



U.S. Department  
of Transportation  
**Federal Transit  
Administration**

REGION 3  
Delaware, Maryland,  
Pennsylvania, Virginia,  
West Virginia, and the  
District of Columbia

1835 Market Street, Suite 1910  
Philadelphia, PA 19103

November 15, 2021

Ms. Carol O'Neal, Acting Director  
EEO/AA & Employee Relations  
Southeastern Pennsylvania Transportation Authority (SEPTA)  
1234 Market Street, 9<sup>th</sup> Floor  
Philadelphia, PA 19107

*Re: FFY 2021-2024 Triennial Title VI Program Concurrence, Recipient ID: 1947*

Dear Ms. O'Neal,

Thank you for submitting an addendum regarding SEPTA's FFY 2021-2024 Title VI program as required by the Federal Transit Administration (FTA) Circular 4702.1B. Your program is for the triennial period of April 1, 2021 through March 31, 2024 and our records indicate the addendum has sufficiently addressed the outstanding items noted in the October 28, 2021 In Review letter. Upon review, we have determined that your program satisfies the Title VI program requirements.

Thank you for your ongoing cooperation meeting all of the FTA civil rights program requirements. Please note that FTA concurrence with your program does not relieve you from the obligation to implement Title VI requirements per the guidance issued in the Circular. Your next triennial Title VI program update is due to FTA on February 1, 2024. Please submit an update to the Title VI program page in FTA's TrAMS system by that date. A copy of this letter will be attached to your recipient profile for your reference.

We are issuing this letter electronically via email. Please do not hesitate to contact me directly at (215) 656-7121 or via email ([Lynn.Bailey@dot.gov](mailto:Lynn.Bailey@dot.gov)) if you have any questions.

Sincerely,

Lynn A. Bailey  
Civil Rights Officer, Region 3

cc: TrAMS Profile #1947

## **Title VI Program Review Assessment:**

Items below identified as “YES” are included in the Title VI program review, and no changes are needed. Items identified as “NO” were not included or were insufficient and must be corrected. Carefully address all insufficient items, as indicated in this review letter, to ensure you are implementing your Title VI program in accordance with the regulations.

### **Chapter 3: GENERAL REQUIREMENTS AND GUIDELINES**

Does the program submission include appropriate documentation demonstrating that the transit board of directors has approved the Title VI program? *Yes*

#### **Public Notice**

Does the submission include a copy of the public notice informing the public of the protections against discrimination afforded to them under Title VI? *Yes*

Is there a list of public locations where the notice is posted? *Yes*

Did you verify the notice is posted on the agency’s website and in public areas of the agency’s offices? *Yes*

Does the public notice include how to request additional information on your Title VI obligations? *Yes*

Does the public notice include how to file a complaint? *Yes*

#### **Complaint Procedures**

Did you include the (internal to the agency) procedures for investigating and tracking Title VI complaints filed against them? *Yes*

Did you include the instructions it gives to members of the public about how to file a Title VI discrimination complaint? *Yes*

Are the procedures for filing a Title VI discrimination complaint available on the agency website? *Yes*

#### **Complaint Form**

Does the program include a copy of the complaint form that specifies the three classes protected by Title VI (race, color, and national origin)? *Yes*

Is the complaint form available on the agency’s website? *Yes* ([SEPTA | Civil Rights Notices](#))

Did you include 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; and/or complaints naming the recipient? *N/A - no complaints received*

### **Public Participation Plan**

Did you include a Public Participation Plan that describes the proactive strategies, procedures, and desired outcomes of public participation activities? *Yes*

Does the Public Participation Plan include information on how the grantee considers the needs of, and engages minority and LEP populations in public participation activities? *Yes*

Did you summarize the public outreach and involvement activities undertaken in the last 3 years? *Yes*

### **Board Selections**

Did you select members to transit-related, non-elected planning boards, advisory councils or committees? *Yes*

If you select members, did you provide a table with a racial breakdown of the membership of those boards, councils, or committees? *Yes*

Did you describe how they encourage minorities to participate on these boards, councils, and committees? *Yes*

### **Subrecipient**

Does the program indicate if you have subrecipients? *No - No subrecipients*

If you have subrecipients, did you provide the monitoring procedures and/or efforts you use to ensure subrecipients comply with Title VI? *Not Applicable*

Did you describe the process used to provide assistance to subrecipients, when needed? *Not Applicable*

