
Introduction	2
CRV-RPO Organization and Profile	2
Title VI Compliance Officer	3
Title VI Components	4
Demographic Profile	4
LEP Assistance Strategies	5
Complaint Procedures.....	6
Submission of Complaint.....	6
Recording, Acknowledgement, and Resolution of Complaint	7
Initiatives for Increased Accessibility and Transparency	7
Exhibit 1: Authorities and Regulations.....	1
Federal Statutes	1
Executive Orders.....	2
Federal Regulations.....	3
Administrative Guidance	4
Exhibit 2: Title VI Policy Statement	1
Exhibit 3: Complaint Management	1
Exhibit 4: Alaska DOT&PF Discrimination Complaint Form	1

Resolution of Adoption

PLACEHOLDER

CRV-RPO Resolution of Adoption

About this Document

The Copper River Valley - Regional Planning Organization (CRV-RPO) was established as a public forum for regional transportation leaders to consider multi-modal transportation projects that affect the region. Its purpose is to **create a common perspective** and **establish unified priorities** on transportation projects and issues that affect the entire region.

The RPO program was established by the Alaska Department of Transportation & Public Facilities (DOT&PF) as a way to formalize input from rural areas of the state that are not served by Metropolitan Planning Organizations (MPOs), which are federally mandated organizations that conduct transportation planning in urban areas. As stated on DOT&PF's [website](#), "RPOs work within their local communities to fine-tune transportation planning to meet the needs of local stakeholders."

It is CRV-RPO's desire to comply, to the extent practical, with federal transportation regulations governing MPOs to ensure eligibility as an eventual recipient of federal transportation funding. Public Participation Plans and Title VI Plans are examples of documents required for MPOs as a condition of receiving federal-aid funds for the planning, design, and construction of transportation projects. This document incorporates these requirements into a context that is appropriate for the communities and people within the CRV-RPO boundaries. It is the goal of CRV-RPO to be a trusted partner and successfully demonstrate to the DOT&PF, as the state transportation agency responsible for administering federal-aid highway funds, its commitment to compliance with federal-aid requirements.

Purpose of the Public Participation & Title VI Plan

The purpose of this Public Participation Plan, inclusive of the Title VI Plan (collectively referred to as the Plan), is to describe CRV-RPO's public participation program, which includes the various outreach activities that CRV-RPO engages in to ensure that all members of the public are given the opportunity to participate in the transportation planning process that shapes the region. The Plan guides CRV-RPO's efforts to offer early, continuous, and meaningful opportunities for the public to help identify social, economic, and environmental impacts of proposed transportation policies, projects, and initiatives. The Title VI Plan (see Appendix A) ensures that all races, income levels, ages, abilities, and genders have equal input in, and equally benefit from, the planning and project delivery process of CRV-RPO.

The Plan strives to provide a roadmap for CRV-RPO to achieve the following objectives:

1. **Provide opportunities for public review and comment at key decision points**, including a reasonable opportunity to comment on the proposed Long-Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP) once developed, with adequate public notice and access to underlying technical and policy information.
2. **Provide timely information about transportation issues** and decision-making processes to citizens, affected public agencies, and stakeholders including disabled individuals and their representatives, private transportation providers, providers of freight transportation services, freight shippers, users of bicycle and pedestrian facilities, other interested parties, and, if public transportation becomes available in the region, employees and users of public transportation.

3. **Provide participation opportunities that are inclusive** to all within the CRV-RPO boundaries and that provide accommodations for those with a disability and limited English proficiency, and that participation complies with Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987.

Functions of Regional Planning Organizations (RPOs)

RPOs, also referred to as Regional Transportation Planning Organizations (RTPOs), exist throughout the United States. They are responsible for the transportation planning of non-metropolitan areas within a given boundary. Their organization varies by state with some structured to share offices with nearby MPOs, some within state departments of transportation, and some within local county or borough offices.

In 2012, the federal transportation bill Moving Ahead for Progress in the 21st Century, or MAP-21, recognized RPOs as voluntary organizations with an assigned set of common duties:

- Develop long-range multimodal transportation plans, or LRTPs
- Develop a regional TIP for the state department of transportation's consideration
- Foster the coordination of local planning, land use, and economic development plans with state, regional, and local transportation plans and programs
- Provide technical assistance to local officials
- Participate in national, multi-state, and state policy and planning development processes
- Provide a forum for public participation in statewide and regional transportation planning processes
- Consider and share plans and programs with neighboring RPOs, MPOs, and tribal organizations
- Other duties to support the state's planning process

The State of Alaska has laws regarding MPOs and their designations, but there are no laws pertaining to RPOs. This may change with the evolution of DOT&PF's pilot program for RPOs, and this plan will be adjusted as needed at that time.

About CRV-RPO

In 2022, DOT&PF initiated a pilot program to examine the feasibility of establishing RPOs for non-metropolitan regions in Alaska. This effort was conducted in response to the Infrastructure Investment and Jobs Act's (IIJA's) focus on federal funding in support of rural transportation planning efforts. The vision for RPOs is to facilitate the transportation planning and programming processes for rural regions and support the statewide planning process.

In August 2022, after expressing local support for establishing an RPO for its region, Copper Valley Development Association (CVDA) entered into a cooperative agreement with DOT&PF to participate in this pilot program.

Per the cooperative agreement with DOT&PF, CRV-RPO will:

- provide collaborative, continuous, and comprehensive planning for the region;

- collaborate with and provide information to DOT&PF regarding its transportation and economic planning activities in the region;
- work to establish an operating agreement and draft boundary map for CRV-RPO and provide the map to DOT&PF;
- form a policy committee comprised of key regional transportation stakeholders and elected officials;
- undertake long-range transportation planning for the area;
- review current projects that are planned/designed by DOT&PF and prioritize by importance;
- complete the evaluation of transportation needs and priorities for projects in the region and share the results with DOT&PF.

CRV-RPO serves as an established committee of the CVDA, with CVDA serving as the RPO's administrative and fiscal agent in accordance with 23 USC 135(m)(3)(b).

CRV-RPO's Geographic Boundary

The boundaries of CRV-RPO, as adopted by the committee on October 13, 2022, are the Copper River Census Area boundaries.

