



Community Partners in Caring TITLE VI of the Civil Rights Act of 1964

POLICY & ANNUAL REPORT OF ACTIVITIES

**ORIGINAL PLAN ADOPTED AUGUST 22, 2014
(Updated 02/13/2018)**

Contact Information:

**Vilma Contreras, Executive Director
120 East Jones Street Suite 123
Santa Maria, CA 93454**

**Office: 805-925-0125 or 805-925-8000
Email: vilma@partnersincaring.org**

The preparation of this report has been financed in part through grants from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), U.S. Department of Transportation, under State Planning and Research Program Section 104(f) of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official view or policy of the U.S. Department of Transportation.

Background

Community Partners in Caring. operates its programs and services, to include its volunteer driver program, in accordance with Title VI of the Civil Rights Act without regard to race, color, and national origin. In compliance with the Civil Rights Act, the following Title VI Policy (hereafter “Policy”) has been approved by the Community Partners in Caring Board of Directors and submitted to the Department of Transportation (DOT) Federal Transit Administration (FTA).

This Policy, which will include the rights of our clients and the procedures to file a claim, will be properly stored and displayed. A proper Title VI Notice will be posted in appropriate public areas, the company website and in Community Partners in Caring offices.

I. Title VI Notice to the Public of Rights Under Title VI & List of Posting Locations

A Title VI Notice to the Public must be displayed to inform clients of their rights under Title VI. The following notice, in both English and Spanish, will be posted in appropriate public areas – our website www.partnersincaring.org (under the tab “Organizational Info”) and in our offices.

Notifying the Public of Rights Under Title VI **Community Partners in Caring**

Title VI of the 1964 Civil Rights Act requires that:

“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Applicability

As a recipient of federal financial assistance, Community Partners in Caring is subject to the regulations under Title VI and has established policies to maintain compliance with those regulations

It is against the policy of Community Partners in Caring to discriminate against an individual based on that person’s race, color or national origin. This policy applies to clients, volunteers, applicants for employment, and current employees.

Additional Information or Filing a Complaint

A full description of Community Partners in Caring’s Title VI Complaint Procedures is available online at www.partnersincaring.org (Organization Info tab), or at our office – location listed below. To speak with Community Partners in Caring’s Executive Director / Title VI Program Coordinator in person, or for additional information, telephone (805) 925-0125 or (805) 925-8000.

A complaint can be filed by an individual, a class, or by a third-party within 180 calendar days of the alleged discriminatory act at the following.

- 1) Directly with the Federal Transit Administration with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th floor-TCR, 1200 New Jersey Ave. Washington, D.C. 20590.
- 2) With the Title VI Program Coordinator at Community Partners in Caring:

Community Partners in Caring
120 East Jones Street, Ste 123
Santa Maria, CA 93454
Executive Director/Title VI Program Coordinator

Title VI Posted Notice Locations:

- * **Community Partners in Caring Office: 120 East Jones Street, Ste 123, Santa Maria, CA 93454 and 1120 West Ocean Ave, Ste 113, Lompoc, CA 93436 - Employee Poster Area**
- * **Community Partners in Caring Website: www.partnersincaring.org (Organization Info tab)**

II. Title VI Complaint Procedure-How to File a Complaint

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by Community Partners in Caring may file a Title VI complaint by fully completing and submitting the agency’s Title VI Complaint Form, located below, no more than 180 days after the alleged incident.

The Complaint Form will be submitted to: Community Partners in Caring, 120 East Jones Street, Ste 123, Santa Maria, CA 93454. Attention: Executive Director/Title VI Program Coordinator. A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue S.E., Washington, DC 20590.

Once the complaint is received, it will be reviewed to determine if Community Partners in Caring has jurisdiction in the matter. The complainant will receive an acknowledgment letter informing her/him whether the complaint will be investigated locally by Community Partners in Caring.

Community Partners in Caring has 10 business days to investigate the complaint. If more information is needed to resolve the issue, Community Partners in Caring may contact the complainant. The complainant has 10 business days from the date of the letter to send the requested information to the staff person assigned to the case. If the staff person is not contacted by the complainant or does not receive the additional information within 10 business days, Community Partners in Caring can administratively close the case. A complaint case can also be administratively closed if the complainant no longer wished to pursue their case.

