



Idaho Transportation Department



FTA

Title VI Plan



Access

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July 2012

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This document is available online at: <http://itd.idaho.gov/civil/FTA Title6.htm>

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Section 1 TITLE VI POLICY STATEMENT

Title VI and its related statutes prohibit two types of discrimination, intentional discrimination or disparate treatment and disparate impact or disparate effects.

The first, intentional discrimination is the result of inconsistent application of rules and/or policies to one group of people over another. This form of discrimination may result when rules and policies are applied to intentionally treat a person(s) differently because of race, color, national origin, gender, disability, or age.

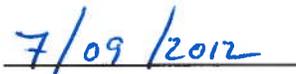
The second type of discrimination is disparate impact or disparate effects. A disparate impact results when rules and laws have a different and more inhibiting effect on women and minority groups than on the majority because of race, color, national origin, gender, disability or age. This type of discrimination occurs when a neutral procedure or practice results in fewer services or benefits, or inferior services or benefits, to members of a protected group such as minorities or low-income populations. With disparate impact, the focus is on the consequences of a decision, policy, or practice rather than on the intent.

Under Title VI, the Department's efforts to prevent such discrimination must address, but is not limited to: access to services, financial aid, or other benefits provided under its programs; distinctions in the quality, quantity, or manner in which the benefit is provided; segregation or separate treatment; restriction in the enjoyment of any advantages, privileges, or other benefits provided to others; different standards or requirements for participation; methods of administration which directly or through contractual relationships would defeat or substantially impair the accomplishment of effective nondiscrimination; discrimination in any activities related to highway and infrastructure or facility built or repaired in whole or in part with Federal funds; discrimination in any employment resulting from a program, the primary purpose of which is to provide employment.

ITD has developed this Title VI plan to help assure that all services, programs, and activities of the department, whether Federally assisted or not, are offered, conducted, and administered fairly, without regard to race, color, national origin, gender, disability, age, economic status or ability to communicate in English of the participants or beneficiaries.



For:
Brian W. Ness
Director



Date

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Section 2 INTRODUCTION

The Idaho Transportation Department's (ITD) mission is: "Your Safety. Your Mobility. Your Economic Opportunity". This simple mission statement encompasses the core of ITD's responsibility to Idaho citizens – ensuring safe, efficient mobility, connecting people, products, and places through multiple transportation options.

Over 1800 departmental employees make up five divisions: Administration, Aeronautics, Highways, Motor Vehicles, Transportation Performance. Three additional functions report directly to the ITD Director: Internal Review; Human Resources Services and the Office of Communications. The Human Resource Administrator is a permanent member of Executive leadership.

The Department's headquarters are in Boise, Idaho and because Idaho has such varied geographic regions, the Department divides the state into six administrative districts. Each district is responsible for transportation planning, construction and maintenance of the highways within its boundaries.

As a recipient of Federal financial assistance, ITD is required to comply with various non-discrimination laws and regulations, including Title VI of the Civil Rights Act of 1964, which provides that:

"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 assistance under this title or carried out under this title."

The Federal-aid Highway Transportation Act of 1973 added sex to the list of prohibitive factors. Disability was added through Section 504 of the Rehabilitation Act of 1973. Age was subsequently added in 1975 under the Age Discrimination Act.

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the term "programs or activities" to include all programs or activities of Federal-aid recipients, subrecipients, and contractors, whether or not such programs and activities are federally assisted.

Title VI was further defined in 1994. Executive Order 12898 - Environmental Justice (EJ), directed Federal agencies to identify and address the effects of all programs, policies, and activities on "minority populations and low-income populations."

In 2000, Executive Order 13166 - Limited English Proficiency (LEP), was also signed into effect requiring Federal agencies to assess and address the needs of otherwise eligible limited English proficient persons seeking access to the programs and activities of recipients of Federal financial assistance.

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The Americans with Disabilities Act (ADA) is also part of ITD's Title VI Program. The ADA and Section 504 of the Rehabilitation Act protect the civil rights of persons with disabilities, therefore, ITD's provision of services and benefits to the public must include provisions for persons with disabilities relative to fair and equitable treatment in their transportation needs.

The Equal Employment Opportunity (EEO) Office develops and oversees ITD's Title VI Plan and program compliance, and submits reports to the Federal Highway Administration (FHWA). The Division of Transportation Performance (DTP) is the ITD administrative agent for USDOT Federal Transit Administration (FTA) and Federal Highways Administration (FHWA) programs under United States Code.

Section 3 PLAN OBJECTIVES

The primary objectives of ITD's FTA Title VI plan are:

- To assign and clarify roles, responsibilities, and procedures for assuring compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives.
- To assure that all people affected by ITD's Federal-aid programs and projects receive the services, benefits, and opportunities to which they are entitled without regard to race, color, national origin, age, gender, disability, economic status or Limited English Proficiency.
- To proactively prevent discrimination and ensure nondiscrimination in all ITD programs and activities, whether those programs and activities are federally funded or not.
- To establish procedures for identifying and eliminating discrimination when found to exist.
- To establish procedures to review specific program areas annually within ITD to determine the effectiveness of the area's activities at all levels.
- To set forth procedures for the filing and processing of complaints by persons who believe they have been subjected to discrimination under Title VI in any ITD service, program, or activity.

Section 4 PLAN DISSEMINATION

Notification of Title VI Protection for Beneficiaries

After each revision, ITD widely distributes its approved Title VI Plan. Title VI notifications are also included with all newly printed or revised ITD publications, brochures, and pamphlets meant for public consumption. In addition, the

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requirement to provide notification is passed to subrecipients. The following notice is the standard wording for publications, brochures, flyers, etc.:

The Idaho Transportation Department (ITD) is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. ITD assures that no person shall on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any ITD service, program, or activity. The Department also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations. In addition, the department will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency.

Internal Dissemination

The approved Title VI Plan will be disseminated as follows: The Director, Deputy Director, Chief Executive Officers, Division Administrators, District Engineers, Section Managers, Program Area Coordinators and District EEO/Safety and Training Coordinators shall receive a copy of the plan. The plan will be posted on ITD's EEO intranet website and hard copies will be available upon request.

External Dissemination

Copies of ITD's approved Title VI Plan are available to the public and interested groups and organizations. Alternate formats are available upon request to the EEO Office. The approved Title VI Plan will be posted on ITD's website and will be distributed to the following locations outside of ITD:

- The Governor's Office
- Idaho Association of General Contractors
- Idaho Association for Affirmative Action
- Idaho Human Rights Commission
- Community Council of Idaho (Idaho Migrant Council)
- United Women of Idaho
- Hispanic Business Association
- Tribal Employment Rights Offices
- Idaho College/University Recruiting Offices
- Division of Human Resources
- Local Highway Technical Assistance Council
- Idaho Commission on Hispanic Affairs
- Idaho Women's Council
- National Women in Construction (NAWIC)
- NAACP

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- Idaho Women's Commission
- Idaho Metropolitan Planning Organizations

Section 5 AUTHORITIES

ITD's FTA Title VI Plan was developed pursuant to the following authorities:

Title VI of the Civil Rights Act of 1964; 42 USC 2000d ; FTA Circular 4702.1A; Federal Transit Laws as amended (49 USC Chapter 53 et seq.); 49 CFR 21; DOT Order 1050.2; 42 USC 4601 to 4655 ; Title VIII of the Civil Rights Act of 1968, amended 1974; 23 USC 109(h); 23 USC 324; Federal-aid Highway Transportation Act; 23 CFR 200; E.O. 12250 (Leadership and Coordination of Non-Discrimination Laws); E.O. 12898 (Environmental Justice); E.O. 13166 (Limited English Proficiency); E.O. 2005-25 (State of Idaho).

Section 6 ORGANIZATION AND COMPLIANCE RESPONSIBILITIES

OVERVIEW

ITD established the EEO Office in accordance with Federal guidelines. The Office oversees the Department's Title VI Plan and meets the terms of FTA implementing guidance. In keeping with Federal requirements the EEO/DBE Program Manager has direct access to the ITD Director. An organizational chart is included as Exhibit I.

