



ADOPTED  
MM/DD/YY

# TITLE VI PROGRAM PLAN

Triangle West Transportation Planning Organization





## TRIANGLE WEST

Transportation Planning Organization

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### TITLE VI POLICY STATEMENT AND NOTICE OF NONDISCRIMINATION

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It is the policy of the Triangle West Transportation Planning Organization (TWTPO) as a federal-aid recipient, to ensure that no person shall, on the ground of **race, color, national origin, Limited English Proficiency, sex, age, or disability, (and low-income, where applicable)**, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of our programs and activities, as provided by Title VI of the Civil Rights Act of 1964, Executive Orders 12898 and 13166, the Civil Rights Restoration Act of 1987, and other pertinent nondiscrimination authorities.

If you feel you have been subjected to discrimination, you may file a complaint. Allegations of discrimination should be promptly reported to our Title VI Coordinator.

**Name of Title VI Coordinator:** Monet Moore

**Physical Address:** 4307 Emperor Boulevard, Suite 110, Durham, NC 27703

**Phone:** (919) 503-4116

**Email:** Monet.Moore@TWTPO.org

This policy is an expression of our commitment to nondiscrimination and support of the Title VI Program.

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Doug Plachcinski

Triangle West TPO Executive Director

2/27/2025

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Date

## STANDARD USDOT TITLE VI ASSURANCES

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Please refer to **Appendix A** of this Plan for a copy of our completed, signed USDOT Title VI Assurances.

## ORGANIZATION & STAFFING

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A Metropolitan Planning Organization (MPO) is the policy board of an organization created and designated to carry out the metropolitan transportation planning process. MPOs are required to represent localities in all urbanized areas (UZAs) with populations over 50,000, as determined by the U.S. Census. MPOs are designated by agreement between the governor and local governments that together represent at least 75 percent of the affected population (including the largest incorporated city, based on population) or in accordance with procedures established by applicable state or local law. When submitting a [transportation improvement program](#) to the state for inclusion in the statewide program, MPOs self-certify that they have met all federal requirements.

An urbanized area with a population over 200,000, as defined by the Bureau of the Census and designated by the Secretary of the U.S. Department of Transportation (DOT), is called a Transportation Management Area (TMA). As described in 49 U.S.C. 5303(k), and in recognition of the greater complexity of transportation issues in large urban areas, an MPO in a TMA has a stronger voice in setting priorities for implementing projects listed in the [transportation improvement program](#) and are responsible for additional planning products. The planning processes in MPOs in TMAs also [must be certified](#) by the Secretary of DOT as being in compliance with federal requirements.

The Triangle West Transportation Planning Organization (Triangle West TPO) – formerly known as Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) – was established in 1980. Our Transportation Advisory Committee (TAC) or Technical Committee (TC) – has 36 members, including alternates, and meets the second Tuesday of every month. Our Board has 21 members, including alternates, and meets the fourth Tuesday of every month. The TC and Board meeting schedules can be found here: <https://www.twtpo.org/board-and-technical-coordinating-committee>. Please refer to **Appendix B** for lists of current Technical Committee and Board members with race, gender, and affiliation included.

### Title VI Coordinator

Key responsibilities of the Coordinator include:

- Maintaining knowledge of Title VI and related requirements.
- Attending civil rights training when offered by NCDOT, FHWA or other federal agencies.
- Administering the Title VI Nondiscrimination Program and coordinating implementation of this Plan.
- Making sure internal staff and officials are familiar and complying with their Title VI obligations.
- Disseminating Title VI information internally and to the public, including in languages other than English.
- Presenting Title VI-related information to decision-making bodies for input and approval.
- Ensuring Title VI-related posters are prominently and publicly displayed.
- Developing a process to collect data related to race, national origin, sex, age, and disability to ensure minority, low-income, and other underserved groups are included and not discriminated against.
- Ensuring that non-elected boards and committees reflect the service area and minorities are represented.
- Promptly processing (receiving, logging, investigating and/or forwarding) discrimination complaints.
- Providing information to NCDOT and cooperating during compliance reviews and investigations.
- Promptly resolving deficiencies to ensure compliance with Title VI nondiscrimination requirements.

If the Executive Director or Title VI Coordinator changes, the Title VI Policy Statement and USDOT Title VI Assurances, will immediately be updated, and an updated policy statement (and nondiscrimination agreement, if standalone) will be signed by the new Executive Director.

## Staffing

We currently employ a staff of 13, which consists of the following job categories:

- Executive Director
- Manager (3)
- Principal Planner
- Modeler (2)
- Transportation Planner (6)
- Transportation Planning Intern(s)

An organizational chart showing the Title VI Coordinator's place within the organization is located in **Appendix C**. The staff directory can be found here: [Staff Directory | Triangle West TPO](#)

## ENVIRONMENTAL JUSTICE (EJ)

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In 1994, President William Jefferson Clinton issued Executive Order (EO) 12898, Federal Actions to Address Environmental Justice (EJ) in Minority Populations and Low-Income Populations. To comply with the EO, federal agencies developed EJ guidelines for their funding recipients, including Federal Highway Administration (FHWA) Order 6640.23A. Accordingly, Triangle West TPO made achieving EJ part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health and environmental effects of its programs, policies, and activities on minority populations and low-income populations.

EJ is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation and enforcement of environmental laws, regulations and policies. The three fundamental EJ principles that guide USDOT (affiliated) actions are:

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

To achieve EJ, our programs will be administered so as to identify and avoid disproportionately high and adverse effects on minority populations and low-income populations by:

- (1) Identifying and evaluating environmental, public health, and interrelated social and economic effects of our programs, policies and activities;
- (2) Proposing measures to avoid, minimize and/or mitigate disproportionately high and adverse environmental and public health effects, and interrelated social and economic effects, and providing offsetting benefits and opportunities to enhance communities, neighborhoods, and individuals affected by our programs, policies and activities, where permitted by law;
- (3) Considering alternatives to proposed programs, policies, and activities, where such alternatives would result in avoiding and/or minimizing disproportionately high and adverse human health or environmental impacts to minority and/or low-income populations; and
- (4) Eliciting public involvement opportunities and considering the results thereof, including soliciting input from affected minority and low-income populations in considering alternatives.

(5) Adding an EJ section to plans and studies, such as the Metropolitan Transportation Plan

EJ analyses will be conducted to determine if our programs, policies, or activities will result in disproportionately high and adverse human health and environmental effects on minority populations and low-income populations. EJ applies to our policies, such as where public meetings will be held, and our projects, such as when we plan to construct or expand a facility. Thus, we will look at various alternatives and seek input from potentially affected communities before making a final decision. Demographic data will be collected to document public involvement in the decision-making process. EJ analyses will remain on file indefinitely, and copies will be provided to NCDOT, upon request, during compliance reviews or complaint investigations. (See **Appendix D** – Tables for Race/Ethnicity and Poverty).

The Environmental Justice Report, published by Triangle West TPO, identifies communities that are at the highest risk of Transportation Disadvantage due to a variety of contributing factors. Additionally, the Environmental Justice Report identified how the fundamental planning processes of the TPO impact these communities. The full Environmental Justice Report can be found here: [Environmental Justice Report 2026](#).

The Environmental Justice Report is accompanied by a digital map series, which can be found here: [Triangle West TPO Environmental Justice Report Map Series](#)

## DATA COLLECTION/ANALYSIS/REPORTING

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Data collection, analysis and reporting are key elements of a successful Title VI enforcement strategy. To ensure that Title VI reporting requirements are met, Triangle West TPO will collect and maintain data on potential and actual beneficiaries of our programs and services. This section contains relevant population data for our overall service area. The data provides context for the Title VI Nondiscrimination Program and will be used to ensure nondiscrimination in public outreach and delivery of our programs. Please refer to **Appendix E** for demographic tables on Race & Ethnicity, Age & Sex, Disability, Poverty, and Household Income.

### Population Locations

Recipients of FHWA funds are required to identify the characteristics and locations of populations they serve, particularly by race/ethnicity, poverty and limited English proficiency. We will document this narratively or through maps that overlay boundaries and demographic features on specific communities, and provide this information to NCDOT, upon request. (See **Appendix F** – Demographic Maps). The Environmental

Justice Report digital map series serves as an additional resource for location populations that experience the most transportation disadvantage.

## **LIMITED ENGLISH PROFICIENCY (LEP)**

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Limited English Proficient (LEP) persons are individuals for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. These individuals reported to the U.S. Census Bureau that they speak English less than very well.

To comply with USDOT's LEP Policy Guidance and Executive Order 13166, this section of our Title VI Plan outlines the steps Triangle West Transportation Planning Organization will take to ensure meaningful access by LEP persons to all benefits, services and information provided under our programs and activities. A four-factor analysis was conducted to determine the LEP language groups present in our planning area and the specific language services that are needed.

### **Four Factor Analysis**

This Four Factor Analysis is an individualized assessment that balances the following four factors:

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

**Factor #1: The number or proportion of LEP persons eligible to be served or likely to be encountered by the program, activity, or service of the recipient.**

### Limited English Proficiency

LANGUAGE SPOKEN AT HOME	Estimate	Margin of Error	Percent of Population	Margin of Error
<b>Total</b> (population 5 years and over):	<b>445,548</b>	<b>8,231</b>	<b>100%</b>	<b>(X)</b>
Speak only English	364,821	6,550	81.9%	1.5%
Spanish or Spanish Creole:	46,107	2,945	10.3%	0.6%
Speak English "very well"	25,125	1,994	5.6%	0.4%
Speak English less than "very well"	20,982	1,895	4.7%	0.4%
Other Indo-European:	13,341	1,214	3.0%	0.3%
Speak English "very well"	11,455	1,096	2.6%	0.2%
Speak English less than "very well"	1,886	868	0.4%	0.2%
Asian and Pacific Islands:	15,785	1,374	3.5%	0.3%
Speak English "very well"	10,303	1,028	2.3%	0.2%
Speak English less than "very well"	5,482	1,090	1.2%	0.2%
Other Languages:	5,495	1,054	1.2%	0.2%
Speak English "very well"	4,009	838	0.9%	0.2%
Speak English less than "very well"	1,486	903	0.3%	0.2%

\* Totals aggregated from data at the Census block group level

According to data analysis based on the 2023 American Community Survey (ACS), the Triangle West region has two languages that fall under Safe Harbor protections: Spanish and Chinese (including Mandarin and Cantonese). Safe Harbor is a threshold set by the U.S. Department of Transportation clarifying which groups must be included in Limited English Proficiency plans and what constitutes compliance with federal guidelines. There are around 21,000 Spanish speaking people who are considered Limited English Proficiency and around 3,000 Chinese speaking people who are

considered LEP. This surpasses Safe Harbor threshold of 5% or 1,000 people, whichever is less, set by the U.S. Department of Transportation.

**Limited English Proficiency**

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**Factor #2: *The frequency with which LEP individuals come in contact with the program.***

Based on the statistics produced by ACS data analysis, Spanish speakers are the demographic most likely to interact with TPO staff. As a result, the TPO should be prepared to accommodate and respond to requests from Spanish speakers in the Triangle West area. Additionally, given the significant population of Chinese speakers, Triangle West will also prepare to accommodate requests from Chinese speakers. Triangle West also recognizes the population of people within its boundaries that have disabilities. As a result, the policies established by this document will include both people of limited English proficiency as well as people with vision and hearing impairments that impact communication.

TPO staff were surveyed internally to gauge the frequency of language assistance requests since the last LEP plan was adopted in 2021. The survey asked staff if they had had any language assistance requests since 2021, if they felt that “I Speak” cards would be helpful in the future, the frequency with which they received language assistance requests, and the languages that assistance was requested for. Feedback from staff signaled that “I Speak” Cards would be helpful, and language assistance was likely needed for Spanish and Mandarin/Chinese.

**Factor #3: *The nature and importance of the program, activity, or service provided by the recipient to people's lives.***

Triangle West TPO provides a number of crucial services that engage directly with residents in TPO boundaries as well as support the work of partner jurisdictions. The TPO focuses on both short- and long-term transportation planning across the region. The Triangle West region is highly interconnected with a significant number of commuters who travel across city and county boundaries every day. Some of this work touches communities that have historically not been able to participate in the engagement and planning process. Ensuring that all communities in the region have access to the planning and engagement process is a crucial part of several plans that receive federal funding, including: the Unified Planning Work Program (UPWP), the ten-year Transportation Improvement Program (TIP), and the long-range Metropolitan Transportation Plan (MTP). Additionally, the following documents are of “vital” importance to the work of the TPO:

- Metropolitan Transportation Plan
- Transportation Improvement Plan
- Unified Planning Work Plan
- Public Participation Plan

The aforementioned plans are of most importance to Limited English Proficiency persons, as these documents are the foundation of the work the TPO is enacted to perform. These plans guide the development of the regional transportation system, allot funding, commit staff resources, and guide how the TPO will interact with the general public. All additionally planning efforts, stem from these plans and therefore are the most significant as they are likely to have the greatest impact on all residents but especially those with Limited English Proficiency.

The adopted Language Access Plan provides additional details regarding how the TPO intends to engage persons with Limited English Proficiency

**Factor #4: *The resources available to the recipient and costs.***

While it is likely that full translations of vital documents from English to Spanish or braille may represent an undue cost burden to the TPO, especially in the case of longer documents, the TPO can provide summaries in other languages to share key information. The option can be made available to translate full documents by request. These summaries should focus on the vital documents listed in the background section of this report. Triangle West should also build relationships and partnerships with key

organizations in the community that work directly with Spanish and Chinese-speaking people – some of these organizations are listed in the Language Access Plan and the Public Participation Plan. This is a crucial step to ensure that all community members have the chance to participate and provide feedback to the TPO. Additionally, the TPO has identified staff members who can provide translations and purchased tablets that allow for translation when attending or hosting events.

## **LANGUAGE ACCESS PLAN**

As a result of the above four factor analysis, a Language Access Plan (Plan) was required. This Plan represents our commitment to ensuring nondiscrimination and meaningful access by persons who are Limited English Proficient (LEP). This Plan also details the mechanisms we will use to reach LEP persons and the language assistance services we provide. We will provide services to any person, upon request. If an individual is LEP, we will work with the individual to ensure they have equal access to our planning programs. Our employees will be routinely oriented on the principles and practices of Title VI and LEP to ensure fairness in the administration of this Plan. The adopted Language Access Plan, which serves at the Language Assistance Plan for Triangle West TPO, can be found here:<https://www.twtpo.org/sites/default/files/uploads/get-involved/Language%20Access%20Plan/language-access-plan-adopted-10282025.pdf>

### **Language Access Measures**

The following general language assistance measures are reasonable and achievable for Triangle West TPO:

- Offering translation of public webpages, engagement materials, and core documents upon request
- Making a concerted effort to inform LEP persons of available language assistance via staff, broadcast media, relationship-building with organizations, and our website.
- Disseminating community surveys in various languages.
- Providing translation and interpretive services when appropriate (upon request or predetermined) at meetings.
- Determining how best to take public involvement to LEP groups directly, including through collaboration with community-based organizations.
- Where possible, utilizing or hiring staff who speak a language other than English and can provide competent language assistance.
  - Note: We will not ask community-based organizations (CBO) to provide, or serve as, interpreters at our meetings. Relying upon CBOs in that capacity could raise ethical concerns. If a CBO decides (on its own) to translate any materials for its constituents, or bring interpreters it trusts to our meetings, we will not object. That is their right.