After a Community Partners in Caring staff person reviews the complaint, one of two letters will be issued to the complainant: A Closure Letter or a Letter of Finding. A Closure Letter summarizes the allegations and states that there was not a Title VI violation and the case will be closed. A Letter of Finding summarizes the allegations, any investigations related to the alleged incident, and then explains whether any disciplinary action or specific actions will occur. If the complainant wishes to appeal the decision, she/he has 10 business days after the date of the Letter of Findings to do so.

III. Copy of the Title VI Complaint Form

Title VI regulations require that a copy of the Title VI Complaint Form is included in the FTA recipients Title VI Policy. The following is the Complaint form intended for such use.

DISCRIMINATION COMPLAINT FORM (Title VI)

Section I.				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic E-Mail Address:				
Accessible Format Requirements? (check all needed)	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered “yes” to this question, go to Section III.				

If not, please supply the name and relationship of the person for whom you are complaining:		
Please explain why you have filed for a third party:		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	Yes	No
Section III.		
I believe the discrimination I experienced was based on (check all that apply):		
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin		
Date of Alleged Discrimination (Month, Day, Year): _____		
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.		

Section IV		
Have you previously filed a Title VI complaint with this agency?	Yes	No
Section V.		
Have you filed a 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:		
Section VI		
Name of agency complaint is against:		
Contact person:		
Title:		
Telephone number:		
You may attach any written material 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 either:		
Community Partners in Caring 120 E. Jones St., Ste 123 Santa Maria, CA 93454 Executive Director / Title VI Program Manager **FOR MORE INFORMATION: (805) 925-0125	-OR-	Federal Transit Administration Office of Civil Rights East Building, 5 th Floor-TCR 1200 New Jersey Ave. SE Washington, DC 20590

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

All recipients of federal funding must prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin.

- * Active investigations conducted by FTA and entities other than FTA;
- * Lawsuits; and
- * Complaints naming the recipient.

This list shall include the date that the transit-related Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation, lawsuit, or complaint. This list shall be included in the Title VI Program submitted to FTA every three years.

	<u>Date</u> (Month, Day, Year)	<u>Summary</u> (Include basis of complaint: race, color, or national origin)	<u>Status</u>	<u>Action(s) Taken</u>
Investigations	None Filed (02/13/2018)			
1.				
2.				
Lawsuits	None Filed (02/13/2018)			
1.				
2.				
Complaints	None Filed (02/13/2018)			
1.				
2.				

V. Public Participation Plan

Community Partners in Caring’s Board of Directors is designated as the contact point for Public Participation regarding all Community Partners in Caring issues or concerns. The Board meets on the second Friday of each month from 12:00PM to 1:30PM at the at the Community Partners in Caring office located at 120 E. Jones St., Ste 123, Santa Maria, CA. Meeting agendas are posted at the Community Partners in Caring office. Each meeting includes an opportunity to speak directly to the Board at the beginning of the meeting.

When warranted the Board has at its discretion, the option of directing the appropriate staff to convene a specific committee to fully explore any public input or concerns. As stipulated in Community Partners in Caring’s By Laws, these committees may consist of persons who are not also members of the board. These additional committees shall act in an advisory capacity to the board and shall be clearly title as “advisory” committees. The committees may include the Board President or a representative(s) of the Board, appropriate staff, and representatives from the community.

Summary of Recent Public Outreach Efforts

As to outreach efforts to engage the general public and/or minority or limited English proficient populations, during the past reporting period, Community Partners in Caring has conducted the following public outreach efforts:

- 1) Information regarding Board meetings is posted on the Community Partners in Caring website, www.partnersincaring.org (select Organization Info tab).
- 2) Community Partners in Caring's Executive Director, during this past reporting period, served on the Santa Barbara County Transportation Advisory Committee (SBCTAC), and as such, was involved in reviewing public comment and testimony regarding transportation issues in the region. In addition, the Executive Director assisted in the distribution of materials needed for the 2018 Unmet Transit Needs assessment.
- 3) As the only Volunteer Driver Program serving North Santa Barbara County, the Executive Director meets with and/or presents at numerous public, community, non-profit and social service groups to promote public transit and Community Partners in Caring services. The list includes but is not limited to: Adult and Aging Network for Santa Barbara County, Area on Aging, Resources Committee sponsored by the Housing Authority of the County of Santa Barbara, Lion's Club International, Center for Employment Training, local churches, local clinics, senior mobile home parks, senior residential communities, as well as senior centers and other senior serving organizations/clubs.
- 4) Community Partners in Caring, during this last reporting period, has consistently had a radio spot on MEGA 97.1 (English) and Siempre Ranchito 1600 AM and 2.9 FM (Spanish). Because the Executive Director speaks both English and Spanish fluently, she has been the main spokesperson for Community Partners in Caring.
- 5) Community Partners in Caring outreach materials continue to be printed in both English and Spanish.
- 6) During the term of this reporting period, 75% of staff working for Community Partners in Caring have been bi-lingual (English/Spanish). The three staff members having direct public contact are all bi-lingual (English/Spanish). These three are the Service Coordinator, Outreach Coordinator, and the Executive Director. All three are fluent in both languages.
- 7) All Community Partners in Caring staff are provided with a hand-out listing commonly used phrases and responses to service questions in English and Spanish. Staff are also polite in their solicitation of a family member or friend to assist in translation.

VI. Limited English Proficiency (LEP) Plan

The FTA "Four Factor Analysis" and 2010 Census Data were used in developing Community Partners in Caring's LEP Plan to ensure a meaningful access to Community Partners in Caring programs and activities.

The Four Factor Analysis included considering the following elements.

- 1) The number or proportion of LEP persons eligible to be served or likely to be encountered.
- 2) The frequency with which LEP persons come into contact with the program.
- 3) The nature and importance of the program, activity, or service provided.
- 4) The resources available to the recipient for LEP outreach, as well as costs associated with that outreach.

The following 3 tables were derived from the 2012 – 2016 American Community Survey 5-Year Estimates; U.S. Census Bureau and was instrumental in determining the LEP Plan.

Santa Maria Valley

Versions of this table are available for the following years:

[2016](#) ▸
[2015](#)
[2014](#)
[2013](#)
[2012](#)
[2011](#)

	ZCTA5 93454		ZCTA5 93455		ZCTA5 93458	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Total:	35,247	+/-1,110	41,212	+/-1,229	50,949	+/-1,063
Native:	24,055	+/-826	35,581	+/-1,110	27,248	+/-1,082
Speak only English	15,449	+/-905	30,904	+/-1,274	11,011	+/-979
Speak Spanish:	8,122	+/-670	4,090	+/-657	15,734	+/-927
Speak English "very well"	6,474	+/-656	3,553	+/-623	12,722	+/-914
Speak English "well"	970	+/-276	444	+/-141	1,896	+/-296
Speak English "not well"	486	+/-175	87	+/-60	575	+/-191
Speak English "not at all"	192	+/-91	6	+/-10	541	+/-168
Speak other Indo-European languages:	121	+/-62	217	+/-88	18	+/-23
Speak English "very well"	121	+/-62	186	+/-74	18	+/-23
Speak English "well"	0	+/-25	10	+/-15	0	+/-28
Speak English "not well"	0	+/-25	21	+/-31	0	+/-28
Speak English "not at all"	0	+/-25	0	+/-25	0	+/-28
Speak Asian and Pacific Island languages:	341	+/-162	321	+/-190	339	+/-124
Speak English "very well"	279	+/-147	296	+/-186	232	+/-109
Speak English "well"	36	+/-32	25	+/-27	33	+/-32
Speak English "not well"	26	+/-33	0	+/-25	74	+/-64
Speak English "not at all"	0	+/-25	0	+/-25	0	+/-28
Speak other languages:	22	+/-35	49	+/-54	146	+/-111
Speak English "very well"	12	+/-16	49	+/-54	86	+/-75
Speak English "well"	10	+/-21	0	+/-25	43	+/-45
Speak English "not well"	0	+/-25	0	+/-25	0	+/-28
Speak English "not at all"	0	+/-25	0	+/-25	17	+/-26
Foreign born:	11,192	+/-867	5,631	+/-938	23,701	+/-1,033
Speak only English	426	+/-113	994	+/-237	679	+/-175
Speak Spanish:	8,811	+/-791	3,293	+/-855	20,878	+/-986
Speak English "very well"	1,881	+/-343	967	+/-265	3,626	+/-512
Speak English "well"	1,077	+/-216	769	+/-257	2,415	+/-331
Speak English "not well"	1,799	+/-298	905	+/-351	4,743	+/-476
Speak English "not at all"	4,054	+/-705	652	+/-336	10,094	+/-817
Speak other Indo-European languages:	215	+/-116	251	+/-101	195	+/-175
Speak English "very well"	210	+/-116	187	+/-85	76	+/-81
Speak English "well"	5	+/-8	56	+/-41	84	+/-87
Speak English "not well"	0	+/-25	8	+/-13	35	+/-44
Speak English "not at all"	0	+/-25	0	+/-25	0	+/-28
Speak Asian and Pacific Island languages:	1,291	+/-289	1,076	+/-322	1,383	+/-384
Speak English "very well"	426	+/-127	410	+/-159	604	+/-306
Speak English "well"	581	+/-171	438	+/-147	512	+/-184
Speak English "not well"	263	+/-103	219	+/-145	238	+/-114
Speak English "not at all"	21	+/-24	9	+/-18	29	+/-45
Speak other languages:	449	+/-228	17	+/-26	566	+/-283
Speak English "very well"	26	+/-30	0	+/-25	43	+/-48
Speak English "well"	60	+/-65	0	+/-25	26	+/-30
Speak English "not well"	38	+/-46	17	+/-26	0	+/-28
Speak English "not at all"	325	+/-197	0	+/-25	497	+/-270

