A. Call to Order and Introductions
1. Determination of Quorum
2. Approve Order and Contents of the Overall Agenda
3. Introduction of Guests
4. Invocation

B. Regular Agenda
1. Approval of the May 25, 2017 Board Meeting Minutes (Enclosure 1)
2. FY 2018 Central Midlands COG Budget Report (Enclosure 2)
3. FY 2018 & 2019 Unified Planning Work Program (Enclosure 3)
4. FY 2018 & 2019 Rural Planning Work Program (Enclosure 4)
5. TIP Amendment - FY 2017 Transportation Alternatives Program (Enclosure 5)
6. Title VI – Language Assistance Plan (Enclosure 6)
7. TIP Amendment – Section 5310 Projects (Enclosure 7)
8. Letter to transfer Section 5339 Funds to CMRTA (Enclosure 8)
9. TIP Amendment – Section 5339 and 5307 Projects (Enclosure 9)
10. 2017 – 2019 DBE Goal (Enclosure 10)
11. TIP Amendment – Exit 119 (Enclosure 11)

C. Announcements / Committee or Staff Reports / Correspondences
1. Executive Director’s Report (Enclosure 12)
2. Recognition of the Board Chairman & Committee Chairpersons
3. Introduction of the New Chairman

D. Old/New Business

E. Other Business

F. Adjourn

REMINDER: The next CMCOG Board of Directors Meeting will be held on Thursday, August 24, 2017 in the COG Conference Room.

Note: Full Agenda packets can be found on the CMCOG website at www.cmcog.org.
BOARD MEMBERS PRESENT:
Jimmy Bales, Richland County Legislative Delegation
Connie Breeden, Richland County
Susan Brill, Richland County
Larry Brigham, Lexington County Council
David Brown, Fairfield County
John Carrigg, Lexington County
Micah Caskey, Lexington Co. Legislative Delegation
Alfred Comfort, Richland County
Ben Connell, Kershaw County Council
Ellen Cooper, City of Columbia
Todd Cullum, Lexington County Council
Sam Davis, Columbia City Council
Smokey Davis, Lexington County
Julie Ann Dixon, Richland County
MaryGail Douglas, Fairfield Co. Legislative Delegation
Shawn Epps, City of Columbia
Douglas Fabel, Richland County
Dr. Roger Gaddy, Chairman, Winnsboro Town Mayor
Zebbie Goudelock, Newberry City Council
John Hardee, City of Columbia
Norman Jackson, Richland County Council
William Leiding, City of Columbia
Paul Livingston, Richland County Council
Erin Long Berguson, Lexington County Council
Steve MacDougall, Mayor of Lexington
Earl McLeod, Lexington County
Walt McLeod, Newberry Co Legislative Delegation
Joe Mergo, Lexington County
Elise Partin, Cayce City Mayor
Charles Simpson, Lexington County
Bill Waldrop, Newberry County Council
Mark Williams, City of Forest Acres
Phil Yarborough, Lexington County Council

ADVISORY MEMBER PRESENT:
Barbara Smith-Carey, Mayor of Pelion

GUESTS PRESENT:
John Boyston, S.C. Department of Transportation
Kenny Bingham, American Engineering
Julian Burns, Kershaw County Council
Brian Carter, City of West Columbia
Chris Clauson, Town of Chapin
Michelle Dickerson, City of West Columbia
Melissa Jackson, S.C. Department of Transportation
Brian Klauck, S.C. Department of Transportation
Chad Long, S.C. Department of Transportation
Jennifer Necker, S.C. Department of Transportation
Donna Peeler, Joint Municipal Water and Sewer Commission
Ed Schooler, East Richland County Public Service District
Stephen Tosco, S.C. Department of Transportation
Rebecca Vance, City of Cayce

STAFF MEMBERS PRESENT:
Felicia Anderson, HR/Operations Manager
Roland Bart, Chief Transportation Planner
Eartha Burrell, Community Development Planner
Cyndi Gawronski, Community Development Manager
Anna Harmon, Director of the Long-Term Care Ombudsman Program
Jason Kent, GIS Manager
Ben Mauldin, Executive Director
Malia Ropel, Finance Director
Andy Simmons, Information Services Manager
Reginald Simmons, Deputy Executive Director/Transportation Director
Gregory Sprouse, Director of Research, Planning and Development
A. **CALL TO ORDER**

The meeting was called to order at 12:05 p.m. on May 25, 2017 by Chairman Roger Gaddy.

A1. **Determination of Quorum**

Chairman Gaddy acknowledged the presence of a quorum.

A2. **Approve Order and Contents of the Overall Agenda**

**MOTION, approved**

Julie Ann Dixon moved to approve the order and contents of the overall agenda. The motion was seconded and approved unanimously.

A3. **Introduction of Guests**

Gregory Sprouse introduced the guests at today’s meeting. They are listed on the first page.

Chairman Gaddy introduced State Representative Micah Caskey, who is representing the Lexington County Legislative Delegation on the Board. He also introduced Richland County citizen appointee, Douglas Fabel.

A4. **Invocation**

Smokey Davis gave the invocation.

B. **CONSENT AGENDA**

1. Approval of the April 27, 2017 Board Meeting Minutes, **approved**

**MOTION, approved**

Smokey Davis moved, seconded by David Brown, to approve the consent agenda. The motion was approved unanimously.

C. **REGULAR AGENDA**

C1. **Announcement of CMCOG Officer Nomination Committee for the 2-year term from July 1, 2017 – June 30, 2019**

Todd Cullum stated that the CMCOG Nominating Committee met on Wednesday, May 10, 2017. Present were David Brown, Todd Cullum, Shawn Epps, Paul Livingston, and Bill Waldrop. The Nominating Committee members voted in favor to submit the following nominations for officers for terms beginning July 1, 2017 and ending June 30, 2019.

Chair: Norman Jackson, Richland County

Vice-Chair: Steve MacDougall, Lexington County

**MOTION, approved**

The Board voted to elect officers for terms beginning July 1, 2017 and ending June 30, 2019. The nominations were approved unanimously, with William Leidinger abstaining.
C2. Environmental Planning Advisory Committee – Ultimate Oxygen Demand Reallocation Process for the Broad, Saluda and Congaree

Gregory Sprouse provided an update on the Ultimate Oxygen Demand (UOD) Reallocation Process. In November of 2014, DHEC determined through their water quality modeling process that because of changing stream conditions and basin-wide allocation needs, a 48% cut in UOD for each discharger was needed in order to maintain minimum dissolved oxygen water quality standards in the river. After ongoing dialogue, DHEC agreed to a lesser reduction of 35% based on revised modeling information related to the Federal Energy Regulatory Commission (FERC) relicensing process for the SCE&G/Lake Murray Dam.

On May 17, 2017, the discharger stakeholder group made a two-part recommendation for consideration by the Environmental Planning Advisory Committee (EPAC). The recommendation included:

A. 35% reduction in UOD for the smaller domestic and industrial wastewater providers and a global 35% reduction for Cayce, East Richland County Public Service District (ERPSD), and the City of Columbia
B. EPAC will discuss and make a recommendation to the CMCOG Board of Directors on Cayce’s reallocation request for Cayce, ERPSD, and the City of Columbia

At its May 24th meeting, EPAC approved the recommendations. A brief discussion took place.

MOTION, approved
Smokey Davis moved to approve the two-part recommendation regarding the Ultimate Oxygen Demand Reallocation Process for the Broad, Saluda and Congaree Rivers, as presented. The motion was seconded and approved unanimously.

D. ANNOUNCEMENTS / COMMITTEE OR STAFF REPORTS / CORRESPONDENCES

D1. Carolina Crossroads (I-20/I-26/126) Corridor Project

Brian Klauk provided an update on the Carolina Crossroads Corridor Project. The purpose of the project is to reduce congestion and improve safety. He explained that 49 alternatives have been proposed for 14 intersections. The project consists of three (3) phases and the first phase has been completed. The project is expected to cost between $1.3 and $1.5 billion. A brief discussion took place.

D2. Transportation Project Updates in the Central Midlands Region

Jennifer Necker provided an update on the following SCDOT projects:

- Hard Scrabble Road Widening
- Leesburg Road Widening
- S-48 Widening
- US 1 Widening – Phase II
- Leesburg @ Patricia Drive Intersection
- Old Orangeburg @ Bill Williamson Ct. Intersection
- US 1 @ Oak Drive Intersection
- I-26 and US 21 Interchange (Exit 119)
- Bridge Replacement Projects
- Interstate Rehab Projects
- Interstate Widening Projects
- Carolina Crossroads – I-20/26/126
- SCDOT Public Involvement Portal

A brief discussion took place.
D3. **Workforce Program Update – Contracting of Services**

Chris White stated that staff has been working to meet the July 1st deadline to meet the Workforce Innovation and Opportunity Act requirement to competitively procure One Stop operator services and career services. As of February 1st, ResCare Workforce Services won the bid to provide services in Richland, Lexington and Fairfield Counties. Mr. White provided further details on the process.

A brief discussion took place.

E. **OLD / NEW BUSINESS**

No old or new business was brought forth.

F. **OTHER BUSINESS**

No other business was brought forth.

G. **ADJOURN**

There being no further business, the meeting adjourned at approximately 12:55 p.m.

The Board of Directors of the Central Midlands Council of Governments approved these minutes at its June 22, 2017 meeting.

______________________________  ______________________________
Benjamin J. Mauldin, Secretary-Treasurer    Dr. Roger Gaddy, Chairperson

*These minutes were respectfully submitted by Felicia C. Anderson*
MEMORANDUM

DATE:       June 15, 2017
TO:         CMCOG Board of Directors
FROM:       Benjamin J. Mauldin, Executive Director
SUBJECT:    FY 18 Budget and Work Program

Recommendation: Approve the following items:
   1. FY 18 Budget
   2. FY 18 Work Program
   3. FY 18 Pay Plan

Background:
Staff has completed the FY 18 Budget, Work Program and related documents. We propose a balanced budget of $16,163,008.

Our budget process is very challenging because we have so many different funding sources, including numerous grants and contracts, which fluctuate in amount. Some of our grants and contracts are one-time revenues that have a lifetime of one or two fiscal years, so staff is constantly looking for new revenues to replace expiring grants and contracts.

I would like to recognize the work of the Finance staff, particularly Malia Ropel, for her excellent work. I would also like to thank all of the management team and staff for their successful efforts to find cost reductions and new revenue sources.
CMCOG's mission is to provide the highest quality of planning, technical assistance and services to local governments, businesses and citizens in the Central Midlands region.

Dr. Roger Gaddy, Chairperson
Benjamin J. Mauldin, Executive Director
236 Stoneridge Drive
Columbia, SC 29210

Established: 1969
Serving Fairfield, Lexington, Newberry and Richland Counties
Mission Statement

To provide the highest quality of planning, technical assistance and services to local governments, businesses and citizens in the Central Midlands region.

Guiding Principles

- Provide a regional forum where any local government can have issues heard and needs addressed.
- Advocate on behalf of regional governments, businesses and citizens.
- Provide planning and technical assistance with current and future needs of the region in mind.
EXECUTIVE SUMMARY
LETTER TO CMCOG BOARD OF DIRECTORS

To the CMCOG Board of Directors:

CMCOG’s process begins with the development of a preliminary budget by each department. These preliminary budgets are developed on contracts and grants that have already been received, or those that have been submitted to appropriate federal and state agencies and which management believes will be funded based on experience and contact with the various agencies. The membership dues that CMCOG receives from our member governments are used to cover the local match expenses for these grants.

These preliminary department budgets are compiled and balanced between departments and funds and are then developed into a proposed operating budget which is submitted to the COG’s Executive Committee (which serves as the Budget Committee) for review. The budget committee receives the proposed budget along with an overview of significant changes from the previous year, accomplishments from the current fiscal year, and goals and new projects for the upcoming year. The budget committee reviews the budget and develops any specific questions and concerns that can be directed to both the general management and departmental managers. Once the committee members are satisfied with the proposed budget, they approve and send it to the full CMCOG Board of Directors for adoption.

Of course, our budget process does not end with the adoption of the budget. CMCOG will always continue to be proactive in seeking new funding sources including grants and contracts. New grants are continually being received and new contracts are being entered into throughout the course of the fiscal year, some of which require small modifications through the supplemental budget process. The Board of Directors can approve these modifications through consent; also throughout the fiscal year, Financial Statements are provided to the board for their review of the COG’s financial status.

It is the goal of management and staff of the Central Midlands Councils of governments to always provide the highest quality, most efficient, economical and effective services possible to our member jurisdictions. It is also the goal of this budget document to provide a clear, coherent and informative description of CMCOG from both a programmatic and fiscal standpoint.

Many thanks to all our member governments for their continued financial support.

Best Regards,

Benjamin J. Mauldin
Executive Director
EXECUTIVE SUMMARY

The CMCOG budget reflects existing and anticipated Federal and state grants, fees for service work, partnership agreements, and how local membership dues are applied to maximize these funding opportunities and support general membership services.

Officials at all levels of government are paying more attention to the potential positive outcomes of working across political boundaries to address our most pressing public service issues and increase efficiency in the delivery of much needed public services and infrastructure. As the lead regional planning organization, CMCOG must continue to identify, promote and help facilitate regional collaborative efforts among local government jurisdictions that help enhance government efficiency and effective service delivery.

Our work in this growing and dynamic region is very important and we will continue to facilitate discussion and provide technical assistance and services to help address regional challenges in important areas such as 208 water quality management planning; transportation and land use planning; air quality and efficient use of energy; public safety and emergency preparedness; and provision of services to the aging population.

The success of our organization is highly dependent on the continued dedication and excellent work of our professional staff. They come to work every day caring about the welfare of this region. They are dedicated to the great cause of helping sustain and improve the high quality of life we have all come to enjoy. I am proud of their achievements and the continued success of CMCOG.

BUDGET OVERVIEW

CMCOG continues to implement budget strategies to protect its short and long term positive fiscal condition. The FY 2018 budget reflects sensitivity to the overall regional economic climate while maintaining services that support our member local governments. The budget has been developed guided by a strong focus on continuing with planned long-term goals and initiatives designed to sustain and enhance the overall quality of life in the region.

BUDGET PROCESS

The budget schedule for FY 2018 is as follows:

| Jan. – Feb. | CMCOG Director’s Team Discussion / Management Team discussion – Internal Consultation. |
| Mar.        | CMCOG Director’s submit budget requests / Work Programs. |
| Mar. – Apr. | Proposed Draft Budget is developed. |
| Apr.        | Executive Director Finalizes Proposed Draft Budget. |
| May         | CMCOG Executive Committee – (Budget Committee) meets and addresses the proposed draft budget. |
| June        | CMCOG Executive Committee approves budget. Final budget approval by full CMCOG Board, including Work program and Policy Manual Revisions. |
FY 2017 MAJOR ACCOMPLISHMENTS

CMCOG is committed to providing high quality services and dedicated to sustaining and improving the quality of life for the region. Some successful highlights are:

- Implementation of the Workforce Innovation Opportunity Act and selection of Rescare Workforce Services to provide the one stop operator services for the region
- CMCOG received an unqualified “clean” financial and compliance audit
- Recruitment of additional volunteers for the Ombudsman “Friendly Visitor” Program
- Professional technical assistance to our CMCOG member governments
- Improvements to the Area Agency on Aging / Aging Disability Resource Center
- Hosting orientation/ongoing training requirements for our local elected and appointed officials
- Implementation of the COATS and CMCOG Rural Transportation Improvement Programs

BUDGETARY HIGHLIGHTS

Highlights of the FY 18 Proposed Budget are:

- The total recommended budget is $16,163,008 including pass-thru dollars. This represents an 26% increase from the prior year budget.
- Indirect costs remain relatively the same from the current budget.
- Local Membership Dues: Local membership dues were calculated based on the 75 cents per capita formula in the CMCOG bylaws.
- Employee Compensation: No cost of living increase budgeted. We will revisit the budget mid-year to determine if an adjustment can be made.
- CMCOG’s goal is to achieve a maximum of 15% of the operating budget minus pass-thru funds.

CONCLUSION

The proposed budget for FY 18 has been prepared within the financial context of the maintaining meaningful and responsible commitments to our programs and services that add value to the quality of life in our region. Staff will continue to implement cost effective operations measures as we move forward into the upcoming fiscal year. The use of local membership dues to fund programs will be monitored closely for effectiveness and feasibility.

CMCOG will continue its commitment to provide high quality services to our member jurisdictions and the region. Efforts will continue to develop additional collaborative partnerships with regional governmental, business, university, and civic leaders to raise the profile of CMCOG as the forum and facilitator for regional cooperative efforts. The hard work and thoughtful support of CMCOG's Executive Committee and leadership of the Board of Directors are acknowledged for providing guidance and planning initiatives.
CMCOG STAFF MEMBERS

ADMINISTRATION

Benjamin J. Mauldin  
Executive Director

Reginald Simmons  
Deputy Executive Director /  
Director of Transportation

Felicia Anderson  
Human Resources/Operations  
Manager

FINANCE

Malia Ropel  
Finance Director

Jessica Foster  
Accounting Clerk

Myra Hamilton  
Accountant

AREA AGENCY ON AGING/AGING & DISABILITY RESOURCE CENTER

Cindy Curtis  
Director of Area Agency on  
Aging /ADRC Area Agency on  
Aging /ADRC

Becky Baird  
Family Caregiver Advocate

Sheila Bell-Ford  
SHIP Coordinator

Carol Boykin  
Information, Referral &  
Assistance Specialist

Jajuana Davis  
Aging Program Coordinator

Francicia Matthews  
Aging Program Coordinator

LONG-TERM CARE OMBUDSMAN PROGRAM

Anna Harmon  
Long-Term Care Ombudsman  
Director

Fretoria Addison  
Ombudsman Volunteer  
Program Coordinator

LaToya Buggs-Williams  
Senior Ombudsman  
Investigator

Laurie Giarratano  
Associate Ombudsman

RESEARCH, PLANNING & DEVELOPMENT

Gregory Sprouse  
Director, Research, Planning  
and Development

Guillermo Espinosa  
Senior Planner

Jason Kent  
GIS Manager

Eartha Burrell  
Community Development  
Planner

Cyndi Gawronski  
Community Development  
Manager

Andrew J. Simmons  
Information Services Manager
TRANSPORTATION PLANNING

Reginald Simmons  
Deputy Executive Director / Director of Transportation

Roland E. Bart  
Chief Transportation Planner

MIDLANDS WORKFORCE DEVELOPMENT BOARD

Chris White  
Director, Workforce Development

Diane Hart  
WIOA Assessment Specialist

Kynshari Smith  
SCWOS Coordinator

Tammy Beagen  
Assistant Director, Workforce Development

Anastasiya Hay  
SCWOS Coordinator

Sheron Sutton  
WIOA Assessment Manager

LaToya Fisher  
SCWOS Coordinator

Stephen Knight  
Business Services Liaison

Tiana Langer  
WIOA Assessment Specialist
<table>
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<tr>
<th>MEMBER GOVERNMENTS</th>
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</thead>
<tbody>
<tr>
<td>Fairfield County</td>
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<tr>
<td>Newberry County</td>
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<tr>
<td>Lexington County</td>
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<tr>
<td>Richland County</td>
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<tr>
<td>Batesburg-Leesville</td>
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<tr>
<td>Columbia</td>
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<tr>
<td>Irmo</td>
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<tr>
<td>Cayce</td>
</tr>
<tr>
<td>Forest Acres</td>
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<td>Lexington, Town</td>
</tr>
<tr>
<td>Springdale</td>
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<td>Winnsboro</td>
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</tbody>
</table>
# Budget Summary

## Central Midlands Council of Governments

**FY2018 Budget**

### Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>FY2018 Budget</th>
<th>FY2017 Budget</th>
<th>Percent of Budget of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Revenue</td>
<td></td>
<td></td>
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<tr>
<td>Member Governments</td>
<td>545,302</td>
<td>545,302</td>
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<td>State Aid</td>
<td>70,407</td>
<td>70,407</td>
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<tr>
<td>Interest Income</td>
<td>25</td>
<td>25</td>
<td>0.00%</td>
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<td>Sale of Data &amp; Publications</td>
<td>0</td>
<td>0</td>
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<tr>
<td>WorkKeys</td>
<td>25,000</td>
<td>21,526</td>
<td>16.14%</td>
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<td>208 Conformance Reviews</td>
<td>10,000</td>
<td>10,000</td>
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<tr>
<td>SCAPA Training Revenue</td>
<td>1,500</td>
<td>2,000</td>
<td>-25.00%</td>
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<tr>
<td>Environmental COCs</td>
<td>0</td>
<td>500</td>
<td>0.00%</td>
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<tr>
<td>Local Revenue-Aging</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>Local Revenue-Other</td>
<td>816,400</td>
<td>0</td>
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<tr>
<td>Fringe Recovery</td>
<td>871,602</td>
<td>1,049,883</td>
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<tr>
<td>Indirect Cost Recovery</td>
<td>373,755</td>
<td>396,708</td>
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<td><strong>Total Local Revenue</strong></td>
<td>2,713,991</td>
<td>2,096,351</td>
<td>29.46%</td>
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<td>Regional Programs</td>
<td></td>
<td></td>
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<tr>
<td>Aging Planning &amp; Administration</td>
<td>758,453</td>
<td>580,264</td>
<td>30.71%</td>
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<td>Ombudsman Program</td>
<td>273,671</td>
<td>256,371</td>
<td>6.75%</td>
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<td>Midlands Workforce Development Board</td>
<td>1,072,501</td>
<td>2,176,344</td>
<td>-50.72%</td>
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<td>Transportation</td>
<td>4,658,830</td>
<td>1,163,360</td>
<td>300.46%</td>
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<tr>
<td>EPA 208 Planning</td>
<td>13,500</td>
<td>13,500</td>
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<td>Joint Land Use</td>
<td>60,300</td>
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<tr>
<td>Hazard Mitigation</td>
<td>0</td>
<td>34,125</td>
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<tr>
<td>EDA Planning Grant</td>
<td>81,585</td>
<td>57,400</td>
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<tr>
<td>EDA Technical Assistance</td>
<td>0</td>
<td>18,000</td>
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<tr>
<td>Comm Development Block Grant-Planning</td>
<td>50,000</td>
<td>50,000</td>
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<tr>
<td><strong>Total Regional Programs</strong></td>
<td>6,968,840</td>
<td>4,484,364</td>
<td>55.40%</td>
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<td>Community Development Block Grant Admin</td>
<td>11,678</td>
<td>82,208</td>
<td>-85.79%</td>
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<tr>
<td>Local Technical Assistance Contracts</td>
<td>17,500</td>
<td>45,885</td>
<td>-61.86%</td>
</tr>
<tr>
<td>Transfer From Other Program Areas-Matching, Other</td>
<td>473,783</td>
<td>457,151</td>
<td>3.64%</td>
</tr>
<tr>
<td><strong>Total Operating Revenue</strong></td>
<td>10,185,792</td>
<td>7,165,959</td>
<td>42.14%</td>
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</table>

