

# TITLE VI NOTICE OF PROTECTION AGAINST DISCRIMINATION

MCATS operates its programs 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 Morgan County Area Transportation System.

For more information on the civil rights program and the procedures to file a complaint, contact us at:

**MCATS**

**Post Office Box 668, Decatur, AL 35602**

**256-351-4652**

**[www.co.morgan.al.us](http://www.co.morgan.al.us)**

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE, Washington DC 20590

If information is needed in another language, contact

256-351-4652

# MORGAN COUNTY AREA TRANSPORTATION SYSTEM

## TITLE VI PROGRAM

August 21, 2013

POST OFFICE BOX 668  
DECATUR, AL 35602  
256-351-4652  
[www.co.morgan.al.us](http://www.co.morgan.al.us)

This document was prepared in accordance with the FTA Circular 4702.1B, dated October 1, 2012.

**Title VI Policy Statement**  
***(Applicable to all providers)***

The Morgan County Area Transportation System ensures compliance with Title VI of the Civil Rights Act of 1964, 49 CFR, part 21, and related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, or national origin.

**Title VI Notice to the Public**  
***(Applicable to all providers)***

The Morgan County Area Transportation System has developed a Title VI Notice to provide information to the public regarding the Morgan County Area Transportation System Title VI obligations and to inform the public of the protections against discrimination afforded to them by Title VI.

The Morgan County Area Transportation System has posted the Title VI Notice on the agency's website and in public areas of the agency's office(s) including the receptionist area, and meeting rooms. The notice is also posted in buses, stations, and/or bus stops. The notice is included as Attachment 1.

**Title VI Assurances**  
***(Applicable to all providers)***

The Morgan County Area Transportation System fulfills this requirement by submitting its annual Title VI assurances as part of its annual Certification and Assurance submission to ALDOT.

**Title VI Complaint Procedures**  
***(Applicable to all providers)***

A Title VI complaint may be filed by any individual or individuals who allege they have been subjected to discrimination or adverse impact under any FTA funded program or activity based on race, color, or national origin.

The Morgan County Area Transportation System has adopted Title VI complaints procedures for investigating and tracking complaints. The Title VI complaint procedures can be found on the agency's website and in Attachment 2.

**Title VI Complaint Form**  
***(Applicable to all providers)***

The Title VI Complaint Form is included in Attachment 3.

**List of Transit-Related Title VI Investigations, Complaints, and Lawsuits**  
***(Applicable to all providers)***

All providers shall maintain a log of Title VI complaints received. The log shall include the date the complaint was filed, a summary of the allegations; the status of the complaint; and actions taken in response to the complaint.

Since the submission of the last Title VI Program information to the ALDOT, there have been no Title VI investigations, complaints, or lawsuits received by the Morgan County Area Transportation System related to transit. A copy of the Title VI Investigations, Complaints and Lawsuit Form that will be used if a complaint or lawsuit is filed can be found in Attachment 4.

**Public Participation Plan**  
***(Applicable to all providers)***

The Morgan County Area Transportation System is committed to a public participation process that will provide for early and continuous opportunities for participation in the transportation decision making process by the Limited English Proficiency (LEP) population. The Public Participation plan provides for an open exchange of information and ideas between the public and transportation decision makers. The Morgan County Area Transportation System public participation program is ongoing and reviewed regularly in order to identify, meet and serve the LEP community needs.

In an effort to more fully integrate into community outreach activities, the opinions of minority, low-income and LEP populations, the Morgan County Area Transportation System public participation program will:

- Continue to coordinate with community-based organizations to identify and implement strategies to reach out to members in the affected minority, low-income, and LEP communities.
- Place public notices on transit website, in the receptionist area, on the buses, and at bus stops.
- Utilize the media (newspaper, radio, television, etc.) to target the minority, low-income and LEP populations in public involvement efforts.
- Provide opportunities for public participation through means other than written communication, such as personal interviews or the use of recording devices to capture oral comments.
- Hold public meetings in locations, facilities, and at meeting times that are convenient and accessible to the minority, low-income, and LEP populations.
- Develop Title VI brochures in English and make available in other languages as needed.
- Make public information available in electronically accessible formats.

- Host a table or booth at community event or piggyback an engagement effort onto a regularly-scheduled community meeting.
- Utilize interactive and collaborative online technologies, such as social networking, blogs, video sharing and wikis.
- Develop signs, fliers or other materials to mail or to post and distribute to the general public and place in libraries, community centers, etc.
- Consider non-traditional media outlets, such as local, neighborhood publications, or internet outlets, such as YouTube, Twitter, or Facebook.

**Summary of public outreach and involvement activities performed (examples)**

- Morgan County Area Transportation System staff has participated in and supported Community-Based Transportation Programs for disadvantaged communities.
- Public Meetings have been held at convenient times and accessible locations for the LEP populations.
- Utilized the newspapers for publishing meetings and in newspapers that service minorities.
- Staff attends local meetings to identify community needs and participates as a stakeholder agency.
- Staff participates in public outreach efforts to explain specific transit proposals and solicit comments. These outreach efforts include interactions at public open houses.
- Public notices are on the transit website, in the receptionist area, on the buses, and at bus stops.
- Title VI brochures have been developed in English and Spanish.

