

FDOT Title VI Program

for the

FTA Transit Programs



**Florida Department of Transportation
Transit Office**

September 2013

Contents

Page Topic

3	Introduction
3	Title VI Notice to the Public
4	Title VI/Nondiscrimination Program - Policy Statement
4	Title VI Complaint Procedures
5	Title VI Complaint Form
6	Transit Related Title VI Investigations, Complaints, Lawsuits
6	Public Participation Plan
7	Limited English Proficiency (LEP) Guidance
8	Language Assistance Plan
8	Demographic profile of the State
8	Demographic Maps with Distribution of Funding
8	Statewide Planning Process
8	Description of Sub-recipient Monitoring and Technical Assistance
9	List of Department Sub-recipients and Physical Addresses

Appendices

32	A - Title VI Nondiscrimination Policy
34	B - Title VI Program and Related Statutes
48	C - Title VI Complaint Forms
52	D - Demographic profile of the State
57	E - Demographic Maps with Distribution of Funding
59	F - SunRail Operations Title VI Plan

Introduction

The Florida Department of Transportation signs “Assurances” stating it complies with Title VI of the Civil Rights Act of 1964 and all the requirements imposed by or pursuant to Title VI, 49 Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in federally assisted programs of the Department of Transportation. The program is based on Federal Transit Administration Circular C 4702.1B, “Title VI and Title VI Dependent Guidelines for Federal Transit Administration Recipients,” October 1, 2012.

The objectives of the program are as follows:

- To ensure that the level and quality of service is provided without regard to race, color, or national origin;
- To identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- To promote the fair participation of all affected populations in decision making;
- To prevent the denial, reduction or delay in benefits related to programs and activities that benefit minority populations or low-income populations; and to ensure meaningful access to programs and activities by persons with Limited English Proficiency (LEP).

FTA regulations governing Sections 5310, 5311, 5316, and 5317 require that the State Management Plans, which are on file in the FTA Region IV Office and the FDOT, include:

- A description of the process by which the state develops the annual program of projects submitted to FTA as part of its Section 5310, 5311, 5316, and 5317 grant applications.
- A description of the state’s efforts to assist sub-recipients in applying for Section 5310, 5311, 5316, and 5317 funds, including our efforts to assist minority applicants.
- A description of the state’s criteria for selecting transit providers to participate in the programs.
- A description of the state’s ongoing process to monitor sub-recipient’s compliance with Title VI, such as report documentation and ongoing site visits to sub-recipients.

Title VI Notice to the Public

It is the policy of the Department to comply with all federal and state authorities requiring nondiscrimination, including but not limited to Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975 and Executive Order 12898 (Environmental Justice) and 13166 (Limited English Proficiency). The Department does not and will not exclude from participation in; deny the benefits of; or subject anyone to discrimination on the basis of race, color, national origin, sex, age, disability or income. In addition, the Department complies with the Florida Civil Rights Act, and does not permit discrimination on the basis of religion or family status in its programs, services or activities.

Title VI/Nondiscrimination Program - Policy Statement

It is the policy of the Florida Department of Transportation, under ***Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Section 324 of the Federal-Aid Highway Act of 1973; Civil Rights Restoration Act of 1987***; and related statutes and regulations, that no person in the United States shall, on the basis of race, color, national origin, sex, age, disability/handicap, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by the Department or its sub-recipients.

To comply with this policy, civil rights and program area specialists must work closely to administer their mutual nondiscrimination program responsibilities. Each Assistant Secretary, District Secretary, Florida's Turnpike Enterprise Executive Director, Director, Manager, and Section Head of the Department's major program areas (Planning, Project Development / Environmental, Design, Right-of-Way, Construction, Maintenance, Public Transportation, and Research), as well as the Department's sub-recipients, will be responsible for making a good faith effort to ensure that this policy is carried out in their respective program areas.

The authority to develop, maintain, implement, and monitor this policy is delegated to the Equal Opportunity Office Manager.

The Department's Title VI Nondiscrimination Program Policy can be found in Appendix A and at the following website:

<http://www.dot.state.fl.us/equalopportunityoffice/TitleVI/TITLE%20VI%20NONDISCRIMINATION%20POLICY.pdf>

Title VI notices are also posted at the physical addresses of all of the sub-recipients detailed in the last section of this plan.

Title VI Complaint Procedures

It is the Department's practice to informally resolve any complaints from the public through its customer service auspices. Persons with questions, concerns or comments about possible discrimination may always contact the Title VI/Nondiscrimination Coordinator for assistance. The Coordinator will make reasonable efforts to respond to the inquiry.

However, any individual(s) that believes they have been subjected to discrimination prohibited by Title VI or other nondiscrimination authorities may file a formal complaint with the Department. A formal complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant. Allegations received by fax or e-mail will be acknowledged and processed, once the identity(ies) of the complainant(s) and the intent to proceed with the complaint have been established.

Individuals who feel that they have been discriminated against can complete a complaint form online at the Transit Office webpage

<http://www.dot.state.fl.us/transit/Pages/grantsadministration.shtm> or the Department's EEO Title VI webpage at <http://www.dot.state.fl.us/equalopportunityoffice/titlevi.shtm> Those requiring assistance to file a formal complaint should contact the Department's State Title VI Coordinator, Jacqueline Paramore or the Transit Office Title VI Coordinator, Jon Ausman. The District Transit Program Area Officers can also be contacted to file a complaint. The Department's Title VI/Nondiscrimination Administrator will perfect the charge by reducing it to writing and providing it via mail for review, revision and execution. Upon receipt of a formal complaint, the Title VI/Nondiscrimination Coordinator will assess it for sufficiency, obtain additional information, if necessary, and provide it to the appropriate federal agency for assignment and disposition. Where the complaint is against a local agency, the Department may assume jurisdiction and investigate/adjudicate the case.

Regardless of the assignment of complaint investigation, all copies of formal complaints are provided to the appropriate US DOT modal agency for tracking and reporting. See, Florida DOT's Title VI Procedure 275-010-010-e at <http://www2.dot.state.fl.us/proceduraldocuments/procedures/proceduresbynumber.asp> and **Appendix B**. The Department provides complaint filing information, including forms in English, Spanish and Haitian Creole on its website at <http://www.dot.state.fl.us/equalopportunityoffice/titlevi.shtm> .

Title VI Complaint Form

Title VI complaint forms are provide in English, Spanish and Haitian-Creole. The forms are provided in **Appendix C**.

Transit Related Title VI Investigations, Complaints, Lawsuits

Florida DOT maintains a list of investigations that includes the date the investigation was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient or sub-recipient in response to the investigation, lawsuit, or complaint. Since, August 18, 2010, Florida DOT has received two transit-related Title VI complaints.

	Date	Summary	Status	Actions Taken
Complaints				
1. SunRail FTA 130124	2012	Senator received complaints about possible discriminatory hiring and procurement practices by SunRail	Closed	Florida State Office of Inspector General investigated and determined FDOT has awarded contracts to DBE's and non-DBE's through an open and competitive bid process
2. Escambia County Area Transit	February 1, 2013	ECAT failed to provide ADA stop announcements, ADA policies for collecting, investigating, and resolving complaints of ADA non-compliance	March 1, 2013 ECAT submitted a response to the investigation	ECAT conducted wheelchair ramp inspections, ordered new paratransit vehicles to replace vehicles of the subcontracted paratransit service and is currently in the process of purchasing automatic stop annunciators

Public Participation Plan

Because Florida is a state of extreme and variable diversity, the Florida DOT conducts LEP analyses for defined study areas, not statewide. Staff and consultants are provided training on a regular basis to ensure that they understand how to identify those who are affected by our transportation decisions, including low income, minority, and traditionally under-represented. We also provide a public involvement website and a sociocultural effects website which offer resources for staff and consultant use in determining degrees of effect. The department's Environmental Screening Tool provides Census and ACS data at the tract and block group level, and block level when available. It provides the user the ability to determine demographic characteristics within the county and within a defined study area; percentage of each population group relative to the total population of the study area; population groups that have been traditionally under-represented; number of census blocks adjacent to the project with proportionally large populations of those groups; and any of those groups representing a small proportion of the census block group, but having a concentrated presence in a small unit such as a census block. Our Public Involvement Handbook is currently being revised and reviewed to include guidance for all transportation phases. We are also developing a series of demographic data collection and analysis webinars, which will be appropriate for anyone seeking this kind of information. See, FDOT Public Involvement web page:

<http://www.dot.state.fl.us/emo/pubinvolvement.shtm>; FDOT Public Involvement Handbook http://www.dot.state.fl.us/emo/pubs/public_involvement/pubinvolve1.shtm; and Sociocultural Effects web page at: <http://www.dot.state.fl.us/emo/pubs/sce/sce1.shtm>.

Limited English Proficiency (LEP) Guidance

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English are limited English proficient, or LEP. These individuals may be entitled to language assistance with respect to a particular type or program, service or activity.

The Department complies with LEP Executive Order 13166 and related Federal authorities through a Limited English Proficiency (LEP) Guidance which is annually reviewed for compliance and effectiveness. To develop the Plan, the Department analyzed its service population; the frequency with which it encounters LEP; the nature of its programs and services; and the resources available to the Department. The Plan describes when and to what extent language services are offered to those who are LEP.

[http://www.dot.state.fl.us/equalopportunityoffice/InvestigationsandCompliance/FDOT%20Limited%20English%20Proficiency%20\(LEP\)%20Guidance.pdf](http://www.dot.state.fl.us/equalopportunityoffice/InvestigationsandCompliance/FDOT%20Limited%20English%20Proficiency%20(LEP)%20Guidance.pdf)

FDOT provides language assistance to LEP populations in a myriad of ways including but not limited to:

- Free verbal interpretation of any language with reasonable notice
- Use of “I Speak” language cards by staff who encounter LEP populations often
- Community partnerships (local agencies, law enforcement, colleges/universities, local school districts and social service agencies) to assist with the Department’s LEP responsibilities
- A list of web based translation services for use, when required
- A list of telephone translation services for use, when required
- Staff interpreter and/or translator list maintained by each District

The Department is fortunate to have a very diverse workforce, many of whom competently speak and write languages other than English, and who are familiar with terms common to transportation. As such, the Department is often able to provide interpretation and translation services in-house. Additionally, FDOT’s LEP Guidance contains a safe harbor provision.

Florida DOT is aware of the importance of ensuring that staff members know their obligations to provide meaningful access to information and services for LEP persons. In conjunction with formerly bi-annual, now annual Quality Assurance Reviews in each district, Florida DOT’s State Title VI Coordinator provides Title VI training which educates staff about LEP policies and requirements. The Department’s Environmental Management Office provides training and online resources related to identifying and assisting LEP populations during the Public Involvement process. The EMO trainings are attended by project managers, planners, MPO staff, municipalities and consultants to aid in identifying and ensuring timely and meaningful access by LEPs to the information and activities associated with upcoming projects or transit systems.

Public notices and other public information or resources are printed in languages other than English where a concentration of LEP meeting the Safe Harbor requirements require the need for translation.

See, Florida DOT’s LEP Plan, at

<http://www.dot.state.fl.us/equalopportunityoffice/InvestigationsandCompliance/FDOT%20Limited%20E>

[nglish%20Proficiency%20\(LEP\)%20Guidance.pdf](#) ;
http://www.dot.state.fl.us/emo/pubs/public_involvement/pubinvolve1.shtm

Language Assistance Plan

Although Florida DOT's current LEP Guidance, Public Involvement Handbook, and Environmental Management websites and material combined contain all of the elements of a viable Language Assistance Plan (LAP) which provides meaningful access to LEP populations, the Department is in the process of developing a LAP that will focus FDOT's language assistance efforts in one document.

Demographic profile of the State (Appendix D)

MAPS

Percent Minority Population
Percent Using a Language Other than English in the Home
Percent Below the Poverty Level
Percent Age 65 and Above

Demographic Maps with Distribution of Funding (Appendix E)

MAP

Distribution of Funding

Additionally, demographic profiles of the State of Florida are available at the sites listed below:

<http://www.dot.state.fl.us/planning/trends/tc-report/Pop120811.pdf> ;

<http://www.florida-demographics.com/> ;

http://en.wikipedia.org/wiki/Demographics_of_Florida

Statewide Planning Process

In developing any planning process, including the Florida Transportation Plan, FDOT and its partners receive input, feedback, and support from many regional and local partners, including groups traditionally underserved in public involvement activities (e.g., disadvantaged groups, and minority groups). As the transportation needs of a community may change over time, FDOT also studies relevant demographic forecast data in developing long-term transportation plans. As part of the 2060 Florida Transportation Plan, twelve regional workshops were held around the state in June 2010 to engage regional and local partners and the public directly in the 2060 FTP development process. Promotion of the regional workshops by each District included efforts targeting traditionally underrepresented groups such as transportation disadvantaged, minority, and low income residents, as well as older residents, students, and other groups representing the diversity of the region.

Description of Sub-recipient Monitoring and Technical Assistance

The Department's District Public Transit Offices are required by the FTA to ensure that sub-recipients of federal funds comply with the federal requirements. To meet this federal

mandate, the District monitoring consists of collecting data through: site visits, day-to-day technical assistance, vehicle inspections, and reports/forms. The Department uses reports and site visits to determine if sub-recipients are completing the projects as outlined in the application and program of projects.

Title VI Complaint procedures, Title VI Complaint form and a sample Title VI Notice have been developed and distributed to sub-recipients. The FDOT also provides demographic maps on request to complete Title VI Plans for sub-recipients. Finally, a Title VI template is available for use by our sub-recipients. Technical assistance in completing the application package is available for all first-time grant applicants.

List of Department Sub-recipients and Physical Addresses

SUBRECIPIENTS BY DISTRICT

District 1

Polk Transportation Planning Organization
330 W. Church Street
Bartow, FL 33830

Central Florida RPC
555 E. Church Street
Bartow, FL 33830

Sarasota County Transportation Authority
5305 Pinkney Avenue
Sarasota, FL 34233

Sarasota/Manatee MPO
7632 15th Street
Sarasota, FL 34243

Collier MPO
25550 Harbor View Road, Suite 4
Port Charlotte, FL 33980

Lee MPO
815 Nicholas Parkway East
Cape Coral, FL 33990

Charlotte BOCC
18500 Murdock Circle B 109
Port Charlotte, FL 33948

Collier BOCC
3299 Tamiami Trail East, Suite 103
Naples, FL 34112

Desoto BOCC
201 East Oak Street, Suite 202
Arcadia, FL 34266

Good Wheels, Inc.
10075 Bavaria Road, SE
Fort Myers, FL 33907

Lee County Transit
6035 Landing View Road
Fort Myers, FL 33907

Polk BOCC
1290 Golfview
Bartow, FL

Manatee County Area Transit
1108 26th Avenue East
Bradenton, FL 34208

Peace River Center
P.O. Box 1559
Bartow, FL 33831

Sunrise Community of Polk County
9040 Sunset Drive
Miami, FL 33173

District 2

MV Transportation
3713 SW 42nd Ave, Suite#3
Gainesville, FL 32608

Baker County Council on Aging
101 E. Macclenny Avenue
Macclenny, FL 32063

Suwannee River Economic Council
1171 Nobles Ferry Road
Live Oak, FL 32064

Clay County Council on Aging
604 Walnut Street
Green Cove Springs, FL 32043

Suwannee Valley Transit Authority
1907 Voyles Street
Live Oak, FL 32060

Big Bend Transit
Post Office Box 1721
Tallahassee, FL 32302

Jacksonville Transportation Authority
100 N. Myrtle Avenue
Jacksonville, FL 32203

Levy County Transit
970 A East Hathaway Avenue
Bronson, FL 32621

Nassau County Council on Aging
1367 S. 18th Street
Fernandina Beach, FL 32034

Industrial Complex of Raiford
22705 NE 134th Drive
Raiford, FL 32083

District 3

West Florida RPC
4081 Olive Road, Suite A
Pensacola, FL 32424

Capital Regional TPA
408 North Adams Street, 4th Floor
Tallahassee, FL 32301

Jtrans
3988 Old Cottdale Rd
Marianna, FL 32446

Gulf County ARC
122 Water Plant Road
Port St. Joe, FL 32457

Escambia County
1515 West Fairfield Drive
Pensacola, FL 32501

Bay County TPO
4081 E. Olive Road, Suite A
Pensacola, FL 32524

Santa Rosa County
6594 Caroline Street, Suite H
Milton, FL 32470

Tri-County Community Council
302 N. Okaloosa Street
Bonifay, FL 32425

Calhoun County Senior Citizens
16859 NE Cayson Street
Blountstown, FL 32424

Croom's Inc.
133 West Highway 98
Apalachicola, FL 32329

Star Metro
555 Appleyard Drive
Tallahassee, FL 32304

Liberty County Transit
15629 NW CR 12
Bristol, FL 32321

Okaloosa Transportation
600 Transit Way
Ft. Walton Beach, FL 32547

Wakulla County Senior Citizens
33 Michael Drive
Crawfordville, FL 32327

District 4

Achievement and Rehabilitation Centers, Inc.
10250 NW 53rd Street
Sunrise, FL 33351-8023

Agency for Community Treatment (ACT)
1048 NE 3rd Ave
Fort Lauderdale, FL 33304

ARC of Indian River
1375 16th Avenue
Vero Beach, FL 32960

ARC of Martin County, Inc.
2001 S Kanner Highway
Stuart, FL 34990

ARC of Palm Beach County
1201 Australian Avenue
Riviera Beach, FL 33404

ARC of ST. Lucie County
601 Ohio Street
Ft Pierce, FL 34950

ARC of the Glades
4250 NW 16th Street
Belle Glade, FL 33430

Archways, Inc.
919 NE 13th Street
Ft Lauderdale, FL 33304

BARC, Housing, Inc.
2750 SW 75th Avenue
Davie, FL 33314

Barton's Boosters
269 NE 14th Street
Boca Raton, FL 33432

Boca Raton Housing Authority
2950 Now 5th Street
Boca Raton, FL

Browards Childrens Center
200 SE 19th Avenue
Pompano Beach, FL 33060

CARP
5410 East Avenue
West Palm Beach, FL 33402

Childrens Home Society
3333 Forest Hill Boulevard
West Palm Beach, FL 33406

City of Coral Springs
9551 W Sample Road
Coral Springs, FL 33065

City of Lauderhill
3800-306 Inverrary Boulevard
Lauderhill, FL 33319

City of North Lauderdale
701 SW 71st Avenue
North Lauderdale, FL 33068

Council On Aging of St. Lucie, Inc.
1505 Orange Avenue
Ft Pierce, FL 34950

Daniel D. Cantor Senior Center
5000 Nob Hill Road
Sunrise, FL 33351

DGN
705 SW 88th Avenue
Pembroke Pines, FL 33025

For the Children
1718 S Douglas Street
Lake Worth, FL 33460-5514

Gulfcoast Jewish Family Services
201 NE 40th Ct
Oakland Park, FL

Gulfstream Goodwill Industries, Inc.
1101 NW 21 St
Port St Lucie, FL 34994

Henderson Mental Health Center, Inc.
4740 N State Road 7
Ft Lauderdale, FL 33319

Housing Partnership
2210 N Australian Avenue
West Palm Beach, FL 33407

Indian River Veterans Council
1900 27th Street
Vero Beach, FL 32961

JCC of the Greater Palm Beaches
3151 N Military Trail
West Palm Beach, FL 33409

Jeff Industries
15 East Coast Avenue
Hypoluxo, FL 33462

Jewish Federation Transportation Services
9901 Donna Klein Blvd
Boca Raton, FL

Jewish Residential & Family Services, Inc.
5841 Corporate Way STE.200
West Palm Beach, FL 33407

Joseph Meyerhoff Senior Center
3081 Taft Street
Hollywood, FL 33021

Kids in Distress
819 NE 26th Street
Wilton Manors, FL 33305

Lucanus Developmental Center
6411 Taft Street
Hollywood, FL 33024

MACtown, Inc.
360 Glen Rd
West Palm Beach, FL 33409

Mae Volen Senior Center, Inc
1515 W Palmetto Park Road
Boca Raton, FL 33486

Martin County COA
900 SE Salerno Road
Stuart, FL 34997

Nativity Group Home
2106 S 26th Street
Ft Pierce, FL 34947

NE Focal Point CASA, Inc.
227 NW 2nd Street
Deerfield Beach, FL 33441

New Horizons of the Treasure Coast
4500 W Midway Road
Ft Pierce, FL 34981

Northwest Federated Woman's Club
2185 NW 19th Street
Ft Lauderdale, FL 33311

Jerome Golden Center
1041 45th Street
West Palm Beach, FL 33407

Palm Beach Habilitation Center, Inc.
4522 S Congress Avenue
Lake Worth, FL 33461-4709

Plant a Seed Ministries
2021 Avenue D
Ft Pierce, FL 34950

Safespace
Stuart, FL 34994

Saint Johns
3075 NW 35th Avenue
Lauderdale Lakes, FL 33311

Seagull Industries for the Disabled
3879 W Industrial Way
West Palm Beach, FL 33404

Senior Resource Association
694 14th Street
Vero Beach, FL 32960

Seniors Foundation of NW Broward, Inc.
6009 NW 10th Street
Margate, FL 33063

Soref Jewish Community Center
6501 W Sunrise Boulevard
Plantation, FL 33313

South County Mental Health
16158 S Military Trail
Delray Beach, FL 33484

Southwest Focal Point Senior Center
5435 NW 35th Avenue
Ft Lauderdale, FL 33309

Sunrise Opportunities, Inc.
9040 Sunset Drive
Miami, FL 33173

Ties 4 Change
9470 Live Oak Place
Davie, FL 33324

UCP of Palm Beach
3595 2nd Avenue North
Lake Worth, FL 33461

United Cerebral Palsy of Broward Co.
3117 SW 13th Court
Ft Lauderdale, FL 33312

United Resident Council
1701 SW 2nd Street
Ft Lauderdale, FL 33312

Woodhouse
1001 NE 3rd Avenue
Pompano Beach, FL 33060

Broward Metropolitan Planning Organization
Trade Centre South
100 West Cypress Creek Road
8th Floor, Suite 850
Fort Lauderdale, Florida 33309-2112

Palm Beach MPO
2300 North Jog Road,
4th Floor
West Palm Beach, FL 33411-2749

Martin MPO
2401 SE Monterey Road
Stuart, FL 34996

St. Lucie TPO
466 SW Port St. Lucie Boulevard
Port St. Lucie, FL 34953

Indian River MPO
1801 27th Street
Vero Beach 32960-3388

Palm Tran
3201 Electronics Way
West Palm Beach, FL 33407

Martin County Transit
2401 SE Monterey Road
Stuart, FL 34996

Community Transit
2300 Virginia Avenue
Fort Pierce, FL 34982

Go-Line
1801 27th Street
Vero Beach, FL 32960

District 5

ARC Marion
2800 SE Maricamp Road
Ocala, FL 34471

Attain, Inc.
2451 Regent Street, Suite A
Orlando, FL 32804

Beacon College
105 East Main Street
Leesburg, FL 34748

Brevard Alzheimer's Foundation, Inc.
4676 Wickham Road
Melbourne, FL 32935

Center for Drug Free Living
320 West Grant Street
Orlando, FL 32806

Duvall Home
3395 Grand Avenue
Glenwood, FL 32722

Center for the Visually Impaired
1187 Dunn Avenue
Daytona Beach, FL 32114

Easter Seals Florida, Inc.
6050 Babcock Streets, SE, Suite 18
Palm Bay, FL 32909

Good Samaritan Society - Daytona
327 Orange Avenue
Daytona Beach, FL 32114

Good Samaritan Society – DeLand
450 North McDonald Avenue
DeLand, FL 32724

Good Samaritan Society – Kissimmee
1500 Southgate Drive
Kissimmee, FL 34746

Independent Living for Retarded Adults, Inc.
8660 SW 27th Avenue
Ocala, FL 34476

Kinneret, Inc.
515 S. Delaney Avenue
Orlando, FL 32801

Lakeside Behavioral Healthcare, Inc.
434 West Kennedy Blvd
Orlando, FL 32810

Meals on Wheels, Inc.
2801 S. Financial Court
Sanford, FL 32773

One Hope United
5405 Diplomat Circle, Suite 200
Orlando, FL 32810

Osceola ARC
310 North Clyde Avenue
Kissimmee, FL 34741

Osceola County Council on Aging, Inc.
700 Generation Point
Kissimmee, FL 34741

Osceola Mental Health
206 Park Place Blvd
Kissimmee, FL 34741

Presbyterian Special Services
3395 Grand Avenue
Glenwood, FL 32722

Primrose Center
2733 South Fern Creek Avenue
Orlando, FL 32806

Quest, Inc.
500 East Colonial Drive
Orlando, FL 32803

SCARC
213 West McCollum Avenue
Bushnell, FL 33513

Seminole Behavioral Healthcare
237 Fernwood Blvd
Fern Park, FL 32730

Seniors First, Inc.
5395 L.B. McLeod Rd.
Orlando, FL 32811

Share the Care
808 West Central Blvd
Orlando, FL 32809

SMA Behavioral Health Services
200 Fentress Blvd, Suite C
Daytona Beach, FL 32114

Space Coast for Independent Living
571 Haverty Court, Suite W
Rockledge, FL 32955

Trinity Towers, Inc.
650 E. Strawbridge Avenue
Melbourne, FL 32901

Flagler County Public Transportation
1769 E. Moody Blvd, Bldg #5
Bunnell, FL 32110

Lake County Public Transportation
1300 Duncan Dr, Building B
Tavares, FL 32778

LYNX
455 North Garland Avenue
Orlando, FL 32801

Marion Senior Services
1101 SW 20th Court
Ocala, FL 34474

SCAT
401 S. Varr Avenue
Cocoa, FL 32922

Sumter County Transit
229 E. Anderson Avenue
Bushnell, FL 33513

Votran
950 Big Tree Road
South Daytona, FL 32119

Lake-Sumter MPO
1616 South 14th Street
Leesburg, FL 34748

MetroPlan Orlando
315 E. Robinson Street, Suite 355
Orlando, FL 32801

Ocala/Marion County TPO
121 SE Watula Avenue
Ocala, FL 34471

Space Coast TPO
2725 Judge Fran Jamieson Way
Viera, FL 32940

Volusia TPO
2570 W. International Speedway Blvd, Suite 100
Daytona Beach, FL 32114

District 6

Action Community Center, Inc.
970 SW 1 Street, Suite 304
Miami, FL 33130

Allapattah Community Center, Inc.
2257 NW N. River Dr., Miami, FL 33125

Association for Retarded Citizens, South Florida, Inc. (Adult and Children Programs)
5555 Biscayne Blvd.
Miami, FL 33127

Bay Oaks Home for the Aged, Inc.
435 NE 34th St.
Miami, FL 33137

Better Way of Miami, Inc.
800 NW 28th St.
Miami, FL 33127

Borinquen Health Care Center, Inc.
3601 NE Federal Highway
Miami, FL 33137

Center for Independent Living of South Florida
6660 Biscayne Blvd.
Miami, FL 33138

CHARLEE of Dade County, Inc.
5915 Ponce de Leon Blvd. Suite 26
Coral Gables, FL 33146

Children's Home Society of Florida
800 NW 15 Street
Miami, FL 33136

Citrus Health Network, Inc.
4175 West 20 Avenue
Hialeah, FL 33012

CMB Visions Unlimited, Inc.
10383 SW 186th Street
Miami, FL 33157

Coalition of Florida Farmworker Organizations, Inc.
778 West Palm Drive
Florida City, FL 33034

Community Action Agency Foundation
OTV North, 701 NW 1st Court Suite 1000, Miami, FL 33136

Community Habilitation Center Inc.
11450 SW 79th Street
Miami, FL 33173

Community Health of South Florida, Inc.
10300 SW 216 Street
Miami, FL 33190

Concept Health Systems, Inc. AKA Concept House
162 NE 49th Street
Miami, FL 33137

Dave and Mary Alper Jewish Community Center
11155 SW 112 Ave.
Miami, FL 33176

DEEDCO (Dade Employment and Economic Development Corp., Inc.)
105 S.E. 12 Avenue
Homestead, FL 33030

Douglas Gardens Community Mental Health Center of Miami Beach, Inc.
701 Lincoln Road
Miami Beach, FL 33139

Easter Seals South Florida, Inc.
1475 NW 14 Avenue
Miami, FL 33125

Family Resource Center of South Florida, Inc.
155 South Miami Ave. Suite 500
Miami, FL 33130

Fellowship House aka Psychosocial Rehabilitation Center, Inc.
5711 S. Dixie Hwy., S.
Miami, FL 33143

Florida Keys Children's Shelter
73 High Point Road
Tavernier, FL 33070

Florida Keys Outreach Coalition for the the Homeless
2221 Patterson Avenue
Key West, FL 33040

Florida PACE Centers, Inc.
5200 NE 2nd Ave.
Miami, FL 33137

Foundation for New Life
2716 West 84th Street
Hialeah, FL 33016

Fresh Start of Miami-Dade, Inc.
18075 NW 27th Ave.
Miami, FL 33056

GALATA H.C.E.S.E., Inc.
916 N. Flagler Avenue
Homestead, FL 33030

Goodwill Industries of South Florida, Inc.
2121 NW 21 Street
Miami, FL 33142

Guidance Clinic of the Middle Keys, Inc.
3000 41st Street
Marathon, FL 33050

Hebrew Homes Health Network AKA Plaza Health Network
1800 NE 168 Street, Suite 200
N. Miami Beach, FL 33162

Helen B. Bentley Family Health Center, Inc.
3090 SW 37 Avenue
Miami, FL 33133

Hialeah Housing Authority
75 East 6th Street
Hialeah, FL 33010

Hialeah-Miami Springs Rotary Charitable Foundation/City of Miami Springs
449 Swallow Drive #6
Miami Springs, FL 33166

Historic Mount Zion Missionary Baptist Church
301 NW 9th Street
Miami, FL 33136

United Cerebral Palsy
1411 NW 14th Ave.
Miami, FL 33125

Jessie Trice Community Health Center
5607 NW 27 Avenue
Miami, FL 33142

Jewish Community Services of South Florida, Inc.
735 NE 125th Street Suite 325
N. Miami, FL 33161

Keys Advocacy Center, Inc./Center for Independent Living of the Keys
103400 Overseas Highway,
Pink Plaza Suite 243,
Key Largo, FL 33037

Learning Experience School
5651 SW 82 Ave.
Miami FL, 33143

Little Havana Activities and Nutrition Center of Dade County, Inc.
700 SW 8 Street
Miami, FL 33130

MACtown, Inc.
151 NE 62 Street
Miami, FL 33138

Maison de Saint Joseph
18401 NW 17th Ave.
Miami Gardens, FL 33056

Miami Beach Community Health Center, Inc.
710 Alton Road
Miami Beach, FL 33139

Miami Behavioral Health Center, Inc.
11031 NE 6th Ave.
Miami, FL 33161

Miami Bridge Youth and Family Services, Inc.
2810 NW S. River Dr.
Miami, FL 33125

Miami Cerebral Palsy Residential Services
2200 NW 107th Ave.
Miami, FL 33172

Miami Lighthouse for the Blind aka Florida Association of Workers for the Blind, Inc.
601 SW 8 Avenue
Miami, FL 33130

Michael-Ann Russell Jewish Community Center
18900 NE 25 Avenue N.
Miami Beach, FL 33180

Monroe Association for ReMARCable Citizens, Inc.
1401 Seminary Stree
Key West, FL 33040

Monroe County Social Services
1100 Simonton St., Rm 1-187
Key West, FL 33040

NANAY, Inc.
659 NE 125th Street
N. Miami, FL 33161

New Horizons Community Mental Health Center, Inc.
1340 SE 9th Ave.
Hialeah, FL 33010

North Miami Foundation for Senior Citizens' Services, Inc.
620 NE 127 Street
N. Miami, FL 33161

One Hope United
Relocated to District 5: 5405 Diplomat Circle, Suite 200
Orlando, FL 32810

Regis House, Inc.
2010 NW 7 Street
Miami, FL 33125

Saint Anne's Nursing (Archdiocese of Miami)
11855 Quail Roost Dr.
Miami, FL 33177

Samuel's House, Inc.
1614 Truesdell Court
Key West, FL 33040

Southwest Social Services Program, Inc.
25 Tamiami Blvd.
Miami, FL 33144

S.T.E.P.S. in the Right Direction
1651 West 37th St. Suite 406
Hialeah, FL 33012

Sunrise Community, Inc.
22300 SW 162 Ave. Miami, FL 33170

Sunrise Opportunities, Inc.
11975 SW 140 Terr.
Miami, FL, 33186

United Cerebral Palsy Association of Miami, Inc.
1411 NW 14th Avenue
Miami, FL, 33125

United States Fellowship of FL/Heron Peacock Supported Living
67 Cocoplum Drive
Marathon, FL 33050

University of Miami, Debbie School (Mailman Center for Child Development) AKA Debbie Institute
1601 NW 12th Avenue
Suite 1042
Miami, FL 33136

University of Miami, Perinatal C.A.R.E. Program
1120 NW 14 Street, Suite 1256
Miami, FL 33136

Villa Maria Nursing and Rehabilitation Center, Inc.
and St. Catherine's Rehabilitation Hospital (Archdiocese of Miami)
Villa Maria Nursing Center, Inc.
1050 NE 125th Street
N. Miami, FL 33161

The Village South, Inc.
169 E. Flagler Street, Suite 1300
Miami, FL. 33131

Key West Department of Transportation
KEY West DOT P.O. Box 1078
Key West, FL. 33040

Miami-Dade Metropolitan Planning Organization
111 NW 1st Street, Suite 910
Miami, FL. 33128

District 7

ACTS
4612 N 56TH ST
TAMPA 33610

AFIRE(physical)
3121 Ohio Avenue
New Port Richey, Florida 3465

AFIRE of Pasco County
Post Office Box 933
Elfers, Florida 34680

Angels Unaware (physical)
4918 West Linebaugh Avenue
Tampa, Florida 33688-0040

ARC Nature Coast
5283 Neff Lake Road
Brooksville, Florida 34601

BayCare Behavioral Health, Inc. (formerly Harbor Behavioral)
7809 Massachusetts Avenue
New Port Richey, FL 34653

Boley Centers
445 - 31st Street North
Saint Petersburg, Fl 33713

Brandon Sports and Aquatic Center
405 Beverly Blvd
Brandon, FL 33511

Center for Independence
8726 Old State Road 54
New Port Richey, Florida 3465

Chapters Health Senior Independence
12470-300 Telecom Drive
Temple Terrace, Florida 33637

Citrus County ARC-Key Training Center
5399 W Gulf to Lake Hwy
Lecanto, FL34461

Citrus County (transit facility)
1300 S. Lecanto Hwy
Lecanto, FL 34461-9710

City of Gulfport
2401 - 53rd Street South
Gulfport, Florida 33707

DACCO
4422 East Columbus Drive
Tampa, Florida 33605

Ebenezer Hispanic Christian Church, Inc.
138 Areca Drive
Mulberry, Florida 33860-8464

Goodwill Industries - Suncoast, Inc.
10596 Gandy Boulevard
St. Petersburg, FL 33702

Gulf Coast Jewish Family Services
14041 Icot Boulevard
Clearwater, Florida 33760

Hernando County Board of County Commissioners
1525 East Jefferson St, Bldg C
Brooksville, Florida 34601

Human Development Center
5904 North Armenia Avenue
Tampa, Florida 33603

HUMAN DEVELOPMENT CENTER OF PASCO
3809 N TAMPA ST
NEW PORT RICHEY 33603

Human Development Center, Inc.
5904 North Armenia Avenue
Tampa, Florida 33603

Lighthouse for the Visually Impaired & Blind
8610 Galen Wilson Boulevard
Port Richey, Florida 34668

Lighthouse for the Visually Impaired and Blind
6492 California Street
Brooksville, FL 34604

Louise Graham Regeneration Center
2301 Third Avenue South
Saint Petersburg, Fl. 33712

MacDonald Training Center
5420 West Cypress Street
Tampa, Florida 33607

McClain, Inc.
7211-210 North Dale Mabry Road
Tampa, Florida 33614

Mental Health Care
5707 North 22nd Street
Tampa, Florida 33610

Mid Florida Community Services
1122 Ponce de Leon Boulevard
Brooksville, Florida 34601

Mid Florida Community Services, Inc.
820 Kennedy Boulevard
Brooksville, Florida 34605

Neighborhood Care Network(formerly Neighborhood Senior Svcs)
12790-C 49th Street North
Clearwater, Florida 33762

Northside Mental Health Center, Inc.
12512 Bruce B. Downs Boulevard
Tampa, Florida 33612

Operation Par
10901-C ROOSEVELT BLVD
ST PETERSBURG 33716

OPERATION PAR
6655 66TH ST NORTH
PINELLAS PARK

Operation PAR
13800 - 66th Street North
Largo, Florida 33771

PARC
3100 75TH ST N
ST PETERSBURG 33710

PARC
3100 - 75th Street North
Saint Petersburg, FL 33710

Pasco County Board of County Commissioners
38053 Live Oak Avenue
Dade City, Florida 33523

Pasco County Transit
8620 Galen Wilson Boulevard
Port Richey, Florida 34668

Pensacola Care, Inc.
2115-2 West Nine Mile Road
Pensacola, Florida 32534

Personal Enrichment Mental Health Services
11254 - 58th Street North
Pinellas Park, Florida 33782

Quest, Inc.
1404 Tech Boulevard
Tampa, Florida 33619

SUNCOAST CENTER
4024 CENTRAL AVE
ST PETERSBURG 33711

Sunrise Community (formerly HARC
Hills assoc for retarded citizens)
2714 West Kirby Street
Tampa, Florida 33674

Sunrise Community, Inc.
1401 - 5th Avenue North
Saint Petersburg, FL 33705

UPARC
1501 N. Belcher Rd., Suite 249
Clearwater, Florida 33765

Vince House/Van Gogh's Palette
4801 - 78th Avenue North
Pinellas Park, Florida 33781

Westcare Gulf Coast Florida
1735 South M L King Street
Saint Petersburg, FL 33733

Hernando County MPO
20 North Main Street, RM 262
Brooksville, FL 34601

Pasco County MPO
7530 Little Road, Suite 320
New Port Richey, FL 34654

Hillsborough County MPO
601 E. Kennedy Blvd, 18th floor
Tampa, FL 33602

Pinellas County MPO
600 Cleveland Street, Suite 750
Clearwater, FL 33755

APPENDIX A

Title VI Nondiscrimination Policy



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

ANANTH PRASAD
SECRETARY

POLICY

Effective: October 24, 2011
Office: Equal Opportunity
Topic No.: 001-275-006-m

TITLE VI / NONDISCRIMINATION PROGRAM

The Florida Department of Transportation will not discriminate on the basis of race, color, national origin, sex, age, handicap/ disability or income status. No person may be treated unfavorably, excluded from participating in or denied the benefits of any Department program or activity because of their race, color, national origin, age, sex, handicap/ disability or income status. The Department will not retaliate against any person who complains of discrimination or who participates in an investigation of discrimination. Department grant recipients and contractors must comply with this policy.

Department civil rights and program area specialists must work closely to implement their mutual nondiscrimination program responsibilities. Each Assistant Secretary, District Secretary, Florida's Turnpike Enterprise Executive Director, Director, Manager, and Section Head of the Department's major program areas (Planning, Project Development/Environmental, Design, Right-of-Way, Construction, Maintenance, Public Transportation, and Research), and each Department grant recipient and contractor, is responsible for preventing discrimination and ensuring nondiscrimination in all of their programs and activities, whether those programs and activities are federally assisted or not.

The Department's Equal Opportunity Office Manager is delegated the authority to develop, maintain, implement, and monitor this policy as required by **23 Code of Federal Regulations (CFR) Part 200 and 49 CFR Part 21**.


Ananth Prasad, P.E.
Secretary

APPENDIX B

Title VI Program and Related Statutes

Approved:

Effective: November 17, 2005
Office: Equal Opportunity
Topic No.: 275-010-010-e



Lowell R. Clary
for Denver J. Stutler, Jr., P.E.
Secretary

TITLE VI PROGRAM and RELATED STATUTES Implementation and Review Procedure

PURPOSE:

To establish the process for: (a) implementing the Federal Highway Administration (FHWA) Title VI compliance program under ***Title VI of the Civil Rights Act of 1964*** and other related civil rights laws and regulations; and (b) conducting Title VI program compliance reviews relative to the federal-aid highway program directives.

AUTHORITY:

Title VI of the Civil Rights of 1964 (Title 42 United States Code Section 2000d - 2000d-7); Section 324 of the Federal-Aid Highway Act of 1973 (Title 23 U.S.C. Sec. 324); Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Title 42 U.S.C. Sec. 4601 - 4655); Section 504 of the Rehabilitation Act of 1973 (Title 29 U.S.C. Sec. 794); Title II of the Americans with Disabilities Act of 1990 (Public Law 101-336); Age Discrimination Act of 1975 (Title 42 U.S.C. Sec. 6101 - 6107); Federal-Aid Highway Standards (Title 23 U.S.C. Part 109(h)); Title VIII of the Civil Rights Act of 1968 (Title 42 U.S.C. Sec. 3601 – 3619); Civil Rights Restoration Act of 1987 (P.L. 100-259); Executive Order 12250; E.O. 12898; E.O. 13166; Title 28 Code of Federal Regulations Part 35; Title 28 C.F.R. Part 36; Title 28 C.F.R. Part 41; Title 28 C.F.R. Part 42, Subpart C; Title 28 C.F.R. Part 50.3; Title 49 C.F.R. Part 21; Title 49 C.F.R. Part 27; Title 23 C.F.R. Part 200; Title 23 C.F.R. Part 1235; United States Department of Transportation Order 1000.12; USDOT Order 1050.2; Federal Transit Administration Circular 4702.1; Florida Civil Rights Act of 1992; Civil Rights Chapter 760 Florida Statutes; Title VI Program and Related Statutes Nondiscrimination Statement (FDOT Policy # 001-275-006)

SCOPE:

All federally and non-federally funded programs and activities administered by the Florida Department of Transportation (Department) and its sub-recipients.

DEFINITIONS:

AFFIRMATIVE ACTION (AA) - A good faith effort to eliminate past and present discrimination in all federally assisted programs and to ensure future

non-discriminatory practices.

AGE DISCRIMINATION ACT OF 1975 (Title 42 U.S.C. Sec. 6101 - 6107) - Prohibits discrimination based on age. “No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

BENEFICIARY - Any person or group of persons (other than states) entitled to receive benefits, directly or indirectly, from any federally assisted program, e.g., relocatees, impacted citizens, communities.

CITIZEN PARTICIPATION - An open process in which the rights of the community to receive information, to provide comments to the government and to receive a response from the government are met through a full opportunity to be involved in the process and to express needs and goals.

CIVIL RIGHTS RESTORATION ACT OF 1987 (P.L. 100-259) - Clarification of the original intent of Congress in *Title VI of the Civil Rights Act, the Age Discrimination Act of 1975*, and *Section 504 of the Rehabilitation Act of 1973*. Restored the broad, institution-wide scope and coverage of the non-discrimination statutes to include all programs and activities of federal-aid recipients, sub-recipients and contractors, whether such programs and activities are federally assisted or not federally-assisted.

COMPLIANCE - That satisfactory condition existing when a recipient has effectively implemented all of the Title VI and related statutory requirements or can demonstrate that every good faith effort toward achieving this end has been made.

DISCRIMINATION - Involves any act or inaction, whether intentional or unintentional, in any program or activity of a federal-aid recipient, sub-recipient, or contractor, which results in disparate (unfavorable) treatment, disparate impact, or perpetuating the effects of prior discrimination based on race, color, national origin, sex, age, religion, familial status, or, in the case of disability, failed to make a reasonable accommodation.

That act (action or inaction), whether intentional or unintentional, through which a person in the United States solely because of race, color, national origin, age, sex, disability, religion, or familial status, has been otherwise subjected to unequal treatment, or who has been retaliated against under any program or activity receiving financial assistance from the FHWA under *Title 23 U.S.C.*

DISTRICT TITLE VI COORDINATOR - Appointed personnel by each District Secretary, Florida's Turnpike Enterprise Executive Director, or Office of Motor Carrier Compliance Director or his/her designee, who is responsible for monitoring and reporting Title VI and related statutes activities within each District/Office program area and ensuring overall compliance with the *Title VI Program and Related Statutes* requirements at the District/Office level. The State Title VI Administrator in the Equal Opportunity Office will

serve as the coordinator for the Central Office. The selection of the District Title VI Coordinator should be based upon: ability to have easy access to the District Secretary, Florida's Turnpike Enterprise Executive Director, or Office of Motor Carrier Compliance Director or his/her designee; ability to have adequate overview of all program areas; and ability to coordinate and implement needed changes relating to the Title VI Program and related statutes issues.

DISTRICT TITLE VI PROGRAM AREA OFFICER - Appointed personnel in each District Planning, Environmental, Design, Right-of-Way, Construction, Maintenance, and Public Transportation office, who are responsible for assisting the District Title VI Coordinator with monitoring and implementing the Title VI Program and Related Statutes requirements in their respective program areas.

EQUAL OPPORTUNITY OFFICE (EOO) - Administers the Department's Title VI Program and Related Statutes, Equal Employment Opportunity Contractor Compliance & On-the-Job (OJT) Program, Title VII Program, Disadvantaged Business Enterprise Program, and all related investigations.

FEDERAL-AID HIGHWAY ACT OF 1973 (Title 23 U.S.C. Sec. 324) - Prohibits discrimination on the basis of sex.

FEDERAL-AID HIGHWAY STANDARDS (23 U.S.C. 109(h)) - Requires that guidelines be designed to assure that possible adverse economic, social, and environmental effects relating to any proposed project on any federal-aid system have been fully considered in developing such project, and that the final decisions on the project are made in the best overall public interest, taking into consideration the need for fast, safe and efficient transportation, public services, and the costs of eliminating or minimizing such adverse effects and the following:

- (1) air, noise, and water pollution;
- (2) destruction or disruption of man-made and natural resources, aesthetic values, community cohesion and the availability of public facilities and services;
- (3) adverse employment effects, and tax and property value losses;
- (4) injurious displacement of people, businesses and farms; and
- 5) disruption of desirable community and regional growth.

FEDERAL ASSISTANCE – This includes:

- (a) Any grants and loans of federal funds;
- (b) Any grant or donation of federal property and interests in property;

- (c) Any utilization of federal personnel;
- (d) Any sale or lease of, and the permission to use (on other than a casual or transient basis) federal property or any interest in such property without consideration or at a nominal consideration or at a consideration which is reduced for the purpose of assisting the recipient or in recognition of the public interest to be served by such sale or lease to the recipient; and
- (e) Any federal agreement, arrangement, or other contract which has, as one of its purposes, the provision of assistance.

FORMAL COMPLAINT OF DISCRIMINATION - A written explanation of an event in which a person believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities listed in the **AUTHORITY** section of this procedure, based upon race, color, national origin, sex, age, disability, religion, or familial status.

INFORMAL COMPLAINT OF DISCRIMINATION - A verbal or non-written explanation of an event in which a person believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities listed in the **AUTHORITY** section of this procedure, based upon race, color, national origin, sex, age, disability, religion, or familial status.

NONCOMPLIANCE - A recipient has failed to meet prescribed requirements and has shown an apparent lack of a good faith effort in implementing all of the **Title VI and Related Statutes** requirements.

PERSONS - Where designation of persons by race, color, or national origin is required, the following designations ordinarily may be used: "White not of Hispanic origin," "Black not of Hispanic origin," "Hispanic," "Asian or Pacific Islander," "American Indian or Alaskan Native." Additional subcategories based on national origin or primary language spoken may be used, where appropriate, on either a national or a regional basis.

PROGRAM - Includes any highway project, or activity for the provision of services, financial aid, or other benefits to individuals. This includes education or training, work opportunities, health, welfare, rehabilitation, housing, or other services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient.

RECIPIENT - Any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof. The term "recipient" does not include every ultimate beneficiary under any such program.

RETALIATION - Intimidating, threatening, coercing or discriminating against an individual because he/she made a complaint, testified, assisted or participated in any manner in an investigation, proceeding, or hearing.

SECTION 504 OF THE REHABILITATION ACT OF 1973 (Title 29 U.S.C. Sec. 794) -

Provides that “no qualified handicapped person shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance”.

STATE TITLE VI ADMINISTRATOR - Designated individual in the EOO who is responsible for monitoring and administering the Department’s ***Title VI Program and Related Statutes*** in accordance with federal requirements.

SUB-RECIPIENT - Any sub-grantee, contractor, sub-contractor, transferee, assignee, or successor in interest in the program.

TITLE VI - Refers to ***Title VI of the Civil Rights Act of 1964***, which stipulated that “no person in the United States shall, on the ground 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 financial assistance.”

TITLE VI PROGRAM and Related Statutes - The system of requirements developed to implement ***Title VI of the Civil Rights Act of 1964***. References in this procedure to Title VI requirements and regulations shall not be limited to only ***Title VI of the Civil Rights Act of 1964***. Where appropriate, this term also refers to the civil rights provisions of other federal statutes to the extent that they prohibit discrimination on the grounds of race, color, national origin, sex, age, disability, religion, familial status or retaliation in programs receiving federal financial assistance of the type subject to ***Title VI*** itself. These Federal statutes are:

- (A) Title VI of the Civil Rights Act of 1964 - 42 U.S.C. Sec. 2000d to 2000d-7 (23 CFR Part 200; 49 CFR Part 21; the standard DOT Title VI assurances signed by each State pursuant to DOT Order 1050.2; Executive Order 11764; 28 CFR Section 50.3);
- (B) Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C 4601-4655) (49 CFR Part 25; Pub. L. 91-646);
- (C) Age Discrimination Act of 1975 (42 U.S.C. Sec. 6101 to 6107);
- (D) Federal-Aid Highway Standards (23 U.S.C. 109(h));
- (E) Federal-Aid Highway Act of 1973 (23 U.S.C. Sec. 324);
- (F) Civil Rights Restoration Act of 1987 (P.L. 100-259);

- (G) Title II of the Americans with Disabilities Act of 1990;
- (H) Title VIII of the Civil Rights Act of 1968, amended 1974 (42 U.S.C 3601-3619);
- (I) Subsequent Federal-aid Highway Acts and related statutes.

TITLE VIII OF THE CIVIL RIGHTS ACT OF 1968 (Title 42 U.S.C. Sec. 3601 – 3619) -

Prohibits discrimination in the sale, rental, advertising and financing of housing based on race, color, national origin, sex, disability, religion and familial status.

UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970 (Title 42 U.S.C. Sec. 4601 - 4655) -

Prohibits unfair and inequitable treatment of persons displaced or whose property will be acquired as a result of federal and federal-aid programs and projects.

1. ROLES AND RESPONSIBILITIES

The following personnel located in the Districts and Central Office has responsibility for implementing the Title VI Program and related statutes requirements and related Departmental activities:

1.1 STATE TITLE VI ADMINISTRATOR

1.1.1 Monitoring and administering the Department's Title VI Program and related statutes in accordance with Federal guidelines. This includes:

- (A) Ensuring the Title VI Assurance is updated and signed by the Secretary of Transportation;
- (B) Monitoring Title VI and related statutes activities in the Department;
- (C) Providing Title VI and related statutes training for the Districts' and Central Office;
- (D) Submitting the Department's ***Title VI Program and Related Statutes Implementing Plan*** to FHWA annually;
- (E) Developing Title VI and related statutes information for dissemination to the public (where necessary, in languages other than English);
- (F) Preparing an annual accomplishment and goals report for submission to the FHWA by November 1 of each year;
- (G) Investigating formal complaints of discrimination under Title VI and related statutes filed against the Department's sub-recipient's on Highway Programs, and forwarding recommendations to the FHWA for a final determination.

Coordinating with the FHWA on all Title VI and related statutes formal complaints of discrimination filed against the Department on Highway Programs.

- (H) Coordinating with the Federal Transit Administration, Federal Aviation Administration, and Federal Motor Carrier Safety Administration on all formal complaints of discrimination under Title VI and related statutes filed against the Department and its sub-recipients on Transit, Aviation, and Motor Carrier Safety Programs.
- (I) Providing technical assistance to the districts and Central Office.
- (J) Developing, preparing, and maintaining the Department's ***Title VI Program and Related Statutes*** non-discrimination policy, procedure, and forms.
- (K) Conducting Quality Assurance Reviews (QARs) of districts' compliance with the ***Title VI Program and Related Statutes*** procedure.
- (L) Monitoring the following program areas to ensure compliance with the Title VI Program and related statutes requirements: Aviation, Motor Carrier Compliance, Seaports, and Transit. Maintaining records of correspondence sent from the above-referenced offices regarding Title VI and related statutes compliance.

1.2 DISTRICT TITLE VI COORDINATOR

- 1.2.1 Attempting to resolve informal (verbal or non-written) Title VI and related statutes issues within their respective district. Advising State Title VI Administrator and respective district management within five (5) calendar days of receipt of informal issues.
- 1.2.2 Referring complainants to the State Title VI Administrator in the event the Title VI and related statutes issue is not satisfactorily resolved within the district, or if the complainant requests to file a formal (written) complaint.
- 1.2.3 Monitoring the Title VI Program and related statutes in their respective districts, including the Department's sub-recipients, and providing all necessary information to the State Title VI Administrator.
- 1.2.4 Randomly attending a minimum of one (1) public meeting/hearing per quarter to monitor citizen participation and compliance with the Title VI Program and related statutes requirements.
- 1.2.5 Providing quarterly reports, within thirty (30) calendar days after each quarter, to the State Title VI Administrator. (See ***Form No. 275-010-11, Title VI Program and Related Statutes Quarterly Report***).

1.3 DISTRICT TITLE VI PROGRAM AREA OFFICER

- 1.3.1** Advising the State Title VI Administrator, District Title VI Coordinator, and respective district management of Title VI and related statutes issues.
- 1.3.2** Ensuring Title VI and related statutes requirements are included in policy directives, procedures, contracts, and program manuals.
- 1.3.3** Attempting to resolve informal (verbal or non-written) Title VI and related statutes issues within their respective district. Advising the State Title VI Administrator, District Title VI Coordinator, and respective district management within five (5) calendar days of receipt of informal issues.
- 1.3.4** Referring complainants to the State Title VI Administrator in the event the Title VI and related statutes issue is not satisfactorily resolved within the district, or if the complainant requests to file a formal (written) complaint.
- 1.3.5** Monitoring the Title VI Program and related statutes in their respective program areas, including the Department's sub-recipients, and providing all necessary information to the District Title VI Coordinator.

2. TITLE VI AND RELATED STATUTES COMPLAINT PROCESS

The following informal and formal process will be utilized to resolve Title VI and related statutes complaints of discrimination in accordance with the FHWA's External Complaint of Discrimination Processing procedures.

2.1 Informal (Verbal or Non-Written) Complaints

- 2.1.1** District Title VI Coordinators and District Title VI Program Area Officers are encouraged to resolve informal (verbal and non-written) issues internally within their respective district. If the issue has not been satisfactorily resolved through informal means, or if at any time the person(s) request(s) to file a formal (written) complaint, the respective District Title VI Coordinator will refer the Complainant to the State Title VI Administrator who will advise the Complainant of the formal process for filing a complaint. All formal complaints received by the Department's district offices will be referred immediately to the State Title VI Administrator for processing. The State Title VI Administrator will advise the District Title VI Coordinator and respective district management of all formal complaints of discrimination accepted for investigation.
- 2.1.2** The District Title VI Coordinator will advise the State Title VI Administrator and respective district management within five (5) calendar days of receipt of the

informal issue(s). The following information will be included in every notification to the State Title VI Administrator:

- (A) Name, address, and phone number of the complainant;
- (B) Name(s) and address(es) of respondent;
- (C) Basis of complaint (race, color, national origin, sex, age, disability, religion, familial status or retaliation);
- (D) Date of alleged discriminatory act(s);
- (E) Date Title VI and related statutes issues were received by the District Title VI Coordinator or District Title VI Program Area Officer;
- (F) Statement of the Title VI and related statutes issue(s);
- (G) Explanation of the actions the District Title VI Coordinator or District Title VI Program Area Officer has taken or proposed to resolve the Title VI and related statutes issue(s).

2.1.3 Within ten (10) calendar days, the District Title VI Coordinator will acknowledge receipt of the issue(s), inform the Complainant of action taken or proposed action to process the issue(s), and advise the Complainant of other avenues of redress available, such as the EOO.

2.1.4 Within sixty (60) calendar days, the District Title VI Coordinator will conduct and complete a review of the informal issue(s) and based on the information obtained, will render a recommendation for action in a report of findings to the respective district management.

2.1.5 Within ninety (90) calendar days of the informal issue(s) receipt, the District Title VI Coordinator will notify the Complainant in writing of the respective district management's final decision reached, including the proposed disposition of the matter. The notification will advise the Complainant of his/her right to file a formal complaint with the EOO, if they are dissatisfied with the final decision rendered by the respective district. The District Title VI Coordinator will also provide the State Title VI Administrator with a copy of this decision and summary of findings.

2.1.6 The District Title VI Coordinator will maintain a log of all informal issues received by the respective district. The log will include the following information:

- (A) Name of complainant;

- (B) Name of respondent;
- (C) Basis of complaint (race, color, national origin, sex, age, disability, religion, familial status or retaliation);
- (D) Date informal issue(s) were received by the respective district;
- (E) Date respective district notified the State Title VI Administrator of the informal issue(s); and
- (F) Explanation of the actions the respective district management has taken or proposed to resolve the issue raised in the informal issue(s).

2.2 FORMAL (WRITTEN) COMPLAINTS

2.2.1 Persons Eligible to File

Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities listed in the AUTHORITY section of this procedure, based upon race, color, national origin, sex, age, disability, religion, or familial status may file a written complaint. The complaint may be filed by the affected person or a representative and must be reduced to writing.

2.2.2 Time Limits for Filing

A formal complaint must be filed no later than 180 calendar days after the following:

- (A) The date of the alleged act of discrimination; or
- (B) The date when the person(s) became aware of the alleged discrimination; or
- (C) Where there has been a continuing course of conduct, the date on which that conduct was discontinued or the latest instance of the conduct.

2.2.3 Form of Formal Complaints

Complainants may use ***Form No. 275-010-10, Title VI Program and Related Statutes Discrimination Complaint*** to submit a complaint to the EOO or some other format as long as the alternative format includes the following information:

- (A) A written explanation of what has happened, signed by the complainant(s) or by the complainant(s) representative(s);
- (B) The Complainant's name, address, and telephone number;

- (C) The basis of the complaint (race, color, national origin, sex, age, disability, religion, familial status, or retaliation);
- (D) The respondent's name, address, and telephone number; and
- (E) Sufficient information to understand the facts that led the complainant(s) to believe that discrimination has occurred and when the event complained of occurred.

- 2.2.3.1** Complaints filed in alternate formats from persons with disabilities will be accepted. The complaint may be filed on a computer disk, by audio tape, or in Braille. If the complainant(s) is/are unable to write and cannot have someone write out the complaint or cannot tape it, the State Title VI Administrator will write out the allegations provided over the telephone by the complainant(s) and send the complaint to him or her for signature. The complainant(s) will be asked in what format he or she would like written documents sent to him or her; generally, complaints should be sent in the format in which the complaint was received from the complainant(s).
- 2.2.3.2** Complaints in languages other than English will be translated and responded to in the language in which they were sent, to the greatest extent possible.
- 2.2.3.3** Complaints received by fax or e-mail will be acknowledged and processed in accordance with this procedure.
- 2.2.3.4** Complaints received by phone will be reduced to writing and provided to the complainant(s) for confirmation or revision before processing.
- 2.2.3.5** The complainant(s) will be provided with a Notice of Investigatory Uses of Personal Information, which outlines the complainant's rights and protections during an investigation. The complainant(s) will also be provided with a Complainant Consent/Release Form, which requests the complainant's consent to release information about the complainant's identity during the course of the investigation.

2.2.4 Agencies Authorized to Receive Formal Complaints

Formal complaints should be submitted either to the Department or to its sub-recipients, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, Federal Motor Carrier Safety Administration, and the U.S. Department of Justice.

2.2.5 Processing Formal Complaints

2.2.5.1 Responsibilities

- (A) Complaints filed with the Department in which the Department is named as the respondent, will be forwarded by the State Title VI Administrator to the FHWA, FTA, FAA, or FMCSA for processing.
- (B) Complaints filed with the Department's sub-recipient's will be forwarded by the respective District Title VI Coordinator to the State Title VI Administrator for processing.
- (C) Complaints filed against the Department's sub-recipients on Highway Programs will be processed and investigated by the State Title VI Administrator in accordance with the FHWA approved complaint procedures as required under 23 CFR Part 200.
- (D) Complaints filed against the Department's sub-recipients on Transit, Aviation, and Motor Carrier Safety Programs will be forwarded by the State Title VI Administrator to the appropriate Federal Civil Rights office.

2.2.5.2 Investigative Report Review and Issuance

Complaints processed by the EOO will be investigated by the State Title VI Administrator and a copy of the complaint, together with a copy of the EOO's report of the investigation, will be forwarded to the FHWA within sixty (60) calendar days of the date the complaint was received by the EOO for review and issuance. An extension of an additional sixty (60) calendar days may be granted by the FHWA, Director - HCR for justifiable reasons.

