



Title VI Plan

Language Assistance Plan (LAP) for Limited English Proficiency (LEP) Individuals
Council of San Benito County Governments
330 Tres Pinos Road, C7 | Hollister, CA 95023 | 831.637.7665

Notice on Alternate Format

To obtain services or copies in an alternate format or language, please contact Veronica Lezama, Transportation Planner, at (831) 637-7665, extension 206, veronica@sanbenitocog.org, or visit the website www.SanBenitoCOG.org.

(Spanish) Para recibir servicios o copias en otro formato o idioma, contacte a Veronica Lezama, Planificadora de Transporte, al (831) 637-7665, extensión 206, veronica@sanbenitocog.org, o visite el sitio web www.SanBenitoCOG.org.

Title VI Plan

Geographic Setting

San Benito County is a rural and agricultural community in the Central Coast Region, south of Silicon Valley. The County has two incorporated cities – Hollister, population 35,000, and San Juan Bautista, population 1,700 – and various unincorporated communities. The north and northwest segments of the County are comprised of urban areas, leaving the southern portion of the County primarily rural. The population in the County was 55,269 according to the 2010 U.S. Census.

Council of Governments Structure

Established in 1973, the Council of San Benito County Governments (Council of Governments) is the regional transportation planning agency representing the County of San Benito, and the Cities of Hollister and San Juan Bautista. The Council of Governments provides a forum for addressing transportation matters of area wide interest and builds consensus on transportation issues facing the region.

Council of Governments Board of Directors

The governing board for Council of Governments is made up of five members. Two members are appointed by the San Benito County Board of Supervisors, two from the City of Hollister and one from the City of San Juan Bautista.

Ignacio Velazquez, Chair
Mary Vazquez Edge, Vice Chair
Rolan Resendiz
Mark Medina
Bob Tiffany
Scott Eades

Hollister City Council
City of San Juan Batista
Hollister City Council
San Benito County
San Benito County
Caltrans District 5 (Ex-officio)

Council of Governments Board Alternates

Rick Perez
César E. Flores
Kollin Kosmicki

City of Hollister
City of San Juan Batista
San Benito County

Council of Governments Professional Staff

Mary Gilbert
Norma Rivera
Veronica Lezama
Regina Valentine
Monica Gomez
Griselda Arevalo

Executive Director
Administrative Services Specialist
Transportation Planner
Transportation Planner
Secretary
Office Assistant

Contents

NOTICE ON ALTERNATE FORMAT	1
GEOGRAPHIC SETTING	2
COUNCIL OF GOVERNMENTS STRUCTURE.....	2
COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS	2
COUNCIL OF GOVERNMENTS BOARD ALTERNATES	2
COUNCIL OF GOVERNMENTS PROFESSIONAL STAFF	2
HEADING 3	2
I. TITLE VI POLICY STATEMENT	4
II. TITLE VI PROGRAM	5
PLAN STATEMENT	5
GENERAL REPORTING REQUIREMENTS	5
TITLE VI POLICY.....	8
NOTICE TO BENEFICIARIES.....	8
SPANISH NOTICE TO BENEFICIARIES.....	9
AVISO A LOS BENEFICIARIOS.....	9
LOCATION OF TITLE VI NOTICE POSTING.....	9
TITLE VI COMPLAINTS AND PROCEDURES (INVESTIGATIONS, COMPLAINTS, AND LAWSUITS)	10
COMPLAINT PROCESS	11
COMPLAINT PROCEDURES IN SPANISH.....	12
PROCEDIMIENTO PARA QUEJAS DEL TÍTULO VI.....	12
ENGLISH TITLE VI COMPLAINT FORM.....	13
SPANISH TITLE VI COMPLAINT FORM.....	15
III. LANGUAGE ASSISTANCE PLAN (LAP) FOR LIMITED ENGLISH PROFICIENCY (LEP) INDIVIDUALS	18
LANGUAGE ASSISTANCE PLAN (LAP) PLAN SUMMARY	19
FOUR – FACTOR ANALYSIS	20
1. POTENTIAL NUMBER OF LEP PERSONS SERVED	20
2. SERVICE CONTACT FREQUENCY OF LEP PERSONS.....	20
3. SIGNIFICANCE OF PROGRAMS TO LEP PERSONS	21
4. AVAILABLE RESOURCES FOR LEP ASSISTANCE.....	21
IMPLEMENTATION	22
IDENTIFYING LEP INDIVIDUALS WHO NEED LANGUAGE ASSISTANCE	22
LANGUAGE ASSISTANCE MEASURES	22
TRANSLATION OF VITAL DOCUMENTS AND SAFE HARBOR PROVISION.....	23
PUBLIC INVOLVEMENT.....	23
NOTICE TO LEP PERSONS.....	23
MONITORING AND UPDATING THE LEP PLAN.....	24
STAFF TRAINING.....	24
VI. NON-ELECTED COMMITTEES AND COUNCILS	26
COUNCIL OF SAN BENITO COUNTY GOVERNMENTS	26
SOCIAL SERVICE TRANSPORTATION ADVISORY COUNCIL (SSTAC)	26
TECHNICAL ADVISORY COMMITTEE (TAC).....	26
TITLE VI FACILITIES EQUITY ANALYSIS.....	27
APPENDIX 1: RESOLUTION ADOPTING THE TITLE VI PROGRAM	29
APPENDIX 2: LANGUAGE IDENTIFICATION FLASHCARD	30
APPENDIX 3: TITLE VI EMPLOYEE EDUCATION FORM.....	31

I. Title VI Policy Statement

The Council of San Benito County Governments (Council of Governments) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, national origin, age, gender, or disability, pursuant to title VI of the Civil Rights Act of 1964, as amended.

Towards this end, it is Council of Governments' objective is to:

- Ensure that the level of quality of transportation programs, projects and services are provided without regard to race, color, national origin, age, gender, or disability;
- Promote the full and fair participation of all affected populations in transportation decision-making;
- Prevent the denial, reduction, or delay in benefits related programs and activities that benefit minority populations or low income populations; and
- Ensure meaningful access to programs and activities by persons with Limited English Proficiency (LEP).

The Executive Director, management, and all employees share the responsibility of carrying out the Council of Governments' commitment to Title VI compliance. Title VI complaints are investigated through the complaint procedures process.

