



***Title VI Civil Rights Program
& MPO Non-Discrimination Policies***

FY2022-FY2024

Rockingham Planning Commission
156 Water Street
Exeter, NH 03833

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LIST OF ABBREVIATIONS

ACS	American Community Survey (U.S. Census Bureau)
ADA	Americans with Disabilities Act of 1990
CART	Greater Derry-Salem Cooperative Alliance for Regional Transportation
CFR	Code of Federal Regulations
CMAQ	Congestion Mitigation/Air Quality Program
COAST	Cooperative Alliance for Seacoast Transportation
FAST Act.....	Fixing America’s Surface Transportation Act (2015)
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
	<i>FTA Section 5305 – Metropolitan Transit Planning Grants</i>
	<i>FTA Section 5307 – Urban Formula Transit Grants</i>
	<i>FTA Section 5310 – Capital Grants for Elderly and Disabled Transit</i>
LEP.....	Limited English Proficiency
MPO	Metropolitan Planning Organization
MTA	Manchester Transit Authority
NHDHHS	New Hampshire Department of Health and Human Services
NHDOT	New Hampshire Department of Transportation
RCC	Regional Coordinating Council for Community Transportation
RNMOW	Rockingham Nutrition Meals on Wheels Program
RPC	Rockingham Planning Commission
RSA	New Hampshire Revised Statutes Annotated (state law reference)
RTAP.....	Rural Technical Assistance Program
SAFETEA-LU	Safe, Accountable Flexible Efficient Transportation Equity Act (2005)
SCC	State Coordinating Council for Community Transportation
TAC.....	Technical Advisory Committee
TASC.....	Transportation Assistance for Seacoast Citizens
TIP	Transportation Improvement Program
UNH	University of New Hampshire
USC	United States Code (federal law reference)
USDOT.....	United States Department of Transportation
UZA.....	Urbanized Area

I. TITLE VI/NON-DISCRIMINATION POLICY STATEMENT

It is the policy of the Rockingham Planning Commission (RPC) Metropolitan Planning Organization (MPO) to effectuate Title VI of the Civil Rights Act of 1964, as amended, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all Federal programs and activities. Pursuant to this obligation and MPO commitment, no person shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity carried out by the MPO. Further, it is the policy of the MPO to go beyond the basic requirements of Title VI and ensure that transportation planning services are provided without regard to sex, age, or disability status. The MPO will monitor and enforce statutory requirements imposed on its sub-recipients and participants of Federally assisted programs and projects. MPO further assures that every effort will be made to ensure nondiscrimination in all of its programs and operations, regardless of funding source.

MPO meetings are held in accessible locations, and reasonable accommodations are made for individuals with disabilities upon request within a reasonable advance notice period (usually two weeks or 10 business days). If you would like accessibility or language accommodation for any RPC MPO meeting, please contact the RPC Business Manager at 603-658-0517 or by email: apettengill@therpc.org.

If you feel you have been discriminated against based on your race, color, national origin, sex, age, or disability status, you may file a complaint following the RPC MPO Title VI Complaint Form. If you cannot download the document or need additional information, please feel free to contact the Rockingham Planning Commission at 603-778-0885.



Tim Roache
Executive Director

2/9/2022

Date

I. OBJECTIVES

The Rockingham Planning Commission (RPC) Metropolitan Planning Organization (MPO) has in place a Program based on Title VI of the Civil Rights Act of 1964 (42 U.S.C Section 2000d) and U.S.D.O.T. Regulation 49 CFR Part 21 “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation”. The Program is based on Federal Transit Administration Circular FTA C 4702.1A, “Title VI and Title VI-Dependent Guidelines for Federal Transit Administration Recipients”, May 13, 2007.

The objectives of the program are as follows:

- A. To ensure that the level and quality of regional and transportation planning services are provided without regard to race, color, or national origin. It is the policy of the MPO to go beyond the basic requirements of Title VI and ensure that transportation planning services are provided without regard to sex, age, or disability status;
- B. To identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- C. To promote the full and fair participation of all affected populations in transportation decision-making;
- D. To prevent the denial, reduction or delay in benefits related to programs and activities that benefit minority populations or low-income populations; and
- E. To ensure meaningful access to programs and activities for persons with limited English proficiency.

III. GENERAL REQUIREMENTS

As part of the Rockingham Planning Commission (RPC) Metropolitan Planning Organization (MPO) Title VI Program, the MPO maintains certain reporting requirements and provides the New Hampshire Department of Transportation (NHDOT), Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) the following information regarding these reporting requirements. In addition to the first 12 General Requirements below, mandatory for all recipients of Federal aid, Metropolitan Planning Organizations must respond to additional requirements related to planning of federally funded transportation projects, and program administration, addressed at the end of this section.

1. Requirement to Provide Title VI Assurances

The MPO will submit its Title VI Assurance as part of its Certifications and Assurances submission to NHDOT, FHWA and FTA. The MPO will also collect Title VI Assurances from sub-recipients prior to passing through FHWA or FTA funds.

A copy of the Title VI Assurance included in the Annual Certifications and Assurances submission to NHDOT, FHWA and FTA is included in Appendix A.

2. Requirement to Prepare and Submit a Title VI Program

This document constitutes the Title VI Program Plan for the Rockingham Planning Commission (RPC) Metropolitan Planning Organization (MPO).

3. Requirement to Notify Beneficiaries of Protection Under Title VI

The RPC MPO has established methods for notification to the public regarding its Title VI obligations, how to get more information regarding the MPO's non-discrimination obligations, and procedures for filing a discrimination complaint against the MPO. The public notice is included in Appendix B.

The public notice is posted at the MPO offices, and is accessible on the MPO website at www.therpc.org/commission/civil-rights. Below are English and Spanish versions of the RPC MPO's Notification of Protection:

English

The RPC MPO operates without regard to race, color, national origin, sex, age, or disability. MPO meetings are held in accessible locations, and reasonable accommodations are made for individuals with disabilities upon request within a reasonable advance notice period (usually two weeks or 10 business days). If you would like accessibility or language accommodation for any RPC MPO meeting, please contact the RPC Business Manager at 603-658-0517 or by email: apettengill@therpc.org

If you feel you have been discriminated against based on your race, color, national origin, sex, age, or disability, you may file a complaint following the RPC MPO Title VI Complaint Form. If you cannot download the document or need additional information, please feel free to contact the Rockingham Planning Commission at 603-778-0885.

Spanish

La RPC MPO opera sin distinción de raza, color, origen nacional, sexo, edad o discapacidad. MPO reuniones se llevan a cabo en lugares accesibles y razonables se hacen para las personas con discapacidad que lo soliciten dentro de un plazo de preaviso razonable (generalmente dos semanas o 10 días hábiles). Si desea alojamiento accesibilidad o el idioma para las reuniones MPO RPC, por favor póngase en contacto con la gerente de negocios de RPC en 603-658-0517 o por correo electrónico: apettengill@therpc.org

Si cree que ha sido discriminado por su raza, color, origen nacional, sexo, edad o discapacidad, puede presentar una queja siguiendo el Formulario de queja del Título VI de RPC MPO. Si usted no puede descargar el documento o necesita información adicional, por

favor no dude en ponerse en contacto con la Comisión de Planificación en Rockingham 603-778-0885.

4. Requirement to Develop Title VI Complaint Procedures and Complaint Form

The RPC MPO has developed procedures for investigating and tracking Title VI complaints that may be filed against the MPO and for making these procedures available to members of the public upon request. Should the RPC MPO have any sub-recipients in the future, sub-recipients shall be required to have such procedures and shall be encouraged to adopt the MPO's complaint investigation and tracking procedures.

Copies of the RPC MPO's Title VI Complaint and Investigation Procedures and Complaint Form are included in Appendix C and posted on the MPO website in English and Spanish translation at: www.therpc.org/commission/civil-rights.

The Title VI complaint procedures were adopted by the RPC MPO Policy Committee on January 9, 2013; and reviewed and readopted in September 2021. The RPC MPO Title VI Coordinator is Scott Bogle, Senior Transportation Planner, Rockingham Planning Commission, 156 Water Street, Exeter, NH 03833.

5. Requirement to Record and Report Title VI Investigations, Complaints, and Lawsuits

In compliance with 49 CFR Section 21.9(b), the RPC MPO (and any sub-recipient) shall prepare and maintain a list of any active investigations conducted by entities other than the FTA or FHWA, lawsuits, or complaints naming the RPC MPO (or sub-recipient) alleging discrimination on the basis of race, color, national origin, sex, or disability status. This list shall include the date the investigation, lawsuit, or complaint was filed and received by the MPO, a summary of the allegation(s), the status of the investigation, lawsuit or complaint, and actions taken by the MPO (or sub-recipient) in response to the investigation, lawsuit, or complaint.

The RPC MPO's form for recording this information is included in Appendix C. The list shall comprise all records of active investigations, lawsuits, and complaints recorded on these forms. During the processing of active investigations, lawsuits, or complaints, the Title VI Coordinator shall update the record form as necessary. Upon resolution and closure of an investigation, lawsuit or complaint, the Title VI Coordinator shall record such closure on this form.

The Rockingham Planning Commission Metropolitan Planning Organization (MPO) was designated by Governor John Lynch on July 21, 2007. Since the designation of the MPO there have been no Title VI complaints, investigations, or lawsuits filed against the MPO.

6. Requirement to Promote Inclusive Public Participation

The content and considerations of Title VI, the Executive Order on accommodation of

individuals with Limited English Proficiency (LEP), and the US Department of Transportation (USDOT) LEP Guidance are integrated into the Public Participation Plan for the RPC MPO, which was last updated in August 2020.

Public participation is vital to the RPC Commission MPO. It helps provide the MPO the broadest spectrum of relevant information available prior to its decision-making and offers the public an opportunity to raise concerns that can be considered along with discussion of technical, political and economic merit.

