

El Paso MPO Accessibility Plan and Self-Evaluation



Date of Adoption: June 20, 2025

El Paso Metropolitan Planning Organization
211 N. Florence St., Suite 212
El Paso TX, 79901

Introduction:	4
Statutory References:	4
The Americans with Disabilities Act of 1990:.....	4
Section 504 of the Rehabilitation Act of 1973 (ADA):.....	4
Update Frequency:.....	4
Public Involvement:	4
Distribution to Interested Parties:	5
The Public:.....	5
Meeting Attendees:	5
Contractors:	5
Contact Person for ADA/Title VI:	5
Title II ADA Non-discrimination statement:.....	6
Employment:.....	6
Effective Communication:.....	6
Modifications to Policies and Procedures:.....	6
Title II ADA Complaint process:.....	7
Background:	8
Who We Are:.....	8
Definition of Area:.....	8
Committees:.....	9
What we do:.....	11
Projects listed:.....	11
Amount of funds allocated:	11
Local Government Projects Funded by the El Paso MPO:	12
Inventory of Physical Facilities and Electronic Public Resources and self-Evaluation:	13
MPO OFFICES:	13
Office Building:.....	13
Main Building Entrance:.....	13
Elevator:	13
Fire Egress:	13
Hallways:	14
Restrooms:	14
Office Suite:.....	16

Office entrances:	16
Doorways:	16
Hallways:	16
Offices and cubicles:	18
Kitchen:	18
Meeting Rooms:	18
Office Supply Storage Area:	19
Program Accessibility:	20
Policies/Procedures:	20
MPO MEETINGS:	20
Effective communication:	21
Public Participation Plan:	21
Title VI and LEP Plan:	21
Website:	22
Noted Deficiencies and Proposed Actions:	23
Physical Location:	23
Programs, Policies, and Procedures:	24
Monitoring and Compliance	24

Introduction:

This plan is intended to plainly state how the El Paso Metropolitan Planning Organization (EPMPO) is fulfilling the requirements of the Americans with Disabilities Act. It also contains an inventory and self-evaluation with explanation of needed improvements.

Statutory References:

Regarding matters of discrimination, EPMPO falls under two federal laws: Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 (ADA). These statutes prohibit public agencies from discriminating against persons with disabilities by excluding them from services, programs, or activities. In particular:

The Americans with Disabilities Act of 1990: The ADA prohibits discrimination on the basis of disability by public entities. Title I prohibits employment discrimination. Title II of ADA applies specifically to all activities of state and local governments, including MPOs, and requires that government entities give people with disabilities equal opportunity to benefit from all programs, services, and activities that may be offered. EPMPO, as the MPO, must:

- Adhere to the standards set forth in Title II, which include physical accommodation (accessibility to buildings and meetings) and in policies, practices, and procedures
- Make reasonable modifications to policies, practices, and procedures, where necessary, to avoid discrimination
- Make reasonable accommodations in order to provide physical access to its building and meetings
- Make reasonable accommodations in order to communicate effectively with people who have hearing, vision, or speech impairments

Section 504 of the Rehabilitation Act of 1973 (ADA): The Rehabilitation Act prohibits discrimination on the basis of disabilities in programs conducted by federal agencies, in programs receiving federal financial assistance, in federal employment and in the employment practices of federal contractors. Section 504 states that “no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under” any program or activity that receives federal financial assistance. In general, 504 regulations include reasonable accommodation for employees with disabilities, program accessibility, and effective communication to people with impaired vision and hearing.

Update Frequency:

At a minimum, this document will be updated every two years to coincide with the Texas State Transportation Improvement Program (STIP) adoption cycle, with updates between cycles as needed to capture progress towards eliminating accessibility barriers or changes in facilities, meeting location policies, or external communications media.

Public Involvement:

Public meetings were held in a virtual format (May 20, 2025) and hybrid format (June 4, 2025) with the physical meeting occurring in the MPO Offices. A presentation and our draft plan was available on our website for comment between May 14 and June 12, 2025 and the adopted plan can be viewed on the EPMPO website at www.elpasompo.org

Distribution to Interested Parties:

The Public: This document, the Title II ADA nondiscrimination policy, and the Title II ADA grievance policy are made available to the public via the El Paso MPO website at www.elpasompo.org.

Meeting Attendees: The process to request accessibility accommodations is available on the El Paso MPO website www.elpasompo.org as well as the final page in all posted meeting agendas.

Contractors: The El Paso MPO occasionally hires consultants to augment the bandwidth of our small staff as we take on more intense or technically challenging work associated with updating our planning documents. Notification of ADA policies and obligations is included in the Request for Qualifications document at the beginning of the procurement process.

Contact Person for ADA/Title VI:

Harrison Plourde, ADA Coordinator and Assistant Director can be reached at 915-212-0258 or via email at plourdeht@elpasompo.org.