- Using language identification flashcards, or “I Speak” cards to determine appropriate services.
- Establishing a process to obtain feedback on our language assistance measures.

### **Specific Measures by Language Group**

Spanish:

- Post flyers and other marketing materials in the high traffic areas of predominately Hispanic communities.
- Attend Hispanic heritage events with staff or translators

The Triangle West Language Access Plan, adopted in 2025, established Chinese-speaking persons as eligible to be served or likely to be encountered. At the adoption of this plan, there are no methods that Triangle West TPO has proven to be effective. However, Triangle West continues to consult with community based organizations and other partners to expand our reach to Chinese-speaking persons.

### **Written Translation and Oral Interpretation**

Vital documents will be translated for each eligible LEP language group in our service area that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be encountered. Translated materials will be placed online and in appropriate public (or private) places accessible to LEP persons. The safe harbor provisions apply to the translation of written documents only, and do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. When appropriate, translation of any document will be communicated orally in the appropriate language.

If the 5% trigger is reached for a LEP language group that is fewer than 50 persons, written notice will be provided in the primary language of that group of the right to receive competent oral interpretation of vital written materials, free of cost. The most effective method of notice, which could be an ad in the local newspaper or other publication, a radio commercial, or door hangers, will be determined in consideration of the circumstances on the ground and in coordination with LEP community contacts.

### **Staff Support for Language Assistance**

- Our staff will be provided a list of referral resources that can assist LEP persons with written translation and oral interpretation, including the Title VI Coordinator and staff competent in their primary language. This list will be updated as needed to remain current.

- Our office will have available core documents and materials translated into the languages that meet the safe harbor threshold. When encountering a LEP person, staff should present the individual with an “I Speak” card and let them choose the language. Do not assume their preferred language. Assistance may be sought from bilingual staff fluent in the identified language before contacting a referral resource. Document the encounter and report it to the Title VI Coordinator.
- Training: All employees will be instructed on our procedures for providing timely and reasonable assistance to LEP persons. New employee orientation will also explain these procedures to new hires. Staff routinely encountering LEP persons by telephone or in person will receive annual refresher training. All other employees will be reminded of LEP through annual Title VI program acknowledgements and basic Title VI trainings.

### **Project-Specific LEP Outreach**

A project-specific four factor analysis will be conducted for any project or outreach event limited to a specific geographical area (i.e., the project study area or outreach area, respectively). Language assistance will be provided in accordance with the measures already outlined, including translating written materials for each LEP language group that is 5% or 1,000, whichever is less, of the project or outreach area population.

### **Monitoring and Updating the Language Access Plan**

Monitoring of daily interactions with LEP persons will be continuous, thus language assistance techniques may be refined at any time. This Plan will be periodically reviewed—at least annually—to determine if our assistance measures and staff training are working. Resource availability and feedback from agency staff and the general public will be factors in the evaluation and any proposed updates. Among other practices, this process will include working with LEP community contacts to determine if our employees are responding appropriately to requests made with limited English or in languages other than English, and observing how agency staff responds to requests, including observing drivers or surveying riders. To the best of our ability, we will attempt to never eliminate a successful existing LEP service. Significant LEP program revisions will be approved or adopted by our board or designated official and dated accordingly. LEP data and procedures will be reviewed and updated at least once every three years.

## **DISSEMINATION OF TITLE VI INFORMATION**

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In accordance with 23 CFR 200.9(b)(12) and 49 CFR 21.9(d), the Triangle West TPO will utilize community outreach and public education to disseminate Title VI information to our employees, contractors, sub-recipients and the general public. Reasonable steps will be taken to make the public aware of their rights and our obligations under Title VI through, including, but not limited to:

- Visibly posting our Title VI Policy Statement in public areas at our facilities, on our website, at our meetings, and prominently in any documents and reports we distribute;
- Placing notices in newspapers and publications with a large circulation among minority groups in the general vicinity of projects and activities. Ads in newspapers and other publications shall include the following:
 

“Triangle West TPO operates without regard to **race, color, national origin, limited English proficiency, sex, age or disability.** For more information on our Title VI program, or how to file a discrimination complaint, please contact 919-503-4116.”
- Translating information into languages other than English that meet the LEP safe harbor threshold;
- Incorporating Title VI language into our contracts and agreements (See **Appendix G** for Title VI Contract Language); and
- Ensuring any contractors and sub-recipients we have also disseminate Title VI information.

Please refer to our Public Involvement Plan (PIP) for additional outreach methods we employ to comply Title VI. Our PIP can be found here: [Public Participation Plan | Triangle West TPO](#)

## **PUBLIC INVOLVEMENT**

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Effective public involvement is a key element in addressing Title VI in decision-making. This **Public Participation Plan** describes how Triangle West TPO will disseminate vital agency information and engage the public. We will seek out and consider the input and needs of interested parties and groups traditionally underserved by transportation systems who may face challenges accessing our services, such as minority and limited English proficient (LEP) persons. Underlying these efforts is our commitment to determining the most effective outreach methods for a given project or population.

General public involvement practices will include:

- Expanding traditional outreach methods such as attending community led events, posting at less traditional places like thrift stores and laundry mats, and hosting sidewalk survey events on trails and high foot traffic areas.
- Providing for early, frequent and continuous engagement by the public.
- Use of social media and other resources as a way to gain public involvement.
- Coordinating with community- and faith-based organizations such as the Bragtown Community Association, educational institutions, and other entities to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.

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- Use of social media and other resources as a way to gain public involvement.
- Coordinating with community- and faith-based organizations such as the Bragtown Community Association, educational institutions, and other entities to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.

- Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.
- Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP persons could also include audio programming available on podcasts.

The adopted Public Participation Plan detailing the following can be found here:

<https://www.twtpo.org/sites/default/files/uploads/get-involved/20250422-25122-triangle-west-tpo-public-participation-plan.pdf>

- Public Notification
- Dissemination of Information
- Meetings and Outreach

## EXTERNAL DISCRIMINATION COMPLAINT PROCEDURES

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These discrimination complaint procedures outline the process used by Triangle West Transportation Planning Organization (Triangle West TPO) to process complaints of alleged discrimination filed under Title VI of the Civil Rights Act of 1964 and related nondiscrimination laws that are applicable to Triangle West TPO programs, services, and activities. Complaints will be investigated by the appropriate authority. Upon completion of an investigation, the complainant will be informed of all avenues of appeal. Every effort will be made to obtain early resolution of complaints at the lowest level possible by informal means.

### FILING OF COMPLAINTS

- 1. Applicability** – These procedures apply to the beneficiaries of our programs, activities, and services, such as the members of the public and any consultants/contractors we hire.
- 2. Eligibility** – Any person or class of persons who believes that he/she has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities based upon race, color, national origin, sex, age, or disability, may file a written complaint. The law prohibits intimidation or retaliation of any sort. The complaint may be filed by the affected individual or a representative and must be in writing.
- 3. Time Limits and Filing Options** – A complaint must be filed no later than 180 calendar days after the following:

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

Complaints may be submitted to the following entities:

- **Triangle West TPO**, Title VI Coordinator, 4307 Emperor Blvd, Suite 110, Durham, NC 27705; 919-503-4116
- **North Carolina Department of Transportation**, Office of Civil Rights, External Civil Rights Section, 1511 Mail Service Center, Raleigh, NC 27699-1511; 919-508-1830 or toll free 800-522-0453
- **Federal Highway Administration**, North Carolina Division Office, 310 New Bern Avenue, Suite 410, Raleigh, NC 27601, 919-747-7010
- **US Department of Transportation**, Departmental Office of Civil Rights, External Civil Rights Programs Division, 1200 New Jersey Avenue, SE, Washington, DC 20590; 202-366-4070
- **US Department of Justice**, Special Litigation Section, Civil Rights Division, 950 Pennsylvania Avenue, NW, Washington, DC 20530, 202-514-6255 or toll free 877-218-5228

- 4. Format for Complaints** – Complaints shall be in **writing** and **signed** by the complainant(s) or a representative and include the complainant’s name, address, and telephone number. Complaints received digitally via email or online submission will be acknowledged and processed. Allegations received by telephone or in person will be reduced to writing, may be recorded and will be provided to the complainant for confirmation or revision before processing. Complaints will be accepted in other languages, including Braille.
- 5. Complaint Basis** – Allegations must be based on issues involving race, color, national origin, sex, age, or disability. The term “basis” refers to the complainant’s membership in a protected group category.

<b>Protected Categories</b>	<b>Definition</b>	<b>Examples</b>	<b>Applicable Statutes and Regulations</b>
Race	An individual belonging to one of the accepted racial groups; or the perception, based usually on physical characteristics that a person is a member of a racial group	Black/African American, Hispanic/Latino, Asian, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, White	Title VI of the Civil Rights Act of 1964; 49 CFR Part 21; 23 CFR 200. <i>(Executive Order 13166)</i>
Color	Color of skin, including shade of skin within a racial group	Black, White, brown, yellow, etc.	
National Origin <i>(LEP)</i>	Place of birth. Citizenship is not a factor. Discrimination based on language or a person's accent is also covered.	Mexican, Cuban, Japanese, Vietnamese, Chinese	
Sex	Gender	Women and Men	1973 Federal-Aid Highway Act; Title IX of the Education Amendments of 1972.
Age	Persons of any age	21-year-old person	Age Discrimination Act of 1975
Disability	Physical or mental impairment, permanent or temporary, or perceived.	Blind, alcoholic, para-amputee, epileptic, diabetic, arthritic	Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990

## **Complaint Processing**

1. When a complaint is received, an Acknowledgment Letter and a Complainant Consent/Release Form will be mailed to the complainant within ten (10) business days by registered mail.
2. We will consult with the NCDOT Title VI Program to determine the acceptability and jurisdiction of all complaints received. (Note: If NCDOT will investigate, the Title VI Program will be responsible for the remainder of this process. We will record the transfer of responsibility in our complaints log).
3. Additional information will be requested if the complaint is incomplete. The complainant will be provided 15 business days to submit any requested information and the signed Consent Release form. Failure to do so may be considered good cause for a determination of no investigative merit.

4. Upon receipt of the requested information and determination of jurisdiction, we will notify the complainant and respondent of whether the complaint has enough merit to warrant investigation.
5. If the complaint is investigated, the notification shall state the grounds of our jurisdiction, while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigator.
6. If the complaint does not warrant investigation, the notification to the complainant shall specifically state the reason for the decision.

## Complaint Log

1. When a complaint is received, the complaint will be entered into the Discrimination Complaints Log with other pertinent information and assigned a **Case Number**. (Note: All complaints must be logged).
2. The complaints log will be submitted to the NCDOT's Civil Rights office during Title VI compliance reviews. (Note: NCDOT may also request the complaints log during pre-grant approval processes).
3. When reporting **no complaints**, check the **No Complaints or Lawsuits** box and sign the log.

Please refer to **Appendix H** for a copy of our Discrimination Complaint Form, Complaints Log, and Sample Investigation Template.

## REVIEW OF ORGANIZATIONAL DIRECTIVES

---

It is the responsibility of every official who develops policies, procedures, manuals, guidelines, and other directives to ensure they have been reviewed for Title VI compliance. All staff members will assist in carrying out this requirement by making sure drafts of these documents are submitted to the Title VI Coordinator to ensure Title VI requirements are included.

## TITLE VI TRAINING

---

All employees will receive basic Title VI training at least once every three years. New hires will receive this training within 30 days of their start date. Basic training will cover all sections of this Plan and our overall Title VI obligations. Staff may receive specialized

training on how Title VI applies to their specific work areas. Those who routinely encounter the public will receive annual refresher training. Trainings will be provided or organized by the Title VI Coordinator and will often coincide with updates to our nondiscrimination policies and procedures. Records of staff trainings, such as agendas, sign-in sheets, copies of calendars, and certificates, will remain on file for at least three years (and in personnel files).

## COMPLIANCE AND ENFORCEMENT PROCEDURES

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FHWA recipients must have mechanisms in place to enforce compliance with Title VI. Triangle West TPO utilizes internal training, meetings, monitoring contractors, technical assistance, and findings from periodic NCDOT reviews to identify deficiencies and potential discrimination. If NCDOT identifies deficiencies, Triangle West TPO will correct all deficiencies within 90 days based on a Corrective Action Plan (CAP). If attempts by NCDOT to resolve a compliance issue are unsuccessful, NCDOT may take any or all the following steps with FHWA's concurrence:

- a. Canceling, terminating, or suspending the contract or agreement in whole or in part;
- b. Refraining from extending any further assistance to the recipient under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the recipient.
- c. Taking such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the recipient.
- d. Referring the case to the FHWA for appropriate administrative or legal proceedings.
- e. Other means authorized by law.

To ensure compliance with Title VI, Triangle West TPO will take proactive steps to prevent discrimination in our programs and activities, including the following:

- Conduct periodic Title VI training;
- Address Title VI issues at staff meetings;
- Participate or cooperate during compliance reviews conducted by NCDOT;
- Inform and monitor any consultants/contractors regarding their Title VI obligations, including review of contracts for nondiscrimination language;
- Customize public outreach according to the situation or community at hand;

- Build a system of mutual trust and two-way communication with the public;
- Maintain pertinent demographic data (statistical);
- Ensure policies and procedures support and comply with Title VI;
- Document processes & activities related to Title VI.

If Triangle West TPO identifies compliance issues with our consultants/contractors, we will also take corrective action. If attempts at corrective action are unsuccessful, any or all of the following steps may be taken with NCDOT's concurrence:

- a. Canceling, terminating, or suspending the contract or agreement with the consultant/contractor in whole or in part.
- b. Taking such other action that may be deemed appropriate under the circumstances.
- c. Referring the case to the NCDOT for appropriate administrative or legal proceedings.

- Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.
- Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP persons could also include audio programming available on podcasts.

The adopted Public Participation Plan detailing the following can be found here:

<https://www.twtpo.org/sites/default/files/uploads/get-involved/20250422-25122-triangle-west-tpo-public-participation-plan.pdf>

- Public Notification
- Dissemination of Information
- Meetings and Outreach

## EXTERNAL DISCRIMINATION COMPLAINT PROCEDURES

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These discrimination complaint procedures outline the process used by Triangle West Transportation Planning Organization (Triangle West TPO) to process complaints of alleged discrimination filed under Title VI of the Civil Rights Act of 1964 and related nondiscrimination laws that are applicable to Triangle West TPO programs, services, and activities. Complaints will be investigated by the appropriate authority. Upon completion of an investigation, the complainant will be informed of all avenues of appeal. Every effort will be made to obtain early resolution of complaints at the lowest level possible by informal means.