Of particular importance in the pursuit of public participation is the identification of audiences which would be affected by or have a business or other affinity with the issues under consideration. All views should be heard and broad participation likewise encouraged. In this context, minority views include not only ethnic groups but also others whose perspectives may not be fully reflected by larger segments of the public.

Through the regional planning process, the MPO and partner agencies will thoroughly analyze the three federally established fundamental environmental justice principles:

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

The MPO actively seeks to solicit the comments and engage the interests of the public through the participation process. It then is the responsibility of the MPO and the NH Department of Transportation to balance the public's needs and desires with resources available to address those needs and desires.

MPO Staff are directed to incorporate appropriate activities to make public communications and outreach a part of the agency's overall planning activities. In addition to required public hearings, such activities may include: representative task forces or advisory committees; public meetings and workshops, presentations and discussions with special interest organizations, forums or conferences that provide information about issues and processes and the opportunity for input from the public; opinion polls, surveys, focus groups and interviews to acquire information; and use of the media and reports to disseminate information.

Specific outreach efforts designed to gather input on the needs of underrepresented populations in the MPO region in recent years include, though are not limited to:

- Meetings with the boards of two organizations in the region focused on Diversity, Equity and Inclusion work, including the NAACP Seacoast Chapter and the Racial Unity Team, asking for assistance in designing MPO outreach efforts to reach communities of color in the region.
- Surveys of municipal human services directors regarding the transportation needs of community residents who have sought assistance, or other community members who may not seek assistance but nonetheless have unmet transportation needs.
- Surveys of non-profit Health & Human Service agencies working with transit dependent populations, including seniors, individuals with disabilities and low-income residents.
- Surveys of riders of the COAST transit system serving communities in the eastern portion of the MPO region.
- Ongoing participation in and technical assistance to the two Regional Coordinating Councils for Community Transportation (RCCs) that serve portions of the MPO planning region. These include the Greater Manchester-Derry-Salem RCC (Region 8), covering 20 communities in Hillsborough County and western Rockingham County and including 6 communities in the RPC MPO region; and the Southeast NH RCC (Region 10), covering 38 communities in Rockingham, Strafford and Carroll Counties, including 21 communities in the central and eastern part of the MPO region. These councils are made up of public and private organizations that provide transportation services for transit dependent populations, purchase these services, or otherwise work with populations likely to need these services. Each of these RCCs also engages citizen members, including individuals with disabilities who are regular users of public transit.
- Finally, as part of our joint work with the eight other RPCs around New Hampshire on the Granite State Future initiative, RPC partnered with New Hampshire Listens on a series of focus group meetings targeting underserved populations. These included individuals with disabilities, senior citizens, and youth. We also consulted with NH Catholic Charities and Ascentia Care Network (formerly Lutheran Social Services), the two primary agencies that work with immigrant populations in the state, to enlist their assistance in outreach to engage minority and immigrant groups in the development of the MPO Metropolitan Long Range Transportation Plan. That said, the largest communities of color and immigrant populations in New Hampshire are concentrated in the cities of Nashua, Manchester and Concord.

The MPO seeks to reduce or eliminate language, mobility, temporal, and other obstacles that may prevent minority, disability, low-income and other under-represented populations from fully participating in the metropolitan planning process. It is the policy of the MPO to locate all public meetings in facilities that are structurally accessible. Meetings of the MPO Technical Advisory Committee are held during the day at the Rockingham Planning Commission offices, which are wheelchair accessible as well as accessible by COAST regional transit service. Meetings of the MPO Policy Committee are rotated around the MPO region

and held mainly in town halls or public libraries. Given the limited nature of public transit in the region, the policy of the MPO to rotate meetings among member communities, and the fact that many municipally-appointed volunteer Commissioners hold day jobs unrelated to their MPO participation, some meetings of the MPO Policy Committee are held in locations or at times of day when they are not accessible by public transit. During the COVID-19 pandemic emergency modifications to NH RSA 91-A allowed TAC and Policy Committee meetings to be held via Zoom which improved accessibility for committee members and the public. With the end of the Governor's emergency order allowing remote meetings the MPO has returned to in-person meetings with a hybrid option to connect remotely.

7. Requirement to Develop a Demographic Profile of the Metropolitan Area

The MPO has prepared a demographic analysis of minority and low income populations for the twenty-seven (27) communities that currently make up the MPO planning region. Data on the racial and ethnic makeup of the region, low-income populations and English proficiency were drawn from the American Community Survey (ACS) 2018 5-year data compilation.

Note that there are significant concerns regarding the ACS data, which represent a much smaller survey sample, even with a 5-year compilation, than the old Census Long Form, from which information on income and poverty have previously been drawn. While the ACS data provide useful annual snapshots at the national, state and county levels, they contain very high margins of error for small towns (in some cases exceeding 100%), and especially for small sub-populations within towns. That said, they represent the best data available for these measures until full data are available from the 2020 Census.

Minority Population

Table 1 identifies population by racial and ethnic grouping for each municipality in the MPO region, as people of color as a percentage of overall population. Region-wide minorities make up approximately 7.6% of the population. This average is exceeded in three communities: Portsmouth (13.4%), Salem (13.4%) and Greenland (10.1%). Statewide, members of racial and ethnic minority groups make up 9.6% of the population. This is a significant increase since the 2000 census, when racial and ethnic minorities made up only 5.6% of the population statewide, and 3.5% of the population in the MPO region.

Map 1 shows the minority population as a percentage of total population at the Census Tract level. The highest concentrations of minority populations in the region are in south Salem along Route NH28, north Portsmouth along Woodbury Avenue and Gosling Road, and south Portsmouth along Route US1. Each of these locations host significant public housing developments. Other areas exceeding 10% minority population include Portsmouth's West End, west Salem, the tract covering Portsmouth's South End and New Castle, the tract covering Newfields and much of Newmarket, and South Hampton. The distribution of projects shown on Map 4 does not suggest that communities with larger minority populations are subject to a

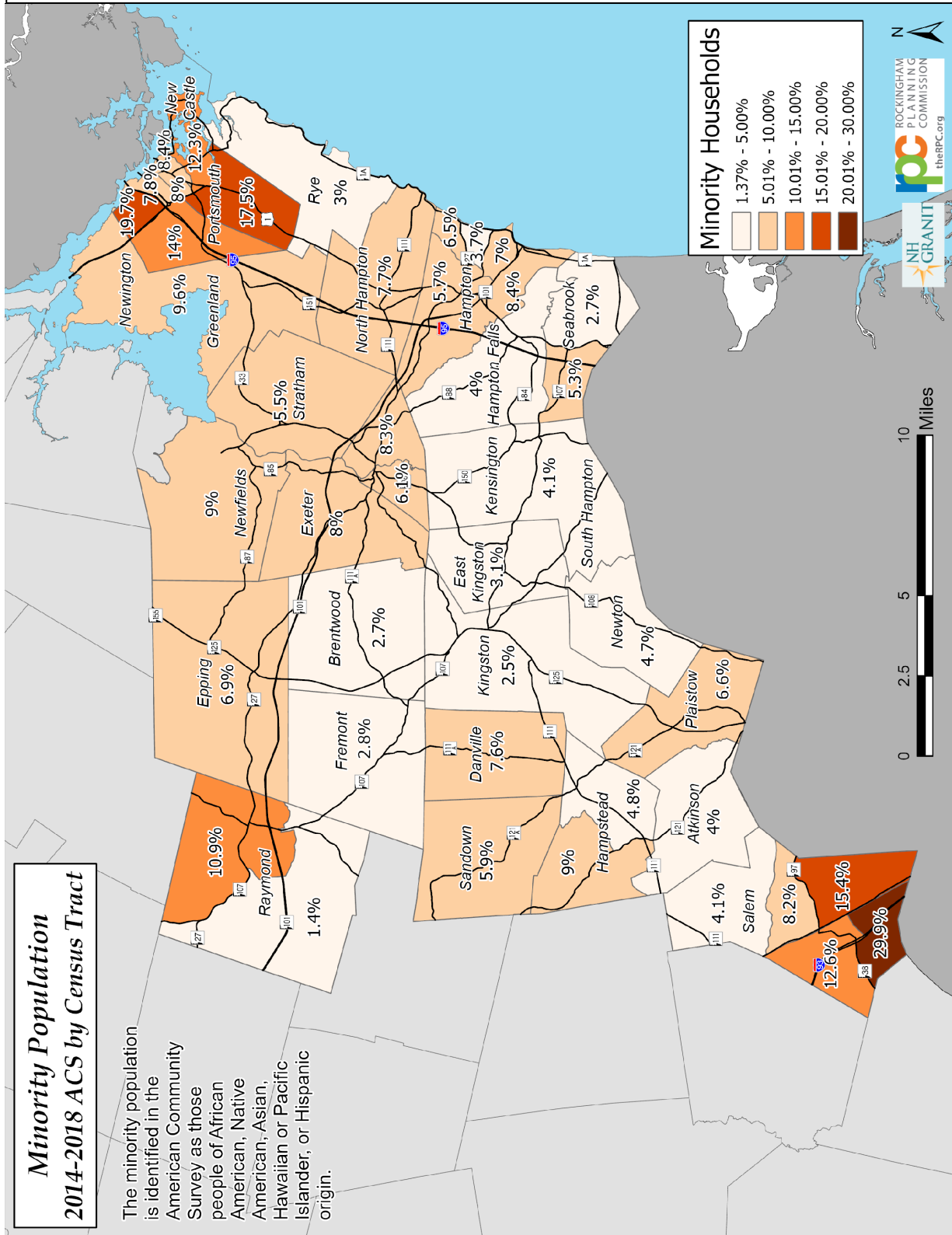
disproportionate share of either benefits or adverse impacts from transportation projects. While still limited, Salem and Portsmouth have the best public transit access in the region.

