

**Southeast Missouri
State University**

SHUTTLE SERVICE

2018-2021 Title VI Program



1 University Plaza
Cape Girardeau, Missouri 63701
Phone: (573)986-6187 Fax: (573) 651-2707
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semo.edu/transit

Southeast Missouri State Transit
2018-2021
Title VI Program
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A. Title VI Assurances

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

SOUTHEAST MISSOURI STATE UNIVERISTY TRANSIT SERVICE (SMSTS) 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.A.

SMSTS agrees to comply with all provisions prohibiting discrimination on the basis of race, color, or national origin of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 200d et seq., and with U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act," 49 CFR part 21.

SMSTS assures that no person shall, as provided by federal and state civil rights laws, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity. SMSTS further ensures every effort will be made to ensure non-discrimination in all programs and activities, whether those programs and activities are federally funded or not.

SMSTS meets the objectives of the FTA Master Agreement which governs all entities applying for FTA funding and Cape Girardeau County Transit Authority (CGCTA) which oversees SMSTS, a sub-recipient of FTA funding, as the primary recipient of FTA funding to Cape Girardeau County, including SMSTS and its third-party contractors by promoting actions that:

- A.** Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin.
- B.** Identify and address, as appropriate, disproportionately high and adverse effects of programs and activities on minority populations and low-income populations.
- C.** Promote the full and fair participation of all affected Title VI populations in transportation decision making.
- D.** Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations.
- E.** Ensure meaningful access to programs and activities by persons with limited English proficiency (LEP).

Title VI Information Dissemination

Title VI information posters shall be prominently and publicly displayed in the SMSTS facility and on their revenue vehicles. Title VI coordinator contact information is available on the SMSTS website, at semo.edu/transit. Additional information relating to nondiscrimination obligation can be obtained from the SMSTS Title VI Coordinator.

Title VI information shall be disseminated to SMSTS employees annually via the Employee Education form (Appendix A) in Yearly Training Packets. This form reminds employees of the SMSTS's policy statement, and of the Title VI responsibilities in their daily work and duties.

During New Employee Orientation, new employees shall be informed of the provisions of Title VI, and the SMSTS's expectations to perform their duties accordingly.

All employees shall be provided a copy of the Title VI Plan and are required to sign the Acknowledgement of Receipt (Appendix B).

Subcontracts and Vendors

All subcontractors and vendors who receive payments from SMSTS where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended.

Written contracts shall contain non-discrimination language, either directly or through the bid specification package which becomes an associated component of the contract.

Record Keeping

The Title VI Coordinator will maintain permanent records, which include, but are not limited to, signed acknowledgements of receipt from the employees indicating the receipt of the of SMSTS Title VI Plan, copies of Title VI complaints or lawsuits and related documentation, and records of correspondence to and from complainants, and Title VI investigations.

Title VI Complaint Procedures

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

- 1) Complainant's name, mailing address, and how to contact same (i.e., telephone number, email address, etc.)
- 2) How, when, where and why complainant believes they were discriminated against,

including the location, names and contact information of any witnesses.

3) Other information that you deem significant

The Title VI Complaint Form (Appendix C) may be used to submit the complaint information. The complaint may be filed in writing with SMSTS at the following address:

Southeast Missouri State University Transit Service
1 University Plaza MS 7275
Cape Girardeau, MO 63701

NOTE: SMSTS 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.

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

A letter of acknowledging receipt of complaint will be mailed within seven days (Appendix D). 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.

SMSTS will send a final written response letter (Appendix E/F) to the complainant. In the letter notifying the complainant that the complaint is not substantiated (Appendix F), the complainant is also advised of his or her right to 1) appeal within seven calendar days of receipt of the final written decision from SMSTS, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the FTA. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

Once sufficient information for investigating the complaint is received by SMSTS, a written response will be drafted subject to review by the transit's attorney. If appropriate, SMSTS's attorney may administratively close the complaint. In this case, SMSTS will notify the complainant of the action as soon as possible.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

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

Community Outreach

As an agency receiving federal financial assistance, we have made the following community outreach efforts:

Southeast Missouri State University Transit meets with Southeast Missouri State University's Student Government and that body's Student Concerns sub-committee which provides active and thorough oversight as a local advisory committee. SMSTS collaborates with Faculty Senate, The Professional Staff Counsel, The Clerical, Technical and Service Counsel, The International Student Center, and various University counsels to gather input and implement client advice. SMSTS works with the Southeast Missouri Metropolitan Planning Organization to listen and respond to the needs.

Customer Complaint Process. Clients may call our office at 573.986.6187 to lodge complaints or comments. Likewise, they may email the SMSTS Manager at dps@semo.edu to identify concerns. All complaints/comments are assigned to the appropriate manager.

Funds appropriated to SMSTS are requested annually in an application process that includes a notice of Public Hearing, at which the community can attend.

B. Agency Information

1. Mission of Southeast Missouri State Transit

The Southeast Missouri State Transit was established to provide safe, reliable, accessible and efficient transit services to all members of and visitors to the Cape Girardeau campuses of Southeast Missouri State University and to achieve park and ride sustainability by bringing motorists, cyclists and pedestrians from perimeter commuter parking decks and surface lots to the interior of the main campus, to the River Campus and to connecting terminals with partnering transportation providers.

2. History

SMSTS began shuttle service in 1993 as a rural service provider receiving 5311 funds as a sub-recipient of Missouri Department of Transportation, contracting service consisting of 4 day and 1 evening routes. Additional and matching funds are provided from parking ticket and decal revenues. Evening and weekend service is funded by the Office of Residence Life and the Residence Hall Association.

Years of planning and market study resulted in the launch of a 'park and ride' concept among students, faculty and staff combined with the development and improvement of infrastructures to facilitate that concept, shuttling clients from perimeter lots to the interior of campus. Property was improved with parking structures to accommodate commuters and routes were developed to converge at a nexus at that site.

After achieving unprecedented ridership goals in 2002, 2009 and 2010, 'park and ride' was accomplished with the completion of a client wait facility at the nexus of the multi-modal site, providing weekday service to the main campus beginning at 7:00 a.m. and continuing to 5:00 p.m. In 2007, a River Campus routes was added which includes 3 stops along the CGCTA route in the downtown and mid-town areas, providing students transportation off campus. Evening and weekend service is provided from 5:00 p.m. until 2:00 a.m. daily and the River Campus route, which operates from 7:00 a.m. to midnight during the week and from 10:00am to midnight on the weekends.

3. Title VI Compliance History

Prior to FY2014, SMSTS operated as a rural only transit provider and received 5311 funds as a sub-recipient of Missouri Department of Transportation Transit Division (MoDOT).

