Title VI/Environmental Justice
Non-Discrimination Plan

February 1, 2020 – January 31, 2023

ATRC
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Approved
November 21, 2019
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Introduction

NON-DISCRIMINATION POLICY STATEMENT

The Androscoggin Transportation Resource Center is committed to ensuring that the fundamental principles of equal opportunity are upheld in all decisions involving our employees and contractors/consultants and to ensuring that the public-at-large is afforded access to our programs and services.

To that end, no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any ATRC program or activity on the grounds of race, color, and national origin. ATRC assures all its programs and activities will be free from discrimination, whether those programs and activities are federally funded or not.

ATRC conducts its Title VI/Environmental Justice Program in a team approach involving all ATRC personnel. The Director of ATRC is responsible to ensure ATRC’s compliance with the Title VI/EJ implementing regulations.

Inquiries concerning ATRC’s policies, investigations, complaints, compliance with applicable laws, regulations, and concerns regarding compliance with Title VI/Environmental Justice may be directed to the Director, Androscoggin Transportation Resource Center, 125 Manley Road, Auburn, Maine 04210, telephone 207-783-9186.

This policy statement must be circulated throughout ATRC and be included by reference in all contracts, agreements, programs and services administered by ATRC.

Dated: November 21, 2019

Jennifer L. Williams, P.E., ATRC Director
The United States Department of Transportation (USDOT)  
FHWA Standard Title VI/Nondiscrimination Assurances  

DOT Order No. 1050.2A  

The Androscoggin Transportation Resource Center (ATRC) (herein referred to as the "Recipient"), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through The Federal Highway Administration (FHWA), is subject to and will comply with the following:  

Statutory/Regulatory Authorities  
- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);  
- 49 C.F.R. Part 21 (entitled Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964);  
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for the Enforcement of Title VI, Civil Rights Act of 1964);  

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.  

General Assurances  
In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure 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 otherwise subjected to discrimination under any program or activity" for which the Recipient receives Federal financial assistance from DOT, including the FHWA.  

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.  

Specific Assurances  
More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its federally assisted programs:  
1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program")
conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal Highway Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

   The ATRC, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively insure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.

4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.

5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.

7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:

   a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
   b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
b. the period during which the Recipient retains ownership or possession of the property.

9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, ATRC also agrees to comply (and require any subrecipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the FHWA access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by FHWA. You must keep records, reports, and submit the material for review upon request to FHWA, or their designees in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

ATRC gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation. This ASSURANCE is binding on ATRC, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in it programs. The person signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Dated: November 21, 2019

Jennifer L. Williams, P.E., Director

Appendices A and E (found in Appendix A of document)
Definitions

Adverse Effects -- The totality of significant individual or cumulative human health or environmental effects, including interrelated social and economic effects, which may include, but are not limited to:

- bodily impairment, infirmity, illness or death
- air, noise, and water pollution and soil contamination
- destruction or disruption of man-made or natural resources
- destruction or diminution of aesthetic values
- destruction or disruption of community cohesion or a community’s economic vitality
- destruction or disruption of the availability of public and private facilities and services
- adverse employment effects
- displacement of persons, businesses, farms, or nonprofit organizations
- increased traffic congestion, isolation, exclusion or separation of minority or low-income individuals within a given community or from the broader community
- denial of, reduction in, or significant delay in the receipt of benefits of ATRC programs, policies, or activities

Significant Adverse Effects on Minority and Low-Income Populations -- An adverse effect that:

a. is predominately borne by a minority population and/or a low-income population, or
b. will be suffered by the minority population and/or low-income population and is shown to be appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population

Limited English Proficiency -- Individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service or benefit provided by the transportation provider or other ATRC recipient.

Federal Assistance -- Includes grants and loans of federal funds; the grant or donation of federal property and interests in property; the detail of federal personnel, Federal property of any interest in such property without consideration or at a nominal consideration or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and any federal agreement, arrangement, or other contract which has, as one of its purposes, the provision of assistance.
Low-Income -- A person whose median household income is at or below the Department of Health and Human Services poverty guidelines. ([http://aspe.os.dhhs.gov/poverty/poverty.htm](http://aspe.os.dhhs.gov/poverty/poverty.htm))

Low-Income Population -- Any readily identifiable group of low-income persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed Androscoggin Transportation Resource Center (ATRC) program, policy or activity.

Minority -- A person who is:
   a. Black -- a person having origins in any of the black racial groups of Africa;
   b. Hispanic -- a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;
   c. Asian American-- a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands; or
   d. American Indian and Alaskan Native -- a person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.

Minority Population -- Any readily identifiable groups of minority persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed ATRC program, policy or activity.

Noncompliance -- A recipient has failed to meet prescribed requirements and has shown an apparent lack of good faith effort in implementing all the requirements of Title VI/Environmental Justice and related statutes.

Persons -- Where designation of persons by race, color, or national origin is required, the following designations ordinarily may be used: “White not of Hispanic origin,” “Black not of Hispanic origin,” “Hispanic,” “Asian or Pacific Islander,” “American Indian or Alaskan Native.” Additional subcategories based on national origin or primary language spoken may be used, where appropriate, on either a national or a regional basis.

Program -- Includes any multi-modal or bridge project including project planning or any activity for the provision of services, financial aid, or other benefits to individuals. This includes education or training, work opportunities, health, welfare, rehabilitation, housing, or other services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient.

Recipient -- Any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual, in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom Federal assistance is extended, either directly or through another recipient, for any program.
includes any successor, assignee, or transferee thereof, but does not include any ultimate beneficiary under any such program.

**Sub-recipient** -- An agency such as a council of governments, regional planning agency, educational institution, for example, that receives Federal Highway Administration (FHWA) funds through the State DOTs and not directly from the FHWA. Other agencies, local governments, contractors, consultants that receive these funds are all considered sub-recipients.

**Administration - General**

The ATRC Director shall have lead responsibility for coordinating the administration of the Title VI/Environmental Justice (Title VI/EJ) and related statutes program, plan, and assurances. Special emphasis program areas for ATRC are Public Transit, Planning Assistance and Program Management. ATRC has developed a Public Involvement Process, which will be used in conjunction with the Title VI/Environmental justice program and is include by reference.

- **Complaints**
  If any individual believes that she/he or any other program beneficiaries have been the object of an unequal treatment or discrimination as to the receipt of benefits and/or services, or on the grounds of race, color, or national origin, she/he may exercise their right to file a complaint with ATRC. Complaints may be filed with the ATRC Director. Every effort will be made to resolve complaints informally at the lowest level.

  Complaints may also be filed directly with the Federal Highway Administration or Federal Transit Administration.

  ATRC has not received any Title VI complaints or lawsuits, and has no pending investigations.

- **Data Collection**
  Statistical data on race, color, national origin, English language ability and income in, and beneficiaries of the ATRC programs, e.g., relocatees, impacted citizens, and affected communities, will be gathered and maintained by ATRC. The gathering procedures will be reviewed annually to ensure sufficiency of the data in meeting the requirements of the Title VI/EJ program.

- **ATRC Reviews**
  Special emphasis program reviews will be conducted based on the annual summary of Title VI activities, accomplishments and problems. The reviews will be conducted by ATRC to assure effectiveness in their compliance of Title VI/EJ provisions. The ATRC Director will coordinate efforts to ensure the equal participation in all their programs and activities at all levels.
Title VI/EJ Reviews on Sub-recipients
ATRC does not have sub-recipients to monitor but does work with contractors. As needed, based on the contract, Title VI/EJ compliance reviews will be conducted by the ATRC Director. Priority for conducting reviews will be given to those recipients of federal (US Department of Transportation) funds with the greatest potential of impact to those groups covered by the act. The reviews will entail examination of the contractors’ adherence to all Title VI/EJ requirements. The status of each review will be reported in the annual update and report to relevant US Department of Transportation (US DOT) modes (e.g. FHWA, Federal Transit Administration).

Annual Reports
An annual report will be required by October 1 of each year. The ATRC Director will be responsible for coordination and compilation of these reports and submitted by October 1 to the Maine Department of Transportation. These reports will review Title VI/EJ accomplishments achieved during the year and goals for the next year.

FTA Title VI Compliance Reviews
In August, a report will be submitted to FTA at least every three years in accordance with FTA Circular 4702.1B, Title VI Program Guidelines for Federal Transit Administration recipients. The report may be submitted more often should conditions warrant.

Title VI Information Dissemination
ATRC will disseminate Title VI/EJ program information to ATRC employees and to the general public. Title VI/EJ program information will be submitted to sub-recipients, contractors, and beneficiaries. Public dissemination will include inclusion of Title VI/EJ language in contracts, posting a Title VI Notification to the Public at its main office located at 125 Manley Road, Auburn, ME, and publishing the Title VI/EJ Policy Statement on ATRC’s Web site. [http://www.avcoq.org/index.aspx?nid=1116](http://www.avcoq.org/index.aspx?nid=1116)

Remedial Action
ATRC will actively pursue the prevention of Title VI/EJ deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When deficiencies are found, procedures will be promptly implemented to correct the deficiencies and to put in writing the corrective action(s). The period to determine corrective action(s) and put it (them) in writing to effect compliance may not to exceed 90 days from the date deficiencies are found.