**Language Assistance Plan**  
***(Applicable to all providers)***

The Language Assistance Plan uses the Four Factor Analysis to identify Limited English Proficient (LEP) persons that need language assistance, outline how language assistance is available, and describes how staff considers the needs of LEP persons. **All subrecipients must address the Four Factor Analysis in the LEP Plan. The Limited English Proficiency Plan can be found in Attachment 5.**

- (1) **The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.** This population will be program-specific. In addition to the number or proportion of LEP persons served, the recipient's analysis should, at a minimum, identify:
  - (a) How LEP persons interact with the recipient's agency;

- (b) Identification of LEP communities, and assessing the number or proportion of LEP persons from each language group to determine the appropriate language services for each language group;
  - (c) The literacy skills of LEP populations in their native languages, in order to determine whether translation of documents will be an effective practice; and
  - (d) Whether LEP persons are underserved by the recipient due to language barriers.
- (2) **The frequency with which LEP persons come into contact with the program.** Recipients should survey key program areas and assess major points of contact with the public, such as:
- (a) Use of bus and rail service;
  - (b) Purchase of passes and tickets through vending machines, outlets, websites, and over the phone;
  - (c) Participation in public meetings;
  - (d) Customer service interactions;
  - (e) Ridership surveys;
  - (f) Operator surveys.
- (3) **The nature and importance of the program, activity, or service provided by the program to people's lives.** Generally speaking, the more important the program, the more frequent the contact and the likelihood that language services will be needed. The provision of public transportation is a vital service, especially for people without access to personal vehicles. An MPO's regional planning activities will impact every person in a region. Development of a coordinated plan to meet the specific transportation needs of seniors and people with disabilities will often also meet the needs of LEP persons. A person who is LEP may have a disability that prevents the person from using fixed route service, thus making the person eligible for ADA complementary para-transit. Transit providers, States, and MPOs must assess their programs, activities and services to ensure they are providing meaningful access to LEP persons. Facilitated meetings with LEP persons are one method to inform the recipient on what the local LEP population considers to be an essential service, as well as the most effective means to provide language assistance.
- (4) **The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.** Resource and cost issues can often be reduced by technological advances, reasonable business practices, and the sharing of language assistance materials and services among and between recipients, advocacy groups, LEP populations and Federal agencies. Large entities and those entities serving a significant number of LEP persons should ensure that their resource limitations are well substantiated before using this factor as a reason to limit language assistance.

All sub recipients have considerable flexibility in developing a Language Assistance Plan, or LEP Plan. **An LEP Plan shall, at a minimum:**

- (a) Include the results of the Four Factor Analysis, including a description of the LEP population(s) served;
- (b) Describe how the recipient provides language assistance services by language;
- (c) Describe how the recipient provides notice to LEP persons about the availability of language assistance;
- (d) Describe how the recipient monitors, evaluates and updates the language access plan; and
- (e) Describe how the recipient trains employees to provide timely and reasonable language assistance to LEP populations.

### ***SAFE HARBOR PROVISION***

***(Applicable to providers that meet the safe harbor threshold of (5%) or 1,000 persons in a LEP language group of the total population)***

In accordance with the Safe Harbor Provision, the Morgan County Area Transportation System has analyzed which language groups exceed the 1,000 persons or five percent threshold. These language groups are listed in Attachment 5. Therefore, Morgan County Area Transportation System focuses translation efforts in Morgan County Area Transportation System, which is the largest language group other than English. Vital documents such as public notice, complaint forms, and complaint procedures will be available in Spanish. The Morgan County Area Transportation System provides free translation services.

### **Minority Representation on Planning and Advisory Bodies**

***(Applicable to all providers)*** Minorities include American Indian & Alaska Native, Asian, Black, Hispanic or Latino, and Native Hawaiian or Other Pacific Islander.

The Morgan County Area Transportation System will not on the grounds of race, color, or national origin deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program.

If the Morgan County Area Transportation System establishes transit-related, non-elected planning boards, advisory councils or committees, a table will be use to depict the racial breakdown of the membership of those committees. The table can be found in Attachment 6.

### **Providing Assistance to Subrecipients**

***(Applicable to providers that have subrecipients; contractors are excluded from developing Title VI programs but must comply with Title VI)***

All subrecipients are required to develop Title VI Programs. The Morgan County Area Transportation System shall assist all subrecipients in complying with DOT's Title VI regulations, including the general reporting requirements. Assistance shall be provided to the subrecipients as necessary and as appropriate by the Morgan County Area Transportation System.

The following information shall be provided to the subrecipients;

- Sample notices to the public informing beneficiaries of their rights under DOT's Title VI regulations, procedures on how to file a Title VI complaint, and the Title VI complaint form.
- Sample procedures for tracking and investigating Title VI complaints filed with a subrecipient, and when the Morgan County Area Transportation System expects the subrecipient to notify the primary recipient of complaints received by the subrecipient.
- Demographic information on the race and English proficiency of residents served by the subrecipient. This information will assist the subrecipient in assessing the level and quality of service it provides to communities within its service area and in assessing the need for language assistance.
- Any other recipient-generated or obtained data, such as travel patterns, surveys, etc., that will assist subrecipients in complying with Title VI.

### **Not Applicable**

### **Monitoring Subrecipients for Compliance**

***(Applicable to providers that have subrecipients; contractors are excluded from developing Title VI programs but must comply with Title VI)***

The Morgan County Area Transportation System staff periodically reviews the Title VI programs of its subrecipients and works cooperatively to update the programs. Updates or other modifications may be necessary for several reasons including new implementation requirements issued by the FTA or ALDOT.

Training, workshops, and other technical assistance will be provided by the Morgan County Area Transportation System.

Additionally, the Morgan County Area Transportation System staff may conduct on-site visits of subrecipients as needed or subsequent to the filing of a Title VI complaint. In the event of a subrecipient's noncompliance, the Morgan County Area Transportation System may impose sanctions such as the withholding of payments and/or the cancellation, termination, or suspension of a project agreement.

