



**Regional
Transportation
Authority**

October 31, 2014

Dear Subrecipient:

The Regional Transportation Authority (RTA) requests that your agency or organization, as a subrecipient of Federal transportation funding, submit to the RTA a new or updated Title VI Program in accordance with Federal law and regulations. The Federal Transit Administration requires all recipients, including both primary recipients and subrecipients, to have an approved Title VI program. To allow each subrecipient sufficient time to review the requirements, create a plan and document its approval in compliance with the circular we've set the due date for submittal as March 1, 2015.

The RTA last requested that subrecipients submit a Title VI Program in May of 2012. Since that time requirements have been updated. As a primary recipient of the Federal Transit Administration (FTA) the RTA has prepared a new Title VI Program, which was approved by the RTA Board at its October 15, 2014 meeting. It has been submitted to the FTA in accordance with Circular 4702.1B, dated October 1, 2012.

All programs administered by FTA are subject to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and U.S. Department of Transportation's implementing regulations. Section 601 of Title VI of the Civil Rights Act of 1964 states the following:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Chapter III of FTA Circular 4702.1B presents the requirements of any Title VI Program and calls out information on what the subrecipients must submit. In summary, a subrecipient must submit its program to the primary recipient. That program may adopt some sections of the primary recipient's program. For other sections, the subrecipient must develop its own information and reports.



Metra



Two items which must be created and documented in each program.

The First one is: "For all recipients (including subrecipients), the Title VI Program must be approved by the recipient's board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to FTA." "Recipients shall submit a copy of the board resolution, meeting minutes, or similar documentation with the Title VI Program as evidence that the board of directors or appropriate governing entity or official(s) has approved the Title VI Program." (C4702.1B, pages III-1-2)

The Second one is: "Subrecipients that have transit-related non-elected planning boards, advisory councils, or committees, the membership of which is selected by the subrecipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees." (C4702.1B, page III-2)

Attached to this letter, as Attachment 1, is a document that outlines the requirements of a program and that provides information on how to comply with those requirements. Note that some parts of the program have changed. Please review it and use it as the basis of your program.

Please review any Civil Rights programs and/or documents developed by your organizations in 2012 or as part of the creation of a program for another Federal agency. As you review your files for information on Title VI compliance, you may find that you already have the elements of a Title VI program but that they are not compiled into one document. We would be glad to assist with program assembly or explanations of requirements.

Before you submit the program for final approval by your own agency or organization please submit a draft of the program to RTA for review. Once the Title VI program is approved by your organization or agency please send it to my attention in the RTA's Grants Management Division.

The RTA will store all the programs electronically here at the RTA and make them available on the RTA's public website. Your agency or organization compliance with Title VI will be monitored through the RTA's project compliance program. Your agency or organization will need to make the program available through your own website and will have to post the Title VI Notice to the Public on your project website and on project marketing materials.

Attached to this letter are two additional items for your usage. Attachment 2 is a copy of the 2014 RTA Title VI Program and Ordinance approving the program. Attachment 3 is an updated sample template for a Title VI program. It is only a sample but feel free to use it as guidance for the creation of your own program.

Please call me at 312-913-3243 if you have any questions or require any additional information about the Title VI program regulations.

Sincerely:

A handwritten signature in black ink that reads "Beata Welsh". The signature is fluid and cursive, with the first name "Beata" and last name "Welsh" clearly distinguishable.

Beata Welsh, Project Manager
Grants Management Division

Attachments

ATTACHMENT 1-SUBRECIPIENT SUBMITTAL REQUIREMENTS.

Chapter III of FTA Circular 4702.1B presents the requirements of any Title VI Program and calls out information on what the subrecipients must submit. In summary, a subrecipient must submit its program to the primary recipient. That program may adopt some sections of the primary recipient's program. For other sections, the subrecipient must develop its own information and reports. There must be a resolution or documentation that the program has been approved.

The following are excerpts from Chapter III pages 1-3 and Appendices A and B-3 of the Circular with text color changes or highlights of text to demonstrate the requirements for subrecipients.

The primary recipients are to develop a subrecipients submittal schedule and may store the subrecipient program submittals electronically at the agency.

Chapter III of Circular 4702.1B states as follows:

4. REQUIREMENT TO PREPARE AND SUBMIT A TITLE VI PROGRAM. Title 49 CFR Section 21.9(b) requires recipients to "keep such records and submit to the Secretary timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the Secretary may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this [rule]." FTA requires that all direct and primary recipients document their compliance with DOT's Title VI regulations by submitting a Title VI Program to their FTA regional civil rights officer once every three years or as otherwise directed by FTA.

a. **Contents.** Every Title VI Program shall include the following information:

- (1) A copy of the recipient's Title VI notice to the public that indicates the recipient complies with Title VI, and informs members of the public of the protections against discrimination afforded to them by Title VI. Include a list of locations where the notice is posted. (Subrecipient can adopt the RTA's notice) A sample Title VI notice is within this attachment as Appendix B. The RTA's Notice is included within Attachment 2 RTA's Title VI Program, October 2014.
- (2) A copy of the recipient's instructions to the public regarding how to file a Title VI discrimination complaint, including a copy of the complaint form. (Subrecipient can adopt the RTA's instructions).
- (3) A list of any public transportation-related Title VI investigations, complaints, or lawsuits filed with the recipient since the time of the last submission. This list should include only those investigations, complaints, or lawsuits that pertain to allegations of discrimination on the basis of race, color, and/or national origin in transit-related activities and programs and that pertain to the recipient submitting the report, not necessarily the larger agency or department of which the recipient is a part.

(4) A public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Program submission. A recipient's targeted public participation plan for minority populations may be part of efforts that extend more broadly to include other constituencies that are traditionally underserved, such as people with disabilities, low-income populations, and others. (Subrecipient can adopt the RTA's public participation plan).

(5) A copy of the recipient's plan for providing language assistance to persons with limited English proficiency, based on the DOT LEP Guidance. (Subrecipient can adopt the RTA's LEP assistance plan). Operational differences between the primary recipient and subrecipient may require, in some instances, that the subrecipient tailor its language assistance plan.

(6) Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees or councils. (Every entity must have this item.)

~~(7) Primary recipients shall include a narrative or description of efforts the primary recipient uses to ensure subrecipients are complying with Title VI, as well as a schedule of subrecipient Title VI program submissions. (Only the primary recipient.)~~

~~(8) If the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc., the recipient shall include a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility. (None of the RTA's subrecipients have constructed a facility.)~~

~~(9) Additional information as specified in chapters IV, V, and VI, depending on whether the recipient is a fixed route transit provider, a State, or an MPO. (Not applicable to RTA subrecipients.)~~

APPENDIX A (as set forth in Circular 4702.1B)

TITLE VI PROGRAM CHECKLIST

Every three years, on a date determined by FTA, each recipient is required to submit the following information to the Federal Transit Administration (FTA) as part of their Title VI Program. Subrecipients shall submit the information below to their primary recipient (the entity from whom the subrecipient receives funds directly), on a schedule to be determined by the primary recipient.