### Contracted Services Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>FY2018 Budget</th>
<th>FY2017 Budget</th>
<th>Percent of Budget of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aging</td>
<td>3,365,062</td>
<td>3,365,062</td>
<td>0.00%</td>
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<tr>
<td>MWDB Contractors</td>
<td>2,612,154</td>
<td>2,284,198</td>
<td>14.36%</td>
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<tr>
<td><strong>Total Contracted Services Revenue</strong></td>
<td>5,977,216</td>
<td>5,649,260</td>
<td>5.81%</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td>16,163,008</td>
<td>12,815,219</td>
<td>26.12%</td>
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### Expenses

<table>
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<tr>
<th>Category</th>
<th>2021</th>
<th>2020</th>
<th>Change</th>
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<tbody>
<tr>
<td>Personnel Costs</td>
<td>2,592,853</td>
<td>3,246,491</td>
<td>-20.13%</td>
</tr>
<tr>
<td>Fringe &amp; Indirect Cost Allocation</td>
<td>1,245,357</td>
<td>1,446,591</td>
<td>-13.91%</td>
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<tr>
<td>Operations and Maintenance</td>
<td>644,661</td>
<td>601,851</td>
<td>7.11%</td>
</tr>
<tr>
<td>Employee Development &amp; Training</td>
<td>42,750</td>
<td>40,582</td>
<td>5.34%</td>
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<tr>
<td>Travel &amp; Transportation</td>
<td>112,279</td>
<td>78,595</td>
<td>42.86%</td>
</tr>
<tr>
<td>Consultants &amp; Contracts</td>
<td>4,738,876</td>
<td>530,775</td>
<td>792.82%</td>
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<tr>
<td>Local Government Training</td>
<td>900</td>
<td>400</td>
<td>125.00%</td>
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<tr>
<td>Capital Outlays</td>
<td>25,000</td>
<td>17,276</td>
<td>44.71%</td>
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<tr>
<td>Instructional Training &amp; Supp Svces</td>
<td>0</td>
<td>525,777</td>
<td>-100.00%</td>
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<tr>
<td>JARC/New Freedom (CMRTA/Mid. Rideshare/Mid. Alliance)</td>
<td>300,000</td>
<td>211,633</td>
<td>0.00%</td>
</tr>
<tr>
<td>Transfer To Other Program Areas-Matching, Other</td>
<td>473,783</td>
<td>457,151</td>
<td>3.64%</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>10,176,459</td>
<td>7,157,122</td>
<td>42.19%</td>
</tr>
</tbody>
</table>

### Contracted Services Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>2021</th>
<th>2020</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aging</td>
<td>3,374,395</td>
<td>3,373,900</td>
<td>0.01%</td>
</tr>
<tr>
<td>MWDB Contractors</td>
<td>2,612,154</td>
<td>2,284,198</td>
<td>14.36%</td>
</tr>
<tr>
<td><strong>Total Contracted Services Expenses</strong></td>
<td>5,986,549</td>
<td>5,658,098</td>
<td>5.80%</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>16,163,008</td>
<td>12,815,220</td>
<td>26.12%</td>
</tr>
</tbody>
</table>

### Revenue Over/(Under) Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>2021</th>
<th>2020</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue Over/(Under) Expenses</strong></td>
<td>(0)</td>
<td>(1)</td>
<td></td>
</tr>
</tbody>
</table>
FY 2018 EXPENSES

- Contracted Expenses: 37%
- Personnel: 16%
- Consultants/Contracts: 29%
- Fringe/Indirect: 8%
- Operations/Maintenance: 5%
- Matching grants: 3%
- Other: 2%
FY18 WORK PROGRAM GOALS AND OBJECTIVES
ADMINISTRATION

DIRECTOR: Benjamin J. Mauldin

OBJECTIVES: To provide coordinated support for the Board of Directors and its committees; to interact and coordinate with outside partners and agencies; to analyze, comment, and offer recommendations on legislation and to provide to regional public outreach related to CMCOG activities and issues. The administration department is also responsible for providing support and supervision of the agency daily operations, all accounting functions including maintaining accurate and current financial records for the operating, capital, and pass-through funds in accordance with Council policy, state, federal and grantors' regulations.

I. PROGRAM PRIORITIES / FOCUS - FY18

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<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Staff Supervision</td>
</tr>
<tr>
<td>2</td>
<td>Board of Directors support and liaison</td>
</tr>
<tr>
<td>3</td>
<td>Promote awareness of Council’s work progress among member governments and community organizations</td>
</tr>
<tr>
<td>4</td>
<td>Maintain and manage all accounting functions</td>
</tr>
<tr>
<td>5</td>
<td>Prepare internal and external financial reports</td>
</tr>
<tr>
<td>6</td>
<td>Prepare financial reports as required by grantor agencies</td>
</tr>
<tr>
<td>7</td>
<td>Assist management staff with budget preparation &amp; monitor department budgets</td>
</tr>
<tr>
<td>8</td>
<td>Ensure building, vehicles, and grounds are properly maintained and in good repair</td>
</tr>
<tr>
<td>9</td>
<td>Oversee maintenance and upkeep of office equipment</td>
</tr>
<tr>
<td>10</td>
<td>Provide Information Technology services to the Agency</td>
</tr>
<tr>
<td>11</td>
<td>Maintain the Council’s Capital Improvement Program</td>
</tr>
<tr>
<td>12</td>
<td>Provide Human Resource services</td>
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</tbody>
</table>

II. CURRENT / FUTURE PROJECTS - FY 18

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Update CMCOG Strategic Plan</td>
</tr>
<tr>
<td>2</td>
<td>Update Capital Improvements Plan</td>
</tr>
<tr>
<td>3</td>
<td>Develop funding and service objectives/strategies for the CM Development Corp.</td>
</tr>
<tr>
<td>4</td>
<td>Find additional revenues streams</td>
</tr>
</tbody>
</table>
OBJECTIVES: A majority of aging services are federally funded through the 1965 Older Americans Act. This law requires that planning and service districts be designated to plan and implement aging services. The Lieutenant Governor’s Office on Aging has divided the state into ten planning and service districts. Central Midlands Council of Governments was designated as the midlands’ Area Agency on Aging (AAA) in 1976. The major component of Aging Services is ADRC Administration.

ADRC ADMINISTRATION: The mission of the Area Agency on Aging is to plan programs and services for the growing population of older people and people with disabilities in Fairfield, Lexington, Newberry and Richland Counties. The agency subcontracts with local providers for delivery of many services. The Regional Aging and Disability Advisory Committee, the majority of whom are older individuals or individuals who are eligible to participate in Older Americans Act programs, or representatives of older persons and the general public, assists the Council of Governments in fulfilling the responsibilities of the Area Agency on Aging.

The department provides and/or supports the following services:

Community Services:  
- Adult Day Care Services  
- Insurance Counseling (I-CARE)  
- Group Dining  
- Health and Wellness  
- Information and Referral  

ADRC ADMINISTRATION:  
- Legal Assistance  
- Nutrition Education and Screening  
- Transportation  
- Volunteer Opportunities  

In-Home Services:  
- Home Delivered Meals  
- Home Care  
- Respite Care  
- In Home Assessments

I. PROGRAM PRIORITIES / FOCUS - FY 18

1. Plan and implement the aging senior services assessment program  
2. Plan and implement the Medicaid Managed Care program  
3. Continue to implement the Information, Referral and Assistance/ADRC  
4. Implement data entry changes  
5. Continue to plan and implement Emergency Response policies and procedures and attend related community meetings/coalitions  
6. Implement distribution of the Alzheimer’s Association, State Respite and Title III respite vouchers  
7. Continue the FCSP in meeting the LGOA documentation requirements  
8. Plan and implement the I-CARE training  
9. Continue to pursue non-traditional venues for Outreach  
10. Attend training as required, submit ad hoc reports as requested by LGOA  
11. Continue to oversee day-to-day operations of the department, including fiscal and contracting decisions  
12. Advocacy at the state and national levels will continue  
13. Continue training on Elder Abuse through Department of Justice grant  
14. Outreach to immigrant populations continues  
15. Grandparent Support group continues  
16. Continue to offer Advance Directives training  
17. Attendance at Community Collaborative Response team will continue

II. CURRENT / FUTURE PROJECTS - FY 18

1. Complete and Implement Area Plan  
2. Implementation of the senior services assessment program effective start date 07/01/2017
LONG-TERM CARE OMBUDSMAN PROGRAM

DIRECTOR: Anna Harmon

OBJECTIVES: The Central Midlands Regional Long-Term Care Ombudsman Program receives resident related complaints/concerns of residents in long-term care facilities. Complaints range from abuse, neglect, exploitation to quality of care issues and resident rights concerns. The Long Term Care Ombudsman Program is governed by the federal Older Americans Act and by South Carolina State Law (Omnibus Adult Protection Act). As noted in the Omnibus Adult Protection Act, the Long Term Care Ombudsman Program shall investigate or cause to be investigated reports of abuse, neglect, and exploitation of vulnerable adults occurring in facilities. The Long Term Care Ombudsman Program may develop policies, procedures, and memoranda of agreement to be used in reporting these incidents and in furthering its investigations.

The following summarize the duties of the Ombudsman Program:

- Investigates and works to resolve problems or complaints affecting long term care residents.
- Identifies problem areas in long-term care and advocates and/or mediates for change.
- Provides information about long-term care and related services.
- Promotes resident, family, and community involvement in long-term care.
- Educates the community about the needs of long-term care residents.
- Coordinates efforts with other agencies in efforts to protect residents and ensure their safety.
- Visits long term care facilities to talk to residents and monitor conditions.
- Educates facility staff about resident rights and other issues.
- Promote the Friendly Visitor Program.
- Promote the understanding of Advance Directives.

I. PROGRAM PRIORTIES / FOCUS - FY 18

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<tr>
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<tbody>
<tr>
<td>1</td>
<td>Investigate complaints (abuse and neglect complaints being a priority)</td>
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<tr>
<td>2</td>
<td>Provide educational information re: Resident Rights and Omnibus Adult Protection Act/Abuse, Neglect &amp; Exploitation</td>
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<tr>
<td>3</td>
<td>Provide information and coordinate with other agencies on behalf of residents</td>
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<tr>
<td>4</td>
<td>Serve as a resident advocate and increase advocacy efforts</td>
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<tr>
<td>5</td>
<td>Recruit, train, and monitor volunteer relate activities</td>
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<tr>
<td>6</td>
<td>Educate the community on Advance Directives</td>
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<tr>
<td>7</td>
<td>Encourage Resident and Family Councils</td>
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<td>8</td>
<td>Expand the Volunteer Ombudsman Program</td>
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</tbody>
</table>

II. CURRENT / FUTURE PROJECTS - FY 18

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<table>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Distribute materials related to long-term care, elder abuse and Resident Bill of Rights</td>
</tr>
<tr>
<td>2</td>
<td>Quarterly events related to volunteers, advance directives, abuse, neglect &amp; exploitation</td>
</tr>
<tr>
<td>3</td>
<td>Recruit at least 10 more volunteers for the region</td>
</tr>
</tbody>
</table>
COMMUNITY AND ECONOMIC DEVELOPMENT

MANAGER: Cyndi Gawronski

OBJECTIVE: Community and economic development (CED) comprises a key element of the work of Central Midlands Council of Governments (CMCOG). Working as part of an economic development network in the Central Midlands region, CED staff assists local governments in obtaining grants and loans for businesses from a variety of sources. Planning for economic development occurs through the use of ongoing EDA and CDBG funded planning grants to identify goals and objectives for economic development, and to identify projects and rational economic development.

In addition to economic development related activity, CED staff assists local governments in applying for and in the administration of, CDBG grants for community development and infrastructure projects which benefit low and moderate income communities.

Since Central Midlands was founded, staff has successfully obtained an estimated $10-20+M in CDBG and EDA funds to undertake a variety of projects around the region to benefit low and moderate income citizens and distressed communities.

<table>
<thead>
<tr>
<th>I. PROGRAM PRIORITIES / FOCUS - FY 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. CDBG Project Administration through end of grant period</td>
</tr>
<tr>
<td>2. CDBG, EDA &amp; Related Training</td>
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<tr>
<td>3. CDBG Project Development and Outreach</td>
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<tr>
<td>4. EDA Regional Planning Grant Administration</td>
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<tr>
<td>5. CDBG Regional Planning Grant Administration</td>
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</tbody>
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<table>
<thead>
<tr>
<th>II. CURRENT / FUTURE PROJECTS - FY 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Batesburg-Leesville – Water Tank Remediation</td>
</tr>
<tr>
<td>2. Brookland Baptist - Roof Upgrade</td>
</tr>
<tr>
<td>3. Cayce – State Street Area Sewer Line Replacement II</td>
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<tr>
<td>4. Gaston – ADA Improvements</td>
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<tr>
<td>5. Lexington – Duffy Sidewalk</td>
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<tr>
<td>6. Newberry – Blight Removal</td>
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<tr>
<td>7. Newberry – West End II</td>
</tr>
<tr>
<td>8. Pelion – Modular Restroom Acquisition</td>
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<tr>
<td>10. Sistercare – 2016 Renovation</td>
</tr>
<tr>
<td>11. Summit – Modular Restroom Acquisition</td>
</tr>
<tr>
<td>12. Swansea – ADA Sidewalk Project</td>
</tr>
<tr>
<td>13. Winnsboro – Sewer Transmission Line</td>
</tr>
</tbody>
</table>
RESEARCH, PLANNING AND DEVELOPMENT

DIRECTOR: Gregory Sprouse

OBJECTIVES:

Land Use Planning: Since the agency's creation in 1969, CMCOG has provided land use planning and general technical administrative support to its member local governments in the form of staff support and individual project efforts. Today, CMCOG continues to provide technical assistance to area and local governments on land development matters including, but not limited to, the preparation of land use plans, fringe area studies, zoning ordinances and subdivision regulations or other specialized planning studies. This service is extended to any local governments in the region and is paid for on an individual project basis.

Environmental Planning: Environmental activities of Central Midlands Council of Governments include water and air quality planning and regional open space planning. The COG is the designated water quality management agency for the Central Midlands region. As such, CMCOG works closely with state agencies such as the SC Department of Health and Environmental Control, municipal and county government groups and public interest groups such as the Sierra Club, the League of Women Voters and the River Alliance to protect the quality of area waterways both for current and future use.

Geographic Information System (GIS): The CMCOG Geographic Information System (GIS) program provides a variety of digital mapping solutions and geo-spatial data services for member governments, municipalities, and the general public. Since 1994 GIS has played an active role in regional transportation, environmental, and land-use planning initiatives. In addition, the GIS department continues to provide technical services, such as zoning and parcel mapping, for a number of the smaller municipalities within our region.

Other responsibilities undertaken by the GIS division include: providing agency wide analysis and cartographic support, hazard mitigation planning, transportation modeling, environmental mapping, and regional demographic analysis.

Research: Research staff provides data support services for all the council’s planning programs. They monitor the region’s growth through its original research, and by conducting a number of ongoing surveys. The Research program also offers a comprehensive site analysis and site selection mapping and reporting tool. Features include maps areas showing land and water areas, roads, county and city boundaries and zip codes. Demographic profiles can be generated on points, zip codes, counties, places, or custom areas.

I. PROGRAM PRIORITIES / FOCUS - FY 18

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Transportation Planning Program Support</td>
</tr>
<tr>
<td>2</td>
<td>Local Government Technical Service Contract Administration</td>
</tr>
<tr>
<td>3</td>
<td>208 Water Quality Program Management</td>
</tr>
<tr>
<td>4</td>
<td>Geographic Information Systems (GIS) Management</td>
</tr>
<tr>
<td>5</td>
<td>Graphic/Cartographic Design Support</td>
</tr>
<tr>
<td>6</td>
<td>Grant/Contract Development Activities</td>
</tr>
<tr>
<td>7</td>
<td>Socio-economic Research Activities</td>
</tr>
<tr>
<td>8</td>
<td>Public-Relations Activities for the Agency</td>
</tr>
<tr>
<td>9</td>
<td>Hazard Mitigation Planning</td>
</tr>
<tr>
<td></td>
<td>Joint Land Use Military Planning</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------</td>
</tr>
<tr>
<td><strong>II. CURRENT / FUTURE PROJECTS - FY 18</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Irmo Technical Assistance</td>
</tr>
<tr>
<td>2</td>
<td>Planning/Zoning Training</td>
</tr>
<tr>
<td>3</td>
<td>Miscellaneous internal and external demographic and mapping requests</td>
</tr>
<tr>
<td>4</td>
<td>Local government GIS base mapping</td>
</tr>
<tr>
<td>5</td>
<td>GIS Data Maintenance</td>
</tr>
<tr>
<td>6</td>
<td>Growth and Development Region Reports</td>
</tr>
<tr>
<td>7</td>
<td>Economic Indicators</td>
</tr>
<tr>
<td>8</td>
<td>208 Conformance Reviews</td>
</tr>
<tr>
<td>9</td>
<td>ACCRA - quarterly Cost of Living Survey</td>
</tr>
<tr>
<td>10</td>
<td>Regional Hazard Mitigation Planning Update</td>
</tr>
<tr>
<td>11</td>
<td>Joint Land Use Implementation Plan</td>
</tr>
<tr>
<td>12</td>
<td>Demographic Database Updates</td>
</tr>
<tr>
<td>13</td>
<td>Employment Database Updates</td>
</tr>
<tr>
<td>14</td>
<td>Regional Population and Employment Projection Reports</td>
</tr>
<tr>
<td>15</td>
<td>Local Government Comprehensive Plan Updates</td>
</tr>
</tbody>
</table>
TRANSPORTATION PLANNING

DIRECTOR: Reginald Simmons

OBJECTIVES:

The Central Midlands Council of Governments (CMCOG) is the designated Metropolitan Planning Organization (MPO) responsible for carrying out the urban transportation planning process for the Columbia Area Transportation Study (COATS). The COATS MPO study area boundary includes large portions of Richland and Lexington Counties and small portions of Newberry, Fairfield, Calhoun and Kershaw Counties. The primary responsibilities of the MPO is to: 1) develop a Long Range Transportation Plan, which is, at a minimum, a 25-year transportation vision for the metropolitan area; 2) develop a Transportation Improvement Program, which is the agreed-upon list of specific projects for which federal funds are anticipated; and 3) develop a Unified Planning Work Program (UPWP), which identifies in a single document the annual transportation planning activities that are to be undertaken in support of the goals, objectives and actions established in the Long-Range Transportation Plan.

The Central Midlands Council of Governments (CMCOG) is also designated as the Rural Planning Organization (RPO) responsible for carrying out the rural transportation planning process for the Central Midlands region. The CMCOG RPO study area boundary includes the non-urbanized areas of Richland and Lexington, Newberry and Fairfield Counties. The primary responsibilities of the RPO is to: 1) develop a Rural Long Range Transportation Plan, which is the 25-year transportation vision for the rural area; 2) develop a Rural Transportation Improvement Program, which is the agreed-upon list of specific projects for which federal funds are anticipated; and 3) develop a Rural Planning Work Program (RPWP), which identifies in a single document the annual transportation planning activities that are to be undertaken in support of the goals, objectives and actions established in the Rural Long-Range Transportation Plan. As the MPO & the RPO, CMCOG provides the forum for cooperative decision making in developing regional transportation plans and programs to meet changing needs. It is composed of elected and appointed officials representing local, state and federal governments or agencies having interest or responsibility in comprehensive transportation planning.