Following submission of the initial Title VI program, subrecipients are required to resubmit

every three years based on a schedule provided by the Morgan County Area Transportation System. If the Morgan County Area Transportation System identifies that modifications are needed, subrecipients must provide updated versions of the Title VI programs within 30 days of being notified of necessary modifications.

### **Not Applicable**

#### **Schedule of Subrecipient Title VI Programs Submissions**

***(Applicable to providers that have subrecipients; contractors are excluded)***

The Title VI program submissions will include all applicable Title VI requirements from the FTA's Title VI Circular (4702.1B) which was published on October 1, 2012.

The Morgan County Area Transportation System has developed a schedule of Title VI Program submission dates for the subrecipients.

A copy of the schedule can be found in Attachment 7.

### **Not Applicable**

#### **Guidance on Determining Site or Location of Facilities (Construction)**

***(Applicable to all providers)***

The Morgan County Area Transportation System has no construction projects scheduled. In the event that the Morgan County Area Transportation System decides to acquire land and/or construct facilities the Morgan County Area Transportation System shall not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination under any transit federally funded program based on the grounds of race, color, or national origin. The Morgan County Area Transportation System shall comply with all federal requirements including 49 CFR part 21 and FTA Circular 4702.1B and all subsequent provisions.

A copy of the Title VI Construction Project Analysis can be found in Attachment 8.

#### **Additional MPO Requirements**

***(Applicable to MPOs only)***

The Morgan County Area Transportation System will comply with the Metropolitan Planning Organizations (MPOs) requirements in Chapter VI of FTA Circular 4702.1B. MPOs shall include the following additional information in their Title VI Programs.

- A demographic profile of the metropolitan area that includes identification of the locations of minority populations in the aggregate;
- A description of the procedures by which the mobility needs of minority populations are identified and considered within the planning process;
- Demographic maps that overlay the percent minority and non-minority populations as identified by Census or ACS data, at Census tract or block group level, and charts that analyze the impacts of the distribution of State and Federal funds in the aggregate for public transportation purposes, including Federal funds managed by the MPO as a designated recipient;

- An analysis of impacts that identifies any disparate impacts on the basis of race, color, or national origin, and, if so, determines whether there is a substantial legitimate justification for the policy that resulted in the disparate impacts, and if there are alternatives that could be employed that would have a less discriminatory impact.

**Additional Title VI Information**  
*(Applicable to all providers)*

Additional Title VI information is included in Attachment 10.

**Board Meeting Resolutions of Approved Title VI Program**  
*(Applicable to all providers)*

The Morgan County Area Transportation System board of directors approved the Title VI program on September 10, 2013. A copy of the **authorizing resolution** is included as Attachment 11.

# *Attachment 1*

## Title VI Notice to Public

*(To be posted on the agency's website and all transit vehicles, stations, stops, receptionist areas and/or meeting rooms)*

### **TITLE VI NOTICE OF PROTECTION AGAINST DISCRIMINATION**

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**If information is needed in another language, contact  
256-351-4652**

**\*\*If provider meets the safe harbor threshold - At a minimum the statement: "If information is needed in another language, then contact [telephone number]"—should be stated in English and in any other language(s) spoken by LEP populations that meet the Safe Harbor threshold.**

## *Attachment 2*

### Title VI Complaint Procedures

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

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

The **Morgan County Area Transportation System** has 15 business days to investigate the complaint. If more information is needed to resolve the case, the **Morgan County Area Transportation System** may contact the complainant. The complainant has 15 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 15 business days, the **Morgan County Area Transportation System** can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

In a situation where the complainant is unable or incapable of providing a written complaint, a verbal complaint of discrimination may be made to the **Morgan County Area Transportation System**. Under these circumstances, the complainant will be interviewed and the **Morgan County Area Transportation System** will assist the complainant in converting the verbal allegations to a formal, written complaint.

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. An 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 15 days after the date of the letter or the LOF to do so.

If the complainant is not satisfied with actions taken locally or if they demand further action, these unresolved complaints will be referred to Mr. Joe Nix, Alabama Department of Transportation, Modal Programs Bureau, 1100 John Overton Drive, Montgomery, Alabama 36110

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

**\*\*If information is needed in another language, then contact 256-351-4652.**

**\*\*If provider meets the safe harbor threshold: At a minimum the statement: "If information is needed in another language, then contact [phone number]"—should be stated in English and in any other language(s) spoken by LEP populations that meet the Safe Harbor threshold.**

# Attachment 3

## Title VI Complaint Form

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

<b>Section V</b>
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check all that apply: <input type="checkbox"/> Federal Agency: _____ <input type="checkbox"/> Federal Court _____ <input type="checkbox"/> State Agency _____ <input type="checkbox"/> State Court _____ <input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.
<b>Name:</b>
<b>Title:</b>
<b>Agency:</b>
<b>Address:</b>
<b>Telephone:</b>
<b>Section VI</b>
Name of agency complaint is against:
Contact person:
Title:
Telephone number:

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:

Debra Gardner, Director  
MCATS  
Post Office Box 668  
Decatur, AL 35602

*If a provider meets safe harbor threshold, this form must be provided in English and any other language spoken by LEP populations that meet the Safe Harbor Threshold.*

## *Attachment 4*

### List of Transit-Related Investigations, Lawsuits and Complaints

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

# Attachment 5

## Demographics

**State of Alabama**  
**Language Spoken At Home per County**  
**Speak English less than "very well"**  
**Based on Census 2010 Data and**  
**2007-2011 American Community Survey**

