



TITLE VI PROGRAM CHECKLIST (Chapter III)

Agency Name:

1. Notice to the public
 - a. Race, color and national origin (Sample notice in Appendix B)
 - b. Translated into non-English languages and consistent with the agency's Limited English Proficiency (LEP) Plan (Chapter III-4)
2. List of locations where notice is posted, at a minimum (Chapter III-4)
 - a. Agency's website
 - b. Public areas of the agency's office(s), including reception desk and meeting rooms
 - c. Stations or stops
 - d. Transit vehicles
3. How to file a title VI discrimination complaint and complaint form must be on agency's website (Chapter III-5 and Appendix C and D)
4. List of any public transportation Title VI investigations, complaints or lawsuits filed since last submission (see Appendix E)
5. Public Participation Plan - Promoting Inclusive Public Participation (Chapter III-5)
 - a. Summary of outreach efforts made
 - b. Outreach plan to engage minority and limited English proficient populations (can be a component of a larger outreach for those that are traditionally underserved)
6. Limited English Proficiency (LEP) Plan
 - a. Four Factor Analysis (Chapter III-7)
 - i. The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.
 - ii. The frequency with which LEP persons come into contact with the program.
 - iii. The nature and importance of the program, activity, or service provided by the program to people's lives.
 - iv. The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.
 - b. Safe Harbor Provision – applies to the translation of written documents only (Chapter III-9)
 - c. Describe how the agency provides language assistance services by language (Chapter III-8)
 - d. Describe how the agency provides notice to LEP persons about the availability of language assistance
 - e. Describe how the agency monitors, evaluates and updates the language access plan
 - f. Describe how the agency trains employees to provide timely and reasonable language assistance to LEP populations
7. Table depicting racial breakdown of transit-related, non-elected planning boards, advisory councils or committees. Also a description of efforts made to encourage minority participation (Chapter III-9 and Appendix F)

8. If a facility has been constructed, a Title VI equity analysis must have been conducted during the planning stage regarding the location. A copy of the analysis must be provided. (Chapter III-11)
9. Board Resolution or similar approving the Title VI Plan (Chapter III-1)

FIXED ROUTE TRANSIT PROVIDERS – TITLE VI PROGRAM REQUIREMENTS (Chapter IV)

1. Requirements are tiered – All fixed route transit providers must complete 2 and 3. Threshold: If an agency operates more than 50 fixed route vehicles in peak service and is located in an UZA of 200,000 or more, then all requirements of Chapter IV apply.
2. Requirement to set system-wide service standards (Chapter IV-4 and Appendix G)
 - a. Vehicle load for each mode
 - b. Vehicle headway for each mode
 - c. On-time performance for each mode
 - d. Service availability for each mode
3. Requirement to set service policies (Chapter IV-6 and Appendix H)
 - a. Distribution of transit amenities for each mode
 - i. Seating (i.e., benches, seats at stops/stations)
 - ii. Bus and rail shelters
 - iii. Rail platform canopies
 - iv. Passenger information
 1. Printed signs, system maps, route maps and schedules
 2. Digital equipment such as next vehicle arrival time signs along bus routes and at fixed guideway stations
 - v. Escalators
 - vi. Elevators
 - vii. Waste receptacles (including trash and recycling)
 - b. Vehicle assignment for each mode

Reviewer's Signature

Date

Compliance Branch Chief Signature

Date