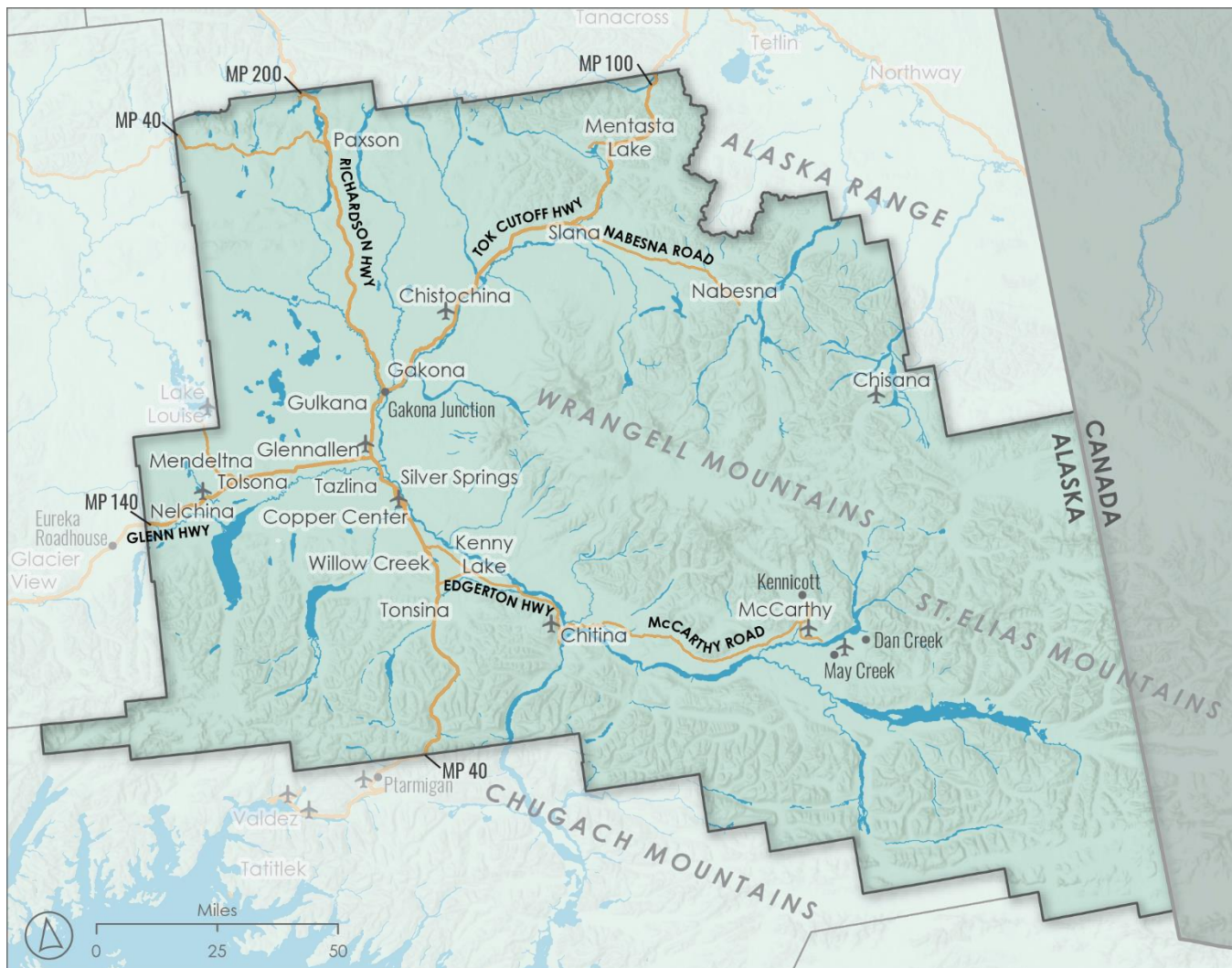


Figure 1: CRV-RPO boundary map

CRV-RPO's Vision

CRV-RPO's purpose is to give Copper Valley residents a voice in transportation planning, priorities, and spending. Its vision is to cooperate and coordinate transportation opportunities in the region, promote comprehensive planning with DOT&PF, and to undertake long-range transportation planning. It follows that CRV-RPO's vision for public participation is to hear, value, and consider—throughout its planning and programming work—the views of and feedback from the full spectrum of the public, and use this input in its decision making to ensure the goals and actions are achieved in alignment with the vision.

CRV-RPO's public participation and Title VI guidelines, as outlined in this document, make every effort to:

- provide a predictable, easy-to-understand process
- offer information that is clear, concise, current, and easily accessible
- employ visualization techniques such as maps, infographics, charts, and tables to enhance the public's awareness and understanding of its activities
- cast a wide and inclusive net to invite the participation of interested parties and the public
- bolster outreach to minority, low-income, elderly, and youth communities, the LEP population, and persons with disabilities
- respond to participants' interests, views, and need for information
- arrange convenient, timely, and meaningful opportunities for involvement
- respect the views offered by members of the public, and use these opinions and other information offered in programming and planning
- promote respect among all participants
- create a framework that encourages constructive contributions by members of the public to the work and decisions made by CRV-RPO
- maintain flexibility
- remain open to adopting new avenues of communication
- explore strategies for connecting with people who do not use, or do not have easy access to, computers and other technologies
- maximize effectiveness by coordinating with partner agencies and their outreach activities

Work of CRV-RPO

CRV-RPO gives the Copper Valley region a voice in transportation planning, priorities, and spending. It aims to cooperate and coordinate with DOT&PF on transportation opportunities and comprehensive planning for the region, and to undertake long-range transportation planning.

The CRV-RPO conducts research, facilitates public input, and sets transportation goals for the Copper River Valley. It makes decisions, adopts, supports and publishes transportation priorities, goals, or comments. The CRV-RPO is an independent policy committee with decision making authority that is housed and administered by CVDA.

Composition of CRV-RPO

CRV-RPO is a committee of CVDA, comprised of one committee chair and seven committee members. To be eligible to serve as a CRV-RPO committee member, the member must currently reside within the CRV-RPO boundary, own or represent a business that operates within the CRV-RPO boundary, or be part of an at large entity that utilizes transportation in the region.

To ensure broad representation, CRV-RPO may designate seats for the following entities:

- community associations
- tribal organizations
- Alaska Native corporations
- private businesses in the transportation industry operating within the CRV-RPO boundary

Candidates for these designated seats are nominated by the designated entities. For undesignated seats, any Copper Valley citizen or organization may nominate a committee member candidate by submitting a written nomination to the CRV-RPO chair.

All representatives of CRV-RPO hold two-year terms, with terms expiring on a staggered schedule, approximately one third of its membership terms expiring each year. New members are appointed, or appointments are renewed, in January of each year. Officers (Chair, Alternate Chair, Secretary) are established by CRV-RPO through committee vote.

The voting members of CRV-RPO may assign a designee in the event they are not able to attend a meeting. If both the appointed voting member and their designee are present, only the appointed member shall cast a vote.

Per CRV-RPO's cooperative agreement with DOT&PF, a representative from DOT&PF will participate in the RPO meetings as a non-voting, ex-officio member.

Current Membership

Table 1 identifies the current CRV-RPO membership and their respective affiliation and service term.

Name	Email	Affiliation/Representing	Position	Term Ending
Terry Valentine	terryv1693@gmail.com	JC Enterprises	Chair	2027
John Becker	jbecker@crnapa.com	Chamber of Commerce/ Napa owner	Committee Member	2026
Martin Boniek	martin@coppervalleyairservice.com	Copper Valley Air	Committee Member	2026
Michael Deegan	deegan.michael@gmail.com	WM State Director	Committee Member	2027
Jason Hoke	jhoke@coppervalley.org	CVDA Executive Director	Committee Manager	N/A
Jerry Lesemann	jerry.lesemann@crowley.com	Crowley	Committee Member	2027
Dennis McGlothlin	mcglothlinjr@hotmail.com	Triple D, Inc.	CVDA Designated Seat Member	2026
Brett Nelson	brett.nelson@alaska.gov	DOT&PF	DOT&PF Designated Seat Member	2027

Table 1: Current CRV-RPO Membership

The work of CRV-RPO may be augmented by professional consultant services that are procured and administered in accordance with CVDA bylaws and the funding agency, when applicable.

In addition, contracts for engineering and design related services that utilize federal-aid highway program funds and are directly related to a planned construction project must also comply with the requirements established in 23 U.S.C. § 112 and 23 CFR 172. Engineering and design related services are defined as "program management, construction management, feasibility studies, preliminary engineering, design, engineering, surveying, mapping or architectural related services" (as specified in 23 U.S.C. § 112(b)(2)(A) and 23 CFR § 172.3). Many additional federal laws and regulations apply to the procurement and administration of engineering and design related services.

CRV-RPO will utilize DOT&PF for technical assistance regarding any procurement process associated with federal funding.

CRV-RPO's Approach to Public Participation

CRV-RPO believes that meaningful public participation is a vital component of its transportation planning efforts. Engaging the public enhances decision-making by shedding light on the social, economic, and environmental benefits and challenges associated with transportation initiatives. Public input is essential to the planning process, offering unique and valuable perspectives that help shape effective and inclusive planning documents and outcomes.

