

***Federal Transit Administration
Title VI Program***

Thomas County Area Transit

***Approved by Thomas County Board of Commissioners
_____ 2024***

(Plan expires 3 years from date approved by the board)

Title VI Plan Table of Contents

The Thomas County Area Transit Title VI plan includes the following elements:

Table of Contents

Section 1: Title VI Plan Approval.....	3
Section 2: Title VI Policy Statement.....	4
Section 3: Title VI Notice to the Public	5
Section 4: Title VI Complaint Procedure	7
Section 5: Title VI Complaint Form.....	9
Section 6: List of Title VI Investigations, Complaints and Lawsuits.....	12
Section 7: Public Participation Plan.....	13
Section 8: Four Factor Analysis and LEP Data	16
Section 9: Language Assistance Plan	22
Section 10: Minority Representation Information	27
Section 11: Providing Assistance to and Monitoring Subrecipients	28
Section 12: Title VI Equity Analysis for Facility Acquisition	29
Section 13: Fixed Route Transit Providers Service Standards and Policies.....	30

Section 1: Title VI Plan Approval

Title VI Plan Adopted on: _____

Adopted by: Thomas County Board of Commissioners

Chairman Signature: _____

Notary:

Section 2: Title VI Policy Statement

Policy Statement

Thomas County Area Transit, operating as a public transit provider, as a recipient of Federal Transit Administration (FTA) grant dollars either directly from FTA or through the Georgia Department of Transportation (GDOT), will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the U.S. Department of Transportation implementing regulations, FTA Circular 4702.1B, and GDOT Public Transportation requirements as specified in Master Grant Agreement, and State Management Plan. 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.

Section 3: Title VI Notice to the Public

Title VI Notice to the 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 the Thomas County Area Transit.
- For more information on Thomas County Area Transit's civil rights program or Title VI obligations, the procedures for, or to file a complaint, please contact:

Corey McGee, Transit Manager, Title VI Coordinator
(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 www.thomascountyboc.gov

- For transportation-related Title VI matters, a complaint may also be filed directly with GDOT's Equal Employment Opportunity Office: Title VI Liaison, 600 West Peachtree Street N.W. Atlanta, GA 30308; via phone: 404-631-1972; TTY: 711 or email: civilrights@dot.ga.gov

or to

- Federal Transit Administration, Office of Civil Rights, Director
East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC, 20590.
- If information is needed in another language, contact (229) 225-4100.
Si se necesita información en otro idioma, comuníquese con (229) 225-4100.

The **Thomas County Area Transit** Notice to the Public is posted in the following locations:

- 1) Public areas of the transit office (including the reception desk and meeting rooms)
- 2) Interior of each bus
- 3) Thomas County Area Transit website at thomascountyboc.org

Sample Title VI Notice to the Public in Spanish

Notificación al Público de Derechos Bajo el Título VI

- Thomas County Area Transit opera sus programas y servicios sin distinción de raza, color y origen nacional, según el Título VI de la Ley de Derechos Civiles. Cualquier persona que cree o que ha sido perjudicada por una práctica discriminatoria ilegal bajo el Título VI puede presentar una queja con Thomas County Area Transit.
- Para obtener más información sobre el programa de derechos civiles o lost obligaciones Titulo VI de Thomas County Area Transit, o para obtener más información sobre los procedimientos para, o a presentar una queja, se pone en contacto con:

Corey McGee, Coordinador del Título VI
(229) 225-4100

Correo electronico: corey.mcgee@thomascountyga.gov;

O visite a nuestra oficina administrative en:

116 West Jefferson Street, Thomasville, Ga 31792

Para más información, visite a: www.thomascountyboc.gov

- Para asuntos relacionados con el Título VI en el transporte, también se puede presentar una queja directamente a la Oficina de Igualdad de Oportunidades en el Empleo del GDOT: Enlace del Título VI, 600 West Peachtree Street N.W., Atlanta, GA 30308; por teléfono: 404-631-1972; TTY: 711 o por correo electrónico: civilrights@dot.ga.gov.

o, a:

- Administración Federal de Tránsito (FTA), Oficina de Derechos Civiles, Director East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.
- Si se necesita información en otro idioma, comuníquese con (229) 225-4100.

