

***Federal Transit Administration***  
***Title VI Program***  
***Version 1223***

**Triangular Processing Inc.**

**Effective Date of Plan:**  
**January 1, 2024**

*Plan expiration Date: January 1, 2027*  
*(3 years from date approved)*

**Title VI Contact Information**

Contact (Position): Director  
Contact Phone Number: 419-337-9640  
Contact Email: kshaw@fultoncountyoh.com

Mailing Address: 550 W. Linfoot St. Wauseon, OH 43567  
Website: [www.triangularprocessing.com](http://www.triangularprocessing.com)

**Language Interpretation Assistance**

For Interpreter Services Individuals can call the Triangular Processing main office to be connected to a qualified interpreter. (Phone Number): 419-337-9640.

## **Title VI Plan Table of Contents**

The Triangular Processing Inc. Title VI plan includes the following elements:

1. Plan Approval, Annual Certifications and Assurances, Revision Log
2. Policy Statement
3. Notice to the Public
4. Complaint Procedure
5. Complaint Form
6. List of transit related Title VI Investigations, Complaints and Lawsuits
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## **Section 1: Title VI Plan Approval & Compliance Requirements**

Title VI Plan  
Adopted on: January 29, 2024

Adopted by: Triangular Processing, Inc. Board

Signature(s): 

Approval:

Insert a copy of the authorizing resolution here.

Title VI Plan was shared with the Triangular Processing, Inc. Board on January 29, 2024 and approved by the following Board members:

Stephen Maloney

Dave Gerken

Rob Vogelsong

Brock Mealer

Patti Finn

Tim Sutter

Cindy Savage

Jacob Fleischman

Gene Sugg

## Annual Certifications and Assurances

In accordance with 49 CFR Section 21.7(a), every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with Title VI regulations. This requirement shall be fulfilled when the applicant/recipient submits its annual certifications and assurances. Primary recipients will collect Title VI assurances from sub-recipients prior to passing through FTA funds.

Triangular Processing Inc. will remain in compliance with this requirement by annual submission of certifications and assurances as required by NHDOT.

The date of last submission of these certifications and assurances (at the time of this Plan's approval) is:  
Month, day, and year

## Title VI Plan Revision Log

<b>Date</b> Month/day/year	<b>Section Revised</b>	<b>Summary of Revisions</b>

## **Section 2: Title VI Policy Statement**

### **Policy Statement**

Triangular Processing Inc., operating demand response transit provider, as a recipient of Federal Transit Administration (FTA) grant dollars either directly from FTA or through the Ohio Department of Transportation (ODOT), will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the U.S. Department of Transportation implementing regulations, FTA Circular 4702.1B, and ODOT Public Transportation requirements as specified in Master Grant Agreement, and State Management Plan. Triangular Processing Inc. operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act.

### **Section 3: Notice to the Public**

#### **Title VI Notice to the Public**

Triangular Processing Inc.'s Notice to the Public is as follows:

#### **Notifying the Public of Rights Under Title VI**

#### **Triangular Processing Inc.**

- The Triangular Processing Inc. operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Triangular Processing Inc..
- For more information on the Triangular Processing Inc.'s civil rights program, the procedures to file a complaint, or to file a complaint, please contact the Director at 419-337-9640 (TTY 800-750-0750); email [kshaw@fultoncountyoh.com](mailto:kshaw@fultoncountyoh.com); or visit our administrative office at 550 W. Linfoot St. Wauseon, OH 43567. For more information, visit [www.triangularprocessing.com](http://www.triangularprocessing.com).

- For transportation-related Title VI matters, a complaint may also be filed directly with the:

Ohio Department of Transportation, Attn: Office of Opportunity, Diversity, and Inclusion, Title VI Coordinator, 1980 West Broad Street, Mailstop 3270, Columbus, Ohio 43223

Federal Transit Administration, Office of Civil Rights, Attention: Complaint Team, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

- If information is needed in another language, contact 419-337-9640..

Triangular Processing Inc.'s Notice to the Public is posted in the public areas of the office and on our website as required. Additionally, the Notice to the Public can be found at the places listed below.

1. Front office at 550 W. Linfoot St. Wauseon OH.
2. Transportation Office at Triangular Processing (550 W. Linfoot St. Wauseon, OH.)

