



Town of Yorktown

Title VI Plan

Nondiscrimination Policy

Adopted: September 6, 2016

Reaffirmed: April 2, 2019

**TOWN OF YORKTOWN
TITLE VI PLAN**

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1. Title VI Policy & Assurance of Compliance

The Town of Yorktown resolves to take all necessary steps to promote equal access to the services, programs, and activities of the Town of Yorktown and ensure to a policy that no person shall be subject to discrimination with respect thereto as set forth in Title VI of the Civil Rights Act of 1964 and subsequent Federal, State, and local law, regulation and executive orders, requiring non-discrimination in public services, programs, and activities. The statement provided in **Appendix A** of this document is the Town's official Nondiscrimination Policy & Assurance of Compliance.

2. Notification to Beneficiaries of Protection Under Title VI

The Town of Yorktown recognizes the importance of informing the public of its Title VI rights and providing and distributing general information to the public in a manner and language citizens can disseminate. The Town of Yorktown periodically post a public notice through various media outlets, including the Department's website, flyers, and postings on buses and in our Senior Nutrition Center, to notify the public of their rights under Title VI. The public notice provided in **Appendix B** of this document is the official notification posted to notify individuals of their Title VI rights.

3. Title VI Complaint Procedures

3.1 General Overview

49 C.F.R. Part 21.1, 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 from the Department of Transportation."

In order to comply with Title VI and all of the regulations of 49 C.F.R. Part 21, the Town of Yorktown, acting by and through its Senior Services Department provides the following complaint procedures for those persons who believe that they have been subjected to discrimination under any program or activity receiving Federal financial assistance from the United States Department of Transportation. These procedures do not deny the right of the complainant to file a formal complaint with other State or Federal agencies or to seek private counsel for complaints alleging discrimination.

3.2 Who do these Title VI procedures apply to?

Title VI applies to any program for which Federal financial assistance is authorized under a law administered by the United States Department of Transportation. Federal financial assistance includes grants and loans of Federal loans; the grant or donation of Federal property and interests in property; the detail of Federal personnel; the sale and lease of and the permission to use Federal property or any interest in such property without consideration or at a nominal consideration, or in recognition of the

public interest to be served by such sale or lease to the recipient and any Federal agreement, arrangement or other contract which has as one of its purposes the provision of assistance.

3.3 Who may file a Title VI complaint?

A complaint may be filed by any person who believes they were discriminated against on the basis of race, color, or national origin.

3.4 What is discrimination under Title VI?

Discrimination under Title VI of the Civil Rights Act of 1964, as amended, is an act (action or inaction), whether intentional or unintentional, through which a person, solely because of race, color, national origin has been otherwise subjected to unequal treatment or impact under any program or activity receiving Federal financial assistance from the United States Department of Transportation.

3.5 How and where is a discrimination complaint filed?

A complaint must be in writing, signed by the person(s) or their representative(s) and must include the complainant(s) name, address and telephone number. A Discrimination Complaint Form can be found in **Appendix C** or on the Town's website at: www.yorktownny.org/senior/transportation and then click Title VI Plan.

A signed written complaint must be filed within 180 days of the date of the alleged discrimination. The signed complaint must be sent to:

**Town Attorney
Town of Yorktown
363 Underhill Avenue
Yorktown Heights, NY 10598**

3.6 How long will it take for my complaint to be resolved?

The complaint will be reviewed by the Town Attorney. Where practicable, the complainant shall be notified, in writing, of the findings and remedial action, if any, within a period not to exceed **90 days**.

The notification will advise the complainant of his/her appeal rights to the FTA within 180 of the alleged incident if they are dissatisfied with the final decision rendered by the County. The Contact for the FTA is as follows:

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

4. Title VI Investigations, Complaints, and Lawsuits

There have been no investigations, complaints, or lawsuits that pertain to allegations of discrimination on the basis of race, color and/or national origin in transit related activities and programs administered by the Town of Yorktown. The NYSDOT monitors subrecipients by requiring semi-annual Title VI complaint reports. A Title VI Complaint Log is used for this reporting requirement and is included in **Appendix D**.

5. Public Participation Plan

The Town of Yorktown recognizes the importance of engaging members of the public, particularly those who depend upon the town's senior services transportation, in planning activities. The Town of Yorktown recognizes that it is particularly important to make special efforts to reach out to and engage members of disadvantaged segments of the community such as lower income, minority, and LEP populations.

Opportunities for public participation are provided in a number of formats. Passenger surveys are written and conducted via interview with passengers by town staff. At public workshops and presentations, participants are invited to share their comments by speaking on the record, submitting a written comment on a comment form or by letter or email, or by calling the Town of Yorktown Senior Services directly. Staff should be sure to communicate effectively to all participants that the town has staff available who are capable of communicating with members of the public in Spanish if needed.

6. Limited English Proficiency (LEP) Plan

The Town of Yorktown has developed an LEP Plan (attached as **Appendix E**) designed to provide LEP populations meaningful access to senior transportation services within the Town of Yorktown. The document has been prepared to conform to the LEP requirements identified in the document titled, "Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons – A Handbook for Public Transportation Providers," which was released by the Federal Transit Administration Office of Civil Rights on April 13, 2007.

7. Title VI Program

The Town of Yorktown conducts ongoing marketing efforts to reach and inform all current and potential clients of its services and programs through various strategies and outlets, including those focused on reaching LEP ridership.

The Town of Yorktown provides bi-lingual (English and Spanish) service information in the form of printed brochures, on-board signage, and information on the Town's website. **Appendix F** includes examples of public outreach materials that appeared in the bi-monthly senior newsletters. On-board advertisements and information signs are printed in English and Spanish.

The Town of Yorktown Town Board reviewed and approved the Town of Yorktown Title VI Program at its meeting on September 6, 2016. A copy of the resolution approving this Title VI Plan can be found in **Appendix G**.

8. Information Request

The Town of Yorktown will provide additional information, in writing, upon request by the FTA for complaints of discrimination or to resolve concerns about possible noncompliance with Title VI.

9. Demographic Data

All demographic data presented was obtained from the 2010 Census and the 2013-2017 American Community Survey 5-Year Estimates and serve as the base data for requested maps and charts.

In the 2010 Census, the Town of Yorktown had a population of 36,081, of which 7,613 (21.10%) are over the age of 60 and qualify for the town's Senior Services Transportation Program. Between 2010 and the 2013-2017 American Community Survey, the total senior population (over 60 years of age) grew by 2,091, while the total population only increased slightly.

Table 1: Town of Yorktown Total Senior Population (over 60 years) by Age

Age	Census 2010	2013-2017 ACS Survey	Change
Total Population (all ages)	36,081	36,900	+819
60 to 64 years	2,120	2,929	+800
65 to 69 years	1,606	1,915	+309
70 to 74 years	1,289	1,512	+223
75 to 79 years	1,016	1,230	+214
80 to 84 years	983	1,012	+29

85 years & over	599	1,106	+507
Total Senior Population	7,613	9,704	+2,091

Source: U.S. Census Bureau, 2010 Census and 2013-2017 ACS 5-year estimates. Table S0101.

