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**Title VI Plan and Procedures**

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

**Rappahannock Area Agency on Aging, Inc. d/b/a**

**Healthy Generations Area Agency on Aging**



**Adopted date**

**April 16, 2015**

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**TABLE OF CONTENTS**

**PAGE**

I. Introduction..... 2

II. Overview..... of Services 3

III. Policy..... Statement and Authorities 4

IV. Nondiscrimination..... Assurances to DRPT 5

V. Plan..... Approval Document 6

VI. Organization..... and Title VI Program Responsibilities 7

VII. Procedures for Notifying the Public of Title VI Rights and How to File a Complaint..... 10

VIII. Language Assistance Plan for Persons with Limited English Proficiency (LEP)..... 19

IX. Monitoring..... Title VI Complaints 28

**APPENDICES**

- A Title VI Notice to the Public
- B Title VI Notice to the Public List of Locations
- C Title VI Complaint Form
- D Investigations, Lawsuits and Complaints Document
- E Summary of Outreach Efforts
- F Table Minority Representation on Committees by Race

## I. INTRODUCTION

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI 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." (42 U.S.C. Section 2000d).

The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors whether those programs and activities are federally funded or not.

Recently, the Federal Transit Administration (FTA) has placed renewed emphasis on Title VI issues, including providing meaningful access to persons with Limited English Proficiency.

Recipients of public transportation funding from FTA and the Virginia Department of Rail and Public Transportation (DRPT) are required to develop policies, programs, and practices that ensure that federal and state transit dollars are used in a manner that is nondiscriminatory as required under Title VI.

This document details how **Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging** incorporates nondiscrimination policies and practices in providing services to the public. **Healthy Generations'** Title VI policies and procedures are documented in this plan and its appendices and attachments. This plan will be updated periodically (at least every three years) to incorporate changes and additional responsibilities that arise.

## II. OVERVIEW OF SERVICES

The Rappahannock Area Agency on Aging **d/b/a Healthy Generations Area Agency on Aging** New Freedom Mobility Management program (known as Mobility Options) is a one-stop-shop clearinghouse for all transportation resources found within Virginia Planning District 16 (the Counties of Caroline, King George, Spotsylvania, Stafford and the City of Fredericksburg.) Program resources include a fixed-route Travel Training Program whose purpose is to train older adults and persons with disabilities to travel safely and independently on the local fixed-route transportation resource in the region (FREDericksburg Regional Transit.) This very successful mobility management program also provides demand-response transportation through the usage of the agency's wheelchair-accessible fleet vehicles, referrals to private-sector providers, debit cards for fuel purchase and a volunteer driver program option.

### III. POLICY STATEMENT AND AUTHORITIES

#### Title VI Policy Statement

**Rappahannock area Agency on Aging, Inc. d/b/a Healthy Generations Area Agency on Aging** is committed to ensuring that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, whether those programs and activities are federally funded or not.

The **Healthy Generations** Title VI Manager is responsible for initiating and monitoring Title VI activities, preparing required reports, and other responsibilities as required by Title 23 Code of Federal Regulations (CFR) Part 200, and Title 49 CFR Part 21.

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Signature of Authorizing

Official

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Date

#### Authorities

Title VI of the 1964 Civil Rights Act provides 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 receiving federal financial assistance (refer to 49 CFR Part 21). The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub recipients, and contractors, whether such programs and activities are federally assisted or not.

Additional authorities and citations include: Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d); Federal Transit Laws, as amended (49 U.S.C. Chapter 53 et seq.); Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601, et seq.); Department of Justice regulation, 28 CFR part 42, Subpart F, “Coordination of Enforcement of Nondiscrimination in Federally-Assisted Programs” (December 1, 1976, unless otherwise noted); U.S. DOT regulation, 49 CFR part 21, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964” (June 18, 1970, unless otherwise noted); Joint FTA/Federal Highway Administration (FHWA) regulation, 23 CFR part 771, “Environmental Impact and Related Procedures” (August 28, 1987); Joint FTA/FHWA regulation, 23 CFR part 450 and 49 CFR part 613, “Planning Assistance and Standards,” (October 28, 1993, unless otherwise noted); U.S. DOT Order 5610.2, “U.S. DOT Order on Environmental Justice to Address Environmental Justice in Minority Populations and Low-Income Populations,” (April 15, 1997); U.S. DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient Persons, (December 14, 2005), and Section 12 of FTA’s Master Agreement, FTA MA 13 (October 1, 2006).

#### **IV. NONDISCRIMINATION ASSURANCE TO DRPT**

In accordance with 49 CFR Section 21.7(a), every application for financial assistance from the Federal Transit Administration (FTA) must be accompanied by an assurance that the applicant will carry out the program in compliance with DOT's Title VI regulations. This requirement is fulfilled when the Virginia Department of Rail and Public Transportation (DRPT) submits its annual certifications and assurances to FTA. DRPT shall collect Title VI assurances from sub-recipients prior to passing through FTA funds.