I. PROGRAM PRIORITIES / FOCUS: FY 18

<table>
<thead>
<tr>
<th></th>
<th>Program Priorities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Implementation of Lower Richland Sub-Area Plan</td>
</tr>
<tr>
<td>2</td>
<td>Implementation of Regional Motor Freight Transportation Plan</td>
</tr>
<tr>
<td>3</td>
<td>Implementation of Regional Congestion Management Plan</td>
</tr>
<tr>
<td>4</td>
<td>Implementation of Human Services Transportation Coordination Plan</td>
</tr>
<tr>
<td>5</td>
<td>Implementation of White Knoll Sub-Area Plan</td>
</tr>
<tr>
<td>6</td>
<td>Implementation of S-48 Corridor Plan</td>
</tr>
<tr>
<td>7</td>
<td>Implementation of FTA Sections 5316 &amp; 5317 Program Management Plan</td>
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<tr>
<td>8</td>
<td>Implementation of 2040 Long Range Transportation Plan</td>
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<tr>
<td>9</td>
<td>Implementation of Commuter Rail Feasibility Study</td>
</tr>
<tr>
<td>10</td>
<td>Implementation of COATS 2035 TransCad Travel Demand Model</td>
</tr>
<tr>
<td>11</td>
<td>Implementation of Bicycle and Pedestrian Pathways Plan</td>
</tr>
<tr>
<td>12</td>
<td>Implementation of Regional Pathways Plan</td>
</tr>
<tr>
<td>13</td>
<td>Implementation of Transportation Alternatives Program</td>
</tr>
<tr>
<td>14</td>
<td>Implementation of Irmo/Dutch Fork Sub-Area Plan</td>
</tr>
<tr>
<td>15</td>
<td>Implementation of Elgin/Richland Northeast Sub-Area Plan</td>
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<tr>
<td>16</td>
<td>Implementation of Batesburg-Leesville/Columbia Transit Feasibility Study</td>
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<td></td>
<td>Implementation of Camden/Columbia Alternative Analysis</td>
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<tr>
<td>18</td>
<td>Implementation of Broad River Road Corridor &amp; Community Study</td>
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<tr>
<td>19</td>
<td>Implementation of Air Quality and Conformity Analysis</td>
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<td>20</td>
<td>Implementation of Rail, Truck, and Transit Planning</td>
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<tr>
<td>21</td>
<td>Implementation of Sustainable Community Initiatives</td>
</tr>
<tr>
<td>22</td>
<td>Implementation of Environmental Mitigation</td>
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<tr>
<td>23</td>
<td>Implementation of Safety &amp; Security Planning Analysis</td>
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<tr>
<td>24</td>
<td>Implementation of Title VI Plan</td>
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<tr>
<td>25</td>
<td>Implementation of Disadvantaged Business Enterprise Program</td>
</tr>
<tr>
<td>26</td>
<td>Implementation of Newberry/Columbia Alternative Analysis Phase I</td>
</tr>
<tr>
<td>27</td>
<td>Implementation of the WIA Travel Assistance Program</td>
</tr>
<tr>
<td>28</td>
<td>Implementation of the Transit Site Selection Study</td>
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<tr>
<td>29</td>
<td>Implementation of the City of Columbia Bike/Ped Master Plan &amp; Bike Share Plan</td>
</tr>
<tr>
<td>30</td>
<td>Implementation of the Regional Transit Needs Assessment and Feasibility Study</td>
</tr>
<tr>
<td>31</td>
<td>Implementation of the 2016-2022 Rural TIP</td>
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<tr>
<td>32</td>
<td>Implementation of the 2016-2022 Urban TIP</td>
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<tr>
<td>33</td>
<td>Implementation of the 2017-2019 Unified Planning Work Program</td>
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<tr>
<td>34</td>
<td>Implementation of the 2017-2019 Rural Planning Work Program</td>
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<tr>
<td>35</td>
<td>Implementation of the West Wateree Transportation Study</td>
</tr>
<tr>
<td>36</td>
<td>Implementation of the 2017-2019 DBE Goal</td>
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<tr>
<td>37</td>
<td>Implementation of the Section 5310 Program</td>
</tr>
<tr>
<td>38</td>
<td>Implementation of the COATS MPO Transportation Alternatives Program</td>
</tr>
<tr>
<td>39</td>
<td>Implementation of SCDOT Performance Measures</td>
</tr>
<tr>
<td>40</td>
<td>Implementation of Scenario Planning Initiatives</td>
</tr>
</tbody>
</table>

**II. CURRENT / FUTURE PROJECTS - FY 18**

<table>
<thead>
<tr>
<th></th>
<th>Human Service Coordination - Closing the Gaps</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>West Metro Bicycle Master Plan &amp; Bike Share Plan</td>
</tr>
<tr>
<td>2</td>
<td>Kershaw County Transit Feasibility Study</td>
</tr>
<tr>
<td>3</td>
<td>Calhoun County Sub-Area Plan</td>
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<tr>
<td>4</td>
<td>Blythewood Scenario Sub-Area Plan</td>
</tr>
<tr>
<td>5</td>
<td>Newberry to Columbia Alternative Analysis Phase II</td>
</tr>
<tr>
<td>6</td>
<td>Charlotte to Columbia Alternative Analysis</td>
</tr>
<tr>
<td>7</td>
<td>Assembly Street Improvement Project Phase II</td>
</tr>
<tr>
<td>8</td>
<td>2040 Rural Long Range Transportation Plan</td>
</tr>
<tr>
<td>9</td>
<td>How-To-Ride Videos &amp; Audio</td>
</tr>
<tr>
<td>10</td>
<td>Regional Freight Mobility Plan</td>
</tr>
<tr>
<td>11</td>
<td>ADA Transit Stop Accessibility Analysis</td>
</tr>
<tr>
<td>12</td>
<td>Road Transit Safety Audit</td>
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<tr>
<td>13</td>
<td>Grant Management Procedures</td>
</tr>
<tr>
<td>14</td>
<td>Transportation Intervention/Food Deserts</td>
</tr>
<tr>
<td>15</td>
<td>Travel Demand Model Update</td>
</tr>
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<td>Public Participation Plan Update</td>
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<tr>
<td>19</td>
<td>Section 5310, 5307, 5339 Programs</td>
</tr>
</tbody>
</table>
WORKFORCE DEVELOPMENT

DIRECTOR: Chris White

OBJECTIVES: The Central Midlands Council of Governments is the fiscal agent for the Workforce Innovation and Opportunity Act (WIOA) for Richland, Lexington and Fairfield Counties, South Carolina. The workforce program is committed to building an integrated workforce development system that effectively pools the resources of many diverse partner agencies and delivers optimal quality customer focused service. Partner agencies include local area school districts, county social service providers, the state vocational rehabilitative agency, the technical colleges, the SC Department of Employment and Workforce, local community action councils, the University of South Carolina, private non-profits and other workforce stakeholders. The workforce system provides services to youth ages 17 to 21, adults and dislocated workers. Some of these services include job readiness and motivation, job search assistance, job placement and job retention services.

Clients can obtain the following services:

- Career exploration and counseling
- WorkKeys Assessments
- Job readiness skills training
- Occupational skills training
- Job search strategies and job placement, including special services for dislocated workers
- Internet access to employment and training resources
- Information on community resources
- Rapid Response Services to Dislocated Workers
- Labor Market Information
- Workshops ranging from Computer Skills, Soft Skills, Interviewing, Resume Preparation and Career Choice

BUSINESS SERVICES: It is the goal of Midlands Workforce System to make it as efficient for businesses to find well-trained, highly qualified employees. Businesses can benefit by saving time and money listing jobs, prescreening applicants based on specifications, interviewing applicants and providing invaluable labor market information. Assistance with specific training needs and guidance on eligibility for financial incentives for hiring from specific populations area available through the workforce centers. A few of the business services available are:

- WorkKeys Profiling
- WorkKeys Assessment
- Incumbent Worker Training Program
- On-the-Job-Training
- Interview Space and Center access to include evenings and weekends
- Labor Market Information
- No cost Job Listing
- Applicant screening and referral
- Tax Credit Information
- Federal Bonding
- Access to the largest data base of job seekers, (including Veterans) in the state

I. PROGRAM PRIORTIES / FOCUS- FY 18

1. Oversight of workforce development actions
2. Operations of the Midlands WIOA and WorkKeys Programs
3. Leverage of Resources to Expand Services
4. National WorkReady Community Pilot Project
### II. CURRENT / FUTURE PROJECTS – FY 18

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<th>Description</th>
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<td>Apprenticeship</td>
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<td>Customized Training</td>
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<td>5</td>
<td>Department of Youth Focus Team</td>
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<td>Education and E.D. Act / Regional Education Center</td>
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<td>7</td>
<td>Incumbent Worker Training</td>
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<td>8</td>
<td>SC Works Centers</td>
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<td>9</td>
<td>On-the-Job-Training</td>
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<td>10</td>
<td>Rapid Response / Orientation</td>
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<td>SC Works Online Services</td>
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<td>WorkKeys Profiling &amp; Assessments</td>
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<td>14</td>
<td>Will Lou Gray Opportunity School</td>
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<td>15</td>
<td>JARC and New Freedom Transportation Project</td>
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<td>16</td>
<td>Community, career and resource fairs</td>
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<td>Development of Demand Driven Business Services</td>
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<td>18</td>
<td>Expanded Partner Participation</td>
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<td>19</td>
<td>GRIT Program coordination</td>
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<td>20</td>
<td>WorkReady Community Implementation</td>
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</tbody>
</table>
CMCOG OPERATING PRINCIPLES

- **Principle 1: Develop Exceptional Staff**
  a. Hire the best people
  b. Challenge staff to continuously improve
  c. Grow effective leaders who live the COG philosophy
  d. Encourage creativity and think outside the box

- **Principle 2: Share the Burden**
  a. Level the workload through cross-training and a team approach

- **Principle 3: Prevent Inefficiencies**
  a. Use all resources (time, labor, and capital) efficiently

- **Principle 4: Maintain Credibility**
  a. Resolve issues proactively, before they become problems
  b. Make objective planning recommendations
  c. Use the best available information
  d. Use proven analytical tools
  e. Choose long-term benefits over short-term considerations

- **Principle 5: Build Consensus**
  a. Listen
  b. Take the time to plan carefully
  c. Serve as an honest broker to resolve conflicts
  d. Educate and achieve consensus
  e. Keep the public involved and informed
  f. Implement quickly

- **Principle 6: Remain Flexible**
  a. Be responsive to your customers/clients changing needs

- **Principle 7: Help Partners**
  a. Maintain effective working relationships with public and private partners
  b. Encourage them to improve

- **Principle 8: Be the Best**
  a. Be the standard by which other COGs are judged
  b. Do it right the first time
  c. Don’t cut corners
  d. Be action oriented
# FY18 Employee Salary Classifications

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Positions</th>
</tr>
</thead>
</table>
| I     | $21,398 - $34,377 | Accounting Clerk I  
|       |       | Administrative Assistant I / Receptionist  
|       |       | Ombudsman Program Assistant |
| II    | $28,284 - $42,782 | Accounting Clerk II  
|       |       | Aging Program Coordinator  
|       |       | Ombudsman Program Coordinator  
|       |       | WOIA Assessment Specialist |
| III   | $32,729 - $48,114 | Accountant  
|       |       | Associate Ombudsman  
|       |       | Community Development Planner  
|       |       | I-CARE Coordinator  
|       |       | Information, Referral & Assistance Specialist  
|       |       | Ombudsman Investigator  
|       |       | Ombudsman Volunteer Program Coordinator  
|       |       | WOIA Assessment Supervisor  
|       |       | WOIA Business & Industry Liaison  
|       |       | WOIA SCWOS Coordinator |
| IV    | $39,532 - $60,654 | Community Development Manager  
|       |       | Family Caregiver Advocate  
|       |       | GIS Manager  
|       |       | Human Resources / Operations Manager  
|       |       | Information Services Manager  
|       |       | Senior Ombudsman Investigator  
|       |       | Senior Planner  
|       |       | WOIA Industry & Partner Liaison |
| V     | $48,139 - $70,394 | WOIA Business & Industry Manager  
|       |       | WOIA Program Manager |
| VI    | $53,171 - $75,742 | Chief Planner  
|       |       | Chief Transportation Planner |
| VII   | $58,887 - $85,925 | Area Agency on Aging / ADRC Director  
|       |       | Assistant Workforce Development Director  
|       |       | Director, Research, Planning & Development |
Finance Director
Regional LTC Ombudsman Program Director
Transportation Director
Workforce Development Director

VIII  Unclassified  Deputy Executive Director
      Executive Director

Approved by the CMCOG Board of Directors on______________
Memorandum

TO: All Members of the CMCOG Board of Directors
FROM: Reginald Simmons, Deputy Executive Director/Transportation Director
DATE: June 22, 2017
SUBJECT: FY 2018 – 2019 UPWP (Full document is available for download)

REQUESTED ACTION
The Central Midlands Council of Governments staff will request approval to adopt the FY 2018 – 2019 UPWP. Please be advised that the draft final report is available on our website for your review.

PROGRAM DESCRIPTION
The 2018 – 2019 COATS Unified Planning Work Program (UPWP) is based on the COATS’s 2040 Long-Range Transportation Plan, which was updated and approved by the Policy Committee on September 24, 2015. Emphasis has been placed on developing a program which can be reasonably accomplished with available staff and consultant resources and which is consistent with the priorities of the COATS area. This 2018 – 2019 UPWP emphasizes activities that promote the implementation of the existing plan. The major projects to be completed in this two year timeframe include:

Public Participation Plan - Update

This project consists of an update of the public participation strategies and techniques that will assist us in establishing an enhance process of communicating with and obtaining input from the public concerning agency programs, projects, and program funding.

Consultant: In-house Staff
Project Manager: Reginald Simmons Estimated Completion Date: October 2017

Regional Site Selection Study

This project consists of assessing the best location for an Intermodal Transit Facility. Consideration of a site should include access to buses, bikes, taxis, and possibly rail service.

Consultant: Wendel
Project Manager: Reginald Simmons Estimated Completion Date: September 2017
Blythewood Traffic Assessment and Safety Improvement Study

This project consists of assessing the impact of growth and development on traffic flow and mobility in the Town of Blythewood.

Consultant: TBA
Project Manager: Reginald Simmons  Estimated Completion Date: May 2018

Chapin, Batesburg-Leesville, and Swansea Bike and Pedestrian Master Plan

This project consists of developing bike and pedestrian master plans for the towns of Chapin, Batesburg-Leesville, and Swansea.

Consultant: TBA
Project Manager: Reginald Simmons  Estimated Completion Date: June 2018

Human Services Coordination Plan Update

This project consists of updating our human services coordinated plan that will identify the transportation needs of individuals with disabilities, older adults, and people with low incomes, provide strategies for meeting these needs, and prioritize transportation services for funding and implementation.

Consultant: TBA
Project Manager: Reginald Simmons  Estimated Completion Date: April 2018

Travel Demand Model - Update

This project consists of updating our travel demand model to use state-of-the-practice techniques to forecast traffic flows in our transportation system.

Consultant: TBA
Project Manager: Reginald Simmons  Estimated Completion Date: September 2019

Regional Freight Mobility Plan

This project consists of assessing the current state of the region’s freight mobility and its economic impact and to provide projects, policies, and procedures that will enhance freight movement as an asset to the transportation system.

Consultant: CDM Smith
Project Manager: Reginald Simmons  Estimated Completion Date: October 2017
Memorandum

TO: All Members of the CMCOG Board of Directors
FROM: Reginald Simmons, Deputy Executive Director/Transportation Director
DATE: June 22, 2017
SUBJECT: FY 2018 – 2019 RPWP (Full document is available for download)

REQUESTED ACTION
The Central Midlands Council of Governments staff will request approval to adopt the FY 2018 – 2019 RPWP. Please be advised that the draft final report is available on our website for your review.

PROGRAM DESCRIPTION
The 2018 – 2019 CMCOG Rural Planning Work Program (RPWP) is based on the CMCOG’s 2035 Long-Range Transportation Plan (LRTP) and the draft 2040 LRTP. Emphasis has been placed on developing a program which can be reasonably accomplished with available staff and consultant resources and which is consistent with the priorities of the CMCOG area. This 2018 – 2019 RPWP emphasizes activities that will promote the implementation of both plans. The major projects to be completed in this two year timeframe include:

Public Participation Plan - Update
This project consists of an update of the public participation strategies and techniques that will assist us in establishing an enhance process of communicating with and obtaining input from the public concerning agency programs, projects, and program funding.

Consultant: In-house Staff
Project Manager: Reginald Simmons Estimated Completion Date: October 2017

Chapin, Batesburg-Leesville, and Swansea Bike and Pedestrian Master Plan
This project consists of developing bike and pedestrian master plans for the towns of Chapin, Batesburg-Leesville, and Swansea.

Consultant: TBA
Project Manager: Reginald Simmons Estimated Completion Date: June 2018
Human Services Coordination Plan Update

This project consists of updating our human services coordinated plan that will identify the transportation needs of individuals with disabilities, older adults, and people with low incomes, provide strategies for meeting these needs, and prioritize transportation services for funding and implementation.

Consultant: TBA
Project Manager: Reginald Simmons
Estimated Completion Date: April 2018

2040 Long Range Transportation Plan - Update

This project consists of establishing the regional framework for transportation projects and planning activities that will be undertaken in the next 30 years.

Consultant: In-house Staff
Project Manager: Reginald Simmons
Estimated Completion Date: September 2017

Travel Demand Model - Update

This project consists of updating our travel demand model to use state-of-the-practice techniques to forecast traffic flows in our transportation system.

Consultant: TBA
Project Manager: Reginald Simmons
Estimated Completion Date: September 2019

Regional Freight Mobility Plan

This project consists of assessing the current state of the region’s freight mobility and its economic impact and to provide projects, policies, and procedures that will enhance freight movement as an asset to the transportation system.

Consultant: CDM Smith
Project Manager: Reginald Simmons
Estimated Completion Date: October 2017
Memorandum

TO: All Members of the CMCOG Board of Directors
FROM: Reginald Simmons, Deputy Executive Director/Transportation Director
DATE: June 22, 2017
SUBJECT: COATS FY 2017 Transportation Alternatives Projects

REQUESTED ACTION

The Central Midlands Council of Governments’ staff requests approval to amend the 2016-2022 TIP to add eight (8) transportation alternatives projects to the FY 2017 COATS Transportation Alternatives Program.

PROGRAM DESCRIPTION

As part of the Federal Highway Administration Surface Transportation Block Grant Program, the Transportation Alternatives Program (TAP) is a reimbursable, federal aid funding program for transportation related community projects designed to strengthen the intermodal transportation system.

It provides funding for projects that enhance the cultural, aesthetic, historic, and environmental aspects of the intermodal transportation system. The program can assist in funding projects that create bicycle and pedestrian facilities, pedestrian trails, pedestrian streetscaping activities, and other transportation related enhancements.

Staff has reviewed eight (8) transportation alternatives projects for the FY 2017 COATS Transportation Alternatives Program. These projects were received by the deadline of 2:00 p.m. on April 17th. Through our evaluation and review, it has been determined that the projects are eligible for funding. Staff will request to amend the 2016-2022 TIP to include these projects in the FY 2017 COATS MPO TAP Program. Attached, please find the list of transportation alternatives projects recommended for funding in FY 2017.