CRV-RPO is committed to strengthening the public participation process by involving individuals and organizations early and consistently through a variety of engagement methods. The activities outlined in this plan are designed to meet federal requirements while ensuring that valuable input is gathered.

Federal Regulations Concerning Public Participation

CRV-RPO is not an MPO and is therefore not subject to the federal regulations that govern MPOs, nor is it governed by state law. However, future changes in state legislation may formalize the role of RPOs in Alaska. Additionally, DOT&PF may eventually allocate federal funding to CRV-RPO from various sources. In anticipation of these developments, this plan includes a proactive public participation process that aligns with federal public involvement requirements for transportation planning.

Federal legislation requires federal funding recipients to ensure inclusive access to the planning process for all affected populations. CRV-RPO is committed to taking meaningful steps to engage individuals with disabilities, minority and low-income communities, and those with limited English proficiency (LEP), as outlined in this plan and further detailed in CRV-RPO's Title VI Plan (see Appendix A).

The following is a list of federal authorities and requirements regarding public participation and meetings:

- American with Disabilities Act of 1990
- Title VI of the Civil Rights Act of 1964
- Civil Rights Restoration Act of 1987
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 1994

- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, 2000
- FTA Circular 4703.1, Environmental Justice Policy Guidance for Federal Transit Administration Recipients, 2012

State Laws Concerning Public Participation and Access to Information

- Alaska Open Meetings Act (AS 44.62.310-.312)
- Agency Public Records Requests (2 AAC 96.310)

Developing and Maintaining the Plan

The development of this Plan was coordinated by the CVDA Executive Director and reviewed by CRV-RPO committee members and officers. A 30-day public review period is being conducted to allow for additional public input and feedback on the document. This review period was advertised through public notices, and the draft Plan is available for public review and comment in an electronic format with hard copies available on request.

CVDA is responsible for maintaining the Plan and updating it as needed to reflect changes in federal guidance, regulatory requirements, regional priorities, advancements in communication technologies, and evolving public participation practices.

The components of this Plan are integrated into the development, adoption, and amendment processes for CRV-RPO's LRTP and TIP. The Plan will be regularly monitored and reviewed to assess its effectiveness. The public participation and engagement strategies outlined in the Plan are designed to encourage well-attended public meetings and foster greater public interest in transportation issues throughout the region.

How the Public Can Be Involved

CRV-RPO will host approximately eight regular meetings per year. The primary purpose of these meetings is to provide the opportunity to present and discuss information, solicit feedback, and gather input from the public on specific topics or plans to inform transportation planning and programming recommended for the region. Another purpose is to provide an open and constructive context in which recommendations are made by CRV-RPO members.

All CRV-RPO meetings are publicly advertised and held in the Copper Valley Air Conference Room in Gulkana, which is wheelchair accessible. All meeting advertisements will encourage interested participants to contact the CVDA Executive Director in advance of the meeting to confirm accessibility needs or accommodations. The RPO may have occasion to meet in other communities throughout the RPO's boundaries. If this occurs, normal meeting notices will apply, and every effort will be made to hold meetings at established and accessible community locations such as tribal offices or community halls.

CRV-RPO Committee Meetings

CRV-RPO meetings follow the general process below that is formalized in a published agenda:

- The Chair, or designee, opens and leads the meetings, recognizing speakers and managing the flow of discussion.
- Agendas include a public comment period, during which any member of the public will be recognized to speak and present information. Written comments may be submitted and requested to be read into the public comment record.

- At the discretion of the Chair, members of the public also may be recognized to speak during discussions of other agenda items, which may include old business, new business, or informational items.

To accommodate those with an inability to travel to the meeting location to attend in person, CRV-RPO Committee meetings will have a virtual Zoom meeting option. This virtual option will be advertised on all meeting notices and posted on the website. Public testimony will be allowed online just as it is in person. To extend the public's ability to provide input to the CRV-RPO, members of the public are able to email any committee members, mail written comments, or fill out the comment form on the [CRV-RPO website](#) to comment on agenda items in advance of the meeting. Comments received will be read into the public comment record during meetings.

CRV-RPO may appoint standing committees with their own regular meeting schedules or as-needed meetings. Such meetings will be publicly noticed in the same manner as CRV-RPO committee meetings.

CRV-RPO committee members will address comments and respond to questions from individuals who attend RPO meetings or who contact them via telephone, email, comment form, or mail. Individuals with low or no vision or with low literacy are informed on the webpage and at meetings that they may submit comments via a recording or transcription of their spoken remarks before, during, or after RPO or RPO-sponsored meetings.

CRV-RPO-Sponsored Meetings

CRV-RPO may regularly collaborate with DOT&PF, tribal governments, human service organizations, private sector representatives, public transportation operators, and those that serve on committees or advisory groups. In addition, CRV-RPO ensures a variety of interests are represented and heard by partnering with community agencies and organizations to participate in the transportation planning process. These community and resource agencies have an important role in addressing community interests as they relate to regional transportation matters.

Notice of CRV-RPO Activities

CRV-RPO provides notification of meetings through its webpage, on social media, and with hard copy flyers. Meetings where decisions will be made about the LRTP or TIP will be advertised in local news media. The committee may also choose to notice other meetings in local news media if budget allows.

Meeting agendas and materials will be distributed and posted one week in advance of the meeting, except in cases of emergency or other constrained circumstances. Other notices may be added to the webpage and social media, such as invitations to participate in work sessions or informational sessions.

Web Page

CRV-RPO will use its webpage (<https://coppervalley.org/rpo/>), hosted by CVDA, to reach members of the public throughout the RPO boundaries and provide information about the RPO's work and planning activities. Examples of information posted to the website include:

- CRV-RPO meeting agendas and minutes
- Schedule of upcoming meetings
- Studies and reports related to the regional transportation planning process
- Information about the structure and composition of CRV-RPO

- Contact information for CRV-RPO members
- Online surveys to collect public input on important issues

To ensure web access for people with limited to no vision and who use screen readers, documents will be posted in PDF files that are accessible to screen readers. This means whenever possible, documents will utilize styles so that those using screen readers can easily navigate the document. Every effort will be made to make data presented in tables fully navigable by a screen reader and provide alternative text to describe tables, figures, and images. If a document is unable to be made accessible to a screen reader, CRV-RPO will provide contact information to request a verbal description of the document.



Figure 2: CRV-RPO website at <https://coppervalley.org/rpo/>

Social Media

Many residents of the Copper Valley are active on social media, making this tool an important means of distributing information. CRV-RPO may use the [CVDA Facebook page](#) to share meeting notices, updates on plans, opportunities for public comment, and other relevant information. To expand its reach, this information may be shared to local Facebook groups such as the “Copper Valley News and Info | Alaska” group. When possible, social media content will include a graphic and accompanying text. Social media posts will link back to the CRV-RPO webpage for those seeking more information.

