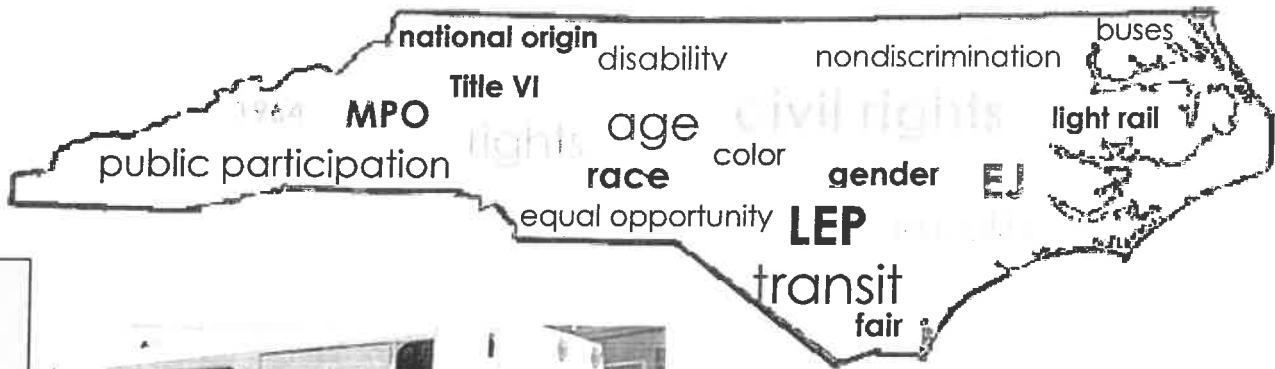


# Gates County Inter-Regional Transportation System (GITS)



Date Adopted  
February/03/2021

## Title VI Program Plan



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**TITLE VI NONDISCRIMINATION AGREEMENT  
BETWEEN  
THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
AND  
GATES COUNTY INTER-REGIONAL TRANSPORTATION SYSTEM, GITS**

In accordance with DOT Order 1050.2A, the Gates County Inter-Regional Transportation System (GITS) assures the North Carolina Department of Transportation (NCDOT) that no person shall, on the ground of **race, color, national origin, sex, religion, age, or disability**, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and related nondiscrimination authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by GITS .

Further, GITS hereby agrees to:

1. Designate a Title VI Coordinator that has a responsible position within the organization and easy access to the Gates County Manager of the organization.
2. Issue a policy statement, signed by the Gates County Manager of the organization, which expresses a commitment to the nondiscrimination provisions of Title VI and related applicable statutes. The signed policy statement shall be posted and circulated throughout the organization and to the general public, and published where appropriate in languages other than English. The policy statement will be re-signed when there is a change of Gates County Manager.
3. Insert the clauses of the contract language from Section 6.1 in every contract awarded by the organization. Ensure that every contract awarded by the organization's contractors or consultants also includes the contract language.
4. Process all and, when required, investigate complaints of discrimination consistent with the procedures contained within this Plan. Log all complaints for the administrative record.
5. Collect statistical data (race, color, national origin, sex, age, disability) on participants in, and beneficiaries of, programs and activities carried out by the organization.
6. Participate in training offered on Title VI and other nondiscrimination requirements. Conduct or request training for employees or the organization's sub recipients.
7. Take affirmative action, if reviewed or investigated by NCDOT, to correct any deficiencies found within a reasonable time period, not to exceed 90 calendar days, unless reasonable provisions are granted by NCDOT.
8. Document all Title VI nondiscrimination-related activities as evidence of compliance. Submit information and reports to NCDOT on a schedule outlined by NCDOT.

**THIS AGREEMENT** is given in consideration of, and for the purpose of obtaining, any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## 1.0 INTRODUCTION

Title VI of the 1964 Civil Rights Act, 42 U.S.C. 2000d provides 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." The broader application of nondiscrimination law is found in other statutes, executive orders, and regulations, which provide additional protections based on age, sex, religion, and disability, including the 1987 Civil Rights Restoration Act, which extended nondiscrimination coverage to all programs and activities of federal-aid recipients, subrecipients, and contractors, including those that are not federally-funded (see Appendix A – Applicable Nondiscrimination Authorities).

The Gates County Inter-Regional Transportation System (GITS) is a recipient of Federal Transit Administration (FTA) from the North Carolina Department of Transportation (NCDOT) and the United States Department of Transportation (USDOT), receiving Federal Transit Administration (FTA) funds through the NCDOT. As the primary recipient of USDOT funds in North Carolina, the NCDOT's comprehensive Title VI Nondiscrimination Program includes compliance oversight and technical assistance responsibilities towards its sub recipients and those sub recipients must use federal and state funds in a nondiscriminatory manner.

The Gates County Inter-Regional Transportation System (GITS) establishes this Title VI Nondiscrimination Plan for the purpose of complying with Title VI of the Civil Rights Act of 1964, as required by FTA Circular 4702.1B, and related requirements outlined within the FTA Certifications and Assurances, "Nondiscrimination Assurance." This document details the nondiscrimination program, policies, and practices administered by this organization(GITS), and will be updated periodically to incorporate changes and additional responsibilities as they are made. This Plan will be submitted to NCDOT or FTA, upon request.

## 2.0 DESCRIPTION OF PROGRAMS AND SERVICES

**Gates County Inter-Regional Transportation System, GITS**, is the coordinated public transportation program for the County of Gates. GITS will provide transportation for any county residents to various appointments. GITS will utilize subscription and demand response trips to service clients. **The primary areas** requested are Ahoskie (Hertford County), Elizabeth City (Pasquotank County), Edenton (Chowan County), and Suffolk, Smithfield, Norfolk, Virginia.

The hours of operations are 5:00 a.m. to 7:00 p.m. on Monday thru Friday and some Saturdays available by requests. Appointments are made by calling 252-357-4487 between the hours of 8:30 a.m. and 5:00 p.m. Monday through Friday. We do not provide services on County holidays. Our Holiday schedules are approved annually by the Gates County Board of Commissioners at their December Board meeting. These Holidays usually include New Year's Day, Dr. Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the Friday after Thanksgiving, and three days for Christmas depending on what day Christmas falls.

GITS receives FTA federal and state funds for capital, administration, and occasional operation grant fund.

