

Thomas County Area Transit System - DRAFT



Title VI Plan



Date Adopted: **TBD**

Title VI Plan Activity Log

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Concerned Person (Signature)	Remarks
	No activity		
TBD	Conducted document review for minor updates. Updated Census data and assessed PPP and LAP		

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1.0 Title VI/Nondiscrimination Policy Statement and Management Commitment to Title VI Plan

49 CFR Part 21.7(a): Every application for Federal financial assistance to which this part applies shall contain, or be accompanied by, an assurance that the program will be conducted or the facility operated in compliance with all requirements imposed or pursuant to [49 CFR Part 21].

Thomas County Area Transit assures the Georgia Department of Transportation that no person shall on the basis of race, color, and national origin, as provided by Title VI of the Civil Rights Act of 1964, Federal Transit Laws, 49 CFR Part 21 Unlawful Discrimination, Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation and as per written guidance under FTA Circular 4702.1B, dated October 2012, be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by the agency.

Thomas County Area Transit further agrees to the following responsibilities with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the recipient’s Chief Executive Officer or authorized representative.
2. Issue a policy statement signed by the Executive Director or authorized representative, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient’s organization and to the general public. Such information shall be published where appropriate in language other than English.
3. Insert the clauses of Section 4.5 of this plan into every contract subject to the Acts and the Regulations.
4. Develop a complaint process and attempt to resolve complaints of discrimination against Thomas County Area Transit.
5. Participate in training offered on the Title VI and other nondiscrimination requirements.
6. If reviewed by GDOT or any other state or federal regulatory agency, take affirmative actions to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) days.
7. Have a process to collect racial and ethnic data on persons impacted by the agency’s programs.
8. Submit the information required by FTA Circular 4702.1B to the GDOT. (refer to Appendix A of this plan)

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the agency.

Signature: _____

Printed Name: Phillip V. Brown, Chairman INSERT DATE OF APPROVAL

2.0 Introduction & Description of Services

This is a section of the plan which covers general information about the transit agency.

Thomas County Area Transit submits this Title VI Plan in compliance with Title VI of the Civil Rights Act of 1964, 49 CFR Part 21, and the guidelines of FTA Circular 4702.1B, published October 1, 2012.

Thomas County Area Transit is a sub-recipient of FTA funds and provides service in Thomas County Area Transit. A description of the current Thomas County Area Transit system is included in Appendix B.

Title VI Liaison

Corey M. McGee, Director
Thomas County Area Transit
(229) 228-7372
110 South Crawford Street
Thomasville, Ga 31792

Alternate Title VI Contact

Michael J. Stephenson, County Manager
Thomas County Board of Commissioners
(229) 225-4100
116 West Jefferson Street
Thomasville, Ga. 31792

Thomas County Area Transit must designate a liaison for Title VI issues and complaints within the organization. The liaison is the focal point for Title VI implementation and monitoring of activities receiving federal financial assistance. Key responsibilities of the Title VI Liaison include:

- Maintain knowledge of Title VI requirements.
- Attend training on Title VI and other nondiscrimination authorities when offered by GDOT or any other regulatory agency.
- Disseminate Title VI information to the public including in languages other than English, when necessary.
- Develop a process to collect data related to race, gender, and national origin of service area population to ensure low income, minorities, and other underserved groups are included and not discriminated against.
- Implement procedures for the prompt processing of Title VI complaints.

2.1 First Time Applicant Requirements

FTA Circular 4702.1B, Chapter III, Paragraph 3: Entities applying for FTA funding for the first time shall provide information regarding their Title VI compliance history if they have previously received funding from another Federal agency.

Thomas County Area Transit is not a first-time applicant for FTA/GDOT funding. The following is a summary of Thomas County Area Transit's current and pending federal and state funding.

FY2021 Federal Transit Administration Funding – \$520,480

FY2021 State of Georgia Funding - \$0

FTA Circular 4702.1B, Chapter III, Paragraph 2: Every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with the Title VI regulations.

During the previous three years, Federal Agency or State Agency did complete a Title VI compliance review of Thomas County Area Transit. Thomas County Area Transit has not been found to be in noncompliance with any civil rights requirements.

2.2 Annual Certifications and Assurances

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

Thomas County Area Transit will remain in compliance with this requirement by annual submission of certifications and assurances as required by GDOT.

2.3 Title VI Plan Concurrence and Adoption

This Title VI Plan received GDOT concurrence on PENDING. The Plan was approved and adopted by Thomas County Area Transit System's Board of Directors during a meeting held on PENDING. A copy of the meeting minutes and GDOT concurrence letter is included in Appendix C of this Plan.

3.0 Title VI Notice to the Public

3.1 Notice to Public

Recipients must notify the public of its rights under Title VI and include the notice and where it is posted in the Title VI Plan. The notice must include:

- A statement that the agency operates programs without regard to race, color and national origin
- A description of the procedures members of the public should follow in order to request additional information on the grantee's nondiscrimination obligations
- A description of the procedure members of the public should follow in order to file a discrimination complaint against the grantee

The notice is included in Appendix D of this Plan. The notice will be translated into other languages, as necessary.

3.2 Notice Posting Locations

The Notice to Public will be posted at many locations to apprise the public of Thomas County Area Transit System's obligations under Title VI and to inform them of the protections afforded them under Title VI. The notice will be posted in the public areas of the transit office (including the reception desk and meeting rooms), in the interior of each bus, and on the Thomas County Area Transit website at thomascountyboc.org.

A sample version of this notice is included in Appendix D of this plan.

FTA Circular 4702.1B, Chapter III, Paragraph 5: Title 49 CFR 21.9(d) requires recipients to provide information to the public regarding the recipient's obligations under DOT's Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI.

4.0 Title VI Procedures and Compliance

FTA Circular 4702.1B, Chapter III, Paragraph 6: All recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to member of the public.

4.1 Complaint Procedure

Any person who believes he or she has been discriminated against on the basis of race, color or national origin by Thomas County Area Transit may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form (refer to Appendix E). Thomas County Area Transit investigates complaints received no more than 180 days after the alleged incident. Thomas County Area Transit will process complaints that are complete.

Once the complaint is received, Thomas County Area Transit will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing him/her whether the complaint will be investigated by our office.

Thomas County Area Transit has ninety (90) days to investigate the complaint. If more information is needed to resolve the case, Thomas County Area Transit may contact the complainant. The complainant has ten (10) business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within ten (10) business days, Thomas County Area Transit can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, she/he has seven (7) days to do so from the time he/she receives the closure letter or the LOF.

The complaint procedure will be made available to the public on Thomas County Area Transit System's website (www.thomascountyvoc.org).

4.2 Complaint Form

A copy of the complaint form in English is provided in Appendix E and on Thomas County Area Transit System's website (<https://thomascountyvoc.org/uploads/groups/13/documents/Complaint-Form.pdf>).

4.3 Record Retention and Reporting Policy

FTA requires that all direct and primary recipients (GDOT) document their compliance by submitting a Title VI Plan to their FTA regional civil rights officer once every three (3) years. Thomas County Area Transit will submit Title VI Plans to GDOT for concurrence on an annual basis or any time a major change in the Plan occurs.

Compliance records and all Title VI related documents will be retained for a minimum of three (3) years and reported to the primary recipient annually.

4.4 Sub-recipient Assistance and Monitoring

Thomas County Area Transit System does not have any sub-recipients to provide monitoring and assistance to. As a sub-recipient to GDOT, Thomas County Area Transit utilizes the sub-recipient assistance and monitoring provided by GDOT, as needed.

4.5 Sub recipients and Subcontractors

Thomas County Area Transit is responsible for ensuring that subcontractors (TPOs) are in compliance with Title VI requirements. Sub recipients may not discriminate in the selection and retention of any subcontractors. Subcontractors also may not discriminate in the selection and retention of any subcontractors. Thomas County Area Transit, subcontractors, and/or TPOs may not discriminate in their employment practices in connection with federally assisted projects. Subcontractors and TPOs are not required to prepare or submit a Title VI Plan. However, the following nondiscrimination clauses will be inserted into every contract with contractors and subcontractors subject to Title VI regulations.

