



RICHMOND INTERNATIONAL AIRPORT

1. Title VI Policy Statement ^[1]

Capital Region Airport Commission (Commission) assures that no person shall on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex (including sexual orientation and gender identity), creed, or age, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (PL 100.259), Section 520 of the Airport and Airway Improvement Act of 1982, and related authorities (hereafter, "Title VI and related requirements"), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives U.S. Department of Transportation (DOT) funding. Title VI also prohibits retaliation for asserting or otherwise participating in claims of discrimination.

The Commission further assures every effort will be made to ensure nondiscrimination in all its programs and activities, whether those programs are federally funded or not *including any programs or activities of our sub-recipients*". The Airport Sponsor agrees, among other things, to understand the communities surrounding or in the flight path, as well as customers that use the airport. Anytime communities may be impacted by programs or activities the Capital Region Airport Commission will take action to involve them and the general public in the decision-making process.

The Commission requires nondiscrimination assurances, as prescribed by FAA, from each tenant, contractor, and concessionaire providing an activity, service, or facility at the airport. Assurances must be included in any related lease, contract, or franchise agreement between Capital Region Airport Commission and each tenant, contractor, and concessionaire, as well as in any similar agreements with their own sub-tenants and sub-contractors.

Russ Peaden, available at 804-226-8520 and rpeaden@flyrichmond.com, is responsible for overseeing the Airport Sponsor's compliance with Title VI and the point of contact for all airport Title VI matters and related responsibilities, including those required by 49 CFR Part 21.

Signature :

Effective Date

Perry Miller, Ph.D., A.A.E., I.A.P.
President and Chief Executive Officer
3-Year Expiration Date

08-01-2024

[Effective Date plus 3 years]

[1] This policy statement will be translated into languages other than English, upon request and based on patron and local language demographics.

Handwritten initials and date: 6/1/24

2. Administration

The Capital Region Airport Commission has reviewed and adopted this Title VI Plan for Capital Region Airport Commission. This plan will be updated no less than once every 3 years. The plan will not be re-adopted following minor changes, such as updating the Director of Real Estate and Facilities or Coordinator's name. Significant revisions to our policies or federal guidelines may warrant re-adoption by the Chief Executive Officer and resubmittal to FAA.

In addition to the coordinator and airport sponsor's leadership, the following people also assist with our Title VI program requirements:

Staff Supporting Title VI Program	Airport Sponsor Program / Office
Perry Miller	President and Chief Executive Officer
Basil Dosunmu	Chief Financial Officer
Stacy Seay	DBE Liaison Officer
Rochell Akins	Business Compliance Coordinator
Nagesh Tummala	Capital Development Director
Uday Nethula	Chief Human Resources Officer
John Ruthledge	Chief Operating Officer

Capital Region Airport Commission has the following airport program sub-recipients:

Sub-Recipients

NONE

As of the date of this plan, Capital Region Airport Commission has the following are approved or pending applications for Federal financial assistance:

Federal Source	Grant Number	Amount
FAA AIP	3-51-0043-068-2020	2,838,000.00
FAA AIP	3-51-0043-072-2021	12,803,783.00
FAA AIP	3-51-0043-075-2022	5,541,029.00
FAA AIP	3-51-0043-076-2022	665,000.00
FAA AIP	3-51-0043-077-2023	3,482,098.00
FAA AIP	3-51-0043-078-2023	5,553,842.00

FAA AIP	3-51-0043-080-2023	4,000,000.00
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“In addition, The Capital Region Airport Commission sub-recipients have the following pending applications for Federal financial assistance (either directly from the FAA, or passed through the State DOT):

Federal Source	Grant Number	Amount
NONE		

Updated information for pending and awarded grant applications will be available through the following methods:

Federal Source	Grant Award Information Available at:
FAA AIP	https://www.faa.gov/airports/aip/

3. Grant and Procurement Assurances

49 CFR § 21.7 (a)(1); 49 CFR Part 21 Appendix C (b)

Capital Region Airport Commission will complete standard grant assurances for Title VI and related requirements, in the form prescribed by FAA. See

https://www.faa.gov/airports/aip/grant_assurances/#current-assurances.

Clauses/Covenants

a. All contracts, leases, deeds, licenses, permits, and other similar instruments, must contain the contractual requirements and clauses, in the form prescribed by FAA. See https://www.faa.gov/airports/aip/procurement/federal_contract_provisions/. Note that unlike many other clauses, Civil Rights clauses are required in all contracts. Note also special clauses that are required for certain types of contracts, such as land acquisition.

b. Capital Region Airport Commission requires Civil Rights clauses to be included in solicitations and contracts for all subcontractors, subleases, and any other agreements.

Description of Oversight Methods for Subcontracts

The following verbiage has been included in all solicitations for proposals regarding contract monitoring:

“6.3 Monitoring. The Real Estate Properties and Concessions department monitors the practices of suppliers and lessees subject to this Section 3 as deemed necessary. The Real Estate Properties and Concessions is authorized to conduct on-site compliance reviews of selected firms, which may include an audit of personnel and payroll records, if necessary.”

Monitoring of Capital Region Airport Commission subcontracts occurs as new contracts are finalized and upon renewal. The Real Estate Properties and Concessions department, who leads the Commission's ACDBE and DBE programs, may also monitor at their discretion.

4. Title VI Coordinator Responsibilities

The coordinator is responsible for ensuring that they and other staff supporting Title VI are trained in Title VI requirements. Essential training topics include:

- Basic Title VI requirements
- Airport language assistance resources and practices
- Collecting and assessing demographic data
- Reporting Title VI complaints and other required FAA notifications.

See the Training Section for more information for expected training for all staff.

Among other responsibilities, the coordinator:

- Proactively ensures that the Airport Sponsor is in compliance with nondiscrimination requirements of Title VI and reports to Capital Region Airport Commission leadership on the status of Title VI compliances.
- Responds promptly to requests by the FAA for data and records and for the scheduling of compliance reviews and other FAA meetings to determine compliance with Title VI and related requirements.
- Receives discrimination complaints covered by Title VI and related requirements, and forwards them to the FAA, within 15 days of receipt, together with any actions taken to resolve the matter.
- Provides the FAA with updates regarding its response and status of early resolution efforts to complaints concerning Title VI and related requirements (49 CFR Part 21, Appendix C(b)(3)), including resolution efforts.
- Annually reviews the airport's Title VI plan and disseminates information throughout staff and the Airport Sponsor's leadership.
- Coordinates data collection to evaluate whether racial or ethnic groups are unequally benefited or impacted by airport programs. The data will be regularly assessed and readily available upon request (49 CFR § 21.9(b) & (c)). Data collection methods will include optional demographic questions in: airport customer satisfaction surveys, customer complaints, airport event sign-in sheets, and bids/proposals for airport contracts, and other methods described in the airport Community Participation Plan (CPP).
- Maintains demographic data for members of appointed planning and advisory bodies for the airport. Identifies any disparities compared to the community. Provides information to the membership selecting official/committee, particularly when vacancies occur.

- Maintains a copy of 49 CFR Part 21 for inspection by any person asking for it during normal working hours (49 CFR 21, Appendix C (b)(2)(i)).

See Notice, Compliance reviews, Audits, Lawsuits, and Other Investigations, and Complaints Sections of this Plan.

The coordinator has requested and received access to the Title VI portion of the FAA Civil Rights Connect System (<https://faa.civilrightsconnect.com/>).

5. Notice

49 CFR Part 21 Appendix C(b)(2)(ii)

The Capital Region Airport Commission will conspicuously display the FAA-provided Unlawful Discrimination Poster in all public areas on airport property, including those with pedestrian activity. The coordinator ensures that these posters are visible, accessible,^[1] and maintained.

The Capital Region Airport Commission has posted the above Title VI policy statement at its staff offices.

The Capital Region Airport Commission will distribute this Title VI Plan among its employees and airport contractors, concessionaires, lessees, and tenants. This plan will be distributed by April 4, 2024, by email and at the monthly tenants meeting.

Posters are displayed in each terminal and other areas on airport property, including the following public locations:

Terminal/FBO/Concessions/ Other Locations	Quantity in Pre-Security Area	Quantity in Post-Security Area	Additional Quantities
1st Floor Terminal Door 3 Entrance	1		
2nd Floor Terminal Ticketing Entrance	1		
Public Notice Bulletin Board 1st floor Terminal - near Chapel	1		
Public notice Bulletin Board 2nd floor Terminal - near Ste C	1		
Visitor Center Desk	1		
TSA Checkpoint Concourse A	1		
TSA Checkpoint Concourse B	1		
FBO Million Air Coffee bar	1		
FBO Aero Industries Entry Door	1		
Concourse A- Post Security Checkpoint Wall		1	

Concourse B- Post Security Checkpoint Wall		1	
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Outreach to Affected Communities

The Marketing department ensures that notices for public meetings reach all segments of the impacted community. The Marketing department will identify effective media platforms to share announcements and notices. Announcements are made in social media, general circulation newspapers, community newspapers, email broadcasts. The Title VI Coordinator contacts leaders and representatives in Affected Communities directly to confirm effective media platforms to reach all Affected Communities and provide important feedback on translated materials. Official public meetings of the Capital Region Airport Commission will be maintained by the Commission administrative staff. Public outreach and ADA compliant notices will be maintained by the Title VI coordinator.