As part of the Certifications and Assurances submitted to DRPT with the Annual Grant Application and all Federal Transit Administration grants submitted to the DRPT, **Healthy Generations** submits a Nondiscrimination Assurance which addresses compliance with Title VI as well as nondiscrimination in hiring (EEO) and contracting (DBE), and nondiscrimination on the basis of disability (ADA).

In signing and submitting this assurance, **Healthy Generations** confirms to DRPT the agency's commitment to nondiscrimination and compliance with federal and state requirements.



## **VI. ORGANIZATION AND TITLE VI PROGRAM RESPONSIBILITIES**

The **Healthy Generations' Title VI Compliance Manager** is responsible for ensuring implementation of the agency's Title VI program. Title VI program elements are interrelated and responsibilities may overlap. The specific areas of responsibility have been delineated below for purposes of clarity.

### **Overall Organization for Title VI**

The Title VI Manager and staff are responsible for coordinating the overall administration of the Title VI program, plan, and assurances, including complaint handling, data collection and reporting, annual review and updates, and internal education.

### **Detailed Responsibilities of the Title VI Manager**

The Title VI Manager is charged with the responsibility for implementing, monitoring, and ensuring compliance with Title VI regulations. Title VI responsibilities are as follows:

1. Process the disposition of Title VI complaints received.
2. Collect statistical data (race, color or national origin) of participants in and beneficiaries of agency programs, (e.g., affected citizens, and impacted communities).
3. Conduct annual Title VI reviews of agency to determine the effectiveness of program activities at all levels.
4. Conduct Title VI reviews of construction contractors, consultant contractors, suppliers, and other recipients of federal-aid fund contracts administered through the agency.
5. Conduct training programs on Title VI and other related statutes for agency employees.
6. Prepare a yearly report of Title VI accomplishments and goals, as required.
7. Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English.
8. Identify and eliminate discrimination.
9. Establish procedures for promptly resolving deficiency status and writing the remedial action necessary, all within a period not to exceed 90 days.

## **General Title VI responsibilities of the agency**

The Title VI Manager is responsible for substantiating that these elements of the plan are appropriately implemented and maintained, and for coordinating with those responsible for public outreach and involvement and service planning and delivery.

### **1. Data collection**

To ensure that Title VI reporting requirements are met, **Healthy Generations** will maintain:

- A database or log of Title VI complaints received. The investigation of and response to each complaint is tracked within the database or log.
- A log of the public outreach and involvement activities undertaken to ensure that minority and low-income people had a meaningful access to these activities.

### **2. Annual Report and Updates**

As a sub-recipient of FTA funds, **Healthy Generations** is required to submit a Quarterly Report Form to DRPT that documents any Title VI complaints received during the preceding quarter and for each year. **Healthy Generations** will also maintain and provide to DRPT on an annual basis, the log of public outreach and involvement activities undertaken to ensure that minority and low-income people had a meaningful access to these activities.

Further, we will submit to DRPT updates to any of the following items since the previous submission, or a statement to the effect that these items have not been changed since the previous submission, indicating date:

- A copy of any compliance review report for reviews conducted in the last three years, along with the purpose or reason for the review, the name of the organization that performed the review, a summary of findings and recommendations, and a report on the status or disposition of the findings and recommendations
- Limited English Proficiency (LEP) plan
- procedures for tracking and investigating Title VI complaints
- A list of Title VI investigations, complaints or lawsuits filed with the agency since the last submission
- A copy of the agency notice to the public that it complies with Title VI and instructions on how to file a discrimination complaint

### **3. Annual review of Title VI program**

Each year, in preparing for the Annual Report and Updates, the Title VI Manager will review the agency's Title VI program to assure implementation of the Title VI plan. In addition, they will review agency operational guidelines and publications, including those for contractors, to verify that Title VI language and provisions are incorporated, as appropriate.

### **4. Dissemination of information related to the Title VI program**

Information on our Title VI program will be disseminated to agency employees, contractors, and beneficiaries, as well as to the public, as described in the “public outreach and involvement” section of this document, and in other languages when needed according to the LEP plan as well as federal and State laws/regulations.

## **5. Resolution of complaints**

Any individual may exercise his or her right to file a complaint if that person believes that he, she or any other program beneficiaries have been subjected to unequal treatment or discrimination in the receipt of benefits/services or prohibited by non-discrimination requirements. **Healthy Generations** will report the complaint to DRPT within three business days (per DRPT requirements), and make a concerted effort to resolve complaints locally, using the agency’s Title VI Complaint Procedures. All Title VI complaints and their resolution will be logged as described under Section 1. Data collection and reported annually (in addition to immediately) to DRPT.

## **6. Written policies and procedures**

Our Title VI policies and procedures are documented in this plan and its appendices and attachments. This plan will be updated periodically to incorporate changes and additional responsibilities that arise. During the course of the Annual Title VI Program Review (item 3 above), the Title VI Manager will determine whether or not an update is needed.