Racial Breakdown of Boards
ATRC is comprised of two primary boards – the Policy Committee and the Technical Advisory Committee. ATRC does not have any other standing committees. Committees
may be created on an as needed basis, project-by-project. Committees created for specific projects typically consist of municipal staff, elected officials, and concerned citizens. Both Policy Committee and Technical Committee members are selected by the member municipality or organization. ATRC member representation is broken down as follows:

<table>
<thead>
<tr>
<th># Voting Members</th>
<th>Municipality/Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>City of Auburn</td>
</tr>
<tr>
<td>2</td>
<td>City of Lewiston</td>
</tr>
<tr>
<td>2</td>
<td>Town of Lisbon</td>
</tr>
<tr>
<td>1</td>
<td>Town of Sabattus</td>
</tr>
<tr>
<td>2</td>
<td>Androscoggin Valley Council of Governments</td>
</tr>
<tr>
<td>1</td>
<td>Maine Department of Transportation</td>
</tr>
<tr>
<td>1</td>
<td>Maine Turnpike Authority</td>
</tr>
</tbody>
</table>

ATRC’s Policy and Technical Advisory Committees each have 11 voting members. The Policy Committee is comprised of four women and eight men, and the Technical Committee is represented by two women and nine men. Committee members for both boards are 100% white.

<table>
<thead>
<tr>
<th></th>
<th>White</th>
<th>Black</th>
<th>American Indian</th>
<th>Asian</th>
<th>Hispanic/Latino</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATRC Policy</td>
<td>100%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>ATRC Technical</td>
<td>100%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>Maine</td>
<td>94.6%</td>
<td>1.3%</td>
<td>0.6%</td>
<td>1.1%</td>
<td>1.5%</td>
</tr>
<tr>
<td>Auburn</td>
<td>91.0%</td>
<td>1.0%</td>
<td>0.2%</td>
<td>1.6%</td>
<td>1.5%</td>
</tr>
<tr>
<td>Lewiston</td>
<td>88.0%</td>
<td>4.3%</td>
<td>0.3%</td>
<td>1.1%</td>
<td>2.6%</td>
</tr>
<tr>
<td>Lisbon</td>
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<td>0%</td>
<td>0%</td>
<td>0.4%</td>
<td>0.8%</td>
</tr>
<tr>
<td>Sabattus</td>
<td>94.9%</td>
<td>0.4%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

Data: 2013-2017 ACS 5-Year Estimates

**Title VI Equity Analysis**

ATRC has not constructed nor does it have any plans to construct a transit related facility, such as, a storage facility, passenger facility or operations facility. A Title VI Equity Analysis is not applicable.

**Special Emphasis Program Areas**

**Planning**

Develop the Metropolitan Planning Organization’s (MPO) input into the state’s Annual Work Plan. The MPO is also responsible for developing a 20-Year Plan and the Transportation Improvement Program (TIP) to meet present and future needs for safe, adequate, and efficient transportation. Planning also encompasses clean air issues, safety, pavement management, transportation analysis, transportation reporting, inventory, research, mapping, major project studies and training and technical assistance for communities.
ATRC strives to identify and consider the mobility needs of the entire MPO population, and relies on the local public process of planning and project selection to assist. All planning and construction projects through ATRC must be consistent with the local comprehensive plan, or other appropriate municipal policy; consistent with the ATRC Long Range Transportation Plan; and are vetted through a local public process prior to any ATRC public input process. In addition, all planning and projects look at mobility of not just road users (motor vehicles) but also look at bicycle and pedestrian access, improvements, and connectivity, as well as accessibility to the local transit system. Finally, all ATRC meetings are open to the public and are held at the ATRC office, which is accessible by the local transit system.

ATRC Director will:
- Ensure that all aspects of the planning process operation, including environmental impact reviews, comply with Title VI/EJ.
- Serve as a resource person helping to ensure participation of a cross section of people representative of the affected population, including various and diverse social, economic, and ethnic interest groups are represented in the planning process.
- Provide the annual report on Title VI/EJ accomplishments for the previous year and goals for the next year.
- Ensure equal opportunity for participation on Advisory Committees.
- Ensure Title VI/EJ language is included, or incorporated by reference in every sub-recipient contract.

Transit
Coordinates passenger-related functions including bus, van pool, car pool, air, rail, and marine transportation and pedestrian and bicycle programs. Develops transportation alternatives that are environmentally sound, cost effective and politically acceptable.

ATRC Director will:
- Ensure that all aspects of passenger-related functions/programs/contracts/grant programs comply with Title VI/EJ.
- Provide the annual report on Title VI/EJ accomplishments for the previous year and goals for the next year. (See Appendix C: “FTA Circular 4702.1 data collection and reporting requirements”)
- Ensure Title VI/EJ language is included, or incorporated by reference, in every contract.

Demographic Profiles of Minority Populations
Based on the 2013-2017 U.S. Census American Community Survey (ACS) data, Maine has a small minority population that is geographically spread across the state with
concentrations in the urbanized areas served by Metropolitan Planning Organizations. Maine as a whole has a minority population of approximately 5.4%.

Approximately 66% of Maine’s minority population lives in four counties:

- Androscoggin County: 8,585 people, of whom 6,410 people, or 75%, live in Auburn and Lewiston
- Cumberland County: 22,845 people, of whom 13,632, or 60%, live in Portland, Westbrook, South Portland and Scarborough, all of which are served by direct-recipient transit systems (Metro and South Portland Bus Service).
- Penobscot County: 7,766, of whom 4,454, or 57%, live in Bangor, Brewer, Old Town, Orono, Veazie and Hampden, all of which are served by a direct-recipient transit system, Community Connector.
- York County: 8,260 people, of whom 3,244, or 39%, live in Biddeford, Saco and Old Orchard Beach, all of which are served by a direct-recipient transit system, ShuttleBus.

Downtown Lewiston includes Census Tracts 201, 202, 203 and 204, which are neighborhoods with very high proportions of old and substandard housing, severe poverty and social problems.

Downtown Lewiston has benefited from an influx of New Mainers. According to the 2013 Fair Housing Report, since 2001, approximately 4,000 immigrants (referred to as New Mainers) have moved to Auburn and Lewiston. This new population is not evenly distributed: of the Black/African American population in Lewiston and Auburn (combined), 70% live in census tracts 101, 103, 105, 201, 202, 203 and 204.

According to the 2013-2017 American Community Survey (ACS) 5-Year Estimates data, the greatest concentration of people earning below the poverty level is in census tract 204 in downtown Lewiston, with more than 53% of people.
According to the 2013-2017 ACS 5-Year Estimates data, the greatest concentration of black residents is in census tract 204 in downtown Lewiston (19.5%).

**A TRC Black Population by Tract 2017**

**Legend**
- Mall Shuttle; Auburn Mall
- College Street
- Free Shuttle
- Lisbon Street
- Main Street
- Minot Avenue
- New Auburn
- Salvatus Street

**Jurisdiction**
- State Aid; Toll hwy
- MPO Boundary
- % Black or African American Pop
- 0.0 - 4.9
- 5.0 - 9.9
- 10.0 - 14.9
- 15.0 - 19.9

**NOTE:** THE NORTHERN HALF OF CENSUS TRACT 465 (WALES) IS NOT PART OF THE ATRC REGION.

Source: 2013-2017 American Community Survey 5-Year Estimates
Cumulatively about 18% of the total population throughout the 20 tracts seen below is disabled. The highest per capita value, in this respect comes from Tract 201, where 40.4% of the population is disabled. The second highest value is 8% lower than Tract 201 and belongs to Tract 101, located in downtown Auburn.
Demographic Impacts of ATRC Funding
The public transit routes are shown on each of the above demographic maps. As these maps indicate, the highest percentages of minority populations reside within the downtown areas of Lewiston and/or Auburn. The citylink system is a two hub system, with a station in both downtown Lewiston and downtown Auburn. All citylink routes start/end at one of these two stations, and provide service through the downtown areas and beyond.

Disparate Impacts Analysis
Disparate impact is a way to prove discrimination based on the effect of a policy or practice rather than the intent behind it. Laws that prohibit discrimination apply not only to intentional discrimination, but also to apparently neutral policies and practices that have a disproportionate adverse effect on members of a protected class. An example may be planning for and constructing a transportation project that serves a heavily populated area but does not take into consideration cultural or racial populations that need the service in other areas.

Based on data contained in the preceding maps, the percentage of minority populations is highest in the downtown census tracts of Lewiston and Auburn, and the transportation funding distribution corresponds well with the distribution of minority populations across the ATRC region.

The conclusion of this analysis, based on the fact that the highest percentages of minorities reside within the downtowns of Lewiston and Auburn, and the transit services are concentrated in the downtown areas, is that there are no disparate impacts of funding decisions with respect to race, color or national origin.

ATRC LEP Analysis and Plan
Introduction
On August 11, 2000, President Clinton signed Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency, which requires meaningful access to all federally assisted programs and activities by persons with Limited English Proficiency (LEP).

Executive Order 13166 states that individuals who do not speak English well and who have a limited ability to read, write, speak or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit or encounter. It reads in part:

Each Federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the
steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency’s programs and activities.

In addition to the requirement that federal agencies prepare LEP plans, all recipients of federal financial assistance have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided. The Federal Highway Administration has mandated that all “…recipients must take reasonable steps to ensure that such persons have meaningful access to the programs, services and information those recipients provide, free of charge…”

**Who is an LEP Individual?**

As defined in the 2000 United States Census, it is any individual who speaks a language at home other than English as their primary language, and who speaks or understands English “not well” or “not at all.”

According to the 2013-2017 American Community Survey 5-Year Estimates data, the greatest concentrations of households that are classified as LEP are in downtown Lewiston with 7.5% in tract 204.

The following map shows the distribution of LEP households within the ATRC communities by census tract:
NOTE: THE CENSUS TRACT NORTH OF 465 IS OUTSIDE OF THE ATRC REGION

Source: 2013-2017 American Community Survey 5-Year Estimates
The Four Factor Analysis

Under guidance from the U.S. Department of Transportation, ATRC is obligated to determine the extent of its obligation to provide LEP services to its transit-dependent population. This determination must be based on an analysis of four factors:

1. The number or proportion of LEP persons who may be serviced or are likely to encounter a program, activity or service;
2. The frequency with which LEP persons come in contact with programs, activities or services;
3. The nature and importance of programs, activities or services to the LEP population; and
4. The resources available to the recipient and overall costs to provide LEP assistance.

