



## ***Title VI Plan***

**Texas Transit Association**

**Approved by TTA Advisory Board  
on 1/27/22**

(TVI plan expires 3 years from date approved by the board)

## **Title VI Plan Table of Contents**

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**Section 1: Title VI Plan Approval and Revision Log**

Title VI Plan

Adopted on: 1/27/22

Adopted by: Texas Transit Association  
Board of Directors

Signature(s):  \_\_\_\_\_

Include documentation to show approval (i.e., minutes, resolutions, ordinance, etc.)

**Title VI Plan Revision Log**

<b>Date</b> Month/day/ year	<b>Section Revised</b>	<b>Summary of Revisions</b>

Since the plan was initially adopted on 10/28/21 there have been no revisions.  
Title VI plan had final Board Approval on 1/27/22 (See TTA Board Minutes)

## **Section 2: Description of Organization and Service Provided**

The Texas Transit Association (TTA) was organized in 1986. Our members are Texas metropolitan, small urban, and rural transit agencies, as well as private and public entities from across the United States.

TTA is governed by a Board of Directors elected from the general membership to include five members from each from the metros, small urban, and rural operators. In addition, three metro, urban, and/or rural business or associate representatives are elected to the TTA Board of Directors by the existing Board of Directors.

TTA's purpose is to educate the people of Texas about issues affecting the public transit industry within the entire state of Texas. Additionally, TTA actively supports public transportation in the State of Texas and works with members of the state legislature in the pursuit of additional resources to support public transportation.

TTA is not a transit agency and does not have transit employees or transit vehicles. The agency receives funding for various sources including Public Transit funding for transit training purposes only.

## **Section 3: Title VI Policy Statement and Notice to the Public Policy Statement**

The Texas Transit Association (TTA), as a recipient of Federal Transit Administration (FTA) grant dollars either directly from FTA or through the Texas Department of Transportation (TxDOT), will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the U.S. Department of Transportation implementing regulations, FTA Circular 4702.1B, and TxDOT PTN requirements as specified in Master Grant Agreement, and State Management Plan.

TTA operates its training program without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with TTA.

## TITLE VI Notice to the Public

The Texas Transit Association's Notice to the Public is as follows:

### Notifying the Public of Rights Under Title VI

#### THE (Texas Transit Association)

- ✓ The Texas Transit Association, TTA operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Texas Transit Association.
- ✓ For more information on TTA's civil rights program, the procedures to file a complaint, or to file a complaint contact 512-900-0550, email [info@txtransit.org](mailto:info@txtransit.org); or visit our website at [www.txtransit.org](http://www.txtransit.org).
- ✓ A complaint may also be filed directly with the:

Texas Department of Transportation, Attn: TxDOT-PTN, 125 E. 11<sup>th</sup> Street, Austin, TX 78701-2483, or

Federal Transit Administration, Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

- ✓ If information is needed in another language, contact (800) 752-6096
- ✓ Si necesita información en otro idioma contacte (800) 752-6096

The TTA's Notice to the Public is posted in the following locations: *(check all boxes for Required)*

Required:

Agency website: [www.TxTransit.org](http://www.TxTransit.org)

Optional:

Rider Guides/Schedules

Other, \_\_\_\_\_

## Notificación al público de los derechos en virtud del Título VI

### THE (Texas Transit Association)

- ✓ La Asociación de Tránsito de Texas, TTA opera sus programas y servicios sin tener en cuenta la raza, el color y el origen nacional de acuerdo con el Título VI de la Ley de Derechos Civiles. Cualquier persona que crea que ha sido agraviada por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja ante la Asociación de Tránsito de Texas. For more information on TTA's civil rights program, the procedures to file a complaint, or to file a complaint contact 512-900-0550, email [info@txtransit.org](mailto:info@txtransit.org); or visit our website at [www.txtransit.org](http://www.txtransit.org).
- ✓ También se puede presentar una queja directamente ante:
- ✓ Departamento de Transporte de Texas, Attn: TxDOT-PTN, 125 E. 11th Street, Austin, Tx 78701-2483, o
- ✓ Administración Federal de Tránsito, Oficina de Derechos Civiles, Atención: Coordinador del Programa título VI, Edificio Este, 5to Piso-TCR, 1200 New Jersey Ave., SE Washington, DC 20590
- ✓ Si necesita información en otro idioma contacte (800) 752-6096
- ✓ If information is needed in another language, contact (800) 752-6096

#### Section 4: Title VI Complaint Procedure

The TTA's Title VI Complaint Procedure is made available in the following locations: *(check box for*  
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Required)

Required:

Agency website: [www.TxTransit.org](http://www.TxTransit.org)

Optional: **TTA does not have a public office for transit services**

Public office

Reception areas

Meeting rooms

Available in appropriate languages for LEP populations, meeting the Safe Harbor Threshold

Other, \_\_\_\_\_

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Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the Texas Transit Association may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. Complaint forms can be found at: [www.TxTransit.org](http://www.TxTransit.org), or requested by calling 512-900-0550

The Texas Transit Association investigates complaints received no more than 180 days after the alleged incident. TTA will process complaints that are complete.

