

***Federal Transit Administration
Title VI Program***

Buckeye Hills Regional Council

May 5, 2023

(Plan expires 3 years from date approved by the board)

Title VI Plan Table of Contents

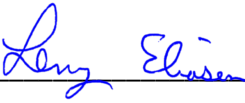
The Buckeye Hills Regional Council Title VI plan includes the following elements:

1. Plan Approval, Annual Certifications and Assurances, Revision Log
2. Policy Statement
3. Notice to the Public
4. Complaint Procedure
5. Complaint Form
6. List of transit related Title VI Investigations, Complaints and Lawsuits
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10. Providing Assistance to and Monitoring Subrecipients
11. Title VI Equity Analysis for Facility Acquisition
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Section 1: Title VI Plan Approval & Compliance Requirements

Title VI Plan
Adopted on: May 5, 2023

Adopted by: Buckeye Hills Regional Council Executive
Committee

Signature(s): 

Approval:

Annual Certifications and Assurances

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

Buckeye Hills Regional Council will remain in compliance with this requirement by annual submission of certifications and assurances as required by ODOT.

The date of last submission of these certifications and assurances (at the time of this Plan's approval) is: May 5, 2023

Title VI Plan Revision Log

Date Month/day/year	Section Revised	Summary of Revisions
5-5-23	Entire Document	Creation of document

Section 2: Title VI Policy Statement

Policy Statement

Buckeye Hills Regional Council, operating demand response transit provider, as a recipient of Federal Transit Administration (FTA) grant dollars either directly from FTA or through the Ohio Department of Transportation (ODOT), 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 ODOT Public Transportation requirements as specified in Master Grant Agreement, and State Management Plan.

Buckeye Hills Regional Council 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: Notice to the Public

Title VI Notice to the Public

Buckeye Hills Regional Council's Notice to the Public is as follows:

Notifying the Public of Rights Under Title VI

Buckeye Hills Regional Council

- The **Buckeye Hills Regional Council** 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 **Buckeye Hills Regional Council**.
- For more information on the **Buckeye Hills Regional Council's** civil rights program, the procedures to file a complaint, or to file a complaint, please contact **Angie Lawrence, Human Resources Manager at 740-376-1031 TTY 800-750-0750** email alawrence@buckeyehills.org; or visit our administrative office at **1400 Pike Street, Marietta, OH 45750**. For more information, visit www.buckeyehills.org
- For transportation-related Title VI matters, a complaint may also be filed directly with the:

Ohio Department of Transportation, Attn: Office of Opportunity, Diversity, and Inclusion, Title VI Coordinator, 19 80West Broad Street, Mailstop 3270, Columbus, Ohio 43223

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

- If information is needed in another language, contact **888-269-0678**.

Buckeye Hills Regional Council Notice to the Public is posted in the public areas of the office.

1. Bulletin Board at 1400 Pike Street, Marietta, OH 45750
2. Website at www.buckeyehills.org

Section 4: Title VI Complaint Procedure

Buckeye Hills Regional Council's Title VI Complaint Procedure is made available in the following locations:

- Agency website, if available: **www.buckeyehills.org**
 - Hard copy in the central office
 - Agency Title VI Plan
-

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

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 **Buckeye Hills Regional Council** 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, **Buckeye Hills Regional Council** will review it to determine if our office has jurisdiction. A copy of each Title VI complaint received will be forwarded to the Ohio Department of Transportation within ten 10 business days of receipt. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

Buckeye Hills Regional Council has 45 days to investigate the complaint. If more information is needed to resolve the case, **Buckeye Hills Regional Council** may contact the complainant requesting further information. The complainant has **10** business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within **10** business days, **Buckeye Hills Regional Council** 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 to the agency initially. The complainant has **10** days after the date of the closure letter or the letter of finding to do so. If there is outstanding concern, the appeal may be directed to the state DOT or FTA. The appeal process information will be included in the letter.

A person may also file a complaint directly with the: Ohio Department of Transportation, Attn: Office of Opportunity, Diversity and Inclusion 1980 West Broad Street, Mailstop 3270, Columbus, OH 43223

Or

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

If information is needed in another language, then contact **888-269-0678**.

