

Seneca-Crawford Area Transportation

TITLE VI PROGRAM



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A. Title VI Assurances

Seneca- Crawford Area Transportation (SCAT) agrees to comply with all provisions prohibiting discrimination on the basis of race, color, or national origin of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 200d *et seq.*, and with U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act," 49 CFR part 21.

SCAT assures that no person shall, as provided by Federal and State civil rights laws, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity. **SCAT** further ensures every effort will be made to ensure non-discrimination in all programs and activities, whether those programs and activities are federally funded or not.

SCAT meets the objectives of the FTA Master Agreement which governs all entities applying for FTA funding, including SCAT and its third-party contractors by promoting actions that:

- A. Ensure that the level and quality of transportation service is provided without regard to race, color, or national origin.
- B. Identify and address, as appropriate, disproportionately high and adverse effects of programs and activities on minority populations and low-income populations.
- C. Promote the full and fair participation of all affected Title VI populations in transportation decision making.
- D. Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations.
- E. Ensure meaningful access to programs and activities by persons with Limited English Proficiency (LEP).

B. Title VI Notice to the Public

Notifying the Public of Rights Under Title VI The Seneca-Crawford Area Transportation

- The **Seneca-Crawford Area Transportation** 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 **Seneca-Crawford Area Transportation**.
- For more information on the **Seneca-Crawford Area Transportation** civil rights program, and the procedures to file a complaint, contact **888-898-7433, (TTY 800-750-0750)**; email: **scat@brighth.net**; or visit our administrative office at **3446 S. Twp. Rd 151, Tiffin, OH 4883**. For more information, [visit www.senecascats.org](http://www.senecascats.org).
- A complainant may file a complaint directly with the Ohio Department of Transportation by filing a complaint with the Office of Opportunity, Diversity and Inclusion Attention: Title VI Coordinator, 1980 West Broad St., Columbus, OH 43223.
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington DC 20590.
- If information is needed in another language, contact **888-898-7433**.
- Si necesita información en otro idioma, comuníquese con **888-898-7433**

(This notification is also available and posted in Spanish).

C. Certification of Title VI Rights Notification Postings

CERTIFICATION OF TITLE VI RIGHTS NOTIFICATION POSTINGS FOR Notifying the Public of Rights Under Title VI SENECA-CRAWFORD AREA TRANSPORTATION

Date:

Seneca-Crawford Area Transportation Title VI Notification of the Public's Rights is as follows:

- The **Seneca-Crawford Area Transportation** 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 **Seneca-Crawford Area Transportation**.
- For more information on the **Seneca-Crawford Area Transportation** civil rights program, and the procedures to file a complaint, contact **888-898-7433, (TTY 800-750-0750)**; email scat@bright.ne; or visit our administrative office at **346 S Twp. Rd Tiffin, OH 44883**. For more information, **visit: www.senecascats.org**
- A complainant may file a complaint directly with the Ohio Department of Transportation by filing a complaint with the Office of Opportunity, Diversity and Inclusion Attention: Title VI Coordinator, 1980 West Broad St., Columbus, OH 43223.
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington DC 20590.
- If information is needed in another language, contact **888-898-7433**.
- Si necesita información en otro idioma, comuníquese con **888-898-7433**

In accordance with Title VI general reporting requirements I (the undersigned) certify that the Notification of the Public's Rights under Title VI is posted in the following SCAT locations

- In the entrance lobby of the Seneca-Crawford Area Transportation office building
- On the SCAT website (www.senecascats.org)
- On each SCAT public vehicles

In addition, allowing statement appears on the Seneca-Crawford Area Transportation rider guide:

The Seneca-Crawford Area Transportation operates its programs and services, including SCAT, without regard to race, color, national origin, sex, age, income or disability in accordance with Title VI of the Civil Rights Act and/or related statutes.

Certified by:

Mary E. Habig
Executive Director

D. Title VI Complaint Procedures

SCAT Title VI Complaint Procedure

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the **Seneca-Crawford Area Transportation** (hereinafter referred to as "**SCAT**") may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. The **Seneca-Crawford Area Transportation** investigates complaints received no more than 180 days after the alleged incident. **SCAT** will process complaints that are complete.

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

SCAT has **30** days to investigate the complaint. If more information is needed to resolve the case, **SCAT** may contact the complainant. The complainant has **30** 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 **30** business days, **SCAT** can administratively close the case. A case can be administratively closed also 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. An 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 **30** days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Ohio Department of Transportation, at ODOT Office of Equal Opportunity, Attention: Title VI Coordinator, 1980 West Broad St., Columbus, OH 43223.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

(This procedure is also available in Spanish).

E. Title VI Complaint Form

SCAT TITLE VI COMPLAINT FORM

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

A large rectangular area containing 25 horizontal lines, intended for writing or drawing.