The Capital Region Airport Commission will create a detailed CPP by April 1, 2024. A copy of the plan will be available at [Public Notices - Richmond International Airport \(flyrichmond.com\)](https://flyrichmond.com) and is available for public inspection at the Capital Region Airport Commission 1 Richard E. Byrd Terminal Drive, Suite C Richmond International Airport, VA 23250-2400.

To ensure that the community is effectively informed of and able to participate in public hearings, Capital Region Airport Commission includes public notices translated into appropriate languages, including for any language spoken by a significant number or proportion of the Affected Community population that has limited English proficiency (LEP). Such social media postings and notices will include directions for obtaining an interpreter, free of charge, for public hearings. 28 CFR § 42.405(d). See Limited English Proficiency (LEP) Section.

6. Community Statistics

Title VI regulations require Federal grant recipients to know their community demographics. See 49 CFR § 21.9(b). By knowing this information, the Capital Region Airport Commission will be able to identify, understand, and engage with communities. In doing so, the Capital Region Airport Commission needs to know about communities eligible to be served, actually or potentially affected, benefited, or burdened by Capital Region Airport Commission airport program.

Affected Communities [3]	Population
City of Richmond	218,414
County of Chesterfield	372,794
County of Hanover	109,979
County of Henrico	329,554

(Hereafter, the above communities will be referred to collectively as “the Affected Communities”).

We have identified the following facts about the Affected Communities:

Low Income Communities [4].

A low-income area is an identifiable group of persons living in geographic proximity, whose median household income is at or below the Department of Health and Human Services poverty guidelines. Pursuant to Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," Capital Region Airport Commission is collecting information about affected and potentially affected low-income communities. According to the **U.S. Census Report**, such as [**S1701: Poverty Status in the Past 12 Months**](#), the overall poverty level for the Virginia metro area is 10.6%. Poverty Status in the Past 12 Months is approximately 21.7 %. The poverty rate remains high compared with the rest of the Virginia Metro Area. The poverty rates for the specific Affected Communities are as follows,

Affected Communities	Poverty Rate
City of Richmond	21.7%
County of Chesterfield	6.4%
County Hanover	4.4%
County of Henrico	9.1%

Source [**S1701: Poverty Status in the Past 12 Months**](#)

Racial and Ethnic Communities.

Demographic data for race, color, and national origin was evaluated to identify racial and ethnic communities and populations in each Affected Community. The demographic composition by race, color, or national origin for the specific Affected Communities are as follows [5]:

Affected Community: City of Richmond

Total Affected Community Population: 218,414

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White	96,661	44%
Black or African American	89,891	41%
American Indian or Alaska Native	N/A	n/a
Asian	3,534	1.6%
Native Hawaiian or Other Pacific Islander	n/a	n/A
Hispanic or Latino	17,889	8.19%
Two or More races	18,725	8.6%
Population of two races	12,975	5.9%

Affected Community: County of Chesterfield

Total Affected Community Population: 372,794

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White	220,592	59%
Black or African American	90,619	24%
American Indian or Alaska Native	n/a	n/a
Asian	14,905	4%
Native Hawaiian or Other Pacific Islander	n/a	n/a
Hispanic or Latino	40,341	10%
Some other race alone	21,136	6%
Population of two races or more	25,186	7%

Affected Community: County of Henrico

Total Affected Community Population: 329,554

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White	165,999	50%
Black or African American	96,922	29%
American Indian or Alaska Native	n/a	n/a
Asian	32,120	10%
Native Hawaiian or Other Pacific Islander	n/a	n/a
Hispanic or Latino	21,082	6%
Some other Race alone	10,868	3%
Population Two or More races	23,023	7%

Affected Community: County of Hanover

Total Affected Community Population: 109,979

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White	90,586	82%
Black or African American	9,821	9%
American Indian or Alaska Native	n/a	n/a%
Asian	n/a	
Native Hawaiian or Other Pacific Islander	n/a	n/a
Hispanic or Latino	n/a	n/a
Some other race alone	n/a	n/a
Population of two races or more	n/a	n/a

Limited English Proficiency (LEP).

The goal of all language access planning and implementation is to ensure that the Capital **Region Airport Commission** communicates effectively with limited English proficient (LEP) individuals. Effective language access requires self-assessment and planning. The next table lists non-English languages [6] that are spoken in LEP households in the Affected Communities. The data source is American Community Survey Table [B16001 - Census Bureau Tables](#) Language Spoken at Home by Ability to Speak English for the Population 5 Years and over.

The threshold we have used for identifying the languages with significant LEP populations is the DOT LEP Policy Guidance safe harbor threshold, which is 5% or 1,000, whichever is less.[7] The safe harbor for our community is 1000 people. Please refer to the end of this document to find data for all languages in our community.

Languages Spoken by LEP Population that Meet the Safe Harbor Threshold	Number	Margin of Error
<i>Spanish</i>		
Richmond City	6481	+/-373
Hanover County	770	+/-187
Henrico County	5942	+/-625
Chesterfield County	8591	+/-749

<i>Chinese (incl. Mandarin, Cantonese)</i>		
Richmond City	364	+/184
Hanover County	138	+/074
Henrico County	1,284	+/355
Chesterfield County	541	+/240
<i>Tagalog (incl. Filipino)</i>		
Richmond City	46	+/43
Hanover County	47	+/36
Henrico County	245	+/110
Chesterfield County	129	+/72
<i>Vietnamese</i>		
Richmond City	92	+/83
Hanover County	71	+/51
Henrico County	1,701	+/488
Chesterfield County	914	+/351
<i>Arabic</i>		
Richmond City	194	+/106
Hanover County	8	+/12
Henrico County	940	+/355
Chesterfield County	195	+/186
<i>Korean</i>		
Richmond City	294	+/115
Hanover County	62	+/57
Henrico County	360	+/180
Chesterfield County	524	+/167
<i>African Languages</i>		
Richmond City	333	+/176
Hanover County	18	+/17
Henrico County	615	+/320
Chesterfield County	141	+/95

See [Table B16001: Language Spoken at Home by Ability to Speak English](#)

Frequency of contact with LEP individuals at the airport and airport-related activities (all languages):

Languages Spoken by LEP Persons	A few times a year (12 or less days a year)	Several times a month (13 to 51 days a year)	At least once a week (52 to 364 days a year)	Every day (365 days a year)
<i>Spanish</i>		X		
<i>Chinese (incl. Mandarin, Cantonese)</i>		X		
<i>Vietnamese</i>		X		
<i>Arabic</i>	X			
<i>Korean</i>	X			
African Languages	X			

If available and distinct from the LEP data above: Additional languages spoken by significant numbers of LEP persons in the Affected Communities, local schools, emergency service providers, and others, include:

Additional Languages Spoken

NONE

This information is updated annually [8] through checking the following resources:

Data Sources for Languages Spoken in Affected Community	Website link to Data Source
<i>U.S. Census Bureau</i>	https://data.census.gov/cedsci/table?q=B16001&tid=ACSDT1Y2019.B16001

Beneficiary Diversity.

Demographic information is collected from airport customers, attendees at community meetings, and businesses seeking opportunities at the airport, through voluntary disclosures.

Description of Beneficiary Demographic Information Collection Methods

- Capital Region Airport Commission conducts quarterly surveys of airport guests for customer satisfaction with airport concessions, restroom cleanliness, food offerings, and other elements and services. The survey includes a voluntary request for demographic information.

- The Commission will host an annual webinar with community involvement for input on airport developments.
- When the Commission host outreach events for upcoming contracting opportunities collection of demographic information through voluntary surveys will be conducted.
- The Commission will actively engage in community meetings and collect voluntary demographic surveys.
- Required information regarding demographic has also been obtained by the Real Estate Properties and Concessions through its compliance efforts with our ACDBE and DBE programs. We receive certification information which includes demographics from Virginia Small business and Supplier Diversity. Information obtained through these means will not impact race and gender-neutral business enterprise programs, but rather to ensure the beneficiary population is impacted by airport operations.

Staff and Advisory Board Diversity.

Demographic information is collected from airport program employees and members of planning and advisory boards, through voluntary disclosures.

Description of Employee and Advisory Board Demographic Information Collection Methods

- Employees are asked to submit voluntary confidential demographic information at time of hiring. Job applicants are asked to submit the same information when submitting their job application through the job application website.

7. Potential or Known Community Impacts

Projects or services receiving federal financial assistance have the potential to touch so many aspects of American life. Thus, in general, no Capital Region Airport Commission activity must have a discriminatory disparate impact based on race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age. This means that policies or procedures that have a disparate impact would require a well-documented substantial legitimate nondiscriminatory justification, summarized below. Impacts to protected communities must be avoided or minimized to the extent possible. No project with a discriminatory impact on protected communities will be undertaken.[9]

The following airport facilities are already in use or under construction and expected to be in use within the next 3 years:

Existing Airport Facilities	Affected Community Impacted by Operation of the Facility
Runway 7-25 Conversion to Taxiway	None
Rehabilitate Taxiway U	None
Construct Deicing Pad	None
Expand Apron/ Construct Deicing Pad	None
Expand Apron- concourse B	None

FIS renovation Phase 1	None
FIS renovation Phase 2	None
Relocate Existing Taxiway E	None
Replace Passenger Boarding Bridges	None

The following airport facility projects (including all alternatives) are in construction or expected to be in construction within the next 3 years:

Airport Facility Construction Projects	Affected Community Impacted by Construction of the Facility
New Aircraft Rescue and Fire Fighting Facility	None
East Side Apron 5 Phase I	None
Reconstruct Mid-Concourse Apron	None
Center Core Landscaping 7 Pocket Park	None
Consolidated Security Checkpoint	None
East Apron 4 Reconstruction	None
Consolidated Receiving and Distribution Facility	None
East Side Apron 5 Phase II	None

We have analyzed the above existing facilities and facility construction projects for disparate impacts on the basis of race, color, or national origin (including LEP) in Affected Communities. The following have disparate impacts, none:

Facilities or Construction Projects with Disparate Impacts	Affected Community Impacted	Impact Can Be Eliminated?
NONE		

Justifications: N/A

Facilities or Construction Projects	Justification
NONE	<i>Add justification.</i>

8. Limited English Proficiency (LEP)

Executive Order 13166

In creating a Language Assistance Plan, the Capital Region Airport Commission will consider the volume, proportion, or frequency of contact with LEP persons in determining the appropriate language assistance to provide.