ORGANIZATION

Director – The Director is the head of ITD, a State Transportation Agency and is responsible to the Governor, the Idaho Legislature, and the Idaho Transportation Board for ensuring implementation of the department's Title VI Plan. The Director provides leadership, guidance, direction, and support for ITD's Title VI programs.

Equal Employment Opportunity/Disadvantaged Business Enterprise (EEO/DBE) Program Manager – The EEO/DBE Program Manager is responsible for supervising, reviewing, monitoring, and evaluating the effectiveness of the internal and external EEO programs to include Title VI, ADA/Section 504, Limited English Proficiency (LEP), Historically Black Colleges and Universities (HBCU) and Minority Institutions of Higher Education (MIHE), Affirmative Action and DBE programs. The EEO Program Manager is also responsible for the daily operation of the EEO Office and acts as a liaison between ITD and Federal and State officials regarding EEO issues.

EEO Contract Compliance Officer (CCO) – The CCO is responsible for the oversight of the external EEO programs, which include: EEO Contract Compliance, Training Special Provisions, and Tribal Employment Rights

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Ordinance (TERO). Responsibilities include reviewing and monitoring all external highway construction projects Title VI activities, preparing and submitting contract compliance review documents and annual assessment updates to FHWA, providing internal and external training on Civil Rights Special Provisions, and advising the Department in the area of Tribal Employment Rights.

Program Area Coordinator (PAC) – Each of the FHWA-designated Title VI program areas have a responsibility to communicate and coordinate with the EEO/DBE Program Manager in all activities liable to Title VI, E.O. 12898, and E.O. 13166. The Program Area Coordinator (PAC) is responsible for monitoring procedures and practices within his or her respective area(s) of authority to ensure the area's programs are operated fairly, equitably, and in a nondiscriminatory manner in accordance with Title VI, E.O. 12898, and E.O. 13166. The PAC will provide program activity information to the EEO/DBE Program Manager as required.

Each PAC is located in a division within ITD where programs and activities are tied to Federal-aid funds. There are six divisional program areas which include Transportation Planning, Public Involvement, Project Development (Design and Environmental Planning), Right of Way, Construction, and Research.

Managers and Supervisors – Managers and supervisors in each division are responsible for familiarizing themselves with the requirements of Title VI, E.O. 12898, and E.O. 13166, and for complying with the Department's Title VI Program. They are responsible to promptly report issues or complaints concerning Title VI and related statutes to the EEO Office. They are also responsible for assisting the Title VI Program Area Coordinators in their efforts to implement all requirements, internally and externally, and in coordinating with the EEO Office any proposed changes to ITD operating procedures, instructional memoranda, policies, and manuals, etc. that relate to Title VI.

District Equal Employment Opportunity/Safety & Training Coordinators (EST) – Each of the six ITD Districts has one EST Coordinator that assists the EEO Office in communicating the requirements of Title VI to the appropriate individuals in their respective Districts. Each EST provides guidance to the District on Title VI compliance issues, provides an avenue for Title VI complaints to be referred to the EEO Office, and assists in assuring that Title VI programs, services, and activities are administered fairly. The EST also assists the CCO in reviewing and monitoring all external highway construction field activities involving Title VI and act as a liaison to tribal representatives as needed.

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Section 7 PROGRAM ADMINISTRATION

Through Idaho Code Chapter 5, Title 40, Section 40-528, the Governor of the State of Idaho designated the Idaho Transportation Department (ITD) and its director as the designated recipients for the federal transit administration funding for the rural transit program and the small urban transit program within the state of Idaho. The department is not the designated recipient for large urbanized areas as determined and defined by the United States department of commerce, bureau of the census and; the department is not the designated recipient for any qualifying urbanized area identified by the governor prior to July 1, 2011.

ITD's State Management Plan (SMP) is located at:
<http://iway.org/Tool%20Box/documentlibrary>. This document, the appendixes and the referenced procedures set forth the State of Idaho's procedures established for planning, coordination and distribution of ITD's federally funded programs.

Currently, each of the five Idaho Metropolitan Planning Organizations (MPOs) is required to develop a Title VI Plan that describes implementation, reporting, and complaint procedures. The MPOs are responsible for the transportation planning process within their urbanized areas. Each MPO develops a 3-year Transportation Improvement Program (TIP), a long-range transportation plan, and develops and implements an annual Unified Planning Work Program (UPWP). The Program Area Coordinator (PAC) for the Division of Transportation Performance assists the MPOs in the transportation planning activities that require Title VI compliance and advises them on Title VI compliance issues. ITD staff reviews MPOs each year either through a standard reporting process or by an on-site review. The MPO's also undergo a triennial FHWA/FTA joint review which includes a Title VI compliance assessment.

Idaho has the following MPOs:

- Bannock Transportation Planning Organization (BTPO)
- Bonneville Metropolitan Planning Organization (BMPO)
- Community Planning Association of Southwest Idaho (COMPASS)
- Kootenai Metropolitan Planning Organization (KMPO)
- Lewis-Clark Valley Metropolitan Planning Organization (LCVMPO)

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Reviews/Reporting

ITD is required to “conduct Title VI reviews of cities, counties, consultant contractors, suppliers [...] and other recipients of Federal-aid highway funds.” Therefore, in order for ITD to approve any grant/award application(s) involving the receipt of Federal-aid funds, local agencies must complete the Title VI Assurance. DTP includes information on required Civil Rights compliance each year in the annual Program Funding Guide. The guide lists the required Assurances and requires the applicant to sign a Statement acknowledging that the Assurances may be modified and that the applicant complies and reasonably expects to comply with any modifications. Grant applicants are made aware they will be required to sign an Assurance of Compliance with Civil Rights Requirements at the time the written agreement to receive funds is executed. The appropriate civil rights disclosure is included inside the Program Funding Guide and civil rights clauses are included in grantee agreements.

Using the FTA approved checklist, the DTP conducts program audits and reviews to ensure compliance by subrecipients. In addition, Internal Review and the DTP choose subrecipients each year for audits based on the amount of Federal funds received, type of organization (non-profit, local public agency, for profit) and degree of local government participation and oversight. Each subrecipient is reviewed every 2 years. These financial reviews are conducted in conjunction with a program review by DTP staff. The Program Area Coordinator (PAC) for the Division of Transportation Performance has a primary responsibility for assuring that multi-modal planning and the results of that planning are executed in accordance with Title VI requirements. This process entails deliberation of all possible social, economic, and environmental effects of a proposed plan or program on identified groups in order to avoid the unintended creation of inappropriate and biased programs. The PAC also monitors the transportation planning activities of the various MPOs to ensure consistency with Title VI compliance requirements.

Section 8 COMPLIANCE MONITORING

Program Area Coordinator (PAC)

- Monitor the overall strategies and goals of the transportation planning process to ensure Title VI compliance;
- Monitor the utilization of demographic information to identify minority and low-income populations and examine the distributions of the benefits/burdens of the transportation plans and activities on these groups;
- Monitor the service equities of the planning data collection and analysis for impacts on different socio-economic groups;

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- Monitor EJ (E.O. 12898) issues to identify and locate minority and low-income populations that may be impacted by transportation planning programs;
- Monitor compliance with E.O. 13166 (LEP) to improve access and understanding of transportation planning processes for those in the population confronted with language barriers;
- Monitor efforts made to ensure that female and minority-owned firms have an equal opportunity to compete for consultant planning agreements;
- Monitor transportation planning accomplishments and problem areas.

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EEO Office Monitoring:

Metropolitan Planning Organization (MPO)

The information listed below is obtained annually from each MPO and reviewed for compliance with Title VI. The EEO Office conducts on-site reviews with two MPOs annually, establishing a three-year review cycle for each MPO.