### FILING OF COMPLAINTS

- 1. Applicability** – These procedures apply to the beneficiaries of our programs, activities, and services, such as the members of the public and any consultants/contractors we hire.
- 2. Eligibility** – Any person or class of persons who believes that he/she has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities based upon race, color, national origin, sex, age, or disability, may file a written complaint. The law prohibits intimidation or retaliation of any sort. The complaint may be filed by the affected individual or a representative and must be in writing.
- 3. Time Limits and Filing Options** – A complaint must be filed no later than 180 calendar days after the following:

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

Complaints may be submitted to the following entities:

- **Triangle West TPO**, Title VI Coordinator, 4307 Emperor Blvd, Suite 110, Durham, NC 27705; 919-503-4116
- **North Carolina Department of Transportation**, Office of Civil Rights, External Civil Rights Section, 1511 Mail Service Center, Raleigh, NC 27699-1511; 919-508-1830 or toll free 800-522-0453
- **Federal Highway Administration**, North Carolina Division Office, 310 New Bern Avenue, Suite 410, Raleigh, NC 27601, 919-747-7010
- **US Department of Transportation**, Departmental Office of Civil Rights, External Civil Rights Programs Division, 1200 New Jersey Avenue, SE, Washington, DC 20590; 202-366-4070
- **US Department of Justice**, Special Litigation Section, Civil Rights Division, 950 Pennsylvania Avenue, NW, Washington, DC 20530, 202-514-6255 or toll free 877-218-5228

- 4. Format for Complaints** – Complaints shall be in **writing** and **signed** by the complainant(s) or a representative and include the complainant’s name, address, and telephone number. Complaints received digitally via email or online submission will be acknowledged and processed. Allegations received by telephone or in person will be reduced to writing, may be recorded and will be provided to the complainant for confirmation or revision before processing. Complaints will be accepted in other languages, including Braille.
- 5. Complaint Basis** – Allegations must be based on issues involving race, color, national origin, sex, age, or disability. The term “basis” refers to the complainant’s membership in a protected group category.

<b>Protected Categories</b>	<b>Definition</b>	<b>Examples</b>	<b>Applicable Statutes and Regulations</b>
Race	An individual belonging to one of the accepted racial groups; or the perception, based usually on physical characteristics that a person is a member of a racial group	Black/African American, Hispanic/Latino, Asian, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, White	Title VI of the Civil Rights Act of 1964; 49 CFR Part 21; 23 CFR 200. <i>(Executive Order 13166)</i>
Color	Color of skin, including shade of skin within a racial group	Black, White, brown, yellow, etc.	
National Origin <i>(LEP)</i>	Place of birth. Citizenship is not a factor. Discrimination based on language or a person's accent is also covered.	Mexican, Cuban, Japanese, Vietnamese, Chinese	
Sex	Gender	Women and Men	1973 Federal-Aid Highway Act; Title IX of the Education Amendments of 1972.
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training on how Title VI applies to their specific work areas. Those who routinely encounter the public will receive annual refresher training. Trainings will be provided or organized by the Title VI Coordinator and will often coincide with updates to our nondiscrimination policies and procedures. Records of staff trainings, such as agendas, sign-in sheets, copies of calendars, and certificates, will remain on file for at least three years (and in personnel files).

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- a. Canceling, terminating, or suspending the contract or agreement with the consultant/contractor in whole or in part.
- b. Taking such other action that may be deemed appropriate under the circumstances.
- c. Referring the case to the NCDOT for appropriate administrative or legal proceedings.

Appendix A:  
STANDARD USDOT TITLE VI ASSURANCES

## United States Department of Transportation

### STANDARD TITLE VI / NONDISCRIMINATION ASSURANCES

DOT Order No. 1050.2A

The Triangle West Transportation Planning Organization (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 **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 Enforcement of Title VI of the 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 Federal Highway Administration."*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Nondiscrimination 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 nondiscrimination 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 **Federal-Aid Highway Program**:

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-Aid Highway Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The Triangle West Transportation Planning Organization, 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 ensure that any contract

entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair 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, the *Triangle West Transportation Planning Organization* also agrees to comply (and require any sub-recipients, 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 the **FHWA**. You must keep records, reports, and submit the material for review upon request to **FHWA**, or its designee 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.

The *Triangle West Transportation Planning Organization* 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 under the **Federal-Aid Highway Program**. This ASSURANCE is binding on the Triangle West Transportation Planning Organization, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the **Federal-Aid Highway Program**. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Triangle West Transportation Planning Organization  
(Triangle West TPO)

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by  \_\_\_\_\_

Doug Plachcinski, CFM

Executive Director

DATED 2/25/2026

## APPENDIX A

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 (FHWA), 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, 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 Nondiscrimination 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 FHWA 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 FHWA, 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 FHWA 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.
6. **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 FHWA 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 B: CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY**

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the *North Carolina Department of Transportation (NCDOT)* will accept title to the lands and maintain the project constructed thereon in accordance with the *North Carolina General Assembly*, the Regulations for the Administration of the Federal-Aid Highway Program, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the *NCDOT* all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

### **(HABENDUM CLAUSE)**

**TO HAVE AND TO HOLD** said lands and interests therein unto the *North Carolina Department of Transportation (NCDOT)* and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the *NCDOT*, its successors and assigns.

The *NCDOT*, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will 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 with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]\* (2) that the *NCDOT* will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended [, and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

**APPENDIX C: CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED  
UNDER THE ACTIVITY, FACILITY, OR PROGRAM**

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the *North Carolina Department of Transportation (NCDOT)* pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
  1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Nondiscrimination covenants, the *NCDOT* will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.\*
- C. With respect to a deed, in the event of breach of any of the above Nondiscrimination covenants, the *NCDOT* will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the *NCDOT* and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

**APPENDIX D: CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY  
ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM**

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by the *North Carolina Department of Transportation (NCDOT)* pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non discrimination covenants, the *NCDOT* will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.\*
- C. With respect to deeds, in the event of breach of any of the above Nondiscrimination covenants, the *NCDOT* will there upon revert to and vest in and become the absolute property of the *NCDOT* and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

## APPENDIX E

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 nondiscrimination statutes and authorities; including but not limited to:

### **Pertinent Nondiscrimination 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); and 49 CFR Part 21.
- 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);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- 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 USC § 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 Nondiscrimination 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 Nondiscrimination 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 because of sex in education programs or activities (20 U.S.C. 1681 et seq).

## Appendix B:

# TECHINICAL COMMITTEE AND BOARD MEMBERS



## TPO Board Members | 2026

Name	Affiliation	Member/Alternate	Race	Gender
Javiera Caballero*	City of Durham	Member	H	W
Danny Nowell**	Town of Carrboro	Member	W	M
Karen Howard	Chatham County	Member	B/AA	W
Katie Kenlan	Chatham County	Alternate	W	W
Carl Rist	City of Durham	Member	W	M
Leonardo Williams	City of Durham	Alternate	B/AA	M
Nida Allam	Durham County	Member	AAPI	W
Wendy Jacobs	Durham County	Alternate	W	W
Joe Geigle	Federal Highway Administration	Non-Voting Member	W	M
Sally Greene	GoTriangle	Member	W	W
<i>Vacant</i>	<i>GoTriangle</i>	<i>Alternate</i>	-	-
Valerie Jordan	NC Board of Transportation	Member	B/AA	W
Mike Fox	NC Board of Transportation	Alternate	W	M
Lisa Mathis	NC Board of Transportation	Alternate	W	W
Amy Fowler	Orange County	Member	W	W
Marilyn Carter	Orange County	Alternate	W	W
Jason Merrill	Town of Carrboro	Alternate	W	M
Melissa McCullough	Town of Chapel Hill	Member	W	W
Louie Rivers III	Town of Chapel Hill	Alternate	B/AA	M
Mark Bell	Town of Hillsborough	Member	W	M
Matt Hughes	Town of Hillsborough	Alternate	B/AA	M

\*Board Chair

\*\*Board Vice Chair

Race	
AAPI	Asian American and/or Pacific Islander
B/AA	Black and/or African American
H	Hispanic
W	White

Gender	
M	Man
W	Woman



## Technical Committee Members | 2026

Name	Affiliation	Race	Gender
Eric Vitale (Chair)	City of Durham	W	M
Caroline Dwyer (Vice Chair)	Chapel Hill	W	W
Tina Moon	Carrboro	W	W
Becca Eversole-Robinson	Carrboro	W	W
Bergen Watterson	Chapel Hill	W	W
Ben Berolzheimer	Chapel Hill	W	M
Ellen Beckmann	Durham County	W	W
Thanh Schado	Chatham County	AAPI	W
Jennifer Belle	City of Durham	W	W
Lindsay Smart	City of Durham	W	W
<i>Vacant</i>	Orange County	-	-
Kayla Seibel	City of Durham	W	W
Tasha Johnson	City of Durham	B/AA	W
Aaron Cain	Durham City County Planning	W	M
Curtis Scarpignato	Durham County	W	M
Stephanie Trueblood	Hillsborough	W	W
Jamael Wiley	Orange County	B/AA	M
Sarah Williamson	Orange County	W	W
Becca Gallas	NCDOT Division 5	W	W
Wright Archer	NCDOT Division 7	W	M
Reuben Blakley	NCDOT Division 8	W	M
Bryan Lopez	NCDOT IMD	H	M
John Grant	NCDOT Traffic Operations	W	M
Paul Black	GoTriangle	W	M
Travis Crayton	Research Triangle Foundation	W	M
<i>Vacant</i>	Duke University	-	-
Gary Brown	North Carolina Central University	B/AA	M
<i>Vacant</i>	University of North Carolina	-	-
Michael Landguth	Raleigh Durham Airport Authority	W	M
<i>Vacant</i>	NCDENR	-	-
Joe Geigle	Federal Highway Administration (non-voting)	W	M
<i>Vacant</i>	Federal Transit Administration (non-voting)	-	-
<i>Vacant</i>	US Army Corps of Engineers (non-voting)	-	-
Amy Sandidge	North Carolina Railroad (non-voting)		
Matt Day	Central Pines Regional Council	W	M
Julie Bogle	NCDOT TPD	W	W



**TRIANGLE WEST**  
Transportation Planning Organization

Name	Affiliation	Race	Gender
<i>Vacant</i>	Carrboro	-	-
Kevin Robinson	Chapel Hill	W	M
<i>Vacant</i>	Chapel Hill	-	-
Joshua Mayo	Chapel Hill	B/AA	M
Chance Mullis	Chatham County	W	M
Brandon Dawson	Chatham County	W	M
Erin Convery	City of Durham	W	W
Josh Barrett	City of Durham	W	M
Lisa Miller	City of Durham	W	W
Tom Devlin	City of Durham	W	M
Grace Smith	City of Durham	W	W
Brook Roper	Durham County	W	W
Caroline Lamb	Durham County	W	W
Sarah Long	Durham County	W	W
Matt Efird	Hillsborough	W	M
<i>Vacant</i>	Orange County	-	-
Travis Myren	Orange County	W	M
<i>Vacant</i>	NCDOT Division 5	-	-
David Keilson	NCDOT Division 5	W	M
Chad Reimakoski	NCDOT Division 7	W	M
Nishant Shah	NCDOT Division 7	AAPI	M
Bryan Kluchar	NCDOT Division 8	W	
Scott Walston	NCDOT TPD	W	M
<i>Vacant</i>	NCDOT Traffic Operations	-	-
Jenna Kolling	Central Pines Regional Council	W	W
Jay Heikes	GoTriangle	W	M
Jason Hardin	GoTriangle	W	M
Logan DiGiacomo	GoTriangle	W	M
Anne Calef	Research Triangle Foundation	AAPI	W
Carl DePinto	Duke University	W	M



## TRIANGLE WEST

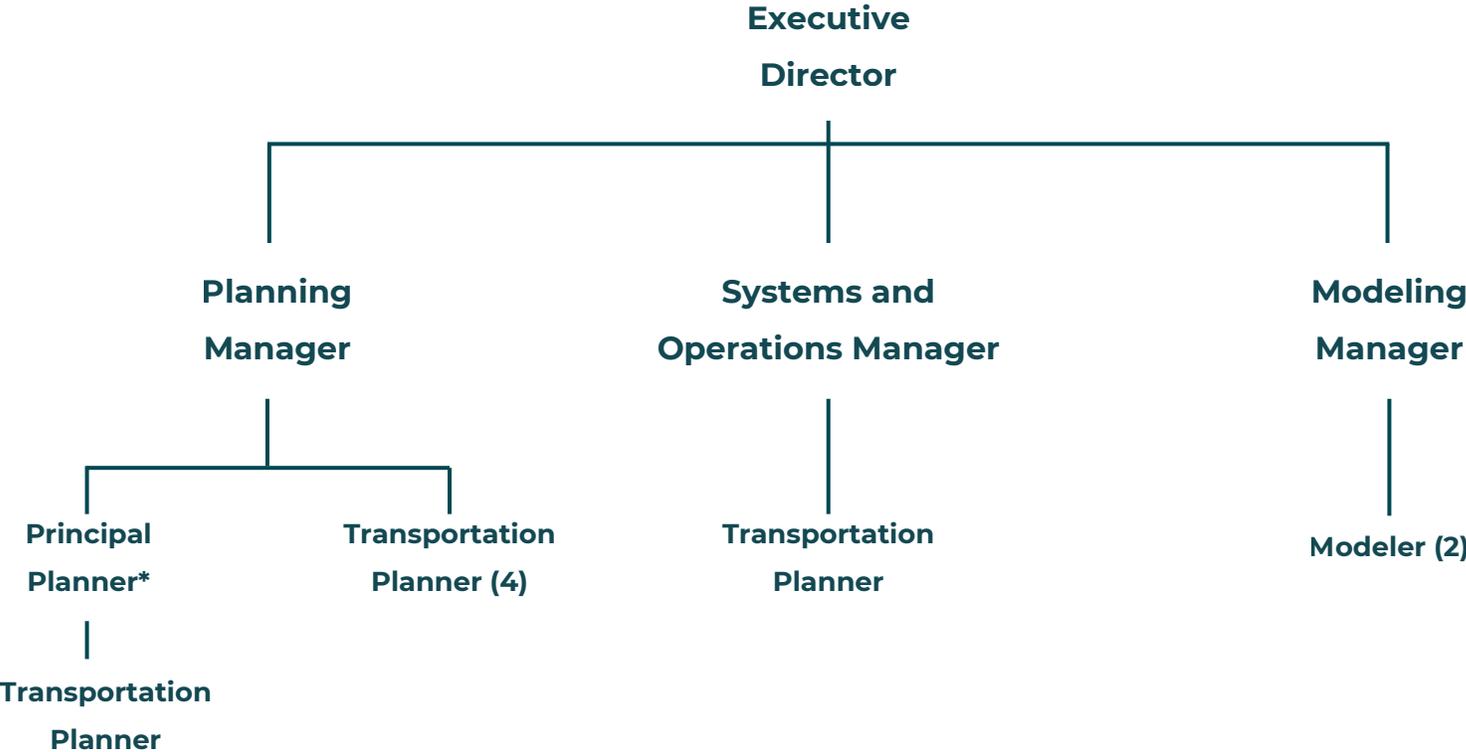
Transportation Planning Organization

Ernest Jenkins	North Carolina Central University	B/AA	M
<i>Vacant</i>	University of North Carolina	-	-
Delia Chi	Raleigh Durham Airport Authority	AAPI	W
<i>Vacant</i>	NCDENR	-	-
<i>Vacant</i>	Federal Highway Administration (non-voting)	-	-
<i>Vacant</i>	Federal Transit Administration (non-voting)	-	-
<i>Vacant</i>	US Army Corps of Engineers (non-voting)	-	-
Riley Stout	North Carolina Railroad (non- voting)	W	M

MEMBER ORGANIZATIONS: Chatham County, City of Durham, Durham County, GoTriangle, NC Department of Transportation, Orange County, Town of Carrboro, Town of Chapel Hill, Town of Hillsborough

Appendix C:  
ORGANIZATION CHART

# ORGANIZATIONAL CHART



\*Serves as the Title VI Coordinator for Triangle West Transportation Planning Organization.

