



**Grays Harbor Transportation Authority**

705 30<sup>th</sup> Street

Hoquiam, WA 98550

[www.ahtransit.com](http://www.ahtransit.com)

# TITLE VI PLAN



**Revision Dates:**

August 26, 2016

September 12, 2016

January 24, 2018

July 27, 2019

July 6, 2022

**April 11, 2023**

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# 1 TABLE OF CONTENTS

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- 2 [Executive Summary](#) ..... 3
- 3 [Jurisdiction and Authorities](#) ..... 4
- 4 [Introduction to Grays Harbor Transportation Authority](#) ..... 5
  - 4.1 [Organizational Structure](#) ..... 5
- 5 [General Reporting Requirements](#) ..... 7
  - 5.1 [Annual Title VI Certification and Assurance](#) ..... 7
  - 5.2 [Title VI Program Plan](#) ..... 7
    - 5.2.1 [Policy Statement](#) ..... 7
    - 5.2.2 [Organization and Staffing](#) ..... 7
    - 5.2.3 [Program Area Reviews](#) ..... 8
    - 5.2.4 [Special Emphasis Program Areas](#) ..... 9
    - 5.2.5 [Contractor, Consultant, and Vendor Reviews](#) ..... 9
    - 5.2.6 [Data Collection](#) ..... 9
    - 5.2.7 [Training](#) ..... 10
    - 5.2.8 [Complaint Procedures](#) ..... 10
    - 5.2.9 [Dissemination of Title VI Information](#) ..... 13
    - 5.2.10 [Limited English Proficiency \(LEP\) and Language Assistance Plan \(LAP\)](#) ..... 14
    - 5.2.11 [Environmental Justice \(EJ\)](#) ..... 15
    - 5.2.12 [Public Participation Plan](#) ..... 15
    - 5.2.13 [Review of Directives](#) ..... 16
    - 5.2.14 [Compliance & Enforcement Procedures](#) ..... 16
    - 5.2.15 [Requirements and Guidelines for Fixed Route Transit Providers](#) ..... 16
- 6 [ATTACHMENT A – Standard Assurances](#) ..... 21
  - 6.1 [APPENDIX A](#) ..... 24
  - 6.2 [APPENDIX B](#) ..... 26
  - 6.3 [APPENDIX C](#) ..... 28
  - 6.4 [APPENDIX D](#) ..... 29
  - 6.5 [APPENDIX E](#) ..... 30
- 7 [ATTACHMENT B - TITLE VI POLICY STATEMENT](#) ..... 32
  - 7.1 [English and Spanish](#) ..... 32
- 8 [ATTACHMENT C – Organizational Chart](#) ..... 33

9	<a href="#"><u>ATTACHMENT D – Title VI Complaint Procedures</u></a>	34
10	<a href="#"><u>ATTACHMENT D – TÍTULO VI PROCEDIMIENTO DE RECLAMACIÓN</u></a>	36
10.1	<a href="#"><u>Informe de quejas del Título VI</u></a>	36
11	<a href="#"><u>ATTACHMENT E - Title VI Complaint Form – English</u></a>	39
12	<a href="#"><u>ATTACHMENT E - Título VI Denuncia Forma – Español</u></a>	41
13	<a href="#"><u>ATTACHMENT F – NOTICE TO THE PUBLIC</u></a>	43
14	<a href="#"><u>ATTACHMENT F – AVISO AL PÚBLICO</u></a>	44
15	<a href="#"><u>ATTACHMENT G – FOUR FACTOR ANALYSIS</u></a>	45
16	<a href="#"><u>ATTACHMENT H – PARATRANSIT APPLICATION ENG</u></a>	46
17	<a href="#"><u>ATTACHMENT H – PARATRANSIT APPLICATION SPA</u></a>	59
18	<a href="#"><u>ATTACHMENT I – BOARD APPROVAL MINUTES</u></a>	72

## 2 EXECUTIVE SUMMARY

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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 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 (42 U.S.C. Section 2000d).

The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of Federal-aid recipients, and or contractors whether those programs and activities are Federally funded or not.

Executive Order 13166 placed renewed emphasis on Title VI issues, to ensure meaningful and equal access in programs and activities to persons with Limited English Proficiency (LEP).

Recipients of public transportation funding from Federal Transit Administration (FTA), and the Washington Department of Transportation (WSDOT), are required to develop policies, programs, and practices that ensure Federal Transit dollars are used in a manner that is nondiscriminatory as required under Title VI.

This document details how the Grays Harbor Transportation Authority incorporates nondiscrimination policies and practices in providing services to the public.

### 3 JURISDICTION AND AUTHORITIES

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Grays Harbor Transportation Authority is a recipient of US Department of Transportation (USDOT) funding through funding assistance and is therefore subject to the Title VI compliance conditions associated with the use of these funds pursuant to the following:

#### **NONDISCRIMINATION STATUTES**

- Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq);
- Section 162 (a) of the Federal-Aid Highway Act of 1973 (23 USC 324);
- Age Discrimination Act of 1975;
- Section 504 of the Rehabilitation Act of 1973;
- Americans With Disabilities Act of 1990;
- Civil Rights Restoration Act of 1987;
- 49 CFR Part 21;
- 23 CFR Part 200;
- USDOT Order 1050.2;
- Executive Order #12898 (Environmental Justice);
- Executive Order #13166 (Limited-English-Proficiency);
- The Americans with Disabilities Act (42 USC 126)
- Title II of the Americans with Disabilities Act Implementing Regulation (28 CFR 35)
- Section 504 of the Rehabilitation Act of 1973 (29 USC 794, et seq).
- Section 504 of the Rehabilitation Act of 1973 Implementing Regulation 49 CFR 27
- Americans with Disabilities Act Accessibility Guidelines (ADAAG)
- Public Rights-of-Way (PROWAG) Notice of Proposed Rule Making, July 26, 2011
- Uniform Federal Accessibility Standards (UFAS)
- Title VII of the Civil Rights Act of 1964, as amended  
(<http://www.eeoc.gov/laws/statutes/titlevii.cfm>)
- The Age Discrimination in Employment Act of 1967, as amended  
(<http://www.eeoc.gov/laws/statutes/adea.cfm>)
- The Equal Pay Act of 1963 (<http://www.eeoc.gov/laws/statutes/epa.cfm>)
- Sections 501 and 505 of the Rehabilitation Act of 1973, as amended  
(<http://www.eeoc.gov/laws/statutes/rehab.cfm>)
- The Genetic Information Nondiscrimination Act of 2008  
(<http://www.eeoc.gov/laws/statutes/gina.cfm>)
- The Civil Rights Act of 1991 (<http://www.eeoc.gov/laws/statutes/cra-1991.cfm>)
- Title 29, Code of Federal Regulations, Part 1614  
(<http://www.eeoc.gov/federal/directives/1614-final.cfm>)
- No Fear Act (<https://www.transportation.gov/civil-rights/civil-rights-awareness-enforcement/no-fear-act>)
- 23 CFR 230, Subpart C

# 4 INTRODUCTION TO GRAYS HARBOR TRANSPORTATION AUTHORITY

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## 4.1 ORGANIZATIONAL STRUCTURE

Grays Harbor Transportation Authority, through WSDOT, provides public transportation for all members of the community. We offer fixed route, demand response, and specialized van services. We currently have 33 (ADA) fixed route, 18 (ADA) paratransit, and 21 sprinter (non-ADA) vehicles in operation.

Grays Harbor Transportation Authority utilizes Washington Department of Transportation's (WSDOT) transit funding.

The Grays Harbor Transportation Authority is a regional board represented by six (6) publicly elected board members appointed to the Grays Harbor Transportation Authority's Board of Directors. The ethnic percentage of the Board of Directors include 100% Caucasian.

### Board of Directors:

Seat 1: Grays Harbor County Commissioner

Seat 2: Grays Harbor County Commissioner

Seat 3: Grays Harbor County Commissioner

Seat 4: Mayor of Aberdeen

Seat 5: Mayor of Hoquiam

Seat 6: Rotates through Mayor of Westport, Montesano, Elma, Cosmopolis, Ocean Shores, McCleary, or Oakville

Our mix of federally and state funded transportation program serves the Grays Harbor County communities along highway and state road systems with fixed intercounty service to Olympia and Centralia. The following transportation components are offered in each of the areas served:

### Fixed Route:

<b>Quinault Indian Nation</b>	<b>Highways 101 &amp; 109</b>	<b>State Road 12</b>	<b>Highways 105 and 115</b>
Amanda Park	Moclips	Hoquiam	Westport
Taholah	Pacific Beach	Aberdeen	Grayland
Quinault, and areas around Lake Quinault	Seabrook	Central Park	Shoalwater Bay
	Iron Springs	Montesano	Tokeland
	Copalis Beach	Elma	Ocean Shores
	Ocean City	McCleary	
	Grays Harbor City	Oakville	
	Cosmopolis	Chehalis (Indian Nation)	

### **Demand Response, Dial-a-Ride, and Special Needs Transportation:**

Montesano, Elma, Ocean Shores, and Westport for in-city transport or for connections outside of these areas via fixed route buses.

### **Specialized Van Service: Door-to-Door Service:**

Mirrors Fixed Route by  $\frac{3}{4}$  miles from the fixed route, and up to 3 miles in Aberdeen, Hoquiam, and South Aberdeen.

### **Intermodal Connections:**

- Pacific Transit @ Aberdeen Transit Center (ATC)
- Jefferson Transit Connection @ Amanda Park
- Intercity Transit, Pierce Transit @ Olympia Transit Center (OTC)
- Mason Transit and Greyhound @ OTC
- Twin Transit and Amtrak – Centralia Amtrak Station

Grays Harbor Transportation Authority's Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports, and other responsibilities as required by 23 Code of Federal Regulations ("CFR") Part 200 and 49 CFR Part 21.

## 5 GENERAL REPORTING REQUIREMENTS

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### 5.1 ANNUAL TITLE VI CERTIFICATION AND ASSURANCE

#### Requirement

Federally assisted subrecipients must submit an annual Title VI certification and assurance as part of their Annual Certifications and Assurances to WSDOT 23 CFR §200.9(a).

#### Reporting

Grays Harbor has submitted the required annual Title VI certification and assurance, **Attachment A**.

### 5.2 TITLE VI PROGRAM PLAN

#### Requirement

All subrecipients must document their compliance with DOT's Title VI regulations by submitting a Title VI Program Plan to WSDOT annually, and/or upon request. For all recipients, including subrecipients, the Title VI Program Plan must be approved by the recipient's board of directors, appropriate governing entity, or official(s) responsible for policy decisions prior to submission.

#### Reporting

Grays Harbor Transportation Authority completed the required elements and documentation for the Title VI Program, formalized the plan, included all attachments, and have submitted it to WSDOT.

#### 5.2.1 Policy Statement

##### Requirement

All subrecipients must include a Title VI policy statement as part of their Title VI Plan.

##### Reporting

Grays Harbor Transportation Authority has submitted the required Title VI Policy Statement as part of their plan and is attached as **Attachment B**.

#### 5.2.2 Organization and Staffing

##### Requirement

All subrecipients must include a description of their staffing and reporting structure, and an organizational chart as part of their Title VI Plan.

## Reporting

Under the authority of the Grays Harbor Transportation Authority's Board of Directors, the Grays Harbor Transportation Authority General Manager, Katie Heikkila will serve as the Title VI Coordinator and be responsible for ensuring implementation of the agency's Title VI program.

The Title VI Coordinator and staff are responsible for coordinating the overall administration of the Title VI program, plan, assurances, including complaint handling, data collection and reporting, annual review and updates, and internal education.

Title VI Coordinator responsibilities include, but are not limited to:

- Process the disposition of Title VI complaints received.
- Collects statistical data (race, color, or national origin) of participants in and beneficiaries of agency programs, (e.g., affected citizens, and impacted communities).
- Conduct annual Title VI reviews of the agency to determine the effectiveness of program activities at all levels.
- Conduct training programs on Title VI and other related statutes for agency employees.
- Prepare a yearly report on Title VI and other related statutes for agency employees.
- Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English.
- Identify and eliminate discrimination.
- Establish procedures for promptly resolving deficiency status and writing the remedial action necessary, all within a period not to exceed 90 days.

