



Squaxin Transit

Title VI Plan

**For the Federal Transit Administration
And Washington State Department of
Transportation**

September 30, 2022 - September 30, 2025

**Squaxin Island Tribe
Department of Planning and Community Development
Squaxin Transit
10 SE Squaxin Lane, Shelton, WA 98584
(360) 426-9781**



Squaxin Transit

Title VI Plan

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INTRODUCTION

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.

Squaxin Transit is 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 and Federal Transit Administration (FTA) Circular 4702.1.B.

TITLE VI COMPLAINT PROCEDURES

If you believe you have been subject to discrimination under Title VI, you may file a complaint.

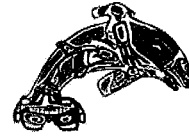
How to file a Title VI Complaint

You may file a signed, written complaint up to one hundred and eighty (180) days from the date of alleged discrimination. The complaint should include the following information:

- Your name, mailing 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,
- Other information that you deem significant.

A form is available at Squaxin Transit for this purpose. (Attachment A) The complaint may also be filed in writing with Squaxin Transit at the following address:

Title VI Compliance Officer
c/o Tribal Administrator
10 SE Squaxin Lane
Shelton, WA 98584



NOTE: Squaxin Transit encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Coordinator as soon as possible, but no later than 180 days from the alleged date of discrimination.

What happens to your complaint once it has been submitted to Squaxin Transit?

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by Squaxin Transit will be directly addressed by the Squaxin Island Tribe (the “Tribe”). The Tribe shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, the Tribe shall make every effort to address all complaints in an expeditious and thorough manner.

In instances where additional information is needed for investigation of the complaint, the Tribe will contact the complainant in writing. Please note that in responding to any requests for additional information, a complainant’s failure to provide the requested information may result in the administrative closure of the complaint. The complaint will be tracked and the working files will be retained for 6 years beyond the grant cycle and reported to WDOT.

How will you be notified of the outcome of your complaint?

Once sufficient information for investigating the complaint is received by the Tribe, the Tribe will send a final written response to the complainant and advise the complainant of his or her right to; 1) appeal within seven (7) calendar days and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the Federal Transit Administration. Every effort will be made to respond to Title VI complaints within sixty (60) working days of receipt of such complaints.

Please be advised that no waiver of the Squaxin Island Tribe’s sovereign immunity is granted with this Plan or in any related document.



SQUAXIN ISLAND TITLE VI COMPLAINT PROCEDURE

Any person who believes she or he has been discriminated against on the basis of race, color, or National origin by the Squaxin Island Transit Authority (hereinafter referred to as “the Authority”) may file a Title VI complaint by completing and submitting the agency’s Title VI Complaint Form. The Squaxin Island Transit Authority investigates complaints received no more than 180 days after the alleged incident. The Authority will process complaints that are complete. Once the complaint has been received, the Authority will review it to determine if our office has Jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

The Authority has 30 days to investigate the complaint. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has 30 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 30 business days, the Authority can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case. After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, she/he has 180 days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration:

Washington State Department of Transportation Public Transportation Division Attn: ADA & Title VI Coordinator PO Box 47387 Olympia, WA 98504-7387 transit@wsdot.wa.gov	Federal Transit Administration Office of Civil Rights Attn: Complaint Team East Building, 5th Floor – TCR 1200 New Jersey Avenue, SE Washington, DC 20590 FTACivilRights Communications@dot.gov	U.S. Department of Justice Civil Rights Division Attn: Coordination and Review Section - NWB 950 Pennsylvania Ave NW Washington, DC 20530- 0001
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RECORD OF TITLE VI OR OTHER
CIVIL RIGHTS INVESTIGATIONS, COMPLAINTS OR LAWSUITS

There have been no Title VI investigations, complains or lawsuits since Squaxin Transit was established in December of 1999.

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

Squaxin Transit is committed to breaking down language barriers by implementing consistent standards of language assistance across its service area.

Census. The United States is home to millions of national origin minority individuals who are Limited English Proficiency (LEP). That is, their primary language is not English and they cannot speak, read, write or understand the English language at a level that permits them to interact effectively with recipients of Federal financial assistance.

Because of language, differences and the inability to effectively speak or understand English, persons with LEP may be subject to exclusion from programs or activities, experience delays or denials of services. These individuals may be entitled to language assistance with respect to a particular type of service.

The federal government and those receiving assistance from the federal government must take reasonable steps to ensure that LEP persons have meaningful access to the programs, services, and information those entities provide. This will require agencies to establish creative solutions to address the needs of this ever-growing population of individuals, for whom English is not their primary language.



According to the 2010 Census Data^B for Mason, Thurston and Grays Harbor Counties, English only is spoken at home by 91.2% (92,181) of the total population. Within the Squaxin Island Tribal Community, 92.9% (368) of the residents speak only English at home.

Spanish is spoken at home by 5.4% (19,402) of population in the 3-county service area. Within the Squaxin Island Tribal Community^C, 7.1% (26) of the households speak a language other than English in the home. For 5.4% (20) of the Squaxin community residents, the second language is Spanish or Spanish Creole.

ANALYSIS OF FACTORS

Factor No. 1: The number or proportion of LEP persons in the service area.

