

# KYOVA Interstate Planning Commission

## Title VI Implementation Plan and Limited English Proficiency Language Assistance Plan

**Report Period: January 1, 2023 – December 30, 2023**

**Adopted: December 4, 2023**

**KYOVA Interstate Planning Commission 400 Third Avenue  
Huntington, West Virginia 25701  
Phone: 304-523-7434  
Website: [www.kyovaipc.org](http://www.kyovaipc.org)**



*This project was partially funded by grants from the U. S. Department of Transportation, Federal Highway and Federal Transit Administrations.*

**RESOLUTION APPROVING KYOVA INTERSTATE PLANNING COMMISSION  
TITLE VI/LIMITED ENGLISH PROFICIENCY PLAN UPDATE**

**WHEREAS,** KYOVA Interstate Planning Commission has been designated as the Metropolitan Planning Organization (MPO) by the Governors of West Virginia, Kentucky, and Ohio for the Huntington, WV-KY-OH Urbanized Area acting through the West Virginia Department of Transportation/Division of Highways, the Kentucky Transportation Cabinet (KYTC), and the Ohio Department of Transportation (ODOT) and locally elected officials in the KYOVA Region; and

**WHEREAS,** the Federal government enacted Title VI of the Civil Rights Act of 1964, as amended, to prevent discrimination on the grounds of race, color, sexual orientation, gender identity, age, disability, or national origin; and

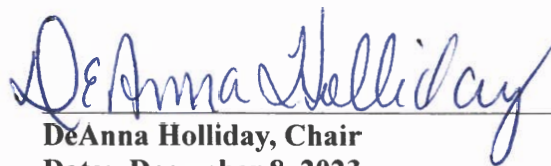
**WHEREAS,** the KYOVA Interstate Planning Commission has adopted a Title VI/LEP Plan that meets the requirements and responsibilities of the U. S. Department of Transportation (USDOT) as a recipient of Federal financial assistance; and

**WHEREAS,** the KYOVA Interstate Planning Commission assure that all of their programs, services, and activities will be free from discrimination, whether those programs, services, and activities are Federally funded or not; and

**WHEREAS,** the Title VI/LEP Plan continues to be reviewed by KYOVA staff on an on-going basis to ensure consistency with federal regulations and guidelines; and

**WHEREAS,** the Title VI/LEP Plan update is consistent with USDOT guidance;

**NOW, THEREFORE BE IT RESOLVED,** that the Policy Board of the KYOVA Interstate Planning Commission, at its regular public meeting on December 8, 2023, hereby approves the update to the KYOVA Title VI Program as recommended by the KYOVA staff.



**DeAnna Holliday, Chair**  
**Date: December 8, 2023**



**Christopher M. Chiles, Executive Director**  
**Date: December 8, 2023**



# **KYOVA Interstate Planning Commission**

## **Title VI Implementation Plan and Limited English Proficiency (LEP) Language Assistance Plan for the Huntington, WV-KY-OH Urbanized Area\***

**January 1, 2023 to December 30, 2023**

**KYOVA Interstate Planning Commission  
400 Third Avenue  
Huntington, West Virginia 25701**

**Phone: 304-523-7434  
[www.kyovaipc.org](http://www.kyovaipc.org)**

\*The KYOVA Planning Area (Huntington, WV-KY-OH Urbanized Area) includes the West Virginia counties of Cabell and Wayne, the Kentucky counties of Boyd and Greenup, and the urbanized portion of Lawrence County, Ohio.

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# ACKNOWLEDGEMENTS

## KYOVA Policy Committee (PC) Members (as of 11-10-2023)

### KYOVA Policy Committee (PC) Officers

Name	Agency	Title	Elected/Appointed	Race
Ms. DeAnna Holliday, Chair	Lawrence County, OH	Commissioner	E	W
Mr. Jeffrey Maddox, Vice-Chair	Wayne County, WV	Commissioner	E	W
Ms. Kelli Sobonya, Secretary	Cabell County, WV	Commissioner	E	W
Mr. Paul Davis, Treasurer*	Tri-State Transit Authority	General Manager/President	A	W

### KYOVA Policy Committee (PC) Members

Agency/Organization	Name	Title/Agency	Elected/Appointed	Race
Cabell County, WV	Ms. Kelli Sobonya	Commissioner	E	W
	Mr. Ben Newhouse	Cabell County Administrator	A	W
	Mr. Chad Nelson	Citizen Member	A	W
	Vacant			
City of Huntington, WV	Mr. Steve Williams	Mayor, City of Huntington	E	W
	Mr. James Turner	Lawyer	A	W
	Mr. Howard Anderson	Citizen Member	A	W
	Vacant			
	Vacant			
Wayne County, WV	Mr. Jeffrey Maddox	Commissioner	E	W
	Mr. Kenneth Adkins	Citizen Member/Commissioner	A	W
	Mr. Shane Dillion	Citizen Member	A	W
	Mr. Timothy Bias	Mayor, City of Kenova, WV	A	W
Putnam County, WV	Mr. Andy Skidmore	County Commission	E	W
	Vacant			
	Vacant			
Boyd County, KY	Mr. Eric Chaney	County Judge Executive	E	W
	Mr. Gary Blanton	Assistant Road Foreman	A	W
	Mr. Randy Stapleton	County Commissioner	A	W
City of Ashland, KY	Mr. Matthew Perkins	Mayor	E	W
	Mr. Michael Graese	City Manager	A	W
	Mr. Randy Wheeler*	Transit Supervisor, Ashland Bus System	A	W
Greenup County, KY	Mr. Bobby Hall	County Judge Executive	E	W
	Mr. John Callihan	Citizen Member	A	W
	Mr. Don Fraley	Citizen Member	A	W
	Vacant			
Lawrence County, OH	Ms. Deanna Holliday	President, Lawrence County, OH Commission	E	W
	Mr. Patrick Leighty	County Engineer	A	W
	Mr. Terry Porter	Trustee	A	W
	Dr. Bill Dingus	Director, Lawrence County, OH Chamber of Commerce	A	W
	Mr. Ralph Kline*	Assistant Director, ILCAO	A	W
	Vacant			
City of Ironton, OH	Mr. Samuel Cramblit	Mayor	E	W
	Vacant			
Transportation Providers	Mr. Paul Davis*	General Manager, Tri-State Transit Authority, WV	A	W
	Mr. Brent Brown	Director, Huntington Tri-State Airport	A	W

\*Transit providers/representatives

# ACKNOWLEDGEMENTS – Continued

## KYOVA Policy Committee (PC) Members – Continued

Agency/Organization	Name	Title/Agency	Elected/Appointed	Race
Department of Transportation	Mr. Jimmy Wriston, PE	Secretary of Transportation/Commissioner of Highways, West Virginia Division of Highways	A	W
	Mr. Jim Gray	Secretary of Transportation, Kentucky Transportation Cabinet	A	W
	Mr. Jack Marchbanks, Ph.D.	Director, Ohio Department of Transportation	A	B
Federal Highway Administration	Ms. Kara Greathouse	West Virginia Division	NV	W
	Mr. Nick Vail	Kentucky Division	NV	W
	Mr. Sam Wallace	Ohio Division	NV	W

*\*Transit providers/representatives*

Key: A=Appointed / E=Elected / NV=Non-Voting / W=White / B=Black

# ACKNOWLEDGEMENTS – Continued

## KYOVA Technical Advisory Committee (TAC) Member Affiliation (as of 11-10-2023)

Mr. Paul Davis                      Chair, Tri-State Transit Authority, Huntington, West Virginia – President  
Mr. Patrick Leighty              Vice-Chair, Lawrence County, Ohio – County Engineer

The following organizations are represented on the Technical Advisory Committee:

### **West Virginia Department of Highways – Central Office**

- Director of Planning
- Regional Planning Unit Leader
- Planner

### **West Virginia Department of Highways – District Office #2**

- Manager
- Planner

### **West Virginia Department of Environmental Protection – AQ**

#### **West Virginia Public Transit**

- Executive Director

#### **City of Huntington, West Virginia**

- Public Works Director
- Planner

#### **Cabell County**

- Citizen Member

#### **Wayne County Economic Development Authority**

- Director

#### **Tri-State Transit Authority**

- General Manager
- Assistant Manager

#### **Huntington Tri-State Airport**

- Director

#### **Kentucky Transportation Cabinet – Division of Planning**

- Director
- Transportation Engineering Branch Manager
- Planning Supervisor

#### **Kentucky Transportation Cabinet – Highway District Office #9**

- Chief District Engineer
- Planning Supervisor
- Planner

- City Manager
- Transit Supervisor
- City Appointment

#### **Boyd/Greenup Citizens Advisory Committee**

- Five (5) members

#### **Ashland Alliance**

- President/CEO

#### **Gallia County**

- County Engineer

#### **Lawrence County, Ohio**

- County Engineer
- Director, Ironton-Lawrence County Community Action Organization
- Manager, Lawrence County Transit

#### **City of Ironton**

#### **The Greater Lawrence County Chamber of Commerce**

#### **Ohio Department of Transportation – Central Office**

- Transportation Planner
- Air Quality Planner
- Planner

#### **Ohio Department of Transportation – District 9**

- Program Coordinator
- Program Management Coordinator
- Planning Engineer

#### **Federal Highway**

- West Virginia Division
- Kentucky Division
- Ohio Division



# ACKNOWLEDGEMENTS – Continued

## KYOVA Staff

Mr. Christopher M. Chiles	Executive Director
Mr. Saleem Salameh	Technical Study Director/Deputy Executive Director
Ms. Terri B. Sicking	Senior Transportation Planner
Mr. Jody Sigmon	Transportation Planner/System Performance
Ms. Bethany Wild	Transportation Planner/GIS Specialist
Ms. Dannielle Slusher	Finance/Office Manager/Title VI Environmental Justice Officer
Mr. Steven Frye	Finance Assistant
Mr. Paul Young	Web Designer/System Analyst
Ms. Annette Johnson	Transportation Technician/Administrative Assistant

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# TITLE VI IMPLEMENTATION PLAN

## INTRODUCTION

KYOVA Interstate Planning Commission has been designated as the Metropolitan Planning Organization (MPO) for the Huntington, WV-KY-OH Urbanized Area. KYOVA's planning area includes the West Virginia counties of Cabell and Wayne, Kentucky counties of Boyd and Greenup, and the urbanized portion of Lawrence County, Ohio. This Title VI Implementation Plan was developed pursuant to Title 49, Code of Federal Regulations (CFR), Department of Transportation (DOT), Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964. The purpose of 49 CFR Part 21 is:

*"...to effectuate the provisions of Title VI of the Civil Rights Act of 1964 to the end 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 receiving Federal financial assistance from the Department of Transportation."*

By adoption of this Title VI Implementation Plan, KYOVA's Policy Committee ensures that all programs, policies, and activities of the MPO comply with Title VI regulations.

Any person or persons who believe they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the MPO. The Title VI complaint procedure and complaint form can be found in *Appendix A* of this Plan and on the KYOVA website ([kyovaipc.org](http://kyovaipc.org)) under the Title VI Tab. Any such complaint must be in writing and filed with KYOVA's Title VI Coordinator within one hundred eighty (180) calendar days following the date of the alleged discriminatory occurrence.

# **KYOVA INTERSTATE PLANNING COMMISSION TITLE VI OVERVIEW, NONDISCRIMINATION AUTHORITY, AND RESPONSIBLE OFFICIALS**

Title VI of the Civil Rights Act of 1964 is a non-discrimination statute. Specifically, Title VI provides 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 or, or be subjected to discrimination under any program or activity receiving federal financial assistance” (42 U.S.C. Section 2000d). Each federal department and agency, which is empowered to extend Federal financial assistance to any program or activity, by way of grant, loan, federal personnel, or any federal agreement contract is authorized and directed to make the provisions of Section 2000d of this title.

KYOVA’s Policy Committee serves as the governing body of the KYOVA Interstate Planning Commission, the designated Metropolitan Planning Organization (MPO) for the Huntington, WV-KY-OH Urbanized Area. KYOVA is responsible for the transportation planning activities in Cabell and Wayne counties, West Virginia; Boyd and Greenup counties, Kentucky; and the urbanized portion of Lawrence County, Ohio. As a recipient of federal funds through grant program(s), KYOVA is subject to Title VI of the Civil Rights Act of 1964. KYOVA works to ensure that nondiscriminatory services are offered throughout the region thereby enhancing both the quality of life and economic vitality. KYOVA is committed to a workplace that is compliant with Title VI of the Civil Rights Act of 1964 and to incorporate suggestions by KYTC, ODOT, WVDOH, and our federal partners.

## **Non-Discrimination Authorities**

- Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.)
- Section 162 (a) of the Federal Aid Highway Act of 1973 (23 USC 324)
- Age Discrimination Act of 1975
- Section 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act of 1980
- Civil Rights Restoration Act of 1987
- 49 CFR Part 21
- 23 CFR Part 200
- U.S. DOT Order 1050.02
- Executive Order #12898 (Environmental Justice)
- Executive Order #13166 (Limited-English Proficiency)

## **KYOVA Responsible Officials**

### **KYOVA Policy Committee**

The Policy Committee has governing authority over the MPO and MPO Staff. The Committee is comprised of members as outlined in the KYOVA By-laws. Officers (Chairperson, Vice-Chair, Secretary, and Treasurer) are elected every two years from the membership. The Chairperson oversees and provides signature approval and/or grants signature approval to the Executive Director for all programs and activities. The Vice-Chair, Secretary, and Treasurer may serve in this capacity if the Chair is not present at meetings, or the Chair is unavailable due to illness or other unpreventable situations preventing the Chair from serving. KYOVA's bylaws specifies the PC membership which is based on population. The governing agencies located within KYOVA's planning area are responsible to appoint their representatives. KYOVA continually encourages member agencies to include participation of minorities within their appointments to the PC as well as other committees.

### **Executive Director**

The Executive Director is responsible for KYOVA’s adherence and compliance with all federal programs and activities, to include but not be limited to Equal Opportunity, Title VI, and Public Participation. The Executive Director is also charged with complete oversight of the functions and activities of KYOVA.



**Title VI Coordinator**

The Title VI Coordinator is responsible for the oversight and coordination of KYOVA's compliance with Title VI and all related statutes, regulations, and directives. The Title VI Coordinator has direct access to KYOVA's Executive Director and the KYOVA Policy Committee. General responsibilities include: coordinating Title VI program development with KYTC, WVDOH/DOT, ODOT, federal agencies, and local public agencies, as directed/requested; overseeing Title VI program reviews and sub-recipient reviews (if required); coordinating Title VI training for KYOVA Staff and any sub-recipients; preparing required reports; providing guidance and advice on the Title VI program to KYOVA staff and LPAs; participate in the design, development, and dissemination of Title VI information to the public; annual update of KYTC's Title VI Program Plan; completion of ODOT Title VI Compliance Report; and other activities directly relating to KYOVA's Title VI Program.

**Minority Population Participation**

KYOVA encourages the participation of minorities with all planning activities and programs. During project and/or study development, individuals from all demographics, to include minority populations, are welcome and are requested to participate. Methods of outreach include but are not limited to: KYOVA website; Emails to leaders or known minority areas; newspaper notification; solicitation by local officials for interested parties; etc.



## KYOVA TITLE VI POLICY STATEMENT

Pursuant to and consistent with Title VI of the Civil Rights Act of 1964 and all requirements imposed by or pursuant to Title 49, Code of the Federal Regulations (CFR), U.S. Department of Transportation (DOT), Subtitle A. Office of the Secretary, (49 CFR, part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964:

It is the policy of the KYOVA Interstate Planning Commission to afford equal opportunity to all persons to the end that no persons 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 receiving federal financial assistance from the U.S. Department of Transportation.

Program and activities to which this policy applies include, but are not limited to, the use of grants in connection with federal-aid highway systems, the Surface Transportation and Reauthorization & Reform Act of 2015, the Highway Safety Act of 1966 and the National Traffic and Motor Vehicle and Safety Act of 1966, leases of real property and the grant of permits, licenses, easements and rights of way covering real property, Urban Mass Transportation Research Programs, and other grants for the support of basic scientific research.

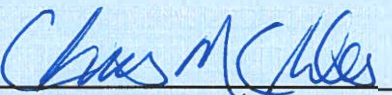
For more information on KYOVA's Civil Rights Program, and the procedures to file a complaint, call (304) 523-7434, email Dannielle Slusher at [dslusher@kyovaipc.org](mailto:dslusher@kyovaipc.org), or visit the KYOVA office at 400 Third Avenue, Huntington, West Virginia 25701 Monday through Friday between 8:30 a.m. and 4:30 p.m.

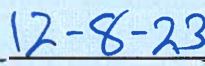
A complainant may file a complaint directly with the Federal Highway Administration or the Federal Transit Administration by mailing complaints to:

**Federal Highway Administration**  
Office of Civil Rights  
Attn: Title VI Program Coordinator  
8<sup>th</sup> Floor E-81-105  
1200 New Jersey Avenue, SE  
Washington DC 20590

**Federal Transit Administration**  
Office of Civil Rights  
Attn: Title VI Coordinator  
East Building 5, Floor-TCR  
1200 New Jersey Avenue, SE  
Washington DC 20590

This Policy Statement shall be posted at the KYOVA office located at 400 Third Avenue, Huntington, WV 25701 and on the KYOVA website at [www.kyovaipc.org](http://www.kyovaipc.org).

  
\_\_\_\_\_  
Christopher M. Chiles  
KYOVA, Executive Director

  
\_\_\_\_\_  
Date

KYOVA Interstate  
Planning Commission

400 Third Avenue  
Huntington, WV 25701  
P.O. Box 939  
Huntington, WV 25712  
Tel: (304) 523-7434  
Fax: (304) 529-7229

## KYOVA COMPLAINT PROCEDURES

Any person who believes they—or with a specific class of persons—were subjected to discrimination on the basis of race, color, or national origin in the programs and activities of a Federal-aid Recipient may file a Title VI complaint. KYOVA'S Title VI complaint form is available on the MPO website ([kyovaipc.org](http://kyovaipc.org)) under the Title VI/Environmental Justice Tab. The complaint procedure and complaint form are also included in **Appendix A**.

Complaints may be filed without the KYOVA Complaint Form but should be in written form and signed and may be filed by mail, fax, in person, or e-mail. However, the complainant may call the agency and provide the allegations by telephone, and the agency will transcribe the allegations of the complaint as provided over the telephone and send a written complaint to the complainant for correction and signature. A complaint should contain at least the following information:

- A written explanation of what has happened;
- A way to contact the complainant;
- The basis of the complaint (e.g., race, color, national origin);
- The identification of a specific person/people and the respondent (e.g.) agency/organization) alleged to have discriminated;
- Sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives Federal financial assistance; and
- The date(s) of the alleged discriminatory act(s). Complaint should indicate if the alleged discrimination is on-going.

Complaints may be filed with KYOVA, KYTC, WVDOH, ODOT, FHWA Division Offices, the FHWA Headquarters Office of Civil Rights, the United States Department of Transportation (USDOT) Departmental Office of Civil Rights, or the U.S. Department of Justice.

According to U.S. DOT regulations, 49 CFR § 21.11(b), a complaint must be filed not later than 180 days after the date of the last instance of alleged discrimination, unless the time for filing is extended by the investigating agency.

FHWA is responsible for all decisions regarding whether a complaint should be accepted, dismissed, or referred to another agency. With this understanding, complaints should be routed in the following ways:

- If KYOVA receives the complaint it will be routed to the FHWA Division Office with jurisdiction. However, the complainant may send to any of the listed agencies below and they will handle per their guidelines. Ultimately all complaints should be routed through the Federal- aid highway oversight hierarchy until the complaint reaches the Federal Highway Headquarters Office of Civil Rights (HCR) for processing. HCR is responsible for all determinations regarding whether to accept, dismiss, or transfer Title VI complaints filed against State DOTs or Subrecipients of Federal financial assistance.
- Complaints should be forwarded from the initial receiving agency through the Federal- aid highway oversight hierarchy until the complaint reaches HCR. For example, if a complaint is filed with a Subrecipient City, that receiving agency should forward the complaint to the State DOT, which should forward the complaint to the State's FHWA Division Office, which should forward the complaint to HCR. If a complaint is filed with a State DOT, then the State DOT should forward the complaint to the State's FHWA Division Office, which should forward the complaint to HCR.
- KYOVA, State DOTs and Subrecipients must log all complaints received.
- When HCR decides on whether to accept, dismiss, or transfer the complaint, HCR will notify the Complainant, the FHWA Division Office, State DOT, KYOVA, and Subrecipient (where applicable).

### Complaints may be sent to:

KYOVA IPC  
Title VI Coordinator  
400 Third Avenue  
P. O. Box 939  
Huntington, WV 25712

KY Transportation Cabinet  
Office for Civil Rights  
200 Mero Street, 6<sup>th</sup> Floor  
Frankfort, KY 40622

WV DOT  
Office for Civil Rights  
State Capitol Complex –  
Building 5  
1900 Kanawha Boulevard  
East Charleston, WV 25305

Ohio DOT  
Division of Opportunity,  
Diversity & Inclusion  
1980 West Broad Street, Mail  
Stop 3270  
Columbus, OH 43223

And/Or

US FHWA-Kentucky Division  
John C Watts Federal Building  
330 W Broadway St Ste 264,  
Frankfort, KY 40601  
Attention: Civil Rights Specialist

US FHWA-West Virginia Division  
300 Virginia Street East  
Suite 7400  
Charleston, WV 25301  
Attn: Civil Rights Division

US FHWA-Ohio Division  
200 North High Street, Room 328  
Columbus, OH 43215  
Attn: Civil Rights Division

And/Or

Federal Highway Administration Headquarters - Office of Civil Rights  
1200 New Jersey Avenue, SE HCR-40, Room E81-101  
Washington, DC 20590  
202-366-0693 or Fax: 202-366-1599  
TTY: 202-366-5751

Additionally, complaints may be filed with the U.S. Department of Justice at:  
Federal Coordination and Compliance Section - NWB Civil Rights Division  
U.S. Department of Justice  
950 Pennsylvania Avenue, N.W.  
Washington, D.C. 20530

Once complaint is filed, there are four potential outcomes for processing complaints:

- Accept: if a complaint is timely filed, contains sufficient information to support a claim under Title VI, and concerns matters under FHWA's jurisdiction, then HCR will send to the complainant, the respondent agency, and the FHWA Division Office a written notice that it has accepted the complaint for investigation.
- Preliminary review: if it is unclear whether the complaint allegations are sufficient to support a claim under Title VI, then HCR may (1) dismiss it or (2) engage in a preliminary review to acquire additional information from the complainant and/or respondent before deciding whether to accept, dismiss, or refer the complaint.
- Procedural Dismissal: if a complaint is not timely filed, is not in writing and signed, or features other procedural/practical defects, then HCR will send the complainant, respondent, and FHWA Division Office a written notice that it is dismissing the complaint.
- Referral\Dismissal: if the complaint is procedurally sufficient but FHWA (1) lacks jurisdiction over the subject matter or (2) lacks jurisdiction over the respondent entity, then HCR will either dismiss the complaint or refer it to another agency that does have jurisdiction. If HCR dismisses the complaint, it will send the complainant, respondent, and FHWA Division Office a copy of the written dismissal notice. For referrals, FHWA will send a written referral notice with a copy of the complaint to the proper Federal agency and a copy to the USDOT Departmental Office of Civil Rights.

FHWA HCR is responsible for conducting all investigations of State DOTs and other primary Recipients. In the case of a complaint filed against a Subrecipient, HCR may either conduct the investigation itself, or it may delegate the investigation to the primary Recipient State DOT. If HCR chooses to delegate the investigation of a Subrecipient, HCR will communicate its acceptance of the complaint to the complainant and respondent, but the State DOT will conduct all data requests, interviews, and analysis. The State DOT will then create a Report of Investigation (ROI), which it will send to HCR. Finally, HCR will review the ROI and compose a Letter of Finding based on the ROI. All Letters of finding issued by FHWA are administratively final.

For FHWA, there is no regulatory timeframe for completing investigations. However, FHWA strives to complete all tasks within 180 days from the date of acceptance. For State DOTs that have been delegated an investigation from FHWA, 23 CFR §200.9(b)(3) provides that State DOTs must complete investigations within 60 days of receipt (meaning the date it receives the delegated complaint from FHWA).

Investigation files are confidential and will be maintained by KYOVA. The contents of such files will only be disclosed to appropriate KYOVA personnel and federal/state authorities in accordance with Federal and State laws. KYOVA will retain files in accordance with records retention schedules and all Federal guidelines.



## PROCEDIMIENTOS DE RECLAMACIÓN DE KYOVA

Cualquier persona que crea que ella, o con una clase específica de personas, fue objeto de discriminación por motivos de raza, color u origen nacional en los programas y actividades de un Beneficiario de ayuda federal puede presentar una queja bajo el Título VI. El formulario de queja del Título VI de KYOVA está disponible en el sitio web de la MPO en la pestaña Título VI/Justicia Ambiental (kyovaipc.org). El procedimiento de reclamación y el formulario de reclamación también se incluyen en el Apéndice A.

Las quejas se pueden presentar sin el Formulario de queja de KYOVA, pero deben estar escritas y firmadas y se pueden presentar por correo, fax, en persona o correo electrónico. Sin embargo, el demandante puede llamar a la agencia y proporcionar las alegaciones por teléfono, y la agencia transcribirá las alegaciones de la queja según lo dispuesto por teléfono y enviará una queja por escrito al demandante para su corrección y firma. Una queja debe contener al menos la siguiente información:

- Una explicación por escrito de lo sucedido;
- Una forma de ponerse en contacto con el denunciante;
- El fundamento de la queja (por ejemplo, raza, color, origen nacional);
- La identificación de una persona o personas específicas y del demandado (por ejemplo, una agencia u organización) que presuntamente ha discriminado;
- Información suficiente para comprender los hechos que llevaron al demandante a creer que hubo discriminación en un programa o actividad que recibe asistencia financiera federal; y
- La(s) fecha(s) del(los) acto(s) presunto(s) discriminatorio(s). La queja debe indicar si la presunta discriminación está en curso.

Las quejas se pueden presentar ante KYOVA, KYTC, WVDOH, ODOT, las oficinas de la División FHWA, la Oficina de Derechos Civiles de la sede central de la FHWA, la Oficina Departamental de Derechos Civiles del Departamento de Transporte de los Estados Unidos (USDOT) o el Departamento de Justicia de los Estados Unidos.

De acuerdo con las regulaciones del Departamento de Transporte de EE. UU., 49 CFR § 21.11(b), una queja debe presentarse a más tardar 180 días después de la fecha de la última instancia de presunta discriminación, a menos que la agencia investigadora extienda el plazo para presentarla.

La FHWA es responsable de todas las decisiones sobre si una queja debe ser aceptada, desestimada o remitida a otra agencia. Con este entendimiento, las quejas deben encauzarse de las siguientes maneras:

- Si KYOVA recibe la queja, se enviará a la Oficina de la División de la FHWA con jurisdicción. Sin embargo, el denunciante puede enviar a cualquiera de las agencias enumeradas a continuación y ellas se encargarán de sus pautas. En última instancia, todas las quejas deben enrutarse a través de la jerarquía de supervisión de carreteras de ayuda federal hasta que la queja llegue a la Oficina de Derechos Civiles (HCR) de la sede de carreteras federales para su procesamiento. HCR es responsable de todas las determinaciones con respecto a si aceptar, desestimar o transferir las quejas del Título VI presentadas contra los DOT estatales o los subrecipientes de asistencia financiera federal.
- Las quejas deben enviarse desde la agencia receptora inicial a través de la jerarquía de supervisión de carreteras de ayuda federal hasta que la queja llegue a HCR. Por ejemplo, si se presenta una queja ante una ciudad subreceptora, esa agencia receptora debe enviar la queja al Departamento de Transporte del Estado, que debe enviar la queja a la Oficina de la División de la FHWA del Estado, que debe enviar la queja a HCR. Si se presenta una queja ante un DOT estatal, entonces el DOT estatal debe enviar la queja a la Oficina de la División FHWA del estado, que debe enviar la queja a HCR.
- KYOVA, los DOT estatales y los subrecipientes deben registrar todas las quejas recibidas.
- Cuando HCR decida si acepta, desestima o transfiere la queja, HCR notificará al Demandante, a la Oficina de la División de la FHWA, al Departamento de Transporte del Estado, a KOVO y al Subreceptor (cuando corresponda).

### Las quejas pueden enviarse a:

KYOVA IPC  
Coordinador del Título VI  
Apartado Postal 939  
400 Tercera Avenida  
Huntington, WV 25712

Gabinete de transporte KY  
Oficina de Derechos Civiles  
Calle Mero 200, 6º piso  
Frankfort, KY 40622

WV DOT  
Oficina de Derechos Civiles  
Complejo del Capitolio  
Estatul – Edificio 5  
1900 Bolivar Kanawha  
East Charleston, WV 25305

Ohio DOT  
División de Oportunidades,  
Diversidad e Inclusión  
1980 West Broad Street,  
Parada de correo 3270C  
Columbus, OH 43223

y/o

División FHWA-Kentucky  
Edificio Federal John C Watts  
330 W Broadway St Ste 264,  
Frankfort, KY 40601  
Atención: Especialista en Derechos Civiles

División FHWA -West Virginia  
300 Virginia Street East  
Suite 7400  
Charleston, WV 25301  
Atención: División de Derechos Civiles

División FHWA -Ohio  
200 North High Street, Sala 328  
Columbus, OH 43215  
Atención: División de Derechos Civiles

y/o

Sede de la Administración Federal de Carreteras - Oficina de Derechos Civiles  
1200 New Jersey Avenue, SE HCR-40, Sala E81-101  
Washington, DC 20590  
202-366-0693 or Fax: 202-366-1599  
TTY: 202-366-5751

Además, se pueden presentar quejas ante el Departamento de Justicia de los EE. UU. en:  
Federal Sección de Coordinación y Cumplimiento - División de Derechos Civiles de la NWB  
Departamento de Justicia de EE. UU.  
950 Pennsylvania Avenue, N.W.  
Washington, D.C. 20530

Una vez que se presenta la queja, hay cuatro posibles resultados para el procesamiento de quejas:

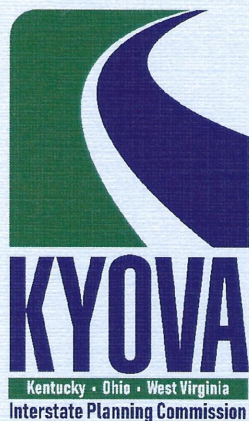
- Aceptar: si una queja se presenta a tiempo, contiene información suficiente para respaldar una reclamación en virtud del Título VI y se refiere a asuntos bajo la jurisdicción de la FHWA, HCR enviará al demandante, a la agencia demandada y a la Oficina de la División de la FHWA una notificación por escrito de que ha aceptado la queja para su investigación.
- Revisión preliminar: si no está claro si las alegaciones de la queja son suficientes para respaldar una reclamación en virtud del Título VI, entonces HCR puede (1) desestimarla o (2) realizar una revisión preliminar para obtener información adicional del demandante y/o demandado antes de decidir si acepta, desestima o remite la queja.
- Despido procesal: si una queja no se presenta a tiempo, no está por escrito y firmada, o presenta otros defectos procesales/prácticos, HCR enviará al demandante, al demandado y a la Oficina de la División de la FHWA un aviso por escrito de que está desestimando la queja.
- Remisión / Desestimación: si la queja es procesalmente suficiente pero la FHWA (1) carece de jurisdicción sobre el tema o (2) carece de jurisdicción sobre la entidad demandada, entonces HCR desestimarán la queja o la remitirá a otra agencia que sí tenga jurisdicción. Si HCR desestima la queja, enviará al demandante, al demandado y a la Oficina de la División de la FHWA una copia de la notificación de despido por escrito. Para las referencias, la FHWA enviará un aviso de referencia por escrito con una copia de la queja a la agencia federal correspondiente y una copia a la Oficina Departamental de Derechos Civiles del USDOT.

FHWA HCR es responsable de llevar a cabo todas las investigaciones de los DOT estatales y otros receptores primarios. En el caso de una queja presentada contra un Subreceptor, HCR puede llevar a cabo la investigación por sí mismo o puede delegar la investigación al DOT del Estado receptor principal. Si HCR decide delegar la investigación de un Subreceptante, HCR comunicará su aceptación de la queja al demandante y al demandado, pero el DOT del Estado llevará a cabo todas las solicitudes de datos, entrevistas y análisis. Luego, el DOT del Estado creará un Informe de Investigación (ROI, por sus siglas en inglés), que enviará a HCR. Por último, HCR revisará el ROI y redactará una carta de hallazgo basada en el ROI. Todas las cartas de determinación emitidas por la FHWA son administrativamente definitivas.

En el caso de la FHWA, no existe un plazo reglamentario para completar las investigaciones. Sin embargo, FHWA se esfuerza por completar todas las tareas dentro de los 180 días a partir de la fecha de aceptación. Para los DOT estatales a los que se les ha delegado una investigación de la FHWA, 23 CFR §200.9(b)(3) establece que los DOT estatales deben completar las investigaciones dentro de los 60 días posteriores a la recepción (es decir, la fecha en que reciben la queja delegada de la FHWA).

Los archivos de la investigación son confidenciales y serán mantenidos por KYOVA. El contenido de dichos archivos solo se divulgará al personal apropiado de KYOVA y a las autoridades federales/estatales de acuerdo con las leyes federales y estatales. KYOVA conservará los archivos de acuerdo con los cronogramas de retención de registros y todas las pautas federales.