ATTACHMENT

Project Review Table
<table>
<thead>
<tr>
<th>Year</th>
<th>Jurisdiction</th>
<th>Project</th>
<th>Description</th>
<th>Total Project Cost</th>
<th>Local Match</th>
<th>Federal Match/Funds Requested</th>
<th>Remarks</th>
<th>MPO Policy Committee Approval</th>
<th>Project Score</th>
<th>Contact Person</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>City of Columbia</td>
<td>Downtown Bicycle Connectivity</td>
<td>The project consists of two facilities to be constructed on any streets, and a traffic study to occur along Lincoln Street to aid with design considerations.</td>
<td>$227,553.44</td>
<td>$90,950.18</td>
<td>$136,425.26</td>
<td>This project is comprised of the completion of bike facilities within the downtown core, as recommended by the Walk Bike Columbia Pedestrian and Bicycle Master Plan (WBC) (adopted 8/21/2015).</td>
<td>Dana Higgins</td>
<td></td>
<td></td>
<td>803-545-5329</td>
</tr>
<tr>
<td>2017</td>
<td>City of Columbia</td>
<td>Streetscape Sidewalk Project</td>
<td>Installing of ADA compliant 1000 foot sidewalk along Nineteenth Street from David Street to Easter Street and the installation of ADA compliant 1700 foot sidewalk along Osmar Street from Isaac Street to Easter Street.</td>
<td>$281,304.14</td>
<td>$112,832.90</td>
<td>$168,471.24</td>
<td>This project will provide an ADA compliant sidewalk for pedestrians to address safety along these corridors.</td>
<td>Dana Higgins</td>
<td></td>
<td></td>
<td>803-545-5329</td>
</tr>
<tr>
<td>2017</td>
<td>Richland County</td>
<td>Clemson Road Shared-Use Paths</td>
<td>This project consists of providing offset 10’ shared-use paths along both sides of Clemson Road (S-52) from the intersection of Chippewa Drive (local) to the intersection of Old Clemson Road (local) for approximately 1.9 miles.</td>
<td>$2,539,856.06</td>
<td>$2,359,856.06</td>
<td>$180,000.00</td>
<td>This project will remove bicyclists from the roadway by providing 10’ shared-use paths along both sides of Clemson Road. The project will achieve safety goals of the Federal Highway Highway Administration in the reduction of potential fatalities and serious injuries on public roads.</td>
<td>Roger Sears</td>
<td></td>
<td></td>
<td>803-726-6147</td>
</tr>
<tr>
<td>2017</td>
<td>Richland County</td>
<td>Alpine Road Shared-Use Paths</td>
<td>This project consists of providing offset 10’ shared-use path along one side of Alpine Road (S-63) from US 1 (Two Notch Road) to Percival Road (S-32) for approximately 0.25 mile.</td>
<td>$2,534,466.25</td>
<td>$2,354,466.25</td>
<td>$180,000.00</td>
<td>This project will address safety goals of the Federal Highway Highway Administration in the reduction of potential fatalities and serious injuries on public roads.</td>
<td>Roger Sears</td>
<td></td>
<td></td>
<td>803-726-6147</td>
</tr>
<tr>
<td>2017</td>
<td>Kershaw County</td>
<td>Wildwood Lane Sidewalk Improvements</td>
<td>Currently Kershaw County has a study underway to plan a 3 mile multiuse sidewalk connecting Kershaw County’s West Recreation Park on Whitehead Road with Warner Elementary and Lugoff Elementary Schools on Wildwood Lane. This project is the first step in that plan.</td>
<td>$280,000.00</td>
<td>$100,000.00</td>
<td>$180,000.00</td>
<td>This project will extend an existing sidewalk near Warner Elementary School on Wildwood Lane. The work will consist of approximately 0.25 miles of new sidewalk along Wildwood Lane (S-28-34) along with all necessary planning, engineering and construction administration.</td>
<td>Victor Carpenter</td>
<td></td>
<td></td>
<td>803-425-1500</td>
</tr>
<tr>
<td>2017</td>
<td>City of West Columbia</td>
<td>Center Street Sidewalk &amp; Crosswalk Project</td>
<td>Installation of 177 linear feet ADA complaint sidewalk from the existing sidewalk on Center Street to a new crosswalk on a future connector to a local park.</td>
<td>$156,815.00</td>
<td>$31,002.50</td>
<td>$125,812.50</td>
<td>This is a project that connects and develops regional non-motorized transportation networks. The sidewalk will be sufficiently wide enough for recreational and commuter walking. This is a direct benefit to pedestrians by providing one cohesive ADA compliant pathway.</td>
<td>Dana Greenwood</td>
<td></td>
<td></td>
<td>803-819-0622</td>
</tr>
<tr>
<td>2017</td>
<td>City of Cayce</td>
<td>Pink Street Sidewalk Project</td>
<td>Installation of an ADA compliant 5 foot wide sidewalk from the intersection of Pink Street and 2nd Street to the intersection of Pink Street and State Street.</td>
<td>$286,408.00</td>
<td>$36,408.00</td>
<td>$250,000.00</td>
<td>This project will provide a safe walking path for pedestrians who travel this road visiting the numerous businesses located on the road.</td>
<td>Rachelle Moody</td>
<td></td>
<td></td>
<td>803-530-9584</td>
</tr>
<tr>
<td>2017</td>
<td>Town of Chapin</td>
<td>Lexington Avenue Sidewalk Extension Phase II/III</td>
<td>Installation of an ADA compliant 5 foot wide sidewalk from the existing sidewalk on Lexington Avenue towards the entrance of the Firebridge Subdivision.</td>
<td>$283,844.00</td>
<td>$281,874.53</td>
<td>$12,969.47</td>
<td>This project will help facilitate safe pedestrian movement along this corridor.</td>
<td>Scott Clemons</td>
<td></td>
<td></td>
<td>803-577-0490</td>
</tr>
</tbody>
</table>

**Funding Totals**

- Total Funds Requested: $6,575,787.22
- Total Project Cost: $5,377,872.74
- Federal Match/Funds Requested: $1,206,914.57
- Surplus/(Shortage): $-

**FY 2017 Available Funding**

- Carryover Funds: $372,461.57
- Total Funds Available: $803,654.00
- Surplus/(Shortage): $-

FY 2017 COATS TRANSPORTATION ALTERNATIVES PROGRAM PROJECT LIST
Memorandum

TO: All Members of the CMCOG Board of Directors
FROM: Reginald Simmons, Deputy Executive Director/Transportation Director
DATE: June 22, 2017
SUBJECT: CMCOG – COATS MPO Language Assistance Plan

REQUESTED ACTION
The Central Midlands Council of Governments’ staff requests approval to adopt the CMCOG-COATS MPO Language Assistance Plan. Please note that the full draft document can be downloaded from our website.

PROGRAM DESCRIPTION
Most individuals living in the United States read, write, speak, and understand English. There are many people, however, for whom English is not their primary language. If these individuals have a limited ability to read, write, speak, or understand English, they have limited English proficiency or “LEP”. Language for LEP persons can be a barrier to accessing important benefits or services, understanding and exercising important rights, or complying with applicable responsibilities.

The purpose of the CMCOG-COATS Language Assistance Plan (LAP) is to ensure that COATS MPO communicates effectively with Limited English Proficient (LEP) individuals. CMCOG-COATS MPO staff have developed this LAP to assist our member governments, consultants, policy committee members, and our partnering agencies and organizations in their efforts to ensure information and services are accessible to LEP individuals by providing guidance on translation, interpretation, and outreach services for LEP individuals seeking access to the MPO programs. All CMCOG directors, managers, and Title VI program liaisons are responsible for ensuring that meaningful services to LEP persons are provided in their respective areas. This Language Assistance Plan will also serve as an update to the COATS MPO Title VI Plan.

Please note that due to the size of this document, only the electronic version of the agenda packet will contain the entire draft plan for review.
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Background

The purpose of this limited English proficiency policy guidance is to clarify the responsibilities of recipients of federal financial assistance from the U.S. Department of Transportation (DOT) and assist them in fulfilling their responsibilities to limited English proficient (LEP) persons, pursuant to Title VI of the Civil Rights Act of 1964 and implementing regulations. It was prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq., and its implementing regulations provide that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives federal financial assistance, and;

Executive Order 13166

Executive Order 13166 “Improving Access to Services for Persons With Limited English Proficiency,” reprinted at 65 FR 50121 (August 16, 2000), directs each Federal agency that is subject to the requirements of Title VI to publish guidance for its respective recipients clarifying that obligation. Executive Order 13166 further directs that all such guidance documents be consistent with the compliance standards and framework detailed in the Department of Justice’s (DOJ’s) Policy Guidance entitled “Enforcement of Title VI of the Civil Rights Act of 1964--National Origin Discrimination Against Persons With Limited English Proficiency.” (See 65 FR 50123, August 16, 2000 DOJ’s General LEP Guidance). Different treatment based upon a person’s inability to speak, read, write, or understand English may be a type of national origin discrimination.

Executive Order 13166 applies to all federal agencies and all programs and operations of entities that receive funding from the federal government, including state agencies, local agencies and governments such as the MPO, private and non-profit entities, and sub-recipients.

Plan Summary

The Columbia Area Transportation Study (COATS) Metropolitan Planning Organization (MPO) has developed this Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to MPO programs as required by Executive Order 13166. A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training staff, how to notify LEP persons that assistance is available, and information for future plan updates. In developing the plan while determining the MPO’s extent of
obligation to provide LEP services, the MPO undertook a U.S. Department of Transportation four factor LEP analysis.

**Four Factor Analysis**

The Four Factor Analysis is one of the primary compliance processes established in the Department of Justice’s LEP Guidance. The Analysis provides a framework for agencies to use in identifying the LEP populations in their service area and developing a cost-effective and meaningful plan for providing appropriate language assistance services. The Four Factors are as follows:

1. The number and proportion of LEP persons served or encountered in the eligible service population.
2. The frequency with which LEP individuals come into contact with the program, activity, or service provided.
3. The nature and importance of the program, activity, or service provided by the program to LEP persons.
4. The resources available to the recipient and costs associated with providing meaningful access to LEP persons.

A brief description of these considerations is provided in the following section.

**Factor 1 – Number & Proportion of LEP Persons Encountered**

Factor 1 evaluates the number of LEP persons served and the concentration of LEP persons in the service area population. In the case of the CMCOG-COATS MPO, the service area population is the total population within the region served by the MPO, including the following six (6) counties: Newberry, Fairfield, Lexington Richland, Calhoun, and Kershaw. (Figure 1).
Language characteristics within the MPO region were identified using the U.S. Census Bureau’s 2011-2015 American Community Survey (ACS) data. The data for “Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over” was compiled and mapped at the tract level. Individuals are characterized as speaking English “very well” or “less than very well.” For this analysis, an individual who speaks English less than very well is considered an LEP person.

It is noted that the ACS data for the CMCOG-COATS MPO region includes the institutionalized populations of several penitentiaries. The CMCOG-COATS MPO does not provide services to these institutionalized persons. However, not all of the institutionalized populations could be identified specifically and screened from the analysis. Therefore, the data summaries and mapping provided in this document include the institutionalized populations.

**Total LEP Population in the CMCOG-COATS MPO Region**

*Table 1* summarizes the total population and LEP population of All Language Groups in the CMCOG-COATS MPO region, with comparison to the state of South Carolina as a whole. Of the Region’s total population, about 21,000 persons or 3.0% of the total population are considered to have limited English proficiency.
Table 1. Total Population and LEP Population in the CMCOG-COATS MPO Region vs. South Carolina

<table>
<thead>
<tr>
<th></th>
<th>CMCOG-COATS MPO Region</th>
<th>South Carolina</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Population Estimate</td>
<td>Population Estimate</td>
</tr>
<tr>
<td>Total Population</td>
<td>721,372</td>
<td>4,484,995</td>
</tr>
<tr>
<td>Total LEP Population</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Language Groups</td>
<td>21,346</td>
<td>126,584</td>
</tr>
<tr>
<td><em>Speak English less than &quot;very well&quot;</em></td>
<td>3.0%</td>
<td>2.8%</td>
</tr>
</tbody>
</table>


Figure 2 illustrates the population of LEP persons in each Census tract. Figure 3 illustrates the concentration (percentage of the total population) of LEP persons. The LEP populations are generally higher in Lexington, Richland, and Newberry Counties (see Table 3). The LEP concentrations follow a similar pattern, with these same three counties as well. It should also be noted that all of the counties in the CMCOG-COATS MPO study area have a minimum concentration of at least 1.0%
Figure 3. CMCOG-COATS MPO Concentration of Persons with Limited English Proficiency

Table 3. LEP Persons for All Language Groups by County & MPO Census Tracts

<table>
<thead>
<tr>
<th>CMCOG Counties &amp; MPO Census Tracts</th>
<th>Total Population</th>
<th>All Language Groups LEP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Speak English less than &quot;very well&quot;</td>
</tr>
<tr>
<td>Calhoun County MPO Census Tracts</td>
<td>5,305</td>
<td>59</td>
</tr>
<tr>
<td>Fairfield County (CMCOG/MPO)</td>
<td>21,936</td>
<td>230</td>
</tr>
<tr>
<td>Kershaw County MPO Census Tracts</td>
<td>27,904</td>
<td>361</td>
</tr>
<tr>
<td>Lexington County (CMCOG/MPO)</td>
<td>256,816</td>
<td>8,102</td>
</tr>
<tr>
<td>Newberry County (CMCOG/MPO)</td>
<td>35,399</td>
<td>1,064</td>
</tr>
<tr>
<td>Richland County (CMCOG/MPO)</td>
<td>374,012</td>
<td>11,530</td>
</tr>
<tr>
<td>Total</td>
<td>721,372</td>
<td>21,346</td>
</tr>
</tbody>
</table>

Largest LEP Language Groups in the CMCOG-COATS MPO Region

Table 4 summarizes population data for the five (5) most populous LEP language groups in the CMCOG-COATS MPO Region. Comparisons to the statewide South Carolina data are provided for the same language groups. The Spanish, Chinese, and Korean language groups are by far the largest LEP populations. Beyond these “Top 5” populations, the Region is also home to LEP persons who speak a variety of other Asian languages.

Table 4. Top Five LEP Populations in the CMCOG-COATS MPO Region vs. South Carolina

<table>
<thead>
<tr>
<th>LEP Language Groups -- Speak English less than &quot;very well&quot;</th>
<th>CMCOG-COATS MPO Region</th>
<th>South Carolina</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Population</td>
<td>721,372</td>
<td>4,484,995</td>
</tr>
<tr>
<td>Spanish</td>
<td>13,242</td>
<td>89,487</td>
</tr>
<tr>
<td>Chinese</td>
<td>1,228</td>
<td>5,550</td>
</tr>
<tr>
<td>Korean</td>
<td>1,228</td>
<td>2,483</td>
</tr>
<tr>
<td>Vietnamese</td>
<td>724</td>
<td>3,946</td>
</tr>
<tr>
<td>Other Asian Languages</td>
<td>545</td>
<td>1,139</td>
</tr>
</tbody>
</table>

Geographic Distribution of LEP Populations

Distributive mapping of the American Community Survey (ACS) data was prepared at the tract-level to develop a better understanding of the LEP populations in the CMCOG-COATS MPO region potentially qualifying for “Safe Harbor” treatment—namely the Spanish, Chinese, and Korean LEP populations.

Spanish Language Group

Figures 4 and 5 illustrate the distribution of Spanish LEP persons according to population and concentration, respectively. At the tract level, the higher populations and concentrations generally the following counties in descending order:

- Newberry
- Lexington
- Richland
- Calhoun
- Kershaw
- Fairfield
Figure 4. Spanish LEP Population by Census Tract

Figure 5. Spanish LEP Concentration by Census Tract
Table 5 summarizes the Spanish LEP populations by County & MPO Census Tract. The CMCOG-COATS MPO region, when taken as a whole, is home to about 15% of South Carolina’s total Spanish LEP population. Nearly all of the LEP population resides in Lexington and Richland Counties. The next largest populations exist in Newberry County. Concentrations are highest in Newberry County (2.9%), Lexington County (2.4%), Richland County (1.5%), followed by Calhoun County (1.1%). All other counties have concentrations less than 1.0%.

<table>
<thead>
<tr>
<th>CMCOG Counties &amp; MPO Census Tracts</th>
<th>Total Population</th>
<th>Spanish Languages LEP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Speak English less than &quot;very well&quot;</td>
</tr>
<tr>
<td>Calhoun County MPO Census Tracts</td>
<td>5,305</td>
<td>59</td>
</tr>
<tr>
<td>Fairfield County (CMCOG/MPO)</td>
<td>21,936</td>
<td>165</td>
</tr>
<tr>
<td>Kershaw County MPO Census Tracts</td>
<td>27,904</td>
<td>218</td>
</tr>
<tr>
<td>Lexington County (CMCOG/MPO)</td>
<td>256,816</td>
<td>6,176</td>
</tr>
<tr>
<td>Newberry County (CMCOG/MPO)</td>
<td>35,399</td>
<td>1,016</td>
</tr>
<tr>
<td>Richland County (CMCOG/MPO)</td>
<td>374,012</td>
<td>5,608</td>
</tr>
<tr>
<td>Total</td>
<td>721,372</td>
<td>13,242</td>
</tr>
</tbody>
</table>


Chinese Language Group

Figures 6 and 7 illustrate the distribution of Chinese LEP persons according to population and concentration, respectively. At the tract level, the populations of Chinese LEP persons are generally distributed throughout the MPO region, with higher populations in the following counties:

- Lexington County
- Richland County
Figure 6. Chinese LEP Population by Census Tract

Figure 7. Chinese LEP Population by Census Tract
Table 6 summarizes the Chinese LEP populations by County & MPO Census Tracts. The CMCOG-COATS MPO region, when taken as a whole, is home to about 22% of South Carolina’s total Chinese LEP population. All of the LEP population resides in Lexington and Richland Counties. All other counties have concentrations of 0.00%.

<table>
<thead>
<tr>
<th>CMCOG Counties &amp; MPO Census Tracts</th>
<th>Total Population</th>
<th>Chinese Languages LEP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calhoun County MPO Census Tracts</td>
<td>5,305</td>
<td>0</td>
</tr>
<tr>
<td>Fairfield County (CMCOG/MPO)</td>
<td>21,936</td>
<td>0</td>
</tr>
<tr>
<td>Kershaw County MPO Census Tracts</td>
<td>27,904</td>
<td>0</td>
</tr>
<tr>
<td>Lexington County (CMCOG/MPO)</td>
<td>256,816</td>
<td>335</td>
</tr>
<tr>
<td>Newberry County (CMCOG/MPO)</td>
<td>35,399</td>
<td>0</td>
</tr>
<tr>
<td>Richland County (CMCOG/MPO)</td>
<td>374,012</td>
<td>893</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>721,372</strong></td>
<td><strong>1,228</strong></td>
</tr>
</tbody>
</table>


Korean Language Group

Figures 8 and 9 illustrate the distribution of Korean LEP persons according to population and concentration, respectively. At the tract level, the higher concentrations generally the following counties in descending order:

- Richland
- Kershaw
- Newberry
- Lexington
- Fairfield
- Calhoun
Figure 8. Korean LEP Population by Census Tract

Figure 9. Korean LEP Population by Census Tract
Table 7 summarizes the Korean LEP populations by County. The CMCOG-COATS MPO region, when taken as a whole, is home to about 49% of South Carolina’s total Korean LEP population. Nearly all of the LEP population resides in Richland County. The next largest populations exist in Lexington County. Please note that Richland County is the only county with concentrations above the regional average.

<table>
<thead>
<tr>
<th>CMCOG Counties &amp; MPO Census Tracts</th>
<th>Total Population</th>
<th>Korean Languages LEP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calhoun County MPO Census Tracts</td>
<td>5,305</td>
<td>0</td>
</tr>
<tr>
<td>Fairfield County (CMCOG/MPO)</td>
<td>21,936</td>
<td>0</td>
</tr>
<tr>
<td>Kershaw County MPO Census Tracts</td>
<td>27,904</td>
<td>32</td>
</tr>
<tr>
<td>Lexington County (CMCOG/MPO)</td>
<td>256,816</td>
<td>66</td>
</tr>
<tr>
<td>Newberry County (CMCOG/MPO)</td>
<td>35,399</td>
<td>29</td>
</tr>
<tr>
<td>Richland County (CMCOG/MPO)</td>
<td>374,012</td>
<td>1,101</td>
</tr>
<tr>
<td>Total</td>
<td>721,372</td>
<td>1,228</td>
</tr>
</tbody>
</table>


**Safe Harbor Provision**

The Safe Harbor Provision, as defined in the Department of Justice’s LEP Guidance, is the most prevalent guideline used to establish when language assistance services are considered appropriate and define expectations for what those services would entail.

**Safe Harbor Triggers**

*The Safe Harbor Provision is triggered for each LEP language group that constitutes five percent (5%) of the total population or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered (FTA C 4702.1B, Chapter III-9).*

Considering the CMCOG-COATS MPO region as a whole (i.e., the “service area”), the total LEP populations for Spanish, Chinese, and Korean language groups exceed the 1,000 person threshold, even though the regional concentrations of all three populations fall well below the 5% threshold (see Table 4). However, when the total LEP populations are viewed in light of eligibility or the likelihood of being affected or encountered, there is every indication that the modified Chinese and Korean LEP population would not trigger the Safe Harbor Provision. As a whole, the Chinese and Korean populations deliberately avoid encounters with those outside their culture—particularly governmental agencies—preferring to allow their church or community leaders to represent them and speak on their behalf. These leaders are typically fluent in both English and their native language.
Therefore, it is the conclusion of this analysis that the Safe Harbor Provision is triggered\(^1\) in the CMCOG-COATS MPO region for the Spanish language group alone. The guidelines and requirements of the Safe Harbor Provision will not be applied to the any other language group. However, this LEP Plan will maintain documentation of the other LEP populations as a baseline for future analyses.

Safe Harbor Translation Expectations
The Provision states that providing written translation of “vital documents” for each LEP population that exceeds the Safe Harbor thresholds “shall be considered strong evidence of compliance with the recipient’s [CMCOG-COATS MPO] written translation obligations” (FTA C 4702.1B, Chapter III-9).

Based on the standard of practice, “vital documents“ typically include those that explain how to access an organization’s services (including language assistance services), letters that require a response from a customer, complaint forms, and notification of rights. For the purposes of this LEP Plan, CMCOG-COATS MPO has designated the following as “vital documents” for translation:

- Notice of Language Services (Appendix B);
- Title VI Notice to Beneficiaries (Appendix C);
- Title VI Complaint Form (Appendix D); and
- Title VI Complaint Form Procedures (Appendix E).

While not considered “vital documents” translations of the Executive Summaries of the MPO’s primary plans and documents (e.g., Long Range Transportation Plan, Public Participation Plan, and Transportation Improvement Program) will be provided on an as-requested basis. Finally, when a Targeted Outreach Activity is triggered by the presence of an LEP population, written materials will be made available in the LEP language according to the Safe Harbor Provision.

**Factor 2 – Frequency of Contact with LEP Persons**

To date, the CMCOG-COATS MPO has received no direct requests for translation or interpretation services for any language, and the frequency with which LEP persons come in contact with the MPO’s planning program is largely unknown.

As a general rule, the LEP persons deliberately shy away from interaction with government agencies. These communities commonly look to a church leader to buffer inquiries, and these leaders are typically fluent in speaking the English language.

\(^1\) This evaluation concludes that the Safe Harbor Provision is triggered for the Spanish language group, even though the analysis has not attempted to discern the total LEP population from those “eligible to be served or likely to be affected or encountered.”
Still, the following contact with LEP individuals has been noted as a need for more frequency and engagement. In review of one of the ways to enhance our contact with LEP communities is through our association with the networking group Alianza Latina. This working group is a Spanish speaking group of citizens and community leader that plan and program activities with LEP communities and can serve as an outreach tool that will enhance our frequency of contact with LEP persons.

By associating with group such as Alianza Latina, CMCOG-COATS MPO will be able to accurately identify and engage LEP persons early in project planning, programming, and development process of transportation projects and plans. With this LEP Plan, the CMCOG-COATS MPO is formally appropriating tools and training its staff for recognizing LEP persons, identifying their language, and serving LEP persons, when the need arises. The MPO has developed an Employee Training Manual to facilitate staff training and create a central source of information related to LEP. The manual includes information about Title VI and LEP requirements; LEP in the CMCOG-COATS area; resources for phone, in-person, and written translation; and LEP program evaluation techniques.

