

OCG-HR-002



OWEN COUNTY
PUBLIC TRANSIT

**DRAFT
COPY**

TITLE VI PLAN

Owen County Public Transit (OCPT) assures the Kentucky Transportation Cabinet (KYTC) that no person shall on the basis of race, color, national origin, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Kentucky Civil Rights Act of 1966 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by the agency.

Adopted
TBD

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PREFACE

Non-Discrimination Policy & Assurance Statement to Title VI Plan

Owen County Public Transit (OCPT) assures the Kentucky Transportation Cabinet (KYTC) that no person shall on the basis of race, color, national origin, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 and the Kentucky Civil Rights Act of 1966 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any program or activity undertaken by the agency.

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

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

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal funds, grants, loans, contracts, properties, discounts or other federal financial assistance under all programs and activities and is binding. The person whose signature appears below is authorized to sign this assurance on behalf of the agency.



Todd Woodyard
Owen County Judge/Executive

1.00 - INTRODUCTION & DESCRIPTION OF SERVICES

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

Owen County Public Transit is a sub-recipient of FTA funds and provides service in Owen and Grant County Kentucky. A description of the current Owen County Public Transit system is included in Appendix B.

1.01 - Title VI Liaison

Owen County Judge/Executive
Office: 502-484-3405
100 North Thomas Street
Owenton, Kentucky 40359

1.02 - Alternate Title VI Contact

Human Resources Manager
Office: 502-484-3405
100 North Thomas Street
Owenton, Kentucky 40359

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

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

1.03 - First Time Applicant Requirements

Owen County Public Transit is not a first-time applicant for FTA/KYTC funding. The following is a summary of Owen County Public Transit's current and pending federal and state funding. Reference Appendix L.

1.04 - Annual Certifications & 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.

Owen County Public Transit will remain in compliance with this requirement by annual submission of certifications and assurances as required by KYTC. (Reference Appendix L)

1.05 - Title VI Plan Adoption and KYTC Concurrence Letter

Reference Appendix C - Title VI Plan Adoption Meeting Minutes and KYTC Concurrence Letter

2.00 - TITLE VI NOTICE TO THE PUBLIC

2.01 - Notice to Public

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

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

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

2.02 - Notice Posting Locations

The Notice to Public will be posted at many locations to apprise the public of Owen County Public Transit's obligations under Title VI and to inform them of the protections afforded them under Title VI. At a minimum, the notice will be posted in public areas of Owen County Public Transit's office(s) including the reception desk and meeting rooms. Additionally, Owen County Public Transit will post the notice at stations, and on transit vehicles.

A sample version of this notice is included in Appendix D of this Plan.

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3.00 - TITLE VI PROCEDURES & COMPLIANCE

3.01 - Complaint Procedure

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

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

Owen County Public Transit has ninety (90) days to investigate the complaint. If more information is needed to resolve the case, Owen County Public Transit may contact the complainant. The complainant has ten (10) business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within ten (10) business days, Owen County Public Transit can administratively close the case. A case can also be administratively closed if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, she/he has seven (7) days to do so from the time he/she receives the closure letter or the LOF.

The complaint procedure will be made available to the public at the Owen County Judge/Executive's Office at 100 North Thomas St., Owenton, KY 40359.

3.02 - Complaint Form

A copy of the complaint form in English is provided in Appendix E.

3.03 - Record Retention & Reporting Policy

FTA requires that all direct and primary recipients document their compliance by submitting a Title VI Plan to their FTA regional civil rights officer once every three (3) years. Owen County Public Transit will submit Title VI Plans to KYTC for concurrence on an annual basis or any time a major change in the Plan occurs. Compliance records and all Title VI related documents will be retained for a minimum of three (3) years and reported to the primary recipient annually.

3.04 - Sub-Recipient Assistance & Monitoring

Owen County Public Transit does not have any sub-recipients to provide monitoring and assistance. As a sub-recipient to KYTC, Owen County Public Transit utilizes the sub-recipient assistance and monitoring provided by KYTC, as needed. In the future, if Owen County Public Transit has sub-recipients, it will aid and monitor as required by FTA Circular 4702.1B]

3.05 - Contractors & Subcontractors

Owen County Public Transit is responsible for ensuring that contractors are following Title VI requirements. Contractors may not discriminate in the selection and retention of any subcontractors. Subcontractors also may not discriminate in the selection and retention of any subcontractors. Owen County Public Transit, contractors, and subcontractors may not discriminate in their employment practices relating to federally assisted projects. Contractors and subcontractors are not required to prepare or submit a Title VI Plan.

However, the following nondiscrimination clauses will be inserted into every contract with contractors and subcontractors subject to Title VI regulations.

3.06 - Nondiscrimination Clauses

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

Compliance with Regulations:

The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.

Nondiscrimination:

The Contractor, regarding the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

Solicitations for Subcontractors, including Procurements of Materials and Equipment:

In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the subcontractor's obligations under this contract and the Regulations relative to non-discrimination based on race, color, national origin, sex, age, disability, religion or family status.

Information and Reports:

The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Kentucky Transportation Cabinet, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the *Kentucky Transportation Cabinet, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.

