City of Davis/Unitrans

2017 Title VI Program and Language Assistance Plan
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Overview and Description of Transit Service

City of Davis Profile

The City of Davis is a university-oriented city of nearly 67,000. It has a unique university and residential community internationally known for its commitment to environmental awareness and implementing progressive and socially innovative programs. The city’s quality of life and vigorous progressive community is reflected in its small-town style and many well-known symbols: energy conservation, environmental programs, green belts, parks, tree preservation, British red double-decker buses, bicycle paths, record number of bicycles per capita, and the quality of its educational institutions.

Public transit infrastructure and services include three transit systems that serve the City of Davis. Unitrans provides fixed route bus service within the city. Yolobus connects to other cities in Yolo County and provides commuter service to Sacramento. Davis Community Transit provides origin-to-destination demand response service to customers who qualify under the Americans with Disabilities Act (ADA).

Davis has a strong history of bicycle use and planning. An estimated 60,000 bicycles are in use in Davis and on the UCD campus. An estimated 17% of personal trips in Davis are made by bicycle, which is almost ten times the national average. City planning integrates bicycle lanes and bike paths on city streets and through community greenbelts.

Davis is also well served by Amtrak and the Capitol Corridor, as the City sits at the junction of the north/south, east/west lines for both the Southern Pacific Railroad and Amtrak. Capital corridor trains stop at Davis daily for service between Sacramento and the Bay Area. Amtrak Thruway buses also stop at the historic Southern Pacific Depot, adjacent to the downtown. The city renovated the circa 1910 depot building and expanded parking at this facility.

Davis is known for its pioneering efforts in addressing environmental and social issues. A good example of the City’s commitment to sustainable community design is its unmatched bicycle and pedestrian network. Over 50 miles of bicycle paths connect neighborhoods, schools, parks, shopping centers, the University and the downtown, and has led to the highest per-capita bicycle ownership rate in the nation. Residents of Davis are active in local, national, and international political causes, sports, arts and community organizations.

The Davis community combines the right blend of safe neighborhoods, convenient retail and service establishments, and cultural amenities for a variety of tastes and plentiful recreational activities. The area offers a myriad of cultural and entertainment attractions. The University of California at Davis hosts world class entertainers at the Mondavi Center and houses multiple galleries with an extensive permanent collection of art and ever changing exhibitions. More than a dozen major dance concerts are produced in town each year.
The International House is a haven for foreign visitors, scholars and students with facilities to welcome and serve guests from all over the world.

Sutter Davis Hospital and Kaiser Permanente Medical Facilities provide excellent primary and continuing health care for the residents of Davis. Private clinics and physicians’ groups are available to meet a variety of health care needs.

As a university town, Davis has the advantages of a small town coupled with the numerous intellectual, recreational and cultural activities serving a wide variety of interests. Exhibit 5 provides a variety of demographic and economic activity data that show key characteristics of the City of Davis.

Fixed Route Transit Services - Unitrans

Unitrans was founded in 1968 as the University Transport System, when the Associated Students of UC Davis purchased two vintage London double decker buses to operate on two routes. In 1972, Unitrans was opened to the general public, with partial funding from the City of Davis. Since that time the ASUCD/City of Davis partnership has continued, and now Unitrans provides public transportation service to the entire city with 49 buses on 18 routes, carrying over 4.0 million passengers/year (over 23,000 on a typical day). Unitrans is the sub-recipient to the City of Davis for federal transit funds to operate and maintain fixed route service on behalf of the City. Figure 1 is a map showing all of Unitrans fixed-route services provided in 2016-2017.

Each day, Davis residents ride buses to get to destinations throughout the City. Many riders are students going to/from UCD, but the system is also used extensively for trips to places such as downtown, junior and senior high schools, library, hospital, neighborhood shopping centers, medical offices, senior center, theaters, and the Farmers’ Market. Buses serve these locations every weekday from 7am-11pm, and the weekend from 9am-6pm. Buses run more frequently during the UCD academic year when ridership is higher and less frequently during the summer and breaks.

Unitrans is unique in that drivers and employees are UC Davis students working part time in all areas of operation including maintenance, administration, and support functions, under the supervision of 17 career staff. The vast majority of employees are full-time UC Davis undergraduate students that work part time. Administrative oversight and day-to-day management of the operation was provided by 17 career staff, including a General Manager, two (2) Assistant General Managers and a Maintenance Manager. All of the bus drivers, much of the support staff, and even many in managerial positions are students who work relatively short shifts around their classes.

Anyone can ride Unitrans for one dollar cash fare, and many types of prepaid discounted tickets and passes are available. One special fare category includes UCD Undergraduate students, who can show a valid undergrad ID instead of a cash fare, because they pay a portion of their quarterly ASUCD fee to Unitrans. Seniors (60+) and individuals with disabilities may also ride free with an ID card available upon request.
Two (2) main "terminals" are on the UCD campus: Memorial Union Terminal (MU), and Silo Terminal (Silo). The MU Terminal is a well-defined transit center, including bus layover pads (both for Unitrans and other providers), shelters, benches, and other passenger amenities. In 2014, the MU Terminal underwent extensive renovations to improve capacity and bicycle/pedestrian safety.

The Silo Terminal is located along the Hutchison Corridor that bisects the UCD campus. The Silo Terminal underwent a significant investment and makeover in 2008, expanding its capacity and increasing passenger amenities (shelters, information).

Unitrans provides varying schedule types depending on the University's academic calendar. The University provides instruction during three (3) separate quarters (winter, spring, and fall), as well as two (2) sessions during the summer. Unitrans offers the following different "platforms" or service types depending on the day:

- **Regular Service** is provided while UCD classes are in session during the winter, spring, and fall quarters. No night service is provided on Fridays during the regular schedule, meaning the service shuts down at 8:10 p.m. on Fridays.

- **Finals Service** is provided during finals week for each quarter (some time in December, March, and June). Unlike the regular service schedule, night service is provided throughout the finals service schedule (including Friday night).

- **Break/Summer Service** is provided during the summer, spring break, holidays, and other times when UCD is not in regular session. Limited night service is provided on four lines – but not on Friday, Saturday, or Sunday nights.

- **Unitrans operates weekend (Sat/Sun) service on the G, K, M, O, P, Q, and V lines from the MU Terminal. Weekend service is also the chosen platform for certain Holidays, such as Veterans Day, Day after Thanksgiving, and days around Christmas/New Years.**

- **Amtrak Shuttle Service** is provided during Sunday evenings, and Mondays of a 3-day holiday weekend. The shuttle leaves the Amtrak Station after train arrivals and will take you to any destination within the City at regular fixed route fares.

Unitrans connects with several transit systems and links to their web sites are provided on the “Special Service” section of the Unitrans web site. YoloBus provides service to Sacramento, Woodland, the Sacramento Airport, as well as within Davis and throughout Yolo County. YoloBus connects with Unitrans at the Memorial Union and at many common stop locations throughout Davis. Davis Community Transit provides demand responsive service within Davis, including ADA complementary paratransit service. Unitrans also connects with Amtrak/Capitol Corridor trains in downtown Davis, and a special shuttle operates on Sundays evenings when regular Unitrans service does not run. Other inter-city services available on the UCD campus include Fairfield and Suisun Transit, the UCD Medical Center Shuttle, and the UC Berkeley Shuttle.
ADA Complementary Paratransit Service – Davis Community Transit

ADA complementary paratransit service is provided by City of Davis staff under the direction of the City’s Community Services Department. Management of the paratransit program is provided out of a shared office facility at the City’s Corporation Yard on East 5th Street. All employees are City of Davis employees. Three (3) full-time employees oversee the day-to-day DCT operation, which is delivered by a staff of 12 part-time employees. Dispatching duties and drivers are filled by temporary part-time employees, each limited to 1,040 annual hours or less. DCT is fortunate in that most employees are current or former Unitrans drivers, thus already familiar and trained in basic transit service and thoroughly familiar with DCT’s routes and hours. Maintenance is provided by the City’s Fleet Services Division, located adjacent to the Corporation Yard.

The City of Davis’ paratransit program offers origin-to-destination service to ADA certified individuals and their attendants. All riders must be registered and determined as eligible under ADA law. Prior to December 2008, the service was open to all Davis residents. Trips can be made for any purpose and prioritization is not allowed, per ADA law. DCT accepts reservations up to 14 days in advance, and requires that trips be reserved by at least 5:00 p.m. the day before travel in order to guarantee the ride. Following ADA law, all trips requested by 5:00 p.m. the previous day are guaranteed. However, DCT goes "beyond the ADA" and accommodates same-day trip requests when possible, as space allows.

Core service hours are between 7:00 a.m. and 7:00 p.m., Monday through Friday. However, service is available from 5:00 a.m. all the way to 11:00 p.m. each day, with slightly shorter hours on the weekend, indexed to Yolobus' service hours. The DCT program provides ADA service for the Yolobus program within the Davis city limits. This partnership extends DCT service hours beyond Unitrans' hours, covering gaps in the early morning and weeknight, mimicking the longer hours of YoloBus. This arrangement provides value to the community in that paratransit trips are possible in the early morning and late into the evening on weekends. DCT charges an ADA Premium Fare of $4.00 per one-way trip (double Yolobus’ adult fare), for trips taken before or after the Unitrans service hours. Normal DCT fares are $2.00 per one-way trip, double Unitrans' fixed route adult fare, the maximum that DCT is allowed by FTA law to charge.

- General Reporting Requirements

**Annual Title VI Assurance**
This section addresses the General Requirements of FTA Circular 4702.1B – Title VI Requirements and Guidelines for Federal Transit Recipients (October 1, 2012). In compliance with this section, the City of Davis electronically filed its FY 2017 Annual Title VI Certificates and Assurances with the FTA on January 17, 2017. Unitrans reviews and keeps a copy of the annual certifications and assurances on file to ensure that all applicable provisions are implemented in the course of operating and maintaining fixed route transit within the City (see Exhibit 1).

Prior to passing FTA funds to Unitrans, the City of Davis and Unitrans enter into a sub-recipient agreement for the use of federal financial assistance related to funding of public transportation services. Under the sub-recipient agreement, Unitrans is required to comply with all applicable federal laws and regulations, including Title VI, and to report its compliance to City staff. The City and Unitrans implement this compliance monitoring through preparation of an annual performance report prepared by the Unitrans General Manager, formal quarterly coordination meetings between City and Unitrans staff, and informal consultation as needed.
Requirement to Prepare and Submit a Title VI Program

Title 49 CFR Section 21.9(b) requires recipients to “keep such records and submit to the Secretary timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the Secretary may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this [rule].” FTA requires that all direct and primary recipients document their compliance with DOT’s Title VI regulations by submitting a Title VI Program to their FTA regional civil rights officer once every three years or as otherwise directed by FTA. For all recipients (including sub-recipients), the Title VI Program must be approved by the recipient’s board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to FTA.

This document represents an update of the 2014 City of Davis/Unitrans Title VI Program. This Title VI program serves as the compliance document for both the City of Davis and ASUCD-Unitrans (instead of creating two separate compliance documents). This program has been approved by the Davis City Council, as the governing body responsible for making policy decisions for fixed route and demand response public transportation within the City of Davis.

Notifying Beneficiaries of Protection Under Title VI

Title 49 CFR Section 21.9(d) requires recipients to provide information to the public regarding the recipient’s obligations under DOT’s Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI. The City of Davis and Unitrans provides this information as follows:

1) A statement that the agency operates programs without regard to race, color, or national origin. (Title VI Policy – Exhibit 2)

2) A description of the procedures that members of the public should follow in order to request additional information on the recipient’s Title VI obligations. (Title VI Policy – Exhibit 2)

3) A description of the procedures that members of the public should follow in order to file a Title VI discrimination complaint against the recipient. (Title VI Complaint Investigation Procedures – Exhibit 3)

The City of Davis/Unitrans works to utilize all available resources and make them available to the public to ensure the widest degree of access possible.

Title VI Complaint Procedures

In order to comply with the reporting requirements established in 49 CFR Section 21.9(b), all recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public. Recipients must also develop a Title VI complaint form, and the form and procedure for filing a complaint shall be available on the recipient’s website. FTA requires direct and primary recipients to report information regarding their complaint procedures in their Title VI Programs in order for FTA to determine compliance with DOT’s Title VI regulations. In order to reduce the administrative burden associated with this requirement, sub-recipients may adopt the Title VI complaint investigation and tracking procedures and complaint form developed by the primary recipient.
The City of Davis and Unitrans have developed the procedures outlined in Exhibit 3 for filing, tracking, and investigating Title VI complaints. As the entity responsible for all Title VI complaint investigations, Unitrans reports all results and any follow-up actions required as a result of the investigation to the City of Davis. Using the same investigation and tracking procedure for both the City of Davis (recipient) and Unitrans (sub-recipient), and designating Unitrans as the investigating and reporting agency promotes consistency in the treatment of all incidents alleging violations of civil rights. The City of Davis monitors this process through reports provided by Unitrans on a quarterly basis and when specific allegations are filed.

