APPENDIX A

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
- ❒ A Title VI equity analysis if the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc.
- ❒ 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)

Requirements of Transit Providers (Chapter IV)

All Fixed Route Transit Providers must submit:

- ❒ All requirements set out in Chapter III (General Requirements)
- ❒ Service standards

- Vehicle load for each mode
- Vehicle headway for each mode
- On time performance for each mode
- Service availability for each mode

❒ Service policies
- Transit Amenities for each mode
- Vehicle Assignment for each mode

Transit Providers that operate 50 or more fixed route vehicles in peak service and are located in an Urbanized Area (UZA) of 200,000 or more people must submit:

❒ Demographic and service profile maps and charts
❒ Demographic ridership and travel patterns, collected by surveys
❒ Results of their monitoring program and report, including evidence that the board or other governing entity or official(s) considered, was aware of the results, and approved the analysis
❒ A description of the public engagement process for setting the "major service change policy," disparate impact policy, and disproportionate burden policy
❒ Results of service and/or fare equity analyses conducted since the last Title VI Program submission, including evidence that the board or other governing entity or official(s) considered, was aware of, and approved the results of the analysis

Requirements of States (Chapter V)

States must submit:

❒ All requirements set out in Chapter III (General Requirements)
❒ The requirements set out in Chapter IV (Transit Provider) if the State is a provider of fixed route public transportation
❒ Demographic profile of the State
❒ Demographic maps that show the impacts of the distribution of State and Federal funds in the aggregate for public transportation projects
❒ Analysis of the State's transportation system investments that identifies and addresses any disparate impacts
❒ A description of the Statewide planning process that identifies the transportation needs of minority populations
❒ Description of the procedures the agency uses to ensure nondiscriminatory pass-through of FTA financial assistance
❒ Description of the procedures the agency uses to provide assistance to potential subrecipients, including efforts to assist applicants that would serve predominantly minority populations

Requirements of MPOs (Chapter VI)

Metropolitan Planning Organizations and other planning entities must submit:

❒ All requirements set out in Chapter III (General Requirements)

- ❒ The requirements set out in Chapter IV (Transit Provider) if the MPO is a provider of fixed route public transportation
- ❒ Demographic profile of the metropolitan area
- ❒ A description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process
- ❒ Demographic maps that show the impacts of the distribution of State and Federal funds in the aggregate for public transportation projects
- ❒ Analysis of the MPO's transportation system investments that identifies and addresses any disparate impacts
- ❒ Description of the procedures the agency uses to ensure nondiscriminatory pass-through of FTA financial assistance (if requested)
- ❒ Description of the procedures the agency uses to provide assistance to potential subrecipients in a nondiscriminatory manner (if requested)