Squaxin Transit serves a small, predominately rural area centered in and around the Tribal Community, with connecting points at one location in Thurston County approximately 7.7 miles from the Tribal Center^D, and two connecting points in Grays Harbor County. The vast majority of the population with which we do business (individuals wishing to ride transit) is American Indian/Alaska Native residents of the Squaxin Island Reservation and surrounding areas who are proficient in English, so that LEP services are not normally required.

Factor No. 2. The frequency with which LEP individuals come into contact with the service.

All contacts with Squaxin Transit are made through our offices at the Squaxin Island Tribal headquarters in Kamilche, Washington, roughly halfway between Shelton and Olympia. We rarely serve LEP persons via our buses.

The Program Services Manager and bus drivers speak English; they report that Squaxin Transit has not ever received any requests for translation services. We have an average of zero (0) calls a month that require translations.



Factor No. 3: The nature and importance of service provided by Squaxin Transit.

Squaxin Transit is a small local provider that delivers important transit services to the public through its deviated fixed route service that links residents of the Reservation and surrounding areas with Mason Transit, Intercity Transit (via MTA) and Grays Harbor Transit. Squaxin Transit operates two cut-away buses with deviated fixed route service Mon-Friday, 7:20 am-4:25 pm. Annual ridership was 19,891 passenger trips, in fiscal year 2018, post Covid-19 our passenger trips have gone down to as low as 5,223. We are working with the community on ideas of how to increase them.

The Squaxin Island Tribe operates a transit hub at the intersection of US 101 and SR 108, where Squaxin Transit riders can connect with Mason Transit's Route 6 to Shelton or Olympia. Squaxin Transit provides limited service to McCleary and Elma in Grays Harbor County.

Factor No. 4. The resources available to the recipient of the federal funds to assure meaningful access to the service by LEP persons.

As of publication, SIT has had no requests for language services in other than English and Spanish. SIT does not fall within the LEP threshold therefore; we do not have any special training or provide language assistance at this time, but with the continued monitoring and evaluation of the annual Census records we are prepared to make necessary changes to accommodate LEP persons.

IMPLEMENTATION PLAN

Squaxin Transit has implemented its plan and will review it annually, including any contacts with the LEP persons to determine the frequency of contacts, the language used, and how the contacts were handled.

We identify LEP persons in the service area by monitoring ridership and bus drivers' reports of telephone or on-board contact with LEP riders. Bus schedules^E are printed in English. The Title VI policy statement is printed on our schedules and may be obtained from the Squaxin Island Tribe website (<http://www.squaxinistland.org/>) and from the Program Services Manager at the Tribal Center.



In order to comply with 49 CFR 21.9(d), Squaxin Transit and its sub-recipients must provide information to beneficiaries regarding their Title VI obligations and inform beneficiaries of the protestations against discrimination afforded them by Title VI. Squaxin Transit has established a statement of rights and a policy statement.

Squaxin Transit schedules include a standard Comment/Complaint Form and instructions on how to obtain a copy of the Title VI Complaint Form. The Complaint form can be obtained from the Squaxin Island Tribe website (<http://www.squaxinland.org/>) and from the Program Services Manager at the Tribal Center phillstrom@squaxin.us.

NOTIFYING BENEFICIARIES OF THEIR RIGHTS UNDER TITLE VI

The Squaxin Island Tribe's website has a link to Squaxin Transit's schedule and Comment/Complaint Form, This information will be posted in all public Tribal spaces, meeting rooms, reception desk, bus stops, stations, transit vehicles, Klah-Che-Min News, and the Daily Scoop.

The schedule contains the Title VI Commitment statement, including the statement:

"If you feel you have been discriminated against please fill out the Title VI complaint form no more than 180 days after the alleged act of discrimination and return it to the following address:

Title VI Compliance Officer
c/o Tribal Administrator
10 SE Squaxin Lane
Shelton, WA 98584



ANALYSIS OF CONSTRUCTION PROJECTS

Squaxin Transit operates out of the Squaxin Island Tribal Center. It does not have a bus barn or maintenance facility and has had no construction projects over the last five years.

INCLUSIVE PUBLIC PARTICIPATION

Community Outreach is a requirement of Title VI. Recipients and sub-recipients shall seek out and consider the viewpoints of minority and low-income populations in the course of conducting public outreach. Squaxin Transit has engaged the public in its planning and decision-making processes, as well as its marketing and outreach activities.

During these most usual times due to the COVID 19 Pandemic, the Squaxin Transit Service is taking different approaches to improve our rural services.

We reached out to our community and passengers to get an idea of their needs, which prompted us to shift our route hours, and the number of routes, and amplified our dial-a-ride services in the community.

In addition, we worked on printed materials, posting clear and accurate signage such as schedules and rider alerts, and we reached out to neighboring agencies and Transit to help get the word out to those without a digital device.

We have made our mobile friendly website as informative as possible with route details for today's riders.

This coming month we will be working on bus stops ... to beautify, increase visibility, and for our passengers to enjoy the areas where they get on and off our buses.