- Strategies used to ensure that all components of the transportation planning process comply with Title VI;
- Whether the MPO has developed a demographic profile of its planning area that includes identification of minority and low-income populations;
- Whether the MPO has developed a process to seek to identify the needs of minority and low-income populations and to use demographic information to assess the distribution of benefits across these groups;
- What process is in place to assess the benefits/burdens of transportation system investments on minority and low-income populations on an analytic basis and whether an appropriate data source and tools are used to support the analysis;
- Whether a public involvement strategy for engaging minority and low-income populations in transportation decision-making is in place and what steps are being taken to reduce any participation barriers that have been identified;
- Determine if the public involvement process is routinely evaluated and whether there have been efforts made to improve effectiveness, especially with regard to minority and low-income populations and any other affected groups;
- What efforts have been made to engage minority and low-income populations in the public outreach effort and whether the public outreach effort utilizes media targeted to minority and low-income groups;
- What procedure the MPO has established for using issues/concerns raised by minority and low-income populations as well as other affected individuals and groups in the decision-making process;
- Composition of the MPO's workforce by position title, race and gender;
- The names, race and gender of the individuals on the MPO's Board of Directors and what criteria has been established for their selection and retention;
- Number of consultant agreements awarded and the dollar amount; number of female and minority firms and the dollar amount;
- Efforts made to ensure an equal opportunity for female and minority consulting firms to participate in the consultant selection process;

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- Number of hearings, the location, and the times of day the hearings were held; the percentage of female and minority participation at the hearings;
- Number of public information meetings/open houses held; percentage of female and minority participation;
- Efforts made to take Environmental Justice concerns into consideration in the transportation planning process;
- Whether there was any training received regarding Title VI or Environmental Justice;
- Review of the MPO internal complaint procedures and policies;
- Status of any Title VI complaints received regarding any of the transportation planning and public involvement processes;
- Any significant Title VI activities or accomplishments made during the review period;
- Any significant Title VI activities or actions planned for the ensuing year.

ITD Division of Transportation Performance

The EEO Office will review and report annually the Title VI activities of the Division of Transportation Performance. The following items will be considered in the review and will be reported to the FHWA in ITD's annual Title VI Assurance Update:

- Strategies used to ensure that all components of the transportation planning process comply with Title VI;
- Whether a demographic profile of the State that includes identification of minority and low-income populations has been developed;
- Whether a process has been developed to identify the needs of minority and low-income populations and whether demographic information has been used to assess the distribution of benefits across these groups;
- Whether there is an analytical process in place to assess the benefits/burdens of transportation system investments on minority and low-income populations, and what data source and tools are used to support such an analysis;
- Whether there is a public involvement strategy for engaging minority and low-income populations in transportation decision-making and reducing participation barriers;
- Whether the public involvement process is routinely evaluated and whether any efforts were made to improve the process, especially with regard to minority and low-income populations and persons with Limited English Proficiency;

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- Efforts made to engage minority and low-income populations in the public outreach effort and public outreach efforts made to utilize media targeted to these groups;
- Methods used to ensure that issues/concerns raised by minority and low-income populations as well as other affected groups are considered in the decision-making process;
- Composition of the Division of Transportation Performance workforce (including District staff) and internships by position title, race and gender;
- Number of consultant planning agreements awarded and the dollar value; number of female and minority-owned firms with dollar value;
- Methods used to encourage the use of female and minority planning consultants and subconsultants;
- Amount of Federal money passed to individual MPOs through ITD for transportation planning;
- Status of any Title VI complaints received regarding transportation planning or the public involvement process;
- Any significant accomplishments made during the review period;
- Any significant actions planned for the ensuing year.

Section 9 COMPLIANCE RESULTS

Oversight for compliance with FTA Title VI regulations and guidance resides within the Division of Transportation Performance (DTP), which is responsible for subrecipient compliance reviews. In accordance with the FTA Federal Register/Vol. 76, No.211/Tuesday, November 2011/Notices; Appendix A (Exhibit II), DTP provides all certifications and assurances required of the subrecipient to support its applications for FTA funding.

Title VI requirements are passed on to all subrecipients of FTA funds. The application process (Section 2.0 of Exhibit III) requires the subrecipient to indicate the applicant's willingness to comply with the applicable certifications, assurances and procedures to receive Federal and State funding. The DTP annually submits its Certifications and Assurances to FTA by means of PINNING these certifications and assurances in the TEAM Web system, which is the electronic system used by FTA recipients and subrecipients.

All subrecipients to programs administered by the DTP are required to submit their Certifications and Assurances by original signature as part of the Application

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Package, and State Funding Agreement. Prior to the award of any funding, the State must provide to FTA all Certifications and Assurances required by Federal laws and regulations for the applicant or project. Idaho electronically submits, through TEAM Web, the FTA Assistance Programs Certifications and Assurances within 90 days of the time they are published in the Federal Register. The DTP Administrator and the ITD Legal Counsel electronically PINs the Certifications and Assurances.

DTP receives and maintains certifications and documentation sufficient to support the assurances to FTA. DTP lists the Certifications and Assurances in the Program Funding Guide and requires applicants to sign, acknowledging the requirements and that FTA may make changes. The subrecipient signs all necessary Certifications and Assurances in each funding agreement. Staff reviews each section of the funding agreement and discusses the requirements with the subrecipients. Subrecipients also sign acknowledging that they understand these requirements.

Section 10 COMPLAINT & INVESTIGATIVE PROCEDURES

ITD's discrimination complaint procedure covers all complaints under the following acts: Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act (ADA) of 1990. Complaints may be filed by any person who believes that he or she has been excluded from participation in, been denied the benefits of, or otherwise subjected to discrimination under any ITD service, program, or activity whether Federally funded or not, and believes the discrimination is based on race, color, national origin, gender, age, disability, economic status or Limited English Proficiency. All allegations, regardless of where they are reported, shall be immediately forwarded to the EEO/DBE Program Manager.

In addition, these complaint processing requirements are passed down to subrecipients and are reviewed for compliance during site reviews by the DTP. DTP notifies each grant recipient that the Division may be contacted by anyone alleging discrimination in service or employment, including Section 504 and ADA. Any written complaints alleging discrimination will be referred to the ITD EEO Office for investigation. Procedures on How to File a Title VI Complaint (Exhibit IV) and the Discrimination Complaint Form (Exhibit V) can be found at <http://itd.idaho.gov/civil/Title6.htm>. The DTP Site Visit Checklist (Exhibit VI) contains the requirement to review subrecipient complaint procedures and resolution.

Complaint Reporting

If the complainant elects to file a formal complaint with ITD, it must be submitted in writing, signed and dated, within 180 days of the alleged discriminatory act (or latest

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occurrence). The complainant is strongly encouraged to bring any incidents of discrimination to the attention of ITD as soon as possible after any such alleged conduct occurs. Individuals may also file complaints directly with the U.S. Department of Transportation (USDOT), the FHWA, or the FTA within the 180 day period.

Investigations

All allegations of discrimination will be taken seriously and investigated in a timely manner. Any Title VI complaint filed directly against ITD will be forwarded to and investigated by the appropriate Federal agency. Confidentiality will be maintained to the greatest extent possible. The EEO/DBE Program Manager or other qualified investigator(s), following an investigative plan, will gather all relevant information in a fair and impartial manner and will submit a report of findings to the ITD Director. This report will include the nature of the complaint, remedy sought, and a summary of the investigative findings and activities. A Statement of Agency Decision will be prepared, reflecting the Department's final determination.

The complainant and appropriate managers shall receive written notification as to the Department's decision. If the finding is unfavorable to the complainant, they will also be advised of their avenues for appeal. Copies of all Title VI complaints and investigative reports will be sent to FHWA within 60 days of receipt of the complaint.

Investigation files are confidential and will be maintained by the EEO Office. The contents of such files will only be disclosed to ITD personnel on a need-to-know basis and to others in accordance with State laws. ITD will retain files in accordance with records retention schedules and all Federal guidelines. The EEO Office maintains a log of complaints filed and information on the status of any active investigations involving FHWA, FTA and FAA programs. These recordkeeping requirements pass to subrecipients by publishing the requirements in the State's Management Plan and State Agreements for Funding. These areas are reviewed for compliance during site reviews with subrecipients. There were no Title VI complaints filed with DTP since the last submittal of the Title VI Plan.

Section 11 PUBLIC PARTICIPATION

In accordance with FTA requirements, DTP publishes a "*Notice of Mobility Funding and Public Comment*" semiannually in local newspapers within the State of Idaho (Exhibit VII). In addition, all public notices and requests for public comments are released through the I-WAY public notice system (www.i-way.org, refer to Mobility Procedure M-2010-24).

