

**Agency Name: Jones County Transit System**

**Title VI Plan**

*Date Adopted: December 2, 2014*

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

Jones County Transit System 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.

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

1. Designate a Title VI coordinator within the County.
2. Issue a policy statement signed by the Chairman which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout County departments 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.
5. Participate in training offered on the Title VI and other nondiscrimination requirements.
6. If reviewed by any 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.

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

*Joseph P. Hawkins*

Printed Name: Joseph P. Hawkins

Chairman, Jones County Transit System, Date: 12/2/2014

(mo/day/yr)

## 2.0 Introduction & Description of Services

Jones County Transit System 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.

Jones County Transit System is a sub-recipient of FTA funds and provides service in Jones County.

*Title VI coordinator*

Ms. Margie Tyson, Assistant Administrator  
Jones County Board of Commissioners (Sub recipient)  
166 Industrial Blvd.  
Gray, GA 31032  
478-986-8261 (fax: 6008)

**Alternate Title VI Contact**

Charlie Cruze, Fiscal Tech.  
Middle Ga. CAA, Inc. (TPO)  
121 Prince St.  
Warner Robins, GA 31093  
478-922-4464 (fax: 6487)

## 2.1 First Time Applicant Requirements

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

### Current and Pending FTA Funding

1. Section 5311 Operating, 2015, \$80,096.00, Current
2. [Title], [Date], [Amount], [Current] or [Pending]

### Current and Pending GDOT Funding

1. [Title], [Date], [Amount], [Current] or [Pending]
2. [Title], [Date], [Amount], [Current] or [Pending]

During the previous three years, Georgia DOT did not complete a Title VI compliance review of Jones County Transit System. Jones County Transit System 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), Jones County Transit System will remain in compliance by annual submission of certifications and assurances as required by FTA and GDOT.

## 2.3 Title VI Plan Concurrence and Adoption

This Title VI Plan received GDOT concurrence on \_\_\_\_\_date. The Plan was approved and adopted by Jones County's Board of Commissioners during a meeting held on December 2, 2014. A copy of the meeting minutes and GDOT concurrence letter is included with this Plan.

## **3.0 Title VI Notice to the Public**

### **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

### **3.2 Notice Posting Locations**

The Notice to Public will be posted at many locations to apprise the public of Jones County Transit System's 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 Jones County Transit System's office(s) including the reception desk and meeting rooms, and on the Jones County Transit System's website at [Jonescountyga.com](http://Jonescountyga.com). Additionally, Jones County Transit System will post the notice at stations, stops and on transit vehicles.

## 4.0 Title VI Procedures and Compliance

### 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 Jones County Transit System may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form (refer to Appendix E). Jones County Transit System investigates complaints received no more than 180 days after the alleged incident. Jones County Transit System will process complaints that are complete.

Once the complaint is received, Jones County Transit System 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.

Jones County Transit System has ninety (90) days to investigate the complaint. If more information is needed to resolve the case, Jones County Transit System 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, Jones County Transit System 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 Jones County Transit System's website [www.Jonescountyga.org](http://www.Jonescountyga.org).

### 4.2 Complaint Form

A copy of the complaint form in English and Spanish is provided in Appendix E and on Jones County Transit System's website [www.jonescountyga.org](http://www.jonescountyga.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. Jones County Transit

System 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

Jones County Transit System provides monitoring and assistance to all sub-recipients. As a sub-recipient to GDOT, the County utilizes the sub-recipient assistance and monitoring provided by GDOT, as needed. Also, sub-recipients are monitored by daily/weekly technical assistance & review of reports and forms. The County will assist with demographic maps if needed for Title VI purposes.

#### 4.5 Sub recipients and Subcontractors

Jones County Transit System 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. Jones County Transit System, 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, Jones County Transit System 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 Jones County Transit System, 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, Jones County Transit System 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. Jones County Transit System 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 Jones County Transit System 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 Jones County Transit System. Additionally, vendors and contractors shall expressly require any subcontractors performing work or providing services pursuant to work for Jones County Transit System 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 Jones County Transit System.