Sanctions for Noncompliance:

In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, Owen County Public Transit shall impose contract sanctions as appropriate, including, but not limited to:

- a. withholding of payments to the Contractor under the contract until the Contractor complies, and/or
- b. cancellation, termination or suspension of the contract, in whole or in part.

Incorporation of Provisions:

The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Owen County Public Transit, Kentucky Transportation Cabinet, the Federal Highway Administration, Federal Transit Administration, Federal Aviation

Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance.

3.07 - Disadvantaged Business Enterprise (DBE) Policy

As a part of the Joint Participation Agreement (JPA) with KYTC, Owen County Public Transit and its contractors and subcontractors agree to ensure that Disadvantaged Business Enterprises as defined in 49 CFR Part 26, as amended, could participate in the performance of contracts. Owen County Public Transit and its contractor and subcontractors shall not discriminate based on race, color, national origin, or sex in the performance of any contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of KYTC-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of the contract or such other remedy as the recipient deems appropriate.

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4.00 - TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS

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

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

4.01 - Table 1: Summary of Investigations, Lawsuits, and Complaints

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

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5.00 - PUBLIC PARTICIPATION PLAN

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

5.01 - Current Outreach Efforts

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

- Newspaper
- Senior Center
- County Website
- Public Transit Facility

Owen County Public Transit historically discriminates system information material through advertising, community events (i.e., county fair, health fair, drug coalition events, etc.)

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6.00 - LANGUAGE ASSISTANCE PLAN

Owen County Public Transit operates a transit system within Owen and Grant County. The Language Assistance Plan (LAP) has been prepared to address Owen County Public Transit's responsibilities as they relate to the needs of individuals with Limited English Proficiency (LEP). Individuals, who have a limited ability to read, write, speak or understand English are LEP. In Owen County Public Transit service area there are 361 residents who describe themselves as not able to communicate in English very well (Source: US Census). Owen County Public Transit is federally mandated (Executive Order 13166) to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs and activities for individuals who are LEP. Owen County Public Transit has utilized the U.S. Department of Transportation (DOT) LEP Guidance Handbook and performed a four-factor analysis to develop its LAP. The LAP is included in this Title VI Plan as Appendix G.

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7.00 - TRANSIT PLANNING AND ADVISORY BODIES

Owen County Public Transit has no transit-related committee or board; therefore, this requirement does not apply.

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8.00 - TITLE VI EQUITY ANALYSIS

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

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

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

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9.01 - SYSTEM-WIDE SERVICE STANDARDS AND SERVICE POLICIES

Owen County Public Transit is not a fixed route service provider.

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APPENDICES

Appendix A - FTA Circular 4702.1B Reporting Requirements for Transit Providers

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

General Requirements

All recipients must submit:

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

Requirements of Transit Providers

All Fixed Route Transit Providers must submit:

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

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

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

- Results of service and/or fare equity analyses conducted since the last Title VI Program submission, including evidence that the board or other governing entity or official(s) considered, was aware of, and approved the results of the analysis

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Appendix B - Current System Description

1. An overview of the organization including its mission, program goals and objectives.
Owen County Public Transit's current and long-term focus as a transportation provider is on maintaining the best-coordinated transportation system possible for this community. Our goal is to create a coordinated system with the objective of providing safe, reliable, timely and efficient public transportation services to Owen County and NEMT/HSTD to Owen and Grant County residents.
2. Organizational structure, type of operation, number of employees, service hours, staffing plan and safety and security plan.
Owen County Public Transit is a government department. Our department is made up of 6 full-time employees, 8 part-time employees, and 2 volunteers. Our Administrator is responsible for all day-to-day operations of our department and reports directly to the Owen County Fiscal Court and KYTC. The Owen County Fiscal Court is committed to this program. Owen County Public Transit offers public transportation to all Owen County residents and NEMT/HSTD transportation for Owen and Grant County residents through the Region 9 brokerage. OCPT hours of operation for public transportation is M-F from 6am to 4pm and by approval on Saturdays. OCPT NEMT/HSTD hours are M-F 6am to 8pm and Saturday 8am to 1pm. We received operating authority in Grant County and are looking at the expansion of our public transportation to Grant County residents in the future. Owen County Public Transit is included in the Owen County Emergency Operations plan and we are also working towards and Safety and Security Plan for OCPT.
3. Indicate if your agency is a government authority or a private non-profit agency.
Owen County Public Transit is a government department under the Owen County Fiscal Court.
4. Who is responsible for insurance, training and management, and administration of the agency's transportation programs?
Owen County Public Transit's Administrator is responsible for training and management of our transportation program. All safety sensitive employees are required to complete a KYTC approved PASS course as part of their new hire orientation. All new employees are also required to complete CPR, First Aid, Bloodborne Pathogens, Defensive Driving, Drug and Alcohol, orientation training, Background Check, and pass a drug test before they are approved to drive for OCPT. The Owen County Finance Officer is responsible for annual renewal of all liability insurance for both KYTC and agency owned vehicles and facilities.
5. Who provides vehicle maintenance and record keeping?
Maintenance on all agency vehicles is provided by some outside entities and our own Head of Maintenance for OCPT. We use outside entities to perform DOT inspections, Lift inspections, warranty repair, or other more complex maintenance. Only light maintenance is done by OCPT; for example, oil changes, light bulbs, wipers, fluids, etc.... All maintenance is performed using the OCPT Preventative Maintenance Plan. All vehicle files are kept on-site at our operations base located at 210 East Blanton St., Owenton, KY 40359 and are maintained by the Head of Maintenance for OCPT and the OCPT Administrator.
6. Number of current transportation related employees
Our transportation department has a total of 16 employees that include: 5 full-time drivers, 7 part-time drivers, 2 administrators and 2 volunteers.
7. Who will drive the vehicle, number of drivers, CDL certifications, etc.?
Only transportation employees that have completed all the required safety and drivers training requirements will be allowed to drive the agency vehicles. Our drivers are not required to have a CDL certifications; OCPT does not operate any vehicles that require the CDL certification.
8. A detailed description of service routes and ridership numbers
Public Transportation services provided through our program are available to Owen County residents. Our NEMT/HSTD program services are provided by the Region 9 Brokerage for Owen and Grant County Residents. We provide a wide range of trip purposes that include: medical, nutrition, shopping, social service, training, employment, social and recreation or any other transportation need. Approximately 75% of the medical trips we provide are to medical facilities out of the county; therefore, our out of county services are directed to the nearby highway

