

Mariposa County Local Transportation Commission

TITLE VI PROGRAM

**Developed: 05/22/15
Approved by the Mariposa County
Local Transportation Commission
06/16/15**

**4639 Ben Hur Rd
Mariposa, CA 95338
(209) 966-5356
www.mariposacounty.org/transportation**

INTRODUCTION

This document was prepared by Mariposa County Local Transportation Commission to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in U.S. Department of Transportation's FTA Circular 4702.1B, "Title VI Requirement and Guidelines for Federal Transit Administration Recipients."

Mariposa County Local Transportation Commission will ensure that its programs, policies, and activities comply with Department of Transportation's (DOT) Title VI Regulations (49 CFR Part 21) and with Limited English Proficient (LEP) Persons requirements (70 FR 74087, December 14, 2005). Mariposa County Local Transportation Commission is committed to creating and maintaining a system that is free of all forms of discrimination, taking necessary preventive corrective and disciplinary actions to stem behavior that violates this policy or the rights and privileges it is designed to protect. FTA requires recipients to document compliance with DOT Title VI regulations by submitting a Title VI Program to their FTA regional civil rights officer once every three years.

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Mariposa County Local Transportation Commission Title VI Notice to the Public

Notifying the Public of Rights Under Title VI

Mariposa County Local Transportation Commission

Mariposa County Local Transportation Commission 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 Mariposa County Local Transportation Commission.

For more information on Mariposa County Local Transportation Commission civil rights program, and the procedures to file a complaint, contact 209-966-5315, or visit our administrative office at 4639 Ben Hur Rd., Mariposa, CA 95338. For more information, visit www.mariposacounty.org/transportation.

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

If information is needed in another language, contact 209-966-5356.

Notificar al público de los derechos bajo el título VI

Mariposa County Local Transportation Commission

- Mariposa County Local Transportation Commission opera sus programas y servicios sin respecto a raza, color y origen nacional con arreglo al título VI de la Civil Ley de derechos. Cualquier persona que cree que él o ella ha sido agraviado por cualquier práctica discriminatoria ilegal bajo el título VI puede presentar una queja con Mariposa County Local Transportation Commission
- Para obtener más información sobre el programa derechos civiles capaz de industrias y el procedimientos para presentar una queja, llame al (559) 651-8150, o visite nuestra oficina administrativa en 4639 Ben Hur Rd, Mariposa, CA 95338. Para más información información, visit www.mariposacounty.org/communityservices.
- Un demandante puede presentar una queja directamente con el Federal Transit Administration por archivar una queja con la Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590
- Si se necesita información en otro idioma, contacte al 209-966-5356

List of Locations Where Title VI Notice Is Posted

Mariposa County Local Transportation Commission's Title VI notice to the public is currently posted at the following locations:

Location Name	Address	City
Mariposa Public Works	4639 Ben Hur Rd	Mariposa
Mariposacounty.org	Department of Public Works	
Mariposa Government Center	5100 Bullion St	Mariposa
Mariposa Co. Dept. of Community Services	5246 Spriggs Lane	Mariposa

The Title VI notice and program information is also provided on the Mariposa County Local Transportation Commission website at www.mariposacounty.org/transportation.

Title VI Complaint Procedures

As a recipient of federal dollars, Mariposa County Local Transportation Commission is required to comply with Title VI of the Civil Rights Act of 1964 and ensure that services and benefits are provided on a non-discriminatory basis. Mariposa County Local Transportation Commission has in place a Title VI Complaint Procedure, which outlines a process for local disposition of Title VI complaints and is consistent with guidelines found in the Federal Transit Administration Circular 4702.1B, dated October 1, 2012.

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

Within 10 business days of receiving the complaint, Mariposa County Local Transportation Commission will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office. Mariposa County Local Transportation Commission has 30 days to investigate the complaint. The complainant will be notified in writing of the cause to any planned extension to the 30-day rule.

If more information is needed to resolve the case, Mariposa County Local Transportation Commission may contact the complainant. 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 Mariposa County Local Transportation Commission can administratively close the case.

A case can be administratively closed also if the complainant no longer wishes to pursue their case. After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, she/he has 10 business days after the date of the letter or the LOF to do so.