Factor #1: The number or proportion of LEP persons who may be serviced or are likely to encounter a program, activity or service. The first step towards understanding the extent of the LEP population in ATRC’s planning area is a review of Census data. The analysis of Census data shows the number and percentage of persons who speak English “less than very well”, within four major language groups in ATRC’s planning area of Lewiston-Auburn-Lisbon-Sabattus falls below the 1,000 person/5% threshold with the exception of Indo-European in Lisbon. The Indo-European group does exceed the threshold; however, this category is comprised of a significant number of languages. Based on data from the Lewiston and Auburn School Departments’ English Language Learner programs as well as municipal information, there is not any one identifiable language that stands out as a significant population. Lewiston and Auburn has seen a significant number of refugees moving to the area since early 2000’s. While the majority of the refugees are from Somalia, there are smaller numbers of refugees from other African countries. To address the vast number of possible languages that may be spoken in ATRC’s planning area, AVCOCG has translated the Discrimination Complaint Form into European French, Spanish and Somali. AVCOCG has a signed service agreement with Certified Languages International for interpreting and translation services as needed. To date, there has been no need to utilize interpreter or translation services. The need to add additional languages and printed material will be evaluated annually.

<table>
<thead>
<tr>
<th>Region/City or Town</th>
<th>Total Persons</th>
<th>5% Threshold</th>
<th>Persons Speaking English “less than very well”</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Spanish</td>
</tr>
<tr>
<td>Auburn</td>
<td>21,490</td>
<td>1,075</td>
<td>67</td>
</tr>
<tr>
<td>Lewiston</td>
<td>34,044</td>
<td>1,702</td>
<td>63</td>
</tr>
<tr>
<td>Lisbon</td>
<td>8,292</td>
<td>415</td>
<td>0</td>
</tr>
<tr>
<td>Sabattus</td>
<td>4,798</td>
<td>240</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>68,624</strong></td>
<td><strong>3,595</strong></td>
<td>130</td>
</tr>
</tbody>
</table>

Table 2: Summary of Maine Limited English Proficiency (LEP) Persons 5 Years and Older ATRC Service Area – 2013-2017 ACS
Factor #2: The frequency with which LEP persons come in contact with programs, activities or services. ATRC’s primary focus is the allocation of Federal Highway Administration funds used for improvements to the MPO’s road system. All projects are vetted through a local public process prior to ATRC’s public process, project scoring and final selection. ATRC Federal Transit Administration funds are used for planning activities to support the local transit system, citylink. citylink’s service area is Lewiston and Auburn. ATRC does not have any documented incidences that required translation services. Between 2017 and 2019, ATRC held 45-50 public meetings and one public hearing. ATRC does not have any documented incidences that required translation services; the only requests from the public for accommodations at any of these meetings were for hearing impairment. If such services are needed, ATRC through AVCOG, has a contract with Certified Languages International for translation and interpreter services.

Factor #3: The nature and importance of programs, activities or services to the LEP population. citylink’s service area is primarily the core of Lewiston-Auburn’s urban area where the majority of the LEP population resides. citylink transit system is primarily used by low-moderate income, elderly and/or disabled individuals. Transit planning efforts focus on improving job-access, job training programs and educational opportunities for all residents. The consideration and incorporation of the region’s LEP population is important to transit planning and service.

Factor #4: The resources available to the recipient and overall costs to provide LEP assistance. ATRC has measures in place to ensure that the needs of individuals that require language assistance are addressed. Interpreter services are on a “pay as needed” basis. The budget will be reviewed on an annual basis to ensure that adequate funds are budgeted to meet the requests for interpretive services and for document translation.

Availability of Language Assistance
Signage - Language guides “I speak” posters will be hung in entryways and near the reception area at AVCOG’s office for non-English speaking individuals to easily identify and address any language barriers. If an interpreter is required, AVCOG staff is directed to use one of the following services:

Certified Language International
www.certifiedlanguages.com
Tel: 1-800-225-5254

LanguageLine Solutions
www.languageline.com
Tel: 1-800-752-6096

Catholic Charities Language Partners
www.ccmaine.org
Tel: 1-866-200-3963
Meeting Outreach – Interpretation services will be made available at all public hearings on request. Individuals are required to provide a minimum 72 hours prior notice. Notices for public hearings will be posted at a minimum online, in the local newspaper, and at the relevant municipal office(s). Catholic Charities Language Partners, a Maine based organization, offers interpretive services for 35 languages. A list of additional interpreter services located in-state is attached, Appendix B.

Between 2017 and 2019, ATRC held 45-50 public meetings and one public hearing. ATRC does not have any documented incidences that required translation services; the only requests from the public for accommodations at any of these meetings were for hearing impairment. All ATRC agendas contain language advising the public that “Accommodations will be made for persons with disabilities or Limited English Proficiency. Auxiliary aids will be provided upon advance request. Requests for accommodations or auxiliary aids should be made at least 72 hours prior to the meeting.”.

Community Outreach – ATRC staff works closely with the MPO communities to ensure that information is distributed to residents and areas that are involved or possibly impacted by a project. Staff will work with local officials to identify any LEP individuals and ensure adequate provisions are provided. ATRC staff works with several social service agencies, in addition to local municipal staff, to ensure that the needs of LEP individuals are met. A list of agencies to assist with community outreach is attached, Appendix C.

Safe Harbor Provision
Using data from ATRC’s Four Factor analysis, data from the Auburn and Lewiston School Departments’ English Language Learner programs and municipal information, three languages were identified as ones that were likely to be encountered – Somali, French and Spanish. ATRC’s Discrimination Complaint Form has been translated into these three languages and is available on ATRC’s website. http://www.avcog.org/index.aspx?nid=1116

Other documents will be translated as needed based on feedback and input from the community.

Evaluating and Updating the Language Access Plan
ATRC will evaluate and update its Language Access Plan based on the level of use of LEP services and feedback from towns, social service agencies and citizens. The data collected from interpreter services, the number of times the service was used in a year and the languages interpreted, will be reviewed annually. The data will be used to help assess if key documents need to be translated into any additional languages. Open communication and the use of feedback from municipalities and social service agencies will ensure that the focus of ATRC’s Language Access Plan is reflective of the respective community.
ATRC will do an annual review and update of the interpreter and translation services available, as well as updating its list of community contacts.

Staff Training
All ATRC staff will receive training to understand and know ATRC’s Limited English Proficiency policies and procedures. Staff receives annual reviews and updates. Staff are required to sign-off that they received the update. All staff will be trained on how to work with an interpreter whether in-person or via the telephone. The level and extent of training will be reflective of assistance required by the LEP population.

ATRC Title VI Complaint Process

Filing a Complaint
I. Introduction
The Title VI/Environmental Justice and Related Statutes complaint procedures are intended to provide aggrieved persons an avenue to raise complaints of discrimination regarding ATRC’s programs, activities and services as required by statute. Title VI Complaint Procedures can be found on the ATRC website. [http://www.avcog.org/index.aspx?nid=1116](http://www.avcog.org/index.aspx?nid=1116)

II. Purpose
The purpose of the discrimination complaint procedures is to describe the process used by the Office of Human Resources (OHR) for processing complaints of discrimination under Title VI of the Civil Rights Act of 1964 and related statutes. The Title VI Discrimination Complaint form can be found on ATRC’s website. [http://www.avcog.org/index.aspx?nid=1116](http://www.avcog.org/index.aspx?nid=1116)

III. Roles and Responsibilities
The ATRC Director has overall responsibility for the discrimination complaint process and procedures. The Director may, at her/his discretion, assign a capable person within ATRC to investigate the complaint.

The designated investigator will conduct an impartial and objective investigation, collect factual information and prepare a fact-finding report based upon the information obtained from the investigation.
In cases where the complainant is unable or incapable of providing a written statement, the complainant will be assisted in converting the verbal complaint into a written complaint. All complaints, however, must be signed by the complainant and/or by the complainant’s representative.

The complainant shall make him- or herself reasonably available to the designated investigator, to ensure completion of the investigation within the timeframes set forth.
IV. Filing Complaints

Applicability The complaint procedures apply to the beneficiaries of the ATRC programs, activities and services including, but not limited to, the public, contractors, subcontractors, consultants and other sub-recipients of federal and state funds.

Eligibility Any person who believes that she/he has been excluded from participation in, denied benefits or services of any program or activity administered by ATRC or its sub-recipients, consultants, and contractors on the basis of race, color, and national origin may bring forth a complaint of discrimination under Title VI/EJ and Related Statutes.

Time Limitation and Filing Options Title VI/EJ complaints of discrimination may be filed with:

- ATRC
- Maine Department of Transportation
- Federal Highway Administration
- Federal Transit Administration
- U.S. Department of Transportation

In all situations, the ATRC employees must contact the ATRC Director immediately upon receipt of a Title VI/EJ complaint.

Complaints must be filed no later than 180 days after:

- The date of the alleged act of discrimination; or
- The date the person became aware of the alleged discrimination; or
- Where there has been a continuing course of discriminatory conduct, the date on which the conduct was discontinued.

Complaints must be in writing and must be signed by the complainant and/or the complainant’s representative. The complaint must set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event a person makes a verbal complaint of discrimination to an ATRC employee, or other person authorized to receive complaints on behalf of ATRC, shall interview the person. If necessary, the authorized person will assist the person in writing the complaint for the person or the person’s representative to sign.

Internal Complaint Processing

Initial contact Special emphasis program area representatives serve as ATRC’s resources for members of the public who wish to file a discrimination complaint under Title VI/EJ and related statutes. As resources, they will provide complainants with:

1. An explanation of their filing options;
2. The discrimination complaint process; and
3. A Title VI/EJ and Related Statutes Discrimination Complaint Form.

