



TRANSPORTATION COMMITTEE AGENDA

DATE: May 27th, 2020

LOCATION: Google Hangout Meeting

TIME: 4:00pm

1. CALL TO ORDER
2. ATTENDANCE
3. ADOPTION OF MINUTES
 - a) February 2020
4. DEPARTMENT REPORTS
 - a) Ridership Report for February, March and April 2020
 - b) Financial Report February, March and April 2020
5. COMMITTEE ACTION
 - a) Review updated policy
 1. Title VI
6. CITY COUNCIL ACTION
7. NEW BUSINESS
 - a) Transit Center Update
 - b) Shelter Update
 - c) Update on Technology bid
8. PUBLIC COMMENTS (3 individuals 5 minutes each unless waived by Chair)

9. ADJOURNMENT

Transportation Committee Meeting Minutes
Wednesday, February 26, 4:00pm
Clarksville Transit System, Conference Room

MEMBERS PRESENT:

Wanda Smith, Committee Chairperson
Gary Norris
Vondell Richmond

EMPLOYEES PRESENT:

Paul Nelson, Director
Lori Wallis, Finance Director
Veronica Williams, Administrative Support Specialist

GUEST:

Cassie Wheeler, Internal Auditor

CALL TO ORDER:

February 26th at 4:00p.m... Transportation committee meeting was called to order by Chairperson Wanda Smith. The members in attendance are Gary Norrris and Vondell Richmond. The members not present are Richard Garrett and Jeff Burkhart. Chairperson Wanda Smith entertained a motion for approval of the January 2020 minutes. All were in favor and the minutes were approved.

RIDERSHIP REPORT:

Paul Nelson reported, "The Ridership for January 2020. Fixed Route passengers was 48,091, Demand Response 3,388 for a total of 51,479. APSU had a total of 4,272 rides for the month. 6,772 Senior Citizens, 312 wheelchairs and 5,983 Disabled. Chairperson Wanda Smith asked, "Is that stable or average for the month?" Paul Nelson replied, "We are down for the month of January, due to the weather." Paul Nelson asked, "If there were any other questions and there were none."

FINANCIAL REPORT:

Lori Wallis went over the Financial Report for the month of January. The revenue was under budget \$18,969.56. The expenses were under budget \$303,382.52 (annual) and year to date under budget \$284,412.96. The budget is under due to payroll, wages, fringes and fuel. There were no questions.

COMMITTEE ACTION:

None

CITY COUNCIL ACTION:

None

Chairperson Wanda Smith advised that we will not meet in March due to the Annual Legislative Meeting that Paul Nelson has in Washington D.C... Paul Nelson said, "We could move the meeting, but if you prefer not to meet we can cancel, but we can call if need be." Chairperson Wanda Smith turned the floor over to Paul Nelson to go over the new business.

NEW BUSINESS:

Paul Nelson went over the RFP 4013-P. This is the Technology bid. This will have the passenger tracking app, the automatic passenger counters for the buses, automatic voice annunciators and a new scheduling system for Demand Response.

Chairperson Wanda Smith said, "I saw somewhere that you have people call in a lot and ask where the buses are located." Paul Nelson answered, "90% of the time the calls at the Transit Center are asking where the bus is. So this will help with all that." Vondell Richmond said, "So just so I'm following. There is going to be an app on the passenger phone like a gps locator, so they will know where the bus is?" Paul Nelson replied, "Correct, so they will just type in where they're going and it will tell them what bus to get on and it tells them where the bus is in real time." Gary Norris asked, "Will it tell you how long it will take to get to your destination?" Paul Nelson answered, "Yes, It will. Whatever algorithm it uses to do that."

Paul Nelson advised that March 7th, 2020 CTS will start a half hour service on Saturday, to help with ridership. CTS has gotten a lot of positive feedback about the service. The 2 routes will be 6 Madison and 3 Cunningham Loop.

The Business Analyst is working on the Austin Peay ridership and trying to see why ridership is down compared to other College Campuses in the area. CTS is looking at new marketing to boost the ridership, mostly focusing on the campus shuttle. The APSU administration is paying for the service and wants the service to be successful.

ADJOURNMENT:

Chairperson Ms. Wanda Smith entertained a motion to adjourn. Gary Norris motioned to adjourn with Vondell Richmond seconding. Chairperson Ms. Wanda Smith adjourned the meeting.

PUBLIC COMMENT:

Chairperson

Date



**TRANSPORTATION COMMITTEE
FY21 BUDGET REVIEW
MAY 18, 2020, 1:00 P.M.**

MINUTES

CALL TO ORDER

A meeting of the Transportation Committee was called to order by Chairperson Wanda Smith on Monday, May 18th, 2020, at 1:00 p.m. in City Hall Conference Room, 1 Public Square, Clarksville, Tennessee. This meeting was conducted via Google Meets.

ATTENDANCE

The following members responded to roll call and were connected to the meet:

PARTICIPATING: Chairperson Wanda Smith, Jeff Burkhart, Richard Garrett,
Gary Norris and Vondell Richmond

Mayor Joe Pitts, Laurie Matta, Deborah Johnson, Paul Nelson and Lori Wallis were physically present.

APPROVAL OF ELECTRONIC MEETING

In order to comply with the technical aspects of the Governor's Executive Order regarding holding open meetings in a forum other than in the open and in public, the Transportation Committee determines that meeting electronically is necessary to protect the health, safety, and welfare of its citizens due to the COVID-19 outbreak.

Councilman Vondell Richmond made a motion to conduct the electronic meeting and

Councilman Gary Norris second the motion.

The motion to conduct the meeting by electronic means passed.

FY21 STATUS QUO BUDGET REVIEW

The proposed FY21 Status Budget for Clarksville Transit System was reviewed and discussed by the committee.

ADJOURNMENT

The meeting was adjourned at 1:40 p.m...

Chairperson Wanda Smith

Date

TRANSPORTATION COMMITTEE APPROVAL

CLARKSVILLE TRANSIT SYSTEM 2020 TITLE VI UPDATE

Final approval for the Clarksville Transit System's Title VI Policy update is made this 27th day of May, 2020.

Wanda Smith, Chair
City of Clarksville Transportation Committee Chair

Signature



Clarksville Transit System

Title VI Policy

Updated: 03/09/2020

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Statement of Policy

Title VI of the Civil Rights Act of 1964, as amended, protects any person in the United States on the grounds of race, color, or national origin from being excluded from participation, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Transportation.

Applicability

This policy applies to all activities of the Clarksville Transit System.

Additional Information

Members of the public or anyone needing additional information regarding the Clarksville Transit System's nondiscrimination obligations should contact the Clarksville Transit System at 430 Boillin Lane, Clarksville, TN 37040. Telephone number 931-553-2430, email at paul.nelson@cityofclarksville.com.

Complaint Management

Members of the public or anyone wanting to file a discrimination complaint against the Clarksville Transit System should follow the information below. A complainant has up to 180 days from the incident to file a Title VI complaint.

a. Submitting Complaints

Complaint information minimally shall include the following items:

1. Name, address, and phone number of the complainant.
2. Name and location of the entity delivering the service.
3. A description of the incident that led the complainant to feel discrimination occurred.
4. The basis of the complaint (race, color, or national origin) must be stated.
5. Names, addresses, and phone numbers of the other persons who may have knowledge of the alleged discrimination.

6. The date or dates and times on which the alleged discrimination occurred.
7. Complaints must be filed not later than 180 days after the date of the alleged discrimination.

A complainant may also file a complaint directly with the Federal Transit Administration (FTA), by filing a complaint with the Office of Civil Rights with the below information included:

1. Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington DC 20590

b. Complaint Processing

When a complaint is received, the Title VI coordinator will assign a case number and construct a file and enter it in the log.

The Title VI coordinator will review the complaint information and prepare a letter to the complainant acknowledging the complaint and requesting additional information, if necessary.

The complaint will be investigated by the Title VI coordinator. Interviews with complainant, other persons with knowledge of the allegations, and entities affected will be conducted. Parties may be accompanied by other persons of their choosing during any interview session.

All complaints shall be accepted, written or verbal. All complaints will be handled within 30 days of their filing. All complaints shall be responded to, recorded, investigated, and records maintained by the Title VI coordinator.

The Title VI coordinator will prepare a report of the findings of fact and a recommended action and submit the report to the Transportation Director.

The Title VI coordinator will advise the complainant by letter of the findings and the actions that will follow.

c. Complaint Investigation

The Title VI coordinator will make a prompt investigation whenever a complaint or any other information indicates a possibility of discrimination. The investigation will include a review of the complaint, the circumstances under which the possible discrimination

happened and other factors relevant to make a determination as to whether the complaint is factual. If the complaint is factual, the Title VI coordinator will so inform the Director of Transportation and the matter will be resolved by informal means whenever possible. If an investigation does not warrant action, the Title VI coordinator will so inform the complainant and the Director of Transportation. The Title VI coordinator will send the complainant a letter of finding.

d. Appeals Process

The letter of finding will offer the complainant the opportunity to provide additional information that would lead Clarksville Transit System to reconsider its conclusions. After reviewing the information, the Clarksville Transit System will respond either by issuing a revised letter of finding to the complainant or by informing the complainant that the original letter of finding remains in force.

Record Keeping

The Title VI coordinator will maintain permanent records, submit required Title VI reports, and completed Title VI surveys. Records may include, but are not limited to, copies of complaints and related documentation, records of correspondence to and from complainants, Title VI surveys and investigation results.

Limited English Proficiency (LEP)

The Clarksville Transit System conducted the four factor analysis to determine LEP needs. There is another four factor analysis discussed later in the document that is used by the Clarksville, TN Metropolitan Planning Office (MPO), but the below is the analysis used by the Clarksville Transit System.

- a. **The number or proportion of LEP persons eligible in the Clarksville Transit System (CTS) service area who may be served or likely to encounter the CTS program, activity, or service.** (The grantee should provide data on the percent of LEPs within their service area, i.e. 25% of the service area are Spanish LEPs, 5% Indo European, etc.).

The percentage of LEPs in the utilizing the Clarksville Transit System's service based on data collected in the 2016 Comprehensive Operational Analysis:

- Hispanic/Latino-3%
- Asian-1%
- American Indian/Alaska Native-1%

The Clarksville Transit System also utilized reports from the US Census website dated from 2015 to determine that approximately 11%, or 14,875 people within the CTS service area, are age 5 and older, and speak a language other than English. Of the 14,875 people reporting they speak a language other than English, 4,925 or approximately 4% of respondents speak English "Less than very well."

- b. **The frequency with which LEP individuals come in contact with the CTS program, activity, or service:** (recipient analyzes their agency systems to determine frequency, i.e. bus operator surveys, website usage, phone call centers, etc.).

Based upon the 2016 Comprehensive Operational Analysis it has been determined that less than five percent of our riders are LEPs.

The Clarksville Transit System reviews the frequency at which staff and drivers have had, or could possibly have contact with LEP persons. These discussions include phone inquiries as well as discussions internally with our operators. The CTS has not had any requests for interpreters, nor any requests for translated CTS documents from LEP individuals since prior to 2017.

- c. **The nature and importance of the program, activity, or service provided by CTS to the LEP community:** (recipients identify what the most important services are provided, i.e. scheduling information, complaint forms, legal documents, construction signage. Recipients take this information and do a survey of LEP communities identified in factor1. They use this survey to obtain important information from the LEPs on whether the community thinks they are the most important information).

The CTS is the only fixed route and non-profit transportation provider to the urbanized area of Clarksville, TN. With this being the case, the impact the CTS has on not just the LEP community, but the Clarksville, TN community as a whole, cannot be stressed enough. The CTS provides approximately 700,000 rides to individuals each year, without our service, not just LEP individuals, but all persons that utilize our service would be without transportation for daily tasks and work unless they were to pay for often times over-priced taxi service.

The Clarksville Transit System bus route schedules are in Spanish as well as the signage on the buses. The bus operators have flash cards (Spanish to English) to help LEPs with transportation. The bus/route information website is also in Spanish. The Clarksville Transit System provides a language line for translating for LEPs. Title VI and language assistance information ("I speak" cards) are posted at the Transfer Center. All operators, dispatchers, and staff are trained on language assistance measures.

- d. **The resources available to the City of Clarksville, CTS for LEP outreach, and overall costs:** (Recipients can consider cost, but it cannot allow the recipient to provide no language services. DOJ's safe harbor threshold requires that grantees provide language services for vital documents to LEP populations which are 5% or 1,000 whichever is less. A vital document is a document that if it was not translated would deny an LEP access to a service, i.e. translating ADA complementary paratransit service eligibility forms, Title VI complaint forms, etc.)

The Clarksville Transit System provides a language line for translating for LEPs. If an individual speaks a language other than English, we have an "I Speak" language chart with languages listed. The individual can point to the language they speak and we can call the language assistance line and ask for someone who speaks that language to translate for us.

Title VI and language assistance information ("I Speak" charts) are posted at the Clarksville Transit System Administration building and at the Transfer Center.

The Clarksville Transit System also provides bus schedules, ADA complementary paratransit eligibility forms, ADA paratransit policy and procedures, Title VI information, Title VI compliant forms, and signage on buses in Spanish, also available on the CTS website, at the main admin building, and at the CTS transit center. Other languages can be requested, and CTS will retrieve what would be needed per request. 2,688 of the 4,925 people that speak English "less than very well", state their primary language is Spanish. The CTS also offers an LEP help line per request. All resources are funded by the CTS.

All operators, dispatchers and staff are trained on language assistance measures.

All costs for these services are covered by the CTS, or the City of Clarksville.

The Clarksville, TN Police Department, Clarksville Montgomery County School System, and Tennova Healthcare (hospital in Clarksville, TN), were all contacted to gain more LEP information for the City of Clarksville.

Language Access Plan

The Clarksville Transit System has a Language Access Plan (LAP) that is referenced anytime language assistance is requested. When doing so, the plan is reviewed to see if there are any deficiencies in the plan that need to be addressed, and then the plan is updated. In the event there is a language requested that is not referenced in the LAP plan, the language will then be added to the update.

Sub-recipients

The Clarksville Transit System does not have any sub-recipients.