## 5.0 Title VI Investigations, Complaints, and Lawsuits

In accordance with 49 CFR 21.9(b), Jones County Transit System 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 Jones County Transit System 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.

Jones County Transit System has had 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**

|                | <b>Date<br/>(Month, Day,<br/>Year)</b> | <b>Summary<br/>(Include basis of<br/>complaint: race,<br/>color, or national<br/>origin)</b> | <b>Status</b> | <b>Action(s) Taken</b> |
|----------------|--|--|---------------|------------------------|
| Investigations |  |  |               |                        |
| 1.             |  |  |               |                        |
| 2.             |  |  |               |                        |
| Lawsuits       |  |  |               |                        |
| 1.             |  |  |               |                        |
| 2.             |  |  |               |                        |
| Complaints     |  |  |               |                        |
| 1.             |  |  |               |                        |
| 2.             |  |  |               |                        |

## 6.0 Public Participation Plan

The Public Participation Plan (PPP) for Jones County Transit System 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 Jones County Transit System. Policy and service delivery decisions need to take into consideration public opinion. The PPP is included as Appendix F to this Title VI Plan.

### *Current Outreach Efforts*

Jones County Transit System 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 Jones County Transit System's recent, current, and planned outreach activities.

Flyers have been distributed in the past to grocery stores and other public places.

Jones County Transit System plans to include transit vans in local activities such as public service demonstrations (e.g. police, fire dept.) and parades.

## 7.0 Language Assistance Plan

Jones County Transit System operates a transit system within Jones County. According to the US Census 2010, the population is 28,669. The American Community Survey estimates there are 96 people or 0.33% of the population who describe themselves as not able to communicate in English very well. The County will continue to use word processing translation and local contact people to provide LEP persons access to County programs and material. Telephone interpreters are available for approximately \$3.00 to \$5.00 per minute. And electronic verbal & written interpreters are available for approximately \$300 to \$500 each.

## 7.0 Language Assistance Plan

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## **8.0 Transit Planning and Advisory Bodies**

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

## 9.0 Title VI Equity Analysis

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, Jones County Transit System will ensure the following:

1. Jones County Transit System 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. Jones County Transit System 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, Jones County Transit System 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 Jones County Transit System determines that the location of the project will result in a disparate impact on the basis of race, color, or national origin, it 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. Jones County Transit System must demonstrate and document how both tests are met. Jones County Transit System 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.

Jones County Transit System has not recently constructed any facilities nor does it currently have any facilities in the planning stage. Therefore, Jones County Transit System does not have any Title VI Equity Analysis reports to submit with this Plan.

## **10.0 System-Wide Service Standards and Service Policies**

Jones County Transit System is not a fixed route service provider.

## 11.0 Appendices

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# 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
  - Vehicle load for each mode
  - Vehicle headway for each mode
  - On time performance for each mode
  - Service availability for each mode
- Service policies
  - Transit Amenities for each mode
  - 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

1. An overview of the organization including its mission, program goals and objectives.  
Jones County Transit System's 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.  
Jones County Transit System is a non-profit organization. Our organization is made up of 4 full-time employees and 2 part-time. Jones County Transit System utilizes the services of a TPO, who is responsible for all of the day-to-day operations and reports to our Administrator, who is in direct contact with the Board of County Commissioners (BCC). Transportation services are provided in accordance with FTA and DOT requirements. Our transportation system is operated 8 hours per day, Monday through Friday except holidays or inclement weather.
3. Indicate if your agency is a government authority.  
Jones County operates as a non-profit county government under authority of the state of Georgia.
4. Who is responsible for insurance, training and management, and administration of the agency's transportation programs?  
Jones County Transit System is responsible for maintaining current liability insurance and vehicle registration renewal for GDOT and County owned vehicles. Our TPO is responsible training and management of our transportation program. All safety sensitive employees are required to complete GDOT approved safety and security training, wheel chair lift and securement training, defensive driver training, CPR & first aid, drug and alcohol awareness, as well as current driver's license, criminal background, & MVR checks.
5. Who provides vehicle maintenance and record keeping?  
Maintenance on all agency vehicles is provided by Jones County road department, except when beyond their capabilities, then ASE approved dealerships or shops are used. All maintenance is performed using the GDOT Preventative Maintenance Plan. All vehicle files are kept on-site at our operations base, and driver files are kept by the TPO. 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 6 employees that include: 1 dispatcher, and 3 full-time drivers, and 2 part-time administrative.

