

Federal Transit Administration
Title VI Program
Jenkins County Transit

November 12, 2024

Title VI Plan Table of Contents

The Jenkins County Transit Title VI plan includes the following elements:

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

February 3, 2025

Mr. Grady Saxon
Jenkins County
P.O Box 797
Millen, GA 30442

Dear Mr. Saxon:

The Georgia Department of Transportation (Department) has completed its review of your Title VI Plan dated November 12, 2024, and has determined that it meets the requirements established in the Federal Transit Administration's (FTA) Circular 4702.1B, "Title VI Program Guidelines for Federal Transit Administration Recipients," effective October 1, 2012.

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

Sincerely,

Freida Black

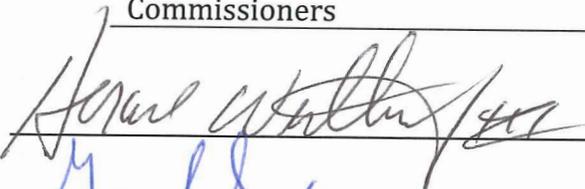
Digitally signed by Freida Black
DN: C=US, E=fblack@dot.ga.gov,
CN=Freida Black
Reason: I am approving this
document
Date: 2025.03.04 07:55:48-05'00'

Freida Black
Transit Compliance & Asset Manager
Division of Intermodal

Section 1: Title VI Plan Approval

Title VI Plan Adopted on: November 12, 2024

Adopted by: Jenkins County Board of Commissioners

Signature(s): 


Approval:

Regular Meeting Minutes
Jenkins County Board of Commissioners
Tuesday, November 12, 2024
4:00 P.M.

1. The Jenkins County Board of Commissioners met for its Regular Monthly Meeting on Tuesday, November 12, 2024 at 4:00 P.M. in the Commissioners' Meeting Room at the James L. Henry Administrative Building. Commissioners in attendance were Chairman Horace Weathersby III, Hiller Spann, Pamela Dwight (arrived at 4:17 P.M.), Tracie Coney and Jonathan Powell. Others in attendance were County Administrator Grady Saxon, County Attorney George Rountree, Ms. Deborah Bennett, Mrs. Gwen Watson, Mr. Bill Kent, Ms. Vivian Johnson, Mr. C.J. Green, Mrs. Cheryl Tatum, Mr. Mike Chance, EMS Director Henry Young, Mr. Sandy Miller, Mr. P.M. Broomfield, Mr. Johnnie Mae Sherrod, Ms. Mary Ruffin, and Mr. Emmanuel Watson.
2. Chairman Horace Weathersby III called the meeting to order at 4:00 P.M. Chairman Weathersby gave the Invocation and then led the Pledge of Allegiance. Chairman Weathersby welcomed all those in attendance.
3. Chairman Weathersby called for the approval of the AGENDA. Hearing no changes, a motion was made by Commissioner Powell and seconded by Commissioner Coney to approve the AGENDA as presented. The motion carried with four votes in favor. Commissioner Dwight was not present for this vote.
4. Chairman Weathersby called for the approval of the Minutes from the October 3, 2024 Public Hearing, the October 3, 2024 Called Meeting, the October 8, 2024 Regular Meeting, the October 10, 2024 Public Hearing (1), the October 10, 2024 Public Hearing (2), and the October 11, 2024, 2024 Called Meeting. A motion was made by Commissioner Powell and seconded by Commissioner Spann to approve the Minutes from the October 3, 2024 Public Hearing, the October 3, 2024 Called Meeting, the October 8, 2024 Regular Meeting, the October 10, 2024 Public Hearing (1), the October 10, 2024 Public Hearing (2), and the October 11, 2024, 2024 Called Meeting as presented. The motion carried with four votes in favor. Commissioner Dwight was not present for this vote.
5. Under Personal Appearances, Reverend P.M. Broomfield expressed a "Thank You" for the Board's continued support of the Martin Luther King, JR/Charles Beale Scholarship Committee. Reverend Broomfield asked the Board to waive the Senior Center rental fees for the 2025 Martin Luther King, JR/Charles Beale Scholarship Banquet to be held on January 18, 2025. A motion was made by Commissioner Powell and seconded by Commissioner Spann to waive the rental fee for the banquet. The motion carried with four votes in favor. Commissioner Dwight was not present for this vote.