Katie Heikkila, Human Resources Supervisor, administers the Title VI Program and is the designated Title VI Coordinator. As such, she oversees the day-to-day administrative requirements of Grays Harbor Transportation Authority's Title VI Program. The organizational chart does address who Katie Heikkila reports to and shows she has access to the agency's highest authority. The Organizational Chart is **Attachment C**.

### 5.2.3 Program Area Reviews Requirement

All subrecipients must include a description of their review/oversight process as part of their Title VI Plan.

## Reporting

Each year the Title VI Coordinator will review the agency's Title VI program to ensure implementation of the Title VI Plan in all areas of the organization to ensure nondiscrimination. In addition, they will review agency operational guidelines and

publications, including those for contractors, to verify that Title VI language and provisions are incorporated, as appropriate.

#### **5.2.4 Special Emphasis Program Areas**

##### **Requirement**

All subrecipients must include a statement that all Special Emphasis Program Areas are designated by a USDOT Modal Agency as part of their Title VI Plan.

##### **Reporting**

Special Emphasis Program Areas are identified by the Federal Transit Administration. No such Special Emphasis Program Area has been identified.

#### **5.2.5 Contractor, Consultant, and Vendor Reviews**

##### **Requirement**

All subrecipients must include a process to review their contractors, consultants, or vendors as part of their Title VI Plan.

##### **Reporting**

Grays Harbor Transportation Authority is committed to nondiscrimination in all forms. Currently, we do not utilize contractors, consultants, or vendors with direct public relations, requiring reviews.

If that were to change, the contractor, consultants, and/or vendors would be responsible for complying with the Grays Harbor Title VI Program, although they are not required to prepare or submit Title VI Plans. We would provide a copy of the Title VI plan, a process for collecting Title VI data, and a compliance monitoring plan. Sanctions for noncompliance are outlined in **Appendix A**.

#### **5.2.6 Data Collection**

##### **Requirement**

Federally assisted recipients, including subrecipients, must collect and maintain statistical data by race, color, and national origin, of affected communities, and participants and beneficiaries of federal aid. (49CFR 21)

##### **Reporting**

Federal regulations guide Grays Harbor Transportation Authority to collect statistical data on the race, color, and national origin of participants and beneficiaries of its programs. As required, Grays Harbor Transportation Authority will provide sign-in sheets during Public Meetings and include a space for participants to note race, color, and national origin. This information will be retained for one (1) year and made available to authorized agencies during reviews.

### 5.2.7 Training Requirement

49 CFR Part 21 states that any program receiving Federal Transit Administration (FTA) assistance shall not discriminate based on race, color, or national origin. Entities must provide Title VI training to their staff. WSDOT requires all subrecipients to have an approved Title VI Staff Awareness training program given annually. The training must cover Title VI regulations, Title VI elements, and Title VI authorities.

#### Reporting

Grays Harbor Transportation Authority provides timely and reasonable Title VI training to the staff through the Title VI Awareness Training Program. Training takes place at orientation, then annually through Title VI Training or regular staff meetings. Each employee will be trained at least annually.

#### Topics Include, but are not limited to:

- What is Title VI?
- Grays Harbor Transportation Authority Title VI Plan
- How to assist LEP persons with language access
- Translation resources

#### Training Documents Include:

- Sign in Sheets
- Date, Topics Covered, Trainer and/or Training Resources
- May include meeting minutes or other reliable documentation

### 5.2.8 Complaint Procedures Requirements

Federally assisted recipients and subrecipients must develop procedures investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public upon request. Recipients must also develop a Title VI complaint form, and the form and procedure for filing a complaint shall be available on the (sub)recipient's website.

#### Reporting

Grays Harbor Transportation Authority is committed to ensuring all its programs and activities are operated in a nondiscriminatory manner and uses a general discrimination complaint form covering the Title VI requirements of race, color, and national origin.

Any person who believes that they have been discriminated against based on race, color, or national origin by Grays Harbor Transportation Authority, may file a Title VI complaint with Grays Harbor Transportation Authority, Washington State Department of Transportation, or the Federal Transit Administration by completing and submitting the Title VI Complaint Form. The Complaint Form is available at

<https://www.ghtransit.com/General-Info/TitleVI> or at our office and is available in English and Spanish. Complaint Procedures and Complaint Forms are attached to this document as **Attachments D & E**.

**Grays Harbor Transportation Authority’s Report for the prior year: We have received zero Title VI investigations, complaints, or lawsuits during the prior period.**

**All Title VI complaints are forwarded to WSDOT or FTA for investigation within twenty-one (21) days of receipt of the complaint.**

Title VI Coordinator Grays Harbor Transportation Authority 705 30 <sup>th</sup> Street Hoquiam, WA 98550 (P) (360) 532-2770 ext. 101 (F) (360) 532-2784 <a href="mailto:kheikkila@ghtransit.com">kheikkila@ghtransit.com</a>	Attn: Complaint Investigations Office of Equity and Civil Rights Washington State Department of Transportation PO Box 47314 Olympia, WA 985047314 <b>Phone:</b> 360-705-7090 <b>Fax:</b> 360-705-6018 Email: <a href="mailto:oeoecrbcomplaints@wsdot.wa.gov">oeoecrbcomplaints@wsdot.wa.gov</a>	Civil Rights Program Manager U.S. DOT FTA 1200 New Jersey Ave, SE Washington, DC 20590 (P) (202) 366-1783
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**5.2.8.1 Receipt, Investigation, Complaints, and Lawsuits Required**

In order to comply with the reporting requirements of 49 CFR Section 21.9(b), FTA requires all recipients to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin: active investigations conducted by entities other than FTA; lawsuits; and complaints naming the recipient. This list shall include the date that the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to, the investigation, lawsuit, or complaint. This list shall be included in the Title VI Program submitted to FTA every three years.

**Reporting**

Complaint receipts are logged in the Title VI workbook. The complainant is notified in writing and provided a copy of the Grays Harbor Transportation Authority's Title VI Complaint Procedures (**Attachment D**).

The complaint may be referred to the WSDOT or the USDOT – FTA for investigation. The complainant will be informed of the outcome of the inquiry in writing.

Unsubstantiated allegations following a preliminary inquiry will be closed. A certified letter will be sent to the complainant, and a copy will be sent to WSDOT and/or USDOT – FTA. The letter will detail the preliminary investigation and findings supporting the determination.

Substantiated allegations result in a full investigation. The investigation will begin with a certified letter send to the complainant, and other interested/involved parties,

requesting them to contact the Grays Harbor Transportation Authority's Investigator to schedule a time to take their statement.

Within sixty (60) days, the Investigator will prepare a written investigation report and provide it to the General Manager. The report contains details about the validity of the allegation, identification of persons interviewed, internal investigation data (ridership logs, dashcam footage, etc.), findings and recommendations. Grays Harbor Transportation Authority's legal counsel will review the draft report and advise the investigator before the report is finalized.

Within fifteen (15) days after the investigative report is final, Grays Harbor Transportation Authority's representative will schedule briefings with the complainant, respondent, and interested/involved parties. Copies of the report and their appeal rights will be given to them.

Grays Harbor Transportation Authority's legal counsel will be notified of any lawsuits, as will WSDOT and USDOT – FTA. The Grays Harbor Transportation Authority staff will assist in providing investigation materials to the investigator(s) of any of the jurisdictions. Lawsuits will be logged in the Title VI workbook and tracked like any other Title VI complaint.

#### **5.2.8.2 Withdrawal**

The complainant, their agent or representative has the right to withdraw the complaint at any time by submitting a written Notice of Withdrawal to Grays Harbor Transportation Authority. Upon withdrawal of the complaint, Grays Harbor Transportation Authority will issue a written notification that the complaint is closed. Grays Harbor Transportation Authority will complete an internal investigation to fulfill their Title VI obligations.

#### **5.2.8.3 Settlements**

The complainant, Grays Harbor Transportation Authority, and/or respondents may, at any time, settle the complaint on terms as are acceptable to all parties. Upon settlement, the complaint will be closed.

#### **5.2.8.4 Non-Retaliation**

No person or entity will suffer retaliation or reprisal by Grays Harbor Transportation Authority as a result of filing a Title VI discrimination complaint or as a result of participating in an investigation of a complaint.

#### **5.2.8.5 Appeal Procedures**

The complainant has fifteen (15) days to submit a written letter of appeal after the final investigative report is issued. The letter must state the reason for the appeal and be followed by supporting documentation. The letter shall be submitted to the Grays Harbor Transportation Authority's Administration Office, 343 W Wishkah Street, Aberdeen, WA 98520.

#### **5.2.8.6 Tracking & Retention Requirement**

WSDOT requires subrecipients to comply with WSDOT's Consolidated Grant Program for retaining a working file of complaints for six (6) years beyond the end of the project.

### **Reporting**

The investigation will be tracked through the life of the investigation and document the final result.

Grays Harbor maintains all Title VI Complaints, discrimination and misconduct complaints per the Grays Harbor Record Retention for Operating Policy. The Record Retention for Operating Policy includes mobility management and planning grant records. Records are kept for six (6) years after the closeout of the grant period and project.

Non-grant related projects comply with the Washington Secretary of State's record retention schedule.

### **5.2.9 Dissemination of Title VI Information**

#### **Requirement**

Primary recipients must assist their subrecipients in complying with DOT's Title VI regulations, including public posting requirements.

All advertising policies and practices must ensure free and open competition. This also relates to requirements and practices involving the following:

- Licensing, bonding, prequalification, and bidding
- Title VI, and nondiscrimination assurances regarding race, color, and national origin

#### **Reporting**

Information on Grays Harbor Transportation Authority Title VI Plan will be disseminated on the agency's website, <https://www.ghtransit.com/General-Info/TitleVI>. Other posting locations are the lobbies of any of Grays Harbor Transportation Authority's buildings open to the public. Employee breakrooms and other locations with HR Posters Electronic signs at the Transit Centers. Contractors, beneficiaries, vehicles, and the public at large, will be notified according to federal and state laws/regulations. The Title VI program will be available in other languages when needed.

In addition to language access measures, other major components of the Public Participation Plan include public participation design factors; a range of public participation methods to provide information, invite participation and/or seek input; examples to demonstrate how population-appropriate outreach methods can be and were identified and utilized; and performance measures and objectives to ensure accountability and a means for improving over time. Notice to the Public and their Title VI Rights is attached as **Attachment F**.

### **5.2.10 Limited English Proficiency (LEP) and Language Assistance Plan (LAP) Requirement**

Federally assisted recipients must take responsible steps to ensure meaningful access to benefits, services, information, and other important portions of its programs and activities for Limited English Proficient (LEP) individuals. Recipients must use the information obtained in their Four-Factor Analysis to determine the specific language services that are appropriate to provide.

#### **Reporting**

Grays Harbor Transportation Authority is committed to assisting people who don't speak English or speak English well. Individuals who do not speak English as their primary language and have limited ability to read, speak, write, or understand English are Limited English Proficient or LEP. LEP individuals may be entitled to language assistance with respect to a particular type of program, service, or activity. This section outlines the LEP protections and plans for compliance. Title VI and Executive Order 13166 prohibit recipients of federal financial assistance from discrimination based on national origin.

It is the policy of Grays Harbor Transportation Authority to take reasonable steps to provide LEP individuals with meaningful access to all programs, services, or activities. We shall take reasonable steps to effectively inform the public of the availability of language-accessible programs, services, and activities.

Grays Harbor Transportation Authority uses a defined methodology of contact to keep track of LEP persons in our programs and services. We understand the importance and nature of our program, activities, and services on people's lives and conduct the following:

- Identify the programs, services, and activities that could have serious consequences if language barriers prevent LEP persons from accessing these programs.
- Determine the potential impacts of the inability to access Grays Harbor Transportation Authority's services, programs, and activities on LEP individuals.

Gray Harbor Transportation Authority has governmental, state, and agency resources, as well as the "I Speak" cards to assist LEP individuals in accessing our programs, services, and activities at a minimal cost. We keep a list of employees and multilingual local translators and use commercial translation services when necessary.

The Title VI Coordinator annually updates, evaluates, and monitors the LEP/LAP. All staff will be trained in the LEP/LAP plan through orientation and ongoing education. Please see 5.2.7 for more details.

