



MORGAN COUNTY COMMISSION A G E N D A

July 16, 2019

5:00 PM

150 East Washington Street, Madison, GA

Pledge and Invocation

Agenda Approval

Presentations

1. Huey Atkins EMS Presentation

Unfinished Business

2. Extension Employee Agreement

New Business

3. 2019 Summer Striping Package
4. Transit Title VI Plan
5. RV Hardship Appeal
6. Commissioner Liaison Reports
7. Public Comments on Agenda Items

EXECUTIVE SESSION

8. Personnel and Potential Litigation



MORGAN COUNTY AGENDA REQUEST

Department:

Roads & Bridges

Presenter(s):

Adam Mestres

Meeting Date: mm/dd/yyyy 7/16/2019

Type of Request:

New Business

Wording for the Agenda:

2019 Summer Striping Package

Background/History/Details:

After review of county roadways, it has been concluded by our Roads and Bridges team that the attached list of roads are due for re-striping for Summer 2019.

The request includes 7 roads totaling 30 miles of re-striping.

The bids received are as follows:

Mid-State Striping, Inc \$51,100.00

Peek Pavement Markings, LLC \$54,525.00

What action are you seeking from the Board of Commissioners?

Motion to award the 2019 Summer Striping Package to Mid-State Striping, Inc. as presented in the amount of \$51,100.00

If this item requires funding, please describe:

Yes; Budgeted item

Has this request been considered within the past two years?

No

If so, when?

Is Audio-Visual Equipment Required for this Request?*

No

Backup Provided with Request?

Yes

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

Yes

Approved by Purchasing

Yes

Manager's Approval

Yes

Staff Notes:

Mid-State Striping, Inc.
2772 Old Gray Hwy.
Macon, Ga 31211
478-755-9795
Fax 478-755-9556
E-mail dsteed90@aol.com

Project: Morgan County Restriping 2019 Quote
 County: Morgan
 Date: July 9, 2019

line	item	description	quantity	unit	unit price	bid amount
		Beaver Dam Rd				
		CL & EL Regular	1.000	LS	\$5,600.00	\$5,600.00
		Total				\$5,600.00
		Price Mill Rd				
		CL & EL Regular	1.000	LS	\$9,700.00	\$9,700.00
		Total				\$9,700.00
		Doster Rd				
		CL & EL Regular	1.000	LS	\$8,100.00	\$8,100.00
		Total				\$8,100.00
		Brownwood Rd				
		CL & EL Regular Paint	1.000	LS	\$14,000.00	\$14,000.00
		Total				\$14,000.00
		Spears Rd				
		CL & EL Regular Paint	1.000	LS	\$7,300.00	\$7,300.00
		Total				\$7,300.00
		Fears Rd				
		CL & EL Regular Paint	1.000	LS	\$3,600.00	\$3,600.00
		Total				\$3,600.00
		Morgan Dollar				
		Center Line Regular Paint	1.000	LS	\$2,800.00	\$2,800.00
		Total				\$2,800.00

Our quote is good for 60 days

Contractor will be responsible in cleaning road edges before edge line striping can begin

TOTAL FOR PROJECT \$51,100.00

David Steed
 Mid-State Striping, Inc



PAVEMENT MARKING,LLC, 4600 PEEK INDUSTRIAL DRIVE, P.O.BOX 7337,COLUMBUS,GA 31908 (706)563-5867 FAX(706)563-7762

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RE : 2019 SPRINGS ROADS RE-STRIPE
MORGAN COUNTY, GEORGIA

Date: June 28, 2019

Quote # 29628 REVISED

Morgan County

NAME OF ROAD	BEGIN	END	LENGTH	Centerlines	Edgelines	
Regular Traffic Paint						
BEAVER DAM ROAD	APALACHEE ROAD	NOLAN STORE RD	3.1	YES	YES	\$6,125.00
PRICE MILL ROAD	HWY 83	COUNTY LINE	5.5	YES	YES	\$10,350.00
DOSTER ROAD	HWY 83	SHEPARD ROAD	4.6	YES	YES	\$8,750.00
BROWNWOOD ROAD	HWY 278	CENTENNIAL ROAD	8.0	YES	YES	\$15,025.00
SPEARS ROAD	HWY 83	BROWNWOOD RD	4.1	YES	YES	\$7,875.00
FEARS ROAD	BROWNWOOD RD	DAVIS ACADEMY	2.0	YES	YES	\$4,000.00
MERGANDOLLAR RD	HWY 83	HIGH SHOALS RD	2.8	YES		\$2,400.00

ESTIMATED TOTAL FOR PROJECT: **\$54,525.00**

This is a quote / estimate only and not an offer or gurantee to perform work. All quotes / estimates are only good for the time allowed in the request for bid or listed below and are subject to acceptance based on contract requirements. Please contact our office for contract requirements and availability of crews.

The quantities quoted above are estimated only. Billing will be based on actual quantities installed.

The prices quoted above are based on "RE-STRIPING" OR "RE-TRACING" existing markings.

THE PRICES QUOTED ABOVE ARE FOR REGULAR TRAFFIC PAINT PER GA DOT SPECIFICATIONS SECTION 652 (2009 EDITION) - PAINTING TRAFFIC STRIPE. THE PRICES QUOTED ABOVE ARE NOT FOR "HIGH BUILD PAINT".

All work will be performed in accordance to **Georgia Department of Transportation Specifications**. Paint will be applied at a rate of twenty-five (25) gallons per mile for solid 5" line and six and one half (6.5) gallons per gross mile for skip 5" line.

The prices quoted above DO NOT INCLUDE removal. If removal is required, ADDITIONAL pricing will be required.

The above unit prices are based on **one (1) move-in** to the project and **one (1) application of materials**.

Parking Spaces for ON STREET PARKING and Parking Lot Striping **is not included** in the prices quoted above.

The above unit prices do not include blading of grass or "Clipping" the edges of the roadway prior to installation of edge lines. The county shall be responsible for blading grass or "Clipping" the edges of the roadway prior to installation of edge lines.

The above pricing may be withdrawn if not approved within sixty (60) days.

We appreciate the opportunity to quote you this work. If you have any questions, please let us know.



PAVEMENT MARKING,LLC, 4600 PEEK INDUSTRIAL DRIVE, P.O.BOX 7337,COLUMBUS,GA 31908 (706)563-5867 FAX(706)563-7762

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RE : 2019 SPRINGS ROADS RE-STRIPE
MORGAN COUNTY, GEORGIA

Date: June 28, 2019

Quote # 29628 REVISED

Thank you and best regards,

THE FOLLOWING AMENDMENTS ARE ACKNOWLEDGED: (NONE)

ANDY HOLLAND ESTIMATING
PEEK PAVEMENT MARKING, LLC

IF THIS QUOTE IS ACCEPTED, PLEASE SIGN AND EMAIL OR FAX TO OUR OFFICE OR THIS QUOTE CAN BE AN EXHIBIT IN THE CONTRACT.