corridors that surround this community for optimum efficiency of trip duration and the most convenient route. Currently, we use a variety of vehicles to provide passenger services. Our fleet includes vans, modified vans, SUVs and buses. Eleven of our vehicles are equipped for wheelchair service. We prioritize grouping trips and multi-loading to the maximum extent possible. We make 1000 passenger trips per month on average and leverage our fleet resources so that all vehicles are used in a responsible manner to provide full coverage and retire the vehicles at a consistent pace and appropriate age and mileage.

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Appendix C - Title VI Plan Adoption Meeting Minutes and KYTC Concurrence Letter

Owen County Fiscal Court
Regular Meeting
February 13, 2024
5:00 p.m. EST

Meeting minutes and KYTC/OTD concurrence letter place holder

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Appendix D - Title VI Sample Notice to Public

The notice listed below should be adopted by your transit agency. This notice should be posted on your website, if applicable, and disseminated through such measures as public hearings, posters, flyers, on transit vehicles, in transit lobby, etc.

Notifying the Public of Rights Under Title VI
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

TITLE VI NOTICE OF PROTECTIONS AGAINST DISCRIMINATION

Owen Public Transit operates its programs and services without regard to race, color and national origin. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with Owen Public Transit

To request or receive additional information on its discrimination obligations, including its complaint procedures, please contact the person listed below or visit the administrative office at the address listed below:

**OWEN COUNTY PUBLIC TRANSIT
ADMINISTRATOR
100 NORTH THOMAS STREET
OWENTON, KENTUCKY. 40359
TELEPHONE 502-484-3405
TTY or Ky. Relay Number: 1-800-648-6056
Email Address: ptadm@owencountyky.us**

To file a discrimination complaint, the written complaint must be filed to the address above within 10 days of the alleged discrimination. Written complaints may also be filed with the U. S. Department of Transportation/Federal Transit Administration (FTA) no later than 180 days after the date of the alleged discrimination, unless the time for filing is extended by FTA, at the following address: Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590 To accommodate limited English proficient individuals, oral complaints to be documented and/or translated may also be given at the above address. If information is needed in another language, contact (711 or 1-800-676-3777).

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TITLE VI NOTICE OF PROTECTION AGAINST DISCRIMINATION

OWEN COUNTY PUBLIC TRANSIT OPERATES ITS PROGRAMS WITHOUT REGARD TO RACE, COLOR, OR NATIONAL ORIGIN. TO REQUEST INFORMATION OR FILE A DISCRIMINATION COMPLAINT, CONTACT:

**OWEN COUNTY PUBLIC TRANSIT
100 NORTH THOMAS STREET
OWENTON, KY 40359
502-484-3405
EMAIL: PTADM@OWENCOUNTYKY.US**

Written complaints must be filed within 5 days of the alleged discrimination. Written complaints may be filed within 180 days with the USDOT Federal Transit Administration.

Oral complaints may be given at the above address by those with limited English proficiency.

TITLE VI AVISO DE PROTECCION LA CONTRA DISCRIMINACION

Owen County Transporte Publico opera sus programas sin distincion de raza, color u origen nacional. Para solicitar informacion o presentar una queja por discriminacion, pongase en contacto con:

**OWEN COUNTY PUBLIC TRANSIT
100 NORTH THOMAS STREET
OWENTON, KENTUCKY 40359
(502-484-3405)
CORREO ELECTRONICO : PTADM@OWENCOUNTYKY.US**

Quejas escritas Tal vez presentada dentro de los 180 dias con la Administracion Federal de Transito USDOT. Quejas orales purden dares a la direccion arriba indicada por las personas con deoninio limitaldo del ingles.

Tambien se pueden presentar quejas el field con los EE.UU. Dpto. De transporte no hay lltro de 180 dias despues de su supuesta discriminacion.

Direccion: Oficina de derechos civiles, la atencion;titulo VI, Coordinador del Programa edificio Oriente, 5 planta-TCR, 1200 New Jersey Ave. SE, Washington, DC 20590. Si necesita informacion en otro idioma, contacto 502-484-3405.

