



Commonwealth of the Northern Marianas Islands
Commonwealth Office of Transit Authority
Office of the Governor



Updated Limited English Proficiency Policy Plan

Introduction

The purpose of a Limited English Proficiency (LEP) Policy Plan is to clarify the responsibilities of recipients of federal financial assistance from the U.S. Department of Transportation (DOT) and assist them in fulfilling their responsibilities to limited English proficient (LEP) persons, pursuant to Title VI of the Civil Rights Act of 1964 and implementing regulations. It was prepared in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C 2000d,et seq., and its implementing regulations provide that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives federal financial assistance, and;

Executive Order 13166

Executive Order 13166 “Improving Access to Services for Persons with Limited English Proficiency,” reprinted at 65 FR 50121 (August 16, 2000), directs each Federal agency that is subject to the requirement of Title VI to publish guidance for its respective recipients clarifying that obligation. Executive Order 13166 further directs that all such guidance documents be consistent with the compliance standards and framework detailed in the Department of Justice’s (DOJ’s) Policy Guidance entitled “Enforcement of Title VI of the Civil Rights Act of 1964. National Origin Discrimination against Persons with Limited English Proficiency.” (See 65 FR 50123, August 16, 2000 DOJ’s General LEP Guidance). Different treatment based upon a person’s inability to speak, read, write, or understand English may be type of national origin discrimination.

Executive Order 13166 applies to all federal agencies and all programs and operations of entities that receive funding from the federal government, including state agencies, local agencies such as the Commonwealth Office of Transit Authority and governments, private and non-profit entities, and sub recipients.

Summary

To determine the Commonwealth Office of Transit Authority's extent of obligation to provide LEP service, the Commonwealth Office of Transit Authority undertook a U.S. Department of Transportation four factor LEP analysis which considers the following:

- 1) The number or proportion of LEP persons eligible in the Commonwealth Office of Transit Authority service area who may be served or likely to encounter a Commonwealth Office of Transit Authority program, activity, or service.
- 2) The frequency with which LEP individuals come in contact with a Commonwealth Office of Transit Authority service.
- 3) The nature and importance of the program, activity or service provided by the Commonwealth Office of Transit Authority to the LEP population.
- 4) The Resources available to the Commonwealth Office Transit Authority and the overall costs to provide LEP assistance. A brief description of these considerations is provided in the following section.

Four Factor Analyses

1. **The number or proportion of LEP persons eligible in the Commonwealth Office of Transit Authority service area who may be served or likely to encounter a Commonwealth Office of Transit Authority program, activity, or service.**

Data from the U.S. Census Bureau indicated that the size of language groups other than English in the CNMI is **74.0% or less of the total population of 47,329**. The Commonwealth Office of Transit Authority examined the US Census report from 2020 and the Bureau's American Community Survey and was able to determine that approximately **74.0% or 32,645** people within the Commonwealth Office of Transit Authority service area age 5 and older spoke a language other than English at home with only **11,466** speak English. Of the **32,645** reporting they speak other languages less frequently than English. **17,133** speak other languages equally often as English and **15,512** speak other languages more frequently than English. The Filipino language comprised the largest non-English speaking language group with **21.1% or 6,879** followed by Chamorro languages at **8.0% or 2,613** while other indigenous Carolinians comprised of **1.6% or 533** speak their native tongue at home.

There are Asian languages with population of 5 years and over **reported only 4.4% or 1,432** spoke English very well and **11.6% or 3,775** spoke English less than very well.

2. **The Commonwealth Office of Transit Authority assessed the frequency at which staff and drivers have or could possibly have contact with LEP persons, via verbally surveying drivers and dispatchers.**

The Commonwealth Office of Transit Authority was established in August 2011 and the initial FTA funds was awarded in December 2012, COTA has not had any requests for interpreters and/or translated Commonwealth Office of Transit Authority documents. However, COTA made an effort in translating the COTA's Title VI requirement into Chamorro, Carolinian, and Tagalog (Filipino) language is made available in COTA's website and paratransit vehicles.

3. The nature and importance of the program, activity, or service provided by the Commonwealth Office of Transit Authority to the LEP Community.

There aren't any large geographic concentrations of any one type of LEP individuals in the Commonwealth Office of Transit Authority service area. The overwhelming majority of the population native tongues of Chamorro, Carolinian uses or speaks English as a second language.

Therefore, there is a lack of any social, service, professional and leadership organizations within the Commonwealth Office of Transit Authority assessed service that focuses on outreach or membership of LEP individuals.

4. The resources available to the Commonwealth Office of Transit Authority and overall costs.

The Commonwealth Office of Transit Authority assessed the available resources that could be used for providing LEP assistance. This included identifying how much a professional interpreter and translation service would cost on an as needed basis, which documents would be the most valuable to be translated if and when the populations would support it.

After analyzing the four factors, the Commonwealth Office of Transit Authority does not feel that an LEP plan is needed at this time.

LEP Guidelines

The Commonwealth Office of Transit Authority will use the following guidelines to assist persons with limited English proficiency.

1. The Commonwealth Office of Transit Authority will have the Census Bureau's "I speak Cards" available at the Commonwealth Office of Transit Authority Operations building. Although staff may not be able to provide immediate translation assistance, we will utilize the cards to identify language needs.
2. If an interpreter is needed immediately, in person or in the telephone, staff will use the "I Speak Cards" to help determine what language assistance is needed. COTA will constantly update its listing of its resources who can speak Chamorro, Carolinian and Filipino. Staff shall then contact Chamorro Carolinian Language Policy Commission for assistance. The Commonwealth Office of Transit Authority will add Title VI Policy and Complaint Procedures in our webpage.