Table 2: Town of Yorktown Senior Population by Census Tract

Census Tract	2010 Total Population	2010 Senior Population	Senior Population as a Percentage of Total Population
148.04	8,021	1,414	17.63%
148.05	4,339	976	22.49%
148.06	6,467	1,206	18.65%
148.08	3,464	808	23.33%
148.09	6,115	1,232	20.15%
148.10	2,086	1,299	62.27%
148.11	5,589	1,016	18.18%

Source: U.S. Census Bureau, 2010 Census. Table S0101.

Census Tract	2013-2017 Total Population Estimate	2013-2017 Senior Population Estimate	Senior Population as a Percentage of Total Population
148.04	8,217	1,973	24.01%
148.05	4,452	1,070	24.03%
148.06	6,656	1,504	22.60%
148.08	3,682	1,021	27.73%
148.09	5,956	1,431	24.03%
148.10	2,046	1,290	63.05%
148.11	5,831	1,415	24.27%

Source: U.S. Census Bureau, 2013-2017 ACS 5-year estimates. Table S0101.

The 2013-2017 ACS 5-Year Estimates show the Town of Yorktown’s population is comprised of 1,585 Black or African American (4.30%), 144 American Indian and Alaska Native (0.04%), 1,750 Asian (4.74%), 10 Native Hawaiian and other Pacific Islander (0.03%), and 1,888 persons of some other race. Of these, 5,535 are Hispanic or Latino (15.00%) persons of any race.

Table 3: Town of Yorktown Senior Minority Population (over 64 years) by Age

Age	2013-2017 ACS 5-Year Estimate	Black or African American Alone	American Indian & Alaska Native Alone	Asian Alone	Native Hawaiian & Other Pacific Islander Alone	Some Other Race Alone
Total Population (all ages)	36,900	1,585	144	1,750	10	1,888

65 to 74 years	3,427	69	0	83	0	122
75 to 84 years	2,242	79	0	55	0	49
85 years & over	1,106	5	0	27	0	21
Total Senior Population	6,775	153	0	165	0	192

Source: U.S. Census Bureau, 2013-2017 ACS 5-year estimates. Tables S0101, B01001B, B01001C, B01001D, B01001E, B01001F.

Table 4: Town of Yorktown Minority Population by Census Tract

Census Tract	2010 Total Population	2010 Minority Population	Minority Population as a Percentage of Total Population
148.04	8,021	1,290	16.08%
148.05	4,339	458	10.56%
148.06	6,467	732	11.32%
148.08	3,464	402	11.61%
148.09	6,115	698	11.41%
148.10	2,086	163	7.81%
148.11	5,589	628	11.24%

Source: U.S. Census Bureau, Census 2010, Table P3.

Appendix A

Title VI Nondiscrimination Policy & Assurance of Compliance



Yorktown Town Hall
363 Underhill Avenue, P.O. Box 703
Yorktown Heights, NY 10598

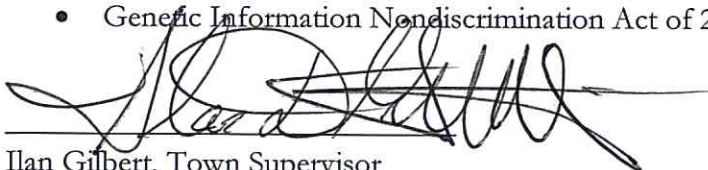
(914) 962-5722
www.yorktownny.org

Town of Yorktown Nondiscrimination Policy & Assurance of Compliance

The Town of Yorktown resolves to take all necessary steps to promote equal access to the services, programs, and activities of the Town of Yorktown and ensure to a policy that no person shall be subject to discrimination with respect thereto as set forth in Title VI of the Civil Rights Act of 1964 and subsequent Federal, State, and local law, regulation and executive orders, the authorities below listed, requiring non-discrimination in public services, programs, and activities. It is the policy of the town of Yorktown that no person shall on the grounds of race, creed, color, gender, age, national origin, disability, sexual orientation, marital status, low income status, Limited English Proficiency (LEP) status, Vietnam-era veteran status, or genetic disposition be denied the benefits of or be subjected to discrimination with respect to the services, programs, and activities of the Town of Yorktown.

Non-Discrimination Authorities

- Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq)
- Section 162(a) of the Federal-Aid Highway Act of 1973 (23 USC 324)
- Age Discrimination Act of 1975
- Section 504 of the Rehabilitation Act of 1973
- Americans With Disabilities Act of 1990
- Civil Rights Restoration Act of 1987
- 49 CFR Part 21
- 23 CFR Part 200
- USDOT Order 1050.2
- Executive Order #12898 (Environmental Justice)
- Executive Order #13166 (Limited-English-Proficiency)
- Civil Rights Act of 1991
- Section 503 of the Rehabilitation Act of 1973
- Age Discrimination in Employment Act of 1967 (as amended)
- Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1964
- Articles 15 and 15-a of the new York State Executive Law
- Genetic Information Nondiscrimination Act of 2008


Ilan Gilbert, Town Supervisor

4-10-19
Date

Appendix B

Notice to Beneficiaries: Protection Under Title VI



Yorktown Town Hall
363 Underhill Avenue, P.O. Box 703
Yorktown Heights, NY 10598

(914) 962-5722
www.yorktownny.org

Town of Yorktown Nondiscrimination Public Notice
Title VI of the Civil Rights Act of 1964


The Town of Yorktown hereby gives public notice of its **Nondiscrimination Policy** to ensure compliance with Title VI of the Civil Rights Act of 1964, as amended, and as supplemented by all related statutes and regulations, which applies to any and all Town services, programs, and activities that are Federally funded.

Any person who believes that he or she has individually, or as a member of any specific class of persons, been excluded from participation in, been denied the benefits of, or otherwise been subjected to discrimination under any Town service, program or activity, and believe that the discrimination is based on race, color, national origin, gender, age, income, disability or limited ability to speak English, has the right to file a formal complaint.

Complaints will be accepted in writing and may be filed with the Town's Title VI Coordinator within 180 days from the date of the alleged act of discrimination.

For more information and for a Title VI Complaint Form and instructions on how to file a discrimination complaint, access our website at www.yorktownny.org/senior/transportation, or write to the address below. If this notice is needed in another language, contact our office at:

Town of Yorktown
Attn: Town Attorney
363 Underhill Avenue
Yorktown Heights, NY 10598
Phone: 914-962-5722



Ilan Gilbert, Town Supervisor

4-10-19
Date

Appendix C

Discrimination Complaint Form

TOWN OF YORKTOWN DISCRIMINATION COMPLAINT FORM

The Town of Yorktown is committed to a policy of non-discrimination to ensure compliance with Title VI of the Civil Rights Act of 1964 and subsequent laws and executive orders that hold no person shall be excluded from participating in, be denied the benefits of, or be subjected to unlawful discrimination while participating in any public services, programs, or activities of the Town of Yorktown. The Town has developed this form to facilitate processing of Title VI complaints, as well as any other discrimination complaints, however completing this form is not required; a letter that provides the same information may be submitted to file your complaint. Completed, signed, and dated forms should be sent to:

Town Attorney
Town of Yorktown
363 Underhill Avenue
Yorktown Heights, NY 10598

Note: To protect your rights, your complaint must be filed within 180 days following the date of the alleged discrimination. Failure to file within 180 days may result in dismissal of the complaint.