DTP requires funding applicants to work with the urban and/or regional public transportation providers as well as the appropriate aging and adult services or other human service agency in their local area to coordinate services as part of the

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planning process. This assists with coordination in the region and allows more efficient use of Federal funds in the area.

The DTP uses the subrecipient site review to determine the level of access that the subrecipient provides to Title VI beneficiaries. The site visit includes a review of the subrecipients' public outreach, advertising and public education efforts to determine if service delivery has been inclusive and adequate. As part of the site visit, the DTP ensures that the subrecipients maintain current wall posters explaining Title VI requirements as it relates to both employees and transit services offered.

ITD's Guide to Public Involvement is a comprehensive guide for all Divisions within the ITD that covers all aspects of public involvement for programs, planning and projects. In this guide, Title VI considerations are the fundamental elements of the public participation process. This guide is located on the ITD website:
www.itd.idaho.gov/manuals/Online_Manuals/Current_Manuals/PIG/Guidebook.pdf

Section 12 LIMITED ENGLISH PROFICIENCY (LEP) REQUIREMENTS

ITD adopted a comprehensive LEP Plan in 2006. Compliance with this Plan is required whether the ITD program is Federally funded or not, and applies regardless of the funding source. The plan directs DTP and the rest of ITD to determine and evaluate the number, frequency, importance of the public contacts they have with individuals who are limited in English speaking ability, and the resources available for LEP services. This evaluation includes determining which, if any, documents must be translated and whether interpretation assistance must be provided. ITD's LEP Plan is available at: <http://itd.idaho.gov/civil/Title6.htm>.

DTP is required to monitor subrecipients for compliance with LEP requirements to ensure that members of the public who are limited in their English speaking ability have the same access to and benefit from public transportation agencies. Monitoring is done primarily through the site visit which includes reviewing the public agency's LEP self-assessment and the extent to which the agency has provided information to the public regarding the availability of interpreter services and translated written materials into other languages.

Section 13 ENVIRONMENTAL JUSTICE (EJ) REQUIREMENTS

Although the ITD as a whole has a process for complying with EJ requirements in the project development process, the DTP has historically never received funding in amounts that would allow for entering into construction projects that would require National Environmental Policy Act (NEPA) review. New construction or expansion of transit terminals, storage and maintenance garages, office facilities and parking facilities may be designated as categorical exclusions after FTA review and approval. ITD staff would work with the FTA Region 10 Engineer, ITD Project Development Section on the process. The DTP has a sub-memorandum of understanding with the Idaho Division of Environmental Quality and would be in

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close contact with staff on public transportation issues affected by environmental concerns. If, or when construction projects become a part of the business conducted by DTP, it will follow the EJ guidance found in ITD's Guide to Public Involvement.

Additionally, if DTP were to achieve sufficient funding levels to undertake such projects with the assistance of Region 10, FTA, it will complete Region 10 FTA's Categorical Exclusion and Documented Categorical Exclusion Worksheet.

Section 14 DEFINITION OF TERMS

Affirmative Action: A good faith effort to eliminate past and present discrimination which ensures that future discriminatory practices do not occur. Actions aimed at addressing the under-representation of minorities and females.

Beneficiary (ies): An individual and or/entity that directly or indirectly receives an advantage through the operation of a Federal program; however, they do not enter into any formal contract or agreement with the Federal government where compliance with Title VI is a condition of receiving such assistance.

Categorical Exclusion: A technical exclusion for projects that do not result in significant environmental impacts.

Disparate Impact: Discrimination which occurs because of a neutral procedure or practice, and such practice lacks a "substantial legitimate justification." The focus is on the consequences of a recipient's practices rather than the recipient's intent.

Discrimination/Disparate Treatment: Discrimination which occurs when similarly situated persons are treated differently because of their race, color, national origin, gender, disability, or age, and the decision maker was aware of the complainant's race, color, national origin, gender, disability, or age, and decisions were made (at least in part) because of one or more of those factors.

MPO: Metropolitan Planning Organization is an association of local agencies that coordinate transportation planning and development activities within a metropolitan area. Establishment of an MPO is required by law in urban areas with populations of more than 50,000 in order for the area to use Federal transportation funding. MPOs are designed to ensure coordination and cooperation among the various jurisdictions that oversee transportation within the urban area.

Minority: A person who is a citizen or lawful permanent resident of the United States and who is:

- Black - a person having origins in any of the black racial groups of Africa
- Hispanic - a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race

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- Asian or Pacific Islander - a person having origins in any of the original peoples of the Far East, Southeast Asia, Indian Subcontinent, or the Pacific Islands
- American Indian or Alaskan Native - a person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition
- White - a female having origins in any of the original peoples of Europe, North Africa, or the Middle East
- Additional subcategories based on national origin or primary language spoken may be used, where appropriate on either a national or regional basis

Recipient: An individual and/or entity that receives Federal financial assistance and operates a program and/or activity.

Subrecipient: A non-Federal entity that expends Federal awards received from a pass-through entity to carry out a Federal program, but does not include an individual that is a beneficiary of such a program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

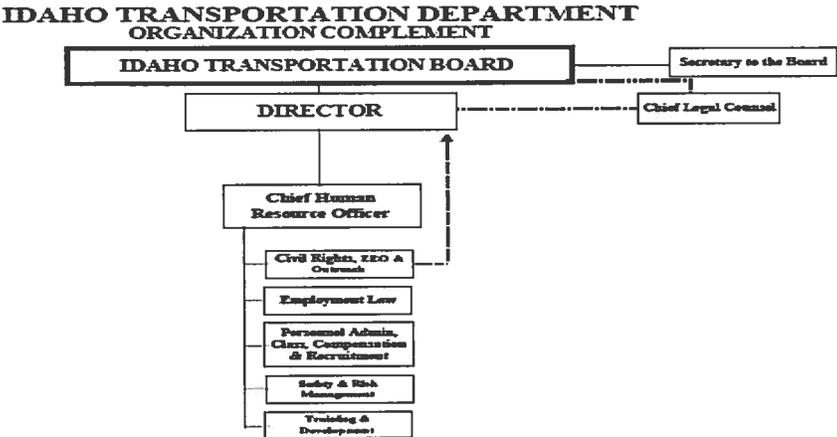
TIP: A three-year, Transportation Improvement Program prepared by a Metropolitan Planning Organization.

Section 15 EXHIBITS (Exhibits are living documents and may be modified between Triennial Plan Updates)

- I. EEO Office Organizational Chart
- II. Federal Register No. Appendix A
- III. Sample FTA Funds Application
- IV. Procedures on How to File a Title VI Complaint
- V. Discrimination Complaint Form
- VI. Division of Transportation Performance Site Visit Checklist
- VII. Notice of Mobility Funding and Public Comment

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Exhibit I – Organization Chart (Human Resources & EEO)



CHRO 1211

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Exhibit II – Federal Register Notice 2011-28293 (Appendix A)

APPENDIX A

FEDERAL FISCAL YEAR 2012 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE

(Required of all Applicants for FTA funding and all FTA Grantees with an active capital or formula project)

AFFIRMATION OF APPLICANT

Name of Applicant: _____

Name and Relationship of Authorized Representative: _____

BY SIGNING BELOW, on behalf of the Applicant, I declare that the Applicant has duly authorized me to make these certifications and assurances and bind the Applicant's compliance. Thus, the Applicant agrees to comply with all Federal statutes and regulations, and follow applicable Federal directives, and comply with the certifications and assurances as indicated on the foregoing page applicable to each application it makes to the Federal Transit Administration (FTA) in Federal Fiscal Year 2012.

FTA intends that the certifications and assurances the Applicant selects on the other side of this document, as representative of the certifications and assurances, should apply, as provided, to each project for which the Applicant seeks now, or may later seek FTA funding during Federal Fiscal Year 2012.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted with this document and any other submission made to FTA, and 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 CFR part 31 apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. 1001 apply to any certification, assurance, or submission made in connection with a Federal public transportation program authorized in 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing certifications and assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____ Date: _____

Name _____
Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): _____

As the undersigned Attorney for the above named Applicant, I hereby affirm to the Applicant that it has authority under State, local, or tribal government law, as applicable, to make and comply with the certifications and assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the certifications and assurances have been legally made and constitute legal and binding obligations on the Applicant.

