



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-5035

Public Works Department

Rapid Transit Division
333 Sixth Street
Telephone: (605) 394-6631
FAX: (605) 394-6608

October 1, 2014

Rebecca Ubando Tanrath
Regional Civil Rights Officer
Federal Transit Administration
12300 West Dakota Avenue, Suite 310
Lakewood, CO 80228-2583

RE: City of Rapid City - Title VI General Requirements

Dear Ms. Tanrath:

Please see the updated information (and attachments) for the City of Rapid City Title VI program as required by Title VI Program Guidelines for Federal Transit Administration Recipients, Circular 4702.1B dated October 1, 2012.

1. Title VI Notice to the Public, including a list of locations where the notice is posted: See enclosed "Public Notice" information outlining notification and postings. Information is also posted on the website www.rapidride.org. **ATTACHED**
2. Title VI Complaint Process: **ATTACHED**
3. Title VI Complaint Form: **ATTACHED**
4. List of transit related Title VI investigations, complaints, and lawsuits: **there have been no transit related lawsuits or complaints alleging discrimination on the basis of race, color or national origin filed against the City of Rapid City within the past three years.**
5. Public Participation Plan, including information about outreach methods to engage minority and LEP, as well as a summary of outreach efforts made since the last Title VI program submission:
The City of Rapid City makes every effort to ensure public participation of all populations, including minority, low-income, and LEP populations, in the course of conducting public outreach and involvement activities – notices are posted in various publications (the local newspaper, with the local MPO), on all vehicles and in all transit



EQUAL OPPORTUNITY EMPLOYER

(Rebecca Ubando Tanrath)

(October 1)

Page 2

facilities where locations are conspicuous and accessible to all individuals, on bus schedules, letters are mailed to agencies providing services to minority, LEP, and low-income populations; and public meetings are held to encourage participation by all populations. The City utilizes social media, such as email and Facebook, to communicate with our passengers on detours, promotions, service and fare changes, planning studies, storm detours, and any other information necessary to utilize the services effectively. Efforts since the last Title VI program have included all of the above activities. **ATTACHED**

6. Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP): **ATTACHED**
7. A table depicting the membership of non-elected committees and councils, the membership of which is selected by the recipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees: **there are currently no committees and/or councils where the membership is selected by the recipient. The decision making body governing the City of Rapid City Transit Division is the City of Rapid City Common Council which is made up entirely of elected officials.**
8. Primary recipients shall include a description of how the agency monitors its subrecipients for compliance with Title VI, and a schedule of subrecipient Title VI program submissions: **The City has no subrecipients.**
9. A Title VI equity analysis if the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc.: **The City of Rapid City has not constructed any transit facilities.**
10. A copy of board meeting minutes, resolution, or other appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI program: **ATTACHED**
11. Additional information as specified in chapters IV, V, and VI, depending on whether the recipient is a transit provider, State, or planning entity. **Note: the recipient is a Transit Provider.**
12. Requirements of Transit Providers (Chapter IV): All fixed route transit providers must submit all requirements set out in Chapter IV: Service standards, vehicle load for each mode, vehicle headway for each mode, on-time performance and service availability standards for each mode are addressed below:

SERVICE STANDARDS:

The City of Rapid City operates only one mode (local bus service). Amenities include one main transfer facility in downtown Rapid City where all the system routes pulse. The transfer facility also serves as the location for transit system management and dispatch. The facility has restrooms, interior seating, phones, vending machines, and system route information. The fixed route system provides over 150 benches evenly distributed amongst all routes and 47 bus shelters divided evenly amongst routes.

(Rebecca Ubando Tanrath)

(October 1)

Page 3

VEHICLE LOAD STANDARDS: Vehicles in the system include: Seven (7) 2013 30' Eldorado Passport HD (24 passenger), three (3) 2006 29' Glaval Titans, (24 passenger), two (2) 2007 29' Glaval Titans, (24 passenger), two (2) 2008 29' SVI Trolleys, (32 passenger), and one (1) 2007 29' SVI Trolley, (32 passenger). Our policy is to not allow standees, thus all load factors in the fleet are 1.0. The average of all loads during all hours of operation shall not exceed the vehicles load factor of 1.0. All the vehicles are routinely rotated throughout the entire system.

