



## TITLE VI PROGRAM UPDATE



*Prepared For:*  
The Federal Transit Administration

*Submitted by:*  
CobbLinc  
Cobb County Department of Transportation  
**CobbLinc.org**  
[TitleVI@cobbcounty.org](mailto:TitleVI@cobbcounty.org)

Approved by the Cobb County Board of Commissioners  
February 2024





## CONTACT INFORMATION

Andrew Raessler  
Director  
Cobb County Department of Transportation  
1890 County Services Parkway  
Marietta, GA 30008  
770-528-1635  
[Drew.Raessler@cobbcounty.org](mailto:Drew.Raessler@cobbcounty.org)

Theophalas Letman  
Transit Division Manager  
Cobb County Department of Transportation  
Transit Division  
463 Commerce Park Drive  
Suite 112  
Marietta, GA 30060  
770-528-1614  
[Theophalas.Letman@cobbcounty.org](mailto:Theophalas.Letman@cobbcounty.org)

Roderick Cockerham  
Contract Project Inspector/Title VI Coordinator  
Cobb County Department of Transportation  
Transit Division  
463 Commerce Park Drive  
Suite 112  
Marietta, Georgia 30060  
(770) 528--3690  
[Roderick.Cockerham@cobbcounty.org](mailto:Roderick.Cockerham@cobbcounty.org)



# TITLE VI NON-DISCRIMINATION AGREEMENT

Cobb County Department of Transportation



## Policy Statement

CobbLinc assures that no person shall on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. CobbLinc assures every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

The Civil Rights Restoration Act of 1987, broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors/consultants, whether such programs and activities are federally assisted or not (Public Law 100259 [S.557] March 22, 1988.)

In the event CobbLinc distributes federal funds to another entity, we will monitor and ensure the compliance of each third party contractor at any tier and each sub-recipient at any tier under the project, with all requirements prohibiting discrimination on the basis of race, color, or national origin; and will include non-discrimination language in all written agreements.

Any person believing they have been discriminated against based on race, color, or national origin in the provision of services, programs, activities, or benefits, may file a formal complaint directly with CobbLinc or with the Federal Transit Administration.

---

Lisa N. Cupid

Chairwoman, Cobb County Board of Commissioners

---

Title

---

Date

## RESOLUTION

*Resolution authorizing the approval and submission of Title VI Program to Federal Transit Administration, an operating administration of the United States Department of Transportation, for Federal transportation assistance authorized by Title 49 U.S.C. chapter 53, 42 U.S.C. § 2000d et seq., 49 C.F.R. Part 21 and other Federal statutes administered by the Federal Transit Administration.*

**WHEREAS**, The Federal Transit Administration (FTA) requires that all direct and primary recipients document their compliance with the United States Department of Transportation's Title VI regulations by submitting a Title VI Program Update to their FTA regional civil rights officer once every three years, or as otherwise directed by FTA; and

**WHEREAS**, the Title VI Program Update must be approved by the recipient's Board of Directors, or appropriate governing entity or official(s) responsible for policy decisions, prior to submission to the FTA; and

**WHEREAS**, Cobb County has provided or will provide a Title VI Program and all Annual Certifications and Assurances to the FTA.

**NOW, THEREFORE, BE IT RESOLVED** by the Cobb County Board of Commissioners that:

1. The Chairwoman of the Cobb County Board of Commissioners declares that the County is in compliance with the Federal Title VI regulations.
2. The Chairwoman of the Cobb County Board of Commissioners approves the Title VI Program Update.
3. The Chairwoman of the Cobb County Board of Commissioners confirms that the County has or will provide a Title VI Program and all Annual Certifications and Assurances to the Federal Transit Administration.

## CERTIFICATION

The undersigned duly qualified Chairwoman of the Cobb County Board of Commissioners, acting on behalf of the Cobb County Board of Commissioners, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Cobb County Board of Commissioners held on January 23, 2024.

This \_\_\_\_\_ day of \_\_\_\_\_, 2024

Attest:

\_\_\_\_\_  
Lisa N. Cupid, Chairwoman  
Cobb County Board of Commissioners

\_\_\_\_\_  
Clerk  
Cobb County Board of Commissioners



## **TABLE OF CONTENTS**

### **I – GENERAL REPORTING REQUIREMENTS**

- |   |        |
|---|--------|
| 1. Requirement to Provide an Annual Title VI Certification and Assurance  | Page 1 |
| 2. Requirement to Develop Title VI Complaint Procedures   | Page 1 |
| 3. Requirement to Develop Title VI Complaint Form   | Page 1 |
| 4. Requirement to Record Title VI Investigations, Complaints, and Lawsuits  | Page 2 |
| 5. Requirement to Provide Meaningful Access to Limited English Proficiency Persons  | Page 2 |
| 6. Requirement to Notify Beneficiaries of Protection Under Title VI   | Page 2 |
| 7. Requirement to Prepare and Submit a Title VI Program   | Page 3 |
| 8. Guidance on Conducting an Analysis of Construction Projects  | Page 4 |
| 9. Guidance on Promoting Inclusive Public Participation   | Page 6 |
| 10. Summary of all Civil Rights Compliance Reviews Conducted by Other Local, State, or Federal Agencies during the Last Three Years | Page 6 |
| 11. Racial Make-up of Transit-Related, Non-Elected Boards, Advisory Councils or Committees  | Page 6 |
| 12. Requirement to Provide Narrative on Monitoring and Providing Assistance to Subrecipients  | Page 6 |

### **II – PROGRAM-SPECIFIC REQUIREMENTS**

- |  |        |
|--|--------|
| 13. Requirement to Collect Demographic Data          | Page 7 |
| 14. Requirement to Set System-Wide Service Standards | Page 7 |





- |  |        |
|--|--------|
| 15. Requirement to Set System-Wide Service Policies  | Page 8 |
| 16. Requirement to Evaluate Fare and Service Changes | Page 8 |
| 17. Requirement to Monitor Transit Service           | Page 8 |

### **III – ATTACHMENTS**

Attachment A	Certifications and Assurance
Attachment B	Title VI Complaint Procedures
Attachment B-1	Title VI Complaint Form
Attachment C	List of Transit-Related Title VI Investigations
Attachment D	Limited English Proficient Plan
Attachment E	Notice to the Public
Attachment F	Description of Service Changes and Their Effects on Minority and Low Income Population
Attachment F-1	Description of Mobility Improvements and Major Transit Investment Studies
Attachment G	Fixed Facility Impact Analysis of Construction of Mobility Center
Attachment H	Public Involvement Plan
Attachment I	CobbLinc – Public Participation Policy on Major Services or Fare Changes
Attachment J	Procedures for Monitoring Transit Service and Subrecipient Compliance
Attachment K	Title VI Resolution
Attachment L	Racial Make-Up of Transit-Related, Non-Elected Boards, Advisory Councils or Committees
Attachment M	Disproportionate Burden Policy
Attachment N	Transit Amenities Policy
Attachment O	Vehicle Assignment Policy
Attachment P	Disparate Impact Policy
Attachment Q	Systemwide Service Standards Policy

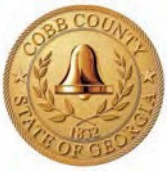




## **IV – APPENDIX**

- Appendix A Limited English Proficiency (LEP) Language Spoken at Home Table
- Appendix B Demographic Information
- Map – 2017-2021 ACS: Population
  - Map – 2017-2021 ACS: African American Population
  - Map – 2017-2021 ACS: Hispanic Population
  - Map – 2017-2021 ACS: Low-Income Population
  - Map – 2017-2021 ACS: Percent White Only Population
  - Map – 2017-2021 ACS: Percent Elderly Population
  - Map – Activity Centers in Cobb County
- Appendix C Environmental Justice
- Map – CobbLinc’s Current Routes and Percent Minority Population
  - Map – CobbLinc’s Current Routes and Percent Low-Income Population
  - Map – CobbLinc’s Current Routes and Percent Limited English Proficiency (LEP) Population





## CobbLinc Title VI Update February 1, 2024

CobbLinc, which is operated under the Transit Division of the Cobb County Department of Transportation, Cobb County, Georgia, is committed to ensuring that no person in the United States shall, on the grounds of race, color, or national origin be excluded from participating in or denied the benefits of or be subject to discrimination under any program or activity receiving federal financial assistance. CobbLinc will also ensure that federal supported transit services and related benefits are distributed in an equitable manner. This program for CobbLinc provides certain general information to reflect compliance with Title VI as per FTA Circular 4702.1B.

On March 8, 2021, FTA provided a concurrence letter on the Cobb County Title VI Regional Program that is effective April 1, 2021, through March 31, 2024. The Review Assessment attached to the letter identified the specific areas reviewed, any concerns, and relevant reviewer comments. The 2021 Title VI Program requirements that were identified with a “no” in the Review Assessment have been addressed accordingly in this 2024 Title VI Program Update and demonstrate that Cobb County is implementing its Title VI program in accordance with the regulations.

### **I - GENERAL REPORTING REQUIREMENTS**

1. REQUIREMENT TO PROVIDE AN ANNUAL TITLE VI CERTIFICATION AND ASSURANCE

Cobb County’s Fiscal Year 2023 Annual Certifications and Assurances were approved on February 28, 2023. **(Provided in Attachment A).**

2. REQUIREMENT TO DEVELOP TITLE VI COMPLAINT PROCEDURES

- The CobbLinc Title VI Complaint Procedures are provided in **Attachment B. (Complaint Procedures)**. In order to comply with 49 CFR Section 21.9(b), CobbLinc has developed procedures for investigating and tracking Title VI complaints filed against them. Procedures for filing a complaint are made available to members of the public upon request.

3. REQUIREMENT TO DEVELOP TITLE VI COMPLAINT FORM







- The CobbLinc Title VI Complaint Form can be viewed online at <https://www.cobbcounty.org/transportation/transit/title-vi-information> and is also provided in **Attachment B-1. (Complaint Form)**. In order to comply with 49 CFR Section 21.9(b), CobbLinc has developed procedures for investigating and tracking Title VI complaints filed against them. Procedures for filing a complaint form are made available to members of the public upon request.

**4. REQUIREMENT TO RECORD TITLE VI INVESTIGATIONS, COMPLAINTS AND LAWSUITS**

- There are currently no active transit-related Title VI investigations, active lawsuits, or complaints alleging discrimination on the basis of race, color, or national origin.
- In order to record and report any future alleged discrimination, CobbLinc will maintain a list of investigations, complaints, and lawsuits with their pertinent information as shown in **Attachment C. (List of Transit-Related Title VI Investigations)**.

**5. REQUIREMENT TO PROVIDE MEANINGFUL ACCESS TO LIMITED ENGLISH PROFICIENCY POPULATION (LEP) PERSONS**

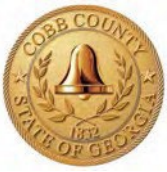
- The CobbLinc Language Assistance Plan for Limited English Proficiency (LEP) population is provided in **Attachment D. (Limited English Proficiency Plan)**.

**6. REQUIREMENT TO NOTIFY BENEFICIARIES OF PROTECTION UNDER TITLE VI**

In order to comply with 49 CFR Section 21.9(d), information to the public regarding their Title VI obligations and the protections against discrimination afforded to them by Title VI is provided by CobbLinc. Information is disseminated to the public through public notices and posting at CobbLinc transfer stations, park and ride lots, bus stops, in CobbLinc administrative and maintenance facilities and on the CobbLinc website provided in **Attachment E. (Notice to the Public)**.

a. Contents. The notice includes:

- (1) A statement that CobbLinc does not discriminate on the basis of race, color, or national origin in the provision of transportation services.
- (2) A description of the procedures that members of the public should follow in order to request additional information on CobbLinc's Title VI obligations or any sub recipient.



- (3) A description of the procedures that members of the public should follow in order to file a Title VI discrimination complaint against CobbLinc or any subrecipient.

## 7. REQUIREMENT TO PREPARE AND SUBMIT A TITLE VI PROGRAM

FTA requires recipients to report certain general information to determine compliance with Title VI. The collection and reporting of this program constitute the recipients' Title VI Program. To ensure compliance with 49 CFR Section 21.9(b), FTA requires that all recipients document their compliance with this chapter by submitting a Title VI Program to FTA's regional civil rights officer once every three years.

a. Contents. The submission includes the following information:

- (i) A summary of public outreach and involvement activities undertaken since the last submission and a description of steps taken to ensure that minority and low-income people had meaningful access to these activities.

*CobbLinc conducts a monthly Transit Service Evaluation Committee meeting for the purpose of discussing transit related issues which incorporates specific service comments and requests from the public. Media outlets are used to schedule public meetings and to provide opportunities and outlets for review and comments. Distribution to media outlets primarily serving low income and minority groups is emphasized. (See Attachment I – Public Participation Policy)*

- (ii) A copy of the CobbLinc's plan for providing language assistance for persons with limited English proficiency that was based on the DOT LEP Guidance.

*(See Attachment D – Limited English Proficiency Plan)*

- (iii) A copy of the agency procedures for tracking and investigating Title VI complaints.

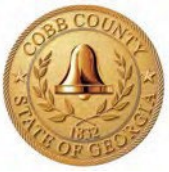
*(See Attachment C – List of Transit-Related Title VI Investigations )*

- (iv) A list of any Title VI investigations, complaints, or lawsuits filed with the agency since the time of the last submission. This list should include only those investigations, complaints, or lawsuits that pertain to the agency submitting the report, not necessarily the larger agency or department of which the entity is a part.

*There are no active Transit-Related lawsuits or complaints alleging discrimination on the basis of race, color, or national origin with respect to service or other transit benefits.*

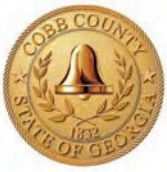
- (v) A copy of the agency's notice to the public that it complies with Title VI and instructions to the public on how to file a discrimination complaint.

*(See Attachment E – Notice to the Public)*



8. GUIDANCE ON CONDUCTING AN ANALYSIS OF CONSTRUCTION PROJECTS

- a. A description of the low-income and minority population within the study area affected by the project, and a discussion of the method used to identify this population (e.g., analysis of Census data, minority business directories, direct observation, or a public involvement process).
- The 2017-2021 American Community Survey (ASC) data were used to identify how the minority, low-income, and Limited English Proficiency (LEP) populations are benefited by the current CobbLinc transit routes. The environmental justice (EJ) maps were created to illustrate how current routes cover the areas with a different concentration of minority, low income, and LEP populations in the County. For each map, a service area average was used as a reference point to set value ranges in the legend. *(See Appendix C – Environmental Justice Analysis)*
  - Service equity analysis, Fare Equity analysis and Title VI analysis will be conducted in advance of implementing upcoming service changes and enhancements to Flex Service Zones. The change is to consolidate three Flex Service Zones into one larger South Cobb Microtransit Pilot planned in 2024. *(See Attachment M – Disproportionate Burden Policy, and Attachment P, Disparate Impact Policy)*
  - The Mobility Special Purpose Local Option Sales Tax (MSPLOST) program of projects derived from the Transit Development Plan through the CobbForward 2050 CTP, was adopted by the Cobb County Board of Commissioners in February 2022. Public engagement is currently taking place on the transit service expansion and transit supportive projects identified through this planning effort. The Cobb County Commissioners will decide whether to include a county-wide transit SPLOST referendum on the 2024 general election ballot. If successful, a combination of transit improvements could be implemented in the future. **Attachment F** is reserved for future documentation. *(See Attachment F – Description of Service and Their Effects on Minority and Low- Income Population)*
  - There were no new storage facilities, maintenance facilities, or operations centers, etc. constructed, nor were there any site or location determination assessments of such facilities since the previous CobbLinc Title VI Program submission in 2021. Three CobbLinc transit centers are underway for site or location determination assessments. Each study includes the Service Equity analysis and Title VI analysis be conducted prior to final selection of a locally preferred site. **Attachment G** is reserved for future documentation.



- CobbLinc will ensure that all regulations and requirements in FTA Circular 4702.1B related to Title VI guidance on conducting an analysis of construction projects are conducted and documented in the CobbLinc Title VI Program. **Attachment G** is reserved for future documentation.
- b. A list of CobbLinc projects listed in the Regional FY 2020-2025 Transportation Improvement Program (TIP) and ATL Regional Transit Plan (2019):

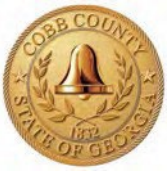
### **Mobility Improvements and Major Transit Investment Studies:**

Each of the major service enhancement projects or major transit investment planning studies listed below was included in the TIP and the ATL Regional Transit Plan and is described in **Attachment F-1**. Each of these projects will have positive impacts on the minority community by providing new transit services that are not currently available.

- (1) ADA Compliant Sidewalks
- (2) Cumberland Transit Center
- (3) Marietta Transit Center
- (4) Marietta Maintenance Facility Expansion
- (5) South Cobb Transit Center
- (6) South Cobb Microtransit Pilot
- (7) Mobility Special Purpose Local Option Sales Tax (MSPLOST)

*(See Attachment F-1 – Description of Mobility Improvements and Major Transit Investment Studies)*

- c. For projects that traverse predominantly minority and low-income and predominantly non-minority and non-low-income areas, a comparison of mitigation and environmental enhancement actions that affect predominantly low-income and minority areas with mitigation implemented in predominantly non-minority or non-low-income areas. Recipients and sub recipients that determine there is no basis for such a comparison should describe why that is so.
- There were no storage facilities, maintenance facilities, or operations centers, etc. constructed, nor were there any site or location determination assessments of such facilities since the previous CobbLinc Title VI Program submission in 2021.
  - CobbLinc will ensure that all regulations and requirements in FTA Circular 4702.1B related to Title VI guidance on conducting an analysis of construction projects are conducted and documented in the CobbLinc Title VI Program. **Attachment G** is reserved for future documentation.



## 9. GUIDANCE ON PROMOTING INCLUSIVE PUBLIC PARTICIPATION

In order to integrate into community outreach activities, considerations expressed in the DOT Order on Environmental Justice, and the DOT LEP Guidance, recipients and subrecipients should seek out and consider the viewpoints of minority, low-income, and LEP populations in the course of conducting public outreach and involvement activities. An agency's public participation strategy shall offer early and continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions.

### Effective Practices for Fulfilling the Inclusive Public Participation Requirement.

- Efforts to involve minority and low-income people in public involvement activities can include both comprehensive measures, such as placing public notices at all stations and in all vehicles, and measures targeted to overcome linguistic, institutional, cultural, economic, historical, or other barriers that may prevent minority and low-income people and populations from effectively participating in a recipient's decision-making process.

*(See Attachment H – Public Involvement Plan and Attachment I – Public Participation Policy on Fare and Major Service Changes)*

## 10. SUMMARY OF ALL CIVIL RIGHTS COMPLIANCE REVIEWS CONDUCTED BY OTHER LOCAL, STATE OR FEDERAL AGENCIES DURING THE LAST THREE YEARS

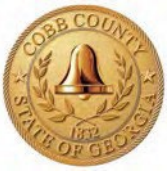
- a. There have been no civil rights compliance reviews conducted within the last three (3) years.

## 11. RACIAL MAKE UP OF TRANSIT-RELATED, NON-ELECTED BOARDS, ADVISORY COUNCILS OR COMMITTEES

- a. CobbLinc has several committees to review various aspects of its operations and to ensure service is delivered equitably. The County strives to ensure all committees have a diverse make-up reflective of the community by notifying targeted community groups of vacancies as they occur and recruiting throughout the community. *(See Attachment L – Racial Make-Up of Transit-Related, Non-Elected Boards, Advisory Councils or Committees)*

## 12. REQUIREMENT TO PROVIDE NARRATIVE ON MONITORING AND PROVIDING ASSISTANCE TO SUBRECIPIENTS

- a. The CobbLinc Narrative on Monitoring and Providing Assistance to Subrecipients is discussed in **Attachment J**.