## **Section 4: Title VI Complaint Procedure**

Triangular Processing Inc.'s Title VI Complaint Procedure is made available in the following locations:

- ☒ Agency website at: [www.triangularprocessing.com](http://www.triangularprocessing.com)
  - ☒ Hard copy in the central office
  - ☒ Agency Title VI Plan
- 

Any individual, group of individuals or entity that believes they have been discriminated against on the basis of race, color, or national origin by Triangular Processing Inc. may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form.

Any individual having filed a complaint or participated in the investigation of a complaint shall not be subjected to any form of intimidation or retaliation. Individuals who have cause to think that they have been subjected to intimidation or retaliation can file a complaint of retaliation following the same procedure for filing a discrimination complaint.

A complaint must be filed with Triangular Processing Inc. no later than 180 days after the following:

1. The date of the alleged act of discrimination; or
2. The date when the person(s) became aware of the alleged discrimination; or
3. Where there has been a continuing course of conduct, the date on which that conduct was discontinued of the latest instance of the conduct.

Once the complaint is received, Triangular Processing Inc. will review it to determine if our office has jurisdiction. A copy of each Title VI complaint received will be forwarded to the New Hampshire Department of Transportation within ten (10) calendar days of receipt. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

Triangular Processing Inc. has 45 days to investigate the complaint. If more information is needed to resolve the case, Triangular Processing Inc. may contact the complainant requesting further information. The complainant has 10 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, Triangular Processing Inc. can administratively close the case.

After the investigator reviews the complaint, the agency will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- ✓ A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant wishes to appeal the decision it must direct the appeal to the agency initially. The complainant has 5 days after the date of the closure letter or the letter of finding to do so. If there is outstanding concern, the appeal may be directed to the state DOT or FTA. The appeal process information will be included in the letter.

A person may also file a complaint directly with the: Ohio Department of Transportation, Attn: Office of Opportunity, Diversity and Inclusion 1980 West Broad Street, Mailstop 3270, Columbus, OH 43223  
Or

Federal Transit Administration, Office of Civil Rights, Attention: Complaint Team, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

If information is needed in another language, then contact 419-337-9640..



## Section 5: Title VI Complaint Form

Triangular Processing Inc.'s Title VI Complaint Procedure is made available in the following locations:

- ☒ Agency website, if available: [www.triangularprocessing.com](http://www.triangularprocessing.com)
- ☒ Hard copy in the central office
- ☒ Agency Title VI Plan

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

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

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

Signature and date required below

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If information is needed in another language, contact 419-337-9640..

Please submit this form to:

**Triangular Processing Inc.**  
**Director**  
**550 W. Linfoot St. Wauseon, OH 43567**  
**419-337-9640**  
**kshaw@fultoncountyoh.com**

## **Section 6: List of Transit Related Title VI Investigations, Complaints and Lawsuits**

Triangular Processing Inc. maintains a list or log of all Title VI investigations, complaints, and lawsuits, pertaining to its transit-related activities.

### **Check One:**

☒ There have been no investigations, complaints, and/or lawsuits filed against Triangular Processing Inc. since the last plan submission.

☐ There have been investigations, complaints, and/or lawsuits filed against Triangular Processing Inc.. See list below. Additional information is to be attached as needed.

	<b>Date</b> (Month, Day, Year)	<b>Summary</b> (include basis of complaint: race, color, or national origin)	<b>Status</b>	<b>Action(s) Taken</b>
<b>Investigations</b>				
	Click or tap to enter a date.			
	Click or tap to enter a date.			
<b>Lawsuits</b>				
	Click or tap to enter a date.			
	Click or tap to enter a date.			
<b>Complaints</b>				
	Click or tap to enter a date.			
	Click or tap to enter a date.			

## **Section 7: Public Participation Plan**

### **Strategies and Desired Outcomes**

To promote inclusive public participation, Triangular Processing Inc. will employ the following strategies, as appropriate (make these determinations based on a demographic analysis of the population(s) affected, type of plan, program and/or service under consideration, and the resources available):

- ✓ Provide for early, frequent and continuous engagement by the public
- ✓ Select accessible and varied meeting locations and times
- ✓ Employ different meeting sizes and formats
- ✓ Use social media in addition to other resources as a way to gain public involvement
- ✓ Use radio, television or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations may also include audio programming available on podcasts.
- ✓ Expand traditional outreach methods by visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, local festivals, etc.

