

FEBRUARY 15, 2024

Title VI Annual Report and Update 2023

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

- Reviewed Title VI laws and regulations for applicable changes since the most recent Title VI Plan update and annual report.
- Reviewed DRPT's Title VI Plan to assure compliance with applicable Title VI regulations.
- Reviewed 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.
- Met with appropriate staff members to monitor and discuss progress, implementation, and compliance issues related to DRPT's Title VI program.
- Reviewed the agency's Title VI program to assess if administrative procedures are effective, staffing is appropriate, and adequate resources are available to ensure compliance.
- Assessed communications and public involvement strategies to ensure adequate participation of impacted Title VI protected groups; address additional language needs if necessary.
- Updated Title VI Plan as needed (plan last updated December 1,2022). Created a new task order for updating our Title VI Plans for FY2025-2027.

SECTION II - TITLE VI RELATED ACTIVITIES AND EFFORTS

- No Title VI complaints were received by DRPT regarding its intercity bus service (Virginia Breeze Bus Lines). No Title VI complaints have been filed against any of our subrecipients.

SECTION III - TITLE VI ACCOMPLISHMENTS

- Clarified/ corrected four (4) items in DRPT's Title VI plan as requested by the FTA's Region 3 Regional Civil Rights Officer (RCRO).
- Performed a desk audit of DRPT's subrecipient websites to ensure Title VI/ADA compliance.

- Conducted language assistance training for DRPT's new frontline staff.
- New Civil Rights Officer enrolled in a Title VI course produced by National Transit Institute.
- Completed the annual DBE surveying and required reporting to the FTA.
- Conducted an annual Virginia Breeze ridership survey.

SECTION IV - TITLE VI PROGRAM CHANGES

- Updated DRPT's Title VI plan including clarifications/corrections on
 1. Our authorizing agent's signature and updated our organization chart,
 2. Clarified our VA Breeze service standards,
 3. Clarified our policy on the distribution and siting of transit amenities.

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

- Perform an annual desk audit of DRPT's subrecipient websites to ensure Title VI / ADA compliance and alert subrecipients who are not in compliance.
- Conduct an annual Virginia Breeze Ridership survey.
- Conduct language assistance training for DRPT's new frontline staff and new Virginia Breeze staff, as necessary.
- Complete the annual DBE surveying and required reporting to the FTA.
- Participate in our annual requirement for DBE outreach.
- Perform an annual search for the availability of DBE certified financial institutions.