## II - PROGRAM-SPECIFIC REQUIREMENTS

### 13. REQUIREMENT TO COLLECT DEMOGRAPHIC DATA

- CobbLinc updated demographic data and maps for its service area within Cobb County using 2017-2021 American Community Survey (ASC). *(See Appendix B for Demographic Maps)*

### 14. REQUIREMENT TO SET SYSTEM-WIDE SERVICE STANDARDS

*(See Attachment Q – System-wide Service Standards Policy)*

- Vehicle Load**- The average of all loads during the peak operating period should not exceed vehicles' achievable capacities, which are 51 passengers for low-floor 40-foot buses; 60 passengers for standard 45-foot buses.
- Vehicle Headway**- Service operates every 30 minutes or better from early morning to late night, six days a week. On weekdays, 30 minutes or better service should begin no later than 5:30 a.m. and continue until 1:00 a.m. On weekends, 30 minutes or better service should begin by 6:00 a.m. and continue until 10:30 p.m. Scheduling involves the consideration of a number of factors including: ridership productivity, transit/pedestrian friendly streets, density of transit-dependent population and activities, relationship to major transportation developments, land use connectivity, and transportation demand management.
- On-time Performance**- eighty 80 percent of CobbLinc's vehicles will complete their established runs no more than 5 minutes early or late in comparison to the established schedule/published timetables.
- Distribution of Transit Amenities**- Installation of transit amenities along bus routes are based on the number of passenger boarding at stops along those routes. Distribution will be monitored to ensure there are no negative impacts along low income and minority routes when compared to non-minority and non-low-income routes without regard to race, color, or national origin. *(See Attachment N – Transit Amenities Policy)*
- Service Availability Standards**- CobbLinc will distribute transit service so that 80% of all residents in the service area are within a ¼ mile walk of bus service.



15. REQUIREMENTS TO SET SYSTEM-WIDE SERVICE POLICIES

***Vehicle Assignment Policy-*** The age of the vehicles is not taken into consideration when assigning to routes; however low-floor buses are assigned to all local routes. All buses are maintained to run any route at any given time. Low-floor buses are deployed on frequent service and high-ridership routes and carry a higher share of ridership than their numerical proportion of the overall bus fleet. All buses are equipped with air conditioning, automated stop announcements and security cameras. Only low-floor 40-foot buses are in the fleet designated for local service due to the operating characteristics of the routes. ***(See Attachment O – Vehicle Assignment Policy)***

***Transit Security Policy-*** Transit Security refers to measures taken to protect CobbLinc’s employees and the public against any intentional act or threat of violence or personal harm, either from a criminal or terrorist act. On board vehicle surveillance cameras are distributed equitably to minority and low- income routes when compared to non-minority and non-low-income routes without regard to race, color, or national origin.

***Deployment of Technology and Staff-*** CobbLinc has deployed technology in order to improve customer service and system efficiency. CobbLinc recognizes the importance of training staff to first comprehend all the features residing within a system and then to provide training until the intended users can independently use these systems.

16. REQUIREMENT TO EVALUATE FARE AND SERVICE CHANGES.

- Evaluation of fare and service changes is discussed in **Attachment F.**

17. REQUIREMENT TO MONITOR TRANSIT SERVICE.

- Transit Service Monitoring procedures are discussed in **Attachment J.**



## **Attachment A**

---

Certifications and Assurance





**COBB COUNTY  
BOARD OF COMMISSIONERS**

100 CHEROKEE STREET, SUITE 300  
MARIETTA GEORGIA 30090-7000  
Phone: (770) 528-3305 Fax: (770) 528-2606

Lisa N. Cupid  
Chairwoman

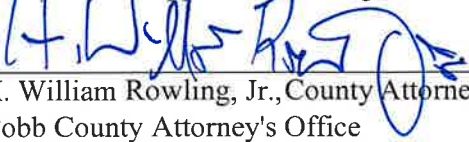
**FEDERAL FISCAL YEAR 2023 DESIGNATION OF SIGNATURE AUTHORITY  
FOR THE  
TRANSIT AWARD MANAGEMENT SYSTEM  
(TrAMS)**

Cobb County, Georgia, a political subdivision of the State of Georgia (Cobb County), hereby designates Laraine Vance, Strategic Planning & Grants Administrator, Cobb County Department of Transportation, as authorized to: 1) access the Federal Transit Administration's (FTA) Electronic Application/Award Management System, also referred to as the Transit Award Management System (TrAMS); 2) use a previously assigned Personal Identification Number (PIN) to execute the FY 2023 annual Certifications and Assurances issued by the FTA, transmit and submit all applications to FTA for Federal assistance (or amendments thereafter), and execute all awards of FTA assistance, on behalf of Cobb County and the officials named below, thus binding the Applicant's/Recipient's compliance with FTA's requirements.

  
  
\_\_\_\_\_  
Jerica Richardson, Vice Chair, Cobb  
County Board of Commissioners

3/9/23  
Date

Affirmed and approved as to legal form:

  
\_\_\_\_\_  
H. William Rowling, Jr., County Attorney  
Cobb County Attorney's Office

3/8/23  
Date

Approved as to substance:

  
\_\_\_\_\_  
Drew Raessler, Agency Director  
Cobb County Department of Transportation

3/6/23  
Date

**APPROVED**  
PER MINUTES OF  
COBB COUNTY  
BOARD OF COMMISSIONERS

2/28/23

*Not every provision of every certification will apply to every applicant or award. If a provision of a certification does not apply to the applicant or its award, FTA will not enforce that provision.*

*Text in italic is guidance to the public. It does not have the force and effect of law, and is not meant to bind the public in any way. It is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.*

## **CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.**

*All applicants must make the certifications in this category.*

### **1.1. Standard Assurances.**

*The certifications in this subcategory appear as part of the applicant's registration or annual registration renewal in the System for Award Management (SAM.gov) and on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
- (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 CFR Part 21;
  - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 CFR Part 25;
  - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
  - (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 CFR Part 27;
  - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
  - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
  - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
  - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
  - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
  - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 CFR Part 24.

- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
  - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
  - (2) Notification of violating facilities pursuant to EO 11738;
  - (3) Protection of wetlands pursuant to EO 11990;
  - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
  - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
  - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
  - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
  - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93–205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded

- animals held for research, teaching, or other activities supported by this award of assistance.
- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
  - (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Part 200, Subpart F, “Audit Requirements”, as adopted and implemented by U.S. DOT at 2 CFR Part 1201.
  - (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.
  - (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from:
    - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
    - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
    - (3) Using forced labor in the performance of the award or subawards under the award.

#### **1.2. Standard Assurances: Additional Assurances for Construction Projects.**

*This certification appears on the Office of Management and Budget’s standard form 424D “Assurances—Construction Programs” and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.*

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work confirms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

**1.3. Procurement.**

*The Uniform Administrative Requirements, 2 CFR § 200.325, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.*

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, particularly 2 CFR §§ 200.317–200.327 “Procurement Standards;
- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

**1.4. Suspension and Debarment.**

*Pursuant to Executive Order 12549, as implemented at 2 CFR Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant’s exclusion status. 2 CFR § 180.300. Additionally, each applicant must disclose any information required by 2 CFR § 180.335 about the applicant and the applicant’s principals prior to entering into an award agreement with FTA. This certification serves both purposes.*

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;

- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification;
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

**1.5. Coronavirus Response and Relief Supplemental Appropriations Act, 2021, and CARES Act Funding.**

The applicant certifies:

- (a) To the maximum extent possible, funds made available under title IV of division M of the Consolidated Appropriations Act, 2021 (Public Law 116–260), and in title XII of division B of the CARES Act (Public Law 116–136; 134 Stat. 599) shall be directed to payroll and operations of public transit (including payroll and expenses of private providers of public transportation); or
- (b) The applicant certifies that the applicant has not furloughed any employees.

**1.6. American Rescue Plan Act Funding.**

The applicant certifies:

- (a) Funds made available by Section 3401(a)(2)(A) of the American Rescue Plan Act of 2021 (Public Law 117-2) shall be directed to payroll and operations of public transportation (including payroll and expenses of private providers of public transportation); or
- (b) The applicant certifies that the applicant has not furloughed any employees.

**CATEGORY 2. PUBLIC TRANSPORTATION AGENCY SAFETY PLANS**

*This certification is required of each applicant under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), each rail operator that is subject to FTA's state safety oversight programs, and each State that is required to draft and certify a Public Transportation Agency Safety Plan on behalf of a Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) pursuant to 49 CFR § 673.11(d).*

*This certification is required by 49 U.S.C. § 5307(c)(1)(L), 49 U.S.C. § 5329(d)(1), and 49 CFR § 673.13. This certification is a condition of receipt of Urbanized Area Formula Grants Program (49 U.S.C. § 5307) funding.*

*This certification does not apply to any applicant that only receives financial assistance from FTA under the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C.*

*§ 5310), the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or combination of these two programs, unless it operates a rail fixed guideway public transportation system.*

If the applicant is an operator, the applicant certifies that it has established a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673; including, specifically, that the board of directors (or equivalent entity) of the applicant has approved, or, in the case of an applicant that will apply for assistance under 49 U.S.C. § 5307 that is serving an urbanized area with a population of 200,000 or more, the safety committee of the entity established under 49 U.S.C. § 5329(d)(5), followed by the board of directors (or equivalent entity) of the applicant has approved, the Public Transportation Agency Safety Plan or any updates thereto; and, for each recipient serving an urbanized area with a population of fewer than 200,000, that the Public Transportation Agency Safety Plan has been developed in cooperation with frontline employee representatives.

If the applicant is a State that drafts and certifies a Public Transportation Agency Safety Plan on behalf of a public transportation operator, the applicant certifies that:

- (a) It has drafted and certified a Public Transportation Agency Safety Plan meeting the requirements of 49 U.S.C. § 5329(d)(1) and 49 CFR Part 673 for each Small Public Transportation Provider (as that term is defined at 49 CFR § 673.5) in the State, unless the Small Public Transportation Provider provided notification to the State that it was opting out of the State-drafted plan and drafting its own Public Transportation Agency Safety Plan; and
- (b) Each Small Public Transportation Provider within the State that opts to use a State-drafted Public Transportation Agency Safety Plan has a plan that has been approved by the provider's Accountable Executive (as that term is defined at 49 CFR § 673.5), Board of Directors or Equivalent Authority (as that term is defined at 49 CFR § 673.5), and, if the Small Public Transportation Provider serves an urbanized area with a population of 200,000 or more, the safety committee of the Small Public Transportation Provider established under 49 U.S.C. § 5329(d)(5).

### **CATEGORY 3. TAX LIABILITY AND FELONY CONVICTIONS.**

*If the applicant is a business association (regardless of for-profit, not for-profit, or tax exempt status), it must make this certification. Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. E.g., Consolidated Appropriations Act, 2023, Pub. L. 117-328, div. E, tit. VII, §§ 744–745. U.S. DOT Order 4200.6 defines a “corporation” as “any private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association”, and applies the restriction to all tiers of subawards. As prescribed by U.S. DOT*



*Order 4200.6, FTA requires each business association applicant to certify as to its tax and felony status.*

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

#### **CATEGORY 4. LOBBYING.**

*If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 CFR § 20.110 and app. A to that part.*

*This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 CFR Part 20.*

##### **4.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and

contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### **4.2. Statement for Loan Guarantees and Loan Insurance.**

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **CATEGORY 5. PRIVATE SECTOR PROTECTIONS.**

*If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.*

#### **5.1. Charter Service Agreement.**

*To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 CFR § 604.4.*

The applicant agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 CFR Part 604, the terms and conditions of which are incorporated herein by reference.

**5.2. School Bus Agreement.**

*To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 CFR § 605.15.*

- (a) If the applicant is not authorized by the FTA Administrator under 49 CFR § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
  - (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
  - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 CFR § 605.11, the applicant agrees as follows:
  - (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
  - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
  - (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
  - (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

**CATEGORY 6. TRANSIT ASSET MANAGEMENT PLAN.**

*If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).*

The applicant certifies that it is in compliance with 49 CFR Part 625.

**CATEGORY 7. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.****7.1. Rolling Stock Buy America Reviews.**

*If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 CFR § 663.7.*

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 CFR Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 CFR Part 663.

**7.2. Bus Testing.**

*If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 CFR § 665.7.*

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 CFR Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

**CATEGORY 8. URBANIZED AREA FORMULA GRANTS PROGRAM.**

*If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;

- (c) Will maintain equipment and facilities in accordance with the applicant's transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
  - (1) Senior;
  - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
  - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);
- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
  - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
  - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

**CATEGORY 9. FORMULA GRANTS FOR RURAL AREAS.**

*If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5310(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).*

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
  - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
  - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and
- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.
- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
  - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
  - (2) It has determined that otherwise eligible local transit needs are being addressed.

**CATEGORY 10. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.**

*If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act's Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).*

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

**CATEGORY 11. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.**

*If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants), subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.*

*If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants), subsection (b) (bus and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 9 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3), (b)(6), and (c)(3), respectively.*

*Making this certification will incorporate by reference the applicable certifications in Category 8 or Category 9.*

*If the applicant will receive a competitive award under subsection (b) (buses and bus facilities competitive grants), or subsection (c) (low or no emissions grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) related to zero emissions vehicles or related infrastructure, it must make the following certification. This certification is required by 49 U.S.C. § 5339(d).*

The applicant will use 5 percent of grants related to zero emissions vehicles (as defined in subsection (c)(1)) or related infrastructure under subsection (b) or (c) to fund workforce development training as described in section 49 U.S.C. § 5314(b)(2) (including registered apprenticeships and other labor-management training programs) under the recipient's plan to address the impact of the transition to zero emission vehicles on the applicant's current workforce; or the applicant certifies a smaller percentage is necessary to carry out that plan.

**CATEGORY 12. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.**

*If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 8 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 8, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 8 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.*

*In addition to the certification in Category 8, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).*

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and
- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

**CATEGORY 13. STATE OF GOOD REPAIR GRANTS.**

*If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, the asset management certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4). The certification with regard to acquiring restricted rail rolling stock is required by 49 U.S.C. § 5323(u)(4). Note that this certification is not limited to the use of Federal funds.*

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 CFR Part 625.



If the applicant operates a rail fixed guideway service, the applicant certifies that, in the fiscal year for which an award is available to the applicant under the State of Good Repair Grants Program, 49 U.S.C. § 5337, the applicant will not award any contract or subcontract for the procurement of rail rolling stock for use in public transportation with a rail rolling stock manufacturer described in 49 U.S.C. § 5323(u)(1).

#### **CATEGORY 14. INFRASTRUCTURE FINANCE PROGRAMS.**

*If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks (“SIB”) Program (23 U.S.C. § 610), it must make the certifications in Category 8 for the Urbanized Area Formula Grants Program, Category 10 for the Fixed Guideway Capital Investment Grants program, and Category 13 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).*

*Making this certification will incorporate the certifications in Categories 8, 10, and 13 by reference.*

#### **CATEGORY 15. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.**

*If the applicant will apply for an award under FTA’s Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 CFR § 655.83.*

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA’s regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 CFR Part 655.

#### **CATEGORY 16. RAIL SAFETY TRAINING AND OVERSIGHT.**

*If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 CFR §§ 672.31 and 674.39.*

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 CFR Part 672, “Public Transportation Safety Certification Training Program”; and
- (b) Compliant with the requirements of 49 CFR Part 674, “State Safety Oversight”.

**CATEGORY 17. DEMAND RESPONSIVE SERVICE.**

*If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 CFR Part 37, it must make the following certification. This certification is required by 49 CFR § 37.77.*

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;
- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;
- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

**CATEGORY 18. INTEREST AND FINANCING COSTS.**

*If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), "flex funds" from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).*

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

**CATEGORY 19. CYBERSECURITY CERTIFICATION FOR RAIL ROLLING STOCK AND OPERATIONS.**

*If the applicant operates a rail fixed guideway public transportation system, it must make this certification. This certification is required by 49 U.S.C. § 5323(v). For information about standards or practices that may apply to a rail fixed guideway public transportation system, visit <https://www.nist.gov/cyberframework> and <https://www.cisa.gov/>.*

The applicant certifies that it has established a process to develop, maintain, and execute a written plan for identifying and reducing cybersecurity risks that complies with the requirements of 49 U.S.C. § 5323(v)(2).

**CATEGORY 20. PUBLIC TRANSPORTATION ON INDIAN RESERVATIONS FORMULA AND DISCRETIONARY PROGRAM (TRIBAL TRANSIT PROGRAMS).**

*Before FTA may provide Federal assistance for an Award financed under either the Public Transportation on Indian Reservations Formula or Discretionary Program authorized under 49 U.S.C. § 5311(c)(1), as amended by the FAST Act, (Tribal Transit Programs), the applicant must select the Certifications in Category 21, except as FTA determines otherwise in writing. Tribal Transit Program applicants may certify to this Category and Category 1 (Certifications and Assurances Required of Every Applicant) and need not make any other certification, to meet Tribal Transit Program certification requirements. If an applicant will apply for any program in addition to the Tribal Transit Program, additional certifications may be required.*

FTA has established terms and conditions for Tribal Transit Program grants financed with Federal assistance appropriated or made available under 49 U.S.C. § 5311(c)(1). The applicant certifies that:

- (a) It has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award.
- (b) It has or will have satisfactory continuing control over the use of its equipment and facilities acquired or improved under its Award.
- (c) It will maintain its equipment and facilities acquired or improved under its Award, in accordance with its transit asset management plan and consistent with FTA regulations, “Transit Asset Management,” 49 CFR Part 625. Its Award will achieve maximum feasible coordination with transportation service financed by other federal sources.
- (d) With respect to its procurement system:
  - (1) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 1201, which incorporates by reference U.S. OMB regulatory guidance, “Uniform Administrative Requirements, Cost

- Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, for Awards made on or after December 26, 2014,
- (2) It will have a procurement system that complies with U.S. DOT regulations, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” 49 CFR Part 18, specifically former 49 CFR § 18.36, for Awards made before December 26, 2014, or
  - (3) It will inform FTA promptly if its procurement system does not comply with either of those U.S. DOT regulations.
- (e) It will comply with the Certifications, Assurances, and Agreements in:
- (1) Category 05.1 and 05.2 (Charter Service Agreement and School Bus Agreement),
  - (2) Category 06 (Transit Asset Management Plan),
  - (3) Category 07.1 and 07.2 (Rolling Stock Buy America Reviews and Bus Testing),
  - (4) Category 09 (Formula Grants for Rural Areas),
  - (5) Category 15 (Alcohol and Controlled Substances Testing), and
  - (6) Category 17 (Demand Responsive Service).

#### **CATEGORY 21. EMERGENCY RELIEF PROGRAM.**

*An applicant to the Public Transportation Emergency Relief Program, 49 U.S.C. § 5324, must make the following certification. The certification is required by 49 U.S.C. § 5324(f) and must be made before the applicant can receive a grant under the Emergency Relief program.*

The applicant certifies that the applicant has insurance required under State law for all structures related to the emergency relief program grant application.

**FEDERAL FISCAL YEAR 2023 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS**

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: Cobb County, Georgia

The Applicant certifies to the applicable provisions of all categories: (*check here*) X.