Section I: Complainant Information (please print)

- | | |
|---|---|
| 1. Name: _____
2. Address: _____
3. Home Phone: _____
4. Work Phone: _____
5. Cell Phone: _____ | 6. Communication Accessibility Requirements:
Large Print
Translator (<i>Indicate language</i>): _____
TTY/TDD
Other (<i>Explain</i>): _____ |
|---|---|
6. What is the most convenient time for us to contact you about this complaint?

Section II: Person Discriminated Against

1. Are you filing this complain on your own behalf? Yes No (*If yes, proceed to Section III*)
2. Name of the person for whom the complaint is being filed. Name: _____
3. Your relationship to the person named. Relationship: _____
4. Have you obtained the person's permission to file this form? Yes No
5. Explain why you are filing on behalf of the person named: _____

Section III: Complaint Information

1. This discrimination complaint is based on (*check all that apply*):
- | | | |
|----------------|-----------------|-----------------|
| Race/Ethnicity | National Origin | Disability |
| Color | Age | Limited English |
| Sex | Income Status | |
2. To the best of your recollection, on what date(s) did the discrimination take place?
Earliest Date of Discrimination: _____
Most Recent Date of Discrimination: _____
3. Location of incident: _____

4. Explain, as clearly as possible, what occurred, why you believe it happened, and how you were discriminated against: *(If necessary, attached additional sheets of paper):*

5. Please list below any persons (witnesses, town employees, or others), if known, whom we may contact for additional information to support or clarify your complaint. Include name, address, and a phone number.

6. What remedy are you seeking for the alleged discrimination?

7. Have you filed this complaint with another Federal, State, or Local agency or court?
If yes, please state the name, address, and contact information of the agency where the complaint was filed and the current status of that complaint:

Agency: _____
Contact Person: _____
Address: _____
Phone: _____

8. If you have an attorney representing you concerning the matters raised in this complaint, please provide the following information:

Attorney Name: _____
Address: _____
Phone: _____

Section IV: Affirmation *(Please remember to sign and date this form)*

I affirm that I have carefully read the above complaint and that to the best of my knowledge, information, and belief the information contained herein is true.

Signature

Date

If sent by U. S. Postal Service, the Town encourages all persons to send by certified mail, as to ensure that all written correspondence can be tracked.

CIUDAD DE YORKTOWN

FORMULARIO DE DENUNCIA DE DISCRIMINACIÓN

La ciudad de Yorktown está comprometida con una política de no discriminación para garantizar el cumplimiento con el título VI de la ley de derechos civiles de 1964 y posteriores leyes y órdenes ejecutivas que ninguna persona quedará excluidas de participar en, ser negadas los beneficios de o ser objeto de discriminación ilegal durante su participación en los servicios públicos, programas ni las actividades de la ciudad de Yorktown. La ciudad ha desarrollado esta forma para facilitar el trámite de las quejas del título VI, así como cualquier otra discriminación quejas, sin embargo completar este formulario no es necesario; una carta que proporciona la misma información puede presentarse a presentar su queja. Llenado, firmados y fechados formularios deben enviarse a:

Town Attorney

Town of Yorktown

363 Underhill Avenue

Yorktown Heights, NY 10598

Nota: Para proteger sus derechos, su queja debe ser presentada dentro de 180 días siguientes a la fecha de la supuesta discriminación. Archivo dentro de 180 días puede producirse la desestimación de la denuncia.

Sección I: Información del denunciante (por favor imprima)

1. Nombre: _____
2. Dirección: _____
3. Tel - Hogar: _____
4. Tel - Trabajo: _____
5. Tel - Móvil: _____
6. Comunicación Accessibility Requirements:
Letra grande
Traductor (*indique idioma*): _____
TTY/TDD
Otro (*Explique*): _____
6. Qué es el tiempo más conveniente para contactarle acerca de esta denuncia?

Sección II: Persona Discriminada

1. Está presentando esta denuncia en su propio nombre? Sí No
(*En caso afirmativo, proceder a la sección III*)
2. Nombre de la persona para quien está siendo la denuncia. Nombre: _____
3. Su relación con la persona nombrada. Relación: _____
4. Has obtenido el permiso de la persona para presentar este formulario? Sí No
5. Explicar por qué está presentando en nombre de la persona nombrada: _____

Sección III: Información de queja

1. En que se basa esta denuncia de discriminación (*marquen todos los que aplican*):
Raza/origen étnico origen nacional discapacidad
color edad ingles limitado
sexo ingreso
2. A lo mejor de su recuerdo, en qué fecha la discriminación tuvo lugar?
Fecha más temprano de la discriminación: _____
Fecha más reciente de discriminación: _____

3. Donde ocurrió: _____
4. Explicar, tan claramente como sea posible, lo que ocurrió, por qué crees que sucedió y cómo se discriminó contra: *(Si es necesario, adjunta hojas adicionales de papel)*:

5. Por favor liste personas (testigos, empleados, u otros), si se sabe, quien podemos contactar para obtener más información confirmar o aclarar su queja. Incluye nombre, dirección y teléfono.

6. Qué remedio busca por presunta discriminación?

7. Ha presentado esta queja con otra Agencia Federal, estatal o Local o Tribunal?
En caso afirmativo, por favor indicar el nombre, dirección e información de contacto de la agencia donde se presentó la queja y estado actual de la queja:

Agencia: _____

Contacto: _____

Dirección: _____

Teléfono: _____

8. Si usted tiene un abogado que lo representa en relación con las cuestiones planteadas en esta queja por favor suministrar los siguientes datos:

Nombre de abogado: _____

Dirección: _____

Teléfono: _____

Sección IV: Afirmación *(Por favor, recuerde firmar y fechar este formulario)*

Afirmo que he leído cuidadosamente la queja anterior y que a lo mejor de mi conocimiento, información y creencia la información aquí contenida es verdadero.

Firma

Fecha

Si envía por el Servicio Postal de Estados Unidos, la ciudad anima a todas las personas a enviar por correo certificado, para asegurar que toda la correspondencia escrita puede ser rastreada.

Appendix D

Title VI Complaint Log

Appendix E

Limited English Proficiency Plan (LEP Plan)



Town of Yorktown

Limited English Proficiency Plan (LEP Plan)

Adopted: September 6, 2016

Reaffirmed: April 2, 2019

**TOWN OF YORKTOWN
LIMITED ENGLISH PROFICIENCY PLAN
(LEP PLAN – 2019 UPDATE)**

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Attachments

Attachment A: U.S. Census Bureau, 2013-2017 American Community Survey. Table B16004: Age by Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over.

Attachment B: U.S. Census Bureau, 2011-2015 American Community Survey. B16001: Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over.

A. General Policy Statement

It is the policy of the Town of Yorktown to provide timely meaningful access for LEP persons to all town programs and activities. All personnel shall provide free language assistance services to LEP individuals whom they encounter or whenever an LEP person requests language assistance services. All personnel will inform members of the public that language assistance services are available free of charge to LEP persons and that the Town of Yorktown will provide these services to them.

B. Purpose and Authority

The purpose of this policy is to establish effective guidelines, consistent with Title VI of the Civil Rights Act of 1964 and Executive Order 13166, for town personnel to follow when providing senior services to, or interacting with, individuals who have limited English proficiency (LEP). Following these guidelines is essential to the success of our mission to serve all of Yorktown's senior population.