**\*All vital documents (Title VI Policy Statement, Notice to the Public, Complaint Policy, Complaint Form, Paratransit Application) will be translated into Spanish and other languages will be translated upon request\***

Following federal guidelines, a “four-factor analysis” has been completed to understand the language and resource needs of the Grays Harbor Transportation Authority’s services areas. It is attached as **Attachment G**.

### **5.2.11 Environmental Justice (EJ)**

#### **Requirement**

All subrecipients must include an Environmental Justice process as part of their Title VI Plan.

#### **Reporting**

23 C.F.R 771, sets forth the policy of environmental analyses in a single process. It defines the roles and responsibilities of FTA and its grant applicants. In conjunction with EO 12898, the FTA outlines that EJ issues must be considered using an Environmental Impact Statement (EIS). The principles outline the identification of minority or low-income populations, and/or disproportionately high and adverse human health or environmental effects on these populations.

Grays Harbor Transportation Authority is committed to Environmental Justice and ensuring meaningful access to our programs and services.

### **5.2.12 Public Participation Plan**

#### **Requirement**

All subrecipients must include a public participation plan as part of their Title VI Plan.

Federally assisted recipients must also provide information to the public regarding their Title VI obligations and appraise members of the public of the protections against discrimination afforded to them by Title VI.

At a minimum, recipients must disseminate this information to the public by posting it on its website, and in public areas of the agency’s office. Furthermore, notices will detail a recipient’s Title VI obligation in languages other than English, as needed and consistent with the DOT LEP Guidance and the recipients’ LAP.

#### **Reporting**

Grays Harbor Transportation Authority is committed to the outcomes of the Public Participation process. The public outreach strategies employed by Grays Harbor Transportation Authority, through general communication and public involvement, are often determined by the circumstances unique to individual projects. They typically include a blend of public hearings, stakeholder meetings, and tools for public comment. Information is distributed via the Grays Harbor Transportation Authority’s website, social media sites, surveys, advertising, media outreach, community events, and targeted presentations. Grays Harbor Transportation Authority’s commitment to public participation is based firmly on the belief that public involvement fosters an open

decision-making process that elicits active participation from affected individuals, groups, communities, and other public agencies.

Grays Harbor Transportation Authority has not tracked outreach efforts in the last three years. Grays Harbor Transportation Authority will begin tracking outreach beginning 4/1/2023 using outreach logs.

### **5.2.13 Review of Directives**

#### **Requirement**

All subrecipients must include a process to review internal directives, policies, and procedures for potential Title VI impacts as part of the Title VI Plan.

#### **Reporting**

Grays Harbor Transportation Authority has submitted a review of agency directives of their Title VI Plan. The submitted plan consists of Review Logs, outlining the directives the Title VI Coordinator reviewed, and the results of the reviews. To ensure that discriminatory language or implications were absent from any changes in policy, procedures, or new directives. The Review Log is in **Attachment G**.

### **5.2.14 Compliance & Enforcement Procedures**

#### **Requirement**

All subrecipients must include compliance and enforcement procedures as part of their Title VI Plan.

#### **Reporting**

Grays Harbor Transportation Authority is committed to ensuring Compliance and Enforcement Procedures. Currently, Grays Harbor Transportation Authority does not have contractors, vendors, or consultants representing public services. However, were this to change, Grays Harbor Transportation Authority would expect and address all nondiscrimination efforts in all business relations. All procedures would outline the agency's commitment to compliance in all Title VI and other nondiscrimination areas, such as ADA, DBE, and Contract Compliance.

### **5.2.15 Requirements and Guidelines for Fixed Route Transit Providers**

#### **Requirement**

All transit providers, whether direct recipients or subrecipients, that receive financial assistance from FTA are responsible for following the general requirements in Chapter III of the FTA Circular 4702.1B. The requirements are scaled are based on the size of the fixed-route transit provider.

#### **Reporting**

Grays Harbor Transportation Authority's Public Transportation Program operates Demand Response, Fixed-Route, Specialized Van Services, and Dial-a-Ride.

## **Service Standards – Vehicle Load Standards**

Vehicle load standards identify if the service is overcrowded and potentially uncomfortable. The load standard calculates the total number of onboard passengers divided by the available seating and standee capacity. Inservice vehicles are designed to accommodate standees. The actual value must be determined with passenger safety and comfort in mind.

Grays Harbor Transportation fixed-route load standards allow a percentage of standees based on available seats. High-capacity vehicles are designed to accommodate more standees, especially those taking shorter trips. Express service operates without standees to maintain safety along high-speed freeway segments and provide comfort for passengers traveling longer distances. Services that operate over established load standards will be candidates for increased service levels to offset overcrowding conditions.

<b>Service Class</b>	<b>Vehicle Load Standards</b>
<b>Local &amp; Limited</b>	125% of Vehicle Seated Capacity
<b>Express</b>	100% of Vehicle Seated Capacity
<b>Paratransit</b>	100% of Vehicle Seated Capacity
<b>Vanpool</b>	100% of Vehicle Seated Capacity
<b>Special Events</b>	125% of Vehicle Seated Capacity

The average passenger standing time is 15 minutes for all trips in service. Specific trips that operate over the load standard more than five (5) times per month are immediate candidates for additional service. Specific attention is taken for the Express Service to minimize the occurrence of trips with standees.

## *Service Standards – Vehicle Headway Standards*

Fixed-route headway is based primarily on service performance results. Other factors will be considered, such as market demographics, planned trip generators, cost-sharing agreements, and operational/scheduling efficiencies. Increased headway, service capacity, and advertising are expensive. Therefore, increasing service requires multiple levels of analysis.

Local and Limited Fixed Route services are categorized as “frequent” and “coverage” services to promote service equity. Generally, “frequent” services do not require passengers to consult a published schedule, allowing flexibility in the daily headway. “Frequent” services include those routes operating in high-density employment and residential areas. The headway is a minimum of thirty (30) minutes on weekdays, while “coverage” service includes those less than thirty (30) minutes on weekdays during peak periods.

Grays Harbor Transportation Authority strives to find an equitable balance between “frequent” and “coverage” services. The target balance is approximately 80%

“frequent” service and 20% “coverage” service, dictated by the allocated service hours for routes in each category.

Route Type		Min Peak Weekday Headway	Min Off-Peak Weekday Headway	Minimum Weekend Headway
<b>Local &amp; Limited Service</b>	Frequent Service	20	30	30
	Coverage Service	60	60(3)	90
<b>Express Service</b>		20	60	NA
<b>Innovative Service</b>		By Trip	By Trip	By Trip

(3) Express Service during the off-peak will only operate on a case-by-case basis. The minimum frequency shown only applies to express routes operating during off-peak periods and does not imply that all express routes operate during off-peak periods.

For Express Service, peak headway is based on shift times, passenger demand, and survey results, although many other factors influence express service schedules. These inputs may result in the minimum peak weekday headway shown above fluctuating during peak times. In some cases, express frequencies will be developed on the corridor level to properly utilize passenger capacity.

### **Service Standards – Service Span**

Service spans are designed to accommodate passenger demand and match the frequency of service. More productive and frequent services warrant broader spans. The following table describes service span minimums for each route type. The minimums shown below represent spans that are expected to be exceeded based on passenger demand in early morning and evening periods.

Route Type	Weekday	Saturday/Sunday	Reduced
<b>Frequent</b>	7:30A-5:30P	8:00A-4:00P	6:00A-10:00P
<b>Coverage</b>	7:30A-5:30P	8:00A-4:00P	6:00A-10:00P
<b>Express</b>	Peak Only	NA	Peak Only

Local, Limited, and Express routes may warrant single additional trips at specific times during the day to alleviate observed overcrowding.

### **Service Standards – On-Time Performance Standards**

On-Time performance is critical in providing reliable service to all passengers. Grays Harbor Transportation Authority monitors all service trips relative to the published schedules to determine if service is consistently early or late at specific time points. This indicator assists staff in identifying services that may require schedule revisions or other operational adjustments to maintain consistent quality service. Gray Harbor Transportation Authority defines on-time service as the following:

- Any trips departing all non-terminal time points within zero minutes early and five (5) minutes late.

- Any trips departing terminal time points within zero minutes early and one (1) minute late.

Service Class	On-Time Performance Standard
Local	80%
Express	75%
Paratransit	100%

Grays Harbor Transportation Authority’s on-time performance standards are designed to be achievable; therefore, the standards vary by service type due to the variability in operating conditions. While deviations from this standard may occur due to unexpected events, service that consistently operates outside this standard is reviewed and adjusted as necessary. Service arriving at time points consistently early will also be reviewed and considered for immediate schedule adjustments.

**Service Standards – Service Availability Standards**

Grays Harbor Transportation Authority strives to provide service to as many residents as possible within its service area boundaries but also is tasked with providing a reasonable degree of productivity.

Service Types	Service Availability Target
Fixed Route Service	Throughout Grays Harbor County
Paratransit Service	Service shall be provided: <ul style="list-style-type: none"> <li>• Throughout Grays Harbor County</li> <li>• Within ¼ mile of all Fixed Route service operating in Grays Harbor County</li> </ul>

**Service Policies – Transit Amenities**

Grays Harbor Transit Authority regularly evaluates ridership to weigh the best use of limited resources to provide amenities at locations having high-priority conditions. This also helps us to determine which bus stops support future passenger amenities or ADA accessibility improvements.

*Service Policies – Vehicle Assignment*

Vehicles are assigned to particular routes and trips based on the observed peak ridership loads. The following guidelines will assist in assigning vehicle equipment to the appropriate route and/or trip:

- Smaller 35' Vehicles: Operate for lower ridership routes that do not require additional capacity.
  - Vehicles can also be used to accommodate street design safely and effectively.
- Standard 40' Vehicles; Operate for higher ridership and all express routes for added capacity.

- Street design must allow for larger vehicle sizes.

The seating capacity may vary slightly between the different vehicle types, so in most cases, passenger demand will determine the vehicle assignments to achieve loading standards.

## 6 ATTACHMENT A – STANDARD ASSURANCES

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### The United States Department of Transportation (USDOT) Standard Title VI/Non-Discrimination Assurances

#### DOT Order No. 1050.2A

The Grays Harbor Transportation Authority (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the Federal Transit Administration, is subject to and will comply with the following:

#### Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled Non-discrimination In Federally Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

#### General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

*"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including the Federal Transit Administration.*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

#### Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Title VI Program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23(b) and 21.23(e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard

to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Title VI and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"Grays Harbor Transportation Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
  - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.

9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, Grays Harbor Transportation Authority also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the Federal Transit Administration access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the Federal Transit Administration. You must keep records, reports, and submit the material for review upon request to Federal Transit Administration, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

Grays Harbor Transportation Authority gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Title VI Program. This ASSURANCE is binding on Grays Harbor Transportation Authority, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Title VI Program. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Grays Harbor Transportation Authority

by \_\_\_\_\_  
Chairman of the Board; Vickie Raines

DATED \_\_\_\_\_

## 6.1 APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Transit Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Transit Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Federal Transit Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Transit Administration may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with

respect to any subcontract or procurement as the Recipient or the Federal Transit Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

## 6.2 APPENDIX B

### CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

**NOW, THEREFORE**, the U.S. Department of Transportation as authorized by law and upon the condition that the Grays Harbor Transportation Authority will accept title to the lands and maintain the project constructed thereon in accordance with Title 23, U.S.C., the Regulations for the Administration of Title VI Program, and the policies and procedures prescribed by the Federal Transit Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the Grays Harbor Transportation Authority all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

#### (HABENDUM CLAUSE)

**TO HAVE AND TO HOLD** said lands and interests therein unto Grays Harbor Transportation Authority and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the Grays Harbor Transportation Authority, its successors and assigns.

Grays Harbor Transportation Authority, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]\* (2) that the Grays Harbor Transportation Authority will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended [, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Grays Harbor Transportation Authority will have a right to enter or re-enter said lands and facilities on

said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

## 6.3 APPENDIX C

### CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the Grays Harbor Transportation Authority pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
  - 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, Grays Harbor Transportation Authority will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.\*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the Grays Harbor Transportation Authority will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the Grays Harbor Transportation Authority and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

## 6.4 APPENDIX D

### CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by Grays Harbor Transportation Authority pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, Grays Harbor Transportation Authority will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.\*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, Grays Harbor Transportation Authority will there upon revert to and vest in and become the absolute property of Grays Harbor Transportation Authority and its assigns. \*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

## 6.5 APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

### **Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Non-discrimination against minority populations by discouraging programs, policies,

and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations.

- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq)

## 7 ATTACHMENT B - TITLE VI POLICY STATEMENT

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### 7.1 ENGLISH AND SPANISH

Title VI of the Civil Rights Act of 1964 states:

"No person in the United States 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." The Grays Harbor Transportation Authority is committed to complying with the requirements of Title VI in all of its federally funded programs and activities. For additional information about the Grays Harbor Transportation Authority's Title VI obligations, please contact (360) 532-2770 ext 101 or visit our website at <https://www.ghtransit.com/General-Info/TitleVI>.

Segùn el Título VI de los Derechos Civiles de 1964 se exige que:

"Ninguna persona dentro de los Estados Unidos, por motivos de raza, color de la piel ó país de origen le sea excluido de, de o negados los beneficios de, o ser sujeto de discriminación, bajo cualquier programa ó actividad en donde se reciba subvención del gobierno federal". El Grays Harbor Transportation Authority se compromete a cumplir con los requisitos del Título VI en todas sus programas y financiados el gobierno federal. Para información adicional sobre la obligación de Título VI de la Grays Harbor Transportation Authority, por favor llámenos al (360) 532-2770 ext 101 ó nuestro sitio web <https://www.ghtransit.com/General-Info/TitleVI>.

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#### Making a Title VI Complaint

Any person who believes he or she has been aggrieved by an unlawful discriminatory practice under Title VI may file a complaint with Grays Harbor Transportation Authority. Any such complaint must be in writing and filed with Grays Harbor Transportation Authority within 180 days following the date of the alleged discriminatory occurrence. For information on how to file a complaint, please contact:

#### Remitlr Una Queja del Titulo VI

Cualquier persona quien considere que haya sido subject de discriminación puede presentar una queja por queja escrito ante el Grays Harbor Transportation Authority. La queja debe ser remitida por escrito a Grays Harbor Transportation Authority dentro de ciento-ochenta (180) días posteriors al ultimo supuesto el incidente. Para información en cómo remitir una queja, por favor en contactar a:

Title VI Coordinator  
Grays Harbor Transportation Authority  
705 30<sup>th</sup> Street  
Hoquiam, WA98550

By \_\_\_\_\_  
Chairman of the Board; Vickie Raines

Date: \_\_\_\_\_

## 8 ATTACHMENT C – ORGANIZATIONAL CHART

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This Organizational Chart shows that the Title VI Coordinator has direct access to the highest authority in the entity, a requirement of Title VI.

## 9 ATTACHMENT D – TITLE VI COMPLAINT PROCEDURES

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The Compliant Procedures are available on Grays Harbor Transportation website and cover the following:

- Title VI of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- Civil Rights Restoration Act of 1973
- Civil Rights Restoration Act of 1987
- Americans with Disabilities Act of 1990
- Executive Order 12898
- Executive Order 13166

Any person, specific class of persons or entity that believes they have been subjected to discrimination as prohibited by the legal provisions of Title VI on the basis of race, color, or national origin status may file a formal complaint with Grays Harbor Transportation Authority's Civil Rights Office (CRO). A copy of the Complaint Form is available on Grays Harbor Transportation Authority's website and may be accessed electronically at: <https://www.ghtransit.com/General-Info/TitleVI> Title VI Complaint Reporting

The complaint must be filed within 180 days of the alleged discrimination and include the date the alleged discrimination became known to the complainant or the last date of the incident.

The complaint must be written and signed by the complainant and shall include:

- The Complainant(s) name, address, and telephone number;
- A detailed description of the alleged incident that led the complainant to believe discrimination occurred;
- The date of the alleged act of discrimination, the date when the complainant(s) became aware of the alleged discrimination, the last date of the conduct or the date the conduct was discontinued;
- The names and job titles of those parties involved the complaint;
- The facts and circumstances of surrounding the alleged discrimination and the basis of the complaint (i.e., race color, national origin, sex, age, disability, income status, or retaliation);
- Names and contact information of persons who the investigator can contact for additional information to support or clarify the allegations; and
- The corrective action being sought by the complainant. Complaints may be filed by one of the following methods:
  - By completing and signing the Complaint form and delivering it in person or by mail;
  - By emailing or faxing the Complaint Form and sending the signed original to the Civil Rights Officer (CRO); and

- For the disabled, by calling the CRO where information obtained will be used to complete the Complaint Form and, subsequently, forwarded to the complainant for review, signature, and return.

Upon receipt of a completed complaint, the CRO will determine jurisdiction, acceptability or need for additional information and within fifteen (15) days, acknowledge receipt of the complaint and the intended course of action.

- WSDOT has sole authority for and will adjust all complaints filed against WSDOT subrecipients;
- Complaints against Grays Harbor Transportation Authority in USDOT funded programs will be referred to WSDOT and/or USDOT for processing; and
- Complaints under all other federally-funded programs fall under the WSDOT's authority and jurisdiction.

Complaints may be dismissed if the complainant:

- Requests the withdrawal of the complaint;
- Fails to respond to repeated requests for additional information;
- Fails to cooperate with the investigation;
- Cannot be located after reasonable attempts to reach the complainant have been made.

Complaints that fall under the jurisdiction of USDOT – WSDOT Civil Rights Officer, will forward a copy of the complaint and preliminary findings to USDOT-HCR within sixty (60) days. Once USDOT-HCR issues its final decision, it will notify WSDOT, and WSDOT will notify all parties involved.

All allegations of discrimination will be taken seriously, and every effort will be made to provide a fair and unbiased determination. In instances where there is dissatisfaction with WSDOT's determination, the complainant may file a complaint directly with the appropriate USDOT modality:

- US Department of Transportation, Federal Transit Administration, Washington Division 915 2<sup>nd</sup> Ave Ste 3142, Seattle, WA 98174;
- US Department of Transportation, Federal Transit Administration, Office of Civil Rights 1200 New Jersey Ave. SE, Washington, DC 20590;
- US Department of Transportation, Federal Transit Administration FTA Office of Civil Rights, 1200 New Jersey Ave. SE, Washington, DC 20590

# 10 ATTACHMENT D – TÍTULO VI PROCEDIMIENTO DE RECLAMACIÓN

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Los procedimientos de reclamación están disponibles en el sitio web de Gray Harbor Transportation Authority y cubren los siguientes:

- Título VI de la Ley de Derechos Civiles de 1964
- Artículo 504 de la Ley de Rehabilitación de 1973
- Ley de Restauración de los Derechos Civiles de 1973
- Ley de Restauración de los Derechos Civiles de 1987
- Ley de Estadounidenses con Discapacidades de 1990
- Orden Ejecutiva 12898
- Orden Ejecutiva 13166

Cualquier persona, clase específica de personas o entidad que crea haber sido objeto de discriminación prohibida por las disposiciones legales del Título VI sobre la base de la raza, el color o el estatus de origen nacional, puede presentar una queja formal ante la Oficina de Derechos Civiles del Grays Harbor Transportation Authority. Una copia del Formulario de Quejas está disponible en el sitio web del Grays Harbor Transportation Authority y se puede acceder electrónicamente en:

<https://www.ghtransit.com/General-Info/TitleVI>

## 10.1 INFORME DE QUEJAS DEL TÍTULO VI

La denuncia debe presentarse dentro de los 180 días posteriores a la supuesta discriminación e incluir la fecha en que la supuesta discriminación se dio a conocer al demandante o la última fecha del incidente.

La reclamación debe ser escrita y firmada por el reclamante e incluirá:

El nombre, la dirección y el número de teléfono del reclamante;

- Una descripción detallada del supuesto incidente que llevó al reclamante a creer que se produjo discriminación;
- La fecha del supuesto acto de discriminación, la fecha en que los reclamantes se dieron cuenta de la supuesta discriminación, la última fecha de la conducta o la fecha o la fecha en que se suspendió la conducta;
- Los nombres y puestos de trabajo de las partes involucradas en la denuncia;
- Los hechos y circunstancias que rodean la supuesta discriminación y la base de la denuncia (es decir, raza, color, origen nacional, sexo, edad, discapacidad, condición de ingresos o represalias);
- Nombres e información de contacto de las personas con las que el investigador puede ponerse en contacto para obtener información adicional que respalde o aclare las alegaciones; Y

- La acción correctiva que solicita el reclamante. Las quejas pueden ser presentadas por uno de los siguientes métodos:
  1. Completando y firmando el Formulario de Queja y entregándolo en persona o por correo;
  2. Enviando por correo electrónico o enviando por fax el Formulario de Queja y enviando el original firmado al Oficial de Derechos Civiles (CRO); y
  3. Para los discapacitados, llamando a la CRO donde se utilizará la información obtenida para completar el Formulario de Queja y, posteriormente, se remitirá al reclamante para su revisión, firma y devolución.

Una vez recibida una queja completada, el CRO determinará la jurisdicción, aceptabilidad o necesidad de información adicional y, en un plazo de cinco días, reconocerá la recepción de la queja y el curso de acción previsto.

- WSDOT tiene autoridad exclusiva para y resolverá todas las quejas presentadas contra los sub-receptores de WSDOT;
- Las quejas contra el Grays Harbor Transportation Authority en programas financiados por USDOT serán remitidas a WSDOT y/o USDOT para su procesamiento; Y
- Las quejas bajo todos los demás programas financiados por el gobierno federal están bajo la autoridad y jurisdicción de WSDOT.

Para su aceptación, una queja debe ser:

- Presentación oportuna;
- Involucrar una base cubierta (es decir, raza, color u origen nacional); y

Las reclamaciones pueden desestimarse si el reclamante:

- Solicita la retirada de la queja;
- No responde a las solicitudes repetidas de información adicional;
- No coopera en la investigación; o
- No se puede localizar después de que se hayan realizado intentos razonables de comunicarse con el reclamante.

Las reclamaciones que sean competencia de USDOT – WSDOT Civil Rights Officer, remitirán una copia de la queja y la constatación preliminar a USDOT-HCR en un plazo de 60 días. Una vez que USDOT-HCR emita su decisión final, notificará a WSDOT y, WSDOT notificará a todas las partes involucradas.

Todas las alegaciones de discriminación se tomarán en serio, y se harán todos los esfuerzos para proporcionar una determinación justa e imparcial. En los casos en que exista insatisfacción con la determinación de WSDOT, el reclamante podrá presentar una reclamación directamente con la modalidad USDOT adecuada:

- Departamento de Transporte de los Estados Unidos, Administración Federal de Carreteras, División Washington 705 Plaza Street #220, Ste. 220, Carson City, NV 89701;
- Departamento de Transporte de los Estados Unidos, Administración Federal de Carreteras, Oficina de Derechos Civiles 1200 New Jersey Ave. SE, Washington, DC 20590;
- Departamento de Transporte de los Estados Unidos, Oficina de Derechos Civiles de la Administración Federal de Tránsito, 1200 New Jersey Ave. SE, Washington, DC 20590
- US Department of Transportation, Federal Transit Administration, Washington Division 915 2<sup>nd</sup> Ave Ste 3142, Seattle, WA 98174;

# 11 ATTACHMENT E - TITLE VI COMPLAINT FORM – ENGLISH

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## Gray's Harbor Transit Authority

Title VI of the Civil Rights Act of 1964 states "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Please provide the following information necessary in order to process your complaint. Assistance is available upon request. Complete this form and mail or deliver to: Grays Harbor Transit Authority, Katie Heikkila, 705 30<sup>th</sup> Street, Hoquiam, WA 98550.

Complainant's Name (please print): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_

Person discriminated against (if other than complainant)

Name (please print): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_

1. What was the discrimination based on? (Check all that apply):

Race       Color     National Origin

2. Date of incident resulting in discrimination: //      \_

3. Describe how you were discriminated against. What happened and who was responsible? For additional space, attach additional sheets of paper or use back of form.

