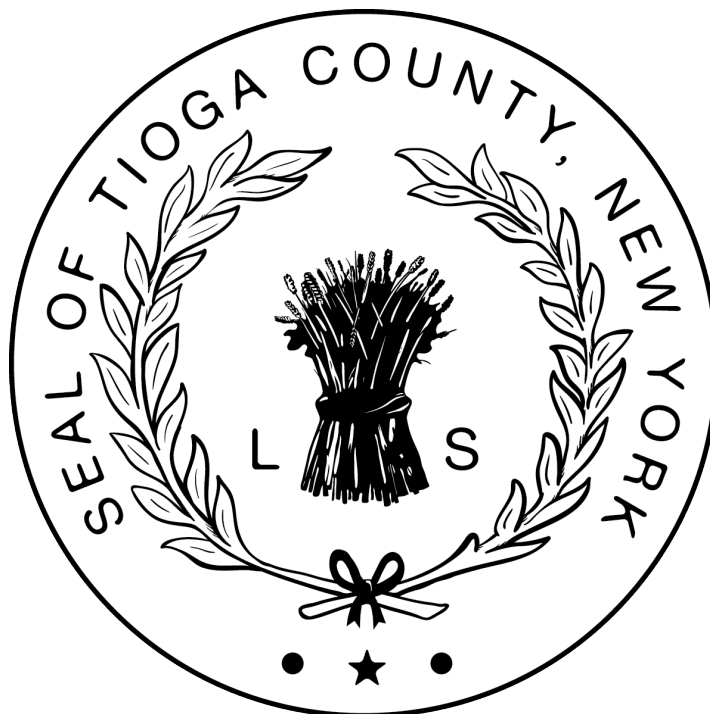


# **TIOGA COUNTY**

## **TITLE VI PLAN**



**Signed by:**

**Martha Sauerbrey**

**Tioga County Legislative Chair**

**Date: August 17, 2018**

**Adopted by Resolution: Resolution No. 193-18, August 17, 2018**

**Revision Adopted by Resolution: Resolution 45-23, January 10, 2023**

**Revision Adopted by Resolution: Resolution 255-23, June 13, 2023**

**Revision Adopted by Resolution: Resolution 296-23, July 11, 2023**

**Revision Adopted by Resolution: Resolution 366-23, September 12, 2023**

**Revision Adopted by Resolution: Resolution 148-24, April 09, 2024**

**Signed by:**

**Tracy Monell**

**Tioga County Legislative Chair**

**Date: April 15, 2026**

**Revision Adopted by Resolution: Resolution 152-26, March 10, 2026**

**Prepared by:**

**Tioga County Law Department**

**56 Main Street**

**Owego, New York 13827**

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

Title VI/ Nondiscrimination Policy Statement .....

Authorities.....

Title VI Reporting Relationships.....

Organization and Staffing - General.....

Limited English Proficiency Strategies .....

Program Administration and Title VI Coordinator's Responsibilities .....

Complaint Procedures, Complaint Form, and Letters.....

Title VI Data Collection and Analysis Policy .....

Attachment 1 -- Title VI Notice to Public.....

Attachment 2 -- Standard Title VI/Non-Discrimination Assurances .....

Attachment 3 -- Authorizing Resolution(s) .....

Attachment 4 -- Nondiscrimination Policy .....

Attachment 5 -- For Contractors, Subcontractors, Suppliers, and Manufacturers...  
    Appendix A.....  
    Appendix B.....  
    Appendix C.....  
    Appendix D.....  
    Appendix E.....

Attachment 6- Public Participation Plan.....

Environmental Justice Plan .....

Limited English Proficiency (LEP) Plan .....

Equal Employment Opportunity/Affirmative Action/ADA Policy .....

Attachment 7- American with Disabilities (ADA) Transition Plan.....

Attachment 8- ADA Authorizing Resolution(s) .....

Employee Training Plan .....

## **Title VI/Nondiscrimination Policy Statement**

Tioga County assures that no person shall, on the grounds of race, creed, color, gender, national origin, religion, disability, sexual orientation, marital status, Vietnam era veteran status, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. Tioga County further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

In the event that Tioga County distributes federal aid funds to another governmental entity, Tioga County will include Title VI language in all written agreements and will monitor for compliance. Tioga County's Law Department is responsible for initiating and monitoring Title VI activities, preparing required reports, and other Tioga County responsibilities as required by 23 CFR 200 and 49 CFR 21.

### **Authorities**

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21).

The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, subrecipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S. 557] March 22, 1988).

### **Additional Authorities and Citations Include:**

Title VI of the Civil Rights Act of 1964; 42 USC 2000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h); 23 USC 324; DOT Order 1050.2; EO 12250; EO 12898; 28 CFR 50.3; EO 13166.

## **Title VI Reporting**

Tioga County has appointed the **Personnel Officer, and the County Attorney's Designee** as the Tioga County Title VI Coordinators.

Tioga County is required to appoint a Title VI Coordinator who will have easy access to the agency's Chief Executive Officer. The contact information for the Tioga County Title VI Coordinators is as follows:

### **Personnel Officer**

Title VI Coordinator  
56 Main Street, Owego, NY 13827  
(607) 687-8207

### **County Attorney's Designee**

Title VI Coordinator  
56 Main Street, Owego, NY 13827  
(607) 687-8264

## **Special Emphasis Program Areas**

### ***Appointment of Title VI Program Specialists***

In addition to appointing Title VI Coordinators, Tioga County has programs managed through various Departments monitored by Title VI Program Specialists to annually monitor Tioga County's emphasis program areas. The emphasis program areas are Planning, Environmental Services, Design, Right-of-Way, Construction, Maintenance, Safety, and Transportation.

The contact information for each Title VI Specialist is as follows:

#### **Planning:**

Planning Director  
Economic Development and Planning  
56 Main Street  
Owego, NY 13827

#### **Environmental Services, Design, Right of Way, Facilities, Construction and Maintenance**

Commissioner of Public Works  
Department of Public Works  
477 Route 96  
Owego, NY 13827

#### **Transportation**

Director of Administration Services  
Department of Social Services  
1062 Route 38  
Owego, NY 13827

#### **Safety**

Safety Officer  
Safety Office  
56 Main Street  
Owego, NY 13827

## **Limited English Proficiency Strategies**

Strategies to provide meaningful access to LEP persons to ensure that they can communicate effectively will be achieved by measures including but not limited to:

- Applying the "four factor analysis" process provided as a guideline from the U.S. Department of Justice to determine LEP needs. This process includes determining the number and proportion of LEP individuals within the population, the frequency with which LEP individuals will come in contact with the program, the nature and importance of the program to people's lives, and the resources available to provide translation services. The results of this analysis will be used to outreach and engage LEP persons in the transportation planning process.
- Developing a demographic assessment for the impacted area to determine if there is a 5% or more minority population requiring special language assistance and address those needs.
- Developing a written policy to ensure the implementation of LEP measures that identify and assess the language needs of its LEP population. Provide for a range of language assistance options, including notices to LEP persons in a language they can understand regarding their right to free language assistance.
- Training to ensure that staff are knowledgeable and aware of LEP policies and procedures and are trained to work effectively in the facilitation of the process.
- Providing translation services for public documents and competent interpreters at public hearings.
- Increasing opportunities for public involvement, particularly by historically underserved populations including LEP individuals by advertising in local and local minority newspapers.
- Monitoring the program to ensure that LEP persons have meaningful access to the transportation planning and implementation process.

## **Title VI Responsibilities**

- Monitor compliance with Title VI requirements in all aspects of the environmental process, including Environmental Justice and Limited English Proficiency requirements.
- Conduct meetings to review project impact.
- Disseminate to the public their right to call or write to the department to view plans and discuss environmental problems.
- Ensure DBE goal attainment.
- Coordinate the gathering of environmental information for the Annual Title

- VI Update Report including awards to DBE firms.
- Notify protected group residents of public meetings or hearings regarding a proposed project. Ensure time and location for public meetings or hearings is accessible.
  - Maintain mechanisms to identify population affected by a project.
  - Ensure participation of all segments of the impacted population in the location selection process.
  - Ensure that all federally funded consultant contracts administered by this section have the appropriate Title VI Appendix enclosed.
  - Review guidelines and procedures to ensure Title VI compliance.
  - Maintain and update necessary data and documentation, including demographic data mapping ethnicity by area as required for completion of the department's internal annual Title VI Annual Report.

### **Title VI Coordinator's Responsibilities**

As authorized by the Tioga County Legislature, the Title VI Coordinator and Title VI Program Specialists are responsible for initiating, monitoring, and ensuring Tioga County's compliance with Title VI requirements as follows:

1. Process, review and investigate Title VI complaints received by Tioga County in accordance with Tioga County's Complaint Procedures. If any individual believes they or any other program beneficiaries have been subject to unequal treatment or discrimination as to the receipts of benefits and/or services, or on the grounds of race, color, national origin, or gender; they may file a complaint with Tioga County. It is the goal of Tioga County to resolve complaints informally at the lowest managerial level.
2. Collect statistical data (race, color, income, gender, and national origin) of participants in and beneficiaries of Tioga County's highway programs (i.e., relocatee's, impacted citizens, and affected communities). Each of the Title VI special emphasis program areas will maintain data to be incorporated in the Title VI updates. Procedures will be reviewed regularly to ensure the data is sufficient in meeting the Title VI program administration requirements.
3. Review special emphasis program areas to determine the effectiveness of program area activities at all levels. In addition to the day-to-day monitoring, all special emphasis program areas will be reviewed annually to assure effectiveness in their compliance of Title VI provisions. The Title VI Coordinator and Title VI Program Specialists will coordinate efforts to ensure equal participation in their program areas and activities at all levels.

4. Conduct Title VI reviews, when necessary, of contractors and other recipients of federal aid highway funds.
5. Work with special emphasis program staff to ensure the fundamental principles of Environmental Justice outlined below:
  - Avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
  - Ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
  - Prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.
6. Develop Title VI and Limited English Proficiency information for Public Dissemination. Ensure dissemination to the general public and, where appropriate, in languages other than English. The County will disseminate Title VI Program information to County employees, contractors, subcontractors, consultants, and subconsultants as well as the general public. Public dissemination will include posting of public statements and inclusion of Title VI language in contracts. The Title VI/Nondiscrimination Policy Statement will be published in newspapers having a general circulation in the vicinity of proposed projects and announcements of hearings and meetings in minority publications.
7. Prepare an Annual Title VI Update Report. The update will report on any accomplishments and changes to the program occurring during the preceding year. The update will include goals and objectives for the upcoming year.
8. Schedule training for Title VI related statutes for Tioga County employees. The training will provide comprehensive information on Title VI provisions, its application to program operations, identification of Title VI issues and resolution of complaints. All directives providing operational guidelines to all subrecipients, and special emphasis program areas will be reviewed annually to include Title VI language and provisions and related requirements, where applicable.
9. Identify and eliminate discrimination when found to exist. Work with all Tioga County Offices and Departments to establish procedures for promptly resolving deficiencies. Procedures will be implemented to identify

and eliminate discrimination when found to exist, including, but not limited to, utilization of disadvantaged business enterprises, public involvement and property acquisition.

10. Establish procedures for promptly resolving deficiency status and reducing to writing the remedial action agreed to be necessary within a period of 90 days. Tioga County will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all programs administrative requirements. When irregularities occur in the administration of the program's operation, procedures will be implemented to resolve Title VI issues and reduce to writing remedial action agreed necessary within a period of 90 days.

Subrecipients placed in a deficiency status will be given a reasonable time, not to exceed 90 days after receipt of the deficiency letter, to voluntarily correct deficiencies.