Use of the Complaint Form is not necessary for the complainant. Rather, it is intended to help the complainant provide enough information to begin processing the complaint.
The Complaint Review Process
1. The Director or her/his designee, reviews the complaint upon receipt to ensure that relevant information is provided, the complaint is timely, and meets jurisdiction.

2. The complaint shall be investigated, unless:
   - The complaint is withdrawn.
   - The complainant fails to provide required information.
   - The complaint is filed beyond the 180-day timeframe.
   - The complainant is not part of a protected group.
   - The complaint is determined to be more appropriately under a jurisdiction other than ATRC. If this is the case, the complainant will be directed to the appropriate agency.

3. Upon determination that the complaint warrants an ATRC investigation, the complainant is sent a letter, acknowledging receipt of the complaint, and giving the name of the investigator.

4. The respondent – the person alleged to have committed the discrimination -- is notified by mail that she/he has been named in a complaint. The letter also includes the investigator’s name and informs the respondent that she/he will be contacted for an interview.

Investigation
Investigation Plan  The investigator shall prepare a written plan which includes, but is not limited to, the following:
   - Names of the complainant(s) and respondent(s);
   - Basis for the complaint;
   - Issues, events or circumstances that caused the person to believe that she/he has been discriminated against;
   - Information needed to address the issue;
   - Criteria, sources necessary to obtain the information;
   - Identification of key people;
   - Estimated investigation time line; and
   - Remedy sought by the complainant(s).

Conducting the Investigation
   - The investigation will address only those issues relevant to the allegations in the complaint.
   - Confidentiality will be maintained as much as possible.
   - Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint. The investigator will ask questions to elicit information about aspects of the case.
   - A chronological contact sheet is maintained in the case file throughout the investigation.

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**Investigation Reporting Process**
- Within 40 days of receiving the complaint, the investigator prepares an investigative report and submits the report and supporting documentation to the Human Resources Director or her/his designee for review.
- The Director or designee reviews the file and investigative report. Subsequent to the review, the Director makes a final determination of “probable cause” or “no probable cause” and prepares the final decision letter.

**Reporting Requirements to an External Agency**
A copy of the complaint, together with a copy of the investigation report and the Director's final decision letter, is forwarded to the Federal Highway Administration Maine Division Office within 60 days of the date the complaint was received.

**Records**
All records and investigative working files are maintained in a confidential area. Records are kept for three years.
DISCRIMINATION COMPLAINT FORM
Title VI/Environmental Justice
for
Androscoggin Valley Council of Governments
Androscoggin Transportation Resource Center
Lewiston-Auburn Transit Committee/citylink

Title VI of the 1964 Civil Rights Act requires 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 on any program or activity receiving federal financial assistance.”

If you feel you have been discriminated against in planning or provision of transit services, please provide the following information in order to assist us in processing your complaint.

1. Complainant’s Name: ______________________________________________
2. Address: ________________________________________________________
   City: _______________________  State: ____________  Zip Code: __________
3. Telephone Number: _______________________________________________
4. E-mail Address: ___________________________________________________
5. Person discriminated against (if someone different than Complainant):
   Name: __________________________________________________________
   Address: ________________________________________________________
   City: _______________________  State: ____________  Zip Code: __________
6. What date did the alleged discrimination take place: _____________________
7. Which describes the reason you believe the discrimination was based on:
   ( ) Race          ( ) Color          ( ) National Origin
8. 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 the contact information of the person(s) who discriminated against you (if known) as well as the names and contact information of any witnesses. If more space is needed, attach an additional sheet to this form.
9. Have you filed this complaint with any other Federal, State or local agency, or with any Federal or State court? (  ) Yes (  ) No

If yes, check all that apply and provide agency or court name:

(  ) Federal Agency: ______________  (  ) Federal Court: ______________

(  ) State Agency: ________________  (  ) State Court: ________________

(  ) Local Agency: _________________

10. Please provide information about a contact person at the agency/court where the complaint was filed.

Name: ___________________________________________________________

Title: ____________________________________________________________

Agency: _________________________________________________________

Address: _________________________________________________________

Telephone: _______________________________________________________

E-mail Address: ___________________________________________________

You may attach any written material or other information that you think is relevant to your complaint.

Signature and date required below:

Signed:______________________________ Date: ______________

Submit the completed form along with all supporting materials in person or by mail to the address below:

Civil Rights Officer
AVCOG
125 Manley Road
Auburn, Maine  04210
El título VI de la Civil Rights Act (Ley de Derechos Civiles) de 1964 establece que “ninguna persona en los Estados Unidos será excluida de participar en cualquier programa o actividad que reciba asistencia financiera federal, ni se le negarán los beneficios de dichos programas o actividades, ni será objeto de discriminación en dichos programas o actividades por motivos de raza, color o nacionalidad”.

Si siente que ha sido discriminado en la planificación o prestación de servicios de tránsito, complete el siguiente formulario para ayudarnos a procesar su queja.

1. Nombre de quien presenta la queja: ________________________________

2. Domicilio: _________________________________________________________
   Ciudad: _______________________ Estado: __________ Código postal: ________

3. Número de teléfono: ________________________________________________

4. Dirección de correo electrónico: ______________________________________

5. Persona que fue discriminada (si no es la misma persona que presenta la queja):
   Nombre: ________________________________
   Domicilio: ___________________________________________________________
   Ciudad: _______________________ Estado: __________ Código postal: ________

6. Fecha en la que ocurrió el presunto caso de discriminación: _______________

7. En su opinión, ¿cuál de estas palabras describe el motivo en el que se basó la discriminación?:
   ( ) Raza   ( ) Color   ( ) Nacionalidad

8. Explique de la manera más clara posible qué ocurrió y por qué considera que lo discriminaron. Describa a todas las personas involucradas. Incluya el nombre y la información de contacto de las personas que lo discriminaron (si conoce esos datos), así como los nombres y la información de contacto de los testigos. Si necesita más espacio, adjunte una hoja a este formulario.
9. ¿Presentó esta queja ante otro organismo local, estatal o federal, o ante un tribunal estatal o federal? ( ) Sí    ( ) No

Si la respuesta es afirmativa, marque todo lo que corresponda y escriba el nombre del organismo o tribunal:

( ) Organismo federal: ________________    ( ) Tribunal federal: ________________

( ) Organismo estatal: _________________    ( ) Tribunal estatal: ________________

( ) Organismo local: _____________________

10. Proporcione información sobre una persona de contacto del organismo o tribunal donde presentó la queja.

Nombre: _______________________________________________________________

Puesto: ________________________________________________________________

Organismo: ____________________________________________________________

Domicilio: ______________________________________________________________

Teléfono: ______________________________________________________________

Dirección de correo electrónico: ____________________________________________

Puede adjuntar cualquier otra observación o información escrita que considere relevante para su queja.

A continuación, firme y feche el formulario:

Firma:____________________________________  Fecha: ____________ _______

Presente el formulario completo y todos los materiales de respaldo en persona o envíelos por correo postal a la siguiente dirección:

Civil Rights Officer
AVCOG
125 Manley Road
Auburn, Maine  04210
Qeybta VI Civil Rights Act (Sharciga Xuqquda Madaniga) 1964 waxaa la raabaa "In aan la adeegsan karin isir, midab ama asal qaran si qof ku sugan Mareykanka looga reebo in uu ka qeybgalo ama loo diido manaafacaad, ama loo geysto takoor xagga barnaamij ama hawl qaadata kaalmada maaliyadda federaalka."

Hadaad dareento in laguu takooray qorshaynta ama bixinta adeega gaadiidka, fadlan bixi macluumaadka soo socda si aad nooga caawiso diyaarino dacwadaada.

1. Magaca Muddeeciga: ____________________________________________________________

2. Cinwaanka: __________________________________________________________________

   Magaalada: _______________ Gobolka: _____ Baaqa Cinwaanka: _______

3. Lambarka Telefoonka: __________________________________________________________________

4. Cinwaanka li-meelka: __________________________________________________________________

5. Qofka lala midab-takooray (haduu jiro qof ka duwan Muddeeciga):

   Magaca: _________________________________________________________________________

   Cinwaanka: _______________________________________________________________________

   Magaalada: _______________ Gobolka: _____ Baaqa Cinwaanka: _______

6. Taariikhdee ayuu dhacay takoorka: ________________________________________________

7. Midee qeexayso sababta aad aaminsantahay inuu u dhacay takoorka:

   (   ) Jinsiyyada   (   ) Midabka   (   ) Asalka Qarameed

8. U sharax sida ugu macquulsan waxa dhacay iyo sababta aad u aaminsantahay in laguu takoory. Tilmaam dhamaan dadka shaqsiyaadka ku lug lahaa. Ku dar magaca iyo macluumaadka xiriirka shakhsi (yaadka) ku takaory (hadaad garan) iyo sidoo kale magacyada iyo macluumaadka xiriirka marqaatiyaal kasta. Hadaad u baahantahay meel banaan oo dheeraad ah, ku lifaaq xaashi dheeraad ah foomkan.

   ____________________________________________________________

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9. Ma u gubisay cabakashada federaalka, gobolka ama hay’adda kale, ama maxkamadda Federaalka ama Gobolka ee kale?  ( ) Haa  ( ) Maya

Haday haa tahay, eeg dhamaan kuwa ku habboon waxaadna sheegtaa magaca hay’adda iyo maxkamadda:

( ) Hay’adda Federaalka: ___________  ( ) Maxkamadda Federaalka: __________

( ) Hay’adda Gobolka: _____________  ( ) Maxkamadda Gobolka: __________

( ) Wakaalada Deegaanka: ____________________

10. Fadlan bixi macluumaadka ku saabsan xiriiriyaha hay’adda/maxkamadda dacwada loo gudbiyay.

Magaca: _______________________________________________________________

Jagada: _______________________________________________________________

Hay’adda: _____________________________________________________________

Cinwaanka: ____________________________________________________________

Telefoonka: ____________________________________________________________

Cinwaanka li-meelka: ____________________________________________________

Waxaad ku lifaaqi kartaa qoraal walba ama macluumaad kale aad u malayso muhiim inay u yiihiin cabashadaada.