Board Selections

The Clarksville Transit System (CTS) does have a Transportation Committee that provides oversight on CTS. The committee is comprised of City Council members that were elected to their position by the public of the City of Clarksville. Both minorities and non-minorities are encouraged to run for public office in the City of Clarksville. The Mayor of Clarksville, TN then appoints the Council members to the Transportation Committee. The committee is made up of five people, race and gender detailed in the table below.

Black	Female
Black	Male
Black	Male
White	Male
White	Male

Title VI Information Dissemination

Title VI information posters, including the name of the Title VI coordinator and contact information, are prominently and publicly displayed at the Administration building and at the Transfer Center.

Title VI & LEP obligation information is disseminated to all employees at least once per year via annual training. The training includes videos about the importance of this information, as well as, group discussion about issues that have risen from this topic from previous work. This training reminds employees of the policy statement and of their Title VI & LEP responsibilities in their daily work and duties.

During new employee orientation/training, new employees are informed of the provisions of Title VI and the transit system's expectations to perform their duties accordingly. Title VI information is disseminated to citizens at least once per year by public service announcements over local broadcast media.

Whenever possible, the Clarksville Transit System takes positive and specific actions to advise minorities of program availability by using such means of communication as local news media, internet messaging, transportation monthly meetings and public area postings.

The Title VI coordinator attends meetings to notify beneficiaries of their protestation under Title VI. Meetings will be held with the following agencies whenever possible, Community Development, Housing Authority, Human Relations Commission, Town Hall, Community Action, Latina Association, and the National Association for the Advancement of Colored People.

Anyone with special needs (i.e. signers, translators, or alternative formats) can contact the Clarksville Transit System's Title VI coordinator prior to the meetings to be accommodated.

The Title VI coordinator will make the necessary arrangements to accommodate special needs with translators through the Clarksville Police Department, signers through the First Baptist Church, and alternative formats through the Administrative Support Specialist at the Clarksville Transit System.

The Clarksville Transit System facilities are 100% accessible for meetings and public hearings. If a meeting is held in other locations, the Clarksville Transit System will ensure the facilities are 100% accessible.

All facilities (such as restrooms, meeting rooms, transit centers, etc.) that are accessible to citizens shall be accessible without regard to race, color, or national origin.

Enclosures:

- 1) Title VI Public Notice (English) with complaint procedures

- 2) Title VI Public Notice (Spanish) with complaint procedures
- 3) Title VI Discrimination Complaint Form (English)
- 4) Title VI Discrimination Complaint Form (Spanish)
- 5) List of Investigations, Lawsuits, and Complaints
- 6) Public Participation Plan/LEP Plan
- 7) System Wide Service Standards and Policies
- 8) Notice to Public
- 9) Four Factor Analysis Data
- 10) Transportation Committee Approval

Notifying the Public of Rights Under Title VI

The City of Clarksville, TN of USA

Clarksville Transit System

- The Clarksville Transit System of the City of Clarksville, TN of USA operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Clarksville, TN, Clarksville Transit System of USA.
- For more information on the Clarksville Transit System, of the city of Clarksville, TN, of USA's civil rights program, and the procedures to file a complaint, contact 931-553-2430; email at businfo@cityofclarksville.com; or visit our administrative office at 430 Boillin Lane, Clarksville, TN 37040. For more information, please visit <https://www.cityofclarksville.com/358/Title-VI-DBE-Clauses>.
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.
- If information is needed in another language, contact 931-553-2430.
- Si se necesita información en otro idioma, comuníquese al 931-553-2430.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

TITLE VI NOTICE OF PROTECTIONS AGAINST DISCRIMINATION

The Clarksville Transit system (CTS) operates its service without regard to race, color, or national origin.

To request or receive additional information on its discrimination obligations, including complaint procedures, please contact the Clarksville Transit System using the information listed below:

Attention: Title VI Coordinator

Clarksville Transit System

430 Boillin Lane

Clarksville, TN 37040

Telephone (931) 553-2430

Email: businfo@cityofclarksville.com

To file a discrimination complaint, the complaint must be filed using one of the above methods within 180 days of the alleged discrimination. To accommodate limited English proficient individuals, oral complaints to be documented and translated may also be given using the above listed methods. Written complaints may also be filed with the Federal Transit Administration (FTA) no later than 180 days after the date of the alleged discrimination, unless the time for filing is extended by FTA.

TÍTULO VI DE LA LEY DE DERECHOS CIVILES DE 1964

TÍTULO VI AVISO DE PROTECCIÓN CONTRA LA DISCRIMINACIÓN

El sistema de tránsito de Clarksville (CTS) opera su servicio sin distinción de raza, color u origen nacional.

Para solicitar o recibir información adicional sobre sus obligaciones de discriminación, incluyendo los procedimientos de queja, por favor póngase en contacto con el sistema de tránsito de Clarksville usando la información listada a continuación:

Atención: Coordinador del título VI

Sistema de tránsito de Clarksville

430 Boillin Lane

Clarksville, TN 37040

Teléfono (931) 553-2430

Correo electrónico: businfo@cityofclarksville.com

Para presentar una queja por discriminación, la queja debe ser presentada usando uno de los métodos anteriores dentro de los 180 días de la supuesta discriminación. Para acomodar a individuos competentes de inglés limitados, quejas orales documentadas y traducido también pueden administrarse utilizando los mencionados métodos. Quejas escritas pueden también presentarse con la administración de tránsito Federal (FTA) no más tarde de 180 días después de la fecha de la presunta discriminación, a menos que el tiempo de presentación se extiende en TLC.

Title VI Discrimination Complaint Form

This form may be printed and used for submission of Title VI Complaints

Case Number _____

Note: We are asking for the following information to assist us in processing your complaint. If you need help in completing this form, please let us know. If you are not able to complete the form personally, the Title VI Coordinator will assist you to do so at a mutually convenient time. Simply call 931-221-0741 to make your request. If the Title VI Coordinator assists you in completing the form, you will still need to sign it to validate the information provided.

1. Complainant's Name _____
Street Address _____
City, State and Zip Code _____
Telephone Number – home (____) _____
business (____) _____

2. Person discriminated against (if someone other than the complainant)

Name _____

Street Address _____

City, State, and Zip Code _____

Telephone Number (_____) _____

3. What is the name and location of the person/department that you believe discriminated against you?

Name _____

Street Address _____

City, State, and Zip Code _____

Telephone Number (_____) _____

4. Which of the following best describes the reason you believe discrimination took place? Was it because of your:

a. Race (specify why)

b. Color (specify why)

c. National Origin (specify why)

d. What date did the alleged discrimination take place?

(Must be within the past 180 days)

5. In your own words, describe the alleged discrimination. Explain what happened, and whom you believe was responsible.

(Use more sheets or the back of this page, if needed)

6. Have you tried to resolve this complaint through internal grievance procedures at the City?
_____ Yes _____ No

If yes, what is the status of the grievance?

Name and title of the person who is handling the grievance procedure.

Name _____ Title _____

7. Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court? _____ Yes _____ No

If yes, check all that apply:

Federal agency _____

Federal court _____

State agency _____

State court _____

Local agency _____

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

Name _____

Street Address _____

City, State, and Zip Code _____

Telephone Number (_____) _____

9. Do you intend to file this complaint with another agency?

_____ Yes _____ No

If yes, when and where do you plan to file the complaint?

Date _____

Agency _____

Street Address _____

City, State, and Zip Code _____

Telephone Number (____) _____

10. Has the complaint been filed with the city before?

_____ Yes _____ No

If yes, when? Date _____

11. Have you filed any other discrimination complaints with the city?

_____ Yes _____ No

If yes, when and against whom were they filed?

Date _____

Agency _____

Street Address _____

City, State, and Zip Code _____

Telephone Number (____) _____

12. Please sign and date this form below. You may attach any written materials or other information that you think is relevant to your complaint.

Complainant's Signature

Date

If this form was completed by someone other than the complainant, please provide information about who assisted the citizen with this document:

City of Clarksville
DIVISIÓN DE DERECHOS CIVILES - TÍTULO VI - FORMULARIO DE QUEJA

Para que la queja sea procesada, se necesita la siguiente información.

1. ¿En qué cree se basó el acto o actos discriminatorios alegados?

- ☐ Raza o color
- ☐ Origen étnico
- ☐ Otro (describir) _____

2. ¿En qué fecha(s) ocurrió la alegada discriminación? _____

3. Información de contacto de la parte demandante:

Nombre:		
Dirección postal:		
Ciudad:	Estado:	Código postal:
Número telefónico de casa:	Número telefónico del trabajo:	Número telefónico celular:

4. Nombre de la agencia, departamento o programa que usted cree realizó la alegada discriminación: Agencia o departamento:

Nombre:		
Dirección postal:		
Ciudad:	Estado:	Código postal:
Número telefónico:		

5. En sus propias palabras, por favor describa la alegada discriminación. Explique qué sucedió y quién cree que fue responsable (agregue hojas adicionales, de ser necesario).

6. Enumere los nombres e información de contacto de las personas que podrían tener conocimiento de la alegada discriminación.

7. ¿Presentó esta queja ante alguna otra agencia federal, estatal o local, o tribunal federal o estatal? Marque todos los que correspondan.

- ☐ Agencia federal
- ☐ Tribunal federal
- ☐ Agencia estatal
- ☐ Tribunal estatal
- ☐ Agencia local

De ser así, proporcione la información de contacto de la persona de la agencia o tribunal donde presentó la queja.

Nombre:		
Dirección postal:		
Ciudad:	Estado:	Código postal:
Número telefónico:		

La queja no puede ser aceptada si no está firmada. Por favor, firme y anote la fecha de este formulario de queja. Puede adjuntar cualquier otro material escrito o información de respaldo que considere relevante para promover su queja.

Nombre en letra de imprenta

Firma

Fecha

Envíe el formulario de queja e información adicional que tenga al:

City of Clarksville
Título VI
One Public Square, 3rd Floor
Clarksville, TN 37040

*Una queja formal debe presentarse dentro de los 180 días siguientes a la ocasión del alegado acto discriminatorio.

*Si esta queja se refiere a Discriminación en el Empleo, comuníquese con la Comisión de Derechos Humanos de Tennessee o con la Comisión de Igualdad de Oportunidades en el Empleo.

*Las quejas relacionadas con el Título VI también pueden presentarse ante la Comisión de Derechos Humanos de Tennessee, la Administración Federal de Carreteras, la Autoridad Federal de Tránsito, la Administración Federal de Aviación, y los EE. UU. Departamento de Justicia.

Comisión de Derechos Humanos de Tennessee
William T. Snodgrass BLD/TN Towers
312 Rosa Parks Avenue, 23rd Floor
Nashville, Tennessee 37243
Teléfono: 1.800.251.3589

Comisión de Igualdad de Oportunidades en el Empleo
50 Vantage Way, Suite 202
Nashville, Tennessee 37228-9940
Teléfono: 1.800.669.4000
TTY: 1.800.669.6820

Oficina de Derechos Civiles de la FHWA
1200 New Jersey Avenue, S. E.
8vo piso E81-314
Washington, DC 20590
Teléfono: 202-366-0693

Coordinador del Programa del Título VI
Oficina de Derechos Civiles de la FTA
Coordinador del Programa del Título VI
East Building, 5to piso - TCR,
1200 New Jersey Ave., S.E.,

Administración Federal de Aviación
Oficina de Derechos Civiles
Sala 1030, ACR-1
800 Independence Avenue, SW
Washington, DC 20591

EE. UU. Departamento de Justicia
División de Derechos Civiles
Sección Federal de Coordinación y Cumplimiento, NWB
950 Pennsylvania Avenue, N.W.
Washington, D.C. 20530

List of Investigations, Lawsuits, and Complaints

	Date	Summary	Status	Action(s) Taken
Investigation				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

The Clarksville Transit System has received no complaints or lawsuits since the last reporting period.

THE CLARKSVILLE URBANIZED AREA
METROPOLITAN PLANNING ORGANIZATION



AMENDED PUBLIC PARTICIPATION PLAN

Prepared By:

Clarksville Urbanized Area Metropolitan Planning Organization

In Cooperation with:

Tennessee Department of Transportation,
Kentucky Transportation Cabinet,
Federal Highway Administration,
Federal Transit Administration
Clarksville Transit System

Adopted December 12, 2013

ACRONYMS

Americans with Disabilities Act	ADA
Clarksville Transit System	CTS
Clarksville Urbanized Area Metropolitan Planning Organization	CUAMPO
Environmental Justice	EJ
Intermodal Surface Transportation Equity Act of 1991	ISTEA
Kentucky Transportation Cabinet	KYTC
Metropolitan Planning Organizations	MPOs
Metropolitan Transportation Plans	MTP
Moving Ahead for Progress in the 21 st Century Act	MAP 21
Public Participation Plan	PPP
Safe Accountable Flexible Efficient Transportation Equity Act—Legacy for Users	SAFETEA-LU
Technical Coordinating Committee	TCC
Tennessee Department of Transportation	TDOT
Transportation Equity Act for the 21 st Century	TEA-21
Transportation Improvement Programs	TIP
Unified Planning Work Programs	UPWP

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PUBLIC PARTICIPATION PLAN FOR THE CLARKSVILLE URBANIZED AREA METROPOLITAN PLANNING ORGANIZATION

The Intermodal Surface Transportation Equity Act of 1991 (ISTEA), Transportation Equity Act for the 21st Century (TEA-21), Safe Accountable Flexible Efficient Transportation Equity Act – a Legacy for Users (SAFETEA-LU) and the subsequent Moving Ahead for Progress in the 21st Century Act (MAP-21) requires Metropolitan Planning Organizations (MPOs) to provide an enhanced capability for citizens to be involved in the development of, and comment on, proposed Transportation Improvement Programs (TIP), Unified Planning Work Programs (UPWP), Metropolitan Transportation Plans (MTP) and other plans. In addressing the provisions outlined in 23 C.F.R. 450.316 and 49 C.F. R. 613.100 the Clarksville Urbanized Area Metropolitan Planning Organization (CUAMPO) proposes the following processes for public involvement and comment which would fulfill Federal requirements.

Public Participation Plan Procedures

This section describes how the Public Participation Plan (PPP) is developed and will be updated. The PPP is developed by identifying the outreach efforts and techniques that will be used to ensure those officials, agencies, local government, the public, and interested parties are provided an opportunity to provide their input into the planning process. These public participation efforts are coordinated with the Tennessee Department of Transportation (TDOT) and Kentucky Transportation Cabinet (KYTC) for transportation planning public involvement and consultation processes. The different outreach efforts, for each kind of meeting or action on a document, were selected using the appropriate components to help inform and offer the opportunity to participate.

