

Title VI Action Plan

Prepared by the Staff of the
Arc of Walker County
Transportation Planning Committee

Questions or concerns, please contact
Lindsey Elliott, Arc of Walker County Title VI & ADA Officer
at l Elliott@walkerarc.com or (205) 387-0562.



**Title VI and Nondiscrimination Policy and Plan
Including Limited English Proficiency (LEP) and
Americans with Disabilities Act (ADA)**

Policy Statement:

The Arc of Walker County Transportation Committee (ATC) values diversity and welcomes input from all interested parties, regardless of cultural identity, background or income level.

Moreover, the ATC believes that the best transportation planning occurs when the needs of the entire community are considered and when the entire community is involved in the decision-making process.

Thus, the ATC does not tolerate discrimination in any of its programs, services or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and related federal and state laws and regulations, the ATC will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, national origin, sex, age, disability, religion, income, or family status.

Complaint Procedures:

The ATC has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination when found. Any person who believes that he or she has been subjected to discrimination based upon race,

color, national origin, sex, religion, age, disability, family, or income status may file a complaint with the ATC's Title VI Officer:

Lindsey Elliott
The Arc of Walker County
745 Russell Dairy Road
Jasper, AL 35503
lelliott@walkerarc.com
Telephone: 205-387-0562
Fax: 205-387-0567
Alabama Relay: 7-1-1 or 1-800-676-3777 (TTY/Voice/ASCII/VCO-HCO) or
1-800-676-4290 (Espanol) (TTY/Voz/ASCII/VCO/HCO)

The complaint shall be submitted in writing and contain the identity of the complainant (name, address and phone number); the basis for the allegations (i.e. race, color, national origin, sex, religion, age, disability, or family status); a description of the alleged discrimination with the date of occurrence and names and contact information of individuals who may have knowledge of the alleged discrimination. If the complaint cannot be submitted in writing, the complainant will contact the ATC's Title VI Officer for assistance.

The Title VI Officer will respond to the complaint within thirty (30) days and will take reasonable steps to resolve the matter. Should the ATC be unable to resolve the complaint, the Title VI Officer will forward the complaint along with a record of its disposition, to the Alabama Department of Transportation (ALDOT) Personnel and Compliance Bureau. ALDOT will assume jurisdiction over the complaint for continued processing. ALDOT will inform the ATC of all results pertaining to the complaint.

ADA/504 Statement:

Section 504 of the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act of 1990 (ADA) and related federal and state laws and regulations forbid discrimination against those who have disabilities. Furthermore, these laws require federal aid recipients and other government entities to take affirmative steps to reasonably accommodate the disabled and ensure that their needs are equitably represented in the transportation planning process.

The ATC will make every effort to ensure that its facilities, programs and activities are accessible to those with disabilities. The ATC will make reasonable efforts to ensure that its advisory committees and public involvement activities include representation by the disabled community and disability service groups.

The ATC encourages the public to report any facility, program, or activity that appears inaccessible to the disabled. Furthermore, the ATC will provide reasonable accommodation to disabled individuals who wish to participate in public involvement events or who require special assistance to access ATC facilities, program, or activities. Because providing reasonable accommodation may require outside assistance, organizations or resources, the ATC asks that requests be made at least two (2) business days prior to the need for accommodation. Questions, concerns, comments or requests for accommodation should be made to the ATC's ADA Officer:

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Limited English Proficiency (LEP) Guidance:

Title VI of the Civil Rights Act of 1964, Executive Order 13166, and various directives from the US Department of Justice (DOJ) and US Department of Transportation (DOT) require federal aid recipients to take reasonable steps to ensure meaningful access to programs, services, and activities by those who do not speak English proficiently. To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors:

- The number or proportion of LEP persons eligible to be served or likely to be encountered by the ATC's programs or activities.
 - The frequency with which LEP individuals come in contact with these programs or activities.
 - The nature and importance of the service provided by these programs or activities.
 - The resources available to the ATC and the likely costs of the LEP services.
1. Using census data, the ATC has determined that LEP individuals speaking Spanish represent approximately 2.1% of the community. The ATC realizes that such statistical data can be outdated or inaccurate. Therefore, the ATC contacted the

local school district to determine the proportion of LEP they serve. Once again, Spanish was reported to be the prevalent LEP language. The local school district reported that less than 1% of students requested LEP services. Given this information, the ATC reasons a relatively small portion of its service population are LEP speakers of Spanish.