Appendix E - Title VI Complaint Form

Owen County Public Transit
Title VI Complaint Form

Section I			
Name:			
Address:			
Telephone (Home):		Telephone (Work):	
Electronic Mail Address:			
Accessible Format Requirements? (Check all that apply)	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

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

ATTN: Judge/Executive
 100 North Thomas Street
 Owenton, Kentucky 40359

 or

 Office of Civil Rights
 Attention: Title VI Program Coordinator
 East Building, 5th Floor-TCR
 1200 New Jersey Ave., SE
 Washington, DC 20590

Appendix F - Public Participation Plan (PPP)

Introduction

The Public Participation Plan (PPP) for Owen County Public Transit was developed to ensure that all members of the public, including minorities and Limited English Proficient (LEP) populations, are encouraged to participate in the decision-making process for Owen County Public Transit. Policy and service delivery decisions need to take into consideration community sentiment and public opinion based upon well-executed outreach efforts. The public outreach strategies described in the PPP are designed to provide the public with effective access to information about Owen County Public Transit services and to provide a variety of efficient and convenient methods for receiving and considering public comment prior to implementing changes to services. Owen County Public Transit also recognizes the importance of many types of stakeholders in the decision-making process, including other units of government, community-based organizations, major employers, passengers and the general public, including low-income, minority, LEP, and other traditionally underserved communities.

Public Participation Goals

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

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

Public Participation Methods

The methods of public participation included in this PPP were developed based upon best practices in conjunction with the needs and capabilities of Owen County Public Transit. Owen County Public Transit intends to achieve meaningful public participation by a variety of methods with respect to service and any changes to service.

Owen County Public Transit will conduct community meetings and listening sessions as appropriate with passengers, employers, community based organizations, and advisory committees to gather public input and distribute information about service quality, proposed changes or new service options.

The public will be able to call the Owen County Public Transit office at 502-484-3405 or 502-750-2828 during its hours of operation. Feedback collected over the phone will be recorded and passed on to Owen County Public Transit management. Formal customer surveys to measure performance, and listening sessions to solicit input, will be conducted periodically. The comments recorded as a part of these participation methods will be responded to as appropriate.

Meeting formats will be tailored to help achieve specific public participation goals that vary by project or the nature of the proposed adjustment of service. Some meetings will be designed to share information and answer questions. Some will be designed to engage the public in providing input, establishing priorities,

and helping to achieve consensus on a specific recommendation. Others will be conducted to solicit and consider public comments before implementing proposed adjustments to services. In each case, an agenda for the meetings will be created that work to achieve the stated goals and is relevant to the subject and not overwhelming for the public.

For all public meetings, the venue will be a facility that is accessible for persons with disabilities and, preferably, is served by public transit.

For community meetings and other important information, Owen County Public Transit will use a variety of means to make riders and citizens aware, including some or all of the following methods:

- In-vehicle advertisement
- Posters or flyers in transit center
- Posting information on the Owen County Government website
- Press releases and briefings to media outlets
- Multilingual flyer distribution to community based organizations, particularly those that target LEP population
- Flyers and information distribution through various libraries and other civic locations that currently help distribute timetables and other information
- Communications to relevant elected officials
- Other methods required by local or state laws or agreements
- Video Conferencing & Online Meeting Application

All information and materials communicating proposed and actual service adjustments will be provided in English and any other language that meets the “safe harbor” criteria.

Public Hearing

Owen County Public Transit holds public hearings if there is any changes in service or fares for the agency. OCPT will advertise through all available outlets.

Coordination Planning Meetings

The Northern KY Area Development District (NKADD) holds a coordination meeting for the Northern KY area transit agencies to propose plans for transportation needs in our areas. NKADD will also hold a public hearing to discuss the updated plan.

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Appendix G- Language Assistance Plan (LAP)

Introduction

Owen County Public Transit (OCPT) operates a transit system within Owen and Grant Counties. The Language Assistance Plan (LAP) has been prepared to address OCPT's responsibilities as they relate to the needs of individuals with Limited English Proficiency (LEP). Individuals, who have a limited ability to read, write, speak or understand English are LEP. In the OCPT service area there are approximately 271 residents who describe themselves as not able to communicate in English "very well" (Source: 2010 US Census). OCPT is federally mandated (Executive Order 13166) to take responsible steps to ensure meaningful access to the benefits, services, information and other important portions of its programs and activities for individuals who are LEP. OCPT has utilized the U.S. Department of Transportation (USDOT) LEP Guidance Handbook and performed a four-factor analysis to develop its LAP.

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

Executive Order 13166 of August 16, 2000 states that recipients of Federal financial assistance must take reasonable steps to ensure meaningful access to their programs and activities by LEP persons (Handbook, page 6). Additionally, recipients should use the DOT LEP Guidance to determine how best to comply with statutory and regulatory obligations to provide meaningful access to the benefits, services, information and other important portions of their programs and activities for individuals who are LEP (Handbook, page 6). These provisions are included in FTA Circular 4702.1B in Paragraph 9 of Chapter III (pages III-6 to III-9). For many LEP individuals, public transit is the principal transportation mode available. It is important for OCPT to communicate effectively with all riders. When OCPT communicates effectively with all riders, the service provided is safer, more reliable, convenient, and accessible for all within its service area. OCPT is committed to taking reasonable steps to ensure meaningful access for LEP individuals to this agency's services in accordance with Title VI.

