

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

**Lorain County Mobility Management**

**January 1, 2023**

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

## **Title VI Plan Table of Contents**

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**Section 1: Title VI Plan Approval & Compliance Requirements**

Title VI Plan  
Adopted on: January 1 2023

Adopted by: Board of Directors, United Way of Greater  
Lorain County

Signature(s): Brad Calabrese, Chair

Approval: December 15, 2022

## Annual Certifications and Assurances

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

Lorain County Mobility Management will remain in compliance with this requirement by annual submission of certifications and assurances as required by ODOT.

The date of last submission of these certifications and assurances (at the time of this Plan's approval) is: April 2, 2021

## Title VI Plan Revision Log

<b>Date</b> Month/day/year	<b>Section Revised</b>	<b>Summary of Revisions</b>
1/1/2023	Initial plan submission	

## **Section 2: Title VI Policy Statement**

### **Policy Statement**

**Lorain County Mobility Management**, operating a mobility management program, as a recipient of Federal Transit Administration (FTA) grant dollars either directly from FTA or through the Ohio Department of Transportation (ODOT), will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the U.S. Department of Transportation implementing regulations, FTA Circular 4702.1B, and ODOT Public Transportation requirements as specified in Master Grant Agreement, and State Management Plan. **Lorain County Mobility Management** operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act.

## **Section 3: Notice to the Public**

### **Title VI Notice to the Public**

Lorain County Mobility Management's Notice to the Public is as follows:

### **Notifying the Public of Rights Under Title VI**

## **Lorain County Mobility Management**

- **Lorain County Mobility Management** 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 **United Way of Greater Lorain County**.
- For more information on the **Lorain County Mobility Management** civil rights program, the procedures to file a complaint, or to file a complaint, please contact **Ryan Aroney, President & CEO** at **440-277-6530**; email [ryan.aroney@uwloraingcounty.org](mailto:ryan.aroney@uwloraingcounty.org); or visit our administrative office at **642 Broadway Avenue, Lorain, OH 44052**. For more information, visit [www.uwloraingcounty.org](http://www.uwloraingcounty.org) or [www.MOVELoraingcounty.org](http://www.MOVELoraingcounty.org)

- For transportation-related Title VI matters, a complaint may also be filed directly with the:

Ohio Department of Transportation, Attn: Office of Opportunity, Diversity, and Inclusion, Title VI Coordinator, [1980](#) West Broad Street, Mailstop 3270, Columbus, Ohio 43223

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

- If information is needed in another language, contact **440-277-6530**.

**Lorain County Mobility Management** Notice to the Public is posted in the public areas of the office.

1. Front office of United Way of Greater Lorain County

### **Sample Title VI Notice to the Public in Spanish**

Note: The translation of vital documents must be verified for accuracy. You cannot assume that what is written in this template accurately conveys the rights included in your Title VI notice. You also cannot rely on Google Translate without additional verification such as a language translator.

Note: Follow this template below for any additional languages required by your Language Assistance Plan.

## **Notificación al público de derechos bajo el Título VI**

# **Lorain County Mobility Management**

- Lorain County Mobility Management opera sus programas y servicios sin distinción de raza, color y origen nacional, según el Título VI de la Ley de Derechos Civiles. Cualquier persona que cree o que ha sido perjudicada por una práctica discriminatoria ilegal bajo el Título VI puede presentar una queja con el United Way of Greater Lorain County.
- Para obtener más información sobre el programa de derechos civiles de United Way of Greater Lorain County, o para obtener más información sobre los procedimientos para presentar una queja, por favor llame a Ryan Aroney, President & CEO, 440-277-6530, [ryan.aroney@uwloraincounty.org](mailto:ryan.aroney@uwloraincounty.org) o visite nuestra oficina administrativa en 642 Broadway Avenue, Lorain, OH 44052.
- Un demandante puede presentar una queja directamente a la el Departamento de Transporte del estado de Ohio, Attn: Office of Opportunity, Diversity and Inclusion 1980 West Broad Street, Mailstop 3270, Columbus, OH 43223.
- Un demandante puede presentar una queja directamente a la Administración Federal de tránsito, Office of Civil Rights, Atención: Complaint Team, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.
- Si se necesita información en otro idioma, comuníquese con 440-277-6530.