COMPANY NAME (PRINT)	NAME (PRINT)	SIGNATURE	PO#	DATE
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MORGAN COUNTY AGENDA REQUEST

Department:

Administration

Presenter(s):

Stephanie Martin

Meeting Date: mm/dd/yyyy 7/16/2019

Type of Request:

New Business

Wording for the Agenda:

Approval of Title VI Plan for Transit.

Background/History/Details:

As a condition for receiving the 5311 grant we are required to update the Title VI plan every three years. The Title VI prohibits recipients of Federal financial assistance from discriminating on the basis of race, color, or national origin.

What action are you seeking from the Board of Commissioners?

Motion to approve the Title VI Plan

If this item requires funding, please describe:

Has this request been considered within the past two years?

No

If so, when?

Is Audio-Visual Equipment Required for this Request?*

No

Backup Provided with Request?

Yes

*** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.**

Approved by Finance

No

Approved by Purchasing

No

Manager's Approval

No

Staff Notes:



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

Via E-mail transmission

June 20, 2019

Ms. Stephanie Martin
Morgan County Transit
991 South Main Street
Madison, GA 30650

Dear Ms. Martin,

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

Thank you for your ongoing cooperation and compliance of the FTA Civil Rights Program requirements. Should you need assistance or have any questions, please do not hesitate to contact Ms. Michele Nystrom, Transit Compliance and Asset Manager directly at (404) 631-1235 or at mnystrom@dot.ga.gov

Sincerely,

A handwritten signature in black ink, appearing to read "LAT", is written over a horizontal line.

Leigh Ann Trainer, Transit Program Manager
Division of Intermodal

cc: Michele Nystrom, Transit Compliance and Asset Manager
Mellie Pettit, Public Transit Specialist, District Two

MORGAN COUNTY TRANSIT



Title VI Plan



December 2018

Title VI Plan Activity Log

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Concerned Person (Signature)	Remarks
December 16, 2014	Morgan County Transit Title VI Policy approved by BOC		

**Title VI Plan Activity Log
(Continued)**

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Concerned Person (Signature)	Remarks

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APPENDIX A	FTA CIRCULAR 4702.1B REPORTING REQUIREMENTS FOR TRANSIT PROVIDERS
APPENDIX B	CURRENT SYSTEM DESCRIPTION
APPENDIX C	TITLE VI PLAN ADOPTION MEETING MINUTES AND GDOT CONCURRENCE LETTER
APPENDIX D	TITLE VI SAMPLE NOTICE TO PUBLIC
APPENDIX E	TITLE VI COMPLAINT FORM
APPENDIX F	PUBLIC PARTICIPATION PLAN
APPENDIX G	LANGUAGE ASSISTANCE PLAN
APPENDIX H	OPERATING AREA LANGUAGE DATA: MORGAN COUNTY TRANSIT SERVICE AREA
APPENDIX I	DEMOGRAPHIC MAPS
APPENDIX J	TITLE VI EQUITY ANALYSIS
APPENDIX K	TEXT FORMATTING PALETTE

1.0 Title VI/Nondiscrimination Policy Statement and Management Commitment to Title VI Plan

49 CFR Part 21.7(a): Every application for Federal financial assistance to which this part applies shall contain, or be accompanied by, an assurance that the program will be conducted or the facility operated in compliance with all requirements imposed or pursuant to [49 CFR Part 21].

Morgan County Transit assures the Georgia Department of Transportation that no person shall on the basis of race, color, national origin, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, Federal Transit Laws, 49 CFR Part 21 Unlawful Discrimination, Nondiscrimination In Federally-Assisted Programs Of The Department Of Transportation and as per written guidance under FTA Circular 4702.1B, dated October 2012, be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by the agency.

Morgan County Transit further agrees to the following responsibilities with respect to its programs and activities:

1. Designate a Title VI Liaison that has a responsible position within the organization and access to the recipient's Chief Executive Officer or authorized representative.
2. Issue a policy statement signed by the Executive Director or authorized representative, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Recipient's organization and to the general public. Such information shall be published where appropriate in language other than English.
3. Insert the clauses of Section 4.5 of this plan into every contract subject to the Acts and the Regulations.
4. Develop a complaint process and attempt to resolve complaints of discrimination against Morgan County Transit.
5. Participate in training offered on the Title VI and other nondiscrimination requirements.
6. If reviewed by GDOT or any other state or federal regulatory agency, take affirmative actions to correct any deficiencies found within a reasonable time period, not to exceed ninety (90) days.
7. Have a process to collect racial and ethnic data on persons impacted by the agency's programs.
8. Submit the information required by FTA Circular 4702.1B to the GDOT. (refer to Appendix A of this plan)

THIS ASSURANCE 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. The person whose signature appears below is authorized to sign this assurance on behalf of the agency.

Signature: _____

Printed Name: Stephanie Martin, Director, Morgan County Transit
Executive Director/Signatory Authority, Your Transit System, Date: Month/Day/Year

2.0 Introduction & Description of Services

This is a section of the plan which covers general information about the transit agency.

Morgan County Transit submits this Title VI Plan in compliance with Title VI of the Civil Rights Act of 1964, 49 CFR Part 21, and the guidelines of FTA Circular 4702.1B, published October 1, 2012.

Morgan County Transit is a sub-recipient of FTA funds and provides service in Morgan County, Georgia]. A description of the current Morgan County Transit system is included in Appendix B.

Title VI Liaison

Stephanie Martin, Director
Morgan County Transit
Morgan County Board of Commissioners
706-342-4052
991 South Main Street, Madison, GA. 30650

Alternate Title VI Contact

Willie Ann Mathis, Supervisor
Morgan County Transit
Morgan County Board of Commissioners
706-342-4052
991 South Main Street, Madison, GA. 30650

Morgan County Transit must designate a liaison for Title VI issues and complaints within the organization. The liaison is the focal point for Title VI implementation and monitoring of activities receiving federal financial assistance. Key responsibilities of the Title VI Liaison include:

- Maintain knowledge of Title VI requirements.
- Attend training on Title VI and other nondiscrimination authorities when offered by GDOT or any other regulatory agency.
- Disseminate Title VI information to the public including in languages other than English, when necessary.
- Develop a process to collect data related to race, gender and national origin of service area population to ensure low income, minorities, and other underserved groups are included and not discriminated against.
- Implement procedures for the prompt processing of Title VI complaints.

2.1 First Time Applicant Requirements

FTA Circular 4702.1B, Chapter III, Paragraph 3: Entities applying for FTA funding for the first time shall provide information regarding their Title VI compliance history if they have previously received funding from another Federal agency.

Morgan County Transit is not a first time applicant for FTA/GDOT funding. The following is a summary of Morgan County Transit's current and pending federal and state funding.

Current and Pending FTA Funding

1. Contract, FY2019, T006274, \$176,432.00

FTA Circular 4702.1B, Chapter III, Paragraph 2: Every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with the Title VI regulations.

During the previous three years, GA DOT did complete a Title VI compliance review of Morgan County Transit. Morgan County Transit has not been found to be in noncompliance with any civil rights requirements.