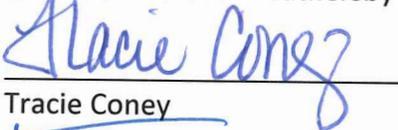
6. Finally under Personal Appearances, EMS Director Henry Young discussed the state of the current Ambulance Fleet. He stated that the oldest ambulance in the fleet had over 200K miles and the newest ambulance had been in the shop for several months. He requested to be able to request quotes for a new ambulance. Mr. Young also stated that the lead time for a new ambulance was approximately 18 months. The Board authorized EMS Director Henry Young to seek quotes for a new ambulance.
7. Under Old Business, Chairman Weathersby gave the second reading of the Ordinance creating the Jenkins County Board of Elections and Registration. Commissioner Spann inquired as to the authority the Board of Elections would have. Mr. Sandy Miller inquired how the Board members would be selected. After a discussion including Public Questions, a motion was made by Commissioner Powell and seconded by Commissioner Coney to adopt the ordinance as presented. The motion carried unanimously. Mr. Saxon stated that the Democratic Party submitted two recommendations, the Republican Party submitted five recommendations, and a couple others had volunteered independently.
8. Under New Business, Mr. Saxon presented a request from the Development Authority to reappoint Ed Fuller to the Development Authority Board for an additional three year term. The Development Authority had submitted another request to appoint Tammy Cranshaw to the Development Authority Board to replace Mike Chance who recently retired. A motion was made by Commissioner Powell and seconded by Commissioner Spann to re-appoint Ed Fuller and appoint Tammy Cranshaw to the Development Authority Board. The motion carried unanimously.
9. Next under New Business, Mr. Saxon presented a request to appoint paramedic Stacie Anderson to the Region 6 EMS Council for a three year term. Ms. Anderson has agreed to serve on this Council. Mr. Saxon stated that each County must appoint a representative to the Council, and Ms. Anderson would replace Courtney Johnson, who recently resigned from her employment with the County. A motion was made by Commissioner Powell and seconded by Commissioner Spann to appoint Stacie Anderson to the Region 6 EMS Council for a three year term that began on July 1, 2024 and ends on June 30, 2027. The motion carried unanimously.
10. Finally under New Business, Mr. Saxon presented a request from Coroner Henry Young that the Board help with the indigent burial of Arnold Thompson, a deceased county resident that had no insurance or real property. Mr. Saxon stated that the Board would normally handle these requests on a case by case basis, with the last one that was approved being \$500. A motion was made by Commissioner Spann and seconded by Commissioner Coney to authorize \$500 toward this burial expense. The motion carried unanimously.
11. There was no Field Director's Report. Mr. Saxon did present a list of roads that were currently blown out due to the rain event on November 6-7, 2024, and did not include

the 4 roads damaged during Hurricane Debby. Mr. Saxon stated that we were currently waiting on FEMA and GEMA to complete their assessments.

