FTA--Title VI Program Plan

Tahoe Transportation District Board

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Adopted: September 9, 2011
Title VI Program Plan

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A. INTRODUCTION

The Tahoe Transportation District (TTD) was established under Article IX of the Tahoe Regional Planning Agency Compact in 1980. As a special purpose district, the TTD has the authority to own and operate public transportation systems. TTD also facilitates, implements, and delivers transportation projects in the Lake Tahoe Region. The TTD is an agency that provides transportation systems for the Lake Tahoe Basin which borders California--El Dorado and Placer counties and Nevada--Douglas, Washoe and Carson City counties. The service area population is under 200,000.

As a recipient and subrecipient of federal financial assistance, the TTD is responsible for the effective execution of nondiscrimination laws and regulations. Moreover, Federal Transit Administration (FTA) Circular 4702.1A, issued May 13, 2007 and 23 Code of Federal Regulations (CFR), 200.9, the Federal Highway Administration (FHWA) Guidance, Preventing Discrimination in the Federal-Aid Program: A Systematic Interdisciplinary Approach, Chapter III “Implementation,” and as directed by the U.S. Department of Justice--to fulfill the basic civil rights to all people in the Lake Tahoe Basin.

The Title VI Program Plan (Plan) incorporates Chapters II, III, and IV from the Title VI-Dependent Guidelines for FTA Recipients—Circular 4702.1A. As an agency with a service area population of less than 200,000, the TTD is exempt from incorporating Chapter V, Program-Specific Requirements and Guidelines for Recipients Serving Large Urbanized Areas, and Chapter VI, Program-Specific Requirements and Guidelines for State Departments of Transportation or Other Administrating Agencies and Chapter VII, Program Specific Guidance for Metropolitan Transportation Planning Organizations.

The purpose of the Plan is to describe how TTD will develop and implement the Title VI Program. Its intent is to identify the steps taken and will take to ensure that, for all programs and activities supported by federal financial assistance, the TTD provides services without excluding or discriminating on the grounds of race, color or national origin, or creating additional barriers to accessing services and activities.

Consistent with its commitment to meet FTA regulatory requirements, Attachment 1 is the signed Certification and Assurances of Compliance with Title VI requirements. This Plan was prepared for submission to the FTA Office of Civil Rights, Region IX on August 24, 2011. Updates to the Plan will be submitted on a triennial basis.

This Plan was prepared in accordance with:

- Title VI Regulations 49 CFR 21
- FTA Circular 4702.1A, May 13, 2007, “Title VI and Title VI Dependent Guidelines for Federal Transit Administration Recipients”
- Federal Register Notice on Circular 4702.1A (72 FR 18732) April 13, 2007
- DOT Guidance of 2001: To Recipients on Special Language Services to Limited English Proficient (LEP) Beneficiaries
- Executive Order 13166 of August 11, 2000: Limited English Proficiency
- Executive Order 12898 of February 1994: Environmental Justice Executive Order

The Plan is available in paper copy and alternative formats upon request. To obtain a copy of the Plan in an alternative format, please call or write to:
A.1. **TITLE VI REQUIREMENTS**

Title VI of the Civil Rights Act of 1964 and related statutes state that no persons 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 otherwise subjected to discrimination under any program or activity, receiving federal financial assistance. Pursuant to this mandate, recipients of federal financial assistance must take affirmative steps to ensure that discrimination, as addressed by Title VI, does not occur in its organization. These activities fall into one or more of the areas listed below:

- Adoption of Assurances, policies and procedures supportive of Title VI requirements.
- Ensure that the level and quality of transportation services are provided without regard to race, color or national origin.
- Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations.
- Prepare and maintain an Environmental Justice Plan (Executive Order 12898).
- Promote the full and fair participation of all affected populations in transportation decision making.
- Prepare and maintain a Public Participation Plan to ensure adequate public involvement.
- Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations.
- Ensure meaningful access to programs and activities by persons with limited English proficiency (LEP).
- Prepare and maintain a LEP Plan (Executive Order 13166).
- Implement controls and data collection mechanisms to monitor for any adverse treatment or impacts on any groups.
- Ensure that contracting/procurement opportunities are awarded in a nondiscriminatory manner.
- Ensure that subrecipients, contractors, subcontractors, transferees, successors in interest, and other participants comply with all Title VI requirements.
- Conduct Title VI compliance reviews on TTD’s subrecipients and programs.

A.2. **TITLE VI POLICY**

The TTD wholeheartedly adopts Title VI requirements into its programs, activities and services. To demonstrate the TTD’s commitment to Title VI of the Civil Rights Act of 1964
and related statutes, Attachment 2 is the policy statement that was adopted by the Tahoe Transportation District Board of Directors on October 15, 2010.

A.3. INTERDISCIPLINARY APPROACH

In implementing Title VI of the Civil Rights Act of 1964 and related statutes, TTD has embraced the guidance provided by the FHWA’s Chapter 1, *Preventing Discrimination in the Federal-Aid Program: A Systematic Interdisciplinary Approach*.

An Interdisciplinary Approach Team was established on August 9, 2011, with representatives from Capital Improvement Program, Transit Services Program, Administration, and from the Tahoe Metropolitan Planning Organization (TMPO). The Interdisciplinary Approach Team’s focus is to:

- Foster awareness of nondiscrimination requirements.
- Develop a Title VI Program Plan.
- Continuously assess the Plan’s effectiveness.
- Participate in the revision of the Plan.
- Prepare Title VI Accomplishment Reports.

B. TITLE VI PROGRAM PLAN

The TTD exercised a systematic approach by using the FTA Circular 4702.1A Guidelines in preparing the Plan. The Plan emphasizes the planning and project delivery processes of the TTD transit projects and system. Particular attention is placed on two emphasis programs: Capital Improvement Program (Planning, Design, Environmental, Right of Way, Construction), and Transit Services Program (operations and maintenance). Specific guidance on Public Participation, LEP, Environmental Justice, Title VI Assurances, Complaint Procedures, a Triennial Report and Data Collection is also included. The Plan will be distributed to TTD staff, the public, and local partners.

The TTD recognizes it must identify a single point of contact to implement and manage its commitment of assurance to the Title VI Program. The TTD has delegated the duties and role of the Title VI Coordinator to:

Title VI Coordinator  
Tahoe Transportation District  
128 Market Street, Suite 3-F  
Stateline, NV 89449  
(775) 589-5500  
Fax (775) 588-0917  
TDD/TTY: 711

The Title VI Coordinator:

- Provides guidance and technical assistance to the TTD on Title VI matters and has overall program responsibility for preparing required reports regarding Title VI compliance and developing procedures and monitoring for:
  - Prompt processing and resolution of Title VI complaints.
• Collection of statistical data (race, color, national origin) on participants in, and beneficiaries of the TTD’s programs, activities and services.
• Prevention of discrimination in TTD’s programs, activities and services.
• Pre-grant and post-grant approval review for compliance with Title VI requirements.