2.2.5.3 Final Agency Decisions

- (A) All final agency decisions and dismissals will be issued by the FHWA, FTA, FAA, FMCSA, U.S. Department of Transportation, or U.S. Department of Justice, including all Title II ADA decisions.
- (B) The State Title VI Administrator will notify the respective District Title VI Coordinator of all final agency decisions and dismissals issued by the FHWA, FTA, FAA, FMCSA, USDOT, or USDOJ.

2.2.5.4 Records

The State Title VI Administrator will maintain records of formal complaints filed with the EOO, identifying each complaint by race, color, national origin, sex, age, disability, religion, familial status, or retaliation. The record should contain:

- (A) The complaint;

- (B) The agency with which the complaint was filed;
- (C) The date the complaint was filed;
- (D) The investigative plan;
- (E) The investigative report;
- (F) The complaint disposition and date; and
- (G) Other pertinent information.

3. TRAINING

To effectively implement and sustain the Title VI Program and related statutes, mandatory training will be provided by the EOO. This training shall be:

- 3.1** Conducted during QARs or as needed;
- 3.2** Provided to District Title VI Coordinators, District Title VI Program Area Officers and Central Office.

4. FORMS

The following forms are available from the Department's Forms Library:

- 4.1** *Form No. 275-010-10, Title VI Programs and Related Statutes Discrimination Complaint Form*
- 4.2** *Form No. 275-010-11, Title VI Program and Related Statutes Quarterly Report*

APPENDIX C

Title VI Complaint Forms

Title VI / Nondiscrimination Complaint

Complainant(s) Name:

Complainant(s) Address:

Complainant(s) Phone Number:

Complainant's Representative's Name, Address, Phone Number and Relationship (e.g. friend, attorney, parent, etc):

Name and Address of Agency, Institution, or Department Whom You Allege Discriminated Against You:

Names of the Individual(s) Whom You Allege Discriminated Against You (If Known):

Discrimination Because Of:

- Race
- Sex
- Income Status
- Color
- Age
- Retaliation
- National Origin
- Handicap/Disability
- Other

Date of Alleged Discrimination:

Please list the name(s) and phone number(s) of any person, if known, that the Florida Department of Transportation could contact for additional information to support or clarify your allegation(s).

Please explain as clearly as possible **how, why, when** and **where** you believe you were discriminated against. Include as much background information as possible about the alleged acts of discrimination. Additional pages may be attached if needed.

Complainant(s) or Complainant(s) Representatives Signature:

Date of Signature:

Titulo VI / Denuncia de Discriminacion

Nombre del querellante:		Dirección:	
Número de teléfono:		Nombre, dirección, teléfono y relación (ej. amigo, abogado, pariente, etc.) del Representante del querellante:	
Nombre y dirección de la Agencia, Institución, o Departamento que usted alega discrimino en su contra:			
Nombre(s) del Individuo(s) Quien(es) Usted Alega Discrimino (naron) Contra Usted Si lo(s) Conoce:			
Razón de la discriminación:	<input type="checkbox"/> Raza <input type="checkbox"/> Color <input type="checkbox"/> Origen Nacional <input type="checkbox"/> Sexo <input type="checkbox"/> Edad <input type="checkbox"/> Incapacidad/Impedimento Físico <input type="checkbox"/> Status de Ingreso <input type="checkbox"/> Represalia <input type="checkbox"/> Otro	Fecha de la alegada discriminación.	
Favor de indicar el nombre (s) y número(s) de teléfono(s) de alguna persona(s) que el Departamento de Transporte puede comunicarse para información adicional que clarifique o respalde su alegación o alegaciones.			
Favor de explicar tan claro como sea posible, como, porque, cuando y donde usted cree que fue discriminado. Incluya suficiente información acerca de los antecedentes según le sea posible, de los alegados actos de discrimen. Puede añadir paginas adicionales, si es necesario.			
Firma del Querellante(s) o su Representante:		Fecha:	

Florida Department of Transportation
Title VI Lwa: Plent Kont Diskriminasyon

275-010-10H
 Equal Opportunity Office
 09/11

Non Moun Ki Pote Plent La:	Adrès Moun Ki Pote Plent La:
Nimewo Telefòn Moun Ki Pote Plent La:	

Non, Adrès, Nimewo telefòn Reprèzantan Moun Ki Pote Plent la ak Lien (setadi: zanmi, Avoka, Paran..etc):

Non ak Adrès Ajans, Institisyon, ou Depatman ou Kwè ki fè Diskriminasyon Kont ou:

Non Mounou Kwè Ki Diskriminen Kont ou (Si-w Konnen yo):

Rezon Diskriminasyon an	<input type="checkbox"/> Ras ou	<input type="checkbox"/> Koule-w	<input type="checkbox"/> Origin nasyonal	Dat Diskriminasyon an te fèt:
	<input type="checkbox"/> Seks ou:	<input type="checkbox"/> Laj ou	<input type="checkbox"/> Andikap/dezabilite	
	<input type="checkbox"/> Stati Revni-w	<input type="checkbox"/> revanj	<input type="checkbox"/> Lòt ankò:	

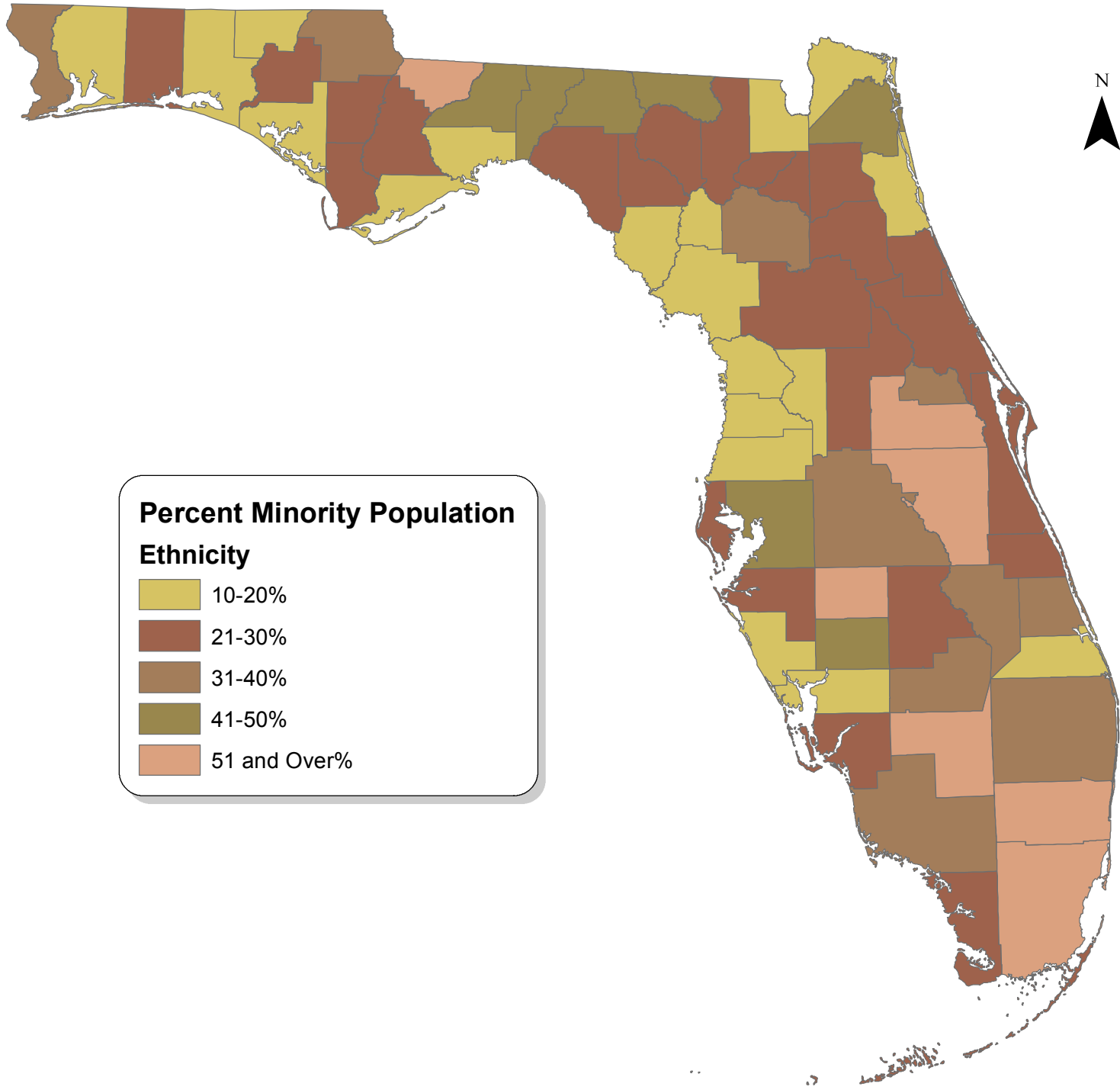
Silvouplè, bay non ak nimewo telefòn ninpòt moun ke Depatman Transpòtasyon Florida kap kontakte pou plis infòmasyon pou sipòte ou klarifye plènt ou (a)/plent ou yo:

Silvouplè, eksplike klèman kijan, poukisa , ki lè, ak ki kote ou kwè ke diskriminasyon te fèt kont ou. Bay tout infòmasyon konplèt de tout aksyon diskriminasyon sa yo. Ajoute paj anplis si nesesè:

Siyati Moun Ki Pote Plent La ou Reprèzantan Li:	Dat Siyati:
---	-------------

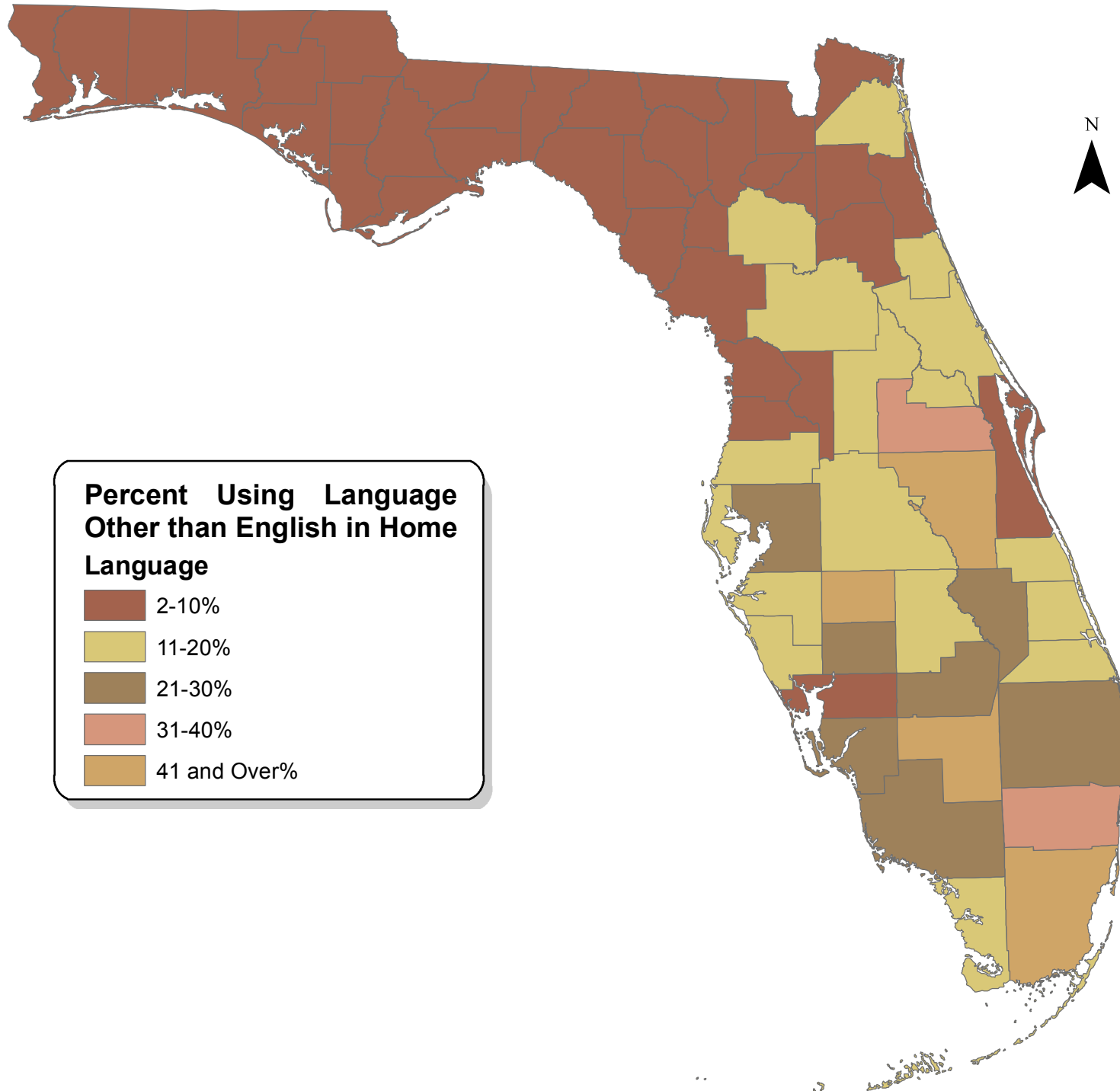
APPENDIX D

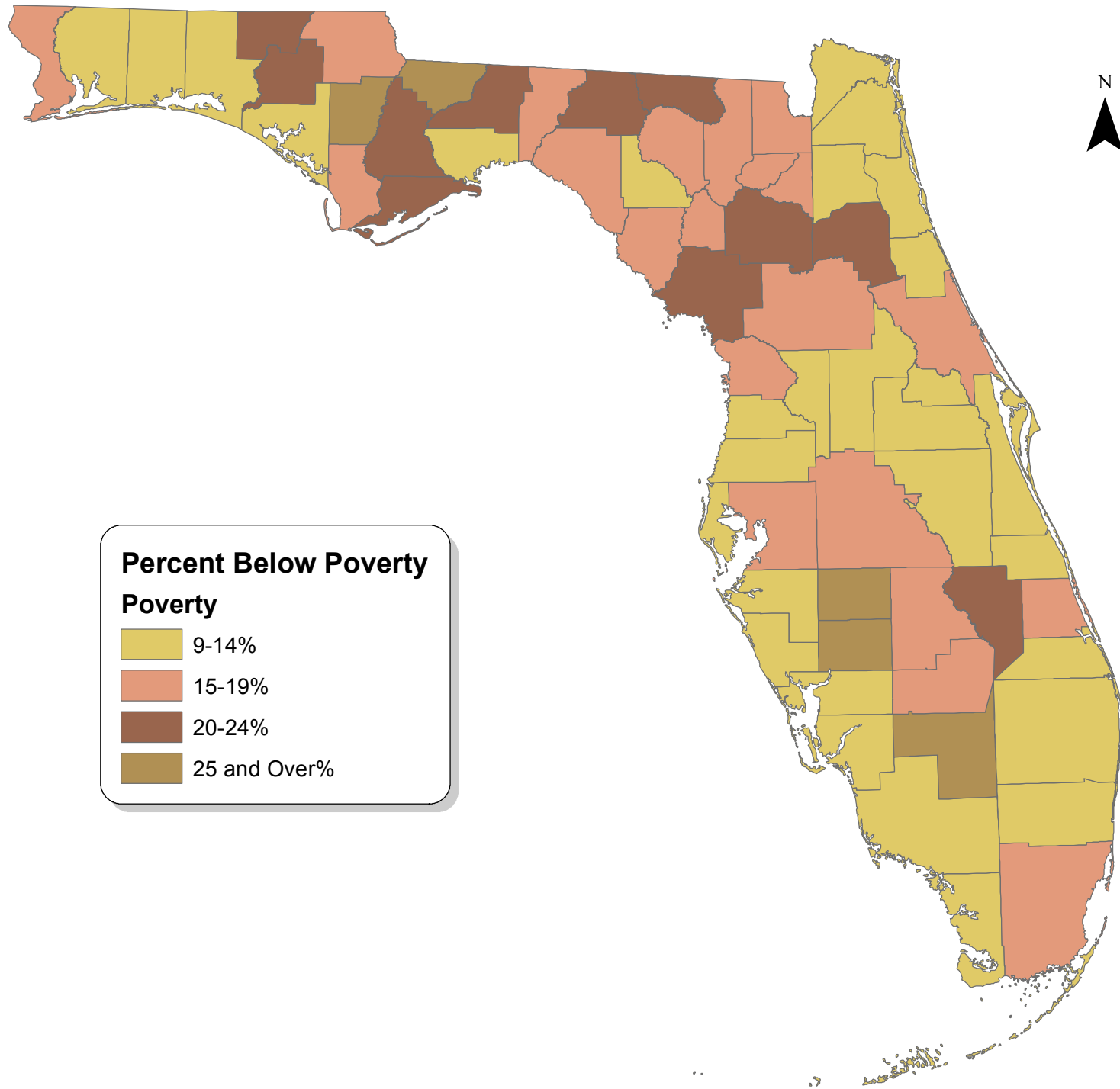
Demographic profile of the State



**Percent Minority Population
Ethnicity**

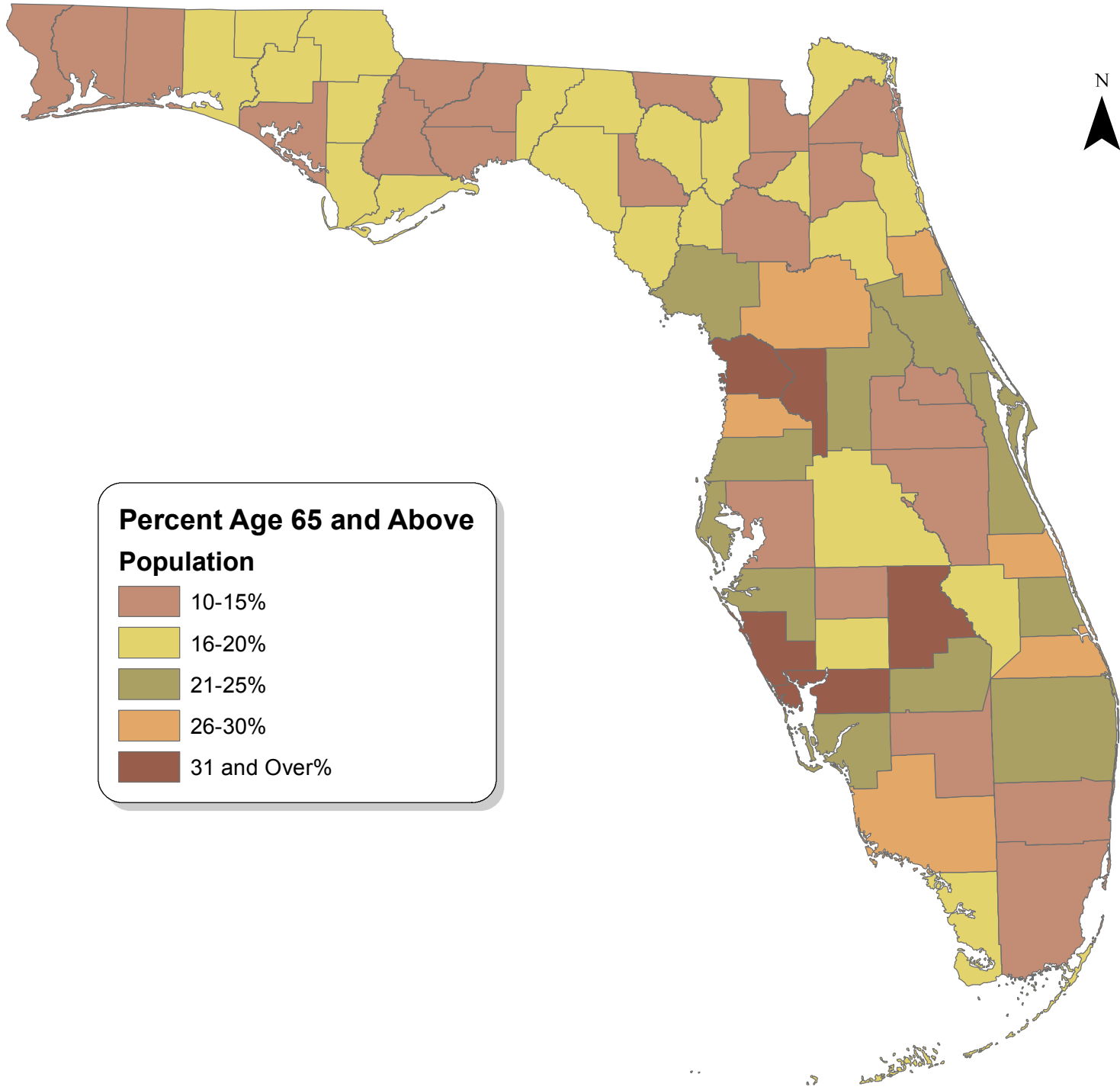
- 10-20%
- 21-30%
- 31-40%
- 41-50%
- 51 and Over%





Percent Below Poverty
Poverty

- 9-14%
- 15-19%
- 20-24%
- 25 and Over%



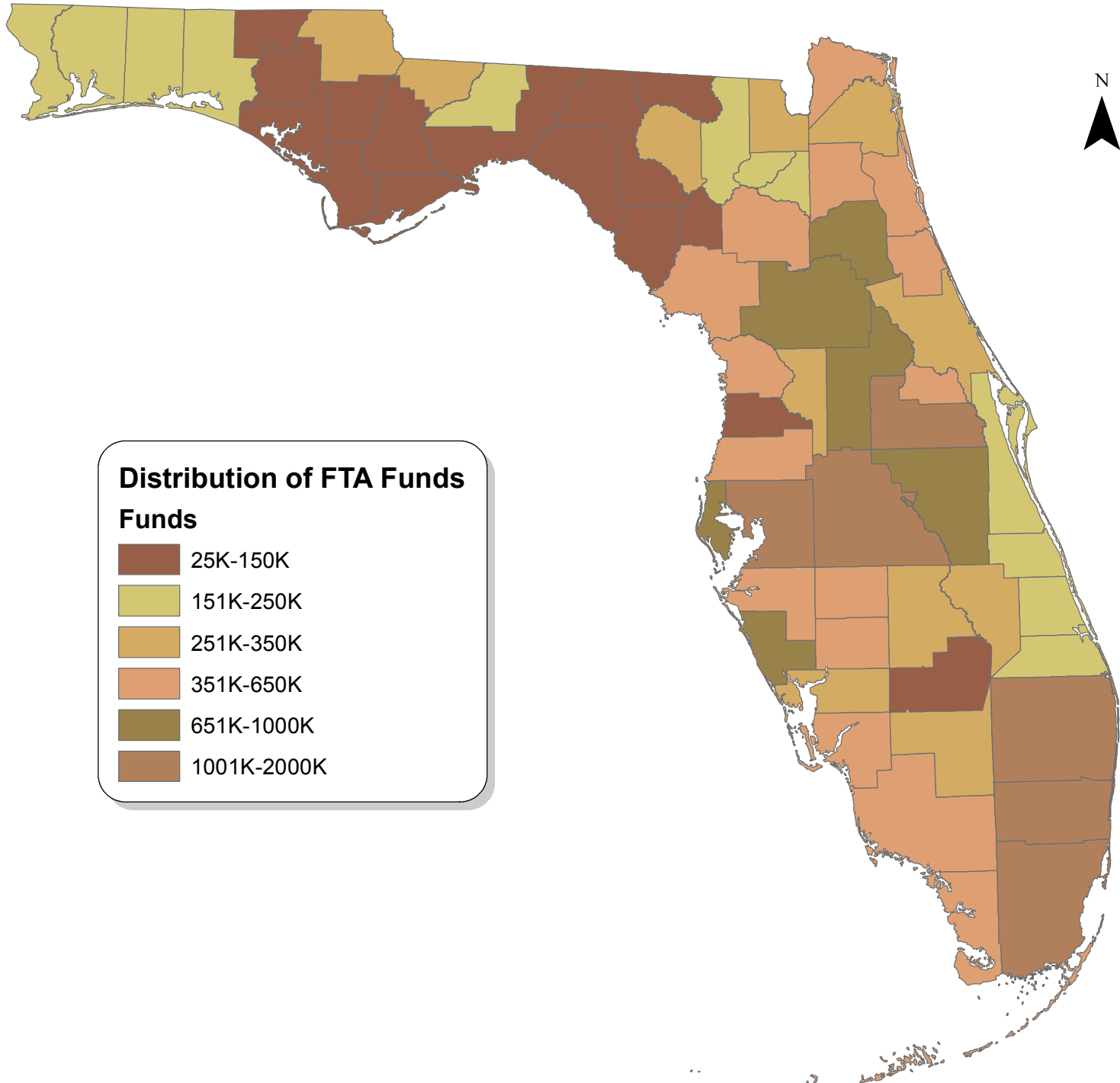
**Percent Age 65 and Above
Population**

- 10-15%
- 16-20%
- 21-25%
- 26-30%
- 31 and Over%









APPENDIX E

Demographic Maps with Distribution of Funding



Distribution of FTA Funds
Funds

	25K-150K
	151K-250K
	251K-350K
	351K-650K
	651K-1000K
	1001K-2000K



APPENDIX F

SunRail Operations Title VI Plan

Draft SunRail Title VI Program and Nondiscrimination Policy

For the
Central Florida Commuter Rail Transit Project



and the Central Florida Rail Corridor



**Florida Department of Transportation
District Five**

JANUARY 2014

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Contents

1	Introduction	1-1
2	General Reporting Requirements.....	2-1
2.1	Certifications and Assurances.....	2-1
2.2	FDOT Title VI Complaint Procedures.....	2-1
2.2.1	Title VI/Nondiscrimination Program.....	2-1
2.2.2	FDOT Title VI Complaint Form	2-2
2.2.3	Records Management.....	2-2
2.2.4	Public Participation Plan	2-3
2.2.5	Language Assistance	2-3
2.2.6	Minority Participation.....	2-3
2.2.7	Monitoring Sub-recipients.....	2-3
3	General Reporting Requirements for SunRail.....	3-1
3.1	SunRail Title VI Complaint Procedures	3-1
3.1.1	SunRail Title VI/Nondiscrimination Program	3-2
3.1.2	SunRail Title VI Complaint Form	3-3
3.2	Records Management.....	3-4
3.3	SunRail Public Participation Plan	3-4
3.4	SunRail LEP Implementation.....	3-5
3.5	Monitoring Compliance	3-9
4	Program Specific Requirements for SunRail	4-1
4.1	System-Wide Service Standards and Policies	4-1
4.1.1	Vehicle Load.....	4-1
4.1.2	Vehicle Headway.....	4-1
4.1.3	On-Time Performance	4-1
4.1.4	Service Availability	4-2
4.1.5	Distribution of Transit Amenities.....	4-2
4.1.6	Vehicle Assignment.....	4-2
4.2	Demographic Analysis.....	4-3
4.2.1	Demographic and Service Profile.....	4-3
4.2.2	Demographic Ridership and Travel Patterns	4-3
4.3	Service Monitoring.....	4-16
4.4	Service and Fare Equity.....	4-16

Contents (continued)

Appendixes

- A FDOT Title VI/Nondiscrimination Policies
 - FDOT's Title VI/Nondiscrimination Program Policy Statement (001-275-006-m)*
 - Title VI Program Implementation and Review Procedure*
 - DBE utilization policy (Topic 001-275-015-j)*
 - Title VI Program and Related Statutes Quarterly Report (Form No. 275-010-11)*
 - Sample FDOT Title VI notification*
- B FDOT's Limited English Proficiency Guidance
- C SunRail Title VI Complaint Form
- D SunRail Demographic Maps
- E Central Florida Commuter Rail Transit Fare Policy Equipment and Implementation Plan
- F Service and/or Fare Equity Analysis
- G Proposed Major Service Change and Service/Fare Equity Policy

Figures (Demographic Maps included in Appendix D)

- 1 Limited English Proficiency
- 2 Minority Population
- 3 Percent below Poverty (Low-Income)
- 4 Population with No Vehicle (Transportation Disadvantaged)
- 5 Percent Age 65 and Above (Elderly) Population
- 6 Disabled Population
- 7-20 Minority Transit Routes

List of Acronyms

CFCRT	Central Florida Commuter Rail Transit
CFR	Code of Federal Regulations
CFRC	Central Florida Rail Corridor
CSXT	CSX Transportation
FCEN	Florida Central Railroad
FDOT	Florida Department of Transportation
FFGA	Full Funding Grant Agreement
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
IOS	Initial Operating Segment
NEPA	National Environmental Policy Act
USDOT	United States Department of Transportation
VSMF	Vehicle Storage and Maintenance Facility

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SECTION 1

Introduction

On July 18, 2011, the Florida Department of Transportation (FDOT) entered into a Full Funding Grant Agreement (FFGA) with the Federal Transit Administration (FTA) to design, construct, operate and maintain Phase 1 of the Central Florida Commuter Rail Transit (CFCRT) Project (a.k.a. SunRail). SunRail is a proposed 61.5-mile commuter rail transit line in Central Florida intended to provide service from DeLand through downtown Orlando to Poinciana (south of downtown Kissimmee) within Volusia, Seminole, Orange and Osceola Counties. The Full Build Alternative includes 17 proposed stations. The primary infrastructure improvements include a new railway operations signal system and 40 miles of new 2nd track bringing the total double track to approximately 59 miles in the 61-mile corridor. Phase 1 of the project will consist of a 32-mile Initial Operating Segment (IOS) providing commuter service from DeBary in Volusia County to Sand Lake Road in Orange County traversing through Seminole County and downtown Orlando.

SunRail is proposed to operate along an active Class IV mixed freight and passenger railroad right of way corridor, which FDOT acquired from CSX Transportation (CSXT) in November 2011. The CFCRT corridor has received the Federal Railroad Administration (FRA) alpha designation of Central Florida Rail Corridor (CFRC). The SunRail service will operate entirely at-grade, sharing tracks owned by FDOT with freight service provided by CSXT and Florida Central Railroad (FCEN) in addition to intercity passenger rail service provided by Amtrak. Phase 1 includes 12 new commuter rail stations, the construction of a Vehicle Storage and Maintenance Facility (VSMF), and an operations control center at Rand Yard in Sanford. Phase 1 is under construction and is anticipated to open for passenger rail service in 2014.

FDOT has contracted to operate and maintain the SunRail system for the first seven (7) years following start-up service. After the first seven years of operations by FDOT, the system will be operated and maintained by the Central Florida Commuter Rail Commission. As a federal grantee (direct recipient) and an intended transit provider, FDOT has developed a Title VI program for the SunRail commuter rail system pursuant to Title VI of the Civil Rights Act of 1964 to meet the following objectives:

- Ensure that the level and quality of public transportation service is provided without regard to race, color, or national origin;
- Promote full and fair participation in public transportation decision-making without regard to race, color, or national origin;
- Ensure meaningful access to transit-related programs and activities by persons with limited English proficiency.

This *SunRail Title VI Program and Nondiscrimination Policy* is intended to demonstrate compliance with the transit provider reporting requirements outlined in FTA Circular 4702.1B, “*Title VI Requirements and Guidelines for Federal Transit Administration Recipients*,” effective October 1, 2012 (Federal Register Docket Number FTA–2011–0054). FDOT has developed a Statewide Title VI/Nondiscrimination Program in compliance with FTA’s general reporting requirements for grantees and State DOTs. On November 27, 2013 FTA approved the *FDOT Title VI Program (September 2013)* and determined that it meets the requirements set out in the FTA’s Title VI Circular 4702.1B. This *SunRail Title VI Program and Nondiscrimination Policy* is an appendix to FDOT’s Statewide Title VI Program Report. As required by FTA Circular 4702.1B, this SunRail program documentation will be updated every three (3) years and six months prior to the beginning of SunRail Phase 1 revenue operations to document the Service and Fare Equity analysis.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance. Presidential Executive Order 12898 addresses environmental justice in minority and low-income populations. Presidential Executive Order 13166 addresses services to those individuals with limited English proficiency. The rights of women, the elderly and

the disabled are protected under related authorities. These Presidential Executive Orders and the related authorities fall under the umbrella of Title VI. FDOT's Title VI/Nondiscrimination Program provides leadership, direction and policy to ensure compliance with Title VI of the Civil Rights Act of 1964 and related authorities. FDOT is proud of its longstanding policy to ensure that social impacts to communities and people are recognized early and continually throughout the transportation decision-making process.

SECTION 2

General Reporting Requirements

FDOT's Statewide Title VI/Nondiscrimination Program addresses FTA's general reporting requirements for FDOT programs, policies, and activities to document compliance with *Title VI of the Civil Rights Act of 1964*, the United States Department of Transportation (DOT) implementing regulations in 49 CFR 21 (*Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964*) and FTA policies. This section briefly summarizes FDOT's Title VI procedures for reference and to assist with training procedures for new SunRail transit personnel prior to initial operations. Reporting requirements for the SunRail transit system are described in further detail in Section 3 of this report.

2.1 Certifications and Assurances

In accordance with 49 CFR Section 21.7(a), FDOT has provided the required annual Title VI Certifications and Assurances by submitting an electronic copy of the Pinned Certifications and Assurances from FTA's Transportation Electronic Award Management (TEAM) System <http://ftateamweb.fta.dot.gov/>. The Title VI Certifications and Assurances will be submitted annually via the TEAM-Web System each year.

2.2 FDOT Title VI Complaint Procedures

2.2.1 Title VI/Nondiscrimination Program

It is the policy of the FDOT, under *Title VI of the Civil Rights Act of 1964*; *Section 504 of the Rehabilitation Act of 1973*; *Age Discrimination Act of 1975*; *Section 324 of the Federal-Aid Highway Act of 1973*; *Civil Rights Restoration Act of 1987*; and related statutes and regulations, that no person in the United States shall, on the basis of race, color, national origin, sex, age, disability/handicap, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by the Department or its sub-recipients.

FDOT's Equal Opportunity Office Manager is delegated the authority to develop, maintain, implement, and monitor this policy as required by **23 Code of Federal Regulations (CFR) Part 200 and 49 CFR Part 21**. FDOT's Title VI/Nondiscrimination Program Policy Statement (001-275-006-m, dated October 24, 2011) is included in **Appendix A** and is available on the FDOT website (www.dot.state.fl.us). FDOT's **Title VI/ Nondiscrimination Policy Statement** requires that subrecipients sign the statement to ensure compliance with Title VI policies and procedures (refer to **Appendix A**). Additionally, FDOT's Public Involvement Program guidance requires that Title VI compliance and complaint procedures be noticed at all public hearings.

FDOT has developed a **Title VI Program and Related Statutes Implementation and Review Procedure** as outlined in Procedure #275-010-010-e (provided in **Appendix A**). The policy establishes the process for implementing a Title VI compliance program under **Title VI of the Civil Rights Act of 1964** and other related civil rights laws and regulations; and conducting Title VI program compliance reviews relative to the federal-aid highway program directives. The requirements in this procedure were developed to comply with Title VI provisions (race, color and national origin). Where appropriate, this procedure also refers to the civil rights provisions of other federal statutes to the extent that they prohibit discrimination on the grounds of race, color, national origin, age, sex, disability, religion, or family status. These Federal statutes are:

- Title VI of the Civil Rights Act of 1964 - 42 U.S.C. Sec. 2000d to 2000d-7 (23 CFR Part 200; 49 CFR Part 21; the standard DOT Title VI assurances signed by each State pursuant to DOT Order 1050.2; Executive Order 11764; 28 CFR Section 50.3);

- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C 4601-4655) (49 CFR Part 25; Pub. L. 91-646);
- Age Discrimination Act of 1975 (42 U.S.C. Sec. 6101 to 6107);
- Federal-Aid Highway Standards (23 U.S.C. 109(h));
- Federal-Aid Highway Act of 1973 (23 U.S.C. Sec. 324);
- Civil Rights Restoration Act of 1987 (P.L. 100-259);
- Title II of the Americans with Disabilities Act of 1990;
- Title VIII of the Civil Rights Act of 1968, amended 1974 (42 U.S.C 3601-3619; and
- Subsequent Federal-aid Highway Acts and related statutes.

2.2.2 FDOT Title VI Complaint Form

Individuals or organizations who believe they have been denied the benefits of, excluded from participation in, or subject to discrimination on the grounds of race, color, or national origin may file a complaint with FDOT. A copy of the FDOT Title VI/Nondiscrimination Policy Complaint of Discrimination (Form 275-010-10) is posted on FDOT’s Equal Opportunity Office (EOO) website (<http://www.dot.state.fl.us/equalopportunityoffice/nondiscriminationpolicy.shtm>) and FDOT’s Public Transit Office (<http://www.dot.state.fl.us/transit/>). The complaint form is currently available in English, Spanish and Haitian Creole. The complaint forms must be signed and submitted to either FDOT’s State Title VI/Nondiscrimination Office or District Five’s Title VI Coordinator by contacting:

Jacqueline Paramore - State Title VI Coordinator	Jennifer Taylor - District Five Title VI Coordinator
605 Suwannee Street	719 South Woodland Boulevard
Tallahassee, Florida 32399	DeLand, FL 32720-6834
Phone: 850-414-4753	Phone: (386) 943-5367
Fax: 850-414-4879	Fax: (386) 943-5780
Toll-Free: 1-866-374-FDOT (3368)	Email: jennifer.taylor@dot.state.fl.us
Email: jacqueline.paramore@dot.state.fl.us	

If website access is unavailable, complaint forms may also be obtained by contacting the State Title VI Coordinator, Jacqueline Paramore or the District Five Title VI Coordinator, Jennifer Taylor.

2.2.3 Records Management

The District Five Title VI Coordinator will maintain a spreadsheet log of all informal or formal Title VI investigations, lawsuits or complaints received by the District. The log will include the name of the complainant; the name of the respondent, contact information for both parties, the basis of the complaint, the date the complaint(s) were received by the District, the date the District notified the State Title VI Coordinator of the issue and an explanation of the actions the respective District management has taken or proposed to resolve the concerns.

If an individual has filed a formal (written) or informal (verbal) Title VI complaint, the District office will immediately forward the complaint to the State Title VI Coordinator for processing. The State Title VI office shall be notified immediately of any actual or pending Title VI investigation or lawsuit. The State Title VI Coordinator will advise the District Title VI Coordinator and respective District management of all formal complaints of discrimination accepted for investigation. The following information will be included in every notification to the State Title VI Coordinator: name and address of complainant, name and address of respondent, basis of the complaint, date of alleged discriminatory act, date the Title VI and related statutes issue(s) were received by the District Title VI Coordinator or District Title VI Program Area Officer; a statement of the Title VI and related statutes issue(s), and an explanation of actions the District Title VI

Coordinator or District Title VI Program Area Office has taken or proposed to resolve the Title VI and related statutes issue(s).

In accordance with FTA's reporting requirements, FDOT's Statewide Title VI/Nondiscrimination Program itemizes all public transportation-related Title VI investigations, complaints, or lawsuits filed with FDOT's Equal Opportunity Office. The State Title VI Coordinator will maintain a spreadsheet log of complaints and consolidate the district logs for reporting purposes. The complaint logs shall maintain at a minimum: the date that the transit-related Title VI investigation, lawsuit, or complaint was filed; the complainant's name/contact information; summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation, lawsuit, or complaint. The log shall be included in the Title VI Program submitted to FTA every three years. To date, no transit-related Title VI investigations, complaints or lawsuits have been filed with FDOT.

2.2.4 Public Participation Plan

FDOT recognizes the importance of involving the public in information exchange when providing transportation facilities and services to best meet the state's transportation challenges. Therefore, it is the policy of FDOT to promote public involvement opportunities and information exchange activities in all functional areas using various techniques adapted to local area conditions and project requirements.

The FDOT Public Involvement Handbook provides techniques and methods to encourage meaningful public participation. A copy of the Public Involvement Handbook is provided on FDOT's website (www.dot.state.fl.us). The handbook is intended to provide clear guidance for developing and implementing effective public involvement activities that meet and may exceed federal and state requirements to involve the public in transportation decision-making. It describes a variety of methods and techniques to involve the public in the development of transportation plans, programs and projects. Title VI and Limited English Proficiency compliance are integrated in FDOT's public outreach techniques and methods.

2.2.5 Language Assistance

Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English may be considered Limited English Proficient (LEP). These individuals may be entitled to language assistance with respect to a particular type or service, benefit, or encounter. FDOT, as a recipient of federal financial assistance, takes reasonable steps to ensure meaningful access to its programs, services and activities for all citizens including those individuals who have limited English proficiency.

Title VI of the Civil Rights Act of 1964 and Executive Order 13166 require that people with limited English proficiency must not be disproportionately affected as it pertains to public involvement. To comply with Title VI, FDOT public involvement efforts shall seek to include LEP members of the public as much as possible to ensure that all affected communities have a voice in the transportation decision making process. FDOT has developed additional policy guidance for assisting LEP persons to ensure meaningful access to FDOT programs, services and activities. FDOT's LEP Guidance is provided in **Appendix B**.

2.2.6 Minority Participation

FDOT has two different types of minority programs. One is the Minority Business Enterprise (MBE) program, which applies to all state agencies and is administered by the Office of Supplier Diversity. The other is the Disadvantaged Business Enterprise (DBE) program. The DBE program applies only to the FDOT, and is limited to highway and bridge construction, maintenance, and consultants involved in planning, design, right of way and construction inspection, and other federally funded contracts. FDOT's DBE utilization policy (Topic 001-275-015-j) is provided in **Appendix A**.

2.2.7 Monitoring Sub-recipients

FDOT is divided into seven (7) districts and Florida's Turnpike Enterprise. Each district serves a different region of the State, including the population centers of Miami, Tampa, Orlando and Jacksonville. Each district has a Title VI Coordinator responsible for disseminating Title VI and LEP information throughout the

district with the assistance of Program Area Officers (PAOs). A sub-recipient is an entity that indirectly receives federal financial assistance in order to implement a program or activity which subjects them to Title VI compliance responsibilities.

Per FDOT policy, sub-recipients must have a signed assurance to establish full and affirmative compliance with Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities. At this time, each FDOT District performs an annual Title VI compliance review of all grant recipients. Checklists and reports are housed in the FDOT District offices. FDOT Central Office (Transit) conducts annual reviews of the FDOT Districts to ensure that they are in compliance with required monitoring. Quarterly, the District Title VI Coordinators compile a report of District activities concerning Title VI and LEP in each of the major departments (transit, environmental, planning, construction, etc.). A copy of the ***Title VI Program and Related Statutes Quarterly Report*** (Form No. 275-010-11) is provided in **Appendix A**. Those quarterly reports are forwarded to the State Title VI Coordinator to assist in monitoring each of the District's Title VI/nondiscrimination activities.

At this time, FDOT Central Office performs Quality Assurance Reviews (QARs) every year of each District's adherence to ***FDOT's Title VI/Nondiscrimination Program*** for grant administration monitoring. This QAR monitoring procedure will be extended to include SunRail and any other future sub-recipients. This Title VI monitoring procedure is anticipated to consist of both the ***Title VI Program and Related Statutes Quarterly Report*** as well as a QAR. The FDOT District quarterly reports will be forwarded to the State Title VI Coordinator for review and monitoring. The established QAR process will involve monitoring of the system-wide service standards in compliance with FTA requirements in addition to Title VI/Nondiscrimination Policy monitoring.

The QAR form will be developed prior to revenue operations for SunRail. This annual QAR review will be conducted by both FDOT Central Office (Transit) and the FDOT EOO office. A signature block will be included on the QAR form for FDOT Central Office (Transit) to affirm system-wide service standards are in compliance with statewide policy. Additionally, a signature block will be included on the QAR form for FDOT EOO to affirm FDOT's Title VI/Nondiscrimination policy is being followed.

The State EOO Manager with assistance from the State Title VI Coordinator will keep the District Title VI Coordinators informed of reporting requirements and training opportunities. All monitoring and review processes will be reviewed to ensure that LEP is included. The results of this monitoring program (quarterly reports and QARs) will be summarized by FDOT EOO and submitted to FTA every three years as required per regulations.

General Reporting Requirements for SunRail

3.1 SunRail Title VI Complaint Procedures

Title VI of the Civil Rights Act of 1964 provides that "no person in the United States shall, on the ground 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 financial assistance." As a recipient of federal financial assistance, FDOT has established the following Title VI complaint procedures for SunRail, specifically:

1. Any person who believes that he or she, or any specific class of persons, has been discriminated against on the basis of race, color, or national origin by FDOT, may file a formal (written) or verbal/non-written Title VI complaint. In compliance with civil rights provisions of other federal statutes, any individual who believes that he or she, or any specific class of persons, has been discriminated against on the grounds of sex, age, disability, religion or family status may also file a formal (written) or verbal/non-written Title VI complaint. FDOT investigates complaints received no more than 180 days after the alleged incident and then will process complaints that are complete.
2. All formal Title VI complaints shall be submitted on SunRail's Title VI Complaint Form to District Five's Title VI Coordinator at the address below.

Jennifer Taylor
FDOT District Five Title VI Coordinator
719 South Woodland Blvd.
DeLand, FL 32720-6834
Phone: (386) 943-5367
Fax: (386) 943-5480
E-Mail: jennifer.taylor@dot.state.fl.us

3. All verbal/non-written complaints received by FDOT shall be resolved informally when feasible. Informal complaints can be received by phone as listed above. However, once a complaint is written it becomes a formal complaint. If the issue has not been satisfactorily resolved through informal means, or if at any time the person(s) request(s) to file a formal written complaint, the District Five Title VI Coordinator shall process the complaint in accordance with approved FDOT formal complaint procedures.
4. Written formal complaints should be verified by the complainant and notarized. Notarized formal complaints may be submitted in writing via postal service mail, email or fax to the contact identified above.
5. Formal Title VI complaints submitted in writing shall be signed by the complainant and/or the complainant's representative as well as a public notary. Complaints shall set forth as fully as possible the facts and circumstances surrounding the alleged discrimination and shall include the following information:
 - Name, address, and phone number of the Complainant.
 - A written statement of the complaint, including the following details:
 - Basis of complaint (i.e., race, color and national origin).
 - The nature of the incident that led the complainant to feel discrimination was a factor.
 - A detailed explanation of the alleged discriminatory act(s).
 - The date or dates on which the alleged discriminatory event or events occurred.
 - If applicable, name(s) of alleged discriminating official(s).

- Other agencies (state, local, or federal) where the complaint is also being filed (if applicable).
 - Complainant's signature and date.
6. Once the complaint is received, FDOT will review it to determine the agency or organization with jurisdictional authority. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by FDOT or forwarded to the appropriate agency or organization for response.
 7. FDOT has 30 days to investigate the complaint. If more information is needed to investigate the complaint, FDOT may contact the complainant. In the event of such request, the complainant has 30 days from the date of the letter to provide the requested information. If FDOT is not contacted by the complainant or does not receive the additional information within 30 days, FDOT can administratively close the investigation. An investigation can also be administratively closed if the complainant no longer wishes to pursue their complaint.
 8. After the Title VI Compliance personnel reviews/investigates the complaint, she/he will issue a response letter to the complainant. However, all findings related to alleged Title VI violations will be forwarded to FTA for formal findings and development of a closure letter. A closure letter summarizes the allegations, states that there was not a Title VI violation, and informs the complainant that the case will be closed. If the complainant wishes to appeal the decision, she/he has 10 days after the date of the closure letter to do so.
 9. Both formal and verbal/non-written complaints received by FDOT are documented, logged and tracked for investigation. Once the investigation is complete, the complainant is notified of the outcome of the investigation. If the complainant is dissatisfied with the outcome of the investigation, the investigative file/information will be reviewed by the next highest management level within the organization.
 10. If information regarding SunRail Title VI Complaint procedures is needed in another language, contact Ms. Jennifer Taylor at (386) 943-5367 for assistance. To obtain the SunRail Title VI Complaint procedures in Spanish, please contact Jennifer Taylor at (386) 943-5367 for assistance. Para obtener los procedimientos de queja de SunRail título VI en español, comuníquese con la Sra. Jennifer Taylor en (386) 943-5367 para asistencia.

3.1.1 SunRail Title VI/Nondiscrimination Program

FDOT will not discriminate or treat any person unfavorably, exclude them from participating in or be denied the benefits of any program or activity on the basis of race, color or national origin in compliance with *Title VI of the Civil Rights Act of 1964*. In compliance with civil rights provisions of other federal statutes, FDOT will not discriminate on the grounds of sex, age, disability, religion or family status. No person will be retaliated against for complaining of discrimination or who participated in an investigation of discrimination.

FDOT civil rights and program area specialists will work closely to implement nondiscrimination program responsibilities. The public will be informed of their rights under Title VI through posting the Title VI notice on the SunRail website (www.sunrail.com), posters, comment cards, public meeting advertisements and handouts, newsletters, newspaper ads, and flyers placed at stations, bus shelters and potentially in transit vehicles. Notices detailing the Department's Title VI obligations and complaint procedures will be translated into languages other than English, as needed. The following language, approved by the Department, will be included in meeting notices and invitations.

All advertisements for public meetings will include the following language as approved by FDOT:

"Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact (name of appropriate District personnel) at (telephone number) at least seven (7) days prior to the meeting."

A sample Department Title VI Notification is included in **Appendix A**.

3.1.2 SunRail Title VI Complaint Form

Complaints may be filed in person or in writing. In either case, the District Title VI Coordinator or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for doing so. Complaints made in writing must be signed and notarized by the complainant and/or the complainant's representative. Complaints should set forth as full as possible the facts and circumstances surrounding the claimed discrimination. A copy of SunRail's Title VI Complaint Form is included in **Appendix C**.

In cases where the complainant is unable or incapable of providing a written statement, but wishes the Department to investigate alleged discrimination, a verbal complaint of discrimination may be made to the District Five Title VI Coordinator, Jennifer Taylor. Also, the State Title VI Coordinator, Jacqueline Paramore may be contacted for complaints. The complainant will be interviewed by the officer or official authorized to receive complaints. If necessary, the District Title VI Coordinator will assist the person in converting verbal complaints to writing. All complaints must be signed by the complainant or his/her representatives. The District's representative will assist those with Limited English Proficiency (LEP) in filing a complaint.

Within 10 days, the District Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of the action taken or the proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as a formal complaint with FTA.

In the event that the complainant or respondent has not submitted sufficient information to make a determination of jurisdiction or investigative merit, the District may request additional information from either party. This request shall be made within 15 working days of the receipt of the complaint and will require that the party submit the information within 60 working days from the date of the original request. Failure of the complainant to submit additional information within the designated time frame may be considered good cause for a determination of no investigative merit. Failure of respondent to submit additional information within the designated time frame may be considered good cause for a determination of non-compliance.

Within 30 days of receiving the complaint, the investigator prepares an investigation report and submits the report and supporting documentation to the EOO for review. The EOO Manager reviews the file and investigation report. Subsequent to the review, the EOO Manager forwards the investigation report to FTA for a formal finding. Then, FTA makes a final determination of "*probable cause*" or "*no cause*" and prepares a final decision letter for signature. The investigation will address only those issues relevant to the allegations in the complaint. Confidentiality will be maintained to the extent possible. Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint. The investigator will ask questions to elicit information about aspects of the case which the witness can provide firsthand information about. Interviews can be tape recorded with the interviewees consent. A chronological contact sheet is maintained in the case file throughout the investigation. The EOO prepares and submits a written report which includes:

- The date of the written complaint.
- The date the complaint was received by FDOT.
- The date the investigation, lawsuit, or complaint was filed.
- The basis of the complaint (race, color, national origin, etc.).
- A summary of the allegation(s).
- The status of the investigation, lawsuit, or complaint.
- An explanation of the actions FDOT has taken or proposed to resolve the issue raised in the complaint.
- Preliminary and Final FTA findings related to the investigation, lawsuit, or complaint.
- Other agencies (state, local, or federal), if any, where the complaint has been filed.

A copy of the complaint, together with a copy of the report of investigation, is forwarded to the FTA within 60 days of the date the complaint was received. All records and investigative files are maintained in a confidential area within the Office of Civil Rights. Records are kept for three years internally and then archived for a period of ten years.

Within 60 days, the FTA Civil Rights representative will conduct an investigation of the allegation based on the information obtained and render a recommendation for action. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in a report.

3.2 Records Management

The State Title VI Coordinator will maintain a log of complaints and consolidate the district logs for reporting purposes. The complaint logs should maintain at a minimum the complainant's name, contact information, nature of complaint and the disposition of the complaint. The Department will maintain a list of active investigations, lawsuits, and/or complaints that allege discrimination on the basis of race, color, national origin, or sex. This list will include the date of the investigation, or the date the lawsuit or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit or complaint; and actions taken by the Department in response to the investigation, lawsuit, or complaint.

3.3 SunRail Public Participation Plan

FDOT will maintain a program to proactively inform the public and provide avenues for public participation in the early development and implementation stages of SunRail service. It is the intent of FDOT to insure its actions are reasonable, non-capricious, and considerate of public comment in its mission to provide transit services for the welfare and convenience of the residents and visitors in the Central Florida region.

The SunRail public participation plan will utilize the procedures outlined in the FDOT Public Involvement Handbook which provides techniques and methods to encourage meaningful public participation. Public involvement is fundamental and essential in achieving equitable transportation that meets the needs of all persons in Central Florida. The public participation plan provides for public involvement of all persons (including Native Americans, minorities and low-income persons), affected public agencies, representatives of transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transit and other interested parties of the community affected by transportation plans, programs and projects. The FDOT Public Involvement Handbook documents the policy for public participation activities in compliance with Federal and State standards.

Public participation is the key to grabbing and holding interest in a project or plan; convince the public that active involvement is worthwhile; and provide the means for direct and meaningful input on transportation decisions. Engaging stakeholders, businesses and the public early in project scoping, the planning process, and maintaining communication through project implementation is critical. FDOT will proactively inform and involve the Central Florida public in the planning and implementation of SunRail services, routing, passenger fares, new facility construction, and planning activities in accordance with Federal and State regulations.

Public participation activities will take place with all customer groups in a number of forums, including the riding public, the non-riding public, member jurisdictions (city and county governments), private sector partners, and State and Federal agencies.

As part of the Public Participation Plan, FDOT intends to:

- Maintain operating procedures that will be proactive and organize complete information for full public access to key decisions and opportunities for early and continuous public participation.
- Determine reasonable approaches and techniques to provide public information, input, and agency consideration in response to public concerns.

- Administer a public notice and hearing process for a minimum of the following circumstances, but not limited to:
 - Any fare increases for SunRail services.
 - Any service reduction impacting more than 25% of an individual route’s service hours. The exception of this reduction of service threshold will be for routes that have existed less than two years or have been introduced as service development or experimental service.
 - Any major capital or planning project which requires Federal or State funding participation.

3.4 SunRail LEP Implementation

Transit providers must take reasonable steps to ensure that LEP persons have meaningful access to programs, services, and information, which may include accommodating written and/or oral communications in one or more languages other than English.

The published FDOT LEP Guidance document shows the four most prevalent LEP languages in Florida and in FDOT District Five are 1) Spanish or Spanish Creole, 2) French Creole, 3) Portuguese and Portuguese Creole, and 4) Vietnamese. The information in the FDOT document was obtained from the 2009 American Community Survey (ACS) data for population ages 5 and over who speak English less than very well. The 2006-2011 ACS five year estimates have consistent results for the most prevalent LEP languages. The 2011 ACS data was also reviewed for the three county region that SunRail Phase I will traverse and for the census tracts within 1/2 mile of the proposed SunRail service. A census tract, as defined by the U.S. Census is shown below,

“Census tracts are small, relatively permanent statistical subdivisions of a county delineated by local participants as part of the U.S. Census Bureau's Participant Statistical Areas Program. The U.S. Census Bureau delineated census tracts in situations where no local participant existed or where local or tribal governments declined to participate. The primary purpose of census tracts is to provide a stable set of geographic units for the presentation of decennial census data.”

“Census tracts generally have between 1,500 and 8,000 people, with an optimum size of 4,000 people.”

Source: U.S. Census http://www.census.gov/geo/www/geo_defn.html#CensusTract

This information is summarized in Table 1 below, which also provides a comparison to the Florida and FDOT District Five demographic data. The more localized information by tract from ACS is provided in **Appendix D** and is shown graphically in Figure 1 with the alignment and stations for the proposed SunRail service. The results indicate 1) Spanish or Spanish Creole, 2) French Creole, 3) Vietnamese, and 4) Tagalog are the most common languages with LEP individuals. As with the state and District Five reporting data, the largest LEP population language is Spanish. After Spanish, the other four languages show LEP of less than five percent of the study area population (French Creole, Vietnamese, Portuguese or Portuguese Creole, and Tagalog). The data is from the 2006-2011 ACS Five Year Estimate Table B16001 titled: “Language Spoken at Home by Ability to Speak English for the Population 5 years and Over” (<http://factfinder2.census.gov>).

TABLE 1
 Limited English Proficiency Demographics
SunRail

Language	Florida		District Five ¹		Region ²		1/2 Mile from Alignment	
	Total Population 17,431,114		Total Population 3,416,629		Total Population 1,906,753		Total Population 237,674	
Estimate Total - Speaks English Less than "Very Well"	Population	Percent of Total Population	Population	Percent of Total Population	Population	Percent of Total Population	Population	Percent of Total Population
Spanish or Spanish Creole	1,586,755	9.1%	196,223	5.7%	123,897	6.5%	12,926	5.4%
French Creole	162,884	0.9%	15,069	0.4%	12,176	0.6%	1,252	0.5%
Vietnamese	32,727	0.2%	8,032	0.2%	6,869	0.4%	613	0.3%
Tagalog	17,018	0.1%	2,943	0.1%	2,063	0.1%	272	0.1%
Russian	15,248	0.1%	2,685	0.1%	1,266	0.1%	256	0.1%
Chinese	27,271	0.2%	6,480	0.2%	4,645	0.2%	227	0.1%
Other Indic Languages	7,268	0.0%	2,046	0.1%	1,448	0.1%	223	0.1%
Korean	11,287	0.1%	2,101	0.1%	1,455	0.1%	201	0.1%
French (incl. Patois, Cajun)	28,979	0.2%	3,661	0.1%	2,069	0.1%	186	0.1%
Laotian	2,345	0.0%	322	0.0%	264	0.0%	182	0.1%
Persian	2,735	0.0%	619	0.0%	580	0.0%	178	0.1%
Other Indo-European Languages	10,188	0.1%	1,073	0.0%	721	0.0%	140	0.1%
Other Asian Languages	8,750	0.1%	1,317	0.0%	1,148	0.1%	138	0.1%
German	11,300	0.1%	2,128	0.1%	1,057	0.1%	136	0.1%
Arabic	11,180	0.1%	3,061	0.1%	2,188	0.1%	128	0.1%
Portuguese or Portuguese Creole	36,246	0.2%	8,067	0.2%	6,306	0.3%	122	0.1%
Serbo-Croatian	7,357	0.0%	754	0.0%	678	0.0%	116	0.0%
Gujarati	4,539	0.0%	1,218	0.0%	783	0.0%	114	0.0%
Hungarian	3,752	0.0%	612	0.0%	468	0.0%	103	0.0%
Hindi	5,297	0.0%	1,448	0.0%	961	0.1%	97	0.0%
Greek	5,127	0.0%	528	0.0%	432	0.0%	87	0.0%
Urdu	3,461	0.0%	722	0.0%	548	0.0%	83	0.0%
Italian	15,616	0.1%	1,935	0.1%	920	0.0%	74	0.0%

TABLE 1
 Limited English Proficiency Demographics
SunRail

Language	Florida Total Population 17,431,114		District Five ¹ Total Population 3,416,629		Region ² Total Population 1,906,753		1/2 Mile from Alignment Total Population 237,674	
	Population	Percent of Total Population	Population	Percent of Total Population	Population	Percent of Total Population	Population	Percent of Total Population
Estimate Total - Speaks English Less than "Very Well"								
African Languages	3,082	0.0%	728	0.0%	556	0.0%	57	0.0%
Thai	5,263	0.0%	1,290	0.0%	873	0.0%	46	0.0%
Other Pacific Island Languages	2,328	0.0%	837	0.0%	476	0.0%	40	0.0%
Polish	9,009	0.1%	1,191	0.0%	454	0.0%	32	0.0%
Other Slavic Languages	5,626	0.0%	1,037	0.0%	503	0.0%	28	0.0%
Japanese	4,981	0.0%	1,472	0.0%	1,119	0.1%	16	0.0%
Scandinavian Languages	1,273	0.0%	169	0.0%	52	0.0%	12	0.0%
Other Native North American Languages	479	0.0%	41	0.0%	13	0.0%	4	0.0%
Hebrew	4,142	0.0%	350	0.0%	299	0.0%	0	0.0%
Mon-Khmer, Cambodian	2,668	0.0%	608	0.0%	268	0.0%	0	0.0%
Other and unspecified Languages	2,353	0.0%	205	0.0%	157	0.0%	0	0.0%
Other West Germanic Languages	1,926	0.0%	297	0.0%	206	0.0%	0	0.0%
Yiddish	1,355	0.0%	11	0.0%	11	0.0%	0	0.0%
Armenian	901	0.0%	277	0.0%	263	0.0%	0	0.0%
Hmong	566	0.0%	0	0.0%	0	0.0%	0	0.0%
Navajo	16	0.0%	0	0.0%	0	0.0%	0	0.0%

Notes:

1. District Five includes Brevard, Flagler, Lake, Marion, Orange, Osceola, Seminole, Sumter, and Volusia Counties
2. Region includes Orange, Seminole, and Volusia Counties

FDOT is committed to providing meaningful access and will provide written translation for any of its documents, when reasonable, effective and within the available resources. In other cases, the FDOT will strive to provide alternative but meaningful accessibility. Moreover, the FDOT continually evaluates its programs, services and activities to ensure that persons who may be LEP are always provided with meaningful access.