Endnote References:

^A Title VI Complaint Form (Attachment A)

^B DP02 SELECTED SOCIAL CHARACTERISTICS IN THE UNITED STATES
2009–2011 American Community Survey 3–Year Estimates

^C US Census ACS Data Table S1601. LANGUAGE SPOKEN AT HOME

^D Service Area Maps (Attachment C)

^E Squaxin Transit Bus Schedules (English & Spanish) (Attachment D)



TITLE VI NON-DISCRIMINATION AGREEMENT

Washington State Department of Transportation and Squaxin Island Tribe

Policy Statement

The Squaxin Island Tribe, hereinafter referred to as the "Recipient" assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The Recipient further assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

The Civil Rights Restoration Act of 1987, broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not (Public Law 100259 [S.557] March 22, 1988.)

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

The Recipient's Administrator, Marvin Campbell, is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulation(CFR) 200 and 49 Code of Federal Regulation 21.

To obtain more information on SIT's nondiscrimination obligations or to file a Title VI complaint, contact the Title VI Compliance Officer c/o Tribal Administrator 10 SE Squaxin Lane Shelton, WA 98584

Marvin Campbell

Name of Responsible Agency Official

Marvin Campbell

Tribal Administrator

Title

September 30, 2022

Date



SQUAXIN TRANSIT TITLE VI COMPLAINT FORM

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. SIT is 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 in Federal Transit Administration (FTA) Circular 4702.1.B. If you believe you have been subjected to discrimination under Title VI, you may file a complaint by completing this form and submitting it to the Squaxin Island Tribe, Title VI Coordinator, 10 SE Squaxin Lane, Shelton, WA 98584.

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



SQUAXIN TRANSIT TITLE VI COMPLAINT FORM

Section IV		
Have you previously filed a Title VI complaint with this agency?	Yes	No

Section V		
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, check all that apply:

☐ Federal Agency:

☐ Federal Court

☐ State Court

☐ State Agency

☐ Local Agency

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

Title:

Agency:

Address:

Telephone:

Date Filed:

Disposal Date:

Section VI

Name of agency complaint is against:

Squaxin Transit

Contact person:

Marvin Campbell

Title:

Tribal Administrator

Telephone number:

(360) 426-9781

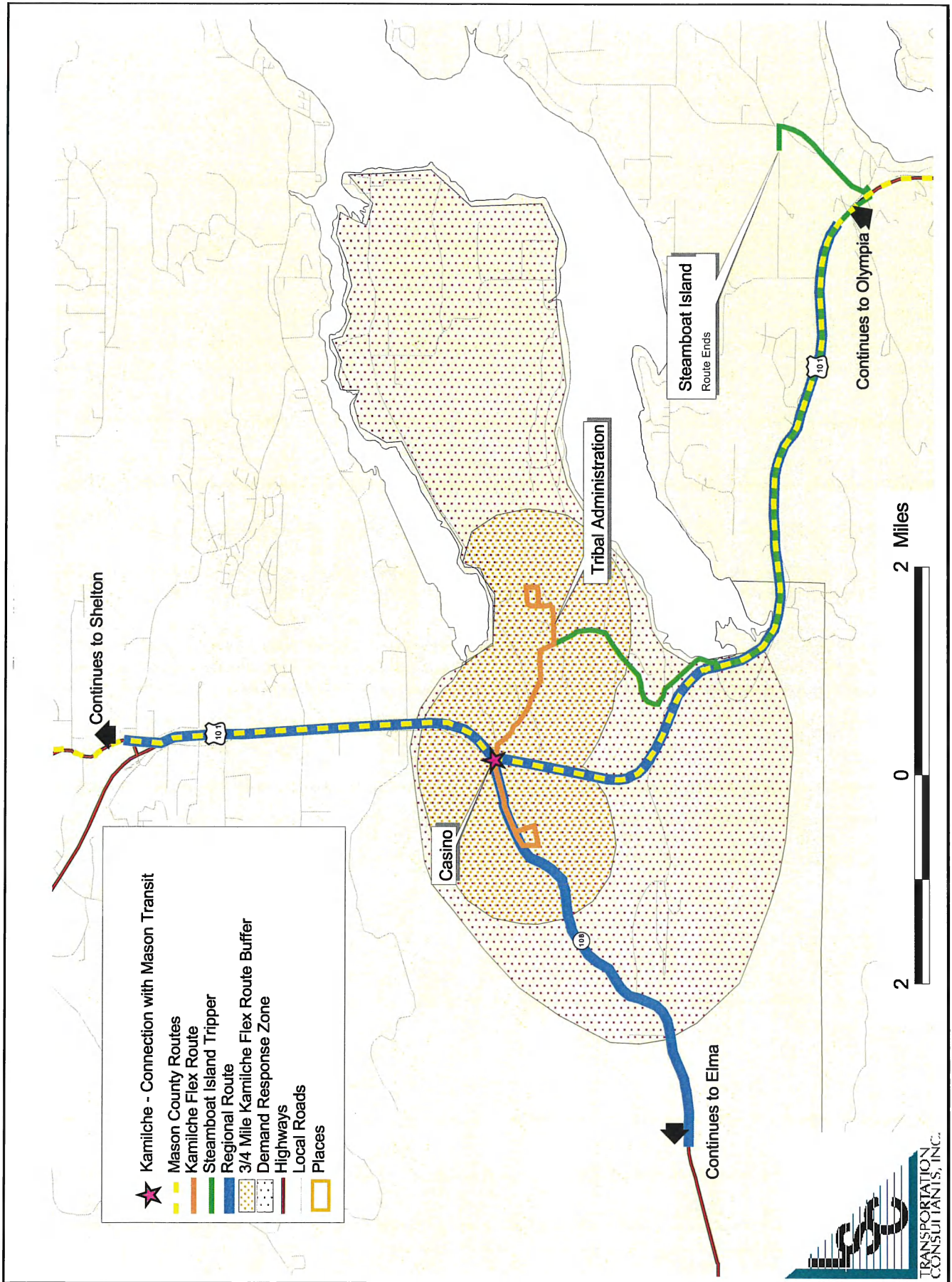
You may attach any written materials or other information that you think is relevant to your complaint. Signature and date are required below.