Since SMSTS began operations in 1993, there have been no Title VI complaints lodged against the service. SMSTS has no pending applications for financial assistance from any federal agency other than the FTA. No other federal agency has found SMSTS to be in noncompliance with any civil rights requirement.

4. Campus Profile

Southeast Missouri State University is located on the west bank of the Mississippi River in Cape Girardeau, a small town of about 40,000 residents. Southeast students have come from all 50 U.S. states and from 56 countries around the world. The main campus is 328 acres.

Southeast offers more than 200 areas of study in science, technology, education, the health professions, business and the liberal arts. These programs are arranged among the Donald L. Harrison College of Business, the College of Education, the College of Health and Human Services, the College of Liberal Arts, the College of Science Technology and Agriculture, the School of Graduate Studies and the School of University Studies. The School of Visual and Performing Arts can be found within the College of Liberal Arts.

5. Population Served

The Spring 2018 census of Southeast Missouri State University reports 10,395 students and 1200 faculty and staff. Additionally, thousands of guests and visitors are served when participating in the myriad events sponsored by Southeast Missouri State University, such as athletic events, performances and educational seminars and symposiums.

6. Services & Service Area

SMSTS serves the campus of Southeast Missouri State University and the Holland School of Visual and Performing Arts. Weekday service includes two fixed routes on the Main Campus, beginning at 7:20 a.m. and continuing to 4:00 p.m., and one fixed route between the Main Campus and the River Campus, beginning at 7:00am and continuing until midnight. The River Campus routes include 3 stops along the CGCTA Transit route in the downtown and mid-town areas of the city and continue to midnight.

Evening service is comprised of one Main Campus route which runs from 5:00 p.m. until 2:00 a.m. daily and the River Campus route, which operates from 1:00 p.m. to midnight. Weekend service is comprised of one Main Campus route beginning at 5:00pm and continuing until 2:00am and the River Campus route beginning at 10:00am and continuing to midnight.

A map of the SMSTS bus routes is included at the end of this document as Attachment 4.

SMSTS does not operate 50 or more fixed route transit vehicles in peak service, nor are we in a UZA with a population over 200,000. Therefore, certain elements of the Title VI program do not apply to SMSTS. These non-applicable elements have been identified throughout the body of this document.

7. Governing Body

SMSTS is overseen by the Transit Supervisor of the Department of Public Safety of Southeast Missouri State University. The Department of Public Safety is headed by the Director who reports to the Vice President of Finance and Administration, who reports to the President. Southeast Missouri State University is governed by the Board of Regents, which is appointed by the Governor of the State of Missouri.

SMSTS advises the Student Government Executive Board and the Student Concerns Committee with regard to transit service, route changes and other service issues.

C. Notice to the Public

Notifying the Public of Rights Under Title VI Southeast Missouri State University Transit Service

- Southeast Missouri State University Transit Service operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act of 1964.
- Any person who believes she or he has been aggrieved by any unlawful discriminator practice under Title VI may file a complaint with Southeast Missouri State University Transit Service by completing, signing, dating and submitting the SMSTS Title VI Compliance Form with the complainant's contact information included.
- For more information on the Southeast Missouri State University Transit Service's civil rights program, and the procedures to file a complaint, contact 573-986-6187, (TTY 573-651-2383); email transit@semo.edu; or present in person at 1401 N. Sprigg, Cape Girardeau, MO 63701. For more information, visit www.semo.edu/transit
- A complainant may file a complaint directly with the Federal Transit Administration: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590
- Complaints must be filed within one hundred eighty (180) days following the date of the alleged discriminatory occurrence and should contain as much detailed information about the alleged discrimination as possible.
- If information is needed in another language, contact SMSTS at 573-986-6187.

D. Procedure for Filing a Title VI Complaint

The complaint procedures apply to the beneficiaries of SMSTS's programs, activities, and services.

RIGHT TO FILE A COMPLAINT: Any person who believes they have been discriminated against on the basis of race, color, or national origin by SMSTS may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. Title VI complaints must be received in writing within one hundred eighty (180) days of the alleged discriminatory complaint.

HOW TO FILE A COMPLAINT: Information on how to file a Title VI complaint is posted on our agency's website, and in public areas of our agency.

You may download the SMSTS Title VI Complaint Form at www.semo.edu/transit, or request a copy by writing to: SMSTS, 1 University Plaza, Cape Girardeau, MO 63701. Information on how to file a Title VI complaint may also be obtained by calling SMSTS's at (573) 986-6187.

You may file a signed, dated complaint no more than one hundred eighty (180) days from the date of the alleged incident. The complaint should include:

- Your name, address and telephone number.
- Specific, detailed information (how, why and when) about the alleged act of discrimination
- Any other relevant information, including the names of any persons, if known, the agency should contact for clarity of the allegations.

Please submit your complaint form to:

Southeast Missouri State University
Transit Supervisor
1 University Plaza,
Cape Girardeau, MO 63701.

COMPLAINT ACCEPTANCE: SMSTS will only process complaints that are completed using the complaint form and submitted within the one hundred eighty (180) day period. Once a completed Title VI Complaint Form is received, SMSTS's Transit Manager will review it to determine if SMSTS has jurisdiction. The complainant will receive an acknowledgement letter informing them whether or not the complaint will be investigated by SMSTS.

INVESTIGATIONS: SMSTS will generally complete an investigation within ninety (90) days from receipt of a completed complaint form. If more information is needed to resolve the case, SMSTS may contact the complainant. Unless a longer period is specified by SMSTS, the complainant will have ten (10) days from the date of the letter to send requested information to the SMSTS investigator assigned to the case.

If the requested information is not received within that timeframe the case will be closed. Also, a case can be administratively closed if the complainant no longer wishes to pursue the case.

LETTER OF CLOSURE OR FINDING: After the Title VI investigator reviews the complaint, the Title VI investigator will issue one of two letters to the complainant: a closure letter or 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.

A Letter of Finding (LOF) summarizes the allegations and provides an explanation of the corrective action taken.

If the complainant disagrees with the SMSTS's determination, the complainant may request reconsideration by submitting the request in writing to the Title VI investigator within seven (7) days after the date of the letter of closure or letter of finding, stating with specificity the basis for the reconsideration. SMSTS will notify the complainant of the decision either to accept or reject the request for reconsideration within ten (10) days. In cases where reconsideration is granted, SMSTS will issue a determination letter to the complainant upon completion of the reconsideration review.

A person may also file a complaint directly with the Federal Transit Administration, at the FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, contact SMSTS using the above contact information.

