





















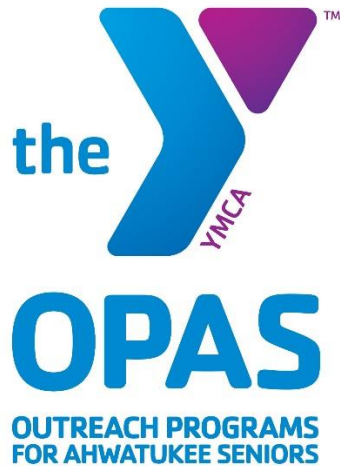




# Title VI Investigations, Complaints, and Lawsuits

This form will be submitted annually. If no investigations, lawsuits, or complaints were filed, a blank form will be submitted.

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



# *Public Participation Plan*



## ***An Outreach of the Ahwatukee Foothills Family YMCA***

Y OPAS is an outreach of The Valley of the Sun YMCA's Ahwatukee Foothills Family YMCA. Y OPAS provides transportation to seniors using volunteer drivers. The program has 190 volunteers and 460 clients or customers. The public is engaged in its planning and decision-making processes, as well as its marketing and outreach activities. The public will be invited to participate in the process whether through public meetings or surveys. As an agency receiving federal financial assistance, Y OPAS will make the following community outreach efforts:

Y OPAS has made presentations and/or provided information to the public via:

- The Ahwatukee Foothills Family YMCA including senior appreciation week, quarterly educational opportunities, and ongoing promotion of the program.
- Kiwanis Club
- Ahwatukee Recreation Center
- Ahwatukee Board of Management
- The Network of Volunteer Nonprofits Serving Seniors
- Local churches
- The Pecos Senior Center
- The Senior Advocacy Group of Ahwatukee (regular meetings and at the annual senior symposium).
- Veterans at the American Legion
- The Ahwatukee Boys Team Charity
- Festival of Lights beer and wine tasting event
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Additionally, Y OPAS uses the local Ahwatukee Foothills News to promote our programs and invite the public to participate and provide input. As an outreach of the YMCA all programs we provide are available on the website and through social media (facebook, Instagram and twitter). We also survey our clients and volunteers every two years for input on services as well. Lastly, we publish a quarterly newsletter for clients and associates of Y OPAS and a monthly newsletter for volunteers – both are made available at the YMCA.

- (1) Public meetings are scheduled to increase the opportunity for attendance by stakeholders and the general public. This may require scheduling meetings during non-traditional business hours, holding more than one meeting at different times of the day or on different days, and checking other community activities to avoid conflicts.
- (2) When a public meeting or public hearing is focused on a planning study or program related to a specific geographic area or jurisdiction within the region, the meeting or hearing is held within that geographic area or jurisdiction.
- (3) Public meetings are held in locations accessible to people with disabilities and are located near a transit route when possible.

Y OPAS has submitted for the first time to the Maricopa Association of Governors 5310 New Freedom Grant. Part of the annual application is a public notice, which includes a 30-day public comment period. Y OPAS will comply with all required notices and reporting.

# Limited English Proficiency Plan

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## *Limited English Proficiency Plan*

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Y OPAS has developed the following Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to Y OPAS services as required by Executive Order 13166. A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training to staff, notification to LEP persons that assistance is available, and information for future plan updates. In developing the plan while determining the Y OPAS's extent of obligation to provide LEP services, the Y OPAS undertook a U.S. Department of Transportation four-factor LEP analysis which considers the following:

- 1) The number or proportion of LEP persons eligible in the Y OPAS service area who may be served or likely to encounter by Y OPAS program, activities, or services;
- 2) The frequency with which LEP individuals come in contact with an Y OPAS services;
- 3) The nature and importance of the program, activities or services provided by the Y OPAS to the LEP population; and
- 4) The resources available to Y OPAS and overall costs to provide LEP assistance. A brief description of these considerations is provided in the following section.

A statement in Spanish will be included in all public outreach notices. Every effort will be made to provide vital information to LEP individuals in the language requested. Please see the chart below.