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. None of our GDOT vehicles require a CDL license.

8. A detailed description of service routes and ridership numbers

Our service area includes all of Jones County. Limited service is provided out of county, usually for available medical services. Appointments and schedules are coordinated to maximize van usage and ridership. Any resident of Jones County can request service with our transit system for purposes such as employment, education, nutrition, social services, shipping, medical, and recreation. Usually we use the shuttle van body style for ease of boarding/deboarding and stability. At least one of our vehicles is equipped with a wheelchair lift. We average approximately 432 passenger trips per Month.

# **Appendix C**

## **Title VI Plan Adoption Meeting Minutes and GDOT Concurrence Letter**

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

### Jones County Transit System

- Jones County Transit System 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 Jones County Transit System.
- For more information, contact 478-986-6432, email [jonestransit@mgcaa.org](mailto:jonestransit@mgcaa.org), or visit our office at 235 Bill Conn Parkway, Gray, GA 31032. For more information, visit [www.jonescountyga.org](http://www.jonescountyga.org).
- If information is needed in another language, contact 478-986-6432
- 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**

## Formulario de Queja

Nombre de la persona que presenta la queja \_\_\_\_\_

Domicilio del participante \_\_\_\_\_

Ciudad, Estado, Codigo Postal \_\_\_\_\_

Telefono de la casa \_\_\_\_\_ Telefono de trabajo \_\_\_\_\_

Direccion de correo electronico \_\_\_\_\_

Raza/grupo etnico \_\_\_\_\_ Genero F  M

Persona discriminada (si no es la misma que presenta la queja)

Domicilio particular \_\_\_\_\_

Ciudad, Estado, Codigo Postal \_\_\_\_\_

Telefono de casa \_\_\_\_\_ Telefono de trabajo \_\_\_\_\_

1. FUNDAMENTO ESPECIFICO DE LA DISCRIMINACION (Marque los casilleros que correspondan):

Raza  Color  Origen Nacional  Situacion Economica   
Dominio Limitado de Ingles  Discriminado de otra manera

2. Fecha del presunto acto o actos de discriminacion: \_\_\_\_\_

3. DEMANDADO (persona contra la cual se presenta la queja):

Nombre \_\_\_\_\_

Puesto de trabajo \_\_\_\_\_

Lugar de trabajo \_\_\_\_\_

Raza/grupo etnico \_\_\_\_\_

4. Describa de que manera fue discriminado. Que sucedio y quienes fueron los responsables?  
Si necesita mas espacio adjunte hojas adicionales, \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Presento esa demanda ante otra agencia local, estatal, o federal, o ante un tribunal estatal o federal? Si  No

6. Si la respuesta es si, marque los casilleros ante los cuales presento la demanda:

Agencia Federal  Tribunal Fedrerel  Agencia Estatal

Tribunal Estatal  Agencia Local

Fecha de presentacion: \_\_\_\_\_

7. Proporcione informacion de contacto de un representante del organismo adicional (agencia o tribunalante el cual presento la demanda:

Nombre \_\_\_\_\_

Domicilio \_\_\_\_\_

Ciudad, Estado, Codigo Postal \_\_\_\_\_

Telefono \_\_\_\_\_

Firme esta demanda en el espacio que figura a continuacion.