2.2 Annual Certifications and Assurances

In accordance with 49 CFR Section 21.7(a), every application for financial assistance from FTA must be accompanied by an assurance that the applicant will carry out the program in compliance with Title VI regulations. This requirement shall be fulfilled when the applicant/recipient submits its annual certifications and assurances. Primary recipients will collect Title VI assurances from sub-recipients prior to passing through FTA funds.

Morgan County Transit will remain in compliance with this requirement by annual submission of certifications and assurances as required by GDOT.

2.3 Title VI Plan Concurrence and Adoption

This Title VI Plan received GDOT concurrence on _____. The Plan was approved and adopted by Morgan County Transit's Board of Commissioners during a meeting held on _____. A copy of the meeting minutes and GDOT concurrence letter is included in Appendix C of this Plan.

3.0 Title VI Notice to the Public

FTA Circular 4702.1B, Chapter III, Paragraph 5: Title 49 CFR 21.9(d) requires recipients to provide information to the public regarding the recipient's obligations under DOT's Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI.

3.1 Notice to Public

Recipients must notify the public of its rights under Title VI and include the notice and where it is posted in the Title VI Plan. The notice must include:

- A statement that the agency operates programs without regard to race, color and national origin
- A description of the procedures members of the public should follow in order to request additional information on the grantee's nondiscrimination obligations
- A description of the procedure members of the public should follow in order to file a discrimination complaint against the grantee

A sample of the notice is included in Appendix D of this Plan. The sample notice should be translated into other languages, as necessary.

3.2 Notice Posting Locations

The Notice to Public will be posted at many locations to apprise the public of Morgan County Transit obligations under Title VI and to inform them of the protections afforded them under Title VI. At a minimum, the notice will be posted in public areas of Morgan County Transit office including the reception desk and meeting rooms, and on the Morgan County Government website at www.morganga.org. Additionally, Morgan County Transit post the notice on transit vehicles and is transit brochures.

If your agency does not have a website, contact your district Public Transportation Coordinator.

A sample version of this notice is included in Appendix D of this Plan along with any translated versions of the notice, as necessary.

4.0 Title VI Procedures and Compliance

FTA Circular 4702.1B, Chapter III, Paragraph 6: All recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to member of the public.

4.1 Complaint Procedure

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

Once the complaint is received, Morgan County Transit will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing him/her whether the complaint will be investigated by our office.

Morgan County Transit has ninety (90) days to investigate the complaint. If more information is needed to resolve the case, Morgan County Transit may contact the complainant. The complainant has ten (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 ten (10) business days, Morgan County Transit can administratively close the case. A case can also be administratively closed 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. A 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 seven (7) days to do so from the time he/she receives the closure letter or the LOF.

The complaint procedure will be made available to the public on Morgan County Transit's website www.morganga.org.

4.2 Complaint Form

A copy of the complaint form in English is provided in Appendix E and on Morgan County Transit's website (www.morganga.org).

4.3 Record Retention and Reporting Policy

FTA requires that all direct and primary recipients (GDOT) document their compliance by submitting a Title VI Plan to their FTA regional civil rights officer once every three (3) years. Morgan County Transit will submit Title VI Plans to GDOT for concurrence on an annual basis or any time a major change in the Plan occurs.

Compliance records and all Title VI related documents will be retained for a minimum of three (3) years and reported to the primary recipient annually.

4.4 Sub-recipient Assistance and Monitoring

[Morgan County Transit System does not have any sub-recipients to provide monitoring and assistance to. As a sub-recipient to GDOT, Morgan County Transit utilizes the sub-recipient assistance and monitoring provided by GDOT, as needed. In the future, if Your Transit System has sub-recipients, it will provide assistance and monitoring as required by FTA Circular 4702.1B.

4.5 Sub recipients and Subcontractors

Morgan County Transit is responsible for ensuring that subcontractors (TPOs) are in compliance with Title VI requirements. Sub recipients may not discriminate in the selection and retention of any subcontractors. Subcontractors also may not discriminate in the selection and retention of any subcontractors. Morgan County Transit, subcontractors, and/or TPOs may not discriminate in their employment practices in connection with federally assisted projects. Subcontractors and TPOs are not required to prepare or submit a Title VI Plan. However, the following nondiscrimination clauses will be inserted into every contract with contractors and subcontractors subject to Title VI regulations.

Nondiscrimination Clauses

During the performance of a contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") must agree to the following clauses:

1. **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") 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 Agreement.
2. **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status 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 a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or

supplier shall be notified by the Contractor of the subcontractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.

4. **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Georgia Department of Transportation and/or the Federal Transit Administration*, to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Georgia Department of Transportation*, and/or the *Federal Transit Administration*, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, Morgan County Transit shall impose contract sanctions as appropriate, including, but not limited to:
 - a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Morgan County Transit, Georgia Department of Transportation, and/or the Federal Transit Administration, may direct as a means of enforcing such provisions including sanctions for noncompliance.

Disadvantaged Business Enterprise (DBE) Policy

As a condition of your agreement with GDOT, Morgan County Transit and its contractors and subcontractors agree to ensure that Disadvantaged Business Enterprises as defined in 49 CFR Part 26, as amended, have the opportunity to participate in the performance of contracts. Morgan County Transit and its contractor and subcontractors shall not discriminate on the basis of race, color, national origin, or sex in the performance of any contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of GDOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of the contract or such other remedy as the recipient deems appropriate.

E-Verify

As a condition of your agreement with GDOT, vendors and contractors of Morgan County Transit shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the vendor or contractor while contracted with Morgan County Transit. Additionally, vendors and contractors shall expressly require any subcontractors performing work or providing services pursuant to work for Morgan County Transit shall likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor while working for Morgan County Transit.

5.0 Title VI Investigations, Complaints, and Lawsuits

FTA Circular 4702.1B, Chapter III, Paragraph 7: In order to comply with the reporting requirements of 49 CFR 21.9(b), FTA requires all recipients to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin: active investigations....; lawsuits, and complaints naming the recipient.

In accordance with 49 CFR 21.9(b), Morgan County Transit must record and report any investigations, complaints, or lawsuits involving allegations of discrimination. The records of these events shall include the date the investigation, lawsuit, or complaint was filed; a summary of the allegations; the status of the investigation, lawsuit, or complaint; and actions taken by Morgan County Transit in response; and final findings related to the investigation, lawsuit, or complaint. The records for the previous three (3) years shall be included in the Title VI Plan when it is submitted to GDOT.

Morgan County Transit has no investigations, complaints, or lawsuits involving allegations of discrimination on the basis of race, color, or national origin over the past three (3) years. A summary of these incidents is recorded in Table 1.

Table 1: Summary of Investigations, Lawsuits, and Complaints

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

6.0 Public Participation Plan

FTA Circular 4702.1B, Chapter III, Paragraph 4.a.4: Every Title VI Plan shall include the following information: A public participation plan that includes an outreach plan to engage minority and limited English proficient populations, as well as a summary of outreach efforts made since the last Title VI Plan submission. A recipient's targeted public participation plan of minority populations may be part of efforts that extend more broadly to include constituencies that are traditionally underserved, such as people with disabilities, low-income populations, and others.