C. What is LEP?

Most individuals living in the United States read, write, speak, and understand English. There are many individuals, however, for whom English is not their primary language. If these individuals have a limited ability to read, write, speak, or understand English, they are limited English proficient, or "LEP."

Language for LEP individuals can be a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities, or understanding other information provided by federally funded programs and activities. Recipients of Federal financial assistance have an obligation to reduce language barriers that can preclude meaningful access by LEP persons to important government services.

The Town of Yorktown has developed this LEP Plan to provide LEP populations meaningful access to senior transportation services within the Town of Yorktown. The document has been prepared to conform to the LEP requirements identified in the document titled, "Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons – A Handbook for Public Transportation Providers," which was released by the Federal Transit Administration Office of Civil Rights on April 13, 2007.

D. Four-Factor Assessment

1. The number/ proportion of LEP persons eligible to be served or likely to be encountered by a Senior Services program, activity, or service

The Town of Yorktown reviewed the 2013-2017 American Community Survey to determine

what proportion of the population eligible for senior services were of Limited English Proficiency. Individuals 60 years and over are eligible for senior services, however the Census category is 65 years and over so these numbers were used. This data showed that of those reported as LEP, 3.2% spoke Spanish, 4.32% spoke Indo-European languages, and 0.32% spoke Asian and Pacific languages.

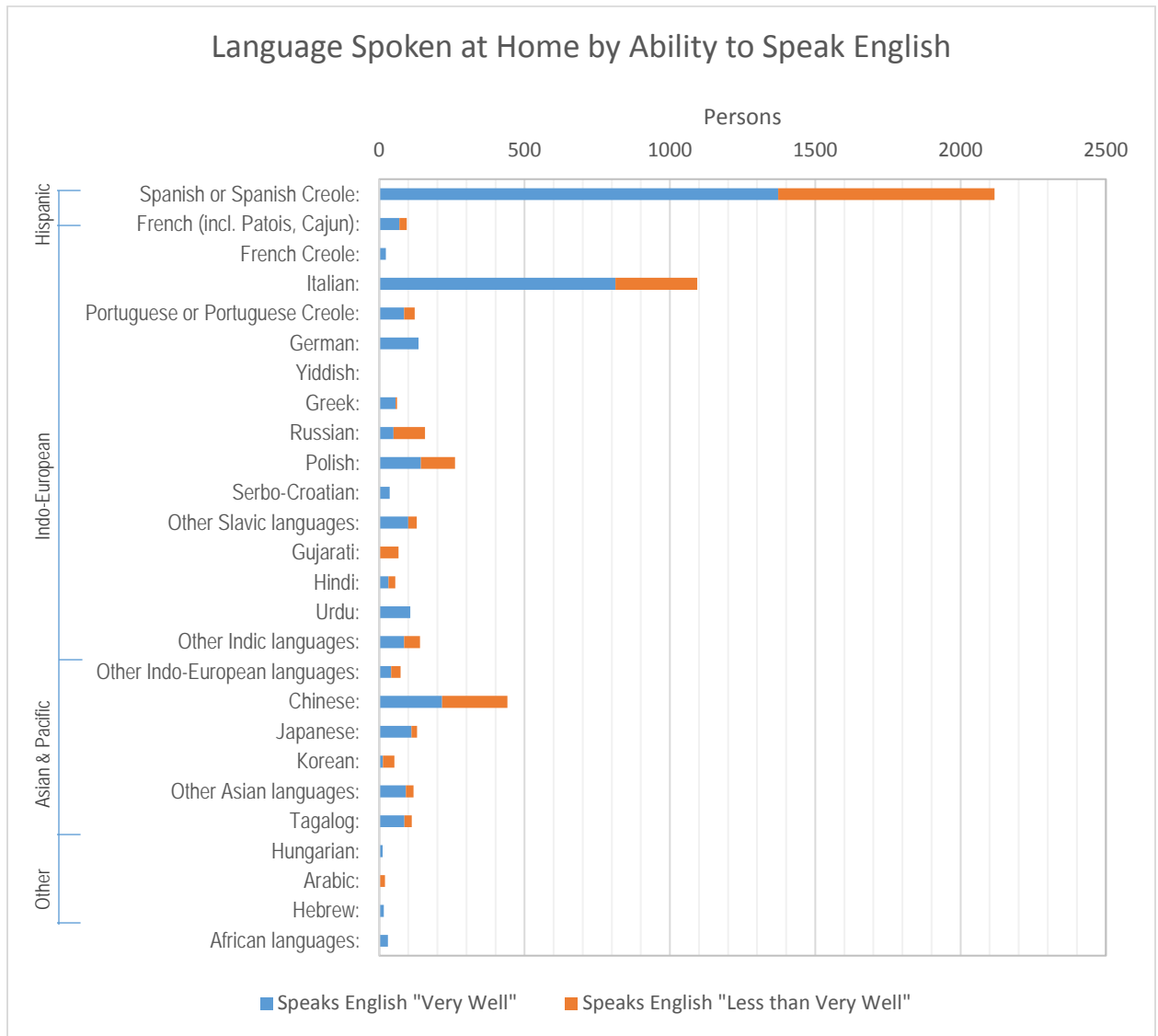
Total LEP Persons over 65 years and the Language Spoken at Home

	Estimate	LEP Proportion
Total Population:	35,139	
Population 65 years and over:	6,775	
Speak only English	5,375	
Speak Spanish:	468	
Speak English "very well"	168	
Speak English "well"	40	
Speak English "not well"	179	2.64%
Speak English "not at all"	81	1.20%
	Total:	3.84%
Speak other Indo-European languages:	821	
Speak English "very well"	360	
Speak English "well"	306	
Speak English "not well"	57	0.84%
Speak English "not at all"	98	1.45%
	Total:	2.29%
Speak Asian and Pacific Island languages:	96	
Speak English "very well"	32	
Speak English "well"	0	
Speak English "not well"	49	0.72%
Speak English "not at all"	15	0.22%
	Total:	0.94%
Speak other languages:	15	
Speak English "very well"	15	
Speak English "well"	0	
Speak English "not well"	0	0
Speak English "not at all"	0	0
	Total:	0

Source: U.S. Census Bureau, 2013-2017 American Community Survey. Table B16004: Age by Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over. See Attachment A for full table.

In order to determine which languages might make up the Indo-European grouping, the 2011-2015 American Community Survey data for languages spoken at home was reviewed. This data is not separated by age groups, however it was assumed that a survey of the languages spoken in community as a whole would be similar to the languages that would be spoken by

seniors. This data showed that of the Indo-European languages, the most significant response was Italian. Below is a chart showing each language reported to be spoken at home and whether the individuals reported speaking English “very well” or “not very well.” Approximately 908 persons reported speaking Italian, 24% of which reported speaking English “not very well”.



Source: U.S. Census Bureau, 2011-2015 American Community Survey. B16001: Language Spoken at Home by Ability to Speak English for the Population 5 Years and Over. See Attachment B for full table. Note: Those languages with no reported persons were not included in this chart.

The data therefore indicates that Yorktown has a small population of LEP persons. Most of these persons speak Spanish, however there is a significant amount of persons who speak Italian.

2. The frequency with which LEP individuals come in contact with Senior Services programs, activities, or services

The Town reviewed its monthly service reports for the previous year, beginning June 2015 through May 2016. This data indicates the center served between forty and seventy-five clients, which depended on the season. Of these clients between five and eight of them had limited English skills.