A community profile has been specifically developed to assist the MPO in reaching all interested persons and groups within the MPO Study Area; including but not limited to minorities, low-income, and non-English speaking populations. The PPP will be evaluated yearly to assess its effectiveness. This assessment will include evaluations of comments received from federal, state and local officials along with the input from the MPO staff, civic groups and general public. From this assessment, changes may be made to the PPP. A forty-five (45) day public review period will be required for any update of the PPP. The update will be made through an amendment to the PPP and the public can view the proposed draft at the CUAMPO office - 329 Main Street or via the website, www.cuamppo.com. The PPP includes flow diagrams (pgs. 13 – 18) to help visualize the participation processes for each document.

Process and Techniques

This section describes the key components of the PPP that will be followed to keep officials, agencies, local governments, the public and interested parties informed of documents and to allow them opportunities for input. This proactive approach includes the following components and is clarified throughout the document:

1. Public Meetings

Public meetings are held for a variety of reasons, and for this different public outreach are expected. Public meetings will be classified into different levels for identification of amount of public involvement required. The higher the level will result in more public involvement for public meetings. Public meetings will usually be held at the Planning Commission Chambers (329 Main Street). A map of this location can be found on the CUAMPO website, www.cuampo.com. This is an ADA compliant building and on a transit route which is also ADA compliant. The MPO can provide accommodations to those with disabilities. It is the policy of the MPO to ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFR part 21; No person shall be excluded from participation in or be denied the benefits of, or by subjected to discrimination under any program or activity receiving federal funds on the grounds of Race, Color, Sex or National Origin. Jill Hall is the MPO Title VI administrator and can be contacted by email at jill.hall@cityofclarksville.com or phone: 931-645-7448 for any concerns/complaints. Additional Title VI information can be reviewed from the www.cuampo.com website under the Title VI heading. All Technical Coordinating Committee and Executive Board meetings are open to the public pursuant to the Tennessee Open Meetings Act, T.C.A. Section 8-44-101, et seq.

Public input meetings will be held at times and in areas convenient to potentially affected citizens. Convenient time generally means in the evening after typical work hours, but other times will be considered. Most public input meetings will be held in locations with convenient access by transit and bicycle as well as by car. However, in the interest of holding public input meetings throughout the MPO planning area, this will not always be possible. All meetings will be held in locations that are accessible by persons with a disability. At least one meeting in each series will be held in an area with a concentration of environmental justice populations.

Level 3 Public Meetings- These are the regularly scheduled quarterly meetings and/or as needed of the TCC and Executive Board that result in the adoption of resolutions for amendments for the TIP, PPP, MTP and/or the UPWP. The meetings may also include the adoption of resolutions for endorsements of special plans/reports (i.e. Corridor, Air/River ports, Transit, Freight, Bike/Pedestrian etc.) and Emergency amendments.

Level 2 Public Meetings- These are meetings of the TCC and Executive Board which will result in the adoption of the UPWP, TIP and MTP documents.

Level 1 Public Meetings- These are meetings held for public input on the MTP or a meeting of the TCC and Executive Board which will result in the adoption of the Final PPP.

The level of public involvement, by Level of Public Meeting is shown below:

Level 3 Public Meetings- These meetings include:

1. Notification on Website, www.cuampo.com with comment sheets available (Appendix E)
2. Notification at CUAMPO Office with comment sheets available (Appendix E)

3. Paid advertisement in the newspapers listed
4. Documents available at CUAMPO Office and Website

Level 2 Public Meetings-

These meetings include:

1. All requirements included in Level 3 efforts
2. Notification at public places listed (Section 2.1)
3. Notification on CTS busses and at CTS bus station
4. Documents available at Oak Grove City Hall, Hopkinsville City Hall

Level 1 Public Meetings-

These meetings include:

1. All requirements included in Level 2 efforts
2. E-mail/ mail to Stakeholders, Special Interest Groups and EJ listing
3. Documents available at Montgomery County Library and Ft. Campbell Library

And may consist of:

1. Advertisement on Radio stations listed
2. Advertisement on TV stations listed

*Emergency meetings will only be brought to the Executive Board through a request by TDOT or KYTC. The Emergency meeting will follow the public participation process for a Level 3 public meeting with the exception of a shorter meeting notification of only 3 days instead of the normal 14 day advertisement and only the Tennessee and Kentucky Regional paper will be required to run the Public Notice ad. When the Public Notice can be included within the time frame of the Hispanic and/or minority papers printing, the ad will be placed in these as well.

Table 1
Meeting Types and Public Involvement Used

	Public Review	Web site	CTS Busses & Station	CUAMPO Office	Newspaper Ad	Public Places/ Flyers	Stakeholder	Special Interest Groups	EJ Database
MTP Public Input/ Meeting	X	X	X	X	X	X	X	X	X
PPP Adoption	X	X	X	X	X	X	X	X	X
UPWP Adoption	X	X	X	X	X	X			
TIP Public Input	X	X	X	X	X	X	X	X	X
TIP Adoption	X	X	X	X	X	X			
MTP Adoption	X	X	X	X	X	X			
TIP, MTP, PPP, UPWP Amendments	X	X	X	X	X				

Endorsements	X	X	X	X	X				
Special Plans/ Reports/ Obligated Project List	X	X	X	X	X				
Emergency Meetings for all MPO Documents	X	X	X	X	X				

2. Notification for Meetings

Public notification of the meetings and actions on documents is critical to the success of the public involvement efforts. Flyers will be utilized for notification of meeting(s) in an effort to provide opportunities to comment on documents at least 14 days for the UPWP and Special Reports and Studies, 30 days for the TIP and MTP, and 45 days for the PPP. Flyers can help reach a larger audience that cannot be reached using e-mails, list servers, and other means. Flyers will be used to announce meetings. The flyers will be distributed for display in public places (See 2.1.). For all meetings that pertain to the adoption of the TIP, MTP and PPP flyers will be posted at additional public places (See 3.1.) in both English and Spanish. Special interest groups, when notified of the public review period and meetings for the TIP, MTP or PPP adoption, will be made aware that the MPO will send additional flyers to be displayed if requested. The meeting flyer will generally contain a brief description of the purpose of the public review, the meeting(s), the time(s) and location(s), and contact information and the website address, www.cuampon.com where additional information can be obtained.

2.1. General Public Places

All documents will be available at the MPO office (329 Main Street) and on the CUAMPO website, www.cuampon.com. Public notification will be in the form of flyers posted at the public places listed below:

List of General Public Places for Flyers:

- Montgomery County Library
- Montgomery County Court House
- Clarksville Chamber of Commerce
- City of Oak Grove City Hall
- City of Hopkinsville City Hall
- Ft. Campbell Library
- CUAMPO Office

2.2 General Media

The local news media (print and live) may be approached to help disseminate information about projects and upcoming meeting(s). The media outreach may include press conferences, as well as briefings of local newspaper editorial boards, legal notices, and participation in broadcast news or talk programs. The media outreach will include paid advertisements in the newspapers listed below:

List of Newspapers

- Clarksville Leaf Chronicle Newspaper
- KY New Era Newspaper
- El Crucero Newspaper (Hispanic paper)
- Ft. Campbell Courier (Ft. Campbell paper)
- The Eagle Post (Oak Grove, KY paper)

List of TV and Radio Stations

- Television (Public Access, Austin Peay State University)
- 5 Star Media
- Radio (Austin Peay State University, Fort Campbell)

3. Environmental Justice (EJ) Populations

Executive Order #12898 reaffirms that each federal agency must make Environmental Justice part of its mission. Each agency must identify and address disproportionately high and/or adverse environmental or human health effects that any of its programs, policies and activities may have on minority and low-income populations. Further, each agency must work to prevent the denial, reduction or delay of benefits received by minority and low-income populations. Most importantly, each agency must develop policies and strategies to ensure full and fair participation by affected populations in transportation decisions.

Public notification of the meetings, actions on documents, and public input is critical to the success of the public involvement efforts. The CUAMPO mails hundreds of notices to churches and businesses (i.e. daycares, groceries, laundromats and dry cleaners) in an effort to reach these populations. Community leaders or representatives of these groups receive direct mail outs on the opportunity to participate. The notices in English and Spanish state upcoming meetings and the availability to comment on documents such as the Draft Public Participation Plan. A translation service can be provided at the CUAMPO office if needed to accommodate non-English speaking populations. Public meetings are held at CUAMPO office, library or community centers which are convenient to these populations in terms of walk/bike availability and along transit routes. Anyone can be added to the direct mailing list by simple request. The MPO staff will meet and make presentations to organizations that represent these segments of the population as requested.

3.1. EJ Public Places

All documents will be available at the MPO office (329 Main Street) and on the CUAMPO website, www.cuampo.com. In addition to outreach efforts mentioned in 2.1., the CUAMPO has taken extra measures by posting flyers to seek the participation of Environmental Justice populations. These locations were identified to reach the minority, low-income, disabled, and limited English proficiency populations. The notices will include the ADA and Title VI clauses, and they will also be written in Spanish. Public notification will be in the form of flyers posted at the additional public places listed below:

List of Public Places specifically used to reach Environmental Justice populations*

- CTS buses and station
- Austin Peay State Univ. Hispanic Culture Center
- Austin Peay State Univ. African American Culture Center

- City of Clarksville Housing Authority
- Montgomery County Human Services
- City of Clarksville Community Centers
- Montgomery County Community Centers

3.2. EJ Media

Use of the media is essential to notify the public about upcoming meetings, actions on documents, and how to provide public input. In addition to outreach efforts mentioned in 2.2., The CUAMPO has taken extra measures to seek the participation of Environmental Justice populations including the following:

- a. The notices published in newspapers have an ADA clause, "In accordance with the "Americans with Disabilities Act", if you have a disability, for which the MPO needs to provide accommodations, please notify us of your requirements. This request does not have to be in writing."
- b. The notices published in newspapers also have a Title VI clause, "It is the policy of the MPO to ensure compliance with Title VI of the Civil Rights Act of 1964: 49 CFP part 21: No person shall be excluded from participation in or be denied the benefits of, or by subjected to discrimination under any program or activity receiving federal funds on the grounds of Race, Color, Sex or National Origin."
- c. Notices are published in the El Crucero, in Spanish, and are delivered to Hispanic businesses in said neighborhoods.
- d. Notices in the Ft. Campbell Courier and The Eagle Post newspapers are easily accessible to high concentrations of EJ populations.

The media outreach used to seek EJ participation will include paid advertisements in the newspapers listed below: List of Newspapers

- El Crucero
- Fort Campbell Courier Newspaper
- The Eagle Post

3.3. EJ Database of Names

The assembly of a database of names and addresses of social and civic groups, neighborhood and community associations, and interested individuals will assist in the effort to obtain public input into the PPP, TIP and the MTP (Level 1 Public Meetings). The electronic list of names will serve as a mailing list for notification of meetings.

A community profile has been specifically developed to assist the MPO in reaching all interested persons and groups within the MPO Study Area; including but not limited to minorities, low-income, and limited English speaking populations. The community profile was taken from CUAMPO's Environmental Justice (EJ) Analysis and contributed to the creation of the EJ Database. To supplement the database, members of the public will be asked if they would like to be included on a mailing list as a part of comment forms dispensed and collected at public meetings. Mailing and e-mail addresses will be requested. E-mail messages and U.S. Postal Service will be utilized to notify these individuals and groups of meetings, in addition to the notices that are distributed to the

local media and public places. The notices will include an ADA and Title VI clauses, and they will also be written in Spanish, if sent to limited English speaking populations.

4. Limited English Proficiency (LEP) Plan

Individuals who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English can be limited English proficient, or "LEP". This language barrier may prevent individuals from accessing services and benefits. The legislations that provide the foundation for the development of an LEP plan are Title VI of the Civil Rights Act of 1964 and Executive Order (EO) 13166. Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color or national origin. Section 324 of the Federal Aid Highway Act, the enabling legislation of the Federal Highway Administration, which prohibits discrimination based on sex.

In order to comply with Title VI, agencies should take reasonable actions for competent language assistance. Executive Order 13166 clarifies requirements for LEP persons under Title VI. The Executive Order requires the agency to examine the services it provides and develop and implement a system by which LEP persons can meaningfully access those services. For purposes of Title VI, EO and the LEP Guidance, persons may be entitled to language assistance with respect to a particular service, benefit or encounter. Recipients of federal financial assistance have an obligation to reduce language barriers that can preclude meaningful access by LEP persons to important government services.

The following LEP plan is to ensure that all meetings, programs and activities conducted by the Clarksville Urbanized Area MPO do not leave individuals behind simply because they face challenges communicating in English. There are two main ways to provide language services: oral interpretation either in person or via telephone interpretation service and written translation. The correct mix should be based on what is necessary to assess language needs and reasonable in light of the four-factor analysis to ensure meaningful access for LEP persons:

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. (2010 Census Tables)
2. The frequency with which LEP individuals come in contact with the program. (From previous meetings and those visiting the office the number is extremely low)
3. The nature and importance of the program, activity, or service provided by the recipient to people's lives. (The MPO meetings directly affect the transportation infrastructure and any funding changes to CTS)
4. The resources available to the recipient and costs. (All necessary services for LEP individuals to participate in the MPO will be provided at no cost to the LEP)

2010 Census Data	Total Population	Minority Population	% Minority Population
Montgomery Co	172,331	56,778	32.9%
Christian Co	73,955	23,246	31.4%
Oak Grove	7,489	2,733	36.5%
Clarksville	132,929	45,993	34.6%

The percentage of the population 5 years and over that speaks a language other than English at home is: 8.4% in Montgomery Co, TN; 9.7% in the City of Clarksville, TN; and 10.5% in the City of Oak Grove, KY.