## KYOVA TITLE VI NOTICE TO THE PUBLIC

KYOVA Interstate Planning Commission hereby gives notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and related Nondiscrimination authorities in all program and activities. It is KYOVA's policy that no person in the United States of America shall, on the grounds of race, color, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of our programs or activities receiving Federal financial assistance.

Any person who believes they have been subjected to discrimination under the Title VI and related nondiscrimination authorities has the right to file a complaint.

To request or receive additional information on its discrimination obligations, including its complaint procedures contact the person below or visit the KYOVA Office at the address listed below:

KYOVA Interstate Planning Commission  
Title VI Coordinator

400 Third Avenue Huntington, West Virginia 25701

Telephone: 304-523-7434

Website: [www.kyovaipc.org](http://www.kyovaipc.org) (under Title VI Tab)

To file a discrimination complaint, the written complaint must be submitted to the address above within 180 calendar days of the alleged discrimination. Written complaints may also be submitted to the U.S. Department of Transportation/Federal Highway Administration (FHWA) no later than 180 calendar days after the date of the alleged discrimination, unless the time for filing is extended by the FHWA at the following address: Office of Civil Rights, Attention: Title VI Coordinator, Federal Highway Administration, 1200 New Jersey Avenue., SE, Washington, DC 20590 to accommodate limited English proficient individuals, oral complaints to be documented and/or translated may also be given at the above address.

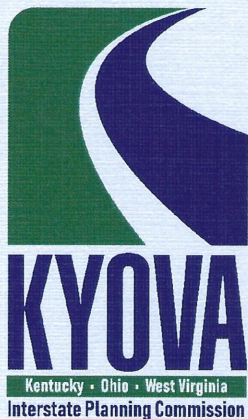
DeAnna Holliday  
Chair

Christopher M. Chiles  
Executive Director

KYOVA Interstate  
Planning Commission

400 Third Avenue  
Huntington, WV 25701  
P.O. Box 939  
Huntington, WV 25712  
Tel: (304) 523-7434  
Fax: (304) 529-7229





## KYOVA TÍTULO VI AVISO AL PÚBLICO

La Comisión de Planificación Interestatal de KYOVA notifica que es política de la agencia asegurar el pleno cumplimiento del Título VI de la Ley de Derechos Civiles de 1964, la Ley de Restauración de Derechos Civiles de 1987 y las autoridades de no discriminación relacionadas en todos los programas y actividades. Es política de KYOVA que ninguna persona en los Estados Unidos de América, por motivos de raza, color, origen nacional se le excluya de la participación, se le nieguen los beneficios de, o se les opondrá a discriminación bajo cualquiera de nuestros programas o actividades que reciban asistencia financiera federal.

Cualquier persona que crea que ha sido objeto de discriminación en virtud del Título VI y las autoridades de no discriminación relacionadas tienen derecho a presentar una queja.

Para solicitar o recibir información adicional sobre sus obligaciones de discriminación, incluidos sus procedimientos de reclamación, póngase en contacto con la persona a continuación o visite la Oficina de KYOVA en la lista que se indica a continuación:

DeAnna Holliday  
Chair

Christopher M. Chiles  
Executive Director

Comisión de Planificación Interestatal de KYOVA  
Coordinador del Título VI  
400 Tercera Avenida  
Huntington, West Virginia 25701  
Teléfono: 304-523-7434  
Sitio web: [www.kyovaipc.org](http://www.kyovaipc.org) (ver ficha Título VI)

Para presentar una queja por discriminación, la queja por escrito debe presentarse a la dirección anterior dentro de los 180 días calendario de la supuesta discriminación. Las quejas escritas también pueden presentarse a los EE.UU. Departamento de Transporte/Administración Federal de Carreteras (FHWA) a más tardar 180 días calendario después de la fecha de la supuesta discriminación, a menos que la FHWA amplíe el tiempo de presentación en la siguiente dirección: Oficina de Derechos Civiles, Atención: Coordinador del Título VI, Administración Federal de Carreteras, 1200 New Jersey Avenue., SE, Washington, DC 20590 para acomodar a personas competentes en inglés limitadas, quejas orales que se deben documentar y/o traducir también pueden ser dadas en la dirección anterior.

KYOVA Interstate  
Planning Commission

400 Third Avenue  
Huntington, WV 25701  
P.O. Box 939  
Huntington, WV 25712  
Tel: (304) 523-7434  
Fax: (304) 529-7229



## RECORD OF TITLE VI INVESTIGATIONS, COMPLAINTS, OR LAWSUITS

There are no current lawsuits or complaints alleging discrimination on the basis of race, color, or national origin filed against KYOVA Interstate Planning Commission.

There have not been any lawsuits or complaints alleging discrimination on the basis of race, color, or national origin filed against KYOVA Interstate Planning Commission within the past five (5) years.

An example of KYOVA's *Title VI Complaint Log* is shown below and can be found in *Appendix B*. If a Title VI complaint is made against KYOVA, it will be logged and kept on record at the KYOVA office by the Title VI Coordinator.

Illustration 1: KYOVA Title VI Complaint Log Sampling

KYOVA Interstate Planning Commission Title VI Complaint Log						
Case Number	Investigator	Complainant	Protected Category	Date Filed	Date of Final Report	Disposition

## PROGRAM AND PROJECT REVIEW

As one of two Metropolitan Planning Organizations (MPOs) for the Huntington, WV-KY-OH Urbanized Area, KYOVA facilitates the transportation policy development, planning, and programming for the West Virginia counties of Cabell and Wayne; the Kentucky counties of Boyd and Greenup; and the urbanized area of Lawrence County, Ohio. This includes development of the long-range Metropolitan Transportation Plan (MTP) and the short-range Transportation Improvement Program (TIP), among other specific highway, street, transit, bicycle, and pedestrian plans. The plans include a demographic profile and most document the potential impacts of projects on disadvantaged populations. If a concern were to arise, based on a public complaint or observation by a staff member, appropriate steps would be taken to review the plan and mitigate the concern.

All plans, policies, and guidance manuals developed by KYOVA are updated regularly to include current and relative demographic data and federal regulations. When updates occur, policy and guidance manuals are reviewed to determine Title VI compliance. Significant change will result in the documents to be modified to reflect the most up-to-date information. KYOVA is responsible for the following under Title VI which are detailed throughout this document.

- Collecting and analyzing data on minority and low- income populations to determine potential impact of proposed plans, programs, and projects.
- Ensuring all contract documents contain the appropriate Title VI provisions.
- Consulting with the Executive Director or Title VI Coordinator when complaints are received, or issues arise during a public hearing/meeting.
- Ensuring all people are treated equitably regardless of race, color, or national origin.
- Monitoring Title VI accomplishments, notifying the Title VI Coordinator of program areas and summarizing activities for inclusion in the Title VI Plan Update.
- Developing and updating internal policies and procedures to ensure Title VI compliance during all phases of projects and activities.
- Ensuring that all business pertaining to the selection, negotiation, and administration of consultant contracts and agreements is accomplished without discrimination based on race, color, or national origin.
- Ensuring that efforts are made to include minority and women owned business in consideration for contracts.
- Ensuring that internal and external publications and all other relevant communications disseminated to the public include the Title VI policy reference.
- Providing reasonable accommodation, information in the appropriate language or interpreters as needed for individuals with disabilities and LEP persons.

#### **Program Areas or Activities Subject to Title VI**

KYOVA program areas with Title VI responsibilities include the following: Federal Highway Planning Funds (PL) for the states of Kentucky, Ohio, and West Virginia; FTA Section 5303 Planning Funds administered annually through KYTC Office of Transportation Delivery, ODOT Division of Transit and WV Division of Transit and included in the Unified Planning Work Program; FTA Section 5310 funds provided to Huntington, WV-KY-OH Transportation Management Area (TMA); KYOVA Finance Department/Human Resources; and contracts specifically for transportation planning activities funded through federal and/or state funds.

#### **Title VI Training**

KYOVA provides and monitors training for KYOVA employees – there are no subrecipients. No discrepancies relating to Title VI/LEP/EJ were noted by either the Federal or State reviewers during KYOVA’s latest Certification Review in FY 2019. Newly hired KYOVA Staff are provided Title VI training during their first year of employment. All other staff receive training on an annual basis at the discretion of the Executive Director and/or the Title VI Coordinator. Staff last completed training in August 2023 through a self-directed on-line module developed by KYOVA. The on-line training was developed during COVID-19 restrictions and is found to be effective post COVID. In the event any identified trend or patterns of discrimination occurred, KYOVA’s Title VI Coordinator would investigate and take necessary actions as outlined in the *KYOVA TITLE VI COMPLAINT PROCEDURES*.

#### **Title VI Special Emphasis Areas**

The primary charge of the MPO is to ensure a continuing, cooperative, and comprehensive transportation planning process necessary to support informed decision making. Throughout this process MPO staff works to ensure that proper program reviews and procedures are followed. The key deliverables of KYOVA’s planning process include KYOVA’s Title VI Special Emphasis Areas and are noted below.

- Development of an annual work program to address the issues and concerns of local government, area industry, residents and interested stakeholders
- Timely delivery and management of a fiscally constrained short range capital improvement plan known as the Transportation Improvement Program (TIP)
- Ongoing support of a long range transportation plan, referred to the Metropolitan Transportation Plan (MTP) inclusive of policies, programs, and projects that target strategic transportation system investments necessary to ensure a safe, efficient transportation system into the future
- Planning and Management/Planning & Consultation
- Environmental Analysis
- Contract Administration
- Professional Services
- Research
- Design
- Right of Way
- Construction
- Maintenance

Environmental Justice and Title VI are collectively addressed by the MPO throughout these documents by:

- Ensuring the MTP and TIP comply with Title VI.
- Identifying residential, employment, and transportation patterns of low income and minority populations in order that their needs can be identified and addressed.
- Assuring that the burdens and benefits of transportation investments can be fairly distributed.
- Conducting a public involvement process that engages minority and low income populations in transportation decision-making.

## **COMPLIANCE/NONCOMPLIANCE REVIEW**

The Title VI Coordinator periodically meets with KYOVA's Executive Director and Staff to review the policies and procedures relative to Title VI. This includes, but is not limited to, a review of files and statistics of complaints received for investigation and services offered to recipients and beneficiaries of KYOVA's services.

KYOVA receives federal program funds and assembles program/project data. Self-surveys are completed for each of the three state DOT's (West Virginia, Kentucky, Ohio). The self-surveys examine all facets of the programs offered by KYOVA. Each state conducts onsite reviews and assessments on a regular schedule, usually triennially. The surveys and/or onsite reviews help identify programs that are not in compliance with Title VI. An investigation will be conducted by the Title VI Coordinator if any areas found to be non-compliant. Action items from the self-survey and those efforts put forth to bring KYOVA into compliance will be documented. Documentation will include correspondence, resolution(s), and corrective action(s).

In the event of noncompliance with this plan, or applicable regulations and laws are determined to have been violated through a complaint investigation or through the self-survey process, KYOVA will make every effort to attain full compliance.

KYOVA's Title VI Coordinator shall notify the Executive Director and/or the Deputy Executive Director in the event a complaint investigation, compliance review or self-survey indicates noncompliance. The notification shall state the condition of noncompliance, recommended approach to correct the situation, and the period for the response and corrective action. The Title VI Coordinator may conduct interviews and consult with staff regarding the correct approach to remedy noncompliance.



### Monitoring and Updating the Title VI Plan

At a minimum, KYOVA will review and evaluate the plan annually to ensure compliance of federal laws and various nondiscrimination regulations. KYOVA will make appropriate changes, as needed, to ensure effectiveness. For questions or concerns regarding KYOVA's commitment to nondiscrimination or to request Title VI assistance, contact Dannielle Slusher, Finance/Office Manager/Title VI Environmental Justice Officer, at (304) 523-7434 or by email at [dslusher@kyovaipc.org](mailto:dslusher@kyovaipc.org).

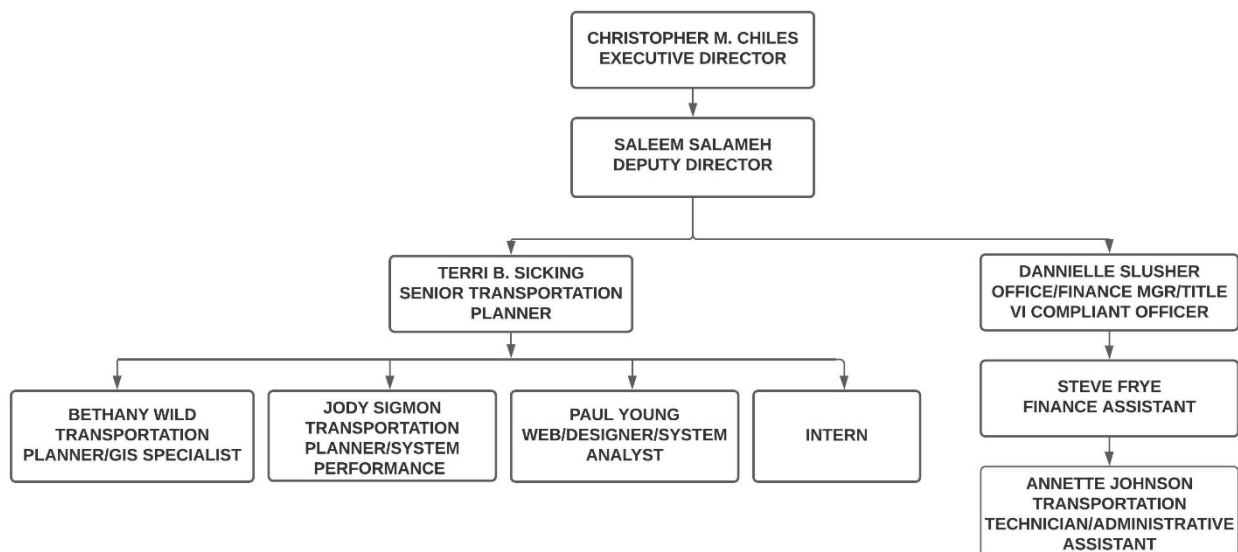
## TITLE VI ORGANIZATION AND STAFFING

KYOVA Interstate Planning Commission includes the Executive Director, the Deputy Executive Director, and a staff of Transportation Planners. Being a staff of less than 10, all employees work closely on most projects. For this reason, Civil Rights responsibilities are held by all staff members by ensuring that each plan and program considers the potential impacts to all individuals in the planning area.

KYOVA's Title VI/ADA Coordinator role is held by the Finance/Office Manager/Title VI Environmental Justice Officer. The Title VI/ADA Coordinator is the main point of contact for all Civil Rights issues from the public as well as enforcement of the Title VI requirements. The Coordinator also provides Title VI, LEP, and ADA training to employees annually, assists all staff members regarding Civil Rights, and is responsible for developing Title VI, LEP, and ADA plans, reports, and surveys. KYOVA's Organizational Chart is shown below.

### KYOVA INTERSTATE PLANNING COMMISSION

#### ORGANIZATIONAL CHART 2023



## **KYOVA MPO Policy and Technical Committees**


KYOVA's MPO Technical Advisory Committee (TAC) consists of a variety of organizations representing one of the six categories: City/County/State Government, Regional Government/Organizations, Public/Private Transportation, Non-Profits/Social Services, and Private Business. Each organization receives TAC meeting agendas, memos, and minutes prior to scheduled meetings. Attendance at the TAC meetings fluctuates from meeting to meeting.

KYOVA's MPO Policy Committee (PC) meets quarterly. The PC has governing authority over the MPO and is comprised of members as outlined in the KYOVA By-laws. Title VI pages VI through VIII list each of the organizations represented on the MPO Technical Advisory Committee and Policy Committee.

To accommodate schedules and individual's needs, both PC and TAC meetings may be held virtually. All meetings are open to the public.

## **Staff Training**

On an annual basis, at least one KYOVA staff member, (usually the Title VI/ADA Coordinator), attends Title VI/ADA training. The Ohio Department of Transportation (ODOT) and the Kentucky Transportation Cabinet (KYTC) provide annual Title VI and ADA training that typically cover various aspects of Title VI, including LEP Planning and Environmental Justice. Additionally, KYOVA may attend training hosted by the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), West Virginia Department of Transportation (WVDOT), or other in-person or web-based/online training and resources.

KYOVA's Title VI/ADA Coordinator, or other designated staff, provides annual in-house staff training. New employees will be provided with training at the earliest time possible and/or with the annual staff training. During this reporting year, no new staff joined KYOVA but staff completed a self-directed Title VI  training module - see Appendix G for documentation. Training opportunities will be provided in-person and/or virtually to accommodate staff schedules and/or conditions relating to pandemic situations such as COVID-19. This training provides an overview of the Federal regulations and requirements, a summary of KYOVA's Title VI responsibilities, a review of KYOVA's Public Notice and Complaint Procedure, along with the process to follow in case of a filed complaint. After the review, staff will discuss any issues that may have arisen over the past year or any foreseeable issues over the next year. If it is determined there may be a real or potential issue, the Title VI Coordinator will work with the appropriate staff to resolve the issue. If a formal complaint from the public or other organization was received, the Title VI Coordinator will notify KYOVA's Executive Director and work with the appropriate staff to alleviate the issue. The Title VI Coordinator and the Executive Director will issue a formal response to the complainant. The complaint will be filed in the Title VI Complaint Log in the Appendices of the Title VI Implementation Plan. The Title VI Coordinator may review and discuss potential concerns with staff at any time.

## **Sub-Recipient Review**

KYOVA does not have any sub-recipients. However, if and when there are any, KYOVA may review their Title VI and LEP Planning efforts of its sub-recipients when the local public agency (LPA) requests transportation funding through on-site visits and desk audits. If it is thought that the LPA has an inadequate Title VI/LEP process/document KYOVA will assist the LPA by providing resources for the necessary updates/corrections.

## **Dissemination of Title VI Information**

KYOVA will disseminate Title VI Program information to employees, contractors, sub-recipients, and beneficiaries, as well as to the public. A variety of public notifications and participation procedures will be used to encourage the early and continuous involvement of citizens, communities and others interested in the planning process and decisions of KYOVA – see pages 5-8 for English and Spanish Title VI Complaint Procedures.

## **PUBLIC PARTICIPATION**

### **Inclusive and Meaningful Participation**

KYOVA strives to ensure all individuals within the Metropolitan Planning Area are afforded an opportunity to be informed and involved in transportation planning decisions. KYOVA's Participation Plan details the specific steps taken to ensure public outreach and involvement in KYOVA's MPO plans and projects. The Plan can be found on KYOVA's website ([kyovaipc.org](http://kyovaipc.org)).

The Participation Plan identifies two methods for public outreach: general outreach and targeted outreach. General outreach methods include providing information on the MPO website, Facebook, Twitter, Instagram pages, public notices in local newspapers, notices on city/county websites, notices at bus terminals and on buses, and other methods as appropriate.

Targeted outreach depends on the specific plan or project. The Participation Plan has identified Targeted Outreach Areas (TOA) based on U. S. Census data. The TOAs identify concentrations of traditionally underserved or disadvantaged populations. This includes individuals below poverty, seniors, minorities, Hispanic populations, individuals with Limited English Proficiency, individuals with a disability, and households with no vehicles. Plans developed by KYOVA that require multiple public meetings will strive to have a least one meeting within a TOA. If a project directly impacts a TOA, additional forms of outreach may be used to ensure participation by residents. Maps of TOAs and a description of the process for identifying them can be found in the Participation Plan's Demographic profiles.

KYOVA's Technical Advisory Committee (TAC), Policy Committee (PC), and working groups include a variety of local organizations. These organizations represent neighborhood residents, low-income individuals, individuals with a disability, minority groups, and advocacy groups. Title VI Pages III to VI includes a list of the Policy and Technical Advisory Committee members as well as the organizations they serve.

The general public is afforded the opportunity to participate and provide feedback at the quarterly scheduled MPO Technical Advisory Committee (TAC) and/or Policy Committee (PC) meetings. For those unable to attend the meetings, the Policy Committee meetings are recorded and can be accessed through a link on the KYOVA website. TAC minutes are available in text format on the KYOVA website.

Public comments and inquiries about transportation projects are always welcome. During office hours (Monday through Friday between 8:30 a.m. and 4:30 p.m.) individuals may visit the KYOVA office at 400 Third Avenue, Huntington, WV 25701, call 304-523-7434, email staff, or provide comments through KYOVA's website -[www.kyovaipc.org](http://www.kyovaipc.org) (go to *About Us* Tab and Click on the email located at the bottom of the page: [info@kyovaipc.org](mailto:info@kyovaipc.org)). All comments/suggestions/grievances will be provided to the appropriate staff member (Title VI Coordinator, Executive Director, or planning staff).

## **Title VI Public Involvement Survey**

A *Title VI Public Involvement Survey* is made available to attendees at KYOVA's public involvement meetings and open houses. Attendees are made aware that the survey is voluntary, but useful to ensure that KYOVA's outreach efforts are reaching as many residents as possible. The *Survey* responses will help KYOVA determine if an appropriate mix of people, based on age, race/ethnicity, income, and disability, are attending the public involvement events. A copy of the *Survey* can be found in *Appendix C*.

## **REGIONAL DEMOGRAPHIC PROFILE**

### **DATA COLLECTION/REPORTING/ANALYSIS**

Demographic data based on race, color, national origin, sex, age, disability, income, and language spoken is gathered, analyzed, and updated periodically to determine potential impacts of projects within the region's population. The demographic data is mapped to identify possible locations of concentrated areas of disadvantage populations or possible Targeted Outreach Areas (TOAs). New projects planned by KYOVA and/or its subrecipients are mapped and may be compared to areas of potentially disadvantaged populations to determine if a potential impact may occur. Analysis of the data collected by the program emphasis areas may include:

- The race, color, national origin, sex, age, disability, income and LEP of the population eligible to be served.
- Socioeconomic assessment to evaluate project's potential impacts to the human environment.
- Persons to include in the decision-making process.
- Percent of benefits allocated to persons below the poverty line vs. persons above the poverty line.
- Distribution of benefits (dollars, facilities, systems, projects) to groups and communities.
- Projected population increases versus planned facilities and types of facilities.
- Language needs assessment.
- Transportation needs of all persons within boundaries of plans or projects.
- Strategies to address impacts.
- The manner in which services are or will be provided and the related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination.
- The location of existing or proposed facilities connected with the program and related information for determining whether the location has or will have the effect of unnecessarily denying access to any persons on the basis of prohibited discrimination.
- The present or proposed membership, by race, color, national origin, sex, disability, and age, in any planning or advisory body which is an integral part of the program.
- Strategies to disseminate information.

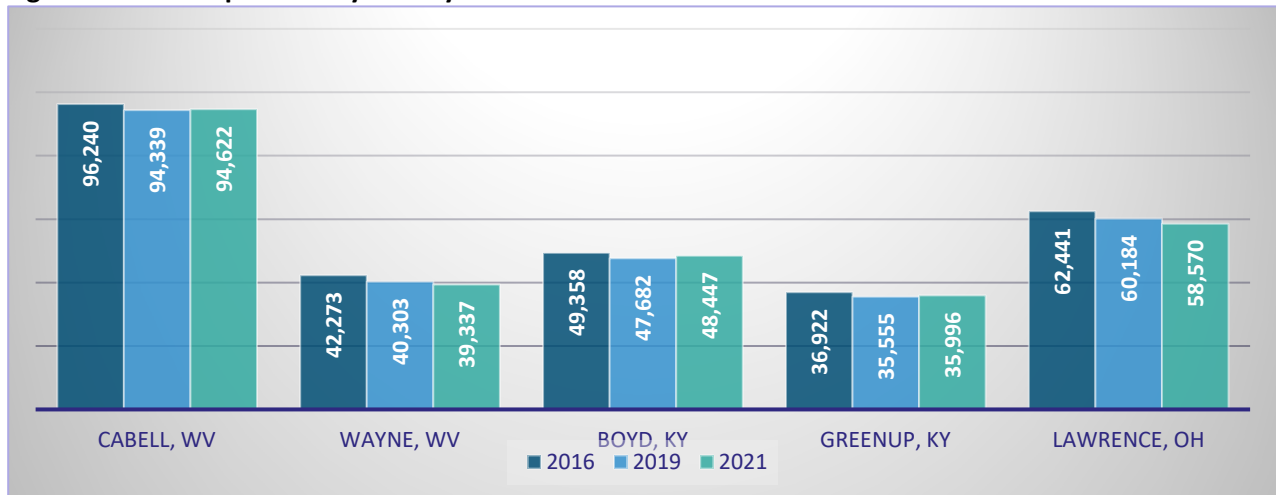
The following sections provide an overview of the demographics for KYOVA's planning area of the Huntington, WV-KY-OH Urbanized Area which consist of the West Virginia counties of Cabell and Wayne, the Kentucky counties of Boyd and Greenup, and the urbanized portion of Lawrence County, Ohio.

Demographic data was obtained from the U. S. Census website. Demographic data from the 2020 Census, the 2021 and 2016 American Community Survey (ACS) 5-year-Data Profiles were used. The ACS data is released in 1-year estimates and 5-year estimates. The *(ACS) 5-Year Estimate Data Profiles* were used for this document.

## Total Population

The 2021 American Community Survey (ACS) 5-year Data Profiles estimates the five-county population as 276,972; the 2019 ACS 5-year Data Profiles estimated the five-county population as 278,063 and the 2016 ACS 5-year Data Profiles estimated the population as 287,234 (Note: KYOVA's planning boundary includes the majority of the Huntington, WV-KY-OH Urbanized Area; however, a small area falls within in Putnam County, West Virginia where the planning is conducted by the Regional Intergovernmental Council (RIC). Additionally, only the urbanized portion of Lawrence County, Ohio falls within the KYOVA planning boundary. The data indicates that the total population is experiencing a decline. Between the 2021 and 2016 it is estimated that the Huntington, WV-KY-OH Urbanized Area experienced a 3.57 percent decline in population. *Figure 1* illustrates the total population by county as estimated in the 2021, 2019, and 2016 ACS 5-year Estimate Data Profiles.

**Figure 1: Total Population by County**

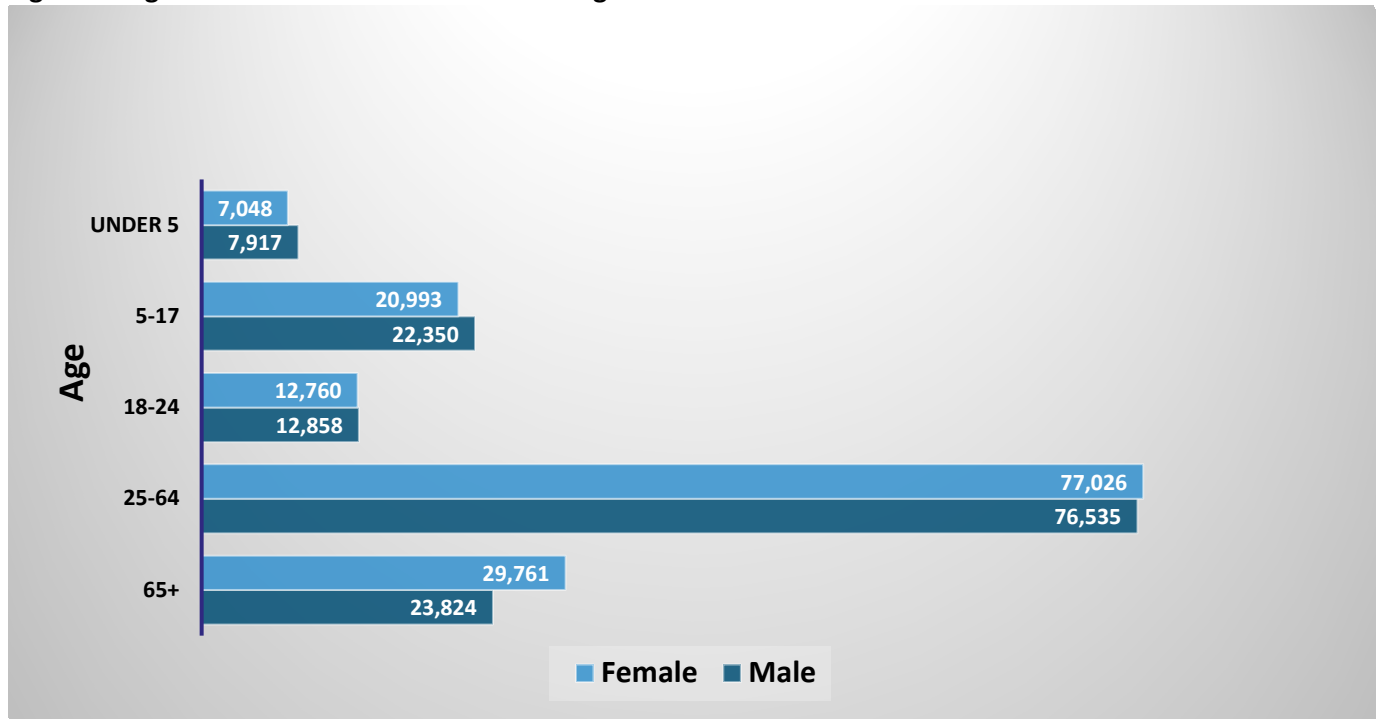


Data Sources: U. S. Census Bureau (2021). DP05-Demographic and Housing Estimates 2017-2021/2015-2019/2021-2016 American Community Survey 5-year Estimates

## Age and Gender

The 2021 American Community Survey (ACS) 5-year Estimate Data Profiles indicated the female population is slightly greater than the male population at 50.7% and 49%, respectively. The 2021 American Community Survey (ACS) 5-year Estimate Data Profiles shows that the population is slowly aging with a median age of 42.1 compared to the 2019 and 2016 median age of 42.1 and 49.3, respectively. The 65+ total population increased by approximately 6.3% between the 2016 and 2021. *Figure 2* illustrates the gender and age of the KYOVA planning area as reported in the 2021 ACS 5-year Estimate Data Profiles.

**Figure 2: Age and Gender of the KYOVA Planning Area**

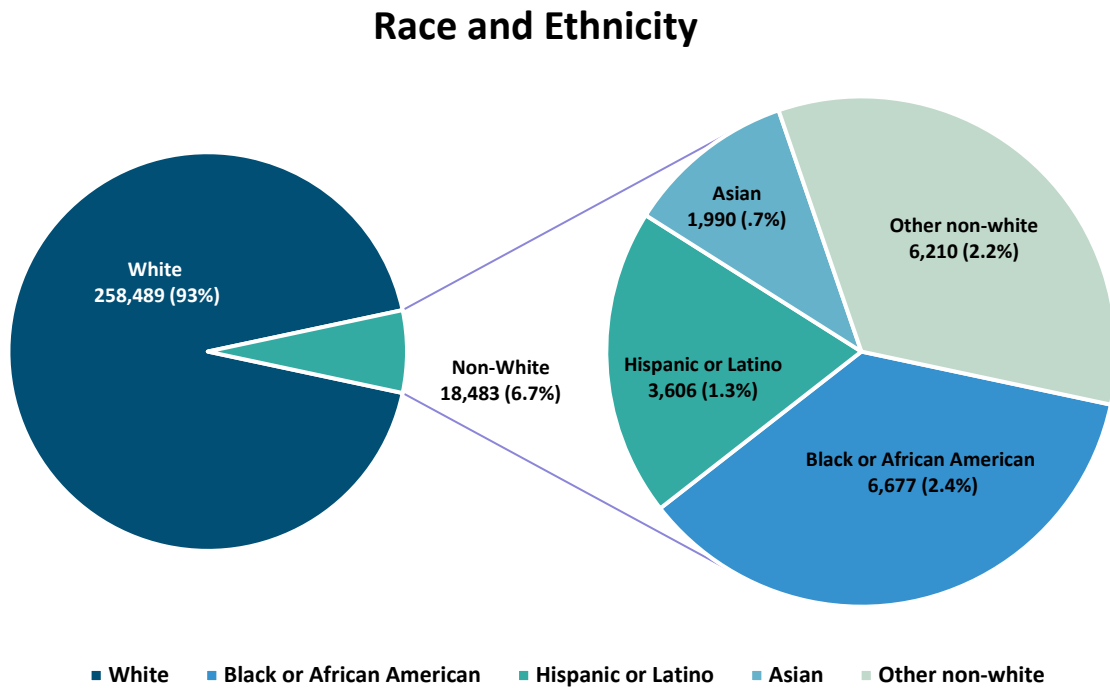


Data Source: U. S. Census Bureau (2021). S0101-Age and Sex 2017-2021 American Community Survey 5-year Estimates

## Race and Ethnicity

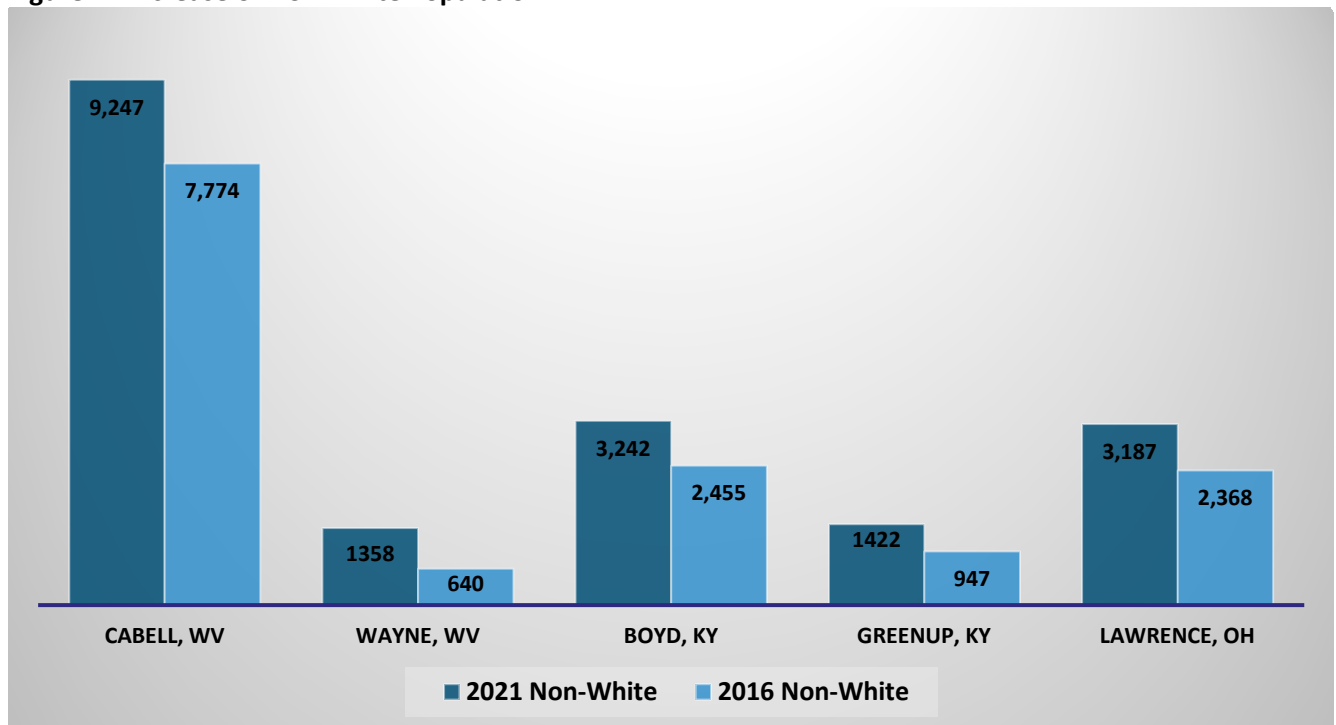
According to the 2021 American Community Survey (ACS) 5-year Estimate Data Profiles, KYOVA's Planning Area is more diverse than the region as a whole. Detailed Census Tract data can be reviewed in *Appendix D*. However, based on county level data, Cabell County, West Virginia has the highest non-white population within KYOVA's planning area at 9.8% followed by Boyd County, Kentucky at 6.7%. Based on the 2021 and 2016 American Community Survey (ACS) 5-year Data Profiles the five counties within KYOVA's planning area have experienced an increase in non-white population. *Figure 3* illustrates the Race and Ethnicity, and *Figure 4* compares the non-white population from the 2016 and 2021 ACS 5-year Estimate Data Profiles.