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

Mariposa County Local Transportation Commission Title VI Complaint Form

COMPLAINT FORM

Section I: Please write legibly		
1. Name:		
2. Address:		
3. Telephone:	3(a). Secondary Phone (Optional):	
4. Email Address:		
5. Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
Section II:		
6. Are you filing this complaint on your own behalf?	YES*	NO
*If you answered "yes" to #6, go to Section III.		
7. If you answered "no" to #6, what is the name of the person for whom you are filing this complaint? Name:		
8. What is your relationship with this individual:		
9. Please explain why you have filed for a third party:		
10. Please confirm that you have obtained permission of the aggrieved party to file on their behalf.	YES	NO
Section III:		
11. I believe the discrimination I experienced was based on (check all that apply):		
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin
12. Date of alleged discrimination: (mm/dd/yyyy)		
13. 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 attach additional sheets of paper.		

Mariposa County Local Transportation Commission Title VI Complaint Form, Page 2

COMPLAINT FORM

Section IV:		
14. Have you previously filed a Title VI complaint with Mariposa County Local Transportation Commission?	YES	NO
Section V:		
15. 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 _____	[] State Agency _____	
[] Federal Court _____	[] Local Agency _____	
[] State Court _____		
16. If you answered "yes" to #15, provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:	Email:	
Section VI:		
Name of Transit Agency complaint is against:		
Contact Person:		
Telephone:		

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

Signature and date are required below to complete form:

Signature _____ Date _____

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

Mariposa County Local Transportation Commission, Executive Director
4639 Ben Hur Rd
Mariposa, CA 95338

Titulo VI Procedimiento de Queja

Como un receptor de dólares federales, Mariposa County Local Transportation Commission. tiene que cumplir con lo dispuesto en el Titulo VI de la ley de los derechos civiles de 1964 y asegúrese de que los servicios y los beneficios se proporcionen sobre una base no discriminatoria. Mariposa County Local Transportation Commission .ha puesto en marcha un procedimiento de queja Titulo VI, que emboza un proceso de disposición local de quejas del Titulo VI y es consistente con las pautas de Administración Federal de Transito Circular 4702.1B, de Octubre 1, 2012.

Cualquier persona que cree que ha sido objeto de discriminación por motivos de raza, color, u origen nacional por Mariposa County Local Transportation Commission .. puede presentar al Titulo VI su denuncia. Mariposa County Local Transportation Commission .investiga las quejas no mas de 180 días después del incidente. Mariposa County Local Transportation Commission .. solo tramitara las quejas que están completas.

En un periodo de 10 días de haber recibido la demanda, Mariposa County Local Transportation Commission .la revisara para determinar si nuestra oficina tiene la jurisdicción. El autor de la queja, recibirá un acuse de recibo informándole al denunciante que será notificado por escrito si el caso de él/ella el será investigado por nuestra oficina. Mariposa County Local Transportation Commission .tiene 30 días para investigar la queja.

Si necesita mas información para resolver el caso, Mariposa County Local Transportation Commission .puede contactar al autor de la queja. El autor de la queja tiene 10 días de la fecha que recibió la carta para solicitar un investigador que sea asignado al caso.

El caso se puede cerrar también si el autor de la queja no desea proseguir con el caso. Después de que el investigador analice la queja, el / ella emitirá una de las dos cartas a la denunciante.

FORMA DE QUEJA

Seccion I: <i>Escribir en forma legible</i>		
1. Nombre:		
2. Direccion:		
3. Telefono:		3(a). Telefono secundario(<i>opcional</i>):
4. Direccion de correo electronico:		
5. Reuistos de forma accesible?	<input type="checkbox"/> Impresion grande	<input type="checkbox"/> Cinta de audio
	<input type="checkbox"/> TDD	<input type="checkbox"/> Otros
Seccion II:		
6. Esta presentando esta queja en su propio nombre?		Si <input type="checkbox"/> No <input type="checkbox"/>
*Si usted contesto "Si" to #6, vaya a la Seccion III.		
7. If you answered "no" to #6, what is the name of the person for whom you are filing this complaint? Name:		
8. Cual es su relacion con este individuo:		
9. Por favor, explique por que han presentado para una tercera parte:		
10. Por favor, confirme que ha obtenido el permiso de la parte agraviada en el archivo en su nombre.		Si <input type="checkbox"/> No <input type="checkbox"/>
Seccion III:		
11. Creo que la discriminacion que he experimentado fue basado en (<i>marqu todas las que correspondan</i>):		
<input type="checkbox"/> Raza	<input type="checkbox"/> Color	<input type="checkbox"/> Origin nacional
12. Fecha de supuesta discriminacion: (<i>mm/dd/aaaa</i>)		
13. Explica lo mas claramente posible lo que ocurrio y por que usted cree que son objeto discriminacion. Describir todas las personas que han participado. Incluir el nombre y la informacion de contacto de la(s) persona(s) que discrimina contra usted (si se conoce), asi como los nombres y la informacion de contacto de los testigos. Si se necesita mas espacio, por favor adjunte hojas adicionales de papel.		

