A large, stylized, light blue Phoenix logo is centered in the background of the slide. The logo is composed of several overlapping, curved shapes that form the bird's head and tail. The background is a solid dark blue color.

City of Phoenix FTA Recipient Title VI Program requirements



Overview

The City of Phoenix (COP) is a recipient of federal financial assistance. All recipients and pass-through entities (subrecipients) are required to comply with various nondiscrimination laws and regulations, including Title VI of the Civil Rights Act of 1964 (“Title VI”).





Title VI of the Civil Rights Act of 1964

“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.” **(42 USC 200d)**





Program or Activity Applies institution-wide

- **Civil Rights Restoration Act of 1987-** added the requirement that Title VI applies **institution-wide**; it is *not* limited to the program that receives federal funding (e.g., planning, capital, operations)





Purpose of Training

To ensure all City of Phoenix FTA Subrecipients are aware and abide by the provisions of Title VI and similar statutes. This training aims to provide guidance on the **minimum** requirements to be in compliance with FTA rules, laws and regulations.





Procedures for Assuring Title VI Compliance & Enforcement – General Requirements

1. **Policy Statement Indicating Title VI Compliance**
2. **Title VI Notice to the Public**
3. **Title VI Complaint Procedures**
4. **Title VI Complaint Form**
5. List of Title VI Investigations, Complaints, and Lawsuits
6. Public Participation Plan
7. Language Assistance Plan (LEP)
8. Membership of Non-elected Committees Table
9. Monitoring for Sub-Recipient Title VI Compliance
10. Title VI Equity Analysis (New facilities only)
11. Board Meeting Minutes



Provide a Policy Statement

- ❑ Expressed Commitment to the Title VI Program
- ❑ Delegation of Authority to the Title VI Program Coordinator/Staff Person with knowledge of Title VI requirements **with** contact information.
- ❑ **Must** be signed by head of agency.
- ❑ **Must** be updated if administration changes or every three years.

Title VI Policy Statement

The **TYPE YOUR AGENCY/TRANSIT PROVIDER NAME HERE** policy assures full compliance with Title VI of the Civil Rights act of 1964 and related statutes and regulations in all programs and activities. Title VI states that “no person shall on the grounds of race, color or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination” under any **TYPE YOUR AGENCY/TRANSIT PROVIDER NAME HERE** sponsored program or activity. There is no distinction between the sources of funding.

TYPE YOUR AGENCY/TRANSIT PROVIDER NAME HERE also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies and activities on minority and low-income populations. Furthermore, **TYPE YOUR AGENCY/TRANSIT PROVIDER NAME HERE** will take reasonable steps to provide meaningful access to services for persons with limited English proficiency.

When **TYPE YOUR AGENCY/TRANSIT PROVIDER NAME HERE** distributes Federal-aid funds to another entity/person, **TYPE YOUR AGENCY/TRANSIT PROVIDER NAME HERE** will ensure all subrecipients fully comply with **TYPE YOUR AGENCY/TRANSIT PROVIDER NAME HERE** Title VI Nondiscrimination Program requirements. The **TITLE OF HIGHEST RANKING OFFICIAL** has delegated the authority to **TYPE AGENCY PERSON RESPONSIBLE FOR TITLE VI**, Title VI Program Coordinator, to oversee and implement FTA Title VI requirements.

NAME AND TITLE OF HIGHEST RANKING OFFICIAL



Notice to the Public

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.





Notice to the Public Cont...

- Must state that the program operates without regard to **race, color, or national origin**.
- Must state that a complainant can file directly with the subrecipient.
- Must list procedures to file a Title VI complaint
- Must list procedures to request additional information on the Title VI obligations.
- Must include the statement: “If information is needed in another language, then contact (XXX) XXX-XXXX.” (*This should be stated in English and in any other language(s) spoken by limited English proficiency (LEP) populations that meet the Safe Harbor threshold*)
- You must indicate in your Title VI Program Plan where the notice is posted and available to the public.



Where to post your Notice to the Public

- The Notice to the Public **must** be displayed at the following locations:
 - On your agency's **website**
 - At the office's reception desk
 - In any public meeting rooms or facilities
- The “Notice to the Public” should be placed in areas with **frequent** customer traffic.
- Many agencies display Title VI “Notice to the Public” in transit facilities (e.g., headquarters, transit shelters and stations, etc.), and on **transit vehicles** (e.g., buses, rail cars, etc.).