### 2.1 PROGRAM(S) AND SERVICES ADMINISTERED

The Gates County Inter-Regional Transportation System (GITS) provides public transportation options to its customers within Gates County, North Carolina. Three trips to Ahoskie are conducted daily: at 8:00 a.m., 10:00 a.m. (departure 12 noon), 2:00 p.m., and 3:45 is our final pick-up. Three trips to Elizabeth

5. any Federal agreement, arrangement, or other contract which has, as one of its purposes, the provision of assistance.

Each FTA Formula Grant received by our system during the past year, and whether the funds were received through NCDOT or directly from FTA, is checked below. Additional details are provided on how often each of the grants is received (*annually, first time, etc.*) and the amount. [To check a box, double click on the check box. In the pop up select "Checked."]

| Grant Title   | NCDOT                               | FTA                      | Details<br>(i.e., purpose, frequency, and duration of receipt) |
|---|-------------------------------------|--------------------------|--|
| 5310 (Transportation for Elderly Persons and Persons with Disabilities) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Enhanced Elderly Transportation \$39,000                       |
| 5311 (Formula Grants for Other than Urbanized Areas)                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Community Transportation Program \$115,600                     |
| Other:  | <input type="checkbox"/>            | <input type="checkbox"/> |  |

### 2.3 DECISION-MAKING PROCESS

Gates County Inter-Regional Transportation System Advisory Board advises the Gates County Board of Commissioners (Governing board) on programmatic issues and policies for the GITS program. After which the suggested policies or programmatic issues with we taken to the Gates County Board of Commissioners. Upon hearing the advisory boards suggestions, the Gates County Board of Commissioners motion and vote on whether to past the suggested policies, and/or procedures. After policies are passed by the Gates County Board of Commissioners they are forwarded to NCDOT PTD for approval.

| Board or Committee Name | Appointed                           | Elected                  | # of Members |
|-------------------------|-------------------------------------|--------------------------|--------------|
| Transit Advisory Board  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 8            |
|                         | <input type="checkbox"/>            | <input type="checkbox"/> |              |

### 2.4 TITLE VI COORDINATOR

The individual below has been designated as the Title VI Coordinator for the Gates County Inter-Regional Transportation System (GITS), and is empowered with sufficient authority and responsibility to implement the Title VI Nondiscrimination Program:

Patrice Taylor-Lassiter  
 Transportation Director  
 714 Main Street, Gatesville, NC 27938  
 252-358-1443 [plassiter@gatescountync.gov](mailto:plassiter@gatescountync.gov)

Key responsibilities of the Coordinator include:

- Maintaining knowledge of Title VI and related requirements.
- Attending civil rights training when offered by NCDOT or any other regulatory agency.
- Administering the Title VI Nondiscrimination Program and coordinating implementation of this Plan.
- Training internal staff and officials on their Title VI nondiscrimination obligations.
- Disseminating Title VI information internally and to the general public, including in languages other than English.
- Presenting Title VI-related information to decision-making bodies for input and approval.

### 3.0 TITLE VI NONDISCRIMINATION POLICY STATEMENT

It is the policy of the Gates County Inter-Regional Transportation System (GITS), as a federal-aid recipient, to ensure that no person shall, on the ground of **race, color, national origin, sex, religion, age or disability**, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of our programs and activities, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and all other related nondiscrimination laws and requirements.

*Signature*

\_\_\_\_\_  
Patrice Taylor-Lassiter, Transportation Director

\_\_\_\_\_  
Date

#### **Title VI and Related Authorities**

Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d) provides 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." The 1987 Civil Rights Restoration Act (P.L. 100-259) clarified and restored the original intent of Title VI by expanding the definition of "programs and activities" to include all programs and activities of federal-aid recipients (such as, GITS), sub recipients, and contractors, whether such programs and activities are federally-assisted or not.

Related nondiscrimination authorities include, but are not limited to: U.S. DOT regulation, 49 CFR part 21, "Nondiscrimination in Federally-assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act"; 49 U.S.C. 5332, "Nondiscrimination (Public Transportation)"; FTA Circular 4702.1B - Title VI Requirements and Guidelines for Federal Transit Administration Recipients; DOT Order 5610.2a, "Actions to Address Environmental Justice in Minority Populations and Low-Income Populations"; FTA C 4703.1 - Environmental Justice Policy Guidance For Federal Transit Administration Recipients; Policy Guidance Concerning (DOT) Recipient's Responsibilities to Limited English Proficient (LEP) Persons, 74 FR 74087; The Americans with Disabilities Act of 1990, as amended, P.L. 101-336; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 790; Age Discrimination Act of 1975, as amended 42 U.S.C. 6101; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681; Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. 4601; Section 508 of the Rehabilitation Act of 1973, 29 U.S.C. 794d;

#### **Implementation**

- This statement will be signed by the Director of the Gates County Inter-Regional Transportation System, and re-signed whenever a new person assumes that position.
- The signed statement will be posted on office bulletin boards, near the receptionist's desk, in meeting rooms, inside vehicles, and disseminated within brochures and other written materials.
- The *core* of the statement (signature excluded) will circulate *internally* within annual acknowledgement forms.
- The statement will be posted or provided in languages other than English, when appropriate.

## 5.0 PROCEDURES TO ENSURE NONDISCRIMINATORY ADMINISTRATION OF PROGRAMS AND SERVICES

We are committed to the nondiscriminatory administration of our programs and services, organization-wide GITS will remind employees of Title VI nondiscrimination obligations through staff training and use of the **Annual Education and Acknowledgment Form** below. The Title VI Coordinator will periodically assess program operations to ensure this policy is being followed.

### Annual Education and Acknowledgement Form

#### **Title VI Nondiscrimination Policy**

*(Title VI and related nondiscrimination authorities)*

No person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a Federal-aid recipient.

All employees and representatives of GITS are expected to consider, respect, and observe this policy in their daily work and duties. If any person approaches you with a civil rights-related question or complaint, please direct him or her to Patrice Taylor-Lassiter, Title VI Coordinator at 252-357-4487.

In all dealings with the public, use courtesy titles (e.g., Mr., Mrs., Miss, Dr.) to address or refer to them without regard to their race, color, national origin, sex, age or disability.