Mariposa County Local Transportation Commission
Title VI Program

Seccion IV:		
14. Anteriormente ha presentado un Titulo VI denuncia con la Mariposa County Local Transportation Commission .	Si	No
Seccion V:		
15. Ha presentado esta queja con cualquier otro local, estado o federal, o con cualquier Federal o Estado?		
<input type="checkbox"/> Si* <input type="checkbox"/> No si la respuesta es si Marque todo lo que aplica <input type="checkbox"/> Agencia Federal _____ <input type="checkbox"/> Agencia Estatal _____ <input type="checkbox"/> Federal Tribunal _____ <input type="checkbox"/> Agencia Local _____ <input type="checkbox"/> Tribunal Estatal _____		
16. Si usted contesto "si" a la posicion #15, proporcionan informacion acerca de una persona de contacto en la agencia/tribunal donde se presento la denuncia.		
Nombre: _____		
Titulo: _____		
Organismo: _____		
Direccion: _____		
Telefono: _____		Correo electronico: _____
Seccion VI:		
Nombre de organismo Transito denuncia es contra: _____		
Persona de contacto: _____		
Telefono: _____		

Usted puede adjuntar cualquier material escrito u otra información que crees que es relevante para su queja.

Firma y fecha es requerida para someter esta forma:

Firma _____ Fecha _____

Favor de someter esta forma en persona o por correo a la siguiente dirección:

Mariposa County Local Transportation Commission, Executive Director
 4639 Ben Hur Rd
 Mariposa, CA 95338

List of Transit-Related Title VI Investigations, Complaints, and Lawsuits

To date, Mariposa County Local Transportation Commission has not been involved in any transportation-related Title VI investigations, lawsuits or complaints. Mariposa County’s Title VI Transit Compliance Coordinator will maintain a list of Title VI investigations, complaints, and lawsuits and include a summary and description of actions taken as required by the Title VI regulations. The list will include the date that the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the stats of the investigation, lawsuit, or complaint; and actions taken in response, or final findings related to the investigation, lawsuit, or complaint. The list (below) will be included in Mariposa County Local Transportation Commission’s submittal to FTA every three years.

Mariposa County Local Transportation Commission List of Investigations, Lawsuits and Complaints

Type of Process	Date	Summary (including basis of complaint)	Status	Action(s) Taken
Investigations				
1. None				
2.				
Lawsuits				
1. None				
2.				
Complaints				
1. None				
2.				

Public Participation Plan

Mariposa County Local Transportation Commission

Mariposa County Local Transportation Commission maintains systems to gather stakeholder input regarding agency services and conducts public relations and outreach activities in order to create meaningful opportunities for public engagement as outlined below.

Purpose of the Public Participation Plan

As part of the Title VI Program, Mariposa County Local Transportation Commission is bolstering its public participation processes and enhancing its strategies for engaging underserved groups, including those with limited English. This plan outlines the importance of and provides guidelines for involving the public in Mariposa County Local Transportation Commission's planning efforts to ensure that all groups are represented and their needs are considered.

Public Outreach Efforts

Mariposa County Local Transportation Commission reaches out to the community directly through meetings with other county agencies and community staff and their clients as needed; information regarding Mariposa County Local Transportation Commission services is disseminated at these various meetings.

Every six months, Mariposa County Local Transportation Commission's staff participates in the Mariposa County Social Services Transportation Advisory Council (SSTAC) meetings. Staff also collaborates with the Mariposa County Local Transportation Commission during vital session regarding transportation planning and at its annual Unmet Transit Needs hearings. The Unmet Transit Needs process invites public testimony either in-person at the hearing, by USPS mail, or via email where a name and local address are provided.