• Conducts Title VI compliance reviews of TTD’s program area activities, consultants, contractors, suppliers, and TTD’s subrecipients of federal financial assistance.
• Ensures Title VI requirements are included in policy directives and that the procedures used have built-in safeguards to prevent discrimination.
• Coordinates the development and implementation of a Title VI training program for TTD employees.
• Prepares a triennial report on TTD’s accomplishments that also reflects organizational, policy and implementation changes.
• Assists program personnel to correct Title VI problems or discriminatory practices or policies found when conducting self-monitoring and compliance review activities.
• Develops Title VI information for public dissemination, where appropriate, in languages other than English.
• Refers Title VI discrimination complaints to the appropriate investigative official.

Under the Interdisciplinary Approach, TTD’s Program and Project managers have the responsibility to ensure Title VI compliance within their functional responsibilities. The managers will work closely with the Title VI Coordinator to administer the Plan requirements.

The Program and Project Managers will:

• Advise the Title VI Coordinator and their respective management and or Board of Directors on Title VI issues.
• Ensure that Title VI requirements are included in policy directives, contracts and program manuals and that the procedures used have built-in safeguards to prevent discrimination.
• Ensure the collection and analysis of statistical data to determine transportation investment benefits and burdens to the eligible population, including the minority and low-income populations.
• Self-monitor and take corrective action within their respective area of responsibilities for Title VI compliance.
• Provide guidance and technical assistance to program staff to correct Title VI problems or discriminatory practices or policies.
• Assist the Title VI Coordinator in coordinating and conducting compliance reviews.
• Provide the Title VI Coordinator with a triennial report of Title VI accomplishments for respective functional responsibilities.
• Refer Title VI discrimination complaints to the Title VI Coordinator.
• Collaborate with Title VI Coordinator to develop information for public dissemination, and where appropriate, in languages other than English.
C. Annual Title VI Certifications and Assurance and General Requirements [FTA C4702.1A, IV-1, 49 CFR Section 21.9(b)]

The TTD shall submit an annual Title VI Certification and Assurance to FTA. The TTD shall also collect Title VI assurances from subrecipients prior to passing through FTA funds. Attachment 1 is a copy of the signed Certification and Assurances of Compliance for federal fiscal years 2011 and 2012.

The TTD acknowledges the requirement to report certain general information. The collection and reporting of this program and activities constitutes assurance of compliance with Title VI requirements. Under 49 CFR Section 21.9(b), the TTD will submit a report to the FTA Region IX Civil Rights Officer once every three years. The report contents will include:

1. A summary of public outreach and involvement activities undertaken since the last submission and a description of steps taken to ensure that minority and low-income people had meaningful access to these activities.
2. A copy of TTD’s plan for providing language assistance for people with limited English proficiency (LEP) that is based on Department of Transportation LEP Guidance.
3. A copy of TTD’s procedures for tracking and investigating Title VI complaints.
4. A list of any Title VI investigations, complaints, or lawsuits filed with TTD since the time of the last submission. This list will include only those investigations, complaints, or lawsuits that pertain to TTD.
5. A copy of TTD’s notice to the public that it complies with Title VI and instructions to the public on how to file a Title VI discrimination complaint.
6. A copy of an updated and signed Title VI Assurance for each federal fiscal year that funding is requested or anticipated.

D. PROCEDURES FOR FILING A TITLE VI COMPLAINT [FTA C4702.1A, IV-2, 49 CFR 21.9(B), 21.11(B) AND 21.11(C)]

It is the policy of the TTD to employ its best efforts to ensure that all programs, services, activities, and benefits are implemented without discrimination. This section provides information on the TTD procedures for filing complaints alleging discrimination on the basis of race, color, or national origin.

Any person who believes that he or she, individually, or as a member of any specific class of persons, has been subjected to discrimination on the basis of race, color, national origin or other protected-class interests may file a written complaint with TTD, the FTA, the U.S. DOT Secretary of Transportation or the U.S. Department of Justice (USDOJ). Further, TTD prohibits intimidation, coercion, or engagement in other discriminatory conduct against anyone because he or she has filed a complaint to secure their rights as protected by Title VI.
D.1. Complaint Procedures

A written and signed complaint must be filed within 180 days after the date of the alleged discrimination, unless the time for filing is extended by the Secretary of Transportation. The TTD encourages the complainant to file the complaint with the TTD for immediate resolution. In case the complainant is dissatisfied with the resolution by the TTD, the same complaint may be submitted to the FTA, U.S. DOT Secretary of Transportation or USDOJ. Refer to Attachment 3 for TTD’s Title VI complaint form. In conformance with LEP requirements, the complaint form is also in Spanish.

A complainant may submit a written complaint to the TTD directly or to the FTA offices or the USDOJ. The contact information is:

Title VI Coordinator
Tahoe Transportation District
Mail: P.O. Box 499
Zephyr Cove, NV 89448
Fax (775) 588-0917

Federal Transit Administration
Office of Civil Rights, Region IX
201 Mission Street, Suite 1650
San Francisco, CA 94105-1839

In case the complainant is not able or not capable of providing a written statement, but wishes the TTD or FTA to investigate alleged discrimination, a verbal complaint of discrimination will be accepted.

The complaint must be signed by the complainant, complainants or by designation of a representative for the complainant(s). An investigation will begin no later than fifteen (15) working days of receipt of the complaint. The TTD will determine jurisdictional responsibilities for handling the complaint. If the complaint alleges egregious discrimination regarding TTD services and activities, the complaint will be forwarded to the FTA for formal investigation. The complainant will be contacted in writing, no later than thirty (30) working days after receipt of the complaint for additional information, if needed. The complainant may be interviewed by an appropriate official authorized to investigate the complaint. In compliance with LEP, translation services will be provided to the complainant, as necessary.

The TTD will make every effort to complete the investigation within ninety (90) days of receipt of the complaint. However, some investigations may take longer and the TTD will obtain concurrence from the complainant, for an extension of time to complete the investigation.
The TTD will provide the complainant with a complaint closure letter with a summary description of the allegation, investigation methodology and identify remedial steps if discrimination is found. The respondent or respondent agency will also receive a copy of the closure letter.

The complainant will have five (5) working days from receipt of the report to appeal TTD’s findings. If neither party appeals, the complaint will be close.

In the event the complainant elects to file a complaint directly with FTA, FTA will promptly investigate the complaint. Refer to Attachment 4-FTA Circular 4702.1A, FTA’s Complaint Procedures for procedures FTA will follow to investigate and resolve a Title VI complaint that is sent directly to them.

E. Record of Investigations, Complaints and Lawsuits [FTA 4702.1A.IV-3, 49 CFR 21.9(b)]

Over the past three years, there were no complaints, investigations or lawsuits filed upon the TTD alleging discrimination on the basis of race, color, or national origin.

All allegations of Title VI discrimination will be tracked and monitored for compliance with this Plan. The recording of the complaint and or lawsuit will include:

- Date the complaint, investigation or lawsuit was filed.
- Summary of the allegation(s).
- The status of the complaint, investigation or lawsuit.
- Actions taken by TTD in response to the complaint, investigation or lawsuit findings.