## **7. Internal education**

Our employees will receive training on Title VI policies and procedures upon hiring and upon promotion. This training will include requirements of Title VI, our obligations under Title VI (LEP requirements included), and required data that must be gathered and maintained. In addition, training will be provided when any Title VI-related policies or procedures change (agency-wide training), or when appropriate in resolving a complaint.

**Title VI training is the responsibility of Title VI Compliance Manager. That individual is Denis P. Paddeu, Mobility Manager at the Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging.**

## **8. Title VI clauses in contracts**

In all federal procurements requiring a written contract or Purchase Order (PO), **Healthy Generations’s** contract/PO will include appropriate non-discrimination clauses. The Title VI Manager will work with the **Title VI Compliance Manager** who is/are responsible for procurement contracts and PO’s to ensure appropriate non-discrimination clauses are included. That individual is Marny Klump, Chief Financial Officer at the Rappahannock Area Agency on Aging **d/b/a Healthy Generations Area Agency on Aging.**

## **VII. PROCEDURES FOR NOTIFYING THE PUBLIC OF TITLE VI RIGHTS AND HOW TO FILE A COMPLAINT**

### **Requirement to Provide a Title VI Public Notice**

Title 49 CFR Section 21.9(d) requires recipients to provide information to the public regarding the recipient's obligations under DOT's Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI. At a minimum, **Healthy Generations** shall disseminate this information to the public by posting a Title VI notice on the agency's website and in public areas of the agency's office(s), including the reception desk, meeting rooms, in federally-funded vehicles, etc.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI 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" (42 U.S.C. Section 2000d).

**Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transportation services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B. If you feel that you are being denied participation in or being denied benefits of the transit services provided by the Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging, or otherwise being discriminated against because of your race, color, national origin, gender, age or disability, our contact information is:**

Denis P. Paddeu  
Mobility Manager  
Rappahannock Area Agency on Aging d/b/a **Healthy Generations Area Agency on Aging**  
460 Lendall Lane  
Fredericksburg, VA 22405  
540-656-2985 Office

## **Title VI Complaint Procedures**

### **Requirement to Develop Title VI Complaint Procedures and Complaint Form.**

In order to comply with the reporting requirements established in 49 CFR Section 21.9(b), all recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public. Recipients must also develop a Title VI complaint form. The form and procedure for filing a complaint shall be available on the recipient's website and at their facilities.

Any individual may exercise his or her right to file a complaint with **Healthy Generations** if that person believes that he or she has been subjected to unequal treatment or discrimination in the receipt of benefits or services. We will report the complaint to DRPT within three business days (per DRPT requirements), and make a concerted effort to resolve complaints locally, using the agency's Nondiscrimination Complaint Procedures. All Title VI complaints and their resolution will be logged and reported annually (in addition to immediately) to DRPT.

**Healthy Generations** includes the following language on all printed information materials, on the agency's website, in press releases, in public notices, in published documents, and on posters on the interior of each vehicle operated in passenger service:

***The Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color or national origin, as protected by Title VI of the Civil Rights Act of 1964.***

***For additional information on Healthy Generations' nondiscrimination policies and procedures, or to file a complaint, please visit the website at [raaa16.org](http://raaa16.org) or contact Denis Paddeu, Title VI Compliance Manager at Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging, 460 Lendall Ln., Fredericksburg, VA 22405.***

Instructions for filing Title VI complaints are posted on the agency's website and in posters on the interior of each vehicle operated in passenger service and agency's facilities, and are also included within **Healthy Generations'** Mobility Options Program and other **Healthy Generations** literature.

SEE APPENDIX C-Title VI Complaint Form

**Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging**  
**Title VI Complaint Form**

|   |             |  |                   |    |
|---|-------------|--|-------------------|----|
| <b>Section I:</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"/> Color <input type="checkbox"/> National Origin   |             |  |                   |    |
| Date of Alleged Discrimination (Month, Day, Year): _____  |             |  |                   |    |
| Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form. |             |  |                   |    |
| _____   |             |  |                   |    |
| _____   |             |  |                   |    |
| <b>Section IV</b>   |             |  |                   |    |
| Have you previously filed a Title VI complaint with this agency?  |             |  | Yes               | No |
| <b>Section V</b>  |             |  |                   |    |
| Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?   |             |  |                   |    |
| <input type="checkbox"/> Yes <input type="checkbox"/> No  |             |  |                   |    |

|  |   |
|--|---|
| If yes, check all that apply:  |   |
| <input type="checkbox"/> Federal Agency: _____   |   |
| <input type="checkbox"/> Federal Court _____   | <input type="checkbox"/> State Agency _____ |
| <input type="checkbox"/> State Court _____   | <input type="checkbox"/> Local Agency _____ |
| Please provide information about a contact person at the agency/court where the complaint was filed. |   |
| 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

## **Procedures for Handling and Reporting Investigations/Complaints and Lawsuits**

Should any Title VI investigations be initiated by FTA or DRPT, or any Title VI lawsuits are filed against **Healthy Generations** the agency will follow these procedures:

### **Procedures**

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination on the basis of race, color, or national origin may file a written complaint with the Title VI Manager. The complaint is to be filed in the following manner:
  - a. A formal complaint must be filed within 180 calendar days of the alleged occurrence.
  - b. The complaint shall be in writing and signed by the complainant(s).
  - c. The complaint should include:
    - the complainant's name, address, and contact information
    - (i.e., telephone number, email address, etc.)
    - the date(s) of the alleged act of discrimination (if multiple days, include the date when the complainant(s) became aware of the alleged discrimination and the date on which the alleged discrimination was discontinued or the latest instance).
    - a description of the alleged act of discrimination
    - the location(s) of the alleged act of discrimination (include vehicle number if appropriate)
    - an explanation of why the complainant believes the act to have been discriminatory on the basis of race, color, and national origin
    - if known, the names and/or job titles of those individuals perceived as parties in the incident
    - contact information for any witnesses
    - indication of any related complaint activity (i.e., was the complaint also submitted to DRPT or FTA?)
  - d. The complaint shall be submitted to the **Healthy Generations** Title VI Manager at **460 Lendall Lane, Fredericksburg, VA 22405**.
  - e. Complaints received by any other employee of **Healthy Generations** will be immediately forwarded to the Title VI Manager.
  - f. In the case where a complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to Leigh Wade, Executive Director of the Rappahannock Area Agency on Aging **d/b/a Healthy Generations Area Agency on Aging**. Under these circumstances, the complainant will be interviewed, and the Executive Director will assist the complainant in converting the verbal allegations to writing.
2. Upon receipt of the complaint, the Title VI Manager will immediately:
  - a. notify DRPT (no later than 3 business days from receipt)
  - b. notify the Rappahannock Area Agency on Aging Executive Director (Leigh Wade.)
  - c. ensure that the complaint is entered in the complaint database
3. Within 3 business days of receipt of the complaint, the Title VI Manager will contact the complainant by telephone to set up an interview.

4. The complainant will be informed that they have a right to have a witness or representative present during the interview and can submit any documentation he/she perceives as relevant to proving his/her complaint.
5. If DRPT has assigned staff to assist with the investigation, the Title VI Manager will offer an opportunity to participate in the interview.
6. The alleged discriminatory service or program official will be given the opportunity to respond to all aspects of the complainant's allegations.
7. The Title VI Manager will determine, based on relevancy or duplication of evidence, which witnesses will be contacted and questioned.
8. The investigation may also include:
  - a. investigating contractor operating records, policies or procedures
  - b. reviewing routes, schedules, and fare policies
  - c. reviewing operating policies and procedures
  - d. reviewing scheduling and dispatch records
  - e. observing behavior of the individual whose actions were cited in the complaint
9. All steps taken and findings in the investigation will be documented in writing and included in the complaint file.
10. The Title VI Manager will contact the complainant at the conclusion of the investigation, but prior to writing the final report, and give the complainant an opportunity to give a rebuttal statement at the end of the investigation process.
11. At the conclusion of the investigation and **within 60 days** of the interview with the complainant, the Title VI Manager will prepare a report that includes a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition. This report will be provided to the **Healthy Generations** Executive Director, DRPT, and, if appropriate, **Healthy Generations'** legal counsel.
12. The Title VI Manager will send a letter to the complainant notifying them of the outcome of the investigation. If the complaint was substantiated, the letter will indicate the course of action that will be followed to correct the situation. If the complaint is determined to be unfounded, the letter will explain the reasoning, and refer the complainant to DRPT in the event the complainant wishes to appeal the determination. This letter will be copied to DRPT.
13. A complaint may be dismissed for the following reasons:
  - a. The complainant requests the withdrawal of the complaint.
  - b. An interview cannot be scheduled with the complainant after reasonable attempts.
  - c. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
14. DRPT will serve as the appealing forum to a complainant that is not satisfied with the outcome of an investigation conducted by **Healthy Generations**. DRPT will analyze the facts of the case and will issue its conclusion to the appellant according to their procedures.

**A person may also file a complaint directly with the Federal Transit Administration, Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor – TCR, 1200 New Jersey Avenue SE, Washington, DC 20590.**

## Transportation-Related Title VI Investigations, Complaints, and Lawsuits

### Background

All recipients shall 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 transportation-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 DRPT every three years and information shall be provided to DRPT quarterly and annually.

### Healthy Generations List of Investigations, Lawsuits and Complaints

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

**SEE APPENDIX D- Investigations, Lawsuits and Complaints Document**

## **Public Outreach and Involvement**

### **PUBLIC PARTICIPATION PLAN**

#### **Introduction**

The Public Participation Plan (PPP) is a guide for ongoing public participation endeavors. Its purpose is to ensure that **Healthy Generations** utilizes effective means of providing information and receiving public input on transportation decisions from low income, minority and limited English proficient (LEP) populations, as required by Title VI of the Civil Rights Act of 1964 and its implementing regulations.