Saxiixa iyo taariikhda qaybta hoose ayaa laga baahan yahay:

Saxiixay:_______________________________  Taariikda:_______________________

U gudbi foamka oo ay la socdaan xogaha kaabaya shaqsi ahaan ama fariin ahaan cinwaanka hoose:

Sarkaalka Xuquuqda Madaniga
AVCOG
125 Manley Road
Auburn, Maine  04210
FORMULAIRE DE PLAINTE POUR DISCRIMINATION
Titre VI/Justice environnementale
pour
Conseil des gouvernements de la vallée de l’Androscoggin
Centre des ressources de transport de l’Androscoggin
Comité des transports/citylink de Lewiston-Auburn

Le titre VI de la Civil Rights Act (loi sur les droits civiques) de 1964 exige que « Aucune personne aux États-Unis, pour des raisons de race, couleur de peau, ou origine nationale, ne sera exclue de participation à, se verra refuser des avantages sociaux de, ou sera victime de discrimination liée à tout programme ou activité percevant une assistance financière fédérale ». Si vous pensez avoir été victime de discrimination lors de la planification ou réalisation de services de transfert, veuillez fournir les informations suivantes pour nous aider à traiter votre plainte.

1. Nom du plaignant : ______________________________________________________

2. Adresse : ______________________________________________________________
   Ville : _________________________ État : ____________ Code postal : __________

3. Nº de téléphone : _______________________________________________________

4. Adresse e-mail : _________________________________________________________

5. Personne victime de discrimination (si différente du plaignant) :
   Nom : _________________________________________________________________
   Adresse : ______________________________________________________________
   Ville : __________________________ État : ____________ Code postal : _________

6. À quelle date a eu lieu la discrimination présumée : ___________________________

7. Quelle option décrit le motif de la discrimination selon vous :
   (    ) Race       (    ) Couleur de peau       (    ) Origine nationale

8. Expliquez aussi clairement que possible ce qui s'est passé et pourquoi vous pensez avoir été victime de discrimination. Décrivez toutes les personnes qui étaient impliquées. Incluez le nom et les coordonnées de la ou des personne(s) qui ont fait preuve de discrimination à votre égard (si ces informations sont connues) ainsi que les noms et coordonnées d'éventuels témoins. Si vous avez besoin de plus d'espace, joignez une feuille supplémentaire au présent formulaire.
9. Avez-vous déposé cette plainte auprès d'un autre organisme fédéral, d'état ou local, ou auprès d'un tribunal fédéral ou d'état ?  
( ) Oui ( ) Non  
Si oui, cochez toutes les options applicables en précisant le nom de l'organisme ou du tribunal :

( ) Organisme fédéral : _____________  ( ) Tribunal fédéral : _____________
( ) Organisme d'état : ________________ ( ) Tribunal d'état : ________________
( ) Organisme local : ____________________

10. Veuillez fournir les coordonnées d'une personne de contact dans l'organisme/le tribunal où la plainte a été déposée.

Nom : _________________________________________________________________
Titre : _________________________________________________________________
Organisme : ____________________________________________________________
Adresse : ______________________________________________________________
Téléphone : ____________________________________________________________
Adresse e-mail : _________________________________________________________

Vous pouvez joindre tout document écrit ou toute autre information que vous jugez pertinent(e) à votre plainte.

Signature et date exigées ci-dessous :

Signé par : _________________________________ Date : __________________

Soumettez le formulaire dûment rempli et accompagné des justificatifs en personne ou par voie postale à l'adresse suivante :

Civil Rights Officer  
AVCOG  
125 Manley Road  
Auburn, Maine 04210
APPENDIX A: Appendices A and E to Standard Title VI Assurances

Appendix A to Standard Title VI 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 (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, **Federal Highway Administration**, as they may be amended from time to time, 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, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations as set forth in Appendix E, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

3. **Solicitations for Subcontracts, 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 will be notified by the contractor of the contractor’s obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the **Federal Highway Administration**, to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the **Federal Highway Administration**, as appropriate, and will set forth what efforts it has made to obtain the information.

5. **Sanctions for Noncompliance:** In the event of a contractor’s noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the **Federal Highway Administration**, may determine to be appropriate, including, but not limited to:
a. withholding payments to the contractor under the contract until the contractor complies; and/or
b. cancelling, terminating, or suspending a contract, in whole or in part.

Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration, may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Appendix E to Standard Title VI Assurances

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. §4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. §324 et seq.), (prohibits discrimination on the basis of sex);
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. §6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. §471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the...
programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. Parts 37 and 38;

- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. §47123) (prohibits discrimination on the basis of race, color, national origin and sex);

- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;

- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating of sex in education programs or activities (20 U.S.C. 1681 et seq.).
Appendix B

Additional Interpreter Services

(Note: This is only a partial list and none of these services are being endorsed over any other).

Catholic Charities Maine
P. O. Box 10660, Portland, ME 04104-6060, Phone: 871-7437
Acholi, Albanian, Ambaric, Arabic, Bosnian/Croatian, Serbian, Bulgarian, Chinese
(Mandarin), Farsi, French, German, Khmor (verbal interpreting only), Kikongo, Korean,
Mongolian, Romanian, Russian, Somali, Spanish, Swahili, Tigrigna, Ukrainian,
Vietnamese (verbal interpreting only)

Certified Languages International 1-800-362-3241

Language Line® 1-800-874-9426

Hiddo Services Center-Interpretation and Translation Services
Somali, Swahili, Arabic, Amharic, Oromo (Ethiopian)
PO Box 122
Lewiston, ME 04240
Phone: 783-6666, Fax: 795-1111

Smart Interpreters
The Professional Building
12 Bates Street
Lewiston, ME 04240
Phone: 783-4744, Fax: 783-4644, Pager: 818-1525

FARSİ
• Reza Jalali, P. O. Box 1005, Portland, ME 04104, Phone: 878-4618
• Rona O’Conner, 261 Commercial St., Portland, ME 04101, Phone: 772-4110 / 871-
1655

JAPANESE
• Yaeko Collier, 97 Montrose Ave., Portland, ME 04103, Phone: 774-6481

SOMALI, SWAHILI
• Abdi Ahmed Musa, 48 Salem St., #605, Portland, ME 04102, Phone: 874-4063

SOMALI, SWAHILI, ARABIC
• Interpreter Services of the United Somali Women of Maine, P.O. Box 397, Lewiston,
ME 04243, Office
Phone: 344-6616, Cell Phone: 423-2890
SPANISH
• Leticia Foss, 104 Sand Pond Rd., Sanford, ME 04073, Phone: 490-3705
• Rosalinda Burch, 25 Sequoia Dr., Freeport, ME 04032, Phone: 865-4207
• Jenny Howitt, 230 Howitt Rd., Lyman, ME 04002, Phone: 324-3464
• Karen Taylor, 77 Torrington Ave., Peaks Is., ME 04108, Phone: 766-2811
• Rosito Roberge, Portland, ME, Phone: 787-6972

VIETNAMESE
• Ricky Ho, 52 Birchwood Dr., Portland, ME 04102, Phone: 772-8318, Pager: 821-5227
• Ty Ly, 149 Holm Ave., Portland, ME 04102, Phone: 774-4664
• Tuyen Nguyen, 63 Holm Ave., Portland, ME 04102, Phone: 780-0130

SIGN LANGUAGE
• Hands On, Inc. 317 State St., Bangor, ME 04401, Phone: 947-2341
• Certified Interpreting, P. O. Box 6808, Portland, ME 04101, 798-7995
• Professional Interpreting Services, 14 Torrey St., Portland, ME 04103, Phone: 774-3068
• Pine Tree Easter Seals, Nonesuch River Plaza, 51 US Rt. 1, Suite G, Scarborough, ME 04074, Phone 885-0536
Appendix C

COMMUNITY OUTREACH RESOURCE LIST

- **General Assistance Hotline** 1-800-442-6003
- **211** Dial 211 for telephone information service for area resources.
- **American Red Cross** located at 475 Pleasant Street, Lewiston (795-4004) assists fire victims with 3 days of lodging; $130.00 per person with clothing; food vouchers vary in amounts depending on family size.
- **Auburn Housing Authority** located at 20 Great Falls Plaza, Auburn (784-7351) operates subsidized housing programs.
- **AVESTA Housing** located in Portland (800-339-6516 (voice/TTY)) operates the Section 8 Housing Voucher Program.
- **SAFE VOICES** is a shelter for abused women and their children (795-4020).
- **B Street Health Center** located at 57 Birch Street, Lewiston (786-8793) offers medical care on a sliding fee scale.
- **Career Center** located at 5 Mollison Way, Lewiston (753-9000) assists with employment searches and employment related workshops.
- **Catholic Charities Maine** located at 27 Pine Street, Lewiston (344-6615) offers case management assistance to Primary and Secondary refugees. For interpreter/translation services call 871-7437.
- **Central Maine Family Practice** located at 12 High Street, Lewiston (795-2800) offers medical care on a sliding fee schedule.
- **Common Ties Wellness and Recovery Center** located at 100 Pine Street, Lewiston (795-6710), is a program for people who are consumers of mental health services. The Center is open M-T-W-F from 9-5 pm, and Thursday, and Saturday from noon- 8pm. Individuals are asked to become a member of the Center, a very short process. The Center offers a laundry, shower, phone, social, recreational, and peer support opportunities.
- **Common Ties Mental Health Services** located at 140 Canal Street, Lewiston manages a number of community support programs, including housing. Please call 795-6710 for an appointment.
- **Community Concepts** located at 240 Bates Street, Lewiston (795-4065) administers the Maine low income fuel assistance program (LIHEAP) and other programs.
- **Department of Health and Human Services** located at 200 Main Street, Lewiston (795-4300) offers TANF, Food Stamps and Maine Care programs. The department also offers the Emergency Assistance Program for families with children under the age of 21 with evictions and disconnects. The maximum for
housing evictions is $250.00 and for utility disconnects is $150.00. The Department also offers mental health case management and outreach.