The recording of the complaint, investigation or lawsuit will be provided to FTA in the triennial report or upon request.

F. Access to LEP Individuals [FTA 4702.1A.IV-4, Executive Order 13166 and LEP Guidelines]

Limited English proficient (LEP) individuals are those who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English. In keeping with Title VI requirements, TTD provides language assistance to ensure that its LEP users have meaningful access to its services, including route information, telephone based customer service, printed materials including public meeting notices, and other customer based services.

The TTD will apply the Four-Factor Framework needs assessment in Section V of the Department of Transportation’s Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficiency Persons—April 13, 2007 and prepare a comprehensive LEP Plan that will supplement the Title VI Plan, as a separate document.

The TTD service area population is under 200,000. Considering the service area population, the LEP Plan will:

1. Assess the number and proportion of LEP persons served or encountered in the eligible service population.
2. Assess the frequency with which LEP persons come into contact with the program, activities, or service.
3. Assess the nature and importance of the program, activities, or service provided by TTD.
4. Assess the resources available to the TTD and the cost for a LEP Plan.

At minimum, the TTD will:

- Provide translation services into Spanish at public meetings, as needed.
- Translate customer service related transit schedules into Spanish.
- Translate program brochures into Spanish, as needed. Refer to Attachments 3, 5, and 6 for examples of Spanish translated documents.
- Provide training to TTD employees on how to service LEP persons.
- Identify a TTD employee and or volunteer to provide Spanish translation services for customer public counter service and telephone calls to the TTD.
- Provide web site information in Spanish, as needed.
- Collaborate with minority organizations to ensure LEP persons are aware and have access to TTD services.

The LEP Plan will reflect the overall goal of improving and maintaining language access for TTD customers as transit riders and project recipients. The intent is to achieve a balance that ensures meaningful access to programs and services while avoiding undue burdens on TTD resources.

G. Notification to Public of Protection Under Title VI [FTA C4702.1A, IV-5, 49 CFR 21.9(d)]

The TTD acknowledges the need to notify the public on their civil rights under Title VI requirements for all its services, projects and activities. The TTD will prepare a poster and has prepared a draft brochure on the public rights under Title VI. The poster and brochure will contain:

1. A statement that the TTD operates its programs and services without regard to race, color or national origin.
2. A description of the procedures that the public should follow in order to request additional information on TTD’s nondiscrimination obligations.
3. A description of the procedures that the public should follow in order to file a discrimination complaint.

Attachment 6 is the brochure, “What is Title VI?” in English and in Spanish. The brochure explains Title VI and public rights, as well as describes the complaint procedures and where to file a complaint.

H. Dissemination of Title VI Notices to Public [FTA C4702.1A, IV-5.(B), 49 CFR 21.9(d)]

The TTD will use various media methods to disseminate the Title VI notification--brochures and poster regarding the public’s rights and obligations. The Title VI poster and brochures will be disseminated:
• On the TTD website at: www.tahoetransportation.org
• At the TTD office
• At minority and low-income organization offices
• At public and project meetings on subjects related to the TTD
• At transit stations
• On transit vehicles, such as Paratransit

In order to reduce administrative burden associated with the notice requirement, subrecipients to the TTD may adopt the TTD’s Title VI notices and publications.

I. Submission of Triennial Title VI Accomplishment Report to FTA [FTA C4702.1A, IV-7, 49 CFR 21.9(b)]

The TTD will submit a Triennial Title VI Accomplishment Report to FTA. The contents of the report will include a:

1. Summary of public outreach and involvement activities undertaken since the last submission and a description of steps taken to ensure that minority and low-income people had meaningful access to these activities. Refer to Attachment 7 for multiple examples of the public outreach data collection forms.
2. Copy of TTD’s LEP Plan for providing language assistance for persons with limited English proficiency that will be based on the DOT LEP Guidance.
3. Copy of TTD’s procedures for tracking and investigating Title VI complaints.
4. List and status of any Title VI investigations, complaints, or lawsuits filed with TTD since the time of the last submission.
5. Copy of TTD’s notice to the public that it complies with Title VI and instructions to the public on how to file a discrimination complaint.

The TTD recognizes and acknowledges that if prior to the deadline for subsequent report submissions, it has not altered its language assistance policies, procedures for tracking and investigating a Title VI complaint, or its notice to the public that it complies with Title VI and instructions to the public on how to file a Title VI complaint-- then TTD will submit a statement to this effect, to FTA, in lieu of providing copies of the original documents.

J. Guidance on Conducting an Analysis of Construction Projects [FTA C4702.1A, IV-8, Executive Order 12898—Environmental Justice]

In order to integrate into environmental analyses considerations expressed in the DOT Order on Environmental Justice, the TTD will incorporate environmental justice principles into the early stages of the transportation planning process and into the National Environmental Policy Act (NEPA) documentation of construction projects. The TTD acknowledges an environmental justice analyses is not needed on projects where NEPA documentation is not required. Should TTD prepare documentation for a categorical exclusion (CE), the TTD can meet this requirement by completing and submitting FTA’s standard CE checklist, which includes a section on community disruption and environmental justice. The TTD acknowledges FTA’s recommendation that recipients preparing an environmental assessment (EA) or environmental impact statement (EIS) integrate into their documents the following components:
1. A description of the low-income and minority population within the study area affected by the project, and a discussion of the method used to identify this population (e.g., analysis of Census data, minority business directories, direct observation, or a public involvement process).

2. A discussion of all adverse effects of the project both during and after construction that would affect the identified minority and low-income population.

3. A discussion of all positive effects that would affect the identified minority and low-income population, such as an improvement in transit service, mobility, or accessibility.

4. A description of all mitigation and environmental enhancement actions incorporated into the project to address the adverse effects, including, but not limited to, any special features of the relocation program that go beyond the requirements of the Uniform Relocation Act and address adverse community effects such as separation or cohesion issues; and the replacement of the community resources destroyed by the project.

5. A discussion of the remaining effects, if any, and why further mitigation is not proposed.

6. For projects that traverse predominantly minority and low-income and predominantly non-minority and non-low-income areas, a comparison of mitigation and environmental enhancement actions that affect predominantly low-income and minority areas with mitigation implemented in predominantly non-minority or non-low-income areas. Recipients and subrecipients that determine there is no basis for such a comparison should describe why that is so.

The TTD will require its consultant(s) to adopt the FTA requirements as stated above into the NEPA documentation procedures. In order to ensure compliance with Executive Order 12898, the TTD is in the process of preparing an Environmental Justice Guidance for Construction Contracts that will supplement the Title VI Plan.

K. Promoting Inclusive Public Participation [FTA C4702.1A, IV-9, DOT Order 5610]

Public involvement is fundamental and essential in achieving equitable program, services and activities. Public participation provides for public involvement of all persons, (including Native American Tribal Governments) minorities and low-income persons, affected public agencies, employees, the general public, transportation service providers, public transit users and other interested parties of the community affected by transit and transportation plans, programs and projects.