Title II ADA Non-discrimination statement:

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the El Paso Metropolitan Planning Organization ("EPMPO") will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: EPMPO does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: EPMPO will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in EPMPO's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: EPMPO will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in EPMPO's offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of EPMPO, should contact the EPMPO office at 915-212-0258 or info@elpasompo.org as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the EPMPO to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of EPMPO is not accessible to persons with disabilities should be directed to Harrison Plourde, Assistant Director and ADA Coordinator, at 915-212-7100 or plourdeht@elpasompo.org.

EPMPO will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Title II ADA Complaint process:

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the El Paso Metropolitan Planning Organization (EPMPO). The MPO's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to plourdeht@elpasompo.org or via mail to:

Harrison Plourde
ADA Coordinator and Assistant Director
El Paso Metropolitan Planning Organization
211 N. Florence St., Suite 212
El Paso TX, 79901

Within 15 calendar days after receipt of the complaint, Harrison Plourde or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting Harrison Plourde or his designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the EPMPO and offer options for substantive resolution of the complaint.

If the response by Harrison Plourde or his designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Executive Director or his designee.

Within 15 calendar days after receipt of the appeal, the Executive Director or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Executive Director or his designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Harrison Plourde or his designee, appeals to the Executive Director or his designee, and responses from these two offices will be retained by the EPMPO for at least three years.

Background:

Who We Are:

The Federal Aid Highway Act of 1962 promulgated the requirement that all urban areas of 50,000 or more population develop and maintain a comprehensive, cooperative, and continuing (3-C) transportation planning process. In order to achieve this, federal regulations require the creation and management of a Metropolitan Planning Organization (MPO) for every urban area having a population of more than 50,000. Since 1988, the El Paso Metropolitan Planning Organization (EPMPO) is the organization designated by the Governor of Texas as being responsible, together with the State, for carrying out the provisions of federal regulations regarding Metropolitan Transportation Planning and Programming.

The Transportation Policy Board (TPB) is responsible for transportation planning and programming for the EPMPO. The TPB directs MPO staff through the Executive Director of the MPO. The MPO's planning area comprises all of El Paso County, Texas, and portions of Doña Ana and Otero Counties in New Mexico. The MPO coordinates urban area-wide multi-modal transportation plans, which involve the study of present transportation regional patterns in relation to current and projected development.

EPMPO is responsible for the preparation of the Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), and other documents as required by federal regulations.

Definition of Area:

The EPMPO planning area includes all of El Paso County in Texas, and portions of Doña Ana and Otero Counties in New Mexico. By federal definition the EPMPO planning area must at least include the urbanized area (as defined by the U.S. Bureau of the Census) and the contiguous area that may reasonably be expected to become urbanized in the next 20 years. The planning area includes the following governmental jurisdictions:

Texas

City of El Paso

City of San Elizario

City of Socorro

Town of Anthony

Town of Clint

Town of Horizon City

Village of Vinton

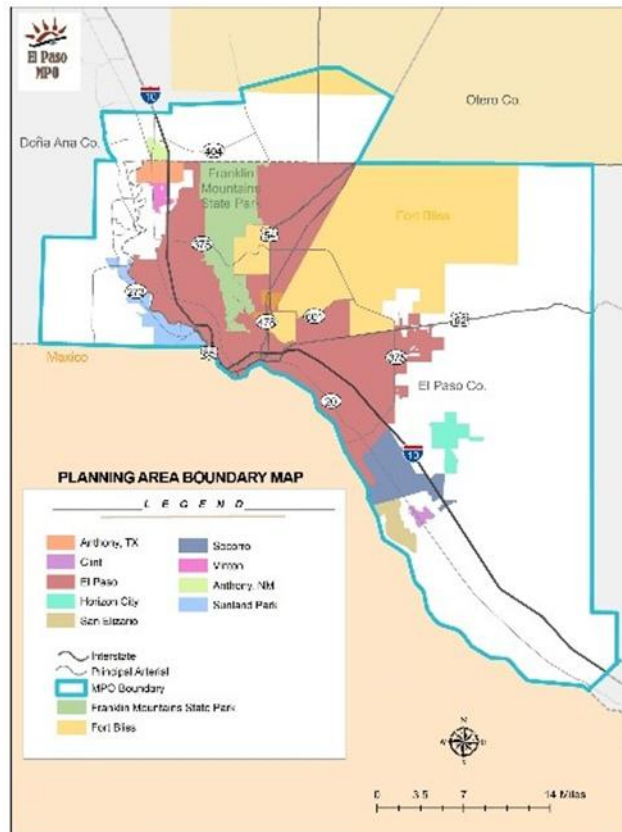
New Mexico

City of Anthony

City of Sunland Park

El Paso County

Otero County



Texas and New Mexico Departments of Transportation: The planning area is served by the Texas Department of Transportation (TxDOT) and the New Mexico Department of Transportation (NMDOT). The TxDOT El Paso District plans, designs, builds, operates, and maintains the state transportation system in the following Texas counties: Brewster, Culberson, El Paso, Hudspeth, Jeff Davis, and Presidio. NMDOT Districts 1 & 2 have similar responsibilities for Doña Ana and Otero Counties, respectively.