Area Name	Population 5 Years and Older	# Population Speak English Less Than Very Well	% Population Speak English Less Than Very Well	# Speak Spanish or Spanish/ Creole	% Speak Spanish or Spanish/ Creole	# Speak Other Indo European	% Speak Other Indo European	# Speak Asian- Pacific Island	% Speak Asian- Pacific Island	# Speak Other	% Speak Other
				Speak English Less Than Very Well	Speak English Less Than Very Well	Speak English Less Than Very Well	Speak English Less Than Very Well	Speak English Less Than Very Well	Speak English Less Than Very Well	Speak English Less Than Very Well	Speak English Less Than Very Well
State of Alabama	4,443,763	105,317	2.40%	78,394	1.80%	7,446	0.20%	17,119	0.40%	2,358	0.10%
<u>County</u>											
Autauga	50,376	543	1.10%	333	0.70%	49	0.10%	144	0.30%	17	0.00%
Baldwin	168,414	4,100	2.40%	2,963	1.80%	445	0.30%	639	0.40%	53	0.00%
Barbour	25,877	519	0.20%	397	1.50%	26	0.10%	96	0.40%	-	0.00%
Bibb	21,439	172	0.80%	123	0.60%	-	0.00%	49	0.20%	-	0.00%
Blount	53,539	2,243	4.20%	2,143	4.00%	77	0.10%	23	0.00%	-	0.00%
Bullock	10,206	321	3.10%	321	3.10%	-	0.00%	-	0.00%	-	0.00%
Butler	19,512	111	0.60%	51	0.30%	19	0.10%	41	0.20%	-	0.00%
Calhoun	110,409	1,902	1.70%	1,516	1.40%	162	0.10%	200	0.20%	24	0.00%
Chambers	32,366	209	0.60%	138	0.40%	22	0.10%	49	0.20%	-	0.00%
Cherokee	24,515	67	0.30%	26	0.1%	-	0.00%	23	0.10%	18	0.10%
Chilton	40,445	1,436	3.60%	1,358	3.40%	16	0.00%	56	0.10%	6	0.00%
Choctaw	13,178	10	0.10%	10	0.00	-	0.00%	-	0.00%	-	0.00%
Clarke	24,522	59	0.20%	24	0.10%	-	0.00%	35	0.10%	-	0.00%
Clay	13,211	255	1.90%	244	1.80%	11	0.10%	-	0.00%	-	0.00%
Cleburne	13,942	159	1.10%	159	1.10%	-	0.00%	-	0.00%	-	0.00%
Coffee	45,929	1,403	3.10%	1,051	2.30%	59	0.10%	293	0.60%	-	0.00%
Colbert	51,382	640	1.20%	561	1.10%	24	0.00%	55	0.10%	-	0.00%
Conecuh	12,488	51	0.40%	51	0.40%	-	0.00%	-	0.00%	-	0.00%
Coosa	10,753	57	0.50%	37	0.30%	20	0.20%	-	0.00%	-	0.00%
Covington	35,464	418	1.20%	279	0.80%	20	0.10%	119	0.30%	-	0.00%
Crenshaw	13,085	214	1.60%	108	0.80%	-	0.00%	106	0.80%	-	0.00%
Cullman	75,324	1,721	2.30%	1,441	1.90%	84	0.10%	193	0.30%	3	0.00%
Dale	46,237	1,066	2.30%	751	1.60%	51	0.10%	233	0.50%	31	0.10%
Dallas	40,663	218	0.50%	108	0.30%	94	0.20%	13	0.00%	3	0.00%
DeKalb	65,522	4,260	6.50%	4,193	6.40%	8	0.00%	4	0.00%	55	0.10%
Elmore	73,825	1,210	1.60%	897	1.20%	146	0.20%	167	0.20%	-	0.00%

