

SMART COMMUTE'S EBIKE PROGRAM

TITLE VI PLAN & POLICY STATEMENT

INTRODUCTION

Smart Commute Metro North Transportation Management Organization ('Smart Commute', Recipient, or 'TMO') is partnering with the Regional Transportation District (RTD) to fund an electric bike (eBike) program for residents of Adams and Broomfield Counties. On an annual basis, near or around July and through the life of Program ending September 2023, Smart Commute will:

1. Report to RTD its outreach efforts to ensure meaningful access to the benefits, services, information and other important portions of its programs and activities to communities served regardless of race, color, or national origin; and,
2. Document complaints and the process used to resolve any complaints of alleged discrimination based on race, color, or national origin; and,
3. Post its Title VI Policy and in prominent, conspicuous, and accessible locations throughout its offices, as applicable.

TITLE VI OVERVIEW FOR RECIPIENTS

The TMO shall submit Title VI Programs to RTD from whom they receive funding to assist the primary recipient in its compliance efforts. Such Programs may be submitted and stored electronically at the option of the primary recipient. Recipients may choose to adopt the primary recipient's notice to beneficiaries, complaint procedures and complaint form, public participation plan, and language assistance plan where appropriate. Operational differences between the primary recipient and recipient may require, in some instances, that the recipient tailor its language assistance plan. Recipients shall develop and submit to the primary recipient a list of complaints, investigations, or lawsuits. Recipients that have transit-related non-elected planning boards, advisory councils, or committees, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees. Recipients must submit all the above information to the primary recipient on a schedule requested by the primary recipient. Collection and storage of recipient Title VI Programs may be electronic at the option of the primary recipient.

SMART COMMUTE'S TITLE VI MATERIALS

Public Outreach & Vital Documents

Complaint Process & Form

Title VI Statement

Smart Commute Board Members and Solicitation Process for Participation

Annual Reports

[2021 Report](#)

[Placeholder for FY 2022 Report](#)

PUBLIC OUTREACH & VITAL DOCUMENTS

Smart Commute conducts a variety of public outreach including transportation fairs to area businesses and community groups; on-board bus outreach; travel training and trip planning metro-wide; website, email, phone, and text communications all conducted by a dedicated part-time employee with additional Smart Commute staff support as needed. The level of translation services including in-person interpretation and translated materials is evaluated during the planning stage for each event, program and/or activity. Vital Documents are published in Spanish and English with translation capabilities in other languages as needed/request.

Promotional Materials and Vital documents may include, but not limited to:

- Translation tool on website
- Copy of Smart Commute's Title VI Public Notice
- Title VI Complaint Procedures
- Bus schedules for services with funds through Smart Commute
- Information links to RTD's fare changes, major service changes, and RTD's construction projects, such as North Metro Rail Line, safety information, including personal, environmental (E.g., sanitizing bus practices, etc.)
- Any summaries and notices for public meetings and community regarding Smart Commute's Programs and Services

COMPLAINT PROCESS & FORM

As a recipient of federal funds under RTD, Smart Commute defers alleged Title VI complaints to the District's Title VI Program Office for evaluation.

[Click here for a link to RTD's Complaint process.](#)

In support of RTD's Title VI Compliance Office handling complaints, Smart Commute will log, collect vital information, and assist in the investigation of alleged complaints of discrimination. Smart Commute's responsibility per complaint is to:

1. Log complaints
2. Gather pertinent information
3. Prepare Summary
4. Coordinate with RTD's Title VI Office

Smart Commute's Complaint Form

LIST OF INVESTIGATIONS, LAWSUITS, AND COMPLAINTS

No.	Investigation/ Lawsuits/ Complaint	TVI Basis	Receipt Date	Status	Action Taken
1					
2					
3					
4					

TITLE VI POLICY STATEMENT

Smart Commute posts the below ***Title VI Public Notice*** on its website and in a conspicuous location within its offices. Each of these documents are available in other languages via the RTD website.

RIGHTS OF THE PUBLIC UNDER TITLE VI	DERECHOS DEL PÚBLICO BAJO EL TÍTULO VI
<p>Smart Commute Metro North Transportation Management Organization (TMO) operates its programs and services without regard to race, color, national origin, or any other characteristic protected by law including Title VI of the Civil Rights Act of 1964. If you believe you have been subject to discrimination, you may file a written complaint no later than 180 calendar days after the date of the alleged discrimination with the TMO.</p> <p>For more information on Title VI and the complaint procedures, or if you would like information in a language other than English or Spanish, contact (720) 263.0106.</p> <p>A complainant may file a complaint directly with the Federal Transit Administration by filling a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCP 1200 New Jersey Ave., SE, Washington D.C. 20590</p>	<p>Smart Commute Metro North Transportation Management Organization (TMO) opera sus programas y servicios sin tener en cuenta la raza, el color, el origen nacional o cualquier otra característica protegida por la ley, incluido el Título VI de la Ley de Derechos Civiles de 1964. Si cree que ha sido objeto de discriminación, puede presentar una queja por escrito a más tardar 180 días calendario después de la fecha de la supuesta discriminación ante la TMO.</p> <p>Para obtener más información sobre el Título VI y los procedimientos de reclamación, o si desea información en un idioma distinto del inglés o español, póngase en contacto con el (720) 263.0106.</p> <p>Un reclamante puede presentar una queja directamente ante la Administración Federal de Tránsito llenando una queja ante la Oficina de Derechos Civiles, Atención: Coordinador del Programa Título VI, East Building, 5th Floor-TCP 1200 New Jersey Ave., SE, Washington D.C. 20590</p>

SMART COMMUTE BOARD MEMBERS

2019 Board

Tricia Allen, ACED CEO (African American)
Emily Atencio SAN Health Campus (Latinx)
Gene Putman, Putman Transportation Solutions
Lynn Baca, Brighton City Council (Latinx)
Jessica Sandgren, Thornton City Council
Ken Spangler, Google
Kyle Harris, McWhinney Corporation
Troy Whitmore, United Power
Rhiannan Price, DigitalGlobe (LGBT)
Denny McCloskey, D&C Home Solutions

2020 Board

Bo Martinez, ACED CEO (Latinx)
Emily Atencio, SAN Health Campus (Latinx)
Gene Putman, Putman Transportation Solutions
Jessica Sandgren, Thornton City Council
Joe Jehn, Principal Jehn Engineering
Joyce Downing, Northglenn City Council
Ken Spangler, Google
Kyle Harris, McWhinney
Rhiannan Price, DigitalGlobe (LGBT)
Troy Whitmore, United Power

2021 Board

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Jessica Sandgren, Thornton City Council
Kyle Harris, McWhinney
Ken Spangler, Google
Troy Whitmore, United Power
Emily Atencio, SAN Health Campus (Latinx)
Deb Durand, ACED
Craig Hebrink, Sustainable Broomfield
Joe Jehn, Rick Engineering
Joe Dudek, Amazon DEN3
Pedro Costa, Northwest Parkway PHA