Table 1: Minority Populations in the RPC MPO Region by Town

Geographic Area	Total Population	Black	American Indian/ Alaska Native	Asian	2+ Races	Hispanic / Latino	Total Minority Population	Percent Minority
Atkinson	6,897	0	0	115	25	136	276	4.0%
Brentwood	4,712	27	0	19	48	37	125	2.7%
Danville	4,515	21	0	58	128	134	341	7.6%
East Kingston	2,445	0	0	0	13	62	75	3.1%
Epping	6,945	24	0	40	378	38	480	6.9%
Exeter	14,921	153	0	337	311	316	1,131	7.6%
Fremont	4,667	11	0	48	27	54	129	2.8%
Greenland	3,953	48	0	247	88	29	412	10.4%
Hampstead	8,625	43	10	117	61	352	583	6.8%
Hampton	15,452	21	33	227	416	221	911	5.9%
Hampton Falls	2,358	16	8	27	44	0	95	4.0%
Kensington	2,326	6	0	15	57	10	88	3.8%
Kingston	6,210	0	0	41	100	16	157	2.5%
New Castle	780	0	0	0	0	0	0	0.0%
Newfields	1,670	19	9	25	34	25	121	7.2%
Newington	798	13	0	17	2	11	43	5.4%
Newton	4,886	26	0	40	48	114	228	4.7%
North Hampton	4,453	61	0	65	87	128	341	7.7%
Plaistow	7,677	26	15	56	224	247	506	6.6%
Portsmouth	21,778	575	20	1,133	736	554	2,920	13.4%
Raymond	10,389	98	0	88	118	181	548	5.3%
Rye	5,434	12	0	51	64	36	163	3.0%
Salem	29,133	147	22	1,055	534	2,345	3,895	13.4%
Sandown	6,350	26	0	49	122	175	372	5.9%
Seabrook	8,846	77	0	119	49	77	340	3.8%
South Hampton	780	3	7	16	11	9	39	5.0%
Stratham	7,418	4	0	236	118	48	405	5.5%
MPO Region	194,418	1,457	124	4,241	3,843	5,355	14,724	7.6%
New Hampshire	1,343,622	20,516	2,090	36,124	27,890	48,356	129,075	9.6%

Source: 2018 American Community Survey 5-year data compilation

MAP 1 – Minority Households in MPO Region by Census Tract



Minority Population
2014-2018 ACS by Census Tract

The minority population is identified in the American Community Survey as those people of African American, Native American, Asian, Hawaiian or Pacific Islander, or Hispanic origin.

Low Income Households

According to the U.S. Census Bureau, for 2018 the poverty threshold was approximately \$26,200 for a family of four. Table 3 uses the American Community Survey 2018 5-year data compilation to show the number and percent of households in poverty by municipality in the Rockingham Planning Commission region. The mean percentage of households in poverty for the MPO region was 4.8%. Table 3 identifies twelve communities where the percentage of households in poverty exceeds this regional mean: Epping (8.9%), Raymond (8.1%), Hampstead (6.5%), Kingston (6.3%), Portsmouth (6.1%), East Kingston (5.6%), Exeter (5.5%), South Hampton (5.3%), North Hampton (5.2%), Hampton (4.9%), Seabrook (4.9%) and Greenland (4.7%). Statewide, approximately 7.9% of the population falls below the federal poverty line, while nationally for 2018 an estimated 14.1% of the population lived in poverty.

This represents some change from the 2000 Census data, which showed 5.0% of residents in the region living in poverty. Several towns with above average populations in poverty in 2018 were below average in 2014. These include Kingston, East Kingston, South Hampton, North Hampton and Greenland. This may reflect demographic shift or may to some degree reflect sampling anomalies in these small towns. Hampton traditionally shows a high population in poverty due to short term winter rental residents in the beach district. Portsmouth as the only city in the area, and a community with lots of students and retail workers, also traditionally shows above average poverty levels.

Map 2 shows the population at or below the poverty level as a percentage of total population at the Census Tract level. The tract with the highest poverty level is the Hampton Beach area, with 30.9% of households in poverty. As noted above, this reflects a seasonal population occupying winter rental units in the beach area. This is a known concentration of people underserved by the transportation system, and the MPO works with multiple partners on projects to improve mobility options in this area. Other high poverty areas identified in Map 2 include southern Exeter where there is a concentration of manufactured housing, Seabrook, and northeastern Raymond. The distribution of projects does not suggest that areas within the region with a higher percentage of low-income residents are subject to a disproportionate share of either benefits or adverse impacts from highway projects.

MAP 2 – Households in MPO Region Below Poverty Line by Census Tract

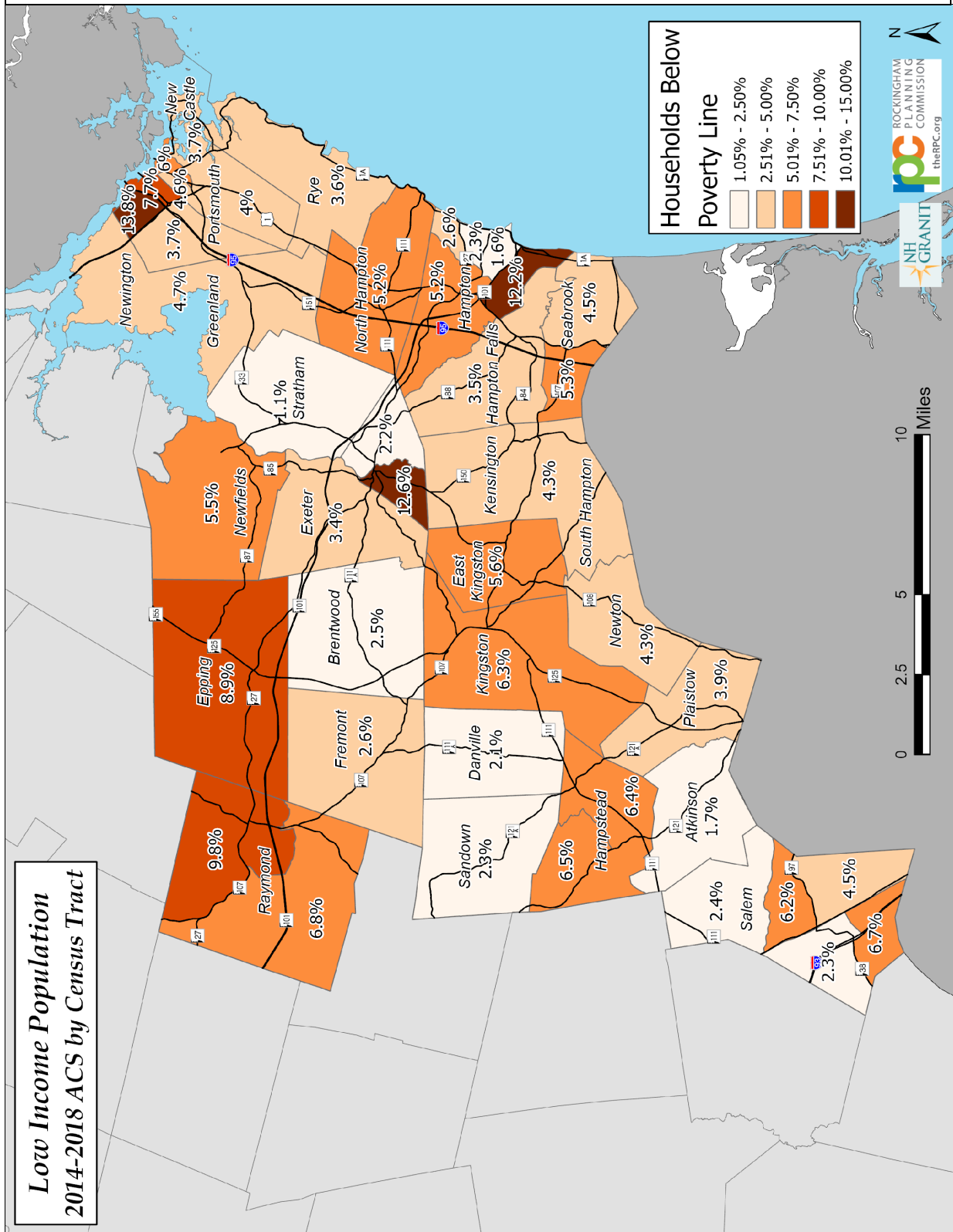


Table 2 – Population in Poverty in the MPO Region by Town

Geography	Total Population	Below 50% of Poverty Level	Below 125% of Poverty Level	Below 150% of Poverty Level	Below 185% of Poverty Level	Below 100% of Poverty Level	Percent Below 100% of Poverty
Atkinson	6,882	87	147	244	446	120	1.70%
Brentwood	4,413	33	189	293	349	109	2.50%
Danville	4,515	53	154	336	606	96	2.10%
East Kingston	2,434	75	141	167	203	136	5.60%
Epping	6,945	269	639	922	1,180	615	8.90%
Exeter	14,731	471	1,081	1,654	2,151	809	5.50%
Fremont	4,600	91	139	155	257	121	2.60%
Greenland	3,953	116	217	235	260	186	4.70%
Hampstead	8,583	184	713	824	1,317	554	6.50%
Hampton	15,361	299	1,050	1,291	1,733	752	4.90%
Hampton Falls	2,358	61	87	105	151	82	3.50%
Kensington	2,317	56	125	155	253	93	4.00%
Kingston	6,210	121	436	650	895	389	6.30%
New Castle	780	2	11	19	35	7	0.90%
Newfields	1,670	10	52	65	72	50	3.00%
Newington	798	10	45	47	54	35	4.40%
Newton	4,886	88	212	259	356	212	4.30%
North Hampton	4,444	173	305	367	466	229	5.20%
Plaistow	7,615	140	642	693	888	299	3.90%
Portsmouth	20,911	552	1,956	2,481	3,388	1,269	6.10%
Raymond	10,368	534	1,312	1,516	1,944	836	8.10%
Rye	5,377	55	205	327	401	193	3.60%
Salem	28,962	552	1,702	2,154	2,784	1,270	4.40%
Sandown	6,350	48	235	310	474	143	2.30%
Seabrook	8,822	113	801	987	1,305	429	4.90%
South Hampton	775	36	48	50	67	41	5.30%
Stratham	7,418	64	290	290	476	78	1.10%
RPC Region	192,478	4,293	12,934	16,596	22,511	9,153	4.80%
New Hampshire	1,300,664	46,012	137,505	175,533	234,213	102,352	7.90%

Source: American Community Survey 2018 5-year data compilation

8. Requirement to Provide Meaningful Access to LEP Persons

Consistent with Title VI of the Civil Rights Act of 1964, USDOT's implementing regulations, and Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" (65 FR 50121, Aug. 11, 2000), the RPC MPO will take responsible steps to ensure meaningful access to benefits, services, information, and other important portions of its programs and activities for individuals who have Limited English Proficiency (LEP).