Sun Metro: Sun Metro is the provider of public transportation for the City of El Paso. Sun Metro has primary responsibility for conducting various short- and long-range transit studies, maintaining all transit data, and is responsible for transit planning in the majority of the EPMPO planning area.

South Central Regional Transit District: The South Central Regional Transit District (SCRTD) provides fixed-route transit services for Doña Ana, Otero, and Sierra Counties in New Mexico, with connections to complementary transit services in El Paso County, Texas. SCRTD is responsible for consolidating existing transit services in the New Mexico portion of the EPMPO planning area.

El Paso Transportation Authority: The El Paso Transportation Authority (ETA, formerly known as El Paso County Transit and El Paso Area Transportation Services), operating as a Local Government Corporation, provides rural public transportation for unincorporated area of El Paso County, as well as the City of San Elizario, the Towns of Anthony, Clint, and Horizon City, and the Village of Vinton.

Committees:

The El Paso MPO is a collaborative structure of committees and organizations creating partnerships to address the region's complex transportation needs. Key players in this organizational structure include:

Transportation Policy Board (TPB): The TPB is established by federal regulations (CFR 23 § 450.104) and is composed of principal elected and appointed officials of general-purpose local governments, as well as elected state congresspersons. The TPB holds the decision-making authority of the MPO, and is responsible for setting policy in the transportation planning and programming process.

All Members of the TPB shall have one vote. A TPB member shall not be allowed to have or appoint a proxy member or representation. All members of the TPB shall comply with the TPB's Ethics Policy, a copy of which is available on the EPMPO website.

Executive Committee (EC): The Executive Committee (EC) shall be composed of seven (7) voting TPB members, and the TPB Chairperson and the TPB Vice-Chairperson shall each serve on the EC in the same capacity. The other five (5) members of the EC will be recommended by the TPB Chairperson and approved by the TPB. These actions will take place at the meeting during which the election of officers is held. No two members of the Executive Committee shall be representatives of the same local unit of government or entity. The EC's roles and responsibilities will include review of the business aspect of the MPO, review of the Executive Director, review of contracts and other documents, and other assignments for recommendations to the TPB.

Transportation Project Advisory Committee (TPAC): The Transportation Project Advisory Committee (TPAC) will have seventeen (17) voting members. The TPAC develops and makes recommendations to the TPB on technical issues, including, but not limited to, programming and amending projects, project selection process criteria, and special transportation planning issues. The TPAC holds meetings monthly or as needed. Each TPAC member entity may appoint one primary TPAC member and one alternate member. In the event that the primary member is unable to attend a TPAC meeting, the alternate member appointed by the same member entity may attend the meeting and exercise voting privileges. An alternate member cannot exercise voting privileges at more than four (4) TPAC meetings per year. An alternate member must meet the same requirements as a primary TPAC member. The Chair and Vice-Chair of the TPAC shall be selected for a two-year term by peer members of the TPAC, and is eligible for re-election. Nine (9) voting members of the TPAC shall constitute a quorum.

Additional ad hoc committees of the membership of the TPB may be established and appointed by the TPB Chairperson to assist the TPB in the performance of its function. Special Committees or Task Forces may be established and appointed by the TPB to undertake special assignments. These committees may consist of TPB members, public officials, citizens, and other individuals the TPB deems appropriate. Standing committees may have separate bylaws, which must be ratified by the TPB (EPMPO Bylaws, Article VIII, 5/17/2024)

Federal planning regulations require that if any federal public lands and/or Indian tribal lands are included within the Metropolitan Planning Area, the affected federal agencies and Indian tribal governments shall be involved appropriately in the development of transportation plans and programs. The EPMPO planning area includes the Ysleta del Sur Pueblo in the transportation planning process as voting members of the Transportation Project Advisory Committee (TPAC).

What we do:

In metropolitan areas, the Metropolitan Transportation Plan (MTP) is the statement of the ways the region plans to invest in the transportation system. Per the federal regulations, the plan shall “include both long-range and short-range program strategies/actions that lead to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods.

More specifically in the Transportation Improvement Program (TIP), EPMPO identifies the transportation projects and strategies from the MTP that it plans to undertake over the next four years. The TIP is the region’s way of allocating its limited transportation resources among the various capital and operating needs of the area, based on a clear set of short-term transportation priorities.

Federal regulations require that the TIP shall cover a period of not less than four years, and be updated at least every four years. The TIP is a short-range program of transportation improvements for the MPO’s planning area, and is required by federal law. The TIP is prepared and coordinated by MPO staff with participating agencies that implement transportation projects and programs in accordance with regulations issued by the United States Department of Transportation. EPMPO produces a fiscally constrained TIP covering a period of four years.