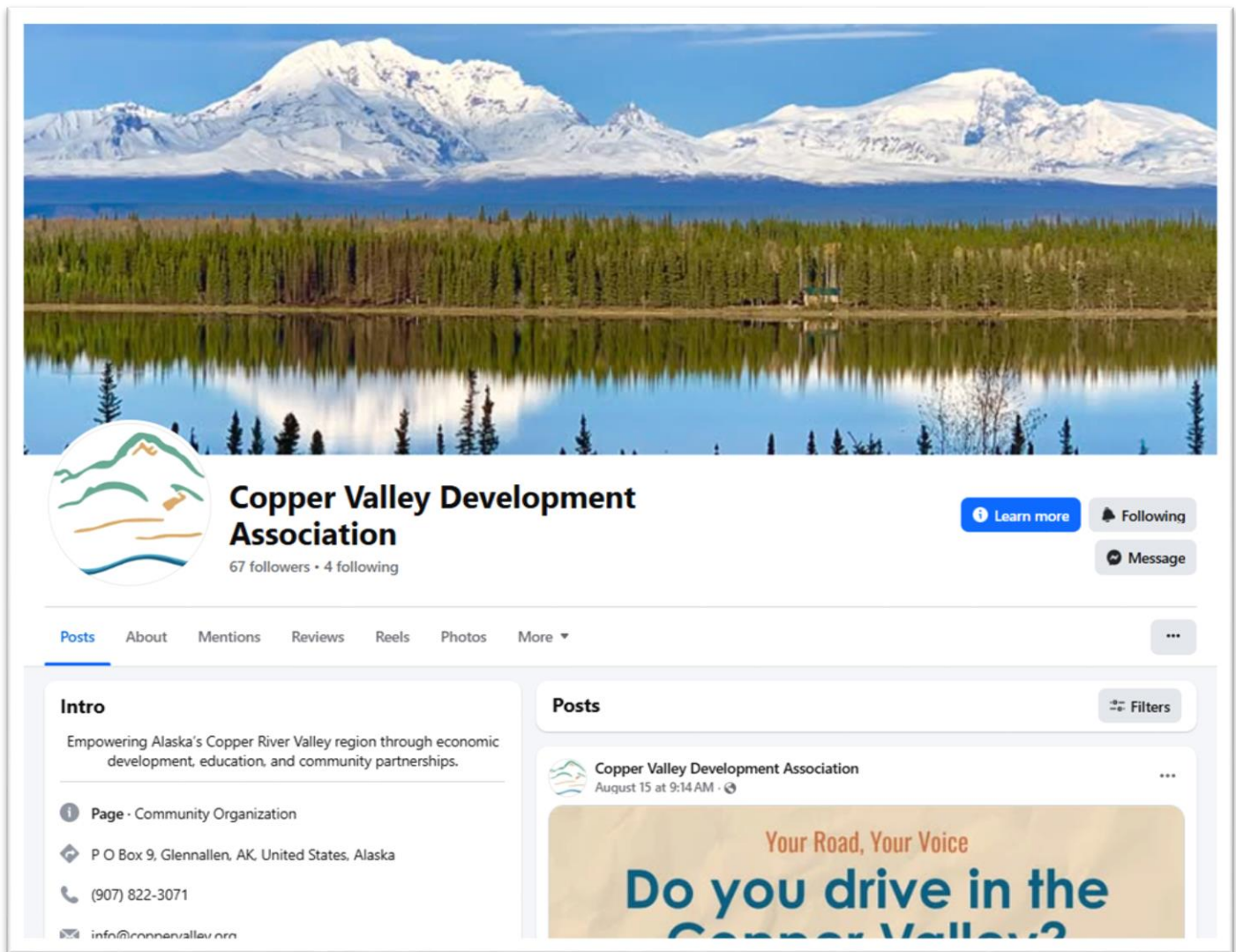


Figure 3: Copper Valley Development Association Facebook Page

Flyers

Flyers announcing CRV-RPO meetings and other important notices will be distributed by the CVDA Executive Director or a designee via email to representatives in the following communities for printing and posting. Some suggested community locations for posting follow each community name, but this is not an exhaustive list. Committee members will work with local representatives to identify the best locations to post notices. When practical, committee members will hang flyers.

Mentasta

- Post Office
- Mentasta Traditional Council
- Mentasta Lake Katie John School

Nabesna

- Wrangell Mountains Wilderness Lodge

Slana

- Post Office
- Slana School

McCarthy

- McCarthy Center Store
- Wrangell Mountains Center
- The mail shack

Gakona

- Buster Gene Memorial Facility

Gulkana

- Tribal Office
- Soaring Eagle Transit Office

Tazlina

- Native Village of Tazlina Office
- Tazlina Trading Post

Glennallen

- Post Office
- Copper River School District
- Copper River Native Association
- Greater Copper Valley Visitor Center
- IGA Grocery Store
- Copper Valley Community Library

Copper Center

- Copper Center Community Association
- Post Office

Kenny Lake

- Kenny Lake School
- Kenny Lake Community Hall
- Kenny Lake Public Library
- Kenny Lake Mercantile
- Wenger's Country Store

Chitina

- Post Office

Chistochina

- Cheesh'na Tribal Council
- Kelt'aeni Clinic
- Mt. Sanford Tribal Consortium
- Posty's Sinona Creek Trading Post

News Media

CRV-RPO will work to develop and maintain a relationship with local print and broadcast news media as it recognizes the media as a valuable link to promote and motivate public involvement in the transportation planning process. Specifically, CRV-RPO will strive to provide meeting information to local newspapers and radio providers.

The primary print and online newspaper for CRV-RPO media announcements is the Copper River Record (<https://www.copperriverrecord.net/>).

The primary radio stations for CRV-RPO media announcements are KCHU public radio (<https://kchu.org/>) and KCAM (<https://www.kcam.org/>).

As opportunities and topics arise, CRV-RPO will seek to gain public awareness by working with the local print, online, and broadcast news media to obtain appropriate coverage of activities. Examples include on-air interviews, news articles, letters to the editor, and public service announcements.

Availability of Information

Upon written request, CRV-RPO will make its written and published documents and materials available to the public in accordance with Alaska law, 2 AAC 93.310. Appropriate charges for copies and research will be assessed as identified in this law. All such materials are available for public inspection at the CVDA office at milepost 111 of the Richardson Highway.

Other Opportunities for Public Participation

In addition to the opportunities discussed above, the CRV-RPO provides additional avenues for the public to be involved in the transportation planning process.

- **Surveys** – CRV-RPO may conduct surveys to learn the views of members of the public on targeted topics and in support of its various technical studies. CRV-RPO may use paper or web-based survey technologies.
- **Targeted Outreach** – CRV-RPO may employ one or more targeted outreach strategies to involve traditionally underserved populations that may be impacted by a specific project. Targeted outreach strategies may include:
 - Surveys targeting transportation users to include minorities, low-income populations, and people with disabilities
 - Notifying agencies that work with minorities, low-income populations, and people with disabilities of CRV-RPO's activities
 - Seeking opportunities to speak at community meetings held throughout the region to improve awareness of CRV-RPO's work in the area
 - Organizing small or informal meetings that may be less intimidating for those unfamiliar with the public involvement process
 - Posting information and meeting notices in libraries, schools, post offices, and stores
 - Including information on CRV-RPO's webpage about how to request translation services
 - Distributing information through tribal, religious, or community organizations
 - Providing extensive use of visualization techniques, including maps and graphics
- **Digital Correspondence** – Members of the public can submit questions, comments, and ideas to the CRV-RPO committee via a web form at <https://coppervalley.org/contact-us/>.

Public Participation Processes for Major CRV-RPO Planning Documents

The planning documents produced by CRV-RPO provide key information that the public will need to make better-informed contributions to the transportation planning process.

There are two major transportation planning documents the RPO will prepare:

- **Long Range Transportation Plan (LRTP)** – This plan, updated every four years, results from regional collaboration and consensus and serves as the defining vision for region's multi-modal transportation systems and services. The plan indicates all the transportation improvements scheduled within the projected funding constraints over the next 20 years.
- **Transportation Improvement Program (TIP)** – This short-term action plan is prepared annually by CRV-RPO and lists approved FHWA/FTA funded projects for the region within the next four-year period.