Escambia	35,700	178	0.50%	131	0.40%	34	0.10%	13	0.00%	-	0.00%
Etowah	97,968	1,553	1.60%	1,102	1.10%	120	0.10%	240	0.20%	91	0.10%
Fayette	16,414	87	0.50%	44	0.30%	19	0.10%	24	0.10%	-	0.00%
Franklin	29,352	2,336	8.00%	2,314	7.90%	22	0.10%	-	0.00%	-	0.00%
Geneva	25,078	395	1.60%	369	1.50%	-	0.00%	26	0.10%	-	0.00%
Greene	8,623	7	0.10%	7	0.10%	-	0.00%	-	0.00%	-	0.00%
Hale	15,035	58	0.40%	13	0.10%	5	0.00%	20	0.10%	20	0.10%
Henry	16,304	244	1.50%	81	0.50%	104	0.60%	59	0.40%	-	0.00%
Houston	93,681	1,304	1.40%	890	1.00%	129	0.10%	250	0.30%	35	0.00%
Jackson	50,342	469	0.90%	430	0.90%	-	0.00%	37	0.10%	2	0.00%
Jefferson	613,744	16,987	2.80%	13,300	2.20%	1,040	0.20%	2,079	0.30%	568	0.10%
Lamar	13,776	38	0.30%	35	0.30%	-	0.00%	3	0.02%	-	0.00%
Lauderdale	87,144	1,093	1.30%	816	0.90%	35	0.00%	214	0.20%	28	0.00%
Lawrence	32,127	140	0.40%	137	0.40%	-	0.00%	3	0.00%	-	0.00%
Lee	129,482	4,013	3.10%	1,972	1.50%	406	0.30%	1,524	1.20%	111	0.10%
Limestone	75,692	2,110	2.80%	1,818	2.40%	160	0.20%	132	0.20%	-	0.00%
Lowndes	10,825	49	0.50%	35	0.30%	14	0.10%	-	0.00%	-	0.00%
Macon	20,379	121	0.60%	105	0.50%	13	0.10%	3	0.00%	-	0.00%
Madison	308,736	8,169	2.60%	4,984	1.60%	1,013	0.30%	2,049	0.70%	123	0.00%
Marengo	19,821	40	0.20%	25	0.10%	15	0.10%	-	0.00%	-	0.00%
Marion	28,954	439	1.50%	414	1.40%	20	0.10%	5	0.00%	-	0.00%
Marshall	85,278	6,413	7.50%	5,892	6.90%	107	0.10%	241	0.30%	173	0.20%
Mobile	382,340	8,167	2.10%	3,811	0.10%	999	0.30%	2,908	0.80%	449	0.10%
Monroe	21,752	181	0.80%	153	0.70%	7	0.00%	21	0.10%	-	0.00%
Montgomery	213,095	6,125	2.90%	3,616	1.70%	451	0.20%	1,738	0.80%	320	0.20%
Morgan	110,957	4,869	4.40%	4,463	4.00%	122	0.10%	284	0.30%	-	0.00%
Perry	9,914	105	1.10%	90	0.90%	5	0.10%	10	0.10%	-	0.00%
Pickens	18,564	212	1.10%	201	1.10%	11	0.10%	-	0.00%	-	0.00%
Pike	30,616	672	2.20%	269	0.90%	44	0.10%	359	1.20%	-	0.00%
Randolph	21,500	436	2.00%	403	1.90%	33	0.20%	-	0.00%	-	0.00%
Russell	48,754	424	0.90%	321	0.70%	72	0.10%	31	0.10%	-	0.00%
St. Clair	76,816	972	1.30%	625	0.80%	61	0.10%	286	0.40%	-	0.00%
Shelby	178,619	6,441	3.60%	5,044	2.80%	462	0.30%	892	0.50%	43	0.00%
Sumter	12,946	49	0.40%	8	0.10%	32	0.20%	-	0.00%	9	0.10%
Talladega	77,297	812	1.10%	670	0.90%	20	0.00%	86	0.10%	36	0.00%
Tallapoosa	39,160	590	1.50%	510	1.30%	70	0.20%	10	0.00%	-	0.00%
Tuscaloosa	180,060	4,925	2.70%	3,373	1.90%	428	0.20%	988	0.50%	136	0.10%
Walker	63,292	550	0.90%	489	0.80%	16	0.00%	45	0.10%	-	0.00%
Washington	16,522	58	0.40%	57	0.30%	-	0.00%	1	0.00%	-	0.00%
Wilcox	11,158	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Winston	23,323	122	0.50%	94	0.40%	24	0.10%	-	0.00%	4	0.00%

**LIMITED ENGLISH PROFICIENCY ASSESSMENT**

(Assessment provided as a tool to assist with demographics & four factor analysis.)

<b>Provider:</b>		MCATS		
<b>Date Completed:</b>		August 21, 2013		
<p>1. Examine Census Data at <a href="http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t">http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t</a></p> <p>1) Select <i>TOPICS – PEOPLE - LANGUAGE – ENGLISH USAGE</i></p> <p>2) Select <i>GEOGRAPHIES –CENSUS TRACT</i></p> <p>3) Select the <i>STATE</i> from the drop-down menu</p> <p>4) Select the <i>COUNTY</i> from the drop-down menu</p> <p>5) Click on <i>ALL CENSUS TRACTS WITHIN . . . COUNTY</i></p> <p>6) Click <i>ADD TO YOUR SELECTIONS</i></p> <p>7) From the <i>SELECTION RESULTS</i> on the right side of the screen, check the box for the table B16001 - <u><i>LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER</i></u> (Use the 3 year estimate.)</p> <p>8) The table will present a breakdown of the languages spoken in the state and identify the population estimate that speaks the language and their ability to speak English or speak English less than “very well”.</p> <p>9) Add up all geographically relevant census tracts for the population estimates that speak English less than “very well”.</p>				
City/County	Population	Population that Speaks English Less than Very Well (Number)	Population that Speaks English Less than Very Well (as Percent of Total Population)	Language/Languages Spoken by “Speak English Less Than Very Well” Population
See attached.				
1. Survey your drivers. Do they indicate that there is a need for language assistance for riders? If so, which languages?		No.		
2. Survey your receptionist, customer service representative, and schedule/dispatcher. Do they indicate that there is a need		No.		

for language assistance for riders? If so, which languages?	
3. Contact major employers. Do they indicate a need for language assistance for potential transit users? If so, which languages?	
<b>Employer</b>	<b>Response</b>
	We have had no requests for transportation to the
	Local major employers.
4. Contact human service agencies. Do they indicate a need for language assistance for potential transit users? If so, which languages?	
<b>Agency</b>	<b>Response</b>
5. Contact local towns and cities, including the police departments. Do they indicate a need for language assistance for potential transit users? If so, which languages?	
<b>Town/City/Department</b>	<b>Response</b>
Decatur City	Spanish-speaking officers and volunteers.
6. Contact the local school systems. Do they indicate a need for language assistance for potential transit users? If so, which languages?	
<b>School System</b>	<b>Response</b>
Decatur City	Spanish.

7. Contact the local churches. Do they indicate a need for language assistance for potential transit users? If so, which languages?	
<b>Church</b>	<b>Response</b>
	Most of the larger local churches have a Spanish minister on staff and Spanish services.
8. Inventory second languages spoken by staff.	Very little Spanish
9. Do the responses indicate a need for language assistance for potential transit users? If so, which languages? If yes, please prepare and submit an LEP plan.	No

## Limited English Proficiency (LEP) Interactions Staff Survey

Individuals with Limited English Proficiency do not speak English as their primary language, have a limited ability to read, speak, write or understand English or are native English speakers with low levels of literacy.

1) In the past six months have you encountered a Limited English Proficiency (LEP) person in your work activities?

yes

2) What language have you encountered in the past six months?

Spanish

3) How many times have you encountered a LEP person speaking (language selected in Question 2) in the past six months?