12. There was no County Attorney's Report.
13. Under Administrator's Report, Mr. Saxon announced that Administrative Assistant Suzanne Roberts has requested and has been granted a transfer to the Clerk's Office.
14. Next under Administrator's Report, Mr. Saxon announced that Sikes Brothers had been scheduled to begin the Turn Lane Project at the new Industrial Park on Highway 25 North on November 4, 2024. However, the rain has set them back a bit. He stated that Sikes had 150 days to complete the project, which will conclude on April 3, 2025.
15. Next under Administrator's Report, Mr. Saxon stated that there will be a meeting with the architect and general contractor for the Recreation Department Grant Project tomorrow (11/13/2024) at 2:00 P.M. to discuss details of the revised bid, as the original bid came in over the grant amount.
16. Next under Administrator's Report, Mr. Saxon stated that several people had inquired about the leave buyback that the Board approved in February. He stated that employees would be allowed to sell back up to 40 hours of leave time, as long as the employees maintain at least 40 hours in their leave bank after the buyback. Mr. Saxon stated that he looks to pay out the leave on the first pay period of December.
17. Next under Administrator's Report, Mr. Saxon inquired if the Board wished to sponsor a Christmas Meal for employees? He stated that the event would be held on December 23, 2024 at noon at the Ag Building. The Board agreed by consent to proceed with the meal planning.
18. Next under Administrator's Report, Mr. Saxon inquired if the Board wished to provide an annual supplement for employees. He stated that the supplement would cost about \$9,000 and was included in the Budget. The calculation would be a base amount of \$50 for part time and \$100 for full time, with a longevity component of \$5 per year of service for full time employees. A motion was made by Commissioner Spann and seconded by Commissioner Coney to approve the annual supplement for employees. The motion carried unanimously.
19. Next under Administrator's Report, Mr. Saxon presented an updated Title VI Plan for the County's transit program, which must be updated every three years. He stated that the changes were mainly rider and census data. Mr. Saxon stated that the chairman would need to sign the update before submission to GDOT. A motion was made by Commissioner Powell and seconded by Commissioner Coney to approve the Title VI update for the County's Transit Program. The motion carried unanimously.

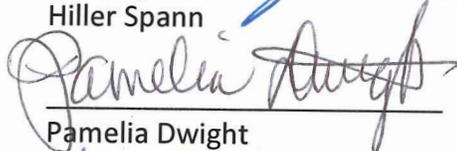
20. Finally under Administrator's Report, Mr. Saxon reported that the Airport Beacon Tower Rehabilitation (new light and paint) is scheduled to begin on Monday, November 18, 2024.
21. Chairman Weathersby inquired about the replacement of the AC units for the Extension Office. Mr. Saxon stated that he requested a quote from Roscoe Laircey today and that he should have the quote this week.
22. Chairman Weathersby asked questions regarding the debris cleanup. Mr. Saxon stated that the Army Corps of Engineers was contracting with the State so Jenkins County would not have to front any money to pay for the cleanup. Mr. Saxon also stated that he provided information for local providers to the debris contractor.
23. A motion was made by Commissioner Spann and seconded by Commissioner Powell to enter Executive Session at 4:39 P.M. The motion carried unanimously.
24. A motion was made by Commissioner Spann and seconded by Commissioner Powell to exit Executive Session at 5:02 P.M. The motion carried unanimously. The Board members signed an affidavit that only 2 personnel matters were discussed.
25. A motion was made by Commissioner Spann and seconded by Commissioner Coney to improve a pay increase for Ed Bowen to \$20.00 per hour and to make it retroactive to cover the previous pay period. The motion carried unanimously.
26. Chairman Weathersby adjourned the meeting at 5:03 P.M.


Chairman Horace Weathersby III


Tracie Coney


Jonathan Powell


Hiller Spann


Pamela Dwight


Attest: Grady Saxon, Administrator

Section 2: Title VI Policy Statement

Policy Statement

Jenkins County Transit, operating as a public transit provider, as a recipient of Federal Transit Administration (FTA) grant dollars either directly from FTA or through the Georgia Department of Transportation (GDOT), will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the U.S. Department of Transportation implementing regulations, FTA Circular 4702.1B, and GDOT Public Transportation requirements as specified in Master Grant Agreement, and State Management Plan. Jenkins 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.