Section 4: Title VI Complaint Procedure

Any individual, group of individuals or entity that believes they have 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.

If the complainant is unable to reduce the complaint to writing, please contact the Title VI Coordinator using the information below, and a staff member will help dictate the complaint or provide other necessary assistance.

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

A complaint must be filed with Thomas County Area Transit no later than 180 days after the following:

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

Once the complaint is received, Thomas County Area Transit will review it to determine if our office has jurisdiction. A copy of each Title VI complaint received will be forwarded to the agency's Title VI Coordinator. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

Thomas County Area Transit has 90 days to investigate the complaint. If more information is needed to resolve the case, the Thomas County Area Transit may contact the complainant requesting further information. The complainant has 10 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, Thomas County Area Transit can administratively close the case.

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

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

If the complainant wishes to appeal the decision it must direct the appeal back to the agency. The complainant has 30 days after receipt of the closure letter or the letter of finding to do so. The appeal will be investigated and decided by a separate party than the Title VI Coordinator (or other official who issued the initial decision). The appeal process information will be included in the letter.

Written Title VI Complaints, or any questions regarding Title VI protections, should be forwarded to:

Corey McGee, Transit Manager, Title VI Coordinator
(229) 225-4100

Email: corey.mcgee@thomascountyga.gov;

Or visit our administrative office at
116 West Jefferson Street, Thomasville, Ga 31792

For transportation-related Title VI matters, a complaint may also be filed directly with GDOT's Equal Employment Opportunity Office: Title VI Liaison, 600 West Peachtree Street N.W. Atlanta, GA 30308; via phone: 404-631-1972; TTY: 711 or email: civilrights@dot.ga.gov

Or

Federal Transit Administration, Office of Civil Rights, Director
East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

If information is needed in another language, please contact (229) 225-4100 .

Si necesita información en otro idioma, por favor llame (229) 225-4100.

Section 5: Title VI Complaint Form

**Thomas County Area Transit
Title VI Complaint Form**

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
E-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):

Title VI: Race Color National Origin

Other (specify): _____

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 Civil Rights related complaint with this agency?

Yes

No

Section V

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes No

If yes, check all that apply:

Federal Agency: _____

Federal Court _____

State Agency _____

State Court _____

Local Agency _____

If marked Yes in Section V, please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:
Telephone:
Section VI
Name of agency complaint is against:
Contact person:
Title:
Telephone number:

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

Signature and date required below

Signature

Date

Please submit this form in person at the address below, or mail this form to:

Thomas County Area Transit
 Corey McGee, Transit Manager, Title VI Coordinator
 116 West Jefferson Street
 Thomasville, Ga 31792
 (229) 225-4100
 corey.mcgee@thomascountyga.gov

Section 6: List of Title VI Investigations, Complaints and Lawsuits

The Thomas County Area Transit maintains a list or log of all Title VI investigations, complaints and lawsuits, pertaining to its transit-related activities.

Check One:

- There have been no investigations, complaint and/or lawsuits filed against us since the last plan submission.
- There have been investigations, complaints and/or lawsuits filed against us. See list below. Attach additional information as needed.