The Public Participation Plan (PPP) for Morgan County Transit was developed to ensure that all members of the public, including minorities and Limited English Proficient (LEP) populations, are encouraged to participate in the decision making process for Morgan County Transit. Policy and service delivery decisions need to take into consideration community sentiment and public opinion based upon well-executed outreach efforts. The public outreach strategies described in the PPP are designed to provide the public with effective access to information about Morgan County Transit services and to provide a variety of efficient and convenient methods for receiving and considering public comment prior to implementing changes to services. The PPP is included as Appendix F to this Title VI Plan.

Current Outreach Efforts

Morgan County Transit is required to submit a summary of public outreach efforts made over the last three (3) years. The following is a list and short description of Morgan County Transit recent, current, and planned outreach activities.

- Morgan County Senior Center Health Fair exhibit, September of 2018, 2017, 2016
- Public Notice of 5311 contact posting October 2018, 2017, 2016
- Annual survey of random transit passengers requesting input regarding services.
- Advertising in the local paper, Morgan County Citizen
- Brochures in local Hotel/Motels for long term guest.

7.0 Language Assistance Plan

FTA Circular 4702.1B, Chapter III, Paragraph 9: Recipients shall take reasonable steps to ensure meaningful access to benefits, services, information, and other important portions of their programs and activities for individuals who are limited English proficient (LEP).

Morgan County Transit operates a transit system within Morgan County Georgia. The Language Assistance Plan (LAP) has been prepared to address Morgan County Transit's responsibilities as they relate to the needs of individuals with Limited English Proficiency (LEP). Individuals, who have a limited ability to read, write, speak or understand English are LEP. In Morgan County Transit service area there are 356 residents or 2.1% who describe themselves as not able to communicate in English very well (Source: US Census). Morgan County Transit is federally mandated (Executive Order 13166) to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs and activities for individuals who are LEP. Morgan County Transit has utilized the U.S. Department of Transportation (DOT) LEP Guidance Handbook and performed a four factor analysis to develop its LAP. The LAP is included in this Title VI Plan as Appendix G.

8.0 Transit Planning and Advisory Bodies

FTA Circular 4702.1B, Chapter III, Paragraph 10: Recipients that have transit-related, non-elected planning boards, advisory councils or committees, or similar committees, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees.

Morgan County Transit does not have a transit-related committee or board, therefore this requirement does not apply.

9.0 Title VI Equity Analysis

FTA Circular 4702.1B, Chapter III, Paragraph 4.a.8: If the recipient has constructed a facility, such as vehicle storage, maintenance facility, operation center, etc., the recipient shall include a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility.

Title 49 CFR, Appendix C, Section (3)(iv) requires that "the location of projects requiring land acquisition and the displacement of persons from their residences and business may not be determined on the basis of race, color, or national origin." For purposes of this requirement, "facilities" does not include bus shelters, as they are considered transit amenities. It also does not include transit stations, power substations, or any other project evaluated by the National Environmental Policy Act (NEPA) process. Facilities included in the provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc. In order to comply with the regulations, Morgan County Transit will ensure the following:

1. Morgan County Transit will complete a Title VI equity analysis for any facility during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin. Morgan County Transit will engage in outreach to persons potentially impacted by the siting of the facility. The Title VI equity analysis must compare the equity impacts of various siting alternatives, and the analysis must occur before the selection of the preferred site.
2. When evaluating locations of facilities, Morgan County Transit will give attention to other facilities with similar impacts in the area to determine if any cumulative adverse impacts might result. Analysis should be done at the Census tract or block group level where appropriate to ensure that proper perspective is given to localized impacts.
3. If Morgan County Transit determines that the location of the project will result in a disparate impact on the basis of race, color, or national origin, Morgan County Transit may only locate the project in that location if there is a substantial legitimate justification for locating the project there, and where there are no alternative locations that would have a less disparate impact on the basis of race, color, or national origin. Morgan County Transit must demonstrate and document how both tests are met. Morgan County Transit will consider and analyze alternatives to determine whether those alternatives would have less of a disparate impact on the basis of race, color, or national origin, and then implement the least discriminatory alternative.

Morgan County Transit has not recently constructed any facilities nor does it currently have any facilities in the planning stage. Therefore, Morgan County Transit does not have any Title VI Equity Analysis reports to submit with this Plan. Morgan County Transit will utilize the demographic maps included in Appendix I for future Title VI analysis.

10.0 System-Wide Service Standards and Service Policies

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

Morgan County Transit is not a fixed route service provider.

11.0 Appendices

APPENDIX A	FTA CIRCULAR 4702.1B REPORTING REQUIREMENTS FOR TRANSIT PROVIDERS
APPENDIX B	CURRENT SYSTEM DESCRIPTION
APPENDIX C	TITLE VI PLAN ADOPTION MEETING MINUTES AND GDOT CONCURRENCE LETTER
APPENDIX D	TITLE VI SAMPLE NOTICE TO PUBLIC
APPENDIX E	TITLE VI COMPLAINT FORM
APPENDIX F	PUBLIC PARTICIPATION PLAN
APPENDIX G	LANGUAGE ASSISTANCE PLAN
APPENDIX H	OPERATING AREA LANGUAGE DATA: MORGAN COUNTY TRANSIT SERVICE AREA
APPENDIX I	DEMOGRAPHIC MAPS
APPENDIX J	TITLE VI EQUITY ANALYSIS

Appendix A

FTA Circular 4702.1B Reporting Requirements for Transit Providers

Every three years, on a date determined by FTA, each recipient is required to submit the following information to the Federal Transit Administration (FTA) as part of their Title VI Program. Sub-recipients shall submit the information below to their primary recipient (the entity from whom the sub-recipient receives funds directly), on a schedule to be determined by the primary recipient.

General Requirements

All recipients must submit:

- ☐ Title VI Notice to the Public, including a list of locations where the notice is posted
- ☐ Title VI Complaint Procedures (i.e., instructions to the public regarding how to file a Title VI discrimination complaint)
- ☐ Title VI Complaint Form
- ☐ List of transit-related Title VI investigations, complaints, and lawsuits
- ☐ Public Participation Plan, including information about outreach methods to engage minority and limited English proficient populations (LEP), as well as a summary of outreach efforts made since the last Title VI Program submission
- ☐ Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LEP Guidance
- ☐ 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
- ☐ Primary recipients shall include a description of how the agency monitors its sub-recipients for compliance with Title VI, and a schedule of sub-recipient Title VI Program submissions
- ☐ **A Title VI equity analysis if the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc.**
- ☐ 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 reviewed and approved the Title VI Program. For State DOTs, the appropriate governing entity is the State's Secretary of Transportation or equivalent. The approval must occur prior to submission to FTA.
- ☐ Additional information as specified in Chapters IV, V, and VI, depending on whether the recipient is a transit provider, a State, or a planning entity (see below)