## **Section 4: Title VI Complaint Procedure**

**Lorain County Mobility Management's** Title VI Complaint Procedure is made available in the following locations:

- Agency website, if available: **uwloraincounty.org** and **MOVELoraincounty.org**
  - Hard copy in the central office
  - Agency Title VI Plan
- 

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

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

A complaint must be filed with **United Way of Greater Lorain County** no later than 180 days after the following:

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

Once the complaint is received, **United Way of Greater Lorain County** will review it to determine if our office has jurisdiction. A copy of each Title VI complaint received will be forwarded to the Ohio Department of Transportation within ten (10) calendar days of receipt. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

**United Way of Greater Lorain County** has 45 days to investigate the complaint. If more information is needed to resolve the case, **United Way of Greater Lorain County** may contact the complainant requesting further information. The complainant has **10** business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within **10** business days, **United Way of Greater Lorain County** can administratively close the case.

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

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

If the complainant wishes to appeal the decision it must direct the appeal to the agency initially. The complainant has **10** days after the date of the closure letter or the letter of finding to do so. If there is



outstanding concern, the appeal may be directed to the state DOT or FTA. The appeal process information will be included in the letter.

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

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

If information is needed in another language, then contact **440-277-6530**.

## Section 5: Title VI Complaint Form

Lorain County Mobility Management's Title VI Complaint Procedure is made available in the following locations:

- Agency website, if available: [uwloraincounty.org](http://uwloraincounty.org) or [MOVELoraincounty.org](http://MOVELoraincounty.org)
- Hard copy in the central office
- Agency Title VI Plan

<b>Section I:</b>				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Email Address:				
Accessible Requirements?	Format	Large Print		Audio Tape
		TDD		Other
<b>Section II:</b>				
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
<b>Section III:</b>				
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.				
_____				
_____				
_____				
<b>Section IV</b>				
Have you previously filed a Title VI complaint with this agency?			Yes	No
<b>Section V</b>				
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.	
<b>Name:</b>	
<b>Title:</b>	
<b>Agency:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Section VI</b>	
Name of agency complaint is against:	
Contact person:	
Title:	
Telephone number:	

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

Signature and date required below

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If information is needed in another language, contact 440-277-6530.

Please submit this form to:

**United Way of Greater Lorain County**  
**642 Broadway Avenue, Lorain, OH 44052**  
**440-277-6530**  
**Ryan.aroney@uwloraingcounty.org**

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

**United Way of Greater Lorain County, on behalf of Lorain County Mobility Management,** maintains a list or log of all Title VI investigations, complaints and lawsuits, pertaining to its transit-related activities.

**Check One:**

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

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

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

## **Section 7: Public Participation Plan**

### **Strategies and Desired Outcomes**

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

- ✓ Provide for early, frequent and continuous engagement by the public
- ✓ Select accessible and varied meeting locations and times
- ✓ Employ different meeting sizes and formats
- ✓ Use social media in addition to other resources as a way to gain public involvement
- ✓ Use radio, television or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations may also include audio programming available on podcasts.
- ✓ Expand traditional outreach methods by visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, local festivals, etc.

### **Public Outreach Activities**

The public outreach and involvement activities conducted by **Lorain County Mobility Management** (LCMM) since the last Title VI Program submission are summarized in the table below.

Specific Public Participation activities are listed in the table below:

<b>Event Date</b>	<b>Insert Agency Name</b> Staffer(s) or Department	<b>Activity</b>	<b>Communication Method</b> (Public notice, posters, social media)	<b>Notes</b>
1/20/22	LCMM	eNewsletter	Newsletter	Emailed Most Months
2/4/22	LCMM	eNewsletter	Monthly Newsletter	Emailed Most Months
3/1/22 – 6/30/22	LCMM	2022 Transportation Survey	Lorain County Survey for residents	Paper copy, Spanish, Transit delivery, QR Code
3/8/22	LCMM	eNewsletter	Newsletter	Emailed Most months. Email addresses from residents are added in from the transportation survey, if given
3/17/22	LCMM	Transportation Advisory Committee	Meeting is open to the public	This meeting is available in person and online. It is also at a location along a bus stop.
4/14/22	LCMM	Lorain County City Council Woman Pam Carter Town Hall	Verbal presentation about Mobility Management	Lorain City Council person invited me to a town hall to present