*Or,*

The Applicant certifies to the applicable provisions of the categories it has selected:

<b>Category</b>	<b>Certification</b>
01 Certifications and Assurances Required of Every Applicant	_____
02 Public Transportation Agency Safety Plans	_____
03 Tax Liability and Felony Convictions	_____
04 Lobbying	_____
05 Private Sector Protections	_____
06 Transit Asset Management Plan	_____
07 Rolling Stock Buy America Reviews and Bus Testing	_____
08 Urbanized Area Formula Grants Program	_____
09 Formula Grants for Rural Areas	_____
10 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
11 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____

12 Enhanced Mobility of Seniors and Individuals with Disabilities Programs

\_\_\_\_\_

13 State of Good Repair Grants

\_\_\_\_\_

14 Infrastructure Finance Programs

\_\_\_\_\_

15 Alcohol and Controlled Substances Testing

\_\_\_\_\_

16 Rail Safety Training and Oversight

\_\_\_\_\_

17 Demand Responsive Service

\_\_\_\_\_

18 Interest and Financing Costs

\_\_\_\_\_

19 Cybersecurity Certification for Rail Rolling Stock and Operations

\_\_\_\_\_

20 Tribal Transit Programs

\_\_\_\_\_

21 Emergency Relief Program

\_\_\_\_\_

**CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE**

**AFFIRMATION OF APPLICANT**

Name of the Applicant: Cobb County, Georgia

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in the federal fiscal year, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

The Certifications and Assurances the Applicant selects apply to each Award for which it now seeks, or may later seek federal assistance to be awarded by FTA during the federal fiscal year.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute



In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature [Handwritten Signature] Date: 3/9/23

Name Jerica Richardson, Vice Chair, Cobb County Board of Commissioners Authorized Representative of Applicant

**AFFIRMATION OF APPLICANT'S ATTORNEY**

For (Name of Applicant): Cobb County, Georgia

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature [Handwritten Signature] Date: 3/8/23

Name H. William Rowling, Jr. Attorney for Applicant

*Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.*

Attest: [Handwritten Signature]  
Pam Mabry, County Clerk



## **Attachment B**

---

Title VI Complaint Resources



## **ATTACHMENT B**

### **Title VI Complaint Procedures**

The following pertains only to Title VI complaints regarding the federally funded programs of the CobbLinc. Title VI, 42 U.S.C. §2000d et seq., was enacted as part of the Civil Rights Act of 1964. At the heart of the regulation is the statement that: No person in the United States shall, on the ground of race, color, sex, 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. CobbLinc has in place a Title VI Complaint Procedure, which outlines a process for local disposition of Title VI complaints and is consistent with guidelines found in Chapter VII of the Federal Transit Administration Circular 4702. 1B, dated October 1, 2012. If you believe that CobbLinc's federally funded programs have violated your civil rights on the basis of race, color, sex, or national origin you may file a written complaint by following the procedure outlined below:

**1. Submission of a Complaint.** Any person who feels that he or she, individually or as a member of any class of persons, on the basis of race, color, sex, or national origin has been excluded from or denied the benefits of, or subjected to discrimination caused by CobbLinc may file a written complaint with the Contract Project Inspector/Title VI Coordinator. A sample complaint form is available in hard copy from CobbLinc. Such complaints must be filed within 180 calendar days after the date the discrimination occurred. *Note: Upon request, assistance in the preparation of any necessary written material will be provided to a person or persons who are unable to read or write.*

Complaints should be mailed to:  
CobbLinc

**Attention:** Contract Project Inspector/Title VI Coordinator **tle VI Coordinator**  
463 Commerce Park Drive, Suite 112  
Marietta, GA 30060  
e-mail: [TitleVI@cobbcounty.org](mailto:TitleVI@cobbcounty.org)

**2. Referral to Review Officer.** Upon receipt of the complaint, the Transit Division Manager shall appoint one or more review officers, as appropriate, to evaluate and investigate the complaint, in consultation with other County Departments as needed. The Complainant shall meet with the staff review officer(s) to further explain his or her complaint. The staff review officer(s) shall complete their review no later than 45 calendar days after the date CobbLinc received the complaint. If more time is required, the Transit Division Manager shall notify the Complainant of the estimated timeframe for completing the review. Upon completion of the review, the staff review officer(s) shall make a recommendation regarding the merit of the complaint and whether remedial actions are available to provide redress. Additionally, the staff review officer(s) may recommend improvements to the transit system's processes relative to Title VI, as appropriate. The review officer(s) shall forward their recommendations to the Transit Division Manager for concurrence. He or she shall issue the transit system's written response to the Complainant.

*Note: Upon receipt of a complaint, CobbLinc shall forward a copy of this complaint and the resulting written response to the appropriate state and federal transit administration contacts.*

**3. Request for Reconsideration.** If the Complainant disagrees with the Transit Division Manager's response, he or she may request reconsideration by submitting the request, in writing, to the Director of Cobb County DOT within 10 calendar days after receipt of the Transit Division Manager's response. The request for reconsideration shall be sufficiently detailed to contain any items the Complainant feels were not fully understood by the Transit Division Manager. The Complainant will be notified of a decision either to accept or reject the request for reconsideration within 10 calendar days.

**4. Appeal.** If the request for reconsideration is denied, the Complainant may appeal the Director's response by submitting a written appeal to the County Manager no later than 10 calendar days after receipt of the Director's written decision rejecting reconsideration.

**5. Submission of Complaint to the Federal Transit Administration.** The Complainant may also file a complaint with the FTA regardless of satisfaction of agency determination in writing within 180 days after the alleged date of discrimination. The Complaint must be signed and include contact information. Complaints should be sent to FTA at the address below:

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



## **Attachment B-1**

---

Title VI Complaint Form

**ATTACHMENT B-1**

**Title VI Complaint Form  
CobbLinc**

The purpose of this form is to assist you in filing a complaint with CobbLinc. You are not required to use this form; a letter containing the same information will be sufficient. It is important, however, to include all information related to items marked with a star (\*), whether or not the form is used.

1 .\* State your name and address

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_

2 .\* Person discriminated against if different from above:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Please explain your relationship to this person(s):

\_\_\_\_\_

3 .\* Agency or program that discriminated:

Name: \_\_\_\_\_  
Any individual (if known): \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

4A.\* Non-Employment: Does your complaint concern discrimination in the delivery of services or in other discriminatory actions of the transit system in its treatment of you or others? If so, please indicate below the basis on which you believe these discriminatory actions were taken (e.g., "Race: African American" or "Sex: Female").

Race/Color: \_\_\_\_\_  
National Origin: \_\_\_\_\_  
Sex: \_\_\_\_\_  
Religion: \_\_\_\_\_  
Age: \_\_\_\_\_  
Disability: \_\_\_\_\_

**4B.\*** Employment: Does your complaint concern discrimination in employment by the transit system? If so, please indicate below the base(s) on which you believe these discriminatory actions were taken (e.g., "Race: African American" or "National Origin: Canadian").

Race/Color: \_\_\_\_\_

National Origin: \_\_\_\_\_

5. What is the most convenient time and place for us to contact you about this complaint?

\_\_\_\_\_

6. If we will not be able to reach you directly, you may wish to give us the name and phone number of a person who can tell us how to reach you and/or provide information about your complaint:

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

7. If you have an attorney representing you concerning the matters raised in this complaint, please provide the following:

Name of attorney: \_\_\_\_\_

Address of attorney: \_\_\_\_\_

Telephone number of attorney: \_\_\_\_\_

8.\* To your best recollection, on what date(s) did the alleged discrimination take place?

Earliest date of discrimination: \_\_\_\_\_

Most recent date of discrimination: \_\_\_\_\_

9.\* Please explain as clearly as possible what happened, why you believe it happened, and how you were discriminated against. Please indicate who was involved. Be sure to include how other persons were treated differently from you. (Please use additional sheets if necessary and attach a copy of written materials pertaining to your case). \_\_\_\_\_

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

10. The laws we enforce prohibit recipients of federal funds programmed through the transit system from intimidating or retaliating against anyone because he or she has either taken action or participated in action to secure rights protected by these laws. If you believe that you have been retaliated against (separate from the discrimination alleged in #9), please explain the circumstances below. Be sure to explain what actions you took which you believe were the basis for the alleged retaliation. \_\_\_\_\_

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

---

---

11. Please list below any persons (witnesses, fellow employees, supervisors, or others), if known, whom we may contact for additional information to support or clarify your complaint.

Name	Address	Area Code/Telephone Numbers
------	---------	-----------------------------

---

---

---

12. Do you have any other information that you think is relevant to our investigation of your allegations? \_\_\_\_\_

---

---

---

13. What remedy are you seeking for the alleged discrimination? \_\_\_\_\_

---

---

---

14. Have you (or the person discriminated against) filed the same or any other complaints with other agencies such as the Federal Transit Administration Office of Civil rights, etc.?

Yes No

If so, do you remember the complaint number? \_\_\_\_\_

Against what agency and department or program was it filed? \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Date of filing: Agency: \_\_\_\_\_

Briefly, what was the complaint about? \_\_\_\_\_

---

---

What was the result? \_\_\_\_\_

---

---

15. Have you filed or do you intend to file a charge or complaint concerning the matters raised in this complaint with any of the following? \_\_\_\_\_

U.S. Equal Employment Opportunity Commission

Federal or State Court

Your State Equal Opportunity Office and/or local Office of Human Rights

16. If you have already filed a charge or complaint with an agency indicated in #15 above, please provide the following information (attach additional pages if necessary):

Agency: \_\_\_\_\_

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

Case or Docket Number: \_\_\_\_\_

Date of Trial/Hearing: \_\_\_\_\_

Location of Agency/Court: \_\_\_\_\_

Name of Investigator: \_\_\_\_\_

Status of Case: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

17. How did you learn that you could file this complaint? \_\_\_\_\_

\_\_\_\_\_

18.\* We cannot accept a complaint if it has not been signed. Please sign and date this complaint form below.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Please feel free to add additional sheets to explain the present situation to us. Please mail the completed, signed Discrimination Complaint Form (please make one copy for your records) to:

CobbLinc  
Attn: Title VI Coordinator r  
463 Commerce Park Drive  
Suite 112  
Marietta, GA 30060  
770-528-1610  
e-mail: [TitleVI@cobbcounty.org](mailto:TitleVI@cobbcounty.org)



## **Attachment C**

---

List of Transit-Related Title VI Investigations



**ATTACHMENT C:**

**LIST OF TRANSIT-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, OR LAWSUITS**

---

There were no active transit-related Title VI investigations, active lawsuits, or complaints alleging discrimination by CobbLinc, filed with FTA, or entities other than FTA since the previous CobbLinc Title VI Program submission in 2021. This attachment has been reserved for future documentation.

**Transit-Related Investigations, Complaints, or Lawsuits**

	<b>Date (Month, Day, Year)</b>	<b>Summary (include basis of complaint: race, color, or national origin)</b>	<b>Status</b>	<b>Action(s) Taken</b>
<b>Investigations</b>				
1.				
2				
<b>Complaints</b>				
1.				
2.				
<b>Lawsuits</b>				
1.				
2.				



## **Attachment D**

---

Limited English Proficiency Plan

## **ATTACHMENT D**

### **Limited English Proficiency (LEP) Plan**

An assessment of Cobb County's Limited English Speaking Population was updated in December 2021. According to the latest census data, 2017-2021 American Community Survey (ACS), the percentage of population age 5 or over that speaks English less than very well in Cobb County is 7.1 percent, 0.1% less than reported in the 2021 Title VI Program. The corresponding number for the State of Georgia is 5.5 percent, up slightly from the 2021 program. The majority of those who do speak English less than very well in Cobb County speak Spanish.

#### **Implementation Plan**

CobbLinc has implemented the following plan to address the growing needs of our Limited English Proficient Persons in Cobb County:

- CobbLinc publishes all of its route schedules in Spanish.
- CobbLinc's contractor has had at least one bilingual customer service representative or employee since June 9, 2003.
- CobbLinc's Customer Service representatives also utilize translation services provided by Certified Languages International, who operate 24/7/365 and are able to assist in translating over 200 languages.
- CobbLinc has notified the LEP population of the availability of these services through its web page.
- CobbLinc has made all internal staff, including its management, customer service agents and bus operators, aware of the Spanish language schedules as well as the bilingual customer service agents.
- The CobbLinc customer service manager has the bilingual customer service agents record all calls from Spanish speaking passengers and also tracks how many Spanish schedules are requested.

# Limited English Proficiency Plan

## Introduction

The purpose of this Limited English Proficiency policy guidance is to clarify the responsibilities of recipients of federal financial assistance from the U.S. Department of Transportation (DOT) and assist them in fulfilling their responsibilities to limited English proficient (LEP) persons, pursuant to Title VI of the Civil Rights Act of 1964 and implementing regulations. It was prepared in accordance with **Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq.**, and its implementing regulations provide that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives federal financial assistance, and;

## Executive Order 13166

Executive Order 13166 "Improving Access to Services for Persons With Limited English Proficiency," reprinted at 65 FR 50121 (August 16, 2000), directs each Federal agency that is subject to the requirements of Title VI to publish guidance for its respective recipients clarifying that obligation. Executive Order 13166 further directs that all such guidance documents be consistent with the compliance standards and framework detailed in the Department of Justice's (DOJ's) Policy Guidance entitled "Enforcement of Title VI of the Civil Rights Act of 1964--National Origin Discrimination Against Persons With Limited English Proficiency." (See 65 FR 50123, August 16, 2000 DOJ's General LEP Guidance). Different treatment based upon a person's inability to speak, read, write, or understand English may be a type of national origin discrimination.

Executive Order 13166 applies to all federal agencies and all programs and operations of entities that receive funding from the federal government, including state agencies, local agencies such as CobbLinc, and governments, private and non-profit entities, and sub-recipients.

## Plan Summary

CobbLinc has developed this Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to CobbLinc services as required by Executive Order 13166. A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training staff, how to notify LEP persons that assistance is available, and information for future plan updates.

In developing the plan while determining CobbLinc’s extent of obligation to provide LEP services, CobbLinc undertook a U.S. Department of Transportation four factor LEP analysis which considers the following: 1) The number or proportion of LEP persons eligible in the CobbLinc service area who may be served or likely to encounter a CobbLinc program, activity, or service; 2) the frequency with which LEP individuals come in contact with CobbLinc services; 3) the nature and importance of the program, activity or service provided by CobbLinc to the LEP population; and 4) the resources available to CobbLinc and overall costs to provide LEP assistance. A brief description of these considerations is provided in the following section.

## **Four Factor Analyses**

### **1. The number or proportion of LEP persons eligible in the CobbLinc service area who may be served or likely to encounter a CobbLinc program, activity, or service.**

CobbLinc examined the latest available census data (2017-2021 American Community Survey) and was able to determine that approximately 23.6%, or 99,472 people within CobbLinc’s service area age 5 and older spoke a language other than English. Of the 99,472 people reporting they speak other languages than English, 37,873 or 38.0%, of respondents either speak English “not well” or “not at all.” Spanish comprised the largest non- English speaking language groups. (See Appendix A Languages Spoken at Home Chart).

### **2. The frequency with which LEP individuals come in contact with a CobbLinc program, activity, or service.**

CobbLinc assesses the frequency at which staff and drivers have or could possibly have contact with LEP persons. This includes documenting phone inquiries and verbally surveying drivers. Since January 2012, CobbLinc has had a high volume of requests for Spanish speaking Customer Service Agents and minimum requests for translated CobbLinc documents. As a result, CobbLinc has made every effort to make Spanish speaking agents and translation services readily available and translated documents into Spanish.

### **3. The nature and importance of the program, activity, or service provided by the CobbLinc to LEP community.**

There is no large geographic concentration of any one type of LEP individuals in the CobbLinc service area. The overwhelming majority of the population, 79.4% or 569,761, speak only English. Therefore, there is a lack of any social, service, professional and leadership organizations within the CobbLinc service area that focus on outreach or membership of LEP individuals. (See Appendix A Languages Spoken at Home Chart). However, CobbLinc recognizes that it serves a large proportion of Spanish speaking customers, where this language is their primary language spoken. As a result, CobbLinc has made every effort to make information and assistance accessible.

#### **4. The resources available to CobbLinc and overall costs.**

CobbLinc assessed its available resources that could be used for providing LEP assistance. This included identifying how much a professional interpreter and translation service would cost on an as needed basis, which documents would be the most valuable to be translated if and when the populations support, taking an inventory of available organizations that CobbLinc could partner with for outreach and translation efforts, and what level of staff training is needed. After analyzing the four factors, CobbLinc developed the plan in the following section for assisting persons of limited English proficiency.

A separate Environmental Analysis was performed to illustrate how current CobbLinc routes cover the areas with a different concentration of LEP populations as found in the 2017-2021 American Community Survey. (See Appendix C)

#### **How to Identify an LEP Person who Needs Language Assistance.**

Below are tools to help identify persons who may need language assistance:

- Examine records requests for language assistance from past meetings and events to anticipate the possible need for assistance at upcoming meetings;
- When CobbLinc-sponsored workshops or conferences are held, set up a sign-in sheet table, have a staff member greet and briefly speak to each attendee. To informally gauge the attendee's ability to speak and understand English, ask a question that requires a full sentence reply;
- Have the Census Bureau's "I Speak Cards" at the workshop or conference sign-in sheet table. While staff may not be able to provide translation assistance at this meeting, the cards are an excellent tool to identify language needs for future meetings. Also, have the cards available at the CobbLinc Customer Service Area; and
- Survey drivers and other first line staff on an annual basis at the beginning of each fiscal year regarding their experience on having any direct or indirect contact with LEP individuals.

#### **Language Assistance Measures**

CobbLinc has or will implement the following LEP procedures. The creation of these steps are based on the very low percentage of persons speaking other languages or not speaking English at least "well," and the lack of resources available in the CobbLinc service area:

- Census Bureau's "I Speak Cards" are to be located at the Customer Service window in the Transit Center at all times.
- When an interpreter is needed, in person or on the telephone, and the CobbLinc staff has exhausted the above options, staff will first attempt to determine what language is required. Staff

shall use the telephone interpreter service – Language Line Services at <http://www.language.com>. On the Language Line home page, the staff will select the Need an Interpreter Now link and follow the directions to receive and access code.

### **CobbLinc Staff Training**

All CobbLinc staff are provided with the LEP Plan and are educated annually on the procedures to follow. This information will also be part of the CobbLinc staff orientation process for new hires. Training topics are listed below:

- Understanding the Title VI policy and LEP responsibilities;
- What language assistance services the CobbLinc offers;
- Use of LEP “I Speak Cards”;
- How to use the Language Line interpretation and translation services;
- Documentation of language assistance requests;
- How to handle a Title VI and/or LEP complaint (See Attachment B)

### **Outreach Techniques**

CobbLinc does not have a formal practice of outreach techniques due to the lack of resources available in the service area. However, the following are a few options that CobbLinc will incorporate when and/or if the need arises for LEP outreach:

- If staff knows that they will be presenting a topic that could be of potential importance to an LEP person or if staff will be hosting a meeting or a workshop in a geographic location with a known concentration of LEP persons, meeting notices, fliers, advertisements, and agendas will be printed in an alternative language, based on known LEP population in the area.
- When running a general public meeting notice, staff will insert the clause, based on the LEP population and when relevant, that translates into “A (insert language) will be available”. For example: “Un traductor del idioma español estará disponible” This means “A Spanish translator will be available”.
- Key print materials, including but not limited to schedules and maps, will be translated and made available at the CobbLinc Transit Center, on board vehicles and in communities when a specific and concentrated LEP population is identified.

## **Monitoring and Updating the LEP Plan**

This plan is designed to be flexible and is one that can be easily updated. At a minimum, CobbLinc will follow the Title VI Program update schedule for the LEP Plan.

Each update should examine all plan components such as:

- How many LEP persons were encountered?
- Were their needs met?
- What is the current LEP population in CobbLinc service area?
- Has there been a change in the types of languages where translation services are needed?
- Is there still a need for continued language assistance for previously identified CobbLinc programs? Are there other programs that should be included?
- Have CobbLinc's available resources, such as technology, staff, and financial costs changed?
- Has CobbLinc fulfilled the goals of the LEP Plan?
- Were any complaints received?

## **Dissemination of the CobbLinc Limited English Proficiency Plan**

CobbLinc includes a link to the LEP plan on the CobbLinc website ([CobbLinc.com](http://CobbLinc.com)) together with its Title VI Policy Statement and Complaint Procedures. CobbLinc's Notice of Rights under Title VI is posted to the public in the CobbLinc Customer Service Center, on all CobbLinc vehicles, meeting rooms, and applicable meeting notices. Selected printed materials also refer to the LEP Plan's availability.

