**TITLE VI PLAN**

Senior Meals & Services, Inc

Title VI prohibits discrimination in all Federal Transit Administration (FTA) services, programs, or benefits on the basis of Race, Color, or National Origin.

**Title VI Program**

FTA Circular 4702.1B, Chapter III for FTA , Subrecipient:

Title VI Requirements & Guidelines for FTA Recipients at

 <https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/title-vi-requirements-and-guidelines-federal-transit>

The Federal Transit Administration Title VI Circular 4702.1B provides guidance to grantees on how to comply with Title VI regulations, as well as to ensure grantees provide meaningful language access to persons who are limited English proficient. The circular provides specific compliance information for each type of grantee and provides comprehensive appendices including additional guidance and examples to ensure recipients understand the requirements.

By filling out the required fields you are stating that your board of directors, appropriate government entity, or officials responsible for policy decisions and/or approval of board meeting minutes understand the required FTA Circular 4702.1B, Chapter III regulations and agree to adopt all Title VI Program guidelines:

6-2020

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cathy Saele-Odendaal

Title VI Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

701-662-5061

Title VI Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

sms@gondtc.com

Title VI Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title VI Program Requirements

[Attach a copy of the meeting minutes approving this action.]

Title VI Program Requirement

1. **SENIOR MEALS & SERVICES, INC TITLE VI AND NON-DISCRIMIINATION POLICY STATEMENT**

Senior Meals and Service developed a Title VI and Non-discrimination policy statement. This statement is posted in the office and in the bus garage.

VITAL DOCUMENT – Translate if significant LEP population.

An abbreviated “Statement of Non-discrimination” template titled Title VI Plaque has been created and is posted in all vehicles.

VITAL DOCUMENT – Translate if significant LEP population.

1. **COMPLAINT FORM:**

Senior Meals & Services adopt NDDOTs Complaint Form SFN 51795 are available in the office or can be found on at <http://webbuilder.nationalrtap.org/seniormealsandservices/Routes-Schedules>. All complaints forms should be mailed to Senior Meals and Services at 202 4th Ave NE, Devils Lake, ND 58301.

VITAL DOCUMENT – TRANSLATE if significant LEP population.

1. **COMPLAINT LOG:**

Senior Meals & Services adopted NDDOTs Transit Title VI – List of Investigations, Lawsuits, and Complaints, SFN 60805.

1. **MINORITY REPRESENTATION ON PLANNING AND ADVISORY BOARDS**:

Senior Meals & Services, Inc has a **non-elected** transit related planning board, advisory council, or committee, please submit:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Board, Council, or Committee Name | Member  | White M/F | American Indian M/F | Hispanic M/F | Black M/F | Pacific Islander M/F | Asian M/F |
| At Large | Dean Petska | M |  |  |  |  |  |
| Center Management Board Rep  | Doris Myklebust | F |  |  |  |  |  |
| Devils Lake City Commission Rep | Rob Hatch | M |  |  |  |  |  |
| At Large  | Mike Connor | M |  |  |  |  |  |
| At Large | Barry Gage | M |  |  |  |  |  |
| Ramsey County Commissioner  | Ed Brown | M |  |  |  |  |  |
|  | Mary Alexander | F |  |  |  |  |  |
|  | Nancy Lundon | F |  |  |  |  |  |
| Benson Co. Rep | Harriet Bracken | F |  |  |  |  |  |
| Eddy Co. Rep | Dennis Koenig | M |  |  |  |  |  |

* No significant minorities in the area.

1. **PUBLIC PARTICIPATION PLAN:**

Senior Meals & Services has submitted a Public Participation Plan as part of their Title VI Program specific to their agency using the template titled Public Participation Plan Template

Communication will be ongoing with Social Services, Community Options, Vocational Rehabilitation, Human Services Center and nursing homes in the area ensuring community needs are met.

1. **LIMITED ENGLISH PROFICIENCY (LEP) PLAN:**

Senior Meals & Services submitted a Limited English Proficiency (LEP) Plan as part of their Title VI Program in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq, and Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency using the template developed by NDDOT.

FORMAL APPROVAL POLICY

This Policy has been approved by the Senior Meals and Services, Inc
Board of Directors and will be strictly adhered to.

|  |  |  |  |
| --- | --- | --- | --- |
| Board of Directors |  | Date of Approval |  |
| Senior Meals and Services, Inc. |  |  |  |