Requirements of Transit Providers

All Fixed Route Transit Providers must submit:

- ☐ All requirements set out in Chapter III (General Requirements)
- ☐ Service standards
 - o Vehicle load for each mode
 - o Vehicle headway for each mode
 - o On time performance for each mode
 - o Service availability for each mode
- ☐ Service policies
 - o Transit Amenities for each mode
 - o Vehicle Assignment for each mode

Transit Providers that operate 50 or more fixed route vehicles in peak service and are located in an Urbanized Area (UZA) of 200,000 or more people must submit:

- ☐ Demographic and service profile maps and charts
- ☐ Demographic ridership and travel patterns, collected by surveys
- ☐ Results of their monitoring program and report, including evidence that the board or other governing entity or official(s) considered, was aware of the results, and approved the analysis
- ☐ A description of the public engagement process for setting the "major service change policy," disparate impact policy, and disproportionate burden policy
- ☐ Results of service and/or fare equity analyses conducted since the last Title VI Program submission, including evidence that the board or other governing entity or official(s) considered, was aware of, and approved the results of the analysis

Appendix B

Current System Description

Current System Description

1. An overview of the organization including its mission, program goals and objectives.
Morgan County Transit current and long-term focus as a transportation provider is on maintaining the best-coordinated transportation system possible for this community. Our goal is to create a coordinated system with the objective of providing safe, reliable, timely and efficient transportation services to county residents.
2. Organizational structure, type of operation, number of employees, service hours, staffing plan and safety and security plan.
Morgan County Transit is a non-profit 501(c)(3) organization. Our organization is made up of 6 full-time employees, 1 part-time employees. Our Director is responsible for all of the day-to-day operations of our organization and reports directly to our Board of County Commissioners (BCC). Our BCC is committed to this program and has, therefore, incorporated our service within the County's Public Transportation Program. We will continue to operate at service hours averaging 84 total fleet service hours per day or approximately 25,200 annual service hours (assuming 300 operating days).
3. Indicate if your agency is a government authority.
Morgan County Transit operates as a service department of the Morgan County Board of Commissioners.
4. Who is responsible for insurance, training and management, and administration of the agency's transportation programs?
Morgan County Transit Director is responsible for training and management of our transportation program. All safety sensitive employees are required to complete GDOT approved safety and security training course as part of their new hire orientation. Fleet insurance is managed through the county, and all accounting features rest with Morgan County government. It is the Transportation Director's responsibility to administer all aspects of the transportation program and to control access and usage of all agency vehicles.
5. Who provides vehicle maintenance and record keeping?
Maintenance on all agency vehicles is provided by Morgan County Transit. All maintenance is performed using the Preventative Maintenance Plan, which conforms to the State Vehicle Maintenance Guidelines set forth in the GDOT Preventative Maintenance Guidelines document. All vehicle files and driver files are kept on-site at our operations base located at 991 South Main Street, Madison, Ga. 30650 and are maintained by the Director. All records are maintained and retained for a minimum of four (4) years.
6. Number of current transportation related employees
Our transportation department has a total of 7 employees that include: 4 full-time drivers, 1 part-time drivers, 1 administrator and 1 support staff.
7. Who will drive the vehicle, number of drivers, CDL certifications, etc.?

Only transportation employees that have completed all of the required safety and drivers training requirements will be allowed to drive the agency vehicles. Three of our drivers carry a Commercial Driver's License. This allows coverage of all of the larger vehicles and for the opportunity for the other drivers to fill in on service routes with the larger vehicles.

8. A detailed description of service routes and ridership numbers

Transportation services provided through our program are available to Morgan County customers. Our service incorporates ambulatory and non-ambulatory services. We provide a wide range of trip purposes that include: medical, nutrition, shopping, social service, training, employment, social and recreation. We do not service areas outside Morgan County, Georgia. Currently, we use a variety of vehicles to provide passenger services. Our fleet includes five shuttle buses, two of which are equipped with a lift. We make 100 passenger trips per day on average and leverage our fleet resources so that all vehicles are used in a responsible manner to provide full coverage and retire the vehicles at a consistent pace and appropriate age and mileage.

Appendix C

Title VI Plan Adoption Meeting Minutes and GDOT Concurrence Letter

Title VI Plan

Insert a copy of the Title VI Plan adoption meeting minutes and the GDOT concurrence letter.

Appendix D

Title VI Sample Notice to Public

Notifying the Public of Rights Under Title VI

MORGAN COUNTY TRANSIT

- Morgan County Transit 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 Stephanie Martin, Director, Morgan County Transit.
- For more information on Morgan County Transit's civil rights program, and the procedures to file a complaint, contact 706-342-4052; email smartin@morgancountyga.gov; or visit our administrative office at 991 South Main Street, Madison, GA. 30650. For more information, visit www.morganga.org.
- If information is needed in another language, contact 706-342-4052
- You may also file your complaint directly with the FTA at: Federal Transit Administration Office of Civil Rights Attention: Title VI Program Coordinator, East Building, 5th Floor - TCR 1200 New Jersey Ave., SE, Washington, DC 20590

Appendix E

Title VI Complaint Form

Morgan County Transit

Title VI Complaint Form

Section I:			
Name:			
Address:			
Telephone (Home):		Telephone (Work):	
Electronic Mail Address:			
Accessible Format Requirements?	Large Print		Audio Tape
	TDD		Other
Section II:			
Are you filing this complaint on your own behalf?		Yes*	No
*If you answered "yes" to this question, go to Section III.			
If not, please supply the name and relationship of the person for whom you are complaining:			
Please explain why you have filed for a third party:			
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.		Yes	No
Section III:			
I believe the discrimination I experienced was based on (check all that apply):			
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Age
<input type="checkbox"/> Disability	<input type="checkbox"/> Family or Religious Status	<input type="checkbox"/> Other (explain) _____	
Date of Alleged Discrimination (Month, Day, Year): _____			
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.			

Section IV			
Have you previously filed a Title VI complaint with this agency?		Yes	No

Title VI Plan**Section V**

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

☐ Yes ☐ No

If yes, check all that apply:

☐ Federal Agency: _____

☐ Federal Court _____

☐ State Court _____

☐ State Agency _____

☐ Local Agency _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name: _____

Title: _____

Agency: _____

Address: _____

Telephone: _____

Section VI

Name of agency complaint is against: _____

Contact person: _____

Title: _____

Telephone number: _____

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

Signature and date required below

Signature

Date

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

Stephanie Martin, Director
Morgan County Transit
991 South Main Street
Madison, GA 30650

Appendix F

Public Participation Plan (PPP)

Introduction

Morgan County Transit seeks out and considers viewpoints of all persons including low-income, minority, elderly, disabled, Limited English Proficiency (LEP), ethnic and religious groups in the course of conducting public outreach and involvement activities in regards to transit activities. Transit services are described on the Morgan County Government website. Brouchures are available in English and Spanish, and are distributed periodically during outreach activities, such as the Morgan County Senior Center Health Fair, Morgan County Family Connection's Back to School Rally, and other community opportunities, as they avail themselves.

