

**ACRPC Full Commission Meeting Notice  
 April 8, 2026**

**Wednesday, 7:00 p.m.**

**This meeting will be held via TEAMS and  
 in person at 14 Seminary Street  
 Middlebury**

**[Join the meeting now](#)**

Meeting ID: 237 317 794 062 4

Passcode: DR6X4dP7

**Dial in by phone**

[+1 347-991-8960, enter Pin ID: 367383384#](tel:+13479918960)

**7:00 p.m. PUBLIC HEARING:** The Addison County Regional Planning Commission will host the first of two formal public hearings on the draft Addison County Regional Plan. The Draft plan is available for review on ACRPC’s website [here](#). A complete notice of the meeting is also available on ACRPC’s website [here](#). All are invited to attend and comment on the proposed Plan. For additional information, please contact Adam Lougee at [alougee@acrpc.org](mailto:alougee@acrpc.org).

**7:30 BUSINESS AGENDA:**

- I. Approval of Minutes:** March 11, 2026
- II. Executive Board Minutes:** March 25, 2026
- III. Treasurer’s Report:** See Old Business
- IV. Committee Reports:** (Act 250, Energy, Local Govt, Nat Res, TAC, Housing, Econ Dev, Nominating)
- V. Joint Partners Report/Delegate/Staff Recognition:**
- VII. Old Business:**
  - Maple Broadband Update
  - Regional Plan Update
  - Financial Update – Bank Balances, Accounts Receivable, Draft June 30, 2025 Balance Sheet (Statement of Financial Position); Draft June 30, 2025 Profit and Loss (Statement of Financial Activities)
  - Other
- VIII. New Business**
  - Proposed vote to regionally approve the Ferrisburgh Town Plan and confirm the Town of Ferrisburgh’s Planning process
  - Vote to approve Title VI amendments proposed by the TAC.
  - Annual Mailing to Municipalities, appointments to RPC and TAC
  - Preliminary Budget Discussion FY 2027 (Displayed at meeting)
  - Annual Meeting/ Speaker/ Bertha Hanson Award Nominee
  - Other
- IX. Member’s Concerns/Information:**
- X. Adjournment:**

**ADDISON COUNTY REGIONAL PLANNING COMMISSION ROLL CALL**

<b>ADDISON</b>	D	Bob Schatz	___	<b>PANTON</b>	D	James Dayton	___	
	D		___		A		___	
	A	Chris Stackhouse	___	<b>RIPTON</b>	D	Jeremy Grip	___	
	A		___		A	Jonathan Heppell	___	
<b>BRIDPORT</b>	D	Edward Payne	___	<b>SALISBURY</b>	D		___	
	D	Steve DeCarlo	___		D		___	
	A	Renee Brodeur	___		A		___	
	A		___		A		___	
<b>BRISTOL</b>	D	Peter Grant	___	<b>SHOREHAM</b>	D	Nick Causton	___	
	D	Ron Dendas	___		D		___	
	D		___		A		___	
	A	William Sayre	___		A		___	
	A		___					
	A		___					
<b>CORNWALL</b>	D	Stan Grzyb	___	<b>STARКСBORO</b>	D	Herb Olson	___	
	D	Anna Burns	___		D	Tom Perry	___	
	A		___		A	Rich Warren	___	
	A		___		A		___	
<b>FERRISBURGH</b>	D	Tim Davis	___	<b>VERGENNES</b>	D	Shannon Haggett	___	
	D	Arabella Holzapfel	___		D	Cheryl Brinkman	___	
	D	Steve Huffaker	___		A	Don Ferris	___	
	A		___		A		___	
	A		___					
	A		___					
<b>GOSHEN</b>	D	Jim Pulver	___	<b>WALTHAM</b>	D	Lisa Sausville	___	
	A	Chad Chamberlain	___		A	Jeff Glassberg	___	
<b>LEICESTER</b>	D	Diane Benware	___	<b>WEYBRIDGE</b>	D	Gioia Kuss	___	
	D	Tom Barker	___		A		___	
	A		___					
	A		___					
<b>LINCOLN</b>	D	Steve Revell	___	<b>WHITING</b>	D	Jennifer Erwin	___	
	D	Jo Jackson	___		A		___	
	A	Tim McGowan	___					
	A		___					
<b>MIDDLEBURY</b>	D	Melanie Sands	___	<b>CITIZEN INTEREST</b>		<b>REPRESENTATIVES</b>		
	D	Hugh McLaughlin	___	<b>ADDISON COUNTY</b>	D		___	
	D	Philip Pedlikin	___	<b>CHAMBER OF</b>	A	Phil Summers	___	
	A		___	<b>COMMERCE</b>				
	A		___					
	A		___					
<b>MONKTON</b>	D	Stephen Pilcher	___	<b>HOPE</b>	D	Jeanne Montross	___	
	D	Debra Sprague	___		A	Skip Wyer	___	
	A		___	<b>OTTER CREEK</b> <b>AUDUBON SOCIETY</b>	D	Ron Payne	___	
	A		___		A	Marcia Parker	___	
<b>NEW HAVEN</b>	D	Jim Walsh	___	<b>ADDISON COUNTY</b> <b>FARM BUREAU</b>	D	Charles Roy	___	
	D	Harvey Smith	___		A		___	
	A	Kathy Cahill	___	<b>OC NATURAL RESOURCE</b> <b>CONSERVATION DIST</b>	D	John Roberts	___	
	A		___		A		___	
<b>ORWELL</b>	D	Sharon Macedo	___	<b>ADDISON COUNTY</b> <b>ECONOMIC</b> <b>DEVELOPMENT CORP</b>	D	Alex Armani-Munn	___	
	D	Joe Andriano	___		A	Richard McKerr	___	
	A	Daniel Redondo	___					
	A	Cian Quinn	___					

**EXECUTIVE BOARD**

Chair: Shannon Haggett  
 Vice chair: Joe Andriano  
 Secretary: Cheryl Brinkman  
 Treasurer: Tim Davis  
 At Large: Arabella Holzapfel, Steve Pilcher, Harvey Smith

**STAFF**

Executive Director: *Adam Lougee*  
 Transportation Planner & Asst. Dir.: *Mike Winslow*  
 Director of Operations & Finance: *Rebecca Elder*  
 Finance Admin Assistant: *Kerry Dashnaw*

Community Planners:

*Katie Raycroft-Meyer & Danelle Birong*  
 Emergency Management Planner: *Andrew L'Roe*  
 Energy Planner: *Jolyon Larson*  
 GIS Data Manager/Natural Resources Planner:  
*Hannah Andrew*

ADDISON COUNTY REGIONAL PLANNING COMMISSION  
 EXECUTIVE BOARD MEETING  
 March 25, 2026

The Addison County Regional Planning Commission’s Executive Board held its monthly meeting in person at ACRPC’s office at 14 Seminary Street in Middlebury and via TEAMS with Chair, Shannon Haggett, presiding.