The following pages describe the four-part analysis of LEP populations described in the Federal Transit Administration guidance entitled "Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons: A Handbook for Public Transportation Providers", prepared by the FTA Office of Civil Rights. While not a public transit provider, the MPO has chosen this framework for clarity. These steps include: (1) identifying the number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee; (2) determining the frequency with which LEP individuals come in contact with the program; (3) defining the nature and importance of the program, activity, or service provided by the recipient to people's lives; and (4) describing the resources available to the recipient and costs.

Identify 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;

The RPC MPO has undertaken an analysis of the languages spoken in its twenty-seven (27) town planning region, and the estimated number of residents with Limited English Proficiency and their distribution by language group and municipality. A summary of these data is included in the following pages. Table 4 includes comprehensive data tables from the American Community Survey (ACS) 2014-2018 5-year data compilation regarding language spoken at home as well as Limited English Proficiency (LEP) for the 27 municipalities in the MPO planning region.

Table 3 shows data taken from the ACS 2018 5-year data compilation for primary language spoken at home for the MPO planning region. This table summarizes the most common languages spoken at home in the region, with a threshold of 0.05% of households.

The ACS 2018 five-year compilation data estimate that the percentage of people 5 years and over who speak a language other than English at home in New Hampshire is 7.9% and in the RPC MPO planning region is 6.0%. The percentage of people 5 years and over who speak English "less than very well" in New Hampshire is 2.5% and in the RPC MPO planning region is 1.4%. The percentage of people 5 years of age and over who speak Spanish at home in New Hampshire is 2.2% and in the RPC MPO planning region is 1.9%.

The federal interagency website on Limited English Proficiency (LEP) (www.lep.gov) states: Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or "LEP." These individuals may be entitled language assistance with respect to a particular type or service, benefit, or encounter.

Table 3 – Languages Spoken at Home in the RPC MPO Planning Region

Language Spoken at Home	MPO Region	MPO Region Percent
English Only	174,546	94.0%
Spanish	3,475	1.9%
French/ Haitian/ Cajun	1,570	0.8%
Other Indo-European Languages	1,792	1.0%
Other Asian /Pac Languages	824	0.4%
Chinese	787	0.4%
Russian/ Polish/ Slavic	695	0.4%
German	556	0.3%
Arabic	370	0.2%
Other Languages	300	0.2%
Tagalog	299	0.2%
Korean	266	0.1%
Vietnamese	112	0.1%

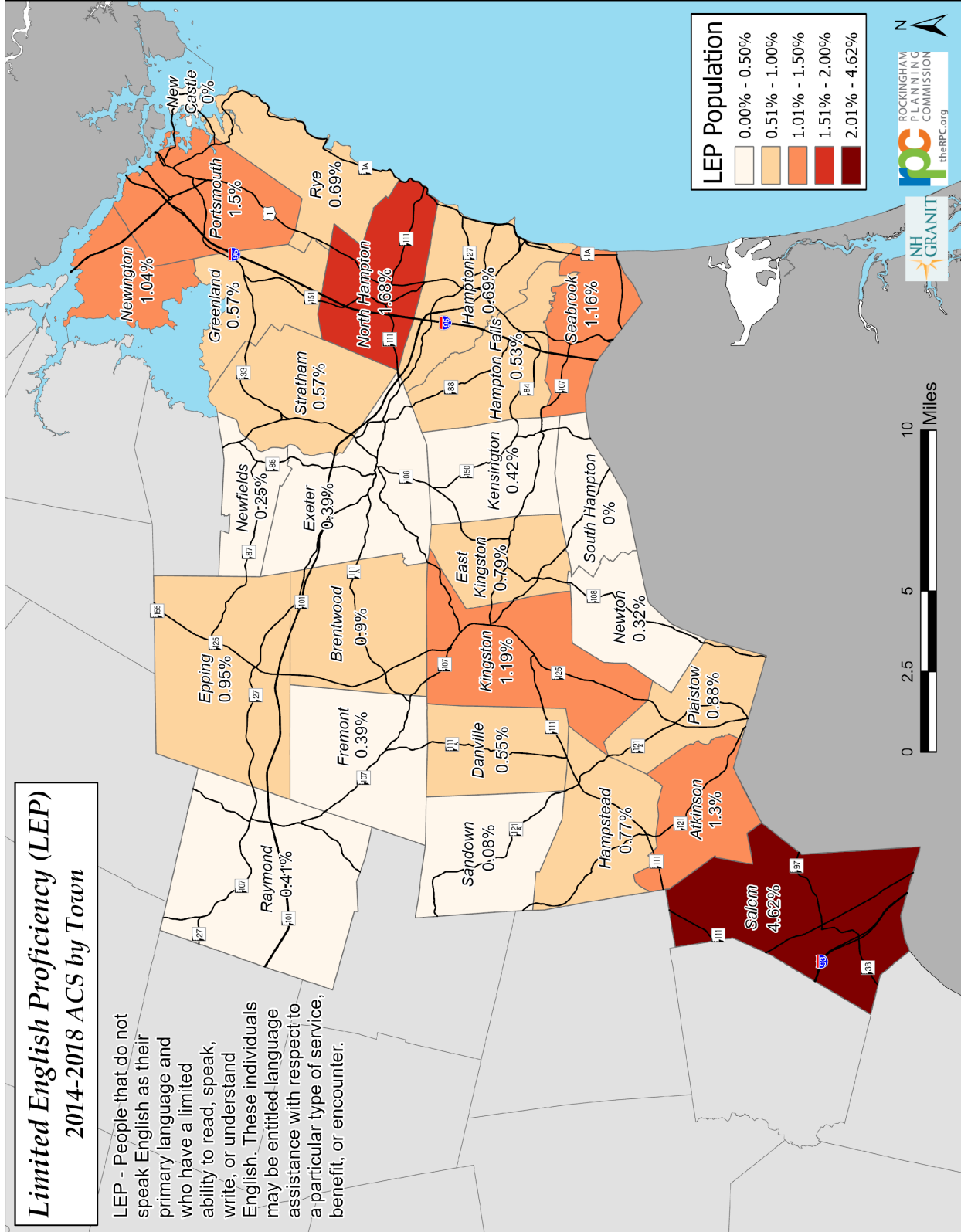
Source: American Community Survey 2018 5-Year Data Compilation

A detailed analysis of English Proficiency data from the ACS 2018 5-year data compilation is included in Table 4. Based on this definition, a total of 2,561 individuals in the RPC MPO planning region, or 1.4% of total population, would be identified as having Limited English Proficiency (LEP). Divided among language groups, this includes 968 Spanish speakers (0.5% of total population), 377 speakers of Other Indo-European Languages (0.2% of total population), 318 speakers of Chinese (0.2% of the population), 204 speakers of French/Haitian Creole/Cajun (0.1% of the total population) 199 speakers of Other Asian and Pacific Languages (0.1% of total population), 168 speakers of Russian and other Slavic Languages (0.1% of the total population) and 100 speakers of Arabic (0.1% of total population). The highest concentration of Spanish, Chinese and Arabic speakers are all found in the Town of Salem.

RPC Region Title VI Analysis - Population in Poverty
 Table 4 - Limited English Proficiency by Language Group and Town
 Source: American Community Survey 2014-2018 5-Year Data Compilation