Appendix D:

TABLES FOR RACE/ETHNICITY AND POVERTY

## Race and Ethnicity

The following table was completed using data from Census Table DP05, ACS Demographics and Housing Estimates.

<b>Race and Ethnicity</b>	<b>Number</b>	<b>Percent</b>
Total Population	471,043	100.0
White	260,239	55.2%
Black or African American	125,954	26.7%
American Indian or Alaska Native	2,366	0.5%
Asian	28,647	6.1%
Native Hawaiian and Other Pacific Islander	147	0.03%
Some other Race	21,702	4.6%
Two or More Races	31,988	6.8%
HISPANIC OR LATINO (of any race)	57,882	12.3%
Mexican	28,908	6.1%
Puerto Rican	3,232	0.7%
Cuban	1,482	0.3%
Other Hispanic or Latino	24,260	5.2%

\* Races aggregated from data at the Census block group level.  
 Ethnicity aggregated at the Census Tract level b/c necessary data isn't available at block group level.

## Poverty

The following table was completed using data from Census Table S1701, Poverty Status in the Past 12 Months:

Subject	Total		Below poverty level		Percent below poverty level	
	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-
Population for whom poverty status is determined	442,137	6,900	53,373	3,177	12.1%	0.7%
AGE						
Under 18	90,667	3,196	13,480	1,679	14.9%	1.8%
18 to 64	284,546	4,963	35,325	2,024	12.4%	0.7%
65 years and over	66,925	1,984	4,568	568	6.8%	0.8%
SEX						
Male	211,291	4,290	22,669	1,764	10.7%	0.8%
Female	230,847	4,280	30,704	2,106	13.3%	0.9%
RACE AND HISPANIC OR LATINO ORIGIN						
White	244,081	5,108	23,452	1,896	9.6%	0.8%
Black or African American	118,872	4,863	17,761	1,954	14.9%	1.5%
American Indian and Alaska Native	2,076	551	277	225	13.3%	10.2%
Asian	25,095	1,799	3,028	597	12.1%	2.2%
Native Hawaiian and Other Pacific Islander	150	214	62	179	41.4%	103.9%
Some other Race	21,038	2,417	3,728	1,071	17.7%	4.7%
Two or more races	30,826	2,799	5,065	1,186	16.4%	3.5%
Hispanic or Latino	55,822	3,630	12,785	1,966	22.9%	3.2%
All individuals below:						

50 percent of poverty level	28,804	2,202				
125 percent of poverty level	68,122	3,613				
150 percent of poverty level	84,768	4,035				
185 percent of poverty level	110,870	4,889				
200 percent of poverty level	121,907	5,055				

\* Totals aggregated from data at the Census tract level (data unavailable at block group level)

Appendix E:

TABLES FOR RACE/ETHNICITY, AGE & SEX,  
DISABILITY, POVERTY, AND HOUSEHOLD  
INCOME

## Race and Ethnicity

The following table was completed using data from Census Table DP05, ACS Demographics and Housing Estimates.

<b>Race and Ethnicity</b>	<b>Number</b>	<b>Percent</b>
Total Population	471,043	100.0
White	260,239	55.2%
Black or African American	125,954	26.7%
American Indian or Alaska Native	2,366	0.5%
Asian	28,647	6.1%
Native Hawaiian and Other Pacific Islander	147	0.03%
Some other Race	21,702	4.6%
Two or More Races	31,988	6.8%
HISPANIC OR LATINO (of any race)	57,882	12.3%
Mexican	28,908	6.1%
Puerto Rican	3,232	0.7%
Cuban	1,482	0.3%
Other Hispanic or Latino	24,260	5.2%

\* Races aggregated from data at the Census block group level.  
 Ethnicity aggregated at the Census Tract level b/c necessary data isn't available at block group level.

## Age and Sex

The following table was completed using data from Census Table S0101, Age Groups and Sex.

Age	Number			Percent		
	Both sexes	Male	Female	Both sexes	Male	Female
Total Population	471,043	226,152	244,891	100%	100%	100%
Under 5 years	25,496	12,877	12,619	5.4%	5.7%	5.2%
Under 18 years	92,528	47,339	45,189	19.6%	20.9%	18.5%
18 to 64 years	308,652	148,604	160,048	65.5%	65.7%	65.4%
65 years and over	69,863	30,209	39,655	14.8%	13.4%	16.2%
<b>Median Age</b>	38.9	38.0	39.5			

\* Totals aggregated from data at the Census block group level

## Disability

The following table was completed using data from Census Table S1810, Disability Characteristics:

Subject	Total		With a Disability		Percent with a Disability	
	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-
Total civilian noninstitutionalized population	461,400	6,981	42,798	1,901	9.3%	0.4%
Population under 5 years	25,378	1,521	130	195	0.5%	0.8%
Population 5 to 17 years	66,670	2,681	2,438	454	3.7%	0.7%
Population 18 to 64 years	302,428	4,973	21,948	1,366	7.3%	0.4%
Population 65 years and over	66,925	2,174	18,282	1,177	27.3%	1.5%
SEX						
Male	219,937	4,371	19,048	1,205	8.7%	0.5%
Female	241,464	4,432	23,750	1,360	9.8%	0.5%
RACE AND HISPANIC OR LATINO ORIGIN						
White	254,911	5,163	24,144	1,391	9.5%	0.5%
Black or African American	122,604	4,973	14,190	1,182	11.6%	0.8%
American Indian and Alaska Native	2,127	552	410	239	19.3%	10.0%
Asian	28,530	1,902	985	280	3.5%	1.0%
Native Hawaiian and Other Pacific Islander	150	214	5	162	3.3%	107.5%
Some other Race	21,655	2,444	1,084	330	5.0%	1.4%
Two or more races	31,424	2,806	1,980	435	6.3%	1.3%
Hispanic or Latino	57,303	3,657	2,860	539	5.0%	0.9%

\* Totals aggregated from data at the Census tract level (data unavailable at block group level)

## Poverty

The following table was completed using data from Census Table S1701, Poverty Status in the Past 12 Months:

Subject	Total		Below poverty level		Percent below poverty level	
	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-	Estimate	Margin of Error +/-
Population for whom poverty status is determined	442,137	6,900	53,373	3,177	12.1%	0.7%
AGE						
Under 18	90,667	3,196	13,480	1,679	14.9%	1.8%
18 to 64	284,546	4,963	35,325	2,024	12.4%	0.7%
65 years and over	66,925	1,984	4,568	568	6.8%	0.8%
SEX						
Male	211,291	4,290	22,669	1,764	10.7%	0.8%
Female	230,847	4,280	30,704	2,106	13.3%	0.9%
RACE AND HISPANIC OR LATINO ORIGIN						
White	244,081	5,108	23,452	1,896	9.6%	0.8%
Black or African American	118,872	4,863	17,761	1,954	14.9%	1.5%
American Indian and Alaska Native	2,076	551	277	225	13.3%	10.2%
Asian	25,095	1,799	3,028	597	12.1%	2.2%
Native Hawaiian and Other Pacific Islander	150	214	62	179	41.4%	103.9%
Some other Race	21,038	2,417	3,728	1,071	17.7%	4.7%
Two or more races	30,826	2,799	5,065	1,186	16.4%	3.5%
Hispanic or Latino	55,822	3,630	12,785	1,966	22.9%	3.2%
All individuals below:						

50 percent of poverty level	28,804	2,202				
125 percent of poverty level	68,122	3,613				
150 percent of poverty level	84,768	4,035				
185 percent of poverty level	110,870	4,889				
200 percent of poverty level	121,907	5,055				

\* Totals aggregated from data at the Census tract level (data unavailable at block group level)

## Household Income

The following table was completed using data from Census Table S1901, Income in the Past 12 Months (In 2022 Inflation-Adjusted Dollars):

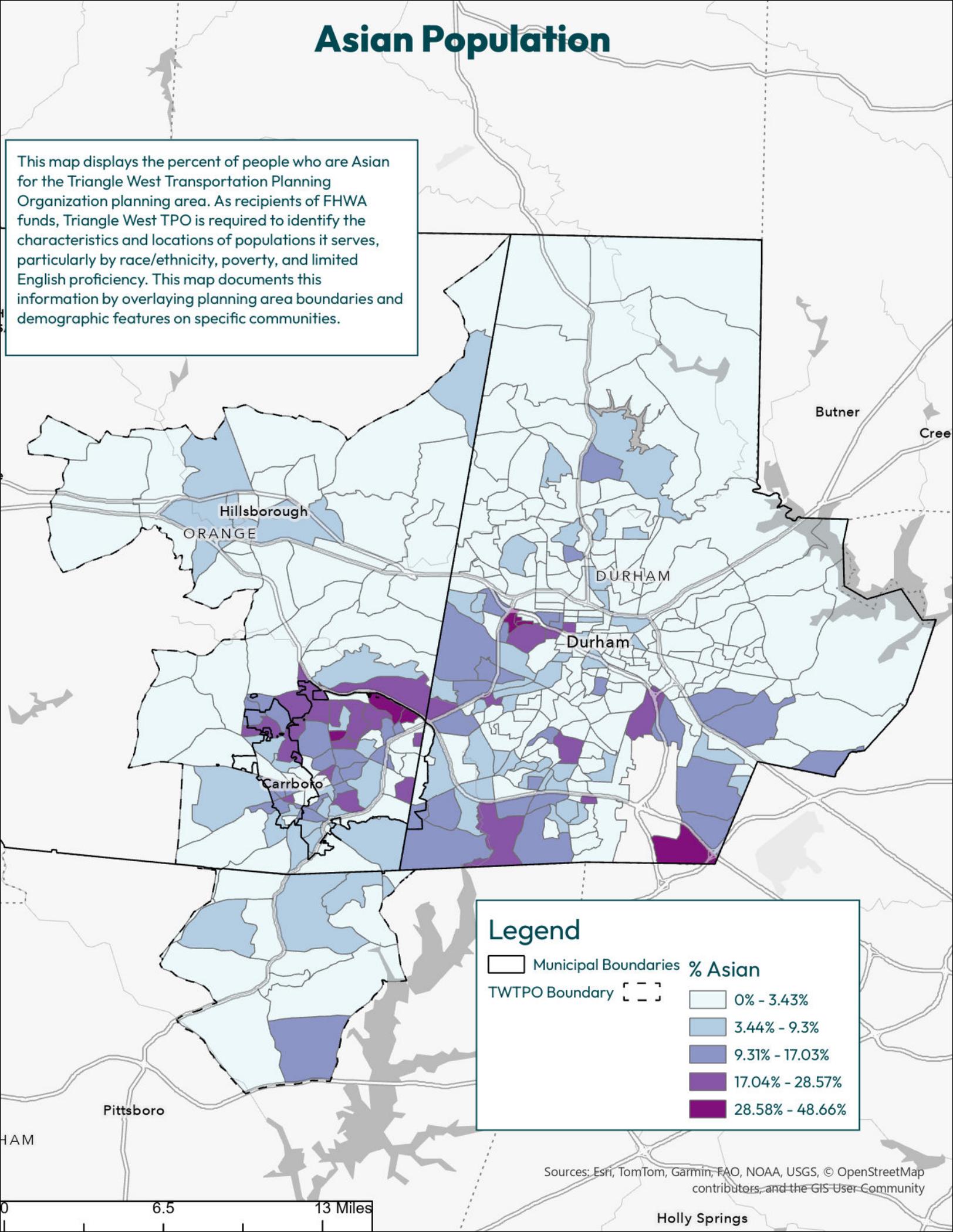
Subject	Households	
	Estimate	Margin of Error +/-
Total	189,746	2,612
Less than \$10,000	5.9%	1.1%
\$10,000 to \$14,999	4.0%	1.3%
\$15,000 to \$24,999	7.0%	1.2%
\$25,000 to \$34,999	7.1%	1.4%
\$35,000 to \$49,999	10.3%	1.4%
\$50,000 to \$74,999	15.7%	1.5%
\$75,000 to \$99,999	11.6%	1.4%
\$100,000 to \$149,999	15.9%	1.5%
\$150,000 to \$199,999	8.3%	1.4%
\$200,000 or more	14.2%	1.4%
Median income (dollars)	79,185	5,727
Mean income (dollars)	114,444	2,322

\* Totals aggregated from data at the Census tract level (data unavailable at block group level)

Appendix F:  
DEMOGRAPHIC MAPS

# Asian Population

This map displays the percent of people who are Asian for the Triangle West Transportation Planning Organization planning area. As recipients of FHWA funds, Triangle West TPO is required to identify the characteristics and locations of populations it serves, particularly by race/ethnicity, poverty, and limited English proficiency. This map documents this information by overlaying planning area boundaries and demographic features on specific communities.