General Requirements (Chapter III)

All recipients must submit:

- ☐ Title VI Notice to the Public, including a list of locations where the notice is posted
- ☐ Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)
- ☐ Title VI Complaint Form
- ☐ List of transit-related Title VI investigations, complaints, and lawsuits
- ☐ Public Participation Plan, including information about outreach methods to engage minority and limited English proficient populations (LEP), as well as a summary of outreach efforts made since the last Title VI Program submission
- ☐ Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance
- ☐ A table depicting the membership of non-elected committees and councils, the membership of which is selected by the recipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees
- ☐ ~~Primary recipients shall include a description of how the agency monitors its subrecipients for compliance with Title VI, and a schedule of subrecipient Title VI Program submissions (Not applicable to subrecipients)~~
- ☐ ~~A Title VI equity analysis if the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc. (None of the RTA subrecipients have constructed a facility)~~
- ☐ A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program. For State DOT's, the appropriate governing entity is the State's Secretary of Transportation or equivalent. The approval must occur prior to submission to FTA.
- ☐ ~~Additional information as specified in chapters IV, V, and VI, depending on whether the recipient is a transit provider, a State, or a planning entity (see below) (Not applicable to the RTA subrecipients.)~~

APPENDIX B (as set forth in Circular 4702.1B)
TITLE VI NOTICE TO THE PUBLIC (GENERAL REQUIREMENT)

Background

A Title VI Notice to the Public must be displayed to inform a recipient's customers of their rights under Title VI. At a minimum, recipients must post the notice on the agency's website and in public areas of the agency's office(s), including the reception desk, meeting rooms, etc. Many agencies display their Title VI Notices in transit facilities (e.g., headquarters, transit shelters and stations, etc.), and on transit vehicles (e.g., buses, rail cars, etc.). The Title VI Notice is a vital document. If any of the Limited English Proficient (LEP) populations in your service area meet the Safe Harbor threshold (see Chapter III), then the Notice should be provided in English and in any other language(s) spoken by LEP populations that meet the Safe Harbor Threshold. At a minimum, this statement in the Notice—"If information is needed in another language, then contact [phone number]"—should be stated in English and in any other language(s) spoken by LEP populations that meet the Safe Harbor threshold.

The sample below is provided for the purposes of guidance only.

SAMPLE Title VI Notification to the Public (as set forth in Circular 4702.1B)

Notifying the Public of Rights Under Title VI

THE CITY OF USA

- The City of USA operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of USA.
- For more information on the City of USA's civil rights program, and the procedures to file a complaint, contact 800-555-1212, (TTY 800-555-1111); email title.vi.complaint@city.ca.us; or visit our administrative office at 1234 Center Street, City of USA, State 11111. For more information, visit www.city.ca.us
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590
- If information is needed in another language, contact 800-555-1212.
 - **MAKE SURE THE SENTENCE ABOVE IS ALSO PROVIDED IN ANY LANGUAGE(S) SPOKEN BY LEP POPULATIONS THAT MEET THE SAFE HARBOR THRESHOLD**

Simple Title VI Program Notice we have asked all subrecipients to include on their website and public materials.

Title VI Program Notice:

"No person in the United States shall on the ground of race, color, or national origin be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal Financial assistance." (42 USC 2000d)

Attachment 2

RTA Title VI Program October 2014

(Includes RTA ordinance No. 2014-57; RTA Notice to the Public and 2012 Sample Title VI program for subrecipients now superseded by Attachment 3 to this Letter.)

REGIONAL TRANSPORTATION AUTHORITY



TITLE VI PROGRAM

OCTOBER 2014

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REGIONAL TRANSPORTATION AUTHORITY

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INTRODUCTION

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving Federal financial assistance. The Regional Transportation Authority ("RTA"), in providing financial oversight and regional planning to the northeastern Illinois region, and in its role as a designated recipient of Federal financial assistance, is committed to ensuring that no person is excluded from participation in, or denied the benefits of, its activities or services on the basis of race, color, or national origin.

Pursuant to instructions given to RTA by FTA officials, this Title VI Program of the RTA has been developed pursuant to the Federal Transit Administration ("FTA") Circular 4702.1B "Title VI Requirements and Guidelines for Federal Transit Administration Recipients" (the "Circular").

A. General Requirements

1. Requirement to Provide Title VI Assurances (4702.1B, Ch. III, § 2)

The Circular provides that "[t]his requirement shall be fulfilled when the applicant/recipient submits its annual certifications and assurances to FTA." The RTA last provided its annual certifications and assurances to FTA on February 18, 2014 and has previously filed the same annually and in a timely manner.

The Circular also provides that "[p]rimary recipients shall collect Title VI assurances from subrecipients prior to passing through FTA funds." As part of all RTA subgrants of Federal funds, and all RTA contracts funded in whole or in part with Federal funds, the RTA requires each of its subrecipients or contractors to commit to the then-current certifications and assurances, which are also incorporated into the grant agreement or contract and become covenants to which the subrecipient or contractor are bound.

2. Requirement to Prepare and Submit a Title VI Program (4702.1B, Ch. III, § 4)

The Circular provides that "[r]ecipients shall submit a copy of the board resolution, meeting minutes, or similar documentation with the Title VI Program as evidence that the board of directors or appropriate governing entity has approved the Title VI Program." Attached to this Title VI Program as *Exhibit A* is RTA Ordinance No. 2014-57, which approved this Title VI program and was adopted by the RTA Board of Directors on October 15, 2014.

The Circular further provides that "[s]ubrecipients shall submit Title VI Programs to the primary recipient from whom they receive funding in order to assist the primary

recipient in its compliance efforts." The RTA has requested updated or new plans from the current group of ten (10) subrecipients, in accordance with the Title VI Circular, and will store them electronically.

3. Title VI Notice to the Public (4702.1B, Ch. III, § 4(a)(1))

In accordance with 49 C.F.R. Section 21.9, the RTA provides public notice of this program by way and in the form of the document attached as *Exhibit B*. This notice is provided on the RTA website at <http://www.rtachicago.org>, posted at the RTA's office on its public bulletin board, and published annually in at least one newspaper of general circulation in the RTA region.

4. Title VI Instructions to Public Regarding How to File a Complaint (4702.1B, Ch. III, § 4(a)(2))

The public notice attached as *Exhibit B* provides the public with instructions about how to file a Title VI complaint with the RTA. A copy of the complaint form provided to potential Title VI complainants is attached hereto as *Exhibit C*. The mechanics of addressing a complaint are described below and are also made available to the public upon request.