Figure 3: Race and Ethnicity



Data Source: U. S. Census Bureau (2021). DP05-Demographic and Housing Estimates 2017-2021 American Community Survey 5-year Estimates

Figure 4: Increase of Non-White Population



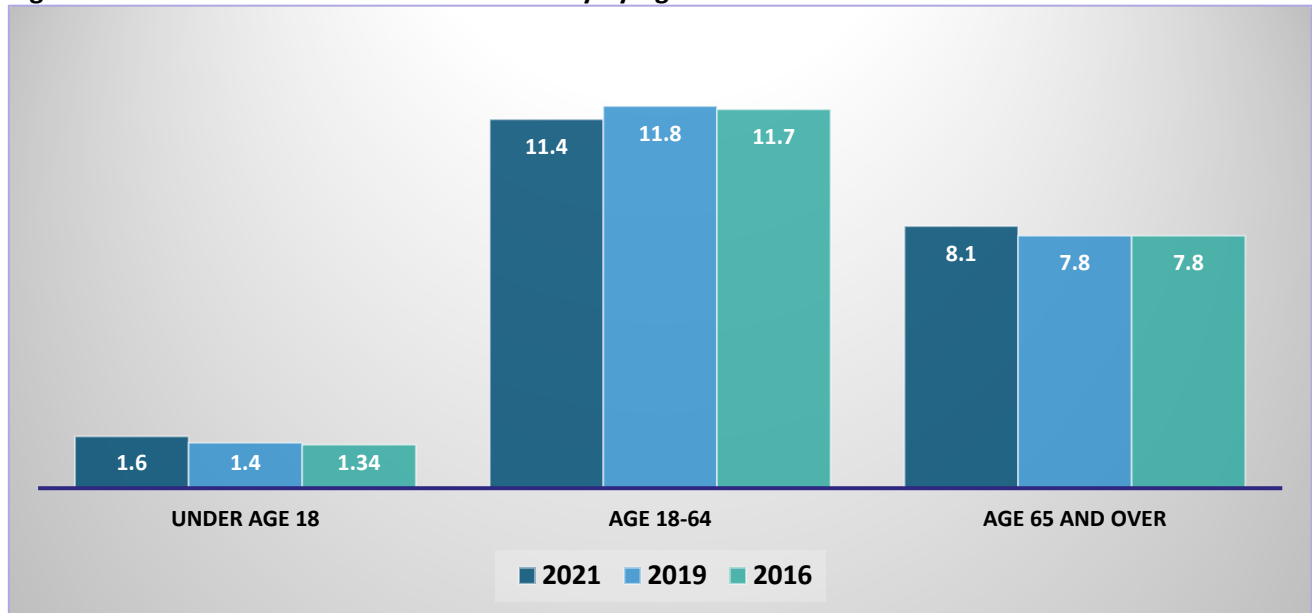
Data Source: U. S. Census Bureau (2021). DP05-Demographic and Housing Estimates 2017-2021/2012-2016 American Community Survey 5-year Estimates



## Individuals with a Disability

Approximately 21% or 58,436 persons within KYOVA’s Planning Area had some type of disability at the time of the 2020: American Community Survey (ACS) 5-year Estimate Data Profiles. This includes 1.5% of children under 18; 11.6% of adults aged 18-64; and 8.7% of seniors aged 65+ for the Total Civilian Noninstitutionalized Population. The data indicates that the disability rate has held steady with no major increase or decrease of individuals with a disability in each age category between the 2016, 2019, and 2021 American Community Survey (ACS) 5-year Estimate Data Profiles. However, it is noted that the age 65+ had a greater growth than in the comparative years. *Figure 5* compares 2016, 2019, and 2021 (ACS) 5-year Estimate Data Profiles as percent of individuals with a disability by age.

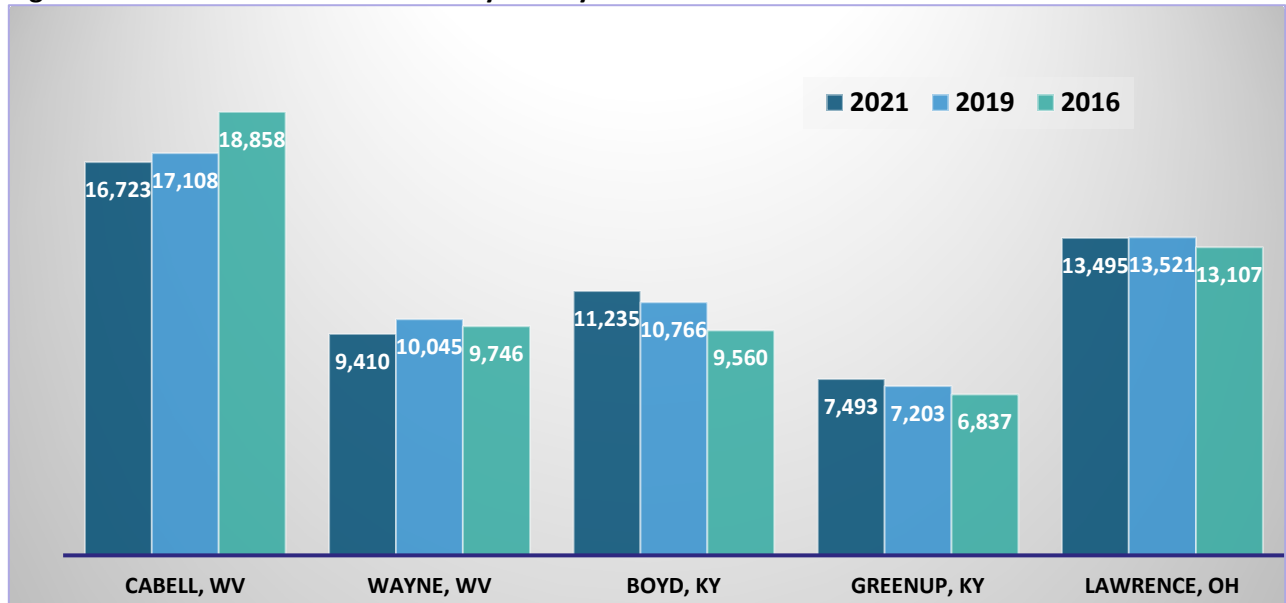
**Figure 5: Percent of Individuals with a Disability by Age**



Data Source: U. S. Census Bureau (2021). S0101-Age and Sex 2017-2021/2015-2019/2012-2016 American Community Survey 5-year Estimates

*Figure 6* illustrates the comparison of disabilities by county between the data series of the 2021, 2019, and 2016 ACS 5-year Estimate Data Profiles. Boyd and Greenup Counties, Kentucky experienced a slight increase while the other three counties, Cabell and Wayne, West Virginia and Lawrence County, Ohio have decreased or remained fairly constant from the previous years of 2016 and 2019.

**Figure 6: Individuals with Disabilities by County**

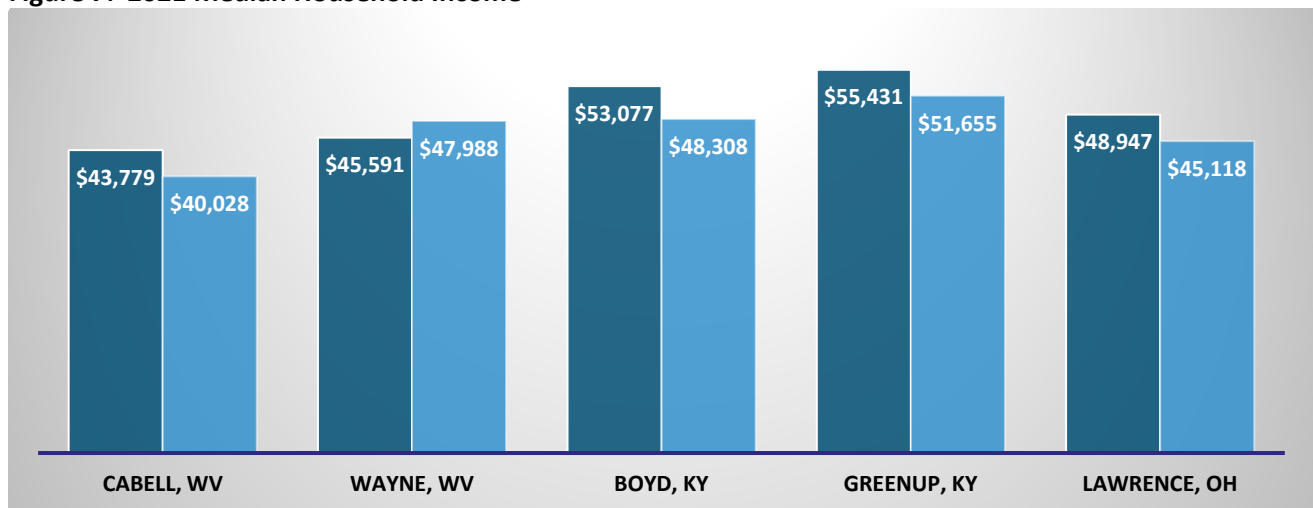


Data Source: U. S. Census Bureau (2021). *S1810-Disability Characteristics 2017-2021/2015-2019/2012-2016 American Community Survey 5-year Estimates*

## Household Income

The median household income for the five counties within KYOVA's Planning Area, as provided in the 2021 (ACS) 5-year Estimate Data Profiles, was \$49,365 compared to \$44,619 from the 2019 (ACS) 5-year Estimate Data Profiles. The KYOVA region 2021 averaged median household income is lower than both the Kentucky counties of Boyd and Greenup at \$53,077 and \$55,431, respectively. Cabell and Wayne Counties, West Virginia and Lawrence County, Ohio fall below the region's median household income. *Figure 7* highlights the 2021 and 2019 (ACS) 5-year Estimate Data Profiles median household income by county.

**Figure 7: 2021 Median Household Income**



Data Source: U. S. Census Bureau (2021). *DP03-Selected Economic Characteristics 2017-2021/2015-2019 American Community Survey 5-year Estimates American Community Survey*

## Poverty

Individuals in poverty is defined as all of the people that live within a household in poverty and is set by the U. S. Census Bureau. The more people living in a household, the higher the poverty threshold. Based on the Poverty Thresholds for 2021 (see *Table 1* below), a family of four must have an annual income greater than \$27,740 (highlighted below in yellow) to be considered above poverty, while a family of six must have an annual income greater than \$37,161 (highlighted below in blue) to be considered above poverty.

**Table 1: Poverty Thresholds by Size of Family and Number of Related Children Under 18 Years (2021)**

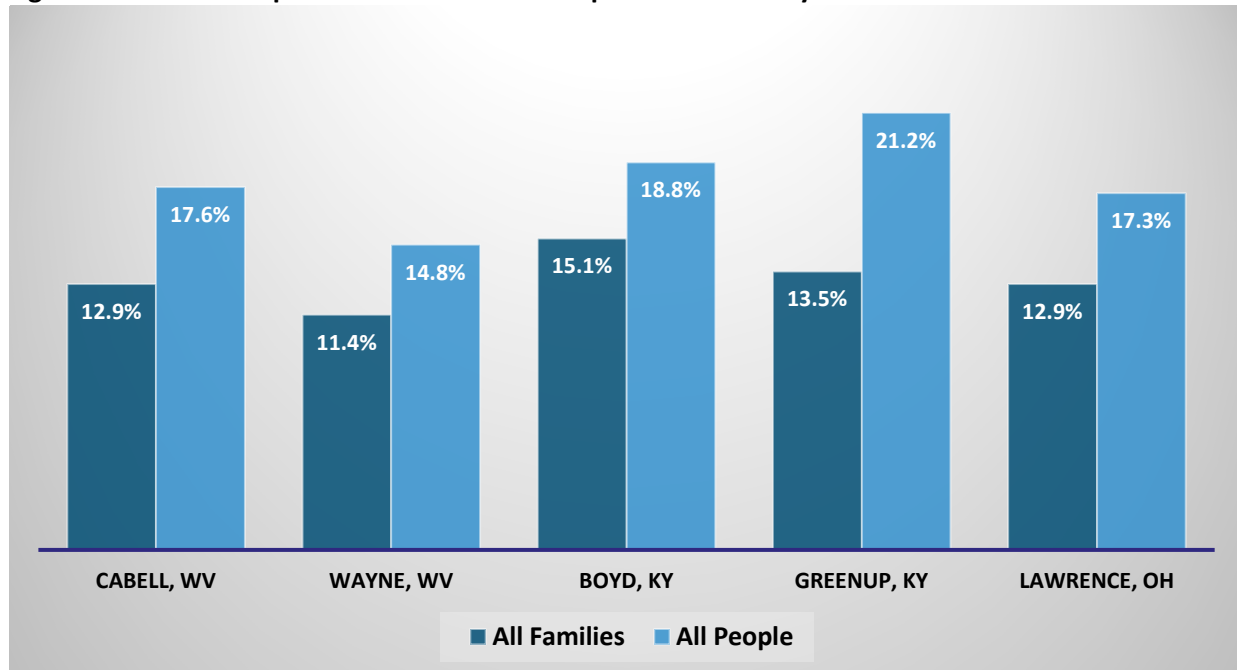
Size of Family Unit	Weighted Average	Related children under 18 years								
		None	One	Two	Three	Four	Five	Six	Seven	Eight +
1 person	\$13,788									
Under 65	\$14,097	\$14,097								
65 and over	\$12,996	\$12,996								
2 people	\$17,529									
under 65	\$18,231	\$18,145	\$18,677							
65 & over	\$16,400	\$16,379	\$18,606							
3 people	\$21,559	\$21,196	\$21,811	\$21,831						
4 people	<b>\$27,740</b>	\$27,949	\$28,406	\$27,479	\$27,575					
5 people	\$32,865	\$33,705	\$34,195	\$33,148	\$32,338	\$31,843				
6 people	<b>\$37,161</b>	\$38,767	\$38,921	\$38,119	\$37,350	\$36,207	35,529			
7 people	\$42,156	\$44,606	\$44,885	\$43,925	\$43,255	\$42,009	\$40,554	\$38,958		
8 people	\$47,093	\$49,888	\$50,329	\$49,423	\$48,629	\$47,503	\$46,073	\$44,585	\$44,207	
9+ people	\$56,325	\$60,012	\$60,303	\$59,501	\$58,828	\$57,722	\$56,201	\$54,826	\$54,485	\$52,386

Data Source: U. S. Census Bureau (<https://www.census.gov/data/tables/time-series/demo/income-poverty/historical-poverty-thresholds.html>)

Note: HH=Householder

According to the 2017-2021: American Community Survey (ACS) 5-year Estimate Data Profiles – DP03-Selected Economic Characteristics, Boyd County, Kentucky had the highest percent “All Families” in poverty at 15.1 percent while Greenup County, Kentucky had the highest “All People” with 21.2 percent. *Figure 8* below depicts families and people (individuals) whose income reflected in the 2021 American Community Survey (ACS) 5-year Estimate Data Profiles was below the poverty level.

**Figure 8: Percent People in Families and All People Below Poverty Level**

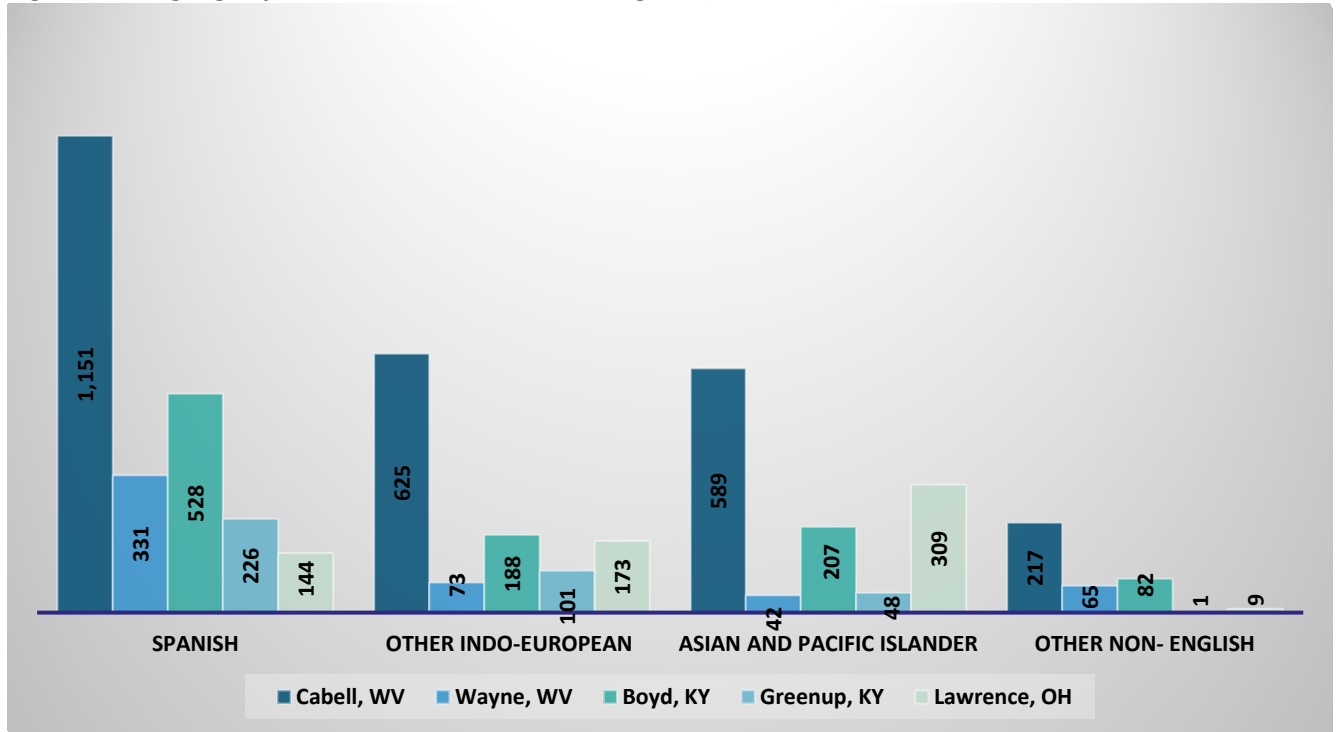


Data Source: U. S. Census Bureau (2021). DP03-Selected Economic Characteristics 2017-2021 American Community Survey 5-year Estimates

## Language and Languages Spoke as Percent of Total Population

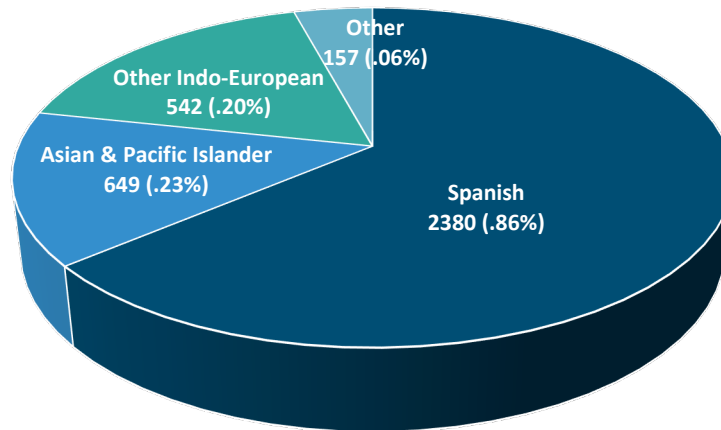
Most people in the United States speak English and most governmental functions are in English. The Census Bureau collects data on language use to know what languages to use, and where, to get information to people about public health, voting, safety, etc. According to the 2021 American Community Survey (ACS) 5-year Estimate Data Profiles there are 4,536 (1.6%) individuals aged 5 and older that speak a language other than English within the KYOVA Planning Area. Of those approximately 2,218 (0.8%) speak English “less than very well”. Of those that speak a language other than English, 0.73% speak Spanish, 0.46% speak other Indo-European languages, .35% speak Asian/Pacific Island Languages, and 0.1% speak other languages. *Figure 9* illustrates the population aged 5 and older for language spoken at home other than English and *Figure 10* illustrates the percentage of languages spoken other than English.

**Figure 9: Language Spoken At Home Other Than English (Individual)**



Data Source: U. S. Census Bureau (2021). *S1601-Language Spoken at Home 2017-2021 American Community Survey 5-year Estimates*

**Figure 10: Number and Percent Language Spoken At Home Other Than English (Percent of KYOVA Total Population)**



Data Source: U. S. Census Bureau (2021). *S1601-Language Spoken at Home 2017-2021 American Community Survey 5-year Estimates*

## Potentially Disadvantaged/Targeted Outreach Areas (TOA)

The process of outreach to the traditionally underserved involves identifying focus areas where large numbers of the population of the potentially disadvantaged live. KYOVA compiled demographic data and identified census tract-level focus areas (Targeted Outreach Areas-TOAs) for residents comprising each of the categories of the traditionally underserved. Individuals included in the potentially disadvantaged and/or TOAs include: the elderly (those 65 and older); minorities; persons in poverty; educational attainment; the disabled; households with no vehicles; and those who speak English “less than very well.”

To identify and document where to focus outreach efforts for those individuals as traditionally underserved, KYOVA determined that census tract level would provide the best scale for geographically locating these populations. Using the 2020: American Community Survey 5-Year Estimate Data Profiles from the U. S. Census Bureau, KYOVA staff collected data for each of the Census Tracts within Cabell and Wayne counties, West Virginia; Boyd and Greenup counties, Kentucky; and Lawrence County, Ohio in the following eight (8) categories:

- individuals below poverty;
- individuals age 65 and over;
- minority population;
- Hispanic population;
- high school graduate or higher;
- individuals with limited English proficiency (speak English “less than very well”);
- individuals with a disability; and
- households with no vehicle.

Using these eight (8) categories and the data from the 87 census tracts located within the KYOVA Planning Area, the average of each category was calculated. *Table 2* exhibits the five-county and regional average for each category. *Appendix D* provides detailed demographics for the five-county area by Census Tract.

**Table 2: County and Regional Average for Targeted Outreach Determination**

	West Virginia		Kentucky		Ohio	Regional Averages
	Cabell County	Wayne County	Boyd County	Greenup County	Lawrence County	
% Individuals/People Below Poverty	21.2	17.3	17.6	14.8	18.8	17.9
% Age 65 and Over	18.7	20.8	19.5	20.9	18.4	19.7
% Minority/Non-White	3.3	0.5	1.2	0.5	1.2	1.3
% Hispanic (of any race)	1.5	.07	1.9	1.1	1.0	1.2
% HS Graduate or Higher	89.3	81.7	88.3	90.2	92.3	88.7
% Who speak English “Less than very well”	0.9	0.3	0.8	0.4	0.3	0.5
% With a Disability, Age 5 and Over	17.9	24.0	23.9	21.0	17.3	17.9
% Households with No Vehicle	11.0	7.2	8.4	5.0	5.8	7.5

Data Source: U. S. Census Bureau (2021). DP02/DP04/DP05 2017-2021 American Community Survey 5-year Estimates

For each of the identified demographic characteristics, a regional average combining all five counties was found. This average is considered to be the *Potentially Disadvantaged Threshold*. If the percentage for a particular Census Tract exceeds this Threshold in more than one of these demographic categories, it may be considered to be a *Potentially Disadvantaged Area* or a potential *Targeted Outreach Area*.

Next, the demographic characteristics were added to an Excel database for all of the Census Tracts within the five counties. For each characteristic, the 15 high/low percentages were identified, and those Census Tracts were classified as one of four Potentially Disadvantaged Area Tiers. The Potentially Targeted Outreach Areas were identified based on the on the number of categories that exceeded the threshold, and are as follows:

- Tier 1: 6-7 Potentially Disadvantaged Thresholds
- Tier 2: 4-5 Potentially Disadvantaged Thresholds
- Tier 3: 0-3 Potentially Disadvantaged Thresholds

There are ten (10) Tier 1 Target Areas identified. Tier 1 indicates the highest potential need to provide supplemental outreach activities. There are 13 Tier 2; and 41 Tier 3 Target Areas that were identified that may require additional public outreach beyond the general public notices. 23 Census Blocks did not meet the requirements to be considered a Potentially Disadvantaged Area. Outreach activities will be dependent on the type of project undertaken by KYOVA. Table A-2 illustrates the data in tabular form.

While Households with Computers and Broadband Internet Subscriptions were not considered in the Focus Target the information has been included in Table A-3. This data may be used during consideration for projects and outreach activities to ensure the general public has the opportunity to participate virtually or to access information published on project websites.



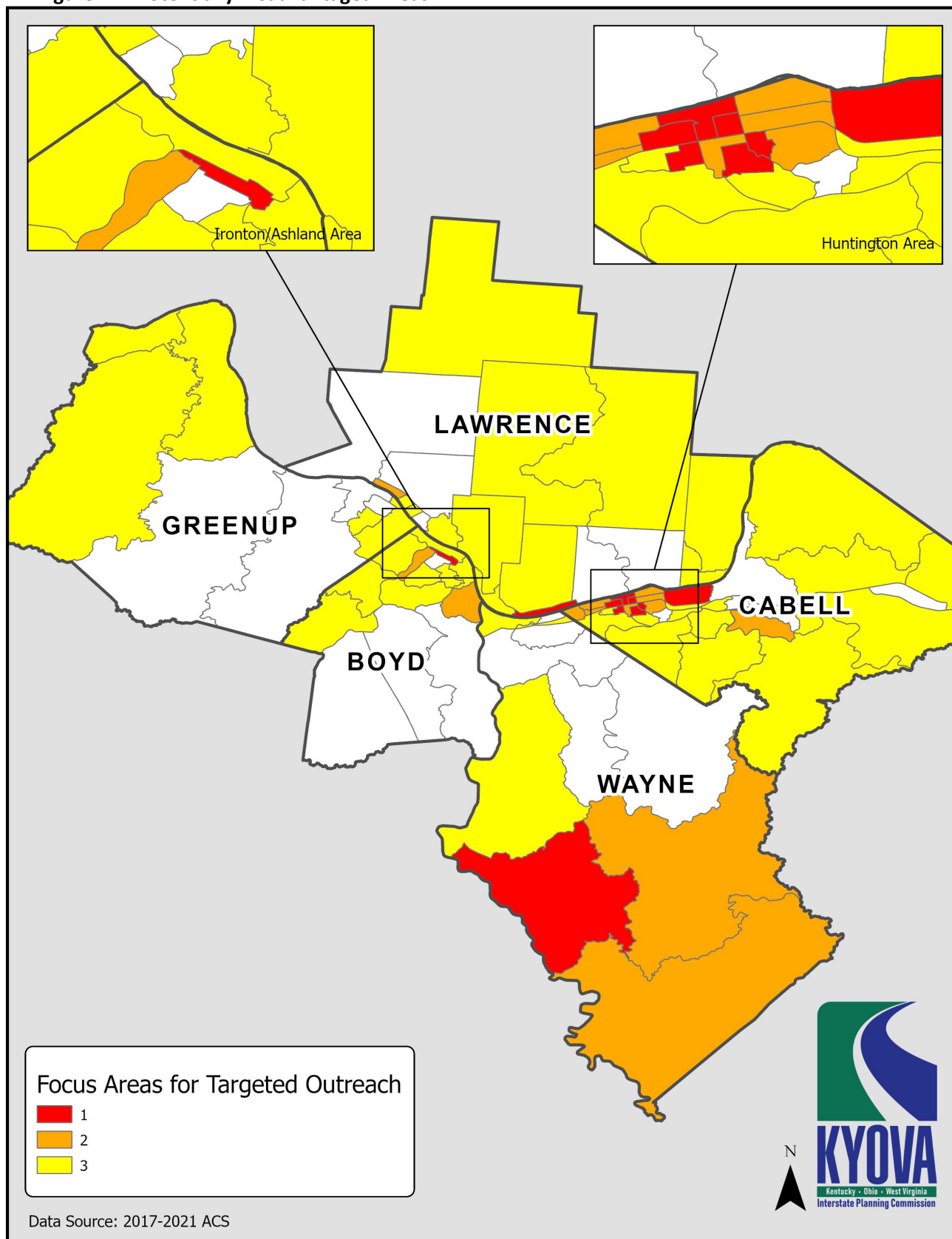
Table 3: Focus Areas for Potential Targeted Outreach