In Community Statistics section, we identified the following languages spoken by LEP persons in Affected Communities

Language

Spanish
Chinese (incl. Mandarin, Cantonese)
Tagalog (incl. Filipino)
Vietnamese
Arabic
Korean
African Languages

Capital Region Airport Commission also collects data for languages spoken by airport guests.[10] Data sources include:

Data Sources for Languages Spoken by Airport Guests	Website link to Data Source
Recite.me web add on	Flyrichmond.com

Based on the above data, the following additional languages have been identified as likely to be spoken by LEP airport guests:

Language

NONE

The Title VI Coordinator will also actively engage with community educators, community groups, places of work, business groups, social groups, and the like to confirm that translation and interpretation services are accurate and effective. Additionally, the Title VI Coordinator will inform leadership and staff of the Capital Region Airport Commission of the responsibility to provide language access. We have

made the following plans to solicitate translation services free of charge to ensure that individuals with LEP have access to the benefits of the airport:

Translation Services:

- All written notices contain a statement in the identified languages, when appropriate, of how to receive translated written materials.
- The following vendors have been identified for written translations:

Translation Vendors	Languages
Vendors- NONE	<i>All above languages</i>
Richmond Airport Employees volunteer staff pool	<i>Spanish, African Dialects</i>

Information regarding translation services can be obtained at:

Location for Translation Assistance	Languages
Airport website request form	All above languages
Volunteer multilingual RIC staff pool	Spanish, African languages

Interpretation Services:

The following vendors have been identified for interpretation services:

Interpretation Vendors	Languages
NONE	

Information regarding interpretation services can be obtained at:

Location for Interpretation Assistance	Languages
NONE	

Description of Interpretation Assistance Processes

· The Commission's Capital Human Resource department and RVA Tourism desk *a list of multilingual employees, the languages they speak, and their associated office telephone numbers. The list indicates whether each employee is proficient in providing interpretation and/or translation services. Generally, these employee volunteers are available to assist members of the public with verbal real-time interpretation, during normal business hours.*

9. Transportation

49 Part CFR 21 Appendix C (a)(1)(ix)

In the Community Statistics section of this plan, we identified Affected Communities and provided demographic and related data for the community populations. The minority and disadvantaged community areas located within the Affected Communities are identified below. Other minority and disadvantaged community areas that are near the airport but not within Affected Communities are also identified below.

We have coordinated with Greater Richmond Transit Company, Airport Taxi and Galaxy Cab company to encourage them to provide transit service access between the airport and these areas.

The following chart identifies existing and planned transit services connecting the airport employment centers with the identified minority and disadvantaged community areas.

Minority and/or Disadvantaged Community Areas	Transit Service	Planned or Existing
Henrico, Hanover, City of Richmond, and Chesterfield	Airport Taxi Company	Existing
Henrico, Hanover, City of Richmond, and Chesterfield	Greater Richmond Transit Company - GRTC	Existing
Henrico, Hanover, City of Richmond, and Chesterfield	Galaxy Cab Co. Inc	Existing

10. Minority Businesses

Airport Business Opportunity	Minority Business Outreach Methods
New Aircraft Rescue and Fire Fighting Facility East Side Apron 5 Concourse B Passenger Boarding Bridges Reconstruct Taxiway E Intersection Consolidated Security Checkpoint Reconstruct Taxiway C Intersection	DBE ACDBE Directories B2Gnow eVA - Virginia's eProcurement Marketplace Power U Forum MBL Link Up Dominion Energy Conference Hispanic Commerce

Williamsburg Road/Airport Drive Entrance Rental Car Fuel Supplier Concession/ Supplier Rental Car Service	Asian Commerce Rental Car industry day
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49 CFR 21 Appendix C (a)(1)(x)

Bids for airport concessions and other business opportunities are solicited from area minority and women-owned businesses through the following methods:

Selections are in compliance with Title VI, Part 21, and related requirements. Information on the award process and documentation for specific bid decisions is kept with the Procurement and Real Estate Properties and Concessions department.

11. Training

New employee orientation incorporates Title VI training. Topics include:

- Title VI and related laws prohibit discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age
- Title VI complaints must be forwarded to the coordinator
- Protections against retaliation for filing civil rights complaints or related actions
- Title VI notices must be displayed throughout the airport public facilities
- All contracts must include Title VI clauses
- Cultural and community relations sensitivity training
- Anti-harassment training
- Customer Service and Badging Training
- Training for Disability Awareness and Inclusion

Refresher information will be provided *annually*.

12. Compliance Reviews, Audits, Complaints, Lawsuits, and Other Investigations

FAA Notification. The coordinator will notify FAA of any pending investigations and reviews, including:

- Compliance reviews or audits concerning civil rights requirements [11]
- Complaints, lawsuits, or other investigations alleging noncompliance with civil rights requirements [12]

As discussed in the Title VI Complaints Section, Title VI complaints must be forwarded to FAA contacts within 15 days of receipt. For all other civil rights investigations, the Capital Region Airport Commission must notify FAA contacts of any new investigations prior to grant execution.

At regular intervals, the coordinator will provide FAA contacts with status updates for the investigations and reviews, until completed. For each existing investigation or review completed within 5 years of this plan, the coordinator will also provide a statement about the outcome, unless previously provided.

13. Title VI Complaints

49 CFR 21.11; 49 CFR 21 Appendix C (b)(3); 28 CFR 42.406(d)

Scope. These procedures are for complaints of discrimination under Title VI and related laws (hereafter “Title VI Complaints.” To be a Title VI Complaint, the complaint must:

1. Allege discrimination based on race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age or violations administrative requirements under Title VI or related laws.
2. Not only be for employment matters [13]
3. Allege misconduct by the Capital Region Airport Commission, including airport employees, contractors, concessionaires, lessees, or tenants.
4. Concern an airport facility or actions by the Capital Region Airport Commission including airport employees, contractors, concessionaires, lessees, or tenants.

Rights. Any person who believes that he or she has been subjected to discrimination on the basis of race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age has the right to file a complaint with the Capital Region Airport Commission.[14] Alternatively, they can file a formal complaint with an outside agency, such as the U.S. Departments of Justice or Transportation, or the Federal Aviation Administration (FAA), or seek other legal remedies.

Receipt of Complaint. The coordinator will log in the complaint and promptly send copies of the complaint to the Capital Region Airport Commission. Complaints must be filed within 180 days of the discriminatory event, must be in writing, and must be delivered to:

Stacy Seay, CPPB, VCA
Title VI Coordinator
Capital Region Airport Commission

1 Richard E. Byrd Terminal Drive, Suite C
Richmond International Airport, VA 23250

Tel: (804) 226-8576
Fax: (804) 652-2605
TTY: (804) 226-1437
Email: sseay@flyrichmond.com

If a complaint is initially made by phone, it must be supplemented with a written complaint before 180 days after the discriminatory event has passed. If a verbal complaint is received, the complainant should be given a copy of the Airport Discrimination Complaint Procedures and instructed to submit a written complaint. Accommodation will be provided upon request for individuals unable to file a written complaint due to their disability.

Initial Procedure. The coordinator may meet with the complainant to clarify the issues, obtain additional information, and determine if informal resolution might be possible in lieu of an investigation. If successfully resolved, the coordinator will issue a closure letter to the complainant, record the disposition in the complaints log, and report the resolution to FAA.

Discrimination Complaint Referral Procedure

Internal Complaint Referral. All Title VI complaints must be promptly forwarded to the coordinator within 1-3 days.

Initial FAA Notification. A copy of each Title VI complaint will be forwarded to the FAA within 15 days of initial receipt (not the date that the coordinator was notified). The coordinator will forward a copy of the complaint and a statement describing all actions taken to resolve the matter, and the results thereof, to the FAA Civil Rights staff. (Note: complaints based on disability do not have to be forwarded to FAA.) To transmit complaint information to the FAA, the Coordinator will upload the complaint to the FAA Civil Rights Connect System. The coordinator will also seek technical assistance from FAA, as needed, throughout complaint intake, investigation, and resolution process.

Investigation Procedure

Assignment of Investigator. The coordinator will immediately begin the investigation or designate an investigator.

Cooperation with FAA. The coordinator will promptly investigate all Title VI complaints, including those referred by the FAA for investigation. If the FAA is investigating a complaint against the Capital Region Airport Commission, the Coordinator will avoid interfering with the FAA investigation, cooperate with the FAA when needed, and share factual information with the FAA.

Prompt Investigation. The coordinator will make every effort to complete discrimination complaint investigations within 60 calendar days after the complaint is received. Some investigations may take longer with a justification for the delay and assurance that the investigation is being completed as quickly as possible.

Contact with Complainant. The coordinator will meet with the complainant to clarify the issues and obtain additional information, and speak with community members and potential witnesses, as appropriate.