4

4) What type of work activity were you involved in when you encountered this language?

Phone

Choose all that apply

- ◆ Outreach/Public Meeting
- ◆ E-mail
- ◆ Phone Call
- ◆ Other, please specify

5) Have you encountered additional languages in the past six months?

no

**Sample LEP Plan**

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

**MCATS**

**Post Office Box 668, Decatur, AL 35602**

**256-351-4652**

**[www.co.morgan.al.us](http://www.co.morgan.al.us)**

## **Introduction**

This Limited English Proficiency Plan (LEP) has been prepared to address Morgan County Area Transportation Systems' responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English skills. This plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color or national origin.

## **Plan Summary**

Morgan County Area Transportation System has developed this LEP Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency (LEP) who wish to access transit services provided by the Morgan County Area Transportation System. As defined in Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English.

This plan outlines how to identify a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how to notify LEP persons that assistance is available.

In order to prepare this plan, the Morgan County Area Transportation System undertook the U.S. DOT four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the service area who may be served or are likely to encounter a Morgan County Area Transportation System program, activity or service.
2. The frequency with which the LEP persons come in contact with Morgan County Area Transportation System programs activities or services.
3. The nature and importance of programs, activities or services provided by Morgan County Area Transportation System to the LEP population.
4. The resources available to Morgan County Area Transportation System and overall cost to provide LEP assistance.

## **Four-Factor Analysis**

1. ***The number or proportion of LEP persons in the service area who may be served or are likely to encounter Morgan County Area Transportation System program, activity or service.***

Morgan County Area Transportation System reviewed the 2010 U.S. Census Report and 110,957 is the total population for Morgan County and 4,869 persons (4.4%) speak a language other than English. Of those persons 4.4% (4,869) residents report speaking English less than very well. Those persons with limited English proficiency are in the following groups: 4,463 speak Spanish, 122 Indo-European languages, 284 speak Asian and Pacific Island languages, and 0 speak other languages. The most popular language spoken at home is Spanish. The Morgan County Area Transportation System will likely encounter more Spanish speaking persons (4.4%) that benefit from the transit programs than any other LEP persons.

2. ***The frequency with which the LEP persons come in contact with Morgan County Area Transportation System programs, activities or services.***

Morgan County Area Transportation System assessed the frequency with which staff and drivers have, or could have, contact with LEP persons. The following touch points and frequencies have been identified:

<b>CONTACT POINTS</b>	<b>FREQUENCY</b>
Bus Drivers - Demand Response	Minimum
Information Line	Minimum
Dispatchers	Minimum
Web Site	Minimum
Receptionist	Moderate

3. ***The nature and importance of programs, activities or services provided by Morgan County Area Transportation System to the LEP population.***

The largest geographic concentration of LEP individuals in the Morgan County Area Transportation System service area is Decatur. Services provided by the Morgan County Area Transportation System that are most likely to encounter LEP individuals are the demand response system which serves the general public .

4. ***The resources available to Morgan County Area Transportation System and overall cost to provide LEP assistance.***

The Morgan County Area Transportation System assessed its available resources that could be used for providing LEP assistance and which of its documents would be most valuable to be translated if the need should arise, and taking an inventory of available organizations that the Morgan County Area Transportation System could partner with for outreach and translation efforts. Volunteer community agencies, web-based translation services are resources that can assist in reducing the cost of translation services.

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

There are five (5) areas that comprise the Morgan County Area Transportation System LEP PLAN:

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 LEP Plan

## **1. Identifying LEP individuals who need language assistance**

How the Morgan County Area Transportation System may identify an LEP person who needs language assistance:

- Examine customer service records for language assistance that has been received in the past, either at meetings or over the phone, to be determined whether language assistance might be needed for future events;
- Regularly survey drivers and other first line staff that have direct or indirect contact with LEP individuals.
- When Morgan County Area Transportation System sponsors an event, have a staff person greet participants as they arrive. By informally engaging participants in conversation, it is possible to informally gauge each attendee's ability to speak and understand English.
- Provide Language Identification Flash Cards at public meetings.

## **2. Language Assistance Measures**

How the Morgan County Area Transportation System will assist LEP person who needs language assistance:

- Network with local human service organizations that provide service to LEP individuals and seek opportunities to provide information on Morgan County Area Transportation System programs and services;
- Implement a Hispanic Education and Outreach program;
- Post Morgan County Area Transportation System Title VI Notice, Complaint Procedures, Complaint Form, and LEP Plan on the agency website;
- Provide travel training to LEP persons;
- Identify in-house staff with other language abilities to assist with translation services;
- Public notice, publications, and other printed material, including webpage content, may be made available in other languages.
- Provide a bilingual Community Outreach Coordinator at community events and public hearings;
- Placement of statements in notices and publications that interpreter services are available for meetings, with a seven day advance notice free of charge in other languages;
- Provide Language Identification Flash Cards onboard the Morgan County Area Transportation System fleet, in Field Supervisor vehicles and at the Administrative Office;

- Provide language for LEP persons in Route Guides;
- Utilize a web-based translation service application such as Google Translate <http://translate.google.com/> ;
- Utilize telephone translation services

### **3. Staff Training**

How the Morgan County Area Transportation System will train staff on its role and responsibilities in providing meaningful access to services for LEP persons:

- Develop a curriculum and corresponding PowerPoint to educate staff on the Title VI requirements for providing meaningful access to services for LEP persons;
- Provide staff with a description of language assistance services offered by the Morgan County Area Transportation System;
- Provide staff with specific procedures to be followed when encountering an LEP person, including how to handle a potential Title VI / LEP complaint;
- Instruct staff on the use of Language Identification Flash Cards

### **4. Providing Notice to LEP Persons**

How the Morgan County Area Transportation System will provide Notice to LEP persons, both oral and written communications:

- Offer general information, such as operation hours, fares, etc., on the Morgan County Area Transportation System customer service line;
- Implement the use of an automated greeting in both Morgan County Area Transportation System and English, directing callers to select which language they prefer.