VEHICLE HEADWAYS: Fixed route local bus service is the only mode provided in the Rapid City area; the service does not distinguish between peak and off-peak service. Service hours are 6:20am-5:50pm M-F system-wide and 9:50am-4:40pm Saturdays (no Sunday service). Bus service operates on a pulse system and provides 35 minute headways for all routes throughout all hours of operation.

ON- TIME PERFORMANCE STANDARDS: It is the written goal for the transit operation to be on time ninety-five (95%) percent of all scheduled runs. On time is defined as never early at a designated stop location and no more than five (5) minutes late at said stop location. The transit division continuously monitors on time performance. Records are maintained and are on file at the transit office.

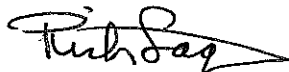
SERVICE AVAILABILITY STANDARDS: All bus stop locations on the routes are signed and are provided at a minimum of 2 blocks apart and a maximum of 3 blocks apart.

13. Submission of annual certifications and assurances: ATTACHED

Note: The City of Rapid City operates under 50 fixed route vehicles in peak service and is located in a UZA under 200,000. Enclosed for your reference are current bus route schedules.

If you have any questions concerning this information, please contact me at 605 394-6631 or by e-mail rich.sagen@rcgov.org.

Sincerely,



Rich Sagen
Transit Division Manager
City of Rapid City, SD

TITLE VI AND NON-DISCRIMINATION POLICY STATEMENT

CITY OF RAPID CITY TRANSIT DIVISION

The City of Rapid City is committed to compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all related regulations and statutes. The City assures that no person or groups(s) of persons shall, on the grounds of race, color, national origin, sex, age, disability/handicap, and income status¹ be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the City, regardless of whether those programs and activities are federally funded or not.

The City of Rapid City also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on the basis of religion, sexual orientation, minority status and low-income populations. In addition, the City will provide meaningful access to services for persons with Limited English Proficiency.

In the event the City distributes federal-aid funds to a subrecipient, the City will include Title VI language in all written agreements and will monitor for compliance.

The City's Transit Title VI Coordinator is responsible for initiating and monitoring Transit Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulations (CFR) 200 and 49 CFR 21. The City's Title VI Coordinator is:

Jeff Barbier
Community Resources Director
City of Rapid City
300 Sixth Street
Rapid City, SD 57701
605 394-4136
Jeff.Barbier@rcgov.org

Sam Kooiker, Mayor

City of Rapid City

Signature _____

Date _____

¹ Title VI of the Civil Rights Act of 1964 governs race, color, and national origin. Related Nondiscrimination Authorities govern sex, 23 U.S.C. 324; age, 42 U.S.C. 6101; disability/handicap, 29 U.S.C. 790; and low income, E.O. 12898.

TITLE VI ASSURANCES

The City of Rapid City in the State of South Dakota (hereinafter referred to as the Recipient) HEREBY AGREES THAT, as a condition to receiving any federal financial assistance from the U. S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 42 U.S.C. 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted Programs of the U.S. Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations), and other pertinent directives to the end that, in accordance with the Act, regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, national origin, sex, age, disability/handicap, and income status² be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance through the South Dakota Department of Transportation, including the U.S. Department of Transportation and the Federal Transit Administration; and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by Subsection 21.7(a)(1) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to its Federal-aid Highway Program

1. That the Recipient agrees that each "program" and each "facility," as defined in Subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or materials subject to the regulations and made in connection with the Federal-aid Highway Program and, in adapted form, in all proposals for negotiated agreements:

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4, and Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted Programs of the U.S. Department of Transportation, issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this

² Title VI of the Civil Rights Act of 1964 governs race, color, and national origin. Related Nondiscrimination Authorities govern sex, 23 U.S.C. 324; age, 42 U.S.C. 6101; disability/handicap, 29 U.S.C. 790; and low income, E.O. 12898.

- advertisement, Disadvantaged Business Enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability/handicap and income status in consideration for an award.
3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
 4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
 5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
 6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over, or under such property.
 7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal-aid Highway Program; and (b) for the construction or use of, or access to space on, over, or under, real property acquired or improved under the Federal-aid Highway Program.
 8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein, or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
 9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation, or the official to whom he or she delegates specific authority, to give reasonable guarantee that it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed by or pursuant to the Act, the Regulations, and this assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the Recipient by the U.S. Department of Transportation under the Federal-aid Highway Program and is binding on it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants in the Federal-aid Highway Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

Sam Kooiker, Mayor

City of Rapid City

Signature _____

Date _____