Public Participation Goals

The main goal of the PPP is to offer meaningful opportunities for all interested segments of the public, including, but not limited to, low-income, minority and LEP groups, to comment, about Morgan County Transit and its operations. The goals for this PPP include:

- **Inclusion and Diversity:** Morgan County Transit will proactively reach out and engage low-income, minority, and LEP populations for the Morgan County Transit service area so these groups will have an opportunity to participate.
- **Accessibility:** All legal requirements for accessibility will be met. Efforts will be made to enhance the accessibility of the public's participation – physically, geographically, temporally, linguistically and culturally.
- **Clarity and Relevance:** Proposed adjustments to fares or services will be described in language that is clear and easy to understand and will be discussed at the Board of Commission Meeting, which is open to public input.
- **Responsive:** Morgan County Transit will strive to respond to and incorporate, when possible, appropriate public comments into transportation decisions.
- **Tailored:** Public participation methods will be tailored to match local and cultural preferences as much as possible.
- **Flexible:** The public participation process will accommodate participation in a variety of ways and will be adjusted over time as needed.

Public Participation Methods

Morgan County Transit surveys randomly selected passengers annually to solicit comments on improvement of services. Results are considered and, if possible, budget-wise, changes are incorporated. On April 11, 2018, Transit Director met with a potential developer of low-income housing units about the availability of transportation service to future residents. Each vehicle has signage giving passengers information on how to voice Title VI comments/complaints to the Director of the Transit System.

Title VI Plan

Morgan County Transit has no transit-related committees. All decisions relating to the transit service are made by the Morgan County Board of Commissioners, and elected body. Planning recommendations are made by the transit staff to the Board of Commissioners. Meetings held regarding transit are posted in the local newspaper 15 to 30 days before the meeting date.

Appendix G

Language Assistance Plan (LAP)

I. Introduction

Morgan County Transit operates a transit system within Morgan County, Georgia. The Language Assistance Plan (LAP) has been prepared to address Morgan County Transit's responsibilities as they relate to the needs of individuals with Limited English Proficiency (LEP). Individuals, who have a limited ability to read, write, speak or understand English are LEP. In Morgan County Transit service area there are 217 residents or 1.3% who describe themselves as not able to communicate in English "very well" (Source: US Census). Morgan County Transit is federally mandated (Executive Order 13166) to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs and activities for individuals who are LEP. Morgan County Transit has utilized the U.S. Department of Transportation (USDOT) LEP Guidance Handbook and performed a four factor analysis to develop its LAP.

The U.S. Department of Transportation Handbook, titled "Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons: A Handbook for Public Transportation Providers, (April 13, 2007) " (hereinafter "Handbook"), states that Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and its implementing regulations provide that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives Federal financial assistance (Handbook, page 5). The Handbook further adds that Title VI prohibits conduct that has a disproportionate effect on LEP persons because such conduct constitutes national origin discrimination (Handbook, page 5).

Executive Order 13166 of August 16, 2000 states that recipients of Federal financial assistance must take reasonable steps to ensure meaningful access to their programs and activities by LEP persons (Handbook, page 6). Additionally recipients should use the DOT LEP Guidance to determine how best to comply with statutory and regulatory obligations to provide meaningful access to the benefits, services, information and other important portions of their programs and activities for individuals who are LEP (Handbook, page 6). These provisions are included in FTA Circular 4702.1B in Paragraph 9 of Chapter III (pages III-6 to III-9).

For many LEP individuals, public transit is the principal transportation mode available. It is important for Morgan County Transit be able to communicate effectively with all of its riders. When Morgan County Transit is able to communicate effectively with all of its riders, the service provided is safer, more reliable, convenient, and accessible for all within its service area. Morgan County Transit is committed to taking reasonable steps to ensure meaningful access for LEP individuals to this agency's services in accordance with Title VI. This plan will demonstrate the efforts that Morgan County Transit undertakes to make its service accessible to all persons without regard to their ability to communicate in English. The plan addresses how services will be provided through general guidelines and procedures including the following:

- Morgan County Transit has identified Spanish as the major non-English language present in Morgan County. The Transit Brochure and information is printed in Spanish as well as English.

- The I-Speak card is located on each transit vehicle to assist the driver if another LEP passenger needs service.
- Regional maps prepared by DOT for Morgan County Transit depict that Hispanic is the major non-English group in the county.

II. Four Factor Analysis

The analysis provided in this report has been developed to identify LEP population that may use Morgan County Transit services and identify needs for language assistance. This analysis is based on the "Four Factor Analysis" presented in the Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons, dated April 13, 2007, which considers the following factors:

1. The number and proportion of LEP persons in the service area who may be served or are likely to encounter a Morgan County Transit program, activity or service.
2. The frequency with which LEP persons come in contact with Morgan County Transit programs, activities or services.
3. The nature and importance of programs, activities or services provided by Morgan County Transit to the LEP population.
4. The resources available to Morgan County Transit and overall costs to provide LEP assistance

a. Factor 1: The Number and Proportion of LEP Persons Served or Encountered in the Eligible Service Population

Of the 17,034 residents in the Morgan County Transit service area 217 residents describe themselves as speaking English less than "very well". People of Spanish descent are the primary LEP persons likely to utilize Morgan County Transit services. For the Morgan County Transit service area, the American Community Survey of the U.S. Census Bureau shows that among the area's population 98.7% speak English "very well". For groups who speak English "less than very well", 1.9% speak Spanish and 0.2% speak .

Appendix H contains a table which lists the languages spoken at home by the ability to speak English for the population within the Morgan County Transit service area.

b. Factor 2: The Frequency with which LEP Individuals Come into Contact with Your Programs, Activities, and Services

The Federal guidance for this factor recommends that agencies should assess the frequency with which they have contact with LEP individuals from different language groups. The more frequent the contact with a particular LEP language group, the more likely enhanced services will be needed.

Morgan County Transit has assessed the frequency with which LEP individuals come in contact with the transit system. The methods utilized for this assessment include analysis of Census data, examining phone inquiries, requests for translated documents, and staff survey. As discussed above, Census data indicates that passengers of Hispanic descent are the most

likely to utilize the service. Phone inquiries and staff survey feedback indicated that Morgan County Transit dispatchers and drivers interact infrequently with LEP persons. The majority of these interactions have occurred with LEP persons who mainly spoke Spanish. Over the past 2 years, has not had any requests for translated documents.

c. Factor 3: The Nature and Importance of the Program, Activity, or Service Provided by the Recipient to People's Lives

Morgan County Transit's major service to Spanish-speaking passengers is for employment purposes. We enable several domestic workers to go to their places of employment, and these are consistent trips. We have not had difficulty in scheduling and servicing these clients, which average about two trips a week.

d. Factor 4: The Resources Available to the Recipient and Costs

Because our major LEP population is Hispanic, we have our informational brochures printed in this language for informational purposes. We have limited budget for additional outreach to this population, but staff have not reported any difficulties in serving the population, and we have not had any complaints lodged.