\_\_\_\_\_  
Firma

\_\_\_\_\_  
Fecha

The complaint may be filed in writing with JONES COUNTY as follows:

Jones County Transit System

Attn: Carol Davis

235 Bill Conn Pkwy

Gray, GA 31032

# Jones County Transit System

## Title VI Complaint Form

|   |             |  |                   |    |
|---|-------------|--|-------------------|----|
| <b>Section I:</b>   |             |  |                   |    |
| Name:   |             |  |                   |    |
| Address:  |             |  |                   |    |
| Telephone (Home):   |             |  | Telephone (Work): |    |
| Electronic Mail Address:  |             |  |                   |    |
| Accessible Format Requirements?   | Large Print |  | Audio Tape        |    |
|   | TDD         |  | Other             |    |
| <b>Section II:</b>  |             |  |                   |    |
| 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 |
| <b>Section III:</b>   |             |  |                   |    |
| 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. |             |  |                   |    |
|   |             |  |                   |    |
|   |             |  |                   |    |
| <b>Section IV</b>   |             |  |                   |    |
| Have you previously filed a Title VI complaint with this agency?  |             |  | Yes               | No |

|   |   |
|---|---|
| <b>Section V</b>  |   |
| Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? |   |
| <input type="checkbox"/> Yes  | <input type="checkbox"/> No                 |
| If yes, check all that apply:   |   |
| <input type="checkbox"/> Federal Agency: _____  |   |
| <input type="checkbox"/> Federal Court _____  | <input type="checkbox"/> State Agency _____ |
| <input type="checkbox"/> State Court _____  | <input type="checkbox"/> Local Agency _____ |
| Please provide information about a contact person at the agency/court where the complaint was filed.              |   |
| Name:   |   |
| Title:  |   |
| Agency:   |   |
| Address:  |   |
| Telephone:  |   |
| <b>Section VI</b>   |   |
| 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:

Ms. Carol Davis  
Jones County Transit System  
235 Bill Conn Parkway  
Gray, GA 31032

# **Appendix F**

## **Public Participation Plan (PPP)**

In compliance with Title VI of the Civil Rights Act of 1964, Jones County will seek input from the public on planning and service changes of the Ga. DOT Section 5311 public transportation program. The County will tailor its development of policy and service changes to the sentiment of the constituents. It recognizes the importance of other county entities, such as area agencies, major employers, and other units of government. The County will use various methods to notify the public of opportunities to make inquiries and contribute ideas and information. It will use word-of-mouth, multilingual public notices and flyers in County offices and public areas, newspaper ads, and public service announcements. Each year, the County publishes a newspaper ad informing of the opportunity for public hearing.

The goal of the public participation plan is to offer opportunities for all interested persons, including, but not limited to, low-income, minority, and LEP groups, to comment about Jones County Transit system and its operations. The public can also provide input at the Transit office, 478-986-6432, or email at [jonestransit@mgcaa.org](mailto:jonestransit@mgcaa.org). All input/communications will be recorded and forwarded to management.

# Appendix G

## Language Assistance Plan (LAP)

Jones County does not have 5% or 1,000 people who are not able to communicate in English well, therefore this requirement does not apply. Jones County Transit System considered the following factors in evaluation of the LAP:

1. The number or proportion of LEP persons in the service area who may be served by the program.  
The American Community Survey 5-year estimates showed 788 persons in Jones County (2.7 % of 2010 Census population of 28,669) speak a language other than English. Of those, 96 (0.33%) have limited English proficiency (LEP).
2. The frequency with which LEP persons come in contact with program services.  
To date, the County has had no requests for interpreters and no requests for translated program documents. The staff have had very little contact with LEP persons.
3. The nature and importance of services provided to the LEP population.  
There is no large geographic concentration of any type of LEP individuals in the service area. The overwhelming majority of the population, 97%, speak only English. As a result, there are few social, service, and professional organizations within the service area that focus on outreach to LEP individuals. Therefore, public transportation could be crucial to their mobility. However, the County staff are most likely to encounter LEP persons through office or phone contact, notifications from maintenance staff, or attendance at Commission meetings.
4. The resources available to the County, and overall costs to provide LEP assistance.  
The County will continue to use word processing translation and local contact people to provide LEP persons access to County programs and material. Also, telephone interpreters are available for approximately \$3.00 to \$5.00 per minute. And electronic verbal & written interpreters are available for approximately \$200 to \$500 each.