2. The ATC has not received any requests for translation or interpretation of its programs, services or activities into Spanish or any other language. Considering the small percentage of the population needing services, the ATC does not expect a high increase in requests. However, the ATC will conduct community outreach at public events such as local festivals, health screenings and job fairs to make sure the public in general is aware of ATC activities and programs.
3. The ATC believes that transportation is of critical importance to its public, as access to health care, emergency services, employment, and other essentials would be difficult or impossible without reliable transportation systems. As Walker County does not have a county-wide transportation system in place, the need for ATC programs and activities is essential to the health and well-being of the individuals being served by the ATC.
4. The ATC is fortunate in that the community has language resources available. Bevill State Community College employs Spanish language teachers, the Walker County Board of Education has access to the district English Language Coach, Monica D'Amico, and an Arc of Walker County Board Member speaks Spanish fluently. All of these resources are readily available to assist the ATC as needed at no or very low cost.

Analysis of the factors listed above suggests that extensive LEP services are not required at this time. Nevertheless, the ATC believes that occasional Spanish language assistance may be necessary for meaningful access by members of the public. Thus, the ATC will:

- Maintain a list of employees who competently speak Spanish and other languages and who are willing to provide translation and/or interpretation services.
- Distribute this list to staff that regularly has contact with the public.
- Provide oral and written LEP services with reasonable notification.

The ATC understands that its community profile is changing and that the four factor analysis may reveal the need for more LEP services in the future. As such, the ATC will periodically examine its LEP plan to ensure that it remains reflective of the community's

needs. Persons requiring special language services should contact the ATC's Title VI Officer:

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Public Involvement:

In order to plan for efficient, effective, safe, equitable, and reliable transportation systems, the ATC must have the input of its public. Volunteer roles are available for those wishing to become more involved in the planning process. The ATC will hold transportation meetings and other events as needed to gather input on planning activities. The ATC and Arc of Walker County staff will attend and participate in other community events to promote its programs and improve its name recognition in the public. The ATC will constantly seek ways of measuring the effectiveness of its public involvement.

For more information, the public may view the ATC's Public Participation Plan (PPP) at any Arc of Walker County office. Persons wishing to volunteer or offer suggestions for improvement of ATC public involvement may contact:

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Data Collection:

Federal Highway Administration (FHWA) regulations require federal aid recipients to collect racial, ethnic, and other similar demographic data on beneficiaries of or those affected by ATC programs, services and activities. The ATC accomplishes this through the use of census data, information gathered from local educational facilities, driver and ridership surveys, and other methods. From time to time, the ATC may find it necessary to request voluntary identification of certain racial, ethnic, or other data from those who participate in its public involvement events. This information assists the ATC with improving its targeted outreach and measuring of effectiveness. Self identification of personal data to the ATC will always be voluntary and anonymous. Moreover, the ATC will not release or otherwise use this data in any manner inconsistent with the federal regulations.

Assurances:

Each year, the ATC must certify to FHWA and ALDOT that its programs, services and activities are being conducted in a nondiscriminatory manner. These certifications are termed ‘assurances’ and serve two important purposes. First they document the ATC’s commitment to nondiscrimination and equitable service to its community. Second, they serve as a legally enforceable agreement by which the ATC may be held liable for breach. The public may view the annual assurance by visiting the Arc of Walker County’s Administration Office at 745 Russell Dairy Road, Jasper, Alabama. Persons wishing to express concerns or questions about the ATC’s commitment to non-discrimination, again please contact:

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