This plan will demonstrate the efforts that OCPT undertakes to make its service accessible to all persons without regard to their ability to communicate in English. The plan addresses how services will be provided through general guidelines and procedures including the following:

- Identification: Identifying LEP populations in service areas
- Notification: Providing notice to LEP individuals about their right to language services
- Interpretation: Offering timely interpretation to LEP individuals upon request
- Translation: Providing timely translation of important documents
- Staffing: Identifying OCPT staff to assist LEP customers
- Training: Providing training on LAP to responsible employees.

Four Factor Analysis

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

1. The number and proportion of LEP persons in the service area who may be served or are likely to encounter a OCPT program, activity or service.

2. The frequency with which LEP persons come in contact with OCPT programs, activities or services.
3. The nature and importance of programs, activities or services provided by OCPT to the LEP population.
4. The resources available to OCPT and overall costs to provide LEP assistance.

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

Of the 33,922 residents within the OCPT service area 77 residents describe themselves as speaking English less than “very well”. People of Spanish speaking descent are the primary LEP persons likely to utilize OCPT services. For the OCPT service area, the American Community Survey of the U.S. Census Bureau shows that among the area’s population, 33,850 or 99.7% speak English “very well”. For groups who speak English “less than very well”, 45 speak Spanish, zero (0) speak other Indo-European languages, with 22 speaking Asian and Pacific Islander and 5 of individuals speaking other languages.

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

OCPT has assessed the frequency with which LEP individuals come in contact with the transit system. The methods utilized for this assessment include analysis of Census data, examining phone inquiries, requests for translated documents, and staff survey. As discussed above, Census data indicates that people of Spanish and Asian descent are the most likely to use the LEP plan. Phone inquiries and staff survey feedback indicated that OCPT dispatchers and drivers interact infrequently with LEP persons. The majority of these interactions have occurred with LEP persons who mainly spoke English. **Over the past five (5) years, OCPT has had zero (0) requests for translated documents.**

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

Public transportation and regional transportation planning is vital to many people’s lives. According to the Department of Transportation’s *Policy Guidance Concerning Recipient’s Responsibilities to LEP Persons*, providing public transportation access to LEP persons is crucial. A LEP person’s inability to utilize public transportation effectively, may adversely affect his or her ability to access health care, education, or employment.

Factor 4: The Resources Available to the Recipient and Costs

OCPT assessed its available resources that are currently being used, and those that could be used, to provide assistance to LEP populations. These resources include the following our local Extension Service, Three Rivers Health Department, the Local Cabinet for Health and Family Services, and/or the Administrative Office of the Courts (in this order). OCPT provides a reasonable degree of services for LEP populations in its service area without any cost to that individual.

Language Assistance Plan

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

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

The five elements are addressed below.

Element 1: Identifying LEP Individuals Who Need Language Assistance

Federal guidance provides that there should be an assessment of the number or proportion of LEP individuals eligible to be serviced or encountered and the frequency of encounters pursuant to the first two

factors in the four-factor analysis.

OCPT has identified the number and proportion of LEP individuals within its service area. As presented earlier, 99.7% of the service area population speaks English only. The largest non-English spoken language in the service area is Spanish 87 or 0.8%. Of those whose primary spoken language is Spanish, approximately 42 or 48.3% identify themselves as speaking less than “very well”. Those residents whose primary language is not English or Spanish and who identify themselves as speaking English less than “very well” account for 45 or 51.7% of the service area population.

OCPT may identify language assistance need for an LEP group by:

1. Examining records to see if requests for language assistance have been received in the past, either at meetings or over the phone, to determine whether language assistance might be needed at future events or meetings.
2. Vehicle operators and front-line staff (i.e. Dispatchers, Transit Operation Supervisors, etc.) will be surveyed on their experience concerning any contacts with LEP persons during the previous year.

Element 2: Language Assistance Measures

OCPT has undertaken the following actions to improve access to information and services for LEP individuals:

1. Survey transit drivers and other front-line staff annually on their experience concerning any contacts with LEP persons during the previous year.
2. When an interpreter is needed in person or on the telephone, staff will attempt to access language assistance services from a professional translation service or qualified community volunteers.

OCPT will utilize the demographic maps in order to better provide the above efforts to the LEP persons within the service area.

Element 3: Training Staff

The following training will be provided to Customer Service Representative:

1. Information on Title VI Procedures and LEP responsibilities
2. Documentation of language assistance requests
3. How to handle a potential Title VI/LEP complaint

Element 4: Providing Note to LEP Persons

OCPT will make Title VI information available in English, Spanish, and audio recording at the request of an LEP person. Key documents are written in English, Spanish, and audio. Notices are also posted in OCPT office lobby, on buses, and other OCPT facilities. Additionally, when staff prepares a document or schedules a meeting, for which the target audience is expected to include LEP individuals, then documents, meeting notices, flyers, and agendas will be printed in an alternative language based on the known LEP population.