### **Public Outreach Activities**

The public outreach and involvement activities conducted by Triangular Processing Inc. since the last Title VI Program submission are summarized in the table below.

Specific Public Participation activities are listed in the table below:

<b>Event Date</b>	<b>Insert Agency Name</b> Staffer(s) or Department	<b>Activity</b>	<b>Communication Method</b> (Public notice, posters, social media)	<b>Notes</b>
7/15/2023	Triangular Processing transportation and administration	Delta Chicken Festival parade	Float, walked with banner and flyers	
7/29/2023		Wauseon homecoming parade	Float, walked with banner and flyers	
8/5/2023		Fayette bullthistle parade	Float, walked with banner and flyers	
8/12/2023		Swanton corn fest parade	Float, walked with banner and flyers	
11/24/2023		Archbold parade of lights	Float, walked with banner and flyers	
11/25/2023		Wauseon Christmas parade	Float, walked with banner and flyers	
4/13/2023		Hosted the Fulton County Board of Developmental disability Self-advocacy group	Attended events each month and hosted April's meeting at our location. Posters and social media	

## **Section 8: Language Assistance Plan**

### ***Plan Components***

As a recipient of federal US DOT funding, Triangular Processing Inc. is required to take reasonable steps to ensure meaningful access to our programs and activities by limited-English proficient (LEP) persons.

Limited English Proficient (LEP) refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. This includes those who have reported to the U.S. Census that they speak English less than very well, not well, or not at all.

Triangular Processing Inc.'s Language Assistance Plan includes the following elements:

Item #1: The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.

Item #2: A description of how language assistance services are provided by language

Item #3: A description of how LEP persons are informed of the availability of language assistance service

Item #4: A description of how the language assistance plan is monitored and updated

Item #5: A description of how employees are trained to provide language assistance to LEP persons

### ***Four Factor Analysis Methodology***

To determine if an individual is entitled to language assistance and what specific services are appropriate, Triangular Processing Inc. has conducted a *Four Factor Analysis* of the following areas: 1) Limited-English Proficient (LEP) Speaker Demography, 2) Contact Frequency, 3) Importance of Service, and 4) Resources and Costs.

**Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.** In addition to the number or proportion of LEP persons served, Triangular Processing Inc. will identify:

- (a) How LEP persons interact with the recipient's agency;
- (b) Identification of LEP communities, and assessing the number or proportion of LEP persons from each language group to determine the appropriate language services for each language;
- (c) The literacy skills of LEP populations in their native languages, in order to determine whether translation of documents will be an effective practice; and
- (d) Whether LEP persons are underserved by the recipient due to language barriers.

**Factor 2: The frequency with which LEP persons come into contact with the program:** Identifies and assesses the frequency Triangular Processing Inc.'s staff comes into contact with LEP persons. Examples of contact could include:

- (a) Use of bus and rail service;
- (b) Purchase of tickets through vending machines, outlets, websites, and over the phone;
- (c) Participation in public meetings;
- (d) Customer service interactions;

- (e) Ridership surveys;
- (f) Operator surveys.

**Factor 3: The nature and importance of the program, activity, or service provided by the program to people's lives.** Generally speaking, the more important the program, the more frequent the contact and the likelihood that language services will be needed.

**Factor 4: The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.** Resource and cost issues can often be reduced by technological advances, reasonable business practices, and the sharing of language assistance materials and services among and between recipients, advocacy groups, LEP populations and Federal agencies. Large entities and those entities serving a significant number of LEP persons should ensure that their resource limitations are well substantiated before using this factor as a reason to limit language assistance.