Any person, including social service, non-profit, and law enforcement agencies and other community partners with internet access will be able to access the plan. Copies of the LEP Plan will be provided, on request, to any person(s) requesting the document via phone, in person, by mail or email. LEP persons may obtain copies/translations of the plan upon request.

Any questions or comments regarding this plan should be directed to the CobbLinc Title VI Coordinator.



CobbLinc

ATTN: Title VI Coordinator  
463 Commerce Park Drive  
Suite 112  
Marietta, GA 30060  
Phone: 770-528-1610  
Email: [TitleVI@cobbcounty.org](mailto:TitleVI@cobbcounty.org)



## **Attachment E**

---

Notice to the Public

## **Title VI Notice of the Civil Rights Act**

*The text identified below has been placed permanently on CobbLinc website ([CobbLinc.com](http://CobbLinc.com)). This notice is also disseminated via public notices and postings at CobbLinc's transfer stations, park and ride lots, and in administrative and maintenance facilities.*

Attention CobbLinc Passengers:

CobbLinc hereby gives public notice of its policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statues and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which CobbLinc receives Federal financial assistance.

To request a copy of the Title VI program or to request copies of the program in an alternative format in accordance with ADA and LEP regulations, contact CobbLinc at 770-528-1610.

Any person who believes that he or she, individually, or as a member of any specific class of persons, has been excluded from participation in, been denied the benefits of, or otherwise subjected to discrimination under any CobbLinc service, program or activity, and believes the discrimination is based upon race, color, or national origin, has the right to file a formal complaint.

Complaints must be in writing and filed with CobbLinc's Title VI Coordinator within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence.

Download the Title VI Complaint Form at <https://www.cobbcounty.org/transportation/transit/title-vi-information>

For more information, or to obtain a hard copy of the Title VI Complaint Form, please contact:

### **CobbLinc**

Attention: Title VI Coordinator  
463 Commerce Park Drive, Suite 112  
Marietta, GA 30060

[TitleVI@cobbcounty.org](mailto:TitleVI@cobbcounty.org)

Complaints may also be filed with the Federal Transit Administration in writing within 180 days after the alleged date of discrimination. The Complaint must be signed and include contact information. Complaints should be sent to FTA at the address below:

### **Federal Transit Administration Office of Civil Rights**

Attention: Title VI Program Coordinator  
East Building, 5TH Floor-TCR  
1200 New Jersey Ave., SE  
Washington, DC 20590

---

Notice to the Public (English)

## Title VI Notice of the Civil Rights Act

*The text identified below has been placed permanently on CobbLinc website ([CobbLinc.com](http://CobbLinc.com)). This notice is also disseminated via public notices and postings at CobbLinc's transfer stations, park and ride lots, and in administrative and maintenance facilities.*

Atención a los pasajeros de CobbLinc:

CobbLinc da por este medio el aviso público que no discrimina a base de raza, color, u origen nacional en la disposición de los servicios de transporte y es la política de la agencia asegurar conformidad completa con el Título VI del Acto de Derechos Civiles de 1964, el Acto de la Restauración de los Derechos Civiles de 1987, la Orden Ejecutiva 12898 de Justicia Ambiental, y los estatutos relacionados y las regulaciones relacionadas en todos los programas y actividades del servicio de tránsito . El Título VI requiere que ninguna persona en los Estados Unidos de América, a base de raza, color, u origen nacional, sea excluida de la participación en, se niegue las ventajas de, o se sujete de otra manera a la discriminación bajo cualquier programa o actividad para los cuales el CobbLinc recibe ayuda financiera federal.

Para solicitar una copia del programa de Título VI o solicitar copias del programa en un formato alternativo de acuerdo con las regulaciones de la ley de Protección de Personas Discapacitadas de los Estados Unidos (Americans with Disabilities Act, ADA) y las regulaciones para personas con una Suficiencia Limitada en Idioma Inglés (Limited English Proficiency, LEP) comuníquese con el CobbLinc al número (770) 528-1610.

Cualquier persona que crea que él o ella, individualmente, o como miembro de cualquier clase específica de personas, ha sido excluido de la participación en, se le negaron los beneficios de, o de otra manera sometido a discriminación bajo cualquier servicio, programa o actividad de CobbLinc, y cree que la discriminación se basa en la raza, color, se origen nacional, tiene el derecho de presentar una queja formal.

Las quejas deben presentarse por escrito y presentarse ante el Coordinador del Título VI de CobbLinc dentro de los ciento ochenta (180) días posteriores a la fecha del supuesto hecho discriminatorio.

Descargue el formulario de queja del Título VI

Discriminatoria de Queja de Título VI, por favor comuníquese con:

### **CobbLinc**

Attention: Title VI Coordinator  
463 Commerce Park Drive, Suite 112  
Marietta, GA 30060

[TitleVI@cobbcounty.org](mailto:TitleVI@cobbcounty.org)

La queja se puede también enviar a la agencia de Administración Federal de Transporte (Federal Transportation Administration, FTA) por escrito, dentro del plazo de 180 días posterior a la fecha del

presunto acto de discriminación. La queja debe ser firmada e incluir la información de contacto. La queja se debe enviar a FTA a la siguiente dirección:

**Federal Transit Administration Office of Civil Rights**

Attention: Title VI Program Coordinator

East Building, 5th Floor-TCR

1200 New Jersey Ave., SE

Washington, DC 20590



## **Attachment F**

---

Description of Service Changes and Their Effects on  
Minority and Low Income Population

## ATTACHMENT F

### DESCRIPTION OF SERVICE CHANGES AND THEIR EFFECTS ON MINORITY AND LOW-INCOME POPULATION

CobbLinc's Title VI policy is to evaluate all service changes/enhancements to determine the impact on minority communities. The following represents the results of the evaluation of the service modifications on the minority community.

#### **A. Service Changes/Enhancements**

Since the last submission of the Title VI program in 2021, the only service change was to restoring service back to normal schedules and routing after the temporary suspension due to COVID-19 impacts to commuter routes 101 and 102. CobbLinc is expected to make some additional service modifications based on the Transit Service Plan in the future. The Flex On-demand Service is expected to be consolidated and the zone enlarged into one zone for greater mobility within the Southwestern area of Cobb County as a pilot project. Prior to the service changes, Cobb County will conduct the analysis as required in the CobbLinc Title VI policy.

#### **B. Fare Changes**

Since the last submission of the Title VI program in 2021, there were no planned fare changes for CobbLinc riders. However, in response to COVID-19, CobbLinc temporarily suspended fare collection on local buses to align with social distancing recommendations for driver and passenger health and safety. Fares were reinstated in January 2021 to the normal fare structure.

#### **Conclusions**

The preceding analyses of the minority population information revealed that the proposed service enhancements and changes are not discriminatory to the minority community and do not have a disproportionate burden on low-income community.



## **Attachment F-1**

---

Description of Mobility Improvements and Major  
Transit Investment Studies



## **Attachment F-1**

### **Description of Mobility Improvements and Major Transit Investment Studies**

This section describes CobbLinc's major service enhancement projects or major transit investment planning studies. Projects 1 through 5 were included in the ARC's 2020-2025 Transportation Improvement Program (TIP), and Projects 6 through 7 were included in the ATL Regional Transit Plan (2020 Amendment #1). Each of these projects will have positive impacts on the minority community by providing new transit services and enhancements that are not available now.

#### **(1) ADA Compliant Sidewalks**

The project proposes to bring sidewalks, curb ramps, and crosswalks into compliance with the ADA along CobbLinc local bus routes within unincorporated Cobb County. As part of the Cobb County ADA Transition Plan 2018 update, over 25 roadway segments totaling approximately 54 miles were identified as noncompliant infrastructure. This project proposes to remedy these deficiencies through sidewalk repair and rehabilitation of sidewalks, repairs of existing ADA ramps, installation of new ADA ramps, filling in short gaps in sidewalks, and adding concrete pads between bus stops and curbs to aid access between bus and sidewalk.

#### **(2) Cumberland Transit Center**

An expanded and relocated Cumberland Transit Center will be in the Cumberland business district near its current location. The existing bus transfer center serves as a connection point for 8 local and limited-stops routes, including MARTA Route 12. The current location creates operational challenges for CobbLinc buses and is currently at capacity with no room to accommodate expansion of services. All bays are in the eastbound direction, which requires that all westbound buses travel through the Cumberland Mall property to access the transfer center. This results in significant travel time delays for most routes. The new facility will include more bus bays for additional local routes and multiple modes of transit, car parking, bicycle parking, a taxi drop-off/ pick-up area, improved rider and driver amenities, and enhanced rider information technology. A new transit center would provide many benefits including: access to the planned I-285 managed lanes; and more convenient and safe transfers for local, limited stop, express routes, and planned future higher capacity service and microtransit. In addition to the core transit elements of the project, the goal is to create or promote transit-oriented development in the surrounding Cumberland area adjacent to CobbLinc's facility.

#### **(3) Marietta Transit Center**

An expanded and relocated Marietta Transit Center will be located near the current bus transfer center. The transfer center serves as a connection point for services for 9 local and limited-stops routes. The existing transfer center is at capacity, is outdated, and relocation of the passenger facility and its park-and-ride lot is desired to allow expansion of the adjacent CobbLinc maintenance facilities. The new facility will include more bus bays for additional local routes and new modes of service, more car parking, bicycle parking, taxi drop-off/pick-up area, improved rider and driver amenities, safety improvements, and enhanced rider information technology. A new transit center location would provide the opportunity to maximize convenience and ridership opportunities by considering better proximity to Kennesaw State University, Cobb Parkway (US 41), and the I-75/I575

Northwest Corridor managed lanes. The future Marietta transit center will provide a hub and transfer point for CobbLinc as the system grows and adds new modes of service, including additional local routes, on-demand microtransit, and high-capacity service. In addition to the core transit elements of the project, the goal is to create or promote transit-oriented development in the surrounding area in proximity to CobbLinc's facility. Title VI analysis of relocating the Marietta Transit Center to a new site will include the analysis of expanding the Marietta Maintenance Facility to assess the impacts as well to the same community.

**(4) Marietta Maintenance Facility**

The existing Marietta Maintenance Facility will be expanded to serve an additional 100 vehicles. This project includes increasing bus parking, bus maintenance bays/lifts, electric charging infrastructure, and other operations related facilities.

**(5) South Cobb Transit Center**

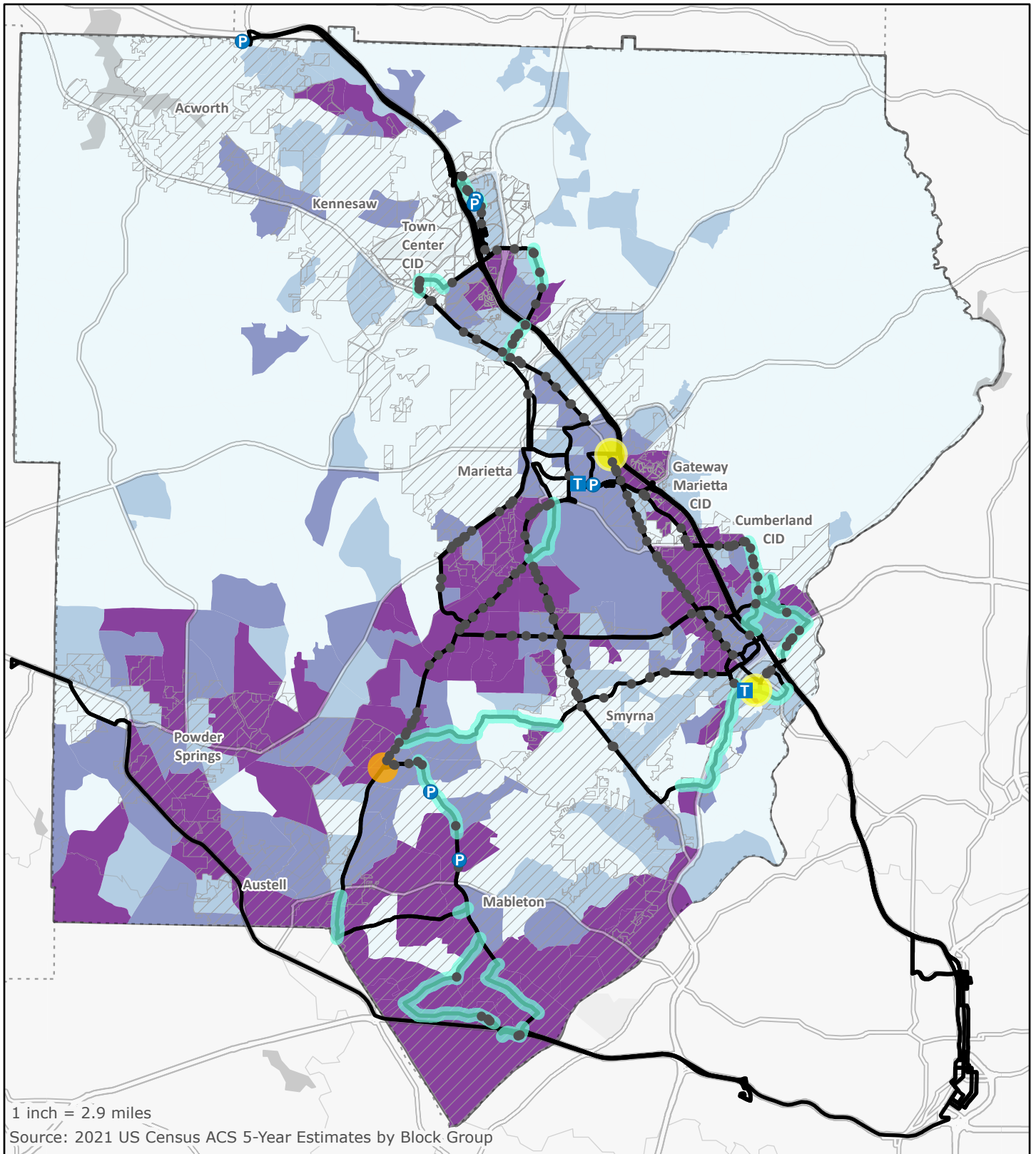
A new South Cobb Transit Center is proposed to be located near the intersection of Austell Road and East-West Connector in the vicinity of Cobb Wellstar Hospital. The transit center will serve as a connection and transfer point for transit services in South Cobb County, including 2 existing local routes, future local routes and high-capacity routes and expansion of demand-responsive service. The new facility will include bus bays for multiple transit services, car parking, bicycle parking, a taxi drop-off/pick-up area, rider and driver amenities, and enhanced rider information technology.

**(6) South Cobb Microtransit Pilot**

The intent of the South Cobb Microtransit Pilot is to consolidate the existing on-demand FLEX Zone service to one larger zone providing improved access and transit service to the population of the area. The single zone would include the existing three zones and the geographic areas in between the existing zones. Riders would be able to schedule and request single trips within the consolidated zone. Title VI analysis will be conducted prior to the implementation of new service and changes to the Flex service.

**(7) Mobility Special Purpose Local Option Sales Tax (MSPLOST)**

The Mobility SPLOST program of projects was derived from the Transit Development Plan of Cobb County's CobbForward 2050 CTP adopted by the Cobb County Board of Commissioners in February 2022. The projects form the transit service expansion and transit supportive projects for a county-wide transit SPLOST referendum anticipated in 2024 general election ballot. Some projects may be elevated for consideration in the Regional Transportation Plan and compete for federal and state funds. Additionally, the MSPLOST projects can be incorporated into the Atlanta-region Regional Transit Plan (ARTP), developed and managed by Atlanta Transit Link Authority (ATL).



1 inch = 2.9 miles

Source: 2021 US Census ACS 5-Year Estimates by Block Group

**Percent Minority**

- Less than 50%
- 50% - 62%
- 62% - 75%
- More than 75%

\* County Avg: 49.9%  
 \*\* Service Area Avg: 61.5%

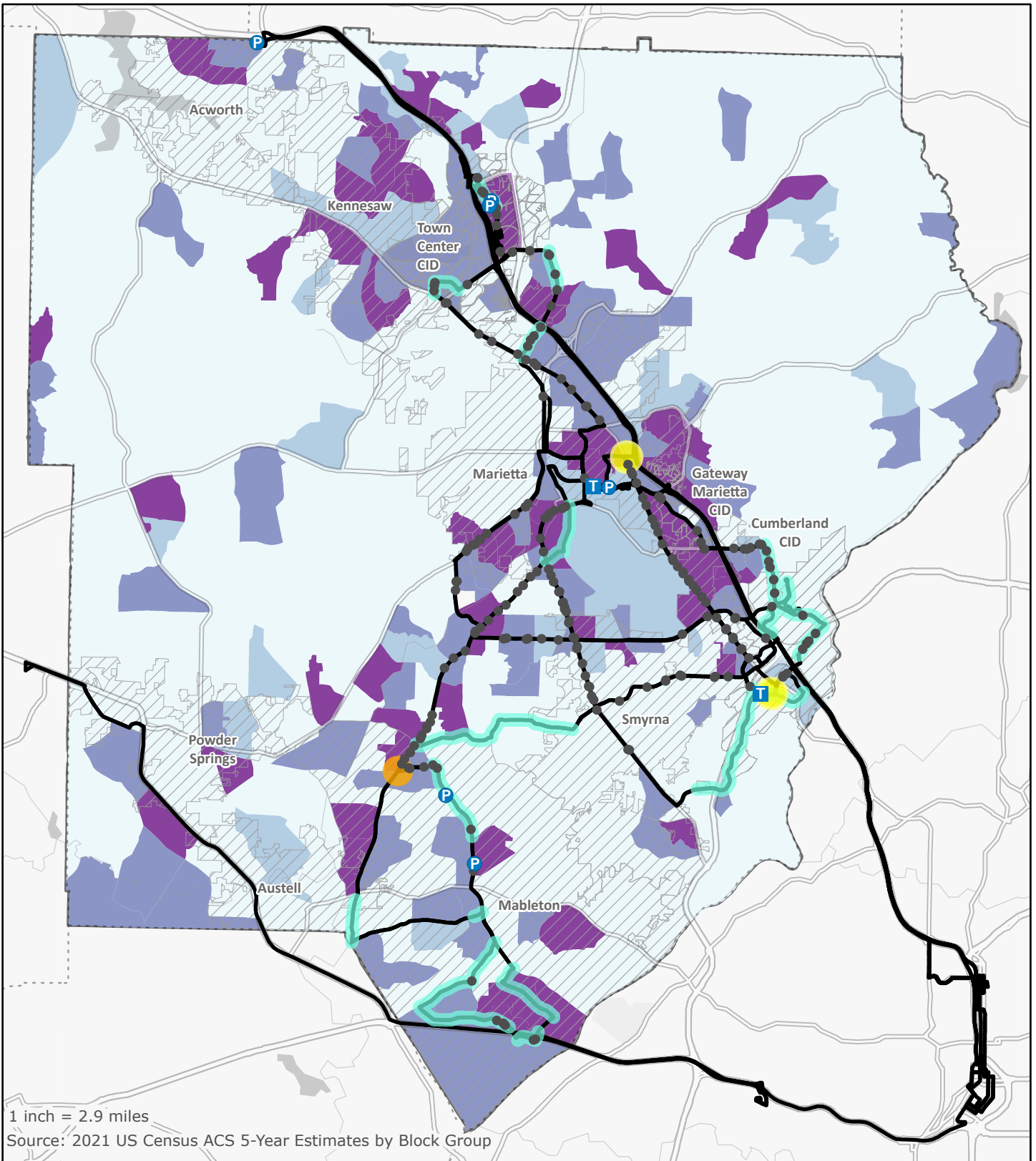
- Bus Stop Shelter
- T Transfer Center
- P Park & Ride
- Transit Routes
- City, CID

**Transit Center Studies**

- Proposed New Facility
- Proposed Relocated Facility
- Planned ADA Sidewalk Upgrades



**Figure F-1  
 Percent Minority  
 Population**



**Percent Low Income**

- Less than 9%
- 9% - 11%
- 11% - 20%
- More than 20%

\* County Avg: 8.6%  
 \*\* Service Area Avg: 11.0%

- Bus Stop Shelter
- T Transfer Center
- P Park & Ride
- Transit Routes
- City, CID

**Transit Center Studies**

- Proposed New Facility
- Proposed Relocated Facility
- Planned ADA Sidewalk Upgrades



**Figure F-2  
 Percent Low  
 Income Population**



## **Attachment G**

---

Fixed Facility Impact Analysis of Construction of  
Mobility Center

# ATTACHMENT G

## Fixed Facility Impact Analysis

Since the last submission of the Title VI Program in 2021, there were no new fixed facilities constructed. CobbLinc will ensure that all regulations and requirements as outlined in FTA Circular 4702.1B will be conducted and documented accordingly. This attachment has been reserved for future documentation.