Nondiscrimination Clauses

During the performance of a contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") must agree to the following clauses:

1. **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated as part of this Agreement.
2. **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or

- supplier shall be notified by the Contractor of the subcontractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, or national origin
4. **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Georgia Department of Transportation and/or the Federal Transit Administration*, to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Georgia Department of Transportation*, and/or the *Federal Transit Administration*, as appropriate, and shall set forth what efforts it has made to obtain the information.
 5. **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, Thomas County Area Transit shall impose contract sanctions as appropriate, including, but not limited to:
 - a. withholding of payments to the Contractor under the contract until they comply, and/or
 - b. cancellation, termination, or suspension of the contract, in whole or in part.
 6. **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Thomas County Area Transit System, Georgia Department of Transportation, and/or the Federal Transit Administration, may direct as a means of enforcing such provisions including sanctions for noncompliance.

Disadvantaged Business Enterprise (DBE) Policy

As a condition of the agreement with GDOT, Thomas County Area Transit and its contractors and subcontractors agree to ensure that Disadvantaged Business Enterprises as defined in 49 CFR Part 26, as amended, have the opportunity to participate in the performance of contracts. Thomas County Area Transit and its contractor and subcontractors shall not discriminate on the basis of race, color, national origin, or sex in the performance of any contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of GDOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of the contract or such other remedy as the recipient deems appropriate.

E-Verify

As a condition of the agreement with GDOT, vendors and contractors of Thomas County Area Transit shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the vendor or contractor while contracted with Thomas County Area Transit. Additionally, vendors and contractors shall expressly require any subcontractors performing work or providing services pursuant to work for Thomas County Area Transit shall likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor while working for Thomas County Area Transit.

5.0 Title VI Investigations, Complaints, and Lawsuits

FTA Circular 4702.1B, Chapter III, Paragraph 7: In order to comply with the reporting requirements of 49 CFR 21.9(b), FTA requires all recipients to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin: active investigations...; lawsuits, and complaints naming the recipient.

In accordance with 49 CFR 21.9(b), Thomas County Area Transit must record and report any investigations, complaints, or lawsuits involving allegations of discrimination. The records of these events shall include the date the investigation, lawsuit, or complaint was filed; a summary of the allegations; the status of the investigation, lawsuit, or complaint; and actions taken by Thomas County Area Transit in response; and final findings related to the investigation, lawsuit, or complaint. The records for the previous three (3) years shall be included in the Title VI Plan when it is submitted to GDOT.

Thomas County Area Transit has had no investigations, complaints, or lawsuits involving allegations of discrimination on the basis of race, color, or national origin over the past three (3) years. A summary of these incidents is recorded in Table 1.

Table 1: Summary of Investigations, Lawsuits, and Complaints

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations	None			
1.				
2.				
Lawsuits	None			
1.				
2.				
Complaints	None			
1.				
2.				

6.0 Public Participation Plan

FTA Circular 4702.1B, Chapter III, Paragraph 4.a.4: Every Title VI Plan shall include the following information: A public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Plan submission. A recipient's targeted public participation plan of minority populations may be part of efforts that extend more broadly to include constituencies that are traditionally underserved, such as people with disabilities, low-income populations, and others.

The Public Participation Plan (PPP) for Thomas County Area Transit was developed to ensure that all members of the public, including minorities and Limited English Proficient (LEP) populations, are encouraged to participate in the decision-making process for Thomas County Area Transit. Policy and service delivery decisions need to take into consideration community sentiment and public opinion based upon well-executed outreach efforts. The public outreach strategies described in the PPP are designed to provide the public with effective access to information about Thomas County Area Transit services and to provide a variety of efficient and convenient methods for receiving and considering public comment prior to implementing changes to services. The PPP is included as Appendix F to this Title VI Plan.

Current Outreach Efforts

Thomas County Area Transit is required to submit a summary of public outreach efforts made over the last three (3) years. The following is a list and short description of Thomas County Area Transit System's recent, current, and planned outreached activities.

- Annual Passenger Surveys
- Post the Nondiscrimination Notice in vehicles

Pending available resources, future outreach activities include:

- Annual public announcements via newspapers
- Public information meetings
- Interactive content online and social media
- Hosted information booth at related community events

7.0 Language Assistance Plan

FTA Circular 4702.1B, Chapter III, Paragraph 9: Recipients shall take reasonable steps to ensure meaningful access to benefits, services, information, and other important portions of their programs and activities for individuals who are limited English proficient (LEP).

Thomas County Area Transit operates a transit system within Thomas County, Georgia. The Language Assistance Plan (LAP) has been prepared to address Thomas County Area Transit System's responsibilities as they relate to the needs of individuals with Limited English Proficiency (LEP). Individuals, who have a limited ability to read, write, speak or understand English are LEP. In Thomas County Area Transit service area, there are 691 residents or 1.7% who describe themselves as not able to communicate in English "very well" (Source: US Census, 2019 American Community Survey). Thomas County Area Transit is federally mandated (Executive Order 13166) to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs and activities for individuals who are LEP. Thomas County Area Transit has utilized the U.S. Department of Transportation (DOT) LEP Guidance Handbook and performed a four-factor analysis to develop its LAP. The LAP is included in this Title VI Plan as Appendix G.

8.0 Transit Planning and Advisory Bodies

FTA Circular 4702.1B, Chapter III, Paragraph 10: Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar committees, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees.

Thomas County Area Transit does not have a transit-related committee or board; therefore this requirement does not apply.

9.0 Title VI Equity Analysis

FTA Circular 4702.1B, Chapter III, Paragraph 4.a.8: If the recipient has constructed a facility, such as vehicle storage, maintenance facility, operation center, etc., the recipient shall include a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility.

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

1. Thomas County Area Transit will complete a Title VI equity analysis for any facility during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin. Thomas County Area Transit will engage in outreach to persons potentially impacted by the siting of the facility. The Title VI equity analysis must compare the equity impacts of various siting alternatives, and the analysis must occur before the selection of the preferred site.
2. When evaluating locations of facilities, Thomas County Area Transit will give attention to other facilities with similar impacts in the area to determine if any cumulative adverse impacts might result. Analysis should be done at the Census tract or block group level where appropriate to ensure that proper perspective is given to localized impacts.
3. If Thomas County Area Transit determines that the location of the project will result in a disparate impact on the basis of race, color, or national origin, Thomas County Area Transit may only locate the project in that location if there is a substantial legitimate justification for locating the project there, and where there are no alternative locations that would have a less disparate impact on the basis of race, color, or national origin. Thomas County Area Transit must demonstrate and document how both tests are met. Thomas County Area Transit will consider and analyze alternatives to determine whether those alternatives would have less of a disparate impact on the basis of race, color, or national origin, and then implement the least discriminatory alternative.

Thomas County Area Transit has not recently constructed any facilities nor does it currently have any facilities in the planning stage. Therefore, Thomas County Area Transit does not have any Title VI Equity Analysis reports to submit with this Plan. Thomas County Area Transit will utilize the demographic maps included in Appendix I for future Title VI analysis.

10.0 System-Wide Service Standards and Service Policies

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

Thomas County Area Transit is not a fixed route service provider.

11.0 Appendices

APPENDIX A	FTA CIRCULAR 4702.1B REPORTING REQUIREMENTS FOR TRANSIT PROVIDERS
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APPENDIX J	TITLE VI EQUITY ANALYSIS

Appendix A

FTA Circular 4702.1B Reporting Requirements for Transit Providers

Every three years, on a date determined by FTA, each recipient is required to submit the following information to the Federal Transit Administration (FTA) as part of their Title VI Program. Sub-recipients shall submit the information below to their primary recipient (the entity from whom the sub-recipient receives funds directly), on a schedule to be determined by the primary recipient.