- **Hope Haven Gospel Mission** located at 209 Lincoln Street, Lewiston (783-6086) is a shelter for single individuals and has limited space for families. Shelter doors open at 5:30PM, Monday - Saturday and on Sunday at 4:00 PM for check in (on Cedar Street side). Doors are locked at 8:00 PM. No other admittances after the door has been locked. Breakfast is served Sunday-Saturday at 8:00 A.M. Lunch is served on M, W, and F from 12:00-12:30 P.M. Lunch is served on Sunday at 2:30 P.M. and a bag lunch is provided on Saturday at 4:30 P.M. Dinner is served Monday –Friday from 4:30-5:30 PM and on Sunday at 2:30. On Monday- Friday from 9:30-11:30 A.M. and 1:00 P.M.-4:00 P.M. there is a giveaway program for clothes, toys, house hold items, baked goods and sometimes fruits.

- **LAASH Security Deposit/ First Month’s Rent Program (SDLP)** applications are taken at the Lewiston (513-3130 x3260) and Auburn (333-6601 x1412) Social Services Departments and at the Lewiston (783-1423) and Auburn (784-7351) Housing Authorities.

- **Lewiston Housing Authority** located at 1 College Street, Lewiston (783-1423) operates subsidized housing programs.

- **New Beginnings Drop in Center** located at 245 Lisbon Street in Lewiston (795-6831) is open M-F from 1:30 P.M. -6:30 P.M. Youth aged 14-21 can use the telephone and other basic services. The Center offers a laundry, shower, phone, social, recreational, and peer support opportunities.

- **New Beginnings Shelter** located at 491 Main Street, Lewiston (795-4070) is a shelter for 12 youth ages 12-19. The maximum length of stay is 3 weeks. Referrals accepted 24 hours a day, seven days a week. Walk-ins are welcome.

- **Pine Tree Legal** located at 37 Park Street, Suite 401, Lewiston (784-1558) offers free legal advice and representation to qualified individuals for evictions etc.

- **Salvation Army** located at 67 Park Street, Lewiston (783-0801) offers limited assistance with food, utilities (current amount only), oil, wood and propane.

- **Salvation Army Canteen** serves lunch on the Spruce Street side of Kennedy Park in Lewiston on M, W, F. People can eat their lunch inside of the Jubilee Center if they so choose.

- **Sisters of Charity Food Pantry** located at the corner of Walnut and Bates Street, Lewiston is open M-F from 9-11:00 A.M.

- **St. Martin De Porres Shelter** located at 23 Bartlett Street, Lewiston (786-4690) is a shelter for single individuals only. Guests must be referred. Shelter is open from 5:00P.M. to 8:00 A.M., 7 days a week. The thrift store is open M, W, F from 10:00 A.M. to 4:00 P.M. Household goods and some furniture is sold at modest prices. Food is available only for the guests and clothing is no longer distributed.
• Saint Vincent De Paul Thrift Store located at 101 Ash Street, Lewiston (782-8309) assists with clothing, blankets and small household items with a referral.

• Sexual Assault Crisis Center Auburn 784-5272; Statewide 1-800-871-7741

• Tree Street Youth Center located at 144 Howe Street, Lewiston (513-6866) provides Auburn and Lewiston youth with a safe space that encourages healthy physical, social, emotional, and academic development while building unity across lines of difference.

• Tri-County Crisis Intervention 484 Main Street Lewiston 783-4695

• Tri-County Mental Health Crisis Hotline 783-4680

• Tri-County Mental Health Referral Line 1-888-304-4673

• Tri-County Mental Health Services 1155 Lisbon Street Lewiston 783-9141

• Trinity Jubilee Center located at 247 Bates Street in Lewiston (777-1863) is open M-F from 8:00 A.M. -3:00 P.M.; Saturday from 9:00 A.M-1:00 P.M.; Sunday from 1:00 P.M.-6:00 P.M. Lunch is served at 11:00 A.M. Tuesday, Thursday and Saturday. Dinner is served at 4:45 P.M on Sunday. The food pantry/diaper program is open Thursday from 9:00 A.M. – 12:00 P.M.

• United Somali Women of Maine located at 265 Lisbon Street in Lewiston (753-0061) offers interpreting services and cultural brokering.

• Volunteers of America offers a Homeless Youth Transitional Living program in Lewiston/Auburn. Melissa Moody (207) 689-9172 or Mary O’Leary (207) 442-0181.
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I. Introduction

A public participation plan needs to be proactive and inclusive in order to effectively integrate the concerns of a wide variety of affected parties. Therefore, Androscoggin Transportation Resource Center’s (ATRC) goals, objectives, policies and programs are created in direct response to the needs of the citizens of Lewiston, Auburn, Lisbon and Sabattus. The Intermodal Surface Transportation Efficiency Act, or ISTEA, mandated that each Metropolitan Planning Organization (MPO) develop a comprehensive public participation plan to enhance the interaction between ATRC and the public, to be more inclusive in transportation planning and projects and to include the public much earlier in the process.

In response to ISTEA’s mandate ATRC endorsed its first Public Participation plan on September 30, 1992. ATRC’s Public Participation plan has been revised and updated several times to include changes in the guidance received from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as well as to reflect changes in the ATRC communities.

This document is intended to give ATRC committee members and staff guidance in providing for public participation in its transportation planning and programming processes and other transportation documents to include additional requirements under the 1990 Americans with Disabilities Act and the recent federal transportation reauthorization known as the Moving Ahead for Progress in the 21st Century (MAP-21).

An effective public information process not only serves ATRC by meeting state and federal requirements, but also encourages greater participation in the development of programs or projects that may be controversial.

ATRC provides access to plans and programs through the internet. An e-mail address will be presented and made available for the public to make and receive comments. ATRC maintains a website at www.ATRCMPO.org. Using this medium, transportation planning documents and programming documents, meeting locations and agendas, meeting minutes contact information and a variety of other information such as traffic data are made available to the general public who have access to the internet.

ATRC has expanded the interactive nature and content of the website over time. Draft documents are provided to the public online and the public has an opportunity to comment on projects via e-mail or by other means. Comments will be received, answered by project staff, and become part of the public record. Final documents are posted on the website providing efficient access. Special sections of the website are dedicated to ongoing studies or processes to keep relevant information current, upfront, and available for efficient and timely comment to the public.
II. Federal Regulations

Under the United States Department of Transportation’s (USDOT) Metropolitan Planning Regulations (23 CFR 450), all Metropolitan Planning Organizations (MPOs) are required to develop a Public Participation Plan for the development and update of their Transportation Plan and Transportation Improvement Program (TIP).

The Metropolitan Planning Regulations contain the criterion listed below by which ATRC’s Public Participation Plan should be administered and evaluated.

A minimum public comment period of 45 days must be provided before the Public Participation Plan is initially adopted or revised.

Timely information regarding transportation issues and processes must be provided to:

- citizens,
- affected public agencies,
- representatives of public transportation agency employees,
- private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program),
- representatives of users of public transportation,
- representatives of users of pedestrian walkways and bicycle transportation facilities,
- representatives of the disabled,
- segments of the community, including underserved populations, affected by transportation plans, programs, and projects,
- providers of freight transportation services,
- freight shippers,
- public ports, and
- other interested parties.

Reasonable public access will be granted to technical and policy information used in the development of plans, TIPs, and open public meetings, where matters related to the federal-aid highway and transit programs is being considered.

Provide adequate public notice of public involvement activities and time for public review and/or comments at key decision points including, but not limited to, approval of plans and TIPs.

Demonstrate explicit consideration and response to public input received during the planning and program development process.
Seek out and consider the needs of those traditionally underserved by existing transportation systems including, but not limited to, low-income and minority households.

When significant written and oral comments are received on either the draft transportation plan or TIP as a result of the public participation plan or the interagency consultation process required under the U.S. Environmental Protection Agency's (EPA) conformity regulations, a summary, analysis and report on the disposition of comments will be made part of the final plan and TIP.

If the final transportation plan or TIP differs significantly from the one which was made available for public comment by the ATRC and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plan or TIP will be made available (not less than 10 days).

The Public Participation Plan will be periodically reviewed by ATRC in terms of its effectiveness in assuring that the process provides full and open access to all.

These procedures will be reviewed by both FHWA and FTA to assure that full and open access is provided to ATRC’s decision-making process.

Metropolitan public involvement processes will be coordinated with the statewide public involvement process, wherever possible to enhance public consideration of the issues, plans and programs and reduce to redundancies and costs.

MAP-21 further provides that MPOs, to the maximum extent practicable: “(i) hold any public meetings at convenient and accessible locations and times; (ii) employ visualization techniques to describe plans; and (iii) make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information.” ATRC will utilize its website (www.atrcmpo.org) to host all of its policies, maps, plans, studies, and transportation documents to be publicly available.

A. TITLE VI/Environmental Justice Non-Discrimination Plan

ATRC is committed to ensuring that the fundamental principles of equal opportunity are upheld in all decisions involving our employees and contractors/consultants, and to ensuring that the public-at-large is afforded access to our programs and services.