Tioga County will seek the cooperation of the subrecipient in correcting deficiencies found during the Title VI compliance reviews. Tioga County will also provide the technical assistance and guidance needed to aid the subrecipient to comply voluntarily.

When a subrecipient fails or refuses to voluntarily comply with requirements within the allotted time frame, Tioga County will submit a copy of the case file to NYSDOT's Office of Civil Rights or the FHWA and a recommendation that the subrecipient be found in noncompliance.

A follow-up review will be conducted within 180 days of the initial review to ensure that the subrecipient has complied with the Title VI Program requirements in correcting deficiencies previously identified.

11. Maintain updated legislative and procedural information regarding Tioga County's Title VI Program. This will include federal laws, rules and regulations, NYSDOT guidelines, Tioga County's Plan and updates, and other resource information pertaining to Title VI issues.

### **Title VI Complaint Procedures**

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964 as amended, (including its Disadvantaged Business Enterprises (DBE)), Section 504 of the Rehabilitation Act of 1973, Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990, relating to any transportation or Public Works program or activity administered by the City, as well as to subrecipients, consultants, and contractors. These procedures apply to complaints filed against a program or activity funded by either the Federal

Highway Administration (FHWA), the Federal Transit Administration (FTA) or the Federal Aviation Administration (FAA).

Intimidation or retaliation of any kind is prohibited per Title 49, Code of Federal Regulations, Part 21.11(e).

The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination.

These procedures are part of an administrative process, which does not provide for remedies that include punitive damages or compensatory remuneration for the complainant. Every effort will be made to obtain early resolution of complaints at the lowest managerial/administrative level possible. The option of informal mediation meeting(s) between the affected parties and the investigator may be used for resolution, at any stage of the process. The investigator will make every effort to pursue a resolution of the complaint. Initial interviews with the complainant and the respondent will request information regarding specifically requested relief and settlement opportunities.

## **PROCEDURES**

Any person who believes that they or any specific class of persons has been subjected to discrimination or retaliation prohibited by any of the Civil Rights authorities prohibited under Title VI based upon race, color, sex, age, national origin or disability may file a written complaint with Tioga County.

### Time Limits for Filing

A formal complaint must be filed within 180 days after:

- The date of the alleged act of discrimination; or
- The date when the person became aware of the alleged discrimination; or
- There has been a continuation or the latest instance of the discriminatory conduct.

### Form of Complaints

A formal complaint must meet the following requirements:

- Must be in writing and signed by the person or their representative and include the complainant's name, address and telephone number. A formal complaint of discrimination will also be acknowledged and processed if received by fax or e-mail.
- A formal complaint of discrimination received by telephone will be written down and provided to the complainant for confirmation or revision before processing.

- Must provide a detailed description of the issues including names, dates, and job titles of witnesses or those individuals perceived as parties in the complaint of incident.

Upon receipt of the complaint, Tioga County will determine its jurisdiction, acceptability, need for additional information and the investigative merit of the complaint. In cases where the complaint is against one of Tioga County's subrecipients of federal highway funds, Tioga County will assume jurisdiction and will investigate and adjudicate the case. Complaints against Tioga County will be referred to the New York State Department of Transportation's Office of Civil Rights for proper disposition. In special situations warranting intervention to ensure equity, the NYSDOT Office of Civil Rights may assume jurisdiction and either complete or obtain services to review or investigate matters.

Acceptance of a complaint will be determined by

- Whether the complaint is timely filed.
- Whether the allegations involve a covered basis such as race, color, national origin, gender, disability or retaliation.
- Whether the allegations involve a program or activity of a Federal-aid recipient, subrecipient, or contractor; or, in the case of ADA allegations, an entity open to the public.
- The complainant(s) acceptance of reasonable resolution based on the Department's administrative authority.

A complaint may be dismissed for the following reasons:

- The complainant requests the withdrawal of the complaint.
- The complainant fails to respond to repeated requests for additional information needed to process complaint.
- The complainant cannot be located after reasonable attempts.

Tioga County has sole authority for accepting complaints for investigation. Once Tioga County decides to proceed with the investigation, the complainant and the respondent will be notified in writing of the determination within ten (10) calendar days. The complaint will receive a case number and be logged into Tioga County's records identifying its basis, alleged harm, the race, color, national origin and gender of the complainant(s).

In cases where Tioga County assumes investigation of the complaint, Tioga County will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have ten (10) calendar days from the date of Tioga County's written notification of acceptance of the complaint to furnish their response to the allegations.

Within 40 calendar days of the acceptance of the complaint, a Tioga County or NYSDOT investigator will prepare an investigative report for Tioga County's Title VI Coordinator and the Chair of the Tioga County Legislature. The report will include a narrative description of the incident, identification of persons interviewed, findings and recommendations for disposition. Tioga County's Title VI Coordinator and Legislative Chair will have 10 calendar days to review and provide comments to the investigator.

Once the investigator addresses any comments to the preliminary investigative report, the report and its findings will be forwarded to the Tioga County Law Department for review. The Law Department attorneys will review the report and associated documentation and will provide input within 10 calendar days.

Any comments or recommendations from the Tioga County Law Department will be reviewed by the Legislative Chair. There will be a period of 10 calendar days for the Chair to discuss the report and any recommendations with Tioga County's Title VI Coordinator, and to have the Title VI Coordinator address any modifications before the report's release to the corresponding United States Department of Transportation (USDOT) modality (FHWA, FTA, FAA).

Tioga County's final investigative report and a copy of the complaint will be forwarded to either NYSDOT, FHWA, FTA, or FAA, within 60 calendar days of the acceptance of the complaint.

Tioga County will notify the parties of its preliminary findings which are subject to the corresponding USDOT modality's concurrence.

The corresponding USDOT modality will issue the final decision to Tioga County based on the investigative report.

USDOT will analyze the facts of the case and will issue its conclusion to the complainant according to their procedures. Once the corresponding USDOT modality issues its final decision, Tioga County will notify all parties involved about such determination. USDOT's final determination is not subject to an appeal.

<b>Section I: Tioga County Civil Rights Complaint Form</b>			
Name:			
Address:			
Telephone (Home):		Telephone (Work):	
Electronic Mail Address:			
Accessible Format Requirements?	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"/> Creed <input type="checkbox"/> Color <input type="checkbox"/> Gender <input type="checkbox"/> Age <input type="checkbox"/> National Origin <input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Martial Status <input type="checkbox"/> Vietnam Era Veteran Status <input type="checkbox"/> Low-Income <input type="checkbox"/> Limited English Proficiency   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 Civil Rights 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.	
Name: _____	
Title: _____	
Agency: _____	
Address: _____	
Telephone: _____	
<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

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

Tioga County Title VI Coordinator  
c/o County Attorney or Personnel Officer  
56 Main Street  
Owego, NY 13827  
OR

New York State Department of Transportation  
Title VI Coordinator  
Office of Civil Rights  
50 Wolf Road  
Albany, NY 12232  
Phone (518) 457-1129

OR  
Federal Transit Administration  
Office of Civil Rights  
1200 New Jersey Avenue SE  
Washington, DC 20590

Email: [OCR-TitleVI@dot.ny.gov](mailto:OCR-TitleVI@dot.ny.gov)

**Letter Acknowledging Receipt of Complaint**

Date:

Name

Address

City, State Zip

Dear Name:

This letter is to acknowledge receipt of your complaint against Tioga County  
Department of \_\_\_\_\_ alleging

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office in writing at Personnel, 56 Main Street, Owego, New York 13827 or by contacting our office by phone at (607) 687-8494.

Sincerely,

Title VI Coordinator/Personnel Officer

## Letter Notifying Complainant that the Complaint Is Not Substantiated

Date:

Name

Address

City, State Zip

Dear Name:

The matter referenced in your complaint dated \_\_\_\_\_ against Tioga County alleging \_\_\_\_\_ has been investigated. The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964, had in fact been violated. As you know Title VI prohibits discrimination based on race, color, or national origin in any program receiving federal financial assistance.

Tioga County has analyzed the materials and facts pertaining to your case of evidence of the Department's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated.

I therefore advise you that your complaint has not been substantiated and that I am closing the matter in our files.

You have the right to 1) provide additional information to this office for reconsideration of your complaint within seven (7) calendar days of receipt of this final written decision from Tioga County and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the Federal Transit Administration at:

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

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to call me.

Sincerely,

Title VI Coordinator/Personnel Officer

## Letter Notifying Complainant that the Complaint Is Substantiated

Date:

Name

Address

City, State Zip

Dear Name:

The matter referenced in your letter dated \_\_\_\_\_ against Tioga County alleging Title VI violation has been investigated. (An/Several) apparent violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter (was/were) identified. Efforts are underway to correct these deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of the program. (If a hearing is requested, the following sentence may be appropriate.) You may be hearing from this office, or from federal authorities, if your services should be needed during the administrative hearing process.

Sincerely,

Title VI Coordinator /Personnel Officer

## **TITLE VI DATA COLLECTION AND ANALYSIS POLICY**

### **I. POLICY STATEMENT**

In accordance with Federal Title VI/Nondiscrimination regulations, Tioga County is required to have a policy in place to collect and analyze statistical Title VI data on participants and beneficiaries of its programs. Specifically, Title VI data includes information on Environmental Justice (EJ), Limited English Proficiency (LEP) and the Americans with Disabilities Act (ADA).

Tioga County must collect and analyze Title VI data for the purpose of:

- Measuring and monitoring the County's delivery of programs consistent with Title VI;
- Aiding in community outreach as part of the transportation planning and project development process;
- Analyzing programmatic trends and impacts; and
- Identifying opportunities to avoid and mitigate unlawful discrimination in project planning, project design and project construction.

### **II. POLICY SCOPE AND GUIDANCE**

Title VI of the Civil Rights Act of 1964 and subsequent statutes, regulations and executive orders require recipients of Federal financial assistance to ensure that no person shall be excluded from participation in, denied the benefits of, or be subject to unlawful discrimination in, the operation, implementation, access and use of the recipients' programs, activities and facilities based on race, color, national origin, sex, age, disability, or low income or limited-English proficiency.

The purpose of this Policy is to inform County staff, whose primary responsibilities include public outreach during the different phases of project development (i.e., planning, scoping, design, and construction), to be aware of how their projects comply with Title VI (nondiscrimination) regulations.

The type and extent of Title VI data collected and utilized may differ depending on the special emphasis program area. Nonetheless, Tioga County is mandated to, at a minimum, collect and analyze Title VI data to understand community demographics and facilitate the equitable distribution of the beneficial effects of transportation planning and project

development activities, and minimize the adverse impacts.

Potential sources of data and analysis tools include but are not limited to:

1. Census Data
2. School Districts
3. Transit Ridership Surveys
4. Management Systems (Pavement and Congestion)
5. Land Use Plans
6. Geographic Information Systems
7. Transportation Models
8. Metropolitan Planning Organization Committees (e.g., Citizen Advisory Committees)

The data collected should be refreshed as new and updated data becomes available from data sources and used to support the Department's policies, programs and activities. At a minimum, data should be updated yearly.

Additional tools such as demographic maps and charts may be necessary or appropriate to better understand and apply the considerations above to everyday program activities.

The data collected should be refreshed as new and updated data becomes available from data sources and used to support the Department's policies, programs and activities. At a minimum, data should be updated yearly.