#### **Acknowledgement of Receipt of Title VI Program**

I hereby acknowledge receipt of GITS' Title VI Program and other nondiscrimination guidelines. I have read the Title VI Program and I am committed to ensuring that no person is excluded from participation in or denied the benefits of GITS' programs, policies, services and activities on the basis of race, color, national origin, sex, age, or disability, as provided by Title VI of the Civil Rights Act of 1964 and related nondiscrimination statutes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### **Implementation**

- Periodically, but not more than once a year, employees and representatives will receive, review and certify commitment to the Title VI Program.
- New employees shall be informed of Title VI provisions and expectations to perform their duties accordingly, asked to review the Title VI Program, and required to sign the acknowledgement form.
- Periodic review of operational practices and guidelines by the Title VI Coordinator to verify compliance with the Title VI Program. Maintain documents of each review on file for at least 3 years.
- Signed acknowledgement forms and records of internal assessments will remain on file for at least three years.

## 6.0 CONTRACT ADMINISTRATION

Gates County Inter-Regional Transportation System, GITS, ensures all contractors will fulfill their contracts in a nondiscriminatory manner. While contractors are not required to prepare a Title VI Program, they must comply with the nondiscrimination requirements of the organization to which they are contracted. Gates County Inter-Regional Transportation System, GITS, and its contractors will not discriminate in the selection and retention of contractors (at any level) or discriminate in employment practices in connection with any of our projects.

### 6.1 CONTRACT LANGUAGE

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

(1) **Compliance with Regulations:** The contractor shall comply with the Regulation relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

(2) **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, sex, religion, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

(3) **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.

(4) **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be

determined by the Recipient or the FTA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the FTA, as appropriate, and will set forth what efforts it has made to obtain the information.

(5) **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to:

- (a) withholding payments to the contractor under the contract until the contractor complies; and/or
- (b) cancelling, terminating, or suspending a contract, in whole or in part.

(6) **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the FTA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

## 6.2 NONDISCRIMINATION NOTICE TO PROSPECTIVE BIDDERS

The Gates County Inter-Regional Transportation System, in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities, and Title 49 Code of Federal Regulations, Parts 21 and 26, hereby notifies all bidders that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority and women business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex, i, creed, limited English proficiency, low-income, or disability in consideration for an award.

### **Implementation**

- The nondiscrimination language above will be included in all solicitations for bids for work or material and proposals for negotiated agreements to assure interested firms that we provide equal opportunity and do not discriminate.
- Outreach efforts will be made to minority and women-owned firms that work in requested fields, and documented.
- Unless specifically required under Disadvantaged Business Enterprise (DBE) or Affirmative Action programs, all contractors will be selected without regard to their race, color, national origin, or sex.

|                 |  |  |  |
|-----------------|--|--|--|
|                 |  |  | FTA  |
| Race            | An individual belonging to one of the accepted racial groups; or the perception, based usually on physical characteristics that a person is a member of a racial group | Black/African American, Hispanic/Latino, Asian, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, White | Title VI of the Civil Rights Act of 1964;<br>49 CFR Part 21;<br>49 U.S.C. 5332(b);<br>FTA Circular 4702.1B |
| Color           | Color of skin, including shade of skin within a racial group   | Black, White, brown, yellow, etc.  |  |
| National Origin | Place of birth. Citizenship is not a factor. Discrimination based on language or a person's accent is also covered.  | Mexican, Cuban, Japanese, Vietnamese, Chinese  |  |
| Sex             | Gender   | Women and Men  | 49 U.S.C. 5332(b); Title IX of the Education Amendments of 1972  |
| Age             | Persons of any age   | 21 year old person   | Age Discrimination Act of 1975   |
| Disability      | Physical or mental impairment, permanent or temporary, or perceived.   | Blind, alcoholic, paraplegic, epileptic, diabetic, arthritic   | Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990                     |
| Creed           | Religion.  | Muslim, Christian, Hindu, Atheist  | 49 U.S.C. 5332(b)  |

### Complaint Processing

1. When a complaint is received, an Acknowledgment Letter and a Complainant Consent/Release Form will be mailed to the complainant within ten (10) business days by registered mail.
2. We will consult with the NCDOT Title VI Program to determine the acceptability and jurisdiction of all complaints received. (Note: If NCDOT will investigate, the Title VI Program will be responsible for the remainder of this process. We will record the transfer of responsibility in our complaints log).
3. Additional information will be requested if the complaint is incomplete. The complainant will be provided 15 business days to submit any requested information and the signed Consent Release form. Failure to do so may be considered good cause for a determination of no investigative merit.
4. Upon receipt of the requested information and determination of jurisdiction, we will notify the complainant and respondent of whether the complaint has sufficient merit to warrant investigation.
5. If the complaint is investigated, the notification shall state the grounds of our jurisdiction, while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigator.
6. If the complaint does not warrant investigation, the notification to the complainant shall specifically state the reason for the decision.

### Complaint Log

1. When a complaint is received, the complaint will be entered into the Discrimination Complaints Log with other pertinent information, and assigned a **Case Number**. (Note: All complaints must be logged).
2. The complaints log will be submitted to the NCDOT's Civil Rights office during Title VI compliance reviews. (Note: NCDOT may also be request the complaints log during pre-grant approval processes).
3. The **Log Year(s)** since the last submittal will be entered (e.g., 2015-2018, 2017-2018, FFY 2018, or 2018) and the complaints log will be signed before submitting the log to NCDOT.
4. When reporting **no complaints**, check the **No Complaints or Lawsuits** box and sign the log.

**DISCRIMINATION COMPLAINT FORM**

Have you filed, or intend to file, a complaint regarding the matter raised with any of the following? If yes, please provide the filing dates. Check all that apply.

- NC Department of Transportation \_\_\_\_\_
- Federal Transit Administration \_\_\_\_\_
- Federal Highway Administration \_\_\_\_\_
- US Department of Transportation \_\_\_\_\_
- Federal or State Court \_\_\_\_\_
- Other \_\_\_\_\_

Have you discussed the complaint with any Gates County Inter-Regional Transportation System, GITS, representative? If yes, provide the name, position, and date of discussion.

Please provide any additional information that you believe would assist with an investigation.

Briefly explain what remedy, or action, are you seeking for the alleged discrimination.