Yorktown Senior Services Monthly Service Report Summary

Month	Total # Served	Limited English	Ethnicity					
			American Indian	Asian	Pacific Islander	Black Non-Hispanic	Hispanic	Non-Minority
2018	64	7	0	0	0	0	7	57

Source: Town of Yorktown Senior Services Yearly Service Report for 2018.

3. The nature and importance of the Town of Yorktown Senior Services

The Yorktown Senior Services Programs include a nutrition center, meals delivered to the homebound, monthly wellness programs, transportation to and from the center, as well as, transportation for grocery shopping and to medical appointments. The nutrition center serves a hot lunch Monday through Friday at noon. There is a requested contribution for both meal and transportation services, however all services are provided whether a contribution is received or not.

The Senior Services Programs and transportation services are very important to the lives of Yorktown's seniors. Studies have shown that seniors that interact and socialize with others are healthier and live longer. In addition, the nutrition center provides a nutritionally balanced hot meal daily on weekdays.

4. Resources available to the Town and LEP-Related Costs

On an annual basis, the Town shall access available resources that could be used to provide language assistance. This includes identifying bi-lingual staff, reviewing the use of professional translation services for the previous year, determining which documents should be translated, and deciding what level of staff training is needed.

After analyzing the four factors outlined above, the Town of Yorktown developed the following plan for providing language assistance to LEP persons.

E. Components of the Plan

1. Identifying LEP Individuals Who Need Language Assistance

The Town will identify individual persons who may need language assistance by:

- Review of Nutrition Center Registration Forms
- Staff interaction

2. Language Assistance Measures

The two types of language services offered are interpretation and translation. Interpretation is the immediate rendering of oral language from the source language into the target language. Translation is the rendering of written text from one language (source language) into another language (target language).

Westchester County requires all senior services program written materials be available in both English and Spanish. The Limited English Proficiency assessment performed as part of this report, supports the Town's perceived need for these bilingual materials. If interpretation services are required for Spanish speaking individuals, there is a staff member available to provide these services. There is also quite a few residents that are actively served by the Senior Services Program who speak Italian. There is also a staff member available to translate for these individuals should they require assistance. The program may explore providing written materials in Italian should the need grow in subsequent LEP assessments.

If family members or friends of LEP persons are not able to provide interpretation services, the Town will take reasonable steps to ensure that it provides high-quality interpretation and translations services through individuals who are competent to provide those services at a level of fluency, comprehension, and confidentiality appropriate to the specific nature, type, and purpose of the information at issue.

3. Training Staff

Employees will be notified of the new Limited English Proficiency Plan and its rules and procedures through their supervisors or department head.

4. Providing Notice to LEP Persons

The Town of Yorktown must provide reasonable notification to eligible LEP persons in a way that they will understand that language services are available. An LEP person's awareness of their rights or the services available to them contributes to meaningful access. Effective outreach to the public is essential to provide reasonable notice to LEP persons. To achieve effective outreach, the Senior Services office:

- Must consider the appropriate mix of print, radio, and/or television notices in mainstream and ethnic media outlets; and
- Should continue to make contact with community organizations, who can help advise on the nature of the local population and the most effective measures to provide reasonable notice to them.

As the Town continues to target outreach efforts on local communities and LEP populations, it is anticipated that it will encounter more eligible LEP populations and will have to reassess their needs.

5. Monitoring and Updating the LEP Plan

This plan is designed to be flexible and should be viewed as a work in progress. The town will evaluate and monitor its implementation on an annual basis to ensure that the scope and nature of the language services provided under the Plan reflect updated experience of Town staff, and is consistent with the policy statement of the LEP Plan.

6. Dissemination of the Limited English Proficiency Plan

The Town will post the LEP Plan on its website at www.yorktownny.org. Copies of the plan will be provided to any person or agency requesting a copy. LEP persons may obtain copies/translations of the plan upon request.

Any questions or comments regarding this plan should be directed to:

Noreen O'Driscoll, Site Manager
Town of Yorktown Senior Services
1974 Commerce Street
Yorktown Heights, NY 10598

Phone: 914-962-7447
nodriscoll@yorktownny.org

Appendix F

Public Outreach Materials



*Welcome to the
Town of
Yorktown, NY*

Notice of Non-Discrimination Policy

The Town of Yorktown resolves to take all necessary steps to promote equal access to the services, programs, and activities of the Town of Yorktown and ensure to a policy that no person shall be subject to discrimination with respect thereto as set forth in Title VI of the Civil Rights Act of 1964 and subsequent Federal, State, and local law, regulation and executive orders, the authorities below listed, requiring non-discrimination in public services, programs, and activities. It is the policy of the town of Yorktown that no person shall on the grounds of race, creed, color, gender, age, national origin, disability, sexual orientation, marital status, low income status, Limited English Proficiency (LEP) status, Vietnam-era veteran status, or genetic disposition be denied the benefits of or be subjected to discrimination with respect to the services, programs, and activities of the Town of Yorktown.

[Title VI Civil Rights Plan](#)

The Town of Yorktown hereby gives public notice of its Nondiscrimination Policy to ensure compliance with Title VI of the Civil Rights Act of 1964, as amended, and as supplemented by all related statutes and regulations, which applies to any and all Town services, programs, and activities that are Federally funded.

[Read more](#)

Supporting Documents

 [Town of Yorktown Non-Discrimination Policy & Assurance of Compliance \(435 KB\)](#)





Senior Services

[Directions](#)

[Home Meals](#)

[Nutrition Program](#)

[Senior Groups](#)

[Non-Discrimination Policy](#)

[Transportation](#)

[Senior Newsletter](#)

[Home](#) » [Senior Services Home](#)

Transportation

Yorktown Senior Services

Yorktown Senior Services provides transportation for seniors:

- Weekdays to and from the Senior Nutrition Program
- On Tuesdays to local supermarkets
- On Mondays local shopping from Beaver Ridge, pickup @ 8:45 am
- On Wednesdays local shopping from Jefferson Village, pickup @ 9:30 am
- To medical providers in Yorktown. Requires reservation at least one week in advance.



There is a suggested contribution for these services. Call the Nutrition Center at 914-962-7447 for more information.

Programs are sponsored by: Dept. of Health and Human Services, NYS Office for Aging, Westchester County Dept of Senior Programs & Services (WCSPS) and the Town of Yorktown.



RideConnect Westchester

RideConnect Westchester is a program of Family Services of Westchester. Individuals can schedule rides for medical appointments, shopping, cultural events, hairdresser appointments and errands. The transportation is provided by volunteers and the RideConnect bus.

To arrange for a ride, call RideConnect at (914) 242-7433, Mondays to Fridays from 9 am to 5 pm. With advance notice, rides can be scheduled on weekends as well. Callers will speak with a transportation counselor who directs callers to the fastest, most cost-effective transportation option to meet their needs. Rides can also be requested on the RideConnect Web site at: www.rideconnectwestchester.org.

[Clic Aquí para Español](#)

Transportation

[Transportación](#)

[Title VI Civil Rights Plan](#)

Contact Information

Site Manager

Noreen O'Driscoll

Phone: (914) 962-7447

Fax: (914) 962-3260

seniorservices@yorktownny.org

Albert A. Capellini Community & Cultural Center

1974 Commerce Street
Yorktown Heights, NY
10598

Hours: Monday - Friday
9:00 a.m. to 2:30 p.m.