Signed: Mary Gilbert, Executive Director

Date:

II. Title VI Program

Plan Statement

The Title VI Program was developed to guide the Council of San Benito County Governments (Council of Governments) and its administration and management of Title VI-related activities, and details how the agency meets the requirements, as set forth in Federal Transit Administration (FTA) Circular 4702.1B. Specifically, Section 601 under Title VI of the Civil Rights Act of 1964 states the following:

“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

General Reporting Requirements

Chapter III of FTA Circular 4702.1B addresses the general reporting requirements for recipients and sub-recipients of Federal Transit Administration (FTA) funding to ensure that their activities comply with Department of Transportation (DOT) Title VI regulations. Below are summaries of each requirement and how the Council of Governments’ Title VI Program fulfills that requirement.

A. REQUIREMENT TO PROVIDE TITLE VI 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 DOT’s Title VI regulations. This requirement shall be fulfilled when the applicant/recipient submits its annual certifications and assurances to FTA.

The Council of Governments submits annual Certifications and Assurances to the California Department of Transportation (Caltrans) and the Federal Transit Administration (FTA).

B. REQUIREMENT TO PREPARE AND SUBMIT A TITLE VI PROGRAM

Sub-recipients shall submit Title VI Programs to the primary recipient from whom they receive funding in order to assist the primary recipient in its compliance efforts.

The Council of Governments approves the Title VI Program by resolution and submits it to the California Department of Transportation, Appendix 1.

C. REQUIREMENT TO NOTIFY BENEFICIARIES OF PROTECTION UNDER TITLE VI

The Title VI Program shall include recipient’s Title VI notice to the public that indicates the recipient complies with Title VI, and informs members of the public of the protections against discrimination afforded to them by Title VI, include a list of locations where the notice is posted.

The Council of Governments has developed a bilingual Title VI Notice to Beneficiaries following the guidelines of Circular FTA C 4702.1B. A copy of the notice is found in this Title VI Program, Page 8.

D. REQUIREMENT TO HAVE TITLE VI COMPLAINT PROCEDURES AND A COMPLAINT FORM

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 members of the public. Recipients must also develop a Title VI complaint form, and the form and procedure for filing a complaint shall be available on the recipient's website.

The Council of Governments has developed a bilingual Title VI Complaint Procedure form. In this Title VI Program, the agency outlines the Title VI Complaint Procedures and a copy of the Title VI Complaint form in both English and Spanish, page 10.

The complaint procedures and form are available in English and Spanish on the Council of Governments website, www.SanBenitoCOG.org. Individuals who do not have access to the internet may request that the Council of Governments mail them a paper copy of the procedures and form.

E. REQUIREMENT TO RECORD, AND REPORT TRANSPORTATION RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS

In order to comply with the reporting requirements of 49 CFR Section 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 conducted by entities other than FTA; lawsuits; and complaints naming the recipient. This list shall include the date that the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to, the investigation, lawsuit, or complaint.

The Council of Governments will maintain a list of all investigations, lawsuits and complaints naming the Council of Governments according to the guidelines of Circular FTA C 4702.1B. In addition, the Council of Governments will maintain permanent records of all related documents. The Council of Governments has not received any Title VI complaints of discrimination and therefore does not have any investigations or lawsuits to report; however, the processes are in place in the event that complaints are made.

F. REQUIREMENT TO PROMOTE INCLUSIVE PUBLIC PARTICIPATION

The content and considerations of Title VI, the Executive Order on Limited English Proficiency (LEP), and the DOT LEP Guidance shall be integrated into each recipient's established public participation plan or process (i.e., the document that explicitly describes the proactive strategies, procedures, and desired outcomes that underpin the recipient's public participation activities).

The Council of Governments' Public Participation Policy was developed in coordination with the Association of Monterey Bay Area Governments (AMBAG) and is enclosed in this Title VI Program, page 18. The Council of Governments ensures that minority and LEP populations, as with all members of the public, will be empowered to participate in decisions involved with Council of Governments transportation planning and programming activities.

G. REQUIREMENT TO PROVIDE MEANINGFUL ACCESS TO LEP PERSONS

Consistent with Title VI of the Civil Rights Act of 1964, DOT's implementing regulations, and Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" (65 FR 50121, Aug. 11, 2000), 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).

Please see the Council of Governments' Limited English Proficiency (LEP) Plan enclosed to this Title VI Program, page 21. The Council of Governments Four Factor Analysis and Action Plan are contained therein.

H. MINORITY REPRESENTATION ON PLANNING AND ADVISORY BODIES

Title 49 CFR Section 21.5(b)(1)(vii) states that a recipient may not, on the grounds of race, color, or national origin, "deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program." Recipients that have transportation-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.

Enclosed in the Plan is the Council of Governments' Table Depicting Racial Breakdown of the Membership of Committees and Councils Selected by the Council of Governments, page 27.

I. REQUIREMENT TO PROVIDE ADDITIONAL INFORMATION UPON REQUEST

FTA may request, at its discretion, information other than that required by this Circular from a recipient in order for FTA to investigate complaints of discrimination or to resolve concerns about possible noncompliance with DOT's Title VI regulations.

The Council of Governments will fully cooperate with any FTA investigation of discrimination complaints to the extent required by Title VI regulations.

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

Title VI Policy

The Council of Governments operates its programs and services ensuring that no person shall be excluded from the equal distribution of its services and amenities based on their race, color, or 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 discriminator practice under Title VI may file a complaint with the Council of Governments and/or with the Federal Transit Administration (FTA).

Title VI of the Civil Rights Act of 1964 requires that no person in the United States, on the grounds of race, color or national origin be excluded from, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Presidential Executive Order 12898 addresses environmental justice in minority and low-income populations. Presidential Executive Order 13166 addresses services to those individuals with limited English proficiency.

The Council of Governments developed a notice to the public – informing the public of rights under Title VI. The Title VI Notice to the Public is provided in English and Spanish.

Notice to Beneficiaries.

Notifying the Public of Rights Under Title VI Council of San Benito County Governments

The Council of San Benito County Governments (Council of Governments) operates its programs and services without regard to race, color, or 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 Council of Governments.

For more information on the Council of Governments' civil rights program, and the procedures to file a complaint, call 831.637.7665, visit our administrative office at 330 Tres Pinos Road, Suite C7 in Hollister, CA, or visit www.SanBenitoCOG.org.

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

To obtain services or copies in an alternate format or language, please contact Veronica Lezama, Transportation Planner, at (831) 637-7665, extension 206, veronica@sanbenitocog.org, or visit the website www.SanBenitoCOG.org. If information is needed in another language, call 831.637.7665.