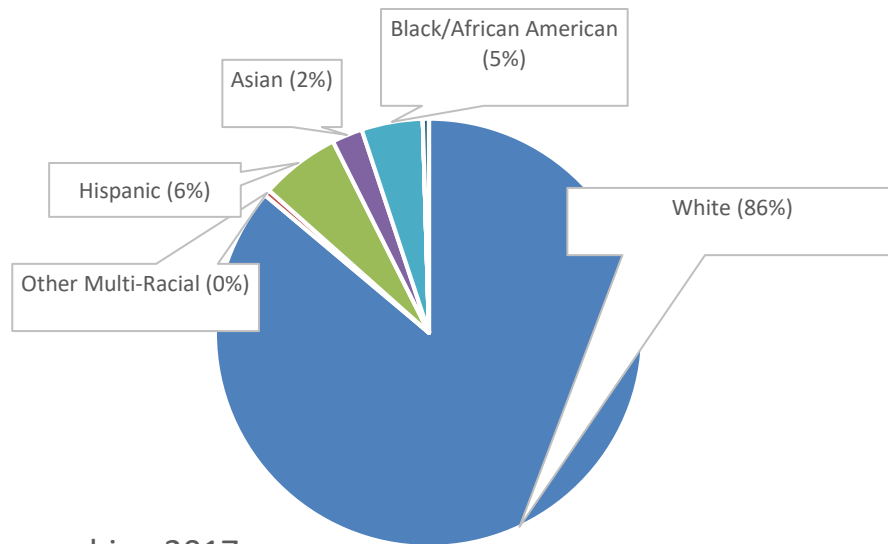
### **Safe Harbor Provision**

Y OPAS complies with the Safe Harbor Provision, as evidenced by the number of documents available in the Spanish language. With respect to Title VI information, the following shall be made available in Spanish:

- (1) Title VI Notice
- (2) Complaint Procedures
- (3) Complaint Form

In addition, we will conduct our marketing (including using translated materials) in a manner that reaches each LEP group. Vital Documents include the following:

- (1) Notices of free language assistance for persons with LEP
- (2) Notice of Non-Discrimination and Reasonable Accommodation
- (3) Outreach Materials
- (4) Bus Schedules
- (5) Route Changes
- (6) Public Hearings**



Y OPAS Demographics 2017

- White (86%)
- Hispanic (6%)
- Black/African American (5%)
- American Indian/Alaskan Native (0%)
- Black/African American and White (0%)
- Unknown (0%)
- Other Multi-Racial (0%)
- Asian (2%)
- Am. Indian/Alaskan Nat. and White (0%)
- Asian and White (0%)
- Am.Indian/Alaskan Native and Black/African Am. (0%)
- Native Hawaiian/Other Pacific Islander (0%)

Y OPAS demographics as taken from our Ride scheduler database indicate the majority of our clients are English speaking.

# Non-elected Committees Membership Table

A sub recipient who selects the membership of transit-related, non-elected planning boards, advisory councils, or committees must provide a table depicting the membership of those organizations broken down by race. Sub recipients also must include a description of the efforts made to encourage participation of minorities on these boards, councils, and committees.

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

Body	Caucasian	Latino	African American	Asian American	Native American
YOPAS Population	86%	6%	5%	2%	
Metro board	88%	6%			6%
Ahwatukee YMCA Board	100%				

Volunteer development is an ongoing process. We work diligently for our Boards and Committees to reflect the demographics of our communities.

# Title VI Equity Analysis

## Board Approval for the Title VI Program

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Metro Board of Directors Annual Meeting  
Tuesday, November 6, 2018  
10:00 am – 1:00 pm  
MINUTES

FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**TOTAL ATTENDANCE = 14**

**Board of Directors in attendance; 9** Brad Albert, Fred DuVal, John Graham, Don Isaacson, Mike King, Mike McDaniel, Jim Pitman, Bob Rice, Amy Thurston

**Board of Directors not in attendance; 8** Ryan Abbott, David Adame, Daniel Calihan, Susan Drumm, Rick Hellers, Robert Nichols, Scott Spangler, Mike Watts

**Staff in Attendance; 5** Bryan Madden, Peyton Tune, Sue Suman, Susan Waschler, Shannon Reeths,

### CALL TO ORDER – AMY THURSTON

The annual meeting of the Metro Board of Directors for the Valley of the Sun YMCA was called to order by Amy Thurston, Co-Chair, at 10:15 am on Tuesday, November 6, 2018. It was determined that a quorum was present and the meeting could conduct business.

### APPROVAL OF MINUTES; SEPTEMBER 25, 2018 – AMY THURSTON

Amy Thurston requested review and approval of the minutes from the September 25, 2018 Metro Board of Directors meeting.

#### ACTION:

Mike King made a motion to approve the September 25, 2018 meeting minutes, second by Bob Rice. Unanimously approved.

### TITLE VI POLICY – SUE SUMAN

Sue Suman presented the Title VI Policy. Key items discussed included;

- Purpose is to assure full compliance with Title VI of the Civil Rights act of 1964, the Restoration Act of 1987, section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and related statutes and regulations in all programs and activities
- The policy states that "no person shall on the grounds of race, color, national origin, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination" under any of the Valley of the Sun YMCA/YOPAS sponsored program or activity
- There is no distinction between the sources of funding
- Assures that every effort be made to prevent discrimination through the impacts its programs, policies, and activities on minority and low-income populations
- The Valley of the Sun YMCA/YOPAS will take reasonable steps to provide meaningful access to service for persons with limited English proficiency
- When federal aid funds are distributed to another entity/person, the Valley of the Sun YMCA will ensure all sub recipients fully comply with the Title VI non-discrimination program requirements
- The President & CEO delegates authority to the Human Resources Vice President to oversee and implement the policy requirements

#### ACTION:

Bob Rice made a motion to approve the Title VI Policy as presented, Second by Mike King. Unanimously approved.