State	County	Census Tract/Area	% Below Poverty (All People)	% Age 65 and Older	% Minority (non-white)	% Hispanic	% HS Graduate or Higher	% Speaks English "Less Than Very Well"	% Disability	% HH with no vehicle	HH with Computer	HH w/broadband internet subscription	# average CT of top 15 in CT (blue cells)	Tier Rank (from top 15 focus areas)
West Virginia	Cabell	Cabell	21.2	18.7	9.8	1.5	89.3	0.9	18.0	11.0	87.9	75.4		
		1.01	20.0	19.3	7.8	7.4	88.6	7.1	16.0	2.0	83.5	68.7	2	3
		1.02	18.6	19.5	18.9	0.0	89.7	0.4	21.2	13.3	85.4	73.8	1	3
		2	37.1	18.9	3.9	1.9	71.5	0.0	37.0	18.6	81.8	57.6	5	2
		3	38.0	18.8	11.8	0.0	88.2	1.9	25.1	9.9	82.5	67.4	4	2
		4	38.0	4.0	12.9	0.0	80.6	0.0	12.8	9.3	89.0	74.8	3	3
		5	70.1	0.9	17.9	0.8	97.0	0.9	11.0	15.7	97.7	77.7	4	2
		6	60.4	19.3	24.0	5.4	80.8	3.4	13.3	38.7	83.7	64.3	7	1
		9	42.1	14.0	20.9	0.9	85.4	0.0	33.9	15.1	91.5	75.9	3	3
		10	25.4	25.3	11.2	0.0	79.8	0.0	34.9	12.0	87.9	71.5	3	3
		11	30.2	18.7	8.9	1.0	76.9	0.0	26.0	17.4	84.5	62.3	4	2
		12	15.6	18.0	8.9	0.3	87.4	1.0	17.9	18.8	82.0	74.4	2	3
		13	22.5	19.7	13.4	2.6	93.8	3.0	16.1	16.0	96.2	82.9	4	2
		14	46.1	12.2	34.7	0.2	85.8	0.0	24.9	26.2	82.6	66.5	4	2
		15	42.7	23.6	53.6	0.0	88.4	0.0	20.9	42.1	66.5	51.4	6	1
		16	27.9	12.8	21.9	2.7	77.3	0.9	31.4	24.6	87.9	73.4	7	1
		18	44.1	8.7	19.1	2.1	88.7	0.0	15.1	20.0	87.5	73.3	3	3
		19	9.1	20.0	3.8	2.4	98.0	0.4	11.4	5.0	96.6	87.7	0	3
		20	4.6	24.4	7.6	0.0	98.3	1.7	9.5	0.0	96.8	91.1	1	3
		21	16.8	36.4	4.3	0.0	90.0	1.9	22.7	6.2	86.5	77.1	2	3
		101.03	14.3	22.9	1.0	1.4	89.2	0.0	14.1	2.5	95.0	75.8	0	3
		101.04	11.0	23.8	4.8	2.6	95.1	0.0	10.5	8.6	89.6	73.4	1	3
		102.02	12.5	17.3	7.3	1.5	94.9	0.5	13.2	5.4	90.1	78.8	1	3
		102.03	22.9	16.0	5.9	0.7	97.3	0.0	14.0	3.0	96.8	85.2	1	3
		102.04	11.5	24.7	11.2	0.0	99.1	1.8	14.5	2.7	96.2	95.0	3	3
		103	13.8	19.2	3.1	0.4	92.7	0.2	17.0	7.5	92.0	77.4	0	3
		104.01	18.2	12.1	3.5	0.3	85.0	0.0	12.7	7.6	87.0	79.5	0	3
		104.02	6.1	21.0	10.9	3.9	99.1	3.5	14.5	4.3	88.9	85.4	2	3
		105	7.7	15.2	2.0	3.1	89.9	0.0	16.4	0.6	92.4	83.1	1	3
		106	14.5	23.0	4.3	0.0	89.0	0.8	20.3	6.3	89.8	78.3	1	3
		107.01	8.9	26.3	3.1	1.2	90.5	0.0	16.2	2.5	68.6	49.1	3	3
		107.02	20.3	24.8	3.0	0.6	80.2	0.0	19.4	5.1	90.4	81.2	1	3
		108.01	12.7	28.4	4.7	0.0	90.3	0.0	18.9	7.1	92.6	78.9	1	3
		108.02	8.6	17.7	3.3	0.0	88.7	0.0	17.2	14.2	84.5	78.4	0	3
		109	47.3	12.5	34.2	17.1	86.5	10.3	27.2	42.9	64.0	50.2	7	1
	Wayne	Wayne	17.3	20.8	3.5	0.7	81.7	0.3	24.0	7.2	84.0	73.0		
		51	17.1	20.4	4.4	0.4	93.8	0.2	23.5	4.9	93.0	83.0	0	3
		52	28.2	19.6	4.1	0.0	83.1	0.0	21.9	18.2	81.3	63.4	3	3
		201	18.9	21.4	10.7	2.4	85.3	0.0	16.8	3.6	93.2	89.5	0	3
		203	16.7	26.8	5.0	0.0	86.6	0.2	28.2	5.4	84.3	74.0	2	3
		204	9.1	16.4	1.6	0.0	82.3	0.0	21.1	1.2	88.3	83.2	0	3
		205	16.3	22.4	4.1	0.8	83.6	0.0	20.6	8.1	78.2	66.6	2	3
		206	12.1	21.3	1.6	0.0	87.6	0.0	18.4	8.2	87.9	76.3	0	3
		207	14.2	19.6	0.1	0.0	84.2	1.7	23.7	3.3	85.3	73.4	1	3
		208	25.4	19.4	6.4	5.1	69.8	0.8	30.9	12.4	79.5	66.9	6	1
		209	25.4	30.1	5.2	0.0	73.9	0.0	30.4	8.9	79.3	55.8	5	2
		210	27.7	12.9	0.2	0.0	65.4	0.0	33.5	14.1	72.2	60.4	5	2
Kentucky	Boyd	Boyd	12.9	19.5	6.7	1.9	88.3	0.8	23.9	0.1	90.6	85.3		
		302	20.4	16.7	10.8	0.7	83.1	0.0	37.9	36.7	86.1	73.5	2	3
		303	21.5	21.7	10.9	6.0	79.9	1.6	32.8	13.8	83.7	81.2	4	2
		304	7.6	19.8	3.9	0.0	89.1	1.8	19.2	8.3	89.5	67.8	1	3
		305	12.7	17.0	10.8	8.0	87.7	3.5	17.6	4.1	95.4	93.0	2	3
		306	10.5	24.7	3.4	0.0	97.9	0.5	24.0	5.8	97.2	93.3	1	3
		307	12.9	20.9	7.7	1.0	82.2	0.0	27.6	5.6	87.6	83.9	0	3
		308	26.4	14.8	6.4	3.4	88.7	0.0	33.3	23.9	89.3	83.0	3	3
		309	17.3	19.5	8.7	4.3	83.5	1.8	22.6	6.2	87.4	84.6	2	3
		310.01	10.5	21.8	1.9	0.0	88.1	0.0	21.4	2.9	83.2	85.0	0	3
		310.03	4.3	14.1	12.4	1.9	88.2	0.9	18.2	1.7	96.6	91.4	2	3
		310.04	13.7	18.9	6.8	1.2	89.5	0.0	19.3	1.6	90.8	88.6	0	3
		311.01	5.2	24.7	3.2	0.0	90.4	0.0	26.8	5.4	95.3	86.6	1	3
		311.02	3.3	10.4	3.2	0.7	95.7	0.0	19.3	0.0	94.4	94.4	0	3
		312	7.0	18.8	1.2	0.0	89.7	0.0	19.1	3.7	90.0	85.0	0	3
		313	28.1	1.0	10.2	0.3	82.9	0.3	34.3	14.1	77.1	69.9	3	3
	Greenup	Greenup	14.8	20.9	4.0	1.1	90.2	0.4	21.0	5.0	88.2	81.2		
		401	7.9	21.6	7.4	0.6	96.6	0.7	18.5	4.8	93.5	87.6	1	3
		402.01	19.4	22.8	1.6	2.1	83.9	0.0	17.0	7.5	86.3	84.7	0	3
		402.02	11.5	15.7	3.1	0.0	92.1	1.0	19.8	6.1	88.7	84.9	1	3
		403	13.8	22.9	5.7	1.3	89.4	0.0	18.2	4.8	88.6	83.0	0	3
		404	22.5	20.9	2.3	0.4	92.6	0.0	23.4	6.0	90.9	82.2	0	3
		405.01	15.1	18.7	4.6	4.6	95.6	0.0	21.1	4.3	92.7	85.1	1	3
		405.02	10.3	21.0	5.4	2.3	86.9	0.1	27.8	4.2	86.6	77.7	0	3
		406	18.2	23.4	2.2	0.0	88.2	0.1	18.3	5.8	80.3	69.1	2	3
		407	16.5	23.9	2.1	0.0	82.5	1.3	22.1	1.9	81.6	72.9	3	3
Ohio	Lawrence	Lawrence	18.8	18.4	5.4	1.0	88.9	0.3	23.3	5.8	86.8	79.8		
		501	25.7	19.6	2.2	0.0	89.9	0.0	22.0	5.9	93.3	88.4	0	3
		502	19.2	24.3	2.7	0.9	91.7	0.0	31.7	6.8	81.9	73.0	2	3
		503	34.4	16.8	9.2	0.5	87.9	0.0	25.1	24.5	76.7	82.2	3	3
		504	21.2	24.8	6.0	2.9	91.9	0.0	32.3	11.0	77.6	73.4	4	2
		505.01	25.4	14.5	0.0	0.0	77.5	0.0	32.3	0.0	87.1	71.0	2	3
		505.02	18.8	24.4	1.5	2.5	92.3	0.0	23.5	5.4	76.1	66.8	3	3
		506	26.2	17.9	4.9	0.6	79.4	3.0	25.4	4.3	71.6	51.3	4	2
		507	23.7	11.5	3.3	0.0	85.7	0.3	25.9	3.5	80.5	77.2	1	3
		508	19.5	14.2	0.3	0.4	91.9	0.0	15.7	1.6	91.7	88.7	0	3
		509	19.2	16.8	13.5	1.2	82.1	0.0	25.7	11.2	97.2	94.0	2	3
		510.01	19.4	16.8	10.1	2.7	93.9	0.4	16.4	3.8	93.8	89.3	1	3
		510.02	28.1	15.1	2.1	0.7	86.6	0.4	22.2	3.0	87.9	79.0	1	3
		511.01	19.3	20.6	4.7	0.0	79.6	0.0						



The Potentially Disadvantaged Areas are illustrated in *Figure 11*. *Figures 12 through 18* provide visual representation through mapping each disadvantaged population category.

**Figure 11: Potentially Disadvantaged Areas**



**Figure 12: Individuals in Poverty by Census Tract**

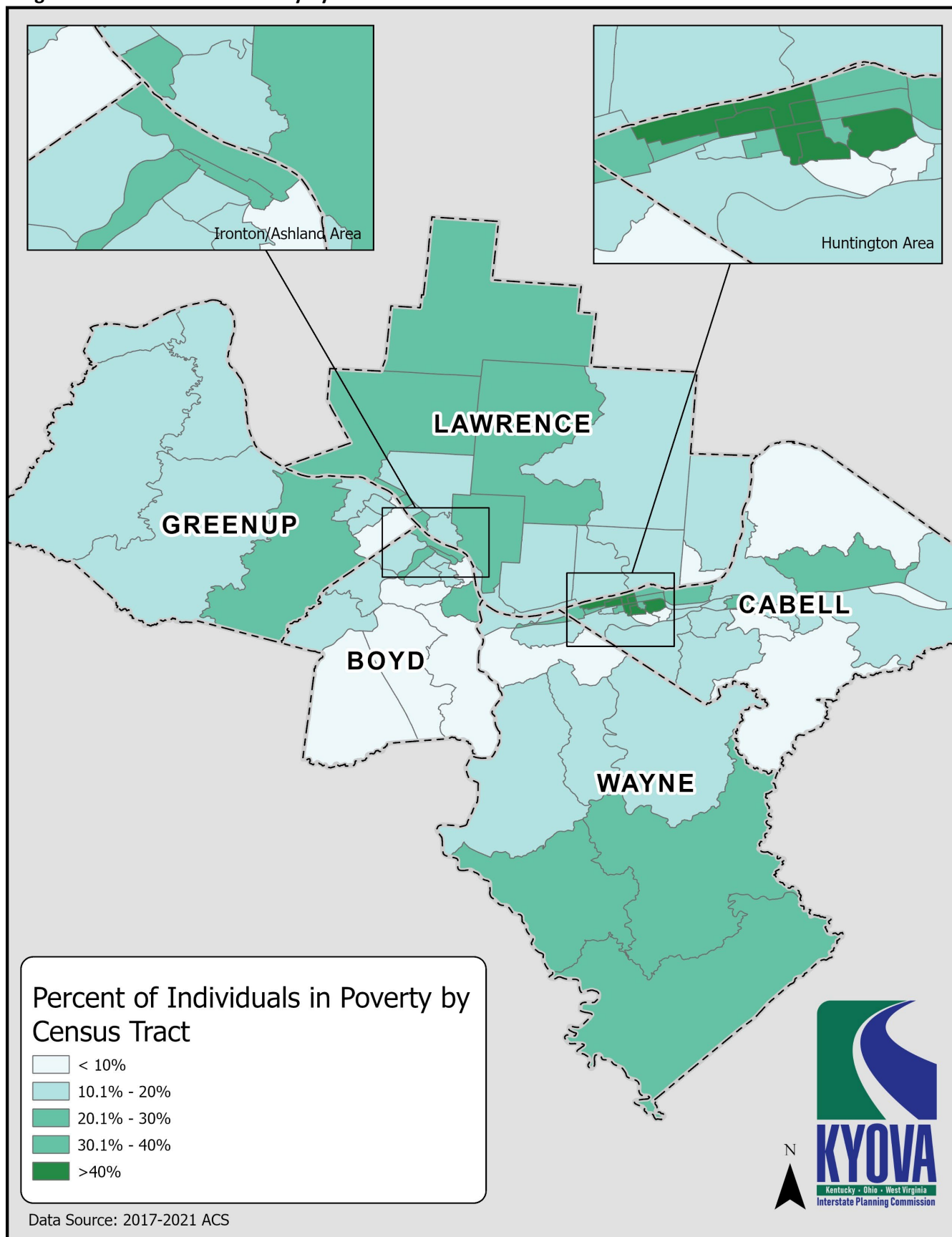
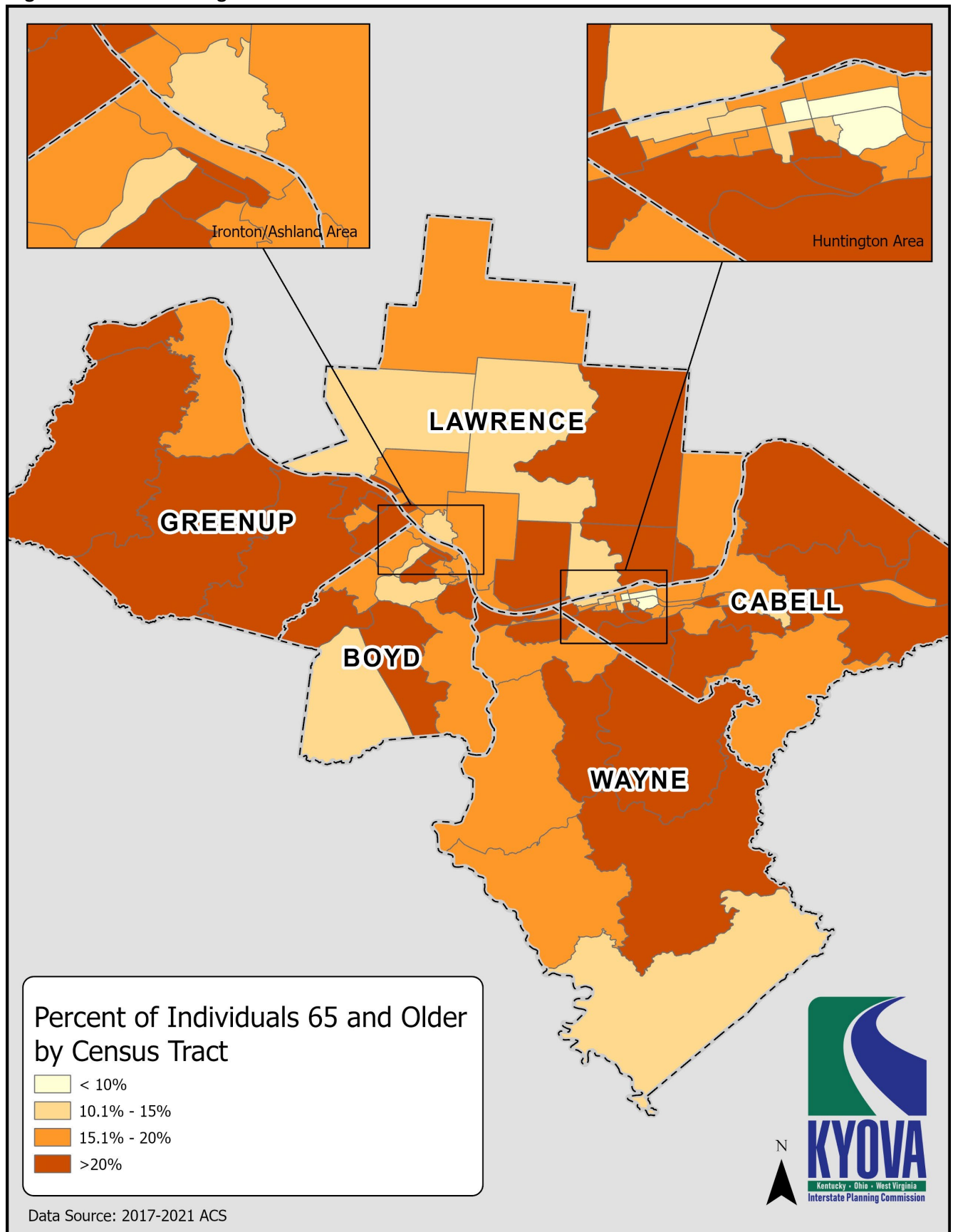


Figure 13: Individuals Aged 65 and Older



**Figure 14: Minority (non-Hispanic) Population**

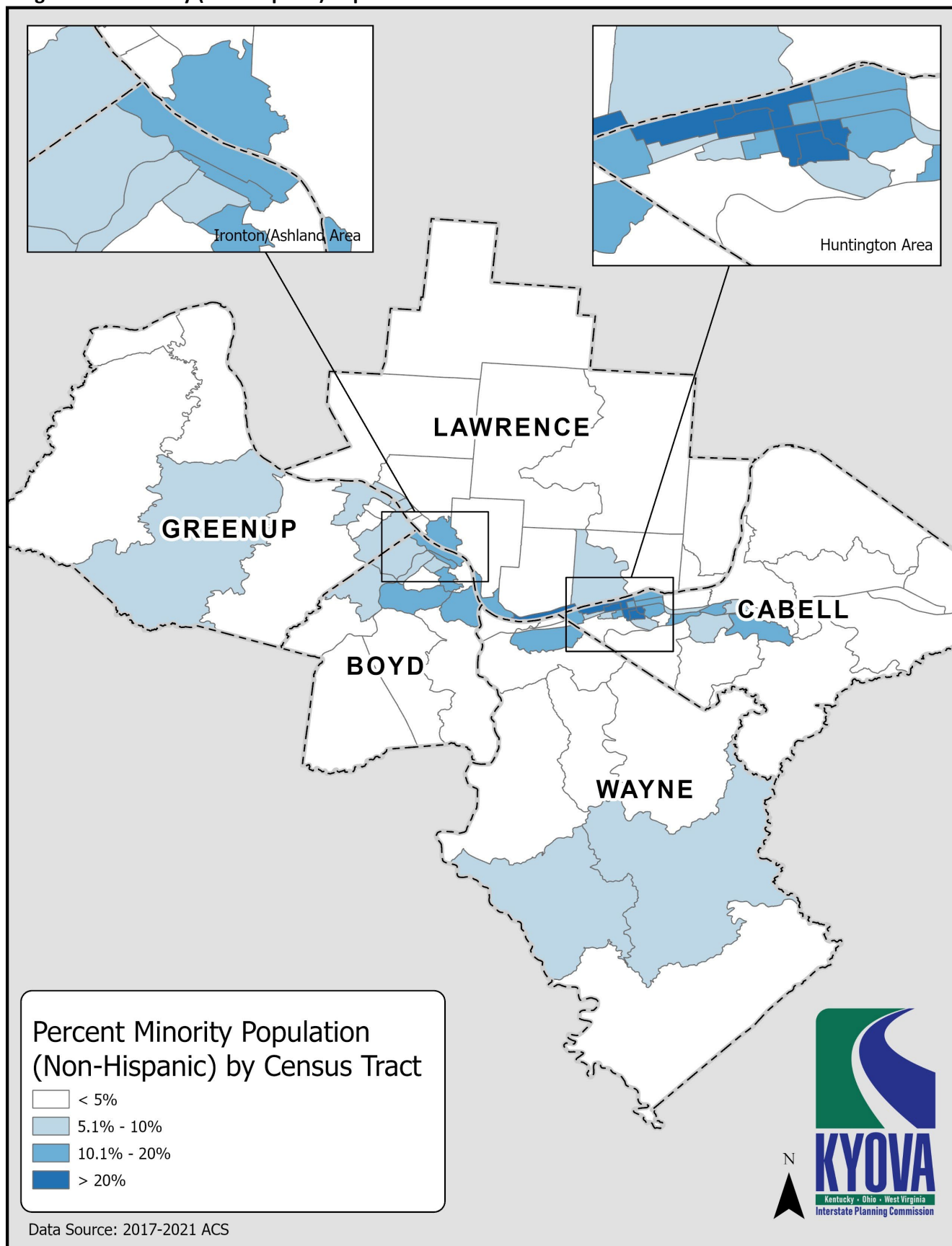
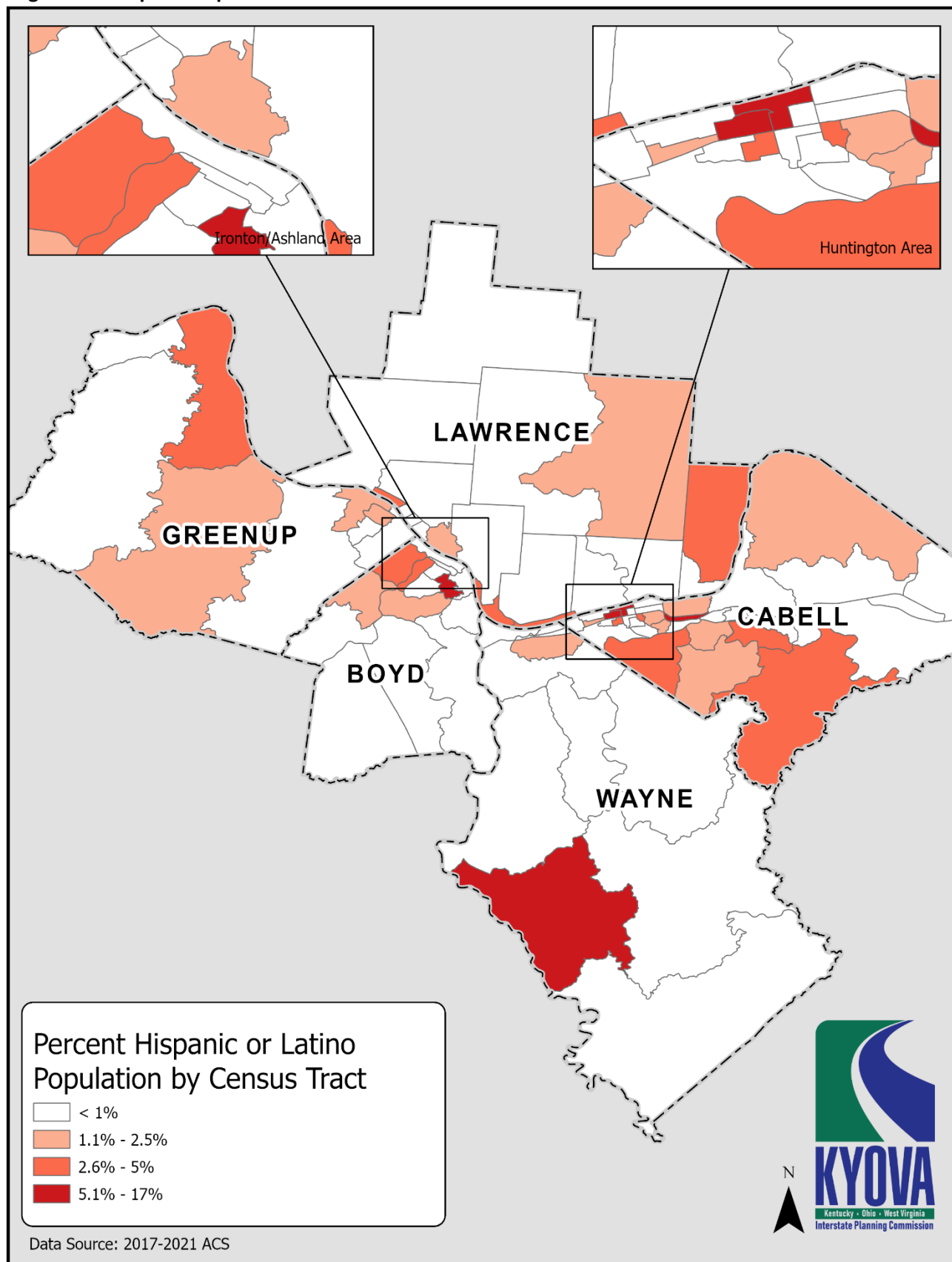


Figure 15: Hispanic Population





**Figure 16: Individuals with Limited English Proficiency (speaks English “less than very well”)**

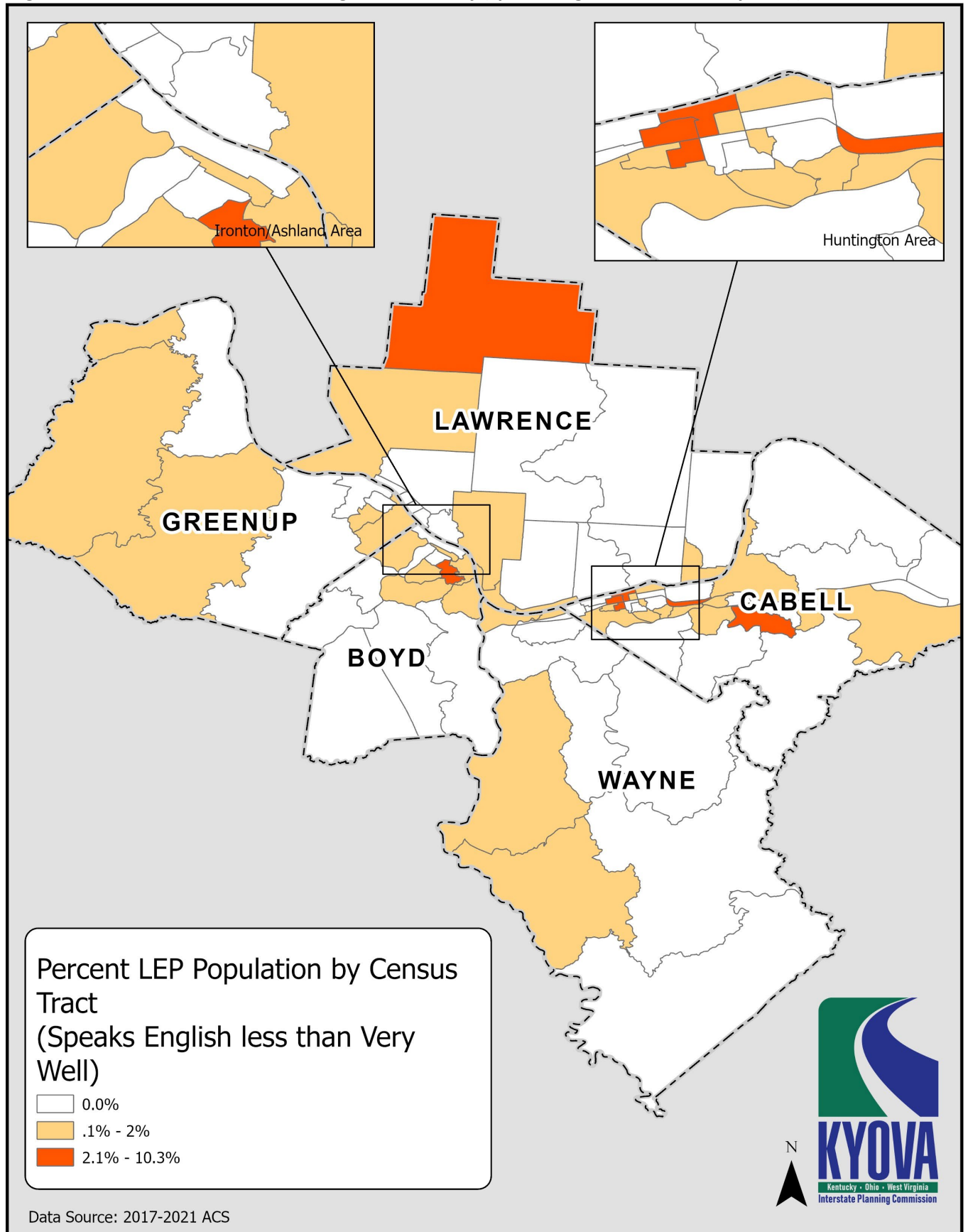
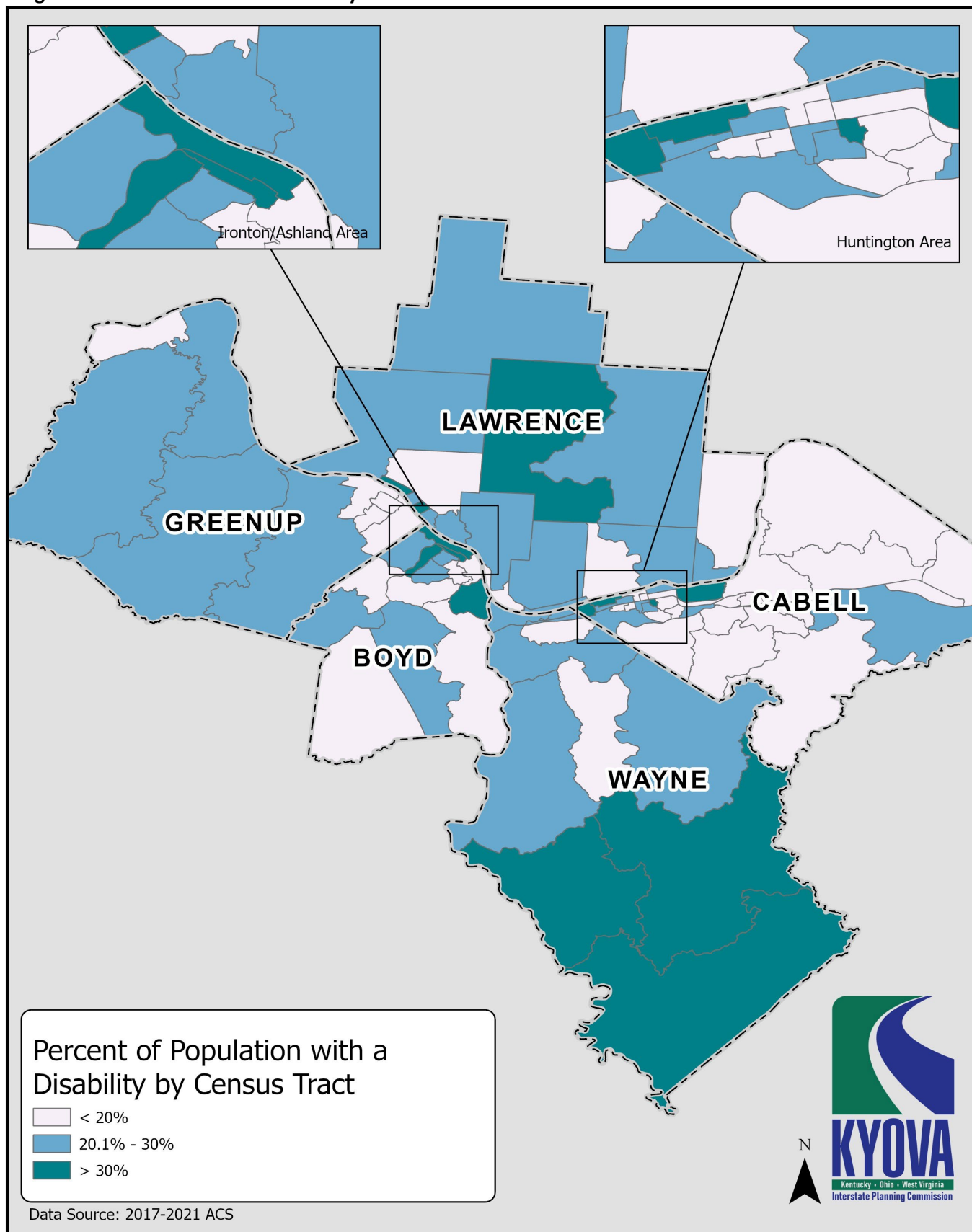
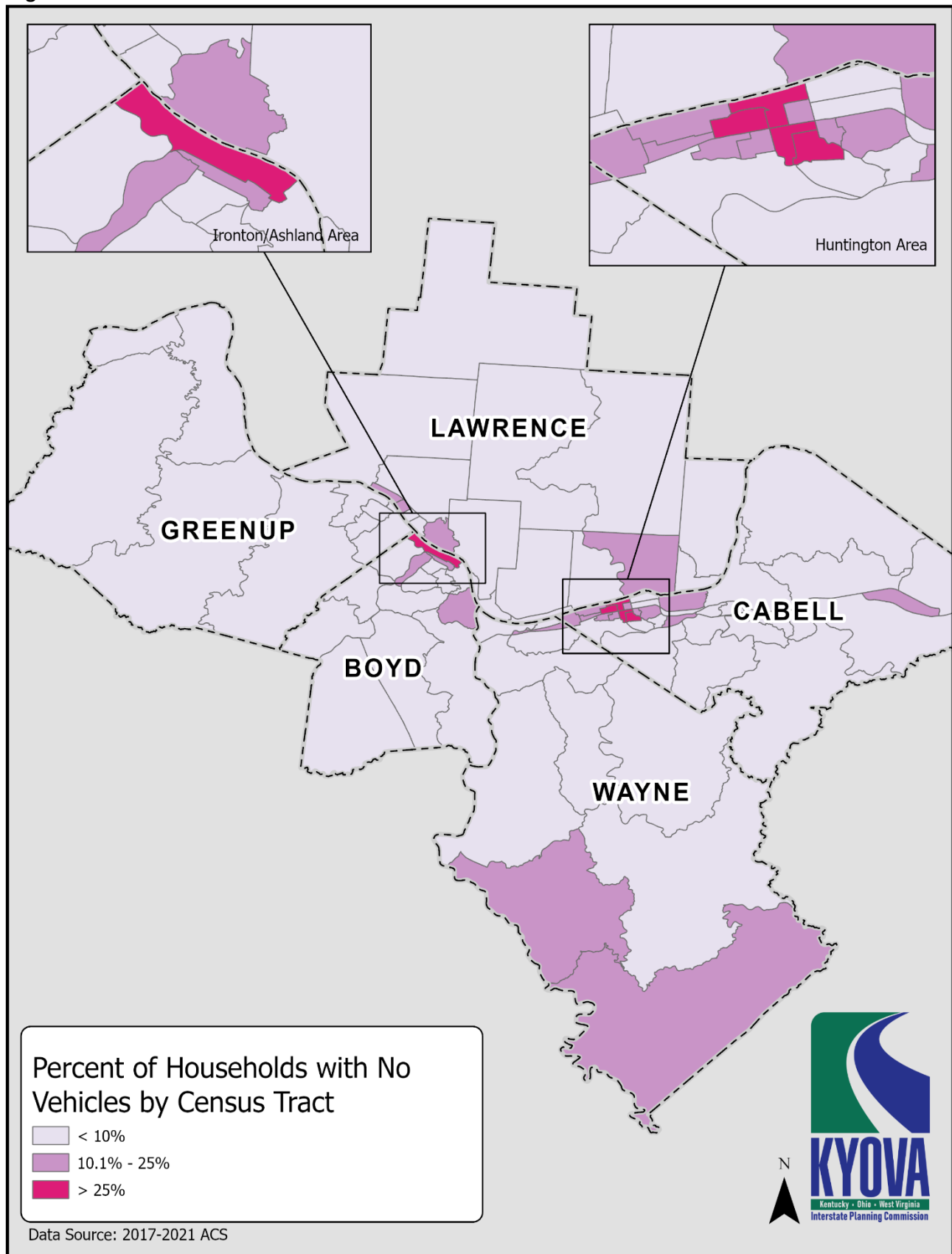




Figure 17: Individuals with a Disability



**Figure 18: Zero Vehicle Households**



## ENVIRONMENTAL JUSTICE

The U. S. Department of Transportation (DOT) identifies three primary goals of Environmental Justice that should be considered throughout transportation planning and project development, and through all public outreach and public participation efforts conducted by the U. S. DOT, including the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and their grantees. These three primary goals are:

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

U. S. DOT Order 5610.2(a) includes strategies and procedures to be used by DOT and its grantees to comply with Executive Order 12898. Executive Order 12898 requires each Federal agency, to the greatest extent practicable and permitted by law, and consistent with the principles set forth in the report on the national Performance Review, to achieve environmental justice as part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects, including interrelated social and economic effects, of its programs, policies, and activities on minority populations and low-income populations in the United States.