E. Monitoring VI Complaints, Lawsuits and Investigations

Documenting Title VI Complaints/Investigations/Lawsuits

All Title VI complaints, investigations and/or lawsuits will be entered and tracked in SMSTS's complaint log. Active investigations will be monitored for timely response on the part of all parties. The agency's Title VI Coordinator shall maintain the log.

Since SMSTS began operations in 1993, there have been no Title VI complaints lodged against the agency. As of the time of publication of this document, there are no pending or on-going investigations or lawsuits that allege discrimination on the basis of Title VI rights violations.

Agency Title VI Log of Investigations, Lawsuits and Complaints

Date complaint filed	Complainant	Basis of complaint R-C-NO	Summary of allegation	Pending status of complaint	Actions taken	Letter of Closure (CL)	Letter of Finding (LOF)	Date of CL or LOF

F. Public Engagement Plan

Goal

The goal of the Public Engagement Plan is to have significant and ongoing public involvement, by all identified audiences, in the public participation process.

Objectives

- To understand the service area demographics and determine what non-English languages and other cultural barriers exist to public participation.
- To provide general notification of meetings and forums for public input, in a manner that is understandable to all populations in the area.
- To hold public meetings in locations that are accessible to all area stakeholders, including but not limited to minority and low income members of the community.
- To provide methods for two-way communication and information and input from populations which are less likely to attend meetings.
- To convey the information in various formats to reach all key stakeholder groups.

Identification of Stakeholders

Stakeholders are those who are either directly or indirectly affected by an outreach effort, system or service plan or recommendations of that plan. Stakeholders include but are not limited to the following:

- The Board of Regents, Faculty, Staff and Students – the governing body of Southeast Missouri State University. The role of the Board is to establish policy and legislative direction for the University. The Board defines the University's mission, its goals, and budgets to accomplish goals.
- Student Government – the representative body of the students of Southeast Missouri State University. Student Government works to enhance student life by providing the student body with a communication link to the administration. SG senators meet weekly to discuss issues and concerns affecting Southeast students. The group then devises a means of communicating these concerns through proper administrative channels to ensure successful resolution.
- Faculty, Staff and Students of Southeast Missouri State and transit riders and clients
- Minority and low income populations, including limited English proficient persons
- Local jurisdictions and other government stakeholders
- Partner agencies

Elements of the Public Engagement Plan

It is necessary to establish a public participation plan that includes an outreach plan to engage minority and limited English proficient (LEP) populations. In addition to participating in the public engagement plan of the Southeast Metropolitan Planning Organization, Elements of the Public Engagement Plan include:

1. Public Notice

- a. Official notification of intent to provide opportunity for members of the general public to participate in public engagement plan development, including participation in open board/council meetings, and advisory committees.

2. Public Engagement Process/Outreach Efforts:

- a. Campus public meetings
- b. Student representative forums
- c. Rider outreach and surveys
- d. Public hearings
- e. Student Government meetings
- f. Student Concerns meetings
- g. Services for students with disabilities (Notices of opportunities for public involvement include contact information for people needing these or other special accommodations.)
- h. Services for International Students
- i. Events such as public meetings and/or open houses are held in common areas of buildings accessible to all students and compliant with the Americans with Disabilities Act.

3. Public Comment

- a. Formal public comment periods are used to solicit comments on major public involvement efforts around an agency service or system change.
- b. Comments are accepted through various means:
 - Email
 - Website
 - USPS Mail
 - Phone
 - In person

4. Response to Public Input

All public comments are provided to the Director and Vice President for Finance and Administration prior to decision making. A summary report which includes all individual comments is prepared and available to the campus community.

Title VI Outreach Best Practices

SMSTS ensures all outreach strategies, communications and public involvement efforts comply with Title VI. SMSTS's Public Engagement Plan proactively initiates the public involvement process and makes concerted efforts to involve members of all social, economic, and ethnic groups in the public involvement process. Aligned with the above referenced communication tactics, SMSTS provides the following:

- a. Public notices published in non-English publications (if available).
- b. Title VI non-discrimination notice on agency's website.
- c. Agency communication materials in languages other than English (subject to Safe Harbor parameters).
- d. Services for persons with limited English proficiency (LEP). Upon advance notice, translators may be provided.

2018 - 2021 Title VI Program Public Engagement Process

In addition to participating in the public engagement plan of the Southeast Metropolitan Planning Organization, SMSTS will continue an engagement process for the 2018-2021 Title VI Program. This process includes outreach meetings to seek input, provide education, and highlight key components of the Title VI Plan.

SMSTS will brief the Director of Public Safety, the Vice President for Finance and Administration, Student Government and the Student Concerns Committee.

SMSTS will conduct a 30 day public comment period to provide opportunities for feedback on the 2018-2021 Title VI Program.

Comments are accepted during the public comment period via:

- a. Email
- b. USPS (Mail)
- c. Phone
- d. In person

G. Language Assistance Plan

SMSTS Limited English Proficiency (LEP) Plan

This limited English proficiency (LEP) Plan has been prepared to address SMSTS's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964; Federal Transit Administration Circular 4702.1B, dated October 1, 2012, which states that the level and quality of transportation service is provided without regard to race, color, or national origin.

Executive order 13166, titled "Improving Access to Services for Persons with Limited English Proficiency," indicates that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each federal agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discriminations do not take place. This order applies to all state and local agencies which receive federal funds.

Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency was signed on August 11, 2000 to clarify Title VI of the Civil Rights Act of 1964. It had, as its purpose, the goal to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language. This order affected not only Federal agencies, but also state and local agencies.

Executive Order 13166 stated that individuals who do not speak English well and who have a limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter. These individuals are referred to as being limited English proficient, or "LEP."

Each Federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible People with limited English proficiency. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities. – Executive Order 13166.

Not only do all federal agencies have to develop LEP Plans as a condition of receiving federal financial assistance, but recipients of federal funds must comply with Title VI and LEP guidelines of the federal agency from which funds are provided. Federal financial assistance including grants, training, use of equipment, donations of surplus property, and other forms of financial contributions from federal sources. Recipients of federal funds range from state and local agencies, to nonprofits, and other organizations.

SOUTHEAST MISSOURI STATE UNIVERSITY TRANSIT, as a sub-recipient of Section 5307 Federal Funds, is committed to compliance with these guidelines because it receives funding from the US Department of Transportation (US DOT) via the Federal Transit Administration.

Service Area Description

SOUTHEAST MISSOURI STATE UNIVERSITY SHUTTLE serves all of the Southeast Missouri State University Campus and the Holland School of Visual and Performing Arts. A map of the service area is included in the attachments at the end of this document.