F. List of Title VI Investigations, Complaints, and Lawsuits

SCAT's LIST OF TRANSIT-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS

Period: January 1, 2012 – September 30, 2015

	Date: (Month, Day, Year)	Summary (include basis of complaint, state, color, or national origin)	Status	Action(s) taken
Investigations				
1. NONE				
2.				
Lawsuits				
1. NONE				
2.				
Complaints				
1. NONE				
2.				

To date there have been no Title VI investigation, complaints or lawsuits against Seneca and Crawford Counties Transportation Agency.

G. Seneca and Crawford Counties Transportation Agency Public Participation Plan

Introduction

Seneca-Crawford Area Transportation Agency (SCAT) provides demand response, curb to curb public transportation services to Seneca and Crawford Counties Residents. SCAT operates seven days a week with out-of-county services offered on weekdays. SCAT's hours of operation are 5 am to 6 pm. Door-to-door service is available upon request.

This Public Participation Plan (PPP) has been developed as a guide for SCAT's public participation activities. It sets forth various means of providing information, receiving public input, and promoting public participation in planning. This information will help determine how SCAT will undertake outreach methods to engage persons from diverse backgrounds, those with low-moderate incomes, and populations with limited English proficiency (LEP) skills as well as a summary of outreach efforts made since the last Title VI Program submission.

Purpose

The purpose of this PPP, in accordance with Federal Transit Administration (FTA) Circular 4702.1B *Title VI Requirements & Guidelines for FTA Recipients*, is to promote public participation by all citizens of Seneca and Crawford Counties, Ohio to include those from diverse racial backgrounds, with disabilities, limited English proficiency (LEP), and persons with low and moderate income levels. This document will help ensure all Seneca and Crawford Counties residents are equally included in public participation opportunities related to the planning and implementation of SCAT activities.

Encouragement of Public Participation

SCAT recognizes the importance of stakeholders in its decision making processes. The public, our passengers, as well as other governmental agencies, social service agencies, community service and faith-based organizations is encouraged to participate in all aspects related to the planning and implementation of SCAT; including the development of grant applications, procedures, policies, strategic planning, public hearings, public meetings, and operational assessment processes.

SCAT especially encourages participation from its residents with low- and moderate-incomes, minority, non-speaking and Limited-English proficient speaking residents as well as persons with disabilities living in Seneca and Crawford Counties.

Sound policy and service delivery decisions need to reflect community sentiment and public opinion from a broad outreach. These public outreach strategies must be designed to offer our clients effective access to information and efficient and convenient methods of participating in SCAT's public process.

Public Comment

SCAT will provide the public with at least a 30-day period to review and comment on all grant applications, proposed service or fare changes, and any other documents or plans requiring specified public review and comment periods. SCAT will give full consideration and response to the public's concerns, comments and recommendations. Where applicable, review will be advertised in the local newspaper with the largest circulation in accordance with ODOT mandates, prior to the first day of the review and comment period. All

affected documents will also be made available in electronic (and other) formats to persons with disabilities, upon request. All documents will be considered public and available for public review, upon request, in the Transit Director's office, located at 275 N. Toussaint South Road, Oak Harbor, Ohio during normal SCAT's normal business hours.

Public Hearings

Public hearings will be held to obtain the public's input and to respond to proposals and questions. At least one public hearing is held annually prior to the rural grant proposal being submitted to ODOT. This public hearing is to be held before the proposed application is published for comment.

All public hearings will be held in an accessible location (SCAT's Conference Room, located at 3446 S. Twp. Rd 151, Tiffin, OH 44883). All public hearings will be advertised in the local newspaper not less than 30 calendar days before the scheduled public hearing. The public notice will state the date, time and place of the public hearing. All public hearings will be held in an accessible location and centrally located in the community to provide easy access to all residents. All public hearings will begin and be completed within timeframes when SCAT is in operation, making the hearing more accessible to persons who might be potential or actual stakeholders.

While the population of Seneca and Crawford Counties does not include a large number of Non-English speaking persons, SCAT will make every effort to encourage participation at all public hearings by all Non-English speaking persons by providing interpretation and translation if requested at least 48-hours in advance. This and any other special accommodation requests will be noted in the public notice appearing in the local newspaper advertising that specific meeting. The cost accommodated any special requests will be paid for by SCAT using ODOT funds and will not be passed along to those persons being assisted.

SCAT Meetings

All scheduled SCAT meetings, including the SCAT Board meetings, are open to the public and the public is encouraged to attend. Public hearings will be held in an accessible location at SCAT's conference room. Public hearings will also be held during SCAT operating hours in order to promote a greater likelihood of participation of SCAT stakeholders.