4/15/22	LCMM	eNewsletter	Newsletter	Emailed Most months. Email addresses from residents are added in from the transportation survey, if given
4/20/22	LCMM	Moving Ohio Forward Conference	Verbal facilitation of sustainable transportation.	This event was free to attend but was virtual and online
4/27/22	LCMM	Sacred Heart Job Fair	Spoke with reps from Lorain County businesses	Just visited table to table about transportation issues
6/7/22	LCMM	eNewsletter	Newsletter	Emailed Most months. Email addresses from residents are added in from the transportation survey, if given
6/11/22	LCMM	2 <sup>nd</sup> Saturday in Oberlin	Verbal and brochures	This is a free event open to the community
6/16/22	LCMM	Quarterly Transportation Advisory Committee	The meeting is open to the general public and located along a transit route.	
6/16/22	LCMM	Third Thursday in Elyria	A free Elyria Community event	Handed out Transportation Guides to trolley riders
7/9/22	LCMM	2 <sup>nd</sup> Saturday in Oberlin	A free Oberlin community event.	Handed out transportation surveys, transportation guides, and talked about transportation issues
7/21/22	LCMM	Third Thursdays in Elyria	A free Elyria Community event	Handed out Transportation Guides to trolley riders
8/13/22	LCMM	2 <sup>nd</sup> Saturday in Oberlin	A free Oberlin community event.	Handed out transportation guides, and talked about transportation issues
9/2/22	LCMM	1 <sup>st</sup> Friday in Lorain	A free Lorain community event.	Handed out transportation guides, and talked about transportation issues
9/8/22	LCMM	eNewsletter	Newsletter	Emailed Most months. Email addresses from residents are added in from the transportation survey, if given
9/10/22	LCMM	2 <sup>nd</sup> Saturday in Oberlin	A free Oberlin community event.	Handed out transportation guides, and talked about transportation issues

9/13/22	LCMM	Quarterly Transportation Advisory Committee	The meeting is open to the general public and located along a transit route.	
9/14/22	LCMM	We Care Fair Event	This event is held at Lorain County Community College.	Among United Way information, I passed out Transportation Guides and spoke with people
10/27/22	LCMM	Lorain County Metropolitan Housing Authority Resource Fair	Handed out transit route maps and transportation guides	This event was held in Lorain and Elyria, where there is a fixed transit route. Both facilities are on a transit stop
11/1/22	LCMM	Senior Expo	Gave out Transportation Guides and spoke with people	There were so many seniors we ran out of everything. Some informed me they read the LCMM monthly newsletter.
11/10/22	LCMM	eNewsletter	Newsletter	Emailed Most months. Email addresses from residents are added in from the transportation survey, if given

## **Section 8: Language Assistance Plan**

### ***Plan Components***

As a recipient of federal US DOT funding, **Lorain County Mobility Management** 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.

**Lorain County Mobility Management'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, **Lorain County Mobility Management** has conducted a *Four Factor Analysis* of the following areas: 1) Limited-English Proficient (LEP) Speaker Demography, 2) Contact Frequency, 3) Importance of Service, and 4) Resources and Costs.

**Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient.** In addition to the number or proportion of LEP persons served, **Lorain County Mobility Management** 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 **Lorain County Mobility Management's** staff comes into contact with LEP persons. Examples of contact could include:

- (a) Use of bus and rail service;



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

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

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

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

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

Census data cited is from 2020.

Of the 298,366 residents in **Lorain County Mobility Management’s** service area in 2020, 5,989 residents describe themselves as speaking English less than “very well”. People of Mexican and Puerto Rican descent are the primary LEP persons likely to utilize Lorain County Mobility Management’s services. For Lorain County Mobility Management’s service area, the 2020 U.S. Census Bureau data shows that among the area’s population 2% speak English “*less than very well.*” **For these groups** who speak English “less than very well”, 65% speak Spanish.