Transit staff also participates in the development of the "Public Transit Human Services Transportation Coordination Plan," the "Short Range Transit Plan," and the Regional Transportation Plan.

The following is a brief summary of outreach efforts conducted by Mariposa County Local Transportation Commission staff just this past year:

- Public meeting for updating the “Public Transit Human Services Transportation Coordination Plan” held on 10/28/14.
- SSTAC meetings to discuss any “unmet Transit Needs” 04/14 and 10/14
- Mariposa County Local Transportation Commission’s Annual Unmet Transit Needs Hearing held on 06/10/14.

Below is a summary of outreach efforts conducted by the Mariposa County Local Transportation Commission, on behalf of Mariposa County Local Transportation Commission, as they relate to Title VI requirements under the Public Participation Plan. Many of our activities are conducted in partnership or ad hoc outreach with other service organizations and non-profit agencies within the community. Again, this is in no way a complete list, but rather documents the agency's outreach efforts as they relate specifically to minority and low-income populations.

- **Contact List:** The Mariposa County LTC staff maintains a master list of all contacts, including public agencies, businesses, community groups, and members of the public. This list is used to establish and maintain a list of e-mail and regular mail contacts for general communications, and electronic meeting notifications, and announcements. See attached Meeting Notification/Announcement/General Communication flyers.
- **Legal Advertisements:** Legal notices are required to be published in a newspaper of countywide circulation. Mariposa County LTC typically publishes notices in the Mariposa Gazette. Notices for items that may be of greater regional concern may also be published in the Foothill Express and the Yosemite Highway Herald. Notices may advertise meetings, agendas, or public comment periods on proposed plans, programs, or documents. The time frame required for publication of legal notices relating to transportation planning is generally 30 days.
- **Project Workshops / Open Houses:** Public workshops are often held during development of various transportation plans. Workshops may be held at the initial stage of plan development and later on in the process to allow the public opportunity to comment on a draft plan or project concept. These are typically casual, open meeting formats. Notices of workshops may be advertised in the newspaper and the website.
- **Public Hearings:** Public hearings are used to solicit public comments on a project or issue being considered by the Mariposa County LTC. Hearings provide a formal setting for citizens to provide comments to the Mariposa County LTC or other decision making body. The requirement for a formal public hearing is usually 30 days prior to the hearing.
- **Availability of Plans and Documents:** Documents at all stages will be available for review by the public at the Mariposa County Public Works Department and on the Mariposa County Public Works website. A copy of key regional draft documents, such as the RTP, may also be made available at other locations throughout the County, such as the public libraries.

Other Possible Tools for Public Outreach:

- **Display Ads:** Display ads in newspapers may be used to promote meetings that are not regularly scheduled or agenda items that may be of wide public interest. They are used to reach a larger audience than those that typically read legal ads. Display ads may also be used to advertise public comment periods on proposed plans, programs, or documents.
- **Direct Mailings:** Letters or announcements may be mailed to lists of individuals or agencies regarding a specific project. The mailing list will be customized for each project.
- **Posters and Flyers:** Typically used to promote public workshops or meetings. The posters and/or flyers would be distributed at public places, such as county offices, libraries, etc. The announcement may contain a brief description of the purpose of the meeting / workshop, the time, location and contact information. Posters and flyers may be used to reach a larger group of individuals that cannot usually be reached by direct mailings.

Mariposa County Local Transportation Commission Website

Mariposa County Local Transportation Commission information meeting notices and announcements on the agency's website at www.mariposacounty.org/transportation. Additional public input can be obtained by the Title VI Complaint Form, which is available as a download in English and Spanish.

Language Assistance Plan

Overview

The first section in this document describes the purpose of the Language Assistance Plan (LAP). The second section in this document provides the four-factor Limited English Proficient (LEP) analysis as outlined by the Department of Transportation (DOT) used to identify LEP needs and assistance measures. The four-factor LEP analysis includes:

- **Factor 1:** The number or proportion of LEP persons in the service area who may be served by Mariposa County Local Transportation Commission.
- **Factor 2:** The frequency with which LEP persons come in contact with Mariposa County Local Transportation Commission service.
- **Factor 3:** The importance of services provided by Mariposa County Local Transportation Commission to the LEP population.
- **Factor 4:** The resources available to Mariposa County Local Transportation Commission and overall cost to provide LEP assistance.