3. The Commonwealth Office of Transit Authority will educate our staff on the following procedures.
 - a. Understanding the Title VI Policy and LEP responsibilities;
 - b. How to access language assistant services via phone at (670) 664-2587
 - c. Document language assistance requests
 - d. The procedure if a Title VI and/or LEP complaint is filed.

Based on the Four Factor Analysis review, the Commonwealth Office of Transit Authority will provide a meaningful access to limited English proficiency persons and hereby approved its Limited English Proficiency Plan or LEP.

Approved by,

Date: 09/12/2023

For 

ALFREDA CAMACHO MARATITA
Special Assistant for Public Transportation
Commonwealth Office of Transit Authority
Office of the Governor
12841, Lower Base Dr., Saipan
Caller Box 10007
Saipan, MP 96950

Phone: (670) 664-2682
Email: alfredac.maratita@gov.mp
Website: www.ctacnmi.com

Arnold I. Palacios
Governor



David M. Apatang
Lieutenant Governor

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
OFFICE OF THE GOVERNOR

MEMORANDUM

GOV2023-857

DATE: August 09, 2023
TO: All Department and Agency Heads
FROM: Governor
SUBJECT: Delegation of Authority

The Special Assistant for Public Transportation, Ms. Alfreda Camacho Maratita will be on personal leave beginning August 10, 2023 to August 26, 2023 followed by Official Business from August 27, 2023 to August 30, 2023 and from August 31, 2023 to September 12, 2023 will be on personal leave.

Until her return Mr. Ernie Bell, Operations and Maintenance Coordinator, is designated Acting Special Assistant for Public Transportation.

Please extend your full cooperation and assistance to Mr. Ernie Bell as he assumes this additional responsibility.

Sincerely,

A handwritten signature in blue ink, appearing to read "Arnold I. Palacios".

ARNOLD I. PALACIOS

ENGLISH LANGUAGE



Title VI



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).

COTA 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 in the 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 COTA, or otherwise being discriminated against because of your race, color, national origin, you may contact:**

Alfreda Camacho Maratita
Special Assistant for Public Transportation
Commonwealth Office of Transit Authority
Administrative Building and Maintenance Facility
12841, Lower Base Dr., Saipan
Caller Box 10007, Saipan, MP 96950
Tel: (670) 664-2682
Email: alfredac.maratita@gov.mp

For more information, please visit COTA’s website at www.ctacnmi.com.

Title VI Complaint Procedures

How to file a Title VI Complaint? See enclosed COTA Title VI Complaint Form (Appendix A).

The complainant may file a signed, written complaint to one hundred and eighty (180) days from the date of the alleged discrimination. The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- How, when, where, and why you believe you were discriminated against. Include the location, names, and contact information for any witnesses.
- Other information that you deem significant

The Title VI Complaint Form may be used to submit the complaint information. The complaint may be filed in writing with COTA at the following address:

Commonwealth Office of Transit Authority
Office of the Governor
2nd Floor, Marianas Business Plaza, Suite 216, Susupe
Caller Box 10007
Saipan, MP 96950

NOTE: COTA encourages all complainants to certify all mail that is sent through the U.S. Postal Service and/or ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Coordinator as soon as possible, but no later than 180 days from the alleged date of discrimination.

What happens to the complaint after it is submitted?

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by COTA will be directly addressed by COTA. COTA shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally, COTA shall make every effort to address all complaints in an expeditious and thorough manner.

A letter of acknowledging receipt of complaint will be mailed within seven days (see Appendix B). Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

How will the complainant be notified of the outcome of the complaint?

COTA will send a final written response letter (see **Appendix C or D**) to the complainant. In the letter notifying complainant that the complaint is not substantiated (see **Appendix D**), the complainant is also advised of his or right to 1) appeal within seven calendar days of receipt of the final written decision from COTA, and/or 2) file complaint externally with the U.S. Department of Transportation and/or the FTA. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

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

Appendix A

COTA Title VI Complaint Form

Instructions:

You have one-hundred eighty (180) calendar days from the date of alleged discrimination to submit your complaint. Please fill out the form below.

Contact Information

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Email: _____

Discrimination Complaint

Name of Staff Person that You

Believe Discriminated Against You: _____

Date of Alleged Incident: _____

You were discriminated because of:

- Race
- Color
- National Origin

Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently than you. Also attach any written material pertaining to your case:

Signature: _____

Date: _____

Commonwealth Office of Transit Authority
Caller Box 10007, Saipan, MP 96950
Phone: 670-664-2682 | Fax: 670-664-2692 | www.ctacnmi.com

Appendix B

Letter Acknowledging Receipt of Complaint

Today's Date
Ms. Jo Doe
P.O. Box 123
Saipan, MP 96950

Dear Ms. Doe:

This letter is to acknowledge receipt of your complaint against Commonwealth Office of Transit Authority alleging_____.

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by calling 670-664-2682, or write to me at Caller Box 10007, Saipan MP 96950.