Investigation Report. After completing the investigation, the coordinator will prepare a written report.

Consultation with Legal Counsel. In each case, the coordinator will consult with Legal Counsel regarding the investigation and the report. Airport Legal Counsel will ensure that the report is consistent with the DOT and FAA Title VI nondiscrimination requirements.

Prompt Resolution of Disputes. The coordinator will emphasize voluntary compliance and quickly and fairly resolve disputes with complainants, or with contractors, tenants, or other persons, through alternate dispute resolution, negotiation and meditation.

Forwarding Report and Response to Complainant. At the completion of the investigation, the complainant and respondent will receive a letter of findings and determination of the investigation and any applicable resolution. The letter transmitting the findings and any applicable resolution will state Capital Region Airport Commission's conclusion regarding whether unlawful discrimination occurred and will describe the complainant's appeal rights. A summary of the investigation report, any appeal, or follow-up actions will be sent to the FAA via the FAA Civil Rights Connect System.

Appeal Rights. The complainant must be notified of their right to appeal the findings or determinations, and of the procedures and requirements for an appeal:

- The complainant may appeal in writing to the Airport President & Chief Executive Officer, or his designee will respond in writing and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.
- The written appeal must be received within 15 business days after receipt of the written decision.
- The written appeal must contain all arguments, evidence, and documents supporting the basis for the appeal.

The Airport President & Chief Executive Officer will issue a final written decision in response to the appeal.

Avoiding Future Discrimination. In addition to acting with respect to any specific instances of discrimination, the Capital Region Airport Commission will identify and implement measures to reduce the chances of similar discrimination in the future.

Intimidation and Retaliation Prohibited. Capital Region Airport Commission employees, contractors, and tenants will not intimidate or retaliate against a person who has filed a complaint alleging discrimination.

For information on filing a complaint with DOT/FAA, please contact

Stacy Seay ADA/Title VI Coordinator
Tel: (804) 226-8576 TTY: (804) 226-1437
Email: sseay@flyrichmond.com.

This complaint procedure is shared with the public through the following methods

Website, In-person, and Other Distribution Methods

1 Public Notices - Richmond International Airport (flyrichmond.com)
2 Upon request from the ADA/Title VI Program Coordinator sseay@flyrichmond.com or 804-226-8576.
3 In-person, upon request, at the Capital Region Airport Commission 1 Richard E. Byrd Terminal Drive, Suite C Richmond International Airport, VA 23250
4 Via US Mail, upon request, by writing to Stacy Seay ADA/Title VI Program Coordinator, Capital Region Airport Commission 1 Richard E. Byrd Terminal Drive, Suite C Richmond International Airport, VA 23250

14. Population / Language Data [Insert the full B1001 and S1701 tables for your area from

www.census.gov

Label (Grouping)	Richmond city, Virginia Estimate	Richmond city, Virginia Margin of Error
Total:	200,845	±50
Speak only English	180,781	±787
Spanish or Spanish Creole:	11,111	±406
Speak English "very well"	4,630	±438
Speak English less than "very well"	6,481	±378
French (incl. Patois, Cajun):	1,147	±303
Speak English "very well"	921	±229
Speak English less than "very well"	226	±131
French Creole:	75	±55
Speak English "very well"	69	±55
Speak English less than "very well"	4	±8
Italian:	227	±107
Speak English "very well"	159	±89
Speak English less than "very well"	68	±51
Portuguese or Portuguese Creole:	302	±155
Speak English "very well"	220	±114
Speak English less than "very well"	82	±80
German:	468	±136
Speak English "very well"	420	±147
Speak English less than "very well"	48	±36
Yiddish:	10	±14
Speak English "very well"	10	±14
Speak English less than "very well"	0	±28
Other West Germanic languages:	31	±28
Speak English "very well"	31	±28
Speak English less than "very well"	0	±28
Scandinavian languages:	48	±44
Speak English "very well"	48	±44
Speak English less than "very well"	0	±28
Greek:	92	±81
Speak English "very well"	92	±81
Speak English less than "very well"	0	±28
Russian:	209	±113
Speak English "very well"	170	±109
Speak English less than "very well"	39	±11
Polish:	7	±11
Speak English "very well"	7	±11
Speak English less than "very well"	0	±28
Serbo-Croatian:	17	±16
Speak English "very well"	17	±16
Speak English less than "very well"	0	±28
Other Slavic languages:	122	±105
Speak English "very well"	118	±103
Speak English less than "very well"	7	±11
Armenian:	12	±19
Speak English "very well"	12	±19
Speak English less than "very well"	0	±28
Persian:	313	±142
Speak English "very well"	150	±71
Speak English less than "very well"	163	±121
Gujarati:	280	±234
Speak English "very well"	269	±234
Speak English less than "very well"	11	±17
Hindi:	81	±51
Speak English "very well"	68	±45
Speak English less than "very well"	13	±21
Urdu:	80	±50
Speak English "very well"	52	±46
Speak English less than "very well"	28	±35
Other Indic languages:	328	±242
Speak English "very well"	498	±222
Speak English less than "very well"	70	±75
Other Indo-European languages:	118	±67
Speak English "very well"	77	±53
Speak English less than "very well"	38	±41
Chinese:	867	±266
Speak English "very well"	503	±199
Speak English less than "very well"	864	±184
Japanese:	106	±82
Speak English "very well"	93	±60
Speak English less than "very well"	13	±14
Korean:	618	±160
Speak English "very well"	324	±106
Speak English less than "very well"	294	±115
Mon-Khmer, Cambodian:	94	±66
Speak English "very well"	82	±47
Speak English less than "very well"	12	±45
Hmong:	0	±29
Speak English "very well"	0	±28
Speak English less than "very well"	0	±28
Thai:	69	±66
Speak English "very well"	45	±51
Speak English less than "very well"	24	±21
Laotian:	0	±28
Speak English "very well"	0	±28
Speak English less than "very well"	0	±28
Vietnamese:	377	±142
Speak English "very well"	285	±110
Speak English less than "very well"	92	±83
Other Asian languages:	279	±211
Speak English "very well"	249	±98
Speak English less than "very well"	30	±28
Tagalog:	177	±80
Speak English "very well"	131	±79
Speak English less than "very well"	46	±43
Other Pacific Island languages:	0	±28
Speak English "very well"	0	±28
Speak English less than "very well"	0	±28
Navajo:	0	±28
Speak English "very well"	0	±28
Speak English less than "very well"	0	±28
Other Native North American languages:	5	±7
Speak English "very well"	4	±5
Speak English less than "very well"	1	±2
Hungarian:	11	±18
Speak English "very well"	10	±14
Speak English less than "very well"	1	±4
Arabic:	523	±218
Speak English "very well"	329	±189
Speak English less than "very well"	194	±106
Hebrew:	58	±49
Speak English "very well"	58	±49
Speak English less than "very well"	0	±28
African languages:	910	±343
Speak English "very well"	577	±212
Speak English less than "very well"	333	±176
Other and unspecified languages:	247	±148
Speak English "very well"	31	±41
Speak English less than "very well"	216	±126

Label (Grouping)	Henrico County, Virginia Estimate	Henrico County, Virginia Margin of Error
Total	298,481	±35
Speak only English	254,373	±1,768
Spanish or Spanish Creole:	13,040	±717
Speak English "very well"	7,098	±570
Speak English less than "very well"	5,942	±625
French (incl. Patois, Cajun):	890	±253
Speak English "very well"	629	±183
Speak English less than "very well"	261	±113
French Creole:	174	±153
Speak English "very well"	136	±104
Speak English less than "very well"	38	±60
Italian:	350	±131
Speak English "very well"	268	±108
Speak English less than "very well"	82	±61
Portuguese or Portuguese Creole:	560	±278
Speak English "very well"	308	±161
Speak English less than "very well"	252	±141
German:	648	±182
Speak English "very well"	581	±174
Speak English less than "very well"	67	±47
Yiddish:	5	±8
Speak English "very well"	5	±8
Speak English less than "very well"	0	±28
Other West Germanic languages:	251	±130
Speak English "very well"	208	±108
Speak English less than "very well"	43	±52
Scandinavian languages:	64	±77
Speak English "very well"	51	±75
Speak English less than "very well"	13	±19
Greek:	586	±370
Speak English "very well"	315	±176
Speak English less than "very well"	271	±247
Russian:	1,271	±393
Speak English "very well"	663	±269
Speak English less than "very well"	608	±252
Polish:	55	±41
Speak English "very well"	46	±39
Speak English less than "very well"	9	±12
Serbo-Croatian:	1,260	±496
Speak English "very well"	803	±342
Speak English less than "very well"	457	±232
Other Slavic languages:	292	±205
Speak English "very well"	195	±165
Speak English less than "very well"	97	±103
Armenian:	0	±28
Speak English "very well"	0	±28
Speak English less than "very well"	0	±28
Persian:	374	±186
Speak English "very well"	157	±90
Speak English less than "very well"	217	±178
Gujarati:	752	±291
Speak English "very well"	487	±201
Speak English less than "very well"	265	±170
Hindi:	2,005	±539
Speak English "very well"	1,633	±459
Speak English less than "very well"	372	±221
Urdu:	722	±415
Speak English "very well"	585	±327
Speak English less than "very well"	137	±113
Other Indic languages:	2,355	±564
Speak English "very well"	1,439	±344
Speak English less than "very well"	916	±385
Other Indo-European languages:	637	±250
Speak English "very well"	591	±247
Speak English less than "very well"	46	±38
Chinese:	2,704	±506
Speak English "very well"	1,420	±317
Speak English less than "very well"	1,284	±355
Japanese:	220	±103
Speak English "very well"	100	±67
Speak English less than "very well"	120	±73
Korean:	586	±231
Speak English "very well"	226	±119
Speak English less than "very well"	360	±180
Mon-Khmer, Cambodian:	553	±262
Speak English "very well"	200	±134
Speak English less than "very well"	353	±201
Hmong:	0	±28
Speak English "very well"	0	±28
Speak English less than "very well"	0	±28
Thai:	136	±103
Speak English "very well"	78	±64
Speak English less than "very well"	58	±85
Laotian:	49	±43
Speak English "very well"	22	±29
Speak English less than "very well"	27	±34
Vietnamese:	2,902	±661
Speak English "very well"	1,201	±391
Speak English less than "very well"	1,701	±488
Other Asian languages:	4,921	±709
Speak English "very well"	3,567	±570
Speak English less than "very well"	1,354	±328
Tagalog:	788	±244
Speak English "very well"	543	±214
Speak English less than "very well"	245	±110
Other Pacific Island languages:	169	±106
Speak English "very well"	115	±76
Speak English less than "very well"	54	±54
Navajo:	0	±28
Speak English "very well"	0	±28
Speak English less than "very well"	0	±28
Other Native North American languages:	24	±30
Speak English "very well"	24	±30
Speak English less than "very well"	0	±28
Hungarian:	15	±23
Speak English "very well"	0	±28
Speak English less than "very well"	15	±23
Arabic:	2,641	±847
Speak English "very well"	1,701	±749
Speak English less than "very well"	940	±355
Hebrew:	97	±102
Speak English "very well"	93	±103
Speak English less than "very well"	4	±10
African languages:	2,008	±824
Speak English "very well"	1,393	±604
Speak English less than "very well"	615	±320
Other and unspecified languages:	14	±20
Speak English "very well"	12	±20
Speak English less than "very well"	2	±4

