

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

Bleckley County

September 19, 2024

Title VI Plan Table of Contents

The Bleckley County Title VI plan includes the following elements:

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Section 1: Title VI Plan Approval

Title VI Plan Adopted on: September 19, 2024

Adopted by: Bleckley County Sole Commissioner

Signature(s):  _____

Approval:



Russell R. McMurry, P.E., Commissioner
One Georgia Center
600 West Peachtree NW
Atlanta, GA 30308
(404) 631-1990 Main Office

November 7, 2024

Jayne Kelley, Title VI Coordinator
Bleckley County
112 N. Second Street
Cochran GA 31014

Dear Ms. Kelley,

The Georgia Department of Transportation (Department) has completed its review of your Title VI Plan as adopted on October 17, 2024, and has determined that it meets the requirements established in the Federal Transit Administration's (FTA) Circular 4702.1B, "Title VI Program Guidelines for Federal Transit Administration Recipients," effective October 1, 2012.

Thank you for your ongoing cooperation and compliance of the FTA Civil Rights Program requirements. Should you need assistance or have any questions, please do not hesitate to contact me at fblack@dot.ga.gov or 770-262-3778.

Sincerely,

Freida Black

Digitally signed by Freida Black
DN: c=US,
E=fblack@dot.ga.gov,
CN=Freida Black
Reason: I am approving this
document
Date: 2024.11.07 10:01:22-05'00'

Freida Black
Transit Compliance & Asset Manager
Division of Intermodal

CD

**County Commissioner Meeting – Regular Meeting
Bleckley County JC Building
September 19, 2024**

Present: *County Commissioner Mike Davis, Melissa Barker, Candace Summerall, Ronnie Smith, Randy Thompson, Jayme Kelley, Michael Francis, Richard Newbern, Hannah McCranie, David Hall, Cindy Newman, Freida Dykes*

Randy Thompson opened in prayer.

Commissioner Davis led the Pledge of Allegiance, and welcomed all to the meeting.

All attendees received the following:

Minutes – July 18, 2024, County Commissioner Meeting

There were no questions or concerns. The Minutes were approved.

August 15, County Commissioner Meeting was postponed until September 19, 2024

Topics discussed from Commissioner Davis

The update of Title VI policy, which is required by GDOT, was approved.

Paulk investment annexed five lots located on Mac Thompson Road into the City limits.

The fees for the DPH Environmental Health Service was adopted and approved. This is a requirement each year that the fees are adopted by the Board of Health and the County Commissioner.

The ACCG Bond Coverage Agreement was signed by Probate Judge Jonathan Fordham.

The Oconee Circuit Public Defender Contract was signed. There was no increase in fee.

The School Resource Officer Agreement between the Bleckley County School System and the Bleckley County Sheriff's Office was signed.

Topics discussed in today's meeting

Jayme Kelley, Permit Clerk, stated she continues to issue permits for new builds.

Michael Francis updated all in attendance on the trainings and certifications provided by the County Fire Department for fire fighters, rescue divers, and new volunteers. The County currently has 40 volunteers.

Melissa Barker, Director Chamber of Commerce, updated all on the upcoming activities and the CountryFest which will be held on Saturday, October 19, 2024.

Mary Brooks, IDA member, said hopefully by the end of October the IDA Park will have paved roads, sewer, water, and gas hook ups. They will continue to work on bringing industry and jobs into the county.

Richard Newburn stated repaving of Mac Thompson Road will start late in October and that bids are being accepted for the Ash Street Park. Bids will be opened on October 3, 2024. The city received a grant to use toward the Payton Williams building. The ISO rating for the City Fire Department improved to a 4.

Ronnie Smith stated he is currently looking at roads for the 2025 LMIG Project.

With no further questions or comments, the meeting was adjourned.



Mike Davis, County Commissioner

10-17-2024

Date

Section 2: Title VI Policy Statement

Policy Statement

Bleckley County, operating as a public transit provider, as a recipient of Federal Transit Administration (FTA) grant dollars either directly from FTA or through the Georgia Department of Transportation (GDOT), will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the U.S. Department of Transportation implementing regulations, FTA Circular 4702.1B, and GDOT Public Transportation requirements as specified in Master Grant Agreement, and State Management Plan. Bleckley County operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act.