The previously mentioned Targeted Outreach Areas (TOAs)/Potentially Disadvantage Areas help KYOVA identify areas with the greatest concentrations of minority and low-income populations. Additional public outreach may be required for these areas, especially if the plan or project directly affects those areas.

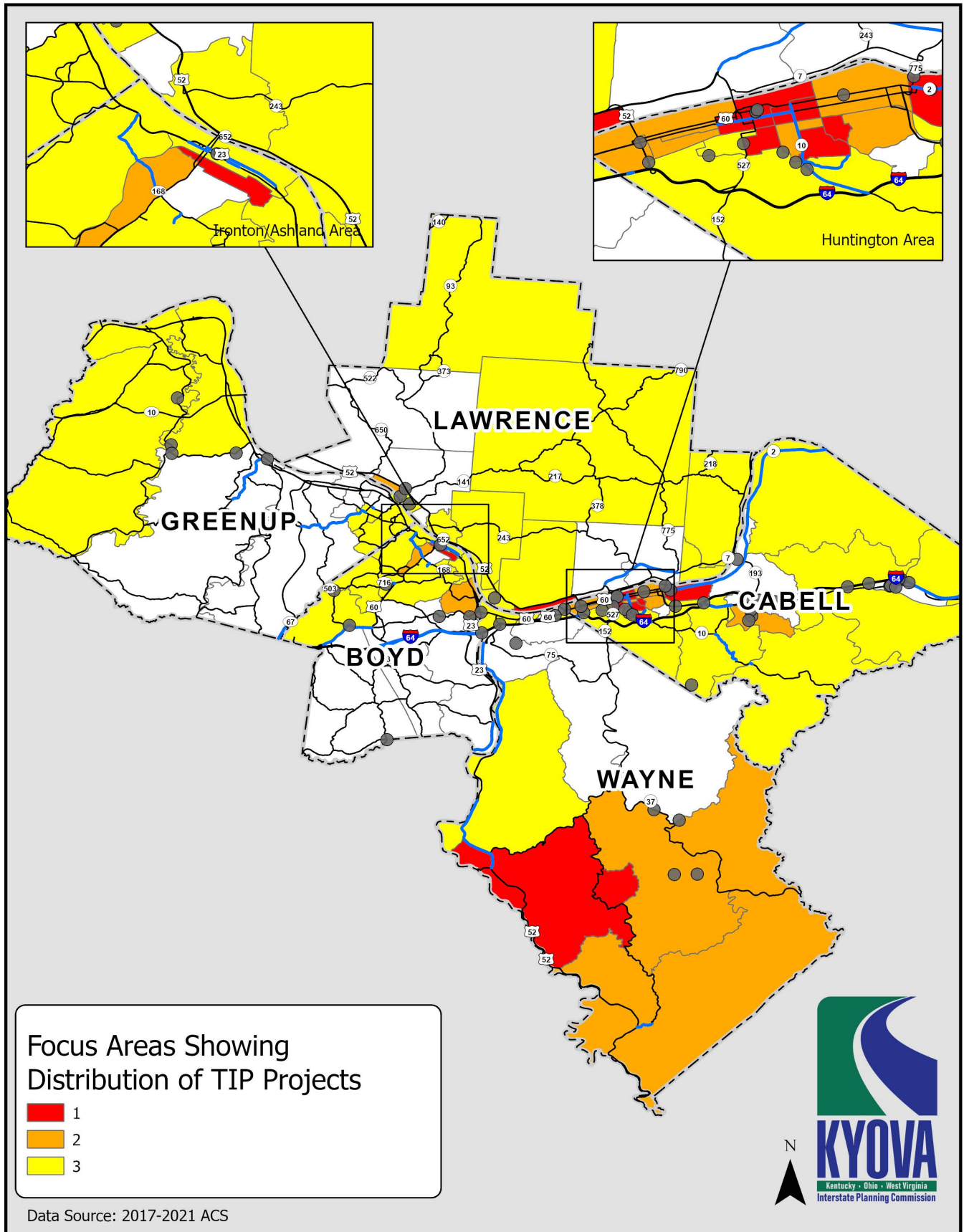
KYOVA will utilize the US Census Bureau data, the American Community Survey data, as well as using the following to serve as a checklist to identify target populations.

- Make a list of potential demographic groups to consider for the region or start with the required EJ population defined by the Executive Order and supportive guidance.
- Consider groups that are underrepresented in typical public involvement and transportation decision-making processes, have limited access to the full benefits of the transportation system or have encountered disproportionate impacts from past transportation decisions.
- Decide on the level of detail required for identifying groups spatially and identifying data sources to use to conduct a spatial demographic profile.
- Engage leaders and representatives of demographic groups to help identify target populations, spatially and non-spatially.

## IMPACT OF PLANNED PROJECTS ON DISADVANTAGED POPULATIONS

During the development of the 2050 Integrated Metropolitan Transportation Plan (MTP) and the 2021-2024 Transportation Improvement Program (TIP) projects were mapped to illustrate the short-and long-term projects along with the potentially disadvantaged areas (TOAs). *Figure 19* illustrates the short-and long-term projects from both the MTP and the TIP along with the Potentially Disadvantaged Area.

Figure 19: 2024-2027 TIP Projects within Potentially Disadvantaged Areas



Projects are distributed throughout the five counties as illustrated in **Figure 19** and have not demonstrated a negative impact on disadvantaged populations. Those projects located in or near Potentially Disadvantaged Areas include bike and pedestrian improvements and/or potential economic improvements, while having little, if any direct impact to an individual's property. The most significant negative impact will be temporary during construction, but the positive impacts on the surrounding neighborhood after completion should outweigh the short-term impact.

Public outreach during the MTP and TIP updates include hosting meetings in Targeted Outreach Areas and/or including a virtual participation option to gather as much feedback from disadvantaged populations as possible. Notices are also placed in the area's newspaper with the greatest distribution, placed on Facebook and Twitter. MPO public meetings are held at locations along or near public transit to allow access for those with limited transportation options. In addition, the MPO website, Facebook, and Twitter pages, local newspapers, and MTP/TIP meeting announcements and/or flyers are also displayed at the three regional bus terminals and various locations within the KYOVA Planning Area.



**KYOVA  
INTERSTATE PLANNING COMMISSION**

**Limited English Proficiency (LEP)  
Language Assistance Plan**

**January 1, 2023 to December 30, 2023**



# INTRODUCTION

KYOVA Interstate Planning Commission is one of two transportation planning agency that serves as Metropolitan Planning Organizations (MPOs) for the Huntington, WV-KY-OH Urbanized Area. KYOVA oversees the transportation planning activities for the counties of Cabell and Wayne, West Virginia; Boyd and Greenup, Kentucky; and the urbanized portion of Lawrence, Ohio. Regional Intergovernmental Council (RIC), located in Charleston, West Virginia, serves as the other MPO and oversees the planning activities for Putnam County, West Virginia. This Plan includes only the areas that fall within KYOVA's planning boundary.

There are three (3) public transit operators located within KYOVA's planning boundaries. Tri-State Transit Authority (TTA) provides bus and paratransit service in the greater Huntington, West Virginia urban area; Ashland Bus System (ABS) provides bus and paratransit service throughout the City of Ashland and adjoining areas; and Lawrence County Transit (LCT) operates a Deviated/Demand response service originating in Ironton, Ohio connecting to the other two states (West Virginia and Kentucky) at their main transit facilities.

According to the 2017-2021 American Community Survey 5-year estimates approximately 276,972 people reside within the region's 1,744.63 square miles. English is the most predominant language spoken for the population aged 5 and above at 98.3 percent (256,898). The second highest language spoken is Spanish at 0.86 percent (2,280).

As a recipient of federal funds, KYOVA follows the United States Department of Transportation (USDOT) Guidance concerning recipients' responsibilities to Limited English Proficient (LEP) persons. Individuals for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English are limited English proficient, or "LEP." KYOVA's Limited English Proficiency Language Assistance Plan is intended to guide the agency in the provision of meaningful access to its services, programs, and activities by LEP persons. This document provides guidance for assisting persons with Limited English Proficiency (LEP) to ensure accessibility to the KYOVA's programs and services.

Additionally, *KYOVA's Participation Plan* provides guidance and opportunities for the public to be involved in the transportation planning process along with the Title VI Implementation Plan which provides guidance ensuring all populations are treated equally. Copies of the *Participation Plan* and *Title VI Implementation Plan* can be found in English on KYOVA's website ([www.kyovaipc.org](http://www.kyovaipc.org)) under the Title VI/Public Involvement Tab.

## Legal Basis for Language Assistance Requirements

The LEP Plan addresses Title VI of the Civil Rights Act of 1964 and its implementing regulations which provide 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 that receives Federal financial assistance.

In 1974, the U. S. Supreme Court affirmed that the failure to ensure a meaningful opportunity for individuals to participate in a federally funded program violates Title VI regulations. Additionally, requirements are outlined in Executive Order 13166 and directives from the U. S. Department of Justice and U. S. Department of Transportation.

Signed into law in the year 2000, Executive Order 13166 ensures accessibility to programs and services to eligible persons who are not proficient in the English language by examining services provided, identifying specific needs to provide meaningful access for Limited English Proficiency (LEP) persons, and implementing a system to provide meaningful access to such services. Not only do all federal agencies have to develop LEP Plans as a condition of receiving federal financial assistance, must comply with Title VI and LEP Guidelines of the federal agency from which funds are provided.

The guidance identifies Metropolitan Planning Organizations (MPOs) as organizations that must follow the guidance and provides MPOs with technical assistance in assessing the size, location, and needs of the LEP population; implementing language access services; and evaluation the effectiveness of these services. The final Limited English Proficiency Plan should be consistent with the fundamental mission of the organization, though not to unduly burden the organization.

In order to ensure individuals with limited English proficiency have meaningful access to the transportation planning process, KYOVA conducts a self-assessment in areas relevant to the development of an effective Limited English Proficiency Plan. This assessment includes:

- Relevant demographic information for the KYOVA Planning Area.
- Frequency of contact that the organization has with limited English proficiency persons.
- Nature of importance of programs or services deemed vital; and
- Resources and associated costs.

The Limited English Proficiency (LEP) Plan works in concert with (1) KYOVA's *Participation Plan*, which identifies specific strategies for outreach and engagement and (2) the *Title VI Implementation Plan*.

A listing of definitions and terms used in this Plan have been included in *Appendix F*.

## LIMITED ENGLISH PROFICIENCY (LEP) DEFINED

It is the policy of KYOVA Interstate Planning Commission to ensure that persons with limited English proficiency are neither discriminated against nor denied meaningful access to and participation in the organization's programs and services. It is the intent of the organization that in providing language services to persons with limited English proficiency, the process achieves a balance that ensures meaningful access to programs and services while not incurring undue burdens on resources of the organization.

KYOVA will respond to requests for language assistance in the manner described in this Plan, which includes:

- A mechanism to provide ongoing assessment of needs, programs, and activities of target audiences, along with the organization's capacity to meet these needs using the *Limited English Proficiency Plan*.
- Translation of vital written materials in languages other than English where there is a significant number or percentage of persons with limited English proficiency.
- Oral language assistance to Limited English Proficiency (LEP) persons for programs, where such assistance is requested and/or anticipated.
- Identified procedures and a designated representative from KYOVA Interstate Planning Commission responsible for implementing activities related to the Limited English Proficiency Plan.
- Notification of the availability of free language services to those persons in the target audience, through oral and written notice in the relevant primary language assistance activities; and
- Staff training on policies and procedures of the organization's language assistance activities.

### Who is an LEP Individual

The LEP Plan applies to individuals who do not speak English as their primary language and who have a limited ability to read, speak, or write, or understand English. The limitations of this plan **do not** extend to the following individuals:

- Hearing or visual impairments – Sign language interpretation and Braille text are accommodations provided under the Americans with Disabilities Act; and
- Illiteracy – generally, the inability to speak, read, or write English and conditions that may trigger language assistance under Title VI are distinguished with a key factor. A Limited English Proficiency (LEP) person cannot speak, read, or write English – but primarily speaks, reads, or writes in a language other than English.

### Administration of the LEP Plan

The *Limited English Proficiency Plan (LEP)* policy and procedures are considered throughout the transportation planning process. Administration of this Plan is described in the sections below.

### **Complaint Procedure and Complaint Form**

For persons included in a regularly encountered Limited English Proficiency (LEP) group, written notification of the opportunity to file a discrimination complaint in accordance with federal regulations shall be provided. For infrequently encountered groups, Limited English Proficiency persons may be advised orally of the opportunity to file a discrimination complaint pursuant to federal regulations. See *Appendix A* for KYOVA's Complaint Procedures and Complaint Form.

### **Designated Staff Coordinator**

Dannielle Slusher, Finance/Office Manager/Title VI Environmental Justice Officer, is the designated staff person responsible for oversight and implementation of the LEP Plan. Responsibilities include coordinating and facilitating delivery of related services, staff training on the Plan's policies and procedures, and ongoing monitoring and assessment of the Plan's effectiveness. At times, coordinator duties may be assigned to other KYOVA Staff. Dannielle Slusher may be reached at (304) 523-7434 or [dslusher@kyovaipc.org](mailto:dslusher@kyovaipc.org).

## **SAFE HARBOR PROVISIONS**

LEP regulations include a "safe harbor" to ensure an agency is not overburdened by the requirements. Meaning, the recipient has undertaken efforts to comply with respect to the needed translation of vital written materials. If a recipient conducts the four-factor analysis and (1) determines that translated documents are needed by LEP applicants or beneficiaries; (2) adopts an LEP that specifies the translation of vital materials; (3) makes the necessary translations; and (4) the recipient provides strong evidence, in its records or in reports to the agency providing federal financial assistance, that it has made reasonable efforts to provide written language assistance it has followed the Safe Harbor Provisions to document efforts.

To meet the requirement for translation of written materials with Title VI obligations, safe harbor provides a starting point for recipients to consider:

- Whether and at what point the importance of the service, benefit, or activity involved warrants written translations of commonly used forms into frequently encountered languages other than English.
- Whether the nature of the information sought warrants written translations of commonly used forms into frequently encountered languages other than English.
- Whether the number or proportion of LEP persons served warrants written translations of commonly used forms into frequently encountered languages other than English; and
- Whether the demographics of the eligible population are specific to the situations for which the need for language services is being evaluated. In many cases, use of the "safe harbor" would mean provision of written language services when marketing to the eligible LEP population within the market area. However, when the actual population served (e.g., occupants of, or applicants to, the housing project) is used to determine the need for written translation services, written translations may not be necessary.



Table 4 below, outlines the safe harbors for written translations.

**Table 4: Safe Harbor Written Translation Provisions**

Recommended Provision	Recommended Provision of Written Language Assistance
1,000 or more in the eligible population in the market area or among current beneficiaries	Translated vital documents
More than 5% of the eligible population or beneficiaries <i>and</i> more than 50 in number	Translated vital documents
More than 5% of the eligible population or beneficiaries <i>and</i> 50 or less in number	Translated written notice of right to receive free oral interpretation of documents.
5% or less of the eligible population or beneficiaries and less than 1,000 in number	No written translation is required.

Translations of vital information must be made in each LEP language group that is 5% of the total population of the MPO area or 1,000 people (whichever is less). Translations are not required to other languages that do not fit into this category.

In the area served by the KYOVA Interstate Planning Commission, none of the LEP language groups exceed the Safe Harbor Written Translation Provisions benchmarks as stated above.

## SELF-ASSESSMENT

As a recipient of federal funds, KYOVA must take responsible steps to ensure meaningful access to the information and services it provides. As part of the KYOVA's certification by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), the *LEP Plan* will be assessed and evaluated on a regular basis. Public transit is a key means of achieving mobility for many LEP persons. By providing language assistance to persons with limited English proficiency, KYOVA will help to ensure that the services are safe, reliable, convenient, and accessible. These efforts may attract riders who would otherwise be excluded from participating in the service because of language barriers.

LEP Services can be provided in two ways: verbal interpretation and written translation of vital documents. The Four Factor Analysis should be used when deciding what reasonable steps should be taken to ensure access for LEP persons.

## Four Factor Analysis

In accordance with the Executive Order, the United States Department of Transportation (USDOT) issued policy guidance in the Federal Register, Volume 70; Number 239 on Wednesday, December 14, 2005, concerning recipient's responsibilities to Limited English Proficiency (LEP) persons. The USDOT guidance outlines four factors' recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons.

Reasonable steps to ensure meaningful access to LEP persons must be taken. This "reasonableness" standard is intended to be flexible and fact dependent. It is also intended to balance the need to ensure meaningful access by LEP persons to critical services while not imposing undue financial burdens. As a starting point, KYOVA conducted an individualized assessment that balanced the following four factors:

1. The number or proportion of LEP persons served or encountered in the eligible service population (includes those persons who would be served or encountered by the recipient if the persons received adequate education and outreach and the recipient provided sufficient language services).
2. The frequency which LEP persons come into contact with the program.
3. The nature and importance of the program, activity, or service provided by the program; and
4. The resources available and cost to the recipient.

The following Four Factor Analysis helps guide KYOVA Interstate Planning Commission in determining which language assistance measures will be undertaken to guarantee access to programs and activities performed by the MPO.

### Factor 1: The Number and Proportion of LEP Persons Eligible to be served

The first step towards understanding the profile of individuals that could participate in the transportation planning process is a review of Census data. *Table 5* summarizes the LEP population by county and for the KYOVA Planning Area. Within the planning area, 2214 persons or 0.8% residents over the age of five years old speak English "less than very well." *Table 5*, below shows the highest populations that speak a language other than English and how many speak English "less than very well."

**Table 5: Language Spoken at Home – Age 5+**

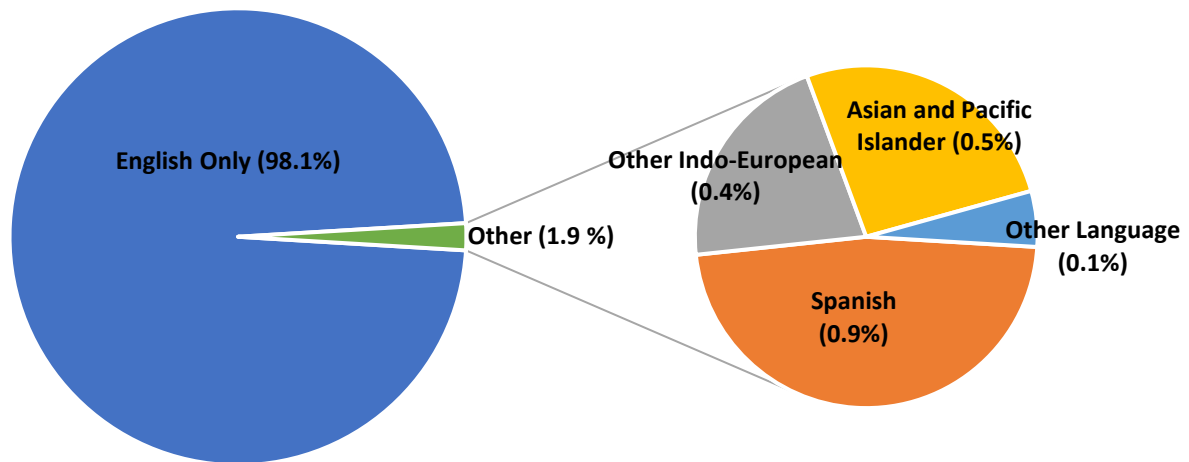
	Cabell - WV		Wayne - WV		Boyd - KY		Greenup - KY		Lawrence - OH	
	#	%	#	%	#	%	#	%	#	%
<b>Population 5+</b>	89,456		37,390		45,701		34,153		55,307	
<b>English Only</b>	86,874	97.1%	36,879	98.6%	2,422	97.8%	33,777	98.9%	3..7	98.7%
<b>Language Other Than English</b>	2,582	2.9%	511	1.4%	1,005	2.2%	376	1.1%	41	1.3%
<b>Speak English Less Than Very Well</b>	807	31.3%	101	19.8%	377	37.5%	126	33.5%	0	0.0%
<b>Spanish</b>	1,151	1.3%	331	0.9%	528	1.2%	226	0.7%	144	0.3%
<b>Speak English Less Than Very Well</b>	295	25.6%	36	10.9%	256	48.5%	97	42.9%	27	18.8%
<b>Other Indo-European</b>	625	0.7%	73	0.2%	188	0.4%	101	0.3%	173	0.3%
<b>Speak English Less Than Very Well</b>	152	24.3%	0	0.0%	18	9.6%	27	26.7%	39	22.5%
<b>Asian &amp; Pacific Islander</b>	589	0.7%	42	10.0%	207	0.5%	48	0.1%	309	0.6%
<b>Speak English Less Than Very Well</b>	257	43.6%	0	0.0%	85	41.1%	2	4.2%	127	41.1%
<b>Other Language</b>	217	0.2%	65	0.2%	82	0.2%	1	0.0%	9	0.0%
<b>Speak English Less Than Very Well</b>	103	47.5%	65	100.0%	18	22.0%	0	0.0%	0	0.0%

Data Source: U. S. Census Bureau (2021). *S1601-Languages Spoken at Home 2017-2021 American Community Survey 5-year Estimates*

The most common non-English language spoken in the five counties is Spanish. Approximately 2,380 (0.9%) people speak Spanish with 0.3 percent of those speaking Spanish speak English “less than very well.” Based on the analysis no population group exceeds the “Safe Harbor” threshold of 1,000 or 5% of the population that speak English “less than very well.”

Of the LEP persons within the KYOVA Planning area, 1.3% speaks Spanish at home in Cabell County; 0.9% speaks Spanish at home in Wayne County; 1.2% speaks Spanish at home in Boyd County; 0.7 % speaks Spanish at home in Greenup County; and 0.3% speaks Spanish at home in Lawrence County. Spanish is the most substantial percentage of LEP persons in the KYOVA Planning Area. *Figure 20* illustrates KYOVA’s overall summary of Languages Spoken at Home. In addition to Census data, KYOVA consults with transit staff, community organizations, and state and local governments to better serve the LEP community.

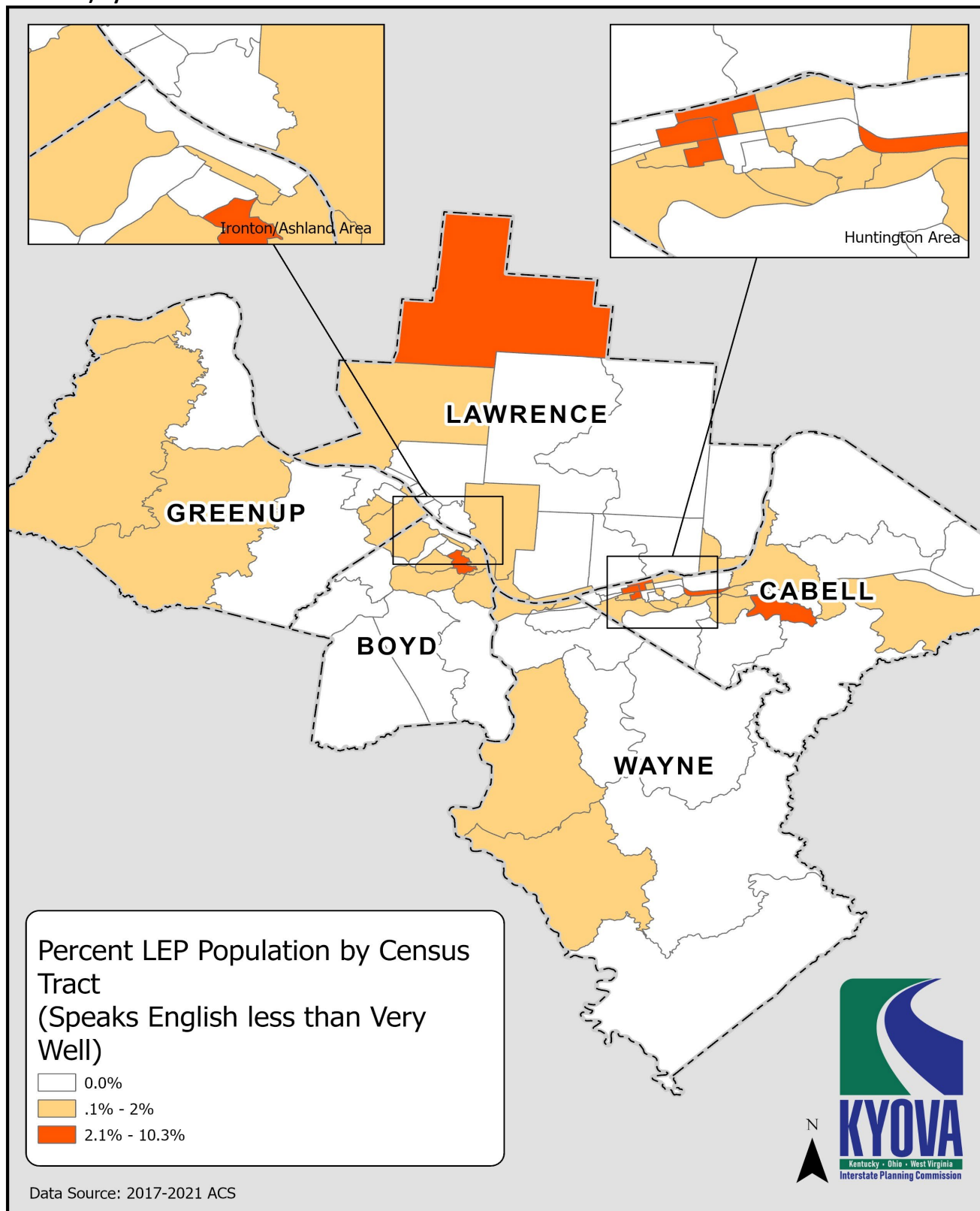
**Figure 20: Summary of Languages Spoken at Home (Age 5+)**



Data Source: U. S. Census Bureau (2021). *S1601-Languages Spoken at Home 2017-2021 American Community Survey 5-year Estimates*

*Figure 21* highlights the LEP populations of people speaking English “less than very well” by Census Tract within the KYOVA Planning Area.

**Figure 21: Limited English Proficiency (LEP) Populations (% of People Speaking English “Less than very well”) by Census Tract.**





## Factor 2: Frequency of Contact of LEP Persons

The results of the Census data indicate that Spanish is the most significant language spoken by the LEP population in the area served by KYOVA. To date, no requests for language assistance services have been made by LEP individuals or groups. At the time of this Plan, there are no staff fluent in Spanish. However, if necessary, arrangements will be made with the local University to provide assistance at public meetings and/or outreach activities to translate essential public documents.

All advertisements for public meetings sponsored by KYOVA will contain the following language: *“Persons who require special accommodations under the American with Disabilities Act or persons who require translation services, which are provided at no cost, should contact KYOVA at (304) 523-7434 or email [dslusher@kyovaipc.org](mailto:dslusher@kyovaipc.org) at least 10 business days prior to the event.”*

KYOVA conducts regular board meetings, advisory committee meetings, and public meetings/hearings throughout the year. Community outreach and KYOVA’s website are the main sources of potential contact between KYOVA and LEP persons.

Tables 6 and 7 below, illustrate the frequency KYOVA has had contact with LEP individuals over the past five (5) years. The list includes the most spoken languages other than English.

**Table 6: Frequency of Contact with LEP Individuals**

Language	Most Days	At Least Once a Week	At Least Once per Month	At Least Once per Year	Never
Spanish					X
Other Indo-European					X
Asian and Pacific Islander					X
Other Languages					X

**Table 7: Contact Administered by KYOVA**

Program/Activity	Frequency of Contact	Resources Available
Board Meetings	Quarterly	Case by case response
Committee Meetings	Quarterly	Case by case response
Community Events	Unpredictable	Case by case response; University interpreter; “I Speak Cards”
Website	Unpredictable	Language conversation tab; LEP Plan; Title VI forms
Public Meetings/Hearings	Unpredictable	Case by Case response; University interpreter; “I speak Cards”

### **Factor 3: The Nature and Importance of the Program Service or Activity**

Metropolitan Planning Organizations (MPOs) receive federal funds to develop transportation plans for a designated urban area. The planning process is guided by federal and state law, including public involvement requirements to ensure diverse public outreach, notice, and opportunities for input.

All of KYOVA's programs are important; however, those related to safety, public transportation, right-of-way, the environment, nondiscrimination, and public involvement are among the most important. KYOVA must ensure that all segments of the population, including LEP persons, have been involved or have had the opportunity to be involved in the transportation planning process to be consistent with the goal of the Federal Environmental Justice Program and Policy. KYOVA continually surveys/assesses the needs of eligible service populations to determine whether certain critical outreach materials should be translated into other languages.

Language assistance involving notification of services, translation of public input forms and/or surveys related to a formal public hearing, and maintenance of the Translator Tab on the KYOVA website have high priority. Other activities, such as community events, optional meetings, and specialized speakers' bureau programs have a lower priority if/when resources preclude the organization from executing all language assistance opportunities.

### **Factor 4: Resources Available**

Given the size of the LEP population in the KYOVA Planning Area and current financial constraints, full language translations of plan documents are not considered warranted or cost feasible at this time. KYOVA will continually evaluate its programs, services, and activities to ensure that LEP persons are provided with meaningful access. KYOVA will provide verbal and written translation if requested within a reasonable time and if within available resources.

## **LANGUAGE ASSISTANCE AND IMPLEMENTATION**

This section of the LEP Plan provides the implementation process used to address appropriate language needs identified and described in the SELF ASSESSMENT Section.

### **LEP Implementation Goals**

1. Provide meaningful access to KYOVA programs and services for Limited English Proficiency (LEP) persons identified using the four-factor analysis presented in SELF ASSESSMENT section of the *Limited English Proficiency Plan*;
2. Identify various resources, with or without associated costs, to ensure the organization can balance meaningful access to programs and services, while not incurring undue burdens on financial resources; and
3. Complete plan updates every three (3) years and staff reviews annually to ensure resources identified remain consistent with identified needs.

## Language Assistance, Translation, and Interpretation Services

Engaging the LEP population within the KYOVA Planning Area is vital. KYOVA may implement language assistance through the following strategies and techniques based on Factor 4: Resources Available:

- Staff involved with the public will provide Census Bureau’s “I Speak” language cards at workshops and public meetings sign-in table. Staff will be able to identify language needs in order to match them with available services. These cards will be made available at the KYOVA Office.
- KYOVA will strive to develop partnerships with local agencies, organizations, law enforcement, colleges/universities, local school districts and social service agencies to inform LEP individuals of MPO services and the availability of language assistance;
- KYOVA will investigate the cost of translating programs by providing fact sheets, flyers, and brochures on a project specific basis;
- Investigate providing Executive Summaries of major programs, such as the Unified Planning Work Program (WP); Transportation Improvement Program (TIP); Metropolitan Transportation Plan (MTP); Participation Plan; and any other key document available in Spanish. To accommodate the financial resources, KYOVA will determine the cost effectiveness of providing these key documents in formats such as fact sheets, flyers, newsletters, and brochures which capture the significant points;
- Maintain point of contact with local university and other agencies for language interpreter services;
- Maintain and update Google Translate program on the website, as needed. The use of this will allow users to view HTML content in multiple languages. It is understood that this is not a perfect system, but it will provide enough information for an LEP individual or group to contact KYOVA for comments and questions;
- Ensure public meetings have access by public transportation;
- Weigh the demand for language assistance against KYOVA’s available financial resources;
- Consider cost effective practices for providing language services;
- Communicate through press releases, announcements at community meetings, website, signs, and handouts.

## Standard Notification Regarding Language Assistance

As previously stated, all advertisements for public meetings sponsored by KYOVA Interstate Planning Commission will contain the following language: *“Persons who require special accommodations under the American with Disabilities Act or persons who require translation services, which are provided at no cost, should contact KYOVA at (304) 523-7434 or by email to [dslusher@kyovaipc.org](mailto:dslusher@kyovaipc.org), at least 10 business days prior to the event.”*

## Staff Training

On an annual basis, at least one KYOVA staff member, (usually the Title VI/ADA Coordinator), attends Title VI/ADA training. The Ohio Department of Transportation (ODOT) and the Kentucky Transportation Cabinet (KYTC) provide annual Title VI and ADA training that typically cover various aspects of Title VI, including LEP Planning and Environmental Justice. Additionally, KYOVA may attend training hosted by the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), West Virginia Department of Transportation (WVDOT), or other in-person or web-based/online training and resources.