Sincerely,

Alfreda Camacho Maratita, Special Assistant for Public Transportation

Appendix C

Letter Notifying Complainant that the Complaint Is Substantiated

Today's Date
Ms. Jo Doe
P.O. Box 123
Saipan, MP 96950

Dear Ms. Doe:

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

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

Sincerely,

Alfreda Camacho Maratita, Special Assistant for Public Transportation

Appendix D

Letter Notifying Complainant that the Complaint Is Not Substantiated

Today's Date
Ms. Jo Doe
P.O. Box 123
Saipan, MP 96950

Dear Ms. Doe:

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

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

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

You have the right to 1) appeal within seven calendar days of receipt of this final written decision from COTA, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the Federal Transit Administration at

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

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

Sincerely,

Alfreda Camacho Maratita, Special Assistant for Public Transportation

CHAMORRO LANGUAGE



Title VI



I Titulu VI gi Åktun Civil Rights gi 1964 ha pruhibi diskriminasion gi båndan rása, kulot lñasas, pat ginin manu mągi gi halum i prugrąma yan aktibidåt siha ni marisisibi ginin i asistensian fainansiåt Federåt. Ispisiåtmenti, i Titulu VI ni ha na'guaha na "tąya' petsona gi halum Istådus Unidus siņa, sigun gi rása, kulot lñasas, pat ginin manu mągi, u mana'sahngi kontra pattisipasion gi, u mapuni ni benifisiu siha gi, pat u masuhetu ni diskriminasion gi papa' maseha hąfa na prugrąma pat aktibidåt ni marisisibi na asistensian Fainansiåt Federåt" (42 U. S. C. Seksiona 2000d).

I Commonwealth na Ufisinan Åturidåt Kumarera ha kumiti na para u na'siguru na tąya' petsona siņa mana'sahngi ginin i pattisipasion gi, pat u mapuni ni benifisiu siha gi sitbision-ņa siha gi sigun gi rása, kulot lñasas, pat ginin manu mągi, kumu prinutehi ni Titulu VI gi Federal Transit Administration (FTA) Circular 4702.1B. Yanggin un sienti na mapuni hąo gi pattisipasion, pat mapuni ni benifisiu siha gi sitbisiun kumarera ni mapribeniya ginin i Commonwealth na Ufisinan Åturidåt Kumarera, pat sino madiskrimina kontra sa' put i rasą-mu, kulot lñasas, ginin manu mągi, paląo'an pat ląhi, idåt, pat disabilidåt, siņa un ågang si:

Alfreda Camacho Maratita
Special Assistant for Public Transportation
Commonwealth Office of Transit Authority
Administrative Building and Maintenance Facility
12841, Lower Base Dr., Saipan
Caller Box 10007, Saipan, MP 96950
Tel: (670) 664-2682
Email: alfredac.maratita@gov.mp

Para mås imfotmasion, bisita i website-mąmi gi www.ctacnmi.com

Titulu VI Maneran Mangihâyi

Taimanu para un na'hålum Titulu VI Mangihâyi? **Putfabot taitai i COTA Titulu VI Fotman Mangihâyi (Appendix A).**

I mangihâhâyi siña muna'hålum mafitma, tinigi' na kineha gi hålum un sientu ochenta (180) dihas na tiempu ginin i fetchan ma'afitman diskriminasion. I kineha debi na u hålum kuntodu i tinattiyi na infotmasion:

- I na'an-mu, mailing address, yan taimanu para u mahâgan hâo (put ihemplu, numirun tilifon, email address, yan ottru mâs.)
- Taimanu, ngai'an, amânu yan sa' hâfa na un honggi na ginin madiskrimina kontra hâgu. Inklusi i lugât, i na'an yan infotmasion ni para u mahâgan i tinstigu siha.
- Ottru na infotmasion ni manimpottânti para hâgu.

I Titulu VI Fotman Mangihâyi siña ma'usa para u ma'entrega hålum i infotmasion kineha. I kineha ni manmatutugi' siña manahålum guatu gi COTA gi tinattiyi na address:

Commonwealth Office of Transit Authority
Office of the Governor
Administrative Building and Maintenance Facility
Caller Box 10007
Saipan, MP 96950

NOTA: I COTA ha sosohyu todû i mangihâhâyi para u settifika todû i mail ni muna'hânao guatu para i U.S. Postal Service yan/pat manasiguru atyu todû gi tinigin kâtta na siña libiânu marastreha. Para i oriyinât na kineha siha ni manahålum ginin i parehu na kopia, oriyinât, mafitma na kopian i mangihâyi debi na u ma-mail para guatu gi Titulu VI Coordinator gigun pusipbli, lao ti mâs ki un sientu ochenta (180) dihas na tiempu ginin i ma'afitma na fetchan diskriminasion.

Hâfa para u masusedi ni kineha dispues di manahålum?

Todû i kineha ni afifitma i diskriminasion gi bândan râsa, kulot lâssas pat ginin manu mâgi gi hålum sitbisiu pat benifisiu ni maprubeni ginin COTA siempri muna'guatu tunas ginin i address COTA. I COTA debi lokkui' na u pribeni propiu na asistensia para i mangihâyi siha, kuntodu eyi tâotâo ni manggai disabilidât, pat hâyi maristikta ni abilidât-ñiha para u kuentus gi finu' Inglis. Yan mâs, i COTA debi na u machagi todû gi fuetsân-ñiha para u masângan huyung todû i kineha gi chinaddik yan kumplidu na manera.

I kâtta ni ha rikukninisa i risibun mangihâyi siempri manmakkattâyi gi hålum sietti dihas (**taimai Appendix B**). Putfabot nota na i ineppi para maseha hâfa na rikuesta siha para mâs infotmasion,

i mangihâyi ni ti ha kumpli' para u pribeni i marikuesta na infotmasion siña humuyungña ma'uchum i kineha ni administrative.

Taimanu i mangihâyi para u manatungu' nu i humuyungña i kinehâ?