CRV-RPO will follow the processes described in this document and all federal and state guidelines for public participation when developing these plan documents. Specifically, the public participation process includes the following activities:

- Conduct meetings and events in accordance with Alaska Open Meetings Act requirements
- Consult with interested parties
- Provide summaries of public involvement activities in the LRTP
- Advertise CRV-RPO meetings regarding major planning documents in the news media and on public radio
- Provide a review and comment period lasting at least 30 days for the adoption of major transportation planning documents and non-administrative amendments
- If the final version of any major transportation planning document differs significantly from the version made available for public comment, CRV-RPO will provide additional opportunity for public comment
- All comments received by CRV-RPO will be reviewed at the CRV-RPO committee meeting prior to providing recommendations to the CVDA Board, and will be included in an appendix with a meaningful response in the appropriate document
- CRV-RPO will coordinate with DOT&PF as part of the consultation process throughout the development and revision of major transportation planning documents, and request use of its advertising platforms as appropriate (e.g., State of Alaska Online Public Notices, social media channels) to reach a broad audience
- To increase public understanding of its LRTP, plain language and graphics will be included in the plan document and at public meetings including maps, photographs, clear project descriptions, and charts

Administrative Amendments

Amendments and revisions to any of the approved planning documents that are deemed by the CRV-RPO as administrative changes are not subject to a formal public notification process. Input will be accepted but not solicited. Amendments to the adopted plans and programs may be considered administrative based on any of the following criteria:

- To correct a non-substantive clerical error
- Any other changes approved by the CRV-RPO Committee that meet the criteria of an administrative amendment

Non-Administrative Amendments

Amendments to the TIP and LRTP that have regional significance as defined by CRV-RPO will be subject to a 30-day comment period.

Public Comments on the PPP and Title VI Plan

In accordance with federal guidance for MPOs (23 CFR 450.316(a)3), CRV-RPO will extend a public comment period of 30 days before revision or implementation of this Plan. Significant revisions to the basic procedures contained in this document will require a comment period before such revisions may be utilized. However, activities that enhance the opportunity for public comment shall not be considered revisions subject to public comment. Draft documents will be made available for public review on the CRV-RPO webpage and at the CVDA office.

Written comments on these procedures will be accepted via mail, email, and at CRV-RPO committee meetings. All comments received on the public involvement process will be responded to by CRV-RPO prior to implementation of the public involvement process. All comments and responses will be maintained until implementation or until CRV-RPO conducts a periodic review on the effectiveness of the procedures. To ensure the process is effective in providing full and open access to all, CRV-RPO will review the specifics of these procedures at least once every three years. Final adopted documents will be posted to the CRV-RPO webpage.

Americans with Disabilities Act and Limited English Proficiency

The Americans with Disabilities Act (ADA) is federal legislation defining the responsibilities of and requirements for transportation providers to make transportation accessible to individuals with disabilities.

LEP is a term used in the United States that refers to a person who is not fluent in the English language, often because it is not their native language. To have an opportunity to participate effectively in or benefit from any aid, service or benefit, people with LEP must be able to communicate in their primary language.

Meetings and hearings that are open to public participation will be scheduled to allow the best opportunity for attendance by the public and other entities whenever possible. The meeting locations will be convenient and ADA accessible. In addition to general meetings, events, and activities, reasonable efforts will be made to reach those who are particularly affected. ADA and LEP assistance or alternative formats of this publication are available upon request through CRV-RPO. Please allow at least seven working days for preparation of the material.

CRV-RPO committee members may use the U.S. Census Bureau Language Identification Flashcards to help determine what language an individual speaks. The flashcards are available at:

<http://niwaplibrary.wcl.american.edu/wp-content/uploads/LANG-Qref-LangIdflashCards2000.pdf>

For more information on ADA and LEP considerations and accommodations, see Appendix A, Title VI Plan.

APPENDIX A: TITLE VI PLAN

Policy Statement

The Copper River Valley Regional Planning Organization (CRV-RPO) assures that no person shall on the grounds of race, color, creed, national origin, sex, disability, age, income, or limited proficiency in English, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and the Alaska Department of Transportation & Public Facilities (DOT&PF) Title VI Program, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. CRV-RPO further assures every effort will be made to ensure non-discrimination in its programs and activities, whether those programs and activities are federally funded or not. The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors/consultants, regardless of whether such programs and activities are themselves federally assisted (P.L. 100.259 [S.557] March 22, 1988).

In the event CRV-RPO as the recipient distributes federal aid funds to a sub-recipient, the CRV-RPO will include Title VI language in all written agreements and will monitor for compliance.

CRV-RPO is responsible for initiating and monitoring Title VI activities, preparing reports, and other responsibilities as required by 23 Code of Federal Regulation (CFR) 200 and 49 CFR 21.

Jason Hoke, Copper Valley Development Association Executive Director

Date

Title VI Assurances

See USDOT Order No. 1050.2A, Standard Assurances

Introduction

Title VI of the Civil Rights Act of 1964 states:

No person in the United States shall, on the ground of race, color, or 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.

The body of procedures to address this portion of the Civil Rights Act is encompassed by the Title VI Program. Subsequent laws, regulations, directives, and executive orders broadened the factors for which discrimination is prohibited to include sex, disability, age, income, and limited proficiency in English. A list of related authorities is provided in Exhibit 1. Two Presidential Executive Orders regarding non-discrimination requirements that have especially affected the Title VI Program include:

- **Executive Order 12898:** Mandates that federal agencies address Environmental Justice for low-income and minority persons and populations
- **Executive Order 13166:** Mandates that federal agencies ensure that people who have limited English proficiency have meaningful access to federally conducted and/or funded programs and activities

The United States Department of Transportation (USDOT) Order 6640.23 specifies that both the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) are required to implement environmental justice (EJ) principles in all programs, policies, and activities. The three guiding principles of EJ as stated by USDOT are:

1. 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
2. To ensure the full and fair participation of all potentially affected communities in the transportation decision-making process
3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits

CRV-RPO, as an RPO that desires to become a subrecipient of federal financial assistance, is required to comply with Title VI and Alaska nondiscrimination laws and to provide an overview of how CRV-RPO addresses Executive Order 12898 on EJ and Executive Order 13166 on Limited English Proficiency (LEP).

This Title VI plan was developed to document and clarify the efforts CRV-RPO undertakes to ensure compliance with the rules and regulations associated with Title VI and related statutes.

DOT&PF's current Title VI Compliance and Implementation Plan can be found online at:

[https://dot.alaska.gov/cvlrts/pdfs/TitleVI Nondiscrimination Program Plan.pdf](https://dot.alaska.gov/cvlrts/pdfs/TitleVI%20Nondiscrimination%20Program%20Plan.pdf)

CRV-RPO Organization and Profile

CRV-RPO is the transportation planning entity responsible for recommending transportation policies and actions to its fiscal agent, Copper Valley Development Association (CVDA). CRV-RPO is comprised of community members representing transportation and business interests in the region.

CRV-RPO is responsible for preparing a Long-Range Transportation Plan and a Transportation Improvement Program.

CRV-RPO consists of a committee comprised of seven voting members and one non-voting/ex-officio member who represent business interests, communities, and the Alaska DOT&PF among others.