As a standard for LEP compliance, FDOT has adopted the Safe Harbor Provision which outlines circumstances that can provide a “*safe harbor*” regarding translation of written materials for LEP populations. As such, FDOT provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered in the service area. Such action will be considered strong evidence of compliance with the recipient’s written translation obligations. Translation of non-vital documents, if needed, can be provided orally.

If there are fewer than 50 persons in a language group that reach the five percent (5%) threshold, FDOT is not required to translate vital written materials but should provide written notice in the primary language of the LEP language group; and, those individuals have a right to receive competent oral interpretation of the written materials, free of cost. The FDOT will use available resources, both internal and external, to accommodate reasonable requests for translation. Further, the FDOT’s policies require free oral interpretation services, regardless of the language, with seven (7) days notice.

The Safe Harbor Provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. If FDOT determines that a large number of persons in the LEP language group have low literacy skills in their native language and require oral interpretation; in such cases, background documentation regarding that determination will be provided to FTA in an updated Title VI Program.

Based on the demographic data shown above, there is a 5.4-percent (12,926 persons) Spanish or Spanish Creole-speaking population and 0.5-percent (1,252 persons) French Creole speaking population with limited English proficiency estimated within the SunRail service area. As such, vital documents including the SunRail Title VI complaint procedures and Title VI Complaint Form will be translated to Spanish and to French Creole prior to operations. Additionally, a Title VI Notice will be displayed to inform the customers of their rights under Title VI. The Title VI notices will be displayed at the SunRail transit facilities (e.g., transit shelters and stations, etc.) and potentially on transit vehicles (e.g., buses, rail cars, etc.). The Title VI Notice is considered a vital document by FTA. As the Spanish-speaking population in the SunRail service area exceeds the Safe Harbor threshold, the Title VI notice will include the following statement translated in Spanish:

“If information is needed in another language, then contact [phone number]”

As an agency, FDOT maintains a list of FDOT District staff who volunteer to assist as interpreters and/or translators if needed. The following Title VI activities may be employed by FDOT for SunRail as part of the Language Implementation Plan:

- Individuals who have contact with the public will be provided with “*I Speak*” language cards to identify language needs in order to match them with available services. Language cards are verified and distributed annually by the FDOT District Title VI Coordinators. These “*I Speak*” Cards may also be downloaded from www.LEP.gov to assist in identifying the language being spoken by the LEP individual. Cards can be laminated and distributed to employees most likely to encounter LEP individuals.
- For public meetings, it is a requirement to provide an interpreter if requested. If a project will affect a known LEP neighborhood, it is good customer service to have interpretive services on hand at the meeting who can speak the identified language even if there were no request made for an interpreter. For identified low literacy areas, sufficient staff should be available to sign-in all attendees so that individuals who are unable to read or write will not be intimidated or offended. Use the FDOT approved

Title VI language for all advertisements for public meetings. Ensure that Title VI Nondiscrimination information including complaint forms is available for distribution at public gatherings.

- Participate in LEP training when offered. The State Title VI Coordinator can provide training or provide resources for training opportunities. Training for District Title VI Coordinators is provided as a part of each Quality Assurance Review.

SunRail public advertisements will clearly state that language services are available with specified notice. Advertisements will also be translated and posted in minority publications and at public forums as needed.

3.5 Monitoring Compliance

The SunRail service will be monitored to verify Title VI compliance based on the FDOT procedures outlined in Section 2 of this report. The following summarizes the FDOT timeline for monitoring Title VI and Limited English Proficiency Compliance:

Section 5310, 5311, 5316 and 5317 Recipients	Annual reviews by District
District Reviews	Annual by Central Office
Quarterly Reports	EOO/Title VI
FTA Reporting Period	Every 3 yrs EOO/Title VI

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Program Specific Requirements for SunRail

This section summarizes the system-wide service standards and service policies established for SunRail. Additionally, the following sections are intended to report the program specific requirements for SunRail in compliance with FTA's Title VI reporting procedures. These program specific reporting requirements include: demographic analysis, service monitoring, and service and fare equity analysis.

4.1 System-Wide Service Standards and Policies

Title 49 CFR Section 21.5 states the general prohibition of discrimination on the grounds of race, color, or national origin. Section 21.5(b)(2) specifies that a recipient shall not *"utilize criteria or methods of administration which have the effect of subjecting persons to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program with respect to individuals of a particular race, color, or national origin."* Section 21.5(b)(7) requires recipients to *"take affirmative action to assure that no person is excluded from participation in or denied the benefits of the program or activity on the grounds of race, color, or national origin."* Finally, Appendix C to 49 CFR part 21 provides in section (3)(iii) that *"[no person or group of persons shall be discriminated against with regard to the routing, scheduling, or quality of service of transportation service furnished as a part of the project on the basis of race, color, or national origin. Frequency of service, age and quality of vehicles assigned to routes, quality of stations serving different routes, and location of routes may not be determined on the basis of race, color, or national origin]."*

The service standards and policies for the proposed SunRail service are documented in the Transportation and Maintenance Operations Plan (TMOP, August 2012). The SunRail service standards were developed in compliance with Title VI regulations to ensure equitable service is provided at initial operations and maintained. The following narrative briefly summarizes the system-wide service standards detailed in the TMOP.

4.1.1 Vehicle Load

The proposed SunRail commuter service will be operated using a fleet of push-pull diesel locomotives and ADA-compliant coaches and cab cars. The proposed vehicle fleet consists of bi-level passenger cars (150 seat capacity) and bi-level cab cars (132 seat capacity). A peak hour load standard of 125% (Load Factor = 1.25) has been assumed due to the higher demand in projected ridership and loads for the stations approaching downtown Orlando and the shorter travel distance between those stations for potential standees. During offpeak hours, the load standard will be 100% (Load Factor = 1.00) of the seated load (i.e., no standees).

4.1.2 Vehicle Headway

Base service levels are assumed to be operated during the midday, between 9:00 AM and 4:00 PM. Base period service will be operated at 120 to 150 minute headways. During the AM peak period (6:00 AM to 9:00 AM) and the PM peak period (4:00 PM to 6:30 PM), the trains will be operated at 30 minute headways. No revenue service is planned for Saturdays, Sundays, or holidays as part of the Initial Operating Segment (IOS) start-up phase.

4.1.3 On-Time Performance

Commuter rail trains are assumed to accelerate at a maximum rate of about 2.0 miles per hour per second (mphs). Normal service braking is assumed to be a constant 2.0 mphs from 65 mph to 0 mph. Station-to-station run times also include station dwell times (30 to 60 seconds per station) and a 5% allowance for schedule margin (e.g., wheelchair boardings and alightings, dispatching delays and other unscheduled delays). The TMOP defines typical equipment or system failures that may cause schedule delays or service disruptions and specifies actions necessary to minimize service disruptions and restore full

service. All failure recovery actions will be conducted by CFRC OCC and overseen by the Manager of Train Operations or designated supervisor on duty.

4.1.4 Service Availability

After the equipment or system failure has been resolved, non-revenue equipment and staff will return to their normal base and revenue trains must adopt strategies to return to scheduled operations. The appropriate strategy (or strategies) will depend on the deviation of actual operations from scheduled service. For deviations of less than the length of one service headway, late trains can be advanced by reducing the scheduled station dwell times and end-of-line layover times and early trains can be retarded by increasing dwell and layover times. For deviations longer than one service headway, it may be necessary to temporarily reassign train crew runs or dispatch standby trains.

4.1.5 Distribution of Transit Amenities

All stations will be designed to comply with requirements of the American with Disabilities Act (ADA) of 1990 in accordance with 49 CFR Part 37.42(f) as well as DOT's recently amended regulations ADA's Final Rule (76 FR 57924). All stations will be at grade. SunRail Phase 1 station platforms will be 8" ATR and 5'1" from the centerline of the track. Platforms will be a minimum of 14' wide and 300' long and capable of berthing three coaches. In compliance with 49 CFR §37.42, all passenger coaches and cab cars will include two ADA-compliant car-borne lifts per car, which will ensure that all individuals with disabilities, including individuals who use wheelchairs, have access to all accessible cars available to passengers without disabilities in each train using the station. In addition, a ramp to a mini-high platform to an elevation of 22-inches ATR will be constructed off one end of each platform. This will provide the disabled community another option for boarding onto the vehicles. Passengers boarding at the mini-high will be done using a bridge plate (consistent with 49 CFR §38.95(c) and 38.125(c)) stowed in the car and placed by the conductor when required.

In general, station amenities will be standardized, including shelters, platform features and structural elements, with a canopy over a portion of each platform. The extent of canopy will vary for each station and will depend on expected patronage and platform type. Standard platform amenities include:

- Platform topping to include decorative pavers and tactile warning strip
- Bench seating per platform
- Painted steel map kiosks with lighting and system map
- Trash receptacles
- Inter-track fencing between the platforms
- Platform and canopy lighting
- Informational, directional and regulatory signage
- ADA bi-level water fountain and drain
- Pedestrian crosswalks with warning signals
- Passenger Assist Telephones
- Ticket Vending Machines (ADA accessible)
- Variable Message Signs
- CCTV Security System with Pan/Tilt/Zoom cameras

4.1.6 Vehicle Assignment

As a new transit provider, the SunRail fleet is being manufactured and will consist of an entirely new fleet. As the service and fare equity policy is developed for operations, a standard for vehicle assignment will be developed to ensure equitable distribution of transit vehicles.

4.2 Demographic Analysis

In order to ensure compliance with 49 CFR 21.9(b), FTA requires transit providers to report demographic and service profile data as well as customer demographics and travel patterns. The reported racial and ethnic data is provided to identify the extent to which members of minority groups are beneficiaries of programs receiving Federal financial assistance from FTA.

4.2.1 Demographic and Service Profile

A demographic profile of the SunRail service area was prepared to determine the availability of SunRail service to minority and low-income populations. Demographic maps and charts are provided in Appendix D. The demographic data is provided in Appendix D and was based on 2010 Census data and 2006-2011 ACS data. As of December 2013, this is the most recent Census and ACS data. These demographic and service profile maps and charts will be updated after each decennial census and prior to proposed service reductions or eliminations.

4.2.2 Demographic Ridership and Travel Patterns

To comply with FTA reporting requirements, FDOT will conduct customer surveys subsequent to operations start-up to identify ridership demographics (including race, color, national origin, language spoken at home) and travel patterns. This information will be used to develop a demographic profile of the ridership to evaluate the percentage of minority populations utilizing the SunRail system. Any customer surveys will be conducted in accordance with LEP regulations. The following sections describe the demographic patterns for the SunRail alignment. To document the socioeconomic characteristics along the alignment, the corridor width was assumed to extend ½ mile on either side of the proposed SunRail alignment which is located within the existing CFRC corridor. For the purposes of reporting demographic data, the data within this section is provided for Phase 1 of the SunRail project which is anticipated to open for operations in 2014.

The SunRail service area includes station areas within either a ½ or 3-mile buffer based on the different types of stations that will be served by the new SunRail system. The ½ mile buffer was utilized for urban stations with no parking and represents an appropriate walkshed for passengers riding the SunRail system. The 3-mile buffer represents the typical service area for park-ride passengers. The minority and low-income population data for the station service areas are documented in the Service and Fare Equity analysis (refer to Section 4.4). The counties served by the SunRail Phase 1 commuter rail system, including Volusia, Seminole, Orange, and Osceola, comprise the regional comparison region.

Modifications to existing Lynx and Votran transit services are proposed to provide feeder bus service to accommodate Phase 1 of the new SunRail system. The proposed Lynx service changes are located within existing service routes documented in Lynx's Title VI Program. Therefore, these existing service routes are not documented as part of the SunRail Title VI Program. The Service and Fare Equity analysis for the feeder bus routes funded by FDOT is documented in Appendix E.

4.2.2.1. Station Locations

The proposed SunRail station locations (shown on Figure 1 in Appendix D) were identified in consultation with the jurisdictional municipalities and as a result of extensive public involvement outreach conducted during the National Environmental Process Act (NEPA) process. The proposed stations serve key population areas and major destinations throughout the corridor. As the SunRail transit system was developed along the existing CFRC corridor, key destinations outside the service area will be serviced in partnership with LYNX and VOTRAN bus transit. The station locations within Phase 1 of the project and accessibility to major activity centers are described below.

DeBary Station - Located in DeBary, a stone's throw from the St. Johns River and busy U.S. Highway 17-92, the DeBary station is near some of Central Florida's most scenic parks and is easily accessible to Interstate 4. The SunRail station is within walking and biking distance of the 210-acre Gemini Springs Park, Volusia County's Memorial Park and the newly renovated Lake Monroe Park, which includes a trailhead for the Lake

Monroe-Gemini Springs-DeBary Hall recreational trail, as well as lakefront camping opportunities. The City of DeBary also is examining redevelopment opportunities adjacent to the station. The SunRail station plans include a park and ride lot with a bus drop off area.

Sanford Station - Located near the intersection of State Road 46 and Airport Boulevard, vacant property near the Sanford station presents unique development partnership opportunities for surrounding land owners, local residents and community leaders. The SunRail station will provide a direct connection to a new residential development (Riverview Townhomes) on the east side of the tracks. Also, the station is a short distance from historic downtown Sanford, with its charming mix of antique stores, restaurants, lakefront recreational activities, county services and Central Florida Regional Hospital, as well as to the Seminole Town Mall and surrounding residential development. The SunRail station site includes a park and ride lot with bus drop off area.

Lake Mary Station - The Lake Mary station is conveniently located near the intersection of Lake Mary Boulevard and Country Club Road, adjacent to Stairstep Park and just a stone's throw from the city's municipal services complex, a restaurant and retail center, several additional parks and Seminole Community College. Surrounding residential neighborhoods and planned expansion of the city center also are within easy walking distance of the SunRail station. SunRail station designs include a park and ride lot with bus drop off area.

Longwood Station - Near the intersection of Ronald Reagan Boulevard and Church Avenue, the Longwood station is located near the historic center of town, municipal services buildings, civic centers, three public parks and South Seminole Hospital. Dining and shops also are within easy walking distance of the SunRail station and the city is planning a new mixed-use development adjacent to the station site. Because of its proximity to S.R. 434, the station also provides access to Winter Springs residents and businesses. SunRail station designs include a park and ride lot with bus drop off area.

Altamonte Springs Station - The Altamonte Springs station is centrally located near the intersection of Altamonte Drive (S.R. 436) and Ronald Reagan Boulevard, offering commuters a brisk walk or easy bus ride to the Altamonte Mall and Florida Hospital, with a host of additional dining and shopping opportunities along the way. The SunRail station is within walking distance of Winwood and Eastmonte parks, several residential neighborhoods and the city's municipal services complex. This station also provides access to Casselberry businesses and residents, including planned redevelopment opportunities along the U.S. 17-92 corridor. SunRail station designs include a park and ride lot with bus drop off area.

Maitland Station - The Maitland Station is located at the former Parker Lumber site, just south of the Maitland Boulevard overpass, on U.S. Highway 17-92. Maitland city officials are working on plans to redevelop the immediate station area with a mix of transit-friendly residential, commercial, retail and office uses. The SunRail station is within walking distance of the city's planned downtown redevelopment and municipal complex, with easy access to shopping, restaurants and a pedestrian path to neighboring residential communities. SunRail station plans call for a park and ride lot with bus drop off area.

Winter Park Station - Near the intersection of Morse Boulevard and Park Avenue, the charming Winter Park Amtrak station fronts historic Central Park and the city's fabled Park Avenue shopping and dining district. The SunRail station is within easy walking distance of the city's new Winter Park Welcome Center, the Farmer's Market, municipal complex, soccer and softball fields, the city's 9-hole golf course, and Rollins College, as well as an eclectic mix of residential housing.

Florida Hospital Health Village Station - One of the largest employers in Central Florida, Florida Hospital is partnering with the community to build a SunRail station at its main campus, near the intersection of Rollins Street and Orange Avenue. The hospital expects to invest more than \$230 million in new facilities within the next five years, as well as create a "Health Village" on campus. Within walking distance of the Loch Haven Park Neighborhood Center, Orlando Repertory Theatre, Orlando Science Center, Edythe Bush Theatre, Orlando Museum of Art and Orwin Manor Park, the public SunRail station also provides easy access to

Orlando's Antique Row on Orange Avenue, shopping and dining, as well as recreational activities on Lake Ivanhoe.

Lynx Central Station - Centrally located in downtown Orlando, the SunRail station at Lynx Central Station, near the intersection of Amelia Street and Garland Avenue, provides quick and easy transfers to the region's bus network and ultimately will be a hub for future rail expansions approved by the community. The Orange County and federal courthouses, FAMU College of Law, and downtown business activities are within easy walking distance, as are all of downtown Orlando's shopping, entertainment and recreational venues. Potential development nearby includes the Creative Village development, at the site of the old Amway Arena, and a mixed-use transit-oriented development just west of the station.

Church Street Station - Near the intersection of South Street and Garland Avenue, the SunRail station at Church Street serves the downtown business area and the city's booming residential and entertainment district. Orlando City Hall is a quick walk away, as is the Orange County government complex, the new Amway Centre entertainment complex, the federal courthouse, elder high-rise housing and the Parramore residential and business area. The SunRail station at Church Street provides easy access to the region's planned Performing Arts Center, and a renovated Citrus Bowl.

Orlando Health/Amtrak Station - The SunRail station at Orlando Amtrak, near the intersection of Sligh Blvd. and Columbia Street, is a partnership between the community and one of the region's largest employers, Orlando Health and its burgeoning medical complex. Surrounding medical facilities, including Orlando Regional Medical Center, M.D. Anderson Cancer Center, the Ambulatory Care Center, Arnold Palmer Children's Hospital, Winnie Palmer Hospital for Women and Babies and the Lucerne Hospital, are within easy walking distance of the station, as are local restaurants and neighboring parks. Orlando Health is expected to employ more than 19,000 people over the next 25 years and provide more than 2,000 hospital beds for the community.

Sand Lake Road Station - Near the intersection of Orange Avenue and Sand Lake Road, the SunRail station at Sand Lake Road serves an expanding residential and business hub in south Orlando, with easy bus access to the Florida Mall and the attractions area, as well as Orlando International Airport (OIA). The SunRail station ultimately is designed to connect with future rail options now planned to serve OIA and Lake Nona-Medical City area to the east and the Orange County Convention Center and the International Drive tourism district to the west. This station also serves the residents of nearby Belle Isle and Taft. SunRail station designs include a park and ride lot and bus drop-off area.

4.2.2.2. Environmental Justice

Pursuant to Executive Order 12898, *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*, disproportionately high and adverse effects on minority populations and low-income populations must be avoided. The project impacts associated with the implementation and construction of the SunRail transit system are fully documented in accordance with NEPA. The environmental record for the CFCRT project consists of the following documents:

- *Environmental Assessment* (December 15, 2006) with *Finding of No Significant Impact (FONSI)* (April 27, 2007);
- *Supplemental Environmental Assessment* (May 8, 2008) with *Addendum to the FONSI* (July 22, 2008); and
- *Second Supplemental Environmental Assessment* (April 20, 2010) with *Second Addendum to the FONSI* (September 10, 2010).

The *Second Addendum to the FONSI* as issued by FTA, indicated no significant impacts were associated with environmental justice populations. To comply with FTA's reporting requirements, an updated map identifying minority populations within the service area is provided in **Appendix D**.

Minority populations were analyzed based on the 2010 Census data released in August 2011 by the U.S. Census Bureau. Minority populations, as reported for FTA and NEPA compliance is not directly presented by the Census raw data. The method used for FDOT's Efficient Transportation Decision Making (ETDM) tool is to subtract the Census reported count for the white non-Hispanic population from the total population of each census block. This method of calculation includes Hispanic populations in the minority population reported data. This information is shown by census tract in the 2010 Census data shown on the Geographic Information System (GIS) file developed for the ETDM tool in 2011. Figure 2 (provided in Appendix D) shows the percentage of minority populations by tract within the study area.

The overall minority population in the census tracts within the study area (91,913 persons) represents approximately 36.2-percent of the total population within the study area (254,164). Of the 58 tracts within the study area, 15 (25.9-percent) have less than 20-percent minority population, 22 tracts (37.9-percent) have between 20 and 40-percent minority population; and 21 tracts (36.2-percent) have greater than 40-percent minority. This even distribution indicates the project does not disproportionately impact minorities. Further, the percentage of minorities within the study area are lower than the county-wide values shown below.

- Orange County (54.0-percent minority population)
- Seminole County (33.7-percent minority population)
- Volusia County (24.6-percent minority population)

The census information shows 23 of the 32 tracts in Orange County contain a percent of minority population below the 54.0-percent Orange County average, 11 of the 23 tracts in Seminole County are below the 33.7-percent Seminole County average, and none of the three tracts in Volusia County are below the 24.6-percent Volusia County average.

Figure 3 identifies the percentage of households below the poverty level within the alignment corridor as an indicator of the proximity of low-income population. This information is shown by block group based on the 2010 Census data shown on the Geographic Information System (GIS) file developed for the ETDM tool in 2012. A block group is defined by the U.S. Census below.

"A block group (BG) is a cluster of census blocks ...within a census tract... BGs generally contain between 600 and 3,000 people, with an optimum size of 1,500 people."

Source: U.S. Census http://www.census.gov/geo/www/geo_defn.html#BlockGroup

A census block is defined below:

"Census blocks are areas bounded on all sides by visible features, such as streets, roads, streams, and railroad tracks, and by invisible boundaries, such as city, town, township, and county limits, property lines, and short, imaginary extensions of streets and roads. Generally, census blocks are small in area; for example, a block bounded by city streets. However, census blocks in remote areas may be large and irregular and contain many square miles."

Source: U.S. Census http://www.census.gov/geo/www/geo_defn.html#CensusBlock

Of the 118 block groups within the study area, 91 (77.1-percent) have less than 20-percent low income population; 10 block groups (8.5-percent) have between 20 and 30-percent low-income population; and 17 block groups (14.4-percent) have greater than a 30-percent low income population. The largest portion of the study area has less than 20-percent low-income population, which indicates the project does not disproportionately impact low-income populations. Further, the percentage of low income within the study area are generally lower than the county-wide values shown below.

- Orange County (14.1-percent low income population)
- Seminole County (8.9-percent low income population)
- Volusia County (11.9-percent low income population)

The census information shows 42 of the 69 block groups in Orange County contain a percent of low income households below the 14.1-percent Orange County average, 24 of the 46 block groups in Seminole County are below the 8.9-percent Seminole County average, and none of the three block groups in Volusia County are below the 11.9-percent Volusia County average.

Distribution of transportation amenities is another aspect of environmental justice for a transit provider. The goal is to provide the transit station access to the minority and low-income population centers and work centers. Table 2 shows the tract level information for the stations with respect to minority and low-income access.

Of the 10 stations, 8 are located within, or in close proximity to, tracts that exceed 40% minority population and 7 stations are located within, or in close proximity to, block groups that exceed 30% below the poverty line. This reflects the balanced planning approach for the rail service to provide an economic benefit for the vicinity of the stations as well as a transportation resource to minority populations. Further supporting information for the figures and Table 2 are provided in Appendix D.

TABLE 2
 Stations Statistics for Minority and Low-Income Access
SunRail

Station	2010 Tract ¹	Percent Minority ²	Percent Low Income ³
DeBary Station	909.02	15.8%	8.0%
	909.04	11.4%	5.3%
Sanford Station and VSMF	204.01	89.8%	13.7%
	204.02	96.9%	24.5%
	205	88.7%	45.6%
	206	55.7%	15.3%
	208.03	25.3%	4.1%
Lake Mary Station	208.05	19.3%	9.5%
	208.06	33.6%	7.0%
	208.07	58.5%	8.7%
	215.02	34.4%	9.6%
Longwood Station	215.03	21.0%	12.0%
	215.04	16.0%	3.6%
	215.06	23.0%	3.2%
	218.02	43.8%	3.1%
Altamonte Springs Station	219.02	50.7%	16.5%
	220.01	55.6%	23.2%
	155.01	20.0%	3.6%
Maitland Station	156.01	12.8%	0.0%
	157.01	11.1%	8.5%
	218.02	22.4%	9.3%
	218.05	12.8%	1.9%
	220.05	14.6%	9.8%
	158.01	11.6%	12.6%
Winter Park Station	159.01	65.2%	33.9%
	160.01	14.2%	24.2%
	161	8.5%	5.7%
	127.01	16.8%	13.2%
Florida Hospital Health Village Station	128	6.5%	4.6%
	188	23.2%	10.8%
	102.00	22.9%	12.1%
LYNX Central, Church Street and Orlando Health/Amtrak Station	103.00	18.7%	12.2%
	104.00	98.4%	51.7%
	105.00	97.0%	51.7%
	113.00	16.5%	4.2%
	185.00	70.3%	36.8%

TABLE 2
 Stations Statistics for Minority and Low-Income Access
SunRail

Station	2010 Tract ¹	Percent Minority ²	Percent Low Income ³
	188.00	25.5%	6.4%
	189.00	43.7%	18.0%
Sand Lake Road Station	141	21.1%	18.9%
	142	78.2%	20.9%
	168.03	70.3%	11.3%
	168.04	52.1%	0.0%

Notes:

1. Block groups level data used and totaled by tract for this tabulation.
2. Calculated by totaling the population and minority populations within the study area for the block groups within ½ mile of a proposed station using 2010 Census/ACS data as updated in GIS in August 2011 (CENBLKGRP2010_AUG11).
3. Calculated by totaling the block group population and below poverty level population within the study area for the Census Tracts within ½ miles of the station using 2010 Census/ACS data as updated in GIS in December 2012 (CENAC_DEC12).

4.2.2.3. Transit Dependent Populations

The potential transit dependent populations include households with no vehicle, persons above age 65, or with disabilities. The transit dependent populations within the corridor are identified on maps and data provided in Appendix D.

- **No Vehicle.** Figure 4 shows the percentage of households without a motorized vehicle by block group as presented in the ACS data adapted for the ETDM Environmental Screening Tool (EST) for Florida in December 2012.
- **Above Age 65.** Figure 5 depicts the distribution of elderly population defined as above age 65. This information is shown at the block group level based on the 2010 Census data released in August 2011 (CENBLKGRP2010_AUG11).
- **Disabled.** The US Census no longer reports information regarding disabilities, so ACS also does not produced off census estimates. Figure 6 identifies the percentage of disabled populations by block group as presented in the 2000 Census Summary Table 3 updated by ACS in 2009 and adapted for the ETDM EST for Florida.

For transit providers, station location planning should consider the transportation disadvantaged population. To serve the disabled population, the SunRail station amenities and platforms were developed in compliance with the Americans with Disabilities Act (ADA) of 1990 (as amended). Table 3 summarizes the transit dependent populations based on the tracts for each station location. Further data is provided in **Appendix D.**

TABLE 3
Stations Statistics for Transit Dependant Populations
SunRail

Station	2010 Tract ¹	No Vehicle ²	Above Age 65 ³	Disabled ⁴
DeBary Station	909.02	1.4%	14.6%	20.8%
	909.04	3.8%	19.7%	25.8%
Sanford Station and VSMF	204.01	11.0%	11.9%	27.2%
	204.02	24.5%	18.0%	34.6%
	205	33.1%	6.3%	31.4%
	206	1.5%	4.1%	28.5%
Lake Mary Station	208.03	1.1%	8.8%	10.1%
	208.05	4.3%	21.8%	12.2%
	208.06	3.7%	10.4%	18.2%
	208.07	5.0%	7.1%	14.5%
Longwood Station	215.02	5.1%	12.9%	22.9%
	215.03	9.0%	17.7%	25.9%
	215.04	13.9%	36.0%	17.4%
	215.06	3.0%	13.0%	18.2%
Altamonte Springs Station	218.02	7.5%	15.5%	22.6%
	219.02	12.4%	16.1%	20.0%
	220.01	7.7%	12.7%	26.4%

TABLE 3
Stations Statistics for Transit Dependiant Populations
SunRail

Station	2010 Tract ¹	No Vehicle ²	Above Age 65 ³	Disabled ⁴
Maitland Station	155.01	5.4%	20.8%	18.5%
	156.01	2.9%	12.0%	19.8%
	157.01	1.5%	27.9%	15.2%
	218.02	4.8%	16.9%	22.4%
	218.05	0.0%	17.5%	20.9%
	220.05	0.0%	26.6%	25.2%
Winter Park Station	158.01	2.3%	22.2%	9.0%
	159.01	10.7%	20.5%	34.7%
	160.01	13.1%	15.3%	14.7%
	161	15.6%	27.3%	18.2%
Florida Hospital Health Village Station	127.01	4.2%	8.2%	15.3%
	128	3.2%	18.1%	9.0%
	188	3.620.0%	8.8%	17.8%
LYNX Central, Church Street, and Orlando Health/Amtrak Stations	102.00	3.2%	12.1%	27.3%
	103.00	21.5%	52.6%	44.1%
	104.00	52.9%	12.0%	40.9%
	105.00	36.0%	16.7%	34.1%
	113.00	3.8%	11.4%	16.6%
	185.00	6.2%	8.4%	30.4%
	188.00	2.0%	4.4%	19.0%
	189.00	20.6%	19.8%	36.7%
Sand Lake Road Station	141	0.0%	16.4%	23.8%
	142	10.3%	9.2%	24.0%
	168.03	4.0%	9.8%	15.8%
	168.04	3.0%	7.2%	12.6%

Notes:

1. Block groups level data used and totaled by tract for this tabulation.
2. Calculated by totaling the vehicle data and the reported no access to a vehicle from the 2010 Census Tracts within ½ miles of the station using 2010 Census/ACS data as updated in GIS in December 2012 (CENAC_DEC12).
3. Calculated by totaling the block group population and age above 65 population within the study area for the Census block groups within ½ miles of the station of the station using 2010 Census data as updated in GIS in August 2011 (CENBLKGRP2010_AUG11).
4. US Census and ACS no longer reports disability data, so updates for 2010 census data not available. Information reflects the last published data (2009 ACS).

4.2.2.4. Minority Transit Routes

A “minority transit route” is defined in Federal Register Volume 77, Number 167, dated August 28, 2012 and FTA Circular 4702.1B as “one in which at least one-third of the revenue miles are located in a Census block or block group, or traffic analysis zone where the percentage minority population is greater than the percentage minority population in the service area”. In addition, FTA Circular 4702.1B indicates that a minority transit route can connect an above-average minority population to jobs. This section documents the minority route analysis conducted to identify potential minority transit routes.

Since SunRail is a new service, ridership data is not available. For this reason, the evaluation of minority transit routes is based on 2010 Census blockgroup data and observations of likely employment destinations, which is consistent with the FTA guidance circular. SunRail ridership data and any future service changes will be used to update this analysis in the future.

Considering the overall 32-mile corridor, less than 1/3 of the distance traverses predominately minority areas as shown in **Figure 7 (Appendix D)**. But, due to the station spacing and reasonable access, the length of revenue miles are likely less than the 32-mile overall corridor. So, a specific methodology was determined and coordinated with FTA based on the station to station length (i.e Route A is Sand Lake Station to Orlando Health/Amtrak Station) to determine potential minority routes within the SunRail alignment. The methodology and results are discussed below.

Step 1. Determine data set. The 2010 Census blockgroup data was used to determine the population and percentage of minority. The ETDM definition previously defined was used for this analysis (subtract the white non-Hispanic population from the total population). The use of Census blockgroups and the ETDM minority definition are consistent with the FTA requirements.

Step 2. Set the regional minority threshold. The minority threshold is the average minority population of the regional transit service area. The Phase I regional service area is the full extent of Orange, Seminole, and Volusia Counties. Based on 2010 Census data, the average minority population for the three counties is 42.80%, which is shown in Table 4.

TABLE 4
Minority Population Data for the Transit Service Area

County	Census Block Group Minority Number	2010 Population	Minority Threshold
Orange Co.	619,202	1,145,956	
Seminole Co.	142,266	422,718	
Volusia Co.	121,611	494,593	
Transit Service Area	883,079	2,063,267	42.80%

Step 3. Set the analysis buffer. With the SunRail commuter system, the area of reasonable ridership access to the route from adjacent minority populations is represented by the station areas consistent with the Service and Fare Equity analysis. For stations with no available parking, a walkshed of 1/2 mile was assumed. For stations that provide parking, a 3-mile station buffer represents the area from which potential riders have reasonable access to the commuter rail. In between the station areas, the SunRail alignment would not be included because this is outside the assumed ridership areas.

Step 4. Perform a regional minority population analysis. This analysis uses the Census data (Step 1) and the station areas (Step 3) for minority and total populations to determine the average percentage of minority population within each station area. This is used to determine if the potential station ridership represents an above-average minority population. Or, in other words, if the station area

has a minority percentage that exceeds the regional minority threshold value from Step 2, there is a potential minority transit route.

Step 5. Evaluate if 1/3 of the revenue service length traverses predominantly above-average minority areas. While the 1/3 of the entire 32-mile corridor does not traverse predominately minority areas, the revenue mileage within each station area was evaluated to meet the intent of the FTA Circular. Without ridership data, the likely workplace destinations are assumed to be the downtown Orlando stations and the Rand Maintenance Facility. The maintenance facility does not represent a revenue stop; however, there is a potential for SunRail employees to utilize this stop.

In Step 4, the average minority population for each station area was calculated. Additionally, the locations of above-average minority populations are shown graphically in dark blue on **Figure 7** (overall) and Figures 8-20 (individual station graphics) located in **Appendix D**.

The revenue service length calculation was based on the distance (one-way route mileage) of revenue service miles within the station area divided by 3 to set the “1/3 Revenue Mile” value. Next, the line was drawn to represent the distance that the SunRail alignment traverses through a predominantly above-average minority area within the station area. This line was drawn by observation of the calculated above-average minority concentrations in dark blue (Step 4) and represents where the service area is characteristic of a predominant average minority population (i.e. where more than half of the surrounding station area involves an above-average minority population).

If the length of this line exceeds the “1/3 Revenue Mile” value, there is a potential minority transit route. This methodology allows for the minority route determination to be based on the entire station service area and not just the populations immediately adjacent (or intersecting) the SunRail corridor.

The results are provided in Table 5. The regional minority population (Step 4) is exceeded within four station areas (Sand Lake Road, Orlando Health/Amtrak, Rand Maintenance Facility, and Sanford). One station area (Orlando Health/Amtrak) does not have 1/3 of the revenue service length through above-average minority areas.

The station areas for the Sanford and DeBary stations overlap with the minority area on the south side of the St. Johns River/Lake Monroe. There are two vehicle crossings of the river at I-4 and US 17/92 and one limited pedestrian crossing at US 17/92 between the minority area and the DeBary station. So, it is expected that the travel preference will be to drive to the Sanford station. Even though the Sanford station area has a minority percentage that exceeds the threshold, no major work destinations are expected in DeBary; therefore, the Sanford to/from DeBary route is not viewed as a minority transit route based on available information. The conclusions from this analysis are the following two minority transit routes:

- **Route A – Sand Lake Road to/from Orlando Health/Amtrak.** The percentage of minority population at Sand Lake Road station exceeds the transit service area regional minority threshold.
- **Route K – Rand Maintenance Facility to/from Sanford.** The percentage of minority population at both stations exceeds the transit service area regional minority threshold and minority route length exceeds 1/3 of the revenue mileage. A map (*refer to **Figure 7***) identifying the minority transit routes is provided in **Appendix D**.

With future ridership and monitoring data, these minority route determinations will be re-analyzed after operations and documented in subsequent Title VI Program updates.

TABLE 5
 Minority Route Analysis
SunRail

Station	Route Designation	2010 Census Population Station area Comparison to Regional Threshold (42.8%)				Revenue Mileage Evaluation within Station areas				Conclusion	Notes
		Total Population	Minority Population	Minority Percentage	Exceeds Regional Minority Threshold	Route Length Between Stations (miles)	One-way Revenue Mileage (miles)	1/3 Revenue Mileage (miles)	Minority Route Length (miles)*		
Sand Lake Road	A - Sand Lake Road to Orlando Health/Amtrak	45705	27448	60.05%	Yes	5.24	2.96	0.99	1.39	Minority Route	Note 1.
Orlando Health/Amtrak	B - Orlando Health/Amtrak to Church Street	2111	989	46.85%	Yes	0.82	1.00	0.34	0.00	Non-Minority Route	Note 2.
Church St.	C - Church Street to LYNX Central Station	4172	1514	36.29%	No	0.61	1.02	0.35	0.00	Non-Minority Route	Note 3.
LYNX Central	D - LYNX Central Station to Florida Hospital Health Village	3704	1384	37.37%	No	2.07	1.00	0.34	0.00	Non-Minority Route	Note 3.
Florida Hospital Health Village	E - Florida Hospital Health Village to Winter Park	1044	225	21.55%	No	2.11	1.02	0.34	0.00	Non-Minority Route	Note 3.
Winter Park	F - Winter Park to Maitland	3701	1385	37.42%	No	2.96	1.06	0.36	0.92	Non-Minority Route	Note 3.
Maitland	G - Maitland to Altamonte Springs	93980	33486	35.63%	No	2.20	6.75	2.26	0.00	Non-Minority Route	Note 3.

TABLE 5
 Minority Route Analysis
SunRail

Station	Route Designation	2010 Census Population Station area Comparison to Regional Threshold (42.8%)				Revenue Mileage Evaluation within Station areas				Conclusion	Notes
		Total Population	Minority Population	Minority Percentage	Exceeds Regional Minority Threshold	Route Length Between Stations (miles)	One-way Revenue Mileage (miles)	1/3 Revenue Mileage (miles)	Minority Route Length (miles)*		
Altamonte Springs	H - Altamonte Springs to Longwood	88622	28035	31.63%	No	2.75	6.25	2.09	0.00	Non-Minority Route	Note 3.
Longwood	I - Longwood to Lake Mary	69378	21773	31.38%	No	4.41	6.21	2.08	0.00	Non-Minority Route	Note 3.
Lake Mary	J - Lake Mary to Rand Maintenance Facility	60539	23631	39.03%	No	3.92	6.33	2.12	0.00	Non-Minority Route	Note 3.
Rand Maint. Facility	K - Rand Maintenance Facility to Sanford	51112	27487	53.78%	Yes	0.77	6.33	2.12	5.06	Minority Route	Note 4
Sanford	L - Sanford to DeBary	44038	23583	53.55%	Yes	3.81	6.96	2.33	5.06	Non-Minority Route	Notes 4 & 5.
DeBary		19603	5565	28.39%	No						Note 5.

*The Revenue Mileage within Predominantly Above-average Minority Areas is the sum of the alignment segments (revenue mileage) within the station area (walkshed/driveshed) that travel through predominant minority areas (where the total station area has a majority of block groups with minority percentages that exceed the minority percentage for the transit service area).

Notes:

1. Route A is a Minority Route (due to Sand Lake Road Station Area).
2. Orlando Health/Amtrak station is not predominantly minority for at least 1/3 of the revenue mileage within the station; therefore, Route B is a non-minority route.
3. Non-Minority Route; Both stations have avg. minority population less than regional threshold.
4. Minority Route (due to Sanford Station Area); future ridership/monitoring data may show the predominant minority population in Sanford has a different route destination to downtown Orlando.
5. Minority area for the DeBary and Sanford stations overlap. The minority area is separated from the DeBary station by the St. Johns River/Lake Monroe (along the Seminole/Volusia County line). There are two vehicle crossings of the river at I-4 and US 17/92. There are only limited pedestrian crossings of the river on US 17/92. Also, no major work destinations expected in DeBary. Travel from DeBary and Sanford Stations likely to be to the Rand Maintenance Facility (if it becomes a whistle stop) or downtown destinations.

4.3 Service Monitoring

In order to ensure compliance with DOT's Title VI regulations, FDOT intends to implement a monitoring program to evaluate system performance relative to the service standards and service policies defined in Section 4.1 of this report. The service monitoring methodology is under development and will be submitted with this Title VI program prior to operations start-up. As outlined in FTA's Circular, the monitoring plan will consist of an evaluation to determine if any disparate impacts on the basis of race, color, or national origin are identified and to ensure the transit system provides equitable service.

4.4 Service and Fare Equity

The proposed SunRail service is fully documented in the Service Development Plan and the Full Funding Grant Agreement for the project. Additionally, the CFCRT Fare Policy, Equipment and Implementation Plan (December 2013) provided as **Appendix E** was developed to serve as a guide for the FDOT to develop a fare system for the CFCRT, with revenue service projected to commence in Spring of 2014. The establishment of a fare policy will require regional coordination with the other transit providers, including Central Florida Regional Transportation Authority (LYNX) and Volusia County's Votran. An equitable fare structure will be determined in compliance with Title VI regulations. A Service and Fare Equity analysis was conducted consistent with FTA procedures and is provided in **Appendix F**. The proposed major service change and service/fare equity policy is provided in **Appendix G** which contains the Major Service Change Policy, Disparate Impact Policy, and Disproportionate Burden Policy. Consistent with FTA Circular 4702.1B, the service and fare equity analysis will be updated six months prior to the beginning of revenue operations of the project as well as subsequent to any major service or fare changes.

APPENDIX A

Title VI/Nondiscrimination Program and Policies



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

ANANTH PRASAD
SECRETARY

POLICY

Effective: October 24, 2011
Office: Equal Opportunity
Topic No.: 001-275-006-m

TITLE VI / NONDISCRIMINATION PROGRAM

The Florida Department of Transportation will not discriminate on the basis of race, color, national origin, sex, age, handicap/ disability or income status. No person may be treated unfavorably, excluded from participating in or denied the benefits of any Department program or activity because of their race, color, national origin, age, sex, handicap/ disability or income status. The Department will not retaliate against any person who complains of discrimination or who participates in an investigation of discrimination. Department grant recipients and contractors must comply with this policy.


Department civil rights and program area specialists must work closely to implement their mutual nondiscrimination program responsibilities. Each Assistant Secretary, District Secretary, Florida's Turnpike Enterprise Executive Director, Director, Manager, and Section Head of the Department's major program areas (Planning, Project Development/Environmental, Design, Right-of-Way, Construction, Maintenance, Public Transportation, and Research), and each Department grant recipient and contractor, is responsible for preventing discrimination and ensuring nondiscrimination in all of their programs and activities, whether those programs and activities are federally assisted or not.

The Department's Equal Opportunity Office Manager is delegated the authority to develop, maintain, implement, and monitor this policy as required by **23 Code of Federal Regulations (CFR) Part 200 and 49 CFR Part 21**.

Ananth Prasad, P.E.
Secretary

Approved:

Effective: November 17, 2005
Office: Equal Opportunity
Topic No.: 275-010-010-e



Lowell R. Clary
for Denver J. Stutler, Jr., P.E.
Secretary

TITLE VI PROGRAM and RELATED STATUTES Implementation and Review Procedure

PURPOSE:

To establish the process for: (a) implementing the Federal Highway Administration (FHWA) Title VI compliance program under ***Title VI of the Civil Rights Act of 1964*** and other related civil rights laws and regulations; and (b) conducting Title VI program compliance reviews relative to the federal-aid highway program directives.

AUTHORITY:

Title VI of the Civil Rights of 1964 (Title 42 United States Code Section 2000d - 2000d-7); Section 324 of the Federal-Aid Highway Act of 1973 (Title 23 U.S.C. Sec. 324); Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Title 42 U.S.C. Sec. 4601 - 4655); Section 504 of the Rehabilitation Act of 1973 (Title 29 U.S.C. Sec. 794); Title II of the Americans with Disabilities Act of 1990 (Public Law 101-336); Age Discrimination Act of 1975 (Title 42 U.S.C. Sec. 6101 - 6107); Federal-Aid Highway Standards (Title 23 U.S.C. Part 109(h)); Title VIII of the Civil Rights Act of 1968 (Title 42 U.S.C. Sec. 3601 – 3619); Civil Rights Restoration Act of 1987 (P.L. 100-259); Executive Order 12250; E.O. 12898; E.O. 13166; Title 28 Code of Federal Regulations Part 35; Title 28 C.F.R. Part 36; Title 28 C.F.R. Part 41; Title 28 C.F.R. Part 42, Subpart C; Title 28 C.F.R. Part 50.3; Title 49 C.F.R. Part 21; Title 49 C.F.R. Part 27; Title 23 C.F.R. Part 200; Title 23 C.F.R. Part 1235; United States Department of Transportation Order 1000.12; USDOT Order 1050.2; Federal Transit Administration Circular 4702.1; Florida Civil Rights Act of 1992; Civil Rights Chapter 760 Florida Statutes; Title VI Program and Related Statutes Nondiscrimination Statement (FDOT Policy # 001-275-006)

SCOPE:

All federally and non-federally funded programs and activities administered by the Florida Department of Transportation (Department) and its sub-recipients.

DEFINITIONS:

AFFIRMATIVE ACTION (AA) - A good faith effort to eliminate past and present discrimination in all federally assisted programs and to ensure future

non-discriminatory practices.

AGE DISCRIMINATION ACT OF 1975 (Title 42 U.S.C. Sec. 6101 - 6107) - Prohibits discrimination based on age. “No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

BENEFICIARY - Any person or group of persons (other than states) entitled to receive benefits, directly or indirectly, from any federally assisted program, e.g., relocatees, impacted citizens, communities.

CITIZEN PARTICIPATION - An open process in which the rights of the community to receive information, to provide comments to the government and to receive a response from the government are met through a full opportunity to be involved in the process and to express needs and goals.

CIVIL RIGHTS RESTORATION ACT OF 1987 (P.L. 100-259) - Clarification of the original intent of Congress in *Title VI of the Civil Rights Act, the Age Discrimination Act of 1975*, and *Section 504 of the Rehabilitation Act of 1973*. Restored the broad, institution-wide scope and coverage of the non-discrimination statutes to include all programs and activities of federal-aid recipients, sub-recipients and contractors, whether such programs and activities are federally assisted or not federally-assisted.

COMPLIANCE - That satisfactory condition existing when a recipient has effectively implemented all of the Title VI and related statutory requirements or can demonstrate that every good faith effort toward achieving this end has been made.

DISCRIMINATION - Involves any act or inaction, whether intentional or unintentional, in any program or activity of a federal-aid recipient, sub-recipient, or contractor, which results in disparate (unfavorable) treatment, disparate impact, or perpetuating the effects of prior discrimination based on race, color, national origin, sex, age, religion, familial status, or, in the case of disability, failed to make a reasonable accommodation.

That act (action or inaction), whether intentional or unintentional, through which a person in the United States solely because of race, color, national origin, age, sex, disability, religion, or familial status, has been otherwise subjected to unequal treatment, or who has been retaliated against under any program or activity receiving financial assistance from the FHWA under *Title 23 U.S.C.*

DISTRICT TITLE VI COORDINATOR - Appointed personnel by each District Secretary, Florida's Turnpike Enterprise Executive Director, or Office of Motor Carrier Compliance Director or his/her designee, who is responsible for monitoring and reporting Title VI and related statutes activities within each District/Office program area and ensuring overall compliance with the *Title VI Program and Related Statutes* requirements at the District/Office level. The State Title VI Administrator in the Equal Opportunity Office will

serve as the coordinator for the Central Office. The selection of the District Title VI Coordinator should be based upon: ability to have easy access to the District Secretary, Florida's Turnpike Enterprise Executive Director, or Office of Motor Carrier Compliance Director or his/her designee; ability to have adequate overview of all program areas; and ability to coordinate and implement needed changes relating to the Title VI Program and related statutes issues.

DISTRICT TITLE VI PROGRAM AREA OFFICER - Appointed personnel in each District Planning, Environmental, Design, Right-of-Way, Construction, Maintenance, and Public Transportation office, who are responsible for assisting the District Title VI Coordinator with monitoring and implementing the Title VI Program and Related Statutes requirements in their respective program areas.

EQUAL OPPORTUNITY OFFICE (EOO) - Administers the Department's Title VI Program and Related Statutes, Equal Employment Opportunity Contractor Compliance & On-the-Job (OJT) Program, Title VII Program, Disadvantaged Business Enterprise Program, and all related investigations.

FEDERAL-AID HIGHWAY ACT OF 1973 (Title 23 U.S.C. Sec. 324) - Prohibits discrimination on the basis of sex.

FEDERAL-AID HIGHWAY STANDARDS (23 U.S.C. 109(h)) - Requires that guidelines be designed to assure that possible adverse economic, social, and environmental effects relating to any proposed project on any federal-aid system have been fully considered in developing such project, and that the final decisions on the project are made in the best overall public interest, taking into consideration the need for fast, safe and efficient transportation, public services, and the costs of eliminating or minimizing such adverse effects and the following:

- (1) air, noise, and water pollution;
- (2) destruction or disruption of man-made and natural resources, aesthetic values, community cohesion and the availability of public facilities and services;
- (3) adverse employment effects, and tax and property value losses;
- (4) injurious displacement of people, businesses and farms; and
- 5) disruption of desirable community and regional growth.

FEDERAL ASSISTANCE – This includes:

- (a) Any grants and loans of federal funds;
- (b) Any grant or donation of federal property and interests in property;

- (c) Any utilization of federal personnel;
- (d) Any sale or lease of, and the permission to use (on other than a casual or transient basis) federal property or any interest in such property without consideration or at a nominal consideration or at a consideration which is reduced for the purpose of assisting the recipient or in recognition of the public interest to be served by such sale or lease to the recipient; and
- (e) Any federal agreement, arrangement, or other contract which has, as one of its purposes, the provision of assistance.

FORMAL COMPLAINT OF DISCRIMINATION - A written explanation of an event in which a person believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities listed in the **AUTHORITY** section of this procedure, based upon race, color, national origin, sex, age, disability, religion, or familial status.

INFORMAL COMPLAINT OF DISCRIMINATION - A verbal or non-written explanation of an event in which a person believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities listed in the **AUTHORITY** section of this procedure, based upon race, color, national origin, sex, age, disability, religion, or familial status.

NONCOMPLIANCE - A recipient has failed to meet prescribed requirements and has shown an apparent lack of a good faith effort in implementing all of the **Title VI and Related Statutes** requirements.

PERSONS - Where designation of persons by race, color, or national origin is required, the following designations ordinarily may be used: "White not of Hispanic origin," "Black not of Hispanic origin," "Hispanic," "Asian or Pacific Islander," "American Indian or Alaskan Native." Additional subcategories based on national origin or primary language spoken may be used, where appropriate, on either a national or a regional basis.

PROGRAM - Includes any highway project, or activity for the provision of services, financial aid, or other benefits to individuals. This includes education or training, work opportunities, health, welfare, rehabilitation, housing, or other services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient.

RECIPIENT - Any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof. The term "recipient" does not include every ultimate beneficiary under any such program.

RETALIATION - Intimidating, threatening, coercing or discriminating against an individual because he/she made a complaint, testified, assisted or participated in any manner in an investigation, proceeding, or hearing.

SECTION 504 OF THE REHABILITATION ACT OF 1973 (Title 29 U.S.C. Sec. 794) -

Provides that “no qualified handicapped person shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance”.

STATE TITLE VI ADMINISTRATOR - Designated individual in the EOO who is responsible for monitoring and administering the Department’s ***Title VI Program and Related Statutes*** in accordance with federal requirements.

SUB-RECIPIENT - Any sub-grantee, contractor, sub-contractor, transferee, assignee, or successor in interest in the program.

TITLE VI - Refers to ***Title VI of the Civil Rights Act of 1964***, which stipulated that “no person in the United States shall, on the ground 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 financial assistance.”

TITLE VI PROGRAM and Related Statutes - The system of requirements developed to implement ***Title VI of the Civil Rights Act of 1964***. References in this procedure to Title VI requirements and regulations shall not be limited to only ***Title VI of the Civil Rights Act of 1964***. Where appropriate, this term also refers to the civil rights provisions of other federal statutes to the extent that they prohibit discrimination on the grounds of race, color, national origin, sex, age, disability, religion, familial status or retaliation in programs receiving federal financial assistance of the type subject to ***Title VI*** itself. These Federal statutes are:

- (A) Title VI of the Civil Rights Act of 1964 - 42 U.S.C. Sec. 2000d to 2000d-7 (23 CFR Part 200; 49 CFR Part 21; the standard DOT Title VI assurances signed by each State pursuant to DOT Order 1050.2; Executive Order 11764; 28 CFR Section 50.3);
- (B) Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C 4601-4655) (49 CFR Part 25; Pub. L. 91-646);
- (C) Age Discrimination Act of 1975 (42 U.S.C. Sec. 6101 to 6107);
- (D) Federal-Aid Highway Standards (23 U.S.C. 109(h));
- (E) Federal-Aid Highway Act of 1973 (23 U.S.C. Sec. 324);
- (F) Civil Rights Restoration Act of 1987 (P.L. 100-259);

- (G) Title II of the Americans with Disabilities Act of 1990;
- (H) Title VIII of the Civil Rights Act of 1968, amended 1974 (42 U.S.C 3601-3619);
- (I) Subsequent Federal-aid Highway Acts and related statutes.

TITLE VIII OF THE CIVIL RIGHTS ACT OF 1968 (Title 42 U.S.C. Sec. 3601 – 3619) -

Prohibits discrimination in the sale, rental, advertising and financing of housing based on race, color, national origin, sex, disability, religion and familial status.

UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970 (Title 42 U.S.C. Sec. 4601 - 4655) -

Prohibits unfair and inequitable treatment of persons displaced or whose property will be acquired as a result of federal and federal-aid programs and projects.

1. ROLES AND RESPONSIBILITIES

The following personnel located in the Districts and Central Office has responsibility for implementing the Title VI Program and related statutes requirements and related Departmental activities:

1.1 STATE TITLE VI ADMINISTRATOR

1.1.1 Monitoring and administering the Department's Title VI Program and related statutes in accordance with Federal guidelines. This includes:

- (A) Ensuring the Title VI Assurance is updated and signed by the Secretary of Transportation;
- (B) Monitoring Title VI and related statutes activities in the Department;
- (C) Providing Title VI and related statutes training for the Districts' and Central Office;
- (D) Submitting the Department's ***Title VI Program and Related Statutes Implementing Plan*** to FHWA annually;
- (E) Developing Title VI and related statutes information for dissemination to the public (where necessary, in languages other than English);
- (F) Preparing an annual accomplishment and goals report for submission to the FHWA by November 1 of each year;
- (G) Investigating formal complaints of discrimination under Title VI and related statutes filed against the Department's sub-recipient's on Highway Programs, and forwarding recommendations to the FHWA for a final determination.

Coordinating with the FHWA on all Title VI and related statutes formal complaints of discrimination filed against the Department on Highway Programs.

- (H) Coordinating with the Federal Transit Administration, Federal Aviation Administration, and Federal Motor Carrier Safety Administration on all formal complaints of discrimination under Title VI and related statutes filed against the Department and its sub-recipients on Transit, Aviation, and Motor Carrier Safety Programs.
- (I) Providing technical assistance to the districts and Central Office.
- (J) Developing, preparing, and maintaining the Department's ***Title VI Program and Related Statutes*** non-discrimination policy, procedure, and forms.
- (K) Conducting Quality Assurance Reviews (QARs) of districts' compliance with the ***Title VI Program and Related Statutes*** procedure.
- (L) Monitoring the following program areas to ensure compliance with the Title VI Program and related statutes requirements: Aviation, Motor Carrier Compliance, Seaports, and Transit. Maintaining records of correspondence sent from the above-referenced offices regarding Title VI and related statutes compliance.

1.2 DISTRICT TITLE VI COORDINATOR

- 1.2.1 Attempting to resolve informal (verbal or non-written) Title VI and related statutes issues within their respective district. Advising State Title VI Administrator and respective district management within five (5) calendar days of receipt of informal issues.
- 1.2.2 Referring complainants to the State Title VI Administrator in the event the Title VI and related statutes issue is not satisfactorily resolved within the district, or if the complainant requests to file a formal (written) complaint.
- 1.2.3 Monitoring the Title VI Program and related statutes in their respective districts, including the Department's sub-recipients, and providing all necessary information to the State Title VI Administrator.
- 1.2.4 Randomly attending a minimum of one (1) public meeting/hearing per quarter to monitor citizen participation and compliance with the Title VI Program and related statutes requirements.
- 1.2.5 Providing quarterly reports, within thirty (30) calendar days after each quarter, to the State Title VI Administrator. (See ***Form No. 275-010-11, Title VI Program and Related Statutes Quarterly Report***).

1.3 DISTRICT TITLE VI PROGRAM AREA OFFICER

- 1.3.1** Advising the State Title VI Administrator, District Title VI Coordinator, and respective district management of Title VI and related statutes issues.
- 1.3.2** Ensuring Title VI and related statutes requirements are included in policy directives, procedures, contracts, and program manuals.
- 1.3.3** Attempting to resolve informal (verbal or non-written) Title VI and related statutes issues within their respective district. Advising the State Title VI Administrator, District Title VI Coordinator, and respective district management within five (5) calendar days of receipt of informal issues.
- 1.3.4** Referring complainants to the State Title VI Administrator in the event the Title VI and related statutes issue is not satisfactorily resolved within the district, or if the complainant requests to file a formal (written) complaint.
- 1.3.5** Monitoring the Title VI Program and related statutes in their respective program areas, including the Department's sub-recipients, and providing all necessary information to the District Title VI Coordinator.

2. TITLE VI AND RELATED STATUTES COMPLAINT PROCESS

The following informal and formal process will be utilized to resolve Title VI and related statutes complaints of discrimination in accordance with the FHWA's External Complaint of Discrimination Processing procedures.

2.1 Informal (Verbal or Non-Written) Complaints

- 2.1.1** District Title VI Coordinators and District Title VI Program Area Officers are encouraged to resolve informal (verbal and non-written) issues internally within their respective district. If the issue has not been satisfactorily resolved through informal means, or if at any time the person(s) request(s) to file a formal (written) complaint, the respective District Title VI Coordinator will refer the Complainant to the State Title VI Administrator who will advise the Complainant of the formal process for filing a complaint. All formal complaints received by the Department's district offices will be referred immediately to the State Title VI Administrator for processing. The State Title VI Administrator will advise the District Title VI Coordinator and respective district management of all formal complaints of discrimination accepted for investigation.
- 2.1.2** The District Title VI Coordinator will advise the State Title VI Administrator and respective district management within five (5) calendar days of receipt of the

informal issue(s). The following information will be included in every notification to the State Title VI Administrator:

- (A) Name, address, and phone number of the complainant;
- (B) Name(s) and address(es) of respondent;
- (C) Basis of complaint (race, color, national origin, sex, age, disability, religion, familial status or retaliation);
- (D) Date of alleged discriminatory act(s);
- (E) Date Title VI and related statutes issues were received by the District Title VI Coordinator or District Title VI Program Area Officer;
- (F) Statement of the Title VI and related statutes issue(s);
- (G) Explanation of the actions the District Title VI Coordinator or District Title VI Program Area Officer has taken or proposed to resolve the Title VI and related statutes issue(s).

2.1.3 Within ten (10) calendar days, the District Title VI Coordinator will acknowledge receipt of the issue(s), inform the Complainant of action taken or proposed action to process the issue(s), and advise the Complainant of other avenues of redress available, such as the EOO.

2.1.4 Within sixty (60) calendar days, the District Title VI Coordinator will conduct and complete a review of the informal issue(s) and based on the information obtained, will render a recommendation for action in a report of findings to the respective district management.

2.1.5 Within ninety (90) calendar days of the informal issue(s) receipt, the District Title VI Coordinator will notify the Complainant in writing of the respective district management's final decision reached, including the proposed disposition of the matter. The notification will advise the Complainant of his/her right to file a formal complaint with the EOO, if they are dissatisfied with the final decision rendered by the respective district. The District Title VI Coordinator will also provide the State Title VI Administrator with a copy of this decision and summary of findings.

2.1.6 The District Title VI Coordinator will maintain a log of all informal issues received by the respective district. The log will include the following information:

- (A) Name of complainant;

- (B) Name of respondent;
- (C) Basis of complaint (race, color, national origin, sex, age, disability, religion, familial status or retaliation);
- (D) Date informal issue(s) were received by the respective district;
- (E) Date respective district notified the State Title VI Administrator of the informal issue(s); and
- (F) Explanation of the actions the respective district management has taken or proposed to resolve the issue raised in the informal issue(s).

2.2 FORMAL (WRITTEN) COMPLAINTS

2.2.1 Persons Eligible to File

Any person who believes that he or she, or any specific class of persons, has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities listed in the AUTHORITY section of this procedure, based upon race, color, national origin, sex, age, disability, religion, or familial status may file a written complaint. The complaint may be filed by the affected person or a representative and must be reduced to writing.

2.2.2 Time Limits for Filing

A formal complaint must be filed no later than 180 calendar days after the following:

- (A) The date of the alleged act of discrimination; or
- (B) The date when the person(s) became aware of the alleged discrimination; or
- (C) Where there has been a continuing course of conduct, the date on which that conduct was discontinued or the latest instance of the conduct.