**ROLL CALL**

*Ferrisburgh* Tim Davis  
 Arabella Holzapfel  
*Monkton* Stephen Pilcher  
*New Haven* Harvey Smith  
*Orwell*  
*Vergennes* Shannon Haggett  
 Cheryl Brinkman

STAFF: Adam Lougee, Executive Director  
 Rebecca Elder, Operations Director

Shannon opened the meeting at 6:33 p.m. and welcomed the Executive Board, Adam and Rebecca. Shannon noted the meeting is being recorded.

**MINUTES**

**Steve Pilcher moved to approve the February 25, 2026 minutes. Cheryl Brinkman seconded the motion. The motion to approve the minutes passed unanimously by voice vote/show of hands.**

**TREASURER’S REPORT**

Adam and Rebecca provided an update on the status of our financial operations. Adam shared the current bank balances, still up considerably over our low in July and an accounts receivable page, showing significant and timely billing and payments. We continue to catch up on invoicing. Also, more importantly, Rebecca, Kerry and Sharon continue to work on data entry closing the holes in the billing and timesheet accounting that has caused our underlying issues. They have completed enough of the work that we are comfortable presenting a draft Balance Sheet for fiscal year ending June 30, 2025. Rebecca presented and noted that most of the items on the balance sheet have been reconciled, several still need work. We need to complete the balance sheet to start the P and L. We hope to present a draft P and L to the Full Commission on April 8<sup>th</sup>. Once the Year end work is completed and reconciled, the books for the current year FY 2026 are in good shape and work should progress on them much more quickly.

On the audit front, we are providing Vance with the information he needs to do his work. He has 90% of the information he needs and will start work on the audit after April 15<sup>th</sup>. It will be a couple of months before he can complete the audit.

**COMMITTEE REPORTS (only committees that have met since the Full Commission meeting)**

Local Government: Shannon noted the committee met March 18<sup>th</sup> to review Ferrisburgh’s plan and will move to regionally approve and confirm the plan at the Full Commission meeting.

Transportation Advisory Committee: The TAC met. It received a presentation on current operations from Mary Claire Crogan of Tri Valley Transit. It also reviewed ACRPC’s Title VI plan and will recommend that it be re-approved at the next Full Commission meeting.

Nominating Committee: Cheryl noted the Nominating Committee will meet next Friday.

**Old Business**

Regional Plan Update: Adam stated that staff filed a complete draft of the Addison County Regional Plan with the Land Use Review Board (“LURB”) on January 23rd. The LURB accepted it as complete on January 26<sup>th</sup>. The LURB held a hearing on the Plan on February 17<sup>th</sup> at 1:30, after a bus tour of the Region starting at ACRPC at 9:00 a.m. Both Adam and Shannon noted that ACRPC had good representation at the hearing and that the LURB was generally very positive about ACRPC’s plan. The LURB has 60 days to review ACRPC’s plans and issue comments. Upon the LURB’s review of the plan, staff will address the LURB comments. ACRPC will hold two formal hearings in the spring, currently planned for the April 8th and June 10th Full Commission meetings. Then, assuming all goes well, staff will look to have the Full Commission vote to adopt the Plan at its July 8<sup>th</sup> meeting.

Staffing/Financial Update/Audit Update: Please see the Treasurer’s Report above regarding the financial and audit update. Regarding staffing, Adam has not made any changes this month.

IT and Cybersecurity Update: Adam and Rebecca provided a brief overview of all the actions ACRPC has taken over the past year to address its IT and cyber security issues. Critical systems are in largely in place. We need to move forward with staff training on all the new systems. Rebecca will provide a more detailed memorandum summarizing steps for the next meeting.

Other: None.

**NEW BUSINESS**

Draft FY2027 budget: Adam presented a very preliminary budget for FY 2027. We generally ask the full Commission to adopt the budget at the June meeting, so we have time to refine it. Adam noted he would get it to a balanced budget by that meeting. He noted that this year would

be a little more challenging than the past couple of years, primarily because of federal funding uncertainty.

Annual Meeting Speaker, Location, Caterer, Bertha Hanson Award: Adam noted he had secured Kay Firth-Butterfield, an AI expert, ethicist and author from Orwell, to serve as our speaker. He thanked Joe for bringing her to ACRPC. Adam is currently looking for venues and will have one secured prior to the next Full Commission meeting. Adam also reminded the executive board that they will select the next Bertha Hanson award winner at their April meeting.

Other: None.

### **MEMBERS' CONCERNS/INFORMATION**

Cheryl noted the full commission minutes from the last meeting still needed to be posted to the website.

### **EXECUTIVE SESSION**

None.

### **ADJOURNMENT**

**Shannon ordered the Executive Board adjourned by unanimous consent at 7:55 p.m.**

Respectfully submitted,

Adam Lougee

**Meeting Minutes**  
**Addison County Regional Planning Commission**  
**Wednesday, March 11, 2026**

**ACRPC held its February meeting at its office at 14 Seminary St. Middlebury and via TEAMS with the Chair, Shannon Haggett presiding.**

**ROLL CALL:**

Addison:		Monkton:	Debra Sprague
Bridport:	Edward Payne		Steve Pilcher
	Steve DeCarlo	New Haven:	Harvey Smith
Bristol:	Ron Dendas	Orwell:	
Cornwall:	Anna Burns	Panton:	James Dayton
		Ripton:	Jeremy Grip
Ferrisburgh:	Steve Huffaker	Salisbury:	
	Tim Davis	Shoreham:	Nick Causton
Goshen:		Starksboro:	Tom Perry
Leicester:	Diane Benware	Vergennes:	Shannon Haggett
Lincoln:	Steve Revell		Cheryl Brinkman
Middlebury:	Melanie Sands	Waltham:	
	Hugh McLaughlin	Weybridge:	Gioia Kuss
	Phil Pedlikin	Whiting:	Jennifer Erwin

**CITIZEN INTEREST REPRESENTATIVES:**

Otter Creek Audubon Society: Ron Payne  
 Otter Creek Natural Resources:  
 AC Farm Bureau:  
 AC Economic Dev Corp: Alex Armani-Munn  
 AC Chamber of Commerce:  
 HOPE:

**ACRPC EXECUTIVE BOARD**

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 Vice-Chair: Joe Andriano  
 Secretary: Cheryl Brinkman  
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 At Large: Arabella Holzapfel  
 Stephen Pilcher  
 Harvey Smith

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 Katie Raycroft-Meyer & Danelle Birong  
 Emergency Mgmt Planner: Andrew L'Roe  
 Energy Planner: Jolyon Larson  
 GIS Data Manager/Natural Resources Planner:  
 Hannah Andrew

**7:00 p.m. Business Meeting:** Shannon Haggett, the Chair of the Commission, opened the meeting at 7:00 p.m. by welcoming the Commission members and any guests present . The meeting is being recorded and is available on ACRPC’s You Tube Channel <http://www.youtube.com/@AddisonCountyRPC> .