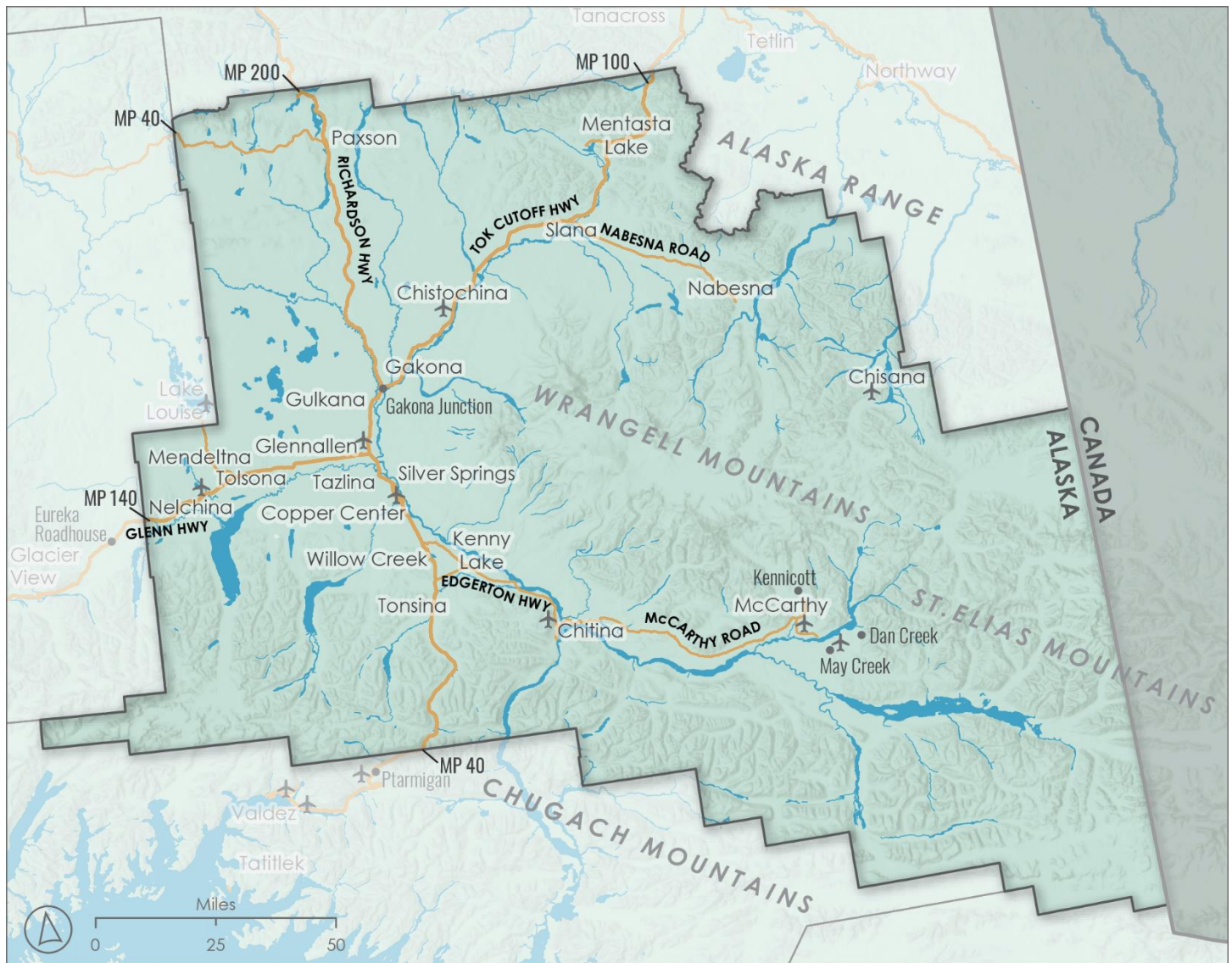


Figure 3: CRV-RPO boundaries, which align with the Copper Valley Census Area boundaries

Title VI Compliance Officer

Victoria Rego, Executive Projects Manager, is responsible for Title VI coordination. Ms. Rego responds to any complaints submitted by residents about discrimination in CRV-RPO proceedings, programs, services, or activities and ensures the implementation and overall management of CRV-RPO's Title VI Plan.

Victoria Rego, Executive Projects Manager
PO Box 9
Glennallen, AK 99588

victoria@coppervalley.org
907-259-7326

Specific responsibilities of the Title VI Coordinator include:

- Monitoring and reviewing agency programs, policies, and activities for Title VI compliance
- Collecting and reviewing statistical data (race, ethnicity, sex, age, disability, or national origin) to prevent or remove potential disparate impacts or disparate treatment discrimination
- Working with members of the committee involved in procurement or consulting contracts to ensure that Title VI compliance is met, and mitigating any issue if it is not met
- Periodically reviewing and updating the Title VI Plan
- Attending trainings to keep aware of nondiscrimination procedures and developments
- Resolving Title VI complaints in a timely and thorough fashion

Title VI Components

Demographic Profile

Table 2 and **Figure 4** below provide a brief statistical profile of CRV-RPO's population relative to racial and ethnic minorities, low-income individuals, and persons with a disability. This information helps the CRV-RPO prevent or reduce potential disparate impacts or disparate treatment discrimination. CRV-RPO values diversity in the region and strives toward the full and fair participation of traditionally underserved populations in the transportation decision-making process.

Race / Ethnicity	Total	Percent
White	1591	60.8%
Black or African American	6	0.2%
American Indian and Alaska Native	645	24.6%
Asian	17	0.6%
Native Hawaiian and Other Pacific Islander	10	0.4%
Some Other Race	15	0.6%
Mixed Race	249	9.5%
Hispanic or Latino (All Races)	84	3.2%

Table 2: Racial & Ethnic Composition in the Copper River Census Area, Source: 2020: Decennial Census Demographic and Housing Characteristics



Figure 4: Population of Protected Classes in the Copper River Census Area, Source: ACS 5-Year Estimates, 2023

LEP Assistance Strategies

Five-year estimates from the American Community Survey (ACS, 2023) show that there are no LEP persons over five years of age within CRV-RPO boundaries. However, should the need for oral or written translation services arise, CRV-RPO will make a reasonable attempt to provide those services. For translation services needed to participate in a public meeting, CRV-RPO will state on its website and meeting advertisements, when space is available, its preference that at least seven days' notice in advance of the meeting is provided. CRV-RPO will utilize certified interpreters through the following service:

Language Interpreter Center - Anchorage Office
 431 West 7th Avenue, Suite 208 Anchorage, AK 99501
 Phone: 907-297-2760
 Fax: 907-279-2450
 Toll Free: 1-877-273-2457

When CRV-RPO encounters an LEP person who needs accommodation, all translation and interpretation requests will be documented. The following will be included in the documentation in the Title VI reports:

- Flyer/meeting advertisement for event or program
- Meeting sign in sheet
- Translation services provided, and in what language
- Name of the entity and individual who provided the translation
- Name and contact info of the LEP individual, including email address and phone number

Whenever possible CRV-RPO will offer to take recorded verbal comments from LEP individuals or take written comments in their language. CRV-RPO will utilize interpretation and translation services to enter these comments into the record or address questions.

Complaint Procedures

Submission of Complaint

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

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

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

The complaint should include the following information:

- A written explanation of what happened
- A way to contact the complainant
- The basis of the complaint (age, sex, race, color, national origin, or disability)
- The identification of the respondent (agency/organization) alleged to have been discriminated against
- Sufficient information to understand the facts that led the complainant to believe discrimination occurred
- The date(s) of the alleged discriminatory act(s)

Alaska DOT&PF's Title VI & ADA Discrimination Complaint Form is provided in Exhibit 4 of this plan and may be used to submit the complaint information. The form is also available on the CRV-RPO website and at <https://dot.alaska.gov/cvlrts/forms/DiscrimComplQuest.pdf>. Hard copies of the complaint form are available from the CRV-RPO Title VI Coordinator. Upon request, the Title VI Coordinator can mail a complaint form.