Spanish Notice to Beneficiaries

Aviso a Los Beneficiarios

Notificar al público de los derechos bajo el título VI
Concilio de Gobiernos del Condado de San Benito

El Concilio de Gobiernos del Condado de San Benito (COG) opera sus programas y servicios sin respecto a raza, color y origen nacional con arreglo al título VI de la Civil Ley de derechos. Cualquier persona que cree que él o ella ha sido agraviado por cualquier práctica discriminatoria ilegal bajo el título VI puede presentar una queja con la COG

Para obtener más información sobre el programa derechos civiles capaz de industrias y el procedimiento para presentar una queja, llame al 831.637.7665 o visite nuestra oficina administrativa en 330 Tres Pinos Road, Suite C7 en Hollister, CA o visite www.SanBenitoCOG.org.

Un demandante puede presentar una queja directamente con el Federal Transit Administration por archivar una queja con la Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

Para recibir servicios o copias en otro formato o idioma, contacte a Veronica Lezama, Planificadora de Transporte, al (831) 637-7665, extensión 206, veronica@sanbenitocog.org, o visite el sitio web www.SanBenitoCOG.org. Si se necesita información en otro idioma, contacte al 831.637.7665.

Location of Title VI Notice Posting

A copy of the Council of Governments' Title VI Notice to the Public is posted at the following locations:

Location:	Address	City
Council of Governments Administration Office	330 Tres Pinos Road, Suite C7	Hollister

Program information is also provided on the Council of San Benito County Governments' website at: www.SanBenitoCOG.org. The Local Transportation Authority, which Board and staff is composed of the Council of Governments, posted the Title VI Notice at the Transit Operations Facilities located at 3220 Southside Road in Hollister, at the Jovenes de Antaño Office located at 300 West Street in Hollister and on the County Express website www.SanBenitoCountyExpress.org.



Title VI Complaints and Procedures (Investigations, Complaints, and Lawsuits)

Title VI of the Civil Rights Act of 1964 requires that no person in the United States, on the grounds of race, color or national origin be excluded from, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Presidential Executive Order 12898 addresses environmental justice in minority and low-income populations. Presidential Executive Order 13166 addresses services to those individuals with limited English proficiency.

Any person who believes that they have been excluded from, denied the benefits of, or been subjected to discrimination may file a written complaint with the Council of San Benito County Governments. Federal and State law requires complaints be filed within one-hundred eighty (180) calendar days of the last alleged incident.

To request additional information on the Council of Governments' nondiscrimination obligations or to file a Title VI Complaint, please submit your request to:

Council of San Benito County Governments
Attn: Title VI Complaint
330 Tres Pinos Road, Suite C7
Hollister, CA 95023
Tel: 831.637.7665
Fax: 831.636.4160

Complaint Forms can also be obtained at the Council of Governments Office at 330 Tres Pinos Road, Suite C7 in Hollister, CA or online at www.SanBenitoCOG.org.

Complaint Process

The Council of Governments will begin an investigation within fifteen (15) working days of receipt of a complaint and will contact the complainant in writing no later than (30) working days after receipt of complaint for additional information, if needed. If the complainant fails to provide the requested information in a timely basis, the Council of Governments may administratively close the complaint.

The Council of Governments will complete the investigation within ninety (90) days of receipt of the complaint. If additional time is needed for investigation, complainant will be contacted. A written investigation report will be prepared by the investigator. This report shall include a summary description of the incident, findings, and recommended corrective action.

A closing letter will be provided to the complainant and the respondent or respondent department. Parties will have five (5) working days from receipt of the closing letter to appeal. If neither party appeals, the complaint will be closed. If required, the investigation report will be forwarded to the appropriate federal agency.

Complaint Procedures in Spanish

Procedimiento para Quejas del Título VI

El Título VI de la Ley de Derechos Civiles de 1964 establece que ninguna persona de los Estados Unidos será excluida de participar en cualquier programa o actividad que reciba asistencia financiera federal, ni se le negará los beneficios de dichos programas o actividades, ni será discriminado en ellos, por causa de su raza, color o nacionalidad. El decreto presidencial 12898 aborda la justicia del medio ambiente en las poblaciones de minorías y de bajos ingresos. El decreto presidencial 13166 aborda el tema de los servicios para aquellas personas que tienen conocimientos limitados del idioma inglés.

Toda persona que crea haber sido excluida, que se le negaron los beneficios, o que fue discriminada puede presentar una queja por escrito al Concilio de Gobiernos del Condado de San Benito (COG). La legislación federal y estatal exige que las quejas sean presentadas dentro de los ciento ochenta (180) días calendario del último supuesto incidente.

Para obtener información adicional sobre las obligaciones de no discriminación de COG o para presentar una queja de Título IV, por favor comuníquese con el:

Concilio de Gobiernos del Condado de San Benito
Attn: Queja Titulo VI
330 Tres Pinos Road, Suite C7
Hollister, CA 95023
Tel: 831.637.7665, Ext. 206 Fax: 831.636.4160

Los formularios de queja también están disponibles en la oficina de COG en 330 Tres Pinos Road, Suite C7 en Hollister, CA o página web de: www.SanBenitoCOG.org.

Proceso de Quejas del Título VI

La agencia COG comenzará una investigación dentro de los quince (15) días hábiles a partir de la recepción de la queja. En caso de que sea necesario solicitar información adicional, la agencia COG se comunicará con el demandante por escrito en un plazo de no más de treinta (30) días hábiles luego de recibir la queja. Si el demandante no proporcionara la información solicitada de forma oportuna, la agencia COG podrá cerrar el caso de forma administrativa.

La agencia COG completará la investigación dentro de los noventa (90) días a partir de la recepción de la queja. En caso de necesitar más tiempo para la investigación, se contactará al demandante. El investigador preparará un informe escrito de la investigación. Este informe deberá incluir un resumen de la descripción del incidente, las conclusiones y las medidas correctivas recomendadas.

Se le enviará una carta que informe que el caso se ha cerrado al demandante y al demandado o departamento demandado. Las partes tendrán cinco (5) días hábiles desde la recepción de la carta de cierre del caso para apelar. En caso de que ninguna de las partes apele, se cerrará el caso. De ser necesario, se enviará el informe de investigación a la agencia federal correspondiente.