- I. Clean Water Service Presentation:** Mike Winslow, ACRPC’s Assistant Director and Manager of the CWSP program, made a presentation to the Full Commission regarding the CWSP Program. Mike’s PowerPoint can be found [here](#). The meeting is also recorded above.
- II. Approval of the February 11, 2026 meeting minutes:** Debra Sprague moved approval of the minutes. Nick Causton seconded the motion. The minutes passed with minor amendments by a voice vote/show of hands, with Ron Dendas, Gioia Kuss and Anna Burns abstaining.
- III. Executive Board Minutes:** Shannon noted that the Executive Board meeting minutes of February 25, 2026 are included in the package for your information. He offered the opportunity for the Commission to ask questions. Hearing none, he moved forward.
- IV. Treasurer’s Report:** Adam stated he did not have a new Treasurer’s Report to present. He noted we continue paying bills and payroll and invoicing and are catching up significantly. He hopes to have a complete Treasurer’s Report soon. In the meantime, he shared bank balances and invoicing information showing that we are moving in the correct direction. Adam also noted that we are currently providing Vance Debouter, our auditor, with information necessary to complete a full audit by March or April. At that time Adam noted he expected he would also have complete Treasurer’s Reports for the Board.
- V. Committee Reports:**

Act 250/Section 248: Steve Revell noted the Committee did not meet.

Energy Committee: Cheryl Brinkman noted the committee did not meet but will meet next week. met and discussed the reviewed progress on municipal energy plans and discussed this year’s regional energy fair. She noted the Energy Fair will be on June 13<sup>th</sup> this year. She also noted ACRPC would also partner with the Weybridge Energy Committee to support the Fair.

Local Government: Shannon Haggett noted the Committee did not meet. He expects to review the Ferrisburgh Town Plan next week and then New Haven following that shortly.

Natural Resources: No Meeting

TAC: No Meeting

Housing: Tim Davis noted that the Committee did not meet.

Economic Development Committee: No meeting.

**VI. Joint Partners Report/Delegate Staff Recognition:** None this evening.

**VII. Old Business:**

Maple Broadband Update: Steve noted Maple Broadband started construction in 2021 with American Rescue Plan and is just finishing spending that and hope to close out that grant shortly. It has secured the BEAD award for the Addison Region, which will provide a total of \$13M in funding for them to complete their buildout! Steve also noted that Maple Broadband now has about 667 customers. That will pick up substantially next month. Steve also noted that Maple Broadband has two programs to support affordable Broadband and help pay for long drops.

Regional Plan Update: Adam noted that the Land Use Review Board (“LURB”) had held a site visit and a public meeting at ACRPC’s office on February 17<sup>th</sup>. Adam thanked Shannon and the other Commission members that attended. Overall, Adam felt that the discussion went very well and that overall, the LURB was complimentary toward the plan. The LURB’s formal comments will be due at the end of March. In the meantime, staff will continue to proofread the plan and to monitor LURB meetings so that we will be ready to respond when they issue their findings. We have scheduled our first formal hearing on the plan for the April Full Commission meeting, April 8<sup>th</sup> at 7:00 p.m. It will be a public hearing and Commission members and members of the public will be invited to comment on the version of the plan submitted to the LURB. At that meeting we will also explain any new substantive changes ACRPC is proposing to respond to LURB or other public comments. ACRPC will hold its second formal public hearing at the June Full Commission meeting, June 10<sup>th</sup> at 7:00 p.m. We hope public comment will be minimal at that time and that we will be able to ask the Full Commission to vote on the Regional Plan at its July 8<sup>th</sup> meeting. We will then submit the approved plan back to the LURB for its final approval on July 23<sup>rd</sup>.

Audit Update: See the Treasurer’s Report above.

Other: None.

**VII. New Business:**

Election of Nominating Committee: Shannon noted that each year in March, the Commission creates a Nominating Committee to create a slate of officers for the Executive Board to be elected at the annual meeting. The Nominating Committee general works in a couple of meetings over the course of a month to find Commission members willing to serve on the Executive Board, generally starting with Members of the existing Executive Board. Jenifer Erwin and Cheryl Brinkman have volunteered to serve on the



Committee. Shannon asked for other volunteers. Anna Burns noted she would serve on the committee. **Steve Pilcher moved to elect Cheryl Brinkman, Jennifer Erwin and Anna Burns to the Nominating Committee. Nick Causton seconded the motion, which passed unanimously by a voice vote/show of hands.**

Adam will make sure the Committee gets the information it needs to conduct its work.

Annual Meeting/Speaker/Bertha Hanson Award Nominee: Anna suggested Kevin Chu from the Vermont Futures Program. Rich Warren suggested Al Karnatz from the Vermont Land Trust.

Other: None.

**VIII. Member's Concerns/Chair Comments:** None.

**IX. Adjournment:** There being no further business, **Shannon adjourned the Commission by unanimous consent at 8:15 p.m.**

Respectfully submitted,

Adam Lougee, Director



## Summary of Revisions - Title VI

### Approved by TAC, March 2026

- Updated the Title VI coordinator to Mike Winslow, Assistant Director (Appendix B, C, and D)
- Updated language to be consistent with current state and federal policies (I. Introduction - second paragraph and subrecipient definition, III. ACRPC Nondiscrimination Policy, and Appendix B)
- Updated regional demographic information (V. Requirements 7. Demographic Profile)
- Reformatted with newest ACRPC letterhead in the appendices

# ADDISON COUNTY REGIONAL PLANNING COMMISSION

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## Title VI Plan: Non-Discrimination in Federally Assisted Programs

*Draft: August 25, 2015*

*Revised: March 18, 2026*

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## **I. Introduction**

The Addison County Regional Planning Commission (ACRPC) receives federal funding to support a number of planning programs, including transportation, brownfields, Vermont Community Development Program/CDBG, HUD Sustainable Communities, hazard mitigation planning and other projects. As a subrecipient of such funding, ACRPC is subject to State and Federal rules and regulations that prohibit discrimination in all activities, whether federally funded or not.

Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related Federal and State statutes and regulations, prohibits discrimination and provides that no person in the United States shall, on the ground of race, color, national origin, sex, gender, age, low income status, mental or physical disability, sexual orientation, gender identity, or limited English proficiency (LEP) be excluded from participation in, be denied that benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

A key element for addressing Title VI at the planning phase is having an effective public involvement process. That process must be proactive and provide complete information, timely public notice, full public access to key decisions and an opportunity for early and continuing involvement. A public involvement process that should also include a process for seeking out and considering the needs of those who are traditionally ignored or underserved (e.g. by existing transportation systems).

This document is designed to serve as a system of procedures and mechanisms to assure nondiscrimination in all of ACRPC's programs, activities and services, whether Federally-funded or not (49 C.F.R. 21.7 & 23 C.F.R. 200.5(p)).

### **a. "Subrecipient" Defined**

For purposes of this Title VI Plan, "subrecipient" is defined as an entity that indirectly receives federal financial assistance to implement a program or activity, which subjects them to Title VI compliance responsibilities. According to the United States Office of Management and Budget Circular A-133, a subrecipient relationship exists when funding from a pass-through entity is provided to perform a portion of the scope of work or objectives of the pass-through entity's award agreement with the awarding agency.

Pursuant to 23 C.F.R. Part 420, Subpart A, the Vermont Agency of Transportation (VTrans) 2026 Transportation Planning Initiative (TPI) Annual Work Program Guidance & Budget identifies Vermont regional planning commissions as subrecipients of Federal Highway Administration funding, distributed via VTrans as the primary recipient and pass-through entity of such funding. Put another way, as part of its award agreement with FHWA, VTrans is allocated federal funding to carry out planning and research activities. In turn, because ACRPC receives FHWA funding as part of its TPI contract agreement to assist VTrans in its planning activities, a subrecipient relationship exists between ACRPC and VTrans.

## II. Authorities

As a subrecipient of federal funding assistance, the following rules and regulations apply to the activities of this organization:

- ❖ *Title VI of The Civil Rights Act of 1964*: No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. (42 U.S.C. § 2000d)
- ❖ *Civil Rights Restoration Act of 1987*: Restored original intent & scope of Title VI to include all programs & activities of Federal-aid recipients and contractors whether federally funded or not.
- ❖ *Executive Order 12250: DOJ Leadership & Coordination of Nondiscrimination Laws*: The U.S. Attorney General shall coordinate the implementation and enforcement by Executive agencies of various nondiscrimination provisions of (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); (b) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794); (d) Any other provision of Federal statutory law which provides, in whole or in part, that no person in the United States shall, on the ground of race, color, national origin, handicap, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.
- ❖ *Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*: Each Federal agency shall conduct its programs, policies, and activities [including those of recipients (see FHWA Order 6640.23(2)(h))] that substantially affect human health or the environment, in a manner that ensures that such programs, policies, and activities do not have the effect of excluding persons (including populations) from participation in, denying persons (including populations) the benefits of, or subjecting persons (including populations) to discrimination under, such, programs, policies, and activities, because of their race, color, or national origin.
- ❖ *Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency (LEP)*: Presidential directive to federal agencies to ensure meaningful access to services for LEP people. An LEP person does not speak English as primary language and has limited ability to read, speak, write or understand English. Failure to provide LEP person services or meaningful access to services [may] constitute national origin discrimination.
- ❖ Section 504 of the 1973 Rehabilitation Act (29 USC 790) Handicap/Disability: No QUALIFIED HANDICAPPED PERSON shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from Federal financial assistance.
- ❖ 1973 Federal-aid Highway Act (23 USC 324) Sex: No person shall on the grounds of SEX be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance under this title or carried on under this title.
- ❖ 1975 Age Discrimination Act (42 USC 6101) Age: No person shall on the basis of AGE, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

- ❖ 49 CFR Part 21: Nondiscrimination in Federally-Assisted Programs of the Department of Transportation: No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Transportation.
- ❖ 23 CFR Part 200: Title VI Program and Related Statutes: To provide guidelines for: (a) Implementing the Federal Highway Administration (FHWA) Title VI compliance program under Title VI of the Civil Rights Act of 1964 and related civil rights laws and regulations, and (b) Conducting Title VI program compliance reviews relative to the Federal aid highway program.
- ❖ 1970 Uniform Act (42 USC 4601): Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970: The Uniform Act, provides important protections and assistance for people affected by federally funded projects. This law was enacted by Congress to ensure that people whose real property is acquired, or who move as a result of projects receiving Federal funds, will be treated fairly and equitably and will receive assistance in moving from the property they occupy.

This Plan as written applies to all activities of this organization. As a result, a number of other authorities apply depending upon the activities involved. For example, 24 C.F.R. Part 1 applies to all HUD-related work, 40 C.F.R. Part 7 applies to EPA-funded work, etc.

### **III. ACRPC Nondiscrimination Policy**

It is the policy of the Addison County Regional Planning Commission (ACRPC) to uphold and assure full compliance with the Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related federal and state statutes and regulations including USDOT Order 1050.2A, FTA Circular 4702.1B, and Vtrans Civil Rights guidance. Title VI prohibits discrimination on federally assisted programs and requires that no person in the United States of America shall, on the ground of race, color, national origin, sex, gender, age, mental or physical disability, sexual orientation, gender identity, or limited English proficiency (LEP) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance.

### **IV. Organizational Structure**

The ACRPC is responsible for ensuring the implementation of this Title VI Plan. The Title VI Coordinator, on behalf of the Executive Director, is responsible for the overall management of the Title VI programs, and serves as the Title VI Liaison Officer, DBE Liaison Officer, LEP Coordinator, and ADA Coordinator. The day-to-day administration of the plan lies with the Title VI Coordinator under the direct supervision of the Executive Director of ACRPC. The Assistant Director serves as the Title VI Coordinator.

### **V. Requirements**

As part of this Title VI Program, the ACRPC maintains certain reporting requirements and provides the Vermont Agency of Transportation (VTrans), Federal Highway Administration (FHWA) or other applicable State or Federal agencies the following information regarding these reporting requirements.

### **1. Provide Title VI Assurances**

The ACRPC will submit its Title VI Assurance as part of its Certifications and Assurances submission to all applicable state and federal agencies. Although ACRPC does not presently have any subrecipients, Title VI Assurances will be collected from all future subrecipients of ACRPC prior to passing through federal funds.

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

### **2. Prepare and Submit a Title VI Plan**

This document constitutes the Title VI Program Plan for the ACRPC.