Geography	Total Pop	English Only Pop	English Only %	Spanish	Spanish LEP	Spanish LEP %	French/Haitian/Cajun	French/Haitian/Cajun LEP	French/Haitian/Cajun LEP %	Russian/Polish/Slavic	Russian/Polish/Slavic LEP	Russian/Polish/Slavic LEP %	Chinese	Chinese LEP	Chinese LEP %	Arabic	Arabic LEP	Arabic LEP %	Total LEP	Percent LEP
Atkinson	6,705	6,407	95.60%	84	0	0.00%	54	16	0.20%	68	34	0.50%	35	23	0.30%	0	0	0.00%	87	1.3%
Brentwood	4,423	4,261	96.30%	38	15	0.30%	68	15	0.30%	12	0	0.00%	16	0	0.00%	0	0	0.00%	40	0.9%
Danville	4,343	4,094	94.30%	148	0	0.00%	0	0	0.00%	36	24	0.60%	0	0	0.00%	0	0	0.00%	24	0.6%
East Kingston	2,395	2,350	98.10%	15	0	0.00%	24	19	0.80%	0	0	0.00%	0	0	0.00%	0	0	0.00%	19	0.8%
Epping	6,420	6,283	97.90%	23	14	0.20%	47	32	0.50%	0	0	0.00%	0	0	0.00%	0	0	0.00%	61	1.0%
Exeter	14,184	13,511	95.30%	176	29	0.20%	188	0	0.00%	64	0	0.00%	0	0	0.00%	0	0	0.00%	56	0.4%
Freemont	4,408	4,345	98.60%	0	0	0.00%	34	17	0.40%	13	0	0.00%	0	0	0.00%	0	0	0.00%	17	0.4%
Greenland	3,707	3,333	89.90%	10	5	0.10%	99	0	0.00%	35	0	0.00%	59	0	0.00%	0	0	0.00%	21	0.6%
Hampstead	8,289	7,810	94.20%	230	15	0.20%	70	0	0.00%	0	0	0.00%	27	10	0.10%	0	0	0.00%	64	0.8%
Hampton	15,031	14,324	95.30%	185	45	0.30%	101	9	0.10%	85	20	0.10%	83	0	0.00%	6	0	0.00%	103	0.7%
Hampton Falls	2,278	2,244	98.50%	0	0	0.00%	5	5	0.20%	6	0	0.00%	0	0	0.00%	0	0	0.00%	12	0.5%
Kensington	2,145	2,047	95.40%	18	0	0.00%	38	0	0.00%	16	0	0.00%	0	0	0.00%	0	0	0.00%	9	0.4%
Kingston	5,782	5,636	97.50%	28	0	0.00%	12	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	69	1.2%
New Castle	756	734	97.10%	9	0	0.00%	13	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0.0%
Newfields	1,595	1,563	98.00%	0	0	0.00%	11	0	0.00%	0	0	0.00%	4	4	0.30%	0	0	0.00%	4	0.3%
Newington	766	724	94.50%	10	2	0.30%	3	0	0.00%	0	0	0.00%	10	2	0.30%	0	0	0.00%	8	1.0%
Newton	4,671	4,492	96.20%	77	0	0.00%	8	0	0.00%	45	0	0.00%	0	0	0.00%	0	0	0.00%	15	0.3%
North Hampton	4,284	3,866	90.20%	188	26	0.60%	28	0	0.00%	73	0	0.00%	0	0	0.00%	0	0	0.00%	72	1.7%
Praistow	7,379	7,044	95.50%	107	22	0.30%	31	0	0.00%	0	0	0.00%	43	43	0.60%	0	0	0.00%	65	0.9%
Portsmouth	20,914	18,878	90.30%	316	95	0.50%	259	18	0.10%	140	30	0.10%	77	24	0.10%	9	0	0.00%	313	1.5%
Raymond	9,742	9,322	95.70%	82	0	0.00%	114	24	0.20%	0	0	0.00%	77	16	0.20%	0	0	0.00%	40	0.4%
Rye	5,233	5,141	98.20%	46	19	0.40%	24	0	0.00%	19	17	0.30%	0	0	0.00%	0	0	0.00%	36	0.7%
Salem	27,743	24,489	88.30%	1,517	681	2.50%	242	26	0.10%	66	26	0.10%	306	196	0.70%	355	100	0.40%	1,281	4.6%
Sandown	5,946	5,778	97.20%	103	0	0.00%	5	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	5	0.1%
Seabrook	8,642	8,428	97.50%	15	0	0.00%	42	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	100	1.2%
South Hampton	744	731	98.30%	0	0	0.00%	8	0	0.00%	0	0	0.00%	0	0	0.00%	0	0	0.00%	0	0.0%
Stratham	7,067	6,711	95.00%	50	0	0.00%	42	23	0.30%	17	17	0.20%	50	0	0.00%	0	0	0.00%	40	0.6%
RPC Region	185,592	174,546	94.00%	3,475	968	0.50%	1,570	204	0.10%	695	168	0.10%	787	318	0.20%	370	100	0.10%	2,561	1.4%
New Hampshire	1,279,543	1,178,986	92.10%	27,776	9,702	0.80%	19,176	3,770	0.30%	5,189	1,566	0.10%	5,611	2,716	0.20%	3,127	1,238	0.10%	31,741	2.5%

MAP 4 – Population with Limited English Proficiency by City/Town



Determine the frequency with which LEP individuals come in contact with the program

Key points of contact between the MPO and members of the public in the MPO region include the following: public hearings, other public meetings, the MPO website, inquiries with the MPO office and staff regarding local or regional project needs, and local or regional surveys designed to gather information to inform decision making.

During the past ten years there have been no inquiries with MPO staff by residents of the region regarding the availability of interpretation services for meetings, or documents in translation to other languages to benefit LEP individuals.

Define the nature and importance of the program, activity, or service provided by the recipient to people's lives

An MPO's regional planning activities impact every person in the MPO region to one degree or another. Projects reviewed by the MPO and recommended to NHDOT for funding impact the safety and travel time for all members of the driving public. Similarly, MPO work to develop regional coordinated public transit and human service transportation plans helps to address mobility and access needs for a range of transit dependent populations, which may include LEP persons as well as seniors, individuals with disabilities, youth and the general low-income population.

Describe the resources available to the recipient and costs

The RPC MPO has consulted with several agencies to identify common practices in New Hampshire for working with LEP populations, including the NH Department of Transportation, COAST, Manchester Transit Authority and Greater Derry Community Health Services (CHS). Based on these contacts the MPO has identified interpretation services available through Ascentria Care Alliance (formerly Lutheran Social Services). The MPO Uniform Planning Work Program (UPWP) would be the main source of financial resources available to the MPO for expanding language access. In 2016 the MPO redesigned its website and incorporated Google Translate to improve language access online. Live interpretation services are costlier, though the MPO anticipates the need for such services to be infrequent.

USDOT LEP Guidance identifies 1,000 individuals or 5% of the population eligible to be served falling within a specific LEP language group as a threshold above which vital documents should be provided in translation. Past analyses of the MPO region have shown no populations exceeding this threshold. Data from the 2000 Census showed no LEP population approaching this threshold – across all language groups the LEP population in 2000 totaled 0.5% of population in the MPO planning region. The largest LEP population within a single language was among speakers of Spanish, with 276 LEP individuals, or approximately 0.2% of total population.

Estimates from the 2007-2011 ACS used in the 2013 Title VI document showed 1073 speakers of Spanish with Limited English Proficiency. The 2014 and 2018 ACS estimates show a reduction in the Spanish speaking population with Limited English Proficiency, dropping to 968 LEP speakers of Spanish in the 2018 data.

The MPO developed a Language Assistance Plan in 2013 as part of its 2013 Title VI Plan to identify strategies for expanding access to key MPO documents for LEP individuals, with an emphasis on the Spanish speaking population. The MPO is committed to maintaining the translation and interpretation services already developed and expanding language access where possible.

9. Minority Representation on Planning and Advisory Bodies

Title 49 CFR Section 21.5(b)(1)(vii) states that a recipient may not, on the grounds of race, color, or national origin, “deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program.”

The key advisory and policy-making bodies for the MPO are the MPO Technical Advisory Committee (TAC) and the MPO Policy Committee. The TAC is made up of one representative from each MPO community plus representatives of State and Federal agencies, and several major public institutions in the region. The Policy Committee is similarly made up of Commissioners to the RPC appointed by each member community, representatives of State and Federal agencies, and representatives of major public institutions in the region, including the Pease Development Authority/Port of New Hampshire, the COAST and CART public transportation systems, and private transit operators. The individuals representing each of these municipalities or agencies are selected by those entities, and are not chosen at the discretion of the MPO or its Staff. Full makeup of the MPO TAC and Policy Committees is depicted in Appendix F. Currently one member of the MPO Policy Committee is African American, representing the Town of Hampstead and one is of South Asian descent representing the Town of Seabrook. All other committee members are white.

As Commissioner and TAC positions become open, the MPO will encourage member municipalities and agencies to reach out to communities of color as they consider the selection of new Commissioners. As part of regular community outreach and planning functions, MPO staff will also seek to identify individuals who could bring diverse perspectives to MPO Committees, and whose names could be put forward when Commissioner and TAC seats open.

10. Providing Assistance to Subrecipients

The RPC MPO is itself a sub-recipient of Federal assistance, with the NH Department of Transportation serving as the primary recipient and passing through FTA Section 5305 (d) and FHWA metropolitan planning funding to the region.

11. Monitoring Subrecipients

The MPO recognizes the obligation to ensure subrecipients are in compliance with Title VI requirements, and will undertake the following activities to ensure that compliance should the MPO have sub-recipients at some point in the future:

- a) Document the process for ensuring that all subrecipients are complying with the general reporting requirements of this circular, as well as other requirements that apply to the subrecipient based on the type of entity and the number of fixed route vehicles it operates in peak service if a transit provider.
- b) Collect Title VI Programs and/or Title VI Assurances from subrecipients and review programs for compliance.
- c) At the request of FTA or FHWA, in response to a complaint of discrimination, request that subrecipients who provide transportation services verify that their level and quality of service is provided on an equitable basis.

12. Determination of Site or Location of Facilities

Title 49 CFR Section 21.9(b)(3) states, “In determining the site or location of facilities, a recipient or applicant may not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination under any program to which this regulation applies, on the grounds of race, color, or national origin; or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of the Act or this part.” Title 49 CFR part 21, Appendix C, Section (3)(iv) provides, “The location of projects requiring land acquisition and the displacement of persons from their residences and businesses may not be determined on the basis of race, color, or national origin.”

Per FTA Circular 4702.1B, “facilities” included in this provision are defined narrowly to exclude bus shelters, which are transit amenities; or larger projects such as bus stations or guideways subject to the NEPA process. Rather this section includes, but is not limited to, storage facilities, maintenance facilities, operations centers, etc. The MPO is not typically involved with site selection for projects of this sort.

Should it at some point in the future be involved with this sort of support facility development, the MPO acknowledges its responsibility to complete a Title VI equity analysis during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin. This process would include outreach to persons potentially impacted by the siting of facilities. The Title VI equity analysis would compare the equity impacts of various siting alternatives, and occur before the selection of the preferred site.

13. Requirement to Provide Additional Information Upon Request

The MPO will provide information other than that required by Circular 4702.1B to FTA or FHWA upon request, should it be necessary to investigate complaints of discrimination or to resolve concerns about possible noncompliance with Title VI.