Section 5: Title VI Complaint Form

Buckeye Hills Regional Council's Title VI Complaint Procedure is made available in the following locations:

- Agency website, if available: www.buckeyehills.org
- Hard copy in the central office
- Agency Title VI Plan

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

Section IV					
Have you previously filed a Title VI complaint with this agency?				Yes	No
Section V					
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?					
<input type="checkbox"/> Yes		<input type="checkbox"/> No			
If yes, check all that apply:					
<input type="checkbox"/> Federal Agency: _____					
<input type="checkbox"/> Federal Court _____		<input type="checkbox"/> State Agency _____			

<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name:	
Title:	
Agency:	
Address:	
Telephone:	
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

If information is needed in another language, contact 740-376-1031.

Please submit this form to:

Buckeye Hills Regional Council
1400 Pike Street, Marietta OH 45750
740-376-1031
alawrence@buckeyehills.org

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

Buckeye Hills Regional Council maintains a list or log of all Title VI investigations, complaints and lawsuits, pertaining to its transit-related activities.

Check One:

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

 There have been investigations, complaints and/or lawsuits filed against us. *See list below. Attach additional information as needed.*

	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

Strategies and Desired Outcomes

To promote inclusive public participation, **Buckeye Hills Regional Council** will employ the following strategies, as appropriate (make these determinations based on a demographic analysis of the population(s) affected, type of plan, program and/or service under consideration, and the resources available):

- ✓ 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 other resources as a way to gain public involvement
- ✓ Use radio, television or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations may also include audio programming available on podcasts.
- ✓ Expand traditional outreach methods by visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, local festivals, etc.

Public Outreach Activities

The public outreach and involvement activities conducted by **Buckeye Hills Regional Council** 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	Insert Agency Name Staffer(s) or Department	Activity	Communication Method (Public notice, posters, social media)	Notes
12-6-22	BHRC	RTPO Committee	Email notice sent out to committee members, published on BHRC website, email blast to all 8 counties	
1-22-22	BHRC	RTPO Committee	Email notice sent out to committee members, published on BHRC website, email blast to all 8 counties	
5-27-22	BHRC	RTPO Committee	Email notice sent out to committee members, published on BHRC website, email blast to all 8 counties	
10-11-22	BHRC	RTPO Committee	Email notice sent out to committee members, published on BHRC website, email blast to all 8 counties	

Section 8: Language Assistance Plan

Plan Components

As a recipient of federal US DOT funding, **Buckeye Hills Regional Council** 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.

Buckeye Hills Regional Council's Language Assistance Plan includes the following elements:

Item #1: The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.

Item #2: A description of how language assistance services are provided by language

Item #3: A description of how LEP persons are informed of the availability of language assistance service

Item #4: A description of how the language assistance plan is monitored and updated

Item #5: A description of how employees are trained to provide language assistance to LEP persons

Four Factor Analysis Methodology

To determine if an individual is entitled to language assistance and what specific services are appropriate, **Buckeye Hills Regional Council** has conducted a *Four Factor Analysis* of the following areas: 1) Limited-English Proficient (LEP) Speaker Demography, 2) Contact Frequency, 3) Importance of Service, and 4) Resources and Costs.

Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient. In addition to the number or proportion of LEP persons served, **Buckeye Hills Regional Council** will identify:

- (a) How LEP persons interact with the recipient's agency;
- (b) Identification of LEP communities, and assessing the number or proportion of LEP persons from each language group to determine the appropriate language services for each language;
- (c) The literacy skills of LEP populations in their native languages, in order to determine whether translation of documents will be an effective practice; and
- (d) Whether LEP persons are underserved by the recipient due to language barriers.

Factor 2: The frequency with which LEP persons come into contact with the program: Identifies and assesses the frequency **Buckeye Hills Regional Council’s** staff comes into contact with LEP persons. Examples of contact could include:

- (a) Use of bus and rail service;
- (b) Purchase of tickets through vending machines, outlets, websites, and over the phone;
- (c) Participation in public meetings;
- (d) Customer service interactions;
- (e) Ridership surveys;
- (f) Operator surveys.