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# 12 ATTACHMENT E - TÍTULO VI DENUNCIA FORMA – ESPAÑOL

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## Grays Harbor Transportation Authority

Título VI de la ley de derechos civiles de 1964 Estados "ninguna persona en los Estados Unidos, por razón de raza, color u origen nacional, excluida de la participación en, ser negada los beneficios de o ser objeto de discriminación bajo cualquier programa o actividad recibiendo asistencia financiera federal". Dos órdenes ejecutivas extender las protecciones del título VI a la justicia ambiental, que también protege a las personas de bajos ingresos y habilidad limitada de inglés (LEP). Por favor proporcione la siguiente información necesaria para procesar su queja. Asistencia está disponible a petición. Complete este formulario y correo o entregar: Grays Harbor Transit Authority, Katie Heikkila, 705 30<sup>th</sup> Street, Hoquiam, WA 98550.

El nombre del Querellante (por favor imprima): \_\_\_\_\_

Domicilio: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

Número de teléfono (Casa): \_\_\_\_\_ (Cell): \_\_\_\_\_

Persona discriminada (si no es querellante) \_\_\_\_\_

Nombre (por favor imprima): \_\_\_\_\_

Domicilio: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

Número de teléfono (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_

1. ¿Qué se basa la discriminación? (Marque todas las que apliquen):

Raza       Color de Piel       Color de Piel

2. Fecha de incidente dando lugar a la discriminación: \_\_\_\_/\_\_\_\_/\_\_\_\_.

3. Describir cómo fueron discriminados. ¿Lo que pasó y quién fue el responsable? Para espacio adicional, adjuntar hojas adicionales de papel o la parte posterior del formulario.

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4. ¿Presentó esta denuncia con otro federal, estatal o agencia local; o ante un tribunal federal o estatal. (Compruebe el espacio correspondiente)  Sí  No

Si tu respuesta es Sí, compruebe cada agencia que una denuncia con:

Agencia Federal  Corte Federal Court  Agencia Estatal

Corte Estatal  Agencia Local  Otro

5. Proporcionar la información de contacto para la agencia que también presentó la denuncia ante:

Nombre: \_\_\_\_\_

Domicilio: \_\_\_\_\_

Cuidad: \_\_\_\_\_ Estado : \_\_\_\_\_ Código Postal: \_\_\_\_\_

Fecha de archivo: \_\_\_\_\_

Firmar a continuación y asegúrese de fijar o proporcionar cualquier información de apoyo que usted cree puede apoyar su reclamo.

\_\_\_\_\_  
Firma del Querellante

\_\_\_\_\_  
Fecha

## 13 ATTACHMENT F – NOTICE TO THE PUBLIC

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Grays Harbor Transportation Authority NONDISCRIMINATION NOTICE TO THE PUBLIC. Grays Harbor Transportation Authority hereby gives public notice that it is the Agency's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, Title II of the Americans with Disabilities Act of 1990 (ADA), and other related authorities in all of its programs and activities. Gray Harbor County's Title VI and ADA Programs require that no person shall, on the grounds of race, color, national origin, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. Any person, who believes his/her Title VI or ADA rights have been violated, may file a complaint. Any such complaint must be in writing and filed with Grays Harbor Transportation Authority's Civil Rights Office within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For additional information about Grays Harbor Transportation Authority's Civil Rights programs and the procedures to file a complaint contact the Grays Harbor Transportation Authority's Civil Rights Office via the information listed below:

Title VI Coordinator  
Katie Heikkila, HR Supervisor  
705 30<sup>th</sup> Street  
Hoquiam, WA 9855  
(P) (360) 532-2770 ext 109  
(F) (360) 532-2784  
[kheikkila@ghtransit.com](mailto:kheikkila@ghtransit.com)

## 14 ATTACHMENT F – AVISO AL PÚBLICO

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AVISO DE NO DISCRIMINACIÓN DEL GRAYS HARBOR TRANSIT AUTHORITY AL PÚBLICO. Grays Harbor Transportation Authority da aviso público de que es la política de la Agencia asegurar el pleno cumplimiento del Título VI de la Ley de Derechos Civiles de 1964, Título II de la Ley de Estadounidenses con Discapacidades de 1990 (ADA), y otras autoridades relacionadas en todos sus programas y actividades. Los Programas de Título VI y ADA del Grays Harbor Transportation Authority requieren que ninguna persona, por motivos de raza, color, origen nacional o discapacidad, sea excluida de la participación, se le nieguen los beneficios o sea objeto de discriminación bajo cualquier programa o actividad. Cualquier persona, que crea que sus derechos de Título VI o ADA han sido violados, puede presentar una queja. Cualquier queja de este tipo debe presentarse por escrito ante la Oficina de Derechos Civiles del Grays Harbor Transportation Authority dentro de los ciento ochenta (180) días siguientes a la fecha de la supuesta ocurrencia discriminatoria. Para obtener información adicional acerca de los programas de Derechos Civiles de Grays Harbor Transportation Authority y los procedimientos para presentar una queja, póngase en contacto con la Oficina de Derechos Civiles del Grays Harbor Transportation Authority a través de la información que se muestra a continuación:

Title VI Coordinator  
Katie Heikkila  
705 30<sup>th</sup> Street  
Hoquiam, WA 9855  
(P) (360) 532-2770 ext 109  
(F) (360) 532-2784  
[kheikkila@ghtransit.com](mailto:kheikkila@ghtransit.com)

# 15 ATTACHMENT G – FOUR FACTOR ANALYSIS

Label	Estimate	Percentage	Eligible Population			
			More than 1000	More than 5% and 50	More than 5% and Less than 50	Less than 5% and 1000
<b>Total:</b>	67,322					
Speak only English	61,269	91.009%				
<b>Spanish or Spanish Creole:</b>	4,449	6.609%	Yes	Yes	No	No
Speak English "very well"	2,291	3.403%	Yes	Yes	No	No
Speak English less than "very well"	2,158	3.205%	Yes	Yes	No	No
<b>French (incl. Patois, Cajun):</b>	93	0.138%	No	No	No	Yes
Speak English "very well"	93	0.138%	No	No	No	Yes
Speak English less than "very well"	0	0.000%	No	No	No	Yes
<b>French Creole:</b>	1	0.001%	No	No	No	Yes
Speak English "very well"	1	0.001%	No	No	No	Yes
Speak English less than "very well"	0	0.000%	No	No	No	Yes
<b>Italian:</b>	2	0.003%	No	No	No	Yes
Speak English "very well"	2	0.003%	No	No	No	Yes
Speak English less than "very well"	0	0.000%	No	No	No	Yes

Although Grays Harbor County is the home to several language groups, Spanish was the only non-English language, spoken less than very well, and was greater than 5% and over 1,000.

# 16 ATTACHMENT H – PARATRANSIT APPLICATION ENG

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RE: ADA Eligibility Applications

Dear Resident of Grays Harbor County

Thank you for your interest in the Grays Harbor Transit Authority's Specialized Van Service (SVS). This transit service is for persons with a disability that prevents or impairs them from using the Grays Harbor Transit (GHT) fixed-route buses. Please complete the enclosed application and send it to the address provided on the last page of the application. If you have any questions about the application, you can call 360-532-2770 Ext 2 to speak with our ADA coordinator for assistance.

Sincerely

Your Grays Harbor Transit  
ADA Coordinator

Enclosures:

- About ADA
- ADA Specialized Van Service Information
- ADA Application



## About ADA

The Americans with Disabilities Act (ADA) is a federal law that was passed in 1990. This law prohibits discrimination against an individual with a disability in connection with the provision of transportation service. Notwithstanding the provision of any special transportation service to individuals with disabilities, an entity shall not, on the basis of disability, deny to any individual with a disability the opportunity to use the entity's transportation service for the general public, if the individual is capable of using that service. An entity shall not require an individual with a disability to use designated priority seats, if the individual does not choose to use these seats.

GHT fixed route buses are equipped with lifts for easy access for those passengers that cannot utilize the step

You may be eligible under the established ADA criteria if you are unable to use the fixed-route bus service for one or more of the following reasons:

- You are unable to board, ride or disembark from an accessible transit vehicle.
- Your disability or condition prevents you from traveling to or from a bus stop.

To become eligible to use ADA transportation service in Grays Harbor County, please complete the application for ADA eligibility certification. The application requires you (or someone completing the form for you) to explain why you are unable to use the fixed-route bus service.

It is important to note that all parts of this application must be completed, including the section for Health Care Professionals. **You as an applicant are responsible for the completion of this entire application.**

GHT will review your application and follow-up as necessary to determine your eligibility. GHT will make every effort to notify you within 21 days of receiving your completed application regarding your eligibility for our SVS service.

If you have not heard about your eligibility status within 21 days of GHT receiving your completed application, please call 360-532-2770, Ext. 2. If a determination has not been made yet, you will be temporarily eligible for service until a determination can be made.

If you are denied eligibility, you have a right to appeal the decision. Please contact GHT on the appeals process.

The attached application can be mailed, emailed or faxed to Grays Harbor Transit ADA Certification Coordinator (contact information provided on last page of application).

For additional information on the ADA application process, please call 360-532-2770, Ext 2



## ADA Specialized Van Service (SVS)

Grays Harbor Transit Specialized Van Service (SVS) works just like the Dial-A-Ride with some additional services. It is available to any person qualified with a disability regardless of age. The SVS provides transportation from origin to destination transportation within Grays Harbor County.

**To qualify**, a person must become "ADA Certified." An eight-page application must be completed and approved in order to enroll in the program. Applications are available at the Grays Harbor Transit Office, by calling the ADA Coordinator at 360-532-2770, Ext. 2 or online at [www.ghtransit.com](http://www.ghtransit.com), click on programs, to ADA Specialized Van Services (SVS). Once approved, the applicant is deemed "ADA Certified" in compliance with the Americans with Disabilities Act of 1990. Wheelchair-accessible rides are available. There are three types of ADA eligibility:

- **Full** – If your disability prevents you from using the fixed route city bus system for any trips
- **Conditional** – If you can use the fixed route city bus system under certain circumstances but need the SVS bus for specified trips or to get from your home to a bus station.
- **Temporary** – If your disability does not require a permanent need for SVS service.

**How to order a ride:** Once enrolled in the program, call Grays Harbor Transit by 4:00 p.m. the day before your appointment. For appointments on Mondays, please call Friday by 4 p.m. For appointments outside of the Hoquiam, Aberdeen and Cosmopolis areas please call at least 2 days in advance. When calling please be sure to inform the dispatcher

- that you are an SVS rider along with your last name.
- If you are waiting for your ride inside of a building.
- If you have an appointment and you need to get to by a set time

**Fare:** The SVS service is currently free through December 31, 2023

**Hours of operation:** Monday through Sunday please call for schedule times, excluding major holidays.



**ADA Certification Application  
General Information**

New Application                       Recertification    Customer # \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Mailing Address \_\_\_\_\_ Apt/Sp # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Pick-Up Address \_\_\_\_\_ Apt/Sp # \_\_\_\_\_  
*(if different from mailing address)*

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Evening Phone \_\_\_\_\_                       Male                       Female

Do you receive insurance services through either:                       Medicaid                       Medicare

**Emergency Contact**

Name \_\_\_\_\_ Phone \_\_\_\_\_

**Language Ability** – Do you speak/understand English?

Yes                       No – Specify spoken language. \_\_\_\_\_

<i>For Official Use Only</i>		
Application Status	New Client Information	Conditions
_____ In Process	New Client Number _____	_____ Uphill Only
_____ Approved	Expiration Date _____	_____ To/From Station Only
_____ Denied	Entered In Computer By _____	_____ Temporary Service



### Condition Information

*Please be sure to complete the application thoroughly. An incomplete application will be returned to you for completion and will delay the certification process.*

1. Can you ride the fixed-route bus without someone else's help?

- a.  No       Yes

2. What is your condition that would prevent you from riding the fixed-route bus?

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3. Explain completely and in as much detail as possible how your disability prevents you from:

- a. Getting on or off a ramp-equipped regular bus: and/or  
b. Getting to or from a bus stop: and/or  
c. Successfully completing a fixed-route bus trip

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4. Is your need for our Specialized Van Service

- a.  Long Term       Short Term – Estimated Time Needed \_\_\_\_\_

5. Do your limitations change from time to time because of medical treatments, medications or for other reasons?

- a.  No       Yes – How? \_\_\_\_\_

6. Because of your disability, do weather conditions prevent you from using the fixed-route bus system without someone else's help?