General Requirements

All recipients must submit:

- Title VI Notice to the Public, including a list of locations where the notice is posted
- Title VI Complaint Procedures (i.e., instructions how to file a Title VI discrimination complaint)
- Title VI Complaint Form
- List of transit-related Title VI investigations, complaints, and lawsuits
- Public Participation Plan, including information about outreach methods to engage minority and limited English proficient populations (LEP), as well as a summary of outreach efforts made since the last Title VI Program submission
- Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance
- A table depicting the membership of non-elected committees and councils, the membership of which is selected by the recipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees
- Primary recipients shall include a description of how the agency monitors its sub-recipients for compliance with Title VI, and a schedule of sub-recipient Title VI Program submissions
- A Title VI equity analysis if the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc.**
- A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions reviewed and approved the Title VI Program. For State DOTs, the appropriate governing entity is the State's Secretary of Transportation or equivalent. The approval must occur prior to submission to FTA.
- Additional information as specified in Chapters IV, V, and VI, depending on whether the recipient is a transit provider, a State, or a planning entity (see below)

Requirements of Transit Providers

All Fixed Route Transit Providers must submit:

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

Appendix B

Current System Description

Current System Description

1. An overview of the organization including its mission, program goals and objectives.
Thomas County Area Transit System's current and long-term focus as a transportation provider is on maintaining the best-coordinated transportation system possible for this community. Our goal is to create a coordinated system with the objective of providing safe, reliable, timely and efficient transportation services to county residents. The Thomas County Board of Commissioners is the local government responsible for setting the rural public transportation system goals and objectives. The local government has set its objectives for the section 5311 program as to improve the mobility and quality of life for all county residents, and to best utilize the section 5311 program by increasing service delivery, maximizing revenues, and controlling costs.
2. Organizational structure, type of operation, number of employees, service hours, staffing plan and safety and security plan.
Thomas County Area Transit is made up of 15 full-time employees and no volunteers. The rural public transportation management team consists of Michael J. Stephenson – *County Manager*, Phillip V. Brown – *County Commission Chairman*, and Corey M. McGee – *Transit Manager*. Mr. McGee will serve as Program Manager and could coordinate the programs administration, budgeting and service delivery. As an elected official and having close ties to the community, Mr. Brown will have the ability to identify, plan for and evaluate service delivery. Corey McGee will ensure the day-to-day operations and maintenance performed to set expectations and customer satisfaction is achieved.

The transit has developed its place in the County's infrastructure. The county voted to assume operations of the transit system as a county department and begin its new service delivery in July 2006. The Thomas County Area Transit System has been established as an enterprise fund within the Thomas County Department structure. The transit manager reports directly to the county manager. The County has established an office space location for dispatching and vehicle storage. County staff provides various support for administration, facilities, information technology support and vehicle maintenance.

To assure financial stability, the Thomas County Area Transit System will focus on two types of Markets: General Public and Human Service Transportation. All Thomas County residents have the opportunity to use the transportation system regardless of their location in the county, financial background, age, race, etc. The market for the transit system is not singly geographically concentrated, but rather exists in pockets throughout the county. The target market for persons needing to use public transportation are identified as being persons who need transportation due to financial and physical health restraints. Thomas County will also focus on Human Service Agency needs as to establish a client base and financial assistance. Some of the same human service clients that the agencies serve will also utilize the transit system outside of that assistance. The revenues generated from this service will help provide a stable financial base. Additionally, Thomas County will

serve target markets such as groups needing transportation, whether they are church groups, civic clubs, recreation department participants, senior citizens, school children, etc.

3. Indicate if your agency is a government authority.

Thomas County is a department of Thomas County, Georgia.

4. Who is responsible for insurance, training and management, and administration of the agency's transportation programs?

Thomas County Area Transit System's manager is responsible for training and management of our transportation program. All safety sensitive employees are required to complete GDOT approved safety and security training course as part of their new hire orientation. All new employees are also required to have on-the-road drivers training, which includes riding with a training driver, behind-the-wheel training, and training on proper use of wheelchair lifts and securement devices. The Transportation Services Manager is responsible for annual renewal of all liability insurance for both GDOT and agency owned vehicles, as well as vehicle registration renewal. It is the Transportation Manager's responsibility to administer all aspects of the transportation program and to control access and usage of all agency vehicles.

5. Who provides vehicle maintenance and record keeping?

Maintenance on all agency vehicles is provided by Thomas County Fleet Services department and is supervised by an ASE certified technician with experience in working on commercial passenger vehicles like the type of our agency uses. All maintenance is performed using the Preventative Maintenance Plan, which conforms to the State Vehicle Maintenance Guidelines set forth in the GDOT Preventative Maintenance Guidelines document. All vehicle files and driver files are kept on-site at our operations base located at 110 South Crawford Street, Thomasville, Ga 31792 and are maintained by the Transit Manager.

6. Number of current transportation related employees

Our transportation department has a total of 23 employees that include: 15 full-time drivers, 8 part-time drivers.

7. Who will drive the vehicle, number of drivers, CDL certifications, etc.

Only transportation employees that have completed all the required safety and drivers training requirements CDL and Non-CDL License drivers will be allowed to drive the agency vehicles.

8. A detailed description of service routes and ridership numbers

Transportation services provided through our program are available to all Thomas County residents. Our service incorporates a wide range of trip purposes that include medical, nutrition, shopping, social service, training, employment, social and recreation. Currently, we use a variety of vehicles to provide passenger services. 10 of our 16 vehicles are equipped for wheelchair service. We make 425 passenger trips per day on average and leverage our fleet resources so that all vehicles are used in a responsible manner to provide full coverage and retire the vehicles at a consistent pace and appropriate age and mileage.

Appendix C

**Title VI Plan Adoption Meeting Minutes
and GDOT Concurrence Letter**

INSERT AN AFFIDAVIT THAT THE PLAN WAS ADOPTED

Appendix D

Title VI Notice to Public

Notifying the Public of Rights Under Title VI

Thomas County Area Transit

- Thomas County Area Transit operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Thomas County Area Transit.
- For more information on Thomas County Area Transit System's civil rights program, and the procedures to file a complaint, contact (229) 225-4100, email corey.mcgee@thomascountyga.gov; or visit our administrative office at 116 West Jefferson Street, Thomasville, Ga 31792. For more information, visit thomascountyboc.gov.
- If information is needed in another language, contact (229) 228-7372
- You may also file your complaint directly with the FTA at: Federal Transit Administration Office of Civil Rights Attention: Title VI Program Coordinator, East Building, 5th Floor - TCR 1200 New Jersey Ave., SE, Washington, DC 20590

Appendix E

Title VI Complaint Form

Thomas County Area Transit

Title VI Complaint Form

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

Appendix F

Public Participation Plan (PPP)

Introduction

The Public Participation Plan (PPP) for Thomas County Area Transit was developed to ensure that all members of the public, including minorities and Limited English Proficient (LEP) populations, are encouraged to participate in the decision-making process for Thomas County Area Transit. Policy and service delivery decisions need to take into consideration community sentiment and public opinion based upon well-executed outreach efforts. The public outreach strategies described in the PPP are designed to provide the public with effective access to information about Thomas County Area Transit services and to provide a variety of efficient and convenient methods for receiving and considering public comment prior to implementing changes to services. Thomas County Area Transit also recognizes the importance of many types of stakeholders in the decision-making process, including other units of government, metropolitan area agencies, community-based organizations, major employers, passengers and the general public, including low-income, minority, LEP, and other traditionally underserved communities.

Public Participation Goals

The main goal of the PPP is to offer meaningful opportunities for all interested segments of the public, including, but not limited to, low-income, minority and LEP groups, to comment, about Thomas County Area Transit and its operations. The goals for this PPP include:

- **Inclusion and Diversity:** Thomas County Area Transit will proactively reach out and engage low-income, minority, and LEP populations for the Thomas County Area Transit service area so these groups will have an opportunity to participate.
- **Accessibility:** All legal requirements for accessibility will be met. Efforts will be made to enhance the accessibility of the public's participation – physically, geographically, temporally, linguistically and culturally.
- **Clarity and Relevance:** Issues will be framed in public meetings in such a way that the significance and potential effect of proposed decisions is understood by participants. Proposed adjustments to fares and/or services will be described in language that is clear and easy to understand.
- **Responsive:** Thomas County Area Transit will strive to respond to and incorporate, when possible, appropriate public comments into transportation decisions.
- **Tailored:** Public participation methods will be tailored to match local and cultural preferences as much as possible.
- **Flexible:** The public participation process will accommodate participation in a variety of ways and will be adjusted over time as needed.