## Legend

— Municipal Boundaries  
- - - TWTPO Boundary

### % Asian

- 0% - 3.43%
- 3.44% - 9.3%
- 9.31% - 17.03%
- 17.04% - 28.57%
- 28.58% - 48.66%

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS-User-Community

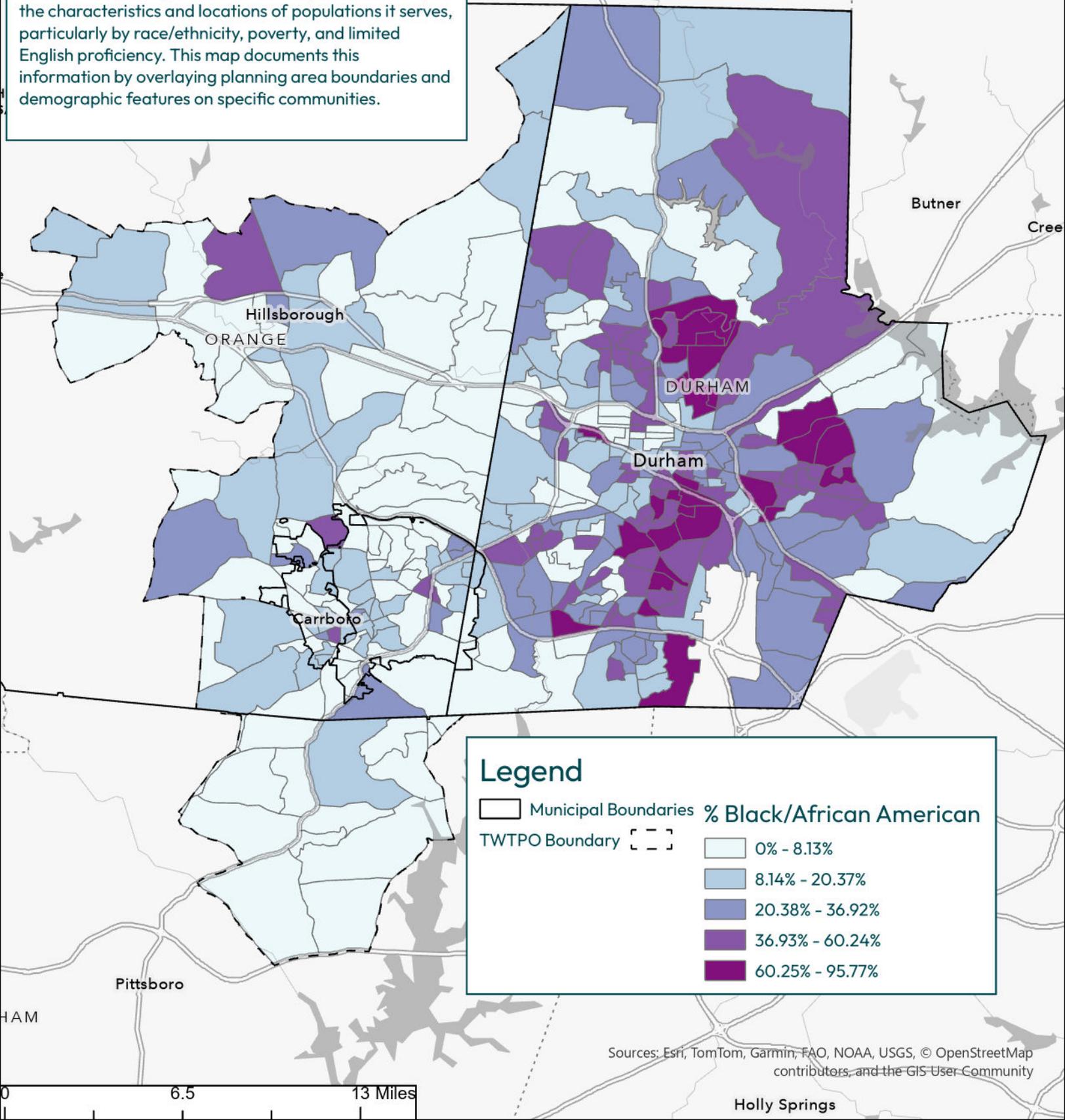
Pittsboro

Holly Springs

0 6.5 13 Miles

# Black or African American Population

This map displays the percent of people who are Black/African American for the Triangle West Transportation Planning Organization planning area. As recipients of FHWA funds, Triangle West TPO is required to identify the characteristics and locations of populations it serves, particularly by race/ethnicity, poverty, and limited English proficiency. This map documents this information by overlaying planning area boundaries and demographic features on specific communities.



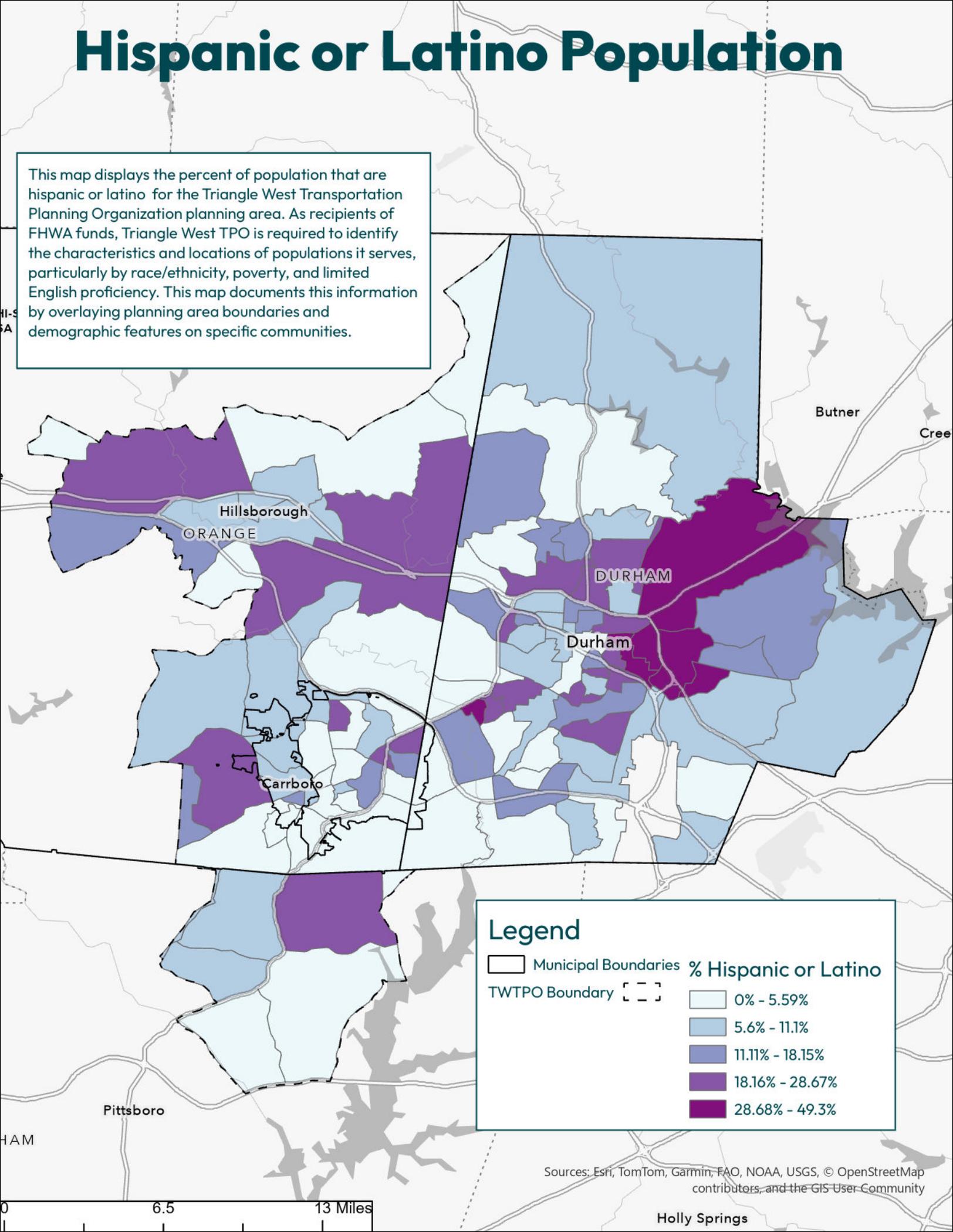
Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS-User-Community

0 6.5 13 Miles

Holly Springs

# Hispanic or Latino Population

This map displays the percent of population that are hispanic or latino for the Triangle West Transportation Planning Organization planning area. As recipients of FHWA funds, Triangle West TPO is required to identify the characteristics and locations of populations it serves, particularly by race/ethnicity, poverty, and limited English proficiency. This map documents this information by overlaying planning area boundaries and demographic features on specific communities.



## Legend

Municipal Boundaries	% Hispanic or Latino
TWTPO Boundary	
	0% - 5.59%
	5.6% - 11.1%
	11.11% - 18.15%
	18.16% - 28.67%
	28.68% - 49.3%

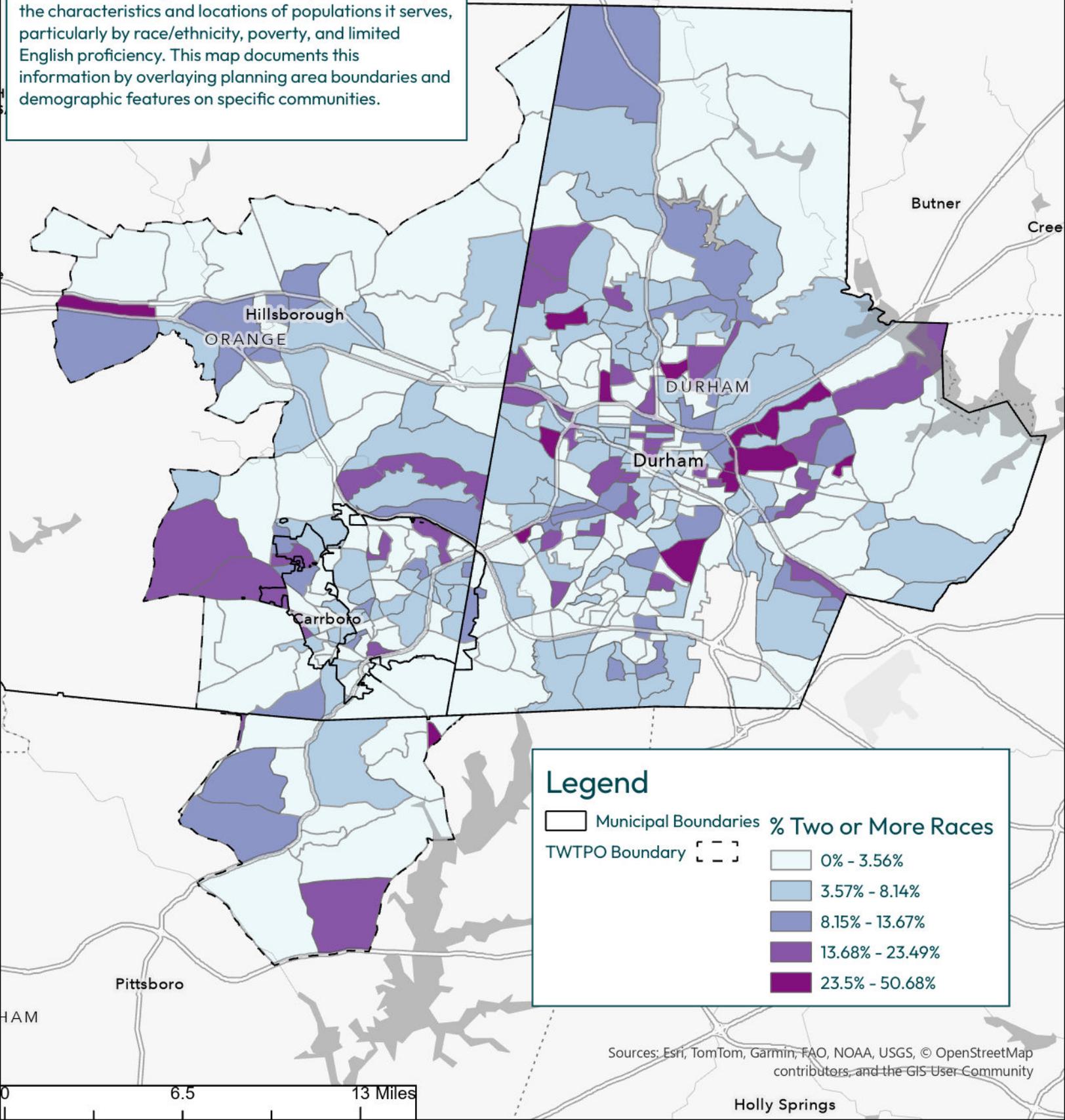
Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS-User-Community

0 6.5 13 Miles

Holly Springs

# Bi or Multi Racial Population

This map displays the percent of population that is two or more races for the Triangle West Transportation Planning Organization planning area. As recipients of FHWA funds, Triangle West TPO is required to identify the characteristics and locations of populations it serves, particularly by race/ethnicity, poverty, and limited English proficiency. This map documents this information by overlaying planning area boundaries and demographic features on specific communities.