I COTA debi na u na'hânao gi tinigi' i ottimu na kâttan ineppi (**taitai Appendix C pat D**) para i mangihâyi. Gi hâlum i kâtta ni para u manatungu' i mangihâyi na i kineha tâya ebidensia masodda' (**taitai Appendix D**), i mangihâyi ma'atbisa lokkui' ni direkchun-ña para 1) apela gi hâlum sietti dihas na tiempu gi kalendâriu i risibun esti i ottimu na disision tinigi' ginin i COTA, yan/pat 2) na'hâlum kineha para sanhiyung yan i U.S. Dipâttamentun Transpottasion yan/pat i Atministrasion Federât Kumarera. Kada fuetsa ni mafa'tinas para ripresta para Titulu VI mangihâyi gi hâlum sisientu dihas na tiempun cho'chu' nu i risibu tâtkumu kineha, an ti mäs tâftâf.

Yan kuntodu mäs para i maneran kineha ni madiskribi gi sanhilu', i mangihâyi siña muna'hâlum gi Titulu VI mangihâyi yan i tinattiyi na u fisina siha:

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

Appendix A

COTA Titulu VI Fotman Mangihâyi

Instruksion Siha:

Debi na un na'hålum i sinisedin diskriminasion gi hålum un sientu ochenta (180) dihas na tiempu gi kalendâriu. Putfobot tugí' i infotmasion siha ni manmafafaisin gi sanpapa'.

Infotmasion Ni Para Un Mahâgan

Na'an: _____

Address: _____

Siudâ: _____ State: _____ Zip: _____

Tilifon Guma': _____ Tilifon Cho'chu': _____

Email: _____

Diskriminasion Mangihâyi

Na'an i impli'ao ni un honggi na
risponsâbli ni diskriminasion: _____

Fetchan i sinisedi: _____

Ginin madiskrimina hão sa' put:

- Båndan Råsa
- Kulot Lassås
- Ginin Månu Mågi

Eksplaneha gi kinadada' yan na'klåru kumu pusipbli hãfa masusedi yan tumaimanu i madiskriminã-mu. Indika hãyi mañãnao. Na'siguru na un inklusi i difirensian mattrata-mu yan ottru siha na petsona. Lokkui' na danãa maseha hãfa na materiãt tinigi' ni uma'chettun para i kaosã-mu:

Finitma: _____

Fetcha: _____

Commonwealth Office of Transit Authority
Caller Box 10007, Saipan, MP 96950
Phone: 670-664-2682 | www.ctacnmi.gov

Appendix B

Kattan Risibun Rikukniasion Mangihayi

Fetchan Pã'gu
Siñorita Jo Doe
P.O. Box 123
Saipan, MP 96950

Sinseru Siñorita Doe:

Esti na katta para u marikuknisa i risibun i kinehã-mu kontra i Commonwealth na Ufisinan Aturidãt Kumarera ni afifitma na

I imbestigasion siempri matutuhun insigidas. Kumu guaha mãs infotmasion ni malagu' hão para u matungu' pat kuestion siha put esti na kasu, putfabot hãgan i ufisina gi 670-664-2682, pat tugi'i yu' katta guatu gi Caller Box 10007, Saipan, MP 96950.

Sinseramente,

Alfreda Camacho Maratita
Special Assistant for Public Transportation

Appendix C

Kåtta para u Ma'infotma i Mangihåyi na Guaha Ebidensia Masodda'

Fetchan Pã'gu
Siñorita Jo Doe
P.O. Box 123
Saipan, MP 96950

Sinseru Siñorita Doe:

I kasu ni mamensiona gi hălum i kattã-mu gi _____ (fetcha) kontra i COTA ha afitma i Titulu VI na ofensa na ginin manma'imbestiga. (Unu/Mãs ki unu) annuk na ofensa (siha) gi Titulu VI Åktun Civil Rights gi 1964, kuntodu eyi siha i mamensiona gi hălum i kattã-mu manma'aidentifika. Manmacho'cho'gui adilântu mo'na para u manadinanchi esti na dinifektu siha.

Si Yu'us ma'ãsi put esti na impottãnti kasu ni humålum para atension-mãmi. Gof dångkulu inayudu-mu gi durãntin i ribisan i prugrãman. (Yanggin hearing marikuesta, i tinattiyi na sentensia siña prumopiu.) Siña i ufisinin-mãmi pat ginin i aturidãt federãt siha mu hãhãgan hão, kumu manisisita i sitbision-mu gi durãntin i maneran administrative hearing.

Sinsieramente,

Alfreda Camacho Maratita
Special Assistant for Public Transportation

Appendix D

Kåtta para u Ma'infotma i Mangihâyi na Tâya Ebidensia Masodda'

Fetchan Pâ'gu
Siñorita Jo Doe
P.O. Box 123
Saipan, MP 96950

Sinseru Siñorita Doe:

I kasu ni mamensiona gi hâlum kinehâ-mu gi _____ (fetcha) kontra i COTA ha afifitma _____ na ginin manma'imbestiga. I humuyungña i imbestigasion ti ha indika atyu i provisions nu i Titulu VI gi Âktun Civil Rights gi 1964 na magâhit i ofensa. Kumu un tungu', i Titulu VI ha pruhibi diskriminasion gi bândan râsa, kulot lassâs, pat ginin manu mâgi gi hâlum i prugrâma ni manmarisisibi asistensian finansiât federât.

I COTA ha eksamina i materiât yan faktu siha ni umachettun yan i kaosâ-mu para ebidensia nu i ti makumpli' gi COTA para tinattiyi yan kuâtkuet na lai civil rights. Tâya ebidensia manmasodda' na inofensa ginin esti siha na lai.

Hu atbisa hâo put esti na rason na i kinehâ-mu tâya ebidensia masodda', ya bai hu uchum esti na kasu para u mapega gi pine'lun-mâmi siha.