Home Meal Delivery:
Available Weekdays

NEED HELP?

DIAL 2-1-1
OR VISIT HUDSON211.ORG



[Edit Contact Details](#)

[View Full Contact Details](#)



Senior Services

[Directions](#) [Home Meals](#) [Nutrition Program](#) [Senior Groups](#) [Non-Discrimination Policy](#) [Transportation](#)

[Senior Newsletter](#)

[Home](#) » [Senior Services Home](#) » [Transportation](#)

Transportación

[View](#) [Edit](#) [Revisions](#) [Promote](#) [Clone content](#)

Los Servicios de Yorktown

Servicios de Ancianos de Yorktown proporciona el transporte para ancianos.

- Los lunes a viernes a lo Centro de Nutrición.
- Los martes a supermercados locales.
- Los lunes de compras locales de Beaver Ridge, recogida a las 8:45 am
- Los miércoles de compras locales de Jefferson Village, recogida a las 9:30 am
- A médicos en Yorktown. Requiere reservación por lo menos una semana antes de la cita médica.



Contribución sugerida por estos servicios. Por favor llamar para más información 914-962-7447.

Programas estan patrocinado por: Dept. of Health and Human Services, NYS Office for Aging, Westchester County Dept of Senior Programs & Services (WCSPS) y the Town of Yorktown.



RideConnect Westchester

RideConnect Westchester es un programa de Servicios de Familia de Westchester. Las personas pueden programar viajes para citas médicas, compras, eventos culturales, citas de peluquería y recados. El transporte es proporcionado por los voluntarios y el autobús RideConnect.

Para organizar un viaje, llame RideConnect en (914) 242-7433, de lunes a viernes 9 a.m.-5 p.m. Con antelación, los paseos se pueden programar los fines de semana también. Las personas que llaman hablar con un asesor de transporte que dirige las llamadas a la opción más rápida, más económica de transporte para satisfacer sus necesidades. Los paseos también se pueden solicitar en el RideConnect website: www.rideconnectwestchester.org.

Transportation

Transportación
[Title VI Civil Rights Plan](#)

Contact Information

Site Manager
Noreen O'Driscoll

Phone: (914) 962-7447
Fax: (914) 962-3260
seniorservices@yorktownny.org

Albert A. Capellini
Community & Cultural Center
1974 Commerce Street
Yorktown Heights, NY
10598

Hours: Monday - Friday
9:00 a.m. to 2:30 p.m.

Home Meal Delivery:
Available Weekdays

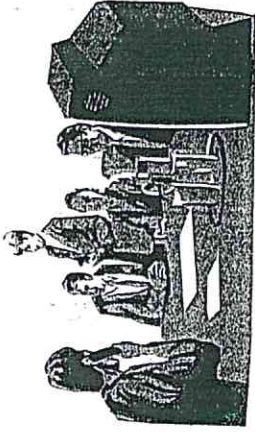
NEED HELP?

DIAL 2-1-1
OR VISIT HUDSON211.ORG

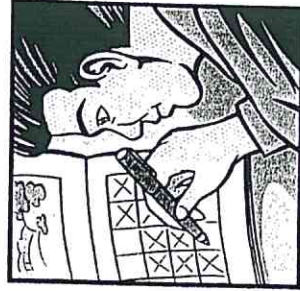


[View Full Contact Details](#)

The Yorktown Senior Center
is located in the
Yorktown Community and
Cultural Center
1974 Commerce Street
Yorktown Heights, NY 10598



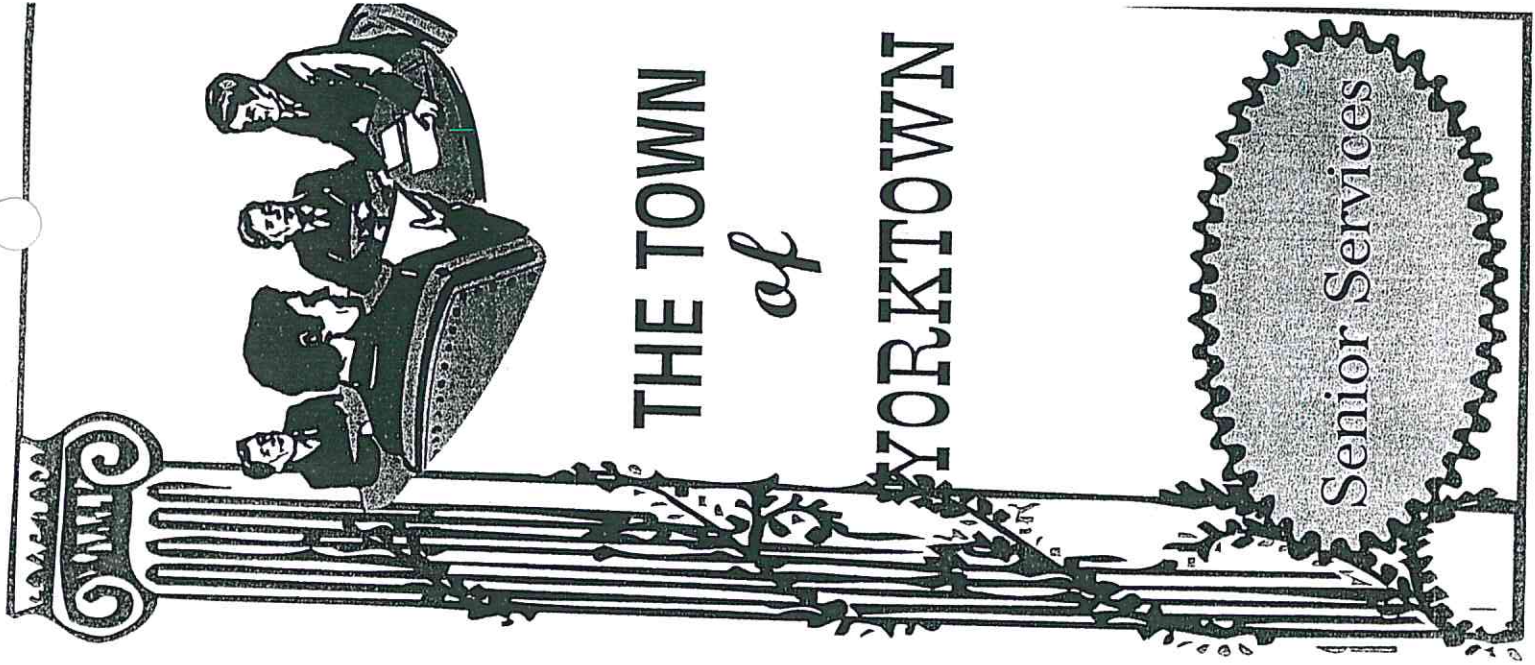
All programs are
open to all town of Yorktown
residents,
60 years of age or older.