2.2.3 Form of Formal Complaints

Complainants may use ***Form No. 275-010-10, Title VI Program and Related Statutes Discrimination Complaint*** to submit a complaint to the EOO or some other format as long as the alternative format includes the following information:

- (A) A written explanation of what has happened, signed by the complainant(s) or by the complainant(s) representative(s);
- (B) The Complainant's name, address, and telephone number;

- (C) The basis of the complaint (race, color, national origin, sex, age, disability, religion, familial status, or retaliation);
- (D) The respondent's name, address, and telephone number; and
- (E) Sufficient information to understand the facts that led the complainant(s) to believe that discrimination has occurred and when the event complained of occurred.

- 2.2.3.1** Complaints filed in alternate formats from persons with disabilities will be accepted. The complaint may be filed on a computer disk, by audio tape, or in Braille. If the complainant(s) is/are unable to write and cannot have someone write out the complaint or cannot tape it, the State Title VI Administrator will write out the allegations provided over the telephone by the complainant(s) and send the complaint to him or her for signature. The complainant(s) will be asked in what format he or she would like written documents sent to him or her; generally, complaints should be sent in the format in which the complaint was received from the complainant(s).
- 2.2.3.2** Complaints in languages other than English will be translated and responded to in the language in which they were sent, to the greatest extent possible.
- 2.2.3.3** Complaints received by fax or e-mail will be acknowledged and processed in accordance with this procedure.
- 2.2.3.4** Complaints received by phone will be reduced to writing and provided to the complainant(s) for confirmation or revision before processing.
- 2.2.3.5** The complainant(s) will be provided with a Notice of Investigatory Uses of Personal Information, which outlines the complainant's rights and protections during an investigation. The complainant(s) will also be provided with a Complainant Consent/Release Form, which requests the complainant's consent to release information about the complainant's identity during the course of the investigation.

2.2.4 Agencies Authorized to Receive Formal Complaints

Formal complaints should be submitted either to the Department or to its sub-recipients, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, Federal Motor Carrier Safety Administration, and the U.S. Department of Justice.

2.2.5 Processing Formal Complaints

2.2.5.1 Responsibilities

- (A) Complaints filed with the Department in which the Department is named as the respondent, will be forwarded by the State Title VI Administrator to the FHWA, FTA, FAA, or FMCSA for processing.
- (B) Complaints filed with the Department's sub-recipient's will be forwarded by the respective District Title VI Coordinator to the State Title VI Administrator for processing.
- (C) Complaints filed against the Department's sub-recipients on Highway Programs will be processed and investigated by the State Title VI Administrator in accordance with the FHWA approved complaint procedures as required under 23 CFR Part 200.
- (D) Complaints filed against the Department's sub-recipients on Transit, Aviation, and Motor Carrier Safety Programs will be forwarded by the State Title VI Administrator to the appropriate Federal Civil Rights office.

2.2.5.2 Investigative Report Review and Issuance

Complaints processed by the EOO will be investigated by the State Title VI Administrator and a copy of the complaint, together with a copy of the EOO's report of the investigation, will be forwarded to the FHWA within sixty (60) calendar days of the date the complaint was received by the EOO for review and issuance. An extension of an additional sixty (60) calendar days may be granted by the FHWA, Director - HCR for justifiable reasons.

2.2.5.3 Final Agency Decisions

- (A) All final agency decisions and dismissals will be issued by the FHWA, FTA, FAA, FMCSA, U.S. Department of Transportation, or U.S. Department of Justice, including all Title II ADA decisions.
- (B) The State Title VI Administrator will notify the respective District Title VI Coordinator of all final agency decisions and dismissals issued by the FHWA, FTA, FAA, FMCSA, USDOT, or USDOJ.

2.2.5.4 Records

The State Title VI Administrator will maintain records of formal complaints filed with the EOO, identifying each complaint by race, color, national origin, sex, age, disability, religion, familial status, or retaliation. The record should contain:

- (A) The complaint;

- (B) The agency with which the complaint was filed;
- (C) The date the complaint was filed;
- (D) The investigative plan;
- (E) The investigative report;
- (F) The complaint disposition and date; and
- (G) Other pertinent information.

3. TRAINING

To effectively implement and sustain the Title VI Program and related statutes, mandatory training will be provided by the EOO. This training shall be:

- 3.1** Conducted during QARs or as needed;
- 3.2** Provided to District Title VI Coordinators, District Title VI Program Area Officers and Central Office.

4. FORMS

The following forms are available from the Department's Forms Library:

- 4.1** *Form No. 275-010-10, Title VI Programs and Related Statutes Discrimination Complaint Form*
- 4.2** *Form No. 275-010-11, Title VI Program and Related Statutes Quarterly Report*



Florida Department of Transportation

CHARLIE CRIST
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

STEPHANIE C. KOPELOUSOS
SECRETARY

POLICY

Effective: July 19, 2007
Office: Equal Opportunity
Topic No: 001-275-015-j

DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION

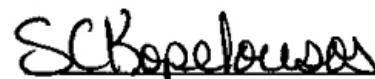
References: Sections 337.125, 337.137, 339.0805, Florida Statutes
Sections 20.23(3)(a), 334.048(3), Florida Statutes
Rule Chapter 14-78, Florida Administrative Code
49 Code of Federal Regulation Part 26
Disadvantaged Business Enterprise Program Plan

It is the policy of the Florida Department of Transportation that disadvantaged business enterprises, as defined by **49 Code of Federal Regulations Part 26**, shall have an opportunity to participate in the performance of Department contracts in a nondiscriminatory environment.

The objectives of the Disadvantaged Business Enterprise Program are to ensure nondiscrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, and assist in the development of a firm so it can compete successfully outside of the program.

The Department, its grant recipients, contractors, consultants, and suppliers shall take all necessary and reasonable steps to ensure that disadvantaged business enterprises have an opportunity to compete for and perform the contract work of the Department in a nondiscriminatory environment.

No grant recipient, contractor, consultant, or supplier shall discriminate on the basis of race, color, sex, or national origin in the award and performance of its contracts.


Stephanie C. Kopelousos
Secretary

TITLE VI QUARTERLY REPORT

This report will be prepared by each District Title VI Coordinator, in coordination with each District Title VI Program Area Officer, and submitted quarterly, in a typed format to the State Title VI Administrator. If needed, use a separate sheet of paper for additional comments.

District _____ **Reporting Period** _____
District Title VI Coordinator _____

Coordinator

1. Were any Title VI issues (positive or unfavorable) identified during the reporting period?
2. List the State Project Number(s) for the workshops, meetings or hearings you attended this quarter to monitor citizen participation and compliance with the Title VI Nondiscrimination Program requirements.
3. What Title VI/ Nondiscrimination Program monitoring activities have you conducted in the District during the reporting period?
4. Indicate the number of LEP needs assessments that were conducted during the reporting period to determine (1) the current LEP composition of the district's service area; (2) the current communication needs of LEP persons; (3) whether existing assistance meets LEP needs; (4) whether staff is knowledgeable about policies and procedures and how to implement them; and (5) whether sources of and arrangements for assistance are still current and viable.
5. Indicate the number of person's that requested language assistance within the district. _____
6. Identify the number of LEP persons served during the reporting period by program area and what documents were requested in languages other than English.
7. Were Title VI/ Nondiscrimination meetings/trainings held or attended by district Title VI personnel during the reporting period?
8. List any Title VI training needs or concerns within the district.

Planning

1. How many public workshops, meetings, and hearings were conducted by planning during the reporting period? Workshops _____ Meetings _____ Hearings _____
2. What did you do to ensure minorities, women, elderly, disabled, limited English proficient and low-income individuals were actively sought out for involvement?
3. How did you ensure persons attending the meetings were advised of the rights under Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities?
4. Identify any minority groups/leaders that were contacted to identify informational needs and planning/ programming issues of concern.

5. What data collection tools were utilized to collect community boundaries, racial and ethnic makeup, income levels, property taxes, community services, schools, hospitals, shopping areas, etc. (i.e., surveys)?

Environmental

1. What public involvement plans were developed during the planning stage and continued through the project development process, to meet the needs of minorities, women, elderly, disabled, and low-income communities?
2. What communication tools or outlets were used to provide a consistent flow of information on project development status to minorities, women, elderly, disabled, and low-income communities?
3. List the Draft Environmental Impact Statements (DEIS) and Environmental Assessments that were conducted during the reporting period.
Environmental Impact Statement:
Environmental Assessments:
- (b) List any opportunities for formal and informal public hearings after the release of the Draft Environmental Impact Statements (DEIS) or the Environmental Assessments (EA) during the reporting period?
- (c) Were Title VI and other nondiscrimination issues identified as a result of reviewing the DEIS or EA during the reporting period? Yes No
Summarize issue(s):
Corrective action taken:
4. What did you do to ensure minorities, women, elderly, disabled, limited English proficient and low-income individuals were actively sought out for involvement?
5. Were the following adverse impacts identified during the reporting period?
Increased access to facilities/services:
Reduction in cut-through traffic or congestion within the communities:
Reduction of air quality impacts:
- (b) Were the following adverse impacts identified during the reporting period?
Diminished access to facilities/services:
Disruption of community cohesion:
Disruption of people, businesses, and farms:
Changes in tax base and property value:
Traffic :
Noise:
Relocation of residences and businesses:
Diminished quality of the water, air, or natural environment used by residents:
6. Please provide an analysis of demographic data, including breakdowns by characteristics protected under Title VI and related statutes from the community impact assessments?

7. List the complete State Project Number(s) or WPI Number(s) for the environmental documents reviewed.

Design

1. How many public workshops, meetings, and hearings were conducted by design during the reporting period? Workshops _____ Meetings _____ Hearings _____
2. What did you do to ensure minorities, women, elderly, disabled, limited English proficient and low-income individuals were actively sought out for involvement?
3. How did you ensure persons attending the meetings were advised of the rights under Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities?
4. What visual aides were used to describe plans at the public workshops, meetings, and hearings?

Right of Way

1. Number of relocations during the reporting period:
Minority: _____ Women: _____ Disabled: _____ Non-minority: _____
2. What percentage of offers made to minorities, women, low income, elderly and disabled were for the full amount of the review appraiser's determination of compensation? _____%
3. How do you ensure the application of the minimum payment policy is consistently applied?
4. How did you ensure the relocation advisory assistance was provided equitably and without discrimination to displaced individuals?
5. How do you ensure decent, safe, and sanitary inspection standards are consistently applied?
6. How many appraiser companies were utilized during the reporting period?
Total Appraisal Companies: _____
Minority Appraisal Companies: _____
Women Appraisal Companies: _____

Construction

1. How do you ensure plans and construction related services are communicated to business and property owners in proximity of construction projects without regard to race, color, national origin, sex, age, disability/handicap and income status?
2. How did you ensure the following mitigation measures were effectively implemented?
Safety through construction zones:
Noise and air impacts:
Employment goals:
Contracting goals:
3. Please explain how you ensure uniformity exists between DBEs and non-DBEs in the:
Approval of Plans Changes:

Supplemental Agreement Changes:
Assessment of Sanctions:
Liquidated Damages:
Withholding of Payments:

4. What minority or DBE businesses have performed work for Construction during the reporting period?

Maintenance

1. How did you ensure the following mitigation measures were effectively implemented during the reporting period?

Safety through construction zones:

Contracting goals:

2. What minority or DBE businesses have performed work for Maintenance during the reporting period?

Transit

1. How many public workshops, meetings, and hearings were conducted by public transportation during the reporting period?

Workshops _____ Meetings _____ Hearings _____

2. What did you do to ensure minorities, women, elderly, disabled, limited English proficient and low-income individuals were actively sought out for involvement?
3. How did you ensure persons attending the meetings were advised of the rights under Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities?
4. How do you ensure all public workshops, meetings, or hearings are held in compliance with Title VI and Environmental Justice requirements and in convenient and accessible locations?
5. How do you ensure all persons attending public workshops, meetings, or hearings are advised of their rights under Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities?

**Title VI
Civil Rights Act of 1964 and Related Statutes**

**Any person or beneficiary who believes they have been discriminated against
because of race, color, national origin, age, sex, religion, disability or family
status may file a written complaint to the Florida Department of
Transportation's Equal Opportunity Office in Tallahassee
or
contact the District's Title VI Coordinator as shown below:**

DISTRICT FIVE

Ms. Jennifer Taylor
District Title VI Coordinator
Florida Department of Transportation
719 S. Woodland Boulevard
DeLand, FL 32720-6834
Phone: (386) 943-5367
Fax: (386) 943-5780
Email: Jennifer.Taylor@dot.state.fl.us

CENTRAL OFFICE

Jacqueline Paramore
State Title VI Coordinator
Florida Department of Transportation
605 Suwannee Street
Tallahassee, FL 32399
Phone: (850) 414-4753
Fax: (850) 414-4879
Toll-Free: 1-866-374-FDOT (3368)
Email: Jacqueline.Paramore@dot.state.fl.us

APPENDIX B

FDOT's Limited English Proficiency Guidance

FLORIDA DEPARTMENT OF TRANSPORTATION

LIMITED ENGLISH PROFICIENCY (LEP) GUIDANCE

Title VI of the Civil Rights Act of 1964, The Civil Rights Restoration Act of 1987; 42 USC 2000(d) to 2000-4; and Executive Order 13166 prohibit recipients of federal financial assistance from discriminating against individuals based on race, color and national origin. Other federal and state nondiscrimination regulations prohibit discrimination against individuals based on age, sex, disability, religion, and family or income status. The Florida Department of Transportation (FDOT), as a recipient of federal financial assistance, takes reasonable steps to ensure meaningful access to its programs, services and activities for all citizens including those individuals with limited English proficiency. Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English may be considered Limited English Proficient (LEP).

The FDOT interacts with persons who may be LEP in the administration of its programs, services and activities. This guidance ensures that LEP individuals are provided meaningful access to the FDOT's programs, services and activities.

LEP services can be provided in two ways: verbal interpretation and written translation of vital documents. Florida is a richly diverse state with residents and visitors from all over the world. FDOT's own staff is representative of that diversity and has competent language speakers of a variety of languages. FDOT does provide verbal interpretation with reasonable notice, regardless of the LEP language. FDOT's public advertisements clearly state that language services are available with specified notice. These advertisements are also routinely translated and posted both in minority publications and at public forums. FDOT also utilizes 'I Speak' cards to help identify language needs and match them to LEP services. Finally, most of FDOT's public meetings have staff members available who are competent speakers of the most frequently encountered languages in the FDOT district where the meeting is being held.

Written translation of vital documents is handled somewhat differently. The Department of Justice (DOJ) LEP Guidance requires that four (4) factors be considered when deciding whether written LEP services are required:

- The number or proportion of LEP persons in the eligible service population;
- The frequency with which LEP individuals come into contact with the program or activity;
- The importance of the service provided by the program; and
- The resources available.

Florida's population and diversity varies vastly from region to region, making a single LEP approach difficult. For example, the recent American Community Survey (ACS) (an office of the U. S. Census Bureau) from 2009 indicated an LEP population (percent of people 5 years old and over who speak English less than very well) at an estimated 11.6% statewide compared to 8.6% nationwide. However, this percentage is not evenly represented throughout the State. Further, frequency of contact with FDOT by LEP individuals also varies greatly. The Miami area sees a much higher proportion of Spanish and Creole speakers than does its more rural partners in the northern area of the state. Similarly, based on transportation needs, availability of public transit and long/short term transportation planning, the importance of the services also varies depending on the area of the State.

Generally, the FDOT offers written language services in Spanish and Haitian-Creole. Public information documents such as project flyers, public safety brochures, public transit information, and nondiscrimination processes are translated into these languages. Moreover, the FDOT also has guidelines in place through its Right of Way Office (ROW) to equitably address the language needs of individuals and families being displaced.

More specifically, FDOT is divided into seven (7) districts and Florida's Turnpike Enterprise. Each district serves a different region of the State, including the population centers of Miami, Tampa, Orlando and Jacksonville. Each district has a Title VI Coordinator responsible for disseminating Title VI and LEP information throughout the district with the assistance of Program Area Officers (PAOs) in the following programs: planning, environmental, design, right-of-way, construction, maintenance, public transportation, professional services, contractual services and public information (Procedure #275-010-010-e). In order to properly gauge the quantity, quality and type of LEP service for each region, the FDOT districts will each analyze their programs, services and activities using the four factor test.

1. **The number or proportion of LEP persons eligible to be served.** The 2009 American Community Survey shows that the four (4) most prevalent languages spoken by individuals who are LEP in Florida (among the population 5 and over who speak English less than very well) are: Spanish (8.92%); French Creole (1.03%); Portuguese (.106%); and Vietnamese (.107%). The following table is representative of Florida's overall LEP demographics:

ANALYSIS OF TOP FOUR LANGUAGES STATEWIDE

DISTRICT	SPANISH	FRENCH CREOLE	VIETNAMESE	PORTUGUESE
1	175,549	15,549	2,104	2,110
2	33,625	3,737		
3	17,969	1,695	1,737	
4	265,871	81,233		5,205
5	187,291	16,920	6,839	6,397
6	718,521	53,970		4,427
7	125,431	3,981	7,761	
TOTAL	1,524,257	177,085	18,441	18,139
PERCENT	8.92%	1.03%	0.107%	0.106%

In addition, each District analyzed its census data and reported Spanish as the highest population of LEP individuals. However, the Districts found that their regional areas had other unique LEP populations, as represented by the following tables showing an analysis of the top four (4) languages spoken by LEP individuals in each district:

ANALYSIS OF TOP FOUR LANGUAGES IN DISTRICT 1

Population 5 years and older	Number of LEP Persons	Percentage of LEP Persons	LEP Persons who Speak Spanish		LEP Persons who Speak French Creole		LEP Persons who Speak Portuguese		LEP Persons who Speak Vietnamese	
			Total	Percent	Total	Percent	Total	Percent	Total	Percent
2,389,201	220,824	9.24%	175,549	7.34%	15,549	0.65%	2,110	0.08%	2,104	0.08%

ANALYSIS OF TOP FOUR LANGUAGES IN DISTRICT 2

Population 5 years and older	Number of LEP Persons	Percentage of LEP Persons	LEP Persons who Speak Spanish		LEP Persons who Speak French Creole		LEP Persons who Speak Tagalog		LEP Persons who Speak Serbo-Croatian	
			Total	Percent	Total	Percent	Total	Percent	Total	Percent
1,762,539	63,797	3.61%	33,625	1.90%	3,737	0.21%	3,090	0.17%	2,069	0.11%

**ANALYSIS OF TOP FOUR LANGUAGES IN
DISTRICT 3**

Population 5 years and older	Number of LEP Persons	Percentage of LEP Persons	LEP Persons who Speak Spanish		LEP Persons who Speak Vietnamese		LEP Persons who Speak Tagalog		LEP Persons who Speak French Creole	
Total	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent
1,253,205	34,074	2.71%	17,969	1.43%	1,737	0.13%	1,709	0.13%	1,695	0.13%

**ANALYSIS OF TOP FOUR LANGUAGES IN
DISTRICT 4**

Population 5 years and older	Number of LEP Persons	Percentage of LEP Persons	LEP Persons who Speak Spanish		LEP Persons who Speak French Creole		LEP Persons who Speak Chinese		LEP Persons who Speak Portuguese	
Total	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent
3,332,712	423,794	12.71%	265,871	7.97%	81,233	2.43%	6,361	0.19%	5,205	0.15%

**ANALYSIS OF TOP FOUR LANGUAGES IN
DISTRICT 5**

Population 5 years and older	Number of LEP Persons	Percentage of LEP Persons	LEP Persons who Speak Spanish		LEP Persons who Speak French Creole		LEP Persons who Speak Vietnamese		LEP Persons who Speak Portuguese	
Total	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent
3,309,395	259,078	7.82%	187,291	5.65%	16,920	0.51%	6,839	0.20%	6,397	0.19%

**ANALYSIS OF TOP FOUR LANGUAGES IN
DISTRICT 6**

Population 5 years and older	Number of LEP Persons	Percentage of LEP Persons	LEP Persons who Speak Spanish		LEP Persons who Speak French Creole		LEP Persons who Speak Portuguese		LEP Persons who Speak Chinese	
Total	Total	Percent	Total	Percent	Total	Percent	Total	Percent	Total	Percent
2,358,564	800,348	33.93%	718,521	30.46%	53,970	2.28%	4,427	0.18%	3,568	0.15%

ANALYSIS OF TOP FOUR LANGUAGES IN DISTRICT

7

Population 5 years and older	Number of LEP Persons	Percentage of LEP Persons	LEP Persons who Speak Spanish		LEP Persons who Speak Vietnamese		LEP Persons who Speak French Creole		LEP Persons who Speak Serbo-Croatian	
			Total	Percent	Total	Percent	Total	Percent	Total	Percent
2,671,137	178,012	6.66%	125,431	4.69%	7,761	0.29%	3,981	0.14%	2,263	0.08%

Note: For a breakdown by county within each District, see Appendix A.

FDOT used other sources to verify this data, including the environmental screening tool within the Efficient Transportation Decision Making (ETDM) Process. Another resource used to verify the LEP populations identified by the ACS was the U. S. Department of Education's Annual Consolidated State Performance Report (CSPR) for school year 2008-2009. The CSPR includes a section on LEP students in grades K-12 and identifies the most commonly spoken languages by those students. The CSPR identifies Spanish, Creole, Portuguese and Vietnamese as the most commonly spoken languages among Florida's LEP students (Appendix B).

The results of the analysis are that Spanish and French Creole are the largest representative populations statewide with lesser representation of Vietnamese, Portuguese and Chinese. In addition some Districts have varying LEP populations of Italian, German, Tagalog and Greek.

2. **Frequency of contact with LEP persons.** In order to validate the census information and determine which of the LEP populations most frequently have contact with FDOT programs, services and activities, FDOT conducted a field review of each of its District nondiscrimination programs. Data was collected on the frequency of telephone, mail and in-person contact with LEP individuals. The FDOT also required the Districts to report frequency of contact with LEP individuals on its Quarterly District Title VI Report (Report Number 275-010-11). The results indicate that Spanish is by far the most frequently encountered LEP language in all Florida's Districts, though the regions of central and south Florida have more frequency of contact. Creole was also a commonly encountered language, though generally only in the southeast portion of the state.
3. **Nature or importance of the program.** All of the FDOT's programs are important; however, those related to safety, public transit, ROW, environment, nondiscrimination and public involvement are among the most important. As

such, publications and other material disseminated regarding these programs are routinely available in both Spanish and French Creole. Nevertheless, the FDOT is committed to providing meaningful access and will provide written translation for any of its documents, when reasonable, effective and within the available resources. In other cases, the FDOT will strive to provide alternative but meaningful accessibility. Moreover, the FDOT continually evaluates its programs, services and activities to ensure that persons who may be LEP are always provided with meaningful access. For a list of publications/documents in Spanish and French Creole, see Appendix C.

- 4. Resources available.** The FDOT understands that it is a large entity serving a potentially large number of Spanish and French Creole speaking individuals. The FDOT makes every effort to make its programs, services and activities accessible to LEP individuals. In addition to documents that are routinely published in the most frequently encountered languages, the FDOT will use available resources, both internal and external, to accommodate reasonable requests for translation. Further, the FDOT's policies require free oral interpretation services, regardless of the language, with seven (7) days notice.

In addition, the FDOT has identified, developed and uses the following:

- a. District lists of staff who volunteers to assist as interpreters and/or translators if needed. Lists are verified and updated annually by the District Title VI Coordinators and provided to the Statewide Title VI Coordinator.
- b. Individuals who have contact with the public are provided with "I Speak" language cards to identify language needs in order to match them with available services. Language cards are verified and distributed annually by the District Title VI Coordinators.
- c. The FDOT through the District Offices have developed partnerships with local agencies, organizations, law enforcement, colleges/universities, local school districts and social service agencies that are available to assist with its LEP responsibilities.
- d. A list of web based translation services for use, when required.
- e. A list of telephone translation services for use, when required.

Safe Harbor Stipulation

Federal law provides a "Safe Harbor" stipulation so that recipients such as FDOT can ensure with greater certainty that they comply with their obligations to provide written translations in languages other than English. A "safe harbor" means that if a recipient (FDOT) provides written translations in certain circumstances; such action will be

considered strong evidence of compliance with the FDOT's written-translation obligations under Title VI.

The failure to provide written translations under the circumstances does not mean there is noncompliance, but rather provides a guide for recipients that would like greater certainty of compliance that can be provided by a fact-intensive, four factor analysis. For example, even if a safe harbor is not used, if written translation of a certain document(s) would be so burdensome as to defeat the legitimate objectives of its program, it is not necessary. Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, might be acceptable under such circumstances.

Strong evidence of compliance with the recipient's written-translation obligations under 'safe harbor' includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000, whichever is less, of the population of person's eligible to be served or likely to be affected or encountered. FDOT's translation of other documents, if needed, can be provided orally.

This safe harbor provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.

CONCLUSION:

FDOT recognizes that language needs will change as Florida's population changes. Further, FDOT is required to assess its programs and services each year to determine compliance with various nondiscrimination regulations. As such, FDOT will revisit the LEP plan each year and make appropriate changes, as needed. For questions or concerns regarding the FDOT's commitment to nondiscrimination or to request LEP services, contact Jacqueline Paramore, FDOT Statewide Title VI Coordinator at (850) 414-4753 or by email jacqueline.paramore@dot.state.fl.us .

APPENDIX A

DISTRICTS BY COUNTY

COUNTY	SPANISH	FRENCH CREOLE	PORTUGUESE	ITALIAN	VIETNAMESE	CHINESE	POLISH
Charlotte	2,384	777	139	181			
Collier	37,317	4,861	174	538			
Desoto	6,933						
Glades	1,062						
Hardee	5,725						
Hendry	9,352	130					
Highlands	6,845	271					
Lee	39,994	4,186	1,246	595			
Manatee	15,548	1,939			630	579	
Okeechobee	4,395						
Polk	35,171	2,687	551		599		
Sarasota	10,823	1,095			875		931
D-1 TOTALS	175,549	15,945	2,110	1,314	2,104	579	931

COUNTY SPANISH FRENCH CREOLE CHINESE KOREAN VIETNAMESE TAGALOG ARABIC OTH SLAVIC LANG SERBO CROATIAN

Alachua	4,397	634	841	548					
Baker	142								
Bradford	166								
Clay	3,082	669	385			305			
Columbia	759								
Dixie	0								
Duval	15,793	2,070				2,785			2,069
Gilchrist	232								
Hamilton	468								
Lafayette	96								
Levy	937								
Madison	400								
Nassau	529								
Putnam	2,476								
St. Johns	1,912		287				261	237	
Suwannee	1,590								
Taylor	68								
Union	578				94				
D-2 TOTALS	33,625	3,373	1,513	548	94	3,090	261	237	2,069

COUNTY SPANISH FRENCH CREOLE CHINESE KOREAN VIETNAMESE TAGALOG THAI OTH ASIAN GERMAN HINDI

Bay	1,973	264			451			311		
Calhoun	236	116							102	
Escambia	3,107	564			593	820				
Franklin	148									
Gadsden	2,000	79								
Gulf	351	32								
Holmes	149	10								
Jackson	746	68			57					
Jefferson	71								100	235
Leon	2,984	539	512		326					
Liberty	63									
Okaloosa	3,126			445		473	309			
Santa Rosa	1,685			154	310	294				
Wakulla	102	23	25			51				
Walton	959					71	91			
Washington	269								61	
D-3 TOTALS	17,969	1,695	537	599	1,737	1,709	400	311	263	235

COUNTY SPANISH FRENCH CREOLE PORTUGUESE ITALIAN CHINESE VIETNAMESE TAGALOG POLISH

Broward	143,523	45,925			4,049	2,744		
Indian River	6,098	347		144		227		
Martin	6,676	779		174				237
Palm Beach	94,698	30,530	4,406		2,312			
St. Lucie	14,876	3,652	799				278	
D-4 Totals	265,871	81,233	5,205	318	6,361	2,971	278	237

COUNTY SPANISH FRENCH GERMAN RUSSIAN PORTUGUESE VIETNAMESE CHINESE ARABIC OTH SLAVIC ITALIAN OTH INDIC

Brevard	8,180	1,264				647		959			
Flagler	1,673			678	524				494		
Lake	9,891	662	198				316			198	
Marion	9,508	380	265								199
Orange	87,455	11,484			5,251	5,232					
Osceola	37,895	1,678			622			587			
Seminole	16,037					780	711	355			
Sumter	2,792	71				180					
Volusia	13,860	1,381					498	503			
D-5 TOTALS	187,291	16,920	463	678	6,397	6,839	1,525	2,404	494	198	199

COUNTY	SPANISH	FRENCH CREOLE	PORTUGUESE	CHINESE	RUSSIAN	OTH SLAVIC
Miami-Dade	714,117	53,349	4,427	3,568		
Monroe	4,404	621			290	143
D-6 TOTALS	718,521	53,970	4,427	3,568	290	143

COUNTY SPANISH FRENCH CREOLE GERMAN ITALIAN CHINESE VIETNAMESE KOREAN GREEK SERBO-CROATIAN

Citrus	1,637	206		212	385				
Hernando	3,240	242	285	390					
Hillsborough	86,596	2,997				3,435	1,341		
Pasco	12,813	536			561			767	
Pinellas	21,145					4,326		1,810	2,263
D-7 TOTALS	125,431	3,981	285	602	946	7,761	1,341	2,577	2,263

APPENDIX B

1.6.2 Student Demographic Data

1.6.2.1 Number of ALL LEP Students in the State

In the table below, provide the unduplicated number of ALL LEP students in the State who meet the LEP definition under Section 9101(25).

- Include newly enrolled (recent arrivals to the U.S.) and continually enrolled LEP students, whether or not they receive services in a Title III language instruction educational program
- Do not include Former LEP students (as defined in Section 200.20(f)(2) of the Title I regulation) and monitored Former LEP students (as defined under Section 3121(a)(4) of Title III) in the ALL LEP student count in this table.

Number of ALL LEP students in the State	257,776
Comments:	

1.6.2.2 Number of LEP Students Who Received Title III Language Instruction Educational Program Services

In the table below, provide the unduplicated number of LEP students who received services in Title III language instructional education programs.

	#
LEP students who received services in a Title III language instruction educational program in grades K through 12 for this reporting year.	238,349
Comments:	

Source – The SEA submits the data in file NX116 that contains data group ID 648, category set A.

1.6.2.3 Most Commonly Spoken Languages in the State

In the table below, provide the five most commonly spoken languages, other than English, in the State (for all LEP students, not just LEP students who received Title III Services). The top five languages should be determined by the highest number of students speaking each of the languages listed.

Language	# LEP Students
Spanish; Castilian	187,339
Haitian; Haitian Creole	28,088
Portuguese	3,353
Vietnamese	2,965
Arabic	2,095

Report additional languages with significant numbers of LEP students in the comment box below.

The response is limited to 8,000 characters.

APPENDIX C

FDOT DOCUMENTS THAT HAVE BEEN TRANSLATED INTO OTHER LANGUAGES

1. Title VI Policy (Spanish and Haitian Creole)
2. Title VI Complaint Form (Spanish and Haitian Creole)
3. Essential Right of Way Documents (Forms Library)

APPENDIX C

SunRail Title VI Complaint Form



SUNRAIL TITLE VI COMPLAINT FORM

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
E-Mail Address:				
Accessible Format Requirements:	Large Print		Audio Tape	
	TDD		Other	
Section II				
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
Section III				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> 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.				

Section IV

Have you previously filed a Title VI complaint with this agency?

Yes

No

Section V

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes No

If Yes, check all that apply:

Federal Agency _____

Federal Court _____

State Agency _____

State Court _____

Local Agency _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:

Telephone Number:

Section VI

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

Signature (Notary Public)

Date

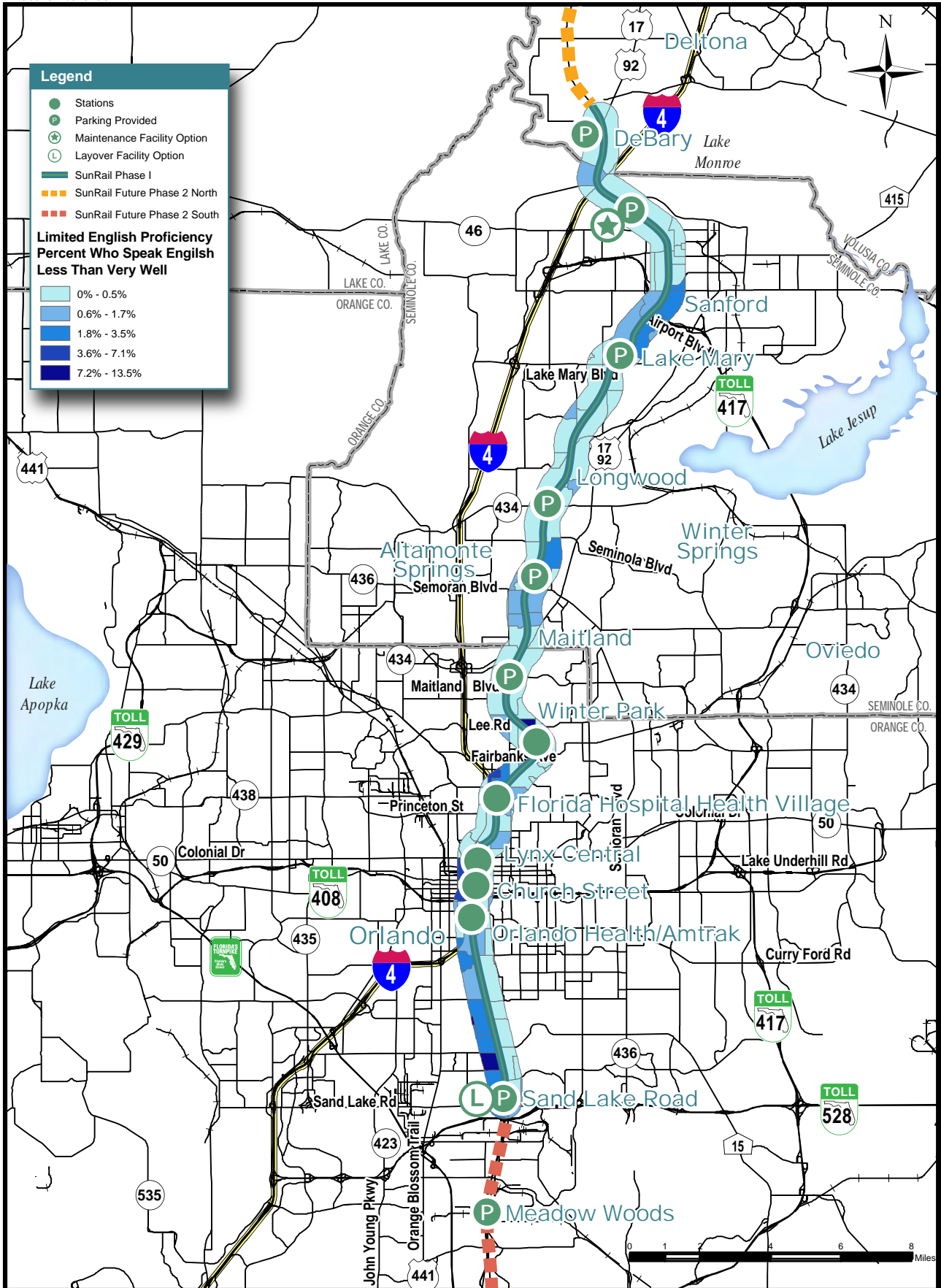
Please submit this form in person at either address below, or mail this form to:

Jacqueline Paramore - State Title VI Coordinator
605 Suwannee Street
Tallahassee, Florida 32399
Phone: 850-414-4753
Fax: 850-414-4879
Toll-Free: 1-866-374-FDOT (3368)
Email: jacqueline.paramore@dot.state.fl.us

Jennifer Taylor - District Five Title VI Coordinator
719 South Woodland Boulevard
DeLand, FL 32720-6834
Phone: (386) 943-5367
Fax: (386) 943-5780
Email: jennifer.taylor@dot.state.fl.us

APPENDIX D

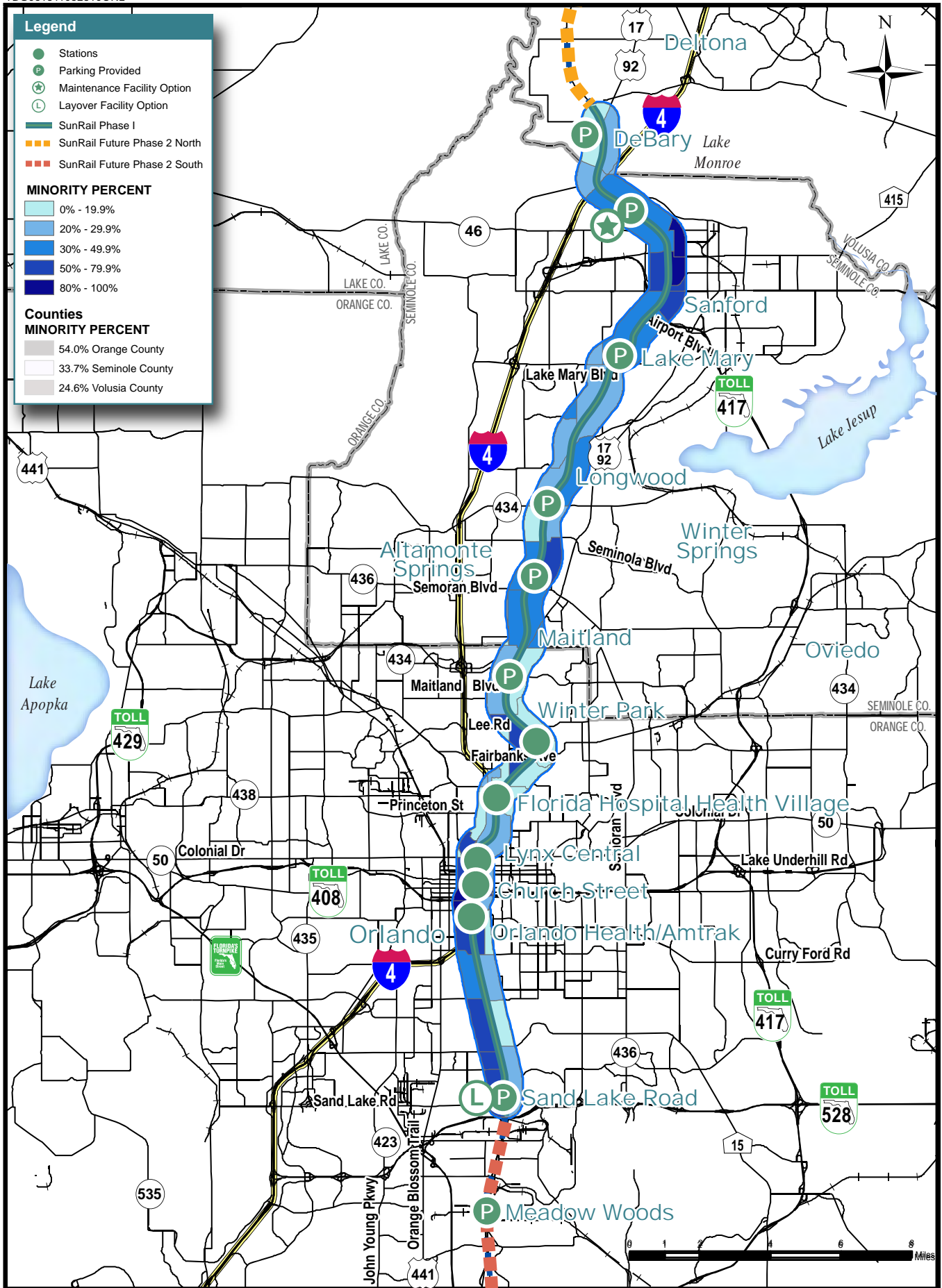
SunRail Socioeconomic Maps/Tables



Source: cenacs_dec12



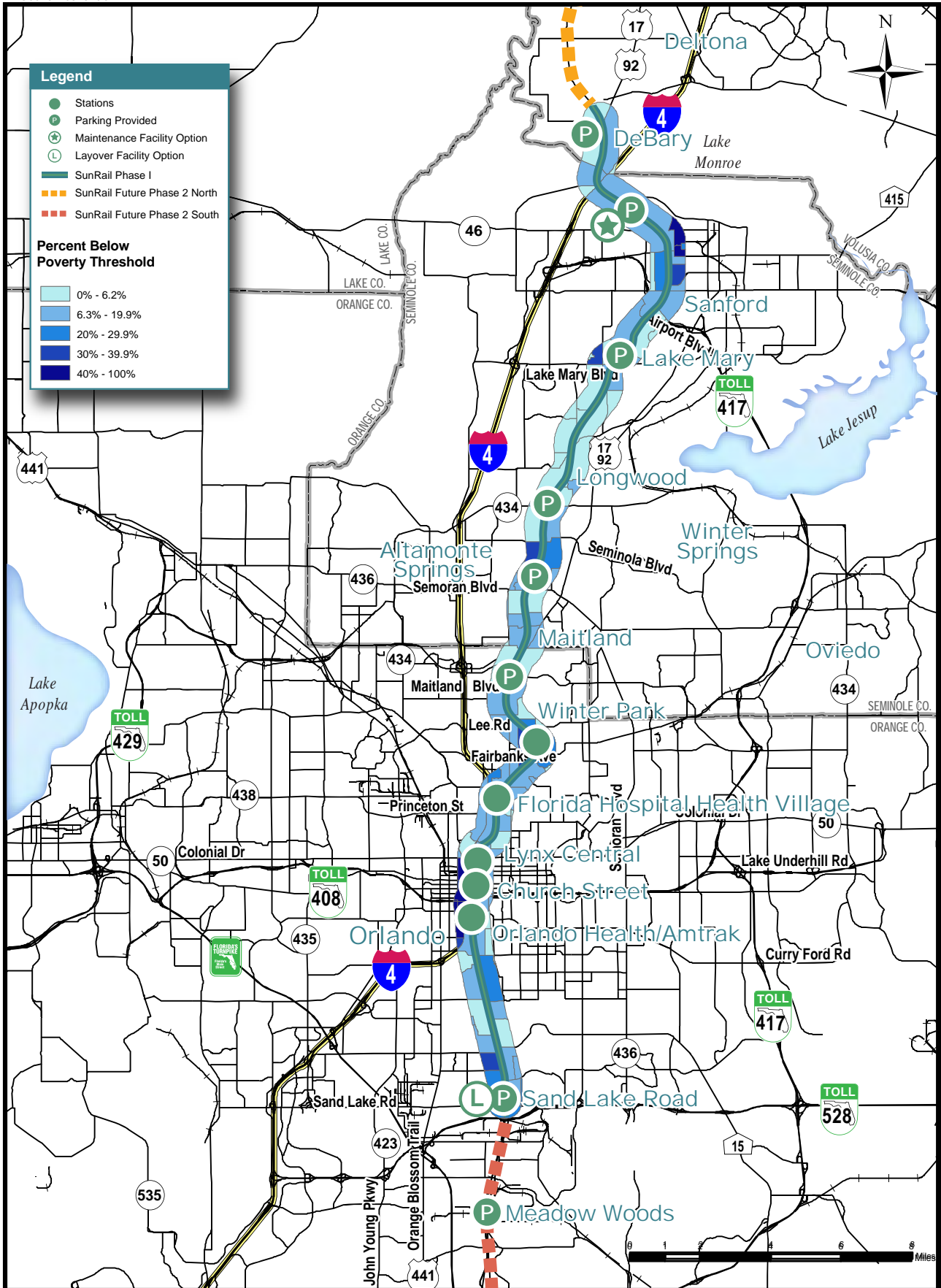
Figure 1
 Limited English Proficiency
 2010 Census



Source: Contract2010_aug11

Figure 2
 Minority Population
 2010 Census

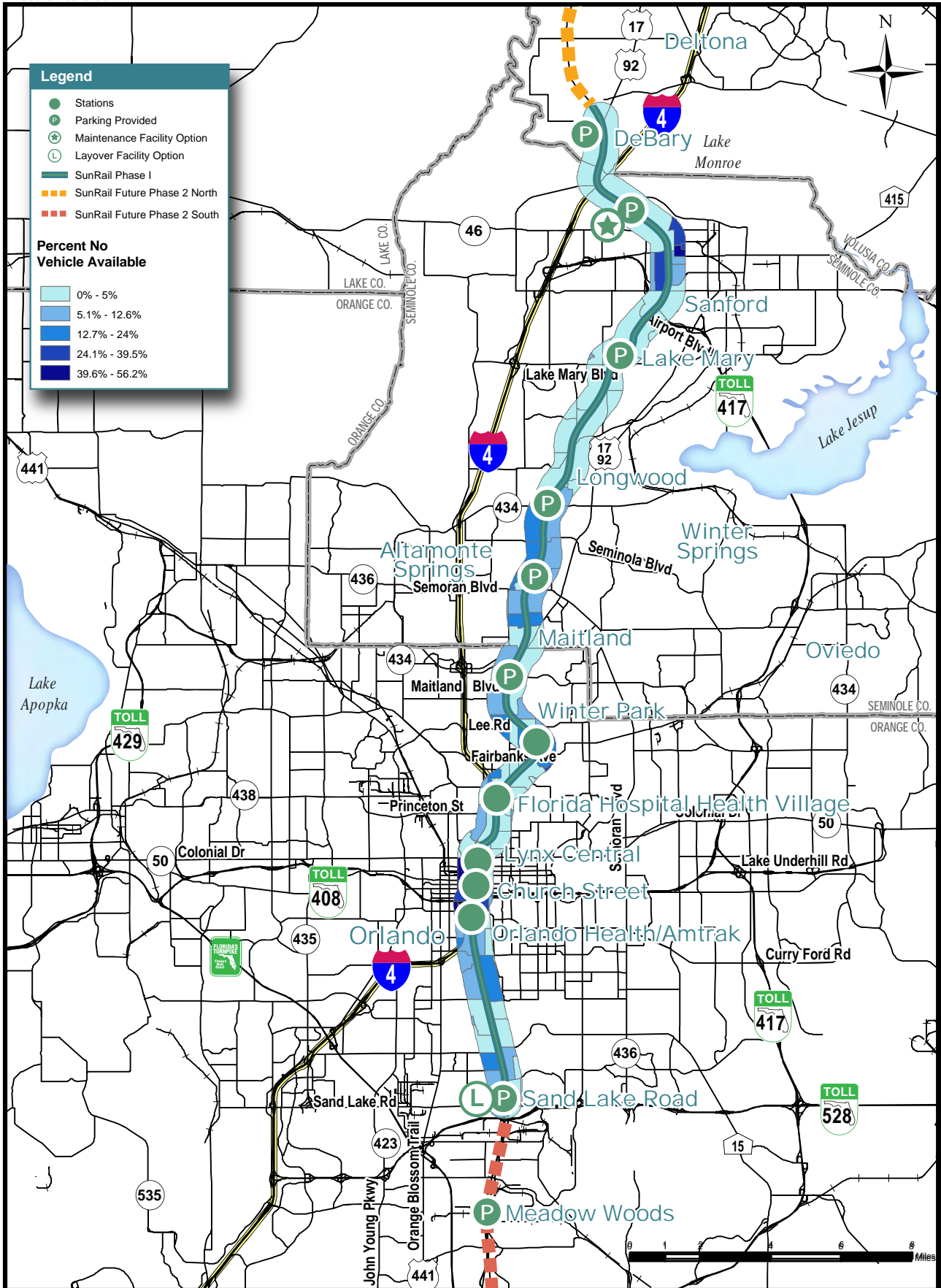




Source: cenacs_dec12



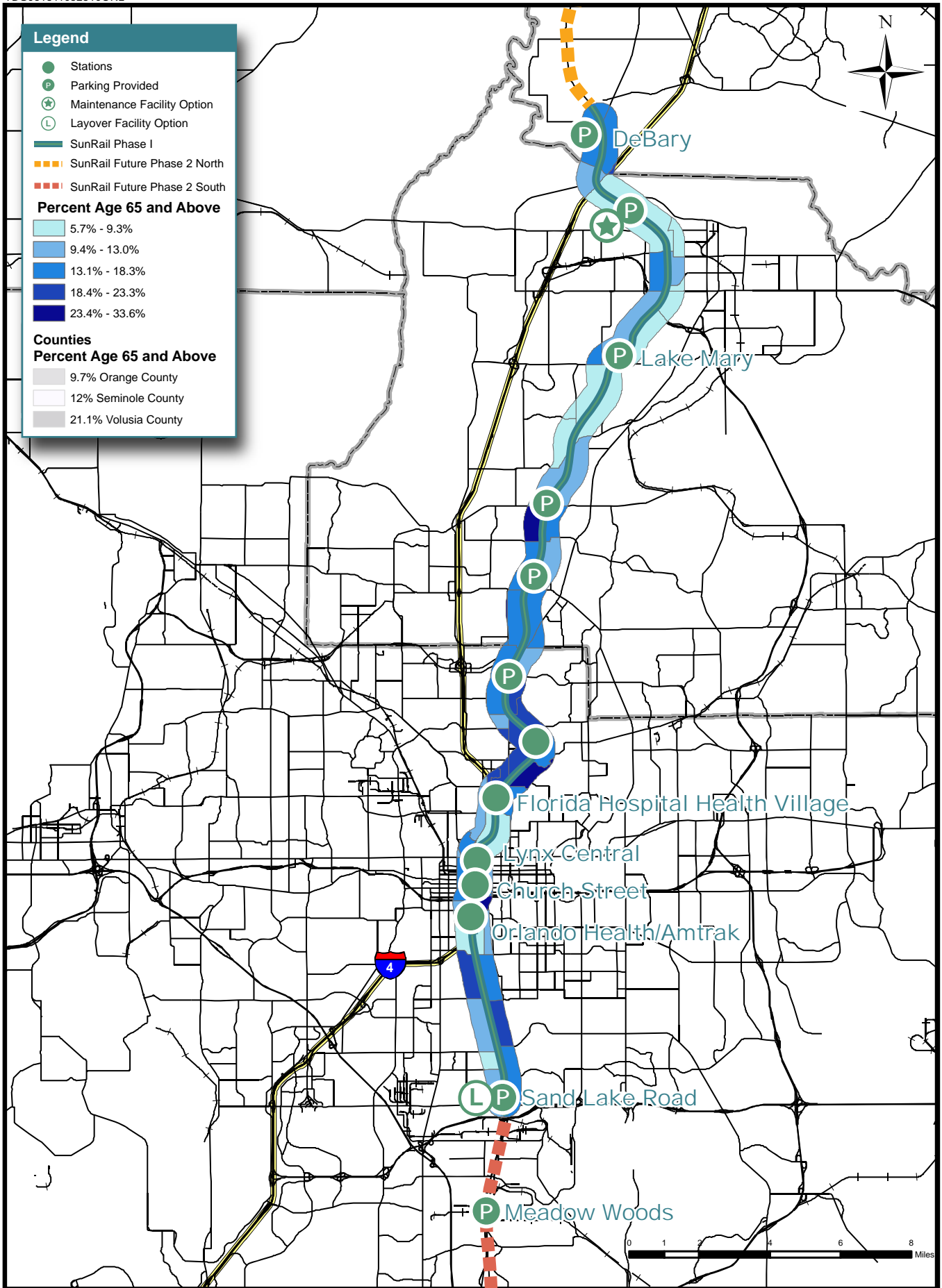
Figure 3
Percent Below Poverty
2010 Census



Source: cenacs_dec12



Figure 4
 Percent of Population with No Vehicle Available
 2010 Census

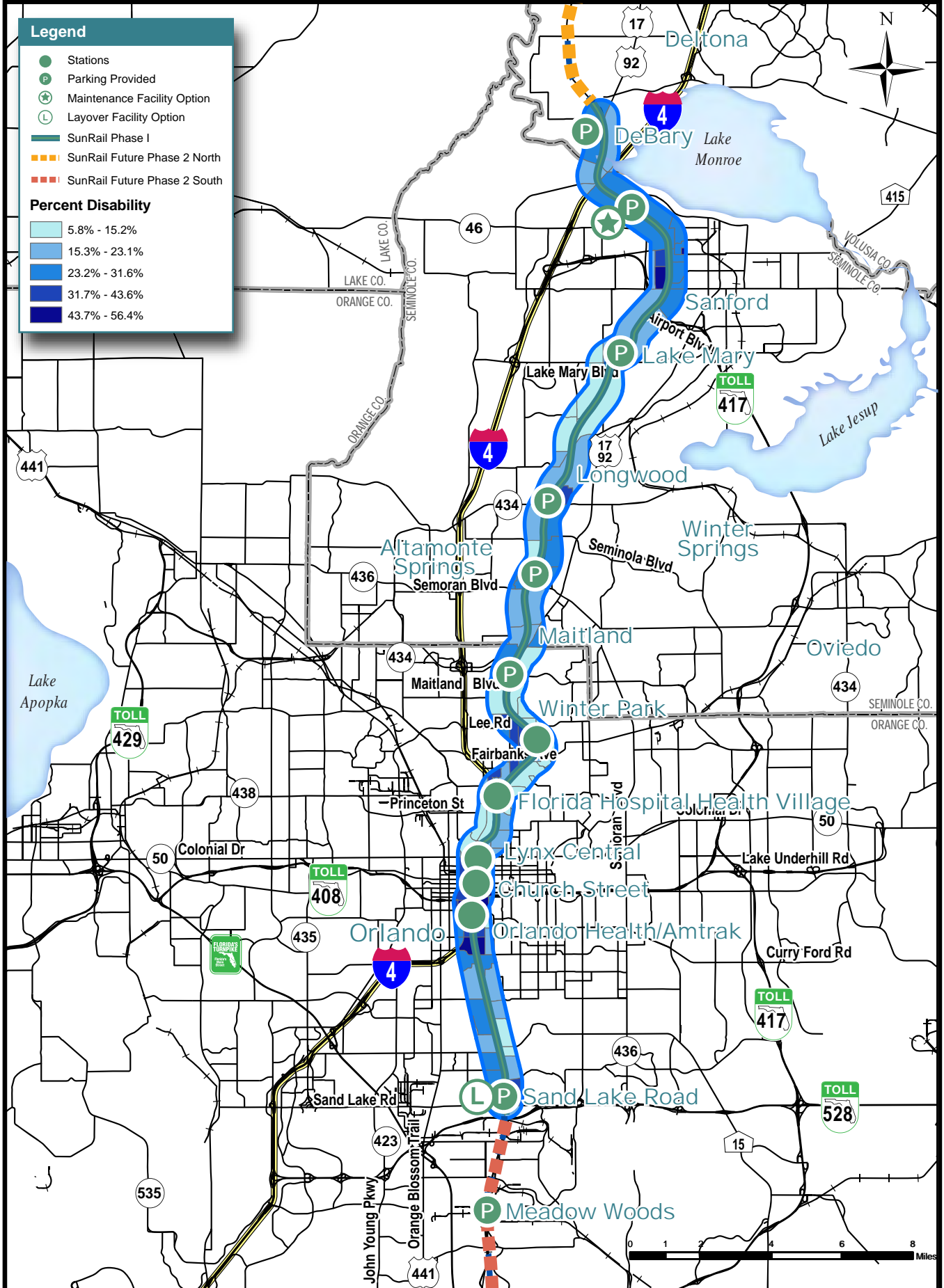


Source: *Contract2010_aug11*

Figure 5

Percent Population Age 65 and Above
2010 Census

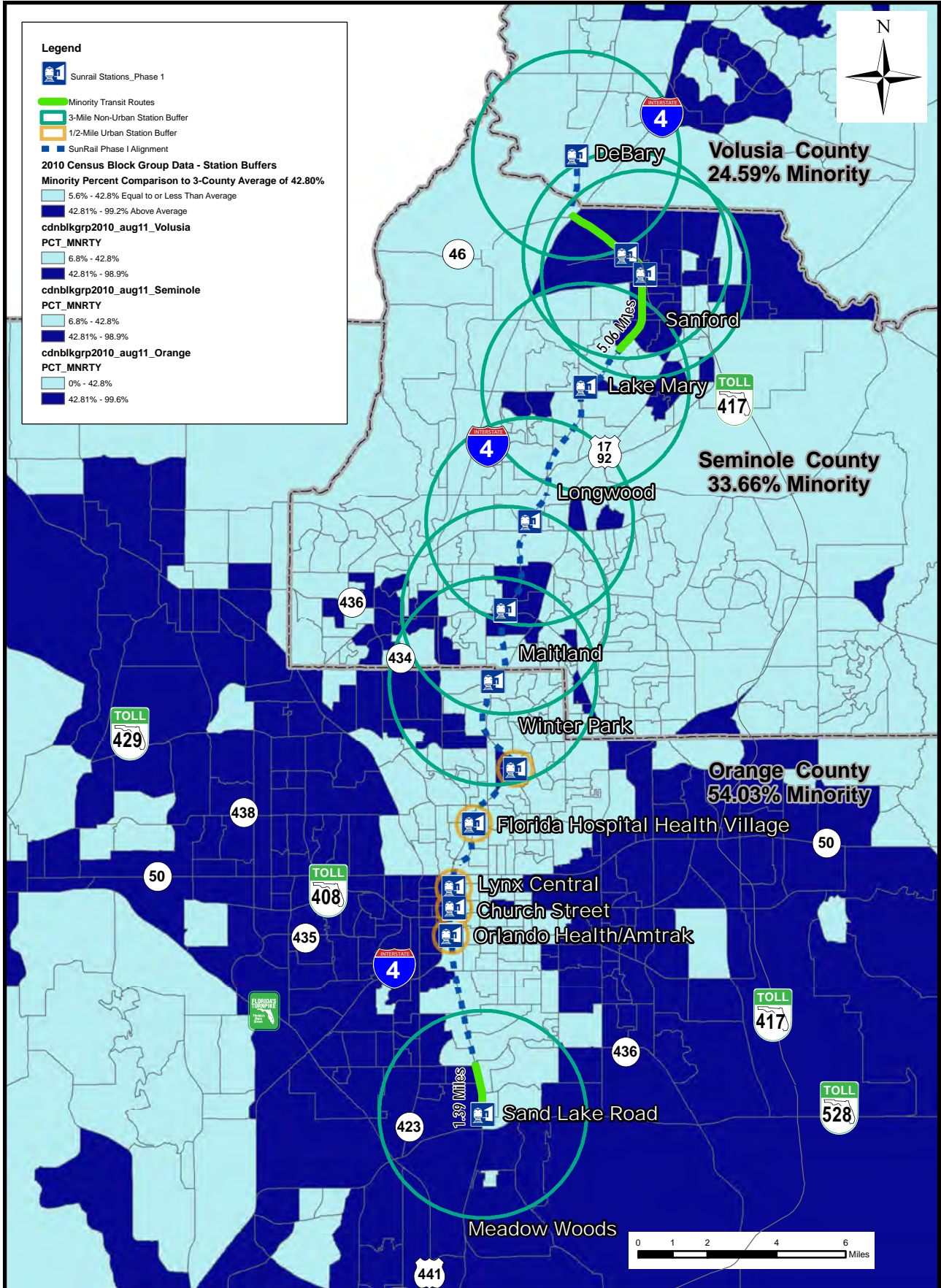




Source: blkgrp2000_may09



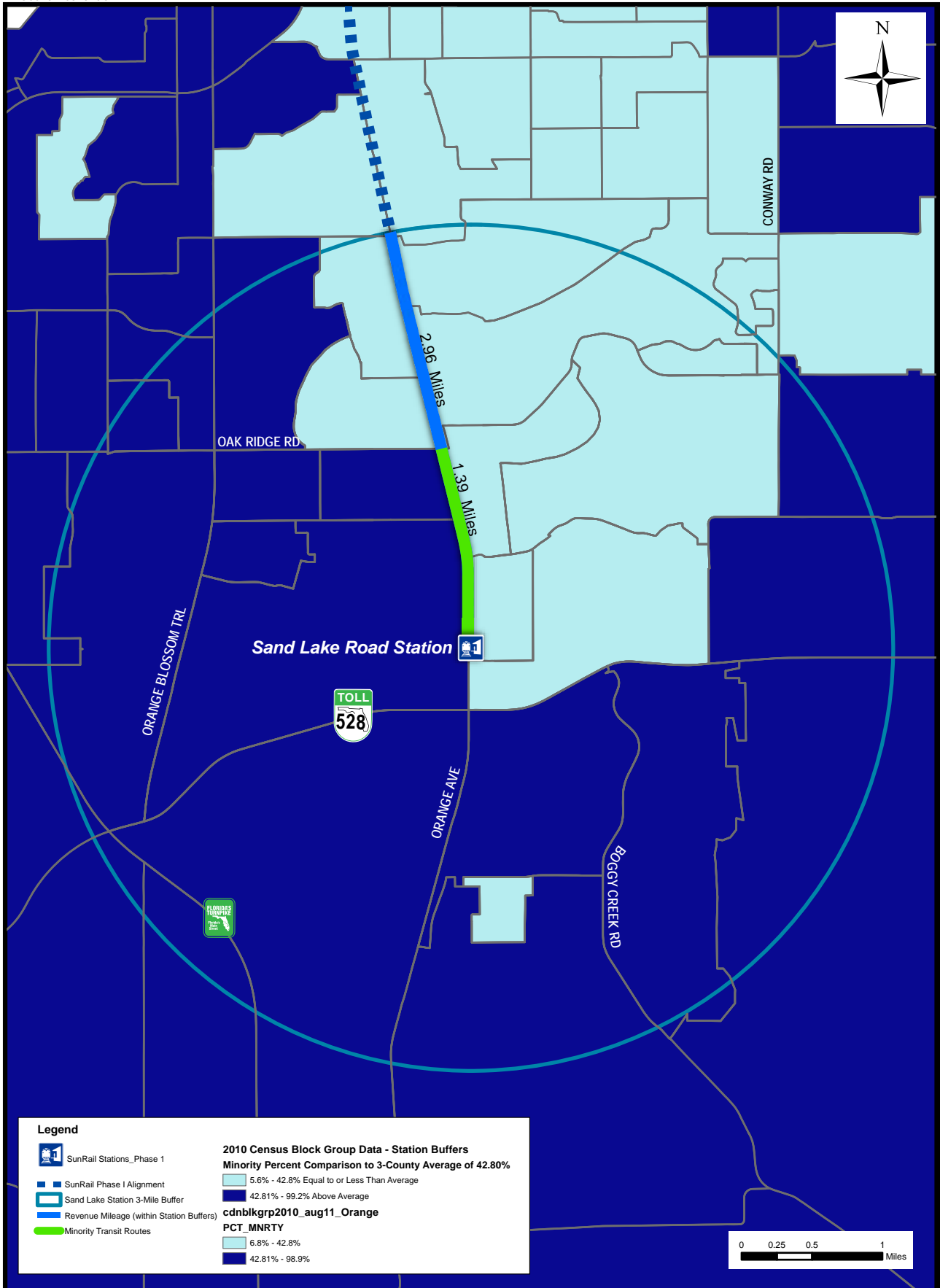
Figure 6
Disabled
2000 Census



Source: Contract2010_aug11



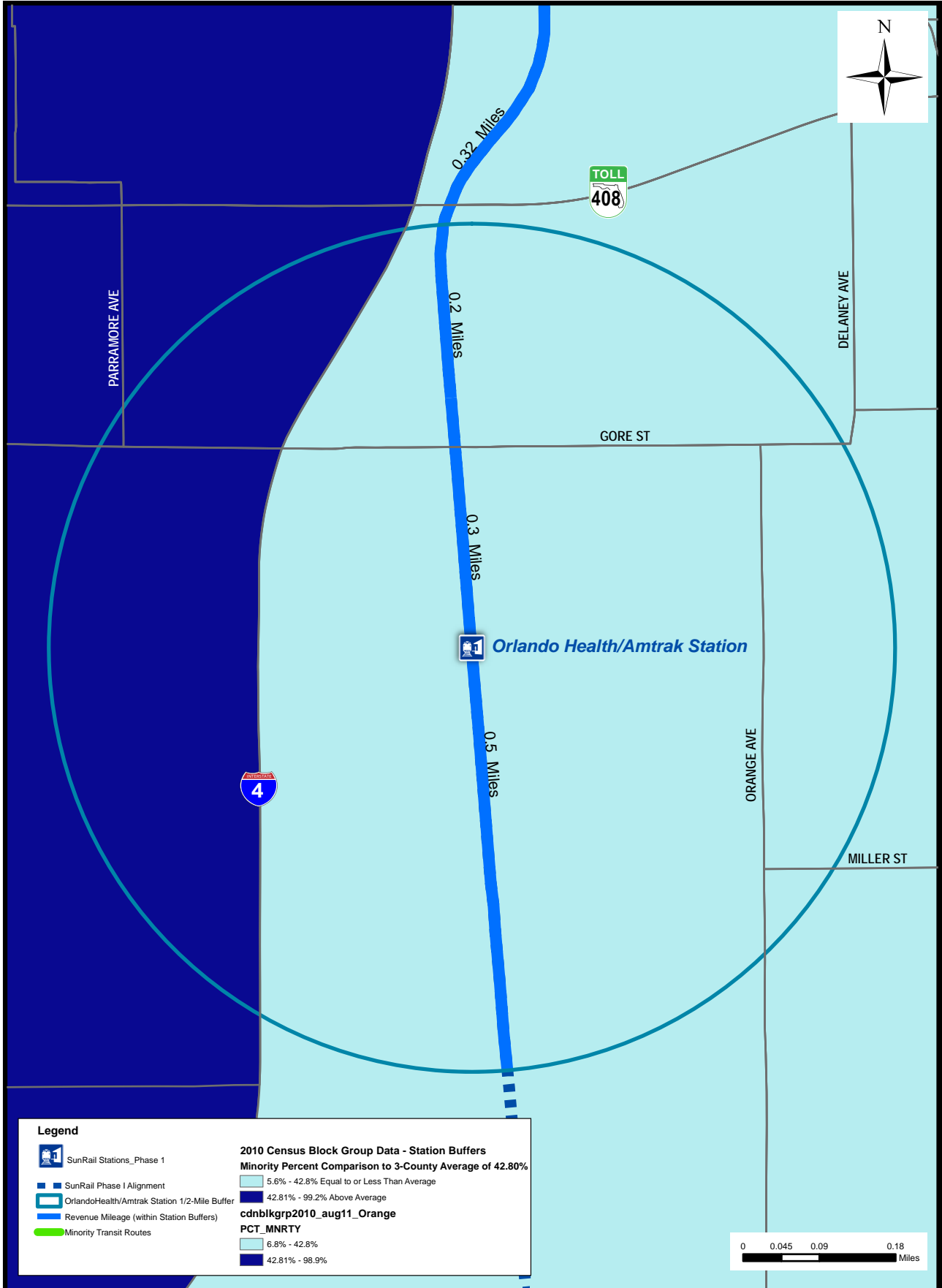
Figure 7
 Minority Transit Routes
 2010 Census