Item #1 – Results of the Four Factor Analysis <i>(including a description of the LEP population(s) served)</i>
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**Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered.**

Of the 40186 residents in Triangular Processing Inc.'s service area, 683 residents describe themselves as speaking English less than "very well". People of Hispanic descent are the primary LEP persons likely to utilize Triangular Processing Inc. services. For Triangular Processing Inc.'s service area, the latest U.S. Census Bureau data shows that among the area's population 1.7% speak English "*less than very well*." **For these groups** who speak English "less than very well", 2.9% speak Spanish

Fulton County – Languages Spoke at Home

	Total Number	Percent of Population	Total Population of County
Speak Language other than English	1602	4	40186
Speak English Less than Very Well	683	1.7	40186
Spanish	1179	2.9	40186
Other Indo-European Languages	284	0.7	40186
Asian and Pacific Island Languages	95	0.2	40186
Other Languages	44	0.1	40186

**Factor 2: The frequency with which LEP persons come into contact with the program.**

Insert Agency Name assessed the frequency with which staff and drivers have, or could have, contact with LEP persons. Insert Agency Name provides approximately 0 passenger trips per year. If an individual has speech limitations, the dispatcher or driver will work with the Ohio Department of Transportation, if needed, to ensure the individual receives access to the transit services.

**Factor 3: The nature and importance of the program, activity, or service provided by the program to people's lives.**

All of Triangular Processing Inc.'s programs are important; however, those related to safety, public transit, nondiscrimination and public involvement are among the most important. Triangular Processing Inc. is committed to providing meaningful access and will provide written translation for any of its documents, when reasonable, effective and with the available resources. In other cases, Triangular Processing Inc. will strive to provide alternative but meaningfully accessibility. Moreover, Triangular Processing Inc. continually evaluates its programs, services, and activities to ensure that persons who may be LEP are always provided with meaningful access. The Title VI policy, complaint form, and LEP policy are available in Spanish upon request.

**Factor 4: The resources available for LEP outreach, as well as the costs associated with that outreach.**

Triangular Processing Inc. makes every effort to make its programs, services, and activities, accessible to LEP individuals. Triangular Processing Inc. will use available resources, both internal and external to accommodate reasonable requests for translations.

**Item # 2 – Description of how Language Assistance Services are Provided, by Language**

Triangular Processing Inc. has identified, developed, and uses the following:

- a) Individuals who have contact with the public are provided with “I Speak” language cards to identify language needs in order to match them with available services. Language cards verified and distributed by the Director as need.
- b) Triangular Processing Inc. has developed partnerships with local agencies, organizations, law enforcement, colleges/universities, local school districts and social service agencies that are available to assist with it LEP responsibilities.

**Item # 3 – Description of how LEP Persons are Informed of the Availability of Language Assistance Service**

In order to ensure that LEP individuals are aware of Triangular Processing Inc.’s language assistance measures, Triangular Processing Inc. provides the following:

- Title VI Program including the Language Assistance Plan is made available on website, if applicable, and hard copy in central office.
- Drivers and dispatchers are provided “I Speak” language cards to identify language needs in order to match them with available services.

**Item # 4 – Description of how the Language Assistance Plan is Monitored and Updated**

Triangular Processing Inc. will continue to update the LEP plan as required by U.S. DOT. At a minimum, the Title VI Plan will continue to be reviewed and updated every three (3) years in conjunction with the Title VI submission and use data from the U.S. Decennial Census or the American Community Survey as available, or when it is clear that the concentrations of LEP individuals are present in Triangular Processing Inc. service area.

Updates will continue to include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.
- Determination as to whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether Triangular Processing Inc.’s financial resources are sufficient to fund language assistance resources needed.
- Determine whether Triangular Processing Inc. has fully complied with the goals of this LEP Plan.
- Determine whether complaints have been received concerning Triangular Processing Inc.’s failure to meet the needs of LEP individuals

Item # 5 - Description of how Employees are Trained to Provide Language Assistance to LEP Persons
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The following training will continue to be provided to Triangular Processing Inc. staff:

- Information on the Triangular Processing Inc. Title VI Procedures and LEP responsibilities.
- Description of language assistance services offered to the public.
- Use of "I Speak" language cards (used to identify language preference).
- Documentation of language assistance requests.
- Use of web-based interpreter services (over the phone interpretation provider).
- How to handle a potential Title VI / LEP complaint.

Limited English Proficient (LEP) Resource Materials:

LEP Policy

Triangular Processing Inc. shall provide for communication for limited English proficient riders to ensure them equal opportunity to benefit from services. Family members or friends of limited English proficient riders will not be used as translators unless specifically requested by that individual. The agency will also utilize web-based translator programs if available.