The following table as well as Appendix A summarizes the types of Title VI data required (not all data types may be required) by special emphasis program areas for analytical purposes:

Statistical Data	Analysis
Population	Regional population and growth rates
	Regional ethnic composition
	Age distribution by race
	Number of households by income group
	Median household by income
	Percent of persons below poverty line

Population	Percent of persons by age group with mobility limitations
	Percent of elderly persons
	Language(s) spoken
	Percent of disabled by types of disability
Mode Choice	Number of trips per capita
	Percent of households with no automobiles
	Percent of households by income groups using various modes of transportation (e.g., bus, carpool, automobile, etc.)
Transportation Systems	Transportation system congestion
	Delay as percentage of travel time
	Travel time
	Exposure to transportation hazards (environmental, safety, crime)
	Access to jobs, places of religious worship, medical care, schools, emergency services, grocery stores, family
Employment	Present and future location of jobs
	Present and future location of housing
	Present and future location of low-income communities
Other	Public investment per capita (federal, state, and local)

Additional tools such as demographic maps and charts may be necessary or appropriate to better understand and apply the considerations above to everyday program activities.

### **III. RELATED POLICY AND AUTHORITATIVE SOURCES**

- NYSDOT Policy 1.1-4 (Civil Rights Policy Statement)
- NYSDOT Official Order 1715
- NYSDOT Public Involvement for Transportation Manual
- NYSDOT Project Development Manual (PDM)
- NYSDOT Title VI Plan and Accomplishments Report
- NYSDOT ADA Management Plan/ADA Transition Plan
- NYSDOT LEP Plan/NYSDOT LEP Guide
- Civil Rights Act of 1964
- Americans with Disabilities Act (ADA) of 1990
- Executive Order No. 12898 (Environmental Justice)
- Executive Order No. 13166 (Limited English Proficiency)
- FHWA Title VI Regulations (23 CFR Part 200)
- NYS Executive Order # 26

### **VI. APPENDICES**

Appendix A – Title VI Data Definitions

Appendix B – Title VI Data Resources

## **Appendix A - Title VI Data Definitions**

For the purposes of this policy, Title VI data includes data and information captured on any of the eight protected groups associated with Title VI/Nondiscrimination. The protected groups include:

1. **Race:** A broad division of people based on characteristics such as skin color and physical features, style of dress that reflects both religious and ethnic heritage or traditions, foreign accent or foreign name and the fact that a person speaks a language other than English. The Federal government requires seven minimum categories: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Middle Eastern or North African (MENA), Native Hawaiian or Pacific Islander, and White.
2. **Color:** Refers to a person's pigmentation, complexion, skin shade or tone. Thus, color discrimination occurs when a person is discriminated against based on pigmentation which can occur between people of different or the same ethnicity or race.
3. **National Origin:** Relates to person's birthplace, ancestry, culture, accent, language, or association with people of a specific national origin.
4. **Limited English Proficiency (LEP):** An individual who does not speak English as a primary language and has a limited ability to read, speak, write or understand English. The Census defines LEP as persons aged five and older who report speaking English less than "very well". In accordance with Federal and State mandates, the Department must work to ensure LEP populations have meaningful access to programs and services, which may include the translation of vital documents/materials and providing interpreter services, at no cost to the individual, when necessary.
5. **Religion:** A sincerely held system of principles, ceremonies, or practices. This definition includes both theistic and non-theistic beliefs, as well as the right to not hold a religious belief (atheism or agnosticism).
6. **Sex:** Refers to a person's biological sex determined at conception.
7. **Age:** Defined by the Census Bureau as the length of time in completed years that a person has lived.
8. **Disability:** A condition that involves physical or mental impairment which substantially limits one or more of a person's major life activities.

## **Appendix B – Title VI Data Resources**

There are a variety of resources that can be utilized to gather Title VI-related data. When gathering data, it is best to leverage many resources and to always work with the relevant stakeholder groups to gather and validate the information to the degree possible.

**US Census Data:** Serves as the largest and most comprehensive set of data resources, to include demographic and community data. The census is conducted every ten years. <http://www.census.gov/>

**American Community Survey (ACS):** The ACS is a continuous survey (samples taken every year) unlike the census data which is collected once every ten years. ACS data has a much smaller sample size than census data, creating larger margins of error. However, the ACS contains additional and more current information. <https://www.census.gov/programs-surveys/acs.html>

**New York State Data Center:** Managed by the Department of Labor, this site offers New York-specific slices of census data. <https://dol.ny.gov/new-york-state-data-center>

**School District Data:** The NYS Department of Education has Limited English Proficiency data available for each school district and charter school by county. Whereas the census data is self-reported, the NYS Department of Education data is acquired through examination. This means students are given a test to determine how well they speak English rather than census participants reporting for themselves how well they speak English. <https://reportcards.nysed.gov/index.php>

**MLA Language Map Data Center:** This site is useful for identifying specific clusters of languages spoken in New York regions to determine if municipalities meet the “Safe Harbor” threshold for document translation. [https://apps.mla.org/map\\_data](https://apps.mla.org/map_data)

**Ny.gov Language Access Data:** Provides information on the most common languages spoken by Limited English Proficient (LEP) individuals across New York State. <https://ogs.ny.gov/office-language-access>

**Cornell Program on Applied Demographics (PAD):** Provides specialized demographic profiles and population projections for every New York county. <https://pad.human.cornell.edu/>

**Government/ Community Partner Information:** Information from other

agencies, planning bodies (e.g. MPOs) and community groups.

**Opinion Surveys:** Used to assess how a person or group feels about a particular issue/project.

**Questionnaires:** That ask specific questions about a given topic can be effective way to reach a large number of people or a geographically diverse group.

**Case Studies:** That detail experiences and characteristics of selected persons utilizing a particular program, service, or activity.

**Group Interviews:** With small group responses, opinions and views.

**Information abstracted:** From records, files or receipts.

**Ideas and viewpoints:** From selected persons from Advisory Committees and/or Advocate teams.

**Web Blogs:** Blogs provided for the public to post comments during the public comment period for project reviews.

## **ATTACHMENT 1**

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

Tioga County hereby gives public notice of its policy to assure full compliance with Title VI of the Civil Rights Act of 1964 as amended, the Civil Rights Restoration Act of 1987, Executive Order 12898, Executive Order 13166 and related statutes and regulations in all Tioga County programs and activities.

Title VI of the Civil Rights Act of 1964 and related statutes and regulations, as amended, require that no person in the United States shall, on the grounds of race, creed, color, gender, age, national origin, religion, disability, sexual orientation, marital status, or Vietnam era veteran status be excluded from the participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which Tioga County receives Federal financial assistance.

If you believe you have been discriminated against because of your race, color, sex, national origin, age, disability or other unlawful basis, you may file a complaint with Tioga County or with the Federal Highway Administration (FHWA). A complaint must be filed within 180 days from the date of the alleged act of discrimination.

For more information, to obtain a Title VI Complaint Form, and instructions on how to file a discrimination complaint, contact:

***Tioga County Personnel Office or Law Department***

*Linda Parke, Personnel Officer or Peter DeWind, County Atty.*

*56 Main Street, Owego, New York 13827*

*Personnel 607-687-8494 Law Dept. 607-687-8253*

*Personnel fax 607-223-7074*

*tiogacountyny.gov*

**Federal Transit Administration**

Office of Civil Rights

1200 New Jersey Avenue SE

Washington, DC 20590

## **ATTACHMENT 2**

### **Standard Title VI/Non-Discrimination Assurances**

Tioga County (herein referred to as the "Recipient"), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through **the New York State Department of Transportation (NYSDOT)**, is subject to and will comply with the following:

#### **Statutory/Regulatory Authorities**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.P.R. Part 21 (entitled *Non-discrimination in Federally-Assisted Programs of The Department of Transportation-Effectuation of Title VI of The Civil Rights Act Of 1964*);
- 28 C.P.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

#### **General Assurances**

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure 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, for which the Recipient receives Federal financial assistance from DOT, including the **NYSDOT**.*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

## **Specific Assurances**

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its federally assisted programs.

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all such programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source: *"Tioga County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."*

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.

4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.

5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.

7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:

- a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
- b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
- b. the period during which the Recipient retains ownership or possession of the property.

9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

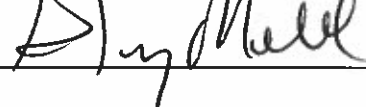
By signing this ASSURANCE, Tioga County also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing access to records,

accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the DOT or NYSDOT. You must keep records, reports, and submit the material for review upon request to DOT or NYSDOT or its designee in a timely, complete, and accurate way.

Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

Tioga County gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation. This ASSURANCE is binding on the State of New York, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in such programs. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

**Tioga County Legislature**

BY 

DATED 4/15/26

Tracy Monell  
Chair Tioga County Legislature



STATE OF NEW YORK)

ss.:

COUNTY OF TIOGA)

This is to certify that I, the undersigned, Clerk of the Tioga County Legislature, have compared the foregoing copy of the resolution with the original resolution now on file in the office, and which was passed by the Legislature of said County on the seventeenth day of August, 2018, a majority of all the members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and the official seal of the County Legislature this seventeenth day of August, 2018.



*Margaret J. Dougherty*  
Clerk of the Tioga County Legislature

---

CERTIFIED COPY OF RESOLUTION ADOPTED BY THE TIOGA COUNTY LEGISLATURE

---

ADOPTED 1/10/2023

REFERRED TO: PERSONNEL COMMITTEE  
LEGISLATIVE WORKSESSION  
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. 45-23 AMEND RESOLUTION 193-18;  
ADOPTION OF TIOGA COUNTY TITLE VI PLAN,  
ENVIRONMENTAL JUSTICE PLAN, LIMITED ENGLISH  
PROFICIENCY PLAN, DATA COLLECTION PLAN,  
ADA TRANSITION PLAN AND EMPLOYEE TRAINING  
PLAN

WHEREAS: The Tioga County Legislature adopted the Tioga County Title VI Plan, Environmental Justice Plan, Limited English Proficiency Plan, Data Collection Plan, ADA Transition Plan, and Employee Training Plan by way of Resolution 193-18 on August 17, 2018; and

WHEREAS: The County's Equal Employment Opportunity/Affirmative Action/ADA Policy in the Employee Handbook is incorporated in the adopted Tioga County Title VI Plan; and

WHEREAS: Tioga County's Title VI Plan requires an annual review of Title VI for necessary updated data, documentation, including demographic data mapping of ethnicity by area; and

WHEREAS: The Title VI Plan, the Environmental Justice Plan, the Limited English Proficiency (LEP) Plan, and the Equal Employment Opportunity/Affirmative Action/ADA Policy warrants revisions in several areas and updated environmental information; therefore be it

RESOLVED: That Resolution 193-18, the Tioga County Title VI Plan, is hereby amended as follows:

- Updated Tioga County Title VI Plan Content Page
- Updated Tioga County Title VI Plan/Nondiscrimination Policy Statement, attachments, and appendixes to reflect nondiscriminatory language.
- Updated Tioga County Title VI Reporting Page and forms with the removal of retired Personnel Officer Bethany O'Rourke's name and email and replaced

with current Personnel Officer Linda Parke's name and email address and the removal of retired Safety Officer William Kenville's name and replaced with Safety Officer.

- Updated Tioga County Title VI Plan Complaint Form
- Updated Tioga County Title VI Plan Attachment 4 "Tioga County Title VI Nondiscrimination Policy Statement" to include related policy and authoritative sources, New York executive orders, and federal laws and executive orders
- Updated Tioga County Title VI Plan Environmental Justice Plan Introduction to include nondiscriminatory language and "Identification of Minority, Low Income and Handicapped Populations" section, which now includes the statement "This data can be found in the Tioga County 2020 Strategic Plan."
- Updated Tioga County Title VI Plan Limited English Proficiency (LEP) Plan to now include updated data for individuals who have limited English proficiency, and the addition of two forms; "LEP Tracking Form A: Use of Free Interpreter/Translator Services" and "LEP Form B: Waiver of Rights to Free Interpreter/Translator Services"
- Remove Section 50: Workplace Violence Prevention Policy and Discriminatory Harassment Policy from the original Tioga County Title VI Plan;

And be it further

RESOLVED: That the remainder of the Tioga County Title VI Plan remains unchanged.