Source: Contract2010_aug11



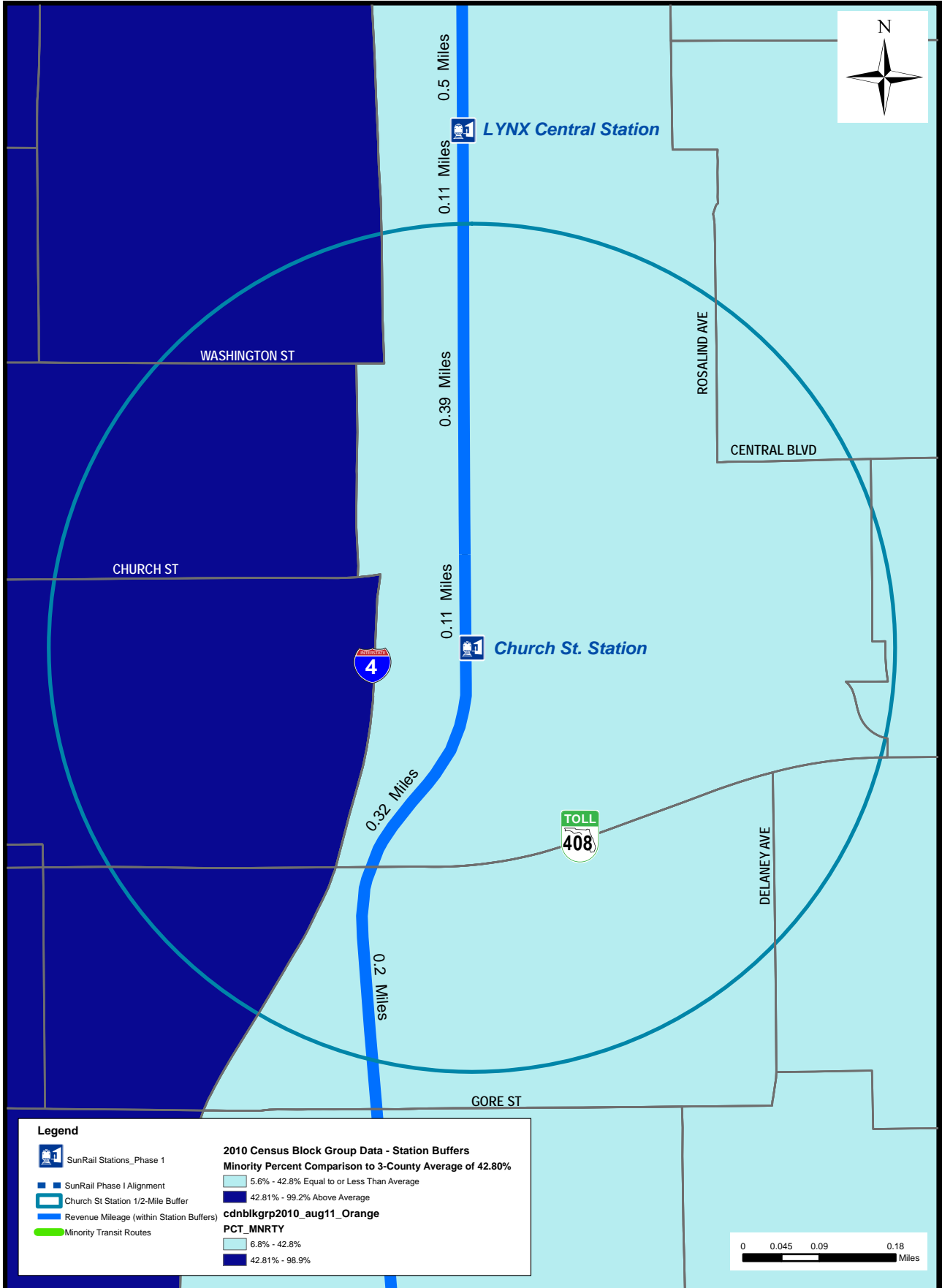
Figure 8
 Minority Transit Routes (Sand Lake Road Station)
 2010 Census



Source: Contract2010_aug11



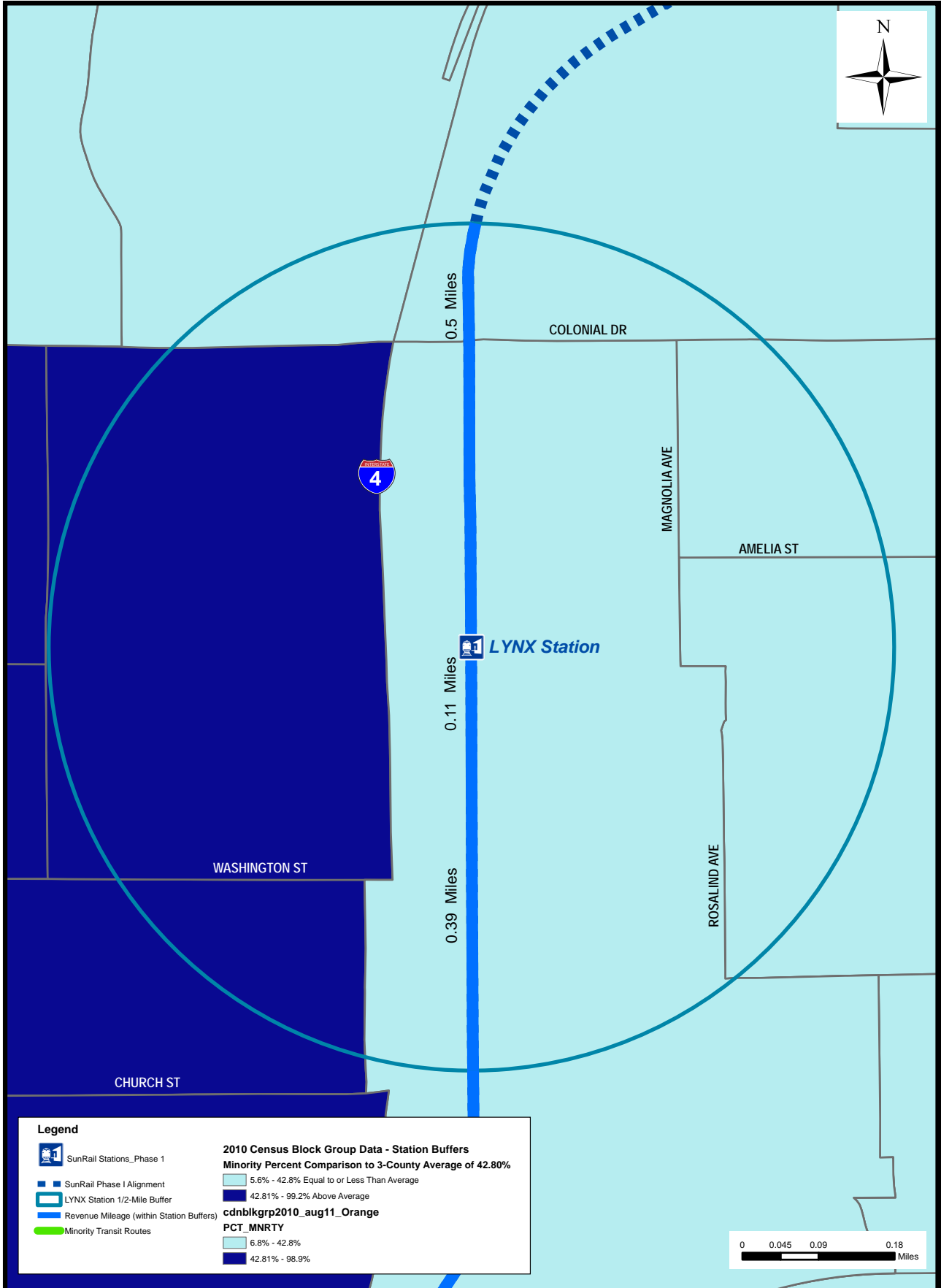
Figure 9
Minority Transit Routes (Orlando Health/Amtrak Station)
2010 Census



Source: *Contract2010_aug11*



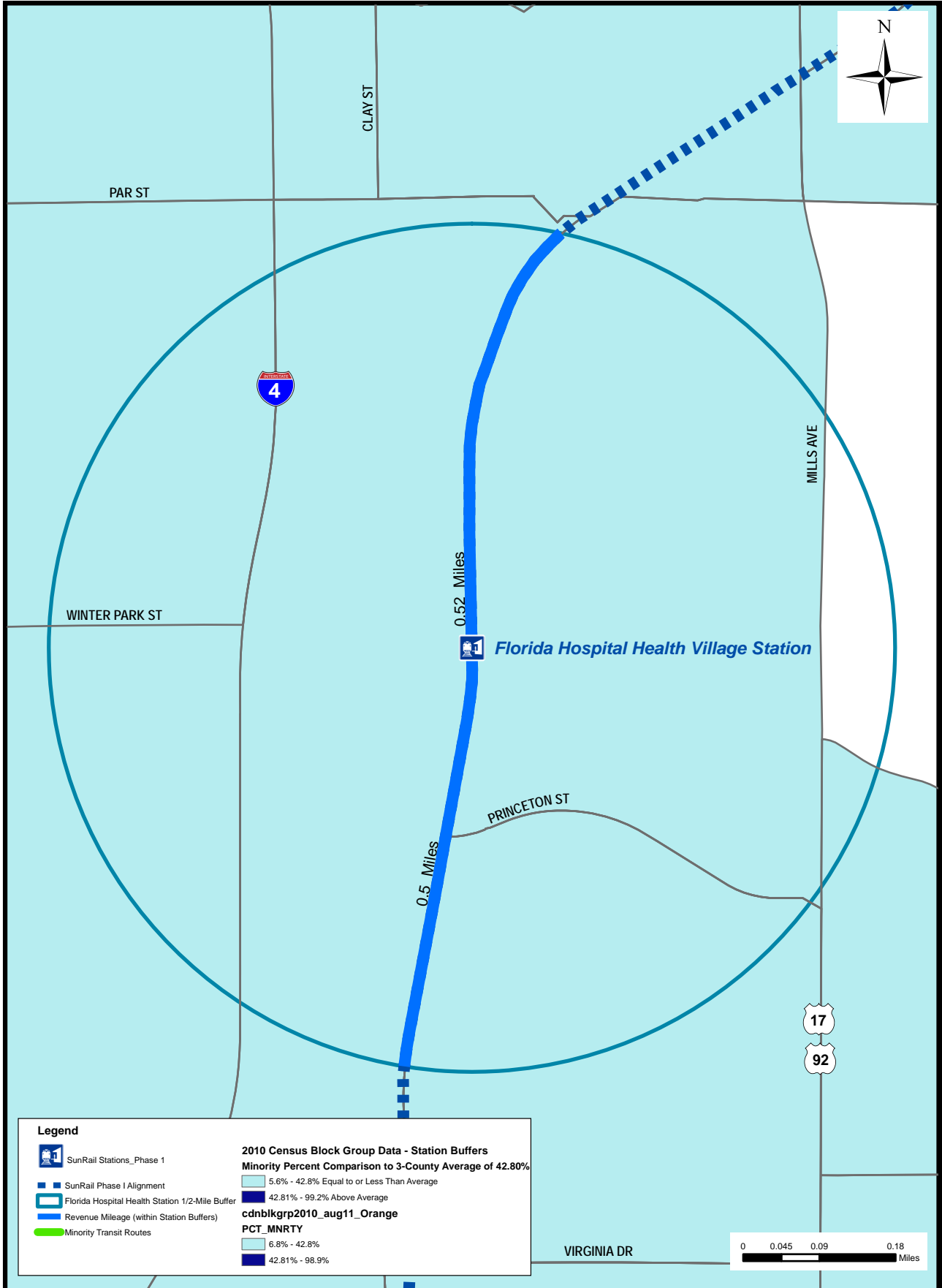
Figure 10
Minority Transit Routes (Church St. Station)
 2010 Census



Source: Contract2010_aug11



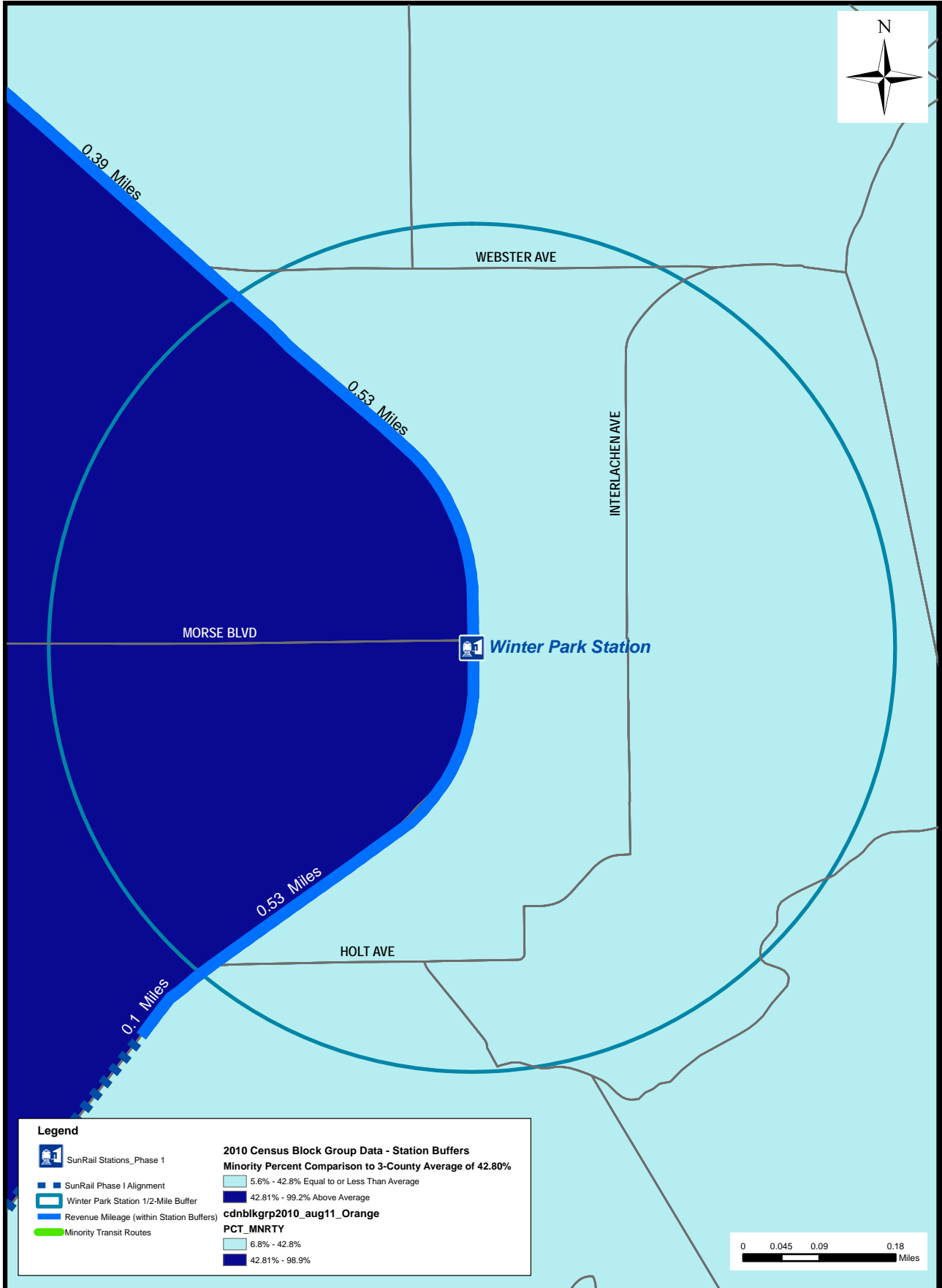
Figure 11
 Minority Transit Routes (LYNX Station)
 2010 Census



Source: Contract2010_aug11



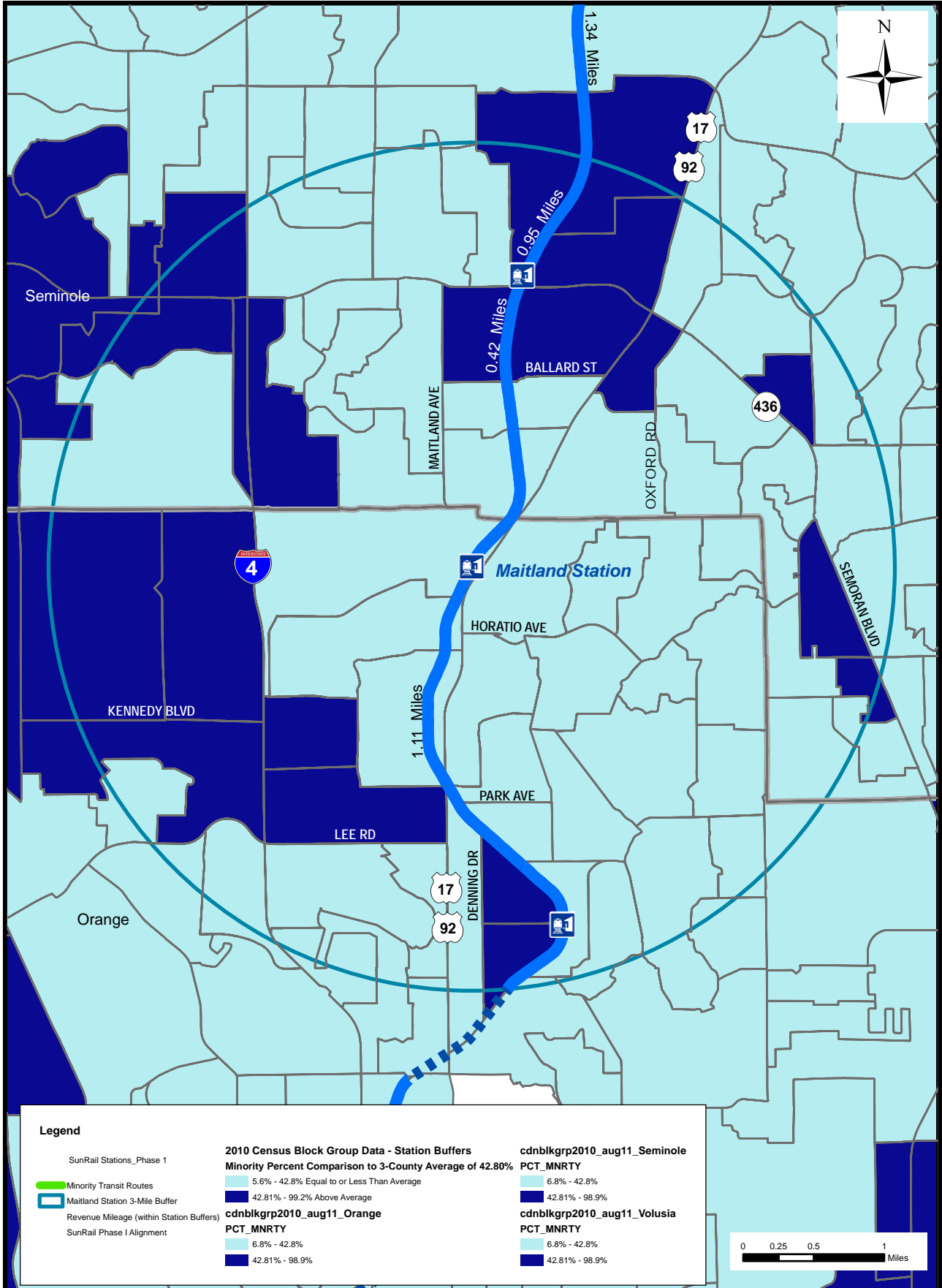
Figure 12
 Minority Transit Routes (Florida Hospital Health Village Station)
 2010 Census



Source: Contract2010_aug11



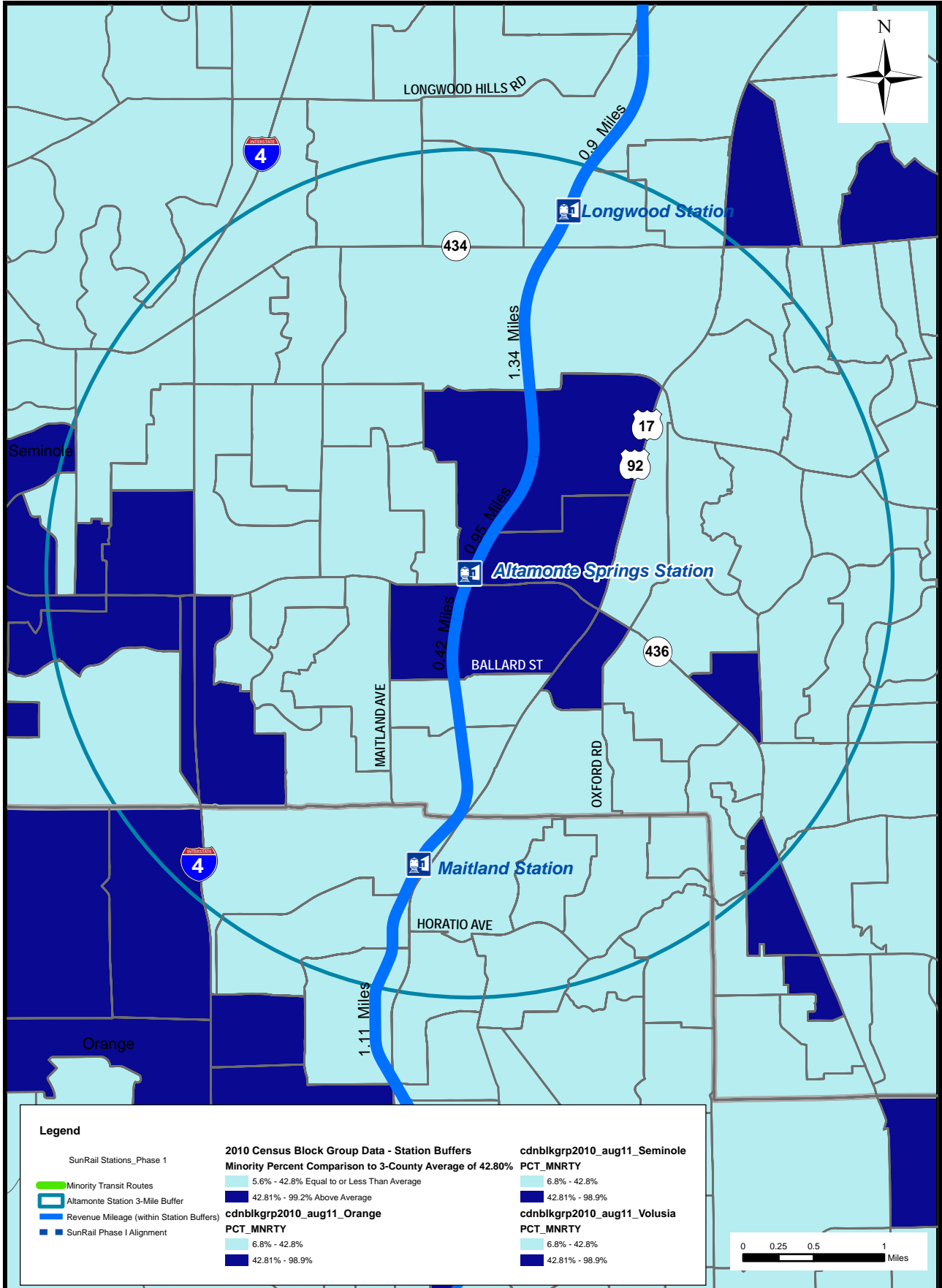
Figure 13
Minority Transit Routes (Winter Park Station)
2010 Census



Source: Contract2010_aug11



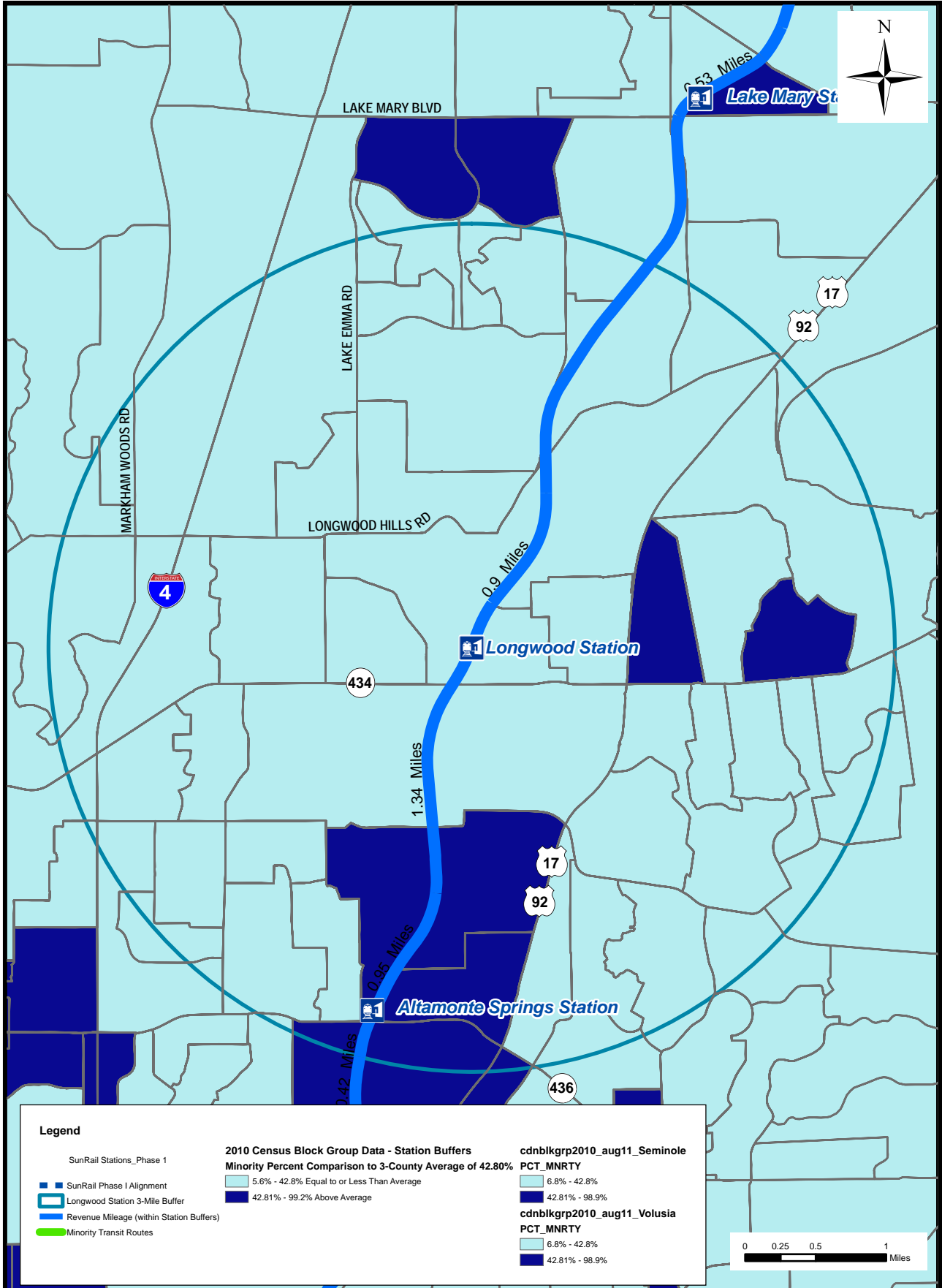
Figure 14
 Minority Transit Routes (Maitland Station)
 2010 Census



Source: Contract2010_aug11



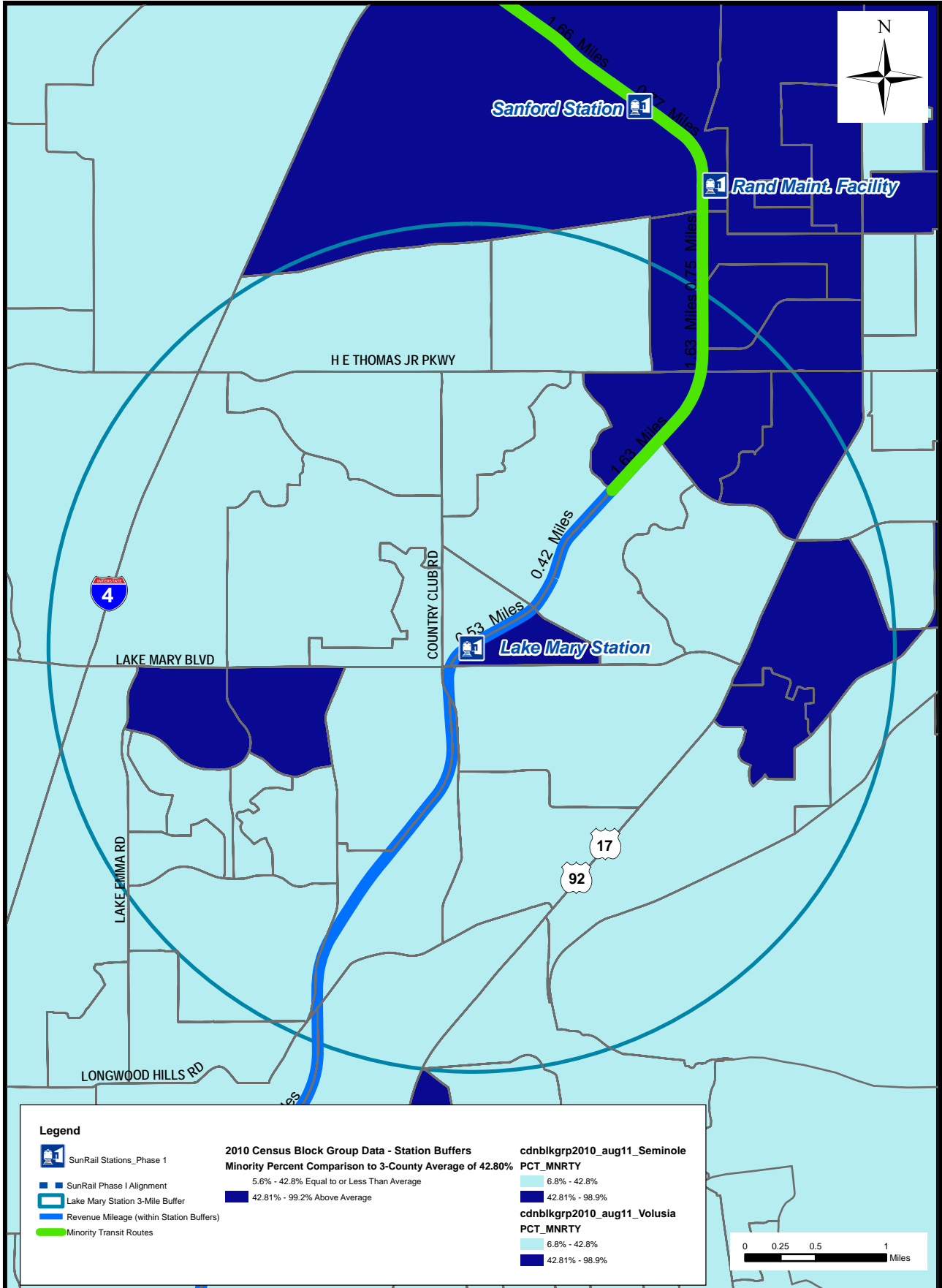
Figure 15
 Minority Transit Routes (Altamonte Springs Station)
 2010 Census



Source: Contract2010_aug11



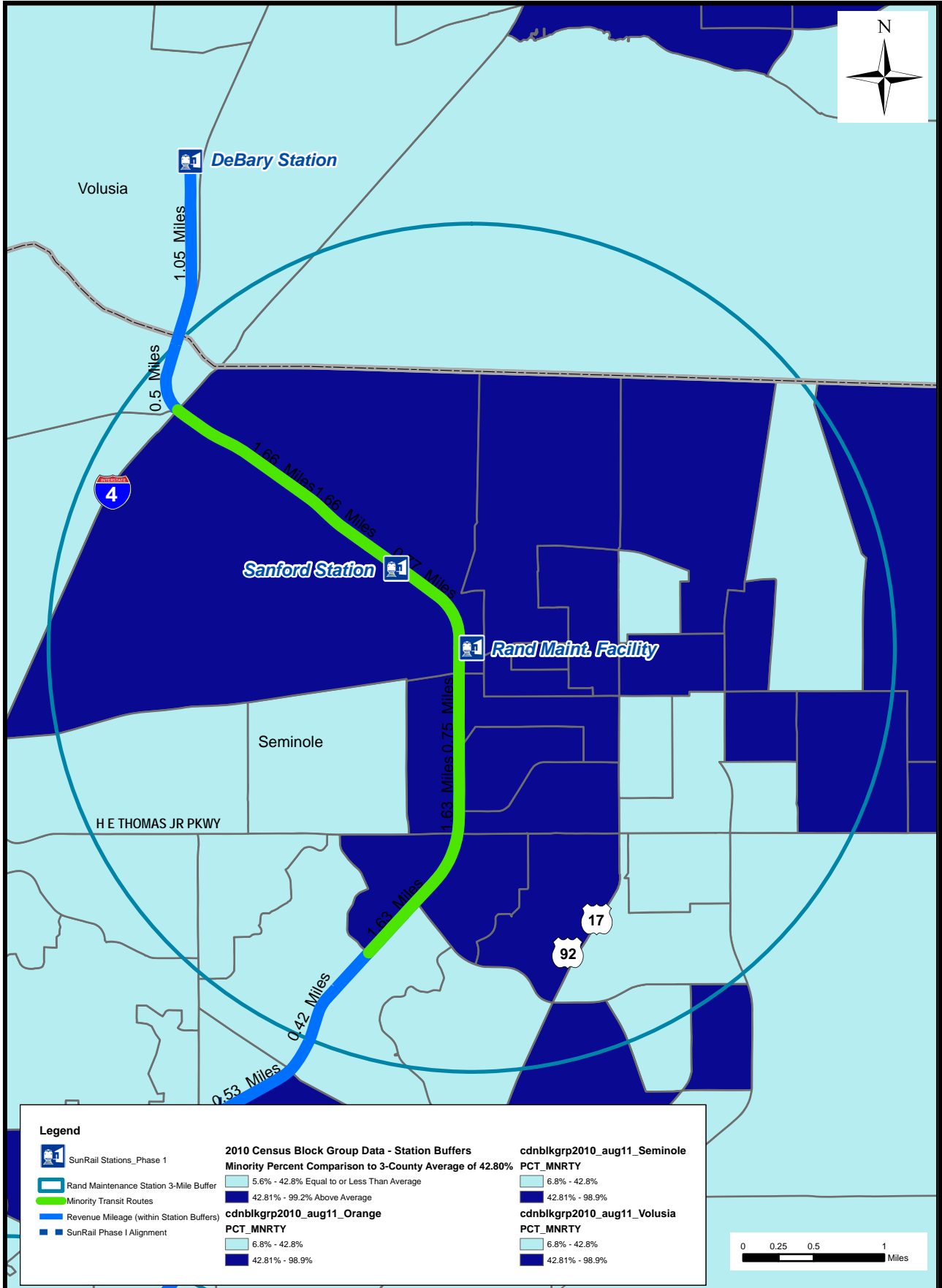
Figure 16
Minority Transit Routes (Longwood Station)
 2010 Census



Source: Contract2010_aug11



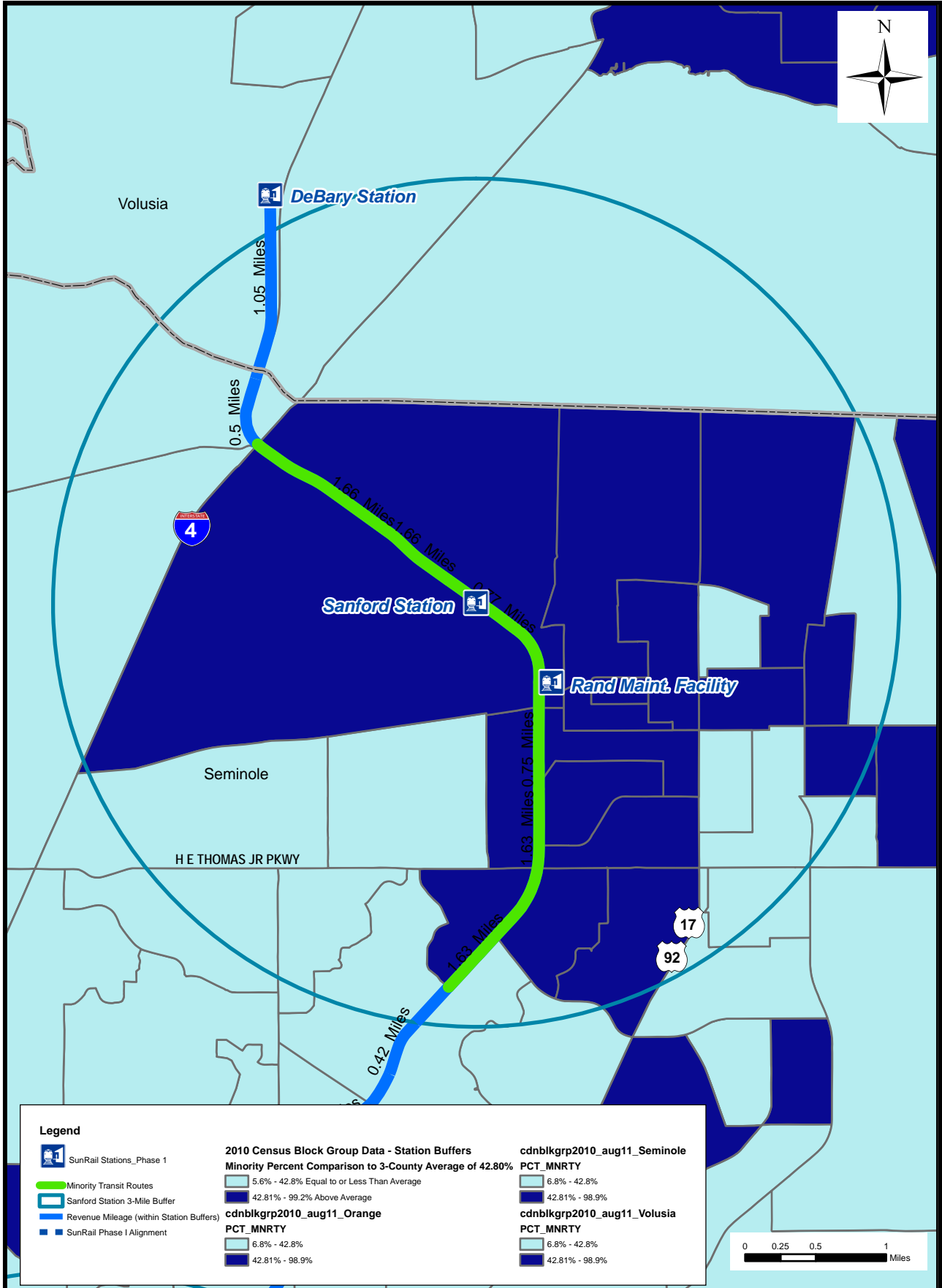
Figure 17
 Minority Transit Routes (Lake Mary Station)
 2010 Census



Source: Contract2010_aug11



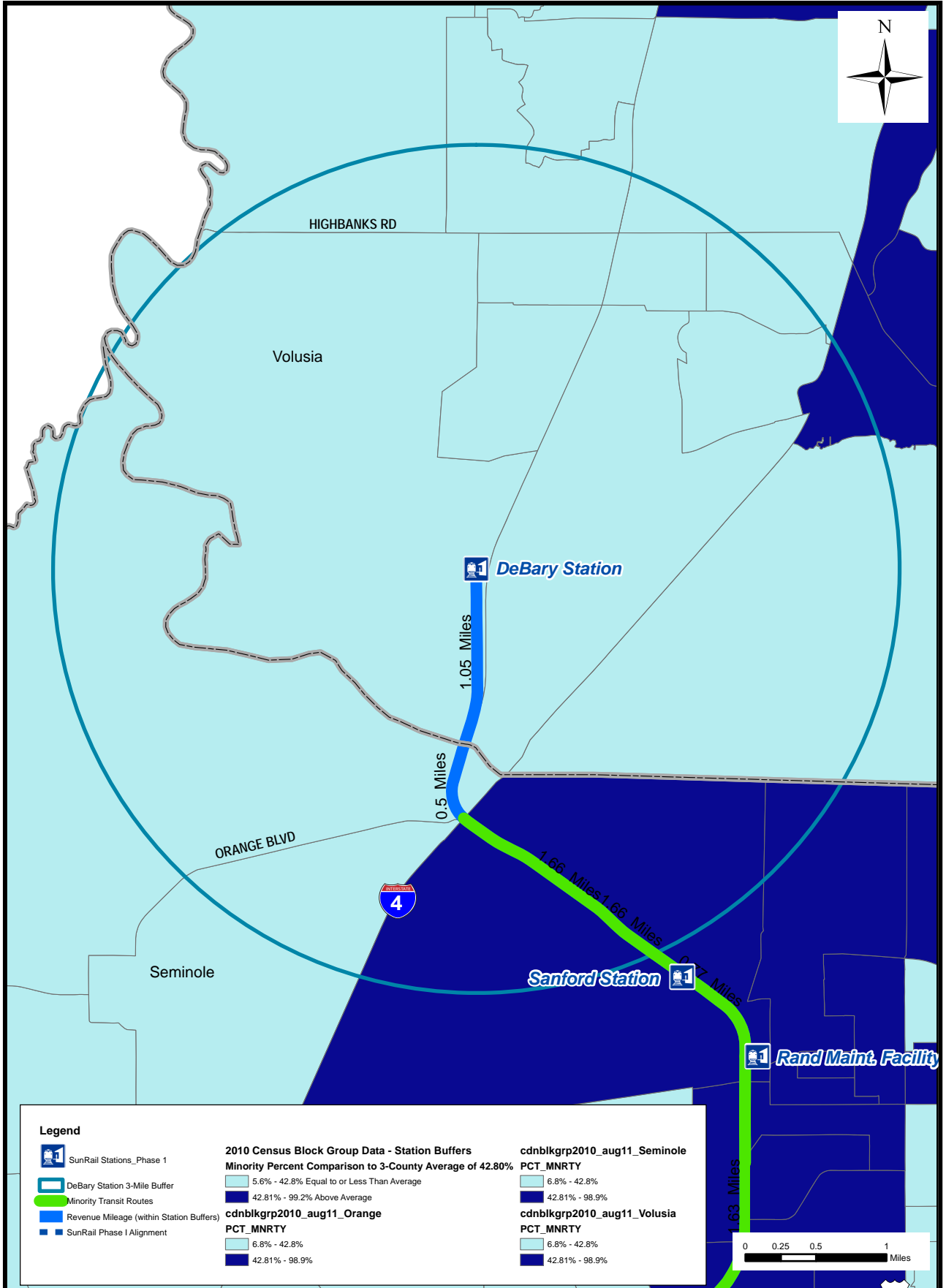
Figure 18
 Minority Transit Routes (Rand Maint. Facility Station)
 2010 Census



Source: Contract2010_aug11



Figure 19
 Minority Transit Routes (Sanford Station)
 2010 Census



Source: Contract2010_aug11



Figure 20
 Minority Transit Routes (DeBary Station)
 2010 Census

TABLE D-1.
Census Information from GIS file CENACS12 for Rail Corridor
SunRail Title VI Program and Nondiscrimination Policy Document

TRACTCE10	BLKGRPCE10	GEOID10	PCT_POV ¹	VEHICLE_0 ²	VEHICLE_1 ²	VEHICLE_2 ²	VEHICLE_3 ²	VEHICLE_4 ²	VEHICLE_5G ²	PCT_ZeroVehicle ³	PCT_NOTWEL ⁴	PCT_NOTATA ⁴	PCT_LEP ⁵
015402	3	120950154023	28.53	60	207	102	10	10	0	15.42	14.06	0.00	14.06
011300	4	120950113004	2.43	21	104	245	46	36	0	4.65	0.82	0.00	0.82
010200	3	120950102003	8.27	17	592	216	26	8	0	1.98	2.71	2.07	4.78
011300	3	120950113003	5.44	22	377	270	11	0	0	3.24	0.00	0.00	0.00
020810	1	121170208101	5.33	0	306	415	138	124	30	0.00	0.95	0.00	0.95
020701	1	121170207011	5.16	71	952	888	336	28	13	3.10	0.17	0.00	0.17
012600	3	120950126003	7.96	13	233	434	70	29	0	1.67	2.03	0.00	2.03
015501	1	120950155011	3.32	58	147	439	48	0	0	8.38	2.24	0.00	2.24
015501	2	120950155012	4.02	0	170	138	42	23	0	0.00	0.00	0.00	0.00
015501	3	120950155013	16.72	93	339	506	41	38	0	9.14	2.06	0.00	2.06
012701	1	120950127011	14.99	0	381	188	58	0	0	0.00	1.33	0.00	1.33
012701	3	120950127013	11.88	63	475	239	107	0	0	7.13	0.00	0.00	0.00
012800	4	120950128004	6.89	0	11	222	51	0	21	0.00	2.85	0.00	2.85
010802	3	120950108023	18.06	35	298	108	51	6	6	6.94	3.47	0.00	3.47
021802	1	121170218021	3.12	67	484	199	124	22	0	7.48	4.14	0.00	4.14
022001	1	121170220011	25.00	36	237	247	16	4	0	6.67	5.09	2.50	7.59
014400	2	120950144002	9.27	49	195	452	117	42	19	5.61	4.87	0.00	4.87
014301	1	120950143011	1.20	0	118	221	64	12	0	0.00	5.77	1.47	7.24
013900	1	120950139001	21.33	195	343	272	81	23	0	21.33	0.00	0.00	0.00
021902	3	121170219023	7.14	0	47	48	31	0	0	0.00	0.00	0.00	0.00
020901	1	121170209011	10.37	12	381	109	75	11	0	2.04	2.42	9.10	11.52
012800	3	120950128003	0.00	22	124	54	12	0	0	10.38	0.00	0.00	0.00
020901	2	121170209012	37.04	181	345	140	125	0	0	22.88	5.50	0.52	6.02
022005	2	121170220052	9.77	0	497	400	100	0	88	0.00	0.00	0.70	0.70
015701	2	120950157012	8.50	9	315	211	29	24	0	1.53	0.00	0.00	0.00
020402	1	121170204021	24.54	80	127	99	20	0	0	24.54	0.00	0.00	0.00
014100	3	120950141003	7.80	18	95	417	96	70	9	2.55	0.00	0.00	0.00
014400	1	120950144001	0.00	12	82	86	35	8	0	5.38	7.98	0.13	8.11
020803	1	121170208031	3.28	11	50	241	168	54	24	2.01	0.44	1.39	1.83
018800	2	120950188002	0.00	0	63	177	0	0	11	0.00	3.23	0.00	3.23
010200	5	120950102005	16.69	30	364	136	55	14	0	5.01	0.00	0.00	0.00
010200	4	120950102004	13.11	15	343	40	52	0	0	3.33	0.00	0.00	0.00
010300	2	120950103002	14.08	56	352	81	65	0	0	10.11	3.32	1.82	5.14
020810	2	121170208102	4.16	0	106	266	109	0	0	0.00	0.84	0.00	0.84
021502	3	121170215023	6.15	36	334	260	134	0	0	4.71	1.23	0.00	1.23
021506	2	121170215062	7.26	27	53	192	56	30	0	7.54	1.09	0.00	1.09
015801	2	120950158012	5.24	19	29	94	47	2	0	9.95	0.00	0.00	0.00
020302	1	121170203021	11.22	14	365	215	15	6	0	2.28	3.24	4.93	8.17
015601	2	120950156012	0.00	10	62	192	33	35	16	2.87	0.00	0.00	0.00
015902	1	120950159021	18.09	106	308	97	3	0	0	20.62	4.48	0.00	4.48
020402	2	121170204022	3.56	55	303	324	74	31	0	6.99	0.99	0.00	0.99
021802	2	121170218022	9.27	12	56	157	23	0	0	4.84	0.00	0.00	0.00
020803	3	121170208033	6.53	14	138	167	110	0	0	3.26	0.93	0.71	1.64
020807	2	121170208072	0.00	0	415	293	148	9	0	0.00	3.63	0.00	3.63

TABLE D-1.
Census Information from GIS file CENACS12 for Rail Corridor
SunRail Title VI Program and Nondiscrimination Policy Document

TRACTCE10	BLKGRPCE10	GEOID10	PCT_POV ¹	VEHICLE_0 ²	VEHICLE_1 ²	VEHICLE_2 ²	VEHICLE_3 ²	VEHICLE_4 ²	VEHICLE_5G ²	PCT_ZeroVehicle ³	PCT_NOTWEL ⁴	PCT_NOTATA ⁴	PCT_LEP ⁵
020807	3	121170208073	8.75	17	107	104	115	0	0	4.96	0.00	0.00	0.00
020811	2	121170208112	3.71	20	213	222	101	10	0	3.53	3.02	0.00	3.02
020803	2	121170208032	2.32	0	177	181	106	11	0	0.00	1.10	0.00	1.10
020805	2	121170208052	3.20	47	307	422	129	0	0	5.19	0.00	0.00	0.00
020806	2	121170208062	0.00	0	59	169	26	0	0	0.00	0.00	0.00	0.00
014200	1	120950142001	20.86	241	942	797	284	70	10	10.28	8.53	1.94	10.47
016803	1	120950168031	11.35	32	175	425	137	33	0	3.99	8.39	1.84	10.23
016804	1	120950168041	0.00	8	19	173	54	11	0	3.02	4.47	1.37	5.84
014302	1	120950143021	37.59	283	582	248	92	8	0	23.33	17.49	7.85	25.34
014301	2	120950143012	6.30	13	150	110	82	0	10	3.56	5.48	1.96	7.44
021902	4	121170219024	10.87	138	543	161	136	0	25	13.76	3.67	1.53	5.20
013900	2	120950139002	5.69	0	370	328	53	75	0	0.00	0.68	0.00	0.68
014000	4	120950140004	6.33	40	223	417	135	6	0	4.87	0.00	0.00	0.00
018000	1	120950180001	7.86	48	62	122	86	0	0	15.09	0.00	0.00	0.00
018000	2	120950180002	17.77	117	375	290	34	0	0	14.34	2.62	2.08	4.70
018500	2	120950185002	31.96	43	109	60	7	0	0	19.63	7.19	4.08	11.27
018500	3	120950185003	11.69	16	103	112	0	0	0	6.93	3.85	0.00	3.85
018900	1	120950189001	5.94	72	90	0	40	0	0	35.64	0.00	0.00	0.00
020803	4	121170208034	3.64	0	73	185	87	21	19	0.00	0.00	0.00	0.00
021503	1	121170215031	12.01	50	111	288	106	3	0	8.96	0.36	0.78	1.14
021504	1	121170215041	3.61	69	96	196	114	23	0	13.86	0.00	0.00	0.00
021502	1	121170215021	0.00	19	119	115	3	19	0	6.91	1.23	0.00	1.23
020805	1	121170208051	38.97	0	27	145	14	9	0	0.00	0.00	0.00	0.00
020500	4	121170205004	24.56	44	54	6	10	0	0	38.60	0.00	0.00	0.00
016001	1	120950160011	23.19	41	116	101	5	0	0	15.59	0.00	0.00	0.00
014000	3	120950140003	2.91	52	339	564	111	32	0	4.74	0.21	0.00	0.21
020806	1	121170208061	8.62	49	190	573	171	84	0	4.59	2.81	0.00	2.81
020806	3	121170208063	13.30	16	365	235	68	0	0	2.34	3.91	0.00	3.91
020401	2	121170204012	30.65	17	114	144	35	0	0	5.48	0.00	0.00	0.00
020701	2	121170207012	8.71	0	182	555	195	32	0	0.00	2.78	0.00	2.78
020807	1	121170208071	1.81	0	208	564	90	188	0	0.00	1.47	6.02	7.49
020500	3	121170205003	57.32	87	61	9	0	0	0	55.41	0.00	0.00	0.00
021502	2	121170215022	19.01	26	169	238	88	42	0	4.62	2.21	0.64	2.85
014100	1	120950141001	21.80	0	227	263	127	94	0	0.00	2.49	0.00	2.49
014100	2	120950141002	11.15	0	229	11	22	7	0	0.00	0.00	0.00	0.00
018900	3	120950189003	35.59	70	106	27	19	0	0	31.53	0.00	0.00	0.00
018900	4	120950189004	62.75	168	69	18	0	0	0	65.88	9.44	5.58	15.02
018900	5	120950189005	12.37	242	820	254	26	0	0	18.03	2.60	0.00	2.60
021902	1	121170219021	30.10	65	147	245	32	0	16	12.87	1.96	0.00	1.96
020600	2	121170206002	15.29	32	1188	853	33	0	13	1.51	1.82	0.32	2.14
015801	1	120950158011	0.00	11	35	82	36	10	0	6.32	1.20	0.00	1.20
015801	3	120950158013	20.00	0	66	186	43	0	0	0.00	6.12	22.60	28.72
015901	1	120950159011	30.28	84	219	191	0	8	0	16.73	1.20	0.00	1.20
015901	3	120950159013	38.74	11	194	113	64	0	0	2.88	0.00	4.13	4.13

TABLE D-1.
Census Information from GIS file CENACS12 for Rail Corridor
SunRail Title VI Program and Nondiscrimination Policy Document

TRACTCE10	BLKGRPCE10	GEOID10	PCT_POV ¹	VEHICLE_0 ²	VEHICLE_1 ²	VEHICLE_2 ²	VEHICLE_3 ²	VEHICLE_4 ²	VEHICLE_5G ²	PCT_ZeroVehicle ³	PCT_NOTWEL ⁴	PCT_NOTATA ⁴	PCT_LEP ⁵
016001	2	120950160012	25.31	25	178	38	0	0	0	10.37	0.00	0.00	0.00
015902	2	120950159022	8.47	0	123	248	7	0	0	0.00	6.46	1.58	8.04
018800	4	120950188004	10.13	12	227	113	33	0	0	3.12	0.00	0.00	0.00
012800	5	120950128005	6.15	0	30	130	19	0	0	0.00	2.84	0.00	2.84
018800	1	120950188001	12.09	0	91	101	8	15	0	0.00	0.00	0.00	0.00
016100	3	120950161003	10.12	1	378	329	95	17	0	0.12	0.00	0.00	0.00
016100	2	120950161002	16.55	0	82	109	33	60	0	0.00	0.00	0.00	0.00
091029	1	121270910291	0.00	13	186	211	42	57	11	2.50	0.00	0.00	0.00
016100	1	120950161001	2.32	294	357	319	106	0	0	27.32	1.78	0.00	1.78
014301	3	120950143013	12.19	101	336	402	130	20	12	10.09	30.96	1.64	32.60
018900	6	120950189006	2.95	0	292	207	9	0	0	0.00	0.00	0.00	0.00
018800	3	120950188003	6.36	25	360	297	10	0	0	3.61	0.60	0.00	0.60
010400	2	120950104002	49.15	132	104	50	9	0	0	44.75	5.58	0.00	5.58
010500	2	120950105002	44.40	129	74	43	4	0	0	51.60	0.00	0.00	0.00
010500	1	120950105001	51.69	85	125	14	12	0	0	36.02	17.62	3.89	21.51
010400	1	120950104001	55.68	122	63	0	0	0	0	65.95	0.00	0.00	0.00
021506	1	121170215061	1.47	8	206	427	113	50	13	0.98	0.00	0.00	0.00
015300	2	120950153002	9.47	49	292	346	53	0	20	6.45	0.00	0.00	0.00
021805	1	121170218051	1.87	0	230	235	117	48	12	0.00	0.00	0.00	0.00
021806	2	121170218062	13.12	96	553	417	59	33	16	8.18	0.00	0.00	0.00
090902	1	121270909021	8.03	15	288	545	150	58	15	1.40	0.66	0.00	0.66
090904	1	121270909041	5.32	31	187	434	110	0	47	3.83	0.00	0.91	0.91
021802	3	121170218023	14.22	106	249	249	55	9	0	15.87	3.70	0.00	3.70
018500	1	120950185001	43.68	50	536	197	36	19	0	5.97	1.05	0.00	1.05
015901	2	120950159012	14.98	0	164	57	6	0	0	0.00	0.00	0.00	0.00
020500	2	121170205002	46.37	196	362	149	0	9	0	27.37	0.00	0.00	0.00
014100	4	120950141004	7.39	41	179	190	0	23	0	9.47	0.00	0.00	0.00
022001	2	121170220012	19.78	27	120	69	57	0	0	9.89	0.00	0.00	0.00
010300	3	120950103003	9.42	141	181	29	10	0	0	39.06	0.00	0.00	0.00
020401	1	121170204011	13.66	25	65	119	18	0	0	11.01	0.00	0.00	0.00

Notes:

1. PCT_POV is percent below poverty level. The GIS file source is cenacs_dec12, downloaded from the Florida Geographic Data Library. This data is based on the 2010 Census. This is the data source for Figure 3.
2. VEHICLE_0 through 5G are the number of vehicles per household, with 5G representing 5 or greater. The GIS file source is cenacs_dec12, downloaded from the Florida Geographic Data Library. This data is based on the 2010 Census.
3. PCT_ZeroVehicle is a calculated field, which represents the households with no vehicles shown on Figure 4. The calculation is $VEHICLE_0 / (VEHICLE_0 + VEHICLE_1 + VEHICLE_2 + VEHICLE_3 + VEHICLE_4 + VEHICLE_5G) \times 100\%$.
4. PCT_NOTWEL AND PCT_NOTATA are the percent who speak English not well and not at all, respectively. The GIS file source is cenacs_dec12, downloaded from the Florida Geographic Data Library. This data is based on the 2010 Census.
5. PCT_LEP is the percent with limited English proficiency, which is a calculated field, which represents the sum of the PCT_NOTWEL and PCT_NOTATA fields. This is the data for Figure 1.