III. Language Assistance Plan

In developing a Language Assistance Plan, FTA guidance recommends the analysis of the following five elements:

1. Identifying LEP individuals who need language assistance
2. Providing language assistance measures
3. Training staff
4. Providing notice to LEP persons
5. Monitoring and updating the plan

As described in preceding paragraphs, Morgan County Transit's major LEP passengers are Hispanic. We have had success in serving this population, and staff/drivers are competent to serve those needing the service. Our current system information is printed in English and Spanish, and distributed at outreach opportunities, as well as being available in the Transit office. We feel our plan and our service is adequate at present, and we plan to review our LEP information annually to ensure that other population groups receive comparable service.

IV. Safe Harbor Provision

DOT has adopted the Department of Justice's Safe Harbor Provision, which outlines circumstances that can provide a "safe harbor" for recipients regarding translation of written materials for LEP population. 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.

Morgan County Transit service area does not have LEP populations which qualify for the Safe Harbor Provision. As shown in Appendix H, Morgan County Transit does not have LEP groups which speak English less than "very well" which exceed either 5.0% or 1,000 person.

Appendix H
Operating Area Language Data:
Morgan County Transit Service Area

Title VI Plan

Language	Count	Percent of Population
Total	17,034	100%
Speak only English	16,678	97.9%
Spanish or Spanish Creole	305	1.8
Speak English "very well"	99	32.5%
Speak English less than "very well"	206	67.5%
French (incl. Patois, Cajun)		
Speak English "very well"		
Speak English less than "very well"		
French Creole		
Speak English "very well"		
Speak English less than "very well"		
Italian		
Speak English "very well"		
Speak English less than "very well"		
Portuguese or Portuguese Creole	30	0.2%
Speak English "very well"		
Speak English less than "very well"		
German		
Speak English "very well"		
Speak English less than "very well"		
Yiddish		
Speak English "very well"		
Speak English less than "very well"		
Other West Germanic languages		
Speak English "very well"		
Speak English less than "very well"		
Scandinavian languages		
Speak English "very well"		
Speak English less than "very well"		
Greek		
Speak English "very well"		
Speak English less than "very well"		
Russian		
Speak English "very well"		
Speak English less than "very well"		
Polish		
Speak English "very well"		
Speak English less than "very well"		
Serbo-Croatian		
Speak English "very well"		

Title VI Plan

Language	County	Percent of Population
Speak English less than "very well"		
Other Slavic Languages		
Speak English "very well"		
Speak English less than "very well"		
Armenian		
Speak English "very well"		
Speak English less than "very well"		
Persian		
Speak English "very well"		
Speak English less than "very well"		
Gujarati		
Speak English "very well"		
Speak English less than "very well"		
Hindi		
Speak English "very well"		
Speak English less than "very well"		
Urdu		
Speak English "very well"		
Speak English less than "very well"		
Other Indic languages		
Speak English "very well"		
Speak English less than "very well"		
Other Indo-European Languages		
Speak English "very well"		
Speak English less than "very well"		
Chinese		
Speak English "very well"		
Speak English less than "very well"		
Japanese		
Speak English "very well"		
Speak English less than "very well"		
Korean		
Speak English "very well"		
Speak English less than "very well"		
Mon-Khmer, Cambodian		
Speak English "very well"		
Speak English less than "very well"		
Hmong		
Speak English "very well"		
Speak English less than "very well"		
Thai		

Title VI Plan

Language	County	Percent of Population
Speak English "very well"		
Speak English less than "very well"		
Laotian		
Speak English "very well"		
Speak English less than "very well"		
Vietnamese		
Speak English "very well"		
Speak English less than "very well"		
Other Asian languages		
Speak English "very well"		
Speak English less than "very well"		
Tagalog		
Speak English "very well"		
Speak English less than "very well"		
Other Pacific Island languages		
Speak English "very well"		
Speak English less than "very well"		
Navajo		
Speak English "very well"		
Speak English less than "very well"		
Other Native American languages		
Speak English "very well"		
Speak English less than "very well"		
Hungarian		
Speak English "very well"		
Speak English less than "very well"		
Arabic		
Speak English "very well"		
Speak English less than "very well"		
Hebrew		
Speak English "very well"		
Speak English less than "very well"		
African languages		
Speak English "very well"		
Speak English less than "very well"		
Other and unspecified languages		
Speak English "very well"		
Speak English less than "very well"		