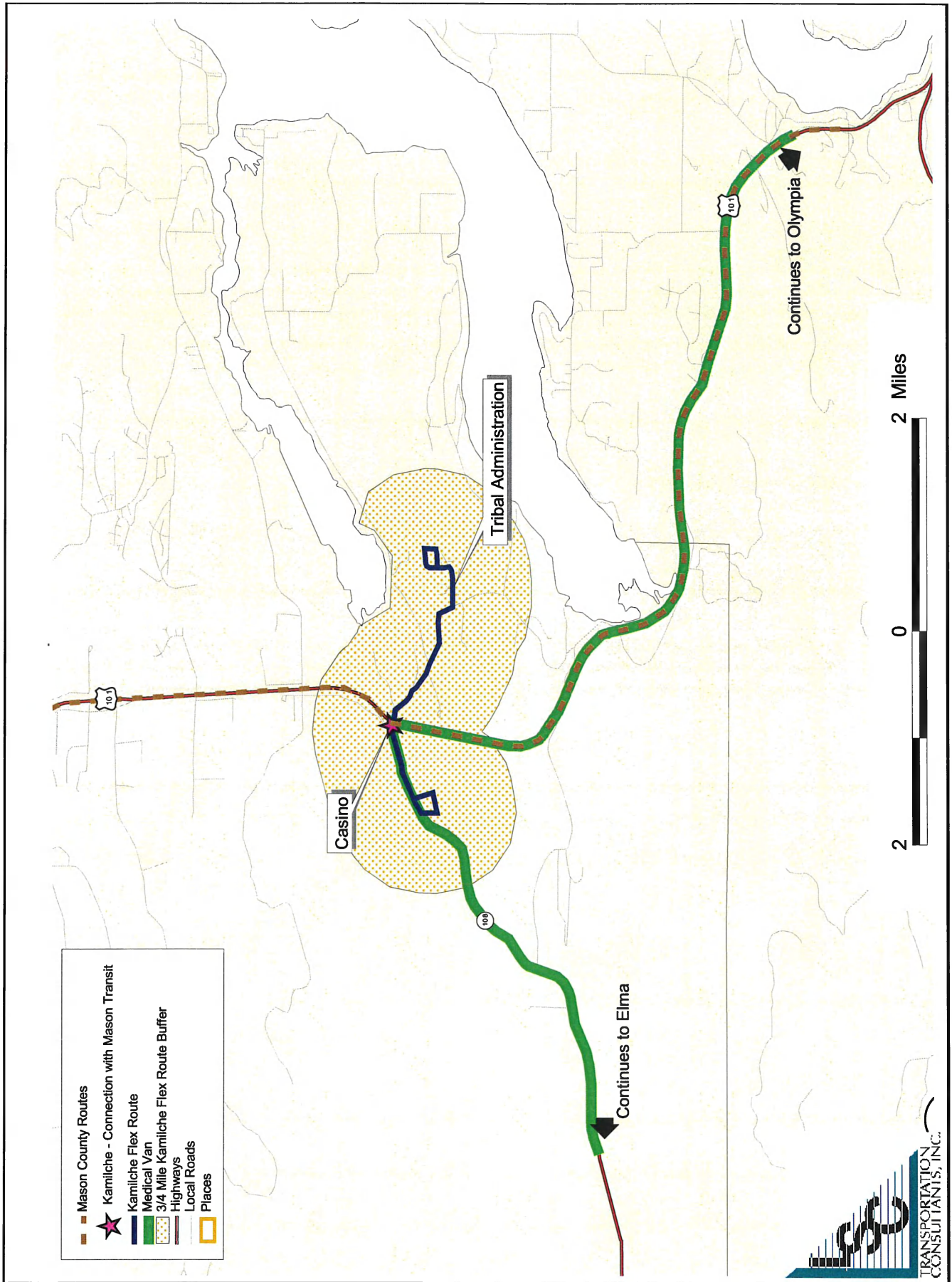
Signature

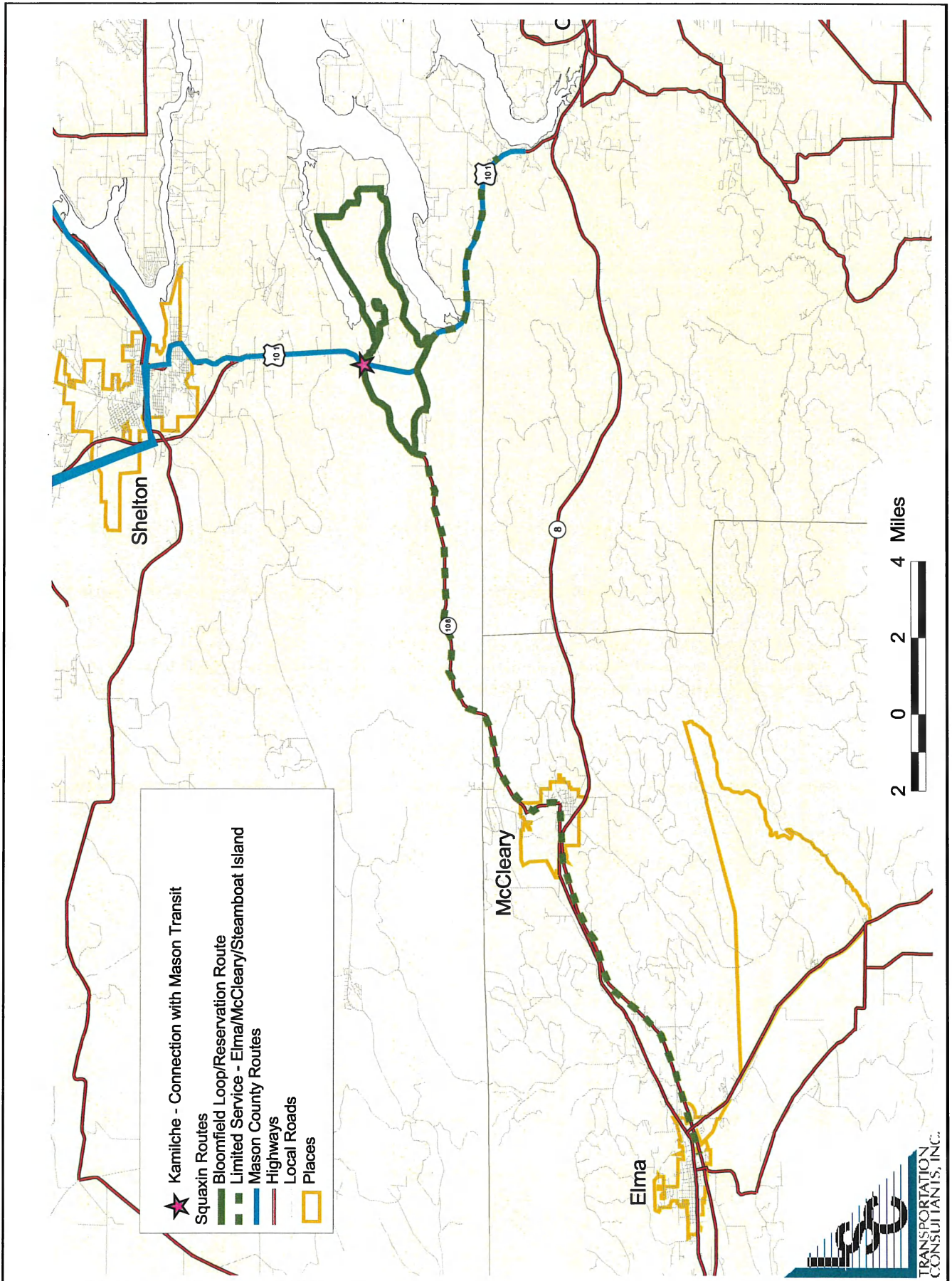
Date