**Factor 3 – Nature & Importance of the Program**

The CMCOG-COATS MPO is, primarily, a planning organization for transportation investments in the region. As such, the MPO does not provide direct assistance to individuals and, as such, is not a vital service that impacts the day-to-day life of residents in the region. However, the MPO’s activities are important in the ongoing development of a safe and efficient transportation system that provides a desirable quality of life and economic opportunity in the region.

In particular, roadway safety planning is one of the most important CMCOG-COATS MPO functions. The CMCOG-COATS MPO recognizes the importance of involving LEP speaking communities when plans address locations and routes frequented by members of their community.

The CMCOG-COATS MPO staff has noted the “lessons learned” about the awareness of LEP populations near a project and the need for conducting thoughtful outreach. LEP persons commonly rely on public and non-motorized modes, as well as roadside and off-road pedestrian and bike facilities for day-to-day transportation. So while the planning activities of the MPO may not have urgent or direct impacts, they are nonetheless important to the long-term livelihood of all those who reside in the region.

Therefore, the planning activities of the MPO provide opportunity for public participation, and the MPO is appropriating tools and training that will serve LEP persons that wish to participate.
Factor 4 – Resources & Costs of Language Assistance Services

The CMCOG-COATS MPO is a small agency with small capital resources available to spend on LEP services. The organization does have two (2) MPO staff available to facilitate interaction with LEP persons and will use low-cost or free services and automated techniques to provide translation and interpretation, upon request. The phone-based, on-demand interpretation service is one such service.

The MPO pools resources with other elements of the larger CMCOG-COATS organization to develop and maintain the administrative/reception staff and other technical staff (GIS, IT, etc.) While one member of the current staff is bilingual, many can recognize the Spanish language, and they have been trained on the protocols for dealing with requests for translation and interpretation and the relevant Title VI and LEP obligations of the organization. The pooled resources of CMCOG-COATS also maintain the agency’s webpage, office facility, and the associated office equipment and services.

Language Assistance Plan

Consistent with Title VI of the Civil Rights Act, Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency”, and the USDOT implementing guidance, the CMCOG-COATS MPO is responsible to take steps that ensure meaningful access to the services, information, and other important portions of their programs and activities for individuals who are limited-English proficient (LEP). This includes the development of a Language Assistance Plan (LAP), which establishes an implementation program for providing meaningful access to LEP persons, based on the results of the Four Factor Analysis. The Four Factor Analysis evaluated the demography of the MPO region along with the frequency of contact with LEP persons, the importance the MPO’s services to LEP persons, and resources available for accommodating LEP persons.

The overarching goal of this plan is to deploy tools and services that will enable the MPO staff to communicate with a person who does not speak English. According to the Safe Harbor Provision, this plan addresses accommodations for LEP persons who read Spanish. Immediate assistance for Spanish interpretation and other languages may be provided if an available service can accommodate the language requested (e.g., telephone-based phone interpretation service, local interpreters, etc.).
Structure of the LAP

This Language Assistance Plan is organized around the five potential Contact Points where the MPO would interact with LEP persons during the course of its official planning activities:

**Primary Contact Points:**
- Public Meetings
- Office Walk-In
- Telephone Calls
- Webpage
- Written Correspondence

While each Contact Point presents certain unique language service challenges, a small set of language assistance tools is necessary to provide effective language support.

Language Assistance Tools

**Notices and Advertisements**

The CMCOG-COATS MPO utilizes various methods and conduits for providing notice and advertisement of the language assistance services. These services are as follows:

- Posting translated notices in local newspapers as part of legal ads and press releases;
- Posting notices on the CMCOG-COATS website, which may be translated using Google Translate or another automated translation service;
- Posting translated notices in the CMCOG-COATS offices;
- Distributing written and email notices to Interested Parties, in their requested language.

The MPO may also use the following for certain outreach efforts and plans:

- Designing and distributing informational materials detailing CMCOG-COATS planning efforts, including flyers, posters, brochures, and bus advertisements
- Radio or Public Service Announcements in Spanish
- Providing real-time translation services at Public Meetings or events with the use of headsets
  Presenting information at community organizations frequented by LEP individuals.
The occasions for using these methods and conduits are described in subsequent sections, where they are put into the context of the various Contact Points.

**Language Identification Card**

The Language Identification Card is a tool that states, in a number of languages, “If you need an interpreter, please point to your language.” The LEP person points to their language on the card to indicate their language. Each language is also identified in English at the right side of the page, so that an English-speaking person can accurately request interpretation services and engage an interpreter quickly.

A sample Language Identification Card is provided in Appendix F. This appendix also includes a Language Identification Survey from the U.S. Census Bureau, for use where the written survey version may be more efficient. The card and survey will be a part of the materials maintained in the reception area or at the welcome/sign-in station of a public meeting.

**Telephone-Based Interpretation Service**

The CMCOG-COATS MPO intends to maintain a contract with a telephone-based (a.k.a, “on-demand”) interpretation service. With the increasing potential for interaction with LEP persons, the CMCOG-COATS MPO is prepared to utilize this service. Training will be provided for the MPO staff persons who are anticipated to use it. According to the MPO’s minimal amount of interaction with LEP persons, this service should provide an adequate level of interpretation service for the MPO’s needs.

Instructions for accessing the telephone-based service along with “helpful hints” for working with an over-the-phone interpreter will be provided to CMCOG-COATS MPO staff.

The MPO staff person who is interacting with an LEP person calls the phone number and the operator will either assist in identifying the LEP person’s language, or if the language is known, the interpreter will be connected, and the conversation can proceed in conference call or three-way call mode.

**Translation Services for Written Material**

In compliance with the Safe Harbor Provision, the CMCOG-COATS MPO will provide human translated versions of its vital documents. Translated summaries of CMCOG-COATS MPO’s primary but non-vital planning documents will be provided in Spanish upon request. This encompasses the Long Range Transportation, Plan, Public Participation Plan, Coordinated Human Services Transportation Plan, and Transportation Improvement Program. The translations of non-vital documents may be provided via human or automated translation. The telephone-based, on-demand interpretation service may also be engaged to facilitate follow-up discussion and responses to specific questions.
The following are methods of providing written translation of documents:

- **Human-Translation Services**
  Human translation (i.e., non-automated translation provided by human, multi-lingual translators) services are available both locally in the CMCOG-COATS MPO region and through internet-based translation businesses who provide services nationally. A listing of selected providers is given in Appendix G.

- **Automated Translation (Google Translate, Bing Translator)**
  Online automated translation services, such as Google Translate (https://translate.google.com/) or Bing Translate (https://www.bing.com/translator/), provide on-demand translation among multiple languages, as well as an application programming interface (API) that may be integrated into existing webpages. As an implementation step of this plan, CMCOG-COATS intends to implement Google Translate on the CMCOG-COATS MPO website. Similar to other agency sites, icons or hyperlinks that identify alternative languages and initialize Google Translate could be added to the webpage. The function would automatically translate website text into the user’s language of choice.

## The “Four I” Approach

The “Four I” Approach is a template for structuring the implementation process at each Contact Point, and is defined according to the following four (4) groups of activities:

1. **Inform**
   Providing notice to LEP persons of the language assistance services available to them.

2. **Identify**
   Recognizing LEP persons and identifying their preferred spoken language.

3. **Interact**
   Accessing and using resources for language translation and interpretation.

4. **Instruct**
   Training staff on the resources that will enable them to accommodate LEP persons.
Contact Points

Public Meetings

Public Meetings are the formally announced and advertised meetings conducted by the MPO, in fulfillment of its Unified Planning Work Program (UPWP) and Public Participation Plan (PPP). In large part, this encompasses the CMCOG-COATS MPO Board Meetings and periodic plan-specific public meetings for the Transportation Improvement Program, Long Range Transportation Plan, Public Participation Plan, and Coordinated Public Transit-Human Services Transportation Plan.

Inform
The advertisement requirements for Public Meetings are prescriptive, with a legal advertisement in a “newspaper of general circulation” being the standard method for fulfilling the legal requirement for meeting advertisement. Press releases, website postings/announcements, and email blasts to Interested Parties are supplemental advertisement techniques that the CMCOG-COATS MPO is committed to using, per its PPP.

The CMCOG-COATS MPO will provide notice of the availability of translation and/or interpretation services in legal ads, press releases, and website posts that announce or advertise a public meeting. The notice will be provided in both English and Spanish languages. The following sample text would be used and adapted, as necessary:

ENGLISH:
“The content of this [advertisement / press release / posting] is available in alternative formats and other languages upon request by contacting the CMCOG-COATS Metropolitan Planning Organization (MPO). Persons who plan to attend the announced [meeting / event / activity] and require language interpretation services and/or special accommodations under the American with Disabilities Act should contact the CMCOG-COATS MPO at least seven (7) days prior to the [meeting / event / activity]. Contact the MPO by phone at (803) 744-5133, by written letter addressed to 236 Stoneridge Drive, Columbia, SC, 29210 or by email to rsimmons@centralmidlands.org
At the meeting venue, the CMCOG-COATS MPO will display a poster-sized version of its *Notice of Language Services* (Appendix B). The notice will be displayed in both English and Spanish.

**Identify**
Whether or not an LEP person contacts the MPO prior to a Public Meeting, the key identification point will be the Welcome/Sign-In station provided at the meeting venue. It is preferable that LEP persons “self-identify” themselves, as requested in the *Notice of Language Services*. The MPO will maintain a Language Identification Card as standard material for the Welcome/Sign-In station.

**Interact**
At each Public Meeting, the CMCOG-COATS MPO will have at least one trained staff person designated to interact with the LEP person(s) in attendance. This person will be trained in accessing and using the on demand telephone interpretation service, which will be used to facilitate discussion. An agency maintained cell-phone with speaker capability will be provided for this purpose. (Cell phone reception should be checked when evaluating venues as potential meeting sites.)

**Instruct**
Training for the Public Meeting Contact Point will address the following:

- Writing Legal Advertisements, Press Releases, and Webpage Postings – Training may or may not be required for staff who draft and assemble the various announcements and other materials in which the availability of language services is advertised.
- Identifying LEP Persons – Training is recommended for persons who will staff the Welcome/Sign-In Station. These staff should be familiar with the *Notice of Language Services* and use of the Language Identification Card.
- Interacting with LEP Persons – Training is critical for the person who is designated to interact with the LEP persons. These staff should be familiar with the access process and credentials for the on-demand interpretation service and have some experience with handling the dynamics of communication via interpreter. Learning through “shadowing” a person performing this function is recommended.

**Office Walk-In**
An Office Walk-In involves an LEP person or group visiting the CMCOG-COATS MPO at their office in person. While this method of contact may be infrequent, the purpose of such a visit may be more urgent and have a more weighty purpose—such as a discrimination complaint.

<table>
<thead>
<tr>
<th>Office Walk-In</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inform</strong></td>
<td>Notice of Language Services (lobby)</td>
</tr>
<tr>
<td></td>
<td>Language Reception Instructions (lobby)</td>
</tr>
<tr>
<td><strong>Identify</strong></td>
<td>Language Card</td>
</tr>
<tr>
<td><strong>Interact</strong></td>
<td>Telephone-Based Interpretation Service</td>
</tr>
<tr>
<td><strong>Instruct</strong></td>
<td>Reception Process</td>
</tr>
</tbody>
</table>
Walk-in visitors are typically unannounced, but may have called ahead to arrange a meeting with a certain staff person.

**Inform**
Initial contact between the LEP person and CMCOG-COATS staff will likely occur in the CMCOG-COATS office lobby. Therefore, in this location, a version of the *Notice of Language Services* (Appendix B) will be displayed. The notice will be displayed in both English and Spanish. Along with the *Notice*, a second smaller poster will briefly describe (again, in English and Spanish) the process that the CMCOG-COATS reception staff will use to identify the language spoken and call the telephone-based interpretation service.

**Identify**
It is preferable that LEP persons “self-identify” themselves, as requested in the *Notice of Language Services*. The MPO will maintain a Language Identification Card at the Reception Desk, for use in discovering the language being spoken.

**Interact**
In all likelihood, the CMCOG-COATS receptionist will be the first contact point. Each reception staff person will be trained in accessing and using the on-demand telephone interpretation service, which will be used to facilitate discussion.

**Instruct**
Training for the CMCOG-COATS reception staff and the CMCOG-COATS MPO staff will address the following:

- Lobby Posters and other Bi-Lingual Informational Material – Training will identify the location, content, and use of the lobby posters and any other supplemental material developed for use in the CMCOG-COATS lobby to notify the LEP person of the availability of language services and the process that he or she can expect.
- Identifying LEP Persons – Training will focus on the use of the Language Identification Card.
- Interacting with LEP Persons – Staff will be informed about the credentials and access process for the telephone-based interpretation service. Instruction will also include general principles on interacting with an LEP person and the interpreter.
Telephone Call

Telephone calls to the CMCOG-COATS MPO would likely come through the main CMCOG-COATS phone number, in which case, they would be answered by the CMCOG-COATS reception staff. In particular, phone calls regarding language assistance services may be expected in reply to advertisements and other notices that request notification in advance of meeting.

<table>
<thead>
<tr>
<th>Telephone Call</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inform</td>
</tr>
<tr>
<td>Explanation of Services Available</td>
</tr>
<tr>
<td>(through phone service)</td>
</tr>
<tr>
<td>Identify</td>
</tr>
<tr>
<td>Through Phone Service</td>
</tr>
<tr>
<td>Interact</td>
</tr>
<tr>
<td>Telephone-Based Interpretation Service</td>
</tr>
<tr>
<td>Instruct</td>
</tr>
<tr>
<td>Phone Answering Process</td>
</tr>
</tbody>
</table>

Inform
An LEP person who places a phone call to the CMCOG-COATS office will, in all likelihood, be responding to an advertisement, web posting, or other announcement that solicits the call for a purpose and provides notice about the availability of language assistance. In this case, the LEP person would be at least partially informed about the MPO’s commitment to make information available in other languages. A more expansive explanation of the specific language services provided and the expectations for how they are provided would be communicated once the language of the LEP person is identified and interpretation services are initiated.

Identify
The LEP person may not self-identify his or her preferred language, and the person taking the call may not be able to identify the language without help. In either case, assistance in identifying a caller’s language can be handled via the Telephone-Based Interpretation Service.

Interact
In all likelihood, the CMCOG-COATS receptionist will be the first contact point. Each reception staff person will be trained in accessing and using the on-demand telephone interpretation service, which will be used to facilitate discussion. Most all interaction with the LEP person will occur with the interpreter’s help. The receptionist may also transfer the call to the CMCOG-COATS MPO staff, which may require the use of advanced phone system features in transferring the call.

Instruct
Training for the CMCOG-COATS reception staff and the CMCOG-COATS MPO staff will address the following:

- Identifying LEP Persons – Training will focus on the process and expectations for how the Telephone-Based Interpretation Service will identify the LEP person’s language.
- Interacting with LEP Persons – Staff will be informed about the credentials and access process for the telephone-based interpretation service. Instruction will also include general principles on
interacting with an LEP person and the interpreter. Instruction about the telephone system
features and process necessary to transfer the conference call to another person should be given
to both reception staff and MPO staff.

Webpage

The CMCOG-COATS MPO’s site address is www.centralmidlands.org. The site provides a
platform for disseminating information about its plans and programs, advertising, and upcoming
activities. Contact with the CMCOG-COATS MPO through their website portal is one of the more likely
contact points used by LEP persons, for many of the same reasons that non-LEP persons seek out a webpage. Information and answers to questions may be handled on a self-serve basis, which is typically more comfortable for most persons who are savvy with the internet and computer technology. There is much information already on the CMCOG-COATS MPO webpage that may be readily accessed. Beyond this, for an LEP person, looking up a webpage is far less confrontational than telephone or in-person contact.

As an implementation step of this plan, CMCOG-COATS MPO intends to implement Google Translate on the transportation website. In addition certain human-translated “vital documents” (identified previously) will be made available on the website in Spanish. To verify the accuracy of the Google Translate tool for the Spanish language, an analysis of the Spanish Google Translate output for the CMCOG-COATS MPO webpage was completed by a bi-lingual English/Spanish translator to verify the accuracy of the translation. Although some translational issues were identified, there were no substantive issues that would inhibit a speaker of Spanish from understanding the implied meaning of the text.

Inform

The Notice of Language Services (Appendix B) will be integrated into the CMCOG-COATS MPO webpage through one or more of the following:

- Adding the Notice of Language Services to the CMCOG-COATS MPO webpage, with one or more links added in the navigation menu. Links would be placed under the “Public Participation Plan” and “Comments” sections. The Notice would display in Spanish and English.

- Adding a hyperlink to the Notice of Language Services adjacent to the Google Translate icon, when this tool is added to the webpage.

<table>
<thead>
<tr>
<th>Webpage</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Inform</td>
<td>Webpage notice</td>
</tr>
<tr>
<td>Identify</td>
<td>Self-Identify</td>
</tr>
<tr>
<td>Interact</td>
<td>Google Translate</td>
</tr>
<tr>
<td>Instruct</td>
<td>Web Standards/Protocol</td>
</tr>
</tbody>
</table>

Information about the telephone system features and process necessary to transfer the conference call to another person should be given to both reception staff and MPO staff.

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Inform

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- Adding a hyperlink to the Notice of Language Services adjacent to the Google Translate icon, when this tool is added to the webpage.
• Integrating the *Notice of Language Services* into the Google Translate tool, such that a new “popup” tab opens the first time a user activates Google Translate. The notice will display in Spanish and English.

**Identify**
Since use of the CMCOG-COATS MPO webpage would be self-directed, identification of the LEP person would be accomplished through the user’s selection of language through the Google Translate tool.

**Interact**
With an LEP Person accessing the webpage, interaction occurs according to the user’s preferences and access of the posted information. Translation of the webpage is automated, and interpersonal interaction is not expected. However, interactions with the webpage may be only an initial contact point, and may generate other contact points (phone call, walk-in, written correspondence, etc.)

**Instruct**
Minimal instruction of staff is required for the webpage contact point. Instead, the webpage design and ease of use may require some thought about how LEP persons would approach and use the webpage. Training of the IT staff may be necessary forsuccessful webpage integration of the Google Translate tool (web standards, protocols, HTML coding).

**Written Correspondence**

Contact through Written Communication includes both paper and electronic email correspondence. Both contact points are likely with LEP persons, as these communication methods are less confrontational and require minimal interpersonal interaction. Written correspondence may be very well suited for certain purposes, such as identifying an issue of concern or providing specific comments on a plan or program. In other cases, written correspondence will serve as a starting point for additional contact, whether a phone call, face-to-face discussion, or a webpage visit.

**Inform**
Written correspondence may be the most accessible and well-advertised contact point for LEP persons, as most materials published by the CMCOG-COATS MPO include the office mailing address and an email address. On the CMCOG-COATS website, the office address appears at the bottom of every page, with CMCOG-COATS ‘s general phone and fax number. In addition, most persons— whether LEP or not—
understand the concept of written correspondence and its usefulness for accessing information, providing comments/feedback, and asking questions.

Similar to those who make a phone call to the CMCOG-COATS office, an LEP person who provides written correspondence will, in all likelihood, be responding to an advertisement, web posting, or other announcement that solicits the call for a purpose and provides notice about the availability of language assistance. In this case, the LEP person would be at least partially informed about the MPO’s commitment to make information available in other languages.

Identify
Identifying the language of a paper copy, written document may require the contracted help of a translation service. The paper copy or electronic scan (PDF or other image format) would be provided to the translation service provider, which would identify the language and translate the document into English. A listing of translation service providers, including webpage and contact phone numbers, is provided in Appendix G.

For email or other written electronic correspondence, the contracted translation service may be used, or the “Detect language” function of Google Translate may be used to automatically detect the language. The electronic text would be copied into an automated translation tool (Google Translate, Bing Translator, etc.), which would detect the language assuming that it is one that is supported by the tool. Even if the translation is not fully accurate, this method should be sufficient to identify the language.

Interact
Some, but not all, of the correspondence from LEP persons will require a response, which would be the primary point of interaction. If the correspondence is simply providing feedback or comment on a plan or program, a response would be optional. Regardless, the response would be prepared in English and then translated into the language spoken by the LEP person. Since an accurate translation would be desired, the contracted help of a translation service would be used to prepare the response. Google Translate may be used if the message is simple and an immediate response is needed. However, since it is based on automated routines (as opposed to human translation), it may not accurately communicate the message desired.

Instruct
Training for the written communication contact point would focus on the selection and use of the various translation tools. The training will introduce the Google Translate tool and its capabilities, along with examples. The process for accessing the contracted translation service and the expectations for turnaround of a translation would also be described.
LEP Plan Coordination & Staff Training

As part of the LAP, the CMCOG-COATS MPO has identified resources and tools to be used in various contexts (i.e., Contact Points) to provide language assistance services. The resources and tools have been compiled into an LEP Employee Resources Manual, and staff expertise in using them will be developed through an LEP Employee Training Presentation. Reginald Simmons, the CMCOG-COATS MPO Transportation Director, has been designated as the Language Assistance Coordinator and will oversee the staff training activities.

**LEP Employee Training Presentation**

The Training Presentation has been prepared in Microsoft PowerPoint and includes two primary sections: 1) an overview of the LEP Plan, including the Four Factor Analysis; and 2) an explanation of the tools and resources appropriated in the LAP. The presentation includes a hyperlink to an online video presentation developed by the U.S. Department of Justice for laypersons who are learning about language access and assistance. With the video and a time for questions, the full Training Presentation can be completed in 1 hour.