Guaha direkchon-mu para 1) apela gi hâlum sietti dihas na tiempu gi kalendâriun i risibun esti na ottimu na tinigi' ginin i COTA, yan/pat 2) yanggin ti kuntentu hâo na'hâlum kineha para sanhiyung gi U.S. Dipâtamentun Transpottasion yan/pat i Atministrasion Federât Kumarera gi

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

Si Yu'us ma'âsi ni nina'in tiempu-mu para un hâgan ham. Kumu siña u asisti hâo mo'na, munga' muna'tâtti para un hâgan yu'.

Sinserramente,

Alfreda Camacho Maratita
Special Assistant for Public Transportation

CAROLINIAN LANGUAGE



Titulo VI



Ang Titulo VI ng Batas ukol sa Mga Karapatang Sibil ng Taong 1964 ay nagbabawal ng diskriminasyon o pagkakatangi-tangi batay sa lahi, kulay, o bansang pinagmulan, sa mga programa at aktibidades na tumatanggap ng mga tulong pinansyal mula sa pamahalaang pederal. Katangi-tangi, and Titulo VI ay nagsasaad na, “walang sinumang mamamayan sa Estados Unidos batay sa lahi, kulay, o bansang pinagmulan, ang pagkakaitan ng karapatang makilahok, pagkakailaan ng mga benepisyo, o isasailalim sa diskriminasyon o pagkakatangi-tangi, sa ilalim ng anumang programa at gawain na tumatanggap ng tulong pananalapi mula sa pamahalaang pederal” (42 U.S.C. Section 2000d).

Ang Tanggapan ng Tagapamahala ng Transportasyon ng Commonwealth (Commonwealth Office of Transit Authority o COTA) ay nakatuon sa pagtitiyak na walang taong ihihiwalay mula sa pakikilahok o tanggihan ng mga benepisyo ng mga serbisyo nito sa pagbibiyahе o transportasyon, base sa lahi, kulay, o bansang pinagmulan, alinsunud sa proteksyon nakasaad sa Titulo VI ng Federal Transit Administration (FTA) Circular 4702.1B. Kung sa palagay ninyo na kayo ay tinanggihan sa pakikilahok o ipinagkaitan ng mga benepisyo ng mga serbisyo ng paghahatid na ibinigay ng Commonwealth Office of Transit Authority, o di kaya’y nakaranas ng diskriminasyon o pagkakatangi-tangi dahil sa inyong lahi, kulay, bansang pinagmulan, kasarian, edad, o kapansanan, maaari kayong makipag-ugnayan kay:

Mrs. Alfreda Camacho Maratita
Special Assistant for Public Transportation
Commonwealth Office of Transit Authority
Administrative Building and Maintenance Facility
12841, Lower Base Dr., Saipan
Caller Box 10007, Saipan, MP 96950
Tel: (670) 664-2682
Email: alfredac.maratita@gov.mp

Para sa mga karagdagang impormasyon, bisitahin ang www.ctacnmi.com

Title VI Mwóghutughutúl Angiingi

Efaisúl ammwelil Angiingil Titile VI? **Amwuri COTA Titile VI Complaint Form imwu e appasch (Appendix A).**

Aramas iye eyoor angiingil emmwelil ebwe isiisilong angiingi iye aa ischi me ghikkill llól ebwúghúw me waliigh ráál mwiril ráálil igha re nngaw ngálúgh. Ebwe schuulong llól angiingi yeel arongorong ikka e amwirimwiritiw:

- Iitómw, mailing address, me efaiúl rebwe faingúgh (i.e tilifon, email address, etc.)
- Efaisúl, ileeta, iya me meeta bwulul u meefi bwe re nngaw ngálúgh. Aschuulong bwuléy, iital me arongorong reel aramas iye ebwe aalleta bwe e weri.
- Aschuulong ákkáaw arongorong ikka e ffil

Emmwel ubwe yááli Pappid iye Angiingil Title VI bwe ubwe isiisilong arongorongol angiingi. Schóól angiingi emmwel ebwe ischi ngáli COTA reel féléfél iye e lo faal:

Commonwealth Office of Transit Authority
Office of the Governor
Administrative Building and Maintenance Facility
12841, Lower Base Dr., Saipan
Caller Box 10007
Saipan, MP 96950

AMWURI MILLE: COTA re tipáli bwe schóó kka re lo bwe schóól angiingi rebwe abwáari alléghúl kkapas ngáli alongal kkatta ikka rebwe afanga sáangi U.S. Postal Service me/ngáre ebwe ffat bwe alongal ischil angiingi rebwe schuungi. Reel angiingi ikka e toolong sáangi facsimile, original, pappid iye eyoor ghikkill sáangi schóól angiingi ebwe amwetekkáya le afanga ngáli Title VI Coordinator, esóóbw aluuló ebwúghúw me waliigh ráál mereel ráálil igha eyoor mil nngaw re fféerú ngálúgh ngáre sibwe ira alleged date of discrimination.

Meta mwirimwiril angiingi we igha aa isiisilong?

Alongal angiingi ikka e toolong reel alléghúl kkapasal discrimination ubwe afanga llól U.S. Postal Service me/ngáre benefit re ayooraí sáangi COTA me iir mille rebwe bwal apasa. COTA ebwe bwal ayoora ngáliir schóó kka re angiingilong reel alillis iye e ffil ngáliir, ebwal schuulong schóó kka re semwaay ngáre málesemwaay, ngáre ese mmwel ebwe kkasal Inglis. ebwe bwal lo bwe, COTA re fféerú inamwo faisúl rebwe apasa alongal angiingi igha ebwe ssit me ghatch mwóghutughutúl.