KYOVA's Title VI/ADA Coordinator, or other designated staff, provides annual in-house staff training. New employees will be provided with training at the earliest time possible and/or with the annual staff training. Training opportunities will be provided in-person and/or virtually to accommodate staff schedules and/or conditions relating to pandemic situations such as COVID-19. This training provides an overview of the Federal regulations and requirements, a summary of KYOVA's Title VI/LEP responsibilities, a review of KYOVA's Public Notice and Complaint Procedure, along with the process to follow in case of a filed complaint. After the review, staff will be afforded an opportunity to discuss any issues that may have arisen over the past year or any foreseeable issues in the near future. If it is determined there may be a real or potential issue, the Title VI/LEP Coordinator will work with the appropriate staff to resolve the issue. If a formal complaint from the public or other organization was received, the Title VI/LEP Coordinator will notify KYOVA's Executive Director and work with the appropriate staff to alleviate the issue. The Title VI/LEP Coordinator and the Executive Director will issue a formal response to the complainant. The complaint will be filed in the Title VI Complaint Log in the Appendices of the Title VI Implementation Plan. The Title VI Coordinator may review and discuss potential concerns with staff at any time

### **Outreach and Providing Notice to LEP Persons**

It is important to notify LEP persons of services available free of charge in a language the LEP persons would understand. KYOVA will provide meeting notifications in English and Spanish, where appropriate. KYOVA will post the LEP Plan on its website at: [www.kyovaipc.org](http://www.kyovaipc.org). KYOVA will coordinate with any person/agency request for copies/translation of the plan.

### **Monitoring and Updating the LEP Plan**

At a minimum, KYOVA will review and evaluate the plan annually to ensure compliance of federal laws and various nondiscrimination regulations. KYOVA will make appropriate changes, as needed, to ensure effectiveness. For questions or concerns regarding KYOVA's commitment to nondiscrimination or to request LEP services, contact Dannielle Slusher, Finance/Office Manager/Title VI Environmental Justice Officer, at (304) 523-7434 or by email at [dslusher@kyovaipc.org](mailto:dslusher@kyovaipc.org).

# **Appendix A**

## **Title VI Complaint Procedure and Complaint Form**



## KYOVA COMPLAINT PROCEDURES

Any person who believes they—or with a specific class of persons—were subjected to discrimination on the basis of race, color, or national origin in the programs and activities of a Federal-aid Recipient may file a Title VI complaint. KYOVA'S Title VI complaint form is available on the MPO website ([kyovaipc.org](http://kyovaipc.org)) under the Title VI/Environmental Justice Tab. The complaint procedure and complaint form are also included in **Appendix A**.

Complaints may be filed without the KYOVA Complaint Form but should be in written form and signed and may be filed by mail, fax, in person, or e-mail. However, the complainant may call the agency and provide the allegations by telephone, and the agency will transcribe the allegations of the complaint as provided over the telephone and send a written complaint to the complainant for correction and signature. A complaint should contain at least the following information:

- A written explanation of what has happened;
- A way to contact the complainant;
- The basis of the complaint (e.g., race, color, national origin);
- The identification of a specific person/people and the respondent (e.g.) agency/organization) alleged to have discriminated;
- Sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives Federal financial assistance; and
- The date(s) of the alleged discriminatory act(s). Complaint should indicate if the alleged discrimination is on-going.

Complaints may be filed with KYOVA, KYTC, WVDOH, ODOT, FHWA Division Offices, the FHWA Headquarters Office of Civil Rights, the United States Department of Transportation (USDOT) Departmental Office of Civil Rights, or the U.S. Department of Justice.

According to U.S. DOT regulations, 49 CFR § 21.11(b), a complaint must be filed not later than 180 days after the date of the last instance of alleged discrimination, unless the time for filing is extended by the investigating agency.

FHWA is responsible for all decisions regarding whether a complaint should be accepted, dismissed, or referred to another agency. With this understanding, complaints should be routed in the following ways:

- If KYOVA receives the complaint it will be routed to the FHWA Division Office with jurisdiction. However, the complainant may send to any of the listed agencies below and they will handle per their guidelines. Ultimately all complaints should be routed through the Federal- aid highway oversight hierarchy until the complaint reaches the Federal Highway Headquarters Office of Civil Rights (HCR) for processing. HCR is responsible for all determinations regarding whether to accept, dismiss, or transfer Title VI complaints filed against State DOTs or Subrecipients of Federal financial assistance.
- Complaints should be forwarded from the initial receiving agency through the Federal- aid highway oversight hierarchy until the complaint reaches HCR. For example, if a complaint is filed with a Subrecipient City, that receiving agency should forward the complaint to the State DOT, which should forward the complaint to the State's FHWA Division Office, which should forward the complaint to HCR. If a complaint is filed with a State DOT, then the State DOT should forward the complaint to the State's FHWA Division Office, which should forward the complaint to HCR.
- KYOVA, State DOTs and Subrecipients must log all complaints received.
- When HCR decides on whether to accept, dismiss, or transfer the complaint, HCR will notify the Complainant, the FHWA Division Office, State DOT, KYOVA, and Subrecipient (where applicable).

### Complaints may be sent to:

KYOVA IPC  
Title VI Coordinator  
400 Third Avenue  
P. O. Box 939  
Huntington, WV 25712

KY Transportation Cabinet  
Office for Civil Rights  
200 Mero Street, 6<sup>th</sup> Floor  
Frankfort, KY 40622

WV DOT  
Office for Civil Rights  
State Capitol Complex –  
Building 5  
1900 Kanawha Boulevard  
East Charleston, WV 25305

Ohio DOT  
Division of Opportunity,  
Diversity & Inclusion  
1980 West Broad Street, Mail  
Stop 3270  
Columbus, OH 43223

And/Or

US FHWA-Kentucky Division  
John C Watts Federal Building  
330 W Broadway St Ste 264,  
Frankfort, KY 40601  
Attention: Civil Rights Specialist

US FHWA-West Virginia Division  
300 Virginia Street East  
Suite 7400  
Charleston, WV 25301  
Attn: Civil Rights Division

US FHWA-Ohio Division  
200 North High Street, Room 328  
Columbus, OH 43215  
Attn: Civil Rights Division

And/Or

Federal Highway Administration Headquarters - Office of Civil Rights  
1200 New Jersey Avenue, SE HCR-40, Room E81-101  
Washington, DC 20590  
202-366-0693 or Fax: 202-366-1599  
TTY: 202-366-5751

Additionally, complaints may be filed with the U.S. Department of Justice at:  
Federal Coordination and Compliance Section - NRB Civil Rights Division  
U.S. Department of Justice  
950 Pennsylvania Avenue, N.W.  
Washington, D.C. 20530

Once complaint is filed, there are four potential outcomes for processing complaints:

- Accept: if a complaint is timely filed, contains sufficient information to support a claim under Title VI, and concerns matters under FHWA's jurisdiction, then HCR will send to the complainant, the respondent agency, and the FHWA Division Office a written notice that it has accepted the complaint for investigation.
- Preliminary review: if it is unclear whether the complaint allegations are sufficient to support a claim under Title VI, then HCR may (1) dismiss it or (2) engage in a preliminary review to acquire additional information from the complainant and/or respondent before deciding whether to accept, dismiss, or refer the complaint.
- Procedural Dismissal: if a complaint is not timely filed, is not in writing and signed, or features other procedural/practical defects, then HCR will send the complainant, respondent, and FHWA Division Office a written notice that it is dismissing the complaint.
- Referral\Dismissal: if the complaint is procedurally sufficient but FHWA (1) lacks jurisdiction over the subject matter or (2) lacks jurisdiction over the respondent entity, then HCR will either dismiss the complaint or refer it to another agency that does have jurisdiction. If HCR dismisses the complaint, it will send the complainant, respondent, and FHWA Division Office a copy of the written dismissal notice. For referrals, FHWA will send a written referral notice with a copy of the complaint to the proper Federal agency and a copy to the USDOT Departmental Office of Civil Rights.

FHWA HCR is responsible for conducting all investigations of State DOTs and other primary Recipients. In the case of a complaint filed against a Subrecipient, HCR may either conduct the investigation itself, or it may delegate the investigation to the primary Recipient State DOT. If HCR chooses to delegate the investigation of a Subrecipient, HCR will communicate its acceptance of the complaint to the complainant and respondent, but the State DOT will conduct all data requests, interviews, and analysis. The State DOT will then create a Report of Investigation (ROI), which it will send to HCR. Finally, HCR will review the ROI and compose a Letter of Finding based on the ROI. All Letters of finding issued by FHWA are administratively final.

For FHWA, there is no regulatory timeframe for completing investigations. However, FHWA strives to complete all tasks within 180 days from the date of acceptance. For State DOTs that have been delegated an investigation from FHWA, 23 CFR §200.9(b)(3) provides that State DOTs must complete investigations within 60 days of receipt (meaning the date it receives the delegated complaint from FHWA).

Investigation files are confidential and will be maintained by KYOVA. The contents of such files will only be disclosed to appropriate KYOVA personnel and federal/state authorities in accordance with Federal and State laws. KYOVA will retain files in accordance with records retention schedules and all Federal guidelines.

## PROCEDIMIENTOS DE RECLAMACIÓN DE KYOVA

Cualquier persona que crea que ella, o con una clase específica de personas, fue objeto de discriminación por motivos de raza, color u origen nacional en los programas y actividades de un Beneficiario de ayuda federal puede presentar una queja bajo el Título VI. El formulario de queja del Título VI de KYOVA está disponible en el sitio web de la MPO en la pestaña Título VI/Justicia Ambiental (kyovaiipc.org). El procedimiento de reclamación y el formulario de reclamación también se incluyen en el Apéndice A.

Las quejas se pueden presentar sin el Formulario de queja de KYOVA, pero deben estar escritas y firmadas y se pueden presentar por correo, fax, en persona o correo electrónico. Sin embargo, el demandante puede llamar a la agencia y proporcionar las alegaciones por teléfono, y la agencia transcribirá las alegaciones de la queja según lo dispuesto por teléfono y enviará una queja por escrito al demandante para su corrección y firma. Una queja debe contener al menos la siguiente información:

- Una explicación por escrito de lo sucedido;
- Una forma de ponerse en contacto con el denunciante;
- El fundamento de la queja (por ejemplo, raza, color, origen nacional);
- La identificación de una persona o personas específicas y del demandado (por ejemplo, una agencia u organización) que presuntamente ha discriminado;
- Información suficiente para comprender los hechos que llevaron al demandante a creer que hubo discriminación en un programa o actividad que recibe asistencia financiera federal; y
- La(s) fecha(s) del(los) acto(s) presunto(s) discriminatorio(s). La queja debe indicar si la presunta discriminación está en curso.

Las quejas se pueden presentar ante KYOVA, KYTC, WVDOH, ODOT, las oficinas de la División FHWA, la Oficina de Derechos Civiles de la sede central de la FHWA, la Oficina Departamental de Derechos Civiles del Departamento de Transporte de los Estados Unidos (USDOT) o el Departamento de Justicia de los Estados Unidos.

De acuerdo con las regulaciones del Departamento de Transporte de EE. UU., 49 CFR § 21.11(b), una queja debe presentarse a más tardar 180 días después de la fecha de la última instancia de presunta discriminación, a menos que la agencia investigadora extienda el plazo para presentarla.

La FHWA es responsable de todas las decisiones sobre si una queja debe ser aceptada, desestimada o remitida a otra agencia. Con este entendimiento, las quejas deben encauzarse de las siguientes maneras:

- Si KYOVA recibe la queja, se enviará a la Oficina de la División de la FHWA con jurisdicción. Sin embargo, el denunciante puede enviar a cualquiera de las agencias enumeradas a continuación y ellas se encargarán de sus pautas. En última instancia, todas las quejas deben enrutarse a través de la jerarquía de supervisión de carreteras de ayuda federal hasta que la queja llegue a la Oficina de Derechos Civiles (HCR) de la sede de carreteras federales para su procesamiento. HCR es responsable de todas las determinaciones con respecto a si aceptar, desestimar o transferir las quejas del Título VI presentadas contra los DOT estatales o los subrecipientes de asistencia financiera federal.
- Las quejas deben enviarse desde la agencia receptora inicial a través de la jerarquía de supervisión de carreteras de ayuda federal hasta que la queja llegue a HCR. Por ejemplo, si se presenta una queja ante una ciudad subreceptora, esa agencia receptora debe enviar la queja al Departamento de Transporte del Estado, que debe enviar la queja a la Oficina de la División de la FHWA del Estado, que debe enviar la queja a HCR. Si se presenta una queja ante un DOT estatal, entonces el DOT estatal debe enviar la queja a la Oficina de la División FHWA del estado, que debe enviar la queja a HCR.
- KYOVA, los DOT estatales y los subrecipientes deben registrar todas las quejas recibidas.
- Cuando HCR decida si acepta, desestima o transfiere la queja, HCR notificará al Demandante, a la Oficina de la División de la FHWA, al Departamento de Transporte del Estado, a KOVO y al Subreceptor (cuando corresponda).

### Las quejas pueden enviarse a:

KYOVA IPC  
Coordinador del Título VI  
Apartado Postal 939  
400 Tercera Avenida  
Huntington, WV 25712

Gabinete de transporte KY  
Oficina de Derechos Civiles  
Calle Mero 200, 6º piso  
Frankfort, KY 40622

WV DOT  
Oficina de Derechos Civiles  
Complejo del Capitolio  
Estatul – Edificio 5  
1900 Bolivar Kanawha  
East Charleston, WV 25305

Ohio DOT  
División de Oportunidades,  
Diversidad e Inclusión  
1980 West Broad Street,  
Parada de correo 3270C  
Columbus, OH 43223

y/o

División FHWA-Kentucky  
Edificio Federal John C Watts  
330 W Broadway St Ste 264,  
Frankfort, KY 40601  
Atención: Especialista en Derechos Civiles

División FHWA -West Virginia  
300 Virginia Street East  
Suite 7400  
Charleston, WV 25301  
Atención: División de Derechos Civiles

División FHWA -Ohio  
200 North High Street, Sala 328  
Columbus, OH 43215  
Atención: División de Derechos Civiles

y/o

Sede de la Administración Federal de Carreteras - Oficina de Derechos Civiles  
1200 New Jersey Avenue, SE HCR-40, Sala E81-101  
Washington, DC 20590  
202-366-0693 or Fax: 202-366-1599  
TTY: 202-366-5751

Además, se pueden presentar quejas ante el Departamento de Justicia de los EE. UU. en:  
Federal Sección de Coordinación y Cumplimiento - División de Derechos Civiles de la NWB  
Departamento de Justicia de EE. UU.  
950 Pennsylvania Avenue, N.W.  
Washington, D.C. 20530

Una vez que se presenta la queja, hay cuatro posibles resultados para el procesamiento de quejas:

- Aceptar: si una queja se presenta a tiempo, contiene información suficiente para respaldar una reclamación en virtud del Título VI y se refiere a asuntos bajo la jurisdicción de la FHWA, HCR enviará al demandante, a la agencia demandada y a la Oficina de la División de la FHWA una notificación por escrito de que ha aceptado la queja para su investigación.
- Revisión preliminar: si no está claro si las alegaciones de la queja son suficientes para respaldar una reclamación en virtud del Título VI, entonces HCR puede (1) desestimarla o (2) realizar una revisión preliminar para obtener información adicional del demandante y/o demandado antes de decidir si acepta, desestima o remite la queja.
- Despido procesal: si una queja no se presenta a tiempo, no está por escrito y firmada, o presenta otros defectos procesales/prácticos, HCR enviará al demandante, al demandado y a la Oficina de la División de la FHWA un aviso por escrito de que está desestimando la queja.
- Remisión / Desestimación: si la queja es procesalmente suficiente pero la FHWA (1) carece de jurisdicción sobre el tema o (2) carece de jurisdicción sobre la entidad demandada, entonces HCR desestimará la queja o la remitirá a otra agencia que sí tenga jurisdicción. Si HCR desestima la queja, enviará al demandante, al demandado y a la Oficina de la División de la FHWA una copia de la notificación de despido por escrito. Para las referencias, la FHWA enviará un aviso de referencia por escrito con una copia de la queja a la agencia federal correspondiente y una copia a la Oficina Departamental de Derechos Civiles del USDOT.

FHWA HCR es responsable de llevar a cabo todas las investigaciones de los DOT estatales y otros receptores primarios. En el caso de una queja presentada contra un Subreceptor, HCR puede llevar a cabo la investigación por sí mismo o puede delegar la investigación al DOT del Estado receptor principal. Si HCR decide delegar la investigación de un Subreceptante, HCR comunicará su aceptación de la queja al demandante y al demandado, pero el DOT del Estado llevará a cabo todas las solicitudes de datos, entrevistas y análisis. Luego, el DOT del Estado creará un Informe de Investigación (ROI, por sus siglas en inglés), que enviará a HCR. Por último, HCR revisará el ROI y redactará una carta de hallazgo basada en el ROI. Todas las cartas de determinación emitidas por la FHWA son administrativamente definitivas.

En el caso de la FHWA, no existe un plazo reglamentario para completar las investigaciones. Sin embargo, FHWA se esfuerza por completar todas las tareas dentro de los 180 días a partir de la fecha de aceptación. Para los DOT estatales a los que se les ha delegado una investigación de la FHWA, 23 CFR §200.9(b)(3) establece que los DOT estatales deben completar las investigaciones dentro de los 60 días posteriores a la recepción (es decir, la fecha en que reciben la queja delegada de la FHWA).

Los archivos de la investigación son confidenciales y serán mantenidos por KYOVA. El contenido de dichos archivos solo se divulgará al personal apropiado de KYOVA y a las autoridades federales/estatales de acuerdo con las leyes federales y estatales. KYOVA conservará los archivos de acuerdo con los cronogramas de retención de registros y todas las pautas federales.

**KYOVA Interstate Planning Commission**  
**Title VI Complaint Form**



<b>Section I</b>			
Name:			
Address:			
Telephone (Home):		Telephone (Work):	
Electronic Mail Address:			
Accessible Format Requirements	Large Print	<input type="checkbox"/>	Audio Tape
	TDD	<input type="checkbox"/>	Other
<b>Section II</b>			
Are you filing this complaint on your own behalf?		Yes*	No
*If you answered "yes" to this question, go to Section III.		<input type="checkbox"/>	<input type="checkbox"/>
If not, please supply the name and relationship of the person for whom you are filing the complaint.			
Please explain why you have filed for a third party. If more space is needed, please use the back of this form or a separate sheet.			
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
<b>Section III</b>			
I believe the discrimination I experienced was based on (check all that apply):			
Race	<input type="checkbox"/>	Color	<input type="checkbox"/>
National Origin	<input type="checkbox"/>		<input type="checkbox"/>
Other (explain):			
Date of Alleged Discrimination (Month, Day, Year):			
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form or a separate sheet.			



## KYOVA Interstate Planning Commission Complaint Form – Continued

<b>Section IV</b>			
Have you previously filed a Title VI complaint with this agency?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Section V</b>			
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, check all that apply:	Federal Agency <input type="checkbox"/>	Federal Court <input type="checkbox"/>	State Agency <input type="checkbox"/>
	State Court <input type="checkbox"/>	Local Agency <input type="checkbox"/>	
Please provide information about a contact person at the agency/court where the complaint was filed.	Name:		
	Title:		
	Agency:		
	Address:		
	Telephone:		
	E-mail Address:		
<b>Section VI</b>			
Name of agency complaint is against:			
Contact Person:			
Title:			
Telephone Number:			
E-mail:			

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

***Signature and date required below.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit this form in person to the address below, or mail this form to:  
 KYOVA Interstate Planning Commission  
 Attention: Title VI/EJ Coordinator  
 400 Third Avenue  
 P. O. Box 939  
 Huntington, WV 25712

**Formulario de Quejas del Título VI de la Comisión de  
Planificación Interestatal de KYOVA**



<b>Sección I</b>			
Nombre:			
Dirección:			
Teléfono (Hogar):		Teléfono (Trabajo):	
Dirección de correo electrónico:			
Requisitos de formato accesible	Letra grande	Cinta de audio	
	TDD	Otro	
<b>Sección II</b>			
¿Está presentando esta queja en su propio nombre?		Sí	No
* Si respondió "sí" a esta pregunta, vaya a la Sección III.			
De lo contrario, proporcione el nombre y la relación de la persona por la que está presentando la queja.			
Por favor, explique por qué ha solicitado un tercero. Si necesita más espacio, utilice la parte de atrás de este formulario o una hoja por separado.			
Confirme que ha obtenido el permiso de la parte perjudicada si está presentando una solicitud en nombre de un tercero.		Sí	No
<b>Sección III</b>			
(Fe) que la discriminación que experimenté se basó en (Fe) marque todo lo que corresponda):			
Edad	<input type="checkbox"/>	Origen nacional	<input type="checkbox"/>
		Raza	<input type="checkbox"/>
Otro (explique):			
Fecha de presunta discriminación (mes, día, año):			
Explique lo más claramente posible qué sucedió y por qué cree que lo discriminaron. Describa todas las personas que estuvieron involucradas. Incluya el nombre y la información de contacto de las personas que lo discriminaron (si se conoce), así como los nombres y la información de contacto de los testigos. Si necesita más espacio, utilice la parte de atrás de este formulario o una hoja por separado.			

## Formulario de Queja de la Comisión de Planificación Interestatal de KYOVA - Continuación

<b>Sección IV</b>									
¿Ha presentado anteriormente una queja del Título VI con esta agencia?					Sí <input type="checkbox"/>		No <input type="checkbox"/>		
<b>Sección V</b>									
¿Ha presentado esta queja ante cualquier otra agencia federal, estatal o local, o ante cualquier tribunal federal o estatal?					Sí <input type="checkbox"/>		No <input type="checkbox"/>		
En caso afirmativo, marque todo lo que corresponda:	Agencia Federal <input type="checkbox"/>		Corte federal <input type="checkbox"/>		Agencia del estado <input type="checkbox"/>				
	Corte estatal <input type="checkbox"/>		Agencia local <input type="checkbox"/>						
Proporcione información sobre una persona de contacto en la agencia / corte donde se presentó la queja.	Nombre:								
	Título:								
	Agencia:								
	Dirección:								
	Teléfono:								
Dirección de correo electrónico:									
<b>Sección VI</b>									
El nombre de la queja de la agencia es contra:									
Persona de contacto:									
Título:									
Número de teléfono:									
E-mail:									

Puede adjuntar cualquier material escrito u otra información que considere relevante para su queja.

***Firma y fecha requeridas a continuación.***

\_\_\_\_\_

Firma

\_\_\_\_\_

Fecha

Envíe este formulario en persona a la dirección que figura a continuación,  
o envíe este formulario a:  
KYOVA Interstate Planning Commission  
Atención: Coordinador Título VI / EJ  
400 Third Avenue  
P. O. Box 939  
Huntington, WV 25712

# **Appendix B**

## **Title VI Complaint Log**

## KYOVA Interstate Planning Commission

## Title VI Complaint Log

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# **Appendix C**

## **Title VI Public Involvement Survey**

# KYOVA Interstate Planning Commission

## Title VI Public Involvement Survey

### Completing this form is voluntary.

You are not required to provide the information requested  
in order to participate in this meeting.

KYOVA Interstate Planning Commission, the Metropolitan Planning Organization for the Huntington, WV-KY-OH Urbanized Area (Cabell and Wayne counties, West Virginia; Boyd and Greenup counties, Kentucky; and the urbanized portion of Lawrence County, Ohio) conducts its programs, services and activities without regard to race, color or national origin in accordance with Title VI of the Civil Rights Act. In order for the MPO to understand who is being included in the public involvement process, KYOVA has developed this voluntary survey. Data gathered from this survey will help the MPO identify additional outreach efforts, as needed. Your response is important as it helps us better serve you and your community.

Completion of this survey is completely voluntary and kept confidential. KYOVA will use the information gathered to monitor programs and activities for compliance with Title VI of the Civil Rights Act of 1964, as amended, and its related statutes and regulations.

For more information about KYOVA's responsibility under Title VI of the Civil Rights Act or the Americans with Disabilities Act (ADA), please contact the Title VI/ADA Coordinator by phone at 304-523-7434, e-mail at [dslusher@kyovaipc.org](mailto:dslusher@kyovaipc.org), or in person at 400 Third Avenue, Huntington, West Virginia 25701. Information is also available on the KYOVA website at [www.kyovaipc.org](http://www.kyovaipc.org) under the Title VI/Environmental Justice Tab.

### GENERAL INFORMATION

Name (Optional): \_\_\_\_\_

Meeting Purpose: \_\_\_\_\_

Location of Meeting: \_\_\_\_\_

Date/Time of Meeting: \_\_\_\_\_

Zip Code of Residence: \_\_\_\_\_

Age: \_\_\_\_\_ / Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Other

Prefer not to answer age and/or gender: \_\_\_\_\_

### TITLE VI INFORMATION

**Race/Ethnicity**

\_\_\_\_ White/Caucasian    \_\_\_\_ Black/African American  
\_\_\_\_ Hispanic/Latino    \_\_\_\_ Asian/Pacific Islander  
\_\_\_\_ Native American    \_\_\_\_ Multiracial  
\_\_\_\_ Other    \_\_\_\_ Prefer not to answer

### Household Income

\_\_\_\_ Less than \$10,000    \_\_\_\_ \$10,000 to \$20,000  
\_\_\_\_ \$20,999 to \$30,000    \_\_\_\_ \$30,000 to \$40,000  
\_\_\_\_ \$40,000 to \$50,000    \_\_\_\_ More than \$50,000  
\_\_\_\_ Prefer not to answer

**Do you have a disability – this pertains to the American with Disabilities Act (ADA)**

\_\_\_\_ Yes    \_\_\_\_ No    \_\_\_\_ Prefer not to answer

**In addition to the public notice and/or flyer that made you aware of this meeting, what other forms of communications or locations for flyers/notices would help better inform you of MPO meetings?**

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**What could the MPO do to better serve the transportation needs of all residents of the KYOVA region (Cabell and Wayne counties, WV; Boyd and Greenup counties, KY; and the urbanized portion of Lawrence County OH)?**

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**Do you have any other questions or comments for KYOVA?**

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**If you would like a response to any of the questions or comments you have provided in this survey or would like to be included in future mailings regarding MPO meetings, please provide your contact information below.**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Email:** \_\_\_\_\_

**Please send me a response to my question(s) or comment(s) via:**

\_\_\_\_ Mail \_\_\_\_ Email

# **Appendix D**

## **Detailed Demographic Data**

SELECT SOCIOECONOMIC DEMOGRAPHICS BY CENSUS TRACT														
State	County	Census Tract/Area	Est. Population	% Below Poverty Level (All People)	% Age 65 +	% Minority (non-white) as Total County Population	% Hispanic	% HS Graduate or Higher 25+ Years	% Speaks English "Less than Very Well"	% Disability	% HH with no Vehicle	% With a Computer	% With Broadband Subscription	Census Tract/Area
West Virginia	Cabell	Cabell	94,622	21.2%	18.7%	9.77%	1.5%	89.3%	31.3%	18.0%	11.0%	87.9%	75.4%	Cabell
		1.01	1,542	20.0%	19.3%	0.13%	7.4%	88.6%	49.1%	16.0%	2.0%	83.5%	68.7%	1.01
		1.02	1,967	18.6%	19.5%	0.23%	0.0%	89.7%	18.4%	21.2%	13.3%	85.4%	73.8%	1.02
		2	2,587	37.1%	18.9%	0.11%	1.9%	71.5%	0.0%	37.0%	18.6%	81.8%	57.6%	2
		3	2,669	38.0%	18.8%	0.33%	0.0%	88.2%	21.4%	25.1%	9.9%	82.5%	67.4%	3
		4	2,555	38.0%	4.0%	0.35%	0.0%	80.6%	0.0%	12.8%	9.3%	89.0%	74.8%	4
		5	3,430	70.1%	9.0%	0.65%	0.8%	97.0%	26.1%	11.0%	15.7%	97.7%	77.7%	5
		6	1,262	60.4%	19.3%	0.32%	5.4%	80.8%	25.9%	13.3%	38.7%	83.7%	64.3%	6
		9	1,528	42.1%	14.0%	0.34%	0.9%	85.4%	0.0%	33.9%	15.1%	91.5%	75.9%	9
		10	2,160	25.4%	25.3%	0.26%	0.0%	79.8%	0.0%	34.9%	12.0%	87.9%	71.5%	10
		11	2,039	30.2%	18.7%	0.19%	1.0%	76.9%	0.0%	26.0%	17.4%	84.5%	62.3%	11
		12	2,854	15.6%	18.0%	0.27%	0.3%	87.4%	56.5%	17.9%	18.8%	82.0%	74.4%	12
		13	2,492	22.5%	19.7%	0.35%	2.6%	93.8%	34.3%	16.1%	16.0%	96.2%	82.9%	13
		14	2,187	46.1%	12.2%	0.80%	0.2%	85.8%	0.0%	24.9%	26.2%	82.6%	66.5%	14
		15	1,904	42.7%	23.6%	1.08%	0.0%	88.4%	0.0%	20.9%	42.1%	66.5%	51.4%	15
		16	823	27.9%	12.8%	0.19%	2.7%	77.3%	29.2%	31.4%	24.6%	87.9%	73.4%	16
		18	3,432	44.1%	8.7%	0.69%	2.1%	88.7%	0.0%	15.1%	20.0%	87.5%	73.3%	18
		19	2,396	9.1%	20.0%	0.10%	2.4%	98.0%	61.9%	11.4%	5.0%	96.6%	87.7%	19
		20	3,142	4.6%	24.4%	0.25%	0.0%	98.3%	32.4%	9.5%	0.0%	96.8%	91.1%	20
		21	3,035	16.8%	36.4%	0.14%	0.0%	90.0%	72.4%	22.7%	6.2%	86.5%	77.1%	21
		101.03	3,076	14.3%	22.9%	0.03%	1.4%	89.2%	0.0%	14.1%	2.5%	95.0%	75.8%	101.03
		101.04	2,581	11.0%	23.8%	0.13%	2.6%	95.1%	0.0%	10.5%	8.6%	89.6%	73.4%	101.04
		102.02	4,438	12.5%	17.3%	0.34%	1.5%	94.9%	25.3%	13.2%	5.4%	90.1%	78.8%	102.02
		102.03	3,867	22.9%	16.0%	0.24%	0.7%	97.3%	0.0%	14.0%	3.0%	96.8%	85.2%	102.03
		102.04	1,969	11.5%	24.7%	0.23%	0.0%	99.1%	30.6%	14.5%	2.7%	96.2%	95.0%	102.04
		103	2,782	13.8%	19.2%	0.09%	0.4%	92.7%	13.3%	17.0%	7.5%	92.0%	77.4%	103
		104.01	3,798	18.2%	12.1%	0.14%	0.3%	85.0%	0.0%	12.7%	7.6%	87.0%	79.5%	104.01
		104.02	3,484	6.1%	21.0%	0.40%	3.9%	99.1%	42.5%	14.5%	4.3%	88.9%	85.4%	104.02
		105	5,691	7.7%	15.2%	0.12%	3.1%	89.9%	0.0%	16.4%	0.6%	92.4%	83.1%	105
		106	4,261	14.5%	23.0%	0.19%	0.0%	89.0%	38.0%	20.3%	6.3%	89.8%	79.3%	106
		107.01	2,831	8.9%	26.3%	0.09%	1.2%	90.5%	0.0%	16.2%	2.5%	68.6%	49.1%	107.01
		107.02	3,415	20.3%	24.8%	0.11%	0.6%	80.2%	0.0%	19.4%	5.1%	90.4%	81.2%	107.02
		108.01	2,176	12.7%	28.4%	0.11%	0.0%	90.3%	0.0%	18.9%	7.1%	92.6%	78.9%	108.01
		108.02	4,584	8.6%	17.7%	0.16%	0.0%	88.7%	0.0%	17.2%	14.2%	84.5%	78.4%	108.02
		109	1,665	47.3%	12.5%	0.60%	17.1%	86.5%	52.7%	27.2%	42.9%	64.0%	50.2%	109
Wayne	Wayne	39,337	17.3%	20.8%	3.52%	0.7%	81.7%	19.8%	24.0%	7.2%	84.0%	73.0%	Wayne	
	51	1,924	17.1%	20.4%	0.21%	0.4%	93.8%	33.3%	23.5%	4.9%	93.0%	83.0%	51	
	52	1,875	28.2%	19.6%	0.20%	0.0%	83.1%	0.0%	21.9%	18.2%	81.3%	63.4%	52	
	201	2,411	18.9%	21.4%	0.66%	2.4%	85.3%	0.0%	16.8%	3.6%	93.2%	89.5%	201	
	203	4,771	16.7%	26.8%	0.61%	0.0%	86.6%	40.0%	28.2%	5.4%	84.3%	74.0%	203	
	204	6,516	9.1%	16.4%	0.27%	0.0%	82.3%	0.0%	21.1%	1.2%	88.3%	83.2%	204	
	205	4,528	16.3%	22.4%	0.47%	0.8%	83.6%	0.0%	20.6%	8.1%	78.2%	66.6%	205	
	206	4,842	21.1%	21.3%	0.20%	0.0%	87.6%	0.0%	18.4%	8.2%	87.9%	76.3%	206	
	207	3,905	14.2%	19.6%	0.01%	0.0%	84.2%	45.9%	23.7%	3.3%	85.3%	73.4%	207	
	208	3,481	25.4%	19.4%	0.56%	5.1%	69.8%	12.2%	30.9%	12.4%	79.5%	66.9%	208	
	209	2,471	25.4%	30.1%	0.33%	0.0%	73.9%	0.0%	30.4%	8.9%	79.3%	55.8%	209	
	210	2,613	27.7%	12.9%	0.02%	0.0%	65.4%	0.0%	33.5%	14.1%	72.2%	60.4%	210	
Kentucky	Boyd	Boyd	48,447	12.9%	19.5%	6.69%	1.9%	88.3%	37.5%	23.9%	8.4%	96.6%	85.3%	Boyd
		302	1,161	20.4%	16.7%	0.26%	0.7%	83.1%	0.0%	37.9%	36.7%	86.1%	73.5%	302
		303	2,090	21.5%	21.7%	0.47%	0.6%	79.9%	0.4%	32.8%	13.8%	83.7%	81.2%	303
		304	2,244	7.6%	19.8%	0.18%	0.0%	89.1%	70.2%	19.2%	8.3%	89.5%	67.8%	304
		305	4,891	12.7%	17.0%	1.09%	8.0%	87.7%	65.7%	17.6%	4.1%	95.4%	93.0%	305
		306	4,161	10.5%	27.7%	0.30%	0.0%	97.9%	31.0%	24.0%	5.8%	97.2%	93.3%	306
		307	3,128	12.9%	20.9%	0.50%	1.0%	822.0%	0.0%	27.6%	5.6%	87.6%	83.9%	307
		308	4,011	26.4%	14.8%	0.53%	3.4%	88.7%	0.0%	33.3%	23.9%	89.3%	83.0%	308
		309	5,104	17.3%	19.5%	0.92%	4.3%	83.5%	49.5%	22.6%	6.2%	87.4%	84.6%	309
		310.01	1,323	10.5%	21.8%	0.05%	0.0%	88.1%	0.0%	21.4%	2.9%	83.2%	85.0%	310.01
		310.03	3,098	4.3%	14.1%	0.79%	1.9%	88.2%	28.3%	18.2%	1.7%	96.6%	91.4%	310.03
		310.04	4,440	13.7%	18.9%	0.63%	1.2%	89.5%	0.0%	19.3%	1.6%	90.8%	88.6%	310.04
		311.01	4,361	5.2%	24.7%	0.29%	0.0%	90.4%	0.0%	26.8%	5.4%	95.3%	86.6%	311.01
		311.02	2,404	3.3%	10.4%	0.16%	0.7%	95.7%	0.0%	19.3%	0.0%	94.4%	94.4%	311.02
		312	3,920	7.0%	18.8%	0.10%	0.0%	89.7%	0.0%	19.1%	3.7%	90.0%	85.0%	312
		313	2,111	28.1%	28.8%	0.45%	0.3%	82.9%	27.3%	34.3%	14.1%	77.1%	69.9%	313
	Greenup	Greenup	35,996	14.8%	20.9%	3.95%	1.1%	90.2%	33.5%	21.0%	5.0%	88.2%	81.2%	Greenup
		401	4,646	7.9%	21.6%	0.95%	0.6%	96.6%	20.0%	18.5%	4.8%	93.5%	87.6%	401
		402.01	2,579	19.4%	22.8%	0.11%	2.1%	83.9%	0.0%	17.0%	7.5%	86.3%	84.7%	402.01
		402.02	4,884	11.5%	15.7%	0.41%	0.0%	92.1%	78.7%	19.8%	6.1%	88.7%	84.9%	402.02
		403	3,877	13.8%	22.9%	0.61%	1.3%	89.4%	0.0%	18.2%	4.8%	88.6%	83.0%	403
		404	5,620	22.5%	20.9%	0.36%	0.4%	92.6%	0.0%	23.4%	6.0%	90.9%	82.2%	404
		405.01	3,292	15.1%	43.5%	0.42%	4.6%	95.6%	0.0%	21.1%	4.3%	92.7%	85.1%	405.01
		405.02	4,591	10.3%	21.0%	0.69%	2.3%	86.9%	12.0%	27.8%	4.2%	86.6%	77.7%	405.02
		406	3,066	18.2%	23.4%	0.18%	0.0%	88.2%	13.6%	18.3%	5.8%	80.3%	69.1%	406
		407	3,441	16.5%	23.9%	0.20%	0.0%	82.5%	100.0%	22.1%	1.9%	81.6%	72.9%	407
Ohio	Lawrence	Lawrence	58,570	18.8%	18.4%	5.44%	1.0%	88.9%	30.4%	13.3%	5.8%	86.8%	79.8%	Lawrence
		501	2,764	25.7%	19.6%	0.10%	0.0%	89.8%	100.0%	22.0%	5.9%	93.3%	88.4%	501
		502	2,199	19.2%	24.3%	0.10%	0.9%	91.7%	100.0%	31.7%	6.8%	81.9%	73.0%	502
		503	2,111	34.4%	16.8%	0.33%	0.5%	87.9						