Below is the 2010 Census Data based on race/origin for the MPO planning area:

2010 Census	White person	Black Person	American Indian/Alaska Native	Asian Person	Native Hawaiian /Other Pacific Islander	Hispanic /Latino Origin
Montgomery Co	71.0%	19.1%	0.6%	2.1%	0.4%	8.0%
Christian Co	71.5%	21.2%	0.6%	1.0%	0.4%	6.1%
Clarksville	65.6%	23.2%	0.6%	2.3%	0.5%	9.3%
Oak Grove	63.5%	22.2%	1.2%	1.6%	0.7%	13.2%

(<http://quickfacts.census.gov/qfd/states/21/21047.html> <http://quickfacts.census.gov/qfd/states/21/2157090.html>
<http://quickfacts.census.gov/qfd/states/47/47125.html> <http://quickfacts.census.gov/qfd/states/47/4715160.html>)

The Hispanic population is the primary LEP persons the Clarksville MPO is most likely to have contact with. Based on national and state growth trends the Hispanic population will continue to increase. The Clarksville MPO currently provides Spanish translations for public notices and through advertisements in the Hispanic newspaper, *El Crucero*, for public outreach efforts. The Hispanic population is higher than the 5% standard of the Safe Harbor Threshold. Information with respect to Title VI and public notices are currently translated into Spanish.

After review of the four-factor analysis, the following plan was developed by the Clarksville MPO to insure there are no barriers for LEP persons wanting access to information.

1. The Title VI Public Notice of Protections against Discrimination is posted at the receptionist desk at the MPO offices in English and Spanish.
2. If anyone enters the office that is LEP, then "I speak cards" from the 2010 Census will be shown to determine their primary language.
3. The MPO has contracted with a telephone language interpreter service. The LEP's primary language interpreter will be contacted through the telephone language service. This language line translates for the MPO staff and the LEP.
4. If notified in advanced that the LEP person plans to attend an MPO meeting or is coming to the MPO offices, an interpreter will be made available for the meeting or visit at no cost to the LEP person. The MPO can acquire the interpreters from the Clarksville Police Department and signers through First Baptist Church.
5. At all times the LEP person will be informed and aware that there is no cost for these services to them.

5. Special Interest Groups

- The CUAMPO provided notice of 2007 public review meetings held on the draft MTP and the draft TIP. The Special Interest Groups were identified by reviewing the mail list against telephone directories, the internet and rosters of service organizations and other means of identifying advocacy groups. Notice was provided to known interested parties: Private providers of freight transportation services
- Private providers of transportation services
- Bicycle and Walking Clubs
- Disabled
- Minority Agencies/Groups

The MPO did consult with special interest groups in the development of the public participation plan (PPP). At the beginning of the process of developing the draft PPP in 2007, a notice was sent via mail or e-mail to the MPO's lists of contacts of special interest groups.

The notice asked for their input, via English and Spanish surveys (Appendix A), on how best to inform them about the MPO's transportation planning and programming activities and include them in the process. Special interest groups were also invited to meet with staff at the MPO office and/or provide staff with oral or written comments to resolve any issues. A summary of the public participation surveys was prepared, including those whom sent in surveys and comments or made suggestions (Appendix B). These comments and any other comments received were considered in development of the 2007 draft PPP.

The amendment to the PPP was advertised for public review from September 10, 2010 to October 25, 2010. The survey (Appendix A) was sent to the special interest group for their input. The letter and results of the survey are in (Appendix B).

6. Consultation with Federal, State, Local Agencies (Stakeholders)

In developing the MTP, PPP, UPWP and TIP the MPO consults with stakeholders, which consist of local and regional planning agencies, transit operators, state and federal agencies. This consultation includes, as appropriate, contacts with regional and local agencies that are potentially affected by a transportation project and/or responsible for planned growth, economic development, environmental protection, airport operations, freight movements, land use management, natural resources, conservation and historic preservation. These groups are identified by reviewing the mail list against telephone directories, the internet, and rosters of service organizations and other means to identify advocacy groups. They are listed in Appendix C. They are notified, via email or mail, that an electronic copy of the draft document being developed (MTP, PPP, UPWP, TIP) is available for their review and input during the federal 30 day review.

An increased emphasis is placed on consultation with resource agencies responsible for natural resource management and historic preservation. The Tennessee Department of Transportation (TDOT) and Kentucky Transportation Cabinet (KYTC) has established consultation procedures for contacting federal and state agencies. The MPO supports these procedures for federal and state agency consultation. Formal coordination with these agencies will help to identify effective mitigation strategies for potential impacts of projects included in the MPO's MTP and TIP.

Each state and federal agency on the attached list (Appendix C) was sent a letter in the development of the PPP in 2007 (Appendix F) asking them to supply TDOT and/or KYTC with all available conservation plans, maps, and inventories of natural and historic resources, as well as a list of potential areas in which to carry out environmental mitigation activities, if available and appropriate. Appropriate mitigation strategies for these areas were also requested. Additionally, each agency was also asked to provide TDOT and/or KYTC copies of any ongoing updates and additions to those materials.

The CUAMPO compared proposed transportation improvements in their planning area to the agencies' plans, maps, inventories, etc., to assess potential environmental impacts. The conclusions of the assessments was included in the draft MTP and TIP document, to be circulated to the public and to the environmental agencies for at least 30 days prior to adoption.

Amendments to the MTP or TIP requiring an air quality conformity analysis (e.g., addition of a regionally significant project) require consultation with interested parties and other appropriate

public review activities. The MTP and TIP are developed with due consideration of other related planning activities within the Clarksville area, including the design and delivery of transportation services within the area that are provided by:

- Recipients of assistance under title 49, U.S.C., Chapter 53;
- Governmental agencies and nonprofit organizations (including representatives of the agencies and organizations) that receive federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation service; and
- Recipients of assistance under 23 U.S.C. 204.

The planning efforts and public involvement activities of the MPO will be coordinated with those of TDOT, KYTC, Montgomery County, Christian County, and local units of government in the MPO planning area. This will ensure consistency between plans, make the best use of staff resources and citizens' limited time for public involvement activities, and avoid confusion about the different plans. Such coordination will be achieved through a variety of mechanisms, including:

- MPO Technical Coordinating Committee and ad hoc committees;
- MPO Board and staff participation on advisory committees for TDOT, KYTC, Montgomery County, Christian County, and other regionally significant plans and studies (e.g., major corridor feasibility studies);
- MPO staff assistance with public involvement activities for TDOT, KYTC, Montgomery County, Christian County, and other regionally significant plans, studies, and projects;
- MPO staff monitoring of state, county, regional planning commission, and local land use transportation planning activities and others affected by transportation;
- Comparison of the MTP and TIP, as they are developed, with the plans, maps, and inventories developed by state, county, regional planning commission and private agencies responsible for transportation planning and activities affected by transportation;
- MPO staff participates in county planning forums sponsored by the Montgomery County and Christian County Planning Commissions. This participation improves the coordination of MPO and local planning efforts by increasing the visibility of the MPO and by improving access to the MPO for non-Clarksville residents;
- The agenda for MPO policy meetings will include presentations and discussion on MPO planning activities and local community plans and issues.

7. State and Federal Review and Approval

The State and Federal Review Processes allow for both TDOT/KYTC/IAC and FHWA/FTA to review the draft documents and provide the MPO with comments. The CUAMPO has allowed for ten (10) days to make any necessary changes based on the comments received. The State and Federal Review Periods do not run concurrently for the MTP and TIP. The following table illustrates the order of the Review Process and the days required by each agency.

Table 2
State and Federal Review Process

Product	Draft Submitted	Draft Reviewed by TDOT/KYTC/IAC	CUAMPO Draft Prep	Draft Reviewed by FHWA/FTA & Public	CUAMPO Draft Prep	CUAMPO Final Adopted
UPWP	Date Submitted	30 Days*		30 Days*	10 Days	Date Final Adopted
PPP		30 Days*	7 Days	30 Days*	10 Days	
MTP		30 Days	7 Days	30 Days	10 Days	
TIP		30 Days	7 Days	30 Days	10 Days	
Special Plans/ Reports		30 Days*		30 Days*	10 Days	

* State and Federal Agencies have a 30 day concurrent review.

Product	CUAMPO Draft Prepared	IAC Review	CUAMPO Final Prep	CUAMPO Final Adopted**
Amendments	Date Submitted to IAC	7 Days	10 Days	Date Final Adopted
Endorsements		7 Days	10 Days	

** Submit Final Adopted to TDOT/KYTC

The State and Federal Approval Processes allow for TDOT/KYTC and FHWA/FTA to review the final documents and provide the MPO with comments before the final document is approved. If the CUAMPO staff determines that significant changes were made to the document as a result of the Review Process, then an additional Public Review Period will be required. The State and Federal Approval Periods can run concurrently. The following table illustrates the order of the Approval Processes and the days required by each agency.

Table 3
State and Federal Approval Process

Product	CUAMPO Final Adopted**	TDOT/KYTC FHWA/FTA Final Review Period	EPA Final Review Period	Final Approved Document
UPWP	Date Final Adopted	30 days		Date Final Approved
PPP		30 days		
MTP		30 days	30 + 15 additional if needed for 45 Days***	
TIP		30 days	30 + 15 additional if needed ***	
TIP Amendments		14 days		
Special Plans/ Reports		30 days		
Endorsements		14 days		

*** Air Quality Conformity

8. General and EJ Public Review and Comments Received

The Public Review Process allows for the public to provide input on documents and the MPO with comments. All public comments received will be addressed and attached to the document as an Appendix. Comments for upcoming meetings and input on documents to be adopted will be collected and addressed during the public comment period. If significant written and oral comments were received during the draft TIP and draft MTP as a result of the participation process, a summary, analysis, or report will be included as part of the final TIP and the final MTP. Comments can be delivered in person at the CUAMPO office, by phone ((931)645-7448), or by e-mail from the website at www.cuampo.com. The table below illustrates the different documents and the number of days required for public review.

Table 4
Public Review Process

Product	CUAMPO Draft *	Public Review Period	CUAMPO Final Prep	CUAMPO Final Adopted**
UPWP	Date Draft to Public Review	14 Days	10 Days	Date Final Adopted
PPP		45 Days	10 Days	
MTP		30 Days	10 Days	
TIP		30 Days	10 Days	
Special Plans/ Reports		14 Days	10 Days	

Product	CUAMPO Draft Prepared*	Public Review Period	CUAMPO Final Prep	CUAMPO Final Adopted**
Amendments	Date Submitted to IAC	14 Days	10 Days	Date Final Adopted
Endorsements		14 Days	10 Days	

*Begin Public Review Period

** Submit Final Adopted to TDOF and KYTC

9. Visualization

In order to better communicate transportation plans with the general public, MAP-21 also emphasizes the use of visualization techniques to depict transportation plans. Examples of visualization techniques may include charts and graphs, tables, Geographic Information System maps overlaid with data, computer simulation, photo manipulation and static maps. The intent for this technique is to better depict the programs and their impact on the public. The CUAMPO will utilize visualization techniques during the development of the TIP and MTP.

10. Website

Information on the CUAMPO, air quality, documents, maps, other transportation related activities, and contact information will be posted on the MPO's website at www.cuampo.com. Notification of the meetings and actions to documents will be made prior or at the beginning of the public review period, to provide adequate notice of public meetings and opportunities to comment on documents.

11. Annual Listing of Obligated Federally Funded Projects

Ninety days after the end of the federal fiscal year, The MPO will annually make available to the public a listing of federally funded projects for which funding was obligated in the previous year. This list will be made available at the CUAMPO office (329 Main Street) and on the CUAMPO website (www.cuampo.com). Notices of the availability of the list will be placed on CTS busses and the bus station and in a paid advertisement in area newspapers. The Listing will also be distributed and discussed at the regularly scheduled Technical Committee and Executive Board public meetings. Public comment is welcomed and will be recorded.

Process Flow Diagrams for Documents

PUBLIC PARTICIPATION PLAN

1. MPO staff develops a draft Public Participation Plan (PPP) in consultation with interested parties and submits it to TDOT/KYTC for the State Review Process.

2. TDOT/KYTC makes comments during the State Review Process

3. MPO staff makes revisions based on TDOT/KYTC comments and submits to FHWA/FTA for Federal Review Process

4. FHWA/FTA makes comments during the Federal Review Process

5. MPO staff makes revisions based on FHWA/FTA comments

6. MPO notifies public and all interested parties via print, electronic media and direct mail-outs that the PPP is available for Public review. Level I Public Participation is required. Public Review period will extend 45 days prior to meeting date for Final PPP adoption.

7. MPO Planning Staff makes any necessary revisions to the draft PPP based on citizen comments received

8. Is the revised PPP significantly different from the draft PPP originally reviewed by the public?

YES

RETURN

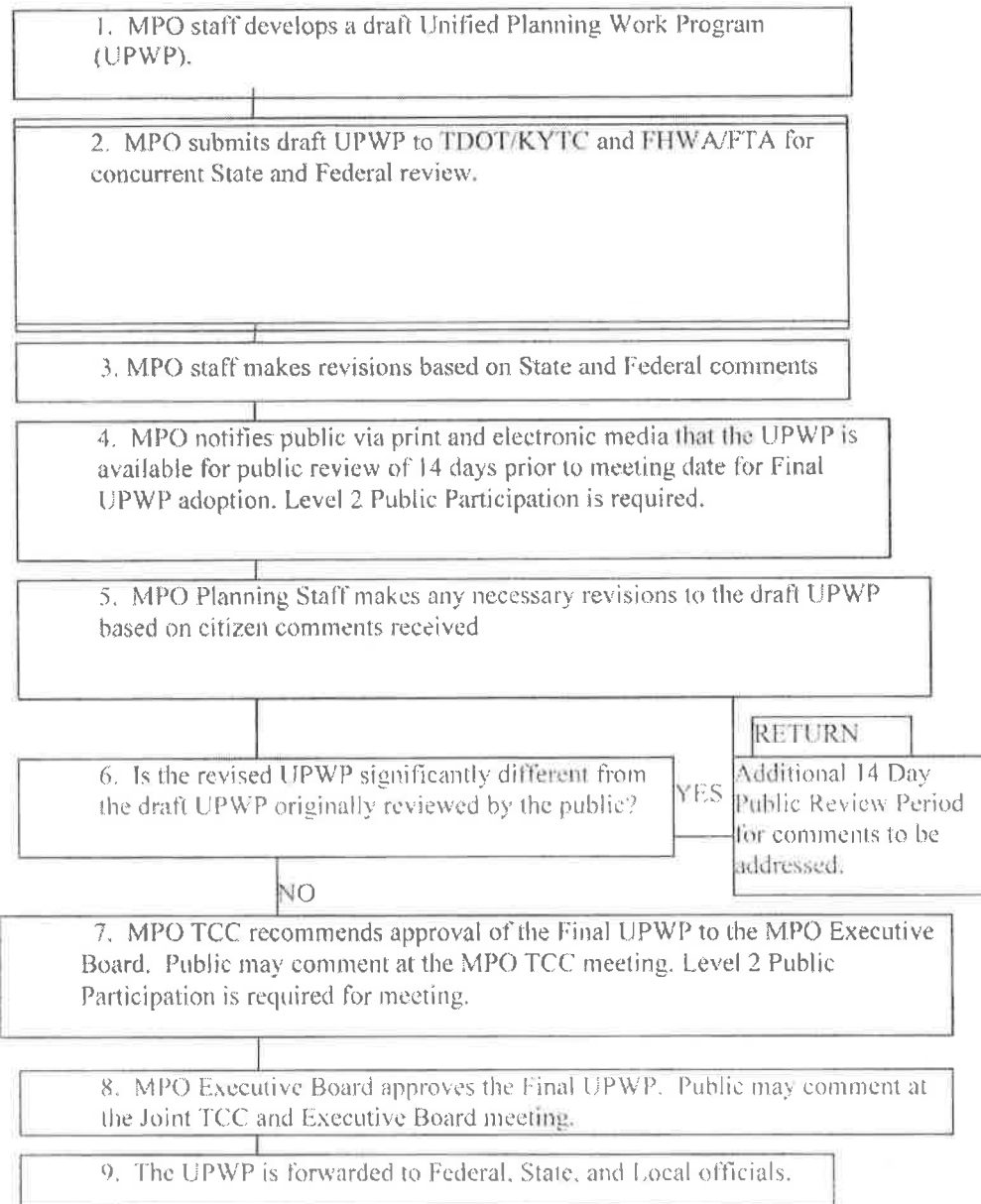
Additional 14 Day
Public Review Period
for comments to be
addressed.