STATE OF NEW YORK)

ss.:

COUNTY OF TIOGA)

This is to certify that I, the undersigned, Clerk of the Tioga County Legislature, have compared the foregoing copy of the resolution with the original resolution now on file in the office, and which was passed by the Legislature of said County on the tenth day of January, 2023, a majority of all the members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and the official seal of the County Legislature this tenth day of January, 2023.



A handwritten signature in cursive script that reads "Cathy Haskeel".

**Clerk of the Tioga County Legislature**

---

CERTIFIED COPY OF RESOLUTION ADOPTED BY THE TIOGA COUNTY LEGISLATURE  
ADOPTED 6/13/2023

---

REFERRED TO: PERSONNEL COMMITTEE  
LEGISLATIVE WORKSESSION  
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. 255-23 AMEND RESOLUTION NO. 193-18 AS AMENDED  
BY RESOLUTION NO. 45-23; ADOPTION OF  
TIOGA COUNTY TITLE VI PLAN,  
ENVIRONMENTAL JUSTICE PLAN, LIMITED  
ENGLISH PROFICIENCY PLAN, DATA  
COLLECTION PLAN, ADA TRANSITION PLAN  
AND EMPLOYEE TRAINING PLAN .

WHEREAS: The Tioga County Legislature adopted the Tioga County Title VI Plan, Environmental Justice Plan, Limited English Proficiency Plan, Data Collection Plan, ADA Transition Plan, and Employee Training Plan by way of Resolution No. 193-18 on August 17, 2018, and amended the Plan by way of Resolution No. 45-23 on January 10, 2023; and

WHEREAS: Tioga County has applied for recertification of the County's Title VI Plan; and

WHEREAS: The Department of Transportation is requiring minor revisions to the County's Title VI Plan as follows:

- The content page needs to be updated to reflect the addition of "Letters"
- "Title VI Reporting" page incorrectly states the Personnel Director as the Title VI Coordinator instead of Personnel Officer; and
- "The Tioga County Title VI Plan Complaint Form" and "Title VI Notice to the Public" are required to include the name and address of the Federal Transit Authority; and
- The addition of "Letter Acknowledging Receipt of Complaint", "Letter Notifying Complainant that the Complaint Is Not Substantiated", and "Letter Notifying Complainant that the Complaint Is Substantiated" is to be added to the Tioga County Title VI Plan.

Therefore be it

RESOLVED: That Resolution No. 193-18 as amended by Resolution No. 45-23, the Tioga County Title VI Plan, is hereby amended as follows:

- The content page is updated to include "Complaint Procedures, Complaint Form, Letters"
- "Title VI Reporting" is updated to Personnel Officer and the appointment of the County Attorney's designee as a Title VI Coordinator
- That Title VI Program Specialists are the Planning Director, the Deputy Commissioner of Social Services, the Commissioner of Public Works, and the Safety Officer
- "The Tioga County Title VI Plan Complaint Form" and "Title VI Notice to the Public" is updated with the name and address for the Federal Transit Administration
- "Letter Acknowledging Receipt of Complaint", "Letter Notifying Complainant that the Complaint Is Not Substantiated", and "Letter Notifying Complainant that the Complaint Is Substantiated" be added to the Tioga County Title VI Plan;

And be it further

RESOLVED: That the remainder of the Tioga County Title VI Plan remains unchanged.

STATE OF NEW YORK)

ss.:

COUNTY OF TIOGA)

This is to certify that I, the undersigned, Clerk of the Tioga County Legislature, have compared the foregoing copy of the resolution with the original resolution now on file in the office, and which was passed by the Legislature of said County on the thirteenth day of June, 2023, a majority of all the members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and the official seal of the County Legislature this thirteenth day of June, 2023.



*Cathy Haskell*

Clerk of the Tioga County Legislature

---

CERTIFIED COPY OF RESOLUTION ADOPTED BY THE TIOGA COUNTY LEGISLATURE  
ADOPTED 7/11/2023

---

REFERRED TO: PERSONNEL COMMITTEE  
LEGISLATIVE WORKSESSION  
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. 296-23 AMEND RESOLUTION NO. 193-18, AS AMENDED  
BY RESOLUTION NO. 45-23; AS AMENDED BY  
RESOLUTION NO. 255-23 ADOPTION OF TIOGA  
COUNTY TITLE VI PLAN, ENVIRONMENTAL JUSTICE  
PLAN, LIMITED ENGLISH PROFICIENCY PLAN,  
DATA COLLECTION PLAN, ADA TRANSITION PLAN  
AND EMPLOYEE TRAINING PLAN

WHEREAS: The Tioga County Legislature adopted the Tioga County Title VI Plan, Environmental Justice Plan, Limited English Proficiency Plan, Data Collection Plan, ADA Transition Plan, and Employee Training Plan by way of Resolution No. 193-18 on August 17, 2018, and amended the Plan by way of Resolution No. 45-23 on January 10, 2023, and Resolution No. 255-23 on June 13, 2023; and

WHEREAS: The Federal Transit Administration recently audited the County's Title VI Plan; and

WHEREAS: The Federal Transit Administration is requiring minor revisions to the County's Title VI Plan as follows:

- Title VI Plan Table of Contents Attachment 4—Title VI Nondiscrimination Policy be renamed Attachment 4—Nondiscrimination Policy
- The Tioga County Title VI Complaint Form be renamed the Tioga County Civil Rights Complaint Form
- Attachment 4: Title VI/Non-Discrimination Policy be renamed Non-Discrimination Policy

Therefore be it

RESOLVED: That this resolution shall amend Resolution No. 193-18, as amended by Resolution No. 45-23, as amended by Resolution No. 255-23, only for the following revisions to the Tioga County Title VI Plan:

- Title VI Plan Table of Contents Attachment 4—Title VI Nondiscrimination Policy be renamed Attachment 4—Nondiscrimination Policy
- The Tioga County Title VI Complaint Form be renamed the Tioga County Civil Rights Complaint Form

- Attachment 4: Title VI/Non-Discrimination Policy be renamed Non-Discrimination Policy

And be it further

RESOLVED: That the remainder of the Tioga County Title VI Plan remains unchanged.

STATE OF NEW YORK)

ss.:

COUNTY OF TIOGA)

This is to certify that I, the undersigned, Clerk of the Tioga County Legislature, have compared the foregoing copy of the resolution with the original resolution now on file in the office, and which was passed by the Legislature of said County on the eleventh day of July, 2023, a majority of all the members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and the official seal of the County Legislature this eleventh day of July, 2023.



*Cathy Haskeel*

**Clerk of the Tioga County Legislature**

---

CERTIFIED COPY OF RESOLUTION ADOPTED BY THE TIOGA COUNTY LEGISLATURE  
ADOPTED 4/9/2024

---

REFERRED TO: PERSONNEL COMMITTEE  
LEGISLATIVE WORKSESSION  
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. 148-24 AMEND RESOLUTION NO. 193-18; AS AMENDED BY  
RESOLUTION NO. 45-23; AS AMENDED BY  
RESOLUTION NO. 255-23; AS AMENDED BY  
RESOLUTION NO. 296-23; AS AMENDED BY  
RESOLUTION NO. 366-23; ADOPTION OF TIOGA  
COUNTY TITLE VI PLAN, ENVIRONMENTAL JUSTICE  
PLAN, LIMITED ENGLISH PROFICIENCY PLAN, DATA  
COLLECTION PLAN, ADA TRANSITION PLAN AND  
EMPLOYEE TRAINING PLAN

WHEREAS: The Tioga County Legislature adopted the Tioga County Title VI Plan, Environmental Justice Plan, Limited English Proficiency Plan, Data Collection Plan, ADA Transition Plan, and Employee Training Plan by way of Resolution No. 193-18 on August 17, 2018, and amended the Plan by way of Resolution No. 45-23 on January 10, 2023, and Resolution No. 255-23 on June 13, 2023, and Resolution No. 296-23 on July 11 2023, and Resolution No. 366-23 on September 12, 2023; and

WHEREAS: The County's Equal Employment Opportunity/Affirmative Action/ADA Policy in the Employee Handbook is incorporated in the adopted Tioga County Title VI Plan; and

WHEREAS: The Equal Opportunity Commission adopted the Pregnant Workers Fairness Act requiring state and local governments with more than fifteen (15) employees to make "reasonable accommodations" to an employee's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an "undue hardship"; and

WHEREAS: The Equal Employment Opportunity/Affirmative Action/ADA Policy warrants revisions in several areas; therefore be it

RESOLVED: That this resolution shall amend Resolution No. 193-18, as amended by Resolution No. 45-23, as amended by Resolution No. 255-23, as amended by Resolution 296-23, as amended by Resolution No. 366-23 with the following revisions to the Tioga County Title VI Plan to read as follows:

- PWFA added to the title of the EQUAL EMPLOYMENT OPPORTUNITY/  
AFFIRMATIVE ACTION/ADA POLICY

- Addition of Section VI. Americans with Disabilities Act, as Amended and New York State Human Rights Law
- Addition of Section VII. Pregnant Workers Fairness Act
- Addition of Section VIII. Forms

#### **VI. Americans with Disabilities Act, as Amended and New York State Human Rights Law**

The Americans with Disabilities Act, as Amended (the "ADA") and the New York State Human Rights Law (the "NYSHRL") prohibits discrimination against individuals with disabilities. Tioga County is committed to providing reasonable accommodations in accordance with these laws. All requests for reasonable accommodations shall be made through the Personnel Officer on approved forms.

#### **VII. Pregnant Workers Fairness Act**

The Pregnant Workers Fairness Act (the "PWFA") requires employers, including state and local governments with fifteen (15) or more employees to make reasonable accommodations to a qualified employee's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an undue hardship. All requests for reasonable accommodations shall be made through the Personnel Officer on approved forms.

#### **VIII. Forms**

The following forms located on the County's Intranet "Employee Handbook-EH Forms" are to be used to request reasonable accommodations.

- ADA Medical Certification Form
- HIPAA Form

And be it further

RESOLVED: That the remainder of the Tioga County Title VI Plan remains unchanged.

STATE OF NEW YORK)

ss.:

COUNTY OF TIOGA)

This is to certify that I, the undersigned, Clerk of the Tioga County Legislature, have compared the foregoing copy of the resolution with the original resolution now on file in the office, and which was passed by the Legislature of said County on the ninth day of April, 2024, a majority of all the members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and the official seal of the County Legislature this ninth day of April, 2024.



A handwritten signature in cursive script that reads "Cathy Haskeel".