Ebwe yoor kkattal ghikkillil bwe u mwóreey iye rebwe afanga ngálúgh llól fisuuw ráál (**amwuri Appendix B**). Ai ghal tingór bwe ngáre e tooto bwe ai ghal tingór me reemw arongorong, nge

schóól angiingi ese ayoora ngáli ghámem arongorong we administrative ebwe atti angiingi we yóómw.

Efaisúl schóól angiingi ebwe ghuleey mwirimwiril angiingi we?

COTA ebwe afanga amwirimwiril ischil kkatta (**amwuri Appendix C ngáre D**) ngáli schóól angiingi. Kkatta yeel e aronga ngáli schóól angiingi bwe esóór welewelil angiingi, rebwe bwal atiiwlighi ngáli schóól angiingi reel aal weel ngáre 1) ubwe appeal llól fisuuw ráál mwiril yóómw bwughi ischil itittiwel sáangi COTA, me/ngáre 2) isiisilong yóómw angiingil lughul fengál me U.S Department of Transportation me/ngáre FTA. Ebwe yoor mwóghutughutúl reel rebwe appalúwáli angiingil Title VI llól oleigh ráál mwiril aar bwughi angiingi, emmwel ebwe ssór taftafeló.

Ebwe schuu ngáli angiingi iye e lo weiláng, bwe schóól angiingi ebwe isiisilong angiingil Title VI ngáli bwulasiyo ikka e amwirimwiritiw:

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

Appendix A

COTA Titile VI Pappidil Angiingi

Afal:

Eyoor ebwúghúw me waliigh ráál (calendar days) mereel ráálil igha eyoor mil nngaw re fféerú ngálúgh ngáre date of alleged discrimination bwe ubwe isiisilong yóómw angiingi. Utu ghal soong palúweli milikka e lo faal.

Arongorong reel rebwe faingúgh

Iit: _____

Address: _____

City: _____ State: _____ Zip: _____

Tilifonil Leeimw: _____ Tilifonil igha u ghal Angaang: _____

Email: _____

Angiingil Discrimination

Iital Staff iye u lúghúlúgh

bwe e nngaw ngálúgh ngáre e discriminate lúgh: _____

Ráálil igha e bweletáá: _____

Meeta bwulul re discriminate lúgh reel:

- Race
- Color
- National Origin

Affata ghatchúw meeta eyoor me efaisúl igha re discriminate lúgh. Ischitiw iyo kka re schuu. Ubwe bwal aschuulong aramas ikka re ghatch ngáliir me mmwal yeel. Bwal appasch alongal iisch iye e ssul ngáli kkaosa iye yóómw.

Ghikkillil:

Ráál:

Commonwealth Office of Transit Authority
Caller Box 10007, Saipan, MP 96950
Phone: 670-664-2682 | www.ctacnmi.com

Appendix B

Ghikkillil bwe u Mwóreey Kkattal Angiingi

Ráálil Ighila
Ms. Jo Doe
P.O. Box 123
Saipan, MP 96950

Dear Ms. Doe:

Kkatta yeel nge ghikkillil bwe ai mwóreey yóómw angiingi kontra Commonwealth Office of Transit Authority igha u tip bwe _____.

Ese mmwaay nge ebwele bwel kkaosa. Ngáre eyoor arongorong iye u mwuschel ubwe atottolong ngáre aiyegh reel mille, emmwel ubwe faingiló bwulasiyo yeel reel 670-664-2682, ngáre ischi ngáli yááy me Caller Box 10007, Saipan MP 96950.

Sincerely,

Alfreda Camacho Maratita
Special Assistant for Public Transportation

Appendix C

Kkattal Arongorong ngáli Schóól Angiingi bwe Eyoor Aalletal Angiingi

Rááílil Ighila
Ms. Jo Doe
P.O. Box 123
Saipan, MP 96950

Dear Ms. Doe:

Mille e lo bwe re ira llól kkatta iye yóómw iye wóól _____ (rááílil) iye e kontra COTA iye u tip llól Title VI rebwe amwuri aalletal. (Eew/Ákkááw) violation(s) reel Title VI reel Civil Rights Act-il 1964, e schuu nge ese amwirimwiritiw llól kkatta iye yóómw ikkaal milikka re schuungi. Re angaang tchow reel rebwe awelaló milikka e lo bwe ese wel.

Olomwaay reel yóómw ghal aronga ghámem reel mille. Eghi tomwógh yóómw alillis reel igha ai bwe amwuri sefááliy progróoma yeel. (Ngáre u tingór hearing, iisch ikka e amwirimwiritiw e fil ngálúgh.) Emmwel bwe bwulasiyo yeel ebwe faingúghuló, ngáre sáangi federal authorities, ngáre e totto bwe ai tipáli yóómw alillis atol mwóghutughutúl administrative hearing yeel.

Sincerely,

Alfreda Camacho Maratita
Special Assistant for Public Transportation

Appendix D

Kkattal Arongorong ngáli Schóól Angiingi bwe Angiingi we Ese Yoor Aalletal

Rááílil Ighila
Ms. Jo Doe
P.O. Box 123
Saipan, MP 96950

Dear Ms. Doe:

Mille e lo llól yóómw angiingi reel _____ (ráál) kontra COTA iye u tip _____ ra takkal amwuri aalleta. Mwirimwiril aalleta ese bwáá bwe re violate-li provision-il Title VI reel Civil Rights Act of 1964. U bwal ghuleey, Title VI ebwe ayúúloi discrimination bwulul race, color, ngáre national origin llól inamwo iya reel progróomal ikka re bweibwogh alillisil selaapi mereer federat.

COTA ra amwuri ghatchúw me itittiw reel arongorong me milikka e lo iye e ssúl ngáli kkaosa iye yóómw ngáli ghikkillil ngáre evidence reel aar COTA rese attabweey mwóghutughut fengál me alléghúl civil rights. Esóór evidence iye re schuungi bwe re violate-li allégh kkal.