### **3. Notify Beneficiaries of Protection under Title VI**

In order to notify the public regarding its Title VI obligations, the ACRPC has developed this Plan and posting information on the organization's website, including how to get more information on non-discrimination obligations and procedures for filing a discrimination complaint against the ACRPC. A Title VI Policy is included in Appendix B. This policy is available at the ACRPC offices, and is accessible on the ACRPC website at [www.acrpc.org](http://www.acrpc.org).

### **4. Develop Title VI Complaint Procedures and Complaint Form**

The ACRPC has developed procedures for investigating and tracking Title VI complaints that may be filed against the ACRPC and for making these procedures available to members of the public upon request. Should the ACRPC have any subrecipients in the future, subrecipients shall be required to have such procedures and shall be encouraged to adopt the ACRPC's complaint investigation and tracking procedures. A copy of the ACRPC's Title VI Complaint Procedures is included in Appendix C. The Title VI complaint procedures have been adopted by the ACRPC Board.

### **5. Record and Report Title VI Investigations, Complaints, and Lawsuits**

In compliance with 49 CFR Section 21.9(b), the ACRPC (and any subrecipient) shall prepare and maintain a list of any active investigations conducted by entities other than the FTA or FHWA, lawsuits, or complaints naming the ACRPC (or subrecipient) alleging discrimination on the basis of race, color, national origin, sex, creed, disability or income status. This list shall include the date the investigation, lawsuit, or complaint was filed and received by the ACRPC, a summary of the allegation(s), the status of the investigation, lawsuit or complaint, and actions taken by the ACRPC (or subrecipient) in response to the investigation, lawsuit, or complaint. The ACRPC's form for recording this information is included in Appendix D. The list shall comprise all of the records of active investigations, lawsuits, and complaints recorded on these forms.

During the processing of active investigations, lawsuits, or complaints, the Title VI Coordinator shall update the record form as necessary. Upon resolution and closure of an investigation, lawsuit or complaint, the Title VI Coordinator shall record such closure on this form.

To date, no Title VI complaints, investigations or lawsuits have been filed against the ACRPC.

## **6. Promote Inclusive Public Participation**

The content and considerations of Title VI, the Executive Order on LEP, and the VTRANS LEP Guidance are integrated into this Plan by reference.

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

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

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

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

The ACRPC actively seeks to solicit the comments and engage the interests of the public through the participation process. It then is the responsibility of the ACRPC to balance the public's needs and desires with resources available to address those needs and desires. ACRPC Staff are directed to incorporate appropriate activities to make public communications and outreach a part of the agency's overall planning activities. In addition to required public hearings, such activities may include: representative task forces or advisory committees; public meetings and workshops, presentations and discussions with special interest organizations, forums or conferences that provide information about issues and processes and the opportunity for input from the public; opinion polls, surveys, focus groups and interviews to acquire information; and use of the media and reports to disseminate information.

The ACRPC seeks to reduce or eliminate language, mobility, temporal, and other obstacles that may prevent minority, disability, low-income and other under-represented populations from fully participating in the planning process. It is the policy of the ACRPC to locate all public meetings in facilities that are structurally accessible or provide an opportunity for individuals to request special accommodations. Meetings

of the ACRPC Board are typically held at the ACRPC offices (located at 14 Seminary Street, Middlebury, VT) at 7:30pm on the second Wednesday of each month. We encourage individuals requiring special accommodations to call us in advance to make appropriate arrangements.

## **7. Demographic Profile**

Addison County's population is approximately 39,000. The racial and ethnic composition is as follows:

- White (non-Hispanic): 92.5%
- Black or African American: 1.5%
- Asian: 2.2%
- Hispanic or Latino (of any race): 2.8%
- Two or more races: 1.0%

According to the 2023 American Community Survey, there are fewer than 400 people in Addison County that speak English less than "very well".

Per HUD and FHWA guidance, a minority concentration is defined as a census tract where the percentage of a racial or ethnic minority group is at least 10 percentage points higher than the regional average or twice the state average. A low-income area is defined as a tract where 40% or more of the population lives below the federal poverty line, or where the median household income is less than 80% of the area median income (AMI). No census tracts in Addison County meet the threshold for "extreme poverty"

Two census tracts are identified as areas of ethnic concentration. An area of ethnic concentration would include any census tract where the percentage of Black residents is 2% or higher, Asian residents is 2.6% or higher and Hispanics is 3% or higher. Census Tract 9603 (the City of Vergennes), with a percentage of Black residents of 3.1%, is above the state average and meets the HUD threshold for minority concentration. Additionally, Tract 9608 (Town of Middlebury) qualifies as an area of ethnic concentration with a demographic breakdown of Black (2.4%), Asian (3.5%) and Hispanic (4.1%)

While no tracts meet the federal definition of extreme poverty, several tracts in Middlebury and Bristol have elevated poverty rates (above 20%) and qualify as low-income areas under FHWA Environmental Justice guidance.

The region does not contain any racially concentrated areas of poverty (RCAPs) as defined by HUD, but targeted outreach is still recommended in areas with overlapping minority and low-income populations.

## **8. Annual Work Plan**

The ACRPC's Executive Director and Title VI Coordinator will monitor and review all Title VI activities. Over the next year, these activities will include:

- Review ACRPC office policies and procedures to identify necessary changes

- required to comply with this Title VI Nondiscrimination Plan.
- Review and update procurement documents (RFP, RFQ) and contract provisions to comply with Title VI Nondiscrimination requirements.
- Provide Title VI training for staff.
- Periodically monitor and evaluate the effectiveness of the Title VI Plan.

### **9. Required Title VI Contract Provisions**

Procedures to ensure Title VI provisions are included in all Federally-funded contracts regardless of tier (Appendix A of USDOT Order 1050.2). Nondiscrimination is required in the selection and retention of all subcontractors, as well as with the procurement of materials and leases of equipment. Notification of Title VI/nondiscrimination obligations will be provided to each potential subcontractor or supplier in all applicable Requests for Proposal, Requests for Qualifications and/or contracts. There will be no discrimination in the ACRPC's employment practices in accordance with Personnel Policies.

### **10. Providing Assistance to Subrecipients**

The ACRPC is itself a subrecipient of Federal assistance, with VTRANS serving as the primary recipient and passing through FHWA SPR funding to the region.

The ACRPC does not have subrecipients per se. The ACRPC does enter into contracts with municipalities and private consulting firms involving Federal funding. In all cases these contracts incorporate standard Certifications and Assurances related to Title VI Civil Rights responsibilities.