Label (Grouping)	Chesterfield County, Virginia	Estimate	Chesterfield County, Virginia	Margin of Error
Total:	308,520			±74
Speak only English	274,575			±1,338
Spanish or Spanish Creole:	18,679			±919
Speak English "very well"	10,088			±815
Speak English less than "very well"	8,591			±749
French (incl. Patois, Cajun):	1,037			±316
Speak English "very well"	793			±222
Speak English less than "very well"	244			±180
French Creole:	40			±40
Speak English "very well"	31			±30
Speak English less than "very well"	9			±15
Italian:	368			±170
Speak English "very well"	321			±153
Speak English less than "very well"	47			±46
Portuguese or Portuguese Creole:	232			±158
Speak English "very well"	217			±157
Speak English less than "very well"	15			±13
German:	1,594			±338
Speak English "very well"	1,350			±304
Speak English less than "very well"	244			±129
Yiddish:	0			±28
Speak English "very well"	0			±28
Speak English less than "very well"	0			±28
Other West Germanic languages:	201			±135
Speak English "very well"	179			±133
Speak English less than "very well"	22			±31
Scandinavian languages:	43			±39
Speak English "very well"	43			±39
Speak English less than "very well"	0			±28
Greek:	62			±74
Speak English "very well"	62			±74
Speak English less than "very well"	0			±28
Russian:	341			±142
Speak English "very well"	290			±103
Speak English less than "very well"	111			±85
Polish:	201			±122
Speak English "very well"	201			±122
Speak English less than "very well"	0			±28
Serbo-Croatian:	79			±62
Speak English "very well"	46			±39
Speak English less than "very well"	33			±29
Other Slavic languages:	76			±56
Speak English "very well"	76			±56
Speak English less than "very well"	0			±28
Armenian:	0			±28
Speak English "very well"	0			±28
Speak English less than "very well"	0			±28
Persian:	248			±216
Speak English "very well"	166			±135
Speak English less than "very well"	82			±84
Gujarati:	503			±212
Speak English "very well"	345			±173
Speak English less than "very well"	158			±112
Hindi:	399			±267
Speak English "very well"	229			±117
Speak English less than "very well"	170			±187
Urdu:	739			±343
Speak English "very well"	519			±279
Speak English less than "very well"	220			±106
Other Indic languages:	635			±337
Speak English "very well"	527			±280
Speak English less than "very well"	108			±91
Other Indo-European languages:	167			±120
Speak English "very well"	128			±83
Speak English less than "very well"	39			±46
Chinese:	1,101			±314
Speak English "very well"	560			±172
Speak English less than "very well"	541			±240
Japanese:	473			±199
Speak English "very well"	338			±168
Speak English less than "very well"	135			±82
Korean:	1,282			±355
Speak English "very well"	758			±252
Speak English less than "very well"	524			±167
Mon-Khmer, Cambodian:	555			±219
Speak English "very well"	235			±117
Speak English less than "very well"	320			±152
Hmong:	0			±28
Speak English "very well"	0			±28
Speak English less than "very well"	0			±28
Thai:	53			±49
Speak English "very well"	53			±49
Speak English less than "very well"	0			±28
Laotian:	60			±96
Speak English "very well"	26			±42
Speak English less than "very well"	34			±54
Vietnamese:	1,608			±550
Speak English "very well"	694			±254
Speak English less than "very well"	914			±351
Other Asian languages:	664			±263
Speak English "very well"	430			±188
Speak English less than "very well"	234			±170
Tagalog:	653			±193
Speak English "very well"	524			±169
Speak English less than "very well"	129			±72
Other Pacific Island languages:	82			±60
Speak English "very well"	78			±62
Speak English less than "very well"	4			±7
Navajo:	0			±28
Speak English "very well"	0			±28
Speak English less than "very well"	0			±28
Other Native North American languages	1			±5
Speak English "very well"	0			±28
Speak English less than "very well"	1			±5
Hungarian:	92			±74
Speak English "very well"	83			±67
Speak English less than "very well"	9			±14
Arabic:	642			±286
Speak English "very well"	447			±186
Speak English less than "very well"	195			±130
Hebrew:	61			±103
Speak English "very well"	61			±103
Speak English less than "very well"	0			±28
African languages:	966			±324
Speak English "very well"	825			±308
Speak English less than "very well"	141			±95
Other and unspecified languages:	8			±14
Speak English "very well"	8			±14
Speak English less than "very well"	0			±28

Label (Grouping)	Hanover County, Virginia	Estimate	Hanover County, Virginia	Margin of Error
Total:	96,507		±18	
Speak only English	92,394		±993	
Spanish or Spanish Creole:	1,992		±808	
Speak English "very well"	1,222		±250	
Speak English less than "very well"	770		±187	
French (incl. Patois, Cajun):	150		±79	
Speak English "very well"	147		±80	
Speak English less than "very well"	3		±9	
French Creole:	0		±28	
Speak English "very well"	0		±28	
Speak English less than "very well"	0		±28	
Italian:	52		±47	
Speak English "very well"	24		±28	
Speak English less than "very well"	28		±37	
Portuguese or Portuguese Creole:	53		±67	
Speak English "very well"	53		±67	
Speak English less than "very well"	0		±28	
German:	263		±130	
Speak English "very well"	202		±93	
Speak English less than "very well"	61		±62	
Yiddish:	0		±28	
Speak English "very well"	0		±28	
Speak English less than "very well"	0		±28	
Other West Germanic languages:	50		±47	
Speak English "very well"	50		±47	
Speak English less than "very well"	0		±28	
Scandinavian languages:	30		±47	
Speak English "very well"	30		±47	
Speak English less than "very well"	0		±28	
Greek:	29		±29	
Speak English "very well"	29		±29	
Speak English less than "very well"	0		±28	
Russian:	102		±62	
Speak English "very well"	102		±62	
Speak English less than "very well"	0		±28	
Polish:	15		±22	
Speak English "very well"	15		±22	
Speak English less than "very well"	0		±28	
Serbo-Croatian:	0		±28	
Speak English "very well"	0		±28	
Speak English less than "very well"	0		±28	
Other Slavic languages:	40		±27	
Speak English "very well"	34		±22	
Speak English less than "very well"	6		±10	
Armenian:	0		±28	
Speak English "very well"	0		±28	
Speak English less than "very well"	0		±28	
Persian:	49		±53	
Speak English "very well"	0		±28	
Speak English less than "very well"	49		±53	
Gujarati:	64		±84	
Speak English "very well"	45		±60	
Speak English less than "very well"	19		±26	
Hindi:	41		±61	
Speak English "very well"	19		±29	
Speak English less than "very well"	22		±33	
Urdu:	19		±33	
Speak English "very well"	0		±28	
Speak English less than "very well"	0		±28	
Other Indic languages:	24		±29	
Speak English "very well"	7		±10	
Speak English less than "very well"	17		±20	
Other Indo-European languages:	0		±28	
Speak English "very well"	0		±28	
Speak English less than "very well"	0		±28	
Chinese:	323		±135	
Speak English "very well"	185		±111	
Speak English less than "very well"	138		±74	
Japanese:	22		±35	
Speak English "very well"	0		±28	
Speak English less than "very well"	22		±35	
Korean:	201		±94	
Speak English "very well"	139		±72	
Speak English less than "very well"	62		±57	
Mon-Khmer, Cambodian:	0		±28	
Speak English "very well"	0		±28	
Speak English less than "very well"	0		±28	
Hmong:	0		±28	
Speak English "very well"	0		±28	
Speak English less than "very well"	0		±28	
Thai:	37		±64	
Speak English "very well"	19		±33	
Speak English less than "very well"	18		±32	
Laotian:	0		±28	
Speak English "very well"	0		±28	
Speak English less than "very well"	0		±28	
Vietnamese:	118		±71	
Speak English "very well"	47		±48	
Speak English less than "very well"	71		±51	
Other Asian languages:	0		±28	
Speak English "very well"	0		±28	
Speak English less than "very well"	0		±28	
Tagalog:	236		±137	
Speak English "very well"	189		±128	
Speak English less than "very well"	47		±36	
Other Pacific Island languages:	22		±35	
Speak English "very well"	10		±16	
Speak English less than "very well"	12		±19	
Navajo:	0		±28	
Speak English "very well"	0		±28	
Speak English less than "very well"	0		±28	
Other Native North American languages:	0		±28	
Speak English "very well"	0		±28	
Speak English less than "very well"	0		±28	
Hungarian:	57		±51	
Speak English "very well"	0		±28	
Speak English less than "very well"	57		±51	
Arabic:	88		±71	
Speak English "very well"	80		±62	
Speak English less than "very well"	8		±12	
Hebrew:	0		±28	
Speak English "very well"	0		±28	
Speak English less than "very well"	0		±28	
African languages:	36		±25	
Speak English "very well"	18		±19	
Speak English less than "very well"	18		±17	
Other and unspecified languages:	0		±28	
Speak English "very well"	0		±28	
Speak English less than "very well"	0		±28	