The third and final section discusses the implementation of the Language Assistance Plan (LAP), which includes methodologies for identifying LEP individuals, providing services, establishing policies, monitoring the LAP, and recommendations for future LAP implementations.

Purpose of the Language Assistance Plan

This Limited English Proficiency Plan has been prepared to address Mariposa County Local Transportation Commission's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English proficiency language skills. The plan has been prepared in accordance with the following federal mandates:

- **Title VI of the Civil Rights Act of 1964** prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. One critical concern addressed by Title VI is the language barrier that Limited English Proficiency (LEP) persons face with respect to accessing information about and using transit service. Transit operators must ensure that this group has adequate access to the agency's programs and activities, including public participation opportunities.
- **Executive Order 13166**, titled "Improving Access to Services for Persons with Limited English Proficiency," forbids funding recipients from "restricting an individual in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under the program," or from "utilize[ing] criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program as respects to individuals of a particular race, color, or national origin."

- **FTA Circular 4702.1B** was developed by the Federal Transit Administration (FTA) and details the administrative and reporting requirements for recipients of FTA financial assistance to comply with Title VI and related executive orders including on LEP.

The United States Department of Transportation (DOT) published guidance that directed its recipients to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for Limited English Proficient (LEP) customers. LEP individuals are those who do not speak English as their primary language and have limited ability to read, write or understand English.

Mariposa County Local Transportation Commission’s goal is to provide meaningful access for LEP customers to all of its services. Efforts to effectively engage LEP individuals will ensure that Limited English Proficient (LEP) persons can equally contribute to and benefit from the development and improvement of Mariposa County Local Transportation Commission services.

The plan outlines how to identify a person who may need language assistance, the ways in which assistance can be provided, how to notify LEP persons that assistance is available, any necessary staff training that may be required, and measures to regularly monitor and evaluate the plan that complies with the requirements of DOT LEP guidance.

Results of the Four Factor Analysis

Factor 1: The number or proportion of LEP persons in the service area who may be served by Mariposa County Local Transportation Commission.

Mariposa County Local Transportation Commission used available census data from the U.S. Census Bureau 2008—2012 American Community Survey (ACS) to determine and identify LEP populations within its geographic service boundary.

As demonstrated in the table below, it was determined that out of Mariposa County’s census population of 17,755 residents, 5.89% are of Hispanic descent. Of this number 4.69% speak English “very well” and 1.21% speak English less than “very well”. All other non-English languages resulted in less than 1% of the population. Based on these ACS census numbers, no LEP group falls outside of the SAFE HARBOR PROVISION of over 5% or 1,000 (whichever is less).

Mariposa County, California	Estimate	Percentage
Total Population	17,755	100%
Speak English Only	16,335	92.0%
Latino/Hispanic Population within Mariposa Co.	1,046	5.89%
Speak English "very well"	832	4.69%
Speak English less than "very well"	214	1.21%

Factor 2: The frequency with which LEP persons come into contact with the program.

Mariposa County Local Transportation Commission's staff reviewed the frequency with which Dial-a-Ride staff, dispatchers, and the bus drivers could have contact with LEP individuals. To date, Mariposa County's Transit Dial-a-Ride system has not received any incoming calls or requests for interpreters and zero requests for translated program documents, resulting in a less than 1% (< 1%) for transportation services.

Factor 3: The nature and importance of the service provided by the program to people's lives.

Mariposa County is located in the western foothills of the Sierra Nevada Mountains and is exceptionally rural with a dispersed population encompassing approximately 1,463 square miles. The county does not contain incorporated cities; however three of its communities are recognized as census-designated areas: Bootjack, Yosemite Valley and Mariposa, with Mariposa established as the County Seat. Other unincorporated towns include Coulterville, Hornitos, El Portal, Midpines, Yosemite Village, Wawona, and Catheys Valley.

The county seat of Mariposa has a population of 2,173. This represents approximately twelve percent (12%) of the county's overall population, illustrating the rural dispersment of the population. Per the census report, about twenty-one percent (21%) of Mariposa County residents are seniors over the age of 65 (higher than the statewide average of 11.4%), with approximately twelve percent (12%) of the county's population living at or below the federal poverty level.