SMSTS has developed this LEP Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access services provided by SMSTS. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance, and the ways in which assistance may be provided.

In order to prepare this plan, SMSTS undertook the four-factor LEP analysis which considers the following factors:

Four Factor Analysis

1. **The number, or proportion, of people with limited English proficiency likely to be encountered and/or served by the program, activity, or service provided.**
 - a. A significant majority of people at Southeast Missouri State University who use SMSTS are proficient in the English language. Speaking and reading English is a condition of enrollment at Southeast Missouri State University. Additionally, Southeast Missouri State University conducts an Intensive English Program for incoming students to facilitate English proficiency for students enrolled.
 - b. Each academic year, Southeast Missouri State Transit coordinates with the Intensive English Program to research English proficiency of Southeast Missouri State University's international student population.
 - c. Southeast Missouri State University measures English proficiency using the following test scores:

	Internet Based TOEFL (IBT)	Paper Based TOEFL (PBT)	IELTS Academic	PTE Academic
Intensive English Program	Not required			
Undergraduate	61	500	5.5	45
Graduate	79	550	6.0	53

- d. Southeast Missouri State University offers an ESL academic program operating in five eight-week sessions during the year and providing college preparation in English language Listening and Speaking, Reading, Writing and Grammar. Courses are taught in four levels—Beginning, Low Intermediate, High Intermediate, and Advanced—depending on students' proficiencies at the time they enter.
- e. Overall, students in Beginning and Low Intermediate understand basic information from slowed, simplified speech, and are often unable to communicate their intended meaning. Students at the High Intermediate and Advanced levels understand most of the meaning from a conversation at a normal rate, and are able to communicate their intended meaning (though they may still make mistakes, need to repeat themselves, and speak with a noticeable accent). Based on these definitions and admission test scores:
 - Students in Beginning and Low Intermediate IEP levels speak English “less than very well”.
 - High Intermediate students do not speak academic English very well, but they do speak everyday conversational English very well.
- f. Data provided in the Spring 2018 census of Southeast Missouri State University identifies that 707 of the 10,395 University population are international students, of which 41 students were enrolled in the Intensive English Program. Forty-one (41) ranked at the Beginning and Low Intermediate level, speaking English less than very well. Forty-one (41) is .34% of the total enrollment and falls below the FTA 'safe harbor threshold' of 5% or 1,000, whichever is less.
- g. The countries of the People's Republic of China, Iran, Japan, the Republic of Korea, Saudi Arabia and Vietnam were represented, and students enrolled in the Intensive English Program spoke standard Chinese, Japanese, Korean, Arabic, and Vietnamese.

2. Frequency of Contact by LEP Persons with SMSTS's Services

- a. Each semester, Southeast Missouri State Transit coordinates with the Intensive English Program to research English proficiency of Southeast Missouri State University's international student population.
- b. Southeast Missouri State University Transit participates in new student, faculty and staff orientations, as well as providing familiarization tours of the campus and service routes twice a year, at the beginning of each semester.
- c. Client interaction is determined by staff input and by working closely with International Student Services to identify need.
- d. Resource information is provided by International Student Representation to Student Government, the body which advises and recommends projects Southeast Missouri State University Transit Service, as well as the Student Concerns Committee of that body.

To date, SMSTS has had no requests for an interpreter. SMSTS has had no phone calls during which the caller speaks English “less than very well”.

Staff Survey Form –Limited English Proficiency

SMSTS is studying the language assistance needs of its riders so that we can better communicate with them if needed.

1. How often do you come into contact with passengers who do not speak English or have trouble understanding you when you speak English to them?

DAILY WEEKLY MONTHLY LESS THAN MONTHLY

2. What languages do these passengers speak?

3. What languages (other than English) do you understand or speak?

4. Would you be willing to serve as a translator when needed?

Frequency of Contact with LEP Persons	
Frequency	Language Spoken by People with Limited English
Daily	
Weekly	
Monthly	
Less than monthly	

3. The importance of programs, activities or services provided by SMSTS to persons with limited English proficiency:
 - a. Based on the data from the University Parking Service, the Office of Residence Life and International Student Services, it is more likely than not that students who may speak English less than very well will use transit services.
 - b. Additions, improvements and modifications to services are published and distributed to International Student Services, Student Government and other student organizations associated with the client base.
 - c. Input and suggestions and information sharing are collaborated with drivers who are bilingual, specifically to target clients who depend on service.
 - d. Client surveys are completed yearly in which detailed data is captured regarding passenger needs, travel patterns and route use.
 - e. Findings and data collected are corroborated among the representative groups and offices to assure the desired outcome and service improvement is reached.

4. The resources available to SMSTS and overall cost to provide LEP assistance:

Strategies for Engaging Individuals with limited English proficiency include:

 - a. The Intensive English Program Coordinator, the Department of Foreign Languages and International Student Services - with advance coordination, translators can be arranged.

- b. Language identification flashcards.
- c. Written translations of vital documents (identified via safe harbor provision)**
- d. One-on-one assistance through outreach with International Student Groups.
- e. Website information.
- f. Staff who are bilingual assist during outreach meetings and student forums, when feasible.

** Based on the demographic analysis (Factor 1), SMSTS has determined that no language group(s) within its service area meets Safe Harbor criteria requiring written translated "vital documents" by language group(s).

LEP Plan Accessibility

SOUTHEAST MISSOURI STATE UNIVERSITY TRANSIT posts the LEP Plan at semo.edu/transit making it accessible to any person with internet access.

A printed copy of the LEP Plan will be provided to any person or agency that requests it.

Copies of the LEP Plan will be available for inspection at the following locations, during regular business hours:

Facilities Management Service Center - Transit Office
610 Washington
Cape Girardeau, Missouri 63701

Department of Public Safety – Parking Service Office
1401 N. Sprigg Street
Cape Girardeau, Missouri 63701

Center for International Studies
939 College Hill
Cape Girardeau, Missouri 63701

Questions or comments regarding this plan should be directed to:

Transit Supervisor
Department of Public Safety MS 7275
1401 N. Sprigg Street
Cape Girardeau, Missouri 63701

Staff LEP Training

Southeast Missouri State University Transit staff is trained yearly, in August, prior to the start of each academic year. In this training Title VI and LEP standards are reiterated and clarified. Additionally, Title VI procedures and LEP responsibilities are reviewed and discussed with functional applications applied for practice. Plan reviews and updates are discussed and delivered in the yearly training.