Public Participation Methods

The methods of public participation included in this PPP were developed based upon best practices in conjunction with the needs and capabilities of Thomas County Area Transit. Thomas County Area Transit intends to achieve meaningful public participation by a variety of methods with respect to service and any changes to service.

Thomas County Area Transit will conduct community meetings and listening sessions as appropriate with passengers, employers, community based organizations, and advisory committees to gather public input and distribute information about service quality, proposed changes or new service options.

The public will be invited to provide feedback on the Thomas County Area Transit website (www.thomascountyboc.org) and all feedback on the site will be recorded and passed on to Thomas County Area Transit management. The public will also be able to call the Thomas County Area Transit office at (229) 228-7372 during its hours of operation. Feedback collected over the phone will be recorded and passed on to Thomas County Area Transit management. Formal customer surveys to measure performance, and listening sessions to solicit input, will be conducted periodically. The comments recorded as a part of these participation methods will be responded to as appropriate.

Meeting formats will be tailored to help achieve specific public participation goals that vary by project or the nature of the proposed adjustment of service. Some meetings will be designed to share information and answer questions. Some will be designed to engage the public in providing input, establishing priorities, and helping to achieve consensus on a specific recommendation. Others will be conducted to solicit and consider public comments before implementing proposed adjustments to services. In each case, an agenda for the meetings will be created that work to achieve the stated goals and is relevant to the subject and not overwhelming for the public.

For all public meetings, the venue will be a facility that is accessible for persons with disabilities and, preferably, is served by public transit. If a series of meetings are scheduled on a topic, different meeting locations may be used, since no one location is usually convenient to all participants.

For community meetings and other important information, Thomas County Area Transit will use a variety of means to make riders and citizens aware, including some or all of the following methods:

- In-vehicle advertisement
- Posters or flyers in transit center
- Posting information on website
- Press releases and briefings to media outlets
- Multilingual flyer distribution to community based organizations, particularly those that target LEP population
- Flyers and information distribution through various libraries and other civic locations that currently help distribute timetables and other information
- Communications to relevant elected officials
- Other methods required by local or state laws or agreements

All information and materials communicating proposed and actual service adjustments will be provided in English and any other language that meets the “safe harbor” criteria.

Appendix G

Language Assistance Plan (LAP)

I. Introduction

Thomas County Area Transit operates a transit system within Thomas County service area. The Language Assistance Plan (LAP) has been prepared to address Thomas County Area Transit System's responsibilities as they relate to the needs of individuals with Limited English Proficiency (LEP). Individuals, who have a limited ability to read, write, speak or understand English are LEP. In Thomas County Area Transit service area, there are 691 residents or 1.65% who describe themselves as not able to communicate in English "very well" (Source: US Census, 2019 American Community Survey). Thomas County Area Transit is federally mandated (Executive Order 13166) to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs and activities for individuals who are LEP. Thomas County Area Transit has utilized the U.S. Department of Transportation (USDOT) LEP Guidance Handbook and performed a four-factor analysis to develop its LAP.

The U.S. Department of Transportation Handbook, titled "Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons: A Handbook for Public Transportation Providers, (April 13, 2007) " (hereinafter "Handbook"), states that Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and its implementing regulations provide that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives Federal financial assistance (Handbook, page 5). The Handbook further adds that Title VI prohibits conduct that has a disproportionate effect on LEP persons because such conduct constitutes national origin discrimination (Handbook, page 5).

Executive Order 13166 of August 16, 2000 states that recipients of Federal financial assistance must take reasonable steps to ensure meaningful access to their programs and activities by LEP persons (Handbook, page 6). Additionally, recipients should use the DOT LEP Guidance to determine how best to comply with statutory and regulatory obligations to provide meaningful access to the benefits, services, information and other important portions of their programs and activities for individuals who are LEP (Handbook, page 6). These provisions are included in FTA Circular 4702.1B in Paragraph 9 of Chapter III (pages III-6 to III-9).

For many LEP individuals, public transit is the principal transportation mode available. It is important for Thomas County Area Transit be able to communicate effectively with all of its riders. When Thomas County Area Transit is able to communicate effectively with all of its riders, the service provided is safer, more reliable, convenient, and accessible for all within its service area. Thomas County Area Transit is committed to taking reasonable steps to ensure meaningful access for LEP individuals to this agency's services in accordance with Title VI.

This plan will demonstrate the efforts that Thomas County Area Transit undertakes to make its service accessible to all persons without regard to their ability to communicate in English. The plan addresses how services will be provided through general guidelines and procedures including the following:

- Identification: Identifying LEP populations in service areas
- Notification: Providing notice to LEP individuals about their right to language services
- Interpretation: Offering timely interpretation to LEP individuals upon request
- Translation: Providing timely translation of important documents
- Staffing: Identifying Thomas County Area Transit staff to assist LEP customers
- Training: Providing training on LAP to responsible employees.

II. Four Factor Analysis

The analysis provided in this report has been developed to identify LEP population that may use Thomas County Area Transit services and identify needs for language assistance. This analysis is based on the “Four Factor Analysis” presented in the Implementing the Department of Transportation’s Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons, dated April 13, 2007, which considers the following factors:

1. The number and proportion of LEP persons in the service area who may be served or are likely to encounter a Thomas County Area Transit program, activity or service.
2. The frequency with which LEP persons come in contact with Thomas County Area Transit programs, activities or services.
3. The nature and importance of programs, activities or services provided by Thomas County Area Transit to the LEP population.
4. The resources available to Thomas County Area Transit and overall costs to provide LEP assistance
 - a. **Factor 1: The Number and Proportion of LEP Persons Serviced or Encountered in the Eligible Service Population**

Of the 41,814 residents in the Thomas County Area Transit service area 691 residents describe themselves as speaking English less than “very well”. People of Spanish descent are the primary LEP persons likely to utilize Thomas County Area Transit services. For the Thomas County Area Transit service area, the 2019 American Community Survey of the U.S. Census Bureau shows that among the area’s population 4.27% (1,784) primary language is not English, of which 61.27% speak English “very well.” 4.27% of the entire population speak Spanish as their primary language, of which 44.91% speak English less than “very well.”

Appendix H contains a table which lists the languages spoken at home by the ability to speak English for the population within the Thomas County Area Transit service area.

b. Factor 2: The Frequency with which LEP Individuals Come into Contact with Your Programs, Activities, and Services

The Federal guidance for this factor recommends that agencies should assess the frequency with which they have contact with LEP individuals from different language groups. The more frequent the contact with a particular LEP language group, the more likely enhanced services will be needed.

Thomas County Area Transit has assessed the frequency with which LEP individuals come in contact with the transit system. The methods utilized for this assessment include analysis phone inquiries, requests for translated documents, and passenger surveys. Feedback indicated that Thomas County Area Transit dispatchers and drivers interact infrequently with LEP persons. The majority of these interactions have occurred with LEP persons who mainly spoke Spanish. Over the past 15 years, Thomas County Area Transit has had 0 requests for translated documents.

c. Factor 3: The Nature and Importance of the Program, Activity, or Service Provided by the Recipient to People's Lives

In order to issue financial stability the Thomas County Area Transit system will focus on two types of markets; General Public and Human Service Transportation. All Thomas County Residents have the opportunity to use the public transportation system regardless of their location in the county, financial background, age, race and etc. The market for the transit system is not singly geographically concentrated, but rather exists in pockets throughout the county. The target market for persons needing to use public transportation are identified as being persons who are in need of transportation due to financial and physical health restraints. Thomas County will also focus on some Human Service Agency needs as to establish a client base and financial assistance. Some of the same Human Service clients that the agency serves will also utilize the transit system outside of that assistance. The revenues generated from this service will help provide a stable financial base. Additionally, Thomas County will serve target markets such as groups needing transportation, whether they are church groups, civic clubs, recreation department participants, senior citizens, school children and etc.

d. Factor 4: The Resources Available to the Recipient and Costs

Thomas County Area Transit assessed its available resources that are currently being used, and those that could be used, to provide assistance to LEP populations. These resources include Local translation services. Thomas County Area Transit provides a reasonable degree of services for LEP populations in its service area.