NO

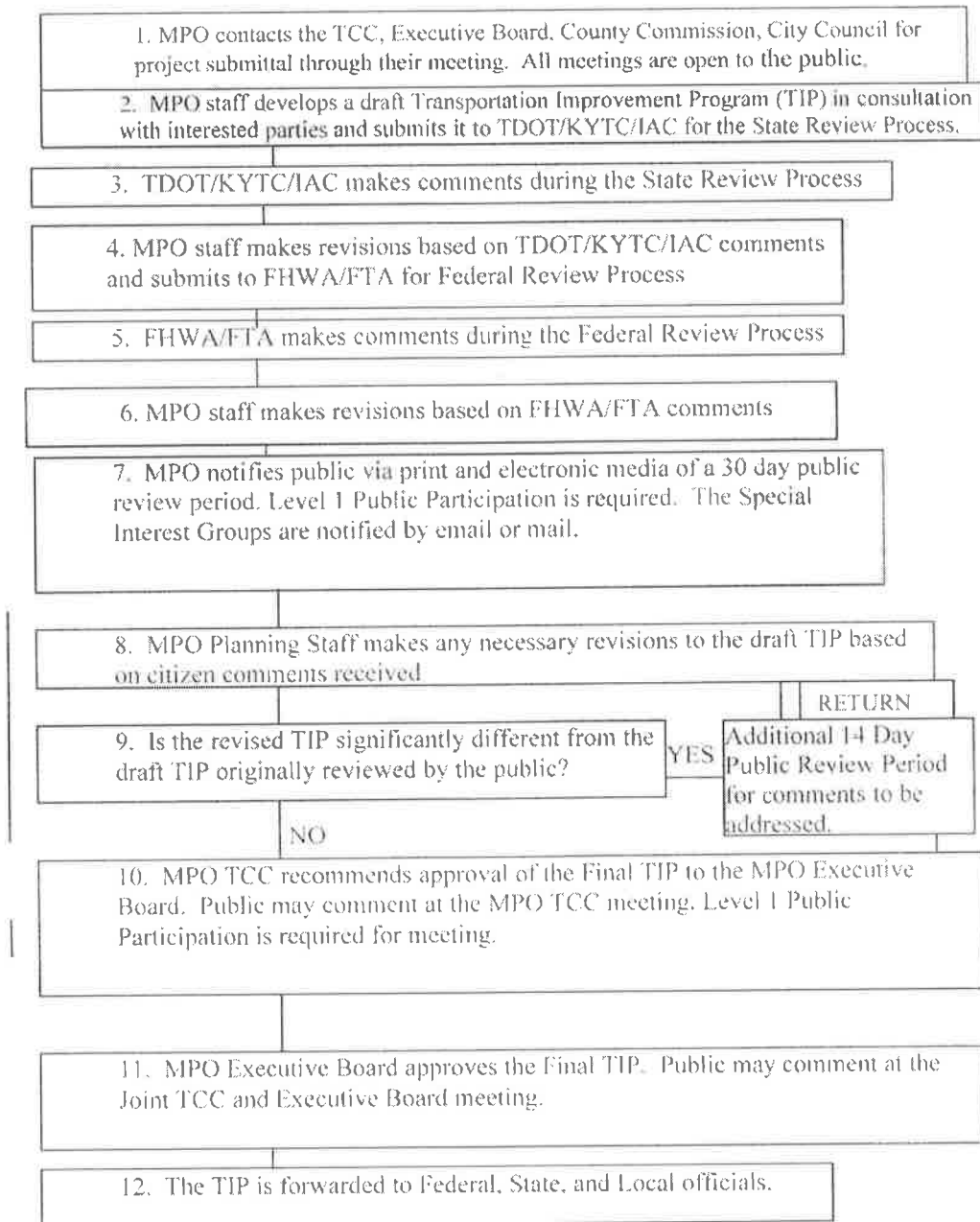
9. MPO TCC recommends approval of the Final PPP to the MPO Executive Board. Public may comment at the MPO TCC meeting. Level I Public Participation is required for meeting.

10. MPO Executive Board approves the Final PPP. Public may comment at the joint TCC and Executive Board meeting.

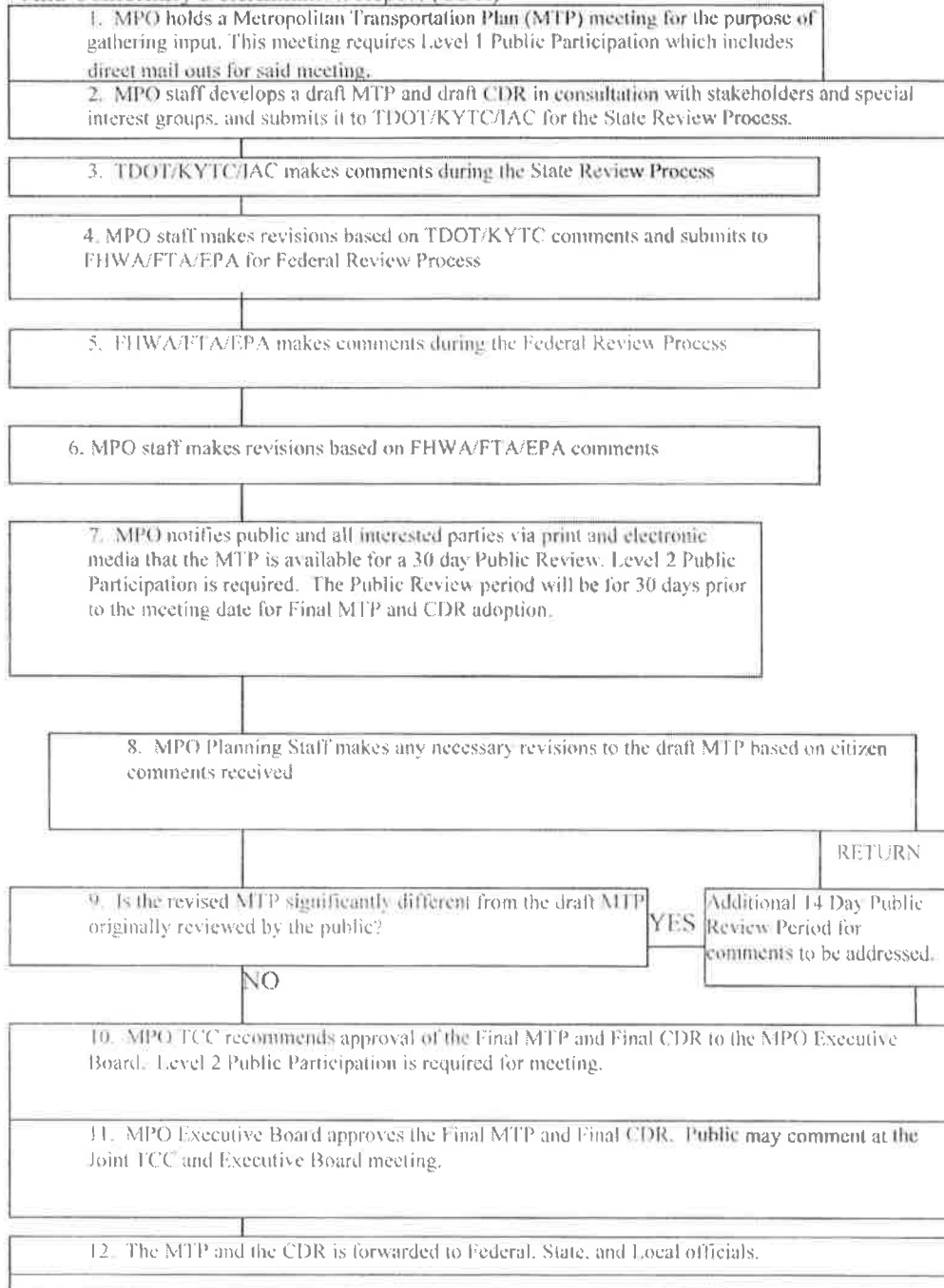
11. The PPP is forwarded to Federal, State, and Local officials.



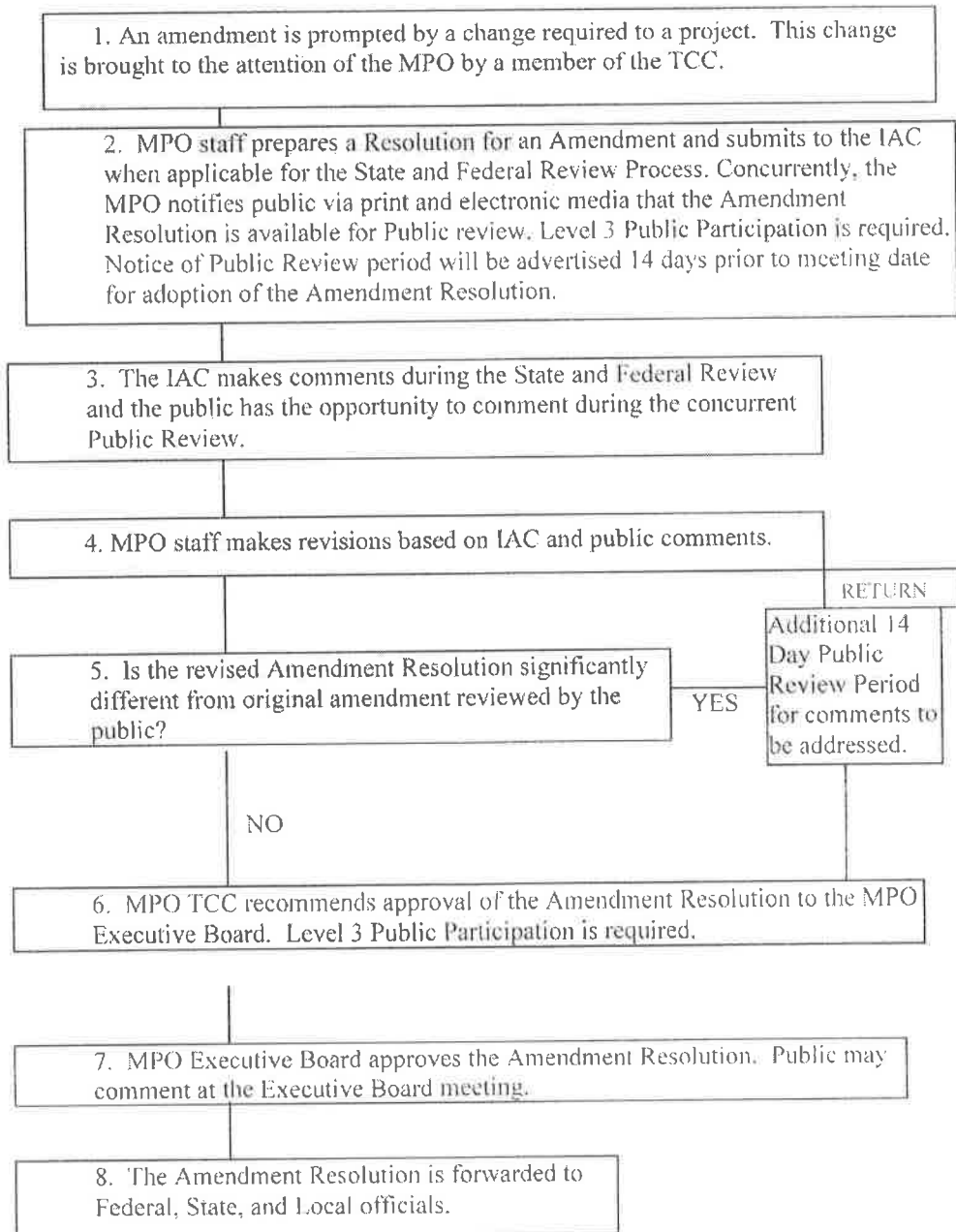
TRANSPORTATION IMPROVEMENT PROGRAM (Developed at least every four years)