In order to integrate, into community outreach activities, consideration expressed in the DOT Order on Environmental Justice, and the DOT LEP Guidance, TTD will seek out and consider the viewpoints of minority, low-income, and LEP populations in the course of conducting public outreach and involvement activities. The TTD’s public participation strategy shall offer early and continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transit and transportation decisions.
L. Effective Practices for Fulfilling the Inclusive Public Participation Requirement [FTA C4702.1A, IV-9(a), DOT Order 5610]

In order to reduce the administrative burden associated with the preparation of a Public Participation Plan (PPP), the TTD has adopted the TMPO and Tahoe Regional Planning Agency “Public Participation Plan—May 9, 2008--Amended July 28, 2010.” The PPP effectively expresses the practices for fulfilling the inclusive public participation requirement. Due to the volume of the publication, a copy of the PPP is found at the website at: www.tahoempo.org. The TTD’s proposed comprehensive LEP Plan will supplement the existing PPP.

The PPP was completed through a comprehensive study to determine how, when, and how often specific public involvement measures should take place, and what specific measures are most appropriate. The study identified the following factors to effective public participation:

- Time, location, and accessibility of meetings.
- Reaching people within their own communities and during existing meeting schedules.
- Provision of food, childcare, and translation (LEP) at meetings.
- Presentations focused to specific interests of group.
- Placement of meeting announcements and flyers using different types of media.
- Cultural sensitivity for minority and Native American Tribal groups.
- Identified barriers to overcome public participation.

The PPP described and included effective practices on:

1. Coordinating with individuals, institutions, or organizations and implementing community-based public involvement strategies to reach out to members in the affected minority and/or low-income communities.
2. Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.
3. Using locations, facilities, and meeting times that are convenient and accessible to low-income and minority communities.
4. Using different meeting sizes or formats, or varying the type and number of news media used to announce public participation opportunities, so that communications are tailored to the particular community or population.

The Public Participation Survey is in English and Spanish and it enables TTD to collect data to identify residents and communities impacted by federal financial assisted projects or activities. Completion of the survey, by the public, is voluntary. Along, with the voluntary survey, TTD staff will conduct a visual assessment of the public participation as another means to collect data. The Public Participation Visual Tally will be used by TTD employees as an indirect method for collecting data when at least 50 percent of the participants do not complete the public participation survey. Employees will use their best judgment when physically counting the participants in regards to the demographics, such as race, age and gender. When conducting a visual count, the public participant’s demographic data should be reported as a percentage of the total participants. Refer to Attachment 7 for multiple examples of public participation data collection forms.
M. MONITORING AND COMPLIANCE REVIEWS PROCEDURES

Title VI compliance requires a collaborative effort among all TTD program functions. The Title VI Coordinator will provide continuous leadership and guidance to TTD Board of Directors, personnel, subrecipients and contractors on Title VI matters. Program and Project Managers are responsible for the ongoing monitoring of their functional activities and services to ensure nondiscrimination.

The Title VI Coordinator will perform overall monitoring and compliance reviews on TTD’s programs, subrecipients and contractors to ensure compliance with Title VI responsibilities. The compliance review may be conducted either as a desk audit or an on-site visit. The scope of the compliance review is defined on a case-by-case basis. The following list of factors will contribute to the selection and timeliness of a compliance review:

- Lawsuit and complaints filed by organizations alleging deficiencies or non-compliance with Title VI.
- Issues brought to the attention of the TTD by local civil rights organizations, the public or other government agencies.
- Triennial schedule for general assurance of Title VI compliance on TTD’s programs and subrecipients.

The compliance review scope will assess the program and subrecipients efforts to meet the Plan requirements.

The results of the compliance review will be summarized; include findings of no deficiency, findings of deficiency, advisory comments, identified best practices and if necessary corrective action. The Program or Project Manager, subrecipient and contractor will have the opportunity to review and respond to the findings.

N. TTD PROGRAMS

The TTD has two emphasis programs: Capital Improvement Program (Planning, Design, Environmental, Right of Way, Construction), and Transit Service Program (operations and maintenance). Attachment 8 is a map of Lake Tahoe showing TTD’s jurisdiction.

Capital Improvement Program

The Capital Improvement Program provides:

- Regional coordination and value-added project development support for identified regionally significant transportation projects provided through the TTD;
- Additional project implementation capacity for Lake Tahoe transportation projects;
- Dedicated project management resources to oversee the TTD project delivery program;
- Coordination with TMPO planning and programming staff to ensure timely project delivery and use of funds.

Through its District Manager, Project Manager and professional services consultant(s), the TTD will act as the lead agency for regionally significant transportation projects, programs and services. The Capital Improvement Program will ensure Title VI
requirements are in place for its Planning, Design, Environmental documents, Right of Way and Construction contracts.

Transit Service Program

The Transit Services Program provides:

- Oversight and management of the TTD transit program, as well as TTD owned assets, in the interest of private and public entities which have a financial stake, as well as the citizens which they serve.
- Manage assets consistent with all applicable funding agreements, management agreements, Memorandums of Understanding, and operating agreements to ensure maximum benefit to the TTD and the public.
- Establish and monitor asset replacement program.

The TTD has implemented a wide range of transportation projects and transit services, ranging from owning and operating a public compressed natural gas fueling facility, to providing regional transit service, to the construction of transit passenger facilities.

The TTD administers the BlueGO transit services on the south shore of Lake Tahoe, which include fixed route, seasonal fixed route, intercity-commuter to Carson City and Minden/Gardnerville, on-call/demand responsive, and complimentary ADA paratransit. The complimentary ADA paratransit serves the need of passengers who, because of a disability, are unable to use the BlueGO fixed-route system, and who meet the definition of “ADA paratransit eligible” as established by the U.S. DOT Americans with Disabilities Act of 1990. The TTD BlueGO transit service also provides a connection to the Tahoe Area Regional Transit (TART) transit services that operate on the west and north shores of Lake Tahoe. The TTD will ensure Title VI requirements are in place for its transit fares, bus schedules, transit routes and LEP, where appropriate. Transit service maps can be viewed at www.bluego.org.

O. Grant Applications

The TTD is a recipient of FTA financial assistance and intends to continue its quest of additional FTA grant applications for:

Clean Fuel Grant Program, Section 5308
The program has a two-fold purpose. First, the program was developed to assist nonattainment and maintenance areas in achieving or maintaining the National Ambient Air Quality Standards for ozone and carbon monoxide (CO). Second, the program supports emerging clean fuel and advanced propulsion technologies for transit buses and markets for those technologies.

New Starts Program and Small Starts, Bus and Bus Related Facilities Program and Fixed Guideway Modernization Program, Section 5309
The New Starts program provides funds for construction of new fixed guideway systems or extensions to existing fixed guideway systems. The Small Starts program provides funds to capital projects that either (a) meet the definition of a fixed guideway for at least 50 percent of the project length in the peak period or (b) are corridor-based bus projects.
with 10 minute peak/15 minute off-peak headways or better while operating at least 14 hours per weekday.