Clerk of the Tioga County Legislature

---

CERTIFIED COPY OF RESOLUTION ADOPTED BY THE TIOGA COUNTY LEGISLATURE  
ADOPTED 3/10/2026

---

REFERRED TO: PERSONNEL COMMITTEE  
LEGISLATIVE WORKSESSION  
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. 152-26 AMEND RESOLUTION NO. 193-18, AS AMENDED BY  
RESOLUTION NO. 45-23; AS AMENDED BY  
RESOLUTION NO. 255-23 AS AMENDED BY  
RESOLUTION NO. 296-23 AS AMENDED BY  
RESOLUTION NO. 366-23 AS AMENDED BY  
RESOLUTION NO. 148-24  
ADOPTION OF TIOGA COUNTY TITLE VI PLAN,  
ENVIRONMENTAL JUSTICE PLAN, LIMITED ENGLISH  
PROFICIENCY PLAN, DATA COLLECTION PLAN,  
ADA TRANSITION PLAN AND EMPLOYEE TRAINING  
PLAN

WHEREAS: The Tioga County Legislature adopted the Tioga County Title VI Plan, Environmental Justice Plan, Limited English Proficiency Plan, Data Collection Plan, ADA Transition Plan, and Employee Training Plan by way of Resolution No. 193-18 on August 17, 2018, and amended the Plan by way of Resolution No. 45-23 on January 10, 2023, and Resolution No. 255-23 on June 13, 2023, and Resolution No. 296-23 on July 11, 2023 and Resolution No. 366-23 on September 12, 2023, and Resolution No. 148-24 on April 09, 2024; and

WHEREAS: Tioga County's Title VI Plan requires an annual review of Title VI for necessary updated data, documentation, including demographic data mapping of ethnicity by area; and

WHEREAS: The Title VI Plan, Title VI Data Collection and Analysis Policy, the Tioga County Public Participation Plan, the Limited English Proficiency (LEP) Plan, and Attachment 7 Americans with Disabilities (ADA) Transition Plan warrants revisions and updated information; therefore be it

RESOLVED: That this resolution shall amend Resolution No. 193-18, as amended by Resolution No. 45-23, as amended by Resolution No. 255-23, as amended by Resolution No. 296-23, as amended by Resolution No. 366-23, as amended by Resolution No. 148-24 only for the following revisions to the Tioga County Title VI Plan:

- Title VI Plan-Reporting: "Transportation" the Deputy Commissioner of the Department of Social Services replaced with the Director of Administrative Services Department of Social Services.
- Title VI Data Collection and Analysis Policy: "Department" changed to "Tioga County", information on the Statistical Data and Analysis chart corrected, Appendix A definitions updated, and additional local resources added to Appendix B.
- Attachment 3-Authorizing Resolutions: Resolution No. 366-23 and Resolution No. 148-24 added.
- Tioga County Public Participation Plan: Public Outreach Activities limited English proficiency (LEP) numbers adjusted to the American Community Survey (ACS) Data 2020-2024 for Tioga County.
- Limited English Proficiency (LEP) Plan: "Meaningful Access Four-Factor Analysis" data adjusted to the American Community Survey (ACS) Data 2020-2024 for Tioga County.
- Attachment 7 Americans with Disabilities (ADA) Transition Plan: ADA Coordinator Doreen Holbrook and her contact information added to "ADA Coordinator(s)".

And be it further

RESOLVED: That the remainder of the Tioga County Title VI Plan remains unchanged.

STATE OF NEW YORK)

ss.:

COUNTY OF TIOGA)

This is to certify that I, the undersigned, Clerk of the Tioga County Legislature, have compared the foregoing copy of the resolution with the original resolution now on file in the office, and which was passed by the Legislature of said County on the tenth day of March 2026, a majority of all the members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and the official seal of the County Legislature this tenth day of March 2026.



A handwritten signature in cursive script that reads "Cathy Haskel".

Clerk of the Tioga County Legislature

## **ATTACHMENT 4**

### **Tioga County Nondiscrimination Policy Statement**

It is the policy of Tioga County to prevent and eliminate discrimination in all of its operations and services as well as all aspects of employment. All Department, Divisions, Offices, and Bureaus will plan, develop and implement their programs and activities so that no person is subjected to unlawful discrimination based on race, creed, color, gender, age, national origin, religion, disability, sexual orientation, marital status, or Vietnam era veteran status.

This policy fully incorporates throughout all of Tioga County's operations the requirements of applicable State and Federal laws and executive orders to prohibit any discriminatory practices, procedures and policies. All administrators, managers, supervisors and employees are directed to comply with these laws and orders.

Tioga County is committed to maintaining an agency which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach their own potential.

This policy will be placed on all Tioga County's bulletin boards and made available to all organizations and entities doing business with Tioga County. Any complaints involving allegations of discrimination should be sent to the County Attorney's Office and/or Personnel Officer at 56 Main Street, Owego, NY 13827.

#### **RELATED POLICY AND AUTHORITATIVE SOURCES**

##### **New York State Laws**

**New York State Human Rights Law Article 15 (1945)** – Guarantees nondiscrimination in the State of New York on the basis of race, creed, color, national origin, sex, marital status, age, disability and or sexual orientation.

**New York State Law Article 15-A (1988)** - An act to amend the executive law and the state Finance law, in relation to participation by minority group members and women with respect to state contracts.

**New York State Law Article 17-B (2014)** – An Act to amend the executive law, in relation to expanding opportunities for service-disabled veteran-owned business enterprises.

**Sexual Orientation Non-Discrimination Act (2003)** – This Act amends the Executive Law to include sexual orientation.

### **New York State Executive Orders**

On January 1, 2011, Governor Cuomo issued Executive Order 2 that authorized the continuation of certain prior Executive Orders related to equal opportunity and nondiscrimination in all State programs.

**Executive Order No. 6 (Governor Cuomo, 1983)** – Insures equal employment opportunities for minorities, women, disabled persons and Vietnam era Veterans in State government. The order clarifies and expands the power of the President of the Civil Service Commission and the Governor's Executive Committee for Affirmative Action to ensure that agencies develop and implement effective affirmative action plans.

### **Federal Laws and Executive Orders**

**Civil Rights Act of 1964** – Prevents discrimination in federally assisted programs; provides relief against discrimination in public accommodations; protects constitutional rights in public facilities and public education; enforces the constitutional right to vote. Title VI – Prohibits discrimination on the grounds of race, color or national origin in programs and activities receiving federal financial assistance. Title VII as amended by the Equal Employment Opportunity Act of 1972 – Makes it unlawful to discriminate in employment practices on the basis of race, color, religion, sex, or national origin.

**Section 503 of the Rehabilitation Act of 1973** – Prohibits discrimination on the basis of physical or mental disability in every federally assisted program or activity in the country.

**Age Discrimination Act of 1975** – Prohibits discrimination on the basis of age in programs or activities receiving federal financial assistance.

**Civil Rights Restoration Act of 1988** – Specifies that recipients of federal funds must comply with civil rights laws in all areas, not just in a particular program or activity that receives federal funding. It applies to all federal laws.

**Americans with Disabilities Act (ADA) of 1990** – Federal Law prohibiting discrimination against people with disabilities in employment, public access to services, transportation, public accommodations, and telecommunications services.

**Civil Rights Act of 1991** – Provides appropriate remedies for intentional discrimination and unlawful harassment in the workplace; codifies the concepts of "business necessity" and "job related", confirms statutory authority and provide statutory guidelines for the adjudication of disparate impact suits under Title VII of the Civil Rights Act of 1964; expands the scope of relevant civil rights statutes in order to provide adequate protection to victims of discrimination. The Act provides for compensatory and punitive damages and jury trials in cases of sex, religious, and disability bias.

**Executive Order No. 11246** – Prohibits employers doing business with the Federal Government from discriminating in employment because of race, color, religion, sex or national origin. Employers are required to take affirmative action in employment activities including hiring, promotion, transfers, training and minorities and women.

  
\_\_\_\_\_  
Chair of the Legislature

  
\_\_\_\_\_  
Date

**Attachment 5**

**For Contractors, Subcontractors, Suppliers, and Manufacturers**

## APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

**1. Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

**2. Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, creed, color, gender, age, national origin, religion, disability, sexual orientation, marital status, or Vietnam era veteran status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

**3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, creed, color, gender, age, national origin, religion, disability, sexual orientation, marital status, or Vietnam era veteran status.

**4. Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by Recipient Federal Highway Administration and Federal Transportation Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any

information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or Federal Highway Administration and Federal Transportation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

**5. Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration and Federal Transportation Administration may determine to be appropriate, including, but not limited to:

- a. withholding payments to the contractor under the contract until the contractor complies; and/or
- b. cancelling, terminating, or suspending a contract, in whole or in part.

**6. Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration and Federal Transportation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

## **APPENDIX B**

The following clauses shall be included in all deeds affecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States pursuant to the provisions of Assurance 4.

NOW, THEREFORE, Tioga County, as authorized by law, and upon the condition that the state of New York will accept title to the lands and maintains the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of Federal Aid for Highways and the policies and procedures prescribed by the Federal Highway Administration of the Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252:42 USC 2000d to 2000d--4) does hereby remise, release, quitclaim, and convey unto Tioga County all the right, title, and interest of the Department of Transportation in and to said land described in Exhibit A attached hereto and made a part thereof.

### **HABENDUM CLAUSE**

*Pursuant to the provisions of Title VI Assurances:* The purchaser, for itself, himself or herself, its, his or her heirs, personal representatives, successors in interest and assigns does hereby covenant and agree that in the event facilities are constructed, maintained or otherwise operated on the property being purchased, for a purpose for which a United States Department of Transportation (USDOT) program or activity is extended or for another purpose involving the provision of similar services or benefits, the purchaser shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, USDOT Subtitle A, office of the Secretary, part 21, Non-discrimination in federally assisted programs of the USDOT-Effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended.

The purchaser, for itself, himself or herself, its, his or her heirs, personal representatives, successors in interest and assigns does hereby covenant and agree that (1) no person, on the grounds of race, color, sex or national origin shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and furnishings of services thereon, no person, on the grounds race, creed, color, gender, age,

national origin, religion, disability, sexual orientation, marital status, or Vietnam era veteran status shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the purchaser shall use the premises in compliance with all requirements imposed by, or pursuant to Title 49, Code of Federal Regulations, USDOT Subtitle A, office of the Secretary, part 21, Non-discrimination in federally assisted programs of the USDOT-Effectuation of Title VI of the Civil Rights Act of 1964, as said Regulations may be amended.

## APPENDIX C

### CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by Tioga County pursuant to the provisions of Assurance 7(a):

A. The (grantee, lessee, permittee, etc. as appropriate) for their heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, Tioga County will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued. \*

C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, Tioga County will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of Tioga County and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

## APPENDIX D

### CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by Tioga County pursuant to the provisions of Assurance 7(b):

A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that ( 1) no person on the grounds of race, creed, color, gender, age, national origin, religion, disability, sexual orientation, marital status, or Vietnam era veteran status will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.

B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Nondiscrimination covenants, Tioga County will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued. \*

C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, Tioga County will there upon revert to and vest in and become the absolute property of Tioga County and its assigns.\*

\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.

## APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities, including but not limited to:

### **Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and

certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;

- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

## **ATTACHMENT 6**

### **TIOGA COUNTY PUBLIC PARTICIPATION PLAN**

#### **Introduction:**

The purpose of this Public Participation Plan (the Plan) is to describe Tioga County's Public Participation Program which comprises the various outreach activities that Tioga County engages in to ensure that all members of the public, including populations that have lacked access to the decision-making process, are given the opportunity to participate in the planning processes that shape Tioga County.

#### **Strategies and Desired Outcomes:**

To promote inclusive public participation, Tioga County will employ the following strategies, as appropriate:

- 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 to gain public involvement.
- Use newspaper ads in publications that serve LEP populations.
- Contract with outside agency(s) for additional outreach methods to engage minority and LEP populations.

#### **Public Outreach Activities:**

The public outreach and involvement activities conducted by Tioga County since the last Title VI Program submission in 2023 are summarized below.

Tioga County staff have reviewed the American Community Survey Data 2020-2024 Selected Social Characteristics for Tioga County and determined that:

- a. 1,373 individuals in the Tioga County service area comprising 3% of the population speak a language other than English.

- b. Of those, 545 individuals have limited English proficiency; that is; they speak English less than “very well”. This is only 1.2% of the overall population in the service area.
- c. In the Tioga County service area, of those persons with limited English proficiency:
  - 0.5 % speak Asian and Pacific Island languages.
  - 0.2% speak other languages.
  - 1.3% speak other Indo-European languages.
  - 1.1% speak Spanish.