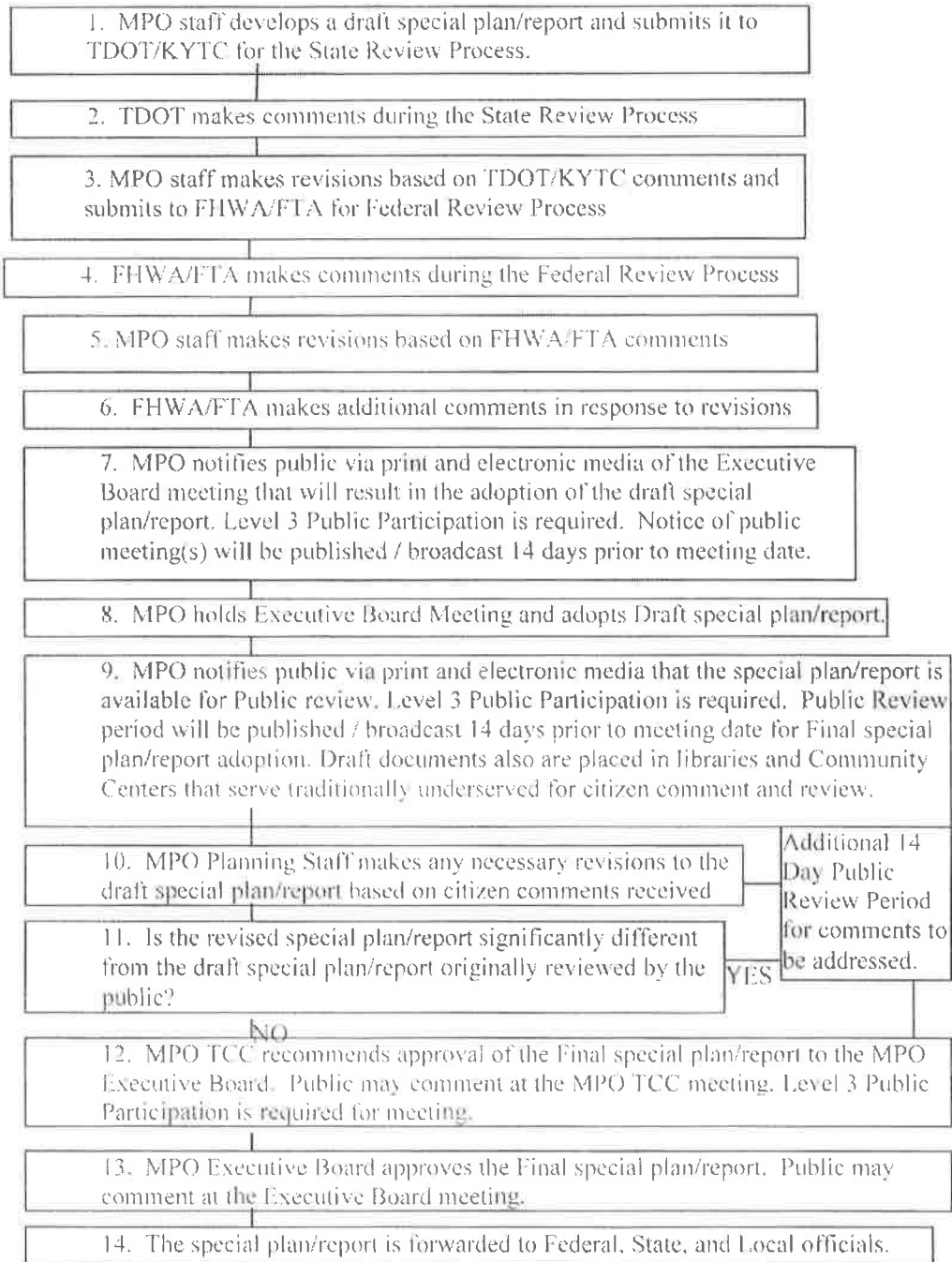
METROPOLITAN TRANSPORTATION PLAN (Developed every four years)
And Conformity Determination Report (CDR)



MTP, UPWP, PPP and TIP AMENDMENT PROCESS
(As needed)



SPECIAL PLANS/REPORTS (Developed as needed)



Appendices

Appendix A (Survey Sheets)

Name:	
Address:	
Phone:	
E-mail:	

1. Please mark the column that most reflects how effective you believe each public involvement method is. If you have an idea for a method that is not listed, please write it under "other".

Method	Very Effective	Somewhat Effective	Neutral/ Don't Know	Not Very Effective	Not at all Effective
Providing Information					
Direct Mailings to advertise meetings					
E-mail to advertise meetings					
Yard Signs announcing meetings					
Flyers at Public Places					
Website www.cuampo.com					
Public Service Announcements (radio, TV)					
Newsletters					
Newspaper Advertisements					
Information Kiosks/Booths					
Brochures					
Fact Sheets					
Presentations (PowerPoint, overheads)					
Gathering Information					
Comment Cards					
Website www.cuampo.com					
Public Workshops (formal Agenda)					
Public Open House (no formal Agenda)					
Public Question and Answer Forum					
Citizen Advisory Committees					
Key Person Interviews					
Other					

2. The following mailing lists are available to interested parties. If you received this letter, you are on one or more of these mailing lists. Please communicate whether you would like to be added to or left off of these lists.

Mailing List	Add Me	Leave Me Off
All CUAMPO Mailing Lists (Includes all of the following lists)		
CUAMPO Policy Committee		
CUAMPO Technical Committee		
Special Interest Groups		
Consultation Federal, State, Local Agencies		
Environmental Justice		

Nombre:	
Dirección:	
Teléfono:	
E-mail:	

1. Favor de seleccionar la columna que mejor refleje lo efectivo que Ud. estime ser cada método de uso. Si Ud. tiene una idea para un método que no se encuentre aquí, favor escríbalo bajo "otro"

Método	Muy efectivo	Algo efectivo	Neutral/ no sé	No muy efectivo	No es efectivo
Para brindar información					
Correo directo para anunciar juntas					
E-mails para anunciar juntas					
Pasquines en patios para anunciar juntas					
Hojas volantes en lugares públicos					
Sitio en la red: www.cuampo.com					
Anuncios de servicios públicos (radio, TV)					
Cartas informativas					
Anuncios en periódicos					
Información en Kioskos/Booths					
Folletos					
Hojas informativas					
Presentaciones (PowerPoint, overheads)					
Para obtener información					
Tarjetas con comentarios					
Sitio en la red: www.cuampo.com					
Talleres públicos (agenda formal)					
Juntas abiertas al público (no agenda formal)					
Foro con el público para preguntas y respuestas					
Comités de consulta ciudadana					
Entrevistas con personas claves					
Otro					

2. La siguiente lista postal se encuentra disponible a personas interesadas. Si Ud. ha recibido esta carta, Ud. se encuentra en una o más listas postales. Favor de indicarnos si Ud. desea ser incluido o no en estas listas.

Lista postal	Inclúyame	No me incluya
Lista postal ALL CUAMPO (incluye todas las listas siguientes)		
Comité ALL CUAMPO de políticas		
Comité técnico CUAMPO		
Grupos con intereses especiales		
Consulta federal, estatal, agencias locales		
Justicia ambiental		

Appendix B

Survey Letter and Response Results during Development 2007 and Amendment 2010:



CLARKSVILLE URBANIZED AREA METROPOLITAN PLANNING ORGANIZATION

Stan Williams
MPO Coordinator

stan.williams@clarksvillemop.com

329 MAIN STREET
CLARKSVILLE, TN 37040
PHONE: (931) 645-7448

www.cuamop.com

Max Baker
Transportation Planner

max.baker@clarksvillemop.com

To: Special Interest Groups
From: Max Baker, Transportation Planner
Date: May 1, 2007
Re: Public Involvement Efforts

If you are a recipient of this letter, you are on the Special Interest Group mailing list of the Clarksville Urbanized Area Metropolitan Planning Organization (CUAMPO), and are considered a representative of one of the following groups:

- Representatives of public transportation employees
- Representatives of users of public transportation
- Freight shippers
- Providers of freight transport services
- Private transportation providers
- Representatives of pedestrian/bicycle facilities users
- Representatives of disabled persons
- General Public

CUAMPO is the regional transportation planning entity for the Clarksville Urbanized Area. CUAMPO is the local agency that ensures that federal and state funding is available for local area transportation projects. One of the ways that we strive ensure the receipt of this crucial funding, is to actively involve the public in our planning processes. This is required by the federal transportation authorization bill, SAFETEA-LU (Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users). Currently, we are updating our Public Participation Plan in order to be fully compliant with this legislation. CUAMPO must specifically consider the transportation needs of the groups listed above, in addition trying to consider all persons according to the Civil Rights Act of 1964 and Title VI. Please take a few minutes to answer the two questions on the reverse side of this letter and mail your responses back to us in the return envelope. Your ideas will help us improve how we communicate with each other in transportation planning processes that can affect our community for many years to

come. Thank you in advance for your time and cooperation. As a token of appreciation for completing the survey, we have enclosed a Golden Dollar. We would be grateful to have your responses by May 14, 2007. If you have any questions or comments, please feel free to contact me at your earliest convenience at (931)645-7448 or email stan.williams@cityofclarksville.com

In response to the letter sent above, six (6) were returned. Those groups that returned surveys included:

CTS employees

Clarksville Cycling Club

MCHRA

Public Transportation User

PACS

First Class Carriers/ Freight Transporter

The summary of the survey responses is shown below:

Method	Very Effective	Somewhat Effective	Neutral/ Don't Know	Not Very Effective	Not at all Effective
Providing Information					
Direct Mailings to advertise meetings	2	4	1		
E-mail to advertise meetings	5	2			
Yard Signs announcing meetings		2	2	3	
Flyers at Public Places		2	1	1	
Website www.cuampo.com	3	1	3		
Public Service Announcements (radio, TV)	3	3	2		
Newsletters		6	1		
Newspaper Advertisements	2	3	2		
Information Kiosks/Booths		3	4		
Brochures		4	2	1	
Fact Sheets	1	6		1	
Presentations (powerpoint, overheads)	1	3	1		1
Gathering Information					
Comment Cards	3	3	1		
Website www.cuampo.com	3	2	2		
Public Workshops (formal Agenda)	3	2	1	1	
Public Open House (no formal Agenda)	2	2	3		
Public Question and Answer Forum	2	3	2		
Citizen Advisory Committees	2	2	3		
Key Person Interviews	1	1	3	1	
Other					

From this survey it was determined that the best ways to provide the public with information was by e-mail and public service announcements. Also, the best way to gather information was by use of the website, www.cuampo.com and comment cards. Newsletters and factsheets may be used in the future to send out information.



**CLARKSVILLE URBANIZED AREA
METROPOLITAN PLANNING ORGANIZATION**

Stan Williams
MPO Coordinator
stanwilliams@cityofclarksville.com

329 MAIN STREET
CLARKSVILLE, TN 37040
PHONE: (931) 645-7448
www.cuampo.com

Jill Hall
Transportation Planner
hall@cityofclarksville.com

September 10, 2010

To: Special Interest Groups
Re: Revisions to the Public Participation Plan for the Clarksville MPO

If you are a recipient of this letter, you are on the Special Interest Group mailing list of the Clarksville Urbanized Area Metropolitan Planning Organization (CUAMPO), and are considered a representative of one of the following groups:

- Freight shippers
- Providers of freight transport services
- Private transportation providers
- Representatives of pedestrian/bicycle facilities users
- Representatives of disabled persons
- Minority Agencies/Groups

CUAMPO is the regional transportation planning entity for the Clarksville Urbanized Area. CUAMPO is the local agency that ensures that federal and state funding is available for local area transportation projects. One of the ways that we strive ensure the receipt of this crucial funding, is to actively involve the public in our planning processes. This is required by the federal transportation authorization bill, SAFETEA-LU (Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users). Currently, we are amending our Public Participation Plan. CUAMPO must specifically consider the transportation needs of the groups listed above, in addition trying to consider all persons according to the Civil Rights Act of 1964 and Title VI. Please take a few minutes to complete the survey enclosed. You may mail your responses or email them to the address above. Your ideas will help us improve how we communicate with each other in transportation planning processes that can affect our community for many years to come. Thank you in advance for your time and cooperation. We would be grateful to have your responses by October 25, 2010. If you have any questions or comments, please feel free to contact me at your earliest convenience at (931)645-7448 or email stanwilliams@cityofclarksville.com

Thank you,
Stan Williams
Clarksville MPO Director

Response Survey Received from Ohio Valley Transport Inc:

Appendix A (2012 PPP Revision)

Name:	Don Combes
Address:	750 Economy Drive Clarksville, TN 37043
Phone:	931-358-4504
E-mail:	Don@OhioValleyTransport.com

Ohio Valley Transport Inc.

1. Please mark the column that most reflects how effective you believe each public involvement method is. If you have an idea for a method that is not listed, please write it under "other".

Method	Very Effective	Somewhat Effective	Neutral/ Don't Know	Not Very Effective	Not at all Effective
Providing Information					
Direct Mailings to advertise meetings					
E-mail to advertise meetings					
Yard Signs announcing meetings					
Flyers at Public Places					
Website www.cuampo.com					
Public Service Announcements (radio, TV)					
Newsletters					
Newspaper Advertisements					
Information Kiosks/Booths					
Brochures					
Fact Sheets					
Presentations (PowerPoint, overheads)					
Gathering Information					
Comment Cards					
Website www.cuampo.com					
Public Workshops (formal Agenda)					
Public Open House (no formal Agenda)					
Public Question and Answer Forum					
Citizen Advisory Committees					
Key Person Interviews					
Other					

2. The following mailing lists are available to interested parties. If you received this letter, you are on one or more of these mailing lists. Please communicate whether you would like to be added to or left off of these lists.