**LEP Employee Resources Manual**

The Manual is a compilation of the various resources and tools available to the CMCOG-COATS staff for providing language assistance. The Manual is comprised of tools and resources that are found in the Appendix of this LEP Plan Document. Versions of these materials are maintained in electronic (PDF) and paper copy (binder). Each staff member who participates in the Training Presentation will receive a paper copy of the Manual. Much of the material in the Manual is self-explanatory and may be used for a variety of training formats:

- On its own for brief “crash course”;
- With the guidance of a trained staff person for “one-on-one” training; or
- Alongside a copy of the Training Presentation for “self-paced” training.

Paper copies of the Manual will be maintained in the CMCOG-COATS receptionist’s desk and at the Welcome Center of CMCOG-COATS MPO public meetings, so that the language assistance materials are available for quick reference in serving LEP persons.
Plan Evaluation Process

The LAP, along with the larger LEP Plan, will be evaluated annually by interested staff or a committee assembled by the Language Assistance Coordinator, in compliance with current FHWA and FTA guidance. An update to the LAP will be considered a “technical update” and would not require public comment and re-adoption by the MPO unless the update substantially changes the public participation process.

The following materials are provided in Appendix H for use in the annual review process:

**LEP Plan Self-Assessment Checklist**

The LEP Plan Self-Assessment Checklist may be used as the overarching template for the assessment. The Checklist provides a series of questions designed to encourage discussion and critical thinking about the success of interactions (if any) with LEP persons, the usefulness of the plan provisions and LAP, and the evolving nature/growth of LEP populations and their needs in the CMCOG-COATS MPO region.

**LEP Interaction Tracking Form**

The LEP Interaction Tracking Form has two components that are used in documenting interactions with LEP persons:

- The *Record of Interactions* collects information about each interaction with an LEP person. Each row represents an interaction. Multiple copies of this form may be used in a given year.
- The *Annual Report Summary* draws from the Record of Interactions and serves as a one-page, annual report of the information collected about LEP interactions.

The *Record* and *Annual Report* are intended to inform certain questions asked in the Self-Assessment.
Sources

*Federal Government’s Renewed Commitment to Language Access Obligations under Executive Order 13166.*

*Title VI Requirements and Guidelines for Federal Transit Administration Recipients (FTA Circular 4702.1B)*
Federal Transit Administration.
http://www.fta.dot.gov/documents/FTA_Title_VI_FINAL.pdf


*Overview of Title VI of the Civil Rights Act of 1964*, Department of Justice.
http://www.justice.gov/crt/about/cor/coord/titlevi.php

Appendix

- **Appendix A**  
  CMCOG-COATS MPO Title VI Assurance

- **Appendix B**  
  Notification of Language Services

- **Appendix C**  
  Title VI Notice to Beneficiaries

- **Appendix D**  
  Title VI Complaint Form

- **Appendix E**  
  Title VI Complaint Form Procedure

- **Appendix F**  
  Language Identification Card Language Identification Survey

- **Appendix G**  
  Translation & Interpretation Service Providers

- **Appendix H**  
  Limited English Proficiency Plan Self-Assessment Checklist
  LEP Interaction Tracking Form: Record of Interactions
  LEP Interaction Tracking Form: Annual Report
Appendix A
CMCOG-COATS MPO TITLE VI ASSURANCE
COATS MPO Title VI Assurances

The COATS MPO HEREBY CERTIFIES THAT, as a condition of receiving Federal financial assistance under the Federal Transit Act of 1964, as amended, it will ensure that:

1. No person on the basis of race, color, or national origin will be subjected to discrimination in the level and quality of transportation services and transit-related benefits.

2. The COATS MPO will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 4702.1A and in compliance with the Department of Transportation's Title VI regulation, 49 CFR Part 21.9.

3. The COATS MPO will make it known to the public that those person or persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation.

The person or persons whose signature appears below are authorized to sign this assurance on behalf of the grant applicant or recipient.

______________________________  __________________________
Benjamin J. Mauldin, Executive Director  Date
CMCOG/COATS MPO

______________________________
(SIGNATURE OF AUTHORIZED OFFICER)
Appendix B
Notification of Language Services
Notice of Language Services

The CMCOG-COATS MPO provides language interpretation and document translation services upon request. If your preferred language is not English, please allow us to discover your preferred language and converse or correspond with you in that language. The following describes what you can expect when you interact with our staff ...

In-Person
If you are attending a meeting or visiting the CMCOG-COATS MPO Office in-person, please approach the Welcome/Sign-In Station or Reception Desk and state your preferred language. If the person cannot understand your request, he or she will show you a Language Identification Card. Please point to your preferred language. The person helping you will ask you to wait a moment while a telephone based interpretation service is contacted to assist in the conversation. Interpretation is available for many different languages, and is provided free of charge. Please be patient while we bring the interpreter on the line.

By Phone
If you wish to call the CMCOG-COATS MPO, please call the main office number at (803) 744-5133 and request your preferred language. If the person answering your call cannot understand your request, he or she will ask you to wait a moment while a telephone-based interpretation service is contacted to assist in the conversation. Interpretation is available for many different languages, and is provided free of charge. Please be patient while we discover your language and bring the interpreter on the line.

By Written Correspondence
When writing correspondence to the CMCOG-COATS MPO, please write in your preferred language. Address paper correspondence to CMCOG-COATS MPO, 236 Stoneridge Drive, Columbia, SC 29212. Address email correspondence to r.simmons@centralmidlands.org. We will translate your correspondence and then provide a response (if feasible and appropriate) in your preferred language as well as English. Please allow up to 45 days for the written, translated response in your language.

Document Translations Available

The CMCOG-COATS MPO is committed to maintaining Spanish translations of vital documents, which encompass those that explain how to access the MPO’s services (including language assistance services), complaint forms, and notification of rights. These translated documents available in paper copy through the CMCOG-COATS MPO office, and many are also available online at the MPO’s website (www.centralmidlands.org).
Appendix C
Title VI Notice to Beneficiaries
Title VI Notice to Beneficiaries

CMCOG-COATS METROPOLITAN PLANNING ORGANIZATION (MPO)
NOTIFICATION OF PROTECTIONS TO THE PUBLIC OF RIGHTS UNDER TITLE VI AND INSTRUCTIONS ON HOW TO FILE A COMPLAINT

It is CMCOG-COATS MPO’s policy to utilize its best efforts to assure that no person shall, on the grounds of race, color, disability, sex, age, low income, national origin or limited English proficiency, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under its programs or services, as provided by Title VI of the Civil Rights Act of 1964, as amended.

Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint. All complaints received are documented and assigned to the appropriate staff for investigation.

For more information on the CMCOG-COATS MPO’s civil rights program and the procedures to file a complaint, or to get information in another language, please contact:

Mr. Reginald Simmons
MPO Title VI Compliance Officer
CMCOG-COATS MPO
236 Stoneridge Drive
Columbia, SC 29210

(803) 744-5133
rsimmons@centralmidlands.org
www.centralmidlands.org

After the complaint is processed, a response (if requested) will be sent to the customer filing the complaint and appropriate corrective action is taken.

A Complainant may file a complaint directly with the South Carolina Department of Transportation by filing a complaint with the Civil Rights Office, South Carolina Department of Transportation, 955 Park Street, P.O. Box 191, Columbia, SC 29201.
Appendix D
Title VI Complaint Form
CMCOG-COATS Metropolitan Planning Organization (MPO)  
Title VI Complaint Form

CMCOG-COATS MPO recognizes its responsibilities to the communities it serves. It is CMCOG-COATS MPO’s policy to utilize its best efforts to assure that no person shall, on the grounds of race, color, disability, gender, age, low income, national origin, language or limited English proficiency (LEP), be excluded from participation in, be denied the benefits of, or be subjected to discrimination under its programs or services, as provided by Title VI of the Civil Rights Act of 1964, as amended. These procedures apply to all external complaints relating to any program or activity administered by CMCOG-COATS MPO and/or its sub-recipients, consultants and contractors, filed under Title VI of the Civil Rights Act of 1964 as amended, (including Disadvantaged Business Enterprise and Equal Employment Opportunity components), as well as other related laws that prohibit discrimination.

The following information is necessary for processing your complaint. If you require assistance in completing this form, please contact the CMCOG-COATS MPO Compliance Officer by calling (803) 744-5133. Please return the completed form to the CMCOG-COATS MPO Compliance Officer at CMCOG-COATS MPO, 236 Stoneridge Drive, Columbia, SC 29210. Title VI complaints must be filed within 180 calendar days from the date of the alleged discrimination.

Complainant Name: _______________________________  Name of Individual Assisting Complainant: _______________________________

Complainant Address: _______________________________

Complainant Phone: _______________________________

Complainant Alt. Phone: _______________________________

Assisting Individual Address: _______________________________

Assisting Individual Phone: _______________________________

Assisting Individual Alt. Phone: _______________________________

Which of the following describes the reason(s) the alleged discrimination took place?

Race  Age  Color  Gender  Language/LEP  National Origin  Disability Retaliation

Date(s) of Incident: _______________________________
CMCOG-COATS Metropolitan Planning Organization (MPO) Title VI Complaint Form (continued)

Please provide a detailed description of the circumstances of the incident(s), including any additional information supporting your complaint (please use additional pages as necessary).

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Please provide the name(s), and title and address (if known) of the person who discriminated against the Complainant.

______________________________________________________________________________

Please provide, if applicable, names and contact information of people who may have knowledge of the alleged incident(s) or are perceived as parties in the complained-of incident(s):

______________________________________________________________________________

Please list any other agency where complaint has been filed:

______________________________________________________________________________

I affirm that I have read the above complaint and that it is true to the best of my knowledge, information and belief.

<table>
<thead>
<tr>
<th>Complainant’s Signature</th>
<th>Print Name of Complainant</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assisting Individual Complainant’s Signature</th>
<th>Print Assisting Individual Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date Received: _____________________________  Received By: _____________________________
Appendix E
Title VI Complaint Form Procedure
CMCOG-COATS Metropolitan Planning Organization (MPO)

Title VI Complaint Form Procedure

The CMCOG-COATS MPO will acknowledge receipt of the complaint by notifying the Complainant within 7 calendar days of the “Date Received” shown above. The CMCOG-COATS MPO will transmit the complaint to the proper state or federal agency—Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the South Carolina Department of Transportation (SCDOT) for investigation and disposition pursuant to that agency's Title VI complaint procedures.

1. Complete and return form to CMCOG-COATS MPO Compliance Officer at CMCOG-COATS MPO, 236 Stoneridge Drive, Columbia, SC 29210 within 180 calendar days from the alleged incident.
2. The complaint will be reviewed and investigated by the proper federal and/or State agency.
3. The State or federal agency will contact the complainant and CMCOG-COATS MPO to notify them of the results of the complaint.
4. If the Complainant is unsatisfied with the response, the complaint may be presented to the Department of Justice within 10 calendar days from receiving the response.
5. The Department of Justice will respond to the Complainant, and/or the Individual Assisting Complainant.
6. The CMCOG-COATS MPO Title VI Compliance Officer will maintain a log of all complaints received by the CMCOG-COATS MPO. The Title VI complaint log is available at the offices of CMCOG-COATS MPO, located at 236 Stoneridge Drive, Columbia, SC 29210.
7. A copy of the complaint and the investigative report/findings and remedial action plan, if appropriate, will be issued to the proper state or federal agency (e.g.: FHWA, FTA, and SCDOT) within 120 calendar days of receipt of the complaint.
8. A summary of the complaint and its resolution will be included as part of the Title VI updates to the proper state or federal agency (e.g.: FHWA, FTA, and SCDOT).
9. Records will be available for compliance review audits.
Appendix F
Language Identification Card
Language Identification Survey
Language Identification Cards

Instructions: Place a check by the language spoken.

☐ Mark this box if you read or speak English.

☐ Arabic

☐ Armenian

☐ Bengali

☐ Cambodian

☐ Chamorro

☐ Simplified Chinese

☐ Traditional Chinese

☐ Croatian

☐ Czech

☐ Dutch

☐ Farsi

☐ French

☐ German

☐ Greek

☐ Haitian Creole

☐ Hindi

☐ Hmong

☐ Hungarian

Source: Language Identification Flashcard - 2004 Census Test
U.S. Census Bureau, Economics and Statistics Administration, U.S. Department of Commerce
www.lep.gov/ISpeakCards2004.pdf
Language Identification Cards

Side 2 of 2

Instructions: Place a check by the language spoken.

☐ Marchi questa casella se legge o parla italiano.  
☐ 日本語を読んだり、話せる場合はここに印を付けてください。
☐ 한국어를 읽거나 말할 수 있으면 이 칸에 표지하십시오.
☐ ມໍສະໝັບພັກທີ່ນຸ້ມ້ອງໝັບພ້ອມມາຄ່ານາ.
☐ Kukolihiki book (box) in elaññe kwójela kajin im waakin (read) majól.
☐ Prosiny o zaznanzenie tego kwadratu, ježeli postąpjasz się Pan/Pani jezykiem polskim.
☐ Assirale este quadrado se você lê ou fala português.
☐ Însemnați această casetă dacă citiți sau vorbiți româneste.
☐ Пометьте этот квадратик, если вы читаете или говорите по-русски.
☐ Обележите овај квадратик уколико читате или говорите српски језик.
☐ Označte tento štvoček, ak viete čítať alebo hovoriť po slovensky.
☐ Marque esta casilla si lee o habla español.
☐ Markahan itong kwadrado kung kaya ay marunong magbasa o magsalita ng Tagalog.
☐ โปรดตรวจและทำเครื่องหมายลงในชั้นหน้าตรงที่คุณพูดภาษาไทย.
☐ Maaka ‘i he puha ni kapau ‘oku ke lau pe lea fakatonga.
☐ Відмітте цю клітику, якщо ви читаєте або говорите українською мовою.
☐ Gebruid deze woordenhoek als u goed continentalist in Urdu.
☐ Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.
☐ מקימי מיליםเหลת אוכד או ידיעת אודגChicken hebrew.

Source: Language Identification Flashcard - 2004 Census Test
U.S. Census Bureau, Economics and Statistics Administration, U.S. Department of Commerce  2012
www.lep.gov/ISpeakCards2004.pdf
## Language Identification Survey

<table>
<thead>
<tr>
<th>2004 Census Test</th>
<th>Language Identification Flashcard</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>1. Arabic</td>
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<tr>
<td>☐</td>
<td>2. Armenian</td>
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<td>☐</td>
<td>3. Bengali</td>
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<td>☐</td>
<td>4. Cambodian</td>
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<tr>
<td>☐</td>
<td>5. Chamorro</td>
</tr>
<tr>
<td>☐</td>
<td>6. Simplified Chinese</td>
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<td>☐</td>
<td>7. Traditional Chinese</td>
</tr>
<tr>
<td>☐</td>
<td>8. Croatian</td>
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<tr>
<td>☐</td>
<td>9. Czech</td>
</tr>
<tr>
<td>☐</td>
<td>10. Dutch</td>
</tr>
<tr>
<td>☐</td>
<td>11. English</td>
</tr>
<tr>
<td>☐</td>
<td>12. Farsi</td>
</tr>
</tbody>
</table>

- If you can read Chinese or speak Chinese, please select this box.
- If you can read Chinese or speak Chinese, please select this box.
- Mark this box if you read or speak English.
- اگر خواندن و نوشتن فارسی بلد هستید، این مربع را علائم بزنید.
<table>
<thead>
<tr>
<th>Language Identification Survey (continued)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Cocher ici si vous lisez ou parlez le français. 13. French</td>
</tr>
<tr>
<td>☐ Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen. 14. German</td>
</tr>
<tr>
<td>☐ Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά. 15. Greek</td>
</tr>
<tr>
<td>☐ Make kazye sa a si ou li oswa ou pale kreyòl ayisyen. 16. Haitian Creole</td>
</tr>
<tr>
<td>☐ अगर आप हिंदी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएं। 17. Hindi</td>
</tr>
<tr>
<td>☐ Kos lub voj no yog koj paub twm thiab hais Hmoob. 18. Hmong</td>
</tr>
<tr>
<td>☐ Jelölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet. 19. Hungarian</td>
</tr>
<tr>
<td>☐ Marakaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano. 20. Ilocano</td>
</tr>
<tr>
<td>☐ Marchi questa casella se legge o parla italiano. 21. Italian</td>
</tr>
<tr>
<td>☐ 日本語を読んだり、話せる場合はここに印を付けてください。 22. Japanese</td>
</tr>
<tr>
<td>☐ 한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오. 23. Korean</td>
</tr>
<tr>
<td>☐ ທ່ານ/ເຂົາສາມາດຕໍ່າອະທິດໄດ້ຢ່າງEditingStyle່າງນັ້ນ. 24. Laotian</td>
</tr>
<tr>
<td>☐ Prosimy o zaznaczenie tego kwadratu, jeżeli posługuj się Pan/Pani językiem polskim. 25. Polish</td>
</tr>
</tbody>
</table>
Language Identification Survey (continued)

- Assinale este quadrado se você lê ou fala português. 26. Portuguese
- Însemnați această căsuță dacă citiți sau vorbiți română. 27. Romanian
- Пометьте этот квадратик, если вы читаете или говорите по-русски. 28. Russian
- Обележете овaj квадратић уколико читате или говорите српски језик. 29. Serbian
- Označte tento štvorček, ak viete čídať alebo hovoríť po slovensky. 30. Slovak
- Marque esta casilla si lee o habla español. 31. Spanish
- Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog. 32. Tagalog
- ไม่สามารถแสดงถึงภาษาไทย สำหรับภาษาไทย. 33. Thai
- Maaka ’i he puha ni kapau ’oku ke lau pe lea fakatonga. 34. Tongan
- Відмітьте цю клітинку, якщо ви читаєте або говорите українською мовою. 35. Ukranian
- اقرأ مربعًا إذا كنت تقرأ وبشارة العربية. 36. Urdu
- Xin đánh dấu vào ở này nếu quý vị biết đọc và nói được Việt Ngữ. 37. Vietnamese
- במציגו תיעתק תעתיק או תעתיק הלשון הערבית או תעתיק יידית. 38. Yiddish
Appendix G

Human Translation & Interpretation Service Providers
Best interpreters in Columbia, South Carolina with Reviews - YP.com

8. Palmetto Interpreters
89 Greve's Wood Dr, Columbia, SC 29212
(803) 733-7261
Translators & Interpreters
Website

9. Columbia's Interpreters & Translators
432 Buttonkamp Dr, Columbia, SC 29229
(803) 733-7261
Translators & Interpreters
Website
Very professional and efficient. Quick turn around on the translation of time sensitive documents. Will definitely use again!

10. Palmetto Interpreters
1200 Richard St, Columbia, SC 29201
(803) 733-7261
Translators & Interpreters
Website

11. Angelique Woods Translations
204 Navigato Ct, Columbia, SC 29229
(803) 885-1230
Translators & Interpreters
Website

12. Corporate Spanish of Columbia, Inc.
4301 Fox Sqscr Ct, Columbia, SC 29209
(803) 386-1728
Translators & Interpreters
Website
Hi. My name is Dan at Southeast Spanish. I translated my wife's driver's license and birth certificate so that she could get her SC DL. Let me tell you this:

13. Magnetic Connections
341 Fox Square Ct, Columbia, SC 29209
(803) 755-0560
Translators & Interpreters
Website

14. Definately Taking Requests
Columbia, SC 29216
(803) 803-1266
Translators & Interpreters
Website

15. Niki's International LTD
Columbia, SC 29201
(803) 255-0899
Translators & Interpreters
Website

16. Mata Intelligent Services
1218 Ashley Rd, West Columbia, SC 29169
(803) 796-9527
Translators & Interpreters
Website

17. Magna Interpreter Services
Columbia, SC 29105
(803) 647-0558
Translators & Interpreters
Website
THANK YOU FOR YOUR PROFESSIONAL AND COURTEOUS WORK. YOU WERE ON TIME, AND COMPLETELY CONFIDENTIAL. YOUR RATES ARE NOT BAD EITHER, I WILL...