Jones County assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether or not those programs and activities are federally funded. In addition, the County will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency. Population statistics will be monitored annually to evaluate LEP policies and procedures.

When Jones County distributes federal aid funds to another governmental entity, it will include Title VI language in all written agreements and will monitor for compliance.

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# **Appendix H**

## **Operating Area Language Data: Jones County Transit System Service Area**

**(2008-2012 American Community Survey 5-year Estimates)**

| <b>Language</b>                     | <b>County</b> | <b>Percent of Population</b> |
|-------------------------------------|---------------|------------------------------|
| Total                               | 26,853        |                              |
| Speak only English                  | 26,068        | 97                           |
| Spanish or Spanish Creole           | 285           | 1                            |
| Speak English "very well"           | 248           | .9                           |
| Speak English less than "very well" | 37            | .13                          |
| French (incl. Patois, Cajun)        | 23            | .08                          |
| Speak English "very well"           | 16            | .06                          |
| Speak English less than "very well" | 7             | .03                          |
| French Creole                       |               |                              |
| Speak English "very well"           |               |                              |
| Speak English less than "very well" |               |                              |
| Italian                             | 23            | .08                          |
| Speak English "very well"           | 23            | .08                          |
| Speak English less than "very well" |               |                              |
| Portuguese or Portuguese Creole     | 192           | .7                           |
| Speak English "very well"           | 192           | .7                           |
| Speak English less than "very well" |               |                              |
| German                              | 14            | .05                          |
| Speak English "very well"           | 14            | .05                          |
| Speak English less than "very well" |               |                              |
| Yiddish                             |               |                              |
| Speak English "very well"           |               |                              |
| Speak English less than "very well" |               |                              |
| Other West Germanic languages       | 23            | .08                          |
| Speak English "very well"           |               |                              |
| Speak English less than "very well" | 23            | .08                          |
| 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" |               |                              |

| Language                            | County | Percent of Population |
|-------------------------------------|--------|-----------------------|
| Serbo-Croatian                      |        |                       |
| Speak English "very well"           |        |                       |
| 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                               | 38     | .14                   |
| Speak English "very well"           | 9      | .03                   |
| Speak English less than "very well" | 29     | .1                    |
| 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                             | 23     | .08                   |
| Speak English "very well"           | 23     | .08                   |
| Speak English less than "very well" |        |                       |
| Japanese                            |        |                       |
| Speak English "very well"           |        |                       |
| Speak English less than "very well" |        |                       |
| Korean                              | 28     | .1                    |
| Speak English "very well"           | 17     | .06                   |
| Speak English less than "very well" | 11     | .04                   |
| Mon-Khmer, Cambodian                |        |                       |
| Speak English "very well"           |        |                       |
| Speak English less than "very well" |        |                       |
| Hmong                               |        |                       |
| Speak English "very well"           |        |                       |

| Language                            | County | Percent of Population |
|-------------------------------------|--------|-----------------------|
| Speak English less than "very well" |        |                       |
| Thai                                |        |                       |
| Speak English "very well"           |        |                       |
| Speak English less than "very well" |        |                       |
| Laotian                             |        |                       |
| Speak English "very well"           |        |                       |
| Speak English less than "very well" |        |                       |
| Vietnamese                          | 24     | .09                   |
| Speak English "very well"           | 12     | .04                   |
| Speak English less than "very well" | 12     | .04                   |
| Other Asian languages               | 34     | .13                   |
| Speak English "very well"           | 34     | .13                   |
| Speak English less than "very well" |        |                       |
| Tagalog                             | 9      | .03                   |
| Speak English "very well"           | 9      | .03                   |
| 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                   | 92     | .3                    |
| Speak English "very well"           | 92     | .3                    |
| Speak English less than "very well" |        |                       |
| Other and unspecified languages     |        |                       |
| Speak English "very well"           |        |                       |
| Speak English less than "very well" |        |                       |

# **Appendix I**

## **Demographic Maps**

Demographic maps for Jones County Transit System are attached here.