Record of Title VI Investigations
In order to comply with the reporting requirements of 49 CFR Section 21.9(b), FTA requires all recipients to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin:

- Active investigations conducted by entities other than FTA
- Lawsuits
- Complaints naming the recipient.

This list shall include the date that the investigation, lawsuit, or complaint was filed; a 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.

Unitrans received one complaint that staff categorized and handled as a Title VI complaint, although it was not presented in the form of a formal Title VI complaint. On September 21, 2016, Unitrans received an electronic mail message from a customer riding one of Unitrans’ routes who alleged that the driver discriminated against him on the basis of his race. The complainant, who was African American, alleged that the driver selectively requested him to produce a valid fare or pass but allowed another to board the bus without checking for valid fare. The complaint was immediately entered into Unitrans’ customer service database, assigned a tracking number, and forwarded to the Assistant General Manager-Administration.

Unitrans’ Assistant General Manager-Administration immediately initiated an investigation by retrieving and reviewing video surveillance from the digital video recorder on the bus. The video showed that the customer in front of the complainant had taken a photo ID out before boarding the bus and held it very close to her right side for the driver to see. Then the video shows the customer starting to place the ID back into a purse or wallet as the complainant entered the bus. The customer’s position as she boarded the bus made it nearly impossible for the complainant to see the photo ID in her hand as he boarded the bus behind her.

On September 26, 2016, the Assistant General Manager-Administration documented the results of the investigation in a response and sent it via electronic mail to the complainant. The allegation was found to be without basis, as it was determined that the driver on the bus executed her roles and responsibilities per Unitrans’ policies and procedures. The complainant notified Unitrans that he agreed that the complaint had been adequately addressed, and it was closed out. Unitrans staff reported to the City of Davis on the status of the allegation and the subsequent finding throughout the investigation process.

There are currently no active complaints, investigations, or lawsuits alleging violations of Title VI civil rights.
Language Access
Consistent with Title VI of the Civil Rights Act of 1964, DOT’s implementing regulations, and Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency” (65 FR 50121, Aug. 11, 2000), recipients shall take reasonable steps to ensure meaningful access to benefits, services, information, and other important portions of their programs and activities for individuals who are limited-English proficient (LEP).

Four Factor Analysis:  In order to ensure meaningful access to programs and activities, recipients shall use the information obtained in the Four Factor Analysis to determine the specific language services that are appropriate to provide.

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.
2. The frequency with which LEP persons come into contact with the program.
3. The nature and importance of the program, activity, or service provided by the program to people’s lives.
4. The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.

The City of Davis/Unitrans has prepared the following four-factor analysis to determine the need for language assistance in the use of public transportation services within the service area. Assumptions and data used for this analysis are provided in Exhibit 4 (Language Spoken at Home by Ability to Speak English for the Population Five Years and Over).

➢ The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.

The first step in the recommended process is to assess the number and proportion of LEP persons in the eligible service population. Data from the 2011-2015 American Community Survey, Demographic and Housing Estimates, for the Davis urbanized area was reviewed for this task. The analysis is presented in Exhibit 4 and shows data for both the Davis Urbanized Area (UA) and the City of Davis. The UA includes the populated portion of the UC Davis campus, and some of the residents on campus are international students.

The data follows the basic Census data format showing ability to speak English at various levels. In raw numbers, the Census data indicate slightly more than 7,300 people in the UA who speak English less than “very well.” A summary table of this data is included in Exhibit 4.

In addition to Census data, demographic data on enrollment of limited English proficient primary and secondary school students in the Davis Joint Unified School District revealed that 13.6 percent of students (959 out of a total 2016-17 enrollment of 8,582) were limited English proficient (see Exhibit 5). The vast majority of these students spoke Spanish (621) or Chinese (110). While the number of Spanish-speaking students has increased, the number of Chinese-speaking students has decreased significantly compared to 2014 (310).

Based on the available data, it appears that there are sufficient numbers of LEP persons of Spanish and Chinese decent to further evaluate the need for language assistance.
The frequency with which LEP persons come into contact with the program.

The next step is to consider how often LEP individuals may come into contact with Unitrans bus service. Figure 2 is a map that shows the distribution of LEP populations across the Census tracts that make up the Davis urbanized area. Those Census tracts in which four percent or more of the population is identified as limited English proficient are highlighted. The map also shows Unitrans routes, as well as the boundaries for the Davis city limits and the UA.

Unitrans recognizes the increasing diversity of languages currently spoken within the City of Davis. Additionally, Unitrans is cognizant of the University’s near-term goal to increase campus enrollment by 5,000 students by the year 2020, with an emphasis on recruiting international students. The University’s “2020 Initiative” report does not provide enrollment projections by category, including by race or ethnicity.

What Figure 2 shows is that the number of people of Hispanic and Chinese descent who speak English less than very well continues to exceed FTA’s “Safe Harbor” provision. This provision indicates that transit agencies must translate vital documents into languages spoken by LEP populations and represented by 5 percent or 1,000 individuals, whichever is less, of a transit agency’s overall service population.

Figure 2 shows Census tracts within the Davis urbanized area with LEP populations of greater than 4 percent of the total population of their respective Census tracts. Unitrans staff used this criterion on the assumption that Census tracts with LEP populations that are approaching the standard 5 percent threshold for LEP assistance consideration have the most potential to meet or exceed that threshold by 2020 given the University’s commitment to expanding enrollment opportunities for international students. Indeed, a calculation of the marginal difference between a four percent LEP population and a five percent LEP population results in an increase of just over 1,500 individuals.

Figure 2 also shows that LEP individuals are spread throughout the City of Davis. Because of the build-out of existing residential land uses closest to the campus and in the core of Davis, the likelihood of population increases in more outlying Census tracts by LEP persons is very high.

In summary, by the year 2020, the frequency with which LEP persons come into contact with transit services is likely to increase to more areas of the City of Davis, especially to areas outside of the core. As shown in Figure 2, fixed route transit service covers every Census tract within the City of Davis and the UC Davis campus.

The nature and importance of the program, activity, or service provided by the program to people’s lives.
Figure 2
Concentrations of Limited English Proficient Persons in the Davis Urbanized Area (LEP > 4% of Population)
Surveys of Unitrans riders show that over 90% are UCD students. Outside of the UCD community, the next highest proportion of riders is comprised of Davis elementary and secondary school students enrolled in the Davis Joint Unified School District (DJUSD).

In the Institute of Transportation Studies’ 2015 Campus Travel Survey, the data indicates that about 50 percent of respondents who travel to the campus do not have access to a car; in fact, more people have access to a bicycle, which correlates to the high percentage of respondents who bike to and from campus. However, bicycle transportation is not feasible in all situations and conditions, making public transit service a convenient alternative for those to regularly use bicycle transportation. In addition, the high cost of parking on campus discourages many from driving to campus and encourages significantly more travel by bike and public transit.

In summary, the relative lack of access to automobiles and the high cost of driving for those with auto access have led to public transit within the City of Davis becoming a very important component in the quality of people’s lives.

➢ The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.

UC Davis offers substantial resources to LEP populations. For example, Services for International Students and Scholars (SISS) serves over 8,000 international students, faculty, and researchers and their accompanying family members who come to UC Davis each year. Through its programs for international students, visiting scholars, and faculty, SISS connects individuals with a variety of resources and events that promote interaction with the Davis community and beyond. Also, the nature of the living arrangements (dorms or married student housing) provide access to people outside of the family who can offer assistance to less proficient English speakers.

Outside of the campus, the resources are more limited. To the extent that many non-campus riders and potential riders are secondary school students, the School District provides services and resources through their ESL programs.

Notwithstanding the existing resources available to LEP individuals, language assistance is provided to any person who requests it free of charge. The most common type of language assistance is translation provided by a bilingual Unitrans employee, most often Spanish translation. In addition to Spanish, other languages known to be spoken by various Unitrans employees include Chinese, Japanese, Russian, and Urdu. Any written correspondence sent to customers with limited English proficiency is translated into the customer’s native language. Exhibit 7 includes several examples of outreach materials translated and made available to LEP individuals.

Language Assistance Plan

Identifying LEP persons and providing language assistance

Unitrans will continue to coordinate with the campus office of Services for International Students and Scholars (SISS) to track enrollment trends and identify the potential for additional translation needs and the resources to meet identified needs. Community-wide, the availability of information in other languages or symbolic formats will be noted on the DCT and Unitrans web pages and printed.
materials. In addition, the City and Unitrans will continue to make translation services available at meetings when the need for such services has been identified or requested.

In addition, Unitrans will continue to research the wealth of external resources created by government and non-profit entities, such as the U.S. Department of Justice and Project ACTION, and link with these resources so that they are accessible to LEP persons.

Training staff
When new hires start employment, City and Unitrans management distribute their respective Administrative Handbooks that contain all applicable policies and procedures. These employee handbooks are updated regularly to include new and changing policies on outreach to and communication with limited-English speaking persons.

As new policies/procedures are developed, or existing policies/procedures are amended, these new documents are distributed to affected employees through various methods, including but not limited to paper distribution, electronic documents, postings in employee break rooms, and scheduled group or individual training sessions.

Vehicle operators, who are the most direct point of contact for LEP persons, have several methods to respond to an LEP individual. In many instances, LEP individuals are accompanied by a companion who speaks English and can translate for the customer. In addition, many vehicle operators are bilingual. If vehicle operators are not bilingual, they are instructed to ask for assistance from a bilingual passenger. In the few cases where there is no one on the bus who can offer language assistance, the vehicle operator contacts dispatch, and a supervisor is sent to the bus to assist.

Providing notice to LEP persons
At a minimum, the required Notice to Beneficiaries will be published in English, Spanish, and Chinese. The following is a list of other vital documents that provide information on how to access transit services:

- Unitrans fare and schedule information
- DCT fare and service information
- DCT ADA eligibility application
- DCT ADA eligibility findings and appeal process
- Unitrans disabled pass application
- Unitrans disabled pass findings and appeal process
- Unitrans notices of fare and service changes
- Letters requiring response from customer (such as complaint findings and appeal process)
- Information for customers of free language assistance
- Complaint forms

All of these documents will be made available in languages other than English upon request at no cost.
Monitoring/updating the plan
As indicated above, Unitrans will continue to coordinate with the campus office of Services for International Students and Scholars (SISS) to track enrollment trends and identify the potential for additional translation needs and the resources to meet identified needs. DCT and Unitrans will also continue to monitor interactions with LEP customers and note any trends which may indicate a need for additional language assistance resources.

In addition, through standard planning and collaboration processes, the City and Unitrans will continue to consult with SACOG staff and its Transit Coordinating Committee to be aware of other programs or opportunities.

Inclusive Public Involvement
The recipient’s public involvement and outreach efforts must include minority and Limited English Proficient (LEP) populations. In addition, the Title VI Program must include a summary of outreach efforts made since the last Title VI program submission. Samples of outreach materials are included in Exhibit 6.

The City of Davis and Unitrans employ a number of resources to encourage attendance at and participation in meetings, and to solicit feedback on proposed transit services. Electronic media has become one of the most efficient and expedient methods for publication of notices and proposals and for receipt of public questions and comments. Both the City and Unitrans public information on their respective web sites and maintain a presence on Facebook and Twitter. Translation of electronic information into a variety of languages continues to improve as more people have started to use resources available through web browsers and social media sites.

For print media, the City and Unitrans has provided information on service changes in Spanish in areas where people are most likely to benefit from this resource. Future notices will be provided system-wide, as the diversity of LEP individuals throughout the City has increased.

Also, City and Unitrans staffs participate in several advisory committees, including SACOG’s Transit Coordinating Committee of the Sacramento Area Council of Governments, the Yolo County Transportation Advisory Committee, and the Yolo Transportation Management Association. Through these advisory councils, City and Unitrans staff participates in public outreach efforts on community and regional transportation and transit service planning efforts.

Minority Representation on Planning and Advisory Bodies
Title 49 CFR Section 21.5(b)(1)(vii) states that a recipient may not, on the grounds of race, color, or national origin, “deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program.” Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar committees, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees.

The City of Davis is governed by a City Council, which is comprised of five individuals elected at large by registered voters within the City of Davis. The City Council is advised on transit-related matters by the Unitrans Advisory Committee, which is comprised of ten members appointed by the City Council.
The Unitrans Advisory Committee consists of 1 member each from the Bicycling, Transportation and Street Safety, Natural Resources, and Senior Citizens Commissions; 3 members from Associated Students of UC Davis; and 3 at-large members.