The General Counsel of the RTA is the Civil Rights Officer for Title VI and is responsible for receiving all Title VI complaints. The Civil Rights Officer will provide quarterly reports to the RTA Executive Director of filed Title VI complaints and the status of each complaint. If appropriate, upon receipt of a complaint, the Civil Rights Officer will be responsible for conducting or overseeing the investigation of Title VI complaints and will also notify the complainant of the right to file a complaint directly with the FTA.

5. Public Transportation-Related Title VI Investigations, Complaints, or Lawsuits since October 2014 (4702.1B, Ch. III, § 4(a)(3))

Since the last submission of RTA's Title VI program there have been no Title VI investigations, complaints or lawsuits naming the RTA.

6. Public Participation Plan (4702.1B, Ch. III, § 4(a)(4))

The RTA serves as the financial oversight and regional planning agency for mass transit in northeastern Illinois, and is not involved in the construction of transit facilities or the day-to-day operating aspects of providing most transit services. Because the RTA is primarily an oversight and planning body rather than an operator its direct interaction with the public is fairly limited.

Public transportation services and construction projects are provided and undertaken by the Chicago Transit Authority, Metra Commuter Rail Division and Pace Suburban Bus Division (collectively the "Service Boards"). Additional service is provided by third parties through the Job Access Reverse Commute ("JARC"), New

Freedom, and Enhanced Mobility for Seniors and Individuals with Disabilities (§5310) programs.

In its oversight and planning role, the RTA is committed to promoting broad public participation and ensuring that the viewpoints of low-income, minority, and Limited English Proficiency ("LEP") populations are sought out and considered in the financial oversight and regional planning process. Within the RTA, the Communications and Public Affairs Division ensures that the public is notified of RTA's mission, budget, policies and activities through its contacts in the news media, its extensive mailing list, the RTA website, and projects targeted to specific audiences.

Below is a summary of RTA's public outreach activities undertaken since the last submission of RTA's Title VI Program to encourage broad public involvement and meaningful access to minority and low income individuals.

Travel Information Center/Customer Service Center – Most of the direct interactions between the public and the RTA occurs through the RTA Travel Information Center ("TIC"), which receives approximately five million calls annually. Through the TIC, the RTA provides over-the-phone trip planning assistance.

The RTA Customer Service Center is centrally located in downtown Chicago and provides a walk-in center for customers with disabilities and older adults who qualify to obtain information regarding the Ride Free services, which is an income-tested free ride program. The walk-in center provides customers with disabilities or older adults with information regarding Reduced Fare services. The Customer Service Center also provides system maps at no charge.

Public Meetings and Hearings – The RTA holds general public meetings of its Board, as well as project-specific and program-specific meetings, including open houses and community group meetings. RTA Board of Directors meetings comply in all respects with the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* RTA records are available to the public pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* Also, each year in December, in compliance with the Act, the RTA holds public hearings on the Annual Budget, the Strategic Plan and the Five-Year Capital Program in each of the six counties in the metropolitan region. To promote meaningful access to minority and low-income populations, the RTA works to ensure some of these preliminary hearings are held in locations convenient to minority and low-income populations in the northeastern Illinois region. Translators are available upon request, and there is a multi-lingual notification at each meeting or hearing providing how to request translation services.

RTA Website – The RTA maintains a website that provides various services and information directly to the public. Information regarding the RTA Transit

Benefit program and the RTA's Ride Free and Reduced Fare Programs, which aid in providing access to transit for low-income riders, is also available on the RTA website. The RTA Trip Planner is a multi-modal trip planner for Chicago and the metropolitan region which enables members of the public to create their own trip itinerary based on current schedules for the CTA, Pace and Metra. The public can also send email messages to RTA staff through the RTA website.

In Transit – *In Transit* is the RTA's monthly publication of transit-related news and issues in the northeastern Illinois region. *In Transit* is distributed via an electronic mailing list maintained by the RTA and is also available for download from the RTA's website.

System Maps – The RTA publishes system maps in English and Spanish.

Program-Specific Presentations – The RTA makes public presentations on its Annual Budget, the Strategic Plan and the Five-Year Capital Program to each of the County Boards within the RTA's boundaries and their Transportation Committees in November or December of each year. In accordance with 70 ILCS 3615/1.01 *et seq.* (the "RTA Act"), the RTA coordinates its public outreach activities with the Chicago Metropolitan Agency for Planning to ensure broad public involvement throughout the region. Translators are available upon request, and there is a multi-lingual notification at each meeting providing how to request translation services.

Public Documents and Records – The Annual Budget, the Strategic Plan and the Five-Year Capital Program and other public documents contain important information about the Service Boards and the RTA. As required by the RTA Act, the Annual Budget is a published, comprehensive annual budget and program document describing the state of the RTA and the Service Boards, its plans for operations and capital expenditures, and the means to finance them. The Five-Year Capital Program and the Strategic Plan set forth the standards of service which the public may expect, each Service Board's plans for coordinating routes and service of the various transportation agencies, the anticipated expense of providing service that meets service standards, the nature, location and expense of anticipated capital improvements, and other data the RTA deems pertinent to each Service Board's decision as to levels and nature of service. Through access to these documents and the RTA public hearings, the public has the opportunity to review and comment on activities of each of the Service Boards in the context of regional planning. As these documents are quite extensive and translation costs would be great, translations of these documents are available to the public on request.

Americans with Disabilities Act ("ADA") Paratransit – The RTA administers the regional ADA Paratransit Certification Program. Applicants submit an application, which is followed by in-person interviews and potentially functional assessments in order to determine eligibility for ADA Paratransit service. Information is provided in English, Spanish, and accessible formats (e.g.

large-print, Braille, audio tape) with additional language telephone translation services available upon request. Contact information for this program can be found on RTA's website and is published in program brochures.

RTA Transit Access Advisory Committee – The RTA staffs a Transit Access Advisory Committee. The Committee meets quarterly to discuss ADA-related transit issues and provides policy guidance to the RTA on accessibility-related topics for all modes of transit provided in the region. Those meetings are open to the public. The RTA Transit Access Advisory Committee is comprised of voting members including representatives of regionally recognized agencies and organizations that support people with disabilities, as well as non-voting members representing the Service Boards and the Chicago Mayor's Office for People with Disabilities. Additionally, each Service Board has its own ADA Advisory Committee to address mode-specific ADA issues. Contact information for this committee is found on RTA's website.