Under federal regulations, transit operators must take reasonable steps to ensure that Limited English Proficient (LEP) persons have meaningful access to their programs and activities. This means that public participation opportunities, normally provided in English, should be accessible to persons who have a limited ability to speak, read, write, or understand English.

In addition to language access measures, other major components of the PPP include: public participation design factors; a range of public participation methods to provide information, to invite participation and/or to seek input; examples to demonstrate how population-appropriate outreach methods can be and were identified and utilized; and performance measures and objectives to ensure accountability and a means for improving over time.

**Healthy Generations** established a public participation plan or process that will determine how, when, and how often specific public participation activities should take place, and which specific measures are most appropriate.

**Healthy Generations** will make these determinations based on a demographic analysis of the population(s) affected, the type of plan, program, and/or service under consideration, and the resources available. Efforts to involve minority and LEP populations in public participation activities may include both comprehensive measures, such as placing public notices at all transit stations, stops, and vehicles, as well as targeted measures to address linguistic, institutional, cultural, economic, historical, or other barriers that may prevent minority and LEP persons from effectively participating in our decision-making process.

#### **SOME OF THOSE EFFECTIVE PUBLIC OUTREACH PRACTICES INCLUDES:**

- a. **Scheduling meetings at times and locations that are convenient and accessible for minority and LEP communities.**
- b. **Employing different meeting sizes and formats.**

- c. **Coordinating with community and faith-based organizations, educational institutions, and other organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.**
- d. **Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations could also include audio programming available on podcasts.**
- e. **Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.**

**SEE APPENDIX E-Summary of Outreach Efforts**

## **VIII. LANGUAGE ASSISTANCE PLAN FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)**

### **SAMPLE PLAN FOR SERVING PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)**

### **LANGUAGE ASSISTANCE PLAN FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)**

#### **Introduction and Legal Basis**

LEP is a term that defines any individual not proficient in the use of the English language. The establishment and operation of an LEP program meets objectives set forth in Title VI of the Civil Rights Act and Executive Order 13116, Improving Access to Services for Persons with Limited English Proficiency (LEP). This Executive Order requires federal agencies receiving financial assistance to address the needs of non-English speaking persons. The Executive Order also establishes compliance standards to ensure that the programs and activities that are provided by a transportation provider in English are accessible to LEP communities. This includes providing meaningful access to individuals who are limited in their use of English. The following LEP language implementation plan, developed by **Healthy Generations** is based on FTA guidelines.

As required, **Healthy Generations** developed a written LEP Plan (below). Using 2010 and American Community Survey (ACS) Census data, **Healthy Generations** has evaluated data to determine the extent of need for translation services of its vital documents and materials.

LEP persons can be a significant market for public transit, and reaching out to these individuals can help increase their utilization of transit. Therefore, it also makes good business sense to translate vital information into languages that the larger LEP populations in the community can understand.

#### **Assessment of Needs and Resources**

The need and resources for LEP language assistance were determined through a four-factor analysis as recommended by FTA guidance.

##### **Factor 1: Assessment of the Number and Proportion of LEP Persons Likely to be Served or Encountered in the Eligible Service Population**

The agency has reviewed census data on the number of individuals in its service area that have limited English Proficiency, as well as the languages they speak.

##### **U.S. Census Data – American Community Survey (2006-2010)**

Data from the U.S. Census Bureau's American Community Survey (ACS) were obtained through [www.census.gov](http://www.census.gov) by **Healthy Generations**. The agency's service area (Planning District 16) has a total population of 296,249 of which 10,299 (3.5%) are Limited English Proficiency (LEP.)

Information from the 2006-2010 ACS also provides more detail on the specific languages that are spoken by those who report that they speak English less than very well. Languages spoken at home by those with LEP are presented below. These data indicate the extent to which translations into other language are needed to meet the needs of LEP persons.

- Spanish 5,429 persons 2% of population
- Indo-European 122 persons < 1% of population
- Asian and Pacific Island Languages 1,505 persons < 1% of population
- Other Languages 1,263 persons < 1% of population

**Factor 2: Assessment of Frequency with Which LEP Individuals Come Into Contact with the Transit Services or System**

**Healthy Generations** reviewed the relevant benefits, services, and information provided by the agency and determined the extent to which LEP persons have come into contact with these functions through the following channels:

- Contact with transit vehicle operators;
- Contact with transit station managers;
- Calls to **Healthy Generations'** customer service telephone line;
- Visits to the agency's headquarters;
- Access to the agency's website;
- Attendance at community meetings or public hearings hosted by **Healthy Generations**;
- Contact with the agency's ADA complementary paratransit system (including applying for eligibility, making reservations, and communicating with drivers).

The agency worked with the staff about the success of communicating with LEP persons. According to staff, we will be working with community resources to convert several of our brochures into Spanish and German.