Example: Notice to the Public

Title VI Notice to the Public

Notifying the Public of Rights Under Title VI

TYPE YOUR AGENCY/TRANSIT PROVIDER NAME HERE

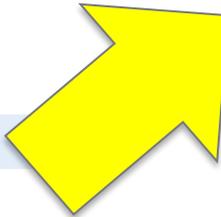
The **TYPE YOUR AGENCY/TRANSIT PROVIDER NAME HERE** operates its programs and services without regard to race, color or national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the **TYPE YOUR AGENCY/TRANSIT PROVIDER NAME HERE**.

For more information on the **TYPE YOUR AGENCY/TRANSIT PROVIDER NAME HERE**'s civil rights program, and the procedures to file a complaint, contact **TYPE TITLE VI CONTACT PERSON TYPE TITLE VI CONTACT PERSON PHONE NUMBER HERE**, (TTY **TYPE YOUR TTY NUMBER HERE**); email **TYPE TITLE VI PERSONS EMAIL HERE**; or visit our administrative office at **TYPE YOUR ADDRESS HERE**. For more information, visit **TYPE YOUR WEB ADDRESS HERE**.

A complainant may file a complaint directly with the City of Phoenix Public Transit Department or the Federal Transit Administration (FTA) by filing a complaint directly with the corresponding offices of Civil Rights: **City of Phoenix Public Transit Department**; ATTN: Title VI Coordinator, 302 N. 1st Ave., Suite 900, Phoenix AZ 85003 **FTA**; ATTN: 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 **TYPE ALTERNATE LANGUAGE PHONE NUMBER HERE**. Para información en Español llame: **TYPE NAME AND CONTACT INFORMATION HERE**

MAKE SURE THE SENTENCE ABOVE IS ALSO PROVIDED IN ANY LANGUAGE(S) SPOKEN BY LEP POPULATIONS THAT MEET THE SAFE HARBOR THRESHOLD



Title VI Notice to the Public -Spanish

Aviso al Público Sobre los Derechos Bajo el Título VI **TYPE YOUR AGENCY/TRANSIT PROVIDER NAME HERE**

TYPE YOUR AGENCY/TRANSIT PROVIDER NAME HERE (y sus subcontratistas, si cualquiera) asegura cumplir con el Título VI de la Ley de los Derechos Civiles de 1964. El nivel y la calidad de servicios de transporte serán provehidos sin consideración a su raza, color, o país de origen.

Para obtener más información sobre la **TYPE YOUR AGENCY/TRANSIT PROVIDER NAME HERE**'s programa de derechos civiles, y los procedimientos para presentar una queja, contacte **TYPE TITLE VI CONTACT PERSON TYPE TITLE VI CONTACT PERSON PHONE NUMBER HERE**, (TTY **TYPE YOUR TTY NUMBER HERE**); o visite nuestra oficina administrativa en **TYPE YOUR ADDRESS HERE**. Para obtener más información, visite **TYPE YOUR WEB ADDRESS HERE**.

El puede presentar una queja directamente con City of Phoenix Public Transit Department o Federal Transit Administration (FTA) mediante la presentación de una queja directamente con las oficinas correspondientes de Civil Rights: City of Phoenix Public Transit Department: ATTN Title VI Coordinator 302 N. 1st Ave., Suite 900, Phoenix AZ 85003 FTA: ATTN Title VI Program Coordinator, East Building, 5th Floor –TCR 1200 New Jersey Ave., SE Washington DC 20590

The above notice is posted in the following locations: **TYPE HERE WHERE THE NOTICE IS POSTED**. At a minimum it must be posted online and in the public areas of the agency's/transit provider's office(s). This notice should also be posted at stations, stops, and on transit vehicles

This notice is posted online at **TYPE URL HERE**



Complaint Procedures

- In order to comply with the reporting requirements established in 49 CFR Section 21.9(b), all recipients **must** develop procedures for investigating and tracking Title VI complaints filed against them and make it available to the public.





Complaint Procedures Cont...