RTA Travel Training Program – The RTA operates a Travel Training Program, which provides professional, one-on-one training for people with disabilities and older adults on how to use the public transportation system. The Travel Training Program also provides individual and group transit orientation for those customers with disabilities and older adults who only need a brief orientation to fixed route transit service in order to use it independently. Travel trainers provide instruction in English and Spanish. Instruction in other languages is provided through a telephone-based translation service. Contact information for this program can be found on RTA's website and is published in program brochures.

Ride Free Program – Seniors and people with disabilities who are enrolled in the Illinois Department on Aging's Benefit Access Program are eligible to ride free on the Service Boards' fixed-route bus and rail services. The RTA administers this program, and translators for this service are available upon request.

Reduced Fare Program – People aged 65 or older and other qualified individuals with disabilities are eligible for reduced fares on the Service Boards' fixed-route services and on Metra. The RTA administers the Reduced Fare program, and translators for this service are available upon request.

Transit Fare Benefit Program – The RTA Transit Benefit Fare Program helps employees and employers save money on transit. IRS Section 132(f) allows for employees to have up to \$130 per month deducted pre-tax to pay for transit or vanpool commuting expenses. Typically, the RTA works directly with employers, who purchase either fare media or FareChecks with which employees can purchase fare media. However, in some cases, the RTA works directly with employees, and in those cases translators are available upon request.

Regional Interagency Signage Program – The Interagency Signage Program is comprised of a series of colorful signs, maps, route diagrams and schedules that

direct riders throughout the RTA transit system. The signage intentionally relies on universal icons and pictographs to bridge language barriers and is ADA-compliant.

RTA Funding Programs – The RTA offers planning, operating, and capital grant funding programs. The programs target innovative projects that will increase transit usage, improve the effectiveness of the region's current transit system, provide for better mobility for seniors and people with disabilities, and improve job access.

Community Planning: The Community Planning program provides funding and planning assistance to appropriate planning projects that benefit the community. The program offers applicants an opportunity to participate in the planning of transportation, transit and transit-related opportunities. Services offered include transit-oriented development plans, transit improvement plans, and integrated transit and land use plans.

Section 5310: The §5310 program, Enhanced Mobility for Seniors and Individuals with Disabilities, provides financial assistance for transportation services planned, designed and carried out to meet the special transportation needs of seniors and individuals with disabilities.

Job Access Reverse Commute /New Freedom: The Job Access Reverse Commute (JARC) program is a federally funded program that provides operating and capital assistance for transportation services planned, designed, and carried out to meet the transportation needs of eligible low-income individuals and commuters regardless of income. The New Freedom program provides new public transportation services and public transportation alternatives beyond those required by the ADA. Projects funded through this program advance the goals of the RTA by reducing transportation barriers and expanding mobility for persons with disabilities.

Although all JARC and New Freedom funds have been awarded, there are several projects that continue to operate with those funds; as such the RTA's continues to administer and monitor those projects.

Innovation, Coordination and Enhancement ("ICE"): The ICE program was established as part of the 2008 Mass Transit Reform Legislation. The program provides funding to enhance the coordination and integration of public transportation and to develop innovations that improve the quality and delivery of public transportation. Projects funded through this program advance the vision and goals of the RTA by providing reliable transit services and enhancing efficiencies through effective management and innovative technology.

Regional Citizens Advisory Board ("RCAB") – The Regional Citizens Advisory Board is an advisory body, formed pursuant to the RTA ACT, 70 ILCS 3615/3.08. Its role is to advise the RTA Board of Directors of the impact of its

policies on transit issues within the Chicago Metropolitan Region. Its members serve without compensation for two-year terms. RCAB is comprised of members serving on the Citizens Advisory Boards of CTA, Metra, and Pace. RCAB serves as a direct conduit to the public and a key component of the RTA, soliciting broad comments about the goal, vision, and policies of the RTA.

7. Language Assistance Plan for LEP Persons (4702.1B, Ch. III, § 4(a)(5))

The RTA is committed to ensuring that LEP persons have meaningful access to the RTA's public activities as it carries out its role as a financial oversight and regional planning agency related to the provision of public transit in northeastern Illinois. The RTA aims to provide language assistance to LEP persons where appropriate based on the number and proportion of LEP persons within the community, the frequency with which they encounter RTA public activities, the importance of the public activity, and resources available to the RTA.

Based on data from the U.S. Census Bureau's 2010 American Community Survey (ACS) 3-year estimates, and as set forth in *Exhibit D*, the RTA has determined that approximately 1,058,938 individuals in the RTA region primarily speak a language other than English and speak English less than "very well."

Based on this information, and its contact with local and regional community groups, the RTA has conducted the following four-factor analysis of "the various kinds of contacts [the RTA] has with the public" as set forth in the U.S. DOT guidance provided at 70 FR 74087 (Dec. 14, 2005).

Factor One - The Number or Proportion of LEP Persons Eligible to be Served or Likely to be Encountered by the Program or Recipient

As an oversight and planning agency, the RTA rarely encounters its eligible service population and, consequently, the number of LEP persons served or encountered is quite low.

Based on the ACS data, the RTA has determined that Spanish and Polish represent the only languages (other than English) spoken by 1.00% or greater of the regional population as a primary language. These Spanish and Polish speakers are further identified as those who speak "English less than very well." This data set represents 669,277 Spanish speakers, comprising 8.66% of the region and 97,468 Polish speakers, or 1.26% of the region. Among Spanish speakers, 63.20% speak English less than "very well;" among Polish speakers, that percentage is 9.20%.

There is a substantial drop from Spanish and Polish to Chinese—the third next most represented language—which represents approximately 39,504 speakers, or 0.51% of the region. Next is Korean, with 23,291 speakers, comprising 0.30% of

the region; Tagalog, 20,307, 0.26%; Russian, 18,891, 0.24%; and Arabic, at 16,339, 0.21%. Please see *Exhibit D* for an expanded treatment of this issue.

Factor Two - The Frequency with which LEP Individuals Come into Contact with the Program

In its role as an oversight and planning agency, the RTA rarely encounters its eligible service population or its LEP population. The only contacts with the LEP population occur through the programs described in the "Public Participation Plan" section above.

As previously discussed, Spanish or Polish speakers represent more than seventy percent (70%) of the LEP population in the RTA area and constitute, by far, the groups most encountered.

Factor Three - The Nature and importance of the Program, Activity or Service Provided by the RTA

The RTA values meaningful contact with LEP persons and facilitates meaningful contact with LEP persons through programs that invite public participation. The RTA's Trip Planner site, for example, is available in English, Spanish and Polish.

The nature of RTA's public participation programs can be classified as high-volume, low-volume and passive. See *Exhibit E*.