We will continue to identify emerging populations as updated Census and American Community Survey data become available for our service area. In addition, when LEP persons contact our agency, we attempt to identify their language and keep records on contacts to accurately assess the frequency of contact. To assist in language identification, we use a language identification flashcard based on that which was developed by the U.S. Census. (<http://www.lep.gov/ISpeakCards2004.pdf>)]

### **Information from Community Organizations that Serve LEP Persons (Optional?)**

To supplement the Census, education, and labor department data, **Healthy Generations** conducted community outreach to the following organizations that work with LEP populations. We worked with several local Spanish churches,

The Rappahannock Area Agency on Aging **d/b/a Healthy Generations Area Agency on Aging** Mobility Options Program would actively seek out family members, school employees, stakeholders, advocacy groups and community-based organizations in an effort to effectively communicate with the local LEP population. Places of worship where the LEP attend would likely have bi-lingual staff who might also be seen as a resource that could provide communication assistance with this population.

### **Factor 3: Assessment of the Nature and Importance of the Transit Services to the LEP Population**

**Healthy Generations** provides the following programs, activities and services: transportation, information, referral to resources, meals, homemaking, weatherization, and travel training.

Based on past experience serving and communicating with LEP persons and interviews with community agencies, *[as well as questionnaires or direct consultations with LEP persons (if applicable, e.g. through focus groups or individual interviews facilitated/interpreted by a community agency)]*, we learned that the following services/routes/programs are currently of particular importance LEP persons in the community.

*Northern Stafford, parts of Spotsylvania and rural Caroline Counties.*

The following are the most critical services provided by **Healthy Generations** for all customers, including LEP persons.

- Safety and security awareness instructions
- Emergency evacuation procedures
- Public transit services, including reduced fare application process
- ADA paratransit services (if your agency operates fixed-route), including eligibility certification process
- Other paratransit services
- Services targeted at low income persons
- *[any other critical services]*

### **Factor 4: Assessment of the Resources Available to the Agency and Costs**

*Costs*

The following language assistance measures currently being provided by **Healthy Generations**

- Translating documents, contracting with language interpreters, producing pictographs, installing multilingual technology, and other language assistance measures are some of efforts our agency is taking or plans to implement. The cost to implement this at this time is unknown. It is our intent to recruit a volunteer who can provide these services at no cost to the agency, other than printing and publicizing the services.
- We currently have a couple of staff who are trained to speak Spanish, however it is not their primary purpose. We rely on our language line in most instances. The cost is a nominal fee.

### *Resources*

The available budget that could be currently devoted to additional language assistance expenses is 1% of approved budget. This amount is likely to decrease due to increasing insurance and fuel costs over time.

In addition, in-kind assistance may be available through Lucha Ministries through a developing partnership.

Based on the available resources, the following language assistance measures are feasible and appropriate for our agency at this time:

- We currently utilize a language line when needed.

## **LEP Implementation Plan**

Through the four-factor analysis, **Healthy Generations** has determined that the following types of language assistance are most needed and feasible:

Translation of vital documents into Spanish. These documents include:

- System Map and Ride Guide
- Application for reduced fare
- All printed materials on ADA Paratransit, including brochure, eligibility application package, and passenger policies and procedures
- Emergency preparedness brochure
- Attempt to hire bilingual staff with competency in spoken and written (Spanish, Vietnamese, etc. as appropriate for your service area).
- Language Line Translation Services for telephone contacts.
- In-person translation for ADA eligibility assessments.]

Staff Access to Language Assistance Services

Agency staff who come into contact with LEP persons can access language services by contacting the agency's language line. All staff will be provided with a list of available language assistance services and additional information and referral resources (such as community organizations which can assist LEP persons). This list will be updated at least annually.

#### Responding to LEP Callers

Staff who answer calls from the public respond to LEP customers as follows: using the language line, dedicated mobility options staff discuss the transportation procedure, fees associated with the service, pick-up time and arrangements for the driver. The staff will also seek to speak with a family member who may be able to translate for the caller.

#### *Responding to Written Communications from LEP Persons*

The following procedures are followed when responding to written communications from LEP persons: Internal staff will translate the written communication into Spanish.

#### *Responding to LEP Individuals in Person*

The following procedures are followed when an LEP person visits our customer service and administrative office: We are in the process of developing flash cards for use by the drivers.

The following procedures are followed by operators when an LEP person has a question on board a **Healthy Generations** vehicle: the driver will use the language identification flashcard if needed, call the office for availability of bilingual operating staff, refer to available translated information on board vehicles, referral to telephone assistance, volunteer translation assistance from fellow passengers, etc.

#### *Staff Training*

As noted previously, all **Healthy Generations** staff are provided with a list of available language assistance services and additional information and referral resources, updated annually.