**If you need help with English, please call 419-337-9640.**



## “I Speak” Language Identification Card

**Note:** For additional languages visit the US Census Bureau website <http://www.lep.gov/ISpeakCards2004.pdf>

Mark this Box if you speak...	Language Identification Chart	Language
	Mark this box if you read or speak English	English
	Marque esta casilla si lee o habla español	Spanish
	Kos lub voj no yog koj paub twm thiab hais lus Hmoob	Hmong
	如果说中国在方框内打勾	Chinese
	Xin ñaunh daáu vaøo oâ naøy neáu quyù vò bieát ñoïc vaø noùi ñöôïc Vieät Ngöð.	Vietnamese
	당신이한국어말할경우이 상자를표시	Korean
	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	Tagalog
	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen	German
	Отметить этот флажок, если вы говорите по-русски	Russian
	Означите ову кућицу ако говорите српски	Serbian
	आप हिंदी बोलते हैं तो इस बक्से को चिह्नित करें	Hindi
	پر نشان لگائیں تو اس باکس بولتے ہیں اردو اگر آپ	Urdu

## Log of LEP Encounters

Date	Time	Language Spoken By Individual (if available)	Name and Phone Number of Individual (if available)	Service Requested	Follow Up Required	Staff Member Providing Assistance	Notes

## **Section 9: Minority Representation Information**

Recipients that have **transit-related**, non-elected planning boards, advisory councils or committees, or similar 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.

**\*Guidance:** Elected transit-related board, committee, or council, do not need to complete the table below, and write in section B that there are no non-elected transit-related boards, committees, or councils.

### **A. Minority Representation Table**

**Table Depicting Membership of Board, Committees, Councils, Broken Down by Race**

<b>Body</b>	<b>Caucasian</b>	<b>Hispanic</b>	<b>African American</b>	<b>Asian American</b>	<b>Native American</b>	<b>Two or More Races</b>
Fulton County Ohio	38092	3791	254	153	148	2708
Triangular Processing Board	8 out of 10					2 out of 10

*Note: insert the number of people and % of total board membership*

### **B. Efforts to Encourage Minority Participation**

*To encourage participation on its boards, committees, and councils, the Triangular Processing Inc. will make every effort to encourage minority participation on the boards.*

## **Section 10: Providing Assistance to and Monitoring Subrecipients**

1. Does agency provide funding to subrecipients?

☒ No, the agency does not have subrecipients.

☐ Yes. If yes, list the subrecipient names: Click or tap here to enter text.

Triangular Processing Inc. monitors subrecipients using the following process:

1. Triangular Processing Inc. uses the following process for ensuring all subrecipients are complying with the general reporting requirements of FTA Circular 4702.1B:  
Click or tap here to enter text.
2. Triangular Processing Inc. collects Title VI programs from the subrecipients listed above and reviews programs for compliance by doing the following:  
Click or tap here to enter text.

## **Section 11: Title VI Equity Analysis for Facility Acquisition**

Title 49 CFR, Appendix C, Section (3)(iv) requires “the location of projects requiring land acquisition and the displacement of persons from their residences and business may not be determined on the basis of race, color, or national origin.” For purposes of this requirement, “facilities” does not include bus shelters, as they are considered transit amenities. It also does not include transit stations, power substations, or any other project evaluated by the National Environmental Policy Act (NEPA) process. Facilities included in the provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc. Has the agency built a facility? Check a response below.

☒ No, Triangular Processing Inc. has not built a facility.

☐ Yes, Triangular Processing Inc. has built a facility and completed a Title VI equity analysis to compare the equity impacts of various siting alternatives, and the analysis must occur before the selection of the preferred site. Include at the end of the Title VI plan a copy of the Title VI equity analysis.