- A Subrecipient's Title VI Program Plan must include a copy of the agency's Title VI complaint procedure
 - The complaint procedure and complaint form **MUST** be available on the recipient's website. The Title VI Complaint procedure is a vital document.
- If **ANY** Limited English Proficient populations in your service area, then the complaint procedure should be provided in English and **IN ANY OTHER LANGAGUES SPOKEN BY LEP PERSONS.**



Complaint Procedures must include...

- State that “any person that believes she or he has been discriminated against on the basis of race, color, or national origin” may file a Title VI complaint
- Include:
 - Where to File and Who to File with
 - When to accept complaint **(180 days from last incident)**
 - Investigation & resolution **(not to exceed XX days from filing)**
 - Notify COP within **7 days** of the complaint being filed and send COP a closing report within 7 business days
 - “If information is needed in another language, then contact (XXX) XXX-XXXX.” ***(This should be stated in English and in any other language(s) spoken by LEP populations that meet the Safe Harbor threshold.)***



Complaint Forms

Recipients must create and make available a Title VI Complaint Form for use by customers who wish to file a Title VI complaint. The complaint form **MUST** be available on the recipient's [website](#).





Complaint Forms Cont...

A recipient's Title VI Complaint Form shall specify the three classes protected by Title VI - **race**, **color**, and **national origin** - and allow the complainant to select one or more of those protected classes as the basis/bases for discrimination. If necessary, the procedure should be provided in English *and in any other language(s) spoken by LEP populations that meet the Safe Harbor Threshold.*





Sample below is provided for the purpose of guidance only (English)

Title VI Complaint Form

Section I:		
Name:		
Address:		
Telephone (Home):	Telephone (Work):	
Electronic Mail Address:		
Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
Section II:		
Are you filing this complaint on your own behalf?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
<i>*If you answered "yes" to this question, go to Section III.</i>		
If not, please supply the name and relationship of the person for whom you are complaining.		
Please explain why you have filed for a third party:		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Section III:		
I believe the discrimination I experienced was based on (check all that apply):		
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin
Date of Alleged Discrimination (Month, Day, Year): _____		
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.		

Section VI:		
Have you previously filed a Title VI complaint with this agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, please provide any reference information regarding your previous complaint.

Section V:
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, check all that apply:
<input type="checkbox"/> Federal Agency: _____
<input type="checkbox"/> Federal Court: _____ <input type="checkbox"/> State Agency: _____
<input type="checkbox"/> State Court: _____ <input type="checkbox"/> Local Agency: _____
Please provide information about a contact person at the agency/court where the complaint was filed.
Name: _____
Title: _____
Agency: _____
Address: _____
Telephone: _____
Section VI:
Name of agency complaint is against: _____
Name of person complaint is against: _____
Title: _____
Location: _____
Telephone Number (if available): _____
You may attach any written materials or other information that you think is relevant to your complaint. Your signature and date are required below
Signature _____ Date _____
Please submit this form in person at the address below, or mail this form to: TYPE YOUR AGENCY'S NAME HERE TYPE TITLE HERE (i.e. Title VI Coordinator) TYPE ADDRESS INFORMATION HERE TYPE CITY, STATE, AND ZIP HERE TYPE YOUR CONTACT PHONE NUMBER HERE OPTIONAL: TYPE YOUR EMAIL ADDRESS HERE OR DELETE THIS SPACE

A copy of this form can be found online at [TYPE WEB ADDRESS HERE](#)



Sample below is provided for the purpose of guidance only (Spanish)

Forma Para Poner una Queja (De Acuerdo Al Título VI)

Nota: La siguiente información se necesita para procesar su queja.

Información de la persona que está poniendo la queja:

Nombre: Dirección: _____
Ciudad/Estado/Código Postal: _____
Teléfono(Casa): _____
Teléfono (Trabajo): _____

Persona A La Que Se Discriminó (alguien que no sea la persona que está poniendo la queja)

Nombre: Dirección: _____
Ciudad/Estado/Código Postal: _____
Teléfono(Casa): _____
Teléfono (Trabajo): _____

¿Cuál de las siguientes razones describe por lo que usted siente que se le discriminó?

Raza/Color (Especifique) _____ Nacionalidad (Especifique) _____

¿En qué fecha(s) sucedió la discriminación? _____

Describa la presunta discriminación. Explique qué sucedió y quién cree usted que fue responsable (si necesita más espacio, agregue otra hoja).