The RTA operates two high-volume programs: the TIC, which handles approximately 5 million calls from the public each year and the RTA Customer Service Center, which provides travel assistance in-person to riders who need information about the ride-free or reduced fare programs. To better serve the region's LEP population, the RTA has contracted to provide telephone-based language interpretation services in hundreds of languages. Real-time language interpretation is available at any time by calling the language assistance line supported by selected contractor(s). Agents who speak English are available to callers 7 days per week at the TIC by calling 836-7000 from any regional area code. Spanish-speaking agents are also available at the TIC upon request.

The low-volume RTA programs are: (i) ADA Paratransit Eligibility Determination and Appeals; (ii) ADA Travel Training; (iii) RTA Public Meetings, Hearings, and other public planning and funding activities; (iv) Reduced Fare Passes; (v) Ride Free Program; and (vi) the Transit Fare Benefit Program.

The passive RTA programs, through which customers essentially "help themselves" are: (i) the RTA Trip Planner; (ii) RTA system maps; (iii) the RTA website; (iv) the *In Transit* publication; (v) the RTA's public documents; and (vi) the Regional Interagency Signage Program. As previously explained, the RTA Trip Planner site is available in English, Spanish, and Polish. System maps are

printed in English and Spanish, as is information about the Ride Free Program.

Factor Four – Resources Available to the RTA and Costs

The RTA is a relatively small oversight body, with approximately 110 employees, and a limited budget. To ensure that all reasonable measures are taken to provide meaningful access for LEP persons, the RTA contracts out many of the services and programs that touch and concern its interaction with the regional LEP population.

Measures Taken to Ensure Meaningful Access for LEP Persons

Please see the table at *Exhibit E* for a list of the RTA's public programs, activities, service and measures taken to ensure contact with LEP persons. The RTA is committed to ensuring that the public is aware of the various language assistance services available and to provide notice of these services to LEP persons. The RTA performs ongoing reviews of the language assistance services it provides in order to ensure meaningful access for LEP persons to the RTA's public activities.

8. Racial Breakdown of Transit-Related, Non-Elected Planning Boards, Advisory Councils, or Committees, or Similar Decision-Making Bodies (4702.1B, Ch. III, § 4(a)(6))

BODY	CAUCASIAN	LATINO	AFRICAN AMERICAN	ASIAN AMERICAN	NATIVE AMERICAN
RTA Region*	52.16%	22.43%	17.92%	6.88%	0.77%
RTA Board of Directors	62.50%	6.25%	25.00%	6.25%	0.00%
Regional Citizens Advisory Board	85.71%	8.33%	8.33%	0.00%	0.00%
RTA Transit Access Advisory Committee	89.00%	0.00%	11.00%	0.00%	0.00%

*Source: US Census Bureau State & County QuickFacts

RTA Board of Directors (the "Board")

The RTA does not control the appointment of its Board of Directors and, consequently,

cannot affect the participation of minorities on the Board. RTA directors are appointed by outside entities; the RTA Chairman is appointed by the other directors.

The fifteen non-chairman members of the sixteen-member Board are appointed as follows: five directors are appointed by the Mayor of the City of Chicago, with the advice and consent of the City Council of the City of Chicago; four directors are appointed by the votes of a majority of the members of the Cook County Board, a majority of the electors of which reside outside Chicago; one director is appointed by the President of the Cook County Board with the advice and consent of the members of the Cook County Board; and five directors are appointed by the Chairman or County Executives, as applicable, of the Counties of DuPage, Kane, Lake, McHenry, and Will, with the advice and consent of their respective county boards.

The Chairman of the RTA Board of Directors, who may not be appointed from among the other Directors and who must be a resident of the metropolitan region, is appointed by the other directors, by the affirmative vote of at least 11 directors based on the following formula: at least 2 affirmative votes from directors who reside in the City of Chicago; at least 2 affirmative votes from directors who reside in Cook County outside the City of Chicago; and at least 2 affirmative votes from directors who reside in the Counties of DuPage, Lake, Will, Kane, or McHenry.

Regional Citizens Advisory Board (the "RCAB")

The nineteen-member RCAB, established by the RTA Act, is an advisory body only. RCAB members are appointed as follows: three members are, by statute, the Chairmen of the Citizens Advisory Boards of the Chicago Transit Authority, Metra, and Pace; and the remaining sixteen members are appointed by the sixteen members of the RTA Board, each of whom can appoint one RCAB member.

Just as the RTA cannot control the political appointments of its Board members, the RTA similarly has no control over RCAB appointments made by Board Members. Even so, RTA staff encourages Board members to ensure that the composition of the RCAB reflects the composition of the RTA's six-county service area.

RTA Transit Access Advisory Committee

The sixteen-member RTA Transit Access Advisory Committee obtains input from the disability community for the RTA regarding the coordination of accessible public transportation services across the region and the efficiency of other regional transportation programs used by individuals with disabilities.

Although the RTA Board ultimately approves all appointments to the RTA Transit Access Advisory Committee, committee members are designated by local agencies that serve people with disabilities (voting members) and the RTA's Service Boards. RTA Transit Access Advisory Committee membership is, therefore, dependent on the individuals these agencies send to the RTA. While the racial breakdown of the RTA Transit Access Advisory Committee does not reflect significant minority participation,

eleven of the eighteen members have known disabilities. The remaining members work directly with the disability community on a daily basis. Because the RTA Transit Access Advisory Committee represents the disability community, the designating agencies focus on prospective members' relationship to the disability community.

9. Subrecipient Title VI Programs (4702.1B, Ch. III, § 4(a)(7))

Assistance

The RTA provides its subrecipients with informational resources to help them develop and adopt their own Title VI programs. They are provided with: (a) sample notices to the public informing them of their rights under DOT's Title VI regulations and procedures on how to file a Title VI complaint; (b) sample procedures for tracking and investigating Title VI complaints filed with the subrecipient; and (c) referral to the Chicago Metropolitan Agency for Planning ("CMAP") for relevant demographic information. A sample of the information that was previously sent to subrecipients is attached to this Program as *Exhibit F*.

In addition to the packets, RTA provides technical assistance to all subrecipients on an as-needed basis by telephone and email.

Implementation

In 2012, all of the RTA's current subrecipients with active projects submitted Title VI programs. The RTA is again asking all current subrecipients with active projects to update their own programs and submit them to the RTA. The subrecipients can adopt the RTA's notice to beneficiaries, complaint procedures and complaint form, public participation plan, and language assistance plan where appropriate. They are also notified that their board of directors or appropriate governing entity or official must approve the program before it is submitted to the RTA.

The RTA offers continued technical support in the creation of the programs. The submitted programs are stored electronically by RTA.

Monitoring Ongoing Compliance

The RTA expressly requires compliance with all requirements of Title VI in all of its third-party contracts and grant agreements. These requirements apply to prime contractors and flow through to subcontractors and subrecipients. Failure to pass through these provisions is considered a material breach of the third-party contract or grant agreement.

