

CITY OF LINEVILLE

TITLE VI PROGRAM

12/15/2014
Revised 3/8/2018

**P.O. Box 247
Lineville, AL 36266
256-396-2581
www.cityoflinevilleal.com**

TABLE OF CONTENTS

	<u>Page</u>
I. Policy Statement	1
II. Notice to the Public	1
III. Complaint Procedures and Form	1
IV. Transit-Related Investigations, Complaints, and Lawsuits	3
V. Public Participation Plan	3
VI. Limited English Proficient Plan	4
VII. Minority Representation on Planning and Advisory Bodies	5
VIII. Guidance on Determining Site or Location of Facilities	6
IX. Additional Title VI Information	6
X. Board Meeting Resolution of Approved Title VI Program	6

APPENDICES

Appendix A – Title VI Notice to the Public	7
Appendix B – Title VI Complaint Form	8
Appendix C – List of Transit-Related Investigations, Complaints, and Lawsuits,.....	10
Appendix D – Limited English Proficiency Plan	11
Appendix E – Table Depicting Minority Representation on Planning and Advisory Bodies	20
Appendix F – Title VI Construction Project Analysis	21
Appendix G – Additional Title VI Information	24
Appendix H – Documentation of Title VI Authorization	26

I. Policy Statement

The **CITY OF LINEVILLE** 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 in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance” (42 U.S.C. Section 2000d) including the denial of meaning access for Limited English Proficient (LEP) persons.

The purpose of this plan is to assist the **CITY OF LINEVILLE** in its administration and management of Title VI related activities. The **CITY OF LINEVILLE’s** Title VI Coordinator is **Cynthia Harris, City Clerk**. She can be contacted at **256-396-2581** and/or **linevillecity@centurytel.net**.

II. Notice to the Public

The **CITY OF LINEVILLE** has developed a Title VI Notice to provide information to the public regarding the **CITY OF LINEVILLE’s** Title VI obligations and to inform the public of the protections against discrimination afforded to them by Title VI. The notice also includes contact information to file a discrimination complaint with the **CITY OF LINEVILLE** as well as information to file a complaint directly with the Federal Transit Administration (FTA).

The **CITY OF LINEVILLE** has posted the Title VI Notice on the City of Lineville’s website and in public areas of the City of Lineville’s office(s) including the receptionist area and senior center meeting rooms. The notice is also posted in all transit vehicles. This notice will be translated into languages other than English as needed. A copy of the notice is included as Appendix A.

III. Complaint Procedures and Form

A Title VI complaint may be filed by any individual or individuals who allege that he or she has been subjected to discrimination or adverse impact under any FTA funded program or activity based on race, color, or national origin. The **CITY OF LINEVILLE** has adopted Title VI complaint procedures for investigating and tracking complaints. A formal, signed, written Title VI complaint form must be filed within 180 days of the date of the alleged act of discrimination. A copy of the complaint form is included in Appendix B. The complaint procedures and complaint form are also posted on the **CITY OF LINEVILLE’s** website*. Completed forms should be submitted to:

Cynthia Harris
City Clerk
CITY OF LINEVILLE
P.O. Box 247
Lineville, AL 36266
256-396-2581 ph
256-396-5106 fx
linevillecity@centurytel.net

Once the complaint is received, the **CITY OF LINEVILLE** will review it to determine who has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by the **CITY OF LINEVILLE's** office. The **CITY OF LINEVILLE** will only process complaint forms that are complete.

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 **CITY OF LINEVILLE**. Under these circumstances, the complainant will be interviewed and the **CITY OF LINEVILLE** will assist the complainant in converting the verbal allegations to a formal written complaint.

The **CITY OF LINEVILLE** has 15 business days to investigate the complaint. If more information is needed to resolve the case, the **CITY OF LINEVILLE** may contact the complainant. The complainant has 15 business days from the date of this 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 **CITY OF LINEVILLE** can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue the case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident and explains whether any disciplinary action, additional training of the accused 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 closure letter or the LOF to do so.