Training is provided to all levels of the Southeast Missouri State University Transit staff. Although the Transit Manager services as customer liaison and marketing analysis, the front-line staff are aware of the LEP responsibility and practices proper techniques with the client interface. Front-line staff is trained regarding:

- The treatment of every client as a client regardless of their ability to speak English;
- Refraining from judging or concluding one's ability to speak English based on one's behavior;
- The restriction of using minors or other clients as interpreters;
- Refraining from using family members and friends as interpreters;
- Review of the LEP materials and language assistance services available to them;
- Documentation of any language assistance request, and;
- The process by which a Title VI/LEP complaint is addressed.

Population 5 years and over by language spoken at home and ability to speak English	Population	Percentage of Population 5 Years and Older
Population 5 Years and Over	10395	100
Intensive English Program Enrollment	41	
IEP –Intermediate/Advanced	0	
IEP – Beginning/Low Intermediate	41	
Asian and Pacific Island		
Speak English “less than very well”		
All Other		
Speak English “less than very well”		

Monitoring and Updating the LEP Plan

The LEP Plan is a component of SMSTS's Title VI Plan requirement.

SMSTS will update the LEP plan as required. Likewise, the plan will be reviewed and updated when it is clear that higher concentrations of LEP individuals are present in the SMSTS service area. Updates include the following:

1. How the needs of LEP persons have been addressed.
2. Determine the current LEP population in the service area.
3. Determine as to whether the need for, and/or extent of, translation services has changed.

4. Determine whether local language assistance programs have been effective and sufficient to meet the needs.
5. Determine whether SMSTS's financial resources are sufficient to fund language assistance resources as needed.
6. Determine whether SMSTS has fully complied with the goals of this LEP Plan.
7. Determine whether complaints have been received concerning SMSTS's failure to meet the needs of LEP individual.

H. Advisory Bodies

SMSTS is overseen by the Transit Supervisor of the Department of Public Safety of Southeast Missouri State University. The Department of Public Safety is headed by the Director who reports to the Vice President of Finance and Administration, who reports to the President. Southeast Missouri State University is governed by the Board of Regents, which is appointed by the governor of the state of Missouri. The Student Government Executive Board and its Student Concerns Committee works to enhance programs that affect student life by providing the student body with a communication link to the administration. The group then devises a means of communicating these concerns through administrative channels to ensure successful resolution. SMSTS benefits from Student Government's link with administration. Student Government is the elected representation of the student population at Southeast Missouri State University. SMSTS has no direct influence over the selection of Board of Regents, Student Government or the Student Concerns Committee membership.

I. Sub-recipient Assistance

Southeast Missouri State Transit Services (SMSTS) is a sub-recipient of Cape Girardeau County Transit Authority (CGCTA). SMSTS's Title VI plan includes complaint procedures, complaint forms and tracking forms for filed complaints. CGCTA will review SMSTS's Title VI program and provide assistance as needed.

J. Sub-recipient Monitoring

CGCTA will monitor SMSTS's compliance with Title VI, as non-compliance by a sub-recipient means the primary recipient is also non-compliant. SMSTS has provided a copy of this Title VI program to CGCTA.

K. Equity Analysis of Facilities

SMSTS operates one maintenance facility that was built prior to October 1, 2012.

Southeast Missouri State University constructed a passenger wait facility at the multi-modal site at New Madrid St in late 2013 and opened it in January 2014.

Both construction projects were built on property owned by Southeast Missouri State University.

SMSTS has no plans to construct any transit facilities within the next three years.

L. Service Standards and Policies

Vehicle Load

SMSTS's revenue fleet consists of one (1) type of vehicles, nine 25' transit buses with a seating capacity of 18 seated and 2 wheel chairs with a standing capacity of four (4).

It is SMSTS's policy that the vehicle load will not exceed 100% of seated capacity on a consistent basis.

SMSTS monitors the "Vehicle Load" in two ways. The Transit Supervisor reviews the "daily log sheets" from the drivers as well as weekly reviews with the drivers regarding issues pertaining to passenger loads.

Vehicle Headway

SMSTS operates a total of 4 buses week days between 7:00 a.m. and 4:00 p.m. which are peak times; 2 on the main campus alone and 2 between the River Campus and the main campus, with limited stops on the main campus. The 2 routes on the main campus have a single bus on each individual route. The River Campus route uses two buses on the route between 7:00 a.m. and 4:00 p.m. weekdays, with a 15 minute headway during those hours.

On-time performance

SMSTS routes are monitored by GPS to time their arrival at the MMTF Nexus. Additionally, buses are scheduled to begin routes at a designated stop at a prescribed time within the hour, making up any time at that point, and never leaving timed stops early, to be considered on-time. SMSTS service standard is 90% on-time performance. The Transit Supervisor monitors this performance using GPS data, which records the length of time each bus is in transit between stops and the length of time the buses are stationary at each stop, weekly spot checks at designated service stops, passenger feedback and performance log sheets.

Service availability

SMSTS operates only one mode of service: MB, to the campus of Southeast Missouri State University and its Holland School of Visual and Performing Arts, during the academic year when classes are in session.

Transit Amenities

SMSTS operates only in MB mode. SMSTS currently has 19 passenger wait areas which are accessible to people with disabilities. In January 2014 one multi-modal nexus was added. The Transit Nexus commuter building provides practical amenities to encourage intermodal transfer,

including the park and ride concept. The interior of the nexus structure includes a large 1,007 square foot, heated/air conditioned, smoke-free lounge. This 100 person occupancy interior waiting area is separate from the boarding platforms; however, 800 square feet of exterior building canopy allows for outdoor waiting areas as well. Amenities include restrooms, vending machines, seating, Wi-Fi capability, and transit route destination and way finding media. The structure is located near multi-level parking decks, surface parking lots and bicycle stations at the north gateway to the University.

SMSTS operates a Transit Storage and Operations Facility, a 10,465sf facility located adjacent to campus that provides storage and maintenance support for the Transit Service at Southeast Missouri State University. It houses up to ten 25' buses in the facility, including four mechanic's bays equipped to service the transit vehicles. The facility includes one wash bay. Office support facilities for the transit system are also included in the building.

Vehicle Assignment

SMSTS operates only in MB mode with one model of fleet revenue vehicle. The model is 25' Ford chassis. All are cut-a-way conversions. Nine buses are model year 2006 or newer. Buses are assigned to route by the Transit Supervisor.

M. Requirement to Collect and Report Demographic Data

SMSTS is not required to collect and report demographic data because we do not operate 50 or more fixed route transit vehicles in peak service, nor are we in a UZA with a population over 200,000.

N. Requirement to Monitor Transit Service

SMSTS is not required to collect and report demographic data or travel patterns because we do not operate 50 or more fixed route transit vehicles in peak service, nor are we in a UZA with a population over 200,000.