In compliance with JARC, New Freedom and §5310 programs, the RTA has also developed a compliance review process to assure subrecipients are in compliance with these programs. This process assists the RTA in ensuring compliance with federal requirements, including Title VI, by contractors and subrecipients, as well as improving project management and administration.

EXHIBIT A

**RTA ORDINANCE NO. 2014-57, ADOPTED OCTOBER 15, 2014,
APPROVING THIS TITLE VI PROGRAM**

ORDINANCE NO. 2014-57

WHEREAS, Title VI of the Civil Rights Act of 1964, as amended, requires that “[n]o person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance;”

WHEREAS, the FTA requires recipients and sub-recipients of federal public transportation funds to submit, every three years, a Title VI program update as a condition for receipt of FTA financial assistance;

WHEREAS, the Regional Transportation Authority (the “Authority”) is the direct recipient of funding from the Federal Transit Administration (“FTA”); and

WHEREAS, the current approval period for the RTA ends on November 30, 2014, and a Title VI program update must be submitted to the FTA.

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE REGIONAL TRANSPORTATION AUTHORITY that:

- 1) The Board of Directors of the Authority hereby approves the Title VI Plan substantially in the form attached hereto, dated October 2014, which contains revised and updated information specific to Federal Transit Administration programs as required by Section 601 of the 1964 Civil Rights Act.
- 2) The Executive Director of the Authority is hereby authorized and directed to take any and all actions as the Executive Director deems necessary and appropriate to implement, administer and enforce this ordinance and the RTA Title VI Program, including the preparation and execution of any and all further documents or other materials required for certification.

EXHIBIT B

RTA'S TITLE VI NOTICE TO THE PUBLIC

[Attached]

The RTA's Title VI Notice is posted at:

The RTA Offices, 15th and 16th Floors
175 W. Jackson Boulevard
Chicago, IL

RTA Customer Service Center
69 W. Washington
Chicago, IL

RTA website: rtachicago.com

RTA Employee Handbook



TITLE VI **NOTICE**

The Regional Transportation Authority ("RTA") hereby gives public notice of its policy to assure full compliance with Title VI of the Civil Rights Act of 1964 and all related statutes. Title VI requires that no person in the United States of America shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the RTA receives Federal financial assistance.

Interested parties may obtain a copy of the RTA's Title VI Program on the RTA's website or by requesting a copy of the program directly from the RTA. To request copies of the program in an alternative format in accordance with ADA and LEP regulations contact the RTA's Regulatory Compliance Officer at 312-913-3212. The RTA offers a variety of resources and services in other languages free of charge. Services include but are not limited to the following: oral interpreters, written language services and translations of vital documents.

Any person who believes that they have, individually or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, or national origin may file a formal complaint with the RTA.

Please direct all questions concerning the above to:

Regulatory Compliance Officer
Regional Transportation Authority
175 West Jackson Boulevard
Suite 1650
Chicago, Illinois 60604

Please contact the following to initiate a formal complaint:

General Counsel
Regional Transportation Authority
175 West Jackson Boulevard
Suite 1650
Chicago, Illinois 60604

EXHIBIT C

RTA'S TITLE VI COMPLAINT FORM



TITLE VI COMPLAINT FORM

Title VI of the 1964 Civil Rights Act requires that "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." If you feel you have been discriminated against in transit services, please provide the following information in order to assist us in processing your complaint and send it to:

**General Counsel
Regional Transportation Authority
175 West Jackson Boulevard
Suite 1650
Chicago, Illinois 60604**

Please print clearly or type:

Name: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Person discriminated against: _____

Address of person allegedly discriminated against: _____

City, State, Zip Code of person allegedly discriminated against: _____

Please check off why you believe discrimination occurred (check all that apply):

- ☐ race or color
- ☐ national origin
- ☐ income
- ☐ other (explain): _____

What was the date of the alleged discrimination? _____

Where did the alleged discrimination take place? _____

Please describe the circumstances as you saw them:

Please list any and all known witnesses' names and contact information:

What type of corrective action would you like to see taken?

Please attach any documents you have which support the allegation, then sign and date this form and send to the person listed on the first page of this form.

Your Signature

Print your name

Date

EXHIBIT D

RTA REGION LEP DEMOGRAPHICS

		Percentage of Region	Percentage of < "very well"
7-County Regional Total Population:	7,867,913	100.00%	N/A
Speak another language, but English less than "very well"			
Spanish or Spanish Creole:	662,918	8.43%	63.21%
French (incl. Patois, Cajun):	5,293	0.07%	0.50%
French Creole:	1,644	0.02%	0.16%
Italian:	10,591	0.13%	1.01%
Portuguese or Portuguese Creole:	1,342	0.02%	0.13%
German:	5,332	0.07%	0.51%
Yiddish:	245	0.00%	0.02%
Other West Germanic languages:	327	0.00%	0.03%
Scandinavian languages:	233	0.00%	0.02%
Greek:	7,834	0.10%	0.75%
Russian:	19,219	0.24%	1.83%
Polish:	91,354	1.16%	8.71%
Serbo-Croatian:	11,752	0.15%	1.12%
Other Slavic languages:	14,375	0.18%	1.37%
Armenian:	973	0.01%	0.09%
Persian:	1,823	0.02%	0.17%
Gujarati:	16,565	0.21%	1.58%
Hindi:	9,607	0.12%	0.92%
Urdu:	11,486	0.15%	1.10%
Other Indic languages:	6,889	0.09%	0.66%
Other Indo-European languages:	17,776	0.23%	1.70%
Chinese:	41,019	0.52%	3.91%
Japanese:	5,222	0.07%	0.50%
Korean:	23,681	0.30%	2.26%
Mon-Khmer, Cambodian:	1,483	0.02%	0.14%
Hmong:	116	0.00%	0.01%
Thai:	3,055	0.04%	0.29%
Laotian:	1,566	0.02%	0.15%
Vietnamese:	10,184	0.13%	0.97%
Other Asian languages:	12,612	0.16%	1.20%
Tagalog:	20,946	0.27%	2.00%
Other Pacific Island languages:	1,337	0.02%	0.13%
Navajo:	13	0.00%	0.00%
Other Native North American languages:	72	0.00%	0.01%
Hungarian:	1,025	0.01%	0.10%
Arabic:	15,912	0.20%	1.52%
Hebrew:	779	0.01%	0.07%
African languages:	5,742	0.07%	0.55%
Other and unspecified languages:	6,361	0.08%	0.61%
Total < "very well"	1,048,703	13.33%	100.00%

Source: U.S. Census Bureau, 2008-2012 American Community Survey, Table B16001: language spoken at home by ability to speak English for the population 5 and over. Universe: Population 5 years and older.