If the complainant is not satisfied with actions taken locally or if they demand further action, the complaint will be referred to Mr. Wiley Brooks, Alabama Department of Transportation, Bureau of Local Transportation, 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, complainant can contact **256-396-2581**.

IV. Transit-Related Investigations, Complaints, and Lawsuits

The **CITY OF LINEVILLE** 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. Any transit related Title VI active investigations and lawsuits shall also be included in this log. This log shall be included in the Title VI Program that is submitted to ALDOT every three years.

There have been no Title VI transit-related investigations, complaints, or lawsuits received by the **CITY OF LINEVILLE**. A copy of the Title VI Transit Investigations, Complaints, and Lawsuits Form that will be used if a complaint or lawsuit is filed can be found in Appendix C.

V. Public Participation Plan

The **CITY OF LINEVILLE** is committed to providing early and continuous opportunities for public participation in the transportation decision making process. These opportunities are open to everyone including minority, low-income, and the Limited English Proficiency (LEP) populations. The Public Participation Plan provides for an open exchange of information and ideas between the public and transportation decision makers. The **CITY OF LINEVILLE's** public participation program is ongoing and reviewed regularly in order to identify, meet, and serve the community's needs.

In an effort to more fully integrate the opinions of minority, low-income, and LEP populations into community outreach activities, the **CITY OF LINEVILLE's** public participation program will:

- Reduce barriers to public participation from these segments of the population.
- Place public notices on city websites, in the receptionist areas, and on senior center vehicles.
- Hold public meetings in locations, facilities, and at meeting times that are convenient and accessible to the minority, low-income, and LEP populations.
- Ensure that the decision making process adequately considers the issues and concerns raised by minority, low-income, and LEP populations.
- Make public information available in electronically accessible formats.

- Develop signs, fliers, or other materials to mail or distribute to the general public and to post in libraries, community centers, etc.

To date, the **CITY OF LINEVILLE** has participated in the following public outreach and involvement activities:

- **CITY OF LINEVILLE** posts public information on the City's website.
- Buses are labeled with the City of Lineville name.
- Public Meetings have been held at convenient times and accessible locations for the LEP populations. All meetings are open to the public in the city.
- Public notices have been posted on the city website, in the receptionist area, and on the bus.

VI. Limited English Proficient Plan

The Four Factor Analysis is used to identify Limited English Proficient (LEP) persons who need language assistance, outline how language assistance is provided, and describe how the **CITY OF LINEVILLE** considers the needs of LEP persons. This assessment balances the following four factors:

- A. The number or proportion of LEP persons eligible to be served or likely to be encountered by the **CITY OF LINEVILLE's** program. In addition to the number or proportion of LEP persons served, the analysis identified:
 1. How LEP persons interact with the **CITY OF LINEVILLE**;
 2. Where LEP communities are located and the number or proportion of LEP persons from each language group to determine the appropriate language services for each language group;
 3. The literacy skills of LEP populations in their native languages in order to determine whether document translation will be an effective practice; and
 4. Whether or not LEP persons are underserved by the **CITY OF LINEVILLE** due to language barriers.
- B. The frequency with which LEP persons come into contact with the program. The following areas were evaluated:
 1. Bus Users

2. Public meeting participation;
 3. Customer service interactions;
 4. Bus drivers.
 5. Staff survey.
- C. The nature and importance of the **CITY OF LINEVILLE's** program to people's lives.
- D. The resources available for LEP outreach and the costs associated with that outreach.

The **CITY OF LINEVILLE** has developed a Limited English Proficiency Plan which is located in Appendix D. It includes:

- Results of the Four Factor Analysis, including a description of the LEP population(s) served;
- A description of how language assistance services will be provided;
- The methods used by the **CITY OF LINEVILLE** to provide language assistance services;
- A description of how employees are trained to provide timely and reasonable language assistance to LEP populations;
- A description of how notice is provided to LEP persons about the availability of language assistance; and
- An explanation of how the plan is monitored, evaluated, and updated.