Escriba una lista con los nombres de las personas que puedan tener conocimiento de la presunta discriminación y cómo contactarlas.

¿Ha presentado esta queja con otra agencia federal, estatal o local, o con cualquier corte federal o estatal? Marque todas las que apliquen.

Agencia Federal _____ Corte Estatal _____ Corte Federal _____
Agencia Local _____ Agencia Estatal _____

Por favor proporcione información de la persona a la que presentó su queja en la agencia/corte.

Nombre: _____
Dirección: _____
Ciudad/Estado/Código Postal: _____
Teléfono(Casa): _____
Teléfono (Trabajo): _____

Por favor firme abajo. Puede anexar cualquier material escrito u otra información que usted crea que es relevante sobre su queja.

Firma de la Persona que presenta la queja _____ Fecha _____

Número de Anexos: _____

Someta la forma y cualquier información adicional a:

TYPE YOUR AGENCY'S NAME HERE TYPE TITLE HERE (i.e. Title VI Coordinator)
TYPE ADDRESS INFORMATION HERE
TYPE CITY, STATE, AND ZIP HERE
TYPE YOUR CONTACT PHONE NUMBER HERE
OPTIONAL: TYPE YOUR EMAIL ADDRESS HERE OR DELETE THIS SPACE



Remember: POST ON WEBSITE

These 3 are vital documents **MUST** be posted on your external website

- Notice to the Public
- Complaint Form (English & Spanish)
- Complaint Process (English & Spanish)

(If a LEP population meets the “Safe Harbor” provision, please provide in those languages as well).



Example: COP's website

Public Transit Title VI



Title VI Notice to the Public

The city of Phoenix Public Transit Department hereby gives notice that it is the agency's policy to assure full compliance with Title VI of the Civil Rights Act of 1964. These federal statutes require that no person 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, activity or service the city of Phoenix Public Transit Department administers.

How to File a Title VI Complaint

City of Phoenix

The city of Phoenix is your point of contact should you feel you need to file a Title VI complaint about Phoenix-operated transit service (local Phoenix bus, RAPID and/or Dial-a-Ride). Any such complaint must be filed within 180 days of the alleged discriminatory act, or its last occurrence.

- [File a Title VI Complaint \(English\) >](#)
- [File a Title VI Complaint \(Spanish\) >](#)
- [City of Phoenix 2018 Title VI Program >](#)
- [Title VI Complaint Procedures >](#)

Know Your Rights

The City of Phoenix, Valley Metro and local cities provide their services and programs without regard to race, color and national origin in accordance with Title VI of the Civil Rights Act.

All agencies are committed to practicing nondiscrimination and any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint.

For more information on the civil rights programs and how to file a complaint, contact Valley Metro Customer Service at 602.253.5000, email csr@valleymetro.org or visit www.phoenix.gov/publictransit or the office at 302 N. 1st Avenue, Phoenix, AZ 85003.

City of Phoenix Valley METRO

Conozca Sus Derechos

La Ciudad de Phoenix, Valley Metro y las ciudades locales proveen sus servicios y programas sin considerar raza, color y origen nacional en conformidad con el Título VI del Decreto de los Derechos Civiles.

Ambas agencias están comprometidas a no discriminar en sus prácticas y cualquier persona que crea que ha sido agoviada por cualquier práctica discriminatoria ilegal bajo el Título VI puede registrar una queja.

Para más información sobre los programas de los derechos civiles y cómo registrar una queja, comuníquese con el Servicio al Cliente de Valley Metro al 602.253.5000 ó por correo electrónico a csr@valleymetro.org, o visite www.phoenix.gov/publictransit ó la oficina en 302 N. 1st Avenue, Phoenix, AZ 85003.

City of Phoenix Valley METRO



Complaint Log

- All recipients shall prepare and maintain a list of **any** complaints that **allege discrimination** on the basis of race, color, or national origin:
 - Active investigations conducted by FTA and entities other than FTA;
 - Lawsuits; and
 - Complaints naming the recipient.

This list shall include the date that the transit-related Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation, lawsuit, or complaint. This list shall be included in the Title VI Program Plan submitted to COP every three years.



Complaint Log

Title VI Investigations, Complaints, and Lawsuits

This form will be submitted annually. If no investigations, lawsuits, or complaints were filed, a blank form will be submitted.