PROVIDE THE FOLLOWING WRITTEN COMMUNICATIONS IN BOTH ENGLISH AND <LANGUAGE TYPE(S)>:

- Introduction section of the Morgan County Area Transportation System Route Guides which contains information on fares, accessibility, fare / ticket discount information and general riding information;
- Temporary signs at bus stops and transit centers informing customers of any detours and route changes;
- Onboard flyers containing information about route changes, rider alerts, fare increases and public hearings;
- Interior bus signage at transit center that display safety or system policy information;
- Interior bus signage displaying cash fare cost of monthly discount passes and special promotions / campaigns.

- Title VI Notice, Complaint Procedures and Complaint Form.

## **5. Monitoring and Updating the LEP PLAN**

This plan is designed to be flexible, and should be viewed as a work in progress. As such, it is important to consider whether new documents and services need to be made accessible for LEP persons, and also to monitor changes in demographics and types of services.

Morgan County Area Transportation System will update the LEP as required by U.S. DOT. At a minimum, the plan will be reviewed and updated when data from the most recent U.S. Census is made available, or when clear and higher concentrations of LEP individuals are present in the Morgan County Area Transportation System service area and/or during the process of updating Title VI Program.

### *How the Morgan County Area Transportation System will examine and update its' LEP PLAN:*

- Determine how the needs of LEP persons have been addressed;
- Determine the current LEP population in the service area and 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 transit systems financial resources are sufficient to fund language assistance resources needed;
- Determine whether the Morgan County Area Transportation System has fully complied with the goals of the LEP Plan
- Determine whether complaints have been received concerning the company's failure to meet the needs of the LEP individuals.

## **Dissemination of the Morgan County Area Transportation System LEP Plan**

### *How the LEP Plan will be disseminated to customers and the community:*

- The LEP Plan and the Title VI Plan will be included on the Morgan County Area Transportation System website, therefore; any person or agency with internet access will be able to access and download the plan. Alternatively, any person or agency may also request a copy of the plan via telephone, fax, mail or in person, and shall be provided a copy of the plan at no cost. LEP individuals may request that plans are translated in various languages which the Morgan County Area Transportation System will provide, if feasible.
- Distribute the LEP Plan to human service organizations in the service area.

Questions of comments regarding the LEP Plan may be submitted to the Morgan County Area Transportation System, at the following:

**Debra Gardner**  
**Post Office Box 668, Decatur, AL 35602**  
**256-351-4652**  
**[www.co.morgan.al.us](http://www.co.morgan.al.us)**



## Attachment 6

Table Depicting Minority Representation on Planning and Advisory Bodies

Body	Caucasian	Latino	African American	Asian American	Native American
Population	83.9%	7.8%	12.4%	0.7%	1.1%
Name of Committee					
Name of Committee					
Name of Committee					



*Attachment 8*

**ALABAMA DEPARTMENT OF TRANSPORTATION**  
**TITLE VI CONSTRUCTION PROJECT ANALYSIS**

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Name of Agency: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

1. Describe the low-income and minority populations within the area affected by the construction project and the method used to identify these populations.

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2. Describe the adverse effects of the project both during and after construction that would affect the identified minority and low-income populations and minority-owned businesses.

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3. Provide a detailed list of all minority-owned businesses and households that will be affected by the construction project.

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4. Describe the potential negative environmental impact, such as noise, air, or water pollution.

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5. Describe the relocation program and/or other measures adopted by the subrecipient that will be used to mitigate any identified adverse social, economic, or environmental effect of the proposed construction project.

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6. For each of the identified low income or minority communities, discuss the positive effects such as an improvement in transit service, mobility, or accessibility.

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7. Describe all mitigation and environment enhancement actions incorporated into the project to address the adverse effects, including any special features of the relocation program that go beyond the requirements of the Uniform Relocation Act and address adverse community effects such as separation or cohesion issues, and replacement of community resources destroyed by the project.

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8. Describe the remaining effects, if any, and why further mitigation is not proposed.

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9. For projects that traverse predominantly minority and low-income and predominantly non-minority and non-low-income areas, provide a comparison of mitigation and environmental enhancement actions that affect predominantly low-income and minority areas with mitigation implemented in predominantly non-minority or non-low-income areas. If there is no basis for such a comparison, describe why that is so.

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## Additional Fixed Route Requirements

(Less than 200,000 population & less than 50 vehicles at peak hours)

### **SAMPLE Vehicle Load Standards**

#### **1. Expressed in writing**

The average of all loads during the peak operating period should not exceed vehicles' achievable capacities, which are 30 passengers for a 15' mini-bus, 51 passengers for low-floor 40-foot buses, 60 passengers for standard 40-foot buses, and 133 passengers on a light rail car.

#### **2. Expressed in tabular format**

Vehicle Type	Average Passenger Capacities			
	Seated	Standing	Total	<u>Maximum Load Factor</u>
15' Mini-Bus	28	2	30	1.1
40' Low Floor Bus	39	12	51	1.3
40' Standard Bus	43	17	60	1.4
Light Rail Vehicle	64	69	133	2.1

### **SAMPLE Vehicle Headway Standards**

#### **1. Expressed in writing**

Service operates on regional trunk lines every 15 minutes or better from early morning to late in the evening, seven days a week. On weekdays, 15 minute or better service should begin no later than 6:00 a.m. and continue until 10:30 p.m. On weekends, 15 minute or better service should begin by 8:00 a.m. and continue until 10:30 p.m.

