

Quick Reference (FTA) Title VI Circular 4702.1B

How has the Title VI Circular Changed?

- Provides greater clarity, accountability, transparency, and consistency.
- Provides clarification between Environmental Justice (EJ) and Title VI.
- Provides an extensive appendix with user-friendly templates and checklists to help prepare documents that must be submitted to FTA.
- Provides flow charts to illustrate the responsibilities of the various roles in public transportation, such as recipient, direct recipient, designated recipient, and primary recipient.

The general requirements for Title VI compliance are largely the same. FTA's revised Title VI Circular:

- Includes regulatory language to show a clear nexus between regulations and requirements.
- Clarifies all requirements, and strengthens some requirements.
- Moves EJ language to the new EJ Circular, with the exception of the service and fare equity analysis section.
- Sets forth the requirements for all FTA recipients and provides specific requirements for MPOs, States, and Transit Providers.

All FTA recipients must submit the following:

- A Title VI Notice to the Public, Complaint Procedure, and Complaint Form
- A Limited English Proficiency Plan and a Public Participation Plan
- A list of investigations, lawsuits and complaints
- A table depicting racial composition of membership of non-elected bodies, membership is selected by the recipient
- Information regarding the Siting of Fixed Facilities (as opposed to a list of construction projects)
- a Title VI Program must be approved by the recipient's Board of Directors or appropriate governing entity

Transit Providers w/50+ fixed route vehicles operating in Peak service and in a UZA with a population of 200,000 or more must:

- Collect and Report Data regarding customer demographics and travel patterns
- Conduct Service and Fare Equity Analysis;
- Monitor Transit Service (Threshold based).
- Provide results of their monitoring program – to show how they measure up according to their own service standards and policies.

MPOs, State DOTs, and Subrecipients:

- Subrecipients must submit a Title Program to State (as primary recipient)
- State DOTs have an added requirement for demographic maps that overlay the percent minority and non-minority populations, and charts that analyze the impacts of the distribution of State and Federal public transportation funds.
- Includes more definitive guidance on monitoring subrecipients

Compliance Reviews and Complaints

- Redundancies eliminated by removing a letter of resolution and the appeals process; and providing specific conditions for administratively closing complaints
- Compliance Reviews include: specific steps prior to imposing any draw-down restrictions on recipients; more specific guidance on the compliance review process; and requires a Board resolution approving any Remedial Action Plan resulting from a compliance review

Due Dates

- All FTA Recipients must submit a Title VI Program every 3 years
- MPO Due date changes from every 4 to every 3 years
- All Title VI Programs must be submitted via TEAM 60 days prior to expiration