**Elderly and Persons with Disabilities Program, Section 5310**
The Section 5310 program provides financial assistance to eligible agencies for meeting the transportation needs of older adults and individuals with disabilities in areas where mass transportation services are unavailable, insufficient, or inappropriate. Financial assistance is in the form of capital grants to purchase accessible vans and busses, communication equipment, and computer hardware and software.

**Non-urbanized Area Formula Program, Section 5311**
The Section 5311 program provides operating and capital grants to eligible agencies for the provision of public transportation in non-urbanized areas. The term "non-urbanized" includes rural areas and urban areas under 50,000 population not included in an urbanized area. Section 5311 funding is intended to assist in the development and support of intercity bus transportation.

**Transit Cooperative Research Program, Section 5313**
The Transit Cooperative Research Program (TCRP) is an applied, contract research program that develops near-term, practical solutions to problems facing transit agencies. The transit industry driven program, TCRP, promotes operating effectiveness and efficiency in the public transportation industry by conducting practical, near-term research designed to solve operational problems, adopt useful technologies from related industries and introduce innovation that provides better customer service. The industry driven program serves as one of the principal means by which the transit industry can develop innovative short-term solutions to meet demands placed on it.

**Job Access and Reverse Commute Program, Section 5316 and New Freedom Program, Section 5317**
The Section 5316 program provides financial assistance to eligible agencies to improve access to transportation services to employment and employment related activities for welfare recipients and eligible low-income individuals and to transport residents of urbanized areas and rural areas to suburban employment opportunities. The Section 5317 program provides financial assistance to eligible agencies to support new public transportation services beyond those required by the Americans with Disabilities Act of 1990 (ADA) and new public transportation alternatives beyond those required by the ADA designated to assist individuals with disabilities with accessing transportation services, including transportation to and from jobs and employment support services.

**Transit Investments for Greenhouse Gas and Energy Reduction (TIGGER) Program**
Managed by FTA's Office of Research, Demonstration and Innovation in coordination with the Office of Program Management and FTA Regional Offices, the TIGGER Program works directly with public transportation agencies to implement new strategies for reducing greenhouse gas emissions and/or reduce energy use within transit operations. These strategies can be implemented through operational or technological enhancements or innovations. To align the TIGGER Program with other strategic initiatives, FTA encourages project implementation that will enhance operational efficiencies, demonstrate innovative electric drive strategies, and create an environment prioritizing public transportation through intelligent transportation systems or other related technology approaches to achieve efficiency and sustainability goals.
September 9, 2011

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 AND RELATED STATUES
TAHOE TRANSPORTATION DISTRICT ASSURANCE AND CERTIFICATION OF
NONDISCRIMINATION IN ITS SERVICES AND ACTIVITIES

The Tahoe Transportation District (TTD), under Title VI of the Civil Rights Act of 1964 and related statues; and 49 Code of Federal Regulation Section 21.7, ensures that no person in the Lake Tahoe Region, 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 program, service or activity it administers.

The TTD agrees to comply with all federal statutes and regulations, and follow applicable federal directives, and comply with certifications and assurances as applicable to each grant Application submission to Federal Transit Administration (FTA) in Federal Fiscal Years 2011 and 2012.

This certification and assurance shall apply to each Application for each project for which TTD seeks, now or may later seek, FTA assistance during the Federal Fiscal Years 2011 and 2012.

The TTD affirms the truthfulness and accuracy of the certifications and assurances it has made in statements submitted herein with the submittal of the Tahoe Transportation District Title VI Program Plan. The TTD further acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. 3801 et seq., and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 Code of Federal Regulation Part 31 apply to any certification, assurance or submission made to FTA.

By signing this document on behalf of TTD, I declare assurance of compliance with Title VI of 1964 and related statues.

[Signature]
Andrew Strain, Chairman

[Signature]
Carl Hasty, District Manager
Tahoe Transportation District  
Title VI Non-Discrimination Policy

The Tahoe Transportation District (TTD) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services or programs on the basis of race, color or national origin as afforded by Title VI of the Civil Rights Act of 1964, as amended.

No person or group of persons will be discriminated against with regard to fares, routing, scheduling, or quality of transportation service that TTD furnishes, on the basis of race, color, or national origin. Frequency of service, age and quality of transit vehicles assigned to routes, quality of TTD stations serving the Tahoe Basin, and location of routes will not be determined on the basis of race, color or national origin.

TTD, as a federal grant recipient, is required by the Federal Transit Administration (FTA) to conform to Title VI of the Civil Rights Act of 1964 and its amendments. TTD’s sub-recipients and contractors are required to prevent discrimination and ensure non-discrimination in all of their programs, activities and services.

Any person who believes that he or she has, 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 Title VI complaint with TTD.

The complaint must be filed within 180 days of the date of the alleged discrimination. Using the attached form, written complaints may be sent to:

Tahoe Transportation District  
PO Box 499  
Zephyr Cove, NV 89448

TTD will assist with writing a complaint if the complainant is unable to do so. If requested by complainant, a language or sign interpreter will be provided.

In addition to the Title VI complaint process at TTD, a complainant may file a Title VI complaint with the Federal Transit Administration, Office of Civil Rights, Region IX, 201 Mission Street, Suite 1650, San Francisco, California 94105-1839.

Within fifteen (15) working days of receipt of a complaint, TTD will begin an investigation.

The complainant will be contacted in writing no later than thirty (30) working days after receipt of complaint for additional information, if needed. If complainant fails to provide the requested information in a timely basis, TTD may administratively close the complaint.

The investigation will be completed within ninety (90) days of receipt of the complaint. If additional time for investigation is needed, the Complainant will be contacted. A written investigation report will be prepared by the investigator. This report shall include a summary description of the incident, findings and recommended corrective action.

A closing letter will be provided to the complainant. The respondent or respondent department will also receive a copy of the closing letter. Each will have five (5) working days from receipt of the report to appeal. If neither party appeals, the complaint will be closed.

For additional information or assistance, please call 775/589-5500 (Hearing Impaired: 711 TDD/TTY).
Título VI Denuncia Forma

Título VI de la ley de derechos civiles de 1964 requiere que "ninguna persona en los Estados Unidos, por motivos de raza, color y origen nacional, se excluirá de la participación en, negar los beneficios de o ser objeto de discriminación en cualquier programa o actividad que reciba asistencia financiera federal."

La siguiente información es necesaria para que nos ayuden en el procesamiento de su queja. Si necesita cualquier ayuda para completar este formulario, háganoslo saber.

Completar y devolver este formulario a Tahoe Transportation District, PO Box 499, Zephyr Cove, NV 89448 o 128 Market Street, Suite 3F, Stateline, NV 89449.