## **Section 12: Fixed Route Transit Providers Service Standards and Policies**

*FTA Circular 4702.1B, Chapter III, Paragraph 10: All fixed route transit providers shall set service standards and policies for each specific fixed route mode of service they provide.*

***This section must be completed if Triangular Processing Inc. provides fixed route service that operates 50 or more fixed route vehicles in peak service and Triangular Processing Inc. is located in an Urbanized Area (UZA) of 200,00 or more in population. Please check the appropriate box.***

☒ Triangular Processing Inc. is **not** a fixed route transit provider. As such, the remainder of Section 12 is not applicable to Triangular Processing Inc. and may be deleted from this document.

☐ Triangular Processing Inc. is a fixed route transit provider. As such, the remainder of Section 12 is applicable to Triangular Processing Inc. and is to be filled out completely.

*All Fixed Route Transit Providers must submit:*

- All requirements set out in Chapter III (General Requirements)
  - Service standards
    - Vehicle load for each mode
    - Vehicle headway for each mode
    - On time performance for each mode
    - Service availability for each mode
  - Service policies
    - Transit Amenities for each mode
    - Vehicle Assignment for each mode

*Transit Providers that operate 50 or more fixed route vehicles in peak service and are located in an Urbanized Area (UZA) of 200,000 or more people must submit:*

1) Does the plan contain a demographic profile of the metropolitan area that includes identification of the locations of minority populations in the aggregate?	<input type="checkbox"/> Y <input type="checkbox"/> N
2) A description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process?	<input type="checkbox"/> Y <input type="checkbox"/> N
3) Demographic maps that overlay the percent minority and non-minority populations as identified by Census or American Community Survey (ACS) data, at the Census tract or block group level, and charts that analyze the impacts of the distribution of State and Federal funds in the aggregate for public transportation purposes, including federal funds managed by the MPO as a designated recipient?	<input type="checkbox"/> Y <input type="checkbox"/> N
4) Analysis of disparate impacts on the basis of race, color, or national origin, and, if so, determines whether there is a substantial legitimate justification for the policy that resulted in the disparate impacts, and if there are alternatives that could be employed that would have a less discriminatory impact.	<input type="checkbox"/> Y <input type="checkbox"/> N

**Section 13: Requirements for Metropolitan Planning Organizations (MPOs)**☒ N/A

All MPOs must meet the following requirements if the agency is included in the MPO constituency.

<b>MPO Requirements (Ref: FTA Circular 4702.1B Chapter VI)</b>	<b>Status</b>
1) Does the plan contain a demographic profile of the metropolitan area that includes identification of the locations of minority populations in the aggregate?	<input type="checkbox"/> Y <input type="checkbox"/> N
2) A description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process?	<input type="checkbox"/> Y <input type="checkbox"/> N
3) Demographic maps that overlay the percent minority and non-minority populations as identified by Census or American Community Survey (ACS) data, at the Census tract or block group level, and charts that analyze the impacts of the distribution of State and Federal funds in the aggregate for public transportation purposes, including federal funds managed by the MPO as a designated recipient?	<input type="checkbox"/> Y <input type="checkbox"/> N
4) Analysis of disparate impacts on the basis of race, color, or national origin, and, if so, determines whether there is a substantial legitimate justification for the policy that resulted in the disparate impacts, and if there are alternatives that could be employed that would have a less discriminatory impact.	<input type="checkbox"/> Y <input type="checkbox"/> N
Comments:	

## **“I Speak” Language Identification Card**

**Note:** For additional languages visit the US Census Bureau website <http://www.lep.gov/ISpeakCards2004.pdf>

<b>Mark this Box if you speak...</b>	<b>Language Identification Chart</b>	<b>Language</b>
	Mark this box if you read or speak English	English
	Marque esta casilla si lee o habla español	Spanish
	Kos lub voj no yog koj paub twm thiab hais lus Hmoob	Hmong
	如果说中国在方框内打勾	Chinese
	Xin ñaình daáu vaøo oâ naøy neáu quyù vò bieát ñoïc vaø noùi ñöôïc Vieät Ngöô.	Vietnamese
	당신이한국어말할경우이 상자를표시	Korean
	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	Tagalog
	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen	German
	Отметить этот флажок, если вы говорите по-русски	Russian
	Означите ову кућицу ако говорите српски	Serbian
	आप हिंदी बोलते हैं तो इस बक्से को चिह्नित करें	Hindi
	پر نشان لگائیں تو اس باکس بولتے ہیں اردو اگر آپ	Urdu