- *Land Use Changes:*
- *Air Quality:*
- *Noise Impacts:*
- *Water Quality:*
- *Wetlands:*
- *Threatened and Endangered Species:*
- *Construction/Utilities:*



# **Attachment H**

---

## Public Involvement Plan

## ATTACHMENT H

### PUBLIC INVOLVEMENT PLAN

CobbLinc is committed to developing and maintaining an effective citizen participation process. The public involvement process is guided by the following principles:

- 1) Coordinating with individuals, institutions, or organizations and implementing community-based public involvement strategies to reach out to members in the affected minority and/or low-income communities.
- 2) Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.
- 3) Using locations, facilities, and meeting times that are convenient and accessible to low-income and minority communities.
- 4) Using different meeting sizes or formats or varying the type and number of news media used to announce public participation opportunities, so that communications are tailored to the particular community or population.
- 5) Implementing DOT's policy guidance concerning recipients' responsibilities to LEP persons to overcome barriers to public participation.

#### **PUBLIC PARTICIPATION GOAL:**

The proactive public involvement process for transportation planning shall provide complete information, timely public notice, and full public access to key decisions; and shall support early and continuing involvement of the public in developing Transportation Improvement Plans(TIP).

#### **Public Input**

Consideration of public input is an integral part of the CobbLinc decision-making process. CobbLinc conducts noticed public hearings prior to the adoption of the transportation plans and programming for which it is responsible, including the long-range transportation plan, transportation improvement program and transportation improvement priorities, and on substantive amendments and annual updates thereof. CobbLinc ensures that the notices of the public hearings are distributed to media outlets serving minority communities.

#### **Public Access**

The public is provided timely notice and reasonable access to information about transportation issues and processes. CobbLinc plans and documents are made available for the public to review at the CobbLinc office and internet.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations to participate in meetings are asked to contact CobbLinc at least three working days prior to the scheduled meeting.



All meetings and workshops of CobbLinc and its advisory committees are held in ADA-compliant venues where and when public transportation is available to encourage participation by Title VI communities. All meetings and workshops of the CobbLinc Transportation Advisory committees are open to the public, except as allowed by The Brown Act.

CobbLinc will continue to outreach to the minority communities through inclusion on mailing lists, issuing specific invitations to participate.

### **Formal Public Meetings**

Public Meetings are held prior to a decision point and are a formal means to gather citizen comments and positions from all interested parties for public record and input into the decision-making process. CobbLinc public meetings are necessary for the adoption of major plans (e.g. Transit Development Plans, and programming of money (e.g. Transportation Improvement Programs). Public meeting notices are published in a general circulation newspaper citing the time, date, and place of the hearing. CobbLinc accepts prepared comments from the public during the period between the notice and hearing date. These comments are considered part of the public record. Also during this period, CobbLinc staff accepts questions and provides clarification on issues raised by the public.

### **Outreach Since FY2021 Title VI Program Update**

The following studies are either completed or still in progress during this Title VI cycle. Extensive public outreach played a significant role during these planning efforts.

Cobb County Comprehensive Safety Action Plan (SAP) was completed in June 2023. This process included extensive public engagement. As part of the development of the SAP, the Project Team attended various community events, including at least one event in each Commission District, distributed project leaflets, conducted one-on-one interviews, focus groups with key stakeholders, representing a wide range of interest groups and partner jurisdictions and agencies. The SAP and additional information including a Fact Sheet was made available on the County Project Website and an option to access the documents in different languages through Google translate was also provided.

Noonday Creek Existing Conditions Study was completed. Public and engagement activities conducted included, three public meetings (1 virtual, 2 in person), three Stakeholder Steering Committee meetings (1 virtual, 2 in person), Public opinion surveys – online and intercept at the current trail head terminal, Community walkthroughs, Online interactive mapping tool and Information distribution via social media, flyers, email lists, County newsletters, County project website.

Austell-Powder Springs Trail Existing Conditions Study was completed. This Project utilized a variety of techniques to collect public input including a Project Website, Online Survey, Steering Committee Meetings (1 virtual, 3 in person), Public Meetings (3), and Focus group Meetings, Community walkthroughs and Information distribution via mobile road signage, social media, flyers, email lists and County newsletters. Public engagement will continue in subsequent project phases, which will provide opportunities for additional participants to provide input.

Phase 1 Transit Center Needs Assessment Study (Cumberland, Marietta, South Cobb) was completed. Public engagement activities conducted as part of this process included four stakeholder meetings (2 workshops, two virtual), Onboard/onsite survey, Online survey, and Staff/operator onsite interviews.

Phase 2 Transit Center Site Selection Study (Cumberland, Marietta, South Cobb) is currently being conducted (with Phase 2 Cumberland Transit Center Site Selection Study moving further ahead) and is leveraging the program needs assessment developed during Phase 1 of the Transit Center Needs Assessment Study to conduct a site alternatives analysis and further public involvement. To date the following public engagement activities are either completed or planned:

**Public meetings**, at least 2 each for the three Transit Centers

- 2 completed for Cumberland
- 1 each completed for Marietta and South Cobb

**Technical advisory committee**, 4-5 meetings for each study

- 4 completed for Cumberland
- 2 completed for Marietta and South Cobb and 1 each forthcoming

**Stakeholder steering committees**, at least 2 meetings per study

- 2 completed Cumberland, 1 completed for Marietta and South Cobb and 1 each forthcoming

**Stakeholder interviews**, completed for all three studies

**Intercept and Online and Surveys**, completed for Cumberland. Marietta and South Cobb are currently taking place

Project flyers and online surveys (past and current) are published in both English and Spanish languages and distributed across the County via social media, email lists, County Commissioners Newsletters, project website, and on various other government and private partner websites and at physical locations (e.g. at Libraries and Churches).

Cobb Parkway at McCollum Parkway Realignment Study is on target to be completed in the next couple of months. As part of this study, a Stakeholder Steering Committee was established. To date the following public engagement activities are either completed or planned: Four Stakeholder Steering Committee meetings (2 completed and 2 are forthcoming). Two Public Meetings (1 completed and one is forthcoming) and three Pop-up Events are planned. Project information (including public meeting date and location) is also posted on the County project website with the option to access the project documents in different languages via Google Translate.

Cobb Parkway at Windy Hill Grade Separation Scoping Study is complete. Public involvement during this process included an online survey that was developed and conducted in both English

and Spanish. The survey was advertised through the social media and the communication channels of Cobb County District 2 Board Member, Cobb Department Of Transportation (Cobb DOT), Cobb Linc, City of Smyrna, City of Marietta, and the Stakeholder Steering Committee. Project flyers was posted on the County project website, at Cobb Linc bus stops and on buses; distributed at businesses and apartment complexes around the intersection. Additionally, several news outlets covered the launch of the survey and news articles appeared in the Atlanta Journal Constitution (AJC) and the Cobb County Courier. Email addresses provided as part of the survey were also used for ongoing communication to inform stakeholders and the public of other outreach events and project announcements.

Extensive public engagement was conducted for the Mobility Special Purpose Local Option Sales Tax (MSPLOST) in 2021 and for the new MSPLOST currently taking place in 2023 to engage with the community. A series of stakeholder meetings, open house meetings and town hall meetings were conducted, pop-ups events held, online surveys completed, and leaflets and postcards with project information distributed across the county during both 2021 and for the current planning efforts. Like the previous plans and studies discussed above, MSPLOST documents (2021 and 2023) and meetings were also advertised in various newsletters, the Marietta Daily Journal, and other publications and on the county website and made available in English and Spanish language.

### **Outreach Performance Measurement**

CobbLinc evaluates the effectiveness of its public involvement efforts for use in refining and improving its stakeholder engagement strategy. Performance measures and goals, such as number of attendees at public meetings, number of notifications distributed, and number of comments received are valuable in documenting the level of public involvement achieved.

Measures of public involvement effectiveness include:

- Ease of understanding/interpreting displays/information
- Extent to which staff was helpful in answering questions and hearing the public's concerns
- Extent to which a greater understanding of the study and process was achieved
- Extent to which the public feels they are given an opportunity to provide input
- Based on evaluation form feedback, communication and outreach techniques may be modified and new techniques added to ensure plan success.

### **List of Community Organizations CobbLinc Works With (Partial Listing)**

- Cobb Collaborative
- Hispanic/Latino Coalition
- Central Atlanta Progress
- Clean Air Campaign
- Cobb Douglas Service Board (CSB)
- Cobb Senior Services (CSS)
- Department of Human Services (DHS)
- Department of Family & Children Services (DFCS)

- Kennesaw Mountain High School
- Kennesaw State University
- Medical Transport Management, Inc.
- Right in the Community (RITC)
- Tommy Nobis Center
- Visual Rehabilitation Services (VRS) of Smyrna
- NAACP
- Cobb County School System

The County has also partnered with various organizations to include Cobb Collaborative and the Hispanic/Latino Coalition to identify communities that require assistance with LEP services and to host meetings, advertise and disseminate information to targeted populations such as, low-income and minority communities.



## **Attachment I**

---

CobbLinc Public Participation Policy on Major  
Services and Fare Changes

## ATTACHMENT I

### ***COBBLINC PUBLIC PARTICIPATION POLICY – FARE AND MAJOR SERVICE CHANGES***

#### **Purpose**

To establish a policy for public participation regarding proposed fare changes or major service changes of CobbLinc.

#### **General Provisions**

1. The term “governing body” refers to the governmental entity – elected and/or appointed – with operating authority over a transit service provider funded in part with Federal Transit Administration (FTA) funds allocated to CobbLinc either directly to CobbLinc or through the Cobb County Department of Transportation (Cobb DOT).
2. All meetings described below – governing body meeting and any separate public meeting to receive comments – must be held in ADA accessible facilities.
3. CobbLinc, when proposing a service or fare change, will make reasonable accommodations or members of the public who are disabled.

#### **Policy**

1. This policy applies to a fare increase or decrease and a service increase or major service reduction. This policy does not apply to a temporary fare decrease or service increase as would occur, for example, for a special event. A major service reduction is defined as any of the following:
  - a. The elimination of an entire route or a portion of a route that reduces the geographic area of transit service area. The realignment of a route or elimination of a portion of a route when existing or new service will still be available within one-quarter mile of the previous alignment will not be considered a major service reduction.
  - b. A reduction in the service hours of any route of at least 20 percent of the total hours operated on the route on a daily basis.
  - c. The elimination of at least 20 percent of the stops on a route – cumulative during a rolling one-year period.

2. A major service increase is defined as any of the following:
  - a. The creation of an entire route or an expansion of a route that extends the geographic area of transit service area a least a one-half mile in length.
  - b. An increase in the service hours of any route of at least 10 percent of the total hours operated on a daily basis, or an increase in service of the number of days of the week that any route operates.

3. When a fare increase or major service reduction is considered by a transit operator, the following steps, at a minimum, will be taken to ensure an adequate public comment process:

- a. Notice of the proposed major service reduction or fare increase with specific information regarding the existing and proposed service or fare levels. The notification will include the posting of documentation at all bus stops with shelters and inside all vehicles operating on the affected route(s) or that share a transfer point with an affected route. Written notice will also be published in the appropriate local newspaper – *Marietta Daily Journal*– and local Spanish papers, as a paid advertisement of notice. Prior to the commencement of the comment period, notice will be provided to Cobb DOT staff for display on the DOT website.

The notice will announce the starting and ending dates of a minimum 30-day public comment period. The notice will also announce a public meeting to be held during the required comment period. The public meeting will be held within the Atlanta Metro Area at a facility that is accessible through the use of public transit services.

The meeting(s) will be scheduled at times that transit services are available to facilitate attendance by transit users.

- b. The governing body of CobbLinc will be notified of the comment period and proposed major service decrease or fare increase. Notification to the governing body may occur prior to or during the public comment period. If a regular meeting of the governing body is held during the comment period, the topic of the proposed major service reduction or fare increase shall be placed on the agenda to allow for discussion and public comment to be received by the governing body.
- c. Following the completion of the comment period and the conduct of the public meeting(s), the proposed major service decrease or fare increase will be discussed at a meeting of the governing body of CobbLinc. Any comments received during the public comment period will be documented. The documentation must be available for public review and distributed to the governing body of the transit operator prior to

- taking action. The governing body will act on the proposed service reduction or fare increase after consideration of comments received.
4. When a fare decrease or major service increase is proposed by CobbLinc, the change shall be publicized in the following manner:
    - a. Notice of the proposed major service increase or fare decrease with specific information regarding the existing and proposed service or fare levels shall be posted at all bus stops with shelters and inside all vehicles operating on the affected route(s) or that share a transfer point with an affected route.
    - b. The governing body of CobbLinc will be notified of the proposed major service increase or fare decrease. The topic of the proposed major service increase or fare decrease shall be placed of the agenda for discussion to allow for public comment to be received by the governing body.
    - c. Prior to the change, notice shall be provided to Cobb DOT staff for display on the DOT website.
    - d. Written notice will be transmitted to appropriate media outlets – including the *Marietta Daily Journal* and local Spanish papers – to encourage media coverage.





## **Attachment J**

---

Procedures for Monitoring Transit Service and  
Subrecipient Compliance

## **ATTACHMENT J**

### **PROCEDURES FOR MONITORING TRANSIT SERVICE AND SUBRECIPIENT COMPLIANCE**

CobbLinc conducts periodic compliance assessments to verify that the transit service provided to minority communities and minority users in an equitable manner consistent with the objectives of Title VI. This compliance assessment also applies to any Subrecipient of CobbLinc. The following compliance assessment process is intended to identify areas of possible noncompliance, if any, and implement corrected actions, if needed, independent of FTA actions. CobbLinc does not currently have any subrecipients.

#### **MONITORING TITLE VI**

- The Cobb DOT Contract Compliance Manager is designated as Cobb DOT Title VI Officer. The Title VI Coordinator is designated as CobbLinc Title VI officer.
- In order to determine and maintain Title VI compliance as part of CobbLinc's decision-making process and as an integral part of transit management and contract administration, all proposed services and service changes will be reviewed by the Title VI Officer.
- In concert with CobbLinc's aforementioned service standards and policies, the CobbLinc Title VI Coordinator will evaluate system-wide service changes and proposed improvements, at the planning and programming stages, to determine whether the overall benefits and costs of such changes or improvements are distributed equally and are not discriminatory.
- In the event of any finding of possible noncompliance with Title VI requirements or disparate impacts, CobbLinc's Title VI Coordinator will report such findings to the Transit Division Manager, DOT Director and the County Manager, along with the recommended corrective actions.

#### **MONITORING QUALITY OF TRANSIT AND SUBRECIPIENT SERVICES**

Periodic service monitoring activities will be undertaken to compare the level and quality of service provided to predominantly minority area. Monitoring will be conducted once every three years in accordance with guidance outlined in the Title VI Circular. Monitoring will consist of the following procedures:

- CobbLinc will select a sample of bus routes that provide service to a demographic cross-section of the recipient's population.

- CobbLinc will assess the performance of each route in the sample for each of the recipient's service standards and policies.
- CobbLinc will compare the transit service observed in the assessment to the established service policies and standards.

## **RESULTS OF MONITORING QUALITY OF SERVICE**

The Title VI Monitoring activities and compliance assessment will be conducted every three years.

## **MONITORING OF SERVICE CUTS**

As of January 2024, CobbLinc has not implemented any permanent service cuts. Temporary, emergency cuts to service were made in response to COVID-19 in March 2020. These service cuts have been fully restored and did not last more than 12 months. CobbLinc will evaluate potential service cuts by monitoring each route to determine the least performing, as well as the routes that would have the least impact on customers, including minority and low income groups.

Permanent changes are implemented with a great deal of public input. This includes public forums, town hall and community meetings, focus groups and passenger surveys done at both the local and the regional level.

## **TRANSIT COMMITTEES**

CobbLinc has several committees to review various aspects of its operations and to ensure service is delivered equitably. The County strives to ensure all Committees have a diverse make-up reflective of the Community by notifying targeted community groups of vacancies as they occur and recruiting throughout the community. Committee demographics are presented in **Table 1**.

CobbLinc has a standing committee of citizens called the Transit Advisory Board (TAB), which holds monthly meetings. To focus specifically on the needs of the disability community, another group of citizens and professionals in the disability community hold quarterly meetings with CobbLinc. This committee is known as the Accessibility Advisory Committee (AAC).

Table 1: Committee Demographics

Name of Committee	Hispanic	Black	Caucasian	Other
Cobb County Population	13.3%	26.9%	50.1%	9.7%
Accessibility Advisory Committee	0.0%	50.0%	50.0%	0.0%
Transit Advisory Board	0.0%	41.6%	58.4%	0.0%

Source: ACS 2017-2021

## SUBRECIPIENT PROCEDURES

Cobb County currently has no subrecipients. CobbLinc has retained a copy of subrecipient Procedures for Title VI program to review for compliance in future to ensure the following:

- Promote the full and fair participation of all affected populations in transportation decision making.
- Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations
- Ensure meaningful access to programs and activities by persons with LEP
- Compliance with general reporting requirements
- Assessment of the Subrecipient Title VI documentation to ensure requirements of the FTA Circular 4702.1B are being met.

Cobb County will conduct period project management meetings to discuss progress and adherence to all federal and local requirements, including Title VI. Any updates or revisions to subrecipients Title VI Program will be required to be submitted to the County every three years.



# **Attachment K**



---

Title VI Resolution



## **Attachment L**

---

Racial Make-Up of Transit-Related, Non-Elected  
Boards, Advisory Councils or Committees

## ATTACHMENT L

### RACIAL MAKE-UP OF TRANSIT-RELATED, NON-ELECTED BOARDS, ADVISORY COUNCILS OR COMMITTEES

CobbLinc has several committees to review various aspects of its operations and to ensure service is delivered equitably. The County strives to ensure all Committees have a diverse make-up reflective of the Community by notifying targeted community groups of vacancies as they occur and recruiting throughout the community.

CobbLinc has a standing committee of citizens called the Transit Advisory Board (TAB), which holds monthly meetings. To focus specifically on the needs of the disability community, another group of citizens and professionals in the disability community hold quarterly meetings with CobbLinc. This committee is known as the Accessibility Advisory Committee (AAC). Demographics of these committees are presented in **Table 1**.

*Table 1: Racial Make-Up of Committees*

<b>Name of Committee</b>	<b>Hispanic</b>	<b>Black</b>	<b>Caucasian</b>	<b>Other</b>
Cobb County Population	13.3%	26.9%	50.1%	9.7%
Accessibility Advisory Committee	0.0%	50.0%	50.0%	0.0%
Transit Advisory Board	0.0%	26.4%	41.6%	0.0%

Source: ACS 2017-2021



## **Attachment M**

---

### Disproportionate Burden Policy



## ATTACHMENT M

### DISPROPORTIONATE BURDEN POLICY

This policy established a threshold for determining whether a given action has a disproportionate burden on low-income populations versus non-low-income populations. The Disproportionate Burden Policy applies only to low-income populations that are not also minority populations. Per FTA Circular 4702.1B:

*The policy shall establish a threshold for determining when adverse effects of fare/service changes are borne disproportionately by low-income populations. The disproportionate burden threshold defines statistically significant disparity and may be presented as a statistical percentage of impacts borne by low-income populations as compared to impacts borne by non-low-income populations. The disproportionate burden threshold must be applied uniformly and cannot be altered until the next [Title VI] program submission. At the conclusion of the analysis, if the transit provider finds that low-income populations will bear a disproportionate burden of the proposed fare/service change, the transit provider should take steps to avoid, minimize, or mitigate impacts where practicable. The transit provider should describe alternatives available to low-income populations affected by the fare/service changes.*

The CobbLinc's Disproportionate Burden Threshold to determine if the adverse impacts of a major service change (as defined in the first part of this document) or a fare adjustment is established at 25 percent based on the cumulative impact of the proposed service and/or fare changes. This threshold applies to the difference of the impacts borne by low-income populations compared to the same impacts borne by non-low-income populations.