English Title VI Complaint Form

Section I:		
1. Name:		
2. Address:		
3. Telephone:		3.a. Secondary Phone:
4. Email Address:		
5. Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
Section II:		
6. Are you filing this complaint on your own behalf?	YES*	NO
*If you answered "yes" to #6, go to Section III. If you answered "no" to #6, go to #7.		
7. What is the name of the person for whom you are filing this complaint? Name		
8. What is your relationship with this individual:		
9. Please explain why you have filed for a third party:		
10. Please confirm that you have obtained permission of the aggrieved party to file on their behalf.	YES	NO
Section III:		
11. I believe the discrimination I experienced was based on (<i>check all that apply</i>): <input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin		
12. Date of alleged discrimination: (<i>mm/dd/yyyy</i>)		
13. Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known), as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.		

Section IV:		
14. Have you previously filed a Title VI complaint with the Council of San Benito County Governments?	YES	NO
Section V:		
15. Have you filed this complaint with any other Federal, State, or local agency, or with any court? <input type="checkbox"/> YES* <input type="checkbox"/> NO If yes, check all that apply: <input type="checkbox"/> Federal Agency _____ <input type="checkbox"/> State Agency _____ <input type="checkbox"/> Federal Court _____ <input type="checkbox"/> Local Agency _____ <input type="checkbox"/> State Court _____		
16. If you answered "yes" to #15, provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		Email:
Section VI:		
Name of Agency complaint is against:		
Contact Person:		
Telephone:		

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

Signature and date are required below to complete form:

Signature _____ Date _____

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

Council of San Benito County Governments
Attn: Title VI Complaint
330 Tres Pinos Road, Suite C7
Hollister, CA 95023

Spanish Title VI Complaint Form

Parte I:		
1. Nombre:		
2. Dirección Residencial:		
3. Teléfono:		3.a. Otro teléfono:
4. Dirección de correo electrónico:		
5. ¿Requisitos de formato accesible?	<input type="checkbox"/> Letra Grande	<input type="checkbox"/> Cinta de audio
	<input type="checkbox"/> Dispositivos electrónicos para sordos (TDD)	<input type="checkbox"/> Otro
Parte II:		
6. ¿Está presentando esta queja en su propio nombre?		Sí* No
*Si usted contesto "sí" a #6, vaya a la Sección III. Si su respuesta es "no" a #6, vaya a #7.		
7. ¿Cuál es el nombre de la persona para la cual usted está presentando esta queja?		
Nombre:		
8. ¿Cuál es su relación con esta persona?:		
9. Por favor explique por qué ha presentado por un tercero :		
10. Por favor confirme que ha obtenido permiso de la parte agraviada para presentar en su nombre.		Sí No
Parte III:		
11. Creo que la discriminación que viví fue basada en (<i>marque todas las que apliquen</i>):		
<input type="checkbox"/> Raza <input type="checkbox"/> Color <input type="checkbox"/> Nacionalidad		
12. Fecha del presunto acto de discriminación: (<i>mm/dd/yyyy</i>)		
13. Explique lo más claramente posible lo que pasó y por qué cree que fue discriminado. Describa a todas las personas que estuvieron involucradas. Incluya el nombre y la información de contacto de la persona (s) que lo discriminó (si se conoce), así como los nombres y datos de contacto de testigos. Si se necesita más espacio, por favor utilice el reverso de este formulario.		

Parte IV:		
14. ¿Ha presentado anteriormente una queja del Título VI con el Concilio de Gobiernos del Condado de San Benito?	Sí	No
Parte V:		
15. ¿Presentó esta demanda ante otra agencia federal, estatal, local o ante un tribunal? <input type="checkbox"/> Sí* <input type="checkbox"/> No Si la respuesta es sí, marque todas las que apliquen: <input type="checkbox"/> Agencia Federal _____ <input type="checkbox"/> Agencia Estatal _____ <input type="checkbox"/> Tribunal Federal _____ <input type="checkbox"/> Agencia Local _____ <input type="checkbox"/> Tribunal Estatal _____		
16. Si usted contestó "sí" a # 15, proporcionar información acerca de una persona de contacto en la agencia / tribunal donde se presentó la queja.		
Nombre:		
Título:		
Agencia:		
Dirección:		
Teléfono:		Dirección de correo electrónico:
Parte VI:		
Nombre de la Agencia de cual la queja está en contra:		
Persona de contacto:		
Teléfono:		

Puede adjuntar cualquier material escrito o cualquier otra información que usted considere relevante para su queja.

Su firma y fecha son requeridas abajo para completar el formulario:

Firma _____ Fecha _____

Después de completar la solicitud, por favor, envíe por correo o entréguela en persona a la siguiente dirección:

Concilio de Gobiernos del Condado de San Benito
Attn: Queja Titulo VI
330 Tres Pinos Road, Suite C7
Hollister, CA 95023F

- Notices are translated to Spanish and posted alongside English notices at the Council of Governments office, onboard buses, bus stop shelters, on social media and online.
- Public meeting information is posted in English and Spanish on the Council of Governments website.
- The Council of Governments distributes meeting information to community groups and agencies that work with LEP populations.
- As identified in its Limited English Proficiency (LEP) Plan, the Council of Governments has four full time staff members to provide language assistance for Spanish language speakers.
- Spanish interpretation is provided at public meetings and hearings.
- Bus schedules and all public transit information is translated into Spanish.

III. Language Assistance Plan (LAP) For Limited English Proficiency (LEP) Individuals

While most individuals in the United States read, write, speak, and understand English, there are many individuals whose primary language is not English. Individuals who do not speak English as their primary language and possess a limited ability to read, write, speak, or understand English are considered by federal law to be limited English proficient, or “LEP.” This language unfamiliarity may prevent individuals from accessing services and benefits, and they may be entitled to language assistance with respect to a particular type or service, benefit, or encounter.

The Council of Governments prepared this Language Assistance Plan (LAP) to address its responsibilities as a recipient of federal financial assistance as they relate to the needs of Limited English Proficient (LEP) individuals. The LAP will help identify reasonable steps to provide language assistance for LEP persons who seek meaningful access to the Council of Governments services as required by Executive Order 13166.¹ More specifically, this plan details procedures for identifying a person who may need language assistance, the ways in which assistance may be provided, staff training, how to notify LEP persons that assistance is available, and potential future updates to the plan.

This Language Assistance Plan (LAP) has been prepared in accordance with Title VI of the Civil Rights Act of 1964, Federal Transit Administration Circular 4702.1B dated 10/01/12 October 1, 2012, which state that no person shall be subjected to discrimination on the basis of race, color, or national origin.