All public documents related to SCAT will be available to the public upon request. This includes the availability of materials in alternative formats upon request. Requests must be made to the Executive Director, located at the SCAT Office Building, 3446 S. Twp. Rd 151, Tiffin, OH 44883 during normal business hours on Monday through Friday from 8 a.m. until 5 p.m. (except during holidays). Hard copies will be available for purchase for an at-cost rate per copy.

Access to Records

All public records, documents and reports pertaining to SCAT are kept in the offices of the Transit Director, located at the SCAT Office Building, 3446 S. Twp. Rd 151, Tiffin, OH 44883. (Phone: (419)488-734; Fax: (419) 448-8484). Documents will be made available to the public upon request during regular business hours as stated above. Records will be retained in accordance with applicable Public Record Retention laws, but in no case for a period not less than three years. Hard copies will be available for purchase for an at-cost rate per copy.

Technical Assistance in Making Comments & Complaints

Technical assistance in developing complaints and/or comments will be provided upon request. For example, SCAT personnel can record audio versions of comments or complaints, or transcribe them with final review and approval of the person making the comment and or complaint.

Complaints

All complaints and comments received by SCAT including those dealing with matters related to Title VI are addressed in the SCAT Complaint Policy.

It is the goal of SCAT to resolve any complaint in a prompt and timely manner and at the lowest level of supervision. All employees receiving customer complaints should always be friendly, polite, and helpful and try their best to resolve the problem if they can.

All complaints received are to be documented on an SCAT Complaint Form. The Executive Director will respond to all written complaints within 48-hours of receipt of the complaint and with a resolution, if possible, within 15-working days. The complaint process offers several levels of review and remedy including the Seneca and Crawford Counties Commissioners, The Ohio Dept. of Transportation and the Federal Transit Administration (FTA).

Persons with Disabilities

All SCAT public hearings and community meetings will be held in accessible locations. Those persons needing special accommodations should contact SCAT at least 48-hours prior to the public hearing or community meeting. All SCAT public hearings and community meetings are held during SCAT operating hours in order to permit the use of SCAT's accessible vehicles for transportation to the public hearing or community meeting. Copies of all written materials presented will be made available in alternative forms upon request.

Access to Information

The public is encouraged to participate in the process of making service changes. SCAT encourages participation from all stakeholders including those with low- and moderate-level incomes, minorities, Non-English speaking persons as well as persons with disabilities. SCAT also encourages other governmental agencies, social service agencies, community service and faith-based organizations to participate in the process of making service changes.

The Seneca-Crawford Area Transportation Meetings

The Seneca-Crawford Area Transportation is the governing body for SCAT. The Board meets on the third Tuesday of every month at 9:00 a.m. in SCAT's conference room located at 34446 S. Twp. Rd 151, Tiffin, OH 44883 which is an accessible location. All regular meetings are open to the public. The public is given the opportunity to ask questions and provide comments, including those related to the implementation of the 5311 Rural Transportation Grant) prior to adoption.

Summary of Outreach Efforts

SCAT's summary of outreach efforts made since the last Title VI Program submission includes:

- Publishing Title VI Notice to the Public (within public areas of the SCAT Office Building, on-board all SCAT buses and the SCAT web page);

- Providing public notice of all public hearings and meetings related to SCAT as indicated within this plan;
- Developing a Public Participation Plan for use for SCAT included in the Title VI Program documents;
- SCAT continues to attend the Seneca and Crawford Counties Council on Health and Social Concerns (CHSC) meetings and coordination transportation committee to discuss the needs of people in our county;
- Enter specific Public Participation activities in the table below.

Event Date	Seneca-Crawford Area Transportation Staffer(s)	Activity	Communication Method (Public Notice, Posters, Social Media)	Notes

Persons with Limited English Proficiency (LEP)

SCAT will periodically conduct a LEP Four-Factor Analysis. The Executive Director will use the data collected from this analysis to update the SCAT LEP Plan. The updated SCAT LEP Plan will be presented by the Executive Director to the Seneca-Crawford Area Transportation for approval.

Plan Components

As a recipient of federal US DOT funding, SCAT 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.

SCAT’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, SCAT conducted a *Four Factor Analysis* of the following areas: 1) LEP 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, SCAT 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 SCAT'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.

This section discusses how SCAT's program and services impact the lives of people within the community. SCAT will specify the community organizations that serve LEP persons, if available.

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.

The summary below discusses the low-cost methods SCAT uses to provide outreach to LEP persons as well as train staff (and transit provider/lessee, if applicable) on Title VI and LEP principles.

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.

SCAT staff reviewed the latest U.S. Census Bureau data reports for **SENECA COUNTY** (either the decennial Census or the American Community Survey) and determined that 766 (1.47%) persons in Seneca County speak English less than very well.