Mailing List	Add Me	Leave Me Off
All CUAMPO Mailing Lists (Includes all of the following lists)	☒	☐
CUAMPO Policy Committee	☐	☐
CUAMPO Technical Committee	☐	☐
Special Interest Groups	☐	☐
Consultation Federal, State, Local Agencies	☐	☐
Environmental Justice	☐	☐

Appendix C

Consultation List of Stakeholders:

DNR Div. of Forestry
627 Comanche Trail
Frankfort, KY 40601

KY Dept of Agriculture
32 Fountain Place
Frankfort, KY 40601

Dept for Environmental Protection
Div of Air Quality
200 Fair Oaks Lane, 1st floor
Frankfort, KY 40601

Dept for Environmental Protection
Div of Waste Management
200 Fair Oaks Lane, 2nd floor
Frankfort, KY 40601

Dept for Environmental Protection
Division of Water
200 Fair Oaks Lane, 1st floor
Frankfort, KY 40601

KY State Nature Preserves Comm.
801 Schenkel Lane
Frankfort, KY 40601

Leslie.isaman@ky.gov email also

KY Cabinet for Health and Family Services
Office of the Secretary
275 E. Main Street
Frankfort, KY 40621

KY Div of Forestry
Green River District
PO Box 465
Madisonville, KY 42431

KY Dept. of Fish and Wildlife Resources
1 Sportsman's Lane
Frankfort, KY 40601

KY Div. of Historic Properties
The Vest-Lindsey House
401 Wapping Street
Frankfort, KY 40601

KY Geological Survey
228 Mining and Mineral Resources Building
University of Kentucky
Lexington, KY 40506

KY Heritage Council/ State Historic Preservation
300 Washington Street
Frankfort, KY 40601

Corps of Engineers, Louisville District
PO Box 59
Louisville, KY 40201

Corp of Engineers, Nashville District
PO Box 1070
Nashville, TN 37202

US Fish and Wildlife Service
446 Neal Street
Cookeville, TN 38501

US EPA, Region 4
Sam Nunn Atlanta Federal Center
61 Forsyth Street, SW
Atlanta, GA 30303

TN Valley Authority
400 West Summit Hill Drive
Knoxville, TN 37902

National Park Service, SE Regional Office
100 Alabama Street SW
1924 Building
Atlanta, GA 30303

USDA Forest Service, Region 8
1720 Peachtree Road NW
Atlanta, GA 30309

US Coast Guard, Eighth District
Hale Boggs Federal Building
500 Poydras Street
New Orleans, LA 70130

TN Dept. of Environment and Conservation
L&C Annex, 1st floor
401 Church Street
Nashville, TN 37243

TN State Historic Preservation Office
2941 Lebanon Road
Nashville, TN 37243

TN Wildlife Resources Agency
Ellington Agricultural Center
440 Hogan Road
Nashville, TN 37204

Greater Nashville Regional Council
501 Union Street, 6th floor
Nashville, TN 37219

Pennyrile Area Develop District
300 Hammond Drive
Hopkinsville, KY 42240

City of Clarksville Street Dept.
199 Tenth Street
Clarksville, TN 37040

Regional Airport Authority
James Outlaw Field
200 Airport Road
Clarksville, TN 37042

Clarksville Transit System
430 Boillin Lane
Clarksville, TN 37040

City of Oak Grove
Administration City Hall Bldg
PO Box 250
Oak Grove, KY 42262

Montgomery Co Hwy Dept.
1213 Highway Drive
Clarksville, TN 37040

Hopkinsville Street Dept
101 N. Main Street
Hopkinsville, KY 42240

Christian County Road Dept.
Russellville Road
Hopkinsville, KY 42240

City of Clarksville Forester
102 Public Square
Clarksville, TN 37040

Natural Resources Conservation
1 Public Square, #334
Clarksville, TN 37040

Appendix D

CUAMPO Contact Information

Mail: Clarksville MPO Director
329 Main Street
Clarksville, TN 37040

Phone: (931) 645-7448

Fax: (931) 645-7481

Email: stanwilliams@cityofclarksville.com

Web Page: www.cuamppo.com

APPENDIX E

Public Participation Comment Sheet

Your comments and suggestion are an important aspect to the planning process. Please provide suggestions or comments on the _____ Plan/Study.

Please send written comments by mail, email, fax or phone until (DATE) _____, and address your comments to:

Clarksville MPO
329 Main Street
Clarksville, TN 37040
Ph: 931-645-7448
Fax: 931-645-7481
Email: stanwilliams@cityofclarksville.com

Comments:

(Optional)

Participant Information:

Name: _____

Address: _____

Phone: _____

Email: _____

APPENDIX F:

Letters to Stakeholders from TDOT for development of PPP in 2007



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
Long Range Planning Division
SUITE 900, JAMES K. POLK BUILDING
506 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-0334
Telephone: 615-741-3421
Facsimile: 615-632-8451
E-mail: jeanne.stevens@state.tn.us

March 1, 2007

Mr. Gary Myers
Executive Director
Tennessee Wildlife Resources Agency
Ellington Agricultural Center
440 Hogan Road
Nashville, TN 37204

Dear Mr. Myers:

On August 10, 2005, the President signed into law the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). SAFETEA-LU has additional planning provisions that require increased cooperation and consultation with local, state and federal land use management, natural resource agencies in the development of the metropolitan and statewide transportation plans and programs.

Tennessee has eleven (11) metropolitan planning organizations (MPOs) covering the following urbanized areas: Bristol, Chattanooga, Clarksville, Cleveland, Jackson, Johnson City, Kingsport, Knoxville, Lakeway (Morristown, Jefferson City, White Pine), Memphis, and Nashville.

Each MPO is required to develop a twenty-year Long Range Transportation Plan (LRTP) and a four-year Transportation Improvement Program (TIP). The LRTPs are updated every four to five years and the TIPs are updated every four years. MPOs are now federally required to consult as appropriate, State and federal agencies responsible for land use management, natural resources, environmental protection, conservation and historic preservation functions as they develop their LRTP and TIP.

The consultation is to include a comparison of proposed transportation plans and projects against (1) conservation plans or maps or (2) inventories of natural and historic resources, if available. Additionally, there needs to be a general discussion of potential environmental mitigation activities at the corridor or regional level. Please note that the MPOs Long Range Plans may provide some input to a future environmental document that may be developed for a particular transportation project, but this consultation with your agency does not have to substitute for, or preclude, any role your agency has in the development of the environmental document.

Rather than asking each MPO to contact your agency, TDOT felt it might be simpler to make a single contact and to explain how we propose to meet the new federal transportation planning requirements.

Mr. Gary Myers
March 1, 2007
Page 2

Below we have outlined a general method of consultation to be used unless your agency indicates a preferred alternative approach.

General Method of Consultation:

By April 16, 2007, your agency is asked to supply TDOT with all available conservation plans, maps, and inventories of natural and historic resources, as well as a list of potential areas in which to carry out environmental mitigation activities if available and appropriate. Appropriate mitigation strategies for these areas should be identified. Additionally your agency is also asked to provide TDOT copies of any ongoing updates and additions to those materials.

The MPOs will compare proposed transportation improvements in their area to your agency's plans, maps, inventories, etc. to assess potential environmental impacts. Their conclusions will be included in the draft Long Range Plan document, to be circulated to the public and your agency for a specified number of days prior to adoption.

Please contact me by letter or e-mail at the address below by **March 30, 2007** to indicate your preferences for involvement in the consultation process. If we do not receive any response from your agency by this date, we will consider that as acceptance of the general method of consultation described above.

Jeanne Stevens, Director
TDOT Long Range Planning Division
505 Deaderick Street
Suite 900, James K. Polk Building
Nashville, TN 37243-0334
Jeanne.stevens@state.tn.us
615-741-3421

If you have any questions please feel free to contact me.

Respectfully,



Jeanne Stevens, AICP
Director

Cc: Ed Colo, Chief of Environment and Planning
Doug Delaney, Director, Environment and Planning



**CLARKSVILLE URBANIZED AREA
METROPOLITAN PLANNING ORGANIZATION**

Stan Williams
MPO Coordinator
stanwilliams@clarksvillempo.com

329 MAIN STREET
CLARKSVILLE, TN 37040
PHONE: (931) 645-7448
www.clarkmpo.com

Max Baker
Transportation Planner
mbaker@clarksvillempo.com

Ms. Jeanne Stevens,

This letter is in response of the Tennessee Department of Transportation's Metropolitan Planning Organizations, State, and Federal Environmental Consultation Process. These procedures fulfill the need for the TDOT to comply with 23 CFR 450.210 for "Environmental Consultation" processes by providing opportunities for environmental agencies and the public comment on the draft Long Range Transportation Plan. After review, the Clarksville Urbanized Area Metropolitan Planning Organization is in agreement and will utilize said procedures.

Sincerely,

J. Stan Williams



**CLARKSVILLE URBANIZED AREA
METROPOLITAN PLANNING ORGANIZATION**

Stan Williams
MPO Coordinator
stanwilliams@clarksville.com

329 MAIN STREET
CLARKSVILLE, TN 37040
PHONE: (931) 645-7448
www.crampo.com

Max Baker
Transportation Planner
maxbaker@clarksville.com

Mr. Ron Rigney,

This letter is in response of the Kentucky Transportation Cabinet's Interested Parties, Public Involvement and Consultation Process. These procedures fulfill the need for the KYTC to comply with 23 CFR 450.210 for "Interested Parties, Public Involvement, and Consultation" processes by providing opportunities for public review and comment at key decision points. The KYTC established the following processes to cover both the STP and the STIP. After review, the Clarksville Urbanized Area Metropolitan Planning Organization is in agreement and will utilize said procedures.

Sincerely,

J. Stan Williams

Amendment to Public Participation Plan (PPP) Flyer:

The public comment period on the amendment to the Public Participation Plan (PPP) will run from September 10, until October 25, 2010. Said document is available for public review during normal business hours at the RPC, and available on the following website: www.cuampon.com under the heading Plans, Reports and Studies on the website. The PPP provides the opportunity for the public to be involved with the MPO in an exchange of data and ideas. Provide written comments by mail to: Clarksville MPO, 329 Main Street, Clarksville, TN 37040; or by email to: StanWilliams@cityofclarksville.com

The Clarksville Urbanized Area Metropolitan Planning Organization (CUAMPO) Executive Board will be meeting to adopt the amendment of the Public Participation Plan after the first of the New Year 2011. Anyone having questions or comments concerning these items should contact Stan Williams or Jill Hall at 931-645-7448 or email: stanwilliams@cityofclarksville.com or jhall@cityofclarksville.com and/or attend this meeting. In accordance with the "Americans with Disabilities Act", if you have a disability, for which the MPO needs to provide accommodations, please notify us of your requirements prior to the meeting. This request does not have to be in writing. It is the policy of the MPO to ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFP part 26; No person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal funds on the grounds of Race, Color, Sex or National Origin.

Spanish Version

El periodo de comentarios públicos sobre la modificación del Plan de Participación Pública (PPP) se desarrollará del 10 de septiembre hasta el 25 de octubre 2010. Dicho documento está disponible para revisión pública durante el horario comercial normal en la RPC, y disponible en la siguiente página web: www.cuampon.com bajo el título planes, informes y estudios en la página web. El PPP provee la oportunidad para que el público esté involucrado con la MPO en un intercambio de datos e ideas. Proporcionar comentarios escritos por correo a: Clarksville MPO, 329 Main Street, Clarksville, TN 37040, o por correo electrónico a: StanWilliams@cityofclarksville.com

El Área Urbanizada Clarksville Organización de Planificación Metropolitana (CUAMPO) Junta Ejecutiva se reunirá para aprobar enmienda del Plan de Participación Pública después de las primeras del nuevo año 2011. Cualquiera que tenga preguntas o comentarios sobre esos puntos deben ponerse en contacto Stan Williams o Jill Hall en el 931-645-7448 o por correo electrónico stanwilliams@cityofclarksville.com o jhall@cityofclarksville.com y/o asistir a esta reunión. De acuerdo con los estadounidenses "with Disabilities Act", si usted tiene una discapacidad, para lo cual la MPO debe proporcionar alojamiento, rogamos nos hagan saber sus necesidades antes de la reunión. Esta solicitud no tiene que ser por escrito. Es la política de la MPO para garantizar el cumplimiento con el Título VI de la Ley de Derechos Civiles de 1964; 49 parte CFP 26; Ninguna persona podrá ser excluida de participar o negar los beneficios de, o ser sujeto a discriminación bajo cualquier programa o actividad que reciba fondos federales por motivos de raza, color, sexo u origen nacional.

SYSTEM WIDE SERVICE STANDARDS

Pursuant to the standards set forth in the Federal Transit Administration's (FTA) Circular 4702.1B The Clarksville Transit System (CTS) must establish and monitor its performance under Service Standards and Service Policies. The standards and policies below are used to maintain efficient and effective fixed-route transit service.

The FTA requires that all fixed-route service providers develop standards for the following indicators. These standards are set by individual public transportation providers and do not apply to the entire transit industry.

- A. Vehicle Load
- B. Vehicle Headways
- C. On-time Performance
- D. Service Availability

For the purpose of defining these standards CTS defines each of its ten fixed-routes that make up its service.

- Route 1: Ft. Campbell
- Route 2: Tiny Town Road
- Route 3: Cunningham Loop
- Route 4: Peachers Mill Road
- Route 5: Hilldale
- Route 6: Madison Street
- Route 7: Governors Square Mall
- Route 8: Gateway Medical
- Route 900: Austin Peay State University Circulator
- Route 1000: Industrial Park

CTS defines "Peak Service" as the hours between 12pm and 4pm when ridership is the highest and "Off-Peak Service" as all other hours.

VEHICLE LOAD

Vehicle Load Factor is described by FTA Circular 4702.1B as:

Vehicle load can be expressed as the ratio of passengers to the total number of seats on a vehicle. For example, on a 40-seat bus, a vehicle load of 1.3 means all seats are filled and there are approximately 12 standees. A vehicle load standard is generally expressed in terms of peak and off-peak times. Transit providers that operate multiple modes of transit must describe the specific vehicle load standards for peak and off-peak times for each mode of fixed-route transit service (i.e., bus, express bus, bus rapid transit, light rail, heavy rail, commuter rail, passenger ferry, etc., as applicable), as the standard may differ by mode.

CTS calculates Vehicle Load Factor by dividing the average hourly passenger load by the average number of seats available per bus for that hour. Vehicle load is monitored to ensure customer comfort and to assess whether additional service is required. Vehicle Load per Route is listed below.

ROUTE	CURRENT PEAK LOAD FACTOR	MAX PEAK LOAD FACTOR	CURRENT OFF-PEAK LOAD FACTOR	MAX OFF-PEAK LOAD FACTOR
1		1.2	.27	1.0
2		1.2		1.0
3		1.2		1.0
4		1.2		1.0
5		1.2		1.0
6		1.2		1.0
7		1.2		1.0
8		1.2		1.0
900		1.2		1.0
1000		1.2		1.0

VEHICLE HEADWAY

Vehicle Headway is described by FTA Circular 4702.1B as:

Vehicle headway is the amount of time between two vehicles traveling in the same direction on a given line or combination of lines. A shorter headway corresponds to more frequent service. Vehicle headways are measured in minutes (e.g., every 15 minutes); service frequency is measured in vehicles per hour (e.g., four buses per hour). Headways and frequency of service are general indications of the level of service provided along a route. Vehicle headway is one component of the amount of travel time expended by a passenger to reach his/her destination. A vehicle headway standard is generally expressed for peak and off-peak service as an increment of time (e.g., peak: every 15 minutes; and off peak: every 30 minutes). Transit providers may set different vehicle headway standards for different modes of transit service. A vehicle headway standard might establish a minimum frequency of service by area based on population density. For example, service at 15-minute peak headways and 30-minute off-peak headways might be the standard for routes serving the most densely populated portions of the service area, whereas 30-minute peak headways and 45-minute off-peak headways might be the standard in less densely populated areas. Headway standards are also typically related to vehicle load. For example, a service standard might state that vehicle headways will be improved first on routes that exceed the load factor standard or on routes that have the highest load factors.