	Richmond city, Virginia					
	Total		Below poverty level		Percent below poverty level	
Label	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population for whom poverty status is determined	218,414	±1,080	47,489	±6,198	21.7%	±2.8
AGE						
Under 18 years	37,586	±1,060	11,881	±3,031	31.6%	±7.9
Under 5 years	12,923	±521	4,044	±1,805	31.3%	±13.5
5 to 17 years	24,663	±957	7,837	±2,083	31.8%	±8.3
Related children of householder under 18 years	37,435	±1,194	11,730	±3,026	31.3%	±7.9
18 to 64 years	148,531	±554	30,045	±4,090	20.2%	±2.7
18 to 34 years	68,398	±900	16,036	±2,539	23.4%	±3.6
35 to 64 years	80,133	±903	14,009	±2,653	17.5%	±3.3
65 years and over	44,596	±1,565	8,223	±1,556	18.4%	±3.5
65 years and over	32,297	±516	5,563	±1,240	17.2%	±3.8
SEX						
Male	104,079	±1,632	20,544	±3,880	19.7%	±3.7
Female	114,335	±1,528	26,945	±3,546	23.6%	±3.1
RACE AND HISPANIC OR LATINO ORIGIN						
White alone	96,661	±1,619	10,753	±2,031	11.1%	±2.1
Black or African American alone	89,891	±4,018	26,843	±5,216	29.9%	±5.3
American Indian and Alaska Native alone	N	N	N	N	N	N
Asian alone	3,534	±712	1,677	±702	47.5%	±15.2
Native Hawaiian and Other Pacific Islander alone	N	N	N	N	N	N
Some other race alone	5,043	±2,630	2,333	±1,593	25.8%	±15.6
Two or more races	18,725	±5,028	5,754	±3,038	30.7%	±12.2
Hispanic or Latino origin (of any race)	17,889	±513	5,305	±2,196	29.7%	±12.3
White alone, not Hispanic or Latino	94,373	±1,135	10,594	±2,056	11.2%	±2.2
EDUCATIONAL ATTAINMENT						
Population 25 years and over	157,653	±1,193	24,594	±3,345	15.6%	±2.1
Less than high school graduate	13,833	±2,004	5,108	±1,572	36.9%	±9.8
High school graduate (includes equivalency)	34,424	±3,034	9,366	±2,027	27.2%	±5.3
Some college, associate's degree	36,480	±3,618	5,341	±1,389	14.6%	±3.6
Bachelor's degree or higher	72,916	±3,056	4,779	±1,289	6.6%	±1.8
EMPLOYMENT STATUS						
Civilian labor force 16 years and over	131,683	±2,833	15,912	±2,930	12.1%	±2.2
Employed	123,458	±3,159	12,829	±2,468	10.4%	±2.0
Male	59,694	±2,742	5,653	±1,768	9.5%	±3.0
Female	63,764	±2,127	7,176	±1,364	11.3%	±2.1
Unemployed	8,225	±1,925	3,083	±1,210	37.5%	±12.6
Male	4,338	±1,445	686	±463	15.8%	±10.4
Female	3,887	±1,178	2,397	±1,085	61.7%	±18.9
WORK EXPERIENCE						
Population 16 years and over	184,898	±750	37,209	±4,416	20.1%	±2.4
Worked full-time, year-round in the past 12 months	89,839	±4,409	2,934	±1,230	3.3%	±1.3
Worked part-time or part-year in the past 12 months	43,928	±4,072	13,852	±2,807	31.5%	±5.4
Did not work	51,131	±2,880	20,423	±2,685	39.9%	±4.7
ALL INDIVIDUALS WITH INCOME BELOW THE FOLLOWING POVERTY RATIOS						
50 percent of poverty level	24,533	±4,371	(X)	(X)	(X)	(X)
125 percent of poverty level	56,684	±6,324	(X)	(X)	(X)	(X)
150 percent of poverty level	65,358	±6,229	(X)	(X)	(X)	(X)
185 percent of poverty level	77,070	±6,514	(X)	(X)	(X)	(X)
200 percent of poverty level	81,223	±6,190	(X)	(X)	(X)	(X)
300 percent of poverty level	115,486	±5,416	(X)	(X)	(X)	(X)
400 percent of poverty level	140,496	±5,020	(X)	(X)	(X)	(X)
500 percent of poverty level	157,510	±4,774	(X)	(X)	(X)	(X)
UNRELATED INDIVIDUALS FOR WHOM POVERTY STATUS IS DETERMINED						
Male	86,702	±4,942	23,078	±2,620	26.6%	±2.7
Female	40,065	±3,318	10,125	±2,127	25.3%	±4.8
15 years	46,637	±3,089	12,953	±2,031	27.8%	±3.7
16 to 17 years	52	±81	52	±81	100.0%	±99.4
18 to 24 years	99	±126	99	±126	100.0%	±72.1
25 to 34 years	14,317	±1,741	7,439	±1,705	52.0%	±9.3
35 to 44 years	26,571	±2,073	2,783	±871	10.5%	±3.3
45 to 54 years	12,333	±1,991	3,010	±1,414	24.4%	±9.9
55 to 64 years	7,329	±1,449	1,306	±674	17.8%	±8.6
65 to 74 years	10,800	±1,623	3,917	±1,109	36.3%	±8.7
75 years and over	9,169	±1,397	2,676	±856	29.2%	±7.5
Mean income deficit for unrelated individuals (dollars)	6,032	±898	1,796	±613	29.8%	±9.6
Worked full-time, year-round in the past 12 months	8,621	±680	(X)	(X)	(X)	(X)
Worked less than full-time, year-round in the past 12 months	44,160	±3,858	1,224	±960	2.8%	±2.2
Did not work	20,590	±2,747	9,369	±1,960	45.5%	±6.2
Population in housing units for whom poverty status is determined	217,300	±1,098	46,773	±6,205	21.5%	±2.8