**\*\*WE CANNOT ACCEPT AN UNSIGNED COMPLAINT. PLEASE SIGN AND DATE THE COMPLAINT FORM BELOW.**

\_\_\_\_\_  
**COMPLAINANT'S SIGNATURE**

\_\_\_\_\_  
**DATE**

**MAIL COMPLAINT FORM TO:**

Gates County Inter-Regional Transportation System  
714 Main Street  
Gatesville, NC 27938  
[gits@gatescountync.gov](mailto:gits@gatescountync.gov)  
252-357-4487

**FOR OFFICE USE ONLY**

Date Complaint Received: \_\_\_\_\_

Processed by: \_\_\_\_\_

Case #: \_\_\_\_\_

Referred to:  NCDOT  FTA Date Referred: \_\_\_\_\_

## INVESTIGATIVE GUIDANCE

- A. Scope of Investigation** – An investigation should be confined to the issues and facts relevant to the allegations in the complaint, unless evidence shows the need to extend the issues.
- B. Developing an Investigative Plan** – It is recommended that the investigator prepares an Investigative Plan (IP) to define the issues and lay out the blueprint to complete the investigation. The IP should follow the outline below:
1. Complainant(s) Name and Address (Attorney name and address if applicable)
  2. Respondent(s) Name and Address (Attorney for the Respondent(s) name and address)
  3. Applicable Law(s)
  4. Basis/(es)
  5. Allegation(s)/Issue(s)
  6. Background
  7. Name of Persons to be interviewed
    - a. Questions for the complainant(s)
    - b. Questions for the respondent(s)
    - c. Questions for witness(es)
  8. Evidence to be obtained during the investigation
    - a. Issue – e.g., Complainant alleges his predominantly African American community was excluded from a meeting concerning a future project which could affect the community.
      - i. Documents needed: e.g., mailing list which shows all physical addresses, P.O. Box numbers, property owner names, and dates when the meeting notification was mailed; other methods used by the RPO to advertise the meeting.
- C. Request for Information** – The investigator should gather data and information pertinent to the issues raised in the complaint.
- D. Interviews** – Interviews should be conducted with the complainant, respondent, and appropriate witnesses during the investigative process. Interviews are conducted to gain a better understanding of the situation outlined in the complaint of discrimination. The main objective during the interview is to obtain information that will either support or refute the allegations.
- E. Developing an Investigative Report** – The investigator should prepare an investigative report setting forth all relevant facts obtained during the investigation. The report should include a finding for each issue. A sample investigative report is provided below.

APPENDIX

[Include in the Appendix any supplemental materials that support your findings and conclusion.

**8.0 SERVICE AREA POPULATION CHARACTERISTICS**

To ensure that Title VI reporting requirements are met, we will collect and maintain population data on potential and actual beneficiaries of our programs and services. This section contains relevant population data for our overall service area. This data provides context for the Title VI Nondiscrimination Program and will be used to ensure nondiscrimination in public outreach and delivery of our programs and services.

**8.1 & 2 Race and Ethnicity Age and Sex:**

| Race and Ethnicity Age and Sex             | Number | Percent |
|--|--------|---------|
| Total Population                           | 12,039 | 100     |
| White                                      | 7,683  | 63.8%   |
| Black or African American                  | 4,165  | 34.6%   |
| American Indian or Alaska Native           | 134    | 1.1%    |
| Asian                                      | 30     | .2%     |
| Native Hawaiian and Other Pacific Islander | 2      | 0.0%    |
| Some other Race                            | 0      | 0.0%    |
| Two or More Races                          | 111    | 0.9%    |
|  |        |         |
| HISPANIC OR LATINO (of any race)           | 161    | 1.3%    |
| Mexican                                    | 120    | 1.0%    |
| Puerto Rican                               | 23     | 0.2%    |
| Cuban                                      | 0      | 0%      |
| Other Hispanic or Latino                   | 18     | 0.1%    |

## 8.4 Poverty:

| Subject  | Total    |                     | Below poverty level |                     | Percent below poverty level |                     |
|--|----------|---------------------|---------------------|---------------------|-----------------------------|---------------------|
|  | Estimate | Margin of Error +/- | Estimate            | Margin of Error +/- | Estimate                    | Margin of Error +/- |
| Population for whom poverty status is determined | 11,490   | 53                  | 1,270               | 360                 | 11.1%                       | 3.1                 |
| AGE  |          |                     |                     |                     |                             |                     |
| Under 18   | 2,377    | 25                  | 436                 | 192                 | 18.3%                       | 8.1                 |
| 18 to 64   | 6933     | 26                  | 640                 | 184                 | 9.2%                        | 2.7                 |
| 65 years and over                                | 2,180    | 45                  | 194                 | 87                  | 8.9%                        | 3.9                 |
| SEX  |          |                     |                     |                     |                             |                     |
| Male   | 5,607    | 93                  | 422                 | 173                 | 7.5%                        | 3.1                 |
| Female   |          |                     |                     |                     |                             |                     |
| RACE AND HISPANIC OR LATINO ORIGIN               |          |                     |                     |                     |                             |                     |
| White  | 7300     | 55                  | 541                 | 209                 | 7.4%                        | 2.9                 |
| Black or African American                        | 3,843    | 141                 | 729                 | 281                 | 19.0%                       | 7.3                 |
| American Indian and Alaska Native                | 108      | 17                  | 0                   | 19                  | 0.0%                        | 27.1                |
| Asian  | 55       | 23                  | 0                   | 19                  | 0.0%                        | 41.5                |
| Native American and Other Pacific Islander       | 0        | 19                  | 0                   | 19                  | 0.0%                        | **                  |
| Some other Race                                  | 10       | 14                  | 0                   | 19                  | 0.0%                        | 97.3                |
| Two or more races                                | 174      | 113                 | 0                   | 19                  | 0.0%                        | 18.1                |
| Hispanic or Latino                               | 41       | 63                  | 0                   | 19                  | 0.0%                        | 48.1                |
| RACE AND HISPANIC OR LATINO ORIGIN               |          |                     |                     |                     |                             |                     |
| All individuals below:                           |          |                     |                     |                     |                             |                     |
| 50 percent of poverty level                      | 338      | 156                 |                     |                     |                             |                     |
| 125 percent of poverty level                     | 1877     | 370                 |                     |                     |                             |                     |
| 150 percent of poverty level                     | 2173     | 414                 |                     |                     |                             |                     |
| 185 percent of poverty level                     | 3179     | 546                 |                     |                     |                             |                     |
| 200 percent of poverty level                     | 3452     | 584                 |                     |                     |                             |                     |