Lorain County – Languages Spoke at Home

	Total Number	Percent of Population	Total Population of County
Speak Language other than English	22,197	7.4%	298,366
Speak English Less than Very Well	5,989	2.0%	298,366
Spanish	14,751	4.9%	298,366
Other Indo-European Languages	4,499	1.5%	298,366
Asian and Pacific Island Languages	1,506	0.5%	298,366
Other Languages	1,441	0.5%	298,366

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

Lorain County Mobility Management assessed the frequency with which staff have, or could have, contact with LEP persons. Lorain County Mobility Management staff have contact with LEP persons less than once per week in the normal operations of the program. If an individual has speech limitations, staff of Lorain County Mobility Management will work with the Ohio Department of Transportation, if needed, to ensure the individual receives access to services provided by Lorain County Mobility Management.

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

All of Lorain County Mobility Management’s programs are important; however, those related to equitable and safe access to transportation options and public involvement are among the most important. Lorain County Mobility Management is committed to providing meaningful access and will provide written translation for any of its documents, when reasonable, effective and with the available resources. Currently the transportation survey is available in Spanish and all documents available on line are translatable using the online tool. Lorain County Mobility Management will strive to provide alternative but meaningfully accessibility, such as verbal interpreter services. For example, persons coming to the program office have access to real-time translation services during office hours. Moreover, Lorain County Mobility Management 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.**

Lorain County Mobility Management makes every effort to make its programs, services, and activities, accessible to LEP individuals. Lorain County Mobility Management will use available resources, both internal and external to accommodate reasonable requests for translations. At the program’s cost, mobility management has provided written translation of the survey.

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

Lorain County Mobility Management 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 staff as needed.
- b) Lorain County Mobility Management 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) Callers to 211 First Call for Help for transportation resources have access to translation services through a call back system.
- d) A list of web-based translation services can be provided by contacting staff of Lorain County Mobility Management.

**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 Lorain County Mobility Management language assistance measures, Lorain County Mobility Management provides the following:

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

Lorain County Mobility Management will continue to update the LEP plan as required by U.S. DOT. At a minimum, the Title VI Plan will continue to be reviewed and updated every three (3) years in

conjunction with the Title VI submission and use data from the U.S. Decennial Census or the American Community Survey as available, or when it is clear that the concentrations of LEP individuals are present in Lorain County Mobility Management's 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 Lorain County Mobility Management's financial resources are sufficient to fund language assistance resources needed.
- Determine whether Lorain County Mobility Management has fully complied with the goals of this LEP Plan.
- Determine whether complaints have been received concerning Lorain County Mobility Management's failure to meet the needs of LEP individuals

Item # 5 - Description of how Employees are Trained to Provide Language Assistance to LEP Persons
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The following training will continue to be provided to Lorain County Mobility Management staff:

- Information on the Lorain County Mobility Management 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 and over the phone interpretation services.
- How to handle a potential Title VI / LEP complaint.

Limited English Proficient (LEP) Resource Materials:

#### LEP Policy

Lorain County Mobility Management 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. Arrangements have been made with Lorain County Mobility Management to obtain translators. The agency will also utilize web-based translator programs if available.

**If you need help with English, please call 440-277-6530.**



# "I Speak" Language Identification Card

**Note:** For additional languages visit the US Census Bureau website <http://www.lep.gov/ISpeakCards2004.pdf>

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

## Log of LEP Encounters

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

**Section 9: Minority Representation Information**

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

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

**A. Minority Representation Table**

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

<b>Body</b>	<b>Caucasian</b>	<b>Hispanic</b>	<b>African American</b>	<b>Asian American</b>	<b>Native American</b>	<b>Two or More Races</b>
Lorain County Transportation Advisory Committee is fluid and open to the general public. It is promoted in the monthly newsletters.						
Coordinated Transportation Plan Review Committee	22 (83%)	3 (10%)	2 (7%)	0	0	

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

**B. Efforts to Encourage Minority Participation**

To encourage participation on its committees, and councils, Lorain County Mobility Management will make every effort to encourage minority participation on the boards. This includes specific outreach to minority-serving organizations such as Lorain County Urban League, El Centro de Servicios Sociales; outreach to the faith community with presentations, newsletters, and mobility management materials; and public notices.