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

Section 7: Public Participation Plan

Thomas County Area Transit's *Public Involvement Philosophy*

Thomas County Area Transit welcomes and values public involvement. GDOT and its recipients believe that well-designed, proactive public involvement improves its planning and policy efforts and ultimately leads to better decisions, better projects, and maximized, long-term public benefits. Creating long-term, sustainable systems requires our agency to embrace outside skills and knowledge, including input from the public. Advantages of enhanced public involvement include:

- Increased public collaboration. Citizen collaboration on projects benefits our agency's processes and outcomes, promoting public participation and respectful, productive dialogue.
- Decisions that better reflect diverse interests. Consulting with all identifiable interests helps Thomas County Area Transit better understand and reflect the full range of community values and livability standards.
- Efficient transportation decision implementation. Early public involvement fosters better decision making and reduces costly project plan revisions and change orders.
- Enhanced agency credibility. Increased public involvement results in more meaningful and better interactions between Department personnel and customers. This interaction aids everyone. The agency better understands public concerns, and customers gain an appreciation of the agency and its responsibilities.
- Thomas County Area Transit proactively involves the public in addressing transportation issues. The agency communicates its mission and goals to the widest audience possible and considers feedback received from transportation stakeholders and the public.

The agency embraces several specific goals:

- Provide for open and continuous communication to incorporate public input into decision-making and inform the public of planning, program functions, project activities, designs, and construction.
- Implement a public involvement strategy to identify and use agency resources to inform the public of our activities and receive public input. The strategy will establish levels (based on the nature and complexity of the activity) for communicating with transportation stakeholders and the public.
- Consult with local governments in identifying transportation needs, coordinating projects, and selecting viable solutions.
- Respond quickly and transparently to concerns expressed about agency activities and educate the public about transportation programs and issues.
- Review and update the public involvement strategy and process as needed, continuously evaluate public outreach activity effectiveness, and use the results to improve the program.
- Ensure minorities and low-income populations have opportunities to participate in the public involvement process.
- Foster internal communication and training to promote public involvement process understanding and implementation.

Strategies and Desired Outcomes

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

- ✓ Provide for early, frequent and continuous engagement by the public
- ✓ Select accessible and varied meeting locations and times
- ✓ Employ different meeting sizes and formats
- ✓ Use social media in addition to other resources as a way to gain public involvement

- ✓ Use radio, television or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations may also include audio programming available on podcasts.
- ✓ Expand traditional outreach methods by visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, local festivals, etc.

In addition to these general strategies, Thomas County Area Transit has also employed these specific strategies or activities:

- Annual Passenger Surveys
- Post information on agency website
- Post the Nondiscrimination Notice in vehicles

Public Outreach Activities

The public outreach and involvement activities conducted by Thomas County Area Transit since the last Title VI Program submission are summarized in the table below.

Specific Public Participation activities are listed in the table below:

Event Date	Thomas County Area Transit Staffer(s) or Department	Activity	Communication Method (Public notice, posters, social media)	Notes
	Corey McGee	Agency Website	Public notice, policy information, and complaint forms	
	Corey McGee	Post Notice on Vehicles	Public Notice	
	Corey McGee	Annual public announcement via newspaper	Public Notice	

Section 8: Four Factor Analysis and LEP Data

What does it mean to be Limited English Proficient (LEP)?

LEP individuals do not speak English as their primary language and therefore have a limited ability to read, write, speak, or understand English. Many LEP persons are in the process of learning English and may read, write, speak, and/or understand some English, but not proficiently. LEP status may be context-specific – an individual may have sufficient English language skills to communicate basic information (name, address etc.) but may not have sufficient skills to communicate detailed information in English.

Background

Federal law prohibits discrimination based on national origin. National origin discrimination includes discrimination based on a person's inability to speak, read, write or understand English. Recipients of Federal funds must provide meaningful access to LEP individuals.

On August 11, 2000, Executive Order 13166, titled, "Improving Access to Services by Persons with Limited English Proficiency," was issued. Executive Order 13166 requires Federal agencies to assess and address the needs of otherwise eligible persons seeking access to federally conducted programs and activities who, due to LEP cannot fully and equally participate in or benefit from those programs and activities. Section 2 of the Executive Order 13166 directs each Federal department or agency "to prepare a plan to improve access to...Federally conducted programs and activities by eligible LEP persons...."