Seneca County – Languages Spoke at Home

	Total Number	Percent of Population	Total Population of County
Speak Language other than English	2,053	3.93%	52,272
Speak English Less than Very Well	766	1.47%	52,272
Spanish	1,180	2.26%	52,272
Other Indo-European Languages	416	0.80%	52,272
Asian and Pacific Languages	302	0.58%	52,272
Other Languages	55	0.11%	52,272

SCAT staff reviewed the latest U.S. Census Bureau data reports for **CRAWFORD COUNTY** (either the decennial Census or the American Community Survey) and determined that 367 (0.94%) persons in Seneca County speak English less than very well.

Crawford County – Languages Spoke at Home

	Total Number	Percent of Population	Total Population of County
Speak Language other than English	884	2.26%	39,189
Speak English Less than Very Well	367	0.94%	39,189
Spanish	307	0.78%	39,189
Other Indo-European Languages	256	0.65%	39,189
Asian and Pacific Languages	281	0.72%	39,189
Other Languages	40	0.10%	39,189

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

SCAT assessed the frequency with which staff and drivers have, or could have, contact with LEP persons. SCAT provides approximately 49,411 passenger trips per year. If an individual has speech limitations, the dispatcher or driver will work with the Transit Manager and ODOT, 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 SCAT's programs are important; however, those related to safety, public transit, nondiscrimination and public involvement are among the most important. SCAT 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, SCAT will strive to provide alternative but meaningfully accessibility. Moreover, SCAT 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 Spanish upon request.

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

The SCAT makes every effort to make its programs, services, and activities, accessible to LEP individuals. SCAT 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

SCAT 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) SCAT 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 SCAT language assistance measures, SCAT provides the following:

- Title VI Program including the Language Assistance Plan is made available on website, if applicable, and hard copy in central office.
- Drivers and dispatchers are provided "I Speak" language cards to identify language needs in order to match them with available services.

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

SCAT will continue to update the LEP plan as required by U.S. DOT. At a minimum, the plan will continue to be reviewed and updated every three (3) years in conjunction with the Title VI submission, or when data from the 2020 U.S. Census is available, or when it is clear that the concentrations of LEP individuals are present in the SCAT 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 SCAT's financial resources are sufficient to fund language assistance resources needed.
- Determine whether SCAT has fully complied with the goals of this LEP Plan.
- Determine whether complaints have been received concerning SCAT's failure to meet the needs of LEP individuals

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

The following training will continue to be provided to SCAT staff:

- Information on the SCAT 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

SCAT 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. agency will also utilize web-based translator programs if available.

If you need help with English, please call 888-898-7433.

Si usted necesita ayuda con el inglés, por favor llame 888-898-7433

H. Non-Elected Committees & Councils Membership Table

Body	Caucasian	Black or African American	American Indian and Alaska Native	Asian	Hispanic	Two or More Races
Council of Health & Social Concerns Transit Committee	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Seneca-Crawford Area Transportation	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%

The members of the Seneca-Crawford Area Transportation are nominated by the SCAT Executive Director and approved by the Board of Seneca and Crawford Counties Commissioners. The current membership of the Seneca-Crawford Area Transportation includes people who use the transit service (or have family that use the service), the elderly and disabled, members of the local business community and social service agencies. Member of the Council of Health and Social Concerns Transit Committee are a representation of various human services organizations. All members are chosen on a basis of their capacity and expertise to advise the Transit Coordinator in the management of the transit system regardless of age, race, color, national origin, income or impairment. Seneca and Crawford Counties Transportation Agency encourages the participation of minorities on such committees.


When a vacancy occurs on the Seneca-Crawford Area Transportation the following procedure is used to fill the position:

1. **Open Call:** Board membership openings are to open to all applicants and are to be publicized in advance in order to give applicants a "reasonable opportunity" to apply. When publicizing any openings, a statement will be made that all applicants will be accepted and considered for the position and treated equally without regard to age, race, color, national origin, income or impairment.
2. **Fair Judging:** All applicants will be considered by the existing members of the Seneca-Crawford Area Transportation and will be judged on their merits with procedures designed to identify the best qualified. The evaluation of applicants will be in accord with their past experience, expertise and familiarity of the transit system and their ability to be a value as an advisory to the Transit Director.
3. **An Applicant is Chosen:** The applicant that is judged to be "most qualified" by the existing Seneca-Crawford Area Transportation members will be nominated by the Executive Director to the Seneca and Crawford Counties Commissioners who will make the final decision to approve or disapprove the applicant and appoint them to the Seneca-Crawford Area Transportation.

(Procedure to fill a vacancy on the Seneca-Crawford Area Transportation is from the Board Bylaws)

I. Approval

The Title VI Program for Seneca and Crawford Counties Transportation Agency has been reviewed and approved by Seneca-Crawford Area Transportation



Dr. Joel Ardner, President
Seneca-Crawford Area Transportation

8-16-2022

Date