



Virginia Department of Rail and Public Transportation

Title VI Annual Report and Update FY2020

December 9, 2020

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 last updated September 24, 2020).

SECTION II - TITLE VI RELATED ACTIVITIES AND EFFORTS

- No Title VI complaints were received by DRPT regarding its intercity bus service (The Virginia Breeze). One Title VI complaint was filed against one of our rural 5311 subrecipients. After an investigation, there was no finding of discrimination and the investigation results were shared with the complainant and DRPT. No appeal has been filed.

SECTION III - TITLE VI ACCOMPLISHMENTS

- Updated the DRPT Title VI plan to reflect the Virginia Breeze expansion from 1) Danville through Charlottesville and onto Washington D.C. and 2) Martinsville through Farmville and onto Richmond.

- The Title VI complaint procedures and complaint form were updated on DRPT's website (<http://www.drpt.virginia.gov/about/non-discrimination/>) and the Virginia Breeze website (<https://virginiabreeze.org/>).
- Performed a desk audit of DRPT's subrecipient websites to ensure Title VI / ADA compliance.
- Researched the availability of DBE certified financial institutions via the Federal Reserve's website (the First Quarter 2020 spreadsheet, Second Quarter 2020 spreadsheet, and Third Quarter 2020 spreadsheets were all searched) and the Virginia Department of SBSD's (VSBSD) Uniform Certification Program (UCP) directory. There are still no certified DBE financial institutions available for DRPT or our subrecipients to do business with according to an annual search of those sources. The Federal Reserve website (<https://www.fdic.gov/regulations/resources/minority/mdi.html>) was searched for banks in Virginia - none were found. VSBSD's DBE directory was also searched for NAICS (North American Industry Classification System) code 522110 (Commerical Banking). No DBEs exist in VSBSD's database for this NAICS code. All were searched on December 9, 2020.
- Completed the annual DBE surveying and required reporting to the FTA.
- Participated in a DBE outreach virtual Zoom meeting with representatives of Hampton Roads Transit, the Williamsburg Area Transit Authority, and the Virginia Department of Small Business and Supplier Diversity.
- Conducted an annual Virginia Breeze ridership survey.

SECTION IV - TITLE VI PROGRAM CHANGES

- None.

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

- Perform an annual desk audit of DRPT's subrecipients 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.
- Update DRPT's and all our subrecipients Title VI plans. It is an FTA requirement that this be done every three years.
- Update DRPT's DBE plan and goal for FY2022 – FY2024. It is an FTA requirement that this be done every three years.
- Update all qualifying subrecipients EEO plans. It is an FTA requirement that this be done every four years.