	Henrico County, Virginia					
	Total		Below poverty level		Percent below poverty level	
Label	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population for whom poverty status is determined	329,554	±674	30,014	±4,377	9.1%	±1.3
AGE						
Under 18 years	71,629	±664	8,217	±2,551	11.5%	±3.6
Under 5 years	18,977	±2	3,173	±1,564	16.7%	±8.2
5 to 17 years	52,652	±663	5,044	±1,685	9.6%	±3.2
Related children of householder						
under 18 years	71,374	±701	7,962	±2,536	11.2%	±3.6
18 to 64 years	203,108	±541	17,089	±2,624	8.4%	±1.3
18 to 34 years	72,371	±544	8,870	±1,736	12.3%	±2.4
35 to 64 years	130,737	±741	8,219	±1,821	6.3%	±1.4
65 years and over	74,764	±2,116	6,216	±1,319	8.3%	±1.7
65 years and over	54,817	±546	4,708	±1,209	8.6%	±2.2
SEX						
Male	157,454	±771	12,091	±2,298	7.7%	±1.5
Female	172,100	±984	17,923	±3,006	10.4%	±1.7
RACE AND HISPANIC OR LATINO ORIGIN						
White alone	165,999	±2,583	11,008	±2,785	6.6%	±1.6
Black or African American alone	96,922	±3,332	14,637	±3,748	15.1%	±3.9
American Indian and Alaska Native alone	N	N	N	N	N	N
Asian alone	32,120	±1,200	611	±368	1.9%	±1.2
Native Hawaiian and Other Pacific Islander alone	N	N	N	N	N	N
Some other race alone	10,868	±3,435	2,291	±1,319	21.1%	±11.3
Two or more races	23,023	±4,254	1,449	±657	6.3%	±2.6
Hispanic or Latino origin (of any race)	21,082	±273	3,525	±1,999	16.7%	±9.5
White alone, not Hispanic or Latino	162,721	±1,727	9,403	±2,197	5.8%	±1.3
EDUCATIONAL ATTAINMENT						
Population 25 years and over	232,313	±527	17,671	±2,550	7.6%	±1.1
Less than high school graduate	15,429	±2,717	2,886	±957	18.7%	±5.7
High school graduate (includes equivalency)	46,874	±3,738	5,860	±1,626	12.5%	±3.1
Some college, associate's degree	57,717	±3,791	5,208	±1,404	9.0%	±2.3
Bachelor's degree or higher	112,293	±4,463	3,717	±1,323	3.3%	±1.2
EMPLOYMENT STATUS						
Civilian labor force 16 years and over	186,233	±3,265	11,017	±2,208	5.9%	±1.2
Employed	179,008	±3,241	8,126	±2,020	4.5%	±1.1
Male	87,711	±2,231	2,587	±1,088	2.9%	±1.2
Female	91,297	±2,648	5,539	±1,620	6.1%	±1.7
Unemployed	7,225	±1,716	2,891	±1,068	40.0%	±12.3
Male	4,585	±1,267	1,468	±679	32.0%	±13.7
Female	2,640	±1,059	1,423	±766	53.9%	±20.2
WORK EXPERIENCE						
Population 16 years and over	266,660	±925	22,435	±3,024	8.4%	±1.1
Worked full-time, year-round in the past 12 months	132,557	±4,018	2,457	±998	1.9%	±0.7
Worked part-time or part-year in the past 12 months	59,358	±3,687	8,068	±2,185	13.6%	±3.5
Did not work	74,745	±3,124	11,910	±2,066	15.9%	±2.6
ALL INDIVIDUALS WITH INCOME BELOW THE FOLLOWING POVERTY RATIOS						
50 percent of poverty level	14,839	±3,198	(X)	(X)	(X)	(X)
125 percent of poverty level	36,256	±5,337	(X)	(X)	(X)	(X)
150 percent of poverty level	44,556	±6,395	(X)	(X)	(X)	(X)
185 percent of poverty level	59,868	±7,407	(X)	(X)	(X)	(X)
200 percent of poverty level	68,898	±8,276	(X)	(X)	(X)	(X)
300 percent of poverty level	117,819	±8,469	(X)	(X)	(X)	(X)
400 percent of poverty level	164,216	±7,373	(X)	(X)	(X)	(X)
500 percent of poverty level	206,323	±6,966	(X)	(X)	(X)	(X)
UNRELATED INDIVIDUALS FOR WHOM POVERTY STATUS IS DETERMINED						
Male	67,024	±4,849	12,080	±2,286	18.0%	±2.9
Female	31,126	±3,155	4,965	±1,174	16.0%	±3.2
15 years	35,898	±2,854	7,115	±1,816	19.8%	±4.5
16 to 17 years	0	±214	0	±214	-	**
18 to 24 years	255	±189	255	±189	100.0%	±44.9
25 to 34 years	4,237	±1,248	1,915	±1,011	45.2%	±19.7
35 to 44 years	15,769	±2,383	2,642	±817	16.8%	±5.0
45 to 54 years	9,059	±1,787	1,309	±596	14.4%	±5.4
55 to 64 years	6,449	±1,421	654	±475	10.1%	±7.3
65 to 74 years	12,164	±1,749	2,409	±916	19.8%	±6.7
75 years and over	9,647	±1,550	1,692	±676	17.5%	±5.7
Mean income deficit for unrelated individuals (dollars)	9,444	±1,062	1,204	±495	12.7%	±5.1
Worked full-time, year-round in the past 12 months	9,242	±839	(X)	(X)	(X)	(X)
Worked less than full-time, year-round in the past 12 months	33,566	±3,497	1,317	±743	3.9%	±2.3
Did not work	12,397	±1,899	3,654	±1,459	29.5%	±10.0
Population in housing units for whom poverty status is determined	21,061	±2,194	7,109	±1,485	33.8%	±6.0
Population in housing units for whom poverty status is determined	328,721	±671	29,343	±4,373	8.9%	±1.3

Chesterfield County, Virginia						
	Total		Below poverty level		Percent below poverty level	
Label	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population for whom poverty status is determined						
Is determined	372,794	±483	23,695	±5,249	6.4%	±1.4
AGE						
Under 18 years	87,299	±519	6,377	±3,014	7.3%	±3.5
Under 5 years	21,450	±173	1,733	±997	8.1%	±4.6
5 to 17 years	65,849	±449	4,644	±2,564	7.1%	±3.9
Related children of householder						
under 18 years	86,882	±772	5,960	±2,957	6.9%	±3.4
18 to 64 years	224,245	±807	13,412	±2,990	6.0%	±1.3
18 to 34 years	75,617	±1,028	6,551	±2,040	8.7%	±2.7
35 to 64 years	148,628	±1,266	6,861	±1,860	4.6%	±1.3
65 years and over	86,748	±2,137	5,788	±1,726	6.7%	±2.0
65 years and over	61,250	±718	3,906	±1,127	6.4%	±1.8
SEX						
Male	179,487	±748	9,570	±2,141	5.3%	±1.2
Female	193,307	±844	14,125	±3,825	7.3%	±2.0
RACE AND HISPANIC OR LATINO ORIGIN						
White alone	220,592	±2,473	8,247	±2,711	3.7%	±1.2
Black or African American alone	90,619	±2,469	7,992	±3,517	8.8%	±3.9
American Indian and Alaska Native alone	N	N	N	N	N	N
Asian alone	14,905	±1,064	1,992	±1,641	13.4%	±10.6
Native Hawaiian and Other Pacific Islander alone	N	N	N	N	N	N
Some other race alone	21,136	±3,310	3,123	±1,819	14.8%	±8.8
Two or more races	25,186	±3,812	2,070	±1,331	8.2%	±5.3
Hispanic or Latino origin (of any race)	40,341	±69	5,276	±2,344	13.1%	±5.8
White alone, not Hispanic or Latino	216,316	±1,045	8,128	±2,691	3.8%	±1.2
EDUCATIONAL ATTAINMENT						
Population 25 years and over	255,182	±717	13,302	±2,882	5.2%	±1.1
Less than high school graduate	14,861	±2,253	1,915	±927	12.9%	±5.9
High school graduate (includes equivalency)	54,435	±3,979	5,020	±2,011	9.2%	±3.5
Some college, associate's degree	67,891	±4,069	4,614	±1,432	6.8%	±2.1
Bachelor's degree or higher	117,995	±4,730	1,753	±782	1.5%	±0.7
EMPLOYMENT STATUS						
Civilian labor force 16 years and over	201,199	±3,702	6,745	±1,872	3.4%	±0.9
Employed	194,319	±3,293	5,034	±1,546	2.6%	±0.8
Male	99,502	±2,256	2,170	±910	2.2%	±0.9
Female	94,817	±2,800	2,864	±1,253	3.0%	±1.3
Unemployed	6,880	±1,570	1,711	±990	24.9%	±13.3
Male	3,378	±1,373	1,108	±931	32.8%	±20.9
Female	3,502	±1,050	603	±645	17.2%	±18.3
WORK EXPERIENCE						
Population 16 years and over	294,606	±1,212	18,392	±3,555	6.2%	±1.2
Worked full-time, year-round in the past 12 months	152,474	±4,022	1,218	±718	0.8%	±0.5
Worked part-time or part-year in the past 12 months	55,351	±3,921	5,370	±1,587	9.7%	±2.7
Did not work	86,781	±3,535	11,804	±2,806	13.6%	±3.2
ALL INDIVIDUALS WITH INCOME BELOW THE FOLLOWING POVERTY RATIOS						
90 percent of poverty level	14,359	±4,202	(X)	(X)	(X)	(X)
125 percent of poverty level	34,187	±5,965	(X)	(X)	(X)	(X)
150 percent of poverty level	46,202	±7,710	(X)	(X)	(X)	(X)
185 percent of poverty level	61,940	±8,874	(X)	(X)	(X)	(X)
200 percent of poverty level	69,182	±9,557	(X)	(X)	(X)	(X)
300 percent of poverty level	115,279	±9,043	(X)	(X)	(X)	(X)
400 percent of poverty level	172,439	±10,280	(X)	(X)	(X)	(X)
500 percent of poverty level	218,261	±10,206	(X)	(X)	(X)	(X)
UNRELATED INDIVIDUALS FOR WHOM POVERTY STATUS IS DETERMINED						
Male	54,246	±4,520	8,844	±2,021	16.3%	±3.2
Female	23,776	±2,950	3,799	±1,255	16.0%	±4.4
15 years	30,470	±2,810	5,045	±1,378	16.6%	±4.1
16 to 17 years	137	±211	137	±211	100.0%	±61.3
18 to 24 years	280	±434	280	±434	100.0%	±42.9
25 to 34 years	4,226	±1,615	1,934	±992	45.8%	±18.2
35 to 44 years	11,645	±2,360	911	±600	7.8%	±4.7
45 to 54 years	7,983	±1,760	1,548	±998	19.4%	±11.3
55 to 64 years	6,027	±1,480	672	±480	11.1%	±7.4
65 to 74 years	7,333	±1,512	1,089	±576	14.9%	±7.2
75 years and over	10,087	±1,338	1,396	±717	13.8%	±7.1
Mean income deficit for unrelated individuals (dollars)	6,528	±1,099	877	±398	13.4%	±5.8
Worked full-time, year-round in the past 12 months	8,154	±1,202	(X)	(X)	(X)	(X)
Worked less than full-time, year-round in the past 12 months	26,214	±2,849	397	±361	1.5%	±1.3
Did not work	11,212	±2,414	3,211	±1,268	28.6%	±10.6
Population in housing units for whom poverty status is determined	16,820	±2,221	5,236	±1,353	31.1%	±6.2
	372,304	±491	23,327	±5,246	6.3%	±1.4