To that end, no person will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any ATRC program or activity on the grounds of race, color, national origin, income, sex, age, disability, or limited English proficiency. ATRC assures that all its programs and activities will be free from
discrimination, whether those programs and activities are federally funded or not.

ATRC conducts its Title VI/Environmental Justice Program in a team approach involving all ATRC personnel. The Director of ATRC is responsible to ensure ATRC’s compliance with the Title VI/Environmental Justice implementing regulations. All publications from ATRC will include language such as: “In accordance with the Civil Rights Act of 1964, ATRC does not discriminate on the basis of race, color or national origin. For more information about these protections or to file a complaint, please contact ATRC, 125 Manley Road, Auburn, ME 04210.”

III. State Regulations

On September 10, 2008, the Sensible Transportation Policy Act rule was adopted pursuant to the Sensible Transportation Policy Act, 23 Maine Revised Statute §73. The decisions made in the transportation sector are of critical importance to the people of Maine. The field of transportation is diverse ranging from pedestrian to motorized vehicles to telecommunications. This rule reflects the diversity in the decision-making which occurs in the planning and development of Maine’s transportation network.

The rule provides a framework for examining a range of choices. It recognizes there are benefits and costs (social, financial, energy, and environmental quality) to transportation decisions. The safety of the traveling public is of paramount importance, but transportation as a resource needs to be both supplied as well as conserved. The livability of a community can be significantly influenced by transportation and land use decisions. The rule identifies policies and management strategies for the analysis of these diverse issues.

This rule has been developed in response to the Sensible Transportation Policy Act, as amended. There are other state and federal statutes that significantly affect the Maine Department of Transportation's activities. These statutes (e.g. 23 USC §101 et seq., Intermodal Surface Transportation Efficiency Act of 1991, ((ISTEA)) Pub. L. No. 102-240, 105 Stat 1914 and its subsequent authorizations, the National Environmental Policy Act, 42 U.S.C. §4321 et seq.; Clean Air Act, 42 U.S.C. §7401 et seq. and the Clean Water Act 33 U.S.C. §1251 et seq.) and others have specific processes and evaluations which may require a substantial commitment of resources by the Maine Department of Transportation (MaineDOT). To the extent possible MaineDOT shall avoid duplication when utilizing the processes and evaluations set forth in this rule to meet its obligations under other state and federal laws.
Transportation planning within Maine’s Metropolitan Planning Areas is the responsibility of each respectively designated Metropolitan Planning Organization (MPO). MPOs carry out their planning activities in cooperation with MaineDOT, and are subject to the same state and federal planning policies, processes and requirements as MaineDOT.

The transportation plans and transportation improvement programs developed by the MPOs are incorporated into MaineDOT’s long-range plans and capital improvement plans. The MPOs are responsible for self-certifying to MaineDOT and FHWA that the MPO planning process conforms to both State and Federal rules for transportation planning.

When developing or updating MPO long range plans, MPOs in cooperation with MaineDOT and the Regional Councils will develop and maintain an inventory of existing and proposed transportation systems. This inventory will be comprehensive and will include such elements as system usage, system characteristics and system condition.

MPO long-range plans should also include consideration of municipal or multi-municipal land use development patterns and management efforts within the MPO planning area. MPO long-range plans may include transportation and land use planning policies that guide MPO and MaineDOT capital investment decisions and planning processes. MPOs may also include recommendations to MaineDOT and MPO area municipalities for land use and transportation goals, policies, objectives and strategies that assure the long-term benefits of the regional transportation system.

When an MPO Long-Range Plan includes recommendations for projects which add new highway capacity, the MPO long-range plan may document existing land use conditions in the area(s) affected by the proposed project(s) and include land use policy recommendations to municipalities to preserve any added capacity.

IV. ATRC Committee Meetings

ATRC has two standing committees that meet on a regular basis throughout the year. The ATRC Policy Committee is the governing body of ATRC and responsible for developing the 20-Year Transportation Plan, the Transportation Improvement Program, and overseeing the management of the planning process. The Technical Committee is responsible for the technical input to the plans and programs. All committee meetings are open to the public. Policy Committee meetings are typically held on the 4th Thursday of the month at 10:00am, and Technical Committee meetings are typically held on the 2nd Thursday of the month at 10:00am, unless a meeting cancellation is distributed seven (7) days prior to the meeting date.

Meeting notices and agendas will be sent to all voting and nonvoting members of the ATRC Technical and Policy Committees at least seven (7) days prior to the scheduled meeting. With seven (7) days prior notice, regular Policy Committee meetings can also
be scheduled for other dates. A special meeting may be called by either committee’s chairperson or any three voting members at any time. Notification to members may be written, oral, or via electronic means. Significant efforts to provide notification to the media and the public will be made. Representatives for both the Policy and Technical Committees are listed below:

**A. Voting Members**

- City of Auburn - (2 voting members)
- City of Lewiston - (2 voting members)
- Town of Lisbon - (2 voting members)
- Town of Sabattus - (1 voting member)
- Maine Department of Transportation (MaineDOT) - (1 voting member)
- Androscoggin Valley Council of Governments (AVCOG) - (2 voting members)
- Maine Turnpike Authority (MTA) – (1 voting member)

**B. Non-Voting Members**

- L/A Metro Chamber of Commerce
- Lewiston-Auburn Transit Committee (LATC)
- Western Maine Transportation Services (WMTS)
- Federal Highway Administration (FHWA)
- Federal Transit Administration (FTA)
- Federal Railroad Administration (FRA)
- Federal Aviation Administration (FAA)

Procedures and protocol for ATRC’s committee meetings can be reviewed by obtaining a copy of the *Organizational Bylaws of the Androscoggin Transportation Resource Center* adopted September 29, 1995, and last amended December 22, 2005.

Meeting notices and agenda will be sent out to all "interested and affected parties". The list will remain open to any new agencies or individuals wishing to be notified of ATRC’s activities. Meeting announcements are also available on the ATRC Web site: (www.atrcmpo.org). Member communities are encouraged to post these notices and announcements on their respective municipal websites as well.

ATRC has and will continue to identify and include agencies and individuals that represent the transportation needs of persons and groups who have been traditionally underserved by existing transportation systems into the transportation planning process.

ATRC will maintain and update the affected and interested parties list so that stakeholders in the region's planning process can be actively involved. The list will be used to keep individuals, groups and agencies informed regarding the development of the transportation plan and the TIP and to notify them about specific opportunities for
public involvement. Anyone can be put on the email notification list by contacting avcog@avcog.org requesting so.

C. How to Connect with Us

ATRC is committed to a public participation plan that includes opportunities for interaction with the Policy Committee, other elected officials, local planning and public works directors, business, community, and education leaders, and other key stakeholders. Public workshops, meetings, and other outreach efforts provide forums for input and feedback on ATRC policy, program, project, and funding decisions.

Get on Our Contact Lists
ATRC maintains email and mailing lists so we can provide information to those who request it. Contact ATRC at avcog@avcog.org or (207) 783-9186 and let us know when and how you want to hear from us.

Visit www.ATRCMPO.org
The comprehensive ATRC website is your resource for regional information, project updates, traffic data, meeting schedules, agendas and minutes, and reports and other publications.

View Our Calendar
Visit www.ATRCMPO.org/mpocalendar for a comprehensive calendar of all Technical and Policy Committee meetings, planning study meetings, public meetings, and more. These meetings are open to the public and agendas are typically posted seven days in advance of the meeting.

V. Development of the Unified Planning Work Program (UPWP)

To ensure that the biennial ATRC Work Plan, the Unified Planning Work Program (UPWP), provides for effective public involvement, ATRC will solicit comments on proposed planning activities through:

(1) a direct email to the affected and interested parties listed above; and
(2) a solicitation on the ATRC website (www.atrcmpo.org)

Comments will be made available to the ATRC Technical Committee before they begin the development of the UPWP. Copies of the Draft UPWP and approved UPWP will be available to the general public upon request and on the ATRC website. A 21-day public notice period will be provided for comment on this document.

VI. Access to the ATRC Committees

ISTEA and the subsequent Transportation Efficiency Act for the 21st Century (TEA-21)
and MAP-21 each specifies that the public must be granted access information to the technical and policy committees and assumptions underlying the planning and emissions models used to carry out transportation decision-making and air quality conformity determinations. ATRC will satisfy this requirement in five ways:

Public Notice for ATRC Meetings
A notice for all ATRC meetings will be made available to the media for publication in the local paper as well as in the ATRC web page. Meeting notices will be given a minimum of a week in advance.

The Androscoggin Valley Council of Governments’ Newsletter
The AVCOG provides staff time to ATRC under contract. AVCOG publishes a quarterly newsletter, which has wide distribution throughout Androscoggin, Franklin and Oxford Counties. The newsletter contains a section on ATRC news. ATRC staff will continue to include timely articles on demographic and land use projections, transit fares, roadway levels of service, traffic model information, air quality information, etc. Traffic data for the state and MPO area such as road counts, vehicle classification, turning movement counts, and high crash locations are available as interactive maps on the ATRC website (www.atrcmpo.org).

Information Center
Service requests are handled expeditiously by staff and are seen as a real benefit to the individuals and organizations in the community who utilize the information. ATRC takes care to keep its online traffic data maps updated for public use on demand.

Transportation Plan and TIP Development
The public will have ample opportunity to review technical and policy information and assumptions through the Public Participation plan outlined in Section VII and VIII below. Additionally, ATRC documents the project selection procedures used to develop every TIP. This document will be made available to the public for review and comment, along with the Draft TIP document. This document is available on the ATRC website (www.atrcmpo.org).