### 8.6 Limited English Proficiency Population

Limited English Proficient (LEP) persons refers to persons for whom English is not their primary language who have a limited ability to read, write, speak, or understand English. It includes people who reported to the U.S. Census that they speak English less than very well, not well, or not at all. (See Factor 1 on page 34 for additional explanation)

| Subject                             | Total    |                     | Below poverty level |                     | Percent below poverty level |                     |
|-------------------------------------|----------|---------------------|---------------------|---------------------|-----------------------------|---------------------|
|                                     | Estimate | Margin of Error +/- | Estimate            | Margin of Error +/- | Estimate                    | Margin of Error +/- |
| Population 5 years and over         | 11,087   | ±50                 | (X)                 | (X)                 | 11,037                      | ±58                 |
| Speak only English                  | 10,859   | ±107                | 97.9%               | ±0.9                | (X)                         | (X)                 |
| Speak a language other than English | 228      | ±96                 | 2.1%                | ±0.9                | 178                         | ±97                 |
| SPEAK A LANGUAGE OTHER THAN ENGLISH |          |                     |                     |                     |                             |                     |
| Spanish                             | 20       | ±23                 | 0.2%                | ±0.2                | 20                          | ±23                 |
| 5 to 17 years old                   | 0        | ±19                 | 0.0%                | ±0.3                | 0                           | ±19                 |
| 18 to 64 years old                  | 18       | ±21                 | 0.2%                | ±0.2                | 18                          | ±21                 |
| 65 years old and over               | 2        | ±6                  | 0.0%                | ±0.1                | 2                           | ±6                  |
| Other Indo-European languages       | 114      | ±82                 | 1.0%                | ±0.7                | 102                         | ±78                 |
| 5 to 17 years old                   | 39       | ±38                 | 0.4%                | ±0.3                | 39                          | ±38                 |
| 18 to 64 years old                  | 66       | ±62                 | 0.6%                | ±0.6                | 63                          | ±62                 |
| 65 years old and over               | 9        | ±14                 | 0.1%                | ±0.1                | 0                           | ±19                 |
| Asian and Pacific Island languages  | 84       | ±60                 | 0.8%                | ±0.5                | 46                          | ±58                 |
| 5 to 17 years old                   | 25       | ±22                 | 0.2%                | ±0.2                | 0                           | ±19                 |
| 18 to 64 years old                  | 59       | ±57                 | 0.5%                | ±0.5                | 46                          | ±58                 |
| 65 years old and over               | 0        | ±19                 | 0.0%                | ±0.3                | 0                           | ±19                 |
| Other languages                     | 10       | ±12                 | 0.1%                | ±0.1                | 10                          | ±12                 |
| 5 to 17 years old                   | 0        | ±19                 | 0.0%                | ±0.3                | 0                           | ±19                 |
| 18 to 64 years old                  | 10       | ±12                 | 0.1%                | ±0.1                | 10                          | ±12                 |
| 65 years old and over               | 0        | ±19                 | 0.0%                | ±0.3                | 0                           | ±19                 |
| CITIZENS 18 YEARS AND OVER          |          |                     |                     |                     |                             |                     |
| All citizens 18 years old and over  | 9,142    | ±27                 | (X)                 | (X)                 | 9,130                       | ±30                 |
| Speak only English                  | 9,001    | ±86                 | 98.5%               | ±1.0                | (X)                         | (X)                 |
| Speak a language other than English | 141      | ±88                 | 1.5%                | ±1.0                | 129                         | ±86                 |
| Spanish                             | 20       | ±23                 | 0.2%                | ±0.3                | 20                          | ±23                 |
| Other languages                     | 121      | ±83                 | 1.3%                | ±0.9                | 109                         | ±82                 |

### 8.7 Limited English Proficiency Population

Federal-aid recipients are required to identify the characteristics and locations of populations they serve, particularly by race/ethnicity, poverty and limited English proficiency. We will document this narratively or

## 10.0 Public Involvement

|                      |                               |
|----------------------|-------------------------------|
| <b>Subrecipient:</b> | Gates                         |
|                      | <b>Contact Person:</b> Patric |

### Strategies and Desired Outcomes

To promote inclusive public participation, the **Gates County Inter-Regional Transportation System** will use its resources available to employ the following strategies, as appropriate:

- ✓ Provide for early, frequent and continuous engagement by the public.
- ✓ Expand traditional outreach methods. Think outside the box: go to hair salons, barbershops, street fairs, faith-based institutions, libraries, etc.
- ✓ Select accessible and varied meeting locations and times
- ✓ Employ different meeting sizes and formats
- ✓ Provide childcare and food during meetings, if possible.
- ✓ Use social media in addition to other resources as a way to gain public involvement
- ✓ Use newspaper ads that serve LEP populations. Outreach to LEP populations may also include audio programming available on podcasts.

### Documented Public Outreach

The direct public outreach and involvement activities conducted by GITS are summarized in the table below. Efforts include *meetings, surveys, focus groups, etc.*

Information pertinent to each event and/or activity will be provided to NCDOT upon request. Examples include copies of: meeting announcements, agendas, posters, attendee list, etc.

| Event Date | Transit System Staffer(s) | Event                | Date Publicized and Communication Method (Public Notice, Posters, Social Media) | Outreach Method (Meeting, Focus Group, Survey, etc.) | Notes (Meeting size and format, location, Number of Attendees, etc.) |
|------------|---------------------------|----------------------|---|--|--|
| 12/13/2019 | P. Lassiter               | Aging Mtg            | unknown   | Aging Needs  | 20   |
| 2/17/2020  | P. Lassiter               | AAA Regional Council | unknown   | Regional Services                                    | 30   |
| 1/29/2020  | P. Lassiter               | Partner 4Health      | unknown   | County Services                                      | 18   |
| 10/2/2019  | P. Lassiter               | Commissioner's Mtg   | 9/25/2019, RC Newspaper   | Public Hearing                                       | 22   |
| 2/24/2020  | P. Lassiter               | Housing Meeting      | unknown   | Housing  | 8  |
|            |                           |                      |   |  |  |

## 10.1 INTRODUCTION

Effective public involvement is a key element in addressing Title VI in decision-making. This **Public Participation Plan** describes how Gates County Inter-Regional Transportation System, (GITS) will disseminate vital agency information and engage the public. We will seek out and consider the input and needs of interested parties and groups traditionally underserved by transportation systems who may face

Public relations and outreach (PRO) strategies aim to conduct well-planned, inclusive and meaningful public participation events that foster good relations and mutual trust through shared decision-making with the communities we serve.