I atiligh ngálugh bwe esóór evidence iye re schuungi reel angiingi iye yóómw, me I bwele atti millel yóómw yáamem file.

Eyoor yóómw weel ngáli 1) tingór alillis mereel aramas iye e llangeló bwángil llól fisuuw ráál ngáre calendar days mwiril yóómw bwughi ischi sáangi COTA reel aar disisiyoon, me/ngáre 2) isiisilong angiingimw lughul ngáli U.S. Department of Translportation me/ngáre Federal transit Administration me

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

Ghilissou reel yóómw ghal faingi ghámem. Ngáre emmwel bwe I bwe alisúgh igha uwa mweteló mmwal, utu amwaschamwasch le faingi yááy.

Sincerely

Alfreda Camacho Maratita
Special Assistant for Public Transportation



PHILLIPINE LANGUAGE



Title VI



Sáangi Title VI réél Civil Rights Act of 1964, ese mmwel bwe re ssóbw ayoora aweewe lól progróoma me mwóghutúghút kka re bweibwogh sáangi Federal Financial Assistance bwe le réél kkapasal race, color, me ngáre national origin. Réél aweewel mille, Title VI, e atiwiligh bwe “ Esóór eschaay aramas ye e lollo lól United States, nge re bwe ayúghú sáangi, réél e bwe túúta, igha re ssóbw ngalleey ammwelel, me ngáre re ayoora soolap, lól progróoma me mwóghutúghút kka re bweibwogh sáangi Federal Financial Assistance” (42 U.S.C. Section 2000d), bwelle réél yaar race,color, me ngáre national origin.

Réél Commonwealth Office of Transit Authority, apilúghúlúghúl Title VI réél Federal Transit Administration (FTA) Circular 4702.1B, re atiwiligh réél re bwe alúghúlúgh bwe bwe re ssóbw ayúghú sangiir aramas bwe re bwe túútá, me ngáre re se ngaleey ammweiliir, réél schóól umwuumwur, bwe le réél yaar race, color, me national origin. **Ngáre u máfiy bwe re se atúúghútá, me re se ngallégh amwmeliimw réél schóól ghal umwuumwumw me reer Commonwealth Office of Transit Authority, me ngare eyoor soolap reemw bwe le igha réél yóómw race, color, national origin, gender, age me ngáre disability, emmwel U bwe fafaiyingi:**

Alfreda Camacho Maratita
Special Assistant for Public Transportation
Commonwealth Office of Transit Authority
Administrative Building and Maintenance Facility
12841, Lower Base Dr., Saipan
Tel: (670) 664-2682
Email: alfredac.maratita@gov.mp

Réél Ólongal Kkapasal, amweeri yáámem website réél www.ctacnmi.com

Title VI Pamamaraan ng Pagreklamo

Paano maghain ng reklamo? Paki basa ang COTA Title VI ng pamamaraan ng pagreklamo sa (Hanay A).

Ang tagapag-reklamo ay maaaring mag hain ng pirmado na kasulatan sa pamamaraan ng pagreklamo, hanggang (180) na araw mula sa petsa ng pinaghihinalaang diskrimnasyon. Ang tagapag-reklamo ay dapat isama ang mga susunod na inpormasyon.

Ilagay ang pangalan, address ng pagpapadalhan, at paano makikipag ugnayan sainyo. (i.e., telephone number, email address, etc.)

- Paano, kailan, saan at bakit naniniwala na ikaw ay na diskrimina. Isama ang lugar, pangalan at mga informasyon na maaring makaugnayan ang mga naka-saksi ng pangyayari.
- Mga karagdagan na inpormasyon na may kaugnayan sa pangyayari na sa tingin ay mga makabuluhang inpormasyon.

Ang Title VI Complaint Form ay maaaring gamitin para ipasa ang inpormasyon ng pagrereklamo. Ang reklamo ay maaaring ihain sa pamamaraan ng pagsulat sa COTA at sa address na ito.

Commonwealth Office of Transit Authority
Office of the Governor
Administrative Building and Maintenance Facility
12841, Lower Base Dr., Saipan
Caller Box 10007
Saipan, MP 96950

NOTE: Ang COTA ay hinihikayat lahat ng mga tagapag—reklamo na magpatunay na lahat ng kasulatan na ipapadala sa U.S. Postal Service ay siguraduhin na kasulatan ay madaling matutunton. Para sa mga orihinal na nagpasa ng potograpikong kopya, orihinal na pirmadong kopya ng pagrereklamo ay dapat ipadala sa administrador sa mabilis na panahon, hindi lalampas sa 180 na mga araw mula sa pinaghihinalaang petsya ng diskriminasyon.

Ano ang mangyayari sa reklamo pagkatapos ihain?

Lahat ng mga pinaghihinalaang mga reklamo ng diskriminasyon base sa lahi, kulay at pambansang lahi sa pagbibigay serbisyo ng COTA ay sosalusyonan kaagad ng COTA. Ang COTA ay dapat mag bigay ng angkop na tulong sa mga nagreklamo, kasama na din ang mga taong may mga kapansanan o ang mga taong hindi marunong makipag ugnayan sa salitang ingles. Para sa karagdagan inpormasyon, ang COTA ay dapat mag bigay ng address sa lahat ng mga nagreklamo sa mabilis at ganap na pamamaraan.

Ang kasulatan ng pag kilala sa resibo ng reklamo ay ipapadala sa loob ng 7 na araw. (Paki basa ang Hanay B). Paki tandaan na sa pag responde sa mga kahilingan ng karagdagan na inpormasyon, ang hindi pagsunod sa pag bigay ng kahiligan na inpormasyon ay maaaring maisara ang reklamo.