## **Attachment N**

---

### Transit Amenities Policy

## ATTACHMENT N

### TRANSIT AMENITIES POLICY

Transit amenities are described as follows by the FTA Circular 4702.1B:

*Transit amenities refer to items of comfort, convenience, and safety that are available to the general riding public. Fixed-route transit providers must set a policy to ensure equitable distribution of transit amenities across the system. Transit providers may have different policies for the different modes of service that they provide. Policies in this area address how these amenities are distributed within a transit system, and the manner of their distribution determines whether transit users have equal access to these amenities. This is not intended to impact funding decisions for transit amenities. Rather, this applies after a transit provider has decided to fund an amenity.*

Transit amenities are distributed on a system-wide basis. Transit amenities include shelters, benches, trash receptacles, and park-and-ride facilities. The location of transit amenities is determined by factors such as ridership, individual request, staff recommendations, and vendor preference (in the case of shelters which feature advertisements).

Amenities are provided upon request from citizen or government official; terrain of land is adequate for the installation of a shelter; the availability of right of way is adequate; space is available; erection of a shelter does not block the visibility of homes or businesses; and within CobbLinc budget. Permission from city is required for locations within municipal city limits.

#### **Bus Shelters**

County policy states that shelters are considered for installation based on the following criteria:

- Stops where more than 10 passengers board each day.
- An existing bus stop is required.
- Distribution of shelters county-wide is without regard to race, color, or national origin of the surrounding community as to not discriminate.
- Locations for shelters with advertisements are chosen by the vendor based on the visibility and traffic.

## **Bus Stop Benches**

Benches are considered for installation based on the following criteria:

- Stops where more than 10 passengers board each day.
- An existing bus stop is required.
- Distribution of benches county-wide is without regard to race, color, or national origin of the surrounding community as to not discriminate.

## **Trash Receptacles**

Trash receptacles are considered for installation based on the following criteria:

- Stops where more than 10 passengers board each day.
- An existing bus stop is required.
- Distribution of trash receptacles county-wide is without regard to race, color, or national origin of the surrounding community as to not discriminate.

## **Next Bus Arrival Signage**

Electronic signage informing passengers of the predicted arrival of the next bus for a given route can significantly improve the experience for customers. The County's policy with respect to electronic bus arrival signage is to install signage at locations meeting the following criteria:

- The location is a multi-modal transit center.
- The location is served by multiple routes.
- Ridership is high at the location.
- Funding is available for installation/maintenance.



## **Attachment O**

---

### Vehicle Assignment Policy

## ATTACHMENT O

### VEHICLE ASSIGNMENT POLICY

Vehicle assignment is described as follows by FTA Circular 4702.1B:

*Vehicle assignment refers to the process by which transit vehicles are placed into service in depots and on routes throughout the transit provider's system. Policies for vehicle assignment may be based on the age of the vehicle, where age would be a proxy for condition. For example, a transit provider could set a policy to assign vehicles to depots so that the age of the vehicles at each depot does not exceed the system-wide average. The policy could also be based on the type of vehicle. For example, a transit provider may set a policy to assign vehicles with more capacity to routes with higher ridership and/or during peak periods. The policy could also be based on the type of service offered. For example, a transit provider may set a policy to assign specific types of vehicles to express or commuter service. Transit providers deploying vehicles equipped with technology designed to reduce emissions could choose to set a policy on how these vehicles will be deployed throughout the service area.*

CobbLinc Currently has three general types of buses in the fleet, all of which are maintained to the same strict standards:

- 40-foot Gillig Buses
- 40-foot New Flyer Buses
- 45-foot MCI Buses

The age of the vehicles are taken into consideration when assigning to routes; however low-floor buses are assigned to all local routes. All buses are maintained to run any route at any given time. Low-floor buses are deployed on frequent service and high-ridership routes, and carry a higher share of ridership than their numerical proportion of the overall bus fleet. All buses are equipped with air conditioning, automated stop announcements and security cameras. There is only low-floor 40-foot buses in the fleet designated for local service due to the operating characteristics of the routes.

In short, buses are not assigned to specific communities within Cobb County based on vehicle age or size but rather to serve specific routes that call for them based on the needs of that route. Many of the routes and runs serve multiple communities with diverse populations.



## **Attachment P**

---

### Disparate Impact Policy

## ATTACHMENT P

### DISPARATE IMPACT POLICY

This policy establishes a threshold for determining whether a given action has a disparate impact on minority populations. Per FTA Circular 4702.1B:

*Disparate impact refers to a facially neutral policy or practice that disproportionately affects members of a group identified by race, color, or national origin, where the recipient's policy or practice lacks a substantial legitimate justification and where there exists one or more alternatives that would serve the same legitimate objectives but with less disproportionate effect on the basis of race, color, or national origin...*

*The policy shall establish a threshold for determining when adverse effects of fare/service changes are borne disproportionately by minority populations. The disparate impact threshold defines statistically significant disparity and may be presented as a statistical percentage of impacts borne by minority populations compared to impacts borne by non-minority populations. The disparate impact threshold must be applied uniformly... and cannot be altered until the next Title VI Program submission.*

In the course of performing a Title VI Equity Analysis, CobbLinc must analyze how the proposed action would impact minority as compared to non-minority populations. In the event the proposed action has a negative impact that affects minorities more than non-minorities with a disparity that exceed the adopted Disparate Impact Threshold, or that benefits non-minorities more than minorities with a disparity that exceeds the adopted Disparate Impact Threshold, CobbLinc must evaluate whether there is an alternative that has more equitable impact. Otherwise, CobbLinc must take measure to mitigate the impact of the proposed action on the affected minority population and demonstrate that a legitimate business purpose cannot otherwise be accomplished and that the proposed change is the least discriminatory alternative.

The Disparate Impact Threshold to determine if the adverse impacts of a major service change (as defined in the first part of this document) or fare adjustment is established at 25 percent on the cumulative impact of the proposed service and/or fare changes. This threshold applies to the difference of the impacts borne by minority populations compared to the same impacts borne by non-minority populations.





## **Attachment Q**

---

### Systemwide Service Standards

# ATTACHMENT Q

## SYSTEMWIDE SERVICE STANDARDS

Pursuant to requirements set forth in the Federal Transit Administration's (FTA) Circular 4702.1B CobbLinc must establish and monitor its performance under quantitative Service Standards and qualitative Service Policies. These service standards contained herein are used to develop and maintain efficient and effective fixed-route transit service. The FTA requires all fixed-route transit providers of public transportation to develop quantitative standards for the following indicators. Individual public transportation providers set these standards; therefore, these standards will apply to each individual agency rather than across the entire transit industry:

- A. Vehicle Load
- B. Vehicle Headways
- C. On-Time Performance
- D. Service Availability

For the purposes of defining service standards and policies for CobbLinc fixed-route service, the agency has split its system into two route categories:

- Local: Routes designed to carry passengers between major passenger hubs, employment centers, and residential neighborhoods.
- Express: Designed to be limited stop routes that connect with MARTA Rail Stations and downtown employment centers and are operated out of 8 park and ride lots.

The categories were not developed to, and in fact do not, differentiate routes by minority or income status of the areas or passengers served.

### A. VEHICLE LOAD

Vehicle Load Factor is described as follows by FTA Circular 4702.1B:

*Vehicle load can be expressed as the ratio of passengers to the total number of seats on a vehicle. For example, on a 40-seat bus, a vehicle load of 1.3 means all seats are filled and there are approximately 12 standees. A vehicle load standard is generally expressed in terms of peak and off-peak times. Transit providers that operate multiple modes of transit must describe the specific vehicle load standard for peak and off-peak times for each mode of fixed-route transit service (i.e., bus, express bus, bus rapid transit, light rail, heavy rail, commuter rail, passenger ferry, etc., as applicable), as the standard may differ by mode.*

CobbLinc calculates Vehicle Load Factor by dividing the average peak passenger load on each route by the number of seats on the type of bus typically assigned to that route. Vehicle Load Factor is monitored regularly to ensure customer comfort and to determine whether additional capacity needs to be added to specific trips or routes based on changing demand patterns.

Load factor updates are calculated annually, after annual ridership and mileage data has been compiled and verified (from NTD data). Key performance indicators are also calculated, tracked, and reported monthly to monitor trends and identify service fluctuations that may impact safety, customer service and on time performance. DOT Director, Deputy Director and Transit Division Manager brief the Board of Commissioners and Chair regularly, as well as the Transit Advisory Board and AAC board.

## **B. VEHICLE HEADWAY**

Vehicle headway is described as follows by FTA Circular 4702.1B:

*Vehicle headway is the amount of time between two vehicles traveling in the same direction on a given line or combination of lines. A shorter headway corresponds to more frequent service. Vehicle headways are measure in minutes (e.g., every 15 minutes); service frequency is measured in vehicles per hour (e.g., four buses per hour). Headways and frequency of service are general indications of the level of service provided along a route. Vehicle headway is one component of the amount of travel time expended by a passenger to reach his/her destination.*

*A vehicle headway standard is generally expressed for peak and off-peak service as an increment of time (e.g., peak: every 15 minutes; and off-peak: every 30 minutes). Transit providers may set different vehicle headway standards for different modes of transit service. A vehicle headway standard might establish a minimum frequency of service by area based on population density. For example, service at 15-minute peak headways and 30-minutes off-peak headways might be the standard for routes serving the most densely populated portions of the service area, whereas 30-minute peak headways and 45-minute off-peak headways might be the standard in less densely populated areas. Headway standards are also typically related to vehicle load. For example, a service standard might state that vehicle headways will be improved first on routes that exceed the load factor standard or on routes that have the highest load factors.*

CobbLinc calculates headway by determining the average length of time between buses on each route during peak and off-peak times. In the event a route regularly exceeds Vehicle Load Factor standards, CobbLinc will evaluate whether frequency on that route should be adjusted within the confines of existing or expected funding levels.

## **C. ON-TIME PERFORMANCE**

On-time performance is described as follows by FTA Circular 4702.1B:

*On-time performance is a measure of runs completed as scheduled. This criterion first must define what is considered to be “on time.” For example, a transit provider may consider it acceptable if a vehicle completes a schedule run between zero and five minutes late in comparison to the established schedule. On-time performance can be measured against route origins and destinations only, or against origins and destinations as well as specified time points along the route. Some transit providers set an on-time performance standard that prohibits vehicles from running early (i.e., ahead of schedule) while others allow vehicles to run early within a specified window of time (e.g., up to five minutes ahead of schedule). An acceptable level of performance must be defined (expressed as percentage).*

*The percentage of runs completed system-wide or on a particular route or line within the standard must be calculated and measure against the level of performance for the system. For example, a transit provider might define on-time performance as 95 percent of all runs system-wide or on a particular route or line completed within the allowed “on-time” window.*

A CobbLinc bus is determined to be late if it departs it’s scheduled “time point” five or more minutes later than the published time. Buses are considered early if they depart from a published time point at any time prior to the scheduled departure. It is CobbLinc’s goal to be on-time at least 80 percent of the time. On-time performance is tracked and also included within monthly performance reports to CobbLinc. Discussions with bus operators are also used to identify vehicle scheduling issues which are corrected through service changes.

#### **D. SERVICE AVAILABILITY**

Service availability/transit access is described as follows by FTA Circular 4702.1B:

*Service availability is a general measure of the distribution of routes within a transit provider’s service area. For example, a transit provider might set a service standard to distribute routes such that a specified percentage of all residents in the service area are within a one-quarter mile walk of bus service or a one-half mile walk of rail service. A standard might also indicate the maximum distance between stops or stations. These measures related to coverage and stop/station distances might also vary by population density. For example, in more densely populated areas, the standard for bus stop distance might be a shorter distance than it would be in less densely populated areas, and the percentage of the total population within a one-quarter mile walk of routes or lines might be higher in more densely populated areas than it would be less densely populated areas. Commuter rail service or passenger ferry service availability standards might include a threshold of residents within a certain driving distance as well as within walking distance of the stations or access to the terminal.*

CobbLinc’s goal is to ensure 80 percent of county residents live within walking distance (i.e., one quarter mile) of a bus stop. CobbLinc service is particularly strong in communities with significant minority and low-income populations. Transit access is determined by mapping all active bus stops within the system and then calculation the population (based on 2010 Census data) within one-quarter mile radii of those stops. This information is then compared to the total county population.



## **Appendix A**

---

Limited English Proficiency (LEP) Language  
Spoken at Home

**Appendix A: Language Spoken at Home - Transit Service Area**

	<b>Estimate</b>	<b>Percent of Service Area Population</b>
Population 5 years and over	420,833	
English Only	321,361	76.4%
Language other than English	99,472	23.6%
Speak English less than "very well"	37,873	
Spanish	60,559	14.4%
Speak English less than "very well"	26,585	
Other Indo-European languages	20,537	4.9%
Speak English less than "very well"	5,740	
Asian and Pacific Islander languages	10,334	2.5%
Speak English less than "very well"	4,279	
Other languages	8,042	1.9%
Speak English less than "very well"	1,269	

**Source: US Census American Community Survey 2021, 5-Year Estimates**

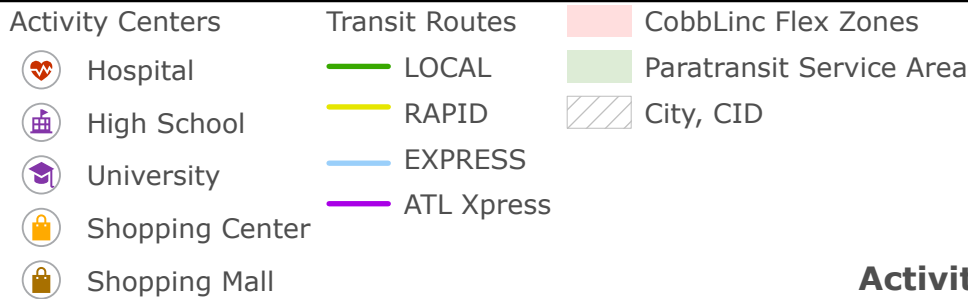
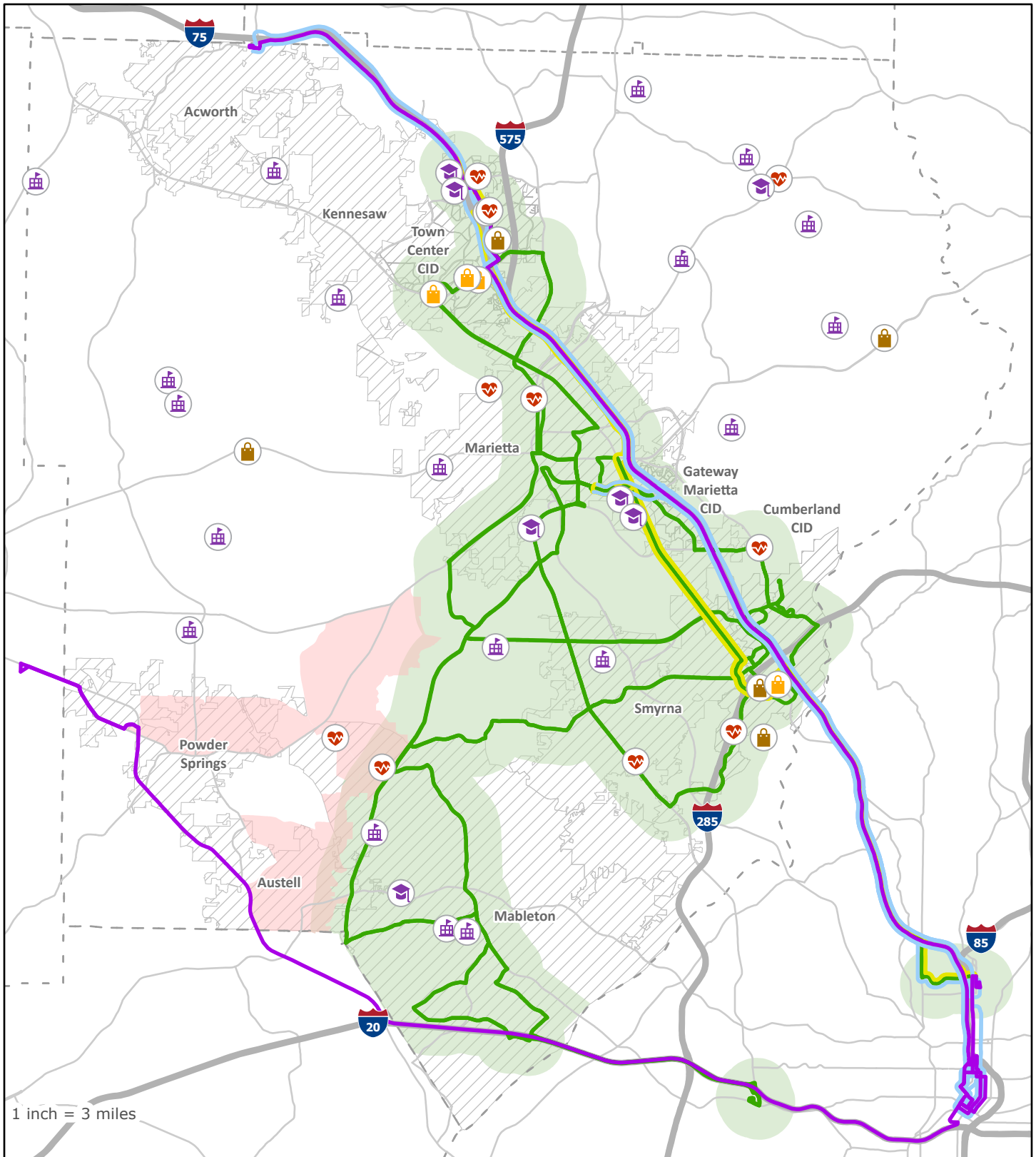