- We will seek out and facilitate the involvement of those potentially affected.
- Public events will aim to be collaborative, fun, and educational for all, rather than confrontational and prescriptive.
- Media plans will typically involve multiple channels of communication like mailings, radio, TV, and newspaper ads.
- Abstract objectives will be avoided in meeting announcements. Specific “attention-grabbing” reasons to attend will be used, such as “Help us figure out how to relieve congestion on [corridor name]” or “How much should it cost to ride the bus? Let us know on [date].”
- Efforts will be made to show how the input of participants can, or did, influence final decisions.
- We will do our best to form decision-making committees that look like and relate to the populations we serve.
- We will seek out and identify community contacts and partner with local community- and faith-based organizations that can represent, and help us disseminate information to, target constituencies.
- Demographic data will be requested during public meetings, surveys, and from community contacts and committee members.

#### Public Meetings

“Public meeting” refers to any meeting open to the public, such as hearings, charrettes, open house and board meetings.

- Public meetings will be conducted at times, locations, and facilities that are convenient and accessible.
- Meeting materials will be available in a variety of predetermined formats to serve diverse audiences.
- An assortment of advertising means may be employed to inform the community of public meetings.
- Assistance to persons with disabilities or limited English proficiency will be provided, as required.

#### Small Group Meetings

A small group meeting is a targeted measure where a meeting is held with a specific group, usually at their request or consent. These are often closed meetings, as they will typically occur on private property at the owner’s request.

- If it is determined that a targeted group has not been afforded adequate opportunities to participate, the group will be contacted to inquire about possible participation methods, including a group meeting with them individually.
- Unless unusual circumstances or safety concerns exist, hold the meeting at a location of the target group’s choosing.
- Share facilitation duties or relinquish them to members of the target group.
- Small group discussion formats may be integrated into larger group public meetings and workshops. When this occurs, the smaller groups will be as diverse as the participants in the room.

GITS did the following:

1. Analyzed the LEP demographic data for the **(GITS) Gates County Inter-Regional Transportation System's** program and/or service area by calculating the *Safe Harbor Threshold* for three of the largest language groups identified other than English.
  - a. The *Safe Harbor Threshold* is calculated by dividing the population estimate for a language group that "Speaks English less than very well" by the total population of the county.
    - i. The *LEP Safe Harbor Threshold* provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less) GITS must provide translation of vital documents in written format for the non-English users.
    - ii. Examples of written translation of vital documents include the Title VI policy statement and/or Notice to the Public, Title VI Complaint Procedure, Title VI Complaint Form, and ADA paratransit eligibility forms.

| LANGUAGE SPOKEN AT HOME                     | Estimate     | Margin of Error | Percent of Population | Margin of Error |
|---|--------------|-----------------|-----------------------|-----------------|
| <b>Total</b> (population 5 years and over): | <b>11301</b> | <b>+/- 50</b>   | <b>100%</b>           | <b>(X)+/-50</b> |
| Speak only English                          | 11128        | +/- 98          | 99%                   | +/- 98          |
| Spanish or Spanish Creole:                  | 76           | +/-65           | .01%                  | +/-65 %         |
| Speak English "very well"                   | 38           | +/-33           | %                     | +/-33%          |
| Speak English less than "very well"         | 38           | +/-50           | %                     | +/- 50%         |
| FRENCH(INC PATOIS, CAJUN)                   | 58           | +/-42           | .01%                  | +/- 42%         |
| Speak English "very well"                   | 47           | +/- 40          | %                     | +/- 40%         |
| Speak English less than "very well"         | 11           | +/-17           | %                     | +/- 17%         |
| ITALIAN:                                    | 5            | +/- 8           | %                     | +/- 8%          |
| Speak English "very well"                   | 5            | +/- 8           | %                     | +/- 8%          |
| Speak English less than "very well"         | 0            | +/-             | %                     | +/- %           |

After securing the US Census Data on LEP, GITS found that there are no LEP groups that meet the 5% or 1,000, whichever is less threshold.

**Factor #2: The frequency with which LEP individuals come in contact with the program.**

*GITS (and its contractor/lessee, if relevant) will be trained on what to do when they encounter a person that speaks English less than well. Since all our clientele contacts the office to set up appointments, we will utilize a translation site if this occurs (i.e. [www.translationlookup.com](http://www.translationlookup.com), and/or itranslate on the Iphone).. GITS and/or its contractor/lessee will track the number of encounters and consider making adjustments as needed to its outreach efforts to ensure meaningful access to all persons and specifically to LEP and minority populations of the **Gates County Inter-Regional Transportation System's** programs and services.*

*service area. For example, we will provide a special brochure to assist LEP populations in understanding the transportation service for populations that meet the Safe Harbor threshold.*

### **LANGUAGE ASSISTANCE PLAN**

As a result of the above four factor analysis, a Language Assistance Plan (LAP) was not required. However, reasonable attempts will be made to accommodate any persons encountered who require written translation or oral interpretation services.

### **Language Assistance Measures**

The following general language assistance measures are reasonable and achievable for our organization at this time:

- Translating public notices posted in the local paper and at stations, stops, and in vehicles into **any languages that meet the safe harbor threshold in Factor 1.**
- Vital documents—such as brochures with service times and routes—are translated into languages that meet the LEP threshold across the entire service area, and available in our facilities, doctor's offices and shopping centers.
- Making a concerted effort to inform LEP persons of available language assistance via staff, broadcast media, relationship-building with organizations, and our website.
- Posting vital bulletin board information and disseminating community surveys in various languages.
- Providing translation and interpretive services when appropriate (upon request or predetermined) at meetings.
- Determining how best to take public involvement to LEP groups directly, including through small group meetings.
- Language line translation services at our call center.
- Where possible, utilizing or hiring staff who speak a language other than English and can provide competent language assistance.
  - Note: We will not ask community-based organizations (CBO) to provide, or serve as, interpreters at our meetings. Relying upon CBOs in that capacity could raise ethical concerns. If a CBO decides (on its own) to translate any materials for its constituents, or bring interpreters it trusts to our meetings, we will not object. That is their right.
- Using language identification flashcards to determine appropriate services.
- Establishing a process to obtain feedback on our language assistance measures

### **Written Translation and Oral Interpretation**

Vital documents will be translated for each eligible LEP language group in our service area that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be encountered. Translated materials will be placed online and in appropriate public (or private) places accessible to LEP persons. The safe harbor provisions apply to the translation of written documents only, and do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. When appropriate, translation of any document will be communicated orally in the appropriate language.