- a.  No       Yes – Which conditions, and how does it affect you? \_\_\_\_\_

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7. Because of your disability, do terrain conditions prevent you from using the fixed-route bus system without someone else's help?

- a.  No       Yes – Which conditions, and how does it affect you? \_\_\_\_\_

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8. How far is your residence from the nearest bus stop?
  - a.  Less than one block     Number of blocks \_\_\_\_\_
9. When you walk outside your home, how far can you walk on your own or with the use of a mobility device?
  - a.  Unable to walk any distance     Number of blocks. \_\_\_\_\_
10. Does your walking distance change because of health conditions?
  - a.  No     Yes – How? \_\_\_\_\_
11. How many steps can you go up/down without someone’s help?
  - a.  None     One Step     Two or more steps
12. Please answer the following questions, if you answer *sometimes* to any of the questions, please explain below.
 

No	Yes	Sometimes	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can you stand for 10 minutes while you wait for your ride?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can you sit for 10 minutes while you wait for your ride?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can you ask, understand, and follow directions?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can you cope with unexpected problems or changes in your routine?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can you recognize landmarks?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can you tell time?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can you cross a busy street at a crosswalk?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can you use a telephone to make and receive calls?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can you see well enough to walk or travel to a bus stop?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you use a service animal to assist you, if yes what type _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you travel with portable oxygen?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If approved, will you be using a personal care provider to assist you?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If approved, will you need the use of a lift to board the bus?

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## Mobility/Residence Information

13. Which of the following mobility aids or equipment do you use when you travel outside of your home? Check **ALL** that apply and enter the percentage of time used to equal 100%

- |   |   |
|---|---|
| <input type="checkbox"/> No Aids _____ %      | <input type="checkbox"/> Motorized Wheelchair _____ % |
| <input type="checkbox"/> White Cane _____ %   | <input type="checkbox"/> Motorized Scooter _____ %    |
| <input type="checkbox"/> Support Cane _____ % | <input type="checkbox"/> Manual Wheelchair _____ %    |
| <input type="checkbox"/> Crutches _____ %     | <input type="checkbox"/> Walker _____ %               |
| <input type="checkbox"/> Other _____ %        |   |

If you checked Manual Wheelchair, Power Wheelchair or Power Scooter please mark the box next to the one that looks most like your device and answer the questions A through E on page 11. If your device does not resemble any of these units, please contact our ADA Coordinator at 360-532-2770

**Manual Wheelchair**



**Power Wheelchair**



**Power Scooter**





# GRAYS HARBOR TRANSIT

If you checked Manual Wheelchair, Power Wheelchair or Power Scooter please answer the questions A through E about your chair, otherwise skip to question 14.

a) Are you able to transfer by yourself from your chair to a seat on a bus  No  Yes

b) How far can you *independently* operate or self-propel your chair  Unlimited distance  
 \_\_\_\_\_ Feet/Yards or  I am unable to operate or self-propel any distance.

c) Some passengers need to have their feet elevated or their seat in a reclined position. Can your chair remain in an upright or sitting position with the feet down for the duration of the bus ride?  
 No  Yes

If NO, please explain: \_\_\_\_\_  
 \_\_\_\_\_

d) SVS may not be able to transport your mobility aids that are larger than:  
 ● 32+ inches in width      ● 42+ inches in length      ● 800 lbs.+ when occupied.  
*Does your mobility aid exceed any of these measurements*  No  Yes  
 If YES, please explain specifics: \_\_\_\_\_  
 \_\_\_\_\_

e) Does your residence have an approved ramp and/or flat, smooth path to get from the door to the bus?  
 No  Yes

If NO, please explain: \_\_\_\_\_  
 \_\_\_\_\_

14. If approved for the SVS will you:
- a. Be able to meet the bus at the curb?  Yes  No – Why? \_\_\_\_\_
- b. Need assistance from your door  Yes  No  
 If YES, what kind of help will you need? \_\_\_\_\_
- c. Need assistance to your door  Yes  No  
 If YES, what kind of help will you need? \_\_\_\_\_

15. Is there any additional information regarding your condition or travel restrictions that has not been addressed? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



16. Have you ever ridden the fixed-route bus?  No  Yes
17. Do you currently ride the fixed-route bus?  Yes  No – Why Not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
18. What is your closest cross street?
19. Are there any landmarks we would need in order to locate your residence? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
20. Are the numbers on your residence readily visible from the road during the day and night?  No  Yes
21. Can your residence safely accommodate a 24' SVS vehicle with sufficient area to turn around?  No  Yes  I do not know.
22. Do you use stairs to get into or out of your home?  No  Yes

***All Grays Harbor Transit vehicles have lifts, ramps or can kneel to help you get on or off the bus. If you do not use a wheelchair or other mobility aids you can still request to use the lift if you have difficulties using the stairs.***

23. Stairs on our vehicles can be up to 12" in height and include a handrail to aid in climbing. How many bus stairs can you go up or down by yourself?  
a.  None  One Step  Two or more steps
24. The lift on our vehicles requires eight feet clearance from the vehicle. Is there enough room at your residence to deploy this lift onto a flat level surface?  
a.  Yes  No  I do not know.

***Please Note:*** If you are unable to provide accurate information regarding the accessibility of your residence, Grays Harbor can assist you in determining this information. Please call the ADA Coordinator at 360-532-2770 Ext. 2 for more information



## Application Agreement & Authorization For Release of Information

*By signing below, you authorize the release of verification of information and any other information to GHT or its representatives need to evaluate your eligibility to receive Special Van Services.*

Please be advised that GHT will use your statements to determine your eligibility for the SVS service as provided by law. The statements contained herein are material to Grays Harbor Transit's determination and GHT may act in reliance thereon.

Providing false information is punishable by fine or imprisonment (RCW 9A-72.085 and RCW 40.16.030).

Grays Harbor Transit may share your eligibility determination with other transportation providers, on request, to facilitate travel between Grays Harbor and other transit districts.

Documents used by GHT regarding your SVS eligibility, shared with other transportation providers, and information provided by your medical professional, may be subject to public records request under Chapter 42.56 RCW. GHT will attempt to notify you should there be a public records request for your eligibility documents.

**This form must be signed by the applicant or by the individual with designated power of attorney or is a legal guardian for the applicant. If the applicant is under 18 years of age, a parent or legal guardian must sign this form. If the applicant is over 18 years old and you are signing as a power of attorney or legal guardian, please include a copy of the authorizing document.**

*I hereby certify under the penalty of perjury under the laws of the state of Washington that the information provided on this application is true and correct.*

Applicant Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

### Representative

If a person other than the applicant filled out this application, please complete the following.

Representative Signature \_\_\_\_\_

Legal Guardian

Designated Power of Attorney

Representative Name \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

Relationship to Applicant/Agency \_\_\_\_\_

Date \_\_\_\_\_ Daytime Phone # \_\_\_\_\_



## Licensed Medical or Mental Health Professional Verification

**INSTRUCTIONS:** If the applicant is your current patient or client, please answer the following questions. All health care information will be kept confidential.

Please note that SVS is a costly, tax-supported service. We need your assistance to assure that eligibility is limited to people who, because of the effects of their disabilities are not able to ride the substantially less expensive fixed-route bus. Age, excessive weight, convenience of the service, fear of falling, inability to drive and inability to carry packages are not qualifying factors SVS service. Please call 360-532-2770 Ext 2 if you have any questions.

In completing the required information, please list only the disability diagnoses that would prevent the applicant from independently getting to or from or successfully riding a fixed-route bus. Please define the degree of impairment and include measure(s) of visual or hearing acuity, GAF, or IQ scores, if applicable.

*For the purpose of this application, licensed medical or mental health professionals are limited to.*

Please Check One:

- |  |  |
|--|--|
| <input type="checkbox"/> Medical Doctor (MD or DO)                 | <input type="checkbox"/> Optometrist or Ophthalmologist.             |
| <input type="checkbox"/> Psychologist (Ph.D.)                      | <input type="checkbox"/> Physician Assistant or ARNP                 |
| <input type="checkbox"/> Licensed Mental Health Professional       | <input type="checkbox"/> Physical or Occupational Therapist          |
| <input type="checkbox"/> MDS Nurse (Skilled Nursing Facility Only) | <input type="checkbox"/> Certified Orientation & Mobility Specialist |

Applicant Name \_\_\_\_\_

Diagnosis/Disability <i>(not symptoms)</i>	Degree of Impairment <i>Circle one</i>	Date of Onset <i>(if known)</i>
_____	Mild Moderate Severe _____	_____
_____	Mild Moderate Severe _____	_____
_____	Mild Moderate Severe _____	_____
_____	Mild Moderate Severe _____	_____
_____	Mild Moderate Severe _____	_____
_____	Mild Moderate Severe _____	_____

Any other information we need to help with our determination: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



Is the applicants need for SVS service temporary?  No  Yes – How long? \_\_\_\_\_  
Are any of the conditions episodic or variable in severity?  No  Yes – Please explain? \_\_\_\_\_

Please review "Conditions section" as provided by the applicant or applicant's representative. Based on your knowledge of the applicant's condition, is the information provided accurate?  
 Yes  No  Somewhat.

If you checked "No" or "Somewhat", please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

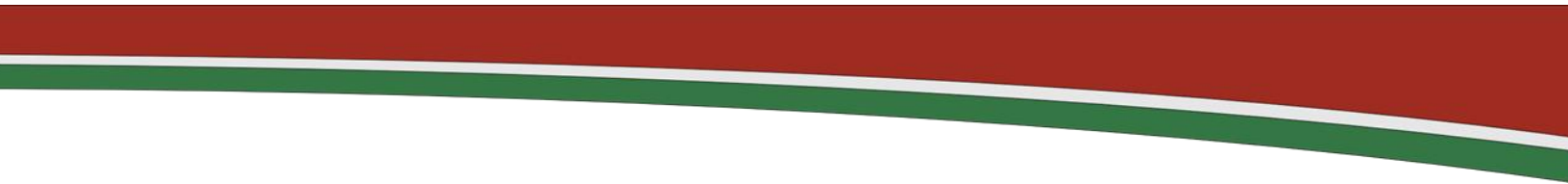
**I HEREBY CERTIFY** under penalty of perjury under the laws of the State of Washington that the information provided on the Professional Verification portion of this application is true and correct.

\_\_\_\_\_  
*Licensed Professional Signature* *Specialty* *Date*

Printed Name \_\_\_\_\_  
Organization \_\_\_\_\_  
City/St/Zip \_\_\_\_\_  
Phone \_\_\_\_\_

*Thank you for your assistance in completing this form. Grays Harbor Transit, in accordance with the Americans with Disabilities Act of 1990 will use the information provided to determine the applicant's eligibility for SVS service.*

Please return application to:  
Grays Harbor Transit  
Attn: ADA Coordinator  
705 30<sup>th</sup> Street  
Hoquiam, WA. 98550



----- Please Fold In Half -----

Return Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1<sup>st</sup> Class  
Postage  
Required

**Grays Harbor Transit  
ADA Coordinator  
705 30<sup>th</sup> Street  
Hoquiam, WA. 98550**

# 17 ATTACHMENT H – PARATRANSIT APPLICATION SPA

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**ASUNTO: Solicitudes de elegibilidad para la ADA**

**Estimado residente del condado de Grays Harbor:**

Gracias por su interés en el Servicio Especializado de Furgonetas (SVS, por sus siglas en inglés) de la Autoridad de Tránsito de Grays Harbor. Este servicio de transporte es para las personas que tienen una discapacidad que les impide o les dificulta utilizar los autobuses de ruta fija de Grays Harbor Transit (GHT). Complete la solicitud adjunta y envíela a la dirección proporcionada en la última página de la solicitud. Si tiene alguna pregunta sobre la solicitud, puede llamar al 360-532-2770 Ext 2 para hablar con nuestro coordinador de la ADA para solicitar ayuda.