Safe Harbor Provision

The City of Lineville does not have any language groups that exceed the Safe Harbor Threshold of 1000 persons or 5% whichever is less of the total population.

VII. Minority Representation on Planning and Advisory Bodies

The **CITY OF LINEVILLE** will not 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 on the grounds of race, color, or national origin.

The **CITY OF LINEVILLE** does not have transit-related non-elected planning boards, advisory councils or committees, or similar committees that are selected by the **CITY OF LINEVILLE**. If the **CITY OF LINEVILLE** establishes such boards or committees, a table will be used to depict the racial breakdown of the membership of those committees and will be included in future Title VI programs (see Appendix E for a sample table). In addition, a description of efforts made to encourage the participation of minorities on such committees will be included.

VIII. Guidance on Determining Site or Location of Facilities

The **CITY OF LINEVILLE** has no construction projects scheduled. In the event that the **CITY OF LINEVILLE** decides to acquire land and/or construct facilities, the **CITY OF LINEVILLE** 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 **CITY OF LINEVILLE** shall comply with all federal requirements including 49 CFR Part 21 and FTA Circular 4702.1B and all subsequent provisions.

The **CITY OF LINEVILLE** will complete a Title VI equity analysis during the planning state of any new facility with regard to where it is to be located or sited to ensure the location is selected without regard to race, color, or national origin. Wherever necessary, needed, and/or required, the **CITY OF LINEVILLE** will engage in outreach to persons potentially impacted by the placement of facilities. The Title VI equity analysis will compare the equity impacts of various alternatives and will occur before the selection of preferred sites. A copy of the Title VI Construction Project Analysis can be found in Appendix F.

IX. Additional Title VI Information

Additional Title VI information is included in Appendix G.

X. Board Meeting Resolution of Approved Title VI Program

The **CITY OF LINEVILLE** Mayor and City Council approved the Title VI program on 12/15/2014. A copy of the **Authorizing Resolution** is included as Appendix H.

Appendix A

Title VI Notice to the Public

TITLE VI NOTICE OF PROTECTION AGAINST DISCRIMINATION

CITY OF LINEVILLE 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 CITY OF LINEVILLE.

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

CITY OF LINEVILLE
P.O. BOX 247
LINEVILLE, AL 36266
256-396-2581
www.cityoflinevilleal.com

A complaint may be filed directly with the Federal Transit Administration by contacting:

Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Ave., SE
Washington DC 20590

If information is needed in another language, then contact
256-396-2581.

Section IV		
Have you previously filed a Title VI complaint with this agency? Circle	Yes	No
Section V		
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.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		
Section VI		
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:

Cynthia Harris
CITY OF LINEVILLE
P.O. Box 247 Lineville, AL 36266

Appendix C

List of Transit-Related Investigations, Complaints, and Lawsuits

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

Appendix D

S1601 | LANGUAGE SPOKEN AT HOME
2008-2012 American Community Survey 5-Year Estimates

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties.

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the [Data and Documentation](#) section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the [Methodology](#) section.