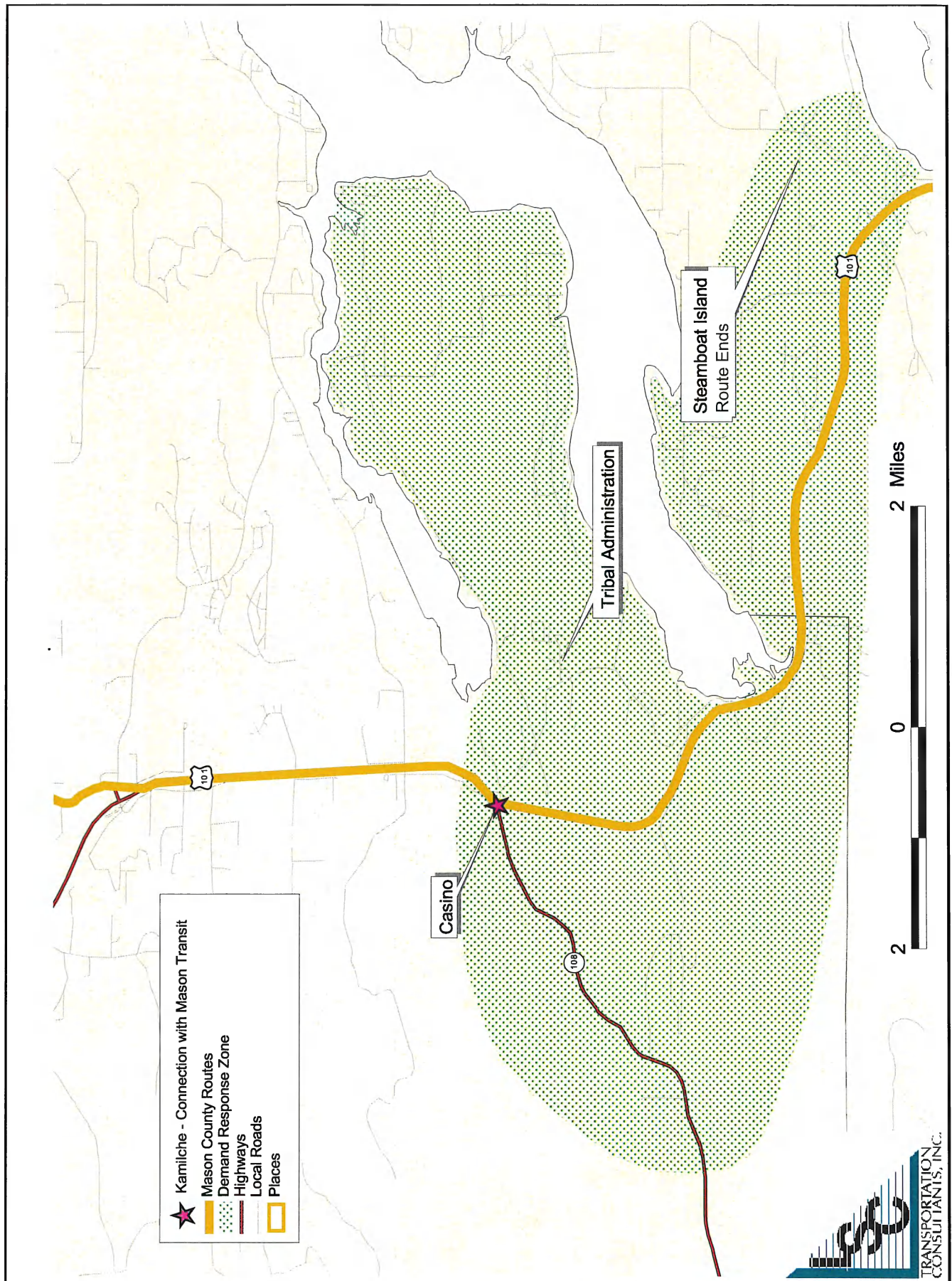
Please submit this form in person at the address below, or mail this form to:

Squaxin Island Tribe Title VI Coordinator 10 SE
Squaxin Lane
Shelton, WA 98584









Squaxin Transit



Squaxin Island Tribe
Department of Planning &
Community Development



**A Free Public Transit Service of
the Squaxin Island Tribe**

10 SE Squaxin Lane
Shelton, WA 98584

(360) 426-9781 Fax: 360 427-2789

www.squaxinislnd.org

Transit Direct: 360-432-3970



Squaxin Transit
(360) 432-3970

Title VI Commitment

Title VI of the 1964 Civil Rights Act prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. Section 2000d). The complete Title VI policy is available on the website or by calling (360) 432-3951.

If you feel you have been discriminated against please fill out the Title VI complaint form no more than 180 days after the alleged act of discrimination and return it to the following address:

Title VI Compliance Officer
c/o Tribal Administrator
10 SE Squaxin Lane
Shelton, WA 98584

Commitment to Accessible Services

Squaxin Transit is accessible to everyone. All of our transit buses have equipment that ensures people with special needs are able to board and ride safely. The complete ADA policy is available by calling 360 432-3951.

Squaxin Transit Comment/Complaint Form

Please return to—Squaxin Transit, 10 SE Squaxin Lane, Shelton, WA 98584

Date of Incident: _____ Time of Incident: _____

Employee's Name _____

Where did the incident occur?

Description of the Incident

List any witnesses names and phone numbers _____

Optional

Would you like someone to contact you? ☐ Yes ☐ No

Office Use Only

Comment/Complaint Form Number: _____

Date Received: _____

Received by ☐ Mail ☐ Phone

☐ E-Mail ☐ Fax

Investigation Completed: _____

Response Date: _____

City: _____ State: _____ ZIP: _____
Phone Number: _____
Best time to contact you: _____
Appeal Date: _____

Name: _____
Address: _____
Email Address: _____
Response Date: _____

For a copy of our Title VI Policy, call program Services Manager at 432-3951 or visit <http://www.squaxinislnd.org>



Squaxin Transit

Dispatch: 432-3970

A free public service of the Squaxin Island Tribe

Service is Monday thru Friday only. Due to route deviations, all times are approximate.

Leave Tribal Center 10 SE Squaxin Lane Shelton, WA 98584	Bloomfield Loop *Old Olympic Highway and Kamilche Point Rd to Bloomfield Rd., Old Olympic Hwy to Hurley Waldrip Rd., Hwy 108 to Kamilche Transit Center	Reservation Route Stops at 1) Klah-Che-Min and T'Peeksin 2) T'Peeksin and Steh'Chass Pl 3) T'Peeksin Loop 4) Klah-Che-Min & Skalapin	Kamilche Transit Center ① Connects with Mason Transit to Shelton ② Connects with Mason Transit to Olympia	Steamboat Island Steamboat Island Service September-June (Summer months by Call/Request.)	Elma - NWITC 308 E. Young St. Elma, WA 98541	McCleary Transit 3rd Street & Main McCleary, WA 98557 ③ Connects with Grays Harbor Transit to Aberdeen ④ Connects with Grays Harbor Transit to Olym- pia Greyhound Station	Arrive Tribal Center 10 SE Squaxin Lane Shelton, WA 98584
7:20 a.m		7:21 a.m	①② 7.40 /8.00 a.m				
		8:05 a.m	8.20 a.m	② 8:30 a.m			
			② 8.40 a.m				
		8.50 a.m.	① 9 10 a.m				
		9:25 a.m	① 9.45 a.m				
10:00 a.m		10:01 a.m	10:15 a.m		10:40a.m	③④ 11:00 a.m	
			11:20 a.m				
11:35 a.m		11:36 a.m	①② 12:00 /12:12 p.m				
1 05 p.m		1:06 p m	① 1.25 p.m				1.55 p.m
	Call/Request					③④ Call/Request	
2.40 p m		2.41 p m	② 3.00 p.m	② 3:20 p m			
			3.40 p.m				3.45 p.m
3.46 p m		3.47 p.m	①② 4.00 p.m./4.10 p.m				4:25 p.m