Atentamente,

Su Autoridad de Tránsito de Grays Harbor

Coordinador de la ADA

Documentos adjuntos:

- Acerca de la ADA
- Información de servicio de furgonetas especializadas de la ADA
- Solicitud de la ADA



## Acerca de la ADA

La Ley para Estadounidenses con Discapacidades (ADA, por sus siglas en inglés) es una ley federal que se aprobó en 1990. Esta ley prohíbe la discriminación contra una persona con una discapacidad en relación con la prestación del servicio de transporte. A pesar de la prestación de cualquier servicio especial de transporte a las personas con discapacidades, una entidad no deberá, con base en la discapacidad, negar a una persona con discapacidad la oportunidad de utilizar el servicio de transporte de la entidad para el público en general, si la persona es capaz de utilizar ese servicio. Una entidad no puede exigir a una persona con discapacidad que utilice los asientos prioritarios designados, si la persona no decide usar estos asientos.

Los autobuses de ruta fija de GHT están equipados con ascensores para facilitar el acceso de los pasajeros que no pueden utilizar el escalón.

Usted puede ser elegible según los criterios establecidos de la ADA si no puede usar el servicio de autobús de ruta fija por una o más de las siguientes razones:

- No puede abordar, viajar o bajar de un vehículo de tránsito accesible.
- Su discapacidad o condición le impide viajar hacia o desde una parada de autobús.

Para ser elegible para utilizar el servicio de transporte de la ADA en el condado de Grays Harbor, complete la solicitud de certificación de elegibilidad de la ADA. La solicitud requiere que usted (o alguien que complete el formulario por usted) explique por qué no puede usar el servicio de autobús de ruta fija.

Es importante tener en cuenta que todas las partes de esta solicitud deben completarse, incluida la sección para profesionales de la salud. **Usted como solicitante es responsable de completar toda esta solicitud.**

GHT evaluará su solicitud y hará el seguimiento necesario para determinar su elegibilidad. GHT hará todo lo posible para notificarle durante un plazo de 21 días después de la recepción de su solicitud completa con respecto a su **elegibilidad para nuestro servicio de SVS.**

Si no ha sido notificado sobre su elegibilidad dentro de los 21 días posteriores a la recepción de su solicitud completa, llame al 360-532-2770, Ext. 2. Si aún no se ha tomado una determinación, usted será elegible temporalmente para el servicio hasta que se pueda tomar una determinación.

Si se le niega la elegibilidad, tiene derecho a apelar la decisión. Por favor, comuníquese con GHT para obtener información sobre el proceso de apelación.

La solicitud adjunta se puede enviar por correo, correo electrónico o fax al Coordinador de Certificación de la ADA de Grays Harbor Transit (información de contacto proporcionada en la última página de la solicitud).

Para obtener información adicional sobre el proceso de solicitud de la ADA, llame al 360-532-2770, Ext 2



## Servicio Especializado de Furgonetas (SVS) de la ADA

El Servicio Especializado de Furgonetas (SVS) de Grays Harbor Transit funciona igual que el servicio de Dial-A-Ride con algunos servicios adicionales. Está disponible para cualquier persona elegible con una discapacidad, independientemente de su edad. El SVS proporciona transporte desde el origen hasta el transporte de destino dentro del condado de Grays Harbor.

**Para cumplir con los requisitos**, una persona debe obtener la "Certificación de la ADA". Se debe completar y aprobar una solicitud de ocho páginas para inscribirse en el programa. Las solicitudes están disponibles en la Oficina de Tránsito de Grays Harbor, llamando al Coordinador de la ADA al 360-532-2770, Ext. 2 o en línea en [www.ghtransit.com](http://www.ghtransit.com), haga clic en "Programs", y luego en "ADA Specialized Van Services (SVS)". Una vez aprobado, el solicitante se considera "Certificado por la ADA" en cumplimiento con la Ley para Estadounidenses con Discapacidades de 1990. Los viajes accesibles para sillas de ruedas están disponibles. Hay tres tipos de elegibilidad para la ADA:

- **Completo** – Si su discapacidad le impide utilizar el sistema de autobuses urbanos de ruta fija para cualquier viaje
- **Condicional** – Si puede usar el sistema de autobuses urbanos de ruta fija bajo ciertas circunstancias, pero necesita el autobús SVS para viajes específicos o para llegar desde su casa a una estación de autobuses.
- **Temporal** – Si su discapacidad no requiere una necesidad permanente de servicio SVS.

**Cómo solicitar un viaje:** Una vez inscrito en el programa, llame a Grays Harbor Transit antes de las 4:00 p.m. el día antes de su cita. Para citas los lunes, llame el viernes antes de las 4 p.m. Para citas fuera de las áreas de Hoquiam, Aberdeen y Cosmopolis, llame con al menos 2 días de anticipación. Cuando llame, asegúrese de informar al despachador

- que usted es un usuario de SVS junto con su apellido.
- Si está esperando su viaje dentro de un edificio.
- Si tiene una cita y necesita llegar a una hora específica.

**Tarifa:** El servicio de SVS es actualmente gratuito hasta el 31 de diciembre de 2023

**Horario de atención:** De lunes a domingo, llame para preguntar los horarios de servicio, excepto los días festivos importantes.



**Solicitud de certificación de la ADA  
Información general**

Nueva solicitud \_\_\_\_\_ # de cliente de recertificación \_\_\_\_\_

Apellido \_\_\_\_\_ Nombre \_\_\_\_\_ Segundo nombre \_\_\_\_\_

Dirección postal \_\_\_\_\_ Apto/SP # \_\_\_\_\_

Ciudad \_\_\_\_\_ Estado \_\_\_\_\_ Código postal \_\_\_\_\_

Dirección de recogida \_\_\_\_\_ Apto/SP # \_\_\_\_\_  
(si es diferente de la dirección postal)

Ciudad \_\_\_\_\_ Estado \_\_\_\_\_ Código postal \_\_\_\_\_

Teléfono diurno \_\_\_\_\_ Fecha de nacimiento \_\_\_\_/\_\_\_\_/\_\_\_\_

Teléfono nocturno \_\_\_\_\_ Hombre \_\_\_\_\_ Mujer \_\_\_\_\_

Recibe servicios de seguro a través de: Medicaid Medicare

**Contacto de emergencia**

Nombre \_\_\_\_\_ Teléfono \_\_\_\_\_

**Habilidad lingüística – ¿Habla/entiende inglés?**

Sí \_\_\_\_\_ No: especifique el idioma que habla. \_\_\_\_\_

<i>Solo para uso oficial</i>		
Estado de la solicitud	Información del nuevo cliente	Condiciones
_____ En proceso	Nuevo número de cliente _____	_____ Solo cuesta arriba
_____ Aprobado	Fecha de vencimiento _____	_____ Solo hacia/desde la estación
_____ Negado	Ingresado en el sistema por _____	_____ Servicio Temporal





8. ¿A qué distancia está su hogar de la parada de autobús más cercana?  
a. Menos de una cuadra      Número de cuadras \_\_\_\_\_
9. Cuando camina fuera de su casa, ¿qué tan lejos puede caminar solo o con el uso de un dispositivo de movilidad?  
a. No puede caminar ninguna distancia      Número de cuadras. \_\_\_\_\_
10. ¿La distancia que puede caminar cambia debido a sus condiciones de salud?  
a. No      Sí, ¿cómo? \_\_\_\_\_
11. ¿Cuántos escalones puedes subir/bajar sin la ayuda de alguien?  
a. Ninguno      Un escalón      Dos o más escalones
12. Por favor, responda las siguientes preguntas. Si responde *a veces* a cualquiera de las preguntas, por favor explique a continuación.
- | No | Sí | A veces  |
|----|----|--|
|    |    | ¿Puede estar de pie durante 10 minutos mientras espera su viaje?                             |
|    |    | ¿Puede sentarse durante 10 minutos mientras espera su viaje?                                 |
|    |    | ¿Puede preguntar, entender y seguir instrucciones?   |
|    |    | ¿Puede hacer frente a problemas inesperados o cambios en su rutina?                          |
|    |    | ¿Puede reconocer lugares de referencia?  |
|    |    | ¿Puede decir la hora?  |
|    |    | ¿Puede cruzar una calle concurrida al mismo paso de los otros peatones?                      |
|    |    | ¿Puede usar un teléfono para hacer y recibir llamadas?                                       |
|    |    | ¿Puede ver lo suficientemente bien como para caminar o viajar a una parada de autobús?       |
|    |    | ¿Utiliza un animal de servicio para ayudarlo? En caso afirmativo, ¿qué tipo de animal _____? |
|    |    | ¿Viaja con oxígeno portátil?   |
|    |    | Si es aprobado, ¿usará un proveedor de cuidado personal para que lo ayude?                   |
|    |    | Si es aprobado, ¿necesitará utilizar un ascensor para subir al autobús?                      |



# GRAYS HARBOR TRANSIT

## Información sobre movilidad/residencia

13. ¿Cuál de los siguientes dispositivos o ayudas de movilidad utiliza cuando viaja fuera de su hogar? Marque **TODAS** las opciones que correspondan e ingrese el porcentaje de tiempo utilizado para que sea el 100%

- |                         |                                   |
|-------------------------|-----------------------------------|
| Sin ayudas _____ %      | Silla de ruedas eléctrica _____ % |
| Bastón blanco _____ %   | Scooter motorizado _____ %        |
| Bastón de apoyo _____ % | Silla de ruedas manual _____ %    |
| Muletas _____ %         | Andadera _____ %                  |
| Otro _____ %            |                                   |

Si marcó "silla de ruedas manual", "silla de ruedas eléctrica" o "scooter eléctrico", marque la casilla junto a la que se parezca más a su dispositivo y responda las preguntas de la A a la E en la página 11. Si su dispositivo no se parece a ninguna de estas unidades, comuníquese con nuestro Coordinador de la ADA al

### Silla de ruedas manual







### Silla de ruedas eléctrica







### Scooter eléctrico









Si marcó "silla de ruedas manual", "silla de ruedas eléctrica" o "scooter eléctrico", responda las preguntas de la A a la E sobre su silla, de lo contrario, pase a la pregunta 14.

- a) ¿Puede transferirse solo de su silla a un asiento en un autobús? No Sí
- b) ¿Hasta dónde puede operar o autopropulsar su silla de forma **independiente**? Distancia ilimitada  
 \_\_\_\_\_ pies/yardas o Soy incapaz de operar o autopropulsarme a ninguna distancia.
- c) Algunos pasajeros necesitan tener los pies elevados o el asiento reclinado. ¿Puede su silla permanecer en posición vertical o sentada con los pies hacia abajo durante el viaje en autobús?

No Sí

En caso negativo, por favor explique: \_\_\_\_\_

- d) Es posible que SVS no pueda transportar sus dispositivos de ayuda a la movilidad que sean más grandes o más pesados que las siguientes medidas:

- 32+ pulgadas de ancho
- 42+ pulgadas de longitud
- 800 lbs.+ cuando el dispositivo está ocupado.

¿Su dispositivo de ayuda a la movilidad excede alguna de estas medidas? No Sí

En caso afirmativo, por favor proporcione información específica: \_\_\_\_\_

- e) ¿Su residencia tiene una rampa aprobada y/o un camino plano y suave para llegar desde la puerta hasta el

autobús? No Sí

En caso negativo, por favor explique: \_\_\_\_\_

14. Si es aprobado para el servicio de SVS:

a. ¿Puede tomar el autobús en la acera? Sí No, ¿por qué? \_\_\_\_\_

b. ¿Necesita ayuda desde su puerta? Sí No  
 En caso afirmativo, ¿qué tipo de ayuda necesitará? \_\_\_\_\_

c. ¿Necesita ayuda para llegar a su puerta? Sí No  
 En caso afirmativo, ¿qué tipo de ayuda necesitará? \_\_\_\_\_

15. ¿Hay alguna información adicional sobre su condición o restricciones de viaje que no se haya mencionado? \_\_\_\_\_



16. ¿Alguna vez ha viajado en el autobús de ruta fija? No \_\_\_\_\_ Sí

17. ¿Actualmente viaja en el autobús de ruta fija? Sí No, ¿por qué no? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. ¿Cuál es su cruce de calles más cercano?

19. ¿Hay algún punto de referencia que necesitemos para ubicar su residencia? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

20. ¿Los números de su residencia son fácilmente visibles desde la calle durante el día y la noche?  
No Sí

21. ¿Puede su residencia acomodar de manera segura un vehículo de SVS de 24 pies con suficiente área para dar la vuelta? No Sí No sé.