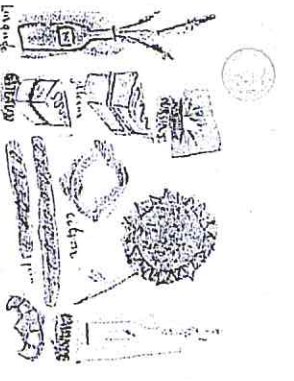


A bi-monthly calendar
of events is available
at the Senior center

(914) 962-7447
Fax: (914) 962-3260
mdsilva@yorktownny.org
yorktownny.org/senior

Programs are sponsored by :
Department of Health and
Human Services,
New York State Office for Aging,
Westchester County Senior
Programs and Services, (WCDSP),
Town of Yorktown.





SERVICES

NUTRITION PROGRAM:

Hot lunch is served Monday to Friday at 12 noon at the center. Reservations are required at least one day in advance by 1 PM.



HOME MEALS:

A hot meal is delivered to eligible homebound seniors 50, Monday to Friday.



Call for information.



GROCERY SHOPPING:

Tuesday and Thursday to local supermarkets. Transportation provided.



There is a suggested

at the Yorktown Community and Cultural Center

WELLNESS PROGRAMS:

Blood pressure screening bi-weekly. Sugar screening 2nd Wednesday of the month. Emergency Medical Door Bags available at Center.

MEDICAL TRANSPORTATION:

To medical providers in Yorktown. Requires reservation at least one week in advance.

For information and schedules about the following programs

about the following programs

YOGA:
PAINTING:

DANCE AND EXERCISE:
LINE DANCING:

see Parts & Recreation Booklet

SENIOR GROUPS

All meetings at the Y.C.C.C.

A.A.R.P. meets on second Wednesday at 1 PM.

Volunteer Income Tax Service - February - April 15th

Yorktown Seniors Chapter 1 meets Tuesdays at 10 AM.

Yorktown Seniors Chapter 2 meets

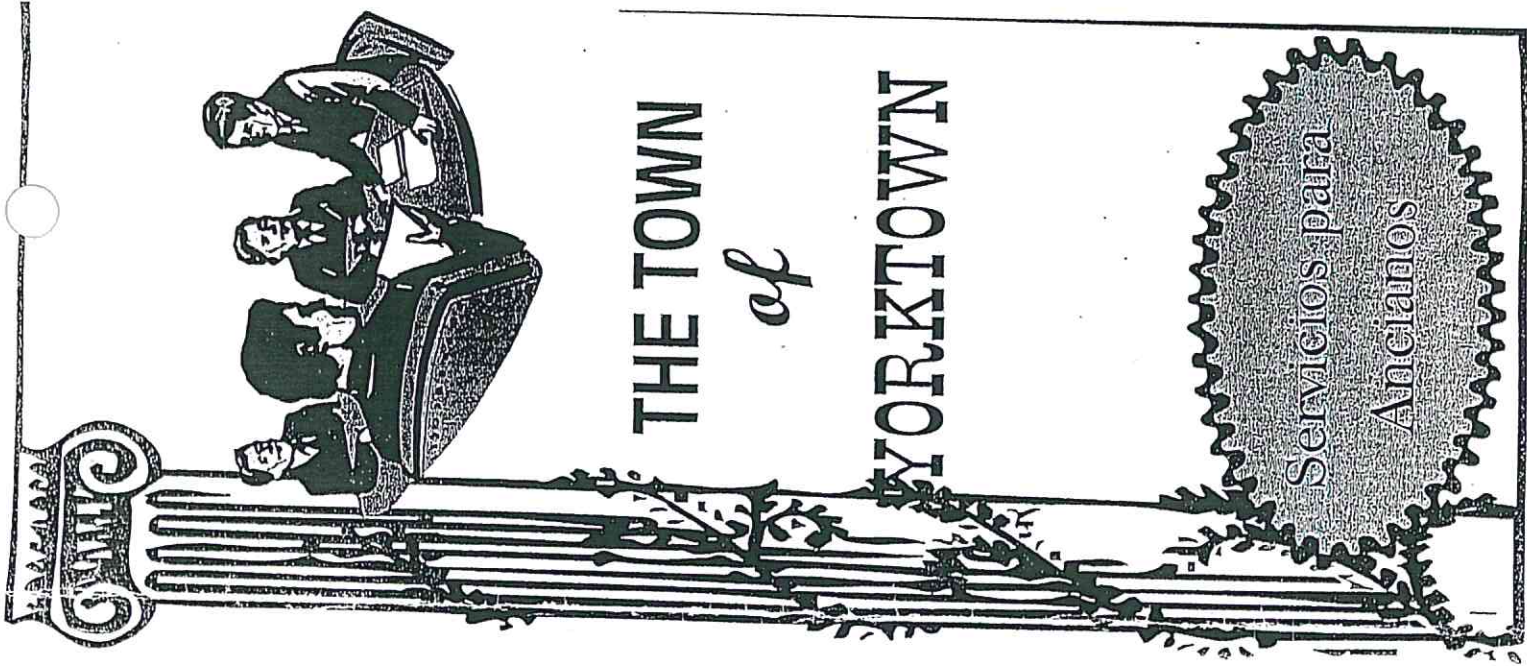
Thursdays at 10 AM

Shrub Oak Seniors meets Monday at 10 AM.

New Horizon Seniors meet on the 1st, 3rd and 4th Wednesday at 10 AM.

Card Games
Bingo
Mahjong
Health & Wellness
are also provided.



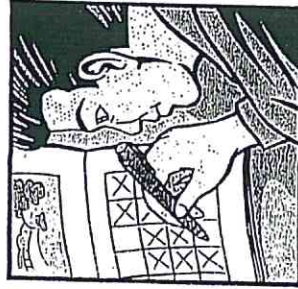


El Centro de Anciano está
localizado en:
**Yorktown Community and
Cultural Center**
(Centro de Comunidad y Culture
de Yorktown),
1974 Commerce Street
Yorktown Heights, NY 10598

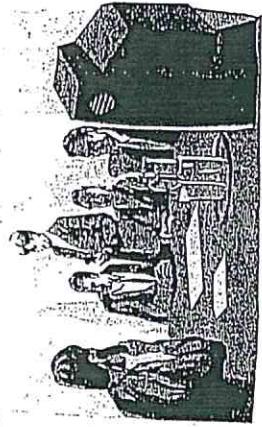
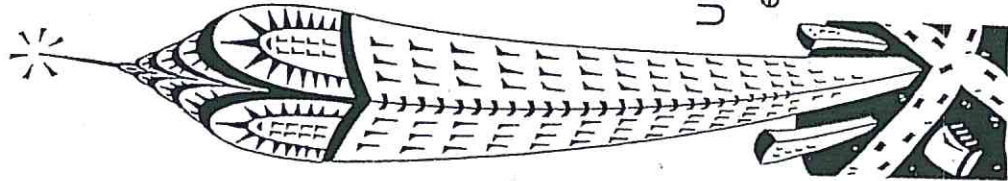
(914) 962-7447
Fax: (914) 962-3260
mdesilva@yorktownny.org
yorktownny.org/senior

Programas están patrocinado por:
Departamento de Salud y Servicios
Humano, Oficina para el Adulto Mayor
del estado de Nueva York, Programas y
Servicios para el Adulto Mayor del
Condado de Westchester,
Town of Yorktown .

To do programas
disponibles a residentes
de Yorktown
de 60 años en adelante.



Un calendario bimensual de
eventos estará disponible
en el Centro de Adultos
Mayor.





SERVICIOS EN EL..