Paano makikipag ungnayan ang tagapag reklamo sa kinalabasan ng reklamo?

Ang COTA ay magpapadala ng huling kasulatan na tugon na sulat. (tingnan ang hanay C o D) Ito ay magpapadala din sa nagreklamo na ang reklamo ay hindi napatunayan. (tingnan ang hanay D), ang nagreklamo ay pinapayuhan sa kanyang mga karapatan na 1) umapila sa loob ng pitong araw ng resibo na ayon sa decision ng COTA, 2) mag hain ng reklamo sa U.S. Department of Transportation o FTA. Lahat ng gagawin para maka responde sa TITLE VI pamamaraan ng pagreklamo sa loob ng 60 na araw ng patatrabaho sa mga reklamo.

Para sa karagdagan na inpormasyon sa nagreklamo ng proseso sa nakatalaga sa taas, ang tagapag reklamo ay maaring mag hain ng TITLE VI na reklamo sa mga nakalistang opisina.

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

Appendix A

Form ng reklamo ukol sa Title VI ng COTA

Mga Tagubilin:

Merong ka lamang (180) na araw mula sa pinaghihinalaang diskriminasyon para ipasa ang iyong reklamo. Paki sago ang form sa ibaba.

Inpormasyon ng Contact

Pangalan: _____

Address: _____

Lungsod: _____ Estado: _____ Zip: _____

Telepono sa tahanan: _____ Telepono sa pinagtatrabahuhan: _____

Email: _____

Reklamo ng Diskriminasyon

Pangalan ng tao na sa tingin

Mo ay nagdiskrimina saiyong: _____

Petya ng pangyayari: _____

You were discriminated because of:

- Race
- Color
- National Origin

Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently than you. Also attach any written material pertaining to your case:

Signature: _____

Date: _____

Commonwealth Office of Transit Authority
Caller Box 10007, Saipan, MP 96950
Phone: 670-664-2682 | www.ctacnmi.gov

Appendix B

Sulat ng pagtanggap ng resibo ng reklamo

Petsa Ngayon
Ms. Jo Doe
P.O. Box 123
Saipan, MP 96950

Dear Ms. Doe:

Ang resibo na ito ay pagtanggap sa reklamo laban sa Commonwealth Office of Transit Authority nagpapatang _____.
Ang investigasyon ay uumpisahan kaagad. Kung meron pa karagdagan inpormasyon ang gusto pang idagdag na gusting iparating o mga tanong na tungkol dito, maaari kayo tumawag sa aming tanggapan 670-664-2682, o magsulat sa amin gamit ang Caller Box 10007, Saipan MP 96950.

Taos-puso,

Alfreda Camacho Maratita
Special Assistant for Public Transportation

Appendix C

Sulat na nagpapatunay ng nagreklamo at ang reklamo napatunayan

Petsa Ngayon
Ms. Jo Doe
P.O. Box 123
Saipan, MP 96950

Dear Ms. Doe:

Ang petsa ng sulat _____ (petsa) laban sa COTA na mga paratang sa paglabag ng TITLE VI ay naimbestigahan na. Maraming paglabag ng Title VI ang Civil Rights Act of 1964, kasama na ang mga nasabi sa inyong sulat. Itong mga pagkukulang ay aming itatama.

Salamat sa pagtawag tungkol dito at sa pagkuha ng aming attensyon. Kayo po ay nagbigay ng tulong sa pag suri namin sa aming programa. (Kung may hearing na hiniling, ang mga susunod na mga sentensya ay nararapat lamang.) Ikaw ay maaring makatanggap ng mga inpormasyon galing sa aming tanggapan, o sa mga autoridad ng Federal, at kung ang mga serbisyo naming ay kakaylanganin sa kasulukuyang proseso ng hearing.

Taos-puso,

Alfreda Camacho Maratita
Special Assistant for Public Transportation

Appendix D

Sulat na nagpapatunay na ang reklamo ay hindi napatunayan.

Petsa Ngayon
Ms. Jo Doe
P.O. Box 123
Saipan, MP 96950

Dear Ms. Doe:

Ito ay tungkol sa inyong reklamo ng _____ (petsa) laban sa COTA na nagpapatang _____ ay naimbestigahan na. Ang mga resulta ng imbestigasyon ay hindi napatunayan na may lumabag sa TITLE IV ng Civil Rights Act ng 1964. Ang Title VI ay pinagbabawal ang discriminasyon base sa lahi, kulay, o pambansang lahi ng kahit anong programa na tumatanggap ng finansyal na tulong mula sa federal na gobyerno.

Ang COTA ay nasuri ang mga bagay bagay na tungkol sa mga ebidensya laban sa COTA na lumabag sa civil rights laws. Walang mga napatunayan na ebidensya na lumabag sa mga batas.

Samakatuwid, Ikaw ay aking pinapayuhan na ang reklamo ay hindi napatunayan at itong reklamo na to ay aming isasara na.

Meron kayong karapatan 1) umapila sa loob ng pitong araw mula noong ang resibo nyo ay naisulat na ng COTA o 2) mag file ng reklamo sa U.S. Department of Transportation o ang Federal Transit Administration sa

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

Salamat sa panahon nyo at pagkuha ng aming atensyon. Kung meron pa ako maitutulong sa inyo at kung matutulungan ko pa kayo sa susunod na mga araw, huwag po kayo mag-alinlangan na tawagan ako.

Taos-puso,

Alfreda Camacho Maratita
Special Assistant for Public Transportation