22. ¿Usa escaleras para entrar o salir de su casa? No Sí

***Todos los vehículos de Grays Harbor Transit tienen elevadores, rampas o pueden inclinarse para ayudarlo a subir o bajar del autobús. Si usted no utiliza una silla de ruedas u otros dispositivos de movilidad, aún puede solicitar el uso del ascensor si tiene dificultades para usar las escaleras.***

23. Las escaleras de nuestros vehículos pueden tener hasta 12" de altura e incluyen un pasamanos para ayudarlo a subir. ¿Cuántas escaleras de autobús puede subir o bajar por sí mismo?

- a. Ninguno Un escalón Dos o más escalones

24. La elevación de nuestros vehículos requiere ocho pies de distancia del vehículo. ¿Hay suficiente espacio en su residencia para desplegar este ascensor en una superficie plana?

- a. Sí No No sé.

***Por favor, tenga en cuenta:*** Si no puede proporcionar información exacta sobre la accesibilidad de su residencia, Grays Harbor puede ayudarlo a determinar esta información. Llame al Coordinador de la ADA al 360-532-2770 Ext. 2 para solicitar más información



## Acuerdo de solicitud y autorización Para la divulgación de información

*Al firmar a continuación, usted autoriza la divulgación de la verificación de la información y cualquier otra información a GHT o sus representantes necesarios para evaluar su elegibilidad para recibir Servicios Especializados de Furgonetas.*

Tenga en cuenta que GHT utilizará sus declaraciones para determinar su elegibilidad para el servicio de SVS según lo dispuesto por la ley. Las declaraciones contenidas en este documento son materiales para la determinación de Grays Harbor Transit y GHT puede actuar con base en ellas.

Proporcionar información falsa se castiga con una multa o encarcelamiento (RCW 9A-72.085 y RCW 40.16.030).

Grays Harbor Transit puede compartir su determinación de elegibilidad con otros proveedores de transporte, previa solicitud, para facilitar el viaje entre Grays Harbor y otros distritos de tránsito.

Los documentos utilizados por GHT con respecto a su elegibilidad para SVS, compartidos con otros proveedores de transporte, así como la información proporcionada por su profesional médico, pueden estar sujetos a una solicitud de registros públicos bajo el Capítulo 42.56 RCW. GHT intentará notificarle si hay una solicitud de registros públicos para sus documentos de elegibilidad.

**Este formulario debe ser firmado por el solicitante o por la persona que tiene un poder notarial designado o es un tutor legal para el solicitante. Si el solicitante es menor de 18 años, un padre o tutor legal debe firmar este formulario. Si el solicitante es mayor de 18 años y usted está firmando como la persona con poder notarial o el tutor legal, incluya una copia del documento de autorización.**

*Por la presente certifico, bajo pena de perjurio y bajo las leyes del estado de Washington, que la información proporcionada en esta solicitud es verdadera y correcta.*

Nombre del solicitante \_\_\_\_\_

Firma del solicitante \_\_\_\_\_

Fecha \_\_\_\_\_ # de teléfono durante el día \_\_\_\_\_

### Representante

Si una persona que no sea el solicitante llenó esta solicitud, complete lo siguiente.

Firma del representante \_\_\_\_\_

Tutor legal

Poder notarial designado

Nombre del representante \_\_\_\_\_ # de teléfono durante el día \_\_\_\_\_

Relación con el solicitante/agencia \_\_\_\_\_

Fecha \_\_\_\_\_ # de teléfono durante el día \_\_\_\_\_



## Verificación de profesionales médicos o de salud mental con licencia

**INSTRUCCIONES:** Si el solicitante es su paciente o cliente actual, responda las siguientes preguntas. Toda la información de atención de salud se mantendrá confidencial.

Tenga en cuenta que SVS es un servicio costoso y que se paga con impuestos. Necesitamos su ayuda para asegurar que la elegibilidad se limite a las personas que, debido a los efectos de sus discapacidades, no pueden viajar en el autobús de ruta fija que es sustancialmente menos costoso. La edad, el peso excesivo, la conveniencia del servicio, el miedo a caerse, la incapacidad para conducir y la incapacidad para cargar paquetes no son factores que otorgan la elegibilidad para el servicio de SVS. Llame al 360-532-2770 Ext 2 si tiene alguna pregunta.

Al completar la información requerida, por favor indique **solo los diagnósticos de discapacidad que impedirían que el solicitante llegue o parta de forma independiente de una parada o estación de autobús o viaje con éxito en un autobús de ruta fija.** Defina el grado de discapacidad e incluya medidas de agudeza visual o auditiva, GAF o puntajes de CI, si corresponde.

*Para el propósito de esta solicitud, los profesionales médicos o de salud mental con licencia están limitados a los siguientes proveedores de salud:*

Por favor, marque una de las siguientes opciones:

- |  |   |
|--|---|
| Médico (MD o DO)   | Optometrista u oftalmólogo                          |
| Psicólogo (Ph.D.)  | Médico asociado o ARNP                              |
| Profesional de salud mental con licencia                       | Terapeuta físico u ocupacional                      |
| Enfermero de MDS (solo centro de enfermería especializada) ___ | Especialista certificado en orientación y movilidad |

Nombre del solicitante \_\_\_\_\_

Diagnóstico/Discapacidad <i>(sin síntomas)</i>	Grado de discapacidad <i>Encierre en un círculo una respuesta</i>	Fecha de inicio <i>(si se sabe)</i>
_____	Leve Moderado <b>Grave</b>	_____
_____	Leve Moderado <b>Grave</b>	_____
_____	Leve Moderado <b>Grave</b>	_____
_____	Leve Moderado <b>Grave</b>	_____
_____	Leve Moderado <b>Grave</b>	_____
_____	Leve Moderado <b>Grave</b>	_____





----- Por favor, doble -----

Dirección del remitente

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Se requiere  
franqueo  
de 1ª clase

**Grays Harbor Transit  
ADA Coordinator  
705 30<sup>th</sup> Street  
Hoquiam, WA. 98550**

# 18 ATTACHMENT I – BOARD APPROVAL MINUTES

## GRAYS HARBOR TRANSPORTATION AUTHORITY

Regular Meeting: April 11, 2023 at 4:00 p.m. via Hybrid in person & Zoom

Members Present: Commissioner Vickie Raines, Commissioner Jill Warne, Commissioner Kevin Pine, Mayor Pete Schave, Mayor Jim Sorensen, and Union Representative Mark Neuville

Staff Present: General Manager Ken Mehin, Clerk of the Board Tami Dragoo, Finance Manager Jean Braaten, Operations Manager Terri Gardner, HR Supervisor Katie Heikkila, HR Admin. Coord. Alecia Baretich, Safety & Training Manager Shawn Brewer, Maintenance Manager Todd Tobeck, IT Manager David Bolin, Facilities Maintenance Supervisor Greg Fountain, Accounting Sharon Adams, and Vanpool Kathy Dawson

Counsel Present: Art Blauvelt

Others Present: Mike Humphrey

Meeting was called to order at 4:00 pm. Commissioner Raines congratulated Mr. Mehin on his 40 <sup>th</sup> year anniversary in transit.	CALLED TO ORDER, ROLL CALL
It was moved by Mayor Sorensen and seconded by Mayor Schave to approve the Agenda as presented. Motion carried.	AGENDA APPROVAL
<b><u>CONSENT AGENDA</u></b>	
Consent Agenda: a) Minutes of March 14, 2023 b) March Vouchers in the amount of \$438,432.28; first period \$57,570.44 warrant #669983; second period \$336,557.22 warrant #669961 – 669982, 669984 – 669988; third period \$44,304.62 warrant #670336 – 670343. c) March Payroll - \$422,625.76 It was moved by Commissioner Pine and seconded by Mayor Schave to approve the items in the Consent Agenda. Motion carried.	CONSENT AGENDA APPROVAL
<b><u>COMMUNICATIONS – PUBLIC COMMENTS</u></b>	
None	
<b><u>COMMITTEE REPORTS</u></b>	
Board Chair Report – Commissioner Raines noted that Mr. Mehin and Ms. Braaten have been in discussion regarding funding of the future facility by LeMay’s Transfer Station. Commissioner Raines said that they are aggressively looking for funding and there is nothing to report at this time.	BOARD CHAIR REPORT
Finance Committee – no report	FINANCE COMMITTEE
Facilities Committee – no report - Committee will be meeting in late April.	FACILITIES COMMITTEE

<b><u>OFFICERS REPORT</u></b>	
Mr. Mehin reported that they had a third session for negotiations April 6 <sup>th</sup> and talks are progressing well. Mr. Mehin announced that the IT Manager position has been filled and Ms. Heikkila will be reporting more details later in the meeting.	<b>GENERAL MANAGER REPORT</b>
Mr. Mehin reported that March ridership is 68,587 which is up 27.5% over same time last year and up 15.8% over last month. Revenue for March is at 21% which Mr. Mehin states that this will be going up over the next few months as the grant funding comes in. Sales Tax for March took a little dip but remains above previous years and is following the same trend as prior years. Expenses for March are at 18%. Statistics look good with no surprises. Current vanpool is remains at 12 and Ms. Dawson reported that next month will be down one vanpool due to staffing changes at Stafford Creek Correctional Facility and there are no new inquiries.	<b>OFFICERS REPORT</b>
<b><u>STAFF REPORTS</u></b>	
Ms. Heikkila announced that April 3 <sup>rd</sup> , David Bolin joined the Authority as the new IT Manager. With over 20 years of experience in the IT field, Mr. Bolin is relocating to Grays Harbor from North Carolina. Mr. Bolin addressed the Board commenting that he comes from a long military background with family and himself, and conducted IT services in a variety of industries and new to transit.	<b>INTRODUCTION DAVID BOLIN NEW IT MANAGER</b>
Ms. Heikkila announced the Quarter 2, 2023 Employee of the Quarter as Mike Humphrey. Mr. Humphrey is a Dispatch/Supervisor and consistently displays the Core Values of Grays Harbor Transit as well as always smiling and willing to help out. Mr. Humphrey is always dealing with operators and the public and was instrumental in helping with the Montesano Health & Rehab Nursing Home fire evacuation in Montesano late last year and has been with the Authority for about eight years. Mr. Humphrey was given a certificate and signage will be posted throughout the offices and digital signage. Congratulations Mr. Humphrey!	<b>EMPLOYEE OF THE QUARTER 2-2023 - MIKE HUMPHREY</b>
Mr. Brewer reported that there are six people in CDL training at this time. Two will certify this week, one will certify next week, and another one in about two weeks. The CDL Testers have now certified a total of five operators and this process is going quite well. Customer service/ADA training for Pacific Transit was provided for a new route in Raymond. Beginning of May will be a class of three CDL trainees. Guest Rider program is in progress at this time. Two trainers will be attending TSI Bus Safety System Class in Everett.	<b>SAFETY AND TRAINING REPORT</b>
<b><u>UNFINISHED BUSINESS</u></b>	
<b><u>NEW BUSINESS</u></b>	
The 2023 Annual Certs and Assurances were presented for approval. It was moved by Mayor Sorensen and seconded by Commissioner Pine to approve the 2023 Certs and Assurances as presented. Motion carried.	<b>2023 CERTS &amp; ASSURANCES APPROVAL</b>
The 2023 Title VI Plan Update was presented for approval. It was moved by Mayor Sorensen and seconded by Mayor Schave to approve the 2023 Title VI Plan Update as presented. Motion carried.	<b>2023 TITLE VI PLAN UPDATE APPROVAL</b>
The Harbor Architect Contract two-year Extension was presented for approval. It was moved by Mayor Sorensen and seconded by Mayor Schave to approve the Harbor Architect Contract Extension as presented. Motion carried.	<b>HARBOR ARCHITECT 2 YEAR EXTENSION APPROVAL</b>
A closed session was called at 4:24 to discuss union negotiations for 10 minutes. Meeting reconvened at 4:34. Commissioner Raines noted that no decisions were made and no votes were taken during this closed session.	<b>CLOSED SESSION</b>

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Meeting adjourned at 4:35 p.m.

Approved this 9<sup>th</sup> day of May 2023.

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Chairman

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Executive Secretary