ATRC Informational Presentations and Brochure
Appearances may be done with an ATRC brochure and presentation before various groups. Because ATRC might be considered a unique organization, every effort will be made to provide as clear as possible information on what it does and what role citizens and public officials have in the area’s transportation planning process. Information will be made available at city halls and public libraries as well as on the ATRC web page with a document explaining what ATRC is.

VII. Updating the Long Range Transportation Plan
ATRC is responsible for updating the Long Range Transportation Plan on a recurring
basis as required by federal regulation 23 CFR Part 450. The Long Range Transportation Plan is required to look out a minimum of 20 years.

Public Notification of Transportation Plan Development
ATRC will provide notice to the public of the intent to develop or update the transportation plan at the start of the development process. This notice will be published in local media; posted in the town offices and city halls of each community in the ATRC area, on the ATRC website, and sent to those interested groups and agencies included on the list of “interested and affected parties”. ATRC will also attempt to reach those interested in the development of the transportation plan by using various public outreach strategies, which may include, but are not limited to, newsletters, news releases, newspaper inserts, bulletin boards, transit distribution and public service advertisements.

The public notice will include at least the following information:
- a brief description of the planning process,
- a schedule for when decisions will be made,
- how the transportation plan may affect the region,
- what opportunities exist for public participation, and;
- ATRC’s contact for obtaining further information.

A. Public Forums/Workshops
At appropriate points during the development of the transportation plan, ATRC will hold separate public forums to discuss the bicycle/pedestrian, transit, freight, highway and bridge as well as any other components of the Long-Range Transportation Plan identified by the Technical or Policy Committees and/or other interested parties.

A public informational meeting will then be held to discuss the development of the entire transportation plan, including transportation system deficiencies, alternative solutions, project priorities and other issues deemed appropriate. A 30-day public notice period will be provided for each of these meetings.

Public notices for these meetings will be published in the local daily newspaper, in the towns or city halls of each ATRC community and will be sent to those interested groups and agencies included on the list of “interested and affected parties” at least ten days prior to the meeting as well as being on the ATRC website. ATRC will endeavor to identify neighborhoods readily affected by system deficiencies and attempt to involve them as an "interested or affected party." ATRC may use a variety of approaches to foster effective public involvement.

B. Public Meeting on Draft Transportation Plan
Upon completion of the Draft Transportation Plan, ATRC will schedule a public meeting
on the document. Individuals and organizations identified on the “interested and affected parties” list will be notified and offered the opportunity to participate in and/or offer comment. The purpose of the hearing will be primarily for ATRC to collect comments regarding the content of the Draft Transportation Plan.

A Public Notice will be created and displayed using various media and will encourage submission of written comments by those unable to attend the hearing. A comment period of 30 days beginning from the date of the hearing notice will be provided during which time any comments may be submitted for consideration by ATRC’s Policy Committee. The draft transportation plan will be made available for inspection at the time of the hearing notice. Copies of the plan will be made available at AVCOG, 125 Manley Road, Auburn, at the town and city halls of the four ATRC communities, and in an electronic format on ATRC’s Web site: http://www.atrcmopo.org.

At the public meeting, ATRC will present pertinent information contained in the draft transportation plan and receive comments from the public. If a Significant Highway Project is determined under MSTPA, the ATRC Policy Committee will tailor a specific public involvement strategy after the required interagency consultation process is accomplished. This strategy will engage the public in the consideration of the purpose and need for the major investment as well as development and evaluation of all "reasonable" alternatives.

An Executive Summary of the Transportation Plan will be made available to the attendees at the meeting. All substantive comments received during the proceedings will be documented by ATRC. All written comments received will be acknowledged in writing.

C. Preparation of Final Transportation Plan

ATRC will prepare the final transportation plan after carefully considering all of the comments and input received from the public process. All substantive written or oral comments received on the draft plan will be included in the final plan.

If the final plan contains substantive changes from the one which was made available for public comment, or raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts, ATRC will provide an additional duly noticed public comment period on the revised draft plan of not less than ten days.

The final Transportation Plan will contain ATRC’s responses to all comments received on the draft and, if necessary, the final plan. ATRC will provide a copy of the final Transportation Plan to each Town Office or City Hall and library in the ATRC area electronically. As the plan is updated, so will these copies.
VIII. Development of the TIP

The biennial process of updating the TIP should, generally follow the same notification provisions as the Long Range Transportation Plan.

A. Public Notification of TIP Development

ATRC will provide notice to the public of the intent to develop or update the TIP at the start of the development process. This notice will be posted in the town and city halls of each community in the ATRC area, posted to the ATRC website (http://www.atrcmopo.org), and sent to those interested groups and agencies included on the list of “interested and affected parties”. ATRC will also attempt to reach those interested in the TIP’s development by using various public outreach strategies, which may include, but are not limited to, newsletters, news releases, newspaper inserts, bulletin boards, transit distribution and public service advertisements.

The public notice will include at least the following information: a brief description of the planning process tied to a schedule for when decisions will be made; how the TIP may affect the region; what opportunities exist for public participation; and ATRC’s contact for obtaining further information.

B. Project Selection at ATRC Technical Committee Meetings

Recommendations for potential TIP projects will be solicited from member organizations. Projects from the municipalities will be endorsed by their respective communities. A description of each proposed project will be placed on file at municipal offices at least 21 days prior to proceeding with the ATRC Project Selection Process. Notification that this list is available to be reviewed by the general public at AVCOG or municipal offices will be made in various media, on the ATRC website and the email lists to the Technical and Policy Committees. Further, a project that is submitted to ATRC for funding consideration must be certified by the municipality or organization that it has undergone a public participation process prior to its consideration by the ATRC. This certification will be noted in the written project information form provided by ATRC and filled out by each municipality.

C. MaineDOT STIP Process and Capital Work Plan

The Maine Department of Transportation develops an annual list of projects for funding to the State Legislature to secure state funding for capital projects. This document is, among statewide projects, a combination of MaineDOT and ATRC sponsored projects. Upon completion of the draft list of prioritized projects for submittal for funding in the MaineDOT Capital Work Plan, ATRC will make that list available to the public. Individuals and organizations identified on the “interested and affected parties” list will be notified and offered the opportunity to comment.
The Public Notice will be posted on the ATRC website, ATRC community websites, and will encourage submission of written comments. A 21-day comment period begins the date of the notice will be provided during which time comments may be submitted for consideration by the ATRC Policy Committee. Copies of the list will be made available at AVCOG, 125 Manley Road, Auburn, and at the town office and city halls of the four ATRC communities as well as in electronic format on ATRC’s Web site (www.atrcmpo.org). All substantive comments received during the comment period will be documented by ATRC. All written comments received will be acknowledged in writing.

D. Preparation of Final TIP

ATRC will prepare its final TIP after receiving an updated list of projects scheduled for funding from the Maine Department of Transportation.

The final TIP will contain ATRC’s responses to all comments received on the draft TIP. The ATRC will provide an electronic copy of the final TIP to each town and city hall and other gathering places in the ATRC area. As the TIP is updated, so will these copies.

E. Updating Project Selection Criteria/Formula

Any substantive change in ATRC’s TIP project selection criteria or formula is subject to public review and comment. Amendments to the TIP selection criteria and formula will be accomplished before the initiation of the TIP development process. ATRC will notify the public of its intent to update the TIP selection criteria and/or formula and make said material available to the public for comment. The ATRC TIP project selection criteria document is available on its website (www.atrcmpo.org).

F. FTA Public Hearing Requirements

Both the Lewiston-Auburn Transit Committee and Western Maine Transportation System (WMTS), FTA Section 5307(c) applicants have consulted with ATRC and concur that the public participation plan adopted by the ATRC for the development of the TIP satisfies the requirements that pertain to the development of the Program of Projects for Section 5307, Urbanized Area Formula Program, grant application including the provision for public notice and the time established for public review and comment.

For FTA projects that are not routine, such as Section 5307 applications that require an environmental impact statement, the public involvement provided for herein for TIP review is not sufficient. Any additional public involvement as present in the joint FHWA/FTA environmental regulations 23 CFR part 771 will be required by FTA for grant approval.
G. Transportation Plan and TIP Amendments

In general, the 20-Year Transportation Plan is updated every five years, and the TIP is developed every two years. For 2014, changes to MaineDOT transportation processes have a conversion to an annual calendar year process, which ATRC mimics by updating and confirming its 2-year TIP on an annual basis. Whenever action is taken by the ATRC Policy Committee at the project level and is between these time periods, an amendment is necessary. ATRC will publish the proposed amendment to the Transportation Plan or TIP with a brief description or summary of the amendment(s) included. All technical analysis in support of the amendment including any air quality/conformity analysis will be referenced in the public notice and made available to the public for review and comment. A 14-day comment period beginning from the date of the public notice will be provided in which comments may be submitted to ATRC for consideration.

**Chart 1: Public Participation Comment Periods**

<table>
<thead>
<tr>
<th>Program</th>
<th>Posting and Comment Period</th>
<th>Document Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Participation Plan</td>
<td>45 Days*</td>
<td>Periodically</td>
</tr>
<tr>
<td>TIP Publication</td>
<td>21 Days</td>
<td>2 Years</td>
</tr>
<tr>
<td>TIP Amendment</td>
<td>14 Days</td>
<td>As Needed</td>
</tr>
<tr>
<td>TIP Modification</td>
<td>N/A</td>
<td>As Needed</td>
</tr>
<tr>
<td>TIP Project Candidate List</td>
<td>21 Days</td>
<td>1 Year</td>
</tr>
<tr>
<td>UPWP</td>
<td>21 Days</td>
<td>2 Years</td>
</tr>
<tr>
<td>Long Range Plan</td>
<td>30 Days*</td>
<td>5 Years</td>
</tr>
<tr>
<td>Long Range Plan Amendment</td>
<td>14 Days</td>
<td>As Needed</td>
</tr>
</tbody>
</table>

*Federal Mandated Time Period