



Virginia Department of Rail and Public Transportation

Title VI Annual Report and Update FY2018

November 5, 2018

SECTION I - TITLE VI CHECKLIST TO BE REVIEWED BY TITLE VI COORDINATOR PRIOR TO COMPLETING THE ANNUAL REPORT AND UPDATE

- Review Title VI laws and regulations for applicable changes since the most recent Title VI Plan update and annual report.
- Review DRPT's Title VI Plan to assure compliance with applicable Title VI regulations.
- Review DRPT's Title VI program, including agency operational guidelines and publications, including those for contractors, to ensure that Title VI language and provisions are incorporated, as appropriate.
- Meet with appropriate staff members to monitor and discuss progress, implementation, and compliance issues related to DRPT's Title VI program.
- Review the agency's Title VI program to assess if administrative procedures are effective, staffing is appropriate, and adequate resources are available to ensure compliance.
- Assess communications and public involvement strategies to ensure adequate participation of impacted Title VI protected groups; address additional language needs if necessary.
- Update Title VI Plan as needed (plan updated October 1, 2018).

SECTION II - TITLE VI RELATED ACTIVITIES AND EFFORTS

- No Title VI complaints were received by DRPT regarding its intercity bus service (The Virginia Breeze) or against any of our subrecipients.

SECTION III - TITLE VI ACCOMPLISHMENTS

- Added Google Translate to DRPT's website (www.drpt.virginia.gov).
- Performed a desk audit of DRPT's subrecipients to ensure Title VI / ADA compliance.
- Retained the services of a consultant (KFH Group, Inc.) to assist in the effort to update DRPT's Title VI Plan, Public Participation Plan (PPP), and Language Assistance Plan (LAP) for FY2019-2021 and to also update our subrecipient's Title VI Plans.

- Posted our updated Title VI Plan and DBE Goal to our website for a 30 day public comment period. No public comments were received.
- Submitted an updated DRPT Title VI Plan and DBE Goal for FY2019-2021 to the FTA per FTA requirements.
- Created a checklist to assist our communications team in complying with our PPP when planning public hearings and meetings (see Appendix A).
- Contacted the Virginia Department of Small Business and Supplier Diversity (SBSD) to promote our FY 2019-2021 DBE Program / Goal and to inform them of DBE contracting opportunities with DRPT and our subrecipients.
- Procured interpretive and translation services to assist frontline DRPT staff and Virginia Breeze staff in communicating with Limited English Proficiency (LEP) persons both in-person and telephonically. This service may also be used to translate vital documents.
- Completed the annual DBE surveying and required reporting to the FTA.

SECTION IV - TITLE VI PROGRAM CHANGES

- Post the DRPT Title VI Annual Report and Update to our website.

SECTION V - TITLE VI GOALS AND OBJECTIVES FOR THE UPCOMING YEAR

- Perform a desk audit of DRPT's subrecipients to ensure Title VI / ADA compliance.
- Translate DRPT vital documents into Spanish and post them on our website.
- Conduct language assistance training for DRPT's frontline staff and the Virginia Breeze staff.
- Conduct a Virginia Breeze ridership survey (see Appendix B).
- Make Virginia Breeze website upgrades.
- Complete the annual DBE surveying and required reporting to the FTA.

APPENDIX A – PUBLIC HEARING / MEETING CHECKLIST

Title VI Checklist for Public Hearings / Meetings

Location

- Is the meeting being held near bus lines or other modes of public transportation?
- Is the meeting being held in neighborhoods identified as having a high percentage of minority/low-income population?
- Is the meeting being held in an accessible location?

Time

- Is the meeting time convenient to minority / low-income communities (4:00 pm with the exception of the Northern Virginia meetings which begin at 5:30 pm due to the high volume of traffic in the Northern Virginia area)?

Notice

- Is the notice being published at least 30 days in advance for hearings and 15 days in advance for meetings?
- Does the notice state that foreign language and hearing impaired interpreter services will be provided with seven days advance notice? (if needed, DRPT will provide translated text also).
- Does the notice include the following statement:
“DRPT is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services on the basis of race, color or national origin as protected by Title VI of the Civil Rights Act of 1964. DRPT will also provide reasonable accommodations and interpretive services for persons who require special assistance to participate in this public involvement opportunity as required by the ADA. For accommodations, additional information or to file a complaint, please contact our Title VI Compliance Officer at 804.786.4440, 600 E. Main Street, Suite 2102, Richmond, VA 23219 or visit our website at www.drpt.virginia.gov”
- Is the notice being translated into different languages depending on the meeting location and available census data?
- Have fliers announcing these meetings been placed in locations such as DMV field offices, local libraries, and with local citizen groups?