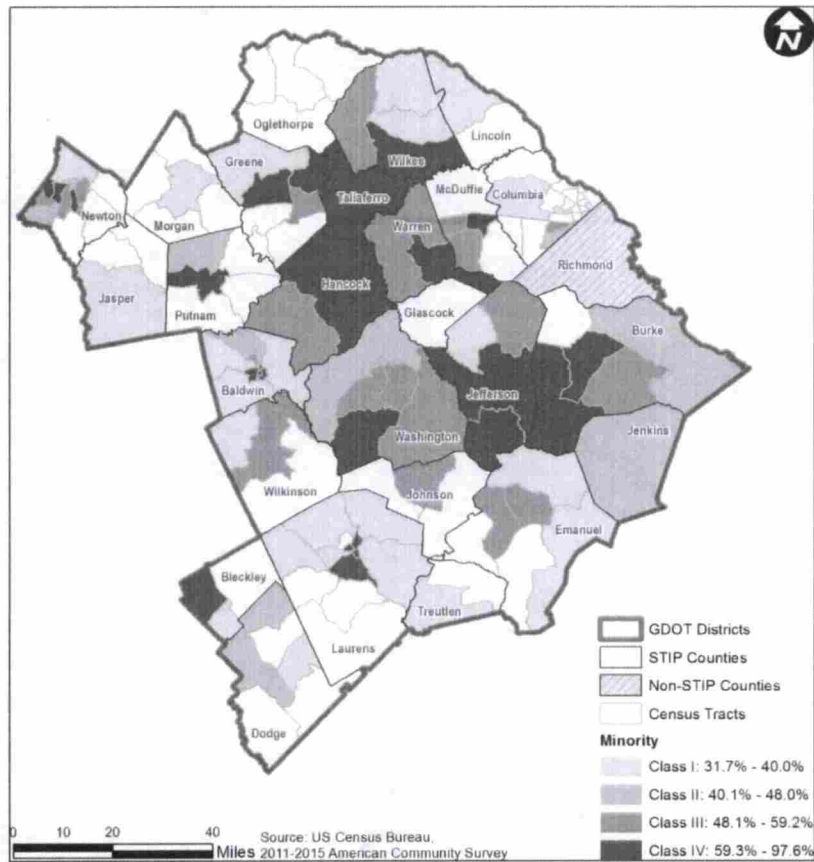
Appendix I

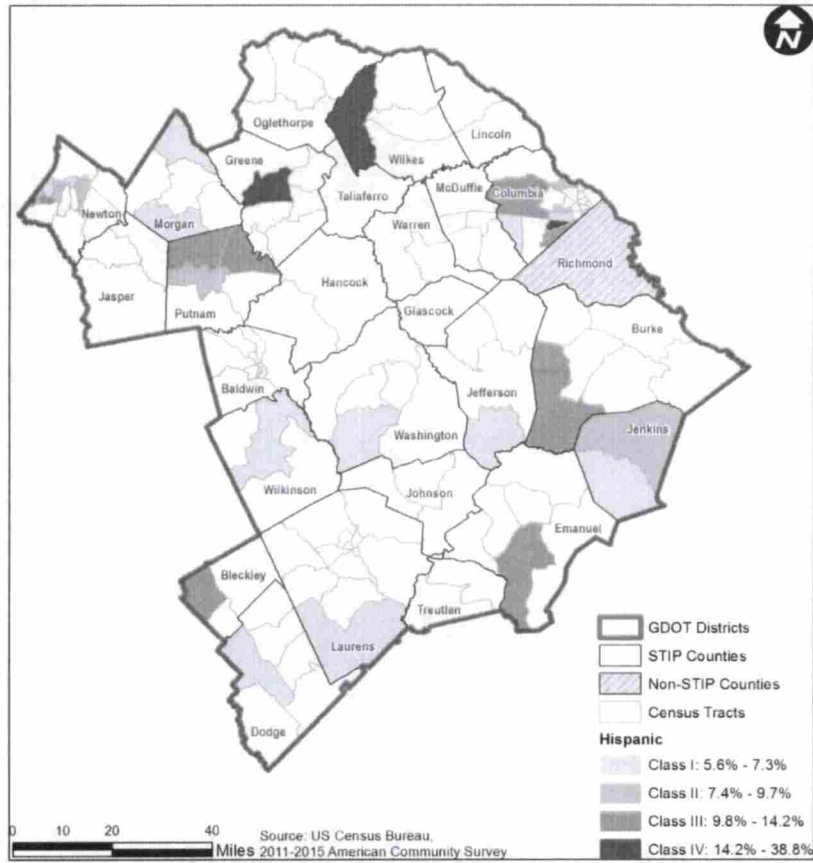
Demographic Maps

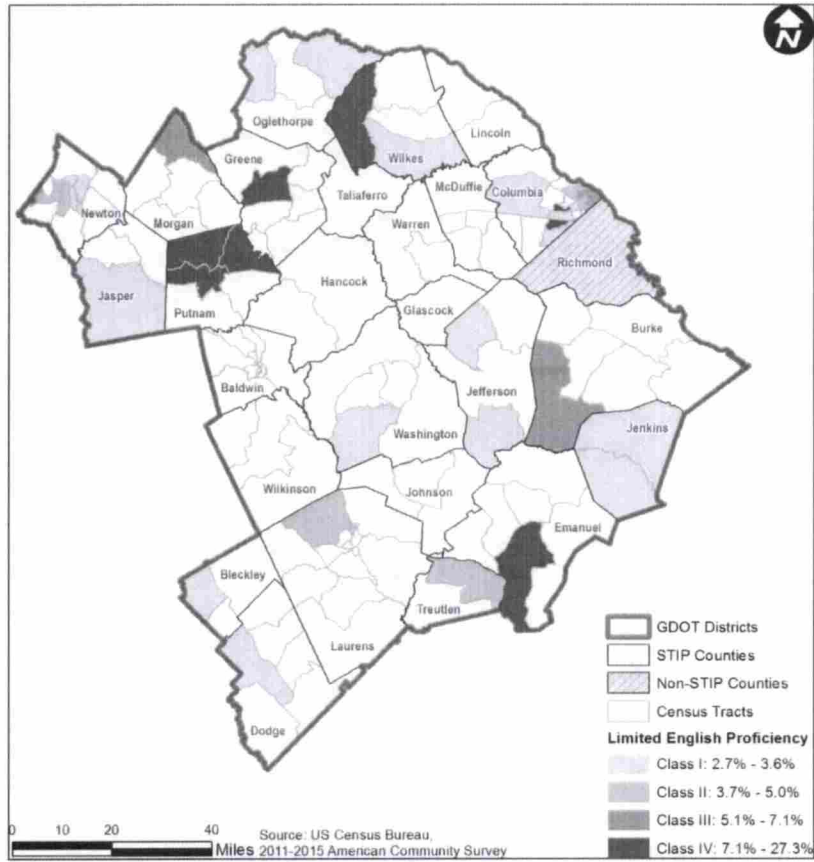
Title VI Plan

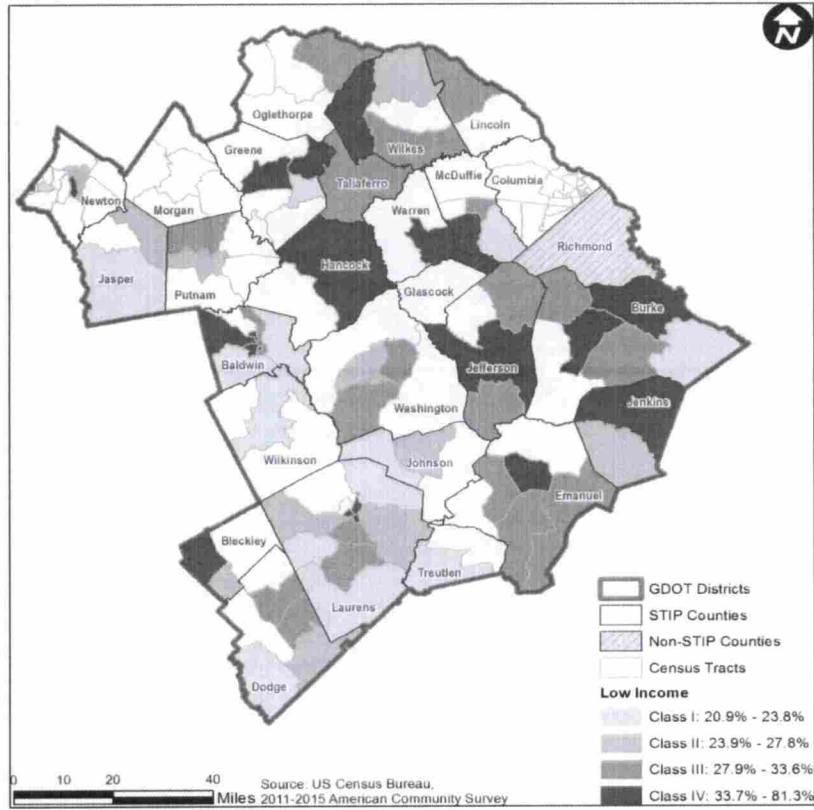
The Georgia Department of Transportation has furnished the following demographic maps depicting LEP population in our district. Please note that Morgan County's population does include Hispanic populations and our service plan to this group has been defined in this document.

Commented [R81]: Appendix H Indicates that you have 305 Spanish speaking individuals









Appendix J
Title VI Equity Analysis

Morgan County Transit has not performed a Title VI Equity Analysis as the program has had no construction projects.