III. Language Assistance Plan

In developing a Language Assistance Plan, FTA guidance recommends the analysis of the following five elements:

1. Identifying LEP individuals who need language assistance
2. Providing language assistance measures
3. Training staff
4. Providing notice to LEP persons
5. Monitoring and updating the plan

The five elements are addressed below.

a. Element 1: Identifying LEP Individuals Who Need Language Assistance

Federal guidance provides that there should be an assessment of the number or proportion of LEP individuals eligible to be serviced or encountered and the frequency of encounters pursuant to the first two factors in the four-factor analysis.

Thomas County Area Transit has identified the number and proportion of LEP individuals within its service area using United States Census data (see Appendix H). As presented earlier, 10% of the service area population speaks other languages than English. The largest non-English spoken language in the service area is Spanish (3.4%). Of those who primarily speak Spanish (3.4% of the total population), approximately 45% identify themselves as speaking English less than “very well,” which is 1.5% of the total population. Those residents whose primary language is not English or Spanish and who identify themselves as speaking English less than “very well” account for 1.65% of the service area population.

Thomas County Area Transit may identify language assistance need for an LEP group by:

1. Examining records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events or meetings.
2. Having Census Bureau Language Identification Flashcards available at Thomas County Area Transit Meetings. This will assist Thomas County Area Transit in identifying language assistance needs for future events and meetings.
3. Vehicle operators and front-line staff (i.e. Dispatchers, Transit Operation Supervisors, etc.) will be surveyed on their experience concerning any contacts with LEP persons during the previous year.

b. Element 2: Language Assistance Measures

Federal Guidance suggests that an effective LAP should include information about the ways in which language assistance will be provided. This refers to listing the different language services an agency provides and how staff can access this information.

For this task Federal Guidance recommends that transit agencies consider developing strategies that train staff as to how to effectively deal with LEP individuals when they either call agency centers or otherwise interact with the agency.

Thomas County Area Transit has undertaken the following actions to improve access to information and services for LEP individuals:

1. Survey transit drivers and other front-line staff annually on their experience concerning any contacts with LEP persons during the previous year.
2. Provide Language Identification Flashcards onboard transit vehicles and in the Thomas County Area Transit offices.
3. When an interpreter is needed in person or on the telephone, staff will attempt to access language assistance services from a professional translation service or qualified community volunteers.

c. Element 3: Training Staff

Federal guidance states staff members of an agency should know their obligations to provide meaningful access to information and services for LEP persons and that all employees in public contact positions should be properly trained.

Suggestions for implementing Element 3 of the Language Assistance Plan, involve: (1) identifying agency staff likely to come into contact with LEP individuals; (2) identifying existing staff training opportunities; (3) providing regular re-training for staff dealing with LEP individual needs; and (4) designing and implementing LEP training for agency staff.

In the case of Thomas County Area Transit, the most important staff training is for Customer Service Representatives and transit drivers. Several representatives are bilingual in English and Spanish.

The following training will be provided to Customer Service Representative:

1. Information on Title VI Procedures and LEP responsibilities
2. Use of Language Identification Flashcards
3. Documentation of language assistance requests
4. How to handle a potential Title VI/LEP complaint

d. Element 4: Providing Note to LEP Persons

Thomas County Area Transit will make Title VI information available in English and Spanish on the Agency's website. Key documents are written in English and Spanish. Notices are also posted in Thomas County Area Transit office, and on buses. Additionally, when staff prepares a document or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population.

e. Element 5: Monitoring and Updating the Plan

The plan will be reviewed and updated on an ongoing basis. Updates will consider the following:

- The number of documented LEP person contacts encountered annually
- How the needs of LEP persons have been addressed
- Determination of the current LEP population in the service area
- Determination as to whether the need for translation services has changed
- Determine whether Thomas County Area Transit System's financial resources are sufficient to fund language assistance resources needed

Thomas County Area Transit understands the value that its service plays in the lives of individuals who rely on this service, and the importance of any measures undertaken to make the use of system easier. Thomas County Area Transit is open to suggestions from all sources, including customers, Thomas County Area Transit staff, other transportation agencies with similar experiences with LEP communities, and the general public, regarding additional methods to improve their accessibility to LEP communities.

IV. Safe Harbor Provision

DOT has adopted the Department of Justice's Safe Harbor Provision, which outlines circumstances that can provide a "safe harbor" for recipients regarding translation of written materials for LEP population. The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient's written translation obligations. Translation of non-vital documents, if needed, can be provided orally. If there are fewer than 50 persons in a language group that reaches the five percent (5%) trigger, the recipient is not required to translate vital written materials but should provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

Thomas County Area Transit service area does not have LEP populations which qualify for the Safe Harbor Provision. As shown in Appendix H, Thomas County Area Transit does not have LEP groups which speak English less than "very well" which exceed either 5.0% (1.65% for Thomas County) or 1,000 person (691 for Thomas County).

Appendix H

Operating Area Language Data:

Thomas County Area Transit Service Area

Source: U.S. Census, American Community Survey 2019, 5-Year Estimates, Age by Language Spoken at Home by Ability to Speak English for Population 5 years and over.

(<https://data.census.gov/cedsci/table?t=Language%20Spoken%20at%20Home&g=0500000US13275&tid=ACSDT5Y2019.B16004>)

<u>Language</u>	<u>County</u>	<u>Percent of Population</u>
Total:	41,814	
5 to 17 years:	7,833	18.73%
Speak only English	7,327	17.52%
Speak Spanish:	449	1.07%
Speak English "very well"	363	0.87%
Speak English "well"	54	0.13%
Speak English "not well"	25	0.06%
Speak English "not at all"	7	0.02%
Speak other Indo-European languages:	51	0.12%
Speak English "very well"	45	0.11%
Speak English "well"	6	0.01%
Speak English "not well"	0	0.00%
Speak English "not at all"	0	0.00%
Speak Asian and Pacific Island languages:	6	0.01%
Speak English "very well"	0	0.00%
Speak English "well"	6	0.01%
Speak English "not well"	0	0.00%
Speak English "not at all"	0	0.00%
Speak other languages:	0	0.00%
Speak English "very well"	0	0.00%
Speak English "well"	0	0.00%

<u>Language</u>	<u>County</u>	<u>Percent of Population</u>
Speak English "not well"	0	0.00%
Speak English "not at all"	0	0.00%
18 to 64 years:	26,129	62.49%
Speak only English	25,032	59.87%
Speak Spanish:	857	2.05%
Speak English "very well"	362	0.87%
Speak English "well"	121	0.29%
Speak English "not well"	243	0.58%
Speak English "not at all"	131	0.31%
Speak other Indo-European languages:	172	0.41%
Speak English "very well"	156	0.37%
Speak English "well"	10	0.02%
Speak English "not well"	6	0.01%
Speak English "not at all"	0	0.00%
Speak Asian and Pacific Island languages:	18	0.04%
Speak English "very well"	14	0.03%
Speak English "well"	4	0.01%
Speak English "not well"	0	0.00%
Speak English "not at all"	0	0.00%
Speak other languages:	50	0.12%
Speak English "very well"	50	0.12%
Speak English "well"	0	0.00%
Speak English "not well"	0	0.00%
Speak English "not at all"	0	0.00%