Factor 3: The nature and importance of the program, activity, or service provided by the program to people’s lives. Generally speaking, the more important the program, the more frequent the contact and the likelihood that language services will be needed.

Factor 4: The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach. Resource and cost issues can often be reduced by technological advances, reasonable business practices, and the sharing of language assistance materials and services among and between recipients, advocacy groups, LEP populations and Federal agencies. Large entities and those entities serving a significant number of LEP persons should ensure that their resource limitations are well substantiated before using this factor as a reason to limit language assistance.

Item #1 – Results of the Four Factor Analysis *(including a description of the LEP population(s) served)*

Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered.

Athens, Meigs, Hocking, Monroe, Morgan, Noble, Perry, Washington Counties
Languages Spoke at Home

Of the 60,544 residents in the **Athens County** service area, 926 residents describe themselves as speaking English less than “very well”. People of Asian and Pacific Island descent are the primary LEP persons likely to utilize BHRC services. For the Athens County service area, the latest U.S. Census Bureau data shows that among the area’s population 1.5% speak English “*less than very well.*” For these groups who speak English “less than very well”, 46.5% speak Asian and Pacific Island Languages.

Athens County	Total Number	Percent of Population	Total Population of County
Speak Language other than English	3155	5.2%	60544
Speak English Less than Very Well	926	1.5%	60544
Spanish	450	< 1%	60544
Other Indo-European Languages	979	1.6%	60544
Asian and Pacific Island Languages	1007	1.6%	60544
Other Languages	719	1.2%	60544

Of the 26,623 residents in the **Hocking County** service area, 254 residents describe themselves as speaking English less than “very well”. People of Spanish descent are the primary LEP persons likely to utilize BHRC services. For the Hocking County service area, the latest U.S. Census Bureau data shows that among the area’s population 1.0% speak English “*less than very well.*” For these groups who speak English “less than very well”, 61.1% speak Spanish.

Hocking County	Total Number	Percent of Population	Total Population of County
Speak Language other than English	493	1.9%	26632
Speak English Less than Very Well	254	< 1%	26632
Spanish	375	1.4%	26632
Other Indo-European Languages	69	< 1%	26632
Asian and Pacific Island Languages	49	< 1%	26632
Other Languages	0	< 1%	26632

Of the 21,260 residents in the **Meigs County** service area, 48 residents describe themselves as speaking English less than “very well”. People of Spanish descent are the primary LEP persons likely to utilize BHRC services. For the Meigs County service area, the latest U.S. Census Bureau data shows that among the area’s population 0.2% speak English “*less than very well.*” For these groups who speak English “less than very well”, 23.5% speak Spanish.

Meigs County	Total Number	Percent of Population	Total Population of County
Speak Language other than English	249	1.2%	21260
Speak English Less than Very Well	48	< 1%	21260
Spanish	204	< 1%	21260
Other Indo-European Languages	43	< 1%	21260
Asian and Pacific Island Languages	2	< 1%	21260
Other Languages	0	< 1%	21260

Of the 13,317 residents in the **Morgan County** service area, 43 residents describe themselves as speaking English less than “very well”. People of Spanish descent are the primary LEP persons likely to BHRC services. For the Morgan County service area, the latest U.S. Census Bureau data shows that among the area’s population 0.2% speak English “*less than very well.*” For these groups who speak English “less than very well”, 23.5% speak Spanish.

Morgan County	Total Number	Percent of Population	Total Population of County
Speak Language other than English	161	1.20%	13317
Speak English Less than Very Well	43	< 1%	13317
Spanish	29	< 1%	13317
Other Indo-European Languages	90	< 1%	13317
Asian and Pacific Island Languages	31	< 1%	13317
Other Languages	11	< 1%	13317

Of the 12,843 residents in the **Monroe County** service area, 51 residents describe themselves as speaking English less than “very well”. People of Spanish descent are the primary LEP persons likely to utilize BHRC services. For the Monroe County service area, the latest U.S. Census Bureau data shows that among the area’s population 0.2% speak English “*less than very well.*” For these groups who speak English “less than very well”, 23.5% speak Spanish.