### **11. Monitoring Subrecipients**

Should the ACRPC at some point in the future have formal subrecipients of Federal funding, the ACRPC recognizes the obligation to ensure those subrecipients are in compliance with Title VI requirements, and would undertake the following activities to ensure that compliance:

- a) Document the process for ensuring that all subrecipients are complying with the general reporting requirements of this policy, as well as other requirements that apply to the subrecipient based on the type of entity and the number of fixed route vehicles it operates in peak service if a transit provider.
- b) Collect Title VI Programs and/or self-assurances from subrecipients and review such documents for compliance.

### **12. Opportunity for Disadvantaged Business Enterprises (DBEs)**

It shall be the policy of the ACRPC to ensure nondiscriminatory opportunity for Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds. Consequently, the DBE requirements of 49 CFR Part 26 and 23 CFR, Chapter 1, Part 230, Subpart b apply to all contracts. Contracts should include the following assurance:

*“The contractor, sub recipient or subcontractor shall not discriminate on the basis of*

*race, color, national origin, or sex in the award and performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as ACRPC deems appropriate.”*

**13. Participation by Small Business Enterprises**

It is the ACRPC’s policy to promote small business participation on all contracts and procurement opportunities. The rules set forth in Code of Federal Regulations, Title 13, Sections 121.401 through 121.413, apply to all Federal procurement programs for which status as a small business is required or advantageous.

**14. Requirement to Provide Additional Information upon Request**

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

**VI. Appendices**

A. Title VI Annual Certifications and Assurances

A-1 Contractor Assurance

A-2 Clauses for Deeds Transferring United States Property

A-3 Clauses for Transfer of Real Property

A-4 Clauses for Construction/Use/Access to Real Property

A-5 Contractor Agreement

B. ACRPC Title VI Nondiscrimination Policy

C. ACRPC Title VI Complaint Procedures

D. ACRPC Title VI Discrimination Complaint Form

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

The Addison County Regional Planning Commission (herein referred to as the "Recipient"), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the Federal Highway Administration (FHWA) and Vermont Agency of Transportation (VTrans), is subject to and will comply with the following:

Statutory/Regulatory Authorities

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

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

General Assurances

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

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

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

Specific Assurances

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

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.P.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:
  - a. *"The ACRPC, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 US.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."*
2. The Recipient will insert the clauses of Appendix A of this Assurance in every contract or agreement subject to the Acts and the Regulations.
3. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
4. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
5. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
6. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
7. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or



## APPENDIX A-1

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

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

## APPENDIX A-2

### CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

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

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

#### (HABENDUM CLAUSE)

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

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

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

## APPENDIX A-3

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

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

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

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

## APPENDIX A-4

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

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

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

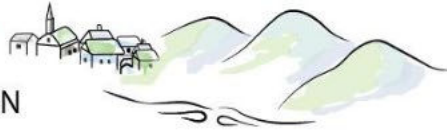
(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

## APPENDIX A-5

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

Pertinent Non-Discrimination Authorities:

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



## Appendix B. Title VI Nondiscrimination Policy

It is the policy of the Addison County Regional Planning Commission (ACRPC) to uphold and assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related federal and state statutes and regulations. Title VI prohibits discrimination in federally assisted programs and requires that no person in the United States of America shall, on the grounds of race, color, national origin, sex, gender, age, mental or physical disability, sexual orientation, gender identity, or limited English proficiency (LEP) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance.

The ACRPC has designated our Assistant Director as the Title VI Coordinator. For more information about your Title VI rights or to file a formal complaint of discrimination, contact:

Mike Winslow, Title VI Coordinator  
Addison County Regional Planning Commission  
14 Seminary Street  
Middlebury, VT 05753  
(802) 388-3141  
[mwinslow@acrpc.org](mailto:mwinslow@acrpc.org)

In an effort to ensure nondiscrimination in all of its federal- aid programs, services and activities, the ACRPC maintains a written Title VI Complaint Procedure to investigate, respond to, and resolve, Title VI complaints. In addition, all instances of alleged discrimination submitted in writing in the form of a Title VI Complaint, will be recorded and tracked and include the following information: date complaint filed, a summary of allegations, investigative status, further actions and follow-up, and final resolution. Individuals who feel they have been discriminated against in violation of Title VI must file a completed complaint form within 180 days with the ACRPC Title VI Coordinator.

Complaint Procedures: (see attached)  
Complaint Form: (see attached)

The ACRPC strives to ensure nondiscriminatory access to all programs, services, and activities by all interested stakeholders and to ensure that no person is excluded from participating in, denied the benefits of, or subjected to either intentional or unintentional discrimination under any program, service, or activity receiving federal assistance or funding.

For more information, visit the Federal Transit Administration Title VI webpage at:  
<http://www.fta.dot.gov/civilrights/12328.html>

Translations of this and other key documents are provided at no cost when requested.

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Adam Lougee, Executive Director

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Date

ADDISON	BRIDPORT	BRISTOL	CORNWALL	FERRISBURGH	GOSHEN	LEICESTER
LINCOLN	MIDDLEBURY	MONKTON	NEW HAVEN	ORWELL	PANTON	RIPTON
SALISBURY	SHOREHAM	STARKSBORO	VERGENNES	WALTHAM	WEYBRIDGE	WHITING

## Appendix C. Title VI Complaint Procedures

Any person who believes that he or she, individually, or as a member of any specific class of persons, has been subjected to discrimination on the basis of race, color, national origin, gender, age, or mental or physical disability, may file a complaint with the Addison County Regional Planning Commission (ACRPC).

Complaints can be submitted in written form or via telephone at:

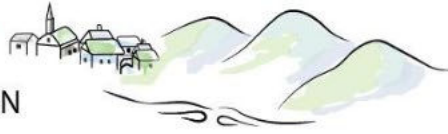
Mike Winslow, Title VI Coordinator  
Addison County Regional Planning Commission (ACRPC)  
14 Seminary Street  
Middlebury, VT 05753  
Phone: (802) 388-3141

Electronic submission of complaints is also permitted. All complaints related to Title VI discrimination should be addressed to Mike Winslow, Title VI Coordinator, at the following address:  
[mwinslow@acrpc.org](mailto:mwinslow@acrpc.org).

Written or faxed complaints must be signed by the complainant. Complaints submitted by telephone or e-mail, or unsigned written or faxed complaints, must be followed by a complaint in writing, signed by the complainant or his/her representative within 10 business days of the initial verbal/electronic/unsigned complaint. If the complainant requires assistance to submit a written document, ACRPC staff will interview the complainant and assist the person in converting verbal complaints to writing. This document must be signed by the complainant or his/her representative. Federal and state law requires that the complaint be filed within 180 days of the alleged incident of discrimination.