## **Appendix B**

---

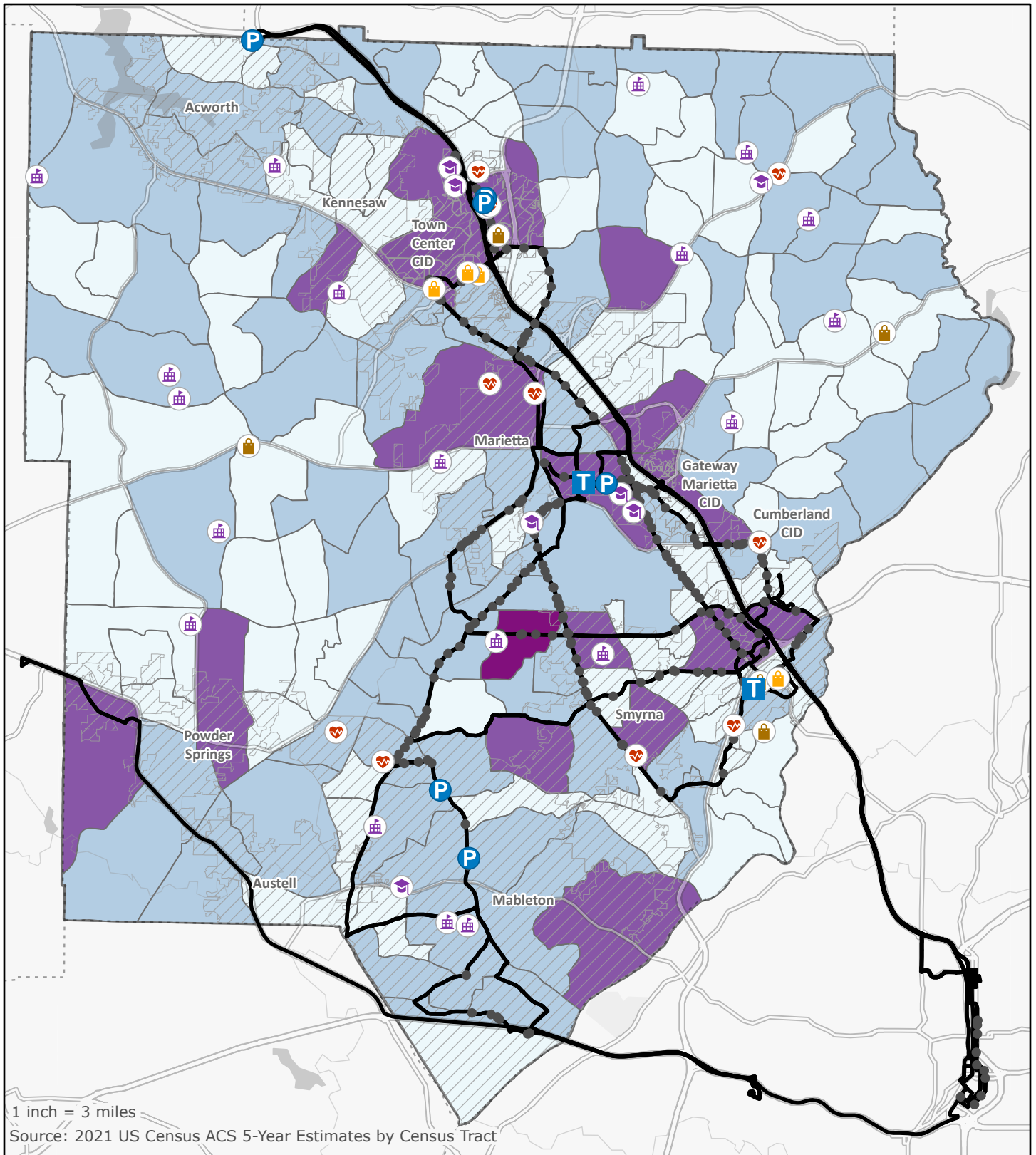
### Demographic Information

- Figure B-1 Activity Centers in Cobb County
- Figure B-2 Total Population
- Figure B-3 African American Population
- Figure B-4 Hispanic Population
- Figure B-5 Low Income Population
- Figure B-6 Percent White Only Population
- Figure B-7 Percent Senior Population



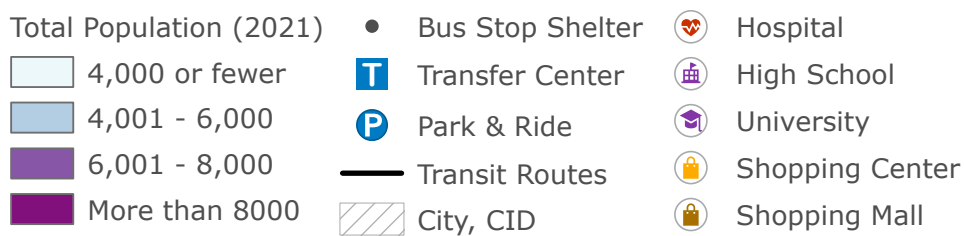
**Figure B-1**  
**Activity Centers in Cobb County**



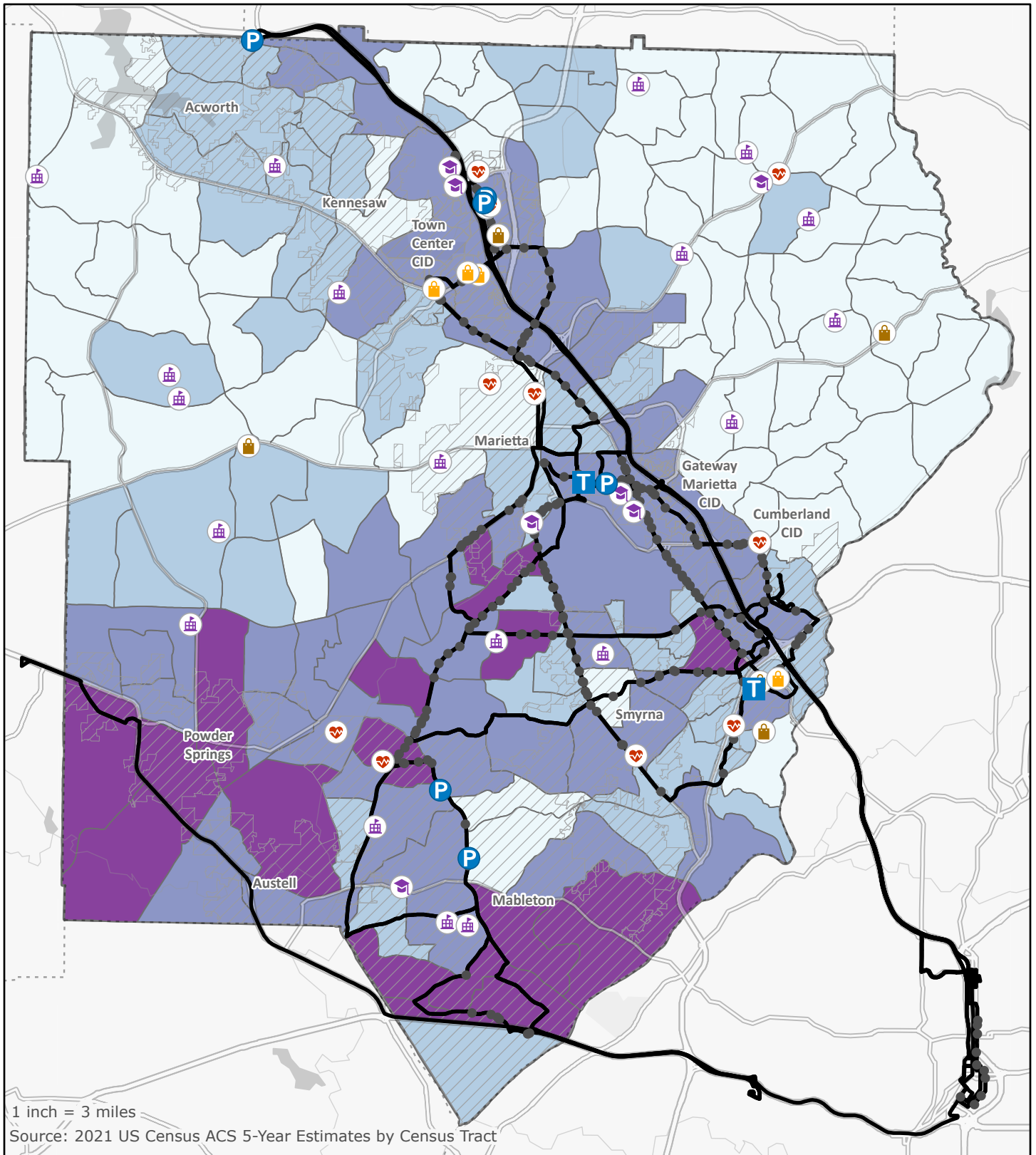


1 inch = 3 miles

Source: 2021 US Census ACS 5-Year Estimates by Census Tract

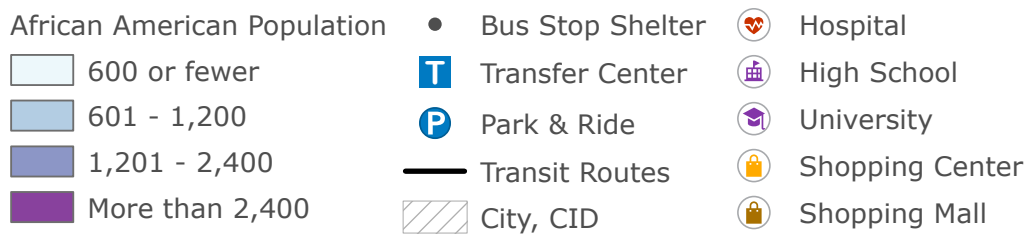


**Figure B-2**  
**Total Population**

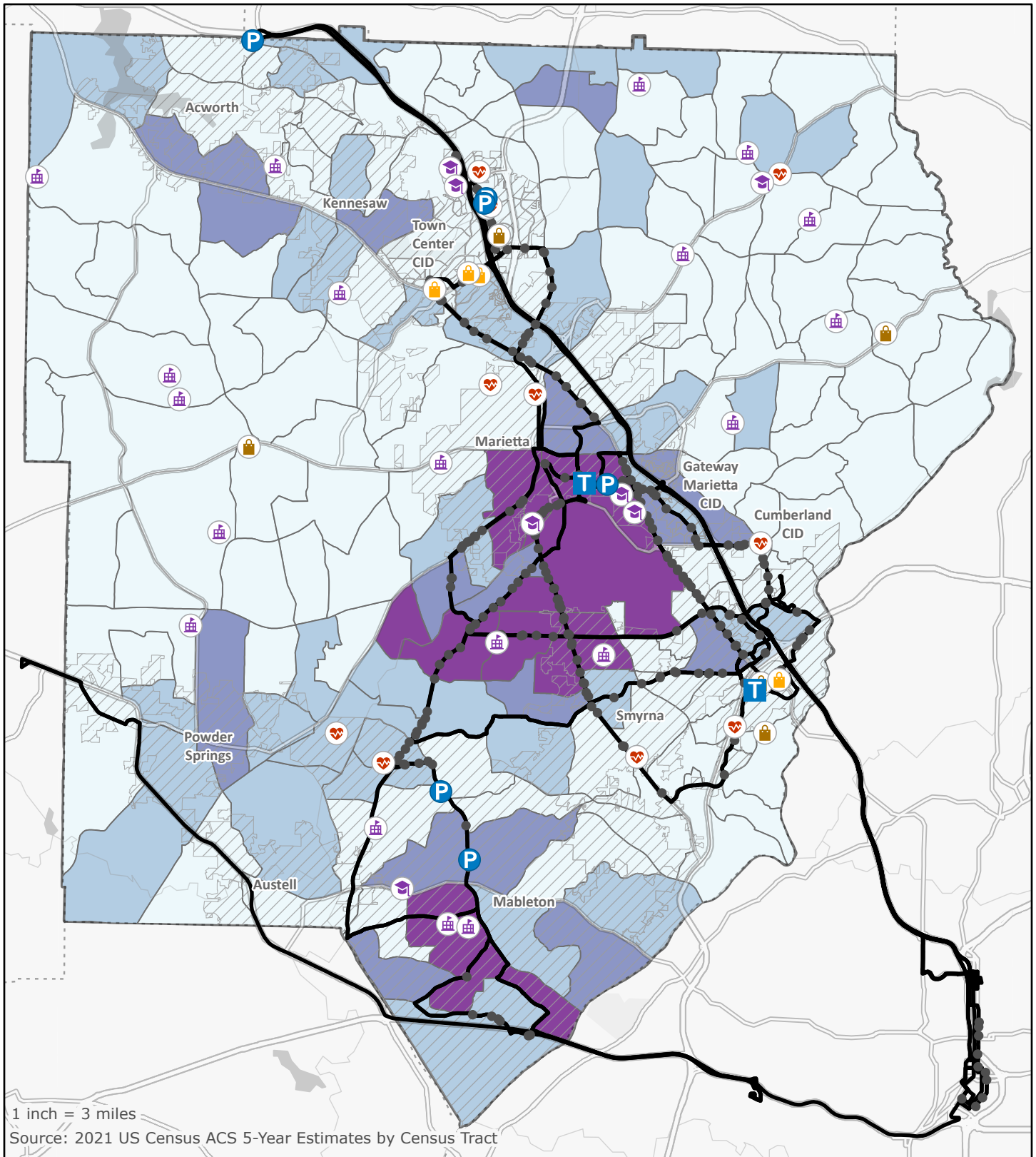


1 inch = 3 miles

Source: 2021 US Census ACS 5-Year Estimates by Census Tract



**Figure B-3  
African American  
Population**



1 inch = 3 miles

Source: 2021 US Census ACS 5-Year Estimates by Census Tract

Hispanic or Latino Population

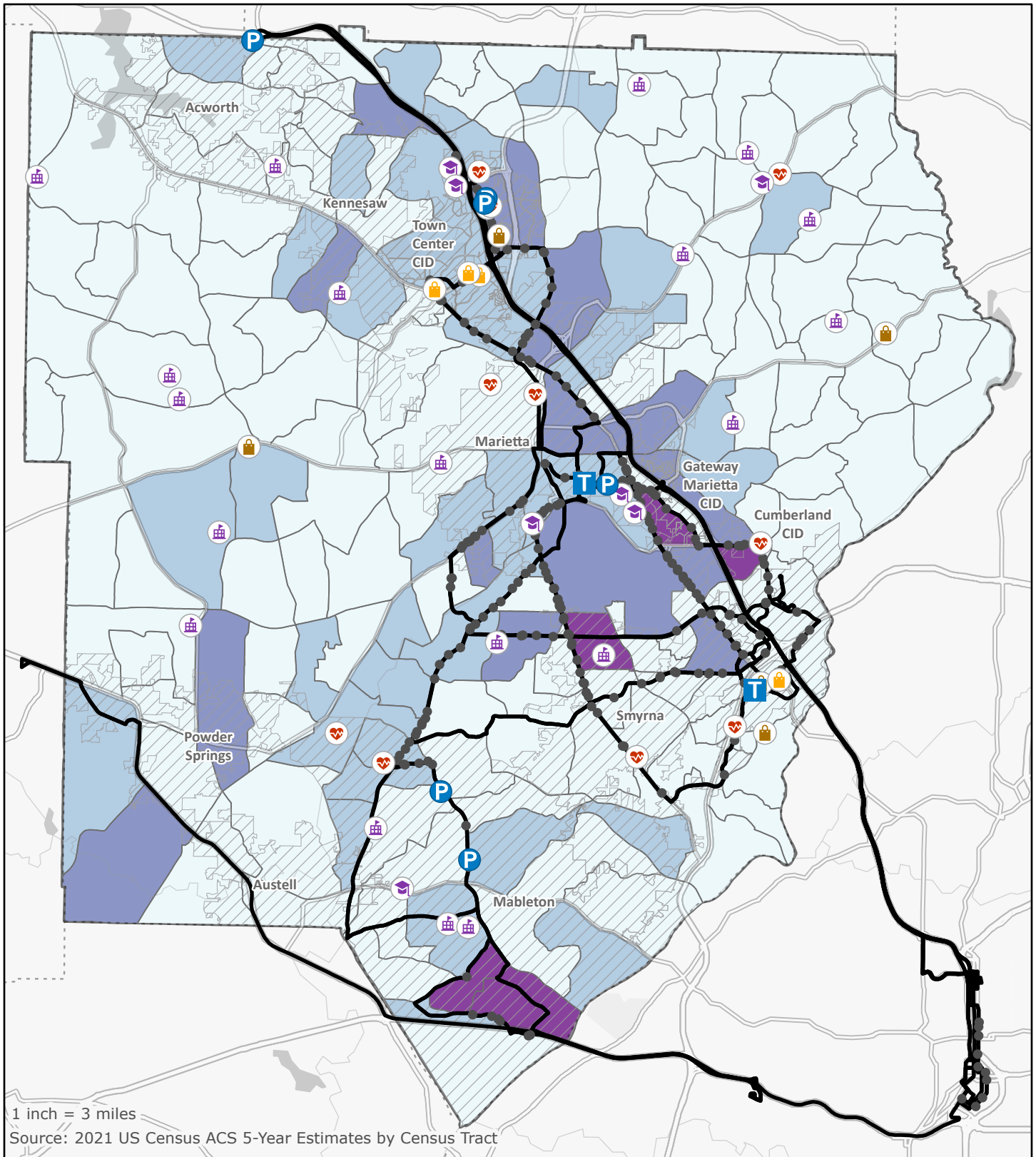
- 500 or fewer
- 501 - 1,000
- 1,001 - 1,500
- More than 1,500

- Bus Stop Shelter
- T Transfer Center
- P Park & Ride
- Transit Routes
- City, CID

- 🏥 Hospital
- 🎓 High School
- 🎓 University
- 🛍️ Shopping Center
- 🛍️ Shopping Mall



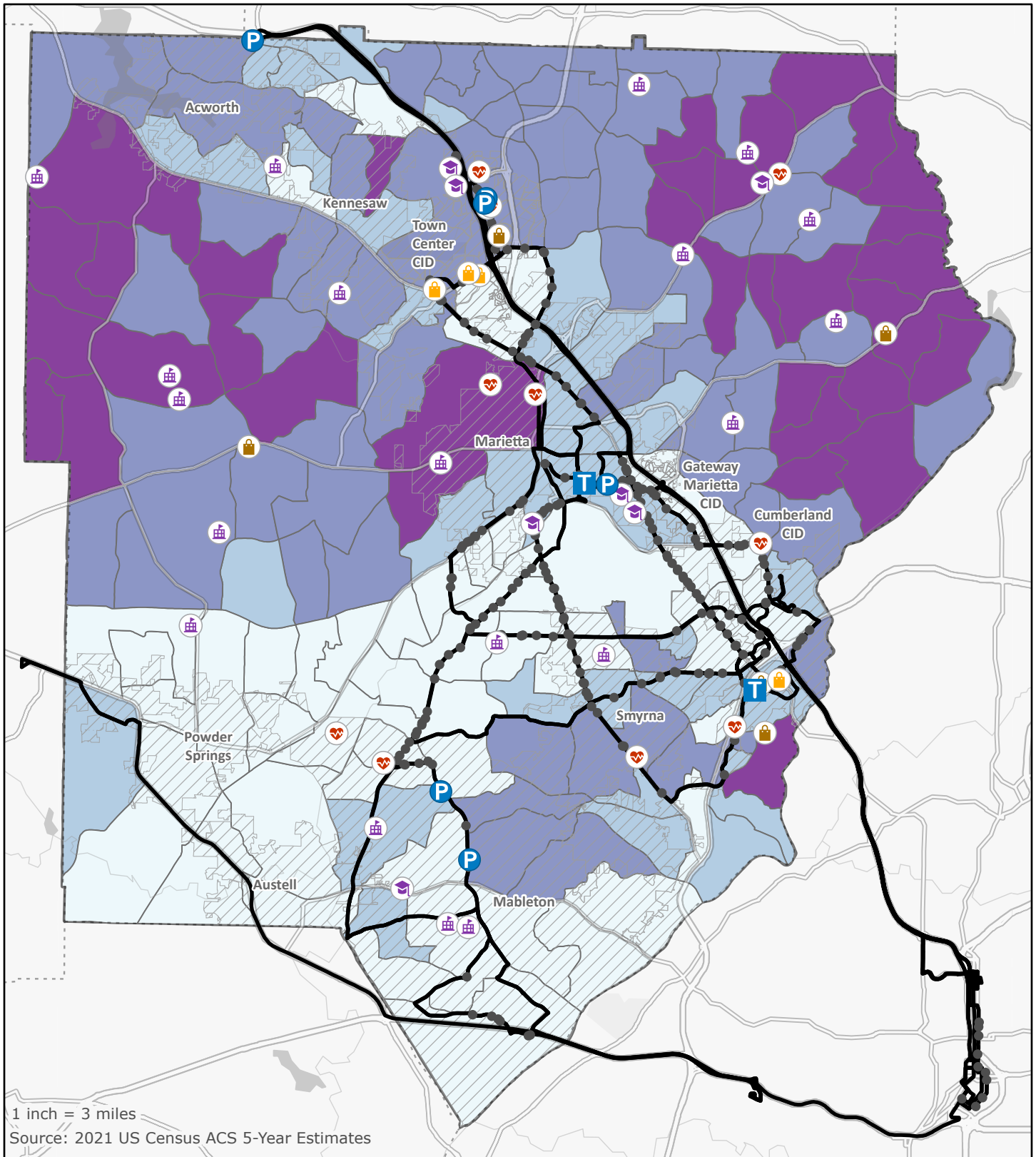
**Figure B-4**  
**Hispanic Population**