To meet the needs of such a diverse and widely dispersed population, many who are seniors, Mariposa County operates a dial-a-ride transit system, informally known as Mari-Go, providing Dial-a-Ride services to the general public by dividing the service areas into North County and South County and also provides medical dial-a-ride transportation services for seniors and veterans locally and to the cities of Fresno, Merced, and Oakhurst via ADA mini-vans, by appointment only, Monday through Friday, based on driver availability and weather conditions.

The South County transit Dial-a-Ride service, operating from the county seat of Mariposa, is a curb-to-curb service with designated routes and service areas on specific days; service is provided between 8:30 AM and 4:00 PM. Regular transit routes operate five days a week (Holidays excluded) area for shopping, health care, public services, etc. with service to the following areas:

- Monday—Hwy 49 North, Hornitos, and Catheys Valley;
- Tuesday—Mariposa to Merced, picking up in the town area and along the Hwy 140 West corridor to Merced;
- Wednesday—Hwy 49 South, Ben Hurr, Indian Peak, and Usona roads, the Ponderosa Basin and Lushmeadows areas;
- Thursday—Mariposa town area (2-3 mile radius of the Mariposa Senior Activity Center); and
- Friday—Hwy 140 East to the Midpines area, Triangle and Carter roads.

Mariposa County Local Transportation Commission, North County, provides transportation service for the communities of Coulterville, Greeley Hill, and the Don Pedro (Mariposa County only) area. Service to this northern part of the county is limited; Tuesdays are designated for the general public, transporting many to the Sonora (Tuolumne County) area for shopping, health care, public services, etc.

Transportation between Mariposa and the Coulterville/Greeley Hill area can be provided if prior arrangements have been made in advance.

While, the Mariposa County Local Transportation Commission program is relatively small, it does provide opportunities to the general public for shopping, health care, public services, etc., that enhances the quality of life for adults, seniors, and veterans.

Factor 4: The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.

Mariposa County Local Transportation Commission operating budget does not have a specific line-item for providing language access and outreach. Outreach expenses as they relate to LEP populations are split among several departments depending on which department is responsible for the outreach. Costs for translation of documents is minimal and has not been quantified as noted in Factor 2 as the frequency of contact is less than 1%.

Mariposa County Local Transportation Commission has access to a variety of services and resources that can help in outreaching and providing LEP assistance at low or no cost. Community regionally-based resources include:

- Mariposa County Government Center
- Mariposa Senior Activity Center
- Mariposa County Human Services Center
- Mariposa County Adult Social Services Agency
- Mariposa County Social Services Transportation Advisory Council (SSTAC)
- Mariposa County Local Transportation Commission (LTC) Unmet Transit Needs Process
- Area 12 Agency on Aging Advisory Board—Transportation Committee

The above community resources have been used on a regular basis to assist in identifying needs of the County's LEP population. They will also serve as a means to widely disseminate transit service information and announcements and notify the LEP population of planned workshops and outreach efforts.

Specific outreach to LEP populations has not been conducted as a reasonably significant number of LEP persons have not been served by this program, as indicated in Factor 2.

Currently, under the SAFE HARBOR PROVISION, the Limited English Proficient population in Mariposa County's Transit service area does not meet the minimum requirements for mandatory translation of documents. However, Mariposa County will assess the language needs of residents in its service area on an ongoing basis through outreach, workshops, and annual programming surveys. As Mariposa County Local Transportation Commission expands its services and/or ridership, it will review the plans and strategies in place to better reach the limited English speaking populations.

Safe Harbor Provision

The Federal Transit Authority Circular 4702.1B states:

"DOT has adopted DOJ's Safe Harbor Provision, which outlines circumstances that can provide a "safe harbor" for recipients regarding translation of written materials for LEP populations. The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient's written translation obligations. Translation of non-vital documents, if needed, can be provided orally. If there are fewer than 50 persons in a language group that reaches the five percent (5%) trigger, the recipient is not required to translate vital written materials but should provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

These safe harbor provisions apply to the translation of written documents only. They 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. A recipient may determine, based on the Four Factor Analysis, that even though a language group meets the threshold specified by the Safe Harbor Provision, written translation may not be an effective means to provide language assistance measures. For example, a recipient may determine that a large number of persons in that language group have low literacy skills in their native language and therefore require oral interpretation. In such cases, background documentation regarding the determination shall be provided to FTA in the Title VI Program."