TABLE D-2.

Census Information from GIS file CENTRACT2010_AUG11 file for Rail Corridor

SunRail Title VI Program and Nondiscrimination Policy Document

TRACTCE10	GEOID10	NAMELSAD10	POP2010 ¹	WHITE_NH ²	MINORITY ²	PCT_MNRTY ²	AGE_65_UP ³	PCT_65ABV ³
021504	12117021504	Census Tract 215.04	2955	2506	449	15.2	917	31.0
022005	12117022005	Census Tract 220.05	7072	4878	2194	31.0	1294	18.3
021503	12117021503	Census Tract 215.03	1625	1283	342	21.0	287	17.7
020901	12117020901	Census Tract 209.01	4273	1506	2767	64.8	307	7.2
020401	12117020401	Census Tract 204.01	1652	236	1416	85.7	209	12.7
020806	12117020806	Census Tract 208.06	6083	3695	2388	39.3	649	10.7
020500	12117020500	Census Tract 205	3784	486	3298	87.2	253	6.7
020600	12117020600	Census Tract 206	12135	6170	5965	49.2	687	5.7
020803	12117020803	Census Tract 208.03	6774	5230	1544	22.8	592	8.7
090902	12127090902	Census Tract 909.02	9942	7699	2243	22.6	1702	17.1
015402	12095015402	Census Tract 154.02	2129	1704	425	20.0	396	18.6
014301	12095014301	Census Tract 143.01	4314	2017	2297	53.2	534	12.4
020701	12117020701	Census Tract 207.01	13823	10278	3545	25.6	1415	10.2
020807	12117020807	Census Tract 208.07	6254	3489	2765	44.2	512	8.2
020810	12117020810	Census Tract 208.10	4093	2941	1152	28.1	361	8.8
013900	12095013900	Census Tract 139	3921	3112	809	20.6	697	17.8
016804	12095016804	Census Tract 168.04	4697	1639	3058	65.1	296	6.3
014302	12095014302	Census Tract 143.02	5091	1096	3995	78.5	427	8.4
015501	12095015501	Census Tract 155.01	5165	3697	1468	28.4	918	17.8
015601	12095015601	Census Tract 156.01	2019	1802	217	10.7	261	12.9
012701	12095012701	Census Tract 127.01	4665	3964	701	15.0	434	9.3
015902	12095015902	Census Tract 159.02	1610	1294	316	19.6	375	23.3
015901	12095015901	Census Tract 159.01	2056	875	1181	57.4	386	18.8
016001	12095016001	Census Tract 160.01	2016	1729	287	14.2	308	15.3
018800	12095018800	Census Tract 188	2629	2017	612	23.3	176	6.7
016100	12095016100	Census Tract 161	4294	3921	373	8.7	1096	25.5
020302	12117020302	Census Tract 203.02	1978	752	1226	62.0	133	6.7
010802	12095010802	Census Tract 108.02	3173	2550	623	19.6	280	8.8
010200	12095010200	Census Tract 102	4707	3687	1020	21.7	484	10.3
010400	12095010400	Census Tract 104	1262	20	1242	98.4	152	12.0
010500	12095010500	Census Tract 105	1224	29	1195	97.6	184	15.0
010300	12095010300	Census Tract 103	2709	2151	558	20.6	910	33.6
018900	12095018900	Census Tract 189	7599	3666	3933	51.8	1359	17.9
012600	12095012600	Census Tract 126	4968	4374	594	12.0	560	11.3
018000	12095018000	Census Tract 180	2976	915	2061	69.3	371	12.5
018500	12095018500	Census Tract 185	3465	988	2477	71.5	292	8.4

TABLE D-2.

Census Information from GIS file CENTRACT2010_AUG11 file for Rail Corridor

SunRail Title VI Program and Nondiscrimination Policy Document

TRACTCE10	GEOID10	NAMELSAD10	POP2010¹	WHITE_NH²	MINORITY²	PCT_MNRTY²	AGE_65_UP³	PCT_65ABV³
014000	12095014000	Census Tract 140	6165	5475	690	11.2	1155	18.7
012800	12095012800	Census Tract 128	3688	3390	298	8.1	610	16.5
014200	12095014200	Census Tract 142	10041	2376	7665	76.3	1022	10.2
016803	12095016803	Census Tract 168.03	2814	837	1977	70.3	276	9.8
014100	12095014100	Census Tract 141	5709	4490	1219	21.4	906	15.9
021502	12117021502	Census Tract 215.02	4831	3168	1663	34.4	622	12.9
020805	12117020805	Census Tract 208.05	7200	5355	1845	25.6	1158	16.1
021805	12117021805	Census Tract 218.05	1581	1378	203	12.8	276	17.5
020811	12117020811	Census Tract 208.11	5606	3863	1743	31.1	485	8.7
021806	12117021806	Census Tract 218.06	4931	3560	1371	27.8	1265	25.7
015701	12095015701	Census Tract 157.01	1896	1706	190	10.0	441	23.3
015801	12095015801	Census Tract 158.01	1694	1535	159	9.4	334	19.7
021802	12117021802	Census Tract 218.02	4520	2870	1650	36.5	685	15.2
022001	12117022001	Census Tract 220.01	2233	991	1242	55.6	283	12.7
014400	12095014400	Census Tract 144	3102	1843	1259	40.6	628	20.2
090904	12127090904	Census Tract 909.04	5294	4523	771	14.6	878	16.6
020402	12117020402	Census Tract 204.02	3056	1292	1764	57.7	480	15.7
021902	12117021902	Census Tract 219.02	4287	2316	1971	46.0	696	16.2
021506	12117021506	Census Tract 215.06	3323	2560	763	23.0	431	13.0
091029	12127091029	Census Tract 910.29	4630	3518	1112	24.0	902	19.5
011300	12095011300	Census Tract 113	4644	3845	799	17.2	494	10.6
015300	12095015300	Census Tract 153	3787	2964	823	21.7	482	12.7

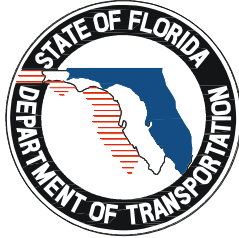
Notes:

1. POP2010 is the census opulation reported. The GIS file source is centract2010_aug11, downloaded from the Florida Geographic Data Library. This data is based on the 2010 Census.
2. MINORITY and PCT_MNRTY are calculated fields based on the 2010 census found in the centract2010_aug11 GIS file, downloaded from the Florida Geographic Data Library. PCT_MNRTY is the data for Figure 2.
3. AGE65_UP and PCT_65ABV are reported census data. The GIS file source is centract2010_aug11 GIS file, downloaded from the Florida Geographic Data Library. PCT_65ABV is the data for Figure 5.

APPENDIX E

Central Florida Commuter Rail Transit Fare Policy Equipment and Implementation Plan

Florida Department of Transportation District V



CENTRAL FLORIDA COMMUTER RAIL TRANSIT

FARE POLICY, EQUIPMENT AND IMPLEMENTATION PLAN Version 1.2



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Submittal Date:
December 2013

TABLE OF CONTENTS

1.0	INTRODUCTION.....	1
2.0	FARE POLICY GOALS AND PRIORITIES	2
3.0	FARE STRUCTURE	4
3.1	Fare Strategy.....	4
3.2	Recommended Fare Structure.....	7
3.3	Transfer Policy	10
3.4	Revenue Sharing.....	12
4.0	RECOMMENDED FARE PROCEDURES	14
4.1	Payment of Base Fares.....	14
4.2	Payment of Transfer Upgrades	14
4.3	Validation of Fare Media	15
4.4	Free and Discounted Fares.....	15
4.5	Fare Enforcement	15
4.6	Special Events.....	16
5.0	FARE PAYMENT TECHNOLOGY AND MEDIA	17
5.1	Ticket Media.....	17
5.2	Ticket Vending Machines	18
5.3	Ticket Validators.....	18
5.4	Point of Sale Ticket Vending Machines.....	19
5.5	Back House / Clearinghouse.....	19
5.6	Future Expansion of CFCRT Cards	19
6.0	ORGANIZATION ROLES AND RESPONSIBILITIES	20
7.0	SECURITY	23
7.1	TVM Security.....	23
7.2	Revenue Collection	23
7.3	Credit Card Information.....	23
7.4	Smart Card Registration.....	23
8.0	CUSTOMER SERVICE	24
8.1	Pre-Revenue Information and Education Campaigns.....	24
8.2	Start-up Activities	24
8.3	Special Needs Communities	24
9.0	REPORTING REQUIREMENTS.....	25
10.0	IMPLEMENTATION ISSUES.....	26
10.1	Transfer Protocol.....	26
10.2	Reduced Fare Transfers to/from CFCRT	28
10.3	Emergency Service Plan and Emergency Fare Policies	29
10.4	Fare Media	31
10.5	Revenue Sharing.....	32
10.6	Back Office/Clearinghouse.....	33
10.7	Interagency Agreements	37
10.8	Legislation	37
10.9	Transition Plan (After 7-year FDOT Operation)	40
10.10	Compatibility with Future Fare Collection Methods	40

APPENDIX 1 - PEER COMMUTER RAIL FARE COLLECTION AND ENFORCEMENT PRACTICES A1-1

APPENDIX 2 - CLEARINGHOUSE CASE STUDIES..... A2-1

APPENDIX 3 – CFCRT/LYNX/VOTRAN TRANSFER PRICING SCENARIOS A3-1

1.0 INTRODUCTION

The purpose of developing a fare policy is to establish a fare structure, which includes pricing, selection of fare collection and payment methods for a transit system. Fare policy has a direct affect on ridership and revenue. Creating an effective fare policy and structure can increase ridership and improve the effectiveness of the system.

The Central Florida Commuter Rail Transit (CFCRT) Fare Policy, Equipment and Implementation Plan will serve as a guide for the Florida Department of Transportation (FDOT) to develop a fare system for the CFCRT, with revenue service projected to commence in Spring of 2014. The establishment of a fare policy will require regional coordination with the other transit providers, including Central Florida Regional Transportation Authority (LYNX) and Volusia County's Votran.

There are four fundamental parameters that are generally related to the planning, design, implementation and application of fare decisions: fare policy, fare strategy and fare structure, fare payment technology and equipment, and implementation responsibilities.

- **Fare policy** identifies goals and priorities that will guide FDOT in setting and collecting fares.
- **Fare strategy and structure** refers to a general fare collection and payment structure approach (i.e., flat fare, differential pricing market-based or discounted payment options, and transfer pricing) and recommended fare levels (full fares and discounted fares based on ridership groups).
- **Fare payment technology and equipment** refers to the type of fare payment media (i.e., cash, token, paper ticket, stored value cards) and the specific fare collection equipment required to distribute and collect a system's various fare media.
- **Implementation Responsibilities** defines the roles and responsibilities of FDOT, its partners, other transit providers and contractors in developing and implementing the fare program.

The CFCRT fare policy, equipment and implementation plan are described in the following chapters:

- 2.0 Fare Policy Goals and Priorities
- 3.0 Recommended Fare Structure
- 4.0 Fare Equipment Technology and Media
- 5.0 Recommended Fare Procedures
- 6.0 Organization Roles and Responsibilities
- 7.0 Security
- 8.0 Customer Service
- 9.0 Reporting Requirements
- 10.0 Implementation Issues

2.0 FARE POLICY GOALS AND PRIORITIES

There are specific goals (customer-related, financial, and institutional) that are widely used in setting fare policies for transit systems. These goals, identified below, are the basis of the recommended fare policy. FDOT should emphasize customer-related goals that relate to how the fare structure and system will be perceived and used when attracting riders to the new system. Equally important is for FDOT to consider a fare policy that will attract existing riders on the LYNX and Votran systems that may use CFCRT as part of their commute. Financial goals should be developed that attempt to reduce the costs associated with fare collection, and that ensure potential revenue is maximized. Institutional goals regarding regional connectivity should target reducing the complexity of new transit system integration.

Customer-Related Goals:

- Increase ridership: To maximize ridership subject to charging a maximum acceptable fare.
- Maximize social equity: To ensure equivalent levels of mobility for equivalent fares, by ensuring that those riders most in need of the service and with the least ability to pay are not adversely affected by the fare structure or any future adjustments.
- Increase ease of use and reduce complexity: To provide a fare system (policy, pricing structure, and fare equipment) that is fairly simple and easily understood and utilized by customers.
- Increase fare options: To improve the ability of customers to choose a fare option that best meets their needs by offering a range of options (i.e., prepaid and discounted options).

Financial Goals:

- Increase revenue: To maximize revenue and/or to achieve a specific revenue target while minimizing the accompanying ridership loss.
- Reduce fare collection costs: To reduce costs associated with selling prepaid fare media, as well as the reduction of collecting and counting farebox revenues costs.
- Reduce fare abuse/evasion; improve revenue control: To increase revenue by establishing measures to prevent riders from underpaying the fare or not paying the fare at all. Developing revenue controls and security features to reduce employee fraud, theft, and the mishandling of fare revenue will help increase revenue and agency accountability.

Institutional Goals:

- Improve modal and regional connectivity: To improve connections between different modes in a system (i.e., automobile, local bus, circulators express bus, rail) and different transit providers in the region to promote seamless transit travel.

- Maximize ease of implementation: To decrease the difficulty in introducing the new fare system and the complexity of the fare structure and equipment in order to ensure acceptance by the general public and elected officials. This goal also relates to how adaptable the fare system is to future fare increases and technology upgrades.
- Achieve farebox recovery ratio goals or requirements: Achieve an acceptable level of cost-effectiveness as measured by the farebox recovery ratio (passenger revenue ÷ operating costs). This policy could be a goal or target (such as what was assumed in the project's financial plan).

Many fare policy goals can be in competition with each other. For example, a fare strategy that maximizes ridership tends to reduce revenue and cost-effectiveness. Establishing fare policy is a balancing act, in which goals must be prioritized if the policy is to lead to a useful fare structure. Fare elasticity helps identify how riders will respond to fare change, which can affect potential ridership. Many transit systems develop fare structures with differential pricing for services in order to increase revenues and ridership.

After the policy goals are defined, the next step in fare development and evaluation is to establish appropriate evaluation criteria. These criteria facilitate the assessment of the relative merit of each option under consideration. In general, evaluation criteria are derived from the policy goals and customer related, financial and institutional constraints facing the agency.

Various constraints may influence a transit agency's fare-related decision making, which may include lack of sufficient capital or operating funds, need to address multi-jurisdictional issues, or political mandated fare requirements.

3.0 FARE STRUCTURE

A recommended fare structure is included in this section as a basis for FDOT to ultimately develop a fare structure for the CFCRT that will best serve the agency and its customers. The proposed fare structure intent is to balance the fare policy goals described in the previous section and preliminary fare levels to implement for customers to use its service. It is often helpful to examine fare strategies and current pricing levels of other transit agencies when developing a new fare structures. Examples of other similar U.S. commuter rail transit systems are included for comparison to identify approaches that work and are commonly used elsewhere. The CFCRT fare structure should be easy to use and understand, convenient to its customers, and not complex in structure to in terms of administration and fare collection costs.

3.1 Fare Strategy

Fare strategy refers to the general fare collection and payment approaches that transit agencies use in developing a fare structure. Fare strategies generally fall into two basic categories: flat and differentiated. Each fare strategy presents certain advantages and disadvantages; however, these options are not mutually exclusive and, in fact, two or three are often combined within a single fare structure. The different strategy types are summarized as follows:

3.1.1 Flat Fare

The simplest and most common fare strategy is the flat fare. Riders are charged the same fare, regardless of the length of the trip, time of day, speed or quality of service.

Advantages - easy to administer and easy to understand.

Disadvantages – places an inequitable burden on those making short trips, and fare increases may cause a great loss of riders. To mitigate these effects the flat fare strategy often is combined with prepaid fare options.

3.1.2 Service Based Differential

Differentiating fares by mode or by speed (i.e., a higher fare for express service than for local service) is often considered as a means to reflect the higher level of service provided and the higher operating costs of providing express service, which typically has longer trips and only peak period service.

Advantages – relatively easy to understand and is considered more equitable with a higher cost associated with a higher quality service.

Disadvantages – may be unpopular among users of the higher cost service and complicates transfers (e.g., may require payment of an “upgrade” fare in transferring from local to express).

3.1.3 Distance Based or Zonal Pricing

Distance based fares (zonal charges or surcharges beyond a certain distance) are often considered on the basis that riders should pay more for longer trips.

Advantages – should produce the greatest revenue and is considered equitable since a longer trip has a higher cost.

Disadvantages – increases costs for low-income people making long trips such as reverse commute trips to suburban employment centers.

3.1.4 Time Based Differential

A time based (e.g., peak/ off-peak) method of charging is often considered because: 1) the peak period market is generally less sensitive to price and has a greater ability to pay for fare increases; and 2) the costs of providing service and accommodating additional riders are significantly higher in peak hours than in off-peak hours.

Advantages – may increase ridership by encouraging more usage during off-peak times. It could be helpful as part of a comprehensive travel demand management program by shifting some travel demand out of peak periods.

Disadvantages – any shifts in transit riders would be minor, and the experience of most transit agencies has been that peak service requirements and costs are not reduced. There is an increase in complexity for both the rider and the transit agency with cash and paper ticket media. However, magnetic and smart card media can mitigate the difficulties in using and administering the system.

3.1.5 Market Based Pricing

Another type of differentiated pricing strategy widely used by the transit industry is market based, or consumer based pricing. This strategy often is included with the flat fare structure or with any of the other differentiated structures described above. This strategy offers differential fares according to frequency of use and willingness to prepay through the offering of passes and discounted tickets. This is often seen as a way to discriminate price among the different ridership markets (e.g., frequent versus infrequent users), and to reduce cash handling requirements by increasing pre-payment.

Advantages - this strategy is considered equitable, offers some ability to pay less for a trip, is more convenient to customers through prepayment, reduces cash handling by the transit agency, and with fare increases can minimize ridership loss in some market segments.

Disadvantages - it generally produces the least revenue; can have some fare abuse; has the highest fare media production and distribution cost; and requires extensive marketing to maximize ridership.

3.1.6 Deep Discount Pricing

One of the most important elements of market based pricing strategy is offering significant discounts for prepayment of fares, referred to as “deep discount” pricing. The deep discount fare strategy motivates riders to increase their usage by providing major savings on fares by purchasing weekly, monthly and/or multi-ride passes. The provision of prepaid discounted fare options has become quite prevalent in the transit industry, particularly among commuter rail systems which typically make discounted

weekly or monthly tickets available to regular commuters. Discounts are typically provided by two methods:

- Weekly and monthly passes provide for unlimited rides at a set price during that specific time period pass price, which provide daily user a discount compared to paying a cash fare every day.
- Multi-ride tickets are often intended for occasional, but not everyday, users. A ticket-book of ten tickets might be discounted by 10 percent or more. The tickets could be used at any time.

Advantages of deep discounting include:

- The ability to optimize ridership and revenue, by encouraging increased usage among passengers who are relatively price-sensitive, and collecting higher fares from passengers who are less price-sensitive.
- Experience with pass usage shows that passengers who use passes tend to make more trips by transit than they would if they were paying single fares.
- Making a single purchase for a period of time instead of twice-daily cash transactions is much more convenient for the passenger, and reduces processing costs for the transit agency.

Disadvantages of deep discounting include:

- Increased complexity: each additional payment option increases the potential for confusion among both existing and prospective riders. Additional options may mean more administrative and operating costs to monitor, market, produce and distribute the additional fare media.
- While the discounted option is designed to offer a break to those who do not wish to pay the higher cash fare, taking advantage of the discount requires an initial payment that is higher than the cash fare.
- Use of passes may lead to illegal sharing of passes and counterfeiting.
- “Lost revenue” from high frequency use.

3.1.7 Transfer Pricing and Policy

Transfer pricing and policy are major issues that relate to both the pricing and convenience of transit service. The basic pricing options for transfers are as follows:

- Free transfers.
- Low-priced transfers (i.e., 10-25 percent of the full cash fare).
- No transfers (i.e., a full fare for each boarding); some systems that use this approach sell a one-day pass that allows unlimited trips, including transfers.

- “Upgrade” fares for transferring between different services; i.e. if the fare for the second vehicle is higher than the first, the passenger would pay the difference for a transfer.

Advantages - the primary basis for transfer charges is that it offers the transit agency a convenient way of raising more revenue.

Disadvantages - most transit networks are designed to encourage, or in many cases require, transferring in order to complete the desired trip. As such, charging for transfers is often said to add “insult to injury” by forcing the rider to have to use more than one vehicle to make a trip and then charging an extra fare to do it. Other disadvantages are that transfer charges often conflict with the physical and operational design of the system, can destroy “seamless” travel goals for the agency, and increase fare collection costs. In addition to the pricing of transfers, the transfer policy must address the use of transfers such as the amount of time allowed for a transfer (e.g., 2 hours after the initial full fare boarding) and whether the transfer can be used for round-tripping or stop-overs.

3.1.8 Reduced Fares

Recipients of financial assistance under section 5307 of the Federal transit laws must provide reduced fares for elderly and handicapped persons during non-peak hours of operation that will not exceed one-half of the rates generally applicable to other persons at peak hours. Therefore virtually all U.S. transit systems offer reduced fares. Some agencies go beyond the legal requirements, either by offering the reduced fare during peak hours also, or by providing a discount greater than 50%.

The definitions of elderly and handicapped as applied under this rule permit a broader class of handicapped persons to take advantage of the reduced fare than would be permitted under the more restrictive definition applied to the non-discrimination provisions of FTA’s section 504 program, which includes only handicapped persons otherwise unable to use the recipient’s bus service for the general public. The definition of elderly persons may be determined by the FTA recipient but must, at a minimum, include all persons 65 years of age or over.

3.1.9 ADA Paratransit Fares

The Americans with Disabilities Act of 1990 (ADA) requires that complementary paratransit service must be provided for eligible persons within 3/4-mile of the agency’s local fixed route service. The fare charged to the ADA eligible user of the complementary paratransit service shall not exceed twice the fare that would be charged to an individual paying full fare (i.e., without regard to discounts) for a trip of similar length, at a similar time of day, on the agency’s local fixed route system.

3.2 Recommended Fare Structure

The recommended CF CRT fare structure is distance based using zonal pricing system. Nearly all U.S. commuter rail operations employ distance based fare structures using zones. It tends to provide a system producing the greatest revenue and most equitable approach, by charging a higher cost for a longer trip.

3.2.1 Zonal Pricing

The fare would be determined by number of zones through which a passenger travels. CFCRT system can be divided into four zones based on county boundaries (Volusia, Seminole, Orange, and Osceola Counties). Passengers traveling within a zone (or County) would pay the standard base fare, while those passengers commuting a further distance, through more than one zone, would pay a higher fare.

Passengers would be able to purchase a standard one-way or round-trip fare based on the zone in which the station is located where they board the train and the zone that they intend to exit the train. The tickets and practices of passengers would need to be enforced by conductors, but also managed on an “honor system” that trusts that those who pay a fare to travel a certain distance or zone abide by that standard. Figure 1 displays the CFCRT system with four zones and proposed stations identified.

3.2.2 Base Fares

FDOT will need to determine the prices to charge its customers based on the varying types of fares to maximize its revenue, maintain its ridership, and continue to provide a service that exceeds national standards. Below is a table that identifies recommended price structure that FDOT could consider in establishing the prices of its fares. With use of a smart card technology, multiple fare types could be purchased utilizing the same fare media, and could include stored value payments that would factor in up-front discount pricing for frequent riders of the system.

Table 1. Recommended CFCRT Fare Policy

Number of Zones Traveled	One Way	Reduced One Way	Round Trip	Reduced Round Trip	Weekly	Reduced Weekly	Monthly	Reduced Monthly	Annual	Reduced Annual
1	\$2.00	\$1.00	\$3.75	\$1.75	\$17.00	\$8.50	\$56.00	\$28.00	\$560.00	\$280.00
2	\$3.00	\$1.50	\$5.50	\$2.75	\$25.00	\$12.50	\$84.00	\$42.00	\$840.00	\$420.00
3	\$4.00	\$2.00	\$7.50	\$3.75	\$34.00	\$17.00	\$112.00	\$56.00	\$1,120.00	\$560.00
4	\$5.00	\$2.50	\$9.50	\$4.75	\$42.50	\$21.25	\$140.00	\$70.00	\$1,400.00	\$700.00

Stored Value Purchase Examples	Bonus Value	Smart Card Fee	Stored Value
\$5	10%	\$5.00	\$5.50
\$10	10%	\$5.00	\$11.00
\$25	10%	\$5.00	\$27.50
\$50	10%	\$5.00	\$55.00
\$100	10%	\$5.00	\$110.00
\$200	10%	\$5.00	\$220.00
\$300	10%	\$5.00	\$330.00

Figure 1 – CFCRT System Map by Zones



3.2.3 Reduced Fares

The CFCRT system would include reduced fares for elderly and disabled persons that choose to ride the system to ensure compliance with Federal transit laws. The proposed reduction would be a 50% discount on all fares, during peak and non-peak hours. Elderly persons include all persons 65 years of age or over, while disabled persons would be permitted under the more restrictive definition applied to the non-discrimination provisions of FTA's Section 504 program.

3.2.4 Discount Pricing

With the proposed fare structure, CFCRT system would also include a discount pricing initiative as a market based pricing strategy. An option would be given to purchase prepaid fares to provide significant savings for regular commuters. Weekly and monthly passes would provide for unlimited rides during the specific time period. The pass price would be set so that the daily user will receive a discount compared to paying the cash fare every day (typically 10-15% of the full cash fare). Implementing these passes would give the rider a choice based on the needs of their use of the commuter rail system as well as provide a convenience for those who plan to commute on a daily basis not have to purchase a single fare ticket for each trip. FDOT would benefit by receiving more upfront revenue from purchases of weekly and monthly pass as well as cut down on processing costs of fare collection. The use of smart card technology would help administer collecting multiple fare types upfront.

3.3 Transfer Policy

The recommended fare policy for the CFCRT system would provide for free transfers from the CFCRT to the LYNX and Votran feeder bus routes serving commuter rail stations only. Passengers boarding LYNX and Votran feeder buses could transfer free to the CFCRT for a 1 zone trip. Transferring passengers would need to pay a \$1.00 upgrade for each additional zone traveled. For example, a LYNX rider boarding a feeder bus in Altamonte Springs (Seminole County) traveling to downtown Orlando would need to pay a \$1.00 fare upgrade. All passengers traveling from a Votran feeder bus to the CFCRT would be required to pay a fare upgrade, since only one station (Fort Florida) is included in the Initial Operating Segment (IOS) and Locally Preferred Alternative (LPA) systems. Passengers would present their paper/magnetic at the TVM to receive a transfer upgrade smart card for free or charge for multiple zones traveled. The CFCRT conductor would be responsible for verifying that the transfer upgrade smart card is valid.

For passengers traveling from the CFCRT to LYNX and Votran, passengers would purchase their CFCRT smart cards from TVMs or other outlets. Conductors would validate smart cards onboard the CFCRT trains. These validated CFCRT smart cards would be read using smart card validators on-board the LYNX and Votran feeder buses to receive the free transfer. Below are example passenger transfer pricing scenarios based on travel between CFCRT, LYNX and Votran systems. Appendix 3 provides a more detailed description of example scenarios and pricing when traveling between systems.

Table 2. CFCRT/LYNX/Votran Transfer Pricing Scenarios

Volusia County	Seminole County	Orange County	Osceola County
Board at Fort Florida Train Station for One Way Trip	\$3.00	\$4.00	\$5.00
Return from Seminole / Orange / Osceola County For One Way Trip	\$3.00	\$4.00	\$5.00
Transfer from Votran Bus after paying One Way Fare of \$1.50	\$2.50	\$3.50	\$4.50
Return from Seminole / Orange / Osceola County after paying Votran One Way Fare	\$3.00	\$4.00	\$5.00
Return from Seminole / Orange / Osceola County after paying Lynx One Way Fare	\$3.00	\$4.00	\$5.00
Board at Fort Florida Train Station with Votran One Day Pass – Purchase Round Trip Pass for Sun Rail	\$5.50	\$7.50	\$9.50

SunRail service will be required to meet ADA requirements including accessibility on trains, at stations and using fare equipment. Paratransit service is provided by LYNX (Access LYNX) and Votran (Gold Service) through door-to-door services for individuals unable to use fixed route bus service due to a physical or mental disability or other limitations. Eligibility certifications, requirements and policies will be provided through Access LYNX and Votran's Gold Service. These services will offer qualified paratransit customers direct connections to SunRail stations. The same transfer policy of a free transfer or a reduced fare transfer upgrade charge for multiple zones traveled will be provided to customers using Access LYNX and Votran's Gold Service equal to that of those customers using fixed route service. LYNX and Votran should establish a joint agreement for eligibility, scheduling trips, fares and policies for paratransit riders traveling between paratransit service areas.

3.3.1 LYNX

The LYNX fixed route bus system sells fares onboard its buses, at LYNX Central Station and at more than 130 retail outlets. Passengers pay upon boarding the bus by depositing coins or cash into LYNX' GFI Odyssey farebox or by swiping a 1-Day, 7-Day or 30-Day pass. LYNX uses magnetic stripe tickets for transfers and passes. LYNX has plans to upgrade its GFI Odyssey fareboxes to accommodate Smart Cards. In addition, LYNX currently intends to procure and install ticket vending machines (TVMs) at LYNX Central Station.

The following table shows LYNX current fare structure (as of June 1, 2011). Transfers are free but are limited to 90 minutes and apply to all riders. Transfers are not valid on the same link or for roundtrip purposes. A transfer ticket is issued via the farebox with the time expiration stamped on the back of the ticket.

Table 3. LYNX Local and Express Routes Fares (effective June 1, 2011)

Fare Type	Local Adult	Express Adult	Local/Express Advantage**	Local/Express Youth***
One-Way Fare	\$2.00	\$3.50	\$1.00	\$1.00
1-Day Pass	\$4.50	\$6.50	\$2.25/\$3.25	\$2.25/\$3.25
7-Day Pass*	\$16.00	\$23.00	\$8.00	\$8.00
30-Day Pass*	\$50.00	\$70.00	\$25.00	\$25.00

* Rolling days after activation.

** Riders age 65 and older, persons with disabilities and Medicare card are eligible for Advantage fares and must present a valid LYNX ID.

*** Youth 18 years and younger; students must present a valid LYNX ID; children 6 and under ride free with an adult paying full-fare with a 3-child limit with a full-fare paying adult or the child must be a discount fare.

3.3.2 Votran

The Votran fixed route bus system sells fares onboard its buses, at Volusia County libraries, Votran Transfer Plaza, and at selected retail outlets. Passengers pay upon boarding the bus by depositing coins or cash into Votran's CENTSaBILL farebox or by swiping a 3-Day, 7-Day or 31-Day pass. Votran uses magnetic stripe tickets for transfers and passes. Votran has plans to upgrade its GFI current fareboxes to GFI Odyssey fareboxes for feeder bus service to accommodate Smart Cards.

The following table shows Votran's fare structure effective on February 14, 2014. Transfers are not offered on a cash fare single ride trip. Riders are encouraged to purchase an all day pass for local route travel for the entire day that provide unlimited transfers. A 3-day, 7-day and 31-day pass also provides unlimited transfers.

Table 4. Votran Local and Express Routes Fares (effective February 14, 2014)

Fare Type	Local Adult	Local Reduced**	Express Adult	Express Reduced**
One-Way Fare	\$1.50	\$0.75	\$3.50	\$1.75
Ten Tokens	\$13.50	\$6.50	\$31.50	\$15.75
All-Day Pass	\$3.50	\$1.75	--	--
3-Day Pass*	\$7.00	\$3.50	--	--
7-Day Pass*	\$12.75	\$6.35	--	--
31-Day Pass*	\$45.00	\$22.50	\$80.00	\$40.00

* Rolling days after activation.

** Riders age 65 and older, persons with disabilities, and youth 18 years and younger are eligible for reduced fares.

*** Children 6 and under ride free with an adult.

3.4 Revenue Sharing

The transfer policy described above requires CFCRT to honor valid paper/magnetic transfers as well as monthly passes issued by both LYNX and Votran. Similarly, LYNX and Votran would honor validated (punched) one-way tickets and weekly and monthly passes issued by CFCRT. CFCRT, LYNX and Votran would agree that whichever agency collects the fares, keeps the fares. For example, when a passenger boards a LYNX feeder bus then transfers to CFCRT, LYNX would retain the initial base fare and CFCRT would retain any fare upgrades for travel to other zones. In the reverse

direction, CFCRT would retain the base and upgrade fares for passengers boarding the CFCRT system; LYNX and Votran would not collect any revenue for transferring passengers.

LYNX and Votran would retain all revenue derived from sales of their weekly, monthly and multi-ride tickets. CFCRT would retain all revenue derived from sales of its weekly and monthly passes.

4.0 RECOMMENDED FARE PROCEDURES

FDOT CFCRT will need to adopt fare procedures that describe how the fare policy will be implemented and enforced for CFCRT. LYNX and Votran will also need to adopt fare procedures for handling CFCRT passengers and their revenue. An overview of recommended fare procedures are described below.

4.1 Payment of Base Fares

CFCRT riders may purchase tickets and passes at Ticket Vending Machines (TVM) located at station platforms, at Point of Sale (POSM) located at selected government offices, schools, libraries and retail outlets, and on-line at the SunRail web site. CFCRT fare collection equipment will only sale CFCRT fare media and not sell LYNX and Votran fare media. CFCRT fare media will not be sold on LYNX or Votran fare collection equipment or websites. CFCRT tickets and passes will use Smart Card technology that are activated and upgraded by “tapping” the TVM unit. Tickets and passes will include “permanent” plastic Smart Cards that can be reused many times and “temporary” paper stock Smart Cards that will be marketed to visitors and occasional riders. LYNX and Votran fare media will be accepted by CFCRT TVMs for issuing transfer upgrades.

4.2 Payment of Transfer Upgrades

Riders transferring from LYNX to CFCRT will swipe their magnetic transfer cards into the station platform TVM, pay an appropriate fare upgrade (depends on the number of zones travelled), and receive a paper stock Smart Card valid for the subsequent trip on CFCRT. The CFCRT TVM will “read” the magnetic card to verify that the magnetic transfer card is valid for the date, time (within 90 minutes) and bus route/station pair. If the magnetic card is not valid (timed exceeds 90 minutes from issuance, bus route does not connect to that station), the magnetic card will be returned by the TVM and no CFCRT ticket will be issued.

Since Votran does not allow free transfer among its bus routes with the one-way cash fare, only 1-day, 3-day, 7-day or 31-day passes will be accepted by the CFCRT TVMs. Also, since there is only one station located in Volusia County, ALL Votran riders will have to pay at least one zone upgrade, depending on their final destination. Riders transferring from Votran to CFCRT will insert their magnetic pass into the station platform TVM, pay an appropriate fare upgrade (depends on the number of zones travelled), and receive a paper stock Smart Card valid for the subsequent trip on CFCRT. The CFCRT TVM will “read” the magnetic card to verify that the magnetic pass is valid for the date and bus route/station pair. If the Votran pass is not valid for that date or the bus route does not connect to the DeBary station, the pass card will be returned by the TVM and no CFCRT ticket will be issued.

Riders transferring from CFCRT to either LYNX or Votran must buy their valid CFCRT fare media at a CFCRT TVM or other outlet. Riders will then show the ticket or pass to the Bus Operator or “tap” the ticket or pass on the smart card reader located on the fare box. Bus Operators will be responsible for verifying that CFCRT tickets and passes are valid, if there is an issue with pass that is determined by smart card reader.

4.3 Validation of Fare Media

Passengers boarding CFCRT trains must have in their possession a CFCRT ticket or pass that has been validated at a Station Platform Ticket Validator (SPTV) located at the boarding station platform. ***Unless the CFCRT ticket or pass has been validated, the fare media is not considered valid for travel.*** The ticket validator will record the date, time and boarding station on the Smart Card. Train Conductors and/or Roving Ticket Inspectors will use handheld ticket validators (HHTV) to verify that the ticket or pass is valid. If Train Conductors and/or Roving Ticket Inspectors find that the CFCRT ticket or pass has not been validated for that trip, regardless of whether the appropriate fare has been paid, the ticket or pass will be considered invalid and the passenger may be subject to fines or other penalties.

When passengers “tap on” at a SPTV prior to boarding the train, a hold will be placed on the smart card for the maximum fare (i.e. \$5.00) and upon exiting the train, passengers must “tap off” at a SPTV located at the destination station platform in order to be credited for the correct zone fare to encourage use of this process and avoid fare evasion and fraud.. If passengers fail to “tap off” at the destination station, their ticket or pass will be charged for the maximum zone fare, currently recommended at \$5.00.

4.4 Free and Discounted Fares

Discounted fares include free fares for young children and employees and discounts for students, seniors and persons with disabilities. LYNX and Votran have adopted similar policies for discounted fares (refer to Section 3.3). In order to avoid confusion for passengers and inconsistencies among the partner agencies, it is suggested that CFCRT adopt similar policies as LYNX and Votran:

- Children 6 and under ride free when accompanied by an adult paying full-fare with a 3-child limit or the child must pay a discount fare. No CFCRT ticket or pass is required.
- Students, ages 7 through 18, pay half the adult cash fare. A CFCRT half-fare ticket or pass must be purchased and validated. Students must show a valid ID.
- Seniors 65 and over pay half the adult cash fare. A CFCRT half-fare ticket or pass must be purchased and validated. Seniors must show a valid ID.
- Persons with disabilities pay half the adult cash fare. A CFCRT half-fare ticket or pass must be purchased and validated. Persons with disabilities must show certification by LYNX, Votran or another public transit agency.
- CFCRT employees ride free. A CFCRT smart card would be issued to employees.

4.5 Fare Enforcement

The CFCRT Train Conductor and/or Roving Fare Inspector will be responsible for inspecting tickets and passes onboard CFCRT trains using handheld ticket validators (HHTV). The HHTVs will “read” the ticket or pass and determine if the ticket or pass has a sufficient balance for travel and if the ticket or pass has been properly validated at a SPTV. For the purposes of enforcement, CFCRT considers the station platform to be a “free” area where persons do not have to possess a valid fare. CFCRT trains are considered to be “paid” areas, where any person onboard must have a valid CFCRT ticket or pass.

CFCRT Train Conductors and/or Roving Fare Inspectors will have limited enforcement powers. Train Conductors and Roving Fare Inspectors will have authority to issue warnings and citations for fare violations. If the passenger refuses to pay then the Train Conductor and/or Roving Fare Inspector will direct the passenger to exit the train at the next station and will call CFCRT Central Control to request assistance from law enforcement personnel in that jurisdiction. CFCRT will need to work closely with local law enforcement agencies and state courts to enforce fare violations.

4.6 Special Events

Scheduled CFCRT service may be augmented for special events (i.e. Orlando Magic basketball games, Citrus Bowl football games). The fare collection system shall be designed to accommodate higher ridership demands during special events. It is anticipated that a flat fare of \$5.00 (\$2.50 for reduced fare customers) to be charged during certain special events.

5.0 FARE PAYMENT TECHNOLOGY AND MEDIA

FDOT has decided to implement a smart card fare collection system for the CFCRT system that is convenient to its riders as well as easy to use. The prevailing trend among transit agencies is to incorporate technology to automate fare payment and ticket distribution, most commonly using smart cards. FDOT will ensure designing a fare collection system for a multicounty public rail system that complies with Florida Statutes (Section 341.3025, F.S.) requiring “a universally accepted contactless fare media that is compatible with the American Public Transportation Association’s Contactless fare Media System Standard or the applicable bankcard contactless media standards and allows users to purchase fares at a single point of sale with coin, cash, or credit card.”

Train conductors and/or roving inspectors will inspect smart card tickets that have been purchased through a ticket vending machine (TVM) located at station platforms, at point of sale (POS) machines, online and validated at Ticket Validator machines located on station platforms. FDOT will install two TVM’s at each commuter rail station platform. It is anticipated, with the exception of the proposed LYNX Central Station, that the stations will not be manned by any employees, so it is important to provide at least two machines to meet demand during peak hours and in the event of a machine malfunctioning. Customers shall buy smart card tickets and passes or use transfer upgrade tickets for passage on the CFCRT system. The smart card ticket, pass, or transfer upgrade ticket evidences payment of fare and enables barrier-free fare control throughout the CFCRT system. Since the CFCRT system will include zone fares, it will be necessary for all passengers to “tap on” (at the boarding station) and “tap off” (at the alighting station) at Ticket Validators in order to ensure that the correct amount has been deducted from their smart card or ticket.

The CFCRT Fare Collection System shall consist of Ticket Vending Machines (TVMs), a Central Data Collection & Information System (CDCIS), Station Platform Ticket Validators (SPTVs), Handheld Ticket Validators (HHTVs), Point-of-Sale Machines (POSMs), spare parts, special tools, test equipment, documentation, training, technical assistance and warranty as part of the system. Elements of the fare collection system are described below.

A long-term goal for FDOT and its regional partners, LYNX and Votran, would be to implement a smart card technology that would promote seamless connections among the regional transit systems, allow a variety of fare structures and fare payment options to be offered, and provide for allocation of fare revenues among the operators for services rendered.

5.1 Ticket Media

Ticket media will use Contactless Smart Card technology, using “permanent” plastic cards and “temporary” paper stock cards. The “permanent” smart card will load, reload, validation of base, reduced, prepaid fares for daily commuters on CFCRT and daily commuters transferring to CFCRT from LYNX and Votran bus systems. The paper stock Smart Card is intended for use by occasional riders on CFCRT and for transfer upgrades for riders transferring from LYNX and Votran bus systems.

5.2 Ticket Vending Machines

At system start-up, CFCRT intends to procure 50 TVMs (two per platform, 12 stations, plus two spares), with a combination of TVMs that accept only credit/debit cards but not cash and full-service TVMs that will accept both cash and credit/debit cards for payment and issue change (the quantity of each machine type to be supplied is subject to change). TVMs shall be designed to issue tickets (standard and limited use contactless smart cards) and add value to smart cards for CFCRT customers by accepting credit/debit cards transactions. The design of the TVMs shall be based on simple, clear and reliable construction, and modular components to make them easy to use and maintain.

Each TVM shall be equipped to:

- Accept credit and debit cards
- Accept and add value to contactless smart cards
- Respond to customer's choice of action
- Accept magnetic stripe cards from LYNX and Votran bus systems
- Issue standard and limited use contactless smart cards
- Register the number of media of each type and price range issued and total value of fare media sold
- Must be ADA compliant
- Provide audio output of messages and instructions
- Include a security and alarm system
- Indicate malfunctions of the unit
- Include complete on-line TVM network capability with remote TVM status monitoring, automatic polling for sales information, a complete audit and accounting system, ability to remotely command TVMs to reset and self-diagnose, ability to remotely modify operating parameters, and process all credit/debit card authorizations

5.3 Ticket Validators

At system start-up, CFCRT intends to procure 50 Station Platform Ticket Validators (SPTV) located at station platforms (two per platform, 12 stations, plus two spares). Each SPTV shall allow for contactless validation of both smart card and ticket media. The SPTV units shall have the capability to deduct the appropriate fare from the smart card based on passenger boarding and alighting zone. SPTV units will have a visual display screen that has the capability to display text messages and will give instantaneous notification of card acceptance or rejection via a distinct audible tone and visible notification. The SPTV's visual display will indicate card read errors by error type and display a short message instructing the customer as to the appropriate action required to remedy the error.

In addition, CFCRT will procure 15 handheld ticket validators (HHTV) machines for use by Train Conductors and/or Roving Inspectors who will check tickets onboard the train. Each HHTV shall allow for contactless reading of both smart card and ticket media via

remote radio frequency (RF) interface. The HHTV units shall have the capability to deduct the appropriate fare from the smart card based on passenger boarding and alighting zone.

5.4 Point of Sale Ticket Vending Machines

CFCRT will also procure 50 Point of Sale (POS) ticket vending machines which will be located at selected government offices, libraries, and participating retail outlets. Customers can use the POS for payment of fares, reloading value on smart cards, and selling smart cards.

5.5 Back House / Clearinghouse

All fare collection and validation equipment will communicate with the Central Data Collection and Information System (CDCIS, i.e. "back of house") for transfer of all stored data and transfer of equipment parameters. The CDCIS will provide automatic monitoring and control of all devices connected to the network. The CDCIS will be comprised of all of a data storage computer (DSC), data networking system and workstations.

All TVMs and SPTVs at stations will communicate over a fiber optic back bone from the station platform to the back office. All HHTVs and SPTVs or validators on-board LYNX and Votran buses will communicate by means of a wireless technology that allows for remote data transfer to the central data collection system via wireless access points on coach cars and buses or at stations and at maintenance facilities. The fare collection equipment will report status, events, alarms, and other information when necessary. All fare collection equipment will also be able to receive information from the central computer to update fare structures, ticket print layouts, customer display information, operating parameters, and to be remotely commanded to perform certain diagnostic exercises. Remote workstations will provide users access to the data for queries, report generation and status information.

5.6 Future Expansion of SunRail Cards

CFCRT may explore future expansion or consolidation of its Smart Card program with other local, regional and state agencies including its local partners LYNX and Votran and other transportation agencies like the Orlando Orange County Expressway Authority (i.e. universal regional pass). The fare collection equipment will be designed with an "open architecture" as an Account Based System (ABS), allowing passengers to open accounts linked to contactless smart cards to hold fare products. to enable future expansion and/or consolidation with minimal cost or disruption to CFCRT, its partner agencies and their riders, as well as to accommodate for emerging technologies for contactless smart card payments (i.e. contactless debit/credit card smart cards, near field communication (NFC) mobile phones).

6.0 ORGANIZATION ROLES AND RESPONSIBILITIES

The creation of an interagency agreement between the Central Florida transit providers (FDOT on behalf of CFCRT, LYNX, and Votran) is important to consider when developing a regional transit system. LYNX and Votran currently provide bus service to their respective service areas. With the establishment of a new commuter rail system, it is valuable to provide connectivity between new and existing systems to maximize ridership on a regional level. An interagency agreement for fare policy comes into play in particular with transfers and revenue sharing between transit operators.

FDOT and the existing transit operators (LYNX and Votran) will develop and execute an interagency fare policy agreement signed by all parties. The interagency agreement would include a regional fare policy that would contain the following features:

- Purpose of agreement and guiding principles
- Procedures for dispute resolution and amending the agreement to include new issues and/ or new parties
- Description of fare policy as it relates to fare structure and pricing, inter-operator transfers, and facility operational issues
- Description of how fare revenues are collected and retained by each agency and description of procedures for counting boarding passengers and reconciling fare revenue allocations among the operators
- Description of pass and transfer media and operator responsibilities for media print stock, printing costs, encoding costs, and costs associated with sales and distribution
- Description of responsibilities for creating and administering a regional clearinghouse for Smart Card revenues
- Description of policies and procedures for certifying passenger eligibility for reduced fares (i.e., seniors and disabled riders) and reciprocal agreements for honoring other agency eligible reduced fare passengers.
- Description of responsibilities for provision of ADA paratransit service within the CFCRT service area.
- Summary of each operator's role and responsibilities, including administrative, operating and maintenance commitment.

The following matrix summarizes recommended roles and responsibilities for CFCRT, Chief Operating Officer (COO), Contract Operator, LYNX and Votran, and local jurisdictions.

CFCRT Fare Collection Recommended Roles and Responsibilities

	CFCRT	COO	Contract Operator	LYNX, Votran	Third Parties
1. Fare Policy	CFCRT will set fares in coordination with LYNX and Votran	n/a	n/a	LYNX and Votran will coordinate future fare increases and fare policies with CFCRT to maintain consistency	n/a
2. Fare Collection			Contract Operator will collect cash from TVMs. Electronic revenues (credit cards) will be routed to the clearinghouse for allocation to the appropriate operator.		
3. Fare Equipment	CFCRT will procure fare equipment for CFCRT system.	n/a	n/a	LYNX and Votran will procure TVMs and compatible Smart Card readers for buses.	CFCRT fare equipment vendor will supply and install equipment
4. Fare Media					CFCRT fare equipment vendor will supply fare media
5. Enforcement	CFCRT Train Conductors and Roving Fare Inspectors will inspect fares and issue citations. CFCRT personnel will not have police powers.	COO will oversee performance of Contract Operator.	Contract Operator will hire, train and manage Train Conductors and Roving Fare Inspectors.	n/a	Local jurisdictions will provide police authority in their jurisdictions.
6. Clearinghouse	CFCRT fare equipment vendor will provide hardware and software for regional fare clearinghouse.	n/a	Contract Operator may administer regional clearinghouse (TBD).	n/a	CFCRT fare equipment vendor may host regional clearinghouse (TBD).
7. Maintenance	CFCRT will establish maintenance	COO oversees Contract Operator.	Beginning in Year 1, Contract Operator will	LYNX, Votran are responsible for	Fare equipment vendor will provide

	guidelines.		collect revenue, service TVMs (replenish stock, clear jams), and remove graffiti. Beginning in Year 2, Contract Operator will provide Level 1 and 2 maintenance services for CFCRT fare equipment.	maintenance of their TVMs and fare equipment onboard their buses.	Level 1 and 2 fare maintenance services for CFCRT owned fare equipment in Year 1 – Extended Warranty.
8. Marketing	CFCRT will develop a SunRail marketing and customer information program in cooperation with LYNX, Votran and other regional partners.	n/a	n/a	LYNX, Votran will support development and implementation of SunRail marketing and public education program.	CFCRT will hire contractor to develop and implement marketing and public education program.
9. Reporting	CFCRT will establish reporting requirements for fare equipment vendor.	COO will oversee Contract Operator.	Contract Operator may be responsible for reporting ridership and fare revenue based on CDCIS responsibilities (TBD).	LYNX and Votran will report ridership and fare revenue for CFCRT transfer passengers. CDCIS Clearinghouse administrator will be responsible for CFCRT reporting ridership and fare revenue (TBD)	Fare equipment vendor will provide hardware and software necessary to meet reporting requirements.

7.0 SECURITY

The CFCRT fare collection system will require security measures to protect CFCRT revenue and equipment and protect the privacy of users.

7.1 TVM Security

Each TVM will be equipped with an alarm to detect an intrusion/security violation. The alarm will sound when the front door is opened without a valid access code and the door plane is ¼ inch from its closed and locked position. The TVM will be monitored and will transmit, in real time, a status report containing detailed information regarding the nature of the alarm event. All stations will be equipped with closed circuit TVs (CCTV) that will monitor TVMs to detect vandalism, intrusion and other security violations.

7.2 Revenue Collection

All revenue service personnel that will be responsible for routine service functions of accessing the TVM, collecting monies, replenishing ticket stock and change, clearing basic jams, printing and retrieving audit tickets, and securing the TVM. Vaults will be monitored in the TVM to detect when low and in need of replacement. Authorized revenue service personnel shall remove collect revenue from full service ticket vending machines (FSTVMS) by removing sealed coin vaults and bill vaults using a key to unlock from TVM. The old vault will be replaced with a new vault.

7.3 Credit Card Information

All credit/debit transactions for purchasing SunRail fares will include consumer credit card protection through the Payment Card Industry Data Security Standard (PCI DSS).

7.4 Smart Card Registration

Smart card registration will be provided for customers through the SunRail website to provide an opportunity to reload value and use balance protection for lost, damaged or stolen cards. Registration will be encouraged but not required for customers.

7.4.1 Balance Protection

Balance protection will be provided through SunRail customer service and will preserve the value of card in the event that it is lost or stolen and transfers the remaining balance to a new card at the time of notification. The lost or stolen card will be deactivated. A fee will be charged (i.e. \$5) to customers for the replacement of any standard smart card issued.

7.4.2 Privacy Laws

Privacy laws will ensure that personal information is protected from public record and not accessed for other uses. A privacy plan will be established to govern the collection, use and handling of personal information.

8.0 CUSTOMER SERVICE

Because premium, commuter rail services are new to the Central Florida area, FDOT will need to develop a brand for the CFCRT services, prepare and implement a marketing program, and educate the public about the commuter rail services and, in particular, about the fare policy and procedures. Following are some of the responsibilities of the CFCRT public information and marketing team for supporting the CFCRT fare policy and fare collection program.

8.1 Pre-Revenue Information and Education Campaigns

Prior to the start of revenue services, CFCRT will need to develop information and education campaigns for the general public and special needs communities. One of the major impediments of any public transit system, and especially a new technology (as commuter rail and Smart Card fare collection is new to Central Florida) is overcoming the fear and uncertainty that people have about using the system. CFCRT will need to develop educational campaigns geared to several unique markets:

- Current LYNX and Votran riders who are knowledgeable about using their bus systems but know little about commuter rail,
- Non-users who commute in the corridor but who have never used transit,
- Occasional riders who may use SunRail to attend special events, and
- Visitors to Central Florida, who may or may not be familiar with commuter rail in other cities, but have no knowledge of the CFCRT system.

An important element of these information and education campaigns will be conveying the CFCRT fare policy the procedures, how to purchase tickets and passes, and how to “tap on” and “tap off” the system.

8.2 Start-up Activities

CFCRT will likely have a brief “break-in” period where passengers will be allowed to use the system for free and a longer period during which fare violators will be given lenience. Some new systems provide staff at stations during the “break-in” period to answer questions and show customers how to use the fare machines. For example when MARTA (Atlanta) implemented its **Breeze** card it provided fare attendants at its rail stations for several months after implementation.

8.3 Special Needs Communities

CFCRT will need to coordinate with persons with disabilities and special needs groups about the CFCRT service and, in particular, the fare policy and procedures. Some of the issues that may arise include:

- Special needs of the visually impaired community in using TVMs and SPTVs (provision of Braille or audio media)
- Special needs of persons in wheelchairs in using TVMs and SPTVs (ability to reach the touch screen)
- Customer information for non-English speaking riders.

CFCRT will need to assess the needs of these groups and provide services or programs specially directed at those groups.

9.0 REPORTING REQUIREMENTS

Accurate and timely reporting of ridership and fare revenue are essential elements of CFCRT's fare policy plan. The CFCRT fare collection equipment vendor will be required to provide regular reports on ridership, revenue and system maintainability. The fare collection equipment vendor will supply a Central Data Collection and Information System (CDCIS) comprised of all of the following subsystems:

- Data Storage Computer (DSC)
- Data networking system
- Workstations

The CDCIS will generate reports that shall enable FDOT, LYNX and/or Votran to analyze the fare collection system, revenues, trends, maintenance activities, passenger activities, security status, equipment failures, alarms, and so on. All reports will be available on demand, spanning any range of data stored (such as by date, station, TVM, ticket type, event type, etc.). Based on user selection, the computer system will also generate reports automatically at programmed intervals (such as daily, weekly, monthly and quarterly).

In addition to those reports to be provided with the system, the computer system will enable the Department to customize existing reports and create new reports using Structured Query Language (SQL) commands available from the relational database manager.

All reports will be available locally on the computer screen, printed to any available printer, or on any other workstation networked to the central computer.

The system will also provide line graphs, bar charts, pie charts and other common data presentation methods to represent summarized data.

In addition, LYNX and Votran will provide farebox reports on CFCRT/feeder bus transfers and fare revenue.

10.0 IMPLEMENTATION ISSUES

10.1 Transfer Protocol

I. Procedures for Transfers from LYNX and Votran Feeder Buses to CFCRT

- a) One-zone transfers are free; Multi-zone transfers charge \$1 for each additional zone travelled
- b) Purchase of SunRail Limited Use Smart Card (with CFCRT Transfer Upgrade) at Ticket Vending Machine (TVM) required with LYNX and Votran fare media
- c) Purchase of SunRail Standard Smart Card (with minimum one-way CFCRT fare) required without LYNX and Votran fare media
- d) Limited Use SunRail Smart Card (with one-way or roundtrip CFCRT fare) not valid for transfers from bus to rail
- e) Transfers must occur within 90 minutes upon alighting a LYNX or Votran feeder bus.
- f) Ticket Vending Machine (TVM) to determine valid transfer based on date, time, feeder bus route/station pair
- g) Transfer Scenarios
 - i) Occasional CFCRT Rider (One-Way Fare: Coin/Cash/Ticket)
 1. LYNX and Votran passengers purchase a valid LYNX or Votran one-way fare (magnetic stripe ticket) prior to boarding feeder bus at participating outlet or onboard feeder bus (**Recommend a policy for bus operators to issue one-way fare magnetic stripe ticket for riders transferring to CFCRT**)
 2. Before boarding CFCRT train, LYNX and Votran passengers must swipe one-way fare ticket into Ticket Vending Machine (TVM) and select zone for transfer
 3. A) One-Zone Free Transfer -Ticket Vending Machine (TVM) will read valid magnetic stripe tickets from feeder bus routes and will provide a free transfer upgrade limited-use smart card. B) Multi-Zone \$1 Fare Upgrade Transfer – Ticket Vending Machine (TVM) will read and collect valid magnetic stripe tickets from feeder bus routes and will provide a transfer upgrade limited-use smart card after charging passenger \$1 for each additional zone travelled.
 4. Before boarding CFCRT train, LYNX and Votran passengers will validate transfer upgrade limited-use smart card pass (tap on) at Station Platform Ticket Validator (SPTV)
 5. Onboard CFCRT train, Conductor or Fare Inspector validates LYNX or transfer upgrade limited-use smart card pass with Handheld Ticket Validator (HHTV)
 6. After alighting CFCRT train, LYNX and Votran passengers validate transfer upgrade limited-use smart card pass (tap off) at Station Platform Ticket Validator (SPTV)
 7. Same procedures apply to LYNX and Votran reduced fare cash and pass ticket holders (**presented in more detail in 10.2 Reduced Fare Transfers to/from CFCRT**).