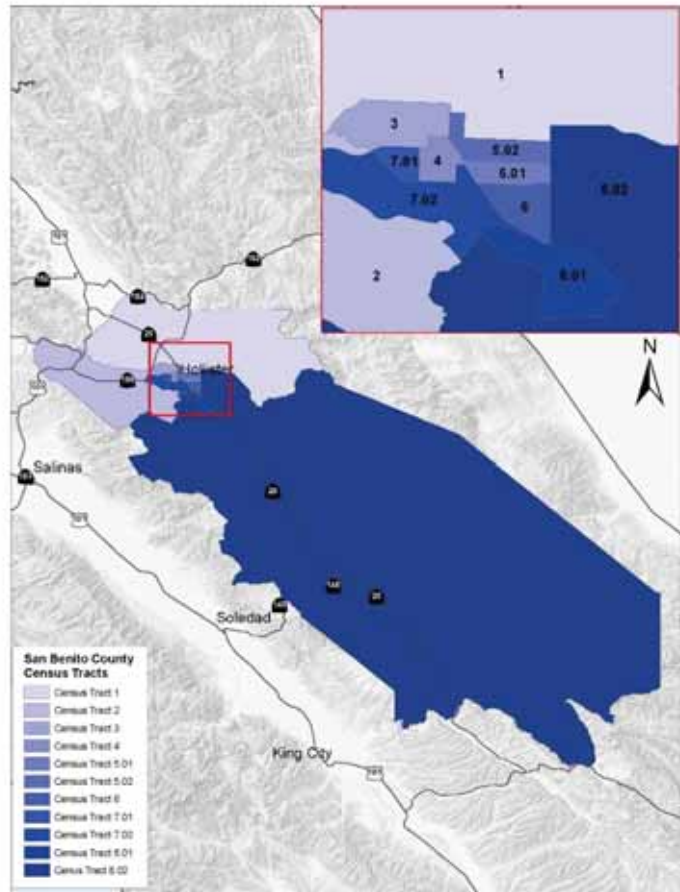
¹ A person with Limited English Proficiency is one who does not speak English as their primary language and who has a limited ability to read, write, speak, or understand English.

Language Assistance Plan (LAP) Plan Summary

The Council of Governments has developed the Language Assistance Plan (LAP) to help identify reasonable steps for providing language assistance to persons with Limited English Proficiency (LEP) who wish to access services provided by the Council of Governments. The Plan describes how to identify individuals who may need language assistance, methods to provide such assistance, staff training, and how to provide notification to LEP individuals impacted or encountered during the planning and development process. The main objective of this Plan is to ensure that community members throughout the San Benito County region have the opportunity to participate in the transportation planning and decision-making process. The LAP also identifies steps on how to notify Limited English Proficiency (LEP) persons that assistance is available.

In order to prepare this Plan, the Council of Governments undertook the U.S. Department of Transportation (U.S. DOT) four-factor LEP analysis which considers the following factors:

1. *Potential Number of LEP Persons Served*
 - The number or proportion of LEP persons in the service area who may be served or are likely to encounter a Council of Governments program, activity or service.
2. *Service Contact Frequency of LEP Persons* – The frequency with which LEP persons come in contact with the Council of Governments programs, activities or services.
3. *Significance of Programs to LEP Persons* – The nature and importance of programs, activities or services provided by the Council of Governments to the LEP population.
4. *Available Resources for LEP Assistance* – Available resources to the Council of Governments and overall costs to provide LEP assistance.



San Benito County Census Tracts
Source: Association of Monterey Bay Area Governments

A summary of the results of the Council of Governments four-factor analysis is in the following section.

Four – Factor Analysis

1. Potential Number of LEP Persons Served

The Council of Governments used past experiences and consulted to the U.S. Census to determine the likelihood that the LEP population would use a Council of Governments program or service. Due to the rural population of San Benito County, the smallest geographical area for identification is the use of Census Tracts.

In order to gain a comprehensive understanding of the profile of individuals that may be participating in the transportation planning process, the Council of Governments examines the American Community Survey demographic data for the San Benito County region, which is identified in the table below.

San Benito County Census Tract												
	1	2	3	4	5.01	5.02	6	7.01	7.02	8.01	8.02	% of Total Population
Spanish	540	652	1,315	1,735	631	1,124	733	1,296	473	33	313	16.51%
Other Indo-European	15	50	0	0	0	41	147	0	57	5	0	0.59%
Asian and Pacific Island	32	21	26	0	30	46	93	0	19	7	9	0.53%
All Other	0	0	0	44	0	0	0	0	4	0	0	0.09%

Number Of Individuals That Speak English “Less Than Very Well” By Census Tract In San Benito County
Source: 2011-2015 American Community Survey 5 Year Estimates Detailed Table B16001

2. Service Contact Frequency of LEP Persons

The LEP population in the San Benito County transportation planning area is diverse; however, the Council of Governments prior experience with LEP individuals has been primarily with Spanish language speakers. This is consistent with the identified majority of LEP individuals as Spanish language speakers above. The Council of Governments has assessed the frequency in which staff have, or could have, contact with LEP persons. This assessment included speaking with the staff regarding their interactions with LEP persons.

In developing long range transportation plans and other transportation planning activities, the Council of Governments gathers public input from a range of minority and low-income residents from community-based organizations. For example, Council of Governments staff has conducted community outreach meetings to provide an overview of the unmet transit needs assessment process and to announce transportation planning developments with LEP populations. Planning materials are often translated into Spanish to actively engage and involve residents who often do not participate in regional government planning activities.

Currently, there are four full-time Council of Governments employees that are bilingual in Spanish and English and are available throughout the day during business hours to LEP persons. If Council of

Governments staff is not available to provide translation, an interpreter is used at various public meetings in which a large group of LEP persons are anticipated.

3. Significance of Programs to LEP Persons

As the primary agency responsible for coordinating the regional transportation planning process for the San Benito County region, the Council of Governments must ensure that all segments of the population, including LEP persons, have the opportunity to be involved in the planning process. Evaluating the impact of proposed transportation investments on the underserved and underrepresented community groups is a significant step in developing a comprehensive transportation investment plan. As such, the Council of Governments provides oversight and helps ensure that LEP individuals and other underrepresented persons/groups are not overlooked in the transportation planning process. The Council of Governments develops and assists in coordinating several transportation planning documents including:

- Regional Transportation Plan (RTP);
- Overall Work Program (OWP);
- Bikeway and Pedestrian Master Plan;
- Short Range and Long Range Transit Plan;
- Unmet Transit Needs Identification and Analysis Report
- Public Transit - Human Services Coordination Plan;
- Public Participation Plan; and
- Other technical planning studies and projects, as needed.