Section 3: Title VI Notice to the Public

Title VI Notice to the Public

Notifying the Public of Rights Under Title VI

Bleckley County

- Bleckley County operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Bleckley County.
- For more information on Bleckley County's civil rights program or Title VI obligations, the procedures for, or to file a complaint, please contact:

Jayne Kelley, Title VI Coordinator
478-934-3200 ext. 7

Email: jkelly@bleckley.org

Or visit our administrative office at
112 N. Second Street
Cochran GA 31014.

For more information, visit www.bleckley.org.

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

or to

- Federal Transit Administration, Office of Civil Rights, Director
East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC, 20590.
 - If information is needed in another language, contact 478-934-3200 ext. 7.
 - Si se necesita información en otro idioma, comuníquese con. 478-934-3200 ext. 7

The **Bleckley County** Notice to the Public is posted in the following locations:

1. Bleckley County web site visit www.bleckley.org.
2. Vehicles
3. Area Transit office

Sample Title VI Notice to the Public in Spanish

Notificación al Público de Derechos Bajo el Título VI

- Bleckley County opera sus programas y servicios sin distinción de raza, color y origen nacional, según el Título VI de la Ley de Derechos Civiles. Cualquier persona que cree o que ha sido perjudicada por una práctica discriminatoria ilegal bajo el Título VI puede presentar una queja con Bleckley County.

- Para obtener más información sobre el programa de derechos civiles o las obligaciones Título VI de Bleckley County, o para obtener más información sobre los procedimientos para, o a presentar una queja, se pone en contacto con:

Jayne Kelley, Coordinadora del Título VI
478-934-3200 ext. 7

Correo electrónico: jkelly@bleckley.org
O visite nuestra oficina administrativa en
111 Beech St. Suite 3

Cochran GA 31014.

- Para más información, visite a www.bleckley.org.

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

o, a:

- Administración Federal de Tránsito (FTA), Oficina de Derechos Civiles, Director East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

- Si se necesita información en otro idioma, comuníquese con 478-934-3200 ext. 7

Section 4: Title VI Complaint Procedure

Any individual, group of individuals or entity that believes they have been discriminated against on the basis of race, color, or national origin by Bleckley County may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form.

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

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

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

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

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

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

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

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

If the complainant wishes to appeal the decision it must direct the appeal back to the agency. The complainant has 30 days after receipt of the closure letter or the letter of finding to do so.

The appeal will be investigated and decided by a separate party other than the Title VI Coordinator.

Appeals will be sent to: Sole Chairman
112 N. Second Street
(or other official who issued the initial decision).

Example of the Title VI Appeals Process Letter.

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Today's Date]

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization/Agency]
[Organization/Agency Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to appeal the decision made regarding my Title VI complaint filed on [Date of Complaint]. My complaint was regarding [briefly explain the nature of your complaint, including any relevant details].

I believe the decision reached does not accurately reflect the circumstances of the situation and fails to address the violation of Title VI regulations. Upon reviewing the decision, I have identified several points that were not adequately considered or addressed:

1. [Detail any factual inaccuracies or inconsistencies in the decision]
2. [Explain any procedural errors or oversights during the investigation process]
3. [Provide additional evidence or information that supports your claim]

Furthermore, I would like to request a review by an independent party to ensure impartiality and fairness in the appeals process. I believe that a fresh perspective will help in reaching a just resolution to this matter.

Please acknowledge receipt of this letter at your earliest convenience and inform me of the next steps in the appeals process. I am available to discuss this matter further and provide any additional information that may be required.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

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

Jayme Kelley, Title VI Coordinator
478-934-3200 ext. 7
Email: jkelly@bleckley.org
Or visit our administrative office at
112 N. Second Street
Cochran GA 31014.
For more information, visit www.bleckley.org.

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

Or

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

If information is needed in another language, please contact 478-934-3200 ext. 7

Si necesita información en otro idioma, por favor llame 478-934-3200 ext. 7

Section 5: Title VI Complaint Form

**Bleckley County
Title VI Complaint Form**

Section I:			
Name:			
Address:			
Telephone (Home):		Telephone (Work):	
E-Mail Address:			
Accessible Format Requirements?	Large Print		Audio Tape
	TDD		Other
Section II:			
Are you filing this complaint on your own behalf?		Yes*	No
*If you answered "yes" to this question, go to Section III.			
If not, please supply the name and relationship of the person for whom you are complaining:			
Please explain why you have filed for a third party:			
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.		Yes	No
Section III:			

I believe the discrimination I experienced was based on (check all that apply):

Title VI: Race Color National Origin

Other (specify): _____

Date of Alleged Discrimination (Month, Day, Year): _____

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.