1. Su Nombre: _____________________________________________________
2. Domicilio: _______________________________________________________
3. Ciudad/Estado/Código Postal: _______________________________________
4. Teléfono: _______________________________________________________  
5. Persona discriminaciónada:
   Nombre: ________________________________________________________
   Domicilio: _______________________________________________________  
   Ciudad/Estado/Código Postal: _______________________________________

6. ¿Cuál de los siguientes mejor describe la razón por la que creo la discriminación tuvo lugar? ¿Puede ser porque?
   a. Raza/Color: ☐
   b. Origen Nacional: ☐

7. ¿Qué fecha la presunta discriminación llevaron a cabo? ________________

8. En sus propias palabras, describir la presunta discriminación. Explicar lo que ocurrió y a quien considera responsable. Utilice hojas adicionales si es necesario.
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________
9. Lista de los usuarios que pueden tener conocimiento de este evento.

<table>
<thead>
<tr>
<th>Nombre</th>
<th>Domicilio</th>
<th>Ciudad/Estado/Código Postal</th>
</tr>
</thead>
</table>

10. ¿Han presentado esta queja con cualquier otro federal, Estado o agencia local; o con cualquier tribunal federal o estatal?  Sí: ☐  No: ☐

   En caso afirmativo, comprobar cada cuadro que se aplica.
   
   Federal ☐  Federal Tribunal ☐  Estado Agencia ☐
   Estado Tribunal ☐  Agencia Local ☐

11. Proporcione un nombre de contacto en la Agencia donde se presentó la denuncia.

   _______________________________________________________

Por favor su firma: ___________________________ Fecha: ___________________

Puede adjuntar cualquier materiales escrito u otra información que puede ser pertinente a su queja.
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.”

The following information is necessary to assist us in processing your complaint. Should you require any assistance in completing this form, please let us know.

Complete and return this form to Tahoe Transportation District, PO Box 499, Zephyr Cove, NV 89448 or 128 Market Street, Suite 3F, Stateline, NV 89449.

1. Complainant’s Name: ______________________________________________
2. Mailing Address: _________________________________________________
3. City/State/Zip Code: _____________________________________________
4. Telephone: _____________________________________________________
5. Person discriminated against (if other than complainant):
   Name: ____________________________________________________________
   Address: _________________________________________________________
   City/State/Zip Code: ______________________________________________
6. Which of the following best describes the reason you believe the discrimination took place? Was it because of:
   a. Race/Color: □
   b. National Origin: □
7. What date did the alleged discrimination take place? __________________
8. In your own words, describe the alleged discrimination. Explain what happened and whom you believe to be responsible. Please use additional sheets of paper if necessary.

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________

9. List any others who may have knowledge of this event:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City/State/Zip Code</th>
</tr>
</thead>
</table>

10. Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court? Yes: ☐ No: ☐

If yes, check each box that applies:

- Federal Agency ☐
- Federal Court ☐
- State Agency ☐
- State Court ☐
- Local Agency ☐

11. Please provide a contact name at the agency/court where the complaint was filed:

_______________________________________________________________

Please sign below:

Complainant’s Signature: ___________________________ Date: _________________

You may attach any written materials or other information that may be relevant to your complaint.
COMPLAINTS

This document describes how the FTA will respond to complaints of discrimination under Title VI that are filed with FTA against a recipient or subrecipient of FTA funds. FTA will promptly investigate all complaints filed under Title VI in accordance with Department of Transportation (DOT) regulations at 49 CFR Section 21.11(b) and 21.11(c). FTA may delay its investigation if the complainant and the party complained against agree to postpone the investigation pending settlement negotiations.

1. RIGHT TO FILE A COMPLAINT. Any person who believes himself or any specific class of persons to be subjected to discrimination prohibited by Title VI may be himself or by a representative file a written complaint with the FTA. A complaint must be filed no later than 180 days after the date of the alleged discrimination, unless the time for filing is extended by FTA.

2. COMPLAINT ACCEPTANCE. Once a complaint has been accepted by FTA for investigation, FTA will notify the recipient or subrecipient that it has been subject to a Title VI complaint and ask the agency to respond in writing to the complainant’s allegations. Once the complainant agrees to release the complaint to the recipient or subrecipient, FTA will provide the agency with the complaint. If the complainant does not agree to release the complaint to the recipient or subrecipient, FTA may choose to close the complaint. FTA strives to complete the Title VI complaint investigation within 180 days of the date that FTA accepts the complaint for investigation.

3. INVESTIGATIONS. FTA will make a prompt investigation whenever a compliance review, report, complaint or any other information indicates a possible failure to comply with this part. The investigation will include, where appropriate, a review of the pertinent practices and policies of the recipient, the circumstances under which the possible noncompliance with this part occurred, and other factors relevant to a determination as to whether the recipient has failed to comply with Title VI.

4. LETTERSW OF FINDING AND RESOLUTION. After the investigation has been completed FTA’s Office of Civil Rights will transmit to the complainant and the grantee one of the following three letters based on its findings:
   a. A letter of resolution that explains the steps the recipient or subrecipient has taken or promises to take to come into compliance with Title VI.
   b. A letter of finding that is issued when the recipient or subrecipient is not found not to be in noncompliance with Title VI. This letter will include an explanation of why the recipient or subrecipient was not found to be in noncompliance, and provide notification of the complainant’s appeal rights. If applicable, the letter can include a list of procedural violations or concerns, which can put the recipient or subrecipient on notice that certain
practices are questionable and that without corrective steps, a future violation finding is possible.

c. A letter of finding that is issued when the recipient or subrecipient is found to be in noncompliance. This letter will include each violation referenced as to the applicable regulations, a brief description of proposed remedies, notice of the time limit on the conciliation process, the consequences of failure to achieve voluntary compliance, and an offer of assistance to the recipient or subrecipient in devising a remedial plan for compliance, if appropriate.

5. APPEALS PROCESS. The letters of finding and resolution will offer the complainant and the recipient or subrecipient the opportunity to provide additional information that would lead FTA to reconsider its conclusions. In general, FTA requests that the parties in the complaint provide this additional information within 60 days of the date the FTA letter of finding was transmitted. After reviewing this information, FTA’s Office of Civil Rights will respond either by issuing a revised letter of resolution or finding to the appealing party, or by informing the appealing party that the original letter of resolution or finding remains in force. FTA strives to transmit these letters within 30 to 60 days of receiving the appeal.
Encuesta de la Participación Pública de Tahoe Transportation District

La siguiente información está coleccionada por el Tahoe Transportation District para cumplir con el Título VI del Acta de Derechos Civiles de 1964, No Discriminación en programas de asistencia federal. Por favor, tómese unos minutos para integrar las siguientes preguntas. Los datos permitirá identificar los residentes y las comunidades afectadas por proyectos financiados con fondos federales o actividades. Por favor, recuadro las casillas correspondientes con una "X" que te importante describir un tío y devuelva la forma al coordinador del evento. Adosadas esta información es voluntaria. Gracias.