Description/Name	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, national origin or disability)	Status	Action(s) Taken (Final findings?)
Investigations				
1)				
2)				
Lawsuits				
1)				
2)				
Complaints				
1)				
2)				

TYPE AGENCY NAME HERE has not had any Title VI complaints, investigations, or lawsuits in TYPE YEAR HERE.



Public Participation Plan

A plan designed to include outreach to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Program Plan submission. The public participation plan should include other constituencies that are traditionally underserved, such as people with disabilities, low-income populations, and others.





Public Participation Plan Cont...

- A written plan which engages the public with the opportunity to provide input on the decision making process for FTA funded transportation projects and services.
- Describe strategies, procedures, and outcomes for ongoing public participation activities.
- Provide education that highlights Title VI components.
- Provide a disparate impact analysis for any new facilities before selection of preferred site.
- Advertisements with Local Media Resources and Minority Newspapers
- Direct Mailings
- Public Service Announcements
- Website, Radio and Television



Public Involvement and Public Participation Tips

- **Public Involvement should be:**
 - **–Early, often and continuous**
 - –Provide opportunities for public to get involved in proposed transportation decisions
 - –Promote **inclusive public participation**, including low-income, minority, and LEP populations
- **Public Participation Tips :**
 - –Select accessible meeting times, locations
 - –Consider providing childcare and food during meetings
 - –Utilize social media to complement (*not replace*) other involvement techniques
 - –Use non-traditional methods (e.g., go to hair salons, street fairs, faith based institutions, popups etc.)



Limited English Proficiency (LEP) Plan

Title VI and its implementing regulations require that recipients take **responsible** steps to ensure **meaningful access** to the benefits, services, information, and other important portions of their programs and activities for individuals who are Limited English Proficient.





(LEP) Plan and Safe Harbor Translation requirements

Recipients must provide written translation of **vital documents** for each eligible LEP language group or persons likely to be affected or encountered, by the program/activity.

- Translation of non-vital documents, if needed, can be provided orally.





Four Factor Analysis

In order to ensure meaningful access to programs and activities, recipients shall use the information obtained in the **Four Factor Analysis** to determine the specific language services that are appropriate to provide. The Four Factor Analysis is an individualized assessment that balances the following four factors:

- 1) **Number** of LEPs eligible or likely to be encountered by your Federally funded program
- 2) **Frequency** that LEPs come into contact with program
- 3) **Nature** & importance of program to LEPs
- 4) **Resources available** and costs to program



Four Factor Analysis

Factor 1:

Number of LEPs eligible or likely to be encountered by your Federally funded program will be program-specific. In addition to the number or proportion of LEP persons served, the recipient's analysis should, at a minimum, identify:

- **How** do LEP persons interact with the recipient's agency?
- **Who** are the LEP communities? How many are there?
- **What** is the level of the literacy skills of LEP populations in their native languages? Will translation of documents will be an effective practice?
- **LEP persons are underserved** by the recipient due to language barriers?



Four Factor Analysis

Factor 2:

The **frequency** with which LEP persons come into contact with the program. Recipients should survey key program areas and assess major points of contact with the public, such as:

- The use of bus and rail service;
- The purchase of passes and tickets through vending machines, outlets, websites, and over the phone;
- Participation in public meetings;
- Customer service interactions;
- Ridership surveys; and
- Operator surveys



Four Factor Analysis

Factor 3:

The **nature and importance of the program**, activity, or service provided by the program to people's lives. Generally speaking, the more important the program, the more frequent the contact and the likelihood that language services will be needed. The provision of public transportation is a vital service, especially for people without access to personal vehicles.

•<***Best Practice***> Facilitating meetings with LEP persons is a method to inform the recipients on what the local LEP population considers to be an essential service, as well as the most effective means to provide language assistance.



Four Factor Analysis

Factor 4:

The **resources available to the recipient for LEP outreach**, as well as the **costs** associated with that outreach. Resource and cost issues can often be reduced by:

- technological advances,
 - reasonable business practices, and the
 - sharing of language assistance materials and services among and between recipients, advocacy groups, LEP populations and Federal agencies.
- **However:** Costs can be used to justify an agency not using a resource; but only if it is a substantiated cost (**Approved by COP**).