Element 5: Monitoring and Updating the Plan

The plan will be reviewed and updated on an ongoing basis. Updates will consider 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 OCPT's financial resources are sufficient to fund language assistance resources needed.

OCPT understands the value that its service plays in the lives of individuals who rely on this service, and the importance of any measures undertaken to make the use of the system easier. OCPT is open to

suggestions from all sources, including customers, OCPT staff, other transportation agencies with similar experiences with LEP communities, and the general public, regarding additional methods to improve their accessibility to LEP communities.

Safe Harbor Provision

DOT has adopted the Department of Justice's Safe Harbor Provision, which outlines circumstances that can provide a "safe harbor" for recipients regarding translation of written materials for LEP population. The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient's written translation obligations. Translation of non-vital documents, if needed, can be provided orally. If there are fewer than 50 persons in a language group that reaches the five percent (5%) trigger, the recipient is not required to translate vital written materials but should provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

OCPT service area does not have LEP populations which qualify for the Safe Harbor Provision. As shown above, OCPT does not have LEP groups which speak English less than "very well" which exceed either 5.0% or 1,000 persons.

The Safe Harbor Provision applies to the translation of written documents only. They do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. OCPT may determine, based on the Four Factor Analysis, that even though a language group meets the threshold specified by the Safe Harbor Provision, written translation may not be an effective means to provide language assistance measures.

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Appendix H - Safe Harbor Data

Label	Owen County, Kentucky		Grant County, Kentucky	
	Total	Percent	Total	Percent
Population 5 years and over	10,613	(X)	23,309	(X)
Speak only English	10,507	99.0%	23,050	98.9%
Speak a language other than English	106	1.0%	259	1.1%
SPEAK A LANGUAGE OTHER THAN ENGLISH				
Spanish	87	0.8%	180	0.8%
5 to 17 years old	2	0.0%	92	0.4%
18 to 64 years old	84	0.8%	77	0.3%
65 years old and over	1	0.0%	11	0.0%
Other Indo-European languages	14	0.1%	44	0.2%
5 to 17 years old	5	0.0%	0	0.0%
18 to 64 years old	9	0.1%	44	0.2%
65 years old and over	0	0.0%	0	0.0%
Asian and Pacific Island languages	0	0.0%	35	0.2%
5 to 17 years old	0	0.0%	0	0.0%
18 to 64 years old	0	0.0%	19	0.1%
65 years old and over	0	0.0%	16	0.1%
Other languages	5	0.0%	0	0.0%
5 to 17 years old	0	0.0%	0	0.0%
18 to 64 years old	0	0.0%	0	0.0%
65 years old and over	5	0.0%	0	0.0%
CITIZENS 18 YEARS AND OVER				
All citizens 18 years old and over	8,782	(X)	18,409	(X)
Speak only English	8,685	98.9%	18,256	99.2%
Speak a language other than English	97	1.1%	153	0.8%
Spanish	83	0.9%	88	0.5%
Other languages	14	0.2%	65	0.4%

References:

Data	Owen County	Grant County
Table Id:	S1601	S1601
Survey:	American Community Survey	American Community Survey
Vintage:	2022	2022
Dataset:	ACSST5Y2022	ACSST5Y2022
Product:	ACS 5-Year Estimates Subject Tables	ACS 5-Year Estimates Subject Tables
Mla:	U.S. Census Bureau. "Language Spoken at Home." American Community Survey, ACS 5-Year Estimates Subject Tables, Table S1601, 2022, . Accessed on December 7, 2023.	U.S. Census Bureau. "Language Spoken at Home." American Community Survey, ACS 5-Year Estimates Subject Tables, Table S1601, 2022, . Accessed on December 7, 2023.
Api Url:	https://api.census.gov/data/2022/acs/acs5/subject	https://api.census.gov/data/2022/acs/acs5/subject

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Appendix I - Number and Proportion of LEP Persons