Framework for Deciding when Language Services are Needed

Thomas County Area Transit will take the following steps to ensure meaningful access to its programs, services, and activities for LEP individuals in a manner that balances the following four factors.

FOUR-FACTOR ANALYSIS

The Four Factor Analysis is a local assessment that considers:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the agency;
2. The frequency with which LEP persons come into contact with the agency's services and programs;
3. The nature and importance of the agency's services and programs in people's lives; and
4. The resources available to the agency for LEP outreach, as well as the costs associated with that outreach.

Factor One: The number or proportion of LEP persons eligible to be serviced or likely to be encountered by Thomas County Area Transit

The first step in determining the appropriate components of a Language Assistance Plan is understanding the proportion of LEP persons who may encounter our agency's services, their literacy skills in English and their native language, the location of their communities and neighborhoods and, more importantly, if any are underserved as a result of a language barrier.

To do this, the agency evaluated the level of English proficiency and to what degree people in its service area speak a language other than English and what those languages are. Data for this review is derived from the United States Census and the American Community Survey. The most recent data available for the state were the ACS 2022 five-year estimates.

Service Area Overview

Thomas County Area Transit service area encompasses Thomas County Georgia and the cities of Thomasville, Boston, Pavo, Barwick, Ochlocknee, and Coolidge. Home to 42,904 people spread over 552 square miles, the service area's population speaks 4 different language groups. Of the total service area population of 42,904, 591, or .41%, of the population of residents, report speaking English less than very well. A breakdown of the language groups, and those speaking English less than very well, are shown below.

Limited English Proficient Data

Source: U.S. Census, American Community Survey, ACS 5-Year Estimates Subject Tables, Table S1601, 2022, Age by Language Spoke at Home by Ability to Speak English for Population 5 years and over. (<https://data.census.gov/table/ACSST5Y2022.S1601>)

	Thomas County, Georgia					
	Total	Percent	Percent of specified language speakers			
			Speak English only or speak English "very well"	Percent speak English only or speak English "very well"	Speak English less than "very well"	Percent speak English less than "very well"
Label	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
Population 5 years and over	42,904	(X)	42,313	98.6%	591	1.4%
Speak only English	40,861	95.2%	(X)	(X)	(X)	(X)
Speak a language other than English	2,043	4.8%	1,452	71.1%	591	28.9%
SPEAK A LANGUAGE OTHER THAN ENGLISH						
Spanish	1,476	3.4%	993	67.3%	483	32.7%
5 to 17 years old	388	0.9%	360	92.8%	28	7.2%
18 to 64 years old	906	2.1%	522	57.6%	384	42.4%
65 years old and over	182	0.4%	111	61.0%	71	39.0%
Other Indo-European languages	256	0.6%	244	95.3%	12	4.7%
5 to 17 years old	23	0.1%	23	100.0%	0	0.0%
18 to 64 years old	181	0.4%	169	93.4%	12	6.6%
65 years old and over	52	0.1%	52	100.0%	0	0.0%
Asian and Pacific Island languages	178	0.4%	140	78.7%	38	21.3%
5 to 17 years old	0	0.0%	0	-	0	-
18 to 64 years old	154	0.4%	140	90.9%	14	9.1%
65 years old and over	24	0.1%	0	0.0%	24	100.0%
Other languages	133	0.3%	75	56.4%	58	43.6%
5 to 17 years old	37	0.1%	37	100.0%	0	0.0%
18 to 64 years old	96	0.2%	38	39.6%	58	60.4%
65 years old and over	0	0.0%	0	-	0	-
CITIZENS 18 YEARS AND OVER						
All citizens 18 years old and over	34,255	(X)	34,102	99.6%	153	0.4%
Speak only English	33,132	96.7%	(X)	(X)	(X)	(X)
Speak a language other than English	1,123	3.3%	970	86.4%	153	13.6%
Spanish	688	2.0%	606	88.1%	82	11.9%
Other languages	435	1.3%	364	83.7%	71	16.3%