Tioga County reviewed the frequency with which their staff have, or potentially have, contact with LEP persons. This includes documenting phone inquiries or office visits and found Tioga County staff members have had little to no contact with LEP persons.

There is not a large geographic concentration of any type of LEP individuals in the service area for Tioga County. The overwhelming majority of the population, 97%, speaks only English. As a result, there are few social; service; or professional and leadership organizations within the Tioga County service area that focus on outreach to LEP individuals.

Tioga County has identified organizations willing to provide voluntary language and document translation and interpretation services if needed within a reasonable time frame. Other translation services are provided by telephone from LanguageLine for which Tioga County pays a fee for. Language Identification Tool posters were sent to all departments to be posted in areas open to the public with trainings offered on use of the poster to employees.

Services to use for Hearing-impaired was updated to include information for the NYS Call 711 Relay Service, Southern Tier Independence Center (STIC), and Registry of Interpreters of the Deaf (RID).

### **Getthere:**

Tioga County does not have public transportation services but does have a contract for the administration of Getthere Mobility Management Project. Getthere does extensive marketing and outreach for this project and has a dedicated website, (<https://gettherescny.org/home>) to announce any changes or events. Getthere does outreach to many non-profits within the project area. Tioga County, Achieve, AVRE and the Office of the Aging actively participate in the Getthere quarterly advisory meetings to ensure outreach efforts are

appropriate and accessible to all residents. Tioga County attends quarterly meetings of the Binghamton Metropolitan Transportation Study.

Getthere is the mobility management program of the Rural Health Network of South-Central New York, whose mission is to advance the health and well-being of rural people and communities. Getthere operates a transportation information and assistance call center, open Monday-Friday, 7 AM to 5:30 PM, that helps those with transportation needs to find workable, affordable solutions. Serving five counties, Getthere provides transportation information and case management services, financial assistance for eligible individuals who need transportation to healthcare appointments, transportation to employment services, and training on how to use public transportation. Getthere works collaboratively with partners and stakeholders in Broome, Chenango, Delaware, Otsego, and Tioga counties.

**Public Meetings:**

The Tioga County Legislature meets three times per month, departmental committees meet once a month, and numerous boards and sub-boards meet once per month. All meetings and public hearings are noticed for public involvement.

All Tioga County legislative meetings are held at the Ronald E. Dougherty County Office Building, an accessible facility. Legislative meetings are recorded and available to the public with written minutes of departmental committee meetings provided on the County's website. Special language services are provided in response to citizen requests. Tioga County posts all information, agendas, minutes, and public documents on its public website which is fully accessible by both computer and cellular technologies and is designed to be maximally acceptable by people with disabilities.

## **ENVIRONMENTAL JUSTICE PLAN**

**Introduction:** "Environmental justice" is the fair treatment and meaningful involvement of all people, regardless of race, creed, color, gender, national origin, religion, disability, sexual orientation, marital status, Vietnam era veteran status, or educational level with respect to the development, implementation and enforcement of environmental laws, regulations and policies. For the purpose of this Tioga County Plan, fair treatment means that no population is forced to bear a disproportionate burden of the negative human health and environmental impacts, including social and economic effects, resulting from transportation decisions, programs and policies made, implemented and enforced at the Federal, State, local or tribal level.

**Guiding Principles:** The Tioga County Environmental Justice Plan is guided by the following 3 principles:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- To ensure full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

**To ensure compliance with these Guiding Principles, Tioga County will:**

- Continuously monitor its programs, policies, and activities to ensure that disproportionately high and adverse effects on minority populations and low-income populations are avoided, minimized or mitigated in a manner consistent with these principles
- Actively administer and monitor its operations and decision-making to assure that nondiscrimination and the prevention of disproportionately high and adverse effects are an integral part of its programs, policies, and activities
- Train staff to identify and report incidences of observed service denial or reduction of any capacity in the day-to-day activities of all County departments
- Make efforts to ensure services are equally available to all populations regardless of race, age, socioeconomic status, and other factors, and indicate so on publications and our website as necessary

- Revisit the County's Equal Employment Opportunity Policy Statement from time to time and update as necessary
- Immediately investigate and rectify any complaints received (from all populations which include minorities and those of low-income) from the public as they relate to the denial or reduction in services received.

**Identification of Minority, Low Income and Handicapped Populations:**

Tioga County has compiled data to study the distribution of minority, low income, and handicapped populations in an effort to identify areas requiring additional outreach and which might be affected by planning and transportation determinations. This data can be found in the Tioga County 2020 Strategic Plan.

# **LIMITED ENGLISH PROFICIENCY (LEP) PLAN**

## **INTRODUCTION**

This *Limited English Proficiency Plan* has been prepared to address Tioga County's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English proficiency. The Plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, et seq., and its implementing regulations, which states that no person shall be subjected to discrimination on the basis of race, color or national origin.

Executive Order 13166, titled *Improving Access to Services for Persons with Limited English Proficiency*, states that differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination which is covered under Title VI. It directs each agency (e.g., FHWA) to publish guidance for its respective recipients (e.g., NYSDOT) clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies that receive federal funds and extend it to its sub-recipients.

## **PLAN SUMMARY**

Tioga County has developed this *Limited English Proficiency Plan* to help identify reasonable steps for providing language assistance to persons with limited English proficiency (LEP) who wish to access services provided. As defined by Executive Order 13166, LEP persons are those who do not speak English as their primary language and have limited ability to read, speak, write or understand English. This plan outlines how to identify a person who may need language assistance; the ways in which assistance may be provided; staff training that may be required; and notification to LEP persons regarding the availability of assistance. For detailed guidance regarding LEP, see NYSDOT's LEP Plan at: [https://www.dot.ny.gov/divisions/policy-and-strategy/public-trans-respository/Attachment%20D-1%20LEP\\_Plan.pdf](https://www.dot.ny.gov/divisions/policy-and-strategy/public-trans-respository/Attachment%20D-1%20LEP_Plan.pdf).

In order to prepare this plan, Tioga County used the Federal Highway Administration (FHWA) Four-Factor LEP analysis:

1. The number or proportion of LEP persons in the service area who may be served by Tioga County.
2. The frequency with which LEP persons come in contact with Tioga County services.
3. The nature and importance of services provided by Tioga County to the LEP population.
4. The interpretation services available to Tioga County and overall cost to provide LEP assistance. A summary of the results of the four-factor analysis is found in the following section.

## MEANINGFUL ACCESS: FOUR-FACTOR ANALYSIS

1. The number or proportion of LEP persons in the service area who may be served or are likely to require Tioga County services.

The Tioga County staff reviewed the American Community Survey Data 2020-2024 for New York State and determined that:

- a. 1,373 individuals in the Tioga County service area comprising 3% of the population speak a language other than English;
- b. Of those, 545 individuals have limited English proficiency; that is; they speak English less than "very well" or "not at all." This is only 1.2% of the overall population in the service area;
- c. In the Tioga County service area, of those persons with limited English proficiency:
  - 0.2 % speak Asian and Pacific Island languages
  - 0.1 % speak other languages
  - 1.9% speak other Indo-European languages
  - 1 % speak Spanish

2. The frequency with which LEP persons come into contact with Tioga County services.

Tioga County reviewed the frequency with which their staff have, or potentially have, contact with LEP persons. This includes documenting phone inquiries or office visits and has determined Tioga County staff members have had little contact with LEP persons.

3. The nature and importance of services provided by Tioga County to the LEP population.

There is no large geographic concentration of any type of LEP individuals in the service area for Tioga County. The overwhelming majority of the population, 97%, speaks only English. As a result, there are few social, service or professional and leadership organizations within the Tioga County service area that focus on outreach to LEP individuals. Tioga County staff are most likely to encounter LEP individuals through office visits; phone conversations; notifications from department staff regarding the results of service delivery; and attendance and participation at public meetings.

4. The resources available to Tioga County and overall cost to provide LEP assistance.

Tioga County reviewed its available resources that could be used to provide LEP assistance and inventoried its documents to determine which are suitable for translation if the need arises.

Tioga County contacted local citizens and organizations willing to provide voluntary language translation and interpretation services if needed within a reasonable time period. Other language translation options could be provided by bilingual staff or by telephone from a professional interpretation service for which Tioga County would pay a fee.

### **LANGUAGE ASSISTANCE**

A person who does not speak English as their primary language, and who has a limited ability to read, write, speak or understand English, may be a Limited English Proficient person and may be eligible for language assistance with respect to Tioga County services. Language assistance can include interpretation (oral or spoken transfer of a message from one language into another language) and translation (the written transfer of a message from one language into another language).

How Tioga County staff can identify a LEP person in need of language assistance:

- Post notices of the LEP Plan and the availability of interpretation or translation services free of charge in languages LEP persons would understand;
- Providing Tioga County staff with language identification cards to assist in identifying the language interpretation services needed if the occasion arises;
- Periodically surveying Tioga County staff regarding their interaction with LEP persons during the previous period (e.g., quarterly, semi-annually, and annually);
- Greeting participants at Tioga County sponsored informational meetings or events. Conversational interaction with participants can help determine LEP needs for future events.

### **LANGUAGE ASSISTANCE MEASURES**

Although there is a very low percentage of LEP individuals in the Tioga County service area, (i.e., persons who speak English less than “very well” or “not at all”), Tioga County will take the following actions:

1. Tioga County staff will take reasonable steps to provide the opportunity for meaningful access to LEP clients who have difficulty communicating English.

2. The following resources will be available to accommodate LEP persons:

- Volunteer Spanish language interpreters will be provided within a reasonable time period.
- Language interpretation services for all other languages will be accessed through a professional telephone interpretation service.

## LEP Tracking Form A: Use of Free Interpreter/Translator Services

All Limited English Proficiency clients must be informed of their right to free language assistance including interpreter services and translated documents. This form can be kept in the client/consumer's record for future reference. County staff should never encourage, suggest, or require a Limited English Proficiency client/consumer to use friends or family as interpreters. **At no time will anyone 18 years of age or younger be utilized to provide interpreter services, except in an emergency.**

Use **THIS FORM** when language assistance services are used with a client/consumer. If the client/consumer does not need language assistance because they have brought their own interpreter or feel they do not need one, please have them fill out **FORM B- Waiver of Rights to Free Interpreter Services**.

<b>Department:</b>	<b>Name of Staff Person Requesting Service:</b>
<b>Date:</b>	<b>Name of Client/Consumer(s):</b>
<b>Reason for Visit:</b>	<b>In which town/village/city does the client/consumer live?</b> <input type="checkbox"/> Apalachin <input type="checkbox"/> Barton <input type="checkbox"/> Berkshire <input type="checkbox"/> Candor <input type="checkbox"/> Lockwood <input type="checkbox"/> Newark Valley <input type="checkbox"/> Nichols <input type="checkbox"/> Owego <input type="checkbox"/> Richford <input type="checkbox"/> Spencer <input type="checkbox"/> Waverly <input type="checkbox"/> Tioga Center <input type="checkbox"/> Willseyville <input type="checkbox"/> Other _____

Language assistance needed (check):

- Spanish       Arabic       French       Chinese       Korean       Japanese  
 American Sign    Russian       Hindi       Burmese       Vietnamese    Other \_\_\_\_\_

Who provided the language assistance services? (check one):

- LanguageLine    Department of Labor       STIC       Other \_\_\_\_\_

Was the service provided over the phone, or in person? (check one):  Phone  in person

(explanation) Please explain why phone services could not be used: \_\_\_\_\_

Name of Interpreter used: \_\_\_\_\_

ID Number: \_\_\_\_\_      Duration of Interpreted Session: \_\_\_\_\_

## LEP Tracking Form B: Waiver of Rights to Free Interpreter/Translator Services

All Limited English Proficiency clients must be informed of their right to free language assistance including interpreter services and translated documents. This form can be kept in the client/consumer's records for future reference. County staff should never encourage, suggest, or require a Limited English Proficiency client to use friends or family as interpreters. At no time will anyone 18 years of age or younger be utilized to provide interpreter services, except in an emergency.