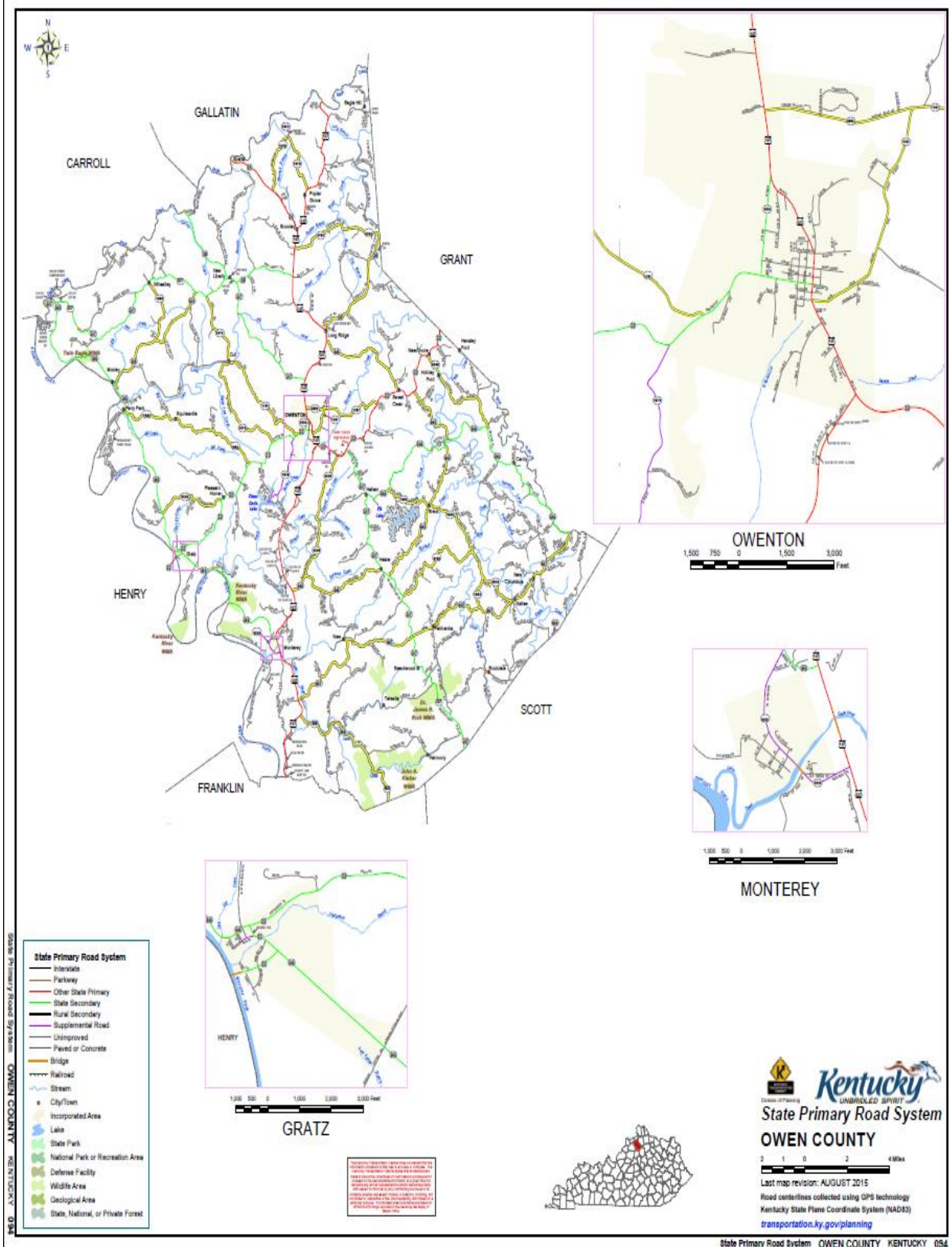
	County Demographic				Speak English only or speak English "very well"				Speak English less than "very well"			
	Owen		Grant		Owen		Grant		Owen		Grant	
	Est.	%	Est.	%	Est.	%	Est.	%	Est.	%	Est.	%
Population 5 years and over	10,613	(X)	23,309	(X)	10,563	99.5%	23,287	99.9%	50	0.5%	22	0.1%
Speak only English	10,507	99.0%	23,050	98.9%	(X)	(X)	(X)	(X)	(X)	(X)	(X)	(X)
Speak a language other than English	106	1.0%	259	1.1%	56	52.8%	237	91.5%	50	47.2%	22	8.5%
SPEAK A LANGUAGE OTHER THAN ENGLISH												
Spanish	87	0.8%	180	0.8%	42	48.3%	180	100.0%	45	51.7%	0	0.0%
5 to 17 years old	2	0.0%	92	0.4%	2	100.0%	92	100.0%	0	0.0%	0	0.0%
18 to 64 years old	84	0.8%	77	0.3%	40	47.6%	77	100.0%	44	52.4%	0	0.0%
65 years old and over	1	0.0%	11	0.0%	0	0.0%	11	100.0%	1	100.0%	0	0.0%
Other Indo-European languages	14	0.1%	44	0.2%	14	100.0%	44	100.0%	0	0.0%	0	0.0%
5 to 17 years old	5	0.0%	0	0.0%	5	100.0%	0	0.0%	0	0.0%	0	0.0%
18 to 64 years old	9	0.1%	44	0.2%	9	100.0%	44	100.0%	0	0.0%	0	0.0%
65 years old and over	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Asian and Pacific Island languages	0	0.0%	35	0.2%	0	0.0%	13	37.1%	0	0.0%	22	62.9%
5 to 17 years old	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
18 to 64 years old	0	0.0%	19	0.1%	0	0.0%	13	68.4%	0	0.0%	6	31.6%
65 years old and over	0	0.0%	16	0.1%	0	0.0%	0	0.0%	0	0.0%	16	100.0%
Other languages	5	0.0%	0	0.0%	0	0.0%	0	0.0%	5	100.0%	0	0.0%
5 to 17 years old	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
18 to 64 years old	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
65 years old and over	5	0.0%	0	0.0%	0	0.0%	0	0.0%	5	100.0%	0	0.0%
CITIZENS 18 YEARS AND OVER												
All citizens 18 years old and over	8,782	(X)	18,409	(X)	8,734	99.5%	18,393	99.9%	48	0.5%	16	0.1%
Speak only English	8,685	98.9%	18,256	99.2%	(X)	(X)	(X)	(X)	(X)	(X)	(X)	(X)
Speak a language other than English	97	1.1%	153	0.8%	49	50.5%	137	89.5%	48	49.5%	16	10.5%
Spanish	83	0.9%	88	0.5%	40	48.2%	88	100.0%	43	51.8%	0	0.0%
Other languages	14	0.2%	65	0.4%	9	64.3%	49	75.4%	5	35.7%	16	24.6%