### **LEP Four-Factor Analysis & Plan**

Did you include a Language Assistance Plan? *Yes*

Does the Language Assistance Plan include a Four-Factor Analysis that determines the appropriate level of LEP assistance and outreach efforts needed? *Yes*

Did your Language Assistance Plan NOT include something? *No; LAP includes required elements.*

## **Facility Site Equity Analysis**

Did you identify a site or location for a new facility (excluding bus shelters) or construct a facility during the period covered by your program? *No; Agency did not acquire a site or facility requiring an equity analysis.*

Did you complete and submit an equity analysis conducted during the planning stage for all projects requiring land acquisition and the displacement of persons from their residences and businesses? *Not Applicable*

Did the site analysis include outreach to persons potentially impacted by the siting of facilities? *Not Applicable*

Did the site analysis compare the equity impacts of alternative locations prior to selecting the preferred site? *Not Applicable*

Did you give attention to other facilities with similar impacts in the area to determine if any cumulative adverse impacts might result? *Not Applicable*

Did you determine that the location of the project will result in a disparate impact on the basis of race, color, or national origin? *Not Applicable*

Did you provide a substantial legitimate justification for the project location? To do so, you must demonstrate that either 1) no alternative locations are available, or 2) any alternative locations, if identified, would result in the same or more disparate impact on the basis of race, color, or national origin. *Not Applicable*

## **Chapter 4: FIXED ROUTE TRANSIT PROVIDER REQUIREMENTS**

### **Service Standards**

Did you include your service standards and policies for each specific fixed route mode of service you provide? *Yes*

Which service standards, if any, are NOT included? *No service standards were missing from the submission*

### **Service Policies**

Are the current service policies included? *Yes*

Is there a description of how service policies are adopted to ensure service design and operations practices do not result in discrimination on the basis of race, color, or national origin? *Yes*

Which service policies, if any, are NOT included? *None - All service policies are included*

## **Large Urbanized Fixed Route Requirements**

### **Demographic Data**

Are demographic and service profile maps and charts (demographic data) included? *Yes*

Is the demographic data current as of the most recent decennial census or American Community Survey? *Yes*

Does the program include a description of how demographic data is prepared prior to proposed service reductions or eliminations? *Yes*

Does the demographic data include a base map of the transit service area? *Yes*

Does the base map include overlays of the required data? *Yes*

Do the demographic maps appropriately identify areas where the minority population exceeds that of the service area as a whole? *Yes*

Do the demographic maps appropriately identify areas where the low-income population exceeds that of the service area as a whole? *Yes*

### **Ridership Surveys**

Do you collect demographic ridership and travel patterns using customer surveys? *Yes*

Which requirements of the ridership and travel pattern surveys are NOT met, if any?

*None.*

### **Monitoring**

Do you include the results of monitoring service standards and policies? *Yes (Page 326)*

Which required transit monitoring methods are NOT included, if any? *A board resolution - copy of meeting minutes - or similar documentation as evidence of the board or governing entity or official's consideration awareness and approval of the monitoring results.*

## SAFE Analysis

Did you include the written policies and procedures for your service and fare equity analyses process? *Yes*

What required service and fare equity analysis policies or procedures are missing, if any?

*No required policies and/or procedures were missing from the submission*

Did you identify any service and/or fare equity analyses from the last 3 years? *Yes*

Did you include the results of the service and/or fare equity analyses conducted in the last 3 years? *Yes*

If there were service and/or fare equity analyses conducted in the last 3 years, what required documentation is NOT included, if any?

*Discontinued Route 205: A board resolution copy of meeting minutes or similar documentation as evidence of the board or governing entity or official's consideration awareness and approval of the analysis*

### FTA Reviewer Comments:

- Provide approval of the service standards monitoring
- Per the 2021 Triennial Review final report (*issued September 30, 2021*), deficiency TVI8-2 (*Impact of fare and/or service changes not approved by governing body*) was issued as there was no evidence of SEPTA's governing body awareness and approval of the service equity analysis completed for the discontinued Route 205. Per the suggested corrective action, the agency must provide the following by November 3, 2021:
  - *Documentation that the Route 205 equity analysis was approved by the appropriate governing entity or officials responsible for policy decisions regarding service changes and the equity impacts of the service change.*
  - *Revised procedures to ensure that future equity analyses will be approved by the governing body in advance of implementation or any service and/or fare change. Include the revised procedures in SEPTA's Title VI Program and submit this in TrAMS.*

**Also, please visit the FTA Civil Rights webpage for more information:**

<https://www.transit.dot.gov/title6>