18. Kristin Oliver
1400 College Dr, Columbia, SC 29201
(803) 653-8871
Translators & Interpreters
Website

From Business: Sports Medicine, Joint Replacement Orthopedic Surgeon

19. University of South Carolina-Columbia
Columbia, SC 29208
(803) 777-1900
Colleges & Universities, Language Schools
Website
**Best interpreters in Columbia, South Carolina with Reviews - YP.com**

<table>
<thead>
<tr>
<th>#</th>
<th>Business Name</th>
<th>Address</th>
<th>City, State</th>
<th>Phone Numbers</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>University of South Carolina</td>
<td>100 Sumter St, Columbia, SC 29012</td>
<td>Columbia</td>
<td>(803) 777-3867</td>
<td>Colleges &amp; Universities, Language Schools Website</td>
</tr>
<tr>
<td>21</td>
<td>Agape English Language Institute</td>
<td>100 Park Cir, Columbia, SC 29011</td>
<td>Columbia</td>
<td>(803) 445-1998</td>
<td>Language Schools</td>
</tr>
<tr>
<td>22</td>
<td>The Language Buzz</td>
<td>1021 Hemberton St, Columbia, SC 29011</td>
<td>Columbia</td>
<td>(803) 252-7002</td>
<td>Language Schools Website</td>
</tr>
<tr>
<td>23</td>
<td>Language Espresso</td>
<td>4700 Forest Dr, Columbia, SC 29029</td>
<td>Columbia</td>
<td>(803) 738-1000</td>
<td>Language Training Aids, Language Schools</td>
</tr>
<tr>
<td>24</td>
<td>Russian Language Ministries</td>
<td>7640 Pendleton Rd, Columbia, SC 29023</td>
<td>Columbia</td>
<td>(803) 333-8365</td>
<td>Language Schools</td>
</tr>
<tr>
<td>25</td>
<td>Bovo Lingua</td>
<td>121 Northpoint Dr, Lexington, SC 29072</td>
<td>Lexington</td>
<td>(803) 446-3364</td>
<td>Language Schools Website</td>
</tr>
<tr>
<td>26</td>
<td>LCCDC</td>
<td>109 Singing Wood Ln, Blythewood, SC 29045</td>
<td>Blythewood</td>
<td>(803) 257-8094</td>
<td>Language Schools</td>
</tr>
</tbody>
</table>

**Sponsored Links**

- **40-Hour Interpreter Training - Introduction to Community**
  - [www.40hourclass.com](http://www.40hourclass.com)
  - Become an Interpreter: Take our 40-hour class and be eligible to get certified
  - Experined Instructors

- **Columbia Interpreters**
  - [www.columbiainterpreters.com](http://www.columbiainterpreters.com)
  - Find Columbia Interpreters Phone Numbers, Addressess & Maps
  - Destinations: Atlanta, Boston, Chicago, New York, San Francisco, Seattle

- **Interpreter Schools**
  - [www.interpreterschools.com](http://www.interpreterschools.com)
  - Search for Interpreter Schools
  - Find Expert Advice on About.com
  - Travel Guide: 100+ Topics
  - Training Areas
Appendix H
Limited English Proficiency Plan Self-Assessment Checklist LEP
Interaction Tracking Form: Record of Interactions LEP Interaction
Tracking Form: Annual Report
# LEP Plan Status

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is CMCOG-COATS MPO receiving federal funding?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of the most recent LEP Plan/LAP:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of most recent Four Factor Analysis:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date(s) of demographic data:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is an update to the current LEP Plan/LAP needed?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

# Interactions with LEP Persons

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has CMCOG-COATS MPO interacted with any LEP persons during the past year?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If so, how many interactions with LEP persons were recorded?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

# Identifying LEP Communities

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does CMCOG-COATS MPO have a process for collecting data on the number of LEP persons in the service area and the languages most commonly spoken?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How often is the language data for CMCOG-COATS MPO’s service area analyzed?</td>
<td>Once every ________ years.</td>
<td></td>
</tr>
<tr>
<td>What techniques and resources are used by CMCOG-COATS MPO to identify LEP communities? (e.g., spatial mapping, community input, etc.)</td>
<td>Describe:</td>
<td></td>
</tr>
</tbody>
</table>

---

**CMCOG-COATS Metropolitan Planning Organization (MPO)**  
Limited English Proficiency Plan Self-Assessment Checklist
Identifying LEP Communities (continued)

What data does CMCOG-COATS MPO use for identifying LEP communities and the languages most commonly spoken?

Describe: ________________________________________
____________________________________________________
____________________________________________________
____________________________________________________
____________________________________________________

SAFE HARBOR POPULATIONS
In the most recent Four Factor Analysis, what language group(s) DID meet the Safe Harbor Thresholds? Please list the LEP population, the percentage of the total service area population, and whether the population is increasing or decreasing vs. the previous Four Factor Analysis.

<table>
<thead>
<tr>
<th>Language</th>
<th>LEP Population</th>
<th>% of Total Population</th>
<th>☐ Increasing</th>
<th>☐ Decreasing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<td>2.</td>
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<td>5.</td>
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</tbody>
</table>

OTHER POPULATIONS
In the most recent Four Factor Analysis, what language group(s) DID NOT meet the Safe Harbor Thresholds? Please list the LEP population, the percentage of the total service area population, and whether the population is increasing or decreasing vs. the previous Four Factor Analysis.

<table>
<thead>
<tr>
<th>Language</th>
<th>LEP Population</th>
<th>% of Total Population</th>
<th>☐ Increasing</th>
<th>☐ Decreasing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>5.</td>
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</tbody>
</table>
## Providing Notice of Language Assistance

**How does CMCOG-COATS MPO inform the public about the availability of language assistance services?**

(e.g., posters, website, etc.)?

**Describe:**

- 
- 
- 

**In what language(s) does CMCOG-COATS MPO advertise language assistance services?**

1. 
2. 
3. 

## Providing Language Assistance

**For the Safe Harbor LEP populations, what vital documents are translated?**

1. 
2. 
3. 
4. 
5. 

**Does CMCOG-COATS MPO offer automated translation services on its website?**

☐ Yes
☐ No

**If so, what services are currently in use?**

☐ Google Translate
☐ Bing Translator
☐ Other:  
☐ Other:  

**What are the top three (3) languages for which translation are most requested?**

1. 
2. 
3. 

## Training & Staff Resources

How does CMCOG-COATS MPO train staff for interacting with LEP persons?  
(e.g., identify language spoken, handle translation requests, access interpretation services)

Describe:  

____________________________________________  
____________________________________________  
____________________________________________  
____________________________________________  
____________________________________________  
____________________________________________  

## Monitoring and Updating the Language Assistance Plan

<table>
<thead>
<tr>
<th>Is the LEP Plan and LAP available to the public for review? If yes, where is it available?</th>
<th>□ Yes □ No</th>
</tr>
</thead>
</table>
| If so, where is it available? | Describe:  

____________________________________________  
____________________________________________  
____________________________________________  
____________________________________________  |

<table>
<thead>
<tr>
<th>How often is the LAP updated (i.e., annually, biennially, etc.)?</th>
<th>□ Annually □ Biennially □ Every 3 years □ Every 4 years □ Every ______ years</th>
</tr>
</thead>
</table>

| When was the LAP last updated? | Date:  

____________________________________________  |
This page has been intentionally left blank.
LEP Interaction Tracking Form
Record of Interactions

Year: _______________  Page _______ of _________

<table>
<thead>
<tr>
<th>No.</th>
<th>Date of Interaction</th>
<th>Name of LEP Individual</th>
<th>Location of Interaction</th>
<th>Language Spoken by LEP Individual</th>
<th>Service requested by LEP Individual</th>
<th>LEP Tools Used</th>
<th>Successful Interaction Y / N</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
# LEP Interaction Tracking Form

## Annual Report Summary

Year: ____________

### Interactions Summary

<table>
<thead>
<tr>
<th>Total Interactions</th>
<th>Successful Interactions</th>
<th>Unsuccessful Interactions</th>
<th>Top Interaction Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Language Summary

<table>
<thead>
<tr>
<th>Language</th>
<th>Number of Times Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>West Germanic</td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td></td>
</tr>
</tbody>
</table>

### Services / Requests Summary

- Services most frequently requested ...
- Plans or programs most frequently addressed ...
Memorandum

TO: All Members of the CMCOG Board of Directors
FROM: Reginald Simmons, Deputy Executive Director/Transportation Director
DATE: June 22, 2017
SUBJECT: Section 5310 Projects

REQUESTED ACTION
The Central Midlands Council of Governments’ staff requests approval to amend the 2016 -2022 TIP and the Human Services Coordination Plan to add the FY 2018 Section 5310 Projects for the Large Urban Area.

PROGRAM DESCRIPTION
On June 6, 2014, the Final FTA Circular FTA C 9070.1G was published, incorporating project types, from the repealed New Freedom program into the new Section 5310 Program. The vehicle projects and related equipment under the previous 5310 program are now called Traditional 5310 Projects and comprise at least 55% of the available funding; the former New Freedom projects are called Expanded 5310 Projects and comprise up to 45% of available funding.

The goal of the new 5310 Program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available. The FTA 5310 Program provides financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities.

This program provides grant funds for capital, mobility management, and operating expenses for:

- Public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;

- Public transportation projects that exceed the requirements of the Americans with Disabilities Act (ADA);

- Public transportation projects that improve access to fixed-route service and decrease reliance on complementary paratransit; and

- Alternatives to public transportation projects that assist seniors and individuals with disabilities and with transportation.

On March 15, 2017, staff released a call for projects for the FFY 2015 & 2016 funding cycles. Staff will present those requests for inclusion in the Human Services Coordination Plan and the 2016 - 2022 TIP.
Large Urban Section 5310
Enhanced Mobility of Seniors and
Individuals with Disabilities Program
(Federal Funding Fiscal Years 2015 & 2016)

Application Form
Federal Fiscal Year 2017-2018

Name of Applicant: Mental Illness Recovery Center, Inc.
Amount Requested: $66,000
Type of Request: Capital - Vehicle Purchase
             Capital
             (Purchase of Service or Vehicle)
County Where Service to be Provided: Central Midlands
Agency DUNS Number: 163001357

Return To: Attention: Reginald Simmons
Central Midlands Council of Governments
236 Stoneridge Drive
Columbia, South Carolina 29212
803-744-5133
www.centralmidlands.org

Letter of Intent Deadline: April 3, 2017 @ 2 p.m.
Full Application Deadline: April 19, 2017 @ 2 p.m.
SCDOT FTA, Large Urban Section 5310
Enhanced Mobility of Seniors and Individuals with Disabilities Program
(Federal Fiscal years 2015 & 2016)

LETTER OF INTENT

Agency Name: Mental Illness Recovery Center, Inc. (MIRCI)
Contact Name: Julie Ann Avin, Executive Director
   PO Box 4246
   Columbia, SC 29240
   803-786-1844 x110
Amount of Request: $66,000
Local Match: MIRCI plans to use general operating funds for the local match based on projected cash flows
Project Category: Capital
Project Type: Expansion Purchase of 2 vehicles (minivans)

Project Scope: MIRCI is a nonprofit organization that assists individuals with mental illness to recover in the areas of their lives impacted by their illness through housing, behavioral healthcare, and assistance with obtaining and managing their disability income. In connection with its exempt purpose, MIRCI, among other things, provides community based services to individuals recovering from mental illness or emotional disorders in South Carolina.

MIRCI programs include:
   Supportive Living Program: Permanent housing program for individuals with mental illness, with on-site supportive and clinical services (93 served in 2016)
   Benefits Assistance: Provides assistance to individuals in applying for and maintaining disability benefits (229 served in 2016)
   Community Housing Program (Shelter Plus Care): Housing program for homeless individuals and families who need intensive therapeutic services (190 adults and 26 children served in 2016)
   Homeless Outreach Program: Provides access to behavioral healthcare and entry into Shelter Plus Care and SHP Homeless Housing Programs (engaged 271 individuals in 2016)
   Community Integration: Behavioral Healthcare, Psychiatrist and ACT Team Services (served 288 adults in 2016)
   Youth Drop In Center: Drop-in services, clinical and behavioral healthcare services for youth in transition who are either homeless or at risk of homelessness (projected to serve 75 youth per year)
   Representative Payee Program: Financial Management for individuals in need of
assistance in managing social security disability benefits (253 individuals served in 2016)

The purchase of two minivans will enable our agency to continue to serve, and expand services to our clients. These vehicles will provide demand response service as well as regularly scheduled transportation services to clients in all of MIRCI’s programs. Transportation purposes include medical appointments, pharmacy assistance, rehabilitative services, psychiatric clinics, and other personal trips to the bank, grocery store, and social activities. MIRCI has experienced rapid growth in the Community Housing Program (securing a new Housing First grant to house 30 more individuals) in Richland and Lexington Counties and is transporting an increased number of individuals each year. MIRCI’s ACT Teams continue to increase the number of clients served with behavioral healthcare needs and psychiatrist visits. MIRCI opened a new Youth Drop In Center and is projected to serve at least 75 Youth In Transition per year.

MIRCI operates programs Monday through Friday from 8:30am to 5pm in Richland and Lexington Counties. The TLC program operates from 5:30pm to 10pm Monday through Friday, 8am through 5pm on Saturday, and 1pm through 10pm on Sunday. The Supportive Living Program (MIRCI Group Homes) operates 24 hours per day, 365 days per year. MIRCI’s Youth Drop In Center operates Monday through Friday, 9am-6pm, and weekends 12pm-6pm, 365 days per year. MIRCI’s Homeless Outreach Team has expanded to include adults and youth who are either or at risk of homelessness, and hours vary depending on client needs. MIRCI is in the planning stages of a Youth Young Adult Housing project, with goals to house 10 homeless young adult males.

CMRTA operates in limited areas of Richland and Lexington Counties, and many clients are incapable of understand bus routes or do not live near bus routes. Bus routes do not always coincide with doctors’ appointments and, in many cases, are not running at the specified appointment time. Many times CMRTA drop off points are not located near the facilities clients need and requires blocks of walking or an alternate means of transportation to the facilities.

Project Budget: (please see attached)

Julie Ann Avin, Executive Director

3/27/17
Date
LOCAL MATCH IDENTIFICATION FOR SECTION 5310 FUNDING

Mental Illness Recover Center, Inc. (MIRCI)

(Legal Name of Applicant)

Requested Section 5310 Program Funding Amounts

<table>
<thead>
<tr>
<th>Project</th>
<th>Total Amount</th>
<th>Local Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase of Service</td>
<td>$66,000</td>
<td>$13,200 (20%)</td>
</tr>
<tr>
<td>ADA Vehicle</td>
<td>$_____</td>
<td>$_____ (15%)</td>
</tr>
<tr>
<td>Operations</td>
<td>$_____</td>
<td>$_____ (50%)</td>
</tr>
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</table>

**TOTAL**

$66,000 $13,200

Total Funding Requests Total Local Match Required

The Local Match for the Section 5310 Program funds will be available from the following sources:

**Source of Funds**

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIRCI operating funds</td>
<td>$13,200</td>
</tr>
</tbody>
</table>

**TOTAL**

$13,200

I, the undersigned representing (legal name of agency) Mental Illness Recovery Center, Inc. do hereby certify to the South Carolina Department of Transportation that the required local match for the FY2015-2016 Section 5310 Program, which has a period of performance of July 1, 2017 – June 30, 2018, will be available by **October 1, 2017**.

**Julie Ann Avin, Executive Director**

**Name/Title of Authorized Official**

**Signature of Authorized Official**

**Date**

3/27/17
March 21, 2017

Mr. Reginal Simmons
Deputy Executive Director/Transportation Director
Central Midlands Council of Governments
236 Stoneridge Drive
Columbia, SC 29210

Dear Mr. Simmons:
This letter is to inform you of our intent to apply for FTA transportation funding under the Large Urban Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program.

- Name of Agency: Kershaw County Board of Disabilities and Special Needs
- Contact: Zenobia Corley – (803)432-4841; Zcorley@kcbdsn.org
  P.O. Box 310
  Camden, SC 29021-0310

- Amount: $50,000
- Matching Funds: The agency has the funding for the match that is provided by the SC Department of Disabilities and Special Needs.
- Category: Capital
- Project Type: Purchase of 14 passenger Transit van for expansion of service
- Scope: See Attached
- Project Budget: See budget form attached

Thank you for the opportunity to submit for this much needed funding to help us in delivering services to people with disabilities in our community.

Sincerely,

[Signature]
Zenobia M. Corley
Executive Director

P.O. Box 310, 1619 Jefferson Davis Highway, Camden, SC 29021
Kershaw County Board of Disabilities and Special Needs

Project Scope for Operations Funding

Kershaw County Board of Disabilities and Special Needs (KCBDSN) will use operation funding from the Grant to purchase of 14-passenger Transit van for expansion of service to operate several routes throughout Kershaw County. These routes will provide transportation services during its hours of operation Monday thru Friday approximately from 7am to 4pm with limited evening and weekend hours. This project will provide affordable, safe and reliable shuttle services to individuals with disabilities and low income individuals in Kershaw County to and from work sites. Kershaw County is a very rural County with little to no public transportation services. Many of the individuals with disabilities in this community do not drive and have no means to get affordable nor reliable transportation to and from work.

Kershaw County Board of Disabilities and Special Needs (KCBDSN) is will use these funds for four routes throughout the County that will bring these individuals to work. Also the funds will be used for several enclaves that we operate as well. These routes cover the Lugoff /Elgin area as well as the rural areas of Kershaw County. These routes will impact approximately 50 individuals. These routes will allow them dependable transportation services to and from work. By funding these projects those individuals affected will have expanded availability to employment options in Kershaw County. These shuttles are vital to their employment and becoming and/or staying employed.

Kershaw County Board of Disabilities and Special Needs (KCBDSN) also will be providing shuttle services to Work Enclaves within the County that this Grant will help fund. Individuals will be transported to work
sites such as local businesses to perform janitorial jobs, to the County Recycling Station, and to the local Food Shelter to perform various jobs. These Enclave opportunities allow these individuals to receive valuable on the job training that will allow them to gain the needed experience to one day become competitively employed in the Community.

Kershaw County Board of Disabilities and Special Needs (KCBDSN) is committed to providing these services to the individuals we serve here in the County. The Board works with other non-profits in the County to provide many services to those in need. If awarded this Grant the Kershaw BDSN will use these funds to increase the availability of affordable and dependable transportation services in the County.
H. Operating

<table>
<thead>
<tr>
<th>Codes</th>
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</tr>
</thead>
<tbody>
<tr>
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<tr>
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<td>$0</td>
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<td>509</td>
<td>$0</td>
</tr>
<tr>
<td>A. Drug Testing</td>
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</tr>
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<td>B. Other Misc.</td>
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Subtotal Operations: $0

IV. Technical Assistance

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<td>41.20.04 Equipment</td>
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<tr>
<td>41.20.05 Supplies</td>
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<tr>
<td>41.20.06 Contractual</td>
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<tr>
<td>41.20.07 Other A</td>
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</tr>
<tr>
<td>41.20.07 Other B</td>
<td>$0</td>
</tr>
<tr>
<td>41.20.07 Other C</td>
<td>$0</td>
</tr>
<tr>
<td>41.20.08 Indirect Charges</td>
<td>$0</td>
</tr>
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</table>

Subtotal Technical Assistance: $0

TOTAL AMOUNT: $62,500

- Local Match provided by SC Dept of Disabilities and Special Needs

- Projected Payout: $62,500
Letter of Intent

Name of Agency: Babcock Center, Inc.

Contact Person: Phillip Powell, Director of Support Services

2725 Banny Jones Avenue, West Columbia, SC 29170
Phone: 803-608-8085 Fax: 803-799-3418

Amount of Request: $50,000

Local Match: Total revenue for the Babcock Center for fiscal year ending June 30, 2016 was $38,599,182. Revenue from state agencies (primarily the SC Department of Disabilities and Special Needs) totaled $34,502,933. None of these funds were provided by the SCDOT. All revenue (unless otherwise restricted) is pooled together for the operations of the agency, including transportation needs. The total cost $62,500. Babcock Center will secure the $12,500 in match through funds obtained from the SC Department of Disabilities and Special Needs.

Project Category: Expansion Capital Equipment

- 14 Passenger cut-away
  - Model: Goshen ADA

Project Scope: Babcock Center currently serves residents with intellectual disabilities, autism, head and spinal cord injuries and related disabilities within Richland and Lexington counties in South Carolina. Our mission is to empower people with lifelong disabilities to enjoy life by promoting abilities and respecting choice.

Babcock Center currently provides transportation services to approximately 730 individuals with disabilities in the urban and rural areas of Richland and Lexington counties. Of these individuals, 321 reside within Babcock Center residential programs and receive care 24 hours per day, 7 days a week and 409 are individuals we provide transportation to and from our Work Activity Centers five days per week during working hours.
Our fleet is composed of (142) vehicles leased through the State of South Carolina and (5) vehicles which are owned by Babcock Center. Our request is to purchase a Goshen van that will better meet the needs of our consumers. An additional Goshen van would benefit the overall fleet as there are many times when we have utilized all available Goshen vans and are forced to utilize other vehicles that are not optimal for the transportation of individuals with physical disabilities. In addition, we are no longer able to obtain Goshen vans through the leasing program of the State. This vehicle will be used to provide transportation for (9) individuals with disabilities in the Northeas area of Columbia in Richland County. This route originates at 7817 Parklane Road, Columbia.

**Project Budget:** See attached.

- **Statement of Match:** Babcock Center, Inc. has within our organizations' financial capacity the appropriate local match for this project in the amount $12,500.

**Executive Director Signature:**

Judith E. Johnson, Ed.D.