IV. REQUIREMENTS FOR METROPOLITAN PLANNING ORGANIZATIONS

In addition to the above requirements of all recipients of Federal funding, FTA Circular 4702.1B identifies the following requirements for Metropolitan Planning Organizations.

1. Requirement that Metropolitan Planning Activities Comply Title VI

The RPC MPO recognizes that all metropolitan transportation planning activities must comply with 49 U.S.C. Section 5303, Metropolitan Transportation Planning, as well as subpart C of 23 CFR part 450, Metropolitan Transportation Planning and Programming. In its regional transportation planning capacity, the MPO will submit to the State as the primary recipient, FTA and FHWA:

- a) Documentation of compliance with the twelve general requirements for all recipients of Federal funding.

Discussion of the basic requirements of all recipients is included in Section II above. This Plan serves as the referenced documentation.

- b) A demographic profile of the metropolitan area that includes identification of the locations of minority populations in aggregate;

Analysis of minority, low income and Limited English Proficiency (LEP) populations in the MPO region is addressed in Sections 7 and 8 above.

- c) A description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process;

A summary of MPO public participation procedures designed to gather information on the mobility needs of minority populations, individuals with disabilities, and low-income residents is described in Section 6 above.

- d) Where necessary, provide member agencies with regional data to assist them in identifying minority populations in their service area.

All MPO member communities and agencies are provided MPO demographic analyses of minority and other populations included here and incorporated into the two Coordinated Public Transit/Human Services Transportation Plans covering the MPO region. As noted above, the MPO also provides technical assistance to the COAST and

MTA/CART transit systems in developing their Title VI demographic analyses.

2. Requirements for Program Administration

The Executive Director of the Rockingham Planning Commission is responsible for ensuring the MPO fulfills its Title VI obligations through effective management and implementation of this program. The Title VI Coordinator is responsible for providing direct oversight in implementing the Title VI program and ensuring enforcement measures are carried out as appropriate in accordance with the Standard Assurances.

In order to comply with 49 CFR Section 21.5, the general non-discrimination provision, the MPO recognizes its responsibility to document that, if Federal funds under any FTA or FHWA programs are passed through to subrecipients, this is done without regard to race, color, or national origin; and to assure that minority populations are not being denied the benefits of or excluded from participation in these programs.

As noted above, the MPO is itself a sub-recipient of Federal funding passed through the NH Department of Transportation. In the past year the MPO had several subrecipients of FHWA State Planning & Research funds as part of the FHWA Measuring Multimodal Network Connectivity pilot grant program. While the MPO plays a role in prioritizing projects at the regional level for the regional Transportation Improvement Program (TIP) or specific funding programs such as Congestion Mitigation and Air Quality (CMAQ), actual programming authority is maintained by the NH Department of Transportation. However, should occasions arise where the MPO does take on programming authority or otherwise pass through Federal funds to municipalities or other subrecipients, the MPOs will prepare and maintain the following data and report it to NHDOT, FTA or FHWA if requested:

- a. A record of funding requests received from private non-profit organizations, State or local governmental authorities, and Indian tribes. The record shall identify those applicants that would use grant program funds to provide assistance to predominantly minority populations. The record shall also indicate which applications were rejected and accepted for funding.
- b. A description of how the MPO develops its competitive selection process and annual program of projects. This description shall emphasize the method used to ensure the equitable distribution of funds to subrecipients that serve predominantly minority populations, including Native American tribes, where present. Equitable distribution can be achieved by engaging in outreach to diverse stakeholders regarding the availability of funds, and ensuring the competitive process is not itself a barrier to selection of minority applicants.

TABLES and APPENDICES

TABLES

Table 1	Minority Population in the MPO Region by Town
Table 2	Population in Poverty in the MPO Region by Town
Table 3	Languages Spoken at Home in the MPO Planning region
Table 4	Limited English Proficiency by Language Group and Town

APPENDICES

Appendix A	Federal Certifications & Assurances 2021
Appendix B	Title VI/Non-Discrimination Notice to the Public
Appendix C	Civil Rights Complaint Process
Appendix D	Civil Rights Complaint Form
Appendix E	Record Form for Civil Rights Complaints and Follow-Up
Appendix F	MPO TAC & Policy Committee Rosters

APPENDIX A

The United States Department of Transportation (USDOT)

Standard Title VI/Non-Discrimination Assurances FFY 2021

DOT Order No. 1050.2A

The Rockingham Planning Commission Metropolitan Planning Organization (herein referred to as the "Recipient" or the "MPO"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the Federal Highway Administration (FHWA) and New Hampshire Department of Transportation (NHDOT), is subject to and will comply with the following:

Statutory/Regulatory Authorities

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

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

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including the FHWA.

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

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted transportation planning program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23(b) and 21.23(e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests for Proposals for work, or material subject to the Acts and the Regulations made in connection with all federally funded transportation planning activities and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

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

3. The Recipient will insert the clauses of Attachments A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Attachment B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Attachment C and Attachment D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

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

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



Rockingham Planning Commission

by Timothy M. Roache
Executive Director

DATED June 23, 2021

ATTACHMENT A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, FHWA, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Attachment B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FHWA may direct as a means of enforcing such provisions including sanctions for

noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

ATTACHMENT B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

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

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the Rockingham Planning Commission will accept title to the lands and maintain the project constructed thereon in accordance with 23 U.S. Code § 107, the Regulations for the Administration of the Federal Aid Highway Program, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the Rockingham Planning Commission all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

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

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

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

ATTACHMENT C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

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

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

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

ATTACHMENT D

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

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

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

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

ATTACHMENT E

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

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

Rockingham Planning Commission Metropolitan Planning Organization Title VI Notice to Public

It is the policy of the Rockingham Planning Commission (RPC) Metropolitan Planning Organization (MPO) to effectuate Title VI of the Civil Rights Act of 1964, as amended, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all Federal programs and activities. Pursuant to this obligation, no person shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity carried out by the MPO. Further, it is the policy of the MPO to go beyond the basic requirements of Title VI and ensure that transportation planning services are provided without regard to sex, age, or disability status. The MPO will monitor and enforce statutory requirements imposed on any sub-recipients and participants of Federally assisted programs and projects. MPO further assures that every effort will be made to ensure nondiscrimination in all of its programs and operations, regardless of funding source.

MPO meetings are held in accessible locations, and reasonable accommodations are made for individuals with disabilities upon request within a reasonable advance notice period (usually two weeks or 10 business days). If you would like accessibility or language accommodation for any RPC MPO meeting, please contact the RPC Business Manager at 603-658-0517 or by email: apettengill@therpc.org

If you feel you have been discriminated against based on your race, color, national origin, sex, age, or disability status, you may file a complaint following the RPC MPO Title VI Complaint Form. If you cannot download the document or need additional information, please feel free to contact the Rockingham Planning Commission at 603-778-0885.

Organización de Planificación Metropolitana de la Comisión de Planificación de Rockingham Título VI Aviso al público

Es la política de la Organización de Planificación Metropolitana de la Comisión de Planificación de Rockingham (RPC). (MPO) para aplicar el Título VI de la Ley de Derechos Civiles de 1964, según enmendada, la Restauración de los Derechos Civiles Ley de 1987 y estatutos y reglamentos relacionados en todos los programas y actividades federales. De conformidad con esta obligación, ninguna persona, por motivos de raza, color u origen nacional, será excluida de participar, que se le nieguen los beneficios o que de otro modo esté sujeto a discriminación en cualquier programa o actividad realizada por el MPO. Además, es política de la MPO ir más allá de los requisitos básicos. del Título VI y garantizar que los servicios de planificación del transporte se proporcionen sin distinción de sexo, edad o Estado de Discapacidad. La MPO monitoreará y hará cumplir los requisitos legales impuestos a cualquier subreceptor. y participantes de programas y proyectos con asistencia federal. MPO asegura además que todos los esfuerzos serán Se debe hacer todo lo posible para garantizar la no discriminación en todos sus programas y operaciones, independientemente de la fuente de financiación.

MPO reuniones se llevan a cabo en lugares accesibles y razonables se hacen para las personas con discapacidad que lo soliciten dentro de un plazo de preaviso razonable (generalmente dos semanas o 10 días hábiles). Si desea alojamiento accesibilidad o el idioma para las reuniones MPO RPC, por favor póngase en contacto con la gerente de negocios de RPC en 603-658-0517 o por correo electrónico: apettengill@therpc.org

Si cree que ha sido discriminado por su raza, color, origen nacional, sexo, edad o estado de discapacidad, puede presentar una queja siguiendo el Formulario de queja del Título VI de RPC MPO. Si no puede descargar el documento o necesita información adicional, no dude en comunicarse con la Comisión de Planificación de Rockingham al 603-778-0885.

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Appendix C1

Rockingham Planning Commission MPO Title VI Complaint and Investigation Procedures

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, for alleged discrimination in any program or activity administered by the Rockingham Planning Commission.

These procedures do not deny the right of the complainant to file formal complaints with other State or Federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the RPC may be utilized for resolution. Any individual, group of individuals or entity that believes they have been subjected to discrimination prohibited under Title VI and related statutes may file a written complaint to the following address:

**Title VI Coordinator
Rockingham Planning Commission
156 Water Street
Exeter, NH 03833
Phone: (603) 778-0885**

The following measures will be taken to resolve Title VI complaints:

- 1.) A formal complaint must be filed within 180 days of the alleged occurrence. Complaints shall be in writing and signed by the individual or his/her representative, and will include the complainant's name, address and telephone number; name of alleged discriminating official, basis of complaint (race, color, national origin, sex, disability, age), and the date of alleged act(s). A statement detailing the facts and circumstances of the alleged discrimination must accompany all complaints.
- 2.) In the case where a complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the RPC Title VI Coordinator. Under these circumstances, the complainant will be interviewed, and the Title VI Coordinator will assist the Complainant in converting the verbal allegations to writing.
- 3.) When a complaint is received, the Title VI Coordinator will provide written acknowledgment to the Complainant, within ten (10) days by registered mail.
- 4.) If a complaint is deemed incomplete, additional information will be requested, and the Complainant will be provided 60 business days to submit the required information. Failure to do so may be considered good cause for a determination of no investigative merit.