Use **THIS FORM** if the client/consumer does not need language assistance because they have brought their own interpreter or feel they do not need one. If they would like to use the provided language assistance services, use **Form A-Use of Free Interpreter/Translator Services**.

I, \_\_\_\_\_ (Client/Consumer's name) have been informed of my rights to receive free interpretive services from \_\_\_\_\_ (Department Name). I understand that I am entitled to these services at no cost to myself or other family members. I am choosing to provide my own interpreter at this time.

\_\_\_\_\_ (Name of Person acting as the Interpreter) will act as my interpreter from \_\_\_\_/\_\_\_\_/\_\_\_\_ (Start Date) to \_\_\_\_/\_\_\_\_/\_\_\_\_ (End Date). I understand I can withdraw this waiver at any time and request services of an interpreter, which will be paid for by Tioga County. To the best of my knowledge, the person I am using to act as my interpreter is not 18 years of age or younger. I also understand this waiver pertains to interpreter services only and does not entitle my interpreter to act as my Authorized Representative.

This form was translated to me orally by the interpreter indicated below:

Signature: _____	Date: _____
Name of Interpreter (print): _____	
Signature of Interpreter: _____	Date: _____
Signature of Staff Person: _____	Date: _____

**EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION / ADA  
POLICY (FORMERLY POLICY #48)**

TIOGA COUNTY  
EQUAL EMPLOYMENT OPPORTUNITY /AFFIRMATIVE ACTION / ADA POLICY

- I. Policy Statement
- II. Policy Objective
- III. Implementation Responsibilities
- IV. Discrimination Complaint Procedure

**I. Policy Statement**

The County of Tioga provides equal opportunity to all individuals in its personnel and employment practices. The County prohibits discrimination on the basis of race, color, religion, age (18 and up), national origin, citizenship status, ethnicity, marital status, familial status, creed, gender, sexual orientation, disability or any other basis prohibited by law. Furthermore, services provided by Tioga County shall be accessible to all eligible County residents without discrimination.

This policy of equal employment opportunity/affirmative action:

- Applies equally to all job classifications and titles in the County and to all types of appointments under County jurisdiction, whether full-time, part-time, temporary or other.
- Governs all County employment policies, practices, and actions including, but not necessarily limited to recruitment, employment, rate of pay or other compensation, advancement, reallocation, promotion, demotion, termination, leaves of absence, training and employee benefits of whatever nature.
- Applies equally to all County departments.
- Applies to all County facilities and programs.

It is the policy of Tioga County to comply with all Federal, State, and local anti-discrimination laws.

**II. Policy Objective**

To preclude discriminatory practices in all phases of employment on Tioga County government, including all terms, benefits, and conditions thereof, the County is committed to nondiscriminatory and appropriate recruitment, selection, appointment, placement, classification, compensation, training, promotion, upward mobility, termination, resignation, and retirement.

To preclude discriminatory practices in all phases of program administration to the residents of Tioga County.

The County will take measures to develop and implement an effective system to communicate the County's Equal Employment Opportunity to employees, job applicants and residents.

To provide a procedure for addressing and resolving complaints of discriminatory conduct and harassment.

### **III. Implementation Responsibilities**

- A. Personnel Officer:** The Personnel Officer shall have the ultimate authority and responsibility for ensuring that the objectives of the County EEO/Affirmative Action policy are met with regard to employment practices, and for enforcing Federal and State equal employment opportunity and anti-discrimination laws within County government. Specific responsibilities include, but are not limited to:
- Effectuating corrective action, to the extent permissible under Federal, State, and County laws, collective bargaining agreements, and as otherwise deemed necessary to implement the objectives of this policy and the fact-finding determinations resulting from any investigation;
  - Reviewing and approving all goals and objectives of the EEO/Affirmative Action Policy.
  - shall serve as the Equal Employment Opportunity/Affirmative Action Officer. Specific responsibilities include, but are not limited to:
    1. Providing administrative oversight for development and implementation of the EEO/Affirmative Action Policy;
    2. Monitoring personnel procedures and policies that relate to recruitment, classification, compensation, training, resignation, retirement, and other terms, conditions and benefits of employment;
    3. Ensuring distribution of the EEO/Affirmative Action Policy to all new hires through the New Employee Orientation process;
    4. Consulting with the County Attorney, as needed, on the overall policy, plan and program administration.
- B. Commissioners/Department Heads/Appointing Authorities ("Department Heads"):** Department Heads are generally responsible for ensuring that the County's EEO/Affirmative Action policy is fully implemented within their departments. Specific responsibilities include, but are not limited to:
- Disseminating the EEO/Affirmative Action Policy to their employees on an ongoing basis;
  - Ensuring the implementation of any actions as determined or requested by either the Personnel Officer, with regard to attaining the goals of the EEO/Affirmative Action policy within their department, including corrective actions.
- C. County Attorney:** The County Attorney shall be the recipient of all complaints filed under this policy and shall arrange for necessary investigations, in consultation with the County Chair.

**D. ADA Coordinator(s):** The ADA Coordinator(s) is responsible for investigation of all issues of accessibility to County buildings and shall forward recommendations on issues/problems requiring legislative action through the County Attorney to the Legal, Finance and Safety Committee.

#### **IV. Employment Discrimination Complaint Procedure**

Tioga County has a zero-tolerance policy against discrimination. Employees are expected to report incidents of discrimination, whether affecting them or anyone else, as soon as possible after its occurrence.

Complaints may be filed with a supervisor, Department Head, Personnel Officer, or County Attorney. It is the employee's choice as to where to file. The incumbents of all of the above listed positions eligible to receive such complaints are obliged to promptly document the complaint and forward it to the County Attorney & Personnel Officer in order to initiate an investigation. In the event such complaint shall involve the County Law Department, then any investigation shall be coordinated by the Personnel Officer. In the event such complaint shall involve the Personnel Department, then any investigation shall be coordinated by the County Attorney.

Any complaint of discrimination from an employee or applicant for employment shall be handled in the same manner as outlined in the Title VI Plan: Title VI Complaint Procedures. The Tioga County Title VI Complaint Form can be found on the County's website under County Attorney-Compliance Reporting Forms or by using the link below:

<https://www.tiogacountyny.gov/media/t5foh1yh/civil-rights-complaint-form.pdf>.

In addition, complaints may be filed with the New York State Division of Human Rights regional office located at: 44 Hawley Street, Room 603, Binghamton, New York 13901 or emailed to [complaints@dhr.ny.gov](mailto:complaints@dhr.ny.gov).

#### **V. Accessibility Complaint Procedure**

Tioga County will make every effort to ensure all facilities meet Federal guidelines for accessibility. Employees are expected to report problems in this regard, whether affecting the public or themselves promptly.

Complaints may be filed with a supervisor, Department Head, County Attorney or Personnel Officer. The incumbents of all the above listed positions are eligible to receive such complaints and are obliged to document the complaint and forward it to the ADA Coordinator(s) to allow for investigation and coordination of avenues to correct or mitigate identified issues.

## **ATTACHMENT 7**

### **AMERICANS WITH DISABILITIES (ADA) TRANSITION PLAN**

This ADA Transition Plan reflects Tioga County's long-term commitment to ADA compliance, and details the stages of Tioga County's plan and timeline for: (1) evaluating accessibility by identifying any structural barriers associated with public facilities; (2) identifying accommodations and/or modifications that can be provided to make programs and services accessible; and (3) prioritizing the remediation of any deficiencies and formulating a budget and schedule for those improvements.

#### **INTRODUCTION**

ADA regulations prohibit discrimination against individuals on the basis of disability and require state and local governments to make their programs and services accessible to persons with disabilities. These requirements focus on providing accessibility by addressing and eliminating structural barriers associated with public facilities.

As detailed below, Tioga County has made a significant and long-term commitment to improving the accessibility of its public facilities. The purpose of this Plan is to ensure that Tioga County identifies prohibited structural barriers to its public facilities, and, where structurally feasible, schedules and implements ADA-required improvements in order to remove those barriers.

The ADA requires that the Transition Plan include the following components:

1. Identification of physical barriers in a public entity's facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities;
2. Identification of the methods to be used to remove any barriers limiting accessibility;
3. A schedule for completion of the necessary steps to achieve accessibility in public facilities; and
4. The name of the public entity's ADA Coordinator.

#### **STEP 1: IDENTIFICATION OF PHYSICAL BARRIERS IN TIOGA COUNTY FACILITIES**

The first phase of the ADA Transition Plan is to evaluate Tioga County's public facilities for accessibility. The ADA Coordinator(s) along with Public Works will coordinate to conduct accessibility evaluations of the following:

- Sidewalks, crosswalks, and curb ramps
- Publicly accessible buildings

- Parking lots serving publicly accessible buildings

For each facility evaluated, a Survey of Tioga County's Public Facilities ("the Survey") will be completed. Any deficiencies, suggested improvements, and observations relating to structural feasibility of improvements will be noted and recorded on the Survey.

### **Schedule for Completion**

The ADA Coordinator(s) and Public Works will coordinate each spring to evaluate public buildings, parking lots, sidewalks, crosswalks, and curb ramps. The evaluations will be scheduled to evaluate outdoor facilities prior to the winter months to avoid snow cover that may impede a thorough review and will be completed by May 31 of each year.

### **STEP 2: IDENTIFICATION OF METHODS TO REMOVE BARRIERS**

The second phase of Tioga County's ADA Transition Plan is a method to remove barriers. This includes identification of the nature of needed improvements and a determination regarding structural feasibility of improvements under the ADA standards, and prioritization of necessary improvements.

Once the necessary improvements have been identified and prioritized, this information, along with a list of any improvements determined to be physically unfeasible, will be presented to the Tioga County Legislature at the public meeting of the Tioga County's Finance, Legal and Safety Committee. It is Tioga County's practice to provide public notice of the dates and agendas of Committee meetings on the Tioga County's website. This will provide the public with an opportunity to participate in the formulation of the ADA Transition Plan.

#### **A. Nature of Improvements and Structural Feasibility**

The nature of necessary improvements will be determined during Step 1 – the accessibility evaluation of Tioga County facilities – and will be incorporated into the ADA Transition Plan after completion of Step 1. Any improvements that the ADA Coordinator determines are not structurally feasible, based on ADA regulations will also be incorporated into the Plan.

#### **B. Priority of Improvements**

##### **Sidewalks; Crosswalks; Curb Ramps**

With respect to sidewalks, crosswalks and curb ramps, the primary focus of this ADA Transition Plan is to address all ADA noncompliant facilities.

The priority of improvements to these facilities will be as follows:

1. Those serving publicly accessible Tioga County facilities;
2. Those serving commercial and employment centers; and
3. Those serving other areas.

#### Parking Lots and Publicly Accessible Buildings

The priority of improvements to parking lots and publicly accessible spaces in Tioga County buildings will be based on the severity of the accessibility barrier and the frequency of public presence at the facility. All new construction or renovations to existing facilities have complied with ADA standards. As such, Tioga County does not expect that its publicly accessible buildings and parking lots will require major structural improvements.

### **STEP 3: SCHEDULE FOR COMPLETION OF NECESSARY IMPROVEMENTS**

Once the Survey of Public Facilities has been completed, and necessary improvements have been prioritized as provided above, Tioga County will formulate an estimated budget for the improvements. The schedule for improvements will depend heavily upon the number and severity of the deficiencies identified during the accessibility evaluation, and the costs associated with the improvements.