I further affirm to the Applicant that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these certifications and assurances, or of the performance of the project.

Signature _____ Date: _____

Name _____
Attorney for Applicant

Each Applicant for FTA funding and each FTA Grantee with an active capital or formula project must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its signature in lieu of the Attorney's signature, provided the Applicant has on file this Affirmation, signed by the attorney and dated this Federal fiscal year.

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Exhibit III – Sample FTA Funds Application

2012 GRANT Application			
GENERAL INSTRUCTIONS: I Complete all pages and enter responses in all fields II Required fields are marked with a *			
Section 1.0 - Organization Information			
1 - Short Name or Common Acronym *			
2 - Operating Name *			
3 - Legal Name *			
4 - Mailing Address #1 *			
5 - Mailing Address #2			
6 - Mailing City *			
7 - Mailing State *			
8 - Mailing Zip *			
9 - Business Phone *			
Section 2.0 - Brief Project Description			
Use only one mobility strategy (from the pre-application) Choose one mode and one funding program for each project			
1 - Strategy Number *			
2 - Strategy Name *			
3 - Mode *	<<Select>>		
4 - What program are you applying for on this application? *	<<Select>>		
5 - Do you plan on using more than one program to fund this project? *	<<Select>>		
6 - Describe how these programs will work together * (500 Characters Maximum)			
7 - How will this project fulfill this strategy or meet the needs this strategy is intended to serve *			
8 - List the populations you intend to service with this project * (500 Characters Maximum)			
9 - Briefly describe how you have coordinated this project with other providers, agencies, and the community(ies) * (500 Characters Maximum)			
10 - Is this project dependent on any other project submitted by your organization or another organization(s) within or adjacent to your area? *	<<Select>>		
11 - Please identify and describe the organization and project			
12 - Describe how this project depends on the success of another project being submitted			
13 - How would this project not being funded effect the other project(s)			
Section 3.0 - Performance			

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2012 GRANT Application	
<p>The following are your performance measures that ITD will incorporate in your scope of work at the time of contract. These should be the projected numbers you expect from this project. Operating Cost per Vehicle Revenue Mile: Total Operating Expenses (including Administrative and Preventive Maintenance Costs) divided by the Total Number of Vehicle Revenue Miles. Operating Cost per Vehicle Revenue Hour: Total Operating Expenses (including Administrative and Preventive Maintenance Costs) divided by the Total Number of Vehicle Revenue Hours. Operating Cost per Passenger Trip: Total Operating Expenses (including Administrative and Preventive Maintenance Costs) divided by the Total Number of Passenger Trips. Passenger Trips per Vehicle Revenue Hour: Total Passenger Trips divided by the Total Number of Vehicle Revenue Hours.</p>	
Section 3.1 - Service Information	
ITEM	ROUTE TOTALS
1 - Total Number of Passenger Trips	
2 - Total Number of Vehicles in Service (excluding spares and backups)	
3 - Total Number of Vehicle Revenue Miles	
4 - Total Number of Vehicle Revenue Hours	
Section 3.2 - Performance Information	
ITEM	TOTALS
1 - Operating Cost per Vehicle Revenue Mile	
2 - Operating Cost per Vehicle Revenue Hour	
3 - Operating Cost per Passenger Trip	
4 - Passenger Trips per Vehicle Revenue Hour	
Section 4.0 - Project Service and Detail	
<p>If your request is funded, it will be necessary to write a formal Scope of Work. The descriptions you give in this section will provide the basis for the contract's Scope of Work between the State and your agency. Because these descriptions are included in the agreement, you must accurately represent the service you will provide. Please be specific about the services you are proposing to offer if you are to be funded at the level you request. This means you must describe the routes and what times of day these services are available. Upload the Route maps, operating plan and route schedule with your application.</p>	
1 - Are you asking for Operating Funds? *	<<Select>>
2 - Route Name	
3 - Define the Service Area including Town(s), Community(ies), etc. this project will serve *	
4 - Do you schedule individual trips on this route? *	<<Select>>
Describe (500 Characters Maximum)	
5 - Describe the Route Services this project will fund BE SPECIFIC! (Example: what type of trips, client priorities, etc.) (750 Characters Maximum)	
6 - Do you have Route Maps?	<<Select>>
7 - Do you have an operating plan and scheduled times?	<<Select>>
8 - What percentage of riders will be general public?	
Section 5.0 - Sustainability	
1 - Your plan should include projections on how you will sustain your project over time and decrease dependency on federal assistance	

Idaho Transportation Department Title VI Plan Federal Transit Administration

2012 GRANT Application				
Describe how your project will be sustained over time decreasing dependency on federal assistance (500 Characters Maximum)				
Section 6.0 - Capital Purchase				
1 - Are you asking for Capital Funds? *	<<Select>>			
2 - Are you applying for funds to do Acquisition of Transportation Services or User-side Subsidy?	<<Select>>			
Explain your Acquisition of Transportation Services or User-side Subsidy project (1000 Characters Maximum)				
3 - Are you purchasing other capital assets, i.e. facility, bike rack, storage, etc.? *	<<Select>>			
Describe the building project or capital purchase and how it will benefit the project or the service it is associated with (1000 Characters Maximum)				
4 - Are you purchasing rolling stock? *	<<Select>>			
Explain your rolling stock need(s) (1000 Characters Maximum)				
Do you have an operating plan for this vehicle? *	<<Select>>			
5 - Are you purchasing a service vehicle (non-revenue vehicle)? *	<<Select>>			
Explain your service vehicle need(s) (500 Characters Maximum)				
6 - Are you purchasing a replacement vehicle(s) with Capital?	<<Select>>			
		Year of Vehicle	Current Miles	VIN#
Make and Model				
Section 7.0 - 5311 Rural Area Program Criteria				
1 - Are you requesting 5311 (Rural Area) funds? *	<<Select>>			
2 - Will your service be a Deviated Fixed Route or Demand Response Route? *	<<Select>>			

Idaho Transportation Department Title VI Plan Federal Transit Administration

2012 GRANT Application	
Demand responsive services usually targets the elderly and disabled. How will you ensure your proposed services will be available to the general public? (750 Characters Maximum)	
3 - Will your service be a Fixed Route? *	
<input type="text" value="<<Select>>"/>	
How will you meet the ADA-specified complementary paratransit requirements? (750 Characters Maximum)	
Section 8.0 - 6316 JARC Program Criteria	
1 - Are you requesting JARC funds? *	
<input type="text" value="<<Select>>"/>	
2 - Describe how you meet the intent of the JARC program (500 Characters Maximum)	
3 - Describe how your project will provide or support transit service in low income areas, access to employment related activities and/or reverse commute services (500 Characters Maximum)	
4 - Briefly describe the current population and geographic area(s) that will be served by this project. (500 Characters Maximum)	
Section 9.0 - 5317 New Freedom Program Criteria	
1 - Are you requesting New Freedom funds? *	
<input type="text" value="<<Select>>"/>	
2 - Describe how you meet the intent of the New Freedom program. (500 Characters Maximum)	
3 - Describe how this project will go beyond the ADA requirements (1000 Characters Maximum)	
Section 10.0. - Project Budget Summary	
The expenses and revenues used on this balance sheet should be those related to this project and should reflect the costs of the WHOLE project. If you are using in-kind, you must include the expected costs in the expenses portion of this budget.	
Section 10.1 - EXPENSES	Amount