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates

Versions of this table are available for the following years:

- 2016** ▶
- 2015
- 2014
- 2013
- 2012
- 2011

45 of 45

Lompoc		
	ZCTA5 93436	
	Estimate	Margin of Error
Total:	51,548	+/-864
Native:	41,534	+/-1,111
Speak only English	32,388	+/-1,316
Speak Spanish:	8,413	+/-940
Speak English "very well"	7,323	+/-847
Speak English "well"	628	+/-176
Speak English "not well"	357	+/-147
Speak English "not at all"	105	+/-98
Speak other Indo-European languages:	199	+/-83
Speak English "very well"	188	+/-77
Speak English "well"	11	+/-19
Speak English "not well"	0	+/-28
Speak English "not at all"	0	+/-28
Speak Asian and Pacific Island languages:	496	+/-188
Speak English "very well"	427	+/-154
Speak English "well"	60	+/-61
Speak English "not well"	9	+/-18
Speak English "not at all"	0	+/-28
Speak other languages:	38	+/-31
Speak English "very well"	38	+/-31
Speak English "well"	0	+/-28
Speak English "not well"	0	+/-28
Speak English "not at all"	0	+/-28
Foreign born:	10,014	+/-828
Speak only English	1,062	+/-254
Speak Spanish:	7,776	+/-766
Speak English "very well"	2,085	+/-394
Speak English "well"	1,619	+/-301
Speak English "not well"	2,333	+/-371
Speak English "not at all"	1,739	+/-376
Speak other Indo-European languages:	546	+/-184
Speak English "very well"	436	+/-143
Speak English "well"	63	+/-57
Speak English "not well"	47	+/-46
Speak English "not at all"	0	+/-28
Speak Asian and Pacific Island languages:	551	+/-175
Speak English "very well"	288	+/-123
Speak English "well"	152	+/-76
Speak English "not well"	94	+/-63
Speak English "not at all"	17	+/-21
Speak other languages:	79	+/-58
Speak English "very well"	53	+/-48
Speak English "well"	26	+/-35
Speak English "not well"	0	+/-28
Speak English "not at all"	0	+/-28

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates

https://factfinder.census.gov/faces/nav/jsf/pages/guided_search.xhtml

Santa Ynez Valley (Buellton 93427; Santa Ynez 93460; Solvang 93463)

Versions of this table are available for the following years:

- 2016 ▶
- 2015
- 2014
- 2013
- 2012
- 2011

	ZCTA5 93427		ZCTA5 93460		ZCTA5 93463	
	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
Total:	5,332	+/-346	4,646	+/-485	7,663	+/-474
Native:	4,286	+/-425	4,084	+/-470	6,282	+/-433
Speak only English	3,688	+/-500	3,773	+/-491	5,613	+/-462
Speak Spanish:	518	+/-202	224	+/-123	537	+/-227
Speak English "very well"	484	+/-197	187	+/-117	427	+/-226
Speak English "well"	34	+/-59	3	+/-4	79	+/-67
Speak English "not well"	0	+/-17	34	+/-37	31	+/-35
Speak English "not at all"	0	+/-17	0	+/-12	0	+/-17
Speak other Indo-European languages:	80	+/-62	77	+/-59	129	+/-95
Speak English "very well"	69	+/-61	77	+/-59	117	+/-93
Speak English "well"	11	+/-17	0	+/-12	12	+/-18
Speak English "not well"	0	+/-17	0	+/-12	0	+/-17
Speak English "not at all"	0	+/-17	0	+/-12	0	+/-17
Speak Asian and Pacific Island languages:	0	+/-17	0	+/-12	0	+/-17
Speak English "very well"	0	+/-17	0	+/-12	0	+/-17
Speak English "well"	0	+/-17	0	+/-12	0	+/-17
Speak English "not well"	0	+/-17	0	+/-12	0	+/-17
Speak English "not at all"	0	+/-17	0	+/-12	0	+/-17
Speak other languages:	0	+/-17	10	+/-17	3	+/-6
Speak English "very well"	0	+/-17	10	+/-17	3	+/-6
Speak English "well"	0	+/-17	0	+/-12	0	+/-17
Speak English "not well"	0	+/-17	0	+/-12	0	+/-17
Speak English "not at all"	0	+/-17	0	+/-12	0	+/-17
Foreign born:	1,046	+/-346	562	+/-178	1,381	+/-323
Speak only English	81	+/-72	142	+/-122	418	+/-172
Speak Spanish:	848	+/-339	158	+/-76	813	+/-314
Speak English "very well"	300	+/-159	37	+/-31	202	+/-106
Speak English "well"	87	+/-65	102	+/-59	209	+/-126
Speak English "not well"	332	+/-201	11	+/-14	383	+/-233
Speak English "not at all"	129	+/-84	8	+/-7	19	+/-25
Speak other Indo-European languages:	108	+/-76	96	+/-62	117	+/-96
Speak English "very well"	97	+/-72	48	+/-32	111	+/-95
Speak English "well"	11	+/-18	48	+/-52	2	+/-4
Speak English "not well"	0	+/-17	0	+/-12	4	+/-6
Speak English "not at all"	0	+/-17	0	+/-12	0	+/-17
Speak Asian and Pacific Island languages:	9	+/-15	81	+/-74	33	+/-55
Speak English "very well"	9	+/-15	79	+/-74	16	+/-25
Speak English "well"	0	+/-17	0	+/-12	8	+/-16
Speak English "not well"	0	+/-17	2	+/-4	9	+/-15
Speak English "not at all"	0	+/-17	0	+/-12	0	+/-17
Speak other languages:	0	+/-17	85	+/-106	0	+/-17
Speak English "very well"	0	+/-17	85	+/-106	0	+/-17
Speak English "well"	0	+/-17	0	+/-12	0	+/-17
Speak English "not well"	0	+/-17	0	+/-12	0	+/-17
Speak English "not at all"	0	+/-17	0	+/-12	0	+/-17

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates

Applying the Four Factors as a “foundational” consideration, then incorporating the Census Data above, it was determined that it is appropriate for Community Partners in Caring to provide Spanish language assistance whenever requested and/or feasible.

Relative to Community Partners in Caring, the following elements have been implemented.

- 1) All outreach materials and service description materials will continue to be provided in English and Spanish.
- 2) Community Partners in Caring’s website will include Title VI Spanish translated materials and when feasible, will translate the service section of the site to Spanish.
- 3) If/when conducted, public hearings and transit surveys will include Spanish translation.
- 4) All Community Partners in Caring staff will be provided with a hand-out listing commonly used phrases and responses to service questions in English and Spanish.
- 5) When appropriate, staff will solicit translation assistance from client’s family members and/or friends.
- 6) Volunteer drivers are always notified if the client is Spanish speaking. In these cases, Spanish speaking volunteers are paired up with the Spanish speaking senior. That practice will be continued.

Volunteer Driver Client Access Frequency and LEP Exposure

The potential frequency with which LEP persons come in contact with Community Partners in Caring varies greatly between service areas. Based on the 2012 – 2016 American Community Survey 5-Year Estimates; U.S. Census Bureau (tables above), the most prevalent Spanish use will be found with Santa Maria and Lompoc. Currently, 3 of the 5 employees working at Community Partners in Caring speak Spanish fluently. They also happen to be in positions that have direct contact with the public: Service Coordinator, Outreach Coordinator, and Executive Director. Our Door-through-Door Volunteer Driver Program is key in filling transportation gaps and in helping seniors age in place while maintaining quality of life.

