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**AGENDA**  
**Bend Metropolitan Planning Organization**  
***Policy Board***

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**Date:** February 6, 2012  
**Time:** 12:00 – 12:30 pm  
**Location:** Conference Call (dial 541-322-6397)  
**Contact:** Tyler Deke, BMPO (541) 693-2113  
Jovi Anderson, BMPO (541) 693-2122

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**1. Call to Order & Introductions**

**2. Bend Public Transit Plan – Public Involvement**

**Background:** The Bend MPO was awarded a grant to update the public transit plan for the Bend area. An internet-based community survey was posted on the MPO website on January 31. To effectively engage the Latino population, the project team would like to translate the project survey to Spanish and distribute it at 1 or 2 locations. The cost of the translation and distribution is not included in the grant funding and would need to be paid by the MPO.

**Attachments:** Survey translation costs memo (Attachment A)

**Action Requested:** Consider authorizing use of MPO revenues to translate the project survey to Spanish and distribute it at 1 or 2 locations.

**3. Next Policy Board Meeting**

The next Policy Board meeting is scheduled for February 16<sup>th</sup> at 4:00 p.m.

**4. Adjourn**



**Accessible Meeting Information**

This meeting event/location is accessible. Sign language, interpreter service, assistive listening devices, materials in alternate format, such as Braille, large print, electronic formats, or any other accommodations are available upon advance request. Please contact Jovi Anderson at (541) 693-2122, [janderson@ci.bend.or.us](mailto:janderson@ci.bend.or.us) and/or (541) 389-2245. Providing at least 3 days notice prior to the event will help ensure availability.

**BEND METROPOLITAN PLANNING ORGANIZATION**

575 NE 15<sup>th</sup> Street, Bend, OR 97701

www.bendmpo.org

**To:** Policy Board  
**From:** Tyler Deke  
**Date:** January 31, 2012  
**RE:** Public Transit Plan – Spanish translation & Latino outreach

MARK CAPELL, CHAIR  
*City of Bend Council*

ANTHONY DEBONE, VICE-CHAIR  
*Deschutes County Commission*

KATHIE ECKMAN  
*City of Bend Council*

TOM GREENE  
*City of Bend Council*

BOB BRYANT  
*ODOT Region 4*

TYLER DEKE  
*Manager*

JOVI ANDERSON  
*Program Technician*

Work is underway to develop a long-range plan for the transit system in Bend. Public outreach and engagement is a critical component of the plan. The public engagement process will include an on-line survey about current and future transit needs. The approved scope of work does not include funding to translate the survey to Spanish or to distribute the survey to the Latino population.

The project consultant contacted the Latino Community Association (LCA) regarding translation services and limited outreach support. LCA staff is available to translate the survey and distribute it at 1 or 2 churches. It is assumed church staff or LCA staff would make an announcement towards the end of service, and an LCA staff person (potentially MPO staff as well) would be available to answer questions and collect surveys.

The cost to translate the survey is estimated at \$100 to \$160 (depending on length/complexity of translation and assuming 2-4 pages). The cost for attendance at a church service would be \$40 per hour, with an assumption of one hour at the end of the service. Attendance at two church services and an additional time to organize the survey materials is estimated to cost \$160. The total estimate for these services would be \$260 to \$320.

Additional information on translation/interpretation services offered by the LCA is available on the following site:

<http://www.latinocommunityassociation.org/what-we-do/services/translation-interpretation/>

**Action Requested**

Consider authorizing MPO staff to establish a contract with the Latino Community Association for Spanish translation of the survey and associated outreach services. The contract would not exceed \$400.

Funding is available in the MPO's Materials and Services budget to cover the cost of these services.