These planning documents work in tandem to each other to serve as a program or schedule of short- and long-range transportation improvements and activities intended to be implemented through a combination of federal, state, regional, and local funding. The Council of Governments is committed to ensuring that planning projects and activities are accessible to all residents within the San Benito County region.

The forecasted plans and development of transportation projects and programs can have a significant impact on the San Benito County community. As a result, Council of Governments staff takes appropriate steps during the planning and public outreach processes of these studies to invite all members of the community in the public participation process, including reaching out to the LEP community. This ensures a variety of input from all stakeholders and community members, and that every effort is taken to make the planning process as inclusive as possible.

4. Available Resources for LEP Assistance

The Council of Governments currently translates its printed materials into Spanish for its LEP population. Basic translation and interpretation is provided by Council of Governments staff. However, more complex professional interpretation or translation services are provided by contracted services. Interpretation services are also provided at various Council of Governments related meetings, workshops, public hearings, etc.

Implementation

The Council of Governments developed its LEP Implementation Plan based upon the issues that were raised during the four-factor Analysis. The LEP Implementation Plan will provide details on how various items will be addressed by the Council of Governments. The Council of Governments will also continue efforts to monitor language assistance needs, and will work with state and local agencies to provide language translation and interpretation services, as needed, and within available funds.

Identifying LEP Individuals Who Need Language Assistance

The Council of Governments will continually monitor the language needs of the LEP individuals and will do the following:

- Continue to monitor the languages and English proficiency encountered by staff;
- For languages other than Spanish, staff will attempt to identify the LEP person's preferred language using the U.S. Census "I Speak" Language Identification Flashcard (Appendix 2);
- Continue to use data available from the U.S. Census, state, and local demographic data.

Language Assistance Measures

The Council of Governments has oral and written language assistance available to LEP persons on its vehicles, operations, and administration offices. Council of Governments staff can respond to LEP Persons inquiries in person, by telephone or in writing. To enhance the available language assistance, the Council of Governments currently will provide the following:

- Work with local social services agencies and organizations to provide services to LEP persons to disseminate information about Council of Governments services;
- Continually identify new agencies or organizations that can assist in disseminating information about Council of Governments services;
- Include a statement in notices regarding the availability of interpreting services at community events, public hearings and Board of Directors meetings with advance notice;
- Post Council of Governments Title VI Policy and Complaint form (English and Spanish) on the agency's website at: www.SanBenitoCOG.org.
- When an interpreter is needed for a language other than Spanish, in person or on the telephone, staff will attempt to access language assistance from a professional translation service or qualified community volunteers. A list of volunteers will need to be developed.
- All public workshops and hearings are structured to involve citizen participation from all populations, with translation either provided directly by Council of Governments staff (current staff includes two fluent Spanish language speakers) or allowed by a translator brought in to represent the person or group involved.
- When Spanish language speaking individuals provide public comment in writing or verbally, bilingual staff is assigned to contact said member of the public and provided the requested information. COG in general receives more Spanish language verbal request than those in writing. When Spanish language feedback is provided, COG identifies the original language in which the comment was provided.

Translation of Vital Documents and Safe Harbor Provision

According to the 2008-2012 American Community Survey 5 Year Estimates, there are 51,392 people in San Benito County. There were 10,458 individuals that spoke English ‘less than very well.’ The table below shows the breakdown of the major language groups spoken in San Benito County by Census Tract. As demonstrated in the table on page 29, Spanish is the only language that falls outside of the Safe Harbor Provision of over 5% or 1,000 individuals (whichever is less). The Council of Governments currently provides the following documents in English and Spanish:

- Title VI Notice to the Public, Complaint Procedures, and Complaint Form
- Public notices related to public meetings, hearings and project
- Program and project document flyers are translated.

The table below shows the number of individuals that speak English “less than well.”

San Benito County Census Tract												
	1	2	3	4	5.01	5.02	6	7.01	7.02	8.01	8.02	% of Total Population
Spanish	540	652	1,315	1,735	631	1,124	733	1,296	473	33	313	16.51%
Other Indo-European	15	50	0	0	0	41	147	0	57	5	0	0.59%
Asian and Pacific Island	32	21	26	0	30	46	93	0	19	7	9	0.53%
All Other	0	0	0	44	0	0	0	0	4	0	0	0.09%

Number of Individuals That Speak English “Less Than Very Well” By Census Tract in San Benito County
Source: 2011-2015 American Community Survey 5 Year Estimates Detailed Table B16001

The Council of Governments will continue to monitor the proportions of LEP individuals languages and will translate vital documents in additional languages should additional languages fall outside of the Safe Harbor Provision.

Public Involvement

Should the Council of Governments produce a document that LEP individuals may read or schedule an event that may have LEP individuals in attendance, or may have interest in, the Council of Governments shall have the documents, meeting notices or flyers, printed in an alternate language based on the known LEP populations. Interpreters will be available on an as needed basis.

Notice to LEP Persons

A link to the Council of Governments’ Title VI Procedures and LEP Plan is available on the Council of Governments website at www.SanBenitoCOG.org. Any person or agency with internet access will be able to access and download the Plan from the abovementioned website. Alternatively, any person or agency may request a copy of the Plan via telephone, fax, mail, or in person and shall be provided a copy of the Plan at no cost. LEP individuals may request copies of the Plan in translation which the Council of

Governments will provide, if feasible. El Concilio de Gobiernos traducirá el Plan de Dominio Limitado de Inglés en español, si se factible.

Questions or comments regarding the LEP Plan may be submitted to Council of Governments Title VI Administrator:

Council of San Benito County Governments
Attn: Title VI Administrator
330 Tres Pinos Road, Suite C7
Hollister, CA 95023
Phone: 831.637.7665
Fax: 831.636.4160

Monitoring and Updating the LEP Plan

The Council of Governments reviews and updates its LEP plan every three years. At a minimum, the Plan will be reviewed and updated when new data from the most current U.S. Census is available, or when the concentrations of LEP individuals presence in the Council of Governments service area is observed.

