

**A RESOLUTION BY THE EXECUTIVE BOARD  
OF THE KNOXVILLE REGIONAL  
TRANSPORTATION PLANNING ORGANIZATION  
APPROVING  
THE TITLE VI REPORT 2023**

WHEREAS, the Knoxville Regional Transportation Planning Organization (TPO) is the designated Metropolitan Planning Organization for the Knoxville urbanized area; and

WHEREAS, the TPO, through Knoxville Knox County Planning, is the recipient of federal transportation funding, including being a direct recipient of Federal Transit Administration (FTA) funding; and

WHEREAS, the Title VI Report covers legislation, regulations, statutes and orders that prohibit programs that receive Federal funds from discriminating against participants on the basis of race, color, and national origin, and

WHEREAS, the TPO as a direct recipient of FTA funding and being over 200,000 in population must meet both the general and program-specific requirements of Circular 4702.1B – Title VI Requirements & Guidelines for FTA Recipients; and

WHEREAS, the TPO's Title VI Report 2023 is a collection of information, maps, tables, forms, and exhibits to be submitted to FTA to demonstrate the TPO is compliant with the requirements outlined in FTA Circular 4702.1B; and

WHEREAS, the Transportation Planning Work Program, Mobility Plan, Transportation Improvement Program, and the Outreach Plan all incorporate goals and objectives which strive to ensure that projects, funding, plans, or services are distributed and/or implemented in a non-discriminatory way; and

WHEREAS, the Technical Committee has recommended to the Executive Board approval of the TPO Title VI Report 2023.

NOW, THEREFORE, BE IT RESOLVED BY THE KNOXVILLE REGIONAL TRANSPORTATION PLANNING ORGANIZATION EXECUTIVE BOARD:

That the Knoxville Regional TPO Title VI Report 2023 be approved.

December 20, 2023

Date

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Mayor Terry Frank  
Anderson County  
TPO Executive Board Chair

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Amy Brooks, AICP  
Acting Director  
Knoxville Regional TPO

## **MEMORANDUM**

TO: TPO Technical Committee  
FROM: Doug Burton  
DATE: December 5, 2023  
SUBJECT: Summary of TPO Title VI Report

As the recipient of Federal Transit Administration (FTA) funding, the TPO is required to prepare a Title VI Report every three years. Knoxville Knox County Planning (Planning) provides staff and is the contracting agency for the TPO. For this Report, both entities (Planning and TPO) are referenced and are considered one-in-the-same. The Report's requirements are outlined in Circular 4702.1B – Title VI Requirements and Guidelines for FTA Recipients (October 1, 2012). The Circular details the required information, data, and maps that the TPO must submit. The Circular also states the Report must be approved by the Executive Board. The Circular includes a Title VI Program Checklist that FTA recommends following as precisely as possible. The TPO follows this suggestion and divides the Report into sections that follow the checklist. While the TPO is required to follow Title VI regulations with all sources of federal transportation funding, this Report specifically covers FTA funding.

This memorandum is a summary of what information is submitted in the TPO Title VI Report. To review the complete Report, follow the link provided in the Technical Committee agenda.

### **FTA Title VI Circular - General Requirements**

1. **Provide an example of a Title VI Notice and include a list of locations where posted.**

The TPO is required to post Title VI notices at various locations throughout the Planning/TPO office and on the website. An example of the Title VI Notice is included in the report.

The TPO and Knoxville Knox County Planning ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 26; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance from the U.S. Department of Transportation on the grounds of race, color, or national origin.

2. **Provide a copy of Title VI Complaint Procedures and Form.** The TPO has a Title VI complaint form and process. A copy of the form/procedure are in the report.

3. **Provide a list of transit-related Title VI investigations, complaints, and lawsuits.** The TPO has had no Title VI investigations, complaints, or lawsuits filed against it.

4. **Provide a copy of Public Participation Plan.** The TPO Public Participation Plan is called: Outreach Plan (2021). The Outreach Plan has specific goals related to Title VI. To review the Plan, go to: <https://knoxtpo.org/wp-content/uploads/2021/11/2021-TPO-Outreach-Plan.pdf>.

5. **Provide a summary of outreach methods to engage minority populations.** The TPO incorporates public outreach efforts and/or activities to engage minority, low-income, and limited English proficient (LEP) populations in the planning process. This section describes some of these efforts.

6. **Provide a copy of Language Assistance Plan (LAP).** FTA requires a LAP for communicating with persons who do not speak English well (LEP populations). Outreach efforts should be in proportion to the number of persons who do not speak English well within the community. A copy of the TPO's LAP is included in the Report. Types of items required are: (1) publish meeting notices in Hispanic newspapers or on their websites, (2) work with local agencies that have stronger ties to the Hispanic community to help facilitate public engagement, (3) have access to a telephone language interpreter service for office interactions, (4) offer interpreter services at meetings, and (5) offer written translation of vital documents.
7. **Provide racial breakdown of membership of non-elected committees.** At this time the TPO has no non-elected citizen committees. However, there will be working committees established as part of the Mobility Plan 2050.
8. **Report how the TPO monitors any sub-recipients for Title VI compliance.** The TPO works with all sub-recipients of FTA funding to be sure they are meeting the requirements.

#### **FTA Title VI Circular - Specific-Requirements for MPOs**

1. **Provide a demographic profile and maps of the metropolitan planning area.** FTA requires the TPO to use the TPO Metropolitan Planning Area (MPA) in its analysis. The population of the TPO MPA is 724,809. Persons that identified themselves as a minority race equal 15.1%. African Americans comprise 6.5% of the population. Though not primary to the Title VI analysis, the TPO also reports Census data on low-income (13.8%), Hispanic (4.3%), and LEP populations. For the TPO MPA, besides English, the language most often spoke at home is Spanish (2.75%). And, of Spanish speakers, the number of people who do not understand English very well is 1.2%. Maps for minority, low-income, LEP, and Hispanic populations for the TPO MPA by block group are included. These population statistics are for the required reporting period (2020-2023). Once the TPO passes the new MPA boundary, these statistics will change slightly.
2. **Provide a description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process.** Please see the Report for entire response. Besides public involvement outreach efforts the TPO uses other sources of information in considering the mobility needs of minority populations, including GIS mapping, Census data, transit data, and surveys (bus passenger surveys, online surveys). The TPO includes an equity question on TIP or Mobility Plan funding applications.
3. **Provide an analysis of the urban area's transit/transportation investments that identifies and addresses any disparate impacts.** The TPO works with all the urban area transit providers to make sure services are being distributed in an equitable manner. The TPO works with a committee of Knoxville Area Transit (KAT) staff in helping to prepare the KAT Title VI Report. The TPO assist the transit agencies by providing data, GIS mapping, and Title VI analysis of projects and/or service changes if needed. For the Transportation Improvement Plan and the Mobility Plan the TPO often conducts analysis of projects and funding to make sure distribution is occurring in an equitable manner. Examples of these Title VI planning efforts, data, and maps are included in this section of the Report.