The Vehicle Headways for each route are evaluated and adjusted based on ridership, vehicle load and existing and expected funding levels. Vehicle Headways for CTS routes are listed below:

ROUTE	PEAK HEADWAY	OFF-PEAK HEADWAY
1	60 MINUTES	60 MINUTES
2	60 MINUTES	60 MINUTES
3	30 MINUTES	30 MINUTES
4	60 MINUTES	60 MINUTES
5	60 MINUTES	60 MINUTES
6	30 MINUTES	30 MINUTES
7	30 MINUTES	30 MINUTES
8	60 MINUTES	60 MINUTES
900	15 MINUTES	15 MINUTES
1000	30 MINUTES	30 MINUTES

ON-TIME PERFORMANCE

On-time performance is described by FTA Circular 4702.1B as:

On-time performance is a measure of runs completed as scheduled. This criterion first must define what is considered to be "on time." For example, a transit provider may consider it acceptable if a vehicle completes a scheduled run between zero and five minutes late in comparison to the established schedule. On-time performance can be measured against route origins and destinations only, or against origins and destinations as well as specified time points along the route. Some transit providers set an on-time performance standard that prohibits vehicles from running early (i.e., ahead of schedule) while others allow vehicles to run early within a specified window of time (e.g., up to five minutes ahead of schedule). An acceptable level of performance must be defined (expressed as a percentage). The percentage of runs completed system-wide or on a particular route or line within the standard must be calculated and measured against the level of performance for the system. For example, a transit provider might define on-time performance as 95 percent of all runs system-wide or on a particular route or line completed within the allowed "on-time" window.

A bus is determined to be late if it arrives at its destination seven or more minutes after its scheduled arrival time. Buses are determined to be early if they arrive at their destination three or more minutes early (-2/+6). It is the goal of CTS to maintain a 85-90% on-time performance. On-time performance is monitored daily and reported weekly to the Operations Manager and Deputy Director. On-time performance standards are listed below:

ROUTE	PEAK ON-TIME	OFF-PEAK ON-TIME
1	85%	90%
2	85%	90%
3	85%	90%
4	85%	90%
5	85%	90%
6	85%	90%
7	85%	90%
8	85%	90%
900	MAINTAIN FREQUENCY	MAINTAIN FREQUENCY
1000	85%	90%

SERVICE AVAILABILITY

Service Availability is described by FTA Circular 4702.1B as:

Service availability is a general measure of the distribution of routes within a transit provider's service area. For example, a transit provider might set a service standard to distribute routes such that a specified percentage of all residents in the service area are within a one-quarter mile walk of bus service or a one-half mile walk of rail service. A standard might also indicate the maximum distance between stops or stations. These measures related to coverage and stop/station distances might also vary by population density. For example, in more densely populated areas, the standard for bus stop distance might be a shorter distance than it would be in less densely populated areas, and the percentage of the total population within a one-quarter mile walk of routes or lines might be higher in more densely populated areas than it would be in less densely populated areas. Commuter rail service or passenger ferry service availability standards might include a threshold of residents within a certain driving distance as well as within walking distance of the stations or access to the terminal.

CTS determines service availability by mapping all bus routes within the system and determining its ability to provide service within $\frac{1}{4}$ mile of the largest population possible as determined by 2010 census blocks. The city of Clarksville has relatively few major thoroughfares and is dominated by cul-de-sac style housing outside the central business districts which limits service to certain areas.

SYSTEM WIDE SERVICE POLICIES

The FTA requires fixed-route service providers to develop for each of the following service indicators. The system wide policies are based on qualitative evaluations:

- A. Vehicle Assignment
- B. Transit Amenities

VEHICLE ASSIGNMENT

Vehicle Assignment is described by FTA Circular 4702.1B as:

Vehicle assignment refers to the process by which transit vehicles are placed into service in depots and on routes throughout the transit provider's system. Policies for vehicle assignment may be based on the age of the vehicle, where age would be a proxy for condition. For example, a transit provider could set a policy to assign vehicles to depots so that the age of the vehicles at each depot does not exceed the system-wide average. The policy could also be based on the type of vehicle. For example, a transit provider may set a policy to assign vehicles with more capacity to routes with higher ridership and/or during peak periods. The policy could also be based on the type of service offered. For example, a transit provider may set a policy to assign specific types of vehicles to express or commuter service. Transit providers deploying vehicles equipped with technology designed to reduce emissions could choose to set a policy for how these vehicles will be deployed throughout the service area.

The Clarksville Transit Systems policy on vehicle assignment is based on rotating buses across all routes to distribute the mileage across the fleet. CTS currently has four types of buses in service. Route 900 only utilizes light-duty buses.

- 30ft, 29 seat Gillig transit coaches
- 30ft, 26 seat Gillig transit coaches
- 30ft, 26 seat Gillig Hybrid transit coaches
- 16 seat light duty buses

All buses have the same amenities available to riders. Buses are not assigned to specific routes or communities, with the exception of the decoratively wrapped

APSU vehicles. Instead, the buses are distributed equally among all routes and communities.

TRANSIT AMENITIES

Transit Amenities is described by FTA Circular 4702.1B as:

Transit amenities refer to items of comfort, convenience, and safety that are available to the general riding public. Fixed-route transit providers must set a policy to ensure equitable distribution of transit amenities across the system. Transit providers may have different policies for the different modes of service that they provide. Policies in this area address how these amenities are distributed within a transit system, and the manner of their distribution determines whether transit users have equal access to these amenities. This...is not intended to impact funding decisions for transit amenities. Rather, this...applies after a transit provider has decided to fund an amenity.

Bus shelters and benches are distributed across the system based upon an evaluation of funding, need, requests, and available space. Stops where there is a large demand for amenities and that have a sufficient number of passengers utilizing that stop will be considered. Locations are based entirely on the previously listed factors without consideration of community or demographics. In the event that a funding source requires amenities to be placed in a certain location funding source requirements will be followed. Currently bus shelters and benches are the only major amenities utilized by CTS. CTS does not use any electronic amenities.



Four Factor Analysis

- 1. The number or proportion of LEP persons eligible in the Clarksville Transit System (CTS) service area who may be served or likely to encounter the CTS program, activity, or service.**

The Clarksville Transit System utilized reports from the US Census website dated from 2015 to determine that approximately 11%, or 14,875 people within the CTS service area, are age 5 and older, and speak a language other than English. Of the 14,875 people reporting they speak a language other than English, 4,925 or approximately 4% of respondents speak English "Less than very well."

- 2. The frequency with which LEP individuals come in contact with the CTS program, activity or service:**

The Clarksville Transit System reviews the frequency at which staff and drivers have had, or could possibly have contact with LEP persons. These discussions include phone inquiries as well as discussions internally with our operators. The CTS has not had any requests for interpreters, nor any requests for translated CTS documents from LEP individuals since prior to 2017.

- 3. The nature and importance of the program, activity, or service provided by CTS to LEP community:**

The CTS is the only fixed route and non-profit transportation provider to the urbanized area of Clarksville, TN. With this being the case, the impact the CTS has on not just the LEP community, but the Clarksville, TN community as a whole, cannot be stressed enough. The CTS provides approximately 700,000 rides to individuals each year, without our service, not just LEP individuals, but all persons that utilize our service would be without transportation for daily tasks and work unless they were to pay for often times over-priced taxi service.

- 4. The resources available to the City of Clarksville, CTS for LEP outreach, and overall costs:**

The CTS offers system maps and other transit information in Spanish available on the CTS website, at the main admin building, and at the CTS transit center. Other languages can be requested, and CTS will retrieve what would be needed per request. 2,688 of the 4,925 people that speak English "less than very well", state their primary language is Spanish. The CTS also offers an LEP help line per request. All resources are funded by the CTS.



Note: This is a modified view of the original table produced by the U.S. Census Bureau.

Note: This download or printed version may have missing information from the original table.

LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER

Survey/Program:
American Community Survey
Universe:
Population 5 years and over
Year:
2015
Estimates:
5-Year
Table ID:
B16001

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Explanation of Symbols:

An "NA" entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
An "X" entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
An "L" following a median estimate means the median falls in the lowest interval of an open-ended distribution.
An "U" following a median estimate means the median falls in the upper interval of an open-ended distribution.
An "XX" entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.
An "XXXX" entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
An "N" entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
An "DX" means that the estimate is not applicable or not available.

Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

While the 2011-2015 American Community Survey (ACS) data generally reflect the February 2013 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas, in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.

Methodological changes to data collection in 2013 may have affected language data for 2013. Users should be aware of these changes when using multi-year data containing data from 2013. For more information, see: Language User Note.

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates.

Tell us what you think.

Please feedback to help make American Community Survey data more useful for you.

Although the American Community Survey (ACS) produces population, demographic, and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties.

Clarksville city, Clarksville, TN-KY Metro Area (part), Tennessee			
	Estimate	Margin of Error	
Total:	130,633	±1,248	
Speak only English	113,758	±1,200	
Spanish or Spanish Creole	1,439	±1,820	
Speak English "very well"	1,751	±1,213	
Speak English less than "very well"	2,688	±1,527	
French (incl. Patois, Cajun)	121	±1,163	
Speak English "very well"	145	±1,134	
Speak English less than "very well"	56	±1,52	
French Creole	228	±1,236	
Speak English "very well"	151	±1,141	
Speak English less than "very well"	77	±1,41	
Italian	61	±1,43	
Speak English "very well"	63	±1,52	
Speak English less than "very well"	40	±1,39	
Portuguese or Portuguese Creole	62	±1,63	
Speak English "very well"	49	±1,44	
Speak English less than "very well"	14	±1,3	
German	1,438	±1,181	
Speak English "very well"	1,088	±1,012	
Speak English less than "very well"	35	±1,25	
Polish	79	±1,18	
Speak English "very well"	79	±1,18	

Speak English "very well"	19	4/26
Speak English less than "very well"	0	4/26
Other West Germanic languages:	0	4/22
Speak English "very well"	0	4/28
Speak English less than "very well"	9	4/22
Scandinavian languages:	41	4/24
Speak English "very well"	41	4/26
Speak English less than "very well"	0	4/28
Greek:	26	4/29
Speak English "very well"	28	4/29
Speak English less than "very well"	0	4/28
Russian:	43	4/30
Speak English "very well"	43	4/29
Speak English less than "very well"	0	4/28
Polish:	0	4/26
Speak English "very well"	9	4/28
Speak English less than "very well"	0	4/28
Portuguese:	0	4/28
Speak English "very well"	0	4/28
Speak English less than "very well"	0	4/28
Other Slavic languages:	13	4/31
Speak English "very well"	13	4/31
Speak English less than "very well"	0	4/28
Armenian:	0	4/28
Speak English "very well"	0	4/28
Speak English less than "very well"	0	4/28
Persian:	40	4/30
Speak English "very well"	40	4/30
Speak English less than "very well"	0	4/28
Gujarati:	38	4/32
Speak English "very well"	25	4/32
Speak English less than "very well"	13	4/32
Hindi:	27	4/33
Speak English "very well"	16	4/27
Speak English less than "very well"	11	4/16
Urdu:	11	4/28
Speak English "very well"	0	4/28
Speak English less than "very well"	0	4/28
Other Indic languages:	0	4/28
Speak English "very well"	42	4/36
Speak English less than "very well"	28	4/33
Other Indo-European languages:	42	4/33
Speak English "very well"	40	4/36
Speak English less than "very well"	12	4/23
Chinese:	122	4/34
Speak English "very well"	145	4/32
Speak English less than "very well"	127	4/36
Japanese:	141	4/38
Speak English "very well"	59	4/38
Speak English less than "very well"	58	4/25
Korean:	1,219	4/33
Speak English "very well"	200	4/37
Speak English less than "very well"	412	4/35
Mon-Khmer, Caucasian:	46	4/37
Speak English "very well"	32	4/34
Speak English less than "very well"	38	4/32
Hmong:	0	4/28
Speak English "very well"	0	4/28
Speak English less than "very well"	0	4/28
Thai:	51	4/32
Speak English "very well"	22	4/28
Speak English less than "very well"	39	4/32
Laotian:	26	4/32
Speak English "very well"	0	4/28

Speak English less than "very well"	18	+214
✓ Vietnamese:	112	+2119
Speak English "very well"	78	+2150
Speak English less than "very well"	34	+2155
✓ Other Asian languages:	240	+2132
Speak English "very well"	228	+2116
Speak English less than "very well"	12	+2121
✓ Tagalog:	306	+2129
Speak English "very well"	185	+2122
Speak English less than "very well"	121	+2110
✓ Other Pacific Island languages:	300	+2152
Speak English "very well"	279	+2137
Speak English less than "very well"	21	+2141
✓ Navajo:	4	+2110
Speak English "very well"	4	+2110
Speak English less than "very well"	0	+2128
✓ Other Native North American languages:	0	+2128
Speak English "very well"	0	+2128
Speak English less than "very well"	0	+2128
✓ Hungarian:	0	+2128
Speak English "very well"	0	+2128
Speak English less than "very well"	0	+2128
✓ Arabic:	55	+2147
Speak English "very well"	43	+2141
Speak English less than "very well"	12	+2123
✓ Hebrew:	0	+2128
Speak English "very well"	0	+2128
Speak English less than "very well"	0	+2128
✓ African languages:	718	+21573
Speak English "very well"	128	+21145
Speak English less than "very well"	590	+21571
✓ Other and unspecified languages:	7	+2110
Speak English "very well"	7	+2110
Speak English less than "very well"	0	+2128