Updates may include, but will not be limited to, the following:

- Description of any new concentrations of LEP individuals based on ongoing monitoring of front-line staff interactions with clients;
- Updated analysis of the current LEP population within the service area;
- Assessment of the need for translation services;
- Assessment of the effectiveness and success of current language assistance programs;
- Determine whether financial resources are sufficient to fund language assistance resources;
- Determine whether the Council of Governments has fully complied with the goals of this LEP Plan;
- Determine whether complaints received are an effect of the Council of Governments' inability to meet the needs of the LEP individuals;
- Update procedures or contact information.

Staff Training

The Council of Governments does not have a formal training program. However, new employees are required to sign an Employee Title VI Education Form (Appendix 3). The Council of Governments administration office currently has three full time Spanish language speaking staff that are able to address Spanish speaking client questions and/or concerns. The Council of Governments strives to schedule its staff so that there is someone who can speak Spanish available during normal business hours. The Council of Governments staff is trained to communicate with Spanish speaking clients in a respectful and professional manner.

In addition, Council of Governments staff provides extensive data and technical assistance to the region's public transit operators, and to multiple social service agencies that provide transportation services for elderly and disabled populations within the San Benito County region. In addition, the Council of Governments Social Services Transportation Advisory Council (SSTAC) provides a forum for regional public and private social service transit agencies to collaborate on identifying and addressing the transportation needs of every population group within the region.

The Council of Governments is developing a standard training session for its staff and operations contractors on the following topics:

- How to respond to LEP callers;
- How to respond to correspondence from LEPs;
- How to respond to LEPs in person;
- How to document LEP need;
- How to respond to civil rights complaints.

VI. Non-Elected Committees and Councils

The Council of Governments strives to appoint diverse group of community representatives to its advisory committees.

Council of San Benito County Governments

The Board of Directors is comprised of locally elected officials that were appointed to the Council of San Benito County Governments' Board of Directors from their respective jurisdictions. The Board is comprised of two representatives from the Board of Supervisors, two representatives from the City of Hollister and one representative from the City of San Juan Bautista.

Social Service Transportation Advisory Council (SSTAC)

Per section 99238 of the Transportation Development Act, each transportation planning agency shall provide for the establishment of a social services transportation advisory council for each county, or counties operating under a joint powers agreement, which is not subject to the apportionment restriction established in Section 99232.

The Social Service Transportation Advisory Council (SSTAC) advises the Council of Governments and the Local Transportation Authority on matters related to transportation accessibility for the elderly, the disabled, and persons of limited means. Transit issues that may require the Advisory Council to look into are specialized transportation services, planning, and studies. Members are appointed by the Council of San Benito County Governments Board of Directors.

Technical Advisory Committee (TAC)

The Technical Advisory Committee (TAC) was established to provide technical assistance, advice, and recommendations to the Council of Governments on transportation planning studies and related transportation projects. Members consists of staff from local government agencies and are appointed to by the Council of San Benito County Governments Board of Directors.

Measure G Transportation Safety and Investment Plan Oversight Committee (MEA G)

The Oversight Committee will consist of San Benito County residents that represent the geographical, social, cultural, and economic diversity of the County to ensure maximum benefit for transportation users. Measure G is the Transportation Safety and Investment Plan approved by San Benito County voters on November 6, 2018. The measure is a one cent local transactions and use tax to be collected for 30 years to improve our local streets and roads, improve connectivity, and reduce congestion. Measure G calls for an independent Citizens Oversight Committee to oversee compliance with the Ordinance, as specified in the Transportation Safety and Investment Plan.

The table below depicts racial breakdown of non-elected planning boards, advisory councils, or committees.

	Board of Directors	Social Services Transportation Advisory Council (SSTAC)	Technical Advisory Committee (TAC)	Measure G Transportation Safety and Investment Plan Oversight Committee (MEA G)
Black, African American	0%	0%	0%	
Asian	0%	0%	0%	
White	60%	63%	75%	67%
American Indian, Alaska Native	0%	38%	0%	
Native Hawaiian, Other Pacific Islander	0%	0%	0%	
Some other race	20%		13%	25%
Decline to State	20%	13%	13%	8%
Hispanic, Latino, Spanish origin*	60%	13%	25%	33%

*Percentages will not total 100 percent, as people who identify their origin as Hispanic, Latino, Spanish may be of any race.

Title VI Facilities Equity Analysis

Per 49 CFR 21.9(b)(3), the Council of Governments may not select the site or location of facilities with the purpose or effect of excluding persons from, denying the benefits of, or subjecting them to discrimination on the basis of race, color, or national origin. Per 49 CFR 21, (The Public Participation Plan), 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.

Facilities included in this provision include, but are not limited to, storage facilities, maintenance facilities, and operations centers. The Council of Governments has not changed locations since 2007. At this time there are no plans for relocation or expansion of our current operations location. At this time, there are no other facilities managed or maintained by the Council of Governments.

For facilities covered by this provision, the Council of San Benito County Governments is required to:

- Complete a Title VI equity analysis during the planning state with regard to where a project is located to ensure the location is selected without regard to race, color, or national origin, and engage in outreach to persons potentially impacted by site of the facilities. The Title VI equity analysis must compare the equity impacts of various site alternatives, and the analysis must occur before the selection of the preferred site.
- 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 proper analysis of localized impacts.

- Provide substantial legitimate justification for locating a project in a location that will result in a disparate impact on the basis of race, color, or national origin, and show that there are no alternative locations that would have a less disparate impact on the basis of race, color, or national origin. In order to show that both tests have been met, the recipient must 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.

Appendix 1: Resolution Adopting the Title VI Program

To be inserted upon approval

RESOLUTION OF THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

RESOLUTION OF THE COUNCIL OF SAN BENITO)
COUNTY GOVERNMENTS ADOPTING THE)
TITLE VI PROGRAM AND LANGUAGE ASSISTANCE) RESOLUTION NO: 2021-04
PLAN (LAP) FOR LIMITED ENGLISH PROFICIENCY)
(LEP) INDIVIDUALS)

WHEREAS, the Council of San Benito County Governments (COG), is designated as the Regional Transportation Planning Agency for the San Benito County region; and

WHEREAS, Title VI of the Civil Rights Act of 1964 states, “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance”; and

WHEREAS, as a recipient of Federal Transportation Administration (FTA) funds, COG is required to adhere to all provisions established in Title VI of the 1964 Civil Rights Act; and

WHEREAS, COG is committed to a policy of nondiscrimination in the conduct of its business, including its Title VI responsibilities, and to the delivery of equitable and accessible transportation services; and