- Dial A Ride Service is available for customers who experience difficulty using regular route serve. To schedule your ride, please call 432-3970 at least 1 day in advance (NO EXCEPTIONS)
- Holiday Closures: The bus does not operate on the following holidays Martin Luther King Jr Day, President's Day (observed), Good Friday, American Indian Day, Memorial Day (observed), Fourth of July, Labor day, Thanksgiving Day and the Friday after, and Christmas Eve thru New Years Day

Bus Schedule effective Oct. 1 2013

**Fixed Route Service Standards**

Squaxin Island Transit's Fixed Route Service is provided to the public with no low income or LEP restrictions; and regardless of race, color, or national origin. **These services are provided on an equal basis to all who desire to use public transportation.**

SIT measures our fixed route system by using the following service standards:

Vehicle Load: SIT's Vehicle Load Factor is expressed using the number of seats available to riders. While there is additional standing room as needed to the limits indicated, SIT bases its determination of need for additional seating or increased service on this Maximum Load Factor.

SIT allows for standees as needed but strives to provide a seat for each rider.

Number In Fleet	Vehicle Make	Vehicle Type	Passenger Capacities		
			Seating Capacity	Standing Capacity	*Maximum Load Factor = Total Seats
1	2010 Chevy CT3/YY	Cutaway 23' 6"	11	2	
1	2010 Chevy CT4/YY	Cutaway 27' 7"	15	2	
1	2014 Chevy CT4/YY	Cutaway	15	2	
1	2019 Ford	Cutaway	16	2	

Currently, SIT does not have onboard technology that allows for the collection of vehicle load data. Operators call dispatch to make supervisors aware that a particular bus has standees anytime seating is at full capacity is filled.



ATTACHMENT E

Vehicle headways: The following examples:

Weekday					
Route #	Route Name	Type of Run/Service	Schedule Headway = Number of route departures within the indicated time range		
			4- 8am	8am- 4pm	4- 9pm
	Reservation Route	Loop Route	1	5	0
	MTA to Olympia	Regional Connector/Commute	1	6	0
	McCleary	Regional Connector/Commute	1	3	0
	Shelton Local	South Loop Route	1	3	0
	Shelton to Olympia	Regional Connector/Commute	1	7	0
7	Shelton Local	North Loop Route	3	8	0
8	Shelton to Jefferson County	Regional Connector/Commute	0	2	0
11	Shelton to Lake Cushman	Rural/Regional Connector	1	1	1
2	Zipper – Shelton Local	Loop Route	0	16	3



ATTACHMENT E

Squaxin Transit
A Service of the Squaxin Island Tribe
Title VI Plan

On-time performance: Transit drivers operate their vehicles as close as possible to the established time schedule. Under normal conditions, no vehicle shall depart from any layover later than five minutes beyond the scheduled departure time with every effort made to run on time. Transit drivers may request additional wait time from the dispatcher if a deviation has been requested or if it is known that transfers from a connecting route is running late. If the driver is running late for any reason, the driver must notify the dispatcher. At no time should a transit driver leave a scheduled time point before the established departure time without approval from the dispatcher.

Late times are recorded and monitored by the Transit Coordinator and reported to the Program Services Manager. If obvious established schedule conflicts are presented, every effort is taken to resolve the conflict at the soonest opportunity.

Service availability: SIT provides Deviated Fixed, Regional Connections and Commuter Routed Services.

1. Deviated Fixed Route Service is defined as service that may allow a limited deviation off an established route. This service is available on most routes depending on road conditions and time schedules. Riders desiring a route deviation for service must call the SIT Transit Coordinator a minimum of two hours in advance. Time is allotted in the established schedule of each route to approve this service provided the remainder of the route is on time.
2. Regional Connections are defined by a concentration of service on established routes connecting with other transit and transportation systems most often outside of the agency's operating area.
3. Commuter Routed Service is defined as service using established local and regional connector routes with limited stops. These services cater to the daily commuter using transit services for work, school or any regularly needed personal schedule.

All routed services are provided on an equal basis to all those who desire to use public transportation.



SQUAXIN ISLAND TRIBE

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

Squaxin Transit is committed to breaking down language barriers by implementing consistent standards of language assistance across its service area.

Census. The United States is home to millions of national origin minority individuals who are Limited English Proficiency (LEP). That is, their primary language is not English and they cannot speak, read, write or understand the English language at a level that permits them to interact effectively with recipients of Federal financial assistance.

Because of language, differences and the inability to effectively speak or understand English, persons with LEP may be subject to exclusion from programs or activities, experience delays or denials of services. These individuals may be entitled to language assistance with respect to a particular type of service.