Completed complaint forms should be mailed to:

Copper River Valley RPO Title VI Coordinator

Victoria Rego, CVDA Executive Project Manager
PO Box 9
Glennallen, AK 99588

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

Alaska DOT&PF Civil Rights Office

PO Box 196900
Anchorage, AK 99519-6900

FHWA Alaska Division, Civil Rights Division

PO Box 21648
Juneau, AK 99752

U.S. Department of Justice – Civil Rights Division

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

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

Recording, Acknowledgement, and Resolution of Complaint

Upon receipt, a complaint will be time and date stamped by the CRV-RPO Title VI Coordinator. The date stamp is important for establishing the timeline for response.

Within five working days of receipt of a complaint, the CRV-RPO Title VI Coordinator will acknowledge receipt to the complainant via certified mail and by email, if the complainant provided an email address, and will notify the CRV-RPO Committee Chair and CVDA Board Chair. The CRV-RPO Title VI Coordinator shall determine the need for additional information from the complainant or CRV-RPO committee members. The internal review shall be completed no later than 30 calendar days after the date the Title VI Coordinator received the complaint.

All Title VI complaints against CRV-RPO, together with any additional information obtained during committee review, shall be referred to the Alaska DOT&PF Civil Rights Office and/or the FHWA Alaska Division Office for investigation. The Alaska DOT&PF complaint process is available at the following link: <https://dot.alaska.gov/cvlrts/titlevi.shtml>. The DOT&PF Civil Rights Office investigator shall work with the CRV-RPO Title VI Coordinator and other committee members to implement the recommended improvements to any of CRV-RPO process relative to Title VI.

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

Initiatives for Increased Accessibility and Transparency

Several initiatives will increase accessibility and transparency of CRV-RPO's Title VI procedure and the CRV-RPO committee will strive to make measurable progress with implementing such initiatives.

These initiatives include:

- Make an online Title VI Complaint Form available on the CRV-RPO website. A sample complaint form can be found in Exhibit 4.
- Add an abbreviated Nondiscrimination Statement to all announcements for CRV-RPO meetings, and on all official CRV-RPO documents. Such a statement could read as follows:

The CRV-RPO complies with Alaska DOT&PF's Title VI Nondiscrimination Policy and operates Federal Programs without regard to race, religion, color, gender, age, marital status, ability, or national origin. To view the full Title VI Plan or to file a complaint, go to <https://coppervalley.org/rpo/>. Individuals with disabilities who may need special accommodations to participate in this public meeting [or process] should contact Victoria Rego at victoria@coppervalley.org or 907-259-7326 at least seven days prior to the event.

EXHIBIT 1: AUTHORITIES AND REGULATIONS

Federal Statutes

Title VI of the Civil Rights Act of 1964, Pub. L. No. 88-352, 78 Stat. 252 (1964) (42 U.S.C. §§ 2000d-2000d-7)

Provides that no person in the United States shall, on the grounds of race, color, or 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.

The Age Discrimination Act of 1975 (42 U.S.C §§ 6101-6107)

Prohibits age discrimination in Federally Assisted Programs.

The Federal-Aid Highway Act, (49 U.S.C. § 306)

Outlines responsibilities of the U.S. DOT and the Secretary's authority to determine compliance with applicable Civil Rights statutes.

The Federal-Aid Highway Act, Pub. L. No. 97-449, 96 Stat. 2421 (1983) (codified as amended at 49 U.S.C. § 306)

Added the requirement that there be no discrimination on the grounds of sex in U.S. DOT financial assistance programs.

The 1973 Federal-Aid Highway Act, Pub. L. No. 93-87, 87 Stat. 250 (1973) (23 U.S.C. § 324)

Added the requirement that there be no discrimination on the grounds of sex in Title 23 programs.

The Civil Rights Restoration Act of 1987, Pub L. No 100-259, 102 Stat. 28 (1988)

Restored 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.

The Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970, Pub. L. No. 91-646, 84 Stat. 1894 (1971) (codified as amended at 42 U.S.C. §§ 4601-4638)

Provides for fair treatment of persons displaced by Federal and Federal-aid programs and projects.

The Uniform Relocation Act Amendments of 1987, Pub. L. No. 101 - 246

Updated the 1970 Act and clarified the intent of Congress in programs and projects which cause displacement.

Rehabilitation Act Amendments of 1986, Pub L. No. 99-506, 100 Stat. 1807 (1986) (42 U.S.C. § 2000d-7)

Abrogated recipient state sovereign immunity from suit under Title VI.

The Americans with Disabilities Act, Pub. L. 101 -336

Provides enforceable standards to address discrimination against individuals with disabilities.

The Americans with Disabilities Act, Pub. L. No. 101-336, 104 Stat. 327 (1990) (codified as amended at 42 U.S.C. § 12101 et seq.)

Added the requirement that there be no discrimination on the grounds of disability, abrogated sovereign immunity, and provided enforceable standards to address discrimination against individuals with disabilities.

The Civil Rights Act of 1991, Pub. L. No. 102-166, 105 Stat. 1071 (1991) (codified in part at 42 U.S.C. § 1981)

In part, amended Section 1981 of 42 U.S.C. to provide a definition for the term “make and enforce contracts”, and to provide protection of the rights protected by this section against impairment by nongovernmental discrimination under color of State law.

Title VIII of the 1968 Civil Rights Act, Pub. L. No. 90-284, 82 Stat. 81 (1968) (codified as amended at 42 U.S.C. § 3601 et seq)

Requires fair housing practices in the sale or rental of housing, and zoning and planning by localities.

The National Environmental Policy Act of 1969, Pub. L. No. 91-190, 83 Stat. 852 (1969) (42 U.S.C. § 4321)

Requires the preparation of environmental impact statements for major federal agency actions affecting the human environment. Under NEPA, federal agencies and federal aid recipients are required to consider several alternative actions, including the “no-action” alternative, and to consider social, environmental and economic impacts, public involvement.

Title IX of the Education Amendments of 1972, Pub. L. No. 92-318, 86 Stat. 374 (1972) (20 U.S.C.A. § 1682)

Makes financial assistance available to institutions of higher education.

Transportation Equity Act for the 21st Century, Pub. L. No. 105-178, 112 Stat. 107 (1999) (codified in part at 23 U.S.C. § 101)

Mandates expenditures in federally assisted transportation programs through Disadvantaged Business Enterprises.

Executive Orders

E.O. 12250, 28 C.F.R. Pt. 41, App. A (1980)

Orders DOJ leadership and coordination of nondiscrimination laws.

E.O. 12259, 46 Fed. Reg. 1253 (1980)

Orders US Department of Housing and Development leadership and coordination of federal fair housing programs.

E.O. 12898, 59 Fed. Reg. 7629 (1994)

Orders federal actions to address Environmental Justice in minority populations and low-income populations.

E.O. 13160, 65 Fed. Reg. 39775 (2000)

Orders nondiscrimination on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, and status as a parent in federally conducted education and training programs.

E.O. 13166, 65 Fed. Reg. 50121 (2000)

Orders federal agencies and their recipients to improve access to federally sponsored programs for persons with Limited English Proficiency.

E.O. 13175, 65 Fed. Reg. 218 (2000)

Orders Consultation and Coordination with Indian Tribal Governments.

Federal Regulations

23 C.F.R. §200

FHWA's Title VI Program implementation and review procedures.

23 C.F.R. Part 420.121(h)

Part of FHWA's planning regulations specify the applicability of Title VI of the 1964 Civil Rights Act and Restoration Act of 1987 to FHWA funded planning and research activities.

23 C.F.R. Part 450

Federal Highway Administration's Statewide and Metropolitan Planning Regulations.

23 C.F.R. Part 450.316(b) (2) & (3)

Requires that the metropolitan planning process be consistent with Title VI of the 1964 Civil Rights Act and the recipient's Title VI Assurances.

23 C.F.R. Part 633, Subpart A

Specifies required contract provisions to be included in all Federal-aid construction contracts under Title VI and other federal provisions.