Once the complaint has been submitted in writing, the ACRPC will pursue the following steps in addressing the complaint:

1. ACRPC staff will initiate a Title VI Complaint Form (see below).
2. Essential information on the form includes the following:
  - a. Date of the incident that is the subject of the complaint;
  - b. Time of the incident;
  - c. Location of the incident; and,
  - d. Circumstances of the incident in as much detail as is available, including description of the issues, and the names and job titles of those individuals perceived as parties in the complaint.
3. The completed form, along with the initial complaint letter and a summary of any other communication, will be submitted to the Executive Director of the ACRPC for review. The Executive Director will determine the jurisdiction and acceptability of the complaint and any need for additional information. After any additional information is procured, the Director will determine whether to accept or reject the complaint.



4. The complainant will be provided with a written notification that the ACRPC has either accepted or rejected the complaint.
5. A complaint may be rejected for one or more of the following reasons:
  - a. More than 180 days passed between the alleged incident and the filing of the initial complaint;
  - b. The allegation does not involve a basis covered under Title VI, such as race, color, or national origin;
  - c. The allegation does not involve ACRPC or one of its subrecipients of federal funds;
  - d. The complainant fails to respond to repeated requests for additional information needed to process the complaint; or,
  - e. The complainant cannot be located after reasonable attempts.
6. An accepted complaint will be assigned a case number and be logged in a database maintained by the ACRPC identifying the complainant's name, date of incident, alleged harm, and the race, color, national origin, gender, age or disability of the complainant.
7. The Title VI Coordinator will initiate an investigation of the complaint, assisted by other members of the ACRPC as necessary, and complete a report within 90 days of the acceptance of the complaint. The report shall include a narrative description of the incident, identification of the persons interviewed, findings, and recommendations for disposition.
8. The report will be reviewed by the Executive Director of the ACRPC and referred to legal representation, if deemed appropriate. The Executive Director will accept or reject the recommendation for disposition, in consultation with legal representation, and if the individuals involved are found to be in noncompliance with Title VI, remedial actions will be determined.
9. The results of the investigation and the Executive Director's determination will be mailed to the complainant. Notice shall include information regarding appeal rights of the complainant and instructions for initiating such an appeal. Notice of appeals are as follows:
  - a. ACRPC will reconsider the determination if new facts come to light.
  - b. If the complainant is dissatisfied with the determination and/or resolution set forth by ACRPC, the same complaint may be submitted to the Vermont Agency of Transportation (VTrans) for investigation. Complainant will be advised to contact the Vermont Agency of Transportation, Office of Civil Rights & Labor Compliance, One National Life Drive, Montpelier, VT 05633-5001.
10. A copy of the complaint and ACRPC's investigation report, letter of finding and remedial action plan will be submitted to VTrans within 120 days of the initial receipt of the complaint.
11. A summary of the complaint resolution will be added to the database at ACRPC and this information will be included as part of the next Title VI update to VTrans.

**Appendix D.**  
**Title VI Discrimination Complaint Form**

For Office Use
Date Received: _____
Case #: _____

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Address (Street No., PO Box, etc.): \_\_\_\_\_ Town, State, Zip Code: \_\_\_\_\_

Date and time of incident: \_\_\_\_\_ Location of Incident: \_\_\_\_\_

Summary of the Complaint (Explain as briefly and clearly as possible how you were discriminated against, who was involved, including names and titles, and other relevant information.):

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Name of witness(es): \_\_\_\_\_ Witness contact information: \_\_\_\_\_

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*Attach any additional written information*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to:

**Title VI Coordinator**  
**Addison County Regional Planning Commission**  
**14 Seminary Street**  
**Middlebury, VT 05753**

Telephone #: (802) 388-3141

Email: [mwinslow@acrpc.org](mailto:mwinslow@acrpc.org)

For Office Use
Discussions with complainant: Name: _____ Date: _____
Details of discussions: _____

**Balance Sheet**

As of June 30, 2025



		Jun 30, 25	Jun 30, 24
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10300	· NOW Checking - NBM - 2810	192,119.81	237,113.89
10325	· Payroll Checking - NBM-2771	1,023.61	65,862.29
10350	· MMK - NBM - 4703	1.00	1.00
10352	· SWEEP Acct (ICS 5586)	379,175.45	377,566.21
10400	· Vanguard - MMA	131,029.36	125,173.42
10455	· T. Bills (TreasuryDirect.gov)		
10456	· T. Bill	169,727.41	169,727.41
10455	· T. Bills (TreasuryDirect.gov) - Other	-169,727.41	-169,727.41
<b>Total 10455 · T. Bills (TreasuryDirect.gov)</b>		<b>0.00</b>	<b>0.00</b>
<b>Total Checking/Savings</b>		<b>703,349.23</b>	<b>805,716.81</b>
<b>Accounts Receivable</b>			
10500	· Accounts Receivable		
	Accounts Receivable - DHCD	0.00	24,606.60
	EPA CWA Assessment GR 00A01067	105,631.32	63,776.75
	Local Liaison Agreement	0.00	6,065.29
	Municipal Assessments	1,786.05	0.00
10500	· Accounts Receivable - Other	475,137.31	196,802.04
<b>Total 10500 · Accounts Receivable</b>		<b>582,554.68</b>	<b>291,250.68</b>
<b>Total Accounts Receivable</b>		<b>582,554.68</b>	<b>291,250.68</b>
<b>Other Current Assets</b>			
11000	· Grants Receivable		
11010	· Grants Receivable-DHCD	29,012.16	0.00
<b>Total 11000 · Grants Receivable</b>		<b>29,012.16</b>	<b>0.00</b>
12000	· Prepaid Expenses		
12002	· Prepaid Rent	0.00	3,903.00
12050	· Prepaid Business Owners Insur	1,963.00	0.00
12051	· Prepaid Dir & Officers Ins	1,457.43	0.00
12110	· Prepaid Dental Insurance	786.97	0.00
12151	· Prepaid Software-GIS	1,756.29	0.00
12152	· Prepaid Software-Backup	900.00	0.00
12160	· Prepaid Advertising	1,524.00	0.00
12000	· Prepaid Expenses - Other	0.00	7,273.29
<b>Total 12000 · Prepaid Expenses</b>		<b>8,387.69</b>	<b>11,176.29</b>
12003	· Prepaid Business Insurance	0.00	3,993.09
12120	· Other Prepaid Expenses	0.00	1,957.12
<b>Total Other Current Assets</b>		<b>37,399.85</b>	<b>17,126.50</b>
<b>Total Current Assets</b>		<b>1,323,303.76</b>	<b>1,114,093.99</b>
<b>Fixed Assets</b>			
12200	· Equipment	19,835.01	117,944.01
12250	· Furniture/Fixtures	12,684.00	0.00
12300	· Acc. Deprec. - Equip./Furn	-25,276.00	-100,865.00
<b>Total Fixed Assets</b>		<b>7,243.01</b>	<b>17,079.01</b>
<b>TOTAL ASSETS</b>		<b>1,330,546.77</b>	<b>1,131,173.00</b>