## Legend

Municipal Boundaries	<b>% Two or More Races</b>
TWTPO Boundary	0% - 3.56%
	3.57% - 8.14%
	8.15% - 13.67%
	13.68% - 23.49%
	23.5% - 50.68%

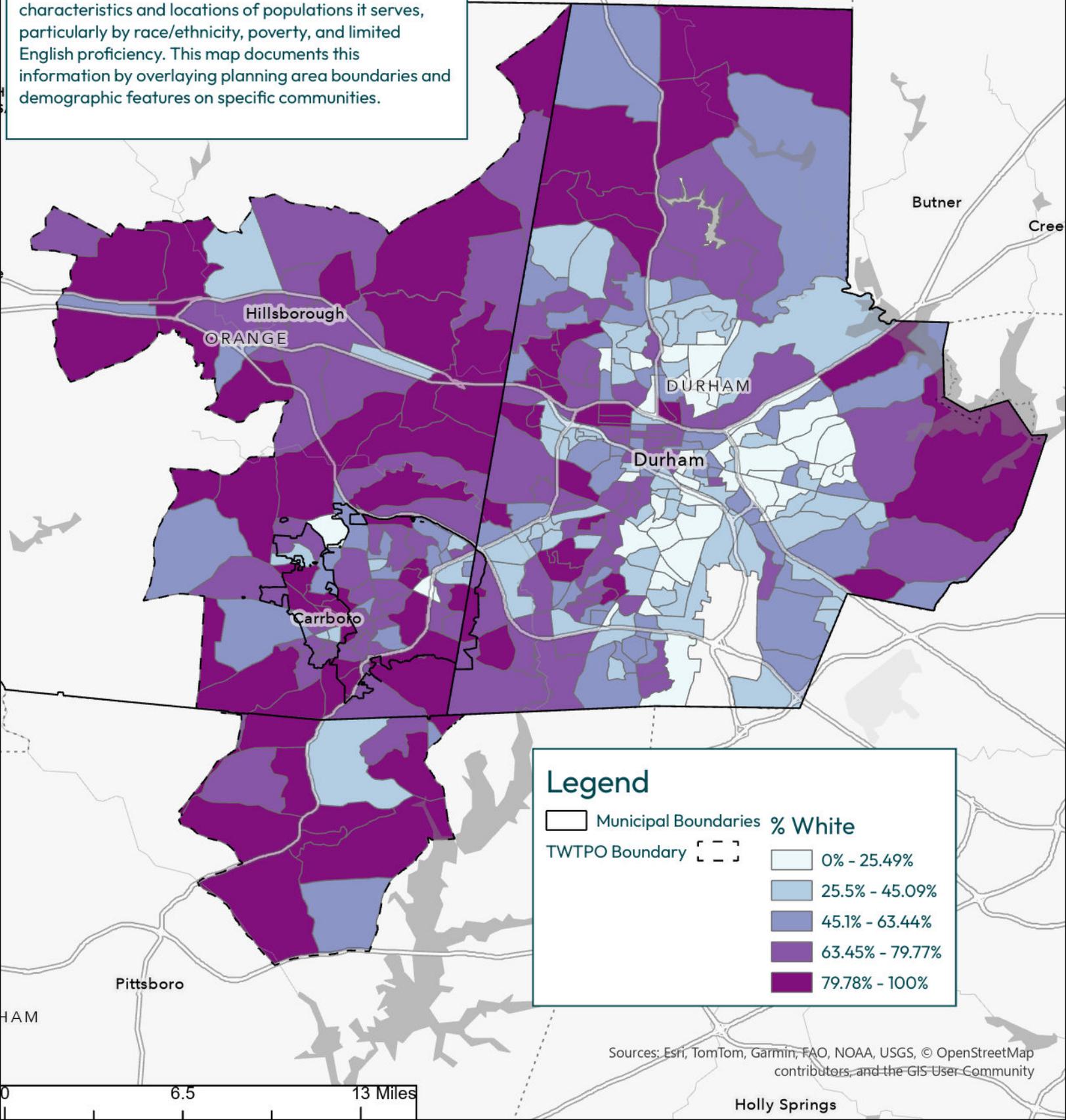
Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS-User-Community

0 6.5 13 Miles

Holly Springs

# White Population

This map displays the percent of population that is White for the Triangle West Transportation Planning Organization planning area. As recipients of FHWA funds, Triangle West TPO is required to identify the characteristics and locations of populations it serves, particularly by race/ethnicity, poverty, and limited English proficiency. This map documents this information by overlaying planning area boundaries and demographic features on specific communities.



## Legend

Municipal Boundaries	<b>% White</b>
TWTPPO Boundary	0% - 25.49%
	25.5% - 45.09%
	45.1% - 63.44%
	63.45% - 79.77%
	79.78% - 100%

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS-User-Community

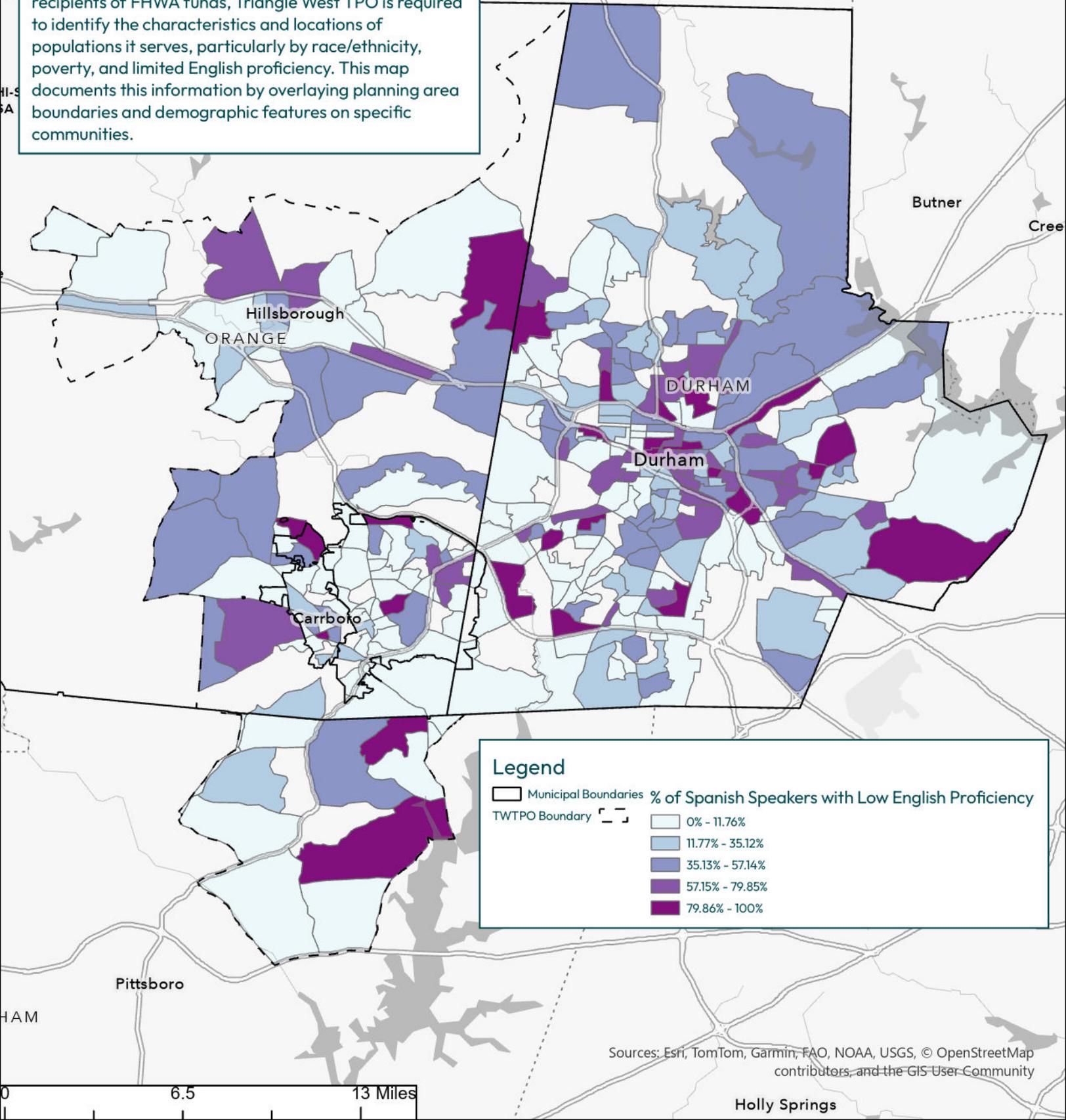
Pittsboro

Holly Springs

0 6.5 13 Miles

# Spanish Speakers with Low English Proficiency

This map displays the percent of spanish speakers with low english proficiency for the Triangle West Transportation Planning Organization planning area. As recipients of FHWA funds, Triangle West TPO is required to identify the characteristics and locations of populations it serves, particularly by race/ethnicity, poverty, and limited English proficiency. This map documents this information by overlaying planning area boundaries and demographic features on specific communities.



## Legend

Municipal Boundaries  
 TWTPO Boundary

% of Spanish Speakers with Low English Proficiency

- 0% - 11.76%
- 11.77% - 35.12%
- 35.13% - 57.14%
- 57.15% - 79.85%
- 79.86% - 100%

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS-User-Community

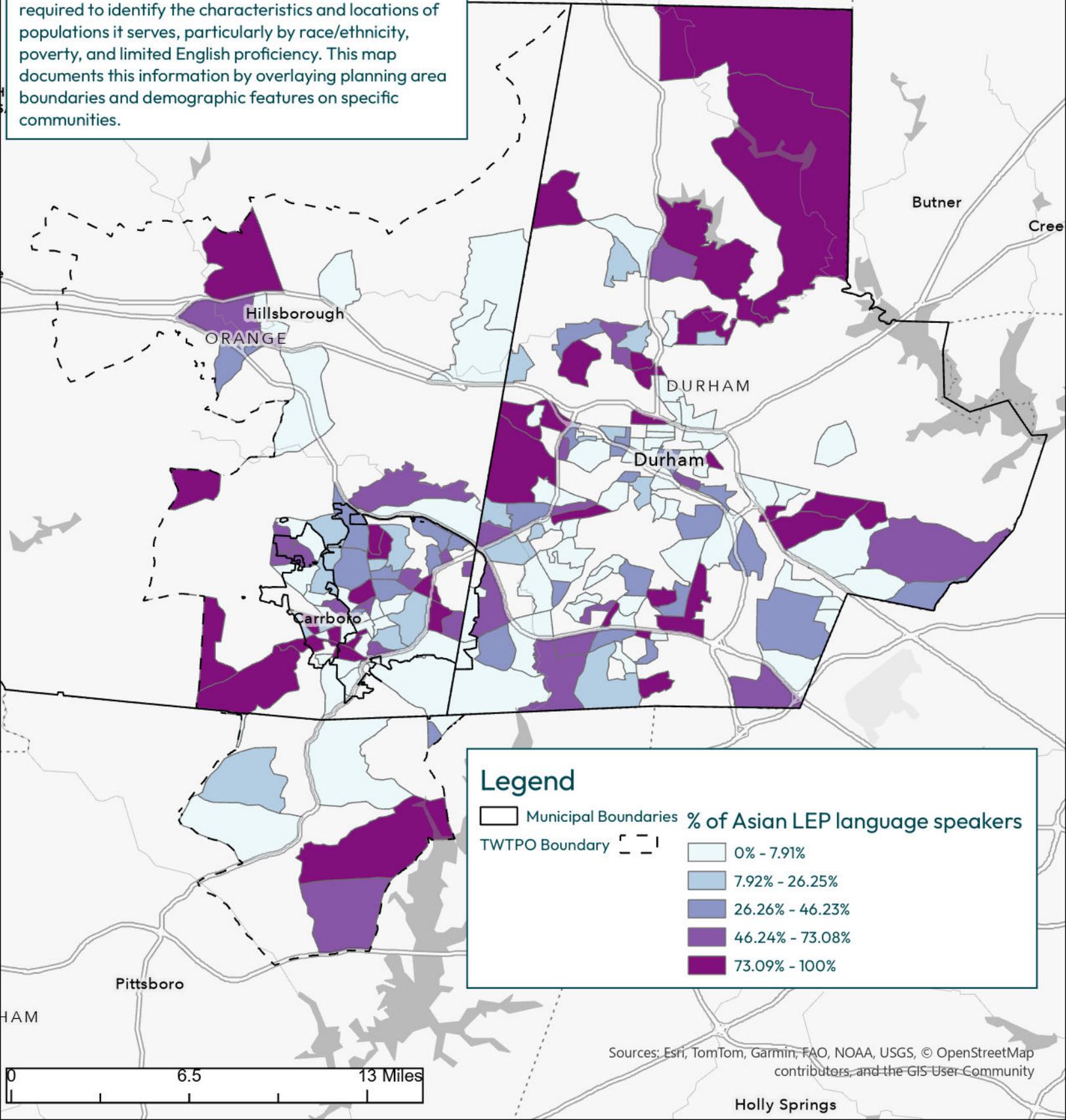
Pittsboro

0 6.5 13 Miles

Holly Springs

# Asian Language Speakers with Low English Proficiency

This map displays the percent of Asian language speakers with low english proficiency for the Triangle West Transportation Planning Organization planning area. As recipients of FHWA funds, Triangle West TPO is required to identify the characteristics and locations of populations it serves, particularly by race/ethnicity, poverty, and limited English proficiency. This map documents this information by overlaying planning area boundaries and demographic features on specific communities.



## Legend

Municipal Boundaries  
 TWTPO Boundary

% of Asian LEP language speakers

0% - 7.91%

7.92% - 26.25%

26.26% - 46.23%

46.24% - 73.08%

73.09% - 100%

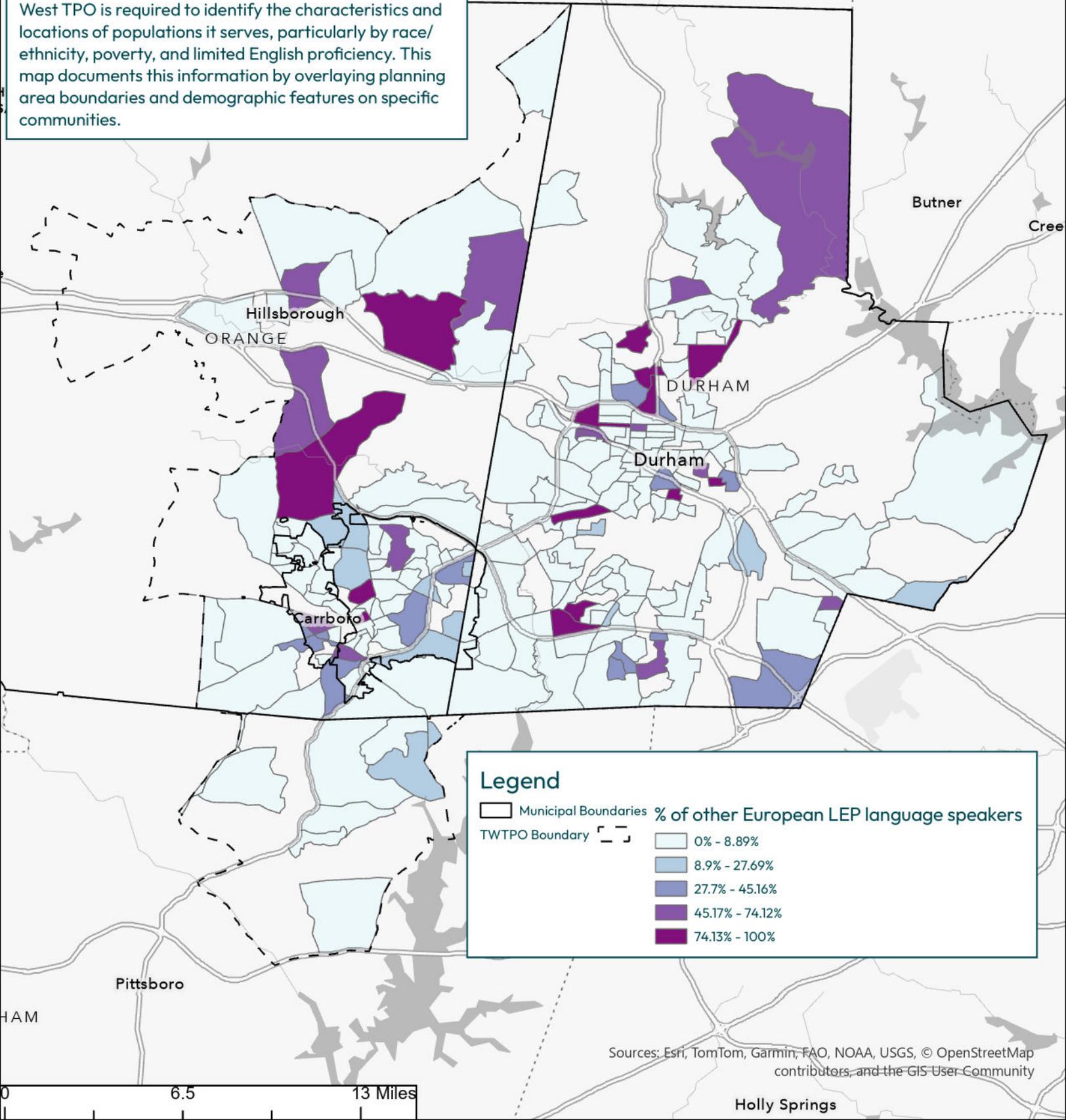
Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS-User-Community

0 6.5 13 Miles

Holly Springs

# Other European Language Speakers with Low English Proficiency

This map displays the percent of other European language speakers with low English proficiency for the Triangle West Transportation Planning Organization planning area. As recipients of FHWA funds, Triangle West TPO is required to identify the characteristics and locations of populations it serves, particularly by race/ethnicity, poverty, and limited English proficiency. This map documents this information by overlaying planning area boundaries and demographic features on specific communities.