Language Assistance Plan must...

- Include the **Four Factor Analysis** results, with a description of the LEP population(s) served;
- Describe how **language assistance services** are provided by language;
- Describe how **notice** is provided to LEP persons about the availability of language assistance;
- Describe how the Language Assistance Plan is **monitored, evaluated, and updated**; and
- Describe how employees are **trained** to provide timely and reasonable language assistance to LEP populations.



Language Assistance Plan Strategies...

- Publish timetables and route maps in languages other than English
- Use Multi-language phone lines
- Use Multilingual staff in information booths
- Use Pictograms/ “I Speak” Cards
- Use Multi-language announcements at stations and on vehicles
- Advertise in ethnic media
- Translate vital documents into the language of frequently encountered LEP groups



Membership of Non-elected Committees

- Do you have a transit-related, non-elected planning boards, advisory councils or committees, or similar committees?
- Do you select the members?
- If yes, then provide a table depicting the racial breakdown of the membership of those committees
- And, Include a description of efforts made to encourage the participation of minorities on such committees.



Membership of Non-elected Committees Cont...

Non-elected Committees Membership Table

A subrecipient who selects the membership of transit-related, non-elected planning boards, advisory councils, or committees must provide a table depicting the membership of those organizations broken down by race. Subrecipients also must include a description of the efforts made to encourage participation of minorities on these boards, councils, and committees.

Table Depicting Membership of Committees, Councils, Broken Down by Race

Body	Caucasian	Latino	African American	Asian American	Native American
Population	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%
TYPE THE NAME OF THE COMMITTEE HERE	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%
TYPE THE NAME OF THE COMMITTEE HERE	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%
TYPE THE NAME OF THE COMMITTEE HERE	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%	TYPE % HERE%

Describe the process the agency uses to encourage the participation of minorities on such committees should be included

TYPE AGENCY NAME HERE does NOT select the membership of any transit-related committees, planning boards, or advisory councils.



Equity Analysis

- Transit providers that operate 50 or more fixed route vehicles in peak service and are located in urbanized areas (UZA) of 200,000 or more people, or that otherwise meet the threshold, must conduct a Title VI equity analysis whenever they plan a fare change and/or a major service change. Things to remember:
- Equity analyses are required regardless of whether proposed changes would cause positive or negative impacts to riders.
- These, transit providers must conduct an equity analysis for all fare changes and for major service reductions and major service expansions.
- Financial exigencies and other special circumstances (e.g., economic hardships, size of transit provider's service area or staff) do not exempt transit providers from the requirement to conduct equity analyses.



Equity Analysis things to consider

- Have you started building a new facility? If Yes:
 - Equity analysis must be completed during the planning stage with where the project will be.
 - It Must engage in outreach to person potentially impacted by the siting of facilities Compare the equity impact of alternative sites
- Disparate impact?
 - Can build if there is a **substantial** legitimate justification (no alternate would have a less disparate impact)

****Please reach out to the COP Civil Rights Office if you are constructing a new facility to ensure this process is completed properly****



Monitoring Subrecipients

- **FTA** is required to monitor COP
- **COP** is required to monitor and provide guidance to its subrecipients
- **Subrecipients** are required to monitor and provide guidance to their contractors, consultants and/or vendors





Monitoring Subrecipients: things to remember...

- Any FTA recipient that extends Federal financial assistance to a subrecipient. Must monitor subrecipients for compliance with the regulations
- What process do you use to ensure all subrecipients are complying?
- Do you collect Title VI Program Plans from subrecipients and review those programs for compliance?



Fixed Route Transit Providers

- **Fixed route** refers to public transportation service provided in vehicles operated along pre-determined routes according to a fixed schedule.
- **Provider of fixed route public transportation (or “transit provider”)** means any entity that operates public transportation service, and includes States, local and regional entities, and public and private entities.



Fixed Route Transit Providers

- Fixed Route Transit Providers **must** submit:
- Service Standards
- Vehicle load for each mode
- Vehicle headway for each mode
- On time performance for each mode
- Service availability for each mode
- Methodology of placing Transit Amenities



Fixed Route Transit Providers

- Anyone who operates 50 or more fixed route vehicles **and** are located in an Urbanized Area of 200,000 or more people must submit additional information
- Most recipients are not Fixed Route Transit Providers. Those who are, generally do not qualify for the additional requirements.
- **If you are a Fixed Route Transit Provider, please contact the COP Civil Rights Office for specific information regarding your Title VI Plan**



Board Meeting Requirements

FTA **REQUIRES** a **copy** of board meeting minutes or a resolution demonstrating the board's or governing entity or official(s)'s consideration, awareness, and approval of the Title VI Program Plan including the Policy Statement.