- ii) Occasional CFCRT Rider (Multi-Ride Fare: LYNX – 1-Day Pass, 7-Day Pass; Votran – All-Day Pass, 3-Day Pass, 7-Day Pass)
1. LYNX and Votran passengers purchase a valid LYNX or Votran multi-ride fare (magnetic stripe ticket) prior to boarding feeder bus at participating outlet
 2. Before boarding CFCRT train, LYNX and Votran passengers must swipe multi-ride fare ticket into Ticket Vending Machine (TVM) and select zone for transfer
 3. A) One-Zone Free Transfer -Ticket Vending Machine (TVM) will read valid magnetic stripe tickets from feeder bus routes and will provide a free transfer upgrade limited-use smart card. B) Multi-Zone \$1 Fare Upgrade Transfer – Ticket Vending Machine (TVM) will read and return valid magnetic stripe tickets from feeder bus routes and will provide a transfer upgrade limited-use smart card after charging passenger \$1 for each additional zone travelled.
 4. Before boarding CFCRT train, LYNX and Votran passengers will validate transfer upgrade limited-use smart card pass (tap on) at Station Platform Ticket Validator (SPTV)
 5. Onboard CFCRT train, Conductor or Fare Inspector validates LYNX or transfer upgrade limited-use smart card pass with Handheld Ticket Validator (HHTV)
 6. After alighting CFCRT train, LYNX and Votran passengers validate transfer upgrade limited-use smart card pass (tap off) at Station Platform Ticket Validator (SPTV)
 7. Same procedures apply to LYNX and Votran reduced fare cash and pass ticket holders (***presented in more detail in 10.2 Reduced Fare Transfers to/from CFCRT***).
- iii) Daily CFCRT Commuter (Multi-Ride Fare: LYNX – 30-Day Pass; Votran – 31-Day Pass)
1. LYNX and Votran passengers purchase a valid LYNX or Votran multi-ride fare (magnetic stripe ticket) prior to boarding a feeder bus at participating outlet (***Recommend promoting purchase of monthly or annual SunRail smart card pass for Daily CFCRT Commuter transfer from LYNX and/or Votran.***)
 2. Before boarding CFCRT train, LYNX and Votran passengers must swipe multi-ride fare ticket into Ticket Vending Machine (TVM) and select one-zone trip free transfer
 3. A) One-Zone Free Transfer -Ticket Vending Machine (TVM) will read valid magnetic stripe tickets from feeder bus routes and will provide a free transfer upgrade limited-use smart card. B) Multi-Zone \$1 Fare Upgrade Transfer – Ticket Vending Machine (TVM) will read valid magnetic stripe tickets from feeder bus routes and will provide a transfer upgrade limited-use smart card after charging passenger \$1 for each additional zone travelled.
 4. Before boarding CFCRT train, LYNX and Votran passengers will validate transfer upgrade limited-use smart card pass (tap on) at Station Platform Ticket Validator (SPTV)
 5. Onboard CFCRT train, Conductor or Fare Inspector validates LYNX or transfer upgrade limited-use smart card pass with Handheld Ticket Validator (HHTV)

6. After alighting CFCRT train, LYNX and Votran passengers validate transfer upgrade limited-use smart card pass (tap off) at Station Platform Ticket Validator (SPTV)
 7. Same procedures apply to LYNX and Votran reduced fare cash and pass ticket holders (***presented in more detail in 10.2 Reduced Fare Transfers to/from SunRail***).
- iv) Occasional Rider or Daily Commuter on CFCRT (SunRail Standard Smart Card Pass)
1. LYNX and Votran passengers purchase a valid SunRail pass (standard smart card) prior to boarding a feeder bus at participating outlet
 2. Before boarding CFCRT train, LYNX and Votran passengers will validate standard smart card pass (tap on) at Station Platform Ticket Validator (SPTV)
 3. Onboard CFCRT train, Conductor or Fare Inspector validates LYNX or transfer upgrade limited-use smart card pass with Handheld Ticket Validator (HHTV)
 4. After alighting CFCRT train, LYNX and Votran passengers validate transfer standard smart card pass (tap off) at Station Platform Ticket Validator (SPTV)

II. Procedures Transfers from CFCRT to LYNX and Votran Feeder Buses

- a) One zone and multi-zone trips transfers are free
- b) Purchase of SunRail Limited Use or Standard Smart Card (with minimum one-way CFCRT fare) required without LYNX and Votran fare media
- c) Transfers must occur within 90 minutes of validation (tap off) of SunRail Limited Use or Standard Smart Card
- d) Smart card reader located on farebox or OSMP adjacent to farebox on-board feeder buses will determine valid transfer based on date, time, feeder bus route/station pair
- e) Transfer Scenarios:
 - i) Occasional Rider or Daily Commuter on CFCRT (SunRail Limited Use and Standard Smart Card Pass)
 1. Passengers transferring to LYNX and Votran feeder buses must tap valid SunRail smart card on smart card reader located on farebox or OSMP adjacent to farebox on-board feeder buses
 2. Bus operators will verify SunRail smart card, if smart card reader is not functioning (***Recommend policy for bus operators to verify valid fare if smart card reader/system is down***)

10.2 Reduced Fare Transfers to/from CFCRT

- I. **Eligibility** - Discounted fares include free fares for young children and employees and reduced fares (approximately 50% of the full fare) for students, seniors and persons with disabilities.

II. Procedures for Transfers to and from LYNX and Votran Feeder Buses to CFCRT

- a) Same procedures for transferring apply as presented in section **10.1 Transfer Protocol**
- b) CFCRT Half-Fare - CFCRT limited use or standard smart card must be purchased and validated. Eligible passengers must also present the following to the CFCRT conductor or fare inspector:
 - i) Students (ages 7 through 18) - Must show a government issued valid ID (i.e. driver's license, state ID card or passport), LYNX Youth ID or Volusia County school student I.D. card.
 - ii) Seniors (ages 65 and older) - Must show a government issued valid ID (i.e. driver's license, state ID card, Medicare card or passport), AdvantAge ID (LYNX) or Votran Reduced Fare Card.
 - iii) Persons with disabilities - Must show valid agency ID, a government issued valid ID (i.e. driver's license, state ID card, Medicare card or passport), AdvantAge ID (LYNX) or Votran Reduced Fare Card.
- c) CFCRT Free Fare – Eligible passengers include the following:
 - i) Children (ages 6 and under) – Must be accompanied by an adult paying appropriate fare (full or discount) with a 3-child limit. Any child beyond the 3rd child or when not accompanied by an adult must pay a discount fare.
 - ii) CFCRT employees – Will be issued a standard smart card for use.
 - iii) Uniformed safety personnel (police and fire) from local jurisdictions – Will not be required to carry a stand smart card.

10.3 Emergency Service Plan and Emergency Fare Policies

Service Disruptions are events or occurrences on or off the CFCRT property which result in delays in excess of 30 minutes or cancellation of scheduled trips. Causes of service disruptions may include, but are not limited to collisions, derailments, fires, fatalities or injuries to CFCRT passengers, staff or general public, mechanical or electrical equipment failures, signal and communications system failures, closure or obstruction of the running tracks, and security incidents.

CFCRT responses to emergencies and service disruptions shall follow the policies and procedures described in the CFRC Safety Integration Plan (SIP), Passenger Train Emergency Preparedness Plan (PTEPP), Security Emergency Preparedness Plan (SEPP), and Emergency Response Standard Operating Procedures (SOP). The CFCRT Contract Operator will develop an Emergency Service Plan that describes actions that CFCRT, its contractors, and its partner transit agencies (LYNX and Votran) will take to provide replacement bus service (a.k.a. bus bridge) and associated emergency fare policies in the event of a service disruption that affects the safe delivery of regularly scheduled train service. The Emergency Service Plan will be developed once the SIP, SEPP, PTEPP, SEPP and SOPs have been prepared and adopted.

The development and implementation of a prompt and effective action plan in the event of a service disruption will require the close coordination of the Chief Operating Officer (COO), CFCRT Operations & Maintenance Contractor, partner transit agencies (LYNX and Votran), emergency responders, and potentially private bus companies.

10.3.1 Emergency Fare Procedures

Several types of failures or incidents could delay or disrupt normal operations and fare revenue collection of the CFCRT system. Emergency fare procedures will need to be established to address or accommodate emergency response, evacuation and/or movement of riders on the system.

I. CFCRT Fare Collection System Not Operable

- a) Due to isolated/widespread power failures and/or malfunctioning fare collection system
- b) Fare collection media unable to communicate with all fare collection equipment
- c) All fare collection equipment unable to communicate with Central Data Collection & Information System (CDCIS) and/or clearinghouse

II. LYNX and/or Votran Fare Collection System Not Operable

- a) Due to system software failures or malfunctioning fare collection system
- b) Isolated malfunctions of LYNX or Votran fare boxes / validator units

III. Potential Emergency Conditions

- a) CFCRT system
 - i) Vehicle failures – stalled/disabled trains
 - ii) Wayside problems – malfunctioning signals, communications, damaged rail, obstruction on tracks, train derailments.
 - iii) Accidents – conflicts/collisions with general traffic or pedestrians
 - iv) Other Incidents – medical emergencies, attempted suicides, terrorism, and felonious activities
- b) Regional
 - i) Foul Weather – flooding, high winds, tornados, hurricanes
 - ii) Widespread Power Failures

IV. Emergency Fare Strategies

- a) Temporarily Suspension of CFCRT Fares – Would be required during CFCRT related emergency situations where fares cannot be collected using fare collection equipment and/or movement of riders on the system is a priority.
 - i) Passengers onboard trains - Train Conductor to scan smart cards and “cancel” the trips on their HHTV units as train passenger alight. Alternatively, the “back end” system could identify affected smart cards and credit the fare back to the passenger.
 - ii) Boarding passengers at stations – would not be required to pay a fare or validate smart card at SPTV
 - iii) Passengers boarding replacement bus - would not be required to pay a fare or validate smart card at OSMP on the emergency bus
 - iv) Passengers reboarding train - would not be required to pay a fare or validate smart card at SPTV

- v) Passengers transferring from feeder bus service – would be required to validate smart card and pay regular fares onboard LYNX or Votran feeder buses prior to transferring to CFCRT, but not required to purchase a transfer upgrade at TVM or validate smart card at SPTV.
- vi) Passengers transferring to feeder bus service – would be required to validate smart card onboard bus
- b) Temporarily Suspension of CFCRT, LYNX and Votran Fares – Would be required when fares cannot be collected due to the entire fare collection system being down and/or during significant regional emergency situations.
 - i) All fares and collection methods would be temporarily suspended.
- c) Personnel Issuing Cash Fares – Train Conductors and/or Roving Ticket Inspectors will not collect cash fares during normal revenue operations. There may be certain situations when the fare collection system is down that may not require temporarily suspending fares.

10.4 Fare Media

- I. **Overview** - The CFCRT fare collection system will be designed as an Account Based System (ABS), allowing passengers to open accounts linked to contactless smart cards and other contactless fare media (such as contactless credit cards, near field communication (NFC) mobile phones, etc.). Account products shall be hosted at the Central Data Collection & Information System (CDCIS) back-office to allow for any type of contactless fare media with a unique chip serial number to be linked to an account.
 - a) *Initial Deployment* – closed loop smart cards and limited use tickets used for payment, validation and reloading of fares through contactless interface with fare collection equipment. Each card will have a pre-encoded unique 20-digit permanent serial number associated with a customer account hosted at CDCIS.
 - *Contactless Smart Card (Standard)* – to load, reload, validation of base, reduced, prepaid fares for daily commuters on CFCRT and daily commuters transferring to CFCRT from LYNX and Votran bus systems.
 - *Contactless Smart Card (Limited Use Paper Tickets)* – for preset loaded values for base and reduced fares for the occasional rider on CFCRT. Also, dispensed for transfer upgrade for occasional riders transferring from LYNX and Votran bus systems.
 - b) *Future Deployments* – open loop smart media (contactless credit/debit cards, prepaid cards and various near field communications devices) will be deployed utilizing the same CDCIS and fare collection equipment. Fare media will be associated with customer accounts hosted at CDCIS.
- II. **Estimated Quantities** – Initial procurement of smart cards include the following quantities:
 - a) FDOT – 10,000 (Smart Cards); 10,000 (Limited Use Tickets)
 - b) LYNX/Votran – 10,000 (Smart Cards); 20,000 (Limited Use Tickets)

- c) Additional smart cards to be ordered based on demand

III. **Issuance of Fare Media**

- a) *TVMs* – purchase and issue standard and limited use smart cards at all TVMs. TVMs will also provide balance on smart cards to customers. Customers will be able to load, reload values to standard smart cards. Each TVM will be designed to store a minimum of 500 standard smart cards and 1000 limited use tickets.
- b) *POSMs* - purchase and issue standard smart cards at participating retail outlets and ride stores. Clerks at these outlets will assist CFCRT customers by selling and loading values to new smart cards, selling new smart cards with prepaid values and reloading values on existing smart cards.
- c) *Online/Mailings* – purchase smart cards online and issued by mailing to customers. Customers can also register their smart card, sign up for balance protection and *auto-reload*.
- d) *Employees* – each CFCRT employee will be provided directly with a smart card for use of CFCRT for free.

- IV. **Smart Card Fee** – Anticipated fee of \$5 for customers to purchase a Contactless Smart Card (standard) and \$0.50 for the limited use smart card. Fee will be waived for the first 90 days of operations to encourage riders to use smart card.

- V. **Smart Card Registration** – for customers through the CFCRT website to register for a CFCRT account for reloading value and use balance protection for lost, damaged or stolen cards. Registration will be encouraged but not required. Balance protection will preserve the value of card in the event that it is lost or stolen and transfers the remaining balance to a new card at the time of notification. The lost or stolen card will be deactivated. A fee will be charged (i.e. \$5) will be charged for the replacement smart card.

- VI. **Smart Card Branding** – SunRail logo, graphics and color scheme shall be printed on smart cards. Additional design options will be available to be printed on smart cards.

10.5 Revenue Sharing

- I. **Overview** – CFCRT, LYNX and Votran would agree that whichever agency collects the fares, keeps the fares. For example, when a passenger boards a LYNX feeder bus then transfers to CFCRT, LYNX would retain the initial base fare and CFCRT would retain any fare upgrades for travel to other zones. In the reverse direction, CFCRT would retain the base and upgrade fares for passengers boarding the CFCRT system; LYNX and Votran would not collect any revenue for transferring passengers.

LYNX and Votran would retain all revenue derived from sales of their weekly, monthly and multi-ride tickets. CFCRT would retain all revenue derived from sales of its weekly, monthly and annual passes.

- II. **Future Revenue Sharing Considerations** – The development of a revenue sharing strategy and agreement between the regional partners (CFCRT, LYNX and Votran) will be driven by balancing agency and regional goals, as well as the availability of ridership data. Since, CFCRT will be a new transit system, the availability of actual ridership data limits the regional partners to initially establish a more simplified approach to revenue sharing to support the implementation of service. The smart card system will support collection of more accurate ridership information to potentially develop formulas for future revenue sharing options.

10.6 Back Office/Clearinghouse

- I. **Overview** - All fare collection and validation equipment will communicate with the Central Data Collection and Information System (i.e. CDCIS or “back office”) for transfer of all stored data and transfer of equipment parameters. The CDCIS will be an “Account Based System” and all fare product and customer information will reside on the account level and not on the smart card itself.

In the account-based system, the data stored on the issued smart media will only be used as a means to identify the smart card uniquely and be linked to an account within the CDCIS. Fare products purchased or reloaded (stored value, trips, passes, transfers) will be associated to the account within the CDCIS. The accounts will be accessed and verified each time the smart media is presented (tapped) to a contactless reader. Fare processing will apply the transfer rules, fare policy rules, and fare calculation will occur in the CDCIS.

The CDCIS offered shall be a single integrated CDCIS that is capable of serving the regional system and shall allow for regional clearing and settlement activities among regional partners based upon flexible configuration rules. Functions of the CDCIS include:

- Continuous monitoring of the system.
 - Remote monitoring of field devices.
 - Provide data and reports for the settlement of funds.
 - Monitor & apply software upgrades, fixes, security patches.
 - Provide a disciplined change control process.
 - Provide notice of alerts and alarms whether operational, equipment intrusion, software attacks or other threats.
 - Provide customer service to regional partners such as Lynx, Votran and future participants.
 - Provide support for information requests, audits and routine reports.
- II. **Subsystems and Applications** - The CDCIS shall be comprised of the following subsystems and applications to support an account based back office:
- Data Storage Computer (DSC)
 - Fare Processor

- Device Management System (DMS)
- Regional Clearinghouse Application (RCA)
- Online Ticketing Application (OTA)
- Customer Administration Application (CAA)
- System Status and Security Monitoring Application (SSSMA)
- Servers
- Work Stations

III. **PCI Compliance** - The CDCIS requires a secure, environmentally controlled facility. Quality customer service and operations integrity requires 24/7/365 monitoring of computer hardware, software and system devices. Minimization of risk and best practices dictate a Payment Card Industry (PCI) compliant facility and processes.

PCI standards are the accepted method of mitigating risk for enterprises managing data related to handling credit & debit transactions and accounting for the settlement of funds among entities such as regional transportation systems.

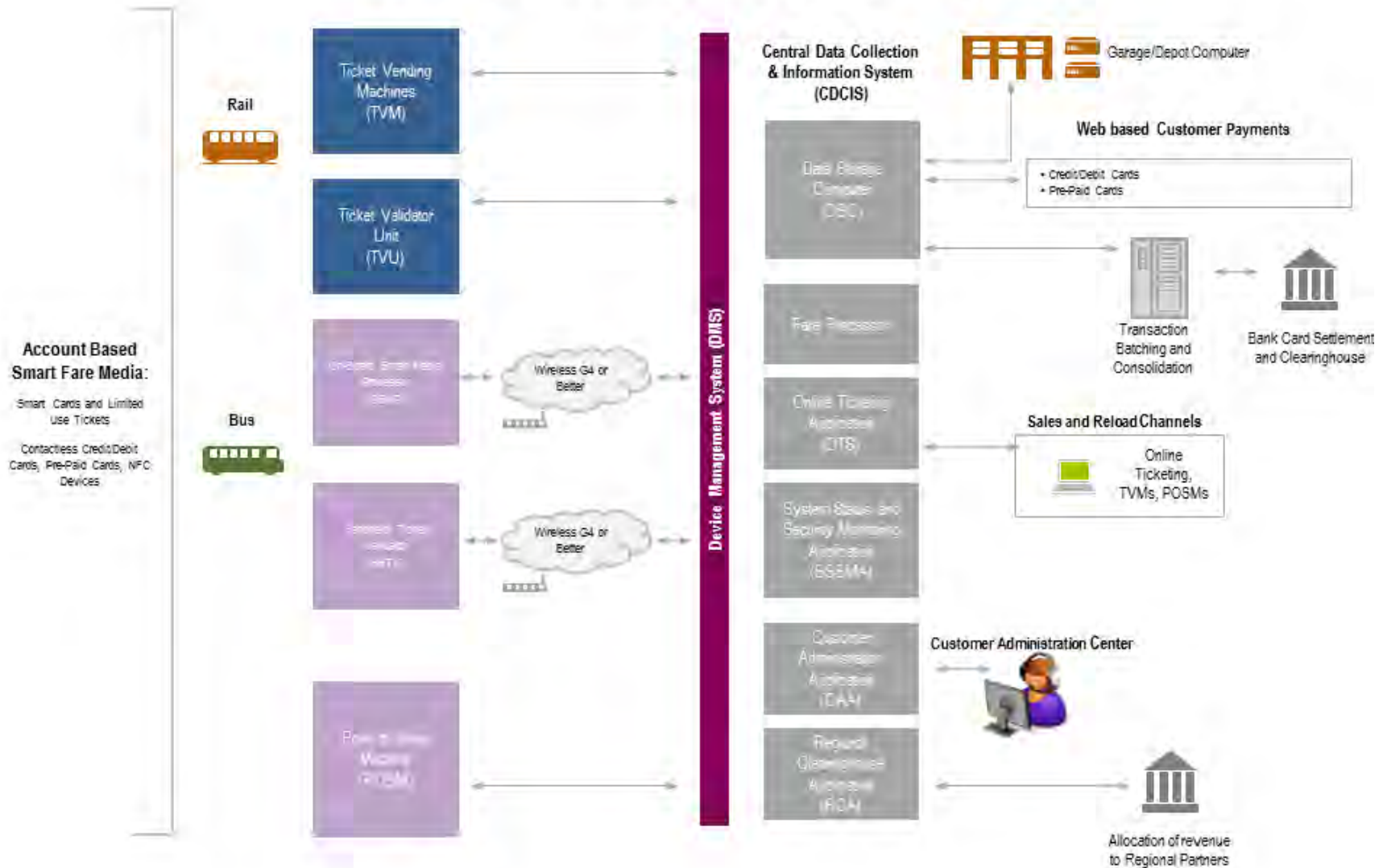
PCI compliance sets the standards for the physical environment, software security, encryption of data, process flows and including mundane functions such as the shredding of printed documents.

IV. **CDCIS Hosting Solutions** - The CDCIS environment for the secure physical and technological hosting of the computer hardware, software and supporting devices. Hosting also includes the administration and maintenance of the back office; whether provided internally by CFCRT, another public agency or a private contractor. An analysis of potential hosting solutions will identify the costs, benefits, issues and risks associated with a decision to provide services in-house or on a contracted basis. Three options are in consideration for the hosting solution:

- a) **CFCRT** – The Operations Control Center (OCC) has been identified to potentially host the CDCIS. The room is being constructed to standard office/warehouse standards and must be upgraded for PCI compliance. Additional required elements of upgrading the OCC to support back office operations include redundant power and HVAC, raised flooring for cabling and security upgrades.
- b) **Florida Turnpike** – A proposal to consolidate operations of the current four toll agencies in Florida under the Florida Turnpike Enterprise (FTE). The FTE currently has established a back office for their toll operations that could also be utilized for CFCRT, but require some time to consolidate back offices for all the toll operations. A contract with the Florida Turnpike could provide a solution to operate, maintain and monitor the system, but likely would not occur until all back office operations are consolidated.
- c) **Fare Collection Vendor** – A contract with the selected fare collection vendor could be established, to host back office operations remotely. CFCRT fare collection equipment and media would still communicate and operate similar to a locally established CDCIS. This would assume establishing a multi-year agreement with the vendor to operate, maintain and monitor the system.

- V. **Clearinghouse** – CFCRT will contract with a third-party clearinghouse (i.e. bank or other financial institution) in order to process transactions of the fare collection system. Credit/debit transactions would be initially processed with authorization in the CDCIS and as pending by the third-party clearinghouse. The provisions of S. 215.322, F.S., must be complied with including the utilization of the standardized contract between the financial institution or other appropriate intermediaries and the transaction processor. The PCI DSS (Payment Card Industry Data Security Standard) shall be required for credit card transactions. Communication between the fare collection equipment (i.e. TVM, POSM, online), CDCIS and a clearinghouse will occur for determining validity and approving or rejecting bank card transactions transmitting information to the financial institution and/or clearinghouse and requests authorization.

Account Based "Back Office" System



10.7 Interagency Agreements

- I. **Overview** – Interagency agreements between FDOT, LYNX and Votran have been established related to the CFCRT system and supporting feeder bus service. An interlocal agreement between the partnering agencies will need to be established for agreement on the fare policy, which should include the following issues related to the CFCRT fare collection system:
- Fare structure/transfer policy
 - CDCIS (ownership, operations and maintenance)
 - Fare revenue sharing
 - Sales and distribution of fare media
 - Emergency service and policy coordination

10.8 Legislation

- I. **Overview** - The Florida Statute 341.3025 provides guidance for how multicounty public system should be designed to collect and enforce fares. It also states how any new public rail system that is constructed after December 1, 2010 shall incorporate a universally accepted contactless fare media to facilitate the ease of transfer from one public transportation system to another. The Florida Statute 716.02 provides guidance for the escheat of funds in the possession of federal agencies, as it relates to fares that have remained “unknown” or unused on smart cards for period of for 5 or more consecutive years are declared to have escheated and become the property of the state.
- II. **Florida Statute 341.3025 Multicounty public rail system fares and enforcement.**
- (1) *Any entity that owns or operates a public rail system in two or more counties of the state may adopt rules and regulations relating to the operation and management of its rail system, including regulations relating to fares, fees, and charges for the use of the facilities and services of the system.*
- (2) *It is unlawful for any person to ride the rail system without payment of the appropriate fare or to cause goods or other items for which a fee is charged to be carried on the rail system without payment of the fee.*
- (3)(a) *Any person riding the rail system without paying the appropriate fare or causing goods or other items for which a fee is charged to be carried without paying such fee shall be subject to citation by an enforcement officer of the system and, in addition to any other penalty provided by law, is guilty of a noncriminal violation punishable by a fine of \$50 per each such violation.*
- (b) *The citation issued to a person in violation of this section shall state the reason for the citation, the amount of the fine, and the court having jurisdiction of the offense.*
- (c) *Each enforcement officer issuing a citation for an alleged violation of this section shall deposit the original and one copy of the citation with a court having jurisdiction over the alleged offense within 5 days after issuance to the violator.*
- (d) *The entity operating the system shall maintain a copy of the citation.*
- (e) *Upon the deposit of the original and one copy of such citation with a court having jurisdiction over the alleged offense, the original or copy of such citation may be disposed of only by trial in the court or other official action by a judge of the court, including forfeiture*

of the bail, or by the deposit of sufficient bail with or payment of a fine to the entity by the person to whom such citation has been issued.

(f) The entity shall maintain or cause to be maintained a record of the disposition of each citation issued.

(4)(a) Any person cited for an offense under this section shall sign and accept a citation indicating a promise to appear.

(b) Any person who does not elect to appear shall pay the fine either by mail or in person within 30 days of the date of receiving the citation. If the person cited follows the procedure provided in this paragraph, he or she shall be deemed to have admitted the infraction and to have waived his or her right to a trial on the issue of commission of the infraction. Such admission shall not be used as evidence in any other proceeding.

(c) Any person electing to appear before the judge shall be deemed to have waived his or her right to pay the penalty. The judge, after a trial, shall make a determination as to whether an infraction has been proven and may impose a civil penalty not to exceed \$500. If the judge determines that no infraction has been committed, no cost or penalties shall be imposed, and any cost or penalty which has been paid shall be returned.

(d) Any person who fails to appear or otherwise properly respond to a citation issued under this section shall also be charged with the offense of failing to respond to such citation and, upon conviction, be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083. A written warning to this effect shall be provided at the time such citation is issued.

(e) The commission of an offense must be proved beyond a reasonable doubt at any trial.

(5) For the purpose of enforcing the payment of such fares, fees, and charges for use of the facilities and services of the system, such entity shall have the authority:

(a) To employ enforcement officers or contract with a private firm or company to verify payment of appropriate fares or fees and to issue citations to persons traveling on the system without paying the appropriate fare or to persons who cause goods or other items for which a fee is charged to be carried without paying such fee. Such enforcement officers who are not licensed security officers shall not carry firearms or other weapons or have arrest authority; armed security officers performing fare inspection services shall not have arrest authority and shall be licensed as required by chapter 493 and all other applicable laws and regulations.

(b) To maintain records of citations issued and to accept payment of fines and costs.

(6) All fines and forfeitures received by any court from violations of this section shall be paid monthly, less any administrative costs, to the entity operating the system.

(7)(a) The Legislature recognizes the importance of encouraging the seamless use of local and regional public transportation systems by residents of and visitors to the state wherever possible. The paramount concern is to encourage the implementation of fare collection systems that are interoperable and compatible with multiple public transportation systems throughout the state.

(b) Notwithstanding any other provision of law to the contrary, in order to facilitate the ease of transfer from one public transportation system to another, any new public rail system that is constructed after December 1, 2010, by the state, an agency of the state, a regional transportation authority, or one or more counties or municipalities shall use a universally accepted contactless fare media that is compatible with the American Public Transportation Association's Contactless fare Media System Standard or the applicable bankcard contactless media standards and allows users to purchase fares at a single point of sale with coin, cash, or credit card. Additionally, any existing public rail system that is adding a new fare media system or is upgrading its existing fare media system shall use a universally accepted contactless fare media that is compatible with the American Public

Transportation Association's Contactless fare Media System Standard or the applicable bankcard contactless media standards and allows users to purchase fares at a single point of sale with coin, cash, or credit card.

(8) Venue for prosecution or recovery for violations of rules or regulations adopted pursuant to this section shall be in the county where the entity which owns and operates the public rail system maintains its principal place of business.

History.—s. 1, ch. 88-360; s. 73, ch. 92-152; s. 38, ch. 93-164; s. 506, ch. 95-148; s. 55, ch. 95-257; s. 26, ch. 2010-225.

III. Florida Statute 716.02 Escheat of funds in the possession of federal agencies.—

All property within the provisions of subsections (1), (2), (3), (4) and (5), are declared to have escheated, or to escheat, including all principal and interest accruing thereon, and to have become the property of the state.

(1) All money or other property which has remained in, or has been deposited in the custody of, or under the control of, any court of the United States, in and for any district within this state, or which has been deposited with and is in the custody of any depository, registry, clerk or other officer of such court, or the United States treasury, which money or other property the rightful owner or owners thereof, either:

(a) Has been unknown for a period of 5 or more consecutive years; or,

(b) Has died, without having disposed thereof, and without having left heirs, next of kin or distributees, or

(c) Has made no demand for such money or other property for 5 years;

are declared to have escheated, or to escheat, together with all interest accrued thereon, and to have become the property of the state.

(2) After June 16, 1947, all money or other property which has remained in, or has been deposited in the custody of, or under the control of, any court of the United States, in and for any district within this state, for a period of 4 years, the rightful owner or owners of which, either:

(a) Shall have been unknown for a period of 4 years; or,

(b) Shall have died without having disposed thereof, and without having left or without leaving heirs, next of kin or distributees; or,

(c) Shall have failed within 4 years to demand the payment or delivery of such funds or other property;

is hereby declared to have escheated, or to escheat, together with all interest accrued thereon, and to have become the property of the state.

(3) All money or other property which has remained in, or has been deposited in the custody of, or under the control of any officer, department or agency of the United States for 5 or more consecutive years, which money or other property had its situs or source in this state, except as hereinafter provided in subsection (4), the sender of which is unknown, or who sent the money or other property for an unknown purpose, or money which is credited as "unknown," and which said governmental agency is unable to credit to any particular account, or the sender of which has been unknown for a period of 5 or more consecutive years; or when known, has died without having disposed thereof, and without leaving heirs, next of kin or distributees, or for any reason is unclaimed from such governmental agency.

(4) In the event any money is due to any resident of this state as a refund, rebate or tax rebate from the United States Commissioner of Internal Revenue, the United States Treasurer, or other governmental agency or department, which said resident will, or is likely to have her or his rights to apply for and secure such refund or rebate barred by any statute of limitations or, in any event, has failed for a period of 1 year after said resident could have filed a claim for said refund or rebate, the Department of Financial Services is

appointed agent of such resident to demand, file and apply for said refund or rebate, and is appointed to do any act which a natural person could do to recover such money, and it is hereby declared that when the department files such application or any other proceeding to secure such refund or rebate, its agency is coupled with an interest in the money sought and money recovered.

(5) It is the purpose of this chapter to include all funds or other property in the possession of the government of the United States, and of its departments, officers, and agencies, which property has its situs in this state or belonged to a resident thereof, and not to limit the application of this chapter by the naming of any particular agency. This chapter shall include all funds held in the United States Department of Veterans Affairs, Comptroller of Currency, United States Treasury, Department of Internal Revenue, federal courts, registry of federal courts, and such evidences of indebtedness as adjusted service bonds, old matured debts issued prior to 1917, unclaimed and interest thereon, postal savings bonds, liberty bonds, victory notes, treasury bonds, treasury notes, certificates of indebtedness, treasury bills, treasurer's savings certificates, bonuses and adjusted compensation, allotments, and all unclaimed refunds or rebates of whatever kind or nature, which are subjects of escheat, under the terms of this chapter. Provided, however, that nothing in this chapter shall be construed to mean that any refunds due ratepayers under order of any court of the United States shall become the property of the state.

History.—s. 2, ch. 24333, 1947; s. 11, ch. 25035, 1949; ss. 12, 35, ch. 69-106; s. 1, ch. 70-405; s. 36, ch. 93-268; s. 847, ch. 97-102; s. 1881, ch. 2003-261.

10.9 Transition Plan (After 7-year FDOT Operation)

- I. **Overview** – An interlocal governance agreement for the creation of the Central Florida Commuter Rail Commission has been established that states that FDOT will be responsible for funding, operation, management, and maintenance for a period of 7 years, following the start of revenue operation. The Local Government Partners consisting of representation from Orange, Osceola, Seminole and Volusia counties and the City of Orlando will create the Central Florida Commuter Rail Commission to assume the responsibility from FDOT after the completion of the 7 year period.

10.10 Compatibility with Future Fare Collection Methods

- I. **Overview** - CFCRT may explore future expansion or consolidation of its Smart Card program with other local, regional and state agencies including its local partners LYNX and Votran and other transportation agencies like the Orlando Orange County Expressway Authority (i.e. universal regional pass). The fare collection equipment will be designed with an “open architecture” as an Account Based System (ABS), allowing passengers to open accounts linked to contactless smart cards to hold fare products. to enable future expansion and/or consolidation with minimal cost or disruption to CFCRT, its partner agencies and their riders, as well as to accommodate for emerging technologies for contactless smart card payments (i.e. contactless debit/credit card smart cards, near field communication (NFC) mobile phones). The fare media used for the account based system in the initial stage will be closed loop. Open loop media will be deployed at a future stage and is not part of this procurement. The following table depicts the migration and acceptance of various fare media types in the transit sector in U.S. that should be considered.

Forward-Looking Media Type and Technology

	Present to 2 Year	3 to 6 Year	7 to 10 Year
Media Type	Transit Smart Card MagStrip & EMV Contactless Closed-loop (cards, stickers)	MagStrip & EMV Contactless Open-loop (Cards, Stickers) Mobile ticketing (NFC) Transit specific open payment Form factors: (Phone, tablets, FOBs, ID Cards)	MagStrip & EMV Contactless Open- loop (Cards, Stickers) Mobile ticketing (NFC) EMV Contactless on PIV Social Media Type Payments NFC form factors Transit-specific open payments
Contactless Reader	ISO 14443 A&B (NFC) Bar Code	ISO 14443 A&B (NFC) Barcode	ISO 14443 A&B (NFC) Biometric Scanner

The fare collection equipment, media and system will be designed at initial deployment to support future upgrades required to ensure the acceptance of open loop smart media, including the following technical requirements:

- ISO 14443 Compliancy
- Provisioning of card readers to be certified and compliant with Europay/MasterCard/Visa (EMV) Level 1 and Level 2
- Necessary firmware to encrypt and de-encrypt data

Some software/module and CDCIS server upgrades will be required to support the use of the fare collection equipment to accept open payments, but would not require additional fare collection equipment.

APPENDIX 1 - PEER COMMUTER RAIL FARE COLLECTION AND ENFORCEMENT PRACTICES

System	Train Operator	Second Position	Third Position	Fare Purchase	Fare Evasion	# Cars	Comment
ABQ (NM) RailRunner Operator is Herzog Transit Services. http://nmrailrunner.com/	Engineer	Conductor	Ticket Agent/Clerk	On-line or On-board Ticket Agent	Violations by Ticket Agents. Charged by State Police	Up to 5	RR has indicated that they use the Ticket Clerk to assist with ticket sales because they have no TVMs at stations.
Altamont Commuter Express (San Joaquin Regional Rail Commission) http://www.acerail.com/Home.aspx	Engineer	Conductor	N/A	Purchase tickets/monthly passes online, mail, agency offices, company sponsored employee programs, at station ticket booths (all methods, e.g., cash) validate the ticket at validators before boarding	ACE is a barrier-free system. Train attendants and Fare Inspectors check the tickets for validation as they greet the passengers between stations.	ACE passenger train runs Monday through Friday, from Stockton to San Jose Locomotive, coach and cab car, 6 car train. Bicycle Capacity = 34.	
Caltrain	Engineer	Conductor	Assistant Conductor	A Proof-of-Payment (POP) fare enforcement	Conductor/assistant conductor responsible for fare verifying tickets and		CLIPPER – The universal transit card for the San

System	Train Operator	Second Position	Third Position	Fare Purchase	Fare Evasion	# Cars	Comment
				system is utilized with all purchases of tickets and passes from <u>staffed ticket offices</u> in San Francisco and San Jose, <u>TVMs</u> located at all stations, or the <u>Clipper universal transit card</u> .	validations, writing citations, and performing passenger counts. Onboard fare instrument inspection rate goal of 50%,		Francisco Bay Area. The Clipper card is a stored-value card that can be used to pay for a variety of Caltrain tickets and passes.

System	Train Operator	Second Position	Third Position	Fare Purchase	Fare Evasion	# Cars	Comment
Capital Metro METRO RAIL Austin, Tx. http://www.capmetro.org/MetroRail/	Operator	Arriving trains stop at all stations. Once the train has stopped, the doors open automatically.		TVM Uses a self-service, proof-of-payment (POP) fare collection system that will be integrated with Capital Metro's existing bus fare collection system. Passes purchased on-line, retail outlets and TVMs at stations. Passes purchased in advance must be validated at a rail station validator on the rail platform before boarding the train. TVM-issued passes are already validated upon purchase.	Roving Inspectors. Fare inspectors will randomly check riders for their fare. Individuals who do not have the proper fare will be subject to citations, fines and/or removal from the train at the next station	Two-car DMU (level boarding)	Weekday service.

System	Train Operator	Second Position	Third Position	Fare Purchase	Fare Evasion	# Cars	Comment
FrontRunner (SLC) http://www.rideuta.com/index.aspx Operator is Utah Transit Authority.	Operator	Train Host (Part-time classification)	N/A	Smart Card at TVMs, purchase passes on-line or sales outlets. FrontRunner TVMs accept cash and major credit and debit cards	Percentage basis by UTA Police. Have power of arrest, carry fire arms	Push/pull (11) MP36PH diesel locomotive system complete with (20) Bombardier bi-level cab cars and (25) refurbished single-level vehicles (NJT Comet cars) 1 Locomotive and 3 bi-level passenger cars consist.	Operator classification shared with bus and light rail (TRAX) so that salary standardized for 3 groups Train Hosts do not check for fares or handle fare evasion - responsible for emergency preparedness and customer relations Station Attendants may assist with ADA ramp deployment

System	Train Operator	Second Position	Third Position	Fare Purchase	Fare Evasion	# Cars	Comment
<p>Metrolink (Southern California Regional Rail Authority) Amtrak operator as of July 2010.</p> <p>http://www.metrolinktrains.com/</p>	Engineer	Conductor		<p>Tickets are not sold onboard. TVMs (accept all types of payment) and validators are located on Metrolink train platforms.</p>	<p>Passengers are subject to inspection by Fare Inspector.</p> <p>Metrolink has its own L.A. County Sheriff's unit, which provides security on our trains and along our routes.</p>	<p>The Metrolink fleet consists of 52 locomotives and 150 Bombardier BiLevel Coaches with 117 Rotem Bi-level cars on order(57 cab cars and 60 coaches). As of March 2010, the cab car portion of the fleet consists of 32 Metrolink-owned cab cars. The trailer portion of the fleet includes 118 Metrolink-owned</p>	<p>Seven lines, 55 stations and 40,000 passengers per day. All lines during week, select lines on weekends. Metrolink stations are generally owned and operated by the cities they are in; the Riverside County Transportation Commission operates the Riverside stations. The station operators, not Metrolink, fund the guards and/or security personnel passengers see at various</p>

System	Train Operator	Second Position	Third Position	Fare Purchase	Fare Evasion	# Cars	Comment
						trailers and leased (5 from NJT and 10 from UTA).	stations. In most cases, the station operators either hire private security guards or have their police department patrol the station on a regular basis.
<p>Music City Star Train, Nashville MTA/RTA</p> <p>Operator is Transit Solutions Group</p> <p>http://www.musiccitystar.org/index.html</p>	Engineer	Conductor: Boarding assistance, will announce each station stop.		Ten-trip tickets and monthly passes can be purchased online, Riverfront Station, retail outlets, Ticket Vending Machines (TVM) located on the platform at each station. The machines accept \$5 and \$20 bills only; they do not accept credit cards.	The conductor will check and validate your ticket on board.	Three rebuilt Amtrak EMD F40PH locomotives , eleven former bi-level gallery Chicago Metra coaches	RTA Music City Star operates Monday through Friday, no restrooms on the trains. The 32 mile service uses the existing track of the Nashville and Eastern Railroad

System	Train Operator	Second Position	Third Position	Fare Purchase	Fare Evasion	# Cars	Comment
Northstar (Metro Transit, Minneapolis-St. Paul) BNSF is the operator. http://northstarcommuterrail.com/	Engineer (BNSF)	Conductor (BNSF)	N/A	TVM accepts cash/credit Smart card readers next to TVM on platform	Metro Transit PD dedicates three uniformed, armed, police officers to the service. The three law enforcement officers share fare inspection with on-board train crew (conductor).	Each train consists of a diesel-powered locomotive and typically four passenger cars (multi-level passenger coach trains in push/pull service). Six locomotives and 18 passenger rail cars have been acquired as part of the project.	operating over Burlington Northern Santa Fe (BNSF) railroad freight tracks between Minneapolis and Big Lake (40 miles). Northstar shares the tracks with freight trains and Amtrak. Northstar operates five (5) trains a day in each direction on weekdays and three (3) trains a day in each direction on weekends or holidays.

System	Train Operator	Second Position	Third Position	Fare Purchase	Fare Evasion	# Cars	Comment
<p>SD Coaster Operator is TransitAmerica Services LLC subsidiary to Herzog Transit Services.</p> <p>North County Transit District (NCTD)</p> <p>http://www.gonctd.com/</p>	Engineer	Conductor	N/A	Contactless smart card (Compass Card) Internet and TVMs – tickets & monthly passes, Validators on platform.	Random checks by fare inspectors (NCTD Security Officer or private security officer)	Typical 5 but 6 for half of the weekday trains GM-EMD locomotives, Bombardier bi-level coach.	
<p>SD Sprinter Operator is Veolia (NCTD)</p> <p>http://www.gonctd.com/sprinter</p>				Smart Card (Compass Card) TVMs– tickets & monthly Validator on platform	Random checks by fare inspectors (NCTD Security Officer or private security officer)	light rail Siemens DMUs	
<p>SEA Sounder BNSF operates the trains</p> <p>http://www.soundtransit.org/</p>	Engineer	Conductor	N/A	Automated (TVM or ORCA regional transit fare card, i.e., tap-on/tap-off) The TVM accepts cash, MasterCard or VISA.	On board, fares are inspected at random by On-board Security Firm for 10% trips Passengers without a valid ticket or pass are subject to a citation and fine	7	Sounder trains provide weekday commuter service.

System	Train Operator	Second Position	Third Position	Fare Purchase	Fare Evasion	# Cars	Comment
TriMet WES (Westside Commuter Rail) Operated by Portland & Western RR (info from website and O&M scope) http://www.trimet.org/wes/index.htm	Engineer	Conductor may check tickets	N/A	TVM and validators, accept only debit/credit cards	TriMet has a complement of 18 Fare Inspectors who are deployed throughout the TriMet system and verify proof-of-payment (POP)	Four Colorado Rail Cars, three DMU (74 seats) and one trailer (80 seats)	Runs every 30 minutes during weekday ONLY AM and PM rush hour Level boarding 14.7 miles, 5 stations, Security: Sworn police officers/ Non-sworn Transit Security Officers and an on-site manager under contract with a private security firm (Wackenhut Corporation)/ Rider Advocates

System	Train Operator	Second Position	Third Position	Fare Purchase	Fare Evasion	# Cars	Comment
Trinity Railway Express TRE (Dallas). Operator is Herzog Transit Services. http://www.trinityrailwayexpress.org/	Engineer	Train Attendant (Conductor) assists passengers alighting, disabled passengers, periodic announcements, operate doors, verify fares		A monthly or annual pass, E PASS or validated ticket/day pass (TVM). TVMs validate tickets (no validators)	TRE relies on an "honor system" with random fare inspection. Anyone riding without a valid pass or ticket will be issued a citation by the conductor, and fees or fines cannot be waived (\$75.00 administrative fee). Conductor shall verify fare compliance by inspecting tickets <u>at least once per shift</u> Estimated 35% coverage for random fare checks, 97-98% fare compliance.	At least one locomotive unit and one bi-level cab car. Typically, one or two additional coach cars are included between the locomotive and cab car.	From scope: The system is currently operated with 13 self-propelled Rail Diesel Cars (RDCs), ten bi-level coaches, four bi-level cab cars and four diesel-electric locomotives. Weekday service consists of 51 trains in two, three and four car consists, while 34 trains operate on Saturdays. The conductor does not have the ability to take money for the ticket and tickets are not sold on the train.

System	Train Operator	Second Position	Third Position	Fare Purchase	Fare Evasion	# Cars	Comment
							They use ambassadors / hosts during special events to assist passengers Rely on local law enforcement for response / criminal activity
Virginia Railway Express (VRE) Operated by Keolis Rail Services America http://www.vre.org/	Engineer	Conductor		There are a total of 18 stations on VRE's lines. The fare structure is distance-based, with stations grouped into zonesSingle-Ride and Ten-Ride tickets must be validated before boarding trains. Purchasers of a Monthly ticket or VRE-TLC pass must validate their ticket by signing their	Passengers observed onboard without a valid ticket are subject to a fine of not less than \$150. Conductor checks tickets.	Locomotives GP 39 (2), GP 40 (2), F40PH-2 (3) and MP36ph-3C (2); Gallery cars (69)	VRE doesn't run on weekends.

System	Train Operator	Second Position	Third Position	Fare Purchase	Fare Evasion	# Cars	Comment
				name in the designated space on the ticket. Tickets are not sold on board VRE trains. Purchase on-line, TVMs (combo-validators) at stations (don't accept cash), retail outlets, employers			

APPENDIX 2 - CLEARINGHOUSE CASE STUDIES

This paper is a summary of examples of how agencies administer and operate inter-county/agency Smart Card systems across the United States. The Central Florida CFCRT project participants are evaluating the possibility of utilizing a “regional clearinghouse” for the eventual operations of the Commuter Rail system. The draft plan is for Florida Department of Transportation (FDOT) to operate the Commuter Rail system for 7 years. Afterwards a regional Commuter Rail Commission established by the local jurisdictions, will operate the system.

LYNX, Central Florida Regional Transportation Authority, and Votran, Volusia County’s public transit system, are two major public transit providers in the area directly served by the CFCRT project. FDOT’s role has been primarily to lead the project and get it through the start-up process. LYNX is in the process of developing a smart card program for its system which would have direct impact on the operations of the commuter rail program when it begins operations. The agencies are seeking a model that would enable effective operations of the commuter rail system long term.

This memo discusses examples of regional fare management programs currently in use that could serve as models for what the operators of CFCRT want to implement in Central Florida. Each program is unique and the systems have established programs that are suited for their locality and thus the success of each program depends on the working relationships between the local agencies. Ultimately, MOUs/Agreements are negotiated and developed on terms (relating to revenue sharing, cost distribution, service provision, governance, etc.) agreeable to each participant in the program.

The four existing programs this memo summarizes are:

- *One Regional Card for All* (for the Northwest Puget Sound region), a program that has seven participating transit agencies involving travel on buses, rail and ferries.
- *The Clipper* (for the San Francisco Bay area), a program that currently has 7 participating agencies involving travels on buses, rail and ferries. It can allow up to 26 participating agencies.
- *Breeze Card* (For Metro Atlanta Regional Transit Authority), a program that includes two participating agencies and involves travels on rail and buses.
- *EASY CARD*, a program implemented first by Miami-Dade Transit and later by South Florida Regional Transit Authority and interoperates between the two agencies for travels on rail and buses. Palm Tran and Broward County Transit are expected to participate in the future.

One Regional Card for All (ORCA)

Washington State's Puget Sound region has the ORCA (One Regional Card for All) card for transit users to enable seamless travel throughout the region from one system to another. There are 7 transit agencies participating in it:

- Snohomish County Public Transportation (Community Transit),
- City of Everett (Everett Transit),
- King County Metro,
- Kitsap County Public Transportation (Kitsap Transit),
- Pierce County Public Transportation (Pierce Transit),
- Central Puget Sound Regional Transit Authority (Sound Transit)
- Washington State Department of Transportation, Ferries Division (Washington State Ferries).

The mode of travels between these agencies in the region include: bus, train and ferry. The agencies signed an Interlocal Cooperation Agreement for design, implementation, operation and maintenance of the Regional Fare Coordination System (RFC) in April 2009. The Agreement states that the agencies desire to implement the RFC to establish a common, non-cash fare system throughout their service areas. An RFC Contractor was procured by the agencies to design, implement and operate the system while the agreement was entered into specifically to manage the system.

The Agreement established the framework for the management of the Operating Phase of the RFC and specified each agency roles and responsibilities and the respective roles and responsibilities of the Contractor (ERG Transit Systems), vendors and service providers to the agencies. A Joint Board was thus created for the purpose of acting for the common good for all the agencies.

There are two types of costs associated with the smart card system. There are agency-specific costs which each agency is responsible for. There are also region-specific costs which all the agencies share based on a formula. The regionally shared costs have been established in proportion to the agency ridership numbers as reported to the National Transit Database (NTD). Revenues are distributed based on use of fare media and formula agreed upon by the agencies.

During the development phase, King County, acting as the Fiscal Agent for the seven agency partners was the recipient of the individual agency cost shares to pay for system design. King County then paid ERG, the system developer, for their services. A component of the seven agency partners' agreement with ERG is to the greatest extent possible act as one client for the vendor. In this case, making one payment in lieu of seven. The agencies have a 10-year contract with ERG to provide system support services ("back office" services) but there is no customer contact with ERG.

The Clipper

The San Francisco Clipper (formerly Translink) card is managed by the Bay Area Metropolitan Transportation Commission (MTC, the San Francisco metropolitan governing agency) to reduce number of fare systems and integrate transit systems in the bay area. Seven transit agencies that currently participate in the program are:

- AC Transit,
- BART,
- Caltrain,
- Golden Gate Transit,
- Muni,
- SamTrans
- Valley Transportation Authority (VTA).

Same as ORCA, the modes of travels between these agencies are rail, buses and ferries. Although managed by the MTC, it is operated by Cubic Transportation Systems who took over from ERG. MTC has a Memorandum of Understanding with each of the agencies to manage the Clipper program. MTC also has a contract between itself and Cubic to provide operations of the program.

Cubic Transportation Systems, Inc. designs and manufactures automated fare collection systems for public mass transit authorities. It offers integrated fare collection systems, which include access control, fare payment, revenue control, card distribution/vending, data communications, and information management. For the Clipper program, Cubic Transportation Systems, Inc. owns rights to the back-end and allows up to 26 operators to be on the system at the same time. Fares are collected on daily basis and are settled with each agency a day later.

MARTA Breeze Card

The system was installed by Cubic Transportation Systems, Inc. and available to the public in 2006. It can be used on MARTA Rail and Bus. Among the regional transit operators, only Cobb Community Transit has implemented the Breeze system for use on its buses. Other transit operators have expressed interest of the ability to do seamless transfers. These agencies have existing reciprocal agreements with MARTA. Cubic provided the software, computer networks, communications, high-speed smart card encoding machines, sales terminals for customer agents, parking equipment, bus fareboxes, faregates and multi-language ticket vending machines that issued the smart cards. Cubic also provided innovative customer service features including credit-debit payment, Internet-based ticketing, Autoload (the ability to automatically load value onto the card), and electronic transit benefits delivery.

These and other advanced capabilities are integrated and managed by Cubic's Nextfare™ Central System, a configurable suite of software modules designed using industry standards, open platforms and commercial off-the-shelf applications to provide the core fare collection, management and reporting functions. Through Nextfare's modular design and scalability, the MARTA system can expand to support a variety of financial, operational and customer service options.

Cubic became the clearinghouse for MARTA's operations of its Breeze Card.

South Florida Regional Transportation Authority (SFRTA)/Miami-Dade EASY CARD

Tri-Rail implemented the EASY CARD in January 2011. Cubic Transportation Systems Inc., the transportation business unit of Cubic Corp., was awarded the contract to design, deliver and provide services for the new smart card ticketing and revenue management system for the SFRTA. The system will be interoperable with Miami-Dade County's new EASY CARD system which was in place previously.

Plans are for Palm Tran and Broward County Transit to join in the near future. Tri-Rail, the commuter rail service connecting Palm Beach and Broward Counties with Miami-Dade County, will be the first transit agency to join in the creation of a South Florida regional system, giving Floridians the ability to use one fare card to travel on both systems.

Tri-Rail's transaction monitoring, processing, settlement and reporting are handled by the Miami-Dade Transit through the back-office system of Cubic's Nextfare open software and hardware platform. Nextfare integrates a business management system and passenger devices for smart card issuing, processing and validating. The open design enables multiple agencies in a region to share resources while keeping all proprietary information separate and secure, giving agencies a way to reduce costs. Examples of regional systems where Cubic's Nextfare systems are in use are the greater Los Angeles area, Atlanta, and Brisbane, Australia.

Miami-Dade Transit's EASY CARD, which officially launched in October 2009, was built, integrated and fully operational across all bus and rail services within 15 months, an accomplishment owing to the increasing maturity of Nextfare, which has been fielded by more than a dozen transit agencies around the world.

The SFRTA system processes smart cards and printed tickets encompassing about 76 ticket vending machines, 85 station validators, six ticket office machines, and 60 handheld units.

Conclusions

Based on this summary of examples, transit agencies typically employ the services of contractors to design, build, install and/or operate the system, serving as clearinghouses. Contractors that have been used by others include:

- Cubic Transportation group (MARTA, Clipper, TransLink, EZ Transit Pass, etc)
- ERG/Motorola (ORCA)
- On Track Innovation (OTI)
- Affiliated Computer Systems (ACS) (Harris County MTA, Texas)
- Accenture
- LG

APPENDIX 3 – CFCRT/LYNX/Votran Transfer Pricing Scenarios

One Way	
Board Votran Bus, pay one way full fare to Fort Florida Train Station	\$ 1.25
Go to Ticket Vending Machine and pay up charge to travel to Sanford	\$ 1.00
Total Fares Paid from Volusia to Seminole County	\$ 2.25
One Way	
Board Sun Rail at Sanford / State Road 46 Station	
Pay one way full fare plus one zone	\$ 3.00
Board Votran Bus from Sun Rail - Free Transfer	\$ -
Total Fares Paid from Seminole to Volusia County	\$ 3.00
Total Fares Paid	\$ 5.25
Round Trip	
Purchase round trip Sun Rail Pass - 2 - Zones	\$ 5.50
Board Votran Bus, with round trip Sun Rail Pass to Fort Florida Train Station	\$ -
Board Sun Rail at Sanford / State Road 46 Station	\$ -
Total Fares Paid	\$ 5.50

One Way	
Board Votran Bus, pay one way full fare to Fort Florida Train Station	\$ 1.25
Go to Ticket Vending Machine and pay up charge to travel to Orlando	
2 Zones, Seminole County and Orange County	\$2.00
Board Lynx Bus to complete trip, get validation from TVM	\$ -
Lynx trip completed with 90 minute / free transfers	
Total Fares Paid from Volusia to Orange County	\$3.25
One Way	
Board Lynx Bus, pay one way full fare to Sun Rail Train Station	\$ 2.00
Go to Ticket Vending Machine and pay up charge to travel to Debarry	
2 Zones, Orange County and Seminole County	\$2.00
Board Votran Bus to complete trip, get validation from TVM	\$ -
Total Fares Paid from Volusia to Orange County	\$4.00
Total Fares Paid	\$7.25
Round Trip	
Purchase round trip Sun Rail Pass - 3 - Zones	\$ 7.50
Board Votran Bus, with round trip Sun Rail Pass to Fort Florida Train Station	\$ -
Board Lynx Bus, with round trip Sun Rail Pass in Orlando	\$ -
Board Lynx Bus, with round trip Sun Rail Pass in Orlando to Train Station	\$ -
Board Votran Bus, with round trip Sun Rail Pass at Fort Florida Train Station	\$ -
Total Fares Paid	\$ 7.50

APPENDIX F

SunRail Service and Fare Equity Analysis

1. Introduction

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin under any program or activity receiving Federal financial assistance. In order to comply with this law, the Federal Transit Administration published mandatory guidance in FTA Circular 4702.1A and 4702.1B which requires each transit agency receiving Federal funds to develop and implement an agency-wide Title VI program.

As part of these requirements, a service equity analysis is required for agencies within urbanized areas with population of 200,000 or more that propose a “major” service change. The threshold for defining a “major” service change is left to the discretion of the transit agency. In addition, all agencies, regardless of population, are required to perform a fare equity analysis if any fare change is proposed.

The purpose of the service and fare equity analysis is threefold:

- To analyze how the proposed changes impact low-income and minority populations
- To identify whether the change disproportionately impacts low-income and minority populations in an adverse manner
- To identify methods to avoid, minimize, and mitigate disproportionate methods

This report documents the SunRail Title VI Service and Fare Equity Analysis. Section 2 describes the methodology used to perform the analysis, Section 3 documents the results of the Service Equity Analysis, and Section 4 documents the results of the Fare Equity Analysis.

For the purpose of this analysis, only competing bus services with the proposed commuter rail alternative were considered. Any modifications to the existing bus routes (Lynx and/or VOTRAN) that will be serving the SunRail networks and funded by Florida Department of Transportation (FDOT) will also be evaluated in this analysis.

2. Methodology

The FTA guidance affords transit agencies flexibility in developing methodology for conducting a service and fare equity analysis. For the SunRail Title VI service and fare equity analysis, it is necessary to evaluate the proposed service changes to Express Bus and the existing Lynx's/Votran's bus routes resulting from the implementation of the SunRail commuter rail corridor, as well as any proposed changes to existing fare structure.

Table 1 shows the bus routes (Lynx and Votran) that are changing to provide service to the new SunRail system. As mentioned earlier, only the feeder bus routes that are being funded by FDOT will be evaluated in this analysis. Any other bus modifications to the existing Lynx and/or Votran local networks should be evaluated under those agencies' respective Title VI programs.

Table 1: Lynx's Feeder Bus Routes Funded by FDOT

Lynx Routes	SunRail Station Connection	Annual Incremental Weekday Revenue Bus-Hours (funded by FDOT)	Existing Annual Weekday Revenue Bus-Hours	% Change	Major Service Change	Description of Service Change
34	Sanford	1,920	4,992	38.5%	Y	Reconfigure existing route along S. French Avenue and SR 46 between Seminole Center and Sanford station; Operate 30-minute service during weekday peak periods.
46E	Sanford	-435	5,896	7.4%	N	Continue existing route between Central Florida Family Health Center and Sanford station; Eliminate existing service on S. French Ave. (replaced by #34); Operate 30-minute service during weekday peak periods.
46W	Sanford	-407	7,276	5.6%	N	Continue existing route between Seminole Towne Center and Sanford station; Eliminate existing service on S. French Ave. (replaced by #34); Operate 30-minute service during weekday peak periods.
45	Lake Mary	1,920	4,731	40.6%	Y	Operate existing route between Seminole Centre and Seminole State College; Operate 30-minute service during weekday peak periods.
434/505	Longwood	1,920	12,421	15.5%	N	Supplement existing route #434 with 30-minute service between South Seminole Hospital and Winter Springs City Hall during weekday peak periods.
41	Altamonte Springs	0	n/a	0%	N	Extend route (eastbound and westbound trips) from Semoran Blvd. into Altamonte Springs station during weekday peak periods. No additional cost to FDOT.
102	Maitland	0	n/a	0%	N	Stop on US 17/92 adjacent to Maitland station; no add'l cost to FDOT.
1	Winter Park	960	4,672	20.5%	N	Extend service from Webster & Denning transfer center to Winter Park station via Denning, Morse, New York & New England during weekday peak periods.
9	Winter Park	960	7,724	12.4%	N	Extend service from Webster & Denning transfer center to Winter Park station via Denning, Morse, New York & New England during weekday peak periods.
14	Winter Park	0	n/a	0%	N	Extend service to Winter Park station during weekday peak periods; Operate via Fairbanks, New York, Morse, Denning (replace service to Webster & Denning); No add'l. cost to FDOT.
23	Winter Park	0	n/a	0%	N	Extend service to Winter Park station during weekday peak periods; Operate via Fairbanks, New York, Morse, Denning (replace service to Webster & Denning); No add'l. cost to FDOT.
443	Winter Park	0	n/a	0%	N	No change to route alignment; Stop on New York Ave. adjacent to Winter Park station; no add'l cost to FDOT.
102	Florida Hospital	0	n/a	0%	N	Extend service to Florida Hospital station during weekday peak periods; Operate via Rollins, Alden & Princeton; No add'l. cost to FDOT.
125	Florida Hospital	0	n/a	0%	N	No change to route alignment; Stop on Rollins St. adjacent to Florida Hospital station; no add'l cost to FDOT.
40	OH/Amtrak	0	n/a	0%	N	No change to route alignment; Stop on Sligh Blvd. adjacent to ORM/Amtrak station; no add'l cost to FDOT.

111	Sand Lake Road	3,621	9,382	38.6%	Y	Extend route (eastbound and westbound trips) into Sand Lake station via S. Orange Ave. during weekday peak periods; Operate 30-minute service during weekday peak periods.
11	Sand Lake Road	960	15,301	6.3%	N	Extend route (northbound and southbound trips) from S. Orange Ave. into Sand Lake station during weekday peak periods.
18/18L	Sand Lake Road	2,880	17,375	16.6%	N	Extend #18 (northbound and southbound trips) from S. Orange Ave. into Sand Lake station during weekday peak periods; Route deviation can be covered by excess layover; No add'l. cost to FDOT. #18L is new limited stop route from Kissimmee Intermodal terminal to Sand Lake station; Route alignment is similar to #18; Operate 60-minutes service during weekday peak periods.
42	Sand Lake Road	960	29,460	3.3%	N	Extend route (eastbound and westbound trips) into Sand Lake station via S. Orange Ave. during weekday peak periods.
TOTAL CHANGE		15,259	119,230	12.8%	N	

Based on the results (**Table 1**), three routes exceed the Major Service Change Policy threshold established for revenue hours (Appendix G). A major service change is defined as any change in service that would remain in effect for twelve (12) or more months on any individual route that would add or eliminate more than: (1) twenty-five percent (25%) of the route revenue miles; or (2) twenty-five percent (25%) of the route revenue hours. If more than one service or fare adjustment is happening simultaneously, the presence of disparate impact and disproportionate burden will be determined cumulatively. However, overall the route changes are occurring simultaneously and are below the 25% threshold for revenue hours (12.8%); thus, the service adjustments are not subject to an equity analysis which includes an analysis of adverse effects. Revenue miles have not been calculated for the proposed feeder bus changes.

Furthermore, riders will benefit from the service changes on the feeder bus routes. The increases in bus-hours will provide new connections and service frequency (add 30-minute service during weekday peak periods) to the new SunRail service for the following routes: 34, 46E, 46W, 45, 434/505 and 111. In addition, these feeder bus routes (feature in **Table 1**) will provide valuable connections to the SunRail commuter rail system which will improve mobility options for all feeder bus users.