The Safe Harbor Provision

The U.S. Department of Transportation (U.S. DOT) has adopted the U.S. Department of Justice's Safe Harbor Provision. This provision outlines circumstances that can provide a "safe harbor" for U.S. DOT recipients (and sub-recipients) regarding translation of vital documents. Specifically, if a recipient provides written translation of vital documents for each LEP group that constitutes the lesser of 1,000 persons or five percent (5%) of the total population eligible to be served or likely to be affected or encountered, such action is

considered strong evidence of compliance with the recipient's written translation obligations.

The Safe Harbor Provision only applies to the translation of written documents. It does not affect the agency's requirement to provide meaningful access to LEP individuals through oral language services.

A vital document is any document that is critical for ensuring meaningful access to the recipients' major activities and programs by beneficiaries generally and LEP persons specifically. Whether or not a document (or the information it solicits) is "vital" may depend upon the importance of the program, information, encounter, or service involved, and the consequence to the LEP person if the information in question is not provided accurately or in a timely manner.

The data above shows that just one language meets the Safe Harbor threshold—Spanish. Thomas County is home to 1,476 people (3.4% of the population) who speak Spanish, of which 483, or 32.7%, speak English less than very well. The number of people who speak other languages and English less than very well all comprise under 0.25% of the population.

These languages are "Other Indo-European languages" and "Asian and Pacific Island languages," representing less than 1,000 people or 5% of the service area's population, that speak English "less than very well".

Designation of Vital Documents

Based on the limited population of Spanish speakers who also speak English less than very well, Thomas County Area Transit designates the following as Vital Documents which be translated to Spanish: Title VI Notice to the Public, Title VI Complaint Form, Title VI Complaint Procedures, ADA Complaint Form, and Reasonable Modification Request Form.

Factor Two: The frequency with which LEP persons come into contact with Agency services and programs.

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

of 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.

Factor Three: The Importance of the Agency's Service to People's Lives

Thomas County Area Transit services likely affect every community member in some way. Our transit services are used daily by people who do not have access to their own transportation. These services allow riders to access grocery stores, medical appointments, work, social service agencies, social activities, and a variety of other essential destinations. Some Limited English Proficient (LEP) individuals are immigrants who currently do not have a legal way to obtain a driver's license. 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 so forth.

The market for the transit system is not concentrated in a single geographic area but rather exists in pockets throughout the county. The target market for public transportation includes individuals who need transportation due to financial and physical health constraints. Thomas County will also focus on addressing the needs of human service agencies to establish a client base and secure financial assistance. Some of the same human service clients served by these agencies will also use the transit system beyond the provided assistance.

Finally, Thomas County Area Transit's planning process relies on input from the public. The agency's services are therefore important to LEP person's lives, and must be accessible to everyone, regardless of ability to speak English.

Factor Four: Resources and Costs for LEP Outreach

Given that Thomas County Area Transit has a very limited number of LEP citizens, we can meet the needs of its LEP population through relatively simple means. First, Thomas County Area Transit staff members who speak Spanish or any other foreign languages can be

consulted or utilized for translation or interpretation in informal or emergency situations. In the event assistance in a rare language is needed, Thomas County Area Transit can reach out to local colleges or universities to find staff who are proficient and may be willing to assist. Other free resources include the use of Google Translate or other technology-based translation services. Our agency can utilize Google Translate to interpret simple comments or messages left on our social media or in real time if necessary to communicate without advance warning an interpreter is needed.

Thomas County Area Transit recognizes there will be times when professional interpretation or translation services are needed. In those cases where a citizen needs to communicate with us in another language, Thomas County Area Transit employees have access to local translation services.

Finally, Thomas County Area Transit will pay for document translation services when needed, which generally costs about \$25-\$35 per page. For example, the Spanish translation of vital documents included in this Program were completed by a paid professional.