Monroe County	Total Number	Percent of Population	Total Population of County
Speak Language other than English	212	1.7%	12843
Speak English Less than Very Well	51	< 1%	12843
Spanish	21	< 1%	12843
Other Indo-European Languages	127	< 1%	12843
Asian and Pacific Island Languages	0	< 1%	12843
Other Languages	64	< 1%	12843

Of the 13,466 residents in the **Noble County** service area, 535 residents describe themselves as speaking English less than “very well”. People of Spanish descent are the primary LEP persons likely to utilize BHRC services. For the Noble County service area, the latest U.S. Census Bureau data shows that among the area’s population 1.8% speak English “*less than very well.*” For these groups who speak English “less than very well”, 49.3% speak Spanish.

Noble County	Total Number	Percent of Population	Total Population of County
Speak Language other than English	535	3.97%	13466
Speak English Less than Very Well	237	1.75%	13466
Spanish	73	< 1%	13466
Other Indo-European Languages	441	3.27%	13466
Asian and Pacific Island Languages	0	< 1%	13466
Other Languages	21	< 1%	13466

Of the 33,312 residents in the **Perry County** service area, 73 residents describe themselves as speaking English less than “very well”. People of Spanish descent are the primary LEP persons likely to utilize BHRC services. For the Perry County service area, the latest U.S. Census Bureau data shows that among the area’s population 0.2% speak English “*less than very well.*” For these groups who speak English “less than very well”, 11.3% speak Other Indo-European Languages.

Perry County	Total Number	Percent of Population	Total Population of County
Speak Language other than English	865	2.59%	33312
Speak English Less than Very Well	73	< 1%	33312
Spanish	675	2.02%	33312
Other Indo-European Languages	124	< 1%	33312
Asian and Pacific Island Languages	48	< 1%	33312
Other Languages	18	< 1%	33312

Of the 56,982 residents in the **Washington County** service area, 289 residents describe themselves as speaking English less than “very well”. People of Other Indo-European descent are the primary LEP persons likely to utilize BHRC services. For the Washington County service area, the latest U.S. Census Bureau data shows that among the area’s population 0.5% speak English “*less than very well.*” For these groups who speak English “less than very well”, 38.1% speak Asian and Pacific Island Languages.

Washington County	Total Number	Percent of Population	Total Population of County
Speak Language other than English	1407	2.46%	56982
Speak English Less than Very Well	289	< 1%	56982
Spanish	475	< 1%	56982
Other Indo-European Languages	521	< 1%	56982
Asian and Pacific Island Languages	354	< 1%	56982
Other Languages	57	< 1%	56982

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

Buckeye Hills Regional Council assessed the frequency with which staff and drivers have, or could have, contact with LEP persons. Buckeye Hills Regional Council provides approximately 0 passenger trips per year. If an individual has speech limitations, the dispatcher or driver will work with the Ohio Department of Transportation, if needed, to ensure the individual receives access to the transit services.

Factor 3: The nature and importance of the program, activity, or service provided by the program to people’s lives.

All of Buckeye Hills Regional Council’s programs are important; however, those related to safety, public transit, nondiscrimination and public involvement are among the most important. Buckeye Hills Regional Council is committed to providing meaningful access and will provide written translation for any of its documents, when reasonable, effective and with the available resources. In other cases, Buckeye Hills Regional Council will strive to provide alternative but meaningfully accessibility. Moreover, Buckeye Hills Regional Council continually evaluates its programs, services, and activities to ensure that persons who may be LEP are always provided with meaningful access. The Title VI policy, complaint form, and LEP policy are available in English upon request.

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

Buckeye Hills Regional Council makes every effort to make its programs, services, and activities, accessible to LEP individuals. Buckeye Hills Regional Council will use available resources, both internal and external to accommodate reasonable requests for translations.