Section IV

Have you previously filed a Civil Rights related complaint with this agency?	Yes	No
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Section V

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

Yes No

If yes, check all that apply:

Federal Agency: _____
 Federal Court _____ State Agency _____
 State Court _____ Local Agency _____

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

Name: _____

Title: _____

Agency: _____

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

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

Signature and date required below

Signature _____
Date

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

Jayme Kelley, Title VI Coordinator
478-934-3200 ext. 7
Email: jkelly@bleckley.org
Or visit our administrative office at
112 N Second Street
Cochran GA 31014.
For more information, visit www.bleckley.org.

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

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

Check One:

There have been no investigations, complaint and/or lawsuits filed against us since the last _____ plan submission.

_____ There have been investigations, complaints and/or lawsuits filed against us. *See list below. Attach additional information as needed.*

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

Section 7: Public Participation Plan

Bleckley County's Public Involvement Philosophy

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

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

The agency embraces several specific goals:

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

Strategies and Desired Outcomes

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

- ✓ Provide for early, frequent and continuous engagement by the public
- ✓ Select accessible and varied meeting locations and times
- ✓ Employ different meeting sizes and formats

In addition to these general strategies, Bleckley County is going to:

- Implement procedures to track LEP individuals who utilize Bleckley County Transit System.

Public Outreach Activities

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

Specific Public Participation activities are listed in the table below:

Event Date	Bleckley County Staffer(s) or Department	Activity	Communication Method (Public notice, posters, social media)	Notes
7/1/2023	County	Posted notices	Posted Public Notice on Bleckley County Website and vehicles	
7/1/2024	RMS	Posted new notices	Posted Public Notice on vehicles	
7/1/2024	RMS	Posted new notices	Posted Public Notice on RMS Website and offices	

Section 8: Four Factor Analysis and LEP Data

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

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

Background

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

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

Framework for Deciding when Language Services are Needed

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

FOUR-FACTOR ANALYSIS

The Four Factor Analysis is a local assessment that considers:

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

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

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

To do this, the agency evaluated the level of English proficiency and to what degree people in its service area speak a language other than English and what those languages are. Data for this review is derived from the United States Census and the American Community Survey. The most recent data available for the state were the ACS 2018-2022 five-year estimates.

Service Area Overview

Bleckley County service area encompasses home to 11,790 people spread over 219 square miles, the service area's population speaks 6 different language groups. Of the total service area population of 11,790, 108, or 0.91 % of the population of residents, report speaking English less than very well. A breakdown of the language groups, and those speaking English less than very well, are shown below.

Speak Spanish, and English less than very well	Bleckley County, Georgia	
Total:	11,790	0.00%
Speak only English	11,510	97.63%
Spanish:	189	1.60%
Speak English "very well"	152	1.29%
Speak English less than "very well"	37	0.31%
French, Haitian, or Cajun:	0	0.00%
Speak English "very well"	0	0.00%
Speak English less than "very well"	0	0.00%
German or other West Germanic languages:	0	0.00%
Speak English "very well"	0	0.00%
Speak English less than "very well"	0	0.00%
Russian, Polish, or other Slavic languages:	0	0.00%
Speak English "very well"	0	0.00%
Speak English less than "very well"	0	0.00%
Other Indo-European languages:	0	0.00%
Speak English "very well"	0	0.00%
Speak English less than "very well"	0	0.00%
Korean:	0	0.00%
Speak English "very well"	0	0.00%
Speak English less than "very well"	0	0.00%
Chinese (incl. Mandarin, Cantonese):	63	0.53%
Speak English "very well"	6	0.05%
Speak English less than "very well"	57	0.48%
Vietnamese:	14	0.12%
Speak English "very well"	8	0.07%
Speak English less than "very well"	6	0.05%

Tagalog (incl. Filipino):	6	0.05%
Speak English "very well"	6	0.05%
Speak English less than "very well"	0	0.00%
Other Asian and Pacific Island languages:	8	0.07%
Speak English "very well"	0	0.00%
Speak English less than "very well"	8	0.07%
Arabic:	0	0.00%
Speak English "very well"	0	0.00%
Speak English less than "very well"	0	0.00%
Other and unspecified languages:	0	0.00%
Speak English "very well"	0	0.00%
Speak English less than "very well"	0	0.00%

The Safe Harbor Provision

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

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

A vital document is any document that is critical for ensuring meaningful access to the recipients' major activities and programs by beneficiaries generally and LEP persons specifically. Whether or not a document (or the information it solicits) is "vital" may depend upon the importance of the

program, information, encounter, or service involved, and the consequence to the LEP person if the information in question is not provided accurately or in a timely manner.