- 5.) Within 15 business days from receipt of a complete complaint, the RPC will determine its jurisdiction in pursuing the matter and whether the complaint has sufficient merit to warrant investigation. Within five (5) days of this decision, the Executive Director or his/her authorized designee will notify the Complainant and Respondent, by registered mail, informing them of the disposition.
 - a. If the decision is not to investigate the complaint, the notification shall specifically state the reason for the decision.
 - b. If the complaint is to be investigated, the notification shall state the grounds of RPC's jurisdiction, while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigator.
- 6.) When RPC does not have sufficient jurisdiction, the Executive Director or his/her authorized designee will refer the complaint to the appropriate State or Federal agency holding such jurisdiction.
- 7.) If the complaint has investigative merit, the Executive Director or his/her authorized designee will assign an investigator. A complete investigation will be conducted, and an investigative report will be submitted to the Executive Director within 60 days from receipt of the complaint. The report will include a narrative description of the incident, summaries of all persons interviewed, and a finding with recommendations and conciliatory measures where appropriate. If the investigation is delayed for any reason, the investigator will notify the appropriate authorities, and an extension will be requested.
- 8.) The Executive Director or his/her authorized designee will issue letters of finding to the Complainant and Respondent within 90 days from receipt of the complaint.
- 9.) If the Complainant is dissatisfied with RPC's resolution of the complaint, he/she has the right to file a complaint with the New Hampshire Department of Transportation at the following address:

**Title VI Coordinator
New Hampshire Department of Transportation
P.O. Box 483, 7 Hazen Drive
Concord, NH 03302-0483
Phone: (603) 271-6070
TTY Access: (800) 735-2964**

Comisión de Planificación Rockingham
Procedimientos de Denuncia e Investigación Título VI

Estos procedimientos cubren todas las quejas presentadas bajo el Título VI de la Ley de Derechos Civiles de 1964, la Sección 504 de la Ley de Rehabilitación de 1973 y la Ley de Americanos con Discapacidades de 1990 por supuesta discriminación en cualquier programa o actividad administrada por la Comisión de Planificación de Rockingham.

Estos procedimientos no niegan el derecho del demandante a presentar quejas formales con otras agencias estatales o federales o a buscar un abogado privado para las quejas alegando discriminación. Se hará todo lo posible para obtener una resolución temprana de las quejas al nivel más bajo posible. La opción de reuniones de mediación informal entre las partes afectadas y el RPC puede ser utilizada para la resolución. Cualquier individuo, grupo de individuos o entidad que crea que han sido objeto de discriminación prohibida bajo el Título VI y estatutos relacionados puede presentar una queja por escrito a la siguiente dirección:

Title VI Coordinator
Rockingham Planning Commission
156 Water Street
Exeter, NH 03833
Teléfono: (603) 778-0885

Se tomarán las siguientes medidas para resolver las quejas del Título VI:

- 1.) Una queja formal debe ser presentada dentro de los 180 días de la presunta ocurrencia. Las quejas deben ser por escrito y firmadas por el individuo o su representante, e incluirán el nombre, dirección y número de teléfono del reclamante; Nombre del funcionario discriminador alegado, base de la queja (raza, color, origen nacional, sexo, discapacidad, edad), y la fecha del supuesto acto (s). Todas las quejas deben acompañar una declaración en la que se detallen los hechos y circunstancias de la supuesta discriminación.
- 2.) En el caso en que un denunciante no pueda o no pueda proporcionar una declaración escrita, se podrá presentar una queja verbal de discriminación al Coordinador del Título VI de RPC. En estas circunstancias, el demandante será entrevistado y el Coordinador del Título VI ayudará al Demandante a convertir las alegaciones verbales por escrito.
- 3.) Cuando se recibe una queja, el Coordinador del Título VI proporcionará un acuse de recibo por escrito al Demandante, dentro de los diez (10) días por correo certificado.
- 4.) Si una queja se considera incompleta, se solicitará información adicional, y se proporcionará al reclamante un plazo de 60 días hábiles para presentar la información

requerida. El no hacerlo puede ser considerado como una buena causa para la determinación de ningún mérito investigativo.

- 5.) Dentro de los 15 días hábiles a partir de la recepción de una queja completa, la RPC determinará su jurisdicción en el proceso y si la queja tiene mérito suficiente para justificar una investigación. Dentro de los cinco (5) días de esta decisión, el Director Ejecutivo o su designado autorizado notificará al Demandante y al Demandado, por correo certificado, informándoles de la disposición.
 - a. Si la decisión no es investigar la denuncia, la notificación especificará específicamente el motivo de la decisión.
 - b. Si la queja debe ser investigada, la notificación deberá indicar los motivos de la jurisdicción de RPC, al mismo tiempo que se informa a las partes que se necesitará su plena cooperación para recopilar información adicional y ayudar al investigador.
- 6.) Cuando RPC no tenga jurisdicción suficiente, el Director Ejecutivo o su designado autorizado remitirá la queja al organismo estatal o federal competente que tenga dicha jurisdicción.
- 7.) Si la queja tiene mérito de investigación, el Director Ejecutivo o su designado autorizado asignará un investigador. Se llevará a cabo una investigación completa y se presentará un informe de investigación al Director Ejecutivo dentro de los 60 días siguientes a la recepción de la queja. El informe incluirá una descripción narrativa del incidente, resúmenes de todas las personas entrevistadas y una conclusión con recomendaciones y medidas conciliatorias cuando corresponda. Si la investigación se retrasa por cualquier motivo, el investigador notificará a las autoridades pertinentes y se solicitará una prórroga.
- 8.) El Director Ejecutivo o su designado autorizado expedirá cartas de hallazgo al Demandante y al Demandado en un plazo de 90 días a partir de la recepción de la queja.
- 9.) Si el Demandante está insatisfecho con la resolución de la queja de RPC, tiene derecho a presentar una queja ante el Departamento de Transporte de New Hampshire en la siguiente dirección:

**Title VI Coordinator
New Hampshire Department of Transportation
P.O. Box 483, 7 Hazen Drive
Concord, NH 03302-0483
Teléfono: (603) 271-6070
Acceso TTY:: (800) 735-2964**



Civil Rights Complaint Form

It is the policy of the Rockingham Planning Commission Metropolitan Planning Organization (MPO) to uphold and assure full compliance with Title VI of the Civil Rights Act of 1964, The Civil Rights Restoration Act of 1987, and all related statutes. Title VI and related statutes prohibit discrimination in Federally assisted programs and require that no person in the United States of America, shall on the grounds of race, color, national origin, sex, age, or disability be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal assistance.

Any individual, group of individuals or entity that believes they have been subjected to discrimination prohibited under Title VI and related statutes in receiving MPO services may file a written complaint to the following address:

**Title VI Coordinator
Rockingham Planning Commission
156 Water Street
Exeter, NH 03833
Phone: (603) 778-0885**

You may also file a complaint directly with the Federal Transit Administration at the following address: FTA Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

Alternatively, complaints may be filed with the New Hampshire Department of Transportation at the following address: NHDOT Office of Federal Compliance, Attention: Title VI Specialist, PO Box 483, 7 Hazen Drive, Concord, NH 03302-0483

Note: Apart from the form, *on separate pages*, please describe your complaint. You should include specific details such as names, dates, times, witnesses, and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint.

Important: We cannot accept your complaint without a signature, so please sign on the last page of the form after printing out.

Section I

I believe that I have been (or someone else has been) discriminated against on the basis of:

- Race / Color / National Origin
- Disability
- Not Applicable
- Other (specify):

I believe that RPC has failed to comply with the following program requirements:

- Disadvantaged Business Enterprise (DBE)
- External Equal Employment Opportunity
- Not Applicable
- Other (specify): _____

Section II

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Numbers: Home: _____

Cell: _____

E-Mail Address: _____

Accessible format requirements:

- Large Print
- Not Applicable
- Other (specify): _____

Section III

Are you filing this complaint on your own behalf? Yes No

If not, please supply the name and relationship of the person for whom you are filing this complaint:

Please explain why you have filed for a third party:

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party: Yes No

Please sign here: _____ Date: _____

Note: We cannot accept your complaint without a signature.

Derechos Civiles Formulario de Queja

Es la política de la Comisión de Planificación Rockingham (RPC) de la Organización de Planificación Metropolitana (MPO) para mantener y asegurar el pleno cumplimiento con el Título VI de la Ley de Derechos Civiles de 1964, La Ley de Restauración de Derechos Civiles de 1987, y todas las leyes relacionadas. Estatutos Título VI y estatutos relacionados prohíben la discriminación en los programas de asistencia federal y requieren que ninguna persona en los Estados Unidos de América, será por motivos de raza, color, origen nacional, sexo, edad, o discapacidad excluido de la participación en, será negado el beneficios de, o será de otra manera sometido a discriminación en cualquier programa o actividad que reciba asistencia federal.

Cualquier persona, grupo de personas o entidad que crea que ha sido objeto de una discriminación prohibida por el Título VI y los estatutos en la recepción de los servicios de la RPC, puede presentar una denuncia por escrito a la siguiente dirección:

**Title VI Coordinator
Rockingham Planning Commission
156 Water Street
Exeter, NH 03833
Teléfono: (603) 458-6087**

También puede presentar una queja directamente ante la Administración Federal de Tránsito en la siguiente dirección: FTA Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

Alternativamente, las quejas se pueden presentar ante el Departamento de Transporte de New Hampshire en la siguiente dirección: NHDOT Office of Federal Compliance, Attention: Title VI Specialist, PO Box 483, 7 Hazen Drive, Concord, NH 03302-0483

Nota: Aparte de la forma, en páginas separadas, por favor describa su denuncia. Usted debe incluir detalles específicos tales como nombres, fechas, horarios, testigos y cualquier otra información que nos pueda ayudar en nuestra investigación de sus denuncias. Sírvanse proporcionar también cualquier otra documentación que sea relevante en esta denuncia.