In the event that the 5% trigger is reached for a LEP language group that is fewer than 50 persons, written notice will be provided in the primary language of that group of the right to receive competent oral interpretation of vital written materials, free of cost. The most effective method of notice, which could be an ad in the local newspaper or other publication, a radio commercial, or door hangers, will be determined in consideration of the circumstances on the ground and in coordination with LEP community contacts.

### **Staff Support for Language Assistance**

- Agency staff (including call center staff) will be provided a list of referral resources that can assist LEP persons with written translation and oral interpretation, including the Title VI Officer and any outside

## 10.6 DEMOGRAPHIC REQUEST

The following form was used to collect required data on Key Community Contacts and nonelected committee members

Gates County Inter-Regional Transportation System is required by Title VI of the Civil Rights Act of 1964 and related authorities to record demographic information on members of its boards and committees. Please provide the following information:

|  |  |
|--|--|
| <b>Race/Ethnicity:</b><br><input type="checkbox"/> White<br><input type="checkbox"/> Black/African American<br><input type="checkbox"/> Asian<br><input type="checkbox"/> American Indian/Alaskan Native<br><input type="checkbox"/> Native Hawaiian/Pacific Islander<br><input type="checkbox"/> Hispanic/Latino<br><input type="checkbox"/> Other (please specify):<br>_____ | <b>National Origin:</b> (if born outside the U.S.)<br><input type="checkbox"/> Mexican<br><input type="checkbox"/> Central American:<br>_____<br><input type="checkbox"/> South American:<br>_____<br><input type="checkbox"/> Puerto Rican<br><input type="checkbox"/> Chinese<br><input type="checkbox"/> Vietnamese<br><input type="checkbox"/> Korean<br><input type="checkbox"/> Other (please specify):<br>_____ |
| <b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female   | <b>Age:</b><br><input type="checkbox"/> Less than 18 <input type="checkbox"/> 45-64<br><input type="checkbox"/> 18-29 <input type="checkbox"/> 65 and older<br><input type="checkbox"/> 30-44  |
| <b>Disability:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |
| <b>I choose not to provide any of the information requested above:</b> <input type="checkbox"/>  |  |

Completed forms will remain on file as part of the public record. For more information regarding Title VI or this request, please contact Gates County Inter-Regional Transportation System at 252-357-4487 or by email at [title.vi.complaint@gatescountync.gov](mailto:title.vi.complaint@gatescountync.gov).

Please sign below acknowledging that you have completed this form.  
Thank you for your participation!

**Name (print):** \_\_\_\_\_

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

### Implementation

- Forms will be completed prior to triennial Title VI compliance reviews and remain on file for three years.
- All new and existing members of appointed decision-making boards or committees will be **required** to complete this form for reporting purposes.
- If a member, for whatever reason, selects "*I choose not to provide any of the information requested above,*" they will have also **completed** the form.
- If a member chooses not to provide any of the information on the form, the Title VI Coordinator will be permitted to indicate that member's race and gender, based on the Coordinator's best guess.
- Data from these forms will be used to complete the Demographic Request Table
- Once a new member submits this form, the Demographic Request Table for the associated committee will be updated.

## 12.0 Nonelected Boards and Committees – By Race and gender

The table below depicts race and gender compositions for each of our nonelected (appointed) decision-making bodies. Member names and full demographics for each committee are available, upon request.

| Body                    | Male % | Female % | Caucasian % | African American % | Asian American % | Native American % | Other % | Hispanic % |
|-------------------------|--------|----------|-------------|--------------------|------------------|-------------------|---------|------------|
| Service Area Population | 49%    | 51%      | 63.7%       | 33.2%.2 %          | .5%              | .5%               |         | 1.4%       |
| Transit Advisory Board  | 33%    | 67%      | 33%         | 67%                | 0%               | 0%                | 0%      | 0%         |
| Committee Name          |        |          |             |                    |                  |                   |         |            |

### Strategies for Representative Committees

Diversification goals will be provided to our nonelected boards and committees to help ensure that their membership mirrors our service area demographics, as adequately as possible. We will provide periodic updates on our outreach efforts at meetings. When there is an opening on a board or committee, we will ensure the following:

- Current members will be made aware of diversity goals and polled for nominees.
- Officials from local minority groups will be made aware of the diversity goals and polled for nominees.
- Key Contacts from LEP groups will be contacted and polled for nominees.
- A recruitment notice for a Board Member opening will be posted on our website.
- An advertisement of recruitment notice for a Board Member will be placed with the local newspaper and other publications popular with minorities and other protected groups.

## 13.0 RECORD-KEEPING AND REPORTS

As a subrecipient of FTA funds through NCDOT, we are required to submit a Title VI Program update to NCDOT every three years, on a schedule determined by NCDOT. Records will be kept to document compliance with the requirements of the Title VI Program. Unless otherwise specified, Title VI-related records shall be retained indefinitely. These records will be made available for inspection by authorized officials of the NCDOT and/or FTA. Reports on Title VI-related activities and progress to address findings identified during Title VI compliance reviews may also be provided, upon request. It will occasionally be necessary to update this Title VI Plan or any of its components (e.g., complaints, Public Involvement, and LEP). Updates will be submitted to NCDOT for review and approval, and adopted by our Board when required.

In addition to items documented throughout this Plan, records and reports due at the time of compliance reviews or investigations may include:

### Compliance Reviews

- Title VI Program Plan
- List of civil rights trainings provided or received
- Summaries from any *internal* reviews conducted
- Ads and notices for specific meetings

- Findings from reviews by any other *external* agencies
- Title VI equity analyses and EJ assessments
- Discrimination Complaints Log

### Complaint Investigations

## Appendix A Applicable Nondiscrimination Authorities

During the implementation of this Title VI Program, the organization, for itself, its assignees and successors in interest, is reminded that it has agreed to comply with the following non-discrimination statutes and authorities, including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).
- Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e *et seq.*, Pub. L. 88-352), (prohibits employment discrimination on the basis of race, color, creed (religion), sex, or national origin);
- 49 CFR Part 26, regulation to ensure nondiscrimination in the award and administration of DOT-assisted contracts in the Department's highway, transit, and airport financial assistance programs;
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed (religion), color, national origin, or sex);
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Federal transit laws, specifically 49 U.S.C. § 5332 (prohibiting discrimination based on race, color, religion, national origin, sex (including gender identity), disability, age, employment, or business opportunity).