Implementation of Mariposa County Local Transportation Commission's Language Assistance Plan

Identifying LEP Individuals

As demonstrated in Four-Factor Analysis (Factor 1), it was determined out of Mariposa County's census population of 17,755 residents, 5.89% are of Latino/Hispanic descent. Of this number 4.69% speak English "very well" and 1.21% speaks English less than "very well". To date, Mariposa County Local Transportation Commission has not received any incoming calls or requests for interpreters and zero requests for translated program documents, resulting in a less than 1% (< 1%) for transportation services.

Language Assistance Measures & Training

Though the results of the Four-Factor Analysis indicate that interpretation services may not be needed at this time, Mariposa County Local Transportation Commission will strive to identify LEP individuals residing in Mariposa County with the usage of the Census Bureau's Language Identification Flashcards ("I Speak" cards), in the office, on buses, and at any public transportation meetings and/or workshops. Mariposa County Local Transportation Commission will also provide annual transit program surveys in both English and Spanish as this will help in identifying the language assistance needs of the future.

Mariposa County Local Transportation Commission will provide ongoing annual training to all transit staff members following Title VI procedural guidelines which include:

- How to respond to LEP individuals in person
- How to document LEP individuals' needs
- How to respond to civil rights complaints
- How to respond to LEP individuals on the telephone
- How to respond to written correspondence from LEP individuals
- How to use Language Information "I Speak" cards

While Mariposa County Local Transportation Commission does not currently have an on-going need for professional translation services, documents that are offered in Spanish include:

- Title VI Notice to the Public
- Title VI Complaint Form
- Title VI Complaint Procedures
- Mariposa County Local Transportation Commission website Title VI information

Assurances

Mariposa County Local Transportation Commission services will ensure that no person, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, will be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination. Further, Mariposa County Local Transportation Commission's Dial-a-Ride system will notify the public of the protections against discrimination afforded to them by Title

VI regulations and will take preventive corrective and disciplinary action necessary to stem behavior that violated the rights and privileges the regulations are designed to protect.

Mariposa County Local Transportation Commission will post to its website and ensure that it reflects up to date information consistent with the requirements of 49 CFR Section 21.9(d).

Public Outreach Meetings & Activities

Mariposa County Local Transportation Commission is an active and participatory member of the Social Service Transportation Advisory Council (SSTAC) in which membership is appointed by the Mariposa County Board of Supervisors acting as the Local Transportation Commission (LTC). SSTAC serves as the Citizen Advisory Committee to the LTC and is used to assess transportation needs throughout the county and meets every six (6) months, historically in October and April.

Staff also collaborates with the Mariposa County Local Transportation Commission during vital session regarding transportation planning and at its annual Unmet Transit Needs hearing. The Unmet Transit Needs process invites public testimony either in-person at the hearing, by USPS mail, or via email where a name and local address are provided.

In addition, Mariposa County Local Transportation Commission has access to a variety of other community-based services and resources that help in outreach and providing LEP assistance. Community regionally-based resources include:

- Mariposa County Government Center
- Mariposa Senior Activity Center
- Mariposa County Human Services Center
- Mariposa County Adult Social Services Agency
- Area 12 Agency on Aging Advisory Board—Transportation Committee

The above community resources have been used on a regular basis to assist with the identification of needs within the county. They also serve as a means to widely disseminate transportation service information and announcements and help notify the LEP population of planned workshops and outreach efforts.

The following is a brief summary of outreach efforts conducted by Mariposa County Local Transportation Commission staff just this past year:

- Public meeting for updating the “Public Transit Human Services Transportation Coordination Plan” held on 10/28/14.
- SSTAC meetings for input on “unmet Transit Needs”
- Mariposa County Local Transportation Commission’s Annual Unmet Transit Needs Hearing held on 06/10/14.
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Monitoring and Updating the LEP Plan

A thorough review of this Language Assistance Plan will be undertaken every three years concurrent with updating and submitting the Mariposa County Local Transportation Commission Title VI Program. At that time, the LEP population will be reassessed via current census information in order to ensure all significant LEP languages are included in Mariposa County Local Transportation Commission’s language assistance efforts.