## Legend

 Municipal Boundaries	% of other European LEP language speakers
 TWTPO Boundary	
	 0% - 8.89%
	 8.9% - 27.69%
	 27.7% - 45.16%
	 45.17% - 74.12%
	 74.13% - 100%

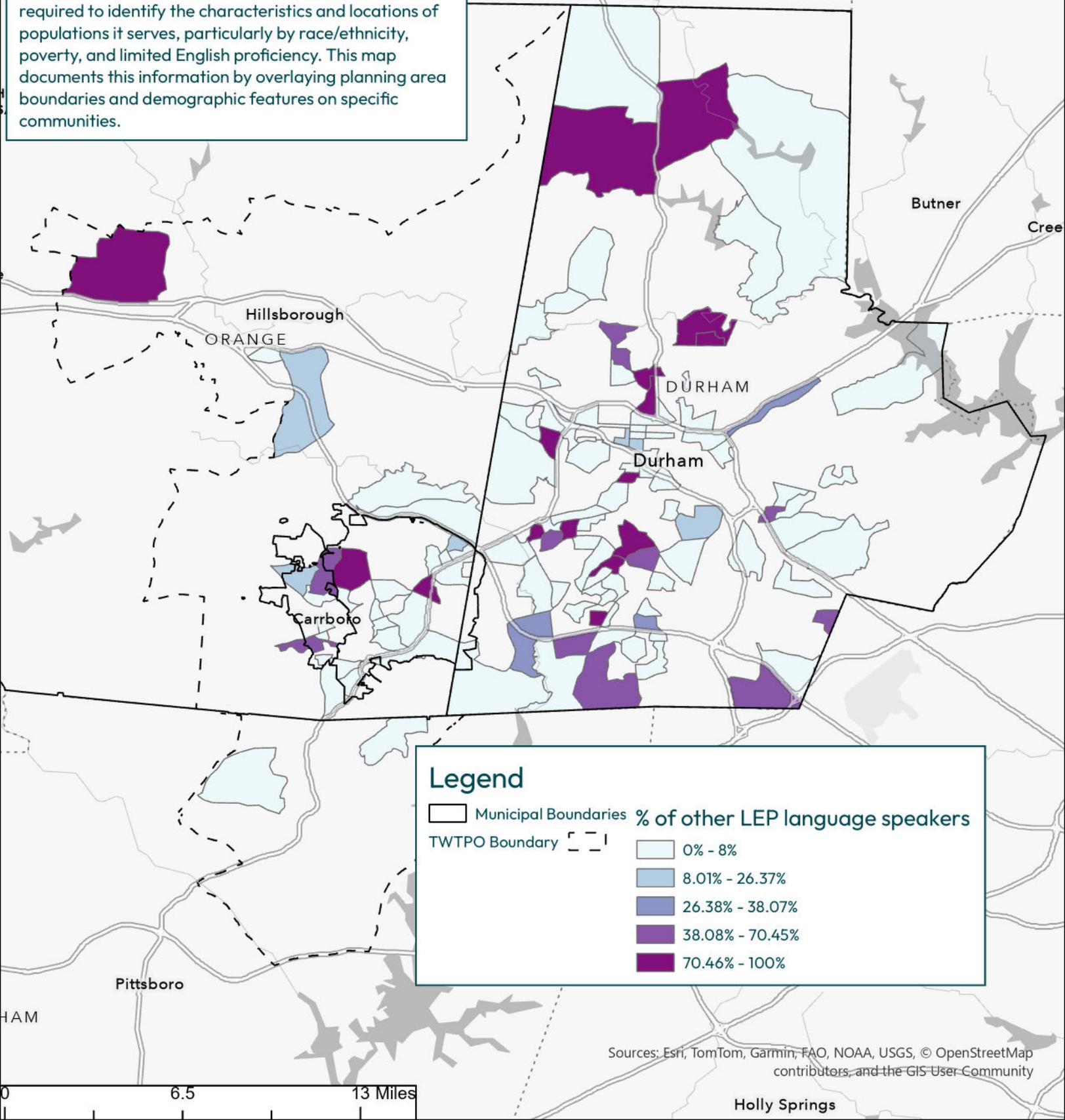
Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS-User-Community

0 6.5 13 Miles

Holly Springs

# Other Language Speakers with Low English Proficiency

This map displays the percent of other language speakers with low english proficiency for the Triangle West Transportation Planning Organization planning area. As recipients of FHWA funds, Triangle West TPO is required to identify the characteristics and locations of populations it serves, particularly by race/ethnicity, poverty, and limited English proficiency. This map documents this information by overlaying planning area boundaries and demographic features on specific communities.



## Legend

— Municipal Boundaries

- - - TWTPO Boundary

% of other LEP language speakers

0% - 8%

8.01% - 26.37%

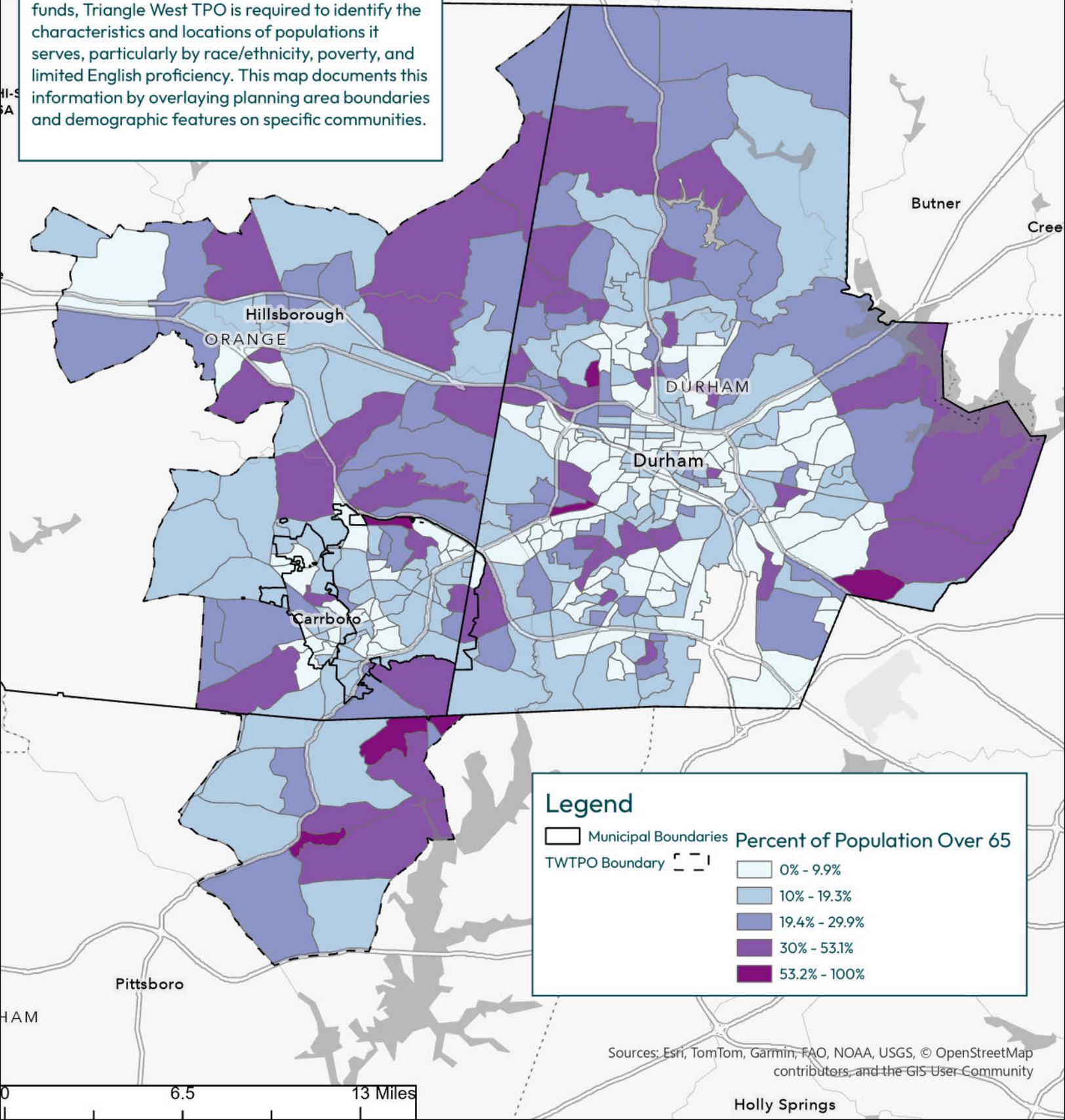
26.38% - 38.07%

38.08% - 70.45%

70.46% - 100%

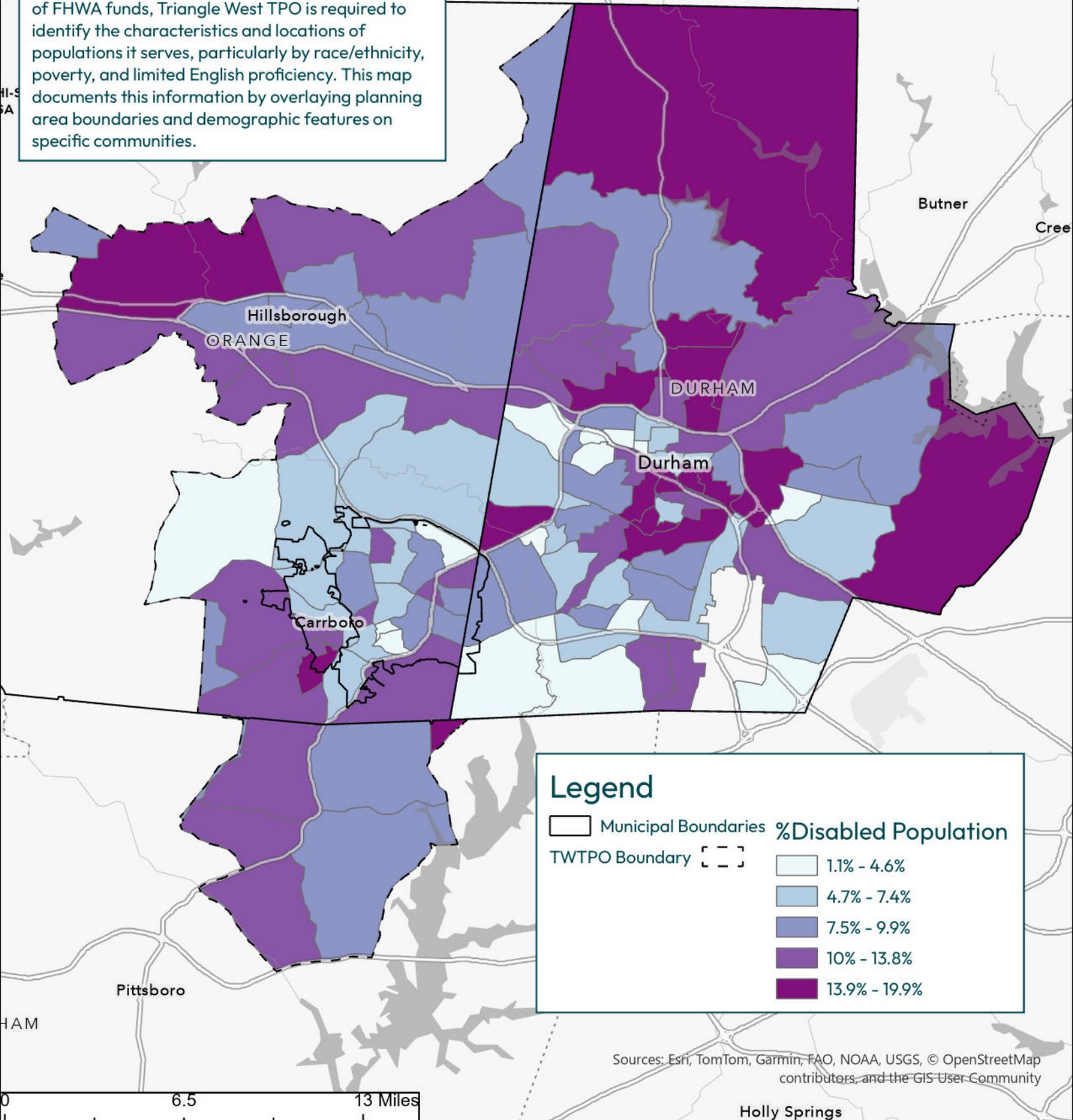
# Senior Population

This map displays The percent of population over 65 for the Triangle West Transportation Planning Organization planning area. As recipients of FHWA funds, Triangle West TPO is required to identify the characteristics and locations of populations it serves, particularly by race/ethnicity, poverty, and limited English proficiency. This map documents this information by overlaying planning area boundaries and demographic features on specific communities.



# Population with Disabilities

This map displays the percentage of people with disabilities for the Triangle West Transportation Planning Organization planning area. As recipients of FHWA funds, Triangle West TPO is required to identify the characteristics and locations of populations it serves, particularly by race/ethnicity, poverty, and limited English proficiency. This map documents this information by overlaying planning area boundaries and demographic features on specific communities.