Hanover County, Virginia						
	Total		Below poverty level		Percent below poverty level	
Label	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Population for whom poverty status is determined						
AGE	110,493	±219	4,915	±1,528	4.4%	±1.4
Under 18 years	23,870	±188	957	±842	4.0%	±3.5
Under 5 years	5,122	±479	116	±137	2.3%	±2.7
5 to 17 years	18,748	±538	841	±775	4.5%	±4.1
Related children of householder under 18 years	23,870	±188	957	±842	4.0%	±3.5
18 to 64 years	65,385	±310	2,945	±943	4.5%	±1.4
18 to 34 years	19,879	±725	1,698	±750	8.5%	±3.8
35 to 64 years	45,507	±748	1,247	±586	2.7%	±1.3
65 years and over	30,171	±1,140	1,433	±600	4.7%	±2.0
65 years and over	21,237	±265	1,013	±501	4.8%	±2.4
SEX						
Male	54,527	±766	2,641	±918	4.8%	±1.7
Female	55,966	±799	2,274	±918	4.1%	±1.6
RACE AND HISPANIC OR LATINO ORIGIN						
White alone	90,586	±1,216	3,236	±1,271	3.6%	±1.4
Black or African American alone	9,821	±914	1,652	±1,011	16.8%	±9.9
American Indian and Alaska Native alone	N	N	N	N	N	N
Asian alone	N	N	N	N	N	N
Native Hawaiian and Other Pacific Islander alone	N	N	N	N	N	N
Some other race alone	N	N	N	N	N	N
Two or more races	N	N	N	N	N	N
Hispanic or Latino origin (of any race)	N	N	N	N	N	N
White alone, not Hispanic or Latino	90,109	±1,169	3,236	±1,271	3.6%	±1.4
EDUCATIONAL ATTAINMENT						
Population 25 years and over	78,190	±683	3,045	±981	3.9%	±1.3
Less than high school graduate	4,012	±902	572	±426	14.3%	±10.4
High school graduate (includes equivalency)	17,553	±1,948	1,041	±539	5.9%	±3.0
Some college, associate's degree	21,082	±2,059	939	±472	4.5%	±2.3
Bachelor's degree or higher	35,543	±2,516	493	±318	1.4%	±0.9
EMPLOYMENT STATUS						
Civilian labor force 16 years and over	59,842	±1,928	1,874	±788	3.1%	±1.3
Employed	58,822	±1,988	1,874	±788	3.2%	±1.4
Male	30,173	±1,205	832	±606	2.8%	±2.0
Female	28,649	±1,245	1,042	±555	3.6%	±2.0
Unemployed	1,020	±474	0	±214	0.0%	±16.9
Male	575	±376	0	±214	0.0%	±27.5
Female	445	±295	0	±214	0.0%	±33.2
WORK EXPERIENCE						
Population 16 years and over	89,267	±603	3,958	±1,188	4.4%	±1.3
Worked full-time, year-round in the past 12 months	44,100	±2,475	561	±406	1.3%	±0.9
Worked part-time or part-year in the past 12 months	19,505	±2,281	1,331	±700	6.8%	±3.4
Did not work	25,662	±1,826	2,066	±769	8.1%	±2.9
ALL INDIVIDUALS WITH INCOME BELOW THE FOLLOWING POVERTY RATIOS						
50 percent of poverty level	2,029	±1,066	(X)	(X)	(X)	(X)
125 percent of poverty level	5,948	±1,675	(X)	(X)	(X)	(X)
150 percent of poverty level	10,829	±2,792	(X)	(X)	(X)	(X)
185 percent of poverty level	13,216	±2,938	(X)	(X)	(X)	(X)
200 percent of poverty level	14,263	±2,952	(X)	(X)	(X)	(X)
300 percent of poverty level	29,649	±4,267	(X)	(X)	(X)	(X)
400 percent of poverty level	45,695	±4,335	(X)	(X)	(X)	(X)
500 percent of poverty level	60,638	±3,917	(X)	(X)	(X)	(X)
UNRELATED INDIVIDUALS FOR WHOM POVERTY STATUS IS DETERMINED						
Male	14,216	±2,462	2,624	±977	18.5%	±5.0
Female	7,715	±1,882	1,670	±698	21.6%	±6.4
15 years	6,501	±1,180	954	±574	14.7%	±7.9
16 to 17 years	0	±214	0	±214	-	**
18 to 24 years	0	±214	0	±214	-	**
25 to 34 years	1,734	±1,373	685	±563	39.5%	±17.1
35 to 44 years	2,108	±759	351	±302	16.7%	±13.2
45 to 54 years	1,586	±778	238	±238	15.0%	±16.1
55 to 64 years	1,831	±774	54	±71	2.9%	±4.0
65 to 74 years	2,467	±742	753	±467	30.5%	±14.9
75 years and over	2,146	±642	286	±256	13.3%	±11.3
Mean income deficit for unrelated individuals (dollars)	2,344	±517	257	±215	11.0%	±8.8
Worked full-time, year-round in the past 12 months	8,342	±1,618	(X)	(X)	(X)	(X)
Worked less than full-time, year-round in the past 12 months	6,607	±1,541	383	±341	5.8%	±4.9
Did not work	2,765	±866	831	±613	30.1%	±17.4
Population in housing units for whom poverty status is determined	4,844	±985	1,410	±577	29.1%	±9.5

15. Completed Unlawful Discrimination Poster

Unlawful Discrimination

It is unlawful for airport operators and their lessees, tenants, concessionaires and contractors to discriminate against any person because of race, color, national origin, sex, creed, or disability in public services and employment opportunities. Allegations of discrimination should be promptly reported to the Airport Manager or:

Federal Aviation Administration
Office of Civil Rights, ACR-1
800 Independence Avenue, S.W.
Washington, D.C. 20591

Federal regulations on unlawful discrimination are available for review in the Airport Manager's Office.

Coordinator: Stacy Seay
Phone: 804-226-8576 email: sseay@flyrichmond.com
Address: 1 Richard E. Byrd Terminal Drive Ste C
Richmond International Airport, VA 23250-2400

Discriminacion Ilegal

Se prohíbe a los operadores de aeropuertos y a sus arrendatarios, inquilinos, concesionarios y contratistas discriminar contra cualquier persona por motivo de raza, color, nacionalidad de origen, sexo, creencias religiosas, impedimento físico o discapacidad en lo que respecta a servicios públicos y oportunidades de empleo. Las alegaciones de discriminación deberán ser dirigidas inmediatamente al Administrador del Aeropuerto o a:

Federal Aviation Administration
Office of Civil Rights, ACR-1
800 Independence Avenue, S.W.
Washington, D.C. 20591

Los reglamentos sobre discriminación ilegal están a la disposición de los interesados para su examen en la oficina del Administrador del Aeropuerto.

Coordinador: Stacy Seay
Teléfono: 804-226-8576 email: sseay@flyrichmond.com
Dirección: 1 Richard E. Byrd Terminal Drive Ste C
Richmond International Airport, VA 23250-2400



U.S. Department of Transportation
Federal Aviation Administration

HC-10 108E

[1] For more information about website accessibility, please visit ADA.gov.

[2] We will not subject any persons to discrimination based on race, color, national origin, age, sex, or creed. The term “protected communities” is used within this Title VI Plan to highlight the requirements of Title VI, 49 U.S.C. § 47123, the Age Discrimination Act of 1975, and in some instances, includes low-income populations under Executive Order 12898.

[3] “Affected communities” means any readily identifiable group potentially impacted by an airport project or operation, such as the community immediately surrounding a project or a community in the flight path.

[4] Low-income data must be collected to assist in our compliance with Environmental Justice requirements (not Title VI requirements). For example, this data will be utilized in our Community Participation Plan (CPP) to help ensure the meaningful involvement of low income communities in airport programs and activities.

[5] Recommend using demographic groups from the U.S. Census.

[6] Recommend using language groups from the U.S. Census, and using data for the “Speak English less than ‘very well’” category for each language over the threshold.

[7] See the DOT LEP Policy Guidance at <https://www.federalregister.gov/d/05-23972/p-133>. The safe harbor provisions apply to the translation of written documents only; however, it provides a consistent starting point for identifying significant LEP populations.

[8] Data should be kept up-to-date, but this plan does not need to be updated for incremental data changes during the Plan’s 3-year period.

[9] In order to carry out an alternative with a discriminatory impact, the airport sponsor must demonstrate that there was a substantial legitimate justification for the decision. The sponsor must also show that alternatives with less discriminatory impacts were meaningfully considered and rejected for legitimate reasons.

[10] We aim to provide appropriate language assistance services to every LEP person encountered. This includes instances when LEP statistical data for a particular language was not available beforehand, or the safe harbor threshold for written translation was not met.

[11] Includes any Title VI, ADA, Sec. 504, Title VII/EEO, or other civil rights program compliance review or audit to be performed on the airport sponsor or any of its sub-recipients by any State, local or Federal agency.

[12] Includes allegations of discrimination based on race, color, national origin (including LEP), sex (including sexual orientation and gender identity), creed, or age, whether because of actions of the airport sponsor itself, or its employees, contractors, or tenants. Includes noncompliance with related administrative requirements under civil rights laws.

[13] Complaints of employment discrimination must be addressed as required by EEOC and other applicable authorities with jurisdiction over employment matters. If an Airport sponsored employment activity is supported by FAA-provided financial assistance or it is alleged that the employment discrimination affects the broader airport program, complaints about that activity must also be reported to FAA.