### 5.3.1 Minority EJ Population

Figure 21 is a map of the minority EJ population located in District 3. Within District 3, 62 percent of the tracts have a minority population above the minority EJ threshold. The analysis shows 20 Class IV tracts located in the following counties: Spalding, Troup, Talbot, Stewart, Marion, Sumter, Macon and Peach. The analysis also shows 21 Class III tracts, 16 Class II tracts and 11 Class I tracts. Tract locations can be found in Figure 21.

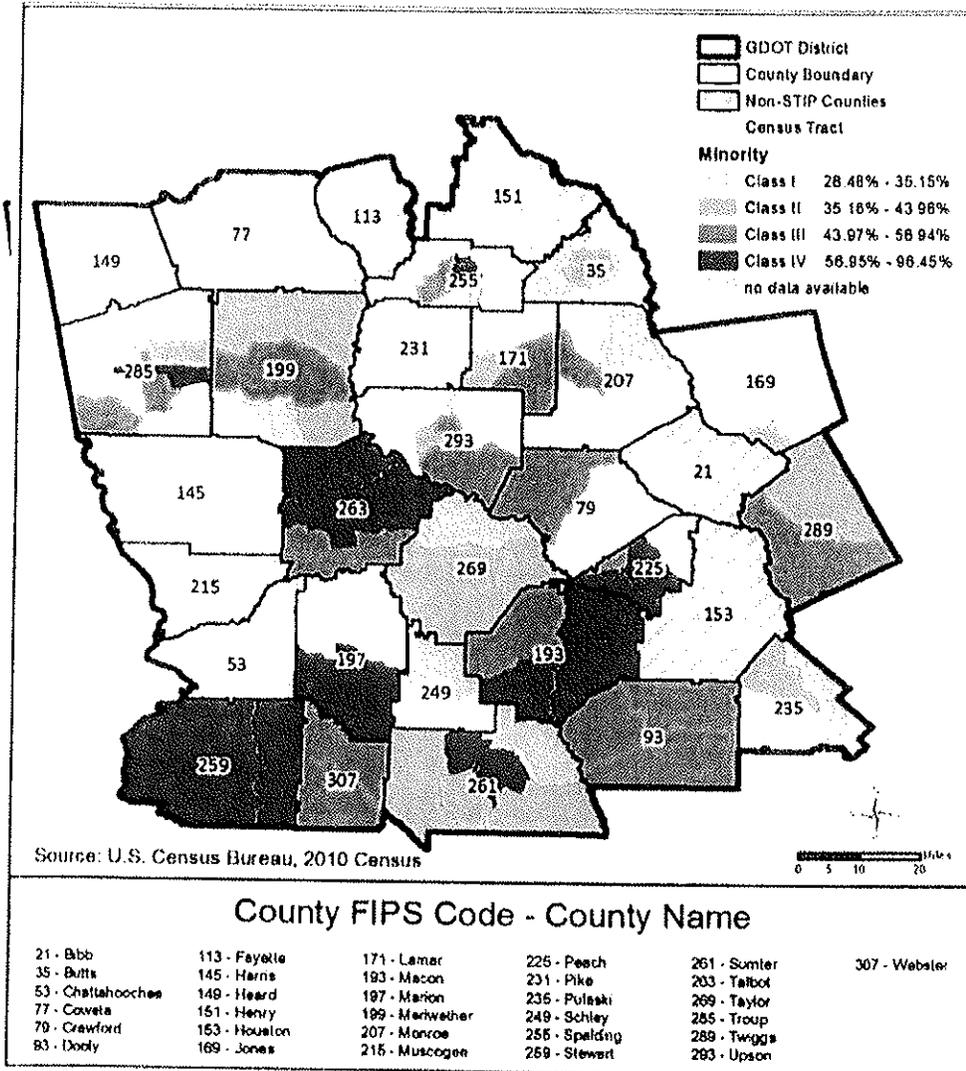


Figure 21: District 3 Minority EJ Population

### 5.3.3 Low-income EJ Population

Figure 23 is a map of the low-income EJ population located in District 3. Within District 3, 50 percent of the tracts have a low-income population above the low-income EJ threshold. The analysis shows 14 Class IV tracts located in the following counties: Spalding, Upson, Crawford, Taylor, Peach, Dooly and Sumter. The analysis also shows 17 Class III tracts, 10 Class II tracts and 13 Class I tracts. Tract locations can be found in Figure 23.