<u>Language</u>	<u>County</u>	<u>Percent of Population</u>
65 years and over:	7,852	18.78%
Speak only English	7,671	18.35%
Speak Spanish:	128	0.31%
Speak English "very well"	65	0.16%
Speak English "well"	28	0.07%
Speak English "not well"	6	0.01%
Speak English "not at all"	29	0.07%
Speak other Indo-European languages:	38	0.09%
Speak English "very well"	38	0.09%
Speak English "well"	0	0.00%
Speak English "not well"	0	0.00%
Speak English "not at all"	0	0.00%
Speak Asian and Pacific Island languages:	12	0.03%
Speak English "very well"	0	0.00%
Speak English "well"	0	0.00%
Speak English "not well"	12	0.03%
Speak English "not at all"	0	0.00%
Speak other languages:	3	0.01%
Speak English "very well"	0	0.00%
Speak English "well"	3	0.01%
Speak English "not well"	0	0.00%
Speak English "not at all"	0	0.00%

Appendix I

Demographic Maps

Demographic maps are based on maps and information found in the Georgia Department of Transportation’s Statewide Transportation Improvement Program ‘s Environmental Justice Identification and Proposed Outreach Report (<http://www.dot.ga.gov/InvestSmart/STIP/FY%2021-24%20STIP%20Environmental%20Justice%20Identification%20and%20Proposed%20Outreach%20Report.pdf>)

The table below outlines the Environmental Justice (EJ) classification breaks. As stated on page eight of that report:

“the STIP area census tracts with values higher than the calculated threshold were stratified into classes between I and IV (Class I being the values closest to the threshold and Class IV being the highest values). The Classes were calculated so that all classes for an EJ category would include roughly the same number of census tracts, while considering variation in data values and keeping the breakpoints at whole numbers. See Table 2 for the class breaks for each class of each variable, and the number of tracts falling in each class of each variable.”

Table 2: Environmental Justice Class Breaks

Variable	Census Tracts	Class I	Class II	Class III	Class IV
Minority	282	32% - 39% (70 tracts)	40% - 49% (66 tracts)	50% - 59% (75 tracts)	60% - 95% (71 tracts)
Low-income	292	21% - 23% (68 tracts)	24% - 27% (72 tracts)	28% - 32% (72 tracts)	33% - 63% (80 tracts)
Elderly	293	16% - 17% (64 tracts)	18% - 19% (76 tracts)	20% - 22% (82 tracts)	23% - 49% (71 tracts)
LEP	201	2% (55 tracts)	3% (73 tracts)	4% - 6% (31 tracts)	7% - 25% (42 tracts)
No Internet Access	379*	25% - 28% (70 tracts)*	29% - 33% (104 tracts)*	34% - 40% (112 tracts)*	41% - 75% (93 tracts)*

Source: American Community Survey 2013-2017 estimates;
American Community Survey 2014-2018 estimates

The maps found in this appendix represent information developed for GDOT’s District 4, which includes Thomas County. The maps included are Minority EJ Population, Low-Income EJ Population, Elderly EJ Population, Limited English Proficiency (LEP), and Households without Internet Access.

Map 1 - Minority EJ Population

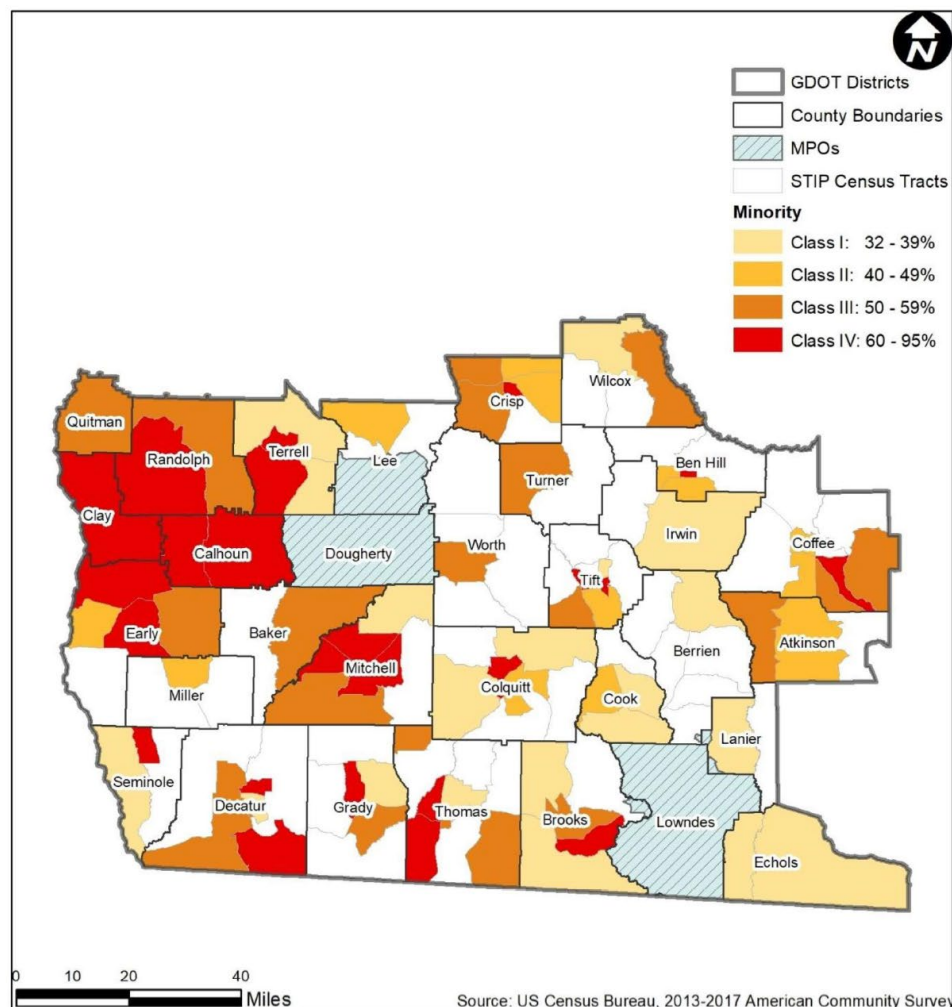
Source: the Georgia Department of Transportation's Statewide Transportation Improvement Program's Environmental Justice Identification and Proposed Outreach Report

(<http://www.dot.ga.gov/InvestSmart/STIP/FY%2021-24%20STIP%20Environmental%20Justice%20Identification%20and%20Proposed%20Outreach%20Report.pdf>) Section 5.4.1, Page 35

5.4.1 Minority EJ Population

"Figure 27 is a map of the minority EJ population located in District 4. Within District 4, 63 percent of the tracts have a minority population above the minority EJ threshold. The analysis shows 25 Class IV tracts located in the following counties: Ben Hill, Brooks, Calhoun, Clay, Coffee, Colquitt, Crisp, Decatur, Early, Grady, Mitchell, Randolph, Seminole, Terrell, Thomas and Tift. The analysis also shows 21 Class III tracts, 14 Class II tracts, and 21 Class I tracts. Tract locations can be found in Figure 27."