WHEREAS, any person who believes that he or she has been subjected to discrimination under Title VI on the basis of race, color, national origin, age, gender, or disability may file a Title VI complaint with COG within 180 days from the date of the alleged discrimination; and

WHEREAS, COG is required to update the Title VI Policy every three years; and

NOW, THEREFORE BE IT RESOLVED that the Council of San Benito County Governments hereby adopts the Title VI Program and Language Assistance Plan (LAP) for Limited English Proficiency (LEP) Individuals, attached hereto and incorporated herein by reference as Exhibit A; and

BE IT FURTHER RESOLVED that the Council of San Benito County Governments hereby authorizes and directs the COG Executive Director to make administrative modifications to the Title VI Program and Language Assistance Plan (LAP) for Limited English Proficiency (LEP) Individuals (Exhibit A) and to execute and file all certifications of assurances, contracts and/or agreements, and any other documents required by the Federal Transit Administration and Federal Highway Administration in the execution and implementation of the Title VI Compliance Report, for and on behalf of the Council of San Benito County Governments.


PASSED AND ADOPTED BY THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS on this 15th day of April 2021, by the following vote:

AYES: Chair Velazquez, Vazquez Edge, Resendiz, Tiffany

NOES: 0

ABSENT: Medina

ABSTAIN: 0



Ignacio Velazquez, Chair

ATTEST:

Mary Gilbert, Executive Director

By: Mary Gilbert

APPROVED AS TO LEGAL FORM:

San Benito County Counsel's Office

By: Shirley L. Murphy
Shirley L. Murphy, Deputy County Counsel

Dated: May 6, 2021

Dated: March 31, 2021

Appendix 2: Language Identification Flashcard



LANGUAGE IDENTIFICATION FLASHCARD

<input type="checkbox"/> <p>املاً هذا المربع اذا كنت تقرأ أو تتحدث العربية.</p>	<p>Arabic</p>
<input type="checkbox"/> <p>Խոսողուն՝ եսք նշուն՝ կատարեք այս քառակուսուն՝, եթե խոսում կամ կարդում եք հայերեն:</p>	<p>Armenian</p>
<input type="checkbox"/> <p>যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।</p>	<p>Bengali</p>
<input type="checkbox"/> <p>សូមបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។</p>	<p>Cambodian</p>
<input type="checkbox"/> <p>Matka i kahhon komu un taitai pat un sang i Chamorro.</p>	<p>Chamorro</p>
<input type="checkbox"/> <p>如果您具有中文閱讀和會話能力，請在本空格內標上X記號。</p>	<p>Chinese</p>
<input type="checkbox"/> <p>Make kazye sa a si ou li oswa ou pale kreyòl ayisyen.</p>	<p>Creole</p>
<input type="checkbox"/> <p>Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.</p>	<p>Croatian (Serbo-Croatian)</p>
<input type="checkbox"/> <p>Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.</p>	<p>Czech</p>
<input type="checkbox"/> <p>Kruis dit vakje aan als u Nederlands kunt lezen of spreken.</p>	<p>Dutch</p>
<input type="checkbox"/> <p>Mark this box if you read or speak English.</p>	<p>English</p>
<input type="checkbox"/> <p>اگر خواندن و نوشتن فارسی بدرهستین، این مربع را علامت بگذارید.</p>	<p>Farsi</p>

<input type="checkbox"/>	Cocher ici si vous lisez ou parlez le français.	French
<input type="checkbox"/>	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	German
<input type="checkbox"/>	Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	Greek
<input type="checkbox"/>	अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस गोले पर चिह्न लगाएँ।	Hindi
<input type="checkbox"/>	Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	Hmong
<input type="checkbox"/>	Jelölje meg ezt a kockát, ha megérti vagy beszél a magyar nyelvet.	Hungarian
<input type="checkbox"/>	Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	Ilocano
<input type="checkbox"/>	Marchi questa casella se legge o parla italiano.	Italian
<input type="checkbox"/>	日本語を読んだり、話せる場合はここに印を付けてください。	Japanese
<input type="checkbox"/>	한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	Korean
<input type="checkbox"/>	ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກົດພາສາລາວ.	Laotian
<input type="checkbox"/>	Zaznacz tę kratkę jeżeli czyta Pan/Pani lub mówi po polsku.	Polish
<input type="checkbox"/>	Assinale este quadrado se voce lê ou fala Português.	Portuguese

<input type="checkbox"/>	Însemnați această căsuță dacă citiți sau vorbiți Românește.	Romanian
<input type="checkbox"/>	Пометьте этот квадратик, если вы читаете или говорите по-русски.	Russian
<input type="checkbox"/>	Ma'a pe fa'ailoga le pusa lea pe afai e te faitau pe tusitusi i le gagana Samoa.	Samoaan
<input type="checkbox"/>	Обележите овај квадратич укколико читате или говорите српски језик.	Serbian (Serbo-Croatian)
<input type="checkbox"/>	Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	Slovak
<input type="checkbox"/>	Marque esta casilla si lee o habla español.	Spanish
<input type="checkbox"/>	Markahan ang kahon na ito kung ikaw ay nagsasalita o nagbabasa ng Tagalog.	Tagalog
<input type="checkbox"/>	ให้กาเครื่องหมายลงในช่องดำฟ้านดำนหรือพูคภาษาไทย.	Thai
<input type="checkbox"/>	Faka'ilonga'i 'ae puha ko'eni kapau 'oku te lau pe lea 'ae lea fakatonga.	Tongan
<input type="checkbox"/>	Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.	Ukrainian
<input type="checkbox"/>	اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانہ میں نشان لگائیں.	Urdu
<input type="checkbox"/>	Xin đánh dấu vào ô này nếu quý biết đọc và nói được Việt Ngữ.	Vietnamese
<input type="checkbox"/>	צייכנט דעם קעסטל אויב איר שרייבט אדער ליינט אידיש.	Yiddish

Appendix 3: Title VI Employee Education Form

No person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

All employees of the Council of Governments and its affiliates are expected to consider, respect, and observe this policy. Citizen questions or complaints shall be directed to Council of Governments Title VI Coordinator.

I hereby acknowledge receipt of the Council of Governments' Title VI Plan. I have read the plan and am committed to ensuring that no person is excluded from participation in, or denied the benefits or services delivered by the Council of Governments on the basis of race, color, or national origin, as protected by Title VI.

Your signature

Print your name

Date