There are two proposed Votran routes that will provide additional service and serve as feeder bus routes to SunRail's Debarry Station. Votran's Route 30 will serve Deland, Orange City and Highway 17-92 while Votran's Route 32 will serve Deltona, Orange City, Highway 17-92, Saxon, Providence and Howland Boulevard. FDOT is planning on providing a portion of the operating costs associated with adding the new service, but does not need to conduct a major service change analysis. Together, the 30 and 32 routes will add about 4,600 annual bus-hours, or about 3.0% of Votran's total annual bus-hours. Votran's service operations falls below the threshold required for conducting a disparate impact or disproportionate burden analysis.

The following methodologies documented in Sections 2.1 and 2.2 are proposed for the SunRail Title VI service and fare equity analysis.

2.1 Service Equity Evaluation

1. Due to the introduction of new fixed guideway project (commuter rail mode) and express bus route changes, those proposed changes are considered “major” and thus require service equity analysis. Furthermore, the service changes exceed the 25% threshold established by SunRail for major service changes in Appendix G.
2. Routes which provide redundant service to the Build Alternative that are planned for deletion are considered “adversely impacted routes”.
3. Assemble data that will be used to determine if adversely impacted routes disproportionately affect low-income or minority populations:
 - a. 2010 Census data for minority and low-income populations
 - b. Ridership data
 - c. 2010 On-board survey data
4. Map census data and determine regional averages, or thresholds, for minority and low-income populations. Identify areas of above-average minority and low-income populations.
5. The analysis of adversely impacted bus routes and SunRail system will look at two factors:
 - a. Population of area served by commuter rail or express bus stops/stations:
 - i. Overlay route network on minority and low-income census data maps developed in Step 4. Created ½ or 3-mile buffer, for each impacted route and selected Census blocks intersected by the buffer. This was based on the different types of stations that will be served by the new SunRail system. The ½ mile buffer was utilized for urban stations with no parking and represents an appropriate walkshed for passengers riding the SunRail system. While commuter stations will have a 3-mile buffer that represents the typical driveshed for park-ride passengers. Minority population and low-income population data will be extracted to determine percent population within ½ or 3-miles depending on station type.
 - ii. A ½ mile buffer was applied to Route 200/I-4 Express in order to fully capture the corridor demographics (i.e. low-income and minority populations) for the new SunRail alignment and elevate the impacts of the Route 200 elimination. Even though the Route 200/I-4 does not perfectly line-up with the new Phase 1 SunRail alignment; it basically mirrors the new service (with less frequency and stops) that will be offered by SunRail within the same corridor. These figures will be compared to regional averages developed in Step 4.
 - b. Current riders of express bus route

- i. Using 2010 on-board survey data, ridership for each adversely impacted route segment will be evaluated to determine the percentage of low-income riders who will be affected by the route changes of Route 200/I-4 Express.
6. The presence of a disparate impact and/or disproportionate burden occurs if a proposed major service or fare changes require minority and/or low-income populations to bear adverse effects by twenty percent (20%) or more than the adverse effects borne by the population as a whole. If more than one service or fare adjustment is happening simultaneously, the presence of disparate impact and disproportionate burden will be determined cumulatively.
7. Should a proposed major service or fare change result in disparate impacts and/or disproportionate burden, SunRail will consider modifying the proposed change to avoid, minimize or mitigate the disparate impact and/or disproportionate burden. If SunRail finds potential disparate impacts and/or disproportionate burden and then modifies the proposed changes in order to avoid, minimize, or mitigate potential disparate impacts and/or disproportionate burden, SunRail will reanalyze the proposed changes in order to determine whether the modifications actually removed the potential disparate impacts and/or disproportionate burden of the changes. If SunRail chooses not to alter the proposed change, the agency may implement the service or fare change if there is substantial legitimate justification for the change and the agency can show that there are not alternatives that would have less of an impact on the minority and/or low-income populations and would still accomplish the agency's legitimate program goals.

2.2 Fare Equity Evaluation

1. Fare equity analysis is required for all fare changes regardless of magnitude.
2. Routes that are impacted by the proposed fare change are considered "adversely impacted routes".
3. Assemble data that will be used to determine if adversely impacted routes disproportionately affect low-income or minority populations:
 - a. 2010 Census data for minority and low-income populations
 - b. Ridership data
 - c. 2010 On-board survey data
4. Map census data and determine regional averages, or thresholds, for minority and low-income populations. Identify areas of above-average minority and low-income populations. In addition to the census data, on-board survey data for the adversely impacted route, ridership will be collected and aggregated by low-income and non-low-income passenger. This data will be cross-referenced with the fare type (cash, pass, discounted cash, discounted pass, etc). Minority and non-minority population data will be extracted to determine percent population using the buffers established for the service equity evaluation (Section 1.1). A ½-mile buffer that compasses Route 200/I-4 Express and the proposed urban stations serving SunRail. A 3-mile

buffer was developed for Route 200/I-4 Express park-and-ride lot and the commuter stations serving the new SunRail alignment.

5. Fare change for each fare type will be determined by calculating the difference between the current fare and proposed fare.
6. For each adversely impacted route, aggregate fare change by income status (low-income vs. non-low-income) will be calculated by multiplying the fare difference by total ridership. Average fare change will then be calculated by dividing the aggregate fare change by total affected riders. This will be done for each fare type.
7. A disparate impact and/or disproportionate burden occurs if a proposed major service or fare changes require minority and/or low-income populations to bear adverse effects by twenty percent (20%) or more than the adverse effects borne by the population as a whole. If more than one service or fare adjustment is happening simultaneously, the presence of disparate impact and disproportionate burden will be determined cumulatively.
8. Should a proposed major service or fare change result in disparate impacts and/or disproportionate burden, SunRail will consider modifying the proposed change to avoid, minimize or mitigate the disparate impact and/or disproportionate burden. If SunRail finds potential disparate impacts and/or disproportionate burden and then modifies the proposed changes in order to avoid, minimize, or mitigate potential disparate impacts and/or disproportionate burden, SunRail will reanalyze the proposed changes in order to determine whether the modifications actually removed the potential disparate impacts and/or disproportionate burden of the changes. If SunRail chooses not to alter the proposed change, the agency may implement the service or fare change if there is substantial legitimate justification for the change and the agency can show that there are not alternatives that would have less of an impact on the minority and/or low-income populations and would still accomplish the agency's legitimate program goals.

3. Service Equity Evaluation

The introduction of this new service was determined to be a major service change requiring a service equity evaluation. In addition, Lynx Xpress Route 200/Votran I-4 Express, an express route between Orange City and downtown Orlando which was determined to provide redundant service to the proposed SunRail commuter rail corridor, is planned to be deleted in the Build Alternative. This proposed route discontinuation constitutes a major service change resulting in an adversely impacted route and thus requires a service equity evaluation.

2011 Census American Community Survey (ACS) 5-year average data was used to map Title VI communities throughout the SunRail service area at the census tract level. For the purpose of this analysis, Title VI thresholds, or the comparison values against which the impacted corridor is evaluated, were developed based on regional averages for each demographic variable. The counties served by the SunRail commuter rail system, including Volusia, Seminole, Orange, and Osceola, composed this comparison region. The Title VI demographic variables, or populations, evaluated include minority population and low-income population (as measured by population below poverty status). The following racial/ethnic groups are included in the determination of minority population:

- Black/African American
- American Indian and Alaska Native
- Asian
- Hawaiian/Pacific Islander
- Hispanic/Latino

Table 2, below, presents the Title VI and total populations within 1/2 mile of Route 200/I-4 Express and the urban stations that have been established for the new SunRail service. A 3-mile buffer was utilized around the SunRail commuter stations and the Saxon Boulevard Park and Ride lot that offers parking to Route 200/I-4 Express riders. The regional averages for minority population and low-income population are shown for comparison purposes. These regional averages are based Volusia, Seminole and Orange county census tracts that will be directly served by the Phase 1 of the SunRail project. The total population for these tracts is a little over 2 million. The minority population is approximately 28.2% while low-income populations are lower at 9.7%. If a proposed major service or fare change requires minority and/or low-income populations to bear adverse effects by twenty percent (20%) or more than the adverse effects borne by the population as a whole, the presence of a disparate impact and/or disproportionate burden has occurred.

As indicated in the table, the census tracts currently served by Route 200/I-4 Express have lower rates of minority (21.5%), but has higher populations of low-income individuals (15.5%) compared to the regional average. The regional average was 42.8% for minority populations and 15.1% for low-income populations. The tracts within the SunRail service area have lower rates of minority (26.6%) and has

slightly lower low-income populations (9.6%) compared to the regional average (15.1%). **Figure 1** provides a visual representation of this data.

*Table 2: Title VI Populations within SunRail Service Area, Route 200/
I-4 Express Corridor and Regional Averages for Phase 1*

Type of Service Change		Total Population			Minority Population			Low-Income Population		
		All Regional Tracts*	Tracts within SunRail Service Area**	Tracts along Route 200***	All Regional Tracts*	Tracts within SunRail Service Area**	Tracts along Route 200***	All Regional Tracts*	Tracts within SunRail Service Area**	Tracts along Route 200***
Route Discontinuation	Raw	2,063,267	479,061	220,740	883,079	127,371	47,371	311,553	46,076	34,252
	Percent				42.8%	26.6%	21.5%	15.1%	9.6%	15.5%

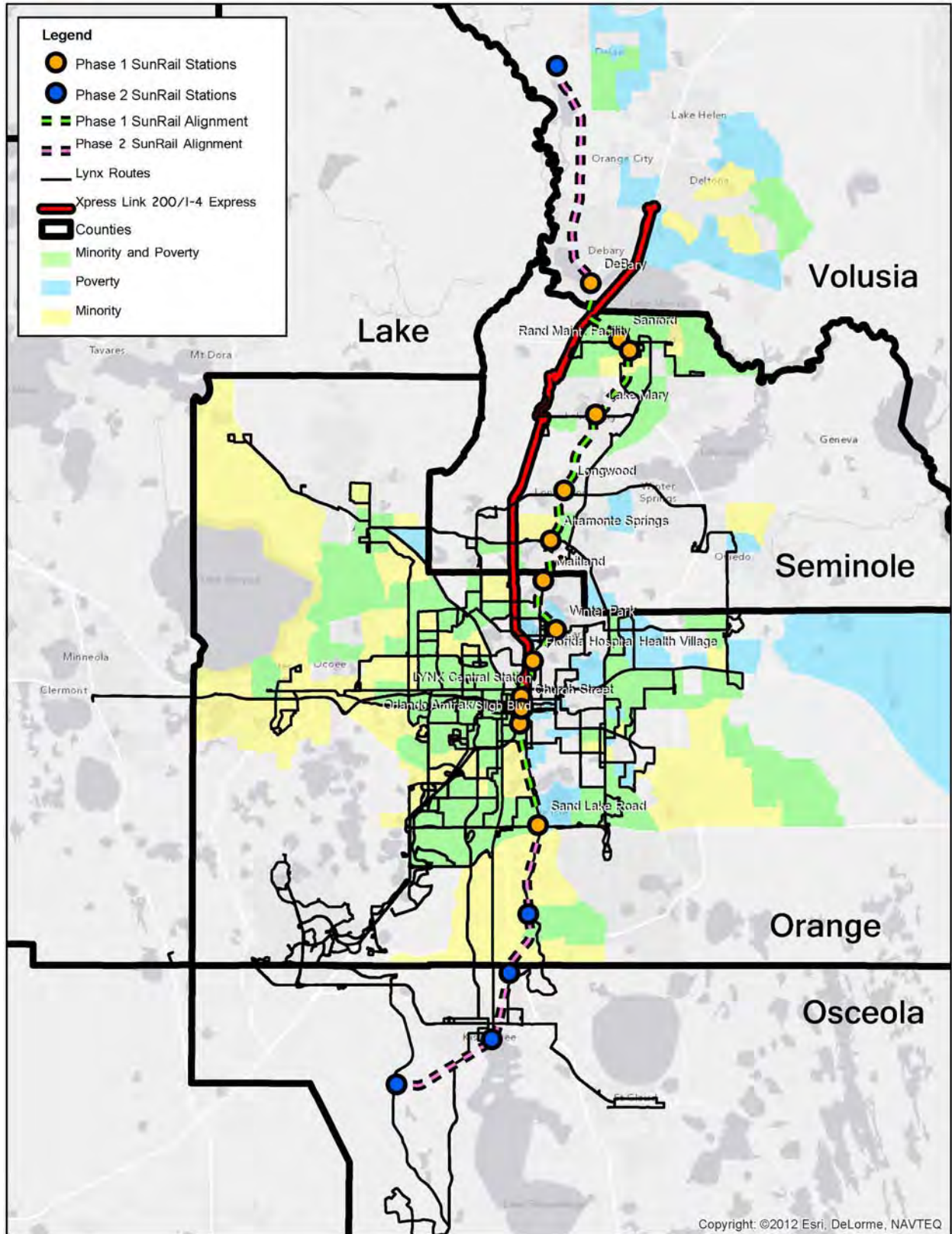
* Based on census tracts located in the following counties: Volusia, Seminole and Orange.

**Based on 1/2 or 3-mile service area buffer around the proposed SunRail stations.

***Based on 1/2-mile service area buffer for the entire bus route and a 3-mile service area buffer for the Saxon park-n-ride station.

As indicated by the data in **Table 2**, above, the Lynx Route 200/Votran I-4 Express corridor and the new SunRail service area using the specified buffers (1/2 or 3-mile) do not have above-average rates of minority populations. In regards to Route 200/I-4 Express corridor, minorities make up 28.2% of the regional population, but would bear 21.5% of the adverse effects. The 42.8% is 21.5% less than the regional share, and as such, it is concluded that minority populations will not bear a disparate impact with regard to the changes in Route 200/I-4 Express service. The adverse effects to minority populations are higher at 26.6% for the SunRail Service and 16.2% less compared to the regional minority population. Again, the adverse effects on non-minority group are higher at 73.4% compared to minorities within the SunRail service area. Thus, the adverse effects do not exceed SunRail’s Disparate Impact Policy threshold of 20% based on the cumulative impact of the proposed service change. This threshold applies to the difference of the impacts borne by minority populations compared to the same impacts borne by the population as a whole.

Figure 1: Title VI Communities within SunRail Corridor



SunRail is a proposed 61.5 mile commuter rail transit line in Central Florida intended to provide service from DeLand through downtown Orlando to Poinciana (south of downtown Kissimmee) within Volusia, Seminole, Orange and Osceola Counties (**Figure 1**). The Full Build Alternative includes 17 proposed stations---with 5 urban stations in downtown Orlando and 12 commuter stations located in the suburbs. The primary infrastructure improvements include a new railway operations signal system and 40 miles of new 2nd track bringing the total double track to approximately 59 miles in the 61-mile corridor. Phase 1 of the project will consist of a 32-mile Initial Operating Segment (IOS) providing commuter service from DeBary in Volusia County to Sand Lake Road in Orange County traversing through Seminole County and downtown Orlando. In regards to this analysis, only Phase 1 is being studied at this time. Phase 2 will be studied later on prior to the introduction of commuter rail service.

In addition to evaluating the demographics of the impacted areas, Lynx Route 200/Votran I-4 Express’s ridership was analyzed to determine current levels of low-income riders patronizing the service. In FY 2011, just over 20,000 trips were made on Route 200/I-4 Express. Based on the 2010 Lynx On-Board Survey, the average household income of Route 200/I-4 Express riders was approximately \$40,000 to \$49,999 per year. Only 9% of riders had a household income below \$20,000 per year, while 72% had a household income above \$50,000 per year.

*Table 2: Average Household Income, Route 200/I-4 Express Riders
(Source: 2010 Lynx On-Board Survey)*

Household Income	Percent
\$10,000 to \$19,999	9%
\$20,000 to \$29,999	9%
\$30,000 to \$39,999	0%
\$40,000 to \$49,999	9%
\$50,000 to \$74,999	36%
\$75,000 to \$99,999	27%
\$100,000 or greater	9%
TOTAL	100%

At least 20,000 trips will be affected by the deletion of Lynx Route 200/Votran I-4 Express, and at least 18% of these riders make less than \$29,999 per year. Currently, Lynx Route 200/Votran I-4 Express route (featured in **Figure 1**) operates Monday-Friday between the Saxon Boulevard Park and Ride lot in Orange City and downtown Orlando. Three morning trips depart each half hour from Orange City (6:00, 6:30, and 7:00 a.m.) and three afternoon return trips depart from downtown Orlando (4:00, 4:45 and 5:30 p.m.).

After the elimination of Lynx Route 200/Votran I-4 Express, riders will have drive approximately 5-miles further south in order to catch the new SunRail commuter service at DeBary Station (in Phase 1). The SunRail system will still provide transit to downtown Orlando that is currently accessible using Route 200/I-4 Express route. Eventually service will be added, in Phase 2, which will allow former Votran riders

to catch the train further north at the DeLand Station, approximately 13-miles north of DeBary Station. Also, new SunRail system will allow former Votran riders the option of traveling down to Sand Lake Road, which is approximately 6-miles further south than the service offering on Route 200/I-4 Express.

Despite the deletion, transit riders within the corridor will likely benefit by shifting to the SunRail commuter rail service which will provide expanded frequency and increased service span. As shown in **Table 4**, the introduction of SunRail service will increase the daily bus or train trips within the Route 200/I-4 Express corridor from 6 per day to 32 per day, or a 433% increase. Trips will begin earlier in morning and continue throughout the day, providing mid-day and early-evening service and increasing the span of service for all transit riders. Furthermore, the new SunRail service will provide greater access to former Votran riders along the length of the corridor.

Currently, Votran only offers riders the option of boarding and alighting at 6 different bus stops. Four of the bus stops are located in downtown Orlando; whereas, the other two are located in Volusia and Seminole County. The new SunRail service will offer a 54% increase in the number of stops allowing more boarding and alighting options for riders including low-income and minorities. Initially, in Phase 1, one of the stops will be in Volusia County at the DeBary Station. Seminole County will have 5 stops at Sanford, Rand Maintenance Facility, Lake Mary, Longwood and Altamonte Springs Stations. This is four more stops than what is offered currently on Route 200. In Orange County, there will be additional 3 stops over Route 200 with stations at Maitland, Winter Park, Florida Hospital Health Village, LYNX Central Station, Church Street, Orlando Amtrak/Sligh Boulevard, and Sand Lake Road. Again, four of the stops are located in downtown Orlando. Another benefit of the new SunRail service is that it will offer more park-and-ride lots compared to Route 200/I-4 Express route for commuters. The Route/I-4 Express only offers parking at the Saxon stop located in Volusia County. The new SunRail service will offer parking at all its stations except for the urban stations (Winter Park, Florida Hospital Health Village, LYNX Central Station, Church Street and Orlando Amtrak/Sligh Boulevard).

Table 4: Frequency, Span of Service and Stops, Xpress Route 200/I-4 Express and SunRail Commuter Rail

	Route 200	SunRail
Frequency	6 Trips/Day	32 Trips/Day
Span of Service	6:00a – 8:00a / 4:00p – 6:35p	5:30a – 10:00p
Number of Stops	6 Stops	13 Stops

While the Route 200/I-4 Express service area does have above-average rates of low-income populations (based on census tract data). The introduction of premium commuter rail service with increased service

levels is not considered a disparate impact, but rather a substantial benefit to all populations within the corridor. In regards to Route 200/I-4 Express corridor, low-income individuals make up 15.1% of the regional population, but would bear 15.5% of the adverse effects while the non-low-income individuals would bear 84.5%. The 15.5% is 0.4% higher than the regional share, but this is still below the 20% threshold established for low-income populations for the service change to be considered a disproportionate burden. The adverse effects to low-income populations are lower at 9.6% for the SunRail Service and do not exceed the 15.1% regional low-income population. Again, the impacts on non-low-income populations are much higher at 90.4% compared to low-income populations. As such, the adverse effects on low-income populations do not exceed SunRail's Disproportionate Burden Policy threshold of 20% based on the cumulative impact of the proposed service change. This threshold applies to the difference of the impacts borne by low-income populations compared to the same impacts borne by the population as a whole.

From this analysis, it is concluded that minority and low-income populations within the Route 200/I-4 Express corridor and the new SunRail alignment corridor will not bear disparate impacts or disproportionate burden with regards to the change in service. The adverse effects---new SunRail service (with increases in span of service, service frequency and number of stops) and deletion of Route 200/I-4 Express---do not exceed SunRail's Disparate Impact and Disproportionate Burden Policy threshold of 20% based on the cumulative impact of the proposed service change. The threshold applies to the difference of the impacts borne by minority (21.5-26.6%) and low-income (9.6%-15.5%) populations compared to the same impacts borne by the population as a whole.

4. Fare Equity Evaluation

FTA’s Title VI guidelines require that a fare equity analysis must be completed whenever a fare change is implemented. The fare equity analysis compares the fares paid under the change with fares that would be paid through available alternatives. It was determined that the Lynx/Votran Feeder Bus routes for SunRail in addition to the Lynx Route 200/Votran I-4 Express (which is proposed for deletion) may be adversely impacted. This analysis will determine if the shifting of passengers from the feeder bus and express routes to the new commuter rail constitutes a fare increase, and if so, to what degree the fare increase adversely impacts minority or low-income riders. The 2010 Lynx On-Board Survey was used to analyze fare media usage by passenger income for Lynx Route 200/Votran I-4 Express. Since the survey did not collect data regarding minority riders, census data gathered for the service equity evaluation was used to approximate impacts to minority populations and low-income riders. Table 5 provides the current fare structure for Lynx/Votran Route 200/I-4 Express. Votran provides monthly passes discounted 10-token passes and (comparable to weekly pass) at full and reduced fares for Route 200 riders.

Table 5: Route 200/I-4 Express Fare Structure

Fare Type	Lynx/Votran Route 200/I-4 Express	
	Adult	Express Reduced
One-Way Fare	\$3.50	\$1.75
Round-Trip Fare	\$7.00	\$3.50
Weekly Pass*	\$31.50	\$15.75
Monthly Pass*	\$80.00	\$40.00

The recommended SunRail fare structure is distance based using a zonal pricing system. Nearly all U.S. commuter rail operations employ distance based fare structures using zones. The following is a brief summary of fare types and transfers policies for the SunRail system (**Table 6**).

Table 6: Proposed SunRail Fare Structure

Number of Zones Traveled	One Way	Reduced One Way	Round Trip	Reduced Round Trip	Weekly	Reduced Weekly	Monthly	Reduced Monthly	Annual	Reduced Annual
1	\$2.00	\$1.00	\$3.75	\$1.75	\$17.00	\$8.50	\$56.00	\$28.00	\$560.00	\$280.00
2	\$3.00	\$1.50	\$5.50	\$2.75	\$25.00	\$12.50	\$84.00	\$42.00	\$840.00	\$420.00
3	\$4.00	\$2.00	\$7.50	\$3.75	\$34.00	\$17.00	\$112.00	\$56.00	\$1,120.00	\$560.00
4*	\$5.00	\$2.50	\$9.50	\$4.75	\$42.50	\$21.25	\$140.00	\$70.00	\$1,400.00	\$700.00
Stored Value Purchase Examples					Bonus Value		Smart Card Fee		Stored Value	
\$5					10%		\$5.00		\$5.50	
\$10					10%		\$5.00		\$11.00	
\$25					10%		\$5.00		\$27.50	
\$50					10%		\$5.00		\$55.00	
\$100					10%		\$5.00		\$110.00	
\$200					10%		\$5.00		\$220.00	
\$300					10%		\$5.00		\$330.00	

* Zone 4 service will be analyzed in Phase 2 Commuter Rail Alignment if it is determined that a Service Fare Equity Analysis is required.

Zonal Pricing – SunRail’s fare will be determined by the number of zones through which a passenger travels. The SunRail system can be divided into four zones based on county boundaries (Volusia, Seminole, Orange, and Osceola Counties). Passengers traveling within a single zone (or county) would pay the standard based fare, while those passengers commuting through more than one zone would pay a higher fare. This pricing strategy will optimize passenger revenue by charging a higher cost for a longer trip. The downside is that low-income people may have increased costs for making longer trips (i.e. reverse commute trips to suburban employment centers).

Passengers will be able to purchase multiple fare types depending on their travel needs. Fare payment by passengers will be enforced by conductors. **Figure 2** displays the SunRail system with four zones and proposed stations identified. The fare equity analysis is only focused on Phase 1, which will commence revenue operations in 2014.

Figure 2: SunRail System Map by Fare Zones



Reduced Fares – The SunRail system will include reduced fares for elderly and disabled persons that choose to ride the system in compliance with Federal transit laws. The proposed reduction will be a 50% discount on all fares, during peak and non-peak hours. Elderly persons include all persons 65 years of age or over, while disabled persons would be permitted under the more restrictive definition applied to the non-discrimination provisions of FTA’s Section 504 program.

Discount Pricing – With the fare structure, the SunRail system will also include a discount pricing initiative as a market-based pricing strategy. An option will be given to purchase prepaid fares to provide significant savings for regular commuters. The stored value card will allow for an up-front discount price (10%) for frequent riders of the system; in addition riders will have the option to purchase multi-ride passes (i.e. weekly, monthly, annual passes). The stored value card can be loaded and reloaded and offers daily commuters on SunRail, Lynx and Votran a single fare card that can be used on all three systems (SunRail and Lynx upon implementation of the smart card system; Votran may accept smart cards for local bus trips at a future date).

The benefit of discount pricing is that all riders will receive the same discount after the purchase of a stored value card for travel to all zones. SunRail customers traveling shorter distances will receive the same discount (10%) as customers traveling longer distances or between zones. As such, this pricing strategy treats all passengers equally.

Transfer Policy – Lynx and Votran bus riders will receive one free transfer to use the SunRail system as long as the travel happens within one zone and the travel occurs within a 90-minute period. Passengers boarding Lynx and Votran feeder buses will be able to transfer free to SunRail within the same zone of travel. Transferring passengers will need to pay a \$1.00 upgrade for each additional zone traveled. For example, a Lynx rider boarding a feeder bus in Altamonte Springs (Seminole County) traveling to downtown Orlando would need to pay a \$1.00 fare upgrade. **Table 7** provides a summary of the transfer upgrade fare structure between SunRail and Lynx and Votran feeder buses. The fare zones, which include Volusia, Seminole, Orange, and Osceola counties, are illustrated in **Figure 2**.

Table 7: Proposed SunRail Transfer Pricing

Number of Zones Traveled	To SunRail		To LYNX/Votran Reduced Round Trip	
	Regular	Reduced	Regular	Reduced
1	\$0.00	\$0.00	\$0.00	\$0.00
2	\$1.00	\$0.50	\$0.00	\$0.00
3	\$2.00	\$1.00	\$0.00	\$0.00

The current and proposed SunRail fare structure, as compared to Xpress Route 200/Votran I-4 Express, is presented in **Table 8: Current and Proposed Fare Structure, Lynx Route 200/I-4 Express and SunRail Commuter Rail**, below. Route 200/I-4 Express operates in the three SunRail fare zones (Orange, Volusia, and Seminole) that will be operational in Phase 1. Based on the data, fares for shorter distance trips will decrease substantially when shifted from Route 200/I-4 Express to the SunRail commuter rail, while the cost of longer trips will increase. The most pronounced decreases will occur for trips within a single zone. Trips between two zones bought with one-trip and weekly passes will also decrease in price; however, 2-zone monthly passes will increase slightly, by 5%, over the current rates. Overall, the new commuter service will have a positive impact on all riders, including low-income and minorities, with improved mobility options. The 3-zone fares will increase by 40% over current rates, but riders will again benefit from having more access points and being able to travel further on the new SunRail alignment. Increases in full-fare and reduced-fare trips and passes will increase at the same rate.

Table 8: Current and Proposed Fare Structure, Lynx Route 200/I-4 Express and SunRail Commuter Rail

Trip Type		One Way	Round Trip	One Way % Increase	Round Trip % Increase	
Current Xpress Fare	One Trip	\$3.50	\$7.00			
	Reduced One Trip	\$1.75	\$3.50			
	Weekly*	\$31.50				
	Reduced Weekly*	\$15.75				
	Monthly**	\$80.00				
	Reduced Monthly**	\$40.00				
Proposed Commuter Rail Fare	Intra-Orange 1 Zone	One Trip	\$2.00	\$3.75	-43%	-46%
		Reduced One Trip	\$1.00	\$1.75	-43%	-50%
		Weekly	\$17.00		-46%	
		Reduced Weekly	\$8.50		-46%	
		Monthly	\$56.00		-30%	
		Reduced Monthly	\$28.00		-30%	
	Seminole - Orange (Phase 1)/ Volusia – Seminole (Phase 1) 2 Zones	One Trip	\$3.00	\$5.50	-14%	-21%
		Reduced One Trip	\$1.50	\$2.75	-14%	-21%
		Weekly	\$25.00		-21%	
		Reduced Weekly	\$12.50		-21%	
		Monthly	\$84.00		5%	
		Reduced Monthly	\$42.00		5%	
	Volusia – Orange (Phase 1) 3 Zones	One Trip	\$4.00	\$7.50	14%	7%
		Reduced One Trip	\$2.00	\$3.75	14%	7%
		Weekly	\$34.00		8%	
		Reduced Weekly	\$17.00		8%	
		Monthly	\$112.00		40%	
		Reduced Monthly	\$56.00		40%	
	Volusia – Osceola County (Phase 2) 4 Zones	One Trip	\$5.00	\$9.50		
		Reduced One Trip	\$2.50	\$4.75		
		Weekly	\$42.50		Phase 2 (Not analyzed in this report)	
Reduced Weekly		\$21.25				
Monthly		\$140.00				
Reduced Monthly		\$70.00				

* Weekly passes not available through Lynx or Votran. However, a comparable 10-token pass is available through Votran.

** Monthly passes only available through Votran

Fare Payment Technology and Media - SunRail will utilize a fare collection system designed as an Account Based System (ABS), allowing passengers to open accounts linked to contactless smart cards. The SunRail Fare Collection System will consist of Ticket Vending Machines (TVMs), a Central Data Collection & Information System (CDCIS), Station Platform Ticket Validators (SPTVs) and Handheld Ticket Validators (HHTVs). Train conductors and/or roving inspectors will inspect platstic and paper (limited

use) smart card tickets that have been purchased through a TVM located at station platforms and retail outlets and validated at SPTVs on station platforms. FDOT will install two TVM's at each commuter rail station platform. The smart card ticket, pass, or transfer upgrade ticket evidences payment of fare and enables barrier-free fare control throughout the CFCRT system. Since the CFCRT system will include zone fares, it will be necessary for all passengers to "tap on" (at the boarding station) and "tap off" (at the alighting station) at SPTVs in order to ensure that the correct amount has been deducted from their smart card or ticket.

To put these fare changes in context in terms of impacts to the low-income riders who utilize Route 200/I-4 Express, 2010 on-board survey data was analyzed to determine what types of fare media riders use relative to their household income. **Table** provides a comparison of fare media used by household income for both Route 200 and the system as a whole.

This data indicates that the profile of the average Route 200/I-4 Express passenger is quite different from that of the average Lynx or Votran passenger. The Route 200/I-4 Express passengers tend to have a higher average household income and utilize passes more often than cash fares. Only 9% of riders on Route 200/I-4 Express had a household income below \$20,000 per year, while Lynx's system as a whole had 63% of riders with household incomes below \$20,000 per year. Almost 3/4 (72%) of Route 200/I-4 Express riders had household incomes above \$50,000 per year and no riders reported using discounted cash or discounted pass fares. The most common fare media used on Route 200/I-4, at 64%, was a standard pass.

Table 9: Fare Media Used by Household Income (Source: 2010 Lynx On-Board Survey)

Household Income	Fare Media Used (Count)													
	Adult Cash		Discounted Cash		Standard Pass		Discounted Pass		Tokens/Other		TOTAL		PERCENT	
	System	Rt 200	System	Rt 200	System	Rt 200	System	Rt 200	System	Rt 200	System	Rt 200	System	Rt 200
Less than \$10,000	1100		300		1008		165		42		2615	0	39%	0%
\$10,000 to \$19,999	651		142		711	1	96		19		1619	1	24%	9%
\$20,000 to \$29,999	425	1	65		504		56		14		1064	1	16%	9%
\$30,000 to \$39,999	166		21		169		25		9		390	0	6%	0%
\$40,000 to \$49,999	69		5		62	1	8		4		148	1	2%	9%
\$50,000 to \$74,999	52	1	5		29	3	2		10		98	4	1%	36%
\$75,000 to \$99,999	14	1	1		7	2			2		24	3	0%	27%
\$100,000 or greater	9				4		2		5	1	20	1	0%	9%
No Response	287		27		253		72		20		659	0	10%	0%
TOTAL	2773	3	566	0	2747	7	426	0	125	1	6637	11		
PERCENT	42%	27%	9%	0%	41%	64%	6%	0%	2%	9%				

Based on the survey data, the fare increases imposed on current Route 200/I-4 Express riders who might be shifted to the SunRail commuter rail do not constitute an adverse or disparate impact on low-income populations. Only 18% of the #200 riders make less than \$30,000 a year compared to 79% of transit riders who utilize the system. The majority of Route 200/I-4 Express riders (81%) make more than \$30,000 a year. As such, it is concluded that low-income populations will not bear a disproportionate burden with regard to increased fares. Furthermore, the adverse effects ---deletion of Route 200/I-4 Express--- do not exceed SunRail’s Disproportionate Burden Policy threshold of 20% based on the cumulative impact of the proposed fare increase. This threshold applies to the difference of the impacts borne by low-income populations compared to the same impacts borne by the population as a whole. Furthermore, the low-income populations located within the tracts along the new SunRail alignment (9.6%) is below the 20% threshold and the regional average (15.1%).

Impacts to minority populations were approximated by evaluating minority census data within the Route 200/I-4 Express corridor. As indicated by the data in **Table 10**, the Route 200/I-4 Express corridor does not have above-average rates of minority populations. Minorities make up 42.8% of the regional population, but would bear 21.5% of the adverse effects while the non-minority group would bear 78.5% with the deletion of Route 200/I-4 Express. The 42.8% is 21.3% less than its expected share, and as such, it is concluded that minority populations will not bear a disparate impact. The adverse effects to minority populations are higher at 26.6% for the SunRail Service and 16.2% less compared to the regional minority population. Again, the adverse effects on non-minority group are higher at 73.4% compared to minorities within the SunRail service. Thus, the adverse effects do not exceed SunRail’s Disparate Impact Policy threshold of 20% based on the cumulative impact of the proposed service change. This threshold applies to the difference of the impacts borne by minority populations compared to the same impacts borne by the population as a whole. Furthermore, the enhanced quality of service in terms of increased frequency, service span, more stops, and overall amenities justifies the fare increases for 2 and 3-zone passengers.

Table 10: Minority Population within Route 200/I-4 Express Corridor

Type of Service Change		Minority Population	
		All Regional Tracts*	Tracts along Route 200**
Route Discontinuation	Raw	127,371	47,371
	Percent	42.8%	21.5%

* Based on census tracts located in the following counties: Volusia, Seminole and Orange.

**Based on ½-mile service area buffer for the entire bus route and a 3-mile service area buffer for the Saxon park-n-ride station.

5. Major Service Change Policy

For the purpose of this service and fare equity analysis, a Major Service Change is defined as the introduction of a new mode of service (commuter rail) and deletion of current express bus service. FTA Circular 4702.1B requires that a Major Service Change Policy be developed prior to initiation of revenue service. This policy dictates when a service and fare equity analysis will need to be conducted in the future. The proposed Major Service Change Policy is contained in SunRail Title VI Program and Nondiscrimination Policy (in Appendix G).

APPENDIX G

SunRail Proposed Major Service Change and Service/Fare Equity Policy

APPENDIX G

PROPOSED MAJOR SERVICE CHANGE & SERVICE/FARE EQUITY POLICY

Introduction

As a federally funded and regulated transit provider, SunRail has a responsibility to adhere to the objectives of Title VI of the Civil Rights Act of 1964 as well as the policies set forth in the Executive Order on Federal Actions to Address Environmental Justice (EJ) in Minority Populations and Low-Income Populations (1994).

- A. **TITLE VI** of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that “no person in the United States shall, on the ground 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 financial assistance.” (42 U.S.C. Section 2000d).

- B. **ENVIRONMENTAL JUSTICE (EJ)** Although no formal required report is required for the Executive Order on Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, FTA requires transit providers to incorporate EJ and non-discrimination principles into transportation planning and decision-making process as well as environmental review for specific projects. The two primary classes considered are minorities and low-income populations.

Service Coordination/Solicitation of Public Comments

In response to recent changes made by the FTA on Title VI Requirements and Guidelines for FTA Recipients, SunRail is seeking public comment on the following proposed policies regarding (1) **major service changes**, (2) **fare changes**, (3) **disparate impacts**, and (4) **disproportionate burden** based on Federal Transit Administration (FTA) Circular 4702.1B.

Coordination regarding these policies occurred between the Florida Department of Transportation (FDOT) and regional transit providers---LYNX and VOTRAN---in addition to gathering public input for determining acceptable thresholds for disparate impact (minority population) and disproportionate burden (low-income population). The establishment of SunRail’s Fare Policy, Equipment and Implementation Plan was also based on regional coordination between FDOT and the regional transit providers. On-going coordination meetings have been held between the three agencies to discuss the following fare media-related issues as of 2008:

- SunRail fare policy,
- Fare strategy and fare structure,
- Fare payment technology and equipment, and
- Implementation responsibilities.

The coordination effort was conducted so as to ensure that SunRail's new fare collection systems was designed to support fully integrated, seamless transfers between the other transit systems.

Description of the Public Engagement Process

To comply with Circular 4702.1B, SunRail is currently seeking public comments on all the proposed Title VI and EJ policies. SunRail has scheduled a commission meeting (February 6, 2014) and technical advisory meeting (February 5, 2014) at its administrative offices to present these policies and to solicit public comment. The meeting will be advertised on SunRail's website and social media channels. Additionally, SunRail will post its Proposed Title VI and EJ policies online throughout the public notice and comment phase (February 5, 2014 – March 7, 2014).

Implementation and Adoption of Proposed Policies

After the completion of the public meeting and public comment phase, SunRail will analyze and incorporate the input received from the public engagement process into its Proposed Title VI and Environmental Justice Policies. The threshold definitions will be presented to the Board during its February 2014 meeting and to establish the following policies.

Purpose of the Policy

The purpose of the Major Service Change and Service/Fare Equity Policy is to define thresholds for determining major service changes and for determining whether potential changes to existing service or transit fares will have a discriminatory impact based on low-income populations in addition to Title VI-protected populations.

The FTA Circular 4702.1B, effective October 1, 2012, requires any FTA recipient that operates 50 or more fixed route vehicles in peak service and serving a population of 200,000 great to evaluate any major service or fare changes at the planning and programming stages to determine whether those changes have discriminatory impacts. To meet this requirement, SunRail will prepare and submit an equity analysis for major service changes and all fare adjustments including an analysis of adverse effects.

Definitions (FTA Circular 4702.1B)

Adverse Effect is defined as a geographical or time-based reduction in service which includes but is not limited to: span of services changes, frequency changes, route segment elimination, rerouting, or route elimination.

Disparate Impact refers to a facially neutral policy or practice that disproportionately affects members of a group identified by race, color, or national origin, where SunRail's policy or practice lacks a substantial legitimate justification and where there exists one or more alternatives that would serve the same legitimate objectives but with less disproportionate effect on the basis of race, color, or national origin and/or income status.

Disparate treatment refers to actions that result in circumstances where similarly situated persons are intentionally treated differently (i.e., less favorably) than others because of their race, color, or national origin and/or income status.

Disproportionate burden refers to a neutral policy or practice that disproportionately affects low-income populations more than non-low-income populations. A finding of disproportionate burden requires the recipient to evaluate alternatives and mitigate burdens where practicable.

Low-income person means a person whose household income is at or below the U.S. Department of Health and Human Services (HHS) poverty guidelines.

Low-income population refers to any readily identifiable group of low-income persons who live in geographic proximity, and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed FTA programs, policy or activity.

Minority Persons include those persons who self-identify as being one more of the following ethnic groups: American Indian and Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian and Other Pacific Islander, as defined in the FTA Title VI Circular.

Service Area a half mile radial buffer on either side of SunRail's alignment.

Level of Service refers to the span of service (hours of operation), days of operation, trips and headways (service frequencies) for a transit route or the regional transit service.

Proposed Policies

The following are proposed policies for SunRail for determining if a service or fare adjustment will result in a disparate impact or low-income disproportionate impact. These adjustments will be evaluated in accordance with the regulatory requirements set forth in the FTA Circular 4702.1B.

- A. MAJOR SERVICE CHANGE POLICY** A major service change is defined as any change in service that would remain in effect for twelve (12) or more months on any individual route that would add or eliminate more than: (1) twenty-five percent (25%) of the route revenue miles; or (2) twenty-five percent (25%) of the route revenue hours. All major service changes will be subject to an equity analysis which includes an analysis of adverse effects.

The major service change thresholds **exclude** any changes to service that are caused by the following:

Temporary Services SunRail may initiate or terminate a temporary service that is in effect for less than 12 months.

Service Level Adjustments SunRail service may be adjusted up to 15 minutes during the peak hour periods, and 30 minutes during non-peak hour periods.

New SunRail Service SunRail may adjust level of service for a new SunRail route that has been in revenue service for less than 6 months.

Natural or Catastrophic Disasters a major adverse event resulting from natural forces such as hurricanes, earthquakes, or other natural disasters, or human-caused catastrophic disasters that may force the suspension of transit service for public safety reasons and/or technical events.

Seasonal Service/Special Events changes in level of service because of seasonal ridership changes and events activities served within the SunRail service area.

Temporary Route Detours a short-term change to SunRail's route caused by rail construction, rail maintenance, emergency rail conditions, fiscal crisis, or any other circumstances beyond SunRail's control.

- B. DISPARATE IMPACT POLICY** The purpose of this policy is to establish a threshold which identifies when adverse effects of major service change or any fare changes are borne disproportionately by minority populations. For the purpose of this policy, minority population means any readily identifiable group of minority persons who live in geographic proximity and in residential land use areas within Census tracts where the percentage of minority persons is higher than the SunRail's service area average. As defined in the FTA Title VI Circular, minority persons include persons who identify themselves as American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, or Native Hawaiian or other Pacific Islander.

A disparate impact occurs if a proposed major service or fare changes include the following:

- route elimination,
- new route creation,
- reorganization of a route,
- change in frequency, and
- any fare change

that requires minority populations to bear adverse effects by twenty percent (20%) or more than the adverse effects borne by the population as whole. If more than one service or fare adjustment is happening simultaneously, the presence of disparate impact will be determined cumulatively.

Should a proposed major service or fare changes result in disparate impacts, SunRail will consider modifying the proposed change to avoid, minimize or mitigate the disparate impact. If SunRail finds potential disparate impacts and then modifies the proposed changes in order to avoid, minimize, or mitigate the potential disparate impacts, SunRail will reanalyze the proposed changes in order to determine whether the modifications actually removed the potential disparate impacts of the changes. If SunRail chooses not to alter the proposed changes, the agency may implement the service or fare change if there is substantial legitimate justification

for the change and the agency can show that there are not alternatives that would have less of an impact on the minority populations and would still accomplish the agency's legitimate program goals.

- C. DISPROPORTIONATE BURDEN POLICY** The purpose of this policy is to establish a threshold which identifies when the adverse effects of major service change or any fare changes are borne disproportionately by low-income populations. For purpose of this policy, low-income population is defined as any readily identifiable group or households who live in geographic proximity, and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed FTA program, policy or activity.

A disproportionate burden occurs if a proposed major service or fare changes include the following:

- route elimination,
- new route creation,
- reorganization of a route,
- change in frequency, and
- any fare change

that requires low-income populations to bear adverse effects by twenty percent (20%) or more than the adverse effects borne by the population as whole. If more than one service or fare adjustment is happening simultaneously, the presence of disproportionate burden will be determined cumulatively.

Should a proposed major service or fare changes result in disproportionate burdens, SunRail will consider modifying the proposed change to avoid, minimize, or mitigate the disproportionate burden. If SunRail finds potential disproportionate burdens and then modifies the proposed changes in order to avoid, minimize, or mitigate the potential disproportionate burdens, SunRail will reanalyze the proposed changes in order to determine whether the modifications actually removed the potential disproportionate burden of the changes. If SunRail chooses not to alter the proposed changes, the agency may implement the service or fare change if there is substantial legitimate justification for the change and the agency can show that there are not alternatives that would have less of an impact on the low-income population and would still accomplish the agency's legitimate program goals.

- D. SERVICE/FARE EQUITY ANALYSIS DATA METHODOLOGY** Table 1 and 2 represent the service/fare equity analysis data methodology for determining if major service or fare changes result in disparate impacts or disproportionate burdens on SunRail's customers. This methodology will be used **except** during the following fare adjustment actions: (1) "Spare the air days" or other promotional events when a local municipality or transit agency has declared

that all passengers ride free;¹ (2) Temporary fare reductions that are mitigating measures for other actions;¹ (3) All promotional fare reductions remaining in effect for less than 6 months.¹

TABLE 1. SERVICE/FARE EQUITY ANALYSIS DATA METHODOLOGY

CATEGORY	ACTION	EVALUATION METHOD
Fare	Adjustment	On-board Survey Data – profile data of affected fare category and/or Census Data
Service Span	Reduction	On-board Survey Data – profile data of affected route
	Expansion	
Service Headway	Reduction	On-board Survey Data – profile data of affected route
	Expansion	
Route Length	Reduction	On-board Survey Data
	Expansion	Census Data
Route Alignment	Reduced Alignment	On-board Survey Data
	Expanded Alignment	Census Data
	Modified Alignment, Eliminated Segments, and Segments to New Areas	On-board Survey Data
		Census Data
New Route	New Route	Census Data

TABLE 2. EQUITY ANALYSIS DATA SOURCES

DATA SOURCE	DATA PROVIDER	COLLECTION METHODOLOGY	EVALUATION METHOD
American Community Survey	U.S. Census Bureau	Sample of general population	Identify minority and low-income population by Census tracts
SunRail On-Board Survey	SunRail	Sample of passengers riding SunRail at various times of the day and days of the week	Identify origin-destination patterns, ethnicity, household income and fare type usage among riders.

E. PUBLIC PARTICIPATION POLICY SunRail will hold at least one public meeting for all proposed major service changes and all fare adjustments, advertised for a period of 30 days, in order to

¹ FTA’s Circular 4702.1B, “Title VI Requirements and Guidelines for Federal Transit Administration Recipients” Chapter IV Sections 13 and 19.

receive public comments. Public materials will be produced in English, and in the Limited English Proficient (LEP) languages (Spanish and French Creole) prevalent within the service area. Other languages will be available upon request. This will ensure that all Limited English Proficient (LEP) populations within the service area are informed of the proposed service and/or fare changes. The public will have at least 30 days from the date of publication to make comments. SunRail will conduct a service and fare equity analysis for the SunRail Board and public consideration prior to any public meetings associated with the proposed service and fare changes.

The following is the public meeting procedures for major service changes and all fare adjustments:

- All public meetings shall be held during a regular meeting of the SunRail Board.
- SunRail shall advertise notice of public meetings 30 days prior to the public meeting on the SunRail website in accordance with Title VI guidelines and requirements outlined in Circular 4702.1B.
- In addition to the public meeting, SunRail will follow the Agency's LEP policy, approved on Month, Day, Year, to notify the public of the public comment period during which comments will be accepted up to 30 days after the date of publication by any standard method of communication--phone, email, postal mail, at public meetings, at SunRail's main office, or at SunRail Board meetings.
- A summary of the service and fare equity analysis to identify disparate impact including disproportionate burden affects related to minority and low income communities to all SunRail Board members.
- A summary of all input received from the public will be provided to all SunRail Board members for consideration in the evaluation of proposed service changes.
- The SunRail Board will vote on the proposed changes including mitigations for identified disparate impacts. SunRail will publicize the Board's decision to the public prior to implementing the major service changes.

SunRail Service Fare Equity Analysis
FTA Review (September/October 2013)

Topic	FTA Comments / Questions	SunRail Response / Corrective Measure
Title VI Program	FDOT submitted a Title VI Program to meet the requirements of Circular 4702.1B on 9/6/2013. FTA is reviewing this Program in it's entirety, separate from the Service & Fare Equity Analysis.	Noted. Subsequent to these comments, FTA approved the FDOT Title VI Program (letter dated 11/27/13).
Title VI	FDOT should clearly understand and articulate that this is also the Title VI program for all and any services it provides during the timeframe for this submission.	Noted.
Section 4.4 Service and Fare Equity	4-10: The program states a fare policy will require regional coordination, but then follows up with stating the fare analysis is in Appendix F and the fare policy is in Appendix G. SunRail cannot state it will develop the fare system, in coordination with other regional agencies, and then state it has conducted a fare equity analysis. Please clarify.	FDOT has worked closely with the two public transit operators in the service area, LYNX and VOTRAN, in developing an integrated fare policy for the Phase 1 SunRail system. Both LYNX and VOTRAN have adopted the common fare policy. FDOT, LYNX and VOTRAN have agreed that the fare equity impacts of the SunRail system should be evaluated in a single Title VI document rather than evaluating individual elements in separate Title VI reports. The parties have further agreed that the fare equity analysis will be described in FDOT's Title VI submittal.
Appendix D: SunRail Socioeconomic Maps/ Tables	Were minority routes identified? If so, please list. Minority transit route: has at least 1/3 of its total revenue mileage in a Census block, block group, or TAZ with a percentage of minority population that exceeds the percentage of minority population in the transit service areas.	Yes, the minority routes are identified in Section 4.2.2.4 of the SunRail Title VI Program document. The methodology to identify the minority routes was coordinated and reviewed by FTA.
Appendix F: SunRail Service and Fare Equity Analysis	Page 1: FDOT can either analyze the feeder bus modifications or the agencies making those changes must take steps to assure such changes are compliant with Title VI. The solution depends on who the parties involved.	FDOT has worked closely with the two public transit operators in the service area, LYNX and VOTRAN, in developing feeder bus plans for the Phase 1 SunRail system. FDOT is in the process of drafting Joint Powers Agreements (JPA) with LYNX and VOTRAN that define the contractual relationship with FDOT, the purchaser of service, and the two public agencies which will provide the service. FDOT, LYNX and VOTRAN have agreed that the net impacts of the SunRail system should be evaluated in a single Title VI document rather than evaluating individual elements in separate Title VI reports. The parties have further agreed that the feeder bus changes will be described in FDOT's Title VI submittal.
Appendix F	Page 2: The service analysis in this particular case may have triggered the major change definition, but it also has to do with being a new fixed guideway project.	Updated #1 to read "Due to the introduction of a new fixed guideway project (commuter rail mode) and express bus route changes, the proposed changes are considered "major" and thus require service equity analysis. Furthermore, the service changes exceed the 25% threshold established by SunRail for Major Service Changes."

Topic	FTA Comments / Questions	SunRail Response / Corrective Measure
Appendix F	Page 2: The document states the buffer is 1/4 mile. Given the nature of the service, commuter bus and park-n-ride, the buffer seems to be too low. The normal business practice is 3-5 mile buffer. There needs to be an explanation for such a small buffer or the adoption of a more reasonable buffer.	After receiving additional input from FTA, the following buffers were developed based on their guidance. Created ½ or 3-mile buffer for each bus stop/rail station and selected Census blocks intersected by the buffer. This was based on the different types of stations that will be served by the new SunRail system. The ½ mile buffer was utilized for urban stations with no parking and represents an appropriate walkshed for passengers riding the SunRail system. Commuter stations with parking will have a 3-mile buffer to represent the driveshed of most park-ride users. Minority population and low-income population data will be extracted to determine percent population within ½ or 3-miles depending on station type.
Appendix F	Page 3: For fare equity evaluation, the submission states ridership will be aggregated by low-income and non-low-income. There needs to be a statement on the minority/non-minority comparison.	Added the suggested wording for the fare equity evaluation, "Minority and non-minority population data will be extracted to determine percent population using the buffers established for the service equity evaluation (Section 1.1). A ½-mile buffer that compasses Route 200/I-4 Express and the proposed urban stations serving SunRail. A 3-mile buffer was developed for Route 200/I-4 Express park-and-ride lot and the commuter stations serving the new SunRail alignment."
Appendix F	Page 5: FDOT must state what the Title VI thresholds are, not merely state how the thresholds were developed.	Added the following wording, "If a proposed major service or fare changes require minority and/or low-income populations to bear adverse effects by twenty percent (20%) or more than the adverse effects borne by the population as a whole, the presence of a disparate impact and/or disproportionate burden has occurred."
Appendix F	Page 5: FDOT must give the regional average and the average in the buffer area. Not enough to generally refer to these two data points.	Stated the exact numbers for regional vs. buffer area for minority and low-income populations. See the discussion on page 6.
Appendix F	Page 6: FDOT should describe the SunRail corridor in order to have a better understanding of the change and the affects.	Added the following details regarding the SunRail service area on page 8, " SunRail is a proposed 61.5 mile commuter rail transit line in Central Florida intended to provide service from DeLand through downtown Orlando to Poinciana (south of downtown Kissimmee) within Volusia, Seminole, Orange and Osceola Counties. The Full Build Alternative includes 17 proposed stations--with 5 urban stations in downtown Orlando and 12 commuter stations located in the suburbs. The primary infrastructure improvements include a new railway operations signal system and 40 miles of new 2nd track bringing the total double track to approximately 59 miles in the 61-mile corridor. Phase 1 of the project will consist of a 32-mile Initial Operating Segment (IOS) providing commuter service from DeBary in Volusia County to Sand Lake Road in Orange County traversing through Seminole County and downtown Orlando. In regards to this analysis, only Phase 1 is being studied at this time. Phase 2 will be studied later on for minority and low-income impacts prior to service operations.
Appendix F	Page 6: FDOT should not conclude that there is no impact. FDOT should use the charts in the analysis and then make a conclusion. (Should discuss the data.)	Provided further explanation regarding the data featured in the chart. See page 8 and 9 of the report.

Topic	FTA Comments / Questions	SunRail Response / Corrective Measure
Appendix F	<p>Page 6: There is a 1/2mile buffer for SunRail alignment and 1/4mile buffer for an affected bus Route. FDOT should explain in the analysis the buffers and explain why they are appropriate given the particular situation.</p>	<p>Further justification was added on page 2 and 3 regarding the buffers. "i. Overlay route network on minority and low-income census data maps developed in Step 4. Created ½ or 3-mile buffer, for each impacted route and selected Census blocks intersected by the buffer. This was based on the different types of stations that will be served by the new SunRail system. The ½ mile buffer was utilized for urban stations---with no parking and represents an appropriate walkshed for passengers riding the SunRail system. While commuter stations will have a 3-mile buffer to include the percentage of passengers that will drive and utilize the system’s park-and-ride lots. Minority population and low-income population data will be extracted to determine percent population within ½ or 3-miles depending on station type. i.ii. A ½ mile buffer was applied to Route 200/I-4 Express in order to fully capture the corridor demographics (i.e. low-income and minority populations) for the new SunRail alignment and elevate the impacts of the Route 200 elimination. Even though the Route 200/I-4 does not perfectly line-up with the new Phase 1 SunRail alignment; it basically mirrors the new service (with less frequency and stops) that will be offered by SunRail within the same corridor. These figures will be compared to regional averages developed in Step 4."</p>
Appendix F	<p>Page 8: FDOT needs to analyze the repercussions for the deleted Route 200. Not enough to jump to a conclusion, even if it might seem obvious.</p>	<p>Provided more detail regarding the repercussions of deleting Route 200 on pages 8 and 9.</p>
Appendix F	<p>Page 8: FDOT should spell out the identified adverse effects, rather than state they are less than the threshold permits.</p>	<p>Spelled out the impacts regarding the changes, "While the Route 200/I-4 Express service area based on census tracts does have above-average rates of low-income populations, introduction of premium commuter rail service with increased service levels is not considered a disparate impact, but rather a substantial benefit to all populations within the corridor. In regards to Route 200/I-4 Express corridor, low-income individuals make up 9.7% of the regional population, but would bear 15.5% of the adverse effects while the non-low-income individuals would bear 84.5% (based on census tract data). The 15.5% is 5.8% higher than its expected share, and as such, but this is below the 20% threshold established for low-income populations for the service change to be considered a disproportionate burden. The adverse effects to low-income populations are lower at 9.6% for the SunRail Service and do not exceed the 9.7% regional low-income population. Again, the impacts on non-low-income populations is higher at 90.4%, and as such, the adverse effects do not exceed SunRail’s Disproportionate Burden Policy threshold of 20% based on the cumulative impact of the proposed service change. This threshold applies to the difference of the impacts borne by low-income populations compared to the same impacts borne by the population as a whole.</p> <p>From this analysis, it is concluded that minority and low-income populations within the Route 200/I-4 Express corridor and the new SunRail alignment corridor will not bear disparate impacts or disproportionate burden with regards to the change in service. The adverse effects---new SunRail service (with increases in span of service, service frequency and number of stops) and deletion of Route 200/I-4 Express---do not exceed SunRail’s Disparate Impact and Disproportionate Burden Policy threshold of 20% based on the cumulative impact of the proposed service change. The threshold applies to the difference of the impacts borne by minority (21.5-26.6%) and low-income (9.6%-15.5%) populations compared to the same impacts borne by the population as a whole.</p>

SunRail Service Fare Equity Analysis
 FTA Review (September/October 2013)

Topic	FTA Comments / Questions	SunRail Response / Corrective Measure
Appendix F	Page 9: FDOT discussed Votran-I4 Express route only in fare discussion, but not service.	Added discussion about Votran I-4/Express route on page 8. "Lynx Route 200/Votran I-4 Express route operates Monday-Friday between the Saxon Boulevard Park and Ride lot in Orange City and downtown Orlando. Three morning trips depart each half hour from Orange City (6:00, 6:30, and 7:00 a.m.) and three afternoon return trips depart from downtown Orlando (4:00, 4:45 and 5:30 p.m.)."
Appendix F	Page 9: FDOT will need to update the survey data by December 31, 2013. The submission states that minority/non-minority information was not collected in the 2010 survey.	FDOT conducted the 2010 survey to document "Before" travel conditions. FDOT expects to conduct a follow-up "After" survey approximately two years after the start of revenue operations.
Appendix F	Pages 9-10: This is new service for FDOT and will connect with LYNX and VOTRAN. There is disagreement as to Fare Media. LYNX is ready to move forward with a flat 10% (or x%) discount for use of the pre-paid, stored value card. FDOT's position is to use a "sliding scale". There should be agreement & coordination among the agencies. FTA does not determine.	FDOT and LYNX have agreed on a 10% discount for all users above \$5.00. Revised fare structure has been added to the analysis on page 12.
Appendix F	Page 11: FDOT must make sure that the buffer utilized will be applied for the entire route and the different stations and park-n-rides.	Same buffers used on service equity analysis were used for the fare equity analysis. See pages 3 and 4.
Appendix F	Page 11: Due to the different phases, FDOT must make sure the correct portion of the project is being analyzed.	Changed the wording page 12, "The fare equity analysis is only focused on Phase 1, which will be starting operation in 2014."
Appendix F	Page 12: The language indicates that only certain zones were analyzed. FDOT must analyze the entire route, and not merely the zones that are shared with affected bus lines already in existence. Prior to the analysis, the Title VI submission has a chart that indicates four zones.	Added 4 Zones to Table 6, but specified that this wasn't analyzed in this report.

Topic	FTA Comments / Questions	SunRail Response / Corrective Measure
Appendix F	<p>Pages 13-14: The analysis on these pages is not satisfactory: 1. The analysis only covers LYNX Route 200 / Votran I-4 Express (proposed for deletion); 2. The analysis does not examine the effects of the recommended “Zonal Pricing” and “Transfer” Policies on existing routes and passengers; 3. The analysis does not examine the “fare upgrade” that will be required of passengers traveling from a Votran feeder but to the CFCRT; 4. Fare Payment Technology and Media” issues are covered (technical matters) in depth within the Appendix E, but not discussed at all in the “Fare Equity Evaluation”. Please cover/discuss these issues.</p>	<p>Added further discussion to address these comments on pages 12 through 17.</p>
Appendix G: Major Service Change & Service/ Fare Equity Policy	<p>What public involvement activities occurred for the development of the “Major Service Change”, “Disparate Impact” and “Disproportionate Impact” policies?</p>	<p>Added information about the public involvement activities for "Major Service Change", "Disparate Impact" and "Disproportionate Impact" policies.</p>
Appendix G	<p>What public involvement activities & coordination (FDOT, LYNX, Votran) occurred during the development and start-of-service preparations for SunRail project?</p>	<p>Added details about the public involvement activities and coordination between FDOT, LYNX and VOTRAN.</p>
Appendix G	<p>What coordination has occurred between FDOT, LYNX, and VOTRAN for the development of Fare Media system(s)?</p>	<p>Added information about the coordination efforts between FDOT, LYNX, and VOTRAN.</p>
Appendix G	<p>Page 3: For the 20% threshold for the Disparate Impact Policy and Disproportionate Policy. Consider incorporating language to specify the change of services included (i.e. change in routing, headways, reduction in buses, route discontinuation)</p>	<p>Incorporated the requested language into the Disparate Impact Policy and Disproportionate Policy.</p>
Appendix G	<p>Page 14: FDOT should make sure all the identified LEP languages are adequately served, not just Spanish.</p>	<p>Identified the LEP languages.</p>