Subject	Lineville city, Alabama					
	Total		Percent of specified language speakers			
	Estimate	Margin of Error	Speak English "very well"		Speak English less than "very well"	
			Estimate	Margin of Error	Estimate	Margin of Error
Population 5 years and over	2,453	+/-302	97.5%	+/-1.7	2.5%	+/-1.7
Speak only English	95.4%	+/-3.2	(X)	(X)	(X)	(X)
Speak a language other than English	4.6%	+/-3.2	45.5%	+/-20.6	54.5%	+/-20.6
Spanish or Spanish Creole	4.6%	+/-3.2	45.5%	+/-20.6	54.5%	+/-20.6
Other Indo-European languages	0.0%	+/-1.3	-	**	-	**
Asian and Pacific Island languages	0.0%	+/-1.3	-	**	-	**
Other languages	0.0%	+/-1.3	-	**	-	**
SPEAK A LANGUAGE OTHER THAN ENGLISH						
Spanish or Spanish Creole	112	+/-79	45.5%	+/-20.6	54.5%	+/-20.6
5-17 years	27	+/-34	81.5%	+/-18.8	18.5%	+/-18.8
18-64 years	85	+/-70	34.1%	+/-25.9	65.9%	+/-25.9
65 years and over	0	+/-12	-	**	-	**
Other Indo-European languages	0	+/-12	-	**	-	**
5-17 years	0	+/-12	-	**	-	**
18-64 years	0	+/-12	-	**	-	**
65 years and over	0	+/-12	-	**	-	**
Asian and Pacific Island languages	0	+/-12	-	**	-	**
5-17 years	0	+/-12	-	**	-	**
18-64 years	0	+/-12	-	**	-	**
65 years and over	0	+/-12	-	**	-	**
Other languages	0	+/-12	-	**	-	**
5-17 years	0	+/-12	-	**	-	**
18-64 years	0	+/-12	-	**	-	**
65 years and over	0	+/-12	-	**	-	**
CITIZENS 18 YEARS AND OVER						
All citizens 18 years and over	1,860	+/-214	99.6%	+/-0.7	0.4%	+/-0.7
Speak only English	98.9%	+/-1.2	(X)	(X)	(X)	(X)
Speak a language other than English	1.1%	+/-1.2	60.0%	+/-57.3	40.0%	+/-57.3
Spanish or Spanish Creole	1.1%	+/-1.2	60.0%	+/-57.3	40.0%	+/-57.3
Other languages	0.0%	+/-1.7	-	**	-	**
PERCENT IMPUTED						
Language status	1.7%	(X)	(X)	(X)	(X)	(X)
Language status (speak a language other than English)	3.6%	(X)	(X)	(X)	(X)	(X)
Ability to speak English	3.6%	(X)	(X)	(X)	(X)	(X)

Source: U.S. Census Bureau, 2008-2012 American Community Survey

Explanation of Symbols:

An "..." entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
 An "(X)" entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
 An "-" following a median estimate means the median falls in the lowest interval of an open-ended distribution.
 An "+" following a median estimate means the median falls in the upper interval of an open-ended distribution.

An '*****' entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.

An '*****' entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.

An 'N' entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.

An '(X)' means that the estimate is not applicable or not available.

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see [Accuracy of the Data](#)). The effect of nonsampling error is not represented in these tables.

While the 2008-2012 American Community Survey (ACS) data generally reflect the December 2009 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.

Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2000 data. Boundaries for urban areas have not been updated since Census 2000. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Source: U.S. Census Bureau | American FactFinder

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?

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

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

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

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?

LIMITED ENGLISH PROFICIENCY (LEP) PLAN

P.O. Box 247
Lineville, AL 36266
256-396-2581
www.cityoflinevilleal.com

Introduction

This Limited English Proficiency Plan (LEP) has been prepared to address the **CITY OF LINEVILLE's** 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

The **CITY OF LINEVILLE** has developed this LEP Plan to help identify reasonable steps for providing language assistance to persons with limited English proficiency who wish to access transit services provided by the **CITY OF LINEVILLE**. 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 the **CITY OF LINEVILLE** identifies a person who may need language assistance, the ways in which assistance may be provided, staff training that may be required, and how LEP persons are notified that assistance is available.