Once the complaint is received, the TTA will review it to determine if our office has jurisdiction. (A copy of each Title VI complaint received will be forwarded to TxDOT Public Transportation Coordinator within ten (10) calendar days of receipt.) The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The TTA has 10 days to investigate the complaint. If more information is needed to resolve the case, TTA may contact the complainant.

The complainant has 5 business days from the date of the letter to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within 5 business days, TTA can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- ✓ A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant wishes to appeal the decision, she/he has 5 days after the date of the letter or  
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the LOF to do so.

A person may also file a complaint directly with the: Texas Department of Transportation, Attn: TxDOT- PTN, 125 E. 11th Street, Austin, TX 78701-2483, *or* Federal Transit Administration, Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

If information is needed in another language, then contact (800) 752-6096.

**Section 5: Title VI Complaint Form**

The Texas Transit Association’s Title VI Complaint Procedure is made available in the following locations: *(check box for Required)*

Required:

- Agency website: [www.TxTransit.org](http://www.TxTransit.org)**
- Hard copy in the central office
- Available in appropriate languages for LEP populations meeting the Safe Harbor Threshold
- Other, \_\_\_\_\_

<b>Section I:</b>					
Name:					
Address:					
Telephone (Home):			Telephone (Work):		
Email Address:					
Accessible Requirements?	Format	Large Print		Audio Tape	
		TDD		Other	
<b>Section II:</b>					
Are you filing this complaint on your own behalf?			Yes*	No	
*If you answered "yes" to this question, go to Section III.					
If not, please supply the name and relationship of the person for whom you are complaining:					
Please explain why you have filed for a third party: _____					
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No	
<b>Section III:</b>					
I believe the discrimination I experienced was based on (check all that apply): [ ] Race [ ] Color [ ] National Origin					
Date of Alleged Discrimination (Month, Day, Year): _____					
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.					
<b>Section IV</b>					

Have you previously filed a Title VI complaint with this agency?	Yes	No
<b>Section V</b>		
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?		
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check all that apply: <input type="checkbox"/> Federal Agency: _____ <input type="checkbox"/> Federal Court _____ <input type="checkbox"/> State Agency _____ <input type="checkbox"/> State Court _____ <input type="checkbox"/> Local Agency _____		
Please provide information about a contact person at the agency/court where the complaint was filed.		
<b>Name:</b>		
<b>Title:</b>		
<b>Agency:</b>		
<b>Address:</b>		
<b>Telephone:</b>		
<b>Section VI</b>		
Name of agency complaint is against:		
Contact person:		
Title:		
Telephone number:		

You may attach any written materials or other information that you think is relevant to your complaint. Signature and date required below

\_\_\_\_\_

Signature Date

If information is needed in another language, contact (800) 752-6096.  
 Si necesita información en otro idioma contacte (800) 752-6096

Please submit this form in person at the address below, or mail this form to:

**Texas Transit Association**  
**100 Congress Ave, Suite**  
**2000**  
**Austin, TX 78701**

**512-900-0550**  
**Email: info@TxTransit.org**

**Section 6: List of Transit Related Title VI Investigations, Complaints and Lawsuits**

The Texas Transit Association maintains a list or log of all Title VI investigations, complaints and lawsuits, pertaining to its transit-related activities.

**Check One:**

There have been no investigations, complaint and/or lawsuits filed against us since the last plan submission.

There have been investigations, complaints and/or lawsuits filed against us. *See list below.*  
 \_\_\_\_\_ *Attach additional information as needed.*

	<b>Date</b> (Month, Day, Year)	<b>Summary</b> (include basis of complaint: race, color, or national origin)	<b>Status</b>	<b>Action(s) Taken</b>
<b>Investigations</b>				
1.				
<b>Lawsuits</b>				
1.				
<b>Complaints</b>				
1.				

## Section 7: Public Participation Plan

### Strategies and Desired Outcomes

TTA does not conduct Public Participation and does not have a Public Participation Plan. because this agency only provides transit training. There are not transit employees or vehicles.

### Public Outreach Activities

TTA does not have public outreach activities with the exception of training.

### Four Factor Analysis Methodology

TTA does not have a Four Factor Analysis Methodology because there is no transit service provided. TTA is only in the business for training.

## Section 9: Minority Representation Information

### A. Minority Representation Table

**Table Depicting Membership of Board, Committees, Councils, Broken Down by Race**

Body	Caucasian	Hispanic	African American	Asian American	Native American	Two or More Races
Population	50%	40%	6%	0%	0%	0%
Name of committee	%	%	%	%	%	%

Note: There are no non-elected transit-related boards, committees, or councils.

### B. Efforts to Encourage Minority Participation

*Since the board of directors are selected through an election process, TTA encourages open participation from our member agencies, the **Texas Transit Association** will make every effort possible to encourage minority participation by posting information on the website ([www.TxTransit.org](http://www.TxTransit.org)), and in the newsletter.*

## Section 10: Providing Assistance to and Monitoring Subrecipients

The Texas Transit Association does not provide funding to subrecipients.

**Section 11: Title VI Equity Analysis**

1. Has the agency built a facility? (check a response below)

No, the agency has not built a facility.