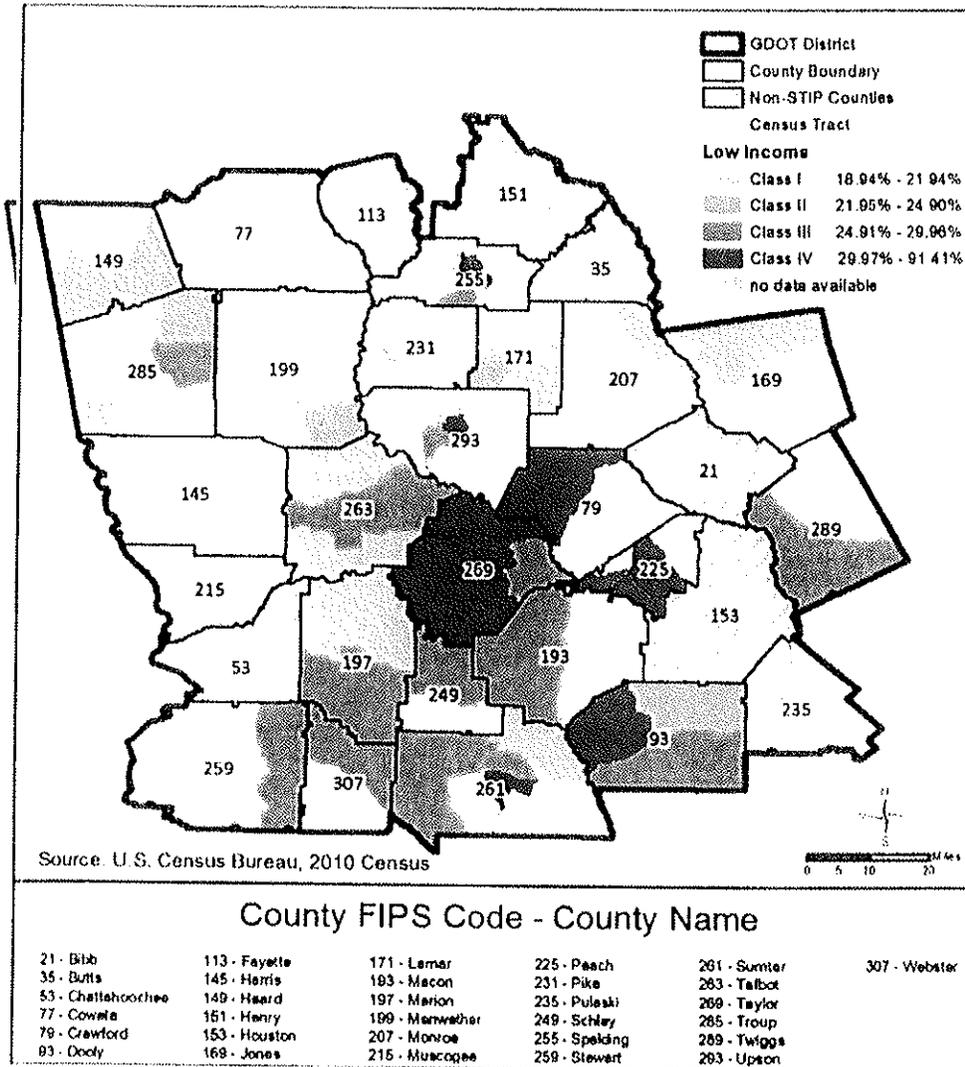


Figure 23: District 3 Low-income EJ Population

LEP

Figure 25 is a map of the LEP EJ population located in District 3. Within District 3, 21 percent of the tracts have a LEP population above the LEP EJ threshold. The analysis shows only 1 Class IV tract located in Peach County. The analysis also shows eight Class III tracts, seven Class II tracts and seven Class I tracts. Tract locations can be found in Figure 25.