In order to prepare this plan, the **CITY OF LINEVILLE** undertook the U.S. DOT Four Factor 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 **CITY OF LINEVILLE** program, activity, or service.
2. The frequency with which LEP persons come into contact with the **CITY OF LINEVILLE's** programs, activities, or services.
3. The nature and importance of programs, activities, or services provided by the **CITY OF LINEVILLE** to the LEP population.
4. The resources available to the **CITY OF LINEVILLE** and the 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 a CITY OF LINEVILLE program, activity, or service.***

The **CITY OF LINEVILLE** reviewed the 2008-2012 American Community Survey 5-year Estimates (U.S. Census) and determined that the total population for **CITY OF**

LINEVILLE is **2453** and **112** persons (4.6%) speak a language other than English. Of those persons, **61** (2.5%) residents report speaking English less than very well. Those persons with limited English proficiency are in the following group: **112** speak Spanish or Spanish Creole and **0** speak other languages other than English. The most popular language spoken at home (other than English) is Spanish. The **CITY OF LINEVILLE** will likely encounter more Spanish speaking persons that benefit from the transit programs than any other LEP persons.

2. The frequency with which LEP persons come into contact with the CITY OF LINEVILLE’s programs, activities, or services.

The **CITY OF LINEVILLE** assessed the frequency with which staff and drivers have contact with LEP persons, both presently and in the past. The following contact points and frequencies have been identified:

CONTACT POINTS	FREQUENCY
Bus Drivers	Moderate
Staff	Moderate
Public Meeting Participation	Minimum
Bus Users	Minimum
Receptionist	Moderate

3. The nature and importance of programs, activities, or services provided by the CITY OF LINEVILLE to the LEP population.

The City of Lineville provides a bus that delivers meals to the elderly citizens that participate in our Senior Center program. This bus is also available to take the elderly on errands they may have and to assist individuals with physical disabilities. The availability of this bus is very important to elderly individuals as well as individuals with physical disabilities and also individuals in the LEP population who have limited means of transportation services.

The largest geographic concentration of LEP individuals in the **CITY OF LINEVILLE’s** service area are Spanish speaking residents. These residents are often dependent upon our specialized transportation services.

4. The resources available to the CITY OF LINEVILLE and the overall cost to provide LEP assistance.

The **CITY OF LINEVILLE** assessed its resources and determined that funds are available within the current budget for providing LEP assistance. The **CITY OF LINEVILLE** also determined which documents would be most beneficial if translated into other languages. An inventory of available organizations with which the **CITY OF LINEVILLE** could partner for outreach and translation efforts was also identified. In addition, bilingual staff, volunteer community agencies, and web based translation services were identified as ways to reduce the cost of translation services.

Limited English Proficiency (LEP) Plan Outline

There are five areas that comprise the **CITY OF LINEVILLE's** LEP PLAN:

1. Identifying LEP Individuals Requiring Language Assistance
2. Providing Language Assistance
3. Training Staff
4. Providing Notice to LEP Persons
5. Monitoring and Updating the LEP Plan

1. Identifying LEP Individuals Requiring Language Assistance

The **CITY OF LINEVILLE** identifies an LEP person who requires language assistance by:

- Examining customer service records to identify language assistance that has been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed for similar future situations.
- Regularly surveying drivers and other first line staff who have direct or indirect contact with LEP individuals.
- Assigning a staff person to greet participants as they arrive at **CITY OF LINEVILLE** sponsored events. By engaging participants in conversation, it is possible to informally gauge each attendee's ability to speak and understand English.
- Providing Language Identification Flash Cards at public meetings.

2. Providing Language Assistance

The **CITY OF LINEVILLE** assists an LEP person who requires language assistance by:

- Networking with local human service organizations that provide service to LEP individuals and seeking opportunities to provide information on the **CITY OF LINEVILLE's** programs and services through these organizations.
- Posting the **CITY OF LINEVILLE's** Title VI Notice, Complaint Procedures, Complaint Form, and on the City of Lineville's website.
- Making public notices, publications, and other printed materials (including webpage content) available in other languages.

- Providing Language Identification Flash Cards onboard the **CITY OF LINEVILLE's** fleet and at the Administrative Office.
- Utilizing a web-based translation service application such as Google Translate.