Mariposa County Local Transportation Commission will regularly assess the effectiveness of how it communicates with LEP individuals by including questions about language assistance and information needs via an annual community/ridership surveys (available in Spanish) and having conversations with other Community regionally-based resources.

Mariposa County Local Transportation Commission will track its language assistance efforts by keeping a record of staff [office and driver(s)] interactions with LEP individuals and all completed surveys.

Availability of Title VI Plans & Procedures

Mariposa County Local Transportation Commission's LEP Plan and the Title VI procedures are provided on the County of Mariposa's website at www.mariposacounty.org/transportation." Any agency or person(s) with internet access will be able to view and print the plan from the county's website. Alternatively, any agency or person may request a copy of the plan via the telephone, FAX, mail, or in person and shall be provided a copy of the plan at no cost.

Questions or comments regarding the Mariposa County Local Transportation Commission's LEP Plan may be submitted to:

Mariposa County Local Transportation Commission
Attn: Executive Director
4639 Ben Hur Rd
Mariposa, CA 95338

Office: (209) 966-5356

FAX: (209) 966-2828

Requirement to Develop System-Wide Standards & Policies

FTA requires all fixed-route transit providers to develop quantitative service standards and policies for their fixed-route services. Individual public transportation providers may set standards that best reflect their local environment.

This requirement is not applicable to Mariposa County Local Transportation Commission as it operates Dial-a-Ride services only.

Membership of Non-Elected Committees and Councils

Mariposa County Local Transportation Commission does not have a non-elected transit related advisory council at this time. However, Mariposa County Local Transportation Commission is an active member of the Social Service Transportation Advisory Council (SSTAC) in which membership is appointed by the Mariposa County Board of Supervisors acting as the Local Transportation Commission (LTC). SSTAC serves as the Citizen Advisory Committee to the LTC to assess transportation needs throughout the county. The SSTAC participates in the updates to the Short Range Transit Plan—Mariposa County Local Transportation Commission and the Mariposa County Coordinated Public Transit—Human Services Transportation Plan.

Mariposa County's LTC encourages participation on this non-elected committee via requests for participation and/or nomination of persons involved with local human service agencies and other stakeholders.

Social Service Transportation Advisory Council (SSTAC) is required pursuant to Section 99238 of the Public Utilities Code [Transportation Development Act (TDA)]. Mariposa County's SSTAC meets at least twice a year to:

- Participate in the identification of transit needs in Mariposa County, including unmet transit needs that may exist and that may be reasonable to meet;
- Review and recommend actions concerning the Mariposa County Local Transportation Commission (LTC) Resolutions regarding (a) there are no unmet transit needs, (b) there are no unmet transit needs that are reasonable to meet, or (c) there are unmet transit needs that are reasonable to meet; and
- Advise the LTC on any other major transit issues including the coordination and consolidation of specialized transportation services.

Title VI Equity Analysis

Mariposa County Local Transportation Commission has not used FTA funding for construction of its transportation facilities.

**MARIPOSA COUNTY
LOCAL TRANSPORTATION COMMISSION**

Resolution Number LTC 15-

**A RESOLUTION OF THE MARIPOSA COUNTY LOCAL
TRANSPORTATION COMMISSION AUTHORIZING THE
TITLE VI COMPLIANCE PLAN FOR THE AGENCY.**

WHEREAS, the Mariposa County Local Transportation Commission desires to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in U.S. Department of Transportation's FTA Circular 4702.1B, "Title VI Requirement and Guidelines for Federal Transit Administration Recipients,"

WHEREAS, the Mariposa County Local Transportation Commission authorizes approval of the compliance plan developed by staff to comply with necessary provisions of the Civil Rights Act,

NOW, THEREFORE BE IT RESOLVED, by the Mariposa County Local Transportation Commission as follows:

1. The Executive Director is authorized to implement the components of the plan in order to meet Federal requirements.
2. The Executive Director is authorized to implement policies that may be necessary to comply with subsequent revisions or interpretations to the Civil Rights Act.

PASSED AND ADOPTED by the Mariposa County Local Transportation Commission this 16th day of June, 2015.

AYES:

NOES:

EXCUSED:

ABSTAIN:

**Marshall, Chair
Local Transportation
Commission**

ATTEST:

Rene LaRoche, Clerk of the Board

APPROVED AS TO FORM:

Steven W. Dahlem, County Counsel