Scheduling involves the consideration of a number of factors including: ridership productivity, transit/pedestrian friendly streets, density of transit-dependent population and activities, relationship to the *Regional Transportation Plan*, relationship to major transportation developments, land use connectivity, and transportation demand management.

#### **2. Expressed in tabular format**

## POLICY HEADWAYS AND PERIODS OF OPERATION

WEEKDAY	Peak	Base	Evening	Night
Regional Trunk	10	15	15	30
Urban Radial	15	15	30	60
Cross-Town	15	15	30	--
Secondary Radial	30	30	60	--
Feeder	30	30	60	--
Peak Express	30	--	--	--
Employer Feeder	60	--	--	--

\* Peak: 7-9 am and 4-6 pm; Base 9am - 4pm; Evening: 6-9:30 pm; Night: 9:30pm-Midnight; "--" means no service is provided during that time period.

SATURDAY	Day	Evening	Night
Regional Trunk	15	30	30
Urban Radial	30	60	--
Cross-Town	15	30	--
Secondary Radial	60	60	--
Feeder	60	60	--
Peak Express	--	--	--
Employer Feeder	--	--	--

\* Day 7am - 6pm; Evening: 6-9:30 pm; Night: 9:30pm - Midnight; "--" means no service is provided during that time period.

SUNDAY	Day	Evening	Night
Regional Trunk	30	60	--
Urban Radial	30	60	--
Cross-Town	30	--	--
Secondary Radial	--	--	--
Feeder	--	--	--
Peak Express	--	--	--
Employer Feeder	--	--	--

\* Day 7am - 6pm; Evening: 6-9:30 pm; Night: 9:30pm-Midnight; "--" means no service is provided during that time period.

## SAMPLE On-Time Performance Standards

### **Expressed in writing**

- Sample 1:

Ninety-five (95) percent of the <AGENCY> transit vehicles will complete their established runs no more than 5 minutes early or late in comparison to the established schedule/published timetables.

- Sample 2:

A vehicle is considered on time if it departs a scheduled time point no more than 1 minute early and no more than 5 minutes late. The <AGENCY> on-time performance objective is 90% or greater. The <AGENCY> continuously monitors on-time performance and system results are published and posted as part of monthly performance reports covering all aspects of operations.

## **SAMPLE Vehicle Assignment Policy**

### **Expressed in writing**

Vehicles will be assigned to the South, North, and East depots such that the average age of the fleet serving each depot does not exceed “x” years. Low-floor buses are deployed on frequent service and other high-ridership lines, so these buses carry a higher share of ridership than their numerical proportion of the overall bus fleet. Low-floor buses are also equipped with air conditioning and automated stop announcement systems.

All rail cars are equipped with air conditioning, and high-floor rail cars are always paired with a low-floor car to provide accessibility.

Bus assignments take into account the operating characteristics of buses of various lengths, which are matched to the operating characteristics of the route. Local routes with lower ridership may be assigned 30-foot buses rather than the 40-foot buses. Some routes requiring tight turns on narrow streets are operated with 30-foot rather than 40-foot buses.

## Attachment 10

### Additional Title VI Information (All subrecipients complete)

All subrecipients must address each of the following:

- (1) Describe all pending applications for financial assistance currently provided by other Federal agencies to the applicant

None

2. Summarize all civil rights compliance reviews conducted by other local, state or federal agencies during the last three years. (Include the reason for review, name of agency performed the review, and report on the status of findings or recommendations.)

None

3. Is your agency considered a minority organization:  Yes  No

If yes, check the category(ies) that apply.

- |  |   |
|--|---|
| <input type="checkbox"/> Black American    | <input type="checkbox"/> Sub-Continent Asian-American |
| <input type="checkbox"/> Hispanic American | <input type="checkbox"/> Asian-Pacific American       |
| <input type="checkbox"/> Native American   | <input type="checkbox"/> Other                        |

4. Does your agency provide transportation services to minority communities?  
 Yes  No

If yes, check the category(ies) that apply.

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Black American    | <input type="checkbox"/> Sub-Continent Asian-American |
| <input checked="" type="checkbox"/> Hispanic American | <input type="checkbox"/> Asian-Pacific American       |
| <input type="checkbox"/> Native American              | <input type="checkbox"/> Other                        |

5. List the date of the most recent signing of the Annual Certification and Assurances.

2012



*Attachment 11*

*(Provide Title VI Authorizing Resolution, Minutes, or Similar Documentation)*

**RESOLUTION ADOPTING A TITLE VI PLAN**

**WHEREAS**, the Morgan County Area Transportation System is a recipient of federal financial assistance from the Alabama Department of Transportation in support of transit services which imposes certain obligations upon the recipient, including complying with the Title VI federal requirements.

**WHEREAS**, Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance; and

**WHEREAS**, the Morgan County Area Transportation System commits to assure that no person shall, on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination under any program or activity regardless of the funding source; and

**NOW, THEREFORE**, be it resolved by the <**GOVERNING BODY**> of the Morgan County Area Transportation System as follows:

The Morgan County Commission approves the proposed Title VI Program in order to comply with the Title VI federal requirements.

The Morgan County Commission Chairman in his capacity, will serve as the Title VI Officer and is authorized to revise and update the plan as necessary.

Adopted this 10th day of September, 2013.

Signature: \_\_\_\_\_

Attest: \_\_\_\_\_

Typed Name: Ray Long\_\_\_\_\_

Typed Name: Belinda Ealey\_\_\_\_\_

Title: Chairman, Morgan County Commission  
Commission

Title: Administrator, Morgan County