Fecha de Hoy: _____________ Nombre de Evento:________________________

Sexo □ Masculino □ Femenino

Etnia □ Hispano o Latino □ No Hispano o Latino

Raza
□ Indio Americano o Nativo de Alaska □ Asiático
□ Negro o Africano Americano □ Blanco
□ Nativo de Hawai u otra isla del Pacífico □ Otro ____________________

Incapacidad □ Sí □ No

Edad □ Menos de 40 □ Más de 40

Ingresos
□ $22,050 o menos
□ Más de $22,051

Idioma
¿Qué idioma se habla principalmente en su hogar? ____________________

¿Qué es la cantidad de personas en su hogar? ____________________
Categorías y definiciones

Las categorías mínimas de los datos sobre raza y etnicidad para estadísticas federales, el programa de información, y reportajes de conformidad de los derechos civil se definen como se muestra a continuación:

a. **Indio Americano o Nativo de Alaska** – una persona con orígenes en cualquiera de los pueblos originales de Norte y Sudamérica (incluyendo América Central) y que mantiene afiliación tribal o comunidad lazo.

b. **Asiático** – una persona con orígenes en cualquiera de los pueblos originales de extremo Oriente, sudeste asiático o el subcontinente indio incluyendo, por ejemplo, Camboya, China, India, Japón, Corea, Malasia, Pakistán, las Islas Filipinas, Tailandia y Vietnam.

c. **Negro o Africano Americano** – una persona con orígenes en cualquiera de los grupos raciales negros de África.

d. **Los Hispanos o Latinos** – una persona de origen, independientemente de la raza o cultura española cubana, mexicana, Puertorriqueña, sur o América Central o de otra.

e. **Nativo de Hawai u isla del Pacífico** – una persona con orígenes en cualquiera de los pueblos originales de Hawaii, Guam, Samoa u otras islas del Pacífico.

f. **Blanca** – una persona con orígenes en cualquiera de los pueblos originales de Europa, Oriente Medio o África del Norte.
¿QUÉ ES EL TÍTULO VI?

El Título VI es un apartado de la Ley de Derechos Civiles de 1964.

“En los Estados Unidos, no se podrá discriminar a nadie ni negarle la participación o las prestaciones ofrecidas por ningún programa o actividad financiados por el gobierno federal en razón de su raza, color, país de origen, sexo, edad, discapacidad o condición socioeconómica” (Título 42 del Código de los Estados Unidos, 2000d de Artículo)

Las normas relacionadas ofrecen protección contra la discriminación por sexo, edad o discapacidad en el marco de programas financiados por el gobierno federal.

¿QUÉ SIGNIFICA ESTO?

Significa que se presentarán por garantizar el acceso y el uso de todos los programas, prestaciones o servicios derivados de las actividades de la raza, color, país de origen, sexo, edad, discapacidad o condición socioeconómica.

El District no tolerará ningún acto de discriminación por parte de sus empleados o de los beneficiarios de financiamiento federal, como por ejemplo, contratistas, consultores, agencias de planificación o cualquier otro beneficiario del financiamiento federal para autopistas. El District prohíbe cualquier acto de discriminación que pueda dar lugar una:

• Denegación de cualquier prestación, ayuda económica o servicio ofrecido por el programa al cual la persona tiene derecho a acceder;
• Aplicación de distintas normas o requisitos para la participación;
• Trato por separado en cualquier sección del programa;
• Diferencias en la calidad, cantidad o forma en se brinda la prestación;
• Discriminación en cualquiera de las actividades desarrolladas en un establecimiento construido, en su totalidad o en parte, con fondos federales.

Para garantizar el cumplimiento de las disposiciones establecidas en el Título VI, en las normas complementarias y en el Decreto Presidencial sobre Justicia Ambiental, El District implementará las siguientes medidas:

• Evitar o reducir los efectos nocivos sobre la salud y el medio ambiente de los grupos minoritarios y de bajos ingresos de la población;
• Garantizar la participación plena e igualitaria de todos los grupos de la comunidad, incluidos los grupos minoritarios y de bajos ingresos, en el proceso de toma de decisiones relativas al transporte;
• Evitar la denegación, reducción o demora significativa en la recepción de prestaciones por parte de los grupos minoritarios y de bajos ingresos de la población.

Asimismo, todos los beneficiarios de financiamiento federal, tienen la responsabilidad de administrar sus programas y actividades pecado discriminar por raza, color, país de origen, sexo, edad, discapacidad o condición socioeconómica.

PRESTACIONES Y SERVICIOS

La misión de El District es brindar un los habitantes de Lake Tahoe Basin un sistema de transporte multimodal seguro, eficiente y efectivo. El trabajo está orientado a satisfacer las necesidades de transporte de los habitantes pecar distinción de raza, color, país de origen, sexo, edad, discapacidad o condición socioeconómica.

¿CREE QUE SUS DERECHOS ESTÁ?

Si considera que lo han discriminado por su raza, color, país de origen, sexo, edad, discapacidad o condición socioeconómica, puede presentar una denuncia por escrito ante la

Tahoe Transportation District
Attn: Title VI Coordinator
P.O. Box 499
Zephyr Cove, NV  89448
(775) 589-5500

El District se da de una Investigación de Denuncias por Discriminación entre 15 días. A lo menos la denuncia sera completara en 180 días.

Para mas informacion in Español puede hablar a (775) 589-5500. Estos servicios son gratis.
WHAT IS TITLE VI?

Title VI is a statute provision 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.”

WHAT DOES THIS MEAN?

TTD strives to ensure that access to and use of all programs, services or benefits derived from any TTD activity will be administered without regard to race, color, national origin, sex, age, disability or socioeconomic status.

TTD prohibits all discriminatory practices, which include but are not limited to:

- Denial to any individual of any service, participation or benefit provided under the program to which he or she may be otherwise entitled;
- Different standards or requirements of participation;
- Separate treatment in any part of the program;
- Differences in quality, quantity or manner in which the benefit is provided;
- Discrimination in any activities conducted in a facility built in whole or part with Federal funds.

To ensure compliance with Title VI, related statutes and the Presidential Executive Order on Environmental Justice, TTD will:

- Avoid or reduce harmful human health and environmental effects on minority and low-income populations;
- Ensure the full and fair participation by all communities including low-income and minority populations in the transportation decision-making process;
- Prevent the denial of, reduction in or significant delay in transportation benefits to minority and low-income populations.

Title VI requirements on nondiscrimination apply to TTD contractors, consultants and other partners who receive federal financial assistance from TTD.

BENEFITS AND SERVICES

TTD’s mission is to provide the people of the Lake Tahoe Basin with a safe, efficient and effective inter-modal transportation system. The work TTD performs is intended to assist the transportation needs of all the people who use TTD’s services and programs regardless of race, color, national origin, sex, age, disability or socioeconomic status.

ARE YOUR RIGHTS BEING VIOLATED?

If you believe TTD has denied you access, benefits or excluded you from participation on TTD services because of your race, color, national origin, sex, age, disability or socioeconomic status, you may file a complaint with the TTD. File a written complaint within 180 days of the alleged act of discrimination. Provide as much detail as possible, sign the complaint and mail it to:

Tahoe Transportation District
Attn: Title VI Coordinator
P.O. Box 499
Zephyr Cove, NV  89448

(775)  589-5500

TTD strives to complete the investigation within 180 days of receipt of the complaint.