3. Training Staff

The **CITY OF LINEVILLE** will train staff members on their role and responsibilities in providing meaningful access to services for LEP persons by:

- Providing staff with a description of language assistance services offered by the **CITY OF LINEVILLE**.
- Providing staff with specific procedures to be followed when encountering a LEP person, including how to handle a potential Title VI / LEP complaint.
- Instructing staff on the use of Language Identification Flash Cards.

4. Providing Notice to LEP Persons

The **CITY OF LINEVILLE** will provide notice to LEP persons in both oral and written communications by:

- Providing the following written communications in both English and other languages as needed:
 - Interior bus signage that displays safety or system policy information;
 - 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 should be made accessible for LEP persons and to monitor changes in demographics and types of services.

The **CITY OF LINEVILLE** will update the LEP Plan as required by the 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, when clear and higher concentrations of LEP individuals are present in the **CITY OF LINEVILLE's** service area, and/or during the process of updating Title VI Program.

The **CITY OF LINEVILLE** will monitor and update its LEP Plan by:

- Determining how the needs of LEP persons have been addressed.
- Determining the current LEP population in the service area and whether the need for translation services has changed.
- Determining whether local language assistance programs have been effective and sufficient to meet the need.
- Determining whether the **CITY OF LINEVILLE's** financial resources are sufficient to fund the needed language assistance efforts.
- Determining whether the **CITY OF LINEVILLE** has fully complied with the goals of the LEP Plan.
- Determining whether complaints have been received concerning the **CITY OF LINEVILLE's** failure to meet the needs of LEP individuals.

Dissemination of the CITY OF LINEVILLE's LEP Plan

The LEP Plan will be disseminated to customers and the community by:

- Any person or City of Lineville may request a copy of the plan at no cost via telephone, fax, mail, or in person. LEP individuals may request that these plans be translated into various languages. If feasible, the **CITY OF LINEVILLE** will accommodate such requests.
- Distributing the LEP Plan to human service organizations in the service area.

Questions or comments regarding the LEP Plan may be submitted to the **CITY OF LINEVILLE** at the following address:

Cynthia Harris
P.O. Box 247 Lineville, AL 36266
256-396-2581
www.cityoflinevilleal.com

Appendix E

Table Depicting Minority Representation on Planning and Advisory Bodies

Body	Caucasian	Latino	African American	Asian American	Native American
Population					
Name of Committee					
Name of Committee					
Name of Committee					

Appendix F

Title VI Construction Project Analysis

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.

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.

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

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

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.

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.

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.

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

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.

Appendix G

Additional Title VI Information

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. Has your Title VI Coordinator/EEO Officer changed during the reporting period or since your last Title VI Plan was approved? If yes, please provide the name and contact information for the new coordinator/EEO Office.

N/A

6. Has your organization had any projects and/or service changes that have Title VI, Limited English Proficiency (LEP), or Environmental Justice (EJ) impacts?

N/A

If yes, please complete the following items:

- a. Provide a brief description of these projects/service changes.

- b. What did you do to ensure that populations affected by the project and/or service change had meaningful access to and involvement in the development process?

- c. What is the number of percentage of LEP or EJ populations affected by the project and/or service change?

Appendix H

Documentation of Title VI Authorization
RESOLUTION 3-8-2018-1
REVISING PREVIOUSLY ADOPTED
RESOLUTION 12-15-2014-1

RESOLUTION ADOPTING A TITLE VI PLAN

WHEREAS, the **CITY OF LINEVILLE** 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; and

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 **CITY OF LINEVILLE** 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;

NOW, THEREFORE, be it resolved by the **CITY COUNCIL** of the **CITY OF LINEVILLE** as follows:

The **CITY COUNCIL** approves the proposed Title VI Program in order to comply with the Title VI federal requirements.

The **CITY CLERK**, in his/her capacity, will serve as the Title VI Officer and is authorized to revise and update the plan as necessary.

Adopted this 8th day of March, 2018.

Signature: _____

Attest: _____

Typed Name: Roy C. Adamson

Typed Name: Cynthia Harris

Title: Mayor

Title: City Clerk