O. Service and Fare Equity Analysis

This requirement does not apply to SMSTS because we do not operate 50 or more fixed route transit vehicles in peak service, nor are we in a UZA with a population over 200,000.

Appendix A Employee Annual Education Form

Title VI Policy

No person shall, on the grounds 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.

All employees of the SMSTS are expected to consider, respect, and observe this policy in their daily work and duties. If a citizen approaches you with a question or complaint, direct him or her to Title VI Coordinator.

All transactions, communications and connections with citizens will be conducted using the standard acceptable courtesy titles; such as, Mr., Mrs., Ms., or Miss. Clients shall be addressed without regard to race, color or national origin.

Appendix B Employee Acknowledgement of Receipt of Title VI Plan

I hereby acknowledge the receipt of the SMSTS Title VI Plan. I have read the plan and am 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.A.

Your signature

Print your name

Date

Appendix C Southeast Missouri State University Transit-Related Title VI Complaint Form

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

Section IV:				

Have you previously filed a Title VI complaint with this	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: <input type="checkbox"/> Federal Agency: _____ <input type="checkbox"/> State Agency: _____ <input type="checkbox"/> Federal Court: <input type="checkbox"/> Local Agency: _____ <input type="checkbox"/> State Court:		
Please provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		
Section VI:		
Name of agency complaint is against:		
Contact person:		
Title:		
Telephone number:		

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date require below:

Signature

Date

Please submit this form in person at the address below, or mail this form to:
Southeast Missouri State University
Transit Supervisor
1401 North Sprigg
Cape Girardeau, Missouri 63701

APPENDIX D

Letter Acknowledging Receipt of Complaint

Current Date

Name

Address

Town, State, Zip Code

Dear :

This letter is to acknowledge receipt of your complaint against the SMSTS alleging

_____.

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by telephoning 989.269.2121, or write to me at this address.

Sincerely,

Title VI Coordinator

Southeast Missouri State University Transit Service

1 University Plaza MS 7275

Cape Girardeau, Missouri 63701

APPENDIX E Letter Notifying Complainant that Complaint Is Founded

Current Date

Name

Address

Town, State Zip Code

The matter referenced in your letter of _____ (date) against SMSTS alleging Title VI violation has been investigated.

(An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter (was/were) identified. Efforts are underway to correct these deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of the program. (If a hearing is requested, the following sentence may be appropriate.) You may be hearing from this office, or from federal authorities, if your services should be needed during the administrative hearing process.

Sincerely,

Title VI Coordinator
Southeast Missouri State University Transit Service
1 University Plaza MS 7275
Cape Girardeau, Missouri 63701

APPENDIX F Letter Notifying Complainant that the Complaint Is Unfounded

Current Date

Name

Address

Town, State Zip Code

Dear :

The matter referenced in your complaint of _____ (date) against the SMSTS alleging _____ has been investigated.

The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964, had in fact been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving federal financial assistance.

The SMSTS has analyzed the materials and facts pertaining to your case for evidence of the service's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated.

As a result, the purpose of this letter is to advise you that your complaint has not been substantiated, and that I am closing this matter in our files.

You have the right to 1) appeal within seven calendar days of receipt of this final written decision from SMSTS, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the Federal Transit Administration at

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

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to call me.

Sincerely,

Title VI Coordinator
Southeast Missouri State University Transit Service
1 University Plaza MS 7275
Cape Girardeau, Missouri 63701

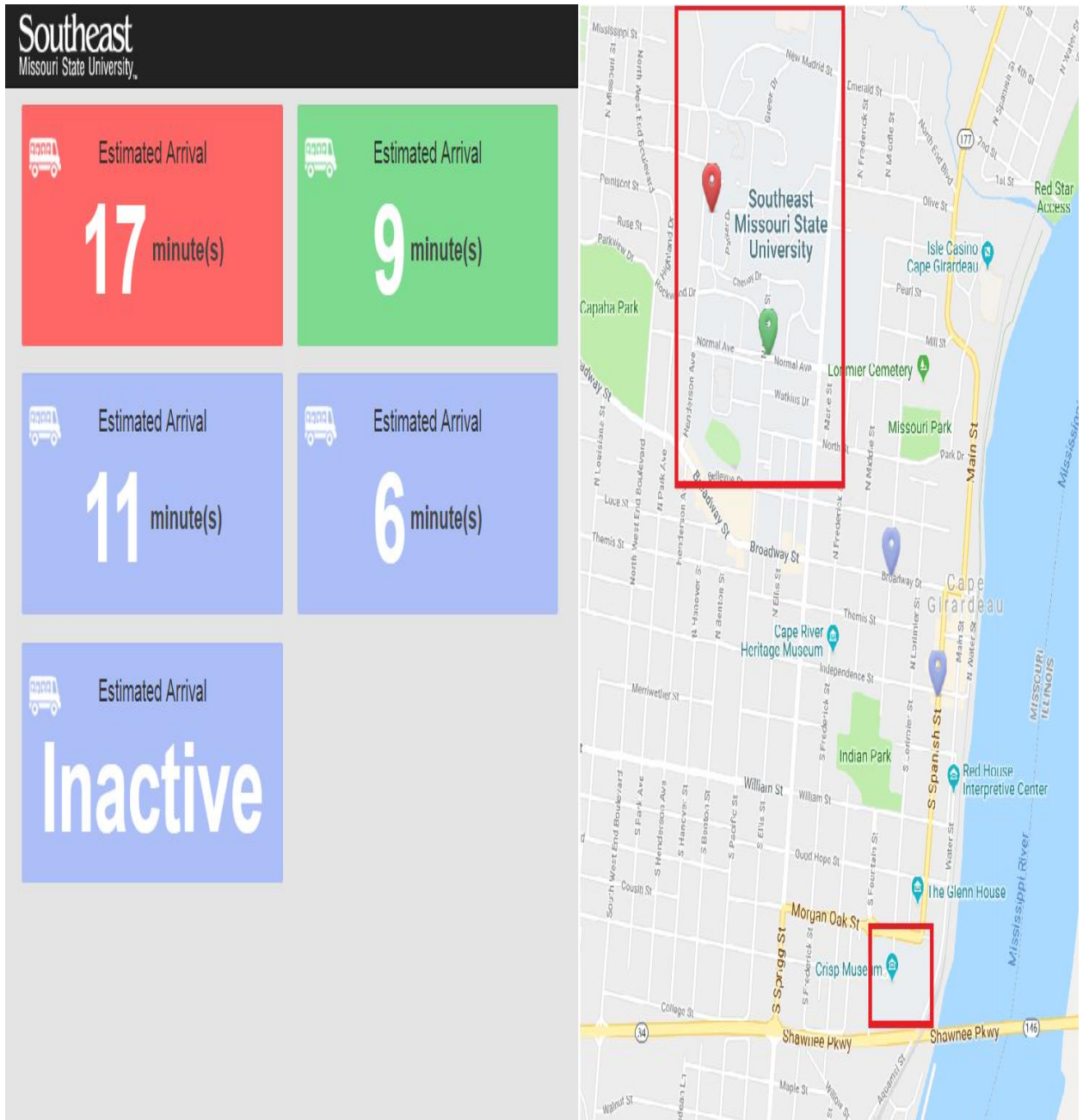
Notifying the Public of Rights Under Title VI Southeast Missouri State University Transit Service