Section 3: Title VI Notice to the Public

Title VI Notice to the Public

Notifying the Public of Rights Under Title VI

Jenkins County Transit

- Jenkins 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 the Jenkins County Transit.
- For more information on Jenkins County Transit's civil rights program or Title VI obligations, the procedures for, or to file a complaint, please contact:

Grady Saxon, County Administrator , Title VI Coordinator

478-982-2563, TTY 800-255-0056

Email: gradysaxon@jenkinscountyga.gov;

Or visit our administrative office at

833 E. Winthrope Ave. Millen, GA 30442

For more information, visit www.jenkinscountyga.com

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

or to

- Federal Transit Administration, Office of Civil Rights, Director
East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC, 20590.
- If information is needed in another language, contact **1-877-746-4674**.
- Si se necesita información en otro idioma, comuníquese con **1-877-746-4674**.

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

1. Jenkins County transit office
2. Transit vans
3. Jenkins County website

Section 4: Title VI Complaint Procedure

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

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

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

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

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

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

Jenkins County Transit has **60** days to investigate the complaint. If more information is needed to resolve the case, the Jenkins County Transit may contact the complainant requesting further information. The complainant has **15** 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 **15** business days, Jenkins County Transit can administratively close the case.

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

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

If the complainant wishes to appeal the decision it must direct the appeal back to the agency. The complainant has **30** days after receipt of the closure letter or the letter of finding to do so. The appeal will be investigated and decided by a separate party than the Title VI Coordinator (or other official who issued the initial decision). The appeal process information will be included in the letter.

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

Grady Saxon, Title VI Coordinator
478-982-2563, (TTY 800-255-0056)
Email: gradysaxon@jenkinscountyga.gov
Or visit our administrative office at
833 E. Winthrop Ave., Millen, GA 30442.

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

Or

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

If information is needed in another language, please contact **(877) 746-4674**.

*Si necesita información en otro idioma, por favor llame **(877) 746-4674**.*

Section 5: Title VI Complaint Form

**Jenkins County Transit
Title VI Complaint Form**

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

Section III:

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

Title VI: Race Color National Origin

Other (specify): _____

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

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

Section IV

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

Section V

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

Yes No

If yes, check all that apply:

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

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

Name:

Title:

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

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

Signature and date required below:

Signature

Date

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

**Jenkins County Transit
 Grady Saxon, Title VI Coordinator
 833 E. Winthrope Ave.
 Millen, GA 30442
 478-982-2563
gradysaxon@jenkinscountyga.gov**

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

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

Check One:

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

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

Section 7: Public Participation Plan

Jenkins County Transit's *Public Involvement Philosophy*

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

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

The agency embraces several specific goals:

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

Strategies and Desired Outcomes

To promote inclusive public participation, Jenkins County Transit will employ the following strategies, as appropriate:

- ✓ Provide for early, frequent and continuous engagement by the public
- ✓ Select accessible and varied meeting locations and times
- ✓ Employ different meeting sizes and formats
- ✓ Use social media in addition to county resources as a way to gain public involvement

In addition to these general strategies, Jenkins County Transit has employed these specific activities:

- Mail letters/flyers to all area churches annually
- Ensure updated flyers are maintained in all County Buildings and on transit buses year-round

Public Outreach Activities

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

Specific Public Participation activities are listed in the table below:

Event Date	Jenkins County Transit Staffer(s) or Department	Activity	Communication Method (Public notice, posters, social media)	Notes
06/2021	P. Wilson	Posted Notice	Flyer	Posted on the bus

Section 8: Four Factor Analysis and LEP Data

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

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

Background

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

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

Framework for Deciding when Language Services are Needed

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

FOUR-FACTOR ANALYSIS

The Four Factor Analysis is a local assessment that considers:

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

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

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

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

Service Area Overview

Jenkins County Transit service area encompasses Jenkins County, Cities of Millen and Perkins. Home to 8438 people spread over 347.40 square miles, the service area's population speaks 3 different language groups. However, the overall numbers of residents who speak English 'less than very well' are very low. Of the total service area population of 8438, 316 or 3.74% of the population of residents, report speaking English less than very well. A breakdown of the language groups, and those speaking English less than very well

are shown below;

