SITKA TRIBE OF ALASKA

Community RIDE Program

Title VI Program Policy

I. PURPOSE

The purpose of this policy is to establish guidelines to effectively monitor and ensure that the Sitka Tribe of Alaska (STA)'s Community RIDE program is in compliance with all FTA Title VI requirements and regulations in order to carry out the provisions of the United States Department of Transportation's (DOT) Title VI Regulations at 49 CFR Part 21 and Federal Transportation Administration (FTA) Circular 4702.1A: Title VI and Title VI Dependent Guidelines for Federal Transit Administration Recipients.

II. AUTHORITY

As a recipient of federal funding from FTA, STA is required to implement a Title VI policy consistent with 49 CFR Part 21 and FTA Circular 4702.1A.

III. SCOPE

This policy applies to STA's Community RIDE program.

IV. POLICY

a. General Policy

1. STA ensures that its programs, policies and activities associated in the delivery of services under the Community RIDE program comply with the DOT's Title VI regulations. STA's Community RIDE program is committed to creating and maintaining public transit service that is free of all forms of discrimination. STA will take whatever preventative, corrective and disciplinary action necessary for behavior that violates this policy or the rights and privileges it is designed to protect.
2. STA will not discriminate against any person in the United States on the grounds of race, color, or national origin in the delivery of Community RIDE public transit services. Specifically, in its implementation of the Community RIDE program, STA will not discriminate against any person in the United States on the grounds or race, color, or national origin:
   A. directly or through contractual or other arrangements;
   B. by denying a person any service or other benefit provided under Community RIDE;
   C. by providing any service or other benefit to a person which is different, or is provided in a different manner, from that provided to others through the Community RIDE program;

D. by subjecting a person to segregation or separate treatment in any matter related to his receipt of any service or other benefit through Community RIDE;
E. by restricting a person in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or other benefit under the Community RIDE program;
F. by treating a person differently from others in determining whether he satisfies any admission, enrollment, quota, eligibility, membership, or other requirement or condition which persons must meet in order to be provided any service or other benefit provided under the Community RIDE program;
G. by denying a person an opportunity to participate in the program through the provision of services or otherwise or afford him an opportunity to do so which is different from that afforded others under the Community RIDE program; or
H. by denying a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the Community RIDE program.

b. Certification of Compliance

Every application for financial assistance for STA's Community RIDE program to FTA will be accompanied by an assurance that the applicant will carry out the program in compliance with Title VI of the Civil Rights Act of 1964. This requirement is fulfilled when STA submits its annual certifications and assurances to FTA. STA complies with this instruction annually in order to receive FTA funding for its Community RIDE program.

c. Access to Limited English Proficient Persons (LEP)

The community of Sitka has 8,890 residents, based on the 2000 U.S. Census Bureau. Of these residents there are approximately 1,700 Alaska Native/American Indian residents. Of these, the Tlingit Indians are the majority population. Unfortunately the Tlingit language is a dying language and it is estimated that very few in Sitka, approximately 25, speak Tlingit. Other potential LEP persons may be in our Filipino community and we have a Spanish speaking community as well. Both the Filipino and Spanish speaking community have less population in Sitka than the Alaska Native/American Indian population. However, Community RIDE will take all necessary steps to ensure fixed route services are available to all LEP.

d. Notification to Beneficiaries

STA will provide information to the public regarding its non-discrimination policy pursuant to Title VI and apprise members of the public of the protections against discrimination afforded to them by Title VI. STA will disseminate this information to the public through measures that can include, but shall not be limited to, posting signage on the Community RIDE buses. Such notice will include

1. A statement that STA's Community RIDE program operates programs without regard to race, color, and national origin.

2. A description of the procedures that members of the public should follow in order to request additional information on STA Community RIDE's nondiscrimination obligations.

3. A description of the procedures that members of the public should follow in order to file a discrimination complaint against STA's Community RIDE program.

e. Disclosure of records to FTA and DOT

STA will permit access by FTA or DOT officials during normal business hours to such of its books, records, accounts, and other sources of information, and its facilities as may be pertinent to ascertain compliance with this policy. Where any information required of STA is in the exclusive possession of any other agency, institution, or person and this agency, institution, or person fails or refuses to furnish this information, STA will so certify in its report and shall set forth what efforts it has made to obtain the information.

V. Complaint Procedures

a. Any individual who believes that STA's Community RIDE program has violated this policy may make such a complaint in writing to STA's the Transportation Coordinator.

b. Within three business days of receiving a complaint, the Transportation Coordinator will make official written report and forward it to the STA Transportation Manager to develop a response. The STA Transportation Manager shall issue a written decision within five business days of receiving the written report from the Transportation Coordinator and deliver such decision to the individual who filed the complaint.

c. If the individual who filed the complaint is not satisfied with the response from the Transportation Manager, the individual may file a written appeal with STE's Economic Development Director within five business days. STE's Economic Development Director shall issue a written decision within five business days of receiving the appeal and shall deliver such decision to the individual who filed the complaint.

d. If the individual who filed the complaint is not satisfied with the response from STE's Economic Development Director, the individual may file a written appeal with STA's Adjudication Committee, attention General Manager, Sitka Tribe of Alaska, within five business days. STA's Adjudication Committee shall issue a written decision within ten business days of receiving the appeal and shall deliver such decision to the individual who filed the complaint, and to the STE Department Director.

V. Record Keeping

STA will prepare and maintain a list of any active investigations conducted by entities other than the FTA, lawsuits, or complaints naming STA's Community RIDE program that allege discrimination on the basis of race, color, or national origin. This list shall include the date of the investigation, lawsuit, or complaint. The STA Transportation Coordinator will maintain these files. The Community RIDE has had no Title VI investigations, complaints or lawsuits that have occurred since the beginning of this program (September, 2002) until the creation of this policy.

STA's Transportation Manager will be responsible to maintain records related to compliance with this policy, as well as all records related to complaints brought. Such files will be made available to the public upon written request.

Approved:

Lisa Gassman, STA General Manager

7/1/08
Date