**Appendix C**  
**NCDOT's Compliance Review Checklist for Transit**

**I. Program Administration (General Requirements)**

**Requirement:** FTA C 4702.1B – Title VI Requirements and Guidelines for FTA Recipients, Chapter III – General Requirements and Guidelines.

**Note:** Every NCDOT subrecipient receiving any of the FTA Formula Grants listed above must complete this section.

| Requested Items<br>(Please attach electronic documents (.pdf, .doc, etc.) or provide links to online versions)   | Completed                |
|--|--------------------------|
| 1. A copy of the recipient's <i>signed</i> NCDOT's Title VI Nondiscrimination Agreement  | <input type="checkbox"/> |
| 2. Title VI Policy Statement ( <i>signed</i> )   | <input type="checkbox"/> |
| 3. Title VI Notice to the Public, including a list of locations where the notice is posted   | <input type="checkbox"/> |
| 4. Type the name and title of your Title VI Coordinator and attach a list of their Title VI duties <b>Name/Title:</b>  | <input type="checkbox"/> |
| 5. Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)  | <input type="checkbox"/> |
| 6. Title VI Complaint Form   | <input type="checkbox"/> |
| 7. List of transit-related Title VI investigations, complaints, and lawsuits (i.e., discrimination complaints log)   | <input type="checkbox"/> |
| 8. Public Participation Plan, including information about outreach methods to engage traditionally underserved constituencies (e.g., minorities, limited English proficient populations (LEP), low-income, disabled), as well as a summary of outreach efforts made since the last Title VI Program submission     | <input type="checkbox"/> |
| 9. Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance, which requires conducting four-factor analyses   | <input type="checkbox"/> |
| 10. A table depicting the membership of non-elected committees and councils, the membership of which is selected by the recipient, broken down by race, and a description of the process the agency uses to encourage the participation of minorities on such committees   | <input type="checkbox"/> |
| 11. A copy of board meeting minutes, resolution, or other appropriate documentation showing the board of directors or appropriate governing entity or official(s) responsible for policy decisions <b>reviewed and approved</b> the Title VI Program   | <input type="checkbox"/> |
| 12. A description of the procedures the agency uses to ensure nondiscriminatory administration of programs and services  | <input type="checkbox"/> |
| 13. <b>If you pass through FTA funds to other organizations</b> , include a description of how you monitor your subrecipients for compliance with Title VI, and a schedule for your subrecipients' Title VI Program submissions.<br>> No Subrecipients <input type="checkbox"/>                                    | <input type="checkbox"/> |
| 14. A Title VI equity analysis <b>if you have constructed or conducted planning for a facility</b> , such as a vehicle storage facility, maintenance facility, operation center, etc.<br>> No Facilities Planned or Constructed <input type="checkbox"/>   | <input type="checkbox"/> |
| 15. Copies of environmental justice assessments conducted for <b>any construction projects during the past three years</b> and, if needed based on the results, a description of the program or other measures used or planned to mitigate any identified adverse impact on the minority or low-income communities | <input type="checkbox"/> |

APPENDIX D

U.S. Census Bureau



B16001

**LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER**  
 Universe: Population 5 years and over  
 2009-2013 American Community Survey 5-Year Estimates

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.

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.

| Gates County, North Carolina        |          |                 |
|-------------------------------------|----------|-----------------|
|                                     | Estimate | Margin of Error |
| Total:                              | 11,301   | +/-50           |
| Speak only English                  | 11,128   | +/-66           |
| Spanish or Spanish Creole:          | 76       | +/-65           |
| Speak English "very well"           | 38       | +/-33           |
| Speak English less than "very well" | 38       | +/-50           |
| French (incl. Patois, Cajun):       | 58       | +/-42           |
| Speak English "very well"           | 47       | +/-40           |
| Speak English less than "very well" | 11       | +/-17           |
| French Creole:                      | 0        | +/-19           |
| Speak English "very well"           | 0        | +/-19           |
| Speak English less than "very well" | 0        | +/-19           |
| Italian:                            | 5        | +/-8            |
| Speak English "very well"           | 5        | +/-8            |
| Speak English less than "very well" | 0        | +/-19           |
| Portuguese or Portuguese Creole:    | 0        | +/-19           |
| Speak English "very well"           | 0        | +/-19           |
| Speak English less than "very well" | 0        | +/-19           |
| German:                             | 0        | +/-19           |
| Speak English "very well"           | 0        | +/-19           |
| Speak English less than "very well" | 0        | +/-19           |
| Yiddish:                            | 0        | +/-19           |
| Speak English "very well"           | 0        | +/-19           |
| Speak English less than "very well" | 0        | +/-19           |
| Other West Germanic languages:      | 0        | +/-19           |
| Speak English "very well"           | 0        | +/-19           |
| Speak English less than "very well" | 0        | +/-19           |
| Scandinavian languages:             | 0        | +/-19           |
| Speak English "very well"           | 0        | +/-19           |
| Speak English less than "very well" | 0        | +/-19           |
| Greek:                              | 0        | +/-19           |
| Speak English "very well"           | 0        | +/-19           |
| Speak English less than "very well" | 0        | +/-19           |
| Russian:                            | 0        | +/-19           |

## APPENDIX E

## TITLE VI PLAN REVIEW AND ADOPTION

On behalf of the Gates County Board of Commissioners for the Gates County Inter-Regional Transportation System (GITS), I hereby acknowledge receipt of the Title VI Nondiscrimination Plan. We, the board, have **reviewed and hereby adopt** this Plan. We are committed to ensuring that all decisions are made in accordance with the nondiscrimination guidelines of this Plan, to the end the no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any GITS transportation services and activities on the basis of race, color, national origin, sex, age, religion, or disability, as protected by Title VI of the Civil Rights Act of 1964 and the nondiscrimination provisions of the Federal Transit Administration.

  
Signature of Authorizing Official

  
DATE