23 C.F.R. Part 633, Subpart B, Appendix A

Specifies the types of contracts to which Title VI of the 1964 Civil Rights Act applies.

23 C.F.R. Part 771.105(f)

FHWA's Policy on Title VI – expands on 23 C.F.R. 200.7 and names categories covered with wording similar to Title VI of the Civil Rights Act of 1964 – race, color, national origin, age, sex, handicap.

28 C.F.R. Part 35

DOJ regulations governing nondiscrimination on the basis of disability in State and local government services.

28 C.F.R. Part 41

Requires DOJ to coordinate the implementation of Section 504 of the Rehabilitation Act and provide guidelines for determining discretionary practices.

28 C.F.R. Part 42, Subpart C

DOJ's implementation of Title VI of the Civil Rights Act of 1964.

28 C.F.R. Part 42.200, Subpart D

"Nondiscrimination in Federally assisted Programs – Implementation of Section 815 (c) (1) of the Justice System Improvement Act of 1979." Implements E.O. 12138.

28 C.F.R. Part 50.3

DOJ's guidelines for the enforcement of Title VI, Civil Rights Act of 1964.

49 C.F.R. Part 21

U.S. DOT's implementation of Title VI of the Civil Rights Act of 1964.

49 C.F.R. Part 24

USDOT's implementation of the Uniform Relocation and Real Property Acquisition Act for Federal and federally assisted programs requiring compliance with Nondiscrimination Statutes and Executive Orders.

49 C.F.R. Part 25

USDOT's implementation of Title IX of the Education Amendments Act of 1972.

49 C.F.R. Part 26

USDOT's implementation of Participation by Disadvantaged Business Enterprises in DOT Financial Assistance Programs.

49 C.F.R. Part 27

USDOT's implementation of Section 504 of the Rehabilitation Act of 1973 as amended.

49 C.F.R. Part 28

Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Transportation.

49 C.F.R. Part 37

Transportation Services for Individuals with Disabilities, implementing the transportation and related provisions of Title II and III of the ADA proscriptions included in Form FHWA 1273.

Administrative Guidance

DOT Order 1000.12

Implementation of the Department of Transportation Title VI Program.

DOT Order 1050.2

Standard Title VI Assurances.

DOT Order 5610.2

U.S. Department of Transportation Order to Address Environmental Justice in Minority Populations and Low-Income Populations.

FHWA Order 4710.1

Right-of-Way Title VI Review Program.

FHWA Order 4710.2

Civil Rights Compliance Reviews of Location Procedures.

FHWA Order 4720.6

Civil Rights Restoration Act of 1987 in FHWA Programs.

FHWA Order 6640.23

Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.

Joint FHWA/FTA Memorandum dated October 7, 1999

Guidance on Implementing Title VI in Metropolitan and Statewide Planning.

DOJ Policy Guidance Document dated January 11, 2002

Memo re: E.O. 13166, Improving Access to Services for persons with Limited English Proficiency.

DOJ Policy Guidance Document dated January 18, 2002

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition against National Origin Discrimination Affecting Limited English Proficient Persons.

USDOT Policy Guidance Document dated December 14, 2005

Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) persons.

FTA C 4702.1B (October 1, 2012)

"Title VI Requirements and Guidelines for Federal Transit Administration Recipients." Provides FTA financial assistance recipients with guidance on implementing Title VI regulations.

EXHIBIT 2: TITLE VI POLICY STATEMENT

The Copper River Valley Regional Planning Organization (CRV-RPO) assures that no person shall on the grounds of race, color, creed, national origin, sex, disability, age, income, or limited proficiency in English, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and the Alaska Department of Transportation & Public Facilities (DOT&PF) Title VI Program, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. CRV-RPO further assures every effort will be made to ensure non-discrimination in its programs and activities, whether those programs and activities are federally funded or not. The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors/consultants, regardless of whether such programs and activities are themselves federally assisted (P.L. 100.259 [S.557] March 22, 1988).

EXHIBIT 3: COMPLAINT MANAGEMENT

Upon receipt, a complaint will be time and date stamped by the CRV-RPO Title VI Coordinator. Within five working days of receipt of complaint, the CRV-RPO Title VI Coordinator will acknowledge receipt to the complainant via certified mail and by email, if the complainant provided an email address, and will notify the CRV-RPO Committee Chair and CVDA Board Chair. The CRV-RPO Title VI Coordinator will determine if additional information is needed from the complainant or CRV-RPO committee members. CRV-RPO will complete its review no later than 30 calendar days after the date of receipt of complaint.

All Title VI complaints against CRV-RPO will be referred to the Alaska DOT&PF Civil Rights Office and/or the FHWA Alaska Division Office for investigation. The assigned Alaska DOT&PF Civil Rights Office investigator will work with the CRV-RPO Title VI Coordinator and CRV-RPO committee members to implement any recommendations to policy or practices regarding CRV-RPO's Title VI process.

CRV-RPO will maintain permanent records, which include but are not limited to, copies of Title VI complaints and related documentation including all correspondence and investigations.

EXHIBIT 4: ALASKA DOT&PF DISCRIMINATION COMPLAINT FORM

Available online here: <https://dot.alaska.gov/cvlrts/forms/DiscrimComplQuest.pdf>



Title VI & ADA Discrimination Complaint Form

The Alaska Department of Transportation and Public Facilities and its sub-recipients take complaints on the basis of discrimination very seriously. If you feel you have been discriminated against, please fill out this Discrimination Complaint Form.

Anonymous complaints will not be accepted. Accommodations will be provided for people with disabilities or Limited English Proficiencies. Translation/Interpreter fees will be paid by the AKDOT&PF. You must file your complaint within 180 days of the alleged discriminatory incident.

Please provide the following information as accurately and completely as possible and sign and date. Use additional sheets as necessary

BASIS of COMPLAINT

Basis of complaint – check all that apply

☐ Race	☐ Sex
☐ Color	☐ Creed
☐ National Origin	
☐ Disability	
☐ Age	

COMPLAINANT INFORMATION

Please provide the following:

Full Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Cell Phone: _____

Email: _____ Other: _____



Alaska Department of Transportation & Public Facilities Civil Rights Office

ENTITY FILING A COMPLAINT WITH

☐	Please Check		
☐	AMHS (Marine Highway System)	<i>Which Ferry:</i>	
☐	Transit Provider	<i>Which Provider:</i>	
☐	ADOT&PF Facility	<i>Which Facility:</i>	
☐	Airport	<i>Which Entity:</i>	
☐	DOT&PF Department	<i>Please Specify:</i>	

NARRATIVE

Please explain in much detail possible how you were discriminated against. Include all relevant names and dates. *Use additional sheets of paper if necessary.*

How can this/these issue(s) be resolved to your satisfaction?



Please list below any person(s) we may contact for additional information to support or clarify your complaint (witnesses, etc.).

Has this complaint been filed with any other agencies? If so, whom and when?

I have been advised that I have the right to remain anonymous while corresponding with the Alaska Department of Transportation and Public Facilities (ADOT&PF) Civil Rights Office. I understand that as a result of completing this questionnaire, I am initiating a formal complaint process where my identity may be revealed to responsible parties as a part of the investigation process.

Print Name (Complainant)

Date

Signature

You can submit your complaint via:

MAIL

DOT&PF Civil Rights Office
Attention: Title VI / ADA Program Manager
P.O. Box 196900
ANCHORAGE, AK 99519-6900

EMAIL dot.titleVI@alaska.gov

PHONE / FAX

STATEWIDE TOLL-FREE NO. (800) 770-6236

PHONE (907) 269-0851

FAX (907) 269-0847

TDD (907) 269-0473 Communications Contact Alaska Relay 711