Revised 10/14/2011

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2012 GRANT Application			
CAPITAL			
Acquisition of Transportation Service		[]	
User-side Subsidy		[]	
Vehicle Purchase		[]	
Other Capital Purchase	[]	[]	
Capital Total			\$0.00
ADMINISTRATION			
Labor (501)		[]	
Other salaries and wages (02)		[]	
Fringe Benefits (502)		[]	
Services (503)		[]	
Materials and Supplies (504)		[]	
Other materials and supplies(99)		[]	
Utilities (505)		[]	
Casualty and liability Insurance (506)		[]	
Taxes (507)		[]	
Miscellaneous Expenses (508)		[]	
Interest Expense (511)		[]	
Leases and Rentals (512)		[]	
Depreciation and Amortization (513)		[]	
Administration Total			\$0.00
OPERATIONS			
Labor (501)		[]	
Operators' salaries and wages (01)		[]	
Other salaries and wages (02)		[]	
Fringe Benefits (502)		[]	
Services (503)		[]	
Materials and Supplies (504)		[]	
Fuel and lubricants (01)		[]	
Tires and tubes (02)		[]	
Other materials and supplies(99)		[]	
Utilities (505)		[]	
Casualty and liability Insurance (506)		[]	
Taxes (507)		[]	
Purchased Transportations (508)		[]	
Interest Expense (511)		[]	
Leases and Rentals (512)		[]	
Depreciation and Amortization (513)		[]	
Operations Total			\$0.00
PREVENTIVE MAINTENANCE			
Labor (501)		[]	
Operators' salaries and wages (01)		[]	
Other salaries and wages (02)		[]	
Fringe Benefits (502)		[]	
Services (503)		[]	
Materials and Supplies (504)		[]	
Fuel and lubricants (01)		[]	
Tires and tubes (02)		[]	
Other materials and supplies(99)		[]	
Utilities (505)		[]	
Casualty and liability Insurance (506)		[]	
Taxes (507)		[]	
Purchased Transportations (508)		[]	
Leases and Rentals (512)		[]	
Depreciation and Amortization (513)		[]	
Preventive Maintenance Total			\$0.00
TOTAL EXPENSES			\$0.00
Section 10.2 - REVENUE			Amount
GENERATED REVENUE			
Advertising		[]	
Concessions		[]	
Development fees		[]	

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2012 GRANT Application									
Fares/User Fees Electronic Ticketing Grant - Private Foundation ID Card Fees Investment Earnings Package Express Rent/Lease - Non Vehicle Rent/Lease - Vehicle Sale of Property Service Fees (Maintenance, Operations, Administration, etc.) Ticket Agent Fees/ Commissions									
Generated Revenue Total								\$0 00	
CONTRACTS									
Contract for Trips - Paid by Rider	Please give a description of contract								
Contract for Trips - Paid by Organization									
Contracts Total								\$0 00	
CONTRIBUTIONS/DONATIONS									
Local Private Contributions/Donations									
Local Public Contributions/Donations (City, County, etc)									
State Public Contributions/Donations									
Contributions/Donations Total								\$0 00	
DIRECT/DEDICATED TAX SOURCES									
Local Tax Revenue (Local Option, etc.)									
State Tax Revenue (State Fuel Tax, etc.)									
Direct/Dedicated Tax Sources Total								\$0 00	
FTA SOURCES (Please specify program Number and Name)									
FTA Sources Total								\$0 00	
OTHER									
1404 --FHWA Safe Routes to School									
STP -- FHWA Ridesharing									
Other -- Federal	Please give a description of Other Federal or Non-Federal Monies								
Other--Non Federal									
Other Total								\$0 00	
NON-CASH									
In-Kind Property (Cost Avoidance)	Please give a description of the Non-Cash Cost Avoidance								
In-Kind Services (Cost Avoidance)									
In-Kind Services (Volunteers)									
Non-Cash Total								\$0 00	
TOTAL REVENUES									\$0.00
Section 11.0 - Application summary									
Section 11.1 - Program Request									
Put your total costs for each category in the Total Expected Costs column. Estimate your fares and enter them into the Operations category. If you have a larger amount in Estimated Fares for Operations than you do in Total Expected Costs-Operations , subtract the remaining amount from Administration , then from Preventive Maintenance . The match rate for each program is on page 9 of the Application Guidance. Enter the appropriate numbers in the Match Percentage column for each category of your program. The required match will be figured for you. If you have in-kind, enter the value of that in the In-Kind column. Your Cash Match and Federal Request will be calculated for you.									
Category	Total Expected Costs	Estimated Fares	Adjusted Application Amount	Match Percentage	Required Match	In-Kind(Non-Cash)	Cash Match	Federal Request	

Idaho Transportation Department Title VI Plan Federal Transit Administration

2012 GRANT Application							
Capital			\$0.00		\$0.00	\$0.00	\$0.00
Administration			\$0.00		\$0.00	\$0.00	\$0.00
Operations			\$0.00		\$0.00	\$0.00	\$0.00
Preventive Maintenance			\$0.00		\$0.00	\$0.00	\$0.00
Totals	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00

Section 11.2 - Match Amounts
 Enter your match amounts and the areas they will come from. Put a description in where requested. The **Match Sources Total** should match the total in the **Required Match** column in the grid above.

MATCH SOURCES		Amount
Generated Revenue		
Advertising		
Concessions		
Development fees		
Electronic Ticketing		
Grant - Private Foundation		
ID Card Fees		
Investment Earnings		
Package Express		
Rent/Lease - Non Vehicle		
Rent/Lease - Vehicle		
Sale of Property		
Service Fees (Maintenance, Operations, Administration, etc.)		
Ticket Agent Fees/ Commissions		
Generated Revenue Total		\$0.00
Contract for Trips		
Paid per Rider (Medicaid, Aging)	Description of Contract	
Paid by Organization		
		\$0.00
Contributions/Donations		
Local Private Contributions/Donations		
Local Public Contributions/Donations (City, County, etc)		
State Public Contributions/Donations		
Contributions/Donations Total		\$0.00
Other		
Other -- Federal	Description of Other Federal and Non-Federal	
Other -- Non Federal		
Other Total		\$0.00
Non-Cash		
In-Kind Property (Cost Avoidance)	Description of Non-Cash Cost Avoidance	
In-Kind Services (Cost Avoidance)		
In-Kind Services (Volunteers)		
Non-Cash Total		\$0.00
MATCH SOURCES TOTAL		\$0.00

Section 11.3 - Match Source
 Each contribution of local match must have a Letter of Intent from the Organization or Agency contributing. The Letter of Intent needs to state the amount of the contribution. Please list each source of local match. If it is a donated good or service, list how the fair market value was determined. Include how long is the source committing to contribute?

Local Match Source	Is this a donated Good or Service?	If yes, how was the fair market value determined?	Timeframe for Commitment	Amount	Will you be uploading a Letter of Intent?
	<<Select>>				<<Select>>
	<<Select>>				<<Select>>
	<<Select>>				<<Select>>
	<<Select>>				<<Select>>
	<<Select>>				<<Select>>

Idaho Transportation Department Title VI Plan Federal Transit Administration

2012 GRANT Application				
	<<Select>>			<<Select>>
	<<Select>>			<<Select>>

Section 12.0 - Acknowledgements

Applicants must acknowledge each of the following items. Failure to do so may eliminate your application from consideration for funding.

1 - Do you acknowledge that ITD reserves the right to request additional information required as part of the evaluation process?	<<Select>>
2 - Do you acknowledge that changes to cell formulas or the format of the application may eliminate your application for consideration for funding.	<<Select>>
3 - In the spirit of the Idaho Governor's desire to eliminate all unnecessary expenditures, Idaho Transportation Department, Division of Transportation Performance has adopted a Zero-Based Budgeting approach for Federal Transit Administration (FTA) grant application processes. Zero-Based Budgeting is about defining the work you do and then taking action to make it more effective and efficient. The idea is to start building your budget from zero. This process will require much thought and effort on your part to perform an honest review and examination of your budget by identifying only those essential program components and services and the costs necessary to deliver results. Based on the outcome of this process your request for Federal assistance must be justified and supported. Do you acknowledge the requirement to utilize a Zero-Based Budgeting approach in developing the budget for your proposal?	<<Select>>

4 - As a subrecipient of the State of Idaho, I understand that Idaho Transportation Department passes through certain requirements.
 Audits (Procedure M-2010-20), Open Meeting (Procedure M-2010-19) <http://i-way.org/Mobility%20Funding/procedures>
 Procurement <http://adm.idaho.gov/adminrules/rules/idaaa38/0501.pdf>
http://www.fta.dot.gov/funding/grants_financing_6036.html
 State Meeting and Travel <http://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvpolicy.htm>
 By typing your initials you are stating that you have read, understand and are willing to follow the pass-through requirements.