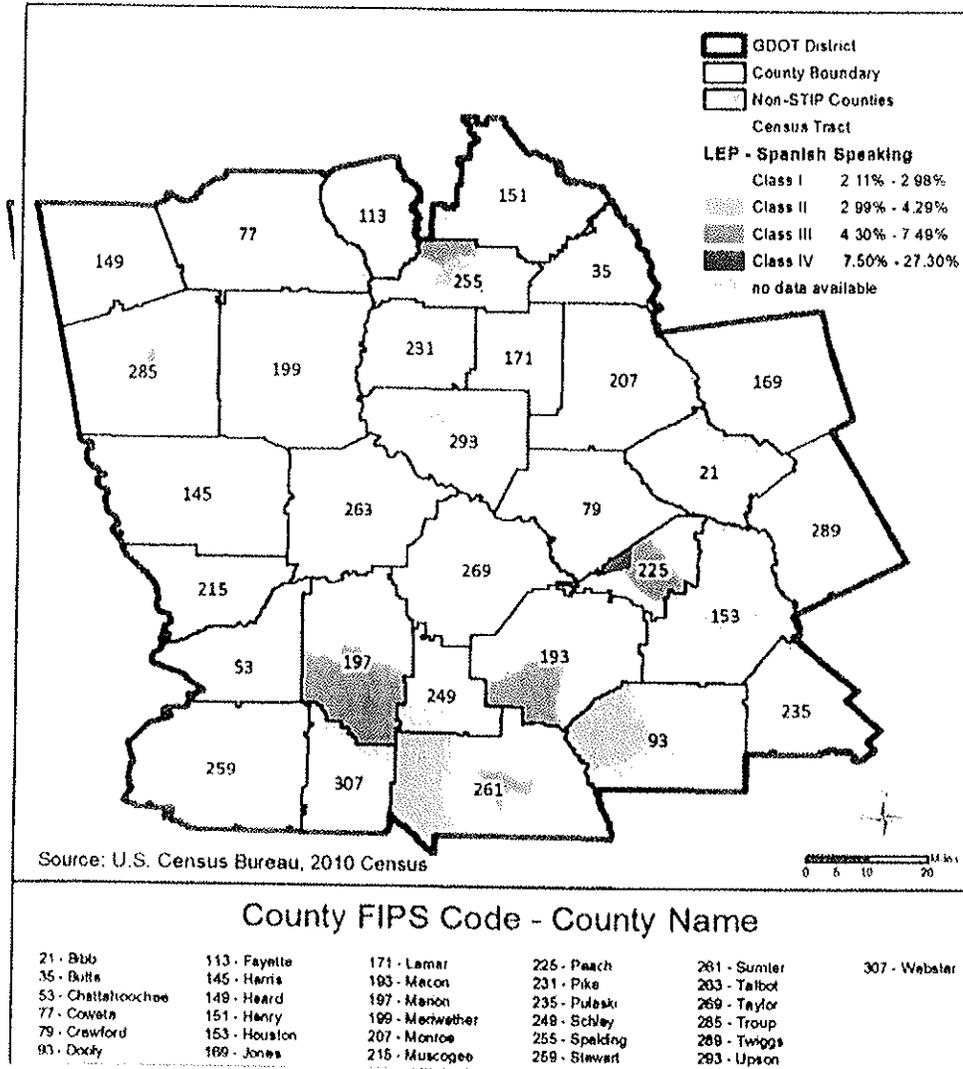


Figure 25: District 3 LEP EJ Population

# **Appendix J**

## **Title VI Equity Analysis**

Jones County Transit System has not recently constructed any facilities nor does it currently have any facilities in the planning stage. Therefore, Jones County Transit System does not have any Title VI Equity Analysis reports to submit with this Plan.