EXHIBIT E

PROGRAMS, ACTIVITIES AND SERVICES THROUGH WHICH THE RTA COMES INTO CONTACT WITH THE PUBLIC AND LEP MEASURES TAKEN WITH RESPECT TO THE SAME

Program, Activity, or Service	LEP Measures
High Volume Programs or Services	
RTA Travel Information Center	<ul style="list-style-type: none"> • Real-time, telephone-based language interpretation services are available in hundreds of languages through an RTA contractor.
RTA Customer Service Center	<ul style="list-style-type: none"> • Centrally located and near public transportation in order to provide meaningful access to persons from throughout the entire region. • Real-time, telephone-based language interpretation services are available in hundreds of languages through an RTA contractor.
Low Volume Programs or Services	
ADA Paratransit Eligibility Determination and Appeals	<ul style="list-style-type: none"> • Translators are available upon request in hundreds of languages through an RTA contractor.
ADA Travel Training	<ul style="list-style-type: none"> • Translators are available upon request in hundreds of languages through an RTA contractor.
RTA Public Meetings, Hearings, and Other Publicly-Held Key Planning and Funding Activities	<ul style="list-style-type: none"> • Multi-lingual notification at meetings on how to request translation services. • RTA contracts with a firm to translate key documents (or summaries of documents) or provide in-person translation assistance in hundreds of languages upon request. • RTA holds these events in areas accessible to transit and affirmatively provides translation services at meetings held in areas with concentrated LEP populations.
Reduced Fare Passes	<ul style="list-style-type: none"> • Translators are available upon request for seniors or members of the disability community seeking reduced fare passes.
Ride Free Program	<ul style="list-style-type: none"> • Translators are available upon request for seniors or members of the disability community seeking to enroll in the Ride Free Program, which is an income-tested free ride program.
Transit Fare Benefit Program	<ul style="list-style-type: none"> • Translators are available upon request for members of the public seeking to enroll in the Transit Fare Benefit Program.
Passive Programs or Services	
RTA Website	<ul style="list-style-type: none"> • Where possible, the RTA website uses universal icons and pictographs to bridge language barriers for speakers of other languages.

	<ul style="list-style-type: none"> • Customers can utilize free online translation programs such as Google Translate or Babelfish.
RTA Trip Planner	<ul style="list-style-type: none"> • The RTA Trip Planner website is available in English, Spanish, and Polish. • Where possible, the website uses universal icons and pictographs to bridge language barriers for speakers of other languages. • Customers can utilize free online translation programs such
Regional Interagency Signage Program	<ul style="list-style-type: none"> • Way-finding and transit information signs intentionally rely on universal icons and pictographs to bridge language barriers. In most cases, limited space for text on signs precludes use of languages other than English.
RTA Public Documents	<ul style="list-style-type: none"> • Translations of these documents are available to the public on request
<i>In Transit</i>	<ul style="list-style-type: none"> • The RTA is discussing whether it is reasonable to pay for translation of this relatively low circulation publication.
System Maps	<ul style="list-style-type: none"> • These publications are published in English and Spanish.

EXHIBIT F

REPRESENTATIVE SUBRECIPIENT TITLE VI INFORMATION (Actual Programs filed electronically at the RTA)

SAMPLE PROGRAM, only a sample. A subrecipient may amend this for its agency's purposes or create a new one. If using this one, please fill in the blanks with the correct names for subrecipient staff job titles and agency name. For the 2014 Program, the RTA is offering the subrecipients the opportunity to adopt the RTA's recipient's notice to beneficiaries, complaint procedures and complaint form, public participation plan, and language assistance plan where appropriate.

A. Title VI Program Notice:

The notice as required by law:

"No person in the United States shall on the ground of race, color, or national origin be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal Financial assistance." (42 USC 2000d)

B. Complaint Procedures, How to file a Grievance, Complaint Process and Appeal

1. Purpose: To allow a recipient of services an opportunity to voice his or her dissatisfaction with services in direct relation to Title VI of the Civil Rights Act of 1964 services.
2. Grievance Process
 - a. Direct Service is provided by a paid or auxiliary staff member in the following positions: (Change as needed)
 - i. Program Manager
 - ii. Transportation Manager
 - iii. Program Coordinator
 - iv. Dispatchers
 - v. Drivers

The above staffs provide patrons an opportunity to voice dissatisfaction with service and a patron may begin a Title VI grievance at any time. Grievance intake is received without judgment and if no satisfaction can be given the patron, they are directed to speak to (Name of Position).

b. An opportunity also exists at the monthly scheduled _____, an _____ or to the Board of _____. On the agenda in the meeting is the "Remarks from the Audience." Patrons may voice their dissatisfaction at this time if they chose.

c. Located in the lobby area is a Suggestion Box with cards and pen for anyone to write a comment or suggestion. Suggestions must be signed to be read at the Committee Meeting.

d. After a complaint is received, the staff person in charge of the service contacts the patron to discuss the issue. If the client is still dissatisfied, the (Name of Position) will call and discuss the issue with the patron.

e. If satisfaction cannot be reached, the (Name of Position) invites the patron to address the issue with the (Name of Higher Level Position)

f. Patrons are able to voice a grievance without discrimination or reprisal. If a staff person reacts inappropriately to a complaint, the (Name of Position) will address the issue through some form of disciplinary action ranging from a management note to written warning up to and including termination based on the incident. Customer Service training is ongoing and the core value of respect is taken very seriously. If a staff person acts inappropriately, they may be dismissed.

3. Complaint Process

a. Once a complaint is lodged, we are duty-bound to investigate it with staff and persons involved. If the complaint is a result of an "incident", an Incident Report is to be completed and signed by the staff member involved. A copy of the Incident Report is given to the (Name of Position) and (Name of Higher Position).

b. The patron must first discuss his/her grievance with the staff person in an attempt to resolve the problem. If, after discussion with the persons involved and no resolution can be reached, the (Name of Position) contacts the patron to discuss the issue.

c. The (Name of Position) will investigate all sides of the grievance the patron will be notified in writing of a decision and the supporting reasons within 10 working days of notification of the grievance.

4. Appeal Process

a. If the grievance is not resolved, the patron may appeal in writing to the (Name of Higher Position) within five (5) working of receipt of notification from the (Name of Position) of his/her decision. The (Name of Higher Position) will investigate all sides of the grievance and will notify the patron in writing of his or her decision and supporting reasons within ten (10) working days from the date the (Name of Higher Position) received the written appeal.

b. If a patron feels uncomfortable discussing the grievance with the (Name of Position), she/he may immediately bring the grievance to the attention of the (Name of Higher Position).

c. Complaint Form

d. Listing of all Title VI Investigations, Complaints, or Lawsuits (If none please state NONE)

e. Discuss the agency's public involvement process. Public involvement should be early, often and continuous. The Plan should include information about outreach methods to engage minority and limited English proficient populations (LEP), as well as a summary of the outreach efforts made since the last Title VI Program submission.

f. LEP (Limited English Proficient) Program. Information available at: www.fta.dot.gov/documents/LEP_Handbook.doc.