Key Dates



Cycle 1: January XXXX – December XXXX	
Subrecipient Training and Kickoff Meeting	Once Annually – January of each year
Subrecipient Title VI Draft Due	90 days prior to plan expiration date
Comments provided back to recipients from the City of Phoenix	Within 30 days
Subrecipients provide Final Title VI Plan with Board approval	Varies depending on plan expiration
City of Phoenix to complete concurrence and plan review assessment	Within 30 days after final submission
Annual Title VI Reporting form	Once Annually – October 15 th each year (target date)



Annual Report

Due October 15th of each year.

Title VI Annual Reporting

Federal Fiscal Year _____

This reporting format will be used for reporting Title VI activities of subrecipients. The Annual Report is to be submitted by October 15th of each year to the city of Phoenix.

1.) Complaints: Identify Title VI complaints filed, if any. Provide a summary of each with basis, status, actions taken.

AGENCY has not had any Title VI complaints, investigations, or lawsuits.

Description/Name	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, national origin)	Status	Action(s) Taken (Final findings?)
Investigations				
1)				
2)				
Lawsuits				
1)				
2)				
Complaints				
1)				
2)				

2.) Public Participation: List any activities during the reporting period such as Public announcements and/ or communications for meetings, hearings, service frequency changes, project notices. Include the following:

1. How were special language needs assessed?
2. What outreach efforts did you utilize to ensure that minority, low-income, and LEP populations groups were provided opportunity to participate in those outreach activities? (Examples: provided materials in other languages, met with local social service agencies, advertised on website or publication)

3.) Transit Related Facilities: Identify if the recipient constructed a facility, such as 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.

AGENCY has not constructed any transit facility since the last Title VI update.

4.) Title VI Notice: At a minimum recipient shall disseminate this information to the public by posting a Title VI notice on the agency's website and in public areas of the agency's office(s), including the reception desk, meeting rooms, etc. and transit vehicles.

AGENCY confirms that the minimum Title VI Notice requirements have been met.

Reporting Summary submitted by:

_____	_____
Name and Title	Date

Signature	



FTA Circular 4702.1B

Requirements based on service provision

1. *Provider of any FTA funded-service (Demand response, closed door service, fixed route, facilities)*
 - Must meet all requirements in Chapter III, but if a subrecipient, may use some primary items.
2. *Provider of fixed route services – less than 50 fixed route vehicles*
 - Must develop standards and policies as established in Chapter III and IV.
3. *Provider of 50 or more fixed route vehicles in an urbanized area of 200,000 population or more*
 - Must meet all requirements of Chapters III and IV.



Program Requirements for All Recipients (Primary and Subs)

Requirement Chapter III	Primary Recipient – City of Phoenix	Subrecipients (Demand Response, 5310 grantees, municipalities)
Title VI Notice to the Public	Required	Can use Primary's
Complaint Procedures	Required	Can use Primary's
Complaint Form	Required	Can use Primary's
Public Participation Plan	Required	Can use Primary's
Language Assistance Plan	Required	Can use Primary's
List of Complaints	Required	Required
Facilities Title VI equity analysis	Required	Required
Non-elected transit boards, committees, councils w/racial makeup	Required	Required
Governing body approval of Plan	Required	Required
Signed Title VI Assurance	Required	Required
List of public outreach to minorities	Required	Required



Requirements for Primary Recipients and Providers

Requirement Chapter III and IV	Fixed Route Transit Providers (not demand response)	Transit Providers that operate 50 or more vehicles in peak service and are located in a UZA of 200,000 in population
Set system-wide standards and policies	Required	Required
Collect and report data	Not required	Required: <ul style="list-style-type: none">• Demographic and service profile maps and charts• Survey data regarding customer demographic and travel patterns
Evaluate service and fare equity changes	Not required	Required
Monitor transit service	Not required	Required



Questions?

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