As for the frequency of exposure to LEP populations, exposure has, historically, been limited. While conducting a Client Satisfaction Assessment (April 2017), only 4 of the 230 seniors served during fiscal year 2016 – 2017 spoke only Spanish. The remaining spoke English only or both English and Spanish. During the Summer of 2017, we stepped up outreach efforts toward the Spanish speaking community (radio spots and translation of outreach/service materials), which may, in the future, increase the number of seniors served that are only Spanish speaking. We will continue to monitor this potential and address needs accordingly. Again, because key staff are fluent in both English and Spanish, we are confident we will be able to meet needs as they emerge.

Relative to the Transit Department and the required **“Safe Harbor Provision”** all printed outreach and service description material will be provided in English and Spanish.

Follow Up Evaluation and Updates

Community Partners in Caring will monitor and evaluate the needs of LEP persons in its service area in an on-going manner, remaining sensitive to any changes in language demographics. The Client Satisfaction Assessment was initiated in 2017 and will continue to be conducted on a yearly basis during the month of April. This assessment will be part of subsequent service planning activities with recommendations for enhancing or altering the service’s support for LEP persons as deemed necessary. **A staff review of this policy was conducted February 14, 2018 with the resulting Updated Title VI being submitted to Community Partners in Caring Board of Directors for review and adoption on February 16, 2018.**

VII. Racial Breakdown of Non-Elected Advisory Councils

Title VI regulations require that all FTA recipients that have transit-related, non-elected planning boards, advisory councils, or committees, or similar bodies, the membership of which is selected by the FTA recipient, must provide a table depicting the racial breakdown of the membership of those committees and a description of efforts made to encourage the participation of minorities on such committees of councils. The following table reflects the makeup of the current Community Partners in Caring (CPC) Board of Directors as of February 13, 2018.

	Caucasian	Latino	African American	Asian American	Native American
CPC Board (02/13/2018)	72%	14%	14%	0	0

As to the required reporting of efforts made to encourage minority participation on committees or councils, when Board vacancies are experienced, existing Board members make every attempt to engage all interested parties based on that perspective member’s profession or work experiences, civic associations, interest in transit/senior/disability issues, community involvement, city where they reside,

and ethnicity if appropriate. As stipulated in the basic tenant of the Title VI regulations, Community Partners in Caring does not discriminate against an individual based on that person's race, color or national origin, to include the recruitment and selection to its Board of Directors.

VIII. Narrative Describing Contractor/Vendor Monitoring

Community Partners in Caring is a small non-profit that provides free and direct services to frail seniors through teams of volunteers. We do not contract out for services nor work with vendors. If at some point in the future Community Partners in Caring changes its policy, we will take into account the need to monitor all activities of its contractor/vendors. This will include regular review of service performance as well as a statement of the organization's compliance with Title VI in solicitations for service, etc.

IX. Board of Directors Resolution Approving the Title VI Program and Annual Report

The Community Partners in Caring Board of Directors received the 2018 Title VI Program and Annual Report for approval during the February 16, 2018 meeting. After discussion, the following Resolution was adopted unanimously by the Board.



Community Partners in Caring
120 East Jones Street
Santa Maria, CA 93454

Resolution of the Board of Directors

Number 02-16-18

WHEREAS: Community Partners in Caring has updated their Title VI Policy and Report, and

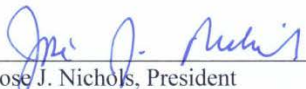
WHEREAS: Title VI document was updated with pertinent data

Therefore, it is resolved that:

1. Community Partners in Caring's Board of Directors acknowledge and approve the above-mentioned update.

By a majority vote of the Board of Directors:

I certify that these statements and actions were made and taken by this board on this the 16th day of February 2018.



Jose J. Nichols, President



Date



Matt Wuchner, Secretary



Date

X. Service Standards (Required for all Fixed Route Transit Providers)

As Community Partners in Caring is not a Fixed Route Transit Provider, this section is not applicable.

XI. Service Policies (Required for All Fixed Route Transit Providers)

As Community Partners in Caring is not a Fixed Route Transit Provider, this section is not applicable.