All new hires receive training on assisting LEP persons as part of their sensitivity and customer service training. This includes:

- A summary of the transit agency's responsibilities under the DOT LEP Guidance;
- A summary of the agency's language assistance plan;
- A summary of the number and proportion of LEP persons in the agency's service area, the frequency of contact between the LEP population and the agency's programs and activities, and the importance of the programs and activities to the population;

- A description of the type of language assistance that the agency is currently providing and instructions on how agency staff can access these products and services; and
- A description of the agency's cultural sensitivity policies and practices.

Also, all staff who routinely come into contact with customers, as well as their supervisors and all management staff, receive annual refresher training on policies and procedures related to assisting LEP persons.

*[Describe addition training courses or resources provided to staff, such as tuition assistance for language courses at a local community college, training manuals/CDs/DVDs/online courses available to staff, instruction in basic phrases needed in the operating environment, etc.]*

### ***Providing Notice to LEP Persons***

LEP persons are notified of the availability of language assistance through the following approaches: *[List items such as:*

- *following our Title VI policy statement included on our vital documents.*
- *on our website, with links to translations of vital documents in other languages.*
- *through signs posted on our vehicles and in our customer service and administrative offices.*
- *through ongoing outreach efforts to community organizations, schools, and religious organizations.*
- *use of an automated telephone menu system in the most common languages encountered.*
- *including the agency's language translation line on all materials.*
- *staffing a table with bilingual staff at community service events of interest to LEP groups.*
- *sending translated news releases and public service announcements about the availability of translated information to newspapers and broadcast media that target local LEP communities.]*

LEP persons will also be included in all community outreach efforts related to service and fare changes.

### ***Monitoring/updating the plan***

This plan will be updated on a periodic basis (at least every three years), based on feedback, updated demographic data, and resource availability.

As part of ongoing outreach to community organizations, **Healthy Generations** will solicit feedback on the effectiveness of language assistance provided and unmet needs. In addition, we will conduct periodic *[surveys, focus groups, community meetings, internal meetings with staff who assist LEP persons, review of updated Census data, formal*

*studies*] of the adequacy and quality of the language assistance provided, and determine changes to LEP needs.

In preparing the triennial update of this plan, **Healthy Generations** will conduct an internal assessment using the Language Assistance Monitoring Checklist provided in the FTA’s “Implementing the Department of Transportation’s Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons: A Handbook for Public Transportation Providers.” *[This checklist attached at the end of this sample plan.]*

Based on the feedback received from community members and agency employees, **Healthy Generations** will make incremental changes to the type of written and oral language assistance provided as well as to their staff training and community outreach programs. The cost of proposed changes and the available resources will affect the enhancements that can be made, and therefore **Healthy Generations** will attempt to identify the most cost-effective approaches.

As the community grows and new LEP groups emerge, **Healthy Generations** will strive to address the needs for additional language assistance.

**MINORITY REPRESENTATION ON PLANNING AND ADVISORY BODIES**

Title 49 CFR Section 21.5(b)(1)(vii) states that a recipient may not, on the grounds of race, color, or national origin, “deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program.”

**Healthy Generations** has transit-related, non-elected planning boards, advisory councils or committees, or similar committees, the membership of which we select.

1. *Please provide a description of your selection process, including recruitment efforts made to encourage the participation of minorities on such committee(s)*
2. *Please provide a table(s) depicting the racial breakdown of the membership of those committees*

*The Sample below is provided for the purposes of guidance only*

| Committee         | Black or African American | White/ Caucasian | Latino/ Hispanic | American Indian or Alaska Native | Asian | Native Hawaiian or other Pacific Islander | Other<br><i>*Note</i> | Totals |
|-------------------|---------------------------|------------------|------------------|----------------------------------|-------|---|-----------------------|--------|
| Citizens Advisory |                           |                  |                  |                                  |       |   |                       |        |

|   |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|
| <b>Committee (CAC)</b>  |  |  |  |  |  |  |  |  |
| <b>% of CAC Committee</b>   |  |  |  |  |  |  |  |  |
| <b>Citizens Advisory Committee on Accessible Transportation (CACAT)</b> |  |  |  |  |  |  |  |  |
| <b>% of CACAT Committee</b>   |  |  |  |  |  |  |  |  |

*\*Note – Other races reported: Lithuania, Ukrainian, and Polish*

## **IX. Monitoring Title VI Complaints**

As part of the complaint handling procedure, the Title VI Manager investigates possible inequities in service delivery for the route(s) or service(s) about which the complaint was filed. Depending on the nature of the complaint, the review examines span of service (days and hours), frequency, routing directness, interconnectivity with other routes and/or fare policy. If inequities are discovered during this review, options for reducing the disparity are explored, and service or fare changes are planned if needed.

In addition to the investigation following an individual complaint, the Title VI Manager periodically reviews all complaints received to determine if there may be a pattern. At a minimum, this review is conducted as part of preparing the Annual Report and Update for submission to DRPT.

## **TITLE VI NOTICE TO THE PUBLIC**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI 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" (42 U.S.C. Section 2000d).

Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transportation services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B. If you feel you are being denied participation in or being denied benefits of the transit services provided by Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging, or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, our contact information is:

Denis Paddeu

Mobility Manager

Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging

460 Lendall Lane

Fredericksburg, VA 22405

(540) 371-3375

[dpaddeu@healthygenerations.org](mailto:dpaddeu@healthygenerations.org)

## **TITLE VI COMPLAINT PROCEDURES**

Any individual, group of individuals, or entity that believes they have been subjected to discrimination prohibited by Title VI nondiscrimination provisions may file a written complaint with Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging's Title VI Compliance Officer. A formal complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant.

The complaint must meet the following requirements:

- a. Complaint shall be in writing and signed by the complainant(s).
- b. Include the date of the alleged act of discrimination (date when the complainant(s) became aware of the alleged discrimination; or the date on which that conduct was discontinued or the latest instance of the conduct).
- c. Present a detailed description of the issues, including names and job titles of those individuals perceived as parties in the complained-of incident.
- d. Allegations received by fax or e-mail will be acknowledged and processed, once the identity(ies) of the complainant(s) and the intent to proceed with the complaint have been established. The complainant is required to mail a signed, original copy of the fax or e-mail transmittal for Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging to be able to process it.
- e. Allegations received by telephone will be reduced to writing and provided to complainant for confirmation or revision before processing.
- f. A complaint form will be forwarded to the complainant for him/her to complete, sign, and return to Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging for processing.

Upon receipt of the complaint, the Title VI Compliance Officer will determine its jurisdiction, acceptability, and need for additional information, as well as investigate the merit of the complaint.

In order to be accepted, a complaint must meet the following criteria:

- a. The complaint must be filed within 180 calendar days of the alleged occurrence or when the alleged discrimination became known to the complainant.
- b. The allegation(s) must involve a covered basis such as race, color, or national origin.
- c. The allegation(s) must involve a program or activity of a federal-aid recipient, subrecipient, or contractor.

A complaint may be dismissed for the following reasons:

- a. The complainant requests the withdrawal of the complaint.
- b. The complainant fails to respond to repeated requests for addition information needed to process the complaint.

- c. The complainant cannot be located after reasonable attempts.

Once Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging decides to accept the complaint for investigation, the complainant and the respondent will be notified in writing of such determination within seven (7) calendar days. The complaint will receive a case number and will then be logged into Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging's records identifying its basis and alleged harm.

In cases where Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging assumes the investigation of the complaint, Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging will provide the respondent with the opportunity to respond to the allegations in writing. The respondent will have 10 calendar days from the date of Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging written notification of acceptance of the complaint to furnish his/her response to the allegations.

Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging's final investigative report and a copy of the complaint will be forwarded to FTA (or appropriate agency) and affected parties within 60 calendar days of the acceptance of the complaint.

Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging will notify the parties of its final decision.

If complainant is not satisfied with the results of the investigation of the alleged discrimination and practices the complainant will be advised of their right file a complaint with FTA.

## **NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities.

**Employment:** Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

**Effective Communication:** Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging's programs, services and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging program, service, or activity, should contact the Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging's ADA Coordinator Denis Paddeu at (540) 371-3375, by email at [dpaddeu@healthygenerations.org](mailto:dpaddeu@healthygenerations.org) or by mail at 460 Leandall Lane, Fredericksburg, VA 22405 as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging to take any action that would fundamentally alter the nature of its programs or services, or impose any undue financial or administrative burden.

Complaints that a Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging program, service, or activity is not accessible to persons with disabilities should be

directed to Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging's ADA Coordinator Denis Paddeu at (540) 371-3375, by email at [dpaddeu@healthygenerations.org](mailto:dpaddeu@healthygenerations.org) or by mail at 460 Lendall Lane, Fredericksburg, VA 22405.

Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy.

### **ADA GRIEVANCE PROCEDURES**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging.

The Complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant, location, date, and description of the alleged discrimination. Alternative means of filing complaints, such as personal interviews or tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the complainant and/or their designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Denis Paddeu

Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging  
460 Lendall Lane, Fredericksburg, VA 22405

(540) 371-3375

TTY/TDD (for the deaf or hard-of-hearing) 1-800-828-1120 or 711

Email: [dpaddeu@healthygenerations.org](mailto:dpaddeu@healthygenerations.org)

Within 15 calendar days after receipt of the complaint Denis Paddeu or their designee will meet with the complainant to discuss the complaint and the possible resolution. Within 15 calendar days of the meeting Denis Paddeu or their designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille or audio tape. The response will explain Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging's position and offer options for substantive resolution of the complaint.

If Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging's response does not satisfactorily resolve the issue, the complainant and/or their designee may

appeal the decision within 15 calendar days after receipt of the response to the Virginia Department of Rail and Public Transportation.

All written complaints received by Denis Paddeu or their designee, appeals to the Department of Rail and Public Transportation or their designee, and responses from these two offices will be retained by Rappahannock Area Agency on Aging d/b/a Healthy Generations Area Agency on Aging for at least three years.