Socioeconomic Data by Race																							
State	County	Census Tract/Area	Est. Pop	One Race	% One Race	White	% White	Black or African American	% Black or African American	American Indian & Alaska Native	%American Indian & Alaska Native	Asian	% Asian	Native Hawaiian or Other Pacific Islander	% Native Hawaiian or Other Pacific Islander	Some other Race	% Some Other Race	Two or More Races	% Two or More Races	Hispanic or Latino (of any race)	% Hispanic or Latino (of any race)	Not Hispanic or Latino	% Not Hispanic or Latino
West Virginia	Cabell	Cabell	94,622	91,683	96.9%	85,375	90.2%	4,341	4.6%	107	0.1%	1,216	1.3%	13	0.0%	631	0.7%	2,939	3.1%	1,396	1.5%	93,226	98.5%
		1.01	1,542	1,536	99.6%	1,422	92.2%	0	0.0%	0	0.0%	0	0.0%	0	0.00%	114	7.4%	6	0.4%	114	7.4%	1,428	92.6%
		1.02	1,967	1,900	96.6%	1,746	88.8%	100	5.1%	29	1.5%	16	0.8%	9	0.5%	0	0.0%	67	3.4%	0	0.0%	1,967	100.0%
		2	2,587	2,515	97.2%	2,486	96.1%	29	1.1%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	72	2.8%	48	1.9%	2,539	98.1%
		3	2,669	2,558	95.8%	2,354	88.2%	41	1.5%	0	0.0%	163	6.1%	0	0.0%	0	0.0%	111	4.2%	0	0.0%	2,669	100.0%
		4	2,555	2,452	96.0%	2,225	87.1%	202	7.9%	0	0.0%	0	0.0%	0	0.0%	25	1.0%	103	4.0%	0	0.0%	2,555	100.0%
		5	3,430	3,354	97.8%	2,817	82.1%	423	12.3%	31	0.9%	68	2.0%	0	0.0%	15	0.4%	76	2.2%	29	0.8%	3,401	99.2%
		6	1,262	1,193	94.5%	959	76.0%	142	11.3%	0	0.0%	47	3.7%	0	0.0%	45	3.6%	69	5.5%	68	5.4%	1,194	94.6%
		9	1,528	1,431	93.7%	1,209	79.1%	206	13.5%	0	0.0%	0	0.0%	0	0.0%	16	1.0%	97	6.3%	13	0.9%	1,515	99.1%
		10	2,160	1,970	91.2%	1,917	88.8%	53	2.5%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	190	8.8%	0	0.0%	2,160	100.0%
		11	2,039	1,943	95.3%	1,858	91.1%	63	3.1%	0	0.0%	10	0.5%	0	0.0%	12	0.6%	96	4.7%	21	1.0%	2,018	99.0%
		12	2,854	2,678	93.8%	2,600	91.1%	78	2.7%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	176	6.2%	8	0.3%	2,846	99.7%
		13	2,492	2,432	97.6%	2,159	86.6%	180	7.2%	0	0.0%	83	3.3%	0	0.0%	10	0.4%	60	2.4%	66	2.6%	2,426	97.4%
		14	2,187	2,137	97.7%	1,429	65.3%	658	30.1%	9	0.4%	41	1.9%	0	0.0%	0	0.0%	50	2.3%	4	0.2%	2,183	99.8%
		15	1,904	1,665	87.4%	883	46.4%	774	40.7%	8	0.4%	0	0.0%	0	0.0%	0	0.0%	239	12.6%	0	0.0%	1,904	100.0%
		16	823	779	94.7%	643	78.1%	88	10.7%	0	0.0%	17	2.1%	0	0.0%	31	3.8%	44	5.3%	22	2.7%	801	97.3%
		18	3,432	3,372	98.3%	2,776	80.9%	425	12.4%	5	0.1%	0	0.0%	0	0.0%	166	4.8%	60	1.7%	72	2.1%	3,360	97.9%
		19	2,396	2,338	97.6%	2,304	96.2%	19	0.8%	0	0.0%	9	0.4%	0	0.0%	6	0.3%	58	2.4%	57	2.4%	2,339	97.6%
		20	3,142	3,097	98.6%	2,904	92.4%	63	2.0%	9	0.3%	121	3.9%	0	0.0%	0	0.0%	45	1.4%	0	0.0%	3,142	100.0%
		21	3,035	2,987	98.4%	2,905	95.7%	5	0.2%	0	0.0%	72	2.4%	4	0.1%	1	0.0%	48	1.6%	0	0.0%	3,035	100.0%
		101.03	3,076	3,061	99.5%	3,044	99.0%	17	0.6%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	15	0.5%	44	1.4%	3,032	98.6%
		101.04	2,581	2,537	98.3%	2,457	95.2%	59	2.3%	0	0.0%	21	0.8%	0	0.0%	0	0.0%	44	1.7%	66	2.6%	2,515	97.4%
		102.02	4,438	4,287	96.6%	4,116	92.7%	32	0.7%	0	0.0%	73	1.6%	0	0.0%	66	1.5%	151	3.4%	66	1.5%	4,372	98.5%
		102.03	3,867	3,775	97.6%	3,637	94.1%	138	3.6%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	92	2.4%	28	0.7%	3,839	99.3%
		102.04	1,969	1,969	100.0%	1,748	88.8%	95	4.8%	0	0.0%	126	6.4%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1,969	100.0%
		103	2,782	2,782	100.0%	2,696	96.9%	82	2.9%	4	0.1%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	12	0.4%	2,770	99.6%
		104.01	3,798	3,761	99.0%	3,664	96.5%	94	2.5%	0	0.0%	0	0.0%	0	0.0%	3	0.1%	37	1.0%	10	0.3%	3,788	99.7%
		104.02	3,484	3,323	95.4%	3,103	89.1%	84	2.4%	0	0.0%	136	3.9%	0	0.0%	0	0.0%	161	4.6%	135	3.9%	3,349	96.1%
		105	5,691	5,589	98.2%	5,578	98.0%	0	0.0%	11	0.2%	0	0.0%	0	0.0%	0	0.0%	102	1.8%	175	3.1%	5,516	96.9%
		106	4,261	4,110	96.5%	4,077	95.7%	0	0.0%	0	0.0%	33	0.8%	0	0.0%	0	0.0%	151	3.5%	0	0.0%	4,261	100.0%
		107.01	2,831	2,744	96.9%	2,743	96.9%	0	0.0%	1	0.0%	0	0.0%	0	0.0%	0	0.0%	87	3.1%	35	1.2%	2,796	98.8%
		107.02	3,415	3,333	97.6%	3,313	97.0%	11	0.3%	0	0.0%	9	0.3%	0	0.0%	0	0.0%	82	2.4%	19	0.6%	3,396	99.4%
		108.01	2,176	2,147	98.7%	2,073	95.3%	1	0.0%	0	0.0%	72	3.3%	0	0.0%	1	0.0%	29	1.3%	0	0.0%	2,176	100.0%
		108.02	4,584	4,497	98.1%	4,434	96.7%	0	0.0%	0	0.0%	11	0.2%	0	0.0%	52	1.1%	87	1.9%	0	0.0%	4,584	100.0%
		109	1,665	1,431	85.9%	1,096	65.8%	179	10.8%	0	0.0%	88	5.3%	0	0.0%	68	4.1%	234	14.1%	284	17.1%	1,381	82.9%
	Wayne	Wayne	39,337	38,408	97.6%	37,952	97.6%	261	0.7%	11	0.0%	59	0.1%	0	0.0%	99	0.3%	929	2.4%	277	0.7%	39,060	99.3%
		51	1,924	1,872	97.3%	1,840	97.3%	18	0.9%	11	0.6%	2	0.1%	0	0.0%	1	0.1%	52	2.7%	8	0.4%	1,916	99.6%
		52	1,875	1,839	98.1%	1,798	98.1%	20	1.1%	0	0.0%	21	1.1%	0	0.0%	0	0.0%	36	1.9%	0	0.0%	1,875	100.0%
		201	2,411	2,400	99.5%	2,153	99.5%	181	7.5%	0	0.0%	9	0.4%	0	0.0%	57	2.4%	11	0.5%	57	2.4%	2,354	97.6%
		203	4,771	4,573	95.8%	4,533	95.8%	14	0.3%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	198	4.2%	0	0.0%	4,771	100.0%
		204	6,516	6,444	98.9%	6,410	98.9%	0	0.0%	0	0.0%	21	21	0	0.0%	13	0.2%	72	1.1%	0	0.0%	6,516	100.0%
		205	4,528	4,361	96.3%	4,343	96.3%	12	0.3%	0	0.0%	6	0.1%	0	0.0%	0	0.0%	167	3.7%	34	0.8%	4,494	99.2%
		206	4,842	4,778	98.7%	4,765	98.7%	13	0.3%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	64	1.3%	0	0.0%	4,842	100.0%
		207	3,905	3,905	100.0%	3,902	100.0%	3	0.1%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	3,905	100.0%
		208	3,481	3,287	94.4%	3,259	94.4%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	28	0.8%	194	5.6%	178	5.1%	3,303	94.9%
		209	2,471	2,342	94.8%	2,342	94.8%	0	0.0%	0	0.0												



WHITE/NON-WHITE SOCIOECONOMIC DATA								
State	County	Census Tract/Area	Est. Population	% White (CT/Est Pop)	# White in CT	# Non-White	% Non-White by CT (NW/CT Est Pop)	% Non-White as Total County Population
West Virginia	Cabell	Cabell	94,622	90.2%	85,375	9247	9.8%	9.77%
		1.01	1,542	92.2%	1,422	120	7.8%	0.13%
		1.02	1,967	88.8%	1,746	221	11.2%	0.23%
		2	2,587	96.1%	2,486	101	3.9%	0.11%
		3	2,669	88.2%	2,354	315	11.8%	0.33%
		4	2,555	87.1%	2,225	330	0.0%	0.35%
		5	3,430	82.1%	2,817	613	17.9%	0.65%
		6	1,262	76.0%	959	303	24.0%	0.32%
		9	1,528	79.1%	1,209	319	20.9%	0.34%
		10	2,160	88.8%	1,917	243	11.3%	0.26%
		11	2,039	91.1%	1,858	181	8.9%	0.19%
		12	2,854	91.1%	2,600	254	8.9%	0.27%
		13	2,492	86.6%	2,159	333	13.4%	0.35%
		14	2,187	65.3%	1,429	758	34.7%	0.80%
		15	1,904	46.4%	883	1021	53.6%	1.08%
		16	823	78.1%	643	180	21.9%	0.19%
		18	3,432	80.9%	2,776	656	19.1%	0.69%
		19	2,396	96.2%	2,304	92	3.8%	0.10%
		20	3,142	92.4%	2,904	238	7.6%	0.25%
		21	3,035	95.7%	2,905	130	4.3%	0.14%
		101.03	3,076	99.0%	3,044	32	1.0%	0.03%
		101.04	2,581	95.2%	2,457	124	4.8%	0.13%
		102.02	4,438	92.7%	4,116	322	7.3%	0.34%
		102.03	3,867	94.1%	3,637	230	5.9%	0.24%
		102.04	1,969	88.8%	1,748	221	11.2%	0.23%
		103	2,782	96.9%	2,696	86	3.1%	0.09%
		104.01	3,798	96.5%	3,664	134	3.5%	0.14%
		104.02	3,484	89.1%	3,103	381	10.9%	0.40%
		105	5,691	98.0%	5,578	113	2.0%	0.12%
		106	4,261	95.7%	4,077	184	4.3%	0.19%
		107.01	2,831	96.9%	2,743	88	3.1%	0.09%
		107.02	3,415	97.0%	3,313	102	3.0%	0.11%
		108.01	2,176	95.3%	2,073	103	4.7%	0.11%
		108.02	4,584	96.7%	4,434	150	3.3%	0.16%
		109	1,665	65.8%	1,096	569	34.2%	0.60%
	Wayne	Wayne	39,337	97.6%	37,952	1385	3.5%	3.52%
		51	1,924	97.3%	1,840	84	4.4%	0.21%
		52	1,875	98.1%	1,798	77	4.1%	0.20%
		201	2,411	99.5%	2,153	258	10.7%	0.66%
		203	4,771	95.8%	4,533	238	5.0%	0.61%
		204	6,516	98.9%	6,410	106	1.6%	0.27%
		205	4,528	96.3%	4,343	185	4.1%	0.47%
		206	4,842	98.7%	4,765	77	1.6%	0.20%
		207	3,905	100.0%	3,902	3	0.1%	0.01%
		208	3,481	94.4%	3,259	222	6.4%	0.56%
		209	2,471	94.8%	2,342	129	5.2%	0.33%
		210	2,613	99.8%	2,607	6	0.2%	0.02%
	Boyd	Boyd	48,447	93.3%	45,205	3242	6.7%	6.69%
		302	1,161	89.2%	1,036	125	10.8%	0.26%
		303	2,090	89.1%	1,862	228	10.9%	0.47%
		304	2,244	96.1%	2,157	87	3.9%	0.18%
		305	4,891	89.2%	4,364	527	10.8%	1.09%
		306	4,161	96.6%	4,018	143	3.4%	0.30%
		307	3,128	92.3%	2,888	240	7.7%	0.50%
		308	4,011	93.6%	3,756	255	6.4%	0.53%
		309	5,104	91.3%	4,659	445	8.7%	0.92%
		310.01	1,323	98.1%	1,298	25	1.9%	0.05%
		310.03	3,098	87.6%	2,715	383	12.4%	0.79%
		310.04	4,440	93.2%	4,136	304	6.8%	0.63%
		311.01	4,361	96.8%	4,221	140	3.2%	0.29%
		311.02	2,404	96.8%	2,328	76	3.2%	0.16%
		312	3,920	98.8%	3,872	48	1.2%	0.10%
		313	2,111	89.8%	1,895	216	10.2%	0.45%
	Greenup	Greenup	35,996	96.0%	34,574	1422	4.0%	3.95%
		401	4,646	92.6%	4,303	343	7.4%	0.95%
		402.01	2,579	98.4%	2,539	40	1.6%	0.11%
		402.02	4,884	96.9%	4,735	149	3.1%	0.41%
		403	3,877	94.3%	3,656	221	5.7%	0.61%
		404	5,620	97.7%	5,490	130	2.3%	0.36%
		405.01	3,292	95.4%	3,140	152	4.6%	0.42%
		405.02	4,591	94.6%	4,343	248	5.4%	0.69%
		406	3,066	97.8%	3,000	66	2.2%	0.18%
		407	3,441	97.9%	3,368	73	2.1%	0.20%
Ohio	Lawrence	Lawrence	58,570	94.6%	55,383	3187	5.4%	5.44%
		501	2,764	97.8%	2,703	61	2.2%	0.10%
		502	2,199	97.3%	2,139	60	2.7%	0.10%
		503	2,111	90.8%	1,916	195	9.2%	0.33%
		504	3,066	94.0%	2,881	185	6.0%	0.32%
		505.01	3,030	100.0%	3,030	0	0.0%	0.00%
		505.02	2,040	98.5%	2,009	31	1.5%	0.05%
		506	1,434	95.1%	1,364	70	4.9%	0.12%
		507	4,106	96.7%	3,972	134	3.3%	0.23%
		508	3,391	99.7%	3,382	9	0.3%	0.02%
		509	2,167	86.5%	1,874	293	13.5%	0.50%
		510.01	4,073	89.9%	3,662	411	10.1%	0.70%
		510.02	4,108	97.9%	4,022	86	2.1%	0.15%
		511.01	3,824	95.3%	3,644	180	4.7%	0.31%
		511.02	3,028	78.7%	2,384	644	21.3%	1.10%
		512	5,086	93.4%	4,751	335	6.6%	0.57%
		513	3,391	97.3%	3,299	92	2.7%	0.16%
		514.01	5,581	95.1%	5,310	271	4.9%	0.46%
		514.02	3,171	95.9%	3,041	130	4.1%	0.22%

Source : American Community Survey - DP05 Demographic and Housing Estimates / 2017-2021: ACS 5-Year Estimates Subject Tables

LANGUAGE SPOKEN AT HOME - POPULATION 5+ YEARS

State	County	Census Tract/Area	Est. Population	Population 5+ years	% Population 5+ years	English Only			Languages Other Than English			Spanish			Other Indo-European Languages			Asian and Pacific Islander Languages			Other Languages						
						Speak Only English	% English Only	Language Other Than English	% Language Other Than English	Speak English Less Than Very Well	% Speak English Less Than Very Well	Spanish	% Spanish	Speak English Less Than Very Well	% Speak English Less Than Very Well	Other Indo-European Language	% Other Indo-European Language	Speak English Less Than Very Well	% Speak English Less Than Very Well	Asian and Pacific Islander Languages	% Asian and Pacific Islander Languages	Speak English Less Than Very Well	% Speak English Less Than Very Well	Other Languages	% Other Languages	Speak English Less Than Very Well	% Speak English Less Than Very Well
West Virginia	Cabell	Cabell	94,622	89,456	94.5%	86,674	97.1%	2,562	2.9%	807	31.3%	1,151	1.3%	295	25.6%	625	0.7%	152	24.3%	589	0.7%	257	43.6%	217	0.2%	103	47.5%
		1.01	1,542	1,464	94.9%	1,252	85.5%	212	14.5%	104	49.1%	212	14.5%	104	49.1%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
		1.02	1,967	1,864	94.8%	1,826	98.0%	38	2.0%	7	18.4%	18	1.0%	0	0.0%	0	0.0%	0	0.0%	7	0.4%	1	14.3%	13	0.7%	6	46.2%
		2	2,587	2,535	98.0%	2,517	99.3%	18	0.7%	0	0.0%	18	0.7%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
		3	2,669	2,551	95.6%	2,322	91.0%	229	9.0%	49	21.4%	0	0.0%	0	0.0%	88	3.4%	0	0.0%	141	5.5%	49	34.8%	0	0.0%	0	0.0%
		4	2,555	2,387	93.4%	2,369	99.2%	18	0.8%	0	0.0%	0	0.0%	0	0.0%	8	0.3%	0	0.0%	0	0.0%	0	0.0%	10	0.4%	0	0.0%
		5	3,430	3,430	100.0%	3,315	96.6%	115	3.4%	30	26.1%	37	1.1%	7	18.9%	38	1.1%	6	15.8%	25	1.7%	17	68.0%	15	0.4%	0	0.0%
		6	1,262	1,262	100.0%	1,096	86.8%	166	13.2%	43	25.9%	69	5.5%	0	0.0%	77	6.1%	41	53.2%	20	1.6%	2	10.0%	0	0.0%		
		9	1,528	1,360	89.0%	1,360	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
		10	2,160	2,097	97.1%	2,070	98.7%	27	1.3%	0	0.0%	27	1.3%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	Cabell	11	2,039	1,825	89.5%	1,801	98.7%	24	1.3%	0	0.0%	12	0.7%	0	0.0%	2	0.1%	0	0.0%	10	0.5%	0	0.0%	0	0.0%	0	0.0%
		12	2,854	2,723	95.4%	2,677	98.3%	46	1.7%	26	56.5%	30	1.1%	26	86.7%	16	0.6%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
		13	2,492	2,405	96.5%	2,198	91.4%	207	8.6%	71	34.3%	57	2.4%	21	36.8%	70	2.9%	14	20.0%	80	3.3%	36	45.0%	0	0.0%	0	0.0%
		14	2,187	2,104	96.2%	2,091	99.4%	13	0.6%	0	0.0%	4	0.2%	0	0.0%	0	0.0%	0	0.0%	9	0.4%	0	0.0%	0	0.0%	0	0.0%
		15	1,904	1,865	98.0%	1,855	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
		16	823	801	97.3%	777	97.0%	24	3.0%	7	29.2%	0	0.0%	0	0.0%	7	0.9%	7	100.0%	17	2.1%	0	0.0%	0	0.0%	0	0.0%
		18	3,432	3,122	91.0%	3,103	99.4%	19	0.6%	0	0.0%	19	0.6%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
		19	2,396	2,191	91.4%	2,170	99.0%	21	1.0%	13	61.9%	13	0.6%	13	100.0%	8	0.4%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
		20	3,142	2,822	89.8%	2,674	94.8%	148	5.2%	48	32.4%	0	0.0%	0	0.0%	101	3.6%	28	27.7%	47	1.7%	20	42.6%	0	0.0%	0	0.0%
		21	3,035	2,934	96.7%	2,868	97.4%	76	2.6%	55	72.4%	12	0.4%	12	100.0%	8	0.3%	0	0.0%	56	1.9%	43	76.8%	0	0.0%	0	0.0%
	Wayne	101.03	3,076	3,033	98.6%	2,980	98.3%	53	1.7%	0	0.0%	13	0.4%	0	0.0%	40	1.3%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
101.04		2,561	2,380	92.2%	2,366	99.4%	14	0.6%	0	0.0%	14	0.6%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	
102.02		4,438	4,247	95.7%	4,164	98.0%	83	2.0%	21	25.3%	29	0.7%	0	0.0%	14	0.3%	7	50.0%	40	0.9%	14	35.0%	0	0.0%	0	0.0%	
102.03		3,867	2,705	95.8%	3,651	98.5%	54	1.5%	0	0.0%	0	0.0%	0	0.0%	54	1.5%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	
102.04		1,969	1,870	94.5%	1,762	94.2%	108	5.8%	33	30.6%	27	1.4%	0	0.0%	23	1.2%	0	0.0%	0	0.0%	0	0.0%	58	3.1%	33	56.9%	
103		2,782	2,615	99.4%	2,570	98.3%	45	1.7%	6	13.3%	12	0.5%	6	50.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	33	1.3%	0	0.0%	
104.01		3,798	3,538	93.2%	3,527	99.7%	11	0.3%	0	0.0%	3	0.1%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	8	0.2%	0	0.0%	
104.02		3,484	3,215	92.3%	2,947	91.7%	268	8.3%	114	42.5%	112	3.5%	7	6.3%	34	1.1%	22	64.7%	42	1.3%	21	50.0%	80	2.5%	64	80.0%	
105		5,691	5,395	94.8%	5,253	97.4%	142	2.6%	0	0.0%	142	206.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	
106		4,261	3,948	92.7%	3,869	98.0%	79	2.0%	30	38.0%	27	0.7%	0	0.0%	19	0.5%	19	100.0%	33	0.8%	11	33.3%	0	0.0%	0	0.0%	
Wayne	107.01	2,831	2,660	94.0%	2,658	99.9%	2	0.1%	0	0.0%	0	0.0%	0	0.0%	2	0.1%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	
	107.02	3,415	3,415	100.0%	3,406	99.7%	9	0.3%	0	0.0%	0	0.0%	0	0.0%	9	0.3%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	
	108.01	2,176	1,998	91.8%	1,998	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	
	108.02	4,584	4,186	91.3%	4,167	99.5%	19	0.5%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	19	0.5%	0	0.0%	0	0.0%	0	0.0%	
	109	1,665	1,509	90.6%	1,215	80.5%	294	19.5%	155	52.7%	244	16.2%	112	45.9%	7	0.5%	0	0.0%	43	2.8%	43	100.0%	0	0.0%	0	0.0%	
	Wayne	39,337	37,390	95.1%	36,679	98.6%	511	1.4%	101	19.8%	331	0.9%	36	10.9%	73	0.2%	0	0.0%	42	10.0%	0	0.0%	65	0.2%	65	100.0%	
	51	1,924	1,823	94.8%	1,811	99.3%	12	0.7%	4	33.3%	2	0.1%	0	0.0%	0	0.0%	0	0.0%	6	0.3%	0	0.0%	4	0.2%	4	100.0%	
	52	1,875	1,841	98.2%	1,834	99.6%	7	0.4%	0	0.0%	0	0.0%	0	0.0%	7	0.4%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	
	201	2,411	2,354	97.6%	2,312	98.2%	42	1.8%	0	0.0%	42	1.8%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	
	203	4,771	4,595	96.3%	4,575	99.6%	20	0.4%	8	40.0%	20	0.4%	8	40.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	
	204	6,516	6,311	96.9%	6,311	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	
205	4,528	4,271	94.3%	4,270	100.0%	1	0.0%	0	0.0%	1	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%		
206	4,842	4,505	93.0%	4,439	98.5%	66	1.5%	0	0.0%	0	0.0%	0	0.0%	66	1.5%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%		
207	3,905	3,518	90.4%	3,385	96.2%	133	3.8%	61	45.9%	36	1.0%	0	0.0%	0	0.0%	0	0.0%	36	1.0%	0	0.0%	61	1.7%	61	100.0%		
208	3,481	3,417	98.2%	3,187	93.3%	230	6.7%	28	12.2%	230	6.7%	28	12.2%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%		
209	2,471	2,333	<																								



LANGUAGE SPOKEN AT HOME - POPULATION 5+ YEARS

State	County	Census Tract/Area	Est. Population	Population 5+ years	% Population 5+ years	English Only		Languages Other Than English				Spanish				Other Indo-European Languages				Asian and Pacific Islander Languages				Other Languages			
						Speak Only English	% English Only	Language Other Than English	% Language Other Than English	Speak English Less Than Very Well	% Speak English Less Than Very Well	Spanish	% Spanish	Speak English Less Than Very Well	% Speak English Less Than Very Well	Other Indo-European Language	% Other Indo-European Language	Speak English Less Than Very Well	% Speak English Less Than Very Well	Asian and Pacific Islander Languages	% Asian and Pacific Islander Languages	Speak English Less Than Very Well	% Speak English Less Than Very Well	Other Languages	% Other Languages	Speak English Less Than Very Well	% Speak English Less Than Very Well
Kentucky	Boyd	Boyd	48,447	45,701	94.3%	44,696	97.8%	1005	2.2%	377	37.5%	528	1.2%	256	48.5%	188	0.4%	18	9.6%	207	0.5%	85	41.1%	82	0.2%	18	22.0%
		302	1,161	1,110	95.6%	1,110	99.5%	5	0.5%	0	0.0%	0	0.0%	0	0.0%	5	0.5%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
		303	2,090	2,004	95.9%	1,922	1.0%	82	0.0%	33	0.4%	18	0.9%	0	0.0%	11	0.5%	0	0.0%	53	2.6%	33	62.3%	0	0.0%	0	0.0%
		304	2,244	2,198	98.0%	2,141	97.4%	57	2.6%	40	70.2%	4	0.2%	0	0.0%	0	0.0%	0	0.0%	53	2.4%	40	75.5%	0	0.0%	0	0.0%
		305	4,891	4,610	94.3%	4,362	94.6%	248	5.4%	163	65.7%	195	4.2%	145	74.4%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	53	1.1%	18	50.0%
		306	4,161	3,983	95.7%	3,925	98.5%	58	1.5%	18	31.0%	13	0.3%	0	0.0%	45	1.1%	18	40.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
		307	3,128	2,979	95.2%	2,909	97.7%	70	2.3%	0	0.0%	30	1.0%	0	0.0%	40	1.3%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
		308	4,011	3,541	88.3%	3,435	97.0%	105	3.0%	0	0.0%	55	1.6%	0	0.0%	21	0.6%	0	0.0%	29	0.8%	0	0.0%	0	0.0%	0	0.0%
		309	5,104	4,995	97.9%	4,811	96.3%	184	3.7%	91	49.5%	124	2.5%	91	73.4%	0	0.0%	0	0.0%	60	1.2%	0	0.0%	0	0.0%	0	0.0%
		310.01	1,323	1,260	95.2%	1,260	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	Greenup	310.03	3,098	2,950	95.2%	2,858	96.9%	92	3.1%	26	28.3%	50	1.7%	14	28.0%	7	0.2%	0	0.0%	12	0.4%	12	100.0%	23	1.8%	0	0.0%
		310.04	4,440	4,229	95.2%	4,229	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
		311.01	4,361	3,999	91.7%	3,943	98.6%	56	2.0%	0	0.0%	15	0.4%	0	0.0%	41	1.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
		311.02	2,404	2,126	88.4%	2,100	98.8%	26	1.2%	0	0.0%	11	0.5%	0	0.0%	15	0.7%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
		312	3,920	3,756	95.8%	3,756	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
		313	2,111	1,961	92.9%	1,939	98.9%	22	1.1%	6	27.3%	13	0.7%	6	46.2%	3	0.2%	0	0.0%	0	0.0%	0	2.0%	6	0.3%	0	0.0%
		Greenup	35,996	34,153	94.9%	33,777	98.9%	376	1.1%	126	33.5%	226	0.7%	97	42.9%	101	0.3%	27	26.7%	48	0.1%	2	4.2%	1	0.0%	0	0.0%
		401	4,646	4,408	94.9%	4,253	96.5%	155	3.5%	31	20.0%	24	0.5%	5	20.8%	97	2.2%	24	24.7%	33	0.7%	2	6.1%	1	0.0%	0	0.0%
		402.01	2,579	2,442	94.7%	2,442	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
		402.02	4,884	4,650	95.2%	4,589	96.7%	61	1.3%	48	78.7%	48	1.0%	48	100.0%	0	0.0%	0	0.0%	13	0.3%	0	0.0%	0	0.0%	0	0.0%
Ohio	Lawrence	403	3,877	3,730	96.2%	3,701	99.2%	29	0.8%	0	0.0%	28	0.8%	0	0.0%	1	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
		404	5,620	5,395	96.0%	5,393	100.0%	2	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	2.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
		405.01	3,292	3,048	92.6%	3,007	98.7%	41	1.3%	0	0.0%	41	1.3%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
		405.02	4,591	4,396	95.8%	4,371	99.4%	25	0.6%	3	12.0%	25	0.6%	3	12.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
		406	3,066	2,876	93.8%	2,854	99.2%	22	0.8%	3	13.6%	19	0.7%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
		407	3,441	3,208	93.2%	3,167	98.7%	41	1.3%	41	100.0%	41	1.3%	0	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
		Lawrence	58,570	55,307	94.4%	54,672	98.9%	635	1.1%	193	30.4%	144	0.3%	27	18.8%	173	0.3%	39	22.5%	309	0.6%	127	41.1%	9	0.0%	0	0.0%
		501	2,764	2,633	95.7%	2,617	99.4%	16	0.6%	16	100.0%	4	0.2%	4	100.0%	0	0.0%	0	0.0%	12	0.5%	12	100.0%	0	0.0%	0	0.0%
		502	2,199	2,131	96.9%	2,126	99.8%	5	0.2%	5	100.0%	5	0.2%	5	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
		503	2,111	1,884	89.2%	1,884	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
504	3,066	2,929	95.5%	2,911	99.4%	18	0.6%	0	0.0%	0	0.0%	0	0.0%	18	0.6%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%		
505.01	3,030	2,854	94.2%	2,854	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%		
505.02	2,040	1,862	91.3%	1,862	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%		
506	1,434	1,338	93.3%	1,230	96.4%	48	3.6%	40	83.3%	8	0.6%	0	0.0%	0	0.0%	0	0.0%	40	3.0%	40	100.0%	0	0.0%	0	0.0%		
507	4,106	3,613	88.0%	3,601	99.7%	12	0.3%	12	100.0%	0	0.0%	0	0.0%	12	0.3%	12	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%		
508	3,391	3,146	92.8%	3,132	99.6%	14	0.4%	0	0.0%	14	0.4%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%		
509	2,167	2,060	95.1%	2,060	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%		
510.01	4,073	3,841	94.3%	3,793	98.8%	48	1.2%	16	33.3%	13	0.3%	13	100.0%	27	0.7%	3	11.1%	0	0.0%	0	0.0%	8	0.2%	0	0.0%		
510.02	4,108	2,720	90.6%	3,706	99.6%	14	0.4%	0	0.0%	14	0.4%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%		
511.01	3,824	3,696	96.7%	3,696	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%		
511.02	3,028	2,908	96.0%	2,807	96.5%	101	3.5%	24	23.8%	69	2.4%	0	0.0%	32	1.1%	24	75.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%		
512	5,086	4,931	97.0%	4,863	98.6%	68	1.4%	0	0.0%	0	0.0%	0	0.0%	68	1.4%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%		
513	3,391	3,209	94.6%	3,209	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%		
514.01	5,581	5,495	98.5%	5,245	95.5%	250	4.5%	87	34.8%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	249	4.5%	87	34.9%	1	0.0%	0	0.0%		
514.02	3,171	3,057	96.4%	3,016	98.7%	41	1.3%	0	0.0%	17	0.6%	0	0.0%	16	0.5%	0	0.0%	8	0.3%	0	0.0%	0	0.0%	0	0.0%		