Balance Sheet

As of June 30, 2025



		Jun 30, 25	Jun 30, 24
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
	20000 · Accounts Payable	263,037.54	101,898.99
	<b>Total Accounts Payable</b>	<b>263,037.54</b>	<b>101,898.99</b>
<b>Credit Cards</b>			
	25003 · FNBO-CC-6752	0.00	3,156.35
	25004 · FNBO-CC-1144	777.12	-104.22
	25005 · FNBO-CC-4044	2,104.52	0.00
	25006 · FNBO-5599	37.98	0.00
	<b>Total Credit Cards</b>	<b>2,919.62</b>	<b>3,052.13</b>
<b>Other Current Liabilities</b>			
<b>22000 · Accrd Vac/Comp/Hol Wages Payble</b>			
	22001 · Accrued Sick Wages Payable	57,031.48	0.00
	22000 · Accrd Vac/Comp/Hol Wages Payble - Other	61,025.82	75,985.38
	<b>Total 22000 · Accrd Vac/Comp/Hol Wages Payble</b>	<b>118,057.30</b>	<b>75,985.38</b>
<b>22010 · Accrued Wages Payable</b>			
	22011 · Accrued Payroll taxes payable	1,415.94	827.00
	22010 · Accrued Wages Payable - Other	18,508.97	10,813.00
	<b>Total 22010 · Accrued Wages Payable</b>	<b>19,924.91</b>	<b>11,640.00</b>
	23001 · FSA - M. Winslow	0.00	-328.38
<b>25050 · Unearned Revenue</b>			
	25052 · Accs Dwelling Units	20,865.38	20,865.38
<b>25053 · SFY23 CWSP Proj Grants (WID-04)</b>			
	25053.5 · SFY23 CWSP Interest	15,014.30	0.00
	25053 · SFY23 CWSP Proj Grants (WID-04) - Other	340,141.22	366,763.70
	<b>Total 25053 · SFY23 CWSP Proj Grants (WID-04)</b>	<b>355,155.52</b>	<b>366,763.70</b>
	25054 · Act 172-Muni Bdlg Wealth.	75,083.22	120,000.00
	25057 · Moosalamoo-Interns	0.00	3,069.00
	25058 · Preservation Trust-Act 172	750.00	0.00
	<b>Total 25050 · Unearned Revenue</b>	<b>451,854.12</b>	<b>510,698.08</b>
	<b>Total Other Current Liabilities</b>	<b>589,836.33</b>	<b>597,995.08</b>
	<b>Total Current Liabilities</b>	<b>855,793.49</b>	<b>702,946.20</b>
	<b>Total Liabilities</b>	<b>855,793.49</b>	<b>702,946.20</b>
<b>Equity</b>			
	28000 · Unrestricted Net Assets	0.00	34,718.56
	28010 · Unrestricted Fund Balance	416,705.00	301,321.37
	28020 · Fund Balance Equipment	0.00	5,598.88
	<b>Net Income</b>	<b>58,048.28</b>	<b>86,587.99</b>
	<b>Total Equity</b>	<b>474,753.28</b>	<b>428,226.80</b>
	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,330,546.77</b>	<b>1,131,173.00</b>

	Billed	Billed thru date	Paid	Total Revenue received
Addison MPG	\$ 8,512.98	12/31/2025		
Bridport MPM	\$ 1,702.51	12/31/2025		
Bridport MPG	\$ 4,327.13	12/31/2025	✓	\$ 4,327.13
Bristol MPM	\$ 1,112.00	12/31/2025	✓	\$ 1,112.00
CCRPC-RAISE grant	\$ 2,956.53	12/31/2025	✓	\$ 2,956.53
CCRPC WQ TBP	\$ 1,239.95	1/31/2026	✓	\$ 1,239.95
Cornwall GIA	\$ 750.00	9/30/2025		
CPRG/Northwest RPC	\$ 3,723.70	12/31/2025	✓	\$ 3,723.70
CWSP	\$ 76,451.32	12/30/2025		\$ -
DHCD FY26 Q3	\$ 146,072.95	12/31/2025	✓	\$ 146,072.95
EECBG 4.0 (Vergennes)	\$ 11,207.27	12/31/2025		
EMPG-24	\$ 9,978.22	9/30/2025	✓	\$ 9,978.22
EPA-Brownfields	\$ 1,560.01	12/31/2025		
Ferrisburgh MPM	\$ 2,393.11	1/30/2026	✓	\$ 2,388.42
Goshen LHMP	\$ 5,733.47	11/30/2025	✓	\$ 5,733.47
HMGP	\$ 5,485.17	6/30/2025	✓	\$ 5,485.17
MARC Flood Bylaws updates	\$ 1,290.03	12/31/2025	✓	\$ 1,290.03
Middlebury College	\$ 5,498.60	12/31/2025	✓	\$ 5,498.60
New Haven LHMP	\$ 6,818.87	1/31/2026	✓	\$ 6,818.87
NRPC/CPRG	\$ 3,723.70	12/31/2025	✓	\$ 3,723.70
Orwell LHMP	\$ 3,440.09	2/28/2026		
TPI (Jan)	\$ 9,415.40	1/31/2026		
<b>Totals</b>	<b>\$ 313,393.01</b>			<b>\$ 200,348.74</b>
<i>Outstanding to receive</i>				<b>\$ 113,044.27</b>

**NOTE:** Quarterly billing for grants and programs through 3/31/26 are being prepared

Prepared 4/3/2026

## Bank Account Balances as of 4/3/26

### Primary checking account

	<b>Ending Balance</b>
<b>June</b>	197,362.09
<b>July</b>	36,203.69
<b>Aug</b>	107,643.52
<b>Sept</b>	195,311.69
<b>Oct</b>	169,132.73
<b>Nov</b>	233,201.08
<b>Dec</b>	231,954.91
<b>Jan</b>	191,042.21
<b>Feb. 11</b>	159,083.37
<b>Feb. 24</b>	142,542.64
<b>March 11</b>	286,166.05
<b>March 25</b>	259,577.34
<b>April 3</b>	241,449.64

CWSP savings account = \$ 379,851.59

Payroll = \$ 627.03

Money Market account = \$ 83,346.20