The inclusion of a project in the TIP reflects a consensus of priority needs among the citizens living in the MPO study area, locally-elected officials, local transportation agency representatives, transit providers, and representatives of TxDOT and NMDOT. The TIP is, in effect, a listing of transportation priorities, estimated costs and recommended implementation dates. The TIP may be amended as transportation needs and/or funding levels change. The process for amendments can be found in the EPMPO Public Participation Plan (PPP) which is available on the EPMPO website at www.elpasompo.org/PublicParticipationPlan.

Projects listed: For list of projects currently funded by EPMPO, please reference the current Transportation Improvement Program, which is available on the EPMPO website here: [EL Paso MPO - Transportation Improvement Program](#)

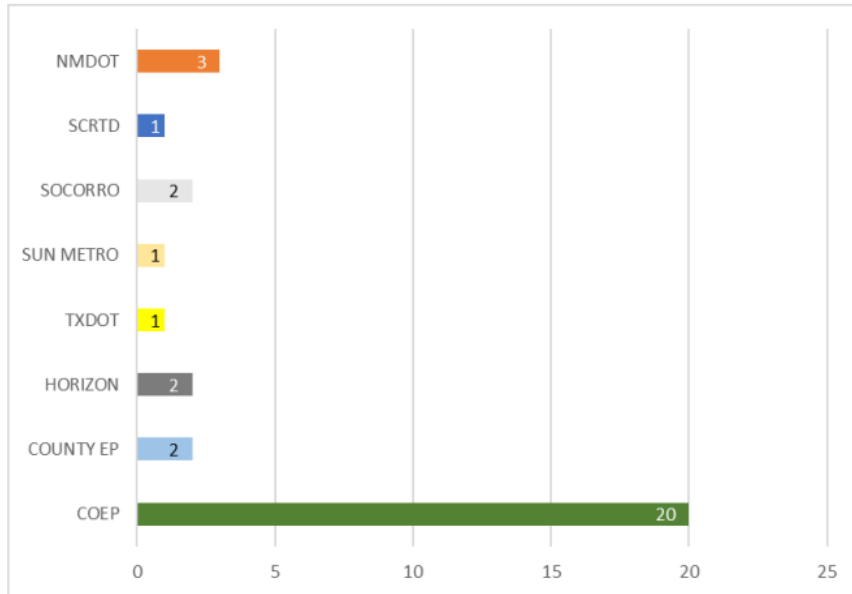
Amount of funds allocated: The current TIP contains \$628,730,000 in total funds, allocated as follows:

Highway: \$513,170,000

Transit: \$115,560,000

For detailed information please see the current version of the TIP at [EL Paso MPO - Transportation Improvement Program](#)

Local Government Projects Funded by the El Paso MPO: These entities have projects programmed in the current TIP. It should be noted that each of these entities is required to follow the relevant ADA requirements for their state (Texas or New Mexico) as part of their funding agreements for each project.



Inventory of Physical Facilities and Electronic Public Resources and self-Evaluation:

A self-evaluation is a public entity's assessment of everything, including its programs, services, and activities; facilities; and current policies, practices and procedures. The self-evaluation identifies and corrects barriers to access that are inconsistent with its title II requirements.

MPO OFFICES:

The El Paso Metropolitan Planning Organization rents office space on the second floor of a three-story retrofitted office building in downtown El Paso, Texas. All visitor parking is on-street, and there is an ADA access ramp facility from the sidewalk to the primary building entrance as there is a 4" change in elevation.

Office Building:

Main Building Entrance: Our office building has one primary entrance on the ground floor of our building with a double door. This entrance is approximately 4" above the sidewalk. and accessed via an ADA-compliant ramp. The access ramp is approximately 5' wide, 20' long from end to end, and runs parallel to the front of the building. It contains two ramps measuring 6' in length leading to the sidewalk at a slope of 4" x 6' so that it can be accessed from both directions. The landing measures 8' x 5', with an additional 80" distance to the recessed front door. The front doors open out, with a pull handle on the exterior side of the door and a press bar handle on the interior side of the door. The sidewalk is 5' wide and in fair condition. **No deficiencies noted.**

One of the double doors is kept locked closed, and one is open to the public generally between the hours of 7:00 am to 6:00 pm, and is accessible to tenants via key card outside of those hours. The main doors have ADA opening assist, with the large press button located approximately 30" from the ground on both the interior and exterior of the building. Inside the building, this button is located on the wall perpendicular to the doors approximately 34" from the primary entrance. Outside the building, this button is along a perpendicular wall from which the entrance doors are recessed. It is located approximately 63" from the entrance doors. The door that is open to the public has an opening of 47". This exceeds the required minimum width of 32". The door that is locked closed is also 47" wide, and the doorway has a total capable opening width of 94". The door opens onto a substantial foyer measuring approximately 42.5' by 15.5'. It is a distance of 42.5' from this door to the elevator. **No deficiencies noted.**