## Legend

- |  |                      |
|--|----------------------|
|  Municipal Boundaries | %Disabled Population |
|  TWTPO Boundary     |                      |
|                     | 1.1% - 4.6%          |
|                     | 4.7% - 7.4%          |
|                     | 7.5% - 9.9%          |
|                     | 10% - 13.8%          |
|                     | 13.9% - 19.9%        |

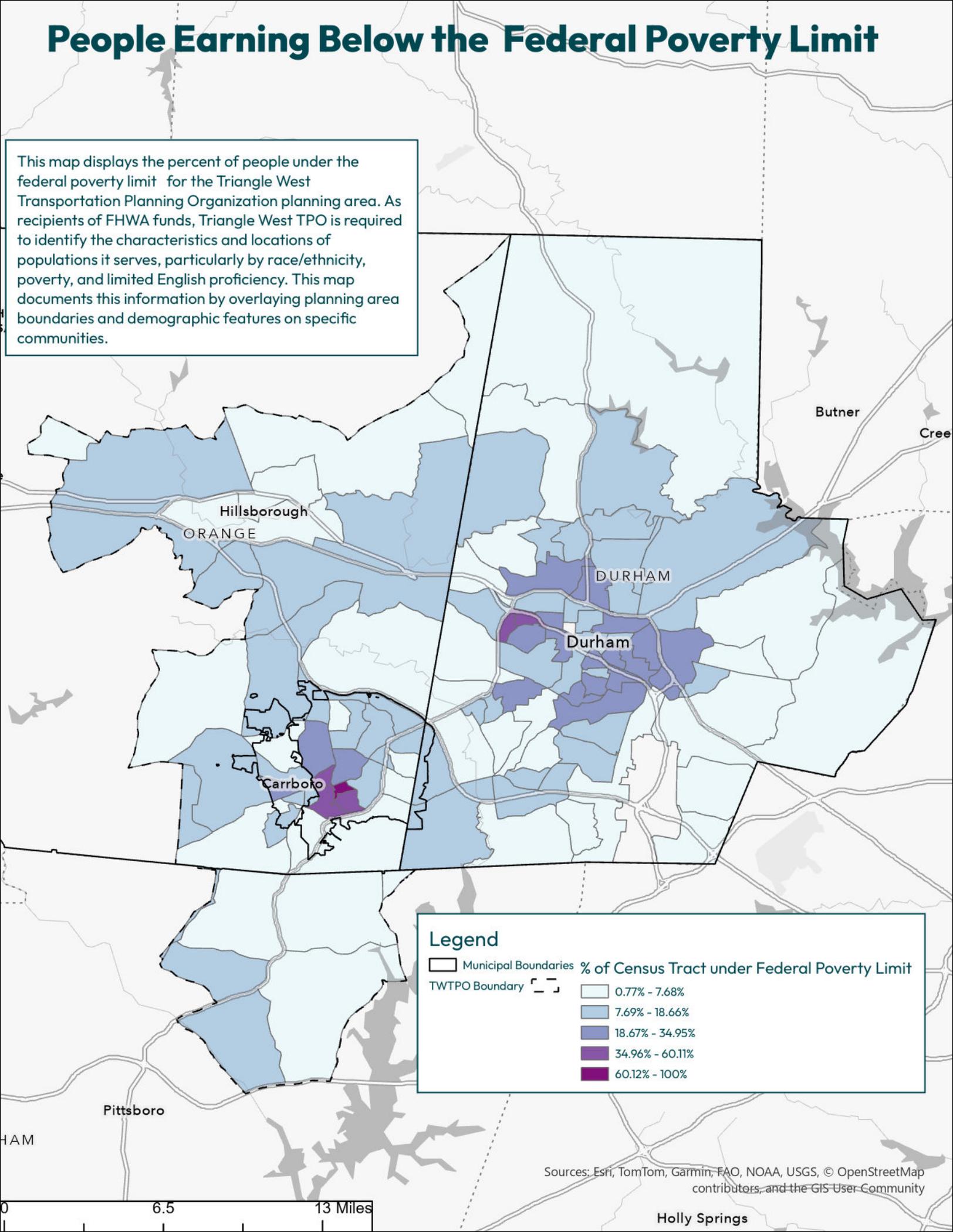
Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS-User-Community

0 6.5 13 Miles

Holly Springs

# People Earning Below the Federal Poverty Limit

This map displays the percent of people under the federal poverty limit for the Triangle West Transportation Planning Organization planning area. As recipients of FHWA funds, Triangle West TPO is required to identify the characteristics and locations of populations it serves, particularly by race/ethnicity, poverty, and limited English proficiency. This map documents this information by overlaying planning area boundaries and demographic features on specific communities.



**Legend**

Municipal Boundaries	<b>% of Census Tract under Federal Poverty Limit</b>
TWTPO Boundary	0.77% - 7.68%
	7.69% - 18.66%
	18.67% - 34.95%
	34.96% - 60.11%
	60.12% - 100%

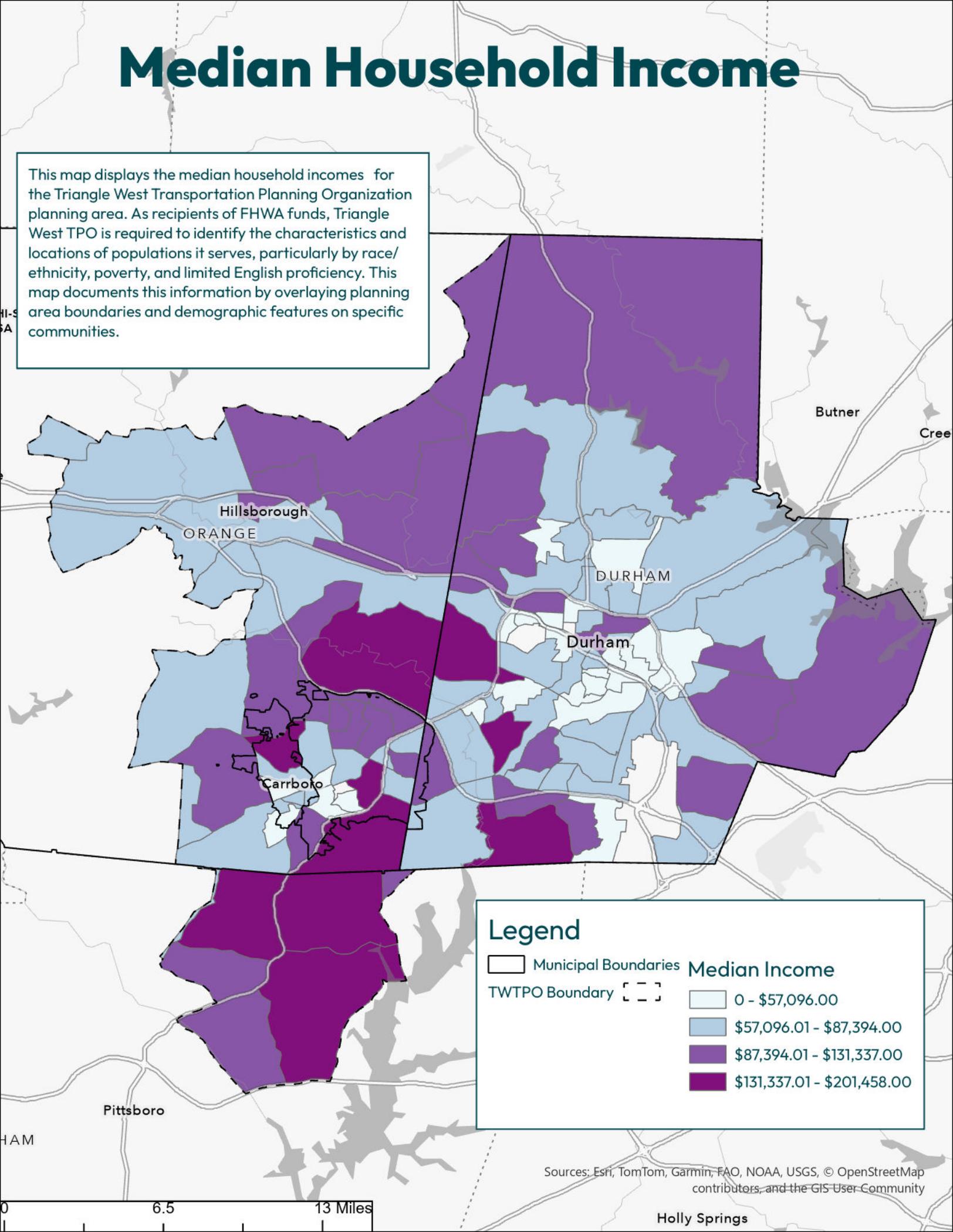
Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS-User-Community

0 6.5 13 Miles

Holly Springs

# Median Household Income

This map displays the median household incomes for the Triangle West Transportation Planning Organization planning area. As recipients of FHWA funds, Triangle West TPO is required to identify the characteristics and locations of populations it serves, particularly by race/ethnicity, poverty, and limited English proficiency. This map documents this information by overlaying planning area boundaries and demographic features on specific communities.



## Legend

— Municipal Boundaries  
- - - TWTPPO Boundary

### Median Income

- 0 - \$57,096.00
- \$57,096.01 - \$87,394.00
- \$87,394.01 - \$131,337.00
- \$131,337.01 - \$201,458.00

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS-User-Community

0 6.5 13 Miles

Holly Springs

Appendix G:

TITLE VI CONTRACT LANGUAGE

## APPENDIX A

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 (FHWA), 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, 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 Nondiscrimination 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 FHWA 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 FHWA, 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 FHWA 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.
6. **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 FHWA 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

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 nondiscrimination statutes and authorities; including but not limited to:

### **Pertinent Nondiscrimination 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); and 49 CFR Part 21.
- 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);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- 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 USC § 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 Nondiscrimination 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 Nondiscrimination 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 because of sex in education programs or activities (20 U.S.C. 1681 et seq).

Appendix H:  
DISCRIMINATION COMPLAINT FORM,  
COMPLAINTS LOG, AND SAMPLE  
INVESTIGATION TEMPLATE



## Discrimination Complaint Form

**Any person who believes that he/she has been subjected to discrimination based upon race, color, national origin, sex, age, or disability may file a written complaint with Triangle West Transportation Planning Organization (Triangle West TPO), within 180 days after the discrimination occurred.**

Last Name:		First Name:		<input type="checkbox"/> Male
				<input type="checkbox"/> Female
Mailing Address:			City	State
				Zip
Home Telephone:	Work Telephone:	E-mail Address		

Identify the Category of Discrimination:

<input type="checkbox"/> RACE	<input type="checkbox"/> COLOR	<input type="checkbox"/> NATIONAL ORIGIN	<input type="checkbox"/> AGE
<input type="checkbox"/> SEX	<input type="checkbox"/> DISABILITY	<input type="checkbox"/> LIMITED ENGLISH PROFICIENCY	

Identify the Race of the Complainant

<input type="checkbox"/> Black	<input type="checkbox"/> White	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian American
<input type="checkbox"/> American Indian	<input type="checkbox"/> Alaskan Native	<input type="checkbox"/> Pacific Islander	<input type="checkbox"/> Other _____

Date and place of alleged discriminatory action(s). Please include earliest date of discrimination and most recent date of discrimination.

Names of individuals responsible for the discriminatory action(s):

How were you discriminated against? Describe the nature of the action, decision, or conditions of the alleged discrimination. Explain as clearly as possible what happened and why you believe your protected status (basis) was a factor in the discrimination. Include how other persons were treated differently from you. **(Attach additional page(s), if necessary).**

The law prohibits intimidation or **retaliation** against anyone because he/she has either taken action, or participated in action, to secure rights protected by these laws. If you feel that you have been retaliated against, separate from the discrimination alleged above, please explain the circumstances below. Explain what action you took which you believe was the cause for the alleged retaliation.

Names of persons (witnesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint: (Attached additional page(s), if necessary).

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Have you filed, or intend to file, a complaint regarding the matter raised with any of the following? If yes, please provide the filing dates. Check all that apply.

- NC Department of Transportation \_\_\_\_\_
- Federal Highway Administration \_\_\_\_\_
- US Department of Transportation \_\_\_\_\_
- Federal or State Court \_\_\_\_\_
- Other \_\_\_\_\_

Have you discussed the complaint with any Triangle West TPO representative? If yes, provide the name, position, and date of discussion.

Please provide any additional information that you believe would assist with an investigation.

Briefly explain what remedy, or action, are you seeking for the alleged discrimination.

**\*\*WE CANNOT ACCEPT AN UNSIGNED COMPLAINT. PLEASE SIGN AND DATE THE COMPLAINT FORM BELOW.**

\_\_\_\_\_  
**COMPLAINANT'S SIGNATURE**

\_\_\_\_\_  
**DATE**

**MAIL COMPLAINT FORM TO:**  
Triangle West Transportation Planning Organization  
4307 Emperor Blvd, Suite 110  
Durham, NC 27703  
919-503-4116

**FOR OFFICE USE ONLY**

Date Complaint Received: \_\_\_\_\_

Processed by: \_\_\_\_\_

Case #: \_\_\_\_\_

Referred to: NCDOT FHWA Date Referred: \_\_\_\_\_



## SAMPLE INVESTIGATIVE REPORT TEMPLATE

- I. COMPLAINANT(S)NAME (or attorney for the complainant(s) – name and address if applicable)
- II. RESPONDENT(S) (or attorney for the respondent(s) – name and address if applicable)
- III. APPLICABLELAW/REGULATION
- IV. COMPLAINTBASIS/(ES)
- V. ALLEGATIONS
- VI. BACKGROUND
- VII. INVESTIGATIVEPROCEDURE
- VIII. FINDINGSOFFACT
- IX. CONCLUSION

## X. RECOMMENDED ACTIONS

### Compliance Review Checklist for FHWA Subrecipients

General Requirements	Completed
1. A copy of the recipient's signed USDOT Title VI Assurances	<input type="checkbox"/>
2. Title VI Policy Statement (signed)	<input type="checkbox"/>
3. Title VI Notice to Public, including a list of locations where the notice is posted	<input type="checkbox"/>
4. Name and official title of Title VI Coordinator and a list of their Title VI duties	<input type="checkbox"/>
5. Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)	<input type="checkbox"/>
6. Title VI Complaint Form	<input type="checkbox"/>
7. List of Title VI complaints, investigations, or lawsuits (i.e., Title VI Complaint Log)	<input type="checkbox"/>
8. Public Participation Plan, including information about outreach methods to engage traditionally underserved constituencies (e.g., minorities, low-income, disabled), as well as a summary of outreach efforts	<input type="checkbox"/>
9. Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance, which requires conducting four-factor analyses	<input type="checkbox"/>
10. A table depicting the membership of any non-elected committees and councils, broken down by race and gender, and a description of the process the MPO uses to encourage minorities and women to participate on such committees	<input type="checkbox"/>
11. A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program	<input type="checkbox"/>
12. Compliance and enforcement procedures to ensure nondiscriminatory administration of programs and services	<input type="checkbox"/>
13. A demographic profile of your planning area that includes identification of the locations of minority, low-income, LEP, and/or other underserved populations	<input type="checkbox"/>
14. Information regarding how consultants and/or subrecipients are monitored for compliance with Title VI	<input type="checkbox"/>
15. Any environmental justice analysis conducted in the past three years and, if necessary, a description of the measures used to address any disproportionately high and adverse impacts to minority or low-income communities	<input type="checkbox"/>
16. Documentation from any Title VI compliance reviews or investigations conducted by any agency other than NCDOT-OCR in the last three years.	<input type="checkbox"/>