This brochure is available in alternative formats upon request. For alternative formats, call (775) 589-5500 or TDD/TTY: 711.
TITLE VI

Frequently Asked Questions

What is Title VI?
What does this mean?
Benefits and Services
Are your rights being violated?
Who bears responsibility to Title VI?

What is Title VI?

Title VI is a statute provision of the Civil Rights Act of 1964 and related statutes, which states:

“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 U.S.C. Sec 2000d)

Executive Order 12898, addresses Environmental Justice in Minority Populations and Low-Income Populations, which states:

“Each Federal Agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.”

Executive Order 13166, “Improving Access to services for Persons with Limited English Proficiency” – was signed by President Bill Clinton to “…improve access to federally conducted and federally assisted programs and activities for persons who, as a result of national origin, are limited in their English Proficiency….“ Accordingly, it prohibits recipients of Federal financial assistance from discriminating based on national origin by failing to provide meaningful access to services to individuals who are LEP. This protection requires that LEP persons be provided an equal opportunity to benefit from or have access to services that are normally provided in English.

What does this mean?

That TTD strives to ensure that access to and use of all programs, services or benefits derived from any TTD activity will be administered without regard to race, color, national origin, sex, age, disability or socioeconomic status.

The TTD will not tolerate discrimination by a TTD employee or subrecipients of Federal funds including contractors, consultants, and suppliers. The TTD prohibits all discriminatory practices, which may result in:

- Denial to an individual of any service, financial aid or benefit provided under the program to which he or she may be otherwise entitled;
- Different standards or requirements for participation;
- Segregation or separate treatment in any part of the program;
- Distinctions in quality, quantity or manner in which the benefit is provided;
- Discrimination in any activities conducted in a facility built in whole or part with Federal funds.
To ensure compliance with Title VI, related statutes and the Presidential Executive Order on Environmental Justice, TDD will:

- Avoid or reduce harmful human health and environmental effects on minority and low-income populations;
- Ensure the full and fair participation by all communities including low-income and minority populations in the transportation decision-making process;
- Prevent the denial of, reduction in or significant delay in the receipt of benefits by minority and low-income populations.

**Benefits and Services**

The TTD mission is to provide the people of the Lake Tahoe Region with a safe, efficient and effective inter-modal transportation system. All of the work TTD performs is intended to assist the transportation needs of all the people of the Lake Tahoe Region regardless of race, color, national origin, sex, age, disability, or socioeconomic status.

**Are your rights being violated?**

Any person who believes that he/she has been excluded from participation in, denied benefits or services of any program or activity administered by the TTD or its partners, consultants and contractors on the basis of race, color, national origin, sex, age, or disability may bring forth a complaint of discrimination under Title VI and related statutes. The complaint must be filed within 180 days of the alleged discrimination. File a written complaint within 180 days of the alleged act of discrimination. Provide as much detail as possible, sign the complaint and mail it to:

Tahoe Transportation District  
Attn: Title VI Coordinator  
P.O. Box 499  
Zephyr Cove, NV 89448  
(775) 589-5500

**Who bears responsibility to Title VI?**

The TTD employees and:

- Capital Improvement Program
- Transit Service Program
- Local Partners
- Contractors
- Board of Directors

Additionally, any subrecipient, who receives Federal financial aid, bears a responsibility to administer its program and activities without regard to race, color or national origin status.

The Title VI Coordinator will provide continuous leadership, guidance and technical assistance to ensure ongoing compliance with Title VI of the Civil Rights Act of 1964 and related statutes and Executive Orders Justice. For additional information on the Title VI Program, please go to www.tahoetransportation.org website or contact the Title VI Coordinator at (775) 589-5500 or TDD/TTY 711.

Tahoe Transportation District  
August 2011
Tahoe Transportation District—Yearly Community Outreach Tally

Program Name __________________

Summary of Community Events for Federal Fiscal Year ______

<table>
<thead>
<tr>
<th>Div</th>
<th>Proj #/Activity</th>
<th>Event Contact Person</th>
<th>Type of Event: (Informational, Hearing (public input), Open House, Workshop, Other)</th>
<th>Facility Name/Location of Event</th>
<th>Facility ADA Accessible?</th>
<th>Purpose of Meeting</th>
<th>Date of Event</th>
<th>Interpreters and/or Alternate Formats? Yes/No</th>
<th>If Yes, in What Language and/or Format?</th>
<th>Translation of Written Materials? Yes/No</th>
<th>If Yes, in What Language(s)?</th>
<th>Ethnicity of Public Participants: (# Hispanic or Latino, # Not Hispanic or Latino)</th>
<th>Demographics of Public Participants: Gender/Race/Age/Disability/Income Level; American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White</th>
<th>Demographic Source(s) Used</th>
<th># of Attendees</th>
<th>Outreach Method</th>
</tr>
</thead>
</table>

Submitted by ________________________________________________________________

Complete and submit to:

Title VI Coordinator
Tahoe Transportation District
128 Market Street, Suite 3-F
Stateline, NV 89449

(775) 589-5500
Fax (775) 588-0917
Tahoe Transportation District Public Participation Survey

The following information is being collected by the Tahoe Transportation District (District) in order to comply with Title VI of the Civil Rights Act of 1964, *Nondiscrimination in Federally Assisted Programs*. Please take a few moments to complete the following questions. The data you provide will enable the District to identify residents and communities impacted by federally funded projects/or activities. Please check the appropriate boxes with an “X” that best describes you and return the completed survey to the event coordinator. Completion of this information is *voluntary*. Thank you.

**Today’s Date: __________________  Event Name:________________________**

**Sex**  □ Male    □ Female

**Ethnicity**  □ Hispanic or Latino □ Not Hispanic or Latino

**Race**  □ American Indian or Alaska Native □ Asian
□ Black or African American □ White
□ Native Hawaiian or Other Pacific Islander □ Other

**Disability**  □ Yes □ No

**Age**  □ Under 40 □ Over 40

**Income**  □ $22,050 or less □ Over $22,051

**Language**
What language is primarily spoken in your household? ______________________

**How many people in household? _________**
Categories and Definitions

The minimum categories for data on race and ethnicity for federal statistics, program administrative reporting, and civil rights compliance reporting are defined as follows:

a. **American Indian or Alaska Native** – a person having origins in any of the original peoples of North and South American (including Central America), and who maintains tribal affiliation or community attachment.

b. **Asian** – a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

c. **Black or African American** – a person having origins in any of the black racial groups of Africa.

d. **Hispanic or Latino** – a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

e. **Native Hawaiian or Other Pacific Islander** – a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

f. **White** – a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Public Participation Visual Tally

Program: ________________  Project No. /Activity: ________________  Type of Event: ________________
Date of Event: ___________  Location: ________________  ADA Accessible: Yes/No ___________
Purpose: ____________________  Event Coordinator: ____________________

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<th>TOTAL or PERCENTAGE*</th>
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<tr>
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*Please note when conducting a visual count, it is suggested the participant’s demographic data, such as ethnicity, race, age, sex, etc., be reported in percentages.