Elevator: The elevator has braille signage inside the elevator door opening and on the buttons that indicate each floor. It beeps at each floor in addition to having a digital display where the floor number is shown as the elevator reaches each floor. From the elevator, it is 27' to the primary door to our office. This door measures 34.5". **No deficiencies noted.**

Fire Egress: All fire alarms in our building are both audible and flashing strobe for the hearing impaired. There is a second exit from our building on the ground floor which is intended for fire egress. It is accessed from the EPMPO offices via a stairwell containing stairs that are uniformly 41" wide with two landings between the first and second stories. These landings each measure 48" x 47". A handrail is present along both sides of the stairwell for its entirety. It is 32" in height. At the second and ground floors, the landings are much larger. On the second floor, the landing directly in front of the fire door measures 11.5' by 70". At the ground floor, there is a hallway of between 48" and 85" in width that is reduced to 36" in width by an old rollup garage door that is laid on the floor. This hallway

is 35' long with one 90 degree turn 22' from the fire exit. The fire exit has a press bar style handle. In a fire evacuation, fire doors would be closed after all persons in the EPMPO offices and other second-floor offices left. Anyone unable to utilize stairs would wait at the top of the landing, protected by the fire rated doors until rescue could be effectuated. EPMPO staff would communicate to 911 dispatchers and firefighters that there were individuals with limited mobility requiring immediate assistance. **Deficiencies noted: Fire egress plan does not meet best practices. Action required: evacuation chairs need to be purchased and staff need to be trained in their use as soon as possible.**

Hallways: Between the elevator and our main entrance, there is one fire door, which measures 34.5". Between the elevator and the fire door, the hallway is 8.5' wide. Between the fire door and the main entrance, the hallway is 6' wide. The distance between the elevator and our secondary employee entrance is 10' with a hallway width of 8.5' along this entire distance.

The flooring surface both downstairs and upstairs is 12" tile in a state of good repair. The flooring surface of the stairwell is cement.

On the ground floor next to the elevator and on the second floor across from the elevator, there is directional signage containing the names and suite numbers of the building tenants. These are in a clear, legible font, but are not in braille. There is also wall signage on the hallway wall near the primary entrance to the EPMPO offices that contains the organization name and logo. This signage also does not contain braille.

There are no noted deficiencies in this layout, but accessibility would be improved by the inclusion of wayfinding signage for the visually impaired.

Restrooms: The three suites on the second floor share one men's restroom and one women's restroom. Each facility has one ADA accessible stall. The men's restroom contains two urinals and two stalls, to include the accessible stall. The women's restroom contains three stalls, to include the accessible stall.

The men's restroom is 50' from our main office entrance and 32.5' from our secondary staff entrance. The women's office is directly across from the men's with its doorway being 55.5' from our main office entrance and 38' from our secondary staff entrance. The hallway is between 6' and 8.5' wide, with two fire doors between our office main and staff entrances and the restrooms, with doorways measuring 34.5". The hallway directly in front of our offices and the elevator is 8.5" wide between the first fire door and the second fire door, and is 6' after the first fire door. It is 6' wide between the first fire door and our main entrance. The restrooms are accessible via a hallway perpendicular to the main hallway between our office entrances and the elevator, and that hallway is 47" wide. The hallways are entirely unobstructed for their entire width.

Signage for the restrooms is immediately on the wall next to each restroom entrance on a high contrast blue placard with white lettering and symbology. The men's restroom sign contains the word "men", the Isotype symbols or similar for a man and ADA accessible facilities, and has braille beneath the lettering. The women's restroom sign contains the word "women", the Isotype symbols or similar for a woman and ADA accessible facilities, and has braille beneath the lettering. **No noted deficiencies.**

Office Suite:

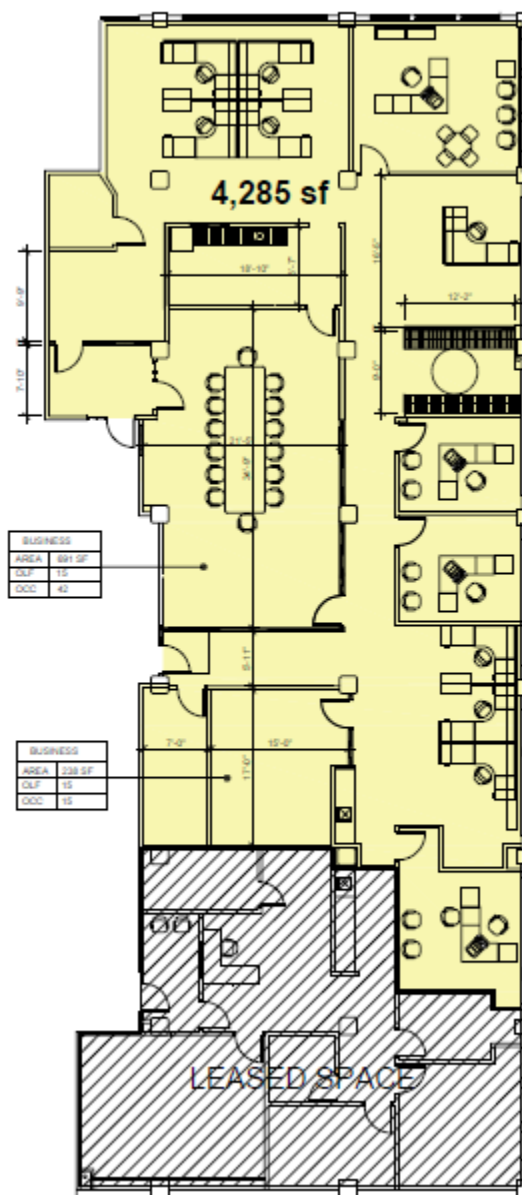
Office entrances: The primary entrance to our office is approximately 28' from the elevator. This door is kept locked unless visitors are expected or a public meeting is scheduled. Visitors can knock for staff to be aware of their presence and let them in. There is a vestibule between it and our reception desk with a window that allows reception to see if anyone is in the vestibule and communicate with them. There is a door to enter the office and a door between the vestibule and reception. Both are 34.5" wide. The staff entrance is 8 feet from the elevator and accessed by a keypad. The keypad is not in Braille but the numbers 1 – 9, arranged in rows of three, are embossed. Staff is informed of the keypad code on their first day. The keypad beeps one short beep and a green light comes on when the code has been entered successfully. There is a longer, louder beep and a red light when an incorrect code has been entered. There is a lever-style doorknob to operate this door. **Deficiencies noted: Can be difficult for individuals utilizing assisted mobility devices to alert staff to their arrival. Action required: approach landlord to request a doorbell that can be mounted near the door at an accessible height.**

Flooring:

With the exception of the office kitchen, all interior flooring is FLOR carpet tiles, which are in a state of good repair with no frayed edges. The kitchen flooring surface is linoleum, which is also in a state of good repair with no lifted edges or holes. **No noted deficiencies.**

Doorways: All but one doorway exceed the required minimum width of 32", with most measuring 34.5", and one doorway to an office and one entrance door measuring 37". All conference room doorways and the doorway to the office kitchen measured 34.5". One doorway to a storage closet measured 24". The storage closet is likely inaccessible to persons utilizing a wheelchair. All doors have lever-style doorknobs. **Deficiencies noted: One substandard doorway leading to an infrequently-used storage room that is not accessible to the public. Action required: contemplate widening this doorway in some future renovation.**

Hallways: All hallways within the MPO offices exceed the required minimum of 36" when measured at their narrowest points to include any furniture or other obstructions. **No deficiencies noted.**



Offices and cubicles: The EPMPO offices contain four offices, nine cubicles, and a reception desk.

Reception: Immediately upon entering the EPMPO offices through the main door, there is a vestibule with a glass sliding window looking into the reception area. This reception area has two chairs and there is 40" of clear space between the chairs and the wall with the glass window. The glass window has a shallow ledge at 38" in height. The door width between this vestibule and reception is 34" wide. The receptionist's desk has 34" of clearance at its opening between desk and the wall for the desk's 31" depth and widens to 61". No noted deficiencies present with this layout.

Offices: The EPMPO worksite has four offices of between 100 and 200 square feet. Each of the offices contains an L shaped or rectangular work desk, at least one bookcase and at least two chairs opposite the work desk for small meetings. The MPO director's office also contains a small round table for meetings. All of the offices are arranged so that there are at least 30" width and 48" depth of clear floor space around all furniture, and in most cases exceeds 34" in width. No noted deficiencies.

Cubicles: Each cubicle has 60" of clear width for the entirety of its 74" depth. Each cubicle has an L shaped 24" deep desk top along two of its walls. Below the desk top are metal drawers and above the desktop are two open shelves at 20" and 29" in height. The lower of these is readily accessible from a seated position. No noted deficiencies.

Kitchen: The EPMPO staff kitchen measures approximately 8.5' x 19'. It consists of a counter with lower cabinets and upper cupboards, a sink, a dishwasher, a refrigerator, a table, a water cooler, and a coffee stand. All but the coffee stand and table are along one 19' wall. The water cooler, coffee stand and table are along the opposite 19' wall. There is a 3' x 6' table with three office chairs that narrows the width of the kitchen from 8.5' to 40" in front of the sink. This exceeds the recommended minimum clear width of 32". For the entire rest of the kitchen, there is 6.5' clear in front of the cupboard and countertop aside from in front of the fridge where there is 5' of clearance owing to the refrigerator and coffee stand. The coffee stand consists of a small 3' tall and 1' deep bookshelf with a coffee maker, coffee pods, and mugs on top of it. The cupboard with countertop and sink is 33" high. The door from the hallway to the kitchen is 34.5', and the doorway from the kitchen to the large meeting room is also 34.5'. These doors are directly across from each other and the entire 8.5' between them is unobstructed. **No deficiencies noted, but the upper shelves may be challenging for future employees using assisted mobility devices.**

Meeting Rooms: The EPMPO offices have two meeting rooms. One is a large conference room with the capacity to host meetings of up to 40 people. The other is a smaller meeting room with the capacity to host up to ten people.