1. Analyze census data on language usage.
2. Identify vital documents for translation
3. Provide translation of public notices, as needed.

g. Membership of Boards, Committees and Councils (Provide a description on how these entities are chosen, a table that depicts the membership by race and a description of the process the agency uses to encourage the participation of minorities on such entities.)

h. A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or officials(s) responsible for policy decisions reviewed and approved the Title VI Program.

ATTACHMENT 3—2014 Title VI SAMPLE PROGRAM, only a sample. A subrecipient may amend this for its agency's purposes or create a new one.

If using this sample, please fill in the blanks with the correct names for the subrecipient agency and for subrecipient staff assigned to the role with the program. For the 2014 Program, the RTA is offering the subrecipients the opportunity to adopt the RTA's Notice to the beneficiaries, complaint procedures and complaint form, public participation plan, and language assistance plan (LEP) where appropriate.

If using this sample program, please fill in the blanks with the correct names for subrecipient staff, their job titles and the agency name.

- (1) A. Title VI Program Notice: a copy of the recipient's Title VI notice to the public that indicates the recipient complies with Title VI, and informs members of the public of the protections against discrimination afforded to them by Title VI. Include a list of locations where the notice is posted. (Subrecipient can adopt the RTA's notice) A sample Title VI notice is in Appendix B of Attachment 1.

The notice as required by law:

"No person in the United States shall on the ground of race, color, or national origin be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal Financial assistance." (42 USC 2000d)

- (2) A copy of the recipient's instructions to the public regarding how to file a Title VI discrimination complaint, including a copy of the complaint form. (Subrecipient can adopt the RTA's instructions).

a. How to file a Complaint Process and Appeal

1. Purpose: To allow a recipient of services an opportunity to voice his or her dissatisfaction with services in direct relation to Title VI of the Civil Rights Act of 1964 services.

2. Grievance Process

a. Direct Service is provided by a paid or auxiliary staff member in the following positions: (Change the following as needed to reflect your agency's process.)

i.. Program Manager

ii. Transportation Manager

iii Program Coordinator

iv. Dispatchers

v. Drivers

The above staffs provide patrons an opportunity to voice dissatisfaction with service and a patron may begin a Title VI grievance at any time. Grievance intake is received without judgment and if no satisfaction can be given the patron, they are directed to speak to (Name of Position).

b. An opportunity also exists at the monthly scheduled _____, an _____ or to the Board of _____. On the agenda in the meeting is the "Remarks from the Audience." Patrons may voice their dissatisfaction at this time if they chose.

c. Located in the lobby area is a Suggestion Box with cards and pen for anyone to write a comment or suggestion. Suggestions must be signed to be read at the Committee Meeting.

d. After a complaint is received, the staff person in charge of the service contacts the patron to discuss the issue. If the client is still dissatisfied, the (Name of Position) will call and discuss the issue with the patron.

e. If satisfaction cannot be reached, the (Name of Position) invites the patron to address the issue with the (Name of Higher Level Position).

f. Patrons are able to voice a grievance without discrimination or reprisal. If a staff person reacts inappropriately to a complaint, the (Name of Position) will address the issue through some form of disciplinary action ranging from a management note to written warning up to and including termination based on the incident. Customer Service training is ongoing and the (Agency Name) core value of respect is taken very seriously. If a staff person acts inappropriately, they may be dismissed.

3. Complaint Process

a. Once a complaint is lodged, we are duty-bound to investigate it with staff and persons involved. If the complaint is a result of an "incident", an Incident Report is to be completed and signed by the staff member involved. A copy of the Incident Report is given to the (Name of Position) and (Name of Higher Position).

b. The patron must first discuss his/her grievance with the staff person in an attempt to resolve the problem. If after discussion with the persons involved and no resolution can be reached the (Name of Position) contacts the patron to discuss the issue.

c. The (Name of Position) will investigate all sides of the grievance the patron will be notified in writing of a decision and the supporting reasons within 10 working days of notification of the grievance.

4. Appeal Process

a. If the grievance is not resolved, the patron may appeal in writing to the (Name of Higher Position) within five (5) working of receipt of notification from the (Name of Position) of his/her decision. The (Name of Higher Position) will investigate all sides of the grievance and will notify the patron in writing of his or her decision and supporting reasons within ten (10) working days from the date the (Name of Higher Position) received the written appeal.

b. If a patron feels uncomfortable discussing the grievance with the (Name of Position), she/he may immediately bring the grievance to the attention of the (Name of Higher Position).

(3) Listing of all Title VI Investigations, Complaints, or Lawsuits (If none please state NONE) A list of any public transportation-related Title VI investigations, complaints, or lawsuits filed with the recipient since the time of the last submission. This list should include only those investigations, complaints, or lawsuits that pertain to allegations of discrimination on the basis of race, color, and/or national origin in transit-related activities and programs and that pertain to the recipient submitting the report, not necessarily the larger agency or department of which the recipient is a part.

(4) A public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Program submission. A recipient's targeted public participation plan for minority populations may be part of efforts that extend more broadly to include other constituencies that are traditionally underserved, such as people with disabilities, low-income populations, and others. (Subrecipient can adopt the RTA's public participation plan).

Discuss the agency's public involvement process. Public involvement should be early, often and continuous

(5) A copy of the recipient's plan for providing language assistance to persons with Limited English Proficiency (LEP), based on the DOT LEP Guidance. (Subrecipient can adopt the RTA's LEP assistance plan). Operational differences between the primary recipient and subrecipient may require, in some instances, that the subrecipient tailor its language assistance plan.

LEP (Limited English Proficient) Program. Information available at:
www.fta.dot.gov/documents/LEP_Handbook.doc.

1. Analyze census data on language usage.
2. Identify vital documents for translation
3. Provide translation of public notices, as needed.

(6) Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees or councils. (Every entity must have this item.)

~~(7) Primary recipients shall include a narrative or description of efforts the primary recipient uses to ensure subrecipients are complying with Title VI, as well as a schedule of subrecipient Title VI program submissions. (Only the RTA.)~~

~~(8) If the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc., the recipient shall include a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility. (None of the RTA's subrecipients have constructed a facility.)~~

~~(9) Additional information as specified in chapters IV, V, and VI, depending on whether the recipient is a fixed route transit provider, a State, or an MPO. (Not applicable to RTA subrecipients.)~~