The committee was formed in 2000 through a resolution adopted by the Davis City Council (Resolution No. 00-47, Series 2000 – Creating the City of Davis Unitrans Advisory Committee, March 22, 2000). Restructured in May 2016, the committee has the following membership structure:

- Bicycling, Transportation and Street Safety Commission representative
- Natural Resources, and Senior Citizens Commissions; 3 members from Associated Students of UC Davis; and 3 at-large members.
- Safety Advisory Commission representative
- Natural Resources Commission representative
- Senior Citizens Commission representative
- ASUCD Representatives (three)
- At-Large Members (three)

The functions of the Committee include the following:

- To hold a public meeting once a year to review any proposed Unitrans changes.
- To address Unitrans issues brought forward by citizens.
- To be on call to convene if a special issue arises.

The following is a breakdown of the racial make-up of the Unitrans Advisory Committee:

<table>
<thead>
<tr>
<th>Racial/Cultural Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic, Latino, or Spanish Origin</td>
<td>1</td>
</tr>
<tr>
<td>White (Not Hispanic or Latino)</td>
<td>2</td>
</tr>
<tr>
<td>Black or African-American (Not Hispanic or Latino)</td>
<td></td>
</tr>
<tr>
<td>Native Hawaiian or other Pacific Islander (Not Hispanic or Latino)</td>
<td></td>
</tr>
<tr>
<td>American Indian or Alaska Native (Not Hispanic or Latino)</td>
<td></td>
</tr>
<tr>
<td>Asian (Not Hispanic or Latino)</td>
<td>1</td>
</tr>
<tr>
<td>Two or more races (Not Hispanic or Latino)</td>
<td></td>
</tr>
<tr>
<td>Decline to provide ethnicity and/or race information</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total UAC Membership</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

Chapter 10 of the Davis Municipal Code outlines the City’s civil rights policies, states prohibitions on discrimination based on all protected classes of individuals, and provides mechanisms for both outreach and education on civil rights topics in addition to penalties for violations. The City Council established a Human Relations Commission to oversee the implementation of the anti-discrimination ordinance.

The recruitment of members for and activities of each City commission and committee are governed by the anti-discrimination ordinance. The City provides equal opportunity to all interested persons wishing to seek an appointment to any advisory body.

Providing Assistance to and Monitoring Sub-Recipients
The City of Davis and Unitrans have enjoyed a coordinated and cooperative relationship in the provision of fixed route transit service within the City of Davis, as outlined in the “Cooperative Agreement Between the City of Davis and ASUCD/Unitrans.” In August 2011, the City and Unitrans formalized a quarterly review, monitoring, and information sharing process to coordinate on all aspects of regulatory compliance, including Title VI program implementation. See Exhibit 7.
Determination of Site or Location of Facilities (Fixed Facilities Analysis)
Over the last three years, there were no fixed facilities (such as maintenance or storage buildings, or operation centers) that required a fixed facilities analysis. Should such facilities be proposed for future implementation, a fixed facility analysis will be completed as part of the project planning process.

Providing Additional Information Upon Request
The City of Davis and Unitrans are prepared to provide any information or respond to any requests for information relative to any information not contained in this update as FTA deems necessary to insure compliance with 49 CFR Section 21.9 (b).

Requirement to Set System-Wide Service Standards and Policies
All fixed route transit providers shall set service standards and policies for each specific fixed route mode of service they provide. Unitrans provides fixed-route local bus service throughout the City of Davis. The standards and policies established by the City of Davis/Unitrans must address how service is distributed across the transit system, and must ensure that the manner of the distribution affords users access to these assets. Providers of fixed route public transportation shall also adopt system-wide service policies to ensure service design and operations practices do not result in discrimination on the basis of race, color, or national origin.

FTA requires all fixed route transit providers to develop quantitative standards for the following indicators:

- Vehicle load for each mode: Vehicle load can be expressed as the ratio of passengers to the total number of seats on a vehicle.

- Vehicle headway for each mode: Vehicle headway is the amount of time between two vehicles traveling in the same direction on a given line or combination of lines. A shorter headway corresponds to more frequent service.

- On-time performance: On-time performance is a measure of bus trips completed as scheduled. The definition of “on time” must be stated.

- Service availability for each mode: Service availability is a general measure of the distribution of routes within a transit provider’s service area.

FTA also requires fixed route transit providers to develop a policy for each of the following service indicators:

- Distribution of transit amenities for each mode: Transit amenities refer to items of comfort, convenience, and safety that are available to the general riding public. Fixed route transit providers must set a policy to ensure equitable distribution of transit amenities across the system.

- Vehicle assignment for each mode: Vehicle assignment refers to the process by which transit vehicles are placed into service in depots and on routes throughout the transit provider’s system.
Exhibit 9 lists service standards and policies established by the City of Davis/Unitrans for the provision of fixed route bus service. The established standards are derived from the 2014/15 Short Range Transit Plan.

On behalf of your Applicant, you assure that:

1. It will comply with the following laws and regulations so that no person in the United States will be denied the benefits of, or otherwise be subjected to, discrimination in any U.S. DOT or FTA funded program or activity (particularly in the level and quality of transportation services and transportation-related benefits) on the basis of race, color, national origin, religion, sex, disability, or age:
   a. Federal transit laws, specifically 49 U.S.C. 5332 (prohibiting discrimination on the basis of race, color, religion, national origin, sex, disability, age, employment, or business opportunity),
   b. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d,
   e. U.S. DOT regulations, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964,” 49 CFR part 21,
   f. U.S. DOT regulations, specifically 49 CFR parts 27, 37, 38, and 39,
   g. Any other applicable Federal statutes that may be signed into law or Federal regulations that may be promulgated,

2. It will comply with Federal guidance implementing Federal nondiscrimination laws and regulations, except to the extent FTA determines otherwise in writing,

3. As required by 49 CFR 21.7:
   a. It will comply with 49 U.S.C. 5332, 42 U.S.C. 2000d, and 49 CFR part 21 in the manner:
      (1) It conducts each Project,
      (2) It undertakes property acquisitions, and
      (3) It operates its Project facilities, including:
          (a) Its entire facilities, and
          (b) Its facilities operated in connection with its Project,
   b. This assurance applies to its entire Project and to all parts of its facilities, including the facilities it operates to implement its Project,
   c. It will promptly take the necessary actions to carry out this assurance, including:
      (1) Notifying the public that discrimination complaints about transportation-related services or benefits may be filed with U.S. DOT or FTA, and
      (2) Submitting information about its compliance with these provisions to U.S. DOT or FTA upon their request,
   d. If it transfers FTA funded real property, structures, or improvements to another party, any deeds and instruments recording that transfer will contain a covenant running with the land assuring nondiscrimination:
      (1) While the property is used for the purpose that the Federal funding is extended, and
      (2) While the property is used for another purpose involving the provision of similar services or benefits,
e. The United States has a right to seek judicial enforcement of any matter arising under:
   (1) Title VI of the Civil Rights Act, 42 U.S.C. 2000d,
   (2) U.S. DOT regulations, 49 CFR part 21, and
   (3) This assurance,

f. It will make any changes in its Title VI implementing procedures, as U.S. DOT or FTA may request, to comply with:
   (1) Title VI of the Civil Rights Act, 42 U.S.C. 2000d,
   (2) U.S. DOT regulations, 49 CFR part 21, and
   (3) Federal transit laws, 49 U.S.C. 5332,

g. It will comply with Federal guidance issued to implement Federal nondiscrimination requirements, except as FTA determines otherwise in writing,

h. It will extend the requirements of 49 U.S.C. 5332, 42 U.S.C. 2000d, and 49 CFR part 21 to each Third Party Participant, including any:
   (1) Sub-recipient,
   (2) Transferee,
   (3) Third Party Contractor or Subcontractor at any tier,
   (4) Successor in Interest,
   (5) Lessee, or
   (6) Other participant in its Project, except FTA and the Applicant (that later becomes the Recipient),

i. It will include adequate provisions to extend the requirements of 49 U.S.C. 5332, 42 U.S.C. 2000d, and 49 CFR part 21 to each third party agreement, including each:
   (1) Sub-agreement at any tier,
   (2) Property transfer agreement,
   (3) Third party contract or subcontract at any tier,
   (4) Lease, or
   (5) Participation agreement, and

j. The assurances you have made on its behalf remain in effect as long as FTA determines appropriate, including, for example, as long as:
   (1) Federal funding is extended to its Project,
   (2) Its Project property is used for a purpose for which the Federal funding is extended,
   (3) Its Project property is used for a purpose involving the provision of similar services or benefits,
   (4) It retains ownership or possession of its Project property, or
   (5) FTA may otherwise determine in writing, and

4. As required by U.S. DOT regulations, “Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance,” 49 CFR part 27, specifically 49 CFR 27.9, and consistent with 49 U.S.C. 5307(c)(1)(D)(ii), you assure that:
   a. It will comply with the following prohibitions against discrimination on the basis of disability listed in Group1.D.4.b below, of which compliance is a condition of approval or extension of any FTA funding awarded to:
      (1) Construct any facility,
      (2) Obtain any rolling stock or other equipment,
(3) Undertake studies,
(4) Conduct research, or
(5) Participate in or obtain any benefit from any FTA administered program, and

b. In any program or activity receiving or benefiting from Federal funding that U.S. DOT administers, no qualified people with a disability will, because of their disability, be:
   (1) Excluded from participation,
   (2) Denied benefits, or
   (3) Otherwise subjected to discrimination.
## Recipient Profile Information

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<td>Recipient ID</td>
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</tr>
<tr>
<td>Recipient Name</td>
<td>Davis, City Of</td>
</tr>
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</table>

## Certification and Assurance Information

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</tr>
<tr>
<td>Assigned Date</td>
<td>12/20/2016</td>
</tr>
<tr>
<td>Due Date</td>
<td>3/20/2017</td>
</tr>
<tr>
<td>Certified Date</td>
<td>1/17/2017</td>
</tr>
</tbody>
</table>

## Published Certifications and Assurances Document

- **FTA FISCAL YEAR 2017 CERTIFICATIONS AND ASSURANCES**
  - 463.4 KB

## Certifications and Assurances

<table>
<thead>
<tr>
<th>Category</th>
<th>Title</th>
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<tr>
<td>01</td>
<td>Required Certifications and Assurances for Each Applicant</td>
</tr>
</tbody>
</table>

## Affirmation of Applicant

**Affirmation of Applicant**

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2017, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2017.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 et seq., and implementing U.S. DOT regulations, “Program Fraud Civil Remedies,” 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute.

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

- ✔️ I Accept the above

**Official’s Name** Dirk Brazil

**Certification Date** Jan 04, 2017

## Affirmation of Attorney

**Affirmation of Applicant’s Attorney**

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

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

- ✔️ I Accept the above

**Attorney’s Name** Harriet Steiner

**Certification Date** Jan 04, 2017
Fixed Route - Unitrans

Unitrans, as a recipient of Federal Transit Administration funds, is committed to providing quality transit service to all customers and follows all federal non-discrimination rules and regulations, including Title VI of the Civil Rights Act, the Americans with Disabilities Act, and Equal Employment Opportunity program.

No person shall, on the grounds of race, color, ethnicity, citizenship, national origin, religion, gender identity, gender expression, actual or perceived sexual orientation, age, or ability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity operated by ASUCD Unitrans;

Additional information is available at www.unitrans.com. For information on protections against national origin discrimination (both English and non-English materials), please visit the U.S. Department of Justice web site at http://www.justice.gov/crt/about/cor/pubs.php.

Demand Response – Davis Community Transit

Davis Community Transit, as a recipient of Federal Transit Administration funds, is committed to providing quality transit service to all customers and follows all federal non-discrimination rules and regulations, including Title VI of the Civil Rights Act, the Americans with Disabilities Act, and Equal Employment Opportunity program.

No person shall, on the grounds of race, color, ethnicity, citizenship, national origin, religion, gender identity, gender expression, actual or perceived sexual orientation, age, or ability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity operated by Davis Community Transit;

What will the Federal agency do with my complaint?

Once a complaint is filed, it will be reviewed by the agency to determine whether it has jurisdiction to investigate the issues you have raised. Each agency's procedures are different, but an agency generally will investigate your allegations and attempt to resolve violations it has found. If negotiations to correct a violation are unsuccessful, enforcement proceedings may be instituted.

What is the Department of Justice's role?

The Department of Justice, under Executive Order 12250, coordinates the enforcement of Title VI and related statutes by all agencies that administer federally assisted programs.

If you cannot determine what Federal agency may have Title VI jurisdiction, or if you do not know where to send your complaint, you may send it to the Department of Justice. As the government-wide Title VI "clearinghouse," the Department of Justice will refer your complaint to the appropriate agency. The address is:

U.S. Department of Justice
Civil Rights Division
Coordination and Review Section-NWB
950 Pennsylvania Avenue, NW
Washington, D.C. 20530
Title VI (1-888-848-5306) (202) 307-2678 (TDD)

What if the recipient retaliates against me for asserting my rights or filing a complaint?

You should be aware that a recipient is prohibited from retaliating against you or any person because he or she opposed an unlawful policy or practice, or made charges, testified, or participated in any complaint action under Title VI. If you believe that you have been retaliated against, you should immediately contact the Federal agency with authority to investigate your complaint.
“Simple justice requires that public funds, to which all taxpayers of all races contribute, not be spent in any fashion which encourages, entrenches, subsidizes, or results in racial discrimination.”

(President John F. Kennedy, in his message calling for the enactment of Title VI, 1963).

**What is Title VI?**

Title VI of the Civil Rights Act of 1964 is the Federal law that protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive Federal financial assistance.

**What programs are covered by Title VI?**

Approximately 30 Federal agencies provide Federal financial assistance in the form of funds, training, and technical and other assistance to State and local governments, and non-profit and private organizations. These recipients of Federal assistance, in turn, operate programs and deliver benefits and services to individuals (known as “beneficiaries”) to achieve the goals of the Federal legislation that authorizes the programs.

Federally assisted programs address such broad and diverse areas as:

- elementary, secondary, and higher education
- health care, social services, and public welfare
- public transportation
- parks and recreation
- natural resources and the environment
- employment and job training
- housing and community development
- law enforcement and the administration of justice
- agriculture and nutrition

**What discrimination is prohibited by Title VI?**

There are many forms of illegal discrimination based on race, color, or national origin that can limit the opportunity of minorities to gain equal access to services and programs. Among other things, in operating a federally assisted program, a recipient cannot, on the basis of race, color, or national origin, either directly or through contractual means:

- Deny program services, aids, or benefits;
- Provide a different service, aid, or benefit, or provide them in a manner different than they are provided to others; or
- Segregate or separately treat individuals in any matter related to the receipt of any service, aid, or benefit.

**How can I file a discrimination complaint?**

Each Federal agency that provides Federal financial assistance is responsible for investigating complaints of discrimination on the basis of race, color, or national origin in the use of its funds. If you believe that you or others protected by Title VI have been discriminated against, you may file a complaint with the Federal agency that provides funds for the program where you believe the discrimination is occurring.

A signed, written complaint should be filed with the appropriate Federal agency, generally within 180 days of the date of the alleged discrimination. It should describe:

- Your name, address, and telephone number. Your complaint must be signed. If you are filing on behalf of another person, include your name, address, telephone number, and your relation to that person (e.g., friend, attorney, parent, etc.)
- The name and address of the agency, institution, or department you believe discriminated against you.
- How, why, and when you believe you were discriminated against. Include as much background information as possible about the alleged acts of discrimination. Include names of individuals whom you allege discriminated against you, if you know them.
- The names of any persons, if known, that the investigating agency could contact for additional information to support or clarify your allegations.
Si lo maltratan por ser una persona con LEP, podría considerarse discriminación por origen nacional.

**Ejemplos de posible discriminación:**

1. Usted y muchas personas que viven en su área hablan vietnamita y con frecuencia van al hospital por una emergencia. El personal del hospital no entiende a estos pacientes con LEP. La mayoría de los pacientes vietnamitas no comprende lo que el personal del hospital les explica sobre su atención médica.

2. Usted llama a la línea de emergencia 911 para reportar un delito, pero como el operador no lo entiende, no lo puede ayudar.

3. La escuela de su hijo le envía información importante. Saben que usted sólo habla español. La escuela se niega a brindarle información en español y sugiere, por el contrario, que su hijo le traduzca la información.

4. Usted quiere aplicar para cupones de alimentos (Food Stamps en inglés). La solicitud está en inglés y no la entiende. Los empleados de la oficina de Food Stamp le dicen que regrese con su propio intérprete.

**Ejemplos de prácticas correctas:**

1. El personal del hospital sabe que muchas de las personas que viven en la zona no entienden inglés y hablan vietnamita. El hospital tiene intérpretes disponibles para ayudarle cuando necesite atención médica de emergencia.

2. Usted llama a la línea de emergencia 911 para reportar un delito. El operador lo transfiere rápidamente a un intérprete para que lo ayude.

3. Muchos de los padres de la escuela a la que asiste su hijo hablan español. La escuela sabe que usted sólo habla español. Usted solo debería recibir la información o el aviso importante en español.

4. La oficina de Food Stamp cuenta con un intérprete o se comunica con el mismo por teléfono para que le preste ayuda. Usted recibe la solicitud en su idioma.
有聯邦法律保護您的民權。這個法律是 1964 年的「民權法」第六章。

如果由於您是有限英語能力人士而虐待您，就可能是族裔歧視。

<table>
<thead>
<tr>
<th>可能歧視的例子</th>
<th>良好作法的例子</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 您以及在您住的地方有很多人說中文，而且經常到醫院去看急診。醫院的護理員不懂這些有限英語能力的病人。大多數說中文的病人也聽不懂醫院在就他們的醫療護理說些什麼。</td>
<td>1. 醫院知道這個地方住著許多不懂英語而且講中文的人。醫院有翻譯人員，在您去醫院看急診時隨時可以幫助您。</td>
</tr>
<tr>
<td>2. 您拨打 911 報告一起犯罪行為，接線生聽不懂您說什麼，而且也無法幫助您。</td>
<td>2. 您拨打 911 報告一起犯罪行為，接線生很快讓您與一位能幫助您的翻譯講話。</td>
</tr>
<tr>
<td>3. 您孩子的學校給您送了一些英文的重要資訊或一份通知。學校知道您只會說西班牙文。但學校拒絕用西班牙文為您提供這些資訊，建議您的孩子為您翻譯這些資訊。</td>
<td>3. 您孩子的學校有許多說西班牙文的父母。學校知道您只會說西班牙文，您應該以西班牙文接到這些重要資訊或通知。</td>
</tr>
<tr>
<td>4. 您想申請食物券。只有英文的申請表。您看不懂申請表，而食物券辦公室的人員跟您說自己學個翻譯再回來。</td>
<td>4. 食物券辦公室有一位翻譯或找一位電話翻譯來幫助您，給您一份用您的母語寫的申請表。</td>
</tr>
</tbody>
</table>
What is Title VI?

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving Federal financial assistance.

The City of Davis and Unitrans are committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI of the Civil Rights Act of 1964. If you believe you have been subjected to discrimination under Title VI, you may file a complaint.

How do I file a Title VI Complaint?

If you believe you have been discriminated against, you may file a signed, written complaint within one hundred and eighty (180) days of the date of alleged discrimination. The complaint should include the following information:

- Your name, address, and how to contact you (i.e., telephone number, email address, etc.)
- How, when, where, and why you believe you were discriminated against. Include the location, names, and contact information of any witnesses. The complaint may be filed in writing to:

  Unitrans  
  Assistant General Manager-Administration  
  5 South Hall  
  1 Shields Ave  
  Davis, CA 95616


In addition, a copy of the complaint form can be requested by any of the following methods:
Complaint Assistance: Unitrans staff will assist with writing a complaint if the complainant is unable to do so or needs language assistance.

Complainants may also file a Title VI complaint with an external entity such as the Federal Transit Administration, other federal or state agency, or a federal or state court. However, should a complaint be filed with Unitrans and an external entity simultaneously, the external complaint will supersede the complaint filed with Unitrans and its complaint procedures will be suspended pending the external entity’s findings.

What happens to my complaint?

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by the City of Davis or Unitrans will be recorded in Unitrans’ customer service database and immediately assigned a complaint number.

The Unitrans Assistant General Manager-Administration will review the Title VI complaint and will provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English.

In instances where additional information is needed for assessment or investigation of the complaint, Unitrans staff will contact the complainant in writing within 15 working days. Failure of the complainant to provide the requested information by a certain date may result in the administrative closure of the complaint.

Unitrans staff will investigate the complaint and prepare a draft written response subject to review by the Unitrans General Manager. If appropriate, the General Manager may administratively close the complaint.

The Unitrans Assistant General Manager-Administration will investigate a formal Title VI complaint within ten (10) working days of receiving the complaint. Based upon all of the information received, the Unitrans Assistant General Manager-Administration will prepare a recommendation for review by the General Manager.
The General Manager will determine if the complaint may be administratively closed, or if a written response is needed. If a written response is needed, the Unitrans Assistant General Manager-Administration will send the response to the complainant and advise the complainant of his/her right to file a complaint externally.

The complainant also will be advised of his/her right to appeal the response to federal and state authorities as appropriate. Unitrans will make its best efforts to respond to a Title VI complaint within sixty (60) working days of its receipt of such a complaint, unless a complaint is filed with Unitrans and an external entity simultaneously as noted previously.

How will I be notified of the outcome?

The Unitrans Assistant General Manager-Administration will send a written response to the complainant on the decision and advise the complainant of his or her right to file a complaint externally. Unitrans will make its best efforts to respond to Title VI complaints within sixty (60) working days of its receipt of such complaints.

In addition to Unitrans' complaint process, a complainant may file a Title VI complaint with the:

Federal Transit Administration, Region IX
Office of Civil Rights
201 Mission Street, Suite 1650
San Francisco, California 94105-1839.

Who can file a complaint?

Any person who believes that they have, individually, or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, or national origin may file a Title VI complaint with Unitrans. A complaint must be filed within 180 days after the date of the alleged discrimination.
Title VI Complaint Form

Please complete this form and mail it to Unitrans, ATTN: Assistant General Manager-Administration, 1 Shields Ave, Davis, CA 95616, or fax your completed form to (530) 752-6350. You may also scan and email your completed form to unitrans@ucdavis.edu, or drop it off in person to the Unitrans Business Office located at 5 South Hall on the campus of the University of California-Davis.

### Section 1

<table>
<thead>
<tr>
<th>Name (Complainant):</th>
<th>Mr.</th>
<th>Mrs.</th>
<th>Ms.</th>
<th>Miss</th>
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<tbody>
<tr>
<td>Mailing Address:</td>
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<td>City:</td>
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<td>Phone:</td>
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<td>E-mail:</td>
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### Section 2

Are you filing this form on your own behalf? [ ] Yes [ ] No

If you answered “No”, please supply your name and relationship to the person listed in Section 1.

<table>
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<th>Name:</th>
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<tr>
<th>Relationship:</th>
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</table>

Please explain why you are filing an incident form on their behalf.

Have you obtained permission to file this form on their behalf? [ ] Yes [ ] No

### Section 3

Basis of alleged discrimination: [ ] Race [ ] Color [ ] National Origin

### Section 4

Please use this space to provide as much detail as possible about the incident you wish to report. The detail you provide will assist in the investigation of your complaint.

Date of incident: 

Time of incident: 

Driver/Staff Person: 

Route: 

Bus #: 

Boarding location: 

Destination/Bus stop: 

Describe the situation you would like to report. Use additional paper if necessary.

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Please list any person(s) we may contact for additional information:

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<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
<th>Phone:</th>
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### Section 5

Did you file this complaint with another federal, state or local agency; or with a federal or state court? [ ] Yes [ ] No

Which agency: 

Date filed: 

### Section 6

I declare under penalty of perjury under the laws of the State of California that the information I have provided is true and correct to the best of my knowledge.

Signature: ___________________________ Date: ___________________________
City of Davis, as a recipient of Federal Transit Administration funds, is committed to providing quality transit service to all customers and follows all federal non-discrimination rules and regulations, including Title VI of the Civil Rights Act, the Americans with Disabilities Act, and Equal Employment Opportunity program.

No person in the United States shall, on the grounds of race, color, religion, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

See this brochure for more details. For information on protections against national origin discrimination (both English and non-English materials), please visit the U.S. Department of Justice web site.

**Filing a Title VI Complaint**

Federal law requires Title VI complaints be filed within 180 calendar days of the alleged incident.

If you feel that you have been subjected to discrimination based on your race, color, or national origin and wish to file a complaint, please download and complete this form and mail it to Davis Community Transit, ATTN: DCT Supervisor, 23 Russell Blvd., CA 95616, or fax your completed form to (530) 758-0204. You may also scan and email your completed form to csweb@cityofdavis.org, or drop it off in person to City of Davis-Community Services, 23 Russell Blvd., Davis, CA 95616.

**Title VI Complaint Resolution Process**

Complaints shall be taken seriously with an investigation completed within 30 days. The person filing the complaint shall receive a written response. If allegations were found to be correct, City of Davis will act immediately and take all necessary steps to correct the discriminatory actions.

Persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit related benefits may also file a complaint with the Federal Transit Administration by writing to the following address:

Federal Transit Administration, Region IX  
ATTN: Civil Rights Officer  
201 Mission Street, Suite 2210  
San Francisco, CA 94105

or

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

Please complete this form and mail it to Davis Community Transit, ATTN: DCT Supervisor, 600 A Street, Suite C, Davis, CA 95616, or fax your completed form to (530) 750-2742. You may also scan and email your completed form to csweb@cityofdavis.org or drop it off in person to City of Davis-Community Services, 600 A Street, Suite C, Davis, CA 95616.

## Section 1

<table>
<thead>
<tr>
<th>Name (Complainant):</th>
<th>Mr.</th>
<th>Mrs.</th>
<th>Ms.</th>
<th>Miss</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td></td>
<td>State:</td>
<td></td>
<td>Zip:</td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
<td>E-mail:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Section 2

Are you filing this form on your own behalf?  Yes [ ]  No [ ]

If you answered “No”, please supply your name and relationship to the person listed in Section 1.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Relationship:</th>
</tr>
</thead>
</table>

Please explain why you are filing an incident form on their behalf.

Have you obtained permission to file this form on their behalf?  Yes [ ]  No [ ]

## Section 3

Basis of alleged discrimination:  Race [ ]  Color [ ]  National Origin [ ]

## Section 4

Please use this space to provide as much detail as possible about the incident you wish to report. The detail you provide will assist in the investigation of your complaint.

<table>
<thead>
<tr>
<th>Date of incident:</th>
<th>Time of incident:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver/Staff Person:</td>
<td>Route:</td>
</tr>
<tr>
<td>Boarding location:</td>
<td>Destination:</td>
</tr>
</tbody>
</table>

Describe the situation you would like to report. Use additional paper if necessary.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please list any person(s) we may contact for additional information:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
<th>Phone:</th>
</tr>
</thead>
</table>

## Section 5

Did you file this complaint with another federal, state or local agency; or with a federal or state court?  Yes [ ]  No [ ]

Which agency:  Date filed:  

## Section 6

I declare under penalty of perjury under the laws of the State of California that the information I have provided is true and correct to the best of my knowledge.

________________________________________________________________________

Signature: ________________________________  Date: __________________________
EXHIBIT 4   LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE
POPULATION FIVE YEARS AND OVER
<table>
<thead>
<tr>
<th>CENSUS TRACT</th>
<th>/language spoken at home by ability to speak English for the population 5 years and over (Table B16001)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Population</strong></td>
<td>4,035</td>
</tr>
<tr>
<td><strong>Spoken only English</strong></td>
<td>4,035</td>
</tr>
<tr>
<td><strong>Korean</strong></td>
<td>77</td>
</tr>
<tr>
<td><strong>Chinese</strong></td>
<td>77</td>
</tr>
<tr>
<td><strong>Other Indo-European</strong></td>
<td>177</td>
</tr>
<tr>
<td><strong>Hindi</strong></td>
<td>247</td>
</tr>
<tr>
<td><strong>Other Slavic languages</strong></td>
<td>34</td>
</tr>
<tr>
<td><strong>Spanish</strong></td>
<td>8</td>
</tr>
<tr>
<td><strong>English less than &quot;very well&quot;</strong></td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>French (incl. Fr., Canad.)</strong></td>
<td>7</td>
</tr>
<tr>
<td><strong>Other languages</strong></td>
<td>111</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>4,035</td>
</tr>
</tbody>
</table>

**EXHIBIT 4 - CITY OF DAVIS/UNITRAN**

**Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over**

2011-2015 American Community Survey 3-Year Estimates

<table>
<thead>
<tr>
<th>LANGUAGE</th>
<th>Spoken only English</th>
<th>Korean</th>
<th>Chinese</th>
<th>Other Indo-European</th>
<th>Hindi</th>
<th>Other Slavic languages</th>
<th>Spanish</th>
<th>English less than &quot;very well&quot;</th>
<th>French (incl. Fr., Canad.)</th>
<th>Other languages</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Population</strong></td>
<td>4,035</td>
<td>3,355</td>
<td>3,204</td>
<td>5,106</td>
<td>3,185</td>
<td>3,328</td>
<td>2,757</td>
<td>5,733</td>
<td>3,195</td>
<td>6,808</td>
<td>3,081</td>
</tr>
<tr>
<td><strong>Spoken only English</strong></td>
<td>4,035</td>
<td>3,355</td>
<td>3,204</td>
<td>5,106</td>
<td>3,185</td>
<td>3,328</td>
<td>2,757</td>
<td>5,733</td>
<td>3,195</td>
<td>6,808</td>
<td>3,081</td>
</tr>
<tr>
<td><strong>Korean</strong></td>
<td>77</td>
<td>77</td>
<td>330</td>
<td>66</td>
<td>105</td>
<td>25</td>
<td>111</td>
<td>169</td>
<td>193</td>
<td>212</td>
<td>293</td>
</tr>
<tr>
<td><strong>Chinese</strong></td>
<td>77</td>
<td>77</td>
<td>330</td>
<td>66</td>
<td>105</td>
<td>25</td>
<td>111</td>
<td>169</td>
<td>193</td>
<td>212</td>
<td>293</td>
</tr>
<tr>
<td><strong>Other Indo-European</strong></td>
<td>177</td>
<td>177</td>
<td>287</td>
<td>287</td>
<td>287</td>
<td>287</td>
<td>287</td>
<td>287</td>
<td>287</td>
<td>287</td>
<td>287</td>
</tr>
<tr>
<td><strong>Hindi</strong></td>
<td>247</td>
<td>247</td>
<td>247</td>
<td>247</td>
<td>247</td>
<td>247</td>
<td>247</td>
<td>247</td>
<td>247</td>
<td>247</td>
<td>247</td>
</tr>
<tr>
<td><strong>Other Slavic languages</strong></td>
<td>34</td>
<td>34</td>
<td>34</td>
<td>34</td>
<td>34</td>
<td>34</td>
<td>34</td>
<td>34</td>
<td>34</td>
<td>34</td>
<td>34</td>
</tr>
<tr>
<td><strong>Spanish</strong></td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td><strong>English less than &quot;very well&quot;</strong></td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>French (incl. Fr., Canad.)</strong></td>
<td>7</td>
<td>5</td>
<td>52</td>
<td>46</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Other languages</strong></td>
<td>111</td>
<td>111</td>
<td>111</td>
<td>111</td>
<td>111</td>
<td>111</td>
<td>111</td>
<td>111</td>
<td>111</td>
<td>111</td>
<td>111</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>4,035</td>
<td>3,355</td>
<td>3,204</td>
<td>5,106</td>
<td>3,185</td>
<td>3,328</td>
<td>2,757</td>
<td>5,733</td>
<td>3,195</td>
<td>6,808</td>
<td>3,081</td>
</tr>
</tbody>
</table>
**EXHIBIT 4 - CITY OF DAVIES/UNITRAN**

**LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER (Table B16001)**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>544</td>
<td>554</td>
<td>564</td>
<td>574</td>
<td>584</td>
<td>594</td>
<td>604</td>
<td>614</td>
<td>624</td>
<td>634</td>
<td>644</td>
<td>654</td>
<td>664</td>
<td>674</td>
<td>684</td>
<td>694</td>
</tr>
</tbody>
</table>

*LEP Group That Meets the "Safe Harbor" Threshold for Language Assistance (5% of Area-Wide Population or 1,000 Individuals, Whichever is Less)*

| Total Population Who Speak English = Very Well | 2,986 |

Census Tracts with LEP Population Greater Than 4 Percent of Total Population:

<table>
<thead>
<tr>
<th>Name</th>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>2,986</td>
</tr>
</tbody>
</table>

| LEP Group That Meets the "Safe Harbor" Threshold for Language Assistance (5% of Area-Wide Population or 1,000 Individuals, Whichever is Less) | Population |
### Davis Joint Unified School District
#### English Learner Students by Language by Grade
2016-17

<table>
<thead>
<tr>
<th>Language Name</th>
<th>Kindergarten</th>
<th>Grade 1</th>
<th>Grade 2</th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
<th>Grade 9</th>
<th>Grade 10</th>
<th>Grade 11</th>
<th>Grade 12</th>
<th>Ungraded</th>
<th>Total</th>
<th>Percent of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish</td>
<td>60</td>
<td>59</td>
<td>55</td>
<td>50</td>
<td>52</td>
<td>58</td>
<td>30</td>
<td>27</td>
<td>30</td>
<td>24</td>
<td>9</td>
<td>21</td>
<td>12</td>
<td>0</td>
<td>491</td>
<td>51.20%</td>
</tr>
<tr>
<td>Mandarin (Putonghua)</td>
<td>26</td>
<td>19</td>
<td>11</td>
<td>12</td>
<td>10</td>
<td>7</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td>0</td>
<td>110</td>
<td>11.49%</td>
</tr>
<tr>
<td>Korean</td>
<td>12</td>
<td>7</td>
<td>12</td>
<td>14</td>
<td>10</td>
<td>10</td>
<td>6</td>
<td>6</td>
<td>5</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>100</td>
<td>10.43%</td>
</tr>
<tr>
<td>Arabic</td>
<td>4</td>
<td>8</td>
<td>7</td>
<td>5</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>4</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>47</td>
<td>4.80%</td>
<td></td>
</tr>
<tr>
<td>Armenian</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0.21%</td>
</tr>
<tr>
<td>Bengali</td>
<td>0</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>0.52%</td>
</tr>
<tr>
<td>Cantonese</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0.10%</td>
</tr>
<tr>
<td>Cebuano (Visayan)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0.10%</td>
</tr>
<tr>
<td>Chtosh (Chiu Chow)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0.10%</td>
</tr>
<tr>
<td>Dutch</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>0.52%</td>
</tr>
<tr>
<td>Farsi (Persian)</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td>0.73%</td>
</tr>
<tr>
<td>Filipino (Pilipino or Tagalog)</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>0.52%</td>
</tr>
<tr>
<td>French</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>6</td>
<td>7</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>15</td>
<td>1.56%</td>
</tr>
<tr>
<td>German</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>1.04%</td>
</tr>
<tr>
<td>Greek</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0.21%</td>
</tr>
<tr>
<td>Hebrew</td>
<td>6</td>
<td>5</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>21</td>
<td>2.19%</td>
</tr>
<tr>
<td>Hindi</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>0.87%</td>
</tr>
<tr>
<td>Hawaiian</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0.21%</td>
</tr>
<tr>
<td>Hindi (Bihari)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0.10%</td>
</tr>
<tr>
<td>Khmer (Cambodian)</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0.10%</td>
</tr>
<tr>
<td>Other non-English languages</td>
<td>10</td>
<td>7</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>37</td>
<td>3.88%</td>
</tr>
<tr>
<td>Polish</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>3</td>
<td>0.31%</td>
</tr>
<tr>
<td>Portuguese</td>
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<td>2</td>
<td>0</td>
<td>1</td>
<td>0</td>
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<td>1</td>
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<td>8</td>
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</tr>
<tr>
<td>Punjabi</td>
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<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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<td>0</td>
<td>5</td>
<td>0.52%</td>
</tr>
<tr>
<td>Russian</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td>0.73%</td>
</tr>
<tr>
<td>Serbo Croatian (Bosnian, Croatian, Serbian)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0.10%</td>
</tr>
<tr>
<td>Taiwanese</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>0.31%</td>
</tr>
<tr>
<td>Tamil</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0.21%</td>
</tr>
<tr>
<td>Tlingit</td>
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<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>0.31%</td>
</tr>
<tr>
<td>Thai</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.10%</td>
</tr>
<tr>
<td>Turkish</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.10%</td>
</tr>
<tr>
<td>Urdu</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>0.52%</td>
</tr>
<tr>
<td>Vietnamese</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>0.52%</td>
</tr>
</tbody>
</table>

Source: California Department of Education, Data Reporting Office, English Learners by Grade 2016-2017 (http://dq.cde.ca.gov/dataquest/)
### EXHIBIT 6 - CITY OF DAVIS DEMOGRAPHIC AND ECONOMIC PROFILE

**City of Davis - U.S. Census QuickFacts**

#### Population
Population estimates, July 1, 2015  
67,666

#### Age
Persons under 5 years, percent, April 1, 2010  
4
Persons under 18 years, percent, April 1, 2010  
16
Persons 65 years and over, percent, April 1, 2010  
9
Female persons, percent, April 1, 2010  
53

#### Race and Hispanic Origin
White alone, percent, April 1, 2010 (a)  
65
Black or African American alone, percent, April 1, 2010 (a)  
2
American Indian and Alaska Native alone, percent, April 1, 2010 (a)  
1
Asian alone, percent, April 1, 2010 (a)  
22
Native Hawaiian and Other Pacific Islander alone, percent, April 1, 2010 (a)  
0
Two or More Races, percent, April 1, 2010  
5
Hispanic or Latino, percent, April 1, 2010 (b)  
13
White alone, not Hispanic or Latino, percent, April 1, 2010  
59

#### Population Characteristics
Veterans, 2011-2015  
1,968
Foreign born persons, percent, 2011-2015  
19

#### Housing
Housing units, April 1, 2010  
25,869
Owner-occupied housing unit rate, 2011-2015  
44
Median value of owner-occupied housing units, 2011-2015  
537,500
Median selected monthly owner costs -with a mortgage, 2011-2015  
2,447
Median selected monthly owner costs -without a mortgage, 2011-2015  
594
Median gross rent, 2011-2015  
1,249

#### Families and Living Arrangements
Households, 2011-2015  
24,428
Persons per household, 2011-2015  
3
Living in same house 1 year ago, percent of persons age 1 year+, 2011-2015  
66
Language other than English spoken at home, percent of persons age 5 years+, 2011-20:  
29

#### Education
High school graduate or higher, percent of persons age 25 years+, 2011-2015  
96
Bachelor’s degree or higher, percent of persons age 25 years+, 2011-2015  
73

#### Income and Poverty
Median household income (in 2015 dollars), 2011-2015  
56,463
Per capita income in past 12 months (in 2015 dollars), 2011-2015  
33,798
Persons in poverty, percent  
29

#### Businesses
All firms, 2012  
4,463
Men-owned firms, 2012  
2,172
Women-owned firms, 2012  
1,793
Minority-owned firms, 2012  
986
Nonminority-owned firms, 2012  
3,272
Veteran-owned firms, 2012  
422
Nonveteran-owned firms, 2012  
3,812

Population per square mile, 2010  
6,637
Land area in square miles, 2010  
10

This geographic level of poverty and health estimates are not comparable to other geographic levels of these estimates.

Some estimates presented here come from sample data, and thus have sampling errors that may render some apparent differences between geographies statistically indistinguishable.

Demographic & Economic Profile
October 2012

Davis is a university-oriented city and an active, progressive community. Davis is noted for its quality of life and friendly, small-town feel alongside big-city cultural amenities; energy conservation, environmental programs, parks, and tree preservation; double-decker buses, bicycles, and high quality educational institutions.

Learn more about Davis:

Basic Information:

<table>
<thead>
<tr>
<th>Incorporation:</th>
<th>March 28, 1917</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government Type:</td>
<td>Council/Manager form of municipal government</td>
</tr>
</tbody>
</table>

Location:

- Davis is located 70 miles northeast of San Francisco, and 15 miles west of Sacramento, the state capital
- County: Yolo
- Area: 9.89 square miles
- Elevation: 50 feet above sea level
- Households: 23,483 (2011 ACS)
- Average Household Size: 2.55 (2010 Census)

Population Age Groups:

| Under 5 years | 3.7% |
| 5-9 years    | 4.5% |
| 10-14 years  | 5.1% |
| 15-19 years  | 10.1% |
| 20-24 years  | 26.2% |
| 25-29 years  | 7.8% |
| 30-34 years  | 5.2% |
| 35-39 years  | 4.5% |
| 40-44 years  | 5.1% |
| 45-49 years  | 5.2% |
| 50-54 years  | 5.2% |
| 55-59 years  | 5.0% |
| 60-64 years  | 4.0% |
| 65-69 years  | 2.6% |
| 70-74 years  | 1.9% |
| 75-79 years  | 1.4% |
| 80-84 years  | 1.2% |
| 85+ years    | 1.4% (2010 Census) |

Income:

<table>
<thead>
<tr>
<th>Average Family Household Income:</th>
<th>$133,640</th>
</tr>
</thead>
<tbody>
<tr>
<td>Median Family Household Income</td>
<td>$114,094</td>
</tr>
<tr>
<td>Average Household Income:</td>
<td>$89,641</td>
</tr>
<tr>
<td>Median Household Income:</td>
<td>$55,702 (2011 ACS)</td>
</tr>
</tbody>
</table>

Racial Diversity (single race classification):

<table>
<thead>
<tr>
<th>(2010 Census)</th>
<th>White: 64.9%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black or African American: 2.3%</td>
<td></td>
</tr>
<tr>
<td>American Indian/Alaskan: 0.5%</td>
<td></td>
</tr>
<tr>
<td>Asian: 21.9%</td>
<td></td>
</tr>
<tr>
<td>Native Hawaiian/Pacific Islander: 0.2%</td>
<td></td>
</tr>
<tr>
<td>Other Race: 4.8%</td>
<td></td>
</tr>
<tr>
<td>Two or more races: 5.4%</td>
<td></td>
</tr>
<tr>
<td>Hispanic or Latino (of any race): 12.5%</td>
<td></td>
</tr>
</tbody>
</table>

Davis is located in the heart of Northern California on Interstate Highway 80, 15 miles west of Sacramento, and 70 miles north and east of San Francisco.

Reachable within a few hours drive from this area are unparalleled scenic beauty and recreational opportunities. To the east lie Lake Tahoe and the Sierra Nevada Mountains (great attractions year round); to the west are the San Francisco Bay area, the great coastal redwood forest, and the beaches and rugged shores of the Pacific Ocean.
Education Profile

University of California, Davis

- **Enrollment:** 32,653 (Fall 2011)
- **Alumni:** 207,974

**Colleges/ Schools/ Divisions:**
- 102 undergraduate majors
- 87 graduate programs
- 4 colleges (Agricultural and Environmental Sciences, Biological Sciences, Engineering, Letters and Science)
- 6 professional schools (Education, Law, Management, Veterinary Medicine, Nursing)

**Accolades:**
- 1st among 96 of "America's Coolest Schools" 2012, Sierra magazine's sixth annual ranking of the greenest universities (a publication of the Sierra Club)
- 7th among public universities and 27th among public and private universities ((The Best Colleges' Top 50 Colleges and Universities in America 2011-12)

Regional Post Secondary Education

**University:**
- California State University, Sacramento
- Golden Gate University
- University of Phoenix
- University of San Francisco
- Chapman University

**Community College:**
- American River College
- Sacramento City College
- Consumnes River College
- Solano Community College

**Technical School:**
- California College of Technology
- High Tech Institute
- MTI College of Business & Technology
- Northwestern Technical College
- Precision Technical Institute

**Educational Attainment**

- 41% Graduate or Professional
- 29% Bachelor's Degree
- 8% Associates Degree
- 13% Some college, no degree
- 5% High School Graduate
- 3% 9th to 12th, no diploma
- 2% Less than 9th grade

**API Score Report 2010 2011**

<table>
<thead>
<tr>
<th>School</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birch Lane Elementary</td>
<td>853</td>
<td>833</td>
</tr>
<tr>
<td>Chavez Elementary</td>
<td>895</td>
<td>895</td>
</tr>
<tr>
<td>Korematsu Elementary</td>
<td>902</td>
<td>893</td>
</tr>
<tr>
<td>Montgomery Elementary</td>
<td>855</td>
<td>846</td>
</tr>
<tr>
<td>North Davis Elementary</td>
<td>927</td>
<td>909</td>
</tr>
<tr>
<td>Patwin Elementary</td>
<td>894</td>
<td>867</td>
</tr>
<tr>
<td>Pioneer Elementary</td>
<td>907</td>
<td>885</td>
</tr>
<tr>
<td>Willett Elementary</td>
<td>934</td>
<td>930</td>
</tr>
<tr>
<td>Emerson Junior High</td>
<td>894</td>
<td>895</td>
</tr>
<tr>
<td>Harper Junior High</td>
<td>893</td>
<td>889</td>
</tr>
<tr>
<td>Holmes Junior High</td>
<td>890</td>
<td>894</td>
</tr>
<tr>
<td>Davis High School</td>
<td>858</td>
<td>868</td>
</tr>
<tr>
<td>DaVinci High School</td>
<td>838</td>
<td>837</td>
</tr>
</tbody>
</table>

**District Average:** 877 875
## Employment Data

### Community Labor Force Availability:

<table>
<thead>
<tr>
<th>August 2012</th>
<th>Labor Force</th>
<th>Employed</th>
<th>Unemployment Number</th>
<th>Unemployment Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Davis:</td>
<td>38,200</td>
<td>35,800</td>
<td>2,400</td>
<td>6.2%</td>
</tr>
<tr>
<td>Yolo County:</td>
<td>97,000</td>
<td>87,600</td>
<td>9,400</td>
<td>9.7%</td>
</tr>
</tbody>
</table>

(State of California Employment Development Department, Labor Market Division)

### Employment Data:

Ratio of Jobs to Employed Residents:

<table>
<thead>
<tr>
<th>Jobs</th>
<th>Households</th>
<th>Average Employed Residents per Household</th>
</tr>
</thead>
<tbody>
<tr>
<td>18000</td>
<td>23,483</td>
<td>1.3</td>
</tr>
</tbody>
</table>

(Center for Strategic Economic Research)

### Employment by Industry:

<table>
<thead>
<tr>
<th>Industry Sector</th>
<th>Employment Estimate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture, Forestry, Fishing, &amp; Hunting, and Mining:</td>
<td>528</td>
</tr>
<tr>
<td>Construction:</td>
<td>499</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>792</td>
</tr>
<tr>
<td>Wholesale Trade</td>
<td>278</td>
</tr>
<tr>
<td>Transportation, warehousing &amp; utilities:</td>
<td>856</td>
</tr>
<tr>
<td>Information:</td>
<td>487</td>
</tr>
<tr>
<td>Finance, insurance &amp; real estate (rental &amp; leasing):</td>
<td>1,383</td>
</tr>
<tr>
<td>Professional, scientific, management, administrative &amp; waste management:</td>
<td>3,730</td>
</tr>
<tr>
<td>Educational, health care &amp; social services:</td>
<td>15,251</td>
</tr>
<tr>
<td>Arts, entertainment, recreation, accommodation &amp; food services:</td>
<td>3,167</td>
</tr>
<tr>
<td>Other services, except public administration:</td>
<td>948</td>
</tr>
<tr>
<td>Public administration:</td>
<td>1,629</td>
</tr>
</tbody>
</table>

(2011 American Community Survey (ACS))

City of Davis • Economic Development
Sarah Worley, Economic Development Coordinator
sworley@cityofdavis.org • (530) 757-5610
Transito Comunitario de Davis
1818 5th Street
Davis, CA 95616

Transporte Comunitario de Davis
Guía del Cliente

Centro de Despacho
(530) 747-8240
Horarios Telefonicos: 8am-5pm diario

www.cityofdavis.org/cs/transit
Sobre el Servicio
● El Transporte Comunitario de Davis es un servicio paratransito de reservación avanzada, de origen a destino, proveído para complementar las rutas fijadas de Unitrans y Yolobus dentro de la ciudad de Davis.
● El servicio es disponible dentro de ¾ millas de rutas fijadas de los autobuses en Davis.
● Somos administrados y financiados por la ciudad de Davis y el Acto de Desarrollo de Transporte.

¿Quien Puede Usar el Servicio?
● Servicio paratransito se brinde a clientes viajando dentro de la ciudad de Davis quien no pueden usar servicios de rutas fijadas por alguna discapacidad o condición de salud.
● Si la aplicación del cliente dice que un asistente personal es necesario durante el viaje, el asistente puede viajar sin cargo adicional.
● Sólo un compañero que no califique como asistente personal, podrá acompañar al cliente por el mismo precio que el cliente.
● Su paseo será compartido con otros clientes certificados; no somos un servicio de taxi.

¿Como Aplicar?
● Llame a nuestra oficina para hablar con el coordinador de transportación, y solicite la Aplicación de Elegibilidad Paratransita.

Preguntas y comentarios sobre las tarifas de nuestro servicio se pueden mandar a:

Paratransit Supervisor
1818 5th Street
Davis, CA 95616
dimensiones no podrán exceder 76cm x 122cm (30” x 48”).

- Cuando se necesite el ascensor, será recogido/a o descargado/a en un lugar accesible.
- El conductor asegurara su aparato de movilidad dentro de el vehículo.
- No es un servicio de ambulancia ni de taxi; Los conductores no están preparados para brindar atención médica.
- Está prohibido comer, beber, y fumar en el autobús.
- La conducta violenta, disruptiva, o ilegal no será tolerada.

<table>
<thead>
<tr>
<th>Tarifas</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2.00 por cada dirección durante servicio regular.</td>
</tr>
<tr>
<td>$4.00 por cada dirección durante servicio prima; Servicio prima ocurre cuando o hay servicio de Unitrans y horarios varían, por favor llame a nuestra oficina para obtener los días y horarios.</td>
</tr>
<tr>
<td>Viajes no serán proveídos sin tarifa pagada cuando borde; conductores no cargan cambio, por favor tenga la tarifa exacta.</td>
</tr>
<tr>
<td>Boletos de viajes múltiples, son disponibles de manera prepagada en valores de $10, $20, y $40. Boletos son disponibles sobre los vehículos de el Transito Comunitario de Davis, y solo pueden ser usados en nuestros vehículos.</td>
</tr>
</tbody>
</table>

- La aplicación se le puede mandar por correo, correo electrónico, fax, o puede hacer una cita para empezar su aplicación por teléfono.
- Las solicitudes incompletas no se procesarán y retrasarán el proceso de certificación.
- Aplicaciones deberán ser revisadas y firmadas por un médico profesional; nuestra oficina puede mandar su aplicación a su proveedor de salud a pedido.
- Cuando su aplicación sea procesada , usted recibirá una notificación escrita sobre su estado de elegibilidad.
- Los clientes deben recertificar cada 3 años.

<table>
<thead>
<tr>
<th>Estado de Visitante</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clientes quienes no sean residentes de Davis y viajen menos de 21 días durante todo el año, no serán requeridos llenar la aplicación para el Transporte Comunitario de Davis.</td>
</tr>
<tr>
<td>Para solicitar un estado de visitante, por favor este listo para presentar documentos de certificación de parte de su servicio paratransito local.</td>
</tr>
<tr>
<td>Si no es residente de Davis pero necesita viajar en Davis mas de 21 días al año, deberá llenar la aplicación de el Transito Comunitario de Davis.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cómo Reservar Viajes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hable al centro de despacho de 1 a 14 días antes de su solicitud de viaje.</td>
</tr>
</tbody>
</table>
No podemos programar viajes más de 14 días por avanzado.
Viajes se deben solicitar antes de las 5pm el día anterior.
Viajes se dan para el mismo día solo si el tiempo y espacio lo permiten.
Su viaje puede ser programado hasta una hora antes o después de la hora solicitada.
Si tiene una cita, por favor dígale al despachador; paseos serán programados al menos 30 minutos antes de una cita para permitir suficiente tiempo para viajar.
Paseos se pueden solicitar por cualquier otra razón, pero no serán priorizados por destino o tipo de cita.

### Subidas y Bajadas
El vehículo llegará a la banqueta. El conductor le pueda asistir a subir y bajar, pero no entrara a su hogar, oficina medica, etc.
Si usted requiere servicio de puerta a puerta, tiene que indicarlo en su aplicación, y se necesita pedir asistencia cuando se programe su viaje.
Ay una “ventana de 20 minutos” alrededor de la hora programada de recogida. El autobús llegara entre 10 minutos antes y 10 minutos después de la hora designada, así que por favor este listo/a al principio de su ventana de recogida.
El autobús solo esperara 3 minutos después de llegar.

### Viajes de Vuelta
De Lunes a Viernes antes de las 5pm, se necesita llamar a la oficina para ser recogido cuando este lista/o.
El tiempo de espera puede variar dependiendo de lo ocupado que este cuando usted llame y donde se encuentren los vehículos en sus rutas.
Viajes de ida y vuelta, y viajes solamente de vuelta, solo serán programados para paseos después de las 5pm o en los fines de semana.

### Cancelaciones y No Presentarse
Si necesita cancelar su viaje, debe hacerlo al menos 30 minutos antes de la hora programada o será considerada una cancelación tarde.
Si no se presenta dentro de 3 minutos después de que llegue el autobús, no será recogida/o.
Si tiene muchas cancelaciones tardes, o no se presenta muy seguido, puede resultar en una suspensión de su servicio; por favor llame a nuestra oficina si gustaría una copia de la póliza.

### Reglas de Seguridad
Cinturones de seguridad se deben usar todo el tiempo.
Los dispositivos de movilidad ocupados no podrán pesar más de 272 kilos (600 libras), y las...
## T Line Quick Reference

### Morning

<table>
<thead>
<tr>
<th>Location</th>
<th>M.T.W.F</th>
<th>M-F*</th>
<th>Wed Only**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richards &amp; Olive (SB) 4</td>
<td>6:58</td>
<td>7:50</td>
<td>8:50</td>
</tr>
<tr>
<td>Cowell &amp; Research Park S (EB) 35</td>
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### See backside for map.

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**La línea T corre desde el 24 de agosto de 2016 al 8 de junio de 2017**

*Horario matutino de lun., mart., jue., vier., el bus también sale los miércoles siguientes: 24 y 31 de agosto de 2016 31 de mayo y 7 de junio de 2017

**El horario de solo los miércoles es del 7 de septiembre de 2016 al 24 de mayo de 2017**

**El bus no sale el:**

5 de septiembre de 2016
11, 21-25 de noviembre de 2016
26-30 de diciembre de 2016
1-6 y 16 de enero de 2017
13 y 20 de febrero de 2017
27-31 de marzo de 2017
29 de mayo de 2017

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**Jornadas-medianas**

(el bus de la tarde sale temprano de la DHS)

30 de septiembre de 2016
6 de octubre de 2016
21 al 23 de diciembre de 2016
2 de marzo de 2017
5-8 de junio de 2017
本地交通達到您的需要嗎?

我們想知道，是否公車、電話叫車、輔助客運或輕軌車的服務，滿足您的需要。

您當地的交通營運商、區域交通規劃機構、和沙加緬度地區的政府議會，正在對未達交通需求之處尋求回饋意見，以幫助計劃和改進Yolo縣和沙加緬度地區的交通服務。

您可以用所列出的許多方式，來分享您對以下交通服務的意見：Yolo公車，特殊Yolo公車，戴維斯大學交通車，戴維斯公共交通，沙加緬度地區交通，美國鐵路/國會走廊火車，或其他交通營運：

參加本地未達交通需求聽證會：

星期一，10月12日，下午四點
Yolobus
350 Industrial Way, Woodland, CA
抵達交通：Yolo公車 路線 42, 211, 212, and 214.
特殊Yolo公車提供給符合殘障資格的參加者搭乘。

要安排語言翻譯或失聰者的手語翻譯，請至少在會議前72小時打電話 (916) 321-9000 或 TDD (916) 321-9550 會議是方便殘障者進入的。
EXHIBIT 8  CITY OF DAVIS/UNITRANS COOPERATIVE AGREEMENT
AND MONITORING PROCESS
ASUCD and the City of Davis have a mutually beneficial relationship in providing transit services through Unitrans, a unit of the University of California at Davis. Such a partnership generally requires an agreed upon set of principles to guide the partnership. This document provides that set of principles and understandings.

The following characteristics make Unitrans an extraordinarily cost-effective and efficient provider of service:

- The system is largely operated by UCD students while attending college. This provides a highly motivated and relatively low-cost workforce. In return, student employees receive a competitive student wage, a flexible work environment designed to match class schedules, and a generally social work format.

- Another key to Unitrans' effectiveness is the City of Davis' planning and growth policies that have resulted in a compact community with higher density living units generally clustered around major arterial roadways. This contributes to a very effective and efficient transit network.

- As a unit of the University, Unitrans receives important cost savings. This includes very low insurance rates through the University's pooled insurance program; location and use of facilities at no cost, and very low cost of services and supplies through the University's buying power and commitment to Unitrans.

- Through its affiliations with the City, Unitrans has access to capital and operating grant funding that would otherwise not be available. This results in new facilities, new equipment, state-of-the-art clean fuel buses, and more extensive transit service. These grants also bring significant state and federal funding into the city.

- Increased levels of transit service and new buses also provide benefits to non-riding residents of the city through reduced congestion and emissions, as well as support for more compact development patterns.

The City of Davis and ASUCD/UCD acknowledge the following:

1. Each body acknowledges the extraordinary value derived from a joint commitment to the provision of transit services through Unitrans and Davis Community Transit, and that each partner body is committed to providing local transit service in the present manner.

2. Each body acknowledges the partners’ significant financial contribution to the operation and capital expansion of the joint transit system.
3. Each body acknowledges that, though a partnership, its individual financial contributions are much lower than would otherwise be necessary to provide similar levels of transit service.

4. Each body acknowledges that transit collectively in Davis is able to seek and secure more discretionary grant funding than would otherwise be possible by each agency acting independently.

5. Each body acknowledges the commitment of the other body to seek advice and recommendations from their respective constituents in the provision of transit services.

6. Each body acknowledges that Unitrans management will be responsible for day-to-day operations decisions with, as necessary and appropriate, consultation with city staff and other University staff. City and Unitrans staff will act jointly to seek public input when appropriate.

7. Each body recognizes that public concerns about issues related to transit services might differ. Each body is committed to carefully balancing the needs of the respective constituencies.

8. Each body acknowledges that, as necessary, policy guidance and recommendations will be derived from a joint staff committee consisting of ASUCD and City staff meeting approximately each calendar quarter.

9. Each body acknowledges that it will review policy recommendations with the partner agency prior to acting independently to implement any such recommendations. Each body acknowledges that decisions with broad policy implications would be reviewed by a 2x2 style consultation between appointed representatives from the boards of the two elected bodies, the Davis City Council and the ASUCD Student Senate. Each body acknowledges that commitments of the City can only be made in a public meeting properly noticed under the requirements of the State Open Meeting Law (Brown Act).

City of Davis
By: Ken Wegstaff, Mayor
Date: December 6, 2000

ASUCD
By: Matthew Huerta, ASUCD President
Date: January 4, 2001
August 3, 2011

MEMORANDUM TO FILE

Re:  City of Davis Monitoring of Unitrans as FTA Subgrantee

The City of Davis and Unitrans have informally reviewed fixed route operating and financial data on an on-going basis. In addition, Unitrans has provided a General Manager’s Annual Report to the City of Davis as required under our annual agreement. However, we agree with the FTA’s on-site Triennial Reviewer (Randall Pine) that additional City of Davis formal and structured monitoring should occur to ensure appropriate oversight of the FTA-funded fixed route services provided by Unitrans in the Davis Urbanized Area. Specifically, we agree to conduct quarterly meetings to formally review operating and financial data collected by Unitrans that will be included in a formal report.

The following data will be included in the quarterly report:

1. Ridership figures by route
2. On-time performance by route
3. Vehicle Revenue Hours by route
4. Vehicle Revenue Miles by route
5. Vehicle and facilities maintenance activities
6. Summary of customer service input
7. FTA, TDA, YSAQMD and/or PTMISEA grant activities
8. Civil Rights (DBE, EEO, Title IV and ADA) actions
9. Planning activities, including progress on annual objectives identified in the previous Annual Report
10. Safety and security activities, including a summary of vehicle collisions (preventable and non-preventable)
11. Drug and alcohol testing activities

12. Preliminary financial results

To the extent possible, these data will be presented in both monthly and year-to-date summaries, as well as in tabular and graphical formats.

We look forward to working together to formally document our activities related to FTA-funded equipment and operations in the years to come.

Sincerely,

Geoff Straw
Unitrans General Manager

Roxanne Namazi
Davis Senior Civil Engineer
Fixed Route Transit Service

Standard: Loading Standard (From SRTP)

Goal: Provide accessible transit service,
Objective: Provide adequate capacity to meet demand
Performance Measure: Peak loading conditions not to exceed 150% of seating capacity
Standard: 95% of bus trips; 90% of bus riders

Unitrans monitors the maximum load on each bus trip. The loading standard states that the passenger load on 95% of all bus trips will not exceed 150% of the seated capacity (i.e., 60 passengers on a 40-seat bus, or 120 passengers on an 81-seat bus). This measure is also calculated using the number of passengers experiencing high loads, and states that less than 90% of the passengers carried will be on bus trips that are carrying less than 150% of the seated capacity.

Standard: Vehicle Headway (From SRTP)

Goal: Provide a transit system that is effective in meeting the needs of the community
Objective: Provide convenient transit service
Performance Measure: Peak hour service frequencies for routes with >60 pass/hour
Standard: 15-minute service

The policy headway for Unitrans service is one bus every 30 minutes during the daytime on weekdays when regular service is running (UC Davis classes in session) and every 60 minutes on days when UC Davis is not in session, as well as at night and on weekends. On bus lines with more than 60 passengers per hour, the daytime headway is halved to every 15 minutes on days with UCD in session and every 30 minutes on weekdays when classes are not in session.

Standard: On-Time Performance (From SRTP)

Goal: Provide a transit system that is effective in meeting the needs of the community
Objective: Provide reliable transit service
Performance Measure: Trips up to 5 minutes late as % of scheduled trips
Standard: 90%

Unitrans monitors the departure and arrival time of all trips at their terminal. For terminal arrival, a trip is considered to be on-time if arrives early, on-time, or less than 5 minutes after its scheduled arrival time.

Standard: Service Availability (From SRTP)

Goal: Provide a transit system that is effective in meeting the needs of the community
Objective: Provide convenient transit service
Performance Measure 1: % of high and medium density housing within 1/4-mile of transit route
Standard: 95%
Performance Measure 2: major activity centers within 1/8th-mile of transit route
Standard: 90%

Transit service should be available at the origin and destination for most potential passenger trips. At the origin, the standard is to provide service within 1/4th-mile of all high and medium-density housing. At the destination, the standard is to provide service within 1/8th-mile of all major activity centers.

**Policy: Vehicle Assignment (Not Covered in SRTP)**

Unitrans fleet consists of standard buses, modern double-decker buses, and vintage double-decker buses. All buses, except vintage double-decker buses, are air conditioned. Most of the standard buses are low floor. Vintage double-decker buses are used only on lines B, E, F, and G, and only in conjunction with standard buses with overall headways of 30-minutes or less. Modern double-deckers are used on lines with the highest passenger loads, unless infrastructure constraints will not allow for a modern double-decker bus to be assigned to a high-passenger route. Low-floor buses are preferred on lines with higher non-student ridership (A, L, P/Q) as they are easier for senior citizens and individuals with disabilities to board.

**Policy: Transit Amenities (Not Covered in SRTP)**

Shelters and seating are generally provided at stops by external funding, usually through development agreements. Unitrans-funded shelters are provided at stops with high ridership and where right of way is available. Shelters are considered for any stop with average daily boardings of 50 or more, or where site conditions such as significant weather exposure or safety concerns may warrant a shelter.
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STAFF REPORT

DATE: May 8, 2017
TO: Unitrans Advisory Committee
FROM: Teri Sheets, Unitrans Assistant General Manager-Administration
SUBJECT: Public Hearing: City of Davis/Unitrans Title VI Civil Rights Program and Language Assistance Plan Update

Recommendation
1) Conduct a public hearing to receive comments on the proposed City of Davis/Unitrans Title VI Civil Rights Program and Language Assistance Program.
2) Recommend that the City Council approve the proposed City of Davis/Unitrans Title VI Civil Rights Program and Language Assistance Program.

Fiscal Impact
None.

Council Goal(s)
Community strength and effectiveness.

Background and Analysis
The City of Davis is required to submit evidence to the Federal Transit Administration, on a triennial basis, documenting the City's compliance with requirements set forth in FTA Circular 4702.1B on Title VI of the Civil Rights Act of 1964, which states:

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.

The City of Davis/Unitrans' current Title VI program will expire on May 31, 2017. Completion of an updated Title VI program is essential for the City to receive continued federal funding assistance from FTA.

Although Title VI compliance has been a regulatory requirement for over two decades, recent updates to FTA's Title VI Compliance circular now require review and approval of the grant recipient's governing board. The 2017 Title VI Program and Language Assistance Plan represents an update to the program and plan developed and submitted to FTA in 2014.

- Changes Since the Last Program Update
  There are no significant changes proposed in the 2017 update.

- Notifying Beneficiaries of Protection Under Title VI
  This is a continuing Title VI requirement. As of 2014, Unitrans and DCT have provided this notice in English, Spanish, and Chinese. As will be described under "Language Access," this practice will not change, although translation into any language will be prepared upon request at no charge to the requesting party.

- Title VI Complaint Procedures
  This is a continuing Title VI requirement; no changes are proposed.
• **Record of Title VI Investigations**
  This is a continuing Title VI requirement. One Title VI complaint was received by Unitrans in September 2016, and it was investigated and resolved to the complainant's satisfaction within a week. The complaint was determined to be unfounded.

• **Language Access**
  This is a continuing Title VI requirement, although recommended methodologies for determining the need for language assistance have been refined largely through the "trial and error" process and feedback received by FTA.

Analysis of Census data indicates that translation of “vital documents” into Spanish and Chinese continues to be warranted. The Federal Transit Administration’s Safe Harbor provision indicates that transit operators must translate vital documents into languages spoken by LEP populations and represented by 5 percent or 1,000 individuals, whichever is less, of a transit agency’s overall service population. Unitrans staff does not foresee any issues with providing translations of required notices or other information. It should be noted that Unitrans has received no requests for translation services into any language since the 2014 program update.

The data also shows that there is a growing population of individuals who speak Korean or Vietnamese as their primary language. Although their numbers do not meet FTA’s Safe Harbor threshold that triggers the requirement for translation services, Unitrans staff will continue to monitor our customer interactions to ensure that the needs of these and other individuals who need access to transit service are met. Anyone may request language assistance at no cost, and Unitrans will work to fulfill such requests using all available resources (including bilingual Unitrans employees and campus resources).

The following types of documents are considered “vital documents” that provide information to beneficiaries of transit services provided within the City of Davis.

• Notification of rights
  • Notices to beneficiaries of Unitrans and DCT service

• Documents critical for accessing recipients services or benefits
  • Unitrans fare and schedule information
  • DCT fare and service information
  • DCT ADA eligibility application
  • DCT ADA eligibility findings and appeal process
  • Unitrans disabled pass application
  • Unitrans disabled pass findings and appeal process
  • Unitrans notices of fare and service changes

• Letters requiring response from customer
  • Complaint findings and appeal process

• Information for customers of free language assistance

• Complaint forms
  • Unitrans/City of Davis complaint process and forms

• **Inclusive Public Involvement**
  This is a continuing Title VI requirement. Examples of translated public outreach efforts/materials distributed in the past three years are included in the Title VI Program.
• Minority Representation on Planning and Advisory Bodies
  This is a continuing Title VI requirement. The document includes a table depicting the
  membership of the Unitrans Advisory Committee (UAC), broken down by race, and a
  description of the process that the City uses to encourage participation of minorities on its
  committees and commissions.

• Providing Assistance to and Monitoring Sub-Recipients
  This is a continuing Title VI requirement. However, the City of Davis and Unitrans have
  enjoyed a long history of collaboration and information sharing, and implemented a formal
  monitoring process in August 2011.

• Determination of Site or Location of Facilities (Fixed Facilities Analysis)
  This is a continuing Title VI requirement. Over the last three years, there were no fixed
  facilities (such as maintenance or storage buildings, or operation centers) that required a
  fixed facilities analysis.

• Requirement to Set System-Wide Service Standards and Policies
  This is a continuing Title VI requirement. The Short Range Transit Plan for the City of
  Davis/Unitrans includes a variety of performance standards that have been used for nearly a
decade to monitor the efficiency and effectiveness of fixed route transit services. Title VI
requires that a sub-set of these standards be employed to ensure equity in the provision of
transit service and installation of passenger amenities throughout the service area.

Attachments
1. Resolution
2. 2017 Title VI Program and Language Assistance Plan
STAFF REPORT

DATE: June 6, 2017

TO: City Council

FROM: Brian Mickelson, Assistant City Engineer/Transportation Manager

SUBJECT: Approval of City of Davis/Unitrans Title VI Program and Language Assistance Plan

Recommendation
Approve the Resolution approving the 2017 City of Davis/Unitrans Title VI Program and Language Assistance Plan.

Fiscal Impact
There is no fiscal impact associated with this.

Council Goal(s)
While not tied to a specific objective or task, this plan is consistent with the Council Goal to Promote Community.

Background and Analysis
The City of Davis is required to submit evidence to the Federal Transit Administration, on a triennial basis, documenting the City's compliance with requirements set forth in FTA Circular 4702.1B on Title VI of the Civil Rights Act of 1964, which states:

“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.”

The City of Davis/Unitrans' current Title VI program expires on May 31, 2017. Completion of an updated Title VI program is essential for the City to receive continued federal funding assistance from FTA.

Although Title VI compliance has been a regulatory requirement for over two decades, recent updates to FTA's Title VI Compliance circular now require review and approval of the grant recipient's governing board. The 2017 Title VI Program and Language Assistance Plan represents an update to the program and plan developed and submitted to FTA in 2014.

The Unitrans Advisory Committee conducted a public hearing on the proposed 2017 Title VI Program and Language Assistance Plan at its May 17, 2017 meeting. No public comments were presented at the hearing, nor did staff receive any written comments. The Committee voted unanimously to recommend the City Council’s approval of the updated plan.
1. **Changes Since the Last Program Update**
   
   There are no significant changes proposed in the 2017 update.

2. **Notifying Beneficiaries of Protection Under Title VI**
   
   This is a continuing Title VI requirement. As of 2014, Unitrans and DCT have provided this notice in English, Spanish, and Chinese. As will be described under "Language Access," this practice will not change, although translation into any language will be prepared upon request at no charge to the requesting party.

3. **Title VI Complaint Procedures**
   
   This is a continuing Title VI requirement; no changes are proposed.

4. **Record of Title VI Investigations**
   
   This is a continuing Title VI requirement. One Title VI complaint was received by Unitrans in September 2016, and it was investigated and resolved to the complainant's satisfaction within a week. The complaint was determined to be unfounded.

5. **Language Access**
   
   This is a continuing Title VI requirement, although recommended methodologies for determining the need for language assistance have been refined largely through the "trial and error" process and feedback received by FTA.

Analysis of Census data indicates that translation of “vital documents” into Spanish and Chinese continues to be warranted. The Federal Transit Administration’s Safe Harbor provision indicates that transit operators must translate vital documents into languages spoken by Limited English Proficiency populations and represented by 5 percent or 1,000 individuals, whichever is less, of a transit agency’s overall service population. Unitrans staff does not foresee any issues with providing translations of required notices or other information. It should be noted that Unitrans has received no requests for translation services into any language since the 2014 program update.

The data also shows that there is a growing population of individuals who speak Korean or Vietnamese as their primary language. Although their numbers do not meet FTA’s Safe Harbor threshold that triggers the requirement for translation services, Unitrans staff will continue to monitor our customer interactions to ensure that the needs of these and other individuals who need access to transit service are met. Anyone may request language assistance at no cost, and Unitrans will work to fulfill such requests using all available resources (including bilingual Unitrans employees and campus resources).

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2. **Documents critical for accessing recipient’s services or benefits**
   
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   - DCT fare and service information
   - DCT ADA eligibility application
   - DCT ADA eligibility findings and appeal process
   - Unitrans disabled pass application
• Unitrans disabled pass findings and appeal process
• Unitrans notices of fare and service changes
3. **Letters requiring response from customer**
   • Complaint findings and appeal process
4. Information for customers of free language assistance
5. **Complaint forms**
   • Unitrans/City of Davis complaint process and forms
6. **Inclusive Public Involvement**
   This is a continuing Title VI requirement. Examples of translated public outreach efforts/materials distributed in the past three years are included in the Title VI Program.
7. **Minority Representation on Planning and Advisory Bodies**
   This is a continuing Title VI requirement. The document includes a table depicting the membership of the Unitrans Advisory Committee (UAC), broken down by race, and a description of the process that the City uses to encourage participation of minorities on its committees and commissions.
8. **Providing Assistance to and Monitoring Sub-Recipients**
   This is a continuing Title VI requirement. The City of Davis and Unitrans have enjoyed a long history of collaboration and information sharing, and implemented a formal monitoring process in August 2011.
9. **Determination of Site or Location of Facilities (Fixed Facilities Analysis)**
   This is a continuing Title VI requirement. Over the last three years, there were no fixed facilities (such as maintenance or storage buildings, or operation centers) that required a fixed facilities analysis.
10. **Requirement to Set System-Wide Service Standards and Policies**
    This is a continuing Title VI requirement. The Short Range Transit Plan for the City of Davis/Unitrans includes a variety of performance standards that have been used for nearly a decade to monitor the efficiency and effectiveness of fixed route transit services. Title VI requires that a sub-set of these standards be employed to ensure equity in the provision of transit service and installation of passenger amenities throughout the service area.

**Attachment(s)**
1. Resolution
2. 2017 Title VI Program and Language Assistance Plan
WHEREAS, the City of Davis is required to submit evidence to the Federal Transit Administration (FTA), on a triennial basis, documenting the City’s compliance with requirements set forth in FTA Circular 4702.1B on Title VI of the Civil Rights Act of 1964; and

WHEREAS, Title VI of the Civil Rights Act of 1964 states 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 and program or activity receiving Federal Financial Assistance; and

WHEREAS, the City of Davis/Unitrans' current Title VI program expired May 31, 2017; and

WHEREAS, completion of an updated Title VI program is essential for the City to receive continued federal funding assistance from FTA.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Davis does hereby approve the 2017 Title VI Program and Language Assistance Plan; and

BE IT FURTHER RESOLVED, that the City Council authorizes the submittal of the 2017 Title VI Program and Language Assistance Plan to the Federal Transit Administration, and any additional supporting materials as may be required to comply with Title VI regulations.

PASSED AND ADOPTED by the City Council of the City of Davis on this 6th day of June, 2017, by the following vote:

AYES: Arnold, Frerichs, Lee, Swanson, Davis

NOES: None

Robb Davis
Mayor

Zoe S. Mirabile, CMC
City Clerk