- Southeast Missouri State University Transit Service operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act of 1964.
- Any person who believes she or he has been aggrieved by any unlawful discriminator practice under Title VI may file a complaint with Southeast Missouri State University Transit Service by completing, signing, dating and submitting the SMSTS Title VI Compliance Form with the complainant's contact information included.
- For more information on the Southeast Missouri State University Transit Service's civil rights program, and the procedures to file a complaint, contact 573-986-6187, (TTY 573-651-2383); email transit@semo.edu; or present in person at 1401 N. Sprigg, Cape Girardeau, MO 63701. For more information, visit semo.edu/transit
- A complainant may file a complaint directly with the Federal Transit Administration: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590
- Complaints must be filed within one hundred eighty (180) days following the date of the alleged discriminatory occurrence and should contain as much detailed information about the alleged discrimination as possible.
- If information is needed in another language, contact SMSTS at 573-986-6187.

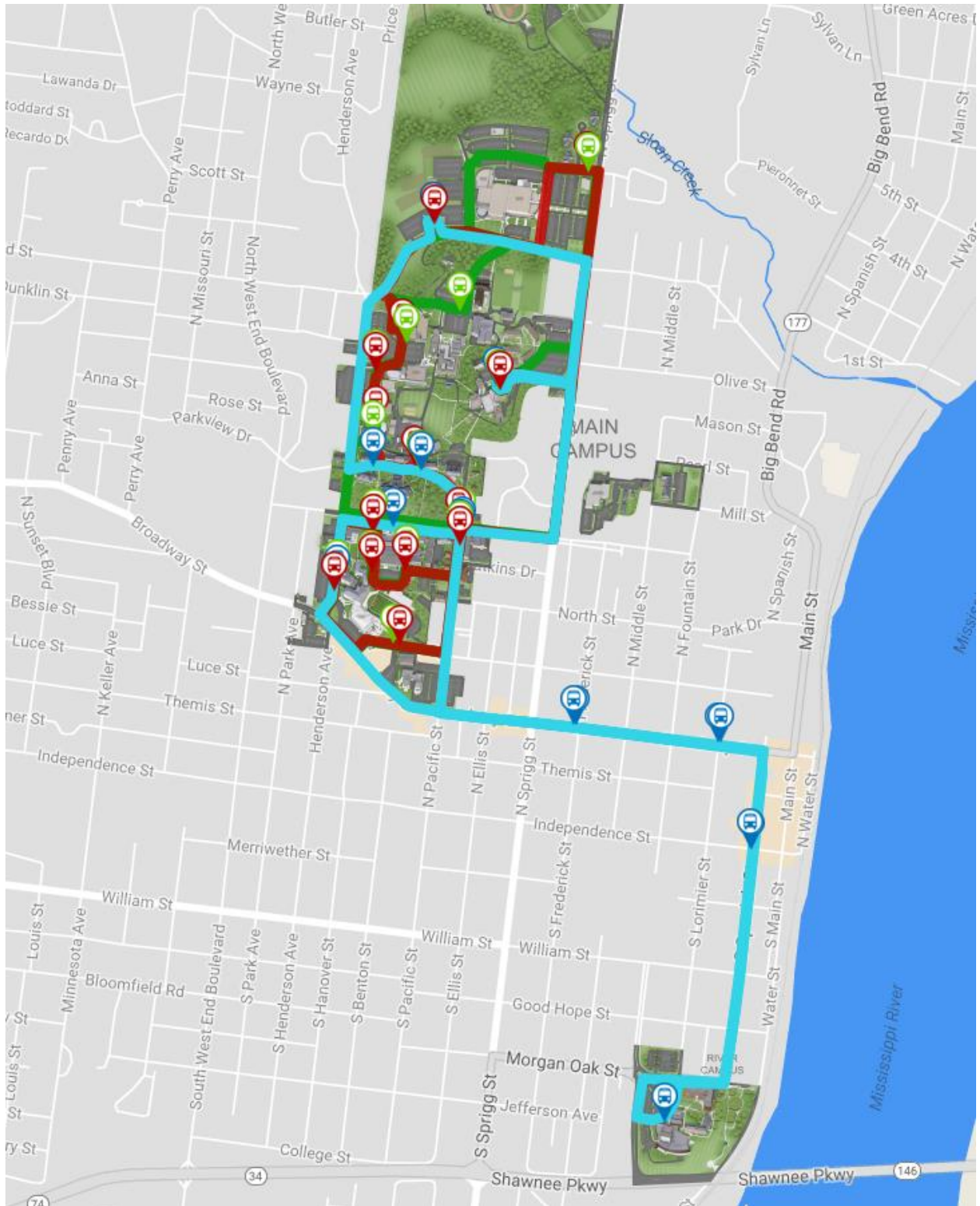
APPENDIX H Southeast Missouri State University Transit-Related Title VI Investigations, Complaints, and Lawsuits

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1				
2				
3				
4				
5				
6				
7				
8				
9				
Lawsuits				
1				
2				
3				
4				
5				
6				
7				
8				
9				
Complaints				
1				
2				
3				
4				
5				
6				
7				
8				
9				

Attachment 1 SMSTS Service Area Map



Attachment 2 SMSTS Bus Routes Map



Attachment 3 Southeast Missouri State Transit Title VI Complaint Form

“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.”

This form is to be used to file a complaint with SMSTS based on purported violations of Title VI of the Civil Rights Act of 1964 or the American with Disabilities Act of 1990. If you feel that you have been discriminated against in the provision of transportation services, please provide the following information to assist us in processing your complaint. If you need assistance completing this form, please contact us by phone at (573)986-6187, or fax (573)651-2707

Please mail or return this form to:

Title VI Coordinator
Southeast Missouri State Transit
1 University Plaza
Cape Girardeau, Missouri 63701
Fax: (573) 651-2963
Email: transit@semo.edu

**Southeast Missouri State Transit
Title VI Complaint Form**

Only the complainant or the complainant's representative must complete this form.