**Date:** March 31, 2017
Babcock Center, Inc.
Urban Section 5310
FY 2018
Budget

<table>
<thead>
<tr>
<th>Project</th>
<th>Total Amount</th>
<th>Local Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA Vehicle</td>
<td>$62,500</td>
<td>$12,500 (20%)</td>
</tr>
<tr>
<td>Operations</td>
<td>$____</td>
<td>$____ (50%)</td>
</tr>
</tbody>
</table>

TOTAL

<table>
<thead>
<tr>
<th>Total Funding Requests</th>
<th>Total Local Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50,000</td>
<td>$12,500</td>
</tr>
</tbody>
</table>
# Van Routes Attendance Sheets

**Driver:** Thomas A Pitts  
**Van Route #:** SG147  
**Month:** March 2017

| Name & Address            | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
|---------------------------|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 809 DelVerton Rd.  
Columbia SC 29203  
803-638-9742     | A | M |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 443 Staffordshire Rd.  
Columbia SC 29203  
803-754-2005     | A | M |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 4307 Williamsburg Dr.  
Columbia SC 29203  
803-754-3244     | A | M |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 4408 Clairton St.  
Columbia SC 29203  
803-765-0136     | A | M |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 4519 Catherine Ave.  
Columbia, SC 29203  
803-563-1846     | A | M |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 4507 Catherine Ave.  
Columbia, SC 29203  
803-929-0685     | A | M |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 1705 Denny Rd.  
Columbia, SC 29203  
803-699-1568     | A | M |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 8301 Farrow Rd.  
Willow Center  
Columbia, SC 29203  
803-935-6740     | A | M |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 8301 Farrow Rd.  
Willow Center  
Columbia, SC 29203  
803-935-6740     | A | M |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
7817 Parklane Rd
Columbia, SC 29223

Get on SC-277 S from Parklane Rd

1. Head east
   3 min (0.9 mi)

2. Turn right toward Parklane Rd
   0.2 mi

3. Turn right toward Parklane Rd
   194 ft

4. Turn left onto Parklane Rd
   374 ft

5. Sharp left to merge onto SC-277 S toward Columbia
   0.4 mi

Take I-20 W to US-321 S/Fairfield Rd. Take exit 70 from I-20 W

6. Merge onto SC-277 S
   4 min (4.2 mi)

   0.7 mi
7. Take the exit onto I-20 W toward Augusta
   (33 mi)

8. Take exit 70 for US-321/Fairfield Rd toward Winnsboro
   (0.2 mi)

Continue on US-321 S/Fairfield Rd. Drive to Delverton Rd in Columbia

9. Turn right onto US-321 S/Fairfield Rd (signs for Lutheran/Seminary/Columbia/Columbia College)
   (4 min (1.8 mi))

10. Turn right onto Stebondale Rd
   (1.3 mi)

11. Slight left onto Delverton Rd
    Destination will be on the left
   (0.3 mi)

809 Delverton Rd
Columbia, SC 29203

12. Head northwest on Delverton Rd toward Stebondale Rd
   (0.2 mi)

13. Turn left onto Lauderdale Rd
   (0.2 mi)

14. Turn left onto Romford Rd
   (361 ft)

15. Turn right onto Paddington Rd
   (0.1 mi)

16. Turn left onto Staffordshire Rd
    Destination will be on the left
   (92 ft)

2 min (0.5 mi)

443 Staffordshire Rd
Columbia, SC 29203

Take Amberley Rd to Fairfield Rd

17. Head east on Staffordshire Rd toward Paddington Rd
   (3 min (0.8 mi))

18. Turn right onto Paddington Rd
   (92 ft)

   (0.1 mi)
19. Turn left onto Romford Rd

20. Turn left onto Amberley Rd

Take N Main St and Duke Ave to S-40-329/McRae St

21. Turn right onto Fairfield Rd

22. Turn right onto N Main St

23. Turn right onto Monticello Rd

24. Turn left onto Duke Ave

25. Continue onto Clement Rd

Drive to Williamsburg Dr

26. Turn right onto S-40-329/McRae St

27. Turn right onto Williamsburg Dr
   Destination will be on the left

12 min (4.4 mi)

4307 Williamsburg Dr
Columbia, SC 29203

28. Head northeast on Williamsburg Dr toward Chesterfield Dr

29. Turn left onto S-40-329/McRae St

30. Turn left onto Clement Rd

31. Turn left onto Mountain Dr

32. Sharp right onto Clairton St
   Destination will be on the left

5 min (1.7 mi)
4408 Clairton St
Columbia, SC 29203

33. Head north on Clairton St toward Mountain Dr
459 ft

34. Continue onto W Miriam Ave
0.7 mi

35. Turn left onto Catherine Ave
Destination will be on the left
282 ft

3 min (0.8 mi)

4519 Catherine Ave
Columbia, SC 29203

36. Head north on Catherine Ave toward Hanover Ave
45 ft

2 s (45 ft)

4587 Catherine Ave
Columbia, SC 29203

37. Head north on Catherine Ave toward Hanover Ave
261 ft

38. Turn right onto Lakeside Ave
0.5 mi

39. Turn left onto SC-215 N/Monticello Rd
1.0 mi

40. Turn left onto Denny Rd
Destination will be on the right
0.1 mi

6 min (2.5 m)

1705 Denny Rd
Columbia, SC 29203

41. Head northeast on Denny Rd toward SC-215 N
0.1 mi

42. Turn right onto SC-215 S
0.7 mi
1. Turn left onto Buckner Rd

2. Merge onto I-20 E via the ramp on the left to Florence

3. Take exit 72 for SC-555 N

4. Turn left onto SC-555 N/Farrow Rd
   Destination will be on the left

6 min (5.3 mi)

Midlands Center
8301 Farrow Rd, Columbia, SC 29203

5. Head north on Farrow Rd toward Pisgah Church Rd

6. Turn right onto Parklane Rd

7. Turn right
   Destination will be on the left

4 min (2.0 mi)

7817 Parklane Rd
Columbia, SC 29223

These directions are for planning purposes only. You may find that construction, projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.
June 22, 2017

Mrs. Yvette G. Taylor
Region IV Regional Administrator
Federal Transit Administration
230 Peachtree, NW
Suite 800
Atlanta, GA 30303

RE: CMCOG Authorization of Section 5339 Funds to CMRTA

Dear Mrs. Taylor:

The Central Midlands Council of Governments (CMCOG) and Central Midlands Regional Transit Authority (CMRTA) have a Memorandum of Agreement (MOA) that describes the cooperative working relationship of the two organizations. This MOA recognizes that each year most of the FTA grant dollars that are received by CMCOG as the designated recipient, will be required by CMRTA, a direct recipient, for the provision of public transit services. CMCOG will require some continuing FTA funding in order to meet our responsibilities under MAP-21 and the FAST Act as a Metropolitan Planning Organization.

The CMRTA is preparing grant applications for Section 5339 funds for their capital needs. We are providing this letter to authorize the amount of formula funding that the CMRTA may apply for prior to formally submitting their grant applications. We authorize the following Section 5339 funding amount for the purpose of CMRTA’s grant applications:

<table>
<thead>
<tr>
<th>FY</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>$425,655</td>
</tr>
<tr>
<td>2015</td>
<td>$399,037</td>
</tr>
<tr>
<td>2016</td>
<td>$382,699</td>
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Please be advised that as identified in this Split Letter, the CMCOG, as the Designated Recipient, authorizes the assignment/allocation of Section 5339 to the Central Midlands Regional Transit Authority, herein known as the Direct Recipient. The undersigned agree to the Split Letter and the amounts allocated/assigned to each Direct Recipient. Each Direct Recipient is responsible for its application to the Federal Transit Administration to receive Section 5339 funds and assumes the responsibilities associated with any award for these funds.

We fully support CMRTA’s application(s) for the amount stated above. Please feel free to contact me at 803-376-5390 if you need any additional information or if you have any questions. Thank you for your time and interest in this matter.

Sincerely,

Benjamin J. Mauldin
Executive Director

cc: Michelle Ransom
Malia Ropel
Reginald Simmons
Ann August
Memorandum

TO: All Members of the CMCOG Board of Directors
FROM: Reginald Simmons, Deputy Executive Director/Transportation Director
DATE: June 22, 2017
SUBJECT: TIP Amendment – Section 5339 and Section 5307 Projects

REQUESTED ACTION
The Central Midlands Council of Governments’ staff requests approval to amend the 2016-2022 TIP to add the following Section 5339 and Section 5307 project requests from the CMRTA.

BACKGROUND
The Central Midlands Council of Governments (CMCOG) and Central Midlands Regional Transit Authority (CMRTA) have a Memorandum of Agreement (MOA) that describes the cooperative working relationship of the two organizations. This MOA recognizes that each year most of the FTA grant dollars that are received by CMCOG as the designated recipient, will be required by CMRTA, a direct recipient, for the provision of public transit services. CMCOG will require some continuing FTA funding in order to meet our responsibilities under MAP-21 and the FAST Act as a Metropolitan Planning Organization.

The CMRTA is preparing grant applications for Section 5339 and Section 5307 funds for their capital needs. Attached, please find a list of projects that they are requesting with this funding.

ATTACHMENT
Section 5339 and Section 5307 Project Requests
SECTION 5339

5339 (FY 2014)

Fareboxes - The CMRTA would like to replace the fareboxes on the fixed route fleet. This would total to 39 replacement fareboxes. The existing fareboxes are 15 years old and are having more and more maintenance issues as time goes on. This is impacting the CMRTA’s ability to accept fares, issue passes and count passengers.

5339 (FY 2015)

Automated Passenger Counters (APC’s) – The CMRTA would like to equip all of our fixed route fleet (66 vehicles) with APC’s. These are an on-board or in-facility data collection tool that automatically counts passenger boardings and alightings by time and location. APC technologies include treadle mats, horizontal or vertical infrared beams, or machine vision applications. APC data can be used for real-time service monitoring or service planning purposes.

5339 (FY 2016)

Telephone System – The CMRTA would like to purchase a new telephone system for the Administrative and Maintenance Facility as well as the Transit Center. The existing telephone system has become antiquated and does not include the ability to provide all FTA-required monitoring and reporting.

Staff Cars – The CMRTA would like to purchase 2 to 3 staff cars off of State Contract. There is currently one 2006 Dodge Stratus service as a staff car. Due to the age, this vehicle is having major maintenance issues and is in need of replacement. Because the CMRTA staff has grown from 5 employees to 12 employees in recent years, the number of staff cars needed has also grown. It is likely that this purchase would be for 1 to 2 cars for day-to-day use and one minivan or SUV to allow for easier transportation of equipment to public hearings, events, etc.

SECTION 5307

5307 (FY 2015)

Buy Expansion 40 foot buses ($1,312,120 - federal) – The CMRTA is looking to expand the existing fleet with between 2 to 5 forty-foot buses. There is a contract in place for this purchase. These 5307 funds are needed to complete the order.

Preventive Maintenance ($1,060,000 - federal) – The CMRTA is requesting federal funds to reimburse preventive maintenance costs.

ADP Hardware ($464,000) – The CMRTA is requesting funds to outfit all newly purchased fixed route fleet with GPS real time tracking.

Surveillance / Security System ($758,200) – The CMRTA requests funds to complete the purchase of a camera system for each fixed route bus as well as 10 years of downloads and monitoring of this system. Bus Shelters & Bus Stop Amenities – The CMRTA currently has a contract in place for the purchase of bus shelters. All existing grant funds available for shelters have been expended and more funds are needed for the purchase and installation of additional shelters and amenities.
Memorandum

TO: All Members of the CMCOG Board of Directors
FROM: Reginald Simmons, Deputy Executive Director/Transportation Director
DATE: June 22, 2017
SUBJECT: FY 2017 – 2019 DBE Goal

REQUESTED ACTION
The Central Midlands Council of Governments’ staff requests approval for the FY 2017 thru FY 2019 Disadvantaged Business Enterprise (DBE) Goal to be set at 16%. This goal has been established based upon the relative availability and use of DBEs who will be able to assist CMCOG in the completion of major projects for the next three fiscal years.

BACKGROUND
Under the direction of the CMCOG Board, staff has been encouraged to diversity it procurement process by actively encouraging the inclusion of women and/or minority owned businesses on all CMCOG contracts. In this effort, staff continues to request the inclusion of DBEs in all CMCOG contracts; joined the South Carolina Department of Transportation Unified Certification Program; continues to solicit DBE participation through our direct mailing list; and encouraged the certification of DBEs from other states and the governor’s list to be certified by the South Carolina Department of Transportation. This effort has resulted in the use of one (1) women and/or minority owned contractor(s) using FTA funds during FY 2014 thru 2016.

ATTACHMENT
Please find a copy of the FY 2017 – 2019 Disadvantaged Business Enterprise Goal
### CMCOG Project Anticipated Project Cost

<table>
<thead>
<tr>
<th>Project Description</th>
<th>NAICS Code</th>
<th>Type of Firm/NAICS Code</th>
<th>Anticipated Project Cost</th>
<th>Percentage of the Total</th>
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<tbody>
<tr>
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<td>Other Scientific &amp; Technical Consulting Services</td>
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<tr>
<td>Human Services Coordination Plan</td>
<td>54109</td>
<td>Other Scientific &amp; Technical Consulting Services</td>
<td>$125,000.00</td>
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<tr>
<td>Legal Services</td>
<td>54111</td>
<td>Office of Lawyers</td>
<td>$8,000.00</td>
<td>1%</td>
</tr>
<tr>
<td>Kershaw County Transit Feasibility Study</td>
<td>54109</td>
<td>Other Scientific &amp; Technical Consulting Services</td>
<td>$110,000.00</td>
<td>3%</td>
</tr>
<tr>
<td>Site/Columbia Alternative Analysis</td>
<td>54109</td>
<td>Other Scientific &amp; Technical Consulting Services</td>
<td>$125,000.00</td>
<td>4%</td>
</tr>
<tr>
<td>South Main Street</td>
<td>23731</td>
<td>Highway, Street &amp; Bridge Construction Services</td>
<td>$2,400,000.00</td>
<td>70%</td>
</tr>
<tr>
<td>Site/ADA Accessibility Assessment</td>
<td>54109</td>
<td>Other Scientific &amp; Technical Consulting Services</td>
<td>$100,000.00</td>
<td>3%</td>
</tr>
<tr>
<td>Rail Rapid Transit Study</td>
<td>54109</td>
<td>Other Scientific &amp; Technical Consulting Services</td>
<td>$200,000.00</td>
<td>6%</td>
</tr>
<tr>
<td>Transit ITS Plan</td>
<td>54109</td>
<td>Other Scientific &amp; Technical Consulting Services</td>
<td>$125,000.00</td>
<td>4%</td>
</tr>
</tbody>
</table>

#### Total DOT Assisted Contracts

$3,438,000.00 $ 100%

### Step 1

<table>
<thead>
<tr>
<th>CMCOG Project</th>
<th>Type of Firm/NAICS Code</th>
<th>Number of DBE's (from SCDOT Directory of DBE's updated May 12, 2017 statewide)</th>
<th>Number of Firms (from the 2015 County Business Patterns in SC)</th>
<th>Relative Availability (% of DBE's divided by % of all firms)</th>
<th>Weight (from % of the Total in above chart)</th>
<th>Relative Availability (multiplied times) Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Selection Study</td>
<td>54109</td>
<td>30</td>
<td>167</td>
<td>0.1796</td>
<td>0.0713</td>
<td>0.0128</td>
</tr>
<tr>
<td>Human Services Coordination Plan</td>
<td>54109</td>
<td>30</td>
<td>167</td>
<td>0.1796</td>
<td>0.0364</td>
<td>0.0063</td>
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<tr>
<td>Legal Services</td>
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<td>1</td>
<td>2,411</td>
<td>0.0004</td>
<td>0.0004</td>
<td>0.0000</td>
</tr>
<tr>
<td>Kershaw County Transit Feasibility Study</td>
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<td>30</td>
<td>167</td>
<td>0.1796</td>
<td>0.0150</td>
<td>0.0006</td>
</tr>
<tr>
<td>Site/Columbia Alternative Analysis</td>
<td>54109</td>
<td>30</td>
<td>167</td>
<td>0.1796</td>
<td>0.0150</td>
<td>0.0006</td>
</tr>
<tr>
<td>South Main Street</td>
<td>23731</td>
<td>30</td>
<td>129</td>
<td>0.6977</td>
<td>0.6981</td>
<td>0.4850</td>
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<tr>
<td>Site/ADA Accessibility Assessment</td>
<td>54109</td>
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<td>167</td>
<td>0.1796</td>
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<td>Rail Rapid Transit Study</td>
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<td>167</td>
<td>0.1796</td>
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<td>Transit ITS Plan</td>
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<td>167</td>
<td>0.1796</td>
<td>0.0334</td>
<td>0.0065</td>
</tr>
</tbody>
</table>

**Totals**

| 301 | 2709 | 0.0812 | 1.0000 | 0.5409 |

#### FY 2017, 2018, & 2019 DISADVANTAGED BUSINESS ENTERPRISE GOAL

- **2017, 2018, & 2019 Goal Using Ratio:** 8%
- **2017, 2018, & 2019 Goal Using Weighting:** 54%
- **2017, 2018, & 2019 Goal Using the Average (Ratio plus Weight divided by 2):** 31%
- **Staff Recommended Goal for Fiscal Years 2017, 2018, & 2019:** 16%
## 2014 - 2016 CMCOG Actual DBE Participation

### (Step 2)

<table>
<thead>
<tr>
<th>CMOOG Project</th>
<th>Prime Contractor</th>
<th>Subcontractor(s)</th>
<th>Overall Contract Amount</th>
<th>Contract Amount Paid Since July 1, 2013</th>
<th>Prime Contractor SCDOT UCP Certified DBE?</th>
<th>Subcontractor SCDOT UCP Certified DBE?</th>
<th>Percentage of SCDOT UCP Certified DBE Participation</th>
<th>Amount of SCDOT UCP Certified DBE Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walk Bike Columbia</td>
<td>Alta Planning + Design</td>
<td>Sprague &amp; Sprague, Fuss &amp; O'Neil, CDM Smith</td>
<td>$237,500.00</td>
<td>$237,500.00</td>
<td>Yes</td>
<td>No</td>
<td>9%</td>
<td>$21,097.75</td>
</tr>
<tr>
<td>Legal Services</td>
<td>Belser &amp; Belser</td>
<td></td>
<td>$24,000.00</td>
<td>$9,028.00</td>
<td>No</td>
<td>No</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td>$261,500.00</td>
<td>$246,528.00</td>
<td></td>
<td></td>
<td></td>
<td>$21,097.75</td>
</tr>
</tbody>
</table>

### CMCOG 2014 - 2016 Goal:
- 16%

### Actual Overall DBE Participation:
- (Actual Participation divided by Total Contracts Amount) (%):
  - 8.56%

### Actual Overall DBE Participation (Actual Overall DBE Participation %age multiplied by Total Contracts Amount ($)):
- $21,097.75

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(1) (i)=contracts carryover to new fiscal year, total reflect amount spent on since July 1, 2013
(1) (ii)=no disparity studies conducted by MPO in last five years
(1) (iii)=base figure of another recipient not utilized
(2)= not available
(3)=no adjustment attempted for past discrimination
Memorandum

TO: All Members of the CMCOG Board of Directors
FROM: Reginald Simmons, Deputy Executive Director/Transportation Director
DATE: June 22, 2017
SUBJECT: TIP Amendment – Exit 119 on I-26

REQUESTED ACTION
The Central Midlands Council of Governments staff requests approval to amend the 2016 – 2022 Rural TIP to add $4 million for the Exit 119 Interchange Project on I-26.

PROGRAM DESCRIPTION
The Exit 119 Interchange on I-26 is a regionally significant project that provides access to major activity centers within the Central Midlands region. Over the past several years, SCDOT and Lexington County have been working together to review options to implement improvements to this interchange. As a part of this effort, the COATS MPO has obligated $4.7 million to begin the preliminary engineering work on this project. This work is expected to take two years to complete and will include an environmental and engineering analysis of this interchange.

Lexington County in anticipation of future developments in the Saxe Gotha Industrial Park, has approved a plan to extend 12th Street Extension. This extension is expected to provide a direct connection to the Exit 119 interchange.

As we begin to prepare for the next phase in the development process for this project, early estimates anticipate right-of-way cost to be approximately $6 million. Through a shared financial approach to address a regionally significant project, staff requested participation from the Rural Transportation Committee to assist with the right-of-way funding for this project.

ATTACHMENT
Picture of the Existing Interchange
Interstate 26/US 21 Interchange (Exit 119)
Lexington County, South Carolina
DATE:       June 13, 2017  
TO:        CMCOG Board of Directors  
FROM:      Benjamin J. Mauldin, Executive Director  
SUBJECT:   Executive Director’s Report  

Lower Saluda River Collation-Enhanced Stream Monitoring Program
A variety of stakeholders have come together to start an enhanced monitoring program for the Lower Saluda Scenic River during the peak recreational season. The Lower Saluda River Coalition wants to encourage safe recreational use of the river.

The Lower Saluda River Coalition is made up of river related businesses, environmental groups, local and state government, property owners, industry and other users of the river. The primary goal of the coalition is to ensure safety of individuals recreating on the river and to educate the public on issues related to natural waters. This goal will be carried out by using a more robust bacterial monitoring program during the summer months and will provide more frequent data available to river users so they can make informed decisions on when to recreate in the river.

Currently, DHEC’s monitoring is limited to a monthly sample at one location. Many stakeholders, however, have voiced a willingness to contribute to an enhanced monitoring program with results provided to river users and the public in general via a mobile data and information app.

The enhanced monitoring program will run from May through September. The Central Midlands COG has been a partner of the collation and is serving as the fiscal agent for the project to collect donations and to issue a request for proposals to contract for services with an outside lab to collect and analyze the weekly samples collected at eight (8) monitoring locations. The University of South Carolina’s Arnold School of Public Health is also willing to build and host a data and information portal to receive the lab data results and present the data for easy access via a phone- and web-accessible app.

For more information about this program, please contact Gregory Sprouse, Director of Planning, Research and Development at 803-744-5158 or gsprouse@cmcog.org.

Grants Management in Columbia, SC – July 17-18, 2017
Grant Writing USA will once again be hosting a two-day grant workshop at the COG, July 17-18, 2017. This class will prepare you how to find and write grants. Beginning and experienced grant writers from city, county and state agencies as well as nonprofits, K-12, colleges and universities are encouraged to attend.

An advanced grants management class will be offered at the COG, October 16-17, 2017. This class will provide information on grant administration and how to stay in compliance with rules and regulations.

More information and online registration is available: Please contact Cyndi Gawronski, Community Development Manager at 803-744-5349 or cgawronski@cmcog.org.