Item # 2 – Description of how Language Assistance Services are Provided, by Language
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Buckeye Hills Regional Council has identified, developed, and uses the following:

- a) Individuals who have contact with the public are provided with “I Speak” language cards to identify language needs in order to match them with available services. Language cards verified and distributed by the Director as need.
- b) Buckeye Hills Regional Council has developed partnerships with local agencies, organizations, law enforcement, colleges/universities, local school districts and social service agencies that are available to assist with it LEP responsibilities.
- c) A list of web-based translation services can be provided by contracting the Human Resources Department.

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 Buckeye Hills Regional Council’s language assistance measures, Buckeye Hills Regional Council 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

Buckeye Hills Regional Council 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 Buckeye Hills Regional Council 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 Buckeye Hills Regional Council’s financial resources are sufficient to fund language assistance resources needed.
- Determine whether Buckeye Hills Regional Council has fully complied with the goals of this LEP Plan.
- Determine whether complaints have been received concerning I Buckeye Hills Regional Council 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 continue to be provided to Buckeye Hills Regional Council staff:

- Information on the Buckeye Hills Regional Council Title VI Procedures and LEP responsibilities.
- Description of language assistance services offered to the public.
- Use of “I Speak” language cards (used to identify language preference).
- Documentation of language assistance requests.
- Use of web-based interpreter services (over the phone interpretation provider).
- How to handle a potential Title VI / LEP complaint.

Limited English Proficient (LEP) Resource Materials:

LEP Policy

Buckeye Hills Regional Council shall provide for communication for limited English proficient riders to ensure them equal opportunity to benefit from services. Family members or friends of limited English proficient riders will not be used as translators unless specifically requested by that individual. The agency will also utilize web-based translator programs if needed.

If you need help with English, please call TYY 800-750-0750.

***“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 vaøo oâ naøÿ neáu quyù vò bieát ñoïc vaø noui ñoøic Vieät Ngõõ.	Vietnamese
	당신이한국어말할경우이 상자를 표시	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 اگر آپ	Urdu

Log of LEP Encounters

Date	Time	Language Spoken By Individual <i>(if available)</i>	Name and Phone Number of Individual <i>(if available)</i>	Service Requested	Follow Up Required	Staff Member Providing Assistance	Notes

Section 9: 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.

***Guidance:** Elected transit-related board, committee, or council, do not need to complete the table below, and write in section B that there are no non-elected transit-related boards, committees, or councils.

A. Minority Representation Table

Table Depicting Membership of Board, Committees, Councils, Broken Down by Race

Body	Caucasian	Hispanic	African American	Asian American	Native American	Two or More Races
Noble County	93.1%	1.2%	5.4%	0.2%	0.0%	2.4%
Noble County Coordinated Planning Committee	98					2
Washington County	93.6%	1.2%	1.0%	0.5%	0.2%	3.7%
Washington County Coordinated Planning Committee	97					3
Monroe County	99.3%	0.5%	0.1%	0.2%	0.1%	2.7%
Monroe County Coordinated Planning Committee	95.5					4.5

Note: insert the number of people and % of total board membership

B. Efforts to Encourage Minority Participation

To encourage participation on its boards, committees, and councils, the Buckeye Hills Regional Council will make every effort to encourage minority participation on the boards.

Section 10: Providing Assistance to and Monitoring Subrecipients

1. Does agency provide funding to subrecipients?

No, the agency does not have subrecipients.

Yes. If yes, list the subrecipient names: (list other agency names here)

Insert Agency Name monitors subrecipients using the following process:

1. Insert Agency Name uses the following process for ensuring all subrecipients are complying with the general reporting requirements of FTA Circular 4702.1B: (document the process here)
2. Insert Agency Name collects Title VI programs from the subrecipients listed above and reviews programs for compliance by (list the process here)

Section 11: 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? (check a response below)

No, the agency has not built a facility.

Yes, the agency has built a facility and completed a Title VI equity analysis to compare the equity impacts of various siting alternatives, and the analysis must occur before the selection of the preferred site. (Include at the end of the Title VI plan a copy of the Title VI equity analysis.)

Section 12: Fixed Route Transit Providers Service Standards and Policies

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

Buckeye Hills Regional Council:

is a fixed route transit provider

is **not** a fixed route transit provider

Section 13: Requirements for Metropolitan Planning Organizations (MPOs)

N/A