Figure 27: District 4 Minority EJ Population



Map 2 - Low-Income EJ Population

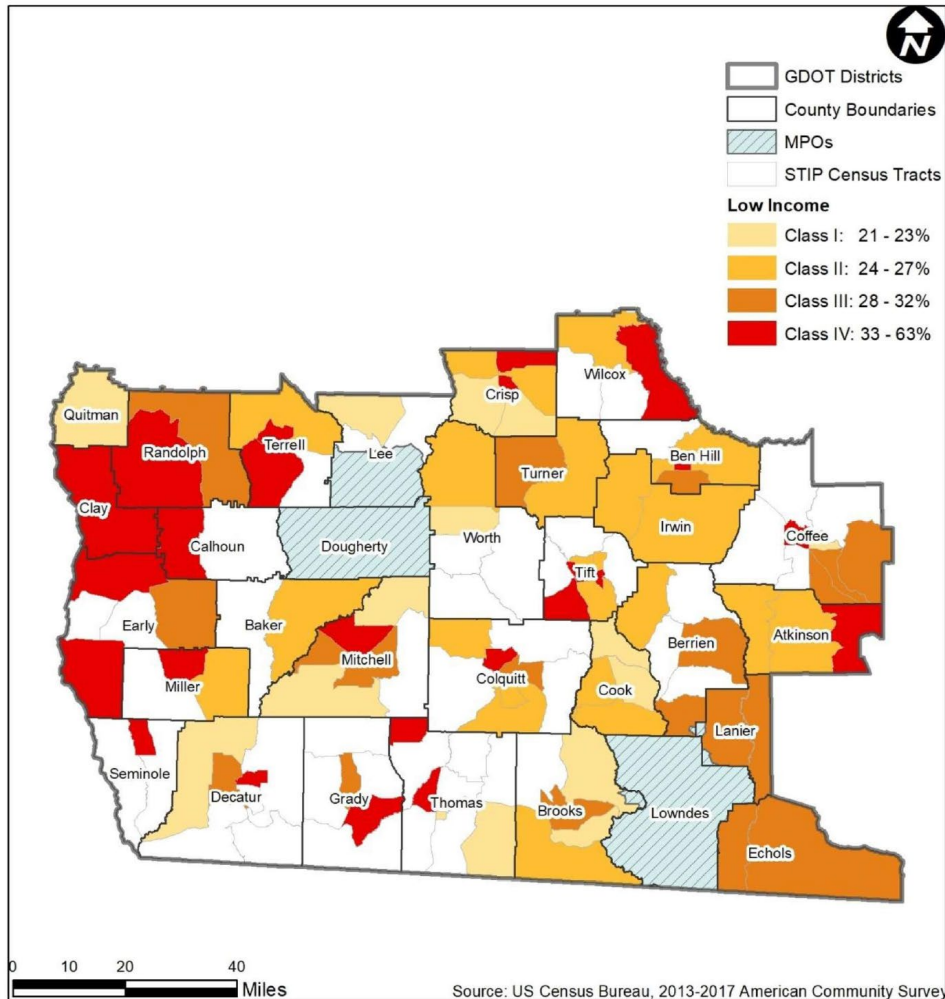
Source: the Georgia Department of Transportation’s Statewide Transportation Improvement Program’s Environmental Justice Identification and Proposed Outreach Report

(<http://www.dot.ga.gov/InvestSmart/STIP/FY%2021-24%20STIP%20Environmental%20Justice%20Identification%20and%20Proposed%20Outreach%20Report.pdf>) Section 5.4.2, Page 36

5.4.2 Low-income EJ Population

“Figure 28 is a map of the low-income EJ population located in District 4. Within District 4, 64 percent of the tracts have a low-income population above the low-income EJ threshold. The analysis shows 25 Class IV tracts located in the following counties: Atkinson, Ben Hill, Calhoun, Clay, Coffee, Colquitt, Crisp, Decatur, Early, Grady, Miller, Mitchell, Randolph, Seminole, Terrell, Thomas, Tift and Wilcox. The analysis also shows 18 Class III tracts, 25 Class II tracts, and 15 Class I tracts. Tract locations can be found in Figure 28.”

Figure 28: District 4 Low-income EJ Population



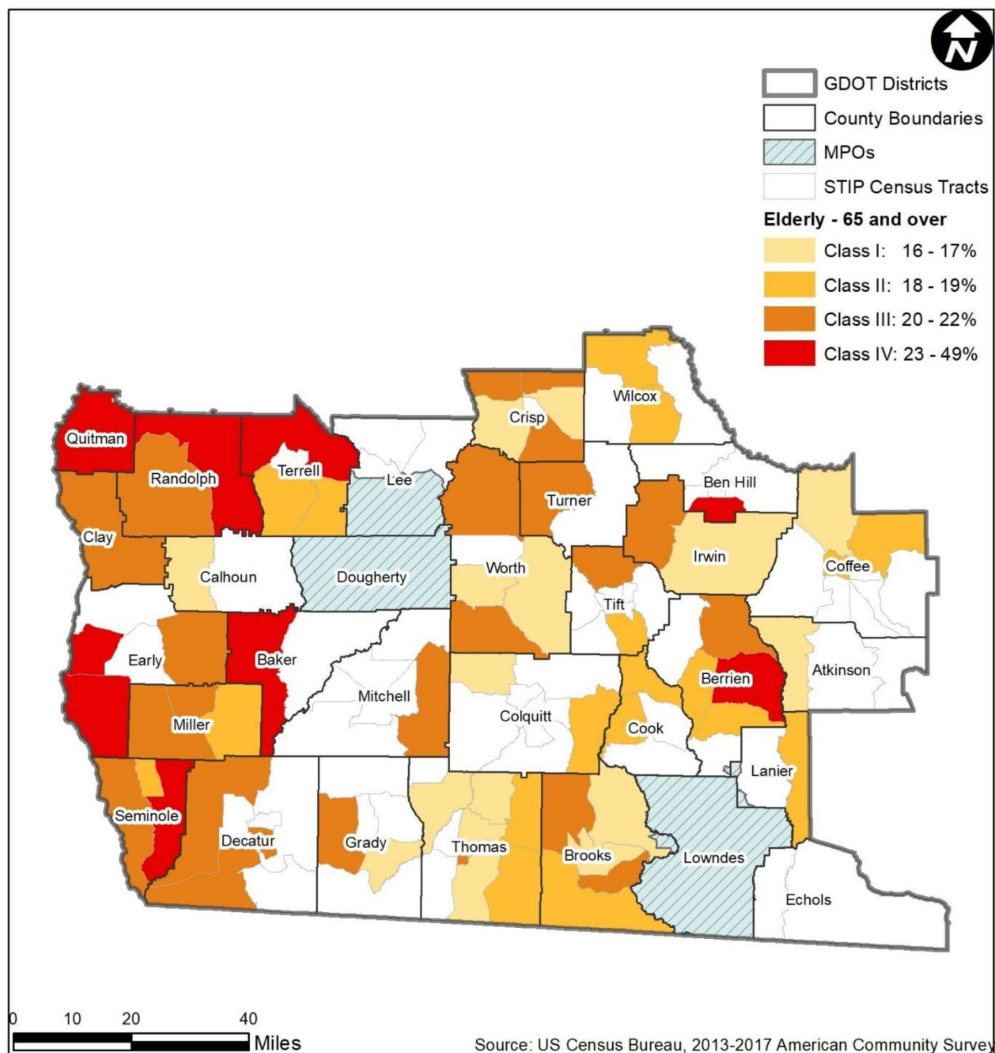
Map 3 - Elderly EJ Population

Source: the Georgia Department of Transportation’s Statewide Transportation Improvement Program’s Environmental Justice Identification and Proposed Outreach Report (<http://www.dot.ga.gov/InvestSmart/STIP/FY%2021-24%20STIP%20Environmental%20Justice%20Identification%20and%20Proposed%20Outreach%20Report.pdf>) Section 5.4.3, Page 37

5.4.3 Elderly EJ Population

“Figure 29 is a map of the elderly EJ population located in District 4. Within District 4, 52 percent of the tracts have an elderly population above the elderly EJ threshold. The analysis shows 9 Class IV tracts located in the following counties: Baker, Ben Hill, Berrien, Early, Quitman, Randolph, Seminole and Terrell. The analysis also shows 23 Class III tracts, 19 Class II tracts, and 16 Class I tracts. Tract locations can be found in Figure 29.”