Table: ACSDT5Y2022.C16001

	Jenkins County, Georgia	
Label	Estimate	%
Total:	8,438	
Speak only English	7,975	
Spanish:	454	
Speak English "very well"	138	
Speak English less than "very well"	316	3.74%
French, Haitian, or Cajun:	0	
German or other West Germanic languages:	0	
Russian, Polish, or other Slavic languages:	0	
Other Indo-European languages:	0	
Korean:	0	
Chinese (incl. Mandarin, Cantonese):	0	
Vietnamese:	0	
Tagalog (incl. Filipino):	0	
Other Asian and Pacific Island languages:	9	
Speak English "very well"	9	
Speak English less than "very well"	0	
Arabic:	0	
Other and unspecified languages:	0	

<https://data.census.gov/cedsci/> Table C16001

The Safe Harbor Provision

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

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

A vital document is any document that is critical for ensuring meaningful access to the recipients' major activities and programs by beneficiaries generally and LEP persons specifically. Whether or not a document (or the information it solicits) is "vital" may depend upon the importance of the program, information, encounter, or service involved, and the consequence to the LEP person if the information in question is not provided accurately or in a timely manner.

The data above shows that zero languages meet the Safe Harbor threshold. Jenkins County is home to 8438 people and most speak English very well. The number of people who speak other languages and English less than very well all comprise 0.0 % of the population each.

Designation of Vital Documents

Based on the zero population of residents who speak English less than very well, no languages meet the Safe Harbor Threshold in our service area. The agency is therefore not

designating any vital documents at this time. However, any unmet language needs will still be met as described in the Language Access Plan, below.

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

Jenkins County Transit has not had any riders in the past 18 years of operations that do not speak English less than very well. However, we will keep record of any frequency in which LEP person encounters the transit agency and adjust their LEP plan as needed.

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

Jenkins County Transit services likely affect every community member in some way. Our transit services are used daily by people who do not have access to their own transportation. Our services allow riders access to grocery stores, medical appointments, work, social service agencies, social activities, and a variety of other essential destinations.

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

Factor Four: Resources and Costs for LEP Outreach

Given that Jenkins County Transit has zero number of LEP citizens, we can meet the needs of its LEP population through relatively simple means.

Jenkins County Transit recognizes there will be times when professional interpretation or translation services are needed. In those cases where a citizen needs to communicate with us in another language, Glascock County will provide translations or interpreters upon request.

Section 9: Language Assistance Plan

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

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

The **Jenkins County Transit's** Language Assistance Plan includes the following elements:

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

Four Factor Analysis Results: LEP Populations Served

Item #1 – Four Factor Analysis Results: LEP Populations Served

The data above shows that zero languages meet the Safe Harbor threshold. Jenkins County is home to 8438 people and most speak English very well. The number of people who speak other languages and English less than very well all comprise 0.0 % of the population each.

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

The Jenkins County Transit will provide translations and interpreters upon request.

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

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

- Title VI Program including the Language Assistance Plan is made available on website, if applicable, and hard copy in central office.

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

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

Updates will continue to include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.
- Determination as to whether the need for translation services has changed.
- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether Jenkins County Transit's financial resources are sufficient to fund language assistance resources needed.
- Determine whether Jenkins County Transit has fully complied with the goals of this LEP Plan.
- Determine whether complaints have been received concerning Jenkins County Transit's failure to meet the needs of LEP individuals

Item #5 – Description of how Employees are Trained to Provide Language Assistance to LEP Persons

The following training will be provided to Jenkins County Transit staff:

- Information on the Jenkins County Transit Title VI Procedures and LEP responsibilities.
- Description of language assistance services offered to the public.
- How to handle a potential Title VI / LEP complaint.

"I Speak" Language Identification Card

Note: For additional languages visit the US Census Bureau website

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

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

Section 10: Minority Representation Information

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

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

Section 11: Providing Assistance to and Monitoring Subrecipients

1. Does agency provide funding to subrecipients?

No, the agency does not have subrecipients.

Section 12: Title VI Equity Analysis for Facility Acquisition

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

No, the agency has not built a facility