Source: American Community Survey - S1B01 Language Spoken at Home / 2017-2021: ACS 5-Year Estimates Subject Tables

AGE BY COUNTY AND CENSUS TRACT																					
State	County	Census Tract/Area	Est. Population	Male	% Male	Female	% Female	Median Age (years)	Age 5 and Under	% Age 5 and Under	Age 18 +	% Age 18 +	Age 5-17	% Age 5-17	Age 18-24	% Age 18-24	Age 25-64	% Age 25-64	Age 65 +	% Age 65+	Census Tract/Area
West Virginia	Cabell	Cabell	94,622	46,485	49.1%	48,137	50.9%	39.1	5,166	5.5%	75,701	80.0%	13,755	14.5%	12,360	13.1%	45,687	48.3%	17,354	18.7%	Cabell
		1.01	1,542	683	44.3%	859	55.7%	33.3	78	5.1%	1,168	75.7%	296	19.2%	153	9.9%	718	46.7%	297	19.3%	1.01
		1.02	1,967	1,012	51.4%	955	48.6%	40.6	103	5.2%	1,591	80.9%	273	13.9%	189	9.6%	1,018	51.9%	384	19.5%	1.02
		2	2,587	1,262	48.8%	1,325	51.2%	49.6	52	2.0%	2,238	86.5%	297	11.5%	178	6.9%	1,572	60.9%	488	18.9%	2
		3	2,669	1,482	55.5%	1,187	44.5%	39.6	118	4.4%	2,124	79.6%	427	16.0%	308	11.5%	1,314	49.2%	502	18.8%	3
		4	2,555	1,043	40.8%	1,512	59.2%	23.3	168	6.6%	2,187	85.6%	100	7.8%	1,021	40.0%	1,063	41.6%	103	4.0%	4
		5	3,430	1,324	38.6%	2,106	61.4%	20.6	0	0.0%	3,426	99.9%	4	0.1%	2,884	84.1%	511	15.0%	31	9.0%	5
		6	1,262	745	59.0%	517	41.0%	24.2	0	0.0%	1,237	98.0%	25	2.0%	675	53.5%	318	25.1%	244	19.3%	6
		9	1,528	806	52.7%	722	47.3%	31.3	168	11.0%	1,067	69.8%	293	19.2%	171	11.2%	682	44.6%	214	14.0%	9
		10	2,160	946	43.8%	1,214	56.2%	53.9	63	2.9%	1,868	86.5%	229	10.6%	162	7.5%	1,159	53.7%	547	25.3%	10
		11	2,039	950	46.6%	1,089	53.4%	38.1	214	10.5%	1,530	75.0%	295	14.5%	206	10.1%	943	46.3%	381	18.7%	11
		12	2,854	1,257	44.0%	1,597	56.0%	39.6	131	4.6%	2,185	76.6%	538	18.9%	227	8.0%	1,445	50.7%	513	18.0%	12
		13	2,492	1,523	61.1%	969	38.9%	37.0	87	3.5%	2,099	84.2%	306	12.3%	444	17.8%	1,163	46.7%	492	19.7%	13
		14	2,187	1,100	50.3%	1,087	49.7%	37.8	83	3.8%	1,929	88.2%	175	8.0%	456	20.9%	1,206	55.1%	267	12.2%	14
		15	1,904	690	36.2%	1,214	63.8%	32.5	39	2.0%	1,374	72.2%	491	25.8%	293	15.4%	631	33.1%	450	23.6%	15
		16	823	452	54.9%	371	45.1%	39.2	22	2.7%	689	83.7%	112	13.6%	102	12.4%	482	58.6%	105	12.8%	16
		18	3,432	1,705	49.7%	1,727	50.3%	34.6	310	9.0%	2,573	75.0%	549	16.0%	311	9.1%	1,962	57.2%	300	8.7%	18
		19	2,396	1,190	49.7%	1,206	50.3%	43.4	205	8.6%	1,848	77.1%	343	14.3%	88	3.7%	1,281	53.4%	479	20.0%	19
		20	3,142	1,500	47.7%	1,642	52.3%	43.4	320	10.2%	2,488	79.2%	334	10.7%	85	2.7%	1,635	52.0%	768	24.4%	20
		21	3,035	1,142	37.6%	1,893	62.4%	52.2	101	3.3%	2,393	78.8%	541	17.8%	126	4.2%	1,162	38.4%	1,105	36.4%	21
		101.03	3,076	1,607	52.2%	1,469	47.8%	40.3	43	1.4%	2,478	80.6%	555	18.0%	459	14.9%	1,315	42.9%	704	22.9%	101.03
		101.04	2,581	1,292	50.1%	1,289	49.9%	39.0	201	7.8%	1,975	76.5%	405	15.7%	127	4.9%	1,235	47.7%	613	23.8%	101.04
		102.02	4,438	1,996	45.0%	2,442	55.0%	40.4	191	4.3%	3,604	81.2%	643	14.5%	383	8.6%	2,454	55.3%	767	17.3%	102.02
		102.03	3,867	1,956	50.6%	1,911	49.4%	37.2	162	4.2%	2,970	76.8%	735	19.0%	419	10.8%	1,931	49.9%	620	16.0%	102.03
		102.04	1,969	1,052	53.4%	917	46.6%	36.4	99	5.0%	1,564	79.4%	306	15.5%	194	9.9%	884	44.9%	486	24.7%	102.04
		103	2,782	1,204	43.3%	1,578	56.7%	48.0	167	6.0%	2,276	81.8%	339	12.1%	313	11.3%	1,430	51.5%	533	19.2%	103
		104.01	3,798	2,262	59.6%	1,536	40.4%	34.1	260	6.8%	2,871	75.6%	667	17.5%	176	4.6%	2,237	58.9%	458	12.1%	104.01
		104.02	3,484	1,850	53.1%	1,634	46.9%	36.9	269	7.7%	2,597	74.5%	618	17.8%	231	6.6%	1,635	47.1%	731	21.0%	104.02
		105	5,691	2,761	48.5%	2,930	51.5%	39.8	296	5.2%	4,355	76.5%	1,040	18.3%	648	11.4%	2,842	50.0%	865	15.2%	105
		106	4,261	2,017	47.3%	2,244	52.7%	42.9	313	7.3%	3,303	77.5%	645	15.2%	319	7.5%	2,003	46.9%	981	23.0%	106
		107.01	2,831	1,498	52.9%	1,333	47.1%	46.4	171	6.0%	2,200	77.7%	460	16.2%	111	3.9%	1,345	47.5%	744	26.3%	107.01
		107.02	3,415	1,766	51.7%	1,649	48.3%	55.6	0	0.0%	2,900	84.9%	515	15.1%	119	3.5%	1,934	56.6%	847	24.8%	107.02
		108.01	2,176	1,217	55.9%	959	44.1%	50.2	178	8.2%	1,777	81.7%	221	10.2%	112	5.1%	1,048	48.1%	617	28.4%	108.01
		108.02	4,584	2,307	50.3%	2,277	49.7%	37.9	398	8.7%	3,453	75.3%	733	16.0%	380	8.3%	2,263	49.4%	810	17.7%	108.02
		109	1,665	888	53.3%	777	46.7%	30.6	156	9.4%	1,364	81.9%	145	8.7%	290	17.4%	866	52.2%	208	12.5%	109
	Wayne	Wayne	39,337	19,394	49.3%	19,943	50.7%	44.3	1,947	4.9%	31,117	79.1%	6,273	15.9%	2,836	7.2%	20,088	54.1%	8,193	20.8%	Wayne
		51	1,924	865	45.0%	1,059	55.0%	46.9	101	5.2%	1,602	83.3%	221	11.5%	179	9.3%	1,031	53.5%	392	20.4%	51
		52	1,875	954	50.9%	921	49.1%	47.3	34	1.8%	1,550	82.7%	291	15.5%	105	5.6%	1,077	57.4%	368	19.6%	52
		201	2,411	1,214	50.4%	1,197	49.6%	41.5	57	2.4%	1,909	79.2%	445	18.4%	107	4.4%	1,285	53.3%	517	21.4%	201
		203	4,771	2,241	47.0%	2,530	53.0%	51.7	176	3.7%	4,120	86.4%	475	9.9%	398	8.3%	2,445	51.2%	1,277	26.8%	203
		204	6,516	3,392	52.1%	3,124	47.9%	40.1	205	3.1%	4,845	74.4%	1,466	22.5%	448	6.9%	3,329	51.1%	1,068	16.4%	204
		205	4,528	2,164	47.8%	2,364	52.2%	44.4	257	5.7%	3,439	75.9%	832	18.3%	243	5.4%	2,180	48.1%	1,016	22.4%	205
		206	4,842	2,312	47.7%	2,530	52.3%	42.4	337	7.0%	3,726	77.0%	779	16.0%	451	9.3%	2,244	46.3%	1,031	21.3%	206
		207	3,905	1,955	50.1%	1,950	50.0%	41.7	387	9.9%	2,954	75.6%	564	14.4%	297	7.6%	1,890	48.4%	767	19.6%	207
		208	3,481	1,525	43.8%	1,956	56.2%	45.8	64	1.8%	2,793	80.2%	624	17.9%	232	6.7%	1,884	54.2%	677	19.4%	208
		209	2,471	1,286	52.0%	1,185	48.0%	52.6	138	5.6%	1,929	78.1%	404	<							



EDUCATION AND DISABILITY BY CENSUS TRACT																			
State	County	Census Tract/Area	Est. Population	Population 25+ Years		Education		Disability											
				Est Population 25 Years +	% Est Population 25 Years +	% HS Graduate or Higher 25 Years +	% Bachelor;s Degree or Higher 25 Years +	Civilian Noninst. Population (Est)	Civilian Noninst Population with a Disability	% With a Disability	Under Age 18	Under Age 18 With A Disability	% Under Age 18 With A Disability	Age 18-64	Age 18-64 With A Disability	% Age 18-64 With A Disability	Age 65+	Age 65+ With A Disability	%Age 65+ With A Disability
West Virginia	Cabell	Cabell	94,622	63,341	66.9%	89.3%	28.3%	92,980	16,723	18.0%	18,838	1,211	6.4%	56,944	8,578	15.4%	17,198	6,934	40.3%
		1.01	1,542	1,015	65.8%	88.6%	14.5%	1,542	246	16.0%	374	36	9.6%	871	116	13.3%	297	94	31.6%
		1.02	1,967	1,402	71.3%	89.7%	30.2%	1,954	415	21.2%	376	0	0.0%	1,194	256	21.4%	384	159	41.4%
		2	2,587	2,060	79.6%	71.5%	4.9%	2,587	958	37.0%	349	91	26.1%	1,750	663	37.9%	488	204	41.8%
		3	2,669	1,816	68.0%	88.2%	27.6%	2,611	656	25.1%	544	127	23.3%	1,615	307	19.0%	452	222	49.1%
		4	2,555	1,166	45.6%	80.6%	11.1%	2,555	327	12.8%	368	23	6.3%	2,084	242	11.6%	103	62	60.2%
		5	3,430	542	15.8%	97.0%	39.3%	3,430	376	11.0%	4	0	0.0%	3,395	355	10.5%	31	21	67.7%
		6	1,262	562	44.5%	80.8%	24.0%	1,078	143	13.3%	25	0	0.0%	942	67	7.1%	111	76	68.5%
		9	1,528	896	58.6%	85.4%	27.7%	1,503	509	33.9%	436	20	4.6%	853	361	42.3%	214	128	59.8%
		10	2,160	1,706	79.0%	79.8%	20.5%	2,160	753	34.9%	292	57	19.5%	1,321	354	26.8%	547	342	62.5%
		11	2,039	1,324	64.9%	76.9%	18.7%	1,970	513	26.0%	509	6	1.2%	1,134	280	24.7%	327	227	69.4%
		12	2,854	1,958	68.6%	87.4%	41.5%	2,854	510	17.9%	669	0	0.0%	1,672	305	18.2%	513	205	40.0%
		13	2,492	1,655	66.4%	93.8%	50.8%	2,492	401	16.1%	393	19	4.8%	1,607	227	14.1%	492	155	31.5%
		14	2,187	1,473	67.4%	85.8%	32.2%	2,187	544	24.9%	258	10	3.9%	1,662	413	24.8%	267	121	45.3%
		15	1,904	1,081	56.8%	88.4%	17.3%	1,737	363	20.9%	530	86	16.2%	878	167	19.0%	329	110	33.4%
		16	823	587	71.3%	77.3%	8.9%	687	216	31.4%	134	23	17.2%	448	124	27.7%	105	69	65.7%
		18	3,432	2,262	65.9%	88.7%	9.0%	3,432	518	15.1%	859	19	2.2%	2,273	314	13.8%	300	185	61.7%
		19	2,396	1,760	73.5%	98.0%	49.4%	2,387	273	11.4%	548	12	2.2%	1,360	165	12.1%	479	96	20.0%
		20	3,142	2,403	76.5%	98.3%	57.7%	3,128	297	9.5%	654	58	8.9%	1,706	135	7.9%	738	104	13.5%
		21	3,035	2,267	74.7%	90.0%	51.1%	2,964	673	22.7%	642	0	0.0%	1,287	318	24.7%	1,035	355	34.3%
		101.03	3,076	2,019	65.6%	89.2%	25.9%	3,061	431	14.1%	598	0	0.0%	1,759	184	10.5%	704	247	35.1%
		101.04	2,581	1,848	71.6%	95.1%	36.1%	2,581	270	10.5%	606	0	0.0%	1,362	118	8.7%	613	152	24.8%
		102.02	4,438	3,221	72.6%	94.9%	39.2%	4,438	587	13.2%	834	32	3.8%	2,837	256	9.0%	767	299	39.0%
		102.03	3,867	2,551	66.0%	97.3%	35.3%	3,867	541	14.0%	897	0	0.0%	2,350	367	15.6%	620	174	28.1%
		102.04	1,969	1,370	69.6%	99.1%	.55.8	1,933	281	14.5%	405	82	20.2%	1,055	86	8.2%	473	113	23.9%
		103	2,782	1,963	70.6%	92.7%	30.3%	2,782	474	17.0%	506	76	15.0%	1,743	137	7.9%	533	261	49.0%
		104.01	3,798	2,695	71.0%	85.0%	18.5%	3,082	392	12.7%	913	0	0.0%	1,718	187	10.9%	451	205	45.4%
		104.02	3,484	2,366	67.9%	99.1%	38.5%	3,417	496	14.5%	887	47	5.3%	1,807	163	9.0%	723	286	39.6%
		105	5,691	3,707	65.1%	89.9%	14.5%	5,691	931	16.4%	1,336	120	9.0%	3,490	368	10.5%	865	443	51.2%
		106	4,261	2,984	70.0%	89.0%	17.9%	4,257	865	20.3%	958	60	6.3%	2,318	312	13.5%	981	493	50.3%
		107.01	2,831	2,089	73.8%	90.5%	19.3%	2,831	458	16.2%	631	0	0.0%	1,456	200	13.7%	744	258	34.7%
		107.02	3,415	2,781	81.4%	80.2%	25.1%	3,372	653	19.4%	472	8	1.7%	2,053	255	12.4%	847	390	46.0%
		108.01	2,176	1,665	76.5%	90.3%	12.0%	2,176	412	18.9%	399	6	1.5%	1,160	187	16.1%	617	219	35.5%
		108.02	4,584	3,073	67.0%	88.7%	23.2%	4,569	788	17.2%	1,131	147	13.0%	2,628	288	11.0%	810	353	43.6%
		109	1,665	1,074	64.5%	86.5%	19.4%	1,665	453	27.2%	301	46	15.3%	1,156	301	26.0%	208	106	51.0%
	Wayne	Wayne	39,337	28,281	71.9%	81.7%	17.2%	39,214	9,410	24.0%	8,187	740	9.0%	22,895	5,066	22.1%	8,132	3,604	44.3%
		51	1,924	1,423	74.0%	93.8%	21.5%	1,924	452	23.5%	322	72	22.4%	1,210	239	19.8%	392	141	40.0%
		52	1,875	1,445	77.1%	83.1%	24.0%	1,875	410	21.9%	325	9	2.8%	1,182	246	20.8%	368	155	42.1%
		201	2,411	1,802	74.7%	85.3%	35.9%	2,411	405	16.8%	502	32	6.4%	1,392	215	15.4%	517	158	30.6%
		203	4,771	3,722	78.0%	86.6%	14.5%	4,755	1,339	28.2%	635	25	3.9%	2,843	750	26.4%	1,277	564	44.2%
		204	6,516	4,397	67.5%	82.3%	23.9%	6,489	1,366	21.1%	1,671	210	12.6%	3,773	773	20.5%	1,045	383	36.7%
		205	4,528	3,196	70.6%	83.6%	23.3%	4,479	923	20.6%	1,089	77	7.1%	2,412	370	15.3%	978	476	48.7%
		206	4,842	3,275	67.6%	87.6%	14.7%	4,842	893	18.4%	1,116	34	3.0%	2,695	371	13.8%	1,031	488	47.3%
		207	3,905	2,657	68.0%	84.2%	15.1%	3,874	920	23.7%	934	47	5.0%	2,173	492	22.6%	767	381	49.7%
		208	3,481	2,561	73.6%	69.8%	6.1%	3,481	1,076	30.9%	688	147	21.7%	2,116	600	28.4%	677	329	48.6%
		209	2,471	1,692	68.5%	73.9%	7.4%	2,471	750	30.4%	542	44	8.1%	1,186	379	32.0%	743	327	44.0%
		210	2,613	2,111	80.8%	65.4%	2.9%	2,613	876	33.5%	363	43	11.8%	1,913	631	33.0%	337	202	59.9%
Kentucky	Boyd	Boyd	48,447	34,594	71.4%	88.3%	20.6%	46,919	11,235	0.2%	10,391	1,079	10.4%	27,452	6,375	23.2%	9,076	3,781	41.7%
		302	1,161	779	67.1%	83.1%	25.4%	1,161	440	37.9%	188	99	52.7%	779	274	35.2%	194	67	34.5%
		303	2,090	1,451	69.4%	79.9%	16.7%	2,058	675	32.8%	954	37	8.1%	1,183	451	38.1%	421	187	44.4%
		304	2,244	1,617	72.1%	89.1%	27.1%	2,224	430	19.2%	509	35	6.9%	1,290	250	19.4%	445	145	32.6%
		305	4,891	3,422	70.0%	87.7%	22.0%	4,891	860	17.6%	1,029								

# **Appendix E**

**Title VI Assurances  
and  
Appendices A-E**





The United States Department of Transportation (USDOT)  
Standard Title VI/Non-Discrimination Assurances  
DOT Order No. 1050.2A

The KYOVA Interstate Planning Commission (herein referred to as the "Recipient"), hereby agrees that, as a condition to receiving any Federal financial assistance from the United States Department of Transportation (DOT) 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, or national origin);
- 49 C.F.R. Part 21 (entitled *Nondiscrimination In Federally Assisted Programs of the Department Of Transportation-effectuation of Title VI of the Civil Rights Act of 1964*);
- 28 C.F.R. Section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964):

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

**General Assurances**

In accordance with the Acts, and 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 persons 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 Federal Highway Program:

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

*"The \_\_\_\_\_ 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 clause of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient 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.
5. 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.

DeAnna Holliday  
Chair

Christopher M. Chiles  
Executive Director

KYOVA Interstate  
Planning Commission

400 Third Avenue  
Huntington, WV 25701  
P.O. Box 939  
Huntington, WV 25712  
Tel: (304) 523-7434  
Fax: (304) 529-7229



6. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
7. 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.
8. 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.
9. The Recipient agrees that the United States has a right to seek judicial enforcement with respect to any matter arising under the Acts, the Regulations, and this Assurance.

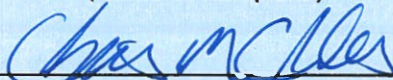
By signing this ASSURANCE, KYOVA Interstate Planning Commission also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the FHWA access to records, accounts, documents, information,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

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

**KYOVA Interstate Planning Commission**

(Name of Recipient)

by



(Signature of Authorized Official)

12-8-23

Date



## TITLE VI ASSURANCE

### APPENDIX A

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

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally assisted programs of the U.S. Department of Transportation, Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **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 or equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B or 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurement 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 or race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts and the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, and other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials, and leases or equipment, unless exempt by the Acts and the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provision 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 interest of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interest of the United States.

**TITLE VI ASSURANCE  
APPENDIX B**

**CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY**

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

**NOW, THEREFORE**, the Department of Transportation as authorized by law and upon the condition that the (Title of Recipient) will accept title to the lands and maintain the project constructed thereon in accordance with laws of the states of Kentucky, West Virginia, and Ohio, the Regulations for the Administration of Federal 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 U.S.C. §2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the (Title of Recipient) 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 interest therein unto (Title of 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 (Title of Recipient), its successors and assigns.

The (Title of 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 (Title of 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.)*

**TITLE VI ASSURANCE  
APPENDIX C**

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

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the KYOVA Interstate Planning Commission 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 covenant running with the land"] that:
  - 1. In the even facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for any 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, KYOVA Interstate Planning Commission 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 KYOVA Interstate Planning Commission 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 KYOVA Interstate Planning Commission 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.)*

**TITLE VI ASSURANCE  
APPENDIX D**

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

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

- 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 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, KYOVA Interstate Planning Commission 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, KYOVA Interstate Planning Commission will there upon revert to and vest in and become the absolute property of KYOVA Interstate Planning Commission 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.)*

## TITLE VI ASSURANCE APPENDIX E

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

- 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, or 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-aid programs and projects);
- Federal-aid Highway Act of 1973, (223 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 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of terms “programs or activities” to include all 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 American 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.*).



# **Appendix F**

## **Definitions**

## **Definitions**

### **Affirmative Action**

A good faith effort to eliminate past and present discrimination in all federally assisted programs and to ensure future nondiscriminatory practices.

### **African American (Black)**

A person having origins in any of the black racial groups of Africa.

### **American Indian or Alaska Native**

A person having origins in any of the original peoples of North and South American (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

### **Applicant**

An eligible public entity or organization that submits an application for financial assistance under a program administered on behalf of the State.

### **Area Development Districts (ADD)**

Focus on developing and sustaining the fundamental building blocks for state, regions, and local communities in rapidly changing global marketplace. Including but not limited to traditional emphasis on strategic planning and project funding for clean and safe drinking water systems, health care facilities, affordable housing, small business development and transportation improvements.

### **Asian**

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

### **Assurance**

A written “policy statement” or “contractual agreement” signed by the agency head in which a recipient agrees to administer federally assisted programs in accordance with civil rights laws and regulations.

### **Beneficiary**

Any person or group of people (other than states) entitled to receive benefits, directly or indirectly, from any federally assisted program (i.e. relocated persons, impacted citizens, communities, etc.

### **Complaint**

A verbal or written allegation of discrimination that indicates that a federally assisted program operated in such a manner that it results in disparity of treatment to persons or groups of persons because of race, color, national origin.

### **Compliance**

A satisfactory condition wherein an applicant, recipient, or subrecipient has effectively implemented all the Title VI requirements or can demonstrate that every good-faith effort toward achieving this end has been made.

**Contract**

A mutually binding legal relationship or any modification thereof obligating the seller to furnish supplies or services, including construction, and obligating the buyer to pay for them. Throughout this document, a lease is considered a contract.

**Contractor**

Any person, corporation, [partnership, organization, or incorporated association that participates, through a contract or subcontract, in any program or activity covered by this plan including lessees.

**Discrimination**

Involves any act or inaction, whether intentional or unintentional in any program or activity of a federal aid recipient, sub recipient, or contractor, which results in disparate treatment, disparate impact, or perpetuating the effects of prior discrimination based on race, color, sex, national origin, age, disability or in the case of disability, failing to make a reasonable accommodation.

**Division**

One of the administrative subdivisions of an office of the Kentucky Transportation Cabinet. The term *district* considered equivalent to *division*, as an administrative subdivision of an office of the KYTC.

**Executive Director**

The Executive Director is the individual responsible for the overall daily operation and responsibilities of the KYOVA Interstate Planning Commission. The Executive Director reports directly to the KYOVA Policy Board.

**Federal Assistance**

- Grants and loans of federal funds
- The grant or donation of federal property and interests in property
- The detail of federal personnel
- The sale and lease of, and the permission to use (on other than a casual or transient basis), federal property or any interest in such property without consideration or with nominal consideration, or with consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient
- Any federal agreement, arrangement, or other contract that has, as one of its purposes, the provision of assistance

**Federal Highway Administration (FHWA)**

Agency within the U.S. Department of Transportation that supports State and local governments in the design, construction and maintenance of the Nation's highway system (Federal Aid Highway Program) and various federally and tribal owned lands (Federal Loans Highway Program)

**Grantee**

Any public or private agency, institution or organization to whom federal financial assistance intended for any program.

**Hispanic or Latino**

A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.

**Interpretation**

The process of listening to something in one language and orally interpreting it in another. The mix of LEP services under the Oral Languages Services is as follows:

- Hiring bilingual staff
- Hiring staff interpreters
- Using telephone interpreter lines
- Using community volunteers
- Use of family members, friends, and other customers/passengers as interpreters.

**Kentucky Transportation Cabinet (KYTC)**

The agency of Kentucky charged by its laws with the responsibility for all modes of transportation.

**Limited English Proficiency (LEP)**

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.

**Metropolitan Planning Organization (MPO)**

Policy board of an organization created and designated to carry out the metropolitan transportation planning process. MPOs are required to represent localities in all Urbanized Areas (UZA) of populations of 50,000, as determined by the US Census. MPOs designated by agreement between the Governor and units of general-purpose local government that together represent at least 75 percent of the affected population (including the largest incorporated city, based on population, as named by the Bureau of the Census) or in accordance with procedures established by applicable State or local law. When submitting the transportation improvement program (described below), to the State for inclusion in the statewide program, MPOs self-certify that they have met all federal requirements.

**Minority**

A person or groups of persons differing from others in some characteristics, who may be, subjected to differential treatment based on race, color or national origin. Includes African Americans, Hispanics or Latinos, American Indian or Alaska native, Asians and Native Hawaiian or Other Pacific Islander.

**Native Hawaiian or Other Pacific Islander**

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islander.

**Non-compliance**

The condition wherein a recipient has failed to meet prescribed requirements and has shown a lack of good-faith effort in implementing all of the Title VI requirements.

**Non-minority or non-minority group people**

Caucasians

**Ohio Department of Transportation (ODOT)**

The agency of Ohio charged by its laws with the responsibility for all modes of transportation.

**Persons**

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

**Primary Recipient**

KYTC, ODOT, WVDOT or any department, division, or agency authorized to request federal assistance on behalf of sub-recipients and to distribute financial assistance to sub-recipients' contracts for carrying out a program.

**Program**

Includes any highway, project, or activity that provides services, financial aid or other benefits to individuals, including education or training, work opportunities, health, welfare, rehabilitation, housing or other services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient (i.e. Planning, Environment, Design, Right-of-Way, Construction, Safety, and Research).

**Program Area Officials**

The officials who are responsible for carrying out technical program responsibilities.

**Public Participation**

An open process in which the rights of the community to be informed to provide comments to the Government and to receive a response from the Government are met through a full opportunity to be involved and to express needs and goals.

**Recipient**

Kentucky, Ohio, or West Virginia or any political subdivision or instrumentality thereof or any public or private agency, institution, or organization or other entity; or any individual in Kentucky, Ohio, or West Virginia to whom federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof. The term "recipient" does not include any ultimate beneficiary under any such programs. Examples of recipients include MPOs, Council of Governments (COG), towns, cities, counties, school districts or any sub recipient.

**Secretary**

The chief administrative officer of the Kentucky Transportation Cabinet (KYTC), Ohio Department of Transportation (ODOT), and West Virginia Division of Highways (WVDOT).

**Statewide Transportation Improvement Program (STIP)**

Statewide transportation improvement program (STIP) for all areas for each State covering a period of at least four years. The STIP is a staged, multi-year, statewide intermodal program of transportation projects, consistent with the statewide transportation plan and planning processes as well as metropolitan plans, transportation improvement programs (TIP), and planning processes. The STIP must be developed in cooperation with the metropolitan planning organizations (MPO), public transit providers, and any Regional Transportation Planning Organization (RTPO) in the State and must be compatible with the TIPs for the metropolitan areas in the State.

**Statewide Transportation Plan (STP)**

A long-range transportation plan that provides for the development and implementation of the multimodal transportation system (including transit, highway, bicycle, pedestrian, and accessible transportation for the State. This plan must identify how the transportation system will meet the State's economic, transportation, development and sustainability goals for at least a 20-year planning horizon.

**Sub-grantee**

Any public or private agency, institution, or organization to who federal financial assistance is intended (through another recipient) for any program.

**Title VI Officer, Coordinator or Liaison**

Refers to the responsible official in matters relating to Title VI. KYOVA's Title VI Coordinator reports to and assists the Executive Director in carrying out the Title VI responsibility of the KYOVA Interstate Planning Commission.

**Title VI Program**

The system of requirements developed to implement Title VI of the Civil Rights Acts of 1964. When appropriate, the phrase "Title VI Program" also refers to the civil rights provisions of other federal non-discrimination authorities to the extent that they prohibit discrimination on the grounds of race, color, or national origin in programs or activities receiving federal financial assistance.

**Translation**

Translation is the replacement of a written text from one language into an equivalent written text in another.

**Transportation Improvement Program (TIP)**

Plan developed by Metropolitan Planning Organization (MPO) in cooperation with the State(s) and public transit providers detailing a list of upcoming transportation projects, covering a period of at least four years. It should include a capital and non-capital surface transportation projects, bicycle and pedestrian facilities and other transportation enhancements, Federal Lands Highway projects and safety projects included in the State's Strategic Highway Safety Plan. The TIP should include all regionally significant projects receiving FHWA or FTA funds, or for which FHWA or FTA approval is required.

**West Virginia Department of Transportation (WVDOT)**

The agency of West Virginia charged by its laws with the responsibility for all modes of transportation.

**White**

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

# **Appendix G**

**KYOVA Staff  
Title VI Training**



**KYOVA INTERSTATE PLANNING COMMISSION  
TITLE VI TRAINING  
FY 2024**

The following KYOVA Interstate Commission Employees participated in self-directed Title VI Training for FY 2024.

NAME	INITIAL	DATE
Saleem Salameh	SS	8-12-23
Jody Sigmon	JS	8-13-23
Annette Johnson	AJ	8-10-23
Steve Frye	SF	8-10-23
Dannielle Slusher	DS	8/13/23
Bethany Wild	BW	8/14/23
Chris Chiles	CC	8/14/23
Paul Young	PY	8/15/23
Terri Sicking	TS	8/13/23