Meeting

- Is a sign-in sheet available to determine the demographic and frequency of participation?
- Will the meeting be streamed live through our website to provide more widespread access to the public?
- Will the meeting be recorded and have the audio posted to our website for access by a larger percentage of the population?

APPENDIX B – VIRGINIA BREEZE RIDERSHIP SURVEY



The Virginia Breeze needs your input to better understand the demographics of our ridership to assure that resources are being distributed properly under Title VI of the Civil Rights Act of 1964. If you have already completed a survey, you do not need to fill this out again. All information will be kept **confidential**. Thank you for sharing your opinions!

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| <p>About your trip:</p> <p>Where did you start your trip today?</p> <p> <input type="checkbox"/> Blacksburg <input type="checkbox"/> Christiansburg <input type="checkbox"/> Lexington <input type="checkbox"/> Staunton <input type="checkbox"/> Harrisonburg <input type="checkbox"/> Front Royal <input type="checkbox"/> Dulles Airport <input type="checkbox"/> Arlington <input type="checkbox"/> Washington, DC (Union Station) </p> <p>Where did you end your trip today?</p> <p> <input type="checkbox"/> Blacksburg <input type="checkbox"/> Christiansburg <input type="checkbox"/> Lexington <input type="checkbox"/> Staunton <input type="checkbox"/> Harrisonburg <input type="checkbox"/> Front Royal <input type="checkbox"/> Dulles Airport <input type="checkbox"/> Arlington <input type="checkbox"/> Washington, DC (Union Station) </p> <p>What is the purpose of your trip today?</p> <p> <input type="checkbox"/> Work <input type="checkbox"/> Medical <input type="checkbox"/> Shopping <input type="checkbox"/> Social/Recreational <input type="checkbox"/> School <input type="checkbox"/> Social Services <input type="checkbox"/> Other: _____ </p> <p>How long does it take you to complete this trip?</p> <p> <input type="checkbox"/> 15 minutes or less <input type="checkbox"/> 16-30 minutes <input type="checkbox"/> 31-45 minutes <input type="checkbox"/> 46-60 minutes <input type="checkbox"/> Over 60 minutes </p> <p>How did you get to the bus today? Check all that apply</p> <p> <input type="checkbox"/> Walked <input type="checkbox"/> Biked <input type="checkbox"/> Drove myself <input type="checkbox"/> Got a ride <input type="checkbox"/> Uber or Lyft <input type="checkbox"/> Taxi <input type="checkbox"/> Other: _____ </p> <p>How will you travel from the bus today? Check all that apply</p> <p> <input type="checkbox"/> Walked <input type="checkbox"/> Biked <input type="checkbox"/> Drove myself <input type="checkbox"/> Got a ride <input type="checkbox"/> Uber or Lyft <input type="checkbox"/> Taxi <input type="checkbox"/> Other: _____ </p> | <p>About you:</p> <p>Which do you consider yourself? Check all that apply</p> <p> <input type="checkbox"/> African-American/Black <input type="checkbox"/> Caucasian/White <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Asian <input type="checkbox"/> Native American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Other: _____ </p> <p>What is your total annual household income?</p> <p> <input type="checkbox"/> Less than \$10,000 <input type="checkbox"/> \$10,000-\$25,000 <input type="checkbox"/> \$26,000-\$45,000 <input type="checkbox"/> \$46,000-\$65,000 <input type="checkbox"/> \$66,000-\$85,000 <input type="checkbox"/> \$86,000 or more </p> <p>If you speak another language at home, how well do you speak English?</p> <p> <input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at all <input type="checkbox"/> I speak English at home </p> <p>If you speak another language at home, what language do you speak?</p> <p>_____</p> <p>What is your age group?</p> <p> <input type="checkbox"/> 17 or under <input type="checkbox"/> 18-24 <input type="checkbox"/> 25-44 <input type="checkbox"/> 45-64 <input type="checkbox"/> 65 or older </p> <p>What is your gender?</p> <p> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender </p> <p>What is your employment status?</p> <p> <input type="checkbox"/> Employed Full-Time <input type="checkbox"/> Student <input type="checkbox"/> Employed Part-Time <input type="checkbox"/> Retired <input type="checkbox"/> Homemaker <input type="checkbox"/> Unemployed </p> <p>Why did you choose Virginia Breeze today? Check all that apply</p> <p> <input type="checkbox"/> Affordability <input type="checkbox"/> Convenience <input type="checkbox"/> No car available <input type="checkbox"/> Don't have a driver's license <input type="checkbox"/> Good for the environment <input type="checkbox"/> My employer provides transit benefits <input type="checkbox"/> Difficult parking at my destination <input type="checkbox"/> Other: _____ </p> |
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