Section 13.0 - FTA Federal Fiscal Year 2012 Certifications and Assurances

These are Certifications and Assurances that apply to sub-recipients receiving FTA funding. The Sub-recipient's Board Chair or designated individual must type their name on the line below identifying compliance with the applicable certifications and assurances in order to complete this Funding Application. The FFY 2012 FTA Certifications and Assurances are available for download from the internet under the heading of Federal Transit Administration (FTA) Documents & Links at:
<http://i-way.org/Tool%20Box/documentlibrary>

Cert #	Title	Applicable	Not Applicable
1	Certifications and Assurances Required of Each Applicant	All	
2	Lobbying (Application Exceeding \$100,000)	All if >\$100,000	
3	Procurement Compliance	All	
4	Private Providers of Public Transportation	All	
5	Public Hearing	All	
6	Acquisition of Rolling Stock (Pre-Award and Post-Delivery Reviews - Capital requests only)	All	
7	Acquisition of Capital Assets by Lease	All	
8	Bus Testing (Capital requests only)	All	
9	Charter Service Agreement	All	
10	School Transportation Agreement	All	
11	Demand Response Service	All	
12	Alcohol Misuse and Prohibited Drug Use	All	
13	Interest or Other Financing Costs		X
14	Intelligent Transportation System Program Assurance		X
15	Urbanized Area Formula Program,		X
16	Clean Fuels Formula Program		X
17	Elderly and Persons with Disabilities	5310	
18	Non-urbanized Area Formula Program	5311	
19	Job Access/Reverse Commute Program	5316	

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2012 GRANT Application			
20	New Freedom Program	5317	
21	Alternative Transportation in Parks and Public Lands Program		X
22	Tribal Transit Program		X
23	Infrastructure Finance Projects		X
24	Deposits of Federal Funds to a State Infrastructure Bank Program		X
Please select YES or NO from dropdown to left of below statement.			
<<SELECT>>	By selecting yes in this box we Certify and Assure that this organization has read, understands, and will comply with the applicable portions of this form.		

(Type Name of Board Chair or Designated Official above)

Digital Signature			
By typing your initials in the box to the right you are verifying that you have read, understand and agree to all the requirements of the 2012 FTA Funding Application and the Application Guidance and are willing to comply with the requirements not specifically listed in this application. This mark will act as your electronic signature.			
Name and Title		Date	
How are you authorized to sign?			

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Exhibit IV– Procedures on How to File a Title VI Complaint

HOW IS A DISCRIMINATION COMPLAINT FILED?

Complaints may be filed by any person who believes that he or she has been excluded from participation in, been denied the benefits of, or otherwise subjected to discrimination under any Idaho Transportation Department (ITD) service, program or activity, and believes the discrimination is based upon race, color, national origin, gender, age, disability, economic status or limited English proficiency. Complaints will be accepted in writing only, and may be filed with ITD's Equal Employment Opportunity Office in Boise.

A signed written complaint must be submitted within 180 days of the alleged discriminatory act (or latest occurrence). Individuals may also file complaints directly with the U.S. Department of Transportation (USDOT), the Federal Highway Administration (FHWA), and/or the Federal Transit Administration (FTA) within the 180 day timeframe. The complaint should contain:

- Name, address, telephone number, and signature of complainant.
- Facts and circumstances surrounding the claimed discrimination, including date of allegations, and basis of complaint (i.e., race, color, national origin, gender, age, disability).
- Any names of persons, if known, that the investigator could contact for additional information to support or clarify the allegations.
- Corrective action being sought by the complainant.

HOW WILL A COMPLAINT BE RESOLVED?

Within ten days of receiving a written complaint, ITD's EEO Office will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation. If it is determined that ITD has jurisdiction of the complaint, it will investigate and make recommendations for resolving it. Otherwise, the complaint will be forwarded to the FHWA/FTA for investigation.

WHAT IF A RECIPIENT RETALIATES AGAINST THE COMPLAINANT FOR FILING A COMPLAINT?

Federal laws prohibit a recipient of federal funds from retaliating against any person who has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing. Any complaints of retaliation should be directed to ITD's EEO Office immediately at:

Idaho Transportation Department
Equal Employment Opportunity Office
Attention: Diane Steiger, EEO/DBE Program Manager
P. O. Box 7129
Boise, ID 83707
Phone: (208) 334-8266
TDD: (208) 334-4455

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Exhibit V – Discrimination Complaint Form

Discrimination Complaint Form

Name	Phone	Name of Person (s) or Agency that discriminated against you
Your Address—Street, (PO Box), City, State, Zip		Name, Address and Position of Person (if known)
Discrimination Because of <input type="checkbox"/> Race/Color <input type="checkbox"/> Retaliation <input type="checkbox"/> Sex <input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> National Origin		Date of Alleged Incident
Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved. Describe the corrective action you are seeking. Also attach any written material pertaining to your case.		
Signature		Date

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Exhibit VI – Division of Transportation Performance Site Visit Checklist



Idaho Transportation Department Division of Public Transportation
Organization Site Visit Checklist

Item #	Item Description	Response/Data	Comments	Ref.
Section I – Organization Identification and Grants Officer Information				
I-1	Organization Name (Subrecipient)			
I-2	Organization Mailing Address			
I-3	Organization Physical Address			
I-4	Organization Phone Number			
I-5	Organization Fax Number			
I-6	Organization E-Mail Address			
I-7	Organization Web Site			
I-8	Organization Type	Local Government Private Non-Profit Private For-Profit Native American Tribe Other		
I-9	Grants Officer(s) Conducting Site Review:			
I-10	Site Review Location			
I-11	Site Review Dates			
I-12	Organization Representatives at this Site Review	(Names, Titles, Phone Numbers, E-Mail Addresses)		
Miscellaneous Information for Section I:				

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Item #	Item Description	Response/Data	Comments	Ref.
Section II - Funding Information and Financial Audit Information for Organization				
II-1	FTA Funding Source(s) Covered for this Site Review	(FTA Section 5310, 5311, etc.)		
II-2	Additional Federal Funding Sources	(Medicaid, Older Americans Act, Etc.)		
II-3	Matching Fund Source(s) for Item II-1			
II-4	Completed Schedule of Federal Funds Received	(Attach as Appendix to this Site Review)		
II-5	Did Organization Receive more than \$500,000 in Federal Funds in 2007?			
II-6	Type of Audit, and Status of Audit for Organization	(E.G. - A-133, Closed, Dates)	(Attach copy if available)	
II-7	ROSS-Web Claims Pending at time of Site Review			

Miscellaneous Information for Section II:

NOTE: Subrecipient Organization completes two questionnaires regarding financial control that have been jointly developed by ITD, Division of Public Transportation, and ITD's Office of Internal Review. Completed questionnaires are to be added to this site visit report as an appendix.

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Item #	Item Description	Response/Data	Comments	Ref.
Section III – Human Resource Management				
III-1	Organization Personnel Manual	(Describe currency, status, last date updated, etc.)	Obtain copy for ITD files, if available	
III-2	Recruitment Efforts	(Describe Recruitment Efforts, including Minority Recruiting, Access for Disabled Applicants, and other Recruiting/Advertising Activities)		
III-3	Equal Employment Opportunity	(Describe presence of required posters, policy statements and related documentation showing compliance with EEO Policies)	Refer to sections of Personnel manuals as appropriate	
III-4	Policies Prohibiting Harassment, Intimidation, Coercion, Etc.	(Describe where policies exist, currency, and other observations)	Refer to sections of Personnel manuals as appropriate	
III-5	Human Resource EEO Complaints	(Describe, and document if there is a H.R. EEO Complaint Log present, if any formal complaints have been received. If so, how documented, resolution status, etc.)	Provide summaries to ensure privacy act compliance, as required	
III-6	Employment Practices – Salaries and Salary Schedule	(Describe if any employees are receiving less than minimum wage, and if so, document reason why and exemption sources.)	Provide salary schedule for employees by job classification (Omit personal information)	
III-7	Employment Practices – Job Descriptions and Related Information	(Describe review of Job Descriptions for the organization to include, FLSA status, Safety-Sensitive Status (for Sec. 5311), physical requirements, and currency of descriptions)	Attach copies of job descriptions as available and appropriate to Site Visit Report	
Miscellaneous Information for Section III:				