1. Complainant's Name:		
a. Address:		
b. City:	State:	Zip Code:
c. Telephone (Home <input type="checkbox"/> or Cell <input type="checkbox"/>) Please include area code Telephone Number (Work)		
()	()	()
d. E-Mail:		
Do you prefer to be contacted via this e-mail address? <input type="checkbox"/> Yes <input type="checkbox"/> No		
2. Accessible Format of Form Needed? <input type="checkbox"/> Large Print <input type="checkbox"/> Audio Tape <input type="checkbox"/> TDD		
<input type="checkbox"/> Other (please specify):		
3. Are you filing this complaint on your own behalf? <input type="checkbox"/> Yes If YES, please go to Question		
<input type="checkbox"/> No If no, please go to question 4		
4. If you answered NO to question 3 above, please provide your name and address:		
a. Name of Person Filing Complaint:		
b. Address:		
c. City:	State:	Zip Code:
d. Telephone (Home <input type="checkbox"/> or Cell <input type="checkbox"/>) Please include area code Telephone Number (Work)		
()	()	()
e. E-Mail:		
Do you prefer to be contacted via this e-mail address? <input type="checkbox"/> Yes <input type="checkbox"/> No		
1. What is your relationship to the person for whom you are filing the complaint?		
2. Please confirm that you have obtained permission of the aggrieved party if you are filing on behalf of a third party. <input type="checkbox"/> Yes, I have permission. <input type="checkbox"/> No, I do not have permission.		
3. I believe that the discrimination I experienced was based on (check all that apply)		
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin (Classes protected by Title VI)		
<input type="checkbox"/> Other (please specify)		
4. Date of the Alleged Discrimination (Month, Day, Year):		
5. Where did the Alleged Discrimination take place?		
10. Explain as clearly as possible what happened and why you believe that you were discriminated against. Describe all of the persons that were involved. Include the name and contact information of the person(s) who discriminated against you (if known). <i>Use the back of form or separate pages if additional space is required.</i>		

<p>11. Please list any and all witnesses' names and phone numbers/contact information. <i>Use the back of this form or separate pages if additional space is required.</i></p>
<p>12. What type of corrective action would you like to see taken?</p>
<p>13. Have you filed a complaint with any other Federal, State, or local agency, or with any Federal or State court? <input type="checkbox"/> Yes If yes, check all that apply <input type="checkbox"/> No</p> <p>a. <input type="checkbox"/> Federal Agency (List agency's name)</p> <p>b. <input type="checkbox"/> Federal Court (Provide location)</p> <p>c. <input type="checkbox"/> State Court (Provide location)</p> <p>d. <input type="checkbox"/> State Agency (Specify Agency)</p> <p>e. <input type="checkbox"/> Court (Specify Court and)</p> <p>f. <input type="checkbox"/> Local Agency (Specify Agency)</p>
<p>14. Please provide information about a contact person at the agency/court where the complaint was filed.</p> <p>Name: _____ Title: _____</p> <p>Agency: _____ Telephone: (_____)</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip Code: _____</p>

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date is required:

Signature

Date

If you completed Questions 4, 5 and 6, your signature and date is required:

Signature

Date

Notifying the Public of Rights Under Title VI Southeast Missouri State University Transit Service

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- Any person who believes she or he has been aggrieved by any unlawful discriminator practice under Title VI may file a complaint with Southeast Missouri State University Transit Service by completing, signing, dating and submitting the SMSTS Title VI Compliance Form with the complainant's contact information included.
- For more information on the Southeast Missouri State University Transit Service's civil rights program, and the procedures to file a complaint, contact 573-986-6187, (TTY 573-651-2383); email transit@semo.edu; or present in person at 1401 N. Sprigg, Cape Girardeau, MO 63701. For more information, visit www.semo.edu/transit
- A complainant may file a complaint directly with the Federal Transit Administration: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590
- Complaints must be filed within one hundred eighty (180) days following the date of the alleged discriminatory occurrence and should contain as much detailed information about the alleged discrimination as possible.
- If information is needed in another language, contact SMSTS at 573-986-6187.

Attachment 5 - SMSTS Title VI Approval

**ADOPTION OF
SOUTHEAST MISSOURI STATE UNIVERSITY
TRANSIT SERVICE
TITLE VI PROGRAM**

Southeast Missouri State University Transit Service receives federal financial assistance from the Federal Transit Administration under Section 5307, through Cape Girardeau County Transit Authority as a sub-recipient, in support of its mass transit operations.

All programs receiving financial assistance from the Federal Transit Administration are subject to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Department of Transportation's implementing guidelines.

The Federal Transit Administration requires all recipients to document their compliance by submitting a Title VI Program once every three years and that the governing entity of the recipient to document that it has approved the Title VI Program.

The Title VI Program for Southeast Missouri State University Transit is hereby approved and a true and accurate copy of said program is attached hereto and incorporated herein by reference as though fully set out herein.

Approved this 21st day of May, 2018



Kathy M. Mangels
Vice President for Finance & Administration

ATTEST:


Crystal L. Kaufman
Executive Assistant, Finance & Administration Division

Attachment 6 - SMSTS Authorizing Resolution

AUTHORIZING RESOLUTION

WHEREAS, the Missouri Department of Transportation is authorized to make grants for general public transportation projects using funds made available by the Federal Transit Administration under the following programs: Section 5309, 5310 and 5311 of Title 49, U.S.C. and / or State Transit Funds; and,

WHEREAS, contracts for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of project costs; and,

WHEREAS, it is the goal of the applicant to provide the best transit system that can be provided with the funds available,

NOW, THEREFORE, be it resolved by Southeast Missouri State University as follows:

1. That from the date of this resolution, the Treasurer for the University is authorized to execute and file applications for Federal Transit Administration and or State Transit Funds assistance from the State of Missouri on behalf of Southeast Missouri State University, with the Missouri Highway and Transportation Department to aid in the financing of a public transportation system.

2. That the Treasurer for the University is authorized to furnish such additional information as the Missouri Highway and Transportation Department may require in connection with the application or the project.

3. That from the date of this resolution the Treasurer of the University is authorized to execute grant agreement(s) and amendments on behalf of Southeast Missouri State University with the Missouri Highways and Transportation Commission for financial assistance.

Adopted this 15th day of December, 2017.



Jay Knudtson
President of the Board
Southeast Missouri State University

Attest 
Secretary of the Board