#### **ADA COORDINATOR(S):**

Kevin Humes  
ADA Coordinator  
Tioga County  
56 Main Street, Room 210  
Owego, NY 13827  
607-687-8677  
[HumesK@tiogacountyny.gov](mailto:HumesK@tiogacountyny.gov)

Doreen Holbrook  
ADA Coordinator  
Tioga County  
56 Main Street, Room 101  
Owego, NY 13827  
607-687-8238  
[HolbrookD@tiogacountyny.gov](mailto:HolbrookD@tiogacountyny.gov)

#### **PUBLIC COMPLAINT/GRIEVANCE PROCESS**

Formal complaints or grievances regarding ADA compliance of public facilities can be made directly to the Tioga County ADA Coordinator(s) using the [Civil Rights Complaint Form](#) found on Tioga County's website.

**TIOGA COUNTY  
ADA Medical Certification Form**

This medical certification is meant to facilitate documentation of physical or mental disabilities and should be completed by the employee and his/her Physician. Please attach and sign additional pages that might clarify this request for accommodation.

**Part I: To be Completed by the Employee**

**Employee Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

I give authorization for my physician to release medical information to Tioga County for the purpose of determining qualification and reasonable accommodation under the Americans with Disabilities Act.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*To be granted protection under ADA, an individual must have a disability as defined by the ADA. The ADA defines an individual with a disability as a person who:*

*1) Has a physical or mental impairment that substantially limits one or more major life activities;  
2) Has a record of such an impairment; 3) Is regarded as having an impairment. In addition, the employee must be able to perform the essential functions of the job with or without an accommodation and have the requisite skills, experience, and education and meet other job-related requirements. Substantially limits under the ADAAA has been broadened to allow someone with an impairment to be regarded as having a disability, even without the perception that the impairment limits a major life activity, provided that the impairment does not have an actual or expected duration less than or equal to six months. The ADAAA provides examples of major life activities, including caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working, and operation of a major bodily function, such as functions of the immune system, normal cell growth and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.*

**Part II. Medical Certification: To be Completed by Employees Physician  
Section A**

- |  |     |    |
|--|-----|----|
| 1. Does the employee have a physical or mental impairment?           | YES | NO |
| 2. If yes, please describe the physical or mental impairment.        |     |    |
| 3. Is the impairment permanent?                                      | YES | NO |
| 4. If not permanent, how long will the impairment likely last? _____ |     |    |
| 5. Is this a condition which:  |     |    |
| A. Requires periodic visits for treatment by a health care provider? | YES | NO |
| B. Continues over an extended period of time?                        | YES | NO |
| C. May cause episodic rather than a continuing period of incapacity? | YES | NO |

6. Is the patient taking medications or treatments that would be expected to affect job performance that would pose a direct threat or safety risk? YES NO

7. If yes, explain: Does the impairment affect a major life activity? YES NO

**Section B: Please indicate the life function affected and the limitations of the employee if applicable:**

Physical Activity	Mild Limitation	Moderate Limitation	Severe Limitation
Standing			
Walking			
Bending Over			
Climbing			
Reaching Overhead			
Kneeling			
Crouching /Stooping			
Pushing/Pulling			
<b>Repetitive Use of Hands</b>			
Right Only			
Left Only			
Both			
<b>Simple/ Light Grasping</b>			
Right Only			
Left Only			
Both			
<b>Firm/ Strong Grasping</b>			
Right Only			
Left Only			
Both			
<b>Fine Motor, Right Hand</b>			
<b>Fine Motor Left hand</b>			
<b>Lifting or Carrying</b>			
10 lbs or less			
11 to 25 lbs			
26 to 50 lbs			
51 to 75 lbs			
76 to 100 lbs			
Over 100 lbs			

**Indicate Level of Mental, Emotional, and Sensory Limitations, if applicable:**

**Pace of Work:** Fast Avg Below Avg

**Reasoning:** Mild Moderate Severe

<b>Manage Multiple Priorities:</b>	Mild	Moderate	Severe
<b>Hearing:</b>	Mild	Moderate	Severe
<b>Intense Customer Interaction:</b>	Mild	Moderate	Severe
<b>Reading:</b>	Mild	Moderate	Severe
<b>Multiple Stimuli:</b>	Mild	Moderate	Severe
<b>Analyzing:</b>	Mild	Moderate	Severe
<b>Frequent Change:</b>	Mild	Moderate	Severe
<b>Verbal Communication:</b>	Mild	Moderate	Severe
<b>Short-term Memory:</b>	Mild	Moderate	Severe
<b>Written Communication:</b>	Mild	Moderate	Severe
<b>Long-term Memory:</b>	Mild	Moderate	Severe
<b>Vision:</b>	Mild	Moderate	Severe
<b>Attention Span</b>	Mild	Moderate	Severe

**Section C: Please refer to Employees Job Description when answering the questions below:**

1. What limitation(s) in major life activities is/are interfering with this employees job performance
2. What essential job functions(s) listed in the job analysis is the employee having trouble performing because of the limitation(s)?
3. How does the employees limitation(s) in major life activities interfere with his/her ability to perform the essential job functions listed in his/her job description?

Please return form to:

<b>Physician Name:</b>	
<b>Physician Address:</b>	
<b>Physician Phone Number:</b>	
<b>Physician's Signature:</b>	

**Tioga County Personnel Department  
Attn: Linda Parke, Personnel Officer  
Ronald E. Dougherty County Office Building  
56 Main Street, Room 206  
Owego, New York 13827  
Fax: 607-223-7074 (must be accompanied by a cover page indicating Personal and Confidential Medical Record information attached)**





---

CERTIFIED COPY OF RESOLUTION ADOPTED BY THE TIOGA COUNTY LEGISLATURE  
ADOPTED 1/10/2023

---

REFERRED TO: FINANCE, LEGAL AND SAFETY COMMITTEE  
PERSONNEL/ADA COMMITTEE

RESOLUTION NO. 38-23 AMEND RESOLUTION 277-06;  
APPOINT ADA COORDINATOR

WHEREAS: Resolution 277-06 was adopted on December 12, 2006 naming the Safety Officer and the Personnel Officer to serve as the County's ADA Coordinators; and

WHEREAS: Upon the resignation of Dawn Thorpe, Safety Officer, and the retirement of Bethany O'Rourke, Personnel Officer, a new ADA Coordinator must be appointed; therefore be it

RESOLVED: That Kevin Humes, Paralegal with the Law Department, be and hereby is appointed ADA Coordinator for Tioga County; and be it further

RESOLVED: That in the event he is unable to act for any reason, the County Attorney is hereby designated to act in his stead; and be it further

RESOLVED: That upon the hiring of a Safety Officer that person will be appointed as the second ADA Coordinator.

STATE OF NEW YORK)

ss.:

COUNTY OF TIOGA)

This is to certify that I, the undersigned, Clerk of the Tioga County Legislature, have compared the foregoing copy of the resolution with the original resolution now on file in the office, and which was passed by the Legislature of said County on the tenth day of January, 2023, a majority of all the members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and the official seal  
of the County Legislature this tenth day of January, 2023.



*Cathy Haskeel*

**Clerk of the Tioga County Legislature**

---

CERTIFIED COPY OF RESOLUTION ADOPTED BY THE TIOGA COUNTY LEGISLATURE

---

ADOPTED 4/15/2025

REFERRED TO: FINANCE, LEGAL AND SAFETY COMMITTEE

RESOLUTION NO. 163-25 AMEND RESOLUTION NO. 277-06;  
AS AMENDED BY RESOLUTION NO. 38-23;  
APPOINT ADA COORDINATOR

WHEREAS: Resolution No. 277-06 was adopted on December 12, 2006, naming the Safety Officer and the Personnel Officer to serve as the County's ADA Coordinators; and

WHEREAS: Resolution No. 38-23 was adopted on January 10, 2023 and amended Resolution No. 277-06 appointing Kevin Humes as the new ADA Coordinator due to the retirement of the Personnel Officer and resignation of the Safety Officer; and

WHEREAS: Doreen Holbrook was hired as the Safety Officer, per Resolution No. 98-23, effective February 27, 2023; therefore be it

RESOLVED: That this resolution shall amend Resolution No. 277-06, as amended by Resolution No. 38-23 and that Doreen Holbrook, Safety Officer, be and hereby is appointed as the second ADA Coordinator for Tioga County; and be it further

RESOLVED: That in the event they are unable to act for any reason, the County Attorney is hereby designated to act in their stead.

STATE OF NEW YORK)

SS.:

COUNTY OF TIOGA)

This is to certify that I, the undersigned, Clerk of the Tioga County Legislature, have compared the foregoing copy of the resolution with the original resolution now on file in the office, and which was passed by the Legislature of said County on the fifteenth day of April, 2025, a majority of all the members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such original resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and the official seal of the County Legislature this fifteenth day of April, 2025.



*Cathy Haskeel*

**Clerk of the Tioga County Legislature**

## **Employee Training Plan**

### **Title VI of the Civil Rights Act of 1964**

#### **Introduction**

Title VI of the 1964 Civil Rights Act provides that "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance (Sec. 601)."

The Civil Rights Restoration Act of 1987 amended Title VI to specify that entire institutions receiving Federal funds, whether schools, colleges, government entities, or private employers must comply with Federal civil rights laws, rather than just the particular programs or activities that receive federal funds.

This Title VI Employee Training Plan has been prepared to address Tioga County's responsibility to provide Title VI training to all of its current employees.

#### **Title VI and ADA Nondiscrimination Statement**

Tioga County adheres to Title VI of the Civil Rights Act of 1964 Compliance Plan. Tioga County carries out its transportation planning processes without regard to race, color, or national origin. For more information or to file a complaint or concern, please contact the Tioga County Title VI Civil Rights Coordinators, at (607)687-8207 or (607)687-8264.

Tioga County also follows the New York State Department of Transportation's Americans with Disabilities Act Grievance Procedure. Tioga County hosts its public meetings and open houses in facilities allowing access for those who may be mobility impaired, sight impaired, hearing impaired or mentally impaired. Tioga County will accommodate anyone who may need special requests with adequate notification, preferably 48 hours before a scheduled meeting or open house. Tioga County posts all information, agendas, minutes and public documents on its public website which is fully accessible by both computer and cellular technologies and is designed to be maximally acceptable by handicapped individuals.

Tioga County is committed to a policy of non-discrimination in conducting its business, including its Title VI responsibilities. Tioga

County recognizes its responsibilities to the citizens for whom it carries out its transportation planning processes and to the society it serves.

### **Education and Training**

The Title VI Coordinators and the Tioga County Legislative Chair shall be responsible for advising Tioga County staff about available training in support of Title VI. It is the responsibility of the Title VI Coordinators to schedule training in such a way that appropriate notices and announcements are made to Tioga County staff. All employees are encouraged to participate in professional development training within and outside of Tioga County.

Internally, Tioga County offers Title VI training facilitated by the Title VI Coordinator in accordance with Title VI and ADA requirements. This training is available through electronic means on the County's intranet to allow any staff to watch and review Title VI and ADA requirements. This training is reviewed and updated as necessary by the Title VI Coordinators. It is also a requirement for current Tioga County staff to participate and refresh themselves in the Title VI training annually. The Title VI training can be put on as a live program by the Title VI Coordinators, or the Title VI training can be accomplished by watching a Title VI training video and slideshow. It is a requirement for new employees to participate in the Title VI training or watch the training materials within 60 days of hire with Tioga County.

In an effort to continuously improve Tioga County's overall Title VI compliance requirement, nondiscrimination training will be coordinated with the New York State Department of Transportation (NYSDOT), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA). The training will be made available to Tioga County staff on an ongoing basis to ensure up to date knowledge of Title VI and other non-discrimination statutes.