Importante: No podemos aceptar su denuncia sin firma, así que por favor firme en la última página del formulario después de imprimir.

Sección I

Creo que he sido (o alguien más lo ha sido) discriminado sobre la base de:

_____aza / color / Origen Nacional

Creo que CART ha dejado de cumplir con los siguientes requisitos del programa:

Igualdad de Oportunidades en el Empleo Externo

Sección II

Nombre:

Dirección: _____

Ciudad: _____ Estado: _____ Código Postal:

Teléfonos: Casa: _____

Celular: _____

Dirección De Correo Electrónico:

Requisitos de formato accesible:

Otros (especificar): _____

Sección III

¿Está presentando esta denuncia

Si no es así, por favor proporcione el nombre y la relación de la persona para la cual usted está presentando esta denuncia:

Por favor, explique por qué usted ha presentado para un tercero:

Por favor, confirma que ha obtenido el permiso de la parte perjudicada, si usted está

Por favor, firme aquí: _____ Fecha:

Nota: No podemos aceptar su denuncia sin una firma.

APPENDIX E

**ROCKINGHAM PLANNING COMMISSION
METROPOLITAN PLANNING ORGANIZATION
TITLE VI NON-DISCRIMINATION PROGRAM**

RECORD OF CIVIL RIGHTS COMPLAINT, INVESTIGATION, AND RESOLUTION
49 CFR 21.9(b)

1. Date Civil Rights complaint received by MPO: _____

2. Summary of complaint allegation(s):

3. Status of Investigation of complaint:

4. Action(s) taken by MPO:

5. Date complaint resolved or closed: _____

APPENDIX F1
 RPC MPO Technical Advisory Committee Roster
 FY2021-FY2022

First Name	Last Name	Affiliation	Email Address
Dave	Baxter	Seabrook	davebaxterre@comcast.net
Ken	Christiansen	Brentwood	kenrllc@comcast.net
Peter	Coffin	Kingston	petercoffin@yahoo.com
Mark	Connors	Stratham	mconnors@StrathamNH.gov
David	Cressman	Atkinson	townadmin@atkinson-nh.gov
Eric	Eby	Portsmouth	ebeby@cityofportsmouth.com
Stephen	Gerrato	Greenland	newenglandent@yahoo.com
Brittany	Howard	Epping	planner@townofepping.com
Brett	Hunter	Fremont	brett363@gmail.com
Chris	Jacobs	Hampton	cjacobs@town.hampton.nh.us
Julian	Kiszka	Plaistow	juliankiszka@gmail.com
Bob	Landman	North Hampton	rlandman@hlinstruments.com
Ken	Latchaw	Newington	kenlatchaw@me.com
Karri	Makinen	Salem	kmakinen@salemnh.gov
Christina	McCarthy (Sapp)	Raymond	csapp@raymondnh.gov
Richard	McDermott	Hampton Falls	mpmcdermott2009@gmail.com
Tim	Moore	Plaistow	tem001@comcast.net
Angela	Racine	South Hampton	angela@townsh.comcastbiz.net
Dania	Seiglie	Rye	dmseiglie@gmail.com
Dave	Sharples	Exeter	dsharples@exeternh.gov
Don	Woodward	Exeter	donwoodward28@yahoo.com
Mark	Traeger	Sandown	mtraeger@protonmail.com
Juliet	Walker	Portsmouth	jthwalker@cityofportsmouth.com
Mike	Whitten	MTA Bus	mwhitten@mtabus.org
Rad	Nichols	COAST	rnichols@coastbus.org
Steve	Pesci	UNH	stephen.pesci@unh.edu
Maria	Stowell	Pease	maria.stowell@peasedev.org
Lucy	St. John	NH DOT	Lucy.StJohn@dot.nh.gov
Brian	Schutt	NH DOT	bschutt@dot.state.nh.us
Timothy	White	NH DES	Timothy.White@des.nh.gov
Leigh	Levine	FHWA	leigh.levine@dot.gov
Leah	Sirmin	FTA	leah.sirmin@dot.gov
Not an RPC member		Danville	
No appointed TAC member		East Kingston	
No appointed TAC member		Hampstead	
No appointed TAC member		Kensington	
No appointed TAC member		New Castle	
No appointed TAC member		Newfields	
No appointed TAC member		Newton	

Appendix F2
RPC MPO Policy Committee Roster
FY2021-FY2022

Town	Last Name	First Name	Emails	Term Expires
Atkinson	Turell	Michael	miketu@myfairpoint.net	4/1/2022
Atkinson	Vacant			
Brentwood	Vacant			
Brentwood	Vacant			
Danville	Vacant			
East Kingston	Warren	Edward	egwarren@comcast.net	3/1/2018
East Kingston	Vacant	Vacant		
Epping	Clark	Heather	berg1992@yahoo.com	6/1/2024
Epping	Vacant			
Exeter	English	Gwen	gwenexeter@yahoo.com	4/1/2023
Exeter	Gilman	Julie	jgilman@exeternh.gov	
Exeter	Plumer	Langdon	langplumer@gmail.com	4/1/2023
Fremont	Miner	Leanne	lee.miner@comcast.net	3/1/2025
Fremont	Barham	Roger	barham@unitil.com	3/1/2025
Greenland	Gerrato	Stephen	newenglandent@yahoo.com	6/1/2023
Greenland	Vacant			
Hampstead	Davis	Alan	jazad7@msn.com	3/1/2025
Hampstead	Hastings	Susan	chiefchip@comcast.net	4/1/2022
Hampton	Carnaby	Ann	annthehatter@gmail.com	4/1/2023
Hampton	Kravitz	Barbara	bkravitz777@yahoo.com	4/1/2023
Hampton	Olson	Mark	mark_olson@landwrightllc.com	4/1/2023
Hampton Falls	Brubaker	Andrew	andrew.brubaker@comcast.net	12/1/2021
Hampton Falls	McDermott	Richard P.	mpmcdermott2009@gmail.com	4/1/2022
Kensington	Merrill	Peter	merrilpc@comcast.net	4/1/2021
Kensington	Vacant			
Kingston	Coffin	Peter	petercoffin@yahoo.com	7/1/2023
Kingston	Coppelman	Glenn	gcoppelman@gmail.com	7/1/2023
New Castle	McAndrew	Michael	steamboatlane@gmail.com	7/1/2020
New Castle	Vacant			
Newfields	Hayden	John	jmhayden@haydenequipment.com	3/1/2020
Newfields	Merserve	William	meservew@gmail.com	3/1/2023
Newington	Hebert	Denis		6/1/2024
Newington	Vacant			
Newton	Allen	Mary		4/1/2022
Newton	Doggett	Jim	j.l.doggett@comcast.net	4/1/2024
Newton	Collyer	Annie	ACollyer@newtonnh.net	4/1/2024
North Hampton	Etela	Lauri	lijetela@aol.com	3/1/2023
North Hampton	Jeffery	Josh	jwjeffery2010@gmail.com	3/1/2023
North Hampton	Gamache	Valerie	acjanetos@comcast.net	3/1/2024
Plaistow	Kiszka	Julian	juliankiszka@gmail.com	4/1/2021
Plaistow	Moore	Timothy	tem0011@yahoo.com	4/1/2020
Plaistow	Taillon	Greg	gtaillon@plaistow.com	5/1/2021
Portsmouth	Britz	Peter	plbritz@cityofportsmouth.com	8/1/2021
Portsmouth	McEachern	Deaglan	deaglan.mceachern@gmail.com	1/1/2024
Portsmouth	Moreau	Elizabeth	bmoreau@greatoak-ne.com	11/1/2023
Portsmouth	Tabor	John	johntaborportsmouth@gmail.com	1/1/2024

Appendix F2
 RPC MPO Policy Committee Roster
 FY2021-FY2022

Raymond	Ferm	Kendra	kferm@kw.com	9/1/2024
Raymond	Welch	Alissa	aldeltufo@gmail.com	2/1/2021
Raymond	Vacant	Vacant		
Rye	Grote	Jaci	ojgrote@mac.com	5/1/2023
Rye	Winslow	Phil	philwins@gmail.com	7/1/2021
Salem	Donahue	Robert	bob.donahue@hotmail.com	7/1/2022
Salem	Pelletier	Paul	prestek234@hotmail.com	7/1/2022
Sandown	Traeger	Mark	mtraeger@protonmail.com	3/1/2020
Sandown	Vacant			
Seabrook	Vacant			
Seabrook	Ravikumer	Srinivasan	ravi4nh@gmail.com	5/25/2021
Seabrook	Rabideau	Michael	osgoodpond@yahoo.com	5/1/2024
South Hampton	VanBokkelen	James	jbvb.nan@gmail.com	11/1/2021
South Hampton	Vacant			
Stratham	Cushman	Lucy	lc24tyler@comcast.net	8/1/2023
Stratham	Vacant			
MTA Bus	Whitten	Mike	mwhitten@mtabus.org	
COAST	Nichols	Rad	rnichols@coastbus.org	
UNH	Pesci	Steve	stephen.pesci@unh.edu	
Pease	Stowell	Maria	maria.stowell@peasedev.org	
NH DOT	St. John	Lucy	Lucy.StJohn@dot.nh.gov	
NH DOT	Schutt	Brian	bschutt@dot.state.nh.us	
NH DES	White	Timothy	Timothy.White@des.nh.gov	
FHWA	Levine	Leigh	leigh.levine@dot.gov	
FTA	Sirmin	Leah	leah.sirmin@dot.gov	