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Item #	Item Description	Response/Data	Comments	Ref.
Section IV – Transportation Service Delivery Compliance				
IV-1	Title VI – Minority Access to Services	(Describe public outreach, advertising, and public education as to its inclusion of services to minority groups. Include posters and other publications present during site review)	As able and appropriate, attach copies of these documents to the site review	
IV-2	Title VI – Limited English Proficiency (LEP) Access (Current Description)	(Describe how the subrecipient addresses communication needs of persons with LEP, including service provisions, number and proportion of LEP persons, frequency and contact of LEP persons to the organization, and costs and availability.)	As appropriate, attach LEP information and tools for customers	
IV-3	Title VI – Limited English Proficiency (LEP) Implementation Plan	(Describe how the subrecipient uses ITD Implementation Plan, and supplements same to meet local requirements for areas served)	Provide Organization with copy of ITD LEP Plan and associated documents	
IV-4	Title VI – Complaint Procedure, Logs, and Associated Documentation	(Describe observed compliance by reviewing complaint files, logs, etc.)	As appropriate and available, attach documents to site review report	
IV-5	Americans with Disabilities Act (ADA) Compliance	(Describe the Organization’s type of transportation services, and requisite ADA levels of service)	As appropriate, attach ADA Paratransit Plan, and other associated documents	
IV-6	Disadvantaged Business Enterprise (DBE) – Program Required	(Describe if the Organization is subject to development of a DBE Plan. If not required to have their own plan, describe participation in the ITD plan and Goal)	Attach or reference the Organization’s DBE plan, if appropriate	
IV-7	Disadvantaged Business Enterprise (DBE) – Activities	(Summarize the Organization’s methods to identify and use DBE businesses in their purchases. For Section 5311 providers, also review DBE reports submitted in ROSS Web as part of the site visit)	As appropriate, attach DBE program information to Site Visit Report	
Miscellaneous Information for Section IV:				

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Item #	Item Description	Response/Data	Comments	Ref.
Section V – Organization Marketing Practices				
V-1	On-going Advertising and Marketing	(Describe the Organization's advertising and marketing efforts, including education and public awareness activities)	Attach flyers, copies of newspaper ads, and related documents as available	
V-2	Special Advertising and Marketing Efforts	(Describe the Organization's special marketing efforts and seasonal campaigns, with emphasis on information to the general public using services)	Attach flyers, copies of newspaper ads, and related documents as available	
V-3	Community Awareness of Transportation Services	(Describe the Organization's activities in working with other community organizations, local governments, and associated organizations to promote services)		
V-4	Rider Information Regarding Services	(Describe the Organization's operations in providing services, including riders' guide, schedules, websites, etc.)	Attach copies of schedules and associated documents as available	
Miscellaneous Information for Section V:				

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Item #	Item Description	Response/Data	Comments	Ref.
Section VI – Capital Procurement and Vehicle Maintenance				
VI-1	Capital Procurement Processes	(Describe the Organization's process (es) for acquiring capital items [primarily rolling stock] valued at \$25,000 or more. If organization uses a consolidated bid, so state.)	Attach policies, instructions, and other related documentation that addresses this area	
VI-2	Vehicle Maintenance – Daily Check Sheets	(Describe the Organization's use of daily check sheets for vehicles, and process used to identify problems and ensure necessary repairs are completed)	As available and appropriate, attach copy of daily check sheet for vehicle(s)	
VI-3	Vehicle Maintenance – Documentation	(Describe how the Organization documents vehicle maintenance and repair)	Attach any forms used by Organization for this purpose	
VI-4	Vehicle Inspection(s) Conducted	(If vehicle inspection(s) were conducted during the site visit, attach copies to report)		
VI-5	Vehicle Inventory	(Describe the inventory of vehicles used by Organization to provide Public Transportation services [including those not purchased with FTA funding])	If available and appropriate, attach vehicle inventory provided by Organization	
Miscellaneous Information for Section VI:				

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Item #	Item Description	Response/Data	Comments	Ref.
Section VII – Drug and Alcohol Testing, Policies, and Required Documentation				
VII-1	Drug-Free Workplace Policy	(Describe the Organization’s Drug-Free Workplace policy, including when adopted by board, updates, and how employees are notified of the policy)	Attach copy of the policy to this site visit report	
VII-2	Drug and Alcohol Program Policy	(As required, describe the currency and status of the Organization’s FTA Drug and Alcohol Testing Program Policy. Identify any on-going activities in this area, and if the current policy is compliant with FTA requirements.)	Identify where the current policy can be found, or attach copy to this site visit report	
VII-3	Other Drug and Alcohol Program Policies	(Describe if the Organization utilizes and/or operates a Drug and Alcohol Testing program other than the FTA –required program. If such a program exists, ensure it does not conflict with FTA program requirements)	Attach summary of other Drug and Alcohol Testing policy if one exists	
Miscellaneous information for Section VII:				

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Item #	Item Description	Response/Data	Comments	Ref.
Section VIII – Miscellaneous Program Specific Requirements (Depending on Type of FTA Funding)				
VIII-1	Restrictions on Lobbying	(Describe if the Organization is subject to reporting of Lobbying Activities [receives more than \$100,000 in federal funds in one year], and the Organization's involvement in Lobbying activities)	As appropriate, attach federal lobbying reports to site visit report	
VIII-2	Purchasing Procedures	(Describe the Organization's purchasing controls and process. Describe the various controls for purchases meeting State of Idaho and Federal thresholds, and how managed/documented)	As appropriate, attach purchasing documents used by the Organization	
VIII-3	Complaint Handling and Resolution (Non-ADA, Civil Rights)	(Describe the Complaint Procedures in place, and being used by the Organization. Items to be included are the presence of a complaint log, complaint form, documentation on status, how resolved, etc.)	As appropriate, attach copy of complaint form	
VIII-4	Complaint Handling and Resolution (ADA, Civil Rights)	(Describe how the Organization provides a compliant activity and documentation for ADA and Title VI Civil Rights Complaints)	As needed and appropriate, provide Organization with ITD Title VI Civil Rights Documents and related tools	
VIII-5	Charter Service Requests	(Describe how the Organization handles requests for Charter Service, including referral to private-for-profit carriers, documentation of requests and actions, etc.)	Refer Organization to FTA Charter Bus requirements at the FTA Website (various locations)	49 CFR Part 604
VIII-6	School Bus Service	(Describe the Organization's involvement (if any) in school bus transportation. If involved, ensure the Organization complies with FTA requirements)	Refer Organization to FTA School Bus regulations at the FTA Web Site	49 CFR Part 605
Miscellaneous Information for Section VIII:				

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Item #	Item Description	Response/Data	Comments	Ref.
Section IX – Follow Up Actions Needed on Site Visit				
Section X – Comments from Subrecipient (Organization) on Site Visit:				

Grant Officer Signature

Date:

Organization Official Signature

Date:

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Exhibit VII – Notice of Mobility Funding and Public Comment

NOTICE OF MOBILITY FUNDING AND PUBLIC COMMENT
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The Idaho Transportation Department – Division of Transportation Performance periodically releases grant applications and requests public comments for federal, state, and local grant opportunities related specifically to mobility and Public Transportation within Idaho.

Mobility encompasses all modes of public transportation, including bicycling, pedestrian, and ridesharing.

To better inform Idaho's mobility community, the Department also publishes information related to grant opportunities including submitted proposals, funding awards, and ongoing project performance.

To receive notifications of these various grant opportunities and related information please register with www.i-way.org

Public comments to applicant proposals, service provider performance, and other mobility issues can be submitted at www.i-way.org, emailed to info@i-way.org, or mailed to the Idaho Transportation Department – Division of Transportation Performance, P.O. Box 7129, Boise, Idaho 83707

The Idaho Transportation Department is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. ITD assures that no person shall on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any ITD service, program, or activity. The department also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations. In addition, the department will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency.

For questions, please call 1-800-527-7985.