These resources give our agency the ability to perform outreach with the LEP population at a reasonable cost.

Section 9: Language Assistance Plan

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

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

The **Thomas County Area Transit's** Language Assistance Plan includes the following elements:

1. The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
2. A description of how language assistance services are provided by language
3. A description of how LEP persons are informed of the availability of language assistance service
4. A description of how the language assistance plan is monitored and updated
5. A description of how employees are trained to provide language assistance to LEP persons

Four Factor Analysis Results: LEP Populations Served

Item #1 – Four Factor Analysis Results: LEP Populations Served

The data above shows that just one language meets the Safe Harbor threshold—Spanish. Thomas County is home to 1,476 people (3.4% of the population) who speak Spanish, of which 483, or 32.7%, speak English less than very well. The number of people who speak other languages and English less than very well all comprise under 0.25% of the population. These languages are “Other Indo-European languages” and “Asian and Pacific Island languages,” representing less than 1,000 people or 5% of the service area’s population, that speak English “less than very well”.

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

The Thomas County Area Transit has identified, developed, and uses the following:

- a) Individuals who have contact with the public are provided with “I Speak” language cards to identify language needs in order to match them with available services. Language cards verified and distributed by the Director as need.

- b) The Thomas County Area Transit has developed partnerships with local agencies, organizations, law enforcement, colleges/universities, local school districts and social service agencies that are available to assist with its LEP responsibilities.
- c) Any other need for translated documents or interpretation services will be provided on an as-needed basis. That is, anyone requesting specific information in a non-English language will be provided it upon request. The agency will use its internal resources to meet this need, when available. Otherwise, the agency will reach out to the network of resources it has developed, or hire a translator or interpreter as needed.

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

In order to ensure that LEP individuals are aware of Thomas County Area Transit's language assistance measures, Thomas County Area Transit provides the following:

- Title VI Program including the Language Assistance Plan is made available on website and hard copy in central office.
- Drivers and dispatchers are provided "I Speak" language cards to identify language needs in order to match them with available services.
- The agency's website includes language stating, "If you need assistance or information in another language, please contact (229) 225-4100." This message is provided in every language identified as meeting the safe harbor threshold, as well as all languages identified as representing at least 1% of the service area.

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

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

Updates will continue to include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.
- Determination as to whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.

- Determine whether Thomas County Area Transit’s financial resources are sufficient to fund language assistance resources needed.
- Determine whether Thomas County Area Transit has fully complied with the goals of this LEP Plan.
- Determine whether complaints have been received concerning Thomas County Area Transit’s failure to meet the needs of LEP individuals

Item #5 – Description of how Employees are Trained to Provide Language Assistance to LEP Persons
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The following training will be provided to Thomas County Area Transit staff:

- Information on the Thomas County Area Transit Title VI Procedures and LEP responsibilities.
- Description of language assistance services offered to the public.
- Use of “I Speak” language cards (used to identify language preference).
- Documentation of language assistance requests.
- How to handle a potential Title VI / LEP complaint.

“I Speak” Language Identification Card

Note: For additional languages visit the US Census Bureau website

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

<http://www.lep.gov/ISpeakCards2004.pdf>

Log of LEP Encounters

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

Section 10: Minority Representation Information

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

Thomas County Area Transit does not have any transit-related, non-elected planning boards, advisory councils or committees, or similar committees, the membership of which is selected by the recipient. This section is inapplicable.

Section 11: Providing Assistance to and Monitoring Subrecipients

1. Does agency provide funding to subrecipients?

No, the agency does not have subrecipients.

Section 12: Title VI Equity Analysis for Facility Acquisition

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

No, the agency has not built a facility.

Section 13: Fixed Route Transit Providers Service Standards and Policies

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

Thomas County Area Transit:

is a fixed route transit provider

is **not** a fixed route transit provider