- |                       |                          |                    |
|-----------------------|--------------------------|--------------------|
| Low Income Population | ● Bus Stop Shelter       | 🏥 Hospital         |
| ☐ 400 or fewer        | <b>T</b> Transfer Center | 🎓 High School      |
| ☐ 401 - 800           | <b>P</b> Park & Ride     | 🎓 University       |
| ☐ 801 - 1,200         | — Transit Routes         | 🛍️ Shopping Center |
| ☐ More than 1,200     | ▨ City, CID              | 🛍️ Shopping Mall   |



**Figure B-5  
 Low Income  
 Population**



1 inch = 3 miles

Source: 2021 US Census ACS 5-Year Estimates

Percent White Only Population

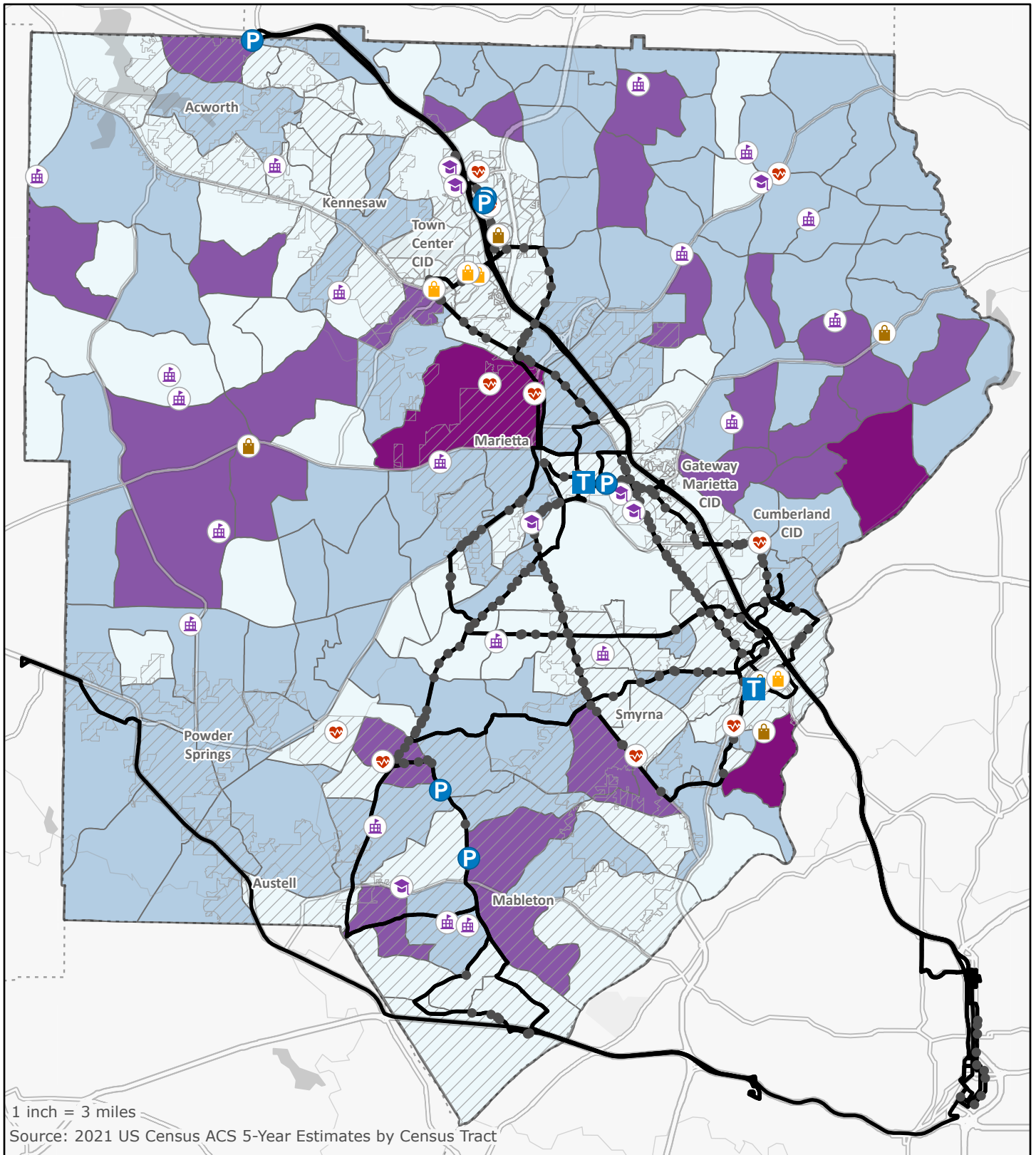
- Less than 38%
- 38% - 50%
- 50% - 75%
- More than 75%

\* County Avg: 50.1%  
 \*\* Service Area Avg: 38.5%

- Bus Stop Shelter
- T Transfer Center
- P Park & Ride
- Transit Routes
- City, CID
- 🏥 Hospital
- 🎓 High School
- 🎓 University
- 🛍️ Shopping Center
- 🛍️ Shopping Mall

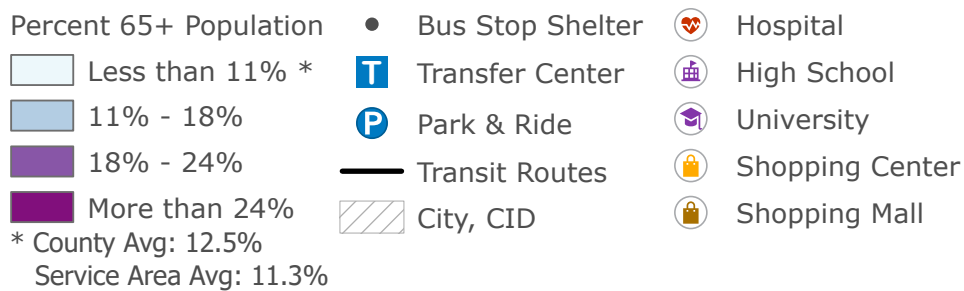


**Figure B-6**  
**Percent White**  
**Only Population**



1 inch = 3 miles

Source: 2021 US Census ACS 5-Year Estimates by Census Tract



**Figure B-7  
Percent Senior  
Population**

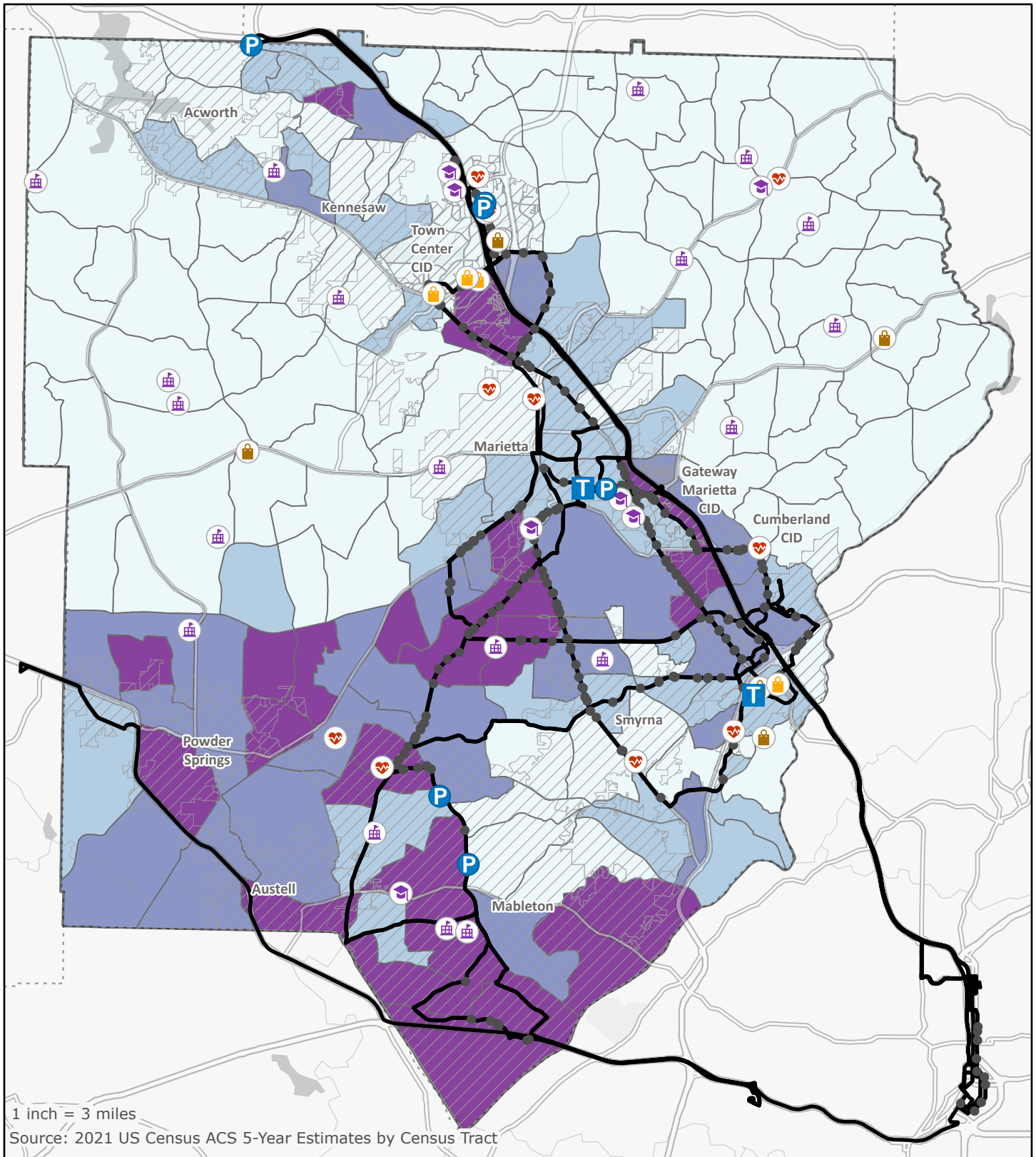


## **Appendix C**

---

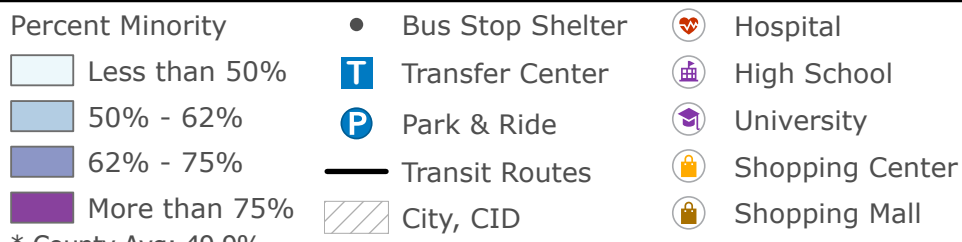
### Environmental Justice

- Figure C-1 Percent Minority Population
- Figure C-2 Percent Low Income Population
- Figure C-3 Percent Limited English Proficiency



1 inch = 3 miles

Source: 2021 US Census ACS 5-Year Estimates by Census Tract

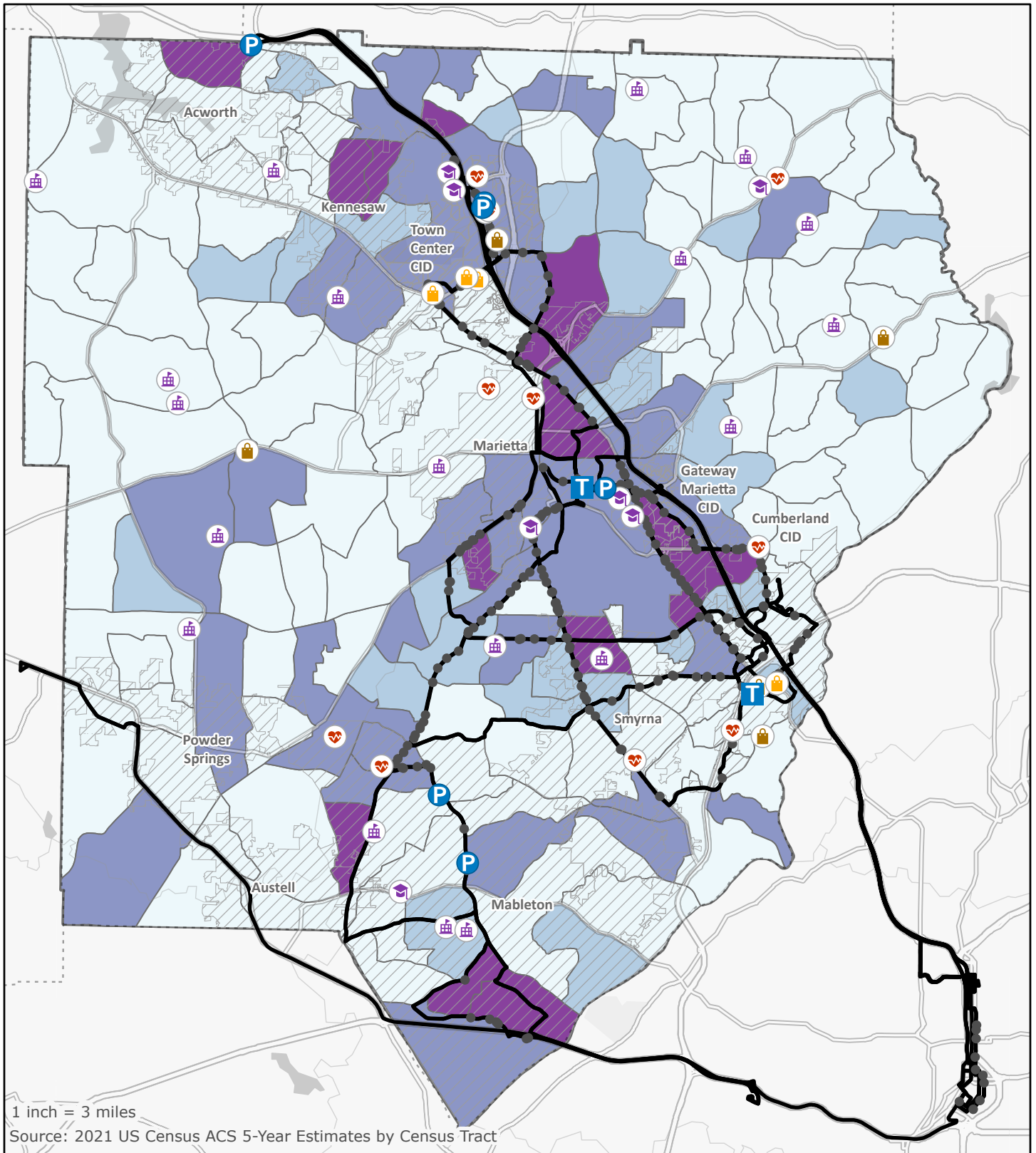


\* County Avg: 49.9%  
 \*\* Service Area Avg: 61.5%



**Figure C-1  
 Percent Minority  
 Population**





Percent Low Income Population

- Less than 8% \*
- 8% - 11% \*\*
- 11% - 20%
- More than 20%

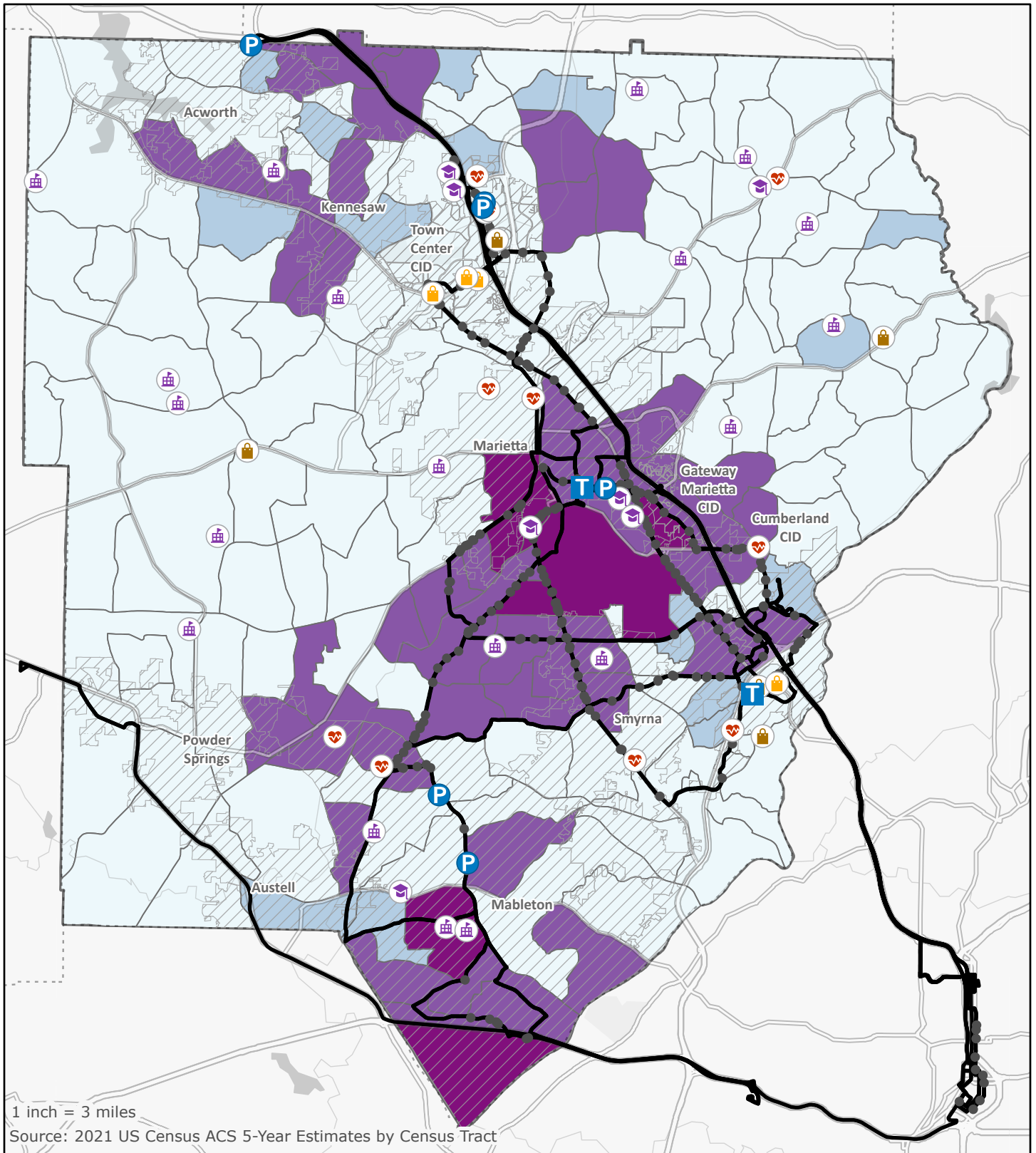
\* County Avg: 8.6%  
 \*\* Service Area Avg: 11.0%

- Bus Stop Shelter
- T Transfer Center
- P Park & Ride
- Transit Routes
- City, CID

- H Hospital
- HS High School
- U University
- SC Shopping Center
- SM Shopping Mall



**Figure C-2  
 Percent Low  
 Income Population**



1 inch = 3 miles

Source: 2021 US Census ACS 5-Year Estimates by Census Tract

**Percent LEP**

- Less than 7% \*
- 7% - 9% \*\*
- 9% - 20%
- More than 20%

\* County Avg: 7.1%  
 \*\* Service Area Avg: 9.0%

- Bus Stop Shelter
- T Transfer Center
- P Park & Ride
- Transit Routes
- City, CID
- ♥ Hospital
- 🏫 High School
- 🎓 University
- 🛍️ Shopping Center
- 🛍️ Shopping Mall



**Figure C-3**  
**Percent Limited**  
**English Proficiency**