The data above shows that no language meets the Safe Harbor threshold—The number of people who speak other languages and English less than very well all comprise under 0.91% of the population each.

Designation of Vital Documents

Based on the limited population of Spanish speakers who also speak English less than very well, no languages meet the Safe Harbor Threshold in our service area. The agency is therefore not required any vital documents translated at this time.

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

Bleckley County at present does not have a tracking system to capture contact with the LEP population. We have reached out to our Third-Party Operator Resource Management Systems Inc. they are going to get with their software provider and have them develop a system in which to track LEP individuals.

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

Bleckley County services likely affect every community member in some way. Our transit services are used daily by people who do not have access to their own transportation. Our services allow riders access to grocery stores, medical appointments, work, social service agencies, social activities, and a variety of other essential destinations. Some LEP persons are immigrants with no legal way to access a driver's license at this time.

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

Factor Four: Resources and Costs for LEP Outreach

Given that Bleckley County has a very limited number of LEP citizens, we can meet the needs of its LEP population through relatively simple means. First, Bleckley County staff members who speak Spanish or any other foreign languages can be consulted or utilized for translation or interpretation in informal or emergency situations. In the event assistance in a rare language is needed, Bleckley County can reach out to local colleges or universities to find staff who are proficient and may be willing to assist. Other free resources include the use of Google Translate <https://translate.google.com/> or <https://chat.openai.com/> translation services.

Bleckley County recognizes there will be times when professional interpretation or translation services are needed. In those cases where a citizen needs to communicate with us in another language. If needed the Bleckley County will reach out to whatever service are available to assistance the individual.

Bleckley County will use <https://translate.google.com/> and or <https://chat.openai.com/> to provide free basic translation of text; which can then be reviewed and edited by native speakers and focus groups.

Section 9: Language Assistance Plan

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

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

Bleckley County's Language Assistance Plan includes the following elements:

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

Four Factor Analysis Results: LEP Populations Served

Item #1 – Four Factor Analysis Results: LEP Populations Served
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Bleckley County service area encompasses home to 11,790 people spread over 219 square miles, the service area's population speaks 6 different language groups. Of the total service area population of 11,790, 108, or 0.91 % of the population of residents, report speaking English less than very well

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

The Bleckley County has identified, developed, and uses the following:

- a) All though not required Bleckley County has translated the Public Notice, Title VI Complaint form and the Transit Brochures into Spanish.
- b) Individuals who have contact with the public are provided with "I Speak" language cards to identify language needs in order to match them with available services. Language cards verified and distributed by the Director as need.

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

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

In order to ensure that LEP individuals are aware of Bleckley County’s language assistance measures, Bleckley County provides the following:

- Title VI Program including the Language Assistance Plan is made available on website, if applicable, and hard copy in central office.
- Drivers and dispatchers are provided “I Speak” language cards to identify language needs in order to match them with available services.
- The agency’s website includes language stating, “If you need assistance or information in another language, please contact 478-934-3200 ext. 7. This message is provided in every language identified as meeting the safe harbor threshold, as well as all languages identified as representing at least 1% of the service area.

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

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

Updates will continue to include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.
- Determination as to whether the need for translation services has changed.

- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether Bleckley County’s financial resources are sufficient to fund language assistance resources needed.
- Determine whether Bleckley County has fully complied with the goals of this LEP Plan.
- Determine whether complaints have been received concerning Bleckley County’s failure to meet the needs of LEP individuals

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

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

“I Speak” Language Identification Card

Note: For additional languages visit the US Census Bureau website

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

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

Log of LEP Encounters

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

Section 10: Minority Representation Information

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

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

Section 11: Providing Assistance to and Monitoring Subrecipients

1. Does agency provide funding to subrecipients?

No, the agency does not have subrecipients.

Section 12: Title VI Equity Analysis for Facility Acquisition

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

No, the agency has not built a facility.

Section 13: Fixed Route Transit Providers Service Standards and Policies

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

Bleckley County:

is a fixed route transit provider

is **not** a fixed route transit provider