PROGRAMA DE NUTRICIÓN:

Almuerzo caliente es servido de lunes a viernes a las 12pm. Reservaciones requerida por lo menos un día antes y hecha anter de la 1pm.



COMIDAS A CASAS:

Comidas calientes serán entregados a ancianos elegible y de 60 años o más, de lunes a viernes. Por favor llamar para más informacion.



COMPRAS DE SUPERMERCADO:



Martes y jueves asupermercados locales. Transportación disponible.



Contribución sugerida



para estos servicios

WELLNESS PROGRAMS:

Programas de bienestar: chequeo de la presión cada quincena; chequeo de la azúcar el 2nd miercoles de cada mes. Bolsas de erengencia medica disponible en el Centro.

TRANSPORTACION MEDICA:

A médicos en Yorktown. Requiere reservación por lo menos una semana antes de la cita médica.



Para informacion y horario de los siguiente programas por favor referir al Libroto de Recreacion de Yorktown Parks & Recreation:

YOGA:

PAINTING: (pintura)

DANCE AND EXERCISE:

(baile y ejercicio)

LINE DANCING:

(Baile en linea)

GRUPOS DE ADULTOS MAYORES
todas reuniones el YCCC

AARP se reúnen el segundo miercoles del mes a las 1pm..

Servicio voluntario de impuestos - febrero a abril 15.

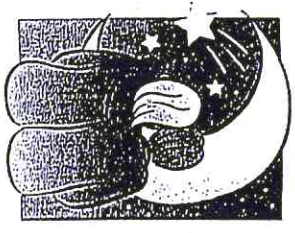
Grupo Yorktown Seniors Chapter 1
se reúnen los martes a las 10 am

Grupo Yorktown Seniors Chapter 2
se reúnen los jueves a las 10am

Grupo Shrub Oak Seniors
se reúnen los lunes a las 10 am

Grupo New Horizon Seniors
se reúnen el 1st, 3rd y 4th miercoles del mes a las 10 am.

Servicios y actividades adicionales: juegos de cartas; bingo; mahjong; servicios de salud y bienestar

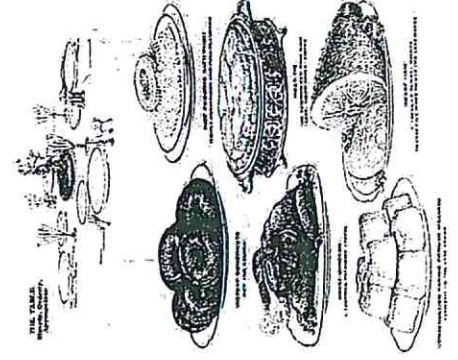


約譚團體每修習中心所服務包括以下

老人集團節目

所標團開會場所都在此中心。

- (一) A. A. R. P. 每週星期三下午一時
- (二) 約譚老人第一旅 每週星期二早上十時
- (三) 約譚老人第二旅 每週星期四早上十時
- (四) SHARUB OAK 老人 每週星期一早上十時
- (五) 新見識老人 每月週一、週三、週四第三E 早上十時



健康節目

- (一) 每週有驗血壓度量 每月的週二、第三日驗糖量
- 每十月份有打感內含個人病
- 本所所有塑袋以緊急時將袋
- 症的填表格以掛在門鈕之用。

- (二) 瑜珈體操 每星期二中午十二時
- 參閱 PARKS and RECREATION 小冊
- (三) 畫學 參閱 PARKS and RECREATION 小冊

- (四) 看醫待住 在本城區的老人，必
- 要最少早一星期前定位。

- (五) 跳舞和體操 從九月開始到六月為止。
- 每星期五早上十時三刻到
- 十一時三刻。

- (六) 約譚日間合唱團 星期一、中午十二時半到一英半
- 主持人: JOE MERO 電話 (914) 245-0497
- (七) 線舞 每週一、週三、週五的第三日，下午一英半。

榮養節目

- (一) 熱中餐 中午十二時開始，每星期一
- 到星期五，此中心聚餐，必
- 要最少早一天前定位，而
- 不超過下午一時。

- (二) 家餐 熱中餐可送到六十歲以
- 上老人家府，每星期一到
- 星期五。有問題向中心
- 所請向。

- (三) 在本城區的食品店購
- 物。 每星期二或星期四，有
- 供給公車用。

以上服務有建議助款。



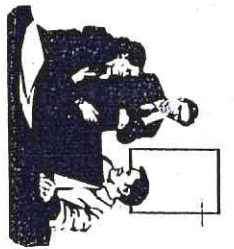
所有住在約譚城六十
以上老人可參加各種節目。

約譚老人中心

設在

約譚團體修習中心所

1974 COMMERCE ST.
YORKTOWN HEIGHTS, NY 10598



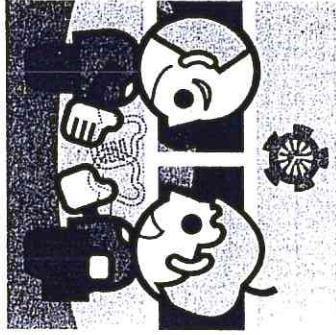
約譚

的

城區



服務老人

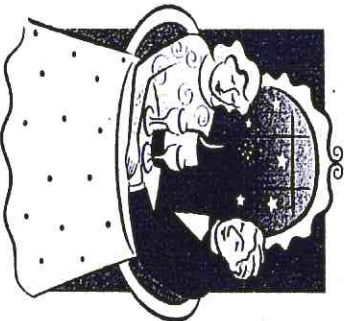


每月活動曆日表可向中心
處要求



主持人: MARY DE SILVA

電話 (914) - 962-7447
電函 (914) - 962-3260



Appendix G

Town Board Resolution

Diana L. Quast, Town Clerk
dquast@yorktownny.org



Registrar of Vital Statistics
Telephone: (914) 962-5722 x 208
Fax: (914) 962 6591

TOWN OF YORKTOWN
363 Underhill Avenue, P.O. Box 703
Yorktown Heights, NY 10598

This is a resolution adopted by the Town Board of the Town of Yorktown at its regular meeting held on Tuesday, April 2, 2019.

WHEREAS, the New York State Department of Transportation recommended approval of a grant application by the Town of Yorktown for purchase of two transport vehicles with a share from a grant under the Federal Transit Administration (FTA) Enhanced Mobility of Seniors and Individuals with Disabilities program; and

BE IT RESOLVED, the Town Board adopts the updated Title VI Plan for submission in connection with the FTA grant and authorizes the Town Supervisor to execute the Federal Transit Assistance Agreement; and

BE IT RESOLVED, the Town Supervisor is hereby authorized to sign the Federal Transit Assistance Agreement with the New York State Department of Transportation for the Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities for the purchase of the two transport vehicles; and

BE IT FURTHER RESOLVED, the Town Comptroller is hereby authorized to issue a check in the amount of \$28,011 to the U.S. Bank National Association for the benefit of the Town's share of the two transport vehicles.

Diana L. Quast, RMC, CMC
Town Clerk

Date: April 3, 2019

To: Ilan D. Gilbert, Town Supervisor
Patricia Caporale, Town Comptroller

cc: Richard Abbate, Town Attorney
Noreen O'Driscoll, Director of Nutrition & Senior Services
John Tegeder, Director of Planning
file