Figure 29: District 4 Elderly EJ Population



Map 4 - Limited English Proficiency (LEP)

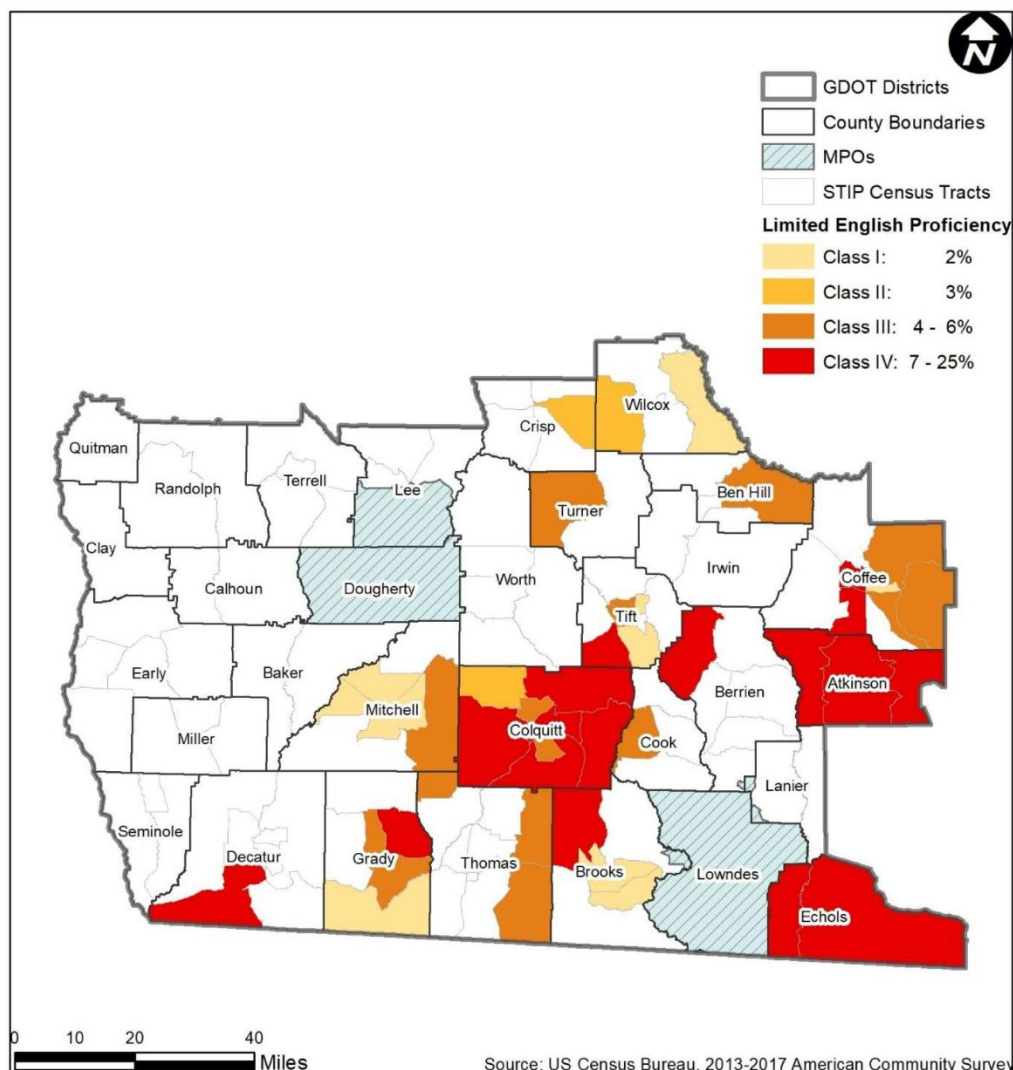
Source: the Georgia Department of Transportation's Statewide Transportation Improvement Program's Environmental Justice Identification and Proposed Outreach Report

(<http://www.dot.ga.gov/InvestSmart/STIP/FY%2021-24%20STIP%20Environmental%20Justice%20Identification%20and%20Proposed%20Outreach%20Report.pdf>) Section 5.4.4, Page 38

5.4.4 LEP EJ Population

"Figure 30 is a map of the LEP EJ population located in District 4. Within District 4, 37 percent of the tracts have a LEP population above the LEP EJ threshold. The analysis shows 19 Class IV tracts located in the following counties: Atkinson, Berrien, Brooks, Coffee, Colquitt, Decatur, Echols, Grady, and Tift. The analysis also shows 17 Class III tracts, 3 Class II tracts, and 9 Class I tracts. Tract locations can be found in Figure 30."

Figure 30: District 4 LEP EJ Population



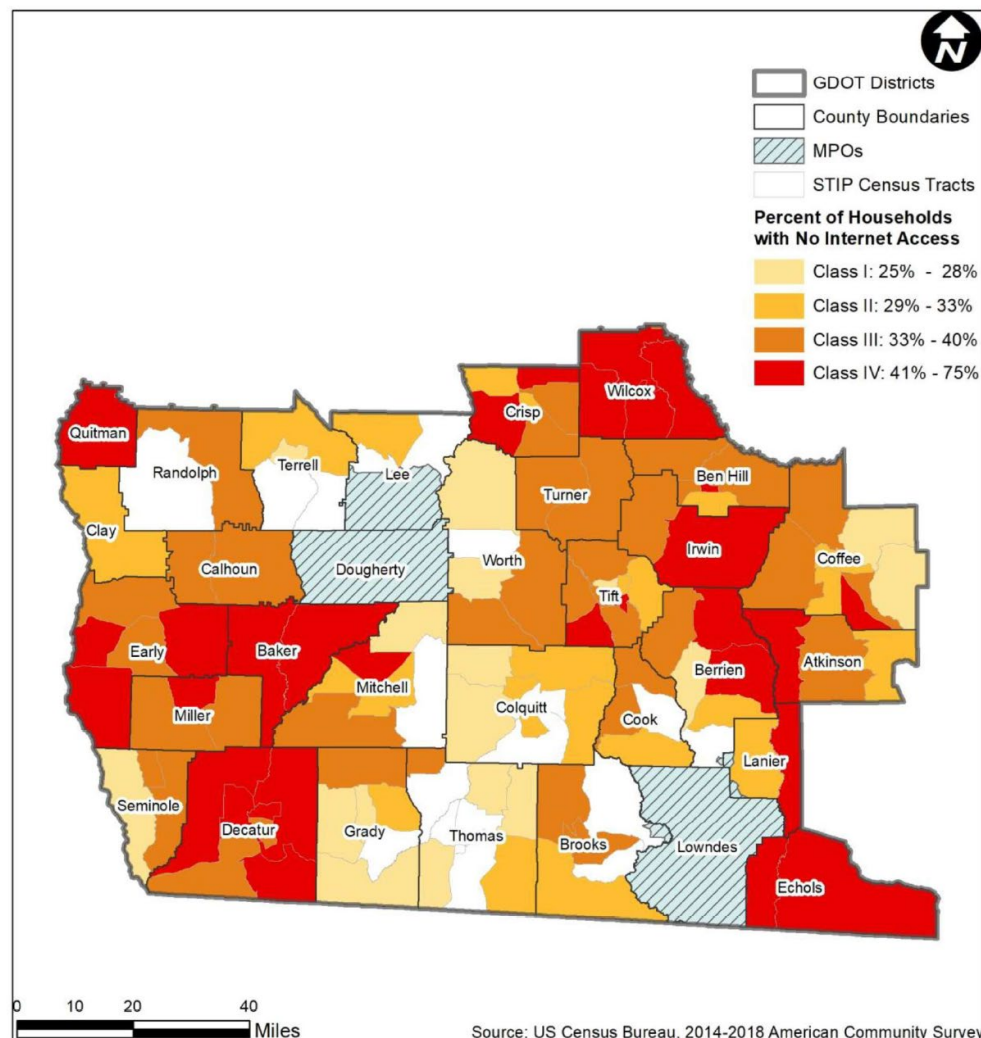
Map 5 - Households without Internet Access.

Source: the Georgia Department of Transportation's Statewide Transportation Improvement Program's Environmental Justice Identification and Proposed Outreach Report (<http://www.dot.ga.gov/InvestSmart/STIP/FY%202021-24%20STIP%20Environmental%20Justice%20Identification%20and%20Proposed%20Outreach%20Report.pdf>) Section 5.4.5, Page 39

5.4.5 Households without Internet Access

"Figure 31 is a map of the located in District 4. Within District 4, 90 percent of the tracts have households without internet access above the internet access EJ threshold. The analysis shows 39 Class IV tracts located in the following counties: Echols, Decatur, Lanier, Early, Miller, Baker, Mitchell, Berrien, Atkinson, Tift, Coffee, Irwin, Ben Hill, Quitman, Crisp, and Wilcox. The analysis also shows 41 Class III tracts, 28 Class II tracts, and 19 Class I tracts. Tract locations can be found in Figure 31."

Figure 31: District 4 Households without Internet Access



Appendix J

Title VI Equity Analysis

No Title VI equity have been completed because no facility has been recently constructed or planned by the agency.