References:

Data	Owen County	Grant County
Table Id:	S1601	S1601
Survey:	American Community Survey	American Community Survey
Vintage:	2022	2022
Dataset:	ACSST5Y2022	ACSST5Y2022
Product:	ACS 5-Year Estimates Subject Tables	ACS 5-Year Estimates Subject Tables
Mla:	U.S. Census Bureau. "Language Spoken at Home." American Community Survey, ACS 5-Year Estimates Subject Tables, Table S1601, 2022, . Accessed on December 7, 2023.	U.S. Census Bureau. "Language Spoken at Home." American Community Survey, ACS 5-Year Estimates Subject Tables, Table S1601, 2022, . Accessed on December 7, 2023.
Api Url:	https://api.census.gov/data/2022/acs/acs5/subject	https://api.census.gov/data/2022/acs/acs5/subject

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Appendix J - Demographic Maps



Appendix K - Title VI Equity Analysis

Owen County Public Transit since its inception has had no fare, service or facility changes triggering an Equity Analysis. This does not imply that equity data is not reviewed internally on an annual basis for shifts in demographic regarding minority, seniors, or low-income populations.

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Appendix L – Title VI Assurance

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Appendix M - FTA/KYTC Funding Summary

KENTUCKY TRANSPORTATION CABINET, OFFICE OF TRANSPORTATION DELIVERY, PUBLIC TRANSPORTATION

FY23/24 Notice of Amendment to Public Transportation Grant Agreement Amendment#1

Agency: Owen County Fiscal Court dba Owen County Public Transit (OCPT)

Project: O111120300 (KY-2020-011-03)

The contract between the Kentucky Transportation Cabinet and Owen County Fiscal Court dba Owen County Public Transit (OCPT) and being project numbers: O111120300 (KY-2020-011-03), in the amount of \$803,000, effective July 1, 2022 through June 30, 2024 is amended as follows to add additional language to the contract agreement and to add funds in the amount of \$1,046,536 for a new total of \$1,849,536:

Add FY22 RTAP Funds of \$9,222, Program Code: R111518635 (KY-2018-015-03), awarded, 12/10/2020. Add FY22 RTAP Budget [ATTACHMENT B-RTAP].

The total amended federal award for KY-2018-015-03 (5311) was \$41,241,195. The amount of federal funds obligated to OCPT in this agreement is \$9,222.

Add FY22 Section 5339 Funds of \$68,000, Program Code: C393221111 (KY-2021-032-00), awarded, 8/10/2021.

The total federal award for KY-2021-032-00 (5339) was \$3,500,000. The amount of federal funds obligated to OCPT in this agreement is \$68,000.

Add FY22 Section 5339 Capital State Match Funds of \$17,000, Program Code: S393221111.

Add FY22 5339 Capital Line-Item Budget [ATTACHMENT B-5339].

Add FY19 Section 5339 Funds of \$21,000, Program Code: C392118113 (KY-2018-021-00)

Add FY19 Section 5339 Funds of \$7,250, Program Code: C392118114 (KY-2018-021-00), awarded, 9/6/2018.

The total federal award for KY-2018-021-00 (5339) was \$3,500,000. The amount of federal funds obligated to OCPT in this agreement is \$28,250.

Add FY19 5339 Capital Line-Item Budget [ATTACHMENT B-5339].

Add FY20 Section 5339 Funds of \$12,329, Program Code: C392118111 (KY-2018-021-01), awarded, 8/7/2019.

Add FY20 Section 5339 Funds of \$5,735, Program Code: C392118114 (KY-2018-021-01), awarded, 8/7/2019.

The total amended federal award for KY-2018-021-01 (5339) was \$5,928,967. The amount of federal funds obligated to OCPT in this agreement is \$18,064.

Add FY20 5339 Capital Line-Item Budget [ATTACHMENT B-5339].

Add FY21 Section 5339 Funds of \$359,000, Program Code: C392118111 (KY-2018-021-02), awarded, 9/11/2020.

Add FY21 Section 5339 Funds of \$55,000, Program Code: C392118113 (KY-2018-021-02), awarded, 9/11/2020.

The total amended federal award for KY-2018-021-02 (5339) was \$10,262,891.34. The amount of federal funds obligated to OCPT in this agreement is \$414,000.

Add FY21 5339 Capital Line-Item Budget [ATTACHMENT B-5339].

Add FY22 5311 CARES Capital Funds of \$492,000, Program Code: C111120111 (KY-2020-011-03), awarded 12/21/2020.

The total amended federal award for KY-2020-011-03 (5311) was \$46,974,828. The amount of federal funds obligated to OCPT in this agreement is \$492,000.

Add 5311 CARES Capital Budget [ATTACHMENT B-5311-CARES CAPITAL].

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