Large Conference Room: The large conference room measures 34'9" by 21'5". There are 7 tables, 17 office chairs and 20 stackable chairs, and a podium. The usual setup configuration is for 5 of the tables to be arranged in a U shape with a single row of chairs along the long, southwest wall and a seating area behind the U consisting of two rows of 6 and 8 chairs along the short wall. The tables in the U shape measure 2' x 8'. The table utilized as a staff table measures 18" x 5' and seats two people. There is a minimum of 33" clear width around all furniture as arranged. This exceeds the required 30". The table used adjacent to the entrance for the sign in sheet and agendas is 16" x 24". There is a podium facing the U. There at least one monitor mounted to three of the four walls to allow meeting attendees to see presentations and virtual meeting participation. This conference room is used for our Transportation Project Advisory Committee meetings, Executive Committee meetings, internal staff meetings, and public meetings.

Small Meeting Room: The other meeting room is smaller, measuring 17' by 15'. It is arranged with one large oval table, one small table and 8 office chairs surrounding the large table. The large table measures 42" by 10'. There is sufficient clearance of at least 42" around the table along all walls excluding the chairs, but behind the short edges of the table, this clearance is only 24-25" with chairs. This does not meet the required 30". Along the long sides of the table, there is at least 36" of clearance. In order to ensure proper ADA access, chairs should be arranged along the long sides of the table only. The small table measures 18" x 5'. It is typically in the back corner of the room and does not impact clear width. There is a wall-mounted monitor to allow for large display of meeting material and virtual meeting participation. **No deficiencies noted.**

Office Supply Storage Area: Office supplies like pens, notebooks, and staplers are kept in an alcove which measures 9' by 12'2". A lower cabinet and two open shelves line each of the long walls. There is 58.5" between the cabinets, which exceeds the 36" minimum hallway width. The cabinets are 33" in height. The open shelves above the cabinets are 19" and 40" inches above them. **No deficiencies noted, but the upper shelves may be challenging for future employees using assisted mobility devices.**

Program Accessibility:

It is the policy of the EPMPO that all meetings of the Transportation Policy Board and its committees are to be open to the public. Agendas, with public comment opportunity as a standing item, are posted at the office of the El Paso County Clerk, the New Mexico Department of Transportation (NMDOT) District 1 website, and on the EPMPO website, and public comments are encouraged and welcomed at these meetings. All of EPMPO's open meetings are announced in the local newspaper, EPMPO's website and EPMPO's social media pages. Public meetings/hearings and document review sessions are generally held for major projects such as those in the Metropolitan Transportation Plan (MTP): *Regional Mobility Strategy 2050* (RMS 2050). Under certain circumstances when an in-person meeting may not be feasible, EPMPO is prepared to utilize virtual public involvement strategies. The Public Participation Plan is available on the EPMPO website: www.elpasompo.org.

Policies/Procedures:

MPO MEETINGS: As required by the EPMPO Public Participation Plan, all meetings held by the EPMPO must adhere to the following:

- Meetings will be held in accessible locations, preferably near transit lines or routes.
- Meetings will be held in buildings that are in full compliance with the Americans with Disabilities Act of 1990.
- Presentations and supporting documentation, as needed, will be available at meetings.
- As part of the planning processes and adoption for all new planning documents, MPO staff will conduct public meetings for planning and programming documents for the exchange of information and public comments regarding final draft versions of MPO planning and programming documents. These sessions will provide opportunities for the public to present comments regarding the final draft of planning documents and/or studies developed by the El Paso MPO.
- Upon request, language translation, including sign and foreign language interpreters and handouts in large print or Braille, will be available. Additionally, staff will make every effort to accommodate requests from persons with disabilities. A minimum of ten calendar days advance notice is required for these arrangements to be provided. Public meeting notices will provide the telephone number and e-mail address to request special arrangements.
- When the MPO is not able to host in-person public meetings, it will provide online participation opportunities such as virtual public meetings to gather input from the community.
- Public notices will be written in English and Spanish and posted on the EPMPO website, and EPMPO may submit to known media outlets to ensure regional coverage. **No noted deficiencies.**

Meetings Held in MPO Offices: TPAC, the Executive Committee, and public meetings held for plans adopted by the MPO are held in the MPO Office's 691 square-foot large conference room. This room is accessible via three doors with each doorway being 34.5" in width. These meetings are generally offered in a hybrid format with virtual attendance held via Microsoft Teams. **No noted deficiencies.**

Meetings Held in Other Locations:

TPB: The Center for Civic Empowerment on the 17th Floor of the Blue Flame Building (304 Texas Avenue, El Paso, TX 79901), virtual attendance at Webex, and live streamed on Youtube. Large meeting room with folding partition walls and doorways. U-shaped table configuration with speaker at podium and slides projected on large screens on all four walls of the room; elevators and wheelchair lift. On-street parking – staff will “hold” parking stall directly in front of the building for attendees in wheelchairs. **No noted deficiencies.**

Other Meetings and Events: The public participation plan of the MPO requires that all meetings be held in locations that comply with the Americans with Disabilities Act of 1990. **No noted deficiencies.**

Effective communication:

Public Participation Plan: The EPMPO Public Participation Plan addresses specifically how decisions must be made in conjunction with the public in a transparent manner. It spells out the process for the update of all required documents that the El Paso MPO. It specifically discusses the manner in which public participation must be sought for regular meetings and document updates. It specifically states that all public meetings are held in locations that are compliant with ADA requirements and articulates a process by which accommodations can be required in advance. **Noted deficiency: As a plan that was newly created and adopted after the most recent Public Participation Plan update, this Accessibility plan is not specifically enumerated within the document. Action required: add Accessibility Plan to next update of PPP.**

Title VI and LEP Plan: As a recipient of Federal Financial assistance and under Title VI of the Civil Rights Act of 1964, the El Paso Metropolitan Planning Organization (EPMPO) ensures that no person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any EPMPO programs or activities on the grounds of race, color and national origin. The MPO is a primary forum where State DOTs, transit providers, local agencies, and the public can create local transportation plans and programs for the MPO’s study area. MPOs are responsible for providing information on Title VI requirements to local public officials and educating on the impacts and progress these requirements may have on local communities. The responsibilities brought forward to MPOs to ensure compliance are:

- Ensuring the long-range Metropolitan Transportation Plan (MTP) and short-range Transportation Improvement Program (TIP) obtains the analytical tools necessary to maintain conformance with Title VI. Analytical tools to assess regional benefits and burdens of transportation systems investments to include Title VI population strategies.
- Identifying low-income and minority population; addressing homes, employment and modes of transportation through reliable data collection. Identifying these populations and their needs in order to address solutions for transportation adversities and distribute investments fairly.
- Ensure fair public involvement processes by eliminating barriers and using tools that engage minority and low-income populations in transportation decision-making.
- Dissemination and access of information related to the Title VI program to all stakeholders to include the public.

- Documentation of Title VI compliance should be available for certification reviews and annual reviews of Title VI programs.
- A process should be followed to resolve any complaints from the public and Title VI issues. Any individual may exercise the right to file a complaint with the EPMPO if a person believes that his or her rights have been exposed to unfair treatment or discrimination. It can be accessed at the EPMPO website: www.elpasompo.org
- For further information on how EPMPO meets its Title VI and LEP obligations, the Title VI plan can be found at www.elpasompo.org.

No noted deficiencies.

Website: In order to analyze the accessibility of the EPMPO website, an analysis was performed at wave.webaim.org. Six errors and two contrast errors were found. In order to better address these errors and make our website readily accessible to all users, EPMPO will employ a widget like userway.org. **Deficiency: Some accessibility errors are currently present on website. Action required: employ accessibility widget like userway.org.**

Noted Deficiencies and Proposed Actions:

Physical Location:

Deficiency	Corrective Action	Timeframe
Fire egress plan does not meet best practices.	Evacuation chairs need to be purchased and staff need to be trained in their use ASAP.	Summer 2025
Accessibility would be improved by the inclusion of wayfinding signage in the office building for the visually impaired.	<ol style="list-style-type: none"> 1. Suggest braille signage on sign directories 2. Add braille signage to MPO Office Entrances 	<ol style="list-style-type: none"> 1. This year, but no control over outcome 2. Summer 2025
Can be difficult for individuals utilizing assisted mobility devices who arrive to the MPO offices when the door is locked to alert staff to their presence.	Approach landlord to request a doorbell that can be mounted near the door at an accessible height.	Summer 2025
Upper shelves in kitchen and office supply areas may be challenging for employees using mobility devices	Contemplate reorganizing kitchen and office supply area so that items needed by everyone are available in lower cabinets or on counters where they are accessible to anyone temporarily or permanently utilizing an assisted mobility device	Within one Year
One substandard doorway leading to an infrequently-used storage room.	Contemplate widening this doorway in some future renovation.	Five years or longer
	Have RAS conduct review of MPO facilities	Prior to next update to ADA Accessibility Plan

Programs, Policies, and Procedures:

Deficiency	Corrective Action	Timeframe
As a plan that was newly created and adopted after the most recent Public Participation Plan update, this Accessibility plan is not specifically enumerated within the document.	Add Accessibility Plan to next update of PPP	Next required update to PPP will occur in the fall of 2027
Deficiency: Some accessibility errors currently present on website. Action required: employ accessibility widget like userway.org.	Add ADA accessibility menu to website	Summer 2025

Monitoring and Compliance

The El Paso MPO will utilize the process outlined by TXDOT here: [Subrecipient Monitoring and Compliance Program](#)