The federal government and those receiving assistance from the federal government must take reasonable steps to ensure that LEP persons have meaningful access to the programs, services, and information those entities provide. This will require agencies to establish creative solutions to address the needs of this ever-growing population of individuals, for whom English is not their primary language.

According to the 2010 Census Data for Mason, Thurston and Grays Harbor Counties, English only is spoke at home by 91% of the total population. Within the Squaxin Island Tribal Community, 96.8% of the residents speak only English at home.

Spanish is spoke at home by 0.3% of population in the 3-county service area. Within the Squaxin Island Tribal Community, 3.2% of the households speak a language other than English in the home. For 2.1% of the Squaxin community residents, the second language is Spanish or Spanish Creole.

ATTACHMENT

Squaxin Island Transit - Public Participation Plan (PPP)

“To promote robust public engagement that informs, involves and empowers people and community”

It is the intent of Squaxin Island Transit (SIT) to maintain an open and participative process and to consider public comment prior to major service changes, projects and short- and long-term plans as well compliance to the Federal Public Comment on Services Changes rules (FTA circular 9030.1A, Chapter V,5(0)) and any additional requirements under Title VI, Disadvantage Business Enterprise and Americans with Disabilities Act regulations.

Squaxin Island Transit recognizes that decisions are improved by engaging citizens and other stakeholder groups and is committed to transparent and inclusive processes that are responsive, accountable and within SIT's resources and ability to finance. SIT assigns a high priority to appropriately informing and involving the community and other stakeholders throughout service development and project planning as SIT decisions impact their lives.

Public Participation Plan Overview

Squaxin Island Transit will inform and seek input from the community, residents, and traveling public. Many approaches will be used to let the public know what is happening with the Transportation Department; its service development, value to the community, as well as numerous opportunities for discussion and comment. Public opinion and comments will be documented and considered in the recommendations for Squaxin Island Transit's service development, projects and other programs.

SIT will promote and develop the Public Participation Plan based on the belief that those who are affected by a decision have a right to be involved in the decision-making process. Public participation includes the promise that the public's contribution will influence decisions made by SIT.

In addition to individual Mason County residents and visitors, as well as employees, “the public” includes, but is not limited to:

- representatives of consumer, environmental, and other advocacy groups;
- Native Americans and tribal governments;
- minority and ethnic groups;
- business and industrial interests, including small businesses;
- elected and appointed public officials;
- the media;
- trade, industrial, agricultural, and labor organizations;
- public health, scientific, and professional representatives and societies;
- civic and community associations;
- faith-based organizations;
- research, university, education, and governmental organizations and associations;
- governments, and agencies at all levels; and
- persons with Limited English Proficiency (LEP).

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Public Engagement Principles

The Public Participation Plan has been developed to support civic engagement in the Tribe by emphasizing the following principles:

- The public shall have adequate access to information:
 - ✓ A record of all public gatherings will be kept. Technical documents will be placed in locations available to the public.
- The public shall have clarity in the information presented to them:
 - ✓ Technical information and regulatory procedures will be presented in terms that are understandable to the public and meet the requirement that SIT be responsive to any inquiries received.
- The public shall be able to engage and be notified of public involvement opportunities in a manner that is timely and responsive:
 - ✓ The public, stakeholders and social media will receive sufficient notice of gatherings, which will be scheduled at a time and place that is convenient, comfortable, and ADA accessible. Ample time to review any materials will also be provided. All public questions and inquiries will be answered in a timely manner.
- The public shall be able to participate in a process that is well coordinated:
 - ✓ Good coordination, communication, and collaboration among all citizens, concerned agencies and community organizations will be critical to providing the public with the most current and correct information and contribute to the overall success of the Squaxin Island Transit Department.

Key Elements of Plan

The Public Participation Plan has a number of elements to inform and involve the public in a meaningful way. The Agency will be accessible to the public, share information in a complete and understandable manner and record and respond to public comments and concerns.

Key elements of the Plan include:

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- ✓ Display materials may include such things as maps, timelines, and/or visualization tools where feasible within the project budget prepared in a manner that is easy for the public to understand.
3. Website:
- ✓ An effective way to support public participation efforts for transportation is through website outreach.
 - ✓ Specific to public engagement, this site will provide:
 - Transit information, contact and history
 - Meetings and event calendar
 - Surveys and feedback forms
 - Access to documents
 - Project updates, as well as news & events
 - Allow people to make comments, ask questions, learn about involvement opportunities
 - Provide links to other area organizations as well as state and federal transit publications.
4. Fact Sheets / Updates:
- ✓ Fact sheets will be produced to keep internal/external public informed of project updates, and/or service development as needed. Fact sheets will be distributed electronically and as hand-outs internally, as well as published on social media and on the website when produced.
 - ✓ Updates of Outreach efforts, upcoming events, will be sent regularly to the community.
5. Social Media - Outreach:
- ✓ SIT Team Members will notify the Social media in advance of changes or updates in the schedule. Information will be provided to the media for any development projects providing background material and status of projects as well as information on how to reach key contact people associated with the projects.
 - ✓ Social media is a resource for feedback and encouraging public engagement. Currently, SIT utilizes Facebook to notify followers of Transportation route changes or updated information.
6. Community Events